



**Council - Regular Meeting
Agenda**

Tuesday, January 14, 2020

6:00 p.m.

Council Chambers

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17. ADJOURNMENT



STAFF REPORT

Title: Council - Regular Meeting December 10, 2019

Meeting Date: January 14, 2020

Executive Summary:

Background:

Alternatives:

Recommended Action:

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

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, December 10, 2019

6:00 p.m.

Council Chambers

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

Staff Present: Chief Administrative Officer Kevin Nagoya
General Manager of Infrastructure Services Azam Khan
General Manager of Community Services Glenn Barnes
Manager of Strategic Initiatives Andrew Serba
Executive/Recording Secretary Cindy Reimer
Planner Brad Schultz

Staff Absent: General Manager of Corporate Services Linda Mortenson
General Manager of Planning & Development Services
Howard Pinnock

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CRM20191210.1001

Moved by Councillor Buckle

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

None.

MINUTES APPROVAL

Council - Regular Meeting November 26, 2019

Resolution # CRM20191210.1002

Moved by Councillor Lay

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

Carried Unanimously

PUBLIC QUESTION PERIOD

None.

PUBLIC HEARINGS

None.

DELEGATIONS

None.

OLD BUSINESS

Bylaw No. 634-LU-18 - Amend LUB No. 382-LU-10

Resolution # CRM20191210.1003

Moved by Councillor Soroka

That Bylaw No. 634-LU-18, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10 to Rezone the Lands Described as Part of 34-62-2-W4M from RMX Residential Mixed Use to C2 Arterial Commercial, in the City of Cold Lake, be given third and final reading.

Carried Unanimously

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

Resolution # CRM20191210.1004

Moved by Councillor Vining

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 second reading.

Carried Unanimously

Resolution # CRM20191210.1005

Moved by Councillor Lefebvre

That Bylaw No. 656-DA-19 be given third and final reading.

Carried Unanimously

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

Resolution # CRM20191210.1006

Moved by Councillor Soroka

That Council postpone Old Business Item 8.3 Policy No. 120-FN-10 - Business Retention and Attraction Incentive Program (BRAIP) Policy to the January 14, 2020 regular meeting of Council.

Postponed

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

Resolution # CRM20191210.1007

Moved by Councillor Vining

That Council postpone Old Business Item 8.4 Request for Funding - Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 Charity Events to the January 14, 2020 regular meeting of Council.

Postponed

Request for Funding - Grand Centre Golf and Country Club

Resolution # CRM20191210.1008

Moved by Councillor Lay

That Council postpone Old Business Item 8.5 Request for Funding - Grand Centre Golf and Country Club to the January 14, 2020 regular meeting of Council.

Postponed

Request for Funding - Northern Lights Library System 2020 Levy Increase

Resolution # CRM20191210.1009

Moved by Councillor Soroka

That Council authorize Administration to submit a letter of support for the proposed per capita levy of \$5.23 to the Northern Lights Library System (NLLS).

Carried Unanimously

NEW BUSINESS

Bylaw No. 655-LU-19 - Amend LUB No. 382-LU-10

Resolution # CRM20191210.1010

Moved by Councillor Buckle

That Bylaw No. 655-LU-19, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10 for Conformity with the Municipal Government Act Section 683.1 Requirement, in the City of Cold Lake, be given first reading, and that Administration be directed to schedule the required statutory public hearing.

Carried Unanimously

2016 Capital Budget Amendment - Fieldhouse, Gymnastics and Dance Centre

Resolution # CRM20191210.1011

Moved by Councillor Lefebvre

That Council remove the \$6,000,000.00 Fieldhouse, Gymnastics and Dance Centre Project from the 2016 Capital budget and leave the \$1,000,000.00 in restricted surplus to be utilized in future considerations in the long-term Capital Plan.

Carried Unanimously

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

Resolution # CRM20191210.1012

Moved by Councillor Vining

That Bylaw No. 657-FN-19, being a Bylaw to Repeal Bylaw No. 573-FN-16, being a Bylaw to Incur Indebtedness by the Issuance of Debenture(s) in the Amount of Five Million Dollars (\$5,000,000.00) for the Purpose of Constructing the New Fieldhouse, Gymnastics and Dance Centre at Imperial Park, in the City of Cold Lake, be given first reading.

Carried Unanimously

Resolution # CRM20191210.1013

Moved by Councillor Grau

That Bylaw No. 657-FN-19 be given second reading.

Carried Unanimously

Resolution # CRM20191210.1014

Moved by Councillor Lay

That consent for third and final reading of Bylaw No. 657-FN-19 be granted.

Carried Unanimously

Resolution # CRM20191210.1015

Moved by Councillor Buckle

That Bylaw No. 657-FN-19 be given third and final reading.

Carried Unanimously

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

Resolution # CRM20191210.1016

Moved by Councillor Lefebvre

That Council amend the 2018 Capital budget by reallocating \$848,375.00 of the funding source for the Eagle Ridge Storm Sewer Project from the Gas Tax Fund to the ID349 CLAWR Funding.

Carried Unanimously

2019 Capital Budget Amendment - Recycling Material Recovery Facility

Resolution # CRM20191210.1017

Moved by Councillor Lefebvre

That Council 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 \$22,591,851.00 from \$22,491,851.00.

Carried Unanimously

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

Resolution # CRM20191210.1018

Moved by Councillor Grau

That Council approve the transfer of \$170,000.00 from the Eagle Ridge Storm Sewer Project to the Imperial Park/Energy Centre South Access Enhancements and Imperial Park Parking Lot Improvements Project.

Carried Unanimously

Financial and Capital Plan Extension

Resolution # CRM20191210.1019

Moved by Councillor Soroka

That Council authorize the City to request an extension for the Financial and Capital plans required under Section 283.1 of the Municipal Government Act (MGA) from the Minister of Municipal Affairs.

Carried Unanimously

2020 Tax Recovery - Terms and Conditions

Resolution # CRM20191210.1020

Moved by Councillor Lefebvre

That Council approve 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.

Carried Unanimously

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

Resolution # CRM20191210.1021

Moved by Councillor Buckle

That Council accept the New Business Item 9.9 Changes to Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) Requirements report as information.

Carried Unanimously

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

Resolution # CRM20191210.1022

Moved by Councillor Vining

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).

Carried Unanimously

Letter of Support - Lakeland Multicultural Association - Celebrate Canada Grant

Resolution # CRM20191210.1023

Moved by Councillor Grau

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.

Carried Unanimously

**Request for Funding - Centralized Off-Lease Dog Park - November 26, 2019
Delegation**

Resolution # CRM20191210.1024

Moved by Councillor Vining

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.

Carried Unanimously

**Request for Funding - Cold Lake Ambulance Society - November 26, 2019
Delegation**

Resolution # CRM20191210.1025

Moved by Councillor Lay

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 Council's Community Grant Advisory Committee.

Carried Unanimously

Request for Funding - 2019 Operation Red Nose Campaign

Resolution # CRM20191210.1026

Moved by Councillor Soroka

That Council postpone New Business Item 9.14 Request for Funding - 2019 Operation Red Nose Campaign to the January 14, 2020 regular meeting of Council.

Postponed

COMMITTEE REPORTS

Minutes October 28, 2019 Cold Lake Regional Utility Services Commission
Information.

STAFF REPORTS

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

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

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

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

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

COUNCIL HIGHLIGHTS/ REPORTS

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

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

None.

QUESTIONS

Councillor Lay queried if it is necessary to have so many light standards, spaced so close together, throughout the City, and if there was a standard requirement for the amount of light standards and the spacing between each?

General Manager of Infrastructure Services A. Khan advised that Atco Electric has standards; if the City were to request less lights (i.e. more spacing between each), the City would have to sign a waiver which would protect Atco Electric in case of any incidents.

Chief Administrative Officer K. Nagoya advised that the City could establish a light design standard if Council wanted.

Mayor Copeland queried if the City was going to be replacing the lights along Highway 28?

General Manager of Infrastructure Services A. Khan advised that as the lights are now at their five (5) year life span, the replacement of these lights is a budget item.

Councillor Grau queried if the bus ridership has gone down in the last couple of years due to the economy?

General Manager of Infrastructure Services A. Khan advised that ridership numbers can be made available as each bus driver has a tablet on board to track passengers as they board and de-board at each bus stop.

Councillor Grau queried if it was possible to have these ridership numbers available for the next budget meeting being December 19, 2019?

General Manager of Infrastructure Services A. Khan advised that he could have these numbers available for the meeting.

Resolution # CRM20191210.1027

Moved by Councillor Vining

That the meeting be recessed at this time being 7:09 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Planner B. Schultz left the meeting at this time being 7:10 p.m.

Mayor Copeland reconvened the meeting at this time being 7:19 p.m.

IN CAMERA

Member-at-Large Appointment - Community Grant Advisory Committee

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer.

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

- FOIP Section 17, Disclosure harmful to personal privacy

Resolution # CRM20191210.1028

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 7:19 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Member-at-Large Appointment - Community Grant Advisory Committee.

Carried Unanimously

Resolution # CRM20191210.1029

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 7:22 p.m.

Carried Unanimously

Resolution # CRM20191210.1030

Moved by Councillor Vining

That Council appoint Jessica Radford to the Cold Lake Community Grant Advisory Committee for a two (2) year term to expire October 2021.

Carried Unanimously

Lease Agreement - 301A-10th Street

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer.

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 19, Confidential evaluations
- FOIP Section 24, Advice from officials

Resolution # CRM20191210.1031

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 7:22 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Lease Agreement - 301A-10th Street.

Carried Unanimously

Resolution # CRM20191210.1032

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 7:28 p.m.

Carried Unanimously

Resolution # CRM20191210.1033

Moved by Councillor Soroka

That Council authorize the City of Cold Lake to enter into a three (3) year lease agreement with First Smiles Childcare for the lease of 301A-10 Street.

Carried Unanimously

Aerospace Economic Development Project Update

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer.

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

- FOIP Section 24, Advice from officials
- FOIP Section 25, Disclosure harmful to economic and other interests of a public body
- FOIP Section 27, Privileged information

Resolution # CRM20191210.1034

Moved by Councillor Soroka

That the meeting go "In-Camera" at this time being 7:28 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 Aerospace Economic Development Project Update.

Carried Unanimously

Resolution # CRM20191210.1035

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 7:55 p.m.

Carried Unanimously

Legal - 4 Wing Cold Lake Golf and Winter Club

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer.

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

- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 23, Local public body confidences
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Resolution # CRM20191210.1036

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 7:55 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to Legal - 4 Wing Cold Lake Golf and Winter Club.

Carried Unanimously

Resolution # CRM20191210.1037

Moved by Councillor Grau

That the meeting come "Out-of-Camera" at this time being 8:19 p.m.

Carried Unanimously

General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer left the meeting at this time being 8:20 p.m.

Chief Administrative Officer (CAO) Agreement

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka, and Vining, and Chief Administrative Officer K. Nagoya.

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

- FOIP Section 17, Disclosure harmful to personal privacy

Resolution # CRM20191210.1038

Moved by Councillor Vining

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

Carried Unanimously

Resolution # CRM20191210.1039

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 8:37 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20191210.1040

Moved by Councillor Soroka

That the meeting be adjourned at this time being 8:38 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Council - Special Meeting December 17, 2019

Meeting Date: January 14, 2020

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's special meeting held December 17, 2019 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Special Meeting Minutes

Tuesday, December 17, 2019

5:00 p.m.

Council Chambers

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

Staff Present: Chief Administrative Officer Kevin Nagoya
General Manager of Corporate Services Linda Mortenson
Manager of Strategic Initiatives Andrew Serba

Staff Absent: General Manager of Infrastructure Services Azam Khan
General Manager of Planning & Development Services
Howard Pinnock
General Manager of Community Services Glenn Barnes
Executive/Recording Secretary Cindy Reimer

CALL TO ORDER

The meeting was called to order at this time being 5:02 p.m. by Mayor Copeland.

ADOPTION OF AGENDA

Resolution # CSM20191217.1001

Moved by Councillor Soroka

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

None.

IN CAMERA

Agreement - Improvement District (ID) No. 349

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, 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 # CSM20191217.1002

Moved by Councillor Soroka

That the meeting go "In-Camera" at this time being 5:03 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 # CSM20191217.1003

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 7:37 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CSM20191217.1004

Moved by Councillor Vining

That the meeting be adjourned at this time being 7:38 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Council - Special Meeting December 23, 2019

Meeting Date: January 14, 2020

Executive Summary:

Background:

Alternatives:

Recommended Action:

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

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Special Meeting Minutes

Monday, December 23, 2019

12:00 p.m.

Council Chambers

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

Staff Present: Chief Administrative Officer Kevin Nagoya
General Manager of Infrastructure Services Azam Khan
General Manager of Planning & Development Services
Howard Pinnock
General Manager of Community Services Glenn Barnes
Manager of Strategic Initiatives Andrew Serba
Executive/Recording Secretary Cindy Reimer
Finance Manager Michele McIntosh

Staff Absent: General Manager of Corporate Services Linda Mortenson

CALL TO ORDER

The meeting was called to order at this time being 12:13 p.m. by Mayor Copeland.

ADOPTION OF AGENDA

Resolution # CSM20191223.1001

Moved by Councillor Grau

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

None.

NEW BUSINESS

2020 Capital Budget

Resolution # CSM20191223.1002

Moved by Councillor Lefebvre

That Council approve the 2020 Capital Budget of \$2,985,390.00.

Carried Unanimously

2020 Operating Budget

Resolution # CSM20191223.1003

Moved by Councillor Soroka

That Council approve an interim Operating Budget of \$12,000,000.00 to cover operations, committed, and/or legislated expenses between January 1, 2020 and March 31, 2020.

Carried Unanimously

Appointment - Alternate Deputy Mayor

Resolution # CSM20191223.1004

Moved by Councillor Grau

That Council appoint Councillor Vining as the alternate Deputy Mayor for the period of January 14, 2020 - February 4, 2020.

Carried Unanimously

Resolution # CSM20191223.1005

Moved by Councillor Vining

That the meeting be recessed at this time being 12:21 p.m., and reconvened at the call of the Chair.

Carried Unanimously

General Manager of Infrastructure Services A. Khan, General Manager of Planning & Development Services H. Pinnock, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, Executive/Recording Secretary C. Reimer, and Finance Manager M. McIntosh left the meeting at this time being 12:23 p.m.

Mayor Copeland reconvened the meeting at this time being 12:24 p.m.

IN CAMERA

Chief Administrative Officer (CAO) Agreement

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka, and Vining, and Chief Administrative Officer K. Nagoya.

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

- FOIP Section 17, Disclosure harmful to personal privacy

Resolution # CSM20191223.1006

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 12:25 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to the Chief Administrative Officer (CAO) Agreement.

Carried Unanimously

Resolution # CSM20191223.1007

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 12:30 p.m.

Carried Unanimously

Resolution # CSM20191223.1008

Moved by Councillor Vining

That Council authorize the City of Cold Lake to enter into an employment agreement with Kevin Nagoya as presented.

Carried Unanimously

ADJOURNMENT

Resolution # CSM20191223.1009

Moved by Councillor Vining

That the meeting be adjourned at this time being 12:31 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: 2019 World Town Planning Day Colouring Contest Awards

Meeting Date: January 14, 2020

Executive Summary:

Delegation - 2019 World Town Planning Day Colouring Contest Awards

Background:

World Town Planning Day is celebrated in approximately 30 countries on four continents on November 8th each year. The celebration focuses on the progress of community planning and highlights the contributions that sound planning has made to the quality of the human environment, and provides recognition of the ideals of community planning among the profession and general public worldwide.

As part of the celebration of World Town Planning Day, the City held a colouring contest for children in the community, and winners were chosen in three (3) age categories:

Age 5 & under - Jules Querubin

Age 6-9 - Gabriel Gurski

Age 10 and over - Clayton Toews

A total of 80 entries were received. On behalf of the City of Cold Lake, the Planning and Development Department would like to thank all of the participants of the 2019 contest and congratulate the three winners.

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

CERTIFICATE

WORLD TOWN PLANNING DAY

November 8, 2019

This is to certify that

Jules Querubin

is awarded 1st Place in the

Age 5 and Under Colouring Contest by the City of Cold Lake



Mayor of the
City of Cold Lake

General Manager
Planning & Development





Name: Jules

CERTIFICATE

WORLD TOWN PLANNING DAY

November 8, 2019

This is to certify that

Gabriel Gurski

is awarded 1st Place in the

Age 6-9 Colouring Contest by the City of Cold Lake



Mayor of the
City of Cold Lake

General Manager
Planning & Development



Name: GABRIEL GURSKI



CERTIFICATE

WORLD TOWN PLANNING DAY

November 8, 2019

This is to certify that

Clayton Toews

is awarded 1st Place in the

Age 10 & Over Colouring Contest by the City of Cold Lake



Mayor of the
City of Cold Lake

General Manager
Planning & Development



Name: CLAYTON TOWNS





STAFF REPORT

Title: Wicked Watersport Rentals Inc. - Raymond Cowell

Meeting Date: [Click here to enter a date.](#)

Executive Summary:

Delegation - Wicked Watersport Rentals Inc. - Raymond Cowell

Request to establish a delegated commercial boat vessel slip assigned to Wicked Watersport Rentals Inc. at Slip #2 at the Cold Lake Marina.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Wicked Watersport Rentals Inc. 780-545-0938 I/We, _____

(Name)

(Telephone Number)

(Name)

(Telephone Number)

Mailing Address 609 Beach Avenue, Cold Lake, Alberta, T9M 1G5

E-mail Address cowell@telus.net

request to appear as a delegation before Cold Lake City Council at a meeting to be held on JANUARY 14, 2020.

*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.

See Attached

* 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 R. Cowell [Signature] Date 2 JAN 2020

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 Jan. 14, 2020

cc: _____

☐ Other

City of Cold Lake Delegation Application for Wicked Watersport Rentals Inc.

I am proposing to Cold Lake City Council to establish a delegated commercial boat vessel slip to be assigned to Wicked Watersport Rentals at Slip #2 at the Cold Lake Marina.

Currently, Wicked Watersport Rentals Inc. is going into its 7th season of business here in Cold Lake. A leader in tourism, we have provided safe, fun and exciting watersports on Kinosoo Beach and at the Cold Lake Marina. Our Wicked Party Pontoon Boat is currently the only boat for rent from the Cold Lake Marina and has provided many families fun and relaxation on Cold Lake. Our vision has always been that all people, from all walks of life, be able to experience the beauty of Cold Lake, so last year we began providing \$15 boat tours of the lake that last 45 minutes. As I captain the vessel, I mention all the development Cold Lake and Kinosoo Beach has undergone, promote various small businesses and community events and have become an unofficial ambassador for tourists visiting the area. In the past 7 years we have partnered with Travel Alberta and Seeker Media Group developing a creative marketing campaign that highlights both the beach and our community. Marketing tools such as Go East of Edmonton allow us the opportunity to use our company as a vessel to drive tourists here to the Lakeland and experience activities on the water while also seeing all our community has to offer.

These opportunities are only available with a boat slip at the Cold Lake Marina. Currently, all the marina slips are private slips and there is an extensive wait list; the establishment of a much needed commercial slip that is transferrable upon the sale of the business would allow the business to continue to grow and not only satisfy our loyal local customers, but continue to attract people to our community as well. For these reasons, I hope that Council will vote on making Slip #2 a seasonal commercial boat slip for Wicked Watersport Rentals and be transferrable upon sale of the business. This slip would become non-transferrable upon the liquidation of the business but could be used to attract new water tourism in the future. As a 19 year member of the community and 22 year member of the RCAF, I am starting to plan my retirement and that means the ultimate sale of Wicked Watersport Rentals Inc. I love my business and I love this community and I want to see both grow and I believe that Wicked Watersport Rentals is part of the Cold Lake story. Having an assigned slip would make sure this business remain in the community and possibly grow further.

Lastly, the City of Cold Lake has been a supporter of Wicked Watersport Rentals Inc. since Council members and the Mayor helped me cut the ribbon on the business on Kinosoo Beach in 2013. We ask they continue to support us in this request and would like to thank everyone for their support for all these years.

For your approval.

Sincerely,

Raymond J. Cowell
Owner/Operator
Wicked Watersport Rentals Inc.
www.wickedwatersportrentals.ca
780-545-0938





STAFF REPORT

Title: Marsha Hayward

Meeting Date: January 14, 2020

Executive Summary:

Canadian Parks and Wilderness Society (CPAWS) Climate Change & Conservation in Alberta Power Point Presentation by Marsha Hayward.

A science-based, power point presentation describing what climate change is, what causes it, and what is likely to change.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Marsha Hayward

(Name)

(Telephone Number)

I/We, _____

780-826-5744

(Name)

(Telephone Number)

Mailing Address Box 21 Cold Lake, Alberta T9M 1P1

E-mail Address wildloonart@mcsnet.ca

request to appear as a delegation before Cold Lake City Council at a meeting to be held on Jan 7, or 14, or 21, or 28th or Feb 3, or 10 or 17th, 2020.

*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.

A science-based powerpoint presentation describing what Climate Change is, what causes it and what is likely to change.

Includes realistic mitigation strategies that individual people & communities can undertake and maps, graphs, resources etc.

Based upon current worldwide accepted data, presented in a non-partisan manor.* Info from IPCC, Canadian Prairie Climate Change & NASA. Part of CPAWS Climate Change Literacy Program. Non-partisan from already proven & supported data. Excellent ideas for community support & future resources.*Calculating your climate change footprint/Reduce & Reuse etc. Speaker Marsha Hayward.

CPAWS is a non-profit society which has been in existence in northern AB since 1968. Promotes Nature Based Solutions.

* 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 MARSHA HAYWARD Date _____

Signed _____ Date _____

Return completed application to the City of Cold Lake

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

Phone: (780) 594-4494 Ext. 7967

Fax: (780) 594-3480

Email: creimer@coldlake.com

Form 11-00-06

FOR INTERNAL USE ONLY

Request Approved by [Signature]

Date Approved for Mar 14, 2019

cc: _____

☐ Other



Climate Change & Conservation in Alberta

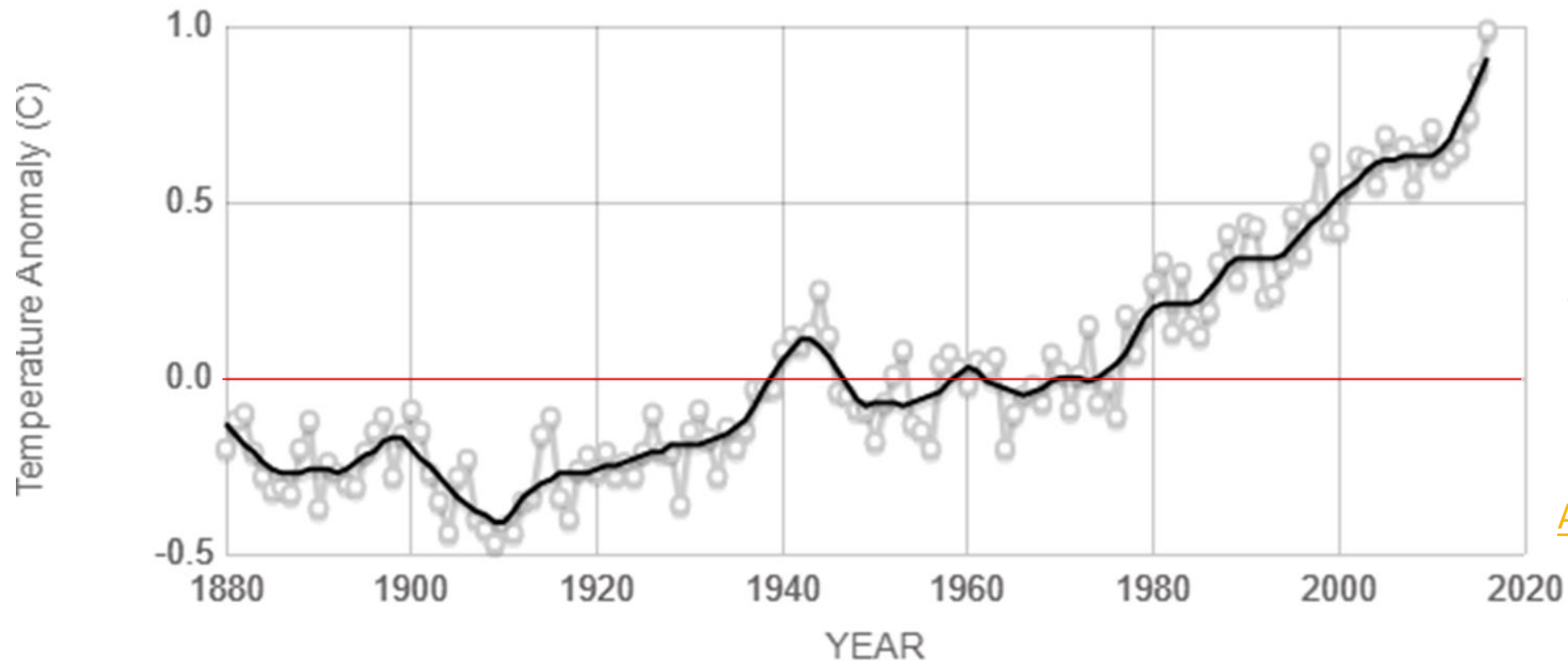
**Quin Jackson-Buck, Community Ambassador
CPAWS Northern Alberta**

Canadian Parks and Wilderness Society

- The only national charitable non-profit organization dedicated solely to the protection of Canada's public lands and waters.
 - 13 Chapters nationwide
 - Our vision: Protect at least half!
- Northern Alberta Chapter established in 1968,
 - Science-based decision making
 - Collaboration
 - Community outreach



The globe is warming....



“Temperature anomaly” is how much warmer or colder the temperature for the the year is than we would expect

[Another Interpretation](#)

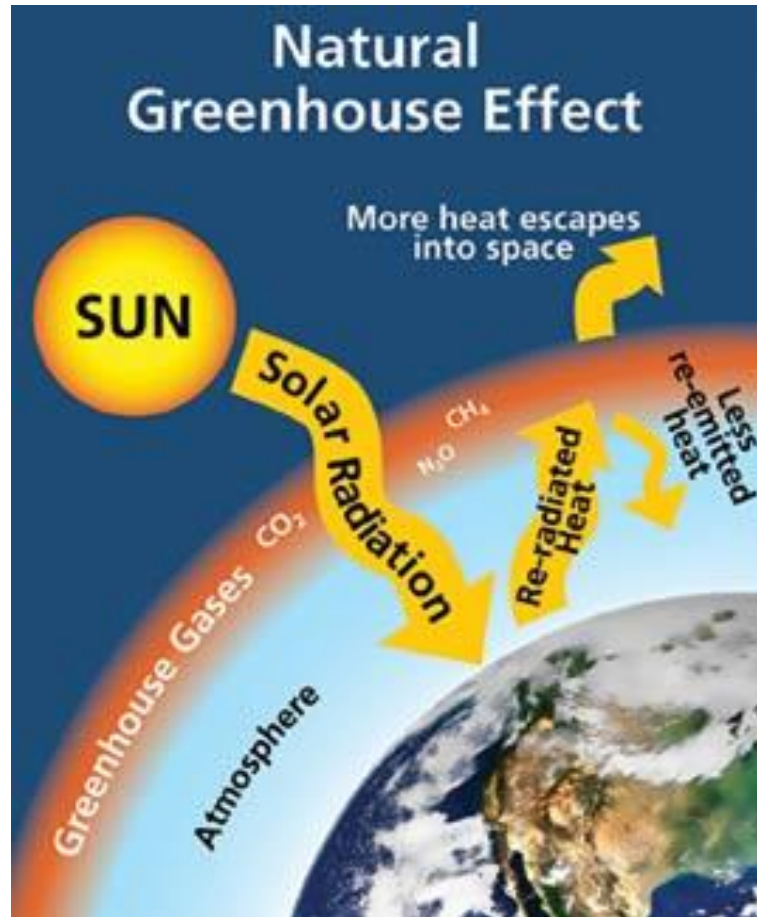
Source: climate.nasa.gov

The globe is warming....



- Now, the globe is $\sim 1^{\circ}\text{C}$ warmer than expected.
- Paris Climate Accord (2016)
 - Keep global temperature rise well below 2°C by the end of the century.
- IPCC Recommendation (2018)
 - Limit warming to 1.5°C within the next 12 years.
- We have already experienced this amount or warming in Alberta!

Natural warming processes...

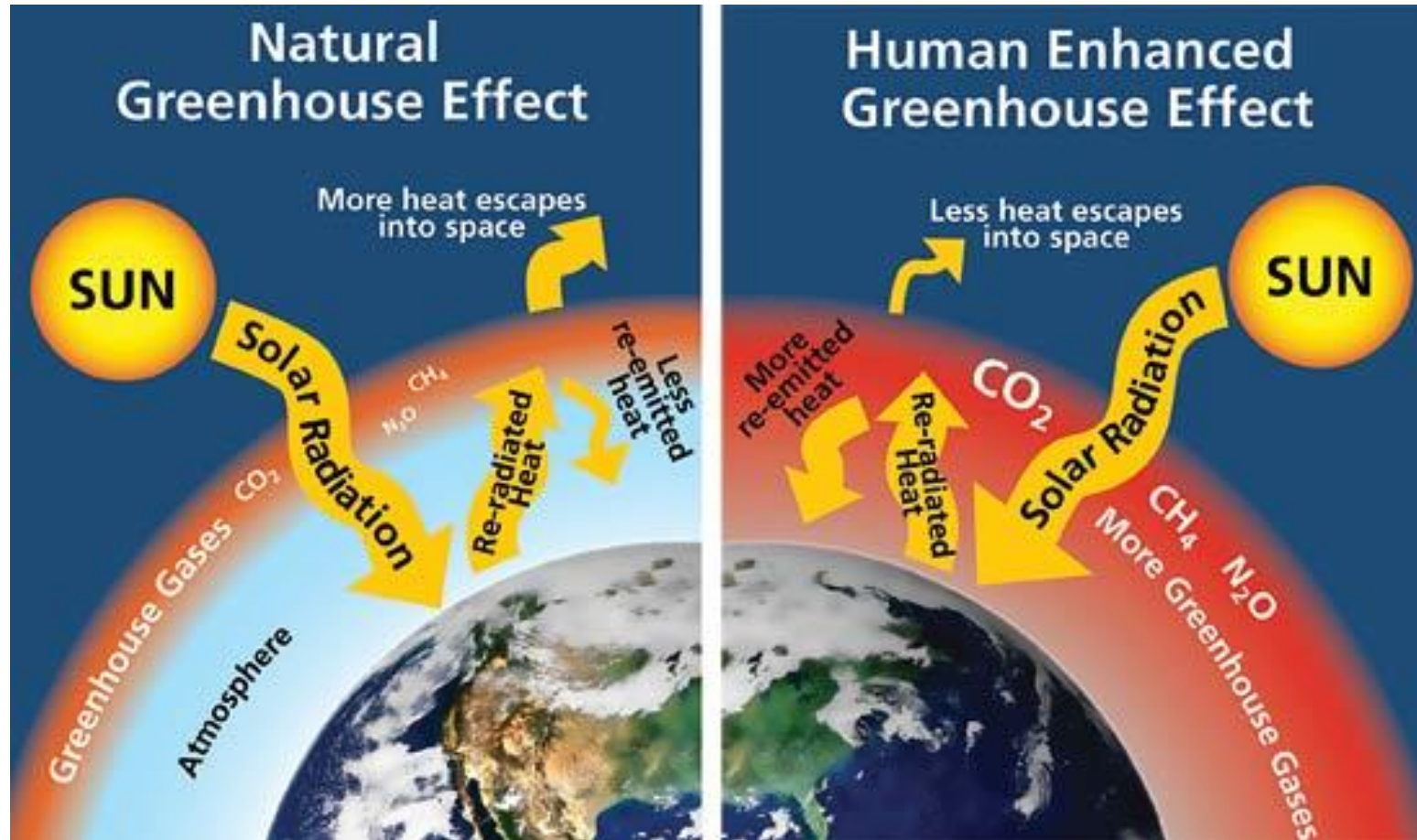


Some gases block heat from escaping into space and get trapped in our earth's atmosphere.

This keeps our planet habitable!

Will Elder, National Park Service

But, the globe is warming too much

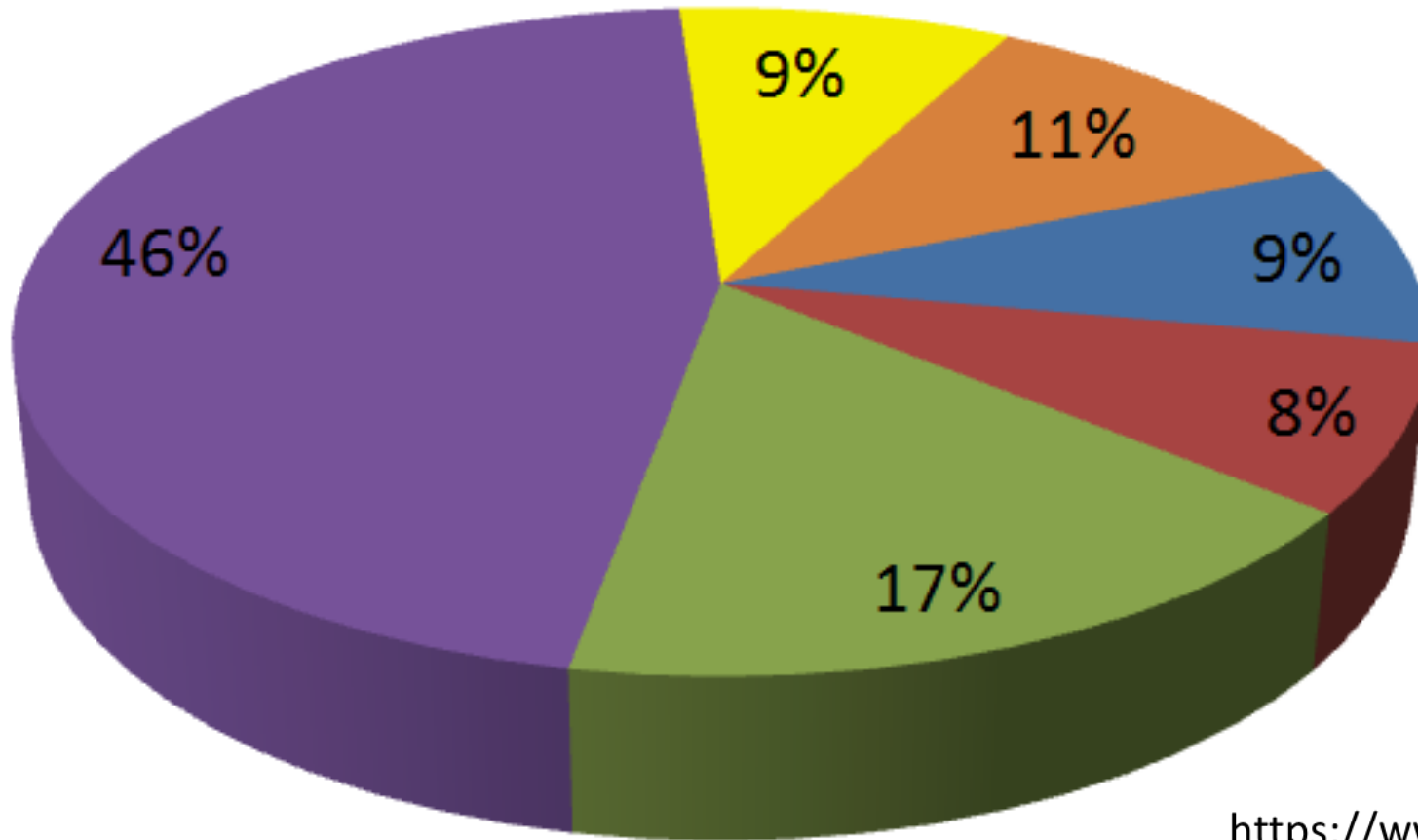


As more and more greenhouse gases are trapped in our atmosphere, they cause our earth to warm TOO quickly.

Will Elder, National Park Service



Greenhouse Gases: Sources in AB



Source	%
Agriculture, Forestry and Waste	9%
Buildings and Homes	8%
Electricity Generation	17%
Oil and Gas	46%
Other Industry, Manufacturing and Construction	9%
Transportation	11%

<https://www.alberta.ca/climate-change-alberta.aspx>

How do WE contribute?



WHY SHOULD I CARE?



How does Climate Change impact me?

Wildfire smoke blankets B.C. and Alberta, prompting air quality advisories

Calgary Weather: Golf-Ball-Sized Hail Rains Down On The City

More fall snow makes tough Alberta harvest season tougher: 'It's depressing. It's stressful'

Mountain pine beetle takes over Jasper National Park forests

Town of Taber declares state of local emergency due to flooding

August heat wave: Calgary could break all-time high temperature on Friday

Cattle running out of grazing crops as drought dries up Alberta farms and ranches

Thousands in northwest Alberta put on evacuation alert as wildfires grow

How climate change impacts us



CIMMYT, FLICKR

How climate change impacts us



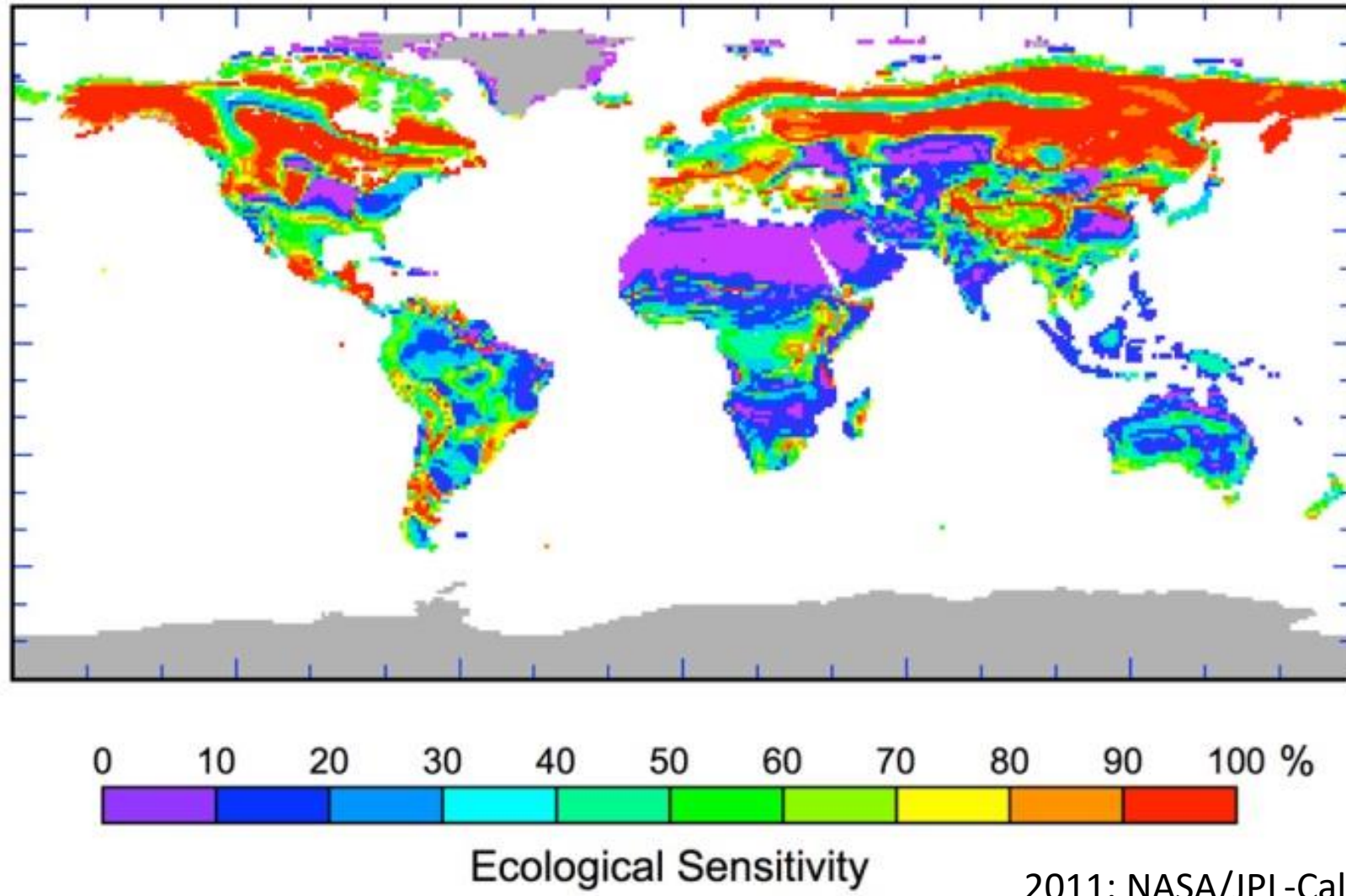
John McColgan, Wikimedia Commons

How climate change impacts us



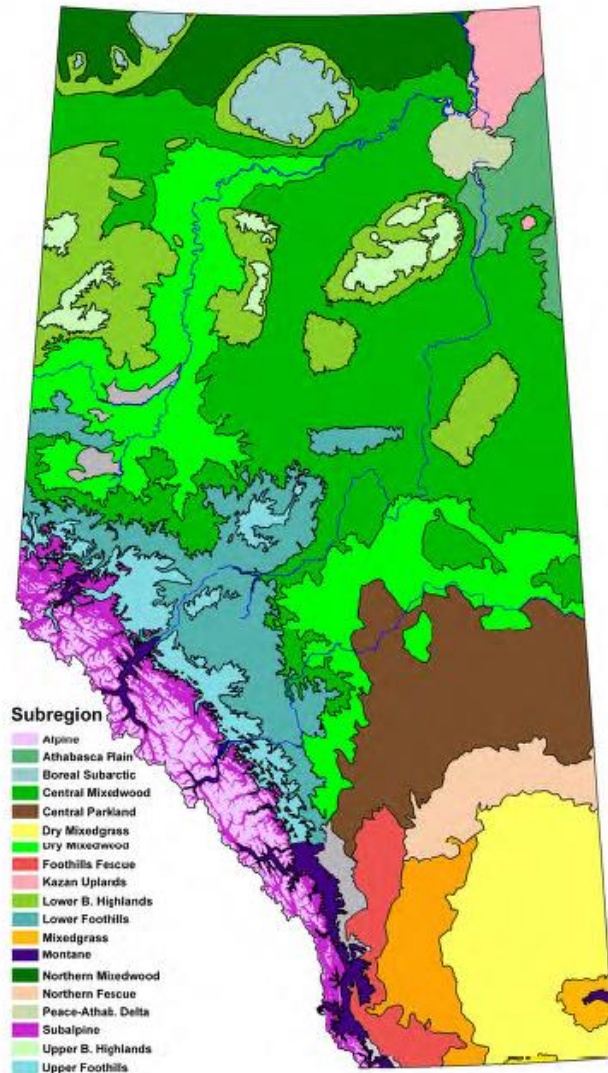
Johnathan Hayward, The Canadian Press

21st Century Ecological Sensitivity 1



2011: NASA/JPL-Caltech

TODAY

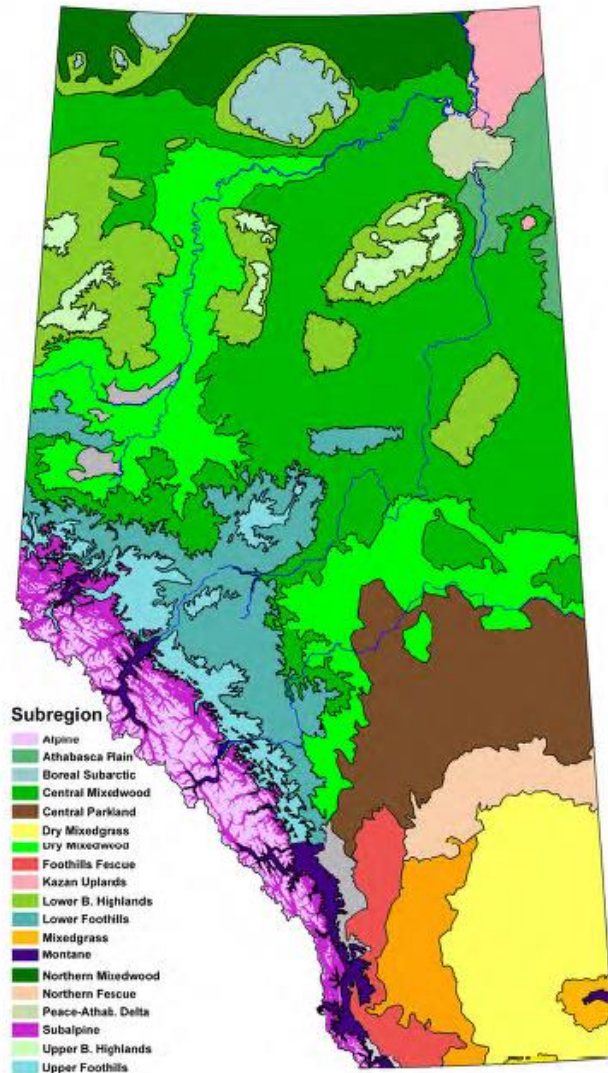


Currently, Alberta sustains **19 different** kinds of ecological subregions!

Fig. 1.1. The Natural Subregions of Alberta.

Schnieder, et al., 2013

TODAY



2050

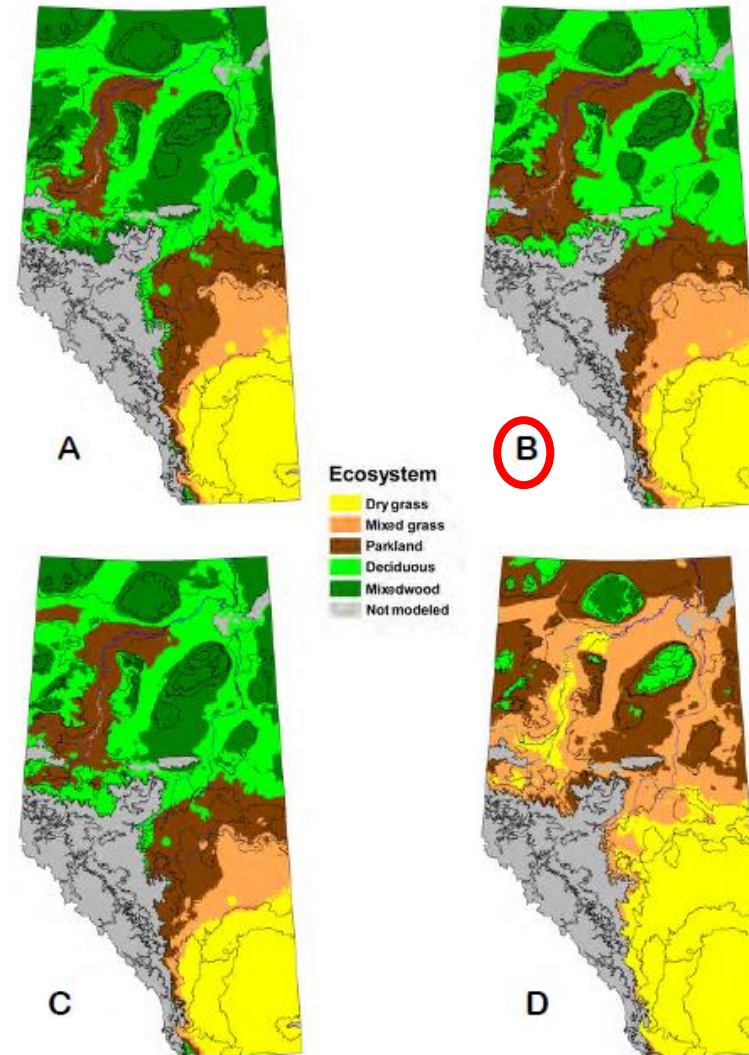


Fig. 4.14. Grassland to Boreal Bioclimatic Envelope Model for the 2050s: Panel A= Cool model; Panel B = Median model; Panel C = Dry model; Panel D = Hot model. See Fig. 3.7 for historical reference.

Scenario B projects land cover changes assuming a 4 degree Celsius warming by the end of the century, **which is exactly what Alberta is on track for right now.**

Fig. 1.1. The Natural Subregions of Alberta.

Schnieder, et al., 2013

TODAY

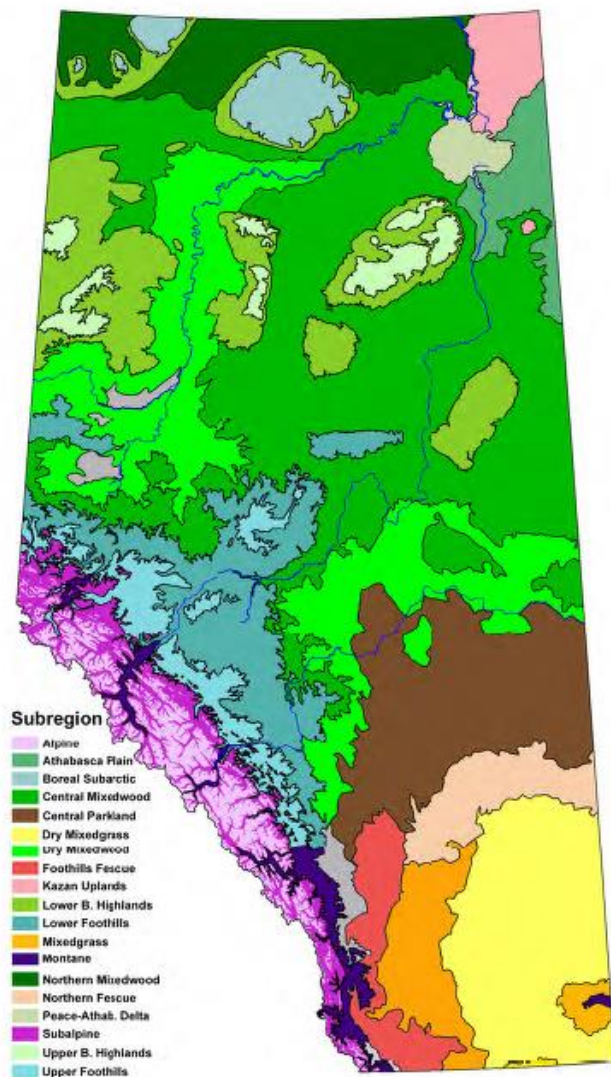


Fig. 1.1. The Natural Subregions of Alberta.

Schnieder, et al., 2013

2050

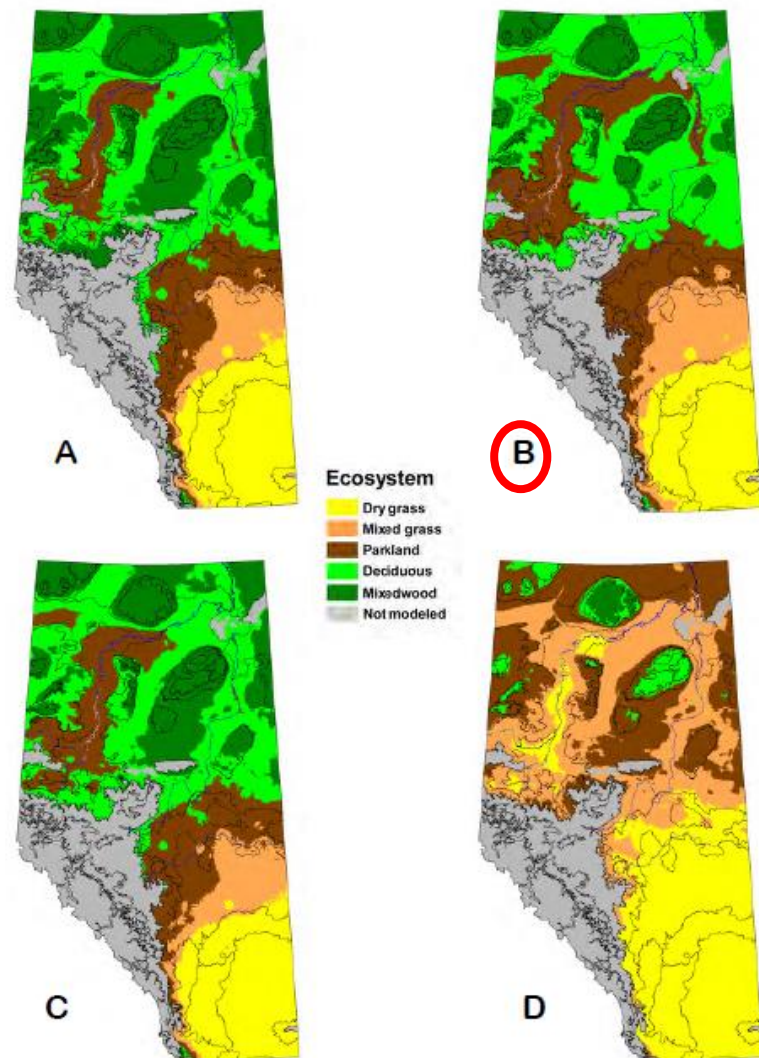


Fig. 4.14. Grassland to Boreal Bioclimatic Envelope Model for the 2050s: Panel A= Cool model; Panel B = Median model; Panel C = Dry model; Panel D = Hot model. See Fig. 3.7 for historical reference.

2080

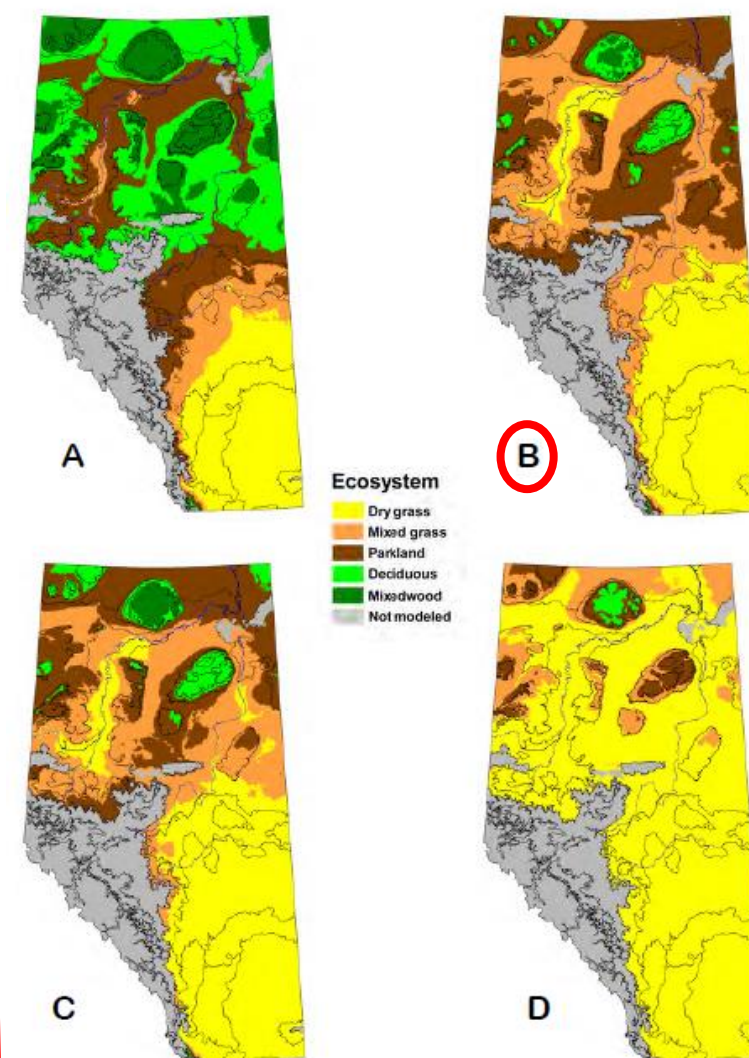
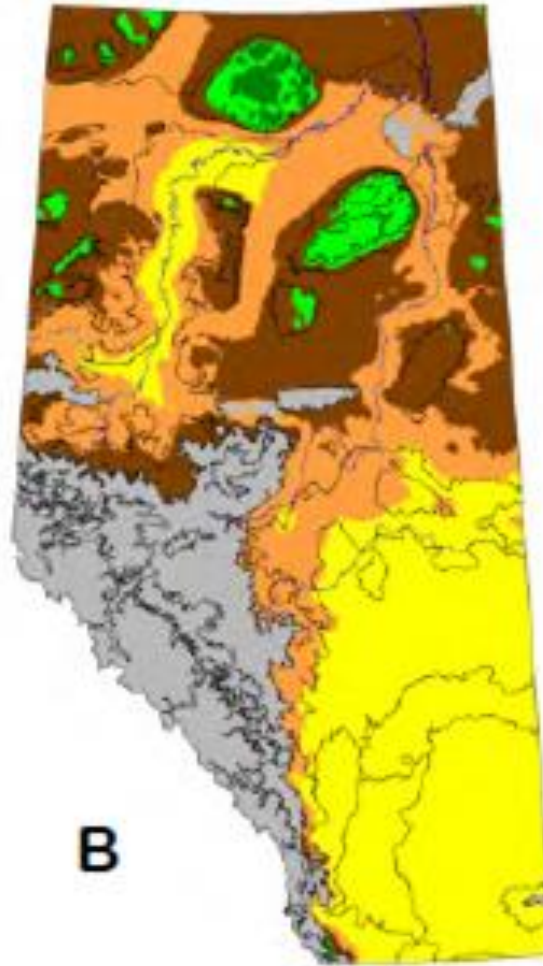
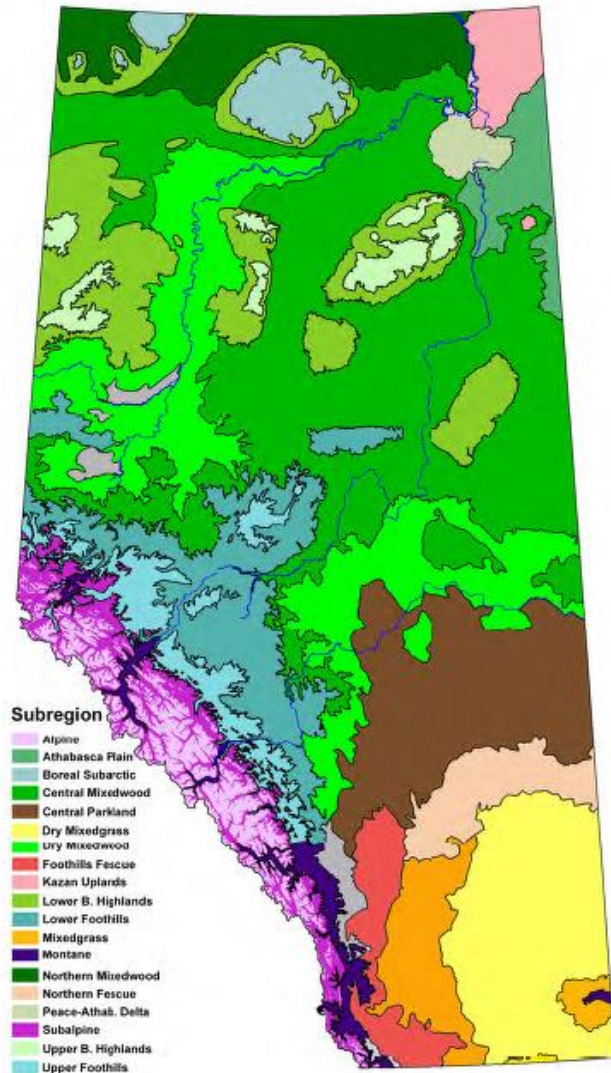


Fig. 4.15. Grassland to Boreal Bioclimatic Envelope Model for the 2080s: Panel A= Cool model; Panel B = Median model; Panel C = Dry model; Panel D = Hot model. See Fig. 3.7 for historical reference.

TODAY

2080



This could be one of the most important and devastating impacts of climate change here, in Alberta.



Fig. 1.1. The Natural Subregions of Alberta.

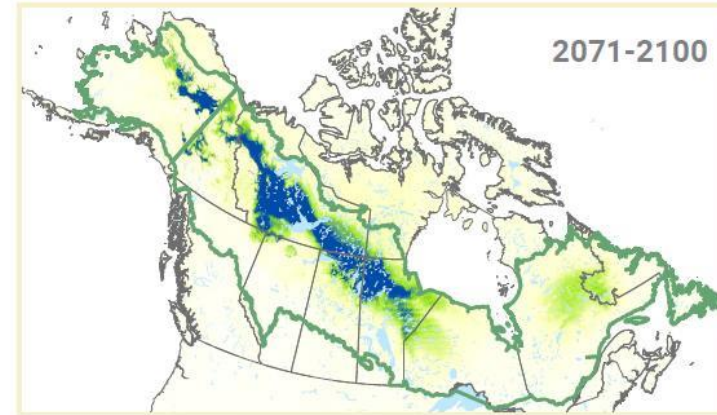
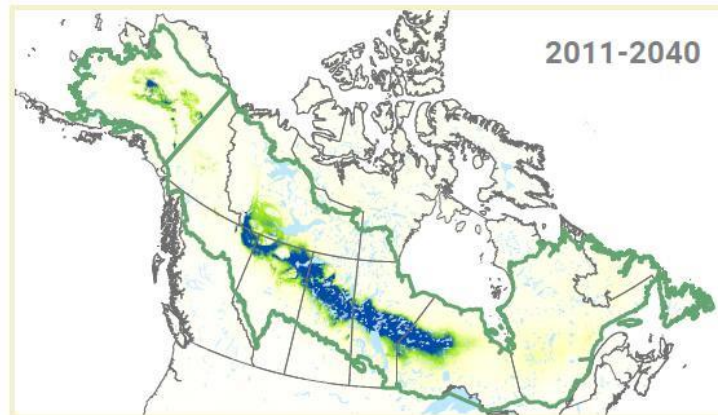
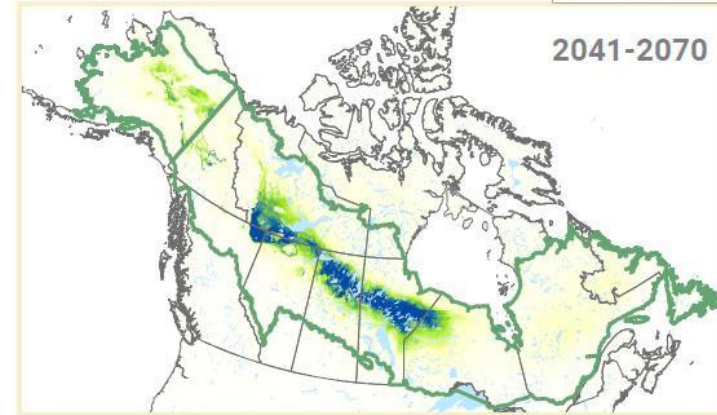
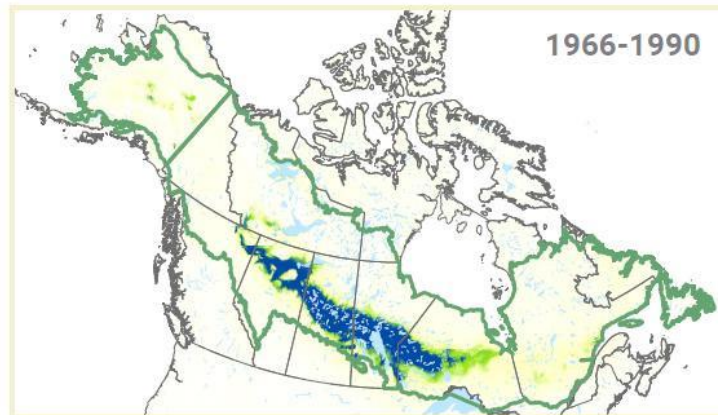
Schnieder, et al., 2013



For Example: Cape May Warbler

Projected northward range shift of the Cape May Warbler
due to Climate Change

Boreal Forest
boundary
Density
High
Low



Diana Stalberg



Boreal Songbird Initiative



So what do we do about it?



We can focus on building climate resiliency:

Increasing the capacity of social, economic and environmental systems to cope with a hazardous event or trend or disturbance, responding or re-organizing in ways that maintain their essential function, identity, and structure, while also maintaining the capacity for adaptation, learning, and transformation (IPCC).

This requires a 2-pronged approach.

So what do we do about it?



Climate Change Mitigation:

Reducing emissions and stabilizing the amount of greenhouse gases in the atmosphere

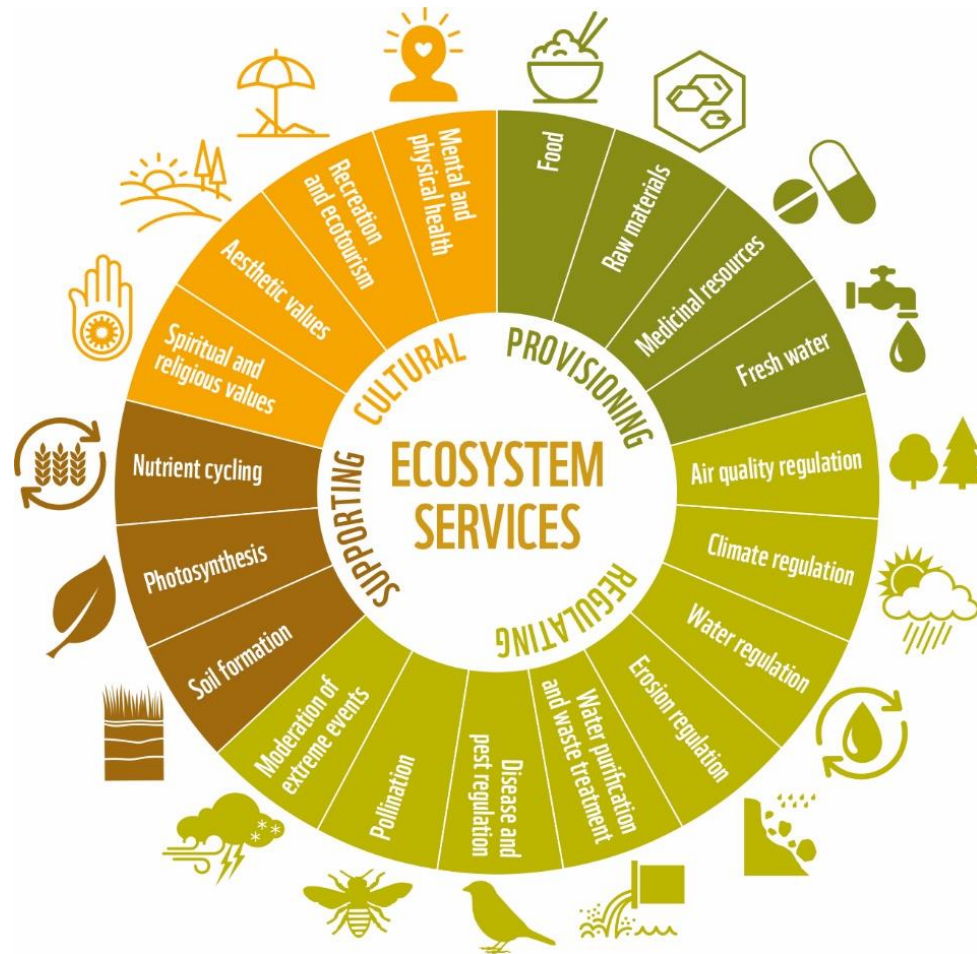


Climate Change Adaptation:

Actions taken to help communities and ecosystems cope with a changing climate



BBC



Nature-based solutions are a great option for mitigating *AND* adapting to climate change



Nature-based Mitigation



When ecosystems are used to reduce GHG emissions or increase GHG sequestration. For example:

- Protection of natural carbon sinks,
- Creation of protected areas that prevent future industrial development,
- Wetland restoration or conservation.

Save our forests!

Forests remove roughly 30% of all fossil fuel emissions from the atmosphere annually

Global deforestation contributes roughly 14 % of carbon emissions worldwide. This is the rough equivalent of total annual emissions produced by all cars and trucks on the planet.



But, forests are more than just the trees...

Most of the carbon in the boreal forest is actually stored *underground*, as organic matter decays. Our cool northern temperatures help slow the rate of decomposition and keeps the carbon in the soil longer.

Now, more than ever, is the time to focus on limiting disturbance of our boreal forest and keep it intact.



Nature-based Adaptation



Ecosystems can be used to reduce the impact of climate change on humans and wildlife.

For example, preserving forests along our waterways can significantly help prevent floods and reduce intensity of floods



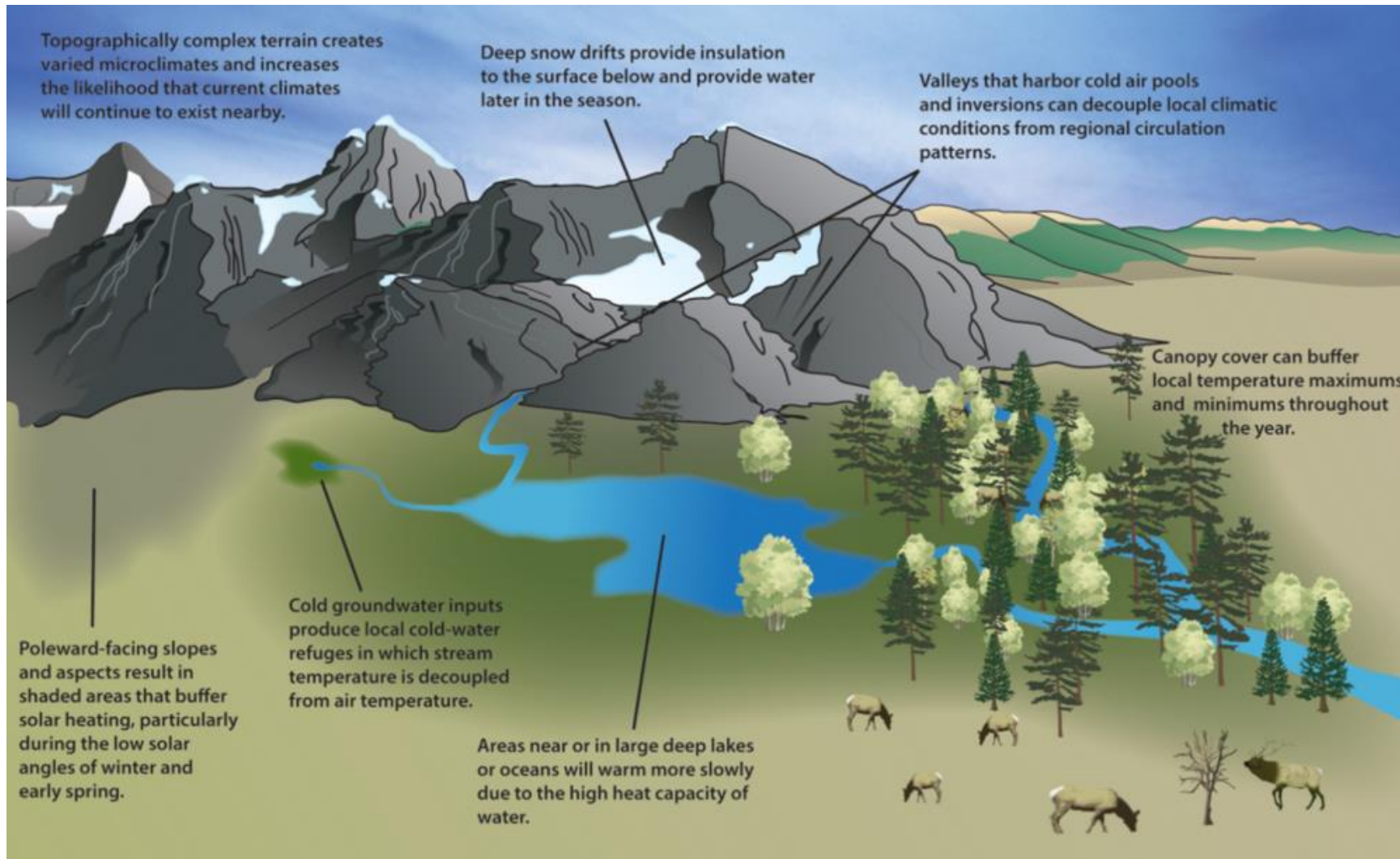
Nature-based Adaptation



Enhancing the connectivity of protected areas to aid wildlife in migrating or adapting to new conditions.

Different kinds of **climate refugia** and **climate corridors** will help wildlife adapt to climate change.

Nature-based Adaptation Measures



www.climaterefugia.org

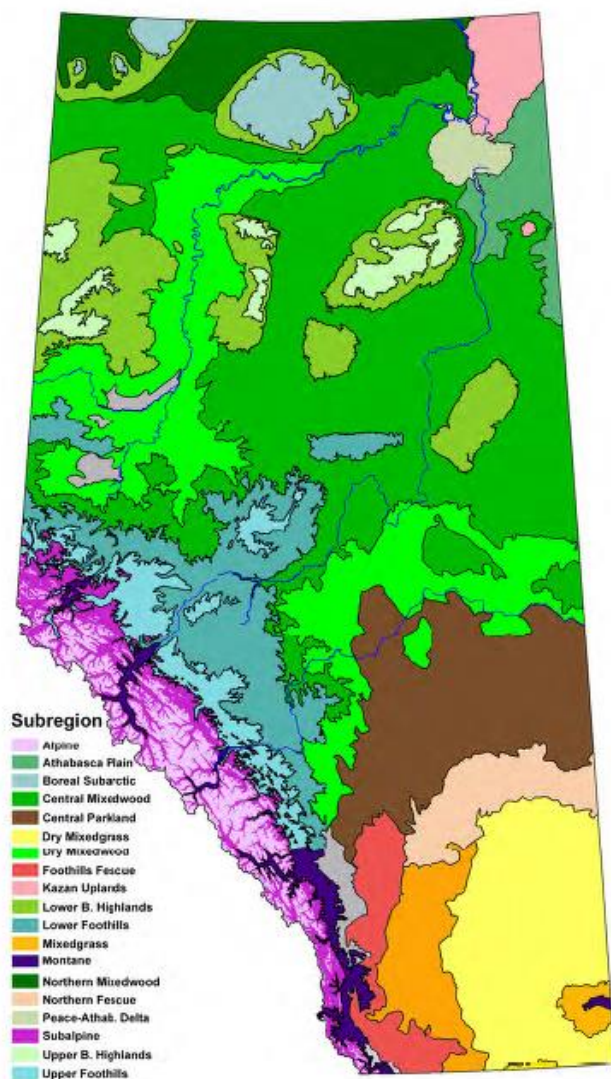


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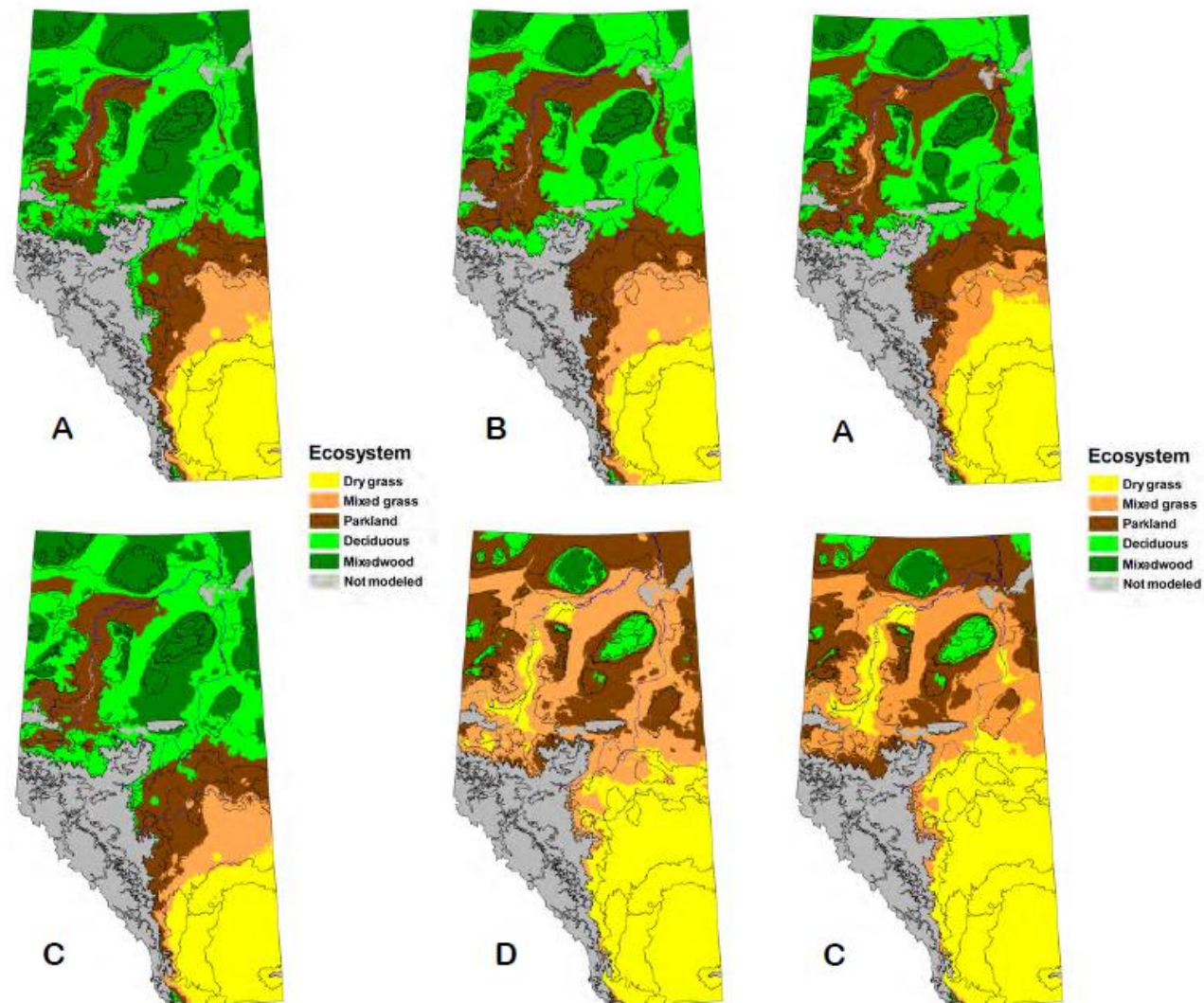


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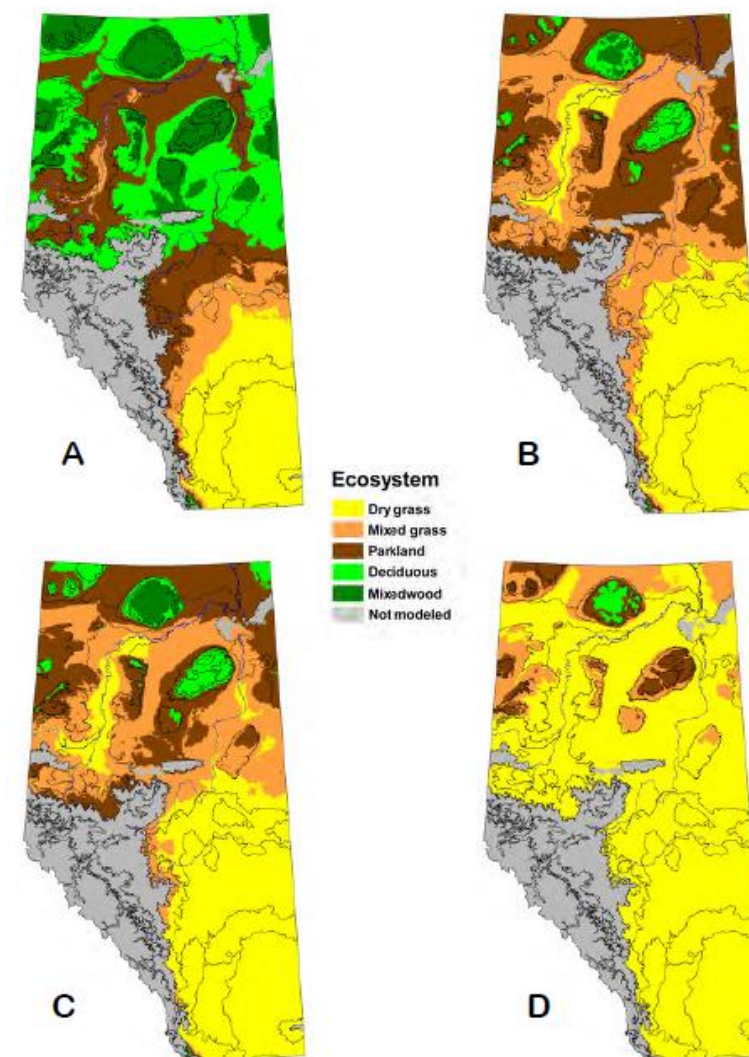


Fig. 4.15. Grassland to Boreal Bioclimatic Envelope Model for the 2080s: Panel A= Cool model; Panel B = Median model; Panel C = Dry model; Panel D = Hot model. See Fig. 3.7 for historical reference.

CREATE MORE PARKS!!



The creation of parks and protected areas can help preserve forests and other critical ecosystems in their natural state.

There is a need for connected habitats and large landscape preservation to allow wildlife to either migrate or adapt to a changing environment.



*Fun fact: the Boreal Forest constitutes **58%** of Alberta's landscape.*

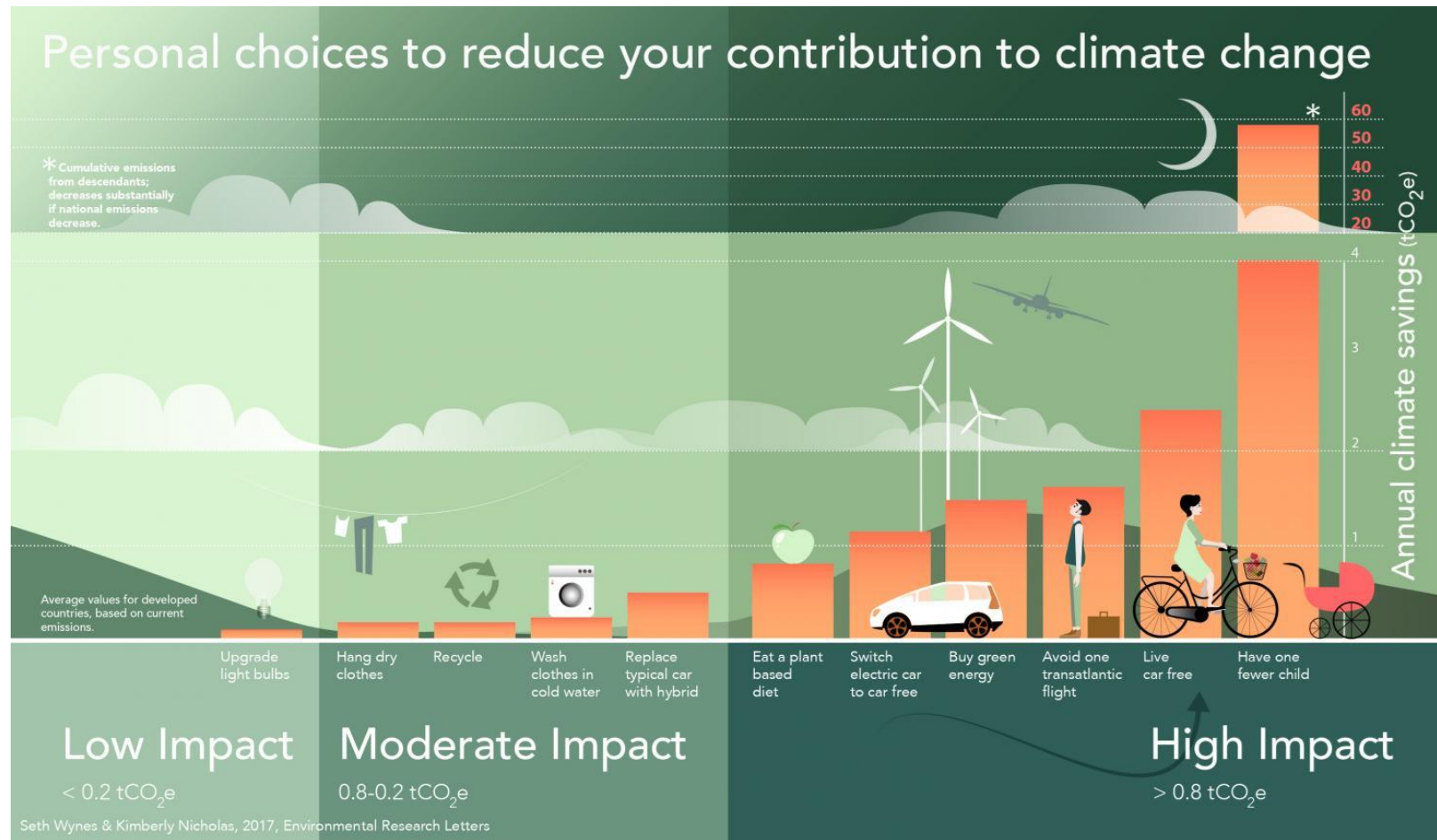
What else can I do?



Calculate your carbon footprint and see what you can do to reduce it!

carbonfootprint.com

What else can I do?



What about the government?



What can the government do?



What else can the government do?



Sign the open letter
to government at:

<https://www.protectalberta.org/energy-efficiency>

Review: What am I going to do?



Reduce my carbon footprint to help mitigate the effects of climate change

Talk to government officials about climate change policy and public land protection.

Support organizations like CPAWS!





Thank You!

Questions? Comments?
Email: cjorgensen@cpaws.org



STAFF REPORT

Title: Eleanor Evans

Meeting Date: January 14, 2020

Executive Summary:

Delegation - Safety and security of Cold Lake citizens, businesses and properties, and the cost of the criminal activity affecting such.

Request - an increase in security to curb the ongoing criminal activity.

Best Western/Holiday Inn - Mark Lee
Bliss Lingerie - Eleanor Evans
Bordeleau Cabinetry - Bruce Bordeleau
CIBC Bank - Rob Brassard
Cold Lake Ford - Mark Milliken
Co-operators Insurance - Dixon Neihaus
Citizens on Patrol - Renee Lillico
Corks and Caps - Sharine Leiper
Extra Foods - Lorraine
Furniture Galaxy - Murray Murphy
Kia Motors - Don Milliken
Lakeland Connect - Michael
Lakeland Credit Union - Susan
Lakeland Inn/El Lobo Motel - Andre de Beer
Mach 1 Sports - Ed/Laurie
O2's - Brett Mckernan
Polished Pumpkin - Jamie Bateman
Reality Executive - Bev Howarth
Red Rooster - Betty Vieira
Royal Travel - Connie Cripps
Sobeys Food - Scott & Rhonda Squires/Brad McDonald
Sobeys Liquor - Judy
Sugar Wings - Cynde Hardwich
TD Bank - Terry Melnick
T&T Optical - Michelle Fehr
Value Drug Mart - Bob Mattice
Value Drug Mart - Ron Mattice



Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



City of Cold Lake

Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Eleanor Evans (780) 813-1437 I/We, _____

(Name)

(Telephone Number)

(Name)

(Telephone Number)

Mailing Address Box 607, 5010-50 Ave. Cold Lake, AB T9M 1P2

E-mail Address blisslingerie2@yahoo.com

request to appear as a delegation before Cold Lake City Council at a meeting to be held on JANUARY 14, 2020.

*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.

Topic: the safety & security of Cold Lake citizens, businesses & property.

Request: An increase in security to curb the ongoing criminal activity.

* 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 Jan 8/2020

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 JAN. 14/20

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.

Received Fax 08 Jan 20 16:44
Jan. 8, 2020 3:15PM

City of Cold Lake
Received by: Bliss Lingerie

No. 2622 P. 2/2

Page 2



To: City of Cold Lake Mayor and Council

Date: January 8, 2020

Re: January 14, 2020 Council Meeting Agenda

Please add this urgent addition to the Agenda of the above mentioned meeting.

It's regarding the safety and security of Cold Lake citizens, businesses and properties and the cost of the criminal activity affecting us.

The following business owners and citizens will be in attendance:

Best Western/Holiday Inn	Mark Lee
Bliss Lingerie	Eleanor Evans
Bordeleau Cabinetry.	Bruce Bordeleau
CIBC Bank.	Rob Brassard
Coldwell Banker/Reality Executive.	Bev Howarth
Cold Lake Ford.	Mark Milliken
Co operators Insurance.	Dixon Neihaus
Citizens On Patrol	Renee Lillico
Corks and Caps.	Sharine Leiper
Extra Foods.	Lorraine
Furniture Galaxy.	Murray Murphy
Kia Motors.	Don Milliken
Lakeland Connect.	Michael
Lakeland Credit Union.	Susan
Lakeland Inn/El Lobo Motel.	Andre de Beer
Mach 1 Sports.	Ed/Laurie
O2'z	Brett Mckernan
Polished Pumpkin.	Jamie Bateman

Red Rooster.

Betty Vieira

Royal Travel.

Connie Cripps

Sobeys Foods.

Scott & Rhonda Squires/Brad Mc Donald

Sobeys Liquor.

Judy

Sugar Wings.

Cynde Hardwick

T D Bank.

Terry Melnick

T&T Optical.

Michelle Fehr

Value Drug Mart.

Ron Mattice

Value Drug Mart.

Bob Mattice



STAFF REPORT

Title: City Financial Reports - November 2019

Meeting Date: January 14, 2020

Executive Summary:

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

Background:

As of November 30, 2019 the bank had a balance of \$2,084,657. The Investment portfolio had a book value of \$61,214,107 inclusive of accrued interest, and a market value of \$60,844,749. Figures for the November 30, 2019 variance report are as follows:

	YTD	Budget	%
Revenue	\$ 44,202,033	\$ 59,208,733	74.65
Expenses	\$ 40,362,065	\$ 59,208,733	68.17

Alternatives:

Recommended Action:

Administration recommends that Council accept the financial reports for the period ending November 30, 2019 including accounts payable cheque numbers 134689 to 135194.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

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

	BANK CURRENT	INVESTMENTS	TOTAL
Receipts:	\$6,643,933	<u>Lakeland Credit Union -November 1, 2019</u>	\$5,000,000
Cash Receipts	\$1,172,804	Purchase (Redemption) - GIC	\$0
Auto Debits - UT/TX	\$588,483	Balance as November 30, 2019	\$5,000,000
Interest	\$1,261	Accrued interest - Credit Union	\$40,849
Common Shares	\$0	Balance as at November 30, 2019	\$5,040,849
Cancelled Cheques	\$3,359	<u>ATB Financial HISA - November 1, 2019</u>	\$9,548,107
Returned Cheques	(\$4,081)	Purchase (Redemption) - High Interest Savings	\$0
Stale Dated Cheques	\$0	Interest paid-ATB	\$19,462
Interest Received Investment	\$36	Balance as at November 30, 2019	\$9,567,569
Transfer from Investment	\$0	Accrued Interest-ATB	\$18,873
Alberta Capital Debenture	\$0	Balance as at November 30, 2019	\$9,586,442
Total Receipts	\$8,405,794	<u>CIBC HISA (AUMA) - November 1, 2019</u>	\$5,024,362
		Purchase (Redemption) -High Interest Savings	\$0
Disbursements:		Interest paid-CIBC	\$10,240
Accounts Payables	\$5,350,374	Balance as at November 30, 2019	\$5,034,602
Payroll	\$965,159	Accrued Interest-CIBC	\$9,498
Bank Wires & Drafts	\$3,286	Balance as at November 30, 2019	\$5,044,100
Alberta Capital Debenture	\$0	<u>Wood Gundy-Kurt Miller - November 1, 2019</u>	\$5,000,000
Transfer to Investment	\$0	Purchase (Redemption) - GIC	\$0
ASFF Payment	\$0	Balance as at November 30, 2019	\$5,000,000
Service Charges	\$2,318	Accrued Interest-CIBC	\$41,425
Total Disbursements	\$6,321,136	Balance as at November 30, 2019	\$5,041,425
NET BALANCE:	\$2,084,657	<u>Wood Gundy</u>	
		Investment-Book Value November 1, 2019	\$35,812,400
		Premium paid on Bonds November 1, 2019	\$433,616
		Wood Gundy-Book Value as at November 30, 2019	\$36,246,016
Statement end balance:	\$3,252,589	Accrued Interest-Fixed income securities	\$255,274
O/S deposits	\$22,767		
Cash on hand	\$400	WG Balance as November 30, 2019	\$36,501,290
Sub Total	\$3,275,756	WG Market Value	\$36,131,933
		TOTAL INVESTMENTS MARKET VALUE	\$60,844,749
Less:Outstanding cheques	\$1,191,099		
NET BALANCE:	\$2,084,657	TOTAL INVESTMENTS-BOOK VALUE	\$61,214,107

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CITY SUMMARY OF VARIABLE REVENUES/EXPENSES BY FUNCTION

November 30, 2019

REVENUES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
LEVY(penalties,investment returns)	2,718,036	500,000	- 2,218,036	543.61%
ADMINISTRATION	91,436	85,000	- 6,436	107.57%
POLICING	205,793	293,500	87,707	70.12%
FIRE RESCUE SERVICES	228,374	241,870	13,496	94.42%
BYLAW/SPEC CONSTABLES	85,547	166,700	81,153	51.32%
PUBLIC WORKS	66,167	350	- 65,817	18904.90%
INFRASTRUCTURE SERVICES	6,000	10,000	4,000	60.00%
AIRPORT	116,194	118,350	2,156	98.18%
SPECIAL TRANSPORTATION	8,985	8,500	- 485	105.71%
PUBLIC TRANSPORTATION	16,507	20,000	3,493	82.53%
WATER	2,427,497	2,920,000	492,503	83.13%
SEWER	1,450,465	1,750,000	299,535	82.88%
WASTE DISPOSAL	1,656,892	1,918,000	261,108	86.39%
RECYCLING	601,290	715,586	114,296	84.03%
FCSS	28,959	45,000	16,042	64.35%
DAYCARE/SENIORS	39,212	24,145	- 15,067	162.40%
CEMETERY	3,071	5,000	1,929	61.43%
MUNICIPAL SERVICES	339,207	262,000	- 77,207	129.47%
ECONOMIC DEVELOPMENT	40,213	46,400	6,187	86.67%
LAND, HOUSING & BLDG RENTAL	69,263	61,428	- 7,835	112.75%
RECREATION ADMIN-LEISURE	36,709	25,000	- 11,709	146.84%
ARENA	423,940	462,200	38,260	91.72%
ENERGY CENTRE	604,339	1,037,000	432,661	58.28%
GOLF & WINTER CLUB	525,706	460,700	- 65,006	114.11%
PARKS & SPORTS FIELDS	67,209	28,500	- 38,709	235.82%
MARINA	310,128	238,921	- 71,207	129.80%
TOTAL VARIABLE REVENUES	12,167,137	11,444,150	- 722,987	106.32%

FIXED REVENUES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
LEVIES/REQUISITIONS	28,446,736.92	36,588,717.52	8,141,981	77.75%
PROVINCIAL GRANTS	862,298	827,717	- 34,581	104.18%
OTHER LOCAL GOV'T	1,773,478	647,267	- 1,126,211	273.99%
FEDERAL GRANTS	159,844	325,000	165,156	49.18%
LAND SALES	-	-	-	0.00%
TRANSFER FROM RESERVE	-	555,381	555,381	0.00%
FEES FOR SERVICE RUSC	792,540	792,500	- 40	100.01%
LEVY - ID349 (CAPITAL)	-	8,028,000	8,028,000	0.00%
TOTAL FIXED REVENUES	32,034,896	47,764,583	15,729,686	67.07%
TOTAL REVENUES	44,202,033	59,208,733	15,006,699	74.65%

EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
COUNCIL & LEGISLATIVE	434,497	457,671	23,174	94.94%
ADMINISTRATION	4,348,152	5,450,567	1,102,415	79.77%
POLICING	2,081,529	2,858,600	777,071	72.82%
FIRE RESCUE SERVICES	1,007,104	1,071,600	64,496	93.98%
DISASTER SERVICES	37,249	75,050	37,801	49.63%
BYLAW/SPEC CONSTABLE	635,446	788,260	152,814	80.61%
PUBLIC WORKS	4,329,414	5,092,490	763,076	85.02%
INFRASTRUCTURE SERVICES	582,794	745,700	162,906	78.15%
AIRPORT	193,270	210,700	17,430	91.73%
SPECIAL TRANSPORTATION	114,352	143,500	29,148	79.69%
PUBLIC TRANSPORTATION	681,474	914,600	233,126	74.51%
STORM SEWER	130,453	207,100	76,647	62.99%
WATER SUPPLY/DISTRIBUTION	1,958,962	2,272,390	313,428	86.21%
WATER TREATMENT/RESERVOIR	408,030	571,210	163,180	71.43%
SEWER COLLECTION	1,685,339	2,110,160	424,821	79.87%
LIFT STATIONS	265,249	384,580	119,331	68.97%
WASTE DISPOSAL	1,598,909	1,898,660	299,751	84.21%
RECYCLING	563,159	714,298	151,139	78.84%
FCSS	912,399	1,032,200	119,801	88.39%
DAYCARE/PLAYSCHOOL	34,741	30,600	- 4,141	113.53%
SENIORS	30,926	69,000	38,074	44.82%
CEMETERY	38,232	35,680	- 2,552	107.15%
MUNICIPAL SERVICES	625,001	778,850	153,849	80.25%
ECONOMIC DEVELOPMENT	595,313	717,900	122,587	82.92%
LAND, HOUSING & BLDG RENTAL	4,802	14,530	9,728	33.05%
RECREATION ADMINISTRATION	697,870	654,867	- 43,003	106.57%
ARENA	1,216,780	1,373,166	156,386	88.61%
ENERGY CENTRE	1,981,596	2,542,310	560,714	77.94%
GOLF & WINTER CLUB	946,846	953,630	6,784	99.29%
PARKS & SPORTS FIELDS	1,399,957	1,519,646	119,689	92.12%
MARINA	362,156	457,200	95,044	79.21%
LIBRARY	77,049	79,782	2,733	96.57%
MUSEUM	43,369	15,000	- 28,369	289.12%
TOTAL VARIABLE EXPENSES	30,022,421	36,241,497	6,219,076	82.84%

FIXED EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
REQUISITIONS	5,384,336	7,048,480	1,664,144	76.39%
DEBENTURES	3,730,508	3,994,192	263,684	93.40%
LOCAL IMPROVEMENT ALLOC	2,499	2,615	116	95.58%
TRANSFER TO CAPITAL RESERVE	-	1,245,000	1,245,000	0.00%
ALLOWANCES	17,028	1,200,000	1,182,972	1.42%
TRANSFER TO OTHER AGENCY	1,205,273	1,236,949	31,676	97.44%
CONTINGENCY	-	240,000	240,000	0.00%
TRANSFER TO CAPITAL (ID349)	-	8,000,000	8,000,000	0.00%
TOTAL FIXED EXPENSES	10,339,645	22,967,236	12,627,591	45.02%
TOTAL EXPENSES	40,362,065	59,208,733	18,846,667	68.17%

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134689	2019/11/01	11941	ACHIEVING EDEN LTD	831.60
134690	2019/11/01	123	ACKLANDS - GRAINGER INC.	1,292.32
134691	2019/11/01	687	AECOM CANADA LTD.	7,228.50
134692	2019/11/01	12354	AGAT LABORATORIES	39.06
134693	2019/11/01	3854	AHEARN & SOPER INC.	120.50
134694	2019/11/01	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	3,715.11
134695	2019/11/01	18	ALBERTA URBAN MUNICIPALITIES ASSOC	131.25
134696	2019/11/01	12543	ALLURE HOMES LTD.	1,500.00
134697	2019/11/01	6593	AMSC INSURANCE SERVICES LTD.	2,357.62
134698	2019/11/01	8675	ANSELL, MICHAEL	299.43
134699	2019/11/01	8842	ASHAM CURLING SUPPLIES	1,061.89
134700	2019/11/01	2934	ATCO ELECTRIC LTD.	20,064.80
134701	2019/11/01	10515	AUDIO CINE FILMS INC.	288.75
134702	2019/11/01	104	B & R ECKEL'S TRANSPORT LTD.	669.19
134703	2019/11/01	12733	BANADYGA, BRETT	4.27
134704	2019/11/01	12738	BERENDSEN FLUID POWER	3,044.06
134705	2019/11/01	5720	BEST WESTERN COLD LAKE INN	411.99
134706	2019/11/01	176	BONNYVILLE NOUVELLE	472.50
134707	2019/11/01	2572	BUSY BEE SANITARY SUPPLIES INC.	2,639.73
134708	2019/11/01	5823	CANADIAN LINEN & UNIFORM SERVICE	479.90
134709	2019/11/01	9798	CANADIAN TIRE #450	155.83
134710	2019/11/01	10535	CHARBERN EQUIPMENT LTD.	20,737.50
134711	2019/11/01	11869	CIMCO REFRIGERATION	3,017.44
134712	2019/11/01	11329	CINTAS CANADA LIMITED	80.95
134713	2019/11/01	650	CLEARTECH INDUSTRIES INC.	2,914.19
134714	2019/11/01	3694	COLD LAKE AGRICULTURAL SOCIETY	2,118.25
134715	2019/11/01	705	COLD LAKE CHRYSLER LTD.	52.91
134716	2019/11/01	12560	COMMISSIONAIRES NORTHERN ALBERTA D	5,450.07
134717	2019/11/01	278	COMMUNICATIONS COLD LAKE INC.	984.41
134718	2019/11/01	2392	COPELAND, CRAIG JOHN	272.12
134719	2019/11/01	10380	COTTON CANDY WEST INC.	992.65
134720	2019/11/01	1248	CUBEX LIMITED	121.56
134721	2019/11/01	2657	DE LAGE LANDEN FINANCIAL SERVICES	668.80
134722	2019/11/01	3537	DOUBLE J.R.C FENCING LTD.	7,245.00
134723	2019/11/01	12602	E CONSTRUCTION LTD.	280,250.54
134724	2019/11/01	38	ELECTRIC SERVICES GRAND CENTRE LTD	11,482.80
134725	2019/11/01	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	143.60
134726	2019/11/01	10163	ENTERPRISE RENT A CAR CANADA COMPA	130.12
134727	2019/11/01	1664	FINNING INTERNATIONAL INC.	385,128.45
134728	2019/11/01	5115	FITCH, DAVE	21.79
134729	2019/11/01	8674	FOULDS, KENTON J	360.13
134730	2019/11/01	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	50.55
134731	2019/11/01	5266	FURNITURE GALAXY	5,719.34
134732	2019/11/01	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	5,768.92
134733	2019/11/01	4180	GENMEC ACL INC.	51,121.19
134734	2019/11/01	11881	GOLDLINE CURLING - CALGARY	816.38
134735	2019/11/01	134	GRAND & TOY	49.22
134736	2019/11/01	12229	GRYNN CONTRACTING LTD.	1,635.90
134737	2019/11/01	10204	HOWRISH, JOLAINE	840.38
134738	2019/11/01	82	JESTER PAINT SUPPLY LTD.	875.09
134739	2019/11/01	5040	JOE JOHNSON EQUIPMENT INC.	832.44
134740	2019/11/01	6428	KNELSEN SAND AND GRAVEL LTD.	27,195.00
134741	2019/11/01	4587	K3 PROMOTIONS INC.	266.79
134742	2019/11/01	138	LAKELAND COLLEGE	1,195.00
134743	2019/11/01	352	LAKELAND CREDIT UNION	2,127.38
134744	2019/11/01	4290	LAKELAND FIRE & SAFETY SUPPLY	

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134745	2019/11/01	117	LOCAL AUTHORITIES PENSION	78,408.43
134746	2019/11/01	12737	LOCKHART, ANDREW	26.25
134747	2019/11/01	2842	M/T SINC PLUMBING & HEATING	204.75
134748	2019/11/01	12740	MACPHERSON, KEITH	12.97
134749	2019/11/01	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
134750	2019/11/01	480	MARTIN DEERLINE	444.61
134751	2019/11/01	11352	MCGAULEY, KYLE A	1,500.00
134752	2019/11/01	11707	MILLER, HEATHER	935.57
134753	2019/11/01	262	OK TIRE - COLD LAKE	2,309.08
134754	2019/11/01	2164	PETTY CASH - FCSS	436.45
134755	2019/11/01	12240	PREVOST, A DIVISON OF VOLVO GROUP	852.21
134756	2019/11/01	64	PUROLATOR COURIER LTD	360.74
134757	2019/11/01	9	RECEIVER GENERAL FOR CANADA	106,171.77
134758	2019/11/01	9	RECEIVER GENERAL FOR CANADA	175.00
134759	2019/11/01	9	RECEIVER GENERAL FOR CANADA	399.42
134760	2019/11/01	12712	REFLEXIONS COACHING	250.00
134761	2019/11/01	1109	RELAY DISTRIBUTING	28.30
134762	2019/11/01	12006	RMA FUEL LTD.	9,509.95
134763	2019/11/01	7023	ROBB, JAZELLE	800.00
134764	2019/11/01	110	RONA	209.98
134765	2019/11/01	12009	RURAL MUNICIPALITIES OF ALBERTA	7,631.37
134766	2019/11/01	850	SAFE-NET GROUP INC.	577.50
134767	2019/11/01	5966	SCHEFFER ANDREW LTD. PLANNERS & EN	2,946.83
134768	2019/11/01	8679	SOLIDEARTH GEOTECHNICAL INC.	45,240.92
134769	2019/11/01	5672	STAPLES #332 COLD LAKE	58.57
134770	2019/11/01	2220	STAR AUTO & INDUSTRIAL LTD.	967.00
134771	2019/11/01	1247	STONEHOCKER, DIANE	1,968.62
134772	2019/11/01	12302	THE DAILY GOODS	359.38
134773	2019/11/01	12181	THOMPSON INFRASTRUCTURE LTD.	78,066.96
134774	2019/11/01	12520	UNI-SELECT CANADA STORES INC.	871.47
134775	2019/11/01	7109	VERANOVA PROPERTIES LTD	50.16
134776	2019/11/01	11500	WINDERMERE REGISTRY	950.00
134777	2019/11/01	12736	348373 ALBERTA INC.	253.50
*** Total : \$				1,216,110.64
*** Total # Of Cheques:				89

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134786	2019/11/08	81	ABOVE & BEYOND FLORIST	139.85
134787	2019/11/08	2670	ACCURATE ASSESSMENT GROUP	10,795.50
134788	2019/11/08	11941	ACHIEVING EDEN LTD	1,988.60
134789	2019/11/08	123	ACKLANDS - GRAINGER INC.	3,074.12
134790	2019/11/08	687	AECOM CANADA LTD.	16,600.91
134791	2019/11/08	8218	ALBERTA MUNICIPAL HEALTH & SAFETY	1,110.38
134792	2019/11/08	12044	ALBERTA ONE-CALL CORPORATION	261.45
134793	2019/11/08	3250	APWA ALBERTA CHAPTER	1,249.50
134794	2019/11/08	104	B & R ECKEL'S TRANSPORT LTD.	181.52
134795	2019/11/08	12741	BEAUCHAMP, ROGER	250.00
134796	2019/11/08	8747	BERNIER'S DIESEL & AUTO REPAIR & P	1,909.69
134797	2019/11/08	11814	BERNIER-SHARP, MICHELLE	304.50
134798	2019/11/08	5720	BEST WESTERN COLD LAKE INN	3,346.72
134799	2019/11/08	11102	BLUE FLAME CONTRACTING LTD.	72,150.75
134800	2019/11/08	12524	BOWMAN, KELLY	652.55
134801	2019/11/08	2572	BUSY BEE SANITARY SUPPLIES INC.	523.06
134802	2019/11/08	12744	CANADIAN INNOVATIVE PROTECTIVE SOL	892.50
134803	2019/11/08	5823	CANADIAN LINEN & UNIFORM SERVICE	554.08
134804	2019/11/08	9798	CANADIAN TIRE #450	590.59
134805	2019/11/08	11454	CAOUCETTE & SONS IMPLEMENTS LTD.	151.48
134806	2019/11/08	11329	CINTAS CANADA LIMITED	519.19
134807	2019/11/08	3084	CITY OF EDMONTON	268.00
134808	2019/11/08	9229	COBRA PUMA GOLF CANADA	231.00
134809	2019/11/08	8735	COLD LAKE FOODS (2003) INC	16.76
134810	2019/11/08	298	COLD LAKE REGIONAL CHAMBER OF COMM	65.00
134811	2019/11/08	12324	COLLABRIA	13,241.24
134812	2019/11/08	2392	COPELAND, CRAIG JOHN	653.76
134813	2019/11/08	12507	CURRIE, KATHERINE	291.21
134814	2019/11/08	1937	DALE FLEMING CONSULTING LTD.	378.00
134815	2019/11/08	12265	DANIELSON, ANNE	1,765.25
134816	2019/11/08	11050	DD CONTRACTING & CONSTRUCTION LTD.	3,664.50
134817	2019/11/08	5855	DELL CANADA INC.	6,298.61
134818	2019/11/08	11960	DENOTER HOLDINGS LTD.	6,223.66
134819	2019/11/08	12431	DR. MANJU MATHEW	1,360.00
134820	2019/11/08	12602	E CONSTRUCTION LTD.	401,321.28
134821	2019/11/08	9123	EASTLINK	243.13
134822	2019/11/08	11989	EDMONTON KUBOTA LTD.	32.95
134823	2019/11/08	38	ELECTRIC SERVICES GRAND CENTRE LTD	1,159.72
134824	2019/11/08	1877	EMCO CORPORATION	29.61
134825	2019/11/08	6523	FABER LLP	39,000.00
134826	2019/11/08	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	190.79
134827	2019/11/08	967	FM GRAPHX INC.	859.12
134828	2019/11/08	3754	GERRY'S EXPRESS LUBE INC.	690.70
134829	2019/11/08	6983	HOGAN, MELANIE	750.00
134830	2019/11/08	11346	GOVERNMENT OF ALBERTA	168.00
134831	2019/11/08	134	GRAND & TOY	100.97
134832	2019/11/08	4241	GRAND CENTRE GOLF & COUNTRY CLUB	168.00
134833	2019/11/08	12229	GRYNN CONTRACTING LTD.	16,600.50
134834	2019/11/08	3244	HAMILTON HOUSE BED & BREAKFAST	943.50
134835	2019/11/08	185	HARVIE'S GLASS & MIRROR LTD.	72.98
134836	2019/11/08	6170	HOLLIS, BARBARA	20.00
134837	2019/11/08	82	JESTER PAINT SUPPLY LTD.	482.36
134838	2019/11/08	6672	JUST CHECKING RESOURCES INC.	1,606.50
134839	2019/11/08	12722	KEMPE FITNESS & FIGHTING	843.75
134840	2019/11/08	2947	KNELSEN SAND & GRAVEL LTD.	561.96
134841	2019/11/08	4587	K3 PROMOTIONS INC.	

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134842	2019/11/08	7395	LAGACE, NELSON	125.00
134843	2019/11/08	11272	LAKELAND CONNECT MEDIA INC.	420.00
134844	2019/11/08	4290	LAKELAND FIRE & SAFETY SUPPLY	2,176.55
134845	2019/11/08	4662	LAKE SIDE MARINE AND OFF ROAD	272.95
134846	2019/11/08	2842	M/T SINC PLUMBING & HEATING	99.75
134847	2019/11/08	12428	MCGOWAN, SUSAN	600.00
134848	2019/11/08	12735	MCMILLAN, LEE	372.89
134849	2019/11/08	3844	MCSNET	73.40
134850	2019/11/08	52	MD OF BONNYVILLE NO.87	4,342.00
134851	2019/11/08	11777	MEIER, DAWN	450.10
134852	2019/11/08	12528	MERIDIAN SOURCE	658.88
134853	2019/11/08	7188	MUSICWORKS LTD.	31.50
134854	2019/11/08	3127	NAGOYA, KEVIN	980.57
134855	2019/11/08	8126	NORTH EAST GAS CO-OP LTD	46.32
134856	2019/11/08	8308	NSC MINERALS	7,551.24
134857	2019/11/08	6188	OAKCREEK GOLF & TURF INC.	215.71
134858	2019/11/08	262	OK TIRE - COLD LAKE	4,026.88
134859	2019/11/08	5886	PALMAN, MARK J	861.12
134860	2019/11/08	12743	PEPPERMINT TOAST PUBLISHING	155.10
134861	2019/11/08	1943	PORTAGE COLLEGE	115.00
134862	2019/11/08	11348	POSTMEDIA PAYMENT CENTRE	1,094.10
134863	2019/11/08	7387	PRO DETAIL SUPPLY 2008 INC.	270.28
134864	2019/11/08	4534	PUMPS & PRESSURE INC.	1,156.63
134865	2019/11/08	1109	RELAY DISTRIBUTING	52.56
134866	2019/11/08	9468	RIVERSIDE OILFIELD SERVICES (2001)	912.45
134867	2019/11/08	11265	ROCKSLIDE GRAVEL LTD.	1,125.47
134868	2019/11/08	1799	ROCKY MOUNTAIN PHOENIX	453.60
134869	2019/11/08	110	RONA	522.19
134870	2019/11/08	12009	RURAL MUNICIPALITIES OF ALBERTA	18,927.64
134871	2019/11/08	12255	SAINI, VALERIE	1,500.00
134872	2019/11/08	7915	SCHMIDTZ, KIM M	975.60
134873	2019/11/08	8450	SHAW DIRECT	136.45
134874	2019/11/08	5884	SHRED-IT INTERNATIONAL ULC	169.37
134875	2019/11/08	8355	SKINNER, LAURA	725.00
134876	2019/11/08	8679	SOLIDEARTH GEOTECHNICAL INC.	3,254.94
134877	2019/11/08	6573	SPORTFACTOR INC.	368.19
134878	2019/11/08	12553	STINGRAY RADIO INC./RADIO STINGRAY	1,013.04
134879	2019/11/08	20	TELUS COMMUNICATIONS INC	4,716.41
134880	2019/11/08	6492	THE I DO SHOP	250.21
134881	2019/11/08	808	TOWN OF BONNYVILLE	1,182.72
134882	2019/11/08	6868	ULINE CANADA CORPORATION	108.68
134883	2019/11/08	12520	UNI-SELECT CANADA STORES INC.	737.71
134884	2019/11/08	71	URLACHER CONSTRUCTION LTD.	12,524.66
134885	2019/11/08	11709	WEST-CAN SEAL COATING INC.	27,504.66
134886	2019/11/08	12561	WESTERN CANADIAN DEFENCE INDUSTRY	21,525.00
134887	2019/11/08	12742	WHEEL FIT CO.	151.20
134888	2019/11/08	11500	WINDERMERE REGISTRY	50.50

*** Total : \$ 742,596.98

*** Total # Of Cheques: 103

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134899	2019/11/15	6069	AAA STRIPING & SEAL COATING SERVIC	7,315.37
134900	2019/11/15	12354	AGAT LABORATORIES	119.70
134901	2019/11/15	12310	AGGREKO CANADA, INC.	7,877.96
134902	2019/11/15	8446	ALBERTA DEFENSIVE TACTICS TRAINING	682.50
134903	2019/11/15	9153	ALBERTA MUNICIPAL SERVICES CORPORA	217,203.56
134904	2019/11/15	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	3,685.57
134905	2019/11/15	6593	AMSC INSURANCE SERVICES LTD.	2,357.62
134906	2019/11/15	3926	ASET	365.00
134907	2019/11/15	8309	AVIATION GROUND FUELING TECHNOLOGI	3,027.02
134908	2019/11/15	4264	AXANI BROS. TRUCKING INC.	939.75
134909	2019/11/15	104	B & R ECKEL'S TRANSPORT LTD.	786.24
134910	2019/11/15	8747	BERNIER'S DIESEL & AUTO REPAIR & P	90.30
134911	2019/11/15	12746	BHARDWAJ, RACHAEL	130.00
134912	2019/11/15	6089	BONNYVILLE WATER CONDITIONING LTD.	35.00
134913	2019/11/15	9362	BRULLER CORPORATION	840.00
134914	2019/11/15	10122	BURGE, LAVINIA	240.00
134915	2019/11/15	2572	BUSY BEE SANITARY SUPPLIES INC.	296.03
134916	2019/11/15	5823	CANADIAN LINEN & UNIFORM SERVICE	401.71
134917	2019/11/15	9798	CANADIAN TIRE #450	50.35
134918	2019/11/15	239	CENTRAL SHARPENING	425.25
134919	2019/11/15	11329	CINTAS CANADA LIMITED	363.45
134920	2019/11/15	4615	COLD LAKE ALPINE SKI SOCIETY	2,500.00
134921	2019/11/15	2803	COLD LAKE FIREFIGHTER SOCIAL FUND	270.00
134922	2019/11/15	8735	COLD LAKE FOODS (2003) INC	1,557.17
134923	2019/11/15	4517	COLD LAKE SENIORS' SOCIETY	550.00
134924	2019/11/15	1937	DALE FLEMING CONSULTING LTD.	246.75
134925	2019/11/15	2657	DE LAGE LANDEN FINANCIAL SERVICES	4,083.42
134926	2019/11/15	12722	DEBRA, LOAKIM	843.75
134927	2019/11/15	3337	DIRECT ENERGY REGULATED SERVICES	365.40
134928	2019/11/15	107	DUN-RITE ROOFING	51,009.00
134929	2019/11/15	12602	E CONSTRUCTION LTD.	377,473.79
134930	2019/11/15	12638	EFFECTIVE PEST CONTROL	210.00
134931	2019/11/15	38	ELECTRIC SERVICES GRAND CENTRE LTD	2,518.85
134932	2019/11/15	967	FM GRAPHX INC.	41.79
134933	2019/11/15	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	797.04
134934	2019/11/15	12024	GAMEDAY GRILL	787.50
134935	2019/11/15	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	4,783.35
134936	2019/11/15	25	GOVERNMENT OF ALBERTA	161.00
134937	2019/11/15	8302	GOVERNMENT OF ALBERTA	39.00
134938	2019/11/15	8493	GOVERNMENT OF ALBERTA	100.00
134939	2019/11/15	134	GRAND & TOY	111.40
134940	2019/11/15	11460	GRAVITY UNION SOLUTIONS LIMITED	3,465.00
134941	2019/11/15	11405	HAMEL MEATS (2015) LTD.	820.00
134942	2019/11/15	699	INDUSTRIAL MACHINE INC.	289.95
134943	2019/11/15	8228	ISL ENGINEERING & LAND SERVICES LT	13,002.34
134944	2019/11/15	82	JESTER PAINT SUPPLY LTD.	1,101.62
134945	2019/11/15	3019	KRAZEE KLEAN INC.	288.75
134946	2019/11/15	11781	KTI LIMITED	11,279.10
134947	2019/11/15	4587	K3 PROMOTIONS INC.	1,019.47
134948	2019/11/15	352	LAKELAND CREDIT UNION	1,388.65
134949	2019/11/15	9863	LAKELAND GYMNASTICS CLUB	102.00
134950	2019/11/15	8130	LAKELAND LOCKSMITH	405.00
134951	2019/11/15	8901	LANGFORD, KATHLEEN	227.25
134952	2019/11/15	4546	LAWSON PRODUCTS INC.	2,769.71
134953	2019/11/15	117	LOCAL AUTHORITIES PENSION	78,371.10
134954	2019/11/15	2842	M/T SINC PLUMBING & HEATING	

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134955	2019/11/15	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
134956	2019/11/15	3160	MCINTOSH, MICHELE	107.59
134957	2019/11/15	710	MCKAY, HUGH	179.61
134958	2019/11/15	12747	MUNRO, PATRICK	18.30
134959	2019/11/15	9013	NUR CONSTRUCTION LTD.	1,500.00
134960	2019/11/15	2167	PETTY CASH - ADMIN	421.25
134961	2019/11/15	3688	PINCH, SVEA	234.15
134962	2019/11/15	12223	PRECISION PROTECTION SYSTEMS LTD	2,901.02
134963	2019/11/15	12240	PREVOST, A DIVISON OF VOLVO GROUP	333.54
134964	2019/11/15	9	RECEIVER GENERAL FOR CANADA	108,706.60
134965	2019/11/15	9	RECEIVER GENERAL FOR CANADA	175.00
134966	2019/11/15	9	RECEIVER GENERAL FOR CANADA	406.15
134967	2019/11/15	1109	RELAY DISTRIBUTING	24.26
134968	2019/11/15	7685	RIVERLAND RECREATIONAL TRAIL SOCIE	4,256.00
134969	2019/11/15	110	RONA	1,317.04
134970	2019/11/15	9856	RONALD MCDONALD HOUSE CHARITIES AL	1,000.00
134971	2019/11/15	12009	RURAL MUNICIPALITIES OF ALBERTA	2,505.47
134972	2019/11/15	2220	STAR AUTO & INDUSTRIAL LTD.	354.55
134973	2019/11/15	12553	STINGRAY RADIO INC./RADIO STINGRAY	2,221.04
134974	2019/11/15	1247	STONEHOCKER, DIANE	1,968.62
134975	2019/11/15	238	SUPERIOR INDUSTRIES INC.	41,536.95
134976	2019/11/15	6868	ULINE CANADA CORPORATION	581.62
134977	2019/11/15	12520	UNI-SELECT CANADA STORES INC.	865.76
134978	2019/11/15	71	URLACHER CONSTRUCTION LTD.	46,478.39
134979	2019/11/15	5319	WASTE MANAGEMENT OF CANADA CORPORA	474.24
134980	2019/11/15	159	320364 ALBERTA LTD.	640.00
134981	2019/11/15	1692	916729 ALBERTA LTD.	20,407.80

*** Total : \$ 1,050,812.23

*** Total # Of Cheques: 83

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134986	2019/11/15	81	ABOVE & BEYOND FLORIST	139.65
134987	2019/11/15	3244	HAMILTON HOUSE BED & BREAKFAST	943.50
*** Total : \$				1,083.15
*** Total # Of Cheques:				2

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134988	2019/11/22	123	ACKLANDS - GRAINGER INC.	521.84
134989	2019/11/22	687	AECOM CANADA LTD.	29,723.49
134990	2019/11/22	18	ALBERTA URBAN MUNICIPALITIES ASSOC	472.50
134991	2019/11/22	832	ASSOCIATED ENGINEERING ALBERTA LTD	2,257.50
134992	2019/11/22	104	B & R ECKEL'S TRANSPORT LTD.	247.68
134993	2019/11/22	12750	BAR ENGINEERING	10,290.00
134994	2019/11/22	12608	BEAUTIFUL CHAOS	37,384.20
134995	2019/11/22	6678	BELL	454.23
134996	2019/11/22	2741	BELL CANADA	6.00
134997	2019/11/22	8260	BENOIT GROUP INC.	77.51
134998	2019/11/22	8747	BERNIER'S DIESEL & AUTO REPAIR & P	849.33
134999	2019/11/22	2188	BEST SERVICE PROS LTD.	38,642.72
135000	2019/11/22	5720	BEST WESTERN COLD LAKE INN	100.00
135001	2019/11/22	12084	BISON CREDIT SOLUTIONS	18.72
135002	2019/11/22	11102	BLUE FLAME CONTRACTING LTD.	1,050.00
135003	2019/11/22	9258	BOYCHUK, SHANNON	395.00
135004	2019/11/22	2572	BUSY BEE SANITARY SUPPLIES INC.	71.63
135005	2019/11/22	5823	CANADIAN LINEN & UNIFORM SERVICE	347.70
135006	2019/11/22	9798	CANADIAN TIRE #450	210.29
135007	2019/11/22	12748	CAPREIT LTD. PARTNERSHIP	50.00
135008	2019/11/22	4631	CDW CANADA CORP.	633.58
135009	2019/11/22	8735	COLD LAKE FOODS (2003) INC	190.56
135010	2019/11/22	298	COLD LAKE REGIONAL CHAMBER OF COMM	618.45
135011	2019/11/22	2524	COLLISION TOWING	367.50
135012	2019/11/22	278	COMMUNICATIONS COLD LAKE INC.	1,740.73
135013	2019/11/22	7691	CWB NATIONAL LEASING	3,795.83
135014	2019/11/22	5855	DELL CANADA INC.	12,742.82
135015	2019/11/22	3337	DIRECT ENERGY REGULATED SERVICES	124.58
135016	2019/11/22	11337	ECOTAINER SALES INC.	1,195.95
135017	2019/11/22	11989	EDMONTON KUBOTA LTD.	10,639.42
135018	2019/11/22	38	ELECTRIC SERVICES GRAND CENTRE LTD	1,231.29
135019	2019/11/22	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	1,158.53
135020	2019/11/22	10163	ENTERPRISE RENT A CAR CANADA COMPA	260.23
135021	2019/11/22	12221	ERAMOSA	23,130.83
135022	2019/11/22	12756	FISHER, CATHERINE ULANA	21.68
135023	2019/11/22	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	3,450.93
135024	2019/11/22	523	GRIFFITH, MELVIN R	150.00
135025	2019/11/22	12757	GUINEY, GERRI & RICHARD	62.74
135026	2019/11/22	12289	HOOTS BICYCLE ACCESSORIES INC.	156,654.77
135027	2019/11/22	82	JESTER PAINT SUPPLY LTD.	235.18
135028	2019/11/22	7745	JOHN DEERE FINANCIAL	962.17
135029	2019/11/22	1215	KYETECH CANADA INC.	690.64
135030	2019/11/22	7458	L.D. SEPTIC TANK CLEANING	840.00
135031	2019/11/22	2993	LAKELAND HUMANE SOCIETY	13,590.08
135032	2019/11/22	4546	LAWSON PRODUCTS INC.	233.82
135033	2019/11/22	10251	LITTLE BIRD DESIGN STUDIO	3,003.00
135034	2019/11/22	50	LOOMIS EXPRESS	433.53
135035	2019/11/22	375	MATICHUK EQUIPMENT	2,271.10
135036	2019/11/22	12752	MAZEROLLE, DONALD & MELISSA	47.07
135037	2019/11/22	12758	MUISE, SAMANTHA	32.85
135038	2019/11/22	12497	NICKEL, THERESA	241.28
135039	2019/11/22	10360	NOVA MECHANICAL SYSTEMS LTD.	124,255.99
135040	2019/11/22	12751	PANDORAS LOCKS	100.00
135041	2019/11/22	1048	PITNEY BOWES	451.50
135042	2019/11/22	2175	PITNEY WORKS	1,051.00
135043	2019/11/22	11348	POSTMEDIA PAYMENT CENTRE	

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135044	2019/11/22	12240	PREVOST, A DIVISON OF VOLVO GROUP	8.00
135045	2019/11/22	64	PUROLATOR COURIER LTD	1,028.46
135046	2019/11/22	12749	RC HEAVY TRUCK AND TRAILER REPAIR	5,272.34
135047	2019/11/22	178	RECEIVER GENERAL FOR CANADA	519,738.00
135048	2019/11/22	413	REYNOLDS MIRTH RICHARDS & FARMER L	2,775.78
135049	2019/11/22	12006	RMA FUEL LTD.	9,606.73
135050	2019/11/22	7023	ROBB, JAZELLE	157.49
135051	2019/11/22	12754	ROBINSON, MARY S	7.55
135052	2019/11/22	110	RONA	66.34
135053	2019/11/22	4554	ROSIE SEPTIC TANK SERVICE LTD	78.75
135054	2019/11/22	12009	RURAL MUNICIPALITIES OF ALBERTA	5,491.78
135055	2019/11/22	7632	SAFETY BUZZ LTD	210.00
135056	2019/11/22	841	SAFETY CODES COUNCIL	634.80
135057	2019/11/22	7201	SAGAR PROPERTY MANAGEMENT LTD.	39,814.20
135058	2019/11/22	5052	SE DESIGN AND CONSULTING (2009) IN	4,790.36
135059	2019/11/22	12451	SHAWS ENTERPRISES LTD.	490.18
135060	2019/11/22	5884	SHRED-IT INTERNATIONAL ULC	302.94
135061	2019/11/22	11579	SITE RESOURCE GROUP INC.	3,985.46
135062	2019/11/22	11451	SOFTCHOICE LP	236.88
135063	2019/11/22	8679	SOLIDEARTH GEOTECHNICAL INC.	11,697.26
135064	2019/11/22	10091	SOUTHLAND TRANSPORTATION LTD.	51,918.93
135065	2019/11/22	12725	SPEAKERS' SPOTLIGHT	1,320.24
135066	2019/11/22	12755	SPIKER, DAVID & BIRCH	5.62
135067	2019/11/22	5672	STAPLES #332 COLD LAKE	154.94
135068	2019/11/22	2220	STAR AUTO & INDUSTRIAL LTD.	128.92
135069	2019/11/22	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	1,489.95
135070	2019/11/22	20	TELUS COMMUNICATIONS INC	1,811.49
135071	2019/11/22	492	TELUS MOBILITY INC.	4,187.34
135072	2019/11/22	9646	THE ALBERTA UNION OF PROVINCIAL EM	125.75
135073	2019/11/22	8963	THE GERMAN ADVERTISING ADVANTAGE I	1,637.04
135074	2019/11/22	9873	THE INSPECTIONS GROUP INC.	13,107.89
135075	2019/11/22	12753	THOMAS, CODY	139.21
135076	2019/11/22	5684	TIM HORTONS #2880	181.71
135077	2019/11/22	6090	TST CANADA	832.85
135078	2019/11/22	12520	UNI-SELECT CANADA STORES INC.	147.85
135079	2019/11/22	71	URLACHER CONSTRUCTION LTD.	256,556.94
135080	2019/11/22	7109	VERANOVA PROPERTIES LTD	26.91
135081	2019/11/22	6173	VISTA RADIO	267.75
135082	2019/11/22	11500	WINDERMERE REGISTRY	10.50
135083	2019/11/22	159	320364 ALBERTA LTD.	276.45
135084	2019/11/22	2538	4 IMPRINT, INC.	827.94

*** Total : \$ 1,433,265.69

*** Total # Of Cheques: 97

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135091	2019/11/21	12324	COLLABRIA	2,629.54
*** Total : \$				2,629.54
*** Total # Of Cheques:				1

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135092	2019/11/29	101	A & A GLASS LTD.	317.10
135093	2019/11/29	123	ACKLANDS - GRAINGER INC.	1,522.38
135094	2019/11/29	687	AECOM CANADA LTD.	2,373.14
135095	2019/11/29	2863	ALBERTA FIRE CHIEFS ASSOCIATION	371.15
135096	2019/11/29	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	3,670.68
135097	2019/11/29	1704	ALBERTA WATER & WASTEWATER OPERATO	483.00
135098	2019/11/29	1355	AMSC INSURANCE SERVICES LTD	77,153.50
135099	2019/11/29	1355	AMSC INSURANCE SERVICES LTD	76,966.79
135100	2019/11/29	6593	AMSC INSURANCE SERVICES LTD.	2,315.60
135101	2019/11/29	11560	ANDRZEJEWSKI, ADA	2,500.00
135102	2019/11/29	832	ASSOCIATED ENGINEERING ALBERTA LTD	8,593.16
135103	2019/11/29	58	ATCO GAS	316.24
135104	2019/11/29	9800	AWARE360 LTD.	565.95
135105	2019/11/29	104	B & R ECKEL'S TRANSPORT LTD.	569.15
135106	2019/11/29	10044	BEAUDOIN, MEGAN	131.21
135107	2019/11/29	5072	BEAVER RIVER REGIONAL WASTE MANAGE	41,922.21
135108	2019/11/29	8747	BERNIER'S DIESEL & AUTO REPAIR & P	8,762.23
135109	2019/11/29	12762	BHAMBRA, GURPREET S	2,439.39
135110	2019/11/29	4233	BLUE SKY COATINGS	74,795.31
135111	2019/11/29	176	BONNYVILLE NOUVELLE	68.25
135112	2019/11/29	6089	BONNYVILLE WATER CONDITIONING LTD.	28.00
135113	2019/11/29	9362	BRULLER CORPORATION	1,108.80
135114	2019/11/29	2572	BUSY BEE SANITARY SUPPLIES INC.	2,742.79
135115	2019/11/29	12761	CAMPBELL, SHELLY ANNE	1,526.19
135116	2019/11/29	5823	CANADIAN LINEN & UNIFORM SERVICE	376.23
135117	2019/11/29	9798	CANADIAN TIRE #450	1,294.33
135118	2019/11/29	4631	CDW CANADA CORP.	915.94
135119	2019/11/29	3116	CITY OF LLOYDMINSTER	2,003.40
135120	2019/11/29	9478	CLASSIC EXPRESS INC.	3,150.00
135121	2019/11/29	3694	COLD LAKE AGRICULTURAL SOCIETY	687.50
135122	2019/11/29	1050	COLD LAKE COMMUNITY LEARNING CENTR	1,000.00
135123	2019/11/29	12759	COLD LAKE EYECARE	5,325.61
135124	2019/11/29	8735	COLD LAKE FOODS (2003) INC	517.03
135125	2019/11/29	111	COLD LAKE HOME HARDWARE BUILDING C	358.34
135126	2019/11/29	278	COMMUNICATIONS COLD LAKE INC.	987.85
135127	2019/11/29	2657	DE LAGE LANDEN FINANCIAL SERVICES	668.80
135128	2019/11/29	3537	DOUBLE J.R.C FENCING LTD.	8,179.50
135129	2019/11/29	10422	DOVE CENTRE	32.00
135130	2019/11/29	4080	EC&M ELECTRIC NORTHERN LTD.	494.24
135131	2019/11/29	11337	ECOTAINER SALES INC.	936.74
135132	2019/11/29	12638	EFFECTIVE PEST CONTROL	210.00
135133	2019/11/29	38	ELECTRIC SERVICES GRAND CENTRE LTD	108,182.42
135134	2019/11/29	1877	EMCO CORPORATION	4.38
135135	2019/11/29	5203	ENVIROWAY DETERGENT MFG. INC.	1,870.95
135136	2019/11/29	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	158.15
135137	2019/11/29	967	FM GRAPHX INC.	875.60
135138	2019/11/29	11838	FRIESEN, WADE	70.31
135139	2019/11/29	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	520.49
135140	2019/11/29	5410	GLOBAL KNOWLEDGE NETWORK CANADA IN	2,433.38
135141	2019/11/29	6983	HOGAN, MELANIE	675.00
135142	2019/11/29	134	GRAND & TOY	91.59
135143	2019/11/29	11405	HAMEL MEATS (2015) LTD.	99.75
135144	2019/11/29	11704	HAMEL, GABRIEL	700.00
135145	2019/11/29	3796	INTERIOR OFFROAD EQUIPMENT	197.22
135146	2019/11/29	82	JESTER PAINT SUPPLY LTD.	1,841.46
135147	2019/11/29	5109	KEEP, CHRISTOPHER	

11/28/19 14:25:46
(AP14670)

A / P SYSTEM
Cheque Register
Batch #: 38954

Page: 2

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
135148	2019/11/29	1215	KYETECH CANADA INC.	257.25
135149	2019/11/29	352	LAKELAND CREDIT UNION	3,117.79
135150	2019/11/29	4290	LAKELAND FIRE & SAFETY SUPPLY	4,832.00
135151	2019/11/29	8130	LAKELAND LOCKSMITH	130.00
135152	2019/11/29	117	LOCAL AUTHORITIES PENSION	88,408.59
135153	2019/11/29	2842	M/T SINC PLUMBING & HEATING	8,705.55
135154	2019/11/29	11397	MADE IN CANOE LIMITED	121.77
135155	2019/11/29	11394	MARTIN & LEVESQUE INC.	1,674.42
135156	2019/11/29	8471	MCMILLAN, GARTH	74.00
135157	2019/11/29	3844	MCSNET	73.40
135158	2019/11/29	2531	MEGA-TECH	532.74
135159	2019/11/29	9126	MEIER, ALEXANDRA	700.00
135160	2019/11/29	11707	MILLER, HEATHER	250.00
135161	2019/11/29	11686	MOESKER, ISAAC	732.96
135162	2019/11/29	12497	NICKEL, THERESA	529.26
135163	2019/11/29	10360	NOVA MECHANICAL SYSTEMS LTD.	2,968.31
135164	2019/11/29	8308	NSC MINERALS	11,636.94
135165	2019/11/29	12724	OASIS RIGGING INC.	2,767.28
135166	2019/11/29	12760	OLEMAN DOOR SERVICES INC.	1,356.60
135167	2019/11/29	1048	PITNEY BOWES	315.02
135168	2019/11/29	12240	PREVOST, A DIVISON OF VOLVO GROUP	385.15
135169	2019/11/29	64	PUROLATOR COURIER LTD	94.13
135170	2019/11/29	9	RECEIVER GENERAL FOR CANADA	101,993.05
135171	2019/11/29	9	RECEIVER GENERAL FOR CANADA	418.18
135172	2019/11/29	4393	REIMER, CINDY	287.61
135173	2019/11/29	1109	RELAY DISTRIBUTING	173.89
135174	2019/11/29	12006	RMA FUEL LTD.	22,816.14
135175	2019/11/29	110	RONA	67.15
135176	2019/11/29	12009	RURAL MUNICIPALITIES OF ALBERTA	3,573.54
135177	2019/11/29	5966	SCHEFFER ANDREW LTD. PLANNERS & EN	3,070.73
135178	2019/11/29	5052	SE DESIGN AND CONSULTING (2009) IN	14,938.90
135179	2019/11/29	2291	SMART ELECTRICAL CONTRACTORS (2007	4,519.47
135180	2019/11/29	8679	SOLIDEARTH GEOTECHNICAL INC.	25,053.93
135181	2019/11/29	12711	SPARK'D CONNECTIONS	1,400.00
135182	2019/11/29	9612	STANTEC CONSULTING LTD.	16,820.88
135183	2019/11/29	1247	STONEHOCKER, DIANE	1,968.62
135184	2019/11/29	6409	SUPERIOR PROPANE	3,630.13
135185	2019/11/29	20	TELUS COMMUNICATIONS INC	4,658.10
135186	2019/11/29	12181	THOMPSON INFRASTRUCTURE LTD.	76,100.48
135187	2019/11/29	6090	TST CANADA	367.49
135188	2019/11/29	12520	UNI-SELECT CANADA STORES INC.	491.70
135189	2019/11/29	8313	UNIQUE COMMUNICATIONS LTD	1,470.59
135190	2019/11/29	3285	UNITED RENTALS OF CANADA, INC.	2,839.47
135191	2019/11/29	71	URLACHER CONSTRUCTION LTD.	17,962.61
135192	2019/11/29	5319	WASTE MANAGEMENT OF CANADA CORPORA	6,034.64
135193	2019/11/29	2538	4 IMPRINT, INC.	324.24
135194	2019/11/29	1692	916729 ALBERTA LTD.	1,575.00

*** Total : \$ 898,518.57

*** Total # Of Cheques: 103



STAFF REPORT

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

Meeting Date: January 14, 2020

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.

At their regular meeting held December 10, 2019, Council resolved to postpone this request to their January 14, 2020 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 – 9



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. 2019 saw a record number of applications for the program (9), although still not all eligible projects have taken advantage of the program.

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. Council may postpone the issue to Council's March 10, 2020 meeting.
4. 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



Business Retention and Attraction Incentive Program Policy

POLICY NUMBER: 120-FN-10

Approval Date: March 16, 2010

Revise Date: November 5, 2019

Motion Number: CM20100316.1006

Repeal Date:

Supersedes:

Review Date:

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.

Date

Chief Administrative Officer

Date

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)
Examples:	
\$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%)
Examples:					
\$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

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

Form 12-30-06

Ref: Policy 120-FN-10

Page 1 of 1



Business Retention and Attraction Incentive Program Policy

POLICY NUMBER: 120-FN-10

Approval Date: March 16, 2010

Revise Date: November 29, 2018

Motion Number: CM20100316.1006

Repeal Date:

Supersedes:

Review Date: December 11, 2018

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.
 - 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;
 - 4.7.3 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.

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)
Examples:	
\$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%)
Examples:					
\$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

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

Form 12-30-06

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: January 14, 2020

Executive Summary:

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

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

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

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

Background:

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.

At their regular meeting held December 10, 2019, Council resolved to postpone this request to their January 14, 2020 regular meeting of Council.



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 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 Pointwith funds to come from Council Goodwill (1-2-11-20-229) for 2019.
- 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's March 10, 2020 regular meeting.

Recommended Action:

That Council may postpone the agenda issue until Council's March 10, 2020 regular meeting.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Cindy Reimer

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

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Craig,

I hope the presentation last night was informative?

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

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

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

Thanks,

Oreen Skiba

Stakeholder Relations Manager, Lakeland Region

Ronald McDonald House Charities® Alberta

C: 780-217-6020





Ronald McDonald
House Charities®
Alberta



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

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

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

1) Sponsor an Event



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

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

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

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

2) Donate a Gift-in-Kind

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

3) Make a Cash Donation

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

4) Volunteer

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

5) Be Our Guest

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

Our Houses



Edmonton House (35 Family Suites)



Red Deer House (11 Family Suites)



Calgary House (27 Family Suites)



Medicine Hat House (6 Family Suites)

Projected Opening December 2019

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

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

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

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

2018 Impact Statistics

1,220

families stayed at a
Ronald McDonald House®
in Alberta.

RMHC Alberta has

73

family suites across
the province.

22,280

Nights of Comfort

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

In 2018 RMHC Alberta had over

50,000

 hours of volunteerism.

1,279 Meal Groups

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

In 2018 RMHC Alberta Accommodated:

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

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

Reasons for Stay

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

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



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

Winterland Invitational Exclusive Sponsorship Opportunities Available

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

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

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

Winterland Invitational Non- Exclusive Sponsorship Opportunities Available

Winterland Invitational Official Hotel Sponsors

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

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

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



THANK YOU TO OUR SPONSORS



Run for RMHCA

Ronald McDonald House Charities® Alberta

Lakeland Region



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

RUN FOR RMHC ALBERTA

Sponsorship Opportunities Available

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

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

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



Thank You To Our Sponsors



Corporate, School and Unit Challenge

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

Points are allocated in the following way:

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

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

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



Lace up your running shoes and join the Challenge!



Ronald McDonald House Charities® Alberta
CHARITY GOLF CLASSIC
Lakeland Region

RMHC ALBERTA LAKELAND CHARITY GOLF CLASSIC

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

Exclusive Sponsorship Opportunities Available

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

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

Non-Exclusive Sponsorship Opportunities Available

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

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

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



THANK YOU TO OUR SPONSORS!

Presenting Sponsors



RBC Mortgage Specialist
Wendy Coats



Cold Lake
Astra Lodge 379
Royal Arch Masons
of Alberta



#KeepingFamiliesClose

Get involved at rmhcalberta.org

SPONSORSHIP AGREEMENT

I would like to sponsor:

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

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

Contact Information

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

Contact Name

Address

City

Province

Postal Code

Telephone

Email

Payment Information

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

Name on Card	Expiry	
Card Number	CVS	

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

Signature _____

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



RMHC
Alberta

Keeping families close™

Get involved at

www.rmhcalberta.org



STAFF REPORT

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

Meeting Date: January 14, 2020

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.

At their regular meeting held December 10, 2019, Council resolved to postpone this request to their January 14, 2020 regular meeting of Council.

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 pass a motion to postpone Grand Centre Golf and Country Club request for funding to Council's March 10, 2020 regular meeting.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



From: Grand Centre G&CC <grandcentregolf@gmail.com>
Date: Nov. 4, 2019 1:11 p.m.
Subject: Hole Sponsorship
To: Craig Copeland <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





Recreation & Culture Grant Policy

POLICY NUMBER: 097-RC-07

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

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

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 - 2019 Operation Red Nose Campaign

Meeting Date: January 14, 2020

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 9th 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 volunteer's 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:

At their regular meeting held December 10, 2019, Council resolved to postpone this request to their January 14, 2020 regular meeting of Council.

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 their 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 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).
- That Council defeat a motion to provide funding towards the 2019 Operation Red Nose Campaign
- That Council pass a motion to postpone Operation Red Nose's request for funding to Council March 10, 2020 meeting.

Recommended Action:

That Council pass a motion to postpone Operation Red Nose's request for funding to Council March 10, 2020 meeting.

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.

A handwritten signature in black ink, appearing to read 'Dustin Foulds', with a stylized, cursive script.

Dustin Foulds,

President

Cold Lake Agricultural Society



Recreation & Culture Grant Policy

POLICY NUMBER: 097-RC-07

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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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;
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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.

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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.

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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.

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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.

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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
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- Financial need
- Target audience and membership
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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:
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 - 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: Bylaw No. 659-ST-20 - Bylaw to Close a Portion of Road

Meeting Date: January 14, 2020

Executive Summary:

Proposed closure of a portion of road allowance which falls within the Cold Lake Museum site.

Background:

Administration is recommending that Council authorize closure of a portion of the north-south road allowance that passes through the Cold Lake Museum site. The total area of the portion of the road allowance proposed for closure is approximately 0.227 Hectares (0.561 Acres).

The museum site currently straddles portions of 4 quarter sections as well as the road allowance. The museum site is currently designated as a Provincial Historic Resource and the historical designation applies to portions of all 4 quarters on which the museum is located. Administration is in the process of subdividing the museum site to create a defined parcel to which the museum's Provincial Historical Resource designation can be applied and allowing the designation to be removed from the balance of the lands.

The road allowance is not developed for vehicle travel; therefore, the proposed road closure will not affect vehicle circulation. The City's transportation master plan indicates that a future north-south arterial road would be located further west and would not follow the existing road allowance in this area. No City utilities are located within the proposed closure area. In the event that Council approves first reading of Bylaw 659-ST-20, Administration will seek comment from nearby property owners and franchise utility companies as well as schedule the required statutory Public Hearing.

Alternatives:

Council may consider the following alternatives:

- 1) Proceed to give Bylaw 659-ST-20 first reading and direct Administration to schedule the required statutory Public Hearing.
- 2) Defeat first reading of 659-ST-20.
- 3) Accept as information only.



Recommended Action:

Administration recommends that Council proceed to give Bylaw No. 659-ST-20 first reading and direct Administration to schedule the required statutory Public Hearing.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE
BYLAW 659-ST-20,
A BYLAW TO CLOSE AND DISPOSE OF
A PORTION OF A ROAD**

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF CLOSING AND DISPOSING OF A PORTION OF A PUBLIC ROADWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, REVISED STATUTES OF ALBERTA 2000 CHAPTER M-26.

WHEREAS, the Municipal Council of the City of Cold Lake, in the Province of Alberta, has given notice in the manner and form prescribed by Section 22 of the Municipal Government Act, Chapter M-26, RSA 2000, of its intention to pass a bylaw for the purpose of closing a road;

AND WHEREAS the said Council held a Public Meeting on _____, at which any person who claimed his property would be affected prejudicially by the said road closure was given an opportunity to be heard by City Council.

AND WHEREAS the said Council has deemed that the lands hereafter described are no longer required for public travel;

NOW THEREFORE, after due compliance with the relevant provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake duly assembled enacts:

1. All that portion of the Government Road Allowance adjoining the East Boundary of E ½ SEC. 11-63-2-4 contained within Lot 1, Block 1, Plan 202 _____ containing 0.227 Hectares (0.561 Acres) more or less is hereby closed.
2. This Bylaw shall take effect on the date 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. 2020, 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. 2020, 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. 2020, on motion by Councillor _____.

**CARRIED
UNANIMOUSLY**

Executed this ____ day of _____, 2020

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Location Map

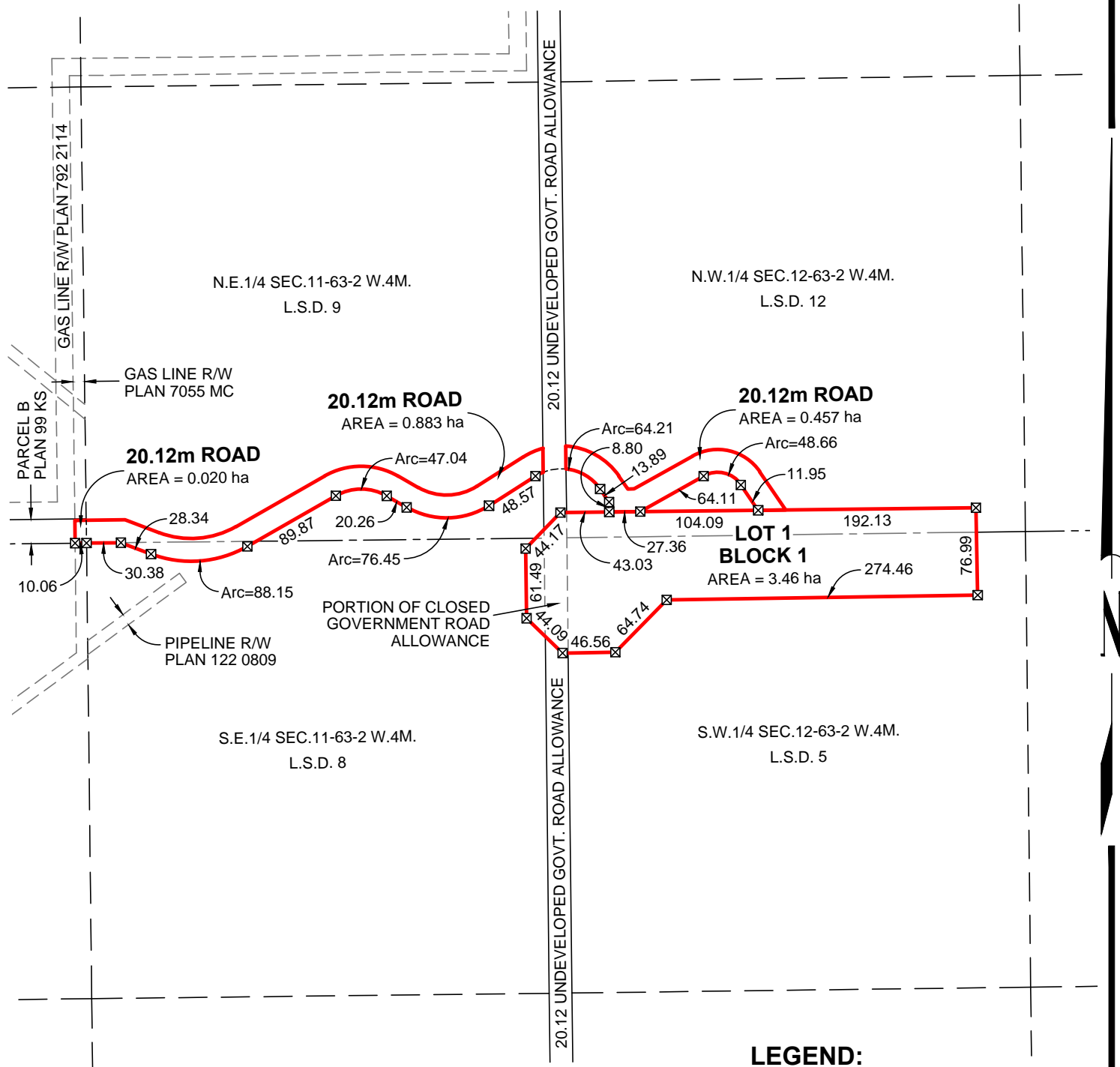
659-ST-20

Proposed Closure of Road Allowance



TENTATIVE PLAN

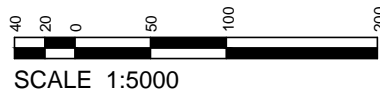
SHOWING PROPOSED SUBDIVISION AND ROAD PLAN AFFECTING PORTIONS OF E. 1/2 Sec. 11-63-2 W.4M. & W. 1/2 Sec. 12-63-2 W.4M. CITY OF COLD LAKE

**LEGEND:**

Proposed Parcel shown as:
Distances are in metres and decimals thereof.



Plan Prepared by:
Explore Surveys Inc.
Edmonton, Alberta
Toll Free 1-866-936-1805
Fax No. 780-800-1927



Job X143119

Rev. 0

SURVEYED BY: J.A.

CALC'D BY: A.M.

DRAWN BY: A.M.

REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	DEC 18, 2019

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION AND ROAD PLAN AFFECTING PORTIONS OF E. 1/2 Sec. 11-63-2 W.4M. & W. 1/2 Sec. 12-63-2 W.4M. CITY OF COLD LAKE



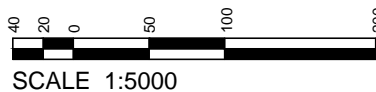
Imagery: ©2015 Abacus Datagraphics Ltd., all rights reserved.
Date of Photography: 2019

LEGEND:

Proposed Parcel shown as:
Distances are in metres and decimals thereof.

explore

Plan Prepared by:
Explore Surveys Inc.
Edmonton, Alberta
Toll Free 1-866-936-1805
Fax No. 780-800-1927



Job X143119

Rev. 0

SURVEYED BY: J.A.

CALC'D BY: A.M.

DRAWN BY: A.M.

REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	DEC 18, 2019



STAFF REPORT

Title: Federation of Canadian Municipalities (FCM) 2020 Membership Renewal

Meeting Date: January 14, 2020

Executive Summary:

Attached is a letter and invoice with respect to Federation of Canadian Municipalities (FCM) renewal for 2020-2021.

The renewal rate is as follows:

Base Fee per Population \$525.00 (GST Inclusive)
Per Capita (\$0.1905) Fee \$2,992.57 (GST Inclusive)
Total \$3,517.57

In September of 2019, FCM's elected Board of Directors unanimously adopted a revised member dues structure. It includes a one-time increase – up from \$0.15 to \$0.19 per capita – with a 3.5 percent annual escalator to keep pace going forward.

Background:

Alternatives:

Recommended Action:

Administration recommends that Council pass a motion to authorize the City of Cold Lake to renew its membership with Federation of Canadian Municipalities (FCM) renewal for 2020-2021.

Budget Implications (Yes or No):

Submitted by:

Kevin Nagoya, Chief Administrative Officer



A message from the CEO



It's time to renew your FCM membership

RECEIVED

NOV 26 2019
to Kevin
CITY OF COLD LAKE

Dear Kevin Nagoya,

FCM continues to secure unprecedented tools and influence for municipalities of all sizes. From the doubling of this year's Gas Tax Fund transfer to historic investments in infrastructure, housing and more, we're helping communities like yours build better lives.

It's time for the City of Cold Lake to renew its FCM membership. Enclosed you'll find your member invoice for 2020-2021, as well as important information on what FCM achieves for members.

Canada now looks to FCM members to deliver local solutions to big national challenges—from economic growth to extreme weather. As municipal responsibilities grow and as emerging federal issues impact our communities, a strong municipal voice in Ottawa is more important than ever.

So this September, FCM's elected Board of Directors unanimously adopted a revised member dues structure. It includes a one-time increase—up from \$0.15 to \$0.19 per capita—with a 3.5 percent annual escalator to keep pace going forward.

This modest revision—our first in 10 years—sets us up for continued success. It ensures FCM can continue delivering historic results through unparalleled government relations and policy analysis, as well as through tools like the Legal Defense Fund and Special Advocacy Fund (which will no longer require separate contributions).

FCM's success is your success, and I'm so proud of what we've accomplished together. With your ongoing support, we can continue to build strong cities and communities. And we can build the country Canadians deserve.

Sincerely,

Brock Carlton
Chief Executive Officer
Federation of Canadian Municipalities

Learn more about what FCM can do for you. Visit fcm.ca/membership



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Membership Invoice
2020-2021
Facture d'adhésion

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

Kevin Nagoya
City of Cold Lake
5513-48th Avenue
Cold Lake, AB, T9M 1A1
Attn: Chief Administrative Officer

INVOICE / FACTURE: INV-19129-Q4C8P9
DATE: 10/28/2019
ACCOUNT / COMPTE: 291
DUE DATE / DATE LIMITE: 04/01/2020

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population/ Taux de base selon votre population	1	\$500.00	\$500.00	\$25.00	\$525.00
Per capita dues calculated per your population/Frais de cotisation calculés selon votre population	14,961	\$0.1905	\$2,850.07	\$142.50	\$2,992.57
TOTAL			\$3,350.07	\$167.50	\$3,517.57

PAID AMOUNT / MONTANT PAYÉ: \$0.00
BALANCE DUE / MONTANT DÛ: \$3,517.57

PAYMENT / PAIEMENT

By cheque payable to / Par chèque à l'ordre de
Federation of Canadian Municipalities
Fédération canadienne des municipalités

By Electronic Funds Transfer /
Par transfert électronique de fonds

Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7
Transit Number/Numéro de transit: 00006

(New) Acct Number/(Nouveau) No. de compte: 1113307

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

Ref No. / No. de référence : 291

To ensure FCM can continue delivering unprecedented results
our Board of Directors has unanimously adopted a revised
dues structure—the first in 10 years. For more information,
visit fcm.ca/strongerfoundation.

Turn this page over to see how FCM helps your community.

We deliver for municipalities



FCM has secured **unprecedented tools and influence** for municipalities of all sizes—so they can build better lives for Canadians.

- ▶ The doubling of this year's **federal Gas Tax Fund transfer**, with an additional \$2.2 billion to get local projects off the ground faster.
- ▶ The **\$180-billion federal infrastructure plan** to support critical upgrades to roads, bridges, recreation centres, wastewater systems—and more.
- ▶ Canada's first-ever **national housing strategy**, including key commitments to repair and build affordable housing across the country.
- ▶ A **strengthened seat at the table** through unprecedented engagement with federal, provincial and territorial ministers, as well as opposition leaders and the Prime Minister.
- ▶ The **\$2 billion rural and northern infrastructure fund**, with higher federal contributions and commitments to streamline project administration.
- ▶ A **10-year federal transit plan**, with direct allocations that put municipalities in the driver's seat—from project selection to delivery.
- ▶ Better access to **high-speed broadband Internet** through significant investments in bringing connectivity to every community.
- ▶ Nearly \$1 billion for **Green Municipal Fund** leadership on energy efficiency, as well as new capacity-building programs on asset management and climate innovation.
- ▶ Key **Election 2019 commitments**—from getting more infrastructure and transit projects built to bringing a rural lens to federal programs and policies.

Learn more about what FCM can do for you. Visit fcm.ca/membership today.



STAFF REPORT

Title: Snow Fever Festival 2020

Meeting Date: January 14, 2020

Executive Summary:

The City of Cold Lake through its Programs and Services division partners with the MD of Bonnyville and 4 Wing to run a three (3) day festival February 15 - 17 offering healthy outdoor and indoor activities to individuals, families and the community.

The City's portion of the Snow Fever festival, February 16th, will take place at the Energy Centre. Activities include Crokinole, outdoor public skating ribbon, sleigh rides, bouncers and pond hockey tournament crafts and sparkle tattoos.

Background:

Snow Fever starts in the MD of Bonnyville on February 15th at Kinosoo Ridge Ski Hill with the City at the Energy Centre on Saturday, February 16th and 4 Wing at Colonel J.J. Parr Sports Centre Sunday, February 17th. Each of the partners will offer unique activities for individuals, families, and the community. In addition to the skiing, snowboarding, and tubing activities at Kinosoo Ridge, the MD will be offering a fireworks display.

The purpose of this report is to inform Council of the City's \$15,000 cost associated with participating in the festival and to recommend not to offer a fireworks display at the Energy Centre. Instead consider an arrangement where the City and the MD alternate years providing the fireworks display. Historically, the City's cost for the fireworks display is in the range of \$15,000.

The proposed 2020 budget allocates \$30,000 (inclusive of fireworks) for the Snow Fever Festival however the budget is currently interim. Administration is seeking Council approval to proceed with the 2020 Snow Fever Festival with a budget of \$15,000.

This report has been prepared prior to City Administration meeting with the partners of the festival confirming the program activities. Administration is to meet with representatives from the MD of Bonnyville and 4 Wing on Friday, January 10, 2020. Marketing of this festival will follow soon after the partners are satisfied with the program activities.

Alternatives:



Administration is presenting this report as information and is recommending Council consider receiving this report as information.

Recommended Action:

That Council authorize the City of Cold Lake to proceed with the planning of the 2020 Snow Fever Festival with a budget of \$15,000.

Budget Implications (Yes or No):

Submitted by:

Kevin Nagoya, Chief Administrative Officer

SNOW FEVER

SAT.

February 16

**Kinosoo Ridge
Snow Resort**

**SNOWBOARD PRO
CRAIG McMORRIS**

11:00 am - 1:45 pm
Snowboarding with a pro,
meet & greet. Register early.

LIVE ENTERTAINMENT

2:30 pm - 5:00 pm
DJ Shub & Moontricks live
on the Snow Stage!

KIDS SHOWS

1:00 pm - 4:00 pm
Moana "Tropical Freeze"
theatre show, campfire
sing-a-long for kids with
Jeremy Fisher Jr.

SNOWMOBILE RACES

Saturday, February 16 at 12:00 pm
Cold Lake Snowmobile Club hosts the Straightline Snowmobile
Racing Association race at the Cold Lake Agriplex.

SUN.

February 17

Cold Lake Marina

**POND HOCKEY
TOURNAMENT**

11:00 am - 4:00 pm
Sign up your team and
become the Pond Hockey
Champions! Register by email:
energycentre@coldlake.com

SLEIGH RIDES

1:00 pm - 4:00 pm
Hop on for a family-fun
winter sleigh ride.

FIREWORKS

5:30 pm
Wrap up the day with a
colourful spectacle of light.

MON.

February 18

4 Wing Cold Lake

**INDOOR INFLATABLE
CARNIVAL**

9:00 am - 12:00 pm
Come down to Col J.J. Parr
Sports Centre and bounce
around!

OUTDOOR FUN

11:00 am - 3:00 pm
Snowshoeing, sleigh rides,
cross-country skiing,
tobogganing, free lunch,
and more!

POOL PARTY

3:00 pm - 5:00 pm (0-12 yrs)
5:30 pm - 8:30 pm (13-17 yrs)



For more info, follow us [f/snowfeverlakeland](https://www.facebook.com/snowfeverlakeland)



Kinosoo Ridge Snow Resort

11:00 am - 1:45 pm

PUSHING THE LIMITS WITH ELITE SNOWBOARD ATHLETE CRAIG McMORRIS

Free admission with lift ticket.

Call to book - limited space.

*Motivational talk, meet & greet and
snowboarding with a pro.*

1:00 pm - 2:00 pm

MOANA "TROPICAL FREEZE" A VISIONARY THEATRE PRESENTATION

Free admission with lift ticket.

Call to book - limited space.

*Live theatre show, meet & greet with
characters and airbrushed stencil tattoo.*

2:00 pm - 4:00 pm

CAMPFIRE SING-A-LONG FOR KIDS WITH JEREMY FISHER JR.

Free admission with 2 hr tube pass.

Call to book - limited space.

*Presentation of kids album "Highway to
Spell", access to KOKO Shack and campfire.*

2:30 pm - 5:00 pm

SNOW FEVER ALL ACCESS

Free admission with lift ticket.

No booking necessary.

*Live entertainment by DJ Shub &
Moontricks.*

*9:00 am - Ski Cross registration,
race starts at 1:00 pm*

All Day - Ice Slide

All Day - Norco Fat Bike Demo

11:00 am - 4:00 pm - Food Pavilion

11:00 am - 5:00 pm - Ice Bar (Adults Only)

**FOR MORE
INFORMATION**

Visit: www.kinosoo.ca

Ph: 780-594-5564

HAPPENING AT THE COLD LAKE AGRIPLEX: SNOWMOBILE RACES

Saturday, February 16 at 12:00 pm

Cold Lake Snowmobile Club hosts the Straightline Snowmobile Racing Association race at the Cold Lake Agriplex.

February 16 **SATURDAY**

For more info, follow us  /snowfeverlakeland





Cold Lake Energy Centre

11:00 am - 6:00 pm

ROCK WALL

STANDARD FEES APPLY

1:00 pm - 4:00 pm

SLEIGH RIDES

1:30 pm - 4:30 pm

**AXE THROWING /
BUCK SAW**

1:00 pm - 6:00 pm

**BOUNCY CASTLES &
SPARKLE TATTOOS**

1:00 pm - 6:00 pm

**HOT CHOCOLATE
& S'MORES**

4:00 pm - 5:30 pm

**PUBLIC SKATING -
SKATE WITH DISNEY
PRINCESSES**

4:00 pm - 7:00 pm

HOCKEY TOURNAMENT

6:00 pm

FIREWORKS

HAPPENING AT 4 WING COLD LAKE: SNOW FEVER YOUTH DANCE

MFRCS Assembly Hall

5:00 pm - 8:00 pm (Ages 8-10)

8:00 pm - 11:00 pm (Ages 11-15)

Free event, pizza & pop provided. Cash concession available.

Theme: Candyland

For more information: 780-594-6006 ext. 234

February 17 SUNDAY

For more info, follow us  /snowfeverlakeland



SNOW FEVER

4 Wing Cold Lake

9:00 am

OPENING CEREMONIES

Col J.J. Parr Sports Centre

9:00 am - 12:00 pm

INDOOR ACTIVITIES

Col J.J. Parr Sports Centre

Inflatables, balloon artist/face painting, glitter tattoos, and crafts.

9:00 am - 8:00 pm

FAMILY SKATING

Col J.J. Parr Sports Centre Outdoor Rink

9:00 am - 12:00 pm - Hot cocoa station

11:00 am - 3:00 pm

OUTDOOR ACTIVITIES

Cold Lake Golf and Winter Club

Snowshoeing, cross country skiing, tobogganing.

12:00 pm - 3:00 pm - Sleigh rides

12:00 pm - 3:00 pm - Maple syrup pulling

11:30 am - 1:30 pm - Free lunch

11:00 am - 3:30 pm

FREE SHUTTLE SERVICE

between Col J.J. Parr Sports Centre
and Cold Lake Golf & Winter Club

There will be no parking available at the Cold Lake Golf & Winter Club, with the exception of those with handicapped parking permits. Shuttles will run on the quarter hour.

3:00 pm - 7:30 pm

FAMILY SWIM

Col J.J. Parr Sports Centre Pool

HAPPENING ON SUNDAY, FEBRUARY 17: SNOW FEVER YOUTH DANCE

MFRCS Assembly Hall

5:00 pm - 8:00 pm (Ages 8-10)

8:00 pm - 11:00 pm (Ages 11-15)

Free event, pizza & pop provided. Cash concession available.

Theme: Candyland

For more information: 780-594-6006 ext. 234

February 18 Monday

For more info, follow us  /snowfeverlakeland





STAFF REPORT

Title: Memorandum of Understanding - Cold Lake Snowmobile Club

Meeting Date: January 14, 2020

Executive Summary:

Representatives of the Cold Lake Snowmobile Club have requested a one-year renewal of the Memorandum of Understanding with the City for the designated snowmobile trail.

Background:

In late November, the Cold Lake Snowmobile Club requested a one-year renewal of their Memorandum of Understanding (MOU) with the City of Cold Lake for the operation of a designated snowmobile trail through the City. The designated snowmobile route through the City provides a connection between the Iron Horse Trail in the south with the snowmobile trail which runs across Cold Lake and into Saskatchewan.

The MOU with the Cold Lake Snowmobile Club was signed in December of 2014, for a five-year term. Clause 5 of the existing MOU states that the agreement can be renewed on an annual basis at the discretion of the City, now that the initial 5-year term has expired. The club indicated that it is their intent to work with the City during 2020 to establish a new five-year MOU; however, a renewal of the existing MOU is required at this time to allow the Club to operate the trail for this snowmobiling season.

Several adjustments to the snowmobile trail route (Schedule 'A' of the MOU) have been previously approved by Council. Administration has prepared a revised Schedule 'A' to consolidate the revisions to the trail route that have been approved since the MOU was initially signed in 2014. Although the request letter mentions an additional adjustment to the trail along 1st Avenue, the Club later confirmed with Administration that the route adjustment was not required.

Administration notes that the Snowmobile Club has managed the trail in a very responsible manner over the past five years and has no concerns with extending the MOU to allow the operation of the trail this season. Administration will work with the Club during 2020 to establish a new MOU for next season.



Alternatives:

Council may wish to consider the following alternatives:

1. Pass a motion to approve a one-year renewal of the existing Memorandum of Understanding with the Cold Lake Snowmobile Club and adopt the revised Schedule 'A'.
2. Defeat a motion to approve a one-year renewal of the existing Memorandum of Understanding with the Cold Lake Snowmobile Club and adopt the revised Schedule 'A'.
3. Accept as Information Only

Recommended Action:

Administration recommends that Council pass a motion to approve a one (1) year renewal of the existing Memorandum of Understanding with the Cold Lake Snowmobile Club inclusive of the revised Schedule 'A' being the approved trialed, as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Cold Lake Snowmobile Club
P.O. Box 55
Cold Lake, AB T9M 1P1

November 24, 2019

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

Dear Brad Schultz:

This letter is to request renewal of our Memorandum of Understanding with the City of Cold Lake for the snowmobile trail within City limits. We understand this will be a one-year renewal and we plan to request a 5-year M.O.U. prior to the expiry of 2020.

We request the City of Cold Lake consider an adjustment to the section along 1st Avenue. Please see red line depicting request on enclosed route map. The request will mitigate a road crossing for snowmobiles and grooming equipment at the 1st Ave – English Bay intersection. In addition, the condition of the north ditch and parallel berm along 1st avenue is not of adequate width for trail allowance. This option will keep trail traffic away from resident along the south side of First Avenue.

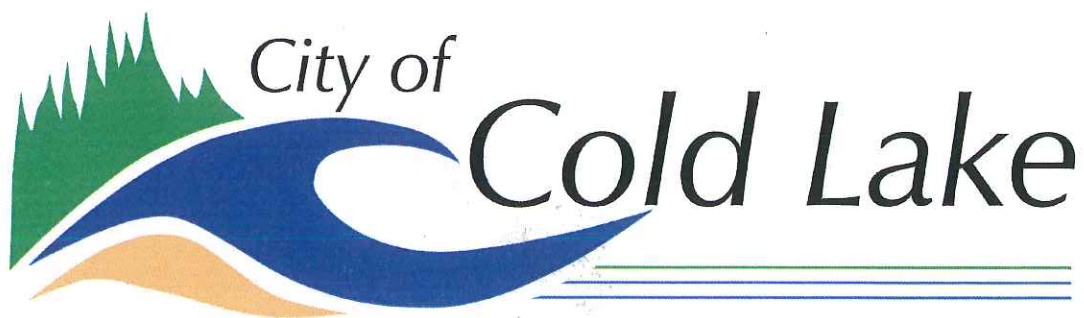
All other routing will be as per the 2014 M.O.U. and the February 2019 revisions (1st Avenue to Energy Centre/51 Street intersection).

If you have any questions, please contact me at any time.

Sincerely,



Chris Rourke,
Director, Cold Lake Snowmobile Club
780-573-4851



MEMORANDUM OF AGREEMENT

BETWEEN:

THE CITY OF COLD LAKE

OF THE FIRST PART

- and -

COLD LAKE SNOWMOBILE CLUB

OF THE SECOND PART

Date of Agreement: December 8, 2014

MEMORANDUM OF AGREEMENT made effective this 8th day of December, 2014.

BETWEEN:

THE CITY OF COLD LAKE
A municipal corporation incorporated
pursuant to the laws of the Province of Alberta
(hereinafter called the "City")

OF THE FIRST PART

- and -

COLD LAKE SNOWMOBILE CLUB
A member of the Alberta Snowmobile Association
(hereinafter called the "Club")

OF THE SECOND PART

WHEREAS the City is the registered owner of the Lands on which the designated Snowmobile Trail occupies;

AND WHEREAS the Club is a duly authorized snowmobile club affiliated with the Alberta Snowmobile Association;

AND WHEREAS the Club has requested the right to use the lands of the City for the purpose of snowmobiling. In consideration of the covenants herein contained, the parties covenant and agree with each other as follows:

1. The City grants the Club permission to enter, establish, groom, maintain, sign and use that portion of the Lands designated as the Snowmobile Trail in Schedule "A" for the exclusive purpose of allowing snowmobiling;
2. The Club will:
 - a. repair or replace property damaged on the Trail used for snowmobiling;
 - b. maintain the Trail in reasonably good condition for snowmobiling;
 - c. undertake to post appropriate signage; and
 - d. remove on an annual basis any litter caused by users.
3. The Club shall maintain third party liability insurance with a limit of at least \$2,000,000 which provides for insurance coverage to the City to cover Trail use as specified herein. The insurance company shall defend all actions commenced under the coverage of this policy, up to the policy limits, on behalf of the City. This coverage is confirmed to the City by submitting a copy of the policy to the City and by signing this Agreement on the condition that no fee has been charged by the City for the use of the Trail.
4. The Club hereby indemnifies the City against all liability and claims for compensatory damages for bodily injury and property damage in connection with the use of the Trail.

5. The term of this Agreement shall be for five (5) years and shall have the option to renew on an annual basis at the discretion of the City.
6. This Agreement may be terminated by either party, without cause, by giving thirty (30) days prior notice to the other party at the address designated below.
7. This Agreement is non-transferable.
8. If any term of this Agreement is determined to be invalid or unenforceable by any court, such determination will not invalidate the rest of this Agreement which will remain in full force and effect as if the invalid term had not been made part of this Agreement.
9. The Club shall at all times comply with all legislation, regulations and municipal bylaws and resolutions relating to the use of the Trail.
10. Verbal amendments to this Agreement shall not be provided by or accepted by either party.
11. The Club hereby acknowledges that it is executing this Agreement having been given the full opportunity to review the same and seek proper and independent legal advice and that the Club is executing this Agreement freely and voluntarily and of its own accord without any duress or coercion whatsoever, and that the Club is fully aware of the terms, conditions and covenants contained herein and the legal effects thereof.
12. Any notice, demand or request to be given pursuant to this Agreement shall be made in writing and sent by registered mail or by personal delivery to the address stated below.

To the City:

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

Attention: General Manager of Planning and Development

To the Club:

Cold Lake Snowmobile Club
P.O. Box ~~447~~ *Box 55*
Cold Lake, AB T9M 1P1

Attention: President, Cold Lake Snowmobile Club

Provided, however, that such address may be changed upon ten (10) days' notice. Further, if a notice is sent by registered mail, it is deemed to have been received at the expiry of seven (7) business days following the date of mailing, or if by personal delivery, at the time the notice was delivered. In the event that a notice is to be served at a time when there is an actual or anticipated interruption of mail service affecting the delivery of such mail, any notice permitted or required to be given shall be made by personal delivery.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals, duly attested by the hands of their respective proper officers in that behalf, effective on the day and year last written below.

CITY OF COLD LAKE

Per: General Manager of Planning & Development

Howard Pinnock
Print Name

[Signature]
Signature

DECEMBER 8, 2014
Date

COLD LAKE SNOWMOBILE CLUB

Dean Dube
Print Name

Dean Dube
Signature

Dec 01, 2014
Date

Witness:

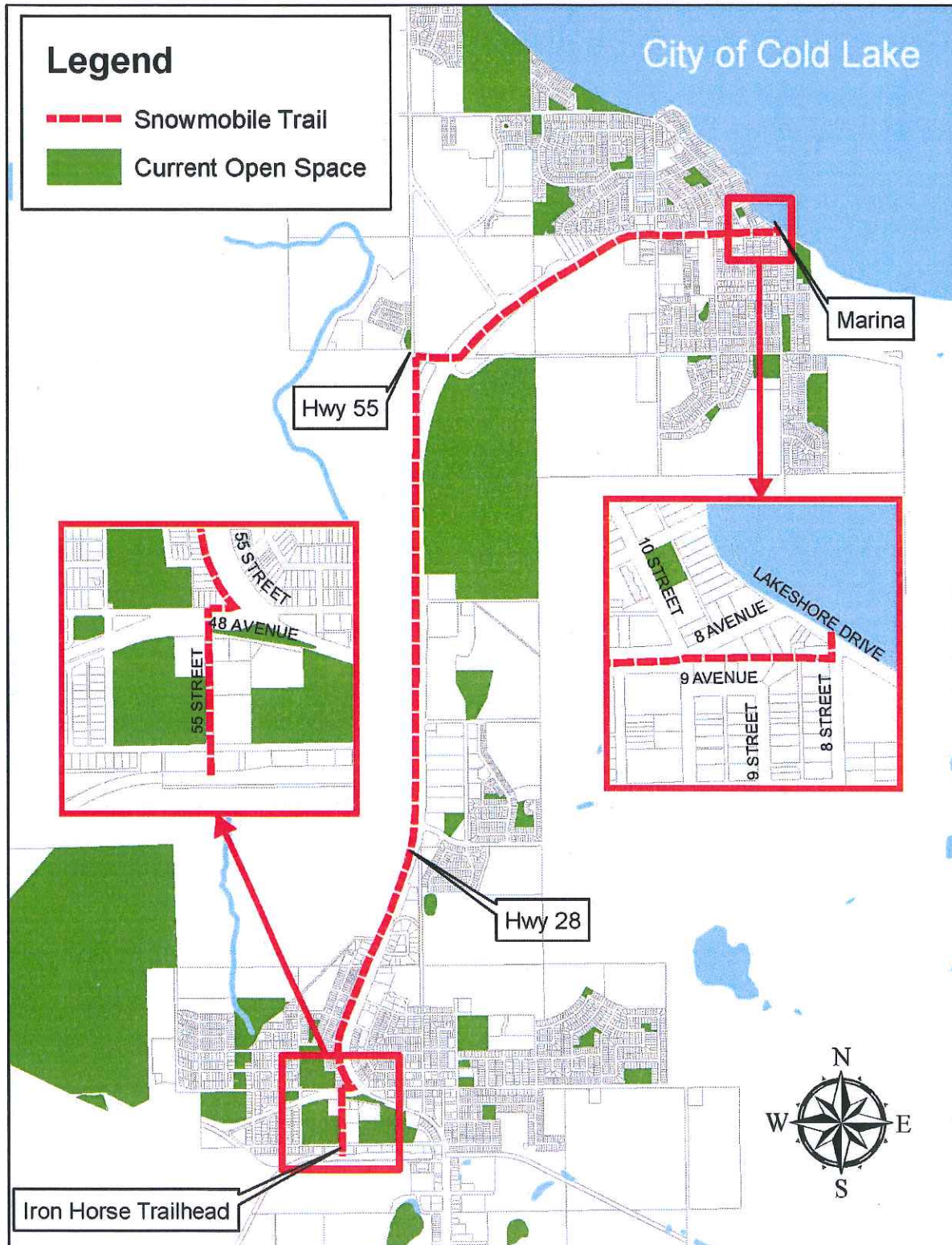
Chris [Signature]
Print Name

Dec 1, 2014
Date

[Signature]
Signature

Dec 1/2014
Date

SCHEDULE "A" – SNOWMOBILE TRAIL



M.D. of Bonnyville
Campground

LOCKHART WAY

23 ST

1 AVE

Hwy 55

Legend

- Snowmobile Trail
- Current Open Space

Hwy 28

56 ST

51 AVE

52 AVE

55 ST

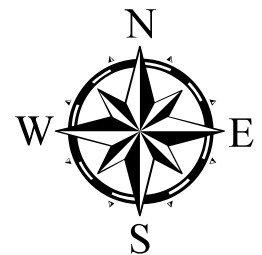
50 AVE

VETERANS DR

55 ST

48 AVE

Iron Horse Trail Head





STAFF REPORT

Title: Family and Community Support Services Funding Agreement January 1, 2020 to December 31, 2022

Meeting Date: January 14, 2020

Executive Summary:

The City of Cold Lake through its Family and Community Support Services (FCSS) and network service partners provides locally driven, preventative, social initiatives with the aim to promote healthy environments and positive experiences at critical stages in development offering the greatest benefit to individuals, families and communities.

Family and Community Support Services (FCSS) is a joint municipal-provincial funding program designed to establish, administer and operate preventive social services. FCSS emphasizes prevention, volunteerism and local autonomy

The provincial and municipal governments share the cost of the program. The Province contributes up to 80 per cent of the program cost and with the City covering a minimum of 20 percent.

Background:

With the aim of providing reliable funding, Alberta Community and Social Services wishes to enter into a three year funding agreement with the City. Over the past decade, funding agreements between the province and the City were arranged on an annual basis. The funding amounts held in the proposed agreement are consistent with the 80/20 provincial and municipal shared cost program and are in keeping with the funding amount received by the City in 2019.

Notable to the new agreement is the Minister shall pay the City an advance of one-fourth ($\frac{1}{4}$) of the Annual Funding Amount payable for each year of the Term in January, April, July and October of that respective year.

Alternatives:

Council may consider the following options:

1. Council authorize the City of Cold Lake to enter into an agreement with Her Majesty The Queen in Right Of Alberta respecting the Family and Community Support Services funding agreement effective January 1, 2020 until December 31, 2022.
2. Council may receive this report as information.



Recommended Action:

That Council authorize the City of Cold Lake to enter into an agreement with Her Majesty The Queen in Right Of Alberta respecting the Family and Community Support Services funding agreement effective January 1, 2020 until December 31, 2022.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

BETWEEN:

HER MAJESTY THE QUEEN in RIGHT OF ALBERTA
as represented by the Minister of Community and Social Services
("the Minister")

AND

CITY OF COLD LAKE, whose address is
5513 - 48 Avenue
Cold Lake, Alberta T9M 1A1
("the Municipality")

The Minister and Municipality agree as follows:

1. This Agreement shall be effective from January 1, 2020 until December 31, 2022 subject to early termination in accordance with Clause 12 of this Agreement ("Term").
2. Subject to appropriation by the Legislature of Alberta, termination of this Agreement, and clause 5 of this Agreement, the Minister shall pay the Municipality a provincial contribution of up to \$1,226,310 to establish, administer, and operate the program referred to in clause 8 of this Agreement ("Funding").
3. (a) The maximum Funding set out in clause 2 will be allocated as follows ("Annual Funding Amounts"):
 - (i) \$408,770 for the first year of the Term (January 1, 2020 to December 31, 2020);
 - (ii) an anticipated amount of \$408,770 for the second year of the Term (January 1, 2021 to December 31, 2021);
 - (iii) an anticipated amount of \$408,770 for the third year of the Term (January 1, 2022 to December 31, 2022).(b) All Annual Funding Amounts set out in clause 3(a) may be adjusted in the sole discretion of the Minister as set out in clause 5.
4. The Minister shall pay the Municipality an advance of one-fourth (1/4) of the Annual Funding Amount payable for each year of the Term in January, April, July and October of that respective year.
- 5.

Notwithstanding clauses 2, 3, and 4 of this Agreement, the total amount of Funding, the Annual Funding Amounts, or any scheduled payment of Funding during the Term may be adjusted (including an increase or decrease) in the sole discretion of the Minister.

6. If the total amount of Funding, the Annual Funding Amounts, or any scheduled payment of Funding is reduced pursuant to clause 5:
 - (a) The Minister shall provide the Municipality ninety (90) days' written notice of any proposed reduction.
 - (b) Upon receipt of the Minister's notice to reduce funding, the Annual Funding Amounts, or scheduled payments of Funding, the Municipality shall have thirty (30) days to either accept the reduction or terminate this Agreement. The Municipality's decision shall be communicated to the Minister in writing.
 - (c) If the Municipality chooses to terminate this Agreement, termination shall be effective thirty (30) days after the date of the notice of termination by the Municipality.
7. If the Minister determines there is unexpended Funding ("Surplus") during the Term or at any time following the expiry or termination of this Agreement, the Minister, in the Minister's sole discretion, may:
 - (a) demand repayment of all or part of the Surplus by the Municipality to the Government of Alberta within ninety (90) days of the demand or the expiry or termination of this Agreement;
 - (b) adjust the total amount of Funding by withholding payment of any portion of Funding equal to the Surplus amount, or by setting-off the Surplus amount against any future scheduled payments of Funding in the Term;
 - (c) authorize the Municipality to retain the Surplus and redistribute the Surplus amount across the remaining year(s) of the Term; or
 - (d) apply the Surplus to any payment made by the Minister pursuant to a further grant agreement with the Municipality for the same or similar purpose.
8. The Municipality shall:
 - (a) provide for the establishment, administration, and operation of a Family and Community Support Services Program (the "Program") in accordance with the *Family and Community Support Services Act* ("Act") and Family and Community Support Services Regulation ("Regulation").
 - (b) use the total anticipated Funding of \$1,532,888 including a required municipal contribution of at least \$306,578 to deliver the Program. The Municipality's Contribution for the Term is allocated as follows:
 - (i) \$102,193 for the first year of the Term (January 1, 2020 to December 31, 2020);
 - (ii) \$102,193 for the second year of the Term (January 1, 2021 to December 31, 2021);
 - (iii) \$102,193 for the third year of the Term (January 1, 2022 to December 31, 2022);

- (c) prepare and submit Program and financial information required under the Act, within one-hundred and twenty (120) days of the end of the Municipality's fiscal year, or if the agreement with the Minister is terminated, within a period of time determined by the Minister.
 - (d) ensure that required program and financial information is collected, maintained, used, and disclosed in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*; and records identified as necessary under the Act must be kept for a period of five (5) years, in accordance with the retention schedule under which the Ministry operates.
9. If a disagreement arises between the parties regarding the expenditure of funding under the Act, the decision of the Minister to resolve the disagreement shall be final and conclusive.
10. If, in the opinion of the Minister,
- (a) The Municipality's program fails to meet the requirements of the Regulation; or
 - (b) the financial report of the Municipality
 - (i) has not been submitted to the Minister within one-hundred twenty (120) days of the end of the Municipality's fiscal year;
 - (ii) does not meet the requirements of the Regulation; or
 - (iii) shows that the Municipality has wrongfully used funds provided to it under the Act,
- the Minister may withhold amounts of funding under any new agreement or require the Municipality to repay the amounts of funding that in the opinion of the Minister are equivalent to the value of the program components not met or the funds wrongfully used.
11. Where 2 or more municipalities have entered into an agreement to provide joint family and community support services programs, the Municipality represents that pursuant to the agreement with the other municipalities, it has the authority to agree to the terms of this Agreement on their behalf.
12. This Agreement may be terminated:
- (a) at any time upon mutual written agreement of the parties; or
 - (b) by either party for any reason by providing one-hundred and eighty (180) days written notice to the other party.
13. If this Agreement is terminated for any reason, the Municipality's obligations under clauses 7, 8(c), 8(d), and 10 continue.

The Municipality has signed this Agreement on the 17th day of December, 2019.

The Minister has signed this Agreement on the _____ day of _____, 20____.

Signatures (Affix municipal corporate seal if applicable):

Kevin Nagoya on behalf of	
_____	_____
Municipality's duly authorized signing officer	Minister of Community and Social
(s)	Services
(Mayor, Reeve as the case may be)	

Participating Municipalities

Title of Program:	CITY OF COLD LAKE	For the Period:
		January 1, to December 31,
Scope of Program:	Single Municipality	

List all participating municipalities.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Funding Proportions:		
\$408,770	\$102,193	\$510,963
Committed Provincial Contribution	Required Municipal Contribution	Total Sum
(\$0.25 per Committed Provincial \$1.00, which represents 20% of the Total Sum)		



STAFF REPORT

Title: Request for Funding - Economic Development Advisory Committee (EDAC)

Meeting Date: January 14, 2020

Executive Summary:

EDAC has struck a sub-committee to help plan a follow up to its “Contracting Opportunities in the Lakeland” symposium, held last year. That symposium acted as a “crash course” in teaching businesses about the opportunities in the local aerospace and defence fields, and how to themselves to take advantage of those opportunities.

Working with Community Futures and the Cold Lake Regional Chamber of Commerce, the group plans to host a series of one-hour lunch workshops leading up to a second day-long symposium in the Spring.

The free lunch sessions will run from January through March, covering topics ranging from registering as a supplier and attaining security clearances, to how to bid on contracts and learning from unsuccessful bids. The day-long symposium is currently being planned for April 29.

EDAC is requesting that council pass a motion allowing the committee to spend up to \$3,500 of the economic development budget (which typically exists for economic development initiatives) for the project and to assist with in kind work through the marketing and communications department.

Background:

EDAC’s first symposium, “Contracting Opportunities in the Lakeland” was held on May 22, 2019. The symposium was well attended, with about 60 people representing over 50 businesses and organizations.

Attendees were overwhelmingly happy with what they had learned at the event, expressing a desire to learn more, or the hopes for an opportunity to focus on a certain topic of interest in greater depth. The symposium allowed for both plenary sessions and breakout sessions with a variety of subject matter experts. The RABC reported that five of the businesses that were represented at the event attained their security clearances because of what they had learned at the symposium.

EDAC is hoping that this success can be built upon, especially with the partnership with Community Futures and the Cold Lake Regional Chamber of Commerce. Lunch time learning sessions will be hosted by Community Futures with the assistance of the Cold



Lake Regional Chamber of Commerce, with guest speakers covering the following topics: Get Registered as a Supplier; Security Clearances; Finding Provincial Opportunities; Opportunities with DND; Bidding On Contracts; Industrial Technological Benefits; Supplier Debriefings – When You Did Not Get the Contract.

These lunch sessions will be free to attend with Community Futures Handling the logistics and registration, the Chamber of Commerce providing the space and organizational assistance and the City being asked to assist with the production of some marketing materials and marketing through social media.

The organizing committee will be charging a \$15 entry fee and will be seeking sponsorships and other means of funding the catering, venue rental and incidentals. The City's existing CARES grant will fund any speakers fees associated with the event. Securing a commitment to spend "up to" \$3,500 from EDAC's Economic Development Budget would allow the committee to proceed with planning and marketing for the event.

A draft budget will be available as a handout for council.

Alternatives:

Council may pass a motion allowing EDAC to spend up to \$3,500 from the Economic Development Budget to plan and host a conference in the spring of 2020.

Council may respectfully decline to fund a spring conference from the EDAC Economic Development Budget

Recommended Action:

Administration recommends that Council pass a motion allowing the Economic Development Advisory Committee (EDAC) to spend up to \$3,500 from the' Economic Development Budget to plan and host a conference in the spring of 2020.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Minutes March 20, 2019 Medley Society

Meeting Date: January 14, 2020

Executive Summary:

Minutes Medley Society March 20, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

4 Wing Cold Lake
 PO Box 6550 Stn Forces
 Cold Lake AB T9M 2C6

File Number (A/Secretary)

April 2019

Distribution List

MEDLEY SOCIETY MEETING
OFFICER'S MESS AT 1800 20 MARCH 2019

Present	Col P.J. Doyle	Chair Person	
	CWO R.J.P.R Nault	Vice Chair Person	
	Maj A.J.M. Gagnon	Treasurer	
	Lt A.D. Lavallee	Acting Secretary	
	2Lt M.T. Sanfacon	Acting Secretary	
	Mr. Tom Beggs	Finance Manager	
	CWO F.S. Dwyer	Member	
	Capt D.J. Walter	Member	
	MWO P.A. Schwindt	Member	
	Ms. Rae Assailly	Member	
	Mr. Chris Sawatzky	Member	
In Attendance		WO J.J.F Vincent	
Apologies	Sgt S Nantel	Member	
	Maj J.A. Dickens	Secretary	
	Ms. Teresa Boisvert	Member	

ITEM 1 INTRODUCTION	ACTION
<p>1. Beginning at 18:12 on 20 March 2019, financial background of Medley Society presented by Tom Beggs.</p> <ul style="list-style-type: none"> a. As of 15 March 2019, the entire CFB Medley Portfolio is valued at \$1,722,957.00, further divided among four portfolios; b. Currently, the portfolios produce \$31,000 in dividends. It is recommended that the current investment discipline be maintained; and c. \$130,000 may be made available to fund CFB Medley activities. 	<p>Action</p> <p>Medley Society will meet on 4 June 2019 to discuss new investment opportunities.</p>
<p>2. Tom Beggs is suggesting another meeting take place in the early summer to discuss new portfolio opportunities. These opportunities would include a portfolio adjustment of approximately \$150,000 to create a value oriented portfolio. This would allow the Medley Society to invest in electronic high-growth and high-profile companies, like Etsy or Google. Investing in these types of companies will allow the Medley Society to work with the investment opportunities that are available in an electronically based era:</p> <ul style="list-style-type: none"> a. \$150,000 would be taken from the Walter-Scott portfolio because this portfolio is no longer growth oriented, it currently pays dividends; b. The \$150,000 would be used to create another growth oriented portfolio that would result in a deduction of fees paid to the Walter-Scott portfolio; and c. Tweaking the current investment portfolio will not impact the Medley Society's ability to provide to the Cold Lake area. Although reinvesting can bring on a higher risk, the money would not be invested where there is uncertainty. <p>3. Global economic growth is expected to remain at 3.5% for 2019 and 2020. However, the global outlook still faces political and economic uncertainty due to the uncertainty of BREXIT, the lack of a USA and China trade deal, low unemployment rates in the USA, and a workforce that is too small for Canada to reach 100% economic capacity.</p>	<p>Info</p>

<u>ITEM 2 ACCEPT OF MINUTES</u>	
4. The last Medley Society meeting took place in 2017. There were no Minutes from previous meetings that needed to be accepted or reviewed.	Info
<u>ITEM 3 PROPOSALS TO MEDLEY SOCIETY</u>	
5. Proposal from Ecole Voyageur for two water refilling stations for the school:	Closed
<ul style="list-style-type: none"> a. These water refilling stations are more sanitary than the current water fountains because they are equipped with carbon filters; b. The new stations would provide cold water to the students; and c. The new stations are in line with the school's healthy living initiatives. 	
6. Currently, Ecole Voyageur has raised \$3986 by selling reusable bags and snacks. The \$3986 would cover the installation of the refilling stations. Ecole Voyaguer's school council will cover the costs of maintaining the refilling stations once they have been installed.	
7. Ecole Voyageur is requesting \$4543.50 to purchase the two water refilling stations. This purchase cost includes shipping the two stations from an Edmonton-based company and applicable taxes.	
8. The cost of installing water refilling stations can vary depending on the building and type of electrical wiring. For this reason, Ecole Voyageur is only requesting funds to purchase the two water refilling stations. This will be a one-time purchase. Installation of the stations will not be a hidden cost, as this has already been negotiated with a local installer.	
9. 70% of students at Ecole Voyageur are the children of military members. CFB Cold Lake has a strong link with this school due to French speaking military members.	
10. The motion to grant Ecole Voyageur \$4600 to purchase two water refilling stations was passed by a vote of: YES – 9, NO – 0.	

<u>ITEM 4 VALOUR PLACE</u>	
11. The Medley Society is interested in donating surplus funds to the Valour Place due to the strong connection CFB Cold Lake shares with the non-profit organization that is available to members when they, or their families, are in a time of need.	Action
12. Currently, the Medley Society Constitution only allows for requests for funding to be made on a one-time basis. As the Constitution has been previously amended to allow for scholarships to be distributed on an annual basis, the Constitution is looking at being changed to allow for donations to be made to any organization, at an undisclosed and varying amount, more than once.	Info
13. Motion made to proceed with Constitutional change, as long as it falls within legal parameters that will allow for donations to be made to an entity that benefits Cold Lake. It will be up to the Board to decide who will receive a donation and what the amount will be. Donations will not be limited to one-time only. Motion passed by a vote of: YES – 9, NO – 0.	
<u>ITEM 5 NORTH BAY CABINS</u>	
14. Alberta Parks has determined that because the Medley Cabins belong the Medley Society, maintenance of the roads leading to the cabins is a Medley Society responsibility:	Info
a. This winter, TN MWO ensured the roads leading to the cabins were plowed.; and	
b. Approximately \$1000 in road repairs are required and currently being outsourced to a local contractor.	
15. One Cabin is being deconstructed due to annual flooding that has rotted the floor of the cabin. Some fees are incurred with the deconstruction, however most of the spending will take place with the construction of the new cabin, which will take place once the snow melts.	
16. Floor repairs are required in the oldest cabin. 4 Wing support will be required to help with construction and maintenance of the cabins needing repairs.	
17. All of the required repairs and maintenance to the cabins will cost approximately \$25,000.	

<u>ITEM 6 OPEN DISCUSSION</u>	
18. The notion of creating and maintaining an Outflow budget was discussed. Currently, the Board has decided not to create a budget due to investment uncertainty that may potentially cause the budget to be amended from year-to-year.	Action
19. The Medley Society requires additional advertising in order to let members of the community know about potential funding opportunities. Some potential avenues for advertising are, the Courier, CAFconnection webpages, meetings at the WOSM and Junior Ranks Mess, and plaques or other Medley Society emblems to indicate where the funding has come from. Additionally, a copy of all information should reside with the WCWO for record keeping.	Info
20. The scholarship timeline is as follows:	
a. Submissions come in around 9 th of June;	
b. One week is used to determine who will be awarded a scholarship; and	
c. One week is allotted to cut cheques.	
21. Presentation of scholarships should be done in civilian attire.	
<u>ITEM 7 ADJOURNMENT</u>	
22. Medley Society meeting was adjourned at 20:30 on 20 March 2019. The next meeting has been tentatively scheduled for 4 June 2019 to discuss tweaking the current portfolio and new investment opportunities.	

A.D. Lavallee
Lt
Acting Secretary for Medley Society



STAFF REPORT

Title: Minutes September 10, 2019 Occupational Health and Safety Committee

Meeting Date: January 14, 2020

Executive Summary:

Minutes Occupational Health and Safety Committee September 10, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Occupational Health and Safety Meeting Minutes

Tuesday September 10, 2019 @ Public Works Shop

Call to Order: The meeting was called to order by Dan at 8:30 AM.

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

Guest Present: Dan Mokelki

Members Absent:

Agenda Addition: None

Old Business: None

New Business:

- Inspection conducted as Committee of Public Works Shop
- Discuss result of recent OH&S inspection of facility

Training and Events: None

Round Table Discussion:


- Incident Review
- FLRA review of current document and discussion on new form proposals
- Discussed traffic control plan and need to standardize for all departments
- The need for future COR auditors brought to the members attention.

Next Meeting: Recycling Building Waste Management – Oct 8, 2019

Adjournment: 9:36 AM


Reviewed and approved by Dan Mokelki, Safety Advisor

17-Dec-2019
Date


Reviewed by Kevin Nagoya, CAO

Dec. 18, 2019
Date



STAFF REPORT

Title: Minutes October 8, 2019 Occupational Health and Safety Committee

Meeting Date: January 14, 2020

Executive Summary:

Minutes Occupational Health and Safety Committee October 8, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Occupational Health and Safety Meeting Minutes

Tuesday October 8, 2019 @ Recycling Building Waste Management

Call to Order: The meeting was called to order by Dan at 8:30 AM.

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

Guest Present: Dan Mokelki

Members Absent:

Agenda Addition: None

Old Business: None

New Business:

- Inspection conducted as Committee of Recycling Building
- Discuss result of recent OH&S inspection of facility

Training and Events: Fit testing for various groups coming up

Round Table Discussion:

- Incident Review
- When alarm is pulled during skating operations workers should escort the users to the dressing room is it is safe to do so to remove skates and grab proper winter clothing to be exposed to outdoor temperatures.

Next Meeting: North Arena – November 12, 2019

Adjournment: 9:55 AM

Dan Mokelki

Reviewed and approved by Dan Mokelki, Safety Advisor

[Signature]

Reviewed by Kevin Nagoya, CAO

17-Dec-2019

Date

Dec. 18, 2019

Date



STAFF REPORT

Title: Minutes October 28, 2019 Cold Lake Library Board

Meeting Date: January 14, 2020

Executive Summary:

Minutes Cold Lake Library Board October 28, 2019

Background:

Alternatives:

Recommended Action:

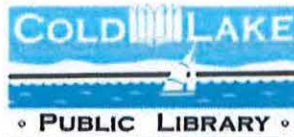
Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Oct 28, 2019
Program Room, South Branch

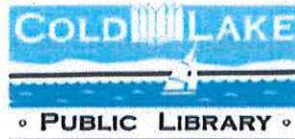
Present: Marie Manning, Acting Board Chair
 Darren Robson, Board Secretary / Treasurer
 Cynthia Sloychuk, Board Member
 Vicky Lefebvre, Board Member (City of Cold Lake Councillor)
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)
 Leslie Price, Library Director
 Jeannette Hatta, Board Member
 Alysha Hudson, Board Member

Absent with regret: Leah Woodford, Board Member
 Daryl Gilroy, Board Member

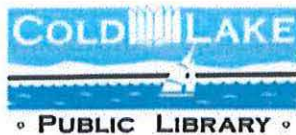
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:30pm.	N/A
2.0 Adoption of Agenda Cynthia wished to add Item 8.4, Board Member – Possible Conflict of Interest. MOTION 2019-064 Moved by Ben that the agenda be adopted with one addition.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2019-065 Moved by Jeanette that the minutes of the Sep 2019 meeting be adopted.	Carried
4.0 Correspondence	N/A
4.1 Leslie received letters from the City to re-appoint Cynthia, Darren and Vicky to new terms on the Board. The City also appointed Councillor Bob Buckle as a second to Vicky.	N/A
4.2 On behalf of the Board, Leslie submitted a letter to MD Council requesting funding to replace all of the old computers.	N/A
5.0 Reports	N/A
5.1 Board Chair Report No report this month.	None



Agenda Item and Discussion	Action
<p>5.2 Library Director Report</p> <p>The Library Director Report for Oct is attached as Appendix 1, and includes the statistics for Sep.</p> <p>MOTION 2019-066</p> <p>The Library Director Report was approved by unanimous consent.</p> <p>The library has put in a request to run the coat check at the City Duelling Pianos even on 14 Dec. The library did this last year and raised about \$300. Leslie received a message from PLSB that the remainder of the 2019 provincial funding will be released shortly.</p>	Carried
<p>5.3 NLLS Rep Report</p> <p>The NLLS executive had a meeting on 21 Oct. NLLS is looking at providing funding to some small libraries if provincial funding is delayed. NLLS will be completing a best practice guide for indigenous services. NLLS will use Zoom video conferencing. The executive will review the roles of its trustees and its code of conduct. Vicky attended a Sixties Scoop session and found it very informative. She would like to bring the session to an upcoming conference.</p> <p>https://www.nlls.ab.ca/document/library/23/category/1837</p>	None
<p>5.4 Friends of the Library Report</p> <p>No report this month. The library is still waiting for paperwork to return from the province. Cynthia recommend this report be removed from the agenda.</p>	None
<p>5.5 Personnel Committee Report</p> <p>No report this month. Only Cynthia and Marie are left on the committee now with Emily gone, and they are looking for a new member. The committee will still complete the Director's year-end review.</p>	None
<p>5.6 Policy Committee Report</p> <p>No report this month. Only Cynthia and Vicky are left on the committee now, and they are looking for a new member.</p>	None
<p>5.7 Financial Committee Report</p> <p>The Library Financial Report for Oct is attached as Appendix 2. Leslie did contact Rednecks with a Cause to enquire about raising funds for children with special needs, but has not heard back yet.</p> <p>MOTION 2019-067</p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
<p>6.0 Priority Items</p>	N/A



Agenda Item and Discussion	Action
<p>6.1 2020 Library Budget – Discussion and Approval</p> <p>Darren had provided the proposed budget as part of the Financial Committee Report last week, and the budget is attached to the meeting minutes as Appendix 3. The Expenses are slightly less than discussed at last Board meeting, and are a 2.7% increase over 2019. The requested funding from the MD of Bonnyville and the City of Cold Lake remains the same as discussed at the last Board meeting. Donations are increased to \$11,000 and Fundraising is increased slightly to \$6500. The library will continue to watch for possible grant opportunities. Vicky and Leslie just learned that the provincial STEP program, used to assist with hiring summer students, has been cancelled. However, there is still a similar federal program and the grant offered by the Metis Association of Alberta. The proposed total Revenue for the 2020 Budget is \$679,573, which results in a small planned Surplus of \$234.</p> <p>MOTION 2019-068</p> <p>Cynthia moved to accept the 2020 City of Cold Lake Library Budget as presented. Jeanette seconded. All members voted in favour.</p> <p>The library will present the budget to City Council on 12 Nov, and Leslie will need to pass the completed presentation to City staff a week in advance. Item closed.</p>	Carried
7.0 Old Business	N/A
<p>7.1 Surplus Budget Tracking</p> <p>No updates this month. Item open.</p>	None
<p>7.2 Provincial Funding – Letter</p> <p>Leslie did put together a letter and sent it to the province. The Board passes on their thanks. Item closed.</p>	None
8.0 New Business	N/A
<p>8.1 North Branch Closure – 7 Dec</p> <p>In order to allow full staff participation at the Library Christmas Party at the South Branch on 7 Dec, Leslie is looking to close the North Branch for the day. Item closed.</p> <p>MOTION 2019-069</p> <p>Cynthia moved to close the North Branch on 7 Dec. Ben seconded. All members voted in favour.</p>	Carried
<p>8.2 Library Christmas Hours</p> <p>Leslie discussed Christmas hours with the staff and they would like to close early at 2PM on 24 Dec, close on 25-26 Dec, open for 27-31 Dec</p>	



Agenda Item and Discussion	Action
<p>with regular hours and close on 1 Jan. The only day with non-regular hours and not a stat holiday is 24 Dec. Item closed.</p> <p>MOTION 2019-070</p> <p>Cynthia moved to close both Branches at 2PM on 24 Dec, and the remainder of the Christmas break will have regular hours. Jeanette seconded. All members voted in favour.</p>	Carried
<p>8.3 Staff Christmas Bonus</p> <p>In the past few years, the Board has passed a motion to provide the Staff with \$50 gift cards from local businesses as a Christmas Bonus. There are currently 15 staff, so that would come to a total of \$750. It was suggested the amount could be increased to \$75 each. After some discussion, the Board decided to keep the amount at \$50 each. Item closed.</p> <p>MOTION 2019-071</p> <p>Vicky moved to purchase 15 \$50 gift cards for the library staff for a total of \$750. Cynthia seconded. All members voted in favour.</p>	Carried
<p>8.4 Board Member – Possible Conflict of Interest</p> <p>Leah Woodford recently became the new Bonnyville Library Director, and she had approached the Board Chair about remaining on the City of Cold Lake Library Board. During Board discussions, some concerns arose about Leah remaining an employer of the City of Cold Lake Library Director, as she is now a peer. It was also pointed out that competing for local funds could lead to uncomfortable positions for both directors.</p> <p>MOTION 2019-072</p> <p>Ben moved that due to the complexities and potential conflicts that may arise with one Library Director being the employer of another Library Director within the Lakeland, Leah Woodford be asked to resign from her position on the City of Cold Lake Library Board. Cynthia seconded. All members voted in favour.</p> <p>Cynthia will communicate the Board's decision to Leah, and ask her to submit a Board resignation letter to the City. Item open.</p>	<p>Carried</p> <p>Cynthia</p>
<p>9.0 Next Meeting</p> <p>Monday Nov 25, 2019 at 4:30 PM at the South Branch</p>	None
<p>10.0 Meeting Adjourned at 6:00 pm</p>	N/A

Board Chair or Delegate

Date

Minutes from Oct 2019 City of Cold Lake Library Board Meeting

4/4



STAFF REPORT

Title: Minutes November 7, 2019 Economic Development Advisory Committee

Meeting Date: January 14, 2020

Executive Summary:

Minutes Economic Development Advisory Committee November 7, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**COLD LAKE ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE**

MEETING MINUTES OF WEDNESDAY, NOVEMBER 7, 2019
CHAMBER OF COMMERCE BOARD ROOM

PRESENT

Chairperson Bernard Lefebvre
Councillor Vicky Lefebvre
Allison Untereiner
John Usher
Kim Warnke
Norman Perreault

ALSO PRESENT

Andrew Serba, Strategic Initiatives Manager
Brad Schultz, Planner
Irene Poirier, Recording Secretary

**Community
Liaisons**

Lisa Ford, RABC Advisor

ABSENT

Councillor Kirk Soroka; Larry Ashcroft, Lorie Jacobsen, Howard Pinnock, General Manager Planning and Development

**CALL TO ORDER
ADOPTION OF
THE AGENDA**

B. Lefebvre called the meeting to order at 7:00 p.m. .
Moved by Councillor Lefebvre that the agenda be adopted.

CARRIED

**ADOPTION OF
THE MINUTES**

Moved by K. Warnke that the minutes of the October 3, 2019 Economic Development Advisory Committee meeting be adopted.

CARRIED

OLD BUSINESS

**4.1 Review of
McSweeney Report
and Implementation
Plan**

B. Lefebvre opened up with the Implementation Plan's Industry Development Sector.

K. Warnke opened discussion of Aerospace Industry and the City working with 4 Wing on this sector. Researching this area is possibly something EDAC could undertake.

B. Lefebvre suggested that the Center of Excellence Aerospace Industry should stay on EDAC's radar for future direction from Council as a report is being put together by them and that a follow-up on the "Doing Business with the Government" workshop should be worked on. Discussion followed.

Discussion followed on promoting Cold Lake tourism and its natural beauty attraction for tourists. The City of Cold Lake website, currently being worked on, should include an inventory of attractions in the area. Discussion continued

It was agreed that a follow-up conference from the government procurement "Doing Business with the Government" conference should be worked on. Discussion of timelines and available contact list followed.

NEW BUSINESS:

**5.1 Chamber of
Commerce
Updates**

S. Buckle was not available to report on the Chamber of Commerce activities:

5.3 RABC Updates

L. Ford, RABC Advisor reported on the RABC activities:

- Business Awards banquet on October 25th awarded CM Cleaning the top award for small business. This was one of RABC's incubator businesses.
- 14 businesses were nominated and 9 of them had gone through the RABC.
- Stats for October were 26 new clients. The total for 2019 was 213 clients of one on one consultation; 141 had an idea for business and 39 became a business. 32 of these were from Cold Lake.
- The Boxing Club came in for help on business setup.

- RABC provincial funding is in question and at this point in time will run out. There is no sense of direction for funding going forward from here.

5.5 Roundtable and Ideas

N. Perrault queried about LED lighting for facilities. It has already been considered and incorporated in the Energy Centre.

J. Usher stated he attended the Power Up North conference in Lac La Biche and it was very good. He will be presenting at the Western Sponsorship Congress Conference in Edmonton on December 4 & 5th. This conference will have 125 delegates and will be addressing who has sponsorship dollars available.

Councillor Lefebvre reported that the ID 349 funds for 2019 have not been advance to the City and budget decisions have been affected greatly in not knowing what is going to happen with these funds.

A. Serba informed that there will be a Public Open House in mid-December for the Wayfinding signage in order to get public feedback.

B. Lefebvre pointed out that the meeting in January 2020 falls on January 2nd and he suggests moving it to the next Thursday, January 9th. All the members agreed and the meeting will be moved as called by the Chair.

ADJOURNMENT Moved by N. Perreault that the meeting be adjourned, at this time being 8:15 p.m.

CARRIED

NEXT MEETING December 12, 2019

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE


CHAIRPERSON


DESIGNATED OFFICER



STAFF REPORT

Title: Minutes November 12, 2019 Occupational Health and Safety Committee

Meeting Date: January 14, 2020

Executive Summary:

Minutes Occupational Health and Safety Committee November 12, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Occupational Health and Safety Meeting Minutes

Tuesday November 12, 2019 @ Cold Lake North Arena

Call to Order: The meeting was called to order by Dan at 8:39 AM.

Members Present: Jeff Fallow
Ryan Deschamps
Kelsey Laye
Phil Beaudoin
Norm Hollis (Management Co-Chair)
Rebecca McDonald (Worker Co-Chair)

Guest Present: Dan Mokolki

Members Absent: Shailesh Modak
Jaqualene Morin
Christina Brown

Agenda Addition: None

Old Business: None

New Business:

- Inspection conducted as Committee of Cold Lake North Arena
- Discuss result of recent OH&S inspection of facility

Training and Events: None

Round Table Discussion:

- Working Alone procedure discussed, Some departments should have a focus review by section members providing clarification
- Concern raised by worker on exposure to fall potential when on top of sander box in compromising weather conditions, Procedure review scheduled. Workers are using stairs to minimize access/egress hazard
- Hearing conservation scheduled for end of month

Next Meeting: Golf & Winter Club – December 10, 2019

Adjournment: 10:20 AM

Dan Mokolki
Reviewed and approved by Dan Mokolki, Safety Advisor

Kevin Nagoya
Reviewed by Kevin Nagoya, CAO

17-Dec-2019
Date

Dec. 18, 2019
Date



STAFF REPORT

Title: Minutes November 13, 2019 Cold Lake Regional Chamber of Commerce

Meeting Date: January 14, 2020

Executive Summary:

Minutes Cold Lake Regional Chamber of Commerce November 13, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Regular Meeting of the Board of Directors Meeting Minutes

Date/Time: November 13th, 2019 at 6:00pm
Location: Chamber Board Room

ATTENDANCE

PRESENT

President

Ryan Lefebvre

Vice President

Directors

Bob Buckle, Joanne Roch, Sherine Leiper, Megan Nicholls-Schaub

Executive Director

Sherri Buckle

Secretary

Nicole Mansfield

REGRETS

Andrea Hemmerling, Susie O'Conner, Raymond Cowell

1.0 CALL TO ORDER/INTRODUCTIONS

Call to order 6:06 pm

2.0 CONSENT AGENDA (2MIN)

2.1 Minutes of October 9th, 2019 (Sent by email prior to board meeting)

2.2 Executive Director's Report (Sent by email prior to board meeting)

2.3 Comparison Statement (Sent by email prior to board meeting)

2.4 Correspondence Folder was available for all Board Members to view.

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

3.0 Adoption of Agenda (5 Mins)

3.1 Additions to the Agenda

9.2 - Legal

Motion: Bob motioned to accept agenda as amended. Second by Sherine. All in favor. Carried

4.0 Liaison Reports

4.1 City of Cold Lake

- Budget meetings late November – early December. Will post on Facebook.
- Wayfinding project complete – will hold open house on programs
- New release sent out regarding programs at FCSS

4.2 4 Wing

- Airshow 2020 planning in progress
- Performers are set up
- Attendance aimed at 30,000
- Blue Angels on agenda to come but all is tentative

4.3 Cenovus – Regrets

4.4 Imperial

- Discussion on an interview conducted with CBC. Positive & good indication to get through funding process
- Aspen project continues to be deferred
- Neighbour Night, Nov 28th in Bonnyville 5-8pm
- A total of 260,000 invested in the community over the last year. 40,000 in sponsorship
- Adjustments on curtailment, still making it difficult to move forward
- Possible marketing strategy to entice people to come to Cold Lake
 - o Packages from the City used for newcomers
 - o Send videos to Frank that were created in 2011

4.5 MD of Bonnyville – Regrets

5.0 Unfinished Business

5.1 Policy Co-Sponsorship with Drumheller update

- We have had some conference calls with Drumheller & Grand Prairie
- Grand Prairie has a policy writer on staff, will be a cost to use them but minimal
- Another call is set for the 28th.
- Discussion on the struggle to understand who is affected vs who is not. Big urban areas won't be in favor.
- Policy put forward by CCC seen Edm and Red Deer opposed.

5.2 Chamber Travel Options w/Indus Travel

- There are three options available at this point for fall 2020 or spring 2021
- Marco, Tailand and Egypt
- Will send out survey to membership with options and preference.

5.3 Business of the Year Awards

- Discussion on the event. Overall very successful.
- Suggestion to have name tags for directors
- Oct 16 for BOYA 2020 booked at the C2 in Bonnyville

6.0 New Business

6.1 Mixer Survey

- Overall discussion on survey results
- Brainstorm ideas for ways to make them better

6.2 Board Nominations

- There have been 4 nominations submitted for the 3 vacant director positions
- Currently two directors positions are up for renewal, to which those current directors wish to have their name stand.
- A general meeting will be called at the mixer if necessary to vote for these positions.

6.3 Annual Meeting Schedule

- Set out in the board package

Motion: Bob motioned to accept the annual meeting schedule as presented. Second by Joanne. All in favor. Carried.

6.4 Maturing GIC

- GIC currently at ATB is set to mature the end of November
- Discussion on renewal options

Motion: Joanne motioned to renew the GIC for another 15 month term and to move from the T-Bill savings funds to increase the GIC to a maximum of \$125,000. Second by Bob. All in Favor. Carried.

6.5 Christmas Radio Ads

- Continue with the ads but start Dec 1 – Jan 3.
- Addition of Lakeland Connect this year

Motion: Bob motioned to continue with the ads from Dec 1 – Jan 1 including Lakeland Connect. Price to not exceed \$3000. Second by Megan. All in favor. Carried.

6.6 Annual Budget review and approval

- Discussion on the over all budget and projects
- Feast at the beach fees to change, will discuss at next feast meeting
- Staff and director conference budgets have decreased, if there is room to attend things as they come up can be revisited at meetings.

Motion: Sherine motioned to approve the proposed budget as presented. Second by Bob. All in favor. Carried.

7.0 Open Disucssion

7.1 Presidential and Board Member Highlights

8.0 Correspondence/ Round Table Discussion

***** Upcoming events:**

December 4th – Christmas Mixer hosted by the Chamber

9.0 In Camera

Motion: Bob motioned to switched the items in camera to 9.1 Legal and 9.2 Christmas. Second by Megan. All in Favor. Carried.

Motion to go in camera 7:50

9.1 Legal

9.2 Christmas

Motion to come out of camera 8:00

10.0 Next Meeting – January 8th, 2020 @ 6:00pm

11.0 ADJOURNMENT

The meeting was adjourned at 8:02pm

Recording Secretary – Nicole Mansfield

President – Ryan Lefebvre

Date

Date



STAFF REPORT

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

Meeting Date: January 14, 2020

Executive Summary:

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

General Discussion

Due to the uncertainty associated with I.D. 349 funding; Council elected to pass an interim budget to cover expenses between January 1 to March 31, 2020. This is the first time in 15 years that the City has passed only an interim budget.

The Community Open Houses were very successful and educating to the public. Administration received several positive comments relating to the content and community engagement.

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

Dec. 1	Weekly Mgmt. Team Mtg.
Dec. 2	Mtg. w/ Dave Zimmerman
Dec. 3	Family Resource Network EOI
Dec. 3	Town/MD of Bonnyville Mtg. w/ CAO & Reeve
Dec. 4	Monthly Executive/Mgmt. Team Mtg. CANC.
Dec. 4	2020 Budget Deliberations
Dec. 5	Mtg. w/ Diana Warbeck
Dec. 9	Weekly Mgmt. Team Mtg.
Dec. 10	Regular Council Mtg.
Dec. 11	State of the City Community Open House - Lunch Session
Dec. 11	State of the City Community Open House - Evening Session
Dec. 13	DAY OFF



Dec. 16	Weekly Mgmt. Team Mtg. CANC.
Dec. 16	Mtg. in Edm. w/ the Minister
Dec. 17	Special Council Mtg.
Dec. 17	Corporate Priorities Committee Mtg. CANC.
Dec. 18	City Hall Safety Mtg. ABSENT
Dec. 18	Family Resource Network EOI
Dec. 19	2020 Budget Deliberations
Dec. 23	Weekly Mgmt. Team Mtg.
Dec. 23	Special Council Mtg.
Dec. 23	RUSC Mtg. CANC.
Dec. 24	Regular Council Mtg. CANC.
Dec. 25	STAT HOLIDAY
Dec. 26	STAT HOLIDAY
Dec. 27-31	HOLIDAYS

Corporate Strategic Initiatives and Communications:

- Attended EDAC monthly meeting
- Attended Chamber of Commerce monthly meeting
- Assisting with meetings for Aerospace Economic Development project
- Attended EDAC subcommittee meetings re Business workshop program
- Assisting with FRN expression of interest
- Liaised with GOA re CARES grant application

Other Activities:

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

Background:

Alternatives:



Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

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

Meeting Date: January 14, 2020

Executive Summary:

The Department of Corporate Services' monthly report is attached.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No.

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Report to Chief Administrative Officer

Department:	Corporate Services	Month:	December
Contributors:	Linda Mortenson, Michele McIntosh, Aaron Larson, Mark Boonk and Stephanie Harris		
Submitted by:	Linda Mortenson, General Manager of Corporate Services		

General Manager's Meetings:

Dec	
2	Management meeting
3	Family Resource Network meeting
4	Budget meeting
5	Safety meeting
9	Management meeting
9	Benefit renewal meeting
16	Gravity Union meeting
17	Special Council meeting
18	City Hall safety meeting
18	Corporate Services department meeting
18	Corporate Services managers' meeting
19	Budget meeting
23	Management meeting
23	Special Council meeting
30	Management meeting

Administration:

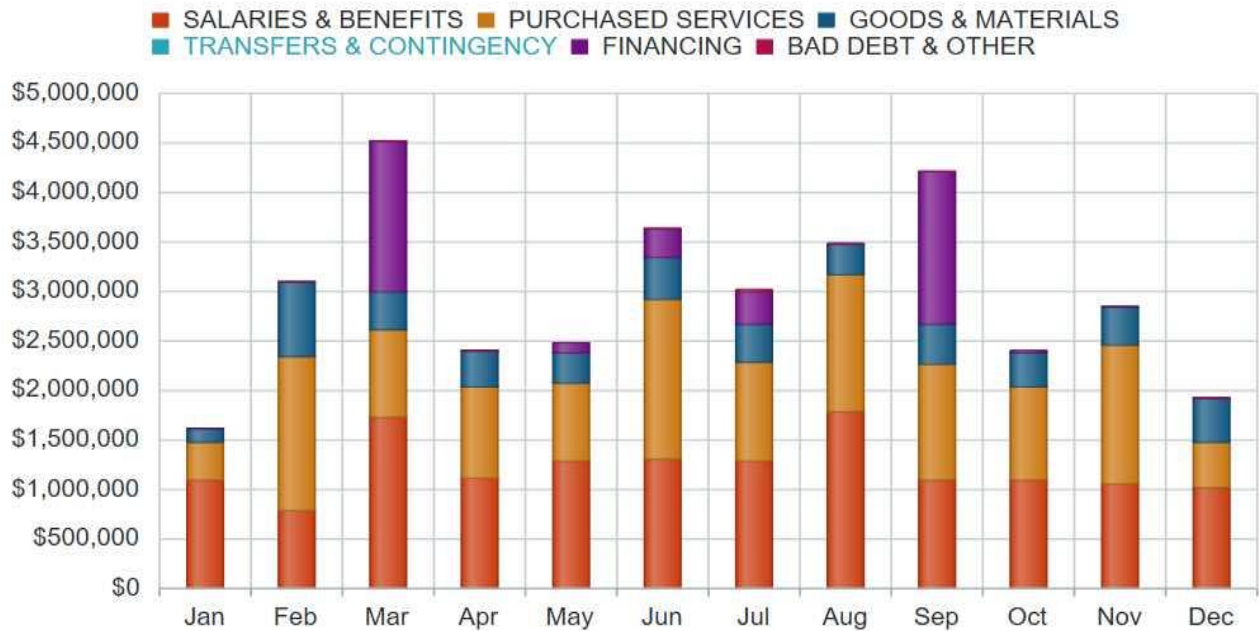
- Preparation of budget meetings
- Create and update fillable forms, letters, and agreements
- Schedule various meetings

Finance:

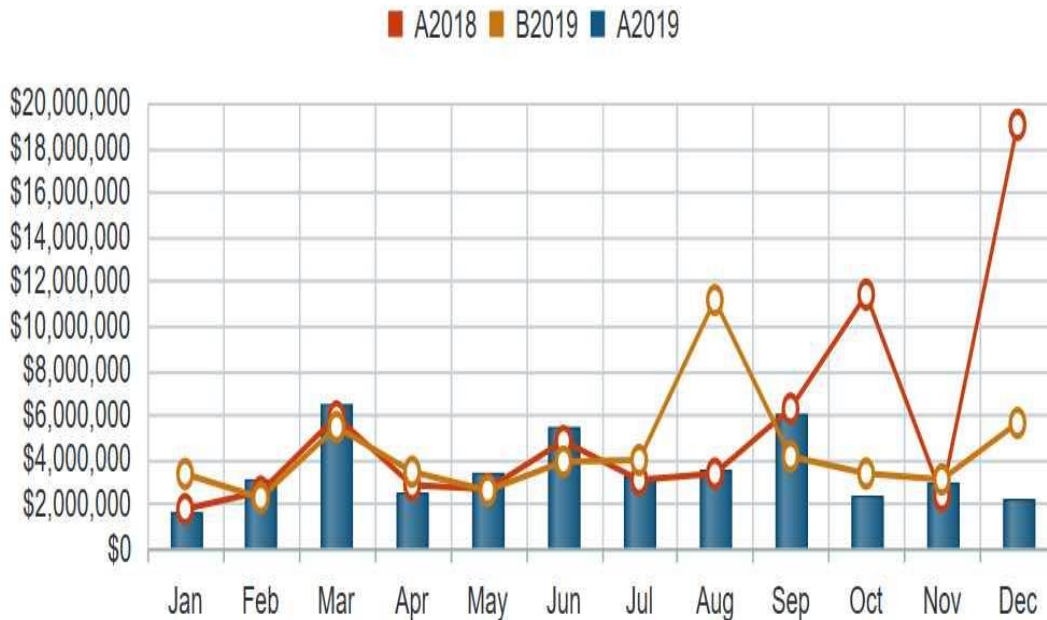
Year to Date Expense vs Budget (000's)



Expense by Object



Expense, Budget and Prior Year



Utilities

- 16 connects, 13 disconnects and 20 work orders
 - 2472 billed in Cold Lake North, 14 of these were estimated, 253 flat rate
 - 2351 billed in Cold Lake South, 17 of these were estimated, 36 flat rate

Receivable

- 128 Accounts Receivable invoices mailed out; 68 statements mailed out

Accounts Payable

- 750 Accounts Payable invoices processed, 322 Accounts Payable cheques printed

Property Taxes

- 17 tax certificates issued and 16 tax searches completed.
- 39 land title changes processed.
- Taxes receivable totalled \$21,087,283
 - Current tax outstanding - \$2,476,616 (\$1,693,633 is related to the 4 Wing Property)
 - Tax arrears for one (1) year - \$2,445,652. These property owners were sent monthly statements regarding their accounts. (\$2,111,537 is related to the 4 Wing property)
 - Two (2) years' arrears - \$2,367,653. These arrears consist of 31 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 - \$2,999,613. These arrears consist of 4 properties not on a tax agreement. These properties were placed on the tax arrears list on March 31, 2018 and posted at City Hall and will need to be sold at auction by

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

- Four-Five (4) year arrears - \$10,797,749. This consists of 4 Wing and one other property on tax agreement. (\$10,797,442 related to 4 Wing Property)
- \$19,847,583 of the total tax arrears is due to assessment dispute for the 4 Wing property.
- There are 14 properties that are currently on tax agreements.

Completed

- November 2019 Bank and investment reconciliation and City Summary for Council
- General ledger reconciliation to Perfect Mind and Golf Course software for November 2019.
- GST Return for November 2019 completed and filed.
- Variance reports were sent to department managers for all departments in the City.
- 2020 interim Operating and Capital budgets were passed by Council on December 23, 2019.
- Inventory sampling done by Auditor on December 31, 2019.
- Marina Review Engagement.
- Parent Link Audit.

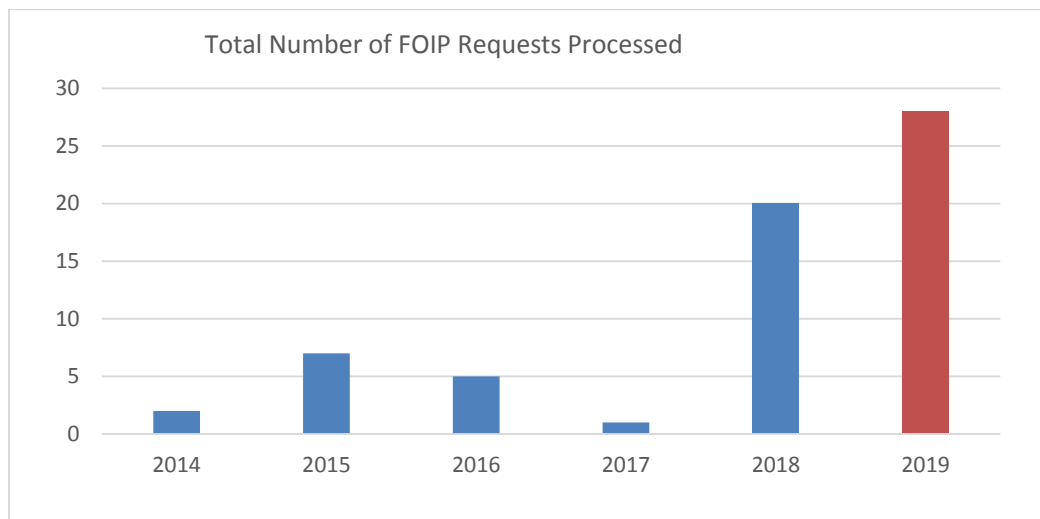
Currently Working on

- Working with Sensus on the integration of the Advanced Metering Infrastructure software to Serenic financial software.
- 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 3rd party.
- Planning a roll-out of emailed Utility bill option in the new-year.

Legislative:

- **Information Requests & FOIP**

- 2 new FOIP request received in December and 0 FOIP requests were completed.
- 1 ongoing review by the OIPC.
- FOIP presentation provided to all new staff at orientations.



- **Record Management**

- **Paper Records – maintenance of record rooms**

- Efforts to file, digitize and organize all historical land files continues.
 - Organization and ongoing quality control of the Land File room.
 - Review and digitization of permanent historic records is near completion (including annexation and amalgamation records).
 - Record room ongoing purges, review and reorganization of all boxed records.

- **Electronic Records – “The Dock” (SharePoint/Collabware)**

- **Transition to “The Dock”:**

- Recreation Department transition to SharePoint complete.
 - Legislative Services transition to SharePoint is complete. Final migration of content has begun.
 - FCSS transition to SharePoint is complete.
 - Finance Department transition to SharePoint is complete. Final migration of content has begun.
 - Planning & Development transition to SharePoint is complete. Final migration of content has begun.
 - Infrastructure (Engineering Department) transition to SharePoint has begun, with prototype site developed and live site still being finalized.

- **Ongoing Maintenance of “The Dock”:**

- 1 Dock Help Request ticket addressed in December making 156 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 966 active agreements; 30 new agreements filed in December.
 - RUSC has 189 active agreements; 7 new agreements filed in December.
- **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:

- None

Record of Employment:	3
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: 10

Property Damage to date: 11

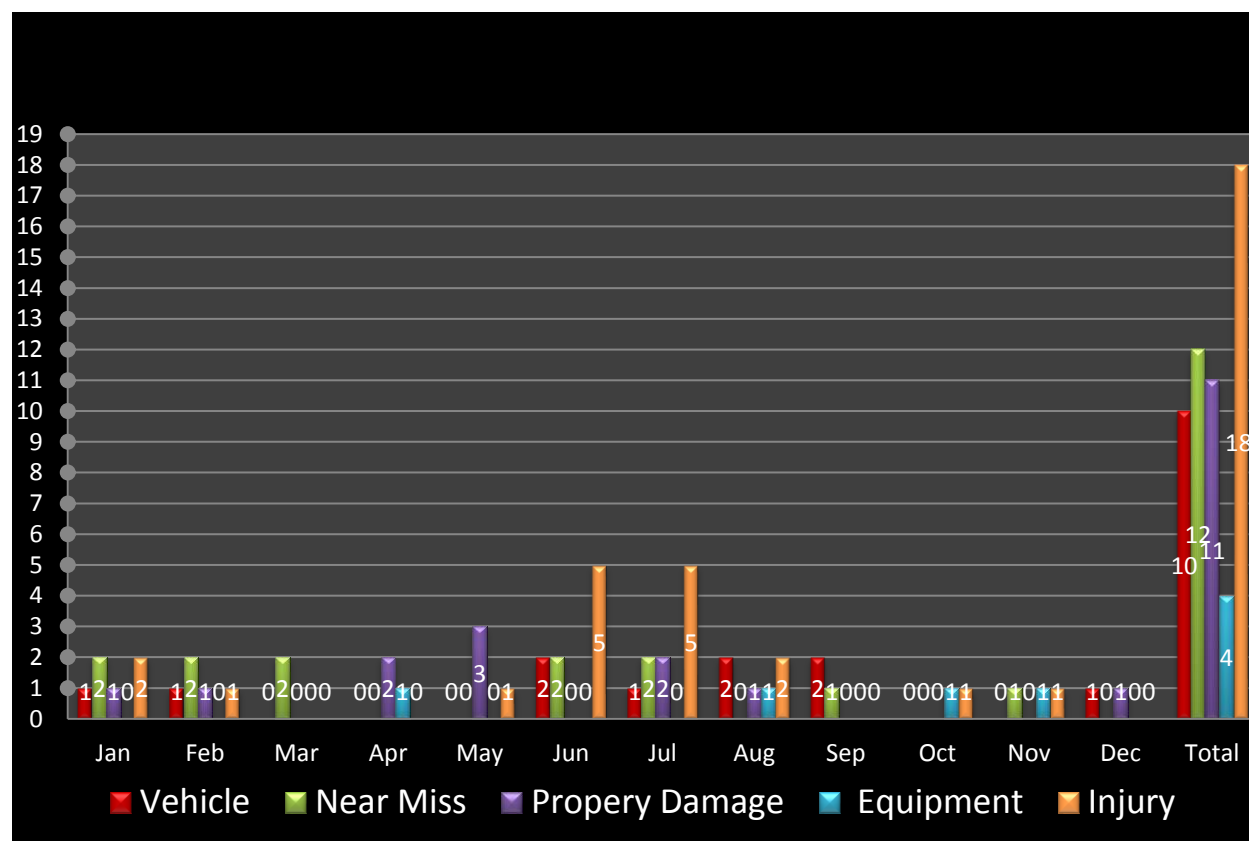
Equipment Damage to date: 4

Injuries to date: 18

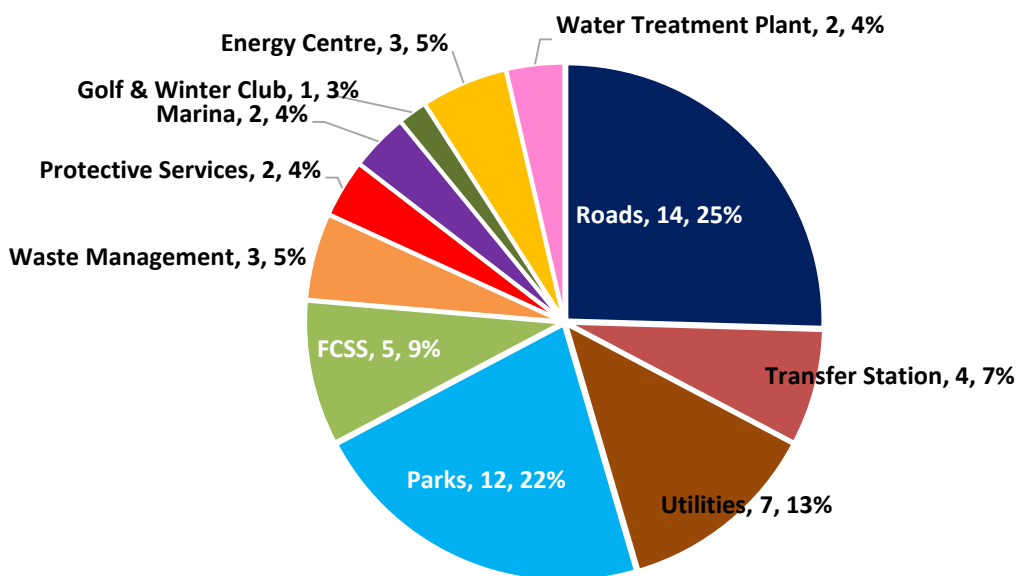
Near misses to date: 12

Total incidents 2019: 55

Incidents by type of loss:



Incidents by department:



Information Systems and Technology:

Number of tickets closed:	67
Number of tickets opened:	72
Number of tickets still open at end of Month:	116
Number of Surveillance Footage Request:	3
Backup Recovery's:	1
Virus Threats (Online)	22
Junk	62448
SPAM Email	3504
Phishing Emails	68
Inbound Viruses Caught (Email)	197
Spoofed emails	28

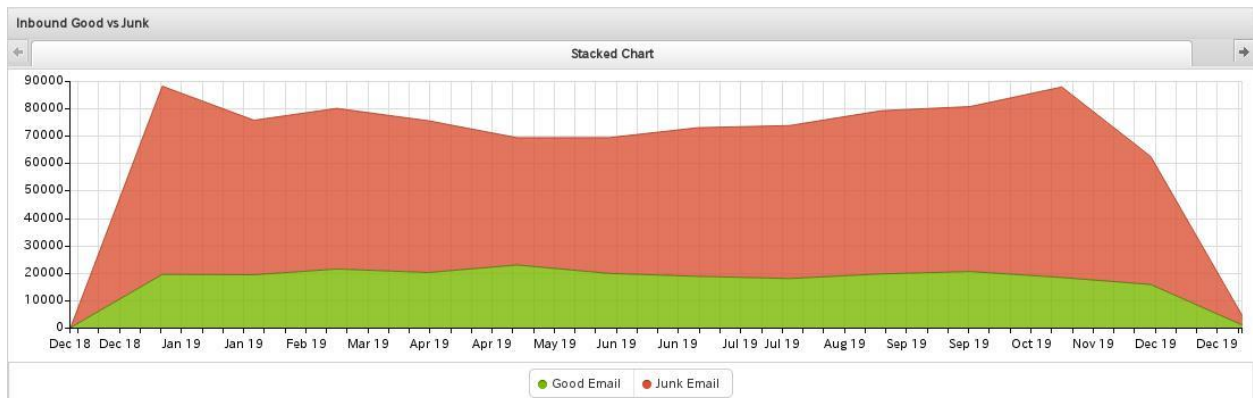
- **Application Updates:** IPSAN Firmware, ESET.
- **Application Installs:** CaseWare, ArcReader, E.Ris (WTP)
- **Application Support:** SharePoint, Collabware, ESET, ArcGIS, CAMS2, Word, Outlook, WTS, Stanley WiQ.
- **Server Support:** SharePoint, Windows Server 2012, ESXi, GIS.
- **Server Patches:** 44 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** UPS (CH) battery Replacement (22), FourWinds TV's, Laptop, FCSS PC, Pin Pad at WTS, CH Copier..
- **Mobile Support:** Phone replacements (ES Manager, Transportation manager).
- **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, Site template creation.
- **Application Testing:** Windows Server 2019. Office 2016/2019, ESET Server.
- **Network:** new IPSAN Deployed.

Noteworthy

- Thwarted an attempted Crypto Virus/Trojan intrusion into the City network.
- Replaced all 22 batteries on the City Hall UPS.
- Ongoing project to upgrade our computer systems against future Crypto Virus/Trojan attacks.
- New Dell Network Data Storage Array (SAN) installed and made operational in the City Hall server room.
- Continued work to safely integrate some elements of the new WTP SCADA systems into the City network.
- Installed new Report Developer software for use by the WTP staff to create/generate advanced SCADA/Water reports.
- New cell phone deployments for managers of the Infrastructure department.
- Eset – Installed on a new server and clients migrated.
- Over-see Fourwinds/TV/Computer Installs/Config.
- Building new Public Works applications server.
- Investigating SharePoint's inability to create sites from a template with Gravity Union and Microsoft.
- Patched the Pothole python script to create service requests in City works.
- Performed disaster recovery measures in response to a phishing email malware infection.



Monthly Inbound Good vs Junk

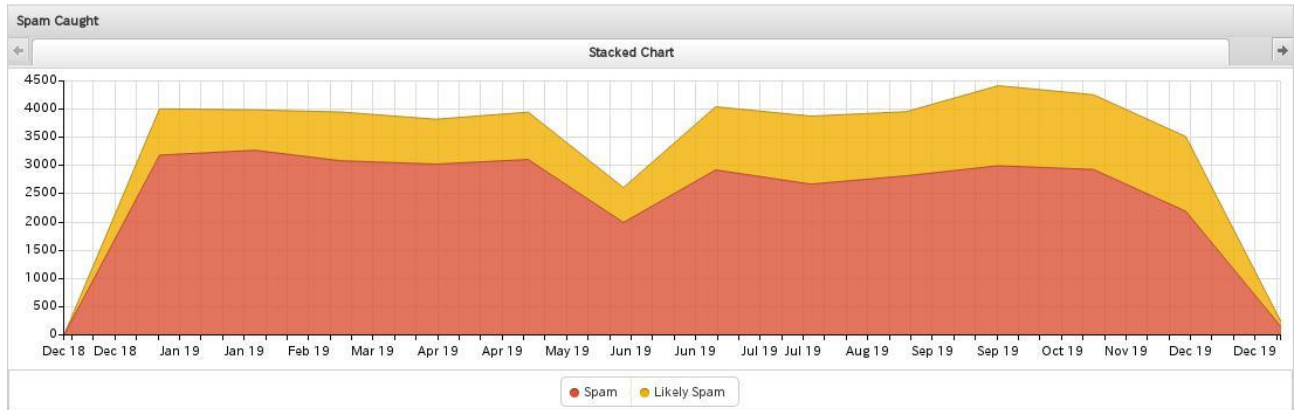


Time Span 12/03/2018 12:00 AM - 01/03/2020 10:40 AM

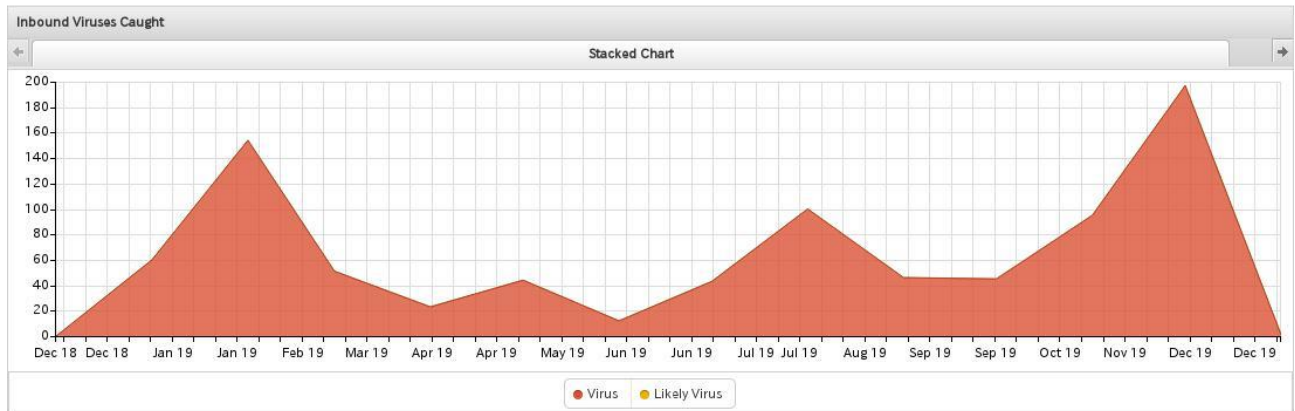
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Monthly Spam Caught



Monthly Inbound Viruses Caught





STAFF REPORT

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

Meeting Date: January 14, 2020

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; 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 41 work orders for various departments.
 - Operators - completed 9 work orders for various departments.
 - Contracted Services - 14 work orders were contracted out for various departments.
 - Outstanding - 63 work orders are outstanding for various departments.
- Fuel Consumption:
 - 7,903 liters of gas was dispensed into fleet vehicles for the various departments over 99 transactions.
 - 23,871 liters of diesel was dispensed into fleet vehicles for the various departments over 181 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:

- Work orders for building maintenance services for various departments; update not available.
- 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.
 - Lakeland Fire and Safety - annual kitchen suppression inspection and certification; ongoing – awaiting on City Hall alarm install.
 - Value Master Builders Ltd. – Public Works Facility renovation; ongoing.

ENVIRONMENTAL SERVICES

Waste Management:

- Curb side collection for regular waste, recycling and organics was conducted as per the 2018-2019 Waste Collection Schedule.
 - 3150 tonnes of waste was collected at the curb in 2019.
- Transfer Station and Landfill winter hours from 8:00 am to 5:00 pm Tuesday to Saturday (November 1, 2019 to March 31, 2019).
 - 3049 tonnes of C&D Material was disposed of in the Class III Landfill in 2019.
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
 - 47 waste carts were delivered in 2019.
- Metal recycling; ongoing.
 - 756 tonnes of scrap metal was hauled offsite in 2019.
- Materials Recycling Facility (MRF):
 - Sorting and bailing materials collected at the new MRF; ongoing.
- Collection of recycled material from the new Recycling Drop-off Stations; ongoing.
 - 63 tonnes of recyclables was collected from the Recycle Drop-off's in 2019.



Water Distribution and Wastewater Collection (Utilities):

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

Water and Wastewater Treatment:

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

ENGINEERING SERVICES

Capital Projects - See attached Capital Project Summary

Geographical Information System (GIS):

- Continued sorting GIS data and related files; ongoing.
- Created maps, queries and large-format printouts as requested by City Staff; ongoing.
- Provided data to subcontractors as requested; ongoing.
- Assisted staff with ArcReader maps; ongoing.
- Updated City Address dataset; ongoing.
- Pothole web application; ongoing.
- Cityworks maintenance and troubleshooting; ongoing.
- 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	90	Awarded to ATCO Electric. All work has been completed minus the install of 3 lights on 16 th Avenue and the energizing of 50 th Avenue and 16 th Avenue lights. Spring cleanup is also required.
4	2019	Annual Trail/Sidewalk Connectivity Program	Design	0	
			Construction	0	
5	2019	Traffic Safety Program Fund	Design	100	Awarded to ATCO Electric.
			Construction	95	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; which has been completed and the intersection of English Bay Road and 25 th Street which has been completed. Spring cleanup is still required.

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 th 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	75%	Awarded to ERAMOSA. Phase 1- Power Upgrades- 100% complete. Phase 2A - Back Up Controls at Bldg 4 & 9. Phase 1 & 2A Power Upgrades and Back Up Control – Estimated Costs provided by Smart Electric- evaluating options. 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.- 90% complete. Phase 3B - e.RIS Data Access. e.RIS training provided, report and logbook creation in progress. Phase 3C - Cyber Security 50% complete.
14	2019	Animal Holding Facility	Design	50	Awarded to JMAA. Area has been mulched. Topographical and geotechnical survey was conducted. Preliminary Plans have been accepted and JMAA will proceed to the next phase of design and tender preparation.
			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.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
2	2018	2018 Annual Lane Rehabilitation	Design	100	Awarded to SE Design.
			Construction	98	Awarded to BlueFlame Contracting Ltd. Lanes include: 51/52 Ave Lane (51 St to 52 St) – Behind Grand Centre Cinema; complete. 51/52 Ave Lane (52 St – 5 Ave) – Behind Red Rooster; complete CCC issued
3	2018	Cold Lake Regional Airport Taxiway and Apron Enhancements	Design	100	Awarded to CIMA Canada Inc.
			Construction	98	Awarded to E-Construction. Paving, grading and hydroseeding completed October 4, 2019. CCC Issued and deficiency holdback retained
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.
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	2017/2016 Residential Lanes	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					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. Letter sent to Double D to verify costs will be held until decision to proceed has been made
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 - December 2019

Meeting Date: January 14, 2020

Executive Summary:

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

Background:

The comparative statistical report to the end of December 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 DECEMBER 2019

2016

2017

2018

2019

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

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

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

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

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

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

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

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

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

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

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

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

**Building Permit Stats Comparison
2016 - 2019**

Report ending DECEMBER 2019

2016

2017

2018

2019

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

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

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

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

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

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

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

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

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

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

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

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

**Building Permit Stats Comparison
2016 - 2019**

Report ending DECEMBER 2019

2016

2017

2018

2019

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

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

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

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

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

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

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

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

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

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

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

September		
New Residential-SF	\$ 870,000.00	3
Reno. Residential	\$ 60,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 371,400.00	5
Accessory Buildings	\$ 80,000.00	3
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 16,426.00	3
Total	\$ 1,397,826.00	16

**Building Permit Stats Comparison
2016 - 2019**

Report ending DECEMBER 2019

2016

2017

2018

2019

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

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

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

October		
New Residential-SF	\$ 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	
Total	\$ 719,931.00	13

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

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

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

November		
New Residential-SF	\$ 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
Total	\$ 431,600.00	8

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

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

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

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

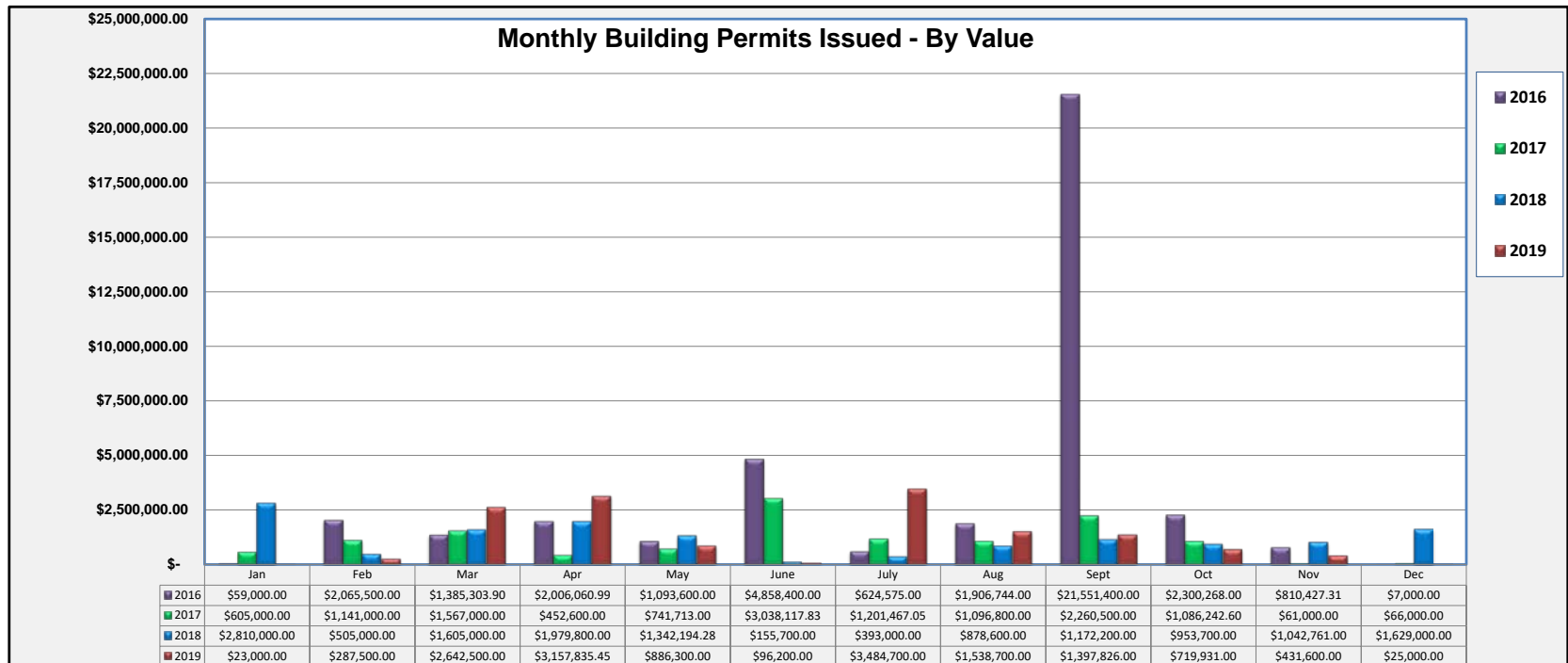
2016 Total \$ 38,668,279.20 157

2017 Total \$ 13,317,440.48 125

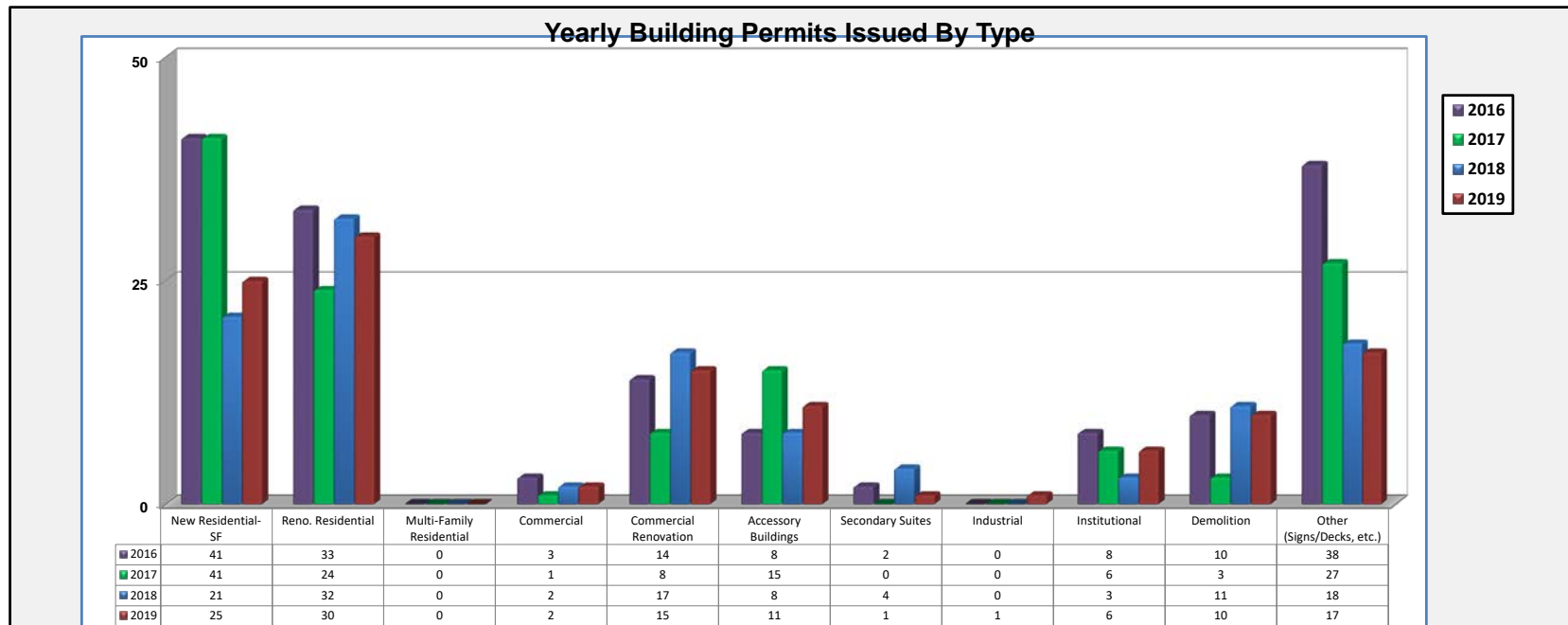
2018 Total \$ 14,466,955.28 116

2019 Total \$ 14,691,092.45 118

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	\$ 25,000.00
Total	\$ 38,668,279.20	\$ 13,317,440.48	\$ 14,466,955.28	\$ 14,691,092.45



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	30
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
Total	157	125	116	118



**Development Permit Stats Comparison
2016 - 2019**

Report ending DECEMBER 2019

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

**Development Permit Stats Comparison
2016 - 2019**

Report ending DECEMBER 2019

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

**Development Permit Stats Comparison
2016 - 2019**

Report ending DECEMBER 2019

2016			2017			2018			2019		
July			July			July			July		
New Residential-SF	\$ 600.00	6	New Residential-SF	\$ 300.00	3	New Residential-SF			New Residential-SF	\$ 400.00	4
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1
Multi-Family Residential	\$ 150.00	2	Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial	\$ 150.00	1	Commercial			Commercial		
Commercial Renovation	\$ 150.00	2	Commercial Renovation			Commercial Renovation	\$ 700.00	4	Commercial Renovation	\$ 450.00	4
Accessory Buildings	\$ 400.00	4	Accessory Buildings	\$ 500.00	5	Accessory Buildings	\$ 100.00	1	Accessory Buildings	\$ 200.00	3
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 500.00	1	Institutional	\$ 350.00	2	Institutional			Institutional	\$ 200.00	1
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 500.00	8	Other (Decks/Signs, etc.)	\$ 775.00	8	Other (Decks/Signs, etc.)	\$ 400.00	3	Other (Decks/Signs, etc.)	\$ 475.00	6
Total	\$ 2,300.00	23	Total	\$ 2,075.00	19	Total	\$ 1,200.00	8	Total	\$ 1,825.00	19
August			August			August			August		
New Residential-SF	\$100.00	1	New Residential-SF	\$400.00	4	New Residential-SF	\$600.00	6	New Residential-SF	\$450.00	4
Reno. Residential	\$100.00	1	Reno. Residential	\$100.00	1	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$200.00	1	Commercial Renovation	\$150.00	1	Commercial Renovation	\$250.00	2
Accessory Buildings	\$200.00	2	Accessory Buildings	\$200.00	2	Accessory Buildings	\$25.00	1	Accessory Buildings	\$150.00	3
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$400.00	2	Institutional			Institutional			Institutional	\$200.00	1
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$925.00	12	Other (Decks/Signs, etc.)	\$1,275.00	14	Other (Decks/Signs, etc.)	\$225.00	4	Other (Decks/Signs, etc.)	\$525.00	8
Total	\$1,725.00	18	Total	\$2,175.00	22	Total	\$1,000.00	12	Total	\$1,575.00	18
September			September			September			September		
New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 700.00	7	New Residential-SF			New Residential-SF	\$ 400.00	4
Reno. Residential			Reno. Residential			Reno. Residential	\$ 200.00	2	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 300.00	3	Commercial			Commercial	\$ 250.00	1	Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 300.00	3
Accessory Buildings	\$ 25.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings	\$ 250.00	3
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional	\$ 200.00	1
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 600.00	8	Other (Decks/Signs, etc.)	\$ 850.00	12	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 550.00	8
Total	\$ 1,125.00	14	Total	\$ 1,700.00	20	Total	\$ 850.00	8	Total	\$ 1,700.00	19

**Development Permit Stats Comparison
2016 - 2019**

Report ending DECEMBER 2019

2016

2017

2018

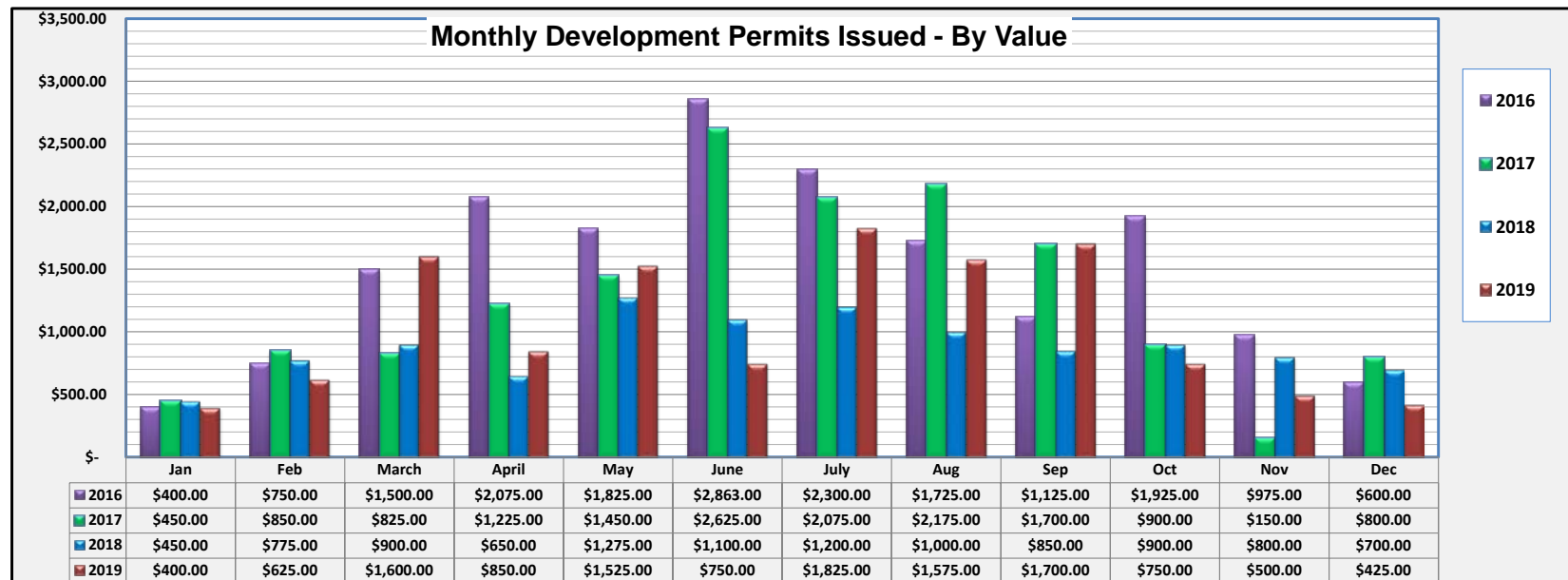
2019

October			October			October			October		
New Residential-SF	\$ 1,100.00	11	New Residential-SF	\$ 200.00	2	New Residential-SF			New Residential-SF	\$ 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
Total	\$ 1,925.00	20	Total	\$ 900.00	14	Total	\$ 900.00	8	Total	\$ 750.00	7
November			November			November			November		
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
Total	\$ 975.00	11	Total	\$150.00	3	Total	\$ 800.00	9	Total	\$ 500.00	7
December			December			December			December		
New Residential-SF			New Residential-SF			New Residential-SF	\$500.00	5	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 200.00	1	Commercial	\$ 150.00	1	Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation	\$200.00	1
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.)	\$225.00	3
Total	\$ 600.00	5	Total	\$ 800.00	7	Total	\$700.00	8	Total	\$425.00	4
2016 Total	\$ 18,063.00	190	2017 Total	\$ 13,200.00	171	2018 Total	\$ 9,900.00	106	2019 Total	\$12,525.00	141

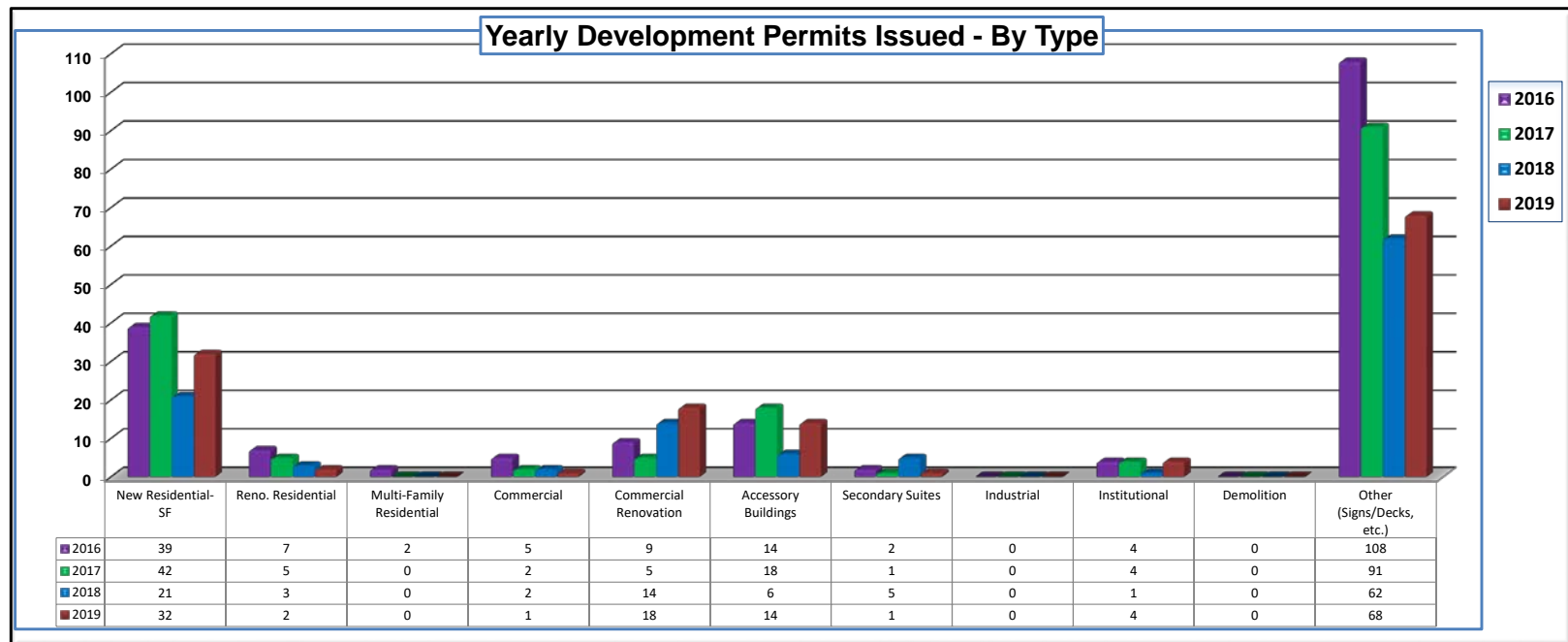
Development Permit Stats Comparison
2016 - 2019

Report ending DECEMBER 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	\$ 425.00
Totals	\$ 18,063.00	\$ 15,225.00	\$ 10,600.00	\$ 12,525.00



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	68
Total	190	168	114	140





STAFF REPORT

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

Meeting Date: January 14, 2020

Executive Summary:

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

Background:

PROTECTIVE SERVICES DEPARTMENT

Cold Lake Fire Rescue Highlights

Fire Calls – 25 in total

During the month of December there were twenty-five (25) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to one (1) structure fire in the City of Cold Lake for a fire investigation after the tenant had extinguished the fire. CLFR attended the scene and found an extinguished deck fire from an electric smoker. Fire crews were able to confirm that there were no hot spots but the appliance, deck and some of the siding was burnt. The fire was deemed non-suspicious. CLFR responded to seven (7) 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 single vehicle collisions where they ended in the ditch, one was a roll-over collision, one was a vehicle versus deer, one was a vehicle versus pedestrian, one was a rear-end collision and one was a three vehicle collision. Of the eleven (11) alarm calls CLFR attended, all were deemed to be false alarms. Six of the alarms were residential fire alarms, three were commercial & institutional fire alarms and two were CO alarms. The fire alarms which were activated included: five from cooking smoke, one from fire place smoke, one from dust in the duct work, one from a child accidentally activating the fire alarm panel and one from a transformer blowing at a power pole causing a surge resulting in arcing damage to the meter and meter base on the building. The two CO alarms were investigated using CLFR equipment with no abnormal readings found and although acceptable ATCO Gas was called to the scene. In one case CLFR was asked to attend by the hospital after a patient showed there with high levels of CO in their system. CLFR responded to two (2) Hazmat incidents for fuel spills. In each case the Duty Officer attended the scene and was able to control the leak with absorb all and then have it cleaned up. Finally, CLFR responded to four (4) public/agency assistance calls. Two were good intent calls which included one fire sighting which was a flare stack and one for a dog in the lake which freed itself within a minute of fire crews being paged out. The other two calls were for Cold Lake Ambulance assistance with one being for a patient in cardiac arrest and one for a lift assist.



During the month CLFR responded twenty (20) times within City limits and five (5) times in the MD of Bonnyville. Daytime responses [0800-1600] (15) were the highest response times at 60.00% followed by evening response [1600-2400] (8) at 32.00%, with overnight response [0000-0800] (2) being at 8.00%.

Accomplishments and Events

- Enbridge Safe Community Grant application successful - \$7,500 awarded – Dec 3rd.
- Fire Chief and Deputy Chiefs attended Provincial IMT Meeting in Edmonton – Dec 4th.
- First Nations Technical Services Advisory Group (TSAG) visit & fire hall tour – Dec 5th.
- CLFR members attended City of Cold Lake Christmas Party, 37 in total – Dec 6th.
- CLFR supported Parent Link Centre (PLC) program – Emergency Services Fire Hall presentation & tour. Two groups of 30 including adults and children – Dec 10th.
- CLFR General Meeting – Dec 10th. CLFR Kids Christmas Party – Dec 21st.
- CVI's and maintenance completed on all CLFR apparatus – Dec 10th – 17th.
- CLFR year-end budget meeting, Fire Chief and Deputy Chiefs – Dec 11th.
- CLFR performed fire drill at transfer station as per their request – Dec 12th.
- CLFR performed Occupancy Load calculation & issued permit - EDO Japan - Dec 18th.
- Vendor visit → Acklands Grainger representative – Dec 19th.
- CLFR Members supported Operation Red Nose during 2019 holiday season.
- 2019 Firefighters of the Year. Congratulations Lake District Station → Firefighter John-Allister Sinclair and Downtown Station → Firefighter Scott Blakie.

RCMP Highlights

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

Municipal Enforcement Highlights

Items of interest

- Municipal Enforcement conducted seven joint Checkstops with local law enforcement partners during the holiday season.
- Municipal Enforcement provided a visible presence at the Cold Lake Ice hockey games. Officers took the opportunity to meet with the public and conduct patrols of the Energy Centre.
- Municipal Enforcement had one officer obtain Threat Pattern Recognition, Instructor Certification. Use of Force training to take place in house.
- Municipal Enforcement conducted patrols surrounding seasonal parking issues.
- Municipal Enforcement worked with the Alberta SPCA on an animal welfare investigation.



Municipal Enforcement continues to provide education and enforcement initiatives in all Cold Lake school zones and playground zones which consisted of thirty-nine patrols for the month of December. 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 December, Peace Officers conducted thirty-eight traffic initiatives resulting in nine-teen traffic stops and eight-teen tickets being issued. Patrols throughout the community parks, city facilities and neighborhoods and businesses consisted of two hundred and thirty-one patrols. Peace Officers conducted seven Joint Force Operations. One initiative with Commercial Vehicle Enforcement, two with the Military Police and four initiatives with the Cold Lake RCMP, which consisted of Checkstops in various locations. Municipal Enforcement worked on eleven animal related calls for service with charges laid in one dog attack. Preparation for seasonal related concerns has commenced, awareness and patrols relating to seasonal trends have been conducted.

Energy Centre (School Year Start) December 2019

- Patrols of the facility and surrounding premises has entailed one-hundred and eighty-six 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 a regular basis.

FAMILY COMMUNITY SOCIAL SERVICES DEPARTMENT

FCSS and Parent Link Highlights

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

RECREATIONAL DEPARTMENT

Recreation and Parks Highlights

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

Alternatives:



Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

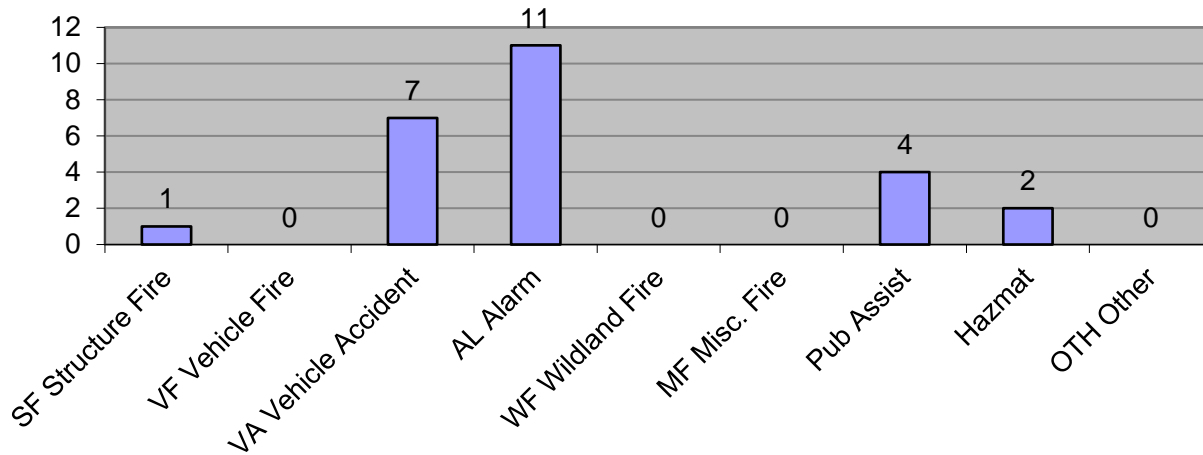
Submitted by:

Kevin Nagoya, Chief Administrative Officer

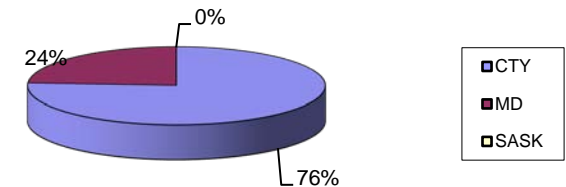
December 2019 Fire Responses

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
Dec 2019	25	1	0	7	11	0	0	4	2	0	19	6	0
<i>2019 Totals</i>	<i>310</i>	<i>12</i>	<i>19</i>	<i>54</i>	<i>141</i>	<i>17</i>	<i>11</i>	<i>49</i>	<i>3</i>	<i>4</i>	<i>205</i>	<i>100</i>	<i>5</i>

December 2019 - Incidents by Type



December 2019 - Incidents by Location



Dec-19

Totals

1 Structure Fire (1-City) [Electric Smoker Fire, damage to siding & deck]
 0 Vehicle Fire
 7 Vehicle Accident (3-City,4-MD) [7-Automobile]
 11 Alarm (10-City,1-MD) [6-Residential & 3 Commercial fire detectors,2-CO]
 0 Wildland Fire
 0 Misc. Fire
 2 Hazmat (2-City) [Fuel spill x 2]
 4 Oth/Pub Assist(3-City,1-MD) [CLAS Assistx2,dog in water,flare stack]
25 (10 Calls for Station #3, 15 Calls for Station #4, 0 calls with both)
 (19-City Calls, 6-MD Calls)

Dec-18

Totals

1 Structure Fire (1-City) [Chimney Fire, damage to chase]
 1 Vehicle Fire (1-City)
 6 Vehicle Accident (3-City,2-MD,1-Sask) [4-Automobile,1-Bus,1-Semi]
 13 Alarm (11-City,2-MD) [9-Residential & 1 Commercial fire detectors,3-CO]
 0 Wildland Fire
 0 Misc. Fire
 0 Hazmat
 2 Oth/Pub Assist(1-City,1-MD) [CLAS Assist,good intent]
23 (16 Calls for Station #3, 6 Calls for Station #4, 1 call with both)
 (17-City Calls, 5-MD Calls, 1-Sask Call)

** At the end of December 2019 Cold Lake Fire-Rescue has responded to 310 calls as compared to 276 calls at the end of December 2018 **

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

January-06-20

CATEGORY	2018		2019		% Change	
	Dec/18	YTD	Dec/19	YTD	December	YTD
Homicide	0	0	0	1	0.0%	100.0%
Offences Related to Death	1	3	0	0	-100.0%	-100.0%
Robbery	7	20	4	17	-42.9%	-15.0%
Sexual Assaults	1	22	0	15	-100.0%	-31.8%
Other Sexual Offences	0	7	1	9	100.0%	28.6%
Assault	28	283	33	301	17.9%	6.4%
Kidnapping/Hostage/Abduction	0	7	0	9	0.0%	28.6%
Extortion	0	1	0	2	0.0%	100.0%
Criminal Harassment	5	58	6	97	20.0%	67.2%
Uttering Threats	6	81	8	107	33.3%	32.1%
Other Persons	0	0	0	3	0.0%	300.0%
TOTAL PERSONS	48	482	52	561	8.3%	16.4%
Break & Enter	14	107	9	151	-35.7%	41.1%
Theft of Motor Vehicle	3	92	20	137	566.7%	48.9%
Theft Over	1	13	2	15	100.0%	15.4%
Theft Under	18	263	36	398	100.0%	51.3%
Possn Stn Goods	4	41	6	59	50.0%	43.9%
Fraud	8	91	7	128	-12.5%	40.7%
Arson	0	0	0	4	0.0%	400.0%
Mischief To Property	53	585	87	1197	64.2%	104.6%
TOTAL PROPERTY	101	1192	167	2089	65.3%	75.3%
Offensive Weapons	1	22	8	51	700.0%	131.8%
Public Order	0	0	0	3	0.0%	300.0%
OTHER CRIMINAL CODE	52	676	75	877	44.2%	29.7%
TOTAL OTHER CRIMINAL CODE	53	698	83	931	56.6%	33.4%
TOTAL CRIMINAL CODE	202	2372	302	3581	49.5%	51.0%
Drug Enforcement - Production	0	0	0	0	0.0%	0.0%
Drug Enforcement - Possession	1	18	1	27	0.0%	50.0%
Drug Enforcement - Trafficking	0	40	2	24	200.0%	-40.0%
Drug Enforcement - Other	0	1	0	1	0.0%	0.0%
Total Drugs	1	59	3	52	200.0%	-11.9%
Federal - General	0	3	0	14	0.0%	366.7%
TOTAL FEDERAL	1	62	3	66	200.0%	6.5%
Liquor Act	1	59	5	110	400.0%	86.4%
Other Provincial Stats	11	243	17	276	54.5%	13.6%
Total Provincial Stats	12	302	22	386	83.3%	27.8%
Municipal By-laws Traffic	1	7	0	8	-100.0%	14.3%
Municipal By-laws	4	77	6	98	50.0%	27.3%
Total Municipal	5	84	6	106	20.0%	26.2%
Fatals	0	0	0	0	0.0%	0.0%
Injury MVAS	0	6	0	5	0.0%	-16.7%
Property Damage MVAS (Reportable)	19	219	28	242	47.4%	10.5%
Property Damage MVAS (Non Reportable)	3	27	5	28	66.7%	3.7%
TOTAL MVAS	22	252	33	275	50.0%	9.1%
Provincial Traffic	66	824	44	692	-33.3%	-16.0%
Other Traffic	0	6	0	12	0.0%	100.0%
Criminal Code Traffic	5	121	0	3	-100.0%	-97.5%
Common Police Activities						
False Alarms	13	377	13	194	0.0%	-48.5%
False/Abandoned 911 Call	23	404	42	624	82.6%	54.5%
Prisoners Held	23	207	58	378	152.2%	82.6%
Written Traffic Warnings	5	91	6	51	20.0%	-44.0%
Persons Reported Missing	4	56	5	67	25.0%	19.6%
Request to Locate	8	62	9	94	12.5%	51.6%
Abandoned Vehicles	3	52	13	85	333.3%	63.5%
VSU Accepted/Declined	33	482	38	451	15.2%	-6.4%

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

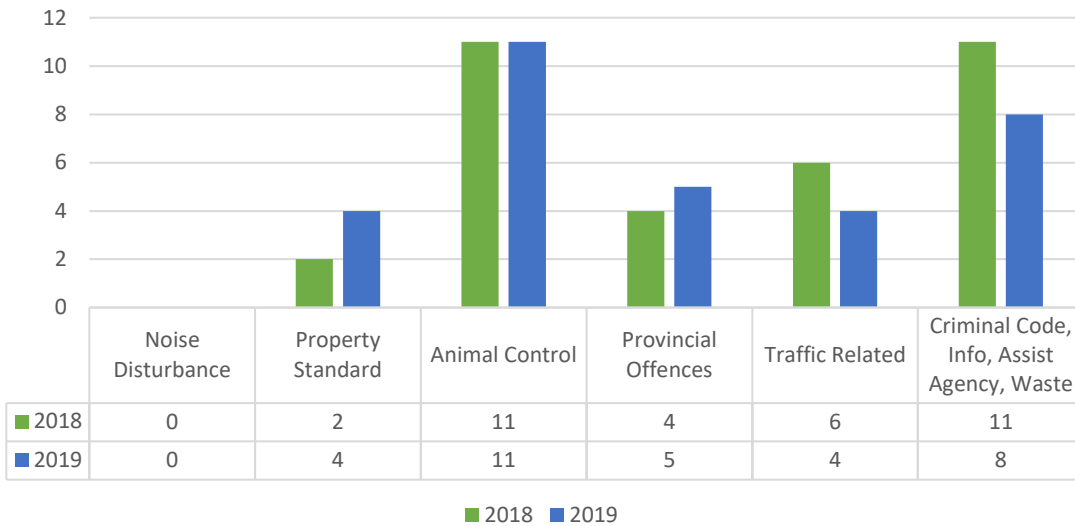
CATEGORY TOTALS	Dec-18	Dec-19	% Change
CRIMINAL CODE PERSONS	48	52	8.3%
CRIMINAL CODE PROPERTY	101	167	65.3%
CRIMINAL CODE OTHER	53	83	56.6%
TOTAL CRIMINAL CODE	202	302	49.5%

CATEGORY TOTALS	2018 - YTD	2019 - YTD	% Change
CRIMINAL CODE PERSONS	482	561	16.4%
CRIMINAL CODE PROPERTY	1192	2089	75.3%
CRIMINAL CODE OTHER	698	931	33.4%
TOTAL CRIMINAL CODE	2372	3581	51.0%

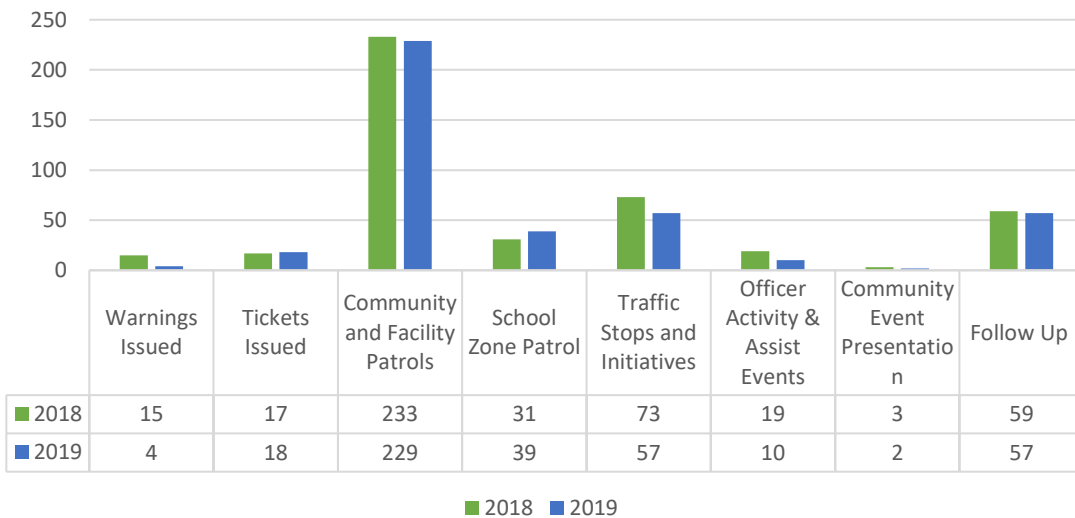
CLEARANCE RATES	Dec-18	Dec-19
CRIMINAL CODE PERSONS	77%	54%
CRIMINAL CODE PROPERTY	42%	32%
CRIMINAL CODE OTHER	81%	73%
TOTAL CRIMINAL CODE	60%	47%

CLEARANCE RATES	2018 - YTD	2019 - YTD
CRIMINAL CODE PERSONS	74%	56%
CRIMINAL CODE PROPERTY	38%	27%
CRIMINAL CODE OTHER	73%	65%
TOTAL CRIMINAL CODE	56%	42%

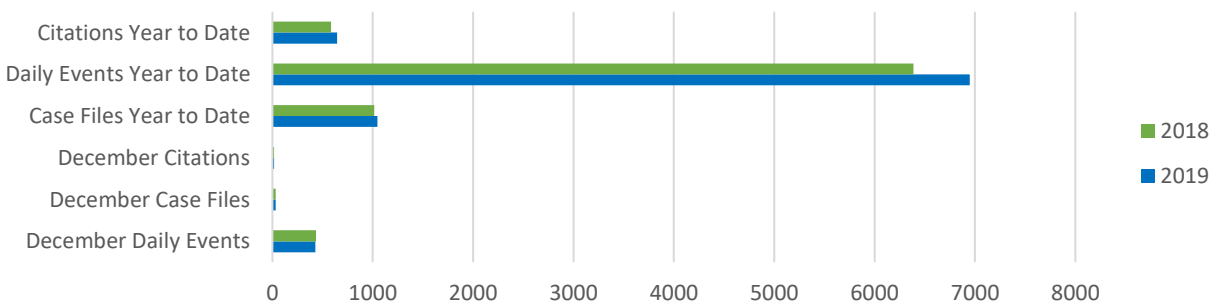
December 2019 - Calls For Service



December 2019 - Tickets/Warnings & Daily Events



2018 & 2019 - Year To Date





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

2019

Report to Chief Administrative Officer

FCSS ADMINISTRATION		
INFORMATION AND REFERRALS	Dec-19	YTD 2019
FCSS	147	2598
PLC	40	822
Community	57	1021
INTERAGENCY	Dec-19	YTD 2019
Information Sharing	12	201
INITIATIVES	Dec-19	YTD 2019
FCSS/PLC Room Rentals	7	210
Block Party Participants	0	308
Community Rental Participants	836	5531
Baby Bags	50	584
SERVICES	Dec-19	YTD 2019
Resource Library	28	550
Forms and Assistance	5	258
Impact of FCSS Grants	121	811
Meals on Wheels	117	1400
Counselling	4	171
MARKETING AND SOCIAL MEDIA	Dec-19	YTD 2019
Infomall – Calendar views	76	2287
Infomall – Page views	110	1357
Infomall – Page subscribers	128	1407



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

2019

Report to Chief Administrative Officer

COMMITTEES AND PARTNERSHIPS		
MEETINGS	Dec-19	YTD 2019
Committee and Partnership Meetings	0	77
EVENTS		
Dec-19	YTD 2019	
Bully Free Committee Workshops and Events	0	208
Early Childhood Development Coalition	0	589
Additional Committee Events	0	236
PROGRAMMING		
CHILD AND YOUTH	Dec-19	YTD 2019
Life Skills and Social Competency	1	130
Social Skills and Development	0	653
Youth Advocacy and Empowerment	69	679
Character Education	0	400
ADULT		
Dec-19	YTD 2019	
Personal Growth	0	311
Seniors Services	360	942
Emergency Social Services	0	28
FAMILY AND COMMUNITY		
		YTD 2019
Family Support	6	160
Family Workshops	0	562
Community Events	0	848



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

2019

Report to Chief Administrative Officer

VOLUNTEER SERVICES		
RECRUITMENT AND PROGRAMMING	Dec-19	YTD 2019
Volunteer Recruitment	2	44
Volunteer Appreciation Event	0	175
govolunteer.ca Postings	0	5
Volunteer Hours	154	1773.5
Number of Volunteers	69	497
CVITP Files Processed	10	406
Volunteer Inquiries	2	51
Volunteer Requests	2	50
PARENT LINK CENTRE		
PROGRAM ATTENDANCE AND HOURS	Dec-19	YTD 2019
Unique Drop-ins	56	2193
Drop-in Attendance	1164	17890
Programming Attendance	8	443
Program Hours	179	2057
PARENT LINK OUTREACH		
PROGRAM ATTENDANCE	Dec-19	YTD 2019
Parent Outreach	0	0
Community Education	0	21
Parent and Child Programming	76	1202
SPECIAL TRANSPORTATION		
RIDERS	Dec-19	YTD 2019
Number of Riders	460	5767
Number of Riders Turned Away	32	280
SUPPORT RIDERS	Dec-19	YTD 2019
Assistants/Staff Support/Volunteers	76	919



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

2019

Report to Chief Administrative Officer

FAMILY SERVICES - LIFE COACHING		
SERVICE	Dec-19	YTD 2019
Life Coaching Clients Served	27	218
Parent Support	15	164
USER GROUP	Dec-19	YTD 2019
1 – 12 years	7	56
Teens	6	57
Adults	16	137
Couples	8	61
Families	5	75
REFERRED TO	Dec-19	YTD 2019
Alberta Health Services - Mental Health	11	70
Alberta Health Services - Addictions	3	41
Alberta Health Services	8	74
LCFASD	0	15
Private Service	12	132
REFERRED FROM	Dec-19	YTD 2019
Self-Referred	16	96
Advertising / Online	3	45
FCSS Programs Attendance	6	73
Friend / Family Member	8	64
Child and Family Services/Social Services	1	30
Probation	2	12
Mental Health	6	57
CLIENT ISSUES	Dec-19	YTD 2019
Anger/Conflict Management	12	135
Relationship Issues	24	189
Parent-Teen Conflict	9	89
Parenting	18	203
Self-Esteem	33	261
Co-Parenting	4	52
Goal-Setting	29	273

Cold Lake Golf & Winter Club

Monthly Report for December 2019

Projects

COMPLETED:

Dec 1-5: CAF Canada West Regionals Curling (5 teams)

December 27-29: Mixed Doubles Alberta Provincials Qualifier (13 teams)

Dec 19-22: Super League Championship Bonspiel (7 teams)

Melt, clean, and prepare ice for Provincials Qualifier Dec 20th

Curling Ice Resurface Flood Dec 29

Year End Inventories and checks

Winter & Xmas ProShop promotions

CURRENT AND FUTURE:

Mower reel and blade sharpening

Weekly & monthly ice maintenance

Removal of outdated Sponsorship Signs

Prepare 2020 Sponsorship Information

Distribute Sponsorship packages

Statistics

	OCT	NOV	DEC	YEAR TOTAL
Golf Memberships 2019	0	0	0	130
Golf Memberships 2018	6	7	1	91
Members Weekday 2019	100	0	0	2569
Members Weekend 2019	113	0	0	1851

Guests Weekday 2019	84	0	0	3149
Guests Weekend 2019	114	0	0	3066

Driving Range 2019	13	0	0	1168
Driving Range 2018	141	131	34	842

Power Cart 2019	86	0	0	2676
Power Cart 2018	611	929	228	2780

Pull Cart 2019	8	0	0	92
Pull Cart 2018	26	13	7	110

Club Rental 2019	7	0	0	213
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Club Rental 2018	39	44	10	241
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Ice Rental Hourly 2019	188	210	263	1824
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Ice Rental Hourly 2018	164	307	184	1215
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Operations

Curling Leagues

Monday—Mens

Tuesday—Ladies

Wednesday—Mixed

Wednesday—Seniors

Memberships

Memberships are now on sale for 2020. All golfers are able to purchase their 2020 Memberships, and incentives are offered to encourage early commitments. 36 Members have pre-paid for 2020 with the Christmas Sales.

Curling Leagues

Thursday—Open Curling

Thursday—Super League

Maintenance Program

Ice Melt completed Dec 12-14 for Qualifiers. Resurface Flood December 30th for 2nd half of the curling season.

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 ordered and is being prepared to receive.

Cold Lake Energy Centre

Monthly Report for December 2019

Projects

COMPLETED:

Skate with Santa was successful with a couple hundred people in attendance.

We sold 361 tickets for the Dueling Piano's and we raised \$1,085 for the local Food Bank.

Friday Night Fun was scheduled on December 20th and had 7 kids attend this program.

Abominable was our Movie on Dec 28th and we had 86 people join us.

Nerf Wars, Dec 29th had 70 kids registered.

The sold out Family New Year's Eve Party was a huge success with 200 kids.

For the month of December the Kids Zone had 37 kids, and Child Mind saw 7 kids.

CURRENT & FUTURE:

Friday Night Fun—January 3

Bouncy House Day—January 4

Mascot Day—January 11

Nerf Wars Day—January 26

Statistics

<i>Memberships</i>	OCT	NOV	DEC	Year Total
New '19	274	256	213	3717
Passes Scanned '19	6503	6757	5130	70 011
Drop Ins '19	591	558	515	6353

<i>Climbing Wall Memberships</i>	OCT	NOV	DEC	Year Total
New '19	16	14	0	153
Drop Ins '19	424	234	465	4828
Rentals '19	12	11	9	77

<i>Fitness Classes</i>	OCT	NOV	DEC	Year Total
Drop Ins '19	17	37	32	229
Classes '19	0	21	22	241

<i>Facility Rentals</i>	OCT	NOV	DEC	Year Total
Imp. Oil Place '19	264.5	229	228.75	1312.25
Phase III Arena '19	334.25	263	259	2116.25
Field House '19	98.42	170.75	166	1398.67
North Arena '19	116	108	80	669.75

<i>Marina</i>	OCT	NOV	DEC	Year Total
Slips—Paid	0	0	0	215
Days Sub-Lease	0	0	0	762

Operations

Fitness Class Sessions

The new winter session starts Jan 5, so we have been busy promoting the new session with the 'Stack the Savings' on event to promote our new classes.

Drop In Programs

Pickleball and lacrosse drop in schedules continue. Ice drop ins continue. Lots of Family skating and Shinny during the holidays. 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 upcoming fitness session, Wellness Centre drop ins, and Rock Wall drop ins and Memberships.

Recreation Programming

Our regular ice programs are still running. We continue to run our monthly programs like Bounce House Days and Nerf Wars.

The ice schedule are quite busy with user groups filling up the days.

Rock Wall has been quite busy. Our Auto Belays were back early December. The Rock Wall was very busy during the holidays as we extended the hours during the week days to accommodate families.

Parks and Recreation

Monthly Report For December 2019

Projects

COMPLETED:

A majority of Facility & Parks staff have completed the required training regarding workplace harassment.

Outdoor skating rinks are now ready for public use.

CURRENT & FUTURE:

REC rebate approved for lighting retrofit of the IOP Arena and Reid Fieldhouse facilities. Waiting for confirmation on delivery of fixtures to complete the Reid Fieldhouse. IOP Arena now complete.

Statistics

Hours	OCT	NOV	DEC	Year Total
Figure Skating'19	59.25	57.75	56	450.50
Figure Skating'18	0	9	43	276.5
C League'19	31.25	31.25	22.75	154
C League'18	0	0	13	45
Jr B Ice'19	22.25	31.25	19.25	188.25
Jr B Ice'18	0	17.52	35	107.75
Master Old Tim'19	3	6	7.5	32
Master Old Tim'18	0	0	0	19.0
Minor Hockey'19	360	354.50	290.75	1826.50
Minor Hockey'18	0	0	238	942.0
Cold Timers'19	13.5	12	13.75	69.25
Cold Timers'18	0	0	0	33.50
Cold Lake Rec'19	13.5	13.50	9	61.50
Cold Lake Rec'18	0	0	0	35
Jr A Wings '19	17.75	0	0	112.5
Jr A Wings '18	0	0	37	37
Jr A Hornets '19	53	53	33	164
Women's Hockey'19	4.5	5.25	6	35.25
Women's Hockey'18	0	0	0	16.25
Casual/Camps'19	20.75	27.50	30.50	418.75
Casual/Camps'18	0	12.5	31	187.5
Slopitch'19	0	0	0	492
Slopitch'18	0	0	0	0
Baseball'19	0	0	0	324
Baseball'18	0	0	0	0
Soccer'19	36	0	0	898
Soccer '18	0	0	0	0
Rugby'19	0	0	0	136
Rugby'18	0	0	0	0
Lacrosse'19	0	0	0	273.50
Lacrosse'18	0	0	0	0

Operations

Energy Centre

Operations continues to deal with teenagers loitering in the facility during the regular school day.

CLGWC

Curling Rink hosted regional playoffs for mixed doubles curling over the Christmas break

Grandstand/Turf Field

Outflow from turf field sump has created ice build up in drainage ditch outside facility. Ice build up to be removed

Cold Lake North Arena

Addressed issues with brine solution in the refrigeration system, in particular brine inhibitor and pH.

Outdoor Skating Rinks

Outdoor skating surfaces at both the north and south outdoor facilities were completed in time for the Christmas break.

Vehicles

Three Parks vehicles vandalized in early December, - catalytic converters removed from the exhaust system.