



**Council - Regular Meeting
Agenda**

Tuesday, October 8, 2019

6:00 p.m.

Council Chambers

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- 16.2 Land Acquisition Opportunity
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- 16.4 Land Sale
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- 16.6 City Land Available for Sale - 4015-50 Street (Lot 5, Block 7, Plan 192 2167)
- 16.7 Cold Lake First Nations - IR149A

17. ADJOURNMENT



STAFF REPORT

Title: Council - Regular Meeting September 10, 2019

Meeting Date: October 8, 2019

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held September 10, 2019 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, September 10, 2019

6:00 p.m.

Council Chambers

Council Present: Mayor Craig Copeland
Councillor Bob Buckle
Councillor Jurgen Grau
Councillor Duane Lay
Councillor Vicky Lefebvre
Councillor Kirk Soroka
Councillor Chris Vining (6:17 p.m.)

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

Staff Absent: Executive Secretary Cindy Reimer

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CRM20190910.1001

Moved by Councillor Buckle

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

Add New Business Item 9.9 Cold Lake Bicycle Skills Park and Trails, Ride, Training
Centre Master Plan - Phase 1 Implementation.

Carried Unanimously

DISCLOSURE OF INTEREST

Councillor Grau declared a disclosure of interest with respect to New Business Item 9.7 Request for Funding - Cold Lake Alpine Ski Society - 2019 Goggles in October Event Sponsorship.

MINUTES APPROVAL

Council - Regular Meeting August 27, 2019

Resolution # CRM20190910.1002

Moved by Councillor Lay

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

Carried Unanimously

Council - Special Meeting September 4, 2019

Resolution # CRM20190910.1003

Moved by Councillor Soroka

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

Carried Unanimously

PUBLIC QUESTION PERIOD

None.

PUBLIC HEARINGS

None.

DELEGATIONS

None.

OLD BUSINESS

None.

NEW BUSINESS

2019 Capital Projects Update

Resolution # CRM20190910.1004

Moved by Councillor Lefebvre

That Council accept the 2019 Capital Project Update presentation as information.

Carried Unanimously

Councillor Vining entered the meeting at this time being 6:17 p.m.

Franchise Agreement - ATCO Electric

Resolution # CRM20190910.1005

Moved by Councillor Lay

That Council maintain the Electrical Franchise Fee at 4.25% of distribution revenue.

Carried Unanimously

Request for Support Regarding Impact of Mortgage Stress Test

Resolution # CRM20190910.1006

Moved by Councillor Soroka

That Council support concerns over the negative impact of the mortgage stress test, and direct Administration to liaise with the City of Lethbridge, the AUMA, and the local chapter of Building Industry & Land Development Association (BILD) Alberta on possible future collective action.

Carried Unanimously

Cold Lake Recreation and Culture Advisory Committee Resignation

Resolution # CRM20190910.1007

Moved by Councillor Lefebvre

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

Carried Unanimously

Government of Alberta - Proposed Police Costing Model Engagement

Resolution # CRM20190910.1008

Moved by Councillor Buckle

That Council direct Administration to provide a letter to the Alberta Urban Municipalities Association (AUMA) articulating the City of Cold Lake's feedback in regards to the Government of Alberta's proposed police costing model.

Carried Unanimously

Nomination for Appointment to Northeast Caribou Sub-Regional Task Force

Resolution # CRM20190910.1009

Moved by Councillor Soroka

That Council accept 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.

Carried Unanimously

Having declared a disclosure of interest with respect to New Business Item
9.7 Request for Funding - Cold Lake Alpine Ski Society - 2019 Goggles in October Event Sponsorship, Councillor Grau left the meeting at this time being 7:12 p.m.

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

Resolution # CRM20190910.1010

Moved by Councillor Lefebvre

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).

Carried Unanimously

Councillor Grau re-entered the meeting at this time being 7:12 p.m.

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

Resolution # CRM20190910.1011

Moved by Councillor Vining

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 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.

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

Opposed (2): Councillor Grau and Councillor Lefebvre

Carried

Resolution # CRM20190910.1012

Moved by Councillor Grau

That the meeting be recessed at this time being 7:29 p.m., and reconvened at the call of the Chair.

Carried Unanimously

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

Cold Lake Bicycle Skills Park and Trails, Ride, Training Centre Master Plan - Phase 1 Implementation

Resolution # CRM20190910.1013

Moved by Councillor Grau

That Council authorize Administration to commence with the Phase One (1) development of the Cold Lake Bicycle Skills Park and Trails, Ride, Training Centre Master Plan as budgeted in the 2019 Capital Budget.

Carried Unanimously

COMMITTEE REPORTS

Minutes June 6, 2019 Economic Development Advisory Committee

Information.

Minutes June 24, 2019 Cold Lake Library Board

Information.

STAFF REPORTS

Chief Administrative Officer's Monthly Report - August 2019

Information.

Report to Chief Administrative Officer - Corporate Services - August 2019

Information.

Report to Chief Administrative Officer - Infrastructure Services - August 2019

Information.

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

Information.

Report to Chief Administrative Officer - Community Services - August 2019

Information.

COUNCIL HIGHLIGHTS/ REPORTS

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

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

None.

QUESTIONS

None.

Resolution # CRM20190910.1014

Moved by Councillor Vining

That the meeting be recessed at this time being 8:20 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 8:33 p.m.

IN CAMERA

Member-at-Large Appointment - Economic Development Advisory Committee

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

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

- FOIP Section 17, Disclosure harmful to personal privacy

Resolution # CRM20190910.1015

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 8:35 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 - Economic Development Advisory Committee.

Carried Unanimously

Resolution # CRM20190910.1016

Moved by Councillor Lefebvre

That the meeting come "Out-of-Camera" at this time being 8:36 p.m.

Carried Unanimously

Resolution # CRM20190910.1017

Moved by Councillor Vining

That Council appoint Kim Warnke to the Economic Development Advisory Committee, as recommended by the Economic Development Advisory Committee, for a two (2) year term to expire October 2021.

Carried Unanimously

Amendment to the Memorandum of Understanding 4 Wing - Municipal Grants and Services

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

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

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

Resolution # CRM20190910.1018

Moved by Councillor Soroka

That the meeting go "In-Camera" at this time being 8:36 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to an Amendment to the Memorandum of Understanding 4 Wing - Municipal Grants and Services.

Carried Unanimously

Resolution # CRM20190910.1019

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 9:13 p.m.

Carried Unanimously

Resolution # CRM20190910.1020

Moved by Councillor Grau

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

Carried Unanimously

Agreement - Improvement District (ID) No. 349

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

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

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

Resolution # CRM20190910.1021

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 9:13 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to an Agreement - Improvement District (ID) No. 349.

Carried Unanimously

Resolution # CRM20190910.1022

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 9:51 p.m.

Carried Unanimously

Inter-Municipal Collaboration Framework (ICF) Discussion Paper

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

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

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

Resolution # CRM20190910.1023

Moved by Councillor Soroka

That the meeting go "In-Camera" at this time being 9:51 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to the Inter-Municipal Collaboration Framework (ICF) Discussion Paper.

Carried Unanimously

Resolution # CRM20190910.1024

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 10:03 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20190910.1025

Moved by Councillor Soroka

That the meeting be adjourned at this time being 10:03 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Council - Corporate Priorities Committee Meeting September 17, 2019

Meeting Date: October 8, 2019

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's Corporate Priorities Committee meeting held September 17, 2019 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Corporate Priorities Committee Meeting Minutes

Tuesday, September 17, 2019

6:00 p.m.

Council Chambers

Council Present: Mayor Craig Copeland
Councillor Bob Buckle
Councillor Jurgen Grau
Councillor Vicky Lefebvre
Councillor Kirk Soroka (Via Teleconference)
Councillor Chris Vining

Council Absent: Councillor Duane Lay

Staff Present: Chief Administrative Officer Kevin Nagoya
General Manager of Corporate Services Linda Mortenson
General Manager of Infrastructure Services Azam Khan
General Manager of Community Services Glenn Barnes
Intermediate/Recording Secretary Valerie Saini

Staff Absent: General Manager of Planning & Development Services Howard Pinnock
Manager of Strategic Initiatives Andrew Serba

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CPC20190917.1001

Moved by Councillor Grau

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

None.

PUBLIC QUESTION PERIOD

Mr. Murray Gauthier of 310-12 Street Cold Lake queried if the City can place a non-exit sign on 5th avenue and 12th street?

Chief Administrative Officer K. Nagoya advised Mr. Gauthier that the City will review his query.

OLD BUSINESS

None.

NEW BUSINESS

Bylaw No. 308-BD-07 - Procedural Bylaw

General Manager of Corporate Services L. Mortenson provided the Corporate Priorities Committee of Council with information with regards to Bylaw No. 308-BD-07, being the Procedural Bylaw.

Lengthy discussions and questions ensued with the Corporate Priorities Committee providing direction to Administration to bring Bylaw No. 308-BD-07, being the Procedural Bylaw, back to the October 15, 2019 Corporate Priorities Committee meeting for further discussion.

Bylaw No. 649-UT-19 - Bylaw to Amend Regulation, Control and Management of Municipal Solid Waste Bylaw No. 519-UT-14

General Manager of Infrastructure Services A. Khan provided the Corporate Priorities Committee of Council with information with regards to Bylaw No. 649-UT-19, being a bylaw to Amend Regulation, Control and Management of Municipal Solid Waste Bylaw. No. 519-UT-14.

Brief discussions and question ensued with the Corporate Priorities Committee providing direction to Administration.

Bill 7 - Municipal Government (Property Tax Incentives) Amendment Act, 2019

General Manager of Corporate Services L. Mortenson provided the Corporate Priorities Committee of Council with an update to Bill 7 - Municipal Government (Property Tax Incentives) Amendment Act, 2019.

Brief discussions and questions ensued with feedback being provided to Administration.

Resolution # CPC20190917.1002

Moved by Councillor Vining

That the meeting be recessed at this time being 7:37 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 7:47 p.m.

Alberta Mid-Sized Cities Mayors' and CAOs' Caucus - September 2019 Meeting

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with an update regarding the 2019 meeting of the Mid-Sized Cities Mayor and CAO's Caucus.

Lengthy discussions ensued.

The Corporate Priorities Committee of Council accepted the report as information.

Animal Care and Control in Public Spaces

General Manager of Community Services G. Barnes provided the Corporate Priorities Committee of Council with information regarding animal care in public spaces.

Brief discussions and questions ensued with feedback being provided to Administration.

Blue Ribbon Panel on Alberta's Finances

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with information regarding the Blue Ribbon Report.

Lengthy discussions and questions ensued.

The Corporate Priorities Committee of Council accepted the report as information.

Regional Emergency Management Plan Exploration

General Manager of Community Services G. Barnes provided the Corporate Priorities Committee of Council with information regarding an emergency plan for the City of Cold Lake.

Brief questions and discussions ensued with feedback being provided to Administration.

The Corporate Priorities Committee of Council accepted the report as information.

Council Board, Committee and Commission Appointments

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with information regarding Mayor & Council appointments to the various boards, committees, and commissions of the City of Cold Lake.

After brief discussions and questions, the Corporate Priorities Committee of Council recommended the following changes for 2019/2020:

- Annexation Negotiations Committee (leave Copeland & Lay; remove Soroka)
- Cold Lake Community Grant Advisory Committee (add Grau & Vining)
- Lakeland Industry & Community Association (add Copeland + change Lay as Alternate)
- Library Board (leave Lefebvre; add an Alternate)

As such, the Corporate Priorities Committee are recommending that Council, at their annual organizational meeting scheduled for October 22, 2019, appoint Mayor and Council to the City of Cold Lake's various boards, committees, and commissions as follows for 2019/2020:

Alberta HUB (Buckle + Lay as Alternate)

Annexation Negotiations Committee (Copeland & Lay)

Beaver River Regional Waste Management Commission (Copeland)

Cold Lake Community Grant Advisory Committee (Grau & Vining)

Cold Lake Economic Development Advisory Committee (Lefebvre & Soroka)

Cold Lake & District Family and Community Support Services Advisory Committee (Grau + Vining as Alternate)

Combative Sports Commission **(All Members At Large)**

Composite Assessment Review Board (Buckle, Lefebvre & Vining)

Corporate Priorities Committee **(All Council)**

Energy Centre Design Development Steering Committee **(All Council)**

Hearts for Healthcare Society (Copeland)

Inter City Forum on Social Policy (Grau + Vining as Alternate)

Inter-Municipal Collaboration Framework Committee (Copeland, Soroka & Vining + Buckle as Alternate)

Inter-Municipal Development Plan Committee (Copeland & Vining)

Lakeland Industry & Community Association (Copeland + Lay as Alternate)

Lakeland Lodge & Housing Foundation (Lefebvre & Vining)

Library Board (Lefebvre + _____ as Alternate)

Local Assessment Review Board (Buckle, Lefebvre & Vining)

Medley CFB Society (Copeland)

Municipal Disaster Services Agency (Buckle & Grau)

Municipal Planning Commission **(All Council)**

Muni-Corr (Lay + Buckle as Alternate)

Northern Lights Library System (Lefebvre + Buckle as Alternate)

Recreation & Culture Advisory Committee (Buckle)

Regional Partnership Opportunities Committee (Ministers') (Copeland + CAO)

Regional Partnership Opportunities Committee w/ Town & M.D. of B'ville (Copeland & Soroka + CAO)

Regional Recreation Committee (Buckle & Vining + Copeland as Alternate)

Regional (CLFN) Tourism Working Group Committee (Lefebvre + Buckle as Alternate)

Regional Utility Services Commission (Buckle, Grau, Lay & Soroka)

Subdivision & Development Appeal Board **(All Members At Large)**

Unightly Premise Appeal Committee (Grau)

Water North Coalition Liaison (Buckle & Lay)

QUESTIONS

Councillor Buckle queried if the lamp post on Highway 28 and 55th street will be reinstalled?

Chief Administrative Officer K. Nagoya advised that the lamp post will be reinstalled.

Councillor Grau queried if the road by the Husky gas station will be paved?

Chief Administrative Officer K. Nagoya advised that the road will be paved once the construction is done.

IN CAMERA

None.

ADJOURNMENT

Resolution # CPC20190917.1003

Moved by Councillor Vining

That the meeting be adjourned at this time being 8:57 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: City of Cold Lake - Communities in Bloom

Meeting Date: October 8, 2019

Executive Summary:

Delegation - City of Cold Lake to congratulate the Communities in Bloom Committee on their achievement of a five (5) bloom rating as well as an honourable mention for the City's flower basket program.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Delegation Application

To: The Office of the Chief Administrative Officer

I/We, City of Cold Lake 780-594-4494 I/We, _____
(Name) (Telephone Number) (Name) (Telephone Number)

Mailing Address 5513 - 48 Avenue, Cold Lake, Alberta, T9M 1J1

E-mail Address city@coldlake.com

request to appear as a delegation before Cold Lake City Council at a meeting to be held on October 8, 2019.

*Please Note: In the event of several delegations, please indicate an alternate date or you will be assigned to the next available meeting.

The purpose of the delegation is to present the following: (see reverse for requirements)

- A copy of all information regarding the topic must accompany the application.

The City of Cold Lake requests time with the Cold Lake Communities in Bloom Committee to congratulate them on their achievement of a 5-bloom rating, as well as an honourable mention for the City's flower basket program.

* Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cold Lake reserves the right not to hear such delegations.

I/We acknowledge that only the above matter will be discussed during the delegation.

Signed [Signature] Date _____

Signed _____ Date _____

Return completed application to the City of Cold Lake

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

Phone: (780) 594-4494 Ext. 7967

Fax: (780) 594-3480

Email: creimer@coldlake.com

Form 11-00-06

FOR INTERNAL USE ONLY

Request Approved by [Signature]

Date Approved for OCT. 8/19

cc: _____

☐ Other



City of Cold Lake, Alberta

Communities in Bloom - 2019 National & International Edition

5 Blooms Floral Displays

PRESS RELEASE: FOR IMMEDIATE RELEASE

YARMOUTH, Nova Scotia, September 28th, 2019 —

The City of Cold Lake received a 5 Blooms rating and a special mention for *Floral Displays* during the 2019 National/International Symposium and Awards Ceremonies in Yarmouth, Nova Scotia. The City of Cold Lake participated in the 7,501 - 25,000 Population category along with Kingsville ON and Torbay NL. The community also received an Outstanding Achievement Award for the National Capital Commission *Floral Displays* Award.

Over the summer, trained volunteer judges travelled to participating communities to evaluate the overall contributions of municipal council and departments; industry; businesses and the private sector – including volunteer efforts – in regards to the following criteria: Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape and Floral Displays.

Following their evaluation, volunteer judges Berta Briggs and Larry Hall wrote:

"Cold Lake has gone above and beyond planting and maintaining the hanging basket program. All along main street of Grand Centre the baskets in conjunction with the contained plantings produce a wave of color. The baskets are globe of a rusty petunia that is accented with yellows. The containers have the same combination creating the downward swoop of the wave of color. These plantings are very well maintained by the municipal staff. Congratulations to all involved in creating and maintaining such a beautiful street vision. The City Hall is also adorned with beautiful full hanging baskets and a well maintained bed of colors and interesting design."

Within the actual context of climate changes and environmental concerns, communities involved in the program can be proud of their efforts, which provide real and meaningful environmental solutions and benefit all of society.

For a complete list of the results and the electronic copy of the Communities in Bloom magazine, please visit www.communitiesinbloom.ca

About Communities in Bloom

Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program, with focus on the enhancement of green spaces. The pride, sense of community and feeling of accomplishment generated through participation are visible in communities across Canada. For more information about Communities in Bloom, visit www.communitiesinbloom.ca

Communities are evaluated using a “bloom” rating determined by the total score of the evaluation:
0 to 55 %=1 Bloom 56 to 63 %=2 Blooms 64 to 72 %=3 Blooms 73 to 81 %=4 Blooms 82 % and over=5 Blooms

There are four (4) levels of 5 Blooms exclusive to the National and International Edition:
5 Blooms: 82 to 83.9% Bronze: 84 to 86.9% Silver: 87 to 89.9% Gold: 90% and over

- 30 -

City of Cold Lake

Mrs. Jazelle Daly

Tel: 780-815-3323

Email: jdaly@coldlake.com

Website: www.coldlake.com

Communities in Bloom National Office

Sonia Parrino

514-694-8871

bloom@cib-cef.com

www.communitiesinbloom.ca

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Achievement Awards*

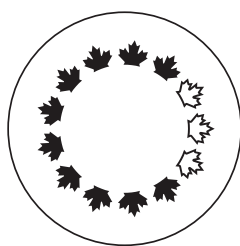
Édition nationale
*Prix de Mérite
exceptionnel*



Floral Displays

City of Cold Lake

Alberta



**NCC
CCN**

Bob Lewis

National Chair / *Président*

Raymond Carrière

Président fondateur / *Founding President*



City of Cold Lake *Alberta*

7,501 – 25,000



Recognition for
Floral Displays

Bob Lewis
National Chair / *Président*

Raymond Carrière
Président fondateur / *Founding President*



STAFF REPORT

Title: Men's Shed - Diane Stonehocker and Wayne Warner

Meeting Date: October 8, 2019

Executive Summary:

Delegates Diane Stonehocker and Wayne Warner
Request for Funding in the amount of \$25,000.00 for the Men's Shed

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



City of
Cold Lake

Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Diane Stonchok 780-512-5532 I/We, Wayne Warner 780-201-2521
(Name) (Telephone Number) (Name) (Telephone Number)

Mailing Address PO Box 62, Cherry Grove TOA OTD

E-mail Address info@agefriendlycoldlake.ca
request to appear as a delegation before Cold Lake City Council at a meeting to be held on OCTOBER 8 ~~SEPTEMBER 24~~, 2019.

*Please Note: In the event of several delegations, please indicate an alternate date or you will be assigned to the next available meeting.

The purpose of the delegation is to present the following: (see reverse for requirements)

• A copy of all information regarding the topic must accompany the application.

1. Currently finishing Powerpoint presentation & handouts. Will submit by end of July.
2. Funding request for Men's shed - \$25,000.

* Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cold Lake reserves the right not to hear such delegations.

I/We acknowledge that only the above matter will be discussed during the delegation.

Signed Diane Stonchok Date July 9/19

Signed Wayne Warner Date July 9/2019

Return completed application to the City of Cold Lake

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

Phone: (780) 594-4494 Ext. 7967

Fax: (780) 594-3480

Email: creimer@coldlake.com

Form 11-00-06

FOR INTERNAL USE ONLY

Request Approved by [Signature]

Date Approved for OCT. 8 ~~SEPT. 24/19~~

cc: _____

☐ Other

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the Freedom of Information and Protection of Privacy Act, Sec. 33 (c) which regulates the collection, use and disclosure of personal information.



STAFF REPORT

Title: City Financial Reports - August 2019

Meeting Date: October 8, 2019

Executive Summary:

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

Background:

As of August 31, 2019 the bank had a balance of \$2,985,562. The Investment portfolio had a book value of \$71,590,489 inclusive of accrued interest, and a market value of \$70,539,359. Figures for the August 31, 2019 variance report are as follows:

	YTD	Budget	%
Revenue	\$ 40,644,609	\$ 59,208,733	68.65
Expenses	\$ 29,083,657	\$ 59,208,733	49.12

Alternatives:

Recommended Action:

Administration recommends that Council accept the financial reports for the period ending August 31, 2019 including accounts payable cheque numbers 133358 to 133843.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**MONTH END CASH SUMMARY
CITY OF COLD LAKE
August 31, 2019**

	BANK CURRENT	INVESTMENTS	TOTAL
Receipts:	\$2,835,031	<u>Lakeland Credit Union -August 1, 2019</u>	\$5,000,000
Cash Receipts	\$3,910,541	Purchase (Redemption) - GIC	\$0
Auto Debits - UT/TX	\$599,287	Balance as August 31, 2019	\$5,000,000
Interest	\$599	Accrued interest - Credit Union	\$14,671
Common Shares	\$0	Balance as at August 31, 2019	\$5,014,671
Cancelled Cheques	\$14,232	<u>ATB Financial HISA - August 1, 2019</u>	\$19,000,000
Returned Cheques	(\$14,244)	Purchase (Redemption) - High Interest Savings	\$0
Stale Dated Cheques	\$0	Balance as at August 31, 2019	\$19,000,000
Interest Received Investment		Interest paid-ATB	\$480,742
Transfer from Investment		Accrued Interest-ATB	\$38,729
Alberta Capital Debenture	\$0	Balance as at August 31, 2019	\$19,519,471
Total Receipts	\$7,345,446	<u>CIBC HISA (AUMA) - August 1, 2019</u>	\$5,000,000
		Purchase (Redemption) -High Interest Savings	\$0
Disbursements:		Balance as at August 31, 2019	\$5,000,000
Accounts Payables	\$3,593,134	Interest paid-CIBC	\$4,274
Payroll	\$763,103	Accrued Interest-CIBC	\$9,767
Bank Wires & Drafts	\$359	Balance as at August 31, 2019	\$5,014,041
Alberta Capital Debenture	\$0	<u>Wood Gundy-Kurt Miller - August 1, 2019</u>	\$5,000,000
Transfer to Investment	\$0	Purchase (Redemption) - GIC	\$0
ASFF Payment	\$0	Balance as at August 31, 2019	\$5,000,000
Service Charges	\$3,288	Accrued Interest-CIBC	\$13,501
		Balance as at August 31, 2019	\$5,013,501
Total Disbursements	\$4,359,884	<u>Wood Gundy</u>	
NET BALANCE:	\$2,985,562	Investment-Book Value August 1, 2019	\$35,691,001
		Premium paid on Bonds August 1, 2019	\$433,616
		Wood Gundy-Book Value as at August 31, 2019	\$36,124,617
Statement end balance:	\$4,236,633	Accrued Interest-Fixed income securities	\$150,675
O/S deposits	\$30,331	WG Balance as August 31, 2019	\$37,505,705
Cash on hand	\$400	WG Market Value	\$35,977,675
Sub Total	\$4,267,364		
		TOTAL INVESTMENTS MARKET VALUE	\$70,539,359
Less:Outstanding cheques	\$1,281,802		
NET BALANCE:	\$2,985,562	TOTAL INVESTMENTS-BOOK VALUE	\$71,590,489

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CITY SUMMARY OF VARIABLE REVENUES/EXPENSES BY FUNCTION

8/31/2019

REVENUES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
LEVY(penalties,investment returns)	2,400,515	500,000	- 1,900,515	480.10%
ADMINISTRATION	63,836	85,000	21,164	75.10%
POLICING	152,901	293,500	140,599	52.10%
FIRE RESCUE SERVICES	166,994	241,870	74,876	69.04%
BYLAW/SPEC CONSTABLES	71,815	166,700	94,885	43.08%
PUBLIC WORKS	54,720	350	- 54,370	15634.42%
INFRASTRUCTURE SERVICES	3,000	10,000	7,000	30.00%
AIRPORT	79,162	118,350	39,188	66.89%
SPECIAL TRANSPORTATION	6,342	8,500	2,158	74.61%
PUBLIC TRANSPORTATION	15,636	20,000	4,364	78.18%
WATER	1,904,395	2,920,000	1,015,605	65.22%
SEWER	1,117,297	1,750,000	632,703	63.85%
WASTE DISPOSAL	1,188,035	1,918,000	729,965	61.94%
RECYCLING	420,936	715,586	294,650	58.82%
FCSS	20,095	45,000	24,905	44.66%
DAYCARE/SENIORS	31,045	24,145	- 6,900	128.58%
CEMETERY	2,350	5,000	2,650	47.00%
MUNICIPAL SERVICES	263,169	262,000	- 1,169	100.45%
ECONOMIC DEVELOPMENT	40,003	46,400	6,397	86.21%
LAND, HOUSING & BLDG RENTAL	62,210	61,428	- 782	101.27%
RECREATION ADMIN-LEISURE	34,544	25,000	- 9,544	138.18%
ARENA	290,847	462,200	171,353	62.93%
ENERGY CENTRE	421,799	1,037,000	615,201	40.67%
GOLF & WINTER CLUB	440,000	460,700	20,700	95.51%
PARKS & SPORTS FIELDS	20,610	28,500	7,890	72.32%
MARINA	293,222	238,921	- 54,301	122.73%
TOTAL VARIABLE REVENUES	9,565,479	11,444,150	1,878,671	83.58%

FIXED REVENUES				
LEVIES/REQUISITIONS	28,189,061.63	36,588,717.52	8,399,656	77.04%
PROVINCIAL GRANTS	942,991	827,717	- 115,274	113.93%
OTHER LOCAL GOV'T	1,154,537	647,267	- 507,270	178.37%
FEDERAL GRANTS	-	325,000	325,000	0.00%
LAND SALES	-	-	-	0.00%
TRANSFER FROM RESERVE	-	555,381	555,381	0.00%
FEES FOR SERVICE RUSC	792,540	792,500	- 40	100.01%
LEVY - ID349 (CAPITAL)	-	8,028,000	8,028,000	0.00%
TOTAL FIXED REVENUES	31,079,130	47,764,583	16,685,452	65.07%
TOTAL REVENUES	40,644,609	59,208,733	18,564,124	68.65%

EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
COUNCIL & LEGISLATIVE	304,999	457,671	152,672	66.64%
ADMINISTRATION	3,258,603	5,450,567	2,191,964	59.78%
POLICING	1,443,212	2,858,600	1,415,388	50.49%
FIRE RESCUE SERVICES	702,870	1,071,600	368,730	65.59%
DISASTER SERVICES	28,663	75,050	46,387	38.19%
BYLAW/SPEC CONSTABLE	479,093	788,260	309,167	60.78%
PUBLIC WORKS	3,409,263	5,092,490	1,683,227	66.95%
INFRASTRUCTURE SERVICES	454,079	745,700	291,621	60.89%
AIRPORT	131,181	210,700	79,519	62.26%
SPECIAL TRANSPORTATION	80,433	143,500	63,067	56.05%
PUBLIC TRANSPORTATION	465,499	914,600	449,101	50.90%
STORM SEWER	100,520	207,100	106,580	48.54%
WATER SUPPLY/DISTRIBUTION	1,364,075	2,272,390	908,315	60.03%
WATER TREATMENT/RESERVOIR	296,552	571,210	274,658	51.92%
SEWER COLLECTION	1,094,967	2,110,160	1,015,193	51.89%
LIFT STATIONS	196,418	384,580	188,162	51.07%
WASTE DISPOSAL	1,124,082	1,898,660	774,578	59.20%
RECYCLING	394,573	714,298	319,725	55.24%
FCSS	671,528	1,032,200	360,672	65.06%
DAYCARE/PLAYSCHOOL	11,415	30,600	19,185	37.30%
SENIORS	27,502	69,000	41,498	39.86%
CEMETERY	38,232	35,680	- 2,552	107.15%
MUNICIPAL SERVICES	476,844	778,850	302,006	61.22%
ECONOMIC DEVELOPMENT	477,180	717,900	240,720	66.47%
LAND, HOUSING & BLDG RENTAL	3,900	14,530	10,630	26.84%
RECREATION ADMINISTRATION	560,124	654,867	94,743	85.53%
ARENA	966,244	1,373,166	406,922	70.37%
ENERGY CENTRE	1,426,402	2,542,310	1,115,908	56.11%
GOLF & WINTER CLUB	684,223	953,630	269,407	71.75%
PARKS & SPORTS FIELDS	1,062,010	1,519,646	457,637	69.89%
MARINA	285,763	457,200	171,437	62.50%
LIBRARY	77,049	79,782	2,733	96.57%
MUSEUM	35,893	15,000	- 20,893	239.28%
TOTAL VARIABLE EXPENSES	22,133,389	36,241,497	14,108,108	61.07%

FIXED EXPENSES				
REQUISITIONS	3,583,176	7,048,480	3,465,303	50.84%
DEBENTURES	2,207,692	3,994,192	1,786,500	55.27%
LOCAL IMPROVEMENT ALLOC	2,499	2,615	116	95.58%
TRANSFER TO CAPITAL RESERVE	-	1,245,000.00	1,245,000	0.00%
ALLOWANCES	16,213	1,200,000	1,183,787	1.35%
TRANSFER TO OTHER AGENCY	1,140,687	1,236,949	96,262	92.22%
CONTINGENCY	-	240,000	240,000	0.00%
TRANSFER TO CAPITAL (ID349)	-	8,000,000	8,000,000	0.00%
TOTAL FIXED EXPENSES	6,950,267	22,967,236	16,016,968	30.26%
TOTAL EXPENSES	29,083,657	59,208,733	30,125,076	49.12%

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133358	2019/08/02	101	A & A GLASS LTD.	367.50
133359	2019/08/02	3729	A & B REFRIGERATION & HEATING	155.40
133360	2019/08/02	10331	ACHIEVE CENTRE	271.95
133361	2019/08/02	123	ACKLANDS - GRAINGER INC.	64.81
133362	2019/08/02	687	AECOM CANADA LTD.	8,198.15
133363	2019/08/02	12310	AGGREKO CANADA, INC.	7,877.96
133364	2019/08/02	1355	AMSC INSURANCE SERVICES LTD	10,081.72
133365	2019/08/02	1355	AMSC INSURANCE SERVICES LTD	82,602.70
133366	2019/08/02	104	B & R ECKEL'S TRANSPORT LTD.	901.62
133367	2019/08/02	5072	BEAVER RIVER REGIONAL WASTE MANAGE	59,099.94
133368	2019/08/02	8747	BERNIER'S DIESEL & AUTO REPAIR & P	833.99
133369	2019/08/02	10074	BOROWITZ, TODD	174.45
133370	2019/08/02	9413	BOUCHARD, WADE P	201.15
133371	2019/08/02	12630	BOWMAN, ERIN	300.00
133372	2019/08/02	3225	BUCKLE, ROBERT	1,136.65
133373	2019/08/02	2572	BUSY BEE SANITARY SUPPLIES INC.	729.04
133374	2019/08/02	5823	CANADIAN LINEN & UNIFORM SERVICE	562.80
133375	2019/08/02	9798	CANADIAN TIRE #450	642.87
133376	2019/08/02	5616	CENTAUR PRODUCTS INC.	1,203.30
133377	2019/08/02	650	CLEARTECH INDUSTRIES INC.	1,221.39
133378	2019/08/02	8735	COLD LAKE FOODS (2003) INC	329.95
133379	2019/08/02	111	COLD LAKE HOME HARDWARE BUILDING C	167.75
133380	2019/08/02	4517	COLD LAKE SENIORS' SOCIETY	90.00
133381	2019/08/02	12560	COMMISSIONAIRES NORTHERN ALBERTA D	5,673.84
133382	2019/08/02	278	COMMUNICATIONS COLD LAKE INC.	15,308.64
133383	2019/08/02	2657	DE LAGE LANDEN FINANCIAL SERVICES	668.80
133384	2019/08/02	8752	DEB'S CATERING AND COOKERY	2,010.20
133385	2019/08/02	12634	DR. HUSSAIN ABOUD	120.00
133386	2019/08/02	934	DR. MARGARET SAVAGE CRISIS CENTRE	450.00
133387	2019/08/02	38	ELECTRIC SERVICES GRAND CENTRE LTD	2,938.05
133388	2019/08/02	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	1,879.89
133389	2019/08/02	7688	EXECUTIVE FLIGHT CENTRE FUEL SERVI	12,233.45
133390	2019/08/02	11335	FLOAT - ENERGY CENTRE	1,000.00
133391	2019/08/02	967	FM GRAPH X	214.68
133392	2019/08/02	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	554.50
133393	2019/08/02	12615	FREDRIKSEN, ALESHA	2,275.00
133394	2019/08/02	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	2,853.95
133395	2019/08/02	11057	GLOBAL CAPACITY INC.	6,825.00
133396	2019/08/02	134	GRAND & TOY	91.20
133397	2019/08/02	12399	HESCO HOTEL EQUIPMENT & SUPPLY COM	171.81
133398	2019/08/02	2303	HI PRO RECREATION SERVICES	735.00
133399	2019/08/02	12635	HILLIER, MELVIN	26.25
133400	2019/08/02	12432	HINSE, LORINE S	240.83
133401	2019/08/02	3431	HOBBLESTONE ENTERPRISES INC.	26.25
133402	2019/08/02	4333	J & D HOLDINGS 2007 INC.	244,293.38
133403	2019/08/02	12632	JAYD REALTY (1994) LTD.	28.42
133404	2019/08/02	10247	JAZWINSKI, SHAUNA	100.00
133405	2019/08/02	82	JESTER PAINT SUPPLY LTD.	450.98
133406	2019/08/02	7745	JOHN DEERE FINANCIAL	236.23
133407	2019/08/02	5109	KEEP, CHRISTOPHER	19.55
133408	2019/08/02	2947	KNELSEN SAND & GRAVEL LTD CONCRETE	1,027.69
133409	2019/08/02	4587	K3 PROMOTIONS INC.	24.16
133410	2019/08/02	4290	LAKELAND FIRE & SAFETY SUPPLY	241.35
133411	2019/08/02	4546	LAWSON PRODUCTS INC.	663.63
133412	2019/08/02	2842	M/T SINC PLUMBING & HEATING	7,857.94
133413	2019/08/02	10081	MAGLIN SITE FURNITURE INC.	

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133414	2019/08/02	12629	MCCAFFREY, JERRY	929.00
133415	2019/08/02	12428	MCGOWAN, SUSAN	1,650.00
133416	2019/08/02	10259	MERK, ROD	5,025.12
133417	2019/08/02	10544	NBC CAMPS	9,600.00
133418	2019/08/02	6188	OAKCREEK GOLF & TURF INC.	202.79
133419	2019/08/02	3899	OHLAND, ROBERT E	29.68
133420	2019/08/02	262	OK TIRE - COLD LAKE	4,223.05
133421	2019/08/02	12311	PEVACH CORP	1,926.75
133422	2019/08/02	11682	PINERIDGE WELDING SERVICES	267.75
133423	2019/08/02	1048	PITNEY BOWES	911.33
133424	2019/08/02	12240	PREVOST, A DIVISON OF VOLVO GROUP	1,222.52
133425	2019/08/02	1109	RELAY DISTRIBUTING	24.26
133426	2019/08/02	12315	RESPECT NEWS	472.50
133427	2019/08/02	9288	ROADWAY TRAFFIC PRODUCTS (AB)	2,218.44
133428	2019/08/02	110	RONA	286.99
133429	2019/08/02	12009	RURAL MUNICIPALITIES OF ALBERTA	4,157.07
133430	2019/08/02	850	SAFE-NET GROUP INC.	378.00
133431	2019/08/02	8450	SHAW DIRECT	135.54
133432	2019/08/02	5884	SHRED-IT INTERNATIONAL ULC	452.98
133433	2019/08/02	4198	SIRANT, DOUG	1,650.00
133434	2019/08/02	8355	SKINNER, LAURA	179.00
133435	2019/08/02	12033	ST. ONGE, CAROLE	125.00
133436	2019/08/02	12595	STANTEC GEOMATICS LTD.	20,212.50
133437	2019/08/02	2220	STAR AUTO & INDUSTRIAL LTD.	124.77
133438	2019/08/02	1247	STONEHOCKER, DIANE	202.22
133439	2019/08/02	11863	SUMMIT CANADA DISTRIBUTORS	350.82
133440	2019/08/02	8104	TIGER CALCIUM SERVICES INC.	7,370.65
133441	2019/08/02	5985	TOMKO SPORTS SYSTEMS ALBERTA	1,823.89
133442	2019/08/02	12520	UNI-SELECT CANADA STORES INC.	1,082.87
133443	2019/08/02	12161	UNTEREINER, ALLISON	125.00
133444	2019/08/02	71	URLACHER CONSTRUCTION LTD.	6,347.25
133445	2019/08/02	9163	VALLEY TRAFFIC SYSTEMS INC.	391.39
133446	2019/08/02	7109	VERANOVA PROPERTIES LTD	66.28
133447	2019/08/02	12631	WALKER, ANDIE	600.00
133448	2019/08/02	11309	WILLIER-PICHE, TINA	25.50
133449	2019/08/02	11500	WINDERMERE REGISTRY	20.00
133450	2019/08/02	7120	YUK YUK'S "ON TOUR"	2,625.00
133451	2019/08/02	6257	ZONE WEST ENTRPRISES LTD	877.80
133452	2019/08/02	2538	4 IMPRINT, INC.	1,540.79
133453	2019/08/02	4816	924429 ALBERTA LTD.	42.93

*** Total : \$ 573,865.69

*** Total # Of Cheques: 96

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133458	2019/08/09	2670	ACCURATE ASSESSMENT GROUP	10,793.50
133459	2019/08/09	10331	ACHIEVE CENTRE	366.45
133460	2019/08/09	11941	ACHIEVING EDEN LTD	1,900.50
133461	2019/08/09	123	ACKLANDS - GRAINGER INC.	374.40
133462	2019/08/09	3094	ACRODEX INC.	11,955.51
133463	2019/08/09	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	4,818.21
133464	2019/08/09	6593	AMSC INSURANCE SERVICES LTD.	2,347.91
133465	2019/08/09	104	B & R ECKEL'S TRANSPORT LTD.	1,303.24
133466	2019/08/09	12637	BLANDFORD, DARAH	96.61
133467	2019/08/09	12010	BONNYVILLE BOLT SUPPLY LTD.	72.19
133468	2019/08/09	4899	BONNYVILLE REGIONAL FIRE AUTHORITY	3,405.75
133469	2019/08/09	6089	BONNYVILLE WATER CONDITIONING LTD.	28.00
133470	2019/08/09	2572	BUSY BEE SANITARY SUPPLIES INC.	735.74
133471	2019/08/09	5823	CANADIAN LINEN & UNIFORM SERVICE	180.11
133472	2019/08/09	9798	CANADIAN TIRE #450	732.56
133473	2019/08/09	12160	CANSAL SAFETY INC.	1,170.75
133474	2019/08/09	5559	CAPITAL COLOUR PRESS LTD	6,151.95
133475	2019/08/09	650	CLEARTECH INDUSTRIES INC.	358.05
133476	2019/08/09	111	COLD LAKE HOME HARDWARE BUILDING C	184.60
133477	2019/08/09	12324	COLLABRIA	5,154.43
133478	2019/08/09	278	COMMUNICATIONS COLD LAKE INC.	177.37
133479	2019/08/09	1937	DALE FLEMING CONSULTING LTD.	168.00
133480	2019/08/09	12641	DOYLE, CORY	50.00
133481	2019/08/09	12645	DRAGONFLY SERVICES	20.00
133482	2019/08/09	12646	DRIVER, MONICA	43.09
133483	2019/08/09	9123	EASTLINK	243.13
133484	2019/08/09	12638	EFFECTIVE PEST CONTROL	126.00
133485	2019/08/09	38	ELECTRIC SERVICES GRAND CENTRE LTD	1,412.87
133486	2019/08/09	9727	EMCO CORPORATION LTD	154.49
133487	2019/08/09	3595	FLEETWOOD CONSTRUCTION LTD.	1,947.49
133488	2019/08/09	967	FM GRAPH X	911.93
133489	2019/08/09	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	83.64
133490	2019/08/09	10165	G & C DJ SERVICES	525.00
133491	2019/08/09	25	GOVERNMENT OF ALBERTA	102.00
133492	2019/08/09	134	GRAND & TOY	83.62
133493	2019/08/09	4241	GRAND CENTRE GOLF & COUNTRY CLUB	1,320.00
133494	2019/08/09	11460	GRAVITY UNION SOLUTIONS LIMITED	39.38
133495	2019/08/09	5498	GREAT WEST NEWSPAPERS, LP	315.00
133496	2019/08/09	4891	HARRIS, STEPHANIE A	498.52
133497	2019/08/09	3863	HAUL-ALL EQUIPMENT LTD.	997.50
133498	2019/08/09	1329	HUSKY OIL MARKETING COMPANY	472.50
133499	2019/08/09	699	INDUSTRIAL MACHINE INC.	1,277.15
133500	2019/08/09	6480	JENA MACHINING LTD.	229.51
133501	2019/08/09	82	JESTER PAINT SUPPLY LTD.	137.81
133502	2019/08/09	6672	JUST CHECKING RESOURCES INC.	210.00
133503	2019/08/09	4587	K3 PROMOTIONS INC.	680.13
133504	2019/08/09	11464	LAKELAND COLLEGE - PESTICIDES	205.00
133505	2019/08/09	352	LAKELAND CREDIT UNION	2,115.06
133506	2019/08/09	4290	LAKELAND FIRE & SAFETY SUPPLY	99.75
133507	2019/08/09	2993	LAKELAND HUMANE SOCIETY	13,590.08
133508	2019/08/09	8130	LAKELAND LOCKSMITH	578.00
133509	2019/08/09	117	LOCAL AUTHORITIES PENSION	81,200.79
133510	2019/08/09	50	LOOMIS EXPRESS	250.74
133511	2019/08/09	2842	M/T SINC PLUMBING & HEATING	858.90
133512	2019/08/09	2843	MAINTENANCE ENFORCEMENT PROGRAM	517.50
133513	2019/08/09	710	MCKAY, HUGH	132.62

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133514	2019/08/09	12643	MJ'S MOBILE CONCESSION	489.00
133515	2019/08/09	7188	MUSICWORKS LTD.	31.50
133516	2019/08/09	12644	NICKERSON, SEAN	5,300.00
133517	2019/08/09	6188	OAKCREEK GOLF & TURF INC.	438.68
133518	2019/08/09	6694	PARR, LORRAINE	9.45
133519	2019/08/09	2963	PETROLEUM TANK MANAGEMENT ASSOCIAT	130.00
133520	2019/08/09	2175	PITNEY WORKS	8,474.00
133521	2019/08/09	9558	PLAY QUEST RECREATION	296.12
133522	2019/08/09	1762	POIRIER, ROB	300.00
133523	2019/08/09	7387	PRO DETAIL SUPPLY 2008 INC.	169.14
133524	2019/08/09	64	PUROLATOR COURIER LTD	174.09
133525	2019/08/09	9	RECEIVER GENERAL FOR CANADA	147,976.84
133526	2019/08/09	378	RECEIVER GENERAL FOR CANADA	175.00
133527	2019/08/09	218	REIMER, CINDY	80.62
133528	2019/08/09	413	REYNOLDS MIRTH RICHARDS & FARMER L	7,021.65
133529	2019/08/09	1946	RIDERS CONNECTION	186.21
133530	2019/08/09	12006	RMA FUEL LTD.	45,977.44
133531	2019/08/09	110	RONA	204.58
133532	2019/08/09	12009	RURAL MUNICIPALITIES OF ALBERTA	4,444.37
133533	2019/08/09	12639	SAANCHI FOOD INC.	597.53
133534	2019/08/09	5966	SCHEFFER ANDREW LTD. PLANNERS & EN	474.08
133535	2019/08/09	2291	SMART ELECTRICAL CONTRACTORS (2007	299.25
133536	2019/08/09	271	SOCAN	378.00
133537	2019/08/09	8679	SOLIDEARTH GEOTECHNICAL	16,367.45
133538	2019/08/09	2220	STAR AUTO & INDUSTRIAL LTD.	647.21
133539	2019/08/09	1247	STONEHOCKER, DIANE	984.31
133540	2019/08/09	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	2,783.55
133541	2019/08/09	4709	THE BRICK	1,559.20
133542	2019/08/09	12640	TRADEMARK PLUMBING & HEATING LTD.	695.10
133543	2019/08/09	12520	UNI-SELECT CANADA STORES INC.	1,393.77
133544	2019/08/09	6257	ZONE WEST ENTRPRISES LTD	2,272.20
133545	2019/08/09	7894	LAKELAND LAWN CARE (1743626 ALBERT	1,600.20
*** Total : \$				415,835.57
*** Total # Of Cheques:				88

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133554	2019/08/16	123	ACKLANDS - GRAINGER INC.	56.35
133555	2019/08/16	8431	ACUSHNET CANADA INC	117.41
133556	2019/08/16	11547	AERIAL FIREWORKS	921.38
133557	2019/08/16	9153	ALBERTA MUNICIPAL SERVICES CORPORA	181,385.37
133558	2019/08/16	5290	ALBERTA VEHICLE EXTRICATION ASSOCI	1,200.00
133559	2019/08/16	1355	AMSC INSURANCE SERVICES LTD	1,194.81
133560	2019/08/16	11560	ANDRZEJEWSKI, ADA	94.99
133561	2019/08/16	8747	BERNIER'S DIESEL & AUTO REPAIR & P	1,304.37
133562	2019/08/16	4369	BLUE IMP	45,148.95
133563	2019/08/16	7868	BOERDYK, CINDY A	42.90
133564	2019/08/16	6089	BONNYVILLE WATER CONDITIONING LTD.	21.00
133565	2019/08/16	12623	BOUNCEROO! PARTY RENTALS/ELITE LAS	168.00
133566	2019/08/16	2572	BUSY BEE SANITARY SUPPLIES INC.	1,778.03
133567	2019/08/16	1706	CANADA POST CORPORATION	2,163.94
133568	2019/08/16	5823	CANADIAN LINEN & UNIFORM SERVICE	592.87
133569	2019/08/16	9798	CANADIAN TIRE #450	1,185.23
133570	2019/08/16	12056	CIMA CANADA INC.	36,668.55
133571	2019/08/16	11329	CINTAS CANADA LIMITED	71.30
133572	2019/08/16	2803	COLD LAKE FIREFIGHTER SOCIAL FUND	255.00
133573	2019/08/16	8735	COLD LAKE FOODS (2003) INC	885.13
133574	2019/08/16	111	COLD LAKE HOME HARDWARE BUILDING C	477.24
133575	2019/08/16	5311	COLD LAKE ICE JUNIOR B HOCKEY CLUB	2,500.00
133576	2019/08/16	278	COMMUNICATIONS COLD LAKE INC.	1,878.64
133577	2019/08/16	9393	CORKUM, JENNIFER M	265.13
133578	2019/08/16	1937	DALE FLEMING CONSULTING LTD.	1,512.00
133579	2019/08/16	12650	DUBE, CEDRIC	18.21
133580	2019/08/16	38	ELECTRIC SERVICES GRAND CENTRE LTD	8,906.10
133581	2019/08/16	12221	ERAMOSA	20,272.14
133582	2019/08/16	11724	EVOLVE CAMPS INC.	5,092.50
133583	2019/08/16	6553	FITNESS EQUIPMENT SERVICES	2,274.51
133584	2019/08/16	3595	FLEETWOOD CONSTRUCTION LTD.	13,577.57
133585	2019/08/16	967	FM GRAPH X	626.87
133586	2019/08/16	12649	FRONTLINE OUTFITTERS	181.08
133587	2019/08/16	8297	GLOBAL INDUSTRIAL CANADA INC	653.00
133588	2019/08/16	8932	GOVERNMENT OF ALBERTA	806.00
133589	2019/08/16	134	GRAND & TOY	22.85
133590	2019/08/16	10204	HOWRISH, JOLAINE	577.50
133591	2019/08/16	699	INDUSTRIAL MACHINE INC.	5,976.30
133592	2019/08/16	82	JESTER PAINT SUPPLY LTD.	3,583.42
133593	2019/08/16	5040	JOE JOHNSON EQUIPMENT INC.	490.68
133594	2019/08/16	7745	JOHN DEERE FINANCIAL	158.90
133595	2019/08/16	3019	KRAZEE KLEAN INC.	525.53
133596	2019/08/16	4587	K3 PROMOTIONS INC.	13.65
133597	2019/08/16	7458	L.D. SEPTIC TANK CLEANING	1,995.00
133598	2019/08/16	11272	LAKELAND CONNECT MEDIA INC.	420.00
133599	2019/08/16	4546	LAWSON PRODUCTS INC.	364.35
133600	2019/08/16	50	LOOMIS EXPRESS	425.72
133601	2019/08/16	480	MARTIN DEERLINE	2,084.40
133602	2019/08/16	5361	MATTE, ERIC	81.05
133603	2019/08/16	9648	MCCOWAN, EVELYN	651.75
133604	2019/08/16	12528	MERIDIAN SOURCE	658.88
133605	2019/08/16	11707	MILLER, HEATHER	78.74
133606	2019/08/16	12453	MOAR, MICHELLE S	600.00
133607	2019/08/16	272	NORTHERN LIGHTS LIBRARY SYSTEM	980.25
133608	2019/08/16	12647	PETRIE, ANGI	122.90
133609	2019/08/16	11348	POSTMEDIA PAYMENT CENTRE	

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133610	2019/08/16	7387	PRO DETAIL SUPPLY 2008 INC.	762.37
133611	2019/08/16	12362	PROCHECK HOME SERVICES	53.11
133612	2019/08/16	64	PUROLATOR COURIER LTD	83.91
133613	2019/08/16	12648	RIDLEY ENTERPRISES INC.	3,465.00
133614	2019/08/16	110	RONA	235.80
133615	2019/08/16	4554	ROSIE SEPTIC TANK SERVICE LTD	78.75
133616	2019/08/16	12009	RURAL MUNICIPALITIES OF ALBERTA	1,156.43
133617	2019/08/16	850	SAFE-NET GROUP INC.	189.00
133618	2019/08/16	841	SAFETY CODES COUNCIL	1,326.01
133619	2019/08/16	5052	SE DESIGN AND CONSULTING (2009) IN	518.18
133620	2019/08/16	2291	SMART ELECTRICAL CONTRACTORS (2007	964.91
133621	2019/08/16	8679	SOLIDEARTH GEOTECHNICAL	4,077.67
133622	2019/08/16	10091	SOUTHLAND TRANSPORTATION LTD.	51,762.60
133623	2019/08/16	9612	STANTEC CONSULTING LTD.	2,756.25
133624	2019/08/16	5672	STAPLES #332 COLD LAKE	902.55
133625	2019/08/16	2220	STAR AUTO & INDUSTRIAL LTD.	98.67
133626	2019/08/16	913	SWYRICH CORPORATION	7,237.53
133627	2019/08/16	1308	THE CITY OF CALGARY	267.75
133628	2019/08/16	5684	TIM HORTONS #2880	89.98
133629	2019/08/16	6090	TST CANADA	88.10
133630	2019/08/16	12520	UNI-SELECT CANADA STORES INC.	1,505.77
133631	2019/08/16	71	URLACHER CONSTRUCTION LTD.	106,450.63
133632	2019/08/16	11709	WEST-CAN SEAL COATING INC.	247,541.88
133633	2019/08/16	11500	WINDERMERE REGISTRY	40.00
133634	2019/08/16	285	WORKERS' COMPENSATION BOARD-ALBERT	25,600.00
133635	2019/08/16	2538	4 IMPRINT, INC.	311.21

*** Total : \$ 815,417.85

*** Total # Of Cheques: 82

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133646	2019/08/23	3729	A & B REFRIGERATION & HEATING	3,070.00
133647	2019/08/23	11941	ACHIEVING EDEN LTD	1,339.49
133648	2019/08/23	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	4,758.64
133649	2019/08/23	6593	AMSC INSURANCE SERVICES LTD.	2,347.91
133650	2019/08/23	58	ATCO GAS	43.74
133651	2019/08/23	12666	ATKINS, SEAN R J	197.24
133652	2019/08/23	104	B & R ECKEL'S TRANSPORT LTD.	460.29
133653	2019/08/23	6678	BELL	454.63
133654	2019/08/23	2741	BELL CANADA	10.76
133655	2019/08/23	176	BONNYVILLE NOUVELLE	1,612.91
133656	2019/08/23	12672	BROCKLEBANK, CHRISTINE D	371.90
133657	2019/08/23	2572	BUSY BEE SANITARY SUPPLIES INC.	337.51
133658	2019/08/23	5823	CANADIAN LINEN & UNIFORM SERVICE	353.98
133659	2019/08/23	9798	CANADIAN TIRE #450	92.31
133660	2019/08/23	12668	CARRIER, JONATHAN	31.76
133661	2019/08/23	12654	CDART	3,489.15
133662	2019/08/23	4631	CDW CANADA CORP.	533.01
133663	2019/08/23	11329	CINTAS CANADA LIMITED	362.99
133664	2019/08/23	11519	CLEAR WATER CONTROLS INC.	311.03
133665	2019/08/23	8735	COLD LAKE FOODS (2003) INC	188.00
133666	2019/08/23	111	COLD LAKE HOME HARDWARE BUILDING C	90.83
133667	2019/08/23	278	COMMUNICATIONS COLD LAKE INC.	1,965.47
133668	2019/08/23	7691	CWB NATIONAL LEASING	3,667.92
133669	2019/08/23	1937	DALE FLEMING CONSULTING LTD.	378.00
133670	2019/08/23	5855	DELL CANADA INC.	5,659.88
133671	2019/08/23	12665	DION, ALEXANDRE	8.37
133672	2019/08/23	10422	DOVE CENTRE	32.00
133673	2019/08/23	12431	DR. MANJU MATHEW	1,870.00
133674	2019/08/23	12638	EFFECTIVE PEST CONTROL	498.75
133675	2019/08/23	38	ELECTRIC SERVICES GRAND CENTRE LTD	577.25
133676	2019/08/23	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	2,731.85
133677	2019/08/23	12250	ESCRIBE SOFTWARE LTD.	9,135.00
133678	2019/08/23	12658	ESTATE OF MARY CURRY	584.97
133679	2019/08/23	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	25.43
133680	2019/08/23	6344	FLOWPOINT ENVIRONMENTAL SYSTEMS LP	620.60
133681	2019/08/23	967	FM GRAPH X	208.95
133682	2019/08/23	12655	FREDRICK AND FRIENDS	945.00
133683	2019/08/23	12657	GASKITE AEROSTATS SALES	324.35
133684	2019/08/23	134	GRAND & TOY	83.16
133685	2019/08/23	12670	GRAVES, SARAH	19.06
133686	2019/08/23	6608	GREGG DISTRIBUTORS CO. LTD.	519.92
133687	2019/08/23	11405	HAMEL MEATS (2015) LTD.	80.00
133688	2019/08/23	185	HARVIE'S GLASS & MIRROR LTD.	2,275.88
133689	2019/08/23	7163	HEARTS FOR HEALTHCARE	3,000.00
133690	2019/08/23	6431	HI FIVE FITNESS	332.50
133691	2019/08/23	8228	ISL ENGINEERING & LAND SERVICES LT	17,415.36
133692	2019/08/23	82	JESTER PAINT SUPPLY LTD.	162.20
133693	2019/08/23	1847	JIMCO ELECTRIC LTD.	541.36
133694	2019/08/23	5040	JOE JOHNSON EQUIPMENT INC.	561.79
133695	2019/08/23	7745	JOHN DEERE FINANCIAL	764.23
133696	2019/08/23	12652	KENNA, LORI-ANN	47.90
133697	2019/08/23	352	LAKELAND CREDIT UNION	1,275.99
133698	2019/08/23	117	LOCAL AUTHORITIES PENSION	80,526.50
133699	2019/08/23	2842	M/T SINC PLUMBING & HEATING	1,867.95
133700	2019/08/23	2843	MAINTENANCE ENFORCEMENT PROGRAM	
133701	2019/08/23	12664	MASSIE, GABRIEL	93.94

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133702	2019/08/23	710	MCKAY, HUGH	2,719.09
133703	2019/08/23	12663	MD PRIVATE TRUST COMPANY	48.24
133704	2019/08/23	2531	MEGA-TECH	41.04
133705	2019/08/23	9905	NIRO WELDING INC.	674.10
133706	2019/08/23	8126	NORTH EAST GAS CO-OP LTD	10.50
133707	2019/08/23	9657	PARADIGM SOFTWARE	1,098.28
133708	2019/08/23	12661	PEREIRA, MARC PHILLIP	325.52
133709	2019/08/23	12660	PETTIPAS, MATTHEW D	287.50
133710	2019/08/23	5537	PETTY CASH - ENERGY CENTRE	178.17
133711	2019/08/23	11348	POSTMEDIA PAYMENT CENTRE	341.25
133712	2019/08/23	12662	POUDRIER, MICHAEL & KATHERINE	95.39
133713	2019/08/23	6934	R REID PROJECTS LTD	3,706.50
133714	2019/08/23	9	RECEIVER GENERAL FOR CANADA	153,264.92
133715	2019/08/23	378	RECEIVER GENERAL FOR CANADA	175.00
133716	2019/08/23	540	RECYCLING COUNCIL OF ALBERTA	315.00
133717	2019/08/23	12667	ROBINSON, ERIC B	11.13
133718	2019/08/23	110	RONA	72.14
133719	2019/08/23	12009	RURAL MUNICIPALITIES OF ALBERTA	1,356.16
133720	2019/08/23	12659	RYAN, JEFFREY	313.52
133721	2019/08/23	7201	SAGAR PROPERTY MANAGEMENT LTD.	119,442.59
133722	2019/08/23	4644	SAWATZKY, JENNIFER	106.77
133723	2019/08/23	12653	SAYER, SHAWN L	47.90
133724	2019/08/23	2291	SMART ELECTRICAL CONTRACTORS (2007	548.63
133725	2019/08/23	12669	SMITH, JARED	17.28
133726	2019/08/23	8679	SOLIDEARTH GEOTECHNICAL	479.58
133727	2019/08/23	2220	STAR AUTO & INDUSTRIAL LTD.	203.95
133728	2019/08/23	12656	STEUBING, KAREN	20.00
133729	2019/08/23	1247	STONEHOCKER, DIANE	1,968.62
133730	2019/08/23	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	1,120.35
133731	2019/08/23	20	TELUS COMMUNICATIONS INC	6,629.53
133732	2019/08/23	492	TELUS MOBILITY INC.	4,480.70
133733	2019/08/23	9873	THE INSPECTIONS GROUP INC.	25,749.87
133734	2019/08/23	12671	TUPY, CHRISTOPHER	48.35
133735	2019/08/23	12520	UNI-SELECT CANADA STORES INC.	1,839.58
133736	2019/08/23	3285	UNITED RENTALS OF CANADA, INC.	997.66
133737	2019/08/23	71	URLACHER CONSTRUCTION LTD.	5,222.70
133738	2019/08/23	9163	VALLEY TRAFFIC SYSTEMS INC.	1,237.95
133739	2019/08/23	7109	VERANOVA PROPERTIES LTD	26.09
133740	2019/08/23	6173	VISTA RADIO	118.13
133741	2019/08/23	3350	W.R. MEADOWS OF WESTERN CANADA	284.34
133742	2019/08/23	12631	WALKER, ANDIE	500.00
133743	2019/08/23	5319	WASTE MANAGEMENT OF CANADA CORPORA	208.59
133744	2019/08/23	11500	WINDERMERE REGISTRY	10.50

*** Total : \$ 496,120.22

*** Total # Of Cheques: 99

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133748	2019/08/30	11941	ACHIEVING EDEN LTD	3,478.65
133749	2019/08/30	123	ACKLANDS - GRAINGER INC.	197.93
133750	2019/08/30	687	AECOM CANADA LTD.	20,366.16
133751	2019/08/30	12354	AGAT LABORATORIES	119.70
133752	2019/08/30	12310	AGGREKO CANADA, INC.	7,877.96
133753	2019/08/30	18	ALBERTA URBAN MUNICIPALITIES ASSOC	472.50
133754	2019/08/30	2934	ATCO ELECTRIC LTD.	7,090.03
133755	2019/08/30	104	B & R ECKEL'S TRANSPORT LTD.	1,958.25
133756	2019/08/30	5072	BEAVER RIVER REGIONAL WASTE MANAGE	44,109.18
133757	2019/08/30	8747	BERNIER'S DIESEL & AUTO REPAIR & P	2,773.74
133758	2019/08/30	176	BONNYVILLE NOUVELLE	641.66
133759	2019/08/30	6089	BONNYVILLE WATER CONDITIONING LTD.	35.00
133760	2019/08/30	12675	BOYD, CRAIG P	143.21
133761	2019/08/30	2572	BUSY BEE SANITARY SUPPLIES INC.	136.26
133762	2019/08/30	5823	CANADIAN LINEN & UNIFORM SERVICE	362.79
133763	2019/08/30	9798	CANADIAN TIRE #450	896.35
133764	2019/08/30	11869	CIMCO REFRIGERATION	9,707.25
133765	2019/08/30	7702	CLARK'S SUPPLY & SERVICE LTD.	68.57
133766	2019/08/30	111	COLD LAKE HOME HARDWARE BUILDING C	293.79
133767	2019/08/30	2524	COLLISION TOWING	162.75
133768	2019/08/30	12560	COMMISSIONAIRES NORTHERN ALBERTA D	5,074.34
133769	2019/08/30	12677	COURT JESTER DUELING PIANOS	2,625.00
133770	2019/08/30	1937	DALE FLEMING CONSULTING LTD.	3,638.25
133771	2019/08/30	2657	DE LAGE LANDEN FINANCIAL SERVICES	668.80
133772	2019/08/30	11266	DOUGLAS COUNTRY EVENT & PARTY VENU	350.00
133773	2019/08/30	12602	E CONSTRUCTION LTD.	176,035.23
133774	2019/08/30	38	ELECTRIC SERVICES GRAND CENTRE LTD	1,137.55
133775	2019/08/30	10163	ENTERPRISE RENT A CAR CANADA COMPA	4,910.22
133776	2019/08/30	5203	ENVIROWAY DETERGENT MFG. INC.	1,750.61
133777	2019/08/30	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	43.08
133778	2019/08/30	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	819.18
133779	2019/08/30	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	2,268.49
133780	2019/08/30	3754	GERRY'S EXPRESS LUBE INC.	754.04
133781	2019/08/30	9110	GOVERNMENT OF ALBERTA	1,395.00
133782	2019/08/30	6608	GREGG DISTRIBUTORS CO. LTD.	178.82
133783	2019/08/30	3591	GREY WOWK SPENCER LLP	3,309.65
133784	2019/08/30	185	HARVIE'S GLASS & MIRROR LTD.	238.88
133785	2019/08/30	3796	INTERIOR OFFROAD EQUIPMENT	174.43
133786	2019/08/30	82	JESTER PAINT SUPPLY LTD.	947.87
133787	2019/08/30	11781	KTI LIMITED	9,683.94
133788	2019/08/30	1215	KYETECH CANADA INC.	690.64
133789	2019/08/30	158	LAKE CITY MOTOR PRODUCTS LTD.	51.59
133790	2019/08/30	11272	LAKELAND CONNECT MEDIA INC.	682.50
133791	2019/08/30	9816	LATERAL INNOVATIONS	210.00
133792	2019/08/30	4546	LAWSON PRODUCTS INC.	2,754.96
133793	2019/08/30	5001	LAY, DUANE	347.00
133794	2019/08/30	7790	Longbow Sales Inc.	6,657.00
133795	2019/08/30	2842	M/T SINC PLUMBING & HEATING	3,339.00
133796	2019/08/30	3432	MANDERLEY TURF PRODUCTS INC.	824.67
133797	2019/08/30	10348	MARTA, TABETHA S	1,590.02
133798	2019/08/30	480	MARTIN DEERLINE	1,147.26
133799	2019/08/30	3292	MCMILLAN, SEAN T	334.57
133800	2019/08/30	8716	MILL CREEK SAND & GRAVEL (1980) LT	1,818.58
133801	2019/08/30	10069	N.E. MUNI-CORR LTD.	320.00
133802	2019/08/30	10360	NOVA MECHANICAL SYSTEMS LTD.	104,675.40
133803	2019/08/30	6188	OAKCREEK GOLF & TURF INC.	

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A / P SYSTEM
Cheque Register
Batch #: 38440

Page: 2

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133804	2019/08/30	3688	PINCH, SVEA	429.61
133805	2019/08/30	7577	PONCH'S LANDSCAPING & BOBCAT SERVI	8,757.00
133806	2019/08/30	11348	POSTMEDIA PAYMENT CENTRE	1,663.20
133807	2019/08/30	6934	R REID PROJECTS LTD	504.00
133808	2019/08/30	12073	REBEL NDT INSPECTIONS LTD.	614.25
133809	2019/08/30	9664	RECEIVER GENERAL FOR CANADA	514,066.67
133810	2019/08/30	12674	RED DEER SPORTS AND OUTDOOR SHOW	483.00
133811	2019/08/30	218	REIMER, CINDY	25.00
133812	2019/08/30	1109	RELAY DISTRIBUTING	28.30
133813	2019/08/30	1946	RIDERS CONNECTION	359.10
133814	2019/08/30	12356	RJ CUSTOM INC.	525.00
133815	2019/08/30	9288	ROADWAY TRAFFIC PRODUCTS (AB)	3,124.51
133816	2019/08/30	110	RONA	314.18
133817	2019/08/30	12009	RURAL MUNICIPALITIES OF ALBERTA	11,220.42
133818	2019/08/30	5884	SHRED-IT INTERNATIONAL ULC	283.61
133819	2019/08/30	5925	SMS EQUIPMENT INC.	1,494.72
133820	2019/08/30	8679	SOLIDEARTH GEOTECHNICAL	9,999.17
133821	2019/08/30	2220	STAR AUTO & INDUSTRIAL LTD.	251.42
133822	2019/08/30	12676	STEWART, CHAD	418.14
133823	2019/08/30	12553	STINGRAY RADIO INC./RADIO STINGRAY	1,013.04
133824	2019/08/30	2334	STRAIGHTLINE TOWING	315.00
133825	2019/08/30	238	SUPERIOR INDUSTRIES INC.	38,105.57
133826	2019/08/30	36	THE COURIER	682.50
133827	2019/08/30	12520	UNI-SELECT CANADA STORES INC.	52.99
133828	2019/08/30	71	URLACHER CONSTRUCTION LTD.	149,012.77
133829	2019/08/30	2179	COLD LAKE VICTIM SERVICES SOCIETY	260.00
133830	2019/08/30	5319	WASTE MANAGEMENT OF CANADA CORPORA	6,946.07
133831	2019/08/30	12561	WESTERN CANADIAN DEFENCE INDUSTRY	10,500.00
133832	2019/08/30	11309	WILLIER-PICHE, TINA	397.50
133833	2019/08/30	7120	YUK YUK'S "ON TOUR"	2,625.00
133834	2019/08/30	12673	1679698 ALBERTA INC.	503.57
133835	2019/08/30	2538	4 IMPRINT, INC.	311.21

*** Total : \$ 1,208,139.20

*** Total # Of Cheques: 88



STAFF REPORT

Title: Bylaw No. 649-UT-19 - Bylaw to Amend Regulation, Control, and Management of Municipal Solid Waste Bylaw No. 519-UT-14

Meeting Date: October 8, 2019

Executive Summary:

The City of Cold Lake recently built its own Material Recovery Facility (MRF) at the Landfill for processing, storage, collection and disposal of recyclables for the City of Cold Lake and surrounding areas.

Waste Management Bylaw No. 591-UT-14 requires amendment to include the new City owned and operated MRF to allow the City to regulate and control the processing, storage, collection and disposal of recyclables at the MRF.

The bylaw amendments were presented at the September 17, 2019 Corporate Priorities Committee of Council meeting, and Committee recommended to bring Bylaw No. 649-UT-19 to the next regular Council meeting for first reading.

Background:

Since 2006, Recyclables were being processed, stored, collected and disposed of at a private Material Recovery Facility under contract by the City. This contract expired on September 30, 2019 and the City of Cold Lake is now operating its own MRF for processing, storage, collection and disposal of recyclables for the City of Cold Lake and surrounding areas.

As a result, Waste Management Bylaw No. 591-UT-14 requires amendment to reflect the new MRF and associated fees. Taking the opportunity of bylaw being amended, Administration is also amending few other things as housekeeping items.

Attached for reference is:

- Bylaw 519-UT-14 the “unofficial consolidate version of the current bylaw with **all** the suggested changes in red.
- Bylaw #649-UT-19 to Amend Bylaw No. 591-UT-14 for Regulation, Control and Management Of Municipal Solid Waste

The attached documents will provide details on proposed amendment but below is the proposed fee schedule for the new MRF for discussion and feedback.



MATERIAL RECOVERY FACILITY (MRF)			
RESIDENTIAL- RECYCLABLES			
S.No	Waste Facility & Waste Description	Member Fee	Non-Member Fee
12.	Sorted Recyclables	No Charge	No Charge
13.	Mixed Recyclables	\$15 per tonne (minimum charge \$8.00 if below 100kg)	\$50.00 per tonne (minimum charge \$20.00 if below 100kg)
14.	Contaminated Recyclables – Contamination > 10% (Charged as Residential Waste)	\$80.00 per tonne (minimum charge \$8.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)
INDUSTRIAL, COMMERCIAL & INSTITUTIONAL- RECYCLABLES			
15.	Sorted Cardboard	\$25.00 per tonne	\$60.00 per tonne
16.	Sorted Newspaper	\$25.00 per tonne	\$60.00 per tonne
17.	Sorted Office Paper	\$25.00 per tonne	\$60.00 per tonne
18.	Sorted Mixed Paper	\$25.00 per tonne	\$60.00 per tonne
19.	Sorted Tin Cans	\$25.00 per tonne	\$60.00 per tonne
20.	Sorted Shopping Bags	\$25.00 per tonne	\$60.00 per tonne
21.	Sorted Mixed Plastic	\$25.00 per tonne	\$60.00 per tonne
22.	Mixed Load (Charged as ICI – Regular Waste)	\$150.00 per tonne (minimum charge \$20.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)
23.	Contaminated Recyclables – Contamination > 10% (Charged as ICI –Regular Waste)	\$150.00 per tonne (minimum charge \$20.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)

The proposed rate schedule is developed on the basis to encourage residential customer to use drop-off location for recycling but to provide a one stop shop if they are visiting Landfill/Transfer Station for disposing recyclables items. Residential customer will not be charged a tipping fee for recyclable materials (going to MRF) provided the materials are sorted.



Similarly Industrial, Commercial and Institutional Recycling haulers are given incentive to bring sorted recyclable materials. There is additional fees associated if the load is contaminated or mixed.

Bylaws is also being amended to include E-Waste but no charge to customers.

The bylaw amendments were presented at the September 17, 2019 Corporate Priorities Committee of Council meeting, and Committee recommended to bring Bylaw No. 649-UT-19 to the next regular Council meeting for first reading.

Alternatives:

Council may consider the following alternatives:

1. Give first reading to Bylaw No. 649-UT-19, being a Bylaw to Amend the Regulation, Control, and Management of Municipal Solid Waste Bylaw No. 519-UT-14.
2. Not give first reading to Bylaw No. 649-UT-19, being a Bylaw to Amend the Regulation, Control, and Management of Municipal Solid Waste Bylaw No. 519-UT-14 and refer the issue to Corporate Priorities Committee of Council for further discussion.

Recommended Action:

That Council give first reading to Bylaw No. 649-UT-19 - Bylaw to Amend Regulation, Control, and Management of Municipal Solid Waste Bylaw No. 519-UT-14.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

CITY OF COLD LAKE
BYLAW #649-UT-19

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 591-UT-14 FOR REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

PURSUANT to section 63(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended a Council may by bylaw authorize the revision of a bylaw of the municipality;

WHEREAS recyclables are currently processed, stored, collected and disposed of at a private Material Recovery Facility under contract by the City;

WHEREAS Council deems it desirable to construct, own and operate a Material Recovery Facility for processing, storage, collection and disposal of recyclables for the City of Cold Lake and surrounding areas;

WHEREAS amending the Waste Management Bylaw No. 591-UT-14 to include a City owned and operated Material Recovery Facility will allow the City to regulate and control the processing, storage, collection and disposal of recyclables at the Material Recycling Facility;

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

SECTION 1 – TITLE

1. This Bylaw shall be cited as the “Bylaw to Amend Bylaw No. 591-UT-14, Inclusion of a processing at City, Material Recovery Facility”.

SECTION 2 – BYLAW AMENDMENT

2. The City of Cold Lake Waste Management Bylaw No. 591-UT-14 is hereby amended by:

2.1 Inserting: the word process to the sentence in section 2.1

such that the sentence in Bylaw No. 591-UT-14 shall now read:

2.1 To regulate the collection, process and disposal of the waste by the City;

- 2.2 Inserting: ARMA (Alberta Recycling Management Authority) definition in section 3.

such that the definition in Bylaw No. 591-UT-14 shall now read:

ARMA (Alberta Recycling Management Authority) means the registered not-for-profit organization responsible for managing the province’s tires, electronics, paint and used oil recycling programs. To regulate the collection, process and disposal of the waste by the City;

- 2.3 Deleting: Blue Bag Recyclables definition in section 3:

Blue Bag Recyclables means glass bottles and jars; aluminum, steel and tin cans; plastic bottles, containers and bags; milk and juice containers; or other items as designated by the City from time to time.

- 2.4 Inserting: Mixed Blue Bag Recyclables definition in section 3:

such that the definition in Bylaw No. 591-UT-14 shall now read:

Mixed Blue Bag Recyclables means aluminum, steel and tin cans; plastic bottles, containers and bags; milk and juice containers; or other items as designated by the City from time to time.

2.5 Deleting: Contaminated Recycling definition in section 3:

Contaminated-Recycling means that recyclable materials have been compromised by the presence of food residue, blood, soil, or other prohibited materials, “soiled” shall have the same meaning.

2.6 Inserting: Contaminated Recycling definition in section 3:

such that the definition in Bylaw No. 591-UT-14 shall now read:

Contaminated-Recycling means incorrect items/ materials are put into the recycling system or the right items/ materials are prepared the wrong way (ie. presence of food residue, blood, refuse/ regular garbage, recyclables are placed in plastic bags or not separated as per the Bylaw)

2.7 Inserting: Electronic Waste (e-waste) definition in section 3.

such that the definition in Bylaw No. 591-UT-14 shall now read:

Electronic Waste (e-waste) is an electrical or electronic device that is discarded after the end of its useful life. Eligible e-waste accepted is defined by ARMA.

2.8 Inserting: Mixed Recycling definition in section 3.

such that the definition in Bylaw No. 591-UT-14 shall now read:

Mixed Recycling means a system which all paper, plastic, metals and other containers are mixed in a collection truck instead of being sorted by the depositor into separate commodities.

2.9 Deleting: Recycling Depot definition in section 3:

Recycling Depot means a public drop off facility for recyclable materials and special waste materials.

2.10 Deleting: Source Separated Composting Facility definition in section 3:

Source Separated Composting Facility means a facility designed to receive, process and compost organic material.

2.11 Inserting: Composting Facility definition in section 3:

such that the definition in Bylaw No. 591-UT-14 shall now read:

Composting Facility means a facility designed to receive, and process compostable organic material.

2.12 Inserting: Source Separated Recycling definition in section 3:

such that the definition in Bylaw No. 591-UT-14 shall now read:

Source Separated Recycling means recyclable materials separated by type as defined in this Bylaw so they can be recycled.

2.13 Inserting: the words Class III to Waste Management Facility definition in section 3:

such that the definition in Bylaw No. 591-UT-14 shall now read:

Waste Management Facility means any of the facilities for the management of residential and ICI waste, mixed waste, recyclable material and organic material operated by the City, its contractors and or its agents; including but not limited to the Class III Landfill, Material Recovery Facility, Source Separated Compost Facility and Transfer Station.

2.14 Inserting: the words: or 0.20 meters in width or diameter to Yard Waste definition in section 3:

such that the definition in Bylaw No. 591-UT-14 shall now read:

Yard Waste means uncontaminated, organic waste from gardening or horticultural activities including grass clippings, leaves, brush, house and garden plants but excludes: trees, shrubs, branches over 1.2m in length, or 0.20 meters in width or diameter soil, sod, rock, stumps and any other woody material.

2.15 Inserting: the words Mixed Blue Bag and Deleting: the word co-mingled to the sentence in section 9.3.1

such that the sentence in Bylaw No. 591-UT-14 shall now read:

9.3.1 Mixed Blue Bag Recyclables must be placed in watertight, clear or transparent blue bags with an overall length of no more than 82.5cm (32inches) when empty;

2.16 Inserting: the words as directed by the CAO or their designates and Deleting: the words provided it is a small load, at the bin area to the sentence in section 21.9

such that the sentence in Bylaw No. 591-UT-14 shall now read:

21.9 No Person shall dispose of refuse at the disposal site other than at the transfer station or, as directed by the CAO or their designates,

2.17 Inserting: Disposal of Contaminated Organic Material and Soil Description and Fee to Schedule “C”

such that the Schedule C in Bylaw No. 591-UT-14 shall now include:

	Disposal of Contaminated Organic Material and Soil	\$150.00 per tonne	\$195.00 per tonne
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2.18 Inserting: Section Material Recovery Facility and Fee to Schedule “C”

such that the Schedule C in Bylaw No. 591-UT-14 shall now include:

MATERIAL RECOVERY FACILITY (MRF)			
RESIDENTIAL- RECYCLABLES			
12.	Sorted Recyclables	No Charge	No Charge
13.	Mixed Recyclables	\$15 per tonne (minimum charge \$8.00 if below 100kg)	\$50.00 per tonne (minimum charge \$20.00 if below 100kg)
14.	Contaminated Recyclables – Contamination > 10% (Charged as Residential Waste)	\$80.00 per tonne (minimum charge \$8.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)
INDUSTRIAL, COMMERCIAL & INSTITUTIONAL- RECYCLABLES			

15.	Sorted Cardboard	\$25.00 per tonne	\$60.00 per tonne
16.	Sorted Newspaper	\$25.00 per tonne	\$60.00 per tonne
17.	Sorted Office Paper	\$25.00 per tonne	\$60.00 per tonne
18.	Sorted Mixed Paper	\$25.00 per tonne	\$60.00 per tonne
19.	Sorted Tin Cans	\$25.00 per tonne	\$60.00 per tonne
20.	Sorted Shopping Bags	\$25.00 per tonne	\$60.00 per tonne
21.	Sorted Mixed Plastic	\$25.00 per tonne	\$60.00 per tonne
22.	Mixed Load (Charged as ICI – Regular Waste)	\$150.00 per tonne (minimum charge \$20.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)
23.	Contaminated Recyclables – Contamination > 10% (Charged as ICI –Regular Waste)	\$150.00 per tonne (minimum charge \$20.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)

2.19 Inserting: Electronic Waste (under ARMA eligible materials) Description and Fee to Schedule “C”

such that the Schedule C in Bylaw No. 591-UT-14 shall now include:

	Electronic Waste (under ARMA eligible materials)	No Charge	No Charge
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SECTION 3 – ENACTMENT

3. 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 ____ day of _____, A.D. 201__, on motion by _____.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this ____ day of _____, A.D. 201__, on motion by _____.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this ____ day of _____, A.D. 201__, on motion by _____.

**CARRIED
UNANIMOUSLY**

Executed this ____ day of _____, 201__.

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, BEING A BYLAW TO REGULATE, CONTROL AND MANAGE WASTE IN THE CITY OF COLD LAKE

WHEREAS: the Municipal Government Act (Alberta) R.S.A. 2000 and amendments thereto, permits the Council to pass bylaws for municipal purposes respecting the safety, health and welfare of people; the protection of people and property; nuisances; services provided by or on behalf of the municipality; public utilities; and the enforcement of bylaws

AND WHEREAS: the Council deems it desirable to regulate and control the storage, collection and disposal of waste within the City of Cold Lake.

AND WHEREAS: Bylaw No. 277-UT-07, Bylaw No. 418-UT-11 and Bylaw 356-UT-09 of the City of Cold Lake are hereby repealed; and

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

1. TITLE

1.1 This Bylaw may be cited as the “The Waste Management Bylaw”.

2. PURPOSE

2.1 To regulate the collection, **process** and disposal of the waste by the City;

2.2 To levy waste service fees for services provided;

2.3 To levy Waste Management Facility and Tipping fees for service provided;

2.4 To establish a Waste Management System for the City of Cold Lake, pursuant to the provisions of this Bylaw

3. DEFINITIONS

3.1 **Act** means the Municipal Government Act RSA 2000 and regulations made under the Municipal Government Act as amended.

3.2 **Active Face** means the area of the disposal site where active land filling of solid waste takes place.

3.3 **Aggregate** means inert granular construction fill material.

3.4 **Alley** means a lane intended primarily for the access to the rear yard of adjacent premises.

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

- 3.5 **Animal Waste** means all forms of waste from animals or the treatment of animals.
- 3.6 **Apartment** means a residential dwelling unit in a building containing more than four self- contained dwelling units.
- 3.7 **ARMA (Alberta Recycling Management Authority)** means the registered not-for-profit organization responsible for managing the province's tires, electronics, paint and used oil recycling programs.
- 3.8 **Ashes** means the residue and cinders from any substance used for fuel and from incineration of waste.
- 3.9 **Asphalt** means recyclable asphaltic concrete originating from roadways, parking areas and other paved surfaces.
- 3.10 **Automated Collection** means the collection of organic, recyclable or waste material disposed of through a cart system designed to be emptied through mechanical means into a collection vehicle.
- 3.11 **Automated Collection Container or Cart** means a receptacle that:
- 3.11.1 is allocated to a residence by the City; and
- 3.11.2 is intended for Automated Collection of Waste, Recycling or Organics.
- 3.12 **Bag Tags** means a sticker purchased by the Owner or Occupants of the eligible premises from the City at a price as designated by the City as per Schedule A for the collection of excess waste. Bag Tags are only available in areas that are not eligible for automated collection services or for a premise that Automated Collection Services has not yet been established.
- 3.13 **Base Rate** means the rate established by the City from time to time for the collection of one unit of waste, one unit of organics and one unit of recycling to be collected from each dwelling unit.
- 3.14 **Batteries** means an electro-chemical cell contained in a plastic case consisting of lead and lead oxide plates and containing a mixture of acid which is used to supply an electric power source for motor vehicles.
- 3.15 **Beaver River Regional Waste Commission** means the Commission established under Municipal Government Act AR 51/2003 and amendments thereto; governing the administration of the Waste Transfer Station.

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

- 3.16 **Billing Period** shall be the same as the one month period for which the customer is charged for water and sewer services.
- 3.17 **Biomedical Waste** means medical waste that requires proper handling and disposal because of environmental, aesthetic, and health and safety concerns as well as risks to human health and includes:
- 3.17.1 human anatomical waste;
 - 3.17.2 infectious human waste;
 - 3.17.3 infectious animal waste;
 - 3.17.4 microbiological waste;
 - 3.17.5 blood and body fluid waste; and
 - 3.17.6 medical sharps, such as needles, syringes, blades or other clinical or laboratory materials capable of causing punctures or cuts.
- 3.18 **Blue Bag** means a blue transparent plastic bag of similar size to a Standard Bag but shall be filled only with cleaned Recyclables.
- 3.19 **Boxboard** means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes; toilet paper and paper towel rolls and or other similar items.
- 3.20 **Bylaw** means The Waste Management Bylaw that may be amended from time to time
- 3.21 **Bylaw Officer** means a Bylaw Enforcement Officer appointed by council to enforce its bylaws or a member of the Royal Canadian Mounted Police or Municipal Police.
- 3.22 **Carcass** means dead animal or part of a dead animal.
- 3.23 **Chlorofluorocarbons, CFC's** means a chemical used as a refrigerant requiring special handling and disposal.
- 3.24 **Church** means any property held by a religious body and used chiefly for divine service, public worship or religious education.
- 3.25 **City** means the municipal corporation of The City of Cold Lake or the area located within the boundaries of the City, as the context requires;

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

- 3.26 **City Manager or designate** means a person appointed by the Council of the City as Chief Administrative Officer (CAO), or that person's designate
- 3.27 **Class I Compost Facility** means a waste management facility where compostable waste, not including hazardous waste, is decomposed through a controlled bio-oxidation process, including a thermophilic phase, that results in a stable humus-like material, but does not include, a residential composter, a compost facility that receives only sludge as defined in the Wastewater and Storm Drainage Regulation (AR 119/93), a Class II compost facility as defined in the Waste Control Regulation (AR 192/96), or a manure storage facility defined in Agricultural Operation.
- 3.28 **Class III Landfill** means a landfill for the disposal of inert waste.
- 3.29 **Clean Fill** means soil, sediment or fill material which does not contain contaminants,
- 3.30 **Collectible Waste** means material originating from eligible properties and placed by the owner or the occupant for collection by a collector or by an agent of the City and includes but is not limited to Refuse, Recyclable and Organic Materials.
- 3.31 **Collection** means picking up and gathering waste, recycling or organic materials including transport of the material to a disposal site or a material recovery facility, as applicable.
- 3.32 **Collection Services** means one or more of the services provided by the City under this Bylaw, including waste, recycling and organic collection services.
- 3.33 **Collector** means any person employed, hired, contracted or otherwise authorized by the City to collect Waste.
- 3.34 **Collection Day** means the day or days on which the Waste is scheduled to be collected.
- 3.35 **Commercial Bin** means a container provided for the storage of commercial waste or recyclable material and may be constructed to be mechanically emptied into a collection vehicle, with a volume capacity of more than three hundred and sixty five (365) liters.
- 3.36 **Commercial Firm or Company** means a company which is assessed with a business occupancy tax by the City, but does not include a business located in a residential dwelling such as but not limited to a home occupation or professional office.

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

- 3.37 **Commercial Property** means any lot of land which contains one or more Commercial Firms or Companies.
- 3.38 **Commercial Waste and Recyclable Material** means waste that would normally be generated and discarded from a commercial premises, including stores, cafes, eating establishments, wholesalers, retail businesses, and offices where the establishment occupies all or part of a building having mixed uses and also includes material from the work of decorating, cleaning or repairing of a building or premises.
- 3.39 **Community Recycling Depot** means an area accessible to the City that contains bins set aside for the collection of recyclable materials
- 3.40 **Compostable Bags** means a bag that is made of materials that will biodegrade through the composting process. A compostable bag shall be filled only with Organics.
- 3.41 ~~Source-Separated~~ **Composting Facility** means a facility designed to receive, and process compostable organic material.
- 3.42 **Concrete** means a hardened mixture of cement with sand and gravel.
- 3.43 **Condominium** means a residential dwelling to which title is:
- 3.43.1 registered under the Condominium Property Act, R.S.A. 2000, C-22, as amended; or
- 3.43.2 held by a cooperative housing association registered under the Cooperatives Act, S.A. 2001, C-28.1, as amended.
- 3.44 **Construction, Renovation and Demolition Waste** means all waste produced in the process of constructing, altering, renovating, repairing, or demolishing a building; including earth and rock displaced during the process of building, all of which is acceptable disposal at an approved disposal site.
- 3.45 **Contaminated-Recycling** means incorrect items/ materials are put into the recycling system or the right items/ materials are prepared the wrong way (ie. presence of food residue, blood, refuse/ regular garbage, recyclables are placed in plastic bags or not separated as per the Bylaw) ~~means that recyclable materials have been compromised by the presence of food residue, blood, soil, or other prohibited materials, “soiled” shall have the same meaning.~~

CITY OF COLD LAKE
BYLAW # 519-UT-14
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- 3.46 **Contaminated Soil** means soil or sediment of fill containing substances that are potentially hazardous to health or environment.
- 3.47 **Controlled Waste** means a class of hazardous waste, which may be disposed if special handling and disposal techniques are used to avoid creating health hazards, nuisances or environmental pollution, and includes, but is not limited to:
- 3.47.1 contaminated soils;
 - 3.47.2 contaminated gypsum board or wall board;
 - 3.47.3 a dead animal;
 - 3.47.4 fibre optic cable;
 - 3.47.5 food processing waste;
 - 3.47.6 health hazard waste;
 - 3.47.7 pumpings containing soil, sand, gravel, other non-hazardous solids, sewage solids, trace levels of petroleum products or grease; including:
 - 3.47.7.1 pumpings from parking lot drainage sumps;
 - 3.47.7.2 pumpings from domestic and municipal sewage treatment plants and sand filters and pump stations;
 - 3.47.7.3 pumpings from septic tanks;
 - 3.47.7.4 pumpings from laundry lint traps;
 - 3.47.7.5 pumpings from sumps which collect run-off from vehicle washing facilities, but not from facilities used for maintenance or lubrication of automobile components or where solvents or sandblasting are employed for the removal of paint, grease or oil;
 - 3.47.8 screenings from municipal sewage treatment plants or pump stations;
 - 3.47.9 soot;
 - 3.47.10 waste asbestos;
 - 3.47.11 waste sludge from municipal sewage treatment plants and sump pump stations;

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- 3.47.12 used oil;
- 3.47.13 recyclable paint.
- 3.48 **Council** means the Municipal Council of the City of Cold Lake.
- 3.49 **Disposal** includes disposition or intended disposition by discarding, discharging, dumping, throwing away, dropping or abandoning and “dispose” shall have a comparable meaning.
- 3.50 **Disposal Site** means any premises designated by the City of Cold Lake for waste disposal or any other premises approved by Alberta Environment for the disposal of waste.
- 3.51 **Duplex** means a single building that contains two dwelling units and each dwelling unit has a separate, direct entrance from grade.
- 3.52 **Dwelling Unit** means a residence of one or more persons that contains a kitchen, living, sleeping and sanitary facilities.
- 3.53 **Electronic Waste (e-waste)** is an electrical or electronic device that is discarded after the end of its useful life. Eligible e-waste accepted is defined by ARMA.
- 3.54 **Eligible Premises** means those properties within the City of Cold Lake which are eligible for municipal collection as defined by Section 7 of this Bylaw
- 3.55 **Excess Rate** means the rates established by the City of Cold Lake for the purchase and use of City Excess Waste Bags/ Carts/ Containers and for the collection of excess waste.
- 3.56 **Fee** means any fee, as set out in this Bylaw that may be levied as a utility charge by the City in exchange for the collection, disposal and recycling of Refuse.
- 3.57 **Fiber Recyclables** means mixed paper, corrugated cardboard, newsprint, envelopes, file folders, magazines, catalogues, flyers, telephone and other soft cover books, paper egg cartons, paper drink trays or other similar items as designated by the City from time to time.
- 3.58 **Food Waste** means fruit and vegetable peelings, table scraps, meat, poultry, fish, shellfish, dairy products, cooking oil, grease, bread, grain, rice, pasta, bones, egg shells, coffee ground and filters, tea leaves and bags or other similar items.
- 3.59 **Fourplex** means a single building that contains four dwelling units, and each unit has a separate direct entrance from grade.

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- 3.60 **General Medical Waste** means non-hazardous medical waste and includes soiled dressings, sponges, surgery drapes, lavage tubes, casts, catheters, disposable pads, disposable gloves, specimen containers, lab coats and aprons, tubings, filters, towels and disposable sheets, but excludes biomedical waste.
- 3.61 **Hauler** means any company, person or person who transports waste material including without limitation, Industrial, Commercial and Institutional Waste, residential waste, refuse, recyclable materials or organic materials to waste management facilities operated by the City, its contractors, its agents or to other waste management facilities approved under applicable law for disposal of waste material.
- 3.62 **Hazardous Waste** as defined under the Environmental Protection and Enhancement Act and its regulations.
- 3.63 **Household Hazardous Waste** means any waste, produced in the home, which contains hazardous substances, which may pose threat to the environment, wildlife and human health. Examples include but are not limited to drain cleaners, oil paint, motor oil, antifreeze, fuel, poison, pesticides, herbicides, rodenticide, fluorescent lamps, medical waste, some types of cleaning chemical and lamp ballasts.
- 3.64 **Industrial, Commercial, Institutional Waste or ICI Waste** means material of similar composition as waste collected within the City of Cold Lake other than by Municipal Collection.
- 3.65 **Industrial Waste** means waste generated by commercial or industrial activities that present health, safety or environmental concerns, and includes but is not limited to lime, sulphur, asbestos, contaminated soils, empty chemical containers and drums, carbon, acids, caustics, sludge, and industrial sump water, but excludes Hazardous Waste and Biomedical Waste.
- 3.66 **Industrial Premises** means any place that carry on one or more of the following activities; manufacturing, processing, assembling, cleaning, repairing, servicing, testing, storage, warehousing, distribution or shipment of material goods, products and or equipment.
- 3.67 **Inert materials** means waste neither chemically or biologically reactive and will not decompose. This could include drywall, some non-recyclable plastics and construction materials.

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- 3.68 **Institutional Premises** means any building exclusively used by any corporate body or society for promoting a particular purpose on a non-profit basis and includes public buildings.
- 3.69 **Litter Receptacle** means a receptacle intended for public use for the temporary storage of litter, garbage or waste, but excludes all other types of waste containers.
- 3.70 **Material Recovery Facility** means a facility that receives, separates and prepares recyclable material for marketing.
- 3.71 **Medical Sharp** means a needle device or any non-needle sharp used for withdrawing body fluids, accessing an artery or vein, administering medications or other fluids, or any other device that can reasonably be expected to penetrate the skin or any other part of the body.
- 3.72 **Member** means refuse generated from member rate payers of the Beaver River Waste Commission as defined in 3.15.
- 3.73 **Mixed Blue Bag Recyclables** means ~~glass bottles and jars;~~ aluminum, steel and tin cans; plastic bottles, containers and bags; milk and juice containers; or other items as designated by the City from time to time.
- 3.74 **Mixed Loads** means a load containing Residential, Industrial, Commercial or Institutional Waste and more than sixty percent (60%) Construction and Demolition Waste.
- 3.75 **Mixed Recycling** means a system which all paper, plastic, metals and other containers are mixed in a collection truck instead of being sorted by the depositor into separate commodities.
- 3.76 **Multi-residential complex** means a group of more than four dwelling units that:
- 3.76.1 share a common parcel of land; or
 - 3.76.2 share a private roadway that provides access to the dwelling units, notwithstanding that some of the dwelling units may be located adjacent to a public street; or
 - 3.76.3 both 3.76.1 and 3.76.2
- 3.77 **Multi family dwelling** means a building designed and built to contain five or more dwelling units separated from each other by a firewall.

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- 3.78 Municipal Tag** means a tag or ticket wherein the Person alleged to have committed a breach of a provision of this Bylaw is given an opportunity to pay a voluntary penalty to the Municipality of Cold Lake in lieu of prosecution of the offence.
- 3.79 Non Collectible Waste** means all material other than collectible waste including, but not limited to:
- 3.79.1 animal waste, dead animals, carcasses, offal, manure, kennel waste, excreta or animal parts;
 - 3.79.2 biomedical waste;
 - 3.79.3 building waste;
 - 3.79.4 cooking oil, grease, fat, lard or similar materials used in commercial operations;
 - 3.79.5 furniture or appliances including refrigerators, freezers, stoves, dishwasher, hot water tanks, and other appliances;
 - 3.79.6 hazardous materials;
 - 3.79.7 Highly combustible or explosive materials including live ammunition;
 - 3.79.8 industrial waste;
 - 3.79.9 liquids;
 - 3.79.10 Lead-acid automotive batteries or propane tanks;
 - 3.79.11 plumbing fixtures;
 - 3.79.12 products containing chlorofluorocarbons;
 - 3.79.13 radioactive material;
 - 3.79.14 scrap metal;
 - 3.79.15 soil, sod, dirt, rocks or stumps;
 - 3.79.16 tree branches or lumber that exceeds 1.2 meters in length or 0.20 meters in width or diameter;
 - 3.79.17 any material that is in a state of combustion or any material that is likely to cause other materials to combust when in the waste container;

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- 3.79.18 any material that does not comply with the Waste Bylaw or any regulation established by the City;
- 3.79.19 any material that does not meet the requirements set out by Alberta Environment
- 3.80 **Non Member** means refuse generated from non-member of the Beaver River Waste Commission.
- 3.81 **Non -Recyclable Paper** means napkins, paper towels, fast food wrappers, wax paper, paper plates and cups, dirty or soiled newspaper or flyers, sugar, flour& potato paper bags or other similar items.
- 3.82 **Organic Materials** means food waste, leaf and Yard Waste, boxboard, soiled and non-recyclable paper, branches bushes, Wood Waste, natural Christmas trees without decorations or stands and other material of plant or animal origin as designated by the City from time to time.
- 3.83 **Occupant** means the owner of any premises who resides or carries on any kind of business therein; or any person or corporation residing or carrying on business therein as a lessee of the owner pursuant to a license of occupancy granted by the owner; or the owner of any vacant premises eligible to receive Waste Collection Services.
- 3.84 **Owner** means the registered owner of the real property as designated on the Certificate of Title for the property.
- 3.85 **PCB** means any monochlorinated, dichlorinated or polychlorinated biphenyl or any mixture that contains one or more of these.
- 3.86 **Peace Officer** means a member of the Royal Canadian Mounted Police, a member of a municipal police officer, Community Peace Officer or a Bylaw Officer.
- 3.87 **Person** means any person, firm, partnership, association, corporation, company or organization of any kind.
- 3.88 **Plastic Garbage Bag** means a sturdy plastic bag specifically marketed to store waste for collection, and excludes plastic bags that are intended for other purposes.
- 3.89 **Premise** means land including any buildings erected thereon.

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- 3.90 Prohibited Materials** means a gaseous, liquid or solid material, substance or object which is not acceptable for disposal at the disposal site, including but not limited to:
- 3.90.1 aggregate;
 - 3.90.2 asphalt;
 - 3.90.3 biomedical waste;
 - 3.90.4 clean soil;
 - 3.90.5 concrete;
 - 3.90.6 batteries, propane tanks, tires;
 - 3.90.7 empty waste containers, unless they are crushed, shredded, or similarly reduced in volume to the maximum practical extent;
 - 3.90.8 hazard waste, except as permitted by this bylaw;
 - 3.90.9 ignitable waste;
 - 3.90.10 motor vehicle bodies and farm implements;
 - 3.90.11 CB's
 - 3.90.12 radioactive waste;
 - 3.90.13 reactive waste;
 - 3.90.14 solid waste that is on fire or smoldering.
- 3.91 Propane Tank** means a storage container used for the storage of propane in its liquid form. Tanks are available in many different sizes being engineered and designed for propane storage containment at high pressures
- 3.92 Radioactive Waste** means waste containing a prescribed substance as defined in Atomic Energy Control Act (Canada) in sufficient quantity or concentration to require a license for possession or use under that Act and regulations made under the Act.
- 3.93 Reactive** means a gaseous, liquid or solid material, substance or object which is:

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- 3.93.1 explosive, oxidizing or so unstable that it readily undergoes violent change in the presence of air or water;
- 3.93.2 generates toxic gases, vapors or fumes by itself or when mixed with water;
or
- 3.93.3 polymerized in whole or in part by chemical action and causes damage by generating heat or increasing in volume.
- 3.94 **Reasonably Clean** means not contaminated or soiled.
- 3.95 **Recyclable Materials** means fiber recyclables, blue bag recyclables and other substances or mixture of substances intended to be recycled.
- 3.96 **Refuse or Regular Garbage** means and includes all **Collectible Waste** other than that which is collected as recyclable or organic materials such as:
 - 3.96.1 broken bottles, crockery and glassware, floor sweepings, discarded clothing, non-recyclable packaging, non-repairable household goods, Styrofoam and other household waste;
 - 3.96.2 glass that is tightly wrapped in cardboard or other suitable material and clearly marked to prevent injury to collection personnel;
 - 3.96.3 ashes and soot that is completely cold placed in plastic disposal, watertight bags, securely tied and marked “ashes” or “soot”;
 - 3.96.4 domestic household pet feces placed in plastic disposable watertight bags, securely tied;
 - 3.96.5 residential home renovation waste materials;
 - 3.96.6 Medical sharps provided they are contained in a puncture resistant, non-breakable container with a tight fitting lid;
 - 3.96.7 other items not specifically designated as mixed waste except as excluded by this Bylaw.
- 3.97 **Residential Composter or Backyard Composter** means a composter that
 - 3.97.1 is located at a residence;
 - 3.97.2 is located to decompose food scraps or vegetative matter resulting from gardening, horticulture, landscaping or land clearing and;

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3.97.3 uses controlled bio-oxidation process that results in a stable humus like material.

- 3.98 **Residential Dwelling** means any self-contained dwelling place occupied or intended to be occupied as a separate place of residence and shall include a single family home, manufactured or mobile home and each dwelling unit within a duplex, triplex, and fourplex and secondary suite that has been permitted by the City of Cold Lake Land Use Bylaw as amended from time to time
- 3.99 **Residential Home Renovation Materials** means construction and demolition waste generated as a result of small residential home construction, demolition or renovation activities and includes pieces of gyprock, pieces of scrap wood, rolled carpet, and rigid polystyrene foam or fiber glass insulation.
- 3.100 **RFID** means Radio Frequency Identification, which is a system that identifies a Cart as belonging to a specific Residence through the use of computer chips and identification hardware and software.
- 3.101 **Rowhouse** means a building that contains no more than four dwelling units located side by side and fronting on a Street where each dwelling unit is located on an individual parcel of land and has a separate, direct entry from grade adjacent to the Street.
- 3.102 **Scale House Attendant** means the person(s) responsible for the operation of the scale system located at the waste management facility operated by the City, its contractor or its agents.
- 3.103 **Service Change Request** includes but is not limited to:
- 3.103.1a service change request and delivery of the requested automated collection carts;
 - 3.103.2 the replacement and delivery of automated carts removed or damaged from already assigned dwelling houses.
 - 3.103.3 a change to the number of automated collection carts assigned and approved by the CAO or designate as per 9.2.3.
- 3.104 **Service Change/ Set Up Fee** means the fees set by the City from time to time and specified in Schedule A of this Bylaw and charged for:

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- 3.104.1 new waste and recycling collection account set up and bin delivery to all dwelling houses that do not have automated collection carts already assigned;
- 3.104.2 a service change request and delivery of the requested automated collection carts;
- 3.104.3 the replacement and delivery of automated carts removed or damaged from already assigned dwelling houses.
- 3.105 **Service Charge** means a Collection Service charge set out in Schedule A of this Bylaw.
- 3.106 **Service User** means the utility service account holder who is deemed by the City to receive Collection Services.
- 3.107 **Sidewalk** means that part of a Street especially adapted to the use of or ordinarily used by pedestrians and includes that part of a Street between:
- 3.107.1 the curb line; or
- 3.107.2 where there is no curb line, the edge of the roadway, and the adjacent property line, whether or not it is paved or improved.
- 3.108 **Single Detached Dwelling** means a building designed to contain one dwelling unit and is separated on all sides from other dwelling units.
- 3.109 **Source Separated Recycling** means recyclable materials separated by type as defined in this Bylaw so they can be recycled.
- 3.110 **Street** means any public roadway used by a waste collection vehicle to gain access to the boundary of a property from which waste is to be collected.
- 3.111 **Tires** means the outer pneumatic rubber covering of wheels of motor vehicles.
- 3.112 **Townhouse** means a single building that contains no more than four dwelling units separated from one another by party walls extending from foundation to roof and each dwelling unit has a separate direct entrance from grade.
- 3.113 **Transfer Station** means a facility operated by or on behalf of the City for unloading and consolidating residential and ICI refuse from collection vehicles for transport to another waste management facility in larger loads.

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- 3.114 **Triplex** means a single building that contains three dwelling units and each dwelling unit has a separate, direct entrance from grade.
- 3.115 **Vehicle** has the same meaning as the Traffic Safety Act, RSA 2000, including amendments thereto and replacement thereof.
- 3.116 **Vehicle Waste** means and includes vehicle parts, tires, batteries, lubricants, fluids and any associated packaging material.
- 3.117 **Waste Asbestos** means waste containing friable asbestos fibres, non-friable asbestos, or asbestos dust and includes asbestos cement.
- 3.118 **Waste Container** means a container approved for waste collection pursuant to this Bylaw but excludes an automated collection container, commercial bin and a litter receptacle. Refuse Container or Regular Garbage Container shall have the same meaning.
- 3.119 **Waste Materials** means anything that is discarded and that is eligible for collection through the City's Waste Management System:
- 3.119.1 pursuant to this Bylaw or to any regulation established by the Chief Administrative Officer; and
 - 3.119.2 any applicable Alberta Environment regulations or guidelines excluding Animal Wastes, Biomedical Waste, Building Waste, Hazardous Waste, Industrial Waste, products containing chlorofluorocarbons, radioactive material and Vehicle Waste.
- 3.120 **Waste Disposal Fee** means user fees per tonne or per cubic meter charged by the City for the acceptance of residential and ICI waste, refuse, recyclable materials and organic materials at designated Waste Management Facilities operated by the City, its contractors and or its agents.
- 3.121 **Waste Management Facility** means any of the facilities for the management of residential and ICI waste, mixed waste, recyclable material and organic material operated by the City, its contractors and or its agents; including but not limited to the **Class III** Landfill, Material Recovery Facility, Source Separated Compost Facility and Transfer Station.
- 3.122 **Waste Management System** means the system to administer, regulate, control, manage, collect, divert, process, store and/ or dispose of waste including all buildings, business processes, equipment, machinery, vehicles, waste containers,

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automated collection carts, waste management sites and any approved recycling, waste reduction or waste diversion programs.

- 3.123 **White Goods** means metal appliances such as refrigerators, freezers, clothes, washers, dishwashers, clothes dryers, ranges, stoves, air conditioners and hot water tanks. All appliances containing refrigerant must have documentation or be certified that the refrigerant has been removed.
- 3.124 **Wood Waste** means wood material, substances, or objects which have not been processed or manufactures and includes stumps, trees trunks and limbs.
- 3.125 **Yard Waste** means uncontaminated, organic waste from gardening or horticultural activities including grass clippings, leaves, brush, house and garden plants but excludes: trees, shrubs, branches over 1.2m in length, **or 0.20 meters in width or diameter** soil, sod, rock, stumps and any other woody material.

4. AUTHORITY AND RESPONSIBILITIES OF THE WASTE MANAGEMENT SYSTEM

- 4.1 In this Bylaw for the purpose of administering or enforcing the provisions of authority or responsibility to establish and enforce procedures and regulations as may be deemed necessary or appropriate for the management and operation of the Waste Management System following will apply:
- 4.2 The Chief Administrative Officer (CAO) shall manage and operate the Waste Management System in accordance with:
- 4.2.1 this Bylaw;
 - 4.2.2 the Council approved budget;
 - 4.2.3 any fee or rate or fee or rate structure approved by Council;
 - 4.2.4 any policies adopted by Council;
 - 4.2.5 any applicable Provincial or Federal legislation or regulation
- 4.3 Without restricting the generality of clause 4.1, the Council hereby delegates to the Chief Administrative Officer the authority and responsibility to:
- 4.3.1 establish and revise as necessary, collection routes, collection areas and collection schedules for Refuse, Recyclables, Organics and Christmas Trees.

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- 4.3.2 establish and enforce regulations governing the quantities and types of material that can be deposited into the Waste Container or Automated Collection Cart;
- 4.3.3 designate the conditions and guidelines relating to the acceptance of waste materials at the Waste Management Facilities;
- 4.3.4 approve or set specifications for commercial bins, waste containers, automated collection containers and plastic garbage bags;
- 4.3.5 establish and enforce regulations, consistent with any policy or program approved by Council, pertaining to recycling, waste reduction and waste diversion programs;
- 4.3.6 determine the conditions under which service under this Bylaw will not be provided, or the provision of service will be discontinued;
- 4.3.7 suspend or discontinue the collection of waste or recyclable material if the owner of the premise contravenes a provision of this Bylaw.
- 4.3.8 designate City premises to be used as City disposal sites, provided the premise complies with all applicable rules and regulation
- 4.3.9 make and execute agreements on behalf of the City for the collection of waste or recyclable materials and disposal services;
- 4.3.10 apply all provisions of this Bylaw that relate to Residential Dwellings;
- 4.3.11 grant approvals and permissions as set out in this Bylaw;
- 4.3.12 establish a system for billing and collecting rates, fees and charges;
- 4.3.13 designate any rate or rate structure approved by Council;
- 4.3.14 publish information, from time to time, pertaining to this Bylaw or the City's Waste Management System that persons may require in order to comply with this Bylaw and to understand and make proper use of the Waste Management System and to encourage Persons to participate in any approved recycling, waste reduction or diversion programs;
- 4.3.15 determine whether waste collection service can reasonably and profitably be provided outside the City's boundaries without creating any material adverse impact on the level or quality of service provided to in City

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customers, and, if so, make a recommendation to Council pertaining to the provision of such service;

- 4.3.16 arrange procedures to facilitate the orderly materials such as discarded furniture, mattresses and large household appliances from residential properties. The Owner of the furniture, mattresses and large household appliances has the primary responsibility for disposal; however, periodic collection of these materials by the City is for the purpose of assisting Persons who are unable to arrange for proper disposal in their own and prevent the accumulation of these materials in residential neighbourhoods.
- 4.3.17 include in the annual budget submission to Council, a proposal for the management and operation of the Waste Management System.
- 4.3.18 take any other steps and make determinations that may be required to implement, administer, apply or enforce the provisions of this Bylaw and the City's Waste Management System;
- 4.4 The Chief Administrative Officer (CAO) is hereby expressly authorized to make decisions and to establish and enforce such procedures and regulations as the CAO may deem necessary for the management and operation of the Waste Management System, including the delegation of any of the duties or responsibilities to one or more employees of the City of Cold Lake

5. RATES AND FEES

- 5.1 Council shall set the rates and fee for the following:
 - 5.1.1 waste disposed at a City disposal site and waste management facilities;
 - 5.1.2 residential curbside recycling management; and
 - 5.1.3 waste management
- 5.2 Where waste management services and/or residential curbside recycling management services are supplied by the City, its contractors or agents, the owner of the premises shall pay to the City a monthly service charge as set out in Schedule A attached and forming part of this Bylaw.
- 5.3 Rates and Fees for waste management and residential curbside recycling management will apply even where no material is set out for collection.

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- 5.4 Every Person depositing waste at the disposal site shall pay to the City the applicable charges in the amounts and in accordance with the terms and conditions set out in Schedule “C” attached and forming part of this Bylaw.
- 5.5 Notwithstanding 5.4, Haulers delivering controlled materials to the City waste management facilities which require special handling or disposal techniques shall comply with the following procedures:
- 5.5.1 The Hauler shall give the City, its contractors or its agents 10 days, notice that it requests permission to deposit such waste for disposal at the waste management facility, stating the properties, characteristics, origins and amounts of such waste materials;
- 5.5.2 On receipt of such notice, the City and its contractors or agents shall advise the Hauler whether or not it will accept delivery of such wastes at the waste management facility; and
- 5.5.3 If the waste materials are acceptable, the City and its contractors or agents shall advise the Hauler of the time and when and under what conditions it will accept the deposit of such wastes at the waste management facility.
- 5.6 The following applies to the payment of fees at the City Waste Management Facilities:
- 5.6.1 At the City Waste Management Facilities where cash is accepted, unless credit privileges have been granted, Haulers who transport acceptable material to a facility operated by the City, its contractors or agents will be required to pay cash in accordance with the following:
- 5.6.1.1 For each white good unit a flat cash fee prescribed in Schedule “C” will be paid upon entering the site. The vehicle will not be weighed upon leaving the site;
- 5.6.1.2 For each refrigerant unit requiring CFC removal a flat cash fee prescribed in Schedule “C” will be paid upon entering the site. The vehicle will not be weighed upon leaving the site;
- 5.6.2 At the City Waste Management Facilities where credit privileges have been granted, haulers who transport acceptable waste material to a facility operated by the City, its contractors or its agents will be required to pay upon the invoice as follows:

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5.6.2.1 Where only one scale is in operation and the tare weight of a vehicle transporting materials has been predetermined, the vehicle will be weighed when entering the facility and a payment upon invoice is required in accordance with the fee structure on Schedule “C”;

5.6.2.2 Where only one scale is in operation and the tare weight of vehicle transporting materials has not been predetermined, the vehicle will be weighed upon entering the facility and again upon leaving. The Hauler will pay the fee upon the invoice in accordance with the fee structure on Schedule “C”;

5.6.3 The following provisions apply to Haulers who have been granted credit privileges at any waste management facility operated by the City, its contractors or its agents:

5.6.3.1 Haulers granted credit privileges will receive a monthly Statement of Accounts and payment due within thirty (30) days of the end of the statement month;

5.6.3.2 Where an Account for material disposal remains unpaid for more than thirty (30) days, a notice of non- payment will be sent by the City. The City may advise that if payment is not received within a specified period of time after mailing such notice, the Hauler shall be refused entry into the facilities until such time as the outstanding amounts, interest and service charges are paid. Scale House Attendants will be notified of all Haulers on refused status and will be instructed to deny access to the facilities as applicable. The City may require posting a performance bond or any other security acceptable to the City in the event that accounts continue to be unpaid from time to time.

6. APPLICATION

6.1 This Bylaw applies to all waste and recyclable material produced or transported within the Boundaries of the City of Cold Lake. Nothing in this Bylaw shall operate to relieve any Person from complying with any Federal, Provincial or other City Law, Order, Regulation or Bylaw and such Person shall comply with all conditions or obtain any necessary consent at his or her own expense.

6.2 GENERAL

6.2.1 No person shall scavenge waste or recyclable material from a commercial bin, waste container, automated collection container, plastic garbage bag or enter a City landfill, transfer station, recycling depot or other waste

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management facility for the purpose of scavenging, picking over, scattering, searching or burning any material.

6.2.1.1 The owner of a vehicle involved in an offence referred to in this Section is guilty of the offence, unless that vehicle owner satisfies the Court that the vehicle was:

6.2.1.1.1 not being operated by the owner; and

6.2.1.1.2 that the person operating the vehicle at the time of the offence did so without the vehicle owner's express or implied consent.

6.2.2 No person shall discard, deposit leave, dispose of or abandon any Waste within the City boundaries except in an approved Waste Container or Automated Collection Container or Waste Management Facility designed and intended to accept that specific type of Waste.

6.2.3 No Person shall place any material in a Waste Container or Automated Collection Cart unless such material meets the requirements, pursuant to this Bylaw, for collection through the City's Waste Collection System. In the event that a Waste Container or Automated Collection Cart contains any material other than Waste, the Chief Administrative Officer or designate may arrange for the proper handling and disposal of such material at the cost of the Owner or Person who deposited such material in the Waste Container or Automated Collection Cart.

6.2.4 No Person shall place any material in a waste management site unless the Person complies with all the regulations posted at the site.

6.2.5 Every Owner shall ensure that all the Waste set out for collection:

6.2.5.1 meets the requirements, pursuant to this Bylaw, for collection through the City's Waste Management System;

6.2.5.2 is fully contained within a Plastic Garbage Bag or Waste Container or Automated Collection Cart;

6.2.5.3 does not become untidy, unsightly, spill or otherwise escape from any waste container;

6.2.5.4 is packaged to minimize the generation of offensive odors or the attraction of insects, rodents, vermin or other animals;

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6.2.5.5 that is spilled, or otherwise escaped from the Waste Containers or Automated Collection Carts in the portion of the Street adjacent to the Residential Dwelling, from the Owner's property line to the center of the Street is promptly removed and the area kept tidy and free of Waste, Building Waste and all other forms of litter, garbage, refuse, trash or recyclables. In the event that this portion of the Street adjacent to the Residential Dwelling, from the Owner's property line to the center of the Street is not cleaned the Chief Administrative Officer or designate may arrange for the clean up at the Owner's expense. The fee for clean up shall be determined by the Chief Administrative Officer or designate based on the type of material for clean up and the cost incurred by the City, its contractors or agents to clean up and dispose of the material.

6.2.5.6 is promptly removed from the land the waste material originated from for which the owner is responsible and the waste is properly prepared for collection. Without restricting the generality of the above, an Owner shall arrange for temporary storage and disposal of all waste materials that do not meet the requirements, pursuant to this Bylaw, for collection through the City's Waste Collection System.

6.2.6 No Person shall discard, deposit, leave, dispose of or abandon any Waste, Animal Waste, Biomedical Waste, Building waste, Hazardous Waste, Industrial Waste, Vehicle Waste, garbage, refuse, trash, rubbish, recyclables or other unsightly or untidy material within the city boundaries of Cold lake except in accordance with this Bylaw and any applicable Federal or Provincial legislation or regulation.

6.2.7 No Person shall deposit waste or recyclable material in a waste container, automated collection cart or commercial bin without the consent of:

6.2.7.1 the owner of the container, cart or bin;

6.2.7.2 the owner of the property where the container, cart or bin is located;
and

6.2.7.3 the occupant of the property where the container, cart or bin is located.

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6.2.8 Unless the Owner has written approval from the Chief Administrative Officer or designate to set waste containers, automated collection carts or plastic bags out for collection in a specific location, an Owner must ensure the waste containers, automated collection carts or plastic bags containing waste are:

6.2.8.1 located immediately adjacent to a Street;

6.2.8.2 at a central location where the collector will have easy, direct and safe access to the waste containers, automated collection carts or plastic bags;

6.2.8.3 for Street collection:

6.2.8.3.1 if there is no sidewalk, on the occupant side of the curb;

6.2.8.3.2 if there is a sidewalk joined to the curb, on the occupant premises, adjacent to the sidewalk, or

6.2.8.3.3 if there is a separate sidewalk with a boulevard, on the boulevard adjacent to the curb.

6.2.9 No Person shall damage, tamper with or vandalize a waste container, automated collection cart or commercial bin owned by or operated by the City of Cold Lake.

6.2.10 No Person or Owner of a Motor Vehicle shall dispose of any material at a Waste Management site except in accordance with the regulations posted at the site.

6.2.11 An owner shall ensure that waste or recyclable material stored or set out for collection on or adjacent to that owner's premises does not:

6.2.11.1 create offensive odours; or

6.2.11.2 become untidy.

7.0 ELIGIBLE PREMISES FOR COLLECTION SERVICES

7.1 Collection Services shall be rendered with respect to:

7.1.2 all residential dwellings that are not multiple dwelling developments exceeding four (4) dwelling units and are not located within a private development;

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- 7.1.3 at the sole discretion of the Chief Administrative Officer or designate, a Multiple Dwelling Development exceeding four (4) dwelling units or dwelling units within a private development may consider rendering service provided in part that:
- 7.1.3.1 each Dwelling Unit therein is connected to a separate water meter and is able to receive water and sewer bills; and
 - 7.1.3.2 the development configuration and Street design reasonably accommodate automated truck access and curbside Refuse removal in front of each Dwelling Unit.
- 7.2 Where a property listed in 7.1 is rendered collection service and the premise is not occupied, the Owner of the premise may place waste materials originating from the same premise out for collection provided it is in accordance with this Bylaw and billing has been established.
- 7.3 The City of Cold Lake shall not collect waste or recycling material from:
- 7.3.1 condominiums, unless approved in writing by the Chief Administrative Officer or designate;
 - 7.3.2 multiple dwelling development exceeding four (4) dwelling units or dwelling units within a private development, unless approved in writing by the Chief Administrative Officer or designate;
 - 7.3.3 apartments;
 - 7.3.4 commercial premises, industrial or institutional operations;
 - 7.3.5 churches or places of religious assembly;
 - 7.3.6 unserviceable properties.
- 7.4 An Owner or occupant of a premise listed in subsection 7.3 shall:
- 7.4.1 arrange for waste and/ or recyclable material collection and disposal, at the expense of the Owner or the occupant, by a private collection service that disposes of waste at a disposal site; and

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- 7.4.2 ensure that waste and/or recyclable material is collected on a regular basis to prevent the development of noxious odors and the accumulation of waste and recyclable material.

8. COLLECTIBLE MATERIAL- PREPARATION AND RESTRICTIONS

- 8.1 For eligible premises, Refuse shall be placed for municipal collection only in accordance with the following limits or conditions:
- 8.1.1 Each dwelling unit is allowed to place a maximum of three (3) waste containers or waste bags on collection day.
 - 8.1.2 excess of three (3) waste containers or waste bags require the Bag Tags. Bag Tags are only available to areas that are not eligible for automated collection or for a premise that automated collection has not yet been established.
 - 8.1.3 a maximum of one (1) Automated Collection Cart unless otherwise approved by the CAO or designate as per 9.2.3.
- 8.2 For eligible premises, Organic Materials shall be placed for municipal collection only in accordance with the following limits and conditions:
- 8.2.1 a maximum of ten (10) compostable or heavy paper bags of food, leaf and/ or yard waste may be placed for collection on each organic material collection day.
 - 8.2.2 a maximum of five (5) bundles of branches or brush may be placed in addition to the maximum ten (10) compostable or heavy paper bags of food, leaf and/ or yard waste may be placed for collection on each organic material collection day. Each bundle must be securely tied, no more than 1.2 meters (4ft) in length and no heavier than twenty (20) kilograms (45 lbs) in weight and with no individual piece of material greater than twenty (20) centimeters in diameter.
- 8.3 For eligible premises, Recyclable Materials shall have no limit provided they are placed for collection in accordance with the following conditions:
- 8.3.1 recyclable materials are reasonably clean; and
 - 8.3.2 placed in bags, bundles or containers as required in this Bylaw.
- 8.4 No Person shall place for Municipal Collection any Non-Collectible Waste.

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9. REGULATION CONTAINERS OR CARTS FOR MUNICIPAL COLLECTION

9.1 The Owner or Occupant of each eligible premise in an area where Automated Waste Collection is not available or established shall be responsible to contain designated collectible waste so as to prevent the escape of waste materials in the environment through the use of Plastic Garbage Bags or Waste Container shall meet the following specifications and requirements for the purpose of Municipal Collection:

9.1.1 An owner of a residential dwelling shall ensure that waste containers used at his residential dwelling:

9.1.1.1 are constructed of sturdy, water-tight material;

9.1.1.2 are maintained in good condition;

9.1.1.3 have handles and a smooth rim;

9.1.1.4 have properly fitting lids that are kept closed except when the containers are loaded or unloaded;

9.1.1.5 do not have lids attached to the container by chain, rope or wire; and

9.1.1.6 have a maximum volume of no more than 100 litres.

9.1.2 An owner must ensure that plastic garbage bags used at his premises shall be:

9.1.2.1 a sturdy plastic bag specifically marketed to store waste for collection, and excludes plastic bags that are intended for other purposes;

9.1.2.2 water tight and securely tied;

9.1.2.3 are capable of holding their contents without breaking; and

9.1.2.4 less than twenty (20) kilograms (45lbs) including contents and a maximum volume of 100 liters.

9.1.3 An owner must ensure that residential waste containers used at his premises are filled so that:

9.1.3.1 the cover of the container fits properly;

9.1.3.2 contents of the container can easily be removed from the container;
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- 9.1.3.3 the total weight of the container and its contents does not exceed 20 kilograms (45 lbs).
- 9.1.4 Notwithstanding section 9.1.1.6 and 9.1.3.3 an Owner may use a Waste Container in excess of twenty (20) kilograms (45lbs) and a maximum volume of 100 liters including contents provided the waste is packaged individually in Plastic Garbage Bags as specified in 9.1.2 and can easily be removed without lifting the container.
- 9.1.5. Cardboard boxes, oil drums, paint cans or other such containers are not eligible containers for waste collection.
- 9.1.6 Where waste is placed in a receptacle other than a waste container or plastic garbage bag, the receptacle is deemed to be waste and may be collected as such.
- 9.1.7 Outdoor, roadside boxes or bins may be used to store Plastic Garbage Bags or Waste Container for refuse provided they meet the following specifications:
- 9.1.7.1 a box or bin constructed of wood or other suitable material for storing of containers or bags of refuse that must be rodent or animal proof;
- 9.1.7.2 boxes or bins must be affixed with a lid not more than five (5) kilograms (11lbs);
- 9.1.7.3 boxes or bins shall at all times be maintained in a neat and sanitary conditions and kept in good repair.
- 9.2 The Owner or Occupant of each eligible premise in an area where Automated Waste Collection shall meet the following specifications and requirements for the purpose of Municipal Collection:
- 9.2.1 Waste shall be placed in an Automated Collection Cart supplied by the City;
- 9.2.2 Residential Dwellings that are eligible for automated collection of waste material will be delivered and assigned an automated collection cart.
- 9.2.3 The number of automated collection carts required will be determined by the Chief Administrative Officer or designate.

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- 9.2.4 Automated Collection Carts assigned to a residential dwelling will remain with that residential dwelling;
- 9.2.5 Automated Collection Carts shall remain the property of the City and may be removed by the City, its contractors or its agents at the direction of the Chief Administrative Officer or designate;
- 9.2.6 Owners of the residential dwelling are responsible for all Automated Collection Carts assigned to the Residential Dwelling and shall ensure that the containers are:
 - 9.2.6.1 kept clean;
 - 9.2.6.2 secured against theft or loss;
 - 9.2.6.3 maintained in good condition;
 - 9.2.6.4 not altered in any way, including any alteration of the exterior;
 - 9.2.6.5 used only for allowed waste material;
 - 9.2.6.6 available to the City, its contractors, or its agents within a reasonable timeframe for the purpose of inspection, maintenance or repair.
- 9.2.7 An Owner shall ensure that the Automated Collection Cart and its contents do not exceed eighty (80) kilograms (180 lbs).
- 9.2.8 Lids on Automated Collection Carts must remain closed once placed for collection.
- 9.2.9 An Owner of a Residential Dwelling shall be responsible for all fees related to the pertaining to the use of the Automated Collection Cart issued to the premise including fees for assignment, maintenance, repair or replacement of the Automated Collection Cart.
- 9.2.10 When the Automated Collection Cart is not placed out for waste collection day the Automated Collection Cart shall be stored on the Owner or Occupant's property.
- 9.3 The Owner or Occupant of each eligible premise in an area where Recyclable Materials are collected shall meet the following specifications and requirements for Recyclable Material containers for the purpose of Municipal Collection:

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- 9.3.1 ~~Mixed Blue Bag~~ ~~ee-mingled~~ Recyclables must be placed in watertight, clear or transparent blue bags with an overall length of no more than 82.5cm (32inches) when empty;
- 9.3.2 low density polyethylene opaque bags (grocery bags) or separate transparent clear or blue bags must be used to contain Fiber Recyclables except cardboard and board box;
- 9.3.3 The weight of each bag, including contents must not exceed twenty (20) kilograms (45lbs);
- 9.3.4 corrugated cardboard and boxboard must be placed in securely tied bundles not greater than 0.65 meters x 1.0 meters x 0.20 meters (2ft x 3ft x 8 in), weighing no more than twenty (20) kilograms (45lbs).
- 9.3.5 All materials must be securely contained as to prevent material from escaping into the environment.
- 9.4 The Owner or Occupant of each eligible premise in an area where Organic Materials are collected shall meet the following specifications and requirements for Organic Material containers for the purpose of Municipal Collection:
 - 9.4.1 Organic Material Bag Specifications:
 - 9.4.1.1 Each bag must be printed as compostable, but must be suitable as to prevent spillage or bag breakage;
 - 9.4.1.2 Kraft Paper Bags are acceptable without being printed as compostable, but must be suitable as to prevent spillage or bag breakage;
 - 9.4.1.3 The weight of each bag including contents must not exceed twenty (20) kilograms (45lbs) or exceed a volume of one hundred (100) liters;
 - 9.4.1.4 Regular plastic bags or plastic grocery bags are not acceptable containers for the storage of organic materials;
 - 9.4.1.5 Bagged Organic Materials, branches or brush may be placed in a Waste Container as specified in 9.1.1 and 9.1.3 provided the container is affixed with an organics label available through the City. The organics label must be clearly visible to collectors from the Street on collection day.

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9.4.2 Branches or Brush may be placed at the curb in securely tied bundles provided the branches do not exceed 1.2 meters in length or 0.20 meters in width or diameter or exceed a weight of twenty (20) kilograms (45lbs).

9.4.3 All materials must be securely contained so as to prevent material from escaping into the environment.

10. PLACEMENT OF MATERIALS, CONTAINERS, CARTS AND BAG FOR MUNICIPAL COLLECTION

10.1 Placement of Plastic Garbage Bags or Waste Container, Organic and Recyclable Materials shall be as follows:

10.1.1 Collection is curbside only. All containers, carts or bags must be placed at the end of driveway and/ or at the edge of the property abutting the Street, road or highway without obstructing the Street, road or highway;

10.1.2 All materials placed for collection must be placed in front of the eligible premise from which they are generated;

10.1.3 Recyclable, organic and refuse materials must be spaced 0.5 meters apart when placed for collection;

10.1.4 Materials will not be collected from rear lanes;

10.1.5 No collector shall be required to make a collection of waste or recyclable materials from inside a building or be required to pass through a building in order to collect waste or recyclable materials;

10.1.6 No collector shall be required to make a collection of waste or recyclable material if the waste or collection container, cart or bag is not placed according to this Bylaw, unless an owner has written approval from the Chief Administrative Officer or designate.

10.2 Unless an owner has written approval from the Chief Administrative Officer or designate for another specific location; the placement for collection from Automated Collection Carts are as follows:

10.2.1 be placed in such a matter that an automated collection may occur without collectors being required to manually move the collection carts in order to allow pick up;

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- 10.2.2 is located at least one (1) meter from any object on either side of the container;
- 10.2.3 is located at least thirty (30) centimeters from any object behind the container;
- 10.2.4 has an overhead clearance above the top of the automated collection container of three (3) meters;
- 10.2.5 located in front of the eligible premise that generated the waste;
- 10.2.6 located on the Street along the road at the edge of the curb;
- 10.2.7 placed in an upright position with the lid closed and the front of the cart facing the Street;
- 10.2.8 collection carts must not be placed on the sidewalk or in such a location to interfere in any way with vehicle or pedestrian traffic.

11. COLLECTION INTERFERENCE

- 11.1 No Person shall willfully hinder or interrupt or cause or procure another to hinder or interrupt, the City, its contractors, servants, agents or employees, in the exercise of powers and duties under this Bylaw;
- 11.2 No Person shall deposit waste or recyclable in a container, cart, bin or bag without the consent of the owner or occupant of the premise on which the container, cart, bin or bag is located.
- 11.3 Unless special arrangements for collection are made with the City of Cold Lake, the City of Cold Lake shall not be obliged to collect waste or recyclable materials from any building or premise the owner of which is exempt from general taxation.

12. REFUSAL OF COLLECTION SERVICES

- 12.1 In this Bylaw the City may have the right to withhold collection for the following:
 - 12.1.1 waste, recycling, organic or building materials are improperly prepared for collection.
 - 12.1.2 prohibited materials are placed for collection.
 - 12.1.3 excessive quantities of materials have been placed for collection.

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12.1.4 materials or containers are located in unsafe or non-compliant set out locations.

12.1.5 materials were not placed out for collection on the correct scheduled collection day.

12.1.6 materials were not placed out for collection before 7:00am on the collection day, there shall be no collection until the next scheduled collection day.

12.1.7 materials are scattered or spilled from container, cart, bin, bundle or bag.

12.1.8 if materials are overflowing from container, cart, bin, bundle or bag.

12.1.9 the Owner or Occupant is in default of payment for service charges.

13. COLLECTION TIMES AND FREQUENCIES

13.1 In this Bylaw the following provisions apply to municipal collection times and frequencies:

13.1.1 Collectible material must be placed at the curb no later than 7:00am on the scheduled collection day in that area as established by the Chief Administration Officer or designate

13.1.2 No Person shall place collectible materials out for collection before 7:00 pm on the day prior to the scheduled collection day applicable to the area.

13.1.3 All containers, carts, bins and bags must be removed by 9:00pm of the scheduled collection day, including any materials not collected.

13.1.4 Waste collection from any location may occur at any time during the collection day (7:00 A.M. to 9:00 P.M.) and actual time of collection will often vary on a weekly or seasonal basis.

13.1.5 Collection of refuse shall be weekly.

13.1.6 Collection of Recyclable Material or Organic Material shall be bi weekly (once every two weeks).

13.2 No Person shall place recyclable or organic materials out for collection on the week not designated as the recyclable or organic collection week in that area;

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- 13.3 When a regularly scheduled collection day falls on a Federal, Provincial or Civic holiday, the collection may be modified or occur on an alternate day as designated by the Chief Administrative Officer or designate.
- 13.4 Special collections such as Christmas Trees, Home Renovation Materials or Large Items may be implemented and scheduled at the discretion of the Chief Administrative Officer or designate.
- 13.5 Designated areas of pick up and collection days will be available to the eligible premise in the form of a yearly calendar. The calendar may be delivered or can be accessed on the City website or pick up at City Hall.

14. HOUSEHOLD HAZARDOUS WASTE SERVICE

- 14.1 The Chief Administrative Officer or designate, may designate the place and the time, including the days and house of operation and the materials eligible for the collection of Household Hazardous Wastes in the City.
- 14.2 Household Hazardous Waste depots may only be used by residents of the City or any municipal jurisdiction that the City of Cold Lake enters into an agreement with.
- 14.3 All Persons are prohibited from disposing of industrial, commercial and institutional waste and any materials where facilities already exist to manage them.

15. VEHICLES CARRYING WASTE

- 15.1 Persons who collect, transport, and dispose of waste materials and ICI waste shall do so in a sanitary manner, any fluid matter shall be transported in water tight containers and have tight fitting covers.
- 15.2 Every vehicle used for the collection and transportation of waste materials and ICI waste shall secure the load through the use of load restraints or other restraining devises and shall be closed or equipped with a tarp used to cover such waste material.
- 15.3 All waste materials and ICI waste shall be transported in such a manner that materials shall not spill or scatter from the vehicle containing the same.
- 15.4 All vehicles or containers used for the transportation of waste materials and ICI waste shall be hosed down as required and kept in a sanitary condition.

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- 15.5 The Chief Administrative Officer or designate may inspect vehicles used for the collection or carriage of waste materials at all reasonable times to ensure compliance with this Bylaw.
- 15.6 Haulers using the City waste management facilities shall comply with the registration requirements of the City including vehicle registration for such Haulers.
- 15.7 The following provisions apply to vehicle registration for Haulers using the City waste management facilities:
- 15.7.1 Haulers (other than residential users of cars, station wagons, minivans, sport utility vehicles and one ton trucks) using the City waste management facilities shall pre-register identifying information and the tare weight of each vehicle as required by the City from time to time;
- 15.7.2 Haulers who wish to be granted credit privileges with the City must register adequate identifying information with the City.

16. DISPOSAL AT TRANSFER STATIONS, LANDFILL AND OTHER FACILITIES

- 16.1 The City may designate a transfer station, landfill or other facility, including a recycling depot for the disposal of residential Refuse generated within the City. Proof of residency may be required prior to disposal;
- 16.2 No person shall deposit Refuse at a transfer station, landfill or other facility, including a recycling depot, unless the refuse is deposited in accordance with the site rules and signage.
- 16.3 The City reserves the right to inspect any load arriving at any City landfill, transfer station or other waste management facility for unacceptable materials.
- 16.4 Inspection of a load may include automated radiation detection, visual and manual inspection, use of hand held test instruments, and laboratory analysis of the waste involved.
- 16.5 When a load is selected for inspection the vehicle operator shall either comply with the directions of the City staff or shall immediately remove the load from the facility.
- 16.6 City staff will instruct the vehicle operator to dump the load in a designated holding area, may request information regarding the nature and source of the load, and may

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request that the vehicle operator sign a statement confirming the accuracy of the information given.

- 16.7 Where the City determines through inspection and testing that a load of material is unsuitable for acceptance at a City landfill, transfer station, or other waste management facility, the customer will be informed of the results and allowed 24 hours, or less where appropriate in which to transport the load from the City facility to a facility licensed by the Province of Alberta for disposal of that type of waste.
- 16.8 Where the customer does not comply with the requirement to remove the load within the allowed time period the City reserves the right to arrange for immediate transport and proper disposal of the load and to assess a penalty as per the bylaw.
- 16.9 Where a load is determined to be unsuitable for disposal at a City facility the customer shall also be liable for all related costs incurred by the City including:
- 16.9.1 inspection costs;
 - 16.9.2 laboratory analysis fees;
 - 16.9.3 administrative fees; and
 - 16.9.4 hauling, disposal, and facility decontamination costs where applicable.
- 16.10 The City reserves the right to suspend acceptance of waste loads from any customer with outstanding account fees or penalties resulting from the City's rejection of an unsuitable load.
- 16.11 Where the City determines through an initial inspection of a load that there is a likely presence of radioactive material in the load, the City will subject the load, vehicle and driver to further radiation inspection.
- 16.12 Where further evidence of the presence of radioactive material is obtained, the material shall be dealt with in accordance with existing Alberta Provincial Government and Canadian Nuclear Safety Commission regulations.

17. COMMERCIAL AND INSTITUTIONAL WASTE

- 17.1 An Owner or Occupant of commercial premises or other premises utilizing a commercial bin shall provide at their own expense a sufficient number of commercial bins to contain the waste expected to be generated by users of such premises and shall ensure that all such commercial bins are:
- 17.1.1 maintained in good condition;

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- 17.1.2 kept in a clean and sanitary condition;
- 17.1.3 suitably weighted and anchored so that they cannot be inadvertently overturned;
- 17.1.4 constructed and covered so that they are water proof and animal proof;
- 17.1.5 of suitable size to contain all waste generated from the premises and from the uses thereof; and
- 17.1.6 placed in a locations convenient for the use of users or occupants of the premises to discourage litter or the accumulation of uncontained waste.
- 17.2 All waste generated is to be disposed of at a disposal site at the expense of the Owner and/ or Occupant of the premises at a frequency that prevents the accumulation of waste as referred to in Section 19.0 ;
- 17.3 No Person shall use any commercial bin not equipped with a light fitting lid which shall be kept closed except when the bin is being loaded or unloaded;
- 17.4 Commercial bins shall not be placed on any alley, lane, Street, Sidewalk, boulevard, utility right of way or highway within the City unless written approval has been granted by the Chief Administrative Officer or designate.

18. INDUSTRIAL WASTE

- 18.1 An Owner or Occupant of industrial premises shall be responsible for expenses for the disposal of the waste generated by it;
- 18.2 Industrial waste must be kept in an area blocked from public view and stored in such a way that it does not become a nuisance;
- 18.3 Industrial Waste shall not be placed on any alley, lane, Street, Sidewalk, boulevard, utility right of way or highway within the City unless written approval has been granted by the Chief Administrative Officer or designate

19. ACCUMULATION OF WASTE, ORGANIC AND RECYCLING MATERIALS

- 19.1 Except for waste, organic or recyclable materials which are placed in containers as required; locations as designated and stored in a manner complying with this Bylaw, no person shall allow waste, organic or recyclable materials of any kind to accumulate:

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- 19.1.1 outside of a building or inside of a portion of a building to which the public or part of the public has access;
- 19.1.2 on any land.
- 19.2 Notwithstanding anything in this Bylaw contained, no person shall dispose of waste, organic or recyclable materials or allow waste, organic or recyclable materials to accumulate anywhere in a manner that contravenes a provision of the Environmental Protection and Enhancement Act, the regulations made thereunder or a Bylaw of the City relating to health, sanitation or nuisance unless:
- 19.2.1 there is a written agreement with the Owner, Occupant or Person in charge of, upon which the waste, organic or recyclable materials is to be deposited; and
- 19.2.2 the waste, organic or recyclable materials is deposited and covered as to comply with all the applicable provisions of this Bylaw, all other City Bylaws and the Environmental Protection and Enhancement Act, the regulations made thereunder.
- 19.3 No Person shall dispose of waste, organic or recyclable materials elsewhere than at a disposal or processing site of a type appropriate for that type of waste, organic or recyclable materials;
- 19.4 A Person who has disposed of waste, organic or recyclable materials on any land contrary to the provisions of Section 19.2 shall remove the same at their expense upon being requested to do so by the owner, occupant, person in charge of the land, the City Chief Administrative Officer or designate, under the Environmental Protection and Enhancement Act, and such removal shall not prevent them from being prosecuted for a contravention of this Bylaw;
- 19.5 If a Person who has placed waste, organic or recyclable materials on land contrary to the provisions of this Bylaw is not known or neglects or refuses to remove the waste or recyclable material there from, the owner, occupant or Person in charge of the land shall remove the waste, organic or recyclable materials or cause the waste, organic or recyclable materials to be removed, at their expense upon being directed to do so by the City Chief Administrative Officer or designate under the Environmental Protection and Enhancement Act.

20. PRIVATE DELIVERY OF WASTE, ORGANIC & RECYCLING MATERIALS

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REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

- 20.1 Subject to this Bylaw, A Person may deliver to a disposal or processing site or a sanitary landfill, waste or recyclable material collected from property in the City, owned or occupied by himself.

21. PROHIBITIONS

- 21.1 No Person shall:

21.1.1 remove, disturb or otherwise interfere with any waste material that has been set out for municipal collection;

21.1.2 collect waste material placed for municipal collection; or

21.1.3 remove a container placed at the curb for municipal collection.

- 21.2 The prohibitions in Section 21.1 do not apply to the Person who placed the materials for collection or to the city, its contractor or authorized municipal collection contractors;

- 21.3 No Person shall deposit any type of waste, organic or recyclable materials on any City Road or property except at acceptable placement locations for eligible premises;

- 21.4 No unauthorized Person shall place waste in any private waste container or waste bin other than those located on their own premises;

- 21.5 No Person shall place residential or commercial waste in a public litter container;

- 21.6 No Person shall burn solid waste in the open air except in accordance with the City's authorization and all necessary legislated permits or approvals;

- 21.7 No Person shall deliver, unload or dispose of waste materials to the waste management facilities except in accordance with this Bylaw and the site regulations;

- 21.8 No Person shall dispose of prohibited waste at the waste management facilities;

- 21.9 No Person shall dispose of refuse at the disposal site other than at the transfer station or, ~~as directed by the CAO or their designates, provided it is a small load, at the bin area;~~

- 21.10 No Person shall dispose of construction and demolition waste at the disposal site other than at the active face of the Class III Landfill;

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

- 21.11 No Person shall dispose of the recyclable materials at the disposal site other than in the designated areas for recycling;
- 21.12 No Person shall dispose of organic materials at the disposal site other than at the Class I Compost Facility.

22. PENALTIES AND ENFORCEMENT

- 22.1 Where a Community Peace Officer or a Bylaw Enforcement Officer who is also a designated officer, believes a person has contravened any provision of this Bylaw, he may:
- 22.1.1 issue to the person an order in accordance with the *Municipal Government Act*, R.S.A. 2000, c. M-26 to remedy the infraction;
- 22.1.2 issue to the person a violation ticket in accordance with the *Provincial Offences Procedures Act*, R.S.A.2000, c. P-34; or
- 22.1.3 do both (a) and (b) above.
- 22.2 If the person to whom an order has been issued pursuant to section 22.1 fails to comply with the order within the time specified in the order:
- 22.2.1 that person commits an offence under this section and a Bylaw Enforcement Officer may issue a violation ticket pursuant to *Provincial Offences Procedures Act*, R.S.A.2000, c. P-34; and
- 22.2.2 The City may take whatever steps are necessary to remedy the breach of the bylaw and the cost of doing so becomes a debt owing to the City by the person to whom the order was issued in accordance with the *Municipal Government Act*, R.S.A. 2000, c. M-26.
- 22.3 Any person who contravenes a provision of this Bylaw is guilty of an offence and is liable on conviction:
- 22.3.1 for a first offence, to a fine of not less than the penalty shown in Schedule "B" of this Bylaw in respect of that provision; and
- 22.3.2 for a second offence of the same provision within a twelve month period, to a fine of not less than twice the amount of the penalty shown in Schedule "B" of this Bylaw in respect of that provision.

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

- 22.4 In addition to any action taken or work done by the City to remedy a contravention of this Bylaw, a Community Peace Officer or Bylaw Enforcement Officer may also issue a Violation Ticket for the same offence.
- 22.5 Payment of a specified penalty of fine or prosecution or conviction for an offence under this Bylaw does not relieve an Owner or Person from compliance with any provision of this Bylaw.
- 22.6 A Community Peace Officer or Bylaw Enforcement Officer is hereby authorized and empowered to issue Violation Ticket to any Person who the Community Peace Officer or Bylaw Enforcement Officer has reasonable and probable ground to believe has contravened any provision of this Bylaw.
- 22.7 A Violation Ticket may be issued to such Person:
- 22.5.1 personally served upon the Person contravening the Bylaw; or
 - 22.5.2 by regular mail upon the owner of the property at the address shown on the City's Tax rolls; or
 - 22.5.3 placed on or attached in a conspicuous location on the property.
- 22.8 The Violation Ticket shall be in a form approved by the Chief Administrative Officer and shall state:
- 22.8.1 the name of the Person;
 - 22.8.2 the municipal or legal description of the land on or near where the offence took place;
 - 22.8.3 the offence;
 - 22.8.4 the penalty for the offence as set out on Schedule "B" to this Bylaw;
 - 22.8.5 that penalty shall be paid within seven (7) days of the issuance of the Violation Ticket; and
 - 22.8.6 any other information as may be required by the Chief Administrative Officer or by the provisions of the Act or the Provincial Offences Procedure Act, RSA 2000, c P-34 as amended.
- 22.9 Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets may be issued by a Community Peace Officer or Bylaw Enforcement

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

Officer provided, however, that no more than one Violation Ticket shall be issued for each day the contravention continues.

- 22.10 Where a Violation Ticket is issued pursuant to this Bylaw; the Person to whom the Violation Ticket is issued may, in lieu of being prosecuted for the offence, pay to the City the penalty specified on the Violation Ticket;
- 22.11 Where, on a prosecution of an offence pursuant to this Bylaw, a Person believes a written approval or permission from the Chief Administrative Officer or designate provides that Person with a defense, the onus of proving that approval or permission was given rests with the Person relying on the permission or approval.
- 22.12 Nothing in this Bylaw relieves a Person from complying with any federal or provincial law or regulation, other bylaw or any lawful permit, order, consent or other direction.

23. SEVERABILITY PROVISION

- 23.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.
- 23.2 If a court or tribunal of competent jurisdiction declares any portion of this Bylaw to be illegal or unenforceable, that portion of the Bylaw will be considered to be severed from the balance of the Bylaw, which will continue to operate in full force.

24. ENACTMENT/REPEAL

- 24.1 That Bylaw 277-UT-07 as amended; Bylaw 418-UT-11 and Bylaw 356-UT-09 as amended of the City of Cold Lake are hereby repealed;
- 24.2 This Bylaw shall take effect on the date of passing third and final reading.
- 24.2.1 Schedules “A”, “B” and “C” form part of this bylaw

FIRST READING passed on open council duly assembled in City of Cold Lake, in the Province of Alberta, this **XX** day of July, AD 20**XX**, on motion by Councilor **XXXXXX**.

CARRIED
UNANIMOUSLY

**CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE**

SECOND READING passed on open council duly assembled in City of Cold Lake, in the Province of Alberta, this **XX** day of August, AD 20**XX**, on motion by Councilor **XXXX**.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed on open council duly assembled in City of Cold Lake, in the Province of Alberta, this **XX** day of August, AD 20**XX**, on motion by Councilor **XXXX**.

**CARRIED
UNANIMOUSLY**

Executed this ____ day of _____, 20**XX**.

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

RECORD OF AMENDMENTS TO THIS BYLAW

The following amendments apply to this Bylaw;

BYLAW NUMBER	TEXT/ SCHEDULE-AMENDMENT	DESCRIPTION OF AMENDMENT	DATE ADOPTED
571-UT-2016	Schedule C	Tipping Fee Changes	February 2, 2016
617-UT-17	3.95 Residential Dwelling	Definition change	December 12, 2017
622-UT-18	3.76 Non Member	Definition change	January 23, 2018
637-UT-19	Schedule A	Fee Change	January 22, 2019
649-UT-19	2.1 added word	added process	
	added ARMA definition	ARMA (Alberta Recycling Management Authority added) defined	
	Blue Bag Recyclables revised	added Mixed to definition and removed glass	
	Contaminated Recycling definition revised	included improper sorting as contamination	
	added Electronic Waste (e-waste) definition	Electronic Waste defined	
	added Mixed Recycling definition	Mixed Recycling defined	
	Recycling Depot removed	Two definitions for recycling depot kept Community Recycling Depot	
	Source Separated Composting Facility definition revised	now just Composting Facility	
	added Source Separated Recycling definition	Source Separated Recycling defined	
	Waste Management Facility definition revised	added Class III to definition for clarity	
	Yard Waste definition revised	added size restrictions	

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

	9.3.1 revised wording to match definition	No longer co-mingled now defined as Mixed Blue Bag Recyclables	
	21.9 revised wording to remove small load disposal in bins and add as per CAO	21.9 revised wording to remove small load disposal in bins and add as per CAO	
	Schedule "C" added Item and Fee	Disposal of Organic Material and Soil	
	Schedule "C" added Item and Fee	Electronic Waste	
	Schedule "C" added Section with Items and Fees	Material Recycling Facility	

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE
COLLECTION SERVICES RATES & FEES

	Fees
Residential Solid Waste Management Fee:	
Per Residential Dwelling Unit	\$19.00 per month
Recycling Fee:	
Per Residential Dwelling Unit	\$9.25 per month
Apartment	\$5.50 per month
Organic/Compost Fee:	
Per Residential Dwelling Unit	\$1.50 per month
Regular Garbage Bag Tags (available through the City)	\$2.50 each
Additional Waste Collection Cart <i>(If approved by the CAO or Designated as per 9.2.3)</i>	\$19.00 per month
Replacement Fee for lost or damaged Automated Collection Cart	\$65.00 per occurrence
Penalty for overdue charges	2.5% of outstanding amount

End of SCHEDULE “A” to WASTE MANAGEMENT BYLAW 519-UT-14
COLLECTION SERVICES RATES & FEES

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

SCHEDULE “B” to WASTE MANAGEMENT BYLAW 519-UT-14
CONTRAVENTION & PENALTIES

CONTRAVENTION	PENALTY
Allow building, construction, renovation or demolition waste and or materials to become untidy, unsightly, or a nuisance	\$250.00
Remove, disturb or otherwise interfere with any waste, recycling or organic material that has been set out for collection	\$250.00
Place waste in a private waste container, bin other than those located on their own premises	\$250.00
Fail to comply with the waste management site regulations	\$250.00
Allow Waste, Recycling or Organic Materials to become untidy, unsightly, spill or otherwise escape from container, bin or bag	\$250.00
Fail to keep Street tidy or free from any Waste, Recycling or Organic Materials or other litter	\$250.00
Deposit any type of Waste on any City road or property except at acceptable placement locations for eligible premises	\$250.00
Fail to properly store, remove or dispose of Waste, Recycling, Organic Materials, Animal Waste, Biomedical Waste, Building Waste, Hazardous Waste, Industrial Waste, Vehicle Waste or non-collectible material	\$250.00
Scavenge waste or recyclable material	\$125.00
Waste, Recycling or Organic Material deposited without consent	\$250.00
Improperly located waste containers	\$125.00
Allowing Offensive odors from waste	\$125.00
Setting out Restricted and/ or Prohibited Waste	\$250.00
Use Improper Waste Containers	\$125.00
Improperly filled containers, bags or bins	\$125.00

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

Set out containers, bins or bags for collection before 7:00pm on day before collection	\$125.00
Fail to remove containers, bins or bags for collection by 9:00pm on collection day	\$125.00
Fail to Use Automated Collection Container where waste is collected by automation collection	\$125.00
Filled containers, bins, or bags exceed weight and/or volume limitations	\$125.00
Fail to properly locate automated collection containers for collection	\$125.00
Fail to use commercial bin	\$250.00
Fail to provide sufficient bins, containers or bags	\$250.00
Collection Interference	\$125.00
Failure to keep lid closed	\$125.00
Fail to comply with Order	\$1000.00
Second Offence of any of the above	Double the original penalty

End of SCHEDULE “B” to WASTE MANAGEMENT BYLAW 519-UT-14
CONTRAVENTION & PENALTIES

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

SCHEDULE “C” to WASTE MANAGEMENT BYLAW 519-UT-14
WASTE MANAGEMENT FACILITY TIPPING FEES

S.No	Waste Facility & Waste Description	Member Fee	Non-Member Fee
TRANSFER STATION			
1.	Residential Waste (Regular Garbage)	\$80.00 per tonne (minimum charge \$8.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)
2.	Industrial, Commercial and Institutional Waste (Regular Garbage)	\$150.00 per tonne (minimum charge \$20.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)
3.	Mixed Loads (Commercial)	\$165.00 per tonne (minimum charge \$30.00 if below 100kg)	\$210.00 per tonne (minimum charge \$50.00 if below 100kg)
4.	Mixed Loads (Residential)	\$80.00 per tonne (minimum charge \$8.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)
COMPOST FACILITY			
5.	Organic Waste- Residential	No Charge	No Charge
6.	Organic Waste- Commercial	\$10.00 per tonne	\$20.00 per tonne
7.	Disposal of Contaminated Organic Material and Soil	\$150.00 per tonne	\$195.00 per tonne
CLASS III LANDFILL			
8.	Demolition/Construction and Inert Materials (Residential)	\$80.00 per tonne (minimum charge \$8.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)
9.	Demolition/Construction and Inert Materials (Industrial, Commercial and Institutional)	\$100.00 per tonne (minimum charge \$20.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)
10.	Asbestos	Not Accepted	Not Accepted
11.	Clean Clay Fill	No Charge	No Charge
MATERIAL RECOVERY FACILITY (MRF)			
RESIDENTIAL- RECYCLABLES			
12.	Sorted Recyclables	No Charge	No Charge
13.	Mixed Recyclables	\$15 per tonne	\$50.00 per tonne

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

		(minimum charge \$8.00 if below 100kg)	(minimum charge \$20.00 if below 100kg)
14.	Contaminated Recyclables – Contamination > 10% (Charged as Residential Waste)	\$80.00 per tonne (minimum charge \$8.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)
INDUSTRIAL, COMMERCIAL & INSTITUTIONAL- RECYCLABLES			
15.	Sorted Cardboard	\$25.00 per tonne	\$60.00 per tonne
16.	Sorted Newspaper	\$25.00 per tonne	\$60.00 per tonne
17.	Sorted Office Paper	\$25.00 per tonne	\$60.00 per tonne
18.	Sorted Mixed Paper	\$25.00 per tonne	\$60.00 per tonne
19.	Sorted Tin Cans	\$25.00 per tonne	\$60.00 per tonne
20.	Sorted Shopping Bags	\$25.00 per tonne	\$60.00 per tonne
21.	Sorted Mixed Plastic	\$25.00 per tonne	\$60.00 per tonne
22.	Mixed Load (Charged as ICI – Regular Waste)	\$150.00 per tonne (minimum charge \$20.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)
23.	Contaminated Recyclables – Contamination > 10% (Charged as ICI –Regular Waste)	\$150.00 per tonne (minimum charge \$20.00 if below 100kg)	\$195.00 per tonne (minimum charge \$40.00 if below 100kg)
RECYCLABLES			
24.	Electronic Waste (under ARMA eligible materials)	No Charge	No Charge
25.	Concrete (with or without exposed reinforcement) or Asphalt	\$15.00 per tonne (minimum charge \$8.00)	\$30.00 per tonne (minimum charge \$15.00)
26.	Scrap Metal	No Charge	No Charge
27.	Used Oil- under 50 Liters	No Charge	No Charge
28.	Used Oil- over 50 Liters	\$0.05 per Liter	\$0.10 per Liter
29.	Used Paint- Residential	No Charge	No Charge
30.	Used Paint- Commercial	\$20 per Load (maximum of 50 Liters)	\$30 per Load (maximum of 50 Liters)
31.	Tires- without rims	No Charge	No Charge
32.	Tires- with rims	\$5.00 per tire	\$5.00 per tire
33.	Batteries	No Charge	No Charge
34.	Fluorescent Lamps	No Charge	No Charge
ANIMAL CARCASSES			
35.	Domestic Animals	No Charge	No Charge
36.	Livestock	No Charge	No Charge
OTHER WASTE SPECIAL CHARGES			

CITY OF COLD LAKE
BYLAW # 519-UT-14
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

37.	White Goods-no Freon/ CFC	No Charge	No Charge
38.	White Goods-with Freon/ CFC	\$25.00 each	\$25.00 each
39.	Industrial Chemical including contaminated paint, oil, fuel	\$20 per Load (maximum of 50 Liters)	\$30 per Load (maximum of 50 Liters)
40.	Propane Tanks-Under 20lbs	\$5.00 each	\$5.00 each
41.	Propane Tanks-20lbs and over	\$55.00 each	\$55.00 each
42.	Sofas & Mattresses- Residential	No Charge	No Charge
43.	Sofas & Mattresses- Commercial	\$10.00 each	\$10.00 each

End of SCHEDULE “C” to WASTE MANAGEMENT BYLAW 519-UT-14
WASTE MANAGEMENT FACILITY TIPPING FEES



STAFF REPORT

Title: Cold Lake Public Library Board Bylaws

Meeting Date: October 8, 2019

Executive Summary:

The Cold Lake Public Library passed new Bylaws on August 26, 2019. Section 37(1) of the *Library Act*, RSA 2000, Chapter L-11 requires the library to provide a copy of the Bylaws to Council.

Council has the option to either accept the bylaws as information only, or disallow the bylaws and request amendments.

Background:

The Cold Lake Public Library was established by the City of Cold Lake as a municipal library board under the *Library Act*, RSA 2000, Chapter L-11, as amended. The Library is governed by City of Cold Lake Bylaw No. 587-BD-16 (attached for reference).

Section 36 of the *Library Act*, RSA 2000, Chapter L-11, as amended permits a municipal library to pass bylaws for the safety and use of libraries:

Safety and use of library facilities

36(1) A board may pass bylaws for the safety and use of the library, including

(a) the terms and conditions under which

(i) the public may be admitted to the building,

(ii) public library property may be used or borrowed by members of the public, and

(iii) borrowing privileges may be suspended or forfeited;

(b) notwithstanding subsection (3), fees to be paid by members of the public for

(i) the issuance of library borrowing cards,

(ii) the use of those parts of the building not used for the purposes of the public library,

(iii) photocopying,

(iv) receiving information in a printed, electronic, magnetic or other format, and

(v) receiving, on request, a library service not normally provided by a public library;

(c) penalties to be paid by members of the public for abuse of borrowing privileges.

The library board must provide City Council with a copy of any bylaws passed, in accordance with the *Library Act*, RSA 2000, Chapter L-11:



Bylaw transmission

37(1) A municipal library board, on passing a bylaw under section 36, shall forthwith forward a copy of the bylaw to the council of the municipality.

The Library Board bylaws passed by the library board on August 26, 2019 (for council's review) are substantially the same as a previous version reviewed by Council, with the exception that several sections of the bylaws have been removed (section 6 – fiscal year, section 7 – library board, section 8 – FOIP, section 9 – amendments) and the name has been changed from Cold Lake Public Library Board to City of Cold Lake Library Board. Administration understands that these amendments were made following feedback the library received from the Public Library Services Branch (Municipal Affairs).

Council may accept the bylaw as information only, or Council may choose to disallow the bylaw:

Bylaw invalidated

38 The Council of a municipality may disallow a bylaw passed by a municipal board it has appointed.

The *Libraries Regulation*, Alta Reg. 141/1998 section 3 requires that a copy of any bylaws passed by the library be filed with the Minister of Municipal Affairs.

Alternatives:

Council may consider the following options:

1. Council may accept the library's bylaws as information only.
2. Council may choose to not accept library's bylaws in accordance with section 38 of the *Library Act*, RSA 2000, Chapter L-11 and request amendments.

Recommended Action:

Administration recommends that Council accept the library's bylaws as information.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

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

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

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

WHEREAS Council wishes to establish a Library Board;

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

SECTION 1 - TITLE

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

SECTION 2 - DEFINITIONS

In this Bylaw,

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

SECTION 3 - ESTABLISHMENT

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

SECTION 4 –MEMBERSHIP

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

SECTION 5 – TERM OF OFFICE

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

SECTION 6 – ROLES AND RESPONSIBILITIES

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



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

SECTION 7 – PROCEEDINGS

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



SECTION 8 – LIMITATIONS

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

SECTION 9 – REPEAL

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

SECTION 10 - ENACTMENT

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

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

Executed this 4 day of July, 2016

CITY OF COLD LAKE



MAYOR



CHIEF ADMINISTRATIVE OFFICER

THE CITY OF COLD LAKE LIBRARY BOARD BYLAWS

The City of Cold Lake Library Board enacts the following bylaws pursuant to the *Libraries Act*.

1.0 Interpretations

- 1.1 Act - means the *Libraries Act*, as amended from time to time.
- 1.2 Board – refers to the Board of Trustees of the City of Cold Lake Library.
- 1.3 Library Director – is the person charged by the Board with the operation of the City of Cold Lake Library.
- 1.4 Library User – means any person holding a valid City of Cold Lake Library Borrower's Card or library card from any library with a reciprocal borrowing agreement within the Northern Lights Library System, and Lakeland Regional Library System.
- 1.5 TRAC/TAL User – means any person holding a valid library card with any libraries participating in the TAL Card program.
- 1.6 Patron – means a person with or without a library card who makes use of the library and its services.
- 1.7 Trustee – refers to any person appointed to the Board.

2.0 Library Facility

- 2.1 The portion of any building used for library purposes is open to any member of the public FREE OF CHARGE during the hours of opening as are set by the Board from time to time.
- 2.2 Any person using the library building shall conduct himself so as to not disturb other library users.

3.0 Procedure for acquiring a borrower's card.

- 3.1 Any person resident in the City of Cold Lake, Municipal District of Bonnyville, Cold Lake First Nations, and Elizabeth Metis Settlements is eligible to apply for a borrower's card.
- 3.2 An application pursuant to 3.1 shall be:
 - 3.2.1 in writing in the form prescribed by the Library Director;
 - 3.2.2 dated and signed by the applicant;
 - 3.2.3 dated and signed by the parent or guardian of an applicant who is less than 15 years of age; and
 - 3.2.4 accompanied the fee prescribed in Schedule A.

3.3 In writing in the form prescribed by the Library Director.

3.4 Responsibilities of a borrower:

3.4.1 a borrower's card may only be used by the person to whom it is issued;

3.4.2 a borrower shall notify the librarian of any change of address and/or telephone number;

3.4.3 a borrower shall take proper care of any library item entrusted to their care; and

3.4.4 a borrower shall return any library item to a library on or before the due date as provided in Schedule B.

4.0 Loan of Library Resources

4.1 In accordance with the *Libraries Act*, there shall be NO CHARGE for the use of library resources. This includes resources used on the premises, resources loaned or resources acquired from other sources at the discretion of the board.

4.2 The loan periods for various library resources are set in Schedule B

4.3 Library resources may be reserved in accordance with policy established by the Board.

4.4 Library resources may be renewed in accordance with policy established by the Board.

5.0 Penalty Provisions

5.1 The charges for damaged or lost resources are as set out in Schedule C

5.2 The procedures for demanding the return of overdue materials are as set out in Schedule C.

5.3 A borrower's card may be revoked by the library director for the reasons set out in Schedule C.

5.4 A person who has a borrower's card revoked pursuant to 5.3 may within 30 days of such revocation make an appeal to the board in writing setting out the grounds of the appeal.

5.5 The decision of the board in an appeal pursuant to 5.4 is final and not subject to further appeal.

5.6 In cases of serious dereliction the board may prosecute an offence under the *Libraries Act*. Such an offense is punishable under the *Libraries Act*. The range of penalties applying on conviction is set out in Schedule C.

5.7 Any charge or penalty imposed to an offence under 5.6 inures to the benefit of the City of Cold Lake Library Board in accordance with the *Libraries Act*.

Read a first time June 24, 2019
Read a second time June 24, 2019
Read a third time August 26, 2019

Chairperson: Asley L
Treasurer: D. M.

Read and adopted August 26, 2019

SCHEDULES

SCHEDULES A to C are part of the Bylaws of the City of Cold Lake Library.

Schedule A Borrower's Card Fees

Schedule B Loan Periods for Library Resources

Schedule C Penalty Provisions

- 1) Fines for late return of library resources
- 2) Fines for damaged or lost library resources
- 3) Procedures for notice of overdue library resources and demand for return for library resources
- 4) Revocation of borrower's cards
- 5) Procedure for prosecution
- 6) Penalties for abuse of borrowing privileges

SCHEDULE A BORROWER'S CARD FEES

The City of Cold Lake Library currently does not charge fees for library borrower's cards.

SCHEDULE B LOAN PERIODS FOR LIBRARY MATERIALS

Loan Period:

Books	3 week loan	Maximum of 2 renewals*
Audio Books	3 week loan	Maximum of 2 renewals*
Magazines	3 week loan	Maximum of 2 renewals*
DVD TV Series	3 week loan	Maximum of 2 renewals*
DVD/Blu-Rays	1 week loan	Maximum of 2 renewals*
CDs	1 week loan	Maximum of 2 renewals*
Video Games	1 week loan	Maximum of 2 renewals*
Overdrive Audio Books	1, 2 or 3 week loan	Renewals possible**
Overdrive E-Books	1, 2 or 3 week loan	Renewals possible**
3M E-Books & Audio Books	3 week loan	

*Renewal not available if item has been requested by another patron

**Borrowing period to be selected by patron at checkout

SCHEDULE C PENALTY PROVISIONS

1. Fines for late return of library resources

The City of Cold Lake Library currently does not charge late return fees

2. Fines for damaged or lost library resources

- a. The charge for lost or irreparably damaged library materials will be replacement cost plus GST.
- b. An item is considered lost when it has not been returned after two months.
- c. When charges exceed \$10.00, borrowing privileges shall be suspended until the balance is paid in full

3. **Procedures for notice of overdue library resources and demand for return of library resources.**

Patrons will be notified that material is overdue by telephone, mail or e-mail.

4. **Revocation of borrower's cards**

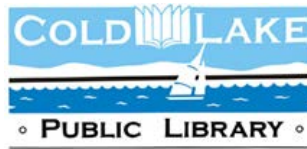
- a. A patron's library card may be suspended or revoked for the following reason: Unpaid library charges for lost or damaged books in excess of \$40.00 that have remained on the patrons file for 3 months or more.
- b. Recommendation for suspension or revocation will be made to the City of Cold Lake Library Board by the Library Director.

5. **Procedure for prosecution**

- a. Steps may be taken by the City of Cold Lake Library Board to take patrons to small claims court to recover materials that have not been returned when the amount is more than \$250.00. The costs for this would be attached to the patron's file to be recovered from the patron.
- b. If the decision is made to proceed to prosecution to recover materials the patron will be notified by special delivery requiring a signature that this matter will be taken to small claims courts if not resolved within 7 days of reception of the notification.
- c. Every option will have been made prior this written notification to forestall the Board proceeding to this step.

6. **Penalties for abuse of borrowing privileges**

- a. Charges for late return of different types of materials.
- b. Charges for materials that have been returned damaged by a patron
- c. Charges for lost materials
- d. Amnesty periods when patrons can return overdue materials without having to pay charges will occur at various times during the year.

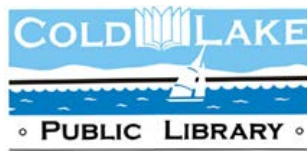


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, June 24, 2019
Program Room, South Branch

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

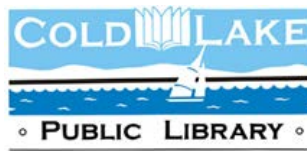
Absent with regret: Ben Fadeyiw, MD of Bonnyville Representative

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

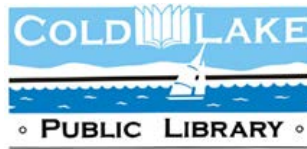


Agenda Item and Discussion	Action
<p>4.3 Letter from City confirming the removal of Calvin Rideout from the Board. Cynthia received a response from Calvin saying he had not received notice of meeting times, but he was sent every agenda. She does plan to write him a short response back.</p>	N/A
<p>5.0 Reports</p>	N/A
<p>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).</p>	N/A
<p>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.</p>	Carried
<p>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.</p>	None
<p>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.</p>	None
<p>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.</p>	None

Agenda Item and Discussion	Action
<p>5.6 Policy Committee Report</p> <p>The committee has been working hard and has five policies and the bylaws for review later in the meeting.</p>	None
<p>5.7 Financial Committee Report</p> <p>The Library Financial Report for June is attached as Appendix 2.</p> <p>MOTION 2019-043</p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
6.0 Priority Items	
<p>6.1 City of Cold Lake Library Board Bylaws</p> <p>Leslie sent in the changes to Schedule C after the last Board meeting, and promptly received a response from Ken Allen at PLSB saying many sections of our Bylaws do not belong. Sections 6 (Fiscal Year), 7 (Library Board), 8 (FOIP) and 9 (Amendments) were deleted and the Board name changed from Cold Lake Public Library Board to City of Cold Lake Library Board. The Board reviewed the updated bylaws and noted one name change missed in Schedule C, and the reading dates should be 2019 not 2018. The third date will be 26 Aug. Item open.</p> <p>MOTION 2019-044</p> <p>Vicky moved to pass the first reading of the City of Cold Lake Library Board Bylaws as presented with the two corrections as noted. Emily seconded. All members voted in favour.</p> <p>MOTION 2019-045</p> <p>Marie moved to pass the second reading of the City of Cold Lake Library Board Bylaws as presented with the two corrections as noted. Daryl seconded. All members voted in favour.</p>	<p>Carried</p> <p>Carried</p>
<p>6.2 Policies</p> <p>Leslie has created / updated policies pertaining to staff Health and Safety. There was a recent incident with a patron urinating in a chair, so she has made sure they have training and supplies to deal with such an incident, but now needs the policies approved. Vicky mentioned that one of the discussion at the recent library conference said that staff job descriptions should mention the staff will need to deal with difficult patrons.</p> <p>Policy 3070 – Health and Safety</p> <p>The library name needs to be changed to City of Cold Lake Library. Emily was wondering about linking any other Health and Safety related policy back to this one. Leslie pointed out that the all the 3000 series policies are related to Health and Safety and the policy binder index lists them all.</p>	



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>	Carried
<p>Policy 3072 – Health and Safety Orientation</p> <p>The library name needs to be changed to City of Cold Lake Library.</p>	
<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>	Carried
<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>	
<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>	Carried
<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>	
<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>	Carried
<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>	Policy
<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>	None



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

Director Report

Board Meeting

June 24/19

Programming

1. Summer Reading Program plans are ready, and registration has started.
2. Arts and Culture Grant selections are behind in selection process due to the elections.
3. ME Library trip is all set up and registration has started.
4. All regular programming will continue throughout Summer with the addition of the Summer Reading Program activities.
5. Painting on Bookdrop has started (part of job Linda Dunn was doing for us)

Administration

1. NLLS has done a Computer Inventory of all our Computers
2. The Yearly FOIP report has been completed and sent in. (No requests)
3. Electricity has been installed on the outdoor stage.
4. Cenovous will be providing the Library with some funding from the recent Oil and Gas Show spin the wheel promotion.

Staff

1. 3 Circulation Staff will be attending the Yellowhead Conference in September this year.

Plan of Service

1. The Library will be doing the Early Literacy Skills survey to the Public in August.
The Survey will be available on-line (Webpage) Social Media as well as hard copy at both Branches.
2. Discovery Zone has been started.....passive play wall panels have been ordered, as well as play cubes.

Date	Program	Number	Celebrate Diversity	Create Young Readers	Stimulate Imagination	Make Informed Decisions	Find and Use Information
May	Baby Rhyme Time	104		x	x		
	Stitch and Chat	18			x		
	Toastmasters	31	x		x	x	x
	Storytime South	29	x	x	x		
	Storytime North	109	x	x	x		
	Cook Book Club	4	x		x		x
	Ladies Night Out	6	x		x	x	
	Self Development Book Club	5	x		x	x	x
	Manga	cancelled for May	x	x	x		
	Makerspace	8		x	x		
	South Book Club	5	x		x		
	North Book Club	3	x		x		
	school visits	120					
	Author Visit Christine Sanagret	6	x		x	x	x
	Seniors and BOW	33			x		
	Pop Up	132	x	x	x		
	Canada Day One Display up	unknown	x				
	Early Literacy Book Club	12		x	x		x
	webpage	324					
	Google My Business North	4700					
	Google My Business South	2300					
	Facebook	658					
	Twitter	539					
	Computer Usage North	215					
	Computer Usage South	361					
	Patrons Visiting North	1841					
	Patrons Visiting South	1502					

memberships North	1892
memberships South	2514
circulation (in and out) North	5960
circulation (in and out) South	6845
Holds (in and out) North	1365
Holds (in and out) South	1840

Factual Fridays on FB	3 posts			x	x
Creative Expressions Project	collecting entries	x	x		
Commisionnaire of Oaths	3 people			x	x

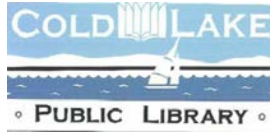


City of Cold Lake Library Board
Jun 2019 Financial Committee Report

Members: Darren Robson, Committee Chair
 Cynthia Sloychuk, Board Chair
 Jeanette Hatta, Board Member
 Leslie Price, Library Director

1. The Financial Committee met on June 5, and discussed fund raising priorities based on the Plan of Service. A project description will be written for each of the following and fund raising goals will be posted to the Benevity website:
 - The Discovery Zone (Stimulate Imagination and Creativity)
 - Sound Booth (Stimulate Imagination and Creativity)
 - Books for Babies (Create Young Readers) – already posted
 - Life Skills Forums or Workshops (Make Informed Decisions)
2. The 2018 Registered Charity Information Return was completed and sent to the CRA.
3. With the Surplus funds committed to date this year, the library has \$16,160 remaining. Leslie is looking to purchase a third staff computer this year. Two were budgeted for and have been purchased. Including a new monitor, the cost should not be more than \$1000.
4. The June financial summary is attached to the report.

Darren Robson
The City of Cold Lake Library Board
Secretary/Treasurer



Cold Lake Public Library
June 2019 Financial Summary

	Mar-19	Apr-19	May-19	Year-To-Date	Projected	Budgeted	Variance
REVENUES							
Sales & Fines	494.65	143.45	848.34	2,179.33	5,230.39	5,700.00	-469.61
Donations & Fundraising	2,811.85	1,341.10	2,151.60	6,963.25	9,689.40	14,000.00	-4,310.60
Provincial Funding	4,725.00	0.00	0.00	4,725.00	135,252.90	130,527.90	4,725.00
Local Gov't Funding	18,189.00	0.00	18,189.00	36,378.00	511,282.80	511,282.80	0.00
TOTAL REVENUE	26,220.50	1,484.55	21,188.94	50,245.58	661,455.49	661,510.70	-55.21
EXPENSES							
Salaries & Training	60,640.26	37,445.98	43,011.70	208,936.88	501,448.51	515,505.00	14,056.49
Operating	2,297.34	11,719.29	3,597.01	24,110.55	120,691.80	121,650.00	958.20
Plan of Service	11,950.67	2,911.61	1,252.47	19,120.16	27,606.70	24,100.00	-3,506.70
TOTAL EXPENSES	74,888.27	52,076.88	47,861.18	252,167.59	649,747.02	661,255.00	11,507.98
Surplus / Deficit	-48,667.77	-50,592.33	-26,672.24	-201,922.01	11,708.48	255.70	

Category Explanation:

Sales & Fines: Book Replacement, Sale of Services (x2), Fines

Provincial Funding: Provincial Grant and any Wage Grants

Local Gov't Funding: Memberships, City and MD Funding

Salaries & Training: Salaries, Overtime, Employer Contributions, Personal Development

Operating: Postage & Courier, Telephone, Audit, Security, Copier, Network, Janitorial, ILL,
Memberships, NLLS Transfer, Insurance, Supplies, Collections and Books

Plan of Service: Programs, Equipment Purchases, Advertising, Promotion, Beautification

Notes:

1. Employee salaries and employer contributions are projecting about \$13K under budget.
2. The Plan of Service expenses are projecting about \$3.5K over budget.

City of Cold Lake Library
Policy Manual
Policy Number: 3070
Policy Title: Health and Safety

Date Passed: 24 Jun 2019
Date Reviewed:
Next Review Date: Annually

Health and Safety

Commitment:

The City of Cold Lake Library recognizes that the safety and health of all workers is a prime consideration in the operation of the organization. A comprehensive occupational health and safety program is in place to prevent accidents and injuries by education and informing staff about health and safety issue. The City of Cold Lake Library Board and management are committed to maintaining a safe working environment for all its employees and volunteers.

Purpose:

The purpose of this policy is to:

- Promote good health and safe working practices
- Practice safe work procedures that comply with the Alberta Occupational Health and Safety Act
- Prevent work related illness and injuries
- Provide effective treatment
- Provide necessary health and safety training
- Protect workers and citizens

Responsibilities:

Employees at every level are responsible and accountable for the City of Cold Lake Library's health and safety performance and must comply with the Alberta Occupational Health and Safety Act. Active participation by everyone, every day, in every job is necessary for the safety excellence the Library expects. All employees should be familiar with the requirement of the Alberta Occupational Health and Safety legislation as it relates to their work processes.

Health and Safety Orientation

Policy:

The City of Cold Lake Library is committed to ensuring that all workers are aware of the existing and potential hazards they are likely to be exposed to in the workplace and the controls used to minimize exposure to these hazards.

Prior to or during the first day of work and before they are exposed to hazards, new, transferring and returning workers must be made aware of the hazards as well as the methods to control these hazards in their workplace through a Health and Safety Orientation.

The health and safety orientation will include:

- Overall philosophy
- Health and safety policies and procedures
- Information specific to the work site and /or department
- Occupational Health and Safety regulatory requirements
- Worker safety responsibilities including responsibility to refuse unsafe work
- Job responsibilities
- Specific job hazards
- Reporting
- Forms

To indicate the worker's participation in and understanding of the orientation material a signoff between supervisor and worker will be required.

Each Staff Member is responsible for implementing and monitoring this policy.

Workplace Inspections

Policy:

Safety and health legislation requires organization to provide employees with a reasonable safe and healthful place to work. Article 2(1) of the [Occupational Health and Safety Act](#) RSA 2000 cO-2 s2;2002 c31 s3 states:

“Every employer shall ensure, as far as it is reasonably practicable for the employer to do so.

- a) The health and safety of;
 - i) Workers engaged in the work of that employer; and
 - ii) Those workers not engaged in the work of that employer but present at the work site at which that work is being carried out; and
- b) That the workers engaged in the work of that employer are aware of their responsibilities and duties under this Act and the regulations and the adopted code.”

One of the best tools available to find problems and assess risks before accidents and losses occur is through regular workplace inspections. Article 8(1)(a) of the [Occupational Health and Safety Act](#) RSA 1980 cO-2 s6; RSA 1980 c15 (Supp) ss5,25;1983 c39 ss5, 19 states:

“For the purposes of this Act, an officer may at any reasonable hour enter into or on any work site and inspect that work site.”

The City of the Cold Lake Library will ensure that all departments meet government regulations and the library’s health and safety standards through the use of a workplace inspection program.

Environmental and Bodily Fluid Response (Routine Practices)

Policy:

The City of Cold Lake Library recognizes that an essential element in a safety program has a regular cleaning program and procedures for the prevention of exposure to infectious microorganisms. It is assumed that all bodily fluids are potentially infectious, regardless of the source and therefore routine practices must always be followed to reduce the risk of transmission. Protecting workers and citizens thorough routine safety practices from hand washing to disposal of all waste, will reduce the risk of potential harm.

1. Hand washing – Proper hand hygiene is the most effective way of preventing the transmission illness.
 - a) Use warm water and enough soap to create a lather that covers the hands;
 - b) Rub all surfaces of hands, wrists, fingers and palms;
 - c) Minimum of 15 sec.;
 - d) Rinse hands and dry with paper towel;
 - e) Discard paper towel in waste basket.
2. Personal Protective Equipment (PPE) – an essential element in preventing the transmission of disease.
 - a) Use disposable gloves, disposable masks and if required eye protection;
 - b) Staff will be instructed in the proper use of PPE;
 - c) These are one-use only and are to be disposed of after use.
3. Cleaning and disinfecting – a clean environment will minimize the transmission of microorganisms.
 - a) Cleaning disinfectants shall be used to clean all surfaces in the manner identified on the product as per the manufacturer's instruction;
 - b) A Regular schedule for periodic environmental cleaning shall be established.;
 - c) Ensure that proper PPE and cleaning products are used.
4. Handling of substances and objects – the great risk comes from the handling of contaminated items.
 - a) All materials used in the cleaning of bodily fluids will be disposed of immediately into direct pick up trash receptacles.
 - b) Disposed materials shall include masks, gloves, paper towels and uncleanable fabrics.
 - c) Any materials found at the site including but not limited to, cups, napkins, food, and general garbage shall be disposed of in trash.
 - d) Used and unused needles and other used sharp items shall be disposed of immediately in designated containers. These are to be handled with utmost care using tongs.
 - e) Wash hands.
5. Decontamination – When surfaces are contaminated there is an increased risk for transmission of pathogenic microorganisms. Immediate infection prevention and control must be implemented.

Supplies: Disposable paper towels
Waste Container (garbage bag or plastic-lined receptacle)
Tongs and sharps container (if sharps or glass are part of spill)
Disinfectant product
Personal protective equipment (PPE)

Cleaning:

- a) Assemble supplies required before putting on PPE;
- b) Inspect area for presence and spread of material for containment;
- c) Put on all required PPE;
- d) Remove all bodily fluids from area using disposable paper towel or an absorbent product designed for this purpose. Dispose cleaning materials into waste container.
- e) If spill involves sharps, such as needles or broken glass, use tongs to handle sharp material and dispose in designated container.

Disinfection:

- a) Disinfect the entire spill area with approved product and according to manufacturers instructions.
- b) Allow product to stand for a period as product instructions.
- c) Wipe the area with paper towels and dispose into waste container.
- d) Protect area until completely dry.

Responsibilities:

Employees at every level are responsible and accountable for the City of Cold Lake Library's health and safety performance and must comply with the Alberta Occupational Health and Safety Act. Active participation by everyone, every day, in every job is necessary for the safety excellence the Library expects. All employees should be familiar with the requirement of the Alberta Occupational Health and Safety legislation as it relates to their work processes.



STAFF REPORT

Title: 2019 Capital Budget Amendment - Lakeview Cemetery Improvement Project

Meeting Date: October 8, 2019

Executive Summary:

In 2018 Council approved the *Lakeview Cemetery Improvement* project and allocated a budget of \$600,000. The construction value at full scope is \$824,450 (\$749,500 plus a 10% contingency).

The current remaining budget, excluding Engineering and Geotechnical, is \$552,200. The construction budget deficit is \$272,250.

In 2019 Council approved the *Grand Centre Cemetery Improvement* project and allocated a budget of \$800,000. The construction value at full scope is \$1,455,388 (\$1,323,000 plus a 10% contingency).

The current remaining budget, excluding Engineering and Geotechnical, is \$661,500. The construction budget deficit is \$794,000.

The Lakeview Cemetery Improvement project can be completed at full scope by transferring \$275,000 from Grand Centre Cemetery Improvement project.

Background:

Neither of the projects can be completed at full scope with the current allocated budgets for the individual projects. Executing the projects with reduced scopes was explored. It is believed that reducing the scopes will result in lower construction costs. However the overall aesthetics that are envisioned and expected from these Cemetery upgrades will be lost.

It should be noted that Lakeview Cemetery project was tendered for the second time as there was no interest shown at the first tender. Even at the second tender only one (1) bid was received. The Grand Centre Cemetery project received only two (2) bids.

Due to the construction season being close to an end, Administration made the decision to proceed with Lakeview Cemetery Project as it needed lesser top up funds as compared to the Grand Center Cemetery project. The contract was awarded to GenMec ACL Inc. for Lakeview Cemetery and the tender for Grand Center was cancelled.



In order to make amendments to the Capital budget allocations for the Lakeview Cemetery project, administration is recommending to transfer \$275,000 from Grand Center Cemetery project to Lakeview Cemetery project, thereby increasing its allocated funding to \$875,000 from \$600,000. The Grand Center project allocation will reduce by \$275,000 to \$525,000. This will enable the Lakeview Cemetery to be completed in its full scope.

The Grand Center project will be added to Council's 2020 Capital budget deliberation for additional funding request.

Alternatives:

1. No alternative.

Recommended Action:

Administration recommends that Council pass a motion to allocate \$275,000 to the Lakeview Cemetery Improvement Project by transferring \$275,000 from the Grand Centre Cemetery Improvement Project.

Budget Implications (Yes or No):

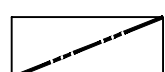
Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Revisions			
No.	Date	Status	By
1	JUN. 27, 2018	50% SET ISSUED FOR REVIEW	AM
2	JUL. 17, 2018	90% SET ISSUED FOR REVIEW	AM
3	AUG. 8, 2018	ISSUED FOR TENDER	AM
4	SEPT. 6, 2019	ISSUED FOR CONSTRUCTION	RC

LEGEND



ALUMINUM BED EDGER

NOTES

1. EXPANSION JOINTS TO BE INCLUDED AT ALL INTERFACES BETWEEN CONCRETE UNIT PAVERS AND CONCRETE FLATWORK. EXPANSION JOINTS TO BE FILLED WITH BITUMINOUS FIBRE.
2. ALL EXPOSED CONCRETE FACES (CONCRETE FLATWORK, CONCRETE CURBS, CONCRETE COLUMBARIA FOUNDATION) TO BE MEDIUM SANDBLAST FINISH - NO SHINERS.
3. LAYDOWN AREA LOCATION: TO BE AGREED BY CONTRACTOR THROUGH DISCUSSION WITH THE OWNER.



Heidi Redman

ISSUED FOR
CONSTRUCTION

Client



Project

LAKEVIEW CEMETERY
CREMATION GARDEN

Drawing Title

MATERIALS PLAN

Date
AUGUST, 2018

ELAC Project No.
18-151

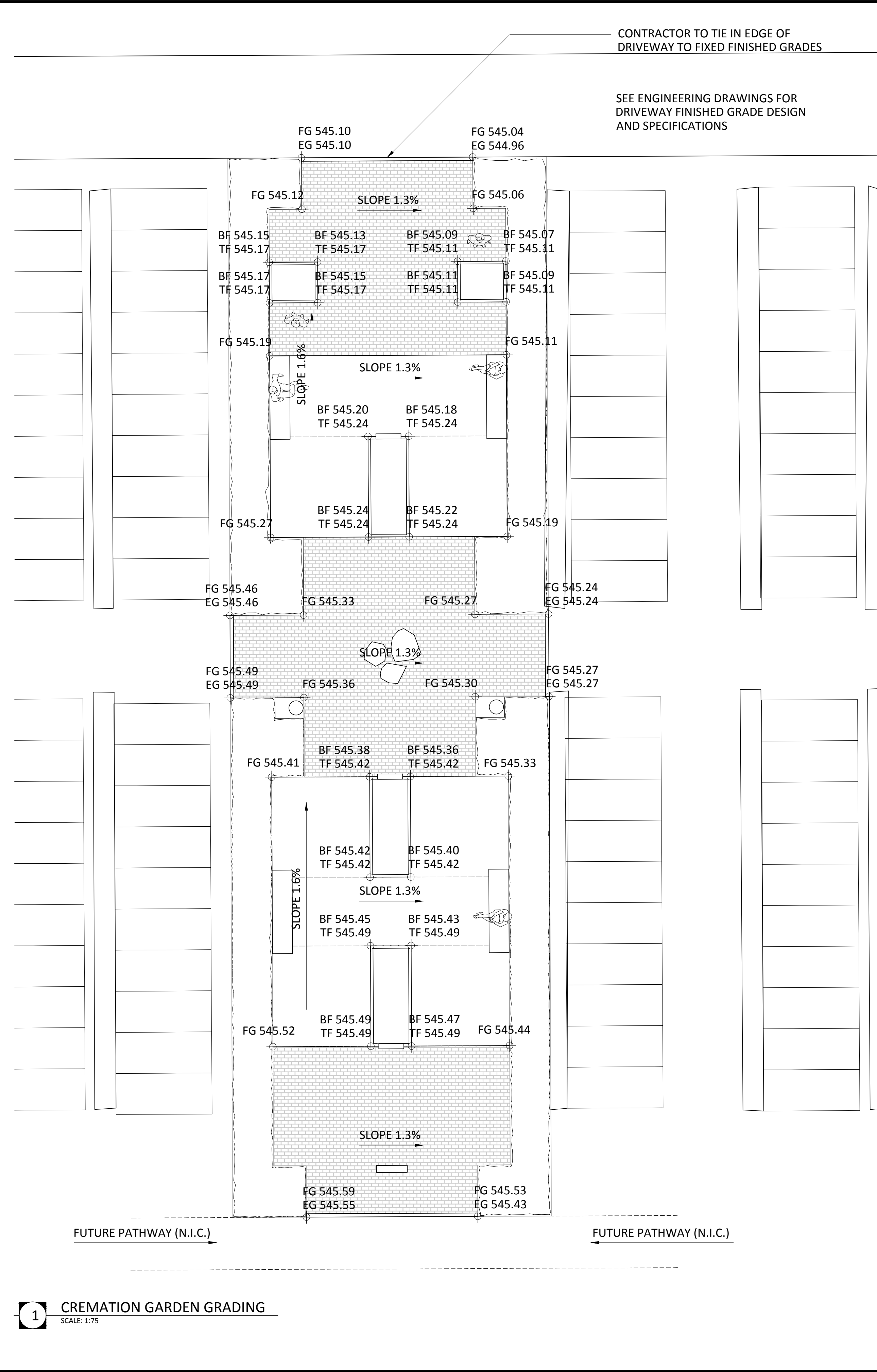
Scale (On 22 x 34 Inch Sheet)
1:125

Drawing No.

Drawn
AM

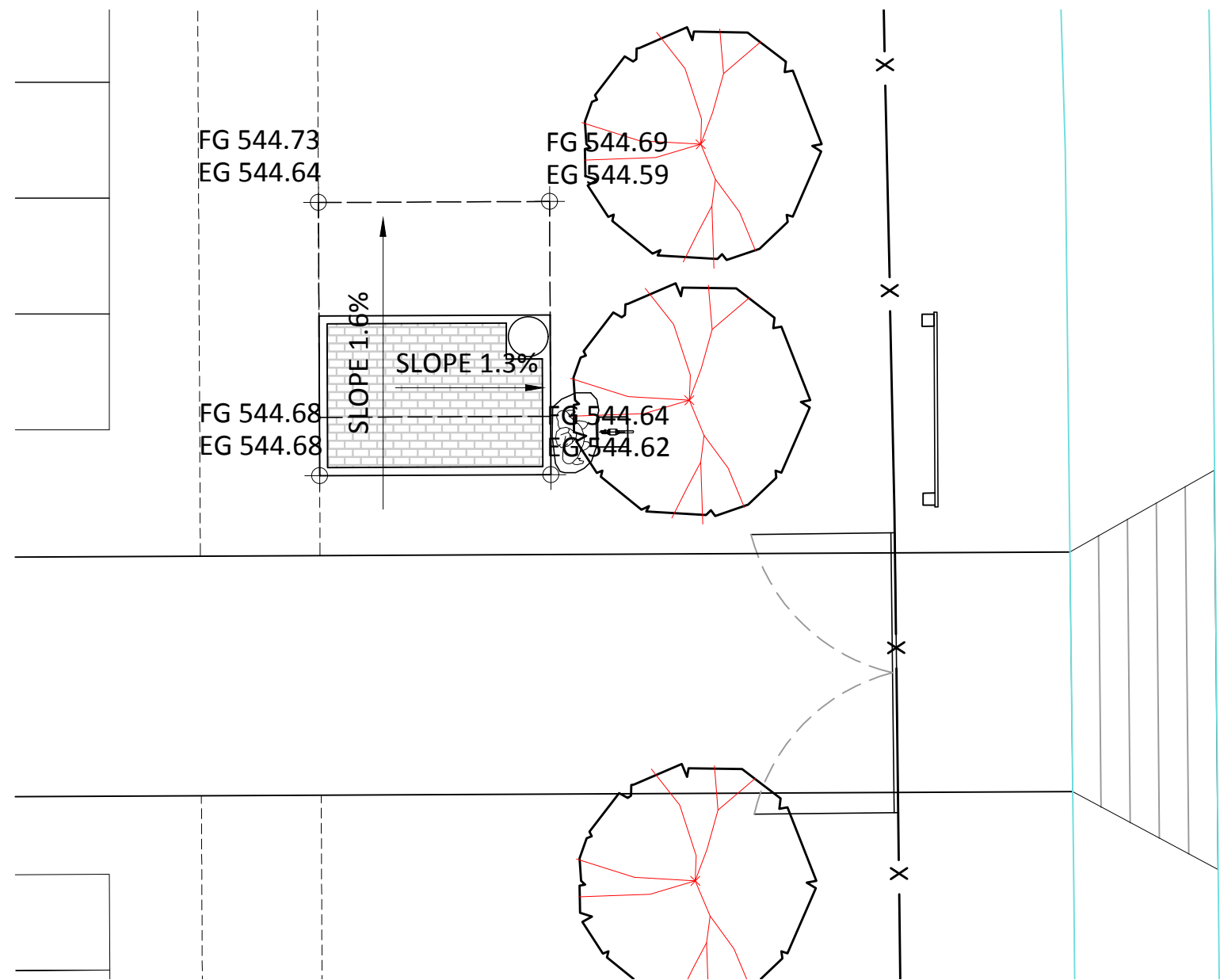
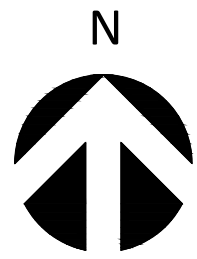
Checked
RC/HF

L5.0



NOTES:

1. REFER TO CIVIL DRAWINGS FOR GRADING OF CEMETERY DRIVEWAY AND STORAGE PAD.
2. NOTIFY THE CONTRACT ADMINISTRATOR IMMEDIATELY IF ANY CONFLICTS BETWEEN SURFACE STRUCTURE AND PROPOSED IMPROVEMENTS ARE DISCOVERED.
3. THE CONTRACTOR SHALL NOT ENCROACH UPON OR DISTURB IN ANY WAY ADJACENT GRAVES OR MARKERS THROUGH THE COURSE OF THE WORK.



2 KIOSK GRADING
SCALE: 1:75

LEES+ ASSOCIATES
Landscape Architects
509-318 Homer Street Vancouver British Columbia Canada V6B 2V2
Tel: (604) 899-3806 Fax: (604) 899-3805 Web: www.leesac.ca Email: info@leesac.ca

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Revisions			
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The Alberta Association of Landscape Architects
Heidi Redman

ISSUED FOR CONSTRUCTION

Client
City of Cold Lake

Project
LAKEVIEW CEMETERY CREMATION GARDEN

Drawing Title
GRADING PLAN

Date AUGUST, 2018	ELAC Project No. 18-151
Scale (On 22 x 34 Inch Sheet) 1:75	Drawing No. L3.0
Drawn By AM	
Checked RC/HR	

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Revisions			
No.	Date	Status	By
1	FEB. 14, 2019	25% SET ISSUED FOR REVIEW	RC
2	FEB. 28, 2019	50% SET ISSUED FOR REVIEW	RC
3	MAR. 3, 2019	ISSUED FOR REVIEW	RC
4	MAR. 21, 2019	ISSUED FOR REVIEW	RC
5	APR. 24, 2019	90% SET ISSUED FOR REVIEW	RC
6	MAY 06, 2019	99% SET ISSUED FOR REVIEW	RC
7	MAY 15, 2019	ISSUED FOR TENDER	RC



Heidi Redman

ISSUED FOR REVIEW
NOT FOR CONSTRUCTION



Project
**GRAND CENTRE CEMETERY
PHASE 1 IMPROVEMENTS**

Drawing Title
**HARD LANDSCAPE
MATERIALS AND LAYOUT PLAN**

Date JANUARY, 2019	ELAC Project No. 18-256
Scale (On 22 x 34 Inch Sheet) 1:250	Drawing No. L3.1
Drawn By JB	
Checked RC/HR	

HARD LANDSCAPE LEGEND

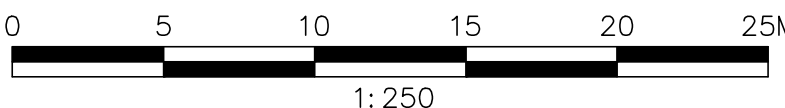
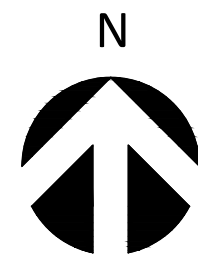
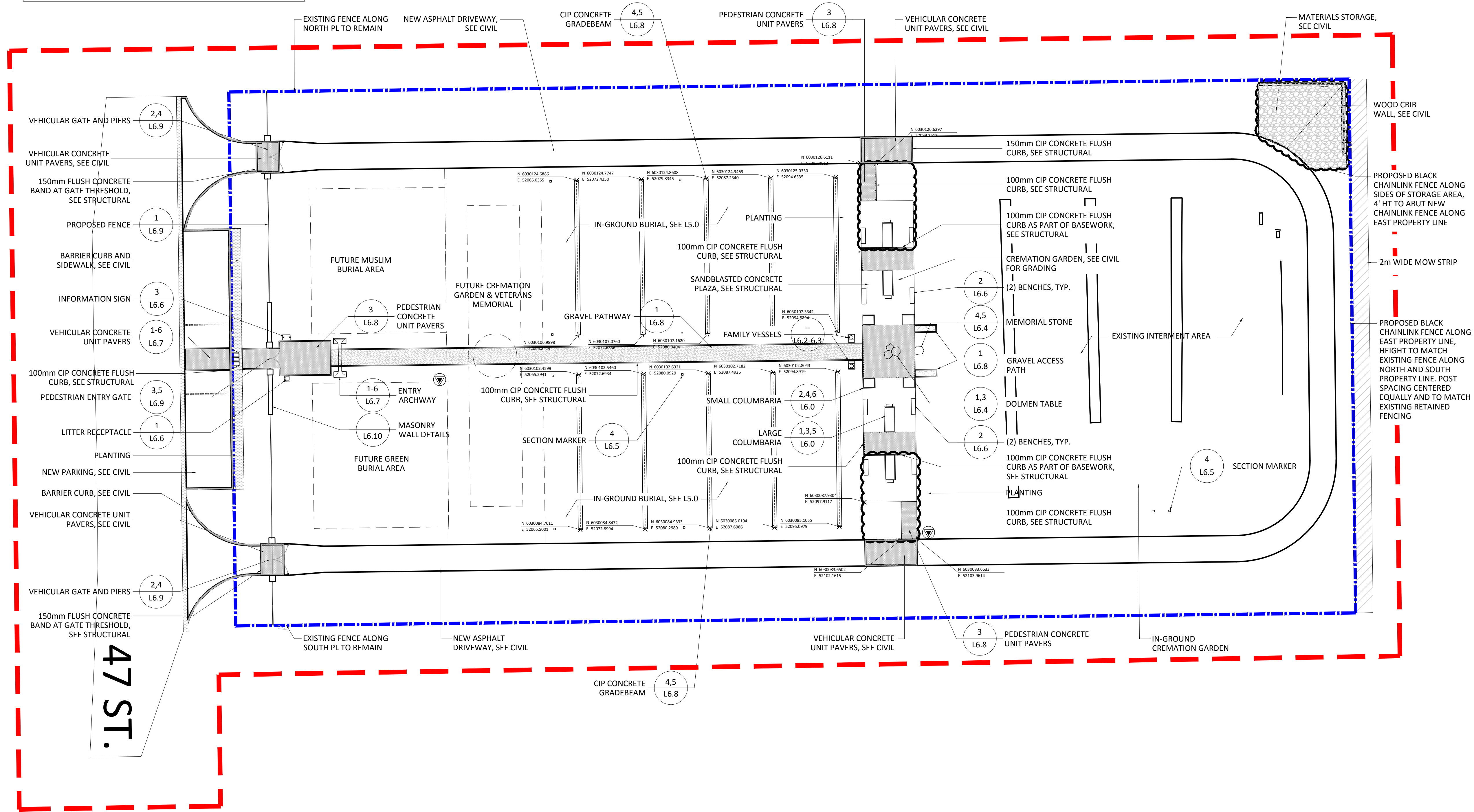
- LIMIT OF WORK
- PROPERTY LINE
- CONCRETE FLUSH CURB
- GRAVEL PATHWAY
- CONCRETE UNIT PAVERS
- FUTURE WATERPOINT (NIC)
- PROVISIONAL ITEMS

NOTE

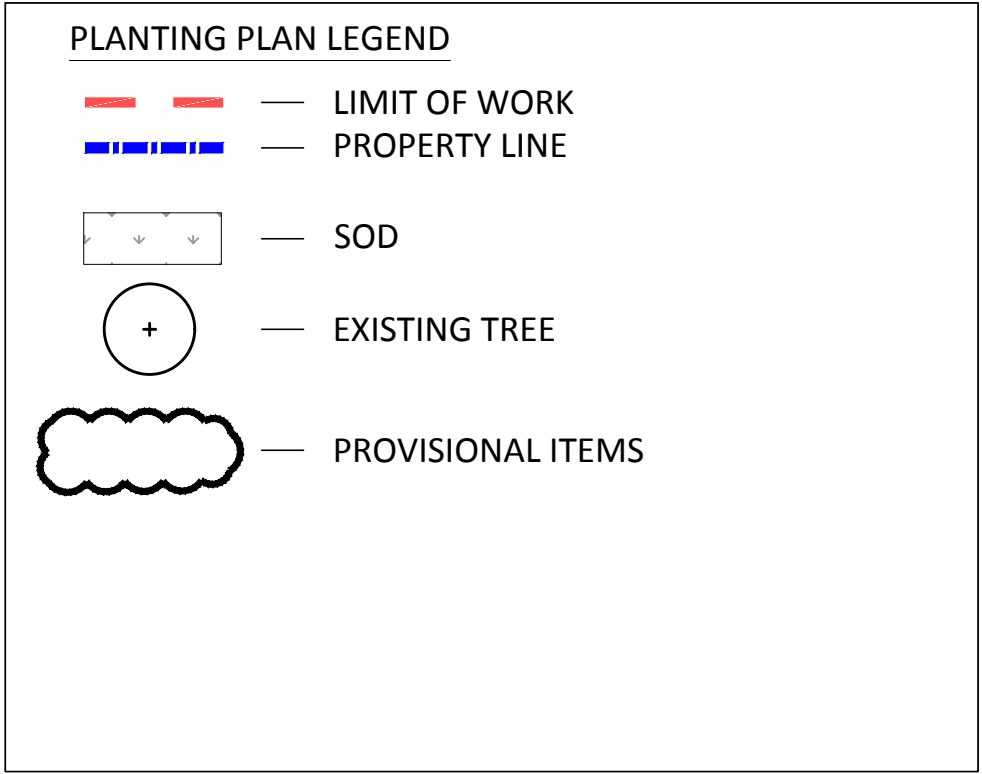
SITE LAYOUT TO BE DONE USING
TOTAL STATION OR EQUIVALENT
TO ACHIEVE REQUIRED
ACCURACY.

REFER TO PLANTING PLAN FOR
SOFT LANDSCAPE MATERIALS.

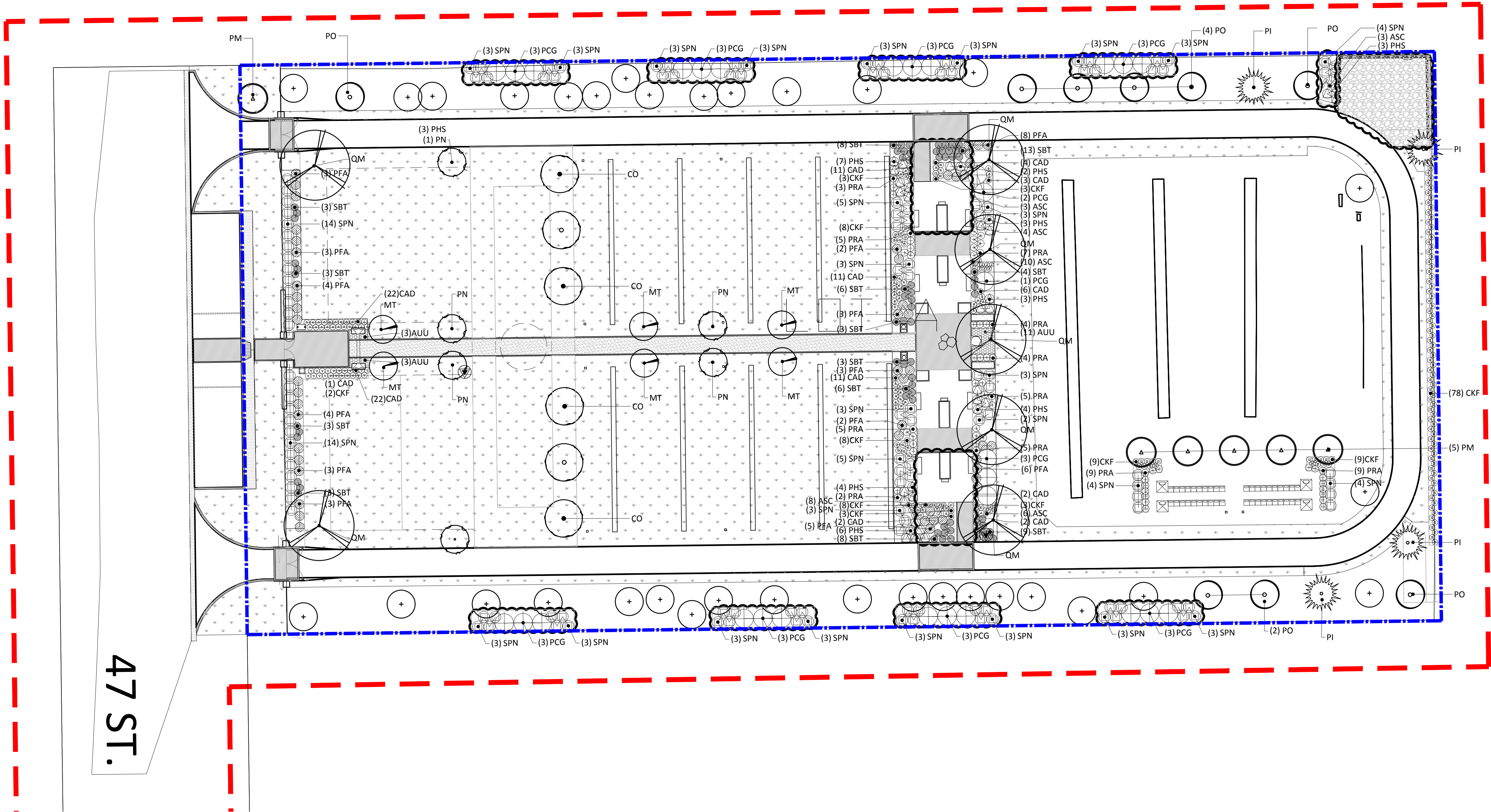
BASE WORK TO INCLUDE GRADING
AND SODDING.



PLANTING SCHEDULE						
ABBREVIATION	BOTANICAL NAME	COMMON NAME	QUANTITY	SIZE	SPACING	NOTE
TREES						
CO	Celtis occidentalis 'Delta'	Delta Hackberry	6	6cm Cal.		
MT	Malus x 'Thunderchild'	Thunderchild Crabapple	6	6cm Cal.		option 'Royal Mist'
PN	Prunus x nigella 'Princess Kay'	Princess Kay Plum	6	6cm Cal.		
PM	Prunus maackii	Amur Cherry	6	6cm Cal.		
PI	Picea sp.	Spruce	4	3.5m ht.		
PO	Populus sp.	Poplar	9	6cm Cal.	6 m	
QM	Quercus marocarpa	Bur Oak	7	6cm Cal.		
SHRUBS						
PHS	Philadelphus x 'Snowbelle'	Snowbelle Mockorange	32	#3 pot	100 cm	
PCG	Physocarpus opulifolius 'Center Glow'	Centre Glow Ninebark	30	#2 pot	200 cm	option 'Diablo'
PFA	Potentilla fruticosa 'Abbotswood'	Abbotswood Potentilla	49	#3 pot	100 cm	
SPN	Salix purpurea 'Nana'	Dwarf Blue Leaf Willow	132	#1 pot	120 cm	
SBT	Spiraea betulifolia 'Tor'	Tor Spiraea	72	#2 pot	75 cm	
PERENNIALS						
ASC	Aster cordifolius	Heart Leaved Aster	34	#1 pot	50 cm	
CAD	Calamagrostis x acutiflora 'Overdam'	Overdam Feather Reed Grass	88	#1 pot	60 cm	
CKF	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	132	#2 pot	60 cm	
PRA	Perovskia atriplicifolia	Russian Sage	58	#1 pot	75 cm	
GROUNDCOVERS						
AUU	Arctostaphylos uva-ursi	Kinnickinnick (Bearberry)	17	#3 pot	50 cm	
SOD	N/A	Manderley 'Less Water Sod - Edmonton'	3407 m²			



- PLANTING NOTES:
- CONTRACTOR TO MARK OUT PLANTING BEDS ALONG NORTH AND SOUTH PROPERTY LINES FOR REVIEW AND APPROVAL BY CA PRIOR TO EXCAVATING. THIS IS TO ENSURE NO DAMAGE WILL OCCUR TO EXISTING TREE ROOTS AND THE LOCATION OF PLANT GROUPS ARE OPTIMIZED IN TERMS OF GROWING CONDITIONS AND CEMETERY AESTHETICS.
 - AT PERIMETER PLANTING BEDS, CONTRACTOR TO STRIP GRASS TO EXTENTS OF BEDS AS INDICATED ON DRAWINGS. ALL EXPOSED SOIL IN PLANTING BEDS TO BE MULCHED AFTER PLANTING.
 - ALL IMPORTED SOIL TO MEET THE CANADIAN LANDSCAPE STANDARD. CONTRACTOR TO PROVIDE SOIL ANALYSIS PRIOR TO DELIVERY OF SOIL TO SITE.
 - BASE WORK TO INCLUDE GRADING AND SODDING.



LEES ASSOCIATES
Landscape Architects
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Tel: (604) 899-3806 Fax: (604) 899-3805 Web: www.lees.ca Email: info@lees.ca

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The Alberta Association of Landscape Architects
Heidi Redman

ISSUED FOR REVIEW
NOT FOR CONSTRUCTION

Client
City of Cold Lake

Project
GRAND CENTRE CEMETERY
PHASE 1 IMPROVEMENTS

Drawing Title
PLANTING PLAN

Date JANUARY, 2019	ELAC Project No. 18-256
Scale (On 22 x 34 Inch Sheet) As Noted	Drawing No. L5.0
Drawn By JB	
Checked RC/HR	



STAFF REPORT

Title: Tax Arrears Agreement - Tax Roll No. 4010925002

Meeting Date: October 8, 2019

Executive Summary:

As per Section 418(4) of the Municipal Government Act, Council may enter into an agreement with an owner in tax arrears for payment of the arrears over a period not exceeding 3 years. Tax Roll No. 4010925002 is presently in arrears of taxes to the City of Cold Lake. The owner of the property has agreed to make minimum monthly payments of \$230.00 starting October 31, 2019. The tax account for this property will be paid in full including estimated future levies and all penalties by September 30, 2022. If the agreement is breached, the City will immediately start tax forfeiture procedures.

Background:

As per Section 412 of the MGA, by March 31 the municipality must prepare and register a tax arrears list for any properties that are more than one year in tax arrears. The registrar advises the property owners by August 1 that their property will be sold if the arrears are not brought into a current position by March 31 of the next year. If the taxes are not paid or an agreement is not entered into with the owner, the City must offer the property for sale at a public auction.

On March 31, 2019 the City registered a tax notification on 53 properties of which 7 are manufactured homes. As of October 8, 2019, there are 39 properties on the list. 4 of these properties have a tax agreement in place.

On March 31, 2018 the City registered a tax notification on 40 properties of which 8 were manufactured homes. As of October 8, 2019, there are 6 properties remaining on the list. 2 of these properties have a tax agreement in place.

As of October 8, 2019, there are currently seventeen (16) properties on tax agreement with 10 agreements still in force from previous years.

Alternatives:

Council may consider the following options:

1. Council may consider declining the signed agreement.
2. Council may approve the signed agreement enabling the owner to bring taxes to a current position within three years.



Recommended Action:

Administration recommends that Council accept the Property Tax Arrears Agreement for Tax Roll No. 4010925002 as presented.

Budget Implications (Yes or No):


No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MEMORANDUM OF AGREEMENT made in duplicate this **25th** day of **September, 2019**.

BETWEEN:


(hereinafter referred to as the "Landowner")

AND

The City of Cold Lake
(hereinafter referred to as the Municipality)

WHEREAS, the Landowner is the owner of the parcel legally described as **Plan 1525457, Block 6, Lot 1A 109** (hereinafter referred to as the "Lands") and,

WHEREAS, the Landowner acknowledges that the Lands are in tax arrears, as property taxes have not been paid since June 30, 2017, and are subject to tax recovery proceedings; and,

WHEREAS, the Landowner wishes to enter into an agreement to provide for the timely payment of all tax arrears and any taxes that will be levied during the term of this Agreement; and

WHEREAS, the Municipality is agreeable to entering into such an agreement, pursuant to section 418(4) of the *Municipal Government Act* (MGA);

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual terms, covenants, and conditions herein, the parties hereto agree as follows:

1. TERM OF THIS AGREEMENT

The term of this Agreement shall be from September 25, 2019 to September 30, 2022.

2. METHOD OF PAYMENT

- a) Payment shall be made as calculated within "Schedule A," hereto attached and forming part of this Agreement.
- b) Payment shall be received on or before the last day of each month beginning on the 31st day of October, 2019.
- c) The Landowner hereby acknowledges and agrees that if he fails to make payment in accordance with 2(a) above, unless prior written waiver is provided by the Municipality, during the term of the Agreement, this Agreement shall be null and void, and the Municipality shall be entitled to proceed with tax recovery actions in accordance with the MGA.
- d) Should the Landowner sell the lands at any time during the term of this Agreement, all tax arrears, penalties, and costs to which the Municipality is entitled under Division 8 of Part 10 of the MGA shall immediately become due and payable.

3. MUNICIPAL RESPONSIBILITIES

- a) The Municipality agrees that it shall not pursue tax recovery proceedings relating to the property while this Agreement is in effect.
- b) The Municipality further agrees that upon full payment of all arrears the tax recovery notification shall be removed within thirty (30) days of funds being deposited with the Municipality.

4. GENERAL

- a) This Agreement shall inure to the benefit of and be binding upon the parties hereto and, except as hereinafter may otherwise be provided, upon their executors, administrators, successors and assigns, if any.
- b) This Agreement shall be interpreted and governed in accordance with the laws of the Province of Alberta and the forum for all disputes arising from this Agreement shall be the Courts of the Province of Alberta.
- c) All terms, conditions and covenants within this Agreement shall be severable. Should any term, condition, or covenant herein be declared invalid or unenforceable by any court having the jurisdiction to do so, the remaining terms, conditions and covenants of this Agreement shall not be thereby affected and shall remain in full force and effect.
- d) The landowner must keep the current year taxes in good standing.

5. TERMINATION

This Agreement shall come to an end:

- a) If the Landowner fails to make a payment contemplated by the Agreement on the date it is required;
- b) If the Landowner files for, or is placed in, bankruptcy; or
- c) Some other party takes legal proceedings in respect of the Property.

Upon termination the full amount of the outstanding taxes (including interest) is immediately payable to the Municipality.

6. REPRESENTATIVES

For the purposes of this Agreement, the following named individuals are the representatives of the parties to this Agreement and are hereby enabled to perform all obligations of the parties to this Agreement as contained within this Agreement:

For the Landowner:

[REDACTED]

For the Municipality:

Linda Mortenson
General Manager of Corporate Services
City of Cold Lake
5513 – 48 Avenue, Cold Lake, AB T9M 1A1
(780) 594-4494

7. SIGNATURE

[REDACTED]

Tax Redemption Calculation

Roll # 4010925002

	Levy Charges	Payment	Interest	Balance	
Balance Fwd				\$3,376.87	
October 31, 2019		\$ 230.00		\$3,146.87	
November 1, 2019			\$ 23.46	\$3,170.33	
November 30, 2019		\$ 230.00		\$2,940.33	
December 1, 2019			\$ 23.46	\$2,963.78	
December 31, 2019		\$ 230.00		\$2,733.78	
January 1, 2020			\$ 328.05	\$3,061.84	
January 31, 2020		\$ 230.00		\$2,831.84	
February 28, 2020		\$ 230.00		\$2,601.84	
March 31, 2020		\$ 230.00		\$2,371.84	
April 30, 2020		\$ 230.00		\$2,141.84	
May 31, 2020	\$ 1,231.46	\$ 230.00		\$3,143.30	Estimated based on 2019 Levy + 5%
June 30, 2020		\$ 230.00		\$2,913.30	
July 1, 2020			\$ 24.63	\$2,937.93	
July 31, 2020		\$ 230.00		\$2,707.93	
August 1, 2020			\$ 24.63	\$2,732.56	
August 31, 2020		\$ 230.00		\$2,502.56	
September 1, 2020			\$ 24.63	\$2,527.19	
September 30, 2020		\$ 230.00		\$2,297.19	
October 1, 2020			\$ 24.63	\$2,321.81	
October 31, 2020		\$ 230.00		\$2,091.81	
November 1, 2020			\$ 24.63	\$2,116.44	
November 30, 2020		\$ 230.00		\$1,886.44	
December 1, 2020			\$ 24.63	\$1,911.07	
December 31, 2020		\$ 230.00		\$1,681.07	
January 1, 2021			\$ 201.73	\$1,882.80	
January 31, 2021		\$ 230.00		\$1,652.80	
February 28, 2021		\$ 230.00		\$1,422.80	
March 31, 2021		\$ 230.00		\$1,192.80	
April 30, 2021		\$ 230.00		\$962.80	
May 31, 2021	\$ 1,293.03	\$ 230.00		\$2,025.84	Estimated based on 2020 Levy + 5%
June 30, 2021		\$ 230.00		\$1,795.84	
July 1, 2021			\$ 25.86	\$1,821.70	
July 31, 2021		\$ 230.00		\$1,591.70	
August 1, 2021			\$ 25.86	\$1,617.56	
August 31, 2021		\$ 230.00		\$1,387.56	
September 1, 2021			\$ 25.86	\$1,413.42	
September 30, 2021		\$ 230.00		\$1,183.42	
October 1, 2021			\$ 23.67	\$1,207.09	
October 31, 2021		\$ 230.00		\$977.09	
November 1, 2021			\$ 19.54	\$996.63	
November 30, 2021		\$ 230.00		\$766.63	
December 1, 2021			\$ 15.33	\$781.96	
December 31, 2021		\$ 230.00		\$551.96	
January 1, 2022			\$ 66.24	\$618.20	
January 31, 2022		\$ 230.00		\$388.20	
February 28, 2022		\$ 230.00		\$158.20	
March 31, 2022		\$ 230.00		-\$71.80	
April 30, 2022		\$ 230.00		-\$301.80	
May 31, 2022	\$ 1,357.69	\$ 230.00		\$825.88	Estimated based on 2021 Levy + 5%
June 30, 2022		\$ 230.00		\$595.88	
July 1, 2022			\$ 11.92	\$607.80	
July 31, 2022		\$ 230.00		\$377.80	
August 1, 2022			\$ 7.56	\$385.36	
August 31, 2022		\$ 230.00		\$155.36	
September 1, 2022			\$ 3.11	\$158.46	
September 30, 2022		\$ 158.46		\$0.00	



STAFF REPORT

Title: Request for Funding - Canadian Natural 2019 Annual Fundraiser Event

Meeting Date: October 8, 2019

Executive Summary:

The Canadian Natural Field Donation Committee's 14th Annual Steak & Shrimp Dinner/Dance and Silent Auction fundraiser is being held Saturday, October 19, 2019 (details attached) at the Bonnyville C2 Centre with entertainment by "Mid Life Crisis".

Tickets to the event are \$60 per person or \$480 for a table of eight (8), and with any contribution, the donor/company name is included on one (1) entire slide of the slideshow running on a loop throughout the evening.

Since 2006, the program has raised over \$1,628,075.58 in the local area. The Field Donation Committee has selected the following organizations for 2019:

Pierceland Recreation Board
The Capella Center
Rednecks with a Cause
Bonnyville S.P.C.A.
Haying in the 30's
Lakeland S.P.C.A.
Bonnyville Health Foundation

Background:

Prior to 2014, Council did not provide sponsorship to this event; however in 2014, Council authorized the City to purchase a table of eight (8) in the amount of \$400.00 to the Canadian Natural Field Donation Committee's 9th Annual Steak & Shrimp/Silent Auction fundraiser, and in 2015, 2016, & 2017, Council authorized the donation of funds in the amount of \$500.00 and a gift basket for auction. Last year Council authorized the donation of funds up to \$500.00 for tickets and/or a gift basket. Only two (2) tickets, for a total amount of \$120.00, were purchased to the event.

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 October 8, 2019 agenda, \$65,115.00 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:

- Motion to donate funds and/or an item for auction to the Canadian Natural Field Donation Committee's 14th Annual Steak & Shrimp Dinner/Dance and Silent Auction fundraising event being held Saturday, October 19, 2019, at the C2 Centre in Bonnyville, with funds to come from Council Goodwill (1-2-11-20-229).
- Defeat a motion to donate funds and/or an item for auction to the Canadian Natural Field Donation Committee's 14th Annual Steak & Shrimp Dinner/Dance and Silent Auction fundraising event being held Saturday, October 19, 2019, at the C2 Centre in Bonnyville, with funds to come from Council Goodwill (1-2-11-20-229).
- Motion to purchase \$60 per plate for the Canadian Natural Field Donation Committee's 14th Annual Steak & Shrimp Dinner/Dance and Silent Auction fundraising event being held Saturday, October 19, 2019, at the C2 Centre in Bonnyville, with funds to come from Council Goodwill (1-2-11-20-229).

Recommended Action:

That Council authorize the City of Cold Lake to donate funds up to \$480.00 for tickets and/or a gift basket to the Canadian Natural Field Donation Committee's 14th Annual Dinner/Dance and Silent Auction fundraising event being held Saturday, October 19, 2019, at the C2 Centre in Bonnyville, 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

From: Carrie Baumgardner [<mailto:Carrie.Baumgardner@cnrl.com>]
Sent: September 13, 2019 7:05 PM
To: Andrew Serba <aserba@coldlake.com>
Cc: Craig Copeland <CCopeland@coldlake.com>
Subject: Canadian Natural Fundraiser Dinner: Oct 19

Hello City of Cold Lake Mayor and Council,

Please accept the attached request for review and thank you for supporting this fundraiser in the past. It would be great to see Cold Lake represented at the event (courtesy shuttles available).

The employee-led Canadian Natural Donation Committee is hosting the 14th annual Steak and Shrimp fundraiser dinner on *Saturday, October 19th*. Tickets are \$60 each or \$480 for a table of 8. Any contribution would be appreciated. Please note that with any contribution, your logo will be included the slideshow running throughout the evening.

You can follow-up with me with any questions. Also, please circulate this as you see fit as it is an event that is open to the public.

Thank you,
Carrie Baumgardner

Carrie Baumgardner | Stakeholder Relations Advisor | Heavy Oil Operations
Canadian Natural Resources Limited | 5201 – 44th Street, Bonnyville, AB T9N 2H4
w: 780.826.6569 | c: 780.201.3617 | carrie.baumgardner@cnrl.com



Canadian Natural

Sponsorship Request

Canadian Natural Employee Field Donation Committee Steak & Shrimp / Silent Auction Fundraiser

As part of an employee- led corporate field matching donation program offered at Canadian Natural, our Bonnyville Heavy Oil, and Thermal fields created a committee to fundraise for local organizations throughout the year. This program matches the employees' contribution and in addition we look to our contractors and service providers to assist in raising dollars that equally get distributed amongst selected organizations.

Since 2006, this program has raised over \$1,628,075.58 in our local area.

The Field Donation Committee has selected the following organizations for 2019:

Pierceland Recreation Board

The Capella Center

Rednecks with a Cause

Bonnyville S.P.C.A.

Haying in the 30's

Lakeland S.P.C.A.

Bonnyville Health Foundation

On **Saturday October 19th, 2019** we are hosting **our 14th annual** Steak & Shrimp Dinner / Dance and Silent Auction fundraiser at the Bonnyville Centennial Centre Field House with entertainment by **"Mid Life Crisis"**.

This year we are again seeking Major Sponsors for our event as well as accepting auction items of any value or cash donations. Companies making a donation of \$3000 or higher will be recognized as a Major Sponsor during the event. We would be appreciative of any donation to be submitted by Oct 11th if you would like to contribute. All contributions will be recognized at the event throughout the evening.

If you are interested in attending, donating funds or an item for auction, please contact:

Richard Smyl	780.210.0385 (Bonnyville)
Nicole Schmidt	780-812-2876 (Bonnyville)
Michelle Minick	780.826.8110 (Wolf Lake)
Lisa Bouchard	780.573.2448 (Wolf Lake)
Cam Peifer	780.573.4155 (Wolf Lake)

On behalf of our Canadian Natural Field Donation Committee, we **THANK YOU**. This event is a success because of our employees and support from the oilfield service providers.

Tickets are now available – please contact the above if interested in purchasing.

Sincerely,

Canadian Natural Employee Field Donation Committee

Canadian Natural Resources Limited

5201 44 Street, New Park Place, Box 6968, Bonnyville Alberta, T9N 2H4 T 780-826-4447 F 780-812-2880



STAFF REPORT

Title: Request for Funding - Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 Charity Events

Meeting Date: October 8, 2019

Executive Summary:

Attached is the Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 Lakeland Sponsorship Package outlining their three (3) signature fundraising events as follows:

- Run for Ronald - Saturday, May 2, 2020
- Charity Golf Classic: Lakeland Region - Saturday, June 20, 2020
- Winterland Invitational Hockey Tournament (replaced the Rock the House Curling Funspiel) - February 14-16, 2020

This will be the sixth (6th) year (third (3rd) year for the Winterland Invitational Hockey Tournament) of these annual events. RMHCNA are also hoping the City of Cold Lake will consider putting in a team to the Run for RMHCA: Corporate Challenge. Due to the strong interest in the Winterland Invitational Hockey Tournament (which was held in Bonnyville), the Rock the House Curling event was eliminated last year. In 2017, the Energy Centre was tentatively secured to double the Winterland Invitational Hockey tournament in 2019; however, the City of Cold Lake received a cancellation for the Tournament.

As a previous sponsor, first right of refusal for the Run and Golf will end as of November 23, 2018.

Background:

As a previous sponsor, first right of refusal for the Run and Golf will end as of November 30, 2019.

Sponsorship options to the various events are attached.

Sponsor the Run For Ronald event as follows:

- \$5,000 - Presenting Sponsor (Exclusive)
- \$3,500 - Striped Sock Sponsor (Exclusive)
- \$2,000 - Medal Sponsor (Exclusive)
- \$2,000 - Volunteer Sponsor (Exclusive)



- \$1,000 - Race Kit Sponsor (Exclusive)
- \$1,000 - Kids Zone Sponsor (Exclusive)
- \$2,000+ - House Hero Sponsor
- \$1,000+ - Family Hero Sponsor
- \$500+ - Kid Hero Sponsor

For 2020, the \$500 Print Sponsor was eliminated.

In 2018, the "Presenting Sponsor" decreased from \$10,000 to \$5,000 and the "Striped Sock Sponsor" increased from \$3,000 to \$3,500.

Sponsor the Charity Golf Classic: Lakeland Region event as follows:

- \$5,000 - Presenting Sponsor (Exclusive)
- \$3,000 - Dinner Sponsor (Exclusive)
- \$2,000 - Breakfast Sponsor (Exclusive)
- \$2,000 - Golf Cart Sponsor (Exclusive)
- \$2,000 - Volunteer Sponsor (Exclusive)
- \$1,000 - Players Bag Sponsor (Exclusive)
- \$1,000 - Hole Sponsor (14 available)
- \$1,000 - Home-in-One Sponsor (4 available)
- \$500+ - Kid Hero Sponsor

For 2020, the \$500 Program Sponsor (Exclusive) was eliminated.

In 2018, the "Presenting Sponsor" decreased from \$10,000 to \$5,000, the "Dinner Sponsor" decreased from \$5,000 to \$3,000, and the "Breakfast Sponsor" decreased from \$3,000 to \$2,000.

Prior to 2015, no documentation could be found confirming any sponsorship funding being provided to the RMHC.

In 2015, Council provided the following with respect to sponsorships which totaled \$3,500.00:

- Run for Ronald - \$500.00 towards T-Shirts
- Charity Golf Classic: Lakeland Region - \$2,000.00 towards the Gold Sponsorship Package
- Rock the House Curling Funspiel - \$1,000.00 towards a "volunteer" sponsor



In 2016 and 2017, Council provided the following with respect to sponsorships which totaled \$3,000.00:

- Run for Ronald - \$1,000.00 Volunteer Sponsor
- Charity Golf Classic: Lakeland Region - \$1,000.00 Volunteer Sponsor
- Rock the House Curling Funspiel - \$1,000.00 Volunteer Sponsor

In 2018, Council provided the following with respect to sponsorships which totaled \$3,000.00:

- Run for Ronald - \$1,500.00 Sponsor
- Charity Golf Classic: Lakeland Region - \$1,500.00 Sponsor

In 2019, Council provided the following with respect to sponsorships which totaled \$2,000.00:

- Run for Ronald - \$1,000.00 Sponsor
- Charity Golf Classic: Lakeland Region - \$1,000.00 Sponsor

Further to the above, at Council's regular meeting held September 12, 2017 Council respectfully declined the request to sponsor the RMHCNA Winterland Invitational Hockey Tournament being held February 16-18, 2018 at the Bonnyville C2 Centre and Glendon Arena.

The RMHCNA would like to City of Cold Lake to consider sponsorship as a \$2,000 House Hero for the Run for Ronald and put in a Corporate Challenge Team, and become a \$1,000 Hole Sponsor for the Charity Golf Classic (this includes a team entry).

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 October 8, 2019 agenda, \$65,115.00 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:

- Pass or defeat a motion to support some or all of the Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 events.



- Pass a motion to respectfully decline the request to sponsor the events being hosted by the Ronald McDonald House Charities Northern Alberta (RMHCNA) for 2020.
- Pass a motion to postpone the Request for Funding to Council's regular meeting of December 10, 2019 and request that the Ronald McDonald House Charities Northern Alberta (RMHCNA) present as a delegation to Council.

Recommended Action:

That Council support the following Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 events:

- \$_____ Sponsor - Run for Ronald scheduled for Saturday, May 2, 2020 in Cold Lake
- \$_____ Sponsor - Charity Golf Classic: Lakeland Region scheduled for Saturday, June 20, 2020 at the Cold Lake Golf & Winter Club
- \$_____ Sponsor - Winterland Invitational Hockey Tournament scheduled for February 14-16, 2020 in Bonnyville, Glendon, and Elk Point

with funds to come from Council Goodwill (1-2-11-20-229) for 2019.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Cindy Reimer

From: Oreen Skiba <oreen@rmhcna.org>
Sent: October 3, 2019 9:09 AM
To: Craig Copeland
Cc: Cindy Reimer
Subject: Ronald McDonald House 2020 Events
Attachments: 2020 Ronald McDonald House Lakeland Region Sponsorship Package.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Craig,

I hope the presentation last night was informative?

Attached is the electronic version of the 2020 RMHCA Lakeland events sponsorship package.

Last year the city supported us with \$1000 to both the Run and the Golf tournaments. Wondering if council would consider coming on board as a \$2000 House Hero for the Run and put in a Corporate Challenge team and become a \$1000 Hole sponsor for Golf, this includes a team entry.

Let me know if I should come in to present to council or if this email will suffice as the ask.

Thanks,

Oreen Skiba

Stakeholder Relations Manager, Lakeland Region

Ronald McDonald House Charities® Alberta

C: 780-217-6020





Ronald McDonald
House Charities®
Alberta



2020 Ronald McDonald House Charities® Alberta Lakeland Region Events How to Get Involved

Oreen Skiba
oreen@rmhcna.org 780-217-6020

RMHC Alberta Signature events are the ideal avenues for corporate sponsors, local businesses, and individuals to be a part of the journey our families are on. You can:

1) Sponsor an Event



[YOUR BRAND] has the opportunity to invest in the families we serve.

Show the community that **[YOUR BRAND]** is socially responsible.

[YOUR BRAND] can demonstrate community involvement in the Lakeland Region.

The next few pages will provide information on sponsorship levels for;
RMHC Alberta Winterland Invitational
Run for RMHC Alberta
Lakeland Charity Golf Classic

2) Donate a Gift-in-Kind

Donations of goods and services allow us to keep our event costs low. We are looking for support with raffle items, silent auction, and live auction items.

3) Make a Cash Donation

A family dinner. A bedtime story. A game of catch. This is what your donation makes possible when you make a gift to support a family in need. Donate online at **RMHCAlberta.org**.

4) Volunteer

We guarantee an evening of fun, the opportunity to make new friends, and the warm and fuzzy feeling that comes when you know you're helping us to better serve our families.

5) Be Our Guest

Join us at one of our three signature events in the Lakeland Region. Tickets can be purchased by contacting Oreen Skiba at **oreen@rmhcna.org** or **780-217-6020**.

Our Houses



Edmonton House (35 Family Suites)



Red Deer House (11 Family Suites)



Calgary House (27 Family Suites)



Medicine Hat House (6 Family Suites)

Projected Opening December 2019

Ronald McDonald House Charities® Alberta provides a home-away-from-home for families seeking medical treatment for their sick or injured child. When a child becomes ill, a family's life is turned upside down. The emotional, financial, and physical burdens can be almost too much to bear.

Our Houses in Edmonton, Red Deer and Calgary offer all the comforts of home - a warm bed, homemade meal, hot shower, laundry facilities, and so much more. In addition to family-friendly kitchens, playrooms, and recreational programming, the Ronald McDonald House is a compassionate space for sharing experiences and shoring up strength.

There are countless ways in which we are proud to serve our families - from nightly accommodation in our combined 73 family suites to day-use passes; from hospital shuttle services, to the Ronald McDonald Care Mobile®; and from lunch deliveries to providing hospital snacks. Our programming allows families to focus on what matters most - the health and well-being of their child.

Our work is only possible because of donors like you. With your support, families at Ronald McDonald Houses in Alberta will have more than just a place to stay - they will have a home.

2018 Impact Statistics

1,220

families stayed at a
Ronald McDonald House®
in Alberta.

RMHC Alberta has

73

family suites across
the province.

22,280

Nights of Comfort

were provided to families of seriously ill or injured children
in 2018.

In 2018 RMHC Alberta had over

50,000

hours of volunteerism.

1,279 Meal Groups

provided breakfasts, brunches, lunches,
and dinners to families.

In 2018 RMHC Alberta Accommodated:

House Location	Calgary (27 Suites)	Edmonton (35 Suites)	Red Deer (11 Suites)
Family Stays in 2018	236 Families	588 Families	396 Families
Average Stay in 2018	32 Nights	24 Nights	6 Nights
Longest Stay	453 Nights	825 Nights	52 Nights

The Doirons, who stayed at the Calgary House for 158 nights, describe Ronald McDonald House as a “true gift” which supports “not only the sick child, but the mom, the dad, and even more importantly, the siblings”

Reasons for Stay

Families need a Ronald McDonald House for a variety of reasons.
In 2018 these were the top ten medical reasons for a stay at one of Alberta's Houses:

Oncology	Emergency Medicine
Neonatal & Perinatal Care	High Risk Pregnancy
Cardiology	General Surgery
Neurology	Nephrology
Pulmonology	Mental Health



The third annual Winterland Invitational, a 36 team atom and peewee hockey tournament, will be taking place in Bonnyville, Glendon, and Elk Point from February 14th to 16th. Bringing in over 550 families to the area.

Winterland Invitational Exclusive Sponsorship Opportunities Available

In addition to the logo being on the event webpage and sponsorship banner, benefits include:

	Presenting Sponsor	Ice Rental Sponsor	Heart & Hustle Sponsor	Goal Sponsor	Power Play Sponsor
Investment	\$10,000	\$8,000	\$5,000	\$5,000	\$5000
Verbal recognition during event	•	•	•	•	•
Full page message in event program	•				
Half Page message in event program		•	•	•	•
Logo in event program	•	•	•	•	•
Participate in award presentations	•		•		
Participate in a volunteer experience	•				
Media coverage pre-event	•				
Logo and message on letter in volunteer bag	•				
Involvement in opening puck drop	•	•	•	•	•
Logo on volunteer lanyards	•				

	Volunteer Sponsor	Striped Sock Sponsor	Medal Sponsor	Puck Sponsor
Investment	\$5,000	\$3,500	\$3,000	\$3000
Verbal recognition during event	•	•	•	•
Half Page message in event program	•			
Logo in event program	•	•	•	•
Participate in award presentations			•	
Participate in a volunteer experience	•			
Logo and message on letter in volunteer bag	•			
Involvement in opening puck drop	•	•	•	•
Logo on volunteer lanyards	•			

Winterland Invitational Non- Exclusive Sponsorship Opportunities Available

Winterland Invitational Official Hotel Sponsors

This event will draw over 500 families to the Lakeland Region. To become an Official Hotel sponsor of the RMHC Alberta Winterland Invitational we ask that you secure a block of rooms from February 14th -16th and commit to making a \$10 donation to Ronald McDonald House Charities ® Alberta for every room that is booked for this event. If you confirm by October 25, 2019 details of the package you provide will be sent to the teams approved to play, Your logo will also be included on the event webpage and sponsorship banner.

	House Hero Sponsor	Family Hero Sponsor	Kid Hero Sponsor	Gift-in-Kind Sponsor
Investment	\$2,000	\$1,000+	\$500+	Gift-In-Kind
Logo on event web page	•	•	•	
Logo on sponsorship banner	•	•	•	
Logo in event program	•	•	•	
Recognition at auction table				•

First right of refusal confirmations need to be made by November 30th, 2019. January 31st 2020, is the print deadline. Thank you to last year's sponsors:



THANK YOU TO OUR SPONSORS



Run for RMHCA

Ronald McDonald House Charities® Alberta

Lakeland Region



Run for RMHC Alberta is a 5 km, 10 km, and half marathon run in Cold Lake on May 2th, 2020, to support families staying at the Ronald McDonald Houses in Alberta. Last year over 700 participants signed up and 150 volunteers participated.

RUN FOR RMHC ALBERTA

Sponsorship Opportunities Available

All sponsors will have their company logo on the event web page and on the event sponsor banner.

	Presenting Sponsor	Striped Sock Sponsor	Medal Sponsor	Volunteer Sponsor	Race Kit Sponsor	Kids Zone Sponsor	House Hero Sponsor	Family Hero Sponsor	Kid Hero Sponsor
Exclusive Opportunity	•	•	•	•	•	•			
Investment	\$5,000	\$3,500	\$3,000	\$2,000	\$1,000	\$1,000	\$2,000+	\$1,000+	\$500+
Logo on t-shirt	3"	3"	3"	2"	2"	2"	3"	2"	1"
Logo on volunteer shirts	•			•					
Logo on back of the medals	•		•						
Logo on letter in volunteer bag	•			•					
Participate in a volunteer experience	•		•	•		•			
Opportunity to hand out medals	•		•						
Logo on letter in participant email	•	•			•				
Media coverage pre-event	•								

First right of refusal confirmations need to be made by November 30th, 2019. April 3rd, 2020, is the shirt and print deadline. Thank you to last year's sponsors:



Thank You To Our Sponsors



Corporate, School and Unit Challenge

Through the Corporate, School and Unit Challenges, corporations, individuals or teams can sponsor, participate, volunteer, and fundraise - there is no end to how the community can support this event in the Lakeland Region.

Points are allocated in the following way:

Participating <i>Per Participant</i>	Fundraising <i>Per Team</i>	Volunteering* <i>Per Volunteer</i>	Additional Support <i>Per Team</i>
<ul style="list-style-type: none"> Half Marathon: 10 points 10 km: 4 points 5 km: 2 points 	<ul style="list-style-type: none"> 1st Team: 25 Points 2nd Team: 20 Points 3rd Team: 10 Points \$2,000+ Sponsorship: 25 points \$1,000+ Sponsorship: 20 points \$500+ Sponsorship: 10 points 	<ul style="list-style-type: none"> Volunteer Mascot: 20 points For every volunteer: 4 points 	<ul style="list-style-type: none"> Sponsor other RMHCA events in the Lakeland: 20 points per event Register a team for the RMHCA Golf Classic: 20 points

There were ten corporate teams, three school teams, and two unit teams who registered. The winners were:

- Large Company: Imperial Oil
- Medium Company: Elevation Health
- Small Company: Choquet Insurance Group
- School: North Star Elementary
- Unit: AETE



Lace up your running shoes and join the Challenge!



Ronald McDonald House Charities® Alberta
CHARITY GOLF CLASSIC
Lakeland Region

RMHC ALBERTA LAKELAND CHARITY GOLF CLASSIC

Join us for the sixth annual RMHC Alberta Charity Golf Classic: Lakeland Region at the Cold Lake Golf & Winter Club on June 20th, 2020, for a one-day shotgun Texas scramble format golf tournament. The event includes breakfast, a shared golf cart, 18 holes of golf, food and drinks on the course, dinner, and auction.

Exclusive Sponsorship Opportunities Available

All sponsors will have their company logo on the event web page and on the event sponsor banner.

	Presenting Sponsor	Dinner Sponsor	Breakfast Sponsor	Golf Cart Sponsor	Volunteer Sponsor	Player Bag Sponsor
Investment	\$5,000	\$3,000	\$2,000	\$2,000	\$2,000	\$1,000
Team Entry	•	•	•	•	•	•
Logo on table tent cards	•	•	•			
Full page ad in program	•	•				
Half page ad in program			•	•	•	
Logo in program	•	•	•	•	•	•
Signage in clubhouse	•	•	•			
Signage on golf carts	•			•		
Opportunity to promote your company at your assigned hole	•					
Logo on letter in player bags	•					•
Logo on volunteer shirts and in volunteer bags	•				•	
Speaking opportunity	•	•				
Participate in a volunteer experience	•	•			•	

Non-Exclusive Sponsorship Opportunities Available

	Hole Sponsor	Hole-in-One Sponsor	Kid Hero Sponsor
Opportunities Available	14 available	4 available	
Investment	\$1,000	\$1,000	\$500+
Team Entry	•	•	
Logo on table tent cards			
Full page ad in program			
Half page ad in program			
Logo in program	•	•	•
Signage in clubhouse			
Signage on golf carts			
Opportunity to promote your company at your assigned hole	•	•	

Not able to sponsor the tournament but want to golf? Register your team today for \$500!

First right of refusal confirmations need to be made by November 30th, 2019. May 29th, 2020, is the print deadline. Thank you last year's sponsors:



THANK YOU TO OUR SPONSORS!

Presenting Sponsors



RBC Mortgage Specialist
Wendy Coats



Cold Lake
Astra Lodge 379
Royal Arch Masons
of Alberta



#KeepingFamiliesClose

Get involved at rmhcalberta.org

SPONSORSHIP AGREEMENT

I would like to sponsor:

RMHC Alberta Winterland Invitational		Run for RMHC Alberta		Lakeland Charity Golf Classic	
<input type="checkbox"/> Presenting Sponsor	\$10,000	<input type="checkbox"/> Presenting Sponsor	\$5,000	<input type="checkbox"/> Presenting Sponsor	\$5,000
<input type="checkbox"/> Ice Rental Sponsor	\$8,000	<input type="checkbox"/> Striped Sock Sponsor	\$3,500	<input type="checkbox"/> Dinner Sponsor	\$3,000
<input type="checkbox"/> Heart & Hustle Sponsor	\$5,000	<input type="checkbox"/> Medal Sponsor	\$3,000	<input type="checkbox"/> Breakfast Sponsor	\$2,000
<input type="checkbox"/> Goal Sponsor	\$5,000	<input type="checkbox"/> Volunteer Sponsor	\$2,000	<input type="checkbox"/> Golf Cart Sponsor	\$2,000
<input type="checkbox"/> Power Play Sponsor	\$5,000	<input type="checkbox"/> Race Kit Sponsor	\$1,000	<input type="checkbox"/> Volunteer Sponsor	\$2,000
<input type="checkbox"/> Volunteer Sponsor	\$5,000	<input type="checkbox"/> Kids Zone Sponsor	\$1,000	<input type="checkbox"/> Hole Sponsor	\$1,000
<input type="checkbox"/> Striped Sock Sponsor	\$3,500	<input type="checkbox"/> House Hero Sponsor	\$2,000+	<input type="checkbox"/> Hole-in-One Sponsor	\$1,000
<input type="checkbox"/> Medal Sponsor	\$3,000	<input type="checkbox"/> Family Hero Sponsor	\$1,000+	<input type="checkbox"/> Player Bags Sponsor	\$1,000
<input type="checkbox"/> Puck Sponsor	\$3,000	<input type="checkbox"/> Kid Hero Sponsor	\$500+	<input type="checkbox"/> Kid Hero Sponsor	\$500+
<input type="checkbox"/> House Hero Sponsor	\$2,000+	<input type="checkbox"/> Highest Fundraiser Prize		<input type="checkbox"/> Team	\$500
<input type="checkbox"/> Family Hero Sponsor	\$1,000+			<input type="checkbox"/> Prize/Silent Auction Item	
<input type="checkbox"/> Kid Hero Sponsor	\$500+				
<input type="checkbox"/> Official Hotel Sponsor	\$10 donation per room				
<input type="checkbox"/> Silent Auction Item					

☐ I would like to sign my company up for the Run for RMHC Alberta Corporate Challenge
 ☐ I would like to sign up for a three year commitment
 ☐ I'm interested in volunteer opportunities

Contact Information

Company Name *(print as you would like it to appear in sponsor recognition materials)*

Contact Name

Address

City

Province

Postal Code

Telephone

Email

Payment Information

- ☐ Cheque to follow
(Please make payable to Ronald McDonald House Charities® Alberta and mail to 7726 107 Street, Edmonton, AB, T6E 4K3)
- ☐ Please invoice me or the company at the address listed
- ☐ Visa/MC/AMEX

Name on Card	Expiry	
Card Number	CVS	

By signing below, I agree to sponsor the event(s) selected above at the amount(s) indicated:

Signature _____

Please complete form and send to Oreen Skiba at oreen@rmhcna.org. **Email a high res version of your logo (file types: jpeg, or.pdf) with the sponsorship agreement.**



RMHC
Alberta

Keeping families close™

Get involved at

www.rmhcalberta.org



STAFF REPORT

Title: Minutes January 30, 2019 Mid-Sized Cities Mayors' and CAOs' Caucus

Meeting Date: October 8, 2019

Executive Summary:

Minutes Mid-Sized Cities Mayors' and CAOs' Caucus January 30, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

Submitted by:

Kevin Nagoya, Chief Administrative Officer

TOWN OF COCHRANE

101 RancheHouse Rd.
Cochrane, AB T4C 2K8
P: 403-851-2500 F: 403-932-6032
www.cochrane.ca



2019 MID-SIZED CITIES MAYORS' AND CAOS' CAUCUS

Wednesday, January 30, 2019

Thursday, January 31, 2019

Unadopted Minutes

Municipality	Name
City of Airdrie	Mayor Peter Brown
City of Beaumont	Mayor John Stewart
City of Brooks	Mayor Barry Morishita (AUMA President)
City of Chestermere	Mayor Marshall Chalmers
Town of Cochrane	Mayor Jeff Genung
City of Grande Prairie	Mayor Bill Given
City of Lacombe	Mayor Grant Creasey
City of Leduc	Mayor Bob Young
City of Lethbridge	Mayor Chris Spearman
City of Lloydminster	Mayor Gerald Aalbers
City of Medicine Hat	Mayor Ted Clugston
Town of Okotoks	Deputy Mayor Tanya Thorn
City of St. Albert	Mayor Cathy Heron
City of Spruce Grove	Mayor Stuart Houston
Town of Stony Plain	Deputy Mayor Linda Matties
City of Wetaskiwin	Mayor Tyler Gandam
City of Cold Lake	Mayor Craig Copeland
City of Cold Lake	Deputy Mayor Jurgen Grau
Town of Canmore	Mayor John Borrowman
Town of Banff	Mayor Karen Sorensen
RM of Wood Buffalo	Acting Mayor Jeff Peddle
City of Red Deer	Mayor Tara Veer
City of Beaumont	Mike Schwirtz, CAO
City of Brooks	Alan Martens, CAO
City of Chestermere	Bernie Morton, CAO
Town of Cochrane	Dave Devana, CAO
City of Lacombe	Matthew Goudy, CAO
City of Lethbridge	Bramwell Strain, City Manager
City of Lloydminster	Dion Pollard, City Manager
City of Medicine Hat	Robert Nicolay, CAO
Town of Okotoks	Elaine Vincent, CAO
City of Red Deer	Craig Curtis, City Manager
City of St. Albert	Kevin Scoble, City Manager

City of Spruce Grove	Robert Cotterill, CAO
Town of Stony Plain	Thomas Goulden, Town Manager
City of Wetaskiwin	Sue Howard, Acting City Manager
City of Cold Lake	Kevin Nagoya, CAO
City of Grande Prairie	Shane Bourke, Acting CAO / Chief of Staff
City of Airdrie	Mark Locking, Director, Growth & Protective Services
City of Airdrie	Leona Esau, Liaison
City of Cold Lake	Andrew Serba, Manager, Strategic Initiatives
City of Leduc	Brandy Kelly, Government Relations Advisor
City of Leduc	Michelle Hays, Director, Intergovernmental Affairs & Corporate Planning
Strathcona County	Jackie Porayko, Strategist
Town of Cochrane	Stacey Loe, Senior Manager, Legislative & Protective Services
Town of Cochrane	Drew Hyndman, Senior Manager, Development Services

CALL TO ORDER – WEDNESDAY, JANUARY 30

Mayor Jeff Genung of Cochrane called day one of the 2019 Mid-Sized Cities Mayors' & CAOs' Caucus Meeting to order at 1:30 pm and welcomed participants.

Mayor Genung thanked Platinum Sponsors Trans Canada and Urban Systems, and Gold Sponsor Caron & Partners for their participation. Shuttle buses were donated by Southland Transportation.

ADOPTION OF AGENDA

The January 30 and 31, 2019 Mid-Sized Cities Mayors' & CAOs' Meeting Agenda was consented to as presented.

ADOPTION OF PREVIOUS MEETING MINUTES

The October 18 and 19, 2018 Mid-Sized Cities Mayors' & CAOs' Meeting Minutes were consented to as presented.

PREPARATION FOR PRESS CONFERENCE & PARTY LEADER PRESENTATIONS

Mayor Genung opened up the discussion.

Mid-Sized Cities Mayors discussed the following points:

- Each leader will have 45 minutes to deliver their platform and answer questions. Only the Premier's office limited the number of questions to four (4) and requested them ahead of time.
- Each municipality provided questions they wanted the leaders to be asked. A list was compiled, sent out for comments and then narrowed down to four regarding MSI,

economy, transportation and community safety. The questions were provided to each of the leaders in advance.

- Great opportunity to deliver our message to the leaders and to be taken seriously. This group is made up of 22 mayors from 35 municipalities and represents almost one million Albertans.
- Should media and other MLA's be present? Media has been invited to attend. A press conference will be held in a separate room after. Speaking to the media will help reinforce our message. We want to have honest dialogue with each party so no other parties should be present. Don't want the appearance of partisan politics, especially with an upcoming election. Mayor Genung to contact local MLA to advise he is welcome to attend his own party's presentation.
- Had hoped for a dialogue with each of the leaders instead of this body being a group to be presented to. Could we replace conference-style seating with "working group" seating like we have today? The seating plan has already been provided to the Premier's office so they will need to be contacted to approve the reconfiguration.
- Should questions be asked on behalf of each municipality or as a group? Different municipalities should ask each of the questions. Could be value in having the questions asked by someone that may have closer ties to each leader. Identify yourself and which municipality you represent so the leaders recognize that the province as a whole is covered. Questions can be found in the Agenda package.
- Mayor Genung to work on a preamble that will provide some context as to who we are and why we matter. After speaking, each leader will be invited to sit at the table to have a conversation with the group and answer the questions.
- If time permits what other topics could be discussed?

The MSI issue is the greatest issue we are all facing. This is funding that is crucial to our municipalities. We need all 4 leaders to commit to being willing to discuss this issue.

Infrastructure in our communities is important to keep the economy going. Frame questions to highlight how important municipalities are to the value of the province.

Break at 2:53pm. Reconvene at 3:13pm

- Need to create a relationship with each of the leaders. They need to know who we are, understand our message and see us as a valuable resource.
- Reviewed questions and who should ask on behalf of the group:
With regard to the first question, a timeline commitment is needed from Premier Notley so the question should be phrased slightly different for her. Questions should be asked on behalf of the group, not your community.

Stephen Mandel: Q1. Cathy (St. Albert); Q2. Gerald (Lloydminster); Q3. Stuart (Spruce Grove); Q4. Peter (Airdrie)

David Kahn: Q1. Bill (Grande Prairie); Q2. John (Beaumont); Q3. Linda (Stony Plain); Q4. Jeff (RM of Wood Buffalo)

Jason Kenney: Q1. Craig (Cold Lake); Q2. Tyler (Wetaskiwin); Q3. Jeff (Cochrane); Q4. Tanya (Okotoks)

Premier Notley: Q1. Tara (Red Deer); Q2. Chris (Lethbridge); Q3. Stuart (Spruce Grove); Q4. Marshall (Chestermere)

- Other possible topics for discussion:

Solid waste – needs provincial legislation and is an issue facing municipalities.

Cannabis revenue sharing.

How do you see engaging municipalities in talking about reducing red tape?

Opioids aren't just a big city problem. What can we do together to address concerns?

Is there an opportunity for mid-sized cities to take advantage of CRL's ?

Mental health – funding for agencies, getting right resources.

Partnership and collaboration – how would a government under your leadership work with municipalities? This question should be asked of all leaders.

- First media scrum will be held after the first two speakers. Mayor Genung, as host, will speak on behalf of the group. We need a firm statement and a regimented plan to stick to. Let each leader answer the questions. We will answer questions in our own press conference.
- Press conference will be in Council Chambers. Media will be given a handout of the press release. We need a baseline statement about who we are. Also, the second last paragraph on the first page should remove reference to "Alberta party leaders" because it sounds like it is referring to a single party. All members need to attend the press conference. Group photo will be taken after.
- Mayor Bill Given of Grande Prairie offered to send out a survey to pull together some points about who we are to prepare for discussions at our next meeting. Should a sub-committee be created to pull this together? We need to be more focussed so the conversations aren't so general at the meetings. Previous focus was to keep group informal and bounce ideas off each other but this seems to be shifting in the last couple of years. Pick up on this tomorrow during break-out times.

END OF DAY REMARKS

Mayor Genung declared the meeting adjourned at 4:30pm.

COCHRANE SOIREE, JANUARY 30, 2019

- Local, independent restaurants provided dinner. Local craft beer and spirits were available.
- Cochrane is an emerging technology hub and showcased some of the local businesses.



STAFF REPORT

Title: Minutes May 8, 2019 Cold Lake Regional Chamber of Commerce

Meeting Date: October 8, 2019

Executive Summary:

Minutes Cold Lake Regional Chamber of Commerce May 8, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Regular Meeting of the Board of Directors Meeting Minutes

Date/Time: May 8th, 2019 at 6:00pm
Location: Chamber Board Room

ATTENDANCE

PRESENT

President

Ryan Lefebvre

Vice President

Joshua Holman

Directors

Bob Buckle, Raymond Cowell, Joanne Roch,
Sherine Leiper, Susie O'Connor, Megan Nicholls-Shaub

Executive Director

Sherri Bohme

Secretary

Nicole Mansfield

REGRETS

Brittany Tucker, Andrea Hemmerling

1.0 CALL TO ORDER/INTRODUCTIONS

Call to order 5:59 pm

2.0 CONSENT AGENDA (2MIN)

- 2.1 **Minutes of April 10, 2019** (Sent by email prior to board meeting)
- 2.2 **Executive Director's Report** (Sent by email prior to board meeting)
- 2.3 **Comparison Statement** (Sent by email prior to board meeting)
- 2.4 **Correspondence** Folder was available for all Board Members to view.

Motion: Susie motioned to accept the consent agenda as presented. Second by Ray. All in Favor. Carried

3.0 Adoption of Agenda (5 Mins)

3.1 Additions to the Agenda

Motion: Ray motioned to accept agenda as presented. Second by Josh. All in favor. Carried

4.0 Liaison Reports

4.1 City of Cold Lake

- The City & EDAC are hosting the Contracting Opportunities in the Lakeland for businesses to help them prepare contract applications. May 22 @ the Lakeland Inn, offering a wide variety of opportunities, presentations.
- Artificial Turf/Grand stand is scheduled to open end of May
- Council approved funding for an upgrade to the regional airport. New release has been sent out
- City has applied to the AER hearing to be heard regarding the changes affecting Imperial. Press release will follow
- The City will be doing Podcasts as a new venture. This will be in addition to the radio chats but less formal.

4.2 4 Wing Cold Lake

- June 7th – 21st the US Marine Corp will be here for training
- Mostly staying on base, will be in town for meals, etc
- Some US participants will be here as early as next week, majority in June
- Cadets season will soon be starting

4.3 Cenovus – Regrets

4.4 Imperial - Regrets

4.5 MD of Bonnyville

- MD to help with Regional Airport upgrade
- Reeve is away next week to participate in the request to speak at the AER hearing to show support
- May 10th Baywood Road will be closed for approx. 6 hours for the filming of “Moments in Spacetime”
- Venazu Beach getting an upgrade as well as new boat launch

5.0 Unfinished Business

5.1 Food Truck Festival Update

- No Update
- Discussion on the contract that was handed out with suggested changes
- 2 weeks prior to event possibly sell tickets at office (tickets non-refundable)
- Ticket books of 5-10 tickets each
- Committee will make decisions on the vendor selection process
- Set up a meeting within the next couple days

5.2 HLTS Final Report

- Discussion on the event, where revenue was lost
- Conversation regarding the 2020 show and the possibility of working with the Cold Lake Cruisers to bring in a Car Show
- Discussion on a Saturday night Meet & Greet for exhibitors, tickets to event would be included on the registration forms
-

Motion: Susie motioned to move forward with planning an indoor carshow with the Cold Lake Cruisers for the 2020 HLTS. Second by Ray. All in favor. Carried.

6.0 New Business

6.1 Strategic Planning Session

- Directors discussed the possibility of bringing in an individual to coordinate a strat planning session. Concerns that there would need to be at least 80% board participation for the entire duration of the session.
- Suggestion to dedicate a meeting to brainstorming and planning before paying to have a session.
- Sherri will gather what information we had from the last Strat planning session for the January 2020 meeting

6.2 Director Applications

- 3 Applications were submitted for the director position.
- Directors went in camera for further discussion

6.3 July 10 Meeting

- Discussion on the July meeting and suggestion that we should have an August meeting as it's the month of Feast at the Beach.
- Both Sherri and Nicole will be away for the July 10th meeting
- Food truck meetings should soon be happening every two weeks

Motion: Ryan motioned to set a board meeting for August 14th. July's meeting will become a festival meeting. Second by Josh. All in favor. Carried

7.0 Open Discussion

7.1 Presidential and Board Member Highlights

8.0 Correspondence/ Round Table Discussion

Bob was in Ottawa on behalf of the Mayor to lobby against Bill C-69, Jason Kenny was also there along with his Minister of Energy Sonya Savage.

Ray has partnered with restaurants on the lakeshore as a promo with Wicked Water Sports

Parking discussion at the last council meeting for the downtown area

Ryan reminded everyone to reply to Sherri if you can or cannot attend Board Meetings.

9.0 In Camera

Incamera 7:25

Out of Camera 7:34

Motion: Ray motioned to appoint Shawn Sales as director on the Chamber Board. Second by Sherine. All in favor. Carried.

10.0 Next Meeting – June 12th, 2019 @ 6:00pm

11.0 ADJOURNMENT

The meeting was adjourned at 8:01pm

Recording Secretary – Nicole Mansfield

President – Ryan Lefebvre

Date

Date



STAFF REPORT

Title: Minutes May 25, 2019 Northern Lights Library System

Meeting Date: October 8, 2019

Executive Summary:

Minutes Northern Lights Library System May 25, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**Northern Lights Library System
Board Meeting
May 25, 2019
Meeting minutes**

Present

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Brown, Cathy - Town of Tofield
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Fodness, Maxine (alt.) - County of St. Paul
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Lukinuk, Craig - Smoky Lake County
May, Tanya - Town of Bon Accord
McLuckie, Jill - Village of Mannville
Morton, Melody - Town of Smoky Lake
Olechow, Wayne - Town of Bruderheim
Reid, Tom - Village of Edgerton
Sabo, Lillian - Town of Mundare
Smith, Barbara - Village of Boyle
Sorochnan, Elaine - Town of Two Hills
Swigart, Dana - M.D. of Bonnyville
Tiedemann, Larry - S.V. of Mewatha Beach

Beniuk, Darlene - Lac La Biche County
Berry, Loraine (alt.) - Town of Gibbons
Bruce, Barry - Beaver County
Diduck, David - Lamont County
Filipchuk, Richard - Thorhild County
Foley, Bob - Town of Wainwright
Gramlich, Val - Village of Chauvin
Harvey, Al - Town of Lamont
Lefebvre, Vicky - City of Cold Lake
Marko, Bernie - Village of Holden
Miller, Maureen (alt.) - Town of St. Paul
McQuinn, Debra - Town of Elk Point
Murray, Clinton - County of Vermilion River
Oudshoorn, Will - Village of Innisfree
Rudolf, Donna - Village of Myrnam
Saskiw, Dianne - County of Two Hills
Smith, Ina - S.V. of Pelican Narrows
Storoschuk, Lorna - Town of Bonnyville
Thompson, Justin - Town of Vermilion
Valleau, Phil - M.D. of Wainwright

Regrets

Binder, Duncan - S.V. of Island Lake
Kuzio, Tara - County of Minburn
Lupul, Sheila - Village of Andrew

Krahulec, Julie - Village of Waskatenau
Lawrence, Tara - Village of Marwayne
Shaw, Karen - Sturgeon County

Absent

Barr, Lori - S.V. Island Lake South
Hursin, Amelia (Myn) - S.V. of West Baptiste
Lawson, Marjorie - Village of Irma
Romanko, Don - Village of Vilna

Cherniwchan, Tannia - Town of Athabasca
Irving, Dennis - S.V. of Whispering Hills
Nearing, Clint - Town of Viking
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.
DeSousa, Jordan & Anderson, Kerry - PLSB

Dahlgren, Jodi - LMC

Staff

Elliott, Heather - Marketing & Communications Mgr.
McGrath, Kelly – I.T. Manager
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Paradis, Tracy - Administrative Assistant/Recording Secretary

1. Call to order – Meeting called to order at 10:01 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis

4. Adoption of Agenda

APPENDIX I

2019/05/25-01 Motion to accept the agenda – Lorna Storoschuk – carried

5. Minutes of March 2, 2019

APPENDIX II

2019/05/25-02 Motion to approve the minutes of March 2, 2019 – Dana Swigart – carried

6. For information

1. PLSB Report – Jordan DeSousa & Kerry Anderson

APPENDIX III

- starting Board Basics workshops for Summer & Fall; the next one in our area is in Viking on June 8, 2019 registration is open
- PLSB offers Board orientation for single boards or Municipal board and System boards
- creating training by webinar (pilot project); webinars on specific topics
- all documents are accessible on the PLSB website
- albertalibraries.ca
- in the process of transitioning ILL service – new software and workflows
- seeking permission from the new government to payout grants (possible installments)

2019/05/25-03 Motion to accept PLSB report as information – Bernie Marko – carried

2. LMC – Jodi Dahlgren

APPENDIX IV

- attended IUG with Julie and Kelly
- Innovative Interfaces has a new CEO and they are developing a new ILS system
- attended ALC in Jasper
- Smoky Lake is celebrating their 75th Anniversary in June
- LMC had a meeting this past Wednesday
 - asked Administration to have a professional development tab for sessions and conferences attended by staff that may be useful to librarians
 - discussed help desk ticket response times
- next LMC meeting is in October

2019/05/25-04 Motion to accept the LMC report as information – Phil Valleau – carried

3. ALTA Report – Jennifer Anheliger

APPENDIX V

- attended ALC in Jasper
- very much appreciated being able to attend
- ALTA presents awards to libraries for the outstanding things they do, so please nominate your library if they do something special
- ALTA AGM
 - demonstration of trustee link
 - access to information – Trustee handbook
- making sure that library goals are in line with government goals
- next ALTA board meeting is June 15
 - proceeding with Advocacy to the new government

2019/05/25-05 Motion to accept the ALTA report as information – Barbara Smith – carried

4. Financial Report

- see attached
- please fill out eft forms for faster payment

2019/05/25-06 Motion to accept the Financial Report as information – Al Harvey – carried

5. Executive Director – Julie Walker

APPENDIX VI

- headquarters has 4 summer students: 1 for Public Services, 1 for I.T. Services, and 2 for Bib/Admin
- Heather has received her MLIS
- Kayla has resigned from Public Services
- in need of 2 consultants, Bib. Services Manager and Public Services Manager
- attended ALC
- RBDigital (magazines) combining with TRAC, there will be access to over 200 magazines instead of 50
- met with Whitehats for Indigenous programming – creating hotspots for on reserve
- attended IUG
 - signed contract with Solus (replaces Boopsie)
- have completed 20 Council presentations and 1 Library Board presentation
- see attached for Creative Ways to Procure MLIS Candidates

2019/05/25-07 Motion to accept the Executive Director's report as information – Les Dorosh – carried

6. Chairman's Report – Larry Tiedemann

APPENDIX VII

- see attached
- attended ALC
 - discussions about advocacy
 - created a letter from all System Chairs to Minister about library necessity, the small communities committee is forwarding letter to AUMA and RMA
 - collect stories from patrons and libraries as to why libraries are important
- council presentations are going very well
- please request if your municipality would like a Statement of Services presentation from the Chair and Executive Director
- it was suggested that NLLS reach out the municipalities in this regard
- boards are invited to attend the council presentation

2019/05/25-08 Motion to accept the Chairman's report as information – Tom Reid – carried

7. Building Committee – Craig Lukinuk

APPENDIX VIII

- pre-design and pre-construction fees need to be paid
- we are waiting for grant approval for the renovations, cannot apply until October
- the idea was to complete the conceptual drawings, for the upcoming renovations in the future with grant funding
- pre-construction fees to Jen-Col in the amount of \$45,000 and pre-design fees to Kennedy Architecture in the amount of \$167,000

2019/05/25-09 Motion to pay outstanding bills to Jen-Col for \$45,000 and to Kennedy Architecture for \$167,000 – Craig Lukinuk – carried

8. Parliamentarian

APPENDIX IX

- getting quotes from other consulting firms to do a workshop on parliamentary services for our Board
- there are no specifics in place in our by-laws on how to conduct a meeting

2019/05/25-10 Motion that the Board postpone decision on a workshop on parliamentary procedure to the next regular meeting, allowing Administration to gather further data – Stephen Dafoe – carried

9. Elections

Board Chair

- First call for nominations of Board Chair
- Phil Valteau nominates Larry Tiedemann – Larry accepts
- Stephen Dafoe nominates Vicky Lefebvre – Vicky accepts
- Second call for nominations
- Third call for nominations

2019/05/25-11 Motion to cease nominations – Lorna Storoschuk – carried

Vicky Lefebvre declared as Board Chair

Executive Committee – Zone 1 Representative

- First call for nominations of Zone 1 Rep.
- Barbara Smith nominates Craig Lukinuk – Craig accepts
- Larry Tiedemann nominates himself
- Melody Morton nominates Warren Griffin – Warren accepts
- Second call for nominations
- Third call for nominations

2019/05/25-12 Motion to cease nominations – Dave Berry– carried

Craig Lukinuk declared as Zone 1 representative

Executive Committee – Zone 3 Representative

- First call for nominations of Zone 3 Rep.
- Stephen Dafoe nominates Cyndy Heslin – Cyndy accepts
- Barry Bruce nominates Bernie Marko – Bernie declines
- Second call for nominations
- Third call for nominations

2019/05/25-13 Motion to cease nominations – Bob Foley – carried

Cyndy Heslin declared as Zone 3 Representative

Executive Committee – Member-At-Large

- First call for nominations of Member-At-Large
- Barbara Smith nominates Warren Griffin – Warren accepts
- Phil Valteau nominates Larry Tiedemann – Larry accepts
- Second call for nominations
- Third call for nominations

2019/05/25-14 Motion to cease nominations – Dianne Saskiw – carried

Tied vote – name pull

Larry Tiedemann declared as Member-At-Large

Executive Committee – Member-At-Large

- First call for nominations of Member-At-Large
- Stephen Dafoe nominates Warren Griffin – Warren accepts
- Second call for nominations
- Third call for nominations

2019/05/25-15 Motion to cease nominations – Bernie Marko – carried

Warren Griffin declared as Member-At-Large

Budget Committee

- First call for nominations of General member
Maxine Fodness nominates Laurent Amyotte – Laurent accepts
- Second call for nominations
- Third call for nominations

2019/05/25-16 Motion to cease nominations – Debra McQuinn – carried

Laurent Amyotte declared as General member

1. Larry Tiedemann – Zone 1
2. Lorna Storoschuk – Zone 2
3. Al Harvey – Zone 3
4. Justin Thompson – Zone 4
5. Laurent Amyotte – General

Policy Committee

- First call for nominations for General member
Craig Lukinuk nominates – Warren Griffin – Warren accepts
David Berry nominates Bernie Marko – Bernie accepts
Darlene Beniuk nominates Elaine Sorochnan – Elaine accepts
- Second call for nominations
- Third call for nominations

2019/05/25-17 Motion to cease nominations – Larry Tiedemann – carried

Warren Griffin declared as General member

1. Barbara Smith – Zone 1
2. Debra McQuinn – Zone 2
3. Karen Shaw – Zone 3
4. Will Oudshoorn – Zone 4
5. Warren Griffin – General

Advocacy Committee

- First call for nominations for General member
Lorna Storoschuk nominates Dianne Saskiw – Dianne accepts
- Second call for nominations
- Third call for nominations

2019/05/25-18 Motion to cease nominations – Bernie Marko – carried

Dianne Saskiw declared as General member

1. Larry Tiedemann – Zone 1
2. Elaine Sorochnan – Zone 2
3. Cyndy Heslin – Zone 3
4. Justin Thompson – Zone 4
5. Dianne Saskiw - General

Grievance Committee

1. Barbara Smith; alternate Melody Morton – Zone 1
2. Darlene Beniuk; alternate Lorna Storoschuk – Zone 2
3. Stephen Dafoe; alternate Bernie Marko – Zone 3
4. Mary Arnold; alternate Daryl Frank – Zone 4

Building Committee

- First call for nominations for General member
Justin Thompson nominates Dave Berry – Dave accepts
- Second call for nominations
- Third call for nominations

2019/05/25-19 Motion to cease nominations – Les Dorosh – carried

Dave Berry declared as General member

1. Craig Lukinuk – Zone 1
2. Laurent Amyotte – Zone 2
3. Karen Shaw – Zone 3
4. Jill McLuckie – Zone 4
5. Dave Berry – General

10. Adjournment at 12:36 p.m.

Next regular Board Meeting

Approved By: _____

Date: _____



STAFF REPORT

Title: Minutes June 12, 2019 Cold Lake Regional Chamber of Commerce

Meeting Date: October 8, 2019

Executive Summary:

Minutes Cold Lake Regional Chamber of Commerce June 12, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Regular Meeting of the Board of Directors Meeting Minutes

Date/Time: June 12th, 2019 at 6:00pm
Location: Chamber Board Room

ATTENDANCE

PRESENT

President

Ryan Lefebvre

Vice President

Joshua Holman

Directors

Andrea Hemmerling, Susie O'Connor, Megan Nicholls-Shaub,
Brittany Tucker

Executive Director

Absent

Secretary

Nicole Mansfield

REGRETS

Bob Buckle, Raymond Cowell, Sherine Leiper, Joanne Roch, Sherri Buckle

1.0 CALL TO ORDER/INTRODUCTIONS

Call to order 6:07 pm

2.0 CONSENT AGENDA (2MIN)

- 2.1 **Minutes of May 8th, 2018** (Sent by email prior to board meeting)
- 2.2 **Executive Director's Report** (Sent by email prior to board meeting)
- 2.3 **Comparison Statement** (Sent by email prior to board meeting)
- 2.4 **Correspondence** Folder was available for all Board Members to view.

Motion: Brittany motioned to accept the consent agenda as presented. Second by Josh. All in Favor.
Carried

3.0 Adoption of Agenda (5 Mins)

- 3.1 **Additions to the Agenda**
5.3 Age Friendly Cold Lake

Motion: Susie motioned to accept agenda as amended. Second by Brittany. All in favor. Carried

4.0 Unfinished Business

4.1 CCC AGM Attendance – New Brunswick Sept.

- Directors interested were asked to forward and email along to Sherri
- Bob to attend on behalf of directors

4.2 #FATbeach update

- Ryan and Josh presented to City Council Tuesday June 11
- Presenting to MD Council on June 19th
- No other updates

- Will add event to Go East of Edmonton and Travel Alberta Websites.

5.0 New Business

5.1 Policy Co-Sponsor with Drumheller

- Approached by Drumheller to co-sponsor a policy regarding Transmission and Distribution charge imbalance on customers electricity bills across Alberta
- Would be presented at the ACC AGM

Motion: Andrea motioned to continue to explore the policy with Drumheller and bring more details to next meeting. Second by Susie. All in Favor. Carried.

5.2 Alberta Showcase Event - October

- This 4 day event showcases talent all over Alberta.
- Includes workshops and sessions
- Good for hiring entertainment of all kinds for future events including #FATbeach

Motion: Ryan motioned to register a director and ED to attend the event this year and review for future years. Second by Josh. All in favor. Andrea opposed. Carried.

5.3 Age Friendly Cold Lake

- Request from Age Friendly Cold Lake Coordinator to present to the directors.
- Directors agreed to hear the Representative at the September meeting

5.4 Director Resignation

- Lisa Borowitz has resigned as director
- Will send out nomination to membership for next meeting

6.0 Open Discussion

6.1 Presidential and Board Member Highlights

7.0 Correspondence/ Round Table Discussion

8.0 In Camera

9.0 Next Meeting – July 10th, 2019 @ 6:00pm

11.0 ADJOURNMENT

The meeting was adjourned at 7:01pm

Recording Secretary – Nicole Mansfield

President – Ryan Lefebvre

Date

Date



STAFF REPORT

Title: Minutes June 19, 2019 Recreation and Culture Advisory Committee

Meeting Date: October 8, 2019

Executive Summary:

Minutes Recreation and Culture Advisory Committee June 19, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Cold Lake Recreation & Culture Advisory Committee Meeting
June 19, 2019 - 7:30 pm
Main Floor Board Room, Phase 3

- 1. Call to Order**
- 2. GM Glenn Barnes – Community Services – Grant Committee**
- 3. Adoption/Additions**
 - 2.1 Agenda
 - 2.2 Minutes of Regular Meeting Held April 17, 2019
- 4. Old Business**
 - 3.1 Hall of Fame
- 5. New Business**
 - 4.1 Application – Leadership Grant – Cold Lake Minor Football
 - 4.2 Application – Development Grant – Alysha Axani Memorial Foundation
 - 4.3 Application – Travel Grant – Pirouette School of Dance Society
 - 4.4 Application – Travel Grant – Erik Zimmerman, Canadian Pony Club
 - 4.5 Application – Equipment Grant – 1st Kinosoo Scout Group
 - 4.6 Application – Development Grant – Cold Lake Agricultural Society
- 6. Correspondence and Information Items**
 - 5.1 Report Form – Cold Lake Sailing Association
 - 5.2 Report Form – Lakeland Panthers Bantam AA
 - 5.3 Report Form – CLMSA U17 Boys
- 7. In Camera Items**
- 8. Board Development/ Proclamation/ Announcements**
- 9. Next Meeting – September 18, 2019**
- 10. Adjournment**



**Cold Lake Recreation & Culture Advisory Committee Meeting
Regular Meeting
June 19, 2019 - Energy Centre**

Representatives:

Chris Holoboff, Chairperson
Lorie Jacobsen, Vice-Chairperson, Absent with Regrets
Bob Buckle, Councilor
Ed Machtmes, Committee Member
Ben Fadeyiw, Councilor, MD of Bonnyville No. 87
Calvin Rideout, Committee Member
Candice Sutterfield, Committee Member, Absent with Regrets
Glenn Barnes, GM Community Services
Heather Miller, Recreation Programs & Services Manager
Tina Willier-Piché, Recording Secretary

1. **Call to Order** at 7:32 pm by Chris Holoboff.

2. **GM Glenn Barnes**

3. **Adoption/Additions**

3.1 Agenda

2019-032 Moved by Ben Fadeyiw to accept the agenda with the following corrections. Re-Number the Agenda in chronological order. 2nd by Bob Buckle. AIF.

CARRIED

3.2 Minutes of Regular Meeting Held April 17, 2019

2019-033 Moved by Ed Machtmes to accept the Regular Meeting Minutes of the RCAC held April 17, 2019. 2nd by Calvin Rideout. AIF.

CARRIED

4. **Old Business**

4.1 Hall of Fame

2019-034 Moved by Calvin Rideout to move forward with Hall of Fame Banquet preparations scheduled for November 2, 2019. 2ND by Ben Fadeyiew. AIF.

CARRIED

To be brought forth as Old Business - Hall of Fame Banquet for next meeting to discuss planning.

twp

Civic Address
#102, 7825 – 51 Street
Cold Lake, AB
Telephone (780) 639-6400
Fax (780) 639-0250



Mailing Address
5513 – 48 Avenue
Cold Lake, AB T9M 1A1
www.coldlake.com



5. New Business

5.1 Application – Leadership Grant – Cold Lake Minor Football

2019-035 Moved by Ed Machtmes to approve the Leadership Grant Application for Cold Lake Minor Football for the amount of One Thousand Nine Hundred Thirty-Nine Dollars and Eighty-Nine Cents (\$1939.89). 2nd by Calvin Rideout. 5 Opposed.

DEFEATED

Motion 2019-035 to approve the Leadership Grant for Cold Lake Minor Football was defeated due to Policy 097-RC-07 3.2.3 not meeting eligibility criteria. The policy states that "An application must be submitted in advance of expenditures for a program, event, training or travel." AIF.

CARRIED

When submitting letter to Cold Lake Minor Football encourage planning of next Coaching Clinic event to be held within the Cold Lake area and invite local participants such as schools and football clubs.

5.2 Application – Development Grant – Alysha Axani Memorial Foundation

2019-036 Moved by Ed Machtmes to approve the Development Grant Application for Alysha Axani Memorial Foundation for the costs of the Mobile Stage Rental and the Soccer Field Rental and not to exceed the allowable maximum grant of Two Thousand Dollars. 2nd by Chris Holoboff. AIF.

CARRIED

Verify the costs of the mobile stage rental and soccer field rental. When submitting the approval letter to the Alysha Axani Memorial Foundation request that they include the total amount raised for Hearts for Healthcare on the Report Form to convey back to Council.

5.3 Application – Travel Grant – Pirouette School of Dance Society

2019-037 Moved by Ben Fadeyiw to approve the Travel Grant Application for Pirouette School of Dance Society for the amount of Five Hundred Dollars (\$500) as outlined in the eligibility criteria. 2nd Calvin Rideout. AIF.

CARRIED

twp

Civic Address
#102, 7825 – 51 Street
Cold Lake, AB
Telephone (780) 639-6400
Fax (780) 639-0250



Mailing Address
5513 – 48 Avenue
Cold Lake, AB T9M 1A1
www.coldlake.com



5.4 Application – Travel Grant – Erik Zimmerman Canadian Pony Club

2019-038 Moved by Bob Buckle to approve the Travel Grant Application for Erik Zimmerman for the allowable maximum amount of Five Hundred Dollars (\$500) as outlined in the eligibility criteria. 2nd Calvin Rideout.

CARRIED

5.5 Application – Equipment Grant – 1st Kinosoo Scout Group

2019-039 Moved by Chris Holoboff to approve the Equipment Grant Application for the 1st Kinosoo Scout Group for the amount of Four Hundred Dollars (\$400) as outlined in the eligibility criteria. 2nd Ed Machtmes.

CARRIED

When submitting the approval letter include that the grant was based at 50% of the expense.

5.6 Application – Development Event Grant – Cold Lake Agricultural Society

Discussion ensued on the application provided by the Cold Lake Agricultural Society and it was determined that a Special Event Grant was more suited.

2019-040 Moved by Ed Machtmes to change the Development Grant Application submitted by the Cold Lake Agricultural Society to a Special Event Grant Application and approve the allowable maximum amount of One Thousand Dollars (\$1000) as outlined in the eligibility criteria. 2nd by Calvin Rideout. 1 Opposed.

CARRIED

When submitting the approval letter, highlight that the application was more suited to a Special Event Grant rather than a Development Grant.

6. Correspondence and Information Items

6.1 Report Form – Equipment Grant – Cold Lake Sailing Association

6.2 Report Form – Travel Grant – Lakeland Panthers Bantam AA

6.3 Report Form – Travel Grant – CLMSA U17 Boys

2019-041 Moved by Bob Buckle to accept Items 6.1 to 6.3 as Information. 2nd by Ben Fadeyiw. AIF.

CARRIED

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#102, 7825 – 51 Street
Cold Lake, AB
Telephone (780) 639-6400
Fax (780) 639-0250



Mailing Address
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www.coldlake.com



7. In Camera

8. Board Development – Proclamation – Announcements

9. Next Meeting scheduled September 18, 2019 at 7:30 pm, Energy Centre

10. Adjournment at 8:17 pm.

Motion 2019-042 Moved by Ed Machtmes to adjourn. 2nd by Calvin Rideout. AIF

CARRIED

Respectfully Submitted:

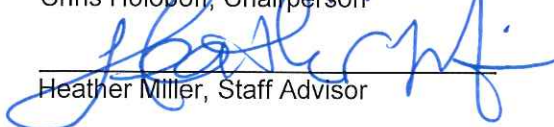

Tina Willier-Piché, Recording Secretary

19 SEP 2019
Date

Approved:


Chris Holoboff, Chairperson

Sept. 18, 2019
Date


Heather Miller, Staff Advisor

Sept 19/19
Date



STAFF REPORT

Title: Minutes July 9, 2019 Recreation and Culture Advisory Committee

Meeting Date: October 8, 2019

Executive Summary:

Minutes Recreation and Culture Advisory Committee July 9, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**Cold Lake Recreation & Culture Advisory Committee Meeting
Electronic Votes Held July 9, 2019**

Representatives:

Chris Holoboff, Chairperson
Lorie Jacobsen, Vice-Chairperson
Bob Buckle, Councilor
Ed Machtmes, Committee Member
Ben Fadeyi, Councilor, MD of Bonnyville No. 87
Candice Sutterfield, Committee Member
Tina Willier-Piché, Recording Secretary

1. Travel Grant Application – Lexi MacLeod- Dated March 1, 2019

Motion 2019-043 Moved by Ed Machtmes to approve the Travel Grant Application for Lexi MacLeod in the amount of Two Hundred Fifty Dollars (\$250). 2nd by Chris Holoboff. 5 For, 1 No Vote.

CARRIED

Respectfully Submitted:

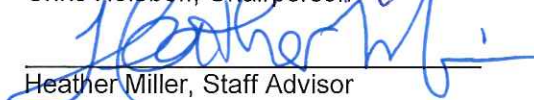

Tina Willier-Piché, Recording Secretary

19 SEP 2019
Date

Approved:


Chris Holoboff, Chairperson

Sept 18, 2019
Date


Heather Miller, Staff Advisor

SEP 19/19
Date



STAFF REPORT

Title: Minutes August 14, 2019 Cold Lake Regional Chamber of Commerce

Meeting Date: October 8, 2019

Executive Summary:

Minutes Cold Lake Regional Chamber of Commerce August 14, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Regular Meeting of the Board of Directors Meeting Minutes

Date/Time: August 14th, 2019 at 6:00pm
Location: Chamber Board Room

ATTENDANCE

PRESENT

President	Ryan Lefebvre
Vice President	Joshua Holman
Directors	Andrea Hemmerling, Bob Buckle, Joanne Roch, Megan Nicholls-Schaub, Shawn Sales
Executive Director	Sherri Buckle
Secretary	Nicole Mansfield
<u>REGRETS</u>	Raymond Cowell, Sherine Leiper, Susie O'Conner, Brittany Tucker

1.0 CALL TO ORDER/INTRODUCTIONS

Call to order 6:08 pm

2.0 CONSENT AGENDA (2MIN)

- 2.1 Minutes of June 10th, 2018 (Sent by email prior to board meeting)
- 2.2 Executive Director's Report (Sent by email prior to board meeting)
- 2.3 Comparison Statement (Sent by email prior to board meeting)
- 2.4 Correspondence Folder was available for all Board Members to view.

Motion: Josh motioned to accept the consent agenda as presented. Second by Bob. All in Favor. Carried

3.0 Adoption of Agenda (5 Mins)

3.1 Additions to the Agenda

Motion: Bob motioned to accept agenda as amended. Second by Megan. All in favor. Carried

4.0 Unfinished Business

4.1 Policy Co-Sponsor with Drumheller

- Directors discussed the request from the Drumheller Chamber of Commerce to co-sponsor the policy regarding electrical distribution fees.

Motion: Bob motioned to consent to work with the Drumheller Chamber of Commerce to develop a policy regarding the electrical distribution fees. Second by Megan. All in Favor. Carried.

4.2 #FATbeach update

Motion: Bob motioned to move #FATbeach to 6.2 under open discussion.

5.0 New Business

5.1 Service Alberta Minister Visit – August 30

- Alberta Service Minister visit August 30 @ 4:45.
- Discussion on registry changes to driver training/testing.
- Sherri will try to attend as it's the same day as feast at the beach.

5.2 Expiration of the Info Centre Lease Jan 1, 2020

- Currently lease with the City will expire Jan 1, 2020.
- Discussion on details in the lease

Motion: Josh motioned to extend the current lease on a 10-year bases. Two 5-year terms. Second by Megan. All in Favor. Carried.

6.0 Open Discussion

6.1 Presidential and Board Member Highlights

- Applied for CCAGM bursary - successful

6.2 FATbeach Update – moved from 4.2

- Security confirmed, set up Friday @ 8am
- Met with the City – bringing tables, chairs, equipment, etc
- No commissions off tickets this year – revisit next year
- Facebook post – purchase 3 books get a cup
- Traffic plan – will share on Facebook
- Busing sponsorship with Cold Lake Bus Lines. – obtain data for future years
- Volunteers – Ads to ask for volunteers – Radio ads
- Reefer for delivery
- Wine wall done - Beer ordered
- Ice being made at Pour House
- Ambulance Society will stop by occasionally during the event
- Ticket booths will be completed and dropped off Friday Aug 30
- Susie met with Craig at Beantrees. Discussion on the concerns regarding the event.
- Grant Funding is still being reviewed in the next coming months. If approved, can possibly use it for next year. Will discuss further when decision is made
- Production services are taking care of the staging area.
- Sonic Boom – keeping deposit – discussion on background on events leading to present situation.

7.0 Correspondence/ Round Table Discussion

*** Upcoming events:

Tentative mixer at Scotia Bank Sept 25, 2019
Business of the Year Awards October 25, 2019

8.0 In Camera

9.0 Next Meeting – September 11th, 2019 @ 6:00pm

11.0 ADJOURNMENT

The meeting was adjourned at 7:45pm

Recording Secretary – Nicole Mansfield

President – Ryan Lefebvre

Date

Date



STAFF REPORT

Title: Minutes August 26, 2019 Cold Lake Library Board

Meeting Date: Click or tap to enter a date

Executive Summary:

Minutes Cold Lake Library Board August 26, 2019

Background:

Alternatives:

Recommended Action:

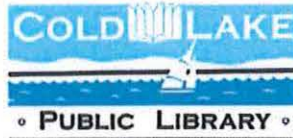
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Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



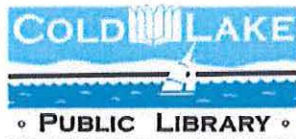
Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Aug 26, 2019
Program Room, South Branch

Present: Marie Manning, Board Vice-Chair
 Darren Robson, Board Secretary / Treasurer
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Ben Fadeyiw, MD of Bonnyville Representative
 Leslie Price, Library Director
 Jeannette Hatta, Board Member
 Leah Woodford, Board Member

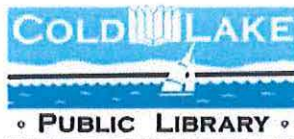
Absent with regret: Cynthia Sloychuk, Board Chair
 Daryl Gilroy, Board Member

Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Vice-Chair at 4:30pm.	N/A
2.0 Adoption of Agenda Leslie wished to add an Item 8.4, North Branch Closure on 28 Sep. MOTION 2019-051 Moved by Jeanette that the agenda be adopted with one addition.	Carried
3.0 Adoption of Minutes from previous meeting Ben pointed out that his last name was spelt incorrectly. MOTION 2019-052 Moved by Ben that the minutes of the June 2019 meeting be adopted with the one correction.	Carried
4.0 Correspondence	N/A
4.1 Letter from Cold Lake FCSS looking for nominations for Volunteer Appreciation Event and Awards before 1 March. Event on 7 April.	N/A
4.2 Letter from City confirming resignation of Emily Heynes	N/A
4.3 Letter from NLLS stating the levy increased by 1.5% this year	N/A
4.4 Leslie showed the library page in the City of Cold Lake Annual Report	N/A
4.5 Cold Lake FCSS hosting a Volunteer Board Workshop on 19 Oct presented by Alberta Culture and Tourism's Board Development Program	N/A
5.0 Reports	N/A

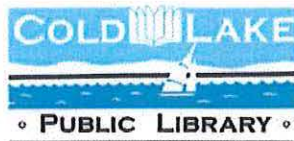
Minutes from Aug 2019 City of Cold Lake Library Board Meeting



Agenda Item and Discussion	Action
5.1 Board Chair Report No report this month.	N/A
5.2 Library Director Report The Library Director Report for Aug is attached as Appendix 1, and includes the statistics for June and July. MOTION 2019-053 The Library Director Report was approved by unanimous consent. The official poster is out for the Mosaic of Cultures, hosted by the library, with the Lakeland Multicultural Association on 27-28 Sept. Leah suggested contacting the schools to share on their social media feeds.	Carried
5.3 NLLS Rep Report NLLS had a special meeting to ensure that 50% of the provincial rural grant money was sent out. There were no regular meetings over the summer. The executive is trying to meet with as many MLAs as possible to discuss the importance of libraries in advance of the provincial budget.	None
5.4 Friends of the Library Report Marie is back working to dissolve the Friends. There should be more to report next month.	None
5.5 Personnel Committee Report No report this month.	None
5.6 Policy Committee Report No report this month.	None
5.7 Financial Committee Report The Library Financial Report for Aug is attached as Appendix 2. MOTION 2019-054 The Financial Committee Report was approved by unanimous consent.	Carried
6.0 Priority Items	
6.1 City of Cold Lake Library Board Bylaws The Board reviewed the updated Bylaws for the third time. No further changes were noted. MOTION 2019-055 Vicky moved to pass the third and final reading of the City of Cold Lake Library Board Bylaws as presented with the two corrections noted in the June meeting minutes. Ben seconded. All members voted in favour. Once signed, the updated Bylaws will be sent to the City. Item closed.	Carried



Agenda Item and Discussion	Action
7.0 Old Business	N/A
<p>7.1 Surplus Budget Tracking</p> <p>The library CFEP grant funding has not arrived yet. When the lights are replaced as part of the grant work, Leslie is looking to replace the fans in the South Branch Children's Area for \$1000. She is also looking for an honorarium for \$800 to give to a deserving group who would move books while the South Branch is painted. The library currently has \$15,000 in Surplus that has not been committed. Item open.</p> <p>MOTION 2019-056</p> <p>Darren moved to approve up to \$1800 of surplus funding for the purchase of new ceiling fans and for an honorarium to move books while the South Branch is painted. Jeanette seconded. All members voted in favour.</p>	Carried
<p>7.2 Fundraising Priorities</p> <p>The Financial committee continues to work with Leslie to write up short project descriptions for the Benevity website. Ella's Closet, a new consignment store in Cold Lake, is providing the library as one of the recipient choices when consigning your items. Item open.</p>	Financial
8.0 New Business	N/A
<p>8.1 Provincial Funding</p> <p>Darren provided a short summary of the Board's concerns with the uncertainty with provincial library funding this year. Darren provided written responses to questions from the local Respect and Bonnyville Nouvelle papers. The Board needs to continue promoting libraries to MLAs and MPs. Leslie briefly hosted our MLA a couple weeks ago during a very short notice and short visit. Vicky suggested the Board write a letter to MLA/MP. Leah volunteered to help Cynthia write the letter, and suggested patrons could be asked to provide their own positive stories as well. Item open.</p>	Board Chair
<p>8.2 Honey Fundraising</p> <p>One of the two honey providers let Leslie know that they are increasing their prices by 25 cents. Leslie was wondering if the library should also increase its sale price by the same. After reviewing the current buy and sell amounts, the Board decided to leave the sell price where it is. Item closed.</p>	None
<p>8.3 Mural Removal in Children's Area</p> <p>As part of painting the South Branch, Leslie has been trying to decide if the large fairy tale mural in the Children's Area should be painted over and redone. She realises it's her decision, but is looking for suggestions</p>	None



Agenda Item and Discussion	Action
<p>from the Board as she is finding the decision quite difficult. The mural is 15 years old. The Board walked over and looked at the mural. Ben pointed out that as long as it's not faded or chipped, why not leave it. Leah feels it's dated, very colonial and not inclusive of the current community. Leslie knows that cultural diversity is part of the Plan of Service. The Board's recommendation was to leave the current mural, and look at a different wall to add a new mural that reflects the community's cultural diversity. Item closed.</p>	
<p>8.4 North Branch Closure – Sept 28 On the second day of the Mosaic of Cultures, Sept 28, Leslie will require all staff at the South Branch for the day. MOTION 2019-057 Jeanette moved to close the North Branch on Sept 28 to allow all staff to assist with the Mosaic of Cultures. Leah seconded.</p>	Carried
<p>9.0 Next Meeting Monday Sept 30, 2019 at 4:30 PM at the South Branch</p>	None
<p>10.0 Meeting Adjourned at 5:45 pm</p>	N/A

Board Chair or Delegate

Date



STAFF REPORT

Title: Minutes August 26, 2019 Cold Lake Regional Utility Services Commission

Meeting Date: October 8, 2019

Executive Summary:

Minutes Cold Lake Regional Utility Services Commission August 26, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, AUGUST 26, 2019 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

PRESENT	Robert Buckle, Councillor – City of Cold Lake Jürgen Grau, Councillor – City of Cold Lake Duane Lay, Councillor – City of Cold Lake Ben Fadeyi, Councillor – MD of Bonnyville Adam Dul, 4-Wing Kevin Nagoya, Commission Manager Denise Pollard, Recording Secretary
ABSENT	Kirk Soroka, Councillor – City of Cold Lake CLFN
CALL TO ORDER	R. Buckle called the meeting to order at 6:04 p.m.
ADOPTION OF AGENDA	Moved by D. Lay that the agenda be adopted as presented. Carried Unanimously
ADOPTION OF MINUTES	Moved by B. Fadeyi that the minutes of April 29, 2019 be accepted as presented. Carried Unanimously
PUBLIC QUESTION PERIOD	None
DELEGATION	None
OLD BUSINESS	Cold Lake Regional Water Supply Expansion Updates K. Nagoya advised of the following: <ul style="list-style-type: none">• Contract 01 Transmission Main – SITE Resources; approx. 40% of pipe has been installed.• Contract 02 Transfer Station – Alpha Construction; approx. 40% complete.• Contract 03 WTP Upgrades – Sure-Form Construction; approx. 30% complete.• Contract 04 Transmission Main – SITE Resources; approx. 50% of pipe has been installed. Building #9 Force Main Extension - Phase 3 Update K. Nagoya advised that all EPO conditions have been met with the exception of breaching the berm. A letter was sent to AEP dated May 6, 2019 RE EPO-2016/04-LAR to articulate CLRUSCs concerns with regards to Crawford Lake water levels and to request relief from any additional work under the EPO if the berm is to remain in place. AEP is seeking advice regarding how to close the EPO file if the berm is not breached and is signed over to the MD of Bonnyville. The current EPO deadline to complete the berm breach is September 30, 2019. CLRUSC continues by-weekly reporting and is awaiting AEP instructions on how to move forward.
NEW BUSINESS	Green Municipal Fund Grant Application – WWTP Pilot Project K. Nagoya advised the Board that they have been approved for grant funding under the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) for the Waste Water Treatment Plant (Moving Bed Bioreactor) Pilot project. The project has been approved for grant funding up to \$190,600 on an 80%/20% funding split; 20% being the Boards contribution.
CORRESPONDENCE	None
QUESTIONS	None

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, AUGUST 26, 2019 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

Moved by J. Grau that the meeting be recessed at this time being 6:20 p.m., and reconvened at the call of the Chair.

Carried Unanimously

R. Buckle reconvened the meeting at this time being 6:24 p.m.

IN-CAMERA

Damages Claim

Present:

Robert Buckle, Councillor – City of Cold Lake
Jürgen Grau, Councillor – City of Cold Lake
Duane Lay, Councillor – City of Cold Lake
Ben Fadeyiw, Councillor – MD of Bonnyville
Adam Dul, 4-Wing
Kevin Nagoya, Commission Manager
Denise Pollard, Recording Secretary

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

- FOIP Section 17, Disclosure harmful to personal privacy
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Moved by J. Grau that the meeting go "In-Camera" at this time being 6:24 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to a Damages Claim.

Carried Unanimously

Moved by A. Dul that the meeting come "Out-of-Camera" at this time being 6:43 p.m.

Carried Unanimously

Agreement - Water Supply Agreement

Present:

Robert Buckle, Councillor – City of Cold Lake
Jürgen Grau, Councillor – City of Cold Lake
Duane Lay, Councillor – City of Cold Lake
Ben Fadeyiw, Councillor – MD of Bonnyville
Adam Dul, 4-Wing
Azam Khan, General Manager of Infrastructure Services
Denise Pollard, Recording Secretary

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

- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Moved by D. Lay that the meeting go "In-Camera" at this time being 6:44 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

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, AUGUST 26, 2019 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

thereto, to discuss Privileged Information with regards to an Agreement.

Carried Unanimously

Moved by J Grau that the meeting come "Out-of-Camera" at this time being 7:15 p.m.

Carried Unanimously

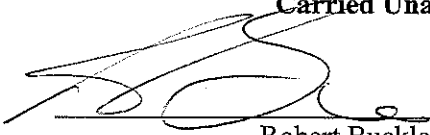
NEXT MEETING

September 30, 2019 at 6:00pm


ADJOURNMENT

Moved by D. Lay that the meeting be adjourned at 7:17 p.m.

Carried Unanimously



Robert Buckle, Chair



Kevin Nagoya, Commission Manager



STAFF REPORT

Title: Minutes September 5, 2019 Economic Development Advisory Committee

Meeting Date: October 8, 2019

Executive Summary:

Minutes Economic Development Advisory Committee September 5, 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, SEPTEMBER 5, 2019
CHAMBER OF COMMERCE BOARD ROOM

PRESENT

Chairperson Bernard Lefebvre
Councillor Vicky Lefebvre
Councillor Kirk Soroka (via call-in)
Lorie Jacobsen
Larry Ashcroft

ALSO PRESENT

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

**Community
Liaisons**

Lisa Ford, RABC Small Business Advisor

ABSENT

Allison Untereiner ; John Usher, Norman Perreault

CALL TO ORDER

B. Lefebvre called the meeting to order at 7:00 p.m. A welcome to Lisa Ford, RABC Small Business Advisor and introductions to EDAC members were done.

**ADOPTION OF
THE AGENDA**

B. Lefebvre amended the agenda to add 5.4 Bylaw Review and move Roundtable to 5.5. Moved by L Jacobson that the agenda be adopted as amended.

CARRIED

**ADOPTION OF
THE MINUTES**

Moved by Councillor Lefebvre that the minutes of the June 6, 2019 Economic Development Advisory Committee meeting be adopted.

CARRIED

OLD BUSINESS

4.1 Review of

McSweeney Report

Copies of the McSweeney Report and the Implementation Plan spreadsheet were handed out.

B. Lefebvre gave overview of the reports and stated that the Implementation Plan should be looked at by EDAC for action items that they could work on.

Discussion followed on the Pros and Cons of the Report, how EDAC could undertake some of the strategies given and how the City and EDAC are already working on some of the ideas.

K. Soroka observed that the McSweeney report consolidated the existing actions already being taken and actions to take from factual data, confirming that the City is moving in the right direction.

Discussion followed as to how EDAC can move forward with the information. Sub committees were suggested but noted that sub committees could prolong the productivity of tangible action whereas the committee as a whole could use the Implementation plan as an inspiration and a tool for items to look into.

B. Lefebvre suggested that members look at the Implementation Plan and choose three top action items that EDAC could adopt into an action plan. At the next meeting these items would be pooled and a focus established with three different levels of financial resources needed to accomplish the action.

**4.2 Wayfinding
Signs**

A. Serba reported that Wayfinding signage project has started and his staff were looking at ideas of where signage was needed and what locations were best. They were working with Roads department on placement. A meeting with stakeholders such as the MD of Bonnyville and 4 Wing for consultation on what they would like to see and a public Open House in the fall will be scheduled. At this point a request to Council for an increase in the budget will be necessary to add to the current funds.

Discussion of signage, sign programs and pedestrian as well as motorist wayfinding ensued with possible historical information booklet to go along with signage.

B. Lefebvre stated that his presentation from EDAC's information gathered on Wayfinding Signage was presented to Council at the June 11, 2019 Council meeting and was well received.

NEW BUSINESS:

5.1 Member Application – Warnke

B. Lefebvre brought forth the membership application from Kim Warnke. Discussion followed.

MOTION

Moved by L. Ashcroft that Ms. Kim Warnke's application be recommended to Council for membership appointment to the Economic Development Advisory Committee for a two year term expiring in October 2021.

CARRIED

5.2 Chamber of Commerce Updates

S. Buckle was not available to report on the Chamber of Commerce activities. B. Lefebvre stated that the Feast at the Beach event was very well attended and reports say there were 93,000 tickets sold out of 100,000 on hand. K. Soroka added that it was a quality event and well organized for the first one.

5.3 RABC Updates

L. Ford, RABC Advisor since January 2019, gave an overview of her activities and reviewed the upcoming workshops listed in her brochure hand out. She reported that a new women's group would be starting up as they have stepped away from the WOW event. Discussion followed and she answered questions regarding activities and statistics of small business startups.

5.4 Bylaw Review

B. Lefebvre recapped the EDAC Bylaw drawing attention to Items 4.0 Mandate and 6.0 Term of Office. He read the mandate to members stating that it was important they kept in mind what the purpose of the Economic Development Advisory Committee

Councillor Lefebvre reiterated that the purpose was to focus on projects to bring before Council in an advisory capacity as some discussion had previously deviated from this original mandate.

5.5 Roundtable and Ideas

A. Serba reported that with the Wayfinding signage projects this was the first 2 Capital Projects that the Marketing Department had ever taken on. The City Wide Sale in August went very well with 199 registered sales. This was the fifth year for it and it was a great success.

Councillor Lefebvre stated that Council will be busy looking at the Budget for the next couple of months.

L. Jacobsen stated there has been no increase in employment rates. Unemployment Statistics went up during summer due to school related employees being laid off. There is a greater number people in the 50 – 60 year old range looking for work.

ADJOURNMENT

Moved by L. Ashcroft that the meeting be adjourned, at this time being 8:45 p.m.

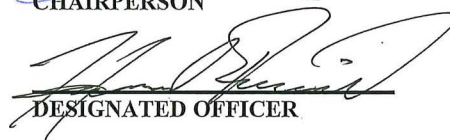
CARRIED

NEXT MEETING

October 3, 2019

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE


CHAIRPERSON


DESIGNATED OFFICER



STAFF REPORT

Title: Minutes September 12, 2019 Mid-Sized Cities Mayors' and CAOs' Caucus

Meeting Date: October 8, 2019

Executive Summary:

Minutes Mid-Sized Cities Mayors' and CAOs' Caucus September 12, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Alberta Mid-Sized Cities Mayors' and CAOs' Caucus



Meeting Notes September 12-13, 2019 Lethbridge, Alberta

The attendance list for the Alberta Mid-sized Cities Mayors' and CAOs' Caucus Meeting can be found under Appendix A.

THURSDAY, SEPTEMBER 12, 2019

Opening and Welcome

City of Lethbridge Mayor Chris Spearman opened the Alberta Mid-sized Cities Mayors' and CAOs' Caucus (MCC) Meeting and welcomed the representatives from 22 Municipalities within the Province of Alberta.

Mayor Spearman also extended a warm welcome to both the Minister of Municipal Affairs, Honourable Kaycee Madu, and to Lethbridge East MLA, Nathan Neudorf.

A traditional Blackfoot Blessing was given by Travis Plaited Hair, followed by the Acknowledgment Statement from Mayor Spearman.

Mayor Spearman provided an opening statement, provided some background information on the City of Lethbridge and mentioned some current attributes and future goals. Mayor Spearman also commented on the importance of the MCC within the province, and building working relationships with the new Provincial Government.

Honourable Kaycee Madu, Minister of Municipal Affairs

Minister Madu thanked the audience for attending the meeting and thanked Mr. Neudorf for attending as well.

Minister Madu commented on the following:

- The Provincial Government, with their partners, are committed to the success of the Province
- The Municipalities within the Province need a positive partnership with the Provincial Government, and require long range planning to meet the needs of their residents
- Partnering with Doug Schweitzer, Minister of Justice and Solicitor General a new policing model has been initiated, and together they are hosting a session on the legalization of Cannabis and how it impacts local policing
- Bill 7, and its benefits to Municipalities
- The MacKinnon Report, which highlights the need for fiscal restraint. Until the Provincial Budget is released, the impacts to the Municipalities remains unknown
- The difficult decisions that the Provincial Government will face, and the promise to do his best to ensure the Municipalities have what they need
- His partnership with Barry Morishita, Mayor of Brooks and AUMA President, and that he is looking forward to seeing the Mayors at the upcoming AUMA convention

Bill Given, Mayor of Grande Prairie, thanked Minister Madu for attending and commented on the Police Costing Model. Currently, municipalities are responsible for 90% of the cost for policing. The proposed 70% coverage is fair and is endorsed and fully supported by the MCC.

Jeff Genung, Mayor of Cochrane, respectfully requested that the Provincial Government consider long-term stable and reliable funding so municipalities can continue to provide the supports for their citizens. The Large City Charters were mentioned, in that they contain a funding model that is tied to the provincial economy which allows those two cities to budget accordingly.

Stuart Houston, Mayor of Spruce Grove, commented on the fact that we live in interesting and challenging times but everyone has a common interest in representing their municipality. Spruce Grove is in attendance with the spirit of cooperation on the forthcoming budget restraints and will fully support the Provincial Government.

Tara Veer, Mayor of Red Deer, commented on the Mid-sized Municipalities and that they are the next million population. The relationship with the two large cities, Edmonton and Calgary, and the City Charters, were mentioned. Ms. Veer asked that the Provincial Government has ongoing and transparent dialogue with regards to any impacts of change, and that this dialogue occur with Municipal Affairs prior to any media releases.

Minister Madu then spoke to the following:

- MacKinnon Report and that this report speaks to that state of the Province's finances and where the Provincial Government needs to go from here. There are aspects that they have control of but have not had the courage to address in the past, and then there are aspects that are out of their control
- Provincial Government needs to make money before they can spend money. For citizens and corporations means the economy has to do well as well
- The attack on the vital oil and gas sector
- "We need to get our finances in order – we need policies that keep the money in our province that may be used for capital projects in our province"
- Must continue to build our communities and that they are safe and vital
- Deal with the issue now so we don't have to deal with it tomorrow
- Police funding and the contribution of funding
- The health of our province as a whole
- Directly after his election, he reached out to all municipalities and looks forward to the continuation of the positive relationship and partnership
- The Premier is deeply involved in making sure that we rebuild our economy. He understands the challenges that are faced by the Municipalities in the Province and will make decisions which will be for the best interest of these municipalities

A comment and question was posed regarding accessing of funding from both levels of Government and how to access these funds, and would the support of the Provincial Government be provided to access the funds from the Federal Government.

Minister Madu responded that the Provincial Government isn't going to stand in the way of the money coming into the Province. They are in support of leveraging federal grant funding. The Federal Government has their own agenda, which doesn't sync with the Provincial Government.

MSI Funding was discussed, with regards to how the Municipality chooses to utilize Federally funded MSI. Minister Madu commented that the Provincial Government won't stand in the way.

Comments were made regarding the upcoming budget restraints and that the Municipalities will need time to prepare for these changes to prioritize funding.

Minister Madu assured MCC that they will be remembered and that the Mid-Sized Cities represents more than one million citizens of the province, and that we will share in that prosperity together.

Allies were mentioned, and the MCC will be allies with the new Provincial Government.

Lethbridge-East MLA Nathan Neudorf invited everyone to speak to the members of the Provincial Caucus, and that the Leadership has created a positive environment that has access to the voice of the municipalities.

A comment was made that the Municipalities are the first point of contact with investors and they want to work with Provincial Government to invest new business to the Province.

Rod Frank, Mayor of Strathcona County, asked if there were any insights to budget announcements, and that any information prior to budget announcements would be beneficial for budget preparations. Minister Madu responded by commenting on the need for long term predictable funding to be included in the provincial budget and that this may be a key aspect of the budget.

Education tax was mentioned, with regards to the timing from the Provincial Government's release and the impact on tax notices. Could the Provincial Government be mindful of the announcement of the Provincial Education Tax information? This issue is being addressed.

Craig Copeland, Mayor of Cold Lake, asked if their Ministry will play a role in the oil industry regarding the creation of employment and rebuilding the economy? This was discussed.

A comment was made regarding new businesses which are based on technology. Wireless providers were mentioned and the support to municipalities regarding the issue with wireless providers was discussed. Support will be provided to the Municipalities in getting the tools that they need.

Bob Young, Mayor of Leduc, asked if there was anything MCC could do to help with the challenge of Bill 69. The federal election was mentioned.

Minister Madu thanked MCC for attending today, and spoke to the positive working relationship between his Ministry and MCC going into the future.

Impact and Prioritization from the Blue Ribbon Panel Report

General conversation occurred regarding the overall feel of the session with Minister Madu. It was felt that the session went very well and that Minister Madu left as an ally to the group.

The term "not dramatic" with regards to the upcoming budgetary cuts was discussed.

The comments "restraint will be minimum from his portfolio" and "we need to make money before we can spend money" were mentioned and discussed. The next step is to send a letter with what MCC requests from the Ministry and collectively sign the letter as a whole.

An analysis of the blue panel report was discussed.

Some points of discussion were:

- Municipal index
- Additional appropriate measures and content review
- More content
- Tool kits
 - Bench marking
 - \$2 billion debt
 - Red tape alignment
- Bill 7
 - 15-year sunset clause - 10 year gives certainty to the private sector
 - Annexation
 - Caveats / sunsets
 - Not clear – M & E
 - Comparators – sales, etc.
 - 12 – 8% consideration
 - To really make this effective and become a partnership – match the contribution of the education tax.
 - CRL – Education
- Fixed budget date
 - This can be supported
 - Capital infrastructure
 - Aggregate overall
- The need to stand in solidarity and be united in collective ideas
- Fiscal options
- Balance of capital options
- Fees for service
- Structural changes – MGA
- Building the committee

Specialized Municipalities and Amalgamation were mentioned and discussed.

- Efficiencies were mentioned
- Red tape reductions
- ICFs / IDP

It was suggested to not use the word “amalgamation” but use the term “fundamental structural change”. Do not use the language of the past.

A comment was made that MCC needs the government to actively support those Municipalities that choose to support the changes. The Provincial Government needs to support the Municipalities that want the change.

A pilot “Regional Charter Communities” was suggested. The City of Grande Prairie, the City of Red Deer and the City of Cold Lake would be willing to pilot as Regional Charter Communities.

The conversation of structural change and red tape reduction is a new conversation, that hasn't been discussed in the past.

The 1994 School Board Regionalization was mentioned and discussed.

Shared services was discussed. This is an opportunity for efficiencies and cost reduction.

Perhaps regionalizing with adjacent neighbours to show the Provincial Government efficiencies within independent municipalities is a better solution. This was discussed, with comments made as to why this is perhaps not the best solution.

Could this body ask the government to endorse and support those few municipalities that are wanting to pilot the Regional Charter Community solution and become an active supporting role in the process? Not all municipalities want to explore this solution.

Two step process was suggested, and that each Municipality do an assessment on the possibility of shared services, regionalization and then those municipalities that wish to pursue this possibility be supported by MCC. This was discussed.

It was suggested that the request for support come from the group as a whole, rather than expose those few Municipalities that may not be ready to advertise that they are interested in the structural change process.

Specialized municipalities were mentioned and discussed.

Recommendation #19 of the Red Ribbon Panel was discussed.

Red Tape Reduction on economic development was discussed.

Governance Framework for capital planning and the requirement for municipalities to be involved was discussed. Representation from MCC was mentioned. Stable predictable funding was also mentioned, as well as a procurement policy.

Provincial Drug Strategy

Chris Spearman, Mayor of Lethbridge, spoke to the submitted AUMA Resolution and that this strategy is based on the four pillars of health and that each municipality has their own challenges with this issue.

The Safe Consumption Site in Lethbridge requires the remaining three pillars in place to fully provide the necessary services to the community.

The City of Red Deer will second this resolution.

A question was posed as to how this Provincial Drug Strategy will impact each Municipality. Each community would be assessed and the lacking requirements would be identified based on the individual need.

City of Medicine Hat – Implications of the August 1, 2019 Alberta Court of Appeal Decision on River Ridge Litigation File

Robert Nicolay, CAO for Medicine Hat, commented on this issue as this will be submitted as an emergent resolution at the upcoming AUMA Convention.

Mr. Nicolay updated the group on this issue, and provided the background and the status.

How common is this issue? This could be precedent setting. The interpretation of the law was discussed.

Another ally could be Municipal Affairs, and the City of Medicine Hat would be reaching out to them for the support for a revision to the MGA regarding this specific issue.

Bob Young updated the group on an instance occurring within the City of Leduc. A gated community has turned their streets back to the City for care and control. The standards of the streets, and other factors, are being investigated.

It was the consensus of MCC that support would be provided to the City of Medicine Hat for this issue, and their submission of the emergent resolution.

Advocacy and Branding Strategy

The notes from the MCC meeting held in the City of Beaumont were discussed, with relation to the framework identified during that meeting. This framework was read and is still supported by MCC.

The previous goals set at that meeting were discussed. The four goals that were mentioned are still supported by MCC.

The five advocacy points discussed this morning were reviewed:

1. Fixed budget dates – and the context for partnership and communication between the Provincial Government and MCC.
 - It was suggested to change the wording of this to consultation / communication / partnership / and the idea of building stronger communities
2. Municipal structure change
3. MCC representation recommendation
4. Bill 7
5. Recommendation #19 – Red Tape Reduction

In addition, the following was suggested:

6. Municipal Index / Benchmarking
7. Procurement Policies
8. Long term predictable sustainable funding – meeting the needs of the Alberta / per capita
9. Connection to the provincial economy

How does MCC want to define ourselves?

- Environment of significant change – industry hub
- Nimble and responsive where change occurs
- We have the resources and the educated population, which separates us from our neighbours
- Innovative and technical
- Risk takers
- We are more than what the province thinks we are. We represent over 1 million citizens, however, the mid-size cities support more than those citizens. These cities also serve the surrounding communities as well.
- Driving industry (St. Albert provided examples of how they facilitate to the industry, including the timing to issue a business license and a development permit).
- Support the oil industry and the ag industry

How do we articulate the leverage that this group has?

- Quality and flexibility
- Significant administration capacity
- Working middle class
- Organized
- Have momentum
- Have the focus to carry out the momentum
- Strong drive for the relationship with the province
- Cost effective for investment
- Easier to invest in the Midsize City
- More aligned the provincial government agenda

How do we want to advocate?

- Get together twice a year
- Media release after the meeting – template for everyone to use and one for local media
- Continue the advocacy after the meeting and the media release
- Start spreading the MCC advocacy priorities and key messages with members of Council

What happens in between the meetings? How do we keep the momentum going?

- It was agreed that the mayors get together at AUMA for mutual support, consistent messaging, and strategic planning.

Do we need a MCC Advocacy committee? The history of the advocacy committee was provided and that committee initiated the Advocacy Framework. This framework is out of date and needs to be refreshed to meet the current government.

Could this group meet with the 37 MLAs? What happens between meetings? Who is doing the follow up? Is it left up to the last hosting community?

Perhaps one of the two annual meetings should occur in Edmonton where the 37 MLAs are invited to attend?

There is an Edmonton Area MCC, where the Mayors of that Region get together. Perhaps Regional MCC Sub-meetings should occur.

MLA Neudorf commented on the North Rural Caucus and the South Rural Caucus. Perhaps one or two MCC representatives could attend these meetings as regular contributors.

The more we organize the subcommittees – the more chance we have of losing the ability of being nimble and flexible.

Should there will be specific representatives chosen that will champion specific topics based on interest?

The need to stay nimble while gaining traction was mentioned.

How do we engage with Minister Madu? The news release, choosing the specific representative to champion our interests, and having the next meeting closer to Edmonton to invite all the MLAs were mentioned.

Having a meeting during the upcoming AUMA was discussed. It was suggested that a relationship building / social event be held on Tuesday, September 24 at 6:30, if possible. Cathy Heron, Mayor of St. Albert, volunteered to organize this meeting. It was suggested that Elected Officials be invited to attend this event. This will continue to advocate for the MCC.

The challenges of getting this group of officials together on short notice were discussed.

The attendance of all 22 representatives of MCC was discussed. Is it important for all 22 to be in attendance, or is it important to just have representation in the room, regardless of how many? It was commented that we need to go in with a “bang” and that the first time this group meets the 37 MLAs of the Provincial Government, there should be as many as possible in attendance to show unity. It was suggested that as many as possible attend this initial meeting.

The organization of MCC and the necessity of the organization was discussed. All councils are typically updated on the MCC meetings and the information shared.

The participants of the caucus meetings were mentioned and that these meetings are typically for Mayors and City Managers. Should Councillors and other key participants be included?

The key messaging of this group was discussed. For consistent and un-fragmented messaging to the Provincial Government, it was suggested to limit MCC to only Mayors and City Managers.

Is a fee appropriate to establish an Executive for MCC? This contribution could also be used for a consistent note taker, facilitator, etc. Five (5) cents per capita was mentioned. This was not consensual.

Should the advocacy of this group become more formalized?

Does this group need to have a stronger voice with the Provincial Government, and if so, what does that mean??

Mortgage Stress Test

Bridget Mearns attended the meeting to present on the Mortgage Stress Test, and its impact in Alberta. Resolutions A2019-04 at the upcoming AUMA Convention speaks to the impact of this issue, and was submitted from BILD Lethbridge.

The PowerPoint presentation from Ms. Mearns is available under Appendix B.

The stress test on uninsured versus insured mortgage was discussed. This stress test is for all types of mortgages.

2019 AUMA Convention and Resolutions

Barry Morishita, Mayor of Brooks and AUMA President, updated the group on the upcoming AUMA Convention.

The following was mentioned:

- The schedule of the Convention
- The format of the resolutions and how this will be the last year with this format
- The resolution themselves will be reclassified next year
- The classification of the seats
- The proposed resolutions
- Sponsored resolutions. The sponsoring and seconding Municipality each get a chance to speak, and should be prepared to speak at the appropriate time
- The federal panel was explained
- Should a resolution presented not be within the scope of the Province, it is appropriate to question why the resolution has been submitted

- There will be no local issues discussed at the Bearpit session. Topics and questions should be within Provincial scope and should be issues that pertain to the larger group as a whole

Mayor Morishita explained the role of AUMA, in that they are a supportive partner with MCC and are happy to assist with the needs of this group.

The representatives of MCC at the AUMA Board were mentioned and the passion of these representatives was shared.

It was explained that research projects can be forwarded to AUMA as they have the capacity for these types of requests.

AUMA is financially supported by the MCC group, so it should be utilized.

The ability for MCC to forward a resolution to AUMA was discussed. As each AUMA resolution must be a motion of an independent Council, it could not be submitted from MCC, but could be supported by MCC.

Prior to adjournment, the collaborative initiative, between the City of Lloydminster and their local FCSS, supporting mental health in their area was explained. Each participant was provided with the business card showing the positive messaging and containing a contact for further information.

The Thursday session recessed at 3:37 pm.

A tour, showcasing successes with the City of Lethbridge, was provided.

FRIDAY, SEPTEMBER 13, 2019

Issue Discussions:

Equalized Assessment - City of Red Deer

Mayor Tara Veer spoke to the Shallow Gas Taxation. Overall, there was to be no loss to the municipalities. Mayor Veer asked if there were any municipalities experiencing a loss and if there were concern with regards to the Education Tax affecting Equalized Assessment?

This issue seems to have affected Rural Municipalities the most.

It was reported that the rural municipalities are working with RMA regarding this issue. It seems that the County of Newell and County of Cyprus are the most affected.

The Machine and Equipment Tax Review was mentioned, as this may be impactful as well. The M&E model is being reviewed. Any implications will take effect in 2020.

Mr. Nicolay, with the City of Medicine Hat, commented on the Shallow Gas Tax. Mr. Nicolay explained that their City has abandoned multiple shallow gas mines as the cost of production is no longer cost effective.

Red Tape Reduction - City of Beaumont

Mayor John Stewart shared the success story of a Red Tape Reduction initiative in their City. The developers were subject to cumbersome rules and regulations that impeded development within their area. A mandate of the City Council was to encourage economic drive. As a result of this mandate, their Land Use Bylaw was reviewed and revised. Their new LUB contains only seven (7) land districts, with no Direct Control districts, which now allows more flexibility to the developers to encourage development in the region.

A Customer Service Approach was also shared. The City of Beaumont has encouraged a collaborative partnership between the developers and the Economic Development Staff. Area Structure Plans are now being finalized within 6-9 months, rather than the 18 plus months prior, which allows development to occur much faster than in the past.

A comment was made that the sharing of success stories such as the City of Beaumont's is beneficial to MCC, as other municipalities may utilize ideas shared.

Kelly Hegg, Deputy Mayor of Airdrie, shared their success story of the launch of "My Airdrie", an online platform where their citizens can pay their utilities, receive dog licenses and obtain residential building licenses. There is a 65% participation from their citizens, which has produced significant savings to the City in time and resources of their staff.

Additional municipalities shared stories of further red tape reduction, including:

Spruce Grove – they have eliminated dog licensing. Dog owners must obtain dog tags, but are no longer required to obtain a dog license. As well, annual business licenses have been eliminated. Business owners are required to update their information annually but no longer require a license to operate.

City of Lacombe have eliminated their annual dog licensing as well, and are now just requiring their dog owners to obtain a one-time dog license.

CRA GST Audit – City of Airdrie

Deputy Mayor Kelly Hegg, spoke to their ongoing audit, and asked if other municipalities have encountered this.

Mayor Barry Morishita responded, sharing his conversation with their financial auditor and that this issue stems from the language contained with the Service Sharing Agreements between the municipality and their partners in said agreements. The language could be interpreted as cost sharing, rather than service sharing.

ICF – City of Spruce Grove

Mayor Stuart Houston asked the group how the process to complete the required Intermunicipal Collaborative Frameworks (ICFs) was going, and commented on how their process has seemed to stall with the election of the new government.

The 2020 deadline for completion was discussed. Out of the 400 municipalities within province, 60 completed ICFs have been submitted.

ICF engagement was discussed. There is a period of arbitration within this process, and there is no need to “get a deal done”. If both parties do not agree, utilize the arbitration portion of the process. It was suggested that municipalities “don’t sign a bad deal” just to complete the process. During the arbitration process, other agreements may be reviewed for comparison and “bad deals” will be reviewed as well.

Continue to try to engage with your neighbours, as this will be identified in the arbitration process as well.

At this time Mayor Spearman welcomed City of Lethbridge Councillor Mark Campbell, and mentioned Councillor Belinda Crowson who attended some of Thursday’s session. Both Councillors are newly elected and were praised for their interest in the MCC.

The role of the MCC going forward was discussed, with the following comments made and discussed:

- Status Quo is not acceptable. We need to have more influence. How can we advocate more effectively for ourselves?
- Our take away and our message is that we are being heard, and that this format is a safe space. We can accomplish more government with relationships.
- The more MCC is formalized, the more changes will be made, however, if we don't move forward, nothing will change.
- Should specific people from this group be assigned to advocate on behalf of this group? AUMA is willing to be a resource – could AUMA designate a specific staff person to be a MCC liaison?
- This group and this format is targeted, flexible and focused. It is nice to have informal conversations.
- The nimbleness of the group was discussed.
- The terms of reference of MCC were mentioned; perhaps they need to be reviewed and updated as required.
- In between meetings was mentioned. We need something to carry us from meeting to meeting.
- Maybe having a chair or a committee of three to be tasked with the administrative information is a solution.
- Duties of hosting would be helpful to ensure consistency and expectations of the hosting communities. If there are significant costs, perhaps a fee could be forwarded as well.
- The “egos” of the two big cities verses the midsized city attitude was mentioned. We can't be seen as threats but willing partners and colleagues.
- Branding that represented MCC.
- Utilizing AUMA to assist 1 million Albertans.
- The funding of these meetings were discussed.
- It was suggested that four meetings per year occur. Two formal (April and September) and two informal (at the Leadership Meeting and at AUMA).
- Cathy's services should continue to be utilized.
- Hosting caucus meetings at AUMA.
- Continuity.
- Flat fee vs per capita.
- Three mayor committee.
- 2-3 mayors per advocacy issue.

After discussions, the following items were decided upon, and should be added to the agenda of the next meeting for action and discussion:

- It was the consensus that Tara Veer, Jeff Genung and Chris Spearman be names as MCC chairs.
- The Terms of Reference should be reviewed and the following changes should be considered – funding model (with options) and key advocacy messages should be identified. Perhaps annual budgeting should be accomplished to determine the fee structure. It was the consensus of the group that the co-chairs propose a fee structure with both a minimum contribution and a per capita structure identified.
- Each Council will need to have endorsement for MCC funding, whichever funding model is approved.

Branding and Fees were further discussed.

Does this group need their own brand, including letterhead? A show of hands was requested, with the results being split among the voters. Status quo will remain at this time, and a specific brand will not be investigated further. It was suggested that perhaps the format that the City of Cochrane uses, where all MCC logos are shown, could be utilized by all members.

The next MCC meeting was discussed. The hosting costs to the City of Lethbridge were mentioned. Without consulting fees, it was suggested that the meeting budget could be estimated at approximately \$5000 - \$7000. This is dependent of factors such as venue; the City of Lethbridge owned the venue, therefore lowering the overall budget.

The City of Red Deer has offered to host the next MCC in early Spring 2020, perhaps in April.

The City of Cold Lake offered to collect the past history of MCC, with reference to which municipality has hosted a meeting, and share this information with the group.

Premier Jason Kenney

Mayor Chris Spearman welcomed Alberta Premier Jason Kenney to the MCC.

Mayor Spearman spoke to the positive meeting with Municipal Affairs Minister Kaycee Madu the previous day and expressed the willingness of MCC to work with the new Provincial Government.

Mayor Spearman mentioned that the 22 MCC Mayors are allies with the 37 elected MLAs and that MCC represents over 1 million Albertans.

The nimbleness of the MCC, compared to the two larger cities was mentioned, and that MCC supports the Provincial agenda and is looking forward to working with the Minister and his government.

Premier Kenney thanked Mayor Spearman, and the MCC for the invitation to speak and commented on the following:

- Fiscal restraint, and the importance of getting the finances back in order
- The primary commitment to Alberta is to get our economy back in order as well; and how we are all partners with this
- Job Creation Tax Cut projects growth to the economy, and the opportunity to grow economy and increase revenue
- Corporate taxes have been down the last four years
- Red Tape Reduction Initiative and that Alberta became overburdened by process and regulatory rules
- Reducing the regulatory requirements for the municipalities
- Simplify the procedures for red tape, and the desire to have municipalities be more accountable to their residents rather than accountable to the government
- Municipalities will do what they can to reduce process based regulatory requirements on job creation and permits processes
- Challenging times are yet to come
- Curtailment on production. The Government is working with the oil and gas sector
- Committed to continue the path of diversification and innovation
- Fiscal reality, and the MacKinnon Report. The Provincial Government wanted top level advice on the state of the Province's budget
- Public money on public services
- 20% more per capita is spent in Alberta than any other province but the other Provinces have better outcomes
- slower projected revenue
- the four year freeze on health and education will be challenging but an important challenge to undertake.
- every level of government will be affected by the four year freeze, including municipalities, however, the impact remains unknown at this time
- Reliable and predictable funding

A question was posed to Premier Kenney regarding his views of the MCC. The two Large City Charters were mentioned, as well as the uniqueness of MCC. MCCs deal with the same issues as the two larger cities, just on a smaller scale. It was requested that Premier Kenney understand the challenges faced by MCC and that MCC is looking forward to working with him and his Government.

Mayor Bill Given commented on the need for structural change and made mention of the proposed police costing model. The proposed top end formula is fair and appropriate, and is supported by the group.

Mayor Jeff Genung thanked Premier Kenney for attending the meeting and mentioned that the Town of Cochrane is committed to working with him and his Government. Long term sustainable predictable funding is required from the Government to enable the municipalities to continue to provide services to their communities. It was requested that the Government work with the MCC to investigate similar charters that are in place with Calgary and Edmonton.

Mayor Stuart Houston spoke of the pride of being a part of MCC and the advantage of being in the MCC. There are 37 members of Premier Kenney's Legislature from the MCC area and one million people represented, and MCC is the key partners with what the Provincial Government is trying to achieve. MCC will work with the Provincial Government and support it in getting their message back to the communities. Premier Kenney expressed his thanks for this message and commented on the forthcoming challenges that not everyone will like not appreciate, but are important challenges to face.

Mayor Tara Veer thanked Premier Kenney for attending the meeting and commented on the strong belief that community building is Province building. Further that Alberta needs to set the agenda for the Country. Support for Premier Kenney was expressed. The municipalities are doing their part and want to work in alignment and partnership with the Provincial Government. A direct relationship with Premier Kenney and Minister Madu was mentioned, and Premier Kenney was thanked for appointing Minister Madu. Open communication and transparency were mentioned, between the MCC and the government, rather than through the media was requested. The Charter Process was mentioned, as many of the municipalities represented at the meeting were regional hub cities. Premier Kenney's commitment to partnership with the MCC was mentioned and he was thanked for fulfilling this commitment. Premier Kenney thanked Mayor Veer and spoke to the appointment of Minister Madu and made mention that Minister Madu will be the prime contact, between MCC and his Government. Premier Kenney's Chief of Staff Jamie Huckabay will also be a contact.

Mayor Spearman spoke to the regional center in the province and that they face the same challenges as Calgary and Edmonton but on a smaller scale.

Premier Kenney went on to speak to economic growth and immigration, and that we want to encourage immigrants to settle into the province. Perhaps the Mid-sized Cities could link perspective buyers with retiring business owners by using immigration initiatives to boost population. The City of Brooks and their meat processing plant was provided as a success story where welcoming immigrants in the community increased population and boosted the economy.

The Session resuming two weeks earlier than scheduled was mentioned.

Mayor Bill Given posed a question regarding advance notice of changes that will impact municipalities. Any notice as early as possible was requested.

Premier Kenney commented that his Government is trying to be sensitive to the budget planning of their partners, including municipalities, hospitals and schools.

Pro energy advocacy was mentioned and that defending our pro energy advocacy is everyone's responsibility. It was suggested to use our connections to explain our situation to the rest of the country, and explain our fight back strategy.

With no other comments or questions forthcoming, Mayor Spearman thanked Premier Kenney for taking the time out of his schedule to meet with MCC, and indicated the anticipation of the upcoming favourable working relationship between MCC and the Provincial Government.

After a group photo, the Mayors and the CAOs each broke out into separate In-Camera sessions.

The Alberta Mid-sized Cities Mayors' and CAOs' Caucus Meeting adjourned at 11:30 am.

ATTENDANCE LIST

Jason Kenney, Premier of Alberta
 Kaycee Madu, Minister of Municipal Affairs
 Nathan Neudorf, Lethbridge-East MLA
 Cathy Kiss, Principal, Crown Strategic Consulting

MCC Members	
City / Municipality / Town	Name
Airdrie (City of)	Kelly Hegg, Deputy Mayor
Airdrie (City of)	Leona Esau, Intergovernmental Liaison
Airdrie (City of)	Paul Schulz, City Manager
Beaumont (City of)	John Stewart, Mayor
Beaumont (City of)	Eleanor Mohammed, Deputy CAO
Brooks (City of)	Barry Morishita, Mayor
Brooks (City of)	Alan Martens, CAO
Chestermere (Town of)	Marshall Chalmers, Mayor
Chestermere (Town of)	Bernie Norton, Interim CAO
Cochrane (Town of)	Jeff Genung, Mayor
Cochrane (Town of)	Dave Devana, CAO
Cold Lake (City of)	Craig Copeland, Mayor
Cold Lake (City of)	Kevin Nagoya, CAO
Cold Lake (City of)	Andrew Serba, Mgr. Strat. Initiatives
Grande Prairie (City of)	Bill Given, Mayor
Grande Prairie (City of)	Horacio Galanti, City Manager
Lacombe (City of)	Grant Creasey, Mayor
Lacombe (City of)	Matthew Goudy, CAO
Leduc (City of)	Bob Young, Mayor
Leduc (City of)	Paul Benedetto, CAO
Leduc (City of)	Michelle Hay, IACP
Lethbridge (City of)	Chris Spearman, Mayor
Lethbridge (City of)	Bramwell Strain, City Manager
Lloydminster (City of)	Gerald Aalbers, Mayor
Lloydminster (City of)	Dion Pollard, City Manager
Medicine Hat (City of)	Robert Nicolay, CAO
Okotoks (Town of)	Bill Robertson, Mayor
Okotoks (Town of)	Elaine Vincent, CAO
Red Deer (City of)	Tara Veer, Mayor
Red Deer (City of)	Allan Seabrooke, City Manager
St. Albert (City of)	Cathy Heron, Mayor
St. Albert (City of)	Kevin Scoble, City Manager
Strathcona County	Rod Frank, Mayor
Strathcona County	Kevin Glebe, Interim Chief Commissioner
Spruce Grove (City of)	Stuart Houston, Mayor
Spruce Grove (City of)	Simon Farbrother, CAO
Stony Plain (Town of)	William Choy, Mayor
Stony Plain (Town of)	Thomas Goulden, Town Manager
Wetaskiwin (City of)	Tyler Gandam, Mayor
Wetaskiwin (City of)	Peter Tarnawsky, City Manager
Wood Buffalo (Regional Municipality of)	Jane Stroud, Deputy Mayor



The Impact of the Mortgage Stress Test in Alberta

Thank you for this opportunity to present to you today. I am **Bridget Mearns**, the Executive Officer of the Building Industry & Land Development Association or BILD of the Lethbridge Region. Our local association **represents over 125 business members in the residential construction industry** and **approximately 3,000 jobs**. Our industry is one of the largest employers in Lethbridge. **This shows up as \$190 million in wages.**

We are part of a **three branched association** – We are represented by BILD Alberta provincially and the Canadian Homes Builders Association nationally.

Our members build the houses and communities you live in

I was invited by Mayor Spearman (Thank YOU) to present to you some information on the “Mortgage Stress Test” and its affect on the housing market in Alberta. All of your municipalities have been negatively affected by this regulation.

In May of 2019 our association presented the finding of a report on the impact of the mortgage stress test had on the residential construction industry in Lethbridge

And we **requested that a resolution** be brought forward to AUMA. City Council agreed and the Town of Okotoks came forward to co-sponsor the resolution A4 (pg 22) you will be deciding on at your convention.

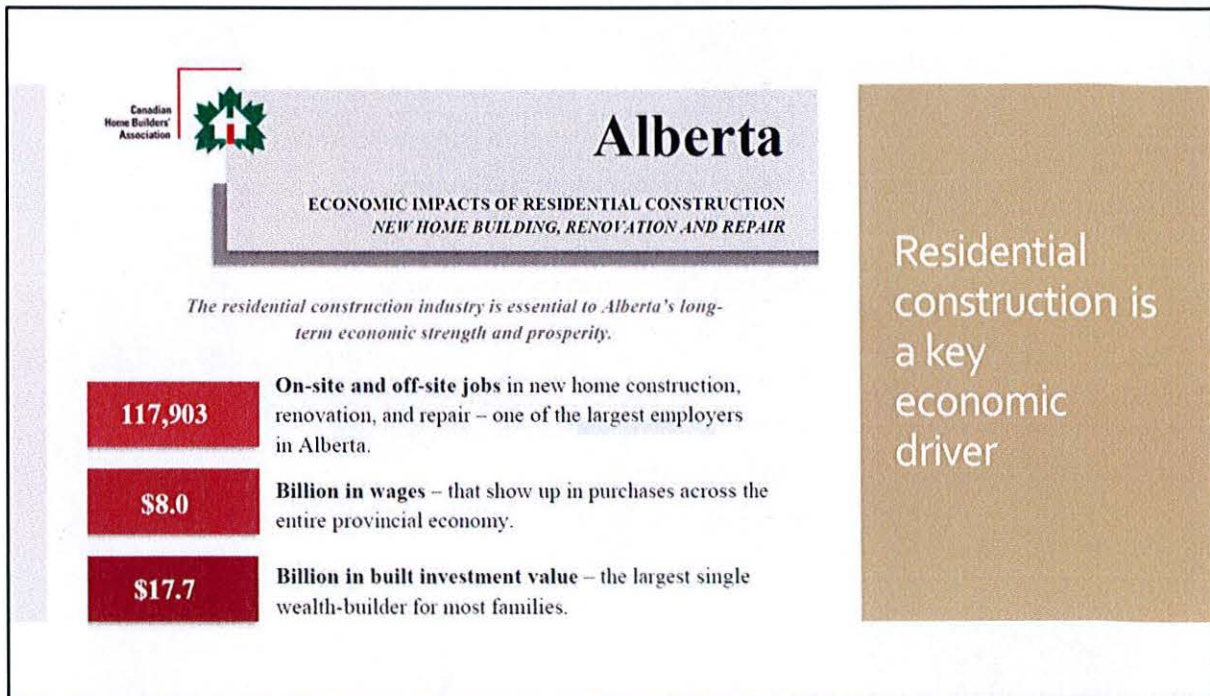


What I'll cover

- Residential Construction Economic Impact in AB
- Factors of Housing Affordability
- What is the Mortgage "Stress Test"
- Why Lethbridge is a Good Case Study
- Lethbridge Results & Real Terms
- Estimated Impact in other regions & Alberta
- Housing Starts in 2018 & Current State
- Housing Matters
- What We Need

I will not focus on Lethbridge only. I have compiled data that is relevant to some of your municipalities and Alberta. I hope you find what I have to share interesting and informative.

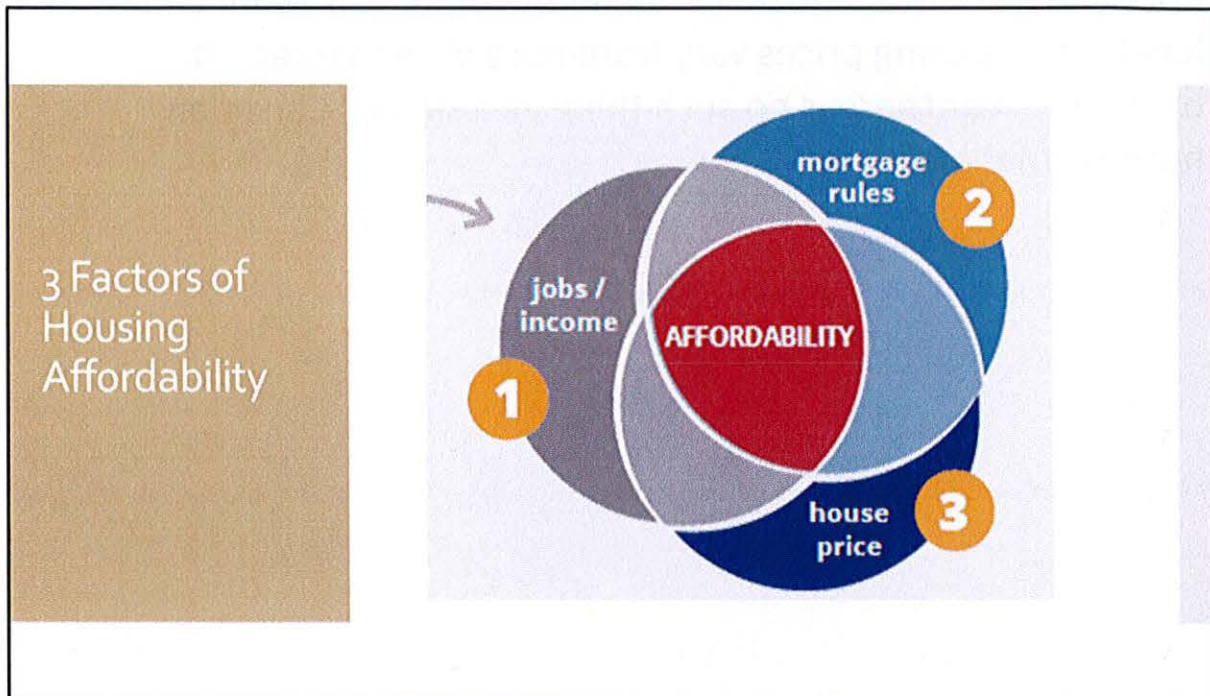
Read SLIDE -



Residential construction industry is essential to Alberta's long term economic strength and prosperity

We represented almost 118,000 jobs
\$8 Billion in Wages
\$17.7 Billion in investment value

Our industry is made up of **builders, land developers, service professionals** like architects, engineers, **trades** – electrical, carpenters, welders, plumbers, drywallers..., **Manufacturers** – windows, doors, steel frames and **Suppliers** – paint, nails, drywall, sinks faucets, appliances, lumber... **you get the point.** A lot of **people are employed when homes are built, renovated and repaired.**



Before I move into the “stress test”, I would like to quickly talk about the factors that make housing “affordable”. It is more complicated than just the price of housing.

Three factors determine what is “affordable” to a buyer.

- The income of the potential buyer(s)
- House prices
- Mortgage rules

Housing affordability is a **balancing act**. If incomes don't keep up with the pace of inflation, if house prices rise too quickly, or if mortgage rules don't allow for well-qualified buyers to purchase a home, then the balance is broken and affordability suffers. And that's what many Canadians are experiencing now.

Knowing these three factors and understanding how income levels and housing prices vary from market to market - it becomes clear there is no such thing as a **single** "Canadian housing market"

What is the "mortgage stress test"?

gross debt & total
debt service ratios
since 2012

OSFI
January 1, 2018
Additional 2%

Guidelines for all
federally regulated
financial
institutions

Credit Unions &
ATB voluntary
compliance



WHAT IS THE MORTGAGE STRESS TEST

Since 2012, there have been 14 changes to mortgage rules and policies, including more stringent Gross Debt and Total Debt Service Ratios. The latest change to impact the market started on Jan. 1, 2018. SIMPLY - To qualify for a mortgage, borrowers had to be able to afford mortgage payments at the current interest rate, plus an **additional 2%**. This has been referred to as the "Stress Test".

This applies to **all** borrowers including those who have put at **least 20% down**.

It **also** applies to those who are **refinancing or renewing their**

mortgage if they switch lenders making it more difficult to shop around or negotiate with their existing lender.

The cumulative effects of those changes have succeeded in making it harder for qualified buyer to qualify for a mortgage. First Time home buyers have been disproportionately affected.

This stress test applies to federally regulated banks. This does **not** apply to lenders that fall outside of the federal regulations, such as private lenders and credit unions. In Alberta, credit unions and ATB have been applying the stress test voluntarily.

The reason the “stress test” was implemented by the OSFI was twofold. **The first** was due to concern with the **debt load of Canadians** and **secondly**, to **deal with the overheated markets in Vancouver and Toronto**. Frankly, it did neither of these.

It is true the debt load for Canadian is alarming but not all debt is equal.

It should be noted that unlike other forms of debt (car loans, credit card, lines of credit) owning a home is a good financial investment and very few Canadians will ever default on their mortgage payments (on average, less than 0.29% even fall behind in payments let alone default).

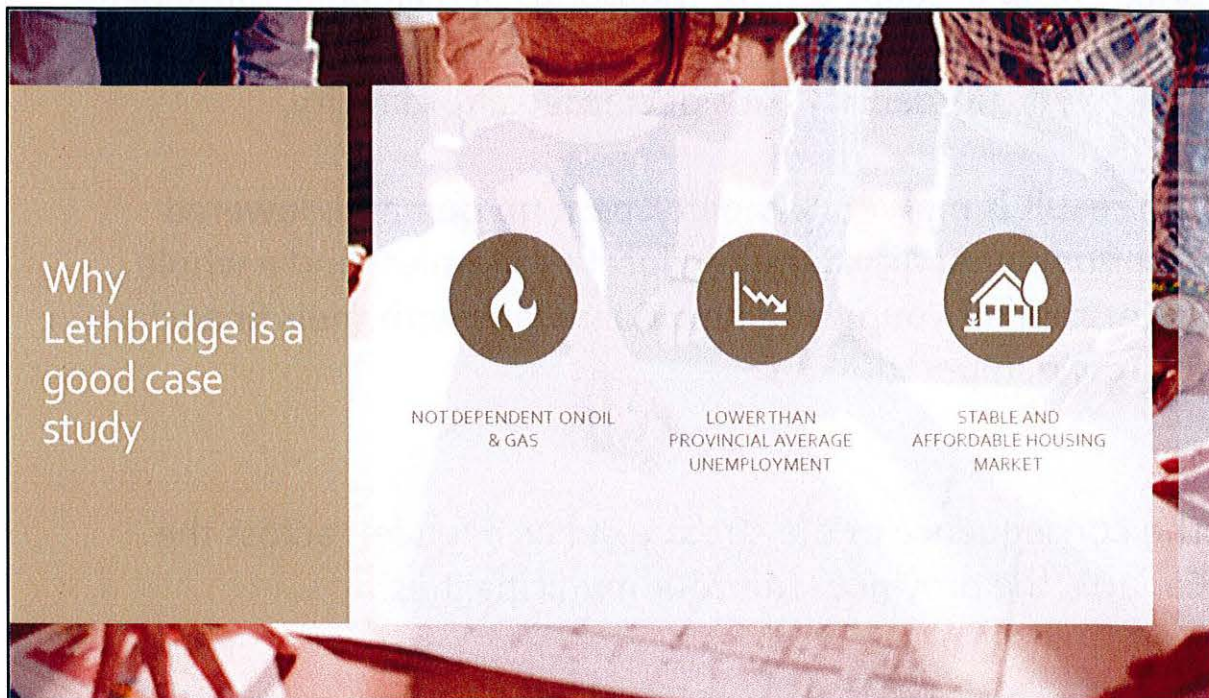
Secondly, applying a blanket mortgage rule to deal with a specific markets at the expense of other healthy Canadian housing markets was shortsighted at best.

Truly addressing affordability is not as simple as cutting out a percentage of the market to reduce the number of prospective

buyers and making prices (and homeowners' equity) fall. When prices drop because tens of thousands of millennials have been locked out of the market due to mortgage rules, that's not improved affordability – it's decreased affordability.

The result is market instability, pent up demand, lowered homeowner equity, faltering local economies, and a whole generation of young and new Canadians with their financial futures hampered.

The consequence of the stress test has been felt across the Canada, the province, and your municipalities.



In early 2018 our members reported they were seeing an **alarming increase in the number of rejected mortgage applications** due to the stress test and a significant decrease in sales – some reporting up to 40% decline. The same was felt in the resale market. We **teamed up with The Lethbridge District Association of Realtors and commissioned a study to gain quantitative data** on the impact of the stress test on Lethbridge.

If you recall, three things affect affordability of ownership - Mortgage Rules, Employment, Housing prices.

We knew the economy in **Alberta was already experiencing challenges with the downturn in the oil and gas industry** and employment numbers and economic growth was soft. You

would expect a downward trend in the housing market.

HOWEVER...

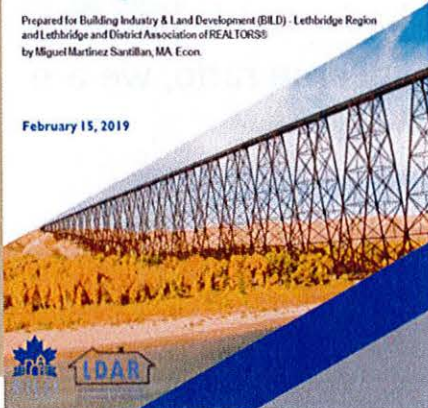
At the time of the study, Lethbridge and region was an outlier in the Alberta economy. We experienced increased economic growth, while Alberta's economy shrank, We had a below the provincial average in unemployment, we had a stable housing market and using the measure of price to income ratio, we are one to the most affordable markets in Canada.

So it if is not housing prices and it's not employment...

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



New home sales are at the lowest since 2001. 40% decline over 2008

Residential resale decreased 3.6% in 2018 from 2017

Unabsorbed new homes inventory was above the 10 year average and over 11% increase from 2017

Diminished purchasing power – 14% priced out of the average-priced home after stress test

These are some of the key findings, most notably

The lowest new home sales since 2001

Above the 10 year average in new homes inventory

Over night the mortgage rule price 14% of household out of the average priced home

The new regulations causes many **households – in Lethbridge and your communities - to reevaluate their housing prospects**
Some households have to **lower their expectations to what they could qualify for and not what they need or want**

Other households have to put house **hunting on hold**

A larger portion of the population are **priced out of the market**

entirely and need to stay in or move to the rental market

All of these scenarios are problematic.

In real terms
for the
Lethbridge
Homebuyer

Maximum Affordability- Lethbridge Median Income

Pre-Stress Test	\$400,487
Stress Test - October 2016	\$331,140
July 2017	\$324,707
January 2018	\$314,359
December 2018	\$309,196
September 2019	\$295,761
March 2020	\$293,151
December 2020	\$291,470

Income Required to Buy a New Single Family Home

Pre-Stress Test	\$77,443
Stress Test - October 2016	\$92,584
July 2017	\$94,316
January 2018	\$97,252
December 2018	\$98,790
September 2019	\$103,044
March 2020	\$103,915
December 2020	\$104,485

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

To put it in real terms

Before the stress test a Lethbridge homebuyer with **median income of \$75K could afford a \$400,000 home** – the cost of a new build single family house. **After the stress test in 2018 the same home buyer could only qualify for a \$309,000 home.**
Same buyer. same income.

So this is Lethbridge... what about your communities?

Estimated Impact of Mortgage Stress Test in Alberta for 2018			
Region	Additional Households Unable to Qualify for the Averaged Priced Home	Estimated Lost Home Sales	% of Total Home Sales Lost
Alberta	157,805	5,490	10.3%
Calgary CMA	56,568	2,235	10.9%
Edmonton CMA	45,740	1,485	9.2%
Grande Prairie CA	1,240	139	5.2%
Medicine Hat CA	1,240	49	3.9%
Red Deer	3,945	379	9.9%
Wood Buffalo	1,075	47	4.1%

What is the impact on your region?

I have asked for BILD Alberta to provide use with some estimates. I am not aware of any existing report in your communities.

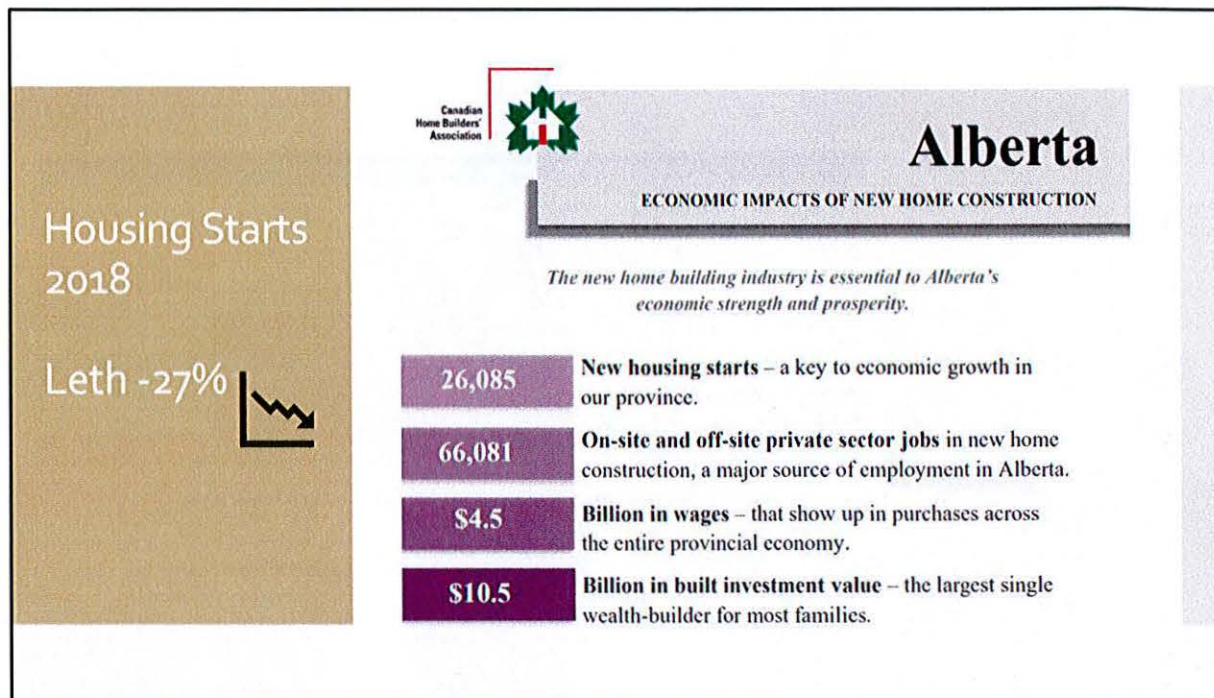
BILD Alberta calculated **how many households would be unable to qualify for a mortgage to buy the average priced home in each individual municipality** in 2018 after the stress test was applied.

Based on these calculations, the mortgage stress test prevented an **additional 157,805 Alberta households from qualifying for an average priced home (\$383,325).**

This led to approximately 5,490 decrease in unit sales. If the stress test didn't exist, Alberta Housing sales could have been

approximately 10.3% higher in 2018

The TD report also states that the places hardest hit by the stress test are the markets which are the most unaffordable, as well as those with lots of first-time buyers.



Housing Starts are used as one of the indicators of economic conditions by economist.

They look at starts simply because if houses are not being built there is a ripple effect that negatively affecting trades, service professionals, contractors, suppliers, small business owners etc. – its about jobs and the economy. In Alberta there were 26,085 new housing starts.

Our report showed that housing starts in Lethbridge declined by 27% in 2018. Imagine what the impact would have been.

Housing Starts

August 2019

Key Indicators: Year-to-Date Comparisons (% change)					
Centre*	Unabsorbed Housing Inventory**	Total Housing Starts	Single-Detached Housing Starts	Unit Sales	Average Sale Price
Alberta	21.3%	-12.3%	-24.5%	-2.2%	-3.2%
Calgary (CMA)	7.7%	-22.9%	-22.0%	-0.7%	-4.6%
Edmonton (CMA)	33.7%	2.0%	-27.3%	8.4%	-1.8%
Grande Prairie (CA)	3.3%	44.4%	-25.0%	-10.6%	-1.0%
Lethbridge (CMA)	-2.2%	30.0%	-18.4%	0.1%	4.4%
Medicine Hat (CA)	13.2%	-77.1%	-51.0%	-3.8%	-0.1%
Red Deer (CA)	-26.5%	102.2%	-12.5%	-8.5%	-0.4%
Wood Buffalo (CA)	6500.0%	-81.7%	-63.2%	-3.6%	-6.1%

* Data not available for Lakeland Region.

**Unabsorbed housing inventory is presented measuring year over year decline instead of year to date.

Legend:

Improved

Worsened

Minimal Change (+/- 2%)

This is a snap shot of housings starts to August 2019

The **Alberta housing market continues to struggle**

Total year to date housing starts are down in Alberta with large decreased in single detached units.

Completed an unabsorbed inventory in July 2019 totaled 5455 units which is 2194 units higher than the 10 year average Sales and home prices have seen modest year to date declined compared to 2018.

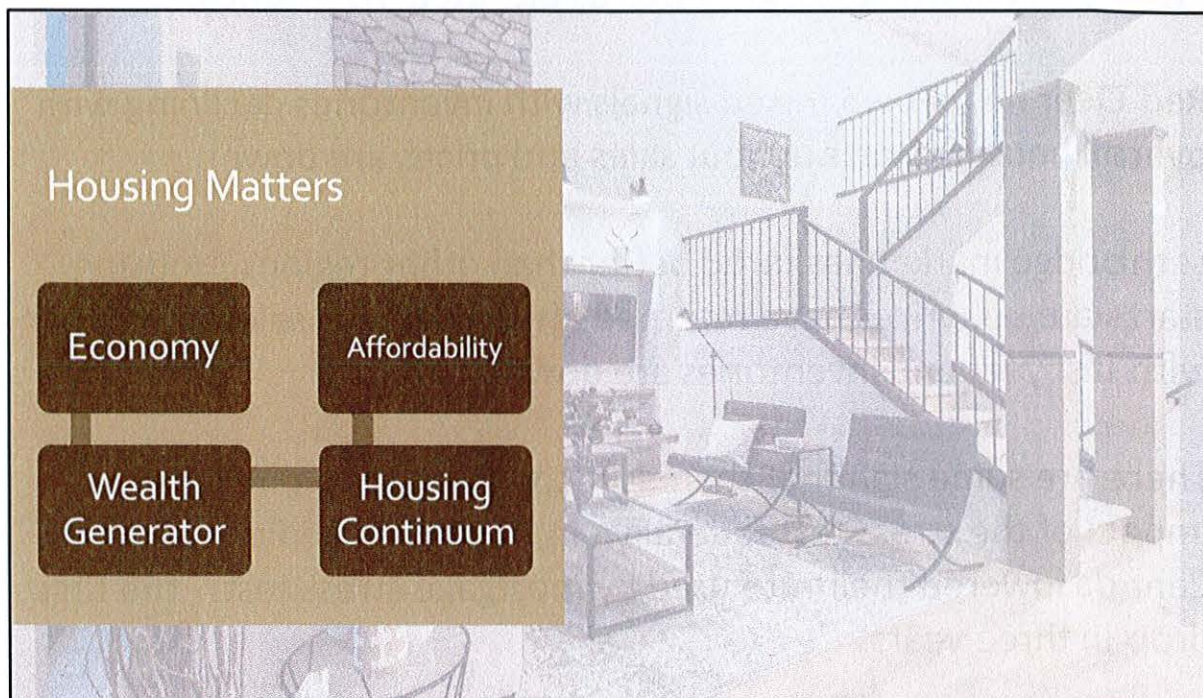
Individual markets have seen fluctuations.

Woodbuffalo and Medicine Hat have seen declines in sales, prices, and housing starts as well as elevated inventories.

Red Deer has shown mixed signals with inventories declining with overall housing starts up, but sales and prices are down.

Lethbridge market has fared better than other regions. Housing starts are up, prices have returned after a decline, sales are on par with last year and inventories are down.

There are some sign that there is recognition of the negative impact of the stress test federally - In July 2019 the Bank of Canada lowered their rate used by mortgage stress test - the first drop in three years.



There are many economic and social benefits to home ownership

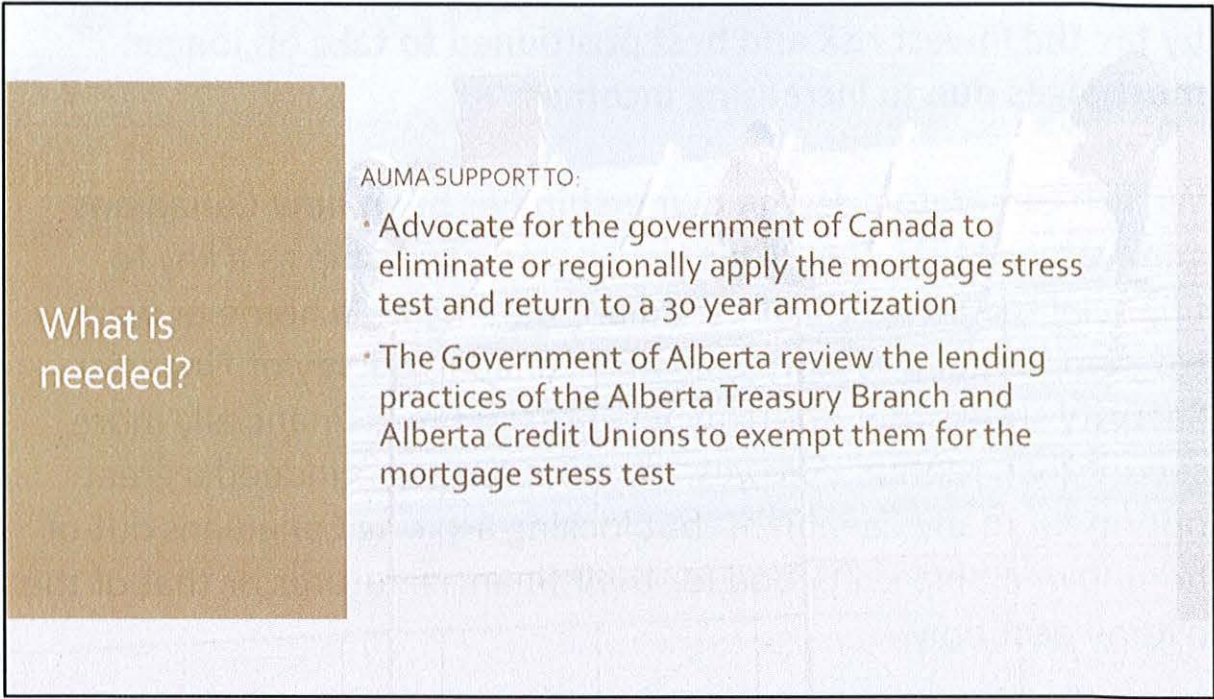
Economic - As I noted at the beginning of this presentation the residential construction industry in Alberta generates almost 118,000 jobs and \$8 Billion in wages. As you have learned that stress test has had an adverse effect on residential construction throughout the province, and I am sure your communities, have seen significant layoffs in the industry just as we have.

Affordability – the artificial decrease in purchasing power has eroded affordability of ownership and limited buyer options. The restrictive mortgage rules have locked out buyers, most notably the first time home buyers, who would have qualified

before the stress test and have the ability to carry a mortgage, which is often less than rent. According to Equifax Millennials are by far the lowest risk and best positioned to take on longer mortgages due to increasing incomes.

Wealth Generator - **Home ownership has been how Canadians generate wealth.** Canadians view homeownership as a key to financial security. 94% of Canadians either own a home or want to? And for good reason: Statistics Canada's Survey of Financial Security shows that homeowners are 9.6 times financially more secure than renters. And yes, for sure, renting is indeed a great option for many Canadians, but locking aspiring Canadians out of homeownership isn't good for their financial futures or that of the overall economy.

Housing Continuum – Affordable rent is also important; in Canada, **about 80% of homes that become available for rent each year are freed up from people who move into homeownership.** If they can't buy a home, they continue to rent and reduces the number of available rental units. This drives up demand resulting in increase cost of rent. When **renting becomes too expensive, the demand for subsidized housing increases** and **people in core housing or low income household end up struggling to stay in housing.** **Not addressing affordability in ownership severely affects non-market elements of the housing continuum.**



What is needed?

AUMA SUPPORT TO:

- Advocate for the government of Canada to eliminate or regionally apply the mortgage stress test and return to a 30 year amortization
- The Government of Alberta review the lending practices of the Alberta Treasury Branch and Alberta Credit Unions to exempt them for the mortgage stress test

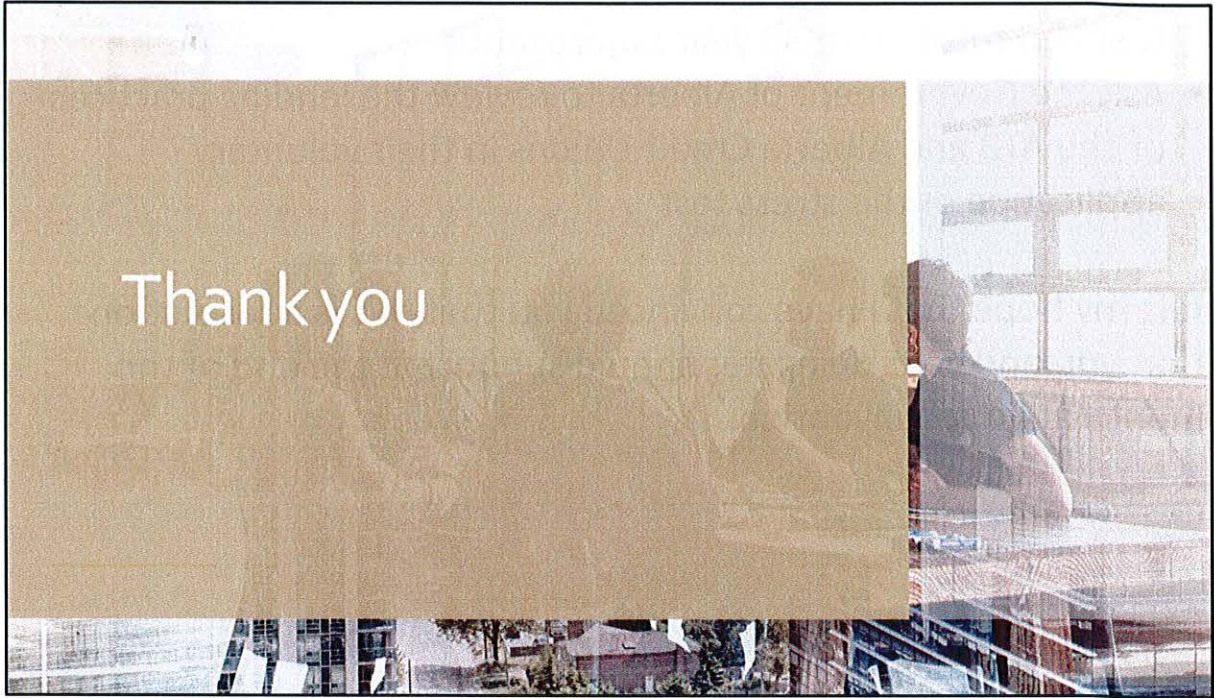
The AUMA resolution before you is not just about the “stress test”.

- Its about **homeownership** and its **effect on the entire housing continuum**
- It is about **first time home buyers and wealth generation for Albertans**
- Its is about an industry that is a major employer and economic drivers – **its jobs and our local economies**
- It is about the **unintended consequence** of a **one size fits all government policy** that **negatively affected home ownership** and the **economic health in your communities and across Canada**

What is needed is a united voice by AUMA to

- Advocate to eliminate or regionally apply the mortgage stress test and return to a 30 year amortization
- Ask the Government of Alberta to review the lending practices of the ATB and Alberta Credit Unions in their voluntary application of the stress test

It is my hope that I have convinced you that this is a resolution that you and your delegates should support at the end of the month at your convention.





CITY OF *Lethbridge*

September 16th, 2019

The Honourable Jason Kenney
Premier of Alberta

Email: premier@gov.ab.ca

Dear Premier Kenney:

RE: Mid-sized Cities Mayors' and CAOs' Caucus Meeting – Lethbridge, AB

On behalf of the Mayors and CAOs of the Mid-sized Cities Caucus, I want to thank you for joining us at our meeting on Friday, September 13th in Lethbridge, AB. We were delighted that you were able to travel and meet with us for dialogue on a number of timely matters that affect our respective municipalities.

The Mid-sized Cities Caucus is a group of leaders representing 22 municipalities who get together twice a year to discuss issues that are important to us and ways we can work together to ensure we are building strong sustainable cities. As you know, collectively we represent just over 1 million Albertans and we are proud of the work this group has done to work with your government to date.

We want to thank you for your leadership. We see how hard this government is working to prepare the provincial budget and we want to applaud the work that you and your colleagues are doing.

Specifically we would like to commend you on the work you have done around C-69 and the Red Tape Reduction initiative. The Mid-sized Cities Mayors are very supportive of your leadership on these files and we look forward to collaborating with you on projects to support economic growth, diversification, job creation and innovation for a stronger future for our municipalities and all of Alberta.

Yours truly,


Chris Spearman, Mayor

cc. Lethbridge City Council
Bramwell Strain, City Manager
Nathan Neudorf, MLA Lethbridge East
Mid-sized Cities Mayors and CAOs

THE MAYORS WERE DELIGHTED.

THANK YOU FOR FINDING
TIME IN YOUR SCHEDULE !

Chris



CITY OF *Lethbridge*

September 16th, 2019

The Honourable Kaycee Madu
Minister of Municipal Affairs

Email: minister.municipalaffairs@gov.ab.ca

Dear Minister Madu:

RE: Mid-sized Cities Mayors' and CAOs' Caucus Meeting – Lethbridge, AB

On behalf of the Mayors and CAOs of the Mid-sized Cities Caucus, I want to thank you for joining us at our meeting on Thursday, September 12th in Lethbridge, AB. We were delighted that you were able to travel to meet with us for dialogue on a number of timely matters that affect our respective municipalities, including the McKinnon Report, the mortgage stress test and a provincial drug strategy.

The Mid-sized Cities caucus is a group of 22 municipalities who get together twice a year to discuss issues that are important to us and ways on how we can work together to ensure we are building strong, sustainable cities. As you know, collectively we represent just over 1 million Albertans and we are proud of the work this group has done to work with your government to date.

We want to thank you for your leadership. We see how hard this government is working to prepare the provincial budget and we want to applaud the work that you and your colleagues are doing.

Specifically we would like to commend you on the work you have done around C-69 and the Red Tape Reduction initiative. The Mid-sized Cities Mayors are very supportive of your leadership on these files and we look forward to collaborating with you on projects to support economic growth, diversification, job creation and innovation for a stronger future for our municipalities and all of Alberta.

Yours truly,

Chris Spearman, Mayor

cc. Lethbridge City Council
Bramwell Strain, City Manager
Nathan Neudorf, MLA Lethbridge East
Mid-Sized Cities Mayors and CAOs

WE LOOK FORWARD TO
WORKING WITH YOU IN THIS
TIME OF FISCAL RESTRAINT.
Chris



CITY OF *Lethbridge*

September 16th, 2019

Nathan Neudorf
MLA – Lethbridge East

Email: Lethbridge.East@assembly.ab.ca

Dear Nathan:

RE: Mid-sized Cities Mayors' and CAOs' Caucus Meeting – Lethbridge, AB

On behalf of the Mayors and CAOs of the Mid-sized Cities Caucus, I want to thank you for joining us at our meetings on September 12th and 13th in Lethbridge, AB. We were delighted that you were able to assist us in arranging for the attendance of Minister Madu and Premier Kenney, and for your participation in dialogue on a number of timely matters that affect our respective municipalities, including the McKinnon Report, the mortgage stress test and a provincial drug strategy.

The Mid-sized Cities caucus is a group of 22 municipalities who get together twice a year to discuss issues that are important to us and ways on how we can work together to ensure we are building strong, sustainable cities. As you know, collectively we represent just over 1 million Albertans and we are proud of the work this group has done to work with your government to date.

We want to thank you for your support. We see how hard this government is working to prepare the provincial budget and we want to applaud the work that you and your colleagues are doing.

The Mid-sized Cities Mayors and CAOs are very supportive of your government's leadership on matters of municipal importance and we look forward to collaborating with you on projects to support economic growth, diversification, job creation and innovation for a stronger future for our municipalities and all of Alberta.

Yours truly,

Chris Spearman, Mayor

cc. Lethbridge City Council
Bramwell Strain, City Manager



STAFF REPORT

Title: Decision September 5, 2019 Composite Assessment Review Board Hearing
4000017062

Meeting Date: October 8, 2019

Executive Summary:

Decision Composite Assessment Review Board Hearing September 5, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Cold Lake Composite Assessment Review Board

Citation: Lake City Motor Products Ltd. v The City of Cold Lake

Assessment Roll Number: 4000017062
Municipal Address: 5305 – 50 Avenue
Assessment Year: 2019
Assessment Type: Annual New
Assessment Amount: \$1,327,200

Between:

Lake City Motor Products Ltd.

Complainant

And

The City of Cold Lake , Assessment and Taxation Department

Respondent

DECISION OF

Jasbeer Singh, Presiding Officer

Bob Buckle, Public Member

, Public Member

Procedural Matters

[1] Upon questioning by the Presiding Officer, the parties indicated they did not object to the Board's composition. In addition, the Board members stated they had no bias with respect to this file.

[2] The Presiding Officer informed the parties at the hearing that the panel for the day's hearing comprised of two members which, according to *Section 458(2) of the Municipal Government Act RSA 2000*, met the quorum requirements.

Preliminary Matters

[3] At the outset, the Board was informed that the Complainant's disclosure documents were received late; after the date indicated on the Notice of Hearing sent by the administration in accordance with *Section 8(2) of Matters Relating to Assessment Complaints (MRAC)*.

[4] The Complainant stated that most of the disclosure evidence had been included in an email sent to the assessor on April 08, 2019 and the Complainant erred in not submitting the additional hard copies of the same evidence to the City; owing to ignorance of the correct procedures.

[5] When asked by the Presiding Officer, the Respondent agreed to the Complainant's disclosure documents, the hard copies of which were received late by the City as well as by the Board; being admitted at the hearing.

[6] Noting the parties' agreement and in the interest of fairness and natural justice the Board deliberated and decided to abridge the time for filing of the Complainant's disclosure to the date of hearing; *as permitted by the provisions of Section 23(1) of MRAC*. The Board is satisfied that the Respondent did not suffer any prejudice, since it received the disclosure electronically.

Background

[7] The subject property – known as 'Lake City Motors', is presently vacant. The subject development includes a 11,414 square foot (sf) automotive dealership building on a 0.86 acre parcel of land at 5305 – 50 Avenue in the City of Cold Lake.

[8] Originally built in 1965 with additions in 1975 and in 1985; the property is situated at a prime location on an RMX (Residential Mixed Use) zoned corner lot along Highway 28 and 50th Avenue. The subject property has been assessed using Market Modified Cost Approach based on the Marshall & Swift calculation model. The 2019 assessment has been set at \$1,327,200.

Issues

- [9] The issue before the Board may be viewed in two parts
- a. Does the subject assessment correctly reflect the market value of the property on the valuation date of July 01, 2018?
 - b. Is the physical condition of the property on December 31, 2018, correctly reflected in the subject assessment?

Summary of the Complainant's Position

- [10] The Complainant provided the following information and evidence in support of the contention that the subject assessment was excessive and not reflective of the market value.
- a. The real estate market in Cold Lake has been very soft and many properties, including the subject, have been on the market for three or more years. No commercial listing has sold in Cold Lake in the last 24 months.
 - b. The subject has been listed on the market for \$1,900,000; in the hope of getting a decent offer. The owners received an offer for \$1,400,000 in June 2018. This was subject to environmental evaluation; which revealed the nature and extent of contamination in the building. Consequently, the intending buyer reduced the offer to \$575,000; in view of the cost of remediation.
 - c. The owners have received a fresh offer for the subject and two other neighboring properties – owned by the same vendor; for a total value of \$1,200,000.
 - d. Considering the value of the uncontaminated adjacent properties, the buyer's offer for the subject property is only \$450,000.
- [11] In response to questions at the hearing, the Complainant confirmed the following:
- a. The owners of the property were unaware of the contamination until the results from an environmental evaluation; undertaken to meet the buyer requirements; came back in July 2018.
 - b. The environmental concerns were confirmed after further tests in October 2018.
 - c. The first communication to the City, concerning the state of contamination in the building, was in April 2019.
 - d. The Land was found to be free of any contamination.

- e. Various parts of the building have been found to be contaminated primarily with asbestos and lead paint.
- f. The cost of remediation has been estimated to be \$823,521.

[12] The Complainant provided extensive documentation from several sources to highlight the nature of contamination in the building and the cost of remediation.

[13] The Complainant concluded by requesting the Board to reduce the current year assessment to \$600,000; in view of the nature and extent of contamination and the cost of remediation.

Summary of the Respondent's Position

[14] The Respondent broke down the current year assessment as follows:

Land	\$ 583,500
Dealership (Building)	\$ 743,700
Total Assessment Value	\$1,327,200

[15] The Respondent provided details of Marshall & Swift valuation of the subject improvements and stated that the land had been assessed on its market value.

[16] The evidence of contamination was included with the original complaint; filed on May 13, 2019.

[17] The first knowledge of any contamination at this site was given during discussions with the owner in May 2019 and the following documentation was shared with the City

- Phase 1 ESA Final Report dated July 2018.
- ACM Test Results dated October 2018.
- Winmar Preliminary Report dated October 2018.
- Abatement report and estimate of costs for full demolition, dated October 2018.

[18] The Respondent further submitted:

- a. No indication was provided whether the proposed remediation measures, including the likely demolition of the building were proceeding to implementation.
- b. The subject property is listed for sale for \$1,900,000 on the open market and there is no mention of any contamination in the property description.

[19] The Respondent stated that as there are no confirmed plans to demolish the building; the costs provided to the assessment department of the City are irrelevant at this stage.

[20] The Respondent stated that typical adjustments for contamination would be made when proof of costs (environmental contamination studies / abatement reports outlining cleanup costs) and the indication that cleanup is necessary; are submitted to the City.

[21] The Respondent argued that the Complainant has stressed only the contamination issue; which was unknown to the Complainant or to the City, on the valuation date of July 01, 2018. There being no evidence to question the correctness of the subject assessment; the Respondent requested the Board to confirm the assessment at \$1,327,200.

Decision

[22] The Board reduces the assessment to \$1,178,400.

Reasons for the Decision

[23] The Board accepts the Respondent's obligation to establish assessment values that are reflective of the market values on the valuation date of July 01, 2018.

[24] The Board accepts that as of the valuation date (July 01, 2018) or the condition date (December 31, 2018), the assessor was unaware of any contamination issues and hence, the subject assessment was correctly prepared to reflect the condition of the property as the assessor understood it. However, the legislation requires assessments to reflect physical condition on Dec 31, and the Board is bound to apply this requirement based on the evidence now before it.

- [25] The Board notes the Complainant's concerns with the subject assessment as follows.
- a. The subject has been vacant for the past four years.
 - b. While the land has been found to be free of contamination; parts of the building are contaminated with asbestos and lead.
 - c. Although no remediation measures have been implemented; the costs of remediation, which may involve demolition of the entire building, could be in the order of \$823,000.
 - d. The estimated costs of remediation have negatively impacted the market value of the subject property.

[26] The Board notes the legislative requirements that the assessment values need to reflect the physical condition of the property on December 31, 2018. The Board notes that:

- a. Although there was no evidence of remediation order or other environmental protection order; there is evidence of contamination in the building which has not been challenged by the Respondent.
- b. The nature of contamination by way of contaminated loose fill in the cinder blocks suggests that the asbestos contamination may be inherent in the construction practices used at the time of initial build in 1965.
- c. The Respondent has provided the Board with case law (Baron Vs COE – 2019 ABQB 63); pertaining to a contamination issue, which was deemed relevant to the valuation of the subject property.

[27] The Board accepts the Complainant's evidence that the subject building was known to be contaminated on the condition date of December 31, 2018. However, the Complainant is not under any statutory obligation to remediate the situation; as no orders for remediation or demolition were referenced or placed before the Board.

[28] The Board accepts the Complainant's evidence and argument that the discovery of contamination in the building had negative impact on the property's market value.

[29] The Board found that there being no plan or schedule; nor any compulsion for expeditious remediation of contamination; the remediation measures may not be implemented until functionally necessary or until ordered by the municipal or the provincial authorities.

[30] The Board was not provided with any market evidence by way of sale of similarly contaminated building in the municipality; to help establish the quantum of adjustment to be applied to the assessment in the current year.

[31] The fact that the property was in use as an auto dealership, until the owners moved the dealership to a new location; suggests no functional impediment due to the stated contamination. The Board finds that notwithstanding its state of contamination, the building continues to be usable in its present condition and remediation may be undertaken as part of a new development at the subject location.

[32] Section 289(2) of the Municipal Government Act, RSA 2000 c M-26 ('MGA') requires that the assessment must reflect the characteristics and physical condition of the property on December 31 of the year prior to the year in which a tax is imposed. Based on the evidence of contamination; the Board grants an abatement of 25% of its assessed value in the current year; as the likely impact of the contamination on the market value of the subject building.

[33] In view of the above, the Board reduces the subject assessment for the building portion to \$557,775 ($\$743,700 \times 75\% = \$557,775$); for a total current year assessment, including the value of land, to \$1,141,200 ($\$583,500 + \$557,775 = \$1,141,275$ or \$1,141,200 rounded).

Heard September 05, 2019.

Dated this 27th day of September 2019, at the City of Cold Lake, Alberta.



Jasbeer Singh, Presiding Officer

Appearances:

Ms. Debbie Tercier, Owner

Ms. Jennifer Philip, Business Development Coordinator

For the Complainant

Mr. Troy Birtles, Assessment/Taxation, City of Cold Lake

Mr. Joshua McMillan, Assessor, Assessment/Taxation, City of Cold Lake

For the Respondent

This decision may be appealed to the Court of Queen's Bench on a question of law or jurisdiction, pursuant to Section 470(1) of the Municipal Government Act, RSA 2000, c M-26.

Appendix

Legislation

The *Municipal Government Act*, RSA 2000, c M-26, reads:

s 1(1)(n) “market value” means the amount that a property, as defined in section 284(1)(r), might be expected to realize if it is sold on the open market by a willing seller to a willing buyer;

s 467(1) An assessment review board may, with respect to any matter referred to in section 460(5), make a change to an assessment roll or tax roll or decide that no change is required.

s 467(3) An assessment review board must not alter any assessment that is fair and equitable, taking into consideration

(a) the valuation and other standards set out in the regulations,

(b) the procedures set out in the regulations, and

(c) the assessments of similar property or businesses in the same municipality.

Exhibits

C-1 Complainant’s Disclosure document

R-1 Respondent’s Disclosure document



STAFF REPORT

Title: Decision September 5, 2019 Composite Assessment Review Board Hearing
4000030008

Meeting Date: October 8, 2019

Executive Summary:

Decision Composite Assessment Review Board Hearing September 5, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Cold Lake Composite Assessment Review Board

Citation: MNP LLP for 718721 Alberta Ltd. v The City of Cold Lake

Assessment Roll Number: 4000030008
Municipal Address: 6203 – 51 Street
Assessment Year: 2019
Assessment Type: Annual New
Assessment Amount: \$5,517,400

Between:

MNP LLP.

Complainant

And

The City of Cold Lake, Assessment and Taxation Department

Respondent

DECISION OF

Jasbeer Singh, Presiding Officer

Bob Buckle, Public Member

, Public Member

Procedural and Preliminary Matters

[1] Upon questioning by the Presiding Officer, the parties indicated they did not object to the Board's composition and no preliminary issues were brought before the Board. In addition, the Board members stated they had no bias with respect to this file.

[2] The Presiding Officer informed the parties at the hearing that the panel for the day's hearing was comprised of two members which, according to *Section 458(2) of the Municipal Government Act RSA 2000*, meets the quorum requirements.

Background

[3] The subject property is comprised of two stand-alone retail buildings – known as ‘Shoppers Drug Mart’ and ‘Sobey’s Liquor Store’. Located at 6203 – 51 Street on a 3.11 acre, ‘C3 – Shopping Centre District’ zoned parcel of land; the subject includes two buildings with main floor areas of 16,832 square foot (sf) and 4,149 sf.

[4] Built in 2008, the subject property is comprised of the newest constructed buildings in the Tri-City Mall; and has been assessed on income approach. The 2019 assessment has been set at \$5,517,400.

Issues

[5] Several issues had been listed in the Complainant’s original disclosure documents. However, at the hearing, the Complainant clarified that the only outstanding issue before the Board was whether the subject assessment is equitable when compared with assessments or the selling prices of similar properties in the market area; and more specifically:

- a. Are the rental rates used for the subject assessment equitable when compared with the rental rates used for the assessment of similar properties in the municipality?

Summary of the Complainant’s Position

[6] The Complainant stated that the subject assessment is based on a rental rate of \$25.50 per sf for the larger (16,832 sf) building, and \$30.00 per sf for the smaller (4,149 sf) building.

[7] The Complainant stated that the equitable assessment rates should be \$13.50 per sf for the larger building and \$20.00 per sf for the smaller building; for a total current year assessment of \$3,050,200.

[8] The Complainant took the position that the subject assessment does not reflect the fee simple estate in the property and does not reflect typical market conditions for the subject property.

[9] The Complainant alleged that the assessor has also failed to take into consideration, assessments of similar properties in the same municipality; resulting in an inequitable assessment.

[10] The Complainant argued that the assessor had valued the property using its leased fee estate.

- a. The assessment rates and the actual lease rates are the same.

- b. The subject leases were signed in 2008 and 2011.
- c. It is extremely unlikely that these lease rates represent the current market rents.

[11] The Complainant stated that the above concerns were confirmed when reviewing the assessment in respect of roll # 4000030002 (located at 6803 – 51 Street). The assessment rates of \$20.00 per sf and \$13.50 per sf are the same as the actual lease rates.

[12] The Complainant argued that the subject has been assessed using significantly higher rates than the rates applied for a comparable property located at 6803 – 51 Street.

[13] In response to questions, the Complainant confirmed the following.

- a. Staples lease, which was cited for rental rate equity, was also signed in 2008, the same year as the Shoppers' lease.
- b. Marks' Work Warehouse lease, which was also cited for rental rate equity, was signed in 2014.
- c. The Complainant's comparable property, relied upon for equity, does not front on the highway.
- d. In the Complainant's opinion, there should be no difference in assessment rates applied to strip type multi-tenant properties and free-standing buildings.

Summary of the Respondent's Position

[14] The Respondent stated that in the absence of large number of comparables, the assessment is based on the actual rental rates and these rates are deemed to be reflective of the fair market rents for the subject spaces.

[15] The Respondent referenced the comments in the Complainant's appraisal document; which support the use of contract rates for assessments in smaller communities.

[16] The Respondent provided a table of nine leases in multi-tenant building and four leases in respect of stand-alone buildings; all from the Tri-City Mall area, and argued that:

- a. The average rental rates of \$28.11 per sf, for stand-alone buildings, were nearly double that of the \$15.45 in respect of multi-tenant building.
- b. Significant difference in actual lease rates, reflects how the market views the different types of properties in the same commercial complex.

- c. The main tenant in the comparable site occupies a space that is 3,000 sf larger than the subject (Shopper's) space; and the larger spaces rent at lower rates.

[17] The Respondent stated that an appraisal of the three properties, all owned by the Complainant, indicated a market value of \$16,120,000; whereas the same three properties' total assessment is \$12,129,000. In the Respondent's opinion, the information provided to the City, by the owner of the property, does not support the contention that the assessment is excessive when compared to the market value of the property, determined through their own appraisal.

[18] The Respondent provided an aerial photograph of the location of the subject and the Complainant's comparable properties; and highlighted the superior, highway facing, corner location of the subject properties.

[19] In conclusion, the Respondent stated that the subject, stand-alone properties, are superior in terms of location, building type and size; and therefore, these command higher rents and have been assessed as such. The Respondent requested the Board to confirm the current year assessment of \$5,517,400.

Complainant's Rebuttal

[20] The Complainant argued that the four stand-alone spaces included in the Respondent's table of leases should not be relied upon because:

- a. The first lease, comprised of 4,512 sf main floor space is either a bank or a restaurant which, both, lease at higher rates than typical retail spaces; and hence not comparable to the multi-tenant leases quoted by the assessor.
- b. Most municipalities assess bank and restaurant spaces at higher lease rates than the rates applied to the typical retail spaces.

[21] The Complainant provided copies of assessment information in respect of several properties located in the City of Edmonton and stated that stand-alone and multi-tenant spaces are assessed with the same lease rate. The Complainant argued that the City of Cold Lake, ought to, assess stand-alone buildings at the same lease rates as applicable to retail spaces in multi-tenant buildings.

[22] The Complainant stated that the appraisal was done on the leased fee interest in the subject property whereas the assessment is on fee simple estate. The Complainant argued that the issue before the Board is whether the subject assessment is equitable and hence, the subject's appraised market value is irrelevant.

Decision

[23] The Board confirms the assessment set at \$5,517,400.

Reasons for the Decision

[24] The Board accepts the Respondent's obligation to establish assessment values that are reflective of the market values on the valuation date of July 01, 2018.

[25] The Board accepts the Respondent's position, also echoed in the Complainant's appraisal comments, that, in smaller communities, where enough market leasing activity data is not available; the assessor should use the contract lease rates for assessment.

[26] The Board accepts the Respondent's rental rate analysis that includes leasing data from multi-tenant buildings and stand-alone buildings in the same commercial complex in the municipality, which shows that the stand-alone buildings command higher leasing rates than similar size spaces in multi-tenant buildings.

[27] The Board is persuaded by the Respondent's evidence which shows that the subject property (Shoppers' Drug Mart) and the Complainant's comparable (Staples); were both built in 2008; have similar lease start and renewal dates; and were leased at substantially different rates. There being no other evidence to the contrary; the Board finds the lease rate differential to be attributable to the quality, the location and the type of properties.

[28] The Board finds that the different lease rates used for the assessment of the subject and the comparable properties; reflect the market valuation, over which the assessor has no control or influence. Since the assessments are based on actual contract rates, which are market driven; the Board finds no grounds to support the contention that the assessments are not equitable.

[29] The Board notes that the Complainant's contention for lower lease rates is based on three leases from one multi-tenant building in the commercial complex known as Tri-City Mall. The Complainant's argument that free-standing retail properties should be assessed at the same rates as multi-tenant or strip mall properties; is based on the assessment practices of a different municipality and the properties are located outside the municipal jurisdiction of the City of Cold Lake. It may be an anomaly, but the evidence shows that in the subject municipality, stand-alone buildings are leased at higher rents than similar sized spaces in multi-tenant buildings.

[30] The Board notes the Complainant's evidence, presented in rebuttal, that a different municipality assesses the two types of retail properties, in a different manner than the City of Cold Lake. However, the Board was not provided with any evidence or argument as to why a different municipality's assessment practices should be applicable to the subject municipal jurisdiction.

[31] Since the subject assessment is based on contract rates and the renewal date for the larger space was shown to be 2018, there is no reason to conclude that the contract lease rates are not based on market realities and are not correctly reflected in the subject assessment.

[32] In view of the above, the Board confirms the current year assessment of \$5,517,400.

Heard September 05, 2019.

Dated this 27th day of September 2019, at the City of Cold Lake, Alberta.



Jasbeer Singh, Presiding Officer

Appearances:

Ryan MacBeath, Technician
(for MNP LLP)

For the Complainant

Troy Birtles, Assessment/Taxation, City of Cold Lake

Josh McMillan, Assessment/Taxation, City of Cold Lake

For the Respondent

This decision may be appealed to the Court of Queen's Bench on a question of law or jurisdiction, pursuant to Section 470(1) of the Municipal Government Act, RSA 2000, c M-26.

Appendix

Legislation

The *Municipal Government Act*, RSA 2000, c M-26, reads:

s 1(1)(n) “market value” means the amount that a property, as defined in section 284(1)(r), might be expected to realize if it is sold on the open market by a willing seller to a willing buyer;

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(a) the valuation and other standards set out in the regulations,

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(c) the assessments of similar property or businesses in the same municipality.

Exhibits

C-1 Complainant’s Disclosure

R-1 Respondent’s Disclosure

C-2 Complainant’s Rebuttal



STAFF REPORT

Title: Decision September 5, 2019 Composite Assessment Review Board Hearing
4000031101

Meeting Date: October 8, 2019

Executive Summary:

Decision Composite Assessment Review Board Hearing September 5, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Cold Lake Composite Assessment Review Board

Citation: Lake City Motor Products Ltd. v The City of Cold Lake

Assessment Roll Number: 4000031101
Municipal Address: 6905 Voyageur Way
Assessment Year: 2019
Assessment Type: Annual New
Assessment Amount: \$6,810,500

Between:

Lake City Motor Products Ltd.

Complainant

And

The City of Cold Lake , Assessment and Taxation Department

Respondent

DECISION OF

Jasbeer Singh, Presiding Officer

Bob Buckle, Public Member

, Public Member

Procedural Matters

[1] Upon questioning by the Presiding Officer, the parties indicated they did not object to the Board's composition. In addition, the Board members stated they had no bias with respect to this file.

[2] The Presiding Officer informed the parties at the hearing that the panel for the day's hearing comprised of two members which met the quorum requirements as stated in *Section 458(2) of the Municipal Government Act RSA 2000*.

Preliminary Matters

[3] At the outset, the Board was informed that the Complainant's disclosure documents were received late; after the date indicated on the Notice of Hearing sent by the administration in accordance with *Section 8(2) of Matters Relating to Assessment Complaints (MRAC)*.

[4] The Complainant stated that most of the disclosure evidence had been included in an email sent to the assessor on April 08, 2019 and the Complainant erred in not submitting the additional hard copies of the same evidence to the City; owing to ignorance of the correct procedures.

[5] When asked by the Presiding Officer, the Respondent agreed to the Complainant's disclosure documents, the hard copies of which were received late by the City as well as by the Board; being admitted at the hearing.

[6] Noting the parties' agreement and in the interest of fairness and natural justice; the Board deliberated and decided to abridge the time for filing of the Complainant's disclosure to the date of hearing; *as permitted by the provisions of Section 23(1) of MRAC*. The Board is satisfied that the Respondent did not suffer any prejudice, since it received the disclosure electronically.

Background

[7] The subject property – known as 'Lake City Motors', is centrally located at 6905 Voyageur Way, on a 4.99 acre parcel of land zoned C2 – Arterial Commercial, in the City of Cold Lake. The subject development includes a 32,135 square foot (sf) automotive dealership building constructed in 2015.

[8] The subject property has been assessed using Market Modified Cost Approach based on the Marshall & Swift calculation model. The 2019 assessment has been set at \$6,810,500.

Issues

[9] Does the subject assessment correctly reflect the market value of the property on valuation date of July 01, 2018?

Summary of the Complainant's Position

[10] The Complainant provided the following information and evidence in support of the contention that the subject assessment was excessive and not reflective of the market value.

- a. The property was purchased for \$1,266,000 and due to an economic downturn in Cold Lake; the value has declined.
- b. The actual building costs amounted to \$3,700,000 in 2015; and buildings depreciate with age.
- c. Based on actual costs; the assessment should not be more than \$4,966,000 (\$1,266,000 + \$3,700,000).
- d. Previous year's assessment value was \$6,643,300 and this year's assessment of \$6,810,500; represents an inexplicable increase of \$167,200.

[11] The Complainant stated that the actual building size is 25,800 sf whereas the assessment is based on an incorrect building size of 32,135 sf. In response to questions at the hearing, the Complainant suggested that the upper floor offices, built for future use and presently vacant, should be excluded from the current year assessment.

[12] The Complainant also alleged that the land measures 4.37 acres and not 4.99 acres, as assessed.

[13] In response to questions at the hearing, the Complainant confirmed the following:

- a. A family member of the owner was the general contractor for the project; and was able to save up to \$1,000,000 of costs.
- b. No appraisal has been done to establish the market value from the owner's perspective.

[14] The Complainant concluded by requesting the Board to reduce the current year assessment to \$4,966,000; which is the actual cost incurred for the project.

Summary of the Respondent's Position

[15] The Respondent broke down the current year assessment as follows:

Land	\$1,024,100
Dealership (Building)	<u>\$5,786,400</u>
Total Assessment Value	\$6,810,500

[16] The Respondent provided details of Marshall & Swift valuation of the subject improvements and stated that the land had been assessed on its market value.

[17] Since auto dealerships rarely sell; in the interest of equity, assessments of all similar buildings in the municipality are based on Marshall & Swift Cost manual. The Respondent stressed that the assessments are not based on actual costs as these are not available to the assessment department.

[18] The Respondent stated that the footprint of the building is indeed, 25,800 sf, as stated by the Complainant; but the assessment also includes the office space on the upper floor, which, the Complainant has overlooked.

[19] The Respondent stated that the correct land area, as stated in the land title for the subject property is 4.99 acres and the same has been used for the current year assessment.

[20] The Respondent further submitted that the subject assessment of \$6,810,500 translates into per sf value of \$211.93. When compared with the assessment of three other auto dealerships in the municipality; the subject assessment is well within the range of other auto dealership assessments and being the newest; the assessment is close to the upper end of the range.

[21] Using the market data in respect of sales of retail and auto dealership properties in Edmonton, Sherwood Park, Leduc, Nisku and Fort Saskatchewan; the Respondent showed that retail properties sell at around 60% of the per sf selling price of auto dealerships. Using this yardstick, the Respondent argued that when the average selling price of retail properties in the City of Cold Lake - \$134.36 per sf is used as a reference point; the subject auto dealership would have a value of \$223.93 per sf ($\$134.36/60\% = \223.93); compared with an assessment of \$211.93 per sf.

[22] The Respondent argued that the Complainant's contention that the subject assessment is excessive, is based on the stated costs – which are not available to the assessor; and the assessment, on the other hand, the assessment is based on the M&S Cost manual; which makes assessments of similar properties fair and equitable. There being no evidence to question the correctness of the subject assessment; the Respondent requested the Board to confirm the assessment at \$6,810,500.

Decision

[23] The Board confirms the subject assessment set at \$6,810,500.

Reasons for the Decision

[24] The Board accepts the Respondent's obligation to establish assessment values that are reflective of the market values on the valuation date of July 01, 2018.

[25] The Board notes that the Complainant's concern is based on the belief that the subject assessment of \$6,810,500 is excessive when compared with the actual value of the land and the actual cost of construction; which totaled \$4,966,000. The Board places little weight on this evidence and argument because the owner's family member acted as the general manager and was instrumental in saving a substantial amount of cash flow. A saving, indeed, for the owner; but not a reduction in the market value of the property.

[26] The Board accepts the Respondent's position that there being no market sales of similar properties; the M&S Cost manual provides an independent industry standard for determining equitable assessment values.

[27] The Board places little weight on the Respondent's market evidence as this approach was not shown to be supported by any textbook, industry standard or recognized assessment practices.

[28] In view of the above and in the absence of any evidence which proves the subject assessment to be incorrect or inequitable; the Board confirms the current year assessment set at \$6,810,500.

Heard September 05, 2019.

Dated this 27th day of September 2019, at the City of Cold Lake, Alberta.



Jasbeer Singh, Presiding Officer

Appearances:

Ms. Debbie Tercier, Owner

Ms. Jennifer Philip, Business Development Coordinator

For the Complainant

Mr. Troy Birtles, Assessment/Taxation, City of Cold Lake

Mr. Joshua McMillan, Assessor, Assessment/Taxation, City of Cold Lake

For the Respondent

This decision may be appealed to the Court of Queen's Bench on a question of law or jurisdiction, pursuant to Section 470(1) of the Municipal Government Act, RSA 2000, c M-26.

Appendix

Legislation

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(c) the assessments of similar property or businesses in the same municipality.

Exhibits

C-1 Complainant’s Brief

R-1 Respondent’s Brief



STAFF REPORT

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

Meeting Date: October 8, 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

Sept. 2	STAT HOLIDAY
Sept. 3	Weekly Mgmt. Team Mtg.
Sept. 3	Mtg. w/ Dr. Arora
Sept. 3	Mtg. w/ Cold Lake Recycling Centre
Sept. 4	Monthly Executive/Mgmt. Team Mtg.
Sept. 6	Webinar on Alberta's Police Funding Model
Sept. 9	Weekly Mgmt. Team Mtg.
Sept. 9	Conference Call w/ Brownlee
Sept. 9	Mtg. RE Points West Discussion
Sept. 10	Mtg. w/ Humane Society
Sept. 10	Grievance Hearing
Sept. 10	Regular Council Mtg.
Sept. 11	4 Wing Breakfast Mtg.
Sept. 12-13	Mid-Sized Cities Mayors & CAO's Caucus Mtg.
Sept. 16	Weekly Mgmt. Team Mtg.



Sept. 17	Mtg. RE Peoples with Disabilities
Sept. 17	Mtg. RE Museum Road & 69 Ave. Waterline
Sept. 17	Corporate Priorities Committee Mtg.
Sept. 18	Minister of Municipal Affairs Tour of Cold Lake
Sept. 19	Minister of Seniors and Housing Josephine Pon
Sept. 20	Cold Lake Materials Recovery Facility Tour
Sept. 23	Weekly Mgmt. Team Mtg.
Sept. 23	Podcast Episode 3
Sept. 24	Regular Council Mtg. CANC.
Sept. 25	City Hall Safety Mtg. ABSENT
Sept. 25-27	AUMA Convention
Sept. 30	Weekly Mgmt. Team Mtg.
Sept. 30	Mtg. w/ Chris Rourke of Snowmobile Group
Sept. 30	CLRUSC Mtg.

Corporate Strategic Initiatives and Communications:

- Continue to work on planning for the Wayfinding Signage Project
 - Presented Wayfinding Signage Project progress to EDAC
- Facilitated meeting and tour of Cold Lake with Municipal Affairs
- Continued with episode 2 and 3 of the podcast program
- Attended Mid-Sized Cities Mayors Caucus
- Attended AUMA
- Attended EDAC's monthly meeting
- Attended Provincial Police Costing Model webinar

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 - September 2019

Meeting Date: October 8, 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:	September
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:

Sep	
2	Management meeting
5	CARB hearings
5	Safety meeting
6	Interview
9	Management meeting
9	Telephone conference with Brownlee
10	Meeting with Humane Society
10	Interview
10	Grievance hearing
11	Interview
13	Interview
16	SharePoint meeting
16	Minister's tour
17	Corporate Priorities meeting
18	Meeting with Minister
19	Meeting with Cold Lake Public Library
19	Meeting with HR
20	Meeting with HR
20	Facility Tour at the Transfer Station
23	Management meeting
25	City Hall safety meeting
25	Corporate Services department meeting
25	Corporate Services managers' meeting
30	Management meeting

Administration:

- Agenda preparation and minutes for meetings
- Track returned mail
- Credit card reconciliation
- Update Service Levels
- Update Five Year Business Plan

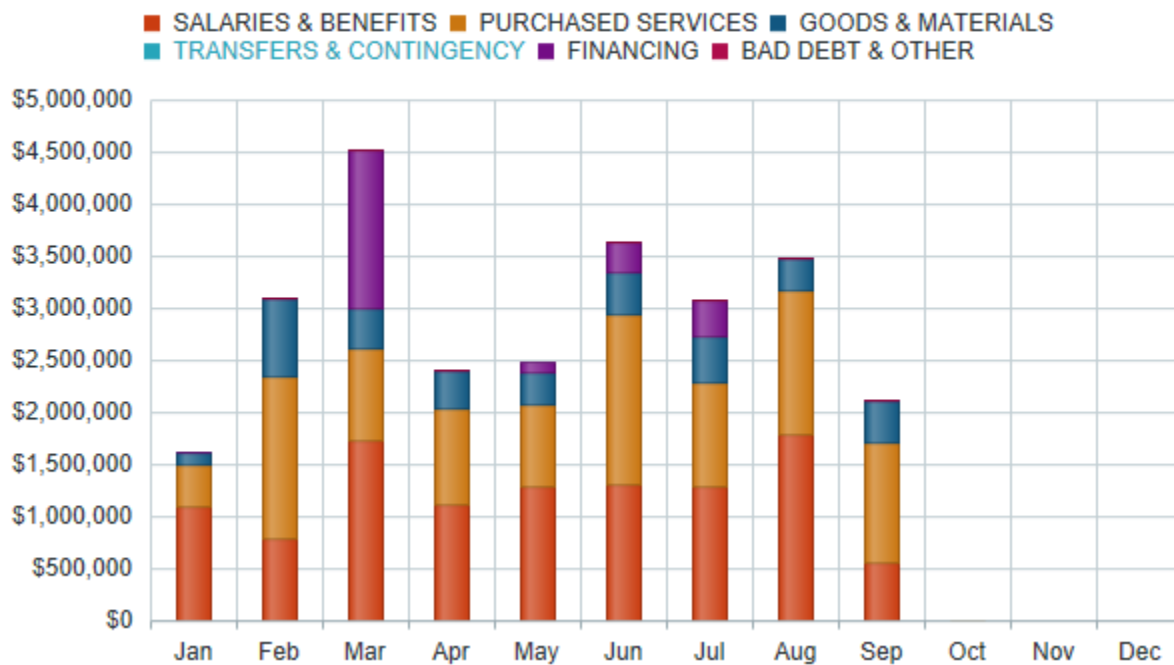
- Create and update fillable forms, letters, and agreements
- Assist in Executive Secretary duties
- Schedule various meetings

Finance:

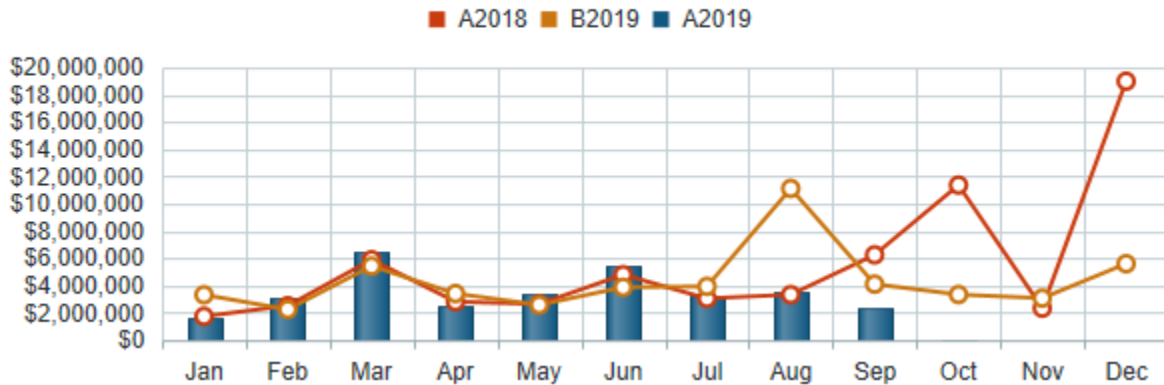
Year to Date Expense vs Budget (000's)



Expense by Object



Expense, Budget and Prior Year



Utilities

- 23 connects, 24 disconnects and 36 work orders
 - 2469 billed in Cold Lake North, 17 of these were estimated, 259 flat rate
 - 2351 billed in Cold Lake South, 14 of these were estimated, 36 flat rate

Receivable

- 162 Accounts Receivable invoices mailed out; 69 statements mailed out

Accounts Payable

- 750 Accounts Payable invoices processed, 434 Accounts Payable cheques printed

Property Taxes

- 33 tax certificates issued and 36 tax searches completed.
- 53 land title changes processed.
- Taxes receivable totalled \$22,631,555
 - Current tax outstanding - \$3,930,911 (\$1,602,903 is related to the 4 Wing Property)
 - Tax arrears for one (1) year - \$2,517,032. These property owners were sent monthly statements regarding their accounts. (\$2,111,537 is related to the 4 Wing property)
 - Two (2) years' arrears - \$2,384,330. These arrears consist of 35 properties. These property owners were sent warning letters 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 - \$3,001,533. 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 - \$10,797,749. This consists of 4 Wing and one other property on tax agreement. (\$10,797,442 related to 4 Wing Property)
 - \$19,756,853 of the total tax arrears is due to assessment dispute for the 4 Wing property.
 - There are 16 properties that are currently on tax agreements.

Completed

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

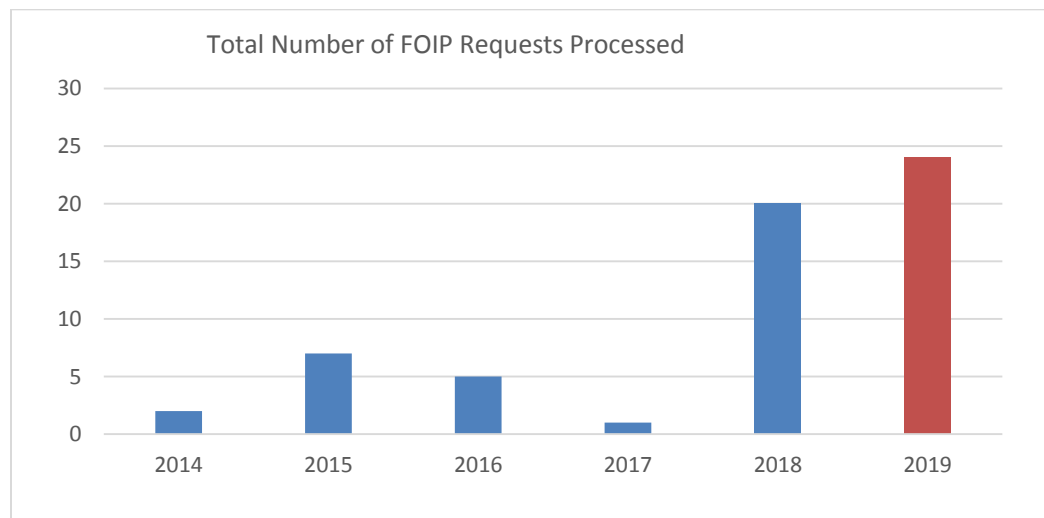
Currently Working on

- Parent Link Audit.
- Marina Review Engagement.
- Budget Meetings with all departments
- Working with Sensus on the integration of the Advanced Metering Infrastructure software to Serenic financial software.

Legislative:

- **Information Requests & FOIP**

- 4 new FOIP request received in September; 5 requests total are 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, tested, and adjusted to meet department needs. Live SharePoint site will be built the first week of October.
 - **Ongoing Maintenance of “The Dock”:**
 - 10 Dock Help Request tickets addressed in September, making 139 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 882 active agreements; 26 new agreements filed in September.
 - RUSC has 176 active agreements; 3 new agreements filed in September.
- **Appeals**
 - 2019 LARB hearing complete (1 hearing).
 - 2019 CARB hearings complete (3 hearings).
- **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 (2 Full-time positions)
- 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)
- Marketing Officer (1 Full-time position)
- Transit Coordinator (1 Full-time position)
- Event Staff (Casual positions)
- FCSS LPLN Regional Facilitator (Term position)

The following positions have been filled this month:

- Legislative Manager (Term position)
- Front Desk Receptionist (1 Full time position)

Record of Employment: 47

Short Term Disability: 1

Long Term Disability: 4

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

Vehicle incidents to date: 7

Property Damage to date: 10

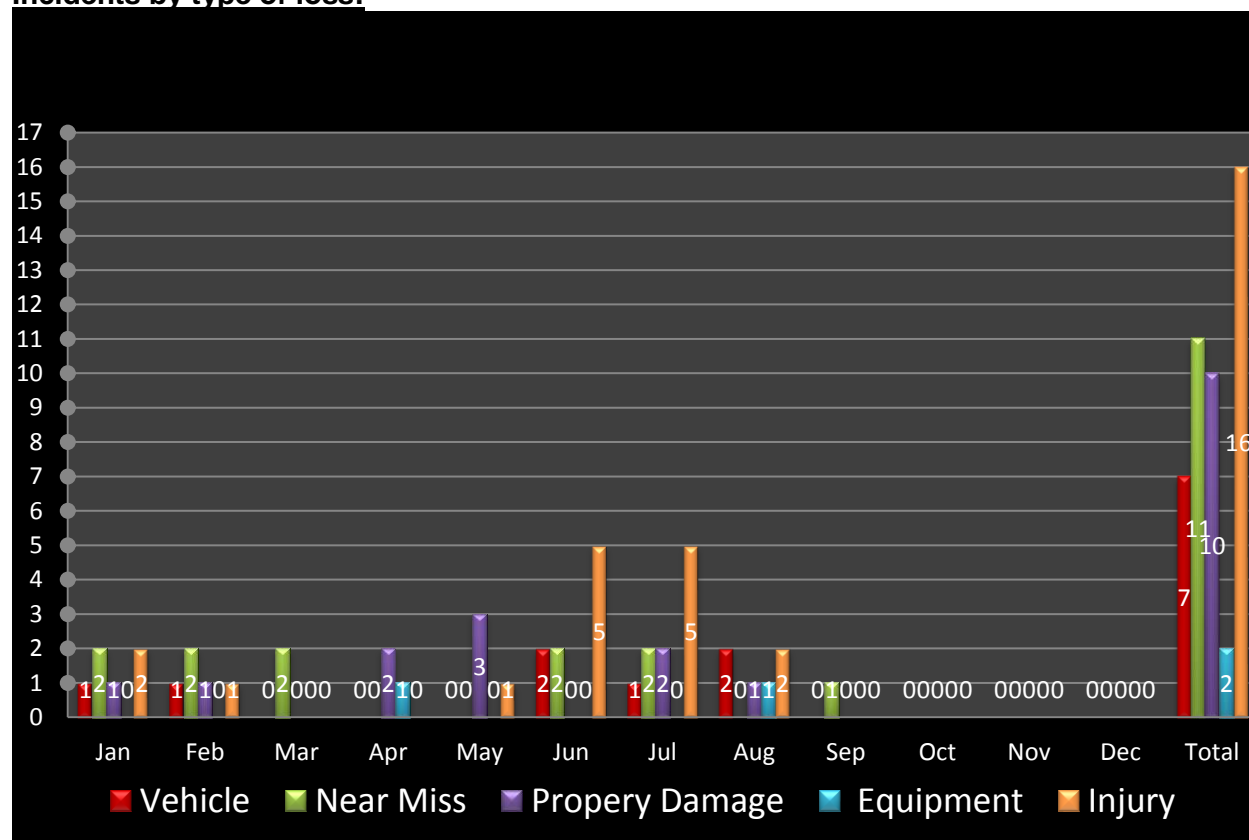
Equipment Damage to date: 2

Injuries to date: 16

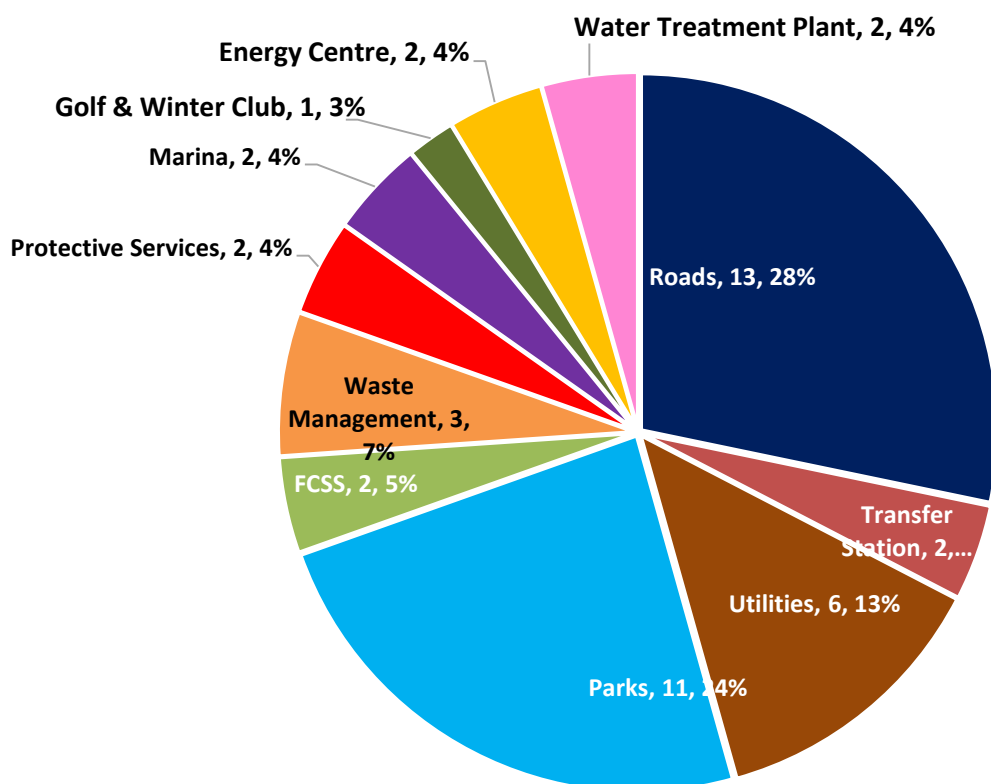
Near misses to date: 11

Total incidents 2019: 46

Incidents by type of loss:



Incidents by department:



Information Systems and Technology:

Number of tickets closed:	110
Number of tickets opened:	120
Number of tickets still open at end of Month:	124
Number of Surveillance Footage Request:	4
Backup Recovery's:	3
Virus Threats (Online)	11
Junk	59556
SPAM Email	3945
Phishing Emails	62
Inbound Viruses Caught (Email)	46
Spoofed emails	27

- **Application Updates:** Sonicwall Email security, FME, Airwatch.
- **Application Installs:** Chrome, TeeWay, CISCO Any connect.
- **Application Support:** SharePoint, Collabware, Bellamy, Alarm panel (Grand Stand), Paradigm, Perfect mind, SCADA, Outlook, Exchange, Mitel, Airwatch.
- **Server Support:** SharePoint. IBM, WTP SCADA infrastructure.
- **Server Patches:** 44 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** Weigh Scale Debit Machine, EC Sound system, Backup Server (City Hall), IP Cam (City Hall), Phone/monitor/mouse/keyboards.
- **Mobile Support:** AirWatch, Zamboni connect, Speed sign (CPO's)
- **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, Engineering on boarding.
- **Application Testing:** Windows Server 2019. Office 2016/2019, ESET Server.
- **Network:** Streaming ports for Junior A teams.

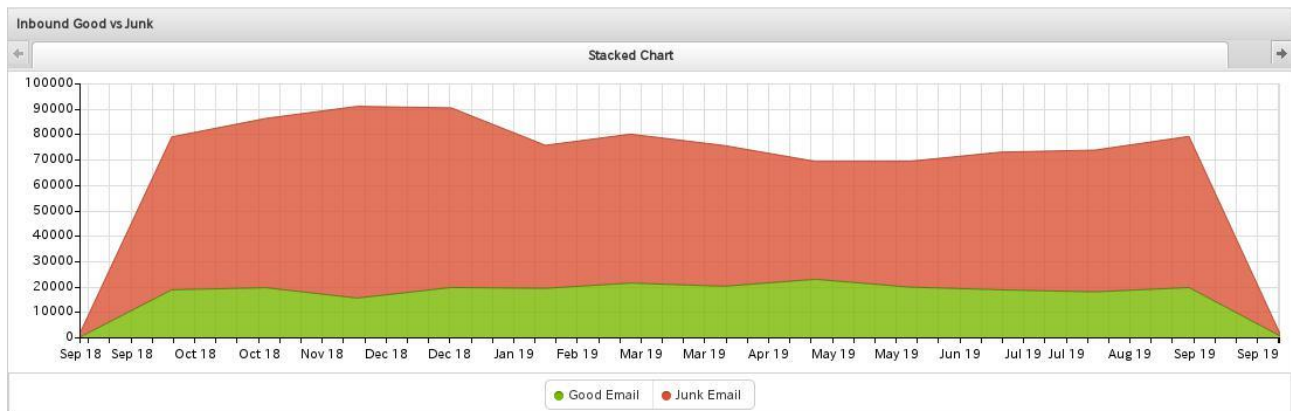
Noteworthy

- New City Hall backup server "Edison" unpacked, installed and configured with latest Windows OS and management software.
- New EC backup server "Tesla" unpacked, installed and configured with latest Windows OS and management software.
- Helped Eramosa recover a previous version of the new VT SCADA virtual environment at the WTP.
- Network and Swipe programming configured for the new CPO office at the EC (was old Rec Manager Office).
- Configured a new VLAN to be used as a heartbeat/failover detection between clustered servers.
- Fixed Issues with the automated monthly finance report for the Marina Fuel not being emailed to the Finance department.
- Continued collaboration with Eramosa in configuring the new SCADA software for the Water Treatment Plant.
- Refreshed the Golf and Curling club financial reports access for senior finance.

- Portage College installed a new switch into the EC Phase 3 server room to service their new offices on the 2nd floor.
- AirWatch Mobile Device Management services updated to latest version (1907).
- Email Security services updated to latest version (10.0.2.1713).
- Failed City Hall lobby IP Camera replaced with a new unit.
- Implemented checks on our email security services to detect and report on potential email hacks.
- FCSS Swipe door seasonal schedule updated for fall 2019, and winter/spring 2020.
- Blair Technologies is curating a quote for a new IBM Power 9 server. Blair will supply the hardware and Serenic will perform the migration.
- Constructed a Windows Server Failover Cluster for SQL Server 2017.
- AIF Workflow issues being looked at by Gravity Union.
- OCR issues resolved by reconfiguring OCR parameters.
- Fourwinds computers/tv's setup at Energy Centre.
- VPN Setup for SFH staff
- WSUS windows 10 upgrades.
- ACAD licensing – installing new keys.
- MS Office 2019 evaluation (new install methods).
- Council Chamber remote meeting research/pricing.
- Laptop Roll overs currently being deployed.



Monthly Inbound Good vs Junk

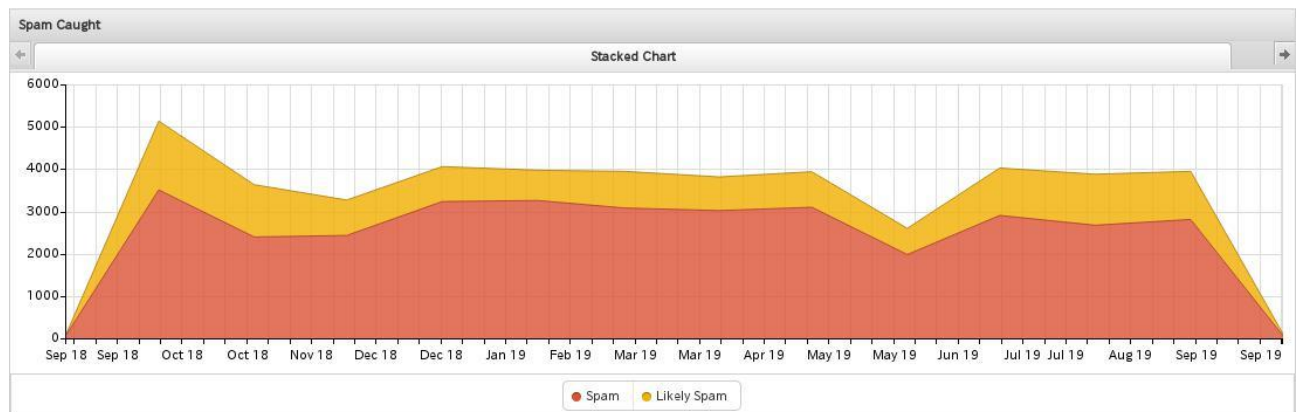


Time Span 09/01/2018 12:00 AM - 10/01/2019 11:25 AM

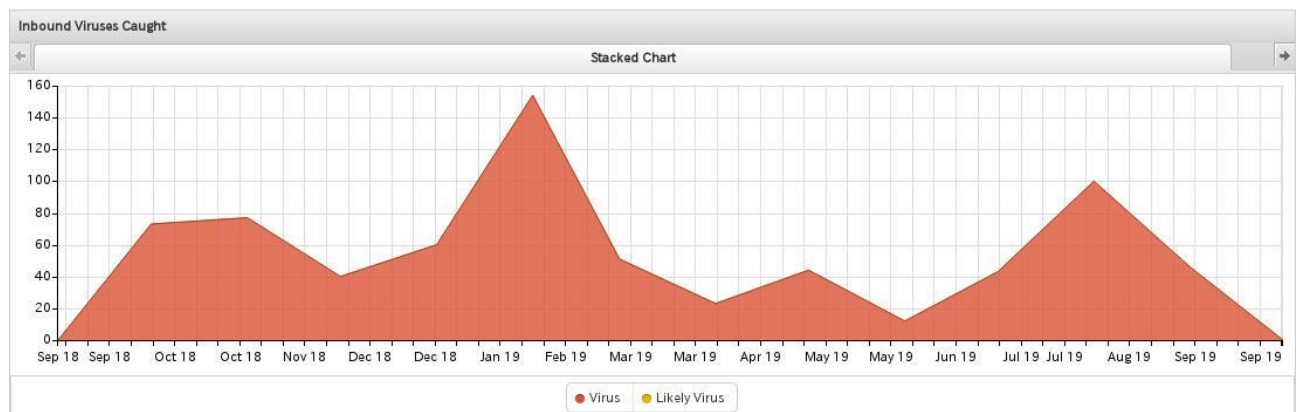
Email Security Version - 10.0.2.1713 (Hostname : emailsecurity)



Monthly Spam Caught



Monthly Inbound Viruses Caught





STAFF REPORT

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

Meeting Date: October 8, 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.
- Permanent Thermoplastic Line Painting - Contracted Service; complete.
- Assisted contractors and other departments as required.
 - Installed solar panels in 6 Transit shelters;
 - Site prep and bin deployment for the new Recycling Drop-off locations.
- Completed repair to the Transfer Station Road.
- Foreman, Senior Operator and 4 Operators attended the APWA Winter Maintenance and best practices course.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics - completed 14 work orders for various departments.
 - Operators - completed 4 work orders for various departments.
 - Contracted Services - 37 work orders were contracted out for various departments.
 - Outstanding - 72 work orders are outstanding for various departments.
- Fuel Consumption:
 - 5,937 liters of gas was dispensed into fleet vehicles for the various departments over 97 transactions.
 - 19,157 liters of diesel was dispensed into fleet vehicles for the various departments over 133 transactions.



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 56 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.
 - Value Master Builders Ltd. – Public Works Facility renovation; 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 discontinued on 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.
- Materials Recycling Facility was awarded to NOVA Construction and Mechanical; building was commissioned and operational as of Oct 1, 2019. Building façade, landscaping and some electrical remains.
- Completed the new Recycling Drop-off Stations at the Energy Centre and the 50 Street (old Grand Centre Hotel location); operational as of Oct 1, 2019.
- Contract with Cold Lake Recycling Ltd. ended on Sept 30, 2019.

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.
- 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 as requested by the Assessor.
- Worked on updating GIS data with the new annexation addresses and roads and 2018 capital projects for 2019 MDW reports.
- Completed preparing data for Street Intersections.
- Attended Annual Meeting of Alberta Municipal GIS Users Group.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was held on September 30, 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

Correspondence

- Letter of the MD of Bonnyville dated September 27, 2019 RE Member Appointment (D. Swigart)

Next meeting is scheduled for October 28, 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	Awarded to AECOM.
			Construction	60	Awarded to E-construction. Streets include: 50 Ave 38 St – City Limit); mill and overlay complete. 52 Ave (49 St – 50 St); mill and overlay complete. 20 Street (Ptarmigan to 7 Ave); not started Birch Ave (Tamarak St – 23 St); underground work is complete; paving scheduled for completion by Oct 15, 2019.
2	2019	Annual Lane Construction Program	Design	100	Awarded to SE Design.
			Construction	90	Awarded to Urlacher Construction. Lanes include: Lions Park (50 Ave to Millennium Trail); construction is underway; anticipated completion date of Sept.30, 2019. 50 Ave (45 St west to t-intersection); Gas line lowering is complete and reconstruction is underway. Anticipated completion date of Sept. 30, 2019.
3	2019	Street Lighting Enhancement Program	Design	100	Awarded to ATCO Electric. Approved enhancement areas include: 16 Avenue (Hwy 28 to 12 St) 50 Avenue (41 Street to City Limits) 25 Street (Hospital to Glacier Way) 1 Ave (25 St to English Bay Road)
			Construction	0	Awarded to ATCO Electric. They completed all surveys and work is scheduled for October 2019.
4	2019	Annual Trail/Sidewalk Connectivity Program	Design	0	
			Construction	0	
5	2019	Traffic Safety Program Fund	Design	100	Awarded to ATCO Electric. Street lights will be installed in the following locations: English Bay Road (1114 EBR to City Limit) Intersection of English Bay Road and 28 Street Intersection of 28 Street and Hwy 55
			Construction	0	Awarded to ATCO Electric. They have completed all surveys and work is scheduled for October 2019.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
6	2019	Material Recycling Facility	Design	100	Awarded to NOVA Mechanical and Construction.
			Construction	90	Awarded to NOVA Mechanical and Construction. They have completed the metal structure, site grading and electrical. All 20 recycling bins have arrived and the new conveyor system and sort line is installed. Minor work remaining on building; construction completion date of September 30, 2019.
7	2019	Building 10 Fire Pump Replacement	Design	15	Awarded to BAR Engineering. They supplied a recommendation memo on the pumping status; this memo has been reviewed and approved. BAR is moving forward with initial design.
			Construction	0	
8	2019	Grand Centre Memorial Cemetery	Design	100	Awarded to LEEs and Associates.
			Construction	0	Project was tendered and closed on June 7, 2019. The City received 2 tenders; both came in above budget. After review this tender had been cancelled; will look into retendering in 2020.
9	2019	Kinosoo Beach Phase 3 and 4 - Boardwalk Area and Amphitheatre	Design	0	Awaiting grant funding.
			Construction	0	
10	2019	Pressure Reducing Valve Installation Program (Year 1 of 4)	Design	100	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 Street will be opened up for the placement of the Transmission Main.
			Construction	0	
11	2019	Lakeshore Drive Infrastructure Improvements	Design	5	Awarded to Stantec. Start-up meeting was held on August 21, 2019.
			Construction	0	
12	2019	Shallow Sewer Enhancement Program	Design	0	
			Construction	0	

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
13	2019	SCADA Upgrades	Design/ Construction	50	Awarded to ERAMOSA. Phase 1- Power Upgrades Phase 2A - Back Up Controls at Bldg 4 & 9. Phase 1 & 2A Power Upgrades and Back Up Control work hardware on site, met with Smart Electric advise on costs to complete the work. Phase 2B - Back Up Controls at Bldg 3 & 8 Phase 3A - SCADA Upgrades Cimplicity to VTSCADA. Currently running systems to ensure VTSCADA is functioning properly. Phase 3B - e.RIS Data Access. e.RIS training to be provided. Phase 3C - Cyber Security.
14	2019	Animal Holding Facility	Design	20	Awarded to JMAA. Area has been mulched. Topographical and geotechnical survey was conducted.
			Construction	0	
1	2018	2018 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	50	Awarded to E Construction Ltd. Streets Include: 61 Ave west of 47 St; complete Highway 28 (34 Ave to City Limits); complete 54 Ave from (54 St to 55 St); underground storm work is complete. Paving to be completed by Oct. 15, 2019. 53 Ave west of 57A St Construction started in August 2018. High water table was encountered and options to mitigate were considered. 53 Ave was brought up to a gravel standard for the 2018/2019 winter. 53 Ave was removed from the 2018 Street Improvement Program due to budget restrictions and was retendered as its own project in July 2019. Bids came in over budget and the Tender has been cancelled; will retender in 2020.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
2	2018	2018 Annual Lane Rehabilitation	Design	100	Awarded to SE Design.
			Construction	95	Awarded to BlueFlame Contracting Ltd. Lanes include: 51/52 Ave Lane (51 St to 52 St) – Behind Grand Centre Cinema; complete. 51/52 Ave Lane (52 St – 5 Ave) – Behind Red Rooster; complete CCC to be issued.
3	2018	Cold Lake Regional Airport Taxiway and Apron Enhancements	Design	100	Awarded to CIMA Canada Inc.
			Construction	70	Awarded to E-Construction. Construction on the east side and provisional west side have been completed. Currently placing gravel and preparing to pave the west side, in the existing hangar area. Completion date of October 3, 2019.
4	2018	Imperial Park/Energy Centre South Access Enhancements and Parking Lot Improvements	Design	100	Awarded to SE Design.
			Construction	80	Awarded to Urlacher Construction. Road construction and parking lot are completed; fencing remaining. Completion date of October 20, 2019.
5	2018	Eagle Ridge Estates Storm System Re-Alignment	Design	100	Awarded to SE Design.
			Construction	95	Awarded to Thompson Infrastructure. Contractor has installed all storm pipes and have completed all other work under the project. CCC to be issued.
6	2018	Lakeview Cemetery	Design	95	Awarded to LEEs and Associates.
			Construction	0	Awarded to GenMec ACL. A pre-construction meeting was held on September 16, 2019. Contractor has mobilized to site and has started construction. Scheduled to be completed in July of 2020.
7	2018	RCMP Building	Design	100 Phase 1 Mechanical Renovation	Awarded to JMAA. Phase 1 - mechanical renovation design has been completed. RCMP has now requested for new building rather than a renovation of existing for Phase 2.
			Construction	0	Phase 1 Mechanical Renovation is conditionally awarded to Value Master Builders. RCMP security clearance required prior to execution of agreement.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2017	2017 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	98	Awarded to Knelsen Sand and Gravel Ltd. Streets include: 1st Avenue (22nd Street – 25th Street) 51st Street (50th Avenue – 54th Ave.) 25th Street (1st Avenue – 3rd Avenue) 16th Avenue (6th Street – 8th Street) Sammut Place All streets have been completed as of July 31, 2018. CCC issued.
2	2017	2017 Annual Commercial Lane	Design	100	Awarded to SE Design.
			Construction	98	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 on all lanes. CCC issued.
3	2017	2017/2016 Residential Lanes	Design	100	Awarded to SE Design.
			Construction	90	Awarded to Urlacher Construction. Lanes include: Lakeridge Lanes; completed 54 Ave lane – completed 62 Street lane – completed Emma's Lane – completed CCC inspection completed; a few deficiencies to be rectified.
4	2017	2017 Sidewalk/Trail Connectivity	Design	100	Awarded to SE Design for the 16 Avenue trail (16 St to Millennium Trail).
			Construction	98	Awarded to Blue Flame. CCC issued. FAC inspection completed; some crack sealing required.
5	2017	49 Street Parking Lane Enhancements	Design	100	Awarded to Stantec.
			Construction	98	Project was cancelled in 2017. Construction was retendered in Feb 2018 and awarded to Urlacher Construction. Construction completed. CCC issued.
6	2017	Highway 28 South Enhancements - Phase 2 (51 Street to 43 Avenue)	Design	100	Awarded to Stantec. This is a continuation of the Highway 28 enhancement from 2016.
			Construction	98	Awarded to Knelsen Sand and Gravel Ltd. All work has been completed under the contract. CCC issued.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2016	2016 Service Roads	Design	100	Awarded to Scheffer Andrew. Project includes: 50th Ave between 56 St and 57A St (East Service Rd) and 34 Ave (East of 50 St)
			Construction	98	Awarded to E Construction. Construction completed. CCC issued.
2	2016	2016 Centre Ave Traffic Signalization	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Knelsen Sand and Gravel. Construction complete. CCC issued.
3	2016	Hwy 28 Enhancement (54 Ave to 52 Ave)	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Knelsen Sand and Gravel. All work has been completed under the contract. CCC issued.
4	2016	2016 South Landfill Access Road re-Alignment	Design	100	Awarded to SE Design.
			Construction	98	Awarded to PME Inc. The new access road has been completed. CCC issued.
5	2016	2016 Kinosoo Zip-Line	Design	100	Awarded to McElhanney Consulting Services Ltd..
			Construction	98	Awarded to Nova Mechanical. The Zip Line was installed and opened on July 1, 2017. CCC issued. FAC walkthrough was completed; deficiencies to be rectified.
6	2016	2016 Downtown Entry Feature	Design	100	Awarded to Stantec.
			Construction	95	Awarded to MPS Group. Structure is completed. CCC to be issued.
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	98	Awarded to E Construction. All surface and electrical work has been completed. CCC issued.
3	2015	Meadows Storm Water Trunk Extension	Design	100	Awarded to Associated Engineering.
			Construction	92	Contract #1 was awarded to REDA Enterprises Ltd. Contractor has completed remaining items under the contract and is currently cluing up minor work. CCC issued.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					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 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. OGS Unit has been installed for Esso.
4	2015	Kinosoo Beach Enhancements (Phase 1)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to RTM Electrical. Construction complete. CCC issued.
5	2015	Kinosoo Beach Enhancements (Phase 2 and 2B)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to Nova Mechanical. All work has been completed. CCC issued. FAC walkthrough was completed; a few deficiencies remain.
6	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 was provided to UDI in May 2017. Yearly review, update and assessment of model required for offsites.
7	2015	South Snow Dump	Design	100	Awarded to MPE Siemens. The City reviewed and posed questions pertaining to detainment of sediments through drainage. Updated drawings were received on April 27, 2017. Conversation currently happening between MPE and Alberta Environment.
			Construction	0	Project has not been Tendered.
8	2015	2015 Bus Transit Centre	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Superior Concrete Pumping. CCC issued. FAC walkthrough was completed.
9	2015	4 Wing Splash Park	Design	100	Awarded to PlayQuest.
			Construction	98	Awarded to PlayQuest and was completed in 2015. CCC issued.
10	2015	Building 4 Lift Station Improvement Project-RUSC	Design	100	Awarded to MPE Siemens Engineering Ltd.
			Construction	98	Awarded to Alpha Construction. CCC issued. FAC walkthrough has been completed and contractor is to rectify all deficiencies prior to signing of FAC.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2014	Landslide Remediation	Design	100	Awarded to AECOM. Affected properties include: 1410, 1414 and 1418 Horseshoe Bay Estates.
			Construction	100	Awarded to Get Green Erosion Control Inc. FAC has been issued.
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 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. CCC issued. FAC walkthrough was completed with Contractor and Consultant in 2018; deficiencies to be rectified.



STAFF REPORT

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

Meeting Date: October 8, 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 September 2019, within the Planning and Development department.

Background:

The comparative statistical report to the end of September 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 SEPTEMBER 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 SEPTEMBER 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 SEPTEMBER 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	\$ 870,000.00	3
Reno. Residential	\$ 60,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 371,400.00	5
Accessory Buildings	\$ 80,000.00	3
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 16,426.00	3
Total	\$ 1,397,826.00	16

**Building Permit Stats Comparison
2016 - 2019**

Report ending SEPTEMBER 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

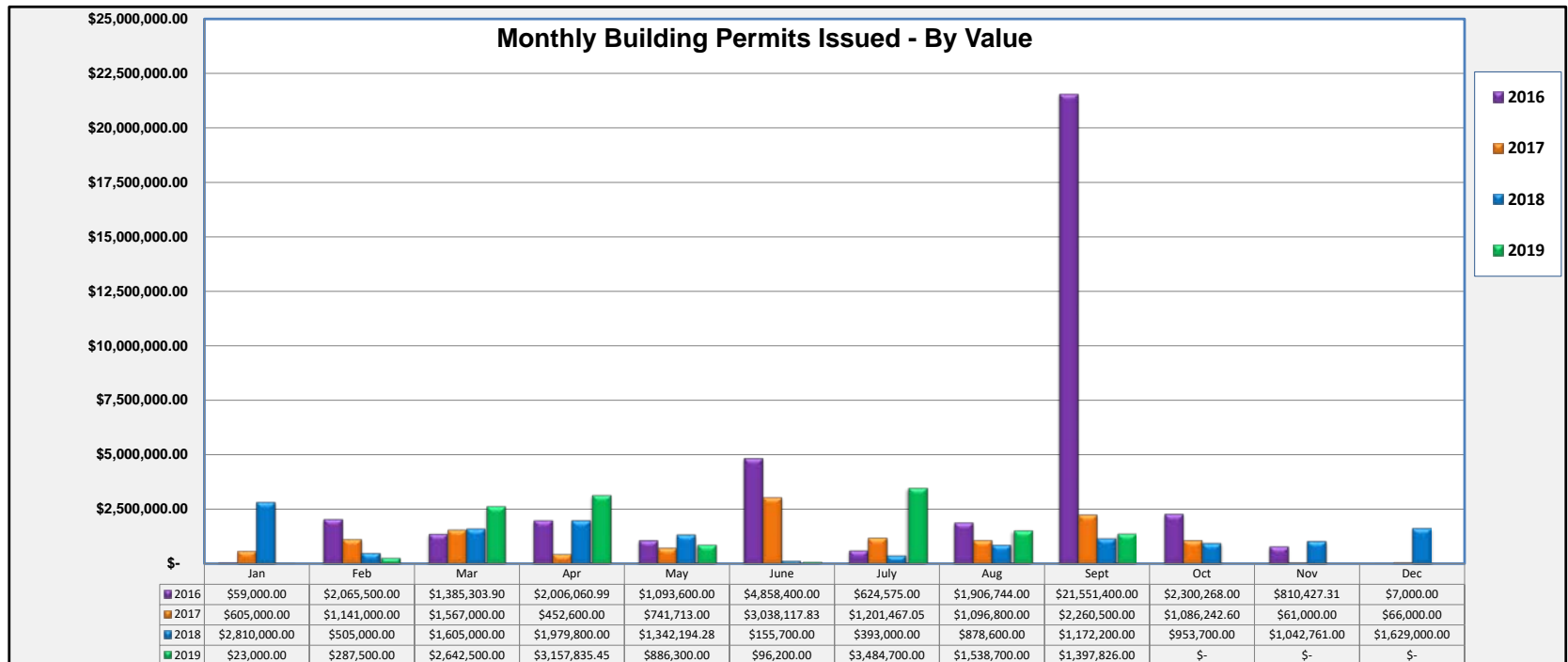
2016 Total \$ 38,668,279.20 157

2017 Total \$ 13,317,440.48 125

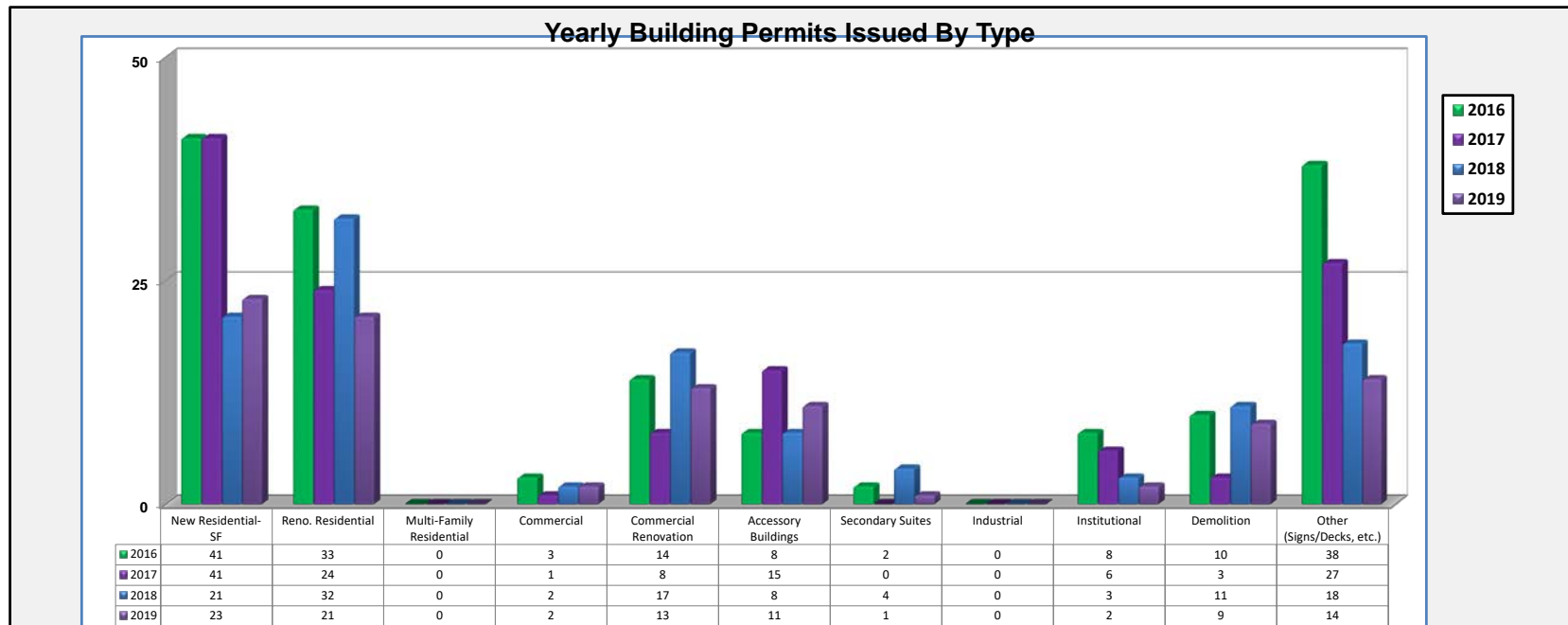
2018 Total \$ 14,466,955.28 116

2019 Total \$ 13,514,561.45 96

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	\$ 1,397,826.00
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	\$ 13,514,561.45



Data Summary - Building Permits by Type of Permit Issued				
PERMIT TYPE	2016	2017	2018	2019
New Residential-SF	41	41	21	23
Reno. Residential	33	24	32	21
Multi-Family Residential	0	0	0	0
Commercial	3	1	2	2
Commercial Renovation	14	8	17	13
Accessory Buildings	8	15	8	11
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	14
Total	157	125	116	96



**Development Permit Stats Comparison
2016 - 2019**

Report ending SEPTEMBER 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 SEPTEMBER 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 SEPTEMBER 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	\$ 400.00	4
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	\$ 300.00	3
Accessory Buildings	\$ 25.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings	\$ 250.00	3
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional	\$ 200.00	1
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.)	\$ 550.00	8
Total	\$ 1,125.00	14	Total	\$ 1,700.00	20	Total	\$ 850.00	8	Total	\$ 1,700.00	19

**Development Permit Stats Comparison
2016 - 2019**

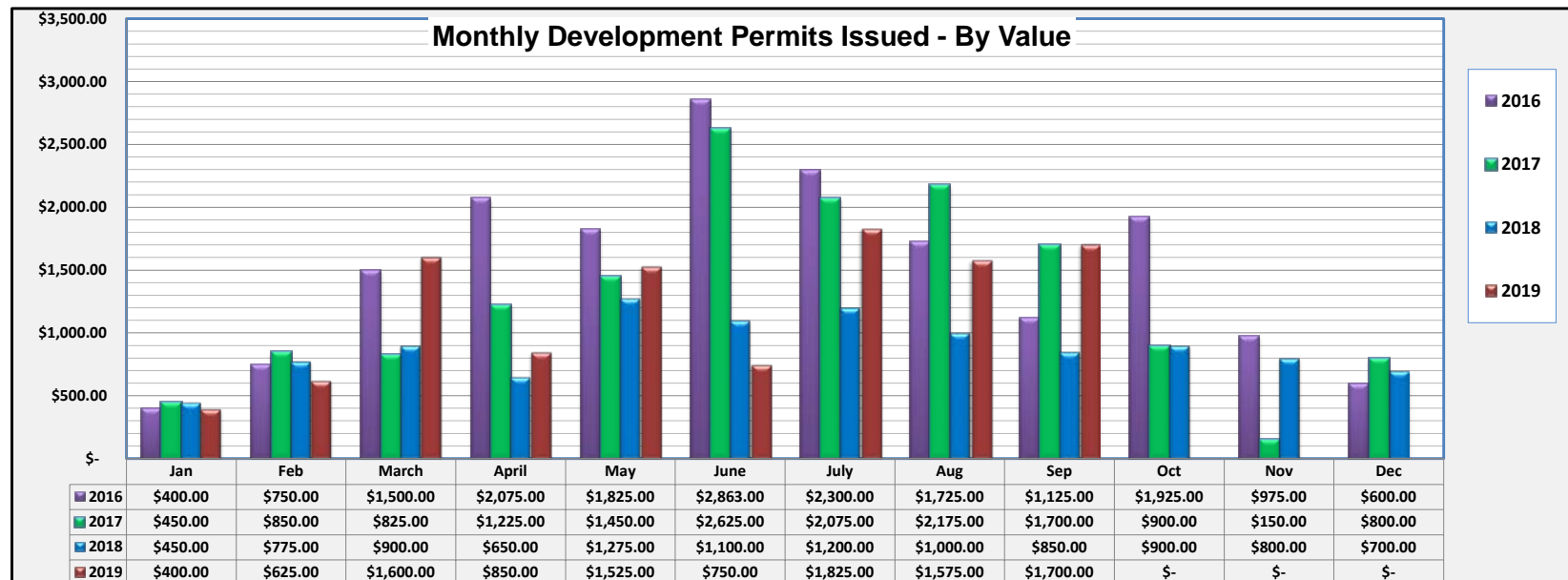
Report ending SEPTEMBER 2019

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	\$10,850.00	123

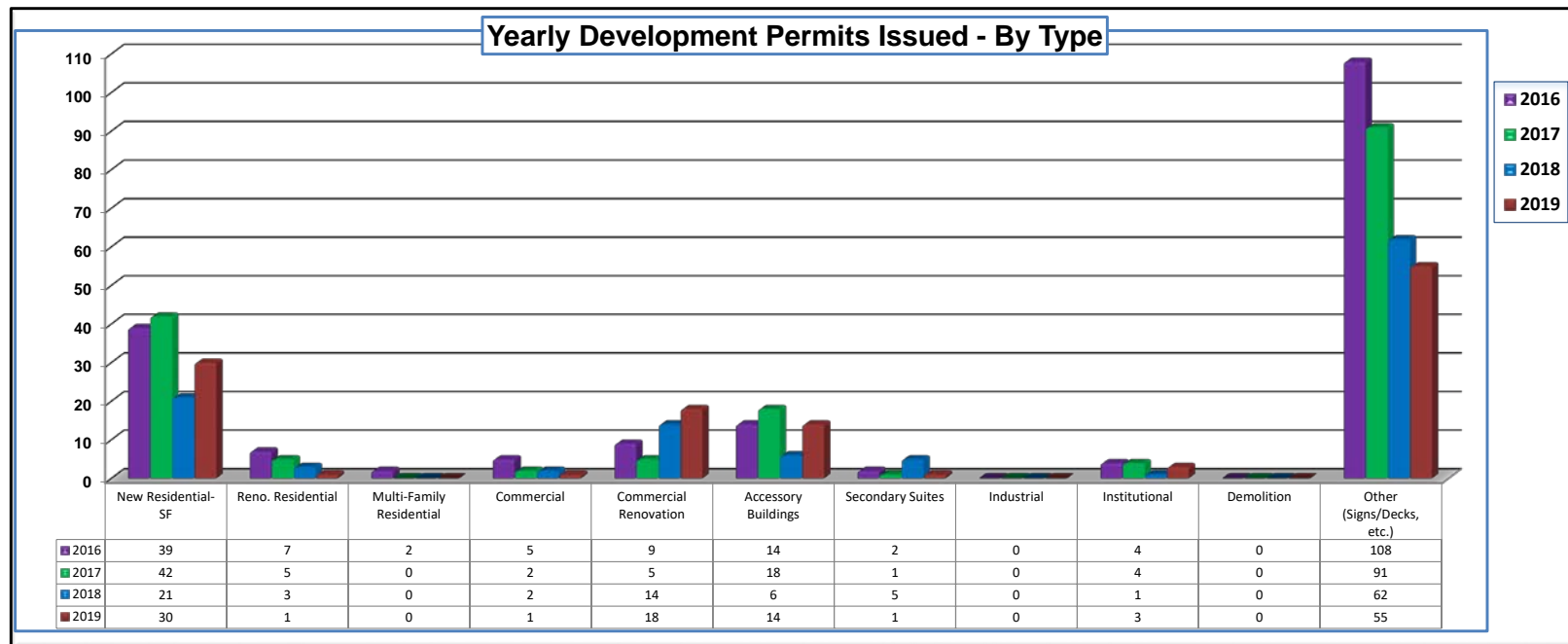
Development Permit Stats Comparison
2016 - 2019

Report ending SEPTEMBER 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	\$ 1,700.00
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	\$ 10,850.00



Data Summary - Yearly Development Permit Type by Count as of Report Date				
	2016	2017	2018	2019
New Residential-SF	39	42	21	30
Reno. Residential	7	5	3	1
Multi-Family Residential	2	0	0	0
Commercial	5	2	2	1
Commercial Renovation	9	5	14	18
Accessory Buildings	14	18	6	14
Secondary Suites	2	1	5	1
Industrial	0	0	0	0
Institutional	4	4	1	3
Demolition	0	0	0	0
Other (Signs/Decks, etc.)	108	91	62	55
Total	190	168	114	123





STAFF REPORT

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

Meeting Date: October 8, 2019

Executive Summary:

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

Background:

PROTECTIVE SERVICES DEPARTMENT

Cold Lake Fire Rescue Highlights

Fire Calls – 35 in total

During the month of September there were thirty-five (35) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to two (2) structure fires with the first fire in the City of Cold Lake and confined to a pot light in a bathroom with minimal fire damage to the area. The second fire was a house fire in the MD of Bonnyville. Fire crews arrived to a fully involved home and quickly were able to bring the fire under control. The home sustained severe fire damage to the main entrance, kitchen and living room but there were many rooms with just smoke and heat damage where things were salvageable. Both fires were deemed non-suspicious. CLFR responded to four (4) vehicle fires. Three were due to mechanical problems with two being in the engine compartment and one from an exhaust problem. The fourth vehicle fire was an abandoned vehicle and a total loss. The first three were deemed non-suspicious and the fourth was deemed a suspicious fire. CLFR responded to six (6) motor vehicle collisions (mvc) during the month with none requiring extrication, and all requiring varying degrees of scene safety, traffic control, patient care, packaging and removal. Two were offset frontal collisions, one was a rear-end collision, one was a rollover collision, one was a T-bone collision between a dirt bike and side by side and one was a vehicle versus building collision. Of the seventeen (17) alarm calls CLFR attended, all were deemed to be false alarms. Eight alarms were residential fire alarms, eight were commercial/institutional fire alarms and one was a CO alarm. The fire alarms activated included: five for unknown reasons, four from cooking smoke, two with pull stations being pulled by children accidentally, one from a smoke machine, one due to changing the battery, one from the alarm panel being bumped, one from aerosol spray and one from system maintenance. The lone CO alarm was checked with CLFR equipment with low readings found. CLFR responded to (1) wildland fire for ditch fires and deemed suspicious. CLFR responded to one (1) rubbish fire at the City of Cold Lake landfill which was a small smoldering pile and extinguished quickly. Finally, CLFR responded to four (4) public/agency assistance and other calls which included two good intent smoke/odor investigation calls and two agency assist calls



for Cold Lake Ambulance lift assists. The smoke investigation calls were for a controlled burn with a permit and some steam from the compost pile at the landfill.

During the month CLFR responded twenty-four (24) times within City limits, ten (10) times in the MD of Bonnyville and one (1) time into Saskatchewan. Daytime response [0800-1600] (17) were the highest response times at 48.57%, followed by evening response [1600-2400] (13) at 37.14%, with overnight response [0000-0800] (5) being at 14.29%.

Accomplishments and Events

- CLFR site visit and Occupancy Load for Crew Haus Barber & Stylists – Sep 5th.
- CLFR assisted Parks Department with Kinosoo Beach swim marker removal–Sep 12th.
- Fire Chief & Deputy Chief attended Fire Public Education course, Acheson– Sep 13th.
- CLFR supported AETE Family Day with Milt, Sparky and firefighters – Sep 14th.
- Fire Chief attended ESS Domestic Pet Sheltering training, Cold Lake – Sep 14th-15th.
- Fire Chief & Deputy Chiefs attended ASIST Incident Management Meeting – Sep 16th.
- Fire Chief & Deputy Chiefs attended Bordering on Disasters Conference – Sep 17th.
- Aerial (Ladder 2) recall warranty work completed in Lloydminster – Sep 17th.
- Fire Inspection conducted by CLFR for First Smiles Child Care – Sep 19th.
- Fire Chief, S/Sgt. & GM Community Services meetings – Sep 23rd and Sep 27th.
- Fire Chief & Deputy Chiefs attended FIAA Hot Wheels Course in Nisku. Three day course on investigating vehicle fires with lectures, hands on and exam. – Sep 24th-26th.
- CLFR assisted insurance companies with fire investigation for MD house fire–Sep 30th.

RCMP Highlights

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

Municipal Enforcement Highlights

The Municipal Enforcement Statistical report for the period ending September 2019, is attached.

FAMILY COMMUNITY SOCIAL SERVICES DEPARTMENT

FCSS and Parent Link Highlights

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

RECREATIONAL DEPARTMENT

Recreation and Parks Highlights



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

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

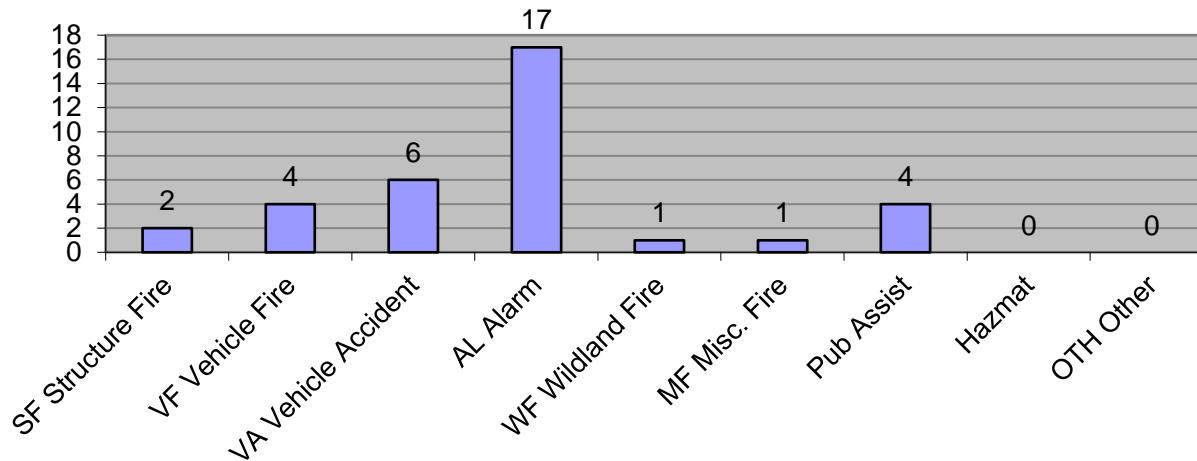
Submitted by:

Kevin Nagoya, Chief Administrative Officer

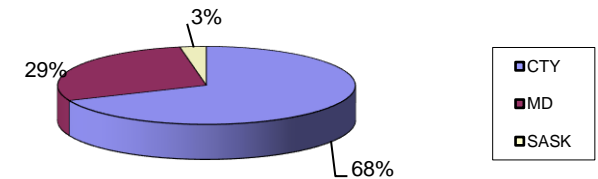
September 2019 Fire Responses

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
Sep 2019	35	2	4	6	17	1	1	4	0	0	24	10	1
<i>2019 Totals</i>	<i>237</i>	<i>11</i>	<i>19</i>	<i>39</i>	<i>104</i>	<i>17</i>	<i>8</i>	<i>35</i>	<i>0</i>	<i>4</i>	<i>151</i>	<i>82</i>	<i>4</i>

September 2019 - Incidents by Type



September 2018 - Incidents by Location



Sep-19 Totals

2 Structure Fire (1-City, 1MD) [Attic Fire, House fire-extensive damage]
 4 Vehicle Fire (4-MD) [4-Automobile, 3 non-suspicious, 1 suspicious]
 6 Vehicle Accident (3-City, 2-MD, 1-Sask) [5-Automobile, 1-Dirt bike]
 17 Alarm (17-City) [8-Residential & 8-Commercial fire detectors, 1-CO]
 1 Wildland Fire (1-MD) [ditch fire - 6 different spots, suspicious]
 1 Misc. Fire (1-City) [Rubbish Fire-CL Landfill]
 0 Hazmat
 4 Oth/Pub Assist (2-City, 2-MD) [2x smoke/fire sighting, 2x lift assist]
35 (14 Calls for Station #3, 20 Calls for Station #4, 1 call with both)
 (24-City Calls, 10-MD Calls, 1-Sask Call)

Sep-18 Totals

1 Structure Fire (1-City) [Garage Fire, damage to wall/workbench area]
 1 Vehicle Fire (1-MD) [Landrover, total loss, nonsuspicious]
 5 Vehicle Accident (2-City, 2-MD, 1-Sask) [5-Automobile]
 5 Alarm (5-City) [2-Residential & 3-Commercial fire detectors]
 0 Wildland Fire
 1 Misc. Fire (1-MD) [Rubbish Fire-Landfill]
 0 Hazmat
 3 Oth/Pub Assist (1-City, 1-MD, 1-Sask) [2x smoke/fire sighting, lift assist]
16 (4 Calls for Station #3, 11 Calls for Station #4, 1 call with both)
 (9-City Calls, 5-MD Calls, 2-Sask Calls)

**** At the end of September 2019 Cold Lake Fire-Rescue has responded to 237 calls as compared to 213 calls at the end of September 2018 ****

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

October-02-19

CATEGORY	2018		2019		% Change	
	Sep/18	YTD	Sep/19	YTD	September	YTD
Homicide	0	0	0	1	0.0%	100.0%
Offences Related to Death	0	2	0	0	0.0%	-100.0%
Robbery	0	8	0	12	0.0%	50.0%
Sexual Assaults	1	12	3	14	200.0%	16.7%
Other Sexual Offences	0	3	1	6	100.0%	100.0%
Assault	12	227	14	190	16.7%	-16.3%
Kidnapping/Hostage/Abduction	0	7	0	9	0.0%	28.6%
Extortion	0	1	0	2	0.0%	100.0%
Criminal Harassment	5	46	14	72	180.0%	56.5%
Uttering Threats	7	65	11	72	57.1%	10.8%
Other Persons	0	0	1	2	100.0%	200.0%
TOTAL PERSONS	25	371	44	380	76.0%	2.4%
Break & Enter	8	80	8	121	0.0%	51.3%
Theft of Motor Vehicle	12	73	6	86	-50.0%	17.8%
Theft Over	1	12	0	13	-100.0%	8.3%
Theft Under	17	217	28	288	64.7%	32.7%
Possn Stn Goods	4	30	4	45	0.0%	50.0%
Fraud	6	65	2	96	-66.7%	47.7%
Arson	0	0	0	3	0.0%	300.0%
Mischief To Property	70	428	86	868	22.9%	102.8%
TOTAL PROPERTY	118	905	134	1520	13.6%	68.0%
Offensive Weapons	0	19	4	34	400.0%	78.9%
Public Order	0	0	1	4	100.0%	400.0%
OTHER CRIMINAL CODE	73	519	89	614	21.9%	18.3%
TOTAL OTHER CRIMINAL CODE	73	538	94	652	28.8%	21.2%
TOTAL CRIMINAL CODE	216	1814	272	2552	25.9%	40.7%
Drug Enforcement - Production	0	0	0	0	0.0%	0.0%
Drug Enforcement - Possession	1	13	4	21	300.0%	61.5%
Drug Enforcement - Trafficking	1	31	0	14	-100.0%	-54.8%
Drug Enforcement - Other	0	1	0	1	0.0%	0.0%
Total Drugs	2	45	4	36	100.0%	-20.0%
Federal - General	1	3	1	9	0.0%	200.0%
TOTAL FEDERAL	3	48	5	45	66.7%	-6.3%
Liquor Act	4	45	9	73	125.0%	62.2%
Other Provincial Stats	20	186	18	201	-10.0%	8.1%
Total Provincial Stats	24	231	27	274	12.5%	18.6%
Municipal By-laws Traffic	0	6	0	7	0.0%	16.7%
Municipal By-laws	8	71	6	81	-25.0%	14.1%
Total Municipal	8	77	6	88	-25.0%	14.3%
Fatals	0	0	0	0	0.0%	0.0%
Injury MVAS	1	6	1	4	0.0%	-33.3%
Property Damage MVAS (Reportable)	15	162	12	166	-20.0%	2.5%
Property Damage MVAS (Non Reportable)	3	22	1	18	-66.7%	-18.2%
TOTAL MVAS	19	190	14	188	-26.3%	-1.1%
Provincial Traffic	67	579	44	555	-34.3%	-4.1%
Other Traffic	1	5	0	7	-100.0%	40.0%
Criminal Code Traffic	6	93	0	3	-100.0%	-96.8%
Common Police Activities						
False Alarms	19	339	13	153	-31.6%	-54.9%
False/Abandoned 911 Call	28	316	54	504	92.9%	59.5%
Prisoners Held	16	154	41	197	156.3%	27.9%
Written Traffic Warnings	8	68	0	32	-100.0%	-52.9%
Persons Reported Missing	6	37	12	54	100.0%	45.9%
Request to Locate	3	41	6	65	100.0%	58.5%
Abandoned Vehicles	4	44	5	61	25.0%	38.6%
VSU Accepted/Declined	40	372	8	300	-80.0%	-19.4%

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

CATEGORY TOTALS	Sep-18	Sep-19	% Change
CRIMINAL CODE PERSONS	25	44	76.0%
CRIMINAL CODE PROPERTY	118	134	13.6%
CRIMINAL CODE OTHER	73	94	28.8%
TOTAL CRIMINAL CODE	216	272	25.9%

CATEGORY TOTALS	2018 - YTD	2019 - YTD	% Change
CRIMINAL CODE PERSONS	371	380	2.4%
CRIMINAL CODE PROPERTY	905	1520	68.0%
CRIMINAL CODE OTHER	538	652	21.2%
TOTAL CRIMINAL CODE	1814	2552	40.7%

CLEARANCE RATES	Sep-18	Sep-19
CRIMINAL CODE PERSONS	60%	55%
CRIMINAL CODE PROPERTY	34%	29%
CRIMINAL CODE OTHER	62%	64%
TOTAL CRIMINAL CODE	46%	45%

CLEARANCE RATES	2018 - YTD	2019 - YTD
CRIMINAL CODE PERSONS	75%	54%
CRIMINAL CODE PROPERTY	38%	26%
CRIMINAL CODE OTHER	74%	62%
TOTAL CRIMINAL CODE	57%	39%

Items of interest

- Municipal Enforcement attended the Cold Lake Elementary meet and greet opportunity with staff, students and parents.
- Municipal Enforcement attended the Hearts for Healthcare Run which was a great opportunity to show support and interact with the public and organizers.
- Municipal Enforcement assisted with traffic control for the Terry Fox Run's with Ecole Voyageur and Cold Lake Elementary.
- Municipal Enforcement attended the FCSS Neighborhood Block Party at Forest Place Park which was a fantastic opportunity to meet with the local families and community members.
- Municipal Enforcement participated in joint training with local volunteers, Emergency Social Services staff and surrounding community partners for training on Domestic Pet Sheltering.
- Municipal Enforcement participated in the Walk a Mile in Her Shoes, awareness and fundraiser event for the Margaret Savage Crisis Centre.
- Municipal Enforcement attended an assembly at Cold Lake Elementary in support of Indigenous Day and Yellow Shirt Day.
- Municipal Enforcement concluded interviews for the vacant Peace Officer position. The short-listing process was very competitive.

Municipal Enforcement continues to provide education and enforcement initiatives in all Cold Lake school zones and playground zones which consisted of sixty patrols for the month of September. Municipal Enforcement continues to actively conduct patrols of the downtown core, marina, and alleys within their divisions, beach recreational areas, outdoor ice rinks and recreational green spaces within the city. The patrols allow Peace Officers to liaise with community partners; and provide members of the public with education, while addressing areas of concern with a visible enforcement presence. In September, Peace Officers conducted thirty-eight traffic initiatives resulting in thirty-four traffic stops and forty-eight tickets being issued. Patrols throughout the community parks, city facilities and neighborhoods and businesses consisted of two-hundred and eight-teen patrols. Officers addressed fourteen property standard concerns throughout the community. Peace Officers conducted three Joint Force Operations with the Cold Lake RCMP, consisting of two foot patrols and one traffic initiative. Municipal Enforcement worked on thirty-four animal related calls for service.

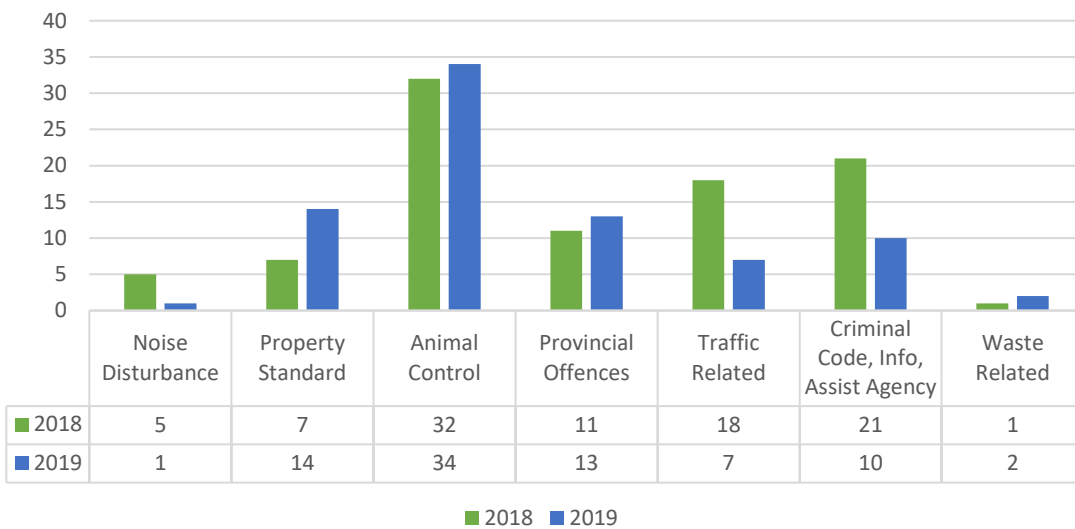
Energy Centre (School Year Start) September 2019

- Patrols of the facility and surrounding premises include seventy one to date since the commencement of the school year.
- Public interactions are regularly being made at the facility. Peace Officers continually liaise with school staff, students and city staff.
- 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.

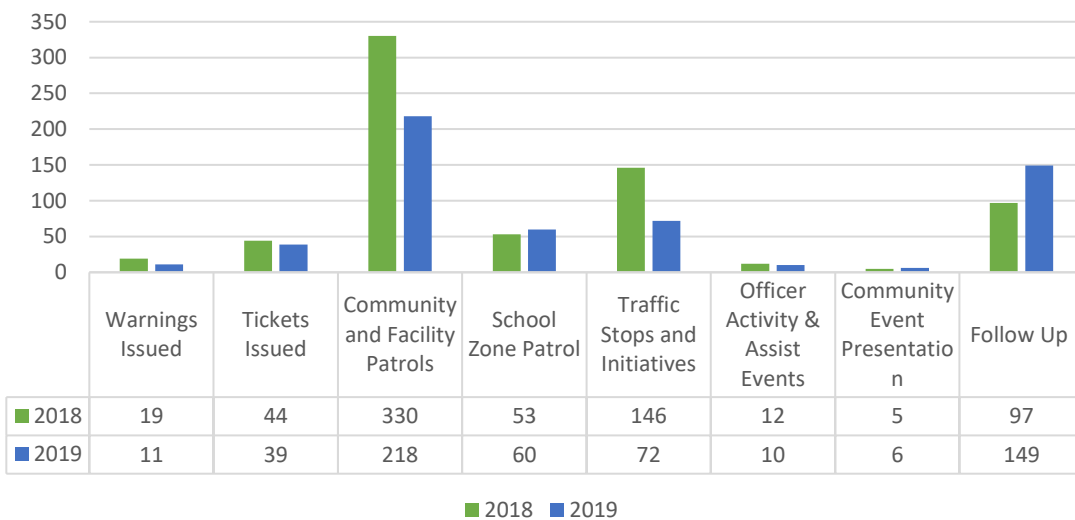
Bylaw Enforcement Program

- The Term Bylaw Officer program has concluded and will be revisited next season.

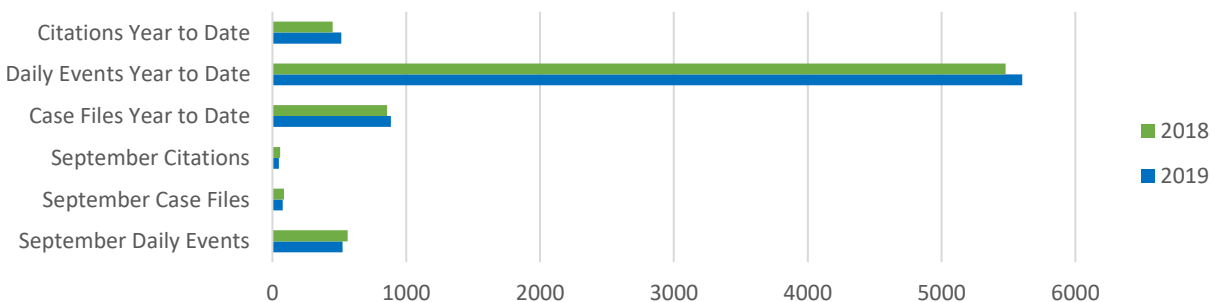
September 2019 - Calls For Service



September 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		YTD 2019
FCSS	242	2044
PLC	53	654
Community	116	754
INTERAGENCY		YTD 2019
Information Sharing	19	154
INITIATIVES		YTD 2019
FCSS/PLC Room Rentals	21	178
Block Party Participants	78	308
Community Rental Participants	785	4250
Baby Bags	60	440
SERVICES		YTD 2019
Resource Library	30	448
Forms and Assistance	18	240
Impact of FCSS Grants	0	690
Meals on Wheels	89	1091
Counselling	14	143
MARKETING AND SOCIAL MEDIA		YTD 2019
Infomall – Calendar views	460	783
Infomall – Page views	93	1023
Infomall – Page subscribers	124	1027



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

2019

Report to Chief Administrative Officer

COMMITTEES AND PARTNERSHIPS		
MEETINGS	Sep-19	YTD 2019
Committee and Partnership Meetings	3	58
EVENTS	Sep-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	Sep-19	YTD 2019
Life Skills and Social Competency	0	108
Social Skills and Development	44	611
Youth Advocacy and Empowerment	78	367
Character Education	0	200
ADULT	Sep-19	YTD 2019
Personal Growth	11	266
Seniors Services	24	522
Emergency Social Services	28	28
FAMILY AND COMMUNITY	YTD 2019	
Family Support	7	127
Family Workshops	41	459
Community Events	400	809



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

2019

Report to Chief Administrative Officer

VOLUNTEER SERVICES		
RECRUITMENT AND PROGRAMMING	Sep-19	YTD 2019
Volunteer Recruitment	8	25
Volunteer Appreciation Event	0	175
govolunteer.ca Postings	0	5
Volunteer Hours	0	1200.9
Number of Volunteers	1	290
CVITP Files Processed	7	344
Volunteer Inquiries	8	42
Volunteer Requests	6	41
PARENT LINK CENTRE		
PROGRAM ATTENDANCE AND HOURS	Sep-19	YTD 2019
Unique Drop-ins	127	2003
Drop-in Attendance	1379	14060
Programming Attendance	24	371
Program Hours	169	1528
PARENT LINK OUTREACH		
PROGRAM ATTENDANCE	Sep-19	YTD 2019
Parent Outreach	0	0
Community Education	0	10
Parent and Child Programming	22	1033
SPECIAL TRANSPORTATION		
RIDERS	Sep-19	YTD 2019
Number of Riders	402	4239
Number of Riders Turned Away	13	209
SUPPORT RIDERS		
Assistants/Staff Support/Volunteers	Sep-19	YTD 2019
Assistants/Staff Support/Volunteers	56	634



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

2019

Report to Chief Administrative Officer

FAMILY SERVICES - LIFE COACHING		
SERVICE	Sep-19	YTD 2019
Life Coaching Clients Served	15	143
Parent Support	6	113
USER GROUP	Sep-19	YTD 2019
1 – 12 years	4	34
Teens	4	36
Adults	8	98
Couples	2	39
Families	3	53
REFERRED TO	Sep-19	YTD 2019
Alberta Health Services - Mental Health	3	45
Alberta Health Services - Addictions	2	23
Alberta Health Services	4	48
LCFASD	1	10
Private Service	6	89
REFERRED FROM	Sep-19	YTD 2019
Self-Referred	3	58
Advertising / Online	0	30
FCSS Programs Attendance	4	49
Friend / Family Member	6	38
Child and Family Services/Social Services	2	25
Probation	1	8
Mental Health	5	43
CLIENT ISSUES	Sep-19	YTD 2019
Anger/Conflict Management	8	88
Relationship Issues	16	114
Parent-Teen Conflict	7	60
Parenting	8	123
Self-Esteem	19	165
Co-Parenting	6	33
Goal-Setting	17	174

Cold Lake Golf & Winter Club

Monthly Report for September 2019

Projects

COMPLETED:

Valour Place Fundraiser—September 8
Mens Night Wrap Up—September 11
Curling Ice Installed
Swing & Sweep—September 13-15
Aeration: Greens & Tees
Ladies Night Wrap Up—Sept 17
Floor Waxing
RCMP Golf Day—September 19
Intersection Wrap Up—September 27

CURRENT AND FUTURE:

Aeration of Fairways
2019 Golf Buying Show—September 22-24
Curling Season ProShop Stock
Curling Season Commencement
Winterization of Irrigation
Winter Applications of Fungicide & Fertilizer
Course Shut-Down & Cleanup
Christmas Lights

Statistics

	JUL	AUG	SEP	YEAR TOTAL
Golf Memberships 2019	5	1	0	130
Golf Memberships 2018	6	7	1	91
Members Weekday 2019	568	481	325	2469
Members Weekend 2019	334	323	325	1738
Guests Weekday 2019	723	602	568	3065
Guests Weekend 2019	765	631	466	2952
Driving Range 2019	922	193	104	1155
Driving Range 2018	141	131	34	842
Power Cart 2019	567	587	427	2590
Power Cart 2018	611	929	228	2780
Pull Cart 2019	11	20	9	84
Pull Cart 2018	26	13	7	110
Club Rental 2019	30	51	28	206
Club Rental 2018	39	44	10	241
Ice Rental Hourly 2019	0	0	134	1163
Ice Rental Hourly 2018	0	0	48	724

Operations

Curling Leagues

Monday—Mens
Tuesday—Ladies
Wednesday—Mixed
Wednesday—Seniors

Curling Leagues

Thursday—Open Curling
Thursday—Super League

Maintenance Program

Winterization of golf course is underway. Irrigation blowout will commence in early October. Winter spray applications will be put down as weather permits

Ice maintenance has begun. Mopping, pebbling and scraping while play is minimal prior to leagues to avoid frosting of the ice.

CLGWC

Golf Course Hours are 8am-6pm weather permitting. Hours adjust based on daylight and frost. Curling rink start-up and ice preparations have begun.

Memberships

Memberships are now on sale for 2020. If golfers buy a membership for 2020 they golf free for 2019.

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 September 2019

Projects

COMPLETED:

We held Nerf Wars on September 8th and had 92 kids registered.

Friday Night Fun was scheduled for September 20th and we had 15 kids register for this program.

Bouncy Castle Day took place on September 28th and 89 youth joined us.

Terry Fox Run was held on September 15th and we saw over 100 runners. The City of Cold Lake raised \$4,939.00!!

Child Mind Program started back up on September 9th.

CURRENT & FUTURE:

Nerf Wars—October 6

Movie Night—October 12

Friday Night Fun—October 18

Yuk Yuk's On Tour—October 19

Bouncy Castle Day—October 27

Our Kid Zone Program starts up in October, being run every Tuesday.

Statistics

<i>Memberships</i>	JUL	AUG	SEP	Year Total
New '19	272	492	438	2974
Passes Scanned '19	4618	4928	6274	51621
Drop Ins '19	429	462	515	4689

Climbing Wall Memberships

	JUL	AUG	SEP	Year Total
New '19	12	20	17	123
Drop Ins '19	484	455	603	3705
Rentals '19	9	3	8	45

Fitness Classes

	JUL	AUG	SEP	Year Total
Drop Ins '19	0	0	15	143
Classes '19	0	31	13	198

Facility Rentals

	JUL	AUG	SEP	Year Total
Imp. Oil Place '19	9.75	172.75	199.25	590
Phase III Arena '19	0	0	224.5	1260
Field House '19	17	22	87	963.5
North Arena '19	8	0	5	365.75

Marina

	JUL	AUG	SEP	Year Total
Slips—Paid	0	0	0	215
Days Sub-Lease	311	356	43	762

Operations

Fitness Class Sessions

Fitness classes Fall schedule came 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 is starting to move in. Ice drop ins have started up. The Running Track is always free to use.

Memberships

Staff were busy with school membership registrations. 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 back to school memberships, Fitness Registrations and Rock Wall drop ins and Memberships.

Recreation Programming

Our regular ice programs have started up again. We continue to run our monthly programs like Bounce House Days and Nerf Wars.

The ice schedule is getting quite busy with user groups starting up again for their seasons.

Rock Wall hours have adjusted for Fall Hours now that summer is coming to an end.

Parks and Recreation

Monthly Report For September 2019

Projects

COMPLETED:

NOTHING TO REPORT

CURRENT & FUTURE:

Install of 4 Wing Playground scheduled for October 7th.

Replacement of spiral slide at Forest Heights Playground scheduled for mid October

Lighting retrofit in the Imperial Oil Place Arena is near completion.

Lighting retrofit of the Reid Fieldhouse to commence upon receipt of approved funding.

Fencing around the Marina fuel tanks tentatively scheduled for mid October.

Statistics

Hours	JUL	AUG	SEP	Year Total
Figure Skating'19	0	9.5	46.75	277.5
Figure Skating'18	0	9	43	276.5
C League'19	0	0	10	68.75
C League'18	0	0	13	45.0
Jr B Ice'19	0	24	26.75	115.5
Jr B Ice'18	0	17.52	35	107.75
Master Old Tim'19	0	0	0	15.5
Master Old Tim'18	0	0	0	19.0
Minor Hockey'19	0	10.5	255.25	821.25
Minor Hockey'18	0	0	238	942.0
Cold Timers'19	0	0	1.5	30.0
Cold Timers'18	0	0	0	33.50
Cold Lake Rec'19	0	0	0	25.50
Cold Lake Rec'18	0	0	0	35.0
Jr A Wings '19	0	0	6.5	94.75
Jr A Wings '18	0	0	37	37
Jr A Hornets '19	0	3.5	21.50	25.0
Women's Hockey'19	0	0	0	19.50
Women's Hockey'18	0	0	0	16.25
Casual/Camps'19	0	125.25	54.75	340
Casual/Camps'18	0	12.5	31	187.5
Slopitch'19	230	0	0	492
Slopitch'18	0	0	0	0
Baseball'19	8	0	0	324
Baseball'18	0	0	0	0
Soccer'19	26	0	0	862
Soccer '18	0	0	0	0
Rugby'19	16	0	0	136
Rugby'18	0	0	0	0
Lacrosse'19	8.5	0	0	273.50
Lacrosse'18	0	0	0	0

Operations

Kinosoo Beach

Zip line feature and swim markers have been removed for the winter.

Arenas

Operational staff making ice in North Arena in preparations for Sept. 30th opening.

Imperial Park

Ball diamonds & soccer fields have been aerated/top dressed for the winter

Grandstand/Turf Field

Facility busy with local minor and High School football and adult soccer rentals

Marina

Marina operations scheduled to conclude following the Thanksgiving Day weekend

Splash Parks

Splash parks at Kinosoo Beach and 4Wing Cold Lake have been shut-down and winterized.