



**Council - Regular Meeting  
Agenda**

Tuesday, December 10, 2019

6:00 p.m.

Council Chambers

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16. ADJOURNMENT



## **STAFF REPORT**

**Title:** Council - Regular Meeting November 26, 2019

**Meeting Date:** December 10, 2019

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**Executive Summary:**

**Background:**

**Alternatives:**

**Recommended Action:**

That the minutes of Council's regular meeting held November 26, 2019 be accepted as presented.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer





## **Council - Regular Meeting Minutes**

**Tuesday, November 26, 2019**

**6:00 p.m.**

### **Council Chambers**

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

Council Absent: Councillor Bob Buckle  
Councillor Jurgen Grau  
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  
Executive/Recording Secretary Cindy Reimer

### **CALL TO ORDER**

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

### **ADOPTION OF AGENDA**

#### **Resolution # CRM20191126.1001**

Moved by Councillor Lefebvre

That the agenda be adopted as presented.

**Carried Unanimously**

### **DISCLOSURE OF INTEREST**

None.

## **MINUTES APPROVAL**

### **Council - Regular Meeting November 12, 2019**

#### **Resolution # CRM20191126.1002**

Moved by Councillor Vining

That the minutes of Council's regular meeting held November 12, 2019 be accepted as presented.

**Carried Unanimously**

### **Council - Corporate Priorities Committee Meeting November 19, 2019**

#### **Resolution # CRM20191126.1003**

Moved by Councillor Lay

That the minutes of Council's Corporate Priorities Committee meeting held November 19, 2019 be accepted as presented.

**Carried Unanimously**

## **PUBLIC QUESTION PERIOD**

None.

## **PUBLIC HEARINGS**

None.

## **DELEGATIONS**

### **Tammy Hawco**

Mayor Copeland welcomed Ms. Tammy Hawco to the Council meeting at this time being 6:02 p.m.

Ms. Hawco presented Council with a power point presentation regarding a community desire for a second, more centralized, off-leash dog park, the proposed rules and regulations for the park, the central location of the park, park specifications, and projected costs.

Ms. Hawco requested the City of Cold Lake's consideration in building a more centralized off-leash dog park that would allow residents to exercise their dogs in a fun and safe environment with the proposed area being at Imperial Park with an approximate cost of \$50,000.00 for a six (6) foot installed, chain link fence.

Ms. Hawco stated that having a dedicated area for the canine community would allow for safe, regular exercise, and would hopefully deter owners from frequenting other restricted city spaces (i.e. the beach) with their dogs. This dedicated area would also encourage residents to socialize with other citizens while at the park, thus promoting a stronger sense of community, and would be a welcome resource for those who are visiting, vacationing, or camping in the Lakeland area.

Mayor Copeland thanked Ms. Hawco for her presentation advising that Council would consider the request at their next regular meeting of Council being December 10, 2019.

Ms. Hawco returned to the gallery at this time being 6:22 p.m.

### **Cold Lake Ambulance Society - Murray Gauthier and Joe Gray**

Mayor Copeland welcomed Cold Lake Ambulance Society (CLAS) Board Member Murray Gauthier to the Council meeting at this time being 6:23 p.m.

Mr. Gauthier handed out some additional information noting that unfortunately Operations Manager Joe Gray was unable to attend this evening and apologized for his absence.

Mr. Gauthier requested Council's consideration of a donation to the CLAS for the purchase of electric stretchers for their fleet of four (4) ambulances.

Mr. Gauthier advised that the CLAS's goals where to:

- Equip their fleet of four (4) ambulances with Stryker Power PRO\_XT cots
- Retrofit the fleet with Power Load systems as the base powered lifting solution

Mr. Gauthier further advised of the following costs:

- Total cost to outfit one (1) ambulance with a power cot and lift system:  
\$56,686.90

- Travel expenses to Saskatoon, where the equipment is manufactured and installed, to equip one (1) ambulance: \$881.20
- Unexpected maintenance contingency fund \$7,056.71 (hydraulic assembly replacement)

Total cost of purchasing, installing, maintaining, and a small contingency for the units works out to be \$62,642.91. With four (4) units to retrofit, CLAS would be looking at a total expense of \$242,400.24.

Mr. Gauthier stated that although the total expense is close to \$250,000.00, any amount of funding would be greatly appreciated.

Mayor Copeland thanked Mr. Gauthier for his presentation advising that Council would consider the request at their next regular meeting of Council being December 10, 2019.

Mr. Gauthier returned to the gallery at this time being 6:49 p.m.

## **CITY FINANCIAL REPORTS**

### **City Financial Reports - October 2019**

#### **Resolution # CRM20191126.1004**

Moved by Councillor Lay

That Council accept the financial reports for the period ending October 31, 2019 including accounts payable cheque numbers 134278 to 134688.

**Carried Unanimously**

## **OLD BUSINESS**

### **Bylaw No. 653-BD-19 - Procedure Bylaw**

#### **Resolution # CRM20191126.1005**

Moved by Councillor Vining

That Bylaw No. 653-BD-19, being a Bylaw to Provide Rules Governing the Proceedings and the Regular Business of Council and Council Committees, in the City of Cold Lake, be given third and final reading.

**Carried Unanimously**

## **NEW BUSINESS**

### **Bylaw No. 656-DA-19 - Bylaw to Establish a Schedule of Fees for Planning and Development Services and Safety Codes Services**

#### **Resolution # CRM20191126.1006**

Moved by Councillor Lefebvre

That Bylaw No. 656-DA-19, being a Bylaw to Establish a Schedule of Fees for Planning and Development Services and Safety Codes Services, in the City of Cold Lake, be given first reading.

**Carried Unanimously**

### **Policy No. 208-RC-19 - Trails and Sidewalks Winter Maintenance Policy**

#### **Resolution # CRM20191126.1007**

Moved by Councillor Lefebvre

That Council adopt Policy No. 208-RC-19, being the Trails and Sidewalks Winter Maintenance Policy, as presented.

**Carried Unanimously**

### **Letter - Minister of Municipal Affairs Regarding Improvement District (ID) No. 349**

#### **Resolution # CRM20191126.1008**

Moved by Councillor Vining

That Council accept New Business Item 10.3 Letter - Minister of Municipal Affairs Regarding Improvement District (ID) No. 349 as information.

**Carried Unanimously**

### **2019 Community and Regional Economic Support (CARES) Grant Application**

#### **Resolution # CRM20191126.1009**

Moved by Councillor Lefebvre

That Council authorize Administration to submit a Community and Regional Economic Support (CARES) application for phase two (2) of the Aerospace Economic Development Project, using money from the 2019 Economic Development Initiative - Aerospace as matching funds.

**Carried Unanimously**

**Lakeland Industry and Community Association (LICA) - Integrated Watershed Management Plan (IWMP) Committee - City of Cold Lake Representation**

**Resolution # CRM20191126.1010**

Moved by Councillor Lay

That Council appoint Councillor Buckle to the Lakeland Industry and Community Association (LICA) Integrated Watershed Management Plan (IWMP) Committee.

**Carried Unanimously**

**Cancel December 17, 2019 Corporate Priorities Committee Meeting**

**Resolution # CRM20191126.1011**

Moved by Councillor Lefebvre

That Council cancel the December 17, 2019 Corporate Priorities Committee meeting of Council.

**Carried Unanimously**

**Letter of Support - Lakeland Multicultural Association - Anti-Racism Action Program Grant**

**Resolution # CRM20191126.1012**

Moved by Councillor Vining

That Council authorize the letter of support to the Lakeland Multicultural Association (LMA) to accompany their Government of Canada Anti-Racism Action Program Grant Application to provide and promote anti-racism within our diverse community.

**Carried Unanimously**

**Letter of Support - Lakeland Multicultural Association - Celebrate Canada Grant**

**Resolution # CRM20191126.1013**

Moved by Councillor Lay

That Council authorize the letter of support to the Lakeland Multicultural Association (LMA) to accompany their Celebrate Canada Grant Application to celebrate Canadian Multiculturalism Day through ethno-cultural cooking classes.

**Carried Unanimously**

**Cold Lake RCMP Detachment - November 12, 2019 Delegation**

**Resolution # CRM20191126.1014**

Moved by Councillor Lefebvre

That Council accept the Cold Lake RCMP Detachment delegation presentation made at the November 12, 2019 regular meeting of Council as information.

**Carried Unanimously**

**Cold Lake Seniors' Society - November 12, 2019 Delegation**

**Resolution # CRM20191126.1015**

Moved by Councillor Lay

That Council accept the Cold Lake Seniors' Society delegation presentation made at the November 12, 2019 regular meeting of Council as information.

**Carried Unanimously**

**Request for Funding - Cold Lake Library Board - November 12, 2019 Delegation**

**Resolution # CRM20191126.1016**

Moved by Councillor Vining

That Council accept the Cold Lake Library Board delegation presentation made at the November 12, 2019 regular meeting of Council as information and consider the Cold Lake Library Board request for funding during the 2020 budget deliberations.

**Carried Unanimously**

**Request for Funding - Bonnyville and District Chamber of Commerce - Lakeland Business of the Year Awards Gala**

**Resolution # CRM20191126.1017**

Moved by Councillor Vining

That Council postpone New Business Item 10.12 Request for Funding - Bonnyville and District Chamber of Commerce - Lakeland Business of the Year Awards Gala to the January 28, 2020 regular meeting of Council.

**Postponed**

## **COMMITTEE REPORTS**

**Minutes April 29, 2019 Cold Lake Regional Utility Services Commission**  
Information.

**Minutes September 11, 2019 Cold Lake Regional Chamber of Commerce**  
Information.

**Minutes October 3, 2019 Economic Development Advisory Committee**  
Information.

**Minutes October 7, 2019 Family and Community Support Services Advisory  
Committee**  
Information.

**Minutes October 9, 2019 Cold Lake Regional Chamber of Commerce**  
Information.

**Minutes October 16, 2019 Recreation and Culture Advisory Committee**  
Information.

**Minutes November 18, 2019 Alberta Hub**  
Information.

## **COUNCIL HIGHLIGHTS/ REPORTS**

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

## **NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS**

None.



## **QUESTIONS**

Councillor Lefebvre requested an update on EDAC's request to get together with Cold Lake First Nations (CLFN) with respect to the establishment of a tourism committee.

Chief Administrative Officer K. Nagoya advised that a terms of reference has been drafted and the scheduling of a meeting with CLFN is in the works.

### **Resolution # CRM20191126.1018**

Moved by Councillor Vining

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

**Carried Unanimously**

Delegates Ms. Hawco and Mr. Gauthier left the meeting at this time being 7:38 p.m.

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, and Executive/Recording Secretary C. Reimer left the meeting at this time being 7:48 p.m.

Mayor Copeland reconvened the meeting at this time being 7:49 p.m.

## **IN CAMERA**

### **Agreement - Improvement District (ID) No. 349**

Present: Mayor Copeland, Councillors Lay, Lefebvre and Vining, Chief Administrative Officer K. Nagoya, and Manager of Strategic Initiatives A. Serba.

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

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

**Resolution # CRM20191126.1019**

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 7:49 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to an Agreement - Improvement District (ID) No. 349.

**Carried Unanimously**

**Resolution # CRM20191126.1020**

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 8:24 p.m.

**Carried Unanimously**

**ADJOURNMENT**

**Resolution # CRM20191126.1021**

Moved by Councillor Vining

That the meeting be adjourned at this time being 8:25 p.m.

**Carried Unanimously**

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Mayor

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Chief Administrative Officer



## STAFF REPORT

**Title:** Bylaw No. 634-LU-18 - Amend LUB No. 382-LU-10

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

Application to rezone the lands described as Part of 34-62-2-W4M from RMX-Residential Mixed Use to C2-Arterial Commercial.

### **Background:**

The City has received an application to rezone the lands described as Part of 34-62-2-W4M from RMX-Residential Mixed Use to C2-Arterial Commercial. The proposed rezoning is to amend the Land Use Bylaw Map, being part of the City's Land Use Bylaw No. 382-LU-10. The purpose of the proposed rezoning is to allow for a variety of commercial uses on the subject property.

The subject lands are bordered by developed RMX-Residential Mixed Use on the north and east with developed C2-Arterial Commercial lands on the south and west. Administration is of the opinion that the proposed rezoning would be compatible with the existing and proposed land uses in the surrounding neighbourhood and continues the established sequence of development within the immediate area.

Administration is of the opinion that the proposed rezoning complies with the policies of the Municipal Development Plan. The property in question is not governed by an Area Structure Plan.

Bylaw 634-LU-18 received first reading at the October 23, 2018 Council meeting with a Public Hearing and Second reading on November 27, 2018. No issues were raised at the Public Hearing or through the application referral and third reading had been deferred at that time at the request of the applicant. The prospective purchaser has, with the property owner's consent, requested that the rezoning of the property to C2-Arterial Commercial be finalized.

Administration recommends that Bylaw 634-LU-18 be given third and final reading.



**Alternatives:**

Council may consider the following alternatives:

- 1) Pass a motion to give bylaw 634-LU-18 third and final reading.
- 2) Defeat a motion to give bylaw 634-LU-18 third and final reading.
- 3) Accept as information only.

**Recommended Action:**

Administration recommends that Council proceed to give Bylaw No. 634-LU-18 third and final reading.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE**  
**BYLAW #634-LU-18**  
**A BYLAW TO AMEND LAND USE BYLAW NO. 382-LU-10**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO  
AMEND LAND USE BYLAW NO. 382-LU-10 BY REZONING PART OF SECTION 34-62-2-  
4 FROM RMX-RESIDENTIAL MIXED USE TO C2-ARTERIAL COMMERCIAL

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

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

**WHEREAS** Council has received an application to rezone the lands described as Part of Section 34-62-2-4 from UR-Urban Reserve to PS-Public Service;

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

**SECTION 1 – TITLE**

1. This Bylaw shall be cited as the “Bylaw to rezone Part of Section 34-62-2-4 from RMX-Residential Mixed Use to C2-Arterial Commercial”.

**SECTION 2 – REZONING APPROVAL**

2. The City of Cold Lake Land Use Bylaw No. 382-LU-10 is hereby amended by:
  - 2.1 The approval of the rezoning of Part of Section 34-62-2-4, attached to and forming part of this bylaw as Schedule ‘A’ from RMX-Residential Mixed Use to C2-Arterial Commercial.

**SECTION 3 – ENACTMENT**

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

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 23<sup>rd</sup> day of October, A.D. 2018, 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 27<sup>th</sup> day of November, A.D. 2018 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 \_ day of \_\_\_\_\_, A.D. 2019, on motion by Councillor\_\_\_\_\_.

**CARRIED**  
**UNANIMOUSLY**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

**CITY OF COLD LAKE**

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

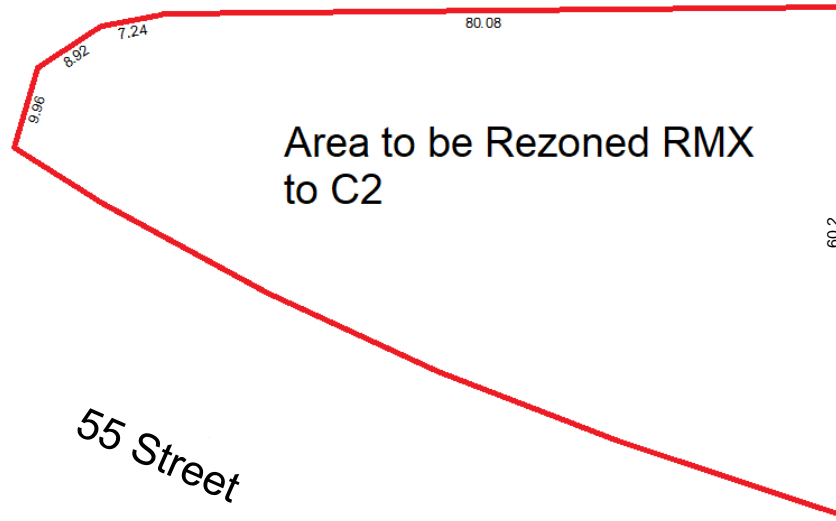
# Schedule 'A'

Bylaw 634-LU-18

Part of 34-62-2-W4M



50 Avenue



53 Street

55 Street

# Location Map

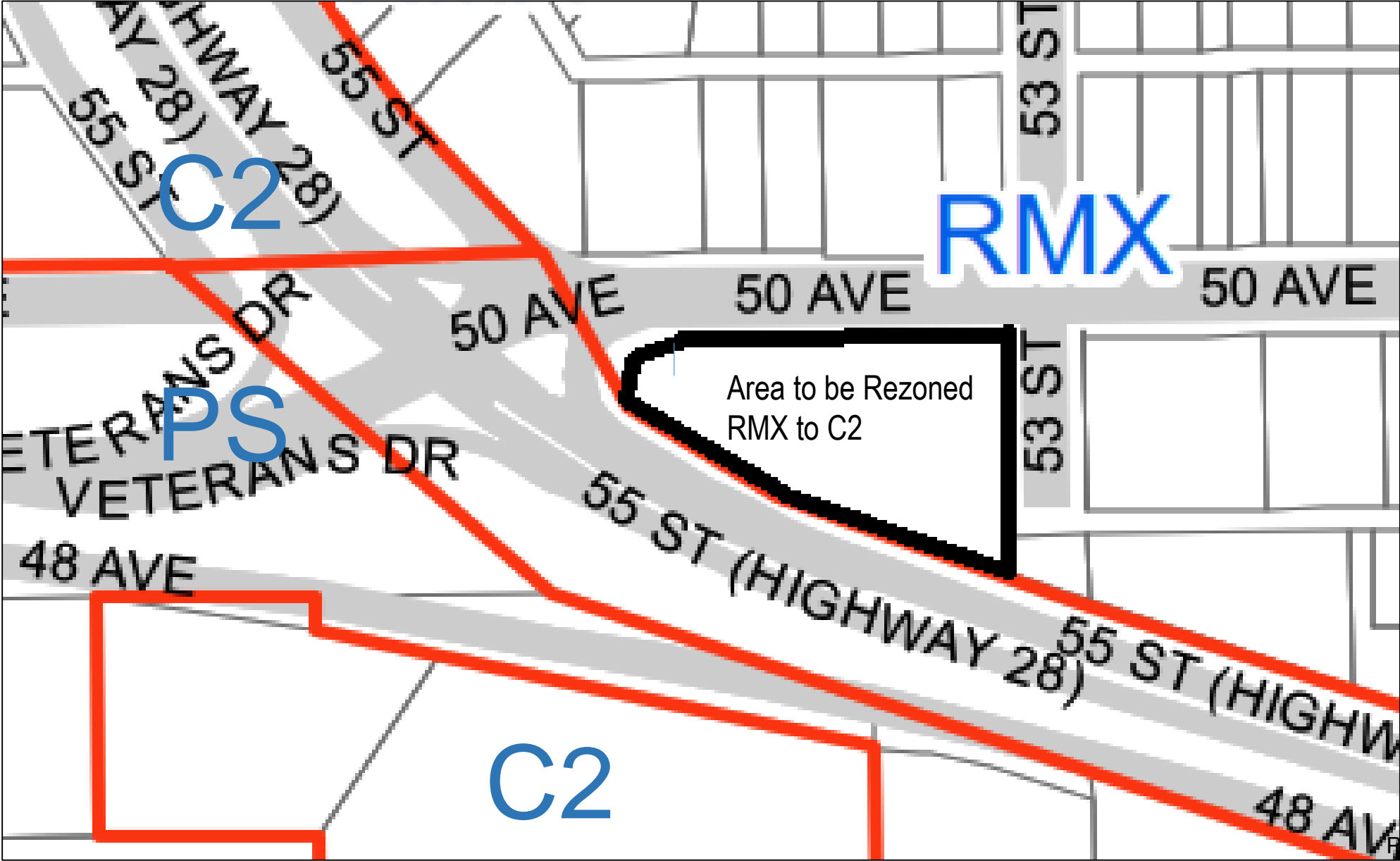
Bylaw 634-LU-18





# Surrounding Zoning

Bylaw 634-LU-18





## Summary of Rezoning Referral Circulation

<b>File Number:</b>	634-LU-18		
<b>Description:</b>	<b>Rezoning RMX-Residential Mixed Use to C2-Arterial Commercial</b>	<b>Part of Section 34, Township 62, Range 2 West of the 4th Meridian</b>	<b>Municipal Address</b> 5305 50 Avenue

Source & Summary of Comments	No Reply	Objections	No Objection	Easement, ROW, ASP, etc, requirements
<b>City of Cold Lake</b>				
<b>Planning and Development Department</b>	✓			
Planning and Development Manager	✓			
Planner			✓	
Development Officer	✓			
<b>Corporate Services</b>	✓			
<b>Emergency Services</b>	✓			
<b>Parks</b>	✓			
<b>Public Works &amp; Infrastructure</b>	✓			
<b>Government of Canada</b>				
<b>4 Wing Cold Lake</b> - Approved pursuant to Paragraph 6 of the Zoning Regulations criteria: In order to minimize bird hazards to aviation, no owner or occupier of any lands in respect of which these regulations apply shall permit those lands or any part thereof to be used as a site for (a) a sanitary land fill; (b) a food garbage disposal site; (c) a sewage lagoon; or an open water-storage reservoir.				✓
<b>Province of Alberta</b>				
<b>Alberta Environment</b>	✓			
<b>Alberta Infrastructure &amp; Transportation</b>	✓			

Source & Summary of Comments	No Reply	Objections	No Objection	Easement, ROW, ASP, etc, requirements
Alberta Tourism, Parks, Recreation & Culture	✓			
Alberta Environment & Parks			✓	
<b>Regional</b>				
MD of Bonnyville	✓			
Aspen Regional Health Authority	✓			
East Central Francophone Education Region #3	✓			
Lakeland Catholic School Division #150	✓			
Northern Lights School Division	✓			
<b>Utilities</b>				
ATCO Electric	✓			
ATCO Gas				✓
ATCO Pipeline			✓	
EastLink			✓	
Telus	✓			



## STAFF REPORT

**Title:** Bylaw No. 656-DA-19 - Bylaw to Establish a Schedule of Fees for Planning and Development Services and Safety Codes Services

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

Bylaw to adopt an updated fee schedule for Planning & Development Services and Safety Codes Services fees and repeal the current Planning and Development Fee Bylaw 635-DA-18.

### **Background:**

Bylaw No. 656-DA-19 establishes a schedule of fees for Planning & Development services and Safety Codes Services administered by the municipality. The fee structure is reviewed annually and adjusted as necessary. The proposed bylaw also repeals the existing fee schedule Bylaw 635-DA-18.

The proposed Schedule 'A' outlines the fees to be levied for Planning and Development services administered by City staff. A comprehensive review of the City's Planning and Development Fees relative to the fees levied by other municipalities was last conducted in 2009. Administration is anticipating that a comprehensive review of the City's Planning and Development fees will be conducted in 2020.

The only proposed changes to Schedule 'A' are aimed at improving clarity, with no adjustments to the fees themselves. A clarification has been added that the development permit fee for Change of Use applications also applies to Addition of Use Applications and that the development permit fee for a Temporary Use also applies to applications for Temporary Buildings. Two fees – for the development of RV Parks and Golf Courses, have been removed as the low probability of receiving a development application for either does not justify outlining specific fees.

The proposed Schedule 'B' establishes the fees to be charged for Safety Codes Services in accordance with the contract between the City and the accredited inspection agency, The Inspections Group Inc. The current contract allows the Inspections Group to increase the Safety Codes fees up to 3% per year. As with last year, the Inspections Group has indicated that they do not wish to exercise the overall fee increase.

The only changes to the fees outlined in Schedule 'B', relate to adjustments in permitting requirements made by the Safety Codes Council. Previously, Electrical, Gas and Plumbing Permits for single-family residential installations were split into two



categories – Homeowner and Contractor, with differing fees for each category. Fees for Homeowner permits were slightly higher than those for contractors – because the work was not being performed/supervised by a journeyman, the inspector may have to spend additional time inspecting work installed by a homeowner. The Safety Codes Council no longer differentiates between homeowner and contractor permits, therefore, the separate fee structures will be removed from the fee schedule. Moving forward, the fee structure will be based on the previous homeowner permit fees. Some adjustment was required to account for instances where the previous fee structures specified differing intervals between homeowner vs. contractor fees.

Bylaw No. 656-DA-19 received first reading at the November 26, 2019 Council meeting. Administration is recommending that Council proceed to give bylaw 656-DA-19 second as well as third and final reading.

**Alternatives:**

Council May consider the following alternatives:

1. Proceed to give bylaw 656-DA-19 second as well as third and final reading.
2. Defeat second reading of Bylaw 656-DA-19.
3. Accept as information only.

**Recommended Action:**

Administration recommends that Council proceed to give Bylaw No. 656-DA-19, being a Bylaw to Establish a Schedule of Fees for Planning and Development Services and Safety Codes Services second reading as well as third and final reading.

**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE**  
**BYLAW 656-DA-19**  
**PLANNING AND DEVELOPMENT FEE SCHEDULE BYLAW**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH A SCHEDULE OF FEES FOR PLANNING AND DEVELOPMENT SERVICES AND SAFETY CODES SERVICES ADMINISTERED BY THE MUNICIPALITY WITHIN THE CITY OF COLD LAKE

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**PURSUANT** to sections 8(c)(i) and 630.1 of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended Council may, by bylaw, establish fees for licenses, permits and approvals;

**WHEREAS** Council wishes to establish a schedule of fees for Planning and Development Services and Safety Codes Services administered by the City of Cold Lake;

**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 “Planning and Development Fee Schedule Bylaw”.

**SECTION 2 – FEE SCHEDULE APPROVAL**

2. The City of Cold Lake may charge fees for the administration of various Planning and Development Services and Safety Codes Services in accordance with Schedule “A” and Schedule “B” to this Bylaw.

**SECTION 3 – REPEAL**

3. That Bylaw 635-DA-18 is hereby repealed.

**SECTION 4 – ENACTMENT**

4. This Bylaw shall come into full force and effect at the beginning of the day on January 1<sup>st</sup>, 2020.
5. Schedules “A” and “B” shall form part of this Bylaw.

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 26<sup>th</sup> day of November, A.D. 2019, 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 \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_, on motion by Councillor \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_, on motion by Councillor \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CITY OF COLD LAKE**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

**Schedule 'A'**  
**Bylaw #656-DA-18**

Subdivision		
Detached & Duplex Residential	Per lot	\$200
	Minimum Fee	\$1,000
Multi-Unit Res	Per lot	\$250
	Minimum Fee	\$1,500
Commercial	Per lot	\$250
	Minimum Fee	\$1,500
Other	Per lot	\$250
	Minimum Fee	\$1,500
Boundary Adjustment	Per lot	Same as applicable Subdivision Fee
	Minimum Fee	Same as applicable Subdivision Fee
Outline Plan Review or Amendment	Per hectare	\$300
	Minimum Fee	\$500
	Maximum Fee	\$1,500
Changes to Tentative Plans	Prior to circulation	\$150
	Prior to report & After circulation	50% of original fee
	After Report & Before Sub. Authority Approval	75% of original fee
	After Sub. Authority Approval	Reapplication
Reapplication for subdivision within 12 months of approval		200% of current fees
Subdivision Approval Extension	First Request	50% of fee at time of request
	Second Request	New application must be made at current fee rates
	City's Request	\$0
Subdivision Application Extension	Applicant's Request 1st	\$500
	Applicant's Request 2nd	\$1,000
	Applicant's Request 3rd	Reapplication
	City's Request	\$0
Subdivision Approval Cancellation		50% of original application fee
Condominium Endorsements		
Bareland Condominiums	Subject to Subdivision Fee as per above + \$40 per unit Endorsement Fee	
Other Condominium Plans	\$40 per unit Endorsement Fee	
Subdivision Endorsement		
No phases		Same as Subdivision Fee
Phases		Same as Subdivision Fee, plus \$500 per phase
Registered Plan Cancellation		
Same Cost as to Create Subdivision		
Subdivision Refunds		
Prior to circulation		75% of fee
Prior to completion of report & After circulation		25% of fee
After Completion of Report		\$0

- \* Where a charge is unclear final determination of the charge will be left to the discretion of the General Manager of Planning & Development
- \* All fees are subject to change at the discretion of the City of Cold Lake
- \* Unless otherwise noted all fees are non-refundable

## Bylaw Amendments

Land Use Bylaw (LUB)	Rezoning (Per Zone Change)	\$1,000
	Document Amendment (creation of a new zone/district or amendment to any text)	\$4,000
Municipal Development Plan (MDP)		\$5,000
Area Structure Plan (ASP)		\$5,000
Area Redevelopment Plan (ARP)		\$5,000
<b>Redistricting Refunds</b>		
Prior to circulation/advertising		75% of fee
Prior to Completion of Public Hearing Report & After circulation/advertising		25% of fee
After Completion of Public Hearing Report		\$0
<b>Bylaw Creation/Adoption</b>		
ASP		\$5,000
ARP		\$5,000
DC Creation		\$5,000

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## Development Permits

Single/Duplex Residential	(Apply to RE, R1A, R1B, R1B-1, R2, RMHC, RMHS and DC-RMHC zones)	\$100
Multifamily	(Applies to R3, R4 and DC-TCE zones)	\$100 application fee, plus \$50 per unit over 2 units
Mixed Use or Non-Residential	(Applies to C1, C2, C3, LC, RMX, HI, LI, PS, BD, IP, UR and other DC zones)	\$200 plus \$50 per unit over 2 units
Accessory Building - Shed		\$50
Accessory Building - Other		\$100
Change of Use/Addition of Use		\$100
Special Events (7 Days or More)		\$100
Tent Structure (Non-Profit)	On Public Property	\$100 Security deposit; refunded upon satisfactory cleanup
Tent Structure (For-Profit)	7 Days or More in Duration	\$25
Temporary Use/Temporary Building		\$100

### Pre-Development Lot Grading and/or Clearing and/or Excavation Permit

For all the land that is being cleared to accommodate a phase of development.

\$200 per hectare or part thereof

<b>Sign Permit</b>		
Permanent		\$100
Portable or Temporary		\$50
Sandwich Board	Per Event	\$25
	For 1 Year	\$50
Billboard		\$200
Election Signs		per election bylaw
<b>Home Based Business</b>		
Major		\$75
Minor		\$50

### Discretionary Use or Development Requiring a Variance

To Development Officer	\$50 plus regular DP fee
To Municipal Planning Commission	\$50 plus regular DP fee

<b>Permit Cancellation</b>		
Permit not requiring a variance	Permit Not yet issued	75% of original fee returned
	After Issuance of Permit	\$0
Permit requiring a variance	Prior to circulation	75% of original fee returned
	After circulation	25% of original fee returned
<b>Resubmission and Re-Examination of Plans</b>		
City's Request		\$0
Applicant's 1st Request		25% of Original Fee
Applicant's 2nd Request		50% of Original Fee
Applicant's 3rd Request		Reapplication
<b>Penalty</b>		
First Offence	Double the Applicable permit fee, plus costs associated with issuance and removal of Stop Order if applicable	
Second Offence and each offence following	Triple the Applicable permit fee, plus costs associated with issuance and removal of Stop Order if applicable	

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## Other Fees

Addressing Change	<i>Applicant Request</i>	\$100 per unit
	<i>City Request</i>	\$0
Appeals to Subdivision & Development Appeal Board	<i>Appeal of Development Officer Decision</i>	\$250 per person per application (non-refundable)
	<i>Appeal of MPC Decision</i>	\$500 per person per application (non-refundable)
Certificate of Title Search		\$30 per Title (This service only applies when it is a requirement for a Planning & Development Application)
Change to Municipal Reserve Designation Application		\$1,500
Compliance Certificates	<i>Regular Request</i>	\$100
	<i>Expedited Request</i>	\$200
Type 1 Development Agreement Administrative Fee*	* Fee includes one CCC & one FAC inspection. Fees for additional inspections will be at the discretion of the Manager of Engineering.	\$5,000
Type 2 Development Agreement Administrative Fee	* Fee Does Not include CCC or FAC inspection cost	\$2,500
Development Agreement Amendment Fee	<i>First Amendment</i>	\$500
	<i>Second Amendment and each amendment following</i>	\$1,000
	<i>City's Request</i>	\$0
Show Home Agreement Administrative Fee		\$1,000
Sidewalk, Curb & Gutter Construction Permit		\$200 + GST
Construction Completion Certificate (CCC) Inspection Fee		\$1,500 + GST
Final Acceptance Certificate (FAC) Inspection Fee		\$1,500 + GST
Development Completion Deposit	*Deposit to be refunded upon completion of development to the satisfaction of the City of Cold Lake	Minor Developments \$1,500*
		Major Developments \$5,000*
Non-Occupancy Assurance Deposit	*Deposit to be refunded upon issuance of CCC	\$10,000*
Discharge of Caveat	<i>Single Caveat over multiple Titles</i>	\$100 per request
	<i>Single Title with multiple Caveats</i>	\$100 per request
Encroachment Agreement (See Encroachment Policy for Definition of 'Major' and 'Minor' Encroachments)	<i>Minor Encroachment</i>	\$250 plus any other related fees (e.g. survey, legal, etc.)
	<i>Major Encroachment</i>	\$1,000 plus any other related fees (e.g. survey, legal, etc.)
Letter of Zoning Confirmation		\$30
Land Sale Admin Fee	<i>Commercial</i>	\$2,500
	<i>Residential</i>	\$1,500
Lane/Road Closure Application		\$1,500
PUL Licensing Request	<i>Application Fee</i>	\$500
	<i>Annual Renewal Fee (non-transferable)</i>	\$25
Documents	<i>Municipal Development Plan</i>	\$40 plus GST
	<i>Intermunicipal Development Plan</i>	\$40 plus GST
	<i>Land Use Bylaw</i>	\$50 plus GST
	<i>Area Structure Plans</i>	\$30 plus GST
	<i>Area Redevelopment Plans</i>	\$30 plus GST
	<i>Outline Plans</i>	\$10 plus GST
Photocopying Charges		Set by a separate bylaw for all City departments.

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\* Unless otherwise noted all fees are non-refundable

Schedule 'B'		
Bylaw #656-DA-18		
The Inspections Group Inc.		
Building Permit Fee Schedule		
Residential		
Single Family Residential (These fees apply to Single Detached and Duplex Dwellings)	Main Floor	\$1.05 per sq. ft.
	Second or Third Story	\$0.70 per sq. ft.
	Basement Development	\$0.30 per sq. ft.
	Garage & Accessory Buildings	\$0.30 per sq. ft.
	Secondary Suites	\$0.39 per sq. ft.
Minimum Residential Building Permit Fee		\$100
Foundation Only		\$0.42 per sq. ft.
Decks		\$0.25 per sq. ft. (\$100 minimum fee)
Garden/Storage Sheds over 110 ft <sup>2</sup>		\$100
Wood Stove		\$100
Residential Demolition		\$100
Geothermal Heating		\$250
Manufactured or Ready to Move (RTM) Home Installation	With AMA Label	\$202 (Flat Fee)
	Without AMA Label	\$404 (Flat Fee)
Multifamily Residential		
Minimum Building Permit Fee		\$250
Multifamily	\$6/per \$1000 (e.g. an estimated building cost of \$500,000 would have a permit cost of 6x500=\$3000)	
Renovations	\$6/per \$1000 (e.g. an estimated building cost of \$500,000 would have a permit cost of 6x500=\$3000)	
Commercial		
Minimum Commercial Building Permit Fee		\$250
Change of Occupancy Permit	Same as Minimum Commercial Building Permit Fee	
Commercial	\$6/per \$1000 (e.g. an estimated building cost of \$500,000 would have a permit cost of 6x500=\$3000)	
Renovations	\$6/per \$1000 (e.g. an estimated building cost of \$500,000 would have a permit cost of 6x500=\$3000)	
Commercial Demolition	\$6/per \$1000 with a minimum fee of \$250 (e.g. an estimated demolition cost of \$500,000 would have a permit cost of 6x500=\$3000)	
Pylon Sign	\$6/per \$1000 with a minimum fee of \$250 (e.g. an estimated demolition cost of \$500,000 would have a permit cost of 6x500=\$3000)	
Other		
Other	\$6/per \$1000 (e.g. an estimated building cost of \$500,000 would have a permit cost of 6x500=\$3000)	
Tent Structure (For-Profit Organization)		\$100
NOTE* All Building Permit fees are subject to an Additional 4.0% Safety Code Fee (Minimum charge \$4.50 and Maximum of \$560.00)		
Penalties		
	Commencing work without obtaining the required permit(s) will result in permit fees being doubled up to a maximum \$500 surcharge per permit.	
Permit Cancellation Refunds		
Plans Review Report Completed but Permit Not Yet Issued		75% of permit fee returned
Within 30 Days of Plan Review Report Completed and Permit Issued and no work started		50% of permit fee returned
After 30 Days of Plan Review Report Completed and Permit Issued		\$0

<b>Safety Code Council and Administrative Fees</b>		
<b>Safety Code Fees</b>		
All Gas, Plumbing, and Electrical Permit fees are Subject to an additional 4.0 % Safety Code Fee (Minimum charge of \$4.50 and Maximum of \$560.00)		
<b>Administration Fees</b>		
All Gas, Plumbing, and Electrical Permit fees are Subject to an additional \$25.00 Administration fee.		
<b>Point of Manufacture Inspection Fee</b>		
A \$1,300 inspection fee will be charged in addition to the standard permit fees where inspectors must travel outside of the Cold Lake Trading Area to inspect modular or pre-fabricated components at the point of manufacture. This inspection fee is subject to the \$25.00 permit administration fee.		
<b>Special Events Inspections</b>		
Special Events Inspections	During Regular Business Hours Monday-Friday	\$250.00 + Applicable Permit Fee
	After Regular Business Hours or on Weekends	\$500.00 + Applicable Permit Fee
<b>Reopening of Closed Files</b>		
A \$75.00 Administrative Fee will be charged to reopen any closed permit file.		
<b>Reinspections</b>		
*The Inspections Group Inc. reserves the right to charge an additional \$100 + GST for re-inspections		

### Plumbing Permit Fee Schedule

Residential		Private Sewage Permits	
No. of Fixtures	Fee	Holding tank only	\$113
1 to 5	\$106	Open discharge system	\$137
6 to 10	\$207	Septic to muni. System	\$142
11 to 15	\$246	Private sewage system	\$204
16 to 20	\$282	Inspection of existing PSDS (includes GST)	\$320.00
Note: Add \$5.75 for each Fixture over 20			

Commercial				Penalties	
No. of Fixtures	Fee	No. of Fixtures	Fee	Commencement of work without the required permit(s) will result in double permit fees up to a maximum surcharge of \$100 per permit	
1	\$80	41	\$357		
2	\$80	42	\$364		
3	\$80	43	\$372		
4	\$86	44	\$377		
5	\$96	45	\$384		
6	\$109	46	\$390		
7	\$117	47	\$396		
8	\$127	48	\$403		
9	\$137	49	\$410		
10	\$149	50	\$415		
11	\$156	51	\$423		
12	\$164	52	\$427		
13	\$170	53	\$431		
14	\$179	54	\$437		
15	\$187	55	\$442		
16	\$195	56	\$448		
17	\$202	57	\$453		
18	\$209	58	\$458		
19	\$217	59	\$463		
20	\$223	60	\$467		
21	\$230	61	\$473		
22	\$238	62	\$479		
23	\$243	63	\$483		
24	\$248	64	\$488		
25	\$255	65	\$493		
26	\$263	66	\$500		
27	\$268	67	\$505		
28	\$275	68	\$509		
29	\$281	69	\$515		
30	\$287	70	\$519		
31	\$294	71	\$524		
32	\$300	72	\$529		
33	\$306	73	\$535		
34	\$314	74	\$540		
35	\$320	75	\$545		
36	\$325	76	\$550		
37	\$333	77	\$555		
38	\$339	78	\$560		
39	\$346	79	\$564		
40	\$351	80	\$571		
Note: Add \$3.55 for each Fixture over 80					

The Inspections Group Inc.

**Gas Permit Fee Schedule**

<i>Non-Residential Gas Installations</i>	
BTU Input	Fee
10,000	\$80
20,000	\$80
30,000	\$80
40,000	\$80
50,000	\$80
60,000	\$80
70,000	\$80
80,000	\$86
90,000	\$92
100,000	\$99
110,000	\$107
120,000	\$113
130,000	\$118
140,000	\$127
150,000	\$132
170,000	\$138
190,000	\$144
210,000	\$152
230,000	\$157
250,000	\$164
300,000	\$169
350,000	\$175
400,000	\$183
450,000	\$189
500,000	\$197
550,000	\$202
600,000	\$208
650,000	\$213
700,000	\$220
750,000	\$226
800,000	\$235
850,000	\$241
900,000	\$246
950,000	\$252
1,000,000	\$258
Note: Add \$8.50 for each 100,000 BTUs over 1,000,000 BTUs	

<i>Residential Gas Installations</i>	
No. of Outlets	Fee
1 to 2	\$85
3 to 5	\$163
6 to 10	\$273
11 to 15	\$320
Note: Add \$10.30 for each outlet over 15	

<i>Replacement of Commercial/Industrial Heating Appliances (per unit)</i>	
BTU Input	Fee
0 - 400,000	\$80
400,001 - 5,000,000	\$131
Over 5,000,000	\$351

<i>Propane Tank Sets (New or Replacement)</i>	
Type of Installation	Fee
Propane Tank Sets	\$80
Gas or Propane Cylinder Refill Centres	\$131

<i>Temporary Heating</i>	
Type of Installation	Fee
<b>Residential (individual meters):</b>	
Temporary Propane Heating	\$80
Temporary Natural Gas Heating	\$80
<b>Multi-family/Commercial Temporary Heating</b>	
Installations will be calculated by the Non-Residential BTU Input Fee Schedule Above	

<i>Penalties</i>	
Commencement of work without the required permit(s) will result in double permit fees up to a maximum surcharge of \$100 per permit	

**The Inspections Group Inc.**

**Electrical Permit Fee Schedule**

**Single Family Residential**

Sq. Footage Developed		Other	
Fee			
0 - 500		Minimum Permit	\$80
501 - 1,000		Temporary Service	\$90
1,001 - 1,500		Service Change/Connection	\$143
1,501 - 2,000		Mobile Home Connection	\$107
2,001 - 2,500		Accessory Buildings (under 850 ft <sup>2</sup> )	\$109
2,501 - 3,000		Accessory Buildings (850 ft <sup>2</sup> and Above)	\$213
3,001 and above			

**All Other Than Single Family Residential**

**Electrical Contractor's Fee Schedule**

Installation Cost (\$)	Fee	Installation Cost (\$)	Fee	Other	
0-1000	\$80	38,000.01 - 39,000	\$440	Minimum Permit	\$80
1000.01-1500	\$96	39,000.01 - 40,000	\$446	Annual Electrical Permit Fee	\$370
1,500.01 - 2,000	\$109	40,000.01 - 41,000	\$453	Penalties	
2,000.01 - 2,500	\$117	41,000.01 - 42,000	\$459		
2,500.01 - 3,000	\$128	42,000.01 - 43,000	\$465	Commencement of work without the required permit(s) will result in double permit fees up to a maximum surcharge of \$100 per permit	
3,000.01 - 3,500	\$137	43,000.01 - 44,000	\$470		
3,500.01 - 4,000	\$147	44,000.01 - 45,000	\$479		
4,000.01 - 4,500	\$156	45,000.01 - 46,000	\$484		
4,500.01 - 5,000	\$165	46,000.01 - 47,000	\$491		
5,000.01 - 5,500	\$172	47,000.01 - 48,000	\$497		
5,500.01 - 6,000	\$182	48,000.01 - 49,000	\$505		
6,000.01 - 6,500	\$190	49,000.01 - 50,000	\$510		
6,500.01 - 7,000	\$200	50,000.01 - 60,000	\$543		
7,000.01 - 7,500	\$208	60,000.01 - 70,000	\$574		
7,500.01 - 8,000	\$217	70,000.01 - 80,000	\$608		
8,000.01 - 8,500	\$225	80,000.01 - 90,000	\$637		
8,500.01 - 9,000	\$238	90,000.01 - 100,000	\$670		
9,000.01 - 9,500	\$245	100,000.01 - 110,000	\$701		
9,500.01 - 10,000	\$254	110,000.01 - 120,000	\$733		
10,000.01 - 11,000	\$260	120,000.01 - 130,000	\$767		
11,000.01 - 12,000	\$267	130,000.01 - 140,000	\$798		
12,000.01 - 13,000	\$274	140,000.01 - 150,000	\$829		
13,000.01 - 14,000	\$280	150,000.01 - 160,000	\$861		
14,000.01 - 15,000	\$286	160,000.01 - 170,000	\$894		
15,000.01 - 16,000	\$293	170,000.01 - 180,000	\$926		
16,000.01 - 17,000	\$299	180,000.01 - 190,000	\$960		
17,000.01 - 18,000	\$305	190,000.01 - 200,000	\$1,022		
18,000.01 - 19,000	\$313	200,000.01 - 210,000	\$1,053		
19,000.01 - 20,000	\$318	210,000.01 - 220,000	\$1,085		
20,000.01 - 21,000	\$324	220,000.01 - 230,000	\$1,118		
21,000.01 - 22,000	\$330	230,000.01 - 240,000	\$1,150		
22,000.01 - 23,000	\$338	240,000.01 - 250,000	\$1,181		
23,000.01 - 24,000	\$344	250,000.01 - 300,000	\$1,279		
24,000.01 - 25,000	\$350	300,000.01 - 350,000	\$1,373		
25,000.01 - 26,000	\$356	350,000.01 - 400,000	\$1,469		
26,000.01 - 27,000	\$362	400,000.01 - 450,000	\$1,565		
27,000.01 - 28,000	\$369	450,000.01 - 500,000	\$1,661		
28,000.01 - 29,000	\$376	500,000.01 - 550,000	\$1,756		
29,000.01 - 30,000	\$383	550,000.01 - 600,000	\$1,852		
30,000.01 - 31,000	\$388	600,000.01 - 650,000	\$1,952		
31,000.01 - 32,000	\$395	650,000.01 - 700,000	\$2,044		
32,000.01 - 33,000	\$402	700,000.01 - 750,000	\$2,141		
33,000.01 - 34,000	\$408	750,000.01 - 800,000	\$2,236		
34,000.01 - 35,000	\$414	800,000.01 - 850,000	\$2,334		
35,000.01 - 36,000	\$421	850,000.01 - 900,000	\$2,428		
36,000.01 - 37,000	\$427	900,000.01 - 950,000	\$2,524		
37,000.01 - 38,000	\$432	950,000.01 - 1,000,000	\$2,530		
Permit fee for installation cost over \$1,000,000 is \$95 per \$100,000 of the installation cost					



## STAFF REPORT

**Title:** Policy No. 120-FN-10 - Business Retention and Attraction Incentive Program (BRAIP) Policy

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

Annual review of the Business Retention and Attraction Incentive Program Policy No. 120-FN-10 and authorize continuation of the program for 2020 and revisions to the Policy regarding the timeline for application submissions.

### **Background:**

At Council's regular meeting of November 12, 2019, Council postponed this item to the December 10, 2019 regular meeting of Council.

The Business Retention and Attraction Incentive Program (BRAIP) Policy No. 120-FN-10 was originally adopted by Council on March 16, 2010 to provide a financial incentive in the form of a municipal tax rebate to business owners who enhance existing buildings, construct new buildings/additions to buildings or demolish existing buildings. The policy was originally approved in 2010 to run for an initial 2 year period and has been renewed and revised by Council several times since. The policy was substantially revised in January 2017, to increase the incentive amount from 50% of the difference in the pre-and-post construction tax levy to 100% of this difference. The policy was also revised to offer a one-time, 10% rebate for projects consisting of renovations that do not enlarge the building.

The number of applications received in each year of the program are as follows:

- 2010 – 4
- 2011 – 2
- 2012 – 0
- 2013 – 1
- 2014 – 2
- 2015 – 3
- 2016 – 2
- 2017 – 4
- 2018 – 3
- 2019 – 5





It should also be noted that Administration includes a reminder about the BRAIP program with the annual Business Licence renewal notices to increase awareness of the program. Despite efforts to raise awareness, and the significant adjustments to the policy in 2017 to make the program more attractive to prospective applicants, uptake of the program is still low.

Section 4.4.2 of the policy currently states:

*“The program application form must be submitted within ninety (90) days of issuance of the Development Permit and/or Building Permits for the project. In cases where a qualifying project does not require permits, the incentive program application must be submitted and approved prior to commencement of any work beginning on the project.”*

Administration has noted that, towards the end of each year since 2017, qualifying projects are observed in the community that have not taken advantage of the BRAIP program. In both 2017 and 2018, Council approved an amendment to the Policy which effectively waived the application timelines specified in Section 4.4.2 of the policy and extended the application deadline for qualifying projects to December 31 of the given year. As the City is facing this same scenario in 2019, Administration is recommending a revision to the policy to make the deadline for BRAIP applications December 31 of any given year. Doing so would allow Administration to review building activity in the fall of each year (when construction activity is typically winding down) and contact eligible property owners to encourage them to apply for the BRAIP, without the need for Council to authorize a waiver of the application timelines each year.

Administration has also encountered several applications in the past few years where a property is found to be in tax arrears at the time the BRAIP application is submitted. Currently, the policy simply states that properties in tax arrears are not eligible. In practice, Administration has contacted the applicant to provide them with an opportunity to rectify the tax arrears, rather than automatically refusing the BRAIP application. Typically, this results in the tax arrears being resolved very quickly. In several cases, however, the arrears have not been paid and a decision on the BRAIP application has been deferred for an extended period. As presented, the policy has been updated to formally address this type of scenario by giving applicants up to six (6) months to rectify their tax arrears, after which the BRAIP application would be refused. The intent of the proposed change is to allow BRAIP applicants (who would otherwise qualify for the program) a reasonable period of time to rectify any tax arrears but also to establish a limit to how long an application may be held before it is deemed refused.

In accordance with Section 4.2, the BRAIP policy is to be reviewed by Council on an annual basis. Administration is recommending that Council pass a motion to adopt



revised Policy No. 120-FN-10 as presented, and direct Administration to continue to accept applications for the program until December 31, 2020. The program will be brought forward for review again in late 2020.

**Alternatives:**

Council may consider the following alternatives:

1. Pass a motion to adopt revised Policy No. 120-FN-10 as presented and direct Administration to continue to accept applications for the program until December 31, 2020.
2. Defeat a motion to adopt revised Policy No. 120-FN-10 as presented and direct Administration to continue to accept applications for the program until December 31, 2020.
3. Accept as information only.

**Recommended Action:**

Administration recommends that Council pass a motion to adopt revised Policy No. 120-FN-10, being the Business Retention and Attraction Incentive Program (BRAIP) Policy, as presented, and direct Administration to continue to accept applications for the program until December 31, 2020.

**Budget Implications (Yes or No):**

Yes - continuation of the BRAIP program will impact future budget cycles.

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



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## **Business Retention and Attraction Incentive Program Policy**

**POLICY NUMBER: 120-FN-10**

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Approval Date: March 16, 2010

Revise Date: November 5, 2019

Motion Number: CM20100316.1006

Repeal Date:

Supersedes:

Review Date:

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### **1.0 Policy Intent**

The City of Cold Lake is committed to providing a City-wide incentive program for commercial property owners who enhance existing buildings/property, construct new buildings or additions to existing buildings, or those who demolish existing buildings. Participants in the program may be eligible for an improvement incentive, upon project completion, by way of a municipal property tax rebate.

### **2.0 Purpose**

The purpose of the Business Retention and Attraction Incentive Program is to (1) encourage owners of non-residential buildings to invest in improvements that enhance the appearance and function of the building or property; (2) attract new business opportunities to the City and encourage investment in new buildings; and (3) encourage the demolition of existing buildings that may detract from the visual amenities of the area.

### **3.0 Policy Statement**

- 3.1 The City of Cold Lake shall establish the Business Retention and Attraction Incentive Program to encourage commercial property owners to enhance existing buildings or properties, construct/add to existing buildings and/or demolish existing buildings.
- 3.2 A standardized application process and guidelines to ensure transparent and consistent administration of the program.

### **4.0 Managerial Guidelines**

#### **General**

- 4.1 For the purposes of this policy, “municipal tax levy” shall mean property taxes levied and collected by the City of Cold Lake, exclusive of any property taxes levied and collected by the City on behalf of the Province of Alberta.

- 4.2 The program shall be reviewed annually by Council.

**Eligibility**

- 4.3 In order for the property to be deemed eligible for the program, the property must be either:
- 4.3.1 a private commercial and industrial building within the City of Cold Lake (including all vacant lots zoned for commercial or industrial purposes in accordance with the City of Cold Lake Land Use Bylaw); or;
  - 4.3.2 a property zoned RMX-Residential Mixed Use if the City, in its sole discretion, determines that the post-development use of the property would be classified as a commercial use by the City of Cold Lake Land Use Bylaw.
- 4.4 In order for a project to be deemed eligible for the program, the following criteria must be satisfied:
- 4.4.1 The minimum investment by the applicant of at least \$5,000 for eligible improvements for each project;
  - 4.4.2 The program application form must be submitted no later than December 31 of the calendar year in which the improvements to the property are made.
- 4.5 The applicant would be eligible for the grant incentive once the City has received verification that the improvements, which are the subject of the grant application, have been completed to the City's satisfaction.
- 4.6 The program is limited to one grant application per parcel or principal building on a parcel. In the case of a single parcel accommodating multiple tenants or businesses, the program may be applied for each independent business operation, with the grant available to the property owner(s).
- 4.6.1 Projects approved for inclusion in the program prior to the review date of this policy shall not be eligible to receive the increased grant funding offered by the current program.
  - 4.6.2 Notwithstanding section 4.6, properties which have previously been approved for incentive funding under this program are eligible to reapply in respect of additional enhancements provided that the payment term of the previous approval has expired and the property is no longer receiving grant payments under any previous approval made under this policy.
- 4.7 The following projects, businesses and/or properties are not eligible:
- 4.7.1 Home based businesses;
  - 4.7.2 Properties that are in tax arrears with the City;
    - 4.7.2.1 Where a property for which an application for the incentive program has been submitted is found to be in tax arrears, the City shall notify the applicant and the decision on the application shall be deferred for a period not exceeding six (6) months.
    - 4.7.2.2 If, after the expiration of the six (6) month period referred to in 4.7.2.1, the property is still in tax arrears, the application for the incentive program shall be refused and the City shall notify the applicant of the refusal.
  - 4.7.3 Government offices and agencies and any organizations exempt from paying property taxes to the City;

- 4.7.4 Projects for which permits have been obtained and/or construction has commenced prior to the approval of this policy by Council because this policy shall not apply retroactively.
- 4.7.5 Improvements related to the normal upkeep of a building including, but not limited to, replacement of roofing, HVAC systems or business equipment shall not be eligible for a rebate under this program nor shall the value of such improvements be considered to meet the minimum investment criteria specified in 4.4.1 if combined with other eligible improvements.

#### **Incentive Program Funding**

##### **4.8 External and Internal Enhancements to Existing Buildings or Properties**

- 4.8.1 A one-time property tax rebate grant equal to 10% of the municipal tax levy for the year in which construction of the enhancements is completed is provided as an incentive.
- 4.8.2 Payment of the grant is subject to the applicant notifying the City that the project is complete and the City's confirmation of the same.
- 4.8.3 Eligible external enhancements may also include improvements to property on which a commercial building is located such as landscaping, paving, sidewalks or patios.

##### **4.9 Demolition of Existing Structures Only or Demolition and Rebuild**

- 4.9.1 A one-time grant of \$5,000 is available to assist with demolition costs.
- 4.9.2 Payment of the demolition rebate is subject to the City's confirmation that the entire site has been cleared of all buildings and structures.
- 4.9.3 The rebuild incentive is per the provisions of section 4.10 for new build on vacant land.

##### **4.10 New Build on Vacant Land or Additions to Existing Buildings**

- 4.10.1 100% of the difference between the pre-development and post-development municipal tax levy (resulting from the increased assessed value of the property following completion of the enhancements) is provided as an incentive grant in the form of a property tax rebate.
- 4.10.2 To be eligible, the improvements must result in an increase in the assessed value of the property.
- 4.10.3 The grant is provided over a three-year term to the property owner; 50% of the grant will be repaid in Year 1 following grant approval; 30% in year 2 and 20% in Year 3. See example chart attached as schedule "A" to this Policy.

#### **Application Requirements**

- 4.11 Applications for this program must include the following:
  - 4.11.1 A detailed explanation, written and with plans/drawings where applicable, of the proposed improvements to be made.
  - 4.11.2 Written confirmation of the elements for which the applicant is seeking grant approval.
  - 4.11.3 Photographs of the current state of the building or condition of the land and in the case of enlargement of existing buildings or construction of new buildings, elevation drawings/renderings of the proposed development.
  - 4.11.4 A legal description of the property and the legal name of the owner(s).
  - 4.11.5 Any other information that may be deemed necessary by the General Manager of Planning & Development to support the application.

- 4.12 Program participants are required to comply with all municipal, provincial and federal permits and licenses.
- 4.13 Approvals under this policy will be subject to the applicant obtaining the necessary development permit and/or building permit for the project for which the applicant is seeking incentive funding, within 90 days of the date of funding approval unless the necessary permit(s) were already obtained prior to submission of the incentive program application. If the necessary permit(s) are not obtained within 90 days, the funding approval shall be deemed void.
- 4.14 Acceptance into the Program will coincide with the issuance of all permits necessary for the Project to be undertaken.

**Application Process**

- 4.15 Prior to filing an application, the applicant shall schedule a pre-application consultation meeting with the General Manager of Planning and Development regarding the application process, criteria and rules of eligibility.
- 4.16 There is no fee required to submit an application.
- 4.17 Completed applications shall be submitted to the General Manager of Planning and Development or their designate.
- 4.18 The General Manager of Planning and Development will review the application and will determine whether the proposed work meets the Program's criteria. The General Manager may approve, approve with conditions, or refuse an application.

**Appeal Process**

- 4.19 In the case of an approval with conditions, or refusal of an application by the General Manager of Planning and Development, the applicant may appear as a delegation before Council to appeal the decision.
- 4.20 An appeal may be made in writing by filing the Council delegation form with the Council recording secretary within 14 days of the decision of the General Manager of Planning and Development.
- 4.21 Council shall hear from the applicant as well as the General Manager of Planning and Development after which Council will make a decision on the appeal. Council's decision respecting the appeal shall be final.
- 4.22 Notwithstanding Section 4.21 Council may, at its sole discretion, defer making a decision on the appeal until a later Council meeting in order to conduct due diligence.

**Payment of Incentive Funding**

- 4.23 Upon completion of the project, the applicant/property owner shall notify the City that the qualifying project is complete. The City shall determine that the project has been completed to the City's satisfaction.
- 4.24 The City's Assessment Agency shall determine the post-improvement assessment of the property (if the project has been approved under Section 4.10).

- 4.25 Based on the post-improvement assessment, the City shall determine the municipal tax rebate amount in accordance with this policy.
- 4.26 For each year of the payment term, the property owner shall ensure that the tax levy for that year has been paid in full, and request payment of the approved rebate using the prescribed form attached hereto as Schedule "B".
- 4.27 Upon receiving the prescribed payment request form and confirmation that the tax levy has been paid in full, the City shall issue a rebate cheque to the property owner.

## **5.0 References**

## **6.0 Persons Affected**

Cold Lake City Council  
Cold Lake Planning and Development Department  
Members of the Public

## **7.0 Revision/Review History**

- Refer to Bylaw 013-BD-97 Consolidated Schedule "A"
- Refer to Bylaw 361-BD-09
- Reviewed June 12, 2012 by Motion No. CM20120612.1013. Moved by Councilor Vining that Council accept the recommendation of the Economic Development Advisory Committee to continue the Business Retention and Attraction Incentive Program (BRAIP) for two (2) additional years, and direct Administration to accept and review new applications for participation in the program.
- Reviewed March 10, 2015. Moved by Council to renew the Business Retention and Attraction Incentive Program Policy for an additional one (1) year period, effective March 10, 2015.
- Reviewed June 28, 2016. Moved by Council to renew the Business Retention and Attraction Incentive Program Policy for an additional one (1) year period, to expire March 31, 2017.
- Reviewed January 10, 2017- CM20170110.1014. Moved by Council to amend this policy, percentage of Municipal Tax Levy to be offered as an incentive as per section 4.8 and table 1 to be set at 10%.
- Reviewed September 26, 2017-CM20170926.1012. Moved by Councilor Lefebvre that Council amend Policy No. 120-FN-10, being the Business Retention and Attraction Incentive Program Policy, by inserting the following section: Section 4.4.3.
- Reviewed December 12, 2017-CM20171212.1015. Moved by Deputy Mayor Buckle that Council renew Policy No. 120-FN-10, being the Business Retention and Attraction Incentive Program Policy, for 2018 and direct Administration to continue to accept application for the program until December 31, 2018.

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Date

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Chief Administrative Officer

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Date

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Mayor

**SCHEDULE “A”****Table 1: Enhancements to Existing Buildings or Properties**

Post-Development Municipal Tax Levy	Grant Available (10% of Municipal Tax Levy in Completion Year)
<b>Examples:</b>	
\$5,675	\$568
\$8,680	\$868
\$12,035	\$1,204

**Table 2: New Build on Vacant Land or Addition to an Existing Building**

Pre-Development Municipal Tax Levy	Post-Development Municipal Tax Levy	Grant Available (100% of Difference)	Grant Amount Paid in Year 1 (50%)	Grant Amount Paid in Year 2 (30%)	Grant Amount Paid in Year 3 (20%)
<b>Examples:</b>					
\$15,000	\$95,000	\$80,000	\$40,000	\$24,000	\$16,000
\$40,000	\$150,000	\$110,000	\$55,000	\$33,000	\$22,000



## SCHEDULE "B"

City of *Cold Lake***BUSINESS RETENTION & ATTRACTION INCENTIVE PROGRAM  
REQUEST FOR GRANT PAYMENT**

Date: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_

Property Address: \_\_\_\_\_

As Property Owner(s) of the above mentioned tax roll, I/We have accepted a grant payment through the Business Retention and Attraction Incentive Program for the \_\_\_\_\_ year in the amount of \$ \_\_\_\_\_ for the, with reference to City of Cold Lake Policy 120-FN-10.

Enclosed is a copy of the receipt proving the property tax payment for the \_\_\_\_\_ year has been paid in full.

\_\_\_\_\_  
Recipient Signature\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date**INTERNAL USE ONLY**

BRAIP Approved by Council on \_\_\_\_\_

Approved Rebate for the \_\_\_\_\_ year at \$ \_\_\_\_\_

Authorized by: \_\_\_\_\_  
(Print Name)\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

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

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Form 12-30-06

Ref: Policy 120-FN-10

Page 1 of 1



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## **Business Retention and Attraction Incentive Program Policy**

**POLICY NUMBER: 120-FN-10**

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Approval Date: March 16, 2010

Revise Date: November 29, 2018

Motion Number: CM20100316.1006

Repeal Date:

Supersedes:

Review Date: December 11, 2018

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### **1.0 Policy Intent**

The City of Cold Lake is committed to providing a City-wide incentive program for commercial property owners who enhance existing buildings/property, construct new buildings or additions to existing buildings, or those who demolish existing buildings. Participants in the program may be eligible for an improvement incentive, upon project completion, by way of a municipal property tax rebate.

### **2.0 Purpose**

The purpose of the Business Retention and Attraction Incentive Program is to (1) encourage owners of non-residential buildings to invest in improvements that enhance the appearance and function of the building or property; (2) attract new business opportunities to the City and encourage investment in new buildings; and (3) encourage the demolition of existing buildings that may detract from the visual amenities of the area.

### **3.0 Policy Statement**

3.1 The City of Cold Lake shall establish the Business Retention and Attraction Incentive Program to encourage commercial property owners to enhance existing buildings or properties, construct/add to existing buildings and/or demolish existing buildings.

3.2 A standardized application process and guidelines to ensure transparent and consistent administration of the program.

### **4.0 Managerial Guidelines**

#### **General**

4.1 For the purposes of this policy, “municipal tax levy” shall mean property taxes levied and collected by the City of Cold Lake, exclusive of any property taxes levied and collected by the City on behalf of the Province of Alberta.

- 4.2 The program shall be reviewed annually by Council.

**Eligibility**

- 4.3 In order for the property to be deemed eligible for the program, the property must be either:
- 4.3.1 a private commercial and industrial building within the City of Cold Lake (including all vacant lots zoned for commercial or industrial purposes in accordance with the City of Cold Lake Land Use Bylaw); or;
  - 4.3.2 a property zoned RMX-Residential Mixed Use if the City, in its sole discretion, determines that the post-development use of the property would be classified as a commercial use by the City of Cold Lake Land Use Bylaw.
- 4.4 In order for a project to be deemed eligible for the program, the following criteria must be satisfied:
- 4.4.1 The minimum investment by the applicant of at least \$5,000 for eligible improvements for each project;
  - 4.4.2 The program application form must be submitted within ninety (90) days of issuance of the Development Permit and/or Building Permits for the project. In cases where a qualifying project does not require permits, the incentive program application must be submitted and approved prior to commencement of any work beginning on the project.
  - 4.4.3 Notwithstanding Section 4.4.2, qualifying projects that were undertaken during the year 2018, shall be eligible to submit an incentive program application until December 31, 2018.
- 4.5 The applicant would be eligible for the grant incentive once the City has received verification that the improvements, which are the subject of the grant application, have been completed to the City's satisfaction.
- 4.6 The program is limited to one grant application per parcel or principal building on a parcel. In the case of a single parcel accommodating multiple tenants or businesses, the program may be applied for each independent business operation, with the grant available to the property owner(s).
- 4.6.1 Projects approved for inclusion in the program prior to the review date of this policy shall not be eligible to receive the increased grant funding offered by the current program.
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  - 4.7.4 Projects for which permits have been obtained and/or construction has commenced prior to the approval of this policy by Council because this policy shall not apply retroactively.



- 4.7.5 Improvements related to the normal upkeep of a building including, but not limited to, replacement of roofing, HVAC systems or business equipment shall not be eligible for a rebate under this program nor shall the value of such improvements be considered to meet the minimum investment criteria specified in 4.4.1 if combined with other eligible improvements.

#### **Incentive Program Funding**

##### **4.8 External and Internal Enhancements to Existing Buildings or Properties**

- 4.8.1 A one-time property tax rebate grant equal to 10% of the municipal tax levy for the year in which construction of the enhancements is completed is provided as an incentive.
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- 4.8.3 Eligible external enhancements may also include improvements to property on which a commercial building is located such as landscaping, paving, sidewalks or patios.

##### **4.9 Demolition of Existing Structures Only or Demolition and Rebuild**

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#### **Application Requirements**

##### **4.11 Applications for this program must include the following:**

- 4.11.1 A detailed explanation, written and with plans/drawings where applicable, of the proposed improvements to be made.
- 4.11.2 Written confirmation of the elements for which the applicant is seeking grant approval.
- 4.11.3 Photographs of the current state of the building or condition of the land and in the case of enlargement of existing buildings or construction of new buildings, elevation drawings/renderings of the proposed development.
- 4.11.4 A legal description of the property and the legal name of the owner(s).
- 4.11.5 Any other information that may be deemed necessary by the General Manager of Planning & Development to support the application.

##### **4.12 Program participants are required to comply with all municipal, provincial and federal permits and licenses.**

- 4.13 Approvals under this policy will be subject to the applicant obtaining the necessary development permit and/or building permit for the project for which the applicant is seeking incentive funding, within 90 days of the date of funding approval unless the necessary permit(s) were already obtained prior to submission of the incentive program application. If the necessary permit(s) are not obtained within 90 days, the funding approval shall be deemed void.

- 4.14 Acceptance into the Program will coincide with the issuance of all permits necessary for the Project to be undertaken.

**Application Process**

- 4.15 Prior to filing an application, the applicant shall schedule a pre-application consultation meeting with the General Manager of Planning and Development regarding the application process, criteria and rules of eligibility.

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- 4.17 Completed applications shall be submitted to the General Manager of Planning and Development or their designate.

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**Appeal Process**

- 4.19 In the case of an approval with conditions, or refusal of an application by the General Manager of Planning and Development, the applicant may appear as a delegation before Council to appeal the decision.

- 4.20 An appeal may be made in writing by filing the Council delegation form with the Council recording secretary within 14 days of the decision of the General Manager of Planning and Development.

- 4.21 Council shall hear from the applicant as well as the General Manager of Planning and Development after which Council will make a decision on the appeal. Council's decision respecting the appeal shall be final.

- 4.22 Notwithstanding Section 4.21 Council may, at its sole discretion, defer making a decision on the appeal until a later Council meeting in order to conduct due diligence.

**Payment of Incentive Funding**

- 4.23 Upon completion of the project, the applicant/property owner shall notify the City that the qualifying project is complete. The City shall determine that the project has been completed to the City's satisfaction.

- 4.24 The City's Assessment Agency shall determine the post-improvement assessment of the property (if the project has been approved under Section 4.10).

- 4.25 Based on the post-improvement assessment, the City shall determine the municipal tax rebate amount in accordance with this policy.

- 4.26 For each year of the payment term, the property owner shall ensure that the tax levy for that year has been paid in full, and request payment of the approved rebate using the prescribed form attached hereto as Schedule "B".
- 4.27 Upon receiving the prescribed payment request form and confirmation that the tax levy has been paid in full, the City shall issue a rebate cheque to the property owner.

## 5.0 References

## 6.0 Persons Affected

Cold Lake City Council  
Cold Lake Planning and Development Department  
Members of the Public

## 7.0 Revision/Review History

- Refer to Bylaw 013-BD-97 Consolidated Schedule "A"
- Refer to Bylaw 361-BD-09
- Reviewed June 12, 2012 by Motion No. CM20120612.1013. Moved by Councilor Vining that Council accept the recommendation of the Economic Development Advisory Committee to continue the Business Retention and Attraction Incentive Program (BRAIP) for two (2) additional years, and direct Administration to accept and review new applications for participation in the program.
- Reviewed March 10, 2015. Moved by Council to renew the Business Retention and Attraction Incentive Program Policy for an additional one (1) year period, effective March 10, 2015.
- Reviewed June 28, 2016. Moved by Council to renew the Business Retention and Attraction Incentive Program Policy for an additional one (1) year period, to expire March 31, 2017.
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- Reviewed September 26, 2017-CM20170926.1012. Moved by Councilor Lefebvre that Council amend Policy No. 120-FN-10, being the Business Retention and Attraction Incentive Program Policy, by inserting the following section: Section 4.4.3.
- Reviewed December 12, 2017-CM20171212.1015. Moved by Deputy Mayor Buckle that Council renew Policy No. 120-FN-10, being the Business Retention and Attraction Incentive Program Policy, for 2018 and direct Administration to continue to accept application for the program until December 31, 2018.

August 23, 2019

Date

August 23, 2019.

Date





**SCHEDULE "A"****Table 1: Enhancements to Existing Buildings or Properties**

Post-Development Municipal Tax Levy	Grant Available (10% of Municipal Tax Levy in Completion Year)
<b>Examples:</b>	
\$5,675	\$568
\$8,680	\$868
\$12,035	\$1,204

**Table 2: New Build on Vacant Land or Addition to an Existing Building**

Pre-Development Municipal Tax Levy	Post-Development Municipal Tax Levy	Grant Available (100% of Difference)	Grant Amount Paid in Year 1 (50%)	Grant Amount Paid in Year 2 (30%)	Grant Amount Paid in Year 3 (20%)
<b>Examples:</b>					
\$15,000	\$95,000	\$80,000	\$40,000	\$24,000	\$16,000
\$40,000	\$150,000	\$110,000	\$55,000	\$33,000	\$22,000

## SCHEDULE "B"

City of *Cold Lake***BUSINESS RETENTION & ATTRACTION INCENTIVE PROGRAM  
REQUEST FOR GRANT PAYMENT**

Date: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_

Property Address: \_\_\_\_\_

As Property Owner(s) of the above mentioned tax roll, I/We have accepted a grant payment through the Business Retention and Attraction Incentive Program for the \_\_\_\_\_ year in the amount of \$ \_\_\_\_\_ for the, with reference to City of Cold Lake Policy 120-FN-10.

Enclosed is a copy of the receipt proving the property tax payment for the \_\_\_\_\_ year has been paid in full.

\_\_\_\_\_  
Recipient Signature\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date**INTERNAL USE ONLY**

BRAIP Approved by Council on \_\_\_\_\_

Approved Rebate for the \_\_\_\_\_ year at \$ \_\_\_\_\_

Authorized by: \_\_\_\_\_  
(Print Name)\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

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Form 12-30-06

Ref: Policy 120-FN-10

Page 1 of 1





## STAFF REPORT

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

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

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

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

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

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

### **Background:**

At Council's regular meeting held October 8, 2019, Council resolved to 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.

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

Sponsorship options to the various events are attached.



***Sponsor the Run For Ronald event as follows:***

- \$5,000 - Presenting Sponsor (Exclusive)
- \$3,500 - Striped Sock Sponsor (Exclusive)
- \$2,000 - Medal Sponsor (Exclusive)
- \$2,000 - Volunteer Sponsor (Exclusive)
- \$1,000 - Race Kit Sponsor (Exclusive)
- \$1,000 - Kids Zone Sponsor (Exclusive)
- \$2,000+ - House Hero Sponsor
- \$1,000+ - Family Hero Sponsor
- \$500+ - Kid Hero Sponsor

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

In its' 2019 budget, Council budgeted \$60,000 plus an additional \$60,000 (Resolution No. CRM20190625.1010) for sponsoring functions, goodwill, and other activities for the staff and community. To date, without consideration of this request or any others on the October 22, 2019 agenda, \$64,545.00 has formally been allocated from the 2019 Council Goodwill by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

At the time of agenda preparation, Council's goodwill budget for 2020 had not been approved. It should be noted that subject to the 2020 Budget Deliberations, the City of



Cold Lake may have a \$20,000 fund for general Council Goodwill of which is intended for sponsoring community organizations and \$20,000 for Sponsoring Community Events.

**Alternatives:**

Council may consider the following options:

- Pass or defeat a motion to support some or all of the Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 events.
- Pass a motion to respectfully decline the request to sponsor the events being hosted by the Ronald McDonald House Charities Northern Alberta (RMHCNA) for 2020.
- Pass a motion to postpone the Request for Funding to Council's regular meeting of December 10, 2019 and request that the Ronald McDonald House Charities Northern Alberta (RMHCNA) present as a delegation to Council.
- That Council may postpone the agenda issue until Council January 14, 2020 regular meeting.

**Recommended Action:**

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

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

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

**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

## Cindy Reimer

---

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

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Craig,

I hope the presentation last night was informative?

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

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

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

Thanks,

**Oreen Skiba**

*Stakeholder Relations Manager, Lakeland Region*

Ronald McDonald House Charities® Alberta

C: 780-217-6020







Ronald McDonald  
House Charities®  
Alberta



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

Oreen Skiba  
[oreen@rmhcna.org](mailto:oreen@rmhcna.org) 780-217-6020

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

### 1) Sponsor an Event



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

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

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

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

### 2) Donate a Gift-in-Kind

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

### 3) Make a Cash Donation

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

### 4) Volunteer

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

### 5) Be Our Guest

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



# Our Houses



Edmonton House (35 Family Suites)



Red Deer House (11 Family Suites)



Calgary House (27 Family Suites)



Medicine Hat House (6 Family Suites)

*Projected Opening December 2019*

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

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

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

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



# 2018 Impact Statistics

## 1,220

families stayed at a  
Ronald McDonald House®  
in Alberta.

RMHC Alberta has

## 73

family suites across  
the province.

## 22,280

### Nights of Comfort

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

In 2018 RMHC Alberta had over

## 50,000

 hours of volunteerism.

### 1,279 Meal Groups

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

## In 2018 RMHC Alberta Accommodated:

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

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

## Reasons for Stay

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

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



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

## Winterland Invitational Exclusive Sponsorship Opportunities Available

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

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

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

## Winterland Invitational Non- Exclusive Sponsorship Opportunities Available

### Winterland Invitational Official Hotel Sponsors

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

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

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



## THANK YOU TO OUR SPONSORS





# Run for RMHCA

Ronald McDonald House Charities® Alberta

Lakeland Region



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

# RUN FOR RMHC ALBERTA

## Sponsorship Opportunities Available

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

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

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



## Thank You To Our Sponsors



# Corporate, School and Unit Challenge

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

Points are allocated in the following way:

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

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

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



## Lace up your running shoes and join the Challenge!





Ronald McDonald House Charities® Alberta  
**CHARITY GOLF CLASSIC**  
Lakeland Region



# RMHC ALBERTA LAKELAND CHARITY GOLF CLASSIC

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

## Exclusive Sponsorship Opportunities Available

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

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

## Non-Exclusive Sponsorship Opportunities Available

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

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

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



## THANK YOU TO OUR SPONSORS!

Presenting Sponsors



RBC Mortgage Specialist  
Wendy Coats



Cold Lake  
Astra Lodge 379  
Royal Arch Masons  
of Alberta



#KeepingFamiliesClose

Get involved at [rmhcalberta.org](http://rmhcalberta.org)

# SPONSORSHIP AGREEMENT

I would like to sponsor:

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

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

## Contact Information

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

Contact Name

Address

City

Province

Postal Code

Telephone

Email

## Payment Information

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

Name on Card	Expiry	
Card Number	CVS	

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

Signature \_\_\_\_\_

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



**RMHC**  
Alberta

Keeping families close™

Get involved at

[www.rmhcalberta.org](http://www.rmhcalberta.org)



## STAFF REPORT

**Title:** Request for Funding - Grand Centre Golf and Country Club

**Meeting Date:** December 10, 2019

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**Executive Summary:**

The Grand Centre Golf and Country Club have been working on their hole sponsor program for the year. They use the revenue from the hole sponsors to fund capital expenditures and programs (equipment, junior programs, infrastructure upgrades). They have a couple of holes available and are wondering if the City of Cold Lake would be interested in sponsoring the Club.

**Background:**

At Council's regular meeting held November 12, 2019, Council resolved to defer a decision on New Business Item 9.11 Request for Funding - Grand Centre Golf and Country Club to the 2020 budget deliberations.

The Grand Centre Golf and Country Club has submitted the following to the City of Cold Lake to consider to sponsor Club:

Hole Sponsor Program

Five (5) Years

\$10,000.00 + GST (one-time payment)

Benefits:

Cedar signage on the designated hole

Signage above pro-shop front counter

Golf package options at the start of every year

Golf Options:

Two (2) memberships OR

One (1) membership and twenty-five (25) passes\* OR

Fifty (50) passes\*

\*Passes carry over year to year and can be handed out to whoever

For reference purposes, we've attached Policy No. 097-RC-07 Recreation and Culture Grant Policy for reference purposes.



In accordance to the City of Cold Lake's Recreation and Culture Grant Program, Council may consider any request for funding for an event with a clear and structured fund raising program.

In its' 2019 budget, Council budgeted \$60,000 plus an additional \$60,000 (Resolution No. CRM20190625.1010) for sponsoring functions, goodwill, and other activities for the staff and community. To date, without consideration of this request or any others on the November 12, 2019 agenda, \$65,045.00 has formally been allocated from the 2019 Council Goodwill by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

It should be noted that subject to the 2020 Budget Deliberations, the City of Cold Lake may have a \$20,000 fund for general Council Goodwill of which is intended for sponsoring community organizations.

**Alternatives:**

- That Council authorize the City to provide sponsorship in the Grand Centre Golf and Country Club Hole Sponsorship Program in the amount of \$10,000.00 + GST with funds to come from Council Goodwill (1-2-11-20-229).
- That Council defeat a motion to authorize the City to provide sponsorship in the Grand Centre Golf and Country Club Hole Sponsorship Program in the amount of \$10,000.00 + GST.
- That Council pass a motion to respectfully decline the opportunity provide sponsorship to the Grand Centre Golf and Country Club Hole Sponsorship Program.
- That Council may postpone the agenda issue until Council January 14, 2020 regular meeting.

**Recommended Action:**

That Council postpone the request for funding from Grand Centre Golf and Country Club until Council January 14, 2020 regular meeting.

**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

From: Grand Centre G&CC <[grandcentregolf@gmail.com](mailto:grandcentregolf@gmail.com)>  
Date: Nov. 4, 2019 1:11 p.m.  
Subject: Hole Sponsorship  
To: Craig Copeland <[CCopeland@coldlake.com](mailto:CCopeland@coldlake.com)>  
Cc:

Hi Craig,

I hope all is well.

I have been working on our hole sponsor program for the year. We use the revenue from the hole sponsors to fund capital expenditures and programs (equipment, junior programs, infrastructure upgrades). I have a couple of holes available and I was wondering if the City of Cold Lake would be interested in sponsoring a hole?

**HOLE SPONSOR PROGRAM**

**5 YEARS**

**\$10,000 + GST (onetime payment)**

**Benefits:**

Cedar signage on the designated hole

Signage above proshop front counter

Golf package options at the start of every year

**Golf Options:**

2 memberships OR

1 membership and 25 passes OR

50 passes

\*passes carry over year to year and can be handed out to whoever.

Thanks,

***DEAN WANDLER***



**GRAND CENTRE GOLF AND COUNTRY CLUB**

**General Manager/Superintendent**

**(780)594-2121 ex. 2**





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## Recreation & Culture Grant Policy

**POLICY NUMBER: 097-RC-07**

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Approval Date: March 13, 2007  
Motion Number: 2007-034  
Supersedes: 070-FN-00

Revise Date: July 12, 2016  
Repeal Date:  
Review Date:

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### **1.0 Policy Intent**

The City of Cold Lake is committed to developing a fair grant policy that supports funding to develop or enhance comprehensive and diverse recreation and culture programs within the community.

### **2.0 Purpose**

The main objective of the Recreation and Culture Grant Policy is to provide occasional grant funding to non-profit organizations within the City of Cold Lake, in order to assist in developing and enhancing recreation and cultural programming.

### **3.0 Policy Statement**

#### **3.1 Definitions:**

##### **3.1.1 “Non-profit Organization”**

An association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. No part of the organization’s income can be payable to or available for the personal benefit of any proprietor member, or shareholder.

#### **3.2 Application Criteria**

3.2.1 An organization applying for the Grant must be a “non-profit organization” in good financial standing with the City and be based within the boundaries of the City. Regional teams could be considered.



- 3.2.2 An individual applying for the Grant must be endorsed by and a member of a registered non-profit society in good standing with the City and be based within the boundaries of the City.
- 3.2.3 The organization or individual considered must demonstrate need for financial support. An application must be submitted in advance of expenditures for a program, event, training or travel.
- 3.2.4 An organization must not have received funding from City Council or other City Departments in the same fiscal year for the same purpose or projects.
- 3.2.5 The organization's activities must contribute to developing, stimulating and improving recreation and culture within the City.
- 3.2.6 Organizations seeking funding from multiple sources shall be considered favorably.
- 3.2.7 The organization must acknowledge the contribution from the City in any public communications such as brochures or pamphlets.
- 3.2.8 The grant will not fund:
  - 3.2.8.1. Administrative costs such as personnel expenses, non-program related space rental, insurance, utilities, office supplies, fund-raising expenses and legal fees;
  - 3.2.8.2. Individuals, unless they have the written support of the non-profit organization they are involved with; and
  - 3.2.8.3. Events or programs where the organization applying is serving alcohol.

#### **4.0 Managerial Guidelines**

##### **4.1 Categories of Support**

###### **4.1.1 Development Grant**

The purpose of this grant is to encourage and support new recreation and cultural events in the community. The Development Grant will fund:

- new initiatives by established non-profit organizations;
- provide seed funding for the development of recreation and culture programs by new non-profit organizations.

New organizations or new initiatives, by established eligible non-profit organizations, may be considered for developmental grants for a period of two consecutive years up to a maximum of \$2,000.00 each year, after which they may be considered under other grant categories subject to funding availability.

#### 4.1.2 Special Event Grant

The purpose of this grant is to encourage and support diverse and comprehensive recreation and culture, special events or tournaments within the City. The Special Event Grant will fund:

- new tournaments or special programs expected to bring non-local participants into the community;
- new or unique recreation and culture events within the City.

Events being offered outside the City will not be funded under this grant.

Up to a maximum of \$1,000.00 per organization per event each calendar year will be considered. Annual or regularly occurring events will not be eligible.

#### 4.1.3 Travel Grant

The purpose of this grant is to assist individuals, teams and cultural groups, participating in athletic or cultural events, individually or as a team, who have qualified to compete at a provincial, national or international level.

The Travel Grant guidelines:

- will fund fuel, meals and accommodations associated with travel to competition;
- individuals applying must have written support from an umbrella non-profit organization and must provide receipts, for associated travel costs, upon return; and
- qualifying teams may not request support for each individual member.

Up to a maximum of \$500.00 per individual per calendar year will be considered. Up to a maximum grant of \$1,000.00 per team per year will be considered.

#### 4.1.4 Equipment Grant

The purpose of this grant is to assist new or established non-profit organizations operating within the City of Cold Lake in repairing or purchasing equipment necessary to run programs or enhance existing programs.

The Equipment Grant guidelines:

- up to a maximum of \$500.00 per organization per calendar year;
- educational institutions are not eligible for this grant.

#### 4.1.5 Leadership Grant

The purpose of this grant will be to assist with the development of coaches', officials' and cultural group leaders' who are interested in upgrading their skills and knowledge for the greater benefit of the organization and community. The training clinic/ opportunity must not be available within the City of Cold Lake or be an annual or regular event that is held within the City of Cold Lake.

The Leadership Grant guidelines:

- individual coaches, officials' and cultural group leaders who are applying for this grant must have written support from an umbrella non-profit organization in which they currently or upon completion will be offering these skills to the organization; and
- will fund registration fees, fuel, meals and/ or accommodations associated with attendance at the clinic.

This grant is a 50:50 matching grant with the City willing to match up to a maximum of \$750.00 per individual and/or \$2000.00 per organization per calendar year.

## 4.2 Evaluation Criteria

The Recreation and Culture Advisory Committee will assess applications on the basis of the following criteria as they pertain to the purpose of the grants:

- New initiatives
- Program quality
- Community need, services and support



- Financial need
- Target audience and membership
- Quantity and quality of impact on the community
- Availability of grant funds

#### 4.3 Reporting on Funding Received

- 4.3.1 A Final Report is required from the recipient upon completion of the funded program, project, training or purchase. Grant Summary Report forms are to be completed no later than 30 days following the expense.
- 4.3.2 If all funds have not been used for the intended or closely related purpose, the surplus must be returned to the City.
- 4.3.3 The City reserves the right to publish the name of an organization or individual in receipt of grant funding, the grant type and dollar value and any outcomes achieved by the recipient in any future publications made by the City.
- 4.3.4 Any change to the program, project, training or purchase must be explained in writing to the City. The City reserves the right to refuse expenses where changes no longer align with grant criteria.
- 4.3.5 All grants must be expended for the purposes requested for unless written authorization from the City has been received to do otherwise.

#### 4.4 Other Funding Requests

- 4.4.1 Where a request for funding is not covered under an existing grant policy or program offered by the City of Cold Lake or is excluded based on the criteria of an existing policy/ program, the organization may wish to make an application directly to Council for funding consideration. Such an application should be addressed to Mayor and Council and clearly outline the following general information:
  - the name, address and telephone number of the organization making the application;
  - the name of the primary contact person for the application and their contact information if different from the organization;
  - the status of the organization making the application (not-for-profit, registered charity, government, for profit, etc...);
  - a clear indication of the request being made; and

- details on how the contribution will be acknowledged if approved.
- economic impact of the program, event or equipment on the City of Cold Lake.

4.4.2 Further to the general information, the application shall include the following specific details dependent on the request being made:

4.4.2.1. In the case that the application for funding is for a program or event:

- the name, date and location of the program or event that funds are being requested for;
- a general description of the program or event and its purpose;
- details of where any surplus generated from the event will be allocated to;
- a list of other organizations and the dollar amount that additional funding has been requested from;
- a detailed event budget (Only an event budget is necessary unless the request exceeds \$2000); and
- any additional information deemed appropriate to making a decision regarding the application.

4.4.2.2. In the case that the application for funding is for equipment or other material asset:

- details of the asset for which funding is being request;
- a description of the function/ uses and need for such an equipment within the organization and the benefit it would have to the greater community;
- demonstration of financial need by the organization including an understanding of fundraising efforts already completed or in progress;
- details of other funders either confirmed or in process; and
- any additional information deemed appropriate to making a decision regarding the application.

- 4.4.2.3. In the case that the application for funding is based on a structured fundraising program (i.e. Bronze, Silver, Gold Sponsorship) and a detailed fundraising package is available, the cover letter only needs to cover details not outlined in such a package.
- 4.4.2.4. In the case that the application for funding exceeds \$2000.00 (two thousand dollars) the organization making application shall provide the last audited financial statements of the organization as a whole (except where a structured fundraising package is being used).
- 4.4.2.5. Council reserves the right to ask any applicant to attend as a delegation to Council to speak about an application. In the case the application for funding exceeds \$10,000 (ten thousand dollars) the organization making application shall make a delegation to Council.

Approval of an expense in one fiscal year does not imply ongoing support for a program or event or the replacement of equipment in future years.

Applications shall be received at least 30 days prior to the event to allow appropriate time for consideration by Council.

## 5.0 References

## 6.0 Persons Affected

Community Services Department  
Corporate Services  
Recreation and Culture Advisory Committee

## 7.0 Revision/Review History

- Supersedes Policy 070-FN-00
- Repealed by Motion 2007-036 on March 13, 2007
- Amended October 28, 2014, Motion No. CM20141028.1006
- Amended November 25, 2014, Motion No. CM20141125. 1027
- Amended July 12, 2016, Motion No. 20160712.1005

July 21, 2016

Date

July 26 2016

Date

J. M. H.

Chief Administrative Officer

U

Mayor



## STAFF REPORT

**Title:** Request for Funding - Northern Lights Library System 2020 Levy Increase

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

On November 23, 2019 the Northern Lights Library System Board (NLLS) approved the 2020 budget which includes a 1.5% levy increase for Municipalities and their Library. NLLS has proposed a budget that includes a \$0.08 per capita levy increase for municipalities and their library boards. The NLLS Board will be requesting a resolution of Council to support the proposed increase from \$5.15 per capita to \$5.23. If supported, the total levy from the City of Cold Lake for 2020 would be \$78,246.03 which would be an increase of \$1,196.88. The 2020 increase was \$0.08 per capita, \$5.15 to \$5.23 per capita based on a population of 14,961. The NLLS requires a favorable vote of 2/3 of its members in order to amend the rates and is requesting the response by December 31, 2019.

### **Background:**

The NLLS Budget Committee originally proposed a 2% increase which was discussed by Council at the November 12, 2019 Council Meeting. It should be noted that some concerns were raised by some of the membership relating to the proposed 2% in light of municipal budget constraints while other members remained neutral. It is understood that the NLLS previous projected 1.5% increase in membership fees.

The NLLS Board approved their 2020 budget at their November 23, 2019 meeting with a 1.5% levy increase (letter is attached). In order to not have a deficit budget and retain the level of services to the community of Cold Lake, the proposed budget includes a \$0.08 per capital levy increase for municipalities and their library board.

Upon approval by the NLLS of the annual budget NLLS provides the members with notification of the approved increase. In order for the increase to come into effect the NLLS agreement must be amended. The amendment formula requires written notification from 2/3 of the Parties to the Agreement, that they have so authorized such an amendment. The City would respond to the question with a motion from Council by a proposed date December 31, 2019.

### **Alternatives:**

Council may consider the following options:



1. Council may pass a resolution to support the levy increase of \$0.08 per capita.
2. Council may defer to the budget process.
3. Council may chose not to support a per capita increase.

**Recommended Action:**

Administration recommends that Council authorize Administration of submit a letter of support for the proposed per capita levy of \$5.23 to the Northern Lights Library System.

**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer





5616 – 48 Street, Postal Bag 8, Elk Point, Alberta T0A 1A0  
Tel (780) 724-2596 Fax (780) 724-2596 info@nlls.ab.ca

December 6, 2019

Mr. Kevin Nagoya  
City of Cold Lake  
5513 48 Ave  
Cold Lake, AB  
T9M 1A1  
city@coldlake.com

Dear Mr. Nagoya,

At the Nov 23, 2019 meeting, the Northern Lights Library System Board approved the 2020 budget. The budget includes 1.5% levy increase for Municipalities and/or their Library Boards. Levies will be based on the 2018 population as per the Alberta Government website. No population change in this number for your municipality.

**2020 Levies:**

<b>\$5.23 per capita</b>	<b>Municipality</b>
\$10.46 per capita	Municipality without Library Board

The total levy for 2020 equals **\$78,246.03** from the City of Cold Lake. (14961 x \$5.23)  
(2019 was \$77,049.15 an increase of \$1196.88)

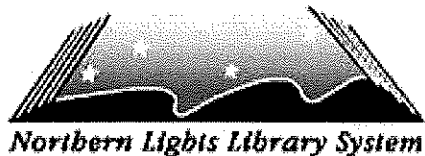
Please send council correspondence back to NLLS by Dec 31, 2019.

If you have any questions, you may contact your Northern Lights Library Board member representative. A copy of the budget is available from your Northern Lights Library Board member representative. Invoice to follow.

Regards,

Vicky Lefebvre  
Chairman  
Northern Lights Library System Board

Julie Walker  
Executive Director  
Northern Lights Library System



5616 – 48 Street, Postal Bag 8, Elk Point, Alberta T0A 1A0  
Tel (780) 724-2596 Fax (780) 724-2596 info@nlls.ab.ca

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November 1, 2019

I am writing in response to requests we have received about our NLLS per capita fee.

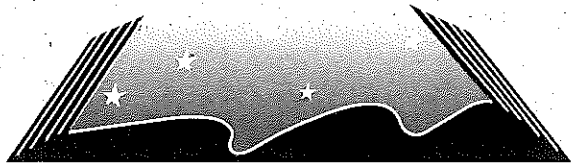
The NLLS budget committee had requested a 2% increase at our September board meeting. We had originally stated in 2018 we would be asking for 1.5% each year over the next two years as we had gone 3 years with no membership increases.

The board representatives will be voting on November 23rd and if approved we will be asking for the 2% which is \$5.26 (with library board) \$10.52 (without library board) per capita.

We thank you for patience in this matter and are pleased to note NLLS is looking at starting the budgeting process much earlier next year and into the future so municipalities and boards can have the figures well before budget time.

Thank you again, any questions please feel free to contact me at the email below or phone 780-573-1926.

Vicky Lefebvre  
NLLS Board Chair



**Northern Lights Library System**

**5615 - 48 Street, Postal Bag 8, Elk Point, Alberta T0A 1A0**  
**Tel (780) 724-2596 Fax (780) 724-2597 info@nlls.ab.ca**

---

January 21, 2019

Mr. Kevin Nagoya  
City of Cold Lake  
5513 48 Ave  
Cold Lake, AB  
T9M 1A1

Dear Mr. Nagoya,

At the Nov 3, 2018 meeting, the Northern Lights Library System Board approved the 2019 budget. The budget includes 1.5% levy increase for Municipalities and/or their Library Boards. Levies will be based on the 2018 population as per the Alberta Government website. No change in this number for your municipality.

**Currently the levies are as follows:**

<b>\$5.15 per capita</b>	<b>Municipality</b>
\$10.30 per capita	Municipality without Library Board

The total levy for 2019 would be **\$77,049.15** from City of Cold Lake. (14961 x \$5.15)

Within this levy is Library Book Allotment funds. \$2.15 from the above \$5.15 per capita is allocated to the Cold Lake Library.

If you have any questions, you may contact your Northern Lights Library Board member representative. A copy of the budget is available from your Northern Lights Library Board member representative.

Regards,

Larry Tiedemann  
Chairman  
Northern Lights Library System Board

Julie Walker  
Executive Director  
Northern Lights Library System

**NORTHERN LIGHTS LIBRARY SYSTEM**  
**AGREEMENT**

**OCTOBER 1998**

**(Revised January 2015)**

# **NORTHERN LIGHTS LIBRARY SYSTEM AGREEMENT**

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## **THE NORTHERN LIGHTS LIBRARY SYSTEM MASTER AGREEMENT**

WHEREAS the Libraries Act of Alberta provides that:

"A municipality, improvement district, special area, Metis settlement on entering into and becoming a party to an agreement that contains provisions on terms required by regulations, with 1 or more municipalities, improvement districts, special areas or Metis settlements, and on complying with the regulations, may request the Minister to establish a library system.";

AND WHEREAS the Alberta Municipal Affairs Public Library Services Branch Grant Guidelines:

"Allows the Minister to make a grant upon the establishment of the library system and to make annual grants where the Minister decides the library system is providing satisfactory service,";

AND WHEREAS the Parties to this Agreement:

- a) recognize that the most effective way to provide a high quality of library services is through cooperation, and
- b) desire to enter into this Agreement to establish, maintain and operate a library system pursuant to the Libraries Act of Alberta, and
- c) are prepared to jointly finance and operate a library system, and
- d) agree that all library materials which are available through their municipal libraries and community libraries should be accessible to all residents of the library system;

AND WHEREAS section 25 of the Libraries Regulation sets out various terms and conditions that must be provided for in this Agreement;

BE IT THEREBY RESOLVED THAT there is established a library system board known as the "Northern Lights Library Board", hereinafter referred to as the "Board".

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and conditions herein contained, the Parties to the Agreement jointly and severally covenant and agree each with the other as follows:

- A. Schedules "A", "B", "C" and "D" attached hereto shall form part of this agreement.
- B. Terms used in the Agreement have the same meaning as defined in the Libraries Act except where otherwise expressly provided.

## **1. OPERATION**

- 1.1 The Parties to the Agreement shall enable the Board to maintain and operate the library system in accordance with the Libraries Act as amended from time to time and the Libraries Regulation made thereunder from time to time.
- 1.2 The Parties to the Agreement shall provide a library service to all their residents through the Library System established by the Agreement in the manner and upon the terms set out in the Agreement.
- 1.3 The Parties to the Agreement shall make all library materials belonging to the Board and local member libraries accessible to all residents of the Parties to this Agreement.

## **2. TERM**

The term of the Agreement is in effect from the date of addition of a new member, and shall then remain in effect from year to year, subject to Clause 13.

## **3. APPOINTMENTS**

The Board shall consist of:

- 3.1 One member for each municipality and Metis settlement that is a member of the library system, who is appointed by the council of the municipality or Metis settlement.
- 3.2 One member for each improvement district and special area that is a member of the library system, who is appointed by the Minister of Municipal Affairs.
- 3.3 Any additional members appointed in accordance with the Libraries Regulation.

#### **4. TERM OF APPOINTMENT**

- 4.1 Appointments to the Board shall be for a term of not more than three (3) years and a person may not be appointed for more than three (3) consecutive terms totaling nine (9) years without the approval of 2/3 of all members of that council.
- 4.2 Any vacancy in the membership of the Board shall be filled in accordance with section 22 of the Act as soon as reasonably possible.
- 4.3 A council may, with respect to appointments under section 22(a) of the Act, appoint an alternate member to the Board if its board member.
  - 4.3.1 is unable to attend a meeting of the Board, and
  - 4.3.2 has given notice to the Board that an alternate member will attend.
  - 4.3.3 the alternate member shall not act in place of the Board member at more than 2 consecutive meetings except by resolution of the Board.

#### **5. POWERS AND DUTIES**

- 5.1 The management, regulation and control of the system is vested in and shall be exercised by a board of management known as the "Northern Lights Library Board" hereinafter referred to as the "Board" having the powers and duties pursuant to the Libraries Act and Libraries Regulation of Alberta.
- 5.2 The Board shall engage a person as librarian, hereinafter referred to as the "System Director", having qualifications and experience as a librarian and whose responsibility shall be the administration of the System. The Board shall fix the compensation and all other terms of employment of the System Director.
- 5.3 The Board may engage such additional employees as are required for the operation of the System.
- 5.4 The Board shall cooperate with other libraries, library systems, and resource libraries and with the Government of Alberta in the development, maintenance and operation of a province-wide network for sharing library resources.
- 5.5 If a municipality that is a Party to the Agreement does not have a municipal board, the member of the Board appointed by the municipality shall receive the concerns of the residents through the advisory committee appointed by the council of the municipality to transmit those concerns.



- 5.6 Notwithstanding paragraph 5.5, if an advisory committee is not appointed by the council, the Board may appoint a committee to receive the concerns respecting library service and transmit them to the Board member representing the council of the municipality in which the advisory committee is located.

## **6. EXECUTIVE COMMITTEE**

- 6.1 The Board shall establish an Executive Committee of not more than ten (10) persons when the number of members of the Board is more than twenty (20), to carry on the work of the Board at those times when the Board does not meet and to develop a statement of the powers and duties of that Committee.

## **7. RESTRICTION OF AUTHORITY**

- 7.1 If a municipal library has been established in the municipality and is receiving library services from the Board, the authority of the Municipal Library Board is subject to the terms of this Agreement.

## **8. FISCAL MANAGEMENT**

- 8.1 The Board shall, on or before December 1 of each year, submit to each Party to the Agreement a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the system, including the levy to be paid by the municipality and the library board.
- 8.2 Each Party to the Agreement shall pay to the Board the amount which is the product of the per capita requisition set out in Schedule "B" and the Population of the Party to the Agreement.
- 8.3 Each Party to the Agreement shall pay to the board the amount required to be paid pursuant to paragraph 8.2 of this Agreement by January 31 of each year.
- 8.4 The Population of a municipality, which is a Party to the Agreement, shall be the same population as used for the calculations of library grants as stated in the current Community Development Grants Regulation.
- 8.5 A municipality, which is a Party to this Agreement, shall pay the annual per capita System levy directly to the Board in accordance with the attached Schedule "B".
- 8.6 In a municipality which is a party to the Agreement and which has a municipal library board, the said municipal board shall pay, from its revenues, the annual per capita levy directly to the Board in accordance with the attached Schedule "B" by June 30 of each year.

- 8.7 A municipality or Metis settlement which is a Party to the Agreement and which does not have a municipal library board and which has authorized the Board to act as its library board, shall pay the total of the annual per capita levy directly to the Board in accordance with the attached Schedule "B".
- 8.8 Municipalities or Metis settlements, which join the System after January 1, 1998, shall pay an amount as determined by the Board.
- 8.9 The Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Community Development Grants Regulation and may apply for any other grants that are or may be available.
- 8.10 Municipal library boards and Metis settlements may retain any revenues generated at the local level by fees, fines, special fund raising efforts, gifts and donations and grants not specified in Schedule "B" and may expend such funds as they see fit to provide library service to that community.
- 8.11 If a library board is in default of payment by more than 60 days, it shall be subject to a two (2) per cent, per month simple interest, penalty charge on the outstanding balance.

## **9. SYSTEM SERVICES TO PUBLIC LIBRARIES**

- 9.1 The Board shall establish, equip and maintain a library system for the residents of the Parties to this Agreement, which shall include provision of service in the following categories:
- a) Materials Services;
  - b) Technical Services;
  - c) Information Services;
  - d) Programming and Public Relations Services; and
  - e) Support Services.
- 9.2 Programs that may be offered in each of these categories are detailed in Schedule "C".

## **10. SERVICES TO OTHER GROUPS**

- 10.1 The Board may enter into one or more separate contracts with any other person or group including a school authority, military base, or Indian band to provide library services as specified in the contract.

## **11. THE SYSTEM AND ITS MEMBERS**

The powers and duties of municipal boards within the System shall be as defined in accordance with Part 2 and Part 4 of the Libraries Act and as specified in the terms and conditions of this Agreement.

- 11.1 Each board within the System shall:

- a) comply with the Libraries Act and Regulation in provision of library service to its municipality,
- b) act as a liaison between the residents of the municipality and the Board, to advise the residents of the municipality of the policies of the Board and bring their needs to the attention of the Board,
- c) in cooperation with the Board, set guidelines for the operation of the library, including hours of library opening, management, use and services,
- d) cooperate with the Board in matters such as non-resident fees,
- e) submit file copies of all library policies, by-laws and needs assessment documents to the Board,
- f) in addition, a board within the System may purchase or acquire library materials and articles of educational, cultural or artistic value, providing that such materials are accessible and paid for out of the library board's own financial resources,
- g) receive, hold and administer bequests, donations and gifts of real and personal property for local library purposes and,
- h) in general, perform such duties as are necessary to operate library service in the community.

- 11.2 The relationship between the Board and the board of the Resource Centre shall be set forth in a separate agreement between the Board and the library board of the designated Resource Centre and shall include the terms and conditions outlined in Schedule "D" of this Agreement.

## **12. PROPERTY OWNERSHIP**

- 12.1 All personal property of the municipal or community board:
- a) on the date which the council signs the Agreement affecting that board remains the property of the municipal or community board and,
  - b) Any property, real or personal, acquired under Section 11.1 (f) and (g) of this Agreement remains the property of the municipal or community board.
- 12.2 Any transfer of assets from the municipal or community board to the Board, with the exception of library materials, shall be initiated and executed in accordance with Section 29 of the Libraries Regulation.
- 12.3 Any transfer of library materials from the municipal or community board to the Board for use elsewhere in the library system or for disposal, shall be initiated by resolution of the municipal or community board.
- 12.4 All real and personal property (including Intellectual Property) acquired by the Board shall be the property of the Board except library materials acquired by the Board on behalf of a municipal library board (e.g. purchased with library allotment funds or additional funds) which shall be the property of the municipal library board. In this clause, "library materials" means those materials defined in Schedule "C". The term "Intellectual Property" is defined in Clause 12.6.
- 12.5 All municipalities who are a Party to this agreement and have a library shall ensure that said libraries have, retain in force, and provide evidence of adequate contents insurance on the library materials which from time to time are within its library with loss payable to the municipality and the Board as their interest may appear.
- 12.6 "Intellectual Property" is defined as anything created on behalf of the System, which results from intellectual process. Intellectual property includes, but is not limited to, literary works (any written work intended to provide information, instruction, or pleasure), artistic works, and computer programs. Such works and information may be stored in any format, including machine-readable code. Intellectual property specifically includes the System's automated files and databases.

### **13. WITHDRAWAL FROM THIS AGREEMENT**

- 13.1 At any time after the expiration of three (3) years from the date that the Party entered the original Agreement, the Party may, by giving twelve (12) months notice, withdraw from this Agreement, effective January 1 of the year following notice of withdrawal.
- 13.2 If a Party to this Agreement gives notice to withdraw, the Board shall, not later than ninety (90) days prior to the effective date of withdrawal, provide in writing, to the council and board an appraisal of the expected effects on library service to residents of the municipality concerned. The Board may request a reconsideration of the notice to withdraw.

### **14. DIVISION OF ASSETS**

- 14.1 Where a municipality which is a Party to the Agreement or its successor, does not have a local library board operating at the termination of the Agreement, it shall not participate in any division of system assets in accordance with Section 29 of the Libraries Act.
- 14.2 If a Party to this Agreement withdraws from the Agreement pursuant to Section 29 of the Act, that Party shall be deemed to have forfeited any right of ownership or to share in the assets of the Board.
- 14.3 In the event of an unresolved dispute between the Board and a Party to the Agreement, an arbitration process shall be implemented based on the following procedures:
  - a) an Arbitration Committee of three persons shall be established consisting of one appointed by the Board, one by the council of the municipality and one by the Minister and all to be appointed within 15 days of the date the withdrawal is effective;
  - b) the Committee shall meet within sixty (60) days of the appointment;
  - c) the decision of the Committee shall be final and a copy of its report shall be presented within (90) days of appointment to the Board, the council of the municipality and the Minister.

### **15. SYSTEM EXPANSION**

- 15.1 The Board shall develop a plan for the expansion of the System to include all eligible participants, identified in Schedule "A", pursuant to the Libraries Regulation and this plan shall be filed with the Minister and reviewed on an annual basis.

- 15.2 The Board shall admit to the System an eligible participant as listed in Schedule "A", if the participant signs an agreement containing the terms and conditions of the Agreement or any succeeding agreement. The eligible participant shall become a Party to such agreement effective the date of its admission. The Board shall determine the date of admission.

## **16. SYSTEM REPORTS**

- 16.1 The Board shall make an annual report on the operation of the System to each of the Parties to the Agreement and to each library board or advisory committee and to the Minister on or before February 28th in the year following the year for which the annual report was prepared.
- 16.2 Boards receiving public library services from the System shall forward a budget for the current year and a copy of their annual report and audited statement for the preceding year to the Board on or before May 31 annually.

## **17. AMENDMENT**

- 17.1 This Agreement may be amended according to a motion for amendment passed by the Board. Such amendment shall be effective upon receipt by the Board of written notification from 2/3 of the Parties to the Agreement that they have so authorized such amendment. The Parties to the Agreement shall conform to such amendment upon notification from the Board that this paragraph has been fulfilled.

## **18. EXTENSION**

- 18.1 The provisions of the Agreement shall be binding upon the Parties to the Agreement and their successors and all eligible participants joining in this Agreement with the original Parties.

## **19. ENTIRE AGREEMENT**

- 19.1 This document, including all schedules appended, constitutes the entire Agreement between the Parties with respect to the subject matter; all prior agreements, representations, statements, negotiations and undertakings are superseded hereby.

**20. CONTINUATION OF THIS AGREEMENT**

- 20.1 This Agreement shall be full force and effect from the date of execution hereof until amended or terminated.

**21. CONDITIONS PRECEDENT**

- 21.1 Terms and conditions of the Agreement are conditional on the continuation of receipt of provincial funding under Schedule 2 of the Community Development Grants Regulation being Alberta Regulation 57/98.



## 22. SIGNATURES

IN WITNESS THEREOF the undersigned being one of the Parties set out in Schedule "A" to this Agreement has duly executed this Agreement on the date and year first noted.

---

Name of the Party to the Agreement

*(Town/City/County, Municipal District, Improvement District, Metis Settlement)*

---

Mayor, Reeve or Minister of Municipal Affairs

---

Secretary-Treasurer or Municipal Administrator

Signed, sealed and delivered the \_\_\_\_\_ day of

\_\_\_\_\_,

in the presence of:

---

WITNESS

*(Executive Director)*

---

WITNESS

*(Chair of Northern Lights Library Board)*

## **SCHEDULE "A"**

### **LIST OF ELIGIBLE PARTICIPANTS IN THE NORTHERN LIGHTS LIBRARY SYSTEM**

The City of Fort Saskatchewan  
The City of Lloydminster  
The City of St. Albert  
The City of Cold Lake

The County of Athabasca #12  
The County of Beaver #9  
Lac La Biche County  
Lamont County  
\*The County of Minburn #27  
The County of St. Paul # 19  
\*The County of Smoky Lake #13  
\*Sturgeon County  
The County of Thorhild #7  
The County of Two Hills #21  
\*The County of Vermilion River #24  
The Municipal District of Bonnyville #87  
\*The Municipal District of Opportunity #17 (part)  
The Municipal District of Wainwright #61  
Regional Municipality of Wood Buffalo  
Strathcona County

\*Improvement District # 13 Elk Island

The Town of Athabasca  
The Town of Bon Accord  
The Town of Bonnyville  
The Town of Bruderheim  
The Town of Elk Point  
The Town of Gibbons  
The Town of Lamont  
The Town of Legal  
The Town of Morinville  
The Town of Mundare  
The Town of Redwater  
The Town of Smoky Lake  
The Town of St. Paul  
The Town of Tofield  
The Town of Two Hills  
The Town of Vegreville  
The Town of Vermilion  
The Town of Viking

The Town of Wainwright

The Village of Andrew

The Village of Boyle

The Village of Chauvin

\*The Village of Chipman

\*The Village of Dewberry

The Village of Edgerton

\*The Village of Glendon

The Village of Holden

The Village of Innisfree

The Village of Irma

The Village of Kitscoty

The Village of Mannville

The Village of Marwayne

\*The Village of Minburn

The Village of Myrnam

The Village of Paradise Valley

The Village of Ryley

The Village of Vilna

The Village of Waskatenau

The Village of Willingdon

\*The Summer Village of Bondiss

\*The Summer Village of Bonnyville Beach

\*The Summer Village of Horseshoe Bay

\*The Summer Village of Island Lake

\*The Summer Village of Island Lake South

\*The Summer Village of Mewatha Beach

\*The Summer Village of Pelican Narrows

\*The Summer Village of South Baptiste

\*The Summer Village of Sunset Beach

\*The Summer Village of West Baptiste

\*The Summer Village of Whispering Hills

\*Buffalo Lake Metis Settlement

\*Elizabeth Metis Settlement

\*Fishing Lake Metis Settlement

\*Kikino Metis Settlement

\* Indicates municipalities which do not operate library boards.

## **SCHEDULE "B"**

### **THE NORTHERN LIGHTS LIBRARY SYSTEM LEVY**

#### **1. MUNICIPALITIES**

The levy to the Northern Lights Library System from the municipality that is a Party to the Agreement to which this Schedule is attached shall be as follows, for the period stated:

a) For municipalities with library boards:

1998	\$3.05 per capita
2004	\$3.20 per capita
2008	\$3.59 per capita
2009	\$4.08 per capita
2011	\$4.33 per capita
2012	\$4.55 per capita
2013	\$4.78 per capita
2014	\$4.8756 per capita
2015	\$5.07 per capita
2016	\$5.07 per capita
2017	\$5.07 per capita
2018	\$5.15 per capita
2019	

Subsequent years as determined on a basis of approved budgets and estimates based on Section 8.2 of the Agreement

b) For municipalities without library boards:

1998	\$4.29 per capita
2004	\$6.40 per capita
2008	\$7.18 per capita
2009	\$8.16 per capita
2011	\$8.66 per capita
2012	\$9.10 per capita
2013	\$9.56 per capita
2014	\$9.7512 per capita
2015	\$10.14 per capita
2016	\$5.07 per capita
2017	\$5.07 per capita
2018	\$5.15 per capita
2019	

Subsequent years as determined on a basis of approved budgets and estimates based on Section 8.2 of the Agreement

#### **2. LOCAL LIBRARY BOARDS**

The levy to the Library System from the municipal library board of the Parties to the Agreement to which the Schedule is attached shall be as follows for the periods stated:

1998	\$3.05 per capita
2004	\$3.20 per capita
2008	\$3.59 per capita

2009	\$4.08 per capita
2011	\$4.33 per capita
2012	\$4.55 per capita
2013	\$4.78 per capita
2014	\$4.8756 per capita
2015	\$5.07 per capita
2016	\$5.07 per capita
2017	\$5.07 per capita
2018	\$5.15 per capita
2019	

Subsequent years	as determined on a basis of approved budgets and estimates based on Section 8.2 of the Agreement
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## **SCHEDULE "C"**

### **SYSTEM SERVICES TO PUBLIC LIBRARIES**

#### **1. MATERIALS SERVICES**

Materials services are designed to supply library materials to member libraries, whether borrowed or purchased.

- 1.1 Library materials are defined as including books (whether hard cover, paper cover or soft cover), periodicals, newspapers, sound recordings, audio and video cassettes, audio discs, tape recordings, video discs, video tapes, motion pictures, filmstrips, film loops, slides, paintings, drawings, prints or photographs (whether or not they are mounted or framed), micromaterials in all formats, toys, games, computer software and multi-media kits.
- 1.2 To facilitate the purchase of library materials by a public library, a fund account shall be established for each member public library to a value established by Board policy.
- 1.3 Materials service programs offered to public libraries may include, but not be limited to, the following:
  - a) Loaned materials to supplement existing library collections, such as:
    - i) Circulating blocks,
    - ii) Talking or audio books, and
    - iii) Materials in official and non-official languages;
  - b) Bestseller and quality book programs (whereby materials are made available at discounted prices where available);
  - c) Universal Borrowers' Card program providing patrons with access to the collections of other member public libraries in the Northern Lights Library System; and
  - d) Universal Borrowers' Card program providing patrons with access to other Library Systems that have signed Reciprocal Borrowing Agreements with Northern Lights Library System.

## **2. TECHNICAL SERVICES**

Technical services shall be provided in order to acquire, organize and access library materials.

2.1 Technical services may include, but not be limited to, the following:

- a) Centralized acquisition of library materials;
- b) Cataloguing and processing of library materials to acceptable standards;
- c) Consultative assistance with library automation;
- d) Maintenance of a Union Catalogue of system holdings; and
- e) Delivery of materials to libraries.

## **3. INFORMATION SERVICES**

Information services are designed to improve member library access to information resources at the regional, provincial, national and international levels.

3.1 Information services shall include:

- a) Reference services, whereby assistance is provided in answer to a request for information;
- b) Interlibrary loan service, whereby library material is made available by one library to another upon request; and
- c) Reciprocal borrowing privileges among system members and partners.

#### **4. PROGRAMMING AND PUBLIC RELATIONS**

Programming and Public Relations Services are designed to provide libraries with support for programming activities, as well as marketing initiative, which may be undertaken at the local level.

4.1 Programming and Public Relations Service may include, but not be limited to, the following:

- a) Consultative assistance;
- b) Assistance with children and adult programming activities; and
- c) Assistance and information regarding the marketing of local library services.

#### **5. SUPPORT SERVICES**

Support Services are offered to assist libraries in enhancing the level of local library service.

5.1 Support Services shall include consultative assistance provided by a professional library consultant.

5.2 Support Service may include, but not be limited to, the following:

- a) Coordination of continuing education opportunities for library staff and trustees;
- b) Toll-free telephone access to System personnel; and
- c) Newsletters and other communications.



DRAFT NLLS WORKING BUDGET 2020													
		BUDGET 2018	Actuals 2018	Actuals Aug 1 2019	BUDGET 2019	BUDGET 2020 0%	BUDGET 2020 1%	BUDGET 2020 1.5%	BUDGET 2020 2%	BUDGET 2020 10%	BUDGET 2021	COMMENTS / NOTES Sept 21, 2019	
REVENUE													
1	Municipal and Library Board Levies	Municipalities	\$1,193,858.25	\$1,188,119.00	\$1,207,726.50	\$1,206,753.71	\$1,206,753.71	\$1,218,821.25	\$1,224,855.02	\$1,230,888.78	\$1,327,429.08	\$1,230,888.78	2018 pop = 173,246 @\$5.26 (2%) per capita
2		Library Boards	\$575,399.37	\$566,486.00	\$576,285.00	\$575,424.95	\$575,424.95	\$581,179.20	\$584,056.32	\$586,933.45	\$632,967.44	\$586,933.45	2018 pop @\$5.26 (2%) per capita
3	Total		\$1,769,257.62	\$1,754,605.00	\$1,784,011.50	\$1,782,178.66	\$1,782,178.66	\$1,800,000.45	\$1,808,911.34	\$1,817,822.23	\$1,960,396.52	\$1,817,822.23	
4	Provincial Grants	Library System Board Operating Grant	\$813,278.60	\$820,070.00	\$0.00	\$813,278.60	\$814,256.20	\$814,256.20	\$814,256.20	\$814,256.20	\$814,256.20	\$814,256.20	\$4.70 per resident; 2018 pop 173,246
5		Rural Library Services Grant (Board of Record)	\$340,242.75	\$338,506.00	\$0.00	\$340,242.75	\$340,242.75	\$340,242.75	\$340,242.75	\$340,242.75	\$340,242.75	\$340,242.75	\$5.55 per resident; 2017 pop 61,305
6		Provincial Establishment Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No new library at this time
7		Indigenous Grant	\$160,000.00	\$160,064.00	\$0.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$0.00	In and out
8	Total		\$1,313,521.35	\$1,318,640.00	\$0.00	\$1,313,521.35	\$1,314,498.95	\$1,314,498.95	\$1,314,498.95	\$1,314,498.95	\$1,314,498.95	\$1,154,498.95	
9	Programs	Non-resident Fees	\$900.00	\$1,300.00	\$800.00	\$1,200.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	Morinville/Bonnyville
10		Conference	\$5,000.00	\$5,453.35	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	2-day Conference
11		Other Revenue - General	\$2,000.00	\$4,280.83	\$205.00	\$2,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$2,000.00	Grants/1% Admin for BOR
12		Winter and Summer Reading Programs	\$2,000.00	\$3,801.67	\$8,498.00	\$3,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$2,500.00	Full staff can now help drive this number
13		Office Sales	\$6,000.00	\$7,435.28	\$4,570.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Rental, Professional services
14		Interest	\$20,000.00	\$43,894.50	\$22,494.61	\$30,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$40,000.00	Bank/Investments Interest
15	Total		\$35,900.00	\$66,165.63	\$36,567.61	\$51,200.00	\$66,500.00	\$66,500.00	\$66,500.00	\$66,500.00	\$66,500.00	\$61,000.00	
16	Reimbursements	Travel Grants	\$3,000.00	\$161.05	\$775.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	TRAC, PLSB offsett line 148 Expenses
17		Office sales to libraries	\$100,000.00	\$132,223.53	\$97,500.00	\$150,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$170,000.00	Offset with expense line 147 Expenses
18		Revenue for outlet	\$17,400.00	\$3,106.90	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Myrnam offset in line: 142 Expenses
19	Total		\$120,400.00	\$135,491.48	\$98,275.00	\$161,500.00	\$171,500.00	\$171,500.00	\$171,500.00	\$171,500.00	\$171,500.00	\$181,500.00	
20	Residual	Allotment Carry Over	\$40,000.00	\$17,658.14	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	Offset with line 86 Expenses
21	TOTAL OPERATING REVENUE		\$3,279,078.97	\$3,292,560.25	\$1,958,854.11	\$3,348,400.01	\$3,374,677.61	\$3,392,499.40	\$3,401,410.29	\$3,410,321.18	\$3,552,895.47	\$3,254,821.18	

	DRAFT NLLS WORKING BUDGET 2020											
			BUDGET 2018	Actuals 2018	Actuals Aug 1 2019	BUDGET 2019	BUDGET 2020 0%	BUDGET 2020 1%	BUDGET 2020 1.5%	BUDGET 2020 2%	BUDGET 2020 10%	COMMENTS / NOTES Sept 21, 2019
22	EXPENSES											
23	Shared Services NLLS and Board	Telecommunications	\$12,900.00	\$15,665.43	\$8,892.00	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	NLLS phones, and Cell phones
28		Memberships and Expenses	\$6,800.00	\$10,897.47	\$1,070.00	\$5,700.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	AUMA, RMA, ALA, CLA, APLAC, travel and hotels
34		PD Training Total	\$20,250.00	\$28,664.78	\$6,870.00	\$23,300.00	\$16,500.00	\$16,500.00	\$16,500.00	\$16,500.00	\$16,500.00	Webinars, Courses and Training Sessions
41		NLLS Conference Fees	\$7,500.00	\$5,168.80	\$8,156.00	\$12,500.00	\$13,700.00	\$13,700.00	\$13,700.00	\$13,700.00	\$13,700.00	Conference and Workshops attending
47		Hotels and Travel	\$21,500.00	\$25,072.53	\$16,807.00	\$25,000.00	\$23,000.00	\$23,000.00	\$23,000.00	\$23,000.00	\$23,000.00	Hotels and Travel costs
54		Meals when Travelling	\$10,000.00	\$6,442.35	\$2,858.00	\$6,000.00	\$7,450.00	\$7,450.00	\$7,450.00	\$7,450.00	\$7,450.00	Meals 50% gst <b>Moved Site Visit to here</b>
60		Travel Costs	\$15,000.00	\$5,167.79	\$7,785.00	\$12,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$12,000.00	Airfare, Baggage, Taxis
66		Site Visits - <b>REMOVE</b>	\$8,500.00	\$1,358.48	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Moved to Meals w/travelling as it was only IT meals for visits
67	Shared Services Total		\$197,000.00	\$98,437.63	\$52,438.00	\$109,500.00	\$89,650.00	\$89,650.00	\$89,650.00	\$89,650.00	\$91,650.00	
68	Admin Dept 4 Full Time Staff Members	Equipment/Software	\$7,000.00	\$1,779.67	\$195.00	\$7,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,500.00	Repairs, software, small equipment/furniture purchases
69		Photocopier	\$15,000.00	\$13,315.47	\$6,430.00	\$15,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,500.00	Rental, maintenance, toners
70		Marketing	\$10,000.00	\$9,304.09	\$2,050.00	\$15,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$10,000.00	Publiciity,trade shows, newsletter, supplies, promo
71		Audit & Support	\$20,000.00	\$12,924.37	\$14,840.00	\$13,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$17,000.00	RFP
72		Office supplies	\$20,000.00	\$13,398.87	\$6,900.00	\$8,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	General office supplies, Simply accounting software
73		Staff recruitment	\$2,000.00	\$344.74	\$2,950.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	Any staff vacancy
74		Subscriptions / Licenses	\$2,500.00	\$3,328.95	\$2,004.00	\$1,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	Local newspapers / Copyright Lic,
75		Special Events	\$3,200.00	\$5,722.74	\$5,550.00	\$5,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	Staff Long Service Awards. Projects
76		HR Tools	\$1,500.00	\$1,381.95	\$70.00	\$700.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	Reference and HR Advisory
77		Charges (Bank)	\$1,000.00	\$1,873.73	\$700.00	\$1,000.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,500.00	Bank charges; Credit Card charges; US foreign exchange
78		Postage - Admin	\$500.00	\$1,236.09	\$1,260.00	\$1,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$1,500.00	Increase postage for libraries
79		NLLS Hosting	\$500.00	\$1,776.36	\$246.00	\$1,500.00	\$400.00	\$400.00	\$400.00	\$400.00	\$1,000.00	General Hosting
80		Indigenous Grant Expense	\$160,000.00	\$135,206.98	\$22,184.41	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$0.00	In and out
81	Admin Total		\$243,200.00	\$201,594.01	\$65,379.41	\$229,200.00	\$217,600.00	\$217,600.00	\$217,600.00	\$217,600.00	\$63,000.00	

	DRAFT NLLS WORKING BUDGET 2020												
			BUDGET 2018	Actuals 2018	Actuals Aug 1 2019	BUDGET 2019	BUDGET 2020 0%	BUDGET 2020 1%	BUDGET 2020 1.5%	BUDGET 2020 2%	BUDGET 2020 10%	BUDGET 2021	COMMENTS / NOTES Sept 21, 2019
82	Bibliographic Services 10 Full Time 1 Part Time Staff Members	Allotment Carry over	\$40,000.00	\$17,658.14	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	Monies unspent by libraries
83		Book Allotment	\$375,138.45	\$372,031.70	\$372,390.75	\$372,031.70	\$372,478.90	\$372,478.90	\$372,478.90	\$372,478.90	\$372,478.90	\$372,478.90	2018 pop. X \$2.15
84		Cataloguing/Processing supplies	\$10,000.00	\$5,286.00	\$9,930.00	\$8,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Laminating, mactac, barcodes spine lables
85		Bibs Service Subscriptions	\$1,000.00	\$1,743.52	\$1,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	Web dewey (OCLC)
86		ILL Shipping cost	\$1,000.00	\$353.29	\$460.00	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Postage, (other than government courier an van run)
87		Library Shipping Covered Cost	\$3,500.00	\$1,764.59	\$1,320.00	\$1,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$1,500.00	Brokerage, Freight, Customs, Various Book Suppliers shipping cost
88		ILL Supplies cost	\$9,500.00	\$2,924.34	\$1,250.00	\$5,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,000.00	Library Cards, Stickers, Disc repair supplies, Canvas bags and DVD cases
89		Vehicle Expenses	\$12,000.00	\$6,737.91	\$5,400.00	\$8,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Maintenance
90		Vehicle Fuel	\$32,000.00	\$34,133.10	\$16,355.00	\$38,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	Fuel
91		Vehicle Replacement Internally Restricted funds	\$24,000.00			\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	Based on 5 yr trade in
92	Bibs Services Total		\$508,138.45	\$442,632.59	\$448,105.75	\$494,531.70	\$494,478.90	\$494,478.90	\$494,478.90	\$494,478.90	\$494,478.90	\$493,478.90	
93	Board	Board Committees Meetings	\$8,000.00	\$13,200.00	\$13,650.00	\$12,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	per diem for Board committees
94		Professional & Legal Fees	\$2,500.00	\$5,089.50	\$4,070.00	\$2,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	HR items, Legal contingency, Policy support
95		Board Conferences	\$2,500.00	\$1,328.57	\$7,030.00	\$6,000.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,000.00	Coverage for Board Chair and 3 additional board members
96		Board Food & Beverages	\$4,500.00	\$5,321.17	\$3,220.00	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	Board and exec meetings meals.
97		Board Mileage	\$28,000.00	\$30,762.20	\$18,200.00	\$32,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	Regular Board Meetings
98		Special Events (Chair/Vice Chair specific)	\$2,000.00	\$1,328.57	\$5,550.00	\$12,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Board Chair Honorarium/Perdiem/Mileage for Travel to Municipalities (as per POS)
99		POS - Plan of Service	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	Meetings, Mileage, Food etc
100	Board Total		\$47,500.00	\$57,030.01	\$51,720.00	\$69,500.00	\$89,500.00	\$89,500.00	\$89,500.00	\$89,500.00	\$89,500.00	\$83,000.00	

	DRAFT NLLS WORKING BUDGET 2020												
			BUDGET 2018	Actuals 2018	Actuals Aug 1 2019	BUDGET 2019	BUDGET 2020 0%	BUDGET 2020 1%	BUDGET 2020 1.5%	BUDGET 2020 2%	BUDGET 2020 10%	BUDGET 2021	COMMENTS / NOTES Sept 21, 2019
101	Building	Caretaking and Landscaping	\$26,000.00	\$31,881.47	\$16,200.00	\$25,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$32,000.00	Caretaking Contract, landscaping, snow removal, janitorial supplies.
102		Insurance	\$12,500.00	\$10,702.70	\$10,500.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$12,000.00	AMSC
103		Maintenance	\$15,000.00	\$15,206.55	\$5,800.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	Upkeep and emergency repairs
104		Health & Safety	\$5,000.00	\$3,176.81	\$1,550.00	\$2,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	Security system, safety workshops,
105		Utilities	\$30,000.00	\$26,001.32	\$14,750.00	\$28,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	Water, hydro, garbage, shredder, gas
106		Furniture & Equipment Internally Restricted Funds	\$6,000.00		\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$2,000.00	Replacements
107		Building Internally Restricted Funds	\$40,000.00		\$65,200.00	\$30,000.00	\$57,500.00	\$57,500.00	\$57,500.00	\$57,500.00	\$57,500.00	\$30,000.00	Windows, Doors, Air Cont. etc ( <b>Moved Server Reserve Fund to here for 2019 only 27,500</b> )
108	Building Total		\$134,500.00	\$86,968.85	\$114,000.00	\$114,500.00	\$149,500.00	\$149,500.00	\$149,500.00	\$149,500.00	\$149,500.00	\$124,000.00	\$7,500.00 INCREASE
109	IT Department 3 Full Time Staff Members	Internet Service Fees	\$19,500.00	\$12,266.57	\$2,865.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$25,500.00	Cybera (3 yr/3 Exinda warranty for upgrade of bandwidth) New service provider (lower cost)
110		Web Hosting	\$17,000.00	\$17,183.00	\$17,050.00	\$19,400.00	\$19,300.00	\$19,300.00	\$19,300.00	\$19,300.00	\$19,300.00	\$21,000.00	Econolution / Townlife
111		Computer Protection Software	\$15,000.00	\$30,758.84	\$8,220.00	\$15,000.00	\$18,400.00	\$18,400.00	\$18,400.00	\$18,400.00	\$18,400.00	\$16,500.00	Anti Virus, Deep Freeze, FixMeStick, -3 yr prepaid going forward
112		Library Assistance Software	\$15,000.00	\$4,254.93	\$5,760.00	\$10,000.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$12,000.00	HelpDesk, GoToAssist, <b><i>WITHOUT Cloud printing, \$22,500.00 WITH Cloud Printing</i></b>
113		Server Software	\$5,000.00	\$11.00	\$2,600.00	\$20,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$20,000.00	Vmware, Veeam, Dell Desktop Authority
114		Computer Software	\$5,000.00	\$4,502.63	\$4,500.00	\$6,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$7,200.00	Office 365, Windows 10, Smart Draw, Asset Panda ect.
115		Emerging Technology	\$10,000.00	\$1,329.98	\$13,200.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	New technology for development
116		Computer Replace	\$10,000.00	\$15,683.95	\$13,300.00	\$24,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$15,000.00	Laptops, Staff computers, Monitors 3 yr replacement cycle -Done 2019
117		Computer Internally Restricted Funds	\$22,600.00		\$0.00	\$10,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$10,000.00	Laptops, Staff computers, Monitors
118		Server Internally Restricted Funds	\$22,500.00		\$0.00	\$27,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	Server - 5 yr replacement cycle - <b>Allocated Server Fund is fully funded.</b>
119		Network Hardware Internally Restricted Funds	\$13,500.00		\$0.00	\$23,000.00	\$23,000.00	\$23,000.00	\$23,000.00	\$23,000.00	\$23,000.00	\$23,000.00	Network Hardware purchase and Internally Restricted funds - 5 yr cycle
120		Fortigate - Libraries Internally Restricted Funds	\$18,500.00		\$0.00	\$29,500.00	\$29,500.00	\$29,500.00	\$29,500.00	\$29,500.00	\$29,500.00	\$40,500.00	Library Fortigate (Firewall) Hardware Internally Restricted Funds - 5 yr cycle
121	IT Dept Total		\$173,600.00	\$85,990.90	\$67,495.00	\$212,900.00	\$145,200.00	\$145,200.00	\$145,200.00	\$145,200.00	\$145,200.00	\$225,700.00	\$40,200.00 DECREASE

DRAFT NLLS WORKING BUDGET 2020													
			BUDGET 2018	Actuals 2018	Actuals Aug 1 2019	BUDGET 2019	BUDGET 2020 0%	BUDGET 2020 1%	BUDGET 2020 1.5%	BUDGET 2020 2%	BUDGET 2020 10%	BUDGET 2021	COMMENTS / NOTES Sept 21, 2019
122	Public Services Department 4 Full Time 1 Part Time Staff members	System Collection	\$18,000.00	\$23,607.10	\$4,453.00	\$20,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	Large Print, Professional collection, Ref, Audio, Kits and Blocks Makerspace
123		Online databases	\$56,800.00	\$69,639.32	\$72,160.00	\$85,000.00	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00	Cypress, Tumblebooks, Niche Acadamy, TAL - Lynda.com, Ebsco (Ancenstory/Novelist/ Universal Core/DYI Auto Repair)
124		E-Resources	\$50,000.00	\$13,398.84	\$0.00	\$60,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	Overdrive, 3M, Hoopla, Zinio
125		Programming	\$25,000.00	\$18,861.47	\$26,850.00	\$25,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	SRP WRP, entertainer, prizes, story teller, author talks
126		NLLS Conference	\$20,000.00	\$17,393.79	\$890.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	Conference and Workshops - LMC Workshop
127		LMC Conference/Travel		\$0.00	\$2,266.30	\$5,000.00	N/A	N/A	N/A	N/A	N/A	N/A	LMC Rep to go to ALC Conference/Travel ~ 1 Library Manager to go to IUG - <b>MOVED TO SHARED SERVICES</b>
128		LMC PD Training		\$0.00	\$202.42	\$3,000.00	N/A	N/A	N/A	N/A	N/A	N/A	LMC Professional develop training - <b>MOVED TO SHARED SERVICES</b>
129		LMC - Mileage for Meetings	\$20,000.00	\$14,626.72	\$8,800.96	\$18,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	3 LMC meetings a year, travel and meals
130	Public Services Total		\$189,800.00	\$157,527.24	\$115,622.68	\$236,000.00	\$189,000.00	\$189,000.00	\$189,000.00	\$189,000.00	\$189,000.00	\$189,000.00	\$47,000.00 DECREASE (5000.00 moved to Shared Services)
131	Contracts & Vendor Services	ACSI Services	\$35,000.00	\$33,300.00	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	Customer edge devices maintenance and 3 year contract. Paid in Dec each year
132		TRAC	\$100,000.00	\$99,974.00	\$104,660.00	\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00	\$108,000.00	Cost of operations and maintenance of catalogue and Server at YRL
133		The Alberta Library	\$8,500.00	\$0.00	\$8,450.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$9,000.00	Membership fee for The Alberta Library; increase depends on population adjustment
134	Vendor Total		\$143,500.00	\$133,274.00	\$113,110.00	\$148,500.00	\$148,500.00	\$148,500.00	\$148,500.00	\$148,500.00	\$148,500.00	\$152,000.00	SAME
135	Staff 21 F/T 2 P/T Staff members & 4 Summer Students	Salaries	\$1,108,830.00	\$1,166,519.07	\$694,420.00	\$1,227,000.00	\$1,366,210.82	\$1,366,210.82	\$1,366,210.82	\$1,366,210.82	\$1,366,210.82	\$1,450,000.00	21 F/T 2 P/T staff members and 4 summer students (Going to 5 Step grid and 1.5% COLA <b>only for those who don't move up or are contractual</b> ) (1 wage moved to Indigenous Grant)
136		Benefits	\$160,000.00	\$107,384.60	\$74,968.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$160,000.00	Dental, Vision, Health, RRSP
137	Staff Total		\$1,268,830.00		\$769,388.00	\$1,377,000.00	\$1,516,210.82	\$1,516,210.82	\$1,516,210.82	\$1,516,210.82	\$1,516,210.82	\$1,610,000.00	\$139,210.80 INCREASE due to full compliment of staff and compliancy
138	NLLS Outlets	Myrnam	\$17,400.00	\$3,106.90	\$5,660.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Operating expenses, salary, programming
139	Outlet Total		\$17,400.00	\$3,106.90	\$2,852.25	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	

	DRAFT NLLS WORKING BUDGET 2020												
			BUDGET 2018	Actuals 2018	Actuals Aug 1 2019	BUDGET 2019	BUDGET 2020 0%	BUDGET 2020 1%	BUDGET 2020 1.5%	BUDGET 2020 2%	BUDGET 2020 10%	BUDGET 2021	COMMENTS / NOTES Sept 21, 2019
140	Transfer Payments	Board of Record Payments (Provincial Rural services grant)	\$338,506.00	\$338,505.61	\$0.00	\$340,242.75	\$340,242.75	\$340,242.75	\$340,242.75	\$340,242.75	\$340,242.75	\$340,242.75	Transfer payments to 6 counties, 1 MD, 8 Summer Villages @5.55 per cap. Offset in line 5
141	Transfer Total		\$338,506.00	\$338,505.61	\$0.00	\$340,242.75	\$340,242.75	\$340,242.75	\$340,242.75	\$340,242.75	\$340,242.75	\$340,242.75	
142	Reimbursement	NLLS pays for expenses that will be reimbursed by other organizations; equivalent \$ amount under Revenue lines 16/17/18											
143		General Supplies	\$100,000.00	\$137,010.28	\$108,453.59	\$150,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$180,000.00	Furniture, computers, office supplies-Rebills
144		Travel	\$3,000.00	\$161.05	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	Traveling expenses reimbursed by PLSB, TRAC and other organizations
145	Reimbursement Total		\$103,000.00	\$137,171.33	\$108,453.59	\$151,500.00	\$161,500.00	\$161,500.00	\$161,500.00	\$161,500.00	\$161,500.00	\$181,500.00	
146	TOTAL OPERATING EXPENDITURES		\$3,364,974.45	\$1,742,239.07	\$1,908,564.68	\$3,493,374.45	\$3,551,382.47	\$3,551,382.47	\$3,551,382.47	\$3,551,382.47	\$3,551,382.47	\$3,563,571.65	
147	Budgeted Net Gain		-\$85,895.48			-\$144,974.44	-\$176,704.86	-\$158,883.07	-\$149,972.18	-\$141,061.29	\$1,513.00	-\$308,750.47	
148	NOT FUNDING RESERVES Balance						-\$38,704.86	-\$20,883.07	-\$11,972.18	-\$3,061.29	NET GAIN & Fully allocate money to Reserve Funds		
							**NET LOSS in addition to NOT allocating any money to reserves funds						
149	Internally Restricted/Reserve Funds Totals		\$147,100.00			\$143,000.00	\$138,000.00	\$138,000.00	\$138,000.00	\$138,000.00	\$138,000.00	\$150,500.00	

Type of Fund	Allocation of Current funds	Min Balance for Reserves	Max Balance for Reserves	Yearly Contribution 2019	Yearly Contribution 2020
<b>Internally Restricted</b>					
Vehicle Replacement Funds	\$ 85,000.00			\$ 20,000.00	\$ 20,000.00
Furniture & Equipment Funds	\$ 25,000.00			\$ 3,000.00	\$ 2,000.00
Building Funds	\$ 350,000.00			\$ 30,000.00	\$ 30,000.00
Computer Funds	\$ 80,000.00			\$ 10,000.00	\$ 15,000.00
Server Funds	\$ 325,000.00			\$ 27,500.00	\$ 27,500.00
Network Hardware Funds	\$ 150,000.00			\$ 23,000.00	\$ 23,000.00
Fortigate - Libraries Funds	\$ 150,000.00			\$ 29,500.00	\$ 40,500.00
Contingent Liability and Consultation	\$ 50,000.00			\$ -	\$ -
<b>Restricted</b>					
Operational Restricted Reserve	\$ 332,233.95			\$ -	\$ -

**Money in Investments Sept 2019 \$ 1,547,233.95**

#### ***Internally Restricted Funds Definition***

The transfer of funds to and from internally restricted funds shall require a resolution from the Executive Committee

#### ***Restricted Funds Definition***

The transfer of funds to and from restricted funds shall require a resolution from the NLLS General Board

#### ***Allocation***

The amount of money proposed for the specific reserve category





## STAFF REPORT

**Title:** Bylaw No. 655-LU-19 - Amend LUB No. 382-LU-10

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

Bylaw to amend Section 3.5(1) of the Land Use Bylaw 382-LU-10 to address the requirements of section 683.1 of the amended Municipal Government Act with respect to determining the completeness of an application for a development permit.

### **Background:**

The recent amendments to the *Municipal Government Act* (MGA) obligate a development authority to, within 20 days of receipt of an application for a development permit, determine whether the application contains all of the information necessary to review the application, and notify the applicant if the application is deemed either complete or incomplete. The MGA also requires that the Land Use Bylaw (LUB) specify the form and manner of the notice to be given to the applicant.

The proposed amendments address the requirements of section 683.1 by implementing a requirement for the development authority to assess the application and notify the applicant, within 20 days, whether the application is deemed to be complete or incomplete. Where an application is found to be incomplete, the notice will list the additional documentation that must be provided in order for the application to be deemed complete, and specify a time frame within which the information must be submitted. If the applicant provides the requested information, the application will be reviewed per normal practice. If the applicant fails to provide the requested information within the specified time frame, the application is deemed refused in accordance with section 683.1(8). In practice, most Development Permit applications are processed, and decisions issued, well before 20 days have elapsed.

To ensure the timeliest notification, the amendment specifies that notices be issued to the applicant at the email address specified on the permit application. Where an applicant does not have an email account, notification letters will be provided via regular mail.

Administration recommends that Council proceed to give Bylaw No. 655-LU-19 first reading, and direct Administration to set the required statutory Public Hearing.

### **Alternatives:**

Council may consider the following alternatives:



1. Proceed to give Bylaw No. 655-LU-19 first reading and direct Administration to set the required statutory Public Hearing.
2. Defeat first reading of Bylaw No. 655-LU-19.
3. Accept as information only.

**Recommended Action:**

Administration recommends that Council proceed to give Bylaw No. 655-LU-19, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10, first reading, and direct Administration to set the required statutory Public Hearing.

**Budget Implications (Yes or No):**

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE**  
**BYLAW 655-LU-19**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 382-LU-10.

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**PURSUANT** to sections 191(1), 639 and 640(2) of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, a council must adopt a land use bylaw which divides the municipality into districts which prescribe the use(s) of land and buildings within said districts and where council also has the power to amend such land use bylaw;

**WHEREAS** section 683.1 of the *Municipal Government Act*, requires that a development authority must, within 20 days of receipt of an application for a development permit, determine if the application contains all of the documents and information necessary to review the application and is complete.

**WHEREAS** section 683.1 of the *Municipal Government Act* requires a Land Use Bylaw to specify the form and manner by which the development authority shall acknowledge that an application for a development permit is deemed to be either complete or incomplete;

**WHEREAS** the City of Cold Lake Land Use Bylaw 382-LU-10, requires amendment to conform with the requirements of section 683.1 of the *Municipal Government Act*;

**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 382-LU-10, for Conformity with *Municipal Government Act* Section 683.1 Requirements.”

**SECTION 2 – AMENDMENT**

2. The City of Cold Lake Land Use Bylaw 382-LU-10 is hereby amended by:

2.1 Deleting Section 3.5(1):

- 3.5(1) If a development permit application does not contain all the necessary information or does not contain sufficient details to make a proper decision, the Development Authority may deem the development permit application be incomplete and;
  - (a) may return the development permit application form and all submissions to the applicant, together with the application fee, less twenty percent (20%) for administration costs; and
  - (b) the development permit application, so returned, shall be deemed not to have been submitted until all required information and details have been submitted to the Development Authority.

2.2 Inserting Section 3.5(1):

- 3.5(1) the development authority shall, within 20 days of receipt of an application for a development permit, determine if the application includes all of the documents and information necessary to review the application. If the development authority does not make a determination within this time period, or any extended time period agreed to in writing by the development authority and the applicant, the application is deemed to be complete.
  - (a) If the development authority determines that the application includes all of the documents and information necessary to review the application and is complete, the development authority shall issue notice to the applicant acknowledging that the application has been deemed to be complete;
  - (b) If the development authority determines that the application is incomplete the development authority shall issue notice to the applicant identifying any outstanding documents and information that must be submitted for the application to be deemed complete. The notice shall specify the date by which the applicant must submit the outstanding documentation to the development authority in order for the application to be deemed complete.

- (c) If the development authority determines that the documents and information submitted in accordance with 3.5(1)(b) are complete, the development authority shall issue notice to the applicant acknowledging that the application has been deemed to be complete.
- (d) If the applicant fails to submit all outstanding documentation on or before the date referred to in 3.5(1)(b), or by any alternative date mutually agreed to by the applicant and the development authority, the application shall be deemed to be refused.
- (e) If an application is deemed to be refused under 3.5(1) (d), the development authority shall notify the applicant that the application has been refused and provide the reasons for the refusal.
- (f) If, in the course of reviewing the application, the development authority determines that additional information or documentation is necessary to properly review the application, the development authority may request additional information or documentation from the applicant, notwithstanding that the development authority has issued an acknowledgement under 3.5(1)(a) or 3.5(1)(c) stating that the application is complete.
- (g) Notices under this section shall be issued to the applicant via email to the email address specified by the applicant on the development permit application form. Where an applicant does not have an email account, a notification letter will be issued via regular mail.
- (h) Where a permit has been refused, the development authority shall, in addition to notifying the applicant via email in accordance with 3.5(1) (g), issue a letter to the applicant via regular mail, stating that the application has been refused and the reasons for the refusal.

**SECTION 3 – ENACTMENT**

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

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

**CARRIED  
UNANIMOUSLY**

**Executed this\_\_\_\_\_ day of \_\_\_\_\_, 2019**

**CITY OF COLD LAKE**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



## STAFF REPORT

**Title:** 2016 Capital Budget Amendment - Fieldhouse, Gymnastics and Dance Centre

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

In 2016 \$6,000,000 was budgeted for the expansion of the Energy Centre to include a second fieldhouse, as well as a Gymnastics and Dance Centre. The funding was split \$1,000,000 coming from the ID349 funding allocation and the remainder being funded by debenture. The local Gymnastics Club and Dance Centre has since then secured their own facilities and due to fiscal restraints the project is currently not a top priority. In light of the current fiscal restraints and the effect a new debenture would have on our debt limit and operating budget, Administration is recommending the project be removed from the Capital budget and be funded at a later date. The \$1,000,000 that was funded through ID349 will remain in restricted capital surplus to be utilized in future considerations in the long term Capital Plan. Administration will put forward a bylaw to repeal the borrowing Bylaw No. 573-FN-16 that authorized the City to incur indebtedness in the amount of \$5,000,000.

### **Background:**

Phase 3B is to include a second fieldhouse adjacent to the existing field house. The new fieldhouse will include team change rooms, a referee change room, storage, and public washrooms. The existing field house is proposed to be re-purposed as a dedicated dance studio and gymnastics facility on the main level, with an expansion of the second floor space to accommodate multipurpose rooms, expanded public washrooms, and spectator viewing of the gymnastics floor space. The total project in 2016 was estimated to be \$21,000,000 with \$6,000,000 of it being funded in 2016 and the remainder in following years.

### **Alternatives:**

Council may consider the following options:

1. Council may amend the 2016 Capital Budget by 6M and not fund the Fieldhouse, Gymnastics and Dance Centre Project at this time
2. Council may keep the Fieldhouse, Gymnastics and Dance Centre funded leaving the 1M restricted for the project.

### **Recommended Action:**

Administration recommends that Council remove the \$6M Fieldhouse, Gymnastics and Dance Centre Project from the 2016 Capital budget and leave the \$1,000,000 in restricted surplus to be utilized in future considerations in the long-term Capital Plan.



**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## STAFF REPORT

**Title:** Bylaw No. 657-FN-19 - Bylaw to Repeal Borrowing Bylaw No. 573-FN-16

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

If previously in the meeting Council made a motion to remove the \$6M Fieldhouse, Gymnastics and Dance Centre from the 2016 Capital Budget, Council may decide to repeal the related borrowing Bylaw 573-FN-16 for \$5M towards this project.

Administration requests Councils consideration to give three readings to proposed Bylaw 657-FN-19 to repeal Bylaw 573-FN-16 the borrowing bylaw.

### **Background:**

Within the 2016 Capital Budget the addition to the Energy Centre for the Fieldhouse, Gymnastics and Dance Centre was approved and partially funded for \$6M with \$5M of it being debt financed. Administration recommends Council repeal the borrowing bylaw for this project. The timing of this project will be readdressed in the Long term Capital Plan.

### **Alternatives:**

Council may consider the following options:

1. Council may give first, second and third and final reading to Bylaw 657-FN-19 to repeal the borrowing bylaw.
2. Council may give first reading to Bylaw 657-FN-19.
3. Council may defeat first reading of Bylaw 657-FN-19 which will result in Bylaw 573-FN-16 remaining in effect.

### **Recommended Action:**

Administration recommends Council give first, second, and third and final reading to Bylaw No. 657-FN-19 Repealing Borrowing Bylaw No. 573-FN-16.

**\*\*It should be noted that Council will need pass a motion to give "consent" to have all (3) three readings.**

### **Budget Implications (Yes or No):**

Yes

### **Submitted by:**

Kevin Nagoya, Chief Administrative Officer



**CITY OF COLD LAKE**  
**BYLAW 657-FN-19**

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO REPEAL BYLAW 573-FN-16, BEING A BYLAW TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$5,000,000 FOR THE PURPOSE OF CONSTRUCTING THE NEW FIELDHOUSE, GYMNASTICS AND DANCE CENTRE AT IMPERIAL PARK.

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**PURSUANT** to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the City of Cold Lake has adopted Bylaw 573-FN-16;

**WHEREAS**, Council has determined the project be delayed until a later date and unfunded;

**NOW THEREFORE**, under the authority and subject to the provisions of the *Municipal Government Act*, RSA Chapter M-26., the Council of the City of Cold Lake, duly assembled, enacts as follows:

- 1. The City of Cold Lake Bylaw 573-FN-16 be repealed as there is no intent to fund this project at this time.
- 2. This Bylaw shall come into effect on the day of its third reading.

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this \_\_\_\_ day of December 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 December A.D. 2019, on motion by Councillor \_\_\_\_\_.

**CARRIED**  
**UNANIMOUSLY**

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

**CARRIED**  
**UNANIMOUSLY**

**Executed this \_\_\_\_ day of December, 2019**

**CITY OF COLD LAKE**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

**CITY OF COLD LAKE**  
**BYLAW # 573-FN-16**

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE CITY TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF FIVE MILLION DOLLARS (\$5,000,000) FOR THE PURPOSE OF CONSTRUCTING THE NEW FIELDHOUSE, GYMNASTICS AND DANCE CENTER AT IMPERIAL PARK

**PURSUANT** to section 251(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26 and in accordance with section 258 of the *Municipal Government Act*, RSA 2000, Chapter M-26, council may by bylaw authorize the borrowing for the purpose of financing capital property when the term of borrowing exceeds five (5) years;

**WHEREAS** Council approved the construction of the fieldhouse, gymnastics and dance center at Imperial Park during the 2016 budget deliberations;

**WHEREAS** plans and specifications have been prepared and the total cost of the project is estimated to be \$6,000,000 and in order to complete the project it will be necessary for the City to borrow five million dollars (\$5,000,000) for a period not to exceed 25 years on the terms and conditions referred to in this bylaw, with the balance of the project to be funded by Municipal Reserves;

**WHEREAS** the estimated lifetime of the project financed under this bylaw is equal to, or in excess of, forty (40) years;

**WHEREAS** the principal amount of the outstanding debt of the City at December 31, 2015 was \$30,606,397 and no part of the principal or interest was in arrears;

**WHEREAS** all required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

**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 “Incur Indebtedness for Constructing the New Field House, Gymnastics and Dance Center at Imperial Park Bylaw”.

**SECTION 2 – DEBENTURE PARAMETERS**

2. That for the purpose of constructing the new Field House, Gymnastics and Dance Center at Imperial Park the sum of FIVE MILLION DOLLARS (\$5,000,000.00) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the City at large, of which amount the full sum of \$5,000,000.00 is to be paid by the City at large.
3. The proper officers of the City are hereby authorized to issue debenture(s) on behalf of the City for the amount and purpose as authorized by this bylaw.
3. The City shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed TWENTY-FIVE (25) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed TEN (10) percent.
4. The City shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the City.
6. The net amount borrowed under this bylaw shall be applied only to the project specified by this bylaw.

**SECTION 3 – ENACTMENT**

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



**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 2<sup>nd</sup> day of February, 2016 A.D. 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 8<sup>th</sup> day of March, 2016 A.D. on motion by Councillor Vining.

**CARRIED  
UNANIMOUSLY**

**THIRD READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 8<sup>th</sup> day of March, 2016 A.D. on motion by Councilor MacDonald.

**CARRIED  
UNANIMOUSLY**

Executed this 14 day of March, 2016

CITY OF COLD LAKE

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## STAFF REPORT

**Title:** 2018 Capital Budget Amendment - Eagle Ridge Estates Storm Water Enhancement Project

**Meeting Date:** December 10, 2019

---

### **Executive Summary:**

In the 2018 Capital budget Council approved the Eagle Ridge Estates Storm Water Enhancement Project which extended into 2019. Administration is recommending a changing the funding source for \$848,375 of the \$1,750,000 project from Gas Tax Rebate to the ID349 funding. This will allow the City to apply for the Recycling Material Facility to funded all through the Gas Tax rebate fund versus a portion of each project being funded from different sources.

### **Background:**

Administration originally presented both the 2018 Eagle Ridge Storm Sewer Project and the 2019 Recycling Project to be funded from 2 sources. As the Eagle Ridge project extended in 2019 administration feels that it would increase efficiencies if each project was funded from 1 source.

This will allow the City to apply for the Recycling Material Facility to funded all through the Gas Tax rebate fund versus a portion of each project being funded from different sources.

### **Alternatives:**

Council may consider the following options:

1. Council may amend the 2018 capital budget by changing the funding source for the Eagle Ridge Storm Sewer project.
2. Council may choose not to change the funding source.

### **Recommended Action:**

Administration recommends Council pass a motion to amend the 2018 Capital budget by reallocating \$848,375 of the funding source for the Eagle Ridge Storm Sewer project from the Gas tax Fund to the ID349 CLAWR funding.

### **Budget Implications (Yes or No):**

Yes

### **Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## STAFF REPORT

**Title:** 2019 Capital Budget Amendment - Recycling Material Recovery Facility

**Meeting Date:** December 10, 2019

---

### **Executive Summary:**

The Cold Lake South Recycling drop off station required the installation of lights to improve safety at the location had limited lighting in the evening. Administration is requesting an amendment to the 2019 Capital budget to include \$100,000 for the lighting enhancements and fully fund the project of 1.6M from Gas Tax Rebate fund instead of a portion coming from the ID349 revenue (\$651,625).

### **Background:**

The 2019 project budget for the Material Recovery Facility is \$1,500,000.00 and includes the new recycling bins for the drop locations and the conveyor and sort line. However, due to the soils within the footprint of the building being unsuitable the material had to be removed and replaced with imported material to ensure the building was built on a strong base. Additionally, lights were installed at the Cold Lake South recycling drop off location to improve safety. The total cost to remove and replace the unsuitable material and install lights is \$97,124.88. Additional funds of \$84,167.58 are required to offset the costs incurred. A budget increase of \$100,000 is being requested to allow for closing cost and some contingencies.

### **Alternatives:**

Council may consider the following options:

1. Council approve the \$100,000 increase in the 2019 Capital Budget and fully fund the project from the Gas Tax Rebate Program.
2. Council not approve the lighting scope of the project.

### **Recommended Action:**

Administration recommends Council pass a motion to approve the amendment to fully fund the Recycling Material Recovery Facility inclusive of the lighting project from the Gas Tax Rebate program bringing the 2019 Capital Budget to \$22,591,851 from \$22,491,851.

### **Budget Implications (Yes or No):**

Yes

### **Submitted by:**

Kevin Nagoya, Chief Administrative Officer







## STAFF REPORT

**Title:** 2019 Capital Budget Amendment - Imperial Park/Energy Centre South Access Enhancements and Imperial Park Parking Lot Improvements Project

**Meeting Date:** December 10, 2019

---

### **Executive Summary:**

In 2018 Council approved the Imperial Park/Energy Centre South Access Enhancements and Imperial Park Parking Lot Improvements projects with a budget of \$1,050,000. The project received additional top up funding in the amount of \$350,000 in 2019. The project currently has a surplus of approx. \$195,000.

An opportunity arose to pave the Energy Centre Rear Access Road that was constructed to a gravel surface in 2016. There are funds available in Eagle Ridge Storm Sewer project, based on which administration approved the paving project in the amount of \$360,000. Administration is requesting a transfer of \$170,000 from Eagle Ridge project to Energy Center South Access project. With the existing available funds of \$195,000 within the Energy Center South Access Enhancements project, the transfer of \$170,000 will bring the available funds to \$365,000 which will offset the costs of the paving.

### **Background:**

The Energy Centre Rear Access was originally constructed to a gravel standard in 2016 and was designed to accommodate a future paved surface. This road is also on the future transit route which, ideally, require a paved driving surface. Also after the completion of construction activities in the area, an increased use of this access was noted. Furthermore, due to the new recycling drop off depot at then Energy Center, a need was felt to expedite the paving of the gravel road.

Quotes were requested from paving contractors and based on the received quotes, a budget of \$360,000 was needed. The Energy Center South Access Road Enhancement (including paving) Project had a surplus of \$195,000 available and the rest was planned to be transferred from Eagle Ridge Storm Sewer project which has approx. \$670,000 available.

As noted to Council, the quotes were of significant value and subject to a tight turnaround of only a day to approve and a week to complete. The work is now complete.

Administration is requesting to transfer \$170,000 from the Eagle Ridge Storm Sewer project to the Imperial Park/Energy Centre South Access Enhancements and Imperial



Park Parking Lot Improvements project to cover the cost for the Energy Centre Rear Access Paving.

The project budget after the approval of transfer will be as follows:

1. Imperial Park/Energy Centre South Access Enhancements and Imperial Park Parking Lot Improvements
  - a. Increase from \$1,050,000 to \$1,220,000
2. Eagle Ridge Storm Sewer project
  - a. Decrease from \$1,720,000 to \$1,550,000

**Alternatives:**

No alternatives.

**Recommended Action:**

Administration recommends that Council approve the transfer of \$170,000 from the Eagle Ridge Storm Sewer Project to the Imperial Park/Energy Centre South Access Enhancements and Imperial Park Parking Lot Improvements Project.

**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer





## STAFF REPORT

**Title:** Financial and Capital Plan Extension

**Meeting Date:** December 10, 2019

---

### **Executive Summary:**

As per Section 283.1 of the MGA the City must annually prepare a written plan respecting the 3 year financial operation and 5 capital addition plan in addition to the current year plan. Under Alberta Regulation 192/2017 the first year this is required is 2020. The City, at this time, is not aware of the funding allocation from the ID 349 which is instrumental in developing a long term operating and capital financial plan that renders the City sustainable. The ID 349 was also fundamental to the financial planning of the Annexation approvals. Administration has ongoing plans already established but dependent on the timing of the decision and the amount the City will be receiving the plans may not be fully executed by year end. Administration is recommending the Council consider passing a motion allowing Administration to request an extension from the Minister, if required as per section 605 of the MGA until such time a decision is rendered on the funding allocation of the ID349.

### **Background:**

Historically the City has approved an annual detailed Operational and Capital Budget by December 31. The City provides a Capital Plan for 10 years based on the current priority needs of the Community. Along with these 3 documents the City also presents annually to Council a 10 year Financial Impact Model which includes both Operational and Capital forecasts and Plans. The City updated all 4 of these plans during the 2018 budget process including 16M funding from the ID349 Taxation revenue with the understanding that this would be the minimum funding the City would receive.

On October 30, Mayor Craig Copeland received via email a letter from the Honourable Minister of Municipal Affairs, Kaycee Madu, regarding the Minister's future plans to establish a new arrangement for the distribution of municipal tax revenue from ID 349.

The letter also states that 2019 allocations will be withheld until a new arrangement is made. There is no indication in regards to whether the previous minister's plans for 2019 allocations will be honoured, despite all parties to the arrangement having budgeted on the previous minister's correspondence in regards to the revenue allocations.

As the ID349 taxation revenue is instrumental to these plans and the sustainability of the City it is difficult to move forward with any future plans until the ID349 allocation



formula is solidified. Although the City is not required to submit these plans to Municipal Affairs it is still a requirement of the MGA and could be subject to inspection or challenge by the public.

**Alternatives:**

Council may consider the following options:

1. Council authorize the City to request the extension of the Financial and Capital Plans required under section 283.1 of the MGA from the Minister of Municipal Affairs as per section 605 of the MGA prior to December 31, 2019.
2. Council may choose not to request the extension

**Recommended Action:**

Administration recommends Council pass a motion to authorize the City to request an extension for the Financial and Capital plans required under section 283.1 of the MGA from the Minister of Municipal Affairs.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



Province of Alberta

## MUNICIPAL GOVERNMENT ACT

# MUNICIPAL CORPORATE PLANNING REGULATION

**Alberta Regulation 192/2017**

### Extract

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(no amdt)

## **ALBERTA REGULATION 192/2017**

### **Municipal Government Act**

#### **MUNICIPAL CORPORATE PLANNING REGULATION**

##### *Table of Contents*

- 1** Definition
- 2** Requirements of financial plan
- 3** Requirements of capital plan
- 4** Transitional
- 5** Coming into force

##### **Definition**

- 1** In this Regulation, “Act” means the *Municipal Government Act*.

##### **Requirements of financial plan**

- 2** The financial plan that a municipality must prepare pursuant to section 283.1(2) of the Act must include
  - (a) anticipated total revenues and total expenses by major category,
  - (b) the anticipated annual surplus or deficit, and
  - (c) the anticipated accumulated surplus or deficit.

##### **Requirements of capital plan**

- 3** The capital plan that a municipality must prepare pursuant to section 283.1(3) of the Act must include
  - (a) planned capital property additions, and
  - (b) allocated or anticipated funding sources.

##### **Transitional**

- 4** The first financial year required to be reflected in a financial plan and a capital plan is the 2020 financial year.

**Coming into force**

**5** This Regulation comes into force on the coming into force of section 40 of the *Municipal Government Amendment Act, 2015*.












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- (c) on receiving a sufficient petition from the electors of the municipality requesting the appointment of an auditor.

(2) The municipality is liable to the Minister for the costs of the audit as determined by the Minister.

(3) The auditor must submit the auditor's report to the Minister and to council.

1994 cM-26.1 s282

#### **Access to information by auditors**

**283(1)** An auditor appointed by the council or the Minister is at all reasonable times and for any purpose related to an audit entitled to access to

- (a) the records of the municipality, and
- (b) data processing equipment owned or leased by the municipality.

(2) A councillor, chief administrative officer, designated officer, employee or agent of, or a consultant to, a municipality must give the auditor any information, reports or explanations the auditor considers necessary.

(3) An auditor who receives information from a person whose right to disclose that information is restricted by law holds that information under the same restrictions respecting disclosure that govern the person from whom the information was obtained.

1994 cM-26.1 s283

### **Financial Plans and Capital Plans**

#### **Required plans**

**283.1(1)** In this section,

- (a) "capital plan" means a plan referred to in subsection (3);
- (b) "financial plan" means a plan referred to in subsection (2).

(2) Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

(3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

(4) The 3 financial years referred to in subsection (2) and the 5 financial years referred to in subsection (3) do not include the

financial year in which the financial plan or capital plan is prepared.

(5) Council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.

(6) Council must annually review and update its financial plan and capital plan.

(7) The Minister may make regulations respecting financial plans and capital plans, including, without limitation, regulations

- (a) respecting the form and contents of financial plans and capital plans;
- (b) specifying the first financial year required to be reflected in a financial plan;
- (c) specifying the first financial year required to be reflected in a capital plan.

2015 c8 s40

## **Part 9**

### **Assessment of Property**

#### **Interpretation provisions for Parts 9 to 12**

**284(1)** In this Part and Parts 10, 11 and 12,

- (a) “assessed person” means a person who is named on an assessment roll in accordance with section 304;
- (b) “assessed property” means property in respect of which an assessment has been prepared;
- (c) “assessment” means a value of property determined in accordance with this Part and the regulations;
- (d) “assessor” means
  - (i) the provincial assessor, or
  - (ii) a municipal assessor,and includes any person to whom those duties and responsibilities are delegated by the person referred to in subclause (i) or (ii);
- (e) “council” includes

- (a) *Proceedings Before the Board Clarification Regulation* (AR 176/2011);
- (b) *Equalized Assessment Variance Regulation, 2012* (AR 195/2011);
- (c) *Capital Region Board Regulation* (AR 38/2012);
- (d) *Municipal Emergency Exemption Regulation* (AR 142/2013).

2013 c17 s4;2017 c13 s1(54)

**Ministerial regulations****604** The Minister may make regulations

- (a) defining population for the purposes of this Act;
- (b) respecting the determination of the population of a municipality or other geographic area and establishing requirements for a municipality to conduct a census and provide information concerning population to the Minister;
- (c) respecting the administration, operation and management of specialized municipalities;
- (d) prescribing forms for the purposes of this Act;
- (e) respecting the content or form of anything required to be done by a municipality under this Act.

1994 cM-26.1 s604

**Altering dates and time periods****605(1)** When this Act, the regulations or a bylaw specifies a certain number of days or a day on or by which

- (a) something is to be done, or
- (b) certain proceedings are to be taken,

and the day that the thing is to be done or proceedings are to be taken is a holiday, the thing or proceedings must be done or taken on or by the next day that is not a holiday.

**(2)** When this Act or the regulations specify a certain number of days or a day on or by which

- (a) something is to be done, or
- (b) proceedings are to be taken,

the Minister may by order specify another number of days or another day for doing it or taking proceedings.

(3) An order under subsection (2) may be made at any time before or after the day that the thing is to be done or proceedings are to be taken and the time for doing any other thing that is determined in relation to that day is subject to a like delay.

(4) Anything done or proceedings taken within the number of days or by the day specified in an order under subsection (2) is as valid as if it had been done or taken within the number of days or by the day specified in this Act or the regulations.

1994 cM-26.1 s605

#### **Requirements for advertising**

**606(1)** The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be

- (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,
- (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
- (c) given by a method provided for in a bylaw under section 606.1.

(3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.

(4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.

(5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

(6) A notice must contain

- (a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,



## STAFF REPORT

**Title:** 2020 Tax Recovery - Terms and Conditions

**Meeting Date:** December 10, 2019

---

### **Executive Summary:**

The City has four (4) properties on the three year property arrears list which requires the City to auction these properties by March 31, 2020 as per the Municipal Government Act (MGA) s.418 and s.436.09. Administration has made every effort and followed all legislation leading up to the auction deadline date. In order to move ahead with the final stages of the tax recovery process Council must set a reserve bid and the terms and conditions of the sale as per the MGA s.419. Administration is recommending the attached terms for Council's consideration in order to advertise the conditions within the time limits set out in the MGA. Administration will be presenting the appraisal of these properties to council at a later date in order to set the minimum bid.

### **Background:**

The City currently has four properties consisting of one Designated Manufactured Home, two vacant (medium density) residential lots and one residential house with property tax arrears that must be sold by public auction by March 31, 2020. The outstanding taxes for these four properties total \$77,833.20. These properties will be sold by public auction at City Hall on March 25, 2020 if payment is not received.

In order to meet the advertising requirement in the MGA s. 421 Administration will be sending an advertisement to the Alberta Gazette on January 31, 2020 with details of the properties exclusive of the Manufactured Home to be auctioned and the terms and conditions of the sale as required by the MGA. An advertisement inclusive of the Manufactured Home will also be in the local paper within 10-20 days of the auction. The conditions of the sale is required to be stated on the advertisement.

As per Section 419 of the MGA, Council must set a reserve bid as well as conditions and terms that apply to the sale of a property.

Administration recommends the following terms and conditions for Council's consideration:

- Cash, Bank Draft or Certified Cheque
- 10% deposit is payable upon the acceptance of the bid at public auction
- The balance of the accepted bid is due by March 31, 2020 or the deposit will be forfeited and the City will consider the next bid



Administration will bring the appraised value of the properties to council at a later date for setting of the reserve bid on the properties prior to the auction.

**Alternatives:**

Council may consider the following options:

1. Council may pass a resolution to approve the advertisement with the conditions as presented.
2. Council may direct administration to amend the conditions and pass a resolution for the amendments.

**Recommended Action:**

Administration recommends that Council approves the terms and conditions for the sale by public auction of four (4) properties due to property tax arrears being:

- 5906 Labrador Road;
- Lot 3, Block A, Plan 8521872, Title 142085056;
- Lot 5, Block A, Plan 8521872, Title 142085056001; and
- Lot 21, Block 2 Plan 0726988, Title 112372036

with the terms and conditions that each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title. The property is being offered for sale on an “as is, where is” basis and the City of Cold Lake makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, vacancy, or the ability to develop the subject land for any intended use by the purchaser. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the City. The City of Cold Lake may, after the public auction, become the owner of any parcel of land not sold at the public auction. Terms: Cash, Bank Draft or Certified Cheque. A 10% deposit is payable upon the acceptance of the bid at public auction. The balance of the accepted bid is due by March 31, 2020 or the deposit will be forfeited and the City will consider the next bid. Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## City of Cold Lake

Notice is hereby given that, under the provisions of the Municipal Government Act, the City of Cold Lake will offer for sale, by public auction, in the Council Chambers at City Hall, 5513-48 Avenue, Cold Lake, Alberta, on Thursday, March 25, 2020 at 5:00 p.m., the following land:

<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Title #</b>
3	A	8521872	142085056
5	A	8521872	1420850560001
21	2	0726988	112372036

These parcels will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

Each parcel is being offered for sale on an “as is, where is” basis and the City of Cold Lake makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, vacancy, or the ability to develop the subject land for any intended use by the purchaser. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the City.

The City of Cold Lake may, after the public auction, become the owner of any parcel of land not sold at the public auction.

Terms: Cash, Bank Draft or Certified Cheque. A 10% deposit is payable upon the acceptance of the bid at public auction. The balance of the accepted bid is due by March 31, 2020 or the deposit will be forfeited and the City will consider the next bid.

Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale.

Dated at Cold Lake, Alberta, December 10, 2019.

Linda Mortenson, General Manager, Corporate Services

- (a) the Crown must, on a quarterly basis, notify the municipality in which the parcel is located of any changes in the status of the lease, licence or permit, as the case may be, and
- (b) the municipality must send to the Crown that portion of the tax arrears list showing the parcels of land described in section 304(1)(c) that are held by the Crown.

(3) This section does not prevent the municipality from exercising any other right it has to collect the tax arrears.

RSA 2000 cM-26 s416;2015 c8 s52

#### **Warning of sale**

**417(1)** Not later than the August 1 following receipt of a copy of the tax arrears list, the Registrar must, in respect of each parcel of land shown on the tax arrears list, send a notice to

- (a) the owner of the parcel of land,
- (b) any person who has an interest in the parcel that is evidenced by a caveat registered by the Registrar, and
- (c) each encumbrancee shown on the certificate of title for the parcel.

(2) The notice must state

- (a) that if the tax arrears in respect of the parcel of land are not paid before March 31 in the next year, the municipality will offer the parcel for sale at a public auction, and
- (b) that the municipality may become the owner of the parcel after the public auction if the parcel is not sold at the public auction.

(3) The notice must be sent to the address shown on the records of the Land Titles Office for each person referred to in subsection (1).

1994 cM-26.1 s417;1995 c24 s61

#### **Offer of parcel for sale**

**418(1)** Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

(2) Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 417(2)(a) and ending on March 31 of the year immediately following that date.

(3) Subsection (1) does not apply to a parcel in respect of which the municipality has started an action under section 411(2) to recover the tax arrears before the date of the public auction.

(4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until

- (a) the agreement has expired, or
- (b) the owner of the parcel breaches the agreement,

whichever occurs first.

1994 cM-26.1 s418;1995 c24 s62;1996 c30 s35

#### **Reserve bid and conditions of sale**

**419** The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

1994 cM-26.1 s419

#### **Right to possession**

**420(1)** From the date on which a parcel of land is offered for sale at a public auction, the municipality is entitled to possession of the parcel.

(2) For the purposes of obtaining possession of a parcel of land, a designated officer may enter the parcel and take possession of it for and in the name of the municipality and, if in so doing resistance is encountered, the municipality may apply to the Court of Queen's Bench for an order for the possession of the parcel.

RSA 2000 cM-26 s420;2009 c53 s119

#### **Advertisement of public auction**

**421(1)** The municipality must advertise the public auction

- (a) in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date on which the public auction is to be held, and
- (b) in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date on which the public auction is to be held.

(3) Subsection (1) does not apply to a parcel in respect of which the municipality has started an action under section 411(2) to recover the tax arrears before the date of the public auction.

(4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until

- (a) the agreement has expired, or
- (b) the owner of the parcel breaches the agreement,

whichever occurs first.

1994 cM-26.1 s418;1995 c24 s62;1996 c30 s35

#### **Reserve bid and conditions of sale**

**419** The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

1994 cM-26.1 s419

#### **Right to possession**

**420(1)** From the date on which a parcel of land is offered for sale at a public auction, the municipality is entitled to possession of the parcel.

(2) For the purposes of obtaining possession of a parcel of land, a designated officer may enter the parcel and take possession of it for and in the name of the municipality and, if in so doing resistance is encountered, the municipality may apply to the Court of Queen's Bench for an order for the possession of the parcel.

RSA 2000 cM-26 s420;2009 c53 s119

#### **Advertisement of public auction**

**421(1)** The municipality must advertise the public auction

- (a) in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date on which the public auction is to be held, and
- (b) in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date on which the public auction is to be held.

(2) The advertisement must specify the date, time and location of the public auction, the conditions of sale and a description of each parcel of land to be offered for sale.

(3) The advertisement must state that the municipality may, after the public auction, become the owner of any parcel of land not sold at the public auction.

(4) Not less than 4 weeks before the date of the public auction, the municipality must send a copy of the advertisement referred to in subsection (1)(a) to

- (a) the owner of each parcel of land to be offered for sale,
- (b) each person who has an interest in any parcel to be offered for sale that is evidenced by a caveat registered by the Registrar, and
- (c) each encumbrancee shown on the certificate of title for each parcel to be offered for sale.

1994 cM-26.1 s421;1995 c24 s63

#### Adjournment of auction

**422(1)** The municipality may adjourn the holding of a public auction to any date within 2 months after the advertised date.

(2) If a public auction is adjourned, the municipality must post a notice in a place that is accessible to the public during regular business hours, showing the new date on which the public auction is to be held.

(3) If a public auction is cancelled as a result of the tax arrears being paid, the municipality must post a notice in a place that is accessible to the public during regular business hours stating that the auction is cancelled.

1994 cM-26.1 s422

#### Right to a clear title

**423(1)** A person who purchases a parcel of land at a public auction acquires the land free of all encumbrances, except

- (a) encumbrances arising from claims of the Crown in right of Canada,
- (b) irrigation or drainage debentures,
- (c) caveats referred to in section 39(12) of the *Condominium Property Act*,
- (d) registered easements and instruments registered pursuant to section 69 of the *Land Titles Act*,

(3) The municipality must send a copy of the notice under subsection (2) to the owner of the manufactured home community where the designated manufactured home is located.

(4) This section does not prevent the municipality from exercising any other right it has to collect the tax arrears.

1998 c24 s40

#### **Warning of sale**

**436.08(1)** Not later than August 1 following preparation of the tax arrears list, the municipality must, in respect of each designated manufactured home shown on the tax arrears list, send a written notice to

- (a) the owner of the designated manufactured home,
- (b) the owner of the manufactured home community where the designated manufactured home is located, and
- (c) each person who has a security interest in or a lien, writ, charge or other encumbrance against the designated manufactured home as disclosed by a search of the Registry using the serial number of the designated manufactured home.

(2) The notice must state that if the tax arrears in respect of the designated manufactured home are not paid before March 31 in the next year, the municipality will offer the designated manufactured home for sale at a public auction.

(3) The notice under subsection (1) must be sent to the address shown on the records of the Registry for each person referred to in subsection (1)(c).

1998 c24 s40; 1999 c11 s25

#### **Offer of designated manufactured home for sale**

**436.09(1)** Each municipality must offer for sale at a public auction any designated manufactured home shown on its tax arrears list if the tax arrears are not paid.

(2) Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 436.08(2) and ending on March 31 of the year immediately following that date.

(3) Subsection (1) does not apply to a designated manufactured home in respect of which the municipality has started an action under section 436.02(2) to recover the tax arrears before the date of the public auction.

(4) The municipality may enter into an agreement with the owner of a designated manufactured home shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the designated manufactured home need not be offered for sale under subsection (1) until

- (a) the agreement has expired, or
- (b) the owner of the designated manufactured home breaches the agreement,

whichever occurs first.

1998 c24 s40

#### **Reserve bid and conditions for sale**

**436.1** The council must set for each designated manufactured home to be offered for sale at a public auction,

- (a) a reserve bid that is as close as reasonably possible to the market value of the designated manufactured home, and
- (b) any conditions that apply to the sale.

1998 c24 s40

#### **Right to possession**

**436.11(1)** From the date on which a designated manufactured home is offered for sale at a public auction, the municipality is entitled to possession of the designated manufactured home.

(2) For the purpose of obtaining possession of a designated manufactured home, a designated officer may enter the designated manufactured home and take possession of it for and in the name of the municipality, and if in so doing the designated officer encounters resistance, the municipality may apply to the Court of Queen's Bench for an order for possession of the designated manufactured home.

RSA 2000 cM-26 s436.11;2009 c53 s119

#### **Advertisement of public auction**

**436.12(1)** The municipality must advertise the public auction in at least one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 30 days before the date on which the public auction is to be held.

(2) The advertisement must specify the date, time and location of the public auction, the conditions of sale and a description of each designated manufactured home to be offered for sale.



## STAFF REPORT

**Title:** Changes to Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) Requirements

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

The City of Cold Lake has received a letter from the Minister of Municipal Affairs in regards to changes to the intermunicipal collaboration framework (ICF) and intermunicipal development plan (IDP) requirements. The letter was sent to all Alberta mayors and reeves. The letter states that the April 1, 2020 deadline for ICFs will remain in place while detailing a number of changes to ICFs and IDP requirements. It also explicitly removes revenue sharing from the context of the ICFs.

The changes, which are listed in an attachment to the letter, are meant to streamline the ICF process, as any communities have provided feedback in regards to challenges in arriving at ICFs and concerns surrounding the deadline. None of the changes are anticipated to have an effect on any ICF already completed.

The letter and attachment have been included in this report.

### **Background:**

The changes the minister has advised Alberta's municipalities about are included in Bill 25, the *Red Tape Reduction Implementation Act*.

Changes that administration has flagged as significant include:

- ICFs are not required where both municipalities mutually agree.
- ICFs no longer require a complete list of services, but must list only the services that benefit residents in more than one municipality.
- ICFs can now be adopted by bylaw or resolution and can be unilaterally cancelled by written notice. Doing so will necessitate that another ICF be created within one year.
- ICFs and IDPs are now entirely independent.
- The minister may seek recommendations from the Municipal Government Board when two municipalities cannot reach an ICF, prior to sending the matter to arbitrations.





**Alternatives:**

- Council may decide to send correspondence to the Minister of Municipal Affairs in regards to the letter.
- Council may accept this report as information.

**Recommended Action:**

Administration recommends that Council accept this report as information.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



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MUNICIPAL AFFAIRS

*Office of the Minister*  
*MLA, Edmonton - South West*

AR99186

To Mayors and Reeves,

Since my appointment as Minister of Municipal Affairs last spring, I have had the opportunity to travel to many communities within Alberta, to hear about your priorities and perspectives. I am very grateful for the way in which you have welcomed me into your communities and shared your thoughts with me. I have also had the pleasure of meeting with many of you during the fall conventions of the Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) and, again, I thank you for the gift of your time and wisdom.

One of the consistent messages I have heard over the past several months is concern regarding Intermunicipal Collaborative Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) - both in terms of the challenges you are facing in building these frameworks and plans, and the challenges posed by the legislated deadline for completion of April 1, 2020.

Intermunicipal collaboration is a priority for me, and for the Government of Alberta; all Albertans benefit when our communities collaborate to share services, create efficiencies, and reduce overall costs for their residents. Therefore, my government colleagues and I agree that it is important to maintain the overall requirements for ICFs and IDPs.

We very much appreciate the work that many of you have done to date, but we also recognize that the current legislative requirements are overly complex and onerous. Based on your feedback, I am proposing important changes to the ICF process as well as IDP requirements. These changes will streamline and clarify the process for building ICFs and IDPs, and I believe will make it much easier for all of you to complete the process by April 1, 2020.

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Earlier this week, these changes were introduced to the Legislative Assembly as part of Bill 25, the *Red Tape Reduction Implementation Act*. The bill contains various amendments to reduce red tape affecting municipalities, with the most substantive changes focused on streamlining and clarifying the ICF/IDP requirements. In particular, I am proposing the following important changes:

- Simplifying reporting to the province;
- Enabling municipalities to adopt ICFs by resolution (or bylaw), to recognize the way in which many municipalities typically adopt cost-sharing agreements;
- Simplifying the process of developing an ICF, so municipalities can focus on discussing and reaching agreement on how to share services that benefit residents in both municipalities, instead of spending too much time on meeting specific process requirements that overcomplicate their discussions;
- Streamlining and clarifying the arbitration process, to more closely align ICF arbitrations with the standard provisions of the *Arbitration Act*, and to very clearly limit the scope of an arbitrator's authority; and
- Enabling municipalities to be exempted from the requirement to develop an IDP, where both municipalities agree that one is not necessary.

None of the proposed amendments will require municipalities to go back and make changes to already completed ICFs and IDPs. For those requiring further work, the proposed legislative changes will make it easier to get this work done. As you move forward, I would like to take this opportunity to remind you of a few key points in relation to ICFs:

1. The deadline of April 1, 2020 remains in place. I am expecting all municipalities to meet this deadline. I am prepared to consider short-term extensions of the deadline in exceptional circumstances, or where municipalities simply need an additional one to two months to be able to complete the process. However, beyond these exceptions, I do not intend to provide time extensions; I encourage all municipalities to act accordingly in order to avoid arbitration and retain local control of ICF content.
2. ICFs are about the cost sharing of services that benefit residents in more than one municipality. They are not about revenue sharing, and I do not support any attempt to leverage the ICF negotiations in an effort to extract a revenue sharing agreement.
3. I do expect municipalities to negotiate in good faith, and to make decisions based on concrete facts. If municipal residents utilize a service in meaningful numbers and/or account for a meaningful proportion of those service costs, I would expect the municipality to compensate the municipality providing those services accordingly.
4. Municipal Affairs will not be evaluating individual ICFs to determine whether they are "a good deal" or not. As Minister, my interest is that you have conversations with your neighbours about shared services, and reach an agreement that makes sense at the local level.

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*Office of the Minister*  
*MLA, Edmonton - South West*

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I am optimistic that the legislative changes I am proposing will help ease the way for you to fulfill your legislated obligations to complete ICFs by April 1, 2020. However, the success of these negotiations depends on each of you, and your willingness to engage with your municipal neighbours respectfully and with an openness to reasonable compromise. A locally developed solution is always best, so I encourage all of you to take this opportunity to shape these agreements for yourselves, and for the overall betterment of your regions.

Yours very truly,

Kaycee Madu  
Minister

Attachment: Changes to the ICF and IDP requirements

cc: Alberta Urban Municipalities Association  
Rural Municipalities of Alberta  
Paul Wynnyk, Deputy Minister

## Summary of Changes to Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) Requirements, and Q&A Reference

Recently announced changes to ICF and IDP legislation will streamline and simplify the requirements. This summary is intended to provide information about the changes and how the requirements will apply going forward. The information is intended to describe the general nature of the most significant changes, but municipalities should refer to the *Municipal Government Act (MGA)* as amended for complete specifics.

The changes will simplify reporting to the province, allow municipalities to adopt an ICF by council resolution, simplify the ICF content requirements, streamline the *MGA*-prescribed arbitration process that applies when municipalities cannot reach agreement, limit the scope of arbitration to issues of disagreement, and exempt municipalities from the IDP requirement where both municipalities agree.

### Comparative Summary of the Changes

Requirement / Process	Previously	Now
<b>Municipal neighbours that must adopt an IDP</b>	<p>An IDP exemption was available to municipalities with boundaries composed of crown land by mutual agreement.</p> <p>Agreement was to be made by council resolution, and copies of the resolutions were to be filed with the Minister.</p>	<p>An IDP exemption is now available to all municipalities by mutual agreement.</p> <p>There is no requirement to file copies of the council resolutions with the Minister.</p> <p>Any municipality can revoke its agreement by written notice, in which case the municipalities are required to adopt an IDP within one year.</p>

## Summary of Changes to ICF and IDP Requirements

Requirement / Process	Previously	Now
<b>Contents of an ICF</b>	ICFs were previously required to list all services provided by each municipality; identify how each of those services were best provided, delivered, funded, or discontinued; and set time frames for implementation.	<p>The ICF must now describe the services that benefit residents in more than one of the municipalities.</p> <p>The ICF must identify which municipality is responsible for providing these services and how the service will be delivered and funded.</p> <p>Other services that do not benefit residents in more than one of the municipalities do not have to be listed or addressed in the ICF.</p>
<b>Listed services to be addressed in an ICF</b>	ICFs were required to address a specific list of services which included transportation, water and wastewater, solid waste, emergency services, and recreation.	There is now no requirement to address listed services; just the general requirement above to describe services that benefit residents in more than one of the municipalities.
<b>Method of creating an ICF</b>	ICFs were required to be adopted by bylaw.	ICFs can now be adopted by bylaw or resolution.
<b>Relationship of ICF to IDP</b>	An ICF was not complete until an IDP was also adopted.	The completion of an ICF is now independent of the IDP process. An ICF can be completed before an IDP is completed, or in the absence of an IDP.
<b>Filing an ICF and IDP with the Minister</b>	A copy of the ICF and IDP was required to be filed with the Minister.	There is now no requirement to file copies of the ICF or IDP with the Minister. However, the Minister must be notified that the ICF is completed.
<b>Arbitration process for ICFs</b>	<p>The <i>MGA</i> and ICF Regulation previously set out a detailed arbitration process that applied where municipalities are not able to create a framework or where a dispute is not resolved within one year.</p> <p>The <i>Arbitration Act</i> did not apply to these arbitrations.</p>	Arbitration still applies where municipalities are not able to create a framework or where a dispute is not resolved within one year. However, the <i>Arbitration Act</i> now applies to the arbitration, except as modified by the <i>MGA</i> .

## Summary of Changes to ICF and IDP Requirements

Requirement / Process	Previously	Now
<b>Arbitration process for IDPs</b>	The ICF arbitration process applied to IDPs.	Where municipalities are not able to agree on an IDP by the due date, the Minister will now refer the matter to the Municipal Government Board for recommendations.  The Minister may subsequently order the municipalities to establish an IDP in accordance with the Minister's order.
<b>Role of the arbitrator</b>	The arbitrator was required to create the ICF.	The arbitrator is now required to make an award that resolves the issues in dispute.  The municipal parties will have the responsibility to create and adopt the ICF in accordance with the arbitrator's award.

## Questions and Answers

*Why were the requirements for ICFs changed?*

- The original ICF content requirements were very prescriptive; the changes simplify the process and allow municipalities to focus on results that will benefit residents and businesses.
- The original ICF rules set out a complete arbitration process, even though the province already has an established process in the *Arbitration Act*. To be consistent and avoid duplication, ICF arbitrations will follow the *Arbitration Act* process except as modified by the *MGA*.

*Are the ICF requirements still mandatory for all municipalities?*

- Municipalities are still required to complete ICFs.
- It is in the best interest of municipalities across the province to work together to reduce duplication of services and infrastructure by creating ICFs.

*What will happen to ICFs that have been completed, or that are almost completed, using the old rules?*

- No new requirements have been added, so ICFs that have been completed following the previous rules will meet the requirements under the new rules.
- Municipalities that are still in the process of negotiating their ICFs should continue on as scheduled, since any results that meet the current requirements will more than meet the new requirements.

*Do ICFs address revenue sharing?*

- ICFs are only required to address the sharing of costs for services that are intermunicipally delivered or that are provided by one municipality and utilized by the residents of one or more other municipalities.
- ICFs are to be negotiated in good faith based on sharing of costs.
- Municipalities have the autonomy to negotiate revenue sharing agreements on a voluntary basis, but these agreements are not part of the ICF process.

*Under the revised requirements, when do we have to complete our ICFs?*

- The April 1, 2020 deadline to complete ICFs remains in effect.
- This reflects the priority the Government of Alberta places on intermunicipal cooperation, as a means of ensuring that all Albertans benefit from the efficient delivery of local services.
- Changes to the ICF requirements will streamline the process, which may support earlier completion.
- A one-year extension continues to be available for ICFs between municipal districts and improvement districts; between growth management board members; and between a municipality that is a growth management board member and a municipality within its boundary. This extension is available on the condition that all parties agree by resolution and file copies of the resolutions with the Minister within 90 days of passage.
- The Minister of Municipal Affairs has the authority to authorize additional time extensions; however, the Minister has been very clear that he does not intend to approve extensions except in exceptional circumstances.



*What happens if we can't come to an agreement with our municipal neighbour on our ICF?*

- If the ICF is not completed by the required date, the municipalities involved must refer the matter to an arbitrator.
- A list of private sector arbitrators is available at <https://www.alberta.ca/mediator-and-arbitrator-rosters.aspx> . The roster is not a certification of competency or a credentialing process. It is intended to provide municipalities with a list of arbitrators who have relevant training and experience and who have expressed an interest in intermunicipal arbitration.
- The arbitrator has one year to make an award that resolves the issues in dispute.
- The municipal parties are bound by the arbitrator's award, and must adopt an ICF in accordance with the award.

*Where can we get more information or resources to assist with the changes?*

- For more information,

<b>Phone:</b>	780-427-2225
<b>Toll-free in Alberta:</b>	310-0000
<b>Fax:</b>	780-420-1016
<b>Email:</b>	lgsmail@gov.ab.ca



## STAFF REPORT

**Title:** Alternate Council Appointment - Northern Lights Library System (NLLS) and Cold Lake Library Board

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

A procedural issue has been raised in regards to an alternate appointment to the Northern Lights Library System (NLLS). Administration is recommending to simply remove the alternate appointment for now.

### **Background:**

At Council's Organizational meeting held October 23, 2018 and October 22, 2019, Council appointed Councillor Lefebvre, along with Councillor Buckle as the alternate, to the Northern Lights Library System (NLLS). Prior to the October 23, 2018 Organizational meeting, there was no alternate appointed to the NLLS.

At Council's Organizational meeting held October 22, 2019, Council appointed Councillor Lefebvre, along with Councillor Buckle as the alternate, to the Cold Lake Library Board. Prior to the October 22, 2019 Organizational meeting, there was no alternate appointed to the Cold Lake Library Board.

### **Alternatives:**

- That Council motion to remove the alternate Council appointment to the Northern Lights Library System (NLLS) and the Cold Lake Library Board.
- That Council defeat a motion to remove the alternate Council appointment to the Northern Lights Library System (NLLS) and the Cold Lake Library Board.

### **Recommended Action:**

That Council rescind the alternate Council appointment to the Northern Lights Library System (NLLS), being Councillor Buckle, and the Cold Lake Library Board, being Councillor Buckle (Ref. Resolution No. COM20191022.1002).

### **Budget Implications (Yes or No):**

No

### **Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## STAFF REPORT

**Title:** Letter of Support - Lakeland Multicultural Association - Celebrate Canada Grant

**Meeting Date:** November 26, 2019

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### **Executive Summary:**

The LMA are seeking a letter of support to accompany their Celebrate Canada Grant Application. The LMA are applying for the Celebrate Canada grant to celebrate International Culture Week.

### **Background:**

At Council's November 12, 2019 regular meeting of Council, Council provided a letter of support to accompany the LMA's Government of Alberta Culture and Tourism Anti-Racism Community Grant Program Application.

At Council's November 26, 2019 regular meeting of Council, Council provided two (2) other letters of support to accompany the LMA's Government of Canada's Anti-Racism Action Program Grant Application and their Celebrate Canada Grant Application to celebrate Canadian Multiculturalism Day through ethno-cultural cooking classes.

The LMA have already brought several cultural events to the community and these events are having many positive impacts in Cold Lake. Providing support for a future grant application will keep the LMA motivated to bring more events to promote multiculturalism in our diverse community of which these events will impact the community as a whole.

Specifics on the grant application can be found at:

<https://www.canada.ca/en/canadian-heritage/services/funding/celebrate-canada.html>

### **Alternatives:**

Council may consider the following options:

1. Motion to provide a letter of support
2. Defeat a motion to provide a letter of support

### **Recommended Action:**

That Council authorize the letter of support to the Lakeland Multicultural Association (LMA) to accompany their Celebrate Canada Grant Application to celebrate International Culture Week.



**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## LAKELAND MULTICULTURAL ASSOCIATION

### Building Culturally Diverse Communities

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#### International Culture Week

The objective of the initiative is to raise awareness about the different cultures that make up the beautiful mosaic of Canada. The focus will be on the majority population living in the Lakeland region which include Indigenous, Philippines, Ukraine, Lebanon, China and India. The events under this initiative would include 60 second radio commercials covering aspects about a particular country such as the history of immigration to Canada, influence on the Canadian culture, major events and festivals, famous landmarks depicting their culture in Canada, and more. A sample script has been provided by Stingray Radio for highlighting the Ukrainian culture. It is included in a separate document. The radio commercials are expected to run over six days from June 21-27 (no commercials for this program on June 22). Further details are shown below:

- Start date will be June 21. Other dates are June 23-27
- Four 60-sec commercials per day, top of the hour, first ad after the songs
- Feature six different cultures of history, tradition, and corresponding music for each culture to run as background for each commercial
- Daily Jock Talk on both stations (Boom 95.3 and Hot 101.3 FM)
- International Culture Week will be posted on all media pages of both radio stations
- Stingray Creative will write 6 separate commercials including all audio production – 24 commercials to run on Air, in total.
- Total Cost \$1050 per station x 2 = \$2100 + GST = \$2205.

In addition to the radio commercials, LMA will organize a 30-min Q & A podcast with local community members of various backgrounds including indigenous, ethnocultural, and other community leaders and influencers, to highlight personal stories (as applicable) of immigration, early years and their reflection on life in Canada. The podcast will feature music from their nativity interspersed with the Q&A session. By the way of the podcast, LMA will be taking programming and cultural diversity to the people instead of expecting people to attend events. A podcast will also allow people to access information at their own time and convenience. It is estimated that the project would need another \$500 to accomplish the podcast portion of the event.

Total event cost = Radio + Podcast = \$2205 + \$500 = \$2705.

More information on the regions to be covered in the podcast is included on the second page.



# LAKELAND MULTICULTURAL ASSOCIATION

## Building Culturally Diverse Communities

### International Culture Week Podcast

#### Days and Regions chart

Good resource for traditional regional music: <https://folkcloud.com/folk-music/south-america>

Date/Day	Countries/Regions	Types of Music	Resource Links
06/21- National Indigenous Peoples Day in Canada	Ep 1: Indigenous Canada	Indigenous music from Canada	<p>Traditional Music: <a href="https://en.wikipedia.org/wiki/Indigenous_music_of_Canada">https://en.wikipedia.org/wiki/Indigenous_music_of_Canada</a> Collections of music here- may need to look for music based on information here. Not all are representative. Some could be used as it would save us on licensing fees (as long as used for <a href="#">non-commercial purposes</a>)- <a href="http://www.collectionscanada.gc.ca/aboriginal-music-song/index-e.html">http://www.collectionscanada.gc.ca/aboriginal-music-song/index-e.html</a></p> <p>Modern Interpretation <a href="https://indigenoustourism.ca/en/indigenous-music-musicians/">https://indigenoustourism.ca/en/indigenous-music-musicians/</a> LMA member has listened to music from <a href="#">Buffy Sainte-Marie</a>, <a href="#">Tanya Tagaq</a> and <a href="#">Northern Cree</a> mentioned in the article and they are all excellent modern interpretations of Indigenous music. <a href="#">Etsi Shon- Jerry Alfred</a> First Nations singer and storyteller Jerry Alfred helps to preserve First Nations language and traditions. Jerry is the Northern Tutchone (too-SHOWnee) "Keeper of the Songs." He lives in Pelly Crossing, a village in central Yukon, 300 kilometres north of Whitehorse. He was born in the nearby community of Mayo. Jerry managed to keep his Tutchone language despite many years spent in a residential school. Like his father before him, Jerry was named a Song Keeper at birth. A Song Keeper collects songs and sings them at potlatches and other First Nations ceremonial occasions. A self-taught guitarist, Jerry combines modern guitar techniques and the traditional music of his people. His 1994 recording, "Etsi Shon" (EET-seeshown) or "Grandfather Song" helps to keep his language and the spirit of his people alive.</p>
06/22- Monday	Episode 2A: North America except Mexico	Folk, Country Music, Blues, Jazz, Early Rock n Roll, R&B, Soul, Hip Hop	<p>Traditional/Roots emerged Music: Good rundown of artists and musical genres- <a href="https://en.wikipedia.org/wiki/Music_of_the_United_States">https://en.wikipedia.org/wiki/Music_of_the_United_States</a></p> <p>Modern Interpretations: Pop, Hip Hop, blended styles (as Bruno Mars)</p>



## LAKELAND MULTICULTURAL ASSOCIATION

### Building Culturally Diverse Communities

	Episode 2B: Mexico, Central America and South America	Salsa, Samba, Merengue, Latin Jazz, Bachata	<p>Traditional Music: <a href="https://en.wikipedia.org/wiki/Music_of_Latin_America">https://en.wikipedia.org/wiki/Music_of_Latin_America</a>  Bolivian <a href="#">Andean Music</a> most closely linked to its native population  Tango, Cumbia, Bossa Nova, Mambo,</p> <p>Modern Interpretations: <a href="#">Nueva Cancion</a>, Salsa, <a href="#">Reggaeton</a>, <a href="#">Latin Ballads</a>  There are a lot of avenues LMA can take South American music.</p>
06/23- Tuesday	Episode 3A: Africa 1- West, Central, Southeast and South Africa (Uganda, Kenya, Rwanda, Burundi, Tanzania, Malawi, Mozambique, Zimbabwe, Madagascar, Seychelles, South Africa, Lesotho, Swaziland, Botswana, Namibia, Angola, Chad, CAR, Congo, Zambia, Senegal, Gambia, Guinea, Sierra Leone, Mali, Liberia, Niger, Burkina Faso, Cote d'Ivoire, Ghana, Togo, Benin, Nigeria, Cameroon, Gabon and Congo, etc)	Traditional African and Modern Interpretations	<p>Music genres of Africa (traditional and modern listed): <a href="http://www.african-music-safari.com/music-genres.html">http://www.african-music-safari.com/music-genres.html</a>  Afrobeat and <a href="#">Kwaito</a> are both lively and have heavy African influences</p>
	Episode 3B: North Africa, Horn of Africa and some Middle East Asia (Morocco, Algeria, Tunisia, Libya, Egypt, Iran, Iraq, Turkey, Azarbaijan, UAE, Somalia, Ethiopia, Sudan, Syria)	Traditionally Arabic music or heavy Muslim influences	<p>Traditional Music: <a href="https://en.wikipedia.org/wiki/Music_of_North_Africa">https://en.wikipedia.org/wiki/Music_of_North_Africa</a>  Algerian Rai and Egyptian Sufi dhikr have prominent African roots  Music of the Middle East: <a href="https://en.wikipedia.org/wiki/Middle_Eastern_music">https://en.wikipedia.org/wiki/Middle_Eastern_music</a></p> <p>Modern Music:</p>



## LAKELAND MULTICULTURAL ASSOCIATION

### Building Culturally Diverse Communities

06/24	Episode 4A: W Europe (Iceland, Norway, Sweden, Austria, UK, Ireland, Germany, Poland, and others)	Classical Music, Celtic,	
	Episode 4B: Europe 2: Portugal, Spain, Italy, Greece		
06/25	Episode 5A: SE Asia (India, Sri Lanka, Bangladesh, Bhutan, Myanmar)		
	Episode 5B: Central Asia (China, Japan, Thailand, Koreas)		
06/26	Episode 6A: Russia and surrounding countries		
	Episode 6B: Australia/ New Zealand		
06/27- Multiculturalism Day	Episode 7: The world	Day of just different kinds of music- one long playlist....break only to describe music or songs	All the songs short listed but couldn't fit into the main program. At an average of 3 mins/song, will have about 10-12 songs for 30 mins.





**OFFICE OF THE MAYOR**

December 11, 2019

Via Email [PCH.bro-wro.PCH@canada.ca](mailto:PCH.bro-wro.PCH@canada.ca)

Canadian Heritage - Celebration & Commemoration Program  
Canada Place  
9700 Jasper Avenue, Suite 1132  
Edmonton, Alberta  
T5J 4C3

To Whom It May Concern:

Re: Letter of Support - Lakeland Multicultural Association Celebrate Canada Grant Application

On behalf of the members of Council, it is my pleasure to write a letter in support of the Lakeland Multicultural Association's Celebrate Canada Grant Application to celebrate Canadian Multiculturalism Day.

We understand that this funding will help the Lakeland Multicultural Association celebrate Canadian Multiculturalism Day through providing International Culture Week within our community which will positively impact our community as a whole.

The Lakeland Multicultural Association has provided our community with many cultural events in the past for both young and old; the latest event being their second annual Diwali Night which was once again a huge success, and we look forward to their future, culturally enlightening, events which bring our community together.

The City of Cold Lake Mayor and Council fully support the efforts of the Lakeland Multicultural Association as they seek funding to enhance the lives of our community members. If you have any questions, please contact me at (780) 594-4494.

Sincerely,

Craig Copeland,  
Mayor

cc: Council  
MLA David Hanson  
Lakeland Multicultural Association

/cjr



## **STAFF REPORT**

**Title:** Request for Funding - Centralized Off-Lease Dog Park - November 26, 2019  
Delegation

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

Ms. Tammy Hawco appeared as a delegate to Council's November 26, 2019 regular meeting of Council.

Ms. Hawco presented Council with a power point presentation regarding a community desire for a second, more centralized, off-leash dog park, the proposed rules and regulations for the park, the central location of the park, park specifications, and projected costs.

Ms. Hawco requested the City of Cold Lake's consideration in building a more centralized off-leash dog park that would allow residents to exercise their dogs in a fun and safe environment with the proposed area being at Imperial Park with an approximate cost of \$50,000.00 for a six (6) foot installed, chain link fence.

Ms. Hawco stated that having a dedicated area for the canine community would allow for safe, regular exercise, and would hopefully deter owners from frequenting other restricted city spaces (i.e. the beach) with their dogs. This dedicated area would also encourage residents to socialize with other citizens while at the park, thus promoting a stronger sense of community, and would be a welcome resource for those who are visiting, vacationing, or camping in the Lakeland area.

Mayor Copeland thanked Ms. Hawco for her presentation advising that Council would consider the request at their next regular meeting of Council being December 10, 2019.

### **Background:**

### **Alternatives:**

### **Recommended Action:**



That Council accept Tammy Hawco's delegation presentation with respect to a centralized off-leash dog park, made at the November 26, 2019 regular meeting of Council, as information.

**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, TAMMY HAWCO 780-201-4658 I/We, \_\_\_\_\_

(Name)

(Telephone Number)

(Name)

(Telephone Number)

Mailing Address 309 21 ST, COLD LAKE, AB T9M 1A1

E-mail Address willow2011@hotmail.ca

request to appear as a delegation before Cold Lake City Council at a meeting to be held on Nov 26, 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.

- REQUEST FOR AN OFF LEASH DOG PARK.

\* 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 T. Hawco Date Nov. 19/19

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 [Signature]

Date Approved for Nov. 26/19

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.

# Cold Lake Off Leash Dog Park

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**Nov 12 2019**

# Topics of Discussion

1. Community desire for a second park
2. Proposed rules and regulations for the park
3. Central location of park
4. Park specifications
5. Projected cost



## Community desire for a second park

- According to the 2015 Blackfalds Off Leash Dog Area strategy, the provision of off leash dog areas is trending nationally. Data suggests that between 30 – 35 % of Canadian households own a dog. The City of Cold Lake currently has only 1 off leash area for dogs. It is a re-purposed baseball diamond located in the former Makenzie area of 4 Wing that was basically taken over by residents when it was no longer used for sports.
- We would like the council to consider the building of a new, more centralized off leash park that would allow residents to exercise their dogs in a fun and safe environment. A quick search of Alberta cities with a population of 10,000 – 14,000, show established off leash, fenced areas in at least 7 of those cities including Blackfalds, Whitecourt, Lacombe, Wetaskiwin and Canmore with 5 off leash areas.
- Having a dedicated area for the canine community would allow for safe, regular exercise and would hopefully deter owners from frequenting other restricted city spaces such as the beach with their dogs. It would also encourage residents to socialize with other citizens of Cold Lake, while at the park, thus promoting a stronger sense of community. This area would also be a welcome resource for those who are visiting or vacationing or camping in the Lakeland area.

# Proposed rules and regulations for the park

- **Disclaimer:** Use of the Cold Lake Off Leash Park is at your own risk. Owners are legally responsible for the actions and behaviors of their dog(s) at all times. By entering this dog park, the user agrees to hold the City of Cold Lake harmless and free of liability from any actions of the park user(s) or their dog(s). The City of Cold Lake assumes no responsibility for any accidents/incidents to dogs or people while in the park. The City of Cold Lake will not be responsible for lost dogs. Use of this dog park constitutes acknowledgment of this Disclaimer.
- Park users agree to fully comply with all park rules.
- All dogs must be licensed in Cold Lake or their respective municipality and must wear a tag while in the park.
- All dogs must have current vaccinations.



# Proposed rules and regulations cont'd

- Dogs must be kept on leash when entering and exiting the park entrance.
- Owners are responsible for picking up after their dogs and properly disposing of waste/feces. Any hole dug by their dog must immediately be filled by owners.
- Any dog showing signs of aggression must be removed immediately. Owners are legally responsible for their dogs and injuries caused by them.
- Female dogs in heat are not permitted to enter.
- Puppies under the age of 5 months are not permitted.
- A maximum of 3 dogs per owner at a time.
- Dogs must be supervised by an adult at all times. No children under age 5. Children ages 6 – 14 must be accompanied by an adult.
- No food or treats (human or canine), cigarettes/cigar smoking or vaping is allowed in the park.

## Central location of park

- We would like to propose Imperial Park as a central and easily accessible area for an off leash park. It is situated between Cold Lake North and South and is frequented by many area residents for numerous sporting and social activities.
- If located near the original ball diamonds, there is already a large parking lot that would lower the cost to build the park.
- Imperial Park and the Energy Centre are very recognizable areas in the Lakeland making the off leash park easy to locate for those who are visiting and vacationing in the area.

# Park specifications

- An ideal off leash area would include at least 2 separate areas with a staging enclosure. One for smaller dogs under 14 inches to allow them to exercise and play without fear of the larger dogs.
- There is no size recommendation for the off leash areas.....but of course, the larger the better. That way owners and dogs could enjoy walking the park and not congregating at the entry.
- A five foot fence would work but a 6 foot fence would certainly deter any canines from escaping and hopefully wildlife from entering.
- A water source would be appreciated to reduce over-heating in the summer months. Owners would provide their own portable bowls.
- Besides the main gate, a larger maintenance gate should be included in each area to allow for emptying garbage's and grass cutting.
- Waste bag stations and garbage cans would be required.
- Benches or picnic tables are usually included in a park.
- Agility equipment or other dog sports could follow. Fund raising by local clubs or even sponsorships by local retailers could alleviate further city costs.
- Lights would be beneficial with the shortened days from fall to spring.

## Projected Cost

- An inquiry to Phoenix fence resulted in a quote of \$25 ft for 6 foot, installed chain link fence.
- Working on the basis of a 2.5 acre large dog area and .5 acre small dog area, this would equal approximately \$                      for the perimeter.
- Waste bag stations can be purchased from several websites. An idea of cost would be from \$165 US to \$290 with a garbage can. 2 stations for the small dog area and 4 for the large area should suffice for the suggested sizes of fenced yards.
- Water source.....?
- Lights.....?



# Proposed Site of Dog Park

- To the right of the parking lot

Lakeland  
Lutheran Church

Google







## STAFF REPORT

**Title:** Request for Funding - Cold Lake Ambulance Society - November 26, 2019 Delegation

**Meeting Date:** December 10, 2019

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**Executive Summary:**

Cold Lake Ambulance Society (CLAS) Board Member Murray Gauthier appeared as a delegate at Council's November 26, 2019 Council meeting.

Mr. Gauthier handed out some additional information noting that unfortunately Operations Manager Joe Gray was unable to attend this evening and apologized for his absence.

Mr. Gauthier requested Council's consideration of a donation to the CLAS for the purchase of electric stretchers for their fleet of four (4) ambulances.

Mr. Gauthier advised that the CLAS's goals where to:

- Equip their fleet of four (4) ambulances with Stryker Power PRO\_XT cots
- Retrofit the fleet with Power Load systems as the base powered lifting solution

Mr. Gauthier further advised of the following costs:

- Total cost to outfit one (1) ambulance with a power cot and lift system: \$56,686.90
- Travel expenses to Saskatoon, where the equipment is manufactured and installed, to equip one (1) ambulance: \$881.20
- Unexpected maintenance contingency fund \$7,056.71 (hydraulic assembly replacement)

Total cost of purchasing, installing, maintaining, and a small contingency for the units works out to be \$62,642.91. With four (4) units to retrofit, CLAS would be looking at a total expense of \$242,400.24.



Mr. Gauthier stated that although the total expense is close to \$250,000.00, any amount of funding would be greatly appreciated.

Mayor Copeland thanked Mr. Gauthier for his presentation advising that Council would consider the request at their next regular meeting of Council being December 10, 2019.

Subject to the 2020 Budget Deliberations, the City of Cold Lake may have a \$50,000 fund for the Community Capital Project Grant Program which provides assistance to eligible community organizations for capital projects that enhance the community's economic vitality, improve the quality of life and/or maintain community assets in the area of inclusive sports, recreation, community wellness, parks, arts, culture, or social services.

This request would be considered alongside another requests for funding under the program.

We've attached Policy No 202-AD-16 Community Capital Project grant Policy for reference purposes.

**Background:**

**Alternatives:**

**Recommended Action:**

That Council accept the Cold Lake Ambulance Society delegation presentation made at the November 26, 2019 regular meeting of Council as information, and refer the request to Councils Community Grant Committee.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



# Delegation Application

## COLD LAKE AMBULANCE SOCIETY

To: The Office of the Chief Administrative Officer

I/We, MURRAY GAUTHIER 780-207-7229 I/We, JOE GRAY (OPERATION MANAGER)

(Name)

(Telephone Number)

(Name)

(Telephone Number)

Mailing Address 310 12ST COLD LAKE T9M 1A8

E-mail Address MURRAY.GAUTHIER99@OUTLOOK.COM

request to appear as a delegation before Cold Lake City Council at a meeting to be held on 26 NOV, 2019 at 6:00 p.m.

\*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.

WE ARE REQUEST TO PRESENT AN APPLICATION FOR A  
DONATION TO CLAS FOR THE PURCHASE OF ELECTRIC STRETCHERS  
FOR OUR FLEET OF AMBULANCES.  
ATTACHED W/ PRESENTATION.

\* 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 19 NOV 19

Signed [Signature] Date 19 NOV 19.

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

**RECEIVED**

NOV 19 2019

**CITY of COLD LAKE**

FOR INTERNAL USE ONLY

Request Approved by [Signature]

Date Approved for NOV. 26/19

cc: \_\_\_\_\_

☐ Other

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## Cold Lake Ambulance Society

5201B - 55th ST  
Cold Lake, AB T9M 1W2  
(780) 812-0134

# Power Cots and Power Load Installation

1<sup>st</sup> November 2019

## OVERVIEW

The Cold Lake Ambulance Society is responsible for the operation and oversight of mobile emergency medical services that spans 4300Sq KM in Alberta and is not just responsible for the community of Cold Lake but also 200 Sq KM in Saskatchewan.

Our vision:

**"To revolutionize Emergency Medical Services to be the provider that every other service would like to be. To have revolutionary service by exceptional patient experiences and excellent outcomes for patients and their families."**

Alberta Health Services provides funding to make sure we are capable of providing an industry standard of care. As a board, we have found an opportunity to improve our equipment that will make a tremendous impact in the quality of care we can provide by creating a safer work environment for our front-line responders as they provide a critical service in our community.

## GOALS

1. Equip our fleet of four ambulances with Stryker Power PRO-XT cots. This will decrease the risk of injury to our paramedics and thus adding safety and comfort to the patients they attend to.
2. Retrofit this fleet with Power Load systems as the base powered lifting solution. These lifts are specifically engineered to ensure safe loading of these cots into the back of an ambulance.

## Benefits

With the addition of this equipment into our fleet we will improve the service we provide the residents of our service area by protecting our strongest asset, that is, our people.



Power lift cots will reduce the likelihood that a paramedic is forced to lift weights that exceed their personal capacities in order to save a life. We also recognize that repetitive movements can lead to strain injuries and such can be the case for these paramedics who can be called to multiple emergencies in any given day.

By protecting these life savers we are ensuring that they will always be able to do their job to the best of their abilities, that they will be efficient and capable to respond to the next call that they are sent out on, and lastly, that downtime and absenteeism will be reduced as these responders will not be held up by injury.

## **Costs**

While these cots enable us to provide the best service while protecting our people they are not considered basic necessities in our market and so it is the responsibility of the board to seek funding for these upgrades, and the continuity of their operation, through private donors.

1. Total cost to outfit one ambulance with a power cot and lift system: \$56,686.90
2. Travel expenses to Saskatoon, where the equipment is manufactured and installed, to equip one ambulance: \$881.20
3. Unexpected maintenance contingency fund: \$7,056.71 (hydraulic assembly replacement).

The total cost of purchasing, installing, maintaining, and a small contingency for these units works out to be \$62,642.91, with four units to retrofit we would be looking at a total expense of \$242,499.24.

## **Solution**

These expenses are not covered by our annual provincial funding but we recognize the great difference these upgrades could make for our staff, patients, and their families. To achieve this goal, the board is reaching out to try and secure donations from our community partners. With your assistance we will be one step closer to seeing this vision through.

We know that you place great value in the safety and welfare of the people in your organization. We hope your consideration extends to our local emergency medical responders and the residents of our community - partnering in this endeavor to improve our ambulance equipment will demonstrate that you value the safety and welfare of the community as a whole.

## **IN CLOSING**

### **From the Board**

The Cold Lake Ambulance Society Board of Directors is a group of volunteers who live and work in the community. We are passionate about providing a high level of service to Cold Lake and the surrounding area. We greatly appreciate your time and consideration regarding this proposal. We respect that the amount of this donation is a substantial ask - we would appreciate any contribution made toward this project. Any questions regarding this proposal or any of the supporting documentation will be happily addressed. Lastly, we would feel privileged to host you should you wish to meet the board in person and experience a tour of the facilities that we are so proud of.

### **From our Operations Manager**

Joe Gray oversees the day to day operations of the facilities and services administered by the Cold Lake Ambulance Society. He has been involved with the society for 18 years and has invested a lot of his own time in helping us research the benefits of this endeavour and the costs associated with implementing it. It would be his pleasure to answer any operational or logistics questions you may have about the operations of our society. Should you wish to meet any of the responders who save lives in our area every day, it would be his privilege to arrange a tour.





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## Community Capital Project Grant Policy

POLICY NUMBER: 202-AD-16

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Approval Date: November 22, 2016

Revise Date:

Motion Number: CM20161122.1010

Repeal Date:

Supersedes:

Review Date:

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### 1.0 Policy Intent

The City of Cold Lake is committed to providing assistance to eligible community organizations for capital projects that enhance the community's economic vitality, improve the quality of life and/or maintain community assets in the area of inclusive sports, recreation, community wellness, parks, arts, culture, or social services.

### 2.0 Purpose

The purpose of the Community Capital Project Grant Policy is to provide guidelines and a transparent process to administer grant funding to eligible community organizations that submit applications for eligible capital projects within the City of Cold Lake.

### 3.0 Policy Statement

- 3.1 The City of Cold Lake shall establish the Community Capital Grant Program to support the capital projects undertaken by eligible community organizations where their projects are aimed at assisting the development of community use facilities used for broad and inclusive recreation, sports, community wellness, arts, parks, culture or social services within the City of Cold Lake.
- 3.2 A standardized application process with one annual deadline will be used and all community organizations must apply to be considered.
- 3.3 The following guidelines shall be established to ensure transparent and consistent administration of the grant:
  - 3.3.1 Eligibility criteria for community organizations;
  - 3.3.2 Eligibility criteria for capital projects;
  - 3.3.3 Match funding requirement;
  - 3.3.3 Application Process;
  - 3.3.4 Application Evaluation Criteria;
  - 3.3.5 Funding Conditions & Parameters;
  - 3.3.6 Reporting Requirements

- 3.4 The City of Cold Lake believes it is important to support projects which maximize the use of funds from other sources of investment. The maximum Community Capital Project Grant allocation will be for 1/3 of the total cost of the capital project. All successful grant recipients must provide confirmation of that at least 2/3 of the projects costs will be paid for by the community.

#### **4.0 Managerial Guidelines**

##### **Eligibility criteria for community organizations**

- 4.1 In order for an organization to be deemed eligible to apply for the Community Capital Grant Project the organization must meet the following criteria:
- 4.1.1 registered not-for-profit or registered charitable organization;
  - 4.1.2 based in the City of Cold Lake;
  - 4.1.2 the primary mandate of the organization must be to provide sports, recreation, arts, culture, social services, or community wellness within the City of Cold Lake;
  - 4.1.4 have demonstrable sustainability.
- 4.2 A community organization is only eligible to receive one (1) Community Capital Project Grant under this policy every two (2) years.

##### **Eligibility criteria for capital projects**

- 4.3 The project must be for at least one of the following:
- 4.3.1 Construct a new facility;
  - 4.3.2 Expand a facility beyond its existing footprint;
  - 4.3.3 Retrofit an existing facility for a new use or purpose;
  - 4.3.4 Renovate an existing facility to remodel or restore the space;
  - 4.3.5 Upgrade the facility's mechanical, security or other technology;
  - 4.3.6 Replace or provide an additional major equipment where that equipment supports a program and/or services which have a lifespan of five (5) years or more.
- 4.4 The facility or equipment must be used for at least one of the following:
- 4.4.1 sports and recreation;
  - 4.4.2 arts and culture;
  - 4.4.3 social services;
  - 4.4.4 parks;
  - 4.4.5 community wellness.
- 4.5 The project must create a new or enhanced service within the City of Cold Lake, which must be:
- 4.5.1 accessible, affordable, and inclusive, providing broad opportunities for community members;
  - 4.5.2 sustainable for the facility;
  - 4.5.3 involve a strong volunteer base supporting the facility project while sustaining ongoing operations;
  - 4.5.4 supported by the community.

- 4.6 The project must not:
  - 4.6.1 have commenced prior to the application for funding under this grant program;
  - 4.6.2 already be receiving funding from another City of Cold Lake source.

**Match Funding Requirement**

- 4.7 A grant under this policy can be considered for up to 1/3 of the project costs. The City of Cold Lake operating or capital budget cannot be used for matching funding.
- 4.8 The applicant must be able to demonstrate that at least 2/3 of the project costs will be paid for by the community through:
  - 4.8.1 in-kind labor, services, equipment, or materials which is directly related to the project;
  - 4.8.2 monetary donations.
- 4.9 Volunteer time must be directly related to the project for which funding is being requested. The valuation of volunteer time and donations shall be:
  - 4.9.1 \$15.00/hour for unskilled labor;
  - 4.9.2 \$30.00/hour for skilled labor;
  - 4.9.3 Donated materials and professional services at verified fair market value;
  - 4.9.4 \$60.00/hour for donated heavy equipment, including transportation and operating costs.
- 4.10 Unskilled labor can only contribute to a maximum of 1/3 of the organizations' contributions.
- 4.11 Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

**Application Process**

- 4.12 Interested community organizations must submit their application package to the City of Cold Lake (to the attention of the General Manager of Community Services) by March 1<sup>st</sup>. Applications will be considered once a year.
- 4.13 The application package shall include:
  - 4.13.1 Completed application form;
  - 4.13.2 Confirmation of matching funding;
  - 4.13.3 Letters of support from the community;
  - 4.13.4 Proof that the applicant has either land ownership for the location of the project, a long-term lease plus confirmation from the owner of permission to undertake the project, another form of confirmation of ownership/permission to undertake the project on the property.



- 4.14 All applications received by the March 1<sup>st</sup> will be provided to the Cold Lake Recreation and Culture Advisory Committee (the “Selection Committee”) for consideration.
- 4.15 The Selection Committee shall provide its recommendation to the Cold Lake City Council by March 30<sup>th</sup>.
- 4.16 The Cold Lake City Council shall consider the recommendation and select the applicant to receive a grant by April 30<sup>th</sup>.
- 4.17 Prior to receiving the grant funding, the grant recipient must:
  - 4.17.1 Provide proof of the receipt of matching funding;
  - 4.17.2 Sign a Community Capital Project Grant Agreement with the City of Cold Lake.

**Application Evaluation Criteria**

- 4.18 The Selection Committee may only consider providing funding to applicants that meet the following criteria:
  - 4.18.1 The application must be submitted by a community organization that meets the eligibility criteria pursuant to this policy.
  - 4.18.2 The application must be for a capital project that meets all eligibility criteria for capital projects pursuant to this policy.
  - 4.18.3 The match funding requirements pursuant to this policy must be met.
- 4.19 The Selection Committee may consider the extent to which the project will potentially impact the community by considering the following:
  - 4.19.1 The demographics of the community who will be served by the project;
  - 4.19.2 The accessibility of the facility and the number of community members who may potentially benefit from the project outside of the applicant’s direct membership;
  - 4.19.3 The level of community support for the project as demonstrated by a statement of support from community stakeholders;
  - 4.19.4 The potential longevity of the project;
  - 4.19.5 How the project will benefit the community;
  - 4.19.6 The applicant’s ability to complete the project successfully including how the matching component and total project funding will be provided;
  - 4.19.7 The applicant’s demonstration of community service within Cold Lake;
  - 4.19.8 The extent to which the project duplicates other available facilities in the area.
- 4.20 The Selection Committee shall also consider the availability of funding for the current year’s grants. Due to financial limitations, not all requests which meet the evaluation criteria will receive funding. Some requests may receive partial funding.



**Funding Conditions & Parameters**

- 4.21 Funding cannot be used for commercial or private sector facilities.
- 4.22 The applicant is responsible for all development, operational requirements of the project and must ensure all permits and approvals are obtained as required.
- 4.23 The maximum level of funding for any one applicant shall be fifty thousand dollars (\$50,000).
- 4.24 If the actual costs of the project are less than the original project estimate, the amount of the grant will be revised accordingly.

**Reporting Requirements**

- 4.25 The grant recipient must submit quarterly reports during the course of construction of the project, which will include a detailed project update and a current project financial statement.
- 4.26 It shall be the responsibility of the grant recipient to submit the following within sixty (60) days of the project completion:
  - 4.26.1 A summary of the project outcomes and community impact;
  - 4.26.2 Signed financial statements of all income and expenses connected with the project including receipts.
- 4.27 If a grant recipient's project is cancelled, or not completed within two (2) years of the approval of the grant funding, any unexpended funds shall be returned to the City unless Council provides otherwise by resolution.

**Grant Fund**

- 4.28 During the annual fall budget process, Council shall determine the maximum amount of funds available for the Community Capital Grant program for the following fiscal year.
- 4.29 At its discretion, Council may decide not to allocate the total funds available for the Community Capital Grant program for that year. If all funds are not allocated, Council shall determine during the budget process at the end of year whether to restrict the funds or allow them to enter general surplus.
- 4.30 Council shall have the discretion to provide additional funding for the Community Capital Grant program in excess of what was originally budgeted, if deemed appropriate.

**5.0 References****6.0 Persons Affected**

Cold Lake City Council  
Cold Lake Recreation and Culture Advisory Committee  
Members of the public

7.0 Revision/Review History

Nov. 29, 2016

Date

J. M. F.

Chief Administrative Officer

November 29, 2016

Date

U

Mayor



## STAFF REPORT

**Title:** Request for Funding - 2019 Operation Red Nose Campaign

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

A letter (attached) has been received from the President of the Cold Lake Agricultural Society advising that they have chosen and agreed to take over the Operation Red Nose Campaign this year, noting that it will be Operation Red Nose's 9<sup>th</sup> year of operation in Cold Lake.

Operation Red Nose has been a very important part of the Christmas season in the area by helping reduce the amount of impaired offences during this time.

Operation Red Nose is a campaign that has groups of volunteers safety drive people home in their own vehicles for free. They work in groups of three (3) as follows:

- A driver to drive the client's vehicle
- A navigator to ride with the driver in the client's vehicle
- An escort driver to be a chase vehicle and to pick up the drivers and navigators after the client is safely home

Although there is not a charge for this services, donations and tips are accepted which go directly into a pot that will support a number of scholarships and local youth sports initiatives.

The Cold Lake Agricultural Society are seeking support in the amount of \$2,500.00 or whatever can be provided to help offset the costs for volunteer appreciation and advertising.

### **Background:**

Operation Red Nose has been in operation for the past eight (8) years in Cold Lake.

It is understood that Cold Lake Victim Services used to be the organization that heads up the Operation Red Nose Campaign in Cold Lake.

It should be noted that the City has not previously provided funding directly to the Operation Red Nose Campaign however did provide funding to related organizations by other means.



The Recreation and Cultural Grant Policy (Policy No. 097-RC-97) outlines in Section 4 that where a request for funding is not covered under an existing grant policy or program offered by the City of Cold Lake or is excluded based on the criteria of an existing policy/ program, the organization may wish to make an application directly to Council for funding consideration.....

It was noted that the request would not comply under Section 4.4.2.3 however under Section 4.4.2.4 the Cold Lake Agricultural Society would need to submit audited financial statements. The City has made a request for this information.

In its' 2019 budget, Council budgeted \$60,000 plus an additional \$60,000 (Resolution No. CRM20190625.1010) for sponsoring functions, goodwill, and other activities for the staff and community. To date, without consideration of this request or any others on the December 10, 2019 agenda, \$65,045.00 has formally been allocated from the 2019 Council Goodwill by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

**Alternatives:**

- That Council provide funding towards the 2019 Operation Red Nose Campaign
- That Council defeat a motion to provide funding towards the 2019 Operation Red Nose Campaign

**Recommended Action:**

That Council provide funding in the amount of \$2,500 towards the 2019 Operation Red Nose Campaign with funds to come from Council Goodwill (1-2-11-20-229).

**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

## Sponsorship of Operation Red Nose 2019 Campaign

His Worship the Mayor and Councillors of the City of Cold Lake.

The Cold Lake Agricultural Society has chosen and agreed to take over the Operation Red Nose Campaign this year in our city. This will be ORN's 9 Year in Cold Lake and has been a very important part of the Christmas season in our area by helping reduce the amount of impaired offences during this time.

Operation Red Nose is a campaign that has groups of volunteers safely drive people home in their own vehicles for free. They work in groups of 3.

- A Driver to drive the clients vehicle
- A Navigator to ride with the driver in the clients vehicle
- A Escort Driver to be a chase vehicle and to pick up the drivers and navigators after the client is safely home.

We do not charge for this service, however accept donations and tips that will go directly into a pot that will support a number of scholarships and local youth sports initiatives.

We are asking for support in the amount of \$2500.00 or whatever you can provide for volunteer appreciation and advertising.

For this generous sponsorship the city would receive:

- Logo on posters
- Social media mentions
- Mentions on Radio Ads

Thank you for your time.



Dustin Foulds,

President

Cold Lake Agricultural Society



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## Recreation & Culture Grant Policy

**POLICY NUMBER: 097-RC-07**

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Approval Date: March 13, 2007  
Motion Number: 2007-034  
Supersedes: 070-FN-00

Revise Date: July 12, 2016  
Repeal Date:  
Review Date:

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### **1.0 Policy Intent**

The City of Cold Lake is committed to developing a fair grant policy that supports funding to develop or enhance comprehensive and diverse recreation and culture programs within the community.

### **2.0 Purpose**

The main objective of the Recreation and Culture Grant Policy is to provide occasional grant funding to non-profit organizations within the City of Cold Lake, in order to assist in developing and enhancing recreation and cultural programming.

### **3.0 Policy Statement**

#### **3.1 Definitions:**

##### **3.1.1 “Non-profit Organization”**

An association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. No part of the organization’s income can be payable to or available for the personal benefit of any proprietor member, or shareholder.

#### **3.2 Application Criteria**

3.2.1 An organization applying for the Grant must be a “non-profit organization” in good financial standing with the City and be based within the boundaries of the City. Regional teams could be considered.



- 3.2.2 An individual applying for the Grant must be endorsed by and a member of a registered non-profit society in good standing with the City and be based within the boundaries of the City.
- 3.2.3 The organization or individual considered must demonstrate need for financial support. An application must be submitted in advance of expenditures for a program, event, training or travel.
- 3.2.4 An organization must not have received funding from City Council or other City Departments in the same fiscal year for the same purpose or projects.
- 3.2.5 The organization's activities must contribute to developing, stimulating and improving recreation and culture within the City.
- 3.2.6 Organizations seeking funding from multiple sources shall be considered favorably.
- 3.2.7 The organization must acknowledge the contribution from the City in any public communications such as brochures or pamphlets.
- 3.2.8 The grant will not fund:
- 3.2.8.1. Administrative costs such as personnel expenses, non-program related space rental, insurance, utilities, office supplies, fund-raising expenses and legal fees;
  - 3.2.8.2. Individuals, unless they have the written support of the non-profit organization they are involved with; and
  - 3.2.8.3. Events or programs where the organization applying is serving alcohol.

#### **4.0 Managerial Guidelines**

##### **4.1 Categories of Support**

###### **4.1.1 Development Grant**

The purpose of this grant is to encourage and support new recreation and cultural events in the community. The Development Grant will fund:

- new initiatives by established non-profit organizations;
- provide seed funding for the development of recreation and culture programs by new non-profit organizations.



New organizations or new initiatives, by established eligible non-profit organizations, may be considered for developmental grants for a period of two consecutive years up to a maximum of \$2,000.00 each year, after which they may be considered under other grant categories subject to funding availability.

#### 4.1.2 Special Event Grant

The purpose of this grant is to encourage and support diverse and comprehensive recreation and culture, special events or tournaments within the City. The Special Event Grant will fund:

- new tournaments or special programs expected to bring non-local participants into the community;
- new or unique recreation and culture events within the City.

Events being offered outside the City will not be funded under this grant.

Up to a maximum of \$1,000.00 per organization per event each calendar year will be considered. Annual or regularly occurring events will not be eligible.

#### 4.1.3 Travel Grant

The purpose of this grant is to assist individuals, teams and cultural groups, participating in athletic or cultural events, individually or as a team, who have qualified to compete at a provincial, national or international level.

The Travel Grant guidelines:

- will fund fuel, meals and accommodations associated with travel to competition;
- individuals applying must have written support from an umbrella non-profit organization and must provide receipts, for associated travel costs, upon return; and
- qualifying teams may not request support for each individual member.

Up to a maximum of \$500.00 per individual per calendar year will be considered. Up to a maximum grant of \$1,000.00 per team per year will be considered.

#### 4.1.4 Equipment Grant

The purpose of this grant is to assist new or established non-profit organizations operating within the City of Cold Lake in repairing or purchasing equipment necessary to run programs or enhance existing programs.

The Equipment Grant guidelines:

- up to a maximum of \$500.00 per organization per calendar year;
- educational institutions are not eligible for this grant.

#### 4.1.5 Leadership Grant

The purpose of this grant will be to assist with the development of coaches', officials' and cultural group leaders' who are interested in upgrading their skills and knowledge for the greater benefit of the organization and community. The training clinic/ opportunity must not be available within the City of Cold Lake or be an annual or regular event that is held within the City of Cold Lake.

The Leadership Grant guidelines:

- individual coaches, officials' and cultural group leaders who are applying for this grant must have written support from an umbrella non-profit organization in which they currently or upon completion will be offering these skills to the organization; and
- will fund registration fees, fuel, meals and/ or accommodations associated with attendance at the clinic.

This grant is a 50:50 matching grant with the City willing to match up to a maximum of \$750.00 per individual and/or \$2000.00 per organization per calendar year.

## 4.2 Evaluation Criteria

The Recreation and Culture Advisory Committee will assess applications on the basis of the following criteria as they pertain to the purpose of the grants:

- New initiatives
- Program quality
- Community need, services and support

- Financial need
- Target audience and membership
- Quantity and quality of impact on the community
- Availability of grant funds

#### 4.3 Reporting on Funding Received

- 4.3.1 A Final Report is required from the recipient upon completion of the funded program, project, training or purchase. Grant Summary Report forms are to be completed no later than 30 days following the expense.
- 4.3.2 If all funds have not been used for the intended or closely related purpose, the surplus must be returned to the City.
- 4.3.3 The City reserves the right to publish the name of an organization or individual in receipt of grant funding, the grant type and dollar value and any outcomes achieved by the recipient in any future publications made by the City.
- 4.3.4 Any change to the program, project, training or purchase must be explained in writing to the City. The City reserves the right to refuse expenses where changes no longer align with grant criteria.
- 4.3.5 All grants must be expended for the purposes requested for unless written authorization from the City has been received to do otherwise.

#### 4.4 Other Funding Requests

- 4.4.1 Where a request for funding is not covered under an existing grant policy or program offered by the City of Cold Lake or is excluded based on the criteria of an existing policy/ program, the organization may wish to make an application directly to Council for funding consideration. Such an application should be addressed to Mayor and Council and clearly outline the following general information:
  - the name, address and telephone number of the organization making the application;
  - the name of the primary contact person for the application and their contact information if different from the organization;
  - the status of the organization making the application (not-for-profit, registered charity, government, for profit, etc...);
  - a clear indication of the request being made; and



- details on how the contribution will be acknowledged if approved.
- economic impact of the program, event or equipment on the City of Cold Lake.

4.4.2 Further to the general information, the application shall include the following specific details dependent on the request being made:

4.4.2.1. In the case that the application for funding is for a program or event:

- the name, date and location of the program or event that funds are being requested for;
- a general description of the program or event and its purpose;
- details of where any surplus generated from the event will be allocated to;
- a list of other organizations and the dollar amount that additional funding has been requested from;
- a detailed event budget (Only an event budget is necessary unless the request exceeds \$2000); and
- any additional information deemed appropriate to making a decision regarding the application.

4.4.2.2. In the case that the application for funding is for equipment or other material asset:

- details of the asset for which funding is being request;
- a description of the function/ uses and need for such an equipment within the organization and the benefit it would have to the greater community;
- demonstration of financial need by the organization including an understanding of fundraising efforts already completed or in progress;
- details of other funders either confirmed or in process; and
- any additional information deemed appropriate to making a decision regarding the application.

- 4.4.2.3. In the case that the application for funding is based on a structured fundraising program (i.e. Bronze, Silver, Gold Sponsorship) and a detailed fundraising package is available, the cover letter only needs to cover details not outlined in such a package.
- 4.4.2.4. In the case that the application for funding exceeds \$2000.00 (two thousand dollars) the organization making application shall provide the last audited financial statements of the organization as a whole (except where a structured fundraising package is being used).
- 4.4.2.5. Council reserves the right to ask any applicant to attend as a delegation to Council to speak about an application. In the case the application for funding exceeds \$10,000 (ten thousand dollars) the organization making application shall make a delegation to Council.

Approval of an expense in one fiscal year does not imply ongoing support for a program or event or the replacement of equipment in future years.

Applications shall be received at least 30 days prior to the event to allow appropriate time for consideration by Council.

## 5.0 References

## 6.0 Persons Affected

Community Services Department  
Corporate Services  
Recreation and Culture Advisory Committee

## 7.0 Revision/Review History

- Supersedes Policy 070-FN-00
- Repealed by Motion 2007-036 on March 13, 2007
- Amended October 28, 2014, Motion No. CM20141028.1006
- Amended November 25, 2014, Motion No. CM20141125. 1027
- Amended July 12, 2016, Motion No. 20160712.1005

July 21, 2016

Date

July 26 2016

Date

J. M. H.

Chief Administrative Officer

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Mayor



## **STAFF REPORT**

**Title:** Minutes October 28, 2019 Cold Lake Regional Utility Services Commission

**Meeting Date:** December 10, 2019

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**Executive Summary:**

Minutes Cold Lake Regional Utility Services Commission October 28, 2019

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**MINUTES**  
**COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**  
**MONDAY, OCTOBER 28, 2019 6:00 PM**  
**CITY HALL – COUNCIL CHAMBERS – 5513 – 48<sup>TH</sup> AVE.**

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<b>PRESENT</b>	Bob Buckle, Councillor – City of Cold Lake Duane Lay, Councillor – City of Cold Lake Jürgen Grau, Councillor – City of Cold Lake Chris Vining, Councillor – City of Cold Lake Dana Swigart, Councillor – MD of Bonnyville Adam Dul, 4-Wing Kevin Nagoya, Commission Manager Azam Khan, General Manager, Infrastructure Services – City of Cold Lake Denise Pollard, Recording Secretary
<b>ABSENT</b>	CLFN
<b>CALL TO ORDER</b>	B. Buckle called the meeting to order at 6:02 p.m.
<b>ELECTION OF CHAIR AND VICE CHAIR</b>	B. Buckle called for nominations for the Chair. D. Lay nominated B. Buckle. B. Buckle called for nominations three (3) more times. No other nominations were received. B. Buckle accepted the nomination. C. Vining motioned to close nominations. <div style="text-align: right;">Carried Unanimously</div> B. Buckle called for nominations for the Vice-chair. J. Grau nominated C. Vining. B. Buckle called for nominations three (3) more times. No other nominations were received. C. Vining accepted the nomination. A. Dul motioned to close nominations. <div style="text-align: right;">Carried Unanimously</div>
<b>ADOPTION OF AGENDA</b>	Moved by C. Vining that the agenda be accepted as presented. <div style="text-align: right;">Carried Unanimously</div>
<b>ADOPTION OF MINUTES</b>	Moved by D. Lay that the minutes of September 30, 2019 be accepted as presented. <div style="text-align: right;">Carried Unanimously</div>
<b>PUBLIC QUESTION PERIOD</b>	None
<b>DELEGATION</b>	None
<b>OLD BUSINESS</b>	<b>Cold Lake Regional Water Supply Expansion Updates</b> A. Khan provided a summary of progress for all 4 contracts: <ul style="list-style-type: none"><li>Contract 01 Transmission Main – SITE Resources; approx. 45% of pipe has been installed.</li><li>Contract 02 Transfer Station – Alpha Construction; approx. 54% complete.</li><li>Contract 03 WTP Upgrades – Sure-Form Construction; approx. 40% complete.</li><li>Contract 04 Transmission Main – SITE Resources; approx. 50% of pipe has been installed.</li></ul> D. Swigart asked for clarification on Contract 02. K. Nagoya advised: <ul style="list-style-type: none"><li>The building is referred to as the Transfer Station;</li><li>Its purpose is to act as a booster station as the WTP cannot push the water all the way to Bonnyville;</li><li>Additional treatment, chloramines, is added for transmission at this point; and</li><li>The reservoir has a volume of 1000 cubic meters.</li></ul>



**MINUTES**  
**COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**  
**MONDAY, OCTOBER 28, 2019 6:00 PM**  
**CITY HALL – COUNCIL CHAMBERS – 5513 – 48<sup>TH</sup> AVE.**

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D. Swigart asked for clarification on repairs to the Iron Horse Trail.  
K. Nagoya advised that there is an agreement in place between North East Muni-Corr Ltd. and the Bonnyville Regional Water Services Commission (BRWSC). Any disturbance to the trail resulting from Regional Water Line construction will be returned to its original condition. The Contractor, Site Energy, has design specifications that have to be met.

K. Nagoya clarified questions regarding the CLRUSC/BRWSC relationship:

- CLRUSC is providing project management;
- BRWSC is providing financial management for the project;
- CLRUSC will own, operate and maintain all infrastructure assets within the City of Cold Lake including the WTP, Transmission Main and Transfer Station;
- BRWSC will own, operate and maintain all infrastructure assets after the Transfer Station; this includes the Transmission Main to Bonnyville.
- CLRUSC will sell water to the BRWSC;
- Any new users that connect to the Transmission Main beyond the Transfer Station will purchase water from the BRWSC.

Discussion ensued.

**Building #9 Force Main Extension - Phase 3 Update**

K. Nagoya advised that AEP issued Amendment No. 3 to the Environmental Protection Order. As per the amendment CLRUSC is no longer required to submit bi-weekly status reports. However, they have to continue vegetation and wildlife monitoring and report to AEP as per the Wetland Assessment and Restoration Plan. AECOM will continue the required environmental monitoring for the Commission.

K. Nagoya also noted:

- Over 3 million dollars has been expensed to date since the force main break in August 2016.
- Crawford Lake is sitting at its original water level prior to the berm breach.

Discussion ensued.

**NEW BUSINESS**

**2020 Operating and Capital Budget**

K. Nagoya presented the draft 2020 Budget Document. The document included a 2020 Budget Summary, Water Treatment and Supply Cost Centre (Operating), a Waste Water Treatment and Conveyance Cost Centre (Operating), 2020 Budget Notes, 2020 Capital Budget and Cash Flow Projections and a Multi-Year Operating and Capital Projections.

**CORRESPONDENCE**

**Memo from the City of Cold Lake**

The Board received a Memo from the City of Cold Lake dated October 23, 2019 regarding member appointments (Buckle, Grau, Lay, Vining) for a 1 year term to expire October 2020.

**Letter from 4 Wing**

The Board received a letter from 4 Wing dated October 23, 2019 regarding the appointment of Mr. Angelopoulos effective January 1, 2020.

**QUESTIONS**

None

Moved by C. Vining that the meeting be recessed at this time being 7:28 p.m. and reconvened at the call of the Chair.

Carried Unanimously

B. Buckle reconvened the meeting at this time being 7:35 p.m.

**MINUTES**  
**COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**  
**MONDAY, OCTOBER 28, 2019 6:00 PM**  
**CITY HALL – COUNCIL CHAMBERS – 5513 – 48<sup>TH</sup> AVE.**

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**IN-CAMERA**

**Provision of Services Agreement – City of Cold Lake**  
Present:

Bob Buckle, Councillor – City of Cold Lake  
Jürgen Grau, Councillor – City of Cold Lake  
Duane Lay, Councillor – City of Cold Lake  
Chris Vining, Councillor – City of Cold Lake  
Dana Swigart, Councillor – MD of Bonnyville  
Adam Dul, 4-Wing  
Kevin Nagoya, Commission Manager  
Azam Khan, General Manager of Infrastructure Services  
Denise Pollard, Recording Secretary

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

- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Moved by C. Vining that the meeting go "In-Camera" at this time being 7:35 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to an Agreement.

**Carried Unanimously**

Moved by J Grau that the meeting come "Out-of-Camera" at this time being 7:42 p.m.

**Carried Unanimously**

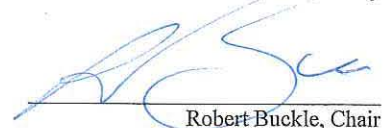
**NEXT MEETING**

November 25, 2019 at 6:00pm

**ADJOURNMENT**

Moved by D. Lay that the meeting be adjourned at 7:42 p.m.

**Carried Unanimously**

  
Robert Buckle, Chair

  
Kevin Nagoya, Commission Manager



## STAFF REPORT

**Title:** Chief Administrative Officer's Monthly Report - November 2019

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

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

### **General Discussion**

“Service Level Reviews” and “Budget” meetings have played on resources in preparing the submissions for the 2020-2024 Business Plan/Capital Investment Strategy and 2020-2022 Budget Deliberations.

During the budget deliberation process Council request for further dates to deliberate the budget and to delay the passing of the 2020 Budget until December 23, 2019 due to concerns relating to I.D. 349 funding. November 19, 2019 has been planned for budget deliberations.

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

### **Meetings**

Nov. 1	<b>DAY OFF</b>
Nov. 2	Hall of Fame Banquet
Nov. 4	Weekly Mgmt. Team Mtg.
Nov. 5	Budget Finalization
Nov. 5	Informal Meeting w/ Council - I.D. 349 Update
Nov. 6	Monthly Executive/Mgmt. Team Mtg. <b>CANC.</b>
Nov. 6	Government of Alberta - CARES Program Webinar
Nov. 7	Cold Lake First Nations - I.D. 349 Meeting
Nov. 8	Tour of Old Cold Lake Lodge
Nov. 8	CLRUSC and BRWC Mtg.
Nov. 11	<b>STAT HOLIDAY</b>
Nov. 12	Weekly Mgmt. Team Mtg.



Nov. 12	CLRUSC Rate Study - Kick Off Mtg.
Nov. 12	Mtg. w/ MLA David Hansen
Nov. 12	Regular Council Mtg.
Nov. 14	Government of Alberta - CARES Program Webinar
Nov. 15	<b>DAY OFF</b>
Nov. 18	Weekly Mgmt. Team Mtg. <b>CANC.</b>
Nov. 19	Breakfast Mtg. w/ Wing Commander Moar
Nov. 19	Mtg. w/ FASD Program Developer Michele Huszar
Nov. 19	Corporate Priorities Committee Mtg.
Nov. 20	Government of Alberta - CARES Program Webinar
Nov. 20	Public Open House - Presentation Planning Meeting
Nov. 20	TC Energy - Saddle Lake Lateral Loop (CL Section) Open House
Nov. 21	2020 Budget Deliberations
Nov. 22	Podcast Episode 6
Nov. 22	Executive/Mgmt. Team Mtg.
Nov. 25	Weekly Mgmt. Team Mtg.
Nov. 25	Teleconference - Cold Lake Aerospace Economic Development
Nov. 25	RUSC Mtg.
Nov. 26	MR/ER Encroachment Open House Discussion
Nov. 26	Lunch w/ Frank Oberle
Nov. 26	Gov. Deals Presentation
Nov. 26	Regular Council Mtg.
Nov. 28	City Hall Safety Mtg. <b>ABSENT</b>
Nov. 28	Mtg. w/ David Wheeler
Nov. 29	Safe & Healthy Communities Committee Mtg. in Edm.

#### **Corporate Strategic Initiatives and Communications:**

- Continue work on Wayfinding Signage Project Open House
- Received final report re: Aerospace Economic Development Project
  - Continue to work with consultants to begin the implementation phase
  - Meeting with potential consultant/project manager for implementation phase.
- Attended GoA CARES webinar and Completed CARES application
- Worked to complete December 11 open house presentation.
- Completed collaboration, editing and design for 2020 winter program guide
- Attended Cold Lake Regional Chamber of Commerce monthly meeting as City liaison.



- Recorded and published podcast Episode 6

**Other Activities:**

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

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## STAFF REPORT

**Title:** Report to Chief Administrative Officer - Corporate Services - November 2019

**Meeting Date:** December 10, 2019

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**Executive Summary:**

The Department of Corporate Services' monthly report is attached.

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

## Report to Chief Administrative Officer

<b>Department:</b>	Corporate Services	<b>Month:</b>	November
<b>Contributors:</b>	Linda Mortenson, Michele McIntosh, Aaron Larson, Mark Boonk and Stephanie Harris		
<b>Submitted by:</b>	Linda Mortenson, General Manager of Corporate Services		

### **General Manager's Meetings:**

Nov	
1	City Hall monthly inspection
1	HR meeting
4	Management meeting
5	Budget meeting
7	Safety meeting
11	Management meeting
12	Council meeting
13	Corporate Services managers meeting
18	Management meeting
19	Corporate Priorities Council meeting
20	Public open house preparation meeting
21	Budget deliberations
25	Management meeting
26	Auction presentation
26	Council meeting
27	HR Meeting
28	City Hall safety meeting
28	Corporate Services department meeting
28	Corporate Services managers' meeting

### **Administration:**

- Preparation of budget meetings
- Create and update fillable forms, letters, and agreements
- Schedule various meetings

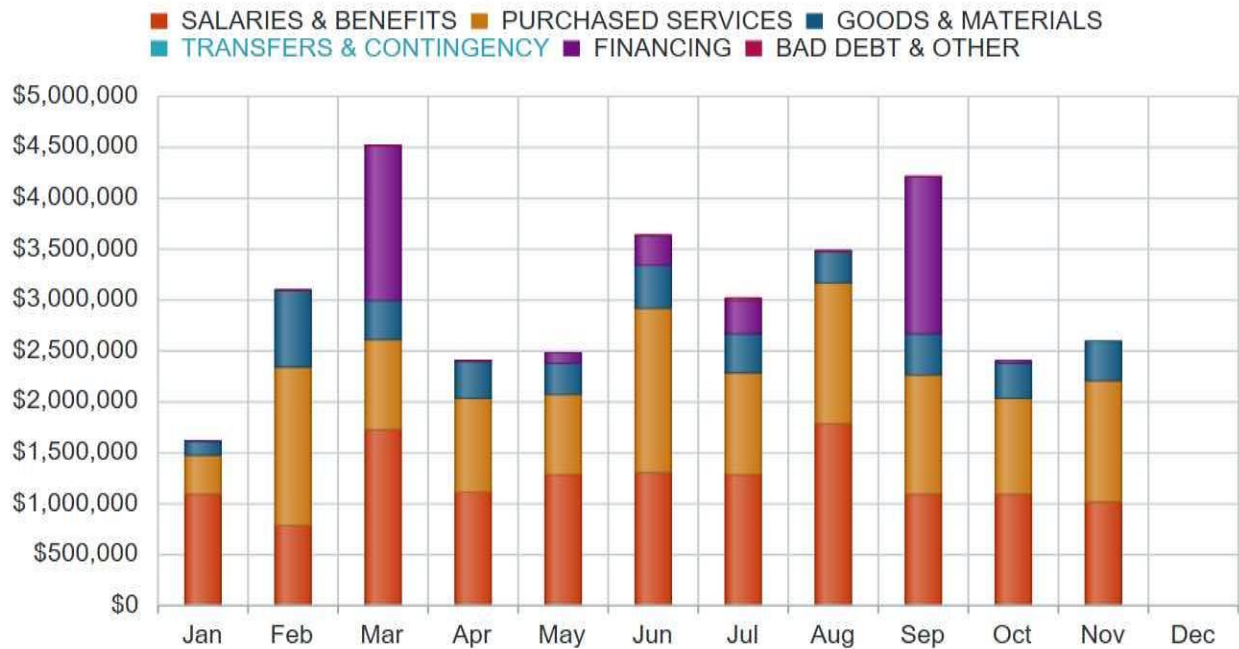


**Finance:**

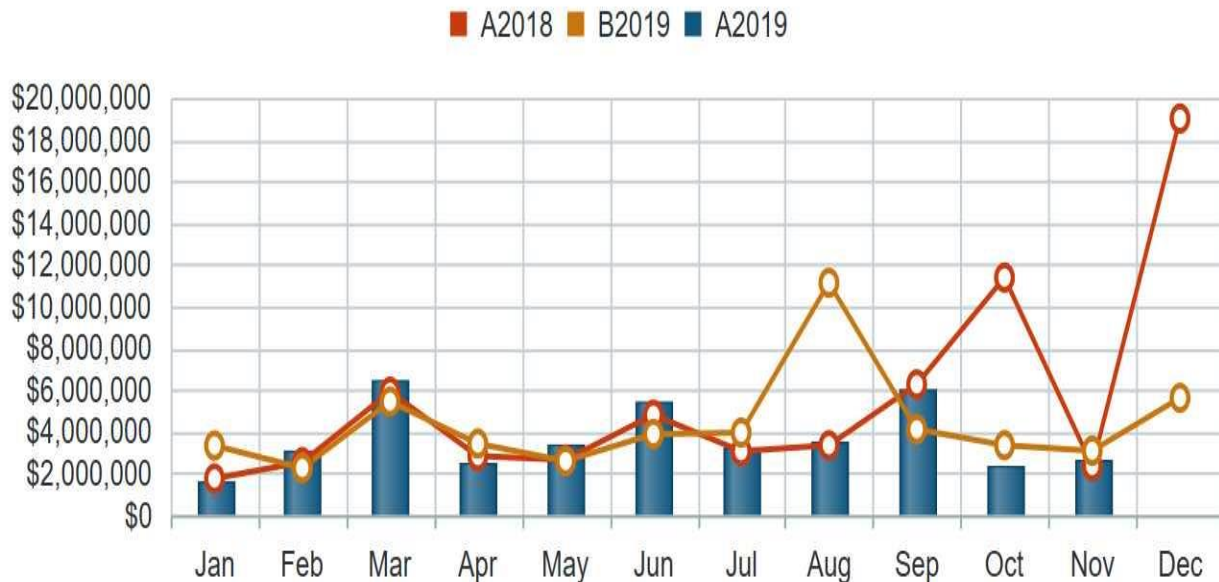
**Year to Date Expense vs Budget (000's)**



**Expense by Object**



# Expense, Budget and Prior Year



## Utilities

- 27 connects, 23 disconnects and 36 work orders
  - 2472 billed in Cold Lake North, 17 of these were estimated, 255 flat rate
  - 2352 billed in Cold Lake South, 8 of these were estimated, 36 flat rate

## Receivable

- 126 Accounts Receivable invoices mailed out; 71 statements mailed out

## Accounts Payable

- 618 Accounts Payable invoices processed, 505 Accounts Payable cheques printed

## Property Taxes

- 40 tax certificates issued and 52 tax searches completed.
- 37 land title changes processed.
- Taxes receivable totalled \$21,642,696
  - Current tax outstanding - \$2,986,075 (\$1,663,389 is related to the 4 Wing Property)
  - Tax arrears for one (1) year - \$2,484,573. These property owners were sent monthly statements regarding their accounts. (\$2,111,537 is related to the 4 Wing property)
  - Two (2) years' arrears - \$2,374,046. These arrears consist of 33 properties. These property owners were sent warning letter to inform them that their property will be placed on the arrears list on March 31, 2019. These properties were placed on the tax arrears list on March 31, 2019 and posted at City Hall. Monthly statements have also been mailed (\$2,258,614 is related to 4 Wing Property)
  - Three (3) year arrears - \$3,000,253. These arrears consist of 4 properties not on a tax agreement. These properties were placed on the tax arrears list on March 31, 2018 and posted at City Hall and will need to be sold at auction by

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

- Four (4) plus years - \$10,797,749. This consists of 4 Wing and one other property on tax agreement. (\$10,797,442 related to 4 Wing Property)
- \$19,817,339 of the total tax arrears is due to assessment dispute for the 4 Wing property.
- There are 15 properties that are currently on tax agreements.

#### **Completed**

- October 2019 Bank and investment reconciliation and City Summary for Council
- General ledger reconciliation to Perfect Mind and Golf Course software for October 2019.
- GST Return for October 2019 completed and filed.
- Variance reports were sent to department managers for all departments in the City.
- Interim Audit was conducted on November 4-6, 2019.
- Supplementary Tax Notices were mailed on November 27, 2019.

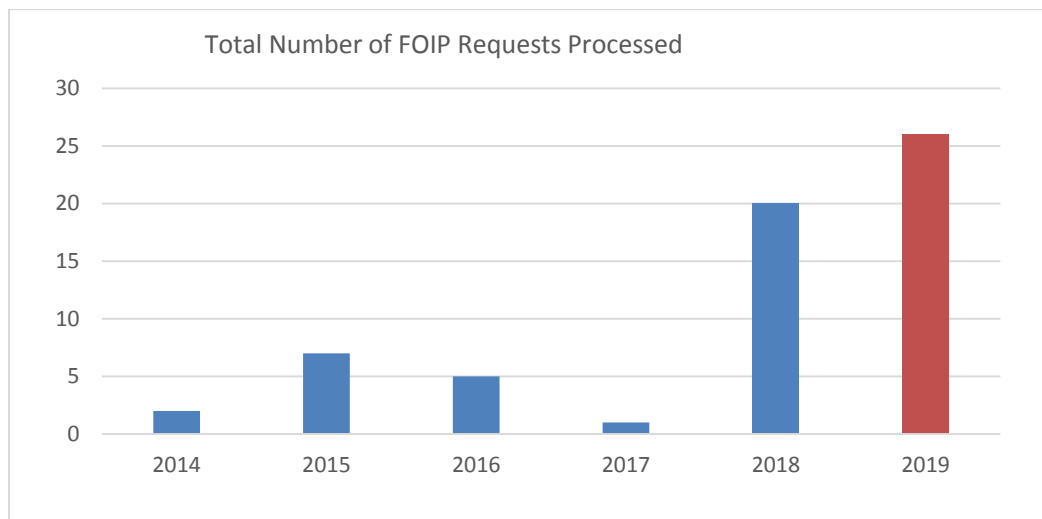
#### **Currently Working on**

- Marina Review Engagement.
- Parent Link Audit.
- Working with Sensus on the integration of the Advanced Metering Infrastructure software to Serenic financial software.
- 2020 Budget Presentations to Council.
- Preparation for properties to be auctioned off for Property Tax Recovery.
- Preparations for year-end and final audit to be held on March 9-13, 2020.
- Working towards the implementation of credit card acceptance for Property Taxes and Utility payments through a 3<sup>rd</sup> party.
- Planning a roll-out of emailed Utility bill option in the new-year.

#### **Legislative:**

- **Information Requests & FOIP**

- 1 new FOIP request received in November; 0 requests are still ongoing and 1 FOIP request was completed.
- 1 ongoing review by the OIPC.
- FOIP presentation provided to all new staff at orientations.



- **Record Management**

- **Paper Records – maintenance of record rooms**

- Efforts to file, digitize and organize all historical land files continues.
    - Organization and ongoing quality control of the Land File room.
    - Review and digitization of permanent historic records is near completion (including annexation and amalgamation records).
    - Record room ongoing purges, review and reorganization of all boxed records.

- **Electronic Records – “The Dock” (SharePoint/Collabware)**

- **Transition to “The Dock”:**

- Recreation Department transition to SharePoint complete.
      - Legislative Services transition to SharePoint is complete. Final migration of content has begun.
      - FCSS transition to SharePoint is complete.
      - Finance Department transition to SharePoint is complete. Final migration of content has begun.
      - Planning & Development transition to SharePoint is complete. Final migration of content has begun.
      - Infrastructure (Engineering Department) transition to SharePoint has begun, with prototype site still being developed.

- **Ongoing Maintenance of “The Dock”:**

- 9 Dock Help Request tickets addressed in November, making 155 to date in 2019.
      - Assisting Planning & Development in the quality control and review of all “open” permit files continues.
      - Ongoing “tweaking” of the finance site as migration continues.
      - Ongoing review and maintenance of SharePoint libraries and content types, Collabware file plan, content rules and workflows.

- **RUSC records**

- Creation of RUSC “The Dock” site.
    - Review and organization of historic files.

- **Legal Drafting, Research & Review**
  - Drafting and review of contracts, bylaws and policies. Efforts to standardize municipal records (including agreements) continues. Interpreting contract obligations and contract enforcement.
  - Researching and compiling information for policy development, adherence to *Municipal Government Act* amendments, and changes in the law.
  - Maintenance, coordination and organization of all current/closed legal files (paper and electronic) continues.
- **Agreements**
  - Design and implementation of SharePoint workflows to optimize agreement reminders for efficiency and accuracy is complete. Ongoing maintenance continues.
  - Detailed review and information examination of type 1 and type 2 development agreements (with their corresponding development permits) is ongoing.
  - Management of active agreements, and agreement requirements:
    - City has 938 active agreements; 13 new agreements filed in November.
    - RUSC has 182 active agreements; 1 new agreements filed in November.
- **Appeals**
  - 2019 LARB hearing complete.
  - 2019 CARB hearings complete.
- **Privacy Impact Assessments (PIA)**
  - Zero outstanding PIAs.
- **Other**
  - Handle general inquiries from staff.
  - Commissioning Oaths of Confidentiality and Affidavits as necessary.

## **Human Resources:**

### **\*All positions currently on hold until further notice\***

- Roads Operator (1 Full-time positions)
- Roads Operator (1 six month term position)
- Foreman – Water Treatment Plant (1 Full-time position)
- Development Officer (1 Full-time position)
- Climbing Wall Attendant (Casual position)
- Legislative Manager (Term position)

### **The following positions have been filled this month:**

- Waste Management Operator (1 Full-time position)
- Roads Operator (1 six month term position)
- Climbing Wall Attendant (1 Casual position)

**Record of Employment:** 9  
**Short Term Disability:** 2  
**Long Term Disability:** 5  
**Union Business:** 0 Active Grievances, 4 Active Arbitration Files, 1 Human Rights Complaint, 1 FOIP Complaint  
**Workers Compensation (WCB):** 0

### Currently working on:

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

Vehicle incidents to date: 9

Property Damage to date: 10

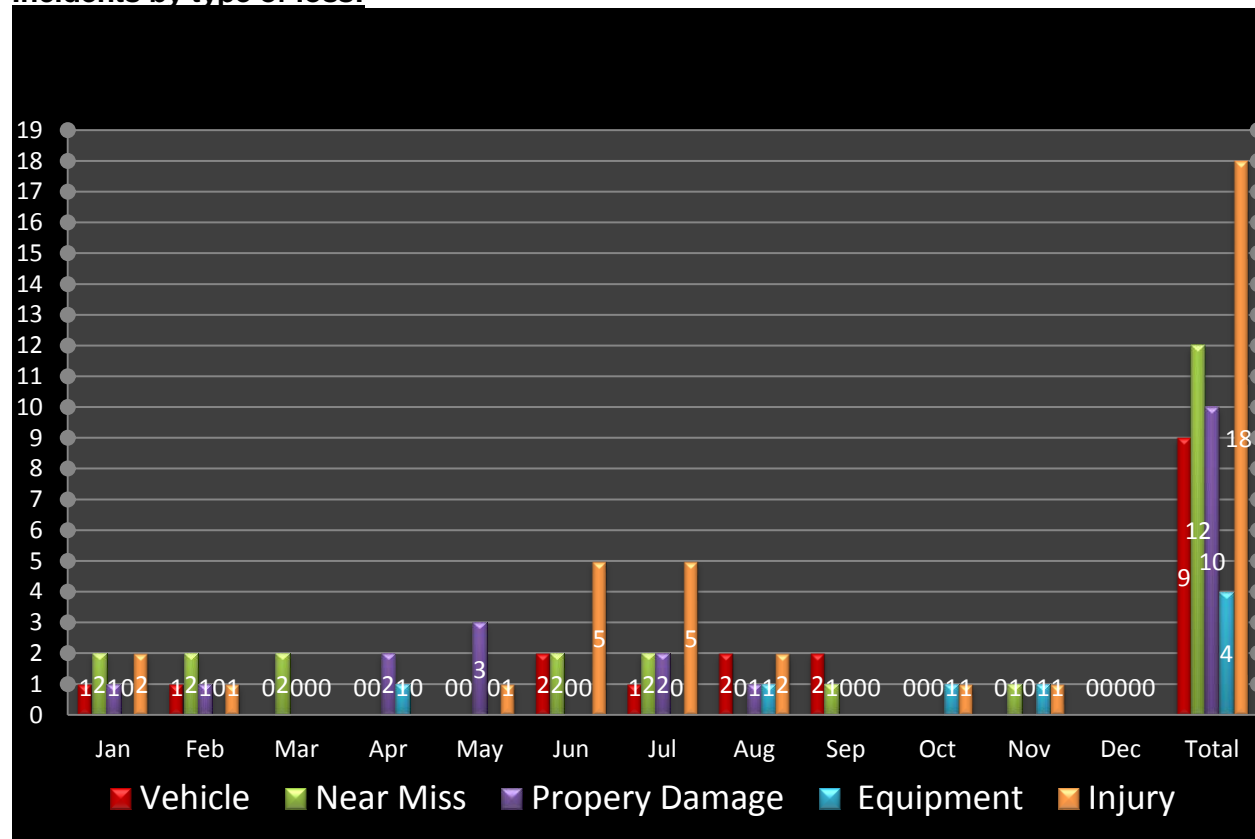
Equipment Damage to date: 4

Injuries to date: 18

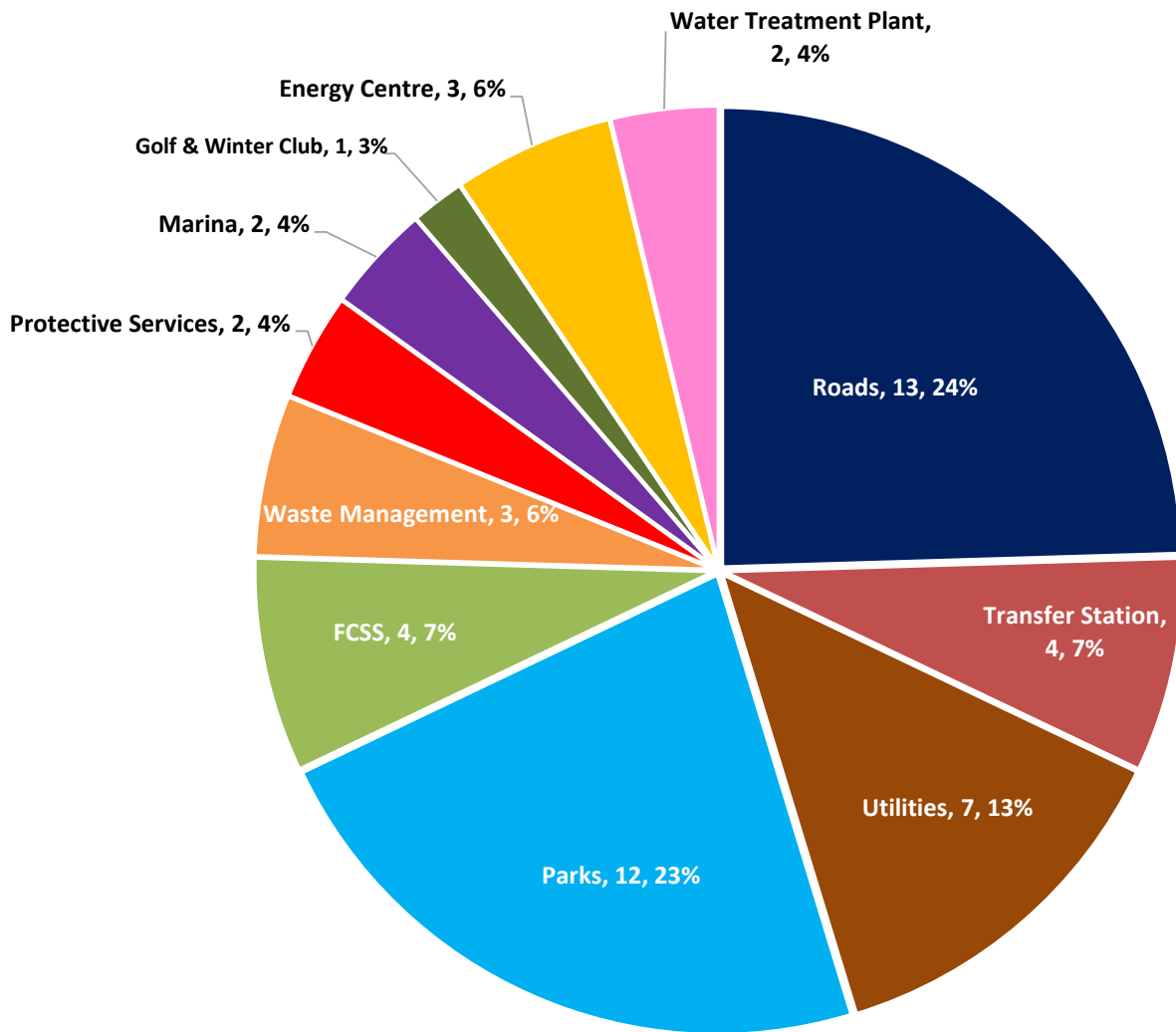
Near misses to date: 12

Total incidents 2019: 53

### Incidents by type of loss:



**Incidents by department:**





## **Information Systems and Technology:**

Number of tickets closed:	147
Number of tickets opened:	138
Number of tickets still open at end of Month:	111
Number of Surveillance Footage Request:	6
Backup Recovery's:	0
Virus Threats (Online)	23
Junk	69539
SPAM Email	4245
Phishing Emails	36
Inbound Viruses Caught (Email)	95
Spoofed emails	25

- **Application Updates:** Report Exec, APC (CH) Intelligence module. ESET.
- **Application Installs:** Performance Impact, Zoom meeting, Solar Winds, Caseware, Web Ex.
- **Application Support:** SharePoint, Collabware, SPIN Map, TicketMaster, SQL, SCADA, Paradigm, Bellamy, CISCO, City Works, Android, CAMS2.
- **Server Support:** SharePoint, Windows Server 2012, DMZ Server, ESXi, GIS.
- **Server Patches:** 44 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** UPS (CH) battery Replacement (2 of 22), IBM tape drive, TeeWay POS, iPad, Mitel, Stanley, IP Cameras, NVR.
- **Mobile Support:** Phone replacements, Transfer of users to new positions.
- **Backups (and monitoring):** Macrium, Eset, VM, SQL, Data, Applications, Bellamy (Daily/Weekly).
- **AD Support:** User account Setup/Disable, Password Changes. Name Changes.
- **SharePoint Support:** AIF Workflow, Aggregates, Workflow issues, Access Permissions, Engineering on boarding.
- **Application Testing:** Windows Server 2019. Office 2016/2019, ESET Server.
- **Network:** Prep for IPSAN,

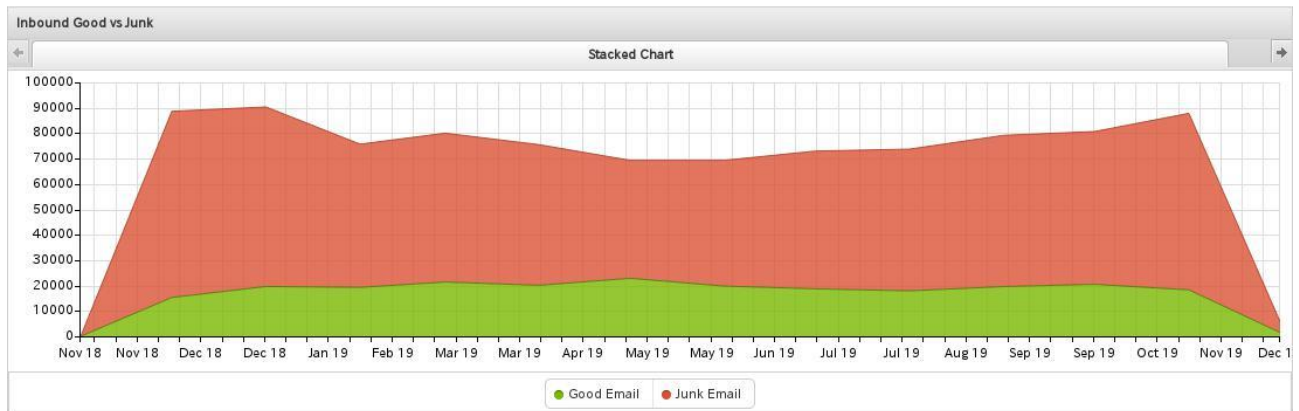
## **Noteworthy**

- New WiFi Access Point device installed in the South Fire Hall for use in the EOC.
- FCSS network slowness narrowed down to PCs connecting through the Mitel phones. Switched over affected PC's to direct connected network instead.
- Installed a new Windows Server VM to replace the physical server that serviced the cities Secure File Transfer services.
- Installed a new dedicated Windows Server VM to handle all print jobs sent to City printers.
- Setup remote SCADA access for the WTP staff situated at the North Fire Hall.
- Identified battery issues with the existing backup power supply unit in the City Hall server room (replacement batteries have been ordered).
- Upgraded various Windows Servers from version Server 2012 R2 to Server 2019(1809). Project is about 30% complete.
- Discovered an issue with the primary management access to our VMWare ESX servers. Enabled alternate management service as backup access method.

- Replacement network server storage unit (IP SAN) for City Hall has been ordered. Expected to be installed and online mid-December.
- Ongoing daily maintenance for IP security cameras throughout city facilities. (Camera restarts, recording issues etc.)
- Deployed apple Ipads for Nov 23 event at FCSS.
- Extended the City's IBM maintenance agreement to August 2020.
- Performing the final configurations of Keystone Web.



### Monthly Inbound Good vs Junk

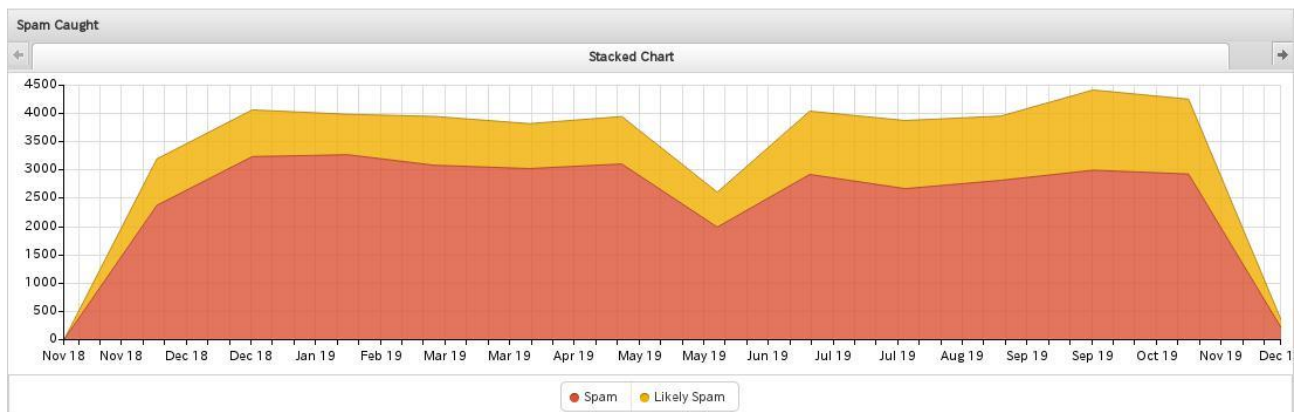


Time Span 11/03/2018 12:00 AM - 12/03/2019 10:05 AM

Email Security Version - 10.0.2.1713 (Hostname : emailsecurity)



### Monthly Spam Caught

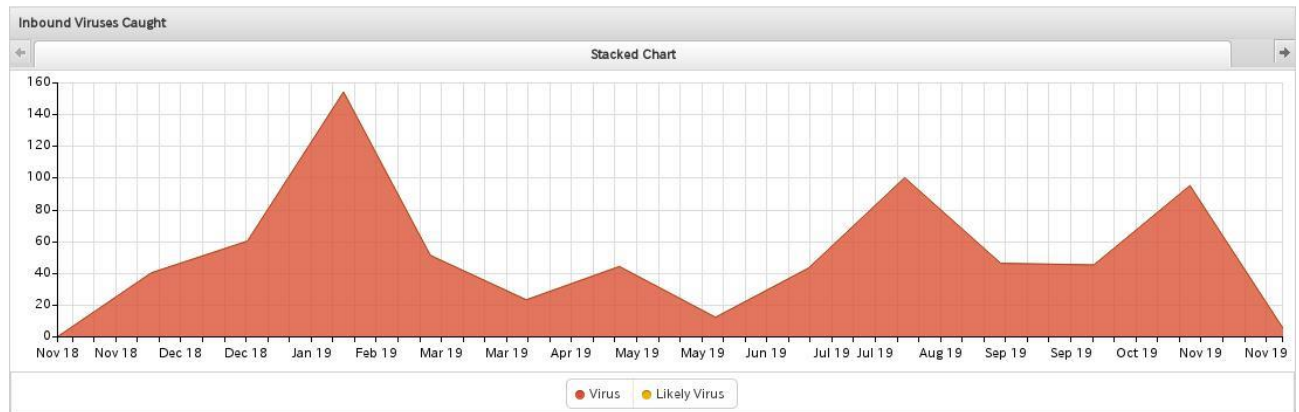


Time Span 11/03/2018 12:00 AM - 12/03/2019 10:07 AM

Email Security Version - 10.0.2.1713 (Hostname : emailsecurity)



## Monthly Inbound Viruses Caught





## STAFF REPORT

**Title:** Report to Chief Administrative Officer - Infrastructure Services - November 2019

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

#### **TRANSPORTATION SERVICES**

##### Road Maintenance:

- Sign fixing/replacement; ongoing.
- Lane maintenance; ongoing.
- Potholes patching; ongoing.
  - Daily inspections as per the online pothole reporting application.
- Assisted contractors and other departments as required.
- Snow Removal and Winter Road Maintenance; ongoing as per the policy.

##### Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
  - Mechanics - completed 38 work orders for various departments.
  - Operators - completed 6 work orders for various departments.
  - Contracted Services - 27 work orders were contracted out for various departments.
  - Outstanding - 72 work orders are outstanding for various departments.
- Fuel Consumption:
  - 7,018 liters of gas was dispensed into fleet vehicles for the various departments over 87 transactions.
  - 20,474 liters of diesel was dispensed into fleet vehicles for the various departments over 149 transactions.

##### Cold Lake Regional Aerodrome:

- Daily inspections and reporting; ongoing.
- 13 lots are available for lease.
- Runway drainage issues; ongoing.
- GPS publishing; ongoing.
- The Cold Lake Regional Airport Taxiway and Apron Enhancements Project; 90% complete.
  - Engineering awarded to CIMA Canada Inc.
  - Construction Tender was awarded to E Construction.



Transit:

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

Facility Maintenance:

- Responded to 33 work orders for building maintenance services for various departments.
- Facility Maintenance Contracts:
  - LD Septic - septic tank cleaning at the Airport Transfer Station and Imperial Park; monthly.
  - Harvey's Glass - servicing all automatic doors; ongoing.
  - Value Master Homes - Kids Time Out/Daycare Facility Improvements project; ongoing – awaiting final walkthrough.
  - Lakeland Fire and Safety - annual kitchen suppression inspection and certification; ongoing – awaiting on City Hall alarm install.
  - Lakeland Fire and Safety – annual fire extinguisher, fire alarm and sprinkler system inspections; complete.
  - Value Master Builders Ltd. – Public Works Facility renovation; ongoing.
  - Museum mouse/gopher control; ongoing.

## **ENVIRONMENTAL SERVICES**

Waste Management:

- Curb side collection for regular waste, recycling and organics continues as per the 2018-2019 Waste Collection Schedule.
- Transfer Station and Landfill winter hours from 8:00 am to 5:00 pm Tuesday to Saturday (November 1, 2019 to March 31, 2019).
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
- Metal recycling; ongoing.
- Materials Recycling Facility (MRF) was awarded to NOVA Construction and Mechanical; building was commissioned and operational as of Oct 1, 2019 some electrical and minor deficiencies remain.
  - Sorting and bailing materials collected at the new MRF; ongoing.
- Collection of recycled material from the new Recycling Drop-off Stations; ongoing.



Water Distribution and Wastewater Collection (Utilities):

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

Water and Wastewater Treatment:

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

**ENGINEERING SERVICES**

Capital Projects - See attached Capital Project Summary

Geographical Information System (GIS):

- Continued sorting GIS data and related files; ongoing.
- Created maps, queries and large-format printouts as requested by City Staff; ongoing.
- Provided data to subcontractors as requested; ongoing.
- Assisted staff with ArcReader maps; ongoing.
- Updated City Address dataset; ongoing.
- Pothole web application; ongoing.
- Cityworks maintenance and troubleshooting; ongoing.
- Worked on updating GIS data with the new annexation assets and 2018 capital projects for 2019 MDW reports.



**COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**

The last meeting was held on November 25, 2019 at 6pm in City Hall Council Chambers.

Agenda items included:

**Old Business:**

- Cold Lake Regional Water Supply Expansion Update
- 2020 Operating and Capital Budget
- Waste Water Treatment Plant Moving Bed Bioreactor (MBBR) Pilot Project Update

**New Business:**

- M.D. of Bonnyville Water and Sewer Servicing Discussion

**Correspondence:**

- Letter form the Town of Bonnyville dated Oct. 28, 2019 RE Liaison (Prevost)

Next meeting is scheduled for January 27, 2020 at 6pm in City Hall Council Chambers.

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2019	2019 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	90	Awarded to E-construction. Streets include: 50 Ave 38 St – City Limit); mill and overlay complete. 52 Ave (49 St – 50 St); mill and overlay complete. 20 Street (Ptarmigan to 7 Ave); full reconstruction complete. Birch Ave (Tamarak St – 23 St); underground work and first lift of asphalt are complete. Top lift asphalt and swales remaining for 2020.
2	2019	Annual Lane Construction Program	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Lanes include: Lions Park (50 Ave to Millennium Trail); complete. 50 Ave (45 St west to t-intersection); complete. CCC issued.
3	2019	Street Lighting Enhancement Program	Design	100	Awarded to ATCO Electric. Approved enhancement areas include: 16 Avenue (Hwy 28 to 12 St) 50 Avenue (41 Street to City Limits) 25 Street (Hospital to Glacier Way) 1 Ave (25 St to English Bay Road)
			Construction	5	Awarded to ATCO Electric. They completed all surveys and work has commenced. All work is scheduled to be completed within the month of December.
4	2019	Annual Trail/Sidewalk Connectivity Program	Design	0	
			Construction	0	
5	2019	Traffic Safety Program Fund	Design	100	Awarded to ATCO Electric.
			Construction	40	Awarded to ATCO Electric. Street lights will be installed in the following locations: English Bay Road (1114 EBR to City Limit); which has been completed, the Intersection of English Bay Road and 28 Street; survey has been complete and the work is scheduled to be completed within the month of December, and the Intersection of 28 Street and Hwy 55 has been completed.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
6	2019	Material Recycling Facility	Design	100	Awarded to NOVA Mechanical and Construction.
			Construction	90	Awarded to NOVA Mechanical and Construction. They have completed the metal structure, site grading and electrical. All 20 recycling bins have arrived and the new conveyor system and sort line is installed. Minor work remaining on building.
7	2019	Building 10 Fire Pump Replacement	Design	30	Awarded to BAR Engineering. They supplied a recommendation memo on the pumping status; this memo has been reviewed and approved. BAR Engineering has completed initial design which is currently under review, Tender documents and drawings to be received by end of December and then tendered in the new year.
			Construction	0	
8	2019	Grand Centre Memorial Cemetery	Design	100	Awarded to LEEs and Associates.
			Construction	0	Project was tendered and closed on June 7, 2019. The City received 2 tenders; both came in above budget. After review this tender has been cancelled; will look into retendering in 2020.
9	2019	Kinosoo Beach Phase 3 and 4 - Boardwalk Area and Amphitheatre	Design	0	Awaiting grant funding.
			Construction	0	
10	2019	Pressure Reducing Valve Installation Program (Year 1 of 4)	Design	100	Awarded to AECOM. Design has been completed but due to conflicting infrastructure within 16 <sup>th</sup> Street, the project is currently on hold until an appropriate solution can be established.
			Construction	0	
11	2019	Lakeshore Drive Infrastructure Improvements	Design	10	Awarded to Stantec. Start-up meeting was held on August 21, 2019 and presentation of conceptual designs were presented to Council on Oct. 16 for preliminary feedback.
			Construction	0	
12	2019	Shallow Sewer Enhancement Program	Design	0	
			Construction	0	

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
13	2019	SCADA Upgrades	Design/ Construction	50	Awarded to ERAMOSA. Phase 1- Power Upgrades Phase 2A - Back Up Controls at Bldg 4 & 9. Phase 1 & 2A Power Upgrades and Back Up Control work hardware on site, met with Smart Electric to advise on costs to complete the work. Phase 2B - Back Up Controls at Bldg 3 & 8 Phase 3A - SCADA Upgrades Cimplicity to VTSCADA. Currently running systems to ensure VTSCADA is functioning properly. Phase 3B - e.RIS Data Access. e.RIS training to be provided. Phase 3C - Cyber Security.
14	2019	Animal Holding Facility	Design	20	Awarded to JMAA. Area has been mulched. Topographical and geotechnical survey was conducted.
			Construction	0	
1	2018	2018 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	90	Awarded to E Construction Ltd. Streets Include:  61 Ave west of 47 St; complete  Highway 28 (34 Ave to City Limits); complete  54 Ave from (54 St to 55 St); complete  53 Ave west of 57A St Construction started in August 2018. High water table was encountered and options to mitigate were considered. 53 Ave was brought up to a gravel standard for the 2018/2019 winter.  53 Ave was removed from the 2018 Street Improvement Program due to budget restrictions and was retendered as its own project in July 2019. Bids came in over budget and the Tender has been cancelled; will retender in 2020.  CCC inspection completed.
2	2018	2018 Annual Lane Rehabilitation	Design	100	Awarded to SE Design.
			Construction	98	Awarded to BlueFlame Contracting Ltd.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Lanes include: 51/52 Ave Lane (51 St to 52 St) – Behind Grand Centre Cinema; complete. 51/52 Ave Lane (52 St – 5 Ave) – Behind Red Rooster; complete CCC issued
3	2018	Cold Lake Regional Airport Taxiway and Apron Enhancements	Design	100	Awarded to CIMA Canada Inc.
			Construction	90	Awarded to E-Construction. Paving, grading and hydroseeding completed October 4, 2019. CCC Inspection conducted October 7, 2019 deficiencies remaining waiting on schedule from the contractor.
4	2018	Imperial Park/Energy Centre South Access Enhancements and Parking Lot Improvements	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Road construction and parking lot are completed. CCC issued
5	2018	Eagle Ridge Estates Storm System Re-Alignment	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Thompson Infrastructure. Contractor has installed all storm pipes and have completed all other work under the project. CCC issued.
6	2018	Lakeview Cemetery	Design	95	Awarded to LEEs and Associates.
			Construction	15	Awarded to GenMec ACL. Contractor has mobilized to site and has completed excavation and concrete foundations within the columbaria area, concrete apron into the site along with the water tie-in. Site close-up walkthrough to be completed in near future.
7	2018	RCMP Building	Design	100 Phase 1 Mechanical Renovation	Awarded to JMAA. Phase 1 - mechanical renovation design has been completed. RCMP has now requested for new building rather than a renovation of existing for Phase 2.
			Construction	0	Phase 1 Mechanical Renovation is conditionally awarded to Value Master Builders. RCMP security clearance required prior to execution of agreement.
1	2017		Design	100	Awarded to SE Design.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
		2017/2016 Residential Lanes	Construction	98	Awarded to Urlacher Construction. Lanes include: Lakeridge Lanes; completed 54 Ave lane – completed 62 Street lane – completed Emma’s Lane – completed CCC issued.
2	2017	49 Street Parking Lane Enhancements	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Urlacher Construction. Construction completed. CCC issued.
3	2017	Highway 28 South Enhancements - Phase 2 (51 Street to 43 Avenue)	Design	100	Awarded to Stantec. This is a continuation of the Highway 28 enhancement from 2016.
			Construction	98	Awarded to Knelsen Sand and Gravel Ltd. All work has been completed under the contract. CCC issued.
1	2016	2016 Centre Ave Traffic Signalization	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Knelsen Sand and Gravel. Construction complete. CCC issued.
2	2016	Hwy 28 Enhancement (54 Ave to 52 Ave)	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Knelsen Sand and Gravel. All work has been completed under the contract. CCC issued.
3	2016	2016 Kinosoo Zip-Line	Design	100	Awarded to McElhanney Consulting Services Ltd..
			Construction	98	Awarded to Nova Mechanical. The Zip Line was installed and opened on July 1, 2017. CCC issued. FAC walkthrough was completed; deficiencies have been rectified.
4	2016	2016 Downtown Entry Feature	Design	100	Awarded to Stantec.
			Construction	95	Awarded to MPS Group. Structure is completed. CCC to be issued.
1	2015	Fischer Storm Water Management Pond	Design	100	Design for Fischer Storm pond has been awarded to Scheffer Andrew and the construction administration has been awarded to SE Design. Design has been completed. Two of the parties have withdrawn from entering into the revised agreement.
			Construction	0	Waiting on Province for Land Transfer and registration. Tender Closed November 1, 2019. 12 bids ranging from \$2.45 million to \$4.9 million were received.
2	2015	City Hall Parking Lot	Design	100	Awarded to SE Design.
			Construction	98	Awarded to E Construction.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					All surface and electrical work has been completed. CCC issued.
3	2015	Meadows Storm Water Trunk Extension	Design	100	Awarded to Associated Engineering.
			Construction	92	Contract #1 was awarded to REDA Enterprises Ltd. Contractor has completed remaining items under the contract and is currently cluing up minor work. CCC issued. Contract 2 was re-tendered as Contract 02 Phase 2 and has been awarded to Thompson Infrastructure Ltd. All underground infrastructure has been completed, storm pipe is connected from East side of Highway 28 to the West side of Highway 28 and is flowing. Contractor recently completed top lift of asphalt on both East and West Service roads. OGS units have been installed for Esso and Husky with bottom lift of asphalt being placed in front of Husky.
4	2015	Kinosoo Beach Enhancements (Phase 1)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to RTM Electrical. Construction complete. CCC issued.
5	2015	Kinosoo Beach Enhancements (Phase 2 and 2B)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to Nova Mechanical. All work has been completed. CCC issued. FAC walkthrough was completed; deficiencies have been rectified, working on FAC.
6	2015	2015 Offsite Levy Report	Report	98	Awarded to CORVUS. Report and model complete. Presented to Council October 18, 2016 and to the public December 8, 2016. Council to decide when to implement. Additional presentation was provided to UDI in May 2017. Yearly review, update and assessment of model required for offsites.
7	2015	South Snow Dump	Design	100	Awarded to MPE Siemens. The City reviewed and posed questions pertaining to detainment of sediments through drainage. Updated drawings were received on April 27, 2017. Conversation currently happening between MPE and Alberta Environment.
			Construction	0	Project has not been Tendered.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
8	2015	4 Wing Splash Park	Design	100	Awarded to PlayQuest.
			Construction	98	Awarded to PlayQuest and was completed in 2015. CCC issued.
9	2015	Building 4 Lift Station Improvement Project-RUSC	Design	100	Awarded to MPE Siemens Engineering Ltd.
			Construction	98	Awarded to Alpha Construction. CCC issued. FAC walkthrough has been completed and contractor is to rectify all deficiencies prior to signing of FAC.
1	2014	Kinosoo Beach Splash Park	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to PlayQuest Recreation. Construction has been completed. CCC issued.
2	2014	1st Avenue Water Main and Street Improvement	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to Clearway Construction Inc. CCC issued. FAC walkthrough was completed with Contractor and Consultant in 2018; deficiencies to be rectified.





## STAFF REPORT

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

**Meeting Date:** December 10, 2019

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**Executive Summary:**

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

**Background:**

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

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**Building Permit Stats Comparison  
2016 - 2019**

Report ending NOVEMBER 2019

**2016**

**2017**

**2018**

**2019**

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

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

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

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

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

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

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

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

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

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

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

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

**Building Permit Stats Comparison  
2016 - 2019**

Report ending NOVEMBER 2019

**2016**

**2017**

**2018**

**2019**

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

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

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

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

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

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

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

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

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

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

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

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

**Building Permit Stats Comparison  
2016 - 2019**

Report ending NOVEMBER 2019

**2016**

**2017**

**2018**

**2019**

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

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

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

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

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

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

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

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

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

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

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

<b>September</b>		
New Residential-SF	\$ 870,000.00	3
Reno. Residential	\$ 60,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 371,400.00	5
Accessory Buildings	\$ 80,000.00	3
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 16,426.00	3
<b>Total</b>	<b>\$ 1,397,826.00</b>	<b>16</b>

**Building Permit Stats Comparison  
2016 - 2019**

Report ending NOVEMBER 2019

**2016**

**2017**

**2018**

**2019**

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

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

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

October		
New Residential-SF	\$ 325,000.00	1
Reno. Residential	\$ 43,200.00	5
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 250,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		1
Institutional	\$ 62,531.00	4
Demolition	\$ 38,500.00	1
Other (Decks/Signs, etc.)	\$ 700.00	
<b>Total</b>	<b>\$ 719,931.00</b>	<b>13</b>

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

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

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

November		
New Residential-SF	\$ 320,000.00	1
Reno. Residential	\$ 55,600.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 40,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 16,000.00	3
<b>Total</b>	<b>\$ 431,600.00</b>	<b>8</b>

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

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

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

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

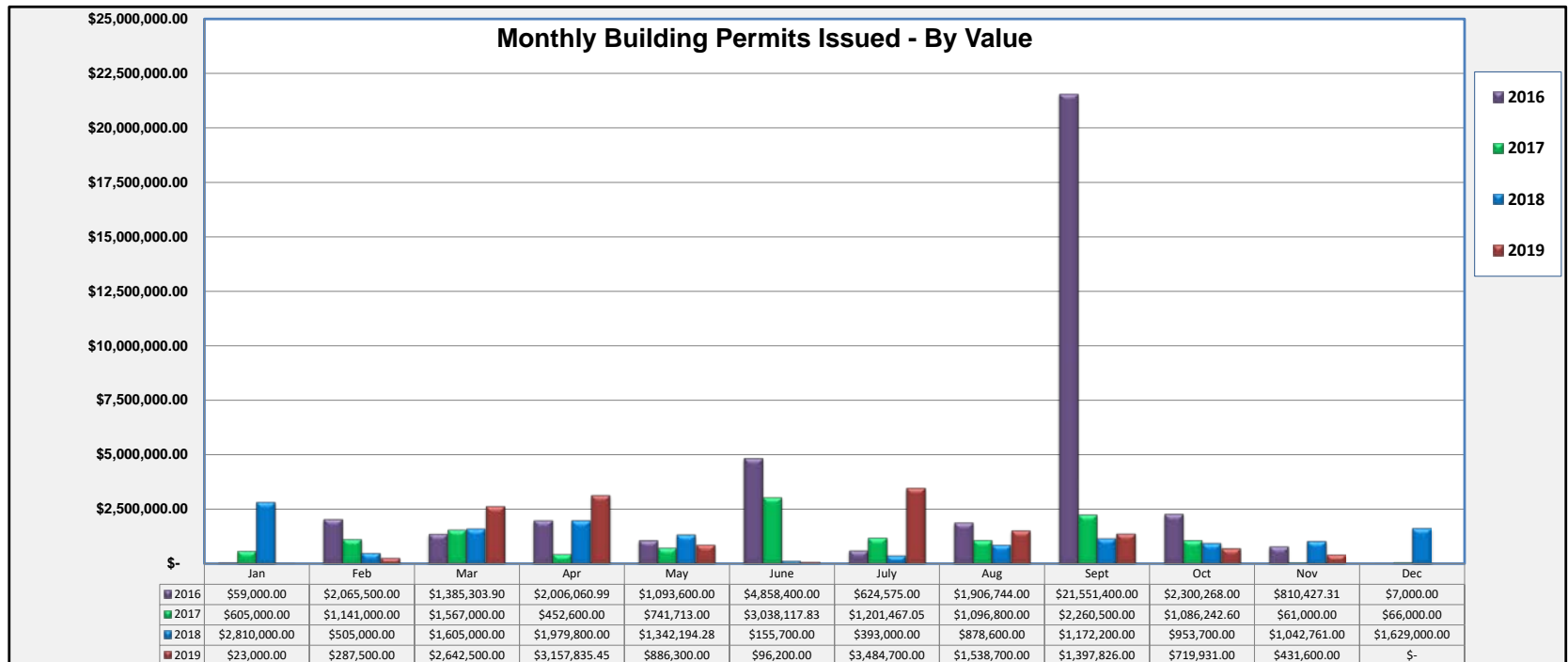
**2016 Total**      \$      38,668,279.20      157

**2017 Total**      \$      13,317,440.48      125

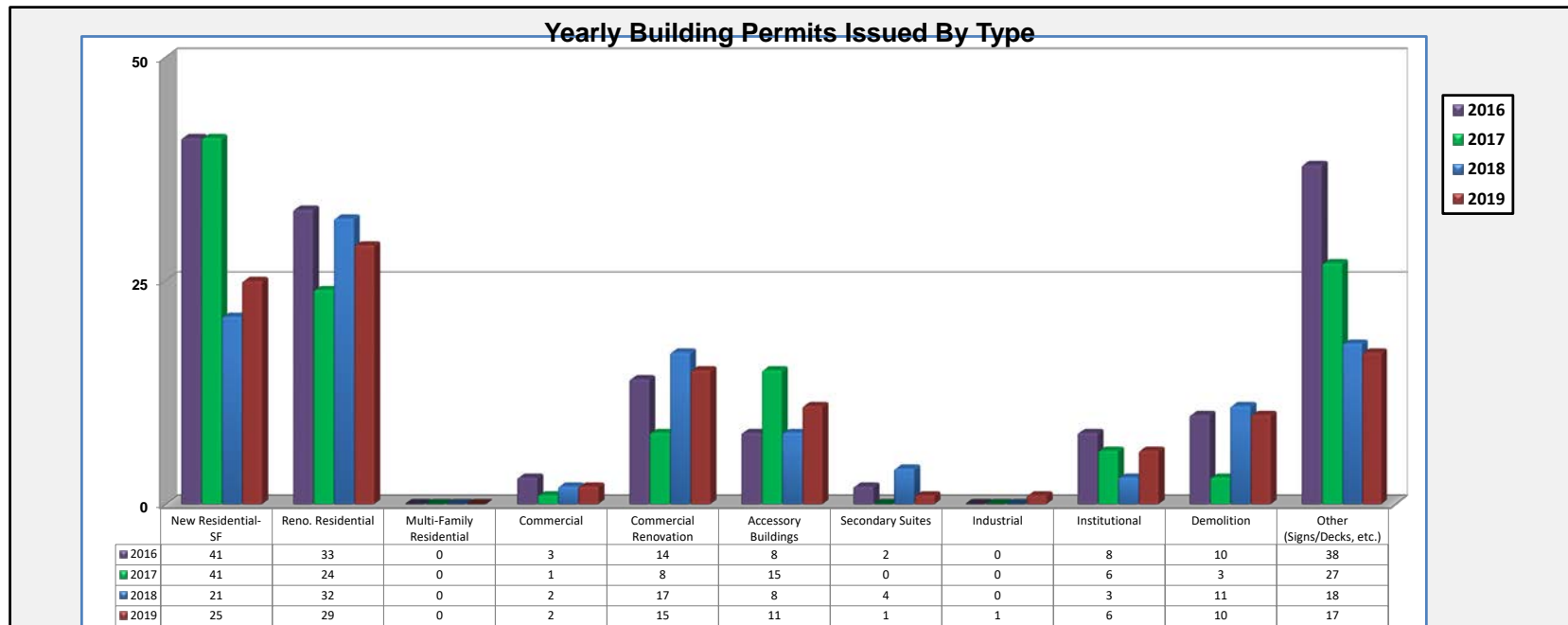
**2018 Total**      \$      14,466,955.28      116

**2019 Total**      \$      14,666,092.45      117

Data Summary - Building Permits by Value of Permits Issued				
	2016	2017	2018	2019
Jan	\$ 59,000.00	\$ 605,000.00	\$ 2,810,000.00	\$ 23,000.00
Feb	\$ 2,065,500.00	\$ 1,141,000.00	\$ 505,000.00	\$ 287,500.00
Mar	\$ 1,385,303.90	\$ 1,567,000.00	\$ 1,605,000.00	\$ 2,642,500.00
Apr	\$ 2,006,060.99	\$ 452,600.00	\$ 1,979,800.00	\$ 3,157,835.45
May	\$ 1,093,600.00	\$ 741,713.00	\$ 1,342,194.28	\$ 886,300.00
June	\$ 4,858,400.00	\$ 3,038,117.83	\$ 155,700.00	\$ 96,200.00
July	\$ 624,575.00	\$ 1,201,467.05	\$ 393,000.00	\$ 3,484,700.00
Aug	\$ 1,906,744.00	\$ 1,096,800.00	\$ 878,600.00	\$ 1,538,700.00
Sept	\$ 21,551,400.00	\$ 2,260,500.00	\$ 1,172,200.00	\$ 1,397,826.00
Oct	\$ 2,300,268.00	\$ 1,086,242.60	\$ 953,700.00	\$ 719,931.00
Nov	\$ 810,427.31	\$ 61,000.00	\$ 1,042,761.00	\$ 431,600.00
Dec	\$ 7,000.00	\$ 66,000.00	\$ 1,629,000.00	\$ -
Total	\$ 38,668,279.20	\$ 13,317,440.48	\$ 14,466,955.28	\$ 14,666,092.45



Data Summary - Building Permits by Type of Permit Issued				
PERMIT TYPE	2016	2017	2018	2019
New Residential-SF	41	41	21	25
Reno. Residential	33	24	32	29
Multi-Family Residential	0	0	0	0
Commercial	3	1	2	2
Commercial Renovation	14	8	17	15
Accessory Buildings	8	15	8	11
Secondary Suites	2	0	4	1
Industrial	0	0	0	1
Institutional	8	6	3	6
Demolition	10	3	11	10
Other (Signs/Decks, etc.)	38	27	18	17
<b>Total</b>	<b>157</b>	<b>125</b>	<b>116</b>	<b>117</b>





**Development Permit Stats Comparison  
2016 - 2019**

Report ending NOVEMBER 2019

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

**Development Permit Stats Comparison  
2016 - 2019**

Report ending NOVEMBER 2019

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

**Development Permit Stats Comparison  
2016 - 2019**

Report ending NOVEMBER 2019

2016			2017			2018			2019		
July			July			July			July		
New Residential-SF	\$ 600.00	6	New Residential-SF	\$ 300.00	3	New Residential-SF			New Residential-SF	\$ 400.00	4
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1
Multi-Family Residential	\$ 150.00	2	Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial	\$ 150.00	1	Commercial			Commercial		
Commercial Renovation	\$ 150.00	2	Commercial Renovation			Commercial Renovation	\$ 700.00	4	Commercial Renovation	\$ 450.00	4
Accessory Buildings	\$ 400.00	4	Accessory Buildings	\$ 500.00	5	Accessory Buildings	\$ 100.00	1	Accessory Buildings	\$ 200.00	3
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 500.00	1	Institutional	\$ 350.00	2	Institutional			Institutional	\$ 200.00	1
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 500.00	8	Other (Decks/Signs, etc.)	\$ 775.00	8	Other (Decks/Signs, etc.)	\$ 400.00	3	Other (Decks/Signs, etc.)	\$ 475.00	6
<b>Total</b>	<b>\$ 2,300.00</b>	<b>23</b>	<b>Total</b>	<b>\$ 2,075.00</b>	<b>19</b>	<b>Total</b>	<b>\$ 1,200.00</b>	<b>8</b>	<b>Total</b>	<b>\$ 1,825.00</b>	<b>19</b>
August			August			August			August		
New Residential-SF	\$100.00	1	New Residential-SF	\$400.00	4	New Residential-SF	\$600.00	6	New Residential-SF	\$450.00	4
Reno. Residential	\$100.00	1	Reno. Residential	\$100.00	1	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$200.00	1	Commercial Renovation	\$150.00	1	Commercial Renovation	\$250.00	2
Accessory Buildings	\$200.00	2	Accessory Buildings	\$200.00	2	Accessory Buildings	\$25.00	1	Accessory Buildings	\$150.00	3
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$400.00	2	Institutional			Institutional			Institutional	\$200.00	1
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$925.00	12	Other (Decks/Signs, etc.)	\$1,275.00	14	Other (Decks/Signs, etc.)	\$225.00	4	Other (Decks/Signs, etc.)	\$525.00	8
<b>Total</b>	<b>\$1,725.00</b>	<b>18</b>	<b>Total</b>	<b>\$2,175.00</b>	<b>22</b>	<b>Total</b>	<b>\$1,000.00</b>	<b>12</b>	<b>Total</b>	<b>\$1,575.00</b>	<b>18</b>
September			September			September			September		
New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 700.00	7	New Residential-SF			New Residential-SF	\$ 400.00	4
Reno. Residential			Reno. Residential			Reno. Residential	\$ 200.00	2	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 300.00	3	Commercial			Commercial	\$ 250.00	1	Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 300.00	3
Accessory Buildings	\$ 25.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings	\$ 250.00	3
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional	\$ 200.00	1
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 600.00	8	Other (Decks/Signs, etc.)	\$ 850.00	12	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 550.00	8
<b>Total</b>	<b>\$ 1,125.00</b>	<b>14</b>	<b>Total</b>	<b>\$ 1,700.00</b>	<b>20</b>	<b>Total</b>	<b>\$ 850.00</b>	<b>8</b>	<b>Total</b>	<b>\$ 1,700.00</b>	<b>19</b>

**Development Permit Stats Comparison  
2016 - 2019**

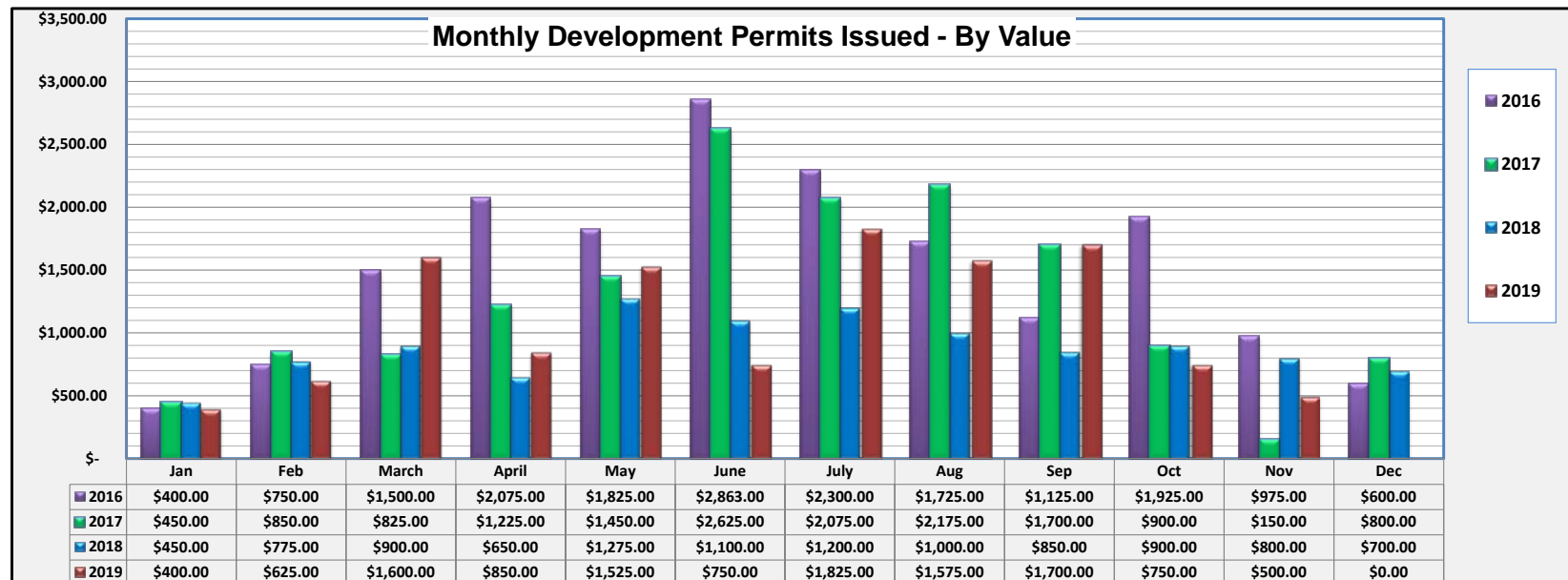
Report ending NOVEMBER 2019

2016			2017			2018			2019		
<b>October</b>			<b>October</b>			<b>October</b>			<b>October</b>		
New Residential-SF	\$ 1,100.00	11	New Residential-SF	\$ 200.00	2	New Residential-SF			New Residential-SF	\$ 100.00	1
Reno. Residential	\$ 100.00	1	Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial	\$ 200.00	1	Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 150.00	1	Commercial Renovation		
Accessory Buildings	\$ 150.00	1	Accessory Buildings	\$ 250.00	3	Accessory Buildings			Accessory Buildings		
Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional	\$ 200.00	1
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 425.00	6	Other (Decks/Signs, etc.)	\$ 450.00	9	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 350.00	4
<b>Total</b>	<b>\$ 1,925.00</b>	<b>20</b>	<b>Total</b>	<b>\$ 900.00</b>	<b>14</b>	<b>Total</b>	<b>\$ 900.00</b>	<b>8</b>	<b>Total</b>	<b>\$ 750.00</b>	<b>7</b>
<b>November</b>			<b>November</b>			<b>November</b>			<b>November</b>		
New Residential-SF	\$ 100.00	1	New Residential-SF			New Residential-SF			New Residential-SF	\$ 100.00	1
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 350.00	3	Commercial Renovation		
Accessory Buildings			Accessory Buildings	\$50.00	1	Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 875.00	10	Other (Decks/Signs, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$ 350.00	5	Other (Decks/Signs, etc.)	\$ 400.00	6
<b>Total</b>	<b>\$ 975.00</b>	<b>11</b>	<b>Total</b>	<b>\$150.00</b>	<b>3</b>	<b>Total</b>	<b>\$ 800.00</b>	<b>9</b>	<b>Total</b>	<b>\$ 500.00</b>	<b>7</b>
<b>December</b>			<b>December</b>			<b>December</b>			<b>December</b>		
New Residential-SF			New Residential-SF			New Residential-SF	\$500.00	5	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 200.00	1	Commercial	\$ 150.00	1	Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation		
Accessory Buildings	\$ 50.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 200.00	2	Other (Decks/Signs, etc.)	\$ 650.00	6	Other (Decks/Signs, etc.)	\$100.00	2	Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 600.00</b>	<b>5</b>	<b>Total</b>	<b>\$ 800.00</b>	<b>7</b>	<b>Total</b>	<b>\$700.00</b>	<b>8</b>	<b>Total</b>		
<b>2016 Total</b>	<b>\$ 18,063.00</b>	<b>190</b>	<b>2017 Total</b>	<b>\$ 13,200.00</b>	<b>171</b>	<b>2018 Total</b>	<b>\$ 9,900.00</b>	<b>106</b>	<b>2019 Total</b>	<b>\$12,100.00</b>	<b>137</b>

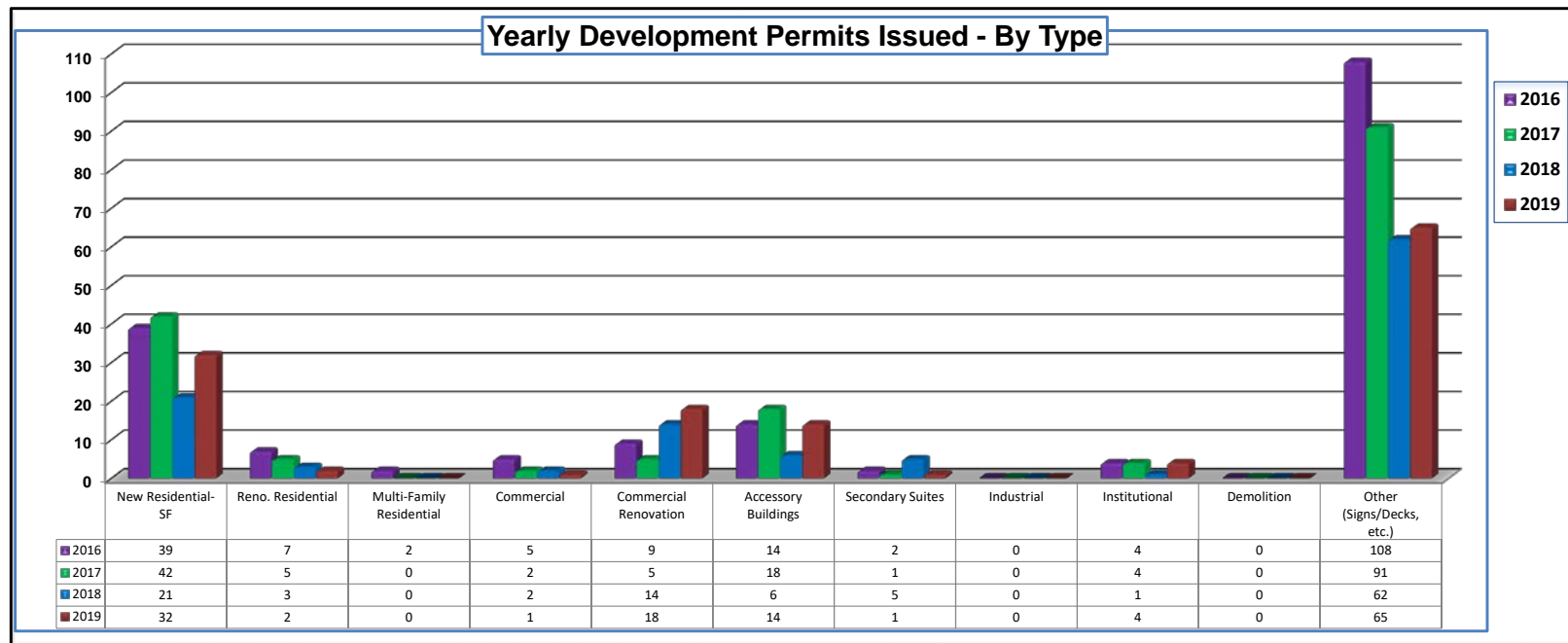
Development Permit Stats Comparison  
2016 - 2019

Report ending NOVEMBER 2019

Data Summary - Monthly Development Permits by Value				
	2016	2017	2018	2019
Jan	\$ 400.00	\$ 450.00	\$ 450.00	\$ 400.00
Feb	\$ 750.00	\$ 850.00	\$ 775.00	\$ 625.00
March	\$ 1,500.00	\$ 825.00	\$ 900.00	\$ 1,600.00
April	\$ 2,075.00	\$ 1,225.00	\$ 650.00	\$ 850.00
May	\$ 1,825.00	\$ 1,450.00	\$ 1,275.00	\$ 1,525.00
June	\$ 2,863.00	\$ 2,625.00	\$ 1,100.00	\$ 750.00
July	\$ 2,300.00	\$ 2,075.00	\$ 1,200.00	\$ 1,825.00
Aug	\$ 1,725.00	\$ 2,175.00	\$ 1,000.00	\$ 1,575.00
Sep	\$ 1,125.00	\$ 1,700.00	\$ 850.00	\$ 1,700.00
Oct	\$ 1,925.00	\$ 900.00	\$ 900.00	\$ 750.00
Nov	\$ 975.00	\$ 150.00	\$ 800.00	\$ 500.00
Dec	\$ 600.00	\$ 800.00	\$ 700.00	\$ 0.00
Totals	\$ 18,063.00	\$ 15,225.00	\$ 10,600.00	\$ 12,100.00



Data Summary - Yearly Development Permit Type by Count as of Report Date				
	2016	2017	2018	2019
New Residential-SF	39	42	21	32
Reno. Residential	7	5	3	2
Multi-Family Residential	2	0	0	0
Commercial	5	2	2	1
Commercial Renovation	9	5	14	18
Accessory Buildings	14	18	6	14
Secondary Suites	2	1	5	1
Industrial	0	0	0	0
Institutional	4	4	1	4
Demolition	0	0	0	0
Other (Signs/Decks, etc.)	108	91	62	65
<b>Total</b>	<b>190</b>	<b>168</b>	<b>114</b>	<b>137</b>





## STAFF REPORT

**Title:** Report to Chief Administrative Officer - Community Services - November 2019

**Meeting Date:** December 10, 2019

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### **Executive Summary:**

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

### **Background:**

#### **PROTECTIVE SERVICES DEPARTMENT**

#### **Cold Lake Fire Rescue Highlights**

##### **Fire Calls – 19 in total**

During the month of November there were nineteen (19) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to four (4) motor vehicle collisions (mvc) during the month with none requiring extrication and all requiring varying degrees of scene safety, traffic control, patient care, packaging and removal. Two were vehicle versus deer, one was vehicle versus pedestrian and one was a T-bone collision. Of the six (6) fire alarm calls CLFR attended, all were deemed to be false alarms. Four of the alarms were residential fire alarms and two were commercial & institutional fire alarms. The fire alarms which were activated included: three due to cooking smoke, one from a pull station being pulled accidentally by a child but no fire, one due to a faulty detector and one from a sprinkler head release in a school cafeteria. The sprinkler head was isolated and fire crews were able to keep the water damage to a minimum by using squeegees to remove the water. The cause of the release was attributed to a motor overheating inside a freezer unit causing the sprinkler head to reach its burst temperature and then release the water. The three CO alarm calls were checked with CLFR equipment with two showing zero readings and the third with low readings. The home was ventilated and the readings were back to zero. CLFR responded to one (1) contents fire. The fire was called in as a chimney fire and extinguished in the chimney flue. Damage was minimal and contained to the chimney flue. CLFR responded to four (4) public/agency assistance calls. Two were good intent calls which included one fire sighting which was a controlled burn and one smell of smoke in an apartment building which turned out to be fish being cooked. The other two calls were for a lift assist for Cold Lake Ambulance and a leaking abandoned natural gas line. Fire crews were able to isolate the leak and call in ATCO Gas. Finally, CLFR responded to one (1) Hazmat incident where an oil barrel was tipped over and leaked onto a back alley. Fire crews were able to control the leak with absorb all and then have it cleaned up.

During the month CLFR responded twelve (12) times within City limits, six (6) times in the MD of Bonnyville and one (1) time into Saskatchewan. Evening responses [1600-2400]





(10) were the highest response times at 52.63% followed by overnight response [0000-0800] (5) at 26.32%, with daytime response [0800-1600] (4) being at 21.05%

### **Accomplishments and Events**

- Fire Chief & Deputy participated in Alberta Vehicle Extrication Assoc. AGM – Nov 6<sup>th</sup>.
- Vendor Visits → WFR (Wholesale Fire & Rescue) – Nov 7<sup>th</sup>, Safetek – Nov 12<sup>th</sup> & 13<sup>th</sup>, Acklands Grainger – Nov 14<sup>th</sup>, Lakeland Fire & Safety – Nov 19<sup>th</sup>.
- CLFR gave safety talk about pellet stoves in workshops – Nov 8<sup>th</sup>.
- CLFR members participated in Remembrance Day Ceremony – Nov 11<sup>th</sup>.
- CLFR performed Occupancy Load calculation & issued permit – Pizza Hut – Nov 13<sup>th</sup>.
- Fire Inspections conducted by CLFR for St. Dominic School, Holy Cross School and Assumption School – Nov 15<sup>th</sup>. Cold Lake Physiotherapist Clinic – Nov 28<sup>th</sup>.
- CLFR 2020 Firefighter calendar sales at Sobeys and inside Tri-City Mall – Nov 16<sup>th</sup>.
- CLFR delivered lesson on Fire Safety for Home Alone Course – Nov 16<sup>th</sup>.
- Fire Inspection at Cold Lake North Arena – Kitchen decommissioning – Nov 19<sup>th</sup>.
- Local photographer took dusk pictures of Downtown Fire Station – Nov 21<sup>st</sup>.
- CLFR participated in Candy Cane Check Stop with RCMP, MP's & CPO's – Nov 21<sup>st</sup>.
- CLFR supported and participated in Santa Claus Parade – Nov 29<sup>th</sup>.
- Station Tours → Finance Manager & daughter – Nov 6<sup>th</sup>, AHS Director – Nov 19<sup>th</sup>, Elizabeth Metis School – ten students Nov 27<sup>th</sup>.

### **RCMP Highlights**

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

### **Municipal Enforcement Highlights**

#### **Items of Interest**

- Municipal Enforcement Remembrance Day Ceremonies at Northstar Elementary and Cold Lake Elementary School. Peace Officers attended ceremonies in dress uniform.
- Municipal Enforcement provided a visible presence and assistance with traffic control for the Remembrance Day ceremony at the Cold Lake Energy Centre. A Peace Officer representing the department laid a wreath a symbol respect and remembrance for the fallen and those who serve.
- Municipal Enforcement hosted the annual CPO Skate along with other local law enforcement partners and the Cold Lake Ice. The event saw donations of five boxes consisting of the skates and helmets and \$309.00. All proceeds went to the Northstar Elementary School.
- Municipal Enforcement assisted with traffic control for the annual Candy Cane Checkstop.



- Municipal Enforcement provided a visible presence and assistance with traffic control annual Santa Claus Parade. Patrols were conducted and a Peace Officer in a patrol vehicle participated in the parade.
- Municipal Enforcement along with the Cold Lake RCMP, 4 Wing Military Police, MD of Bonnyville Public Safety Department, Cold Lake Fish and Wildlife and Cold Lake Conservation Officers participated in the annual Pack the Patrol Car, held at Cold Lake No Frills and Sobeys grocery stores. Approximately \$1377.00 including two gift cards was raised for Cold Lake Victim Services. The event saw eight patrol vehicles filled and collected donations weighing in at 747.2kgs.

Municipal Enforcement continues to provide education and enforcement initiatives in all Cold Lake school zones and playground zones which consisted of fifty-seven patrols for the month of November. Municipal Enforcement continues to actively conduct patrols of the downtown core, marina, and alleys within officer divisions, beach recreational areas, outdoor ice rinks and recreational green spaces within the city. The patrols allow Peace Officers to liaise with community partners; and provide members of the public with education, while addressing areas of concern while providing a visible enforcement presence. In November, Peace Officers conducted thirty-nine traffic initiatives resulting in thirty-six traffic stops and forty-nine tickets being issued. Patrols throughout the community parks, city facilities and neighborhoods and businesses consisted of one hundred and fifty-three patrols. Peace Officers conducted one Joint Force Operation initiative with Commercial Vehicle Enforcement resulting in one vehicle put out of service. Three initiatives with the Cold Lake RCMP, consisted of three Checkstops in various locations. Municipal Enforcement worked on twenty-three animal related calls for service with charges laid in two dog attacks. Preparation for seasonal related concerns has commenced.

#### **Energy Centre (School Year Start) November 2019**

- Patrols of the facility and surrounding premises has entailed one-hundred and twenty-seven to date since the commencement of the school year.
- Public interactions are regularly being made at the facility. Peace Officers continually liaise with school staff, students and city staff.
- Municipal Enforcement provides a visible presence at the facility, regularly during events.
- CPO Collector Cards continually promoted throughout the community as part of the Junior Investigator program. A Message from Our Kids to be promoted in the spring of 2020.
- School zone safety and presentations continue to be conducted on regular basis.
- Six criminal related matters were investigated and referred to the RCMP and two trespass bans were issued as a result of incident investigations.

The Municipal Enforcement Statistical Report for the period ending November 2019, is attached.



**FAMILY COMMUNITY SOCIAL SERVICES DEPARTMENT**

**FCSS and Parent Link Highlights**

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

**RECREATIONAL DEPARTMENT**

**Recreation and Parks Highlights**

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

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

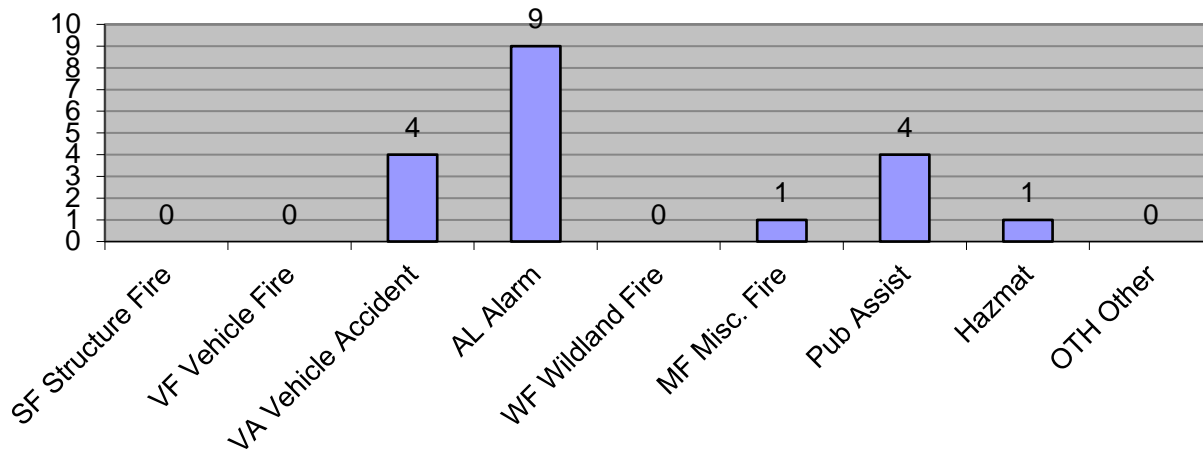
**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

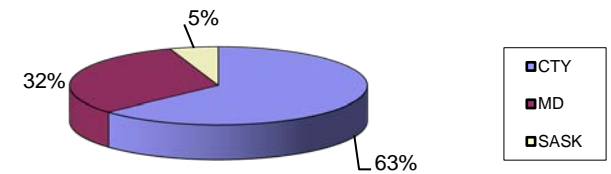
## November 2019 Fire Responses

MONTH	TOTAL	SF Structure Fire	VF Vehicle Fire	VA Vehicle Accident	AL Alarm	WF Wildland Fire	MF Misc. Fire	Pub Assist	Hazmat	OTH Other	CTY	MD	SASK
<b>Nov 2019</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>12</b>	<b>6</b>	<b>1</b>
<i>2019 Totals</i>	<i>285</i>	<i>11</i>	<i>19</i>	<i>47</i>	<i>130</i>	<i>17</i>	<i>11</i>	<i>45</i>	<i>1</i>	<i>4</i>	<i>171</i>	<i>76</i>	<i>6</i>

**November 2019 - Incidents by Type**



**November 2019 - Incidents by Location**



**Nov-19**

**Totals**

0	Structure Fire
0	Vehicle Fire
4	Vehicle Accident (2-City,1-MD,1-Sask) [4-Automobile]
9	Alarm (8-City,1-MD)[4-Residential,2-Commercial fire detectors,3-CO]
0	Wildland Fire
1	Misc. Fire (1-MD) [Contents Fire - Chimney Chase]
1	Hazmat (1-City) [Oil drum spill]
4	Oth/Pub Assist(1-City,3-MD) [smoke smell+sight,CLAS,gas line leak]
<b>19</b>	(6 Calls for Station #3, 13 Calls for Station #4, 0 calls with both) (12-City Calls, 6-MD Calls, 1-Sask Calls)

**Nov-18**

**Totals**

1	Structure Fire (1-MD) [Abandoned home, suspicious]
1	Vehicle Fire (1-MD) [1-Automobile]
6	Vehicle Accident (4-City,2-MD) [6-Automobile]
15	Alarm (13-City,2-MD)[9-Residential & 6-Commercial fire detectors]
0	Wildland Fire
1	Misc. Fire (1-City) [Contents Fire - Chimney Chase]
0	Hazmat
1	Oth/Pub Assist(1-City) [CLAS Lift Assist]
<b>25</b>	(9 Calls for Station #3, 15 Calls for Station #4, 1 call with both) (19-City Calls, 6-MD Calls, 0-Sask Calls)

**\*\* At the end of November 2019 Cold Lake Fire-Rescue has responded to 285 calls as compared to 253 calls at the end of November 2018 \*\***

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

December-02-19

CATEGORY	2018		2019		% Change	
	Nov/18	YTD	Nov/19	YTD	November	YTD
Homicide	0	0	0	1	0.0%	100.0%
Offences Related to Death	0	2	0	0	0.0%	-100.0%
Robbery	0	13	0	13	0.0%	0.0%
Sexual Assaults	4	21	1	15	-75.0%	-28.6%
Other Sexual Offences	0	6	0	7	0.0%	16.7%
Assault	8	255	44	262	450.0%	2.7%
Kidnapping/Hostage/Abduction	0	7	0	9	0.0%	28.6%
Extortion	0	1	0	2	0.0%	100.0%
Criminal Harassment	4	53	9	91	125.0%	71.7%
Uttering Threats	4	75	14	99	250.0%	32.0%
Other Persons	0	0	0	3	0.0%	300.0%
<b>TOTAL PERSONS</b>	<b>20</b>	<b>433</b>	<b>68</b>	<b>502</b>	<b>240.0%</b>	<b>15.9%</b>
Break & Enter	6	93	16	142	166.7%	52.7%
Theft of Motor Vehicle	8	89	16	115	100.0%	29.2%
Theft Over	0	12	0	13	0.0%	8.3%
Theft Under	5	245	37	363	640.0%	48.2%
Possn Stn Goods	6	37	7	55	16.7%	48.6%
Fraud	12	83	9	118	-25.0%	42.2%
Arson	0	0	0	4	0.0%	400.0%
Mischief To Property	56	532	112	1106	100.0%	107.9%
<b>TOTAL PROPERTY</b>	<b>93</b>	<b>1091</b>	<b>197</b>	<b>1916</b>	<b>111.8%</b>	<b>75.6%</b>
Offensive Weapons	0	21	3	42	300.0%	100.0%
Public Order	0	0	0	3	0.0%	300.0%
<b>OTHER CRIMINAL CODE</b>	<b>46</b>	<b>625</b>	<b>91</b>	<b>795</b>	<b>97.8%</b>	<b>27.2%</b>
<b>TOTAL OTHER CRIMINAL CODE</b>	<b>46</b>	<b>646</b>	<b>94</b>	<b>840</b>	<b>104.3%</b>	<b>30.0%</b>
<b>TOTAL CRIMINAL CODE</b>	<b>159</b>	<b>2170</b>	<b>359</b>	<b>3258</b>	<b>125.8%</b>	<b>50.1%</b>
Drug Enforcement - Production	0	0	0	0	0.0%	0.0%
Drug Enforcement - Possession	1	17	3	26	200.0%	52.9%
Drug Enforcement - Trafficking	11	42	5	23	-54.5%	-45.2%
Drug Enforcement - Other	0	1	0	1	0.0%	0.0%
<b>Total Drugs</b>	<b>12</b>	<b>60</b>	<b>8</b>	<b>50</b>	<b>-33.3%</b>	<b>-16.7%</b>
Federal - General	0	3	1	13	100.0%	333.3%
<b>TOTAL FEDERAL</b>	<b>12</b>	<b>63</b>	<b>9</b>	<b>63</b>	<b>-25.0%</b>	<b>0.0%</b>
Liquor Act	10	59	8	99	-20.0%	67.8%
Other Provincial Stats	23	233	30	256	30.4%	9.9%
<b>Total Provincial Stats</b>	<b>33</b>	<b>292</b>	<b>38</b>	<b>355</b>	<b>15.2%</b>	<b>21.6%</b>
Municipal By-laws Traffic	0	6	1	8	100.0%	33.3%
Municipal By-laws	2	73	2	92	0.0%	26.0%
<b>Total Municipal</b>	<b>2</b>	<b>79</b>	<b>3</b>	<b>100</b>	<b>50.0%</b>	<b>26.6%</b>
Fatals	0	0	0	0	0.0%	0.0%
Injury MVAS	0	6	1	5	100.0%	-16.7%
Property Damage MVAS (Reportable)	29	202	16	214	-44.8%	5.9%
Property Damage MVAS (Non Reportable)	2	24	0	23	-100.0%	-4.2%
<b>TOTAL MVAS</b>	<b>31</b>	<b>232</b>	<b>17</b>	<b>242</b>	<b>-45.2%</b>	<b>4.3%</b>
<b>Provincial Traffic</b>	<b>90</b>	<b>759</b>	<b>46</b>	<b>647</b>	<b>-48.9%</b>	<b>-14.8%</b>
<b>Other Traffic</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>11</b>	<b>100.0%</b>	<b>83.3%</b>
<b>Criminal Code Traffic</b>	<b>8</b>	<b>116</b>	<b>0</b>	<b>3</b>	<b>-100.0%</b>	<b>-97.4%</b>
<b>Common Police Activities</b>						
False Alarms	13	367	12	181	-7.7%	-50.7%
False/Abandoned 911 Call	32	386	43	581	34.4%	50.5%
Prisoners Held	15	183	52	315	246.7%	72.1%
Written Traffic Warnings	12	86	3	41	-75.0%	-52.3%
Persons Reported Missing	9	53	3	62	-66.7%	17.0%
Request to Locate	8	54	12	85	50.0%	57.4%
Abandoned Vehicles	4	49	6	72	50.0%	46.9%
VSU Accepted/Declined	44	449	10	366	-77.3%	-18.5%

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

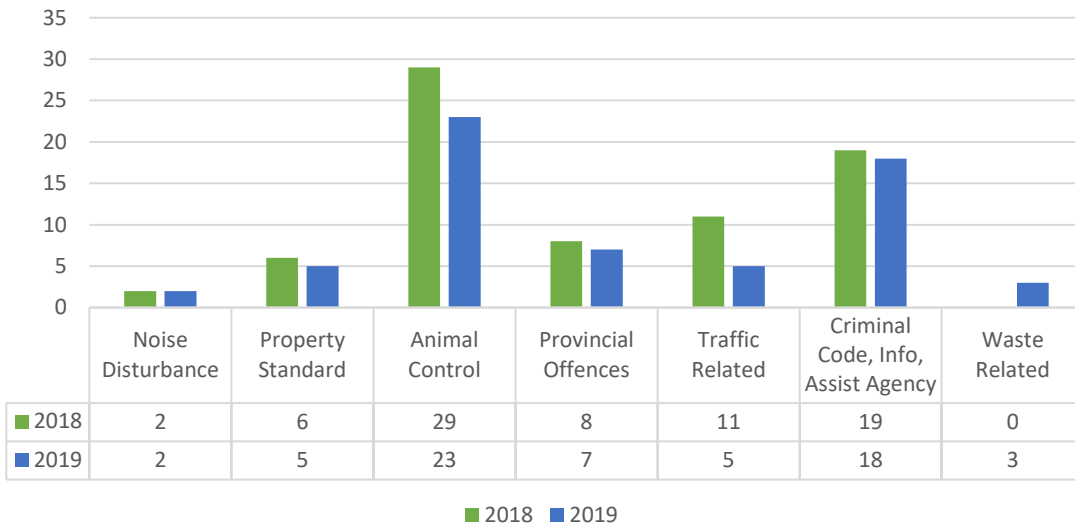
CATEGORY TOTALS	Nov-18	Nov-19	% Change
CRIMINAL CODE PERSONS	20	68	240.0%
CRIMINAL CODE PROPERTY	93	197	111.8%
CRIMINAL CODE OTHER	46	94	104.3%
<b>TOTAL CRIMINAL CODE</b>	<b>159</b>	<b>359</b>	<b>125.8%</b>

CATEGORY TOTALS	2018 - YTD	2019 - YTD	% Change
CRIMINAL CODE PERSONS	433	502	15.9%
CRIMINAL CODE PROPERTY	1091	1916	75.6%
CRIMINAL CODE OTHER	646	840	30.0%
<b>TOTAL CRIMINAL CODE</b>	<b>2170</b>	<b>3258</b>	<b>50.1%</b>

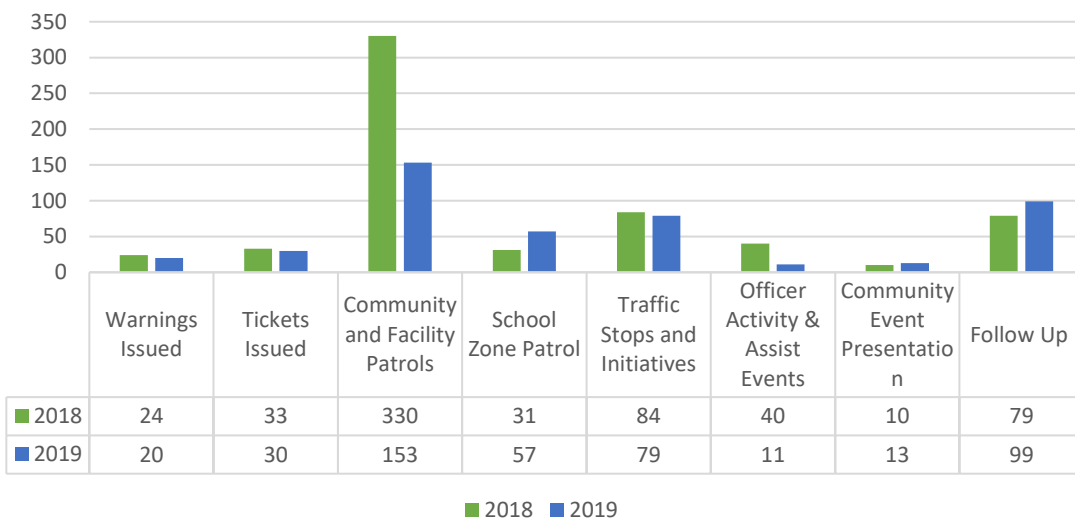
CLEARANCE RATES	Nov-18	Nov-19
CRIMINAL CODE PERSONS	85%	51%
CRIMINAL CODE PROPERTY	40%	31%
CRIMINAL CODE OTHER	67%	76%
<b>TOTAL CRIMINAL CODE</b>	<b>53%</b>	<b>47%</b>

CLEARANCE RATES	2018 - YTD	2019 - YTD
CRIMINAL CODE PERSONS	74%	55%
CRIMINAL CODE PROPERTY	38%	27%
CRIMINAL CODE OTHER	73%	64%
<b>TOTAL CRIMINAL CODE</b>	<b>55%</b>	<b>41%</b>

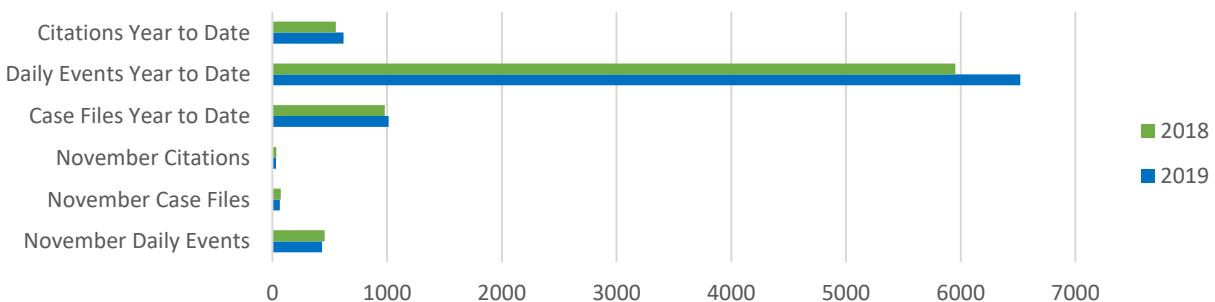
## November 2019 - Calls For Service



## November 2019 - Tickets/Warnings &amp; Daily Events



## 2018 &amp; 2019 - Year To Date





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

2019

## Report to Chief Administrative Officer

FCSS ADMINISTRATION			
INFORMATION AND REFERRALS		Nov-19	YTD 2019
FCSS		216	2451
PLC		61	782
Community		104	964
INTERAGENCY		Nov-19	YTD 2019
Information Sharing		16	189
INITIATIVES		Nov-19	YTD 2019
FCSS/PLC Room Rentals		15	203
Block Party Participants		0	308
Community Rental Participants		0	4695
Baby Bags		44	534
SERVICES		Nov-19	YTD 2019
Resource Library		29	522
Forms and Assistance		7	253
Impact of FCSS Grants		0	690
Meals on Wheels		93	1283
Counselling		11	167
MARKETING AND SOCIAL MEDIA		Nov-19	YTD 2019
Infomall – Calendar views		1421	2211
Infomall – Page views		100	1247
Infomall – Page subscribers		127	1279





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

2019

## Report to Chief Administrative Officer

<b>COMMITTEES AND PARTNERSHIPS</b>		
<b>MEETINGS</b>	<b>Nov-19</b>	<b>YTD 2019</b>
Committee and Partnership Meetings	13	77
<b>EVENTS</b>	<b>Nov-19</b>	<b>YTD 2019</b>
Bully Free Committee Workshops and Events	58	208
Early Childhood Development Coalition	93	589
Additional Committee Events	0	76
<b>PROGRAMMING</b>		
<b>CHILD AND YOUTH</b>	<b>Nov-19</b>	<b>YTD 2019</b>
Life Skills and Social Competency	16	129
Social Skills and Development	0	653
Youth Advocacy and Empowerment	111	610
Character Education	0	400
<b>ADULT</b>	<b>Nov-19</b>	<b>YTD 2019</b>
Personal Growth	22	311
Seniors Services	37	582
Emergency Social Services	0	28
<b>FAMILY AND COMMUNITY</b>	<b>Nov-19</b>	<b>YTD 2019</b>
Family Support	15	154
Family Workshops	0	562
Community Events	39	848



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

2019

## Report to Chief Administrative Officer

VOLUNTEER SERVICES		
RECRUITMENT AND PROGRAMMING	Nov-19	YTD 2019
Volunteer Recruitment	7	42
Volunteer Appreciation Event	0	175
govolunteer.ca Postings	0	5
Volunteer Hours	70	1619.5
Number of Volunteers	40	428
CVITP Files Processed	21	385
Volunteer Inquiries	4	49
Volunteer Requests	4	48
PARENT LINK CENTRE		
PROGRAM ATTENDANCE AND HOURS	Nov-19	YTD 2019
Unique Drop-ins	83	2137
Drop-in Attendance	1324	16726
Programming Attendance	10	435
Program Hours	163	1878
PARENT LINK OUTREACH		
PROGRAM ATTENDANCE	Nov-19	YTD 2019
Parent Outreach	0	0
Community Education	11	21
Parent and Child Programming	22	1126
SPECIAL TRANSPORTATION		
RIDERS	Nov-19	YTD 2019
Number of Riders	560	5307
Number of Riders Turned Away	24	248
SUPPORT RIDERS		
Nov-19	YTD 2019	
Assistants/Staff Support/Volunteers	108	843



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

2019

## Report to Chief Administrative Officer

FAMILY SERVICES - LIFE COACHING		
SERVICE	Nov-19	YTD 2019
Life Coaching Clients Served	25	191
Parent Support	19	149
USER GROUP	Nov-19	YTD 2019
1 – 12 years	9	49
Teens	6	51
Adults	12	121
Couples	8	53
Families	9	70
REFERRED TO	Nov-19	YTD 2019
Alberta Health Services - Mental Health	6	59
Alberta Health Services - Addictions	6	38
Alberta Health Services	12	66
LCFASD	2	15
Private Service	19	120
REFERRED FROM	Nov-19	YTD 2019
Self-Referred	13	80
Advertising / Online	9	42
FCSS Programs Attendance	6	67
Friend / Family Member	9	56
Child and Family Services/Social Services	0	29
Probation	2	10
Mental Health	5	51
CLIENT ISSUES	Nov-19	YTD 2019
Anger/Conflict Management	19	123
Relationship Issues	29	165
Parent-Teen Conflict	12	80
Parenting	31	185
Self-Esteem	39	228
Co-Parenting	9	48
Goal-Setting	39	244

# Cold Lake Golf & Winter Club

Monthly Report for November 2019

## Projects

### COMPLETED:

Order 2020 ProShop Product  
School and private Curling bookings  
Golf Course winterization complete  
Equipment winterized and stored  
Christmas lights installed and energized

### CURRENT AND FUTURE:

Mower reel and blade sharpening  
Weekly & monthly ice maintenance  
Winter & Xmas ProShop promotions  
Removal of outdated advertising board  
CAF Canada West Regionals—December 1-5  
Mixed Doubles Alberta Provincials Qualifier—  
December 27-29  
Melt, clean, and prepare ice for Provincials Quali-  
fier  
Prepare 2020 Sponsorship Information  
Distribute Sponsorship packages

## Statistics

	OCT	NOV	DEC	YEAR TOTAL
Golf Memberships 2019	0	0		130
Golf Memberships 2018	6	7	1	91
Members Weekday 2019	100	0		2569
Members Weekend 2019	113	0		1851
Guests Weekday 2019	84	0		3149
Guests Weekend 2019	114	0		3066
Driving Range 2019	13	0		1168
Driving Range 2018	141	131	34	842
Power Cart 2019	86	0		2676
Power Cart 2018	611	929	228	2780
Pull Cart 2019	8	0		92
Pull Cart 2018	26	13	7	110
Club Rental 2019	7	0		213
Club Rental 2018	39	44	10	241
Ice Rental Hourly 2019	188	210		1561
Ice Rental Hourly 2018	164	307	48	1031

## Operations

### Curling Leagues

Monday—Mens  
Tuesday—Ladies  
Wednesday—Mixed  
Wednesday—Seniors

### Curling Leagues

Thursday—Open Curling  
Thursday—Super League

### Maintenance Program

Maintenance Melt of Curling Ice will be done earlier than typical this year as Provincials Doubles Qualifier is held over the normal melt period

Ice maintenance is undertaken weekly as per the league schedule. School bookings and private rentals are accommodated in maintenance schedule as required.

### CLGWC

ProShop and Facility hours are 4-7 Monday-Thursday. Senior Curling is 9:30-11:30 Wednesdays. League curling at 7:00.

### Pro Shop

Winter and Christmas Sales are planned. 2020 Stock is being ordered and will be received late 2019 and early 2020.

# Cold Lake Energy Centre

Monthly Report for November 2019

## Projects

### COMPLETED:

Remembrance Day Ceremony was on November 11 and we saw a full house.

Nerf Wars on November 16th had 99 kids registered.

Friday Night Fun was scheduled on November 22nd and had 17 kids attend this program.

Santa Claus Parade was on November 29th and we had about 44 floats.

Kick off to Christmas Family Fun was held November 29th and was very successful.

November's Kid Zone saw a total of 71 kids.

November's Child Mind Program saw 11 kids.

### CURRENT & FUTURE:

Skate With Santa—December 1

Dueling Piano's—December 14

Friday Night Fun—December 20

Movie Night—December 28

Nerf Wars - December 29

Family New Year's Eve Party—December 31

## Statistics

<i>Memberships</i>	OCT	NOV	DEC	Year Total
New '19	274	256		3504
Passes Scanned '19	6503	6757		64881
Drop Ins '19	591	558		5838

<i>Climbing Wall Memberships</i>	OCT	NOV	DEC	Year Total
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New '19	16	14		153
Drop Ins '19	424	234		4363
Rentals '19	12	11		68

<i>Fitness Classes</i>	OCT	NOV	DEC	Year Total
Drop Ins '19	17	37		197
Classes '19	0	21		219

<i>Facility Rentals</i>	OCT	NOV	DEC	Year Total
Imp. Oil Place '19	264.5	229		1083.50
Phase III Arena '19	334.25	263		1857.25
Field House '19	98.42	170.75		1232.67
North Arena '19	116	108		589.75

<i>Marina</i>	OCT	NOV	DEC	Year Total
Slips—Paid	0	0		215
Days Sub-Lease	0	0		762

## Operations

### Fitness Class Sessions

The new session started November 2 and will go until Christmas. We still have our BOGO (buy a drop in, get a drop in for a friend) for fitness classes to try and get more people in.

### Drop In Programs

Pickleball and lacrosse drop in schedules have started. Ice drop ins continue. The Running Track is always free to use.

### Memberships

Sales for yearly, monthly and day passes are being processed on daily basis as needed for entry into the Wellness Centre facility and the Rock Wall.

### Front Desk

Front Desk Receptionists have been busy with Fitness Registrations for the current fitness session, Wellness Centre drop ins, and Rock Wall drop ins and Memberships.

### Recreation Programming

Our regular ice programs up and running. We continue to run our monthly programs like Bounce House Days and Nerf Wars.

The ice schedule is getting quite busy with user groups filling up the days.

Rock Wall has been quite busy. Our Auto Belays were recalled and were sent away to be fixed. They are on their way back and hope to have everything back to normal very early December.

# Parks and Recreation

Monthly Report For November 2019

## Projects

### COMPLETED:

Fence install around Marina fuel tank system has been completed

All season lighting displays are now up and operational

### CURRENT & FUTURE:

REC rebate approved for lighting retrofit of the IOP Arena and Reid Fieldhouse facilities. Project to commence in the coming weeks.

## Statistics

Hours	OCT	NOV	DEC	Year Total
Figure Skating'19	59.25	57.75		394.50
Figure Skating'18	0	9	43	276.5
C League'19	31.25	31.25		131.25
C League'18	0	0	13	45.0
Jr B Ice'19	22.25	31.25		169
Jr B Ice'18	0	17.52	35	107.75
Master Old Tim'19	3	6		24.50
Master Old Tim'18	0	0	0	19.0
Minor Hockey'19	360	354.50		1535.75
Minor Hockey'18	0	0	238	942.0
Cold Timers'19	13.5	12		55.50
Cold Timers'18	0	0	0	33.50
Cold Lake Rec'19	13.5	13.50		52.50
Cold Lake Rec'18	0	0	0	35.0
Jr A Wings '19	17.75	0		112.5
Jr A Wings '18	0	0	37	37
Jr A Hornets '19	53	53		131
Women's Hockey'19	4.5	5.25		29.25
Women's Hockey'18	0	0	0	16.25
Casual/Camps'19	20.75	27.50		388.25
Casual/Camps'18	0	12.5	31	187.5
Slopitch'19	0			492
Slopitch'18	0	0	0	0
Baseball'19	0			324
Baseball'18	0	0	0	0
Soccer'19	36			898
Soccer '18	0	0	0	0
Rugby'19	0			136
Rugby'18	0	0	0	0
Lacrosse'19	0			273.50
Lacrosse'18	0	0	0	0

## Operations

### Facility Administration

Review and updating operational procedures is ongoing

### CLGWC

Curling Rink in full operations. Operations also maintaining turf equipment in preparation for next spring

### Imperial Park

Operational staff working on off-season maintenance of turf equipment in preparation for next spring

### Grandstand/Turf Field

Turf field now closed for the season.

### Outdoor Skating Rinks

Preparations ongoing for outdoor skating surfaces, weather permitting.

### Energy Centre

Facility has been decorated for the festive season, inside and out