



**Council - Regular Meeting
Agenda**

Tuesday, September 10, 2019

6:00 p.m.

Council Chambers

Pages

1.	CALL TO ORDER	
2.	ADOPTION OF AGENDA	
3.	DISCLOSURE OF INTEREST	
4.	MINUTES APPROVAL	
4.1	Council - Regular Meeting August 27, 2019	3 - 13
4.2	Council - Special Meeting September 4, 2019	14 - 18
5.	PUBLIC QUESTION PERIOD	
6.	PUBLIC HEARINGS	
7.	DELEGATIONS	
8.	OLD BUSINESS	
9.	NEW BUSINESS	
9.1	2019 Capital Projects Update	19
9.2	Franchise Agreement - ATCO Electric	20 - 32
9.3	Request for Support Regarding Impact of Mortgage Stress Test	33 - 51
9.4	Cold Lake Recreation and Culture Advisory Committee Resignation	52 - 59
9.5	Government of Alberta - Proposed Police Costing Model Engagement	60 - 106
9.6	Nomination for Appointment to Northeast Caribou Sub-Regional Task Force	107 - 118
9.7	Request for Funding - Cold Lake Alpine Ski Society - 2019 Goggles in October Event Sponsorship	119 - 120
9.8	Request for Funding - 4 Wing Cold Lake - 2020 Air Show Sponsorship	121 - 160
10.	COMMITTEE REPORTS	
10.1	Minutes June 6, 2019 Economic Development Advisory Committee	161 - 163

11. STAFF REPORTS

11.1	Chief Administrative Officer's Monthly Report - August 2019	170 - 172
11.2	Report to Chief Administrative Officer - Corporate Services - August 2019	173 - 183
11.3	Report to Chief Administrative Officer - Infrastructure Services - August 2019	184 - 199
11.4	Report to Chief Administrative Officer - Planning and Development Services - August 2019	200 - 212
11.5	Report to Chief Administrative Officer - Community Services - August 2019	213 - 227

12. COUNCIL HIGHLIGHTS/ REPORTS

13. NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

14. QUESTIONS

15. IN CAMERA

15.1	Member-at-Large Appointment - Economic Development Advisory Committee
15.2	Amendment to the Memorandum of Understanding 4 Wing - Municipal Grants and Services
15.3	Agreement - Improvement District (ID) No. 349
15.4	Inter-Municipal Collaboration Framework (ICF) Discussion Paper

16. ADJOURNMENT



STAFF REPORT

Title: Council - Regular Meeting August 27, 2019

Meeting Date: September 10, 2019

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held August 27, 2019 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, August 27, 2019

6:00 p.m.

Council Chambers

Council Present: Mayor Craig Copeland
Councillor Bob Buckle
Councillor Jurgen Grau
Councillor Duane Lay
Councillor Vicky Lefebvre (6:46 p.m.)
Councillor Chris Vining

Council Absent: Councillor Kirk Soroka

Staff Present: General Manager of Corporate Services Linda Mortenson
General Manager of Planning & Development Services Howard Pinnock
General Manager of Community Services Glenn Barnes
Transportation Services Manager/Acting General Manager of Infrastructure Services George Urlacher
Manager of Strategic Initiatives Andrew Serba
Executive/Recording Secretary Cindy Reimer

Staff Absent: Chief Administrative Officer Kevin Nagoya
General Manager of Infrastructure Services Azam Khan

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CRM20190827.1001

Moved by Councillor Lay

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

None.

MINUTES APPROVAL

Council - Regular Meeting August 13, 2019

Resolution # CRM20190827.1002

Moved by Councillor Buckle

That the minutes of Council's regular meeting held August 13, 2019 be accepted as amended:

Resolution #CRM20190813.1012 - New Business Item 10.6 Encroachment Agreement Request EA19-001 - Mayor Copeland "Opposed"

Carried Unanimously

PUBLIC QUESTION PERIOD

None.

PUBLIC HEARINGS

None.

DELEGATIONS

None.

CITY FINANCIAL REPORTS

City Financial Reports - June 2019

Resolution # CRM20190827.1003

Moved by Councillor Grau

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

Carried Unanimously

City Financial Reports - July 2019

Resolution # CRM20190827.1004

Moved by Councillor Vining

That Council accept the financial reports for the period ending July 31, 2019 including accounts payable cheque numbers 132919 to 133357.

Carried Unanimously

OLD BUSINESS

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

Resolution # CRM20190827.1005

Moved by Councillor Buckle

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 second reading.

Carried Unanimously

Resolution # CRM20190827.1006

Moved by Councillor Lay

That Bylaw No. 651-FN-19 be given third and final reading.

Carried Unanimously

NEW BUSINESS

Cancel September 24, 2019 Regular Meeting of Council

Resolution # CRM20190827.1007

Moved by Councillor Vining

That Council cancel the September 24, 2019 regular meeting of Council.

Carried Unanimously

Economic Development Advisory Committee - Request for 4 Wing Liaison

Resolution # CRM20190827.1008

Moved by Councillor Buckle

That Council direct Administration to invite 4 Wing Cold Lake to Council's monthly Economic Development Advisory Committee (EDAC) meeting as a liaison.

Carried Unanimously

RCMP Building Expansion Project

Resolution # CRM20190827.1009

Moved by Councillor Buckle

That Council authorize Administration to proceed with the design development of a new Royal Canadian Mounted Police (RCMP) Detachment with the existing budget allocations, and that the residual capital investment strategy be considered during Council's Budget Deliberations and Business Plan updates.

Carried Unanimously

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

Resolution # CRM20190827.1010

Moved by Councillor Lay

That Council 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 (\$80/person), plus provide a door prize, with funds to come from Council Goodwill (1-2-11-20-229).

Carried Unanimously

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

Resolution # CRM20190827.1011

Moved by Councillor Vining

That Council 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 (\$65/person), with funds to come from Council Goodwill (1-2-11-20-229).

Carried Unanimously

COMMITTEE REPORTS

Minutes September 19, 2018 Local Assessment Review Board Hearing

Information.

Minutes May 14, 2019 Occupational Health and Safety Committee
Information.

Minutes June 18, 2019 Occupational Health and Safety Committee
Information.

Minutes July 9, 2019 Occupational Health and Safety Committee
Information.

Minutes July 25, 2019 Local Assessment Review Board Hearing
Information.

Minutes August 13, 2019 Occupational Health and Safety Committee
Information.

COUNCIL HIGHLIGHTS/ REPORTS

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

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

None.

QUESTIONS

Councillor Buckle asked for an update respecting the Birch Avenue project. Transportation Services Manager/Acting General Manager of Infrastructure Services G. Urlacher advised that the project is just getting kicked off and so far, on schedule.

Councillor Grau advised that he has had several queries and concerns from neighboring property owners with respect to the new treatment centre located across from the hospital. The property owners are questioning why a meth clinic is across from their property, and also why a safe injection site was built across from their property.

Councillor Lefebvre entered the meeting at this time being 6:46 p.m.

Mayor Copeland advised that the treatment centre is treating addictions in the area (from as far as Lac La Biche, St. Paul, etc.), but definitely are not handing out needles. The treatment centre will have a pharmacist on site that will hand out the methadone to the client, and the client will take the methadone on site, in front of the pharmacist, before leaving. Mayor Copeland further advised that the treatment centre will be having an open house in the near future.

Mayor Copeland queried what the City's procedure is when a hedge or tree encroaches on to City property thus impairing traffic vision (i.e. 1st avenue towards Kinosoo Beach)?

General Manager of Corporate Services L. Mortenson advised that citizens can phone City Hall with the address of the property in question, and the bylaw department will follow up with the property owner.

Councillor Buckle advised that there is a lot of overgrowth on City easements noting that the crosswalk on 1st avenue should be looked at as kids tend to run out and cannot be seen by traffic until they are right on the street.

Mayor Copeland noted concerns with respect to under water holes in the asphalt at the Marina launch and queried when the holes would be fixed?

Transportation Services Manager/Acting General Manager of Infrastructure Services G. Urlacher advised that the holes were addressed earlier today.

Mayor Copeland advised that there are stakes along hospital road and queried if these were markers for new street lights?

General Manager of Corporate Services L. Mortenson advised that Administration would follow up.

Councillor Vining advised that the weeds at the Marina have grown a lot in the last couple of weeks, and queried if there was a reason why these weeds have not been cut this year?

General Manager of Community Services G. Barnes advised that the weeds are scheduled to be cut this week on Thursday, August 29, 2019.

Resolution # CRM20190827.1012

Moved by Councillor Lefebvre

That the meeting be recessed at this time being 7:01 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Transportation Services Manager/Acting General Manager of Infrastructure Services G. Urlacher left the meeting at this time being 7:02 p.m.

Mayor Copeland reconvened the meeting at this time being 7:07 p.m.

IN CAMERA**Member-at-Large Appointment - Subdivision and Development Appeal Board**

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

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

- FOIP Section 17, Disclosure harmful to personal privacy

Resolution # CRM20190827.1013

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 7:07 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 # CRM20190827.1014

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 7:11 p.m.

Carried Unanimously

Resolution # CRM20190827.1015

Moved by Councillor Vining

That Council appoint Kim Warnke to the Cold Lake Subdivision and Development Appeal Board for a two (2) year term to expire October 2021.

Carried Unanimously

Legal - Lakeland Credit Union

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

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 23, Local public body confidences
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Resolution # CRM20190827.1016

Moved by Councillor Grau

That the meeting go "In-Camera" at this time being 7:11 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 - Lakeland Credit Union.

Carried Unanimously

Resolution # CRM20190827.1017

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 7:27 p.m.

Carried Unanimously

Damages Claim - Linda Cowell

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

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

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

Resolution # CRM20190827.1018

Moved by Councillor Lay

That the meeting go "In-Camera" at this time being 7:27 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 Damages Claim - Linda Cowell.

Carried Unanimously

Resolution # CRM20190827.1019

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 7:44 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20190827.1020

Moved by Councillor Vining

That the meeting be adjourned at this time being 7:44 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Council - Special Meeting September 4, 2019

Meeting Date: September 10, 2019

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's special meeting held September 4, 2019 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Special Meeting Minutes

Wednesday, September 4, 2019

6:00 p.m.

Council Chambers

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

Council Absent: Councillor Jurgen Grau

Staff Present: Chief Administrative Officer Kevin Nagoya
General Manager of Infrastructure Services Azam Khan
General Manager of Planning & Development Services Howard Pinnock
Development Officer Alex Wang

Staff Absent: General Manager of Corporate Services Linda Mortenson
General Manager of Community Services Glenn Barnes
Manager of Strategic Initiatives Andrew Serba
Executive/Recording Secretary Cindy Reimer

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CSM20190904.1001

Moved by Councillor Buckle

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

None.

PUBLIC HEARINGS

Development Permit Application 219096

Mayor Copeland declared the public hearing for reviewing Development Permit Application 219096, being an Application for Development within a Direct Control (DC) District at 5201-50 Street (Lots 2 and 3, Block 20, Plan 792-0445), in the City of Cold Lake, open at this time being 6:02 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 Development Application 219096.

Development Officer A. Wang provided a power point presentation on Development Application 219096, being an Application for Development within a Direct Control (DC) District at 5201-50 Street (Lots 2 and 3, Block 20, Plan 792-0445), in the City of Cold Lake.

Mayor Copeland opened the floor for public concerns and comments with respect to Development Permit Application 219096.

Ms. Cindy Yang, Resource Development Coordinator for the Dr. Margaret Savage Crisis Centre, provided a presentation and fielded questions.

As there were no more public in attendance to voice their concerns and/or provide comments with respect to Development Permit Application 219096, Mayor Copeland declared the public hearing closed at this time being 6:32 p.m.

Development Permit Application 219103

Mayor Copeland declared the public hearing for reviewing Development Permit Application 219103, being an Application for Development within a Direct Control (DC) District at 4811-50 Street (Lot 1, Block 18, Plan 8442ET and Block 17 (South Part), Plan 8442ET), in the City of Cold Lake, open at this time being 6:33 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 Development Permit Application 219103.

Development Officer A. Wang provided a power point presentation on Development Application 219103, being an Application for Development within a Direct Control (DC) District at 4811-50 Street (Lot 1, Block 18, Plan 8442ET and Block 17 (South Part), Plan 8442ET), in the City of Cold Lake.

Mayor Copeland opened the floor for public concerns and comments with respect to Development Permit Application 219103.

As there were no public in attendance to voice their concerns and/or provide comments with respect to Development Permit Application 219103, Mayor Copeland declared the public hearing closed at this time being 6:47 p.m.

NEW BUSINESS

Development Permit Application 219096

Resolution # CSM20190904.1002

Moved by Councillor Soroka

That Council approve Development Permit Application 219096 subject to the following conditions:

1. Meeting all other requirements of Land Use Bylaw No. 382-LU-10 as amended.
2. Meeting the requirements of the Current Alberta Building Code and Safety Codes Act.
3. Meeting all other requirements of the City of Cold Lake Engineering Standards.
4. No more than five (5) animals shall be accommodated on the premises at any time. In addition, the Dr. Margaret Savage Crisis Centre shall meet all other requirements of Animal Care and Control Bylaw No. 535-PL-14.
5. Meeting the requirements of other legislation.
6. The Dr. Margaret Savage Crisis Centre shall prevent noise, dust, odour, and other nuisances from adversely affecting neighbouring properties.

7. The Dr. Margaret Savage Crisis Centre shall not charge any fees for accommodating animals on the premises.

Carried Unanimously

Development Permit Application 219103

Resolution # CSM20190904.1003

Moved by Councillor Vining

That Council approve Development Permit Application 219103, subject to the following conditions:

1. Meeting all other requirements of Land Use Bylaw No. 382-LU-10 as amended.
2. Meeting the requirements of other legislation.
3. Meeting the requirements of the City of Cold Lake Engineering Standards.
4. The Developer shall prevent noise, dust, odour, and other nuisances from adversely affecting neighbouring properties.

Carried Unanimously

ADJOURNMENT

Resolution # CSM20190904.1004

Moved by Councillor Buckle

That the meeting be adjourned at this time being 7:07 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: 2019 Capital Projects Update

Meeting Date: September 10, 2019

Executive Summary:

Council will be provided an update on the status of 2019 Capital Projects through a new interactive software which utilizes the GIS system. Administration is demoing the software with the potential to post information online and social media outlets.

Background:

The City of Cold Lake past the 2019 Capital Budget in December, 2019. The budget has been amended from time to time. This presentation will provide an update and the status on most of the approved capital projects.

Alternatives:

For Information

Recommended Action:

That Council pass a motion to accept the 2019 Capital Project Update Presentation as information.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Franchise Agreement - ATCO Electric

Meeting Date: September 10, 2019

Executive Summary:

Under the terms of the current 10 year Electrical Franchise Agreement, signed and approved in August 2013, and subject to the approval process outlined in the *Municipal Government Act*, RSA 2000, c. M-26, municipalities have the ability to annually adjust the franchise fee charged to distribution utilities, subject to Alberta Utilities Commission (AUC) approval. The current Franchise fee is 4.25% with a cap of 10%. The franchise fee is estimated to generate \$558,000 in 2019, and \$564,000 in 2020. Every 1% will generate approximately \$122,000 annually.

Background:

Franchise fees are recovered from consumers in a municipality through a local rate rider (which rider, for the purposes of clarity, does not include fees from retail service providers). Franchise fees are calculated based on a percentage of revenue of each utility's transmission and distribution tariff. Under the franchise agreement ATCO will continue to pay to a municipality both a franchise fee and linear taxes. The Municipal portion of Linear taxes for 2018 was \$130,543.85, and \$133,869.90 for 2019. The franchise fee cap of 20 per cent is a provision under the franchise template however the City of Cold Lake currently has a 10% cap. The franchise cap and the franchise fee may only be changed with AUC approval. Franchise fee rates range from 0% to 20%. There does not seem to be any formula or rules on changing rates except that they are at the discretion of the municipality and must be approved by AUC. Revenue generated from an increase in franchise fees could be earmarked for a specific utilities project. If Council wishes to change the Franchise fee the City would have to publish a notice of the proposed change for 14 days and by Dec 1 notify ATCO of the proposed change in order to obtain AUC approval and start billing the new fee January 1, 2020. ATCO would then apply to the AUC to change the rate. The rate would have to be approved by AUC prior to implementation. Please note Page 9 of the Franchise Agreement for adjustments to Franchise Fees and Franchise caps. Any changes would be included in the 2020 budget.

Alternatives:

Council may consider the following options:



1. Council may pass a motion to maintain the franchise fee that has been in place since 2003 as per the Corporate Priorities Committee.
2. Council may consider changing the franchise fee and allocating it to a utility project.
3. Council may change the franchise fee.

Recommended Action:

Administration recommends that Council pass a motion to maintain the Electrical Franchise fee at 4.25% of distribution revenue.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

August 27, 2019

City of Cold Lake
Attn: Kevin Nagoya
5513 48 Avenue
Cold Lake, AB
T9M 1A1

Re: Distribution Revenue Forecast for 2020 Franchise Fee

Dear Kevin Nagoya,

Your Franchise Agreement allows for an annual change to the franchise fee percentage. However, a certain procedure must be followed, before the fee can be changed. This letter will help you with that procedure.

The steps needed to change the fee are:

1. Your Municipality must decide if a change is required and what the new fee percentage should be. ATCO Electric will provide revenue estimates to help you with this (if the new fee is greater than the pre-approved cap in your franchise, a different process is required).
2. In accordance with the Alberta Utilities Commission (AUC) Decision approving your Franchise Agreement, you must publish a public notice of the proposed change in the local newspaper with the greatest circulation. This notice must include the effect of the proposed change for the average residential customer. ATCO Electric can estimate the new charges and the effect on an average customer bill. We recommend that fee change notices be published before Oct 14, 2019.
3. Residents must have at least 14 days from the publication of the notice to make their concerns known to the Municipality and the Municipality is to respond to these concerns.
4. The Municipality will advise ATCO Electric by letter of the new fee percentage. This letter is to include a copy of the public notice, publication details (date and paper), and any comments the Municipality wants to include on the public response.
5. ATCO Electric will apply to the AUC to change the rate. Copies of the Municipality's letter and notice will be included with ATCO Electric's application. ATCO Electric must receive the municipality's request (complete with a copy of the notice) by November 25, 2019 in order to obtain AUC approval and start billing the new fee January 1, 2020.
6. The AUC must approve the change to ATCO Electric's rates. Provided the Commission is satisfied that proper notice was given, and no one has complained directly to the Commission, this approval should come quickly.
7. Once the rate change is approved, ATCO Electric will start to charge and remit the new fee.

The following information will help you decide on the appropriate fee percentage.

Current Fee Percentage	Current Fee Cap	Distribution Revenue Previous calendar year	Estimated 2019 Distribution Revenue	Estimated 2020 Distribution Revenue
4.25% of distribution revenue	20%	\$12,537,650.35	\$13,136,670.12 Estimated on 6 months data	\$13,268,036.82 Amortized (inflation index)

To estimate the franchise fee, multiply the fee percentage by the estimated Distribution Revenue. When calculating your revenue requirements please remember that this fee is paid in addition to the linear taxes on the distribution system.

We are available to discuss this with you in more detail. If you have any questions or comments, please call me at 780-826-6711.

Yours truly,



Sharla McCullough
Customer Sales Representative
ATCO Electricity
780-826-6711
Sharla.mccullough@atco.com



City of Cold Lake

Franchise Agreement with ATCO Electric Ltd.

August 7, 2013

The Alberta Utilities Commission

Decision 2013-291: City of Cold Lake

Franchise Agreement with ATCO Electric Ltd.

Application No. 1609709

Proceeding ID No. 2681

August 7, 2013

Published by

The Alberta Utilities Commission

Fifth Avenue Place, Fourth Floor, 425 First Street S.W.

Calgary, Alberta

T2P 3L8

Telephone: 403-592-8845

Fax: 403-592-4406

Website: www.auc.ab.ca

1 Introduction

1. On June 25, 2013, the Alberta Utilities Commission (the AUC or the Commission) received an application from the City of Cold Lake (Cold Lake) and ATCO Electric Ltd. (ATCO Electric) requesting approval to renew their electric distribution franchise agreement (franchise agreement) for a period of 10 years with the option for two five-year extensions. The renewed franchise agreement is attached as [Appendix 1](#) to this decision and is based on a standard agreement which was approved by the AUC in Decision [2012-255](#).¹

2. The AUC published the notice of application on the AUC website on July 3, 2013, and in the Cold Lake Sun on July 9, 2013. If anyone had concerns or objections they were directed to file a submission with the AUC by July 23, 2013. The AUC has processed this application without further notice as no objections were received.

2 Franchise agreement

3. The municipality determines the level of the franchise fee, which is the consideration paid by the utility for the exclusive right to provide electric service to customers within the municipality. The municipality may also collect linear property taxes from the utility. Franchise fees and linear property taxes are a cost of ATCO Electric doing business in the municipality, and these costs are recovered from electricity customers in the municipality.

4. Cold Lake completed first reading of Bylaw No. 486-FA-13, which authorized the municipality to execute a new franchise agreement with ATCO Electric to provide distribution service within Cold Lake.

5. In the franchise agreement, Cold Lake proposed to maintain the franchise fee of 4.25 per cent of the delivery revenue received by ATCO Electric. In addition to the collection of the franchise fee, Cold Lake has also opted to continue the receipt of linear property taxes from ATCO Electric. With the franchise fee and linear property taxes combined, the monthly cost for an average residential customer is forecast to remain at \$5.14.

¹ Decision 2012-255: City of Hinton, New Franchise Agreement Template and Franchise Agreement with FortisAlberta Inc., Application No. 1608547, Proceeding ID No. 1946, September 28, 2012.

6. The term of the franchise agreement is 10 years with the option for two five-year renewals, for a potential maximum term of 20 years. In accordance with Section 45 of the *Municipal Government Act*, RSA 2000, c. M-26, a council may grant exclusive right to provide a utility service in all or part of the municipality with a term not exceeding 20 years. The Commission finds that the term of this agreement is in accordance with the legislated time frame.

7. The franchise fee can be changed once annually at the sole discretion of Cold Lake to a maximum of 10 per cent in accordance with articles 5(b) and 5(c), of the franchise agreement. The Commission agrees with these provisions and recognizes that a maximum of 20 per cent was approved in the standard agreement in Decision 2012-255.

8. Therefore, pursuant to Section 45 of the *Municipal Government Act*, Section 106 of the *Public Utilities Act*, RSA 2000, c. P-45 and Section 139 of the *Electric Utilities Act*, SA 2003, c. E-5.1, the Commission approves the franchise agreement and finds the right granted by Cold Lake to ATCO Electric to be necessary and proper for the public convenience and properly serves the public interest.

9. The Commission also approves the continued collection of linear property taxes as part of the franchise agreement pursuant to Section 353 of the *Municipal Government Act*. The linear property tax rate for Cold Lake is 1.5 per cent.

3 Riders

10. Franchise fees and linear property taxes are collected through ATCO Electric's Rider A. ATCO Electric indicated that as a result of the proposed agreement, no changes to ATCO Electric's Rider A are required. The Commission has attached Rider A as [Appendix 2](#) to this decision.

11. The property tax rate for Cold Lake changes on an annual basis. The linear property tax rate of 1.5 per cent, was acknowledged by Commission letter dated February 14, 2013 in Application No. 1609302.

12. In accordance with Section 125 of the *Electric Utilities Act*, and based on the approval of the franchise agreement in this decision, the Commission approves Rider A and finds the amounts to be just and reasonable.

4 Order

13. It is hereby ordered that:

- (1) A copy of Bylaw No. 486-FA-13 shall be filed with the AUC after third reading along with a copy of the executed franchise agreement.
- (2) The continuing franchise fee and linear property tax for Cold Lake as indicated on Rider A is approved and is attached as Appendix 2 to this decision.
- (3) Any changes in the level of the franchise fee pursuant to the provisions in Article 5(b) of the franchise agreement are required to be filed with the AUC for

acknowledgement on or before the date that the rate comes into effect, including an updated Rider A schedule.

- (4) Prior to implementing any change in the franchise fee, customers shall be notified of the change in the franchise fee through the publication of a notice in the newspaper having the widest circulation in Cold Lake at least 45 days prior to the implementation of the revised franchise fee. A copy of the notice shall be filed with the AUC.

Dated on August 7, 2013.

The Alberta Utilities Commission

(original signed by)

Neil Jamieson
Commission Member

Appendix 1 – City of Cold Lake franchise agreement with ATCO Electric Ltd.

[\(return to text\)](#)



Appendix 1 -
Franchise Agreement

(consists of 34 pages)

Appendix 2 – Rider A with respect to the City of Cold Lake

[\(return to text\)](#)



Appendix 2 - Rider A

(consists of 1 page)



Rider A Municipal Assessment

ATCO Electric TABLE 1: TOTAL RIDER A									
Municipal Authority (Price Area)	[1] Municipal Tax from Table 2 (%)	[2] Franchise Fee (%)	[3] Franchise Fee Effective Date (yy/mm/dd)	[4] Rider A Total (%) = [1] + [2]	Municipal Authority (Price Area)	[1] Municipal Tax from Table 2 (%)	[2] Franchise Fee (%)	[3] Franchise Fee Effective Date (yy/mm/dd)	[4] Rider A Total (%) = [1] + [2]
ACADIA (M034)	1.69	0.00		1.69	MANVILLE (V559)	2.54	7.00	16/01/01	9.54
ALLIANCE (M017)	1.06	6.00	05/01/01	7.06	MARWAYNE (V562)	1.95	6.00	15/06/01	7.95
ALISON BAY (B219)	0.99	0.00		0.99	MCLENNAN (T574)	2.72	2.75	11/01/01	5.47
ANDREW (M024)	1.21	3.00	15/08/01	4.21	MINBURN (V589)	3.59	1.00	18/01/01	4.59
BEAVER LODGE (H051)	1.55	6.50	10/07/01	8.05	MORRIS (V588)	1.38	3.50	12/01/01	4.88
BERVYN (M063)	3.31	1.75	07/01/01	5.06	MUNDARE (T604)	1.20	5.00	13/01/01	6.20
BIG VALLEY (V069)	1.26	2.00	15/01/01	3.26	MUNSON (V607)	3.09	1.00	10/07/01	4.09
BIGSTONE (B110)	1.55	0.00		1.55	MYRNA (V610)	1.69	2.00	08/02/01	3.69
BONNYVILLE BEACH S.V. (S096)	0.97	0.00		0.97	NAMPA (V619)	1.26	2.00	16/01/01	3.26
BONNYVILLE, TOWN OF (T093)	1.22	6.80	03/01/01	8.02	NORTHERN LIGHT (M022)	0.56	0.00		0.56
BOTHA (M099)	2.17	3.00	19/01/01	5.17	NORTHERN SUNRISE COUNTY (M131)	0.72	0.00		0.72
BUSHE RIVER L.R. 207 (B726)	1.24	0.00		1.24	OPPORTUNITY (M017)	1.15	0.00		1.15
CAMROSE (C021)	0.99	0.00		0.99	OYEN (T648)	1.46	6.00	09/01/01	7.46
CARBON (V129)	1.46	5.00	15/01/01	6.46	PADDLE PRAIRIE (N221)	2.20	0.00		2.20
CASTOR (T147)	1.83	5.00	07/01/01	6.83	PAINTERTH (C018)	1.20	0.00		1.20
CERIAL (V153)	3.71	1.00	12/01/01	4.71	PARADISE VALLEY (V654)	1.91	6.00	16/02/01	7.91
CLEAR HILLS (M021)	1.20	0.00		1.20	PEACE (M135)	1.08	0.00		1.08
COLD LAKE (T189)	1.49	4.25	03/01/01	5.74	PEACE RIVER (T657)	1.89	7.00	14/01/01	8.89
CONSORT (V195)	2.38	6.00	16/04/01	8.38	PEAVINE (H172)	1.55	0.00		1.55
CORONATION (T198)	2.10	3.75	04/01/01	5.85	PELLICAN NARROWS S.V. (S659)	0.41	0.00		0.41
DELBURNE (V231)	1.96	1.50	08/01/01	3.46	RAINBOW LAKE (T690)	1.61	13.00	15/01/01	14.61
DELIA (V234)	2.32	5.00	11/01/01	7.32	RED DEER (C013)	0.84	0.00		0.84
DERWENT (V237)	1.14	6.00	08/08/01	7.14	ROCHON SANDS S.V. (S708)	1.54	0.00		1.54
DEWERRY (V246)	1.50	8.00	17/01/01	9.50	ROSALIND (V717)	2.63	0.50	13/04/09	3.13
DONALD L.R. (B218)	1.05	0.00		1.05	RYEGROFT (V729)	2.33	6.00	16/01/01	8.33
DONALDA (V252)	2.46	4.50	18/01/01	6.96	SADDLE HILLS (M020)	0.55	0.00		0.55
DONNELLY (V255)	1.64	2.75	10/01/01	3.89	SADDLE LAKE L.R. (B638)	3.93	0.00		3.93
DRIFTPILE RIVER FIRST NATION L.R. 150 (B220)	0.00	0.00		0.00	SEXSMITH (T754)	1.58	5.50	12/01/01	7.08
EAST PRAIRIE (M174)	2.95	0.00		2.95	SLAVE LAKE (T766)	1.15	9.40	10/01/01	10.55
ELIZABETH (H187)	2.02	0.00		2.02	SMOXY LAKE (T769)	1.95	6.00	16/01/01	7.95
ELK POINT (T291)	1.79	3.60	03/01/01	5.39	SMOXY RIVER (M130)	1.06	0.00		1.06
ELNORA (V294)	1.27	1.00	03/01/01	2.27	SPECIAL AREAS (M001)	0.43	0.00		0.43
EMPRESS (V297)	2.79	2.00	07/01/01	4.79	SPIRIT RIVER (M133)	0.85	0.00		0.85
FAIRVIEW (M136)	0.98	0.00		0.98	SPIRIT RIVER, TOWN OF (T778)	1.94	5.50	12/02/01	7.44
FAIRVIEW (T309)	1.50	7.50	13/01/01	9.00	ST. PAUL, COUNTY OF (C019)	0.67	0.00		0.67
FALHER (T315)	1.33	6.50	16/01/01	7.83	ST. PAUL, TOWN OF (T790)	1.50	7.00	02/01/01	8.50
FISHING LAKE (H188)	1.93	0.00		1.93	STARLAND (M047)	0.85	0.00		0.85
FLAGSTAFF (C029)	0.87	0.00		0.87	STIEHLER, COUNTY OF (C006)	1.40	0.00		1.40
FORESTBURG (V324)	2.24	9.00	15/01/01	11.24	STETTLE, TOWN OF (T805)	1.01	11.10	18/01/01	12.11
FORT MCMURRAY (K032)	0.57	10.00	14/01/01	10.57	STURGEON LAKE L.R. 154 (B770)	1.02	0.00		1.02
FOX CREEK (T342)	1.28	5.50	16/01/01	6.78	SUCKER CREEK FIRST NATION 150A (B792)	1.16	0.00		1.16
FT. MACKAY SETTLEMENT #467 (B982)	1.33	0.00		1.33	SWAN HILLS TOWN (T830)	2.79	6.00	13/01/01	8.79
FT. MCMURRAY BAND (B352)	0.63	0.00		0.63	THREE HILLS (T845)	1.40	6.00	09/01/01	7.40
GADSBY (V351)	5.89	7.00	18/01/01	12.89	TROCHU (T857)	2.12	5.00	16/01/01	7.12
GALAHAD (V354)	1.62	6.00	17/01/01	7.62	TWO HILLS COUNTY (C021)	3.15	0.00		3.15
GIFT LAKE METIS SETT (N173)	2.92	0.00		2.92	TWO HILLS, TOWN OF (T863)	2.68	4.25	09/01/01	6.93
GIROUXVILLE (V366)	2.04	4.00	15/01/01	6.04	UPPER HAY LAKE L.R. 212 (B728)	0.73	0.00		0.73
GLENDON (V372)	2.56	1.50	03/01/01	4.06	VALLEYVIEW (T866)	1.18	5.25	06/01/01	6.43
GRANDE CACHE (T393)	2.39	5.50	13/04/10	7.89	VEGREVILLE (T875)	1.97	9.00	17/01/01	10.97
GRANDE PRAIRIE, COUNTY OF (C001)	0.69	0.00		0.69	VERMILION (T878)	1.08	4.50	13/05/07	5.58
GRANDE PRAIRIE, CITY OF (K035)	1.71	7.75	11/03/01	9.46	VETERAN (V881)	3.04	6.00	17/01/01	9.04
GRIMSHAW (T405)	1.29	6.00	10/07/01	7.29	VILHA (V887)	4.31	20.00	12/01/01	24.31
HALKIRK (V414)	1.58	3.00	18/01/01	4.58	WASKATAMAU (V808)	2.08	0.00	08/02/01	2.08
HANNA (T417)	1.53	7.50	18/01/01	9.03	WEMBLEY (T911)	1.39	6.00	11/03/01	7.39
HAY LAKE L.R. 209 (B727)	1.19	0.00		1.19	WHEATLAND (C016)	0.42	0.00		0.42
HEISLER (V429)	5.60	7.00	13/04/18	12.60	WHITE SANDS S.V. (S922)	0.95	0.00		0.95
HIGH LEVEL (T435)	0.79	11.50	18/01/01	12.29	WHITEFISH L.R. 155 (B924)	1.13	0.00		1.13
HIGH PRAIRIE (T438)	1.16	7.50	17/01/01	8.66	WILLINGDON (V926)	3.61	2.00	08/01/01	5.61
HINES CREEK (V447)	2.53	2.25	09/01/01	4.78	WOOD BUFFALO (M018)	0.23	0.00		0.23
HORSESHOE BAY S.V. (S458)	0.69	0.00		0.69	WOOD BUFFALO PARK (L024)	0.30	0.00		0.30
HYTHE (V468)	1.77	6.00	15/01/01	7.77	YOUNGSTOWN (V932)	1.80	1.25	12/01/01	3.05
INNISFREE (V474)	3.66	5.00	17/01/01	8.66	BIG LAKE & KIRUSO (M125, V505)	0.98	0.00		0.98
JASPER SCH DIST 3053 (R004)	0.67	6.00	13/08/01	6.67	BIRCH HILLS & WAINHAM (M019, V896)	1.03	0.00		1.03
KITSOTY (V508)	1.73	6.00	13/01/01	7.73	BONNYVILLE & ANNEXED AREA (M087, M088)	0.48	0.00		0.48
LAKELAND (C089)	0.40	0.00		0.40	DRUMHELLER & M.D. BADLANDS (K025, M007)	1.34	9.00		10.34
LAMONT (C030)	1.44	0.00		1.44	JASPER (PARK & OUTSIDE TOWN) (L012, R003)	0.14	6.00	13/08/01	6.14
LESSER SLAVE RIVER (M124)	0.48	0.00		0.48	KNEEHILL & TORRINGTON (M048, V854)	1.03	0.00		1.03
LINDEN (V535)	2.05	6.00	15/01/01	8.05	LLOYDMINSTER (AB45, SK45)	1.14	11.00	15/01/01	12.14
LOON RIVER CREE (B473)	2.20	0.00		2.20	MINBURN & LAVOY (C027, V523)	0.71	0.00		0.71
M.D. of GREENVIEW (M016)	0.29	0.00		0.29	SMOXY LAKE & WARSPIE (C013, V905)	0.81	0.00		0.81
MACKENZIE (M023)	1.22	0.00		1.22	THORILD & RADWAY (V687, C007)	3.17	0.00		3.17
MANNING (T556)	1.61	6.00	12/01/01	7.61	VERMILION RIVER (AB & SK) (C024, SK24)	0.81	0.00		0.81

ATCO Electric Rider A Amendment

Approved in AUC Disposition 23504-D01-2018

Sheet 2 of 2

Effective: 2018 05 01

Supersedes: 2018 04 01

The Company's *Terms and Conditions for Electric Distribution Service* apply to all retailers and customers provided with System and/or Distribution Access Service by the Company. The *Terms and Conditions* are available at ATCO Electric offices during normal working hours or on the website www.atcoelectric.com.



STAFF REPORT

Title: Request for Support Regarding Impact of Mortgage Stress Test

Meeting Date: September 10, 2019

Executive Summary:

The City of Lethbridge, through His Worship Mayor Chris Spearman, is requesting the support of other municipalities in raising concerns over perceived negative impacts the mortgage stress test is having on Alberta's housing market.

The request was spearheaded by BILD Lethbridge and the Lethbridge and District Association of Realtors (LDAR), who jointly commissioned a report on the effect of the mortgage stress test on the Lethbridge housing market. No specific collective lobbying is being requested at this time, but Mayor Spearman is hoping to receive a consideration of support for "possible future collective action."

The attached reports prepared by the Lethbridge groups suggest that Canada take a regional approach to stress testing mortgages, rather than establishing an inflexible program that is applied nationwide.

Background:

Changes to the federal regulations requiring a stress test for mortgages were made in 2016 and 2018, with the aim of ensuring that prospective homebuyers could afford the properties they wished to purchase, should interest rates rise.

The BILD Lethbridge and LDAR report criticizes this effort as being directed only towards the concerns felt in larger, more active housing markets in Canada's largest cities. The report states that the mortgage stress test program's inability to adjust to specific markets across Canada has had the effect of pricing approximately 12-15% of the population in Lethbridge out of the market for an average single-family house.

The Alberta Urban Municipalities Association (AUMA) will have a motion regarding this matter at its convention later this month and is gathering information in regard to this concern.



Alternatives:

- Council may respectfully decline to support this initiative at this time.
- Council may pass a motion supporting the concerns and directing administration to liaise with the City of Lethbridge and the AUMA on possible future collective action.

Recommended Action:

Administration recommends that Council pass a motion supporting concerns over the negative impact of the mortgage stress test and directing administration to liaise with the City of Lethbridge, the AUMA, and the local chapter of BILD Alberta on possible future collective action.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Media Release

BILD Lethbridge Region Executive Officer, Bridget Mearns, adds Lethbridge's voice to the national dialogue at CHBA's Day On The Hill

For Immediate Release – Lethbridge March 4, 2019

Bridget Mearns, Executive Officer of Building Industry & Land Development Association (BILD) Lethbridge Region joined her colleagues and building industry leaders from across the country to participate in Canadian Home Builders' Association's Day on the Hill in Ottawa, Ontario on February 26, 2019.

Each year, the Canadian Home Builders' Association's Day on the Hill brings together Members of Parliament, Senators, and home building industry leaders from across Canada for a day on Parliament Hill to discuss housing, Canadians and communities.

Mearns met with parliamentarians to bring Lethbridge's story and perspective on housing to their attention, including Rachael Harder, Member of Parliament for Lethbridge. Mearns presented Ms. Harder with a recently commissioned report that examines the impact of the mortgage stress test on the Lethbridge housing market (report attached). This report was a joint initiative between BILD Lethbridge and Lethbridge and District Association of REALTORS® (LDAR). The report identifies the impact that the federal Mortgage Stress Test has had on the Lethbridge housing market.

"I was honoured to bring Lethbridge's story to Ottawa. The Mortgage stress is having a significant impact on housing in Lethbridge and government policies, at all levels, play a key role in whether Lethbridge and region citizens can enter homeownership. Housing matters – to everyone, in every community. It matters to the economy, and to the economic prosperity of the Lethbridge region", Bridget Mearns, Executive Office BILD Lethbridge Region.

"We know the housing market is regional and should therefore be treated as such. It is important for Canada's mortgage rules to reflect the diversity of our nation's housing markets", Rachael Harder, Member of Parliament - Lethbridge.

"Owning a home is one of the most basic desires held by most individuals in our country. Our government, in its attempt to moderate some markets for the good, have caused substantial adverse effects in most other markets across Canada. Locally, I see our market significantly impacted by the reduced economic spin off, reduction in jobs and lowered quality of life. The stress tests should be focused towards those markets that truly need it", Cathy Maxwell, CEO Lethbridge and District Association of REALTORS® (LDAR)

Some key findings in the report include:

- New home sales are at the lowest since 2001
- Residential resale decreased 3.6% in 2018 from 2017
- Unabsorbed new homes inventory continues to be above the 10 year and over 11% increase from 2017
- Lethbridge is one of the most affordable markets in Canada but the stress test has artificially and dramatically reduced the purchasing power in the market. Following the stress test homebuyers in Lethbridge saw their purchasing power decrease by 17.3%, and an additional 5.5% due to rising interest rates
- Almost 14% of the population in Lethbridge has been priced out of buying an average-priced home in the resale market
- The hardest hit by the stress test are lower income household. 65% of households cannot afford an average single family home.

BILD Lethbridge is working in collaboration with their provincial (BILD Alberta) and federal (CHBA) levels of their three-level organization, and LDAR with their federal association Canadian Real Estate Association (CREA). They are asking for the government to act (see attached recommendations).

The recommendations include:

- Tailoring national programs that align with regional socio-economic factors (LDAR)
- Implementing a regional approach that is reflective of the local markets and not a uniform policy across the Canadian housing markets (BILD Lethbridge & BILD Alberta)
- Fixing the Stress Test and returning to a 30 year amortization for first time home buyers (CHBA)

By sharing ideas about how best to protect affordability, we can work together to make Lethbridge stronger and more competitive.

-30-

Media Contact:

Bridget Mearns, Executive Officer

BILD Lethbridge Region

403-393-3344

Cathy Maxwell, Executive Director

LDAR

403-328-8838

**Alandra Corrigan, Constituency
Coordinator**

Rachael.Harder.c1@parl.gc.ca

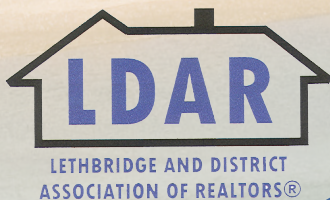
403.320.0070.

Impact of the Mortgage Stress Test on the Lethbridge Region Housing Market

**Prepared for Building Industry & Land Development (BILD) - Lethbridge Region
and Lethbridge and District Association of REALTORS®**

by Miguel Martinez Santillan, MA. Econ.

February 15, 2019





Preface

This report was commissioned jointly by Building Industry & Land Development (BILD) Association of Lethbridge Region and the Lethbridge and District Association of Realtors (LDAR) to assess the impacts of the new Government of Canada mortgage “stress test” on the housing market in Lethbridge and region. It focuses on the economic strengths of Lethbridge and district and housing market within the wider context of the Alberta and Canadian economies.

BILD Lethbridge Region is made up of Home Builders, Land Developers and Trade, Renovators, Suppliers and Service Professionals that support residential construction in Lethbridge and region. We have 130 members with approximately 3,000 employees. Our members build communities in Lethbridge, Coaldale, Taber, Picture Butte, Coalhurst and the County of Lethbridge. The residential construction industry in Lethbridge is a major employer and contributor to our economy. In 2017 new home building, renovation and repair provided 3,291 on-site and off-site jobs, contributed \$225 million in wages and \$504 million in investment value. The Lethbridge and District Association of REALTORS® is made up of 327 REALTOR® members who support Lethbridge and rural community residents. In 2018 the Lethbridge real estate board reported 2548 MLS® sales which equate to \$163 million in economic spinoff (CREA stat).

Changes in government policies, including the OSFI-mandated mortgage stress test in 2018, have increasingly placed constraints on homebuyers and had a perverse effect on the housing market in Lethbridge. BILD Lethbridge Region homebuilder members reported a dramatic increase in the number of rejected mortgage applications and a significant decrease in sales. LDAR REALTOR® members echoed similar sentiments.

Without movement across the housing continuum, land developers and builders do not build; residents do not buy and sell properties, this has a ripple effect that we are starting to see, including job losses. Job losses aren’t just hurting big builders and developers. Residential construction is a unique industry. Eighty percent of it is skilled tradespeople, contractors, subcontractors, small businesses, and suppliers. Those are the people most deeply affected now because of the decline. The bottom line is when residential construction fails and the real estate market is stunted, Lethbridge suffers. This report is an effort to quantify the impact.

We would like to thank Miguel Martinez Santillan, MA Econ, for his work on this report to assess the economic context of our region, and the impacts of changes of mortgage rules on our housing market.

Bridget Mearns, Executive Officer on behalf of BILD Lethbridge Region

Cathy Maxwell, Executive Director on behalf of LDAR

Executive Summary – Economic Analysis

Interest rates are expected to increase over the foreseeable future. **The pace of increase will depend on developments in the oil market, housing, and global trade.**

Following implementation of the stress tests, it is estimated that homebuyer purchasing power in Lethbridge **decreased by 17.3%**. There has been an **additional decline in affordability of 5.5%** due to rising interest rates as of December 2018.

The new regulations **will likely cause many households to reevaluate their housing prospects**. Some will have to lower their expectations about what they can afford; others will put their house hunting on hold until they have saved more; still others will be “priced out” and forced into or need to remain in the rental market.

In 2018 new home sales are the **lowest since 2001**.

Over **12% of the population in the Lethbridge has been priced out** from purchasing an average single-family home following the stress test.

In 2016 and again in 2018, **the Government of Canada introduced new mortgage stress tests**, embodied in Guidelines B-20 and B-21 issued by the Office of the Superintendent of Financial Institutions (OSFI). The new Guidelines were meant **to ensure that Canadian borrowers take on mortgages they can afford**. They apply to mortgage loans made by all federally-regulated lenders, including all chartered banks.

Using traditional measures, such as the price to income ratio, **Lethbridge is one of the most affordable housing markets in Canada**.

Based on projected interest rate increases, by December 2020, **homebuyers in Lethbridge are estimated to be able to afford 27.2% less** compared to what they could prior to the stress test.

Lower income households have been impacted the most. **65% of the households in Lethbridge cannot afford to buy an average price new single-family home**.

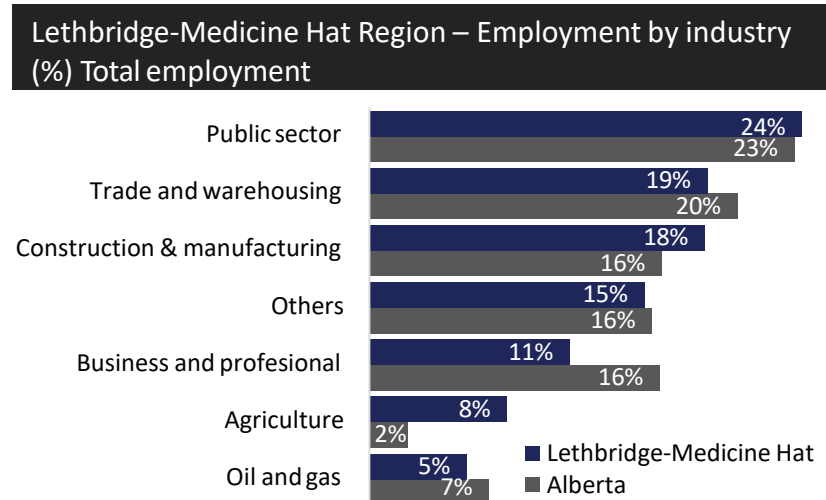
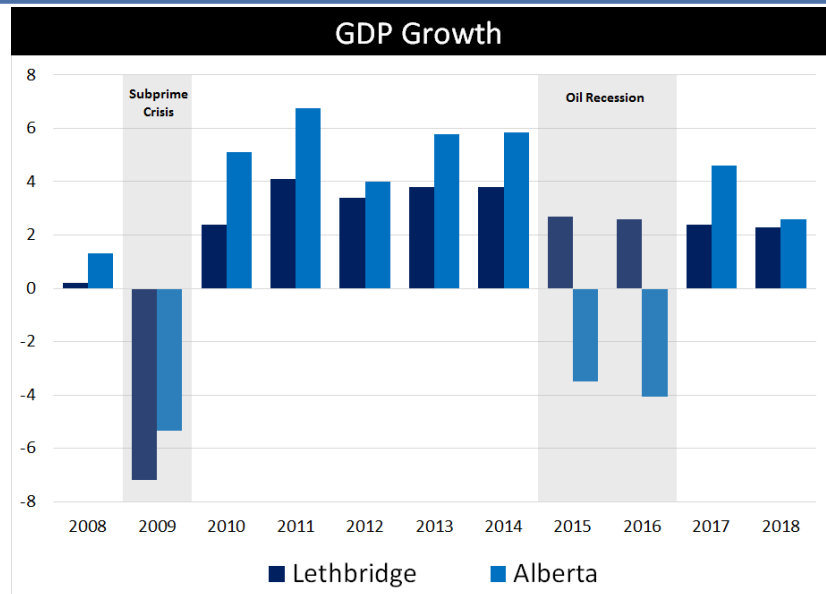
Economic Overview

The Lethbridge Census Metropolitan area (CMA) has been an outlier in the Alberta economy. The region continues to attract and employ people at record levels as a result of strong economic prospects, a diversified economy and a lower cost of living.

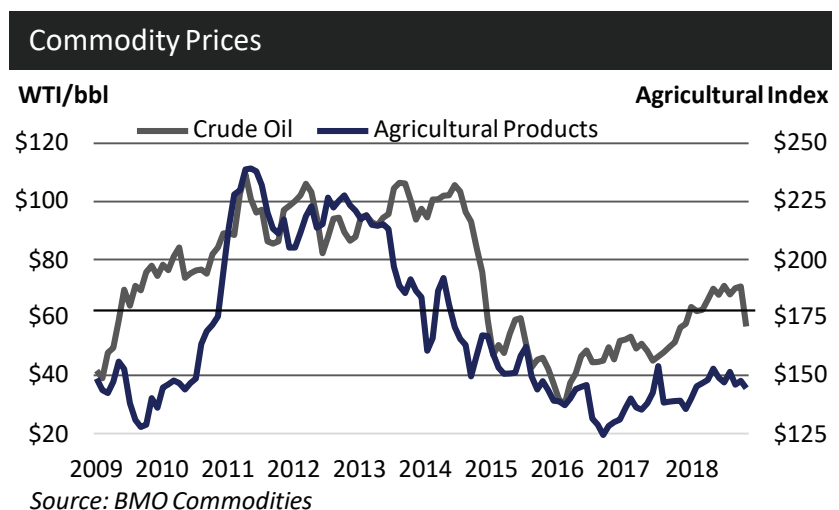
Over the past four years, Lethbridge has seen increased economic growth. By contrast, most of Alberta continues to struggle from low oil prices, lasting longer than expected, and a lack of oil export capacity to tidewater. Between 2014 and 2016, Alberta's economy shrank by 7.4%, whereas Lethbridge's expanded by 5.3%.

Recently, Lethbridge has seen strong business investment. Currently there are over \$1.1 billion worth of proposed and under construction projects in the region. The \$360 million Cavendish Farms potato plant and the \$260 million Science and Academic building at the University of Lethbridge are the two largest developments. While these projects are coming to completion in 2019, the region continues to be considered a good place to invest.

Lethbridge's economy is driven mainly by agricultural production and stable publicly-driven sectors of government such as health-care and education. While overall agricultural prices remain stagnant, global demand is on the rise for agricultural commodities produced in the area such as meat, oilseeds and plant-based protein. As well, the region has seen substantial developments in renewable energy generation. Over fifty projects have been proposed or are under construction.



Source: Statistics Canada



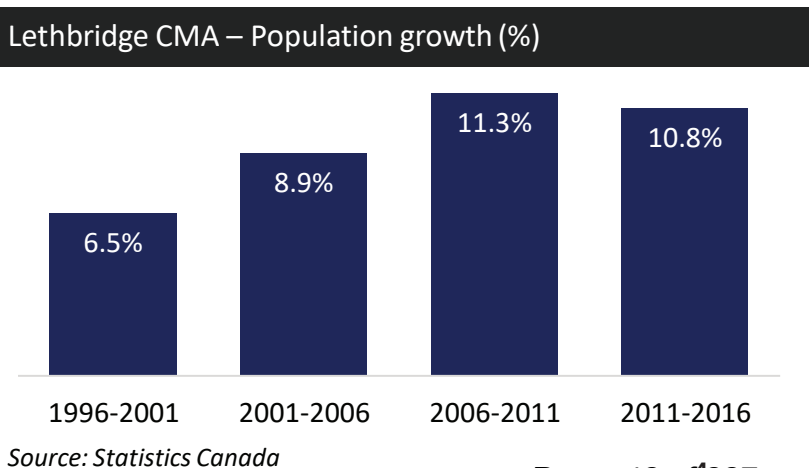
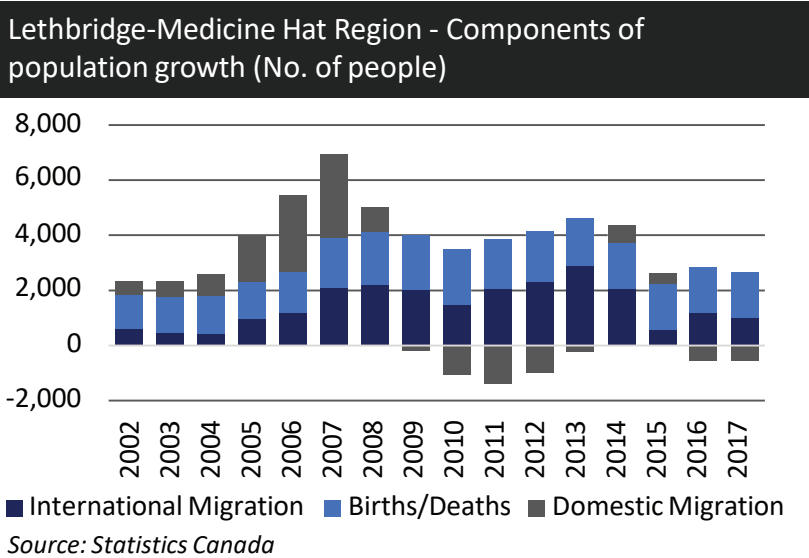
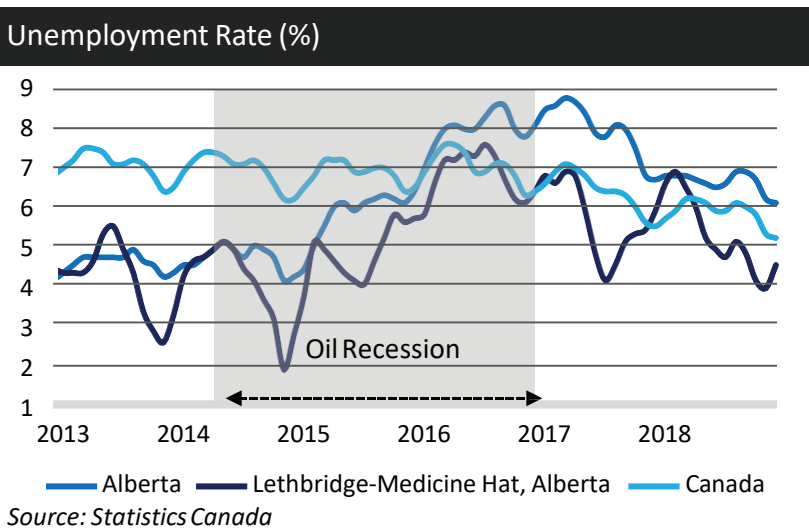


The Lethbridge & Medicine Hat economic region quickly recovered after losing 6,500 and 8,500 jobs in the energy and agricultural sectors, respectively, between October 2014 and June 2016. As of December 2018, the region posted a 4.5% unemployment rate, the lowest in Alberta and well below the national average.

Continued economic growth in the region has resulted in a higher demand for labour. As of Q3 2018, there were 3,700 job vacancies in the Lethbridge Medicine-Hat area which represents an increase of 33.3% compared to 2016. The availability of employment opportunities has led to sustained population growth in the region.

According to the latest Census data (2016), Lethbridge was the third-fastest growing metro area in Alberta with a population boom of 10.8% between 2011 and 2016. The region had an estimated 117,394 inhabitants in 2016 and is expected to expand by 7.8% between 2016 to 2021. The 30-39 year age group has seen the fastest population increase, expanding 25% between 2012 to 2017.

International migration and natural increase are the main sources of population growth. Out-migration, particularly of recent graduates in their mid-to-late twenties, is expected to continue throughout the foreseeable future.



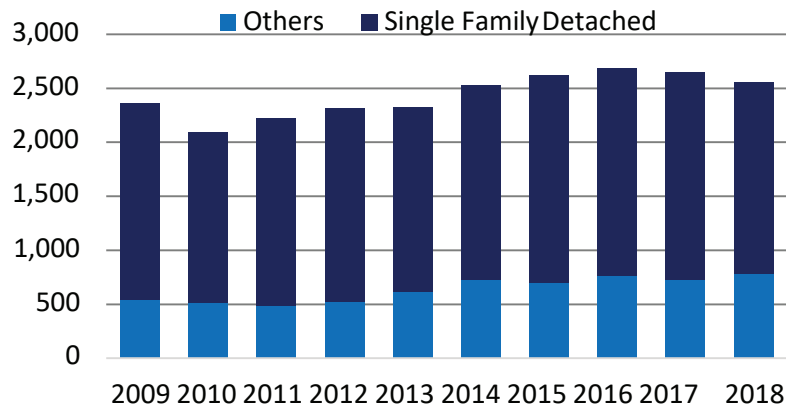
Housing Market Overview

Home sales in the Lethbridge area slowed down for the second year in a row in 2018. According to the Lethbridge Real Estate Board, residential sales decreased 3.6% in 2018 compared to 2017. This was primarily driven by a 7.9% decrease in single-family home sales during the same period. While single-family is still the most sought-after property type in Lethbridge, demand for more affordable types of housing units is on the rise. Apartment and townhouse sales increased 10.4% and 16.8% between 2017 and 2018. This includes properties sold via MLS® System. This portion of the market is primarily resale, though some builders may also market newly-constructed properties via the MLS.

Demand for new residential construction in Lethbridge continues to decline. 2018 home sales in the Lethbridge area are at levels not seen since 2001. New home sales are 40% lower compared to highs reached in 2008. Single family home sales decreased 8.6% in 2018 compared to 2017 with 459 units sold in 2018. New semi-detached homes decreased 38.3% during the same period with only 29 sales. On the positive, while overall demand continues to soften, prices for new construction have held up. Prices in 2018 are at historical highs with an average of \$418,437 for single-family homes in the region.

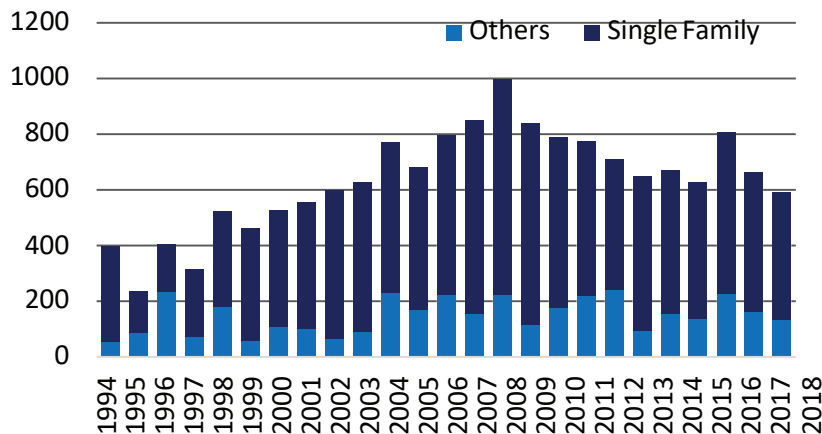
While new home construction increased 6.0% in 2018 compared to 2017, it remains below the 10-year average. Builders have reacted to market conditions by decreasing supply. Additionally, despite the slow down in sales, Lethbridge housing market fundamentals remain strong. Household formation, the number of new families to call Lethbridge home, outpaces new housing supply. This trend is expected to continue throughout the foreseeable future due to the region's strong employment and economic prospects.

Lethbridge CMA MLS Sales



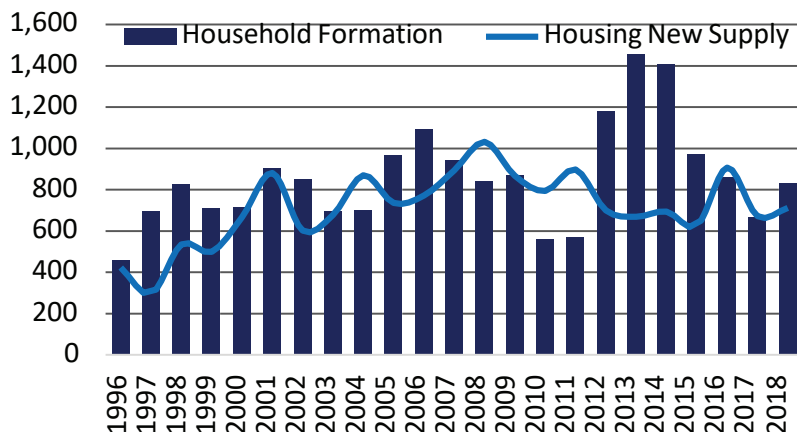
Source: Lethbridge Real Estate Board

Lethbridge CMA New Home sales



Source: CMHC Housing Information Portal

Lethbridge CMA Housing Market Fundamentals



Source: Statistics Canada

Policy Changes – Bank of Canada, CMHC, OSFI

Following the 2007-2009 global financial crisis, The Bank of Canada dropped its overnight interest rate to a historical low of 0.25%, aiming to decrease borrowing costs and stimulate economic growth. However, disappointing results exacerbated by the collapse of oil prices in 2014 kept interest rates at low levels, unwinding a near-decade long era of cheap money.

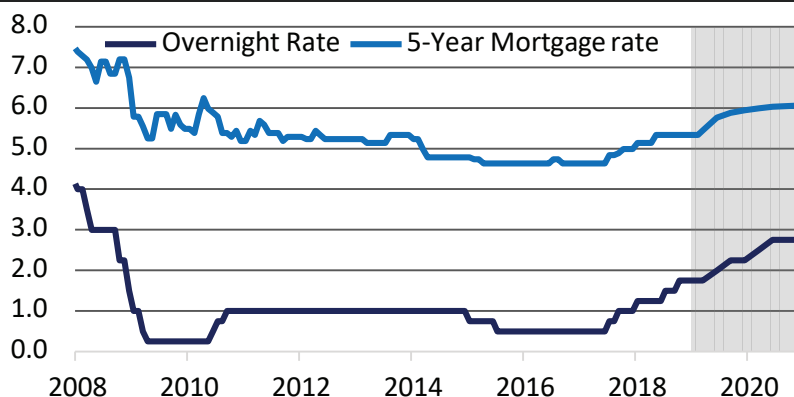
Strong economic growth in 2017 signaled the end of the expansionary monetary policy as the Bank of Canada increased interest rates for the first time in 7 years in July 2017. The Bank has hiked rates 5 times since then. Although the rate increases have been modest, monetary policy is expected to continue tightening over the coming years. The pace of increase will depend on developments in the oil markets, housing, and global trade.

Over the past two years, home prices in the Greater Toronto and Greater Vancouver areas have risen substantially, driven by strong demand and limited supply. The increase in prices has led some borrowers to take on high levels of debt pushing Canadian household liabilities to an all time high.

As interest rate rises loom over the horizon, a number of new regulations were put in place via the Office of the Superintendent of Financial Institutions (OSFI) to ensure that Canadian borrowers take on mortgages they can afford. Prior to October 17, 2016, borrowers could qualify for a larger loan by selecting a 5-year fixed-rate mortgage which had a low interest rate. The qualification rules for a 4 years or less mortgage required a "stress test" using the higher Bank of Canada "Benchmark-Rate" in the affordability calculation. As a lower rate equated to a higher loan amount, borrowers gravitated to the 5-year fixed rate.

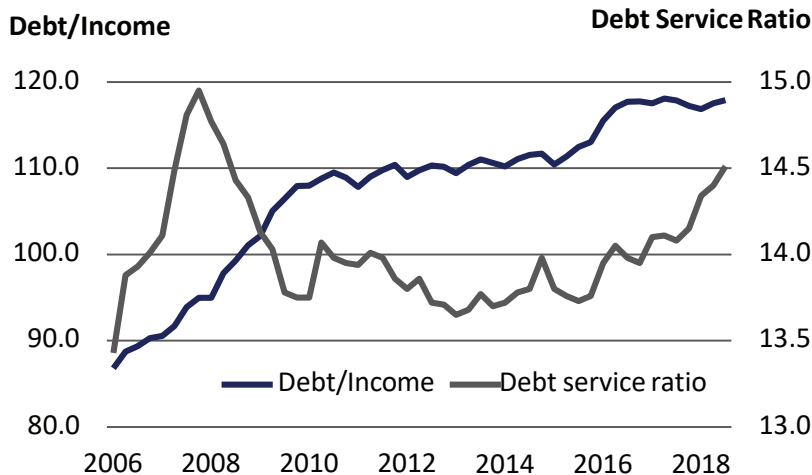
An additional set of OSFI guidelines introduced on January 1, 2018 require buyers, despite a higher down payment amount, also to undertake a "stress test". This is to determine if borrowers could afford to pay back a loan if interest rates were to go higher. Homebuyers are assessed against the Bank of Canada five-year benchmark standard rate (5.34 per cent as of January 11, 2019). The mortgage benchmark rate is higher than the rate offered by lenders in the market. Additionally, a homebuyer must have a Gross Debt Service ratio (cost of homeownership relative to income) no greater than 35 per cent and a Total Debt Service ratio (cost of homeownership plus all other debts relative to income) no greater than 42 per cent.

Canadian Interest Rates (%)



Source: Bank of Canada, Conference Board of Canada & RBC

Canadian Debt Indicators (%)



Source: Statistics Canada

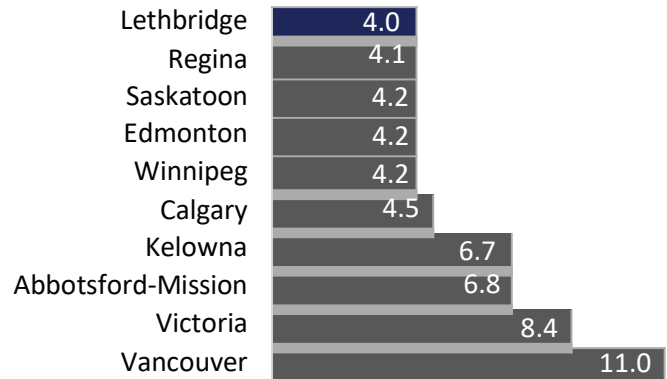
Lethbridge Housing Affordability and the Stress Test

Since 2012, the federal government has introduced a range of new mortgage rules, including more stringent GDS and TDS caps, a \$1 million cap on purchase prices, a 10 percent down payment requirement on the portion of an insured mortgage over \$500,000, OSFI B21 and B20 guidelines, a restriction on mortgage refinancing and, most recently, a stress test for low-ratio loans based on an interest rate 2 percent higher than the actual rates being charged.

Using traditional measures such as the price-to-income ratio, Lethbridge is one of the most affordable markets in Canada. However, the new stress tests have artificially reduced purchasing power in market as shown in the second and third charts.

A household earning a median income in Lethbridge, approximately \$75,000, was able to afford a \$400,000 home prior to the implementation of the stress test. Immediately after the enactment of the new rules on October 2016, the same household earning the same income was only able to purchase a \$331,000 home. This represents an instant reduction of 17.3% attributed to the new rules. As of December 2018, that same homebuyer is now only able to afford a \$309,000 home. This represents an additional 5.5% decrease in affordability due to the rising interest rates. The expectation is that the Bank of Canada will continue to raise rates over the foreseeable future. By December 2020, the same household would be able to afford only a \$291,000 home.

Price to Income Ratio – Selected Western Canada CMAs



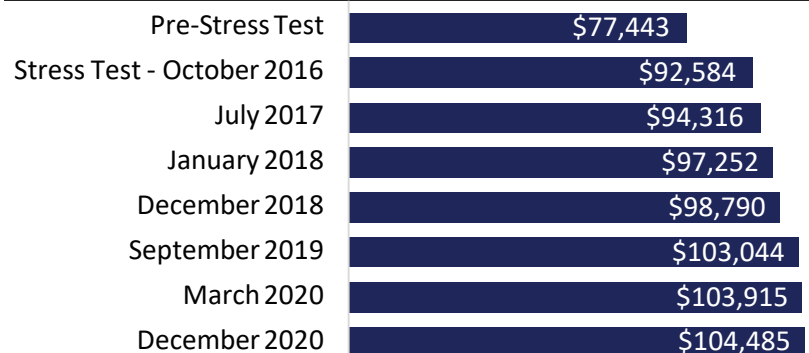
Source: Lethbridge Economic Development

Maximum Affordability- Lethbridge Median Income



Source: Calculations based on NAHB "Priced-Out" Methodology

Income Required to Buy a New Single Family Home



Source: Calculations based on NAHB "Priced-Out" Methodology

Further Indicators of Stress-Test Affordability Impacts

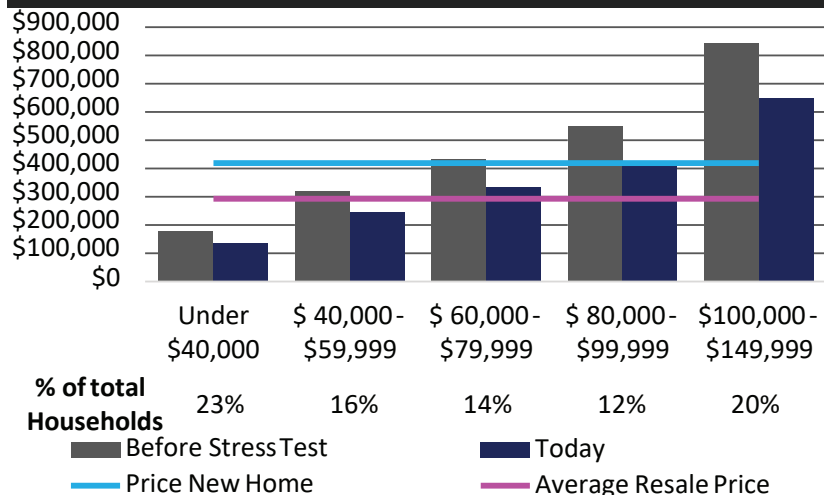
Although the new regulations apply to every Canadian, lower-income households have been impacted the most. This will further worsen income inequality as the lower income groups traditionally include a larger share of vulnerable groups, younger families and newcomers to Canada.

The bottom line is that 65% of the households in Lethbridge cannot afford to buy an average price new single-family home. The average price is hovering around \$420,000. Over 12% of the population in the region has been priced out from purchasing an average single-family home following the stress test. Moreover, almost 14% of the population in Lethbridge has been priced out from buying an average-priced home in the resale market.

The recent increase in economic and political uncertainty impacting Alberta is compounded with the effects from the stress test. Lethbridge new home sales decreased 11% between 2018 and 2017. 2018's total new home sales are the lowest since 2001. Only the more affordable row housing registered higher sales with a whopping 40% year-over-year increase. Additionally, the unabsorbed inventory, completed but unsold new homes, continues to be above the 10-year average with 2,227 homes in 2018. This represents over an 11% increase from 2017.

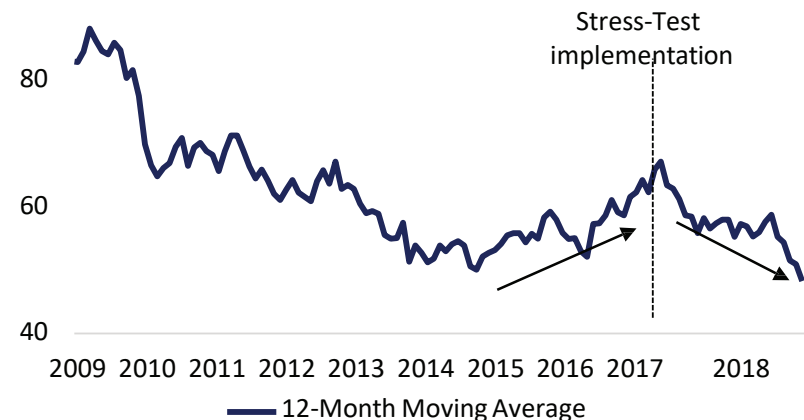
The new regulation will likely cause many households to reevaluate their housing prospects. Some individuals will have to lower their expectation about what they can afford shifting from the dream of owning a single-family home to a half-duplex or a condo. Other families will put their house hunting on hold until they have saved more for a bigger down payment. A larger portion of the population will be priced out and need to stay in or move to the rental market.

Lethbridge Maximum Affordability by Income Group



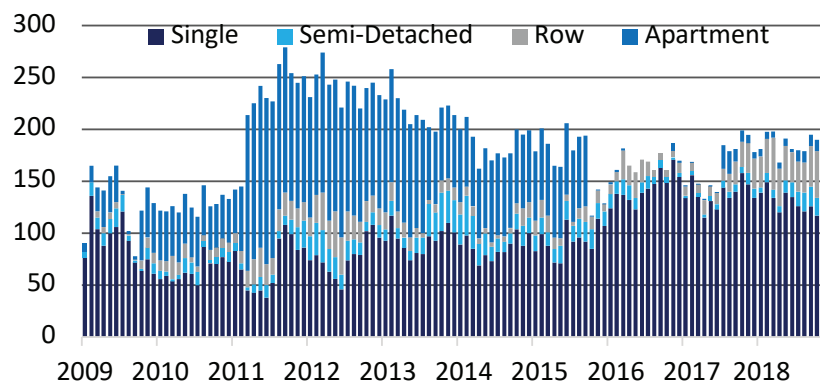
Source: Calculations based on the NAHB "Priced-Out" Methodology

Lethbridge CMA – New Home Sales



Source: CMHC Housing Market Portal & author's forward projections

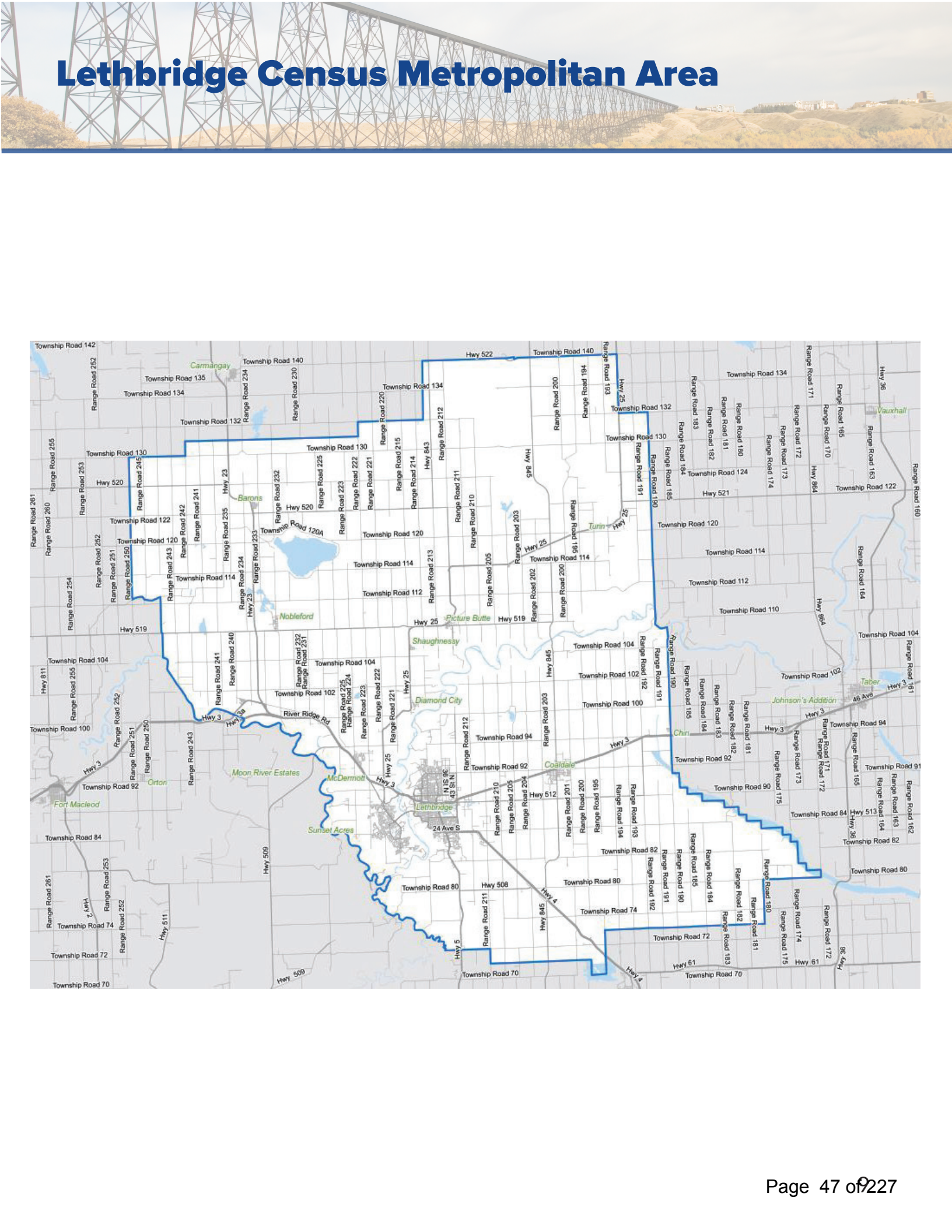
Lethbridge CMA - Unabsorbed Inventory



Source: CMHC Housing Market Portal



Lethbridge Census Metropolitan Area



Affordability Calculation:

Assumes a 10% down payment, a starting B20 stress-test interest rate of 5.34%, a 3.1% insurance premium, \$150/month heating costs and \$350/month for other debts. Historical mill rates as per The City of Lethbridge. Interest rates are projected to continue to increase at recent increments to 2020.

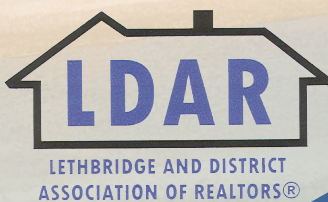
Sources:

- BMO Capital Markets. (December, 2018). *The Goods, A monthly commodity watch*. At: <https://economics.bmocapitalmarkets.com/>.
- City of Lethbridge. *Single Family Residential Tax Calculator*. At: <https://www.lethbridge.ca/living-here/My-Taxes/Pages/Calculators/Residential.aspx>.
- Conference Board. (2017). *Mid-Sized Cities Outlook: Economic Insights Into Select Canadian Cities—2017*. Ottawa: The Conference Board of Canada.
- Canada Mortgage and Housing Corporation. *CMHC Starts and Completions Survey*. Housing Market Information Portal. (Database).
- Economic Development Lethbridge. At: www.chooselethbridge.ca.
- Gathergood, John and Weber, Joerg. (February, 2017). "Financial Literacy: A Barrier to Home Ownership for the Young?". *Journal of Urban Economics*, Vol. 99.
- Gathergood, John. (2011). "Self-Control, Financial Literacy and Consumer Over-Indebtedness". *Journal of Economic Psychology*. Vol. 33.
- Lethbridge and District Association of REALTORS. Historical Database. At: <http://www.ldar.ca/content-main.asp?CatID=3>.
- RBC Economic Research. (January 9, 2019). "Rate hikes delayed but not canceled: BoC maintains tightening bias despite near-term growth wobbles". *Daily Economic Update*. At: <http://www.rbc.com/economics/daily-economic-update/index.html>.
- Statistics Canada. (2017). *Focus on Geography Series, 2016 Census*. Catalogue no. 98-404-X2016001.
- Statistics Canada. *Components of population growth by economic region, age group and sex, annual, based on the Standard Geographical Classification (SGC) 2011*, Table: 17-10-0082-01 (Database).
- Statistics Canada. *Debt service indicators of households, national balance sheet accounts*. Table: 11-10-0065-01. (Database).
- Statistics Canada. *Employment by industry, annual, provinces and economic regions (x 1,000)*. Table: 10-0092-01. (Database).
- Statistics Canada. *Gross domestic product (GDP) at basic prices, by industry, provinces and territories (x 1,000,000)*. Table: 36-10-0402-01. (Database).
- Statistics Canada. *Labour force characteristics by economic region, three-month moving average, unadjusted for seasonality, last 5 months*. Table: 14-10-0293-01. (Database).

Impact of the Mortgage Stress Test on the Lethbridge Region Housing Market

Stakeholder Recommendations

February 15, 2019





Recommendations

Lethbridge and District Association of REALTORS® recommendation:

The federal government should take regional differences into consideration when implementing nation-wide measures that affect home buyers. In particular, the “stress test” has had unintended consequences in many balanced markets across the country and driven millennials and middle-class families in stable markets further away from reaching their goal of owning a home.

These measures should be applied only in those markets the government has identified as requiring an intervention. There is a precedent for national programs being tailored to address regional socio-economic factors. There are regional applications of the Employment Insurance Program that reflect the realities of local and regional labor and employment market.

Building Industry & Land Development Association (BILD)- Lethbridge Region recommendations:

BILD Lethbridge Region is part of a three level association. Our local constituency association also works with the provincial association, BILD Alberta, and nationally with Canadian Home Builders’ Association (CHBA).

The stress test immediately affected the purchasing power of Lethbridge households and made it extremely difficult for first time homebuyers or lower income Lethbridge residents to enter the market at all. Immediately, 12% of the population in the region was priced out of purchasing a new single family home and 14% from buying an average priced home in the resale market. Additionally, the reduction in qualified buyers has increased the unabsorbed inventory 11% over 2017. Canadians build wealth through home ownership. The impact of the mortgage rules and stress test on first time homebuyers has delayed or blocked entirely their entry into the market.

Housing markets across Canada are not uniform and policy should reflect that. The Federal Government’s mortgage stress test was designed to address two overheated housing markets but has created significant issues for Alberta, one of Canada’s most affordable housing markets. The Federal rules have locked more Alberta families out of home ownership and contributed to historic levels of housing inventory which will result in fewer homes being built and job losses. BILD Alberta is committed to working with the provincial government and lending institutions to use non-traditional thinking and develop a made-in-Alberta solution.

CHBA recommends a return to 30-year amortization periods for first-time buyers with insured mortgages and adjust the mortgage stress tests to reflect the current economic conditions. It should be noted that while recent changes to the mortgage rules were made to reduce risk and limit debt to income ratios, young Canadians represent the lowest risk in terms of mortgage arrears rates, according to Equifax.

These Canada-wide solutions would help families in all regional markets in a way that does not increase risks to borrowers, or to the financial system.



STAFF REPORT

Title: Cold Lake Recreation and Culture Advisory Committee Resignation

Meeting Date: September 10, 2019

Executive Summary:

We have received an email (attached) from Mr. Calvin Rideout advising that he has resigned from the Cold Lake Recreation and Culture Advisory Committee effective immediately.

Background:

The Cold Lake Recreation and Culture Advisory Committee consists of a minimum of five (5) members and a maximum of ten (10) members as follows:

- One (1) member of Council
- A minimum of five (5) members and a maximum of nine (9) members-at-large, (one (1) Council, one (1) M.D. of Bonnyville Council, minimum of three (3) maximum of seven (7) members-at-large)

For your information, a copy of ByLaw No. 577-BD-16, which establishes the Cold Lake Recreation and Culture Advisory Committee, has been attached.

With this resignation, the Cold Lake Recreation and Culture Advisory Committee will be left with three (3) vacancies. The City of Cold Lake will continue to advertise for vacant positions as needed.

Alternatives:

That Council accept, with regret, the resignation of Mr. Calvin Rideout from the Cold Lake Recreation and Culture Advisory Committee.

Recommended Action:

That Council accept, with regret, the resignation of Mr. Calvin Rideout from the Cold Lake Recreation and Culture Advisory Committee effective immediately.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

On Mon, Sep 2, 2019, 6:07 PM Calvin Rideout, <calvin.n.rideout@gmail.com> wrote:
Good Evening Tina and Chris,

I'm writing to you as the Secretary and the Chair to ensure that this is passed on accordingly. I believe that I have to resign in writing, so I'm hoping that email will suffice.

I regretfully leave the committee as I enjoyed having an impact on some of the community. I hope that those members who still want to take part in things move over to the other committee to continue helping in this capacity.

I have been posted to Wainwright Alberta, and have since moved to Wainwright a few weeks ago now. As it normally is with the military, nothing is final until you get the paperwork and the boxes start moving and that has passed.

I wish everyone the best of luck on their future endeavors, and I will potentially see you around.

Respectfully,

--

Calvin Rideout

CITY OF COLD LAKE
BYLAW #577-BD-16
COLD LAKE RECREATION AND CULTURE ADVISORY COMMITTEE BYLAW

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH
THE COLD LAKE RECREATION AND CULTURE ADVISORY COMMITTEE

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

WHEREAS Council wishes to establish a Cold Lake Recreation and Culture Advisory Committee within the City of Cold Lake;

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

SECTION 1 - TITLE

- 1.1 This Bylaw shall be cited as the "Cold Lake Recreation and Culture Advisory Committee Bylaw".

SECTION 2 - DEFINITIONS

In this Bylaw:

- 2.1 "Committee" means the Cold Lake Recreation and Culture Advisory Committee as provided for in this Bylaw;
- 2.2 "Chief Administrative Officer/CAO" means the Chief Administrative Officer of the City of Cold Lake as appointed by the Cold Lake City Council;
- 2.3 "Council" means the Mayor and Members of the Cold Lake City Council;
- 2.4 "Culture" means social, intellectual and artistic activity;
- 2.5 "Facilities" means a building or place that provides a particular service and is owned and operated by the City and includes Arenas, Athletic Fields, and Marina;
- 2.6 "Leisure" means a pastime or enjoyable activity;
- 2.7 "Member of Council" means an elected member of the Council of Cold Lake;
- 2.8 "Organizational Meeting of Council" means the annual organizational meeting of Council as outlined in the Cold Lake Procedural Bylaw;
- 2.9 "Parks" means a specific-use open space area that is managed to provide for opportunities for recreation, education, cultural or aesthetic use;
- 2.10 "Recording Secretary" means a person appointed to the position of recording secretary of the Committee pursuant to this Bylaw;
- 2.11 "Recreation" means all of those activities in which an individual chooses to participate in his or her leisure time and is not confined solely to sports and physical recreation programs but includes physical, artistic, creative, cultural, social and intellectual activities; and includes sports facilities including arenas, athletic fields, parks;
- 2.12 "Majority" means more than 50% of the votes or persons;
- 2.13 "Staff Advisory" means a person(s) appointed to the Committee by the CAO as a representative of City administration;
- 2.14 "Trails" means constructed linear paths that may be granular or paved surface and are generally located in an open space for pedestrian or non-motorized vehicle use (unless specifically permitted by the City); and

- 2.15 "Vacancy" means the absence of a member from the Committee; including absence due to death, retirement or resignation and including an inability or refusal by a member to continue to fulfil his or her obligations as a member of the Committee.

SECTION 3 - ESTABLISHMENT

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

SECTION 4 - VISION, MISSION AND MANDATE

- 4.1 The Committee's vision shall be to grow a healthy, active community where citizens enjoy a high quality of life through recreation and cultural opportunities.
- 4.2 The Committee's mission shall be to promote a healthy and active lifestyle through the provision of quality recreational and cultural programs, services and facilities.
- 4.3 The Committee's mandate is to:
- 4.3.1 Act as an Advisory Committee to Council with respect to policy development and planning for sports, arts, leisure, culture, recreational use of parks, and recreational programs and facilities within the City of Cold Lake.
 - 4.3.2 Recommend rules and regulations concerning the conduct of members of the public making use of City facilities.
 - 4.3.3 Review and approve Recreation Grant requests.
 - 4.3.4 Establish such sub-committees as it deems necessary to inquire into and to make recommendations to the Committee concerning recreation and cultural programs, services and facilities.
 - 4.3.5 Make recommendations to Council on matters that affect philosophy, policy, budget, levels of service for recreation and cultural programs, services and facilities.

SECTION 5 - MEMBERSHIP

- 5.1 The Committee shall consist of a minimum of five (5) members and a maximum of nine (9) members who shall be appointed by resolution of Council. The Board shall be composed of:
- 5.1.1 One (1) Member of Council;
 - 5.1.2 One (1) Councilor from the M.D. of Bonnyville
 - 5.1.3 A minimum of three (3) and a maximum of seven (7) members of the public-at-large.
- 5.2 Council will give consideration to balancing the issues of recreation and culture when appointing the community members-at-large.
- 5.3 All persons appointed as members of the Board (with the exception of the Councilor of the M.D. of Bonnyville) shall be residents of the City of Cold Lake and shall remain members of the Board only during such time as they continue to be residents of the City of Cold Lake, unless the Council passes a resolution stating otherwise.

SECTION 6 - TERMS OF OFFICE

- 6.1. The initial term of office for the Board members-at-large shall be for:
- 6.1.1 one (1) year for up to a maximum of three (3) members
 - 6.1.2 two (2) years for up to a maximum of three (3) members
 - 6.1.3 three (3) years for up to a maximum of three (3) members

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

SECTION 7 - CHAIRPERSON AND VICE-CHAIRPERSON

- 7.1. At the first meeting of the Committee, and annually thereafter at a meeting of the Committee, a chairperson and a vice-chairperson of the Committee shall be elected by a vote of a simple majority of those members of the Committee present.
- 7.2. The Member of Council and Staff Advisor appointed to the Committee shall not be eligible for the position of chairperson or vice-chairperson.
- 7.3. A member may be re-elected to the position of chairperson or vice-chairperson.
- 7.4. The duties of the chairperson shall consist of:
 - 7.4.1 presiding at the regular and special meetings of the Committee;
 - 7.4.2 direction and control of the operation of the Committee;
 - 7.4.3 direct consultation with the Staff Advisor;
 - 7.4.4 acting as the spokesperson for the activities of the Committee; and
 - 7.4.5 providing all information and material for inclusion in an agenda for all regular and special meetings of the Committee to the Staff Advisor at least five (5) days prior to the meeting for which the agenda is prepared.
- 7.5. The duties of the vice-chairperson shall consist of:
 - 7.5.1 fulfilling the duties of the chairperson in his or her absence.

- 7.6 Where the chairperson and vice chairperson are both absent from a meeting of the Committee, one of the other members of the Committee shall be elected as the chairperson by a simple majority of members present to preside over that meeting.

SECTION 8 - ROLE OF STAFF

- 8.1 The Chief Administrative Officer (CAO) may appoint a Staff Advisor(s) and/or Recording Secretary to the Committee and may, where appropriate, attend meetings of the Committee in a non-voting, ex-officio capacity.
- 8.2 The role of the CAO or Staff Advisor would be that of an advisor to the Committee in respect of those matters within the jurisdiction of the Committee.
- 8.3 The duties of the Recording Secretary, or the Staff Advisor(s) where a Recording Secretary is not appointed, shall consist of:
- 8.3.1 attendance at all regular and special meetings of the Committee;
 - 8.3.2 attendance at all regular or special meetings of any sub-committees of the Committee as required by the Committee;
 - 8.3.3 to record and distribute minutes of such meetings in accordance with the provisions of this Bylaw or as directed by the Committee;
 - 8.3.4 to prepare and provide an agenda to members of the Committee at least two (2) clear working days prior to the meeting for which the agenda is prepared;
 - 8.3.5 to assist in the development of the yearly summary to be included in the Recreation Department Annual Report; and
 - 8.3.6 to perform all other administrative duties as may be assigned by the Committee from time to time.

SECTION 9 - REMUNERATION AND EXPENSES

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

SECTION 10 - MEETINGS

- 10.1 Regular and Special Meetings:
- 10.1.1 The first meeting of the Committee shall take place at a time to be designated by resolution of Council.
 - 10.1.2 A regular meeting of the Committee shall generally be held at least once a month, the time and place determined by the Committee and may be changed by the Committee from time to time at the Committee's discretion
 - 10.1.3 Special meetings may be called with twenty-four (24) hours' notice by the chairperson or at the request of a simple majority of the members of the Committee. The Committee may by unanimous consent, waive notice of a special meeting at any time if every member of the Committee gives written notice and has signed a waiver of notice of special meeting.

10.2 Minutes

A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Recording Secretary. Copies of all minutes shall be filed with

the office of the CAO within 10 days of the meeting at which such minutes were adopted and shall be circulated to all members prior to the next regular meeting.

10.3 Quorum

10.3.1 A quorum for regular and special meetings of the Committee *shall be four (4) of the voting members of the Committee, unless an M.D. of Bonnyville Councilor is a member of the Committee and then quorum shall be five (5) voting members of the Committee* one of whom in any case shall be either the chairperson or vice-chairperson.

10.3.2 The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.

10.3.3 Only those Committee members present at a Committee meeting shall vote on any matter before the Committee, and in the event of a tie, the motion shall be lost. Notwithstanding, should it be deemed necessary by the CAO or the Staff Advisor, to have members vote electronically during an interval of meetings in order to move forward on issues with timelines, the Committee members shall be directed to do so and shall be held to such a vote as final decision.

10.4 Delegations

10.4.1 Persons wishing to be heard by the Committee shall, unless otherwise decided by the Committee, give notice in writing within seventy-two (72) hours of the meeting of the Committee at which that person wishes to be heard.

10.4.2 Where a person or representative of any group wishes to address the Committee, the Committee may, by a vote of a simple majority of members, allow a person or representative to address it.

10.5 Rules of Procedure

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

SECTION 11 - SUB-COMMITTEES

11.1 The Committee may appoint sub-committees to deal with any special phase of the matters coming within the scope of the jurisdiction of the Committee. Upon the filing of a final report by a sub-committee on its activities, the sub-committee shall be dissolved.

SECTION 12 – DUTIES OF THE COMMITTEE

12.1. In addition to any duties and responsibilities of the Committee set out in this Bylaw, the duties and responsibilities of the Committee shall be determined by resolution of Council in accordance with the mandate as stated in section 4 of this Bylaw.

12.2. The Committee may advise Council with respect to the making of policies as the Committee deems necessary from time to time. Provided such policies are not inconsistent with the powers herein conferred.

12.3. The Committee shall review this Bylaw annually and make recommendations to Council for any changes deemed necessary.

12.4. Council may request that the Committee provide it with input, either verbally or in writing pertaining to a budget outlining the proposed expenditures of the Committee for the next year. Any input provided by the Committee with respect to such budget is deemed to be that of the Committee and not of the administration of the City.

12.5. The Committee shall prepare an annual report for Council on the activities of the Committee.

SECTION 13 - REPEAL

13.1 City of Cold Lake Bylaw No. 238-BD-05 and Bylaw No. 403-BD-10 are hereby repealed.

SECTION 14- ENACTMENT

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

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 12th day of April, A.D., 2016, on motion by Councillor Plain.

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 24th day of May, A.D., 2016, on motion by Councillor Lay.

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 24th day of May, A.D., 2016 on motion by Councillor Vining.

Executed this 27 day of May, 2016.

CITY OF COLD LAKE



MAYOR



CHIEF ADMINISTRATIVE OFFICER



STAFF REPORT

Title: Government of Alberta - Proposed Police Costing Model Engagement

Meeting Date: September 10, 2019

Executive Summary:

The Government of Alberta recently commence an engagement process relating to a new “proposed” policing costing model. It is understood that that the proposal will have the most impact to rural municipalities (e.g. Municipal Districts, County’s, and Specialized municipality and municipalities under 5,000). At this time, the proposed model will have minimal impact to urban communities will populations greater than 5,000.

In pragmatic terms, essentially the proposed model aiming to municipal governments that currently don’t pay into policing costs (291 communities representing approximately 20% of the Alberta population), to start contributing to policing costs thru a formula that either uses equalized assessment and/or population as a weighing factor.

The proposed formula is a significant step to having a more equitable funding model however stops short to impacting communities over 5,000; such as the City of Cold Lake. We’ve attached a copy of the “Police Costing Model Engagement Report and Presentation” for reference purposes.

Background:

AUMA has identified the following key priorities for urban municipalities with respect to the Alberta Police Act:

1. The Police Act should specify a new, more equitable funding model for police services where all municipalities contribute directly to the costs of policing. The new funding model should consider both the demand for services in a municipality, as well as the municipality’s ability to pay.
2. Alberta must have a mechanism to enable municipalities to assist in establishing local policing priorities and to hold police services accountable for local service delivery and reporting on performance and outcomes. This is particularly important for municipalities that receive policing services from the RCMP.
3. Albertans need to feel safe and protected in their communities. High RCMP vacancy rates and long response times have contributed to the perception that some communities are not safe. The Alberta Police Act should ensure that all Albertans have equitable access to police services, regardless of who provides this service.



A copy of the AUMA's letter dated March 18, 2019 to Honourable Kathleen Ganley has been attached for reference purposes. The letter include some of AUMA's suggested principles for an equitable police funding model:

1. A fair, flexible, and equitable model should be developed that:
 - Ensures the level of provincial funding is sufficient to meet standard levels of service.
 - Requires services beyond the standard level to be funded by the jurisdiction wanting the additional services.
 - Recognizes the unique needs of each municipality.
 - Recognizes the ability of a municipality to pay for services.
2. The model should encourage efficiencies by:
 - Using other mechanisms to address municipal capacity issues.
 - Encouraging regional policing models.
3. The transition to a new model should:
 - Ensure an adequate impact assessment analysis is completed.
 - Ensure that effective education and consultation mechanisms are available to Alberta's municipalities.
 - Allow for an adequate notice period.
4. Revenues created from the new model should be reinvested in public safety.
 - Ensure any revenue collected from an "everyone pays" model is returned to the municipalities that generated the revenue for the protection of public safety.
 - Ensure fine revenues stay in the municipalities in which they are generated.
5. Paying directly for policing should enable municipalities to participate meaningfully in police oversight, e.g. setting local policing priorities.

More specifically (as related to the current policing costs), the following summarizes the current police costing in Alberta:

- Own/Regional Municipal police service Municipality is responsible for 100% of the costs;
- RCMP municipal policing contract:
 - Up to 15,000 population - municipality responsible for 70% of contract cost
 - Over 15,000 population - municipality responsible for 90% of contract cost
 - Further to the above several municipalities hire their own Community Peace Officers.
- Communities under rural communities and communities under 5,000 and under RCMP provincial policing contract Municipality are not responsible for any cost.



- Several hire their own Community Peace Officers and/or contract for RCMP enhanced policing.

Further to the above, the Government of Alberta, initiated an engagement process for their “proposed” police costing model. The proposed policing costing model will have the most impact to rural municipalities (e.g. Municipal Districts, County’s, and Specialized municipality and municipalities under 5,000).

Administration’s view of the proposed framework:

- The framework recognizes the need that all municipalities should be contributing to the costs associated with policing (which is a very positive shift);
- The framework stops short in directly financially benefiting any current urban municipalities that have been and are paying for policing costs (> 5,000);
- Enables an opportunity to for the Government of Alberta to enhance policing and perhaps the overall judicial system with the additional revenue; however there is equal opportunity for the Government of Alberta to reduce their overall costs of policing by simply downing costs to current municipalities that don’t pay for policing services (or a combination thereof).

Alternatives:

Council may consider following alternatives:

- Direct Administration to provide a letter to the Alberta Urban Municipalities Association articulating City of Cold Lake feedback in regards to the Government of Alberta proposed police costing model
- Accept the presentation relating to the Government of Alberta proposed police costing model as information.

Recommended Action:

That Council pass a motion directing Administration to provide a letter to the Alberta Urban Municipalities Association articulating the City of Cold Lake’s feedback in regards to the Government of Alberta’s proposed police costing model.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



March 18, 2019

Honourable Kathleen Ganley
Minister of Justice and Solicitor General
424 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Ganley:

On behalf of Alberta's urban municipalities, I am pleased to share the following information for the first phase of the Alberta Police Act review.

AUMA has identified the following key priorities for urban municipalities with respect to the Alberta Police Act:

1. The Police Act should specify a new, more equitable funding model for police services where all municipalities contribute directly to the costs of policing. The new funding model should consider both the demand for services in a municipality, as well as the municipality's ability to pay.
2. Alberta must have a mechanism to enable municipalities to assist in establishing local policing priorities and to hold police services accountable for local service delivery and reporting on performance and outcomes. This is particularly important for municipalities that receive policing services from the RCMP.
3. Albertans need to feel safe and protected in their communities. High RCMP vacancy rates and long response times have contributed to the perception that some communities are not safe. The Alberta Police Act should ensure that all Albertans have equitable access to police services, regardless of who provides this service.

In addition to identifying these key priorities, AUMA has also developed suggested principles for the Alberta Police Act as well as a new, more equitable police funding model (enclosed).

If you have any questions about this submission, or if you would like to discuss this matter further, please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224.

Thank you again for your willingness to review the Alberta Police Act. AUMA looks forward to continuing discussions on this important topic.

Sincerely,

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

Barry Morishita
AUMA President

Enclosures

AUMA's Suggested Principles for the Alberta Police Act

AUMA believes that police services in Alberta should:

- Ensure the safety and security of all people and property in Alberta.
- Safeguard the fundamental rights guaranteed by the Canadian Charter of Rights and Freedoms and the Alberta Human Rights Code.
- Work closely with the communities they serve.
- Respect victims of crime and work to understand their needs.
- Be sensitive to the diverse, multiracial, and multicultural character of Alberta society.
- Ensure police services are representative of the communities they serve.¹

The Alberta Police Act and its associated regulations, programs, and policies must enable police services to achieve these outcomes (be effective), and require police services to meet accepted rules and standards (be legitimate).

Effective

Policing is more likely to be effective if it collaborates with the public and other social service agencies; is independent and impartial; and is evidence-based and requires and provides relevant education of police officers and police employees.

Legitimate

Police methods and police oversight should be legitimate in that they are generally acceptable to the community and inspire public trust in police. Policing which is accountable, transparent, and equitable is more likely to inspire public trust and promote the public's cooperation with police.

The themes of effectiveness and legitimacy are therefore supported by the following key principles:

1. Collaborative
 - Police must work with community stakeholders to develop a culture and practice of policing that reflects the value of protecting and promoting the dignity of all members of the community.
 - Collaboration requires that police and community stakeholders work together by sharing responsibilities, resources, and decision-making.
 - The Police Act should enable collaboration across police services and between police and other public agencies and non-government organizations (social supports, health, etc.).

¹ Outcomes for police services in Alberta are based on the principles described in the Ontario Police Services Act and Sir Robert Peel's Nine Principles of Policing.

2. Independent

- Police must exercise a high degree of independence to ensure impartial policing, while remaining accountable to civilian authority.
- The Alberta Police Act must separate police from political interference while ensuring police accountability to civilian authority.

3. Educated

- Police must respect and to the best of their abilities abide by the standards of the profession, while at the same time seeking to improve them.
- The Alberta Police Act should promote the development and adoption of the highest standards in policing.
- Police should have access to and be required to participate in ongoing education delivered by subject matter experts in a curriculum designed for adult education.

4. Accountable and Transparent

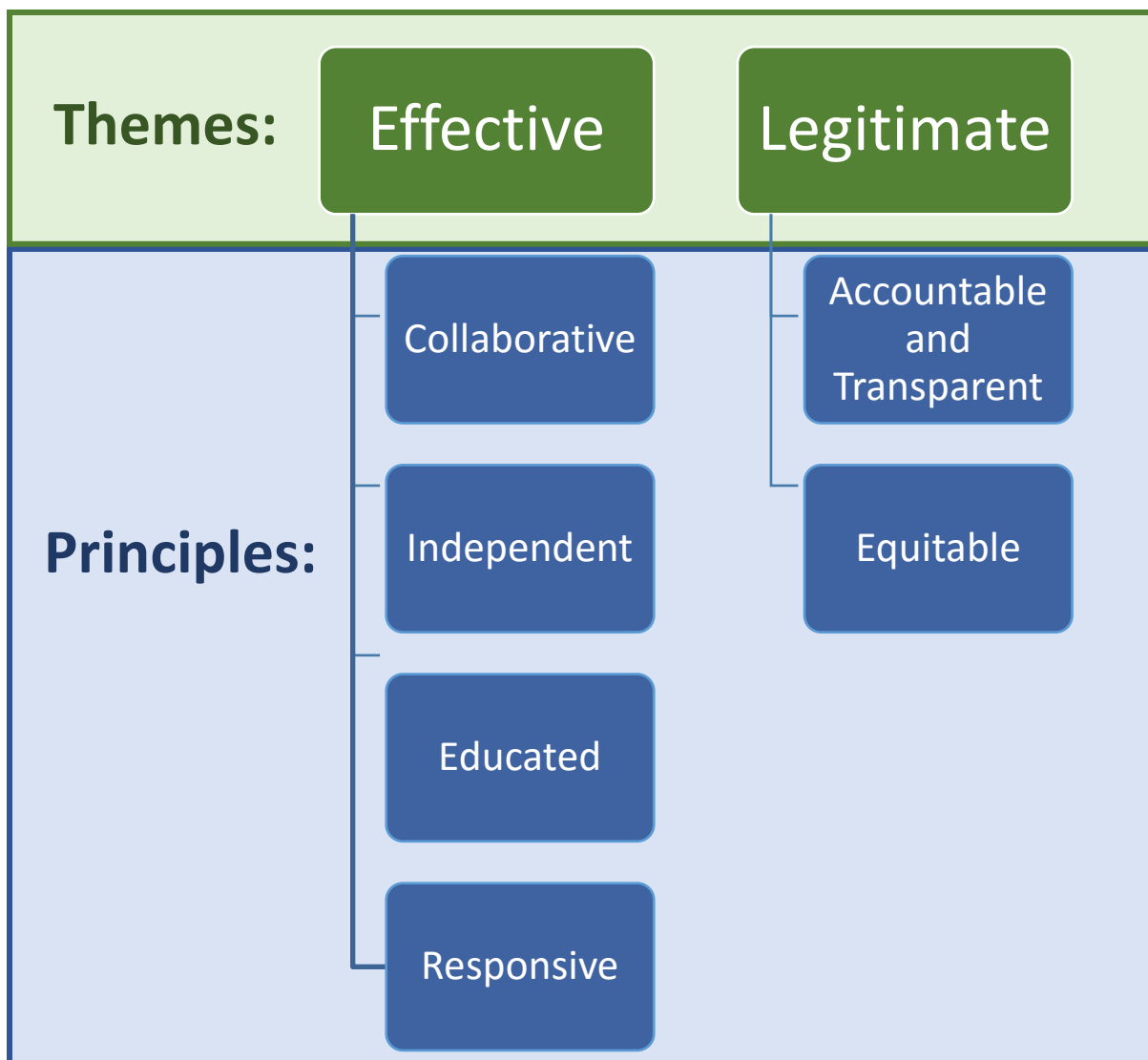
- Police must be accountable to their communities for the services they deliver, and individual officers must be accountable for how they interact with individual citizens.
- Alberta must have a mechanism to enable municipalities to assist in establishing local policing priorities and to hold police services accountable for local service delivery and reporting on performance and outcomes.
- Allegations of police misconduct must be fairly and effectively investigated or reviewed by an independent civilian authority in a timely manner.

5. Equitable

- All Albertans are entitled to receive police services.
- All Albertans should be treated equitably by police.
- All Albertans should contribute to the costs of policing.
- Police governance and oversight should be equitable and universal.

6. Responsive

- Police must be responsive to the needs of Albertans.
- Police must be responsive to changing legislative and social environments.
- Police should have the flexibility to adjust to regional differences.
- Policing must be appropriately resourced to fulfill its responsibilities.



AUMA's Suggested Principles for an Equitable Police Funding Model

1. A fair, flexible, and equitable model should be developed that:
 - Ensures the level of provincial funding is sufficient to meet standard levels of service.
 - Requires services beyond the standard level to be funded by the jurisdiction wanting the additional services.
 - Recognizes the unique needs of each municipality.
 - Recognizes the ability of a municipality to pay for services.
2. The model should encourage efficiencies by:
 - Using other mechanisms to address municipal capacity issues.
 - Encouraging regional policing models.
3. The transition to a new model should:
 - Ensure an adequate impact assessment analysis is completed.
 - Ensure that effective education and consultation mechanisms are available to Alberta's municipalities.
 - Allow for an adequate notice period.
4. Revenues created from the new model should be reinvested in public safety.
 - Ensure any revenue collected from an "everyone pays" model is returned to the municipalities that generated the revenue for the protection of public safety.
 - Ensure fine revenues stay in the municipalities in which they are generated.
5. Paying directly for policing should enable municipalities to participate meaningfully in police oversight, e.g. setting local policing priorities.

Police Costing Model Engagement

Backgrounder

Table of Contents

Table of Contents	1
Introduction.....	2
Guiding Questions for this review:	2
What is <i>not</i> being reviewed?.....	3
Ways to participate	3
Policing Models	5
Chart 1: Policing Models Flow Chart.....	5
History of Cost Model Engagements.....	7
Discussions and the Law Enforcement Framework.....	7
Police Funding and the 2018/2019 <i>Police Act</i> Review	7
Current Funding for Police Services	10
Municipal Policing Assistance Grant	10
Police Officer Grant.....	10
Distribution of fine revenues.....	10
The <i>Police Act</i>	11
Proposed Costing Model	12
Communities with Populations under 5,000.....	12
Cost Distribution	12
Cost Modifiers.....	12
Examples of the Cost Model	13
Jurisdictional Scan.....	15
Glossary	1

Introduction

The police costing model has a large impact on the lives of Albertans. In communities and municipalities that help pay for their police services, their tax-payers pay for cost increases. Changes in the costing model guides local budget deliberations and may affect police services.

Over the past decade, stakeholders told Alberta Justice and Solicitor General that the police costing model needs revision. The current approach is 15 years old. It has been adjusted since 2004, but there have been no large-scale changes. But policing has evolved. The costing model needs to address those changes and keep pace with current and future needs. To modernize the cost model, the ministry wants to hear from you as elected and administrative municipal leaders, and from the groups that represent you: the Alberta Urban Municipalities Association and Rural Municipalities Association.

This engagement process will gather your input on how a new police costing model would fit for communities across Alberta. We are counting on you, our partners. You are the experts on the needs of your local communities. With your help, this will be a thorough and effective review, so the new model helps your communities and police services thrive together.

This backgrounder provides context around the police costing model. Please get in touch with the engagement team (JSG.PSDEngagement@gov.ab.ca) if there are any errors, omissions, or aspects that are unclear.

Guiding Questions for this review:

- What are your thoughts on the province recovering a percentage of frontline policing costs from those currently not paying?
- What aspects of the proposed costing model do you feel would reflect the needs of your community?
- What will not work in the proposed costing model?
- What ability do communities and municipalities have to be agile in their budgets for policing costs?
- What kind of timeline would be ideal for implementation of a new model?
- What impact will a new costing model have on communities?
- What do you anticipate as challenges for implementing the model?
- What impact to addressing rural crime would you anticipate this costing model having?
 - What other impacts might a new cost model have?

The engagement will focus on broad questions about funding for police services to identify the most important factors for communities in a model.

What is *not* being reviewed?

This review will focus only on the development and implementation of a proposed new cost model. Other issues related to policing costs and the *Police Act* will not specifically be addressed. This includes:

- *Police Act* issues unrelated to policing costs;
- Municipal Policing Assistance Grants (MPAG);
- Police Officer Grants (POG);
- First Nations Policing; and
- Enhanced policing for Metis Settlements.

First Nations Policing and enhance policing for Metis Settlements will not be affected by a new costing model.

Ways to participate

The review team will host two kick-off meetings. The first one will focus on policing costs and will take place on September 5, 2019. AUMA and RMA will be invited to meet with the ministers of Justice and Solicitor General and Municipal Affairs to discuss the purpose of this engagement and the ways in which stakeholders can participate.

A webinar will share information on a police costing model with elected and administrative leaders from all municipalities on (date). Stakeholders will have until October 15, 2019 to provide written feedback on the police costing model via an online survey.

A second kick-off meeting will focus on costs incurred related to enforcing the legalization of cannabis. AUMA, RMA, and the Metis Settlements General Council will be invited to attend that meeting on September 24, 2019.

The first week of October, a second webinar will provide information on the input being gathered for this engagement to municipal and Metis Settlements leaders (elected and administrative). Municipal and Metis Settlement representatives will then have until November 1, 2019 to provide feedback via an online survey.

A separate backgrounder will be made available to those invited to participate in the cannabis enforcement portion of the engagement. This backgrounder **only** addresses information pertinent to the police costing model.

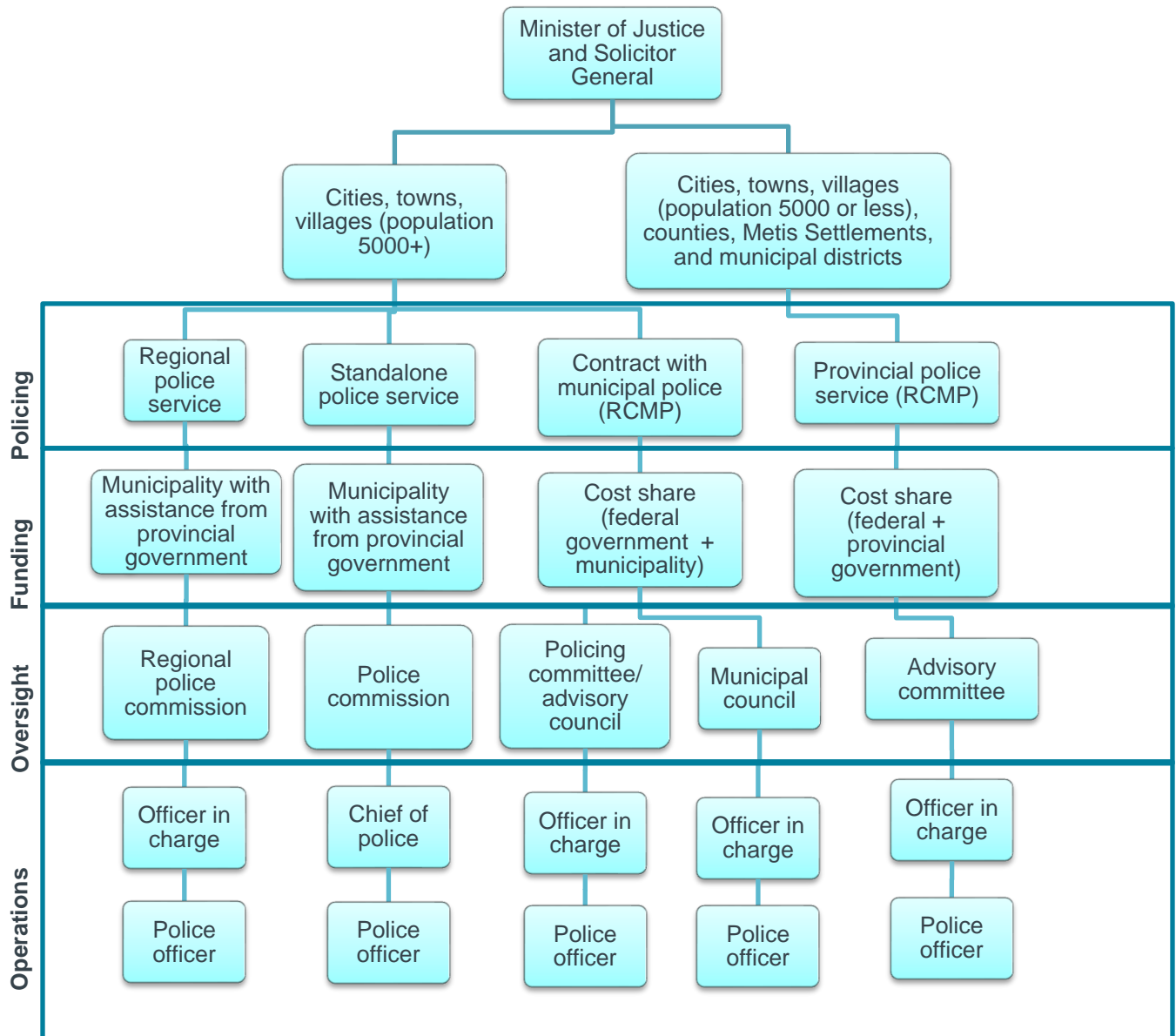
After all information is gathered, stakeholders will be invited to participate in a wrap-up session where the results will be shared. **The date of this wrap-up is still to be determined.**

The engagement team is happy to hear from you at any time. Contact us at **JSG.PSDEngagement@gov.ab.ca.**

Policing Models

This chart provides an overview of policing in Alberta as outlined in the current *Police Act*.

Chart 1: Policing Models Flow Chart



Provincial policing: As per the Alberta *Police Act*, under the Provincial Police Service Agreement (PPSA), the province provides policing at no direct cost to all rural municipalities (towns with a population of 5,000 or fewer, Metis Settlements and all municipal districts/counties regardless of population). Alberta contracts the RCMP as its provincial police service.

Municipal policing: Urban municipalities with a population greater than 5,000 are responsible for their own policing. They can opt for one of the following options:

- Establish a stand-alone municipal police service.
- Pay the federal government, the Alberta government or another municipality to deliver police services, often under a policing agreement. Most municipalities contract their police services directly from the RCMP through a Municipal Police Service Agreement.
- Two or more municipalities enter into a contract to establish a regional police service.

First Nations policing: First Nations are policed by the RCMP provincial police service (PPS) unless another arrangement is made under the *Police Act* of Alberta. The First Nations Policing Program (FNPP) provides First Nations with two other such arrangements in Alberta:

1. Tripartite agreement (e.g. stand-alone police service like Blood Tribe Police)
2. Community tripartite agreement that provides enhanced policing in addition to the core policing provided by the PPS.

Metis Settlements: Indigenous Relations funding provides an enhanced level of policing service to each of the eight Metis Settlements, with one RCMP officer dedicated to each location.

History of Cost Model Engagements

The following provides a brief overview of the previous discussions that have taken place with regards to the police costing model. It is important to address the historical process of reviewing the police costing structure, as it has contributed to the design of the proposed model.

Discussions and the Law Enforcement Framework

- **2009:** Several engagements were held with AUMA, RMA, and other stakeholders. These discussions were referred to as “Police Funding in Alberta – Continuing the Discussion.” In response, a Policing Task Force was created that consulted with AUMA members through a workshop and survey at the annual AUMA convention. A subsequent survey to all AUMA members asked about policing funding options and special circumstances that affect police resources.
- **2010:** Engagements with the RMA and AUMA on the Law Enforcement Framework raised issues on the flexibility and equity of the costing model. The framework was released the same year and incorporated prior input, but did not include a costing model.
- **2012:** The RMA report “Funding Options for Law Enforcement Services in Alberta”, was received. It proposed six potential options for funding. The ministry completed a review of the report and principles for consideration. RMA’s preferred vision was to maintain the status quo, but identified a Base plus Modifier model as their second choice.
- **2013 to 2017:** The ministry communicated with AUMA and RMA to explore community views on factors to include in a new police-costing model. The ministry put out a request for proposals to develop an analytical tool that would show the effects of the factors being considered, and how each factor impacts municipal policing costs. Due to budget constraints, the request for proposals was cancelled and no contract was awarded.
- **2018:** Police costing was the topic of a letter writing campaign from AUMA members.

Police Funding and the 2018/2019 *Police Act* Review

- The first phase of the *Police Act* review occurred between June 2018 and March 2019, to gather stakeholder perspectives on topics related to the *Police Act* and Police Service Regulation. Engagement occurred through roundtable discussions, a survey to police officers, a survey to administrative and elected officials from municipalities and Indigenous communities, in-person discussions with Indigenous communities, and written submissions. While the roundtable discussions focused on distinct topics, police funding was often mentioned. Stakeholders emphasized the necessity for a multi-factor police-funding model and policing grants that better reflect the needs of different-sized municipalities.

Written submissions also contained sections on police funding:

RCMP Submission

- RCMP K-Division highlighted the need for consistent commitments for funding and the benefits of multi-year funding agreements.

Rural Municipalities Association Submission

The RMA suggested that much more engagement was needed on funding police services. They wanted several factors to be considered in the development of a funding model:

- Ability to pay – focusing on equating fairness only with equal cost contributions is inappropriate as all municipalities have different needs, ability to pay, and service level expectations;
- Clarify costs of policing – recognize that saying some municipalities do not pay for policing is inaccurate. They contend that all pay, but in different ways.
- MPAG and POG should be considered in evaluating various costing models.
- Costs for policing should be linked to service levels; funding should be directed where it is needed; efficiency, effectiveness, and police-community collaboration should be encouraged; all police-related costs should be recognized; and funds should remain where they are collected.

Alberta Urban Municipalities Association Submission

The AUMA stated that the *Police Act* should specify a new, more equitable police costing model where all municipalities contribute directly to the costs of policing. The new model should consider both the demand for services in a municipality, as well as the municipality's ability to pay. Specifically, the AUMA believes that a costing model should be:

Equitable:

- All Albertans are entitled to receive police services.
- Police should treat all Albertans equitably.
- All Albertans should contribute to the costs of policing.
- Police governance and oversight should be equitable and universal.

Responsive:

- Police must be responsive to the needs of Albertans.
- Police must be responsive to changing legislative and social environments.

- Police should have the flexibility to adjust to regional differences.
- Policing must be appropriately resourced to fulfill its responsibilities.

AUMA's suggested principles for an equitable police costing model are:

- A fair, flexible, and equitable model should be developed that:
 - Ensures the level of provincial funding is sufficient to meet standard levels of service.
 - Requires services beyond the standard level to be funded by the jurisdiction wanting the additional services.
 - Recognizes the unique needs of each municipality.
 - Recognizes the ability of a municipality to pay for services.
- The model should encourage efficiencies by:
 - Using other mechanisms to address municipal capacity issues.
 - Encouraging regional policing models.
- The transition to a new model should:
 - Ensure an adequate impact assessment analysis is completed.
 - Ensure that effective education and engagement mechanisms are available to Alberta's municipalities.
 - Allow for an adequate notice period.
 - Revenues created from the new model should be reinvested in public safety.
 - Ensure any revenue collected from an "everyone pays" model is returned to the municipalities that generated the revenue for the protection of public safety.
 - Ensure fine revenues stay in the municipalities in which they are generated.
 - Paying directly for policing should enable municipalities to participate meaningfully in police oversight, e.g. setting local policing priorities.

Current Funding for Police Services

Municipal Policing Assistance Grant

The Municipal Policing Assistance Grant eases the financial burden on towns and cities responsible for their own policing. The funds are for:

- Police operating and administration costs, including manpower costs
- Kit and clothing, equipment, police vehicles, etc.
- Governance- and oversight-related initiatives by police commissions and policing committees. Funding is provided to municipalities based on the following payment formulas:

Population of municipality	Payment thresholds
5,001 to 16,666	\$200,000 base payment + \$8.00 per capita
16,667 to 50,000	\$100,000 base payment + \$14.00 per capita
Over 50,000	\$16.00 per capita

Police Officer Grant

The Police Officer Grant applies to municipalities that were responsible for their own policing before 2008. Municipalities had added 300 police officers. Each eligible municipality receives \$100,000 per position, per year.

Distribution of fine revenues

Traffic violations generate most provincial statute fine revenues. Fine revenues are returned to either the province or the municipality whose police service levied the fine.

Under the *Fuel Tax Act*, *Gaming and Liquor Act*, *Tobacco Tax Act* and *Weed Control Act*, revenue from a conviction for an offence that occurred in a city, town, village, municipal district or Metis Settlement or First Nation reserve goes to that community.

The *Police Act*

Funding provisions are mentioned in the following areas of the *Police Act*:

- Section 4(1) states that municipalities and communities with a population under 5,000 will receive general policing services provided by the provincial police services at no direct cost to the town, village, summer village, municipal district or Metis settlement.
- Section 4(5) states that municipalities and communities with a population over 5,000 will enter into an agreement or establish their own police services in their area.
- Section 5(4) states that when a town, village or summer village attains a population that is greater than 5000, that municipality shall assume responsibility for providing its policing services on April 1 in the 2nd year following the year of the population increase
- Section 6 states that the population for municipalities and communities will be determined in accordance with the *Municipal Government Act*.
- Section 29 (1) states that commissions with the chief of police are able to prepare an annual budget for police services.

Proposed Costing Model

The following provides a brief overview of the proposed model. This section can be used for reference when completing the survey.

Communities with Populations under 5,000

Currently 291 municipalities do not directly pay for policing through their municipal taxes. These communities account for one-fifth (20 per cent) of Alberta's population. Under the proposed costing model, these communities would begin paying a percentage of their frontline policing costs. Frontline policing refers to general duty, traffic, and general investigations, which are about 62 per cent of all policing positions. In 2018-2019, the cost of frontline policing was \$232.5 million.

Cost Distribution

The proposed costing model distributes costs based on two factors: equalized assessment and population. Equalized assessment would look at the annually calculated assessment value for the municipality to determine the relative resources to pay. The assessment value will be weighted at 70 per cent to determine part of the base cost distribution – the costs to a municipality prior to applying the subsidies.

Using the most recent municipal or federal census data, as reported to the Ministry of Municipal Affairs, population would account for 30 per cent of the base cost distribution.

Cost Modifiers

Shadow Population

These often are workers who generally live and pay property taxes outside of a community or municipality and are not included in local census data on which per capita funding is based. But when in the community they use the same municipal resources and infrastructure as primary residents. A shadow population cost modifier would enable a subsidy for frontline policing. To receive a maximum five per cent subsidy, a shadow population would need to be recognized and officially reported to Municipal Affairs.

Crime Severity Index

This measure analyzes changes in police-reported crime rates across the country, and is tracked and reported to Statistics Canada annually. The index allows the ability to track changes in the volume of police-reported crime each year, in the volume of particular offences, and their relative seriousness. More serious offences have a greater impact on the index, which allows comparisons across municipalities. The crime severity index rural municipal average would be calculated and used as a baseline measure. A community with a higher crime severity index than the baseline would be eligible for a subsidy of 0.05 per cent per index point.

Examples of the Cost Model

Police Costing Model (PCM) Options						
Weighting	30%	70%		0.05% per Municipal CSI point above average	5%	
Cost Recovery Options - Frontline Policing Costs	Population affected	Total Equalized Assessment	Total Share Policing Cost	CSI Subsidy given	Shadow Population Subsidy given	Revenue Generated
15%	765,780	\$293,162,459,917	\$34,900,000	\$1,015,167	\$203,263	\$33,681,570
30%	765,780	\$293,162,459,917	\$69,800,000	\$2,030,334	\$406,526	\$67,363,141
40%	765,780	\$293,162,459,917	\$93,000,000	\$2,705,172	\$541,646	\$89,753,182
50%	765,780	\$293,162,459,917	\$116,300,000	\$3,382,920	\$677,349	\$112,239,731
60%	765,780	\$293,162,459,917	\$139,500,000	\$4,057,758	\$812,469	\$134,629,772
70%	765,780	\$293,162,459,917	\$162,800,000	\$4,735,506	\$948,172	\$157,116,322

Source:

Alberta Municipal Affairs, Municipal Services Branch, 2018 Official Population List
 Alberta Municipal Affairs, Municipal Financial and Statistical Data, 2018 Equalized Assessment
 Statistics Canada, Canadian Centre for Justice Statistics, CSI Weighted 2015-17 file

If a 15 per cent cost recovery model is implemented:

- Municipality A would be responsible for \$4,049,067 of policing costs or 0.74 per cent of its municipal property tax (excluding education). This figure would be adjusted for subsidies for CSI (minus \$708,512) and shadow population (minus \$202,453). The total cost recovery would be \$3,138,101 as revenue to the province.
- Municipality B would be responsible for \$277,966 of policing costs or 1.54 per cent of its municipal property tax (excluding education). Municipality B would not qualify for any subsidies. The total cost recovery would be \$277,966 as revenue to the province.

If the cost recovery was maximized to 70 per cent:

- Municipality A would be responsible for \$18,887,911 of policing costs or 3.45 per cent of its municipal property tax (excluding education). This figure would be adjusted for subsidies for CSI (minus \$3,305,036) and shadow population (minus \$944,396). The total cost recovery would be \$14,638,479 as revenue to the province.
- Municipality B would be responsible for \$1,296,642 of policing costs or 7.19 per cent of its municipal property tax (excluding education). Municipality B would not qualify for any subsidies. The total cost recovery would be \$1,296,642 as revenue to the province.

Jurisdictional Scan

The comparisons below highlight the police costing models in use by provinces that recover the cost of police services. The most current cross-Canada review found that British Columbia (BC), Saskatchewan (SK), Ontario, Quebec, New Brunswick, and Nova Scotia all required every municipality to pay a portion of its policing costs. It is important to note:

- In BC, there is a police tax: municipalities over 5,000 people pay for most of their police costs directly through their municipal taxes. In municipalities under 5,000 people, and in rural areas, the BC government sets tax rates to recover a portion of police costs. These tax rates are based on provincially set tax ratios.
- In SK, the costs of policing are distributed in accordance with a formula prescribed in the regulations among all municipalities and “specified municipalities” (rural and those under 500 population) that receive policing services from the RCMP. This includes municipalities with populations less than 5,000.

British Columbia

Population cut off for provincial funding for police services	5,000
Provincial contribution share for municipalities below the above population threshold	70%
Provincial support for municipalities that do not receive dedicated funding for police services	Receives all revenues from traffic fines
Amount of traffic fine revenue that municipalities receive	See above

Saskatchewan

Population cut off for provincial funding for police services	5,000
Provincial contribution share for municipalities below the above population threshold	70% Cost recovery in Saskatchewan is based on population in the rural municipality. The amount invoiced to rural municipalities increases based on the percentage increase of overall policing costs each year.
Provincial support for municipalities that do not receive dedicated funding for police services	None
Amount of traffic fine revenue that municipalities receive	75% only for municipalities in Saskatchewan with stand-alone independent police services. This does not apply to most cities policed by PPSA.

Manitoba

Population cut off for provincial funding for police services	3 categories: 750 – 1,499; 1,499 – 5,000; and Over 5,000
Provincial contribution share for municipalities below the above population threshold	70% The Province of Manitoba provides per capita grants to municipalities. These grants are not dedicated to policing, but the same population threshold applies to those that receive large grants and pay for policing.
Provincial support for municipalities that do not receive dedicated funding for police services	Per capita grant (similar to the MPAG)
Amount of traffic fine revenue that municipalities receive	30% If the municipality (in Manitoba) pays for its own policing (stand-alone police service) it is allowed to keep a percentage of provincial fine revenue (estimated at 30%).

Ontario

Population cut off for provincial funding for police services	No population cut-off
Provincial contribution share for municipalities below the above population threshold	None. There is a sliding scale for rural and small communities: Low of 5% (\$150 < policing costs/household < \$750) to a High of 75% (policing costs/household > \$750).
Provincial support for municipalities that do not receive dedicated funding for police services	Receives all revenues from traffic fines.
Amount of traffic fine revenue that municipalities receive	See above.

Nova Scotia

Population cut off for provincial funding for police services	None
Provincial contribution share for municipalities below the above population threshold	65%
Provincial support for municipalities that do not receive dedicated funding for police services	None.
Amount of traffic fine revenue that municipalities receive	Traffic fine revenue goes to the jurisdiction paying for the officer (either a municipality or the province). The province retains victim surcharges and court costs.

Quebec

Population cut off for provincial funding for police services	50,000 <p>Provincial legislation in Quebec defined the level of police services provided to municipalities according to population with benchmarks set at: less than 100,000 (level 1);</p> <p>100 000 to 199,999 (level 2);</p> <p>200,000 to 499,999 (level 3);</p> <p>500,000 to 999 999 (level 4);</p> <p>1 000 000 or more (level 5).</p>
Provincial contribution share for municipalities below the above population threshold	47% + refund <p>The province pays 47% of the amount of basic police service to communities who are policed by the provincial police service. If the contribution of a regional municipality exceeds 80% of its budget, the municipality can receive a refund for the amount over the 80% budget allocation.</p>
Provincial support for municipalities that do not receive dedicated funding for police services	None
Amount of traffic fine revenue that municipalities receive	Revenue goes to provincial revenue fund

Glossary

The **crime severity index** is a measure that is tracked and reported to Statistics Canada annually. It analyzes changes in police-reported crime rates across the country. The report allows changes to be tracked in the volume of police-reported crime each year, in the volume of particular offences, and in the relative seriousness of offences compared to other offences. More serious offences have a greater impact on the index, which allows comparisons of municipal crime levels.

Legislation is a law enacted by a governing body, including both proclaimed acts, amendments and regulations. It does not include agreements or memorandums of understanding. The *Police Act* has associated regulations, which include: the Police Service Regulation and the Exempted Areas Police Service Agreements Regulation.

A **modifier** is an element that can be taken into consideration to adjust the base price of a service. The amount of the modifier is based on the base price of the service.

The **Municipal Policing Assistance Grant** (MPAG) helps municipalities ensure adequate and effective policing and police oversight, implement provincial policing initiatives and enhance policing services. Municipalities with a population over 5,000 that provide their own municipal police services are eligible. The grant is issued each year and no application is required.

A **municipality** is a city, town, village, summer village, specialized municipality or municipal district and includes a Metis Settlement.

Police commissions provide oversight of policing to stand-alone police services, and govern municipal police services.

Police officers are responsible for enforcing federal, provincial, and municipal laws, protecting life and property, preventing crime, and keeping the peace. They have a broad range of duties and roles, of which law enforcement is a major part. Police officers investigate occurrences of crime, arrest offenders and bring them before the criminal justice system. They also provide a variety of community services including: crime prevention, educational programs, help locating missing persons, dealing with lost property, traffic control, victim assistance and collision investigation.

The **Police Officer Grant** provides annual funding to municipalities that added police officers between 2008 and 2011. It helps cover the cost of policing and promoting safe and secure communities. Each municipality receives \$100,000 per position, per year. Municipalities with a population over 5,000 that provide their own municipal police services are eligible.

A **shadow population** is made up of workers who live outside of a community or municipality. Because they are not included in the population count, they do not contribute to per capita funding calculations. Shadow populations may only be present seasonally (e.g., transient workers), when they use the resources and infrastructure of the community or municipality as if they were primary residents.

Police Cost Model Review

Engagement Meeting

September 5, 2019



Alberta

Introductions



2

Alberta



Introduction



3

Alberta ■

Agenda

1. Opening Remarks
2. Discuss engagement process
3. Review background to engagement
4. Share police costing model
 - a) Base Cost Distribution
 - b) Modifiers
 - c) Examples
5. Provincial Comparisons
6. Next Steps
 - a) Webinar
 - b) Written feedback

4

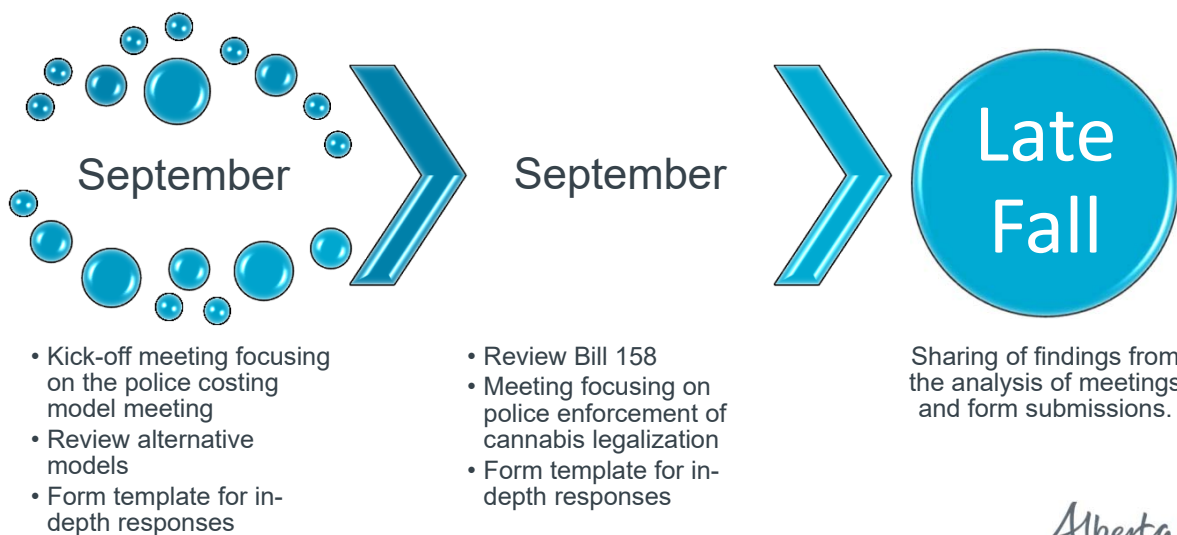
Alberta ■

Process

5



Timelines



6



Outcome of Engagement

Part 1: Police Costing

- Development of a future police costing model which will consider the input gathered from the most relevant stakeholders.
- For the government to develop proposed legislative amendments for the *Police Act* that will reflect the considerations of municipalities in a new police funding model.

Part 2: Cannabis Enforcement

- Compilation of information that can direct the future of the MCTP or alternative funding support for the enforcement of cannabis legalization.

7



Principles of Engagement

- **Transparency** - Intent and processes will be clear and transparent. Stakeholders will understand the consultation process and how their input will affect policy decisions and drafting of legislation.
- **Communication** - Accurate, consistent and timely communication and information sharing with stakeholders in order to avoid confusion or raise false expectations.
- **Follow up** – Reporting back and sharing the results of consultation and how the input was used to inform the legislation.
- **Evaluation** – Consultation sessions with stakeholders will be evaluated against these principles for the purposes of continuous improvement.

8



Invited Stakeholders

9

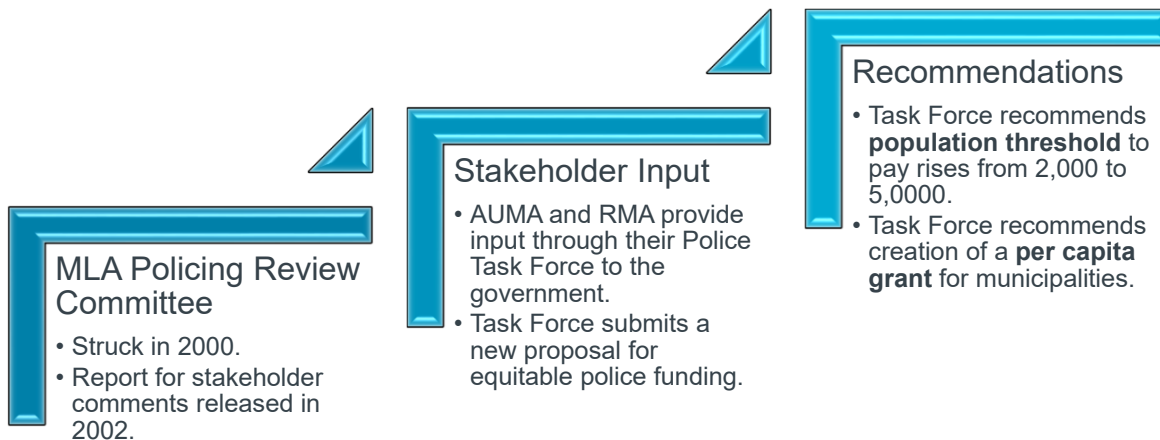
Alberta

Background

10

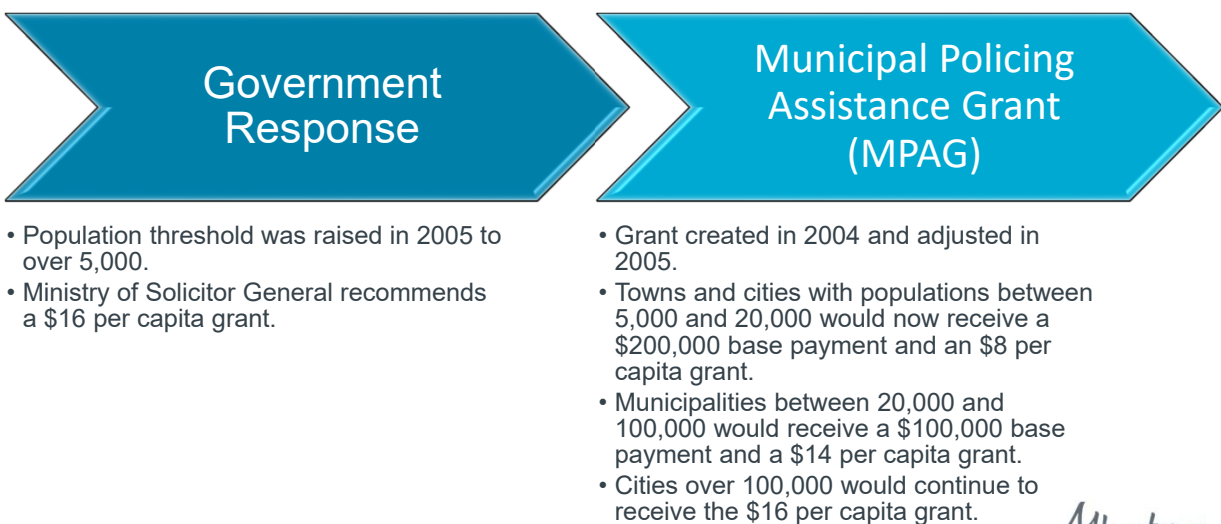
Alberta

Strategic Background



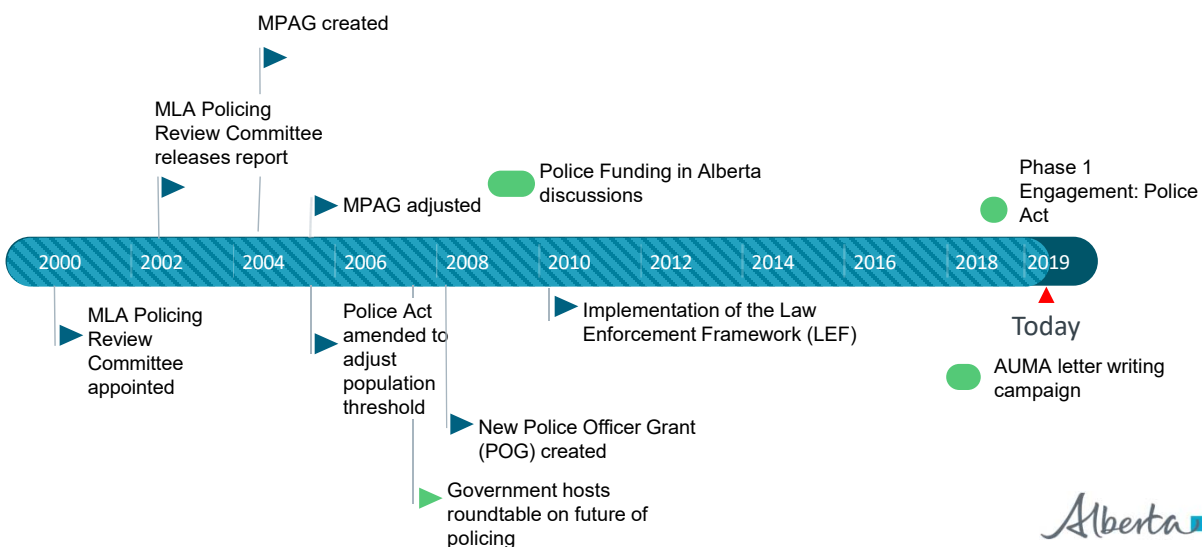
11

Strategic Background



12

Strategic Background



13

Strategic Background

- The ***Police Act*** requires urban municipalities with populations over 5,000 to provide police services in their communities.
- Under the **Provincial Police Service Agreement (PPSA)**, policing is provided at no direct cost to all rural municipalities (municipal districts regardless of population, and to towns, villages and summer villages with populations of 5,000 or less) as per the *Police Act*.

14

Proposed Cost Model

15



Currently

- 291 rural municipalities do not directly pay for policing through their municipal taxes.
- This is approximately 20% of the Alberta population.

16

Proposal

- These communities would begin paying a percentage of their frontline policing costs.
- In 2018/19, the cost of frontline policing was \$232.5 million

Frontline policing is considered to include: general duty, traffic, and general investigative section and accounts for 62% of all police positions.



Base Cost Distribution

17

Alberta

Base Cost Distribution

Equalized Assessment



Population



18

Alberta

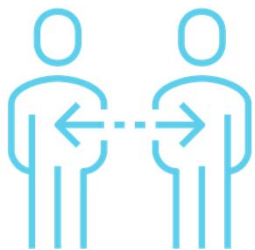
The Modifiers

19

Alberta

Shadow Population

- Subsidy received if recognized and reported to Municipal Affairs



20

Crime Severity Index

- Subsidy received if above rural municipal average



Alberta

Examples

21



Range of Cost Recovery Options

Police Costing Model (PCM) Options						
Weighting	30%	70%		0.05% per Municipal CSI point above average	5%	
Cost Recovery Options - Frontline Policing Costs	Population affected	Total Equalized Assessment	Total Share Policing Cost	CSI Subsidy given	Shadow Population Subsidy given	Revenue Generated
15%	765,780	\$293,162,459,917	\$34,900,000	\$1,015,167	\$203,263	\$33,681,570
30%	765,780	\$293,162,459,917	\$69,800,000	\$2,030,334	\$406,526	\$67,363,141
40%	765,780	\$293,162,459,917	\$93,000,000	\$2,705,172	\$541,646	\$89,753,182
50%	765,780	\$293,162,459,917	\$116,300,000	\$3,382,920	\$677,349	\$112,239,731
60%	765,780	\$293,162,459,917	\$139,500,000	\$4,057,758	\$812,469	\$134,629,772
70%	765,780	\$293,162,459,917	\$162,800,000	\$4,735,506	\$948,172	\$157,116,322

22



15% Cost Recovery

- Example for two municipalities:
 - Municipality A: responsible for \$4,049,067 of policing costs or 0.74 per cent of municipal property tax.
 - Subsidies for CSI (minus \$708,512) and shadow population (minus \$202,453).
 - The **total cost recovery would be \$3,138,101.**
 - Municipality B: responsible for \$277,966 of policing costs or 1.54 per cent of municipal property tax.
 - Does not qualify for any subsidies.
 - The **total cost recovery would be \$277,966.**

23



70% Cost Recovery

- Example for two municipalities:
 - Municipality A: responsible for \$18,887,911 of policing costs or 3.45 per cent of municipal property tax.
 - Subsidies for CSI (minus \$3,305,036) and shadow population (minus \$944,396).
 - The **total cost recovery would be \$14,638,479.**
 - Municipality B: responsible for \$1,296,642 of policing costs or 7.19 per cent of municipal property tax.
 - Does not qualify for any subsidies.
 - The **total cost recovery would be \$1,296,642.**

24



Provincial Comparisons

25



Provincial Comparisons

BC

- Municipalities with populations over 5,000 pay for policing through their municipal tax.
- Municipalities with under 5,000 persons have tax rates set to recover a portion of the costs.

SK

- Costs of policing distributed by formula in legislation among all municipalities. This includes rural municipalities with under 5,000 population.

26



Guiding Questions

27

Alberta

Guiding Questions



Pros and Cons

1. What are the benefits of the model presented?
2. What are the pitfalls to the model presented?



Cost Recovery

1. What are your thoughts on the province recovering a percentage of frontline policing costs from those currently not paying?



Impacts

1. What do you anticipate as challenges for implementing the model?
2. What impact to addressing rural crime would you anticipate this costing model having?

28

Alberta

Questions?



Alberta 



STAFF REPORT

Title: Nomination for Appointment to Northeast Caribou Sub-Regional Task Force

Meeting Date: September 10, 2019

Executive Summary:

The Alberta Urban Municipalities Association (AUMA) has recommended and nominated His Worship Mayor Craig Copeland for inclusion on a sub-regional task force (to the Caribou Range Task Forces) mandated to study the Government of Alberta's proposed caribou range plan as an AUMA representative.

In its terms of reference, the Government of Alberta states that achieving these plans has been a challenge and that it is seeking a "holistic" approach to caribou recovery that is expected to take into account the species' recovery, multi-species conservation, economic opportunities, recreational pursuits and other societal interests, and impacts on the exercise of Treaty rights and traditional uses.

The AUMA has been asked to put forward one name from municipalities for each of the Sub-Regional Task Forces: West-Central Sub-regional Task Force - Upper Smoky Planning Area; Northwest Sub-regional Task Force - Bistcho Lake Planning Area; and the Northeast Sub-regional Task Force - Cold Lake Planning Area.

Work on the sub-regional task forces is expected to start in the coming weeks.

Background:

Woodland Caribou are listed as Threatened under the federal Species at Risk Act and the provincial Wildlife Act. Their populations are in decline, due in large part to predation and loss of habitat, according to Alberta Environment and Parks.

The Government of Alberta has a Draft Provincial Woodland Caribou Range Plan, but it is hoping to gather broader stakeholder feedback, beginning with the sub-regional task forces, prior to the adoption of a final plan. The task forces will include members from municipalities, First Nations, Metis Settlements, environmental NGOs, the forest industry, the energy industry, trappers, and other land users.

The sub-regional task forces will be mandated to advise the Government of Alberta on the planning process and the content of the draft plan, and ensure that the process includes a comprehensive social-economic impact assessment. They will also design



the process to have regional groups be involved in the development of sub-regional plans.

Its' recommendations will be submitted to the Government of Alberta through the Minister of Environment and Parks.

Alternatives:

- Council may pass a motion to support the nomination and appointment of Mayor Craig Copeland to a sub-regional task force mandated to study the Government of Alberta's proposed caribou range plan.
- Council may respectfully decline to support the nomination and appointment of Mayor Craig Copeland to a sub-regional task force mandated to study the Government of Alberta's proposed caribou range plan.

Recommended Action:

Administration recommends that council passes a motion to support the nomination and appointment of Mayor Craig Copeland to a sub-regional task force mandated to study the Government of Alberta's proposed caribou range plan.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



ALBERTA
ENVIRONMENT AND PARKS

*Office of the Minister
Government House Leader
MLA, Rimbey-Rocky Mountain House-Sundre*

Dan Rude, Chief Executive Officer
Alberta Urban Municipalities Association
300, 8616 - 51 Avenue
Edmonton AB T6E 6E6
drude@auma.ca

Dear Dan Rude:

Recently our government announced the creation of three caribou sub-regional task forces, fulfilling our commitment to establish a Caribou Range Task Force and furthering our intention to engage Albertans in land-use planning.

The sub-regional task forces will provide our government with recommendations that allow for the creation of sub-regional plans. The task forces will be chaired by Alberta Environment and Parks and will be capped at 16 members to enable efficient decision-making. Recommendations from each task force will incorporate economic, environment and social outcomes for current and future Albertans.

I am pleased to invite your organization to put forward the names of:

- One (1) individual for the West-Central Sub-regional Task Force – Upper Smoky Planning Area
- One (1) individual for the Northwest Sub-regional Task Force – Bistcho Lake Planning Area
- One (1) individual for the Northeast Sub-regional Task Force – Cold Lake Planning Area

There will be two municipal representatives on each task force; one from AUMA and one from Rural Municipalities of Alberta. Your representative on each task force should be prepared for a focused effort to advance sub-regional plans in the near term. This may include periods of time over the next year where meetings or working sessions will be required more than once per week.

I realize that choosing nominees will be difficult and that you may have many who are interested. Broader stakeholder participation beyond the task forces will be needed to develop workable sub-regional plans. The task forces will advise government on how to significantly involve Indigenous groups and other impacted land users in the planning process. Affected land users will have opportunities to contribute to working groups or planning committees working under the guidance of the task forces.

Finally, we will also be conducting thorough public and Indigenous consultation related to any draft sub-regional plans that flow from recommendations of the task forces, and thus there will be future opportunities for all Albertans to shape plans before they are finalized.

Attached you will find a copy of the Terms of Reference. To confirm your nominees by **August 30, 2019** or if you have questions, please contact Craig Dockrill, Director, Land and Environment Planning - North, at craig.dockrill@gov.ab.ca, or 780-427-8019 (toll-free in Alberta, dial 310-0000).

We look forward to working with you on this important initiative.

Sincerely,



Jason Nixon
Minister

Attachment

cc: Brian Makowecki
Environment and Parks

Craig Dockrill
Environment and Parks

TERMS OF REFERENCE

Project Name:	Caribou Sub-Regional Task Forces
Project Manager:	Craig Dockrill, Director, Land and Environmental Planning - North
Project Sponsor:	Brian Makowecki, Executive Director Planning Branch
Version:	15
Date:	8/2/2019

1 Introduction / Background

The Government of Alberta is committed to jobs, building local economies, supporting strong communities, and working towards achieving and maintaining naturally self-sustaining populations of caribou over the long term. Sub-regional plans will be built on a foundation of science and socio-economic assessments, which help us to understand how sub-regional plans fit within local and regional economies.

Engagement with industry stakeholders, Indigenous peoples, and the public has highlighted the need for increased involvement from communities, stakeholders, and Indigenous peoples during planning initiatives.

Several multi-stakeholder committees have been established to support caribou-specific planning in the Little Smoky and A La Pêche ranges over the years, yet an approved caribou range plan for those areas remains elusive.

The Government of Alberta is advancing a more holistic approach to caribou recovery planning for our 15 local population units through sub-regional planning initiatives. Aligning the geographic scope and impetus for planning initiatives with local peoples' understanding and use of our landscapes allows for sub-regional plans that advance multi-species conservation and provide lands for economic opportunities, recreational pursuits and other societal interests.

Sub-regional task forces will include participants from First Nations, Métis groups, municipalities, environmental non-government organizations (ENGOS), forest industry, energy industry, trappers and other land users.

2 Purpose / Scope

The Government of Alberta is looking for increased levels of collaboration and involvement from Indigenous peoples and stakeholders in the development of sub-regional plans that can advance caribou recovery. Sub-regions will be larger than caribou ranges to ensure a multitude of factors can be considered. This approach will allow land management solutions, as well as caribou recovery solutions, to be recommended directly by those working and living within caribou ranges.

The purpose of the Caribou Sub-Regional Task Forces (task forces) will be:

- To advise government regarding the sub-regional planning process to ensure local input and regarding the substance of the plans.
- To ensure that sub-regional plans, including caribou range plans are subject to a comprehensive social-economic impact assessment
- To review and consider the Draft Provincial Woodland Caribou Range Plan (Dec. 2017) in the context of more holistic sub-regional planning

The task forces will need to develop processes that enable impacted land users to be involved in the design of sub-regional plans.

The task forces will operate in an advisory capacity to government and submit their recommendations to the Government of Alberta (government) via the Minister of Environment and Parks. The government will retain final decision-making on Alberta's sub-regional plans and will be ultimately accountable for implementation.

3 Goals and Objectives

Goal of the Task Forces: to produce recommended sub-regional plans that are built with fulsome Indigenous and stakeholder involvement and strong local input.

The government will then consult with the public and Indigenous communities on any draft plans.

Objectives: The sub-regional plans must:

1. Address caribou recovery priorities, including working towards achieving and maintaining naturally self-sustaining caribou populations over the long term,
2. Consider multi-species conservation,
3. Consider economic opportunities,
4. Consider recreational pursuits and other societal interests, and
5. Consider impact on the exercise of Treaty rights and traditional uses.

Deliverables:

Caribou Sub-regional Task Forces will provide to Environment and Parks:

1. Summary reports on all recommendations including documenting where consensus was reached and, if consensus is not reached, documenting non-consensus views.
2. Within sub-regions: maps, and detailed modelling assumptions that show, in time and space, when, and where, lands will be available to enable multi-species conservation, economic, recreational opportunities, and other societal interests throughout the sub-region. This will require approaches that balance the desired social, economic, and environmental outcomes. Additional outcomes may also be identified for the sub-region by the task force.
3. Within caribou ranges: maps and detailed modelling assumptions that show, in time and space, when (in 10 year increments, up to 100 years out), and where (identify polygons within caribou ranges), caribou habitat is planned to be undisturbed when measured using the federal disturbance requirements. This will include an assessment of both undisturbed habitat as well as biophysical habitat. Biophysical habitat will be reported as area available

within the disturbed area, as well as in areas that are not disturbed.

4. Summary of any assumptions requiring changes to regulations or best practices that would be required to achieve the outcomes predicted in the habitat recovery and development disturbance scenarios.
5. Social and economic analysis relevant to the plan. This analysis should include any and all mitigation measures and an approximation of implementation costs for each recommendation.
6. Progress reporting to the Minister every three to four months.

While the deliverables noted above are essential components that will be required as part of all task force recommendations, additional refinement of deliverables will occur once the task forces and related planning activities commence.

4 Responsibilities and Accountabilities

Caribou Sub-regional Task Force: Members representing local municipal governments, the Northwest Species at Risk Committee, forestry and other industries, Indigenous representatives, and habitat scientists are expected to provide information and perspectives accurately representing their sector or organization as a whole, and not solely their company or community. Members will work together to review and consider the Draft Provincial Woodland Caribou Range Plan (Dec. 2017) in the context of more holistic sub-regional planning and to ensure that sub-regional plans, including caribou range plans are subject to a comprehensive social-economic impact assessment. Members are expected to work through a diversity of perspectives and interests to arrive at mutually agreed upon solutions wherever possible.

Alberta Environment and Parks: Senior government officials will be appointed to support the task forces. Department staff will provide additional technical support to task force meetings. Department involvement to include Environment and Parks, Energy, Agriculture and Forestry, Economic Development, Trade and Tourism, Municipal Affairs, Transportation and Indigenous Relations. Responsibility for landscape management and tax expenditures rests with the Government of Alberta.

Environment and Climate Change Canada: will be invited to provide support and federal perspective (i.e., understanding of the *Species at Risk Act* and federal recovery strategies) at task force meetings, as needed.

The task forces will have the following support, coordinated through the Alberta Environment and Parks:

Facilitation: Consultant that will manage productive, technically complex discussions among diverse stakeholders and perspectives. The consultant will be tasked with organization, facilitation and logistics of hosting meetings, note-taking at meetings, compiling information, and writing reports on behalf of the task force.

Landscape modelling: Consultant to provide modelling of spatial and temporal scenarios based on existing work and additional solutions provided by the task forces. As contract manager, Environment and Parks will remain the conduit to the consultant for all analysis.

Environment and Park will commit to testing options, providing technical support and access to consultation support.

Social and economic assessments: Consultant to provide support to assess social and economic outcomes of various range planning scenarios.

The task force members agree to the following communication protocols:

- The voice of the government on all sub-regional planning is the Minister; the task forces serve as an internal function not an external facing function;
- The task force members will not communicate with the media on the work of the committee unless requested to by the Minister. They will be provided with materials and key messaging for any agreed upon outside communications.
- During sub-regional planning process with wider stakeholder and Indigenous involvement, task force members are free to participate as individuals and to speak freely from their company or association point of view. However, members may be asked by the Minister or his representative (senior government staff) to perform a leadership role at the beginning or end of these sessions as part of task force work.

5 Membership

Different task forces will require different make-ups depending on the diversity of interests within the planning area. Task forces should be diverse and include a broad range of participants from Indigenous groups, industry associations, regional municipalities, ENGOs, and other land users (e.g., trappers).

A nomination process initiated by the Minister of Environment and Parks will be used to establish membership on the task forces that includes local municipal governments, the Northwest Species at Risk Committee, forestry and other industries, Indigenous representatives, and habitat scientists.

As sub-regional plans are completed, membership on the task forces may change to reflect the next priority sub-regional planning area that the team will be asked to provide information and perspectives on. The map of the task teams priority planning areas breaks down which caribou ranges will be the responsibility of each task force.

Task forces will be approximately 12 people and no more than 16 people so that decisions can be made effectively.

Involvement beyond the task forces:

Broader stakeholder participation will be needed beyond the task forces to develop workable sub-regional plans. The task forces will advise government on how to significantly involve Indigenous groups and other affected stakeholders in the planning process.

Due to misalignment between traditional territory and planning regions, additional engagement considerate of Nipisi and Slave Lake sub-regional plans may be needed.

6 Operational Guidelines

The task forces will report to the Minister of Environment and Parks and provide recommendations that allow for creation of sub-regional plans that meet the stated objectives.

Costs to implement each recommendation must be considered by the task forces. This includes costs to the department (e.g., funds and staff required), and social and economic costs to both communities and industry.

The task forces will have facilitated discussions to drive towards consensus-based recommendations. The individual task forces must document non-consensus on any recommendations.

A Government of Alberta staff member will chair each task force.

The task forces will draw upon the strategies and actions outlined in appropriate provincial policy and regulation and determine their application at the sub-regional level.

Working groups (sub-committees of the task forces) can be created to support advancement of sub-regional planning strategies.

The task forces will be able to recommend additional strategies and approaches to planning objectives including caribou conservation and recovery.

The Government of Alberta is committed to supporting direction from the task forces and testing work, as needed, with Environment and Climate Change Canada.

All work and recommendations from the task forces will be considered in the development of draft sub-regional plans, ready for public and Indigenous consultation.

Timelines:

August 2019: Establish and organize task force membership. Retain facilitation consultant. Retain new or amend current contracts for habitat modelling support and socio-economic support. Detailed process planning with facilitation consultant.

September 2019 to November 2019: Cold Lake Task Force meetings.
Final recommendations presented to Environment and Parks November 2019.


September 2019 to April 2020: Bistcho Lake Task Force meetings.
Final recommendations presented to Environment and Parks April 2020.

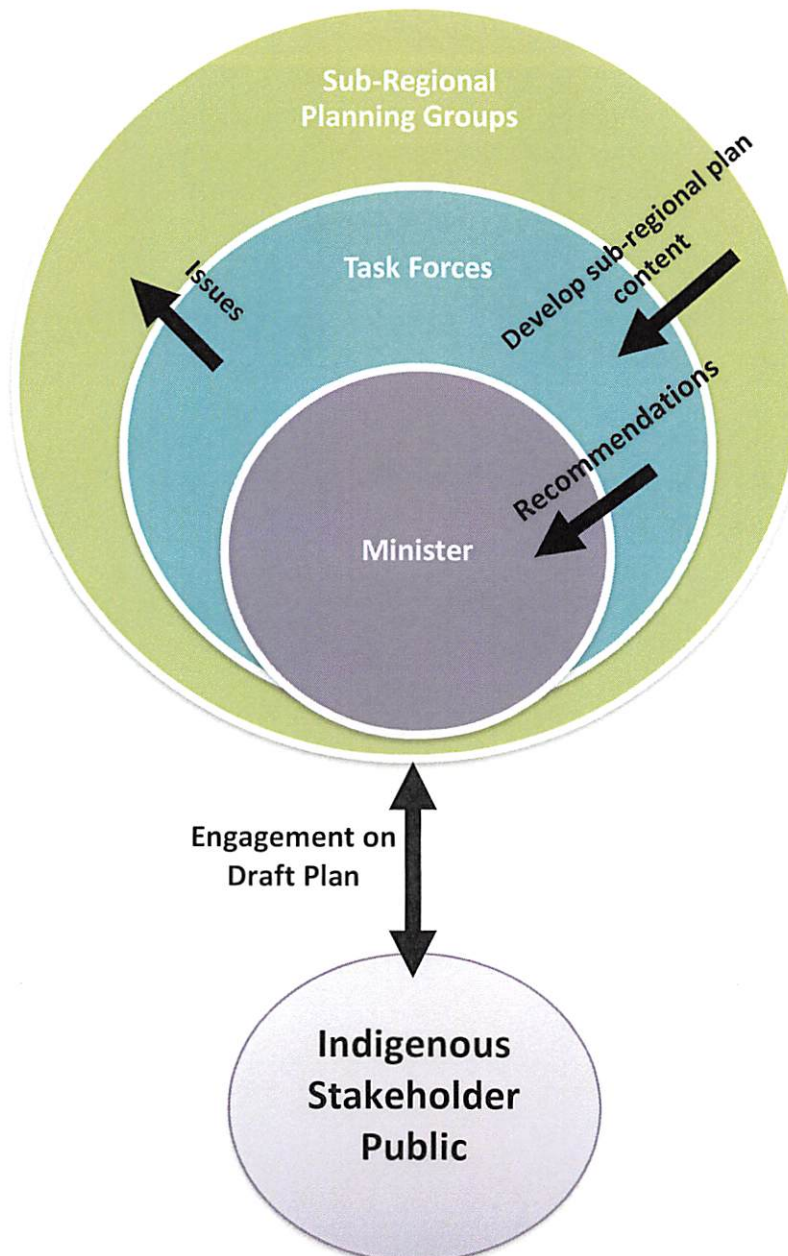
September 2019 to September 2020: Upper Smoky Task Force meetings.
Final recommendations presented to Environment and Parks September 2020.

7 Acceptance and Sign-Off










The following signatures represent acceptance of these Terms of Reference:

Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:
Organization:	Signature: Print Name: Date:

Organization:	Signature: Print Name: Date:	
Minister Signature:	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <u>AJS 14/19</u> Date </div> <div>  Honourable Jason Nixon Minister </div> </div>	



Caribou Sub-regional Task Forces Priority Planning Areas

-  Sub-regional Boundaries
-  Caribou Ranges
-  Provincial Park or Protected Area
-  National Park
-  First Nations Reserve
-  Metis Settlement
-  Air Weapons Range (Cold Lake)
-  Population Centre
-  Primary Highway



0 25 50 100 Kilometers

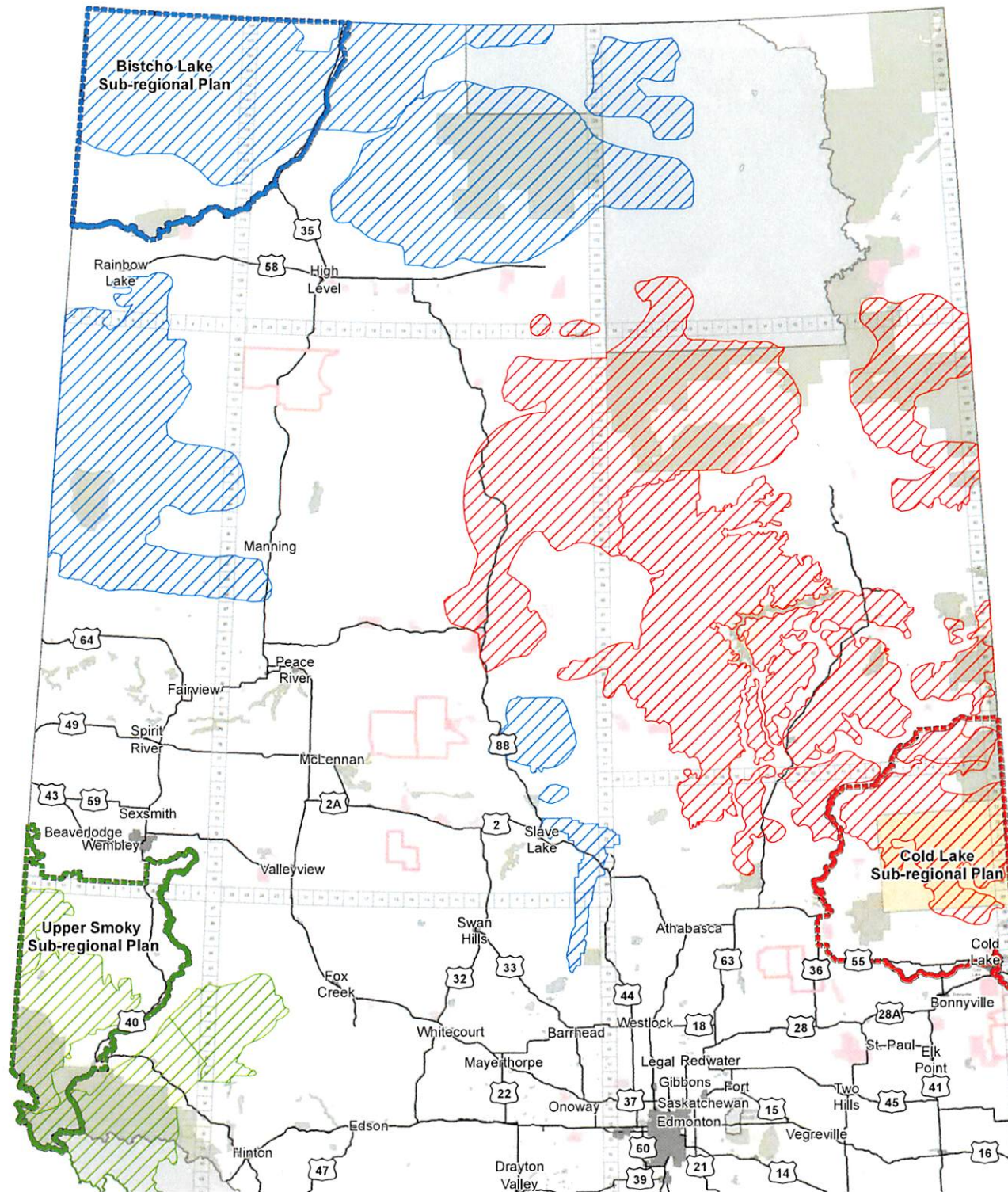
© 2019 Government of Alberta

Coordinate System: NAD83 10TM AEP Forest
Prepared By: Air, Biodiversity and Policy Integration Branch,
Policy and Planning Division CAR 19-007
Prepared For: Planning Branch
Date of Completion: July 24th, 2019

Alberta Environment and Parks

Where applicable:
Base data provided by the Government of Alberta under the Alberta
Open Data License (2019).

The Minister and the Crown provides this information without warranty
or representation as to any matter including but not limited to whether
the data/information is correct, accurate, or free from error, defect,
danger, or hazard and whether it is otherwise suitable for
any use the user may make of it.





STAFF REPORT

Title: Request for Funding - Cold Lake Alpine Ski Society - 2019 Goggles in October Event Sponsorship

Meeting Date: September 10, 2019

Executive Summary:

The Cold Lake Alpine Ski Society is hosting their third annual “Goggles in October” fundraising event at Kinosoo Ridge Snow Resort on Saturday, October 19, 2019 and are requesting the City to purchase a table to this event in support of young athletes.

Background:

Last year, Council authorized sponsorship by way of purchasing a table of eight (8) to the event in the amount of \$480.00.

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 the September 10, 2019 agenda, \$64,665.00 has formally been allocated from the 2019 Council Goodwill by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

Alternatives:

That Council sponsor the event.

That Council defeat a motion to sponsor the event.

Recommended Action:

That Council authorize the City of Cold Lake to sponsor the Kinosoo Blizzards Alpine Ski Team’s third annual Goggles in October event by purchasing a table of eight (8), in the amount of \$450.00, to the event being held at the Kinosoo Ridge Snow Resort on Saturday, October 19, 2019 with funds to come from Council Goodwill (1-2-11-20-229).

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

August 19, 2019

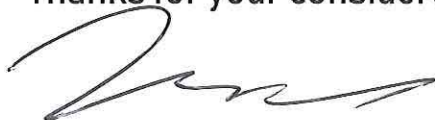
Dear Prospective Sponsor,

The Cold Lake Alpine Ski Society is working to develop our young athletes through offering ongoing coach development and improving our equipment including purchasing used timing equipment for training and hosting our annual race, The Blizzard Blast in January 18& 19th which brings hundreds of athletes from the North Zone to our community. Our athletes represent some of the best alpine racers in the province through our Nancy Greene (6-11 years), Regional (12-21) and Provincial Series (Mountain series-U14) programs. All of our coaches are parent volunteers whom give significant time to enrich our program.

This year we are hosting our third annual fundraising event at **Kinosoo Ridge Snow Resort on Saturday, October 19th "Goggles in October"** with Live Entertainment (Puddy's Canteen), a Shot Ski bar (featuring locally distilled spirits from Cold Lake) and a German dinner catered by the ski hill. This Oktoberfest -winter-sport themed party will host a silent auction with a variety of great prizes. We would be honoured to have you and some of your staff purchase a table and attend this fantastic event to support our young athletes.

If you would like to purchase a table for our event at \$450/table of 8, please contact Monika @ 780-812-9608.

Thanks for your consideration,

A handwritten signature in black ink, appearing to read "Monika Iverson".

Monika Iverson,
Fundraising Chairperson
Cold Lake Alpine Ski Society
780-812-9608





STAFF REPORT

Title: Request for Funding - 4 Wing Cold Lake - 2020 Air Show Sponsorship

Meeting Date: September 10, 2019

Executive Summary:

The 2020 Cold Lake Air Show will be held on July 18-19, 2020. 4 Wing Cold Lake is requesting for a sponsorship of \$125,000 for civilian performer contract fees plus fuel costs, travel and accommodation fees for the performers.

Background:

4 Wing is seeking a partnership with the City of Cold Lake to conduct their third two (2) day air show being July 18-19, 2020.

For the 2016 air show, Council resolved to provide a sponsorship in the amount of \$75,000 + GST for a total of \$78,750 (staff report attached). The 2016 air show was a very successful event. It is understood that 4 Wing was able to turn a surplus to funding to the base fund.

Council sponsored \$131,250.00 inclusive of GST to be the "Performer Sponsor" for the 2018 Cold Lake Air Show (staff report attached).

For the 2020 air show, 4 Wing is requesting for a sponsorship of \$125,000 for civilian performer contract fees plus fuel costs travel and accommodation fees which were separate during the previous airshow. For reference purposes we have attached both the previous request for funding and the sponsorship package for the upcoming air show.

Further to the sponsorship of the Airshow, Council will need to consider the budget for the key mark street festival which opens the Airshow weekend (AKA Full Throttle Festival). Costs associated with hosting the festival has been in the order of magnitude of \$30,000; inclusive of the music acts, amusement activities, and support services.

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 the September 10, 2019 agenda, \$64,665.00 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 provide support to the 2020 Cold Lake Air Show for \$125,000 from contingency
- Council defeat a motion to provide support to the 2020 Cold Lake Air Show
- Council consider an alternative amount in support of the 2020 Air Show

Recommended Action:

That Council authorize the City of Cold Lake to be the “Performer Sponsor” in the amount of \$125,000 + GST (\$131,250 inclusive of GST) for the civilian performer contracts fees for the 2020 Cold Lake Air Show being held July 18-19, 2020, to be committed from 2020 Contingency (1-2-97-99-991) in the 2020 Operating Budget.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

CORPORATE SPONSORSHIP OPPORTUNITIES



*Celebrating the
50th Anniversary of the
RCAF Snowbirds*



**18-19
JULY
2020**

COLD LAKE AIR SHOW 4 WING COLD LAKE



CORPORATE SPONSORSHIP



**COL DAVE MOAR
WING COMMANDER
4 WING COLD LAKE**

I am very pleased to announce that 4 Wing Cold Lake will be hosting a two-day air show event for the weekend of July 18-19, 2020.

The 2020 Cold Lake Air Show (CLAS) will be a wonderful opportunity to showcase the Lakeland and bring the community together for an exciting and fun-filled event.

Cold Lake Air Show 2018 attracted more than 21,000 spectators over a two-day period. It presented a wide variety of aerial and static displays. In 2020, we expect more spectators to attend our air show event as the planned performers lineup includes; aerial demonstration teams by the Canadian Forces Snowbirds, the CF-18 Hornet Demonstration Team and the U.S. Navy Blue Angels Demonstration Team. We are working hard to make CLAS 2020 a world-class family event.

The 2020 CLAS will offer a great variety of food and beverage vendors, a beer garden, chalets for the Wing Commander's VIP guests, sponsors, as well as the opportunity for businesses to purchase access to corporate chalets. We are also bringing back the classic car show and a variety of kids' entertainment options.

As our goal is to continually improve our show, we have considered some comments and suggestions from spectators with regards to providing transportation for the young and elderly, within the static display area, and expanding our VIP area. We will of course continue to build upon our successes, such as our streamlined traffic and parking plan.

The generous support received from our sponsors will allow the CLAS Committee to continue to attract world renowned performers and support providers in an effort to host a professional and memorable event. All proceeds from this event will be reinvested into the military community through subsidized programming and events for former and serving Canadian Armed Forces members and their families of 4 Wing Cold Lake.

The Cold Lake Defence Team is excited for this upcoming event. We are keen to build on the energy and momentum from the 2018 event. With you as partners, I am confident we can proudly host the 2020 CLAS.

Team Rocket take to the skies at the 2018 Cold Lake Air Show.



COLD LAKE AIR SHOW 4 WING COLD LAKE



CORPORATE SPONSORSHIP

AIR SHOW SPONSORSHIP BENEFITS

Sponsorship of the 2020 Cold Lake Air Show offers numerous branding opportunities for your business, as well as increased visibility in the community. VIP tickets are also an opportunity to enjoy the show from a unique vantage point.

Benefits include:

Official Cold Lake Air Show Program Guide/Calendar

This glossy colour 8 1/2" x 11" program guide will feature photos and information on all performers, 4 Wing Cold Lake, and also include a 2020/21 calendar. Five thousand copies will be printed for sale and distribution - an excellent way to highlight your company. Complimentary copies of the program guide will be available at the Wing Commander's VIP tent and Corporate Chalets. The general public may purchase them for \$2/copy.

Book early to avoid disappointment. Deadline for advertising is 1 May 2020. To book space, contact our Corporate Sponsorship group at (780) 840-8000 ext 7857 or manager@couriernews.ca.

PROGRAM/ CALENDAR ADVERTISING RATES

Size	Rates
Back Outside Cover*	\$5,000 + GST
Front Inside Cover*	\$3,500 + GST
Back Inside Cover*	\$2,500 + GST
Full Page	\$2,000 + GST
1/2 Page	\$1,200 + GST
Calendar Banner	\$1,000 + GST
1/4 Page	\$800 + GST

All advertising space is first come, first served, based on availability.

*Cover pages may be available after 31 March 2020.

*The F-22 put on a spectacular show at the
2018 Cold Lake Air Show.*



We look forward to
developing the perfect
sponsorship package for
your business -
Please contact our
Corporate Sponsorship
Group at
(780) 840 8000 ext 7857 or
manager@couriernews.ca
for further details.



Wing Commander's VIP Tent

This VIP Tent is reserved exclusively for the Wing Commander's invited guests and sponsors listed on the following page. This furnished and decorated tent is located at the heart of the action. A continental breakfast is served upon arrival (9:30-10:30), followed by lunch, afternoon snacks, and a selection of alcoholic and non-alcoholic beverages.

Corporate Chalet Packages*

This is an excellent opportunity to say "Thank You" to your clients, employees, suppliers, family or friends!

Each Corporate Chalet Package includes:

- VIP seating in a tented prime viewing area at the heart of the action!
- Continental breakfast catered by Wing Foods
- Lunch buffet and afternoon snack
- Bar with complimentary beverages
- Host
- Patio
- VIP parking passes

GOLD PACKAGE \$12,000 + GST

- 60 people in one VIP tent for one day or 30 people per day in a shared VIP tent
- 60 Official Air Show Programs and 60 Air Show Coins

SILVER PACKAGE \$7,000 + GST

- 30 people in shared VIP tent for one day or 15 people per day in a shared VIP tent
- 30 Official Air Show Programs and 30 Air Show Coins

BRONZE PACKAGE \$4,000 + GST

- 15 people in a shared VIP tent for one day
- 15 Official Air Show Programs and 15 Air Show Coins

FRIENDS PACKAGE \$275 + GST

- 1 person in a shared VIP tent for one day
- 1 Official Air Show Program and 1 Air Show Coin

*The sale of Corporate Chalets shall not be considered a sponsorship agreement. Corporate Chalet sales do not include sponsorship deliverables as listed on page 5.



COLD LAKE AIR SHOW 4 WING COLD LAKE



CORPORATE SPONSORSHIP

Sponsorship Packages

SPONSORSHIP DELIVERABLES	PERFORMER SPONSOR \$125,000 + GST	SAFETY SPONSOR \$40,000 + GST (2 Available) 1 Saturday, 1 Sunday	HOSPITALITY SPONSOR \$30,000 + GST (2 Available) 1 Saturday, 1 Sunday	ENTERTAINMENT SPONSOR \$20,000 + GST (4 Available) 2 Saturday, 2 Sunday
Right of First Refusal				
Air Show App Loading Screen				
Air Show App Banner Advertisement				
Recognition in Radio Advertisements				
Logo on Air Show Ticket				
Flight with Civilian Performer		Optional at additional cost		
Corporate Logo on Air Show Items		2,500 Reusable Water Bottles	300 Caps	150 T-Shirts
Air Show Program (deadline by 31 March 2020)	Back Outside Cover	Inside Cover (front or back)	Full Page	Full Page
Logo on Sponsored Page in Courier Newspaper				
VIP Tour of 4 Wing	10 People	6 People	4 People	2 People
Recognition in Air Show Program				
Logo on Air Show Website				
Logo on Pre Event Newspaper Ads				
Logo on Post Event Newspaper Ad				
Opportunity to Display Corporate Banner				
Post Event Sponsorship Reception (Fall 2021)				
Wing Commanders VIP Tent & VIP Parking	8 People	4 People	4 People	2 People
Corporate Chalet Package	GOLD	SILVER	SILVER	BRONZE
Display Area at Air Show	20' x 10'	20' x 10'	15' x 10'	15' x 10'
Wing Commander's Dinner	8 People	4 People	4 People	2 People
Recognition by PA Announcer at Air Show				



BUSINESS OPPORTUNITIES

Become a part of the Cold Lake Air Show. We have some great Business Opportunities available:

- Food and ice cream trucks for approximately 15,000 people/day
- 4 Wireless ATMs
- Port-a-potties
- Rental vehicles for performers
- Hotel rooms for performers
- Waste disposal and recycling services

Please contact janae.wandler@forces.gc.ca for more information.

The CF-18 Demo Jet up close to the crowd during the 2018 Cold Lake Air Show.



**COLD LAKE AIR SHOW
4 WING COLD LAKE**



**CORPORATE
SPONSORSHIP**



2018 Cold Lake Air Show Highlights

*Please note all photos in
this guide are from the
2018 Cold Lake Air Show.*



**COLD LAKE AIR SHOW
4 WING COLD LAKE**



**CORPORATE
SPONSORSHIP**





Issue Summary Report

11.13. REQUEST FOR FUNDING - 4 WING 2016 AIR SHOW

#20150916002

Meeting : Council - Regular Meeting

Meeting Date : 2015/10/13 18:00

Meeting Type : COUNCIL - REGULAR MEETING

Executive Summary

At Council's September 8, 2015 regular meeting of Council Colonel Kenny sought a partnership with the City of Cold Lake to conduct a two (2) day air show July 16-17, 2016 and that the City of Cold Lake be the "Performer Sponsor" for \$75,000.00 (for civilian performer contract fees), appoint a coordinator to the Air Show Committee, provide free bus transportation from determined pickup/drop-off points in Cold Lake North/South/Medley, and provide traffic control support through the RCMP

Background

Colonel Kenny presented Council with a power point presentation with respect to the proposal for a Cold Lake Air Show in 2016 highlighting the following:

- 4 Wing is seeking a partnership with the City of Cold Lake to conduct a safe and professional two (2) day air show being July 16-17, 2016.
- A two (2) year air show cycle would enable 4 Wing to leverage access to military performer aircraft and military personnel while building their subject matter expertise in the delivery of what could become one of north east Alberta's premiere tourist events.
- Air shows attract money from outside the immediate area into the local economy.
- A two (2) day air show encourages spectators to linger and enjoy the many amenities the City has to offer which trickles down to hotels, restaurants, gas stations, retail stores, golf courses, camping sites, beaches and parks, etc.
- There will be a new Cold Lake Air Show (CLAS) logo.
- The estimated budgeted expenses total \$218,325.00.
- The estimated budgeted revenues total \$320,857.00.

Colonel Kenny advised that based on the 2014 air show, the following four (4) key areas for improvements would be as follows:

- traffic (#1 complaint),
- parking,
- concessions,
- portable toilets.

with new items being as follows:

- new VIP area concept,
- beer garden,
- online ticket sales platform: pricing for Saturday and Sunday show.

Prices would be as follows:

Advance Tickets

- General Admission \$15
- 13-17 Years/Seniors \$10
- 12 & Under Free

At the Gate Tickets

- General Admission \$20
- 13-17 Years/Seniors \$15
- 12 & Under Free

4 Wing would offer the following ideas for entertainment/community engagement:

- Friday, July 15, 2016: opportunity for residents/visitors of/to Cold Lake to meet military and civilian performers
 - Option A: City to organize a street party on main street,
 - Option B: Sass Jordan in coordination with the Benevolent Artist National Charity (BANC) to perform at the Energy Centre.
- Saturday, July 16, 2016: potential movie at the beach (Top Gun, etc.) with a CF-18 fly-past just prior to show start/finish.

Colonel Kenny advised that 4 Wing is requesting the following support from the City:

- City of Cold Lake to be the "Performer Sponsor" for \$75,000.00
 - \$75,000 will be for civilian performer contract fees
 - Appoint a coordinator to the Air Show Committee
 - Provide free bus transportation from determined pickup/drop-off points in Cold Lake North/South/Medley
 - Provide traffic control support through the RCMP

It needs to be pointed out that the traffic concerns (which was the top issue) were unavoidable based on the parking methodology. The concerns are linked directly each other and must be logistically synchronized. Administration doesn't not recommend that bus transportation and the method of traffic control be outlined in the Council motion for sponsoring the event. The City of Cold Lake should be included the planning of the event to further discuss the scope of the initiative which may require budget considerations.

Alternatives

Council may consider the following options:

- That Council provide support to the 2016 Cold Lake Air Show; or
- That Council defeat a motion to provide support to the 2016 Cold Lake Air Show

Recommendation

That Council authorize the City of Cold Lake to be the "Performer Sponsor" for \$75,000.00 (\$78,750 inclusive of GST) for the civilian performer contract fees, for the 2016 Cold Lake Air Show.

Additional Information

Budget Implications (Yes or No) :

Yes

Respectfully Submitted by :

Kevin Nagoya, CAO

2016 Cold Lake Air Show Proposal



COLD LAKE SPECTACLE
AIR SHOW AERIEENNE

Aim

4 Wing is seeking a partnership with the City of Cold Lake to conduct a safe and professional Air Show that will reflect well upon the City of Cold Lake and the Royal Canadian Air Force, while creating a positive economic spin-off to both the local economy and CFB Cold Lake Base Fund.

A two year Air Show cycle would enable us to leverage access to military performer aircraft and military personnel while building our subject matter expertise in the delivery of what could become one of north-east Alberta's premiere tourist events.



Air Show Industry Analysis

- Average # of Air Shows/year in U.S. and Canada:
325 - 350
- Total US/Canada Air Show attendance:
 - 11-13 Million/year, ranging from 2,000 – 200,000 visitors/show
- Average direct* economic impact of an air show in the community it is held: \$1 – \$1.1 Million/show
- Average direct & indirect** economic impact of air shows in communities in which they are held:
\$2.5 - \$2.7 Million/show



Air Show Industry Analysis

- **DIRECT ECONOMIC IMPACT = \$41 CDN per person**
- **INDIRECT ECONOMIC IMPACT = \$104 CDN per person**
- **International Council of Air Shows (ICAS) statistical formula shows that 2014 Cold Lake Air Show (based on 14,000 visitors) generated an approximate direct economic impact of \$574,000***
- ***Direct Impact – the impact generated in businesses that provide goods and services directly to travelers, i.e. restaurants, hotels, gas stations, etc**
- ****Indirect Impact – the impact resulting from the expansion of demand from businesses that directly provide goods and services to travelers to other businesses or sectors, i.e. food suppliers, fuel suppliers**



<https://www.facebook.com/notes/aviation-enthusiasts/air-show-industry-fact-sheet/539565669416620>

Economic Impact to Cold Lake

- Air Shows attract money from outside the immediate area into the local economy
- A 2-day Air Show encourages spectators to “linger” and enjoy the many amenities the City has to offer. This trickles-down to:
 - Hotels
 - Restaurants
 - Gas Stations
 - Retail Stores
 - Golf Courses
 - Camping Sites
 - Beaches and Parks, etc.



Beyond Economic Impact

- **Municipal Impact** – economic development, downtown renewal, media exposure,
- **Socio Cultural Impact** – job creation, civic pride, volunteer and leadership development, partnership development
- **Tourism Impact** – promotion of the City of Cold Lake through partnership with Travel Alberta and other Air Show marketing tools utilized (CBC Edmonton TV Commercials, Local/Regional Print & Radio Media, Air Show Website, showcase community attractions)



Source: Assessing economic impact of your special event by Aileen Murray – Mellor Murray consulting
<http://www.slideshare.net/mellormurray/assessing-economic-impact-of-your-special-event-20157533>

Cold Lake Air Show

2014 vs 2016

- **2-day show, 16-17 July 2016**
 - Edmonton just ran their first show in years, planning annually
 - Lethbridge has not committed yet on 2016
 - Calgary/Rocky Mountain House next show is 2017 (2-years)
- **4 Wing main effort – no simultaneous events**
 - Leave restricted, change of command's, etc.
- **Marketing/Branding: new Cold Lake Air Show (CLAS) Logo**



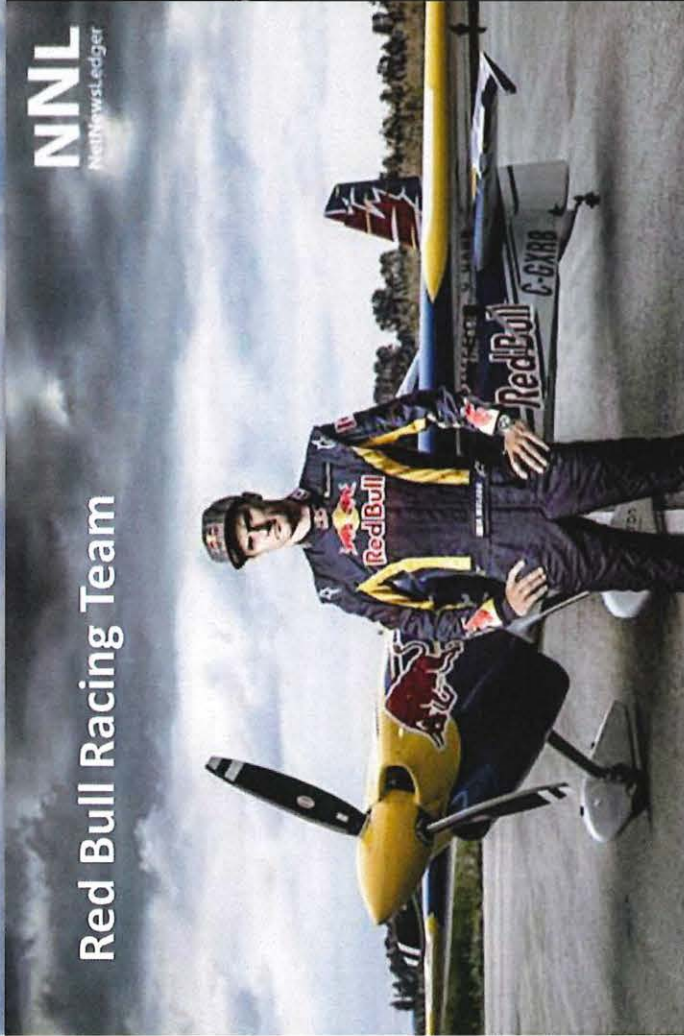
2016 Potential Performers

Air Display	
Organization	Performer
RCAF	CF-18 Demo Team
RCAF	Snowbirds
Canadian Army	SkyHawks
Vintage Wings Canada	Chris Hadfield + Demo Pilot
Heritage Fly Pass	CF-18 Demo & F86 Demo
Red Bull	Pete McLeod
Ace Maker Airshows	Greg Coyer
FireFly Aviation	Bruce Evans & Todd Lemieux
Kent Pietsch Airshows	Kent Pietsch
Yellow Thunder	Dave & Drew Watson
Shockwave Jet Truck	Shockwave
Ric Peterson Airshow Announcer	Ric Peterson
AV8FX Pyrotechnic	April Zalesky
Mach One Production	Dan McLaren



First Class Air Show

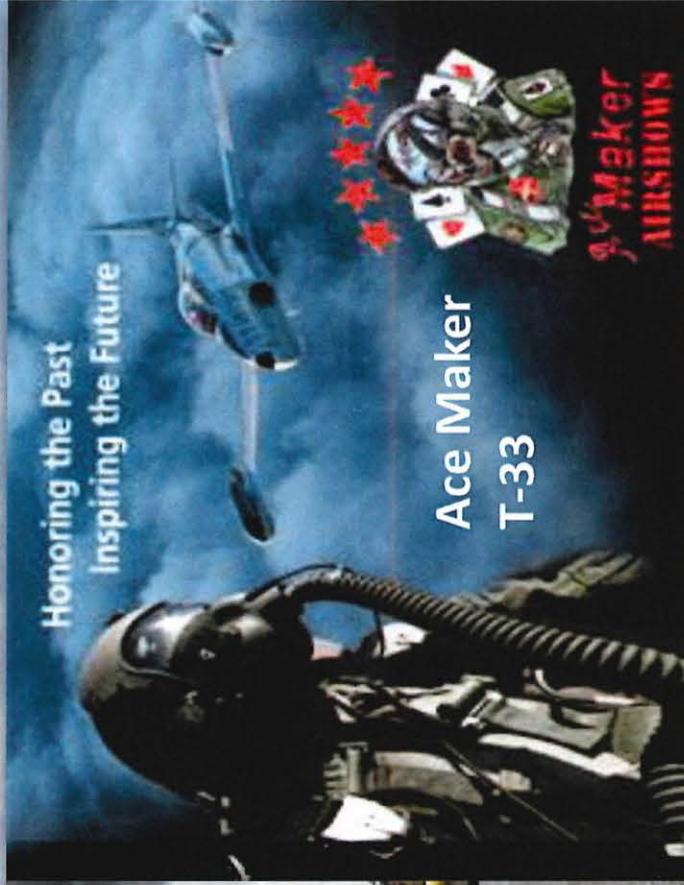
Red Bull Racing Team



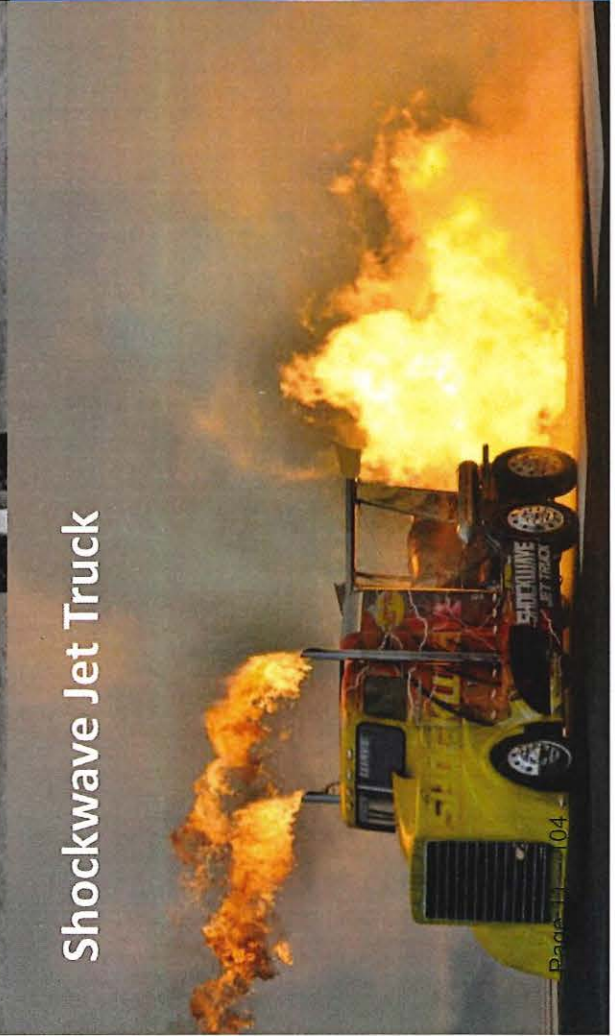
NNL
NetNewsLedger

Honoring the Past
Inspiring the Future

Ace Maker
T-33



Shockwave Jet Truck



Yellow Thunder



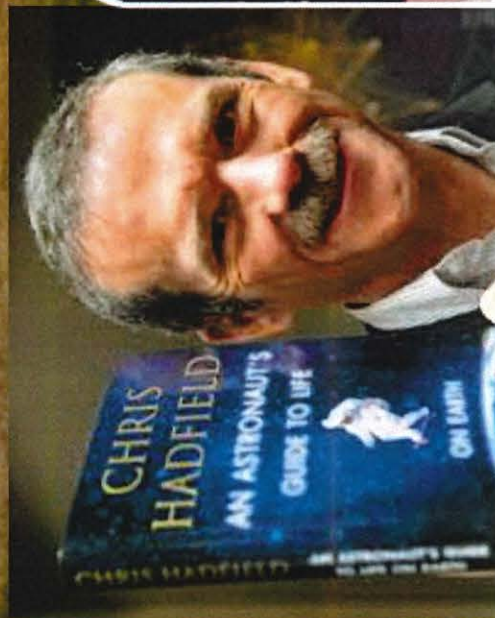
Awesome Air Show Experience!



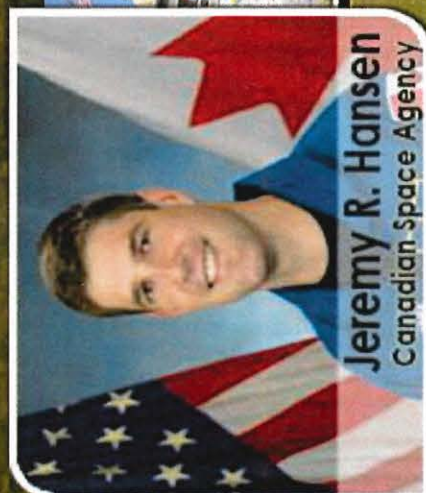
Ric Petersen - MC



Chris Hadfield



Jeremy Hansen



Mach1 Sound



2016 Static Display

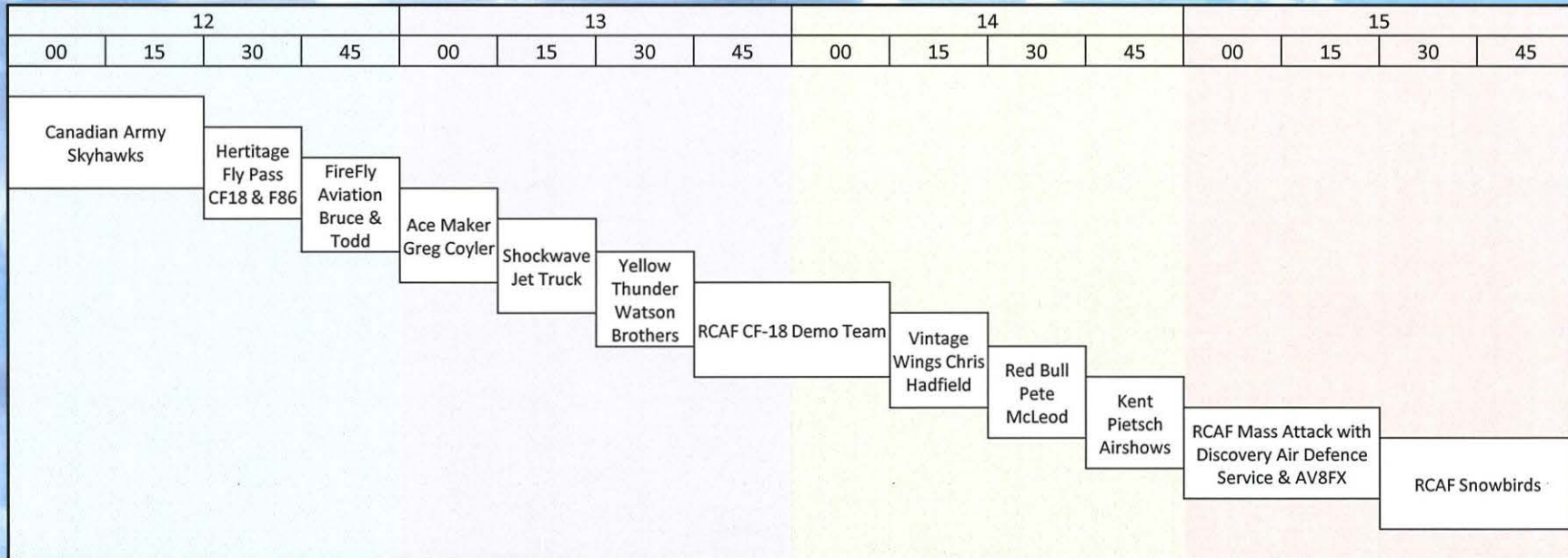
Static Display	
Organization	Performer
RCAF	C-177 Globemaster
RCAF	C-130 J Hercules
RCAF	CP-140 Aurora
RCAF	CC-138 Twin Otter
RCAF	CC-115 Buffalo
RCAF	CT-142 Dash 8
RCAF	CH-124 Sea King
RCAF	CH-146 Griffon
RCAF	CH-149 Cormorant
RCAF	CH-147 Chinook
RCAF	CH-148 Cyclone
RCAF	CT-155 Hawk
RCAF	CT-156 Harvard II
RCAF	Grob 120 A

USAF assets requested: To be confirmed



Example of a Proposed Schedule

(New: Chris Hadfield and Red Bull Racing Team)



Cold Lake Air Show

2014 vs 2016

- An Air Show is a major logistical undertaking. Based on 2014 Air Show, improvements need to be made, and perceived to be made, in four key areas:
 - Traffic (#1 Complaint),
 - Parking,
 - Concessions,
 - Portable Toilets

New for the 2016 CLAS

- New VIP Area Concept
- Beer Garden
- Online Ticket Sales Platform: Pricing for Saturday and Sunday Show



Advance Tickets	Price	At the gate tickets	Price
General Admission	\$15	General Admission	\$20
Seniors/ 13 yrs -17 yrs	\$10	Seniors/ 13 yrs -17 yrs	\$15
Children 12 & under	FREE	Children 12 & under	FREE

2016 CLAS Budgeted Expenses

Major Expenses

• Port A Potties:	\$20,000
• CIP Insurance:	\$18,000
• Hospitality:	\$20,000
• Accommodations:	\$10,000
• Sponsorship:	\$10,000
• Volunteer (Food, Safety, etc.):	\$10,000
• Fuel/Aviation Gas:	\$10,000
• Marketing:	\$20,000
• Service Contracts:	\$75,000
• Miscellaneous:	\$25,325

Total Expenses: \$218,325

Note that 4 Wing incurred an additional \$50,000 in Public expenses for the 2014 Air Show in addition to Non-Public expenses.



2016 CLAS Budgeted Revenues

• Sponsorship:	\$160,000
• Gate Fee:	\$142,857
• Program Guide:	\$ 9,000
• RV Camping:	\$ 4,000
• Souvenir Sales:	\$ 5,000

Total Revenues: \$320,857



Partnership Proposal

4 Wing offers the following ideas for entertainment/community engagement:

- **Fri, 15th July 2016: Opportunity for residents/visitors of Cold Lake to meet Military and Civilian Performers**
 - **Option A: City to organize a street party on Main Street.**
 - **Option B: Energy Center: Sass Jordan in coordination with Benevolent Artists National Charity (BANC);**
- **Sat, 16th July 2016:**
 - **Potential movie at the beach (Top Gun etc.)**
 - **CF-18 fly-past just prior to show start/finish?**



Partnership Proposal Con't

- **4 Wing is requesting the following support from the City:**
 - **City of Cold Lake as Performer Sponsor ~ \$75K**
 - **\$75K will pay for Civilian Performer Contract Fees**
 - **Appoint a coordinator for the Air Show Committee**
 - **Provide free bus transportation from determined pick up/drop off points in Cold Lake North/South/Medley**
 - **Provide Traffic Control support through RCMP**



Questions?



Issue Summary

Issue ID:
20150916002
Meeting Type:
COUNCIL - REGULAR MEETING
Meeting:
2015/10/13 06:00 PM
Section:
NEW BUSINESS
Owner:
Kevin Nagoya
Presenter :
Nagoya
Issue Status:
Closed

History

Submitted By : Cindy Reimer
Date : 2015/09/16
Modified By : Kevin Nagoya
Date : 2015/10/08

REQUEST FOR FUNDING - 4 WING 2016 AIR SHOW

Minutes

Resolution No. CM20151013.1021

Moved by Councillor MacDonald that Council authorize the City of Cold Lake to be the "Performer Sponsor" in the amount of \$75,000.00 (\$78,750 inclusive of GST) for the civilian performer contract fees, for the 2016 Cold Lake Air Show.

Carried Unanimously



Issue Summary Report

10.6. REQUEST FOR FUNDING - 4 WING COLD LAKE - 2018 AIR SHOW SPONSORSHIP

#20170818001

Meeting : Council - Regular Meeting

Meeting Date : 2017/09/12 18:00

Meeting Type : COUNCIL - REGULAR MEETING

Executive Summary

The 2018 Cold Lake Air Show will be held on July 21 - 22, 2018. 4 Wing Cold Lake is requesting for a sponsorship of \$125,000 for civilian performer contract fees plus fuel costs, travel and accommodation fees for the performers.

Background

4 Wing is seeking a partnership with the City of Cold Lake to conduct their second two (2) day air show being July 21-22, 2018.

For reference purposes we've attached the request for funding for the 2016 air show where Council resolved to provide a sponsorship in the amount of \$75,000. The 2016 air show was a very successful event. It is understood that 4 Wing was able to turn a surplus to funding to the base fund.

For the 2018 air show, 4 Wing is requesting for a sponsorship of \$125,000 for civilian performer contract fees plus fuel costs travel and accommodation fees which were separate during the previous airshow. For reference purposes we have attached both the previous request for funding and the sponsorship package for the upcoming air show.

4 Wing Cold Lake is also requesting for an ongoing financial commitment to their air shows going into the further to avoid having to make repeated requests of the City.

It is understood that 4 Wing Cold Lake will require the funding at the City's earliest convenience therefore the cash flow will need to occur during the 2017 budget.

In 2017, Council budgeted \$200,000 for Contingency. To date, without consideration of this request or any others on the September 12, 2017 agenda, \$72,500.00 has been formally allocated from the 2017 Contingency. If Council approves this request for \$125,000 there will be a balance of \$3000.00 left in Council contingency and approximately \$20,000.00 in Goodwill.

Alternatives

Council may consider the following options:

1. Council provide support to the 2018 Cold Lake Air Show for \$125,000 from contingency.
2. Council defeat a motion to provide support to the 2018 Cold Lake Air Show.
3. Council consider an alternative amount in support of the 2018 Air Show.

Recommendation

That Council authorize the City of Cold Lake to be the "Performer Sponsor" in the amount of \$125,000 + GST (\$131,250 inclusive of GST) for the civilian performer contract fees for the 2018 Cold Lake Air Show being held July 21-22, 2018, to be funded from 2017 Contingency (1-2-97-99-991).

Additional Information

Budget Implications (Yes or No) :

Yes.

Respectfully Submitted by :

Kevin Nagoya, CAO



COLD LAKE AIR SHOW 21-22 JULY 2018

**SPONSORSHIP
OPPORTUNITIES**



www.coldlakeairshow.com

COLD LAKE AIR SHOW 4 WING COLD LAKE



CORPORATE SPONSORSHIP



**COL PAUL DOYLE
WING COMMANDER
4 WING COLD LAKE**

I am very pleased to announce that 4 Wing will be hosting a two-day air show on the 21st and 22nd of July 2018. The 2018 Cold Lake Air Show will be a wonderful opportunity to bring the community and surrounding regions together for a fun-filled and exciting summer attraction.

The 2016 Air Show attracted 18,000 spectators over two days. It presented a wide variety of participants in the air as well as on the ground. We expect over 30,000 spectators to attend our 2018 event. The performer line up will include aerial demonstrations by the

Canadian Forces Snowbirds, the CF188 Hornet Demonstration Team, and various performances by the Smoke 'N Thunder, Precision Exotics team, amongst many others.

On top of that, there will be an impressive assortment of static displays and other attractions from around the world, right here in our own backyard.

Our unique venue offers the ability to host a scalable event with ample amounts of space and services for an audience of all ages to experience a memorable event.

The 2018 Cold Lake Air Show will offer a great variety of

food and beverage vendors, a beer garden, chalets for the Wing Commander's VIP guests, sponsors, as well as the opportunity for businesses to purchase access to corporate chalets. Based on feedback from our last event, we are also bringing back the classic car show and a variety of kids entertainment.

The theme for the 2018 Air Show will be the 60th Anniversary of the landmark North American Aerospace Defence (NORAD) agreement between Canada and the United States, of which 4 Wing Cold Lake is a key contributor. The 2018 Cold Lake Air Show will surely be a great opportunity to promote the Canadian Armed Forces, the Royal Canadian Air Force, 4 Wing Cold Lake, as well as this wonderful community.

The generous support received from our sponsors will allow the Cold Lake Air Show committee to hire world renowned performers and support providers in an effort to host a safe and memorable event.

All proceeds from this event will be reinvested into the military community through subsidized programming and events for the members and families of 4 Wing Cold Lake. Your sponsorship will have a direct impact on the lives of former and serving Canadian Armed Forces members and their families.

I am looking forward to this upcoming event, and your involvement in making it a fantastic show for the entire Lakeland Region. You have my commitment to ensure this is an unforgettable opportunity!



COLD LAKE AIR SHOW 4 WING COLD LAKE



CORPORATE SPONSORSHIP

AIR SHOW SPONSORSHIP BENEFITS

Sponsorship of the 2018 Cold Lake Air Show offers numerous branding opportunities for your business, as well as increased visibility in the community. VIP tickets are also an opportunity to enjoy the show from a unique vantage point.

Benefits include:

Official Cold Lake Air Show Program Guide/Calendar

This glossy colour 8 1/2" x 11" program guide will feature photos and information on all performers, 4 Wing Cold Lake, and also include a 2018/19 calendar. Five thousand copies will be printed for sale and distribution - an excellent way to highlight your company. Complimentary copies of the program guide will be available at the Wing Commander's VIP tent and Corporate Chalets. The general public may purchase them for \$2/copy.

Book early to avoid disappointment. Deadline for advertising is 1 May 2018. To book space, contact our Corporate Sponsorship group at (780) 840-8000 ext 7857 or sponsorship@couriernews.ca.

PROGRAM/ CALENDAR ADVERTISING RATES

Size	Rates
Back Outside Cover*	\$5,000 + GST
Front Inside Cover*	\$3,500 + GST
Back Inside Cover*	\$2,500 + GST
Full Page	\$2,000 + GST
1/2 Page	\$1,200 + GST
Calendar Banner	\$1,000 + GST
1/4 Page	\$800 + GST

All advertising space is first come, first served, based on availability.

**Cover pages may be available after 30 March 2018.*

*We look forward to
developing the perfect
sponsorship package for your
business -
Please contact our Corporate
Sponsorship Group at
(780) 840 8000 ext 7857 or
sponsorship@couriernews.ca
for further details.*



COLD LAKE AIR SHOW 4 WING COLD LAKE



CORPORATE SPONSORSHIP

Wing Commander's VIP Tent

This VIP Tent is reserved exclusively for the Wing Commander's invited guests and sponsors listed on the following page. This furnished and decorated tent is located at the heart of the action. A continental breakfast is served upon arrival (9:30-10:30), followed by lunch, afternoon snacks, and a selection of alcoholic and non-alcoholic beverages.

Corporate Chalet Packages

This is an excellent opportunity to say "Thank You" to your clients, employees, suppliers, family or friends!

Each Corporate Chalet Package includes:

- VIP seating in a tented prime viewing area at the heart of the action!
- Continental breakfast catered by Wing Foods
- Lunch buffet and afternoon snack
- Bar with complimentary beverages
- Host
- Patio
- VIP parking passes

GOLD PACKAGE \$12,000 + GST

- 60 people in one VIP tent for one day or 30 people per day in a shared VIP tent
- 60 Official Air Show Programs and 60 Air Show Coins

SILVER PACKAGE \$7,000 + GST

- 30 people in shared VIP tent for one day or 15 people per day in a shared VIP tent
- 30 Official Air Show Programs and 30 Air Show Coins

BRONZE PACKAGE \$4,000 + GST

- 15 people in a shared VIP tent for one day
- 15 Official Air Show Programs and 15 Air Show Coins

FRIENDS PACKAGE \$275 + GST

- 1 person for in a shared VIP tent for one day
- 1 Official Air Show Program and 1 Air Show Coin



COLD LAKE AIR SHOW 4 WING COLD LAKE



CORPORATE SPONSORSHIP

Sponsorship Packages

SPONSORSHIP DELIVERABLES	PERFORMER SPONSOR \$125,000 + GST	SAFETY SPONSOR \$40,000 + GST (2 Available) 1 Saturday, 1 Sunday	HOSPITALITY SPONSOR \$30,000 + GST (2 Available) 1 Saturday, 1 Sunday	ENTERTAINMENT SPONSOR \$20,000 + GST (4 Available) 2 Saturday, 2 Sunday
Right of First Refusal	✓	✓	✓	✓
Air Show App Loading Screen and Banner Advertisement		✓		
Recognition in Radio Advertisements	✓			
Logo on Air Show Ticket	✓			
Flight with Civilian Performer	✓	Optional at additional cost		
Corporate Logo on Air Show Items		2,500 Water Bottles	300 Caps	150 T-Shirts
Air Show Program (deadline by 30 March 2018)	Back Outside Cover	Inside Cover (Front or Back)	Full Page	Full Page
Logo on Sponsored Page in Courier Newspaper	✓	✓	✓	✓
VIP Tour of 4 Wing	10 People	6 People	4 People	2 People
Recognition in Air Show Program	✓	✓	✓	✓
Logo on Air Show Website	✓	✓	✓	✓
Logo on Pre Event Newspaper Ads	✓	✓	✓	✓
Logo on Post Event Newspaper Ad	✓	✓	✓	✓
Opportunity to Display Corporate Banner	✓	✓	✓	✓
Post Event Sponsorship Reception (Fall 2019)	✓	✓	✓	✓
Wing Commanders VIP Tent & VIP Parking	6 People	4 People	4 People	2 People
Corporate Chalet Package	GOLD	SILVER	SILVER	BRONZE
Display Area at Air Show	20' x 10'	20' x 10'	15' x 10'	15' x 10'
Wing Commander's Dinner	8 People	6 People	4 People	2 People
Recognition by PA Announcer at Air Show	✓	✓	✓	✓

**COLD LAKE AIR SHOW
4 WING COLD LAKE**



**CORPORATE
SPONSORSHIP**

BUSINESS OPPORTUNITIES

Become a part of the Cold Lake Air Show. We have some great Business Opportunities available:

- Food and ice cream trucks for approximately 15,000 people/day
- 4 Wireless ATMs
- Port-a-potties
- Rental vehicles for performers
- Hotel rooms for performers
- Waste disposal and recycling services

Please contact Janae Wandler at (780) 840-8000 ext 8218 or Janae.Wandler@forces.gc.ca for more information.



**REQUEST FOR
FUNDING - 4 WING
COLD LAKE - 2018
AIR SHOW
SPONSORSHIP**
(Issue #20170818001)

Resolution #CM20170912.1008

Moved by Councillor Buckle that Council authorize the City of Cold Lake to be the "Performer Sponsor" in the amount of \$125,000 + GST (\$131,250 inclusive of GST) for the civilian performer contract fees for the 2018 Cold Lake Air Show being held July 21-22, 2018, to be committed from 2018 Contingency (1-2-97-99-991) in the 2018 Operating Budget.

Votes:

In Mayor Copeland, Councillor Buckle, Councillor Lay, Councillor Lefebvre, and

Favour: Councillor Vining

Opposed: Deputy Mayor MacDonald

Carried



STAFF REPORT

Title: Minutes June 6, 2019 Economic Development Advisory Committee

Meeting Date: September 10, 2019

Executive Summary:

Minutes Economic Development Advisory Committee June 6, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**COLD LAKE ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE**
MEETING MINUTES OF WEDNESDAY, JUNE 6, 2019
CHAMBER OF COMMERCE BOARD ROOM

PRESENT

Chairperson Bernard Lefebvre
Councillor Vicky Lefebvre
Eric North
Lorie Jacobsen
Allison Untereiner
Norman Perreault

ALSO PRESENT

Howard Pinnock, General Manager Planning and Development
Andrew Serba, Strategic Initiatives Manager
Brad Schultz, Planner
Irene Poirier, Recording Secretary

**Community
Liaisons**

Sherri Buckle, Executive Director, Cold Lake Regional Chamber of Commerce

ABSENT

Councillor Kirk Soroka; John Usher, Larry Ashcroft

**CALL TO
ORDER**

B. Lefebvre called the meeting to order at 7:01 p.m.

**ADOPTION OF
THE AGENDA**

Moved by E. North that the agenda be adopted.

CARRIED

**ADOPTION OF
THE MINUTES**

Moved by Councillor Lefebvre that the minutes of the May 2, 2019 Economic Development Advisory Committee meeting be adopted.

CARRIED

OLD BUSINESS

**4.1 "Doing
Business with the
Government"**

B. Lefebvre acknowledged that the conference went very well with good feedback. He deferred to A. Serba and E. North to give an overall update on the conference results:

A. Serba handed out the survey results to members and reviewed.

E. North reported that the feedback from participants was good and the speakers were all very happy with the attendance of 40 people to the conference.

A. Serba noted that WCDIA presenter was very pleased with the attendance and results of the conference.

Discussion followed as to how EDAC can move forward from here and to consider the next move. The hand off of the information from E. North's drop box to the Chamber of Commerce for future reference of presenter contacts and the process of putting it all together was confirmed. E. North stated that for the next month he would leave the information in his drop box on line for anyone to access if they wanted to.

**4.2 Presentation to
Council on Sign
Ideas**

B. Lefebvre stated that wayfinding signs were in the budget and he had the presentation ready to take to the June 11, 2019 Council meeting. He added that he would give Council an update on what EDAC had done so far this year and the results of the "Doing Business with the Government" conference.

NEW BUSINESS:

**5.1 Planning and
Development
Statistics**

B. Schultz presented the statistics of the Building and Development permits that had been issued with reference to the attached report. He also had included a graph of the statistics that went back to 1997 showing the peaks and plateaus over the years.

Page 1 of 2

**5.2 Chamber of
Commerce
Updates**

S. Buckle reported on the Chamber of Commerce activities:

- Feast at the Beach event has half of the Food vendors booked with a Beer Gardens. She is presenting an update to Council on June 11th requesting funding as this will be a free event for the community. She applied for a \$65,000 grant from Alberta Culture and Tourism but will go ahead with the event whether she receives their funding or not. This will be the September long weekend.
- The ACCAGM will be in Camrose and with new government the policies set forth are very different and are business friendly which will be a relief for small businesses than the last government.
- Political Action Day on June 25th will be held in the Chateau Lacombe with all cabinet ministers and the premier in attendance this year. The new government has reached out and wants to participate in this event.
- June 20th is the Chamber's Membership Appreciation BBQ.
- This fall will be the meeting with the Deputy Ministers.

ROUNDTABLE

L. Jacobsen stated that there are still 50 – 60 people dropping in. She has had 53 out of 63 clients get work doing seasonal/temporary jobs.

N. Perreault had collected information on Council's budget and commented on it.

Councillor Lefebvre reported that the City had changed the LU Bylaw for parking requirements for downtown to encourage more businesses there. The entrance to main street is being worked on and taxes were left at a 0% increase. She stated that the City was closer to obtaining official air service to the Base. The library has initiated a new program on line called lynda.com which offers free training for different computer programs. It is free with a library membership.

E. North informed that he had been posted and will be moving this summer. He suggested that EDAC make a request of 4 Wing to send a representative from the Base. It was decided that a letter would be done up and Bernard would send it.

A. Serba has been working on the wayfinding project and stated that it seems to get bigger the more it is worked on. The park sign replacement project is underway and he will bring updates at the next meeting for both these projects.

S. Buckle reported that the Burger King is in the ground to begin building so it may be just a matter of 2 or 3 months to build.

B. Shultz confirmed that a consultant was selected to work on the IDP and the MDP policies and there would be a meeting with stakeholders. They will set up kiosks at local points to garner public engagement. There will be website for public input also.

B. Lefebvre related that the real estate market in the last two weeks has been very quiet. Prices are going down and there are quite a few foreclosures. Sales are up 10% from last year at this time. He requested that, over the summer, EDAC members review the Economic Development Strategy report done up by the consultant, McSweeney .

ADJOURNMENT

Moved by N. Perreault that the meeting be adjourned, at this time being 8:13 p.m.

CARRIED

NEXT MEETING

September 5, 2019

**ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE**


CHAIRPERSON


DESIGNATED OFFICER



STAFF REPORT

Title: Minutes June 24, 2019 Cold Lake Library Board

Meeting Date: September 10, 2019

Executive Summary:

Minutes Cold Lake Library Board June 24, 2019

Background:

Alternatives:

Recommended Action:

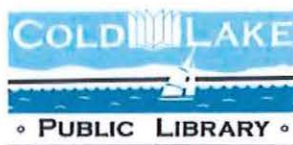
Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

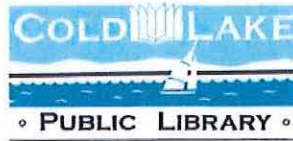


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, June 24, 2019
Program Room, South Branch

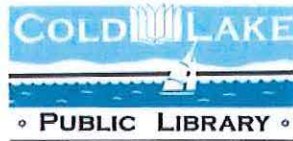
Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Board Vice-Chair
 Darren Robson, Board Secretary / Treasurer
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Leslie Price, Library Director
 Jeannette Hatta, Board Member
 Daryl Gilroy, Board Member
 Emily Heyne, Board Member
 Leah Woodford, Board Member

Absent with regret: Ben Fadeyiw, MD of Bonnyville Representative

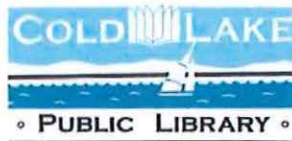
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:30pm.	N/A
2.0 Adoption of Agenda MOTION 2019-040 Moved by Emily that the agenda be adopted.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2019-041 Moved by Jeanette that the minutes of the May 2019 meeting be adopted.	Carried
4.0 Correspondence	N/A
4.1 E-mail from Darren to Cynthia on 3 June 2019. Cynthia had recommended to the Board that the volunteer application from Leah Woodford be accepted. The voting was done electronically, and the motion captured in the e-mail, dated 3 June. MOTION 2019-039 Cynthia moved to accept Leah Woodford as a new member for the CLPL Board. Darren seconded. All members electronically voted in favour.	Carried
4.2 Letter from MD confirming that Councillor Ben Fadeyiw was appointed by council to be on the City of Cold Lake Library Board.	N/A



Agenda Item and Discussion	Action
4.3 Letter from City confirming the removal of Calvin Rideout from the Board. Cynthia received a response from Calvin saying he had not received notice of meeting times, but he was sent every agenda. She does plan to write him a short response back.	N/A
5.0 Reports	N/A
5.1 Board Chair Report No report this month. Cynthia reminded Board members that it is your responsibility to remember meetings without reminders (other than agenda).	N/A
5.2 Library Director Report The Library Director Report for June is attached as Appendix 1, and includes the statistics for May. MOTION 2019-042 The Library Director Report was approved by unanimous consent. Leslie passed on that the library janitor will be returning to school, so she will be advertising for the job vacancy. Cenovus selected the library as one of four charities at their booth during the Bonnyville Oil & Gas Show. Leslie received a donation from them for \$865.	Carried
5.3 NLLS Rep Report The NLLS Board and Executive meeting minutes can be found on the NLLS site. https://www.nlls.ab.ca/document/library/23/category/1837 NLLS is trying to organize a FOIP workshop. NLLS has hired four new staff with Masters of Library and Information (MLI) degrees. NLLS continues to work on advocacy with the province, as there are concerns Alberta may follow Ontario and pull back library funding. NLLS is trying to help small libraries with funding as provincial grants will be delayed until fall.	None
5.4 Friends of the Library Report The Friends has a balance of \$1037 in the chequing account. Marilyn is back home from the hospital so Marie will try to obtain her signature to close the bank account and dissolve the Friends.	None
5.5 Personnel Committee Report No report this month. The committee will continue to look for new Board Members. Cynthia would like 10 members. We are currently at 8 with Emily leaving, and Leah and Ben joining.	None



Agenda Item and Discussion	Action
<p>MOTION 2019-046</p> <p>Vicky moved that Policy 3070, Health and Safety, as presented with the library name changed, be accepted by the Board. Jeanette seconded. All members voted in favour.</p> <p>Policy 3072 – Health and Safety Orientation</p> <p>The library name needs to be changed to City of Cold Lake Library.</p>	Carried
<p>MOTION 2019-047</p> <p>Emily moved that Policy 3072, Health and Safety Orientation, as presented with the library name changed, be accepted by the Board. Daryl seconded. All members voted in favour.</p> <p>Policy 3073 – Workplace Inspections</p> <p>The library name needs to be changed to City of Cold Lake Library. Vicky thought the Health and Safety Act reference should be hyperlinked to ensure the reader is taken to the most up to date version of the act. The last sentence should start with The City of Cold Lake Library, not just The Library.</p>	Carried
<p>MOTION 2019-048</p> <p>Vicky moved that Policy 3073, Workplace Inspections, as presented with the above three changes, be accepted by the Board. Jeanette seconded. All members voted in favour.</p> <p>Policy 3075 - Environmental and Bodily Fluid Response (Routine Practices)</p> <p>To start Para 4(d), the sentence should read “Used and unused needles ...” instead of just Unused.</p>	Carried
<p>MOTION 2019-049</p> <p>Marie moved that Policy 3075 - Environmental and Bodily Fluid Response (Routine Practices), as presented with the one sentence change, be accepted by the Board. Emily seconded. All members voted in favour.</p> <p>Policy 6080 – Emergency Planning and Disaster Recovery</p> <p>Upon reading, it was noticed that quite a few changes were required, so the Policy Committee will review before the next meeting.</p> <p>The approved policies are attached to the meeting minutes as Appendix 3. Item closed.</p>	Carried
<p>7.0 Old Business</p>	N/A
<p>7.1 Surplus Budget Tracking</p> <p>The project to provide power to the outdoor stage is complete. The library CFEP grant application is under review as Leslie has been contacted with</p>	Policy



Agenda Item and Discussion	Action
questions. Leslie is looking purchase an additional staff computer and monitor this year, which shouldn't be more than \$1000. The library currently has \$16,000 in Surplus that has not been committed. Item open.	
7.2 Fundraising Priorities As discussed during the Financial Committee report, the committee will work with Leslie to write up short project descriptions for the Benevity website for The Discovery Zone, the Sound Booth, and Life Skills Forums. Item open.	Financial
7.3 Board MD Representative The MD of Bonnyville has appointed Councillor Ben Fadeyiw to the City of Cold Lake Library Board. Item closed.	None
8.0 New Business	N/A
8.1 Extra Staff Computer As discussed under Surplus Budget Tracking, Leslie is looking to purchase an additional staff computer and monitor. MOTION 2019-050 Darren moved to approve up to \$1000 of surplus funding for purchase of an additional staff computer and monitor. Daryl seconded. All members voted in favour.	Carried
9.0 Next Meeting Monday August 26, 2019 at 4:30 PM at the South Branch	None
10.0 Meeting Adjourned at 5:40 pm	N/A

Board Chair or Delegate

Date



STAFF REPORT

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

Meeting Date: September 10, 2019

Executive Summary:

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

General Discussion

Administration has been in full swing in the oversight of summer programming and preparing the submissions for the 2020-2024 Business Plan/Capital Investment Strategy and 2020-2022 Budget Deliberations. Submissions have been completed of which the reports are being prepared for Councils review and feedback.

I have included the General Manager's monthly reports to the Chief Administrative Officer for your perusal. Each of the General Manager's report has various departments and/or discipline updates and/or statistics. If you have any questions, please feel free to ask. It should be noted that in some instances, Administration may have to take the question and follow-up with Council.

Meetings

August 1-2	VACATION
August 5	STAT HOLIDAY
August 6-9	VACATION
August 6	Weekly Mgmt. Team Mtg. ABSENT
August 7	Monthly Executive/Mgmt. Team Mtg. CANC.
August 12	VACATION
August 12	Weekly Mgmt. Team Mtg. ABSENT
August 13	Regular Council Mtg.
August 15	Mtg. w/ Lawrence Noel RE Peoples First
August 15	Mtg. RE CCC for Phases I & II of Pelican Rock
August 16	Review of Response RE 4 Wing Agreement
August 16	Mtg. w/ Kelly Star Helicopters Ltd.
August 19	Weekly Mgmt. Team Mtg.
August 19	Regulatory Approvals Briefing with MLA Hanson
August 20	Mtg. w/ TC Energy



August 20	Corporate Priorities Committee Mtg. CANC.
August 21	General Staff Meeting
August 22	Strategic Planning Session CANC.
August 26	Weekly Mgmt. Team Mtg.
August 26	Mtg. with Luc Mercier RE ICF
August 26	Mtg. w/ Jerry Kolewaski
August 26	CLRUSC Mtg.
August 27	Mtg. New Executive Director for the Cold Lake PCN
August 27	Travel to Edmonton RE SDAB Training
August 27	Regular Council Mtg. ABSENT
August 28	SDAB Training in Edmonton
August 28	City Hall Safety Mtg. ABSENT
August 29	Podcast Episode 2
August 29	Mtg. RE Animal Holding Facility
August 30	Registries Roundtable Discussion w/ Service Alberta Minister Nate Glubish

Corporate Strategic Initiatives and Communications:

- Continue to work on planning for the Wayfinding Signage Project
- Continuing the Park Signage Replacement Program
- Liaising with partners to monitor AER Hearing process and requirements
- Completed the City Wide Sale program with 199 registered sales.
- Completed and released 2 podcast episodes

Other Activities:

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

Background:

Alternatives:



Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Report to Chief Administrative Officer - Corporate Services - August 2019

Meeting Date: September 10, 2019

Executive Summary:

The Department of Corporate Services' monthly report is attached.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Report to Chief Administrative Officer

Department:	Corporate Services	Month:	August
Contributors:	Linda Mortenson, Kristy Isert, Michele McIntosh, Aaron Larson, and Mark Boonk		
Submitted by:	Linda Mortenson, General Manager of Corporate Services		

General Manager's Meetings:

Aug	
19	Management mtg.
21	Energy Centre Phase II mtg.
22	Mtg. with 4 Wing
26	Management mtg.
27	Council mtg.
28	City Hall safety mtg.
28	Corporate Services department mtg.
28	Corporate Services managers mtg.
29	Mtg. with Lakeland Humane Society

Administration:

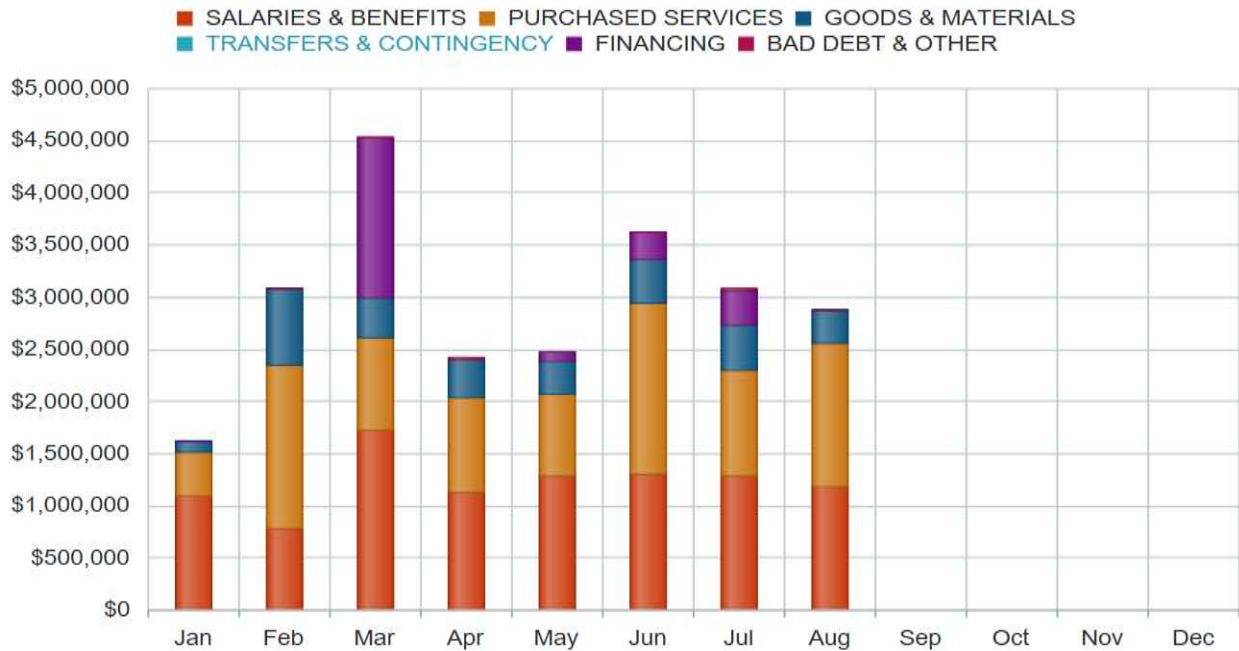
- Agenda preparation and minutes for meetings
- Schedule various meetings
- Track returned mail
- Credit card reconciliation
- Various correspondence
- Updating Service Levels
- Update Five Year Business Plan
- Research for pet licencing
- SharePoint and Collabware research

Finance:

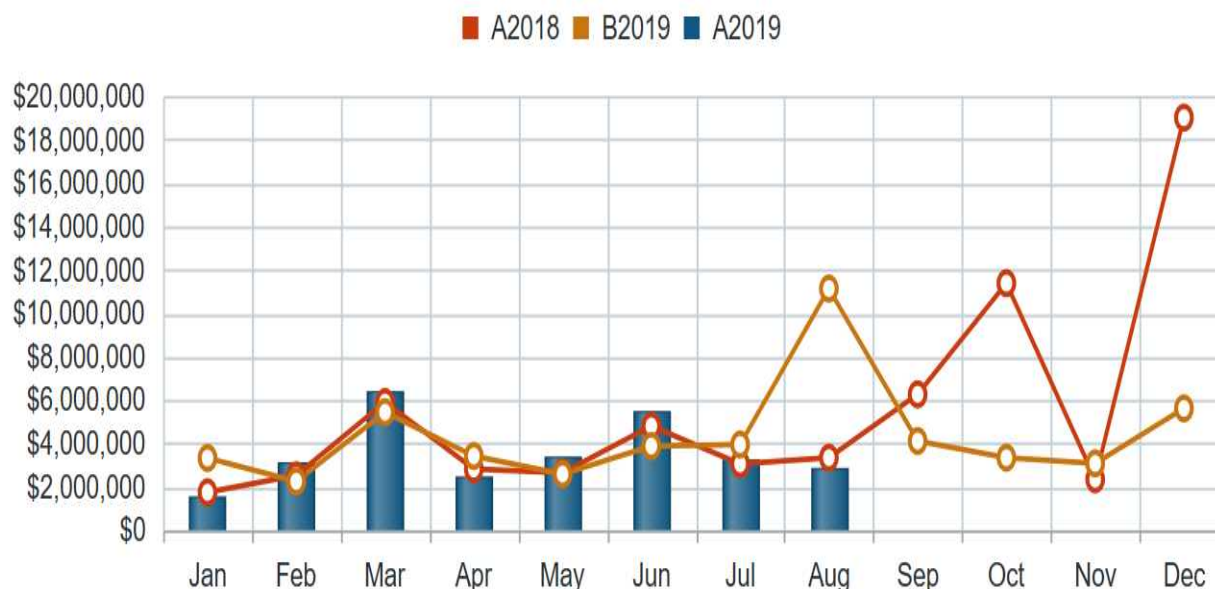
Year to Date Expense vs Budget (000's)



Expense by Object



Expense, Budget and Prior Year



Utilities

- 34 connects, 38 disconnects and 45 work orders
 - 2465 billed in Cold Lake North, 11 of these were estimated, 261 flat rate
 - 2384 billed in Cold Lake South, 19 of these were estimated, 37 flat rate

Receivable

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

Accounts Payable

- 699 Accounts Payable invoices processed, 484 Accounts Payable cheques printed

Property Taxes

- 35 tax certificates issued and 35 tax searches completed.
- 73 land title changes processed.
- Taxes receivable totalled \$23,211,422
 - Current tax outstanding - \$4,464,284 (\$1,572,659 is related to the 4 Wing Property)
 - Tax arrears for one (1) year - \$2,556,693. These property owners were sent monthly statements regarding their accounts. (\$2,111,537 is related to the 4 Wing property)
 - Two (2) years' arrears - \$2,390,524. These arrears consist of 36 properties. These property owners were sent warning letter to inform them that their property will be placed on the arrears list on March 31, 2019. These properties were placed on the tax arrears list on March 31, 2019 and posted at City Hall. Monthly statements have also been mailed (\$2,258,614 is related to 4 Wing Property)
 - Three (3) year arrears - \$3,002,173. These arrears consist of 4 properties not on a tax agreement. These properties were placed on the tax arrears list on March 31, 2018 and posted at City Hall and will need to be sold at auction by

March 31, 2020 if not paid. These property owners have been sent monthly statements. These properties were placed on the arrears list on March 31, 2018 (\$2,986,357 is related to 4 Wing Property)

- Four-Five (4) year arrears - \$10,797,748. This consists of 4 Wing and one other property on tax agreement. (\$10,797,442 related to 4 Wing Property)
- \$19,726,609 of the total tax arrears is due to assessment dispute for the 4 Wing property.
- There are 19 properties that are currently on tax agreements.

Completed

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

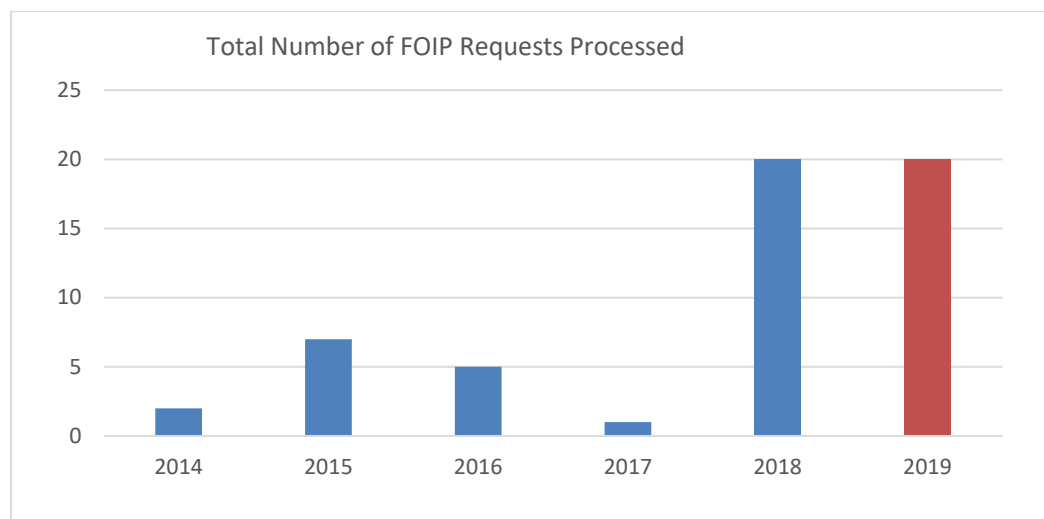
Currently Working on

- Parent Link Audit.
- Marina Review Engagement.
- Preparing and inputting departmental budgets.
- Preparation of service levels and budget for finance.

Legislative:

- **Information Requests & FOIP**

- 2 new FOIP request received in August; 2 requests is still ongoing and 4 FOIP requests were completed.
- 1 ongoing review by the OIPC.
- FOIP presentation provided to all new staff at orientations.



- **Record Management**

- **Paper Records – maintenance of record rooms**
 - Efforts to file, digitize and organize all historical land files continues.
 - Organization and ongoing quality control of the Land File room.

- Review and digitization of permanent historic records is near completion (including annexation and amalgamation records).
 - Record room ongoing purges, review and reorganization of all boxed records.
- **Electronic Records – “The Dock” (SharePoint/Collabware)**
 - **Transition to “The Dock”:**
 - Recreation Department transition to SharePoint complete.
 - Legislative Services transition to SharePoint is complete. Final migration of content has begun.
 - FCSS transition to SharePoint is complete.
 - Finance Department transition to SharePoint is complete. Final migration of content has begun.
 - Planning & Development transition to SharePoint is complete. Final migration of content has begun.
 - Infrastructure (Engineering Department) transition to SharePoint has begun, with prototype site developed and being tested.
 - **Ongoing Maintenance of “The Dock”:**
 - 5 Dock Help Request tickets addressed in August, making 129 to date in 2019.
 - Assisting Planning & Development in the quality control and review of all “open” permit files continues.
 - Ongoing “tweaking” of the finance site as migration continues.
 - Ongoing review and maintenance of SharePoint libraries and content types, Collabware file plan, content rules and workflows.
- **RUSC records**
 - Creation of RUSC “The Dock” site.
 - Review and organization of historic files.
- **Legal Drafting, Research & Review**
 - Increased role in drafting and review of contracts, bylaws and policies. Efforts to standardize municipal records (including agreements) continues. Increased role in interpreting contract obligations and contract enforcement.
 - Increased role in researching and compiling information for policy development, adherence to *Municipal Government Act* amendments, and changes in the law.
 - Maintenance, coordination and organization of all current/closed legal files (paper and electronic) continues.
- **Agreements**
 - Design and implementation of SharePoint workflows to optimize agreement reminders for efficiency and accuracy is complete. Ongoing maintenance continues.
 - Detailed review and information examination of type 1 and type 2 development agreements (with their corresponding development permits) is ongoing.
 - Management of active agreements, and agreement requirements:
 - City has 871 active agreements; 16 new agreements filed in August.
 - RUSC has 173 active agreements; 15 new agreements filed in August.
- **Appeals**
 - 2019 LARB hearing complete.
 - CARB appeals scheduled September 5, 2019. Preparation for appeals is underway.

- **Privacy Impact Assessments (PIA)**
 - Zero outstanding PIAs.
- **Other**
 - Handle general inquiries from staff.
 - Commissioning Oaths of Confidentiality and Affidavits as necessary.

Human Resources:

This month we are currently recruiting internally and externally for the following positions:

- Water Treatment Plant Operator (1 Full-time position)
- Roads Operator (1 Full-time position)
- Legislative Manager (Term position)
- Foreman – Water Treatment Plant (1 Full-time position)
- GIS Coordinator (1 Full-time position)
- CPO (1 Full-time position)
- FCSS Program Assistant (1 Part-time position)
- Climbing Wall Attendant (Casual positions)
- Front Desk Receptionist (1 Full time position)

The following positions have been filled this month:

- Development Officer (1 Full-time position)
- Parent Link Program Facilitator (1 Full-time position)

Record of Employment:	13
Short Term Disability:	4
Long Term Disability:	3
Union Business:	1 Active Grievance File, 3 Active Arbitration Files, 1 Human Rights Complaint, 1 FOIP Complaint
Workers Compensation (WCB):	0

Currently working on:

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

Safety:

Vehicle incidents to date: 7

Property Damage to date: 9

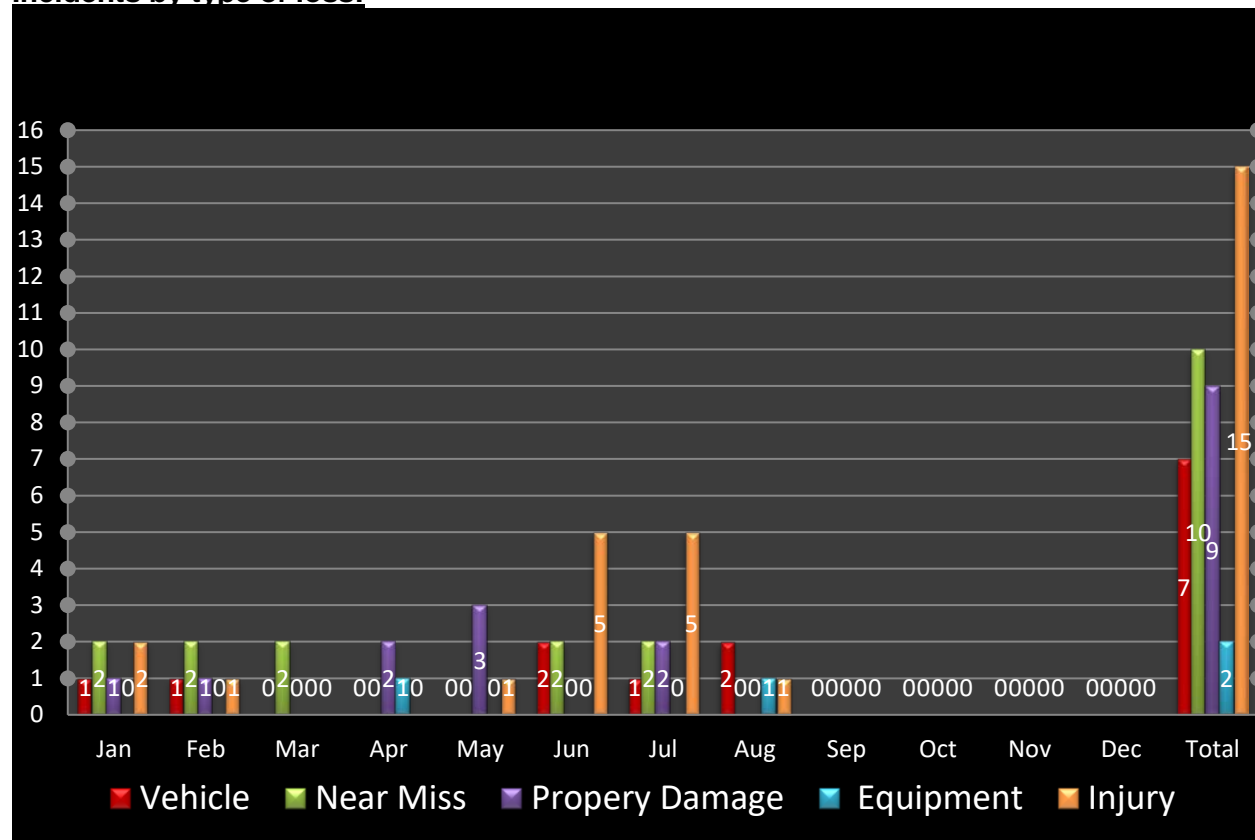
Equipment Damage to date: 2

Injuries to date: 15

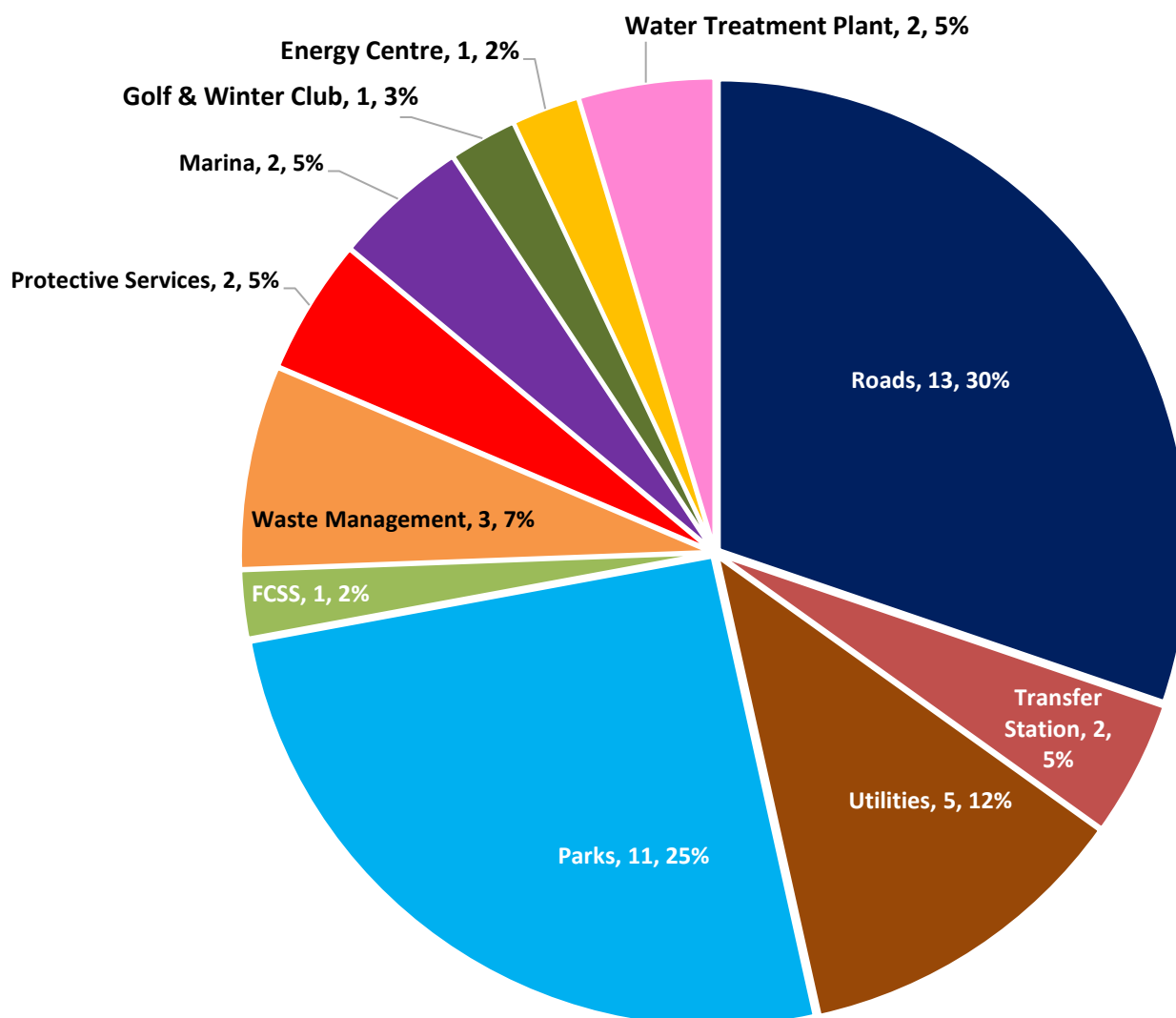
Near misses to date: 10

Total incidents 2019: 43

Incidents by type of loss:



Incidents by department:



Information Systems and Technology:

Number of tickets closed:	77
Number of tickets opened:	81
Number of tickets still open at end of Month:	113
Number of Surveillance Footage Request:	2
Backup Recovery's:	5
Virus Threats (Online)	11
Junk	55838
SPAM Email	3878
Phishing Emails	51
Inbound Viruses Caught (Email)	100
Spoofed emails	34

- **Application Updates:** Collabware, AutoCAD Civil 3D, Airwatch.

- **Application Installs:** Marina fuel reporting system, Adobe Flash, Chrome, FileZilla, File Open System, Mitel Console, ATCO Electricity App, adobe Connect.
- **Application Support:** SharePoint, Collabware, Windows Mobile, Airwatch, CISCO Content filter, Pothole App, ESET, Bellamy, Report Exec, ESRI, IMS Hurco Valve exerciser, Exchange, Mitel.
- **Server Support:** SharePoint. Windows Certificate Server, Airwatch, CISCO Content filter.
- **Server Patches:** 44 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** Weigh Scale Debit Machine, Desktop (keyboards/Mice/Speakers), Space heaters tripping breakers, Swipe card printer, Alarm panel Imperial Park.
- **Mobile Support:** AirWatch Upgrade, AirCard, SCADA Tablet, Mobile Apps, Google licensing for mobile devices, New device deployment, Trans Loc App (Busses).
- **Backups (and monitoring):** Macrium, Eset, VM, SQL, Data, Applications, Bellamy (Daily/Weekly).
- **AD Support:** User account Setup/Disable, Password Changes. Name Changes.
- **SharePoint Support:** AIF Workflow, Aggregates, Workflow issues, Access Permissions.
- **Application Testing:** Windows Server 2019. ESET Server.
- **Network:** Amazing Race Viewing Party setup, WTP support.

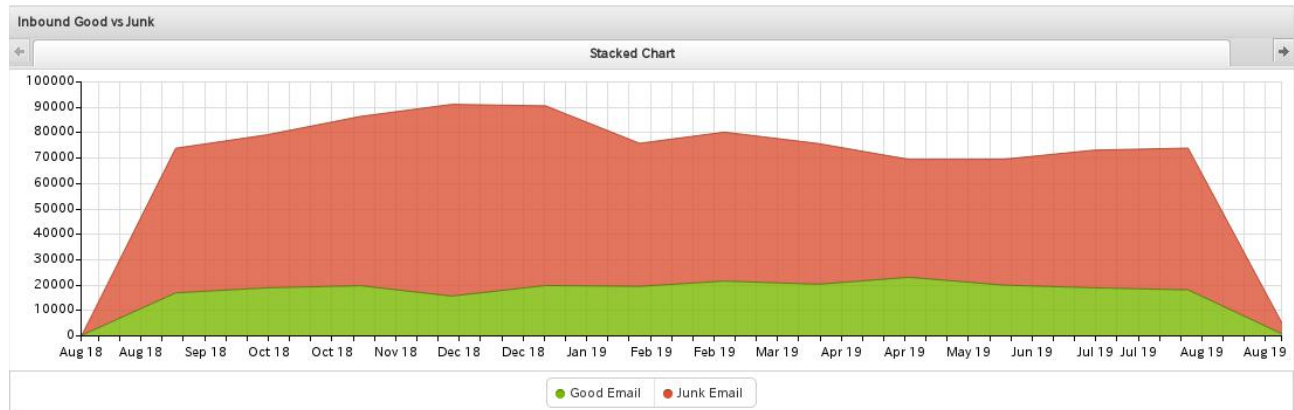
Noteworthy

- Records failed to move to the records repository for long term storage. This is because the user who created, or last modified, the record was deleted. We solved this by changing the user who created, or last modified, the record to another user.
- Provided Stantec with a complete copy of our RoadMatrix data.
- Collaborated with Serenic and Finance to utilize our backup plan to restore an item from two weeks prior.
- Updated the Pothole application to notify Infrastructure of new potholes using data from new fields.
- Setting up RTA to email vehicle reports.
- FourWinds streaming service at the Energy Centre on going.
- Updates to the automatic Financial reports for the Marina Fuel system.
- Continued support for Eramosa to setup the new WTP SCADA software solution.
- Exchange Calendars created for the new event/dressing room TV's at the Energy Centre.
- Configured an older Android phone for use with the CPO traffic speed signs.
- The backup cell phone for City Transit TransLoc Application required a full reset and rebuild.
- Alarm panel at Imperial Park not responding to updates/changes. Required on site visit and full power off/on reboot to fix.
- Assisted Utilities staff in identifying the problem with the Lagoon Dump Station communication equipment.
- Setup 2 Virtual Windows 7 installs to run the frontdesk landline phone software at City Hall and the Energy Centre.
- Configured a hardwired Guest Internet connection in the Reid Field House for the Amazing Race Watch Party.

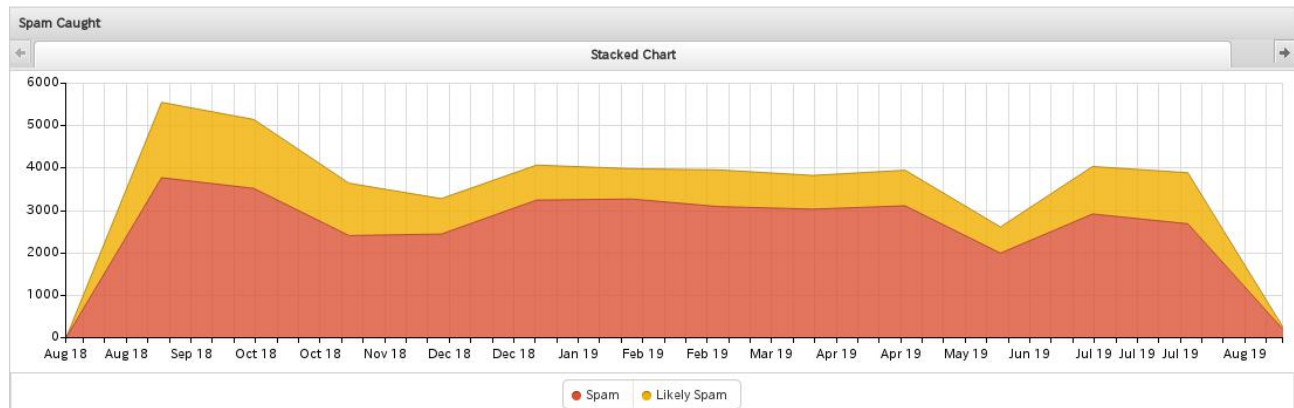
- Identified possible network access locations in the EC 2nd Arena to support network streaming of Jr. A hockey games.



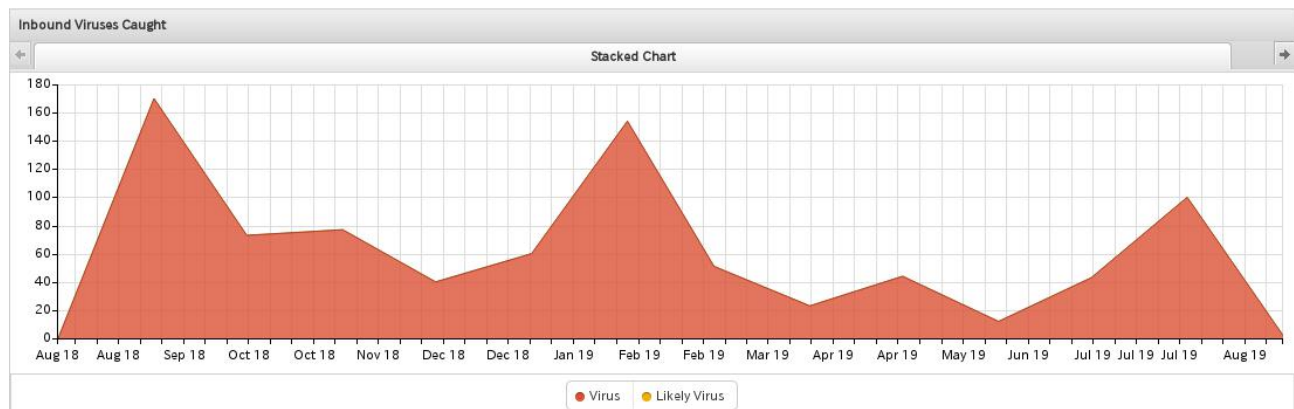
Monthly Inbound Good vs Junk



Monthly Spam Caught



Monthly Inbound Viruses Caught





STAFF REPORT

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

Meeting Date: September 10, 2019

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; ongoing.
- Lane maintenance; ongoing.
- Street sweeping; ongoing.
- Potholes patching; ongoing.
 - Daily inspections as per the online pothole reporting application.
- Coordinating Asphalt Patching – Contracted Service; ongoing.
- Coordinating Permanent Thermoplastic Line Painting - Contracted Service; ongoing.
- Assisted contractors and other departments as required.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics - completed 40 work orders for various departments.
 - Operators - completed 1 work orders for various departments.
 - Contracted Services - 30 work orders were contracted out for various departments.
 - Outstanding - 67 work orders are outstanding for various departments.
- Fuel Consumption:
 - 9,997 liters of gas was dispensed into fleet vehicles for the various departments over 123 transactions.
 - 19,349 liters of diesel was dispensed into fleet vehicles for the various departments over 164 transactions.
- Procurement:
 - Received the new Recycling Truck as per the 2019 Capital Budget.

Cold Lake Regional Aerodrome:

- Daily inspections and reporting; ongoing.
- 13 lots are available for lease.



- Runway drainage issues; ongoing.
- GPS publishing; ongoing.
- The Cold Lake Regional Airport Taxiway and Apron Enhancements Project; ongoing.
 - Engineering awarded to CIMA Canada Inc.
 - Construction Tender was awarded to E Construction.

Transit:

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

Facility Maintenance:

- Responded to 36 work orders for building maintenance services for various departments.
- Facility Maintenance Contracts:
 - LD Septic - septic tank cleaning at the Airport Transfer Station and Imperial Park; monthly.
 - Harvey's Glass - servicing all automatic doors; ongoing.
 - Value Master Homes - Kids Time Out/Daycare Facility Improvements project; ongoing.
 - Lakeland Fire and Safety - annual kitchen suppression inspection and certification; ongoing.
 - Lakeland Fire and Safety – annual fire extinguisher, fire alarm and sprinkler system inspections; ongoing.
 - Canal Safety – range hood and grease trap cleaning (North Arena, Marina, Emma's on the Beach, and Energy Centre canteens); ongoing.

ENVIRONMENTAL SERVICES

Waste Management:

- Curb side collection for regular waste, recycling and organics continues as per the 2018-2019 Waste Collection Schedule.
- Transfer Station and Landfill Summer hours from 9:00 am to 6:00 pm Tuesday to Saturday (April 1, 2019 to October 31, 2019).
 - Sunday hours from 2pm-6pm commenced on June 2 and will continue until September 29.
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.



- Bailing cardboard that is collected at the Waste Management Facility; ongoing.
- Metal recycling; ongoing.
- Construction of the new Materials Recycling Facility was awarded to NOVA Construction and Mechanical; ongoing.
- New recycling truck has been received.
- Working on the new Recycling Drop Off Stations at the Energy Centre and the 50 Street (old Grand Centre Hotel location).

Water Distribution and Wastewater Collection (Utilities):

- Meter reading; ongoing.
- Addressing trouble meter reads; ongoing.
- Completed water and sewer locates for contractors and homeowners.
- Timely response to emergency call outs for sewer backups, flooding and leaking meters, etc.; ongoing.
- Valve exerciser program; ongoing.
- Hydrant flushing program; ongoing.
- Advanced Metering Infrastructure (AMI) has been awarded to KTI Limited; ongoing.

Water and Wastewater Treatment:

- Daily building and reservoir inspections, meter readings, laboratory testing and pump hour records are ongoing as per the Standard Operating Procedures.
- Weekly and monthly water and wastewater samples are collected and the results submitted to Alberta Environment and Environment Canada as per the license approval. All monthly log sheets are submitted online to the respective authorities.
- Repairs were made to facilities as required.
- Repairs to membranes; ongoing.
- Toxicity Reduction Evaluation Plan (TRE); ongoing.
- Lagoon maintenance; ongoing.
- WTP Expansion work; ongoing.

ENGINEERING SERVICES

Capital Projects - See attached Capital Project Summary

Geographical Information System (GIS):

- Continued sorting GIS data and related files; ongoing.
- Created maps, queries and large-format printouts as requested by City Staff; ongoing.
- Provided data to subcontractors as requested; ongoing.



- Assisted staff with ArcReader maps; ongoing.
- Updated City Address dataset; ongoing.
- Pothole web application; ongoing.
- Cityworks maintenance and troubleshooting; ongoing.
- Completed configuring and testing new Pothole Reporting application.
- Updated cadastre parcels layer for the public web maps.
- Troubleshoot irregular Bellamy records for automated cadastre updates.
- Worked on updating GIS data with the new annexation addresses and roads and 2018 capital projects for 2019 MDW reports.
- Worked on Street Intersections layer.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was held on August 26, 2019 at 6pm in City Hall Council Chambers.

Agenda items included:

Old Business:

- Cold Lake Regional Water Supply Expansion Update
- Building #9 Force Main Extension - Phase 3 Update
 - Letter to AEP dated May 6, 2019 RE EPO-2016/04-LAR

New Business:

- Green Municipal Fund Grant Application – WWTP Pilot Project

In Camera:

- Damages Claim
- Agreement - Water Supply Agreement

Next meeting is scheduled for September 30, 2019 at 6pm in City Hall Council Chambers.

Background:

Alternatives:

Recommended Action:

Type the recommendation here



Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2019	2019 Street Improvement Program	Design	100	This project has been awarded to AECOM. Drawings have been completed and Tender closed on June 18 2019
			Construction	45	The Project has been awarded to E-construction. Mill and overlay complete on 50 ave and 52ave. Underground work underway on birch avenue. Completion date of Oct 15 2019
2	2019	Annual Lane Construction Program	Design	100	This project has been awarded to SE Design. Drawings are complete. Lanes include: Lions Park (50 Ave to Millennium Trail) and 50 Ave (47-45 Street)
			Construction	20	This project has been awarded to Urlacher construction. ATCO Gas completed lowering the gas line on July 24 2019. Construction underway on Lions Park lane and trail. Lane south of 50 th avenue to follow.
3	2019	Street Lighting Enhancement Program	Design	50	The proposal for 16 th Avenue, 50 Avenue from 41 Street to City Limits and 25 Street from Hospital to Glacier Way have been approved, costs for 54 Avenue came in over budget alternates being considered either 1 st Avenue from 25 Street to English Bay Road or 8 th Street from 16 Avenue to 18 Avenue to finalize approval.
			Construction	0	ATCO has surveyed in the alignment for 16 th Avenue and 50 Avenue, they have eluded to a September start-up. The lights have been installed along 25 Street from the hospital to Glacier Gate
5	2019	Annual Trail/Sidewalk Connectivity Program	Design	0	
			Construction	0	
6	2019	Traffic Safety Program Fund	Design	50	All proposals have been received, reviewed and approved. Waiting on schedules from ATCO Electric as to when the work will start.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
			Construction	0	ATCO has surveyed in the alignment on English Bay Road they have eluded to a September start-up.
7	2019	Material Recycling Facility	Design	100	NOVA Mechanical and Construction is awarded this project.
			Construction	80	Construction completion date of September 13 2019 Metal structure is complete. Construction underway on site grading and electrical install. All 20 recycling bins have arrived. The new conveyor system and sort line is currently under construction and will be delivered to site once the building is ready.
8	2019	Building 10 Fire Pump Replacement	Design	15	Project has been awarded to BAR Engineering. Initial project start-up meeting was held on June 25 th , 2019. BAR has stated initial design and review. They have provided a recommendation memo on the pumping status to which is being review internally.
			Construction	0	
9	2019	Grand Centre Memorial Cemetery	Design	100	Project has been awarded to LEEs and Associates.
			Construction	0	Project was tendered and closed on June 7 th , 2019. The City received 2 tenders, both came in above budget. Bids are being looked into to see if there is room for savings. This tender had been cancelled and will be looked into retendering for 2020.
10	2019	Kinosoo Beach Phase 3 and 4 - Boardwalk Area and Amphitheatre	Design	0	Awaiting grant funding.
			Construction	0	
11	2019	Pressure Reducing Valve Installation Program (Year 1 of 4)	Design	100	Project has been awarded to AECOM, design has been completed and sent to the City for review, project is to be completed in conjunction with the Regional Water Line project as 16 th

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Street will be opened up for the placement of the Transmission Main.
12	2019	Lakeshore Drive Infrastructure Improvements	Design	5	RFP was posted on APC and closed on June 20 th , 2019. The City received 6 proposals, they are currently under review. The design has been awarded to Stantec, start-up meeting was had on August 21, 2019.
			Construction	0	
13	2019	Shallow Sewer Enhancement Program	Design	0	
			Construction	0	
14	2019	SCADA Upgrades	Design/ Construction	50	ERAMOSA was awarded this project. Phase 1- Power Upgrades, 2A Back Up Controls Bldg 4 & 9, 2B Back Up Controls Bldg 3 & 8, 3A SCADA Upgrades Cimplicity to VTSCADA, 3B e.RIS Data Access and 3C Cyber Security. Phase 3A SCADA Upgrades currently running systems to ensure VTSCADA is functioning properly, Phase 1 & 2A Power Upgrades and Back Up Control work hardware on site, met with Smart Electric advise on costs to complete the work, 3B e.RIS training to be provided.
15	2019	Animal Holding Facility	Design	20	JMAA awarded the project for design. Area has been mulched topographical survey and geotechnical to be conducted 1 st week of September.
			Construction	0	
1	2018	2018 Street Improvement Program	Design	100	This project has been awarded to AECOM.
			Construction	50	This project has been awarded to E Construction Ltd. Streets Include: 61 Ave west of 47 St; complete 54 Ave from 54 St to Highway 28 53 Ave west of 57A St Highway 28 from 34 Ave to City Limits; complete Construction on 53 Ave started August 17 2018. High water table has been encountered and options to mitigate its affects are being considered. 53 Ave

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					has been brought up to a gravel standard for the winter. 53 Ave has been removed from this project due to budget restrictions and options are being considered to complete the construction in the future. 54 Ave construction start date of sep 6 2019 53 Ave has been retendered and closed on July 19 2019 and is currently in review. 53 ave will be cancelled in 2019 and retendered in 2020.
2	2018	2018 Annual Lane Rehabilitation	Design	100	Engineering has been awarded to SE Design.
			Construction	95	This project was awarded to BlueFlame Contracting Ltd. ATCO gas lowering; complete. Paving; complete. CCC to be issued.
3	2018	Cold Lake Regional Airport Taxiway and Apron Enhancements	Design	100	This project has been awarded to CIMA Canada Inc. 2019 additional capital funds approved. Tender closed March 21. Four bids were received.
			Construction	40	This project has been awarded to E-Construction. Construction eastside and provisional west side completed, currently stripping the west side in the existing hangar area. Completion date of September 21 2019.
4	2018	Imperial Park/Energy Centre South Access Enhancements and Parking Lot Improvements	Design	100	Engineering has been awarded to SE Design. Final alignment has been decided and detailed drawings are completed. Project tendered on January 29 2019 and tender closed on February 12 2019.
			Construction	80	Urlacher Construction has been awarded this project. Construction started on May 15 2019. Road construction is completed and parking lot construction is underway. Completion date of September 15 2019
5	2018		Design	100	Engineering has been awarded to SE Design.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
		Eagle Ridge Estates Storm System Re-Alignment	Construction	95	Contractor has installed all storm pipes under the project and are currently connected on both the North and South end. All work has been completed minus final landscaping, waiting on schedule from contractor.
6	2018	Lakeview Cemetery	Design	100	Project was awarded to LEEs and Associates.
			Construction	0	<p>Project was retendered and closed on June 6th, 2019 at 2:00 PM. The City received one complete Tender, the number came in above budget, but is being reviewed to see if there is any savings to be had.</p> <p>Project has been awarded to GenMec ACL, pre-construction meeting will be scheduled in the near future.</p>
7	2018	RCMP Building	Design	100 Phase 1 Mechanical Renovation	Design Awarded to JMAA. Phase 1 - mechanical renovation completed. RCMP has now requested for new building rather than a renovation of existing for Phase 2.
			Construction	0	Value Master Builders conditionally awarded the Phase 1-mechanical renovation RCMP security clearance required prior to execution of agreement.
1	2017	2017 Street Improvement Program	Design	100	This project has been awarded to AECOM.
			Construction	98	<p>Construction contract was awarded to Knelsen Sand and Gravel Ltd.</p> <p>Streets include: 1st Avenue (22nd Street – 25th Street) 51st Street (50th Avenue – 54th Ave.) 25th Street (1st Avenue – 3rd Avenue) 16th Avenue (6th Street – 8th Street) Sammut Place</p> <p>All streets have been completed as of July 31 2018. CCC completed. Warranty remains.</p>
2	2017	2017 Annual Commercial Lane	Design	100	Engineering has been awarded to SE Design.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
			Construction	98	Project was awarded to Blue Flame Contracting. Lanes include: Lane Behind Express Pizza (54th Ave – 53rd Ave) Lane Behind Original Joe's (52nd Ave – 53rd St) – Construction has been completed. CCC issued; warranty remains.
3	2017	2017/2016 Residential Lanes	Design	100	Project was awarded to SE Design.
			Construction	80	Construction was awarded to Urlacher Construction. Lakeridge Lanes; completed. 54 Ave lane – completed- issues with sump water and water table in ditch- inspection remains 62 Street lane – completed- inspection remains Emma's Lane – paving and gravel portions completed, clean up/ finishing touches and CCC inspection remain
4	2017	2017 Sidewalk/Trail Connectivity	Design	100	Design was awarded to SE Design. For the 16 th Avenue trail connecting 16 th Street to existing Millennium Trail.
			Construction	98	Project was awarded to Blue Flame. Finish grading and landscaping completed, CCC issued.
5	2017	49 Street Parking Lane Enhancements	Design	100	Project was awarded to Stantec.
			Construction	98	Project was cancelled in 2017. Construction was retendered in Feb 2018 and awarded to Urlacher Construction. Construction completed. CCC inspection completed.
6	2017	Highway 28 South Enhancements (Phase 2) 51 Street to 43 Avenue	Design	100	Phase 2 of the Highway expansion was awarded to Stantec, as this is a continuation of the Highway 28 enhancement from 2016.
			Construction	98	Project awarded to Knelsen Sand and Gravel Ltd. All work has been completed under the contract. CCC has been signed.
1	2016	2016 Service Roads	Design	100	Project was awarded to Scheffer Andrew, Project includes:

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					50th Ave between 56 St and 57A St (East Service Rd) and 34 Ave (East of 50 St)
			Construction	98	Project was awarded to E Construction. E Construction has completed all asphalt under the 2016 Service Roads. CCC completed. E Construction will be in to rectify the deficiencies noted within the CCC inspection after school has closed for the summer. E Construction has completed the overlay of 50 th Avenue and the area was inspected. FAC to follow.
2	2016	2016 Centre Ave Traffic Signalization	Design	100	This project was awarded to Stantec.
			Construction	98	Construction was completed by Knelsen Sand and Gravel. CCC has been signed.
3	2016	Hwy 28 Enhancement (54 Ave to 52 Ave)	Design	100	This project was awarded to Stantec.
			Construction	98	Project was awarded to Knelsen Sand and Gravel. All work has been completed under the contract. CCC has been signed.
4	2016	2016 South Landfill Access Road re-Alignment	Design	100	Design was awarded to SE Design.
			Construction	98	The project was awarded to PME Inc. The new access road has been completed and CCC has been signed. Warranty remains.
5	2016	2016 Kinosoo Zip-Line	Design	100	Engineering was provided to McElhanney.
			Construction	98	The project was awarded to Nova Mechanical. The Zip Line has been installed and was open July 1 st , 2017. FAC walkthrough was completed, deficiencies to be rectified in 2019.
6	2016	2016 Downtown Entry Feature	Design	100	Project was awarded to Stantec. Stantec has supplied conceptual designs which have been presented to council and accepted. Final design has been completed
			Construction	95	Project has been awarded to MPS Group. Structure is completed. CCC to be issued. Completion date of Aug 9 2019

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2015	Fischer Storm water Management Pond	Design	90	Design for Fischer Storm pond has been awarded to Scheffer Andrew and the construction administration has been awarded to SE Design. Design has been completed. Waiting on Province to complete the land transfer and registration at Land Titles. Revised Joint Party Agreement prepared for execution. Two of the parties have withdrawn from entering into the revised agreement. Preparing tender documents.
			Construction	0	Project has not been Tendered.
2	2015	City Hall Parking Lot	Design	100	Awarded to SE Design.
			Construction	100	All surface and electrical work has been completed. CCC has been signed. FAC walkthrough has been completed.
3	2015	Meadows Storm Water Trunk Extension	Design	100	Awarded to Associated Engineering.
			Construction	92	<p>Contract #1 was awarded to REDA Enterprises Ltd. Contractor has completed remaining items under the contract and is currently cluing up minor work. CCC has been completed and signed.</p> <p>Contract 2 was re-tendered as Contract 02 Phase 2 and has been awarded to Thompson Infrastructure Ltd. All underground infrastructure has been completed, storm pipe is connected from East side of Highway 28 to the West side of Highway 28 and is flowing. Contractor is to be back in the spring to complete OGS Units and minor cleanup of landscaping.</p> <p>Contractor recently completed top lift of asphalt on both East and West Service roads outside of where the OGS unit is scheduled to be placed in front of Husky. They are scheduled to be back in the City to finish the rest within the month of September.</p>
4	2015	Inflow and Infiltration	Report	100	Awarded to ISL Engineering and Land Services. All work associated for I&I has been completed. Final report has been received.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
5	2015	25 th Street Arterial Design	Design	100	Awarded to Associated Engineering. Preliminary report received and reviewed; comments have been sent to Associated Engineering. City has received updated drawings, internal review is being completed.
6	2015	Kinosoo Beach Enhancements (Phase 1)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to RTM Electrical. CCC has been issued.
7	2015	Kinosoo Beach Enhancements (Phase 2 and 2B)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Project was awarded to Nova Mechanical. All work has been completed, CCC has been issued. FAC walkthrough was completed, deficiencies to be rectified in 2019. Landscaping deficiencies have been rectified, contractor still has crack sealing and replacement of concrete panel to complete. Scheduled for early September.
8	2015	2015 Offsite Levy Report	Report	98	Awarded to CORVUS. Report and model complete. Presented to Council October 18, 2016 and to the public December 8, 2016. Council to decide when to implement. Additional presentation to be provided to UDI in May 2017. Yearly review, update and assessment of model required for offsites.
9	2015	South Snow Dump	Design	100	Design was completed by MPE Siemens. The City has reviewed the drawings and posed some questions to MPE pertaining to detainment of sediments through drainage. Updated drawings were received on April 27 th , 2017. Conversation with Alberta Environment is currently happening between MPE (City Consultant) and Alberta Environment.
			Construction	0	Project has not been Tendered.
10	2015	2015 Bus Transit Centre	Design	100	Project was awarded to SE Design.
			Construction	100	The construction was awarded to Superior Concrete Pumping and was completed in 2015. CCC has been completed. FAC walkthrough was completed

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
11	2015	4 Wing Splash Park	Design	100	The project was awarded to PlayQuest.
			Construction	98	Construction was also awarded to PlayQuest and was completed in 2015. CCC was completed and awaiting FAC.
12	2015	Building #9 Force Main Extension (Phase 3)- RUSC	Design	100	Project has been awarded to AECOM.
			Construction	100	The project was awarded to Bluebird Contracting. Approximately 500 lineal meters of HDPE and all valve chambers were installed. The remaining HDPE was recently installed by Urlacher Construction due to the force main leak. Pressure test has been completed and passed. FAC has been signed.
13	2015	Building 4 Lift Station Improvement Project- RUSC	Design	100	Awarded to MPE Siemens Engineering Ltd.
			Construction	98	Awarded to Alpha Construction. CCC has been signed. FAC walkthrough has been completed and contractor is to rectify all deficiencies prior to signing of FAC.
14	2015	Forest Heights Sanitary Extension	Design	100	Awarded to MMM Group Ltd.
			Construction	100	Awarded to Urlacher Construction. All construction under this project is complete. CCC has been issued. FAC has been signed.
1	2014	Landslide Remediation	Design	100	Awarded to AECOM. Affected properties include: 1410, 1414 and 1418 Horseshoe Bay Estates.
			Construction	98	Awarded to Get Green Erosion Control Inc. Get Green completed landscaping under this project. Proposal has been approved for stability assessment as 1414 Horseshoe Bay home is now removed. A second survey is performed to facilitate the stability analysis. FAC being prepared for execution.
2	2014	Kinosoo Beach Splash Park	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to PlayQuest Recreation. Construction has been completed. CCC has been issued.
3	2014	1st Avenue Water Main and Street Improvement	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to Clearway Construction Inc. FAC outstanding. Walkthrough was completed with Contractor and

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Consultant in 2018. Deficiencies to be rectified in 2019.



STAFF REPORT

Title: Report to Chief Administrative Officer - Planning and Development Services - August 2019

Meeting Date: September 10, 2019

Executive Summary:

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

Background:

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

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**Building Permit Stats Comparison
2016 - 2019**

Report ending AUGUST 2019

2016

2017

2018

2019

January		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 53,500.00	3
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 5,500.00	1
Total	\$ 59,000.00	4

January		
New Residential-SF	\$ 500,000.00	2
Reno. Residential	\$ 55,000.00	2
Multi-Family Residential		
Commercial	\$ 50,000.00	1
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 605,000.00	5

January		
New Residential-SF	\$ 1,200,000.00	3
Reno. Residential	\$ 30,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 1,450,000.00	1
Accessory Buildings	\$ 130,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 2,810,000.00	7

January		
New Residential-SF		
Reno. Residential	\$ 23,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 23,000.00	2

February		
New Residential-SF		2
Reno. Residential	\$ 500.00	1
Multi-Family Residential		
Commercial	\$ 1,150,000.00	1
Commercial Renovation	\$ 915,000.00	2
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		1
Total	\$ 2,065,500.00	7

February		
New Residential-SF	\$ 740,000.00	2
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 365,000.00	2
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 36,000.00	1
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 1,141,000.00	5

February		
New Residential-SF	\$ 350,000.00	1
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 35,000.00	1
Accessory Buildings		
Secondary Suites	\$ 20,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 80,000.00	2
Total	\$ 505,000.00	6

February		
New Residential-SF	\$ 200,000.00	1
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 72,000.00	2
Accessory Buildings		
Secondary Suites	\$ 10,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 5,500.00	1
Total	\$ 287,500.00	5

March		
New Residential-SF	\$ 1,265,000.00	7
Reno. Residential	\$ 30,000.00	6
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 20,000.00	1
Demolition	\$ 42,500.00	1
Other (Decks/Signs, etc.)	\$ 27,803.90	1
Total	\$ 1,385,303.90	16

March		
New Residential-SF	\$ 1,500,000.00	7
Reno. Residential	\$ 67,000.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 1,567,000.00	10

March		
New Residential-SF	\$ 600,000.00	3
Reno. Residential	\$ 13,000.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 30,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 950,000.00	1
Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 10,000.00	2
Total	\$ 1,605,000.00	11

March		
New Residential-SF	\$1,000,000.00	3
Reno. Residential	\$240,000.00	5
Multi-Family Residential		
Commercial	\$1,400,000.00	1
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$2,500.00	1
Total	\$2,642,500.00	10

**Building Permit Stats Comparison
2016 - 2019**

Report ending AUGUST 2019

2016

2017

2018

2019

April		
New Residential-SF	\$ 1,560,000.00	6
Reno. Residential	\$ 70,000.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites	\$ 40,000.00	1
Industrial		
Institutional		
Demolition	\$ 11,000.00	2
Other (Decks/Signs, etc.)	\$ 325,060.99	9
Total	\$ 2,006,060.99	21

April		
New Residential-SF		
Reno. Residential	\$ 13,100.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 350,000.00	1
Accessory Buildings	\$ 5,000.00	1
Secondary Suites		
Industrial		
Institutional	\$ 45,000.00	1
Demolition		
Other (Decks/Signs, etc.)	\$ 39,500.00	4
Total	\$ 452,600.00	9

April		
New Residential-SF		
Reno. Residential	\$ 30,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 1,897,400.00	3
Accessory Buildings	\$ 38,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 14,400.00	3
Total	\$ 1,979,800.00	9

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

May		
New Residential-SF	\$ 600,000.00	3
Reno. Residential	\$ 300,000.00	6
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 8,500.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 20,000.00	1
Demolition	\$ 160,000.00	2
Other (Decks/Signs, etc.)	\$ 5,100.00	2
Total	\$ 1,093,600.00	15

May		
New Residential-SF	\$ 640,000.00	2
Reno. Residential	\$ 51,000.00	4
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 44,713.00	2
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 6,000.00	2
Total	\$ 741,713.00	10

May		
New Residential-SF	\$ 600,000.00	3
Reno. Residential	\$ 209,194.28	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 344,000.00	3
Accessory Buildings	\$ 64,000.00	2
Secondary Suites	\$ 30,000.00	1
Industrial		
Institutional		
Demolition	\$ 1,000.00	2
Other (Decks/Signs, etc.)	\$ 94,000.00	4
Total	\$ 1,342,194.28	18

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

June		
New Residential-SF	\$ 710,000.00	3
Reno. Residential	\$ 120,000.00	4
Multi-Family Residential		
Commercial	\$ 3,400,000.00	1
Commercial Renovation	\$ 22,500.00	3
Accessory Buildings	\$ 46,500.00	4
Secondary Suites		
Industrial		
Institutional	\$ 326,000.00	2
Demolition	\$ 160,900.00	2
Other (Decks/Signs, etc.)	\$ 72,500.00	5
Total	\$ 4,858,400.00	24

June		
New Residential-SF	\$ 2,240,000.00	9
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 267,000.00	2
Accessory Buildings	\$ 23,317.83	4
Secondary Suites		
Industrial		
Institutional	\$ 506,500.00	2
Demolition		
Other (Decks/Signs, etc.)	\$ 1,300.00	1
Total	\$ 3,038,117.83	18

June		
New Residential-SF		
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 90,000.00	1
Accessory Buildings	\$ 15,000.00	1
Secondary Suites	\$ 20,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 10,700.00	3
Total	\$ 155,700.00	7

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

**Building Permit Stats Comparison
2016 - 2019**

Report ending AUGUST 2019

2016

2017

2018

2019

July		
New Residential-SF	\$ 240,000.00	1
Reno. Residential	\$ 42,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 330,575.00	3
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 12,000.00	2
Total	\$ 624,575.00	7

July		
New Residential-SF	\$ 1,000,000.00	4
Reno. Residential	\$ 3,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 9,200.00	3
Secondary Suites		
Industrial		
Institutional	\$ 110,000.00	1
Demolition		1
Other (Decks/Signs, etc.)	\$ 79,267.05	5
Total	\$ 1,201,467.05	16

July		
New Residential-SF		
Reno. Residential	\$ 16,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 260,000.00	2
Accessory Buildings	\$ 25,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 28,500.00	5
Other (Decks/Signs, etc.)	\$ 63,500.00	1
Total	\$ 393,000.00	10

July		
New Residential-SF	\$ 920,000.00	4
Reno. Residential	\$ 528,000.00	3
Multi-Family Residential		
Commercial	\$ 1,000,000.00	1
Commercial Renovation	\$ 3,000.00	1
Accessory Buildings	\$ 76,200.00	3
Secondary Suites		
Industrial		
Institutional	\$ 795,000.00	1
Demolition	\$ 162,000.00	3
Other (Decks/Signs, etc.)	\$ 500.00	1
Total	\$ 3,484,700.00	17

August		
New Residential-SF	\$ 1,040,000.00	5
Reno. Residential	\$ 66,500.00	5
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 8,520.00	1
Accessory Buildings	\$ 48,000.00	2
Secondary Suites		
Industrial		
Institutional	\$ 700,124.00	1
Demolition	\$ 12,600.00	1
Other (Decks/Signs, etc.)	\$ 31,000.00	5
Total	\$ 1,906,744.00	20

August		
New Residential-SF	\$ 990,000.00	4
Reno. Residential	\$ 4,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 22,000.00	2
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 80,800.00	5
Total	\$ 1,096,800.00	13

August		
New Residential-SF	\$ 600,000.00	2
Reno. Residential	\$ 37,600.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 90,000.00	1
Accessory Buildings	\$ 1,000.00	2
Secondary Suites		
Industrial		
Institutional	\$ 150,000.00	1
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 878,600.00	9

August		
New Residential-SF	\$ 1,373,300.00	5
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 113,100.00	1
Accessory Buildings	\$ 2,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 50,300.00	4
Total	\$ 1,538,700.00	11

September		
New Residential-SF	\$ 570,000.00	2
Reno. Residential	\$ 50,400.00	1
Multi-Family Residential		
Commercial	\$ 320,000.00	1
Commercial Renovation	\$ 85,000.00	1
Accessory Buildings	\$ 25,000.00	1
Secondary Suites		
Industrial		
Institutional	\$ 20,450,000.00	3
Demolition		1
Other (Decks/Signs, etc.)	\$ 51,000.00	5
Total	\$ 21,551,400.00	15

September		
New Residential-SF	\$ 2,000,000.00	8
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 229,000.00	1
Demolition		
Other (Decks/Signs, etc.)	\$ 31,500.00	2
Total	\$ 2,260,500.00	11

September		
New Residential-SF	\$ 925,000.00	4
Reno. Residential	\$ 44,000.00	5
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 150,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 53,200.00	3
Other (Decks/Signs, etc.)		
Total	\$ 1,172,200.00	13

September		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

**Building Permit Stats Comparison
2016 - 2019**

Report ending AUGUST 2019

2016

2017

2018

2019

October		
New Residential-SF	\$ 2,115,000.00	9
Reno. Residential	\$ 73,500.00	5
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 70,000.00	1
Secondary Suites	\$ 30,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 11,768.00	2
Total	\$ 2,300,268.00	18

October		
New Residential-SF	\$ 783,742.60	3
Reno. Residential	\$ 76,000.00	7
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 130,000.00	2
Accessory Buildings	\$ 75,500.00	2
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 19,000.00	5
Total	\$ 1,086,242.60	20

October		
New Residential-SF		
Reno. Residential	\$ 33,500.00	3
Multi-Family Residential		
Commercial	\$ 900,000.00	1
Commercial Renovation		
Accessory Buildings		
Secondary Suites	\$ 18,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 2,200.00	2
Total	\$ 953,700.00	7

October		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total		

November		
New Residential-SF	\$ 672,000.00	3
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 94,750.00	1
Other (Decks/Signs, etc.)	\$ 43,677.31	2
Total	\$ 810,427.31	6

November		
New Residential-SF		
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 41,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		1
Total	\$ 61,000.00	3

November		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial	\$ 850,000.00	1
Commercial Renovation	\$ 60,000.00	3
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 116,761.00	1
Demolition		
Other (Decks/Signs, etc.)	\$ 16,000.00	1
Total	\$ 1,042,761.00	6

November		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

December		
New Residential-SF		
Reno. Residential	\$ 3,500.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 3,500.00	3
Total	\$ 7,000.00	4

December		
New Residential-SF		
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 25,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 19,000.00	2
Total	\$ 66,000.00	5

December		
New Residential-SF	\$ 1,500,000.00	5
Reno. Residential	\$ 129,000.00	8
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 1,629,000.00	13

December		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

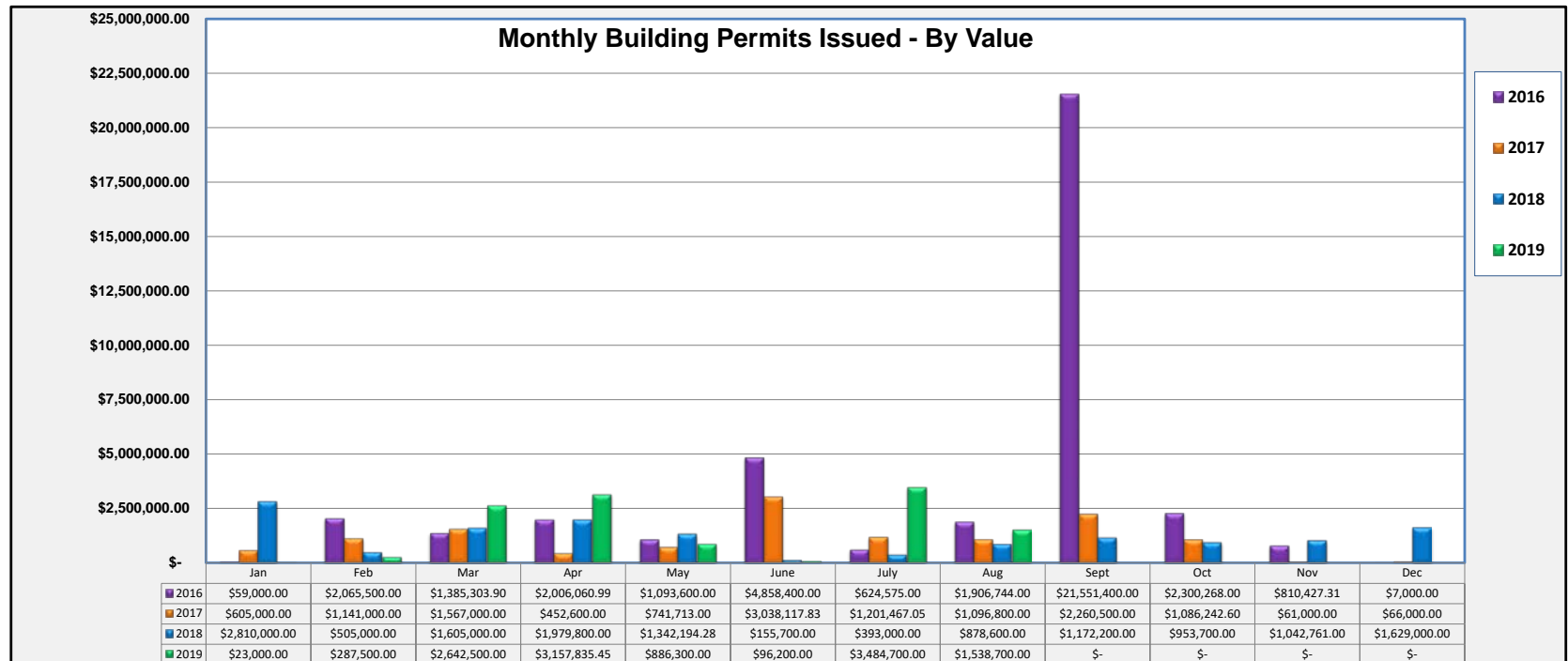
2016 Total \$ 38,668,279.20 157

2017 Total \$ 13,317,440.48 125

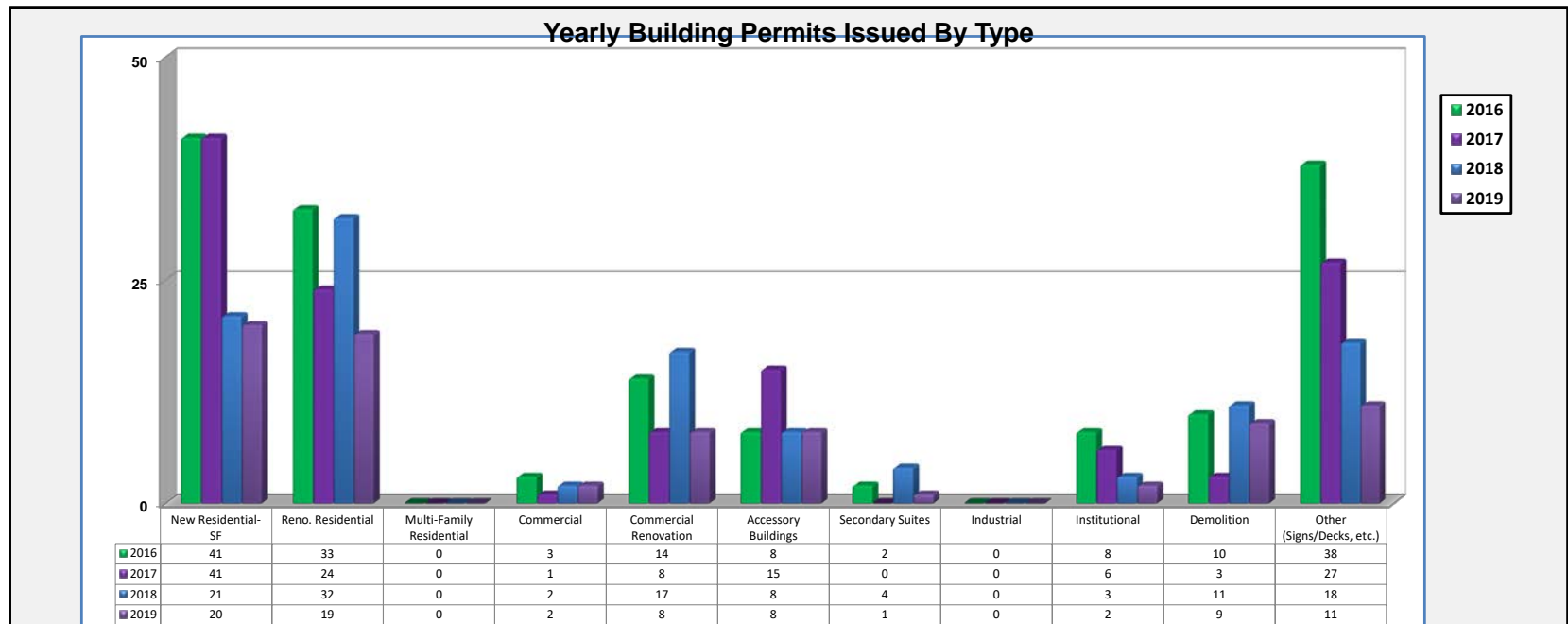
2018 Total \$ 14,466,955.28 116

2019 Total \$ 12,116,735.45 80

Data Summary - Building Permits by Value of Permits Issued				
	2016	2017	2018	2019
Jan	\$ 59,000.00	\$ 605,000.00	\$ 2,810,000.00	\$ 23,000.00
Feb	\$ 2,065,500.00	\$ 1,141,000.00	\$ 505,000.00	\$ 287,500.00
Mar	\$ 1,385,303.90	\$ 1,567,000.00	\$ 1,605,000.00	\$ 2,642,500.00
Apr	\$ 2,006,060.99	\$ 452,600.00	\$ 1,979,800.00	\$ 3,157,835.45
May	\$ 1,093,600.00	\$ 741,713.00	\$ 1,342,194.28	\$ 886,300.00
June	\$ 4,858,400.00	\$ 3,038,117.83	\$ 155,700.00	\$ 96,200.00
July	\$ 624,575.00	\$ 1,201,467.05	\$ 393,000.00	\$ 3,484,700.00
Aug	\$ 1,906,744.00	\$ 1,096,800.00	\$ 878,600.00	\$ 1,538,700.00
Sept	\$ 21,551,400.00	\$ 2,260,500.00	\$ 1,172,200.00	\$ -
Oct	\$ 2,300,268.00	\$ 1,086,242.60	\$ 953,700.00	\$ -
Nov	\$ 810,427.31	\$ 61,000.00	\$ 1,042,761.00	\$ -
Dec	\$ 7,000.00	\$ 66,000.00	\$ 1,629,000.00	\$ -
Total	\$ 38,668,279.20	\$ 13,317,440.48	\$ 14,466,955.28	\$ 12,116,735.45



Data Summary - Building Permits by Type of Permit Issued				
PERMIT TYPE	2016	2017	2018	2019
New Residential-SF	41	41	21	20
Reno. Residential	33	24	32	19
Multi-Family Residential	0	0	0	0
Commercial	3	1	2	2
Commercial Renovation	14	8	17	8
Accessory Buildings	8	15	8	8
Secondary Suites	2	0	4	1
Industrial	0	0	0	0
Institutional	8	6	3	2
Demolition	10	3	11	9
Other (Signs/Decks, etc.)	38	27	18	11
Total	157	125	116	80



**Development Permit Stats Comparison
2016 - 2019**

Report ending AUGUST 2019

2016			2017			2018			2019		
January			January			January			January		
New Residential-SF			New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 200.00	2
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 150.00	1
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 250.00	3	Other (Decks/Signs, etc.)	\$ 250.00	6	Other (Decks/Signs, etc.)	\$ 50.00	1
Total	\$ 400.00	5	Total	\$ 450.00	5	Total	\$ 450.00	8	Total	\$ 400.00	4
February			February			February			February		
New Residential-SF	\$ 300.00	3	New Residential-SF	\$ 500.00	5	New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation	\$ 250.00	1	Commercial Renovation	\$ 350.00	2	Commercial Renovation	\$ 100.00	1	Commercial Renovation	\$ 200.00	1
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites	\$ 150.00	1
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$200.00	4	Other (Decks/Signs, etc.)	\$300.00	6	Other (Decks/Signs, etc.)	\$425.00	6	Other (Decks/Signs, etc.)	\$275.00	5
Total	\$750.00	8	Total	\$850.00	13	Total	\$775.00	9	Total	\$625.00	7
March			March			March			March		
New Residential-SF	\$200.00	2	New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF	\$ 500.00	5
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial	\$ 250.00	1
Commercial Renovation	\$150.00	1	Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation	\$ 250.00	2
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$1,150.00	12	Other (Decks/Signs, etc.)	\$425.00	7	Other (Decks/Signs, etc.)	\$500.00	7	Other (Decks/Signs, etc.)	\$ 600.00	10
Total	\$1,500.00	15	Total	\$825.00	11	Total	\$900.00	11	Total	\$1,600.00	18

**Development Permit Stats Comparison
2016 - 2019**

Report ending AUGUST 2019

2016			2017			2018			2019		
April			April			April			April		
New Residential-SF	\$650.00	6	New Residential-SF	\$100.00	1	New Residential-SF	\$100.00	1	New Residential-SF	\$200.00	2
Reno. Residential			Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation		1	Commercial Renovation			Commercial Renovation			Commercial Renovation	\$200.00	1
Accessory Buildings	\$150.00	1	Accessory Buildings	\$300.00	3	Accessory Buildings	\$200.00	2	Accessory Buildings	\$50.00	1
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$1,275.00	17	Other (Decks/Signs, etc.)	\$625.00	7	Other (Decks/Signs, etc.)	\$350.00	6	Other (Decks/Signs, etc.)	\$400.00	6
Total	\$2,075.00	25	Total	\$1,225.00	13	Total	\$650.00	9	Total	\$850.00	10
May			May			May			May		
New Residential-SF	\$450.00	4	New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF	\$600.00	6
Reno. Residential	\$200.00	2	Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$150.00	1	Commercial Renovation	\$400.00	4
Accessory Buildings	\$100.00	1	Accessory Buildings	\$100.00	1	Accessory Buildings	\$100.00	1	Accessory Buildings	\$250.00	3
Secondary Suites			Secondary Suites			Secondary Suites	\$150.00	1	Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$1,075.00	15	Other (Decks/Signs, etc.)	\$750.00	10	Other (Decks/Signs, etc.)	\$575.00	7	Other (Decks/Signs, etc.)	\$275.00	5
Total	\$1,825.00	22	Total	\$1,450.00	17	Total	\$1,275.00	13	Total	\$1,525.00	18
June			June			June			June		
New Residential-SF	\$ 300.00	3	New Residential-SF	\$ 1,000.00	10	New Residential-SF			New Residential-SF	\$ 300.00	3
Reno. Residential	\$ 300.00	3	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 400.00	1	Commercial			Commercial			Commercial		
Commercial Renovation	\$ 400.00	4	Commercial Renovation	\$ 250.00	2	Commercial Renovation	\$ 150.00	1	Commercial Renovation		
Accessory Buildings	\$ 300.00	3	Accessory Buildings	\$ 300.00	3	Accessory Buildings	\$ 50.00	1	Accessory Buildings	\$ 50.00	1
Secondary Suites			Secondary Suites			Secondary Suites	\$ 300.00	2	Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 200.00	1	Institutional	\$ 450.00	2	Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 963.00	9	Other (Decks/Signs, etc.)	\$ 625.00	7	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)	\$ 400.00	6
Total	\$ 2,863.00	24	Total	\$ 2,625.00	24	Total	\$ 1,100.00	11	Total	\$ 750.00	10

**Development Permit Stats Comparison
2016 - 2019**

Report ending AUGUST 2019

2016			2017			2018			2019		
July			July			July			July		
New Residential-SF	\$ 600.00	6	New Residential-SF	\$ 300.00	3	New Residential-SF			New Residential-SF	\$ 400.00	4
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1
Multi-Family Residential	\$ 150.00	2	Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial	\$ 150.00	1	Commercial			Commercial		
Commercial Renovation	\$ 150.00	2	Commercial Renovation			Commercial Renovation	\$ 700.00	4	Commercial Renovation	\$ 450.00	4
Accessory Buildings	\$ 400.00	4	Accessory Buildings	\$ 500.00	5	Accessory Buildings	\$ 100.00	1	Accessory Buildings	\$ 200.00	3
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 500.00	1	Institutional	\$ 350.00	2	Institutional			Institutional	\$ 200.00	1
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 500.00	8	Other (Decks/Signs, etc.)	\$ 775.00	8	Other (Decks/Signs, etc.)	\$ 400.00	3	Other (Decks/Signs, etc.)	\$ 475.00	6
Total	\$ 2,300.00	23	Total	\$ 2,075.00	19	Total	\$ 1,200.00	8	Total	\$ 1,825.00	19
August			August			August			August		
New Residential-SF	\$100.00	1	New Residential-SF	\$400.00	4	New Residential-SF	\$600.00	6	New Residential-SF	\$450.00	4
Reno. Residential	\$100.00	1	Reno. Residential	\$100.00	1	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$200.00	1	Commercial Renovation	\$150.00	1	Commercial Renovation	\$250.00	2
Accessory Buildings	\$200.00	2	Accessory Buildings	\$200.00	2	Accessory Buildings	\$25.00	1	Accessory Buildings	\$150.00	3
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$400.00	2	Institutional			Institutional			Institutional	\$200.00	1
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$925.00	12	Other (Decks/Signs, etc.)	\$1,275.00	14	Other (Decks/Signs, etc.)	\$225.00	4	Other (Decks/Signs, etc.)	\$525.00	8
Total	\$1,725.00	18	Total	\$2,175.00	22	Total	\$1,000.00	12	Total	\$1,575.00	18
September			September			September			September		
New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 700.00	7	New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 200.00	2	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 300.00	3	Commercial			Commercial	\$ 250.00	1	Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$ 25.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 600.00	8	Other (Decks/Signs, etc.)	\$ 850.00	12	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)		
Total	\$ 1,125.00	14	Total	\$ 1,700.00	20	Total	\$ 850.00	8	Total		

**Development Permit Stats Comparison
2016 - 2019**

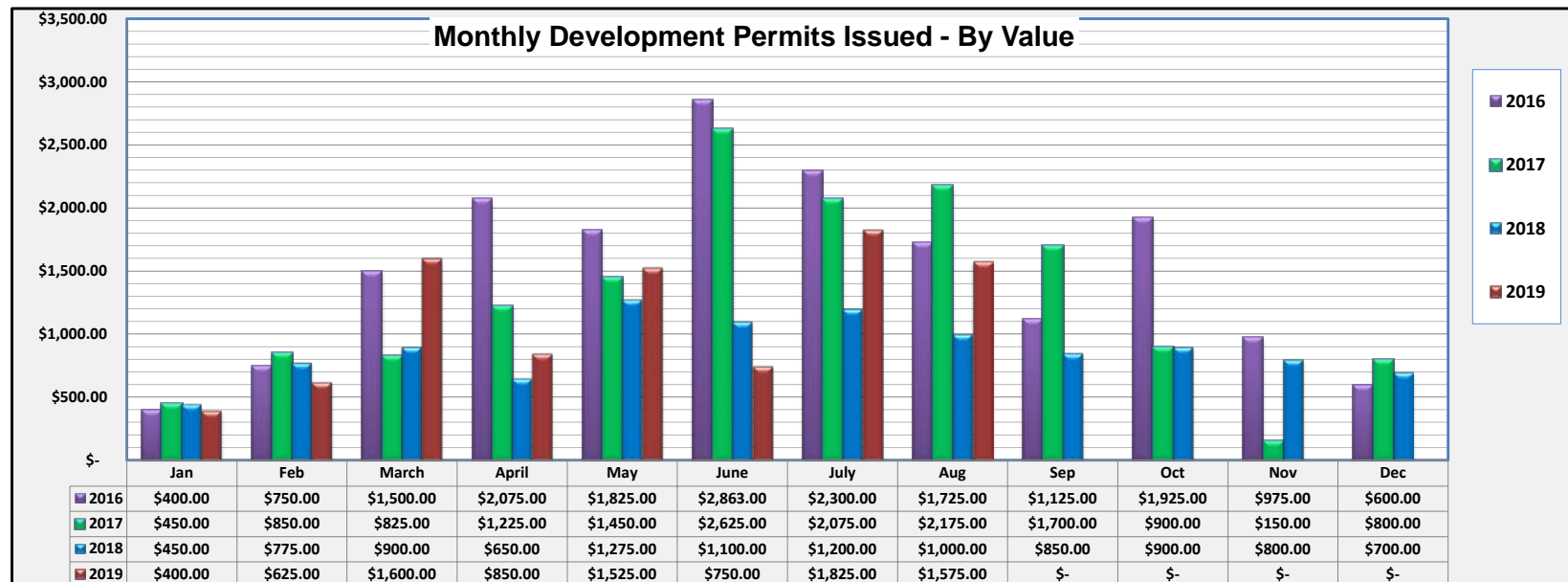
Report ending AUGUST 2019

2016			2017			2018			2019		
October			October			October			October		
New Residential-SF	\$ 1,100.00	11	New Residential-SF	\$ 200.00	2	New Residential-SF			New Residential-SF		
Reno. Residential	\$ 100.00	1	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial	\$ 200.00	1	Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 150.00	1	Commercial Renovation		
Accessory Buildings	\$ 150.00	1	Accessory Buildings	\$ 250.00	3	Accessory Buildings			Accessory Buildings		
Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 425.00	6	Other (Decks/Signs, etc.)	\$ 450.00	9	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)		
Total	\$ 1,925.00	20	Total	\$ 900.00	14	Total	\$ 900.00	8	Total		
November			November			November			November		
New Residential-SF	\$ 100.00	1	New Residential-SF			New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 350.00	3	Commercial Renovation		
Accessory Buildings			Accessory Buildings	\$50.00	1	Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 875.00	10	Other (Decks/Signs, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$ 350.00	5	Other (Decks/Signs, etc.)		
Total	\$ 975.00	11	Total	\$150.00	3	Total	\$ 800.00	9	Total		
December			December			December			December		
New Residential-SF			New Residential-SF			New Residential-SF	\$500.00	5	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 200.00	1	Commercial	\$ 150.00	1	Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation		
Accessory Buildings	\$ 50.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 200.00	2	Other (Decks/Signs, etc.)	\$ 650.00	6	Other (Decks/Signs, etc.)	\$100.00	2	Other (Decks/Signs, etc.)		
Total	\$ 600.00	5	Total	\$ 800.00	7	Total	\$700.00	8	Total		
2016 Total	\$ 18,063.00	190	2017 Total	\$ 13,200.00	171	2018 Total	\$ 9,900.00	106	2019 Total	\$9,150.00	104

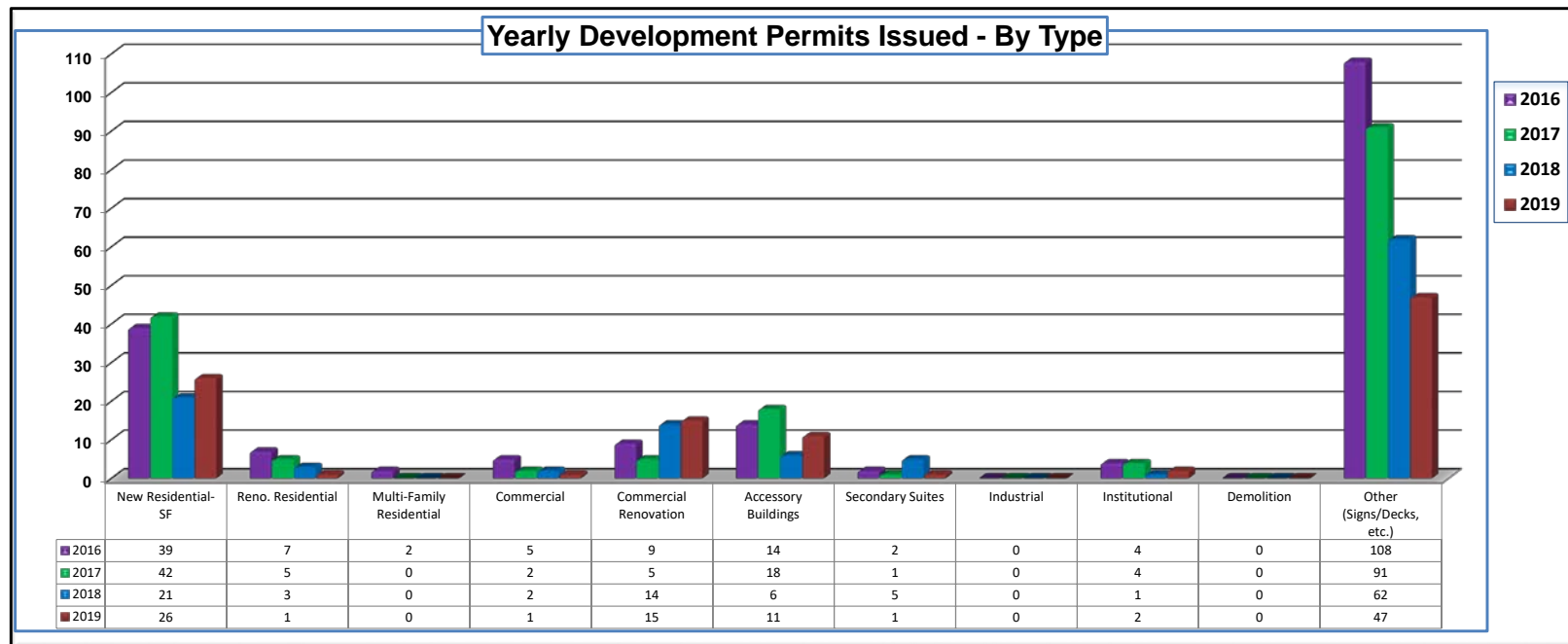
Development Permit Stats Comparison
2016 - 2019

Report ending AUGUST 2019

Data Summary - Monthly Development Permits by Value				
	2016	2017	2018	2019
Jan	\$ 400.00	\$ 450.00	\$ 450.00	\$ 400.00
Feb	\$ 750.00	\$ 850.00	\$ 775.00	\$ 625.00
March	\$ 1,500.00	\$ 825.00	\$ 900.00	\$ 1,600.00
April	\$ 2,075.00	\$ 1,225.00	\$ 650.00	\$ 850.00
May	\$ 1,825.00	\$ 1,450.00	\$ 1,275.00	\$ 1,525.00
June	\$ 2,863.00	\$ 2,625.00	\$ 1,100.00	\$ 750.00
July	\$ 2,300.00	\$ 2,075.00	\$ 1,200.00	\$ 1,825.00
Aug	\$ 1,725.00	\$ 2,175.00	\$ 1,000.00	\$ 1,575.00
Sep	\$ 1,125.00	\$ 1,700.00	\$ 850.00	\$ -
Oct	\$ 1,925.00	\$ 900.00	\$ 900.00	\$ -
Nov	\$ 975.00	\$ 150.00	\$ 800.00	\$ -
Dec	\$ 600.00	\$ 800.00	\$ 700.00	\$ -
Totals	\$ 18,063.00	\$ 15,225.00	\$ 10,600.00	\$ 9,150.00



Data Summary - Yearly Development Permit Type by Count as of Report Date				
	2016	2017	2018	2019
New Residential-SF	39	42	21	26
Reno. Residential	7	5	3	1
Multi-Family Residential	2	0	0	0
Commercial	5	2	2	1
Commercial Renovation	9	5	14	15
Accessory Buildings	14	18	6	11
Secondary Suites	2	1	5	1
Industrial	0	0	0	0
Institutional	4	4	1	2
Demolition	0	0	0	0
Other (Signs/Decks, etc.)	108	91	62	47
Total	190	168	114	104





STAFF REPORT

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

Meeting Date: September 10, 2019

Executive Summary:

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

Background:

PROTECTIVE SERVICES DEPARTMENT

Cold Lake Fire Rescue Highlights

Fire Calls – 27 in total

During the month of August there were twenty-seven (27) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to two (2) vehicle fires. One was for engine fire in a Ford Galaxy 500 which was extinguished with a fire extinguisher and checked over for extensions by fire crews. The engine received minor damage and the fire was deemed non-suspicious. The second fire was for a fully involved Ford F150 which was abandoned down a cut line. Fire crews were able to extinguish the fire quickly but the vehicle was a total loss and the fire was deemed suspicious. CLFR responded to two (2) motor vehicle collisions (mvc) during the month with none requiring extrication, and all requiring varying degrees of scene safety, traffic control, patient care, packaging and removal. One was a quad incident where fire crews went into the trail and packaged and brought the patient to the ambulance and the second was a rollover collision where the vehicle ended in the water. Fire crews used waterproof suits to ensure nobody was trapped inside and assist the tow truck with removal of the vehicle. Of the sixteen (16) alarm calls CLFR attended, all were deemed to be false alarms. Thirteen alarms were residential fire alarms and three were commercial/institutional fire alarms. The fire alarms activated included: nine from cooking smoke, four from shower steam, one from vaping, one due to changing the battery and one due to system malfunction. Finally, CLFR responded to seven (7) public/agency assistance and other calls which included one agency assist where crews were asked to set up a STARS landing zone and while mustering were stood down and two good intent calls for possible stranded boaters and a person floating in the water where in the first case another boater helped them and the second fire crews went to the location and found a floaty which was initially thought to be a person. There were also two public assist calls where a camp fire was left unattended in a wooded area and where a resident was burning grass on his lawn in city limits. The property owner was asked to extinguish the fire which he did. Fire crews also responded to a downed power line and once it was isolated crews extinguished a small grass fire.



Finally crews rescued a boy who got stuck in a swing at the park. Crews tried to free the boy by disassembling the seat but in the end had to cut him out to free him.

During the month CLFR responded twenty (20) times within City limits and seven (7) times in the MD of Bonnyville. Daytime response [0800-1600] (14) were the highest response times at 51.85%, followed by evening response [1600-2400] (12) at 44.45%, with overnight response [0000-0800] (1) being at 6.25%.

Accomplishments and Events

- Fire Hall Tours as part of Parent Link Program. Two groups of about 30 – Aug 1st.
- CLFR supported Aqua Days cooking & serving hot dogs to public on beach – Aug 4th.
- CLFR launched fireworks for Aqua Days to close out day's festivities – Aug 4th.
- Fire Chief met with CL First Nations DEM about CLFN fire department – Aug 12th.
- CLFR hosted NFPA 1002 Aerial Course. 8 students, 5 from CLFR – Aug 15th – 18th.
- CLFR participated in Cruisers Show & Shine with 1955 Parade Fire Truck – Aug 18th.
- Fire Chief & Deputy attended meeting in St. Paul to discuss EM training – Aug 20th.
- CLFR attended General Staff Meeting. Marlene-25 years, Hugh-10 years – Aug 21st.
- Two CLFR members attended course, Farm Extrication & Entrapment–Aug 23rd – 25th.
- CLFR supported Humane Society Bark in The Park Event - Sparky & Truck – Aug 25th.
- Alberta Emergency Management Agency (AEMA) Field Officer Review and audit of City of Cold Lake Community Emergency Management Program (CEMP). – Aug 26th.
- Supported Infrastructure Department-Fire Pond Testing at Transfer Station – Aug 27th.
- Protective Services 2019 Service Levels & 2020 budgets submitted for initial review.

RCMP Highlights

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

Municipal Enforcement Highlights

Items of Interest

- Municipal Enforcement assisted with the Aqua Day events. Peace Officers provided a visible presence and patrol services during the festivities and water front fireworks.
- Municipal Enforcement participated in a Peace Officer Meet and Greet at the Cold Lake FCSS where a demonstration of a patrol vehicle, equipment and tools used daily by Peace Officers was presented.



- Municipal Enforcement participated in the Brady Heights Park, block party along with FCSS staff.
- Municipal Enforcement conducted several patrols and provided a visible presence during the first Feast at the Beach event. Peace Officers liaised with staff and the public during the event.
- Municipal Enforcement deployed two Speed Awareness signs. Trial deployments were a success.
- Municipal Enforcement participated in the annual Show and Shine event, displaying the departments 2017 Dodge Charger. The attending Peace Officer conducted patrols of the event in addition to providing career and public safety information.
- Municipal Enforcement participated in the annual Bark in the Park, in support of the Lakeland Humane Society. The event was a great opportunity to meet the public and local dog owners.
- Municipal Enforcement saw the resignation of a Community Peace Officer and the Term Bylaw Officer position had concluded at the beginning of August.

Municipal Enforcement continues to provide education and enforcement initiatives in all Cold Lake school zones and playground zones. Municipal Enforcement continues to actively conduct patrols of the downtown core, marina, and alleys within their divisions. Beach recreational areas, outdoor ice rinks and recreational green spaces within the City are patrolled regularly. Patrols consisted of three hundred and eighteen (318) for the month of August. The patrols allow Peace Officers to liaise with community partners; and provide members of the public with education, while addressing areas of concern with a visible enforcement presence. In August, Peace Officers conducted eighty-five (85) traffic initiatives resulting in thirty-two (32) traffic stops and thirty-seven (37) tickets being issued. Patrols throughout the community parks, City facilities consisted of one hundred and eighty-six (186), while neighborhood and business area patrols one-hundred and thirty-two (132) patrols and three (3) JFO foot patrols with RCMP. Officers addressed thirty-two (32) property standard concerns throughout the community. Municipal Enforcement worked on thirty-three (33) animal related calls for service.

Energy Centre (School Year Start) September 2018

- Seventy-three (73) patrols of the facility and surrounding premises were conducted in August
- Public interactions are regularly being made at the facility. Peace Officers continually liaise with school staff, students and City staff.
- CPO Collector Cards continually promoted throughout the community as part of the Junior Investigator program. Additional public safety programs to follow with FCSS.
- School zone safety and presentations continue to be conducted on regular basis.

Bylaw Enforcement Program

- The Term Bylaw Officer program concluded in August. The program conclude with three hundred and ninety-nine (399) proactive contacts made resulting in eighty four (84) files generated. Nine-teen (19) Recreational Vehicle Trailer concerns were



addressed along with, one (1) animal control related matter and sixty-four (64) property standard issues addressed.

FAMILY COMMUNITY SOCIAL SERVICES DEPARTMENT

FCSS and Parent Link Highlights

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

RECREATIONAL DEPARTMENT

Recreation and Parks Highlights

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

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

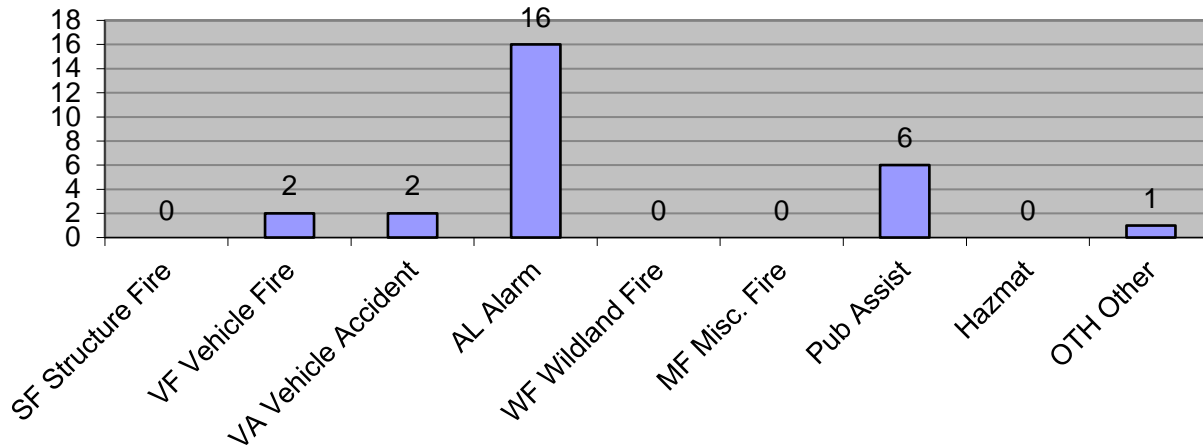
Submitted by:

Kevin Nagoya, Chief Administrative Officer

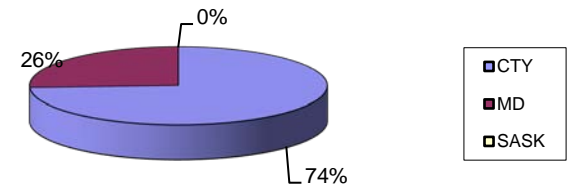
August 2019 Fire Responses

MONTH	TOTAL	SF Structure Fire	VF Vehicle Fire	VA Vehicle Accident	AL Alarm	WF Wildland Fire	MF Misc. Fire	Pub Assist	Hazmat	OTH Other	CTY	MD	SASK
Aug 2019	27	0	2	2	16	0	0	6	0	1	20	7	0
<i>2019 Totals</i>	<i>202</i>	<i>9</i>	<i>15</i>	<i>33</i>	<i>87</i>	<i>16</i>	<i>7</i>	<i>31</i>	<i>0</i>	<i>4</i>	<i>127</i>	<i>72</i>	<i>3</i>

August 2019 - Incidents by Type



August 2019 - Incidents by Location



Aug-19

Totals

0	Structure Fire
2	Vehicle Fire (1-City,1-MD) [1-Car,non-supicious,1-Truck,suspicious]
2	Vehicle Accident (1-City,1-MD) [1-Quad,1 Automobile]
16	Alarm (15-City,1-MD) [13-Residential & 3-Commercial fire detector]
0	Wildland Fire
0	Misc. Fire
0	Hazmat
7	Oth/Pub Assist(3-City,4-MD)[STARS,waterx2,rescue,fire pitx2,powerline]
27	(14 Calls for Station #3, 13 Calls for Station #4, 0 calls with both) (20-City Calls, 7-MD Calls, 0-Sask Calls)

Aug-18

Totals

1	Structure Fire (1-City) [Hot tob & siding,non-suspicious]
2	Vehicle Fire (2-MD) [1-Camper Trailer,1-Automobile, both non-suspicious]
1	Vehicle Accident (1-MD) [1-Quad]
9	Alarm (6-City,3-MD) [6-Residential & 1-Commercial fire detector,2-CO]
0	Wildland Fire
0	Misc. Fire
0	Hazmat
3	Oth/Pub Assist(2-City,1-MD)[investigate smoke/odorx2,tree on powerline]
16	(7 Calls for Station #3, 9 Calls for Station #4, 0 calls with both) (9-City Calls, 7-MD Calls, 0-Sask Calls)

**** At the end of August 2019 Cold Lake Fire-Rescue has responded to 202 calls as compared to 197 calls at the end of August 2018 ****

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

September-03-19

CATEGORY	2018		2019		% Change	
	Aug/18	YTD	Aug/19	YTD	August	YTD
Homicide	0	0	0	1	0.0%	100.0%
Offences Related to Death	0	2	0	0	0.0%	-100.0%
Robbery	2	8	0	12	-100.0%	50.0%
Sexual Assaults	0	11	0	10	0.0%	-9.1%
Other Sexual Offences	0	3	0	5	0.0%	66.7%
Assault	56	215	21	157	-62.5%	-27.0%
Kidnapping/Hostage/Abduction	0	7	1	7	100.0%	0.0%
Extortion	0	1	1	2	100.0%	100.0%
Criminal Harassment	0	41	8	56	800.0%	36.6%
Uttering Threats	6	58	5	57	-16.7%	-1.7%
Other Persons	0	0	0	1	0.0%	100.0%
TOTAL PERSONS	64	346	36	308	-43.8%	-11.0%
Break & Enter	16	72	20	112	25.0%	55.6%
Theft of Motor Vehicle	9	61	7	78	-22.2%	27.9%
Theft Over	2	11	2	11	0.0%	0.0%
Theft Under	28	200	48	252	71.4%	26.0%
Possn Stn Goods	2	26	4	41	100.0%	57.7%
Fraud	5	59	12	89	140.0%	50.8%
Arson	0	0	0	2	0.0%	200.0%
Mischief To Property	50	357	115	759	130.0%	112.6%
TOTAL PROPERTY	112	786	208	1344	85.7%	71.0%
Offensive Weapons	3	19	1	23	-66.7%	21.1%
Public Order	0	0	0	3	0.0%	300.0%
OTHER CRIMINAL CODE	62	446	56	509	-9.7%	14.1%
TOTAL OTHER CRIMINAL CODE	65	465	57	535	-12.3%	15.1%
TOTAL CRIMINAL CODE	241	1597	301	2187	24.9%	36.9%
Drug Enforcement - Production	0	0	0	0	0.0%	0.0%
Drug Enforcement - Possession	0	12	2	15	200.0%	25.0%
Drug Enforcement - Trafficking	2	31	1	12	-50.0%	-61.3%
Drug Enforcement - Other	0	1	0	1	0.0%	0.0%
Total Drugs	2	44	3	28	50.0%	-36.4%
Federal - General	0	2	0	8	0.0%	300.0%
TOTAL FEDERAL	2	46	3	36	50.0%	-21.7%
Liquor Act	6	41	6	62	0.0%	51.2%
Other Provincial Stats	23	165	23	184	0.0%	11.5%
Total Provincial Stats	29	206	29	246	0.0%	19.4%
Municipal By-laws Traffic	1	6	1	7	0.0%	16.7%
Municipal By-laws	6	63	13	76	116.7%	20.6%
Total Municipal	7	69	14	83	100.0%	20.3%
Fatals	0	0	0	0	0.0%	0.0%
Injury MVAS	0	5	0	3	0.0%	-40.0%
Property Damage MVAS (Reportable)	20	147	12	154	-40.0%	4.8%
Property Damage MVAS (Non Reportable)	1	19	1	16	0.0%	-15.8%
TOTAL MVAS	21	171	13	173	-38.1%	1.2%
Provincial Traffic	81	512	49	507	-39.5%	-1.0%
Other Traffic	0	4	0	7	0.0%	75.0%
Criminal Code Traffic	16	87	0	3	-100.0%	-96.6%
Common Police Activities						
False Alarms	29	320	19	140	-34.5%	-56.3%
False/Abandoned 911 Call	37	288	76	446	105.4%	54.9%
Prisoners Held	21	130	18	138	-14.3%	6.2%
Written Traffic Warnings	0	60	1	32	100.0%	-46.7%
Persons Reported Missing	5	31	12	42	140.0%	35.5%
Request to Locate	4	38	6	59	50.0%	55.3%
Abandoned Vehicles	7	40	4	56	-42.9%	40.0%
VSU Accepted/Declined	50	333	9	264	-82.0%	-20.7%

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

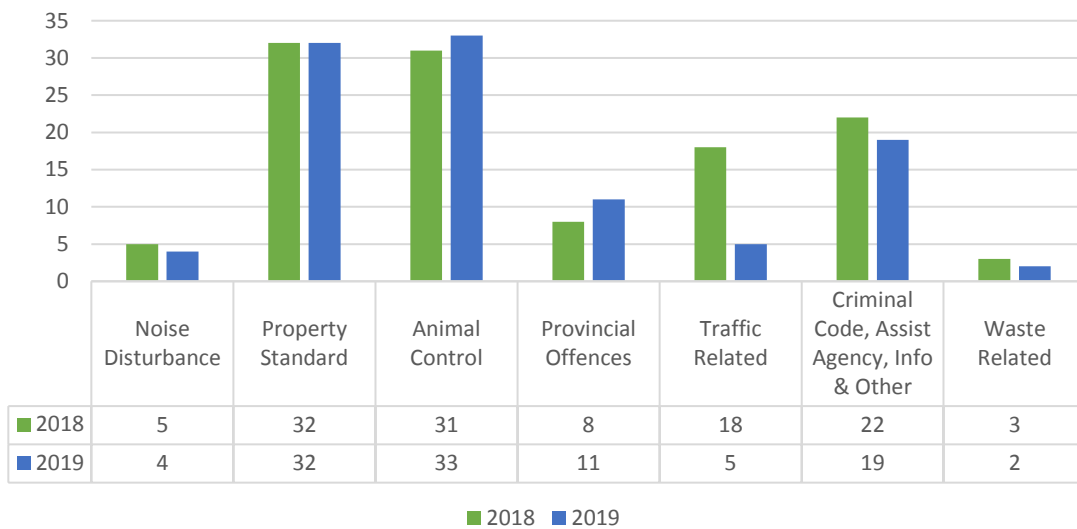
CATEGORY TOTALS	Aug-18	Aug-19	% Change
CRIMINAL CODE PERSONS	64	36	-43.8%
CRIMINAL CODE PROPERTY	112	208	85.7%
CRIMINAL CODE OTHER	65	57	-12.3%
TOTAL CRIMINAL CODE	241	301	24.9%

CATEGORY TOTALS	2018 - YTD	2019 - YTD	% Change
CRIMINAL CODE PERSONS	346	308	-11.0%
CRIMINAL CODE PROPERTY	786	1344	71.0%
CRIMINAL CODE OTHER	465	535	15.1%
TOTAL CRIMINAL CODE	1597	2187	36.9%

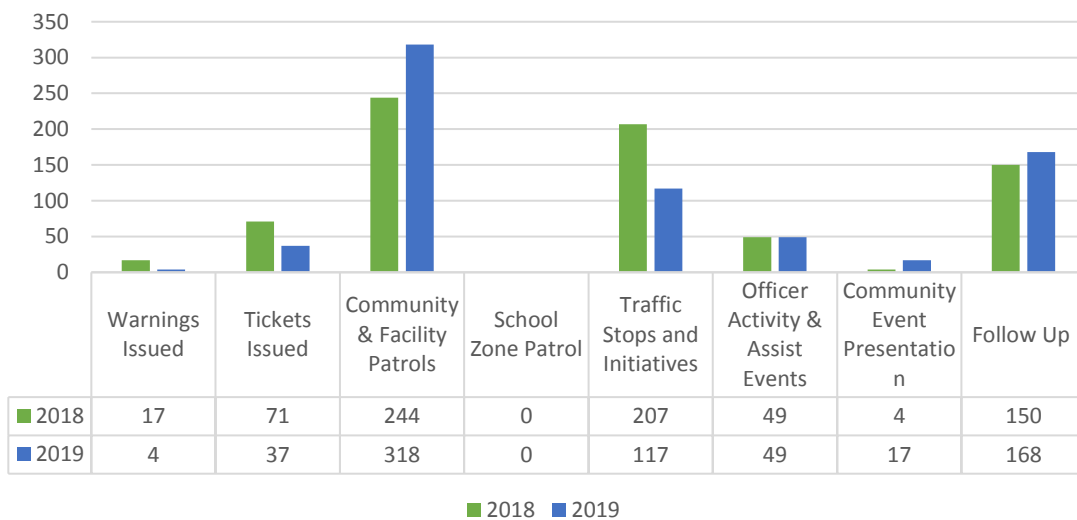
CLEARANCE RATES	Aug-18	Aug-19
CRIMINAL CODE PERSONS	67%	69%
CRIMINAL CODE PROPERTY	30%	22%
CRIMINAL CODE OTHER	83%	47%
TOTAL CRIMINAL CODE	54%	32%

CLEARANCE RATES	2018 - YTD	2019 - YTD
CRIMINAL CODE PERSONS	76%	52%
CRIMINAL CODE PROPERTY	39%	26%
CRIMINAL CODE OTHER	76%	63%
TOTAL CRIMINAL CODE	58%	39%

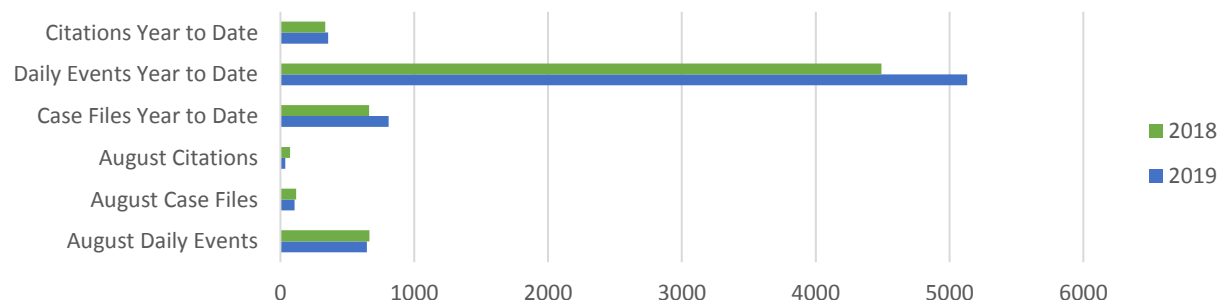
August 2019 - Calls For Service



August 2019 - Tickets/Warnings & Daily Events



2018 & 2019 - Year To Date





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

2019

Report to Chief Administrative Officer

FCSS ADMINISTRATION		
INFORMATION AND REFERRALS	Aug-19	YTD 2019
FCSS	208	1802
PLC	53	601
Community	113	638
INTERAGENCY	Aug-19	YTD 2019
Information Sharing	12	135
INITIATIVES	Aug-19	YTD 2019
FCSS/PLC Room Rentals	9	157
Block Party Participants	75	230
Community Rental Participants	110	3465
Baby Bags	65	380
SERVICES	Aug-19	YTD 2019
Resource Library	26	418
Forms and Assistance	28	222
Impact of FCSS Grants	0	690
Meals on Wheels	0	889
Counselling	26	129
MARKETING AND SOCIAL MEDIA	Aug-19	YTD 2019
Infomall – Calendar views	56	323
Infomall – Page views	96	930
Infomall – Page subscribers	119	903



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

2019

Report to Chief Administrative Officer

COMMITTEES AND PARTNERSHIPS		
MEETINGS	Aug-19	YTD 2019
Committee and Partnership Meetings	8	54
EVENTS	Aug-19	YTD 2019
Bully Free Committee Workshops and Events	0	150
Early Childhood Development Coalition	0	496
Additional Committee Events	0	76
PROGRAMMING		
CHILD AND YOUTH	Aug-19	YTD 2019
Life Skills and Social Competency	6	108
Social Skills and Development	45	567
Youth Advocacy and Empowerment	0	285
Character Education	0	200
ADULT	Aug-19	YTD 2019
Personal Growth	12	255
Seniors Services	0	498
Emergency Social Services	0	0
FAMILY AND COMMUNITY	YTD 2019	
Family Support	12	120
Family Workshops	0	418
Community Events	0	409



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

2019

Report to Chief Administrative Officer

VOLUNTEER SERVICES		
RECRUITMENT AND PROGRAMMING	Aug-19	YTD 2019
Volunteer Recruitment	2	17
Volunteer Appreciation Event	0	175
govolunteer.ca Postings	0	5
Volunteer Hours	106.4	1200.9
Number of Volunteers	33	289
CVITP Files Processed	9	337
Volunteer Inquiries	6	34
Volunteer Requests	6	35
PARENT LINK CENTRE		
PROGRAM ATTENDANCE AND HOURS	Aug-19	YTD 2019
Unique Drop-ins	133	1876
Drop-in Attendance	1433	12681
Programming Attendance	4	347
Program Hours	149	1359
PARENT LINK OUTREACH		
PROGRAM ATTENDANCE	Aug-19	YTD 2019
Parent Outreach	0	0
Community Education	0	10
Parent and Child Programming	342	1011
SPECIAL TRANSPORTATION		
RIDERS	Aug-19	YTD 2019
Number of Riders	480	3837
Number of Riders Turned Away	7	196
SUPPORT RIDERS		
Aug-19	YTD 2019	
Assistants/Staff Support/Volunteers	40	578



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

2019

Report to Chief Administrative Officer

FAMILY SERVICES - LIFE COACHING		
SERVICE	Aug-19	YTD 2019
Life Coaching Clients Served	12	128
Parent Support	8	107
USER GROUP	Aug-19	YTD 2019
1 – 12 years	3	30
Teens	2	32
Adults	9	90
Couples	2	37
Families	4	50
REFERRED TO	Aug-19	YTD 2019
Alberta Health Services - Mental Health	1	42
Alberta Health Services - Addictions	0	21
Alberta Health Services	3	44
LCFASD	0	9
Private Service	5	83
REFERRED FROM	Aug-19	YTD 2019
Self-Referred	2	55
Advertising / Online	0	30
FCSS Programs Attendance	5	45
Friend / Family Member	4	32
Child and Family Services/Social Services	3	23
Probation	2	7
Mental Health	4	38
CLIENT ISSUES	Aug-19	YTD 2019
Anger/Conflict Management	3	80
Relationship Issues	4	98
Parent-Teen Conflict	2	53
Parenting	6	115
Self-Esteem	12	146
Co-Parenting	2	27
Goal-Setting	9	157

Cold Lake Golf & Winter Club

Monthly Report for August 2019

Projects

COMPLETED:

Roller Derby Rink Rentals
 Legault 4-Wing Sports Day—Aug 1
 Junior Open—Aug 8
 4CES & 412 Sq Sports Days —Aug 9
 CLGWC Scramble—Aug 11
 City Social Tournament—Aug 17
 Club Championships—Aug 24-25
 4OSS Golf Day—Aug 29
 Drainage—Hole 3, 4 sodded

CURRENT AND FUTURE:

Ice Plant Compressors Installed and startup
 Put in Curling Rink Ice & Start Curling Season
 Pump water from low areas of the golf course
 Aeration of Greens, Tees and Fairways
 Curling Season ProShop Stock
 Valour Place Fundraiser Golf Day—September 8
 Swing & Sweep—September 13-15
 Ladies (Sept 17) and Men's Wrap Up (Sept 11)

Statistics

	JUL	AUG	SEP	YEAR TOTAL
Golf Memberships 2019	5	1		130
Golf Memberships 2018	6	7		90
Members Weekday 2019	568	481		2144
Members Weekend 2019	334	323		1413
Guests Weekday 2019	723	602		2497
Guests Weekend 2019	765	631		2486
Driving Range 2019	922	193		1051
Driving Range 2018	141	131		808
Power Cart 2019	567	587		2163
Power Cart 2018	611	929		2552
Pull Cart 2019	11	20		75
Pull Cart 2018	26	13		103
Club Rental 2019	30	51		178
Club Rental 2018	39	44		231
Ice Rental Hourly 2019	0	0		1029
Ice Rental Hourly 2018	0	0		676

Operations

Golf Leagues

Tuesday—Ladies
 Wednesday—Men's
 Wednesday—Seniors

Memberships

Memberships are being sold daily.
 Memberships will be advertised at 80% off to help encourage new golfers for the end of the year.

Maintenance Program

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

Weeds are being sprayed to reduce impact to turf. Irrigation continues as needed and repairs to system ongoing.

New Surrounds mower purchased and in use around trees, sand traps, and on slopes.

CLGWC

Golf Course Hours are 7am-9pm weather permitting. Hours will move to 8—8:30 to account for light and frost. Curling rink start-up and ice preparations have begun.

Pro Shop

2018 and 2019 Stock is moving. Odd sizes of old stock are put on sale. 2020 stock ordering ideas are being looked at and planned.

Cold Lake Energy Centre

Monthly Report for August 2019

Projects

COMPLETED:

We held Nerf Wars on August 10th and had 44 kids registered.

Movie at the Beach was cancelled and held at the Energy Centre due to weather and we had 35 people enjoy the movie.

Bouncy Castle Day took place on August 18th and 35 youth joined us.

Friday Night Fun was scheduled for August 23rd and we had 15 kids register for this program.

We held our first Bubble Chase 5K Run and we had 250 participants. It was a success and everyone had a fantastic time. Aqua Days was also successful even without the water events.

CURRENT & FUTURE:

Nerf Wars—September 8

Terry Fox Run—September 15

Friday Night Fun—September 20

Bouncy Castle Day—September 28

Child Mind Program also begins on September 9 for the season.

Statistics

<i>Memberships</i>	JUL	AUG	SEP	Year Total
New '19	272	492		2536
Passes Scanned '19	4618	4928		45347
Drop Ins '19	429	462		4174

<i>Climbing Wall Memberships</i>	JUL	AUG	SEP	Year Total
New '19	12	20		106
Drop Ins '19	484	455		3102
Rentals '19	9	3		37

<i>Fitness Classes</i>	JUL	AUG	SEP	Year Total
Drop Ins '19	0	0		128
Classes '19	0	31		185

<i>Facility Rentals</i>	JUL	AUG	SEP	Year Total
Imp. Oil Place '19	9.75	172.75		390.75
Phase III Arena '19	0	0		1035.50
Field House '19	17	22		876.50
North Arena '19	8	0		360.75

<i>Marina</i>	JUL	AUG	SEP	Year Total
Slips—Paid	0	0		215
Days Sub-Lease	311	356		719

Operations

Fitness Class Sessions

Fitness classes Fall schedule came out and registration has started. We have contracted a new instructor and have added some new classes. Some classes are included with a membership and seem to be well received.

Drop In Programs

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

Memberships

We held our yearly sale August 23-25 and had a great turn out. Sales for yearly, monthly and day passes are being processed on daily basis as needed for entry into the Wellness Centre facility and the Rock Wall.

Front Desk

Front Desk Receptionists have been busy with Marina Contracts, Fitness Registrations and Rock Wall drop ins and Memberships.

Recreation Programming

Community Registration Night was held on August 22 and had 78 booths/organizations attend. The youth and adult seasonal sports organizations have wrapped up for the summer.

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

Parks and Recreation

Monthly Report For August 2019

Projects

COMPLETED:

Forest Height Playground install is complete and open for public use.

Storage garage building is complete.

CURRENT & FUTURE:

Install of 4 Wing Playground scheduled for end of September.

Lighting retrofit in the Imperial Oil Place Arena has begun. Installation on hold while facility staff complete the ice making process.

Harvesting of weeds in the Cold Lake Marina has been scheduled for August 29th.

Removal of Zip Line and Swim Markers scheduled for 2nd week in September

Aeration and topdressing of all Sportsfields over the coming weeks

Statistics

Hours	JUL	AUG	SEP	Year Total
Figure Skating'19	0	9.5		230.75
Figure Skating'18	0	9	43	276.5
C League'19	0	0		58.75
C League'18	0	0	13	45.0
Jr B Ice'19	0	24		88.75
Jr B Ice'18	0	17.52	35	107.75
Master Old Tim'19	0	0		15.5
Master Old Tim'18	0	0	0	19.0
Minor Hockey'19	0	10.5		566
Minor Hockey'18	0	0	238	942.0
Cold Timers'19	0	0		28.5
Cold Timers'18	0	0	0	33.50
Cold Lake Rec'19	0	0		25.50
Cold Lake Rec'18	0	0	0	35.0
Jr A Wings '19	0	0		88.25
Jr A Wings '18	0	0	37	37
Jr A Hornets '19	0	3.5		3.5
Women's Hockey'19	0	0		19.50
Women's Hockey'18	0	0	0	16.25
Casual/Camps'19	0	125.25		340
Casual/Camps'18	0	12.5	31	187.5
Slopitch'19	230	0		492
Slopitch'18	0	0	0	0
Baseball'19	8	0		324
Baseball'18	0	0	0	0
Soccer'19	26	0		862
Soccer '18	0	0	0	0
Rugby'19	16	0		136
Rugby'18	0	0	0	0
Lacrosse'19	8.5			273.50
Lacrosse'18	0	0	0	0

Operations

Administration

Working on 2020 Budget proposals (Operational and Capital). Also completed service level report.

Grandstand/Turf Field

Operational staff fertilizing sodded turf areas reading facility for fall/high school football season

Energy Centre

New Arena open for season on August 13th. Operational staff now working on making ice in Imperial Oil Place Arena.

Marina

Operational hours reduced to 8 a.m. to 8 p.m. after the Labour Day weekend.

Imperial Park

Midget provincials hosted at the facility. Hats off to facility staff in preparing the facility—job well done!!

Staffing

All summer students have left to return to their post secondary studies. Thank you for your services.