



**Council - Regular Meeting
Agenda**

Tuesday, October 22, 2019

6:00 p.m.

Council Chambers

Pages

1.	CALL TO ORDER	
2.	ADOPTION OF AGENDA	
3.	DISCLOSURE OF INTEREST	
4.	MINUTES APPROVAL	
4.1	Council - Regular Meeting October 8, 2019	3 - 19
4.2	Council - Corporate Priorities Committee Meeting October 15, 2019	20 - 28
5.	PUBLIC QUESTION PERIOD	
6.	PUBLIC HEARINGS	
7.	DELEGATIONS	
7.1	TC Energy - Josh Pentland and Kaili Kasper	29 - 46
7.2	Cold Lake Museums - Chris Holoboff and Linda Dunn	47 - 55
8.	CITY FINANCIAL REPORTS	
8.1	City Financial Reports - September 2019	56 - 68
9.	OLD BUSINESS	
9.1	Bylaw No. 649-UT-19 - Bylaw to Amend Regulation, Control, and Management of Municipal Solid Waste Bylaw No. 519-UT-14	69 - 126
10.	NEW BUSINESS	
10.1	Bylaw No. 653-BD-19 - Procedure Bylaw	127 - 159
10.2	Policy No. 190-BD-15 - Energy Centre Design Development Steering Committee Policy	160 - 162
10.3	Lakeland Destination Marketing Organization (DMO) Membership	163 - 164

10.4	Franchise Agreement - Atco Gas	165 - 197
10.5	Surplus Goods - Easy Line Fitness Equipment	198 - 200
10.6	Ad-Hoc Annexation Negotiations Committee	201
10.7	Appointment of Chairperson - Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB)	202 - 211
10.8	Cold Lake Combative Sports Commission Resignation	212 - 221
10.9	Request for Funding - Men's Shed	222 - 241
11.	COMMITTEE REPORTS	
11.1	Minutes November 15, 2018 Water North Coalition	242 - 249
11.2	Minutes January 24, 2019 Water North Coalition	250 - 259
11.3	Minutes March 18, 2019 Northern Alberta Mayors and Reeves Caucus	260 - 266
11.4	Minutes May 16, 2019 Water North Coalition	267 - 277
11.5	Minutes June 10, 2019 Family and Community Support Services Advisory Committee	278 - 283
11.6	Minutes June 27, 2019 Alberta Hub	284 - 288
11.7	Minutes July 23, 2019 Alberta Hub	289 - 292
11.8	Minutes July 25, 2019 Water North Coalition	293 - 300
11.9	Minutes September 18, 2019 Recreation and Culture Advisory Committee	301 - 304
12.	COUNCIL HIGHLIGHTS/ REPORTS	
13.	NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS	
13.1	Oath of Office Deputy Mayor Lefebvre November 1, 2019 - June 30, 2020	305 - 306
13.2	World Town Planning Day - November 8, 2019	307 - 309
14.	QUESTIONS	
15.	IN CAMERA	
15.1	Yearly Member-at-Large Appointments	
15.2	City Land Available for Sale - 4722-69 Avenue (Lot 8, Block 1, Plan 182-2733)	
15.3	Legal - 4 Wing Cold Lake Golf and Winter Club	
15.4	Chief Administrative Officer (CAO) Performance Evaluation	
16.	ADJOURNMENT	



STAFF REPORT

Title: Council - Regular Meeting October 8, 2019

Meeting Date: October 22, 2019

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held October 8, 2019 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, October 8, 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 Chris Vining

Council Absent: Councillor Kirk Soroka

Staff Present: Chief Administrative Officer Kevin Nagoya
General Manager of Corporate Services Linda Mortenson
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
Environmental Services Manager Shailesh Modak
Term Legislative Manager Lee McMillan (In Gallery)

Staff Absent: General Manager of Infrastructure Services Azam Khan
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 # CRM20191008.1001

Moved by Councillor Buckle

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

Add In Camera Item - Cold Lake First Nations - IR149A

Carried Unanimously

DISCLOSURE OF INTEREST

None.

MINUTES APPROVAL

Council - Regular Meeting September 10, 2019

Resolution # CRM20191008.1002

Moved by Councillor Vining

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

Carried Unanimously

Council - Corporate Priorities Committee Meeting September 17, 2019

Resolution # CRM20191008.1003

Moved by Councillor Lefebvre

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

Carried Unanimously

PUBLIC QUESTION PERIOD

Ms. Cassandra Butt of 756 Alder Lane Cold Lake stated that a group of advocates for The Grande Parlour came to share stories of why The Grande Parlour is important. With The Grande Parlour closing, we hate to see it go, we cannot let it go. It is important to all of us here.

Mayor Copeland advised to Ms. Butt and to the group that they need to go through the proper channels and come as a delegation to Council, noting that The Grande Parlour was supposed to appear as a delegation at tonight's Council meeting, but withdrew their delegation application. Mayor Copeland advised that if anyone had something to say, that they ask a question with it as this is part of the public question period.

Mr. Shayne Leveque of 5802 50 Avenue Cold Lake queried what Council thinks will happen to The Grande Parlour?

Mayor Copeland advised Mr. Leveque that Council was not aware that The Grande Parlour was closing, and that himself and Council were taken back by the comments that Council isn't supportive of the arts in Cold Lake. Council has given The Grande Parlour roughly \$60,000.00 in the past, along with the M.D of Bonnyville giving them money. Council would not have given as much money to The Grande Parlour if they had known it would be closing. At this point, Council has no plans to purchase The Grande Parlour or any other venue for the Cold Lake Entertainment Society. A long-term plan could be at the Energy Centre; however, if the City were to do a poll, it was felt that most citizens would prefer a swimming pool over a theatre. Council is happy to support sponsorship at events; however, the City usually doesn't do any programming.

Councillor Vining advised Mr. Leveque that the City would like to see if there is a vision from the group going forward. Council was unaware there were operational issues at The Grande Parlour, and Council is not in a position to create a solution for the group.

Mayor Copeland advised Mr. Leveque that the City is not in a position to be building a theatre for the Cold Lake Entertainment Society. It is Council's job to see how much we will get back on user fees. Some communities like St. Albert have theatres owned by the municipality, and there are hourly fees associated for use of their stage. If the City of Cold Lake owns a theatre, there would be an expectation that the City would get paid for the space. No different than Cold Lake Minor Hockey having to pay for their lease of office space in the Energy Centre.

Ms. Allison Vachon of 601 19 Street Cold Lake stated that her son has been part of The Grande Parlour theatre since 2015. The Grande Parlour has added to our lives. Doesn't Council see that with The Grande Parlour closing it will impact the City? Ms. Vachon stated that it is possible to keep The Grande Parlour alive, and it is not set in stone that it will close. Arts are just as important as sports.

Mayor Copeland advised Ms. Vachon that the arts are important and that Council is supportive of The Grande Parlour as The Grande Parlour received 30% of our funding budget. We are willing to work with the group. It is disappointing that The Grande Parlour is closing. There needs to be an operating budget from either the Grande Parlour or from The Cold Lake Entertainment Society. Other organizations such as Pirouette School of Dance and the Gymnastics Club either own or lease their own building and do fund raisers. You need to come back to Council as a delegation with a proposal.

Councillor Grau advised Ms. Vachon that Council does understand the importance of arts and the social well being of the community. This is driven by passion. I would hate for that initiative to go, but at the end of the day there hasn't been an ask for anything. We do not fund operating costs for businesses or non-profit societies. We need the arts community to come together, and come back to us so we can work with you.

Councillor Buckle advised Ms. Vachon that The Grande Parlour needs to find a solution. In all my years of being on this Council we have never turned down a request from The Grande Parlour. You need to come up with a plan. His Worship has been a huge supporter of The Grande Parlour. We have fought for The Grande Parlour, and we have been thrown under the bus that we aren't a supporter of The Grande Parlour.

Mayor Copeland advised Ms. Vachon again that the Gymnastics Club was supposed to go into The Energy Centre. However, when the New Democratic Party (NDP) took away the I.D. 349 funding, it left the City short 10 million dollars in government funding. The City has bigger problems right now than The Grande Parlour closing. The City has issues with sewers, roads and other infrastructure needs. The group needs to sit down and figure out where they will practice and perform. The group needs to look at the Society Act and research grants that are available.

Ms. Vachon stated that the group is looking for solutions, and that there is a need in Cold Lake for the arts, and that they want Council's support.

Ms. April Simard of 5031 41 Street Cold Lake queried how the City does lease/rental agreements for City owned buildings?

Mayor Copeland advised Ms. Simard that she could talk with Chief Administrative Officer K. Nagoya and General Manager of Community Services G. Barnes on what Administration's rates are and what is available.

PUBLIC HEARINGS

None.

DELEGATIONS

Communities in Bloom

Mayor Copeland welcomed Ms. Robb, Ms. Urlacher, Ms. Nguyen, Ms. Ostertag and Ms. Dunn to the Council meeting at this time being 6:32 p.m.

Mayor Copeland congratulated the Communities in Bloom for their National Capital Commission Award for floral displays, and for receiving a five-bloom National Communities in Bloom ranking. Mayor Copeland thanked the Communities in Bloom for all their hard work this past season.

Photos were taken.

Ms. Robb, Ms. Urlacher, Ms. Nguyen, Ms. Ostertag and Ms. Dunn left the meeting at this time being 6:38 p.m.

Men's Shed - Diane Stonehocker and Wayne Warner

Mayor Copeland welcomed Ms. Stonehocker and Mr. Warner to the Council meeting at this time being 6:40 p.m.

Ms. Stonehocker and Mr. Warner presented Council with information regarding The Men's Shed and opening a chapter of the Men's Shed in the City.

Ms. Stonehocker and Mr. Warner requested funding in the amount of \$25,000.00 towards the Men's Shed.

Mayor Copeland thanked Ms. Stonehocker and Mr. Warner for their presentation and advised that Council would consider the request during their 2020 Budget deliberations.

Ms. Stonehocker and Mr. Warner left the meeting at this time being 7:06 p.m.

CITY FINANCIAL REPORTS

City Financial Reports - August 2019

Resolution # CRM20191008.1004

Moved by Councillor Buckle

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

Carried Unanimously

OLD BUSINESS

None.

NEW BUSINESS

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

Resolution # CRM20191008.1005

Moved by Councillor Vining

That Bylaw No. 649-UT-19 being a Bylaw to Amend Regulation, Control, and Management of Municipal Solid Waste Bylaw No. 519-UT-14, in the City of Cold Lake, be given first reading.

Carried Unanimously

Cold Lake Public Library Board Bylaws

Resolution # CRM20191008.1006

Moved by Councillor Grau

That Council accept the Cold Lake Public Library Board bylaws as information.

Carried Unanimously

2019 Capital Budget Amendment - Lakeview Cemetery Improvement Project

Resolution # CRM20191008.1007

Moved by Councillor Buckle

That Council approve the transfer of \$275,000 from the Grand Centre Cemetery Improvement Project to the Lakeview Cemetery Improvement Project.

Carried Unanimously

Resolution # CRM20191008.1008

Moved by Councillor Lay

That Council table previous New Business Item 10.4 - City Land Available for Sale - 4015 - 50 Street (Lot 5, Block 7, Plan 192 2167) to the "In Camera" portion of the Council meeting.

Carried Unanimously

Tax Arrears Agreement - Tax Roll No. 4010925002

Resolution # CRM20191008.1009

Moved by Councillor Grau

That Council accept the Property Tax Arrears Agreement for Tax Roll No. 4010925002 as presented.

Carried Unanimously

Request for Funding - Canadian Natural 2019 Annual Fundraiser Event

Resolution # CRM20191008.1010

Moved by Councillor Lefebvre

That Council authorize the City of Cold Lake to donate a gift basket in the amount of \$500 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).

Carried Unanimously

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

Resolution # CRM20191008.1011

Moved by Councillor Vining

That Council postpone New Business Item Request for Funding - Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 Charity Events to the 2020 budget deliberations, with consideration for funding being given at the December 10, 2019 regular meeting of Council after the approval of the 2020 budget.

Carried Unanimously

COMMITTEE REPORTS

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

Minutes May 8, 2019 Cold Lake Regional Chamber of Commerce
Information.

Minutes May 25, 2019 Northern Lights Library System
Information.

Minutes June 12, 2019 Cold Lake Regional Chamber of Commerce
Information.

Minutes June 19, 2019 Recreation and Culture Advisory Committee
Information.

Minutes July 9, 2019 Recreation and Culture Advisory Committee
Information.

Minutes August 14, 2019 Cold Lake Regional Chamber of Commerce
Information.

Minutes August 26, 2019 Cold Lake Library Board
Information.

Minutes August 26, 2019 Cold Lake Regional Utility Services Commission
Information.

Minutes September 5, 2019 Economic Development Advisory Committee
Information.

Minutes September 12, 2019 Mid-Sized Cities Mayors' and CAOs' Caucus
Information.

**Decision September 5, 2019 Composite Assessment Review Board Hearing
4000017062**
Information.

**Decision September 5, 2019 Composite Assessment Review Board Hearing
4000030008**
Information.

**Decision September 5, 2019 Composite Assessment Review Board Hearing
4000031101**
Information.

STAFF REPORTS

Chief Administrative Officer's Monthly Report - September 2019
Information.

Report to Chief Administrative Officer - Corporate Services - September 2019
Information.

Report to Chief Administrative Officer - Infrastructure Services - September 2019
Information.

**Report to Chief Administrative Officer - Planning and Development Services -
September 2019**
Information.

Report to Chief Administrative Officer - Community Services - September 2019
Information.

COUNCIL HIGHLIGHTS/ REPORTS

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

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

None.

QUESTIONS

Councillor Vining queried if the rest of the road to the museum will be paved?

Chief Administrative Officer K. Nagoya advised that the water line needs to be realigned with the road. The road will need to be ripped up and paved after the waterline is put in. The road won't be finished this year.

General Manager of Corporate Services L. Mortenson introduced the new term Legislative Manager L. McMillan to Council.

Resolution # CRM20191008.1012

Moved by Councillor Grau

That the meeting be recessed at this time being 8:11 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Environmental Services Manager S. Modak left the meeting at this time being 8:11 p.m.

Term Legislative Manager L. McMillan left the meeting at this time being 8:11 p.m.

Mayor Copeland reconvened the meeting at this time being 8:20 p.m.

IN CAMERA

Having realized a disclosure of interest with respect to In Camera Item 16.1 - Lease Agreement Renewal LA19-002 - Cold Lake Regional Chamber of Commerce, Councillor Buckle left the meeting at this time being 8:21 p.m.

Lease Agreement Renewal LA19-002 - Cold Lake Regional Chamber of Commerce

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

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

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

Resolution # CRM20191008.1013

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 8:21 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Lease Agreement Renewal LA19-002 - Cold Lake Regional Chamber of Commerce.

Carried Unanimously

Resolution # CRM20191008.1014

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 8:25 p.m.

Carried Unanimously

Resolution # CRM20191008.1015

Moved by Councillor Vining

That Council authorize the City to negotiate a new lease agreement with the Cold Lake Regional Chamber of Commerce for a three (3) year term.

Carried Unanimously

Councillor Buckle re-entered the meeting at this time being 8:26 p.m.

Land Acquisition Opportunity

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of 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 24, Advice from officials
- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 25, Disclosure harmful to economic and other interests of a public body

Resolution # CRM20191008.1016

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 8:26 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 Land Acquisition Opportunity.

Carried Unanimously

Resolution # CRM20191008.1017

Moved by Councillor Lay

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

Carried Unanimously

Western Provinces Hockey Association (WPHA)

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of 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 16, Disclosure harmful to business interest of a third party
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Resolution # CRM20191008.1018

Moved by Councillor Lay

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 the Western Provinces Hockey Association (WPHA).

Carried Unanimously

Resolution # CRM20191008.1019

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 8:44 p.m.

Carried Unanimously

Land Sale

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of 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 16, Disclosure harmful to business interest of a third party
- FOIP Section 24, Advice from officials
- FOIP Section 25, Disclosure harmful to economic and other interests of a public body

Resolution # CRM20191008.1020

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 8:44 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 thereto, to discuss Privileged Information with regard to a Land Sale.

Carried Unanimously

Resolution # CRM20191008.1021

Moved by Councillor Grau

That the meeting come "Out-of-Camera" at this time being 8:55 p.m.

Carried Unanimously

ID 349 Briefing

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of 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 # CRM20191008.1022

Moved by Councillor Grau

That the meeting go "In-Camera" at this time being 8:55 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 ID 349 Briefing.

Carried Unanimously

Resolution # CRM20191008.1023

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 9:24 p.m.

Carried Unanimously

Resolution # CRM20191008.1024

Moved by Councillor Vining

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

Resolution # CRM20191008.1025

Moved by Councillor Lefebvre

That Council bring tabled New Business Item - City Land Available for Sale - 4015 - 50 Street (Lot 5, Block 7, Plan 192 2167) back onto the agenda.

Carried Unanimously

City Land Available for Sale - 4015-50 Street (Lot 5, Block 7, Plan 192 2167)

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of 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 16, Disclosure harmful to business interest of a third party
- FOIP Section 24, Advice from officials
- FOIP Section 25, Disclosure harmful to economic and other interests of a public body

Resolution # CRM20191008.1026

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 9:24 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to City Land Available for Sale - 4015 - 50 Street (Lot 5, Block 7, Plan 192 2167).

Carried Unanimously

Resolution # CRM20191008.1027

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 9:37 p.m.

Carried Unanimously

Cold Lake First Nations - IR149A

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of 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 16, Disclosure harmful to business interest of a third party
- FOIP Section 24, Advice from officials
- FOIP Section 25, Disclosure harmful to economic and other interests of a public body
- FOIP Section 27, Privileged information

Resolution # CRM20191008.1028

Moved by Councillor Grau

That the meeting go "In-Camera" at this time being 9:37 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to the Cold Lake First Nations - IR149A.

Carried Unanimously

Resolution # CRM20191008.1029

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 9:40 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20191008.1030

Moved by Councillor Vining

That the meeting be adjourned at this time being 9:40 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Council - Corporate Priorities Committee Meeting October 15, 2019

Meeting Date: October 22, 2019

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's Corporate Priorities Committee meeting held October 15, 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, October 15, 2019

6:00 p.m.

Council Chambers

Council Present: Mayor Craig Copeland
Councillor Jurgen Grau
Councillor Duane Lay
Councillor Vicky Lefebvre
Councillor Chris Vining

Council Absent: Councillor Bob Buckle
Councillor Kirk Soroka

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

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CPC20191015.1001

Moved by Councillor Lay

The agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

Councillor Grau declared a disclosure of interest with respect to In-Camera Item 8.3 - Inter-Municipal Collaboration Framework (ICF) Update.

PUBLIC QUESTION PERIOD

None.

OLD BUSINESS

Wayfinding Signage Program Update

Manager of Strategic Initiatives A. Serba provided the Corporate Priorities Committee of Council with an update with regards to the Wayfinding Signage Program.

Brief discussions and questions ensued. The Corporate Priorities Committee of Council accepted the report as information.

NEW BUSINESS

Bylaw No. 653-BD-19 - Procedure Bylaw

General Manager of Corporate Services L. Mortenson provided the Corporate Priorities Committee of Council with information with regards to Bylaw No. 653-BD-19, being the Procedure Bylaw.

The Corporate Priorities Committee of Council provided feedback to Administration regarding amendments to Bylaw No. 653-BD-19, being the Procedure Bylaw.

Lengthy discussions and questions ensued with the Corporate Priorities Committee of Council directing Administration to bring Bylaw No. 653-BD-19, being the Procedure Bylaw, to the October 22, 2019 regular meeting of Council for first reading.

Municipal Climate Change Action Centre (MCCAC) Recreation Energy Conservation (REC) Program

Manager of Strategic Initiatives A. Serba provided the Corporate Priorities Committee of Council with information regarding the Municipal Climate Change Action Centre (MCCAC) Recreation Energy Conservation (REC) Program.

Brief discussions ensued with the Corporate Priorities Committee accepting the report as information.

Cold Lake John Howard Society - Homelessness Estimation Project

General Manager of Community Services G. Barnes presented the Corporate Priorities Committee with information regarding the Homelessness Estimation Project with the Cold Lake John Howard Society.

Brief discussions ensued with the Corporate Priorities Committee of Council accepting the report as information.

Government of Alberta - Costs Associated with the Enforcement of Cannabis Legalization

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with information regarding the costs associated with enforcement of legalizing cannabis.

Brief questions and discussions ensued.

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

Encroachments on City-Owned Property

Chief Administrative Officer K. Nagoya updated the Corporate Priorities Committee of Council with information regarding encroachments on City owned property.

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

The Corporate Priorities Committee recommended that Administration schedule a public consultation to gather feedback regarding encroachment issues within the City.

Resolution # CPC20191015.1002

Moved by Councillor Vining

That the meeting be recessed at this time being 7:26 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 7:40 p.m.

City of Cold Lake Service Levels

General Manager of Corporate Services L. Mortenson provided the Corporate Priorities Committee of Council with information regarding the 2019 City of Cold Lake Service Levels.

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

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

Lakeland Destination Marketing Organization (DMO) Membership

Manager of Strategic Initiatives A. Serba provided the Corporate Priorities Committee of Council with information regarding membership with the Lakeland Destination Marketing Organization (DMO).

Brief discussions and questions ensued.

Resolution # CPC20191015.1003

Moved by Councillor Grau

That the Corporate Priorities Committee recommend that Council authorize the City of Cold Lake to lapse their municipal membership with the Lakeland Destination Marketing Organization (DMO).

Carried Unanimously

QUESTIONS

Councillor Vining queried if an irrigation system has been installed for the turf at the Grandstand?

General Manager of Community Services G. Barns advised that an irrigation system has been installed.

Councillor Vining queried if Administration is able to install a drinking fountain on the opposite end, as players have to walk around to the Grandstand to get water?

Chief Administrative Officer K. Nagoya advised that the irrigation waterline is not for consumption. Administration could put a consumable water line in, but it would have to go around the field. Due to the length of the line, the line would need to be flushed regularly as the water in the line would go stagnant.

Resolution # CPC20191015.1004

Moved by Councillor Vining

That the meeting be recessed at this time being 8:14 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 8:23 p.m.

IN CAMERA**Agreement - Cold Lake Recycling Centre**

Present: Mayor Copeland, Councillors Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Planning & 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 16, Disclosure harmful to business interests of a third party
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Resolution # CPC20191015.1005

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 8:23 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 - Cold Lake Recycling Centre.

Carried Unanimously

Resolution # CPC20191015.1006

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 8:34 p.m.

Carried Unanimously

Agreement - Cold Lake First Nations (CLFN)

Present: Mayor Copeland, Councillors Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Planning & 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 16, Disclosure harmful to business interests of a third party
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Resolution # CPC20191015.1007

Moved by Councillor Lay

That the meeting go "In-Camera" at this time being 8:34 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 - Cold Lake First Nations (CLFN).

Carried Unanimously

Resolution # CPC20191015.1008

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 8:40 p.m.

Carried Unanimously

Having declared a disclosure of interest with respect to In-Camera Item 8.3 - Inter-Municipal Collaboration Framework (ICF) Update, Councillor Grau left the meeting at this time being 8:40 p.m.

Inter-Municipal Collaboration Framework (ICF) Update

Present: Mayor Copeland, Councillors Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Planning & 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
- FOIP Section 27, Privileged information

Resolution # CPC20191015.1009

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 8:42 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 Inter-Municipal Collaboration Framework (ICF) Update.

Carried Unanimously

Resolution # CPC20191015.1010

Moved by Councillor Vining

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

Carried Unanimously

ADJOURNMENT

Resolution # CPC20191015.1011

Moved by Councillor Vining

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

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: TC Energy - Josh Pentland and Kaili Kasper

Meeting Date: October 22, 2019

Executive Summary:

Delegates Josh Pentland and Kaili Kasper

Power point presentation regarding the proposed new pipeline project occurring in the area

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, Josh Pentland 403-463-0856 I/We, Kaili Kasper 403-836-6665
(Name) (Telephone Number) (Name) (Telephone Number)

Mailing Address 450 – 1 Street S.W. Calgary, AB T2P5H1

E-mail Address josh_pentland@tcenergy.com , kaili_kasper@tcenergy.com

request to appear as a delegation before Cold Lake City Council at a meeting to be held on October 22nd, 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.

TC Energy wishes to present to the City of Cold Lake Municipal Council on October 22nd regarding a new pipeline project occurring in the area. The TC Energy Public Affairs team will be available to answer questions the council has regarding the proposed project.

* 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 9/19/2019

Signed [Signature] Date 9/19/2019

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. 22/19

cc: _____

☐ Other

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Proposed Saddle Lake Lateral Loop Project

October 22, 2019



Agenda

1. Safety Moment
2. About TC Energy
3. Saddle Lake Lateral Loop
 - Project Scope
 - Pipeline Crossings
 - Project Activities to Date
4. Project Workforce
5. What to Expect During Construction
6. Site Access
7. Community Benefits
8. Safety and Emergency Response
9. Public Awareness
10. Contact Us

Safety Moment – Halloween

Costumes

- Refrain from using masks
- Light coloured costumes / reflective tape
- Dress for the weather

Trick-or-Treating

- Adult supervision and/or groups of three or four
- Plan the route
- Bring a cell-phone
- Wait until you're home to eat

Home Owners

- Shovel/sweep your sidewalk
- Provide lighting if possible
- Be mindful of food allergies



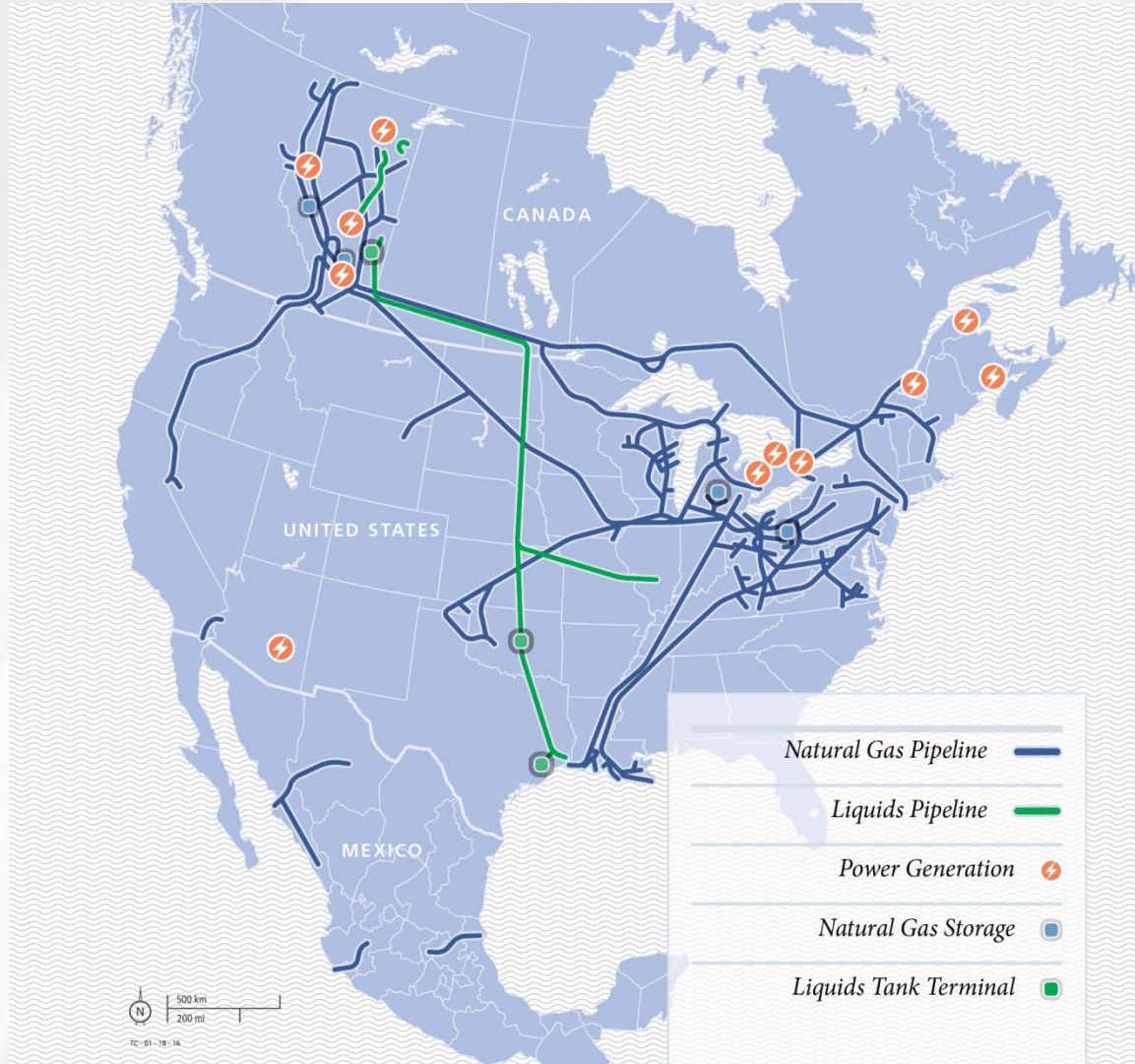
TC Energy – About our name change

In May 2019, we changed our name from TransCanada to TC Energy to better reflect the scope of our operations and to reinforce our position as a leading North American energy infrastructure company.

Our new name TC Energy acknowledges TransCanada's proud history developing the energy infrastructure that millions of North Americans rely on every day, while it more clearly articulates the geography and diversity of our complete business – pipelines, power generation and natural gas storage operations in Canada, the U.S. and Mexico.

Whether you know us as TC Energy in English, TC Énergie in French or TC Energía in Spanish, the communities where we operate can continue to count on us to follow through on our commitments and live up to our core values of safety, responsibility, collaboration and integrity in everything we do.

TC Energy Overview



One of North America's Largest Natural Gas Pipeline Networks

- Operate 91,900 km (57,100 miles) of pipelines
- Transport ~25 per cent of continental demand
- Over 650 Bcf of gas storage capacity

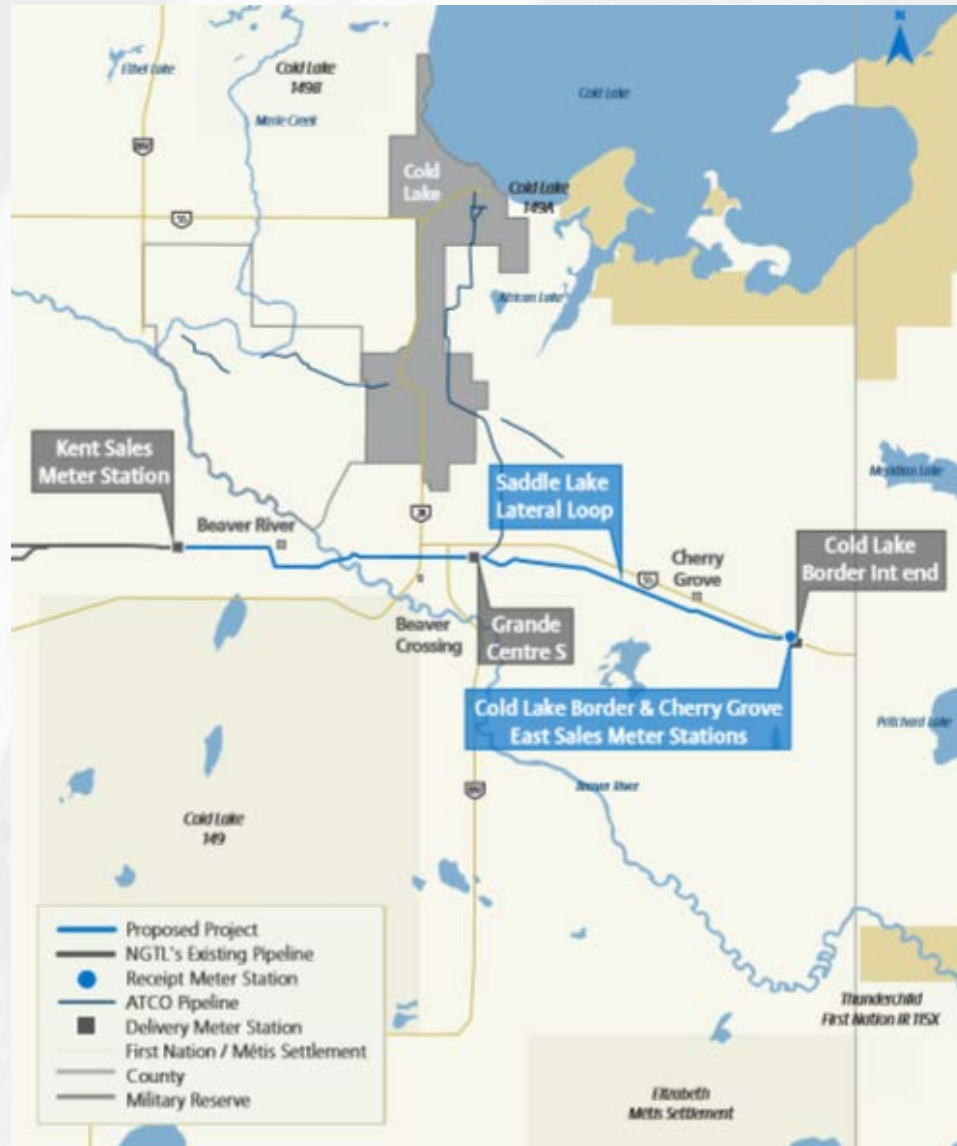
One of Canada's Largest Private Sector Power Generators

- 11 power facilities, approximately 6,600 MW
- Diversified portfolio, including wind, nuclear and natural gas

Premier Liquids Pipeline System

- 4,900 km (3,000 miles)
- Keystone: Long-term contracts to ship 555,000 bbl/d
- Safely delivered more than 1.6 billion barrels of Canadian oil to U.S. markets since 2010

Saddle Lake Lateral Loop



The proposed Project will connect growing natural gas production in Alberta to the growing market demand in northeast Alberta and northwest Saskatchewan

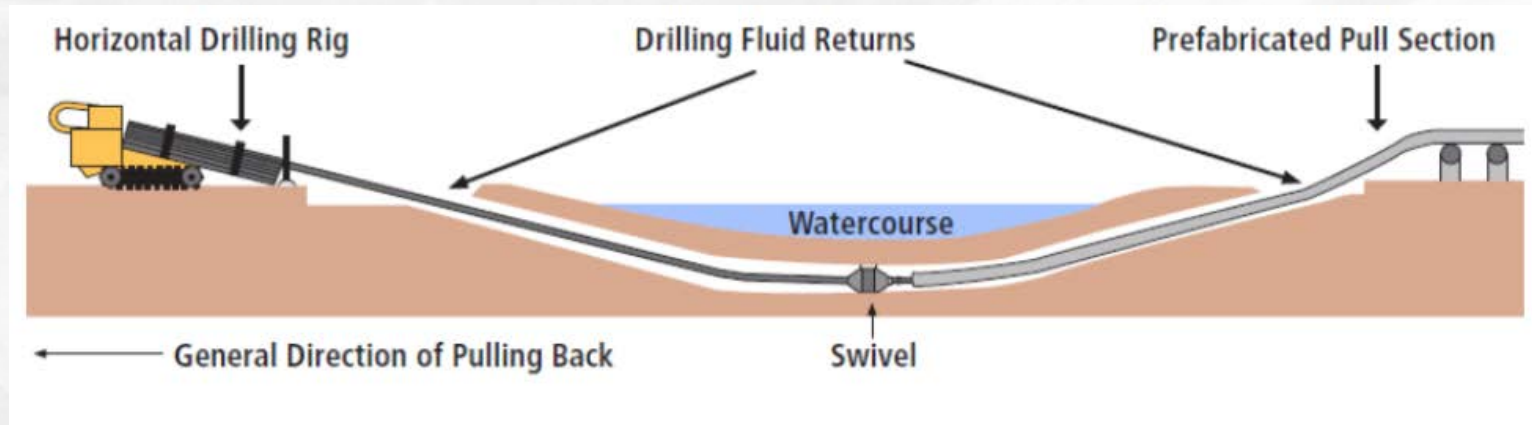
Components:

- New pipeline loop
- Removal and replacement of the Cold Lake Border Meter Station
- Decommissioning of the existing pipeline lateral and the Cherry Grove East Sales Meter Station

Pipeline Crossings

The proposed Project consists of several crossings, including:

- Highway crossings
- Road crossings
- Watercourse crossings:
 - Beaver River crossing
 - Horizontal Directional Drilling (HDD)
 - Beaver River crossing is located approximately 6 km southeast of Medley, AB and 12 km southwest of Cold Lake, AB
 - Total approximate horizontal length of 972 m under the Beaver River



Project Activities to Date

Q4 2018

Began landowner, Aboriginal, and stakeholder engagement

Began environmental studies, field survey, and technical analysis of the proposed Project

August 2019

Filed a section 58 application with the NEB

November 2019

Open house activities in the City of Cold Lake

Q4 2020

Subject to regulatory approval, commence construction activities

Q2 2021

In-service date for all applicable Project components

Commence decommission activities

Project Workforce

Estimated 400 workers for construction activities:

- Entry level labourers
- Highly skilled trades
- Local companies and workers
- Indigenous companies and workers

Supplier Registration

- <https://www.tcenergy.com/operations/vendors/>

What to Expect During Construction

- TC Energy pipelines are built to meet or exceed industry and government standards for safety and reliable operation.
- Strive to limit noise, dust and smells throughout construction and operation of the Project.
- Make every effort to minimize the impact of traffic during the life of the Project.

Site Access

- No new permanent access roads will be required
- Expansion of Range Road 11
- Temporary Workspace (TWS) for vehicle and equipment Access will be required
- Utilization of existing public and private access roads, and the existing pipeline Right of Way (ROW) will occur

What to Expect During Construction

- TC Energy pipelines are built to meet or exceed industry and government standards for safety and reliable operation.
- Strive to limit noise, dust and smells throughout construction and operation of the Project.
- Make every effort to minimize the impact of traffic during the life of the Project.

Community Benefits

- Community investment opportunities
- Contracting opportunities
 - Planning and Pre-Construction
 - Construction
 - Operations



Safety and Emergency Response

- Top quality steel and welding techniques, confirmed by x-ray or ultrasound processes
- Before being placed in service, pipeline integrity is tested under pressure beyond the maximum operating pressure
- 24/7 monitoring by trained personnel at TC Energy's state-of-the-art Gas Control Centre
- Emergency Response Program, coordinated with local first responders
- A 65-year history of building and operating pipelines safely

Public Awareness

TC Energy's Public Awareness Program shares safety information with the following groups:

- Emergency responders
- Excavators and contractors
- Affected public
 - Landowners, tenants, business owners, and schools
- Public officials
- Municipal staff and elected officials, Indigenous leaders and provincial representatives



Questions?

For any inquiries you might have after this presentation, please contact our Public Affairs team:

Public Affairs – Josh Pentland

Phone: (403) 463-0856

Email: josh_pentland@tcenergy.com

Public Affairs – Kaili Kasper

Phone: (403) 836-6665

Email: kaili_kasper@tcenergy.com



STAFF REPORT

Title: Cold Lake Museums - Chris Holoboff and Linda Dunn

Meeting Date: October 22, 2019

Executive Summary:

Delegates Chris Holoboff and Linda Dunn of Cold Lake Museums
Annual presentation to Council to report on Museum progress, discuss needs and apply for funding
Financials will be handed out at meeting

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, LINDA DUNN 780-573-8047 I/We, CHRIS HALDOFF 780-207-1152
(Name) (Telephone Number) (Name) (Telephone Number)

Mailing Address P.O. Box 811, Cold Lake, AB T9M 1P2

E-mail Address lindun@telus.net

request to appear as a delegation before Cold Lake City Council at a meeting to be held on OCTOBER 22, 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.

Annual delegation to council to report on Museum progress,
discuss needs & apply for funding.

Delegation will consist of a slide show re: Cold Lake Museums,
a verbal report & handouts (financials, etc)

* 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 Linda Dunn Date Sept 23/19
Signed _____ Date _____

Return completed application to the City of Cold Lake

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

Phone: (780) 594-4494 Ext. 7967

Fax: (780) 594-3480

Email: creimer@coldlake.com

Form 11-00-06

FOR INTERNAL USE ONLY

Request Approved by JM

Date Approved for OCT. 22/19

cc: _____

☐ Other

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COLD LAKE MUSEUMS

ANNUAL PRESENTATION

TO THE

CITY OF COLD LAKE

2019

INTRODUCTION


The Cold Lake Museums has been in operation for over 2 decades. We have operated out of the current location for a solid 20 years. It is in the past decade or so that we have been able to consistently improve the Quality of Exhibits, the Safety and Historical Aesthetic of the buildings and the Visitor Experience. We have continued to make improvements large and small in the site. We have presented to council for approximately 14 years, continually reporting to and engaging the City Council in acquiring the support we have needed. We have always found Council amenable to our presentation and our needs. City Council has proven it is supportive of the Museum and Culture in our City with its continued support of the museum.

Some of our highlights are not obvious or even exciting, except to us, most being behind the scenes activities such as pest control or cataloguing our collections.

We are grateful for what we have accomplished and the help we have received while we still continue to ask for more. It is a well-known understanding that culture and other leisure activities are not self-sufficient and require continued support from local governments.

HIGHLIGHTS

- Dome opening
 - The most obvious and even “sexy” highlight is the Dome Project.
 - This was the culmination of years of dreaming, plotting, planning.
 - This project ups the ante on all future projects.
 - We have become noticeable, no longer hiding on our hilltop.
 - Hard to top something like that, but we’re not done yet.
- Doors
 - Without doors, what do you have?
 - Either a building you can’t access or open to the elements.
 - Doors are not exciting but they are necessary for pest control, environment control as well as human egress.

- Pest control 
 - This is the least exciting project. To you maybe. It is so vital to a museum there are whole books on the subject. We have been working on this for years and now our doors will help.
- Grounds clean-up
 - Again, ho hum? However, the aesthetics and safety of clean grounds, as well as pest control (see what I did there?) make the grounds projects a priority. We are working hard on this project.
- Visitor numbers
 - After a slight dip in the past couple of years, the visitor numbers are on the rise again with almost 4000 visitors this year.
 - Attributable to the Dome project as well as a good word of mouth.
 - Unofficial Visitor Experience Survey concludes that word of mouth is our largest contributor to knowledge of our existence, despite online presence.
 - Increased large tours. (Free to schools)
- Staff insights
 - Staff are comfortable, happy and passionate about our work.
 - Summer staff gain real world experiences in dealing with visitors and co-workers and many transferrable skills.
 - Full-time staff make the museum world go round.
- Volunteers
 - An increase in Volunteers esp for the CLAFM side.
 - Working with FCSS.
- Collections
 - One of the last large hurdles, we have developed a solid plan for managing our collections, based on Alberta Museums Association Guidelines in which all our full-time staff are trained.
 - Implementation this winter.

THANK YOU



- Water
 - Water has been a hurdle this past year.
 - Water main breaks, etc. Thank you to City Workers for filling our tank so we could continue to work up here.
 - Thank you to City Workers for trenching in a line to the Oil & Gas museum for our staff washroom to operate year round.
 - This allows implementation of our Collections Project.
- Road
 - Beautiful! 'Nuff said.
- Operational funds
 - Thank you for your continued support of the Museum.

NEEDS

- Continued operational funds
- Continued “in-kind” support.

ASK

- Operational funding
- Capital and/or in-kind assistance

CONCLUSION

The Cold Lake Museums continue to provide a cultural, educational and entertaining experience to residents and visitors alike. We continue to grow our collection of relevant, experiential, historical artifacts from our local population. We are able to care for our collection in compliance with provincial and federal standards. Our buildings and site continue to improve in safety and usefulness as a community resource. Museum Staff and Volunteers are able to function year round.

JUST FOR FUN...

HOW TO BUILD DOME-

GEOMETRY 101

1. BUILD A BOWL



2. BUILD A LID



3. PUT LID ON BOWL



4. VOILA



5. Oh and build a fancy door into it so we can look inside.





STAFF REPORT

Title: City Financial Reports - September 2019

Meeting Date: October 22, 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 September 30, 2019 the bank had a balance of \$8,313,942. The Investment portfolio had a book value of \$61,068,104 inclusive of accrued interest, and a market value of \$60,561,415. Figures for the September 30, 2019 variance report are as follows:

	YTD	Budget	%
Revenue	\$ 41,424,616	\$ 59,208,733	69.96
Expenses	\$ 35,068,083	\$ 59,208,733	59.23

Alternatives:

Recommended Action:

Administration recommends that Council accept the financial reports for the period ending September 30, 2019 including accounts payable cheque numbers 133844 to 134277.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MONTH END CASH SUMMARY
CITY OF COLD LAKE
September 30, 2019

	BANK CURRENT	INVESTMENTS	TOTAL
Receipts:	\$2,985,562	<u>Lakeland Credit Union -September 1, 2019</u>	\$5,000,000
Cash Receipts	\$2,398,780	Purchase (Redemption) - GIC	\$0
Auto Debits - UT/TX	\$593,014	Balance as September 30, 2019	\$5,000,000
Interest	\$1,826	Accrued interest - Credit Union	\$23,301
Common Shares		Balance as at September 30, 2019	\$5,023,301
Cancelled Cheques	\$659	<u>ATB Financial HISA - September 1, 2019</u>	\$19,480,742
Returned Cheques	(\$4,622)	Purchase (Redemption) - High Interest Savings	(\$10,000,000)
Stale Dated Cheques	\$0	Balance as at September 30, 2019	\$9,480,742
Interest Received Investment	\$51,116	Interest paid-ATB	\$39,709
Transfer from Investment	\$11,000,000	Accrued Interest-ATB	\$18,702
Alberta Capital Debenture	\$0	Balance as at September 30, 2019	\$9,539,152
Total Receipts	\$17,026,335	<u>CIBC HISA (AUMA) - September 1, 2019</u>	\$5,004,274
		Purchase (Redemption) -High Interest Savings	\$0
Disbursements:		Balance as at September 30, 2019	\$5,004,274
Accounts Payables	\$3,815,419	Interest paid-CIBC	\$10,199
Payroll	\$680,172	Accrued Interest-CIBC	\$7,877
Bank Wires & Drafts	\$5,335	Balance as at September 30, 2019	\$5,022,350
Alberta Capital Debenture	\$1,561,878	<u>Wood Gundy-Kurt Miller - September 1, 2019</u>	\$5,000,000
Transfer to Investment	\$1,121,400	Purchase (Redemption) - GIC	\$0
ASFF Payment	\$1,524,280	Balance as at September 30, 2019	\$5,000,000
Service Charges	\$3,909	Accrued Interest-CIBC	\$22,707
Total Disbursements	\$8,712,394	Balance as at September 30, 2019	\$5,022,707
NET BALANCE:	\$8,313,942	<u>Wood Gundy</u>	
		Investment-Book Value September 1, 2019	\$35,691,001
		Premium paid on Bonds September 1, 2019	\$433,616
		BMO DIV Growers Index	(\$1,000,000)
		BMO Growers Index	\$1,121,400
		Wood Gundy-Book Value as at September 30, 2019	\$36,246,017
Statement end balance:	\$9,090,464	Accrued Interest-Fixed income securities	\$214,577
O/S deposits	\$65,793	WG Balance as September 30, 2019	\$36,460,594
Cash on hand	\$400	WG Market Value	\$35,953,905
Sub Total	\$9,156,657	TOTAL INVESTMENTS MARKET VALUE	\$60,561,415
Less:Outstanding cheques	\$842,715	TOTAL INVESTMENTS-BOOK VALUE	\$61,068,104
NET BALANCE:	\$8,313,942		

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CITY SUMMARY OF VARIABLE REVENUES/EXPENSES BY FUNCTION

September 30, 2019

REVENUES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
LEVY(penalties,investment returns)	2,452,118	500,000	- 1,952,118	490.42%
ADMINISTRATION	73,835	85,000	11,165	86.87%
POLICING	170,264	293,500	123,236	58.01%
FIRE RESCUE SERVICES	173,644	241,870	68,226	71.79%
BYLAW/SPEC CONSTABLES	77,391	166,700	89,309	46.43%
PUBLIC WORKS	63,113	350	- 62,763	18032.38%
INFRASTRUCTURE SERVICES	4,500	10,000	5,500	45.00%
AIRPORT	89,852	118,350	28,498	75.92%
SPECIAL TRANSPORTATION	6,885	8,500	1,616	80.99%
PUBLIC TRANSPORTATION	16,149	20,000	3,851	80.75%
WATER	1,990,847	2,920,000	929,153	68.18%
SEWER	1,168,487	1,750,000	581,513	66.77%
WASTE DISPOSAL	1,366,918	1,918,000	551,082	71.27%
RECYCLING	478,114	715,586	237,472	66.81%
FCSS	21,497	45,000	23,503	47.77%
DAYCARE/SENIORS	35,193	24,145	- 11,048	145.76%
CEMETERY	2,921	5,000	2,079	58.43%
MUNICIPAL SERVICES	283,624	262,000	- 21,624	108.25%
ECONOMIC DEVELOPMENT	40,051	46,400	6,349	86.32%
LAND, HOUSING & BLDG RENTAL	66,787	61,428	- 5,359	108.72%
RECREATION ADMIN-LEISURE	34,589	25,000	- 9,589	138.36%
ARENA	324,320	462,200	137,880	70.17%
ENERGY CENTRE	474,324	1,037,000	562,676	45.74%
GOLF & WINTER CLUB	500,167	460,700	- 39,467	108.57%
PARKS & SPORTS FIELDS	15,455	28,500	13,045	54.23%
MARINA	304,561	238,921	- 65,640	127.47%
TOTAL VARIABLE REVENUES	10,235,610	11,444,150	1,208,540	89.44%

FIXED REVENUES				
LEVIES/REQUISITIONS	28,260,347.13	36,588,717.52	8,328,370	77.24%
PROVINCIAL GRANTS	904,401	827,717	- 76,684	109.26%
OTHER LOCAL GOV'T	1,231,719	647,267	- 584,452	190.30%
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	31,189,006	47,764,583	16,575,576	65.30%
TOTAL REVENUES	41,424,616	59,208,733	17,784,117	69.96%

EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
COUNCIL & LEGISLATIVE	358,013	457,671	99,658	78.22%
ADMINISTRATION	3,572,494	5,450,567	1,878,073	65.54%
POLICING	1,480,583	2,858,600	1,378,017	51.79%
FIRE RESCUE SERVICES	803,159	1,071,600	268,441	74.95%
DISASTER SERVICES	29,144	75,050	45,906	38.83%
BYLAW/SPEC CONSTABLE	529,615	788,260	258,645	67.19%
PUBLIC WORKS	3,648,965	5,092,490	1,443,525	71.65%
INFRASTRUCTURE SERVICES	496,325	745,700	249,375	66.56%
AIRPORT	153,285	210,700	57,415	72.75%
SPECIAL TRANSPORTATION	96,914	143,500	46,586	67.54%
PUBLIC TRANSPORTATION	522,520	914,600	392,080	57.13%
STORM SEWER	112,042	207,100	95,058	54.10%
WATER SUPPLY/DISTRIBUTION	1,639,362	2,272,390	633,028	72.14%
WATER TREATMENT/RESERVOIR	335,603	571,210	235,607	58.75%
SEWER COLLECTION	1,391,975	2,110,160	718,185	65.97%
LIFT STATIONS	222,152	384,580	162,428	57.76%
WASTE DISPOSAL	1,256,979	1,898,660	641,681	66.20%
RECYCLING	484,862	714,298	229,436	67.88%
FCSS	750,387	1,032,200	281,813	72.70%
DAYCARE/PLAYSCHOOL	11,719	30,600	18,882	38.30%
SENIORS	28,943	69,000	40,057	41.95%
CEMETERY	38,232	35,680	- 2,552	107.15%
MUNICIPAL SERVICES	523,470	778,850	255,380	67.21%
ECONOMIC DEVELOPMENT	502,408	717,900	215,492	69.98%
LAND, HOUSING & BLDG RENTAL	4,200	14,530	10,330	28.90%
RECREATION ADMINISTRATION	606,692	654,867	48,175	92.64%
ARENA	1,038,253	1,373,166	334,913	75.61%
ENERGY CENTRE	1,649,735	2,542,310	892,575	64.89%
GOLF & WINTER CLUB	841,766	953,630	111,864	88.27%
PARKS & SPORTS FIELDS	1,197,198	1,519,646	322,448	78.78%
MARINA	332,382	457,200	124,818	72.70%
LIBRARY	77,049	79,782	2,733	96.57%
MUSEUM	36,687	15,000	- 21,687	244.58%
TOTAL VARIABLE EXPENSES	24,773,111	36,241,497	11,468,386	68.36%

FIXED EXPENSES				
REQUISITIONS	5,373,787	7,048,480	1,674,692	76.24%
DEBENTURES	3,730,508	3,994,192	263,684	93.40%
LOCAL IMPROVEMENT ALLOC	2,499	2,615	116	95.58%
TRANSFER TO CAPITAL RESERVE	-	1,245,000.00	1,245,000	0.00%
ALLOWANCES	17,028	1,200,000	1,182,972	1.42%
TRANSFER TO OTHER AGENCY	1,171,149	1,236,949	65,800	94.68%
CONTINGENCY	-	240,000	240,000	0.00%
TRANSFER TO CAPITAL (ID349)	-	8,000,000	8,000,000	0.00%
TOTAL FIXED EXPENSES	10,294,972	22,967,236	12,672,263	44.82%
TOTAL EXPENSES	35,068,083	59,208,733	24,140,650	59.23%

9/05/19 15:02:22
(AP14670)

A / P SYSTEM
Cheque Register
Batch #: 38477

Page: 1

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133844	2019/09/06	101	A & A GLASS LTD.	932.34
133845	2019/09/06	2670	ACCURATE ASSESSMENT GROUP	10,863.50
133846	2019/09/06	2863	ALBERTA FIRE CHIEFS ASSOCIATION	896.62
133847	2019/09/06	5967	ALBERTA NWT COMMAND	570.00
133848	2019/09/06	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	4,386.63
133849	2019/09/06	6593	AMSC INSURANCE SERVICES LTD.	2,357.62
133850	2019/09/06	11560	ANDRZEJEWSKI, ADA	1,000.00
133851	2019/09/06	162	ANSELL'S REFRIGERATION & HEATING L	1,185.65
133852	2019/09/06	4264	AXANI BROS. TRUCKING INC.	803.25
133853	2019/09/06	12681	BACH, CINDY	265.91
133854	2019/09/06	8747	BERNIER'S DIESEL & AUTO REPAIR & P	1,176.38
133855	2019/09/06	4233	BLUE SKY COATINGS	66,305.47
133856	2019/09/06	7189	BONNYVILLE & DISTRICT FCSS	25,846.25
133857	2019/09/06	6089	BONNYVILLE WATER CONDITIONING LTD.	28.00
133858	2019/09/06	9362	BRULLER CORPORATION	2,219.65
133859	2019/09/06	2572	BUSY BEE SANITARY SUPPLIES INC.	1,112.69
133860	2019/09/06	5823	CANADIAN LINEN & UNIFORM SERVICE	173.87
133861	2019/09/06	9798	CANADIAN TIRE #450	460.80
133862	2019/09/06	5616	CENTAUR PRODUCTS INC.	2,331.00
133863	2019/09/06	11841	CFWE-FM	110.25
133864	2019/09/06	8735	COLD LAKE FOODS (2003) INC	121.70
133865	2019/09/06	111	COLD LAKE HOME HARDWARE BUILDING C	368.79
133866	2019/09/06	12262	COLD LAKE PICKLEBALL CLUB	682.50
133867	2019/09/06	3114	COLD LAKE RECYCLING CENTRE LTD.	33,518.27
133868	2019/09/06	1248	CUBEX LIMITED	7,482.95
133869	2019/09/06	11050	DD CONTRACTING & CONSTRUCTION LTD.	3,406.73
133870	2019/09/06	2657	DE LAGE LANDEN FINANCIAL SERVICES	4,083.42
133871	2019/09/06	3337	DIRECT ENERGY REGULATED SERVICES	34.28
133872	2019/09/06	2974	DOLLAR STORE PLUS	96.08
133873	2019/09/06	11794	DUFOUR, NANCY	120.00
133874	2019/09/06	4080	EC&M ELECTRIC NORTHERN LTD.	622.76
133875	2019/09/06	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	271.92
133876	2019/09/06	12684	GLADUE, SHANNON	89.25
133877	2019/09/06	25	GOVERNMENT OF ALBERTA	129.00
133878	2019/09/06	134	GRAND & TOY	94.70
133879	2019/09/06	5498	GREAT WEST NEWSPAPERS, LP	1,612.91
133880	2019/09/06	12682	HILLABY, MITCHEL	401.52
133881	2019/09/06	699	INDUSTRIAL MACHINE INC.	9,021.95
133882	2019/09/06	12679	JAQUES, KELSIE	382.40
133883	2019/09/06	82	JESTER PAINT SUPPLY LTD.	720.77
133884	2019/09/06	12241	KUREK, FRANK	330.00
133885	2019/09/06	11272	LAKELAND CONNECT MEDIA INC.	420.00
133886	2019/09/06	352	LAKELAND CREDIT UNION	2,967.52
133887	2019/09/06	4290	LAKELAND FIRE & SAFETY SUPPLY	863.48
133888	2019/09/06	4546	LAWSON PRODUCTS INC.	994.84
133889	2019/09/06	117	LOCAL AUTHORITIES PENSION	79,919.42
133890	2019/09/06	2842	M/T SINC PLUMBING & HEATING	908.25
133891	2019/09/06	12683	MACKEN, SAMANTHA	120.00
133892	2019/09/06	2843	MAINTENANCE ENFORCEMENT PROGRAM	517.50
133893	2019/09/06	12453	MOAR, MICHELLE S	900.00
133894	2019/09/06	11686	MOESKER, ISAAC	125.93
133895	2019/09/06	12678	MPS WELDING INC.	171,671.67
133896	2019/09/06	7188	MUSICWORKS LTD.	31.50
133897	2019/09/06	12175	NORTHSIDE PIZZA	586.23
133898	2019/09/06	262	OK TIRE - COLD LAKE	56.96
133899	2019/09/06	6694	PARR, LORRAINE	

9/05/19 15:02:22
(AP14670)

A / P SYSTEM
Cheque Register
Batch #: 38477

Page: 2

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133900	2019/09/06	8480	PING CANADA	62.48
133901	2019/09/06	11348	POSTMEDIA PAYMENT CENTRE	831.60
133902	2019/09/06	861	PRINCESS AUTO LTD.	542.30
133903	2019/09/06	2052	RECEIVER GENERAL FOR CANADA	29.62
133904	2019/09/06	9	RECEIVER GENERAL FOR CANADA	129,225.33
133905	2019/09/06	378	RECEIVER GENERAL FOR CANADA	175.00
133906	2019/09/06	9031	REID, JOANNA	194.40
133907	2019/09/06	110	RONA	461.95
133908	2019/09/06	12009	RURAL MUNICIPALITIES OF ALBERTA	445.54
133909	2019/09/06	850	SAFE-NET GROUP INC.	735.00
133910	2019/09/06	841	SAFETY CODES COUNCIL	766.97
133911	2019/09/06	5966	SCHEFFER ANDREW LTD. PLANNERS & EN	406.35
133912	2019/09/06	5052	SE DESIGN AND CONSULTING (2009) IN	30,160.81
133913	2019/09/06	8355	SKINNER, LAURA	126.00
133914	2019/09/06	2291	SMART ELECTRICAL CONTRACTORS (2007	2,612.22
133915	2019/09/06	8679	SOLIDEARTH GEOTECHNICAL	7,838.67
133916	2019/09/06	10091	SOUTHLAND TRANSPORTATION LTD.	157.50
133917	2019/09/06	2220	STAR AUTO & INDUSTRIAL LTD.	318.43
133918	2019/09/06	1247	STONEHOCKER, DIANE	1,968.62
133919	2019/09/06	12680	STREET, EILEEN	114.66
133920	2019/09/06	4996	SUPERIOR TRUCK EQUIPMENT INC.	779.88
133921	2019/09/06	6225	THYSSENKRUPP ELEVATOR (CANADA) LIM	1,211.74
133922	2019/09/06	12520	UNI-SELECT CANADA STORES INC.	304.93
133923	2019/09/06	11500	WINDERMERE REGISTRY	290.00
133924	2019/09/06	4222	WINTERGREEN LEARNING MATERIALS	1,514.76
133925	2019/09/06	7894	LAKELAND LAWN CARE (1743626 ALBERT	551.25
133926	2019/09/06	159	320364 ALBERTA LTD.	6,565.86
*** Total : \$				635,974.39
*** Total # Of Cheques:				83

9/12/19 14:47:24
(AP14670)

A / P SYSTEM
Cheque Register
Batch #: 38541

Page: 1

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133933	2019/09/13	101	A & A GLASS LTD.	359.05
133934	2019/09/13	11941	ACHIEVING EDEN LTD	1,241.78
133935	2019/09/13	123	ACKLANDS - GRAINGER INC.	796.61
133936	2019/09/13	8431	ACUSHNET CANADA INC	3,748.93
133937	2019/09/13	12354	AGAT LABORATORIES	98.70
133938	2019/09/13	9153	ALBERTA MUNICIPAL SERVICES CORPORA	187,731.81
133939	2019/09/13	1704	ALBERTA WATER & WASTEWATER OPERATO	483.00
133940	2019/09/13	11560	ANDRZEJEWSKI, ADA	88.44
133941	2019/09/13	104	B & R ECKEL'S TRANSPORT LTD.	1,456.80
133942	2019/09/13	2188	BEST SERVICE PROS LTD.	40,047.47
133943	2019/09/13	12687	BILODEAU, TAMMY	100.00
133944	2019/09/13	4350	BRETT YOUNG	6,719.48
133945	2019/09/13	11638	BRULE, BEVERLEY	120.00
133946	2019/09/13	9362	BRULLER CORPORATION	504.00
133947	2019/09/13	12226	BRYSON, MICHELLE	95.56
133948	2019/09/13	3225	BUCKLE, ROBERT	142.80
133949	2019/09/13	11107	BUMPER TO BUMPER	45.07
133950	2019/09/13	2572	BUSY BEE SANITARY SUPPLIES INC.	833.49
133951	2019/09/13	8581	CALLAWAY GOLF CANADA LTD	318.97
133952	2019/09/13	5823	CANADIAN LINEN & UNIFORM SERVICE	603.24
133953	2019/09/13	9798	CANADIAN TIRE #450	663.05
133954	2019/09/13	11869	CIMCO REFRIGERATION	4,085.57
133955	2019/09/13	11329	CINTAS CANADA LIMITED	46.52
133956	2019/09/13	9478	CLASSIC EXPRESS INC.	9,450.00
133957	2019/09/13	8129	CLEARWAY CONSTRUCTION INC.	3.74
133958	2019/09/13	2803	COLD LAKE FIREFIGHTER SOCIAL FUND	275.00
133959	2019/09/13	8735	COLD LAKE FOODS (2003) INC	281.62
133960	2019/09/13	111	COLD LAKE HOME HARDWARE BUILDING C	228.23
133961	2019/09/13	12324	COLLABRIA	11,172.92
133962	2019/09/13	12560	COMMISSIONAIRES NORTHERN ALBERTA D	10,825.24
133963	2019/09/13	278	COMMUNICATIONS COLD LAKE INC.	1,044.45
133964	2019/09/13	3408	CUMMINS CANADA ULC	444.28
133965	2019/09/13	11050	DD CONTRACTING & CONSTRUCTION LTD.	6,801.90
133966	2019/09/13	2657	DE LAGE LANDEN FINANCIAL SERVICES	4,192.12
133967	2019/09/13	8752	DEB'S CATERING AND COOKERY	876.96
133968	2019/09/13	12431	DR. MANJU MATHEW	850.00
133969	2019/09/13	9123	EASTLINK	243.13
133970	2019/09/13	11337	ECOTAINER SALES INC.	41,737.50
133971	2019/09/13	38	ELECTRIC SERVICES GRAND CENTRE LTD	837.82
133972	2019/09/13	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	1,305.49
133973	2019/09/13	10163	ENTERPRISE RENT A CAR CANADA COMPA	1,899.24
133974	2019/09/13	6523	FABER LLP	4,200.00
133975	2019/09/13	579	FALLOW, JEFF	463.62
133976	2019/09/13	846	FCSS ASSOCIATION OF ALBERTA (FCSSA	1,040.00
133977	2019/09/13	5115	FITCH, DAVE	45.54
133978	2019/09/13	967	FM GRAPHX INC.	774.49
133979	2019/09/13	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	621.49
133980	2019/09/13	3143	FRASER, ROSS	17.19
133981	2019/09/13	12694	FURMAN, MONICA LIANE	16.37
133982	2019/09/13	3754	GERRY'S EXPRESS LUBE INC.	796.55
133983	2019/09/13	12684	GLADUE, SHANNON	89.25
133984	2019/09/13	11229	GOLF LEASE INC.	20,612.19
133985	2019/09/13	134	GRAND & TOY	107.44
133986	2019/09/13	4241	GRAND CENTRE GOLF & COUNTRY CLUB	1,190.00
133987	2019/09/13	11460	GRAVITY UNION SOLUTIONS LIMITED	118.13
133988	2019/09/13	3835	GREEN, MARY A	

9/12/19 14:47:24
(AP14670)

A / P SYSTEM
Cheque Register
Batch #: 38541

Page: 2

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133989	2019/09/13	12689	GREYBILL, SHEREE	49.85
133990	2019/09/13	12695	HAMPEL, BLAIR	16.41
133991	2019/09/13	12651	HARRIS, STEPHANIE E	139.55
133992	2019/09/13	3863	HAUL-ALL EQUIPMENT LTD.	680.40
133993	2019/09/13	11536	HILLTOP MANAGEMENT	21.72
133994	2019/09/13	699	INDUSTRIAL MACHINE INC.	1,621.16
133995	2019/09/13	8228	ISL ENGINEERING & LAND SERVICES LT	16,468.04
133996	2019/09/13	12686	JACULA, ERINN	2,080.00
133997	2019/09/13	82	JESTER PAINT SUPPLY LTD.	2,879.47
133998	2019/09/13	2947	KNELSEN SAND & GRAVEL LTD CONCRETE	476.07
133999	2019/09/13	1215	KYETECH CANADA INC.	257.25
134000	2019/09/13	4587	K3 PROMOTIONS INC.	27.30
134001	2019/09/13	7458	L.D. SEPTIC TANK CLEANING	1,890.00
134002	2019/09/13	4290	LAKELAND FIRE & SAFETY SUPPLY	2,867.85
134003	2019/09/13	2993	LAKELAND HUMANE SOCIETY	13,590.08
134004	2019/09/13	357	LAKELAND LODGE & HOUSING FOUNDATIO	50,065.73
134005	2019/09/13	50	LOOMIS EXPRESS	342.37
134006	2019/09/13	2842	M/T SINC PLUMBING & HEATING	12,875.10
134007	2019/09/13	5058	MACDONALD, ORVILLE A C	385.33
134008	2019/09/13	480	MARTIN DEERLINE	1,410.94
134009	2019/09/13	12428	MCGOWAN, SUSAN	1,050.00
134010	2019/09/13	12663	MD PRIVATE TRUST COMPANY	52.77
134011	2019/09/13	11707	MILLER, HEATHER	56.70
134012	2019/09/13	12690	MULUMBA, JEAN N	15.86
134013	2019/09/13	8126	NORTH EAST GAS CO-OP LTD	14.40
134014	2019/09/13	6188	OAKCREEK GOLF & TURF INC.	4,058.02
134015	2019/09/13	9903	PETTY CASH - GOLF & CURLING CLUB	87.24
134016	2019/09/13	2175	PITNEY WORKS	7,413.50
134017	2019/09/13	64	PUROLATOR COURIER LTD	671.54
134018	2019/09/13	12356	R.J. CUSTOM WELDING INC.	525.00
134019	2019/09/13	1109	RELAY DISTRIBUTING	65.26
134020	2019/09/13	12006	RMA FUEL LTD.	52,532.54
134021	2019/09/13	12688	ROBINSON, BRENT	44.45
134022	2019/09/13	110	RONA	121.50
134023	2019/09/13	12009	RURAL MUNICIPALITIES OF ALBERTA	2,936.34
134024	2019/09/13	850	SAFE-NET GROUP INC.	378.00
134025	2019/09/13	7201	SAGAR PROPERTY MANAGEMENT LTD.	39,814.20
134026	2019/09/13	8450	SHAW DIRECT	139.12
134027	2019/09/13	12685	SITEONE LANDSCAPE SUPPLY, LLC	667.49
134028	2019/09/13	2291	SMART ELECTRICAL CONTRACTORS (2007	4,824.75
134029	2019/09/13	8679	SOLIDEARTH GEOTECHNICAL	18,262.54
134030	2019/09/13	10091	SOUTHLAND TRANSPORTATION LTD.	49,550.67
134031	2019/09/13	5672	STAPLES #332 COLD LAKE	407.35
134032	2019/09/13	2220	STAR AUTO & INDUSTRIAL LTD.	223.00
134033	2019/09/13	238	SUPERIOR INDUSTRIES INC.	42,145.95
134034	2019/09/13	5985	TOMKO SPORTS SYSTEMS ALBERTA	792.39
134035	2019/09/13	12691	TREMBLAY, ALLAN	30.81
134036	2019/09/13	6090	TST CANADA	104.95
134037	2019/09/13	12520	UNI-SELECT CANADA STORES INC.	1,480.50
134038	2019/09/13	7946	VALUE MASTER BUILDERS LTD.	167,828.44
134039	2019/09/13	5319	WASTE MANAGEMENT OF CANADA CORPORA	208.59
134040	2019/09/13	7894	LAKELAND LAWN CARE (1743626 ALBERT	208.95

Library Cheques: 134041-134050

*** Total : \$ 877,969.68

*** Total # Of Cheques:

Page 63 of 309

9/19/19 14:46:45
(AP14670)

A / P SYSTEM
Cheque Register
Batch #: 38572

Page: 1

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
134051	2019/09/20	3094	ACRODEX INC.	3,612.97
134052	2019/09/20	687	AECOM CANADA LTD.	34,873.68
134053	2019/09/20	8446	ALBERTA DEFENSIVE TACTICS TRAINING	420.00
134054	2019/09/20	12044	ALBERTA ONE-CALL CORPORATION	292.95
134055	2019/09/20	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	3,747.27
134056	2019/09/20	6593	AMSC INSURANCE SERVICES LTD.	2,357.62
134057	2019/09/20	11560	ANDRZEJEWSKI, ADA	140.00
134058	2019/09/20	12697	AWARDS & TROPHIES HEADQUARTERS	126.62
134059	2019/09/20	9605	AXIA CONNECT LTD.	1,877.09
134060	2019/09/20	104	B & R ECKEL'S TRANSPORT LTD.	935.06
134061	2019/09/20	12696	BARGAINS GROUP	723.98
134062	2019/09/20	5072	BEAVER RIVER REGIONAL WASTE MANAGE	43,903.32
134063	2019/09/20	6678	BELL	441.00
134064	2019/09/20	2188	BEST SERVICE PROS LTD.	36,741.86
134065	2019/09/20	4350	BRETT YOUNG	2,822.93
134066	2019/09/20	1229	BROWNLEE LLP	14,585.74
134067	2019/09/20	2572	BUSY BEE SANITARY SUPPLIES INC.	642.22
134068	2019/09/20	5823	CANADIAN LINEN & UNIFORM SERVICE	633.16
134069	2019/09/20	9798	CANADIAN TIRE #450	339.23
134070	2019/09/20	7934	CHICKENS JOHN'S PETTING ZOO	1,785.00
134071	2019/09/20	12056	CIMA CANADA INC.	31,753.08
134072	2019/09/20	11329	CINTAS CANADA LIMITED	390.20
134073	2019/09/20	4615	COLD LAKE ALPINE SKI SOCIETY	450.00
134074	2019/09/20	8735	COLD LAKE FOODS (2003) INC	172.41
134075	2019/09/20	3114	COLD LAKE RECYCLING CENTRE LTD.	33,518.27
134076	2019/09/20	4517	COLD LAKE SENIORS' SOCIETY	13,655.27
134077	2019/09/20	278	COMMUNICATIONS COLD LAKE INC.	932.45
134078	2019/09/20	9487	CONSOLIDATED MONITORING LTD.	567.00
134079	2019/09/20	2392	COPELAND, CRAIG JOHN	385.01
134080	2019/09/20	1248	CUBEX LIMITED	1,501.50
134081	2019/09/20	3408	CUMMINS CANADA ULC	11,495.74
134082	2019/09/20	7691	CWB NATIONAL LEASING	3,795.83
134083	2019/09/20	8752	DEB'S CATERING AND COOKERY	3,690.00
134084	2019/09/20	1891	DIGITAL CONNECTION	17,816.12
134085	2019/09/20	3537	DOUBLE J.R.C FENCING LTD.	7,885.50
134086	2019/09/20	10422	DOVE CENTRE	24.00
134087	2019/09/20	12602	E CONSTRUCTION LTD.	104,799.56
134088	2019/09/20	38	ELECTRIC SERVICES GRAND CENTRE LTD	934.50
134089	2019/09/20	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	759.39
134090	2019/09/20	1877	EMCO CORPORATION	2,140.74
134091	2019/09/20	8296	ENTERPRISE PAPER PACKAGING AND CLE	1,026.60
134092	2019/09/20	10163	ENTERPRISE RENT A CAR CANADA COMPA	6,672.17
134093	2019/09/20	12221	ERAMOSA	29,461.96
134094	2019/09/20	7688	EXECUTIVE FLIGHT CENTRE FUEL SERVI	14,642.36
134095	2019/09/20	579	FALLOW, JEFF	160.20
134096	2019/09/20	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	338.32
134097	2019/09/20	6553	FITNESS EQUIPMENT SERVICES	3,555.86
134098	2019/09/20	10165	G & C DJ SERVICES	525.00
134099	2019/09/20	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	2,039.73
134100	2019/09/20	6637	GET GREEN EROSION CONTROL	10,500.00
134101	2019/09/20	134	GRAND & TOY	79.53
134102	2019/09/20	6608	GREGG DISTRIBUTORS CO. LTD.	92.62
134103	2019/09/20	8219	HACH SALES & SERVICE CANADA LP	679.25
134104	2019/09/20	12698	HEENAN, REGINALD	577.50
134105	2019/09/20	761	HOLLIS, NORMAN	160.20
134106	2019/09/20	12633	HOME TRUST COMPANY	

9/19/19 14:46:45
(AP14670)

A / P SYSTEM
Cheque Register
Batch #: 38572

Page: 2

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
134107	2019/09/20	82	JESTER PAINT SUPPLY LTD.	6,201.62
134108	2019/09/20	5040	JOE JOHNSON EQUIPMENT INC.	6,896.09
134109	2019/09/20	2947	KNELSEN SAND & GRAVEL LTD CONCRETE	561.96
134110	2019/09/20	1215	KYETECH CANADA INC.	690.64
134111	2019/09/20	352	LAKELAND CREDIT UNION	1,402.30
134112	2019/09/20	4290	LAKELAND FIRE & SAFETY SUPPLY	3,110.57
134113	2019/09/20	231	LAKELAND RCSD #150	216,265.02
134114	2019/09/20	117	LOCAL AUTHORITIES PENSION	76,589.00
134115	2019/09/20	2842	M/T SINC PLUMBING & HEATING	627.90
134116	2019/09/20	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
134117	2019/09/20	710	MCKAY, HUGH	160.20
134118	2019/09/20	3844	MCSNET	73.40
134119	2019/09/20	10205	MODAK, SHAILESH	1,026.11
134120	2019/09/20	12118	MOKELKI, DANIEL	1,694.25
134121	2019/09/20	10360	NOVA MECHANICAL SYSTEMS LTD.	207,170.42
134122	2019/09/20	6188	OAKCREEK GOLF & TURF INC.	1,852.20
134123	2019/09/20	6694	PARR, LORRAINE	516.59
134124	2019/09/20	7577	PONCH'S LANDSCAPING & BOBCAT SERVI	8,484.53
134125	2019/09/20	11348	POSTMEDIA PAYMENT CENTRE	831.60
134126	2019/09/20	9	RECEIVER GENERAL FOR CANADA	122,404.00
134127	2019/09/20	9	RECEIVER GENERAL FOR CANADA	387.33
134128	2019/09/20	351	RECEIVER GENERAL FOR CANADA	1,612.80
134129	2019/09/20	378	RECEIVER GENERAL FOR CANADA	175.00
134130	2019/09/20	368	RECREATION FACILITY PERSONNEL	609.00
134131	2019/09/20	1109	RELAY DISTRIBUTING	24.26
134132	2019/09/20	12315	RESPECT NEWS	472.50
134133	2019/09/20	413	REYNOLDS MIRTH RICHARDS & FARMER L	11,539.89
134134	2019/09/20	12006	RMA FUEL LTD.	8,554.88
134135	2019/09/20	110	RONA	255.49
134136	2019/09/20	12009	RURAL MUNICIPALITIES OF ALBERTA	2,098.78
134137	2019/09/20	12255	SAINI, VALERIE	103.43
134138	2019/09/20	12699	SAMUEL, KURT & LISA	7,000.00
134139	2019/09/20	5052	SE DESIGN AND CONSULTING (2009) IN	22,468.96
134140	2019/09/20	12701	SHELTERLOGIC OPERATIONS CANADA, LT	5,499.81
134141	2019/09/20	2291	SMART ELECTRICAL CONTRACTORS (2007	1,119.85
134142	2019/09/20	8679	SOLIDEARTH GEOTECHNICAL	20,762.77
134143	2019/09/20	9612	STANTEC CONSULTING LTD.	15,298.23
134144	2019/09/20	5672	STAPLES #332 COLD LAKE	208.19
134145	2019/09/20	2220	STAR AUTO & INDUSTRIAL LTD.	147.29
134146	2019/09/20	1247	STONEHOCKER, DIANE	1,968.62
134147	2019/09/20	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	1,443.75
134148	2019/09/20	11980	SUEZ WATER TECHNOLOGIES & SOLUTION	14,928.90
134149	2019/09/20	124	SYLOGIST LTD.	669.38
134150	2019/09/20	9151	TCG DEVELOPMENTS INC.	55,639.28
134151	2019/09/20	20	TELUS COMMUNICATIONS INC	934.24
134152	2019/09/20	492	TELUS MOBILITY INC.	4,397.42
134153	2019/09/20	9873	THE INSPECTIONS GROUP INC.	15,237.03
134154	2019/09/20	8818	THE TERRY FOX FOUNDATION/LA FOUNDA	1,824.00
134155	2019/09/20	6868	ULINE CANADA CORPORATION	553.33
134156	2019/09/20	12520	UNI-SELECT CANADA STORES INC.	440.55
134157	2019/09/20	4790	UPS CANADA	31.58
134158	2019/09/20	71	URLACHER CONSTRUCTION LTD.	277,873.44
134159	2019/09/20	12338	VALLEY BLADES LIMITED	2,935.76
134160	2019/09/20	6173	VISTA RADIO	118.13
134161	2019/09/20	9453	WHITE RABBIT HOLDING LTD.	34,749.75
134162	2019/09/20	11500	WINDERMERE REGISTRY	
134163	2019/09/20	4222	WINTERGREEN LEARNING MATERIALS	111.03

9/19/19 14:46:45
(AP14670)

A / P SYSTEM
Cheque Register
Batch #: 38572

Page: 3

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
134164	2019/09/20	7598	1579754 ALBERTA LTD	4,269.11
134165	2019/09/20	7894	LAKELAND LAWN CARE (1743626 ALBERT	313.95
134166	2019/09/20	12308	1837025 ALBERTA LTD.	945.00
*** Total : \$				1,633,275.97
*** Total # Of Cheques:				116

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
134174	2019/09/27	101	A & A GLASS LTD.	330.42
134175	2019/09/27	11941	ACHIEVING EDEN LTD	2,000.00
134176	2019/09/27	123	ACKLANDS - GRAINGER INC.	6.15
134177	2019/09/27	3094	ACRODEX INC. DBA PCM CANADA	1,802.64
134178	2019/09/27	687	AECOM CANADA LTD.	2,368.60
134179	2019/09/27	12044	ALBERTA ONE-CALL CORPORATION	296.10
134180	2019/09/27	162	ANSELL'S REFRIGERATION & HEATING L	3,340.89
134181	2019/09/27	3250	APWA ALBERTA CHAPTER	1,249.50
134182	2019/09/27	4312	AXIA SUPERNET LTD.	2,290.68
134183	2019/09/27	104	B & R ECKEL'S TRANSPORT LTD.	2,112.12
134184	2019/09/27	2741	BELL CANADA	11.84
134185	2019/09/27	8747	BERNIER'S DIESEL & AUTO REPAIR & P	5,555.23
134186	2019/09/27	1229	BROWNLEE LLP	51,604.73
134187	2019/09/27	5823	CANADIAN LINEN & UNIFORM SERVICE	381.59
134188	2019/09/27	9798	CANADIAN TIRE #450	1,007.56
134189	2019/09/27	12160	CANSAL SAFETY INC.	1,606.50
134190	2019/09/27	12056	CIMA CANADA INC.	34,366.54
134191	2019/09/27	11329	CINTAS CANADA LIMITED	326.03
134192	2019/09/27	12708	CLARK, BRIAN & MICHELLE	237.62
134193	2019/09/27	9478	CLASSIC EXPRESS INC.	3,150.00
134194	2019/09/27	3694	COLD LAKE AGRICULTURAL SOCIETY	587.00
134195	2019/09/27	705	COLD LAKE CHRYSLER LTD.	298.53
134196	2019/09/27	12703	COLD LAKE FILIPINO BAKSETBALL LEAG	1,710.00
134197	2019/09/27	1647	COLD LAKE FOOD BANK	277.15
134198	2019/09/27	8735	COLD LAKE FOODS (2003) INC	385.58
134199	2019/09/27	111	COLD LAKE HOME HARDWARE BUILDING C	228.31
134200	2019/09/27	9184	COLD LAKE MEN'S SOCCER	420.00
134201	2019/09/27	3114	COLD LAKE RECYCLING CENTRE LTD.	14,465.63
134202	2019/09/27	278	COMMUNICATIONS COLD LAKE INC.	315.00
134203	2019/09/27	1937	DALE FLEMING CONSULTING LTD.	105.00
134204	2019/09/27	2657	DE LAGE LANDEN FINANCIAL SERVICES	668.80
134205	2019/09/27	12602	E CONSTRUCTION LTD.	432,122.30
134206	2019/09/27	11337	ECOTAINER SALES INC.	10,434.38
134207	2019/09/27	38	ELECTRIC SERVICES GRAND CENTRE LTD	276.57
134208	2019/09/27	1877	EMCO CORPORATION	159.38
134209	2019/09/27	10163	ENTERPRISE RENT A CAR CANADA COMPA	1,693.23
134210	2019/09/27	846	FCSS ASSOCIATION OF ALBERTA (FCSSA	2,125.00
134211	2019/09/27	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	597.36
134212	2019/09/27	967	FM GRAPHX INC.	271.95
134213	2019/09/27	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	930.88
134214	2019/09/27	12024	GAMEDAY GRILL	21.00
134215	2019/09/27	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	284.87
134216	2019/09/27	6983	HOGAN, MELANIE	750.00
134217	2019/09/27	11229	GOLF LEASE INC.	6,870.75
134218	2019/09/27	6608	GREGG DISTRIBUTORS CO. LTD.	29.27
134219	2019/09/27	11704	HAMEL, GABRIEL	500.00
134220	2019/09/27	6928	HARLAN FAIRBANKS	385.09
134221	2019/09/27	5215	HIEBERT, HEATHER	64.87
134222	2019/09/27	12704	HIGH PERFORMANCE CLIMBING WALLS	1,441.65
134223	2019/09/27	4033	HOGAN, BRADLEY J	125.00
134224	2019/09/27	12619	HUGHES ENVIRONMENTAL	676.75
134225	2019/09/27	699	INDUSTRIAL MACHINE INC.	859.67
134226	2019/09/27	82	JESTER PAINT SUPPLY LTD.	858.21
134227	2019/09/27	7745	JOHN DEERE FINANCIAL	368.76
134228	2019/09/27	2417	LAKESHORE INN B & B INC.	588.60
134229	2019/09/27	12702	LAMB, DOUGLAS S	

9/26/19 15:05:13
(AP14670)

A / P SYSTEM
Cheque Register
Batch #: 38609

Page: 2

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
134230	2019/09/27	4546	LAWSON PRODUCTS INC.	1,020.50
134231	2019/09/27	480	MARTIN DEERLINE	1,829.45
134232	2019/09/27	12705	MERIT MANUFACTURING INC.	170.95
134233	2019/09/27	10259	MERK, ROD	1,155.00
134234	2019/09/27	3810	MITCHELL, LAURA	250.00
134235	2019/09/27	12690	MULUMBA, JEAN N	319.50
134236	2019/09/27	12709	PASCUA, EDZEL	3,310.27
134237	2019/09/27	2167	PETTY CASH - ADMIN	487.90
134238	2019/09/27	2164	PETTY CASH - FCSS	400.31
134239	2019/09/27	4193	PIROUETTE SCHOOL OF DANCE SOCIETY	500.00
134240	2019/09/27	7577	PONCH'S LANDSCAPING & BOBCAT SERVI	3,564.78
134241	2019/09/27	12707	PREMIERE CANADIAN MORTGAGE CORP.	37.66
134242	2019/09/27	64	PUROLATOR COURIER LTD	906.67
134243	2019/09/27	368	RECREATION FACILITY PERSONNEL	357.00
134244	2019/09/27	11673	RECYCLE WEST INC	241.50
134245	2019/09/27	12006	RMA FUEL LTD.	10,665.33
134246	2019/09/27	10140	ROBSON, JOCELYN	100.00
134247	2019/09/27	110	RONA	134.20
134248	2019/09/27	12009	RURAL MUNICIPALITIES OF ALBERTA	3,391.16
134249	2019/09/27	8320	SANDER, GEOFFREY	1,500.00
134250	2019/09/27	2062	SCHOLAR'S CHOICE MOYER	1,148.53
134251	2019/09/27	5884	SHRED-IT INTERNATIONAL ULC	283.13
134252	2019/09/27	8679	SOLIDEARTH GEOTECHNICAL	14,612.82
134253	2019/09/27	7100	SONIC BOOM ENTERTAINMENT	350.00
134254	2019/09/27	9235	STROME DEVELOPMENTS LTD.	1,500.00
134255	2019/09/27	11863	SUMMIT CANADA DISTRIBUTORS	1,081.04
134256	2019/09/27	6409	SUPERIOR PROPANE	396.90
134257	2019/09/27	20	TELUS COMMUNICATIONS INC	1,984.01
134258	2019/09/27	12302	THE DAILY GOODS	1,119.48
134259	2019/09/27	6492	THE I DO SHOP	1,221.60
134260	2019/09/27	12710	THE TRAVELLING CLOSET	107.86
134261	2019/09/27	6868	ULINE CANADA CORPORATION	1,165.34
134262	2019/09/27	12520	UNI-SELECT CANADA STORES INC.	712.43
134263	2019/09/27	71	URLACHER CONSTRUCTION LTD.	275.63
134264	2019/09/27	7946	VALUE MASTER BUILDERS LTD.	330.09
134265	2019/09/27	7109	VERANOVA PROPERTIES LTD	30.57
134266	2019/09/27	11371	VOHL INC.	1,850.06
134267	2019/09/27	9264	WATERFRONT HARBOUR BED & BREAKFAST	272.50
134268	2019/09/27	11500	WINDERMERE REGISTRY	20.00
134269	2019/09/27	12706	1219479 ALBERTA LTD.	115.14
134270	2019/09/27	7894	LAKELAND LAWN CARE (1743626 ALBERT	4,418.35

*** Total : \$ 659,396.83

*** Total # Of Cheques: 97

Library Cheques: 134271-134277



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 22, 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.

Bylaw No. 649-UT-19 - Bylaw to Amend Regulation, Control, and Management of Municipal Solid Waste Bylaw No. 519-UT-14 was given first reading at the October 8, 2019 Regular meeting of Council. Administration is recommended second and third and final reading to Bylaw No. 649-UT-19.

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 October 8, 2019 regular Council meeting for first reading.

Bylaw No. 649-UT-19 - Bylaw to Amend Regulation, Control, and Management of Municipal Solid Waste Bylaw No. 519-UT-14 was given first reading at the October 8, 2019 regular meeting of Council.

Alternatives:

Council may consider the following alternatives:

1. Give second and third and final 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 second and third and final 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 second, and third and final reading to Bylaw No. 649-UT-19, being a 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 8 day of October, A.D. 2019, on motion by Councillor Vining.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this ____ day of _____, A.D. 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
REGULATION, CONTROL AND MANAGEMENT OF MUNICIPAL SOLID WASTE

- 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;

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

- 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.

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

- 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.

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

- 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.

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

- 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;

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

- 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.

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

- 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:

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

- 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;

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

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:

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

- 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.

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

- 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,

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

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.

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

- 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

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

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.

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

- 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:

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

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

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

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;

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

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.

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

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;

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

- 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

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

- 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.

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

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;
and

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

- 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.

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

- 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:

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

- 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.

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

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;

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

- 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.

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

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;

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

- 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.

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

- 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

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

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;

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

- 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:

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

- 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

CITY OF COLD LAKE
BYLAW # 519-UT-14
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: Bylaw No. 653-BD-19 - Procedure Bylaw

Meeting Date: October 22, 2019

Executive Summary:

Bylaw No. 308-BD-07, Procedural Bylaw was passed by Council on October 23, 2007, with minor amendments being subsequently passed by Council on November 12, 2008 (Amending Bylaw No. 344-BD-08), and December 14, 2010 (Amending Bylaw No. 383-BD-10).

At the October 15, 2019 Corporate Priorities Meeting, Council requested Administration revise draft Bylaw No. 653-BD-19, Procedure Bylaw and present the revised bylaw at the next Regular Meeting of Council for first reading.

Background:

At the **September 17, 2019 Corporate Priorities meeting**, Council discussed the areas they would like to see revised of the City's procedural bylaw after considering multiple similar sized municipalities' procedural bylaws.

At the **October 15, 2019 Corporate Priorities meeting**, administration presented a new draft Bylaw No. 653-BD-19, Procedure Bylaw and research as to what other municipalities were doing in relation to electronic participation. Following discussion and feedback from Council, the following revisions were made to the proposed Bylaw No. 653-BD-19, Procedure Bylaw:

- Revision of section 6.1.4 to state that "All Council and Committee Meeting shall be adjourned by 9:30 p.m. unless a resolution to continue is passed by a **simple majority** of the Members present."
- Addition of section 7.20.4 to state that: "A meeting may be conducted by means of electronic or other communication facilities **if there is a secure means by which the meeting participant can join and participate in the meeting.**"
- Section 7.23 has been amended to state that: "Members participating in a meeting by electronic communication **may participate in any In Camera session provided that he or she swears or affirms an affidavit provided by Administration and satisfies all other procedural safeguards to ensure confidentiality.**"



- Section 7.24 has been added: “Members may participate through electronic communication a maximum of five (5) times total per year (from October 1st to October 1st) in any Meeting, Committee of the Whole Meeting, or Committee meeting.”
- Section 8.6 (the non-exhaustive list of debatable motions) has been removed. All motions, as described in Robert’s Rules of Order may be utilized by Council. Section 3.2 states that: “If a question relating to the procedure of Council is not answered by the Act or this Bylaw, the answer to the question is determined by referring to the most recent revision of Robert’s Rules of Order Newly Revised.”
- This Bylaw repeals Bylaw 308-BD-07 and all amendments.

Administration seeks Council’s consideration for first reading and feedback on Bylaw No. 653-BD-19, Procedure Bylaw.

Alternatives:

1. Council may give Bylaw No. 653-BD-19, Procedure Bylaw first reading, as presented.
2. Council may consider amendments to the Bylaw prior to second reading.
3. Council may request Bylaw No. 653-BD-19, Procedure Bylaw be brought back to a Corporate Priorities Meeting for further deliberation.

Recommended Action:

Administration recommends that Council give Bylaw No. 653-BD-19, being the Procedure Bylaw, first reading as presented.

Budget Implications (Yes or No):

No.

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE
BYLAW 653-BD-19
PROCEDURE BYLAW**

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

PURSUANT to section 145(a) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended Council may pass bylaws in relation to the establishment and functions of council committees and other bodies; and pursuant to section 145(b) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended Council may pass bylaws in relation to the procedures to be followed by council, council committees and other bodies established by the council;

WHEREAS Council deems it necessary to regulate the procedure and conduct at meetings of Council and committees established by Council;

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 "Procedure Bylaw"

SECTION 2- DEFINITIONS

In this bylaw:

- 2.1 "Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended;
- 2.2 "Administration" means staff of the City of Cold Lake;
- 2.3 "Chair" means the Mayor, Deputy Mayor or presiding officer who presides over Council and/ or committee meetings;
- 2.4 "CAO" means the Chief Administrative Officer for the City of Cold Lake; or someone designated by the CAO;
- 2.5 "Committee" means a committee, board, commission, authority, task force or any other public body established by Council pursuant to section 145 of the *Act* (and excepting the Library Board);
- 2.6 "Committee of the Whole" means a committee of the whole Council where no bylaw or resolution, apart from the resolution necessary to revert back to an open meeting, may be passed;
- 2.7 "Council" and "Councillor" means all elected officials on the City of Cold Lake Council including the Mayor;
- 2.8 "*In Camera*" or a "Closed Meeting" means a meeting closed to the general public and/or municipal employees, as deemed appropriate, to discuss any matter that is within one of the exceptions outlined in the *Freedom of Information and Protection of Privacy Act*, Part 1, Division 2;
- 2.9 "Meeting" means duly constituted regular or special open meeting of Council where bylaws and resolutions are formally ratified;
- 2.10 "Member" means a member of Council, or a member of a Committee.

SECTION 3- APPLICATION

- 3.1 This Bylaw applies to the procedure and conduct of business at:
 - 3.1.1 All Council meetings, Committee of the Whole meetings, and Special Council Meetings; and
 - 3.1.2 All Committee meetings, except:

- 3.1.2.1 when Council has granted permission to a Committee to establish its own procedures.
- 3.2 If a question relating to the procedure of Council is not answered by the *Act* or this Bylaw, the answer to the question is determined by referring to the most recent revision of Robert's Rules of Order Newly Revised.

SECTION 4- CONDUCT

Conduct of Members:

- 4.1 the presiding Chair shall:
 - 4.1.1 maintain order and decorum at all meetings;
 - 4.1.2 rule on points of order, citing the applicable government rule or authority, without debate or comment;
 - 4.1.3 recognize who has the right to speak, rule on motions, and call Members to order, as required;
 - 4.1.4 encourage questions, treating them impartially, with sound judgement;
 - 4.1.5 start the meeting on time;
 - 4.1.6 step down from the Chair to make a motion
- 4.2 Members shall:
 - 4.2.1 carry out required duties to the best of their ability, be accountable for their decisions and actions, and strive to create a courteous, respectful atmosphere;
 - 4.2.2 show respect for all participants and guests at all times, so there shall be no side comments or private conversations
 - 4.2.3 actively participate in meetings with the intent of arriving at the best solutions for the City.
- 4.3 If any Member acts contrary to section 4.2, her or she may be called to order by the Chair.
- 4.4 If any Member acts contrary to section 4.2 twice in one meeting, the Chair may ask that person to leave that meeting (only), and the matter may be discussed in camera, if necessary. When the open meeting reconvenes, the excluded member may, upon an adequate apology and majority vote of the members, be permitted to rejoin the meeting. No exclusion shall be for more than the meeting in progress.
- 4.5 The decision of the Chair in relation to section 4.3 and 4.4 is final, unless the person called to order appeals to the meeting members; this shall be decided without debate.
- 4.6 A Member called to order by the Chair shall immediately cease speaking, but may afterward explain his or her position in making the remark for which he or she was called to order.

Members of the Public

- 4.7 Any individual addressing a meeting shall not:
 - 4.7.1 shout, use profane, vulgar or offensive language;
 - 4.7.2 speak on a matter not before the meeting;
 - 4.7.3 make personal comments about any staff or Council member or any other person, or indulge in personalities, use language personally offensive, arraign motives of member, charge deliberate misrepresentation, or use language tending to hold another member up to contempt.
- 4.8 Speakers shall obey the approved rules of order, and may be called to order by the Chair if they do not, at which they must immediately stop speaking unless permitted to explain; this shall be recorded in the minutes.
- 4.9 Members of the public who constitute an audience at a meeting shall maintain order and quiet and shall not applaud or otherwise interrupt any speech or action of the Members.
- 4.10 The Chair may direct that any person in the audience who creates a disturbance during a meeting leave immediately, and if that person does not leave, may have him or her removed.

SECTION 5- NOTICE OF MEETINGS

- 5.1 In accordance with section 193 of the *Act*, for regular Council meetings, notice to Councilors and the public is not required unless there is a change, in which case the CAO or designate shall deliver notice to all members of the Council and to the public at least 24 hours prior to the day of the Council meeting;
- 5.2 In accordance with section 194 of the *Act*, for special Council meetings, the Mayor must provide at least 24 hours notice in writing to each Councilor and the public stating the purpose of the meeting and the date, time and place at which it is to be held. However, a special Council meeting may be held with less than 24 hours notice to all Councilors and without notice to the public if at least $\frac{2}{3}$ of the whole Council agrees to this in writing before the beginning of the meeting;
- 5.3 In accordance with section 195 of the *Act*, for Committee meetings, notice shall be given to participants and the public at least 24 hours in advance;
- 5.4 Council deems that providing notice in the following manner is sufficient pursuant to section 196(2) of the *Act*:
 - 5.4.1 posting a notice on the City of Cold Lake website; and
 - 5.4.2 posting a notice in City Hall.

SECTION 6- MEETINGS

- 6.1 All Council and Committee Meetings shall:
 - 6.1.1 be open to the Public, except for any in camera portions;
 - 6.1.2 held in accordance with the provisions of the *Act*;
 - 6.1.3 have recorded minutes
 - 6.1.4 be adjourned by 9:30 p.m. unless a resolution to continue is passed by a simple majority of the Members present.

Organizational Meeting

- 6.2 Council must hold an Organization Meeting annually in accordance with the *Act*.
- 6.3 At the Organizational Meeting, Council:
 - 6.3.1 must establish a process for determining which Councillors will serve as Deputy Mayor throughout the year;
 - 6.3.2 may appoint Members of Council to Committees, any vacant appointments remaining after the Organizational Meeting will be referred to a subsequent regular or special council meeting;
 - 6.3.3 must conduct any other business as identified within the Organizational Meeting agenda.

Regular Meetings of Council

- 6.4 Regular meetings of Council shall be held on the second and fourth Tuesday of each month at 6:00 pm in City Hall Council Chambers, with the exception that:
 - 6.4.1 when the meeting falls on a legal holiday, the meeting shall be held on the first following non-holiday business day;
 - 6.4.2 the second meeting in July and December will be cancelled; and
 - 6.4.3 any meeting may be cancelled or postponed by resolution of Council.

Committee of the Whole Meetings

- 6.5 A committee is hereby established called the "Committee of the Whole" with membership comprised of all members of Council.
- 6.6 The purpose of the Committee of the Whole is to review matters or receive information referred by City administration or by members of Council. Committee of the Whole may not make motions or take votes and shall refer items to a Council meeting if decisions are required with the exception of making a motion to:
 - 6.6.1 adopt the meeting agenda;
 - 6.6.2 recess the meeting;
 - 6.6.3 table an item; and
 - 6.6.4 move In Camera or out of In Camera.

- 6.7 The Committee of the Whole meetings shall be held on every third Tuesday of the month at 6:00 pm in City Hall Council Chambers, with the exception that:
- 6.7.1 the meetings in July and August will be cancelled; and
 - 6.7.2 any meeting may be cancelled or postponed by resolution of Council.

Special Council Meetings

- 6.8 Special Council meetings may be called by the Mayor in accordance with section 194 of the *Act* whenever the Mayor considers it appropriate to do so, and must be called if the Mayor receives a written request for the meeting stating its purpose from a majority of Councillors.
- 6.9 No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting and the council agrees to deal with the matter in question.

Committees

- 6.10 Council may establish Committees as necessary under the *Act* and may by bylaw set out terms of reference for each. The terms of reference shall be reviewed by Council in the second year of the Councillor's term of office.
- 6.11 Council may appoint members to a Committee as follows:
- 6.11.1 Council member appointments to a Committee shall be made at the Organizational Meeting;
 - 6.11.2 Public member appointments shall be made as needed.
- 6.12 The general responsibility of any Committee shall be to analyze any and all matters placed before it and indicate to Council by recommendation the ways and means of dealing with the said matters before it and to advise the course of action which in its considered opinion is necessary and expedient and shall include without limiting the said general responsibilities, any specific matters or responsibilities directed to it by Council.
- 6.13 Committees shall:
- 6.13.1 establish the date, time and location of meetings;
 - 6.13.2 provide minutes and any written reports of committee activities to Council regularly for approval;
 - 6.13.3 review and make recommendations to Council (at least annually) on all bylaws and policies dealing with the subject matter germane to that Committee.
- 6.14 Committees shall not:
- 6.14.1 have the power to pledge the credit of the City or commit the City to any particular action;
 - 6.14.2 pass resolutions other than a motion to report to or make recommendations to Council.

SECTION 7- PROCEEDINGS

Quorum

- 7.1 A quorum for meetings shall be a simple majority of the whole Council or Committee.
- 7.2 For a Council and Committee of the Whole meeting, if a quorum is not present within 30 minutes of the start time set for a Council meeting, the CAO or designate shall record the names of the members present and Council shall stand adjourned until the next regular meeting.
- 7.3 For a Committee meeting, if a quorum is not present within 15 minutes of the start time set for the meeting, the meeting shall be re-scheduled.
- 7.4 If at any time during a meeting, quorum is lost, the meeting will be recessed and if quorum is not achieved again within fifteen (15) minutes, the meeting will be deemed to be adjourned, unless a resolution was passed prior to losing the quorum to extend the recess period.

Rules of Order

- 7.5 The conduct of all City business is controlled by the general will of the Members - the right of the majority to decide, accompanied by the right of the minority to require the majority to decide only after a full and fair deliberation in a constructive and democratic manner, of the issues involved.
- 7.6 At no time is it intended that undue strictness of adherence to the rules of order intimidate members or limit full participation.
- 7.7 Each individual wishing to address a meeting shall first be recognized by the Chair. The first person to raise a hand and address the Chair when the person speaking has finished, and to be recognized by the Chair, has the floor. Speaking while another is still speaking is out of order, except to make a point of order or to make a point of personal privilege.
- 7.8 Debate begins when the Chair states the motion or resolution and asks "Are you ready for the question?" If no one initiates discussion, the Chair calls for the vote.
- 7.9 No member can speak twice to the same issue until everyone who wishes to has spoken to it once.
- 7.10 All remarks must be directed to the Chair, and be courteous.
- 7.11 Individuals who arrive late for meetings shall not have prior discussion reviewed for them except with the unanimous consent of all members present.
- 7.12 The meeting must be formally adjourned.

In Camera

- 7.13 At the discretion of the Chair or the majority of the Members, a meeting may go In Camera, subject to the following procedural requirements:
 - 7.13.1 a motion is required to go In Camera and must include the basis on which, under an exception to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* the part of the meeting to be closed.
 - 7.13.2 a motion is required to come out of In Camera;
 - 7.13.3 the times the meeting goes In Camera and comes out of In Camera must be recorded in the minutes;
- 7.14 The In Camera portion of the meeting will:
 - 7.14.1 be chaired by the same person chairing the rest of the meeting; and
 - 7.14.2 be held without the presence of the public unless one or more members of the public are invited by the chair to participate in the In Camera session.
- 7.15 No record is necessary during the In Camera portion of the meeting, but if a record is kept, it is subject to the Freedom of Information and Protection of Privacy regulations.
- 7.16 Council shall not pass resolutions or bylaws during In Camera sessions. Any decisions reached by consensus during the In Camera session must be passed as motions when the regular meeting resumes.
- 7.17 What is discussed In Camera must remain confidential and may not be discussed at any other time or place, unless brought forward as a motion and recorded in the regular meeting minutes.

Electronic Recording of Proceedings

- 7.18 The recording of a meeting by a member of the public or media by electronic or other means is allowed unless, at the sole determination of the Chair, the recording of the meeting is determined to be disruptive to the process or if the recording will inhibit or discourage any Member or the public from fully participating in the meeting, in which case the Chair may prohibit the recording of the meeting.

7.19 A meeting may be recorded by Administration for the purposes of preparing the minutes.

Electronic Meetings

- 7.20 A meeting may be conducted by means of electronic or other communication facilities if:
- 7.20.1 notice is given to the public of the meeting, including the way in which it is to be conducted;
 - 7.20.2 the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place; and
 - 7.20.3 the facilities enable all the meeting's participants to watch or hear each other;
 - 7.20.4 there is a secure means by which the meeting participant can join and participate in the meeting.
- 7.21 Members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
- 7.22 A maximum of two Members may participate in a meeting by electronic communication (provided that participation by two Members is permitted by the technology and that there is a secure way to access the technology).
- 7.23 Members participating in a meeting by electronic communication may participate in any In Camera session provided that he or she swears or affirms an affidavit provided by Administration and satisfies all other procedural safeguards to ensure confidentiality.
- 7.24 Members may participate through electronic communication a maximum of five (5) times total per year (from October 1st to October 1st) in any Meeting, Committee of the Whole Meeting, or Committee meeting.

Public Hearings

- 7.24 Public hearings must be held in accordance with section 230 of the *Act*.
- 7.25 On a matter included in the agenda of a regular or special Council meeting for the purpose of a public hearing, any individual or delegation may appear without prior notice.
- 7.26 The Chair shall call three times for appearances from the gallery, and upon receiving no response, shall declare the public hearing closed.
- 7.27 Members may, upon recognition by the Chair, direct questions to a delegate or to Administration, but at no time shall a debate be entered into.

Delegations

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

Conflict of Interest and/ or Pecuniary Interest

- 7.34 Councillors must comply with all provisions of the Council Code of Conduct Bylaw in relation to conflict of interest and pecuniary interest
- 7.35 Committee members shall rigorously avoid situations which may result in claims of pecuniary interest, conflict of interest or bias.

Chairperson

- 7.36 The Mayor must preside as Chair when in attendance at a Council Meeting unless the Mayor has asked to step down as Chair, in which case, the Deputy or Acting Mayor or another Councillor must be called to take the Chair.

SECTION 8- MOTIONS & DEBATE

Rights in Debate

- 8.1 Members, including the Chair, may enter debate once a motion is on the floor, subject to the following:
- 8.1.1 the Chair must step down from the Chair for the purpose of taking part in a debate in which case the Deputy or Acting Mayor or another Councillor must be called to take the Chair.
- 8.1.2 the Chair may resume the Chair when the main motion is voted on by Council.
- 8.2 When a pending question is presented for consideration, the Chair shall recognize the member who made the motion to speak first and the member who seconded the motion (if any) to speak second.
- 8.3 When two or more members wish to speak, the Chair shall name the member who is to speak first.
- 8.4 No member shall normally speak more than three (3) minutes on any question or amendment to a question, but may request permission to exceed this limit; the privilege shall be accorded without objection upon motion supported by two-thirds of the Members present.

Motions

- 8.5 The following procedural requirements apply to all motions:
- 8.5.1 A Main Motion brings new business (the next item on the agenda) before the assembly.
- 8.5.2 Council or Committees may deal with a motion on a subject which is not on the agenda with unanimous consent only.
- 8.5.3 After a motion has been moved and has been stated or read, it shall be deemed to be in possession of the Council or committee, and may only be withdrawn by majority consent of the members present.
- 8.5.4 Every motion or resolution shall be stated or read by the mover, who shall speak first to the motion and close debate on the motion.
- 8.5.5 When duly moved, a motion shall be open for discussion and debate. A member may speak to a motion a maximum of two times only unless there is agreement to provide another opportunity to address the issue.
- 8.5.6 Any member may ask to have the motion under discussion to be read again at any time during the debate, but may not interrupt a speaker to do so.
- 8.5.7 The mover of a motion may speak and vote for or against the motion.
- 8.5.8 When required by the Chair, a motion shall be in writing and a copy shall be given to the CAO before such motion shall be open for consideration.
- 8.5.9 No motion other than an amending motion or motion to table or refer shall be considered until any motion already before the meeting has been disposed of.
- 8.5.10 A Notice of Motion may be given (and shall be given verbally and in writing to all members present) at any regular meeting, specifying the entire content of the motion to be considered, but may not be dealt with at that meeting. The CAO shall receive a copy of any notice of motion upon adjournment of the meeting at which the notice was given and shall put it on the agenda under New or Unfinished Business for the next regular meeting unless otherwise instructed.

SECTION 9 – VOTING

Voting

- 9.1 Once the motion has been put to a vote, no member shall debate further on the question or speak any words except to request that the motion be read aloud.
- 9.2 When a question is put to vote, no member shall leave Council chambers until the vote is taken.
- 9.3 Any bylaw or resolution upon which there is an equality of votes shall be deemed to be defeated.
- 9.4 Pursuant to section 183 of the *Act*, Councillors must vote on a matter at a council meeting except where the person is required or permitted to abstain from voting under the *Act* or any other legislation.
- 9.5 The vote on any matter shall be recorded.

Bylaws, Resolutions, and Policies

- 9.6 Draft Bylaws and policies shall be prepared at the request of Council or a Committee by the appropriate Committee or Administration, and shall be reviewed by the appropriate Committee before being presented for approval. Copies of the drafts shall be included in the agenda packages according to City procedure.
- 9.7 Before a Bylaw is passed, it shall, in accordance with the *Act*, have three distinct and separate readings before it is adopted, but no more than two readings may take place at any one meeting of Council, unless unanimous consent is taken before third (3rd) reading.
- 9.8 Council shall vote on the motion for the first reading of the bylaw without amendment or debate.
- 9.9 When all amendments (if any) have been accepted or rejected, the motion for second reading of the bylaw as presented or amended shall be considered.
- 9.10 When a bylaw has received third reading and been passed, the Mayor shall declare the bylaw adopted, and it becomes a municipal enactment, effective immediately unless the bylaw itself provides otherwise.
- 9.11 Resolutions or motions shall come into effect as soon as they are passed unless they contain a deferred implementation.
- 9.12 Policies shall be presented for discussion, and passed by simple majority, and shall come into effect as soon as they are passed unless they contain a deferred implementation.
- 9.13 Upon being passed:
 - 9.13.1 a policy shall be signed by the Chair of the meeting at which it was passed and by the CAO;
 - 9.13.2 a bylaw shall be signed by the Chair of the meeting at which it was passed and by the CAO, and shall be embossed with the corporate seal of the City.

SECTION 10 – AGENDA, ORDER OF BUSINESS & MINUTES

Agendas for Council Meetings

- 10.1 The CAO shall be responsible for preparing Council meeting agendas, including input from participants, City staff and previous meetings.
- 10.2 Council meeting agendas shall be made available to Members and the public at least two (2) business days prior to the time of the meeting on the City of Cold Lake website.
- 10.3 Only business listed in the agenda shall be undertaken at a Council meeting, unless resolution to change it is unanimously passed.
- 10.4 Council meeting agenda items and applications from delegations shall be accepted up to Wednesday noon prior to the meeting and approved at the discretion of the Mayor or designate.

Order Of Business

- 10.5 Council Meetings shall use the following order of business, unless changed by unanimous consent:
- 10.5.1 Call to Order
 - 10.5.2 Adoption of Agenda
 - 10.5.3 Adoption of Minutes
 - 10.5.4 Question Period
 - 10.5.5 Public Hearings
 - 10.5.6 Delegation
 - 10.5.7 City Financial Reports
 - 10.5.8 Old Business
 - 10.5.9 New Business
 - 10.5.10 Committee Reports
 - 10.5.11 Notices of Motion, Proclamations, or Announcements
 - 10.5.12 Adjournment

Minutes

- 10.6 Minutes of all Meetings shall be recorded in accordance with the *Act*.
- 10.7 At every regular Council and committee meeting, minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.
- 10.8 Minutes shall include resolutions to go In Camera, out of In Camera, and to adjourn the meeting.

SECTION 11 – REPEAL

- 11.1 City of Cold Lake Bylaw No. 308-BD-07, Bylaw No. 383-BD-10 and Bylaw No. 344-BD-08 are hereby repealed.

SECTION 12 – ENACTMENT

- 12.1 This bylaw shall come into full force and effect at the beginning of the day it receives 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. 2019, on motion by Councillor _____.

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the Province of Alberta, this ____ day of ____, A.D. 2019, on motion by Councillor _____.

**CARRIED
UNANIMOUSLY**

MAYOR

CHIEF ADMINISTRATIVE OFFICER

PROCEDURAL BYLAW

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

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

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

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

SHORT TITLE

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

DEFINITIONS

2.0 In this bylaw:

- (1) Whenever the singular, masculine or feminine is used in this bylaw it shall be considered as if plural, feminine or masculine has been used where the context of the bylaw so requires.
- (2) "ACT" means the Municipal Government Act, RSA 2000, Chapter M-26.1 of the Statutes of Alberta.
- (3) "ADMINISTRATION" mean the employees of the municipality.
- (4) "BUSINESS DAY" means a day on which the municipal offices are open for business.
- (5) "CHAIR" means the Mayor, Deputy Mayor or presiding officer who presides over Council and/or committee meetings.
- (6) "CAO" means the Chief Administrative Officer for the municipality or his designate, appointed by Council in accordance with Section 205 of the Municipal Government Act as determined by Bylaw.
- (7) "COMMITTEE" means a committee appointed by Council under section 145 of the Act to provide advice and make recommendations to Council (and excepting the Library Board).
- (8) "COMMITTEE OF THE WHOLE" means a committee of the whole Council where no bylaw or resolution, apart from the resolution necessary to revert back to an open meeting, may be passed.
- (9) "COUNCIL" means the duly elected Council of Cold Lake.
- (10) "*IN CAMERA*" means at the discretion of the Mayor or Chair or a majority of the members of a committee, a meeting closed to the general public or municipal employees, as deemed appropriate.

- (11) "MEETING" means duly constituted regular or special open meeting of Council where bylaws and resolutions are formally ratified.
- (12) "MEMBER" means a member of Council, duly elected and continuing to hold office.
- (13) "MOTION" means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and may also mean resolutions.
- (14) "PERSON" means a reference in discourse to the speaker, the person spoken to, or another person capable of having legal rights and duties.
- (15) "ELECTRONIC MEETING" is a meeting held in two or more places with the participants using electronic means of communication.

APPLICATION

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

MEETINGS AND PROCEEDINGS

- 4.0 This bylaw covers the following areas:

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

4.1 Rules of Order

- (1) In all regular and special Council meetings, *in camera* meetings, and committee meetings, the most recent version of Robert's Rules will be followed where this policy does not provide direction.
- (2) The conduct of all City business is controlled by the general will of the Council and committee members—the right of the majority to decide, accompanied by the right of the minority to require the majority to decide only after a full and fair deliberation, in a constructive and democratic manner, of the issues involved.
- (3) At no time is it intended that undue strictness of adherence to the rules of order intimidate members or limit full participation.
- (4) The first person to raise a hand and address the Chair (Mr. /Madam Chair) when the person speaking has finished, and to be recognized by the Chair, has the floor. Speaking while another is still speaking is out of order, except to make a point of order or to make a point of personal privilege.
- (5) Debate begins when the Chair states the motion or resolution and asks "Are you ready for the question?" If no one initiates discussion, the Chair calls for the vote.
- (6) No member can speak twice to the same issue until everyone who wishes to has spoken to it once.
- (7) All remarks must be directed to the Chair, and be courteous.

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

4.2 Conduct

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

4.3 Conflict Of Interest

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

Such conflict of interest shall be recorded in the minutes.

4.4 Agendas

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

4.5 Notice Of Meeting

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

4.6 Meeting Etiquette

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

4.7 Regular, Special, Organizational and Committee Meetings

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

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

4.8 Order Of Business

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

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

4.9 Delegations

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

4.10 Public Hearings

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

4.11 *In Camera*

- (1) At the discretion of the Mayor or Chair or a majority of the members of a committee, a meeting may be closed to the general public or municipal employees, as deemed appropriate, called *in camera*.
- (2) *Under the Freedom of Information and Protection of Privacy* (FOIPP), Boards may close all or part of their meetings in accordance with the MGA Act
- (3) A motion is required to go *in camera*, and the times the meeting goes *in camera* and comes out are recorded in the minutes.
- (4) No record is necessary during the *in camera* portion of the meeting, but if a record is kept, it is subject to FOIPP regulations.
- (5) Council shall not pass resolutions or bylaws during *in camera* meetings. Any decisions reached by consensus during the *in camera* session must be passed as motions when the regular meeting resumes.
- (6) What is discussed *in camera* must remain confidential and may not be discussed at any other time or place, unless brought forward as a motion and recorded in the regular meeting minutes.
- (7) When two (2) or more elected officials participate in council or committee meetings through an electronic device or other communication facilities; that meeting will be deemed to be a meeting through electronic communication or as per the MGA act.

4.12 **Rights in Debate**

- (1) Debate is the discussion regarding a motion that occurs after the Chair has restated the motion and before it is put to a vote.
- (2) When a pending question is presented for consideration, the Chair shall recognize the member who made the motion to speak first and the member who seconded the motion (if any) to speak second.
- (3) When two or more members wish to speak, the Chair shall name the member who is to speak first.
- (4) No member shall normally speak more than three minutes on any question or amendment to a question, but may request permission to exceed this limit; the privilege shall be accorded without objection upon motion supported by two-thirds of the Council.

4.13 **Motions**

- (1) A **Main Motion** brings new business (the next item on the agenda) before the assembly.
- (2) Council or committees may deal with a motion on a subject which is not on the agenda with unanimous consent only.
- (3) After a motion has been moved and has been stated or read, it shall be deemed to be in possession of the Council or committee, and may only be withdrawn by majority consent of the members present.
- (4) Every motion or resolution shall be stated or read by the mover, who shall speak first to the motion and close debate on the motion.
- (5) When duly moved, a motion shall be open for discussion and debate. A member may speak to a motion a maximum of two times only unless there is agreement to provide another opportunity to address the issue.
- (6) Any member may ask to have the motion under discussion to be read again at any time during the debate, but may not interrupt a speaker to do so.
- (7) The mover of a motion may speak and vote for or against the motion.
- (8) When required by the Chair, a motion shall be in writing and a copy shall be given to the CAO before such motion shall be open for consideration.
- (9) No motion other than an amending motion or motion to table or refer shall be considered until any motion already before the meeting has been disposed of.
- (10) A **Notice of Motion** may be given (and shall be given verbally and in writing to all members present) at any regular meeting, specifying the entire content of the motion to be considered, but may not be dealt with at that meeting.
- (11) The CAO shall receive a copy of any notice of motion upon adjournment of the meeting at which the notice was given and shall put it on the agenda under New or Unfinished Business for the next regular meeting unless otherwise instructed.

- (12) When a motion under consideration concerns two or more specific matters, a motion to **Divide the Question** divides it into two or more separate motions (which must be able to stand on their own).
- (13) When a motion is tabled without being settled, no similar or conflicting motion which would restrict action on the first motion may be introduced or adopted.
- (14) A written notice of **Motion to Reconsider, Alter, or Rescind**, given from one meeting to the next with a minimum of five (5) members voting in favour, is the only way a question once decided may be reversed, reconsidered, or rescinded within one year after the decision.
- (15) Where the City has a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind, or replace any motion except to the extent that it does not avoid or interfere with such liability or obligation.
- (16) A **Point of Privilege** pertains to noise, personal comfort, etc. and should only interrupt discussion if unavoidable.
- (17) A **Parliamentary Inquiry** is a query as to the correct motion, to accomplish a desired result, or to raise a point of order.
- (18) A **Point of Information** generally applies to a question asked of the speaker.
- (19) **Orders of the Day or Agenda** is a call to adhere to the agenda. Deviation from the agenda requires Suspension of the Rules.
- (20) A **Point of Order** refers to an infraction of the rules or improper decorum in speaking, and must be raised as soon as the error is made.
- (21) To **Consider by Paragraph** is to hold back adoption of a paper until all paragraphs are debated and amended and the entire paper is satisfactory. After all the paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended.
- (22) To **amend** is to insert or strike out words or paragraphs, or substitute whole paragraphs or resolutions; this motion may be made by any member.
- (23) Amendments shall be voted on in reverse order to that in which they are moved, and all amendments shall be decided on or withdrawn before the original motion is put to a vote.
- (24) To **Withdraw or Modify a Motion** can be done only after a question is stated; mover can accept an amendment without obtaining the floor.
- (25) To **Commit /Refer/Recommit to Committee** is to state which committee or administration sector is to receive the question or resolution for research/further information, and shall include terms, timelines, and necessary explanations. If no committee exists, the size of committee, composition, and selection method (election or appointment) is included.
- (26) To **Extend Debate** can be applied only to the immediately pending question; the extension is until a set time or for a set period.
- (27) To **Limit Debate** is to close debate at a set time, or limit it to a set period.
- (28) To **Postpone** is to state the time the motion or agenda item will be resumed (usually the next regular meeting), and must be passed by a majority of members present. It shall appear on the agenda for the meeting date specified as an item of unfinished business.
- (29) To **Object to Consideration** is to state an objection, which must be stated before discussion is started or another motion is stated.
- (30) To **Table** is to temporarily set aside an issue and bring it back at the same meeting. It may be done after a motion to close debate has carried or is pending.
- (31) To **Take from the Table** is to state a motion previously laid on the table to resume consideration of it.
- (32) To **Reconsider** can be made only by an individual on the prevailing side who has changed position or view.
- (33) To **Postpone Indefinitely** is to kill the question/resolution for this session; exception: the motion to reconsider can still be made during this session.
- (34) **Previous Question** closes debate if successful; if preferred, a motion may be made to "**Close Debate**".
- (35) **Informal Consideration** is a motion that the assembly go into Committee of the Whole for informal debate as if in committee; this committee may limit the number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- (36) To **Appeal the Decision of the Chair** is an appeal which the assembly must decide, and must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules, or order of business.

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

4.14 Voting

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

4.15 Bylaws, Resolutions, and Policies

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

4.16 Minutes

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

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

4.17 Spokespersons

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

4.18 Repeal

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

4.19 Coming into Force

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

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**CITY OF COLD LAKE
BYLAW #344-BD-08**

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE AMENDMENT OF COLD LAKE PROCEDURAL BYLAW NO. 308-BD-07 OF THE CITY OF COLD LAKE.

WHEREAS the Council of the City of Cold Lake deems it necessary to amend some Subsections of Section 4.8 of Procedural ByLaw No. 308-BD-07;

AND WHEREAS, it is deemed expedient to amend ByLaw No. 308-BD-07 of the City of Cold Lake,

NOW THEREFORE, under the authority of the Municipal Government Act, Chapter M-26.1, Statutes of Alberta, 1994, the Council of the City of Cold Lake, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. Amend Section 4.8(6) to read as follows:

(6) Delegations (limited to Council meetings)
2. Add City Financial Reports as Section 4.8(7) after Section 4.8(6) Delegations and subsequently renumber subsections 7-11 to 8-12.
3. This ByLaw shall take effect upon third and final reading.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 28th day of October, A.D. 2008, on motion by Councillor Pelechosky.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 12th day of November, A.D. 2008, on motion by Councillor Pelechosky.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 12th day of November, A.D. 2008, on motion by Councillor Rodden.

**CARRIED
UNANIMOUSLY**

CITY OF COLD LAKE



MAYOR



CHIEF ADMINISTRATIVE OFFICER

CITY OF COLD LAKE
BYLAW #383-BD-10
A BYLAW TO AMEND BYLAW #308-BD-07

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 308-BD-07, THE PROCEDURAL BYLAW.

WHEREAS the Council of the City of Cold Lake deems it necessary to amend Subsection 4 & 17 of Section 4.7 of Procedural Bylaw No. 308-BD-07;

AND WHEREAS, it is deemed expedient to amend Bylaw No. 308-BD-07 of the City of Cold Lake,

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

1. Amend Section 4.7(4) to read as follows:

“4.7(4) Council shall hold its’ regular meetings on the second and fourth Tuesday of each month at **6:00 p.m.** in City Hall Council Chambers.”

2. Amend Section 4.7(17) to read as follows:

“4.7(17) Evening meetings shall be adjourned by **9:30 p.m.**, unless a resolution to continue is passed by simple majority.”

3. This Bylaw shall take effect upon third and final reading.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 14th day of December, A.D. 2010, on motion by Councillor Lay.

CARRIED
UNANIMOUSLY

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 14th day of December, A.D. 2010, on motion by Councillor Vining.

CARRIED
UNANIMOUSLY

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

CARRIED
UNANIMOUSLY

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 14th day of December, A.D. 2010, on motion by Deputy Mayor Buckle.

CARRIED
UNANIMOUSLY

CITY OF COLD LAKE



MAYOR



CHIEF ADMINISTRATIVE OFFICER

CITY OF COLD LAKE
BYLAW #618-AD-18 - COUNCIL CODE OF CONDUCT BYLAW
Unofficial Consolidation

Please note: in a bylaw that is “Unofficially Consolidated”, the original approved bylaw is updated to include all of the approved amendments to that bylaw

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH A COUNCIL CODE OF CONDUCT

PURSUANT to section 146.1(1) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, municipalities must establish a code of conduct bylaw that governs the conduct of councillors;

WHEREAS Council wishes to establish a code of conduct to set a standard of behavior and actions of City of Cold Lake councillors, in order to:

- Build and inspire public trust and confidence in local government by upholding high standards and ideals;
- Promote public confidence by respecting the process established by Council for communicating with the public on behalf of Council or the City;
- Support effective decision-making through the processes set out in legislation and local bylaws for making decisions, including respect for the role of the chair;
- Promote service of the public interest and show leadership by upholding legislation, local bylaws, and policies adopted by Council;
- Promote the treatment of Council members, municipal employees, and others with dignity, understanding and respect;
- Promote public trust by refraining from using information in a way that would be detrimental to the public interest;
- Promote public trust by refraining from exploiting the position of Councillor for private reasons or that would bring discredit to the office;
- Promote the priority of municipal interests over the individual interests of councillors, and to refrain from seeking to influence decisions for personal reasons;
- Promote stewardship and public trust by refraining from the use of municipal assets or resources for personal reasons; and
- Promote effective leadership and personal development by accessing training opportunities.

WHEREAS Councillors have an obligation to act in the best interests of the rate payers of the City of Cold Lake and make all decisions for the betterment of the Cold Lake community; and whereas no provision of the code of conduct shall be interpreted to conflict with this obligation;

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 “Councillor Code of Conduct Bylaw”.

SECTION 2 - DEFINITIONS

In this Bylaw:

- 2.1 “Act” means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended;
- 2.2 “Administration” means staff of the City of Cold Lake;
- 2.3 “CAO” means the Chief Administrative Officer of the City of Cold Lake;
- 2.4 “City” means the municipal corporation of the City of Cold Lake, or the geographical area falling within the municipal boundaries of the City of Cold Lake, as the context requires;

- 2.5 “Conflict of Interest” means the situations which would breach Part 2 of the *Conflicts of Interest Act*, RSA 2000, c C-23 as defined in that Act;
- 2.6 “Council” and “Councillor” means all elected officials on the City of Cold Lake Council including the Mayor;
- 2.7 “Council Meeting” means Council meetings, Committee of the Whole meetings, Council Committee meetings, and at Special Council meetings;
- 2.8 “Gift or other advantage” means the definition used in section 2 of the *Conflict of Interest Act*, SC 2006, c 9:

Gift or other advantage means

- (a) an amount of money if there is no obligation to repay it; and
 - (b) a service or property, or the use of property or money that is provided without charge or at less than its commercial value.
- 2.9 “Pecuniary Interest” means the definition used in section 170 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended:
- (1) Subject to subsection (3), a councillor has a pecuniary interest in a matter if
 - (a) the matter could monetarily affect the councillor or an employer of the councillor, or
 - (b) the councillor knows or should know that the matter could monetarily affect the councillor’s family.
 - (2) For the purposes of subsection (1), a person is monetarily affected by a matter if the matter monetarily affects
 - (a) the person directly,
 - (b) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
 - (c) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
 - (d) a partnership or firm of which the person is a member.
- 2.10 “Council Complaints Committee” means the Committee created by this Bylaw, and for each meeting of such committee, to be composed of all Councillors other than the one or more Councillors about whom a particular complaint is made. The quorum of this Committee is the majority of Council.

Amended by Bylaw 638-AD-19, March 12, 2019

SECTION 3 – CODE OF CONDUCT FOR COUNCILLORS

Representing the Municipality

- 3.1 Councillors shall uphold high standards and ideals by:
- 3.1.1 acting honestly and in good faith conducting themselves at all times in a manner befitting their position as an elected official and representative of the City;
 - 3.1.2 demonstrating fairness in all dealings, both personal and professional;
 - 3.1.3 demonstrating accountability and impartiality in all Council matters;
 - 3.1.4 considering the welfare and interests of the City as a whole and ensuring the welfare of the City as a whole supersedes the interest of any particular segment of the City.

Communicating on behalf of the Municipality

- 3.2 Councillors may make public statements on behalf of Council or the City when specifically authorized by Council to do so long as all applicable processes established by Council are followed.
- 3.3 Councillors may publicly express their opinions on Council matters so long as, the Councillor(s):
- 3.3.1 Ensure that it is clearly stated that the public statement reflects the personal opinion of the Councillor, not the opinion or position of Council;
 - 3.3.2 Does not undermine the standing of Council in the community;
 - 3.3.3 Ensure the statements are made with the utmost respect to the decision of Council, to all Councillor(s) and to any other person(s) associated with the decision.

- 3.4 Councillors shall not comment in public regarding the performance of any member of Administration, instead Councillors must refer any question of performance of Administration to the CAO.

Respecting the decision-making process

- 3.5 Councillors shall:
- 3.5.1 adhere to the decision-making processes set out in law including City bylaws;
 - 3.5.2 engage in respectful, fulsome, and healthy debate on all matters in Council Meetings;
 - 3.5.3 be impartial to discussion or presentation of any matter that requires a decision of Council;
 - 3.5.4 respect and support the decisions, resolutions, and direction of Council (made by majority vote of the Councillors) regardless of their personal view of the decision(s); and
 - 3.5.5 respect Council Meetings as the appropriate place to discuss and debate matters before Council.
- 3.6 Councillors shall not:
- 3.6.1 interrupt another Councillor or act in any way that could threaten another Councillor's right to feel confident to express his/her views at a Council Meeting;
 - 3.6.2 act in any way that would threaten another Councillor's right to address matters before Council in a full, open, transparent, and professional manner with the goal of good governance through healthy debate.
- 3.7 Councillors may meet with any person, including a person who may file an application/submission with the City in the future, a developer or special interest group, with the exception that
- 3.7.1 after Council has been notified that an application or submission has been filed where Council will have a decision making role in the approval process or a subsequent appeal, Councillors shall not discuss the application/submission with the applicant, developer or special interest group;
 - 3.7.2 after Council has been notified that a party has initiated legal action or is expected to initiate legal action, Councillors shall not discuss the matter with the applicant, developer or special interest group.
 - 3.7.3 Being notified for the purposes section 3.7 shall mean that the matter has been discussed by Council at a Council Meeting or Council has been formally made aware of an issue through briefing by the CAO.
- 3.8 Councillors may attend open houses or exchange information with potential applicants, developers, and special interest groups prior to a formal submission or application being submitted to Administration, however, the Councillor must,
- 3.8.1 Advise the person they have met with that:
 - 3.8.1.1 the Councillor can provide only general information on the process but cannot give any indication of the chance of success of the submission;
 - 3.8.1.2 they may wish to seek independent legal advice;
 - 3.8.1.3 they may wish to seek preliminary information prior to submitting their application by consulting with Administration;
 - 3.8.2 Forward any information received from an applicant, developer, or special interest group to the CAO who will record the information and determine whether further distribution or disclosure of the information is required; and
 - 3.8.3 Direct all development inquiries to Administration.

Adherence to policies, procedures and bylaws

- 3.9 Councillors shall uphold legislation, City bylaws, and policies.
- 3.10 Councillors shall avoid waste, abuse, and extravagance in the provision and use of public money remaining mindful that public money must be used for public good:
- 3.10.1 strictly adhering to all City guidelines addressing expenses and reimbursement;
 - 3.10.2 being open and accountable with respect to all expenditures, per diems, and/or any and all other expenses incurred;
 - 3.10.3 avoiding situations where an expenditure can be questioned as inappropriate and may cause adverse reaction that may result in undermining the standing of Council in the public eye.

Respectful interactions with councillors, Administration, the public and others

- 3.11 Councillors shall treat all people equally with dignity and respect regardless of race, culture, religion, language, gender, disability, or occupation providing adequate and substantive opportunity for persons to state their position on any matter before Council and ensuring equity of service.

- 3.12 When interacting with administration, Councillors shall:
 - 3.12.1 respect the professional opinions of Administration and be mindful that the CAO is exclusively responsible for directing Administration;
 - 3.12.2 not abuse relationships or interactions with Administration by attempting to take advantage of their position as Councillors;
 - 3.12.3 refrain from any behaviour which is, or may be perceived as, bullying of Administration; and
 - 3.12.4 direct all requests for information to the CAO.
- 3.13 Councillors shall not instigate, be involved with, or condone personal attacks on other Councillors, Administration or members of the public.

Confidential information

- 3.14 Councillors shall keep in the strictest confidence (including not releasing, disclosing, publishing, or commenting on):
 - 3.14.1 all information received during, and matters discussed “in camera” at Council Meetings until such information is disclosed at a public meeting;
 - 3.14.2 all matter discussed in confidence with another Councillor or Administration;
 - 3.14.3 all private correspondence, both oral and written, between Councillors and with the CAO until the parties agree that the information should be made public;
 - 3.14.4 any information to be treated as confidential in accordance with the *Act*;
 - 3.14.5 any information subject to solicitor client privilege unless expressly authorized by Council, through a Council resolution, to make public.
- 3.15 Councillors shall not use any information provided to Council or to a Councillor, or any information they have knowledge of by virtue of their position as a Councillor that is not in the public domain:
 - 3.15.1 in a way that would be detrimental to the public interest;
 - 3.15.2 for any purpose other than to exercise their role as Councillor;
 - 3.15.3 in any way that could cause harm, detriment or embarrassment to Council, other Councillors, Administration, members of the public or third parties;
 - 3.15.4 for any reason that may create a benefit for themselves.
- 3.16 Councillors shall sign an Oath of Confidentiality attached as Appendix “A” to this Bylaw.
- 3.17 Councillors shall at all times, recognize and act in accordance with, the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25 regarding the access, use and release of personal information.

Conflicts of Interest and/or Pecuniary Interest

- 3.18 Councillors shall rigorously avoid situations which may result in claims of pecuniary interest, conflict of interest or bias.
- 3.19 Councillors shall not exploit the position of Councillor for private reasons or any reason that would bring discredit to Council.
- 3.20 Councillors shall adhere to all pecuniary interest requirements in the *Act* (including disclosure and procedure requirements) where s/he may have (or may reasonably be perceived to have) a pecuniary interest.
- 3.21 In respect of pecuniary interests, it is each Councillor’s responsibility to:
 - 3.21.1 Decide whether or not s/he has a pecuniary interest, however, the Councillor may discuss their decision with Council and/or seek the advice of the Mayor and/or CAO;
 - 3.21.2 Seek independent legal advice, at their own cost, with respect to any situation which may result in pecuniary interest;
 - 3.21.3 Notify the Mayor or Chair of the meeting prior to the matter being considered, if a Councillor believes s/he may have a pecuniary interest in the matter.
- 3.22 If a Councillor believes s/he may have or may reasonably be perceived to have a conflict of interest, it is that Councillor’s responsibility to:
 - 3.22.1 Decide whether or not s/he has a conflict of interest, however, the Councillor may discuss their decision with Council and/or seek the advice of the Mayor and/or CAO;
 - 3.22.2 Seek independent legal advice, at his/her own cost, if s/he wishes;
 - 3.22.3 Notify the Mayor or Chair of the meeting of the potential conflict prior to the matter being considered (each time the matter arises before Council);
 - 3.22.4 Not discuss the matter with any Councillor publically or privately;
 - 3.22.5 ~~Leave the meeting room if the matter is discussed and not return until discussion has ended or voting on the matter has been concluded; with the exception that,~~

~~Councillors with a stated conflict of interest may stay in the meeting room, if the Councillor is seated in the gallery and addresses Council as a taxpayer, elector, or owner or if the Councillor has the right to be heard pursuant to the Act or any other enactment.~~

- 3.22.5 Leave the meeting room if the matter is discussed and not return until discussions has ended or voting on the matter has been concluded; with the exception that, Councillors with a stated conflict of interest may stay in the meeting room, if the Councillor is seated in the gallery and addresses Council as a taxpayer, elector, or owner who has the right to be heard pursuant to the Act or any other enactment.

Amended by Bylaw 638-AD-19, March 12, 2019

- 3.23 Councillors shall not accept a fee, gift or other benefit that is connected, directly or indirectly, with the performance of the Councillor's duties, subject to the following exception:
- 3.23.1 Councillors may accept gifts of appreciation, courtesy, symbolic donations, gifts of protocol or social obligation in accordance with section 7(3)(a), 7(3)(b) and 7(3)(c) of the *Conflicts of Interest Act*, RSA 2000, c C-23.
- 3.24 Should a Councillor be offered a gift exceeding the value indicated in section 7(3)(a), 7(3)(b), 7(3)(c) of the *Conflicts of Interest Act*, RSA 2000, c C-23 the Councillor shall inform the CAO of the offer.

Improper use of influence

- 3.25 Councillors shall not seek to influence decisions for personal reasons or make improper use of his/her position as a Councillor by:
- 3.25.1 Gaining or attempting to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person;
- 3.25.2 Causing or attempting to cause detriment to Council, any Councillor, any member of Administration, the public, or third parties;
- 3.25.3 Seeking personal benefit or gain from any information obtain through his/her position as Councillor.

Use of municipal assets and services

- 3.26 Councillors shall not use municipal assets or resources for personal reasons or personal profit.
- 3.27 During a general election, Councillors shall not use, authorize or request that Administration use public resources in any way that could
- 3.27.1 influence the electorate except to support the actual election process;
- 3.27.2 provide an undue advantage for any candidate;
- 3.27.3 be used for campaigning purposes (even if the use of City equipment, facilities or resources had otherwise been used as a part of the regular delivery of their duties).
- 3.28 During an election, Councillors shall not use City assets for campaigning or in any way that could result in an advantage to their campaign.

Orientation and other training attendance

- 3.29 Councillors shall become informed about the business of Council and all legislative requirements. Should a councillor become aware that he/she does not understand the business of Council, it is the Councillors responsibility to take all necessary steps to educate themselves so they may perform their duties.
- 3.30 Councillors shall access training opportunities for professional development.
- 3.31 Councillor orientation provided by administration following an election shall be mandatory. If extenuating circumstances prevent a Councillor from attending the mandatory training, it is the Councillor's responsibility to make alternate arrangements.

SECTION 4 – ACCOUNTABILITY

- 4.1 Any resident, business owner, or taxpayer of the City of Cold Lake may make a complaint if s/he has reason to believe a Councillor may have violated section 3 of this Bylaw by completing the Elected Official Complaint Form (attached as Appendix "B") and providing it to the Manager of Legislative Services as per the form's instructions. The complainant must:
- 4.1.1 provide their name when making the complaint;
- 4.1.2 make the complaint within sixty (60) days from the date on which the complainant knew, or ought to have known, that the breach of the code of conduct occurred;

complaints that the code of conduct was breached more than 60 days prior, will not be considered.

4.2 All complaints received by a Councillor in accordance with section 4.1 shall be processed in accordance with this Bylaw.

4.3 A copy of the completed Elected Official Complaint Form will be delivered to the Councillor who is alleged to have breached the Code of Conduct.

~~4.4 The Mayor (or Deputy Mayor) shall call and Chair a special in-camera Council Meeting to determine the validity of the complaint, during which:~~

~~4.4.1 All Councillors shall be provided with a copy of the Complaint Form and given an opportunity to ask questions;~~

~~4.4.2 The Councillor alleged to have breached the Code of Conduct shall answer questions from the other Councillors and be given an opportunity to respond to the allegations and provide additional information concerning the allegations;~~

~~4.4.3 The Chair may determine that additional information is required to determine the validity of the complaint;~~

~~4.4.4 The complaint shall be deemed valid by a two-thirds majority vote of the members of Council, who are present, no later than forty-five (45) days following receipt of the complaint.~~

4.4 The Council Complaints Committee is formed for the purposes set out below. The Mayor (or Deputy Mayor) shall call and Chair a meeting of the Council Complaints Committee which shall consider in-camera the validity of the complaint, and during which:

4.4.1 All Councillors shall be provided with a copy of the Complaint Form and given an opportunity to ask questions;

4.4.2 The Councillor alleged to have breached the Code of Conduct has a right to be heard by the Committee and shall answer questions from the other Councillors and be given an opportunity to respond to the allegations and provide additional information concerning the allegations;

4.4.3 The Chair may determine that additional information is required to determine the validity of the complaint;

4.4.4 The complaint may be determined to be valid by a two-thirds majority vote of the members of the Committee, who are present, but excluding any Councillor about whom the complaint under consideration is made, no later than forty-five (45) days following receipt of the complaint, unless the Council Complaints Committee passes a motion to extend the period beyond the forty-five (45) day deadline.

Amended by Bylaw 638-AD-19, March 12, 2019

~~4.5 Where a complaint is deemed to be valid in accordance with section 4.4, the appropriate sanction shall be determined by a two-thirds majority vote of the members of Council, who are present when the complaint is considered, from any or all of the following options:~~

~~— 4.5.1 a letter of reprimand addressed to the Councillor;~~

~~— 4.5.2 requesting the Councillor to issue a letter of apology;~~

~~4.5.3 publication of a letter of reprimand or request for apology and the Councillor's response;~~

~~— 4.5.4 a requirement to attend training;~~

~~4.5.5 suspension or removal of the appointment of a Councillor as the deputy Mayor or acting Mayor under section 152 of the Act;~~

~~4.5.6 suspension or removal of the Mayor's presiding duties under section 154 of the Act;~~

~~4.5.7 suspension or removal from some or all council committees and bodies to which council has the right to appoint members;~~

~~4.5.8 reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings.~~

4.5 Where a complaint is deemed to be valid in accordance with section 4.4, the appropriate sanction shall be determined by a two-thirds majority vote of the members of the Committee, but excluding any Councillor about whom the complaint under consideration is made, who are present when the complaint is considered, from any or all of the following options:

4.5.1 a letter of reprimand addressed to the Councillor;

4.5.2 requesting the Councillor to issue a letter of apology;

4.5.3 publication of a letter of reprimand or request for apology and the Councillor's response;

4.5.4 a requirement to attend training;

- 4.5.5 suspension or removal of the appointment of a Councillor as the deputy Mayor or acting Mayor under section 152 of the *Act*;
- 4.5.6 suspension or removal of the Mayor’s presiding duties under section 154 of the *Act*;
- 4.5.7 suspension or removal from some or all council committees and bodies to which council has the right to appoint members;
- 4.5.8 reduction or suspension of remuneration as defined in section 275.1 of the *Act* corresponding to a reduction in duties, excluding allowances for attendance at council meetings;

Amended by Bylaw 638-AD-19, March 12, 2019

- 4.6 In accordance with section 146.1(4) of the *Act*, a Councillor must not be disqualified or removed from office for a breach of the Code of Conduct.

SECTION 5 – OATH OF OFFICE & STATEMENT OF ETHICS

- 5.1 Councillors shall swear/affirm an oath of office in accordance with section 156 of the *Act*, and the *Oaths of Office Act*, RSA 2000, c O-1 s. 2 attached as Appendix “C” to this Bylaw.
- 5.2 Councillors shall swear/affirm a Statement of Code of Ethics and Conduct attached as Appendix “D” to this Bylaw.

SECTION 6 – REVIEW

- 6.1 This bylaw shall be reviewed at least every four (4) years.

SECTION 7 – ENACTMENT

- 7.1 This Bylaw shall come into full force and effect at the beginning of the day on which it receives third and final reading.

FIRST READING passed in open Council duly assembled in the City of Cold Lake in the Province of Alberta, this 27th day of March, A.D. 2018, on motion by Councillor Lefebvre.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake in the Province of Alberta, this 27th day of March A.D. 2018, on motion by Councillor Soroka.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed as amended in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 24th day of April, A.D. 2018, on motion by Councillor Grau.

**CARRIED
UNANIMOUSLY**

Executed this __ day of _____, 2018

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Appendix “A”



City of
Cold Lake

Elected Official – Oath of Confidentiality

I, _____ of _____ solemnly swear/affirm to the following during and after my term as an elected official with the City of Cold Lake:

1. I acknowledge that any information that I may obtain from, or through my access to, the City of Cold Lake facilities is deemed to be confidential information.
2. I will not use, disclose, communicate or transfer any confidential information, except as required in the performance of my role.
3. I will not allow any unauthorized person(s) to inspect or have access to any record containing confidential information, regardless of media format.
4. I will not discuss confidential information when a member of the public is present.
5. I will not leave confidential information in open view of any member(s) of the public.
6. I will report any unauthorized access of confidential information to the City as soon as I become aware that such an incident has occurred.
7. I will not remove any records containing confidential information from the City of Cold Lake property, unless expressly authorized in writing to do so, and I will return such records upon conclusion of my term as an elected official or as requested by the City.
8. I understand that this oath/affirmation survives the conclusion of my term as an elected official and that noncompliance could result in repercussions in accordance with the Council Code of Conduct Bylaw, and I may be fined and/or face civil penalties should I breach this agreement even after my term has ended.

I ACKNOWLEDGE that I have read, understood and voluntarily agree with these terms.

SWORN/AFFIRMED BEFORE ME

on _____, 20____
at _____ Cold Lake _____, Alberta.

Commissioner for Oaths
in and for Alberta



Signature of Elected Official

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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.

Form 12-00-04

Page 1 of 1

Appendix “B”



City of *Cold Lake*

ELECTED OFFICIAL COMPLAINT FORM
(Section 4 of Bylaw No. 618-AD-18, Council Code of Conduct)

Mayor and Council, City of Cold Lake
5513 48 Avenue
Cold Lake, AB, T9M 1A1

Person Making Complaint

Name: _____

Address: _____

Phone: (H) _____ (W) _____ E-Mail: _____

I would like to make a complaint that an elected official of the City of Cold Lake has breached Bylaw No. 618-AD-18, Council Code of Conduct. I make this complaint in accordance with section 4 of that Bylaw.

Complaint Information

Name of Councilor(s): _____

The situation that gives rise to the complaint occurred on: _____

Section of *Bylaw No. 618-AD-18, Council Code of Conduct* that was breached: _____

Please explain the actions/inactions of the Councilor related to the complaint:

Please note that this form will be provided to the City of Cold Lake Manager of Legislative Services. This complaint will be processed in accordance with the Bylaw No. 618-AD-18, Council Code of Conduct.

Signature

Date

Please return your complete form to the Manager of Legislative Services
at City Hall or by email to: electedofficialcomplaints@coldlake.com

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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.



Elected Official – Oath of Office

*Municipal Government Act, RSA 2000, c M-26, as amended s. 156
Oaths of Office Act, RSA 2000, c O-1 s. 2*

CITY OF COLD LAKE
OATH OF OFFICE

*I, _____, swear that I will diligently,
faithfully, and to the best of my ability, execute
according to law the office of _____.*

So help me God.

SWORN BEFORE ME

*at the City of Cold Lake)
in the Province of Alberta)
this __ day of ____, 20__) Elected Official*

Barrister & Solicitor, Notary Public

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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.

Appendix “D”



Elected Official – Statement of Code of Ethics and Conduct

I, _____ of _____ solemnly swear/affirm to the following during my term as an elected official with the City of Cold Lake:

- 1. I will uphold the City of Cold Lake Council Code of Conduct at all times.
- 2. I have read and understand City of Cold Lake Bylaw No. 618-AD-18, Council Code of Conduct Bylaw, and further agree to all the terms and conditions as specified.

I ACKNOWLEDGE that I have read, understood and voluntarily agree with these terms.

SWORN/AFFIRMED BEFORE ME

on _____, 20____

at _____ Cold Lake _____, Alberta.

Commissioner for Oaths
in and for Alberta

}

Signature of Elected Official

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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.

Form 12-00-07

Page 1 of 1



ISSUE SUMMARY REPORT

Title: Policy No. 190-BD-15 - Energy Centre Design Development Steering Committee Policy

Meeting Date: October 22, 2019

Executive Summary:

Policy No. 190-BD-15, Energy Center Design Development Steering Committee Policy established a Steering Committee to provide Council the opportunity to review and evaluate the conceptual design development of Phase 3 of the Energy Centre.

With the completion of Phase 3 of the Energy Centre the Steering Committee is no longer required or active.

Administration is recommending that Council rescind Policy No. 190-BD-15.

Background:

Policy No. 190-BD-15, being the Energy Centre Design Development Steering Committee Policy was approved by Council on January 13, 2015. The Steering Committee was active while the conceptual design of Phase 3 of the Energy Center was ongoing. With the completion of the phase 3 of the Energy Center, the committee is no longer required.

Alternatives:

Council may consider the following options:

1. That Council pass a resolution to rescind Policy 190-BD-15, Energy Center Design Development Steering Committee Policy.
2. That Council defeat a resolution to rescind Policy 190-BD-15, Energy Center Design Development Steering Committee Policy.

Recommended Action:

Administration recommends that Council pass a resolution to rescind Policy No. 190-BD-15, being the Energy Centre Design Development Steering Committee Policy.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**ENERGY CENTRE DESIGN DEVELOPMENT STEERING COMMITTEE
POLICY**

POLICY NUMBER: 190-BD-15

Approval Date: January 13, 2015	Revise Date:
Motion Number: CM20150113.1011	Repeal Date:
Supersedes:	Review Date:

1.0 Policy Intent

The City of Cold Lake will be constructing Phase 3 of the Energy Centre of which this policy will establish an Energy Centre Design Development Steering Committee and Terms of Reference.

2.0 Purpose

- 2.1. The Purpose of the Steering Committee is to provide Council the opportunity to review and evaluate the conceptual design development of Phase 3 of the Energy Centre inclusive of a second arena, gymnastics facility, and an outdoor, artificial turf, multi-purpose field. Further consideration shall be given to the expansion of the field house and development of dance studios subject to budget availability.

3.0 Policy Statement

- 3.1. The Committee shall be a Committee of Council known as the Energy Centre Design Development Steering Committee.
- 3.2. Key Duties and Responsibilities:
- 3.2.1. Review and evaluate the design development of Phase 3 of the Energy Centre in terms of facility programming layout, capacities, conceptual floor plan layout, and preliminary budget;
- 3.2.2. All recommendations will be forwarded to Council for consideration.
- 3.3. Membership:
- 3.3.1. Seven (7) members of Council, one (1) of whom shall be designated as Chair;
- 3.3.2. Two (2) representatives from the Recreation and Culture Advisory Committee;

- 3.3.3. Two (2) representatives from Wards 5 & 6 of the Municipal District of Bonnyville;
 - 3.3.4. CAO and/or General Manager of Community Services (Non-Voting);
 - 3.3.5. Other support personnel as required (designated by the CAO) (Non-Voting);
 - 3.3.6. Recording Secretary (designated by the CAO) (Non-Voting).
- 3.4. Meetings:
- 3.4.1. The Committee shall meet at the call of the Chair commencing when design development starts (March 2015) and/or once per month until design concepts have been finalized.
- 3.5. Minutes of the meeting shall be kept and the Committee shall present its recommendations to Council in a written report.

4.0 Managerial Guidelines

- 4.1. The General Managers of the various City departments (or designate) shall work with the Committee to ensure necessary information is accessible.
- 4.2. Administrative support (agendas, minutes, copying, etc.) shall be supplied by Community Services.

5.0 References

- None

6.0 Persons Affected

- 6.1. Council, City Departments, Recreation and Culture Advisory Committee.

7.0 Revision/Review History

- None

Jan 19, 2015

Date



Chief Administrative Officer

Jan 20 2015

Date



Mayor



STAFF REPORT

Title: Lakeland Destination Marketing Organization (DMO) Membership

Meeting Date: October 22, 2019

Executive Summary:

In an effort to streamline its tourism and advertising memberships, administration reviewed the city's current subscriptions and partnerships. Based on administration's presentation at the October 15 Corporate Priorities Committee Meeting, the committee recommended that council pass a motion allowing its membership in the Lakeland DMO to lapse.

Background:

Administration has reviewed a number of tourism related memberships to ensure that they continue to align with the city's marketing and advertising goals, and that they continue to provide value.

In the case of the Lakeland DMO (which has rebranded to Travel Lakeland), administration is recommending that the membership not be renewed. The City of Cold Lake joined the DMO six years ago after partnering for several years to recoup a significant amount of its costs for attending tradeshow. At the time, the money saved by partnering far exceeded the cost even of the membership.

Travel Alberta has since changed its grant structure such that and we have not been able to access partnership funding for tradeshow or the billboard campaign. Assistance with booking trade shows has also ceased and much of the DMO's special campaigns are focused on the northwest area of the Lakeland region.

Administration feels that while it may partner with the DMO on special projects from time to time, or take advantage of advertising on an as-needed basis, the membership is no longer required.

Chamber of Commerce – Tourism Guide

The City of Cold Lake works with the Cold Lake Regional Chamber of Commerce to produce an annual tourism guide for distribution to Visitor Information Centres, at trade shows as well as to visitors of the city at special events, tournaments etc. The City of Cold Lake covers the cost of printing the guides at \$13,500, and also oversees their distribution to Visitor Information Centres.



Go East RTO

The City of Cold Lake also recently joined the Go East Regional Tourism Organization, which has gained in popularity over recent years. This year, the Go East RTO is being considered for a Provincial ALTO Award for its 2018 digital marketing campaign. It also produces a print tourism guide and is active on radio and television. Go East Regional Tourism Organization membership fee = \$1,500 (population 5,000 and up). The RTO also offers additional advertising packages for both print and digital marketing to its members.

Northern Woods and Water Highway

The City has maintained a membership with the Northern Woods and Water Highway Association, which is attempting to re-establish a northern highway corridor as a popular tourist route. The corridor runs from Winnipeg, Man., in the east, through Cold Lake to Dowson Creek, BC in the west. Northern Woods and Water membership fee = \$3,000 (population 10,000 and up). The association also offers extended advertising packages to its members.

Lakeland DMO membership fee = 30 cents per capita @ 13,294 for a total of \$3,988.20
The DMO also offers additional advertising packages for its print product.

Alternatives:

- Council may pass a motion directing administration to allow the City of Cold Lake's membership in the Lakeland DMO (rebranded to Travel Lakeland) to lapse.
- Council may pass a motion directing administration to retain its membership in the Lakeland DMO (rebranded to Travel Lakeland).

Recommended Action:

- Administration recommends that Council pass a motion directing administration to allow the City of Cold Lake's membership in the Lakeland DMO (rebranded to Travel Lakeland) to lapse.

Budget Implications (Yes or No):

Yes.

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Franchise Agreement - Atco Gas

Meeting Date: October 22, 2019

Executive Summary:

The Current Franchise agreement is for 13% with a cap of 35%. Annually the City has the right to make application to change the 13% Franchise Fee. Please see attached letter. Revenue generated in 2018 from the Franchise fee was \$407,117. In 2019 the gas franchise fee was projected to be \$459,892 with \$301,667 received to date inclusive of August 2019. Gas Franchise agreement although still in force under section 47(1) of the MGA expired in October 2015. There is a one year extension on the agreement and after that Atco can withhold 50% of the Franchise fee and put it in trust for the City. Despite being beyond the extension timelines, to date we have been receiving 100% of Franchise Fees. Customers on 4 Wing are not included in the Franchise agreement and are not charged the franchise fee due to a Service and Lending agreement between Atco and 4 Wing. To date a new agreement has not been approved by Council. The 2020 forecasted revenue from gas franchise fee is \$447,426.

Background:

Franchise fees are recovered from consumers in a municipality through a local rate rider (which rider, for the purposes of clarity, does not include fees from retail service providers). Franchise fees are calculated based on a percentage of revenue of each utility's transmission and distribution tariff. Under the franchise agreement Atco will continue to pay to a municipality both a franchise fee and linear taxes. The Municipal portion of linear taxes for 2019 is \$80,816. The franchise fee cap of 35 per cent is a provision under the Franchise Agreement. The franchise fee may only be changed with AUC approval.

Franchise fee rates range from 0% to 35%. There does not seem to be any formula or rules on changing rates except that they are at the discretion of the municipality and must be approved by AUC. Revenue generated from an increase in franchise fees could be earmarked for a specific utilities project. Atco would request a new agreement be signed if Council wishes to change the Franchise fee. The City would have to publish a notice of the proposed change for 14 days and by November 1 notify Atco of the proposed change in order to obtain AUC approval and start billing the new fee January 1, 2020. Atco would then apply to the AUC to change the rate. The rate would have to be approved by AUC prior to implementation. Approximately \$34,417 of revenue would be generated for each 1% increase in Franchise Fee. Any changes would be included



in the 2020 budget. Administration is recommending to maintain the 13% franchise fee for 2020 while administration develops a new agreement with Atco.

Alternatives:

Council may consider the following options:

1. Council may pass a motion to maintain the Franchise Fee as recommended.
2. Council may request a change in the Franchise Fee.

Recommended Action:

Administration recommends that Council pass a motion to maintain the 2020 Atco Gas Franchise Fee at 13%.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Man. C. AIF
SCANNED

Orig. to AIF
COPY

ATCO

August 19, 2019

City of Cold Lake
5513 – 48 Avenue
Cold Lake, AB
T9M 1A1

RECEIVED

AUG 29 2019

cc'd Kevin & Linda
CITY OF COLD LAKE

Attention: Kevin Nagoya / Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 4(a)

Pursuant to Clause 4(a) of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2020; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2020, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the City of Cold Lake a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the City of Cold Lake, this percentage is 13.00%.

In 2018, our Delivery Tariff revenue in the City of Cold Lake was \$3,131,667. Our forecast Delivery Tariff revenue for 2020 is \$3,441,740. Therefore, based on the current franchise fee percentage, the forecast 2020 franchise fee revenue would be \$447,426.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at (780) 509-2215 or Chance.Herring@atco.com.

Yours truly,

Chance Herring

**Chance Herring
Manager, Yellowhead Region
ATCO Natural Gas Division**

NATURAL GAS DISTRIBUTION SYSTEM FRANCHISE AGREEMENT

CITY OF COLD LAKE

TABLE OF CONTENTS

1)	DEFINITIONS	Page 2
2)	TERM	Page 3
3)	GRANT OF FRANCHISE.....	Page 4
4)	FRANCHISE FEE	Page 5
5)	CORE SERVICES	Page 6
6)	PROVISION OF EXTRA SERVICES	Page 6
7)	MUNICIPAL TAXES.....	Page 7
8)	RIGHT TO TERMINATE ON DEFAULT	Page 7
9)	SALE OF GAS DISTRIBUTION SYSTEM	Page 7
10)	PROVISION OF DETAILED PLANS AND EQUIPMENT	Page 7
11)	RIGHT OF FIRST REFUSAL TO PURCHASE.....	Page 8
12)	CONSTRUCTION/MAINTENANCE OF GAS DISTRIBUTION SYSTEM.....	Page 10
13)	RESPONSIBILITIES FOR COST OF RELOCATION	Page 12
14)	GAS DISTRIBUTION SYSTEM EXPANSION	Page 15
15)	INCREASE IN MUNICIPAL BOUNDARIES	Page 15
16)	JOINT USE OF GAS DISTRIBUTION SYSTEM	Page 15
17)	RECIPROCAL INDEMNIFICATION AND LIABILITY	Page 17
18)	ASSIGNMENT	Page 18
19)	NOTICES.....	Page 19
20)	INTERRUPTIONS OR DISCONTINUANCE OF GAS SERVICE.....	Page 20
21)	DISPUTE SETTLEMENT	Page 21
22)	APPLICATION OF WATER, GAS AND ELECTRIC COMPANIES ACT.....	Page 21
23)	FORCE MAJEURE	Page 22
24)	TERMS AND CONDITIONS	Page 22
25)	NOT EXCLUSIVE AGAINST HER MAJESTY	Page 22
26)	SEVERABILITY	Page 22

Schedule "A"

Schedule "B"

Schedule "C"

NATURAL GAS DISTRIBUTION SYSTEM FRANCHISE AGREEMENT

THIS AGREEMENT made effective the 25 day of October, 2005.

BETWEEN:

CITY OF COLD LAKE, a Municipal Corporation in the Province of Alberta (the "**Municipality**")

OF THE FIRST PART

- and -

ATCO GAS AND PIPELINES LTD., a corporation having its head office at the City of Edmonton, in the Province of Alberta (the "**Company**")

OF THE SECOND PART

WHEREAS by Agreement dated June 7, 1995 made between the Company and the Town of Cold Lake a franchise was granted to the Company to supply natural gas to the Municipality and its inhabitants, for a period of ten (10) years;

WHEREAS by Agreement dated June 22, 1994 made between the Company and the Town of Grand Centre a franchise was granted to the Company to supply natural gas to the Municipality and its inhabitants, for a period of ten (10) years;

WHEREAS by Order in Council No 416/96 dated October 1, 1996 amalgamated the Town of Cold Lake and Town of Grand Centre and by the annexation of land from The Municipal District of Bonnyville No. 87 to form a town having the name Cold Lake;

WHEREAS by Agreement dated December 15, 1999 the Municipality consented to the assignment of the Franchise Agreement by Northwestern Utilities Limited to ATCO Gas and Pipelines Ltd.;

WHEREAS by Order in Council No 354/2000 dated September 6, 2000 Cold Lake received City status effective October 1, 2000;

WHEREAS the Municipality desires to grant and the Company desires to obtain an exclusive franchise to provide gas distribution services within the Municipal Area on the terms and conditions herein contained;

NOW THEREFORE in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

1) **DEFINITIONS**

Unless otherwise expressly provided in this Agreement, the words, phrases and expressions in this Agreement shall have the meanings attributed to them as follows:

- a) **“Act”** means the *Gas Utilities Act* (Alberta) as amended;
- b) **“Board”** means the Alberta Energy and Utilities Board as established under the *Alberta Energy and Utilities Board Act* (Alberta), as amended;
- c) **“Company”** means the party of the second part to this Agreement and includes its successors and permitted assigns;
- d) **“Construct”** means and includes establish, construct, reconstruct, upgrade or extend any part of the existing Gas Distribution System or proposed Gas Distribution System;
- e) **“Consumer”** means any individual, group of individuals, firm or body corporate, including the Municipality, with premises or facilities within the Municipal Area that is provided with Gas Distribution Service by the Company;
- f) **“Core Services”** means all those services set forth in Schedule “A”;
- g) **“Delivery Tariff”** means the tariff prepared by the Company as revised or amended from time to time and approved by the Board on an interim or final basis, as the case may be, approving and authorizing the rates charged by the Company to provide the service of the delivery of natural gas to the Consumer;
- h) **“Extra Services”** means those services set forth in Schedule “B” that are requested by the Municipality on behalf of its citizens and provided by the Company in accordance with Article 6;
- i) **“Gas Distribution Service”** means the delivery of natural gas in accordance with the Company’s Delivery Tariff;
- j) **“Gas Distribution System”** means any facilities owned by the Company to provide Gas Distribution Service within the Municipal Area, and without limiting the generality of the foregoing, shall include all mains, pipes, conduits, valves and all other installations used and required for the purpose of delivering natural gas to the Consumer within the Municipal Area and includes any natural gas transmission lines owned by the Company within the Municipal Area;

- k) **“Maintain”** means to maintain, keep in good repair or overhaul any part of the Gas Distribution System;
- l) **“Municipality”** means the party of the first part to this Agreement;
- m) **“Municipal Area”** means the area within the municipal boundaries of the Municipality, as at the date of this Agreement, and as it may be otherwise increased herein;
- n) **“Municipal Property”** means all property, including lands and buildings, owned, controlled or managed by the Municipality within the Municipal Area;
- o) **“Operate”** means to operate, interrupt or restore any part of the Gas Distribution System in a safe and reliable manner;
- p) **“Term”** means the term of this Agreement set out in Article 2;
- q) **“Terms and Conditions”** means the terms and conditions contained within the Delivery Tariff;
- r) **“Work”** means any work to Construct or Maintain the Gas Distribution System.

2) **TERM**

- a) This Agreement shall be for a term of 10 years, commencing on the first day after both the Board has approved this agreement and Council of the Municipality has passed third reading of the adopting bylaw 217-FA-05, whichever day comes later.
- b) It is agreed that this Agreement supercedes and replaces any prior gas franchise agreements between the Municipality and the Company.
- c) Unless otherwise agreed in writing between the parties, during the first year following the expiration of the Term, all the rights and obligations of the parties under this Agreement shall continue to be in effect.
- d) Provided the Company gives written notice to the Municipality not less than twelve (12) months prior to the expiration of the Term of its intention to negotiate a new franchise agreement, at any time following the expiration of the Term, and if the Municipality has not provided notice to the Company to exercise its rights to purchase the Gas Distribution System, either party may submit any items in dispute pertaining to a new franchise agreement to binding arbitration by the Board.

- e) Commencing one year following the expiration of the Term, unless either party has invoked the right to arbitration referred to in sub-paragraph (d) above, or the Municipality has given notice to purchase the Gas Distribution System, this Agreement shall continue in effect but shall be amended to provide the following:
 - (i) Fifty (50%) percent of the franchise fee otherwise payable under this Agreement to the Municipality shall be held back and in trust in an interest bearing trust account by the Company, for the sole benefit of the Municipality. The trust money along with all accumulated interest shall be paid to the Municipality immediately upon execution of another Gas Franchise Agreement with the Company, or if the Municipality purchases the Gas Distribution System, or if the Company transfers or sells the Gas Distribution System, or upon further Order of the Board.

3) **GRANT OF FRANCHISE**

- a) Subject to the terms and conditions hereof, the Municipality hereby grants to the Company the exclusive right within the Municipal Area to Construct, Operate, and Maintain the Gas Distribution System together with the exclusive right to use portions of roads, rights-of-way, and other lands owned, controlled or managed by the Municipality which have been designated by the Municipality for such use and which are necessary to Construct, Operate and Maintain the Gas Distribution System.

Subject to the terms hereof, the Municipality agrees that it will not, during the Term, grant to any other person, firm or corporation, the right to Construct, Operate and Maintain any gas distribution system nor the exclusive right to use the portions of the roads, rights-of-way and other lands owned, controlled or managed by the Municipality which have been designated by the Municipality for such use and which are necessary to Construct, Operate and Maintain a gas distribution system, for the purpose of delivering natural gas in the Municipal Area for Consumers, so long as the Company delivers to the Municipality and the Consumers their requirements of natural gas.

- b) The Company agrees to:
 - i) bear the full responsibility of an owner of a natural gas distribution system and to ensure all services provided pursuant to this Agreement are in accordance with the Delivery Tariff, insofar as applicable;
 - ii) Construct, Operate and Maintain the Gas Distribution System;

- iii) use designated portions of roads, rights-of-way, and other lands including other lands owned, controlled or managed by the Municipality necessary to Construct, Operate and Maintain the Gas Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof; and
- iv) use the Municipality's roads, rights-of-way and other Municipal Property granted hereunder solely for the purpose of providing Gas Distribution Service and any other service contemplated by this Agreement.

4) **FRANCHISE FEE**

a) **Calculation of Franchise Fee**

In consideration of the exclusive grant of franchise, the ability to use Municipal rights-of-way, and the mutual covenants herein, the Company agrees to pay to the Municipality a franchise fee. The parties agree that s. 360(4) of the *Municipal Government Act* RSA 2000 c. M-26, as amended, does not apply to the calculation of the franchise fee in this Agreement. The parties further agree that the Consumers located in the area know as Canadian Forces Base 4 Wing Cold Lake (see attached map Schedule "C") shall not be assessed the franchise fee. For each calendar year the franchise fee will be calculated as a percentage of the Company's actual total revenue derived from the Delivery Tariff, including without limitation the fixed charge, base energy charge, demand charge but excluding the cost of gas (being the calculated revenues from the gas cost recovery rate rider or the deemed cost of gas and revenues from gas related riders, for clarity Method A in the company's Rate Rider A as approved by the Board from time to time) in that year for Gas Distribution Service within the Municipal Area. For the first calendar year or portion thereof of the Term of this Agreement, the franchise fee percentage shall be thirteen (13.00) percent.

By no later than September 1 of each year, the Company shall: (i) advise the Municipality in writing of the total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and (ii) with the Municipality's assistance, provide in writing an estimate of total revenues to be derived from the Delivery Tariff within the Municipal Area for the next calendar year.

By no later than November 15 of each year, the Municipality shall advise the Company in writing of the franchise fee percentage to be charged for the following year. Failing which notification, the franchise fee percentage shall remain unchanged.

b) **Franchise Fee Cap**

The franchise fee percentage shall not at any time exceed thirty five (35%) percent, unless there has been prior Board approval.

c) **Notice to Change Franchise Fee**

Prior to implementing any change to the franchise fee, the Municipality shall notify its intent to change the level of the franchise fee and the resulting effect that such change will have on an average residential customer's annual gas bill through publication of a notice once in the newspaper that has the widest circulation in the Municipal Area at least 45 days prior to implementing the revised franchise fee. A copy of the notice shall be filed with the Board.

d) **Payment of Franchise Fee**

Immediately upon the Municipality passing third reading of the applicable by-law approving this Agreement, the Company shall pay the franchise fee amount, billed to each Consumer, to the Municipality on a monthly basis within forty-five (45) days after billing for each Consumer.

e) **Reporting Considerations**

The Company shall provide to the Municipality along with payment of the franchise fee amount, the information containing total Delivery Tariff billed, the franchise fee percentage applied, the derived franchise fee amount, used by the Company to verify the payment of the franchise fee amount.

5) **CORE SERVICES**

The Company agrees to provide those Core Services to the Municipality as set forth in Schedule "A" and further agrees to the process contained in Schedule "A".

6) **PROVISION OF EXTRA SERVICES**

Subject to an agreement being reached, the Company agrees to provide to the Municipality those Extra Services, if any, as set forth in Schedule "B", as requested by the Municipality from time to time. The Company is entitled to receive from the Municipality a reasonable amount for full compensation for the provision of those Extra Services in accordance with Schedule "B".

Any breach by the Company for failing to provide any Extra Services contained in this Agreement shall not constitute a breach of a material provision of this Agreement for the purposes of Article 8.

7) **MUNICIPAL TAXES**

Amounts payable to the Municipality pursuant to the terms and conditions hereof shall be (without duplication) in addition to the municipal taxes and other levies or charges made by the Municipality against the Company, its land and buildings, linear property, machinery and equipment.

8) **RIGHT TO TERMINATE ON DEFAULT**

In the event either party breaches any material provision of this Agreement, the other party may, at its option, provide written notice to the party in breach to remedy such breach. If the said breach is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required by the party in breach using best efforts on a commercially reasonable basis to remedy the breach, the party not in breach may give six (6) months notice in writing of the termination of this Agreement to the other party, and unless such breach is remedied to the satisfaction of the party not in breach acting reasonably this Agreement shall terminate subject to prior Board approval.

9) **SALE OF GAS DISTRIBUTION SYSTEM**

Upon the expiration of the Term of this Agreement, or the termination of this Agreement pursuant to the terms and conditions hereof or by operation of law or order of a governmental authority or court of law having jurisdiction, the Municipality may, subject to the approval of the Board, (i) exercise its right to require the Company to sell to it the Gas Distribution System pursuant to the provisions of the Municipal Government Act (Alberta), as may be amended, where applicable, or (ii) if such right to require the Company to sell the Gas Distribution System is either not applicable or has been repealed, require the Company to sell to it the Gas Distribution System. If, upon the expiration of the Agreement, the parties are unable to agree on the price or on any other terms and conditions of the purchase, the unresolved matters shall be referred to the Board for determination.

10) **PROVISION OF DETAILED PLANS AND EQUIPMENT**

a) **Detailed Plans**

The Company agrees to provide to the Municipality for the Municipality's purposes only, the most current set of detailed plan sheets including as-built drawings and specifications showing the locations (excluding depth) and alignments of the Gas Distribution System, excepting service lines and installations on private property, according to the plan sheets in hard copy and in the Company's electronic form, together with as many prints of the overall Gas Distribution System as the Municipality may reasonably require. These plans and plan sheets shall be updated by the Company on at least an annual basis.

The Municipality shall upon reasonable request, provide to the Company any subdivision development plans of the Municipality in hard copy and in the Municipality's electronic form where available. The subdivision development plans are provided to the Company for the sole purpose of assisting the Company in delivering natural gas to the Consumer.

b) Provision of Equipment

The Company agrees to provide the Municipality's fire department with the equipment necessary for the operation of curb boxes and service valves so that in case of fire, the service valves may be turned off by the fire department if they reach a fire before the Company's representative. The Municipality will notify one of the Company's representatives of fires which may affect the Gas Distribution System and /or the operations as quickly as reasonably possible, or, in the event that they cannot reach a Company representative, the Municipality will advise the Company's standby personnel of such fires. The Company shall ensure that its representatives reasonably cooperate with the Municipality in preventing, controlling and investigating fires involving or affecting the Gas Distribution System.

11) RIGHT OF FIRST REFUSAL TO PURCHASE

- a) If during the Term of this Agreement, the Company receives a *bona fide* offer to operate, take control of the entire Gas Distribution System or purchase the Gas Distribution System within the Municipal Area, which the Company is willing to accept, then the Company shall promptly give written notice to the Municipality of the terms and conditions of such offer and the Municipality shall during the next one hundred and twenty (120) days, have the right of first refusal to operate, take control of or purchase that part of the Gas Distribution System, as the case may be, for the same price and upon the terms and conditions contained in the said offer. Notwithstanding the foregoing, in the event that the Municipality fails or refuses to exercise its right of first refusal, the Municipality shall retain the right to withhold its consent to an assignment of this Agreement in accordance with paragraph 18 below. For the purposes of this paragraph 11, "operate, take control" shall not be construed as including the subcontracting by the Company of only some portions of its operations where the Company continues to be responsible for the performance of this entire Agreement;
- b) If the Municipality does not exercise its right of first refusal and the said *bona fide* offer that the Company is willing to accept does not proceed to closure, the Municipality retains its right of first refusal on any other offer.

- c) This right of first refusal only applies where the offer pertains to the entire Gas Distribution System and the right of first refusal does not apply to offers that include any other distribution systems or distribution facilities of the Company located outside of the Municipal Area. If such offer includes other distribution systems of the Company, the aforesaid right of first refusal shall be of no force and effect and shall not apply.
- d) Where the Municipality exercises its rights to purchase the Gas Distribution System from the Company and thereby acquires the Gas Distribution System, the Municipality agrees that should it no longer wish to own the Gas Distribution System within five (5) years after it acquires the said system and the Municipality receives any *bona fide* offer from an arms length third party to purchase the Gas Distribution System, which it is willing to accept, then it shall promptly give notice to the Company of the terms and conditions of such offer. The Company shall during the next one hundred and twenty (120) days have the first right of refusal to purchase the Gas Distribution System for the same price and upon the same terms and conditions as contained in the said offer, providing the offer is equal to or greater than the terms of the original purchase by the Municipality from the Company (taking into account the depreciation of the Gas Distribution System at the time of the offer).
- e) The Municipality's right of first refusal shall not apply where the Company has agreed to transfer the entire Gas Distribution System to a third party utility company in exchange for certain other assets provided all of the following conditions are met:
 - (i) the third party utility can demonstrate to the satisfaction of the Municipality that it meets the necessary technical and financial requirements to own and operate the Gas Distribution System;
 - (ii) the only consideration that shall be exchanged between the Company and the third party utility company is the transfer and exchange of assets and monetary consideration limited to a maximum of 49% of the net book value of the Gas Distribution System;
 - (iii) there is no adverse impact to the Municipality resulting from the transfer and exchange above referenced as determined by the Board;
 - (iv) the Company and the third party utility company obtain all the requisite regulatory requirements prior to completing the exchange; and
 - (v) full compensation is paid to the Municipality for all costs including administrative and legal costs incurred by the Municipality in ensuring all of the conditions (i) through (iv) above are satisfied.

12) CONSTRUCTION/MAINTENANCE OF GAS DISTRIBUTION SYSTEM**a) Municipal Approval**

Before undertaking any Work, or in any case in which the Municipality specifically requests the same, the Company will submit to and obtain the approval from the Municipality, or its authorized officers, of the plans, and the specifications when available for the proposed Work and its location. Approval by the Municipality granted in accordance with this paragraph shall be limited to an approval of the location and alignment of the Work only, and shall not signify approval of the structural design or the ability of the work to perform the function for which it was intended.

Prior to commencing any Work, the Company shall obtain such applicable permits as are required by the Municipality.

The Company shall obtain prior written approval from the Municipality of any traffic lane or sidewalk closures required to be made at least forty-eight (48) hours prior to the commencement of the proposed Work.

b) Restoration of Municipal Property

The Company agrees that when it or any agent employed by it undertakes any Work on any Municipal Property the Company shall complete the said Work promptly and in a good and workmanlike manner, and, where applicable, in accordance with the approved plans and specifications. Further, the Company shall forthwith restore the Municipal Property to the same state and condition, as nearly as reasonably possible, in which it existed prior to the commencement of such Work, subject to reasonable wear and tear.

The Company shall, where reasonably practicable, locate its pipelines and related equipment in lanes and alleys rather than in the streets and main thoroughfares.

The Company further covenants that it will not unduly interfere with the works of others or the works of the Municipality. Where reasonable and in the best interests of both the Municipality and the Consumer, the Company will cooperate with the Municipality and coordinate the installation of the Gas Distribution System along the designated rights-of-way pursuant to the direction of the Municipality. During the performance of the Work, the Company shall use commercially reasonable efforts to not interfere with existing Municipal Property and to cause as little damage as possible to the property of others (including the Municipality Property). If the Company causes damage to any existing Municipal Property during the performance of any Work, it shall cause such damage to be repaired at its own cost.

Upon default by the Company or its agent to repair damage caused to Municipal Property, the Municipality may provide written notice to the Company to remedy the default. If the default is not remedied with two (2) weeks after receipt of the written notice or such further time as may be reasonably required and requested by the Company using the best efforts on a commercially reasonable basis to remedy the default, the Municipality may undertake such repair work and the Company shall be liable for the reasonable costs thereof.

c) Urgent Repairs and Notification to Municipality

If any repairs or maintenance required to be made to the Gas Distribution System are of an urgent nature where the operation or reliability of the Gas Distribution System is materially compromised or potentially materially compromised, the Company shall be entitled to conduct such repairs or maintenance as are commercially reasonable without prior notice to the Municipality, on the understanding and agreement that the Company will provide written or verbal notice to the Municipality as soon as practicable and in any event no later than 72 hours after the repairs are commenced.

d) Company to Obtain Approvals from Other Utilities

The Company shall be solely responsible for locating, or causing to be located, all existing utilities or utility mains, pipes, valves and related facilities in, on or adjacent to the Work site. The Company shall notify all other utility operators and ensure that utilities and utility mains, pipes, valves and related facilities are staked prior to commencement of construction. Unless the Municipality has staked the location for the utility property, staking shall not be deemed to be a representation or warranty by the Municipality that the utility or utility property are located as staked. The Municipality shall not be responsible for any damage caused by the Company to any utility or any third party as a result of the Company's Work, unless the Municipality has improperly staked the utility property. Approval must be obtained by the Company from the owner of any third party utility prior to relocation of any facility owned by such third party utility.

e) Approvals

Where any approvals are required to be obtained from either party under this Article, such approvals shall not be unreasonably withheld.

The Company shall ensure that all Work is performed in accordance with the requirements of all applicable legislation, rules and regulations. The Company shall immediately notify the Municipality of any lien, claim of lien or other action of which it has or reasonably should have knowledge, and shall cause the same to be removed within 30 days (or such additional time as the Municipality may allow in writing), failing which the Municipality may take such action as it reasonably deems necessary to remove the same and the entire cost thereof shall be immediately due and payable by the Company to the Municipality.

13) **RESPONSIBILITIES FOR COST OF RELOCATION**

Upon receipt of one (1) years notice from the Municipality, the Company shall, at its own expense, relocate to Municipal Property such part of the Gas Distribution System that is located on Municipal Property as may be reasonably required by the Municipality due to planned Municipal construction.

In order to encourage the orderly development of Municipal facilities and the Gas Distribution System, the Municipality and the Company agree that they will meet regularly to: a) review the long-term facility plans of the Municipality and the Company; and b) determine the time requirements and costs for final design specifications for each relocation. Providing the Municipality is not the developer requesting the relocation for commercial or residential resale to third parties, the Company shall bear the expenses of the required relocation.

Notwithstanding the foregoing, the Company shall not be required to move any part of the Gas Distribution System after receipt of notice from the Municipality in accordance with this Article where:

- a) the Company has illustrated to the satisfaction of the Municipality, acting reasonably, that an appropriate Alternative Course of Action is available;
- b) the Municipality has provided the Company with its written approval of the Alternative Course of Action (which approval may not be unreasonably withheld by the Municipality); and
- c) the Company has provided its written undertaking to carry out the Alternative Course of Action promptly and within a sufficiently short period of time so as to ensure that the Municipality will be left with sufficient time to complete the said planned Municipal construction within the Intended Time Frame (taking into account any delays which the Municipality may encounter as a result of the Company utilizing the Alternative Course of Action).

For the purposes of this Article 13, the term “Alternative Course of Action” shall mean any course of action that will enable the Municipality to complete the said Municipal construction and will result in a net cost savings to the Company (taking into account all additional costs incurred by the Company in carrying out the Alternative Course of Action and any additional costs which the Municipality may incur and which the Company will be required to pay in accordance with this Article 13) and “Intended Time Frame” shall mean the period of time within which the Municipality would have reasonably been able to complete the said Municipal construction if the Company would have relocated the Gas Distribution System in accordance with this Article 13.

If the Municipality agrees to permit the Company to utilize an Alternative Course of Action, the Company shall pay any and all costs incurred in carrying out the Alternative Course of Action and shall pay on demand to the Municipality (on a full indemnity basis) any and all costs incurred by the Municipality:

- (i) in conducting a review of the Alternative Course of Action to determine whether the Alternative Course of Action is acceptable to the Municipality;
- (ii) in modifying any plans the Municipality may have prepared in respect of the said Municipal construction (which are referred to herein as “Modified Plans”) or in preparing or developing plans and procedures (which are referred to herein as “Work Around Procedures”) to work around the Gas Distribution System or any improvement, thing, or component utilized by the Company in effecting the Alternative Course of Action; and
- (iii) in the course of conducting the said planned Municipal construction where such costs would not have been incurred by the Municipality if the Company had relocated the Gas Distribution System in accordance with this Article 13 (including any additional cost the Municipality may incur in completing the said Municipal Construction in accordance with the Modified Plans or in effecting any Work Around Procedures).

The following example illustrates the intended application of the foregoing provisions:

- Where :
- (A) The Municipality requires the Company to move a gas line so that the Municipality can replace its own sewer lines. The cost of moving the gas line is \$10,000. The cost of carrying out the replacement of the sewer line after moving the gas line is \$40,000;
 - (B) The Company proposes to simply brace the gas line (at a cost of \$2,000) and the Municipality, acting reasonably, approves of this as an Alternative Course of Action;

- (C) As a result of having to prepare Modified Plans and to prepare and implement Work Around Procedures to work around the braces, the actual cost incurred by the Municipality in replacing the sewer line is \$45,000 (being a net increase in cost of \$5,000);

The Company is required to pay the \$2,000 cost of the bracing together and the additional cost of \$5,000 incurred by the Municipality (resulting in a net savings of \$3,000 to the Company).

In cases of emergency, the Company shall take all measures that are commercially reasonable and necessary to ensure public safety with respect to relocating any part of the Gas Distribution System that may be required in the circumstances.

If the Company fails to complete the relocation of the Gas Distribution System or fails to repair or do anything else required by the Company pursuant to this clause without valid justification and in a timely and expeditious manner to the satisfaction of the Municipality's representative, acting reasonably, the Municipality may, but is not obligated to, complete such relocation or repair and the Company shall pay the reasonable costs of such relocation or repair forthwith to the Municipality.

If the Municipality chooses to complete such relocation or repair the Municipality will ensure that such work is completed using the Company's design specifications and standards, as provided by the Company, including the use of good and safe operating practices.

The Municipality is not responsible, either directly or indirectly, for any damage to the equipment which forms part of the Gas Distribution System which may occur during its installation, maintenance or removal by the Company, nor is the Municipality liable to the Company for any losses, claims, charges, damages and expenses whatsoever suffered by the Company including claims for loss of revenue or loss of profits, on account of the actions of the Municipality, its agents or employees, working in, under, over, along, upon and across its highways and rights-of-ways or other Municipal Property other than direct loss or damage to the Company caused by the negligence or wilful misconduct of the Municipality, its agents or employees.

In the event the relocation or any part thereof requires the approval of a third party, the Municipality will use reasonable efforts to assist the Company in any negotiation with such third party to obtain the necessary approval(s).

In the event the relocation results from the demand or order of an authority having jurisdiction, other than the Municipality, the Municipality shall not be responsible for any of the costs of such relocation.

14) **GAS DISTRIBUTION SYSTEM EXPANSION**

Subject to the Terms and Conditions, and at no cost to the Municipality unless otherwise provided for under the Terms and Conditions, the Company shall, on a timely basis use its best efforts on a commercially reasonable basis to meet the Gas Distribution System expansion requests of the Municipality or a Consumer, and provide the requisite facilities for connections for new Consumers to the Gas Distribution System.

15) **INCREASE IN MUNICIPAL BOUNDARIES**

Where the Municipal Area is increased through annexation or amalgamation as understood under the *Municipal Government Act* (Alberta) by the greater of 640 acres and twenty five (25%) percent of the current area or more, the Municipality shall have the right to:

- (a) terminate this Agreement provided the Municipality gives notice in writing to the Company of its intention to do so; or
- (b) add the increased area to the Municipal Area already served by the Company so that the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Area, including the increased area.

For all other increases to the Municipal Area through annexation or amalgamation as understood under the *Municipal Government Act* (Alberta), the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Area, including the increased area.

16) **JOINT USE OF GAS DISTRIBUTION SYSTEM**

a) **Municipal Use**

The Municipality shall upon notice to the Company have, for any reasonable municipal purpose, the right to make use of the Gas Distribution System (excluding the transportation of gas) and any rights-of-way granted to the Company, provided such use complies with good and safe natural gas operating practices, as determined by the Company acting reasonably, applicable legislation, and does not unreasonably interfere with the Company's use thereof, at no charge to the Municipality. The Municipality is responsible for its own costs and any necessary and reasonable costs incurred by the Company including the costs of any alterations that may be required in using Gas Distribution System.

b) Third Party Use and Notice

The Company agrees that should any third party including other utilities desire to jointly use the Gas Distribution System or trenches or any parts of the Gas Distribution System, the Company shall not grant the third party joint use except in accordance with this Article, unless otherwise directed by any governmental authority or court of law having jurisdiction.

The Company agrees that the following procedure shall be used in granting permission to third parties desiring joint use of the Gas Distribution System:

- i) first, the third party shall be directed to approach the Company to initially request conditional approval from the Company to use that part of the Gas Distribution System it seeks to use;
- ii) second, upon receiving written conditional approval from the Company, the third party shall be directed to approach the Municipality to obtain its written approval to jointly use that part of the Gas Distribution System on any Municipal Property or right-of-way. As a condition of granting its consent, the Municipality may require that such third party enter into an agreement with the Municipality, and such agreement may require that such third party pay compensation to the Municipality;
- iii) third, upon receiving written conditional approval from the Municipality, the third party shall be directed to obtain final written approval from the Company to jointly use that part of the Gas Distribution System. Once a joint use agreement has been entered into between the Company and the third party, it shall not be subsequently amended without the consent of the Municipality (which consent will not be unreasonably withheld).

c) Cooperation

The Company and Municipality agree they will use reasonable efforts to cooperate with each other in encouraging the use of joint trenching and in any negotiations with third parties desiring joint use of any part of the Gas Distribution System located on Municipal Property.

d) Payment

The compensation paid or to be paid by such third party to the Municipality for the use of the Municipal Property including its rights-of-way, shall be determined between the Municipality and the third party.

The compensation paid or to be paid by such third party to the Company for the joint use any portion of the Gas Distribution System shall be determined between the Company and the third party, subject to the jurisdiction of any governmental authority over the matter and the Municipality's right to intervene in any related regulatory proceeding.

e) **Provision of Agreements**

The Company shall provide to the Municipality within 6 months of executing this Agreement a copy of all agreements between the Company and any third parties involved in the joint use of any part of the Gas Distribution System.

Upon reasonable request by the Municipality, copies of these agreements shall be updated by the Company and provided to the Municipality at no cost to the Municipality.

17) **RECIPROCAL INDEMNIFICATION AND LIABILITY**

- a) Company shall indemnify and save the Municipality, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements), including indemnity from and against any claim, loss, cost, demand and legal or other expense, whether in respect of any lien, encumbrance or otherwise, arising out of any Work performed by or for the Company, which may be brought against or suffered, sustained, paid or incurred by the Municipality, its servants, agents, employees, contractors, licensees and invitees, arising from, or otherwise caused by:
 - (i) any breach by the Company of any of the provisions of this Agreement; or
 - (ii) the negligence or wilful misconduct of the Company, or any of its servants, agents, employees, licensees, contractors or invitees in carrying on its business within the Municipal Area.
- b) The Municipality shall indemnify and save the Company, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements) which may be brought against or suffered, sustained, paid or incurred by the Company, its servants, agents, employees, licenses, contractors and invitees, arising from, or otherwise caused by:

- (i) any breach by the Municipality of any of the provisions of this Agreement; or
 - (ii) the negligence or wilful misconduct of the Municipality, or any of its servants, agents, employees, licensees, contractors or invitees, in carrying on the business of the Municipality.
- c) Notwithstanding anything to the contrary herein contained, in no event shall the Municipality or the Company be liable under this Agreement, in any way, for any reason, for any indirect, special or consequential damages (including damages for pure economic loss, loss of profits, loss of earnings or loss of contract), howsoever caused or contributed to.

18) **ASSIGNMENT**

In the event that the Company agrees to sell the Gas Distribution System to a third party purchaser, the Company shall comply with Article 11 above. In addition, the Company will request that the third party purchaser confirm in writing that it will agree to all the terms and conditions of this Agreement between the Company and the Municipality. The Company agrees that it will provide to the Municipality a copy of the third party purchaser's confirmation letter.

The Company agrees to provide the Municipality with reasonable prior written notice of a sale of the Gas Distribution System to a third party purchaser. The parties shall thereafter meet to discuss the technical and financial capabilities of the third party purchaser to perform and satisfy all terms and conditions of the Agreement, and the compensation payable to the Municipality for all costs including administrative and legal costs relating to providing its consent to the Assignment. ("Municipal Compensation")

The Municipality has thirty (30) days from the meeting date with the Company to provide written notice to the Company of its intention to consent or withhold its consent to the assignment of the Agreement to the third party purchaser. The Company agrees that the Municipality may provide notice of its intention to withhold its consent to the assignment of this Agreement to the third party purchaser if the Municipal Compensation is inadequate or if the third party purchaser fails to covenant, in favour of the Municipality, to perform and observe all of the covenants and obligations of the Company to be performed and observed under this Agreement and otherwise solely on the basis of reasonable and material concerns regarding the technical capability or financial wherewithal of the third party purchaser to perform and satisfy all terms and conditions of the Agreement. In this case, such notice to the Company must specify in detail the Municipality's concern. Should the Municipality not reply within the thirty (30) days, it is agreed that the Municipality will be deemed to have consented to the assignment. The Company further agrees that, when it applies to the Board for approval of the sale, it will include in the application any notice received from the Municipality, including the reasons given by the Municipality for withholding its consent. The Municipality shall have the right to make its own submissions to the Board.

Subject to the Company having fulfilled the obligations outlined in the preceding three paragraphs, the Company shall be entitled to assign this Agreement to an arm's length third party purchaser of the Gas Distribution System without the consent of the Municipality, subject to paying the Municipal Compensation for the assignment, and having obtained the Board's approval for the sale of the Gas Distribution System and, the third party purchaser's confirmation in writing that it agrees to all the terms and conditions of this Agreement.

Where the Board approves such sale of the Gas Distribution System to a third party and the third party provides written confirmation to assume all liabilities and obligations of the Company under this Agreement, then upon the assignment of this Agreement and the payment of the Municipal Compensation for its consent to the Assignment subject to Board approval, the Company shall be released from all its liabilities and obligations thereunder.

The Company shall be entitled to assign this Agreement to a subsidiary or affiliate of the Company without the Municipality's consent. Where the Company assigns this Agreement to a subsidiary or affiliate, the Company will remain jointly and severally liable.

Further, it is a condition of any assignment that the subsidiary, affiliate or third party purchaser, as the case may be, shall provide written notice to the Municipality indicating that it will assume all liabilities and obligations of the Company under this Agreement.

Any disputes arising under the operation of this Article shall be submitted to the Board for determination.

19) **NOTICES**

All notices, demands, requests, consents, or approvals required or permitted to be given pursuant to the terms of this Agreement shall be in writing and shall be deemed to have been properly given if personally served or sent by registered mail or sent by fax to the Municipality or to the Company as the case may be, at the addresses set forth below:

- (i) ATCO Gas and Pipelines Ltd.
 Attention: Manager, Yellowhead Region
 Box 2426
 Edmonton, Alberta T5J 2V6
 Phone (780) 420-8935 Fax: (780) 420-5784
- (ii) City of Cold Lake
 Attention: Chief Administrative Office
 5513 – 48 Avenue
 Cold Lake, Alberta T9M 1A1
 Phone (780) 594-4494 Fax: (780) 594-3480

The date of receipt of any such notice as given above, shall be deemed to be as follows:

- (i) In the case of personal service, the date of service;
- (ii) In the case of registered mail, the seventh (7th) business day following the date of delivery to the Post Office, provided, however, that in the event of an interruption of normal mail service, receipt shall be deemed to be the seventh (7th) day following the date on which normal service is restored;
- (iii) In the case of a fax, the date the fax was actually received by the recipient.

20) **INTERRUPTIONS OR DISCONTINUANCE OF DELIVERY SERVICE**

Subject to its Delivery Tariff, the Company shall use its best efforts on a commercially reasonable basis to avoid and minimize any interruption, reduction or discontinuance of Gas Distribution Service to any Consumer. However, the Company reserves the right to do so for any one of the following reasons:

- (i) Where the Company is required to effect necessary repairs or changes to the Gas Distribution System;
- (ii) On account of or to prevent fraud or abuse of the Gas Distribution System;
- (iii) On account of defective aspects of the Gas Distribution Systems which in the opinion of the Company, acting reasonably, may become dangerous to life or property;
- (iv) Where required, under the Terms and Conditions, due to a Consumer's non-payment of gas bills.

To the extent the Company has any planned major interruptions, reductions or discontinuances in Gas Distribution Service, it shall notify the Municipality in writing as soon as practicable in the circumstances. For any other major interruption, reductions or discontinuances in Gas Distribution Service, the Company shall provide verbal notice to the Municipality as soon as is practicable in the circumstances.

21) **DISPUTE SETTLEMENT**

To the extent permitted by law, the Company and Municipality agree that unresolved disputes pertaining to this Agreement, other than those related to the sale of the Gas Distribution System as contemplated in Articles 9, 11(a) and 18 hereof, that pursuant to the terms of this Agreement, are to be submitted to the Board for determination, or any other matter that is within the exclusive jurisdiction of a governmental authority having jurisdiction, shall be submitted to arbitration for determination and may be commenced by either party providing written notice to the other party stating the dispute to be submitted to arbitration. The parties shall attempt to appoint a mutually satisfactory arbitrator within 10 business days of the said notice. In the event the parties cannot agree on a single arbitrator within the 10 business days, each party shall appoint an arbitrator within the 10 business days thereafter by written notice, and the two arbitrators shall together appoint a third arbitrator within 25 business days of written notice for arbitration. If either party fails to appoint an arbitrator within the time set forth above, the arbitrator appointed by the other party shall proceed with the arbitration and the award of such arbitrator shall be final and binding. In the two arbitrators appointed by the parties hereto fail to agree upon a third arbitrator within the 25 business day period from the date of delivery of the written notice for arbitration, either party may apply, on ten (10) days written notice to the other, to a Judge of the Court of Queen's Bench of Alberta for the appointment of the third arbitrator. The dispute shall be heard by the arbitrator(s) within 45 business days of the written notice for arbitration unless extended by mutual agreement between the parties. The arbitrator(s) shall render a decision within 20 business days of the last day of the arbitration hearing. Save as otherwise expressly provided in this Agreement, the provisions of the Arbitration Act (Alberta) (as amended from time to time) shall apply to any arbitration undertaken under this Agreement subject always to the Board's jurisdiction over any matter submitted to arbitration. Pending resolution of any dispute, the Municipality and the Company shall continue to perform their respective obligations hereunder. The decision of the majority of the arbitrators shall be final and binding.

The Company shall advise the Board of any dispute submitted to arbitration within ten (10) business days of it being submitted and shall advise the Board of the results of arbitration within ten (10) business days following receipt of the decision of the arbitrator(s).

22) **APPLICATION OF WATER, GAS AND ELECTRIC COMPANIES ACT**

This Agreement shall be deemed to operate as consent by the Municipality to the exercise by the Company of those powers which may be exercised by the Company with the consent of the Municipality under and pursuant to the provisions of the *Water, Gas and Electric Companies Act* (Alberta), as amended.

23) FORCE MAJEURE

If either party shall fail to meet its obligations hereunder within the time prescribed, and such failure shall be caused or materially contributed by an event of “force majeure”, such failure shall be deemed not to be a breach of the obligations of such party hereunder, but such party shall use its best efforts to put itself in a position to carry out its obligations hereunder. The term “force majeure” shall mean any acts of God, strikes, lock-outs, or other industrial disturbances, acts of the Queen’s enemies, sabotage, war, blockades, insurrections, riots, epidemics, lightening, earthquakes, storms, fires, wash-outs, nuclear and radiation activity or fall-out, restraints of rulers and people, orders of governmental authorities or courts of law having jurisdiction, the inability to obtain any necessary approval from a governmental authority having jurisdiction (excluding municipal governments), civil disturbances, explosions, mechanical failure, and any other causes similar in nature not specifically enumerated or otherwise specified herein that are not within the control of such party, and all of which by the exercise of due diligence of such party could not have been prevented. Lack of finances shall be deemed not to be an event of “force majeure”.

24) TERMS AND CONDITIONS

The Terms and Conditions that apply to the Company and are approved by the Board, as revised or amended from time to time by the Board, shall apply to the Municipality.

25) NOT EXCLUSIVE AGAINST HER MAJESTY

Notwithstanding anything to the contrary herein contained, it is mutually understood and agreed that the rights, powers and privileges conferred and granted by this Agreement shall not be deemed to be exclusive against Her Majesty in the right of the Province of Alberta.

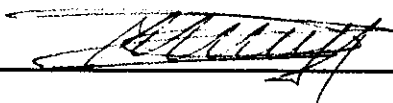
26) SEVERABILITY

To the extent permitted by law, any provision of this Agreement which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining portions hereof.

IN WITNESS WHEREOF the parties hereto have executed these presents as of the day and year first above written.

CITY OF COLD LAKE

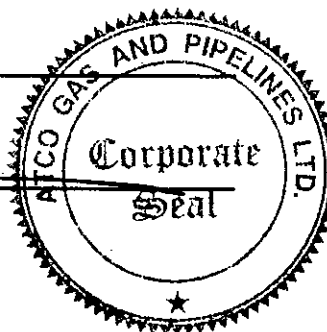
PER: 

PER: 

ATCO GAS AND PIPELINES LTD.

PER: _____

PER: 



I

**SCHEDULE “A”
Core Services**

The Company shall provide to the Municipality the following basic services as Core Services:

- 1) The Company shall deliver natural gas to the Consumers within the Municipal Area in accordance with the Company’s Terms and Conditions, the Company’s Distribution Tariff, the Act, any regulations thereto, and any Board Orders.
- 2) The Company shall install all natural gas facilities required to provide service to the Consumers within the Municipal Area and in accordance with the Terms and Conditions.
- 3) As required by legislation, the Company shall provide and install all necessary regulators and meters necessary for measuring the natural gas supplied to each Consumer. The point of delivery shall be upon the Consumer’s premise, currently at the outlet side of the meter.
- 4) The Company agrees to collaborate with the Municipality’s Fire Department in an effort to mutually develop emergency response procedures relating to natural gas emergencies.
- 5) The Company shall do all things to Operate and Maintain the Gas Distribution System, including in accordance with all applicable regulations, codes, applicable standards and common industry practices.
- 6) The Company shall provide twenty-four hour a day “Trouble Service” to investigate any natural gas odor and make safe any suspected gas leak inside or outside the Consumer’s premise.
- 7) The Company will utilize the services of professional engineers who are responsible for designing all natural gas facilities to satisfy all applicable regulatory codes and standards; preparing of necessary work order plans and monitoring the distribution network pressures to ensure that the Company’s facilities will satisfy the Consumer’s current and future natural gas delivery requirements.
- 8) The Company shall provide to the Municipality, on request, copies of any and all Gas Distribution Service related written information or reports required to be filed with the Board, with the exception of responses to questions from interveners or the Board related to rate hearings.
- 9) The Company shall provide to the Municipality, upon request, an annual report on the following standards specific to the Municipality:

II

i) **System Reliability** - that will be measured by:

- The number of major interruptions to Gas Distribution Service resulting in a loss of service to Consumers;
- The number of Consumers affected by each outage; and
- The average duration of each outage.

ii) **Customer Satisfaction with local Gas Distribution Service** - that will be measured by the number and nature of unresolved local non-rates related customer complaints received by the Company.

- including the Company-wide Call Centre targets and statistics (wait times, abandoned calls, call volumes, etc); and any
- customer complaints received by the Board.

iii) **Public Safety:** that will be measured by:

- the number of customer injuries and/or damages due to Gas Distribution System failure;
- the number of line hits per total locates completed;
- the number of line hits as a result of inaccurate locates;
- the percentage of the area of the Municipality surveyed for leaks and yearly cathodic protection measures;
- the number and nature of calls received from the Municipality and any of its Municipal agencies (including fire department, police department etc.) regarding the Gas Distribution System.

10) The Company shall meet at least annually with the Municipality ensuring that through a mutual exchange of information the Municipality is kept apprised of the Company's construction and upgrading programs planned for the Municipality. The Municipality will advise the Company of any issues relating to the Gas Distribution System that have been addressed by Municipal council.

I

SCHEDULE "B"
Extra Services

- 1) After the Municipality requests Extra Services, the Company will provide its applicable operations and maintenance standards for Gas Distribution System field services.
- 2) If the Company and the Municipality agree that the Company will provide Extra Services requested by the Municipality, the parties shall complete the information required in subparagraph 3), and subparagraph 4) shall apply in respect of such Extra Services.
- 3) Extra Services shall mean:

[Not Applicable]

- 4) In consideration for the provision of the Extra Services, the Municipality shall pay to the Company the sum of Nil Dollars (\$0.00) which if forming part of this Agreement shall be collected as part of the Franchise Fee.
- 5) Within sixty (60) days of the end of each calendar year, the Company shall provide a written report to the Municipality, outlining the actual performance of the Extra Services provided and the related costs for each service for the Municipality to assess if the performance standards for the Extra Services have been met.
- 6) In the event the Company breaches any material provision of the Extra Services contract, the Municipality may, at its option, provide written notice to the Company to remedy such breach. If the said breach is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required by the Company using its best efforts on a commercially reasonable basis to remedy the breach, the Municipality may give six (6) months notice in writing of the termination of the Extra Services contract to the Company, and unless such breach is remedied to the satisfaction of the Municipality acting reasonably, the Extra Services contract shall terminate.

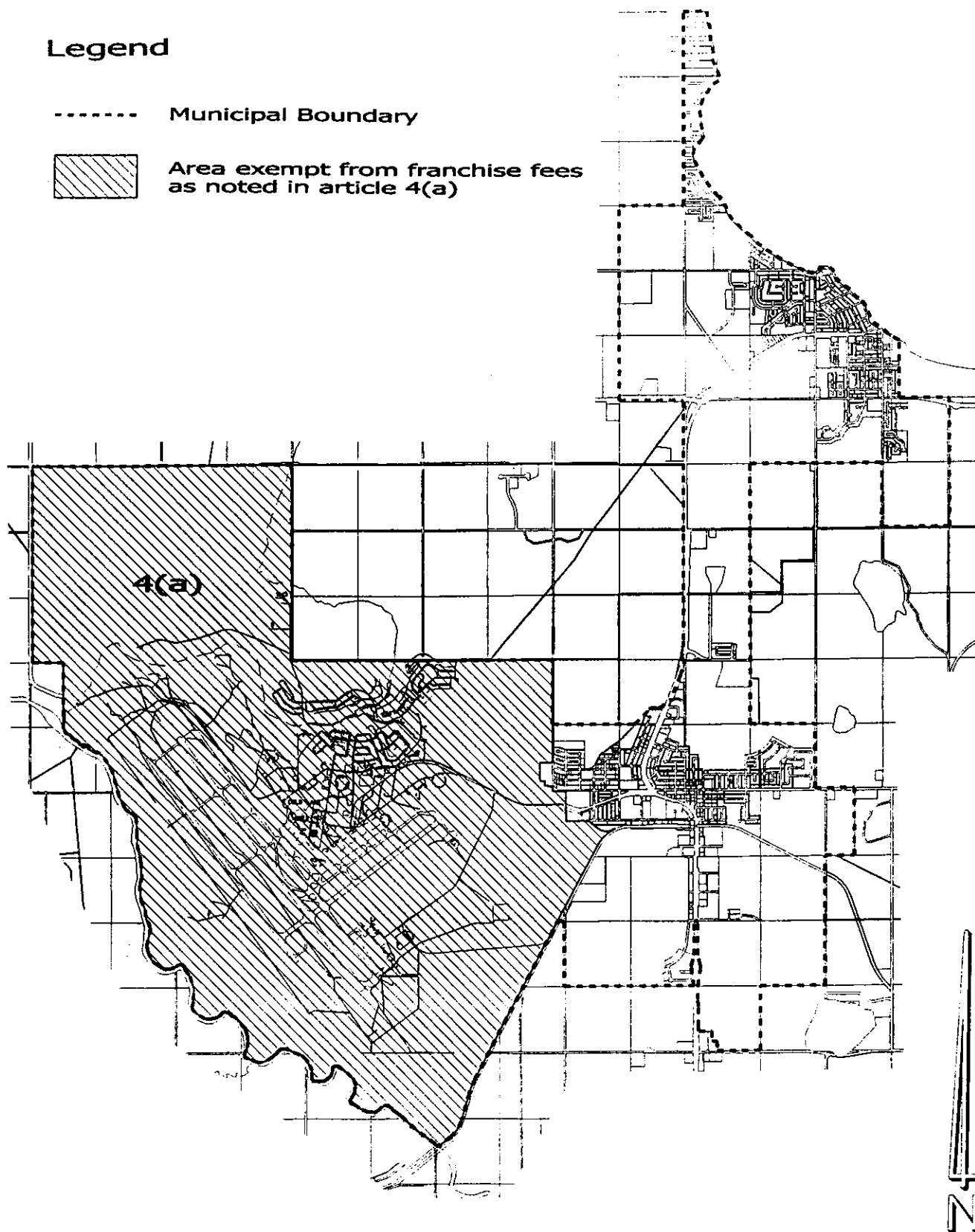
Cold Lake

Legend

----- Municipal Boundary



Area exempt from franchise fees
as noted in article 4(a)



ATCO GAS AND PIPELINES LTD. – NORTH RIDER "A" MUNICIPAL FRANCHISE FEE TO ALL RATES AND ANY OTHER RIDERS THERETO

All charges under the Rates, including any charges under other Riders, to Customers situated within the communities listed on this Rider "A" Municipal Franchise Fee are subject to the addition of the percentage shown. The percentage shown is to be applied as an addition to the billings calculated under the Rates including charges as allowed under other Riders in effect.

Method A. - Applied to gross revenues*.

Method C. - Applied to gross revenues* and Rider "E".

<u>Municipalities –</u> <u>Method A</u>	<u>%</u>	<u>Effective</u> <u>Date</u> <u>ymmdd</u>	<u>Municipalities –</u> <u>Method A</u>	<u>%</u>	<u>Effective</u> <u>Date</u> <u>ymmdd</u>	<u>Municipalities –</u> <u>Method A</u>	<u>%</u>	<u>Effective</u> <u>Date</u> <u>ymmdd</u>
Alberta Beach	6.91	10/09/07	Hardisty	22.00	18/01/01	Sexsmith	25.00	07/04/24
Alix	12.00	19/01/01	Hines Creek	30.00	05/08/02	Sherwood Park	22.00	10/07/01
Amisk	9.10	00/04/18	Hinton ***	14.60	12/01/01	Silver Beach	20.00	05/03/24
Argentia Beach	0.00	10/07/09	Holden	3.50	14/01/01	Slave Lake	24.50	10/01/01
Bashaw	15.00	04/03/18	Hughenden	10.98	00/07/18	Spirit River	24.00	01/06/18
Beaverlodge	10.00	11/07/13	Hythe	12.00	18/02/01	Spruce Grove	25.00	19/05/01
Bentley	10.00	19/01/01	Innisfree	25.00	08/09/08	St. Albert	20.30	19/01/01
Berwyn	22.00	19/01/07	Irma	20.00	04/10/15	Stony Plain	30.00	18/04/01
Bittern Lake	7.00	18/01/01	Itaska	12.00	04/09/21	Swan Hills	0.00	07/09/12
Blackfalds	35.00	10/01/01	Jasper Muni	17.10	06/09/01	Sylvan Lake	27.00	16/02/01
Bon Accord	25.00	04/11/01	Jasper Ntl Pk	17.10	06/09/01	Thorsby	20.00	14/01/01
Breton	15.00	17/01/01	Kitscoty	10.00	05/09/15	Tofield	10.00	04/05/04
Bruderheim	15.00	16/01/01	Lacombe	22.10	19/01/01	Vegreville	33.00	04/10/12
Camrose	25.00	16/01/01	Lamont	35.00	04/05/10	Vermilion	17.00	19/01/01
Caroline	30.00	19/01/01	Lavoy	16.61	09/10/23	Veteran	6.00	17/01/01
Chipman	0.00	06/05/12	Legal	16.60	06/09/12	Viking	21.51	04/09/26
Clive	16.17	04/05/17	Lloydminster	25.00	08/02/01	Wabamun	15.00	18/06/01
Clyde	9.46	10/05/04	Lougheed	15.00	12/09/17	Warburg	10.00	09/01/01
Cold Lake	13.00	05/11/01	Mannville	20.00	04/11/02	Wembley	25.00	08/07/01
Consort	22.00	04/05/07	Mayerthorpe	12.93	17/01/01	Wetaskiwin	35.00	07/12/17
Coronation	10.05	09/07/14	McLennan	24.00	05/05/19	Whitecourt ***	23.26	19/01/01
Czar	11.84	00/04/27	Millet	22.00	08/01/01			
Donnelly	30.00	05/09/06	Minburn	16.61	16/01/01			
Drayton Valley***	22.00	04/10/22	Mirror	12.60	06/07/13	<u>Municipalities –</u> <u>Method C</u>	<u>%</u>	<u>Effective</u> <u>Date</u> <u>ymmdd</u>
Eckville	20.00	16/03/01	Mundare	22.00	15/12/01	Andrew	9.00	99/11/25
Edgerton	18.00	14/01/01	Nampa	16.84	04/04/22	Eaglesham	5.26	05/06/08
Edmonton	35.00	19/01/01	Onoway	7.50	17/06/02	Fort McMurray	8.70	06/07/04
Edson***	21.25	19/01/01	Oyen	30.00	08/01/17			
Entwistle	17.32	10/02/22	Peace River	29.00	15/01/01			
Fairview	17.31	15/10/01	Point Alison	15.00	07/10/12			
Falher	16.00	16/01/01	Ponoka	20.00	18/02/01			
Ft. Saskatchewan	0.00	04/09/28	Provost	22.00	13/01/01			
Fox Creek	12.93	01/06/11	Red Deer	35.00	17/01/01			
Gibbons	30.00	05/10/01	Rimbey	26.00	18/01/01			
Girouxville	26.00	19/01/01	Rocky Mtn. House	30.00	15/01/01			
Golden Days	25.00	04/06/15	Rycroft	30.00	16/02/10			
Grande Prairie	25.00	06/03/07	Ryley	10.00	16/02/01			
Grimshaw	30.00	12/02/15	Seba Beach	20.00	10/06/03			

* Gross Revenues are ATCO Gas total charges, less GST.

*** Includes a \$10,000 maximum annual allowable assessment (Max) on any individual metered account.

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



STAFF REPORT

Title: Surplus Goods - Easy Line Fitness Equipment

Meeting Date: October 22, 2019

Executive Summary:

The City of Cold Lake aims to offer affordable and exceptional recreational opportunities to its citizens and users. The City is committed to providing quality social and recreational programs, services and facilities for the enjoyment and benefit of our citizens.

As goods are declared surplus to the needs of the City, the CAO may, to the benefit of the municipality, provide direction to dispose of the item(s) in an appropriate manner.

Administration has declared various fitness equipment designed for age friendly (referred to as Easy Line Fitness Equipment) surplus to the needs of the City. This report is prepared to brief Council on the request to donate the equipment to the Lakeland Lodge and Senior's Foundation – Cold Lake Senior's Lodge.

Background:

The City of Cold Lake operates the Wellness Centre as part of the services inside Energy Centre. Easy Line is a collection of wellness equipment designed to provide extra support while exercising. The eight pieces unique circuit training program offers an option to traditional strength training equipment.

More information can be found at <https://www.youtube.com/watch?v=wZfkZWK-4lw>.

The Easy Line collection has been declared surplus to the needs of the City and are currently sitting in storage. With the exception of a couple of resistance pistons, the equipment is in good condition. TechnoGym has stopped supplying parts for this line of resistance equipment.

Recently, the Cold Lake Seniors Lodge reached out to administration to understand if the City would be interested in donating the full collection wellness equipment. It is administration's understanding the Lodge is organizing space in their new facility for a few pieces of the Easy Line collection with the remainder also being setup in their old building while they develop programing.

Alternatives:

No specific alternative are being articulated at this time.



Recommended Action:

That Council authorize City of Cold Lake to donate the TechnoGym Easy Line Fitness Equipment Collection to the Lakeland Lodge and Housing Foundation.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer





STAFF REPORT

Title: Ad-Hoc Annexation Negotiations Committee

Meeting Date: October 22, 2019

Executive Summary:

At Council's September 11, 2012 regular meeting of Council, Council authorized the Ad-Hoc Annexation Review Committee (Resolution No. CM20120911.1009). The negotiated annexation came into effect on January 1, 2019. It is Administration's opinion that the committee may stand down.

Background:

After six (6) years of negotiations, the City of Cold Lake and the M.D. of Bonnyville reached an agreement for annexation in June 2017. This agreement was supported by the Municipal Government Board, approved by cabinet, and took effect on January 1, 2019.

Alternatives:

No alternatives being proposed at this time.

Recommended Action:

That Council rescind Resolution No. CM20120911.1009 being a resolution authorizing the Ad-Hoc Annexation Review Committee.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Appointment of Chairperson - Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB)

Meeting Date: October 22, 2019

Executive Summary:

At the October 23, 2018 Organizational meeting of Council, Councillors Buckle, Lefebvre, and Vining were appointed to the LARB and CARB for one (1) year terms to expire October 2019. Councillors Buckle, Lefebvre, and Vining have completed their refresher training in 2017, fulfilling their mandatory training requirements for three (3) years.

As per Section 7.1 of attached Bylaw No. 615-BD-17 (LARB) and Section 7.1 of attached Bylaw No. 616-BD-17 (CARB), Council shall designate one of the board members as Chairperson to LARB and CARB. At Council's regular meeting of March 13, 2018, Councillor Buckle was appointment as Chairperson to the Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB).

Going forward, Administration would like a Chairperson to be appointed annually in October following Council's organizational meeting.

Background:

The City has a Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB) of which:

- LARB hears complaints about assessment notices for residential property with three (3) or fewer dwellings and farmland, for example: detached homes (including acreages, farm residences), duplexes, triplexes, manufactured housing units, or individual condominium units (Section 460.1(1)(a) of the MGA). The LARB also hears complaints about specific matters shown on the tax notice, if applicable, for example business tax, local improvement tax, business revitalization zone tax (Section 460.1(1)(b) of the MGA).
- CARB hears complains about residential properties with four (4) or more dwelling units and non-residential assessments, for example: four-plex housing, apartment buildings, townhouse projects, office buildings, retail stores, shopping centres, warehouses, vacant land, machinery/equipment (Section 460.1(2) of the MGA).



Alternatives:

Recommended Action:

That Council appoint a member of Council as the Chairperson to the Local Assessment Review Board (LARB) for a one (1) year term to expire October 2020.

That Council appoint a member of Council as the Chairperson to the Composite Assessment Review Board (CARB) for a one (1) year term to expire October 2020.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

CITY OF COLD LAKE
BYLAW #615-BD-17

**A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO
ESTABLISH THE LOCAL ASSESSMENT REVIEW BOARD**

WHEREAS section 454(a) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, directs Council to pass a bylaw to establish the local assessment review board;

WHEREAS Council wishes to establish a Local Assessment Review Board for the City of Cold Lake;

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

SECTION 1 - TITLE

- 1.1 This Bylaw shall be cited as the “Cold Lake Local Assessment Review Board Bylaw”.

SECTION 2 - DEFINITIONS

In this Bylaw:

- 2.1 “Board” means Cold Lake Local Assessment Review Board as provided for in the Bylaw;
- 2.2 “City” means the municipal corporation of the City of Cold Lake, or the geographical area falling within the municipal boundaries of the City of Cold Lake, as the context requires.
- 2.3 “Clerk” means a person appointed to the position of clerk of the Board pursuant to this Bylaw;
- 2.4 “Council” means the Mayor and Members of Council of Cold Lake;
- 2.5 “Member of Council” means an elected member of the Council of Cold Lake;
- 2.6 “Organizational Meeting of Council” means the annual organizational meeting of Council as set out in the Cold Lake Procedural Bylaw;

SECTION 3 - ESTABLISHMENT

- 3.1 A Board is hereby established pursuant to section 454(a) of the *Municipal Government Act*, RSA 2000, c M-26, as amended.

SECTION 4 – MANDATE

- 4.1 The mandate of the Board is to hear complaints referred to in section 460.1(1) of the *Municipal Government Act*, RSA 2000, c M-26, as amended.

SECTION 5 – BOARD MEMBERSHIP

- 5.1 Council shall appoint at least three (3) persons as members of the Board, at least two (2) of whom must not be a Member of Council.
- 5.2 Council shall ensure there are at least three (3) persons appointed to the Board at all times by appointing new members by resolution of Council, as needed.
- 5.3 All 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.

- 5.4 A member of the Board shall complete all training and qualification requirements accordance with section 454.3 of the *Municipal Government Act*, RSA 2000, c M-26, as amended prior to hearing a complaint.

SECTION 6 – BOARD MEMBER TERM OF OFFICE

- 6.1 The term of office for the Board members shall be for a maximum of two (2) years,
- 6.1.1 commencing on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and
 - 6.1.2 expiring on the date of the Organizational Meeting of Council in the year of the expiry of the term, unless Council has provided otherwise by resolution.
- 6.2 Council may reappoint any member of the Board to additional term(s) should Council deem such reappointment to be in the best interests of the City and the Board.
- 6.3 In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.
- 6.4 Council may, with reason; request the resignation of any member of the Board at any time prior to the expiry date of the member's term of office.
- 6.5 Any member may resign from the Board at any time upon sending a written notice to the Clerk advising of the resignation and the effective date.

SECTION 7 - CHAIRPERSON

- 7.1 Council shall designate one of the Members appointed in accordance with this Bylaw as the Chairperson of the Board.
- 7.2 The term of office for the Chairperson shall:
- 7.2.1 be prescribed by Council at the time of the Chairperson's designation;
 - 7.2.2 not exceed the Chairperson's term of office on the Board;
 - 7.2.3 automatically expire upon the Chairperson ceasing to be a member of the Board;
- 7.3 Council may reappoint the Chairperson to additional term(s) should Council deem such reappointment to be in the best interests of the City and the Board.
- 7.4 The Chairperson may resign from the role of Chairperson at any time upon sending a written notice to the Clerk advising of the resignation and the effective date.
- 7.5 The duties of the Chairperson shall consist of:
- 7.5.1 convening a panel of members to hear a complaint in accordance with section 9 of this bylaw;
 - 7.5.2 direct consultation with the Clerk;
 - 7.5.3 such other duties as per the *Municipal Government Act*, RSA 2000, c M-26. as amended.
- 7.6 The Chairperson may delegate any of the powers, duties and functions of the Chairperson to any other member of the Board.

SECTION 8 - REMUNERATION AND EXPENSES

- 8.1 Members of the Board shall receive a per diem in accordance with the City of Cold Lake Policy No. 123-AD-10, Council Honorarium and Per Diem Policy.

- 8.2 The Chairperson of the Board shall receive a per diem in accordance with the City of Cold Lake Policy No. 123-AD-10, Council Honorarium and Per Diem Policy.
- 8.3 The Chairperson may make a formal request to Council on behalf of any member of the Board for remuneration and reimbursement of any traveling and living expenses where Council requests a member attend a conference, seminar or other meeting outside of the jurisdiction of the City. Council shall be under no obligation to reimburse or remunerate any member. Remuneration and/or reimbursement shall be at the sole discretion of Council.

SECTION 9 – HEARINGS

Appointing a Panel to Hear a Complaint

- 9.1 When a hearing is to be held in respect of a complaint, the Chairperson shall convene a panel of three (3) of its members in accordance with section 454.11 of the *Municipal Government Act*, RSA 2000, c M-26, as amended to hear the complaint.
- 9.2 The Chairperson must not appoint more than one (1) Member of Council to a three (3) member panel.
- 9.3 Despite section 9.1 of this Bylaw, a panel of the Board may consist of only one (1) member in specific instances provided for by section 454.11(2) of the *Municipal Government Act*, RSA 2000, c M-26, as amended. A Member of Council must not be the member appointed by the Chairperson for a one (1) member panel.

Hearing Procedure

- 9.3 The panel members must choose a presiding officer from among themselves. If the panel is a one (1) member panel as per section 9.3 of this Bylaw, the one (1) member shall be the presiding officer.
- 9.4 Where the panel consists of three (3) members, quorum shall be two (2) of the three (3) panel members.
- 9.5 A decision of a panel of the Board is the decision of the Board.
- 9.6 Hearings shall be held in accordance with the requirements set out in the *Municipal Government Act*, RSA 2000, c M-26 or as otherwise determined by Council.

Record of Hearing and Board Order

- 9.7 A Record of Hearing and Board Order for all hearings shall be
- 9.7.1 recorded and kept by the Clerk;
 - 9.7.2 signed by the presiding officer;
 - 9.7.3 filed with the Office of the CAO within 10 days of the hearing.

SECTION 10 – CLERK

- 10.1 The General Manager of Corporate Services is hereby appointed the Clerk of the Board (hereafter the “Clerk”).
- 10.2 The General Manager of Corporate Services is authorized to further delegate the matter. However, the Clerk must not be the Assessor or a designated officer having authority to grant or cancel tax exemptions or deferrals under section 364.1 of the *Municipal Government Act*, RSA 2000, c M-26 as amended.
- 10.3 The Clerk may further delegate any of the powers, duties or functions of the Clerk to another employee of the City.
- 10.4 The duties of the Clerk shall consist of:

- 10.4.1 attendance at all hearings of the Board;
- 10.4.2 recording the Record of Hearing and Board Order in accordance with the provisions of this Bylaw and as directed by the Board;
- 10.4.3 preparation of and providing an agenda to the panel;
- 10.4.4 performance of all duties prescribed by the *Municipal Government Act*, RSA 2000, c M-26 as amended;
- 10.4.5 performance of all other duties as assigned by the Board.

SECTION 11 – REPEAL

- 11.1 City of Cold Lake Bylaw No. 371-BD-10, and Bylaw No. 584-BD-16 are hereby repealed.

SECTION 12 – ENACTMENT

- 12.1 This Bylaw shall come into full force and effect at the beginning of the day on January 1st, 2018.

FIRST READING passed in open Council duly assembled in the City of Cold Lake in the Province of Alberta, this 28 day of November, A.D. 2017, on motion by Councillor Grau.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake in the Province of Alberta, this 12 day of December, A.D. 2017, on motion by Councillor Vining as amended.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 12 day of December, A.D. 2017, on motion by Councillor Lefebvre.

**CARRIED
UNANIMOUSLY**

Executed this 15 day of DECEMBER, 2017

MAYOR

CHIEF ADMINISTRATIVE OFFICER



CITY OF COLD LAKE
BYLAW #616-BD-17

**A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO
ESTABLISH THE COMPOSITE ASSESSMENT REVIEW BOARD**

WHEREAS section 454(b) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, directs Council to pass a bylaw to establish the composite assessment review board;

WHEREAS Council wishes to establish a Composite Assessment Review Board for the City of Cold Lake;

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

SECTION 1 - TITLE

- 1.1 This Bylaw shall be cited as the “Cold Lake Composite Assessment Review Board Bylaw”.

SECTION 2 - DEFINITIONS

In this Bylaw:

- 2.1 “Board” means Cold Lake Composite Assessment Review Board as provided for in the Bylaw;
- 2.2 “City” means the municipal corporation of the City of Cold Lake, or the geographical area falling within the municipal boundaries of the City of Cold Lake, as the context requires.
- 2.3 “Clerk” means a person appointed to the position of clerk of the Board pursuant to this Bylaw;
- 2.4 “Council” means the Mayor and Members of Council of Cold Lake;
- 2.5 “Member of Council” means an elected member of the Council of Cold Lake;
- 2.6 “Organizational Meeting of Council” means the annual organizational meeting of Council as set out in the Cold Lake Procedural Bylaw;

SECTION 3 - ESTABLISHMENT

- 3.1 A Board is hereby established pursuant to section 454(b) of the *Municipal Government Act*, RSA 2000, c M-26, as amended.

SECTION 4 – MANDATE

- 4.1 The mandate of the Board is to hear complaints referred to in section 460.1(2) of the *Municipal Government Act*, RSA 2000, c M-26, as amended.

SECTION 5 – BOARD MEMBERSHIP

- 5.1 Council shall appoint at least two (2) persons as members of the Board, at least one (1) of whom must not be a Member of Council.
- 5.2 Council shall ensure there are at least two (2) persons appointed to the Board at all times by appointing new members by resolution of Council, as needed.
- 5.3 All 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.

- 5.4 A member of the Board shall complete all training and qualification requirements accordance with section 454.3 of the *Municipal Government Act*, RSA 2000, c M-26, as amended prior to hearing a complaint.

SECTION 6 – BOARD MEMBER TERM OF OFFICE

- 6.1 The term of office for the Board members shall be for a maximum of two (2) years,
- 6.1.1 commencing on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and
 - 6.1.2 expiring on the date of the Organizational Meeting of Council in the year of the expiry of the term, unless Council has provided otherwise by resolution.
- 6.2 Council may reappoint any member of the Board to additional term(s) should Council deem such reappointment to be in the best interests of the City and the Board.
- 6.3 In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.
- 6.4 Council may, with reason; request the resignation of any member of the Board at any time prior to the expiry date of the member's term of office.
- 6.5 Any member may resign from the Board at any time upon sending a written notice to the Clerk advising of the resignation and the effective date.

SECTION 7 - CHAIRPERSON

- 7.1 Council shall designate one of the Members appointed in accordance with this Bylaw as the Chairperson of the Board.
- 7.2 The term of office for the Chairperson shall:
- 7.2.1 be prescribed by Council at the time of the Chairperson's designation;
 - 7.2.2 not exceed the Chairperson's term of office on the Board;
 - 7.2.3 automatically expire upon the Chairperson ceasing to be a member of the Board;
- 7.3 Council may reappoint the Chairperson to additional term(s) should Council deem such reappointment to be in the best interests of the City and the Board.
- 7.4 The Chairperson may resign from the role of Chairperson at any time upon sending a written notice to the Clerk advising of the resignation and the effective date.
- 7.5 The duties of the Chairperson shall consist of:
- 7.5.1 convening a panel of members to hear a complaint in accordance with section 9 of this bylaw;
 - 7.5.2 direct consultation with the Clerk;
 - 7.5.3 such other duties as per the *Municipal Government Act*, RSA 2000, c M-26.
- 7.6 The Chairperson may delegate any of the powers, duties and functions of the Chairperson to any other member of the Board.

SECTION 8 - REMUNERATION AND EXPENSES

- 8.1 Members of the Board shall receive a per diem in accordance with the City of Cold Lake Policy No. 123-AD-10, Council Honorarium and Per Diem Policy.

- 8.2 The Chairperson of the Board shall receive a per diem in accordance with the City of Cold Lake Policy No. 123-AD-10, Council Honorarium and Per Diem Policy.
- 8.3 The Chairperson may make a formal request to Council on behalf of any member of the Board for remuneration and reimbursement of any traveling and living expenses where Council requests a member attend a conference, seminar or other meeting outside of the jurisdiction of the City. Council shall be under no obligation to reimburse or remunerate any member. Remuneration and/or reimbursement shall be at the sole discretion of Council.

SECTION 9 – HEARINGS

Appointing a Panel to Hear a Complaint

- 9.1 When a hearing is to be held in respect of a complaint, the Chairperson shall convene a panel in accordance with section 454.21 of the *Municipal Government Act*, RSA 2000, c M-26, as amended to hear the complaint.
- 9.2 The panel must consist of:
- 9.2.1 Two (2) members of the Board as appointed by the Chairperson; and
 - 9.2.2 One (1) provincial member as appointed by the Minister in accordance with the *Municipal Government Act*, RSA 2000, c M-26, as amended;
- 9.3 The Chairperson must not appoint more than one (1) Member of Council to a panel.
- 9.4 Despite section 9.2 of this Bylaw, a panel of the Board may consist of only the provincial member in specific instances provided for by section 454.21(1) of the *Municipal Government Act*, RSA 2000, c M-26, as amended.

Hearing Procedure

- 9.5 The provincial member shall be the presiding officer for the hearing.
- 9.6 Where the panel consists of three (3) members, quorum shall be two (2) of the three (3) panel members one of whom must be the provincial member.
- 9.7 A decision of a panel of the Board is the decision of the Board.
- 9.8 Hearings shall be held in accordance with the requirements set out in the *Municipal Government Act*, RSA 2000, c M-26 or as otherwise determined by Council.

Record of Hearing and Board Order

- 9.9 A Record of Hearing and Board Order for all hearings shall be
- 9.9.1 recorded and kept by the Clerk;
 - 9.9.2 signed by the presiding officer;
 - 9.9.3 filed with the Office of the CAO within 10 days of the hearing.

SECTION 10 – CLERK

- 10.1 The General Manager of Corporate Services is hereby appointed the Clerk of the Board (hereafter the “Clerk”).
- 10.2 The General Manager of Corporate Services is authorized to further delegate the matter. However, the Clerk must not be the Assessor or a designated officer having authority to grant or cancel tax exemptions or deferrals under section 364.1 of the *Municipal Government Act*, RSA 2000, c M-26 as amended.
- 10.3 The Clerk may further delegate any of the powers, duties or functions of the Clerk to another employee of the City.
- 10.4 The duties of the Clerk shall consist of:

- 10.4.1 attendance at all hearings of the Board;
- 10.4.2 recording the Record of Hearing and Board Order in accordance with the provisions of this Bylaw and as directed by the Board;
- 10.4.3 preparation of and providing an agenda to the panel;
- 10.4.4 performance of all duties prescribed by the *Municipal Government Act*, RSA 2000, c M-26 as amended;
- 10.4.5 performance of all other duties as assigned by the Board.

SECTION 11 – REPEAL

- 11.1 City of Cold Lake Bylaw No. 372-BD-10, and Bylaw No. 585-BD-16 are hereby repealed.

SECTION 12 – ENACTMENT

- 12.1 This Bylaw shall come into full force and effect at the beginning of the day on January 1st, 2018.

FIRST READING passed in open Council duly assembled in the City of Cold Lake in the Province of Alberta, this 28 day of November, A.D. 2017, on motion by Councillor Vining.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake in the Province of Alberta, this 12 day of December, A.D. 2017, on motion by Councillor Grau as amended.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 12 day of December, A.D. 2017, on motion by Councillor Soroka.

**CARRIED
UNANIMOUSLY**

Executed this 15 day of DECEMBER, 2017

MAYOR

CHIEF ADMINISTRATIVE OFFICER





STAFF REPORT

Title: Cold Lake Combative Sports Commission Resignation

Meeting Date: October 22, 2019

Executive Summary:

We have received advisement from Mr. Calvin Rideout that he has moved away from Cold Lake and as such, will need to resign from the Cold Lake Combative Sports Commission effective immediately.

Background:

The Cold Lake Combative Sports Commission consists of a minimum of five (5) members as follows:

- The Recreation Manager of the City of Cold Lake
- At least three (3) members members-at-large

For your information, a copy of Bylaw No. 377-BD-10, which establishes the Cold Lake Combative Sports Commission, has been attached along with amending Bylaw No. 390-BD-10 and 399-BD-10

With this resignation, the Cold Lake Combative Sports Commission will be left with three (3) vacancies *(two (2) new applicants have expressed interest and these appointments will be discussed during the “in camera” session on tonight’s agenda)*. The City of Cold Lake will continue to advertise for vacant positions as needed.

Alternatives:

That Council accept, with regret, the resignation of Mr. Calvin Rideout from the Cold Lake Combative Sports Commission.

Recommended Action:

That Council accept, with regret, the resignation of Mr. Calvin Rideout from the Cold Lake Combative Sports Commission effective immediately.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE
BYLAW #377-BD-10**

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A COMBATIVE SPORTS COMMISSION TO SANCTION AND MONITOR COMBATIVE SPORTS EVENTS

WHEREAS, under the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake may pass bylaws respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS, under the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake may pass bylaws respecting businesses, business activities and persons engaged in business and may provide for a system of licensing;

AND WHEREAS, under the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake may pass bylaws in relation to the establishment, functions, procedure and conduct of council committees and other bodies;

AND WHEREAS, under the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, members, officers, employees, volunteers and officials of a commission established by bylaw for controlling and regulating combative sports are not liable for anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties or powers;

AND WHEREAS, Council for the City of Cold Lake deems it desirable to establish a Combative Sports Commission to sanction and monitor combative sports events conducted within the municipal boundary;

AND WHEREAS, this bylaw will come into effect on the day it has received third and final reading;

NOW THEREFORE, after due compliance with the relevant provisions 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:

Part I-Definitions

Short Title

1. This Bylaw may be cited as the "Combative Sports Commission Bylaw"

Definitions

2. In this Bylaw:

- a) **"Agent"** means a person who, by mutual consent, acts for the benefit of another;
- b) **"Amateur"** means any person who participates in a Regulated Combative Sport but does not receive any money or other gain from such participation;
- c) **"Applicant"** means a person who applies for a licence, or renewal of licence, pursuant to this Bylaw;
- d) **"Bylaw"** means the City of Cold Lake Combative Sports Commission Bylaw;
- e) **"City"** means the City of Cold Lake;
- f) **"Commission"** means the City of Cold Lake Combative Sports Commission;
- g) **"Consultant"** means an expert advisor who typically charges a fee for providing advice or services to the Commission associated with licensing, control and regulating Combative Sports Events;

CITY OF COLD LAKE
BYLAW #377-BD-10

- h) **"Contestant"** means any person engaged as an opponent in a Regulated Combative Sports Event;
- i) **"Council"** means the municipal Council of the City of Cold Lake;
- j) **"Event"** means a Regulated Combative Sports Event;
- k) **"Event Permit"** means the written authority of the Commission allowing the holding of a Combative Sports Event in the City;
- l) **"Event Permit Fee"** means a fee payable for an event permit;
- m) **"Licence"** means a licence issued to a promoter, contestant, or any other person pursuant to this Bylaw;
- n) **"Licence Fee"** means a fee payable for a licence;
- o) **"Member"** means a person appointed to the Commission pursuant to this Bylaw;
- p) **"Regulated Combative Sports"** include boxing, wrestling, kickboxing, karate, judo, muay thai, mixed martial arts and any other sport that holds contests between opponents involving striking with hands, feet, knees or elbows, grappling, submissions, or takedowns;
- q) **"Official"** means a person associated with a Regulated Combative Sports Event in an official capacity, as determined by the Commission, including, but not necessarily limited to, medical advisers, referees, judges, security personnel, timekeepers and corner supervisors;
- r) **"Person"** includes an individual, partnership, association, corporation, trustee, executor, administrator, legal representative and assigns;
- s) **"Promoter"** means a person who advances, assists, encourages or takes steps to stage or facilitate a Regulated Combative Sports Event, including all staff and contractors of such person; and
- t) **"Regulated Combative Sports Event"** includes any exhibition, sparring exhibition, card, contest or promotion which involves the presentation of Regulated Combative Sports, but does not include amateur events.

3 There is hereby created a Commission to be known as "The City of Cold Lake Combative Sports Commission".

4 **Commission Membership and Duties**

The said Commission shall consist of at least four members:

- At least three (3) members shall be citizens at large appointed by resolution of Council; and
 - The Recreation Manager of the City of Cold Lake
- a) Membership on the Commission is voluntary and no remuneration will be paid by the City for serving as a member.
 - b) The term of members of the Commission shall be continuing.
 - c) The Commission shall hold regular meetings as required.
 - d) No person, while a member of the Commission, shall be associated with any Regulated Combative Sports Event within the City by officiating therein, or by acting as a matchmaker, promoter, second, manager or in any other capacity where the possibility may arise of a conflict of interest between such Commission member and the Commission as it performs its duties.
 - e) The Commission shall control any Regulated Combative Sports Event within the City.
 - f) The Commission may make regulations governing all aspects of Regulated Combative Sports Events for such matters not provided for in this Bylaw, provided such regulations are consistent with this Bylaw, any other City Bylaw or Policy and any Provincial or Federal statutes. Such regulations may include the establishment of rules in respect of:

MR
AR

**CITY OF COLD LAKE
BYLAW #377-BD-10**

- I. The supervision and control of all Regulated Combative Sports Events held in the City;
 - II. The conduct of promoters, contestants, agents, officials and any other persons associated with the Regulated Combative Sports Event, including disciplinary rules, regulations and appeal procedures;
 - III. The formulation and administration of a scheme of licensing and event permitting for Regulated Combative Sports Events.
- g) The Commission shall be responsible to review and decide upon applications for licences and event permits pursuant to this Bylaw.
 - h) The Commission shall consider City policies and the safety of the contestants or spectators in the review of applications for permits and licences.
 - i) All members of the Commission shall at all times have free access to all City of Cold Lake Combative Sports Commission Regulated Combative Sports Events and members may adopt a badge or other form of identification having thereon the words "City of Cold Lake Combative Sports Commission <current year>".

5 **Event Permits and Licences**

- a) No person shall carry on, promote, be a contestant in, or act as an official, agent or any other such capacity at any Regulated Combative Sports Event controlled or regulated by the Commission, without first applying for and being granted a licence and event permit.
- b) Every promoter or person who wishes to stage or promote a Regulated Combative Sports Event shall apply in writing to the Commission at least forty five (45) days prior to the date of the event.
- c) No event shall be commenced, notwithstanding that licences and an event permit has been issued, unless and until the requirements of the medical official for the event have been satisfied.
- d) The promoter and each contestant to be engaged in a Regulated Combative Sports Event shall pay a licence fee in accordance with the fees set out in Schedule "A" of this Bylaw.
- e) The event promoter shall be required to pay an event permit fee in accordance with the fees set out in Schedule "A" of this Bylaw.
- f) An event permit is required for each Regulated Combative Sports Event within the City.
- g) In addition to licence and event permit fees, the Promoter shall be responsible to provide such officials as the Commission deems appropriate to be in attendance at any bout, contest, exhibition or training quarters, in order to ensure that such bout, contest or exhibition shall be conducted in a safe and orderly manner. The Promoter shall be responsible to pay such amount to cover the costs for officials required by the Commission to oversee the event.
- h) In addition to the Promoter providing private security officials for the event, the Promoter will also be required to hire, at its own expense uniformed police officers to be present at said event. The number of uniformed police officers required for each event shall be determined by the Commission, having regard to the crowd capacity of the venue and anticipated attendance.
- i) The Commission may seek the assistance of a consultant to review applications for licences and event permits, or to formulate a checklist for a Promoter wishing to host an event. The Commission's consultant fees shall be borne by the Promoter applying to host said event.
- j) Where officials from outside of the City are required to oversee an event, as a condition of an event permit approval, the Promoter shall be responsible to compensate said officials for meals, travel and accommodation associated with the event.
- k) The Commission may refuse an application for an event permit where the Commission believes on reasonable grounds that the promoter cannot ensure the safety of the participants or spectators.



**CITY OF COLD LAKE
BYLAW #377-BD-10**

6 Event Securities, Insurance, Indemnities and Waivers

Event Securities

- a) As a condition of issuing a permit to hold a Regulated Combative Sports Event, the Commission may require the Promoter of said event to provide security, in a form prescribed by the Commission, in order to ensure that the Promoter shall proceed to hold the event in accordance with the provisions of this Bylaw.
- b) Any or all of the security deposited in accordance with the conditions of an Event Permit may be forfeited to the Commission in the event that:
 - I. The Regulated Combative Sports Event is not carried out on the date for which the event was scheduled, or was not carried out at all; or
 - II. The Promoter has breached any conditions of the Event Permit issued by the Commission, or any part of this Bylaw.
- c) The promoter shall remit to the Commission at least fifteen (15) days prior to the date of the event, a certified cheque satisfactory to the Commission, in an amount equal to the contestants' purses and costs of officials required by the Commission to oversee an event, together with any consultant fees incurred by the Commission to assist in the licence and event permit application review process. The Commission shall have the option to pay contestants' purses and officials fees direct at the conclusion of the contest, or return the cheque to the Promoter at the conclusion of the contest, less any consultant fee incurred by the City.

Insurance

- a) The Commission shall require the promoter to obtain and maintain in force general liability insurance in such amount as the Commission shall require in respect of claims for personal and bodily injury, death or property damage arising out of any occurrence related to the Regulated Combative Sports Event in the amount of not less than Two Million Dollars (\$2,000,000) per occurrence.
- b) The Promoter shall cause the policy of insurance to name the City, the Commission and Members of the Commission as additional insured under the policy and to provide that the coverage under the policy cannot be cancelled, nor any provisions changed or deleted unless 30 days prior written notice is given to the Commission by the insurer.

Indemnities and Waivers

- a) The Commission, as a condition of granting a Promoter a permit to organize, produce, conduct or stage any Regulated Combative Sports Event, shall require that:
 - I. The Promoter of the Regulated Combative Sports Event grant the Commission and the City an indemnity in a form acceptable to the Commission, indemnifying and saving harmless the Commission, the Members of the Commission and the City from and against all claims, losses, damages, costs and liabilities of any kind (including solicitors' fees) arising out of, or related directly or indirectly to:
 - any breach, violation or non-performance by the contestants, Promoter or other person in any Regulated Combative Sports Event of any provision of this Bylaw or any regulation prescribed by the Commission, or any condition of any agreement entered into between the contestant, promoter or other person and the Commission; or
 - any personal or bodily injury, death or property damage suffered by any person arising from, or in any way related to, the organizing, producing, conducting or staging of the Regulated Combative Sports Event; and

**CITY OF COLD LAKE
BYLAW #377-BD-10**

- II. Each person participating in any manner in a Regulated Combative Sports Event grant to the City, the Commission and the Members of the Commission a waiver of liability, in a form acceptable to the City and the Commission, in respect of that person's participation in the Regulated Combative Sports Event.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 16th day of March, A.D. 2010, on motion by Councillor Buckle.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 23rd day of March A.D. 2010, on motion by Councillor Buckle.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 13th day of April A.D. 2010, on motion by Deputy Mayor Rodden.

**CARRIED
UNANIMOUSLY**

Executed this 16th day of April, 2010

CITY OF COLD LAKE



MAYOR



CHIEF ADMINISTRATIVE OFFICER



**CITY OF COLD LAKE
BYLAW #377-BD-10**

Schedule "A"

Event and Licence Fees

Event Permit Fee (per Event) \$150.00

Note: In addition to the Event Permit Fee, the Promoter shall be required to pay the costs to the Commission for hiring a consultant, if required, to assist in the application process and oversee the Event. Any consultant fees will be determined at the time of the application submission and will be payable with the Event Permit Fee.

Promoter Licence Fee (Annual Fee) \$100.00

Promoter also requires a criminal background check

Contestant Licence Fee (Annual Fee Per Contestant) \$ 20.00

Officials Licence Fee (Annual Fee Per Official) \$ 20.00

A City of Cold Lake Business Licence will also be required to host an event.

CITY OF COLD LAKE

BYLAW #390-BD-10

AMEND BYLAW 377-BD-10, THE COMBATIVE SPORTS COMMISSION BYLAW

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 377-BD-10, THE COMBATIVE SPORTS COMMISSION BYLAW.

PURSUANT to Section 626 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended;

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

1. Section 2. t) of Bylaw 377-BD-10 is hereby amended to read as follows:

"2. t) "Regulated Combative Sports Event" includes any exhibition, sparring exhibition, card, contest, or promotion, which involves the presentation of Regulated Combative Sports, but does not include amateur events unless sanctioned by a recognized amateur association."

2. Section 6. c) of Bylaw 377-BD-10 is hereby amended to read as follows:

"6. c) The promoter shall remit to the Commission at least fifteen (15) days prior to the date of the event, a bank draft or letter of credit satisfactory to the Commission, in an amount equal to the contestants' purses and costs of officials required by the Commission to oversee an event, together with any consultant fees incurred by the Commission to assist in the licence and event permit application review process. The Commission shall have the option to pay contestants' purses and officials fees direct at the conclusion of the contest, or return the cheque to the Promoter at the conclusion of the contest, less any consultant fee incurred by the City."

3. The Event Permit Fee shown on Schedule "A" of Bylaw 377-BD-10 is amended to read as follows:
Event Permit Fee (per event) \$1,000.00

4. This Bylaw shall come into full force and effect immediately upon the date of its final passage.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 13th day of July A.D. 2010, on motion by Councillor Rodden.

CARRIED
UNANIMOUSLY

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 8 day of August A.D. 2010, on motion by Councillor Pelechosky.

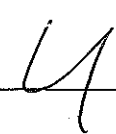
CARRIED
UNANIMOUSLY

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 8 day of August A.D. 2010, on motion by Councillor Buckle.

CARRIED
UNANIMOUSLY

Executed this 26 day of Aug, 2010

CITY OF COLD LAKE


MAYOR


CHIEF ADMINISTRATIVE OFFICER

CITY OF COLD LAKE
BYLAW #390-BD-10 EVENT LICENCE FEES SCHEDULE "A"
AMENDING BYLAW 377-BD-10 SCHEDULE "A"
ESTABLISH A COMBATIVE SPORTS COMMISSION

Schedule "A"

Event Permit Fee (per Event)	\$1,000.00
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Note: In addition to the Event Permit Fee, the Promoter shall be required to pay the costs to the Commission for hiring a consultant, if required, to assist in the application process and oversee the Event. Any consultant fees will be determined at the time of the application submission and will be payable with the Event Permit Fee.

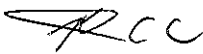
Promoter Licence Fee (Annual Fee)	\$ 100.00
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Promoter also requires a criminal background check

Contestant Licence Fee (Annual Fee per Contestant)	\$ 20.00
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Officials Licence Fee (Annual Fee per Official)	\$ 20.00
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A City of Cold Lake Business Licence will also be required to host an event.



CITY OF COLD LAKE
BYLAW #399-BD-10
AMENDING BYLAW 377-BD-10 COMBATIVE SPORTS COMMISSION

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 377-BD-10, THE COMBATIVE SPORTS COMMISSION BYLAW.

PURSUANT to Section 626 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended;

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

1. Section 2. t) of Bylaw 377-BD-10 is hereby amended to read as follows:

“2. t) **“Regulated Combative Sports Event”** includes any exhibition, sparring exhibition, card, contest, or promotion, which involves the presentation of Regulated Combative Sports, but does not include amateur events sanctioned by a recognized amateur association.”

2. Section 4. of Bylaw 377-BD-10 is hereby amended to read as follows:

“4. The said Commission shall consist of at least five members:

- At least four (4) members shall be citizens at large appointed by resolution of Council; and
- The Recreation Manager of the City of Cold Lake.”

3. Section 4. b) of Bylaw 377-BD-10 is hereby amended to read as follows:

“The term of office for Commission members shall be two (2) years. Council may reappoint any Commission member to additional terms should Council deem such reappointment to be in the best interests of the City and the Combative Sports Commission.”

4. This Bylaw shall come into full force and effect immediately upon the date of its final passage.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 12th day of October, A.D. 2010, on motion by Councillor Pelechosky.

CARRIED
UNANIMOUSLY

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 9th day of November, A.D. 2010, on motion by Deputy Mayor Buckle.

CARRIED
UNANIMOUSLY

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 9th day of November, A.D. 2010, on motion by Deputy Mayor Buckle.

CARRIED
UNANIMOUSLY

Executed this 18th day of November, 2010

CITY OF COLD LAKE



MAYOR



CHIEF ADMINISTRATIVE OFFICER



STAFF REPORT

Title: Request for Funding - Men's Shed

Meeting Date: October 22, 2019

Executive Summary:

Ms. Diane Stonehocker and Mr. Wayne Warner appeared as delegates at Council's regular meeting held October 8, 2019 and presented Council with information regarding the Men's Shed and opening a chapter of the Men's Shed in the City of Cold Lake.

Ms. Stonehocker and Mr. Warner requested funding in the amount of \$25,000.00 towards the Men's Shed.

Mayor Copeland thanked Ms. Stonehocker and Mr. Warner for their presentation and advised that Council would consider the request during their 2020 Budget deliberations.

Background:

Further to the above, it is administration's advice that the request for funding be eventually referred to the Community Grant Committee. Do so will provide consistence to all organizations requesting for funding for 2020 and beyond.

Based on administrations proposed funding model in 2019, the "Council Goodwill" budget will be split into the following categories:

- Doctor Recruitment Incentives
- Recreation
- Culture
- Capital
- Sponsorship
- Events
- General

Alternatives:

No alternatives being proposed at this time.

Recommended Action:

That Council accept the Men's Shed delegation presentation made at the October 8, 2019 regular meeting of Council as information, and consider the request for funding in the amount of \$25,000.00 during the 2020 budget deliberations.

Budget Implications (Yes or No):



Yes

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.



Age Friendly Cold Lake

PRESENTATION TO
CITY OF COLD LAKE COUNCIL

TUESDAY, OCTOBER 8, 2019

Age Friendly Cold Lake

- ▶ is a grant from the Government of Alberta to raise awareness about positive, healthy aging and with that broader view, develop a strategic plan for people as they get older in Cold Lake.
- ▶ is also a non-profit organization tasked with carrying out that strategic plan.

Vision

Cold Lake is an age-friendly community.

Our mission

Age Friendly Cold Lake raises awareness of aging and ageism, advocates for better services and partners with the community to create new programs for all people as they get older.

To ensure Cold Lake is Age Friendly, at the community level we will focus on:

The 8 characteristics of an age friendly community:

- ▶ Social participation
- ▶ Respect and social inclusion
- ▶ Civic participation and employment
- ▶ Communication and information
- ▶ Community support and health services
- ▶ Outdoor spaces and buildings
- ▶ Transportation
- ▶ Housing

So far, this is
what we're
working on

Raising awareness of ageism and positive aging.

Developing programs to reduce isolation.

- ▶ Feast to Friendship luncheons
- ▶ Friendly Visiting
- ▶ Stockings for Seniors
- ▶ Men's Shed

What Is A Men's Shed?

A safe and friendly place for men to gather with other men and do hands on projects that are meaningful to them. A place where men can find a listening ear, camaraderie, tell stories, socialize and, most importantly, be accepted for who they are.

- Began in Australia in the 1990's.
- First Shed in Canada was created in Winnipeg in 2011.



Sheds are....

- A gathering place for men of purpose....and others.
- A work space
- Productive. Maybe
- A place to change the world. Definitely
- A helping hand. You bet.
- Independent. There's no prescribed programming. Everyone decides.
- A benefit to the community. We will give more than we get.
- Inclusive. All are welcome.

(from mensheds.ca)

Sheds are
not....

- A formal training program. But you may gain some knowledge and skills.
- A sports club. But you may play sports.
- A health program. But your health and well-being may improve.
- An information service. But you may ask questions.
- A service for men. But you might be of service to others or get advice and support from time to time.

(from menssheds.ca)

Why is it important?

Women

- demonstrate emotions.
- are more prone to talk about what they are thinking and feeling.
- are often are more comfortable figuring out how they feel by talking through it.

Men

- solve emotional problems on their own.
- are more physical and tend to work out their emotions by doing things.
- often bury their emotions in order to protect themselves.

McMaster University Study (2018)

Men's Sheds were shown to:

- Increase social well-being.
- Increase personal and social accomplishment by enabling them to learn and share skills.
- Increase self-esteem.
- Provide a meaningful and useful role in the community.
- Help to counter social isolation.

Interest in Cold Lake so far....

- No nay-sayers.
- Men from varied backgrounds have expressed interest.
- Carpenters, mechanics, electricians, IT guys, medical professionals and a collection of hobbyists (model trains and planes, gardeners, etc.)
- Informal interest from local business.
- Women are especially interested for their husbands!

Development Process

- Planning committee meetings
- Age Friendly displays have included Men's Shed information
- Looking for a home – several options
- Grant application – FCSS to New Horizons
- Building community support – formal and informal
- Community meeting – October 29th



Men's Shed Projected Budget – Year 1

Facility cost (rent, utilities) – \$25,000

Tools, supplies, activities – \$25,000

New Horizons, donations

Project supplies – \$5,000

membership fees, donations, project sales

Administration – \$5,000

Age Friendly Cold Lake (for all programming)

Men's
Shed
Projected
Budget –
Year 2

Facility cost - \$25,000

major fund raising (i.e. fishing derby,
golf tournament, corporate sponsors)

Project supplies – \$5,000

membership fees, donations, project
sales

Administration – \$5,000

Age Friendly Cold Lake

Request to Council

First year of facility rental to a
maximum of \$25,000

Sustainability: Income Potential

- Provincial & Federal grants
- Annual membership fees
- Fundraisers (under the Age Friendly Cold Lake Society)
 - Implement Annual Fishing Tournament
 - Golf Tournament
 - BBQ's
- Sales (for example):
 - Furniture
 - Furniture restoration
 - Garden boxes
 - Small engine repairs
 - Wooden lawn ornaments
 - Portage Mentorship Program*

Sometimes you want to go where everybody knows your name.....





STAFF REPORT

Title: Minutes November 15, 2018 Water North Coalition

Meeting Date: October 22, 2019

Executive Summary:

Minutes Water North Coalition November 15, 2018

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Draft Minutes for Approval at January 24, 2019 Meeting

Minutes
Water North Coalition (WNC)
Thursday, November 15, 2018
St. Isidore, AB

Attendees

Bob Marshall – County of Grande Prairie
Tracey Anderson – Aquatera
Cherie Friesen – Northern Lakes College
Grant Dixon – Advanced Technology Applications
Randy Dupuis – Town of Peace River
Dana Langer – Town of Peace River
Rhonda Clarke-Gauthier – Mighty Peace Watershed Alliance
Meghan Payne – Lesser Slave Lake Watershed Council
Kaylyn Jackson – Lesser Slave Lake Watershed Council
Murray Kerik – M.D. of Lesser Slave River
Ian Willier – Big Lakes County
Garry Leathem – Town of Fairview
Willis Fitzsimmons – Saddle Hills County
Michelle Huley – Constituency Assistant to Deputy Speaker, MLA for Peace River Debbie Jabbour
Sandra Eastman – M.D. of Peace
Janice Reyda – M.D. of Peace
Carolyn Kolebaba – Reeve of Northern Sunrise County
Corinna Williams – Northern Sunrise County
Brent Schapansky – Northern Sunrise County/New Water Ltd.
Jennifer Besinger – County of Grande Prairie
Vern Lymburner – Town of Valleyview
Johannes Zwart – Town of Grande Cache
Dale Smith – M.D. of Greenview
Tom Burton – Rural Municipalities of Alberta
Duane Lay – City of Cold Lake
Bob Buckle - City of Cold Lake

Administration

Kim Pinnock, NADC Manager
Sheila Sikora, NADC Research Officer
Megan Ciurysek, NADC Research Officer

Presenters

Advanced Trenchless – Dave Machado
Advanced Trenchless – Kelly Herman

Draft Minutes for Approval at January 24, 2019 Meeting

Welcome, Introductions, and Housekeeping:

Chair Bob Marshall called the meeting to order at 9:37am and introduced Carolyn Kolebaba, Reeve for Northern Sunrise County.

Reeve Carolyn Kolebaba delivered greetings from Northern Sunrise County at 9:40am.

Chair Bob Marshall introduced Michelle Huley, Constituency Assistant to Deputy Speaker, MLA for Peace River, Debbie Jabbour

Michelle Huley delivered greetings on behalf of Deputy Speaker, MLA for Peace River, Debbie Jabbour at 9:41am

Review and Adoption of Agenda

Moved by Corinna Williams of Northern Sunrise County to accept the agenda as presented at 9:42am
MOTION CARRIED

Adoption of Minutes of the Cold Lake, July 19, 2018 meeting

Moved by Janice Reyda of M.D. of Peace that the minutes be accepted at 9:43am

MOTION CARRIED

Roundtable Introductions

Bob Marshall asked members to introduce themselves and to give an update on anything new going on in their communities with respect to water and wastewater.

Jennifer Besinger, County of Grande Prairie – double checking versions of the mutual aid templates for water/wastewater operators.

Vern Lymburner – Town of Valleyview – work is occurring to use town facility as a training facility for Northern Lakes College.

Business arising from previous minutes

Review of Action List and Correspondence

Sheila Sikora of NADC reviewed the Action List from the Cold Lake meeting on July 19th and noted that there was a new format in that the items are now divided into Ongoing, New, and Operational items. Under Ongoing items:

- Funding for recruitment for municipal internship program and WNC membership fee survey.
- Recruiting an agriculture and industry representative for WNC as well as First Nation and Metis recruitment.
- Exploring funding opportunities for the Training part of the Recruitment, Training and Retention subcommittee.
- Connecting with an established Coalition to present to WNC on strategy.

Under New items, the following have been completed:

Draft Minutes for Approval at January 24, 2019 Meeting

- Reporting back to members about discussions around bacteriological testing in the north, including a teleconference with the Minister of Health.
- Inviting Tanya Hunter with Alberta Environment and Parks to present on the dashboard to WNC or at Water Week North.
- Sending Alberta Water Council survey to members and to follow up with a request for a presentation to WNC and a link to the WNC webpage.
- Sending members information on Google Docs. log-in.

Under New items, the following are ongoing:

- Members to consider stepping into role of WNC Vice-Chair.
- Members to consider joining the communications committee.
- Review of Strategic Plan, Terms of Reference, and Communications plan – to be discussed today.

Under Operational items, the following is complete:

- A list of events/conferences that WNC can exhibit at to increase presence in the north.

Under Operational items, the following are ongoing:

- Inviting local MLAs or other elected officials to attend or give remarks at WNC meetings. Sheila noted that this item has been moved to the WNC protocol document.
- Members to submit additional questions for presenting panel to Melonie who will have Q&A posted on WNC page.
- Suggestions for presentations for future meetings.
- Selecting a date and location for the next meeting – Lac La Biche is the next location in the new year.

Discussion on Strategic Plan, Communications Plan, Operational Plan, Terms of Reference

Chair Bob Marshall highlighted the changes that have been made to the strategic plan and the communications plan. Changes to the strategic plan include wording changes to 2.0 and 3.1, and moving action items from 2.4 to 3.1. Changes to the communications plan include a tense change throughout the document, additions regarding the external communications, and communications committee, moving points regarding presenters under Goal 2 to Goal 3, insertion of an updated action list, and an addition of a last revised date. Bob asked if there were any further amendments to the documents. There were none.

Bob emphasized that these documents are living documents and are subject to change when required.

Sandra Eastman of M.D. of Peace moved to accept the Strategic Plan, Communications Plan, and Terms of Reference as presented at 9:55am.

MOTION CARRIED

Update: Teleconference with Minister of Health

Chair Bob Marshall provided some background on the bacteriological testing issue, recounting to members the concerns over delays in receiving water testing results when trying to put in a line or reactivate a system. Bob also summarized some of the concerns regarding the failure of samples tested outside of the 24 hour time frame.

Draft Minutes for Approval at January 24, 2019 Meeting

Bob discussed the outcomes of the July teleconference with the Minister of Health, Sherri Wilson, ADM of Public Health and Compliance, Debra Mooney of Alberta Health Services, Keith Straub of High Level, Leslie Burke and Heather Dolhanty of Regional Municipality of Wood Buffalo, and NADC staff. Concerns over the delays in testing were outlined during that teleconference. There was also discussion of a dashboard being available for operators, and if there is anything that WNC can do to help with getting the information from that dashboard.

Bob then informed the membership that Alberta Health Services had contacted him in August to discuss the process around operators needing results in a timely manner.

Bob recounted the outcomes from the latest teleconference in November with Shane Hussey of Alberta Health Services, Debra Mooney of Alberta Health, Heather Dolhanty of Regional Municipality of Wood Buffalo, and NADC staff. Bob stated that the working solution for reporting both satisfactory and unsatisfactory results from construction/maintenance/power line disruptions entailed a faxing process: placing a note on the requisition requesting that the results, whether satisfactory or unsatisfactory, and faxing it to AHS Environmental Public Health and then the water testing results would be sent to the municipality as soon as possible. Bob also informed the membership that a best practices document aimed at minimizing false tests is under development. Work is also being undertaken on developing a dashboard. Bob requested that the membership bring forward information they may have on how other provinces share water testing results with water/wastewater operators. This information would then be shared with Shane Hussey from Alberta Health Services.

There were no questions from the membership on this issue.

Call for Position of Vice-Chair

Chair Bob Marshall stated that this meeting is the last one until the new year. Bob asked the membership to put forward their name at this time if interested in the position of Vice-Chair. He outlined the duties of this position: to chair the meeting if he cannot, responding to emails, participating in teleconferences, and that there is no travel commitment. Corinna Williams put her name forward for the position. Bob stated the positions of Chair and Vice-Chair will be decided in January. Northern Sunrise Reeve Carolyn Kolebaba questioned the delay until January to decide both positions, and why the positions have to be decided every year and all at once? NADC manager Kim Pinnock explained that because the organizational meeting is done in January, the intent was to have both positions filled at that time. Reeve Carolyn Kolebaba suggested that the Terms of Reference be changed so that Executive Positions are set for two years and that Vice Chair and Chair positions are elected in offset years. Bob stated that these issues can certainly be revisited.

New Business and Updates

Social Media for WNC

Sheila Sikora of NADC summarized the discussion at a recent communications committee meeting regarding the creation of social media accounts for WNC. She stated that the committee recommended that NADC create a WNC Twitter account, Facebook profile, and a Facebook page as opposed to a Facebook group at this time.

Draft Minutes for Approval at January 24, 2019 Meeting

Tracey Anderson from Aquatera suggested that a LinkedIn account also be created for WNC.

Corinna Williams of Northern Sunrise County questioned whether Facebook groups could be open or closed. Sheila responded that they could be either and there are pros and cons to each type of group. Corinna suggested that either type of group could be tried out for 6 months to see if the group is positive or negative. Sheila also mentioned that research was currently underway from the recruitment, training, and retention subcommittee regarding possible groups WNC could join once the accounts are created.

Chair Bob Marshall mentioned that the aim is to keep it as simple as possible, that the NADC secretariat would be administering the accounts for now, that a link to the NADC website would be included on the accounts, and that the accounts are to be created before the next meeting.

Corinna Williams of Northern Sunrise County moved at 10:10am that NADC create Facebook/Twitter/LinkedIn accounts for WNC.

CARRIED

Presentation: Kelly Herman and Dave Machado – Advanced Trenchless Inc.

The presentation from Kelly Herman and Dave Machado of Advanced Trenchless Inc. illustrated the benefits of using Cured In Place Pipe (CIPP) to repair pipes and inspect system before problems arise. The presenters specialize in project management, rating different lines, and fixing lines without having to dig up roads. Costs are dramatically lower (\$170.00/lineal foot for trenchless vs. \$760.00/lineal foot on trenching). When a pipe is fixed, the repair can last 50-100 years. CIPP can be used in non-traditional areas where there are large pieces of pipe missing, and lateral repairs are also doable. The technology consists of structural fiberglass and an impermeable membrane.

Q&A:

Question: Does the company have seasonal restrictions?

The company works year round but in certain temperatures (-20) equipment doesn't work.

Question: Repairs – are they done in sections?

For a really bad section, the liner can be made thicker, and for the rest of the section, the lining can be made thinner.

Question: Are such repairs cost-effective for small projects?

The cost can be close to replacement costs with septic tanks mentioned as an example. The septic tank may cost \$20,000 dollars to replace. The cost for Advanced Trenchless Inc. to fix the septic tank may be less but not a lot less because it would be a custom build. The presenters stated that water line repairs are driven by demand, and they are waiting on a technology license.

Question: What about drips and sags?

The liner mimics what it goes into.

Draft Minutes for Approval at January 24, 2019 Meeting

Question: Are there time restrictions?

The work can be done in two days. The company is trying to reach out to municipalities and put them on a five year program. The presenters stated that a main line can be repaired 200 metres at a time and that the diameter of the pipe can be 4 inches to 48 inches, with CIPP being 8 feet in diameter.

Question: What is the ability to withstand an auger?

It has the same ability to withstand as other regular auger uses.

Question: Does it have non VOC resins? Is it enviro friendly?

They have different resins that can be used.

Question: What about culvert cost?

It depends on size and that in terms of cost savings, it may be more cost-effective to replace it.

If anyone has follow-up questions regarding this presentation please email NADC secretariat for follow-up.

Subcommittee Updates

Education and Awareness

Meghan Payne displayed the subcommittee's quarterly bulletin summarizing activities since July. She requested feedback from the Coalition on this quarterly bulletin. Meghan stated that the subcommittee intends to create a poster with infographics outlining the true cost of water. The plan is to track the true cost of water using a fresh water source (river) in a small community of about 2000. Information from Northern Sunrise County will be used as the County has already completed work on this matter. The intent is to display the posters in public places and schools. The cost of water poster with visuals would be accompanied by a written document as well. ACTION: Meghan will investigate finding a student internship so that a graphic design student could design the posters. Meghan referred to the list of potential exhibits and mentioned a few trade shows coming up and that it is the hope to have WNC materials at these public events.

Advocacy

Sandra Eastman stated the grants brochure is done. Members asked that a statement be added to the brochure indicating that it was last updated as of XXX date before its put online and new copies are printed. Updates are to be included as needed. Sandra also informed members about the need for reliable, consistent funding for water and wastewater, referencing the strategic plan and water/wastewater surveys conducted over the years. She proposed that members take back four questions to their councils. These four questions can be used to develop a resolution, starting with local municipalities, zones, RMA, and perhaps FCM. The four questions are:

- What is your water/wastewater infrastructure deficit/liability amount in the next 10 years?
- What is the greatest challenge in meeting those needs/liability?
- What do municipalities require from WNC, what would you like us to advocate for?
- Do qualifying criteria restrict your ability to apply for grants?

Draft Minutes for Approval at January 24, 2019 Meeting

Sandra also mentioned banners for RMA/AUMA, and to partner with Aquatera for RMA. Sandra also stated that the subcommittee is working to get First Nations/Metis representation.

Recruitment, Training, and Retention

Jennifer Besinger stated that the subcommittee will be compiling a list of water and wastewater sites that exist and to put these on the Facebook account when it is created. Jennifer also mentioned a list of operators and a map of Alberta where facilities are located. Ideally, it would be useful to overlay these two pieces of information (operators/facilities) on a map. A list of available contractors has been started. With regard to training, the challenge is providing regional peer training. The subcommittee is putting together a business plan to present to Alberta Environment regarding CEUs for peer training. The subcommittee is identifying items for a training session, and skills achieved at the facility for sign off by a supervisor. The CEUs would be provided for training, and the trainers could also collect CEUs as well.

Chair Bob Marshall thanked the committees for their updates and added that it is important to select one thing and do it well.

Next Meeting

The next meeting will be held in Lac La Biche. The date has not been finalized. Elkan Engineering and Alberta Environment are on the list to be upcoming presenters. Bob encouraged the membership to forward suggestions for presenters to Melonie.

Sandra Eastman made a motion at 1:45pm to have NADC send out the four questions to all members before the next meeting. A friendly amendment was that once the questions are finalized to send them to Tom Burton so that he can send them out to his contacts.

CARRIED

Adjournment

Johannes Zwart of the Town of Grande Cache made a motion to adjourn the meeting at 1:50pm.

CARRIED

Meeting adjourned.



STAFF REPORT

Title: Minutes January 24, 2019 Water North Coalition

Meeting Date: October 22, 2019

Executive Summary:

Minutes Water North Coalition January 24, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Draft Minutes for Approval at May 16th, 2019 Meeting

Minutes
Water North Coalition (WNC)
Thursday, January 24th, 2019
Lac La Biche, AB

Attendees

Bob Marshall – County of Grande Prairie
Kelly Herman – Aquatera
Cherie Friesen – Northern Lakes College
Grant Dixon – Advanced Technology Applications
Meghan Payne – Lesser Slave Watershed Council
Murray Kerik – M.D. of Lesser Slave River
Ian Willier – Big Lakes County
Willis Fitzsimmons – Saddle Hills County
Jennifer Besinger – County of Grande Prairie
Tom Burton – Rural Municipalities of Alberta
Duane Lay – City of Cold Lake
Bob Buckle - City of Cold Lake
Cal Mosher – Town of Beaverlodge
Terry Carbone – Birch Hills County
Andy Trudeau – M.D. of Smoky River
Reuel Thomas – Portage College
Richard Simard – Big Lakes County
Lyle Farris – M.D. of Lesser Slave River 124
Keith Straub – Town of High Level
Rory Card – Town of Rainbow Lake
Wally Olorenshaw – Town of Rainbow Lake
Travis Johnson – Athabasca County
Barry Schmidt – M.D. of Opportunity
Marcel Auger – M.D. of Opportunity
Robin Guild – M.D. of Opportunity
Earl Gullion – M.D. of Opportunity
Brad Trimble – Town of Bonnyville
Khalil Shaikh – Lac La Biche
Erin Ritchie – Lakeland Industry and Community Association
Jason Stedman – Lac La Biche
Colin Cote – Lac La Biche

Administration

Susan Shave, NADC Manager
Melonie Doucette, NADC Senior Northern Development Officer
Sheila Sikora, NADC Research Officer

Presenters

Elkan Environmental Engineering – Rhonda Hewko
County of Grande Prairie – Jennifer Besinger
Anuja Ramgoolam – Alberta Water Council

Welcome, Introductions, and Housekeeping:

Chair Bob Marshall called the meeting to order at 10:01am and introduced Omer Moghrabi, Mayor of Lac La Biche.

Mayor Omer Moghrabi delivered greetings from Lac La Biche County at 10:02am.

Review and Adoption of Agenda

Moved by Andy Trudeau of M.D. of Smoky River to accept the agenda as presented at 10:08am.

MOTION CARRIED

Adoption of Minutes of the St. Isidore, November 15, 2018 meeting

Moved by Keith Straub of the Town of High Level that the minutes be accepted at 10:09am.

MOTION CARRIED

Roundtable Introductions

Bob Marshall asked members to introduce themselves and to give an update on anything new going on in their communities with respect to water and wastewater.

Cal Mosher, Town of Beaverlodge – a disastrous rainstorm last summer revealed weaknesses found with infrastructure. Infrastructure will be a big issue with regard to the budget.

Terry Carbone, Birch Hills County – G5 project is in the preliminary stages.

Andy Trudeau, M.D. of Smoky River – upgrades are being performed in hamlets as infrastructure is 60 years old.

Reuel Thomas, Portage College – partnering with Lac La Biche for water training.

Ian Willier, Big Lakes County – commissioned pump house in Kinuso, grants funding 50% water treatment construction in Jousard.

Bob Buckle, City of Cold Lake – construction of regional line to Bonnyville.

Jennifer Besinger, County of Grande Prairie – Valhalla lift station complete, truck fill for Bezanson community is anticipated to be completed by the end of February, water treatment upgrade for Bezanson, looking at community water system project for the hamlet of La Glace, regional transmission line from Grande Prairie to Wembley is 85% complete.

Willis Fitzsimmons, Saddle Hills County – upgrading lift stations in Woking, new water treatment plant at Savannah (4th water treatment plant in County), transmission distribution system at Bonanza and Bay Tree.

Draft Minutes for Approval at May 16th, 2019 Meeting

Grant Dixon – Advanced Technology Applications – lead instructor for Northern Lakes College, minimum operator regulation changed January 4th, 2019. Operators-in-training need to be attended by an experienced operator. This regulation change will have impacts on potential training and staffing needs. Letter from Environment and Parks received January 6th, 2019.

Lyle Farris, M.D. of Lesser Slave River No. 124 – 30 million spent on regional water since 2011, million dollar upgrades in Smith, improving water quality source from Slave Lake, Canyon Lake treatment plant is membrane only.

Meghan Payne, Lesser Slave Lake Watershed Council – preparing integrated watershed plan and working with stakeholders.

Keith Straub, Town of High Level – funding in regional water line program, working with First Nations.

Rory Card, Town of Rainbow Lake – aging infrastructure, corrosion, pump stations, difficult to access resources, interested in the Coalition with respect to finding and retaining operators.

Wally Olorenshaw, Town of Rainbow Lake – upgrading water meters for conservation, upgrading water valves (2 million), rehab project planned for water treatment plant, corrosion on side of plant and grants are being sought to help with this, difficulty with getting operators (level 2).

Travis Johnson, Athabasca County – redoing the intake from the Athabasca river for the water treatment plant. Everything is on track. The project is anticipated to start next year.

Kelly Herman, Aquatera – Bernd Manz has retired, a datashare program is available and can improve access to water information on Smartphone with the roll out expected in the summer.

Marcel Auger, M.D. of Opportunity – working with First Nations (Bigstone) on water use agreement to provide water to the First Nation, capital upgrades, Loon River, partnering for viable water source, Peerless Trout, transit to First Nation status, M.D. to be operator and service, Federal government is providing 80% funding to province, negotiate if that becomes an option.

Earl Guillon, M.D. of Opportunity – will be losing four operators in the next 12 months.

Khalil Shaikh, Lac La Biche – thank you for attending the tour of the water treatment plant. Activities include extending water and sewer to communities along the Lakeshore to protect the environment and keep lake healthy, installed a 3 km long water and sewer system to Mission Beach subdivision last year and will extend it another 5.5 km to the rest of the subdivision, replacing aging cast iron pipes with plastic pipe, completed two phases of the water treatment plant upgrades to produce best quality water, made significant changes on the heating system at water treatment plant to treat effluent effectively, busy construction season this year.

Colin Cote, Lac La Biche – protection of source water, membership includes Lakeland Industry and Community Association, Alberta Lake Management, Athabasca Watershed, water treatment is state of the art, focus is going toward starting with a good water source (need a good healthy lake for good water).

Business arising from previous minutes

Review of Action List

Melanie Doucette of the NADC reviewed the action list:

Under Ongoing items:

- Recruiting for Indigenous and other industry representatives are ongoing and a priority.
- Securing long term funding a priority moving forward.

Under New items:

- Reporting back to members about discussions around bacteriological testing in the north.
- Reviewing how to login and use Google Docs
- Social media accounts for the Coalition
- Grants brochure – copies are available at the table and on the NADC website
- The communications and strategic plans were adopted in the last meeting. The Terms of Reference will be adjusted with respect to terms for Chair and Vice-Chair.

Under Operational items:

- Communications committee is always looking for new members. The tasks involve approvals through email.

Review of Terms of Reference

Chair Bob Marshall outlined the suggestion made at the last meeting with regard to the Terms of Reference. At the November meeting, it was suggested that both the Chair and Vice-Chair serve a 2 year term instead of a one year term and that the terms be staggered. During this meeting, discussion ensued over the duration of the terms for each of the positions. Members pointed out that there is no opportunity for the Vice Chair to move into the Chair position in the event of the Chairperson stepping down or not being re-elected. A suggestion was made for the Chairperson election to coincide with municipal elections, with another noting that a four year term is a big commitment.

Moved by Willis Fitzsimmons to make the following change in the Terms of Reference at 10:35am: The term of Chair is to be two years, not one, and the term of Vice-Chair will remain a one year term.

MOTION CARRIED

Update: Teleconference with Minister of Health on Bacteriological Testing

Chair Bob Marshall recounted for the membership the activities that occurred in the last six months with respect to the issues around bacteriological testing. Bob mentioned the call with the Health Minister in August, and a teleconference with Shane Hussey of Alberta Health Services and Debra Mooney of Environment and Parks in November. Bob updated the membership on a recent email sent by Shane Hussey on some of the issues discussed during the teleconference in November:

- Faxing process for water samples has been shared with Bob. Keith Straub noted he has not yet used the faxing process.
- Environment and Parks are aware of the change in the process of reporting results in that some types of satisfactory samples are being expedited and sent to Environment and parks offices via fax.

Draft Minutes for Approval at May 16th, 2019 Meeting

- The deadline for creating a best practices document has been extended due to work undertaken by the Provincial Drinking Water Committee. Some of the problems encountered with samples include missing information (date/time), no label, testing outside of the 24 hour time limit, unapproved container, insufficient volume for processing.
- Capacity issues were not identified as a reason for ProvLab rejecting water samples as samples that arrived the night before get registered in such a way that they are not rejected due to the 24 hour cut off.
- The membership was asked if they know of any provinces that use such data sharing tools. Saskatchewan and the Maritime provinces (Nova Scotia) were mentioned. Grant Dixon offered to research the provincial data sharing tool used in Saskatchewan. Sheila Sikora of NADC to share information already gathered on this issue. Keith Straub mentioned that it would be nice to have a dashboard to see water testing results as they come in.
- Chair Bob Marshall indicated he would like to have both Shane Hussey and Debra Mooney present to the Coalition to discuss data fields municipalities would like to have on the dashboard and to answer questions. Bob will follow up with both Shane and Debra.

Social Media

Melonie outlined the problems encountered when attempting to set up a Facebook page for the Water North Coalition and a LinkedIn page. In order to make a Facebook page, a profile must be attached to it. Fake profiles were attempted but are not accepted in Facebook and as a result, Facebook has locked the account. Melonie has tried to contact Facebook to deactivate the account that has been created. The Twitter account has been created but is not activated. Currently, the NADC publicizes the Coalition's activities through its social media accounts. Melonie stated she is open to advice on creating the Facebook page. Melonie indicated that the process document for social media accounts has been drafted and outlines guidelines for approval. The process for posting content is similar to the current process of vetting documents/information through the communications committee.

Moved by Willis Fitzsimmons to accept the process document as it is at 10:48am.

MOTION CARRIED

New Business and Updates

Google Docs

Melonie presented the Google Docs page to the membership and noted that the meeting package is available using the link provided in the email she sends. The subcommittee documents are also available on Google Docs using separate accounts. Melonie showed the membership how to login to Google Docs and how to drag and drop documents into the drive. Bob Buckle indicated he had difficulty accessing Google Docs using the City system. The membership was told they can type in Google Docs in the search bar or download the app available. Melonie to email login information to membership. She also informed members that if they are still having difficulties accessing the Google Drive to call her and she will walk them through it. Melonie noted that documents are capable of being changed on the Google Drive. Members were also advised to use caution when opening their own personal gmail

accounts at the same time as opening the Coalition gmail accounts as some personal information has migrated over to the Coalition accounts in the past.

Mutual Aid Documents

Jennifer Besinger informed the membership that there are two documents that have been finalized. One document is a contractor document for operators filling in for an absent operator. The other document is designed for longer terms of operation. She indicated that the documents are templates for municipalities to use so that they do not have to reinvent the wheel in creating documents for their operations. Grant Dixon stated that disclaimer recommends that the documents be vetted by legal departments, and Melonie noted that a line has been added absolving the Water North Coalition of any liability.

Moved by Keith Straub to approve the documents for upload to the NADC website at 11:08am.

MOTION CARRIED

Presentation: Rhonda Hewko, Elkan Environmental Engineering and Jennifer Besinger, County of Grande Prairie.

The presentation from Rhonda Hewko and Jennifer Besinger illustrated the benefits of BEAST (Bioelectrochemical Anaerobic Sewage Treatment) technology, developed by the National Research Council, for wastewater systems. The presenters informed the membership that sewage was not effectively biodegrading and causing problems downstream and potential health concerns. The pilot for the BEAST technology involved a lagoon in Bezanson. Results indicated that BEAST increases degradation rates, the quality of effluent was high, and was cost effective for large communities. Further, the technology works well in cold climates, is easy to operate, and uses a small footprint.

Q&A:

Question: What about ionized ammonia and phosphorus?

Testing has been done and there is a trade off in removing ammonia and phosphorus as the voltage has to be increased to 1.5. The system does a better job of removing ammonia.

Question: What about recirculating effluent?

No, not yet. Looking for a spot to test.

Question: What is the rate of flow change? Constant rate? For efficiency?

Need to run it for a fairly constant rate. The electrodes speed up anaerobic process. 1.5/full treatment. It also depends on the wastewater profile and strength. For Rosebud, there was an eight hour retention.

Question: What about applying this technology to a residential septic tank? Some subdivisions have septic tank pump outs.

Yes, the technology can be downsized. Discussions are taking place with a company in Grande Prairie about subdivisions.

Presentation: Anuja Ramgoolam, Alberta Water Council; Clean Air Strategic Alliance

The presentation from Anuja Ramgoolam outlined the importance of protecting sources of drinking water in Alberta. The project described in the presentation involved developing a common approach for establishing source water protection plans to be used in all watersheds. The Council worked with the Government of Alberta to create an inventory of treatment systems, and surveyed the following: targeted organizations involved in safe water practices in Alberta, individuals who rely on a private source of water on their property, and organizations that provide drinking water to communities. Raising awareness of the importance of safe water practices, collaboration, coordination of information, and access to data were some of the best practices gleaned from the survey results. The Council is currently working on a jurisdictional scan, and analyzing data. A guidance document is being drafted that will include tools, resources, best practices, and case studies for public and private organizations and individuals. The Council is anticipating a report to be completed by the end of 2019.

Question: Is the Council working with watershed groups?
Yes and there are two representatives.

If anyone has follow-up questions regarding these presentations please email NADC secretariat for follow-up.

Subcommittee Updates

Advocacy

Interbasin Water Transfer: Bob Buckle informed the membership that transferring water from one basin to another has been difficult to do historically. He indicated that one transfer was done last year, and there are two others from Beaver River basin to the North Saskatchewan basin. Bob is proposing that a letter be sent to the Minister of Environment and Parks to clarify the process. It is important to ensure municipalities have the opportunity to get water. It takes a special act in the legislature for a transfer to occur. However, Bob explained that there appears to be a loosening of the rules from Environment and Parks with actions differing from the process with regard to the three recent transfers. A letter requesting information from the Minister is to be approved and sent forward.

More Indigenous Representation on the Water North Coalition: This issue is challenging and opportunities out there need to be identified.

Proposal for RMA/AUMA for fall: Need to gather information from municipalities from the four questions.

- What is your water/wastewater infrastructure deficit/liability amount in the next 10 years?
- What is the greatest challenge in meeting those needs/liability?
- What do municipalities require from WNC, what would you like us to advocate for?
- Do qualifying criteria restrict your ability to apply for grants?

These questions are to be sent to the membership for CAOs to answer. These data from these questions will help draft a resolution.

Draft Minutes for Approval at May 16th, 2019 Meeting

Water North Coalition Presentation at RMA – A suggestion was made to have WNC exhibit at RMA with Aquatera.

Recruitment, Training, and Retention

Grant Dixon gave an update for Jennifer Besinger.

Mutual Aid documents: Grant stated the subcommittee will review Tom Burton's changes to the Mutual Aid documents.

Map of Operators/Systems: Grant described how the subcommittee is trying to overlay a list of operators over a map of water and wastewater operations from Water for Life.

Training in the North document: Grant noted that the Training in the North document will be revised to reflect links to educational institutes that provide training instead of a listing of courses.

List of Contractors: Grant stated a list of private operators is being compiled that could be used when someone needs an operator to fill in.

Competency Based Peer Cross Training: Grant told members the subcommittee is also working on competency based training that allow Continuing Education Units to be accumulated during cross training. Grant stated he will approach Environment and Parks to discuss using the ABC (Association of Boards of Certification) model for these competencies.

New Business: Grant indicated that the dual credit program for high school students with regard to non-credit courses will end in 2020. He also indicated that the subcommittee would like to clarify with Environment and Parks the minimum operator attendance guidelines. A letter from the Chair would be helpful in clarifying the issue and whether there is some latitude with respect to northern operators. The subcommittee suggests that this item be put on agenda for the May meeting.

Education and Awareness

Facebook Page: Meghan Payne offered to be one of the administrators for the Water North Coalition Facebook page as she administers a page already for her organization. She noted an individual will have to be an administrator eventually. Once the page is created, the membership is urged to like or follow it.

Cost of Water documents/videos: Meghan informed the membership that computing the cost of water from source to tap will be difficult to do because it will not be the same for all operators/communities. She described some videos from the Alliance for Water Efficiency, <http://www.allianceforwaterefficiency.org/default.aspx>, that the Coalition could use to describe the process of creating drinking water from source to tap. Meghan said that she is looking into a student internship to assist in the development a visual/text document to complement videos from the Alliance. She noted a job description will need to be drafted to attract students. Reuel Thomas of Portage College offered to send the job posting to the Student Association and the Environment and Natural Resources Tech Program. Meghan suggested the membership contribute some money to pay for the student to prepare the documents. An estimate of the cost is needed and perhaps a call out to municipalities. She

Draft Minutes for Approval at May 16th, 2019 Meeting

stated that the Lesser Slave Watershed Council account could be used to hold the funding for a student intern.

Next Meeting

The next meeting will be held in the M.D. of Opportunity either on the 16th or 23rd of May. The date has not been finalized. Chair Bob Marshall informed the membership to RSVP to Melonie if inviting water operators so that the host community knows how many people will be attending. There is currently no host for the meeting in July or August. The membership is encouraged to contact Melonie if there is an interest in hosting the summer meeting. Upcoming presenters include the University of Calgary and Alberta Environment and Parks.

Moved by Keith Straub at 2:08pm that Alberta Health Services present to the Water North Coalition on bacteriological testing.

MOTION CARRIED

Members are encouraged to forward suggestions for presenters to Melonie. The aim is to have one presentation per meeting.

Adjournment

Moved by Duane Lay to adjourn the meeting at 2:11pm.

MOTION CARRIED

Organizational Meeting

Melonie called for nominations for Chairperson to serve a two year term, and nominations for Vice-Chair to serve for a one year term.

Nominations for Chair of the Water North Coalition to serve a two year term commencing January 2019-January 2021:

Willis Fitzsimmons nominates Bob Marshall as Chair. Bob Marshall accepts the nomination. Second and third calls for nominations are made but none are put forward.

Terry Carbone moves that nominations for Chair have ceased at 2:12pm.

CARRIED

Nominations for Vice Chair of the Water North Coalition to serve a one year term commencing January 2019 to January 2020:

First, second, and third calls for nominations are made, but none are put forward.

Bob Marshall moves that nominations for Vice Chair have ceased at 2:14pm.

CARRIED

The nomination for Vice-Chair will be carried over to the next meeting.



STAFF REPORT

Title: Minutes March 18, 2019 Northern Alberta Mayors and Reeves Caucus

Meeting Date: October 22, 2019

Executive Summary:

Minutes Northern Alberta Mayors and Reeves Caucus March 18, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

Submitted by:

Kevin Nagoya, Chief Administrative Officer

NORTHERN ALBERTA MAYORS AND REEVES CAUCUS MEETING
Edmonton – Edmonton Convention Centre
Monday, March 18, 2019

Present:

Mayor Alanna Hnatiw	Sturgeon County
Reeve Alvin Hubert	Saddle Hills County
Mayor Barry Turner	Town of Morinville
Reeve Bart Guyon	Brazeau County
Mayor Bob Young	City of Leduc
Deputy Mayor Brian Holden	Town of Bon Accord
Deputy Mayor Brice Ferguson	Town of Slave Lake
Deputy Mayor Bruce Lloy	Town of Stony Plain
Mayor Caroline McAuley	Town of Vermilion
Mayor Cathy Heron	City of St. Albert
Mayor Charlene Smylie	Village of Wabamun
Deputy Reeve Cheryl Pasay	Thorhild County
Reeve Craig Lukinuk	Smoky Lake County
Reeve Dale Swyripa	County of Vermilion River
Mayor Dan Deck	Town of Gibbons
Reeve David Diduck	Lamont County
Mayor Don Iveson	City of Edmonton
Reeve Douglas Drozd	County of Barrhead
Deputy Mayor Duane Lay	City of Cold Lake
Mayor Gale Katchur	City of Fort Saskatchewan
Mayor Gene Sobolewski	Town of Bonnyville
Mayor Gerald Soroka	Yellowhead County
Mayor Hank Holowaychuk	Town of Smoky Lake
Mayor Janet Jabush	Town of Mayorthorpe
Mayor Jim Hailes	Town of Fox Creek
Reeve Joe Blakeman	Lac Ste. Anne County
Mayor John Stewart	City of Beaumont
Reeve Kevin Grumetza	Thorhild County
Mayor Kevin Zahara	Town of Edson
Reeve Leanne Beaupre	County of Grade Prairie No. 1
Deputy Mayor Lorin Tkachuk	Lac La Biche County
Reeve Lou Hall	Westlock County
Mayor Marcel Michaels	Town of Hinton

Mayor Maryann Chichak	Town of Whitecourt
Mayor Maureen Miller	Town of St. Paul
Mayor Mel Smith	Town of Redwater
Mayor Michel Doerksen	Town of Drayton Valley
Deputy Reeve Nick Gelych	Lac St. Anne County
Mayor Norman Mayer	City of Camrose
Mayor Omer Moghrabi	Lac La Biche County
Deputy Reeve Randy Orichowski	Smoky Lake County
Mayor Raymond Ralph	Town of Devon
Mayor Rod Frank	Strathcona County
Mayor Rod Shaigec	Parkland County
Mayor Ron Govenlock	Woodlands County
Mayor Stuart Houston	City of Spruce Grove
Mayor Tim MacPhee	Town of Vegreville
Mayor Tyler Gandam	City of Wetaskiwin
Mayor Vern Lymburner	Town of Valleyview
Mayor Wally Yachimetz	Town of Calmar

GUESTS:

- Councillor Tony Caterina, City of Edmonton, Ward 7
- Yetunde Oke, Intergovernmental Affairs, City of Edmonton
- Janet Riopel, President and CEO, Edmonton Chamber of Commerce
- Nicole Martel, AUMA
- Kim Trynacity, CBC
- Keith Gerein, Edmonton Journal
- Lisa Holmes
- Graham Thomson
- Honourable Shaye Anderson, Minister of Municipal Affairs, Government of Alberta
- Stephen Mandel, Leader, Alberta Party
- Steve Goodman, Alberta Freedom Conservative Party
- David Khan, Leader, Alberta Liberal Party

ALSO PRESENT:

- Bin Lau, Office of the Mayor, City of Edmonton
- Joan Laventure, Office of the Mayor, City of Edmonton
- Patricia Osadciw, Office of the Mayor, City of Edmonton
- Devin Siebold, Office of the City Clerk, City of Edmonton

OPENING REMARKS AND INTRODUCTION

The meeting convened at 9:08 a.m., Mayor D. Iveson, Caucus Chair, presided.

ADOPTION OF AGENDA AND MINUTES

That the March 18, 2019, Northern Alberta Mayors' and Reeves' Caucus meeting agenda be adopted.

Adopted with Unanimous Consent

That the following Northern Alberta Mayors' & Reeves' Caucus meeting minutes be adopted:

- ***October 12, 2018, Northern Alberta Mayor's and Reeves' Caucus, meeting minutes***

Adopted with Unanimous Consent

Alberta Election Panel

Kim Trynacity, CBC, served as the moderator for a discussion about the upcoming provincial election. Panelists included Graham Thomson; Keith Gerein, Edmonton Journal; and Lisa Holmes, former Mayor of Morinville.

Discussion topics included:

- The possible date of the election
- Jeff Callaway's campaign for the UCP leadership
- Whether or not a budget would be released prior to the election
- Election coverage focusing on scandal instead of policy
- How municipal leaders should balance their political beliefs with the need to work with elected officials at other levels of government
- Implications of a minority government

Government of Alberta greetings

Honourable Shaye Anderson, Minister of Municipal Affairs, Government of Alberta, made a presentation and answered caucus members' questions.

Key topics included:

- Infrastructure development under the current government

- The promotion of rural broadband
- The need for a stable and predictable funding plan to replace the Municipal Sustainability Initiative
- Oil and gas industrial property tax delinquencies
- Long-term debt and taxation of cannabis

Alberta Party platform

Stephen Mandel, Alberta Party Leader, made a presentation and answered caucus members' questions.

Key topics included:

- Advocacy for Alberta and its oil industry
- The value of working together
- Economic growth as a priority
- Job creation programs
- Policies to support forestry and agriculture while considering the environment

Alberta Freedom Conservative Party platform

Steve Goodman, Alberta Freedom Conservative Party candidate for Drayton Valley-Devon, made a presentation and answered caucus members' questions.

Key topics included:

- Legislative reform
- Accounting processes and oversight
- Tax reduction
- Municipal sustainability
- Relations with the federal government relations and its policies

Alberta Urban Municipalities Association update

Cathy Heron, AUMA Board Director and Mayor of the City of St. Albert, made a presentation and answered caucus members' questions.

Key topics included:

- Negotiations on a new funding framework for municipalities
- The AUMA's advocacy priorities for the provincial election:
 - Equitable infrastructure funding
 - Municipalities' fair share of cannabis revenue

- Improved resources for policing services
- The environment and solid waste recycling
- The schedule of events for the next AUMA meeting
- Advocacy at the federal level for:
 - Addressing the effects of the mortgage financial stress test in Alberta
 - Oil industry and pipeline advocacy in Quebec, and Bonnyville's possible Resource Communities of Canada strategy.

Alberta Liberal Party platform

David Khan, Alberta Liberal Party leader, made a presentation and answered caucus members' questions.

Key topics included:

- Legislative recognition of municipalities as levels of government with additional taxation powers to match downloaded responsibilities
- The need to reduce unemployment, health care waiting times, and classroom sizes
- Partisanship
- Revenue neutral carbon tax
- Senior care

Rural Municipalities of Alberta update

Kara Westerlund, RMA Board Vice President and Brazeau County Councillor, made a presentation and answered caucus members' questions.

Key topics included:

- Working with AUMA on a new funding framework for municipalities
- Long-term capital planning
- Unpaid property taxes from oil and gas industry Rural municipalities are owed \$81 million in unpaid property taxes; RMA is advocating legislative solutions
- Intermunicipal Collaboration Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) need to be reviewed prior to April 2020.
- RMA has resources available to members to advocate for their municipalities and share with constituents during the provincial election. The resources include 5 priorities: rural lens on policies, long-term MSI, intermunicipal collaboration, infrastructure and transportation, and environmental stewardship.

NEXT MEETING

The next meeting will likely include the Grand Chiefs of Treaty 6 and Treaty 8. The date has yet to be determined.

ADJOURNMENT

The meeting adjourned at 12:03 p.m.



STAFF REPORT

Title: Minutes May 16, 2019 Water North Coalition

Meeting Date: October 22, 2019

Executive Summary:

Minutes Water North Coalition May 16, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Draft Minutes for Approval July 25th, 2019 Meeting

Minutes
Water North Coalition (WNC)
Thursday, May 16th, 2019
Wabasca, AB

Attendees

Bob Marshall – County of Grande Prairie
Cherie Friesen – Northern Lakes College
Grant Dixon – Advanced Technology Applications
Murray Kerik – M.D. of Lesser Slave River
Ian Willier – Big Lakes County
Willis Fitzsimmons – Saddle Hills County
Jennifer Besinger – County of Grande Prairie
Duane Lay – City of Cold Lake
Bob Buckle - City of Cold Lake
Cal Mosher – Town of Beaverlodge
Terry Carbone – Birch Hills County
Andy Trudeau – M.D. of Smoky River
Richard Simard – Big Lakes County
Keith Straub – Town of High Level
Travis Johnson – Athabasca County
Barry Schmidt – M.D. of Opportunity
Robin Guild – M.D. of Opportunity
Josh Knelsen – Mackenzie County
Fred Wiebe – Mackenzie County
Vern Lynburner – Town of Valleyview
John Moen – Saddle Hills County
Corinna Williams – Northern Sunrise County
Colleen Sklapsky – Town of Grimshaw
Janice Reyda – M.D. of Peace
Sterling Johnson – Lac La Biche
Brian Shapka – Lac La Biche
Alex Neumann – Village of Boyle
Paul Clyburn – Village of Boyle
Janet Pomeroy – Athabasca Watershed Council
Tracey Anderson – Aquatera
Nicole Obee - Aquatera
Jamie Giberson – Aspen Regional Water Services
Dalen Peterson – County of Grande Prairie
Randy Dupuis – Town of Peace River
Dana Langer – Town of Peace River
Cody Kelly – Town of Slave Lake
Dan Rites – AWWOA

Administration

Ken Noskey, Acting Chair, NADC
Susan Shave, NADC Manager

Draft Minutes for Approval July 25th, 2019 Meeting

Melonie Doucette, NADC Senior Northern Development Officer
Sheila Sikora, NADC Research Officer

Presenters

Leland Jackson – University of Calgary
Tanya Hunter – Alberta Environment and Parks

Welcome, Introductions, and Housekeeping:

Chair Bob Marshall called the meeting to order at 9:04am and introduced Robin Guild, Councilor with the M.D. of Opportunity.

Councilor Guild delivered greetings from the M.D. of Opportunity at 9:05am.

Review and Adoption of Agenda

Moved by John Moen of Saddle Hills County to accept the agenda as presented at 9:06am.

MOTION CARRIED

Adoption of Minutes of the Lac La Biche, January 24th, 2019 meeting

Moved by Andre Trudeau of the M.D. of Smoky River that the minutes be accepted at 9:07am.

MOTION CARRIED

Business arising from previous minutes

Review of Action List

Melonie Doucette of the NADC reviewed the action list:

Under Ongoing items:

- NADC will continue to work with the WNC for possible funding opportunities
- NADC along with the advocacy subcommittee has developed a 3 stage strategy to engage potential voting/non-voting and First Nations, Metis, Inuit members
- Connecting with an established coalition to present on how to establish a successful Coalition is part of long-term strategic planning

Under New items:

- A presentation on bacteriological testing and the results of the work done on delays in results of samples from the Ministry of Health has not yet been confirmed. Inquiries are being made to determine if the Ministry of Health representative can present at the July meeting
- Social media updates will be discussed today at the subcommittee meeting
- The Terms of Reference and strategic plan were voted on and accepted for the next three years
- Google Docs information has been sent out to the membership

Under Operational items:

- Thanks to Keith Straub of the Town of High Level for joining the communications committee.

Update: AB Health/Health Services

Alberta Health is working on a portal so that operators can access information from the lab online. It is expected that more information on this portal will be shared in July. There are now ways to expedite water tests, whether positive or negative. If results are required for a good sample, a form is to be filled out operators checking off a box on the form requiring that the results be sent back. The information is to be received in a timely manner instead of one to two weeks. Further, proper labelling is recommended to ensure samples are not rejected. Some issues with sample rejection were brought forward from the Regional Municipality of Wood Buffalo. Progress on this issue is being made, but there may be a lag with the installation of the new government.

Operator Attendance Guidelines

New attendance guidelines replace the stand-alone document. Tanya will answer questions about these guidelines during her presentation.

Roundtable Introductions

Bob Marshall asked members to introduce themselves and to give an update on anything new going on in their communities with respect to water and wastewater.

Fred Wiebe, Mackenzie County – The County is working on water diversion licenses with Alberta Environment and Parks. The County is not getting grant funding for projects.

John Moen, Saddle Hills County – Bringing water to Bonanza and Bay Tree. A new fire hall has been built in Savanna. A fire hall has been built in Bonanza. The fire hall in Woking is under construction.

Corinna Williams, Northern Sunrise County – Brent Schapansky, water operator from Northern Sunrise County, is away due to illness. A part-time operator has been working (Tracy).

Janice Reyda, M.D. of Peace – Joint advisory committee with Grimshaw has developed a source water protection plan. This plan has been ratified by member municipalities.

Sterling Johnson, Lac La Biche – approved a project servicing areas around the lake (80 lots). The project is expected to lessen the impact on the lake.

Brian Shapka, Lac La Biche – cast iron replacement lines in Lac La Biche.

Andre Trudeau, M.D. of Smoky River – There are issues with funding (federal, rural) for water co-ops.

Janice Pomeroy, Athabasca Watershed Council – the Council has completed a first draft of a watershed management plan. Municipalities, Indigenous groups, industry and Athabasca University have contributed. The first draft will be disseminated, and opinions from watershed groups will be sought. The state of the McLeod River is completed. There was a gap in data. WRP grant will fund a GIS study in watershed.

Draft Minutes for Approval July 25th, 2019 Meeting

Tracey Anderson, Aquatera – Aquatera is providing water to Wembley and the groundbreaking will be May 24th. The wastewater grand opening is planned for July 2019.

Jennifer Besinger, County of Grande Prairie – Looking at rectifying deficiencies identified in the La Glace study. A pilot project discussed in the BEAST presentation is moving forward. It is anticipated that the project will be operational at the end of summer. There is expansion of the water treatment plant in Bezanson. There is also an addition to the water source (extra well added onto system). A grand opening for truck fill in Bezanson will take place.

Terry Carbone, Birch Hills County – Agricultural spraying is putting a huge strain on water. Any ideas and suggestions on how to alleviate this stress are welcome.

Bob Buckle, City of Cold Lake – Involved in first of a three year project providing water to Bonnyville. Technical merit testing on wastewater treatment plant is being conducted.

Dan Rites, AWWOA – Training calendar is available for fall. Contact 1-877-454-7745 if interested in the courses. Instructors will travel to you if needed. Water Week is November 13-15th, 2019. The first Water Week was held in Edmonton in November 2018. A report, Taking Care of Drinking Water, was passed around a few years ago. Some copies were left over at RMA, and if councilors wish, there are copies available at this meeting.

New Business and Updates

WNC Annual Progress Report

Bob Marshall and Melonie Doucette informed the membership of the progress report, and how it contains good information to take back to councils, as it shows how the coalition is relevant to the North. The report outlines the milestones achieved throughout the year at quarterly meetings, the outcomes of the subcommittees, and other significant quantitative information on the coalition.

Non-Voting Member Requests

Melonie informed the membership that the Athabasca Watershed Council would like to be a member of the coalition. The matter will be decided during the organizational meeting in the afternoon. GWS Environmental Inc. (Taylor Rudrum) also expressed interest in becoming a member of the coalition. Taylor provides shared services as a contractor/operator for Hythe and other locales.

WNC Promotional Video

The updated WNC video was presented to the membership. Bob Marshall and Melonie Doucette suggested that a coalition member could voice the video and encouraged members to think about voicing it.

Presentation: Professor Leland Jackson, Scientific Director, University of Calgary

Professor Jackson's presentation illustrated the need for clean drinking water around the world, particularly in the developing world, as demand is expected to increase up to 70% by 2050. Professor Jackson discussed the consequences of drug therapy on the drinking water supply (pharma pollution). Impacts on sexual development in reptiles and fish, skewed birth ratios in certain populations, and antibiotic resistance are some of the consequences mentioned. Advancing Canadian Wastewater Assets (ACWA) develops wastewater treatment technologies that remove existing and emerging contaminants to improve ecosystem and human health. The technology has been tested at the University of Calgary for a community of 1000 people. Professor Jackson showed how the Netherlands is using wastewater as a potential resource (i.e. biogas to provide heat, run drinking water/wastewater, and power greenhouses). This technology is scalable. The idea is to change linear thinking to circular (recycling) thinking.

Q&A:

Question: What science is behind the City of Montreal dumping sewage in the St. Lawrence or Victoria dumping it into the ocean?

Answer: That thinking is 50 years old. Halifax stopped that practice four years ago. Victoria does it because they can. Alberta Environment, however, sets standards.

Question/Comment: Norway is using plastic in roads.

Answer: There are plastics that are produced that can be recycled. B.C. allows only high value plastics. A better option with regard to bottled water is not to use plastic but instead use reusable stainless steel bottles. Discouraging the use of bottled water could be part of a public education campaign.

Question: What is the cost? Government mandates limits for water/wastewater. There is limited funding for municipalities in how to deal with these limits. Sometimes there is no collaboration between the federal and provincial governments. Our education subcommittee is working on the cost of water for communities.

Answer: Ratepayer increases occur. The cost for the concept is roughly 1.5 million for 1000 people (SNEEK in Netherlands). This cost is similar to the cost of flying in bottled water to remote communities. A challenge with this technology exists for more widely distributed communities.

Question: How does the concept relate to lagoons and septic systems?

Answer: For septic tanks, there could be a large tank as used in the SNEEK example from the Netherlands, a feed for anaerobic digestion (including kitchen waste).

Question/Comment: Aquatera has methane taken from wastewater. Sludge is for the landfill.

Answer: The excess could power greenhouses.

Presentation: Tanya Hunter, Alberta Environment and Parks

Tanya Hunter outlined developments with regard to standardized exams, online exams, Compliance 365, and Attendance Guidelines. Tanya stated that the exams are all computer based, with one session being hours in length. The pass mark is 70%. The department is monitoring the pass fail rates. The fail rate is higher for distribution level 2 exams. Tanya stated that Compliance 365 is long overdue and reviewed the software/dashboard with the membership. She highlighted the fact that consent is required from operators so that the admin person can see accounts. Operators need to select supervisor on the software so that their application is pushed forward. The supervisor is notified to verify experience. Tanya thanked WNC, AWWOA, and the Utility Stakeholder Group for lobbying for automated changes. With regard to attendance guidelines, the attending operator must have at least small systems certification. Pen and pencil exams can be ordered at no charge. Attendance has been changed from once a month to once a week. The change was instituted because the certified operator is responsible for a reasonable number of facilities, the progression of responsibility is open with advancement through certification levels, and enables remote monitoring. Tanya said there was need to revisit the guidelines as they have not been reviewed for a decade. There was a need to create some boundaries when the certified operator needs to be on site. Sometimes certified operators would only be on site once a year. She noted that the new guidelines have not garnered too many complaints and are an achievable goal for smaller communities. Tanya described a certification advisory committee. It is a 12 member Minister appointed committee that provides guidance on policy issues. There is a formal process for applying. Tanya suggested to the agency board that one of the positions be reserved for a WNC member. Members would need to go through the screening process, and send a resume. The date to appoint would be the end of 2019. Tanya also mentioned that a five year certification program strategic plan will be distributed once finalized.

Q&A:

Question: Tanya asked the group what method of communication is preferable (letters or email). She referenced the fact that operator attendance letters were sent out January 1st, but some of the members indicated they did not receive them.

Answer: An email is preferable as the letter may not be sent to the right person.

Question: Are the exams professionally proctored?

Answer: Yes. There are five testing centres. Computer based testing occurs every two months starting in May. Notifications are sent through Compliance 365.

Question: How long are the exams good for?

Answer: Operators must renew every three years. If the certification is inactive, operators may be asked to rewrite. The recommendation is to write 2 exams once a month instead of four in one month.

Question: There are often challenges in travelling. Sometimes the 30 day window is challenging to meet as one is waiting for the board to get application approved.

Answer: Tanya said she will look into making communication better. There are no deadlines anymore. The committee meets six times a year. It would be helpful to find a college in Mackenzie and to put operators in contact with people there.

Draft Minutes for Approval July 25th, 2019 Meeting

Question: Does the committee approve CEUs six times a year?

Answer: Yes.

Question: With regard to approved testing centres, what about high school access?

Answer: The centre needs to be an approved testing site. Tanya to send Bob Marshall criteria to use for testing site as Tanya is open to more testing sites. Fort McMurray, Lac La Biche, Grande Prairie are all current northern testing sites. Grande Prairie does not have many seats. Members are asked to let Tanya know and she'll extend the window so that operators can get in and don't need to apply again.

Question: What if a supervisor is not an operator or not computer savvy? The operator has to walk them through Compliance 365 software.

Answer: Explain to your supervisors that they need to operate Compliance 365 as paper is no longer accepted.

Question: When should new operators sign up?

Answer: Anytime. Apply for exam/renewal and get training certifications in system first.

Question: What is relaxed with operator attendance guidelines?

Answer: No remote monitoring and the certified operator must be on site once a week as opposed to daily or five days/week.

Question: With regard to small systems, what is the process?

Answer: Six months of work experience, and completion of small systems water course through AWWOA. Bursaries are available for this course for communities with less than 5000 people. Discounts and entrance training bursaries are also available. There are more opportunities to take the course and AWWOA could send an instructor to the community.

Question: Could a plant have a supervising operator (not one person) Level 2 with Level 1. Level 2 would come in once a week, and any one of level 2 operators (not just one person).

Answer: Yes.

Question: What about water treatment/distribution?

Answer: Water distribution – yes. Wastewater, no.

Question: With respect to the advisory committee, would the WNC member serving be someone with operating/technical experience?

Answer: Yes – this is something to think about. We will send out more information when it is ready. The person will have to apply.

If anyone has follow-up questions regarding these presentations please email NADC secretariat for follow-up.

Subcommittee Updates

Education and Awareness

NADC is working on the Facebook page and the Twitter account is already made. Cost of water and conservation materials are underway. The WNC video is looking good. With regard to the guidelines for municipalities to obtain the true cost of water: Everyone's numbers would help with this task. The subcommittee is looking into hiring an intern to create the fact sheets and use their hours towards a degree. There is a desire not to duplicate but to enhance what is already there. A summer program to obtain youth and train them up is a good start. RV waste – looking into getting information on dump stations, as well as developing a fact sheet on grey water being as bad as black water.

Recruitment, Training, and Retention

Training links will be on the website (Training in the North document). AWWOA bursaries – a link to this page would be helpful to have on website. The subcommittee is excited to have the Facebook page. Members are encouraged to send Sheila pictures of water/wastewater plants with the metadata stripped off said pictures for the Facebook page. With regard to the list of contractors, members are encouraged to forward any contractors they know of to Sheila. Overlaying the list of operators with the map of facilities is ongoing. The Mutual Aid templates will be loaded to the NADC website. With regard to peer cross training in the community to a neighbor facility, the subcommittee is working on presenting Alberta Environment a framework that includes what the information looks like and the knowledge gained.

Advocacy

The subcommittee is seeking clarification from Alberta Environment and Parks with respect to water diversion licenses for truck fills. The policy appears to be applied inconsistently. A letter on this matter will be prepared for the next meeting. With regard to the inter-basin water transfer letter, it was felt that it would be best to delay drafting this letter until the government changeover has been completed. Clarification needs to be ascertained with the criteria for accepting and denying water transfer requests, and to prevent politicization of the issue. Efforts on recruiting more Indigenous representatives to WNC are underway. There was a suggestion to reach out to Indigenous and Northern Affairs Canada as a stakeholder. Highlights from the analysis of five questions sent out to the membership on stable, reliable funding for water and wastewater were summarized. There is a wide range of liability amounts over the next 10 years, with the average being 36.4 million. The issue will be a continued concern. Key issues for municipalities include a lack of adequate funding, increasing water and sewer rates and training and personnel. Grants criteria eligibility are exclusionary, with limitations on rural projects and the types of projects. Sewer/water/wastewater and lift station projects were among the many cited projects from respondents. Issues respondents want WNC to advocate for include funding, grant criteria, education on the availability of grants, changing legislation, and quality training. The subcommittee needs to determine the "asks" to craft some resolutions for RMA and AUMA. The profile of WNC is being raised by attending events such as RMA in March.

Next Meeting

Location and date of future meetings

The next meeting will be held in Birch Hills County, specifically Kakut Lake on July 25th. The fall meeting will be hosted by Aquatera in Grande Prairie on October 3rd. Hosts for next year have not been ascertained for meetings in 2020 (January, April, July, and October). Anyone interested in hosting should let Melonie know.

Future agenda topics and upcoming presentations and potential exhibitions discussion

An invitation has been sent to Alberta Health Services to deliver a presentation on bacteriological testing at the July 25th meeting. The Communications committee has approved a request to present from Associated Environmental. Any other ideas for presenters and trades shows for WNC to exhibit at should be forwarded to NADC.

Adjournment

Moved by Randy Dupuis of the Town of Peace River to adjourn the meeting at 1:56pm.

MOTION CARRIED

Organizational Meeting

Non-Voting Memberships

Melonie announced that members need to vote on Athabasca Watershed Council becoming a non-voting member of WNC.

Moved by Bob Buckle that Athabasca Watershed Council becomes a non-voting member of WNC.

CARRIED

Melonie announced that members need to vote on GSW Environmental (Taylor Rudrum) becoming a non-voting member of WNC. Grant Dixon added that Taylor works in Rycroft and Hythe and has been a remote operator for Aquatera.

Moved by Keith Straub that GSW Environmental (Taylor Rudrum) becomes a non-voting member of WNC.

CARRIED

Vice-Chair Nomination

Melonie explained that the adjusted Terms of Reference reflect a one year term for the Vice-Chair and a two year term for the Chair. A call for nominations will be conducted, and if there is more than one nomination, members will vote by secret ballot.

Nominations for Vice-Chair of the Water North Coalition to serve a one year term commencing July 2019:

Draft Minutes for Approval July 25th, 2019 Meeting

Janice Reyda nominates Corinna Williams as Vice-Chair. Corinna Williams accepts the nomination. Second and third calls for nominations are made but none are put forward.

Bob Marshall moves that nominations for Vice-Chair have ceased at 2:00pm.

CARRIED



STAFF REPORT

Title: Minutes June 10, 2019 Family and Community Support Services Advisory Committee

Meeting Date: October 22, 2019

Executive Summary:

Minutes Family and Community Support Services Advisory Committee June 10, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

PRESENT	Kim Schmitz Carol Patenaude Jürgen Grau Candice Sutterfield Chris Vandeborn Roderick Hickey Meagon Anishinabie	FCSS Manager Recording Secretary City of Cold Lake Council Member Advisory Committee Member Advisory Committee Member Advisory Committee Chair Advisory Committee Member
ABSENT (with regrets)	Gina Olofson	Advisory Committee Co-Chair
ABSENT (without regrets)	Ben Fadeyiw	MD of Bonnyville Council Member
GUEST	Glenn Barnes	City of Cold Lake Community Services General Manager
CALL TO ORDER	<u>1.0 Call to Order</u> R. Hickey, FCSS Advisory Committee Chair called the June 2019 FCSS Advisory Committee meeting to order at 6:01 p.m.	
AGENDA	<u>2.0 Adoption of Agenda</u> Additional Items None Member Highlights None Disclosure of Interest None Adoption of Agenda J. Grau moved to accept the agenda for the Cold Lake and District FCSS Advisory Committee June 2019 meeting as presented.	
		CARRIED
MINUTES	<u>3.0 Adoption of Minutes</u> C. Vandeborn moved to accept the minutes for the May 2019 FCSS Advisory Committee Meeting as presented.	
		CARRIED
MONTHLY REPORT	<u>4.0 Monthly Report</u> The FCSS Manager highlighted a few items from the May 2019 Monthly Report for information only. Community Rentals have shown continued growth; in 2018 FCSS made the decision to disallow private party applications. Rentals have been streamlined solely for organizational public use, which recently included Victim Services for their Victims of Crime Barbeque, The Lakeland Agricultural Society Rodeo, the Gymnastics Club Open House and the Ardmore Duck Race. Forms and Assistance numbers remained constant with staff assisting those applying for supplemental assistance such as seniors benefits, AISH and low rental housing. The Early Childhood Development (ECD) Coalition completed their annual Ages and Stages Spring Screening. As well the coalition acknowledged preschools, Head Start programs, and day home and day care providers with a gift of supplies and resources for Early Childhood Development Awareness Week.	

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**MONTHLY
REPORT
(CONTINUED)**

The Child and Youth Facilitator ran emotion regulation workshops at various Cold Lake schools and is offering them at FCSS over the summer.

The Family Services Coordinator is now offering Family Connections on Friday evenings in collaboration with the Military Family Resource Centre Society. Family Connections is a family based program with an emphasis on quality time together. It is the prerogative of the facilitator to discuss the level of bonding and the attachment theory. This is a marked concession for the coordinator to run the program on a Friday evening. It is also being offered when Family Fun Nights begin to decline at the start of the summer season. Parent Link Centre drop-ins remain high. Fiscal reporting for the April 2018 to March 2019 year has been completed. The statistics for the FCSS monthly report directly correlate to the statistics required by the funders. We have seen a change in the dynamics of the attendees. For instance, when the lay-offs occurred in the area, we noticed an influx of male caregivers coming in to the PLC. This dynamic of increased numbers of male attendees has not declined. R. Hickey asked if PLOW numbers were reflected in the PLC figures. The FCSS Manager noted that the Parent Link Centre Outreach report their own information. Their programming is also from birth to six years of age, and includes going out to the community with events such as the FinS Release at Little Bear Lake and Parent Link on Wheels (PLOW).

The increased numbers for support riders on the Special Transportation service can be attributed to the warmer weather. The Long Term Care Unit will offer more outings than in the cold months. In addition, Friday night was the kick-off to the Seniors Week with their annual dinner; bus services were offered. The Lakeland Special Olympics Monday nights have moved their venue to the Lion's Park for their Bocce Ball Tournaments. There is only one client that requires a ride to and not back from the event; therefore no requirement for a second transportation driver is required. C. Vandeborn asked why clients were being turned away from the services. The FCSS Manager explained the Special Transportation Policy regarding levels of service such as priority (medical appointments) versus non-priority appointments. There may be a time when someone with a recreation need will be bumped for someone with a medical appointment. Non-priority appointments will always be turned away in support of a priority bookings. The Special Transportation Service is not a method of transportation to schools. It is a service essentially for those 65 years and over and those unable to drive due to an impairment. FCSS has infrequently permitted older youth to ride the bus, however, FCSS would mainly act as an advocate on behalf of the youth to obtain other services.

J. Grau asked if the special transportation numbers were consistent with the 2017 and 2018 numbers. Off-hand, the FCSS manager believed the numbers for 2018 were consistent; there was some change when the public transportation initially started. G. Barnes asked for 2017 and 2018 numbers to be added to future monthly reports.

The FCSS Manager recently attended the Community Social Work Advisory Committee meeting for their Year in Review. The FCSS Manager has made available that report for the committee.

The Lakeland Communities Health Advisory Council has asked FCSS to the table to be part of the conversation around issues such as mental health. The Health Advisory Councils' purpose is to enhance and develop partnerships between the province's diverse communities and Alberta Health Services.

**FINANCIAL
REPORT**

5.0 Financial Report

The FCSS Manager reviewed the May 2019 Financial Report for information only. The few overages in expenses include insurance, audits and credit card commission. J. Grau asked if the marketing department billed directly to FCSS. The FCSS Manager replied that usually each department has separate budgets. Occasionally FCSS will pay for a 123RF image if communications is over their quota, or FCSS may have to go outside the City for various other publications if communications has many projects on the go.

**FINANCIAL
REPORT
(CONTINUED)**

G. Barnes inquired about various revenue accounts. The FCSS Manager noted that FCSS will get 1.2 million in provincial grants. The PLC received \$282,000 for the first quarter and FCSS received an additional \$250,000 in various grants; all targets have been met. In response to questions about expense accounts, monies in GL 533 was used to repair the PLC indoor play structure. As well, there are some accounts, such as 539, which is used solely by our Public Works for repairs in and around the building. There will be overages in some expense accounts as FCSS must use grant monies in 2019 as per the contracts. These monies are reflected only in revenues in GL 591, Contributions from Individuals and Organizations. FCSS just recently applied for Men's Shed funding, and is getting quotes for fencing around the park outside of the PLC. There was some discussion on fencing height and gate access. The intent is to keep the children in the park area. There is a CFAP grant available with two possibilities; a \$1,000 grant without a match component and a \$25,000 grant with a match of \$25,000 from the applicant.

OLD BUSINESS 6.0 Old Business

6.1 FCSS Special Project Grant Summary Report

6.1.1 Cold Lake John Howard Society - Cold Lake Homelessness Estimation Project April 1 – 30, 2018

C. Vandeborn moved to accept the Summary Report for the Cold Lake John Howard Society, Homelessness Estimation Project April 1 – 30, 2018 with the condition to return \$305.07 of unused funds.

CARRIED

6.2 Ideas For Volunteer Appreciation

There were some general ideas put forward at the last meeting. The FCSS Manager requested the committee think of specific cost efficient ways to host a community volunteer appreciation event. This may include but not limited to the venue, entertainment, catering, prizes and awards. Please email ideas or bring to the next scheduled meeting in September.

6.3 Development of Imagine Cold Lake Revisited 2019, Retrospective Review

Cold Lake and District FCSS hosted a Community Summit in 2012, identifying five specific social needs: Affordable Living and Housing, Families and Persons in Crisis, Newcomer Support, Seniors Advocacy, and Youth Services and Facilities. In 2019, the original facilitator, Ted Greenaway returned to Cold Lake to interview as many of those that were at the first summit. He presented those results to Mayor and Council on May 14. There are copies of the report available.

6.4 Men's Shed Follow-up

Our Social Programs Coordinator engaged community members and retirees for fellowships with other men, specifically for a Men's Shed. The Men's Shed's primary focus is to reduce isolation. C. Vandeborn asked who was spearheading this initiative. Our Social Programs Coordinator and the Age Friendly Committee has been developing the initiative. The Committee is currently waiting for their society status and will continue with the project. There is a local business owner who has a potential space for the men to meet. C. Sutterfield suggested that the committee bring in the Imperial Days of Caring. As well, the FCSS Manager said there are many others coming to the table with ideas for programming and funding.



NEW BUSINESS 7.0 New Business

7.1 Social Policy/Matrix Review

Subsequent to the May meeting, the Advisory Committee were emailed examples of matrices and social policies from other FCSS offices. The FCSS Manager is now looking for input and rationale from the committee to consider a matrix for Cold Lake. There was ample discussion; J. Grau liked Lacombe's matrix and application for their simplicity. He wondered if Cold Lake and District FCSS could put together a multi-tiered system that would accommodate very simple requests and those more complex applications. J. Grau also suggested offering smaller funds monthly and larger funding requests less frequently. The FCSS Manager noted that self-sustainability was a consideration. It is sometimes difficult to measure soft skills; develop a logic model to include soft skill evaluation. There were suggestions to offer partial funding until the project was completed successfully, like an 80/20 split. C. Vandeborn appreciated Airdrie's Change of Theory Evaluation and wondered how we could tailor that example to execute in Cold Lake. The FCSS Manager added that the applicants must meet our criteria but we don't necessarily have to set the bar too high; thanked the members for their commitment and asked them to remit additional feedback at any time prior to the September meeting.

**OTHER
BUSINESS**

8.0 Other Business

8.1 Business Conducted by Email

None

**COMMITTEE
ATTENDANCE**

9.0 FCSS Advisory Committee Attendance

9.1 Reports on Committee Attendance

**SUGGESTIONS
FOR
COMMITTEE
ATTENDANCE**

9.2 Suggestions for Committee Attendance

- Neighbourhood Block Party on June 20 from 5 to 7 pm at Shipwreck Park
 - The Volunteer Programs Facilitator, L. Draper would like volunteers to assist with the event. R. Hickey and C. Sutterfield volunteered.
- FCSSAA Conference on November 27 to 29 in Edmonton

ROUNDTABLE

10.0 Round Table

None

NEXT MEETING

11.0 Next Meeting

The next meeting is scheduled for September 9, 2019 at 6 pm at FCSS.

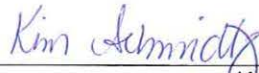
ADJOURNMENT

12.0 Adjournment

R. Hickey, Advisory Committee Chair adjourned the Cold Lake and District FCSS June 2019 FCSS Advisory Committee meeting at 8:32 p.m.

*M
KS*

**COLD LAKE AND DISTRICT
FCSS ADVISORY COMMITTEE MINUTES
MONDAY JUNE 10, 2019
FCSS, 6:00 PM**



K. Schmitz,
FCSS Manager



R. Hickey,
FCSS Advisory Committee Chair



STAFF REPORT

Title: Minutes June 27, 2019 Alberta Hub

Meeting Date: October 22, 2019

Executive Summary:

Minutes Alberta Hub June 27, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Northeast Alberta Information HUB Board/Membership Meeting Portage College June 27, 2019, St. Paul, Alberta

Attending: Bob Buckle/Cold Lake, Caroline McAuley/Vermilion, Soren Odegard/County of Two Hills, Loren Tkachuk/Lac La Biche County, Jocelyne Lanovas/Mannville, Mike Tartkowski/Two Hills, Greg Sparklingeyes/Whitefish Lake, Tim MacPhee/Vegreville, Stan Delorme/Buffalo Lake Metis Settlement, Steve Upham/St. Paul County, Dan Hobson/Lloydminster, Bev Lockett/Portage College, Bob Bezpalko/Alberta HUB, Jennifer Leroux/Alberta HUB

Regrets: Lindsay Hagg/EMW

- 1.0 Soren Odegard called the meeting to order at 8:50 pm
- 2.0 Adoption of the Agenda –
Addition 5.0a – July 23rd (Tuesday) meeting with CRTC commissioner Lynda Vennard regarding broadband
Lorin Tkachuk moved adoption of the agenda with the addition of 5.0a. Carried
- 3.0 Adoption of February 25, 2019 Board meeting minutes –
Tim MacPhee moved the approval of the February 25, 2019 Board Meeting minutes. Carried
- 4.0 Bob Bezpalko conducted Elections: Chair/Vice-Chair/Secretary, Treasurer for 2019-20
Soren nominated Steve Upham for Alberta HUB Chair
Tim MacPhee moved nominations cease **Carried**
Steve nominated Caroline McAuley for Vice-Chair
Lorin Tkachuk moved nominations cease **Carried**
Stan nominated Lorin Tkachuk as Secretary Treasurer
Caroline McAuley moved nominations cease **Carried**

2019-20 operating year Executive Committee
Chair - Steve Upham County of St. Paul
Vice Chair – Caroline McAuley Town of Vermilion
Secretary/Treasurer – Lorin Tkachuk Lac La Biche County
- 5.0 **Board Meeting 2018-19 Schedule – For Information purposes**
Quarterly Meetings / 3rd Monday of each scheduled month
September 16, 2019 / November 18, 2019 / January 20, 2020 / March 16, 2020
Please note that dates are subject to change due to conflicts.

5.0a CRTC meeting request – July 23rd (Tuesday)

Bob advised the board that the CRTC has requested a meeting with the Alberta HUB membership.
Excerpt from email:

Dr. Linda Vennard, CRTC Regional Commissioner for Alberta and the Northwest Territories will be travelling in Northern Alberta for the purpose of meeting with representatives of the REDAs to hear of the challenges and opportunities in their areas that are relevant to the work of CRTC. The purpose of this email is to see if you and others are interested in meeting with her on July 23, 2019 when she plans on being in your area. If so, as Executive Director of your REDA would you also extend this invitation to members of the community, industry, government, and First Nations that would like to discuss telecommunications and broadcasting challenges or potential opportunities with Dr. Vennard.

Bob advised that he replied a “tentative” yes subject to board approval. This meeting will provide the members of Alberta HUB an opportunity to detail the challenges we are experiencing due to our broadband capabilities. We lack the infrastructure and capacity to move forward in economic development. This also goes to the lack of choice, affordability and reliability effecting business investment, education, healthcare and emergency services in the Alberta HUB region.

Should the board approve this meeting Bob advised he will reach out to chambers, educational institutions and other organizations to capture the message we want the CRTC to hear. This message will include the challenges and possible solutions to broadband development.

Steve asked the board for any further discussion.....

Tim MacPhee stressed that this meeting have actual “solutions/direction” to help our region address this issue.

Hearing no further discussion Steve Upham moved that Alberta HUB hold a board meeting Tuesday, July 23rd in St. Paul.

Carried

6.0 Alberta HUB CARES application for RABC funding

Bob advised the board that CARES did not open for applications May 1, 2019

This program is under review and may or may not open for applications. This will be Determined in the fall budget.

Bob requested for a motion to move forward with the application should this funding Program open in fall.

Steve asked for any discussion on this matter, hearing none requested a motion

To apply for CARES funding should this program open.

Caroline McAuley moved for Alberta HUB to apply for CARES funding for the RABC program should the CARES program open.

Carried

7.0 GOA funding for the RABC program ends June 30, 2019

Further to agenda item 6.0 Bob advised that the GOA funding will end June 30, 2019 and that Alberta HUB will pick up all costs as of July 1, 2019. This was to cover the time frame between GOA ED&T funding (ending) and the CARES funding to start.

At the February 25, 2019 Alberta HUB board/membership meeting it was determined this program had value and all options for funding to be explored.

Until a decision is made by the GOA concerning the CARES funding Bob asked the board to consider a motion amending the Alberta HUB budget to cover the RABC costs from July 1, 2019 to October 30, 2019. Presently the RABC cost approximately \$7000/month to operate. Bob advised Alberta HUB will be reducing as many expenses as possible by closing the RABC office/incubator and eliminating as many expenses while still having the ability to provide business support services throughout the Alberta HUB region. Lisa and Bob are exploring partnerships with ATB as well as other organizations to provide these services with minimal expenses.

Steve asked for any further discussion, hearing none asked for a motion for Alberta HUB to pay all expenses for the RABC program from July 1, 2019 through to October 31, 2019.

Tim MacPhee moved for Alberta HUB to amend its operating budget to accommodate the additional RABC expenses from July 1, 2019 through to and including October 31, 2019. Carried

8.0 Update on REDA funding – For information purposes

Bob advised that the REDA program funding has entered the final year (2019-20) of the 5-year funding agreement with the GOA. Each year Alberta HUB (All REDAs) receives \$100,000 (for operations) provided we have membership revenue of \$25,000 (minimal).

The REDAs as a collective unit is drafting a letter requesting a meeting with Minister Fir, Economic Development, Trade and Tourism to provide her the details on the work the REDAs have done as well as begin the process for another 5-year agreement.

Bob advised his concerns that the work that Alberta HUB has done in regional collaboration in economic development may not have reached those in the decision-making process.

Soren Odegard spoke to this point stating the discussions he has had confirmed this reality.

Bob Buckle mentioned that the work that Alberta HUB has done should be highlighted separately to the GOA. It was stated that the Alberta HUB elected officials speak to their MLAs/Ministers concerning the work Alberta HUB has done in regional economic development.

9.0 CHTA Letter of Support-

Steve asked for a motion to send the (attached) letter of support from Alberta HUB for the Government of Canada to revise their policy on CBD be sent to MP Shannon Stubbs as well as the list of GOA Ministers/MLAs and MP Yurdiga.

Mike Tartkowski moved that the letter of support from Alberta HUB for the Government of Canada to revise their policy on CBD be sent to MP Shannon Stubbs. Carried

10.0 List of Northeast Alberta Information HUB's authorized signatures

Bob provided a list of signatures that are authorized to sign cheques on behalf of Alberta HUB. These include Soren Odegard, Steve Upham, Caroline McAuley, Bob Bezpalko, Jennifer Leroux. With the changes in the executive committee Steve asked for any discussed on this matter.

It was determined that Soren Odegard be removed and Lorin Tkachuk be added.

Caroline McAuley moved to remove Soren Odegard from the authorized signature list. Carried
Steve Upham moved to add Lorin Tkachuk to the authorized signature list. Carried

Prior to the end of the meeting Stan Delorme expressed his concern that the direction/activities of Alberta HUB is not addressing the economic needs of the Aboriginal communities in the region. Mr. Delorme stated more of a focus on aboriginal requirements for economic sustainability needs to be addressed. Mr. Delorme stated reviewing his community's membership is being considered. Steve thanked Stan for his thoughts and his concerns will be addressed.

Steve adjourned the meeting at 9:15pm

Steve Upham
Chair

Lorin Tkachuk
Sec/Treasurer



STAFF REPORT

Title: Minutes July 23, 2019 Alberta Hub

Meeting Date: October 22, 2019

Executive Summary:

Minutes Alberta Hub July 23, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Northeast Alberta Information HUB Board/Membership Meeting Minutes Hampton Inn, St. Paul, Alberta July 23, 2019

Attending: Bob Buckle/Cold Lake, Caroline McAuley/Vermilion, Soren Odegard/County of Two Hills, Jocelyne Lanovas/Mannville, Mike Tartkowski/Two Hills, Lindsay Haag/EMW, Tim MacPhee/Vegreville, Stan Delorme/Buffalo Lake Metis Settlement, Steve Upham/St. Paul County, Loni Leslie/Vilna, Jody Quickstad/Mannville, Diane Jenkinson/M.D. of Bonnyville, Cheryle Eikland/Marwayne, Terri Hampson/Elk Point, Judy Schuler/Bruderheim, James Tessier/EDT&T, Rob Pulyk/Vermilion, Mary Lee Prior/Vermilion, Lorne Halisky/Smoky Lake County, Brian McEvoy/Bonnyville, Mike Krywiak/M.D. of Bonnyville, James Kowal/Mundare, Davin Gregolick/Minburn County, Michelle Wright/Smoky Lake Region, Sheila Lupul/Andrew, Robert Moretti/Two Hills, John Andresen/Thorhild County, Adam Kozakiewicz/Smoky Lake, Hank Holowaychuk/Smoky Lake, Bob Bezpalko/Alberta HUB, Jennifer Leroux/Alberta HUB

Regrets: Greg Sparklingeyes/Whitefish Lake First Nation, Loren Tkachuk/Lac La Biche, Dan Hobson/Lloydminster, Bev Lockett/Portage College, MLA David Hanson

Steve Upham called the meeting to order at 10:10am

Steve welcomed everyone for attending and acknowledged that today's meeting is taking place on Treaty 6 territory and the homeland of The Metis People.

In the spirit of reconciliation, we recognize the traditional Indigenous territories within which our communities and the Alberta HUB region is located.

Steve welcomed and introduced Dr. Linda Vennard CRTC commissioner for Alberta and the Northwest Territories.

Dr. Vennard thanked everyone for taking the time to attend and discuss issues important to their communities. Dr. Vennard outlined the powers of the CRTC and that it works at arm's length of The Federal Government and its funding comes from the Telecom Budget.

Dr. Vennard welcomed any questions concerning Broadband/connectivity and cell phone coverage.

Steve Upham thanked Dr. Vennard for her time and having this conversation with the Alberta HUB members.

Lunch 11:45am

Steve Upham called the meeting back to order at 12:15am

- 1.0 Adoption of the Agenda – Steve asked for a review of the agenda and a motion for approval.....
Caroline McAuley moved adoption of the agenda. Carried
- 2.0 Adoption of June 27, 2019 Board meeting minutes – Steve asked for a motion to approve the minutes of June 27, 2019.....
Tim MacPhee moved the approval of the June 27, 2019 Board Meeting minutes. Carried
- 3.0 Steve asked Jennifer Leroux to present the Financial report as of June 30, 2019
Steve asked if there was any discussion or questions concerning the financial report.
Hearing none Steve asked for a motion to approve.
Soren Odegard moved the approval of the June 30,2019 financial report as presented Carried
- 4.0 **Alberta HUB CARES application Amended Alberta HUB 2019-20 budget.**
Further to the financial report Bob advised that a copy of the Alberta HUB operating budget for The 2019 -20 year was provided showing the addition of \$28,000 to cover the cost of operating The RABC office till the end of October 31st, 2019. This date co-insides with the date that we should know if the CARES funding will be available.
Bob advised discussions with ATB are taking place to explore options on collaborating delivering Business support services in the Alberta HUB region.
- 5.0 **Eastern Alberta Trade Corridor - for information purposes**
Bob advised the board/membership that the EATC governance committee met and decided to move forward with the annual EATC Local to Global forum March 4, 5 and 6th in Vegreville.
Bob advised the board the EATC committee approved to pay for 2 registrations for the CHTA Conference coming up November 26, 27 and 28th in Calgary. Alberta HUB is looking info Sponsorship of this event
- 5.0a **Alberta HUB Agriculture Strategy - for information purposes**
A copy of the Ag strategy (draft) was provided with the last page detailing the Industrial Hemp Project. A meeting was held with Ag fieldman and economic development reps from the 9 counties/M.D, Metis settlements (Buffalo Lake) and First Nations (Whitefish) on July 18 in Lamont to review as well as discuss a collaborative approach to continue Hemp workshops educating growers and promoting business opportunities for hemp fibre, seed and CBD.
Marketing opportunities Connect with companies needing feedstock
Value and supply chain gaps.....
Opportunities: valu add, business opportunities, attraction
Collaborate with Innotech, Alberta Ag, Invest Alberta, EDT&T
Representatives from Canadian Rockies attended providing an update to their decortication Facility and the opportunities for value added businesses utilizing hemp fibre.

6.0 Letter of support - CHTA request Hemp CBD regulations

Bob provided a copy of the letter Alberta HUB sent to M.P. Shannon Stubbs
With copies sent to GOA Ministers of EDT&T, Ag and Alberta HUB MLAs.
Mayor Tim MacPhee suggested that individual communities send letters as well.
Bob advised communities can use the Alberta HUB letter as a template and that
He will send out the white paper and press release on the suggested CBD regulations.

7.0 Update on REDA funding –

Steve advised the membership a letter has been sent to the Minister of EDT&T for a meeting
With all the REDA chairs however, there has been no response on this request.

The next Alberta HUB meeting is scheduled for November 18.

Please note a October meeting may be called depending on the release of the GOA budget
Or information concerning REDA funding.

Steve adjourned the meeting at 1:15pm

Steve Upham
Chair

Caroline McAuley
Sec/Treasurer



STAFF REPORT

Title: Minutes July 25, 2019 Water North Coalition

Meeting Date: October 22, 2019

Executive Summary:

Minutes Water North Coalition July 25, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Draft Minutes for Approval October 3rd, 2019 Meeting

Minutes
Water North Coalition (WNC)
Thursday, July 25th, 2019
Kakut Lake Resort, AB

Attendees

Bob Marshall – County of Grande Prairie
Murray Kerik – M.D. of Lesser Slave River
Ian Willier – Big Lakes County
Jennifer Besinger – County of Grande Prairie
Duane Lay – City of Cold Lake
Bob Buckle - City of Cold Lake
Cal Mosher – Town of Beaverlodge
Terry Carbone – Birch Hills County
Andy Trudeau – M.D. of Smoky River
Richard Simard – Big Lakes County
Travaiz Johnson – Athabasca County
Barry Schmidt – M.D. of Opportunity
Robin Guild – M.D. of Opportunity
John Moen – Saddle Hills County
Corinna Williams – Northern Sunrise County
Sterling Johnson – Lac La Biche
Brian Shapka – Lac La Biche
Nicole Obee - Aquatera
Dalen Peterson – County of Grande Prairie
Randy Dupuis – Town of Peace River
Dana Langer – Town of Peace River
Tom Burton – RMA
Jeff Johnston – Aquatera
Dion Hynes – Birch Hills County
Albert Poetker – Birch Hills County
Gerald Manzulenکو – Birch Hills County
Taylor Rudrum – GSWT Water and Environmental Inc.
Meghan Payne – Lesser Slave Watershed Council
Megan Mader – Mighty Peace Watershed Alliance
Isak Skjaveland – Town of Sexsmith
Diahann Potrebenko – Village of Rycroft
Anna Underwood – Town of Wembley
Wally Olorenshaw – Town of Rainbow Lake

Administration

Cody Beirsto, NADC
Melonie Doucette, NADC Senior Northern Development Officer
Sheila Sikora, NADC Research Officer

Draft Minutes for Approval October 3rd, 2019 Meeting

Presenter

Becky Devaleriola – Alternative Land Use Services (ALUS)

Welcome, Introductions, and Housekeeping:

Chair Bob Marshall called the meeting to order at 10:14am and introduced Gerald Manzulenko, Reeve of Birch Hills County.

Reeve Manzulenko delivered greetings from Birch Hills County at 10:16am.

Review and Adoption of Previous Meeting Minutes and Agenda

Adoption of Minutes of Wabasca, May 16th, 2019 meeting

Moved by John Moen of Saddle Hills County that the minutes be accepted at 10:17am.

MOTION CARRIED

Adoption of the Agenda

Moved by Diahann Potrebenko of the Village of Rycroft to accept the agenda as presented at 10:18am.

MOTION CARRIED

Roundtable Introductions

Bob Marshall asked members at 10:19am to introduce themselves and to give an update on anything new going on in their communities with respect to water and wastewater.

Bob Buckle, City of Cold Lake/Chair of the Cold Lake Regional Utilities Commission – The City is halfway through the regional waterline project.

Tom Burton, M.D. of Greenview/District 4 RMA – The M.D. is incorporating the hamlet of Grande Cache. The water and wastewater infrastructure is more of a challenge than realized. There is a need to invest money into it, and to try to protect the water source (Victor Lake) from runoff that ends up in the lake. The M.D. is trying to solve filtration issues.

Terry Carbone, Birch Hills County – water, wastewater systems are aging.

Diahann Potrebenko, Village of Rycroft – the village has had issues with water. In May, the water main failed and a state of emergency was declared, as there was no water for a week. Infrastructure is aging, and the village is working towards upgrades, and valves. Taylor Rudrum of GWST Water and Environmental Inc. helped with improving the situation.

Ian Willier, Big Lakes County – rural water expansion in on the books. It is shovel ready and waiting for funding. The County is commissioning Jousard water treatment plant next week.

Richard Simard, Big Lakes County – new plant going up shortly (Jousard).

Andy Trudeau, M.D. of Smoky River – two hamlets will have new lift stations installed. There are problems with pumps.

Draft Minutes for Approval October 3rd, 2019 Meeting

Murray Kerik, M.D. of Lesser Slave River – commission of raw water intake line. There is a big water plant in Slave Lake, lift stations. The M.D. is still looking for a utility director.

Travaiz Johnson, Athabasca County – with regard to groundwater, Alberta Environment and Parks is checking cattle producers on the creek bed. The department appears to be taking water act seriously.

Wally Olorenshaw, Town of Rainbow Lake – installing 480 water meters (50 left). Environment Canada inspected water treatment plant and sewage. Planning a 10-year turnaround for water treatment. The plan is to overhaul water infrastructure (upgrades to cells, water valves). Using GIS/GPS mapping technology to determine what is in the ground and to do a forecast of maintenance. This technology will help with repairs.

John Moen, Saddle Hills County – there is a challenge with the gravelling program due to weather. Upgrades on the water plant in Woking are underway and the lift station is finished. There is a new fire hall in Woking now. Rain has put down crops.

Taylor Rudrum, GWST Water and Environmental Inc. – contract operations for First Nations, Rycroft, and small communities. Services include troubleshooting.

Jeff Johnston, Aquatera – July 1 – major project (lift station). Construction on water line to Wembley completed. Should have water in 10 days.

Corinna Williams, Northern Sunrise County – New clients are joining water company (500 residents and another company) and as a result, more water will be pumped. Brent Schapansky is feeling better.

Jennifer Besinger, County of Grande Prairie – Bringing on a new well in Bezanson, water treatment upgrade, and truck fill, as well as upgrades in La Glace. The Wembley regional water line should be completed in a couple weeks.

Dalen Peterson, County of Grande Prairie – construction of BEAST technology in Bezanson.

Business arising from previous minutes

Review of Action List

Melonie Doucette of the NADC reviewed the action list:

Under Ongoing items:

- Recruitment efforts - Letters of engagement and the WNC progress report were sent to all northern MLAs and relevant ministers, WNC members who were not attending meetings and members who were on WNC but have resigned. Next steps include sending letters of engagement to communities within the NADC boundary that are not part of WNC. The advocacy subcommittee will discuss recruitment efforts with regard to First Nations, Metis, and Inuit representatives.
- Bacteriological testing/Ministry of Health – an invitation was sent to the Ministry of Health to present at WNC. The Ministry of Health sent a response last week that indicated consideration

of presenting in the fall. The Ministry of Health also stated that water results might be moved from the Provincial Lab to Alberta Environment and Parks.

- Social Media – A Twitter account and a Facebook page have been created for WNC. The Facebook page is linked to the NADC profile. After this meeting, the NADC page will no longer be used to share WNC news and updates. Members are encouraged to like and share the Twitter and Facebook handles/pages with others. A communications meeting is scheduled to determine how WNC shares news on the social media accounts as the NADC receives many water-related posts.

Under New items:

- Tanya Hunter (AEP Advisory Committee) – Tanya Hunter indicated at the last meeting that a space on the Alberta Environment and Parks Advisory Committee will be reserved for a WNC member. The process of how this committee will work is still ongoing. Tanya Hunter will be in touch once the process is worked out. Bob Marshall pointed out that the member who would sit on this committee would be a technical person.
- Progress report – this report has been emailed to the coalition, has been shared on the Facebook and Twitter pages, and is available on the NADC website.
- WNC Promotional video – Corinna Williams offered to provide the voice-over for the WNC video. The video has been completed with Corinna's voice-over but there are technical issues in sending it out. Until the video with Corinna's voice-over is uploaded, the video with Sheila's voice is still relevant and will be shared on social media.

Under Operational items:

- The WNC has two new non-voting members.
- The operational documents include new members and the appointment of the new Vice-Chair.
- Alternative Land Use Services will be presenting at today's meeting.

New Business and Updates

Bob Marshall noted that Hythe has a new CAO and council. Bob stated he presented on WNC and shared WNC documents, and is hopeful Hythe will re-engage with WNC.

Bob Marshall also mentioned he attended a Utility Stakeholder Group meeting, which had Epcor, and representatives from Edmonton, Calgary, Lethbridge, and Red Deer attending. Tanya Hunter of Alberta Environment and Parks also attended and mentioned that if a person is training at Northern Lakes College or NAIT to attain Level 1 and they can't write the exam, it really isn't a selling tool to take such training. As of January 1, Tanya stated the department will be allowing people to challenge level 1 exams. It will not mean the person will be certified (as they still need experience), but they can take the exam, which could help people when they go to municipalities as it shows they have the ability.

Tom Burton asked if transferring the issue of bacteriological testing from the Ministry of Health to Alberta Environment and Parks would solve the problem. Bob Marshall indicated there are a number of Ministries that deal with water/wastewater (Health, Transportation, Environment and Parks). He stated that transferring the issue from Health to Environment and Parks might be a good outcome. Melonie indicated that the communication from the Ministry of Health was very recent, that the Ministry will be working on details in the summer, and plans on getting back to WNC in the fall.

Welcome New Members

Bob Marshall indicated that Tracey Anderson of Aquatera has moved to B.C. Nicole Obee and Jeff Johnston of Aquatera are new members. Reuel Thomas of Portage College has moved on and Al Bertschi is the new representative for Portage College. Janet Pomeroy of the Athabasca Watershed Council and Taylor Rudrum of GWST Water and Environmental are also new members to WNC.

Operator Attendance Requirements and Certification Letter to Alberta Environment and Parks

Jennifer Besinger stated that a letter to Alberta Environment and Parks has been drafted suggesting two options to help northern operators attain experience in a timely manner. The first option is a training center in the north, where a neighbor could receive training. Training in other facilities is often more valuable than book learning. Tanya Hunter of Alberta Environment and Parks indicated at the last meeting that the department is interested in working on a program for peer training to attain experience to move up a level, but not to attain CEUs (continuing education credits). The second option involves operators-in-training that have attended NAIT or Northern Lakes College and to recognize experience (practicum program) as sufficient in attaining certification. Tom asked for clarification with regard to whether there was two letters or one. Bob stated one letter, two options. Sterling Johnson suggested that Jennifer check with Portage College as they are trying to get funding for a functioning lab with water treatment within the College. Bob Marshall stated the letter tries to get such an option recognized. Jennifer indicated that she has the information regarding Portage College and pointed out that such training would not be recognized as experience from a visiting neighbour. Jennifer also added that peer cross training would be useful for emergency planning.

Moved by Diahann Potrebenko of the Village of Rycroft to forward the letter to Alberta Environment and Parks as presented at 10:50am.

MOTION CARRIED

Presentation: Becky Devaleriola, Northern Sunrise County, Alternative Land Use Services (ALUS) Coordinator

Becky Devaleriola's presentation outlined the aim of Alternative Land Use Services (ALUS), which is to partner with producers to improve air and water quality, and biodiversity. She highlighted a success story in improving water quality results in the Heart River in Northern Sunrise County over the last decade. There are 14 municipalities in Alberta that have signed on with ALUS, with three in the north: Northern Sunrise County, Big Lakes County, and the M.D. of Greenview. Ms. Devaleriola summarized the outreach that takes place, the project proposal and review process, project establishment, monitoring, and payments and verification process that take place. She also pointed out the importance of ALUS' partners to tap into resources.

Q&A:

Question: The partnership between agencies and municipalities – what portion of money do municipalities pay?

Answer: The money from the municipality pays for her salary. ALUS pays 50% of her salary – but out of that amount, only 15% is designated for administration.

Subcommittee Updates

Education and Awareness

The subcommittee revisited target audiences and determined that there are internal (members), members' organizations and their staff (employees), and external (the general public – ratepayers). Social media was considered a good tool for the public and the subcommittee suggested that the appeal to members to like/follow/ the accounts and share news items be sent out to the coalition again. The subcommittee also suggested that the resource library be used to create social media posts to like/share. There was also the suggestion for NADC to add WNC members as administrators of the social media accounts. With regard to the cost of water, the subcommittee determined that it is unable to do an effective job in determining such costs, as any given place will have a different cost associated with it. The video from the Alliance for Water Efficiency on the cost of water should be shared, as there is no easy way for municipalities to determine the cost of water. A system or water audit was suggested where municipalities can put dollar values in via a template. More work and exploration on this idea is required. The subcommittee also suggested that emails be sent to the communications staff in municipalities containing short information releases on water news. Communications staff could put such news in the next mail out, or newsletter. Topics could include runoff, road salt, fertilizer use, camper dumping. These releases could occur 4-6 times a year with WNC members giving the releases to communications people in municipalities, with the municipality disseminating the information to ratepayers. The path would be: subcommittee to WNC, to members, to communications staff in municipalities, to ratepayers. There is a need for literacy on septic sense. The subcommittee suggested finding the provincial contact with members holding workshops, and partnering with watershed councils.

Recruitment, Training, and Retention

The subcommittee revisited their work plan and determined where efforts will be focused. In the area of recruitment, there was discussion on creating a water and wastewater operator career package and bringing it to the schools. It would also be beneficial to bring students to career fairs and to have this information available at such fairs. The package would only be useful if an opportunity to work at a water/wastewater plant was offered throughout the summer. There was a discussion on how to get operators to other plants as everyone needs their own. The subcommittee decided to draft a letter to municipalities referencing the Inter-municipal Collaboration Framework (ICF).

Advocacy

The subcommittee is waiting for more information on the water diversion licenses issue. Mackenzie County had mentioned it was required to get another license for a truck fill station that used the same water source. Once the subcommittee receives a written response from the Ministry to Mackenzie County, a letter may be sent to the Ministry. The City of Cold Lake is drafting a letter using City of Cold Lake letterhead seeking clarity on exemptions by cabinet on inter-basin water transfers. There have been four cases in Cold Lake alone. There is a need to revisit this legislation. The resolution to AUMA and RMA for reliable, stable funding for water and wastewater will likely be brought forward in March. The fall may be too soon to distill questions from the research conducted in the spring. The aim is to bring the same resolution to both AUMA and RMA. Recruitment efforts are ongoing. There is a desire to have more government representatives attending meetings, as there may be more municipal interest

Draft Minutes for Approval October 3rd, 2019 Meeting

if they attend. There was also the suggestion to include Indigenous and Northern Affairs Canada on WNC as having a representative from INAC may result in a better response from First Nation, Metis, and Inuit communities. AUMA and RMA conventions are coming up in the fall. Members will be provided a key messages document so that if members meet Minister at these events, they will know what to communicate depending on the Minister.

Next Meeting

Location and date of future meetings

The next meeting is October 3, 2019 in Grande Prairie. Aquatera is hosting. Volunteers for hosting are needed for the January, April, July, and October meetings in 2020. Municipalities interested in hosting, should take turns, East to West. If interested, please let Melonie or Bob know. John Moen of Saddle Hills County indicated interest in hosting a meeting in 2020. Melonie to follow up. Members are also encouraged to RSVP to NADC so that a proper head count can be given to the host community.

Future agenda topics, upcoming presentations, and potential exhibitions discussion

Associated Engineering will be presenting at the meeting in October in Grande Prairie. Members are encouraged to think of challenges in their own municipalities or topics discussed from past presentations so that an invitation can be sent to the presenter to provide updates. Meghan suggested that more updates be given from Government of Alberta ministries (Alberta Health, Environment and Parks). Both Tanya Hunter and Okey Obiajulu of Environment and Parks have presented to WNC. The budget may be a good time to provide updates from the Government of Alberta. Melonie indicated other presenters and suggestions have been put forward but have not yet been confirmed. A BEAST update could be scheduled for October 2020. With regard to upcoming potential exhibitions, members are encouraged to let NADC know.

Adjournment

Moved by Corinna Williams of Northern Sunrise County to adjourn the meeting at 2:01pm.

MOTION CARRIED



STAFF REPORT

Title: Minutes September 18, 2019 Recreation and Culture Advisory Committee

Meeting Date: October 22, 2019

Executive Summary:

Minutes Recreation and Culture Advisory Committee September 18, 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
Regular Meeting
September 18, 2019 - Energy Centre**

Representatives:

Chris Holoboff, Chairperson
Lorie Jacobsen, Vice-Chairperson
Bob Buckle, Councilor, Absent with Regrets
Ed Machtmes, Committee Member
Ben Fadeyiw, Councilor, MD of Bonnyville No. 87, Absent with Regrets
Candice Sutterfield, Committee Member
Heather Miller, Recreation Programs & Services Manager
Tina Willier-Piché, Recording Secretary

1. Call to Order at 7:30 pm by Chris Holoboff.

2. Adoption/Additions

2.1 Agenda

2019-044 Moved by Lorie Jacobsen to accept the agenda as presented. 2nd by Ed Machtmes. AIF.

CARRIED

2.2 Minutes of Regular Meeting Held June 19, 2019

2.3 Minutes of Electronic Vote Held July 9, 2019

2019-045 Moved by Candice Sutterfield to accept the Regular Meeting Minutes of the RCAC held June 19, 2019 and the Electronic Vote Held July 9, 2019. 2nd by Lorie Jacobsen. AIF.

CARRIED

3. Old Business

3.1 Hall of Fame

Ceremony date is set for the evening of November 2, 2019. Confirm with Community Event Programmer for booking of speaker.

4. New Business

4.1 Application – Travel Grant – Cold Lake Minor Ball Association

2019-046 Moved by Chris Holoboff to approve the Travel Grant Application for Cold Lake Minor Ball Association for the amount of Two Hundred Fifty Dollars (\$250). 2nd by Lorie Jacobsen. 4 Opposed.

DEFEATED

Motion 2019-046 to approve the Travel Grant for Cold Lake Minor Ball 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

4.2 Application – Special Event Grant – Pirouette School of Dance Society

2019-047 Moved by Lorie Jacobsen to approve the Special Event Grant Application for the Pirouette School of Dance Society for the amount of One Thousand Dollars (\$1000).

Discussion ensued.

2019-047 Moved by Candice Sutterfield to amend and approve the Special Event Grant Application for the Pirouette School of Dance Society for the amount of Five Hundred Dollars (\$500). 2nd by Ed Machtmes.

CARRIED

4.3 Application – Leadership Grant – Cold Lake Agricultural Society

2019-048 Moved by Ed Machtmes to approve the Leadership Grant Application for the Cold Lake Agricultural Society for the amount of Five Hundred Eighty Seven Dollars (\$587). 2nd Lorie Jacobsen. AIF.

CARRIED

4.4 Application – Special Event Grant – Cold Lake Filipino Basketball League

2019-049 Moved by Candice Sutterfield to approve the Special Event Grant Application received by the Cold Lake Filipino Basketball League for the allowable maximum amount of One Thousand Dollars (\$1000). 2nd by Chris Holoboff.

Discussion ensued.

2019-049 Moved by Ed Machtmes to amend and approve the application from the Cold Lake Filipino Basketball League as a Development Grant Application and for 50% of the requested funds in the amount of One Thousand Seven Hundred Ten Dollars (\$1710) as outlined in the eligibility criteria. 2nd by Candice Sutterfield. AIF.

CARRIED

When submitting the approval letter, highlight that the application was more suited to a Development Grant rather than a Special Event Grant. Also, indicate that the Cold Lake Filipino Basketball League may be considered for the developmental grants for a period of two consecutive years as per policy.

Handwritten signature/initials in blue ink.



4.5 Application – Special Event Grant – Cold Lake Men's Soccer

2019-050 Moved by Lorie Jacobsen to approve the Special Event Grant Application for the Cold Lake Men's Soccer for the amount of Four Hundred Twenty Dollars (\$420) as outlined in the eligibility criteria and upon the condition that the RCAC receive a Letter of Support from the Alberta Soccer Association. 2nd Ed Machtmes.

CARRIED

5. Correspondence and Information Items

5.1 Report Form – Rhino's U17-18 Men's Volleyball – Travel Grant

5.2 Report Form – Cold Lake Agricultural Society – Special Event Grant

5.3 Report Form – Rhino's U15 Girls Volleyball – Travel Grant

5.4 Report Form – Cold Lake Minor Ball – Equipment Grant

5.5 Report Form – Pirouette School of Dance Society – Travel Grant

5.6 Report Form – Alysha Axani Memorial Foundation – Development Grant

5.7 Letter Dated – August 20, 2019

5.8 End of Term Letters – Dated August 26, 2019

2019-051 Moved by Candice Sutterfield to accept Items 5.1 to 5.8 as Information. 2nd by Lorie Jacobsen. AIF.

CARRIED

6. In Camera

7. Board Development – Proclamation – Announcements

8. Next Meeting scheduled October 16, 2019 at 7:30 pm, Energy Centre


9. Adjournment at 8:27 pm.

Motion 2019-042 Moved by Ed Machtmes to adjourn. 2nd by Lorie Jacobsen. AIF

CARRIED


Respectfully Submitted:


Tina Willier-Piché, Recording Secretary

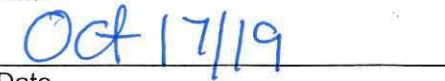

Date

Approved:


Chris Holoboff, Chairperson


Date


Heather Miller, Staff Advisor


Date



STAFF REPORT

Title: Oath of Office Deputy Mayor Lefebvre November 1, 2019 - June 30, 2020

Meeting Date: October 22, 2019

Executive Summary:

Councillor Vicky Lefebvre - Deputy Mayor Term
November 1, 2019 - June 30, 2020

Background:

Alternatives:

Recommended Action:

That Mayor Copeland administer the Oath of Office of Deputy Mayor for the period of November 1, 2019 - June 30, 2020 to Councillor Lefebvre.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

DEPUTY MAYOR
OATH OF OFFICE

***I, Vicky Lefebvre, swear that I will diligently, faithfully,
and to the best of my ability, execute according to law
the office of Deputy Mayor for the City of Cold Lake for
the period of November 1, 2019 to June 30, 2020.***

So help me God.

***SWORN before me at the)
City of Cold Lake, in the)
Province of Alberta, this)
22nd day of October 2019.)*** ***Vicky Lefebvre***

Commissioner for Oaths



STAFF REPORT

Title: World Town Planning Day - November 8, 2019

Meeting Date: October 22, 2019

Executive Summary:

Proclamation - World Town Planning Day - November 8, 2019

Background:

Alternatives:

Recommended Action:

That Mayor Copeland proclaim November 8, 2019 as World Town Planning Day in the City of Cold Lake.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Planning and Development

World Town Planning Day – November 8th, 2019

Dear Mayor Copeland,

World Town Planning Day (WTPD) focuses on the progress of community planning, highlights the valuable contributions that sound planning has made to the quality of the human environment, and provides recognition of the ideals of community planning among the profession and the general public worldwide. This event is currently celebrated in some manner in about 30 countries on four continents. This year marks the 70th Anniversary of first celebration of World Town Planning Day in 1949.

The Canadian Institute of Planners has existed since 1919 and has a national membership of more than 7,000, with Affiliate associations representing planners in each of Canada's provinces and territories. Working with its Affiliates, CIP sets national standards for training, certification, best practices, accredits and recognizes university planning degree programs, and provides a range of other membership benefits and services. In addition to being the 70th Anniversary of World Town Planning Day, 2019 also marks the 100th Anniversary of CIP.

The Alberta Professional Planners Institute, an affiliate of the Canadian Institute of Planners (CIP), endorses World Town Planning Day as an opportunity to highlight the contribution that sound planning makes to the quality of our settlements and environment. Canada's growth and urbanization presents continuing challenges for our urban, regional and rural planners as we do our part to keep our communities prosperous, healthy and viable. The recognition of World Town Planning Day is one way to emphasize the importance of community planning to the quality of life of Canadians.

It would be most appreciated if you would be able to recognize November 8th this year as World Town Planning Day.

Planning and Development Staff

Proclamation

WORLD TOWN PLANNING DAY

WHEREAS November 8th of each year has been celebrated as World Town Planning Day since its inception in 1949 and is currently celebrated in over 30 countries on four continents; and

WHEREAS The year 2019 Marks the 70th Anniversary of the celebration of World Town Planning Day as well as the 100th Anniversary of the Canadian Institute of Planners; and

WHEREAS the Alberta Professional Planners Institute, a component of the Canadian Institute of Planners, endorses World Town Planning Day as an opportunity to highlight the contribution that sound planning makes to the quality of our settlements and environment; and

WHEREAS World Town Planning Day also celebrates Canadian accomplishments made in the collective decisions concerning our cities and regions that bring quality and meaning to our lives; and

WHEREAS the celebration of World Town Planning Day gives us an opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed time and effort to the improvement of our many cities and regions; and

WHEREAS we fully appreciate the many valuable contributions made by the professional community and regional planners and extend our thanks for the continued commitment to public service.

NOW THEREFORE LET IT BE KNOWN THAT I, Craig Copeland, Mayor of Cold Lake, Alberta, do hereby proclaim the day of November 8th, 2019 as:

WORLD TOWN PLANNING DAY

in Cold Lake, Alberta and do commend its thoughtful observance to all citizens of our province.

Mayor