



**Council - Regular Meeting
Agenda**

Tuesday, January 28, 2020

6:00 p.m.

Council Chambers

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STAFF REPORT

Title: Council - Regular Meeting January 14, 2020

Meeting Date: January 28, 2020

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held January 14, 2020 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, January 14, 2020

6:00 p.m.

Council Chambers

Council Present: Councillor Bob Buckle
Councillor Jurgen Grau
Councillor Vicky Lefebvre (Via Teleconference 6:00 pm - 6:43 pm)
Councillor Kirk Soroka
Councillor Chris Vining

Council Absent: Mayor Craig Copeland
Councillor Duane Lay

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
Human Resources Manager/Acting General Manager of
Corporate Services Aaron Larson

Staff Absent: General Manager of Corporate Services Linda Mortenson

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CRM20200114.1001

Moved by Councillor Buckle

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

Renumber Delegation Item 7.4 Eleanor Evans to Delegation Item 7.2

Renumber Delegation Item 7.2 Wicked Watersport Rentals Inc. to Delegation Item 7.3

Renumber Delegation Item 7.3 Marsha Hayward to Delegation Item 7.4

Add New Business Item 10.7 Letter of Support - Cold Lake Regional Chamber of Commerce

Carried Unanimously

DISCLOSURE OF INTEREST

None.

MINUTES APPROVAL

Council - Regular Meeting December 10, 2019

Resolution # CRM20200114.1002

Moved by Councillor Buckle

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

Carried Unanimously

Council - Special Meeting December 17, 2019

Resolution # CRM20200114.1003

Moved by Councillor Soroka

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

Carried Unanimously

Council - Special Meeting December 23, 2019

Resolution # CRM20200114.1004

Moved by Councillor Grau

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

Carried Unanimously

PUBLIC QUESTION PERIOD

None.

PUBLIC HEARINGS

None.

DELEGATIONS

2019 World Town Planning Day Colouring Contest Awards

World Town Planning Day is celebrated in approximately thirty (30) countries on four (4) continents on November 8 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 the 2019 World Town Planning Day, the City of Cold Lake held a colouring contest for children in the community, and winners were chosen, from the eighty (80) entries received, in three (3) age categories.

Deputy Mayor Vining recognized and presented certificates/gifts to the following 2019 World Town Planning Day colouring contest winners as follows:

- Jules Querubin (Age 5 & Under)
- Gabriel Gurski (Age 6-9)
- Clayton Toews (Age 10 & Over)

Photos were taken of the colouring contest winners.

The colouring contest winners and their parents left the meeting at this time being 6:07 p.m.

Eleanor Evans

Deputy Mayor Vining welcomed Ms. Eleanor Evans and the numerous business owners seated in the gallery to the Council meeting at this time being 6:07 p.m.

Ms. Evans brought forth concerns of the safety and security of Cold Lake citizens, businesses and properties, and the cost of the criminal activity affecting such, and requested an increase in security to curb the ongoing criminal activity which is having a very frightening impact on the City.

At the time of agenda preparation and prior to the start of the Council meeting, the following businesses were slated to attend as a testament to the severity of the situation:

- A & W - Phil
- Airway Motel - Shawn Motijevit/Joanne Schurman
- Alberta Treasury Bank - Ryan
- Best Western/Holiday Inn - Mark Lee
- Bliss Lingerie - Eleanor Evans
- Bordeleau Cabinetry - Bruce Bordeleau
- Boston Pizza - Lynn
- Broad Street Properties
- CANA - Nicolas/Irene
- CIBC Bank - Rob Brassard
- Citizens on Patrol - Renee Lillico
- Cold Lake Ford - Mark Milliken
- Cold Lake Mosque
- Collision Towing
- Communications Cold Lake - Michelle
- Continental Cabs - Kevin
- Co-operators Insurance - Dixon Neihaus
- Corks and Caps - Sharine Leiper
- D.D. Construction - Dean
- Extra Foods - Lorraine
- Furniture Galaxy - Murray Murphy
- Hamels - Greg Hamel
- Husky Gas - Paul Lee
- J.D. collision - Joel
- Kia Motors - Don Milliken
- Kings Court - Karlene Cozun

- Lakeland Connect - Michael
- Lakeland Credit Union - Susan
- Lakeland Inn/El Lobo Motel - Andre de Beer
- Mach 1 Sports - Ed/Laurie
- Muse Fashions - Candace
- O2's - Brett Mckernan
- O.K. Tire - Nikki/Derek
- Polished Pumpkin - Jamie Bateman
- Reality Executive - Bev Howarth
- Red Rooster - Betty Vieira
- Riders Connection - Tony Welsh
- Royal Bank
- Royal LePage - Joanne
- Royal Travel - Connie Cripps
- Smart Electric - John Smart
- Sobeys Food - Scott & Rhonda Squires/Brad McDonald
- Sobeys Liquor - Judy
- Sugar Wings - Cynde Hardwich
- T&T Optical - Michelle Fehr
- TD Bank - Terry Melnyck
- TNT Fashions - Gaye Harrie
- The Brick - Paula
- The Pour House - Rob
- Value Drug Mart - Bob Mattice
- Value Drug Mart - Ron Mattice
- Value Master Homes - Grant/Cheryl

Ms. Evans advised that up until now, many businesses have been reacting to criminal activity, at a huge expense, by installing cameras, alarm systems, lights, barriers, gates, bars, fences, etc. and bearing the increasing cost of insurance. The safety and security of Cold Lake citizens needs to become a number one priority, and there have been enough studies done by communities facing similar situations that have shown the following steps to be effective by reallocating or using City emergency funds to:

- hire security - more "boots on the ground",
- provide nightly patrols - twenty-four (24) hours a day,
- focus on "hot" spots,
- implement neighbourhood Watch Programs,

- establish a community awareness campaign with a phone number to report suspicious activity,
- have schools promote a sense of pride in community (teach our children community responsibility),
- get to know your neighbours and let them know if you are impacted by crime,
- use local media to focus attention and report crime, as well as inform the public about the steps the City is taking to remedy the situation,
- have the City and the Chamber of Commerce diligently lobby the Provincial Government for increased penalties for criminals,
- and schedule a town hall meeting before January 30, 2020 including the RCMP and Council to address private citizen's concerns.

Ms. Evans noted that local resources should be used and provided suggestions that possibly retired military personnel could be used for patrols, vagrancy tickets could be issued, contact Cold Lake Communications regarding the installation of lights and cameras (our local IT citizens have a lot of skills that could be used).

Ms. Evans stated that herself and the other businesses in attendance understand that the City is facing a financial shortfall; therefore, it is imperative that priorities be re-adjusted to reflect the urgent need for more safety in the City of Cold Lake as crime has increased by 44% in one (1) year, and now Cold Lake is in the top twenty (20) for crime in Canada.

Ms. Evans stressed that time is of the essence; it is critical that actions are taken immediately, and businesses want "boots on the ground" by February 15, 2020.

Extensive discussion and questions ensued from Council at this time.

It was noted that the RCMP will be holding a Rural Crime Town Hall Meeting at the Ardmere Hall on Wednesday, January 15, 2020 starting at 7:00 p.m. There will be a panel consisting of representatives from the MLA's office, Municipality of Bonnyville leadership, RCMP, MD Public Safety, and the Crown Prosecutor's office. The representatives from these groups will provide a brief presentation followed by a general question and answer session with members of the public in attendance.

Ms. Marsha Hayward, an attendee in the gallery, advised of a particular criminal activity event that took place at Crane Lake in 2005 and what the neighbouring residents did to make their community a more secure, safe place to live (i.e. created a Facebook page, learned to become more descriptive, learned to take more photos, etc.). Ms. Hayward encouraged everyone present to attend the Rural Crime Town Hall Meeting in Ardmore, and to participate in the discussion about crime and policing in rural Alberta.

Deputy Mayor Vining thanked Ms. Evans for her presentation and also thanked the many business owners seated in the gallery for their attendance, advising that Council would consider the request at the next regular meeting of Council being January 28, 2020.

Resolution # CRM20200114.1005

Moved by Councillor Buckle

That the meeting be recessed at this time being 6:43 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Councillor Lefebvre, via teleconference, left the meeting at this time being 6:43 p.m.

Ms. Evans and the business owners left the meeting at this time being 7:02 p.m.

Deputy Mayor Vining reconvened the meeting at this time being 7:03 p.m.

Wicked Watersport Rentals Inc. - Raymond Cowell

Deputy Mayor Vining welcomed Owner/Operator of Wicked Watersport Rentals Inc. Mr. Raymond Cowell to the Council meeting at this time being 7:03 p.m.

Mr. Cowell made a proposal to Council to establish a delegated commercial boat vessel slip to be assigned to, and paid for by, Wicked Watersport Rentals Inc. at Slip #2 at the Cold Lake Marina that would be transferrable upon sale of the business. Wicked Watersport Rentals Inc. is going into its' 7th season of business in Cold Lake and provide safe, fun, and exciting watersports on Kinosoo Beach and at the Cold Lake Marina. Their pontoon boat is currently the only boat for rent from the Marina and last year, they began providing \$15.00 boat tours of the lake that last forty-five (45) minutes. Currently, all the marina slips are private slips with 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 the loyal local customers, but continue to attract people to the community as well.

Questions from Council ensued at this time.

Deputy Mayor Vining thanked Mr. Cowell for his presentation advising that Council would consider his request at the next meeting of Council being January 28, 2020.

Mr. Cowell left the meeting at this time being 7:12 p.m.

Marsha Hayward

Deputy Mayor Vining welcomed Ms. Marsha Hayward to the Council meeting at this time being 7:13 p.m.

Ms. Hayward advised Council on the Canadian Parks and Wilderness Society (CPAWS) Climate Change & Conservation in Alberta Program and provided an extensive science-based, power point presentation describing what climate change is, what causes it, and what is likely to change. CPAWS is the only national charitable, non-profit, organization dedicated solely to the protection of Canada's public lands and water with thirteen (13) Chapters nationwide (the Northern Alberta Chapter was established in 1968) with a vision to "protect at least half".

Deputy Mayor Vining thanked Ms. Hayward for her informative presentation.

Resolution # CRM20200114.1006

Moved by Councillor Soroka

That the meeting be recessed at this time being 8:08 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Deputy Mayor Vining reconvened the meeting at this time being 8:18 p.m.

Ms. Hayward left the meeting at this time being 8:19 p.m.

CITY FINANCIAL REPORTS

City Financial Reports - November 2019

Resolution # CRM20200114.1007

Moved by Councillor Buckle

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

Carried Unanimously

OLD BUSINESS

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

Resolution # CRM20200114.1008

Moved by Councillor Soroka

That Council 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.

Carried Unanimously

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

Resolution # CRM20200114.1009

Moved by Councillor Grau

That Council postpone Old Business Item 9.2 Request for Funding - Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 Charity Events to the March 10, 2020 regular meeting of Council.

Postponed

Request for Funding - Grand Centre Golf and Country Club

Resolution # CRM20200114.1010

Moved by Councillor Buckle

That Council postpone Old Business Item 9.3 Request for Funding - Grand Centre Golf and Country Club to the March 10, 2020 regular meeting of Council.

Postponed

Request for Funding - 2019 Operation Red Nose Campaign

Resolution # CRM20200114.1011

Moved by Councillor Grau

That Council postpone Old Business Item 9.4 Request for Funding - 2019 Operation Red Nose Campaign to the March 10, 2020 regular meeting of Council.

Postponed

NEW BUSINESS

Bylaw No. 659-ST-20 - Bylaw to Close a Portion of Road

Resolution # CRM20200114.1012

Moved by Councillor Soroka

That Bylaw No. 659-ST-20, being a Bylaw for the Purpose of Closing and Disposing of a Portion of a Public Roadway in Accordance with Section 22 of the Municipal Government Act (MGA), in the City of Cold Lake, be given first reading, and that Administration be directed to schedule the required statutory public hearing.

Carried Unanimously

Federation of Canadian Municipalities (FCM) 2020 Membership Renewal

Resolution # CRM20200114.1013

Moved by Councillor Buckle

That Council authorize the City of Cold Lake to renew its' membership for 2020-2021 with the Federation of Canadian Municipalities (FCM) in the amount of \$3,517.57.

Carried Unanimously

Snow Fever Festival 2020

Resolution # CRM20200114.1014

Moved by Councillor Grau

That Council authorize the City of Cold Lake to proceed with the planning of the 2020 Snow Fever Festival with a budget of \$15,000.00.

Carried Unanimously

Memorandum of Understanding - Cold Lake Snowmobile Club

Resolution # CRM20200114.1015

Moved by Councillor Buckle

That Council 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 trail, as presented.

Carried Unanimously

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

Resolution # CRM20200114.1016

Moved by Councillor Grau

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 (FCSS) funding agreement effective January 1, 2020 until December 31, 2022.

Carried Unanimously

Request for Funding - Economic Development Advisory Committee (EDAC)

Resolution # CRM20200114.1017

Moved by Councillor Soroka

That Council allow the Economic Development Advisory Committee (EDAC) to spend up to \$3,500.00 from the Economic Development Budget to plan and host a conference in the spring of 2020.

Carried Unanimously

Letter of Support - Cold Lake Regional Chamber of Commerce

Resolution # CRM20200114.1018

Moved by Councillor Grau

That Council provide a letter of support to the Cold Lake Regional Chamber of Commerce to accompany their Alberta Culture & Tourism Grant Application for support towards the second annual Feast at the Beach event.

Carried Unanimously

COMMITTEE REPORTS

Minutes March 20, 2019 Medley Society

Information.

Minutes September 10, 2019 Occupational Health and Safety Committee

Information.

Minutes October 8, 2019 Occupational Health and Safety Committee

Information.

Minutes October 28, 2019 Cold Lake Library Board

Information.

Minutes November 7, 2019 Economic Development Advisory Committee

Information.

Minutes November 12, 2019 Occupational Health and Safety Committee

Information.

Minutes November 13, 2019 Cold Lake Regional Chamber of Commerce

Information.

STAFF REPORTS

Chief Administrative Officer's Monthly Report - December 2019

Information.

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

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

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

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

COUNCIL HIGHLIGHTS/ REPORTS

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

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

None.

QUESTIONS

Councillor Buckle queried when the new street lights would be energized?

General Manager of Infrastructure Services A. Khan advised that the process has been started for energization.

Councillor Grau commented that the new lighting at Horseshoe Bay Estates is perfect.

Councillor Soroka advised that he has received a lot of queries regarding the leasing of the airport and queried if an update on the commercial ventures could be provided to Council?

Chief Administrative Officer K. Nagoya advised that an update could be prepared.

Deputy Mayor Vining advised that the recycling bins at the Energy Centre are always stuffed full and as a result, recycling is being left on the ground, and queried if monitoring could be increased?

General Manager of Infrastructure Services A. Khan advised that most of the feedback received has been the other way around (i.e. the recycling bins in the south are full), and this is the first time he has heard of the Energy Centre bins being full. General Manager of Infrastructure Services A. Khan further advised that the bins are serviced daily and additional bins should be arriving soon.

Deputy Mayor Vining queried if the threshold for packed snow has been reached on residential streets with respect to the clearing of snow?

General Manager of Infrastructure Services A. Khan advised that the residential streets are just hovering around the packed level, but the City will not attempt snow removal in these cold temperatures.

Resolution # CRM20200114.1019

Moved by Councillor Buckle

That the meeting be recessed at this time being 9:01 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Deputy Mayor Vining reconvened the meeting at this time being 9:12 p.m.

IN CAMERA

Member-at-Large Appointment - Combative Sports Commission

Present: Deputy Mayor Vining, Councillors Buckle, Grau, and Soroka, Chief Administrative Officer K. Nagoya, 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, Human Resources Manager/Acting General Manager of Corporate Services A. Larson, 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 # CRM20200114.1020

Moved by Councillor Grau

That the meeting go "In-Camera" at this time being 9:12 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 - Combative Sports Commission.

Carried Unanimously

Resolution # CRM20200114.1021

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 9:17 p.m.

Carried Unanimously

Resolution # CRM20200114.1022

Moved by Councillor Soroka

That Council appoint Christopher Casson to the Combative Sports Commission for a term to expire October 2020.

Carried Unanimously

Member-at-Large Appointment - Economic Development Advisory Committee

Present: Deputy Mayor Vining, Councillors Buckle, Grau, and Soroka, Chief Administrative Officer K. Nagoya, 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, Human Resources Manager/Acting General Manager of Corporate Services A. Larson, 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 # CRM20200114.1023

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 9:17 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Member-at-Large Appointment - Economic Development Advisory Committee.

Carried Unanimously

Resolution # CRM20200114.1024

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 9:18 p.m.

Carried Unanimously

Resolution # CRM20200114.1025

Moved by Councillor Buckle

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

Carried Unanimously

Agreement - Fischer Storm Water Management Facility - Update

Present: Deputy Mayor Vining, Councillors Buckle, Grau, and Soroka, Chief Administrative Officer K. Nagoya, 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, Human Resources Manager/Acting General Manager of Corporate Services A. Larson, 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 24, Advice from officials

Resolution # CRM20200114.1026

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 9:18 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 - Fischer Storm Water Management Facility - Update.

Carried Unanimously

Resolution # CRM20200114.1027

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 9:27 p.m.

Carried Unanimously

Resolution # CRM20200114.1028

Moved by Councillor Buckle

That Council extend the Council meeting past the 9:30 p.m. sunset clause in Section 6.1.4 of Bylaw No. 653-BD-19, being the Procedure Bylaw of the City of Cold Lake.

Carried Unanimously

Resolution # CRM20200114.1029

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 9:27 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to an Agreement - Fischer Storm Water Management Facility - Update.

Carried Unanimously

Resolution # CRM20200114.1030

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 9:32 p.m.

Carried Unanimously

Intermunicipal Collaboration Framework (ICF) - MD of Bonnyville Feedback

Present: Deputy Mayor Vining, Councillors Buckle, Grau, and Soroka, Chief Administrative Officer K. Nagoya, 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, Human Resources Manager/Acting General Manager of Corporate Services A. Larson, 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 24, Advice from officials

Resolution # CRM20200114.1031

Moved by Councillor Grau

That the meeting go "In-Camera" at this time being 9:32 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 Intermunicipal Collaboration Framework (ICF) - MD of Bonnyville Feedback.

Carried Unanimously

Resolution # CRM20200114.1032

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 9:44 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20200114.1033

Moved by Councillor Grau

That the meeting be adjourned at this time being 9:44 p.m.

Carried Unanimously

Deputy Mayor

Chief Administrative Officer



STAFF REPORT

Title: Council - Corporate Priorities Committee Meeting January 21, 2020

Meeting Date: January 28, 2020

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's Corporate Priorities Committee meeting held January 21, 2020 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Corporate Priorities Committee Meeting Minutes

Tuesday, January 21, 2020

6:00 p.m.

Council Chambers

Council Present: Mayor Craig Copeland
Councillor Bob Buckle
Councillor Jurgen Grau
Councillor Kirk Soroka
Councillor Chris Vining

Council Absent: Councillor Duane Lay
Councillor Vicky Lefebvre

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
Intermediate/Recording Secretary Valerie Saini
Human Resources Manager/Acting General Manager of
Corporate Services Aaron Larson

Staff Absent: General Manager of Corporate Services Linda Mortenson

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CPC20200121.1001

Moved by Councillor Soroka

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

None.

PUBLIC QUESTION PERIOD

None.

OLD BUSINESS

None.

NEW BUSINESS

Human Resources Policy No. 21.0 - Vehicle and Equipment Use Policy

General Manager of Infrastructure Services A. Khan provided the Corporate Priorities Committee of Council with information regarding Human Resources Policy No. 21.0, being the Vehicle and Equipment Use Policy.

Brief discussions and questions ensued with the Corporate Priorities Committee of Council providing feedback to Administration regarding Human Resources Policy No. 21.0.

Resolution # CPC20200121.1002

Moved by Councillor Vining

That the Corporate Priorities Committee of Council direct Administration to bring Human Resource Policy No. 21.0, being the Vehicle and Equipment Use Policy, to the next regular meeting of Council being January 28, 2020 for approval.

Carried Unanimously

Credit Card Payment Options

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with information regarding credit card payment options for City Hall and on-line payments of property taxes, utilities, accounts receivable, permits, and business licenses.

Brief discussions and questions ensued with the Corporate Priorities Committee of Council providing feedback to Administration.

Resolution # CPC20200121.1003

Moved by Councillor Buckle

That the Corporate Priorities Committee of Council direct Administration to bring the Credit Card Payment Options for City Hall and on-line payments of property taxes, utilities, accounts receivable, permits, and business licenses to the next regular meeting of Council being January 28, 2020 for approval.

Carried Unanimously

QUESTIONS

Councillor Vining advised that there has been glass and styrofoam left on the ground at the Energy Centre recycling bins, and queried if Administration could put up more signs saying that glass and styrofoam are not accepted?

General Manager of Infrastructure Services A. Khan advised that more signs can be added.

Councillor Grau queried if a date has been set for the crime prevention open house?

Chief Administrative Officer K. Nagoya advised that a date has not been set, but a date will be set soon.

Resolution # CPC20200121.1004

Moved by Councillor Vining

That the meeting be recessed at this time being 6:29 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 6:39 p.m.

IN CAMERA

Agreement - Family Resource Network (FRN) - Bid Submission Briefing

Present: Mayor Copeland, Councillors Buckle, Grau, Soroka, and Vining, Chief Administrative Officer K. Nagoya, 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, Human Resources Manager/Acting General Manager of Corporate Services A. Larson, and Intermediate/Recording Secretary V. Saini.

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

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

Resolution # CPC20200121.1005

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 6:39 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 - Family Resource Network (FRN) - Bid Submission Briefing.

Carried Unanimously

Resolution # CPC20200121.1006

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 6:58 p.m.

Carried Unanimously

Intermunicipal Collaboration Framework (ICF) - MD of Bonnyville Feedback

Present: Mayor Copeland, Councillors Buckle, Grau, Soroka, and Vining, Chief Administrative Officer K. Nagoya, 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, Human Resources Manager/Acting General Manager of Corporate Services A. Larson, and Intermediate/Recording Secretary V. Saini.

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

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

Resolution # CPC20200121.1007

Moved by Councillor Soroka

That the meeting go "In-Camera" at this time being 6:58 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 Intermunicipal Collaboration Framework (ICF) - MD of Bonnyville Feedback.

Carried Unanimously

Resolution # CPC20200121.1008

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 7:46 p.m.

Carried Unanimously

Resolution # CPC20200121.1009

Moved by Councillor Vining

That the meeting be recessed at this time being 7:46 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 7:50 p.m.

Legal - 4 Wing Cold Lake Golf and Winter Club

Present: Mayor Copeland, Councillors Buckle, Grau, Soroka, and Vining, Chief Administrative Officer K. Nagoya, 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, Human Resources Manager/Acting General Manager of Corporate Services A. Larson, and Intermediate/Recording Secretary V. Saini.

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

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

Resolution # CPC20200121.1010

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 7:50 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 Country Club.

Carried Unanimously

Resolution # CPC20200121.1011

Moved by Councillor Grau

That the meeting come "Out-of-Camera" at this time being 8:09 p.m.

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, Human Resources Manager/Acting General Manager of Corporate Services A. Larson, and Intermediate/Recording Secretary V. Saini left the meeting at this time being 8:09 p.m.

Agreement - Improvement District (ID) No. 349

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

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 # CPC20200121.1012

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 8:15 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 # CPC20200121.1013

Moved by Councillor Grau

That the meeting come "Out-of-Camera" at this time being 9:12 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CPC20200121.1014

Moved by Councillor Vining

That the meeting be adjourned at this time being 9:12 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Bylaw No. 655-LU-19 - Amend LUB No. 382-LU-10 (PH)

Meeting Date: January 28, 2020

Executive Summary:

Bylaw to amend Section 3.5(1) of the Land Use Bylaw No. 382-LU-10 to address the requirements of section 683.1 of the amended Municipal Government Act with respect to determining the completeness of an application for a development permit.

Background:

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

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

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

Bylaw No. 655-LU-19 received first reading at the December 10, 2019 Council meeting. No concerns regarding the proposed amendment were received prior to the Council report deadline.



Alternatives:

Public Hearing

Recommended Action:

Public Hearing

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

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

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

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

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

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

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

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

SECTION 1 – TITLE

1. This Bylaw shall be cited as the “Bylaw to Amend Bylaw 382-LU-10, for Conformity with *Municipal Government Act* Section 683.1 Requirements.”

SECTION 2 – AMENDMENT

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

2.1 Deleting Section 3.5(1):

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

2.2 Inserting Section 3.5(1):

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

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

SECTION 3 – ENACTMENT

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

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 10th day of December, A.D. 2019, on motion by Councillor Buckle.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this ____ 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



STAFF REPORT

Title: Alexander Cordes

Meeting Date: January 28, 2020

Executive Summary:

Delegation - Alexander Cordes

Presentation on New Makerspace with children's after-school program at the Library. Children ages 4-18 will attend weekly classes where they learn about engineering, programming, and computer design by building things like robots from mostly recycled materials.

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, Alexander Cordes 587 201-6915 I/We, _____
(Name) (Telephone Number) (Name) (Telephone Number)

Mailing Address 5801 Labrador Road, Cold Lake T9M 0C6

E-mail Address alex.carl.cordes@gmail.com

request to appear as a delegation before Cold Lake City Council at a meeting to be held on January 14, or January 28, 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.

Presentation on New Makerspace with children's after-school program at the Library. Children age 4-18 will attend weekly classes
where they learn about engineering, programing, computer design by building things like robots from mostly recycled
materials

* 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] Cordes Date Jan 13, 2020
Signed [Signature] 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 JANUARY 28/20

cc: _____

☐ Other

New Makerspace Opening at the Library

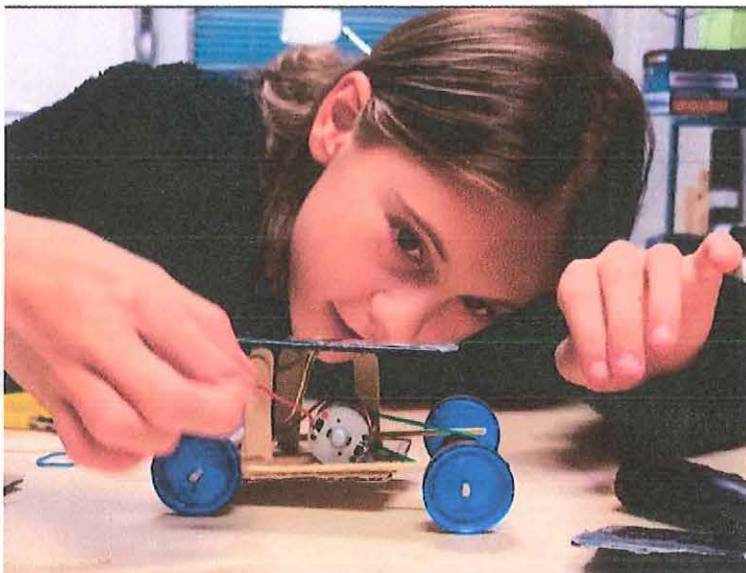
(South Branch: 5513 48 Ave, Cold Lake)

Ages 4-18, robots, programming, 3D printing and more

25% off *March After school Classes*

Register below space is limited

<http://bit.ly/Engineeringpassion>



Cold Lake Makerspace

Alexander Cordes, January 14 2020

What Is A Maker Space?

- A maker space provides the tools needed to build and learn by doing.
 - First you learn to tinker and you tinker to learn
 - A skill we have as toddlers that we can relearn
- Makers learn what is needed to achieve their goal by designing, testing and iterating their design. They naturally learn how to use the engineering design process

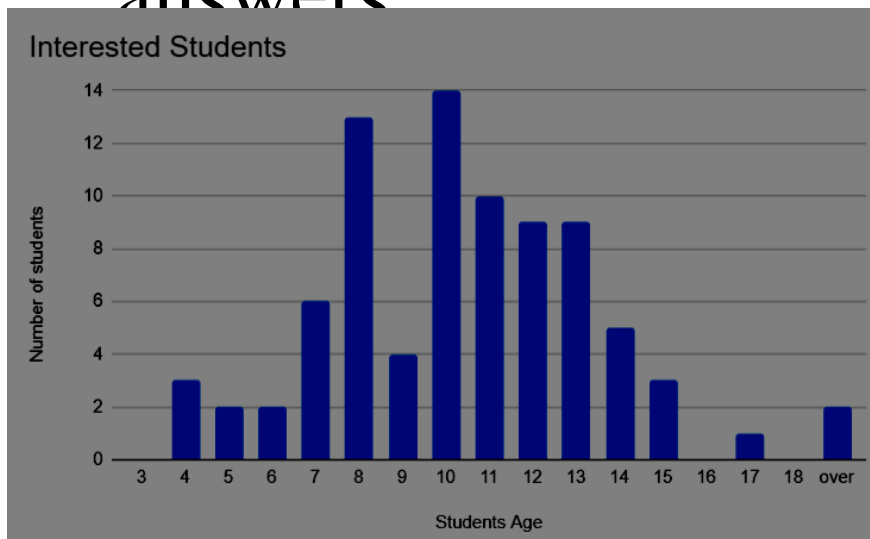
How Can Cold Lake Benefit?


- After school program for kids 8-18 to learn about engineering by designing and building things (age 4-8 with a parent attending)
- Focus on using recycled materials and green engineering
- Great way to get kids interested in engineering (go to university)
- Great alternative to after school sports programs
- Give back to the community with low cost/free classes for low income families

Initial Interest in Cold Lake

- 83 people interested

- From a Facebook post on Cold Lake questions and answers




 **Alex Carl** shared a link.
January 6 at 1:53 PM



Hi, I want to start an after school maker program where kids 8-18 years old learn about engineering by designing and building stuff (includes 3D printing, cars, planes, robots and programming and lots more). I am an engineer with 11 years of prototyping experience. The after school program is focused on using recycled materials when possible so students can bring their projects home. I had a similar program in Europe please see the link below.

Classes would be between 2 and 6 pm and on Saturday. One hour a week would be between \$50 to \$100 a month including supplies. Class sizes would be small.

If you are interested please just comment with the ages of the children so I can get an idea of how much interest there is here.

 **UNDEADENGINEERING.ORG**
After school programs — Undead Engineering
"...we signed up for the fun to continue every Friday! My son loved it. Alex is just great with kids, I have never met someone who manages to answer every single question (and he gets

Page 42 of 193
134 Comments

  Caryl Lamothe, Cheryl Lamothe and 79 others

My Engineering Experience

•Total over 11 years of professional engineering prototyping experience over a wide range of fields

•Aerospace Engineering degree Ryerson University in Toronto

•Canada Bombardier

- Lead Landing gear test engineer C-series aircraft

•Mexico Engineering Consulting

- Low cost renewable energy solutions for third world countries
- Teaching English as a second language

•Czech republic Honeywell

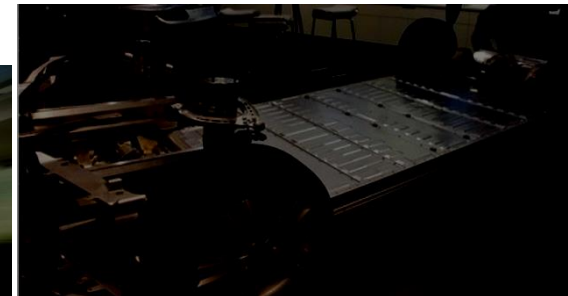
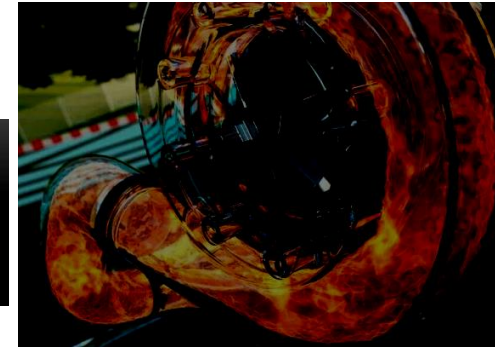
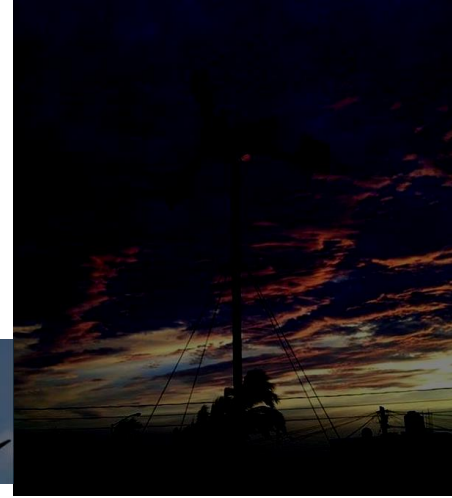
- Lead engineer for team creating Ferrari F1 Turbocharger prototype

•Austria AVL

- Lead Engineer for team developing robotic electric car battery testing concept

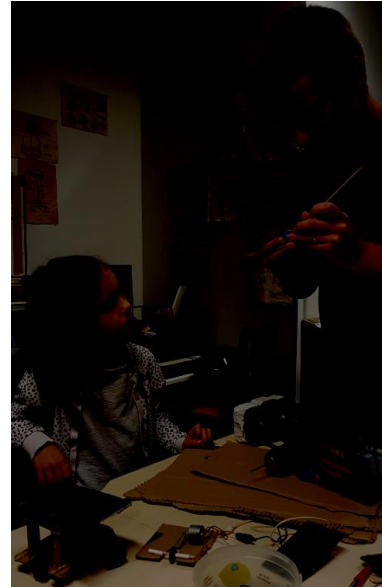
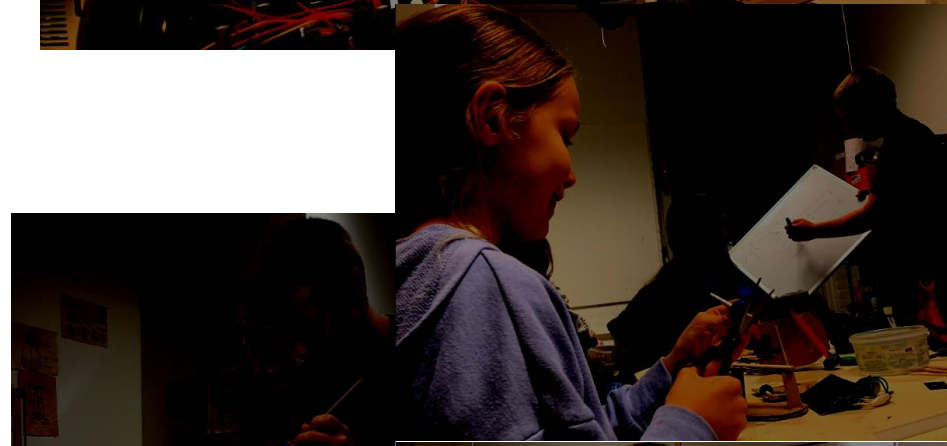
•Netherlands Hardt Hyperloop

- Senior Engineer for Hyperloop prototype



My Previous Maker space experience

- Ran After school maker program in Europe for 30 kids (age 6-14)
- Ran adult maker space at startup incubator
 - Collected enough interest was able to get free space
 - Engineers from different startups worked together and shared ideas



My Maker space Example Projects

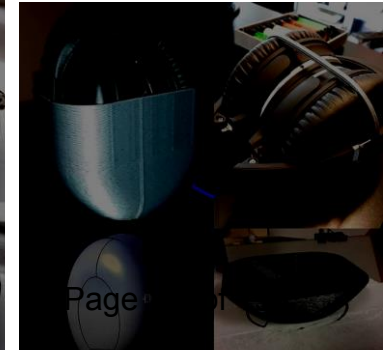
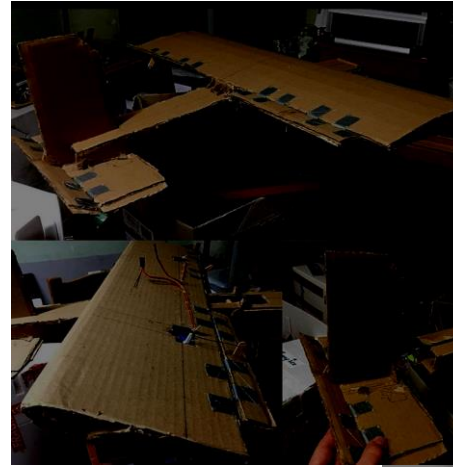
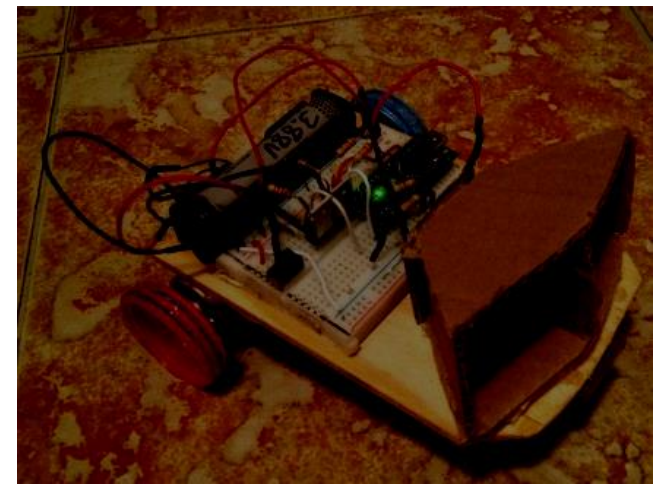
•Robots

- Arduino based robots that student program

•RC car

•RC airplane

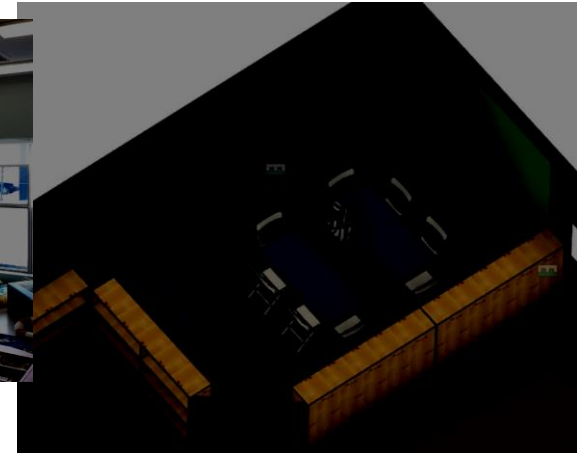
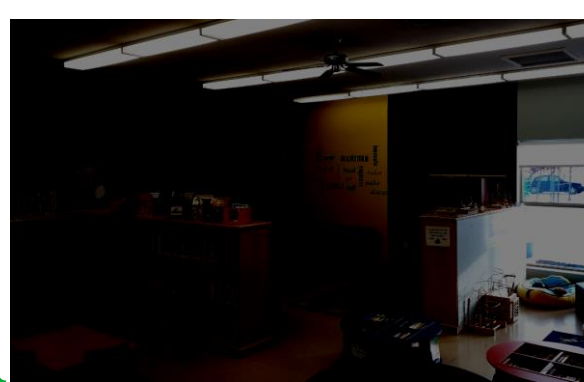
- Can be made of cardboard



3D printing

Current Status

• Completed the following



- Assessed interest in classes:
 - Initial Facebook post
 - Structured plan with start date and funding needed before more advertising
- Space, agreement with the Library
 - Library will supply a space, electricity,

Business Plan

Start Schedule

1) Three weeks of discounted introductory classes, starting March 2nd, 2020.

2) Unfortunately, there isn't enough time to be prepared for a March break camp, but will host one next year

January						
Monday	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Monday	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March						
Monday	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Monday	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Legend	
Planning	
Set up in space	
Introductory classes	
march break	
normal classes	

Program Hours

- Only possible during library opening hours
- I will start with after school and weekend programs
 - 18 hours per week, 6 students per class, 108

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00 AM						
11:00 AM						
12:00 PM						
1:00 PM						
2:00 PM						
3:00 PM						
4:00 PM						
5:00 PM						
6:00 PM						
7:00 PM						

Legend

after school program

weekend program

morning program

Class prep

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Cold Lake Maker Space

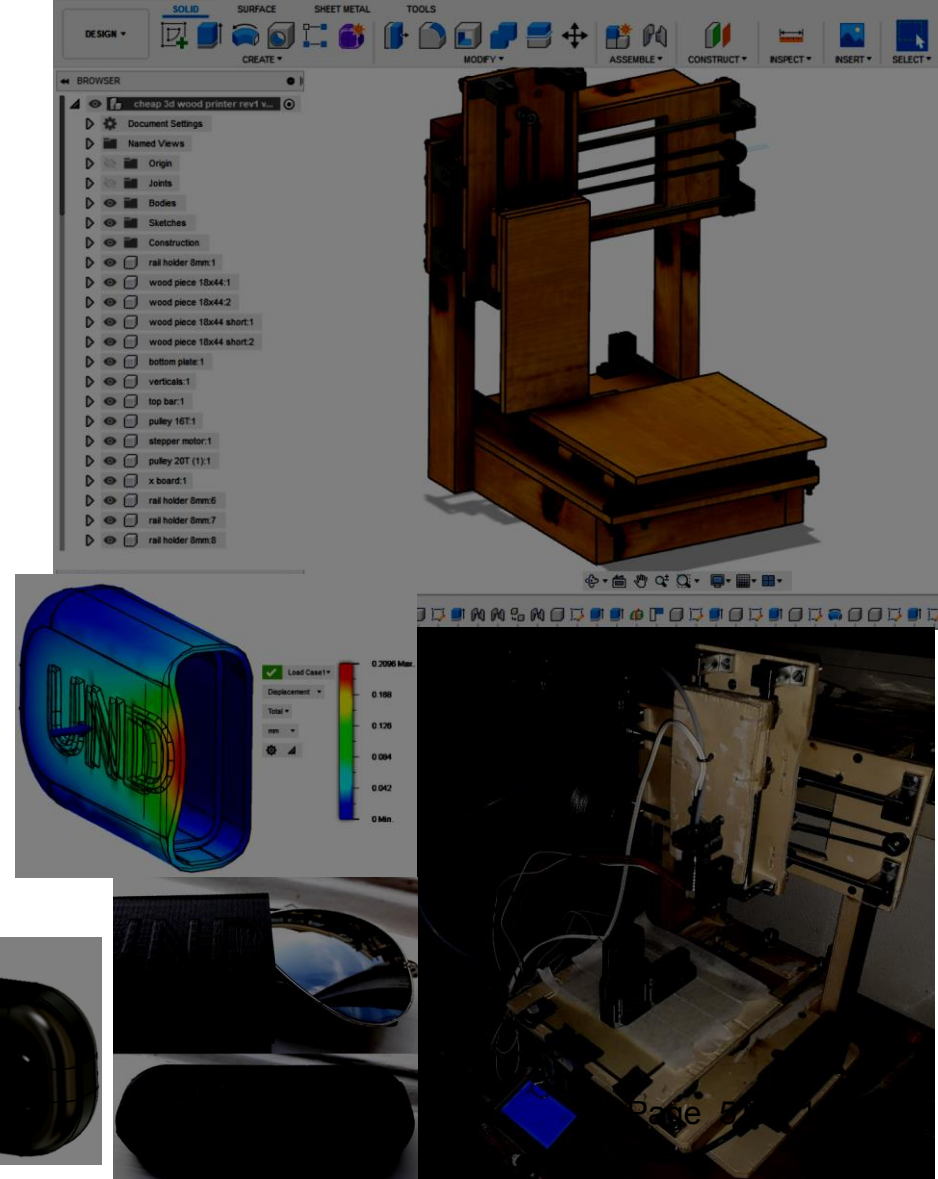
- 6 student maximum under 12
- Students focus on designing, assembling and testing parts
 - Most of the manufacturing done by machines
- Machines designed and build by myself and students
 - Start with 4x 3D printers and 1x laser cutter

Business Plan

- Cost \$70 per month one hour per week
 - Low cost options for low income at risk families

Professional Design Software

- Fusion 360 free for anyone to use
- After school program will teach students how to use software including how to design parts to 3D print, assemblies, stress analysis and much more



Grants

•Alberta Community Grant program January 15 deadline notify July

•Abcee

- Devon: STEM School Grants Designed to help educators provide strategic, inventive and hands-on science instruction to spark students' interest in science for junior and senior high schools. Amount: Up to \$5000. Deadline: Spring each year.
- Croud foungriner
- Gofund me, DonorsChoose, PledgeCents, IndieGoGo, Kickstarter

How Cold Lake City can help

1)Support to cover initial costs

2)Advertisement

- Newspaper, TV, Advertise in schools, list of after school activities

3)Help Identifying low income families

- Transportation from reserve?

4)Support with opening event

Summary

•Complete

- Interest for classes
- Space

•Still needed

- Funding for startup costs
- Setup costs

Questions???

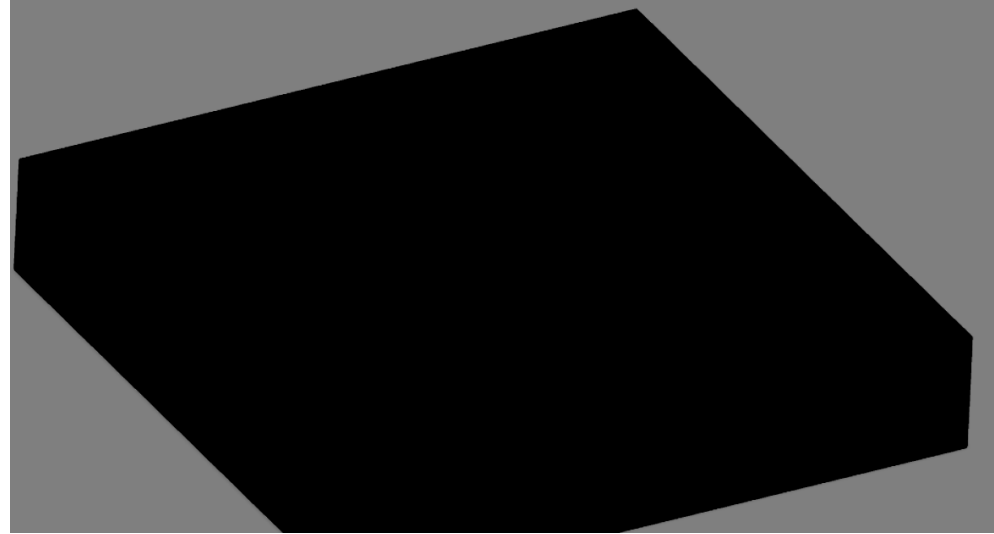
Extra

Contact So Far

- Bev elementary maker space and summer camp
- Director library
- Thriftology
 - Support by providing electronics for students to take apart

Library Space

- about 300 f²
 - 20x15ft
- Great central space
- Half height door to keep people out
- Get advertising people see space, kids and parent come



<div> <div><</div> <div>January 2020</div> <div>></div> </div> <div> <div>Calendar</div> <div>List</div> </div>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

6:00 PM
Council -
Regular
Meeting

6:00 PM
Council -
Corporate
Priorities
Committee

6:00 PM
Council -
Regular
Meeting



MAKER SPACE



D.I.Y. makerspace at the South Branch.

Supplies and instructions provided, bring your creativity.

10:00AM-2:00PM on:

Thursday July 4th

Thursday July 18th

Thursday August 8th

Thursday August 22nd

ADULT

CHILDRENS

MAKER SPACE

MANGA

NEW CANADIANS

SENIOR

SUMMER READING CLUB

ACTION STEPS



My Tracpac Account



New Books



New Movies



New Audio

Delegation Restrictions:

- Delegates have a maximum of 15 minutes for their presentation, exclusive of questions from council
- Any handouts must be included with the delegation application, including a hard copy of any power point presentations
- An electronic copy of any PowerPoint presentations must be provided 24 hours in advance
- Only two speakers per delegation are allowed
- Delegations will not be heard:

How to make your delegation experience rewarding:

- Be consistent in your message
- Be patient with the process and respectful of the formality of the process and the time allotted
- Be prepared for a non-answer: Council may request more information
- Indicate the date and time you require support
- Ask about next steps
- Once a decision has been made, you will be contacted by the City.

Questions?

Additional information

- 1)Website
- 2)Instagram with projects
- 3)Linkedin
- Resume and job references
- 4)Facebook page



STAFF REPORT

Title: Lakeland Midget Jaguars Hockey Team - Justin Cornet

Meeting Date: January 28, 2020

Executive Summary:

Delegation - Lakeland Midget Jaguars Hockey Team - Chair Justin Cornet

Selected to host the Hockey Alberta Provincial Championship in Cold Lake from March 26-29, 2020. Will bring ten (10) of the best Midget Female B teams in the Province to Cold Lake.

Request - how to best promote the City during this weekend event, and the donation of ice time or a discount on the ice required for the tournament.

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, Justin Cornet 780-826-1497 I/We, Scott Hood 780 812 0466
(Name) (Telephone Number) (Name) (Telephone Number)

Mailing Address Box 229, Fort Kent AB T0A 1H0

E-mail Address Justin.Cornet@gmail.com

request to appear as a delegation before Cold Lake City Council at a meeting to be held on January 28, 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.

The Lakeland Midget Jaguars were selected to host the Hockey Alberta Provincials for Midget Female. We are looking for the City of Cold Lake to help us with some of the financial Burden of hosting such an event. We would also like to Team up with the City of Cold Lake to figure out the Best way to Showcase the City of Cold Lake + Female hockey

* 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 January 19, 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. 28/20

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.

On Jan. 16, 2020 1:34 p.m., justin.cornet@gmail.com wrote:

Hi my name is Justin Cornet, I am the Manager of the Lakeland Jaguars Midget Hockey Team. This year we were selected to host the Hockey Alberta Provincial Championship in Cold Lake. The Jaguars is an all female hockey program ran out of Cold Lake with girls from Cold Lake, Bonnyville and Pierceland.

The Tournament will run from March 26-29, 2020 and will bring 10 of the best Midget Female B teams in the province to Cold Lake. We have a very Committed group of parents that will be putting this event on. We are all very Excited for the weekend.

We were wondering if we can be a Delegate at the next City Council meeting to discuss how the City of Cold Lake and the Lakeland Jaguars can partner up to make this the best event possible. Some things we would like to discuss is how to best promote the City during this weekend event, Also if the City would be willing to Donate the ice time or give us a discount on the ice needed for the tournament.

Thanks for your time and look forward to your response.

Thanks

Justin Cornet

Chair

Lakeland Midget Jaguars

(C) 780-826-1497

Email: Justin.Cornet@gmail.com





STAFF REPORT

Title: City Financial Reports - December 2019

Meeting Date: January 28, 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 December 31, 2019 the bank had a balance of \$3,866,921. The Investment portfolio had a book value of \$56,268,562 inclusive of accrued interest, and a market value of \$55,712,605. Figures for the December 31, 2019 variance report are as follows:

	YTD	Budget	%
Revenue	\$ 45,772,154	\$ 59,208,733	77.31
Expenses	\$ 45,181,387	\$ 59,208,733	76.31

Alternatives:

Recommended Action:

Administration recommends that Council accept the financial reports for the period ending December 31, 2019 including accounts payable cheque numbers 135195 to 135516.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MONTH END CASH SUMMARY
CITY OF COLD LAKE
December 31, 2019

	BANK CURRENT	INVESTMENTS	TOTAL
Receipts:	\$2,084,657	Lakeland Credit Union -December 1, 2019	\$5,000,000
Cash Receipts	\$7,417,921	Purchase (Redemption) - GIC	\$0
Auto Debits - UT/TX	\$587,983	Balance as December 31, 2019	\$5,000,000
Interest	\$1,022	Accrued interest - Credit Union	\$49,767
Common Shares	\$0	Balance as at December 31, 2019	\$5,049,767
Cancelled Cheques	\$852	ATB Financial HISA - December 1, 2019	\$9,586,443
Returned Cheques	(\$2,952)	Purchase (Redemption) - High Interest Savings	(\$5,000,000)
Stale Dated Cheques	\$420	Interest paid-ATB	\$0
Interest Received Investment	\$103,365	Balance as at December 31, 2019	\$4,586,443
Transfer from Investment	\$0	Accrued Interest-ATB	\$9,349
Alberta Capital Debenture	\$0	Balance as at December 31, 2019	\$4,595,792
Total Receipts	\$10,193,268	CIBC HISA (AUMA) - December 1, 2019	\$5,034,602
		Purchase (Redemption) -High Interest Savings	\$0
Disbursements:		Interest paid-CIBC	\$9,928
Accounts Payables	\$3,612,329	Balance as at December 31, 2019	\$5,044,530
Payroll	\$654,679	Accrued Interest-CIBC	\$10,262
Bank Wires & Drafts	\$408	Balance as at December 31, 2019	\$5,054,792
Alberta Capital Debenture	\$645,084	Wood Gundy-Kurt Miller - December 1, 2019	\$5,000,000
Transfer to Investment	\$0	Purchase (Redemption) - GIC	\$0
ASFF Payment	\$1,412,075	Balance as at December 31, 2019	\$5,000,000
Service Charges	\$1,772	Accrued Interest-CIBC	\$50,630
Total Disbursements	\$6,326,346	Balance as at December 31, 2019	\$5,050,630
NET BALANCE:	\$3,866,921	Wood Gundy	
		Investment-Book Value December 1, 2019	\$35,812,400
		Premium paid on Bonds December 1, 2019	\$433,616
		Wood Gundy-Book Value as at December 31, 2019	\$36,246,016
Statement end balance:	\$4,217,396	Accrued Interest-Fixed income securities	\$271,564
O/S deposits	\$67,123		
Cash on hand	\$400	WG Balance as December 31, 2019	\$36,517,581
Sub Total	\$4,284,919	WG Market Value	\$35,961,624
		TOTAL INVESTMENTS MARKET VALUE	\$55,712,605
Less:Outstanding cheques	\$417,998		
NET BALANCE:	\$3,866,921	TOTAL INVESTMENTS-BOOK VALUE	\$56,268,562

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CITY SUMMARY OF VARIABLE REVENUES/EXPENSES BY FUNCTION

December 31, 2019

REVENUES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
LEVY(penalties,investment returns)	2,897,174	500,000	- 2,397,174	579.43%
ADMINISTRATION	103,064	85,000	- 18,064	121.25%
POLICING	221,487	293,500	72,013	75.46%
FIRE RESCUE SERVICES	239,769	241,870	2,101	99.13%
BYLAW/SPEC CONSTABLES	90,045	166,700	76,655	54.02%
PUBLIC WORKS	66,212	350	- 65,862	18917.66%
INFRASTRUCTURE SERVICES	6,000	10,000	4,000	60.00%
AIRPORT	119,807	118,350	- 1,457	101.23%
SPECIAL TRANSPORTATION	10,122	8,500	- 1,622	119.09%
PUBLIC TRANSPORTATION	19,765	20,000	235	98.83%
WATER	2,786,268	2,920,000	133,732	95.42%
SEWER	1,600,880	1,750,000	149,120	91.48%
WASTE DISPOSAL	1,792,813	1,918,000	125,187	93.47%
RECYCLING	660,471	715,586	55,115	92.30%
FCSS	54,735	45,000	- 9,735	121.63%
DAYCARE/SENIORS	42,771	24,145	- 18,626	177.14%
CEMETERY	3,571	5,000	1,429	71.43%
MUNICIPAL SERVICES	365,295	262,000	- 103,295	139.43%
ECONOMIC DEVELOPMENT	40,754	46,400	5,646	87.83%
LAND, HOUSING & BLDG RENTAL	96,840	61,428	- 35,412	157.65%
RECREATION ADMIN-LEISURE	36,644	25,000	- 11,644	146.58%
ARENA	496,874	462,200	- 34,674	107.50%
ENERGY CENTRE	690,915	1,037,000	346,085	66.63%
GOLF & WINTER CLUB	541,138	460,700	- 80,438	117.46%
PARKS & SPORTS FIELDS	67,777	28,500	- 39,277	237.81%
MARINA	313,085	238,921	- 74,164	131.04%
TOTAL VARIABLE REVENUES	13,364,276	11,444,150	- 1,920,126	116.78%

FIXED REVENUES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
LEVIES/REQUISITIONS	28,534,164.31	36,588,717.52	8,054,553	77.99%
PROVINCIAL GRANTS	962,298	827,717	- 134,581	116.26%
OTHER LOCAL GOV'T	1,799,188	647,267	- 1,151,921	277.97%
FEDERAL GRANTS	319,688	325,000	5,312	98.37%
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	32,407,878	47,764,583	15,356,705	67.85%
TOTAL REVENUES	45,772,154	59,208,733	13,436,579	77.31%

EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
COUNCIL & LEGISLATIVE	489,955	457,671	- 32,284	107.05%
ADMINISTRATION	4,779,355	5,450,567	671,212	87.69%
POLICING	2,126,211	2,858,600	732,389	74.38%
FIRE RESCUE SERVICES	1,105,692	1,071,600	- 34,092	103.18%
DISASTER SERVICES	39,439	75,050	35,612	52.55%
BYLAW/SPEC CONSTABLE	686,395	788,260	101,865	87.08%
PUBLIC WORKS	4,721,621	5,092,490	370,869	92.72%
INFRASTRUCTURE SERVICES	633,212	745,700	112,488	84.92%
AIRPORT	201,481	210,700	9,219	95.62%
SPECIAL TRANSPORTATION	125,150	143,500	18,350	87.21%
PUBLIC TRANSPORTATION	740,988	914,600	173,612	81.02%
STORM SEWER	147,227	207,100	59,873	71.09%
WATER SUPPLY/DISTRIBUTION	2,136,516	2,272,390	135,874	94.02%
WATER TREATMENT/RESERVOIR	462,773	571,210	108,437	81.02%
SEWER COLLECTION	1,830,147	2,110,160	280,013	86.73%
LIFT STATIONS	293,833	384,580	90,747	76.40%
WASTE DISPOSAL	1,746,984	1,898,660	151,676	92.01%
RECYCLING	576,292	714,298	138,006	80.68%
FCSS	1,003,532	1,032,200	28,668	97.22%
DAYCARE/PLAYSCHOOL	35,986	30,600	- 5,386	117.60%
SENIORS	33,191	69,000	35,809	48.10%
CEMETERY	38,232	35,680	- 2,552	107.15%
MUNICIPAL SERVICES	663,858	778,850	114,992	85.24%
ECONOMIC DEVELOPMENT	640,923	717,900	76,977	89.28%
LAND, HOUSING & BLDG RENTAL	5,374	14,530	9,156	36.99%
RECREATION ADMINISTRATION	764,290	654,867	- 109,423	116.71%
ARENA	1,331,368	1,373,166	41,798	96.96%
ENERGY CENTRE	2,242,692	2,542,310	299,618	88.21%
GOLF & WINTER CLUB	978,543	953,630	- 24,913	102.61%
PARKS & SPORTS FIELDS	1,467,257	1,519,646	52,389	96.55%
MARINA	374,851	457,200	82,349	81.99%
LIBRARY	77,049	79,782	2,733	96.57%
MUSEUM	43,392	15,000	- 28,392	289.28%
TOTAL VARIABLE EXPENSES	32,543,807	36,241,497	3,697,690	89.80%

FIXED EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
REQUISITIONS	7,042,883	7,048,480	5,596	99.92%
DEBENTURES	4,325,696	3,994,192	- 331,504	108.30%
LOCAL IMPROVEMENT ALLOC	2,499	2,615	116	95.58%
TRANSFER TO CAPITAL RESERVE	-	1,245,000	1,245,000	0.00%
ALLOWANCES	18,070	1,200,000	1,181,930	1.51%
TRANSFER TO OTHER AGENCY	1,248,432	1,236,949	- 11,483	100.93%
CONTINGENCY	-	240,000	240,000	0.00%
TRANSFER TO CAPITAL (ID349)	-	8,000,000	8,000,000	0.00%
TOTAL FIXED EXPENSES	12,637,580	22,967,236	10,329,655	55.02%
TOTAL EXPENSES	45,181,387	59,208,733	14,027,345	76.31%

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
135195	2019/12/06	123	ACKLANDS - GRAINGER INC.	695.31
135196	2019/12/06	687	AECOM CANADA LTD.	4,520.25
135197	2019/12/06	8299	ALLDATA CANADA SERVICES LTD.	1,575.00
135198	2019/12/06	2934	ATCO ELECTRIC LTD.	12,374.25
135199	2019/12/06	11522	BARNES, GLENN	561.23
135200	2019/12/06	10044	BEAUDOIN, MEGAN	96.39
135201	2019/12/06	11814	BERNIER-SHARP, MICHELLE	295.31
135202	2019/12/06	1229	BROWNLEE LLP	20,999.53
135203	2019/12/06	9362	BRULLER CORPORATION	575.40
135204	2019/12/06	2572	BUSY BEE SANITARY SUPPLIES INC.	1,073.83
135205	2019/12/06	5823	CANADIAN LINEN & UNIFORM SERVICE	950.41
135206	2019/12/06	9798	CANADIAN TIRE #450	1,244.17
135207	2019/12/06	239	CENTRAL SHARPENING	273.00
135208	2019/12/06	11869	CIMCO REFRIGERATION	573.20
135209	2019/12/06	9478	CLASSIC EXPRESS INC.	3,150.00
135210	2019/12/06	8735	COLD LAKE FOODS (2003) INC	597.45
135211	2019/12/06	12324	COLLABRIA	4,454.41
135212	2019/12/06	278	COMMUNICATIONS COLD LAKE INC.	623.12
135213	2019/12/06	2392	COPELAND, CRAIG JOHN	282.47
135214	2019/12/06	12677	COURT JESTER DUELING PIANOS	2,625.00
135215	2019/12/06	8303	DESCHAMPS, RYAN	444.92
135216	2019/12/06	2974	DOLLAR STORE PLUS	315.11
135217	2019/12/06	12602	E CONSTRUCTION LTD.	227,276.13
135218	2019/12/06	10361	E. LEES + ASSOCIATES CONSULTING LT	2,899.05
135219	2019/12/06	7645	EDDIE'S HANG-UP DISPLAY LTD	1,369.62
135220	2019/12/06	12638	EFFECTIVE PEST CONTROL	746.55
135221	2019/12/06	10163	ENTERPRISE RENT A CAR CANADA COMPA	130.12
135222	2019/12/06	579	FALLOW, JEFF	655.14
135223	2019/12/06	11335	FLOAT - ENERGY CENTRE	1,000.00
135224	2019/12/06	4180	GENMEC ACL INC.	46,396.19
135225	2019/12/06	6983	HOGAN, MELANIE	750.00
135226	2019/12/06	25	GOVERNMENT OF ALBERTA	130.00
135227	2019/12/06	134	GRAND & TOY	7.69
135228	2019/12/06	4241	GRAND CENTRE GOLF & COUNTRY CLUB	918.00
135229	2019/12/06	5833	HOTSY CLEANING SYSTEMS	417.52
135230	2019/12/06	10204	HOWRISH, JOLAINE	567.93
135231	2019/12/06	8228	ISL ENGINEERING & LAND SERVICES LT	4,200.25
135232	2019/12/06	6672	JUST CHECKING RESOURCES INC.	330.75
135233	2019/12/06	12722	IOAKIM, DEBRA	750.00
135234	2019/12/06	7175	KOVTCHEGA, STANISLAV	250.00
135235	2019/12/06	50	LOOMIS EXPRESS	277.47
135236	2019/12/06	12366	MCDONAGH, JAIME	240.00
135237	2019/12/06	12428	MCGOWAN, SUSAN	300.00
135238	2019/12/06	2531	MEGA-TECH	147.06
135239	2019/12/06	11777	MEIER, DAWN	225.00
135240	2019/12/06	12453	MOAR, MICHELLE S	750.00
135241	2019/12/06	12764	MUBANGA, LOWANI	175.14
135242	2019/12/06	7188	MUSICWORKS LTD.	31.50
135243	2019/12/06	10544	NBC CAMPS	1,500.00
135244	2019/12/06	979	NORTHERN LIGHTS SCHOOL DIVISION NO	47,814.57
135245	2019/12/06	6694	PARR, LORRAINE	97.60
135246	2019/12/06	2164	PETTY CASH - FCSS	435.53
135247	2019/12/06	1943	PORTAGE COLLEGE	24,439.64
135248	2019/12/06	12315	RESPECT NEWS	126.00
135249	2019/12/06	10154	RISE ABOVE SAFETY	2,195.55
135250	2019/12/06	12006	RMA FUEL LTD.	

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
135251	2019/12/06	12009	RURAL MUNICIPALITIES OF ALBERTA	148.95
135252	2019/12/06	850	SAFE-NET GROUP INC.	178.50
135253	2019/12/06	12255	SAINI, VALERIE	350.00
135254	2019/12/06	8679	SOLIDEARTH GEOTECHNICAL INC.	18,222.05
135255	2019/12/06	12725	SPEAKERS' SPOTLIGHT	2,750.00
135256	2019/12/06	9612	STANTEC CONSULTING LTD.	4,654.85
135257	2019/12/06	2220	STAR AUTO & INDUSTRIAL LTD.	44.09
135258	2019/12/06	2334	STRAIGHTLINE TOWING	105.00
135259	2019/12/06	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	1,108.80
135260	2019/12/06	6225	THYSSENKRUPP ELEVATOR (CANADA) LIM	4,708.49
135261	2019/12/06	5684	TIM HORTONS #2880	336.71
135262	2019/12/06	12763	TITANS BOXING CLUB	75.00
135263	2019/12/06	808	TOWN OF BONNYVILLE	1,550.00
135264	2019/12/06	6173	VISTA RADIO	189.00
135265	2019/12/06	9560	WASELL, JACKLYN	560.00
135266	2019/12/06	9453	WHITE RABBIT HOLDING LTD.	3,675.00
135267	2019/12/06	11500	WINDERMERE REGISTRY	50.00
135268	2019/12/06	12051	WOODWARD, GERALD	75.00
135269	2019/12/06	7894	LAKELAND LAWN CARE (1743626 ALBERT	3,941.07
135270	2019/12/06	12204	566840 ALBERTA LTD	1,500.00
*** Total : \$				473,844.60
*** Total # Of Cheques:				76

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
135279	2019/12/06	10165	G & C DJ SERVICES	525.00
*** Total : \$				525.00
*** Total # Of Cheques:				1

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
135280	2019/12/13	11941	ACHIEVING EDEN LTD	1,798.65
135281	2019/12/13	123	ACKLANDS - GRAINGER INC.	1,867.75
135282	2019/12/13	12354	AGAT LABORATORIES	98.70
135283	2019/12/13	5532	ALBERTA GAMING & LIQUOR COMMISSION	400.00
135284	2019/12/13	8218	ALBERTA MUNICIPAL HEALTH & SAFETY	864.89
135285	2019/12/13	9153	ALBERTA MUNICIPAL SERVICES CORPORA	238,700.70
135286	2019/12/13	12044	ALBERTA ONE-CALL CORPORATION	185.85
135287	2019/12/13	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	3,731.62
135288	2019/12/13	6593	AMSC INSURANCE SERVICES LTD.	1,690.11
135289	2019/12/13	11560	ANDRZEJEWSKI, ADA	347.87
135290	2019/12/13	7891	APPROACH NAVIGATION SYSTEMS INC.	4,807.87
135291	2019/12/13	2934	ATCO ELECTRIC LTD.	7,984.75
135292	2019/12/13	8309	AVIATION GROUND FUELING TECHNOLOGI	415.08
135293	2019/12/13	104	B & R ECKEL'S TRANSPORT LTD.	1,645.45
135294	2019/12/13	12750	BAR ENGINEERING	12,379.50
135295	2019/12/13	12738	BERENDSEN FLUID POWER	273.00
135296	2019/12/13	8747	BERNIER'S DIESEL & AUTO REPAIR & P	2,991.66
135297	2019/12/13	2687	BIG HILL SERVICES LTD	424.55
135298	2019/12/13	4350	BRETT YOUNG	861.00
135299	2019/12/13	3225	BUCKLE, ROBERT	122.80
135300	2019/12/13	12721	BUREAU VERITAS CANADA (2019) INC.	832.13
135301	2019/12/13	2572	BUSY BEE SANITARY SUPPLIES INC.	2,183.26
135302	2019/12/13	5823	CANADIAN LINEN & UNIFORM SERVICE	546.87
135303	2019/12/13	9798	CANADIAN TIRE #450	1,788.79
135304	2019/12/13	12765	CANLIFT TECHNOLOGIES	606.90
135305	2019/12/13	799	CAPITAL H2O SYSTEMS INC.	8,904.00
135306	2019/12/13	2803	COLD LAKE FIREFIGHTER SOCIAL FUND	230.00
135307	2019/12/13	2428	COLD LAKE FORD	145.86
135308	2019/12/13	12324	COLLABRIA	4,317.12
135309	2019/12/13	278	COMMUNICATIONS COLD LAKE INC.	1,189.39
135310	2019/12/13	8351	COMPOST COUNCIL OF CANADA	78.75
135311	2019/12/13	8307	CORVUS BUSINESS ADVISORS INC.	15,170.19
135312	2019/12/13	12772	DARR, CLAYTON	1,415.24
135313	2019/12/13	12766	DE GUZMAN, MELISSA	94.50
135314	2019/12/13	2657	DE LAGE LANDEN FINANCIAL SERVICES	4,083.42
135315	2019/12/13	5855	DELL CANADA INC.	90,275.61
135316	2019/12/13	8329	DRAPER, LEANNE	767.93
135317	2019/12/13	145	E CONSTRUCTION LIMITED	25,515.00
135318	2019/12/13	10361	E. LEES + ASSOCIATES CONSULTING LT	9,226.34
135319	2019/12/13	9123	EASTLINK	243.13
135320	2019/12/13	38	ELECTRIC SERVICES GRAND CENTRE LTD	4,173.50
135321	2019/12/13	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	2,578.36
135322	2019/12/13	1877	EMCO CORPORATION	781.25
135323	2019/12/13	12769	EMMA'S CAFE & CONVENIENCE	117.28
135324	2019/12/13	4421	ENGINEERED PUMP SYSTEMS LTD.	3,390.45
135325	2019/12/13	10163	ENTERPRISE RENT A CAR CANADA COMPA	209.71
135326	2019/12/13	12770	EVEREST, RANDY	769.96
135327	2019/12/13	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	193.66
135328	2019/12/13	6344	FLOWPOINT ENVIRONMENTAL SYSTEMS LP	1,669.50
135329	2019/12/13	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	101.55
135330	2019/12/13	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	9,433.19
135331	2019/12/13	3754	GERRY'S EXPRESS LUBE INC.	449.95
135332	2019/12/13	8302	GOVERNMENT OF ALBERTA	8.00
135333	2019/12/13	1756	HARGROVE, LARRY	107.09
135334	2019/12/13	185	HARVIE'S GLASS & MIRROR LTD.	760.02
135335	2019/12/13	761	HOLLIS, NORMAN	

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
135336	2019/12/13	5833	HOTSY CLEANING SYSTEMS	208.76
135337	2019/12/13	12619	HUGHES ENVIRONMENTAL	4,672.71
135338	2019/12/13	699	INDUSTRIAL MACHINE INC.	1,299.98
135339	2019/12/13	12003	JCR MOBILE REPAIR LTD.	51,530.06
135340	2019/12/13	6480	JENA MACHINING LTD.	460.85
135341	2019/12/13	82	JESTER PAINT SUPPLY LTD.	2,324.03
135342	2019/12/13	7745	JOHN DEERE FINANCIAL	1,011.29
135343	2019/12/13	8698	KEVIN MARTIN CURLING	419.95
135344	2019/12/13	11781	KTI LIMITED	11,524.46
135345	2019/12/13	4587	K3 PROMOTIONS INC.	244.66
135346	2019/12/13	12768	LAKELAND PETROLEUM SERVICES CO-OPE	33.28
135347	2019/12/13	5001	LAY, DUANE	114.24
135348	2019/12/13	117	LOCAL AUTHORITIES PENSION	78,768.95
135349	2019/12/13	2732	LUGER, AL	27.61
135350	2019/12/13	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
135351	2019/12/13	710	MCKAY, HUGH	595.49
135352	2019/12/13	235	NORWOOD FOUNDRY LTD	2,012.74
135353	2019/12/13	8308	NSC MINERALS	3,902.41
135354	2019/12/13	11585	OLOFSON, GINA	520.82
135355	2019/12/13	9197	PENCO ENGINEERING INC.	1,343.48
135356	2019/12/13	12767	PERRY, SHAWN MICHAEL	26.12
135357	2019/12/13	5537	PETTY CASH - ENERGY CENTRE	174.93
135358	2019/12/13	12240	PREVOST, A DIVISON OF VOLVO GROUP	319.52
135359	2019/12/13	11768	PROSTEEL SUPPLIES INC.	564.38
135360	2019/12/13	675	RECEIVER GENERAL FOR CANADA	17.07
135361	2019/12/13	9	RECEIVER GENERAL FOR CANADA	110,061.52
135362	2019/12/13	9	RECEIVER GENERAL FOR CANADA	175.00
135363	2019/12/13	9	RECEIVER GENERAL FOR CANADA	448.95
135364	2019/12/13	1109	RELAY DISTRIBUTING	52.04
135365	2019/12/13	413	REYNOLDS MIRTH RICHARDS & FARMER L	8,411.05
135366	2019/12/13	1946	RIDERS CONNECTION	241.05
135367	2019/12/13	7703	ROBERTSON, RUSSELL	202.71
135368	2019/12/13	6908	RON FEDUN CONSULTING SERVICES	1,946.70
135369	2019/12/13	110	RONA	78.51
135370	2019/12/13	12009	RURAL MUNICIPALITIES OF ALBERTA	3,832.50
135371	2019/12/13	8450	SHAW DIRECT	136.45
135372	2019/12/13	11579	SITE RESOURCE GROUP INC.	12,421.50
135373	2019/12/13	8679	SOLIDEARTH GEOTECHNICAL INC.	10,010.43
135374	2019/12/13	10091	SOUTHLAND TRANSPORTATION LTD.	51,144.70
135375	2019/12/13	9612	STANTEC CONSULTING LTD.	47,527.66
135376	2019/12/13	2220	STAR AUTO & INDUSTRIAL LTD.	232.07
135377	2019/12/13	12771	STILLMAN LLP	75.00
135378	2019/12/13	1247	STONEHOCKER, DIANE	984.31
135379	2019/12/13	3330	SUTTERFIELD, CANDICE M	517.01
135380	2019/12/13	6868	ULINE CANADA CORPORATION	1,095.27
135381	2019/12/13	12520	UNI-SELECT CANADA STORES INC.	1,957.76
135382	2019/12/13	71	URLACHER CONSTRUCTION LTD.	6,140.66
135383	2019/12/13	9163	VALLEY TRAFFIC SYSTEMS INC.	4,146.74
135384	2019/12/13	5319	WASTE MANAGEMENT OF CANADA CORPORA	278.00
135385	2019/12/13	285	WORKERS' COMPENSATION BOARD-ALBERT	25,600.00

*** Total : \$ 924,428.27

Library Cheques: 135386-135393

*** Total # Of Cheques: 106

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
135394	2019/12/20	101	A & A GLASS LTD.	198.32
135395	2019/12/20	81	ABOVE & BEYOND FLORIST	52.50
135396	2019/12/20	2670	ACCURATE ASSESSMENT GROUP	10,903.50
135397	2019/12/20	687	AECOM CANADA LTD.	18,503.10
135398	2019/12/20	12310	AGGREKO CANADA, INC.	7,877.96
135399	2019/12/20	12044	ALBERTA ONE-CALL CORPORATION	85.05
135400	2019/12/20	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	3,782.12
135401	2019/12/20	1355	AMSC INSURANCE SERVICES LTD	78,384.60
135402	2019/12/20	6593	AMSC INSURANCE SERVICES LTD.	1,530.30
135403	2019/12/20	9605	AXIA CONNECT LTD.	947.84
135404	2019/12/20	6678	BELL	454.62
135405	2019/12/20	8747	BERNIER'S DIESEL & AUTO REPAIR & P	2,703.20
135406	2019/12/20	2188	BEST SERVICE PROS LTD.	40,221.18
135407	2019/12/20	11102	BLUE FLAME CONTRACTING LTD.	321,807.32
135408	2019/12/20	4369	BLUE IMP	2,322.60
135409	2019/12/20	6089	BONNYVILLE WATER CONDITIONING LTD.	28.00
135410	2019/12/20	12675	BOYD, CRAIG P	63.18
135411	2019/12/20	11638	BRULE, BEVERLEY	128.00
135412	2019/12/20	2572	BUSY BEE SANITARY SUPPLIES INC.	250.15
135413	2019/12/20	12627	CANADIAN INTERNET REGISTRATION AUT	2,362.50
135414	2019/12/20	5823	CANADIAN LINEN & UNIFORM SERVICE	395.62
135415	2019/12/20	9798	CANADIAN TIRE #450	104.50
135416	2019/12/20	12775	CAPITAL PAPER RECYCLING LTD.	9,975.00
135417	2019/12/20	10183	CHANDER SURINDER GUPTA HOLDINGS LT	3,081.16
135418	2019/12/20	650	CLEARTECH INDUSTRIES INC.	3,316.41
135419	2019/12/20	705	COLD LAKE CHRYSLER LTD.	117.54
135420	2019/12/20	8735	COLD LAKE FOODS (2003) INC	499.10
135421	2019/12/20	12773	COLD LAKE HOLDINGS LTD	4,339.01
135422	2019/12/20	4517	COLD LAKE SENIORS' SOCIETY	200.00
135423	2019/12/20	278	COMMUNICATIONS COLD LAKE INC.	420.00
135424	2019/12/20	2392	COPELAND, CRAIG JOHN	8.00
135425	2019/12/20	7691	CWB NATIONAL LEASING	3,795.83
135426	2019/12/20	11050	DD CONTRACTING & CONSTRUCTION LTD.	25,243.05
135427	2019/12/20	5855	DELL CANADA INC.	744.84
135428	2019/12/20	1891	DIGITAL CONNECTION	13,706.02
135429	2019/12/20	12774	DILIGENT CANADA	3,763.62
135430	2019/12/20	12602	E CONSTRUCTION LTD.	725,693.94
135431	2019/12/20	10361	E. LEES + ASSOCIATES CONSULTING LT	609.00
135432	2019/12/20	38	ELECTRIC SERVICES GRAND CENTRE LTD	2,790.51
135433	2019/12/20	12221	ERAMOSA	16,259.88
135434	2019/12/20	8674	FOULDS, KENTON J	79.87
135435	2019/12/20	10165	G & C DJ SERVICES	395.00
135436	2019/12/20	3756	GALLANT, JOYCE	110.96
135437	2019/12/20	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	1,620.79
135438	2019/12/20	6983	HOGAN, MELANIE	750.00
135439	2019/12/20	8530	GOLF SUPPLY HOUSE	1,339.46
135440	2019/12/20	134	GRAND & TOY	86.30
135441	2019/12/20	6608	GREGG DISTRIBUTORS CO. LTD.	1,287.23
135442	2019/12/20	9808	HARDLINE CURLING EQUIPMENT	736.84
135443	2019/12/20	185	HARVIE'S GLASS & MIRROR LTD.	380.63
135444	2019/12/20	7163	HEARTS FOR HEALTHCARE	20,000.00
135445	2019/12/20	8616	HOLLIS, RODNEY	115.47
135446	2019/12/20	3602	INGENIOUS SOFTWARE	1,480.50
135447	2019/12/20	8228	ISL ENGINEERING & LAND SERVICES LT	4,346.61
135448	2019/12/20	82	JESTER PAINT SUPPLY LTD.	888.64
135449	2019/12/20	7745	JOHN DEERE FINANCIAL	

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135450	2019/12/20	5109	KEEP, CHRISTOPHER	430.00
135451	2019/12/20	6750	KINETIC BMS INC.	181.13
135452	2019/12/20	3019	KRAZEE KLEAN INC.	589.05
135453	2019/12/20	11781	KTI LIMITED	11,451.11
135454	2019/12/20	4587	K3 PROMOTIONS INC.	177.88
135455	2019/12/20	7458	L.D. SEPTIC TANK CLEANING	262.50
135456	2019/12/20	11272	LAKELAND CONNECT MEDIA INC.	420.00
135457	2019/12/20	352	LAKELAND CREDIT UNION	4,302.24
135458	2019/12/20	4290	LAKELAND FIRE & SAFETY SUPPLY	2,016.00
135459	2019/12/20	2993	LAKELAND HUMANE SOCIETY	13,590.08
135460	2019/12/20	357	LAKELAND LODGE & HOUSING FOUNDATIO	50,065.73
135461	2019/12/20	4840	LEFEBVRE, VICKY	8.18
135462	2019/12/20	12780	LEVEQUE, JESSICA	52.83
135463	2019/12/20	117	LOCAL AUTHORITIES PENSION	78,076.08
135464	2019/12/20	50	LOOMIS EXPRESS	99.50
135465	2019/12/20	2842	M/T SINC PLUMBING & HEATING	1,477.35
135466	2019/12/20	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
135467	2019/12/20	3292	MCMILLAN, SEAN T	92.49
135468	2019/12/20	52	MD OF BONNYVILLE NO.87	2,450.00
135469	2019/12/20	12146	NAZIR, FAKHARAH	323.31
135470	2019/12/20	8126	NORTH EAST GAS CO-OP LTD	67.25
135471	2019/12/20	10360	NOVA MECHANICAL SYSTEMS LTD.	4,139.16
135472	2019/12/20	8308	NSC MINERALS	7,617.78
135473	2019/12/20	9369	PETLAND COLD LAKE LTD.	237.70
135474	2019/12/20	11682	PINERIDGE WELDING SERVICES	1,909.39
135475	2019/12/20	3289	PJ'S LIQUOR STORE	3,862.09
135476	2019/12/20	11348	POSTMEDIA PAYMENT CENTRE	1,721.43
135477	2019/12/20	8571	PROFIRE EMERGENCY EQUIPMENT INC.	54.63
135478	2019/12/20	64	PUROLATOR COURIER LTD	293.97
135479	2019/12/20	9	RECEIVER GENERAL FOR CANADA	99,916.47
135480	2019/12/20	9	RECEIVER GENERAL FOR CANADA	415.19
135481	2019/12/20	9	RECEIVER GENERAL FOR CANADA	175.00
135482	2019/12/20	4393	REIMER, CINDY	119.89
135483	2019/12/20	1109	RELAY DISTRIBUTING	23.81
135484	2019/12/20	12315	RESPECT NEWS	425.25
135485	2019/12/20	413	REYNOLDS MIRTH RICHARDS & FARMER L	464.10
135486	2019/12/20	12006	RMA FUEL LTD.	20,489.38
135487	2019/12/20	110	RONA	96.74
135488	2019/12/20	12009	RURAL MUNICIPALITIES OF ALBERTA	1,565.24
135489	2019/12/20	12776	S SUNDHER ORCHARDS LTD.	451.12
135490	2019/12/20	850	SAFE-NET GROUP INC.	178.50
135491	2019/12/20	841	SAFETY CODES COUNCIL	423.38
135492	2019/12/20	6048	SCHULTZ, BRADLEY	616.00
135493	2019/12/20	5052	SE DESIGN AND CONSULTING (2009) IN	5,187.27
135494	2019/12/20	2291	SMART ELECTRICAL CONTRACTORS (2007	151.99
135495	2019/12/20	12781	STANTON, JENNIFER	137.09
135496	2019/12/20	5672	STAPLES #332 COLD LAKE	3,382.25
135497	2019/12/20	2220	STAR AUTO & INDUSTRIAL LTD.	38.24
135498	2019/12/20	12553	STINGRAY RADIO INC./RADIO STINGRAY	1,013.04
135499	2019/12/20	20	TELUS COMMUNICATIONS INC	1,604.80
135500	2019/12/20	492	TELUS MOBILITY INC.	4,276.55
135501	2019/12/20	6492	THE I DO SHOP	2,496.00
135502	2019/12/20	9873	THE INSPECTIONS GROUP INC.	8,855.85
135503	2019/12/20	6225	THYSSENKRUPP ELEVATOR (CANADA) LIM	3,591.00
135504	2019/12/20	12778	TRI-REZ GRADER LP	445,765.02
135505	2019/12/20	12520	UNI-SELECT CANADA STORES INC.	65,455.75
135506	2019/12/20	71	URLACHER CONSTRUCTION LTD.	

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
135507	2019/12/20	12338	VALLEY BLADES LIMITED	1,410.83
135508	2019/12/20	9163	VALLEY TRAFFIC SYSTEMS INC.	6,846.00
135509	2019/12/20	11500	WINDERMERE REGISTRY	30.50
135510	2019/12/20	159	320364 ALBERTA LTD.	2,133.72
135511	2019/12/20	2538	4 IMPRINT, INC.	1,463.58
*** Total : \$				2,208,066.51
*** Total # Of Cheques:				118

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
135512	2019/12/19	12782	BONNYVILLE MUNICIPAL LIBRARY	21.99
135513	2019/12/19	7691	CWB NATIONAL LEASING	752.64
135514	2019/12/19	82	JESTER PAINT SUPPLY LTD.	30.17
135515	2019/12/19	272	NORTHERN LIGHTS LIBRARY SYSTEM	692.17
135516	2019/12/19	11757	SCHIENBEIN, STEFANIE	14.00
*** Total : \$				1,510.97
*** Total # Of Cheques:				5



STAFF REPORT

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

Meeting Date: January 28, 2020

Executive Summary:

Bylaw to amend Section 3.5(1) of the Land Use Bylaw No. 382-LU-10 to address the requirements of section 683.1 of the amended Municipal Government Act with respect to determining the completeness of an application for a development permit.

Background:

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

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

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

Bylaw No. 655-LU-19 received first reading at the December 10, 2019 Council meeting. No concerns regarding the proposed amendment were received prior to the Council report deadline. Subject to the outcome of the statutory Public Hearing, Administration recommends that Bylaw No. 655-LU-19 be given second as well as third and final reading.



Alternatives:

Council may consider the following alternatives:

1. Proceed to give Bylaw No. 655-LU-19 second as well as third and final reading subject to the outcome of the statutory Public Hearing.
2. Defeat second reading of Bylaw No. 655-LU-19.
3. Accept as information only.

Recommended Action:

Administration recommends that Council proceed to give Bylaw No. 655-LU-19, being a bylaw to amend Land Use Bylaw No. 382-LU-10 for Conformity with the Municipal Government Act Section 683.1 Requirement second, as well as third and final reading, subject to the outcome of the statutory Public Hearing.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

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

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

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

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

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

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

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

SECTION 1 – TITLE

1. This Bylaw shall be cited as the “Bylaw to Amend Bylaw 382-LU-10, for Conformity with *Municipal Government Act* Section 683.1 Requirements.”

SECTION 2 – AMENDMENT

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

2.1 Deleting Section 3.5(1):

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

2.2 Inserting Section 3.5(1):

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

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

SECTION 3 – ENACTMENT

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

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 10th day of December, A.D. 2019, on motion by Councillor Buckle.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this ____ 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



STAFF REPORT

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

Meeting Date: January 28, 2020

Executive Summary:

A letter (attached) has been received from the Lakeland Business of the Year Awards (BOYA) Committee with respect to their 7th Annual Lakeland Business of the Year Awards Gala being held Friday, October 16, 2020 at the Bonnyville Centennial Centre. This year's gala will once again be a kick off to Small Business Week.

The Cold Lake Regional Chamber of Commerce (CLRCC) and the Bonnyville & District Chamber of Commerce have amalgamated this event in order to better serve the region. Last year's event was hosted at the Cold Lake Energy Centre and will alternate in subsequent years.

The Lakeland BOYA Committee are requesting from each of the participating municipalities support by way of a \$1,500.00 "supporting" sponsorship. This sponsorship has been designed to provide an environment to celebrate the accomplishments of Lakeland Businesses.

In return for the sponsorship, the City will receive two (2) tickets to the event, the City's logo on any and all media utilized, small company logo featured in the gala program and on a looped video as well as speaker recognition during the gala.

Background:

At their November 26, 2019 regular meeting of Council, Council resolved to postpone this item to the January 28, 2020 regular meeting of Council.

In the past, Council has provided the CLRCC with the following venue sponsorships with respect to their Business of the Year Awards ceremony:

- 2009 Business of the Year Awards Ceremony - \$2,500.00
- 2010 Business of the Year Awards Ceremony - \$2,725.00
- 2011 Business of the Year Awards Ceremony - \$2,515.00
- 2012 Business of the Year Awards Ceremony - \$3,000.00
- 2013 Business of the Year Awards Ceremony - \$3,027.00
- 2014 Lakeland Business of the Year Awards Ceremony - \$1,500.00 (held in Bonnyville)



- 2015 Lakeland Business of the Year Awards Ceremony - Motion No. CM20151013.1024 was postponed indefinitely (held in Cold Lake). This was due to the fact that the City already provided a 50% reduction in fees for the Energy Centre Venue.
- 2016 Lakeland Business of the Year Awards Ceremony - \$1,500.00 (held in Bonnyville)
- 2017 Lakeland Business of the Year Awards Ceremony - \$1,500.00 (held in Cold Lake)
- 2018 Lakeland Business of the Year Awards Ceremony - \$1,500.00 (held in Bonnyville)
- 2019 Lakeland Business of the Year Awards Ceremony - \$1,500.00 (held in Cold Lake)

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.

Council's goodwill budget for 2020 has not been approved. To date, \$2,500.00 (Cold Lake Alpine Ski Society) has formally been allocated from the 2020 Council Goodwill budget.

Alternatives:

Council may consider the following options:

- Approve a “supporting” sponsorship in the amount of \$1,500.00
- Not approve a “supporting” sponsorship in the amount of \$1,500.00
- Approve an alternate level of funding
- Postpone

Recommended Action:

That Council postpone this request to the March 10, 2020 regular meeting of Council.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



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CITY OF COLD LAKE

November 14, 2019

City of Cold Lake
5513 48th Ave
Cold Lake, AB T9M 1A1

Dear Mayor & Council:

The Chamber of Commerce is a not-for-profit organization that supports the business community. In supporting our business community, we also support the economic growth of our region. We would like to request your support of our efforts in bringing the business community together for a celebration of successes. We at the Chamber feel that celebrating the worthwhile accomplishments of Lakeland businesses will increase morale, self-esteem and pride within our communities, in-turn encouraging businesses to grow and expand.

We will be celebrating business successes at our 7th Annual "**Lakeland Business of the Year Awards Gala**" on October 16, 2020 as a kick off to Small Business Week. The Cold Lake Regional Chamber of Commerce and the Bonnyville Chamber of Commerce continue this collaboration of this prestigious event in order to better serve our region. The 2020 event will be hosted at the Bonnyville & District Centennial Centre with the 2021 gala being hosted in Cold Lake and alternating in subsequent years.

We are requesting from each of the participating municipalities support by way of a \$1500.00 "Supporting Sponsorship".

In return for your sponsorship you will receive 2 tickets to the event, your logo on any and all media utilized, small company logo featured in Gala program and on a looped video. *Your sponsorship for this event demonstrates your STRONG SUPPORT for the business community.*

We are truly thankful for your past support and look forward to celebrating Lakeland's business successes at next year's Business of the Year Awards Ceremony!

With Grateful Appreciation,

A handwritten signature in black ink, appearing to read "Megan Wakefield".

Megan Wakefield
Committee Member, Lakeland Business of the Year Awards
Bonnyville & District Chamber of Commerce

Bonnyville
PO Box 6054
Highway 28 West
Bonnyville, AB T9N 2G7
Phone: 780-826-3252
Fax: 780-826-4525

Cold Lake
PO Box 454
4009 - 50th Street,
Cold Lake, AB T9M 1P1
Phone: 780-594-4747
Fax: 780-594-3711



STAFF REPORT

Title: Human Resources Policy No. 21.0 - Vehicle and Equipment Use Policy

Meeting Date: January 28, 2020

Executive Summary:

Administration is committed to the safe, courteous and efficient operation of vehicles and equipment and over the past few years has been working to enhance its service levels, and preventive maintenance programs and processes. As part of the process, administration has developed a Fleet Management Manual which is ready for implementation.

The manual will cover all aspects of the City's Fleet Management System and provide a consistent application of the fleet management principles and implementation throughout the City of Cold Lake. It will help the City of Cold Lake to ensure compliance with National Safety Code for Motor Carriers, the Provincial Traffic Acts and the Criminal Code of Canada.

In order to have the Fleet Management Manual implemented throughout the organization, a new Human Resource Policy No. 21.0 – Vehicle and Equipment Use Policy has also been developed and is attached to the report. The new proposed policy blends the two existing policies and provides context for the implementation of the Fleet Management Manual.

At their Corporate Priorities Committee meeting held January 21, 2020, the Corporate Priorities Committee of Council reviewed Human Resources Policy No. 21.0, being the Vehicle and Equipment Use Policy and recommended that Council approve the policy as presented.

Background:

The City of Cold Lake's fleet includes 468 vehicles and equipment, ranging from waste trucks to lawnmowers and trailers. In the last 8 to 10 years, as the City of Cold Lake was investing heavily in infrastructure rehabilitation it also enhanced its service levels and programs. The City's service level delivery depends directly and/or indirectly on fleet, whether it is a water line repair or a trip to the bank, a reliable and efficient fleet is required. This demands a good robust preventive maintenance program and supporting policies/procedures.



Administration has been working for the last few years to enhance the existing fleet management program and included preventive maintenance processes. Out of several components, the Fleet Management Manual is the most important piece of the program which has been now completed and is ready for implementation.

The manual provides a living document that will not only convey the City's policies and procedures as well as provide guidelines on preventive maintenance procedures including operator/driver certification and licensing. The manual addresses the following items:

- Fleet Organization and Management
- Fleet Operations
- Fleet Regulations
- Procurement of City Assets
- Driver's License Policy
- City Fleet Safety Program
- Fleet Management System
- Driver/Operator Procedures
- Commercial Vehicle Dimension and Weight Regulations
- Safety Manual – Safe Driving Directive
- Safety Manual – Smoking Directive Para
- Safety Manual – Safe Vehicle Positioning/Backing Directive
- Distracted Driving Legislation – 2016
- Commercial Vehicle Safety Regulations
- Purchasing of Goods and Services Policy 114-FN 09
- Commercial Vehicle Certificate and Insurance Regulations
- Transportation of Dangerous Goods Regulations
- Preventive Maintenance Directive

Consistent application of the principles of Fleet Management will result in the most effective use of available resources and ensure maximum support for critical City missions. The policies and procedures contained in the manual are designed to serve all levels of the organization and will be consistently implemented throughout the City of Cold Lake to ensure compliance with the National Safety Code for Motor Carriers, the Provincial Traffic Acts and with the Criminal Code of Canada.

All City employees will be responsible for reading the Fleet Management Manual and complying with its policies and procedures and shall refer to it for further details and directions in regards to vehicle and equipment use and or requirements.

In order to implement the manual and enhance the preventive maintenance procedures, City of Cold, over the past few years, has been enhancing and streamlining the



supporting infrastructure. Some of the items/new technology previously implemented include.

- An upgraded Fuel Management and Reporting System
- The RTA Vehicle Reporting System
- Vehicle numbering system

The implementation of the Fleet Management Manual requires a supporting policy, duly approved from Council. Therefore a new policy named Human Resource Policy 21.0 – Vehicle and Equipment Use Policy has been developed, which is intended to replace existing Policy 21.0 – Vehicle Use. Furthermore, the new policy will address the existing Policy 29 – Driver Abstract and therefore Policy 29 will be rescinded.

The new proposed policy not only blends the existing two policies mentioned above but also provide context for the implementation of the Fleet Management Manual along with enhancement/inclusion of the certain new clauses based on the trending of last few years.

Alternatives:

The Council may consider following options:

1. Pass a motion to approve the new Human Resources Policy No. 21.0 -Vehicle and Equipment Use Policy as presented replacing existing Policy 21.0 – Vehicle Use and Rescind Human Resources Policy 29.0 - Driver Abstract.
2. Direct Administration to prepare amendments to the Human Resources Policy No. 21.0 - Vehicle and Equipment Use Policy, and bring it to the February 18, 2020 Corporate Priorities Committee meeting for further discussion.

Recommended Action:

That Council pass a motion to adopt Human Resources Policy No. 21.0 being the Vehicle and Equipment Use Policy. The new policy will replace the existing Human Resources Policy No 21.0 – Vehicle Use; and

That Council pass a motion to rescind Human Resources Policy 29.0 - Driver Abstract.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

21.0 Vehicle and Equipment Use

Topic: Vehicle and Equipment Use	Effective Date:
	Approved by CAO Kevin Nagoya:
Subject Area: Human Resources	Date of Next Review:
	Date(s) Revised: December 3, 2019

Policy Statement:

All employees are responsible for the implementation of this policy while driving City vehicles and equipment. The City is committed to the safe, courteous, and efficient operation of vehicles and equipment. City vehicles/equipment are to be operated in a safe and courteous manner at all times having regard for the other users of the roadway.

Purpose:

The purpose of the Fleet Management Manual is to ensure that the City of Cold Lake's commitment to the Fleet Management and Safety program is recognized by the City of Cold Lake with a directive that the program be reviewed periodically and to ensure Compliance with the National Safety Code for Motor Carriers, the Provincial Traffic Acts, and with the Criminal Code of Canada.

All City employees shall be responsible for reading the Fleet Management Manual and complying with its policies and procedures and shall refer to the Fleet Management Manual for further details and directions in regards to vehicle/equipment use and or requirements.

Managerial Guidelines:

- 21.1 The City of Cold Lake owns and operates a fleet of vehicles for use by the City employees when conducting City business. This policy refers to all City insured vehicles/equipment that may include rented, hired or leased items. Only authorized City personnel may operate City vehicles or equipment.
- 21.2 City owned vehicles and equipment are to be used only for the transportation of personnel who are employed by the City of Cold Lake, and for persons the employee must transport as part of their duties.
- 21.3 Only authorized City personnel may operate City vehicles/equipment. No passengers other than City Employees are allowed to travel in City vehicles/equipment, except in instances where those passengers are involved in the City related activities for which the vehicle/equipment is being used. Any exceptions must be approved by CAO or designate.

Requirements to Operate City Vehicles or Equipment:

- 21.4 In order to be authorized to drive City vehicles or equipment, City employees:
- 21.4.1 Must have a valid driver/operator licence with the required endorsements when using City vehicles and/or equipment on roadways;
 - 21.4.2 Must have read and understood the City vehicle/equipment use policy and the City of Cold Lake Fleet Management Manual.
 - 21.4.3 Must have been properly trained in the use of that vehicle or equipment;
 - 21.4.4 Must satisfy all additional safety and/or operational requirements established by the City;
 - 21.4.5 Must ensure all drivers/operators and passengers of city vehicles/equipment with seat belts or safety harnesses shall ensure that the belts/harnesses are adjusted properly and fastened upon entering the vehicle and that they are worn while the vehicle/equipment is in motion.
 - 21.4.6 Acknowledge that drivers/operators on frequent stop pick-ups or drop-offs may drive without seatbelts being fastened while in the performance of their duties.
 - 21.4.7 Acknowledge that drivers/operators may unfasten their seat-belts when operating vehicles/equipment in reverse.
 - 21.4.8 Where a valid Driver's License is essential to the performance of their duties, a suspension or revocation of a Driver's License could result in an employee's employment being terminated for just cause. If an employee is unable to perform their usual duties because of loss or suspension of a Driver's License, the employee may be placed in some other suitable position if such position is available and undue hardship is not imposed on the City, or the employee may be required to take unused vacation or an unpaid leave of absence.
 - 21.4.9 Any employee found operating vehicles/equipment illegally will be subject to disciplinary procedures up to and including termination of employment.

Manager Responsibilities:

- 21.5 Managers are responsible for the enforcement of this policy and its procedures, and to ensure City employees have the correct information regarding vehicle and equipment use.

Supervisor Responsibilities:

- 21.6 Supervisors are responsible for adhering to this policy and its procedures, ensuring the procedures are followed, documenting and bringing forward issues to their Department Manager for review, and ensuring City employees have the correct information regarding vehicle and equipment use.

Employee Responsibilities & Obligations:

- 21.7 All City staff are responsible for the safe and efficient operation of City vehicles and equipment when in use. As such, an operator of City vehicles or equipment:
- 21.7.1 Must comply with all posted speed limits, applicable Provincial and Federal traffic acts, laws and regulations, and any City of Cold Lake laws/bylaws or policies;
 - 21.7.2 Must follow, unless otherwise restricted by instructions applicable to specific types or loads or operations, the maximum speed for city vehicles/equipment outside of city establishments. Speeds shall be restricted according to vehicle/equipment specifications.

- 21.7.3 Acknowledge that while operating City vehicles/equipment authorized drivers/operators are bound by the Criminal Code of Canada, the National Safety Code for Motor Carriers, and Provincial Traffic Acts. All persons using a City vehicle and/or equipment on roadways must have a valid driver's/operator's license with the required endorsements. Drivers/operators are bound by International laws while driving outside of Canada. The City of Cold Lake may impose specific authorization requirements in addition to those required by Canadian Law.
- 21.7.4 Must ensure City vehicles/equipment are used only by employees in the performance of their duties, for authorized training purposes and/or City business and are not to be used for personal business.
- 21.7.5 Must park City vehicles or equipment in their designated department parking area(s), upon completing as assigned task, and lock all vehicles or equipment to help prevent theft.
- 21.7.6 Acknowledge that drivers/operators and passengers are not permitted to smoke in city owned vehicles/equipment.
- 21.7.7 Must not operate City vehicles or equipment while impaired by, or under the influence of, drugs, alcohol, or other substances that adversely affect the safe operation of City vehicles or equipment. Doing so is just cause for dismissal.
- 21.7.8 Must perform an inspection as per the (VMRS) Vehicle Reporting Maintenance System, reporting any damages or servicing needs to the appropriate Supervisor.
- 21.7.9 Must report all incidents immediately to their supervisor. It will be the Supervisor's responsibility to ensure that an incident investigation is completed and remitted to the Safety Advisor.
- 21.7.10 Must report all traffic violations to the employer. The driver will be responsible for driving infractions, including but not limited to, fines or penalties related to operating City vehicles or equipment.
- 21.7.11 Must notify their immediate supervisor, who will notify the employer, if their license has been suspended or revoked.
- 21.7.12 Must report any medical condition, disease, or disability which may interfere with the safe operation of City vehicles or equipment to their immediate supervisor.
- 21.7.13 Ensure that their licence does not expire.

City Cell Phones and Two-Way Radio Communication:

- 21.8 Drivers / operators of City vehicles/equipment are prohibited from using hand held telecommunications devices while the vehicle is in motion. Drivers/Operators must safely stop and park, prior to using hand-held telecommunication devices. Two-way radio communication and hands-free technology are permitted while the vehicles/equipment is in motion, but conversations must be kept brief.

Priority of Use of City Vehicles:

- 21.9 If a City employee is attending training courses, seminars, meetings, inspections, or events required for their job, At the discretion of the manager the employee must use either:
 - 21.9.1 A city vehicle or;
 - 21.9.2 A rental vehicle;
 - 21.9.3 If there is no City owned vehicle or rental vehicle available, approval for mileage reimbursement must be approved by department Manager for using personal vehicles.

On-Call Vehicles:

- 21.10 The City of Cold Lake recognizes that some staff are required to be available with minimal notice in case of emergency, and therefore, will provide a vehicle to ensure prompt response times. On-call staff may include the following, but is not limited to, Fire Service vehicles, Operational Managers, Infrastructure Services, the Safety Advisor, and designated Foreman. The CAO or their designate must approve the on-call status of an employee before vehicles or equipment can be taken home. This authorization is granted with the understanding that such use will be confined to the boundaries of the City of Cold Lake, except in the case of an emergency.

City Vehicle and Equipment Use Privileges:


- 21.11 Employees may take the City vehicles/equipment home over the lunch hour as long as they get approval from their foreman/manager.
- 21.11.1 City vehicle and equipment driving/operating privileges may be terminated or reinstated at the sole discretion of the CAO or their designate.

Drivers Abstracts:

- 21.12 The Human Resources department shall keep a copy of each employee's Driver's Abstract in accordance with the City's Records' Retention and Destruction Schedule.
- 21.12.1 The City is required by law and their insurance company to comply with rules and Regulations regarding Driver Abstracts for City employees operating City owned vehicles. Driver Abstracts shall be used to determine whether an employee has a record of offences which would render them unsuitable for driving privileges.
- 21.12.2 The City will update all driver abstracts annually for its employees.
- 21.12.3 The fee associated with obtaining the out-of-province Driver's Abstract shall be reimbursed by the City upon proof of valid receipt.
- 21.12.4 Employees who are a resident of a province other than Alberta must provide a current, three (3) year Driver's Abstract.
- 21.12.5 If an employee's driver abstract has more than eight (8) points, or if a GDL driver abstract has more than 4 points, the following may be implemented:
- 21.12.5.1 Suspension of driving privileges on City vehicles and equipment;
- 21.12.5.2 Restrictions as to the type of City vehicles or equipment that can be operated;
- 21.12.5.3 Mandatory defensive driver training course(s) to reduce points.

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21.0 Vehicle Use

Topic: Vehicle Use	Effective Date: July 1, 2004
	Approved by CAO Kevin Nagoya: 
Subject Area: Human Resources	Date of Next Review:
	Date(s) Revised: October 13, 2009

Policy Statement:

The City of Cold Lake recognizes that some staff are required to be available with minimal notice in case of emergency, and therefore, will provide a vehicle to ensure prompt response. City vehicles are to be operated in a safe and courteous manner at all times having regard for the other users of the roadway. They are to be used only for the transportation of personnel who are employed by the City of Cold Lake, and for persons the Employee must transport as part of their duties.

Managerial Guidelines:

General

- 21.1 The City of Cold Lake owns and operates a fleet of vehicles for use by the City employees when conducting city business.
- 21.2 The Traffic Safety Act of Alberta gives the City the Authority to manage its transportation options, as well as the vehicle travel practices of employees of the City. The city is committed to the safe, courteous and efficient operation of vehicles.
- 21.3 The City supports and facilitates safe, cost-effective, expeditious transportation through vehicle management and maintenance services, comprehensive driver training and education programs, a variety of procurement procedures including preferred vendor agreements, and risk management initiatives. The Operations Manager, reporting to the General Manager coordinates the purchase of new or used trucks, vans or trailers to obtain the most appropriate, efficient and cost-effective vehicle.

- 21.4 City vehicles are purchased using the appropriate Supply Management Services procurement procedure. Some city vehicles are reserved for the exclusive use of specific departments or units. City vehicle management and driver safety requirements extend to those departments specific vehicles, and compliance with City policies and procedures is the responsibility of the department.
- 21.5 The Vehicle shop manages and maintains city vehicles.
- 21.6 Only authorized City personnel may operate City vehicles/equipment. No passengers other than City Employees are allowed to travel in City vehicles, except in instances where those passengers are involved in the City related activities for which the vehicle/equipment is being used. All exceptions must be approved by the Chief Administrative Officer.
- 21.7 All persons operating a City vehicle and/or equipment on public streets must have a valid Driver's License with the required endorsements. The City of Cold Lake may impose specific authorization requirements in addition to those required by Canadian Law.
- 21.8 While operating City vehicles in Canada, authorized drivers are bound by the Criminal Code of Canada, the National Safety Code for Motor Carriers, Provincial Traffic Acts and Regulations, Municipal Bylaws and City Policy and Procedures. While operating vehicles outside of Canada, authorized drivers must continue to comply with all City policies and procedures, while observing all applicable laws and regulations of their current geographical location.
- 21.9 Where a valid Driver's License is essential to the performance of their duties, a suspension or revocation of a Driver's License could result in an Employee's employment being terminated for just cause. If an Employee is unable to perform the Employee's usual duties because of loss or suspension of a Driver's License, the Employee may be placed in some other suitable position if such position is available and undue hardship is not imposed on the City, or the Employee may be required to take unused vacation or an unpaid leave of absence.
- 21.10 When operating City vehicles/equipment, seatbelts and any required personal protective equipment must be worn at all times. Authorized drivers must operate and care for City vehicles in a safe, efficient and professional manner at all times, ensuring the safety of authorized passengers and maintain the integrity of any cargo.
- 21.11 Vehicles/equipment are not to be operated above the posted speed limit. All traffic laws are to be observed by an Employee when operating a City vehicle/equipment.

- 21.12 The Employee is responsible for all fines and penalties related to any infractions while operating a City vehicle/equipment.
- 21.13 There is to be absolutely no smoking in City vehicles/equipment.
- 21.14 Employees must not operate City vehicles/equipment while impaired by alcohol or drugs. Doing so is just cause for dismissal.
- 21.15 Employees must not operate City vehicles/equipment while under the influence of alcohol or drugs which adversely affects the safe operation of such vehicles/equipment. Doing so is just cause for dismissal.
- 21.16 Except as specifically permitted for fire, on-call response, and booked travel Employees are not authorized to use City vehicles/equipment for personal business, to operate City vehicles/equipment outside of City boundaries, or to retain City vehicles/equipment overnight at their place of residence.
- 21.17 The Employee operating a vehicle/equipment should inspect the vehicle before use and report any damages or servicing needs to the appropriate Supervisor or Management.
- 21.18 All accidents involving a City vehicle/equipment must be reported immediately to Employee's Supervisor or Management and require the completion of an Incident Report by the Employee.
- 21.19 Upon request from the City, an Employee who operates a City vehicle/equipment may be required to provide a satisfactory Driver's Abstract to the City in order to operate, or continue operating, a City vehicle/equipment.
- 21.20 Driver of City vehicles are prohibited from using hand held telecommunications devices while the vehicle is in motion. Drivers must safely stop and park, prior to using hand-held telecommunication devices. Two-way radio communication and hands-free technology are permitted while the vehicle is in motion. Conversations must be kept brief.

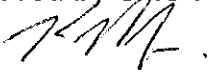
Fire Service Vehicles

- 21.21 The Fire Chief or Acting Fire Chief in their absence, are authorized to take City vehicles home and to use them for personal business as they are required to facilitate immediate response to emergency situations. This authorization is granted with the understanding that such use will be confined to the boundaries of the City of Cold Lake, except in the case of an emergency.
- 21.22 Reports of damage or service needs for Fire Service vehicles should be made to the Fire Service Manager.

On-Call Vehicles

- 21.23 Employees designated as "on-call" are authorized to take City vehicles home and to use them for personnel business as they are required to facilitate response to emergency situations. This authorization is granted with the understanding that such use will be confined to the boundaries of the City of Cold Lake, except in the case of an emergency.
- 21.24 No passengers other than City Employees are allowed to travel in City vehicles, except in instances where those passengers are involved in the City related activities for which the vehicle/equipment is being used. All exceptions must be approved by the Chief Administrative Officer.

29.0 Drivers Abstract Policy

Topic:	Effective Date: December 14, 2010
Drivers Abstract Policy	Approved by CAO Kevin Nagoya: 
Subject Area:	Date of Next Review:
Human Resources	Date(s) Revised:

Policy Statement:

The City of Cold Lake is required by law and their insurance company to comply with rules and regulations regarding Driver Abstracts for City employees operating City owned vehicles; this includes employees who are required to drive as part of their regular job duties or will travel for company related business. Driver Abstracts shall be used to determine whether an employee has a record of offences which would render them unsuitable for driving privileges.

Managerial Guidelines:

General

- 29.1 City employees are required to provide a completed Drivers Abstract Consent Form to Human Resources (in person or in a confidential envelope).
 - 29.1.1 Upon beginning employment with the City, employees will provide a three (3) year Drivers' Abstract.
 - 29.1.2 Human Resources is responsible for updating the Drivers Abstract on an annual basis.
 - 29.1.3 Employees with licenses issued outside the Province of Alberta must obtain and submit a three (3) year Drivers Abstract from the issuing Province/State.
- 29.2 If an employee whose job requires a valid Drivers Abstract does not comply with this policy, they will be subject to reassignment to other duties for a period of forty-eight (48) hours, or longer if approved by his/her Director.

- 29.2.1 If an employee fails to provide a valid Drivers Abstract, which confirms s/he holds the relevant valid Alberta Driver's Licence within the time period noted above, that employee may be subject to layoff, leave of absence or removal from his/her position.
- 29.3 Any employee found operating a motor vehicle illegally will be subject to disciplinary procedures up to and including dismissal.
- 29.4 Driving history will be considered in competitions that require driving as a part of their duties.
- 29.5 Employees shall give written notice within fifteen (15) days' to the employer of an accident, violation or conviction. Employees are required to ensure that their licence does not expire.
- 29.5.1 If as a result of this review an employee's Drivers Abstract is considered to be a hazard or a liability to the employer, the following action may occur:
- 29.5.2 Suspension of driving privileges with the City's equipment;
- 29.5.3 Restrictions as to the type of City equipment operated;
- 29.5.4 Mandatory vehicle operation or hazard avoidance training;
- 29.5.5 Voluntary hazard avoidance training; and
- 29.5.6 More severe discipline up to and including termination.
- 29.7 Drivers' Abstracts will be retained in the Employee' personnel file and destroyed as per the Records' Retention and Destruction Schedule.



STAFF REPORT

Title: Credit Card Payment Options

Meeting Date: January 28, 2020

Executive Summary:

The general public has shown interest in using credit cards to pay for their property taxes, utility bills, accounts receivable, permits and business licenses at City Hall or on the City website. Administration has found a 3rd party company called OptionPay that has the ability to process these credit card transactions. OptionPay charges a small fee to the credit card user making the payment, approximately 3%. The minimum fee for any given transaction will be \$2. A fee schedule is attached for review. There are no budgetary impacts for providing this service at City Hall. The swipe terminal required for OptionPay is free but the City would need to purchase a small tablet or screen for the user to enter their payment information. OptionPay does not offer debit card services.

Background:

At their Corporate Priorities Committee meeting held January 21, 2020, the Corporate Priorities Committee of Council reviewed the credit card payment options for City Hall and on-line for payments to property taxes, utilities, accounts receivable, permits and business licenses.

Administration has been researching potential vendors that could allow the public to make credit card payments at City Hall and on the City website for their property taxes, utility bills, accounts receivable, permits and business licenses without impacting the budget. OptionPay was selected based on the services they provide and the user fees involved. The City currently takes credit card payments at the Energy Centre, Golf Course, Transfer Station, and Marina but does not recover the fees associated with these transactions. The City budgets approximately \$16,000 per year in the operating budget to cover these fee expenses.

There is an opportunity to have the OptionPay terminals installed at the Energy Centre, Golf Course, Transfer Station, Marina, and FCSS locations. Potential issues with the installation of this service at the other City locations include software compatibility with Perfect Mind, and having to manually enter each credit card transaction from Perfect Mind into the OptionPay software. All transactions made out of City Hall would be attached to specific invoice numbers that are trackable using Serenic software.

Alternatives:



1. Administration recommends that Council pass a motion to implement a credit card payment option for City Hall and on-line for payments to property taxes, utilities, accounts receivable, permits and business licenses.
2. That Council accept the report as information.
3. That Council defer the credit card payment back to Corporate Priorities Committee for further discussion.

Recommended Action:

Administration recommends that Council implement a credit card payment option for City Hall and on-line payments for property taxes, utilities, accounts receivable, permits, and business licenses.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

OptionPay - Fee Rate Table

Transaction Range Start	Transaction Range End	Fee	Transaction Range Start %	Transaction Range End %	
\$0.01	\$30.00	\$2.00	20000.0%	6.67%	Minimum Charge
\$30.01	\$60.00	\$2.00	6.7%	3.33%	Minimum Charge
\$60.01	\$90.00	\$2.65	4.4%	2.94%	
\$90.01	\$120.00	\$3.74	4.2%	3.12%	
\$120.01	\$150.00	\$5.15	4.3%	3.43%	
\$150.01	\$180.00	\$6.08	4.1%	3.38%	
\$180.01	\$210.00	\$7.01	3.9%	3.34%	
\$210.01	\$240.00	\$7.94	3.8%	3.31%	
\$240.01	\$270.00	\$8.87	3.7%	3.29%	
\$270.01	\$300.00	\$9.80	3.6%	3.27%	
\$300.01	\$330.00	\$10.73	3.6%	3.25%	
\$330.01	\$360.00	\$11.66	3.5%	3.24%	
\$360.01	\$390.00	\$12.59	3.5%	3.23%	
\$390.01	\$420.00	\$13.52	3.5%	3.22%	
\$420.01	\$450.00	\$14.45	3.4%	3.21%	
\$450.01	\$480.00	\$15.38	3.4%	3.20%	
\$480.01	\$510.00	\$16.31	3.4%	3.20%	
\$510.01	\$540.00	\$17.24	3.4%	3.19%	
\$540.01	\$570.00	\$18.17	3.4%	3.19%	
\$570.01	\$600.00	\$19.10	3.4%	3.18%	
\$600.01	\$630.00	\$20.03	3.3%	3.18%	
\$630.01	\$660.00	\$20.96	3.3%	3.18%	
\$660.01	\$690.00	\$21.89	3.3%	3.17%	
\$690.01	\$720.00	\$22.82	3.3%	3.17%	
\$720.01	\$750.00	\$23.75	3.3%	3.17%	
\$750.01	\$780.00	\$24.68	3.3%	3.16%	
\$780.01	\$810.00	\$25.61	3.3%	3.16%	
\$810.01	\$840.00	\$26.54	3.3%	3.16%	
\$840.01	\$870.00	\$27.47	3.3%	3.16%	
\$870.01	\$900.00	\$28.40	3.3%	3.16%	
\$900.01	\$930.00	\$29.33	3.3%	3.15%	
\$930.01	\$960.00	\$30.26	3.3%	3.15%	
\$960.01	\$1,000.00	\$31.50	3.3%	3.15%	
\$1,000.01	\$1,250.00	\$39.25	3.9%	3.14%	
\$1,250.01	\$1,500.00	\$47.00	3.8%	3.13%	
\$1,500.01	\$1,750.00	\$54.75	3.6%	3.13%	
\$1,750.01	\$2,000.00	\$62.50	3.6%	3.13%	
\$2,000.01	\$2,250.00	\$70.25	3.5%	3.12%	
\$2,250.01	\$2,500.00	\$78.00	3.5%	3.12%	
\$2,500.01	\$2,750.00	\$85.75	3.4%	3.12%	
\$2,750.01	\$3,000.00	\$93.50	3.4%	3.12%	
\$3,000.01	\$3,250.00	\$101.25	3.4%	3.12%	
\$3,250.01	\$3,500.00	\$109.00	3.4%	3.11%	
\$3,500.01	\$3,750.00	\$116.75	3.3%	3.11%	
\$3,750.01	\$4,000.00	\$124.50	3.3%	3.11%	
\$4,000.01	\$4,250.00	\$132.25	3.3%	3.11%	
\$4,250.01	\$4,500.00	\$140.00	3.3%	3.11%	
\$4,500.01	\$4,750.00	\$147.75	3.3%	3.11%	
\$4,750.01	\$5,000.00	\$155.50	3.3%	3.11%	
\$5,000.01	\$5,250.00	\$163.25	3.3%	3.11%	
\$5,250.01	\$5,500.00	\$171.00	3.3%	3.11%	
\$5,500.01	\$5,750.00	\$178.75	3.2%	3.11%	
\$5,750.01	\$6,000.00	\$186.50	3.2%	3.11%	
\$6,000.01	\$6,250.00	\$194.25	3.2%	3.11%	

Transaction Range Start	Transaction Range End	Fee	Transaction Range Start %	Transaction Range End %	
\$6,250.01	\$6,500.00	\$202.00	3.2%	3.11%	
\$6,500.01	\$6,750.00	\$209.75	3.2%	3.11%	
\$6,750.01	\$7,000.00	\$217.50	3.2%	3.11%	
\$7,000.01	\$7,250.00	\$225.25	3.2%	3.11%	
\$7,250.01	\$7,500.00	\$233.00	3.2%	3.11%	
\$7,500.01	\$7,750.00	\$240.75	3.2%	3.11%	
\$7,750.01	\$8,000.00	\$248.50	3.2%	3.11%	
\$8,000.01	\$8,250.00	\$256.25	3.2%	3.11%	
\$8,250.01	\$8,500.00	\$264.00	3.2%	3.11%	
\$8,500.01	\$8,750.00	\$271.75	3.2%	3.11%	
\$8,750.01	\$9,000.00	\$279.50	3.2%	3.11%	
\$9,000.01	\$9,250.00	\$287.25	3.2%	3.11%	
\$9,250.01	\$9,500.00	\$295.00	3.2%	3.11%	
\$9,500.01	\$9,750.00	\$302.75	3.2%	3.11%	
\$9,750.01	\$10,000.00	\$310.50	3.2%	3.11%	
\$10,000.01	\$10,250.00	\$318.25	3.2%	3.10%	
\$10,250.01	\$10,500.00	\$326.00	3.2%	3.10%	
\$10,500.01	\$10,750.00	\$333.75	3.2%	3.10%	
\$10,750.01	\$11,000.00	\$341.50	3.2%	3.10%	
\$11,000.01	\$11,250.00	\$349.25	3.2%	3.10%	
\$11,250.01	\$11,500.00	\$357.00	3.2%	3.10%	
\$11,500.01	\$11,750.00	\$364.75	3.2%	3.10%	
\$11,750.01	\$12,000.00	\$372.50	3.2%	3.10%	
\$12,000.01	\$12,250.00	\$380.25	3.2%	3.10%	
\$12,250.01	\$12,500.00	\$388.00	3.2%	3.10%	
\$12,500.01	\$12,750.00	\$395.75	3.2%	3.10%	
\$12,750.01	\$13,000.00	\$403.50	3.2%	3.10%	
\$13,000.01	\$13,250.00	\$411.25	3.2%	3.10%	
\$13,250.01	\$13,500.00	\$419.00	3.2%	3.10%	
\$13,500.01	\$13,750.00	\$426.75	3.2%	3.10%	
\$13,750.01	\$14,000.00	\$434.50	3.2%	3.10%	
\$14,000.01	\$14,250.00	\$442.25	3.2%	3.10%	
\$14,250.01	\$14,500.00	\$450.00	3.2%	3.10%	
\$14,500.01	\$14,750.00	\$457.75	3.2%	3.10%	
\$14,750.01	\$15,000.00	\$465.50	3.2%	3.10%	
\$15,000.01	\$15,250.00	\$473.25	3.2%	3.10%	
\$15,250.01	\$15,500.00	\$481.00	3.2%	3.10%	
\$15,500.01	\$15,750.00	\$488.75	3.2%	3.10%	
\$15,750.01	\$16,000.00	\$496.50	3.2%	3.10%	
\$16,000.01	\$16,250.00	\$504.25	3.2%	3.10%	
\$16,250.01	\$16,500.00	\$512.00	3.2%	3.10%	
\$16,500.01	\$16,750.00	\$519.75	3.1%	3.10%	
\$16,750.01	\$17,000.00	\$527.50	3.1%	3.10%	
\$17,000.01	\$17,250.00	\$535.25	3.1%	3.10%	
\$17,250.01	\$17,500.00	\$543.00	3.1%	3.10%	
\$17,500.01	\$17,750.00	\$550.75	3.1%	3.10%	
\$17,750.01	\$18,000.00	\$558.50	3.1%	3.10%	
\$18,000.01	\$18,250.00	\$566.25	3.1%	3.10%	
\$18,250.01	\$18,500.00	\$574.00	3.1%	3.10%	
\$18,500.01	\$18,750.00	\$581.75	3.1%	3.10%	
\$18,750.01	\$19,000.00	\$589.50	3.1%	3.10%	
\$19,000.01	\$19,250.00	\$597.25	3.1%	3.10%	
\$19,250.01	\$19,500.00	\$605.00	3.1%	3.10%	
\$19,500.01	\$19,750.00	\$612.75	3.1%	3.10%	
\$19,750.01	\$20,000.00	\$620.50	3.1%	3.10%	



STAFF REPORT

Title: Agreement - Municipal Energy Manager

Meeting Date: January 28, 2020

Executive Summary:

At its' June 25, 2019 regular meeting (Resolution No. CRM20190625.1012), Council passed a motion authorizing the submission of a joint application to the Municipal Climate Action Centre's (MCCAC) Municipal Energy Manager (MEM) program, committing up to \$22,000 towards the position for a total of two (2) years.

The joint submission with the Municipal District of Bonnyville and the Village of Glendon was successful, and the MD has drafted the attached cost-sharing agreement to govern the shared funding of the position. Also attached is the job description as provided by the MD of Bonnyville.

The Cost Sharing Agreement provides that:

- The City of Cold Lake's costs will not exceed \$11,000 per year.
- The City of Cold Lake's responsibilities will include:
 - Providing adequate workspace, when required
 - Provide 20% of the MEM's wage associated with his or her work in the City of Cold Lake.
 - Quarterly reporting or review of the MEM's performance.
 - Ensure the MEM adheres to the City's Health and Safety program while working in the City.

Background:

The MCCAC's MEM program is intended to assist by having an energy manager find energy savings across municipalities' facilities and fleets. The positions will be reviewed after approximately six months. If the position is in line with the program, funding could be extended for a second and final year.

The position cannot be filled by a contractor, and must be employed by a lead municipality, in the case of a joint application. The MD of Bonnyville has taken on this role. In the attached cost-sharing agreement, the MD of Bonnyville has agreed to provide the MEM with all necessary work materials, including a cell phone, transportation and laptop.

There is funding in place for a total of 24 positions across the province.



Included in the year-one deliverables under the program are the requirements for the MEM to:

- Submit a work plan
- Evaluate the current state of energy practices and policies within the municipality
- Develop or refresh an energy management plan spanning at least 3-years
- Present the work plan and energy management plan to municipal staff and elected officials.
- Complete or initiate GHG emission reducing activities resulting in a 5% reduction in emissions, or another target based on the energy management plan's scope.
- Complete an energy audit of the highest energy-consuming municipal building, or the building with the most potential for a reduction as defined in the energy management plan, using either third part resources or internal resources.

A cursory estimate of the number of facilities that would be covered by the program showed approximately 83 facilities between the three municipalities, with about 30 being in Cold Lake, 46 in the Municipal District of Bonnyville and 8 in the Village of Glendon. In the past, Council has expressed concern with operational grants that may create an expectation of an ongoing, permanent position.

MD of Bonnyville (11,661) 43% = \$17,200
City of Cold Lake (14,961) 55% = \$22,000
Village of Glendon (493) 2% = \$800

The above noted will be included in the City's 2020 Budget as committed funds, as per Council's June 25, 2019 motion.

Alternatives:

- Council may pass a motion requesting amendments to the draft agreement.
- Council may pass a motion authorizing the City of Cold Lake to enter into the agreement as presented.

Recommended Action:

Administration recommends that Council pass a motion authorizing the City of Cold Lake to enter into the agreement as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

THIS AGREEMENT entered into this ____ day of _____, 2020.

BETWEEN:

MUNICIPAL DISTRICT OF BONNYVILLE NO. 87
being a municipal corporation incorporated pursuant to the
provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26.
("M.D.")

OF THE FIRST PART

AND –

CITY OF COLD LAKE
being a municipal corporation incorporated pursuant to the
provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26.
("City")

OF THE SECOND PART

AND –

VILLAGE OF GLENDON
being a municipal corporation incorporated pursuant to the
provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26.
("Village")

OF THE THIRD PART

COST SHARING AGREEMENT

WHEREAS the three parties formed a partnership in order to apply to the Municipal Climate Change Action Centre ("MCCAC") Municipal Energy Manager Program ("MEM") for funding of a Regional Municipal Energy Manager term position whose services and costs shall be shared between the three parties for a one (1) year period with the possibility of an extension to a two (2) year period, as included in Schedule A.

AND WHEREAS the three parties agreed to determine the financial and operational arrangements as partners in the MEM Program following the approval of the MCCAC MEM funding.

AND WHEREAS the three parties agreed that the M.D. be the lead partner in the MEM application thereby being the signatory of the Funding Agreement as included in Schedule B, receiving the incentive funding on behalf of the partnership, and being the employer of record of the Regional Municipal Energy Manager term position.

AND WHEREAS the M.D. is prepared to provide the services of the Regional Municipal Energy Manager position to the City and the Village on the basis set forth in this Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the covenants and other good and valuable consideration herein contained, the parties hereto agree as follows:

1. **Term and Termination**

- 1.1. The term of this Agreement shall be for a period of one (1) year commencing on **the date of this agreement** with the potential for an additional one (1) year if granted by MCCAC (the "Term"), subject to earlier termination or renewal by any party pursuant to the provisions of this Agreement.
- 1.2. At any point prior to the expiry of the Term, the three (3) parties may mutually agree in writing to extend the Term on such terms as the parties may mutually agree to.
- 1.3. Notwithstanding the foregoing, in the event of a breach of this Agreement by any of the three (3) parties which is not cured within ten (10) days of receipt of written notice of such default, the party providing such notice of default may elect to terminate this Agreement, without limitation to any other rights or remedies it may have.

2. **Schedules**

- 2.1. The parties herein confirm and agree that the various Schedules attached hereto are expressly incorporated into and form part of this Agreement.
- 2.2. The Schedules to this Agreement are as follows:
 - Schedule "A" – the MCCAC MEM Partnership Grant Application
 - Schedule "B" – the MCCAC MEM Program Funding Agreement
 - Schedule "C" – the Regional Municipal Energy Manager Job Description

3. **M.D. of Bonnyville Responsibilities**

- 3.1. The M.D. shall provide, or shall cause to be provided, the services of the Municipal Energy Manager position as detailed in Schedule "C" to the Village and the City shared proportionately between the three parties.
- 3.2. The estimated proportional sharing of the position will be limited by the following:
 - 3.2.1. The City of Cold Lake costs not to exceed \$11,000 per year.
 - 3.2.2. The Village of Glendon costs not to exceed \$3,000 per year.
- 3.3. The M.D. shall cause the services to be performed in accordance with and subject to the terms and conditions contained in this Agreement to a professional and workmanlike standard in accordance with all applicable Federal, Provincial, Municipal legislation, regulations, and codes, and M.D. bylaws, policies and procedures, including all regulations passed thereunder.
- 3.4. The M.D. shall maintain a record of all the work-time of the Municipal Energy Manager allocated and actualized between the three parties within the regular work hours of the M.D. Each party is responsible for 20 percent of the hourly wage associated with their actualized time amount.

- 3.5. The M.D. shall provide the Village and the City with a monthly summary report of the Municipal Energy Manager's allocated and actualized work-time between the three parties and an invoice for their corresponding expenses for his/her wages on a quarterly basis.
- 3.6. The M.D. shall, at its sole cost and expense, provide and maintain Workers' Compensation coverage, the employer contribution portions of CPP and EI, and averaging vacation pay as per Alberta Labour Standards for the Municipal Energy Manager position throughout the Term.
- 3.7. The M.D. shall, at its sole cost and expense and discretion, provide the work materials required by the Municipal Energy Manager position to perform his/her duties such as transportation, mobile computer, and cellular device.
- 3.8. The M.D. shall familiarize the Municipal Energy Manager position with the terms of the **Occupational Health and Safety Act** R.S.A. 2000 Chapter O-2, together with all regulations passed thereunder to ensure complete understanding respecting the responsibilities given and compliance required. The M.D. shall, to the extent required by the **Occupational Health and Safety Act**, establish and maintain a Health and Safety system or process to ensure compliance with the Act by itself and any employees engaged to provide services.

4. **City of Cold Lake Responsibilities**

- 4.1. The City agrees to provide the Municipal Energy Manager position with adequate workspace, when required, at the sole cost and expense and discretion of the City.
- 4.2. The City agrees to pay the M.D. 20 percent of the hourly wage of the Municipal Energy Manager position associated with the actualized amount of work-time the position provides to the City.
- 4.3. The level of service provided by the Municipal Energy Manager position shall be subject to review by the M.D. at all times.
- 4.4. The City shall provide a performance update or review of the Municipal Energy Manager position to the M.D. on a quarterly basis.
- 4.5. The City shall, to the extent required by the **Occupational Health and Safety Act**, establish and maintain a Health and Safety system or process to ensure compliance with the Act by itself, any employees engaged to provide services, and by the Municipal Energy Manager position while providing services to and for the City.

5. **Village of Glendon Responsibilities**

- 5.1. The Village agrees to provide the Municipal Energy Manager position with adequate workspace, when required, at the sole cost and expense and discretion of the Village.
- 5.2. The Village agrees to pay the M.D. 20 percent of the hourly wage of the Municipal Energy Manager position associated with the actualized amount of work-time the position provides to the Village.
- 5.3. The level of service provided by the Municipal Energy Manager position shall be subject to review by the M.D. at all times.

- 5.4. The Village shall provide a performance update or review of the Municipal Energy Manager position to the M.D. on a quarterly basis.
- 5.5. The Village shall, to the extent required by the ***Occupational Health and Safety Act***, establish and maintain a Health and Safety system or process to ensure compliance with the Act by itself, any employees engaged to provide services, and by the Municipal Energy Manager position while providing services to and for the Village.

6. Liability and Indemnity

- 6.1. Each party shall indemnify and hold harmless the other parties together with its employees, agents, officers, representatives, elected officials and insurers from and against any and all claims, including but not limited to penalties, fines and other liabilities, damages, costs (including, without restriction, all legal and other professional costs on a solicitor and his own client full indemnity basis), losses, expenses, actions and suits of every kind and nature caused by, or arising directly or indirectly out of any breach of this Agreement by the indemnifying party, willful misconduct by the indemnifying party, or negligent performance by the indemnifying party of its obligations under the terms of this Agreement including anything done, permitted or omitted to be done by the indemnifying party, its officers, agents, employees and sub-contractors, whether occasioned by negligence or otherwise.
- 6.2. The obligations under section 6.1 above shall survive the termination of this Agreement for any reason whatsoever and shall remain binding upon the parties until all such obligations are satisfied in full.

7. Miscellaneous

- 7.1. The M.D. is acting as the lead partner in this joint project and shall not be deemed to be a contractor, employee, or agent of the other parties.
- 7.2. No party has the authority to bind the other parties.
- 7.3. The terms contained within this Agreement, including any recital and any Schedules attached hereto, shall constitute the entire agreement between the parties. Words within this Agreement importing number or gender shall be construed in grammatical conformance with the context or the party or parties in reference. Any term or provision of this Agreement which is found to be invalid or unenforceable shall be severed from the balance of the document and shall not affect the enforceability of the remainder of this Agreement.
- 7.4. Whether or not so stipulated herein, all notices, communication, requests and statements (the "Notice") required or permitted hereunder shall be in writing. Notices shall be served by one of the following means:
 - 7.4.1. personally by delivering the Notice to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally delivered Notices shall be deemed received when actually delivered as aforesaid; or

- 7.4.2. by e-mail, telecopier or by any other electronic method by which a written or recorded message maybe sent, directed to the party on whom it is to be served at that address set out herein; or
- 7.4.3. by mailing via first class registered post, postage prepaid to the party on whom it is served. Notices so served shall be deemed to be received seventy-two (72) hours after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received to the following addresses:

to the M.D. of Bonnyville at:

Bag 1010, Bonnyville, Alberta T9N 2J7
Attention: Luc Mercier, CAO

to the City of Cold Lake at:

5505 55 Street, Cold Lake, Alberta T9N 2J7
Attention: Kevin Nagoya, CAO

to the Village of Glendon at:

Box 177, Glendon, Alberta T0A 1P0
Attention: Melody Kwiatkowski, CAO

or to such other delegated persons as each party may from time to time direct in writing.

- 7.5. Notwithstanding any other provision within this Agreement or the termination or expiry of this Agreement, the Village, the City, and the M.D. acknowledge that all information and records compiled or created under this Agreement are subject to the provisions of the ***Freedom of Information and Protection of Privacy Act*** R.S.A. 2000, Chapter F-25. If a request from the other party (the requesting party) is received for any of this information or records which remain in the custody of the party to whom the request is made, that party shall forward the information and records to the requesting party within five (5) calendar days of receipt of the request.
- 7.6. This Agreement is not assignable, either in whole or in part.
- 7.7. Any term or condition of this Agreement may be amended or added by exchange of letters signifying mutual agreement between the parties to amend or add such term and condition and all other terms and conditions of this Agreement shall remain unchanged.
- 7.8. This Agreement shall be governed by the laws of the Province of Alberta.
- 7.9. If any provision of this Agreement is determined by a Court of competent jurisdiction to be invalid or unenforceable, that provision shall be severed from the Agreement and the remainder of the Agreement shall continue in full force and effect.
- 7.10. The waiver of any breach or default shall not constitute the waiver of any subsequent breach or default by either party.

7.11. This Agreement constitutes the entire Agreement between the parties and there have been no additional representations or warranties.

IN WITNESS WHEREOF the parties have hereunto affixed its seal as witnessed by the hands of its proper signing officers duly authorized in that behalf as of the day and year first above written.

**MUNICIPAL DISTRICT OF BONNYVILLE
NO. 87**

Per: _____
Reeve – Greg Sawchuk
C/S

Per: _____
CAO – Luc Mercier

CITY OF COLD LAKE

Per: _____
Mayor – Craig Copeland
C/S

Per: _____
CAO – Kevin Nagoya

VILLAGE OF GLENDON

Per: _____
Mayor – Laura Papirny
C/S

Per: _____
CAO – Melody Kwiatkowski

SCHEDULE "A" – MCCAC MEM PARTNERSHIP GRANT APPLICATION

SCHEDULE "B" – MCCAC MEM PROGRAM FUNDING AGREEMENT

SCHEDULE “C”- REGIONAL MUNICIPAL ENERGY MANAGER JOB DESCRIPTION



JOB DESCRIPTION

Position Title: Municipal Energy Officer

Department: Infrastructure Services

Reports To: Manager of Infrastructure

Function:

The Municipal Energy Officer is an inter-municipal position based at the Municipal District of Bonnyville No. 87 (M.D.). This position is responsible to focus on energy management planning, tracking energy use, and leading energy-saving projects towards a more energy-efficient work culture for the three municipal partners: the M.D., the City of Cold Lake, and the Village of Glendon.

The position is funded through the Municipal Climate Change Action Centre (MCCAC) Municipal Energy Manager (MEM) Program.

Duties & Responsibilities:

- Benchmark, track, and determine energy usage and energy consumption of all municipal public buildings.
- Identify, analyze, and prioritize energy-savings opportunities through the development of energy consumption reduction plans and strategies.
- Analyze energy conservation measures, identify inadequacies, and recommend equipment upgrades and renewable energy solutions.
- Create municipal greenhouse gas emission inventories and collaborate with each respective municipal authority to identify specific, appropriate, measurable, and timely emission reduction targets and goals.
- Guide the development of an Energy Management Plan and monitor its continual improvement and implementation.
- Deliver energy management services in general to multiple municipal facilities.
- Assist with the management of MCCAC MEM program requirements.
- Develop quarterly and year-end progress reports highlighting the three municipal energy management plan targets, performance indicators, energy-savings projects, and other deliverables.
- Identify and prioritize energy-reduction or energy-generation funding opportunities.
- Deliver presentations to provide status updates, deliverable progress, lessons learned, and recommendations for future projects.
- Facilitate group workshops when applicable.

Skills:

- Excellent written and oral communication skills for presentations, technical reports, e-mail, and other written documents.
- Excellent attention to detail, organizational and problem-solving skills.
- Ability to analyze and prioritize situations, identify potential problems, and recommend solutions.
- Ability to prepare and utilize spreadsheets, databases, and reports to monitor and communicate progress and specific metrics.
- Project management expertise to successfully deliver projects on time and budget.
- Ability to work with multiple teams in fostering strong relationships both internally and externally.
- Fluency in standard office software such as Microsoft Office (Excel, Word, PowerPoint, Outlook) and Google Suite.

Education and Experience

- Bachelor's degree or higher in environmental science, engineering, or a technical diploma in a closely related field with a focus on climate change and/or energy management/working with concepts of energy efficiency, renewable energy, environmental management systems, greenhouse gas inventory, climate change initiatives or similar/any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job.
- 2-5 years of experience in mechanical, electrical, chemical, commercial, industrial, energy efficiency, project management (with an energy focus), facility engineering or a related field.
- Experience with the following systems: HVAC, lighting, chillers and refrigeration, motors, variable frequency drives, compressed air, building envelope, renewable energy, and process equipment.
- Professional experience with energy systems, and processes and/or energy engineering principles, methods, and techniques considered an asset.
- Professional experience in climate change mitigation, greenhouse gas emission inventories, target-setting, energy management planning, energy engineering calculations and energy auditing considered an asset.
- Experience with energy benchmarking and energy benchmarking software considered an asset (e.g., RETScreen, EnergyStar Portfolio Manager).
- The following credentials are considered an asset(s): Professional Engineer (P.Eng.), Certified Energy Manager (CEM), Energy Manager In Training (EMIT), Certified Engineering Technologist (CET), Certified Practitioner in Energy Management Systems (CP EnMS), Certified Leadership in Energy and Environmental Design (LEED), or other similar certification.



STAFF REPORT

Title: Tax Arrears Agreement - Tax Roll No. 4001525002

Meeting Date: January 28, 2020

Executive Summary:

As per Section 418(4) of the Municipal Government Act, Council may enter into an agreement with an owner in tax arrears for payment of the arrears over a period not exceeding 3 years. Tax Roll No. 4001525002 is presently in arrears of taxes to the City of Cold Lake. The owner of the property has agreed to make minimum monthly payments of \$305.00 starting February 28, 2020. The tax account for this property will be paid in full including estimated future levies and all penalties by January 31, 2023. If the agreement is breached, the City will immediately start tax forfeiture procedures.

Background:

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

On March 31, 2019 the City registered a tax notification on 53 properties of which 7 are manufactured homes. As of January 28, 2020, there are 35 properties on the list. 5 of these properties have a tax agreement in place.

On March 31, 2018 the City registered a tax notification on 40 properties of which 8 were manufactured homes. As of January 28, 2020, there are 6 properties remaining on the list. 3 of these properties have a tax agreement in place.

As of November 12, 2019, there are currently fourteen (14) properties on tax agreement with ten (10) agreements still in force from previous years.

Alternatives:

Council may consider the following options:

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



Recommended Action:

Administration recommends that Council accept the Property Tax Arrears Agreement for Tax Roll No. 4001525002 as presented.

Budget Implications (Yes or No):


No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MEMORANDUM OF AGREEMENT made in duplicate this **21st** day of **January, 2020**.

BETWEEN:


(hereinafter referred to as the "Landowner")

AND

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

WHEREAS, the Landowner is the owner of the parcel legally described as **Plan 1525457, Block 6, Lot 1A-15** (hereinafter referred to as the "Lands") and,

WHEREAS, the Landowner acknowledges that the Lands are in tax arrears, as property taxes have not been paid since May 31, 2017, and are subject to tax recovery proceedings; and,

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

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

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

1. TERM OF THIS AGREEMENT

The term of this Agreement shall be from February 1, 2020 to January 31, 2023.

2. METHOD OF PAYMENT

- a) Payment shall be made as calculated within "Schedule A," hereto attached and forming part of this Agreement.
- b) Payment shall be received on or before the last day of each month beginning on the 1st day of February 2020.
- c) The Landowner hereby acknowledges and agrees that if he fails to make payment in accordance with 2(a) above, unless prior written waiver is provided by the Municipality, during the term of the Agreement, this Agreement shall be null and void, and the Municipality shall be entitled to proceed with tax recovery actions in accordance with the MGA.
- d) Should the Landowner sell the lands at any time during the term of this Agreement, all tax arrears, penalties, and costs to which the Municipality is entitled under Division 8 of Part 10 of the MGA shall immediately become due and payable.

3. MUNICIPAL RESPONSIBILITIES

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

4. GENERAL

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

5. TERMINATION

This Agreement shall come to an end:

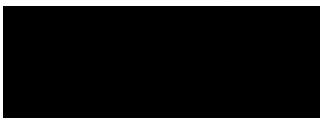
- a) If the Landowner fails to make a payment contemplated by the Agreement on the date it is required;
- b) If the Landowner files for, or is placed in, bankruptcy; or
- c) Some other party takes legal proceedings in respect of the Property.

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

6. REPRESENTATIVES

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

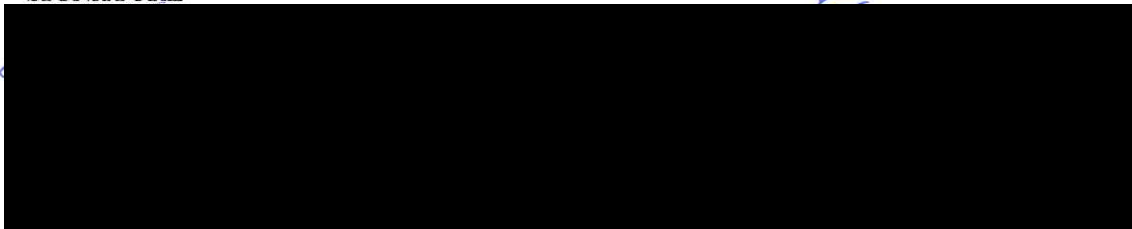
For the Landowner:



For the Municipality:

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

7. SIGNATURE



Tax Redemption Calculation

Cory Kane

	Levy Charges	Payment	Interest	Balance	
Balance Fwd				\$5,886.84	
February 28, 2020		\$ 305.00		\$5,581.84	
March 31, 2020		\$ 305.00		\$5,276.84	
April 30, 2020		\$ 305.00		\$4,971.84	
May 31, 2020	\$ 1,201.71	\$ 305.00		\$5,868.55	Estimated based on 2019 Levy + 5%
June 30, 2020		\$ 305.00		\$5,563.55	
July 1, 2020			\$ 24.03	\$5,587.59	
July 31, 2020		\$ 305.00		\$5,282.59	
August 1, 2020			\$ 24.03	\$5,306.62	
August 31, 2020		\$ 305.00		\$5,001.62	
September 1, 2020			\$ 24.03	\$5,025.66	
September 30, 2020		\$ 305.00		\$4,720.66	
October 1, 2020			\$ 24.03	\$4,744.69	
October 31, 2020		\$ 305.00		\$4,439.69	
November 1, 2020			\$ 24.03	\$4,463.73	
November 30, 2020		\$ 305.00		\$4,158.73	
December 1, 2020			\$ 24.03	\$4,182.76	
December 31, 2020		\$ 305.00		\$3,877.76	
January 1, 2021			\$ 465.33	\$4,343.09	
January 31, 2021		\$ 305.00		\$4,038.09	
February 28, 2021		\$ 305.00		\$3,733.09	
March 31, 2021		\$ 305.00		\$3,428.09	
April 30, 2021		\$ 305.00		\$3,123.09	
May 31, 2021	\$ 1,261.80	\$ 305.00		\$4,079.89	Estimated based on 2020 Levy + 5%
June 30, 2021		\$ 305.00		\$3,774.89	
July 1, 2021			\$ 25.24	\$3,800.13	
July 31, 2021		\$ 305.00		\$3,495.13	
August 1, 2021			\$ 25.24	\$3,520.36	
August 31, 2021		\$ 305.00		\$3,215.36	
September 1, 2021			\$ 25.24	\$3,240.60	
September 30, 2021		\$ 305.00		\$2,935.60	
October 1, 2021			\$ 25.24	\$2,960.84	
October 31, 2021		\$ 305.00		\$2,655.84	
November 1, 2021			\$ 25.24	\$2,681.07	
November 30, 2021		\$ 305.00		\$2,376.07	
December 1, 2021			\$ 25.24	\$2,401.31	
December 31, 2021		\$ 305.00		\$2,096.31	
January 1, 2022			\$ 251.56	\$2,347.86	
January 31, 2022		\$ 305.00		\$2,042.86	
February 28, 2022		\$ 305.00		\$1,737.86	
March 31, 2022		\$ 305.00		\$1,432.86	
April 30, 2022		\$ 305.00		\$1,127.86	
May 31, 2022	\$ 1,324.89	\$ 305.00		\$2,147.75	Estimated based on 2021 Levy + 5%
June 30, 2022		\$ 305.00		\$1,842.75	
July 1, 2022			\$ 26.50	\$1,869.25	
July 31, 2022		\$ 305.00		\$1,564.25	
August 1, 2022			\$ 26.50	\$1,590.75	
August 31, 2022		\$ 305.00		\$1,285.75	
September 1, 2022			\$ 25.72	\$1,311.47	
September 30, 2022		\$ 305.00		\$1,006.47	
October 1, 2022			\$ 20.13	\$1,026.59	
October 31, 2022		\$ 305.00		\$721.59	
November 1, 2022			\$ 14.43	\$736.03	
November 30, 2022		\$ 305.00		\$431.03	
December 1, 2022			\$ 8.62	\$439.65	
December 31, 2022		\$ 305.00		\$134.65	
January 1, 2023			\$ 16.16	\$150.80	
January 31, 2023		\$ 150.80			



STAFF REPORT

Title: Request for Support - Federation of Canadian Municipalities (FCM) Resolution 2020

Meeting Date: January 28, 2020

Executive Summary:

Attached is an email from Strathcona County seeking support on the submission of a resolution (attached) to the Federation of Canadian Municipalities (FCM).

The resolution is to urge FCM to advocate to the Federal Government to:

- Work with provinces, municipalities, and Indigenous groups to establish a utility corridor that would span from coast to coast to coast; and
- Repeal/amend Bills C-48 and C-69

Background:

The resolution drafted by Strathcona County includes the following background:

The energy industry employs over half a million people in Canada. This includes people in every province or territory. These workers are typically middle-class Canadians who are highly skilled in their field.

The Canadian Government has signaled its support for pipelines in Canada through its purchase of the Trans Mountain pipeline. It has also voiced its support for other initiatives such as Keystone XL, Line 3, LNG Canada and the Manitoba-Minnesota Transmission Line. These are all important projects that deserve the support of all Canadians. They will continue the ethical and environmentally responsible development and safe transportation for our country's energy products to current and new markets.

On December 2, 2019 the Premiers of Canada released a statement through the Council of the Federation on a number of items, including growing the economy. The Premiers of Canada are united in their position that Canada, including the Federal Government, must take immediate action to enhance Canada's economic competitiveness. This includes continuing the responsible development of our natural resources, expanding international trade, and removing protectionist restrictions on our goods.

The establishment of utility corridors that include energy projects, utilities, communication products, and an opportunity for a variety of other industries will aid in



the vision laid out by the Premiers in their December 2 statement. By providing a responsible, preapproved regulatory system, these corridors may facilitate the development of important infrastructure in Canada.

Bills C-48 and C-69 will have a significant impact on the Canadian economy and are negatively affecting investor confidence. The impacts of this legislation are already being realized with numerous projects being put on hold or being stopped. Items that were previously approved and any subsequent investments are being reviewed and scrutinized.

Bill C-48 will work against getting Canadian energy products to new markets, handcuffing Canadian energy to be sold at a lower price and only to one customer. This is not sustainable. Bill C-69 will add another layer of unnecessary approvals to projects, making the development of new projects extremely difficult and in many instances, impossible. In addition, the legislation has served to sow division in Canada.

While the global energy mix will certainly shift of the next 20 years, the global requirement for traditional energy products is not projected to drop, but rather to rise over the next 20 years. The total energy required globally will increase at approximately 1% a year, every year. Renewable energy, while an important industry that should be developed, cannot fulfill the global energy demand for the foreseeable future. These bills have served to only restrict Canadian goods from getting to market while allowing energy products from countries, that do not develop their resources to the same environmental standards, into Canada, further increases the environmental impact of unethically produced energy products.

Alternatives:

Council may consider the following alternatives:

- Pass or defeat a motion authorizing the City of Cold Lake to provide a letter of support to Strathcona County in their resolution submission to the Federal of Canadian Municipalities (FCM) to urge FCM to advocate to the Federal Government to; work with provinces, municipalities, and Indigenous groups to establish a utility corridor that would span from coast to coast to coast; and repeal/amend Bills C-48 and C-69.

Recommended Action:

That Council pass a motion to authorizing the City of Cold Lake to provide a letter of support to Strathcona County in their resolution submission to the Federal of Canadian Municipalities (FCM) to urge FCM to advocate to the Federal Government to; work with provinces, municipalities, and Indigenous groups to establish a utility corridor that would span from coast to coast to coast; and repeal/amend Bills C-48 and C-69.



Budget Implications (Yes or No):

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Subject: Request for Support - FCM Resolution 2020

From: Rod Frank <Rod.Frank@strathcona.ca>

Date: Jan 15, 2020, 10:56 AM

To:

Dear Mayor Copeland,

I am writing on behalf of the Strathcona County Council to seek your support on the submission of a resolution (attached) to the Federation of Canadian Municipalities (FCM).

On December 10, 2019 Strathcona County approved the submission of a resolution to FCM that would urge them to advocate to the Federal Government to:

- Work with provinces, municipalities, and Indigenous groups to establish a utility corridor that would span from coast to coast to coast; and
- Repeal/amend Bills C-48 and C-69.

There is a real opportunity for the Canadian Government to provide leadership that benefits all of Canada with the development of a Utility Corridor to span the nation. This corridor could include pipelines, telecommunications, energy, utilities, and other options the government deems appropriate.

Such corridors would aid in the development of vital services for the betterment of all of Canada, including development new access to international markets and reducing internal trade barriers. Strathcona County believes that the Federal Government should work with provinces, municipalities, and Indigenous groups to get this work done. While the Federal Government will be responsible for the development of this corridor, all of the directly impacted parties should have a voice at the table.

Strathcona County also believes that Canada has an obligation to develop our resources in a safe and environmentally responsible way, without unnecessary and divisive policies. Bill C-48, the *Oil Tanker Moratorium Act*, and Bill C-69, An Act to enact the *Impact Assessment Act and the Canadian Energy Regulator Act* will not help Canada become more competitive. These two pieces of legislation will not have a positive impact on the environment, as they will simply ensure foreign energy products are brought to market instead of ours.

Strathcona County agrees that Canada needs to continue getting its products to market in a responsible manner, but we believe that these two Bills do not achieve this and serve to only divide our nation.

Resolutions like this are an opportunity to show unity across the nation.

As such, Strathcona County is asking you to provide a letter of support in favour of the attached resolution we intend to put forward at the 2020 FCM conference in Toronto. Letters of support can be provided to Strathcona County by February 7, 2020 in order to submit them on your behalf during the FCM approval process.

We appreciated your consideration of this request. If you have questions on the resolution, please feel free to contact my office at any time.

Yours truly,

Rod FRANK

**Mayor
Strathcona County**

2001 Sherwood Drive
Sherwood Park, AB T8A 3W7
Tel.: 780-464-8000

Whereas Utility Corridors will provide with an efficient, safe, and environmentally friendly way for a variety of industries including energy, utilities, and telecommunications to move products and services across borders to tidewater and other provinces: and

Whereas Canada produces energy products in an environmentally responsible way with high safety standards; and

Whereas the unfettered movement of resources within the nation is a principle of confederation, and benefits the economic prosperity and stability of all of Canada; and

Whereas a strongly unified Canada will ensure prosperity for Canadians in all regions; and

Whereas the Government of Canada has already signaled the importance of the development of pipelines in our nation through the purchase of the Trans Mountain Pipeline and its stated support for Keystone XL, Line 3, LNG Canada and the Manitoba-Minnesota Transmission Line; and

Whereas the economic uncertainty caused by Bill C-48, the *Oil Tanker Moratorium Act*, and Bill C-69, *An Act to enact the Impact Assessment Act and the Canadian Energy Regulator Act, to amend the Navigation Protection Act and to make consequential amendments to other Acts*, have negatively affected investor confidence in Canada; and

Whereas Bills C-48 and C-69 have been met with opposition from industry, other levels of government, Indigenous groups, and the public; and

Whereas Bill C-48 unfairly targets Canadian oil production and damages the Canadian national interest by prohibiting the loading of Canadian oil at Canadian ports, but does not prohibit the transportation of foreign oil through Canadian waters; therefore be it:

Resolved THAT the Federation of Canadian Municipalities advocated to the Federal Government to work with provinces, municipalities, and Indigenous groups to establish national utility corridors, which includes pipelines such as the Trans-Mountain Pipeline, and other resource and utility structures, from coast to coast to coast as a national priority; and be it further

Resolved that the Federation for Canadian Municipalities advocate to the Federal Government for the repeal or amendment of Bills C-48 and C-69 to help restore investor confidence and ensure the construction of future infrastructure that is in the national interest.

Background

The energy industry employs over half a million people in Canada. This includes people in every province or territory. These workers are typically middle-class Canadians who are highly skilled in their field.

The Canadian Government has signaled its support for pipelines in Canada through its purchase of the Trans mountain pipeline. It has also voiced its support for other initiatives such as Keystone XL, Line 3, LNG Canada and the Manitoba-Minnesota Transmission Line. These are all important projects that

deserve the support of all Canadians. They will continue the ethical and environmentally responsible development and safe transportation for our country's energy products to current and new markets.

On December 2, 2019 the Premiers of Canada released a statement through the Council of the Federation on a number of items, including growing the economy. The Premiers of Canada are united in their position that Canada, including the Federal Government, must take immediate action to enhance Canada's economic competitiveness. This includes continuing the responsible development of our natural resources, expanding international trade, and removing protectionist restrictions on our goods.

The establishment of utility corridors that include energy projects, utilities, communication products, and an opportunity for a variety of other industries will aid in the vision laid out by the Premiers in their December 2 statement. By providing a responsible, preapproved regulatory system, these corridors may facilitate the development of important infrastructure in Canada.

Bills C-48 and C-69 will have a significant impact on the Canadian economy and are negatively affecting investor confidence. The impacts of this legislation are already being realized with numerous projects being put on hold or being stopped. Items that were previously approved and any subsequent investments are being reviewed and scrutinized.

Bill C-48 will work against getting Canadian energy products to new markets, handcuffing Canadian energy to be sold at a lower price and only to one customer. This is not sustainable. Bill C-69 will add another layer of unnecessary approvals to projects, making the development of new projects extremely difficult and in many instances, impossible. In addition, the legislation has served to sow division in Canada.

While the global energy mix will certainly shift of the next 20 years, the global requirement for traditional energy products is not projected to drop, but rather to rise over the next 20 years. The total energy required globally will increase at approximately 1% a year, every year. Renewable energy, while an important industry that should be developed, cannot fulfill the global energy demand for the foreseeable future. These bills have served to only restrict Canadian goods from getting to market while allowing energy products from countries, that do not develop their resources to the same environmental standards, into Canada, further increases the environmental impact of unethically produced energy products.



STAFF REPORT

Title: Request for Increased Security - January 14, 2020 Delegation

Meeting Date: January 28, 2020

Executive Summary:

Ms. Eleanor Evans and numerous business owners attended the January 14, 2020 regular meeting of Council as a delegation.

Ms. Evans brought forth concerns of the safety and security of Cold Lake citizens, businesses and properties, and the cost of the criminal activity affecting such, and requested an increase in security to curb the ongoing criminal activity which is having a very frightening impact on the City.

At the time of agenda preparation and prior to the start of the Council meeting, the following businesses were slated to attend as a testament to the severity of the situation:

- A & W - Phil
- Airway Motel - Shawn Motijevit/Joanne Schurman
- Alberta Treasury Bank - Ryan
- Best Western/Holiday Inn - Mark Lee
- Bliss Lingerie - Eleanor Evans
- Bordeleau Cabinetry - Bruce Bordeleau
- Boston Pizza - Lynn
- Broad Street Properties
- CANA - Nicolas/Irene
- CIBC Bank - Rob Brassard
- Citizens on Patrol - Renee Lillico
- Cold Lake Ford - Mark Milliken
- Cold Lake Mosque
- Collision Towing
- Communications Cold Lake - Michelle
- Continental Cabs - Kevin
- Co-operators Insurance - Dixon Neihaus
- Corks and Caps - Sharine Leiper



- D.D. Construction - Dean
- Extra Foods - Lorraine
- Furniture Galaxy - Murray Murphy
- Hamels - Greg Hamel
- Husky Gas - Paul Lee
- J.D. collision - Joel
- Kia Motors - Don Milliken
- Kings Court - Karlene Cozun
- Lakeland Connect - Michael
- Lakeland Credit Union - Susan
- Lakeland Inn/El Lobo Motel - Andre de Beer
- Mach 1 Sports - Ed/Laurie
- Muse Fashions - Candace
- O2's - Brett Mckernan
- O.K. Tire - Nikki/Derek
- Polished Pumpkin - Jamie Bateman
- Reality Executive - Bev Howarth
- Red Rooster - Betty Vieira
- Riders Connection - Tony Welsh
- Royal Bank
- Royal LePage - Joanne
- Royal Travel - Connie Cripps
- Smart Electric - John Smart
- Sobeys Food - Scott & Rhonda Squires/Brad McDonald
- Sobeys Liquor - Judy
- Sugar Wings - Cynde Hardwich
- T&T Optical - Michelle Fehr
- TD Bank - Terry Melnyck
- TNT Fashions - Gaye Harrie
- The Brick - Paula
- The Pour House - Rob
- Value Drug Mart - Bob Mattice
- Value Drug Mart - Ron Mattice
- Value Master Homes - Grant/Cheryl



Ms. Evans advised that up until now, many businesses have been reacting to criminal activity, at a huge expense, by installing cameras, alarm systems, lights, barriers, gates, bars, fences, etc. and bearing the increasing cost of insurance. The safety and security of Cold Lake citizens needs to become a number one priority, and there have been enough studies done by communities facing similar situations that have shown the following steps to be effective by reallocating or using City emergency funds to:

- hire security - more "boots on the ground",
- provide nightly patrols - twenty-four (24) hours a day,
- focus on "hot" spots,
- implement neighbourhood Watch Programs,
- establish a community awareness campaign with a phone number to report suspicious activity,
- have schools promote a sense of pride in community (teach our children community responsibility),
- get to know your neighbours and let them know if you are impacted by crime,
- use local media to focus attention and report crime, as well as inform the public about the steps the City is taking to remedy the situation,
- have the City and the Chamber of Commerce diligently lobby the Provincial Government for increased penalties for criminals,
- and schedule a town hall meeting before January 30, 2020 including the RCMP and Council to address private citizen's concerns.

Ms. Evans noted that local resources should be used and provided suggestions that possibly retired military personnel could be used for patrols, vagrancy tickets could be issued, contact Cold Lake Communications regarding the installation of lights and cameras (our local IT citizens have a lot of skills that could be used).

Ms. Evans stated that herself and the other businesses in attendance understand that the City is facing a financial shortfall; therefore, it is imperative that priorities be re-adjusted to reflect the urgent need for more safety in the City of Cold Lake as crime has increased by 44% in one (1) year, and now Cold Lake is in the top twenty (20) for crime in Canada.

Ms. Evans stressed that time is of the essence; it is critical that actions are taken immediately, and businesses want "boots on the ground" by February 15, 2020.



Extensive discussion and questions ensued from Council at this time.

It was noted that the RCMP will be holding a Rural Crime Town Hall Meeting at the Ardmore Hall on Wednesday, January 15, 2020 starting at 7:00 p.m. There will be a panel consisting of representatives from the MLA's office, Municipality of Bonnyville leadership, RCMP, MD Public Safety, and the Crown Prosecutor's office. The representatives from these groups will provide a brief presentation followed by a general question and answer session with members of the public in attendance.

Ms. Marsha Hayward, an attendee in the gallery, advised of a particular criminal activity event that took place at Crane Lake in 2005 and what the neighbouring residents did to make their community a more secure, safe place to live (i.e. created a Facebook page, learned to become more descriptive, learned to take more photos, etc.). Ms. Hayward encouraged everyone present to attend the Rural Crime Town Hall Meeting in Ardmore, and to participate in the discussion about crime and policing in rural Alberta.

Deputy Mayor Vining thanked Ms. Evans for her presentation and also thanked the many business owners seated in the gallery for their attendance, advising that Council would consider the request at the next regular meeting of Council being January 28, 2020.

Initial administrative follow-up:

In consultation with the RCMP, February 26, 2020 has been already been tentatively scheduled for a community meeting relating to policing. This schedule is subject to the scheduling and availability of important guests. Administration is scheduled to meet Monday January 27, 2020 to confirm dates and topics.

Background:

Alternatives:

Recommended Action:

That Council pass a motion to refer the issue to their February 18, 2020 Corporate Priorities Committee meeting.



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



January 14,2020

To: City of Cold Lake

Attn: Cindy

Please add the following to the list of people who will be attending tonight's meeting.

The Brick.	Paula
Cold Lake Mosque	
CANA	Nicolas/Irene
Hamels.	Greg
A&W.	Phil
Muse Fashions.	Candace
OK Tire.	Nikki/Derek
Boston Pizza.	Lynn
Royal Lepage.	Joanne
Value Masters Homes.	Grant/Cheryl
Alberta Treasury Bank.	Ryan
Royal Bank	
Broad Street Properties	
TNT Fashions.	Gaye Harris
Kings Court.	Karlene Cozun
The Pour House.	Rob
Husky Gas.	Paul Lee
Riders Connection.	Tony Welsh
Airway Motel.	Shawn Motijevit/ Joanne Schurman
Communication Cold Lake.	Michelle
D.D. Construction.	Dean
J D Collision.	Joel
Collision Towing	
Continental Cabs.	Kevin
Smart Electric.	John Smart



STAFF REPORT

Title: Request for Delegated Commercial Boat Vessel Slip at Marina - January 14, 2020 Delegation

Meeting Date: January 28, 2020

Executive Summary:

Owner/Operator of Wicked Watersport Rentals Inc. Mr. Raymond Cowell appeared as a delegation at Council's January 14, 2020 Council meeting.

Mr. Cowell made a proposal to Council to establish a dedicated commercial boat vessel slip to be assigned to, and paid for by, Wicked Watersport Rentals Inc. at Slip #2 at the Cold Lake Marina that would be transferrable upon sale of the business. Wicked Watersport Rentals Inc. is going into its' 7th season of business in Cold Lake and provide safe, fun, and exciting watersports on Kinosoo Beach and at the Cold Lake Marina. Their pontoon boat is currently the only boat for rent from the Marina and last year, they began providing \$15.00 boat tours of the lake that last forty-five (45) minutes. Currently, all the marina slips are private slips with an extensive wait list.

Mr. Cowell presented the notion that the establishment of a commercial slip at the marina, that is transferrable upon the sale of the business, would support and enhance the growth of local commercial tourism in Cold Lake.

Questions from Council ensued at this time.

Deputy Mayor Vining thanked Mr. Cowell for his presentation advising that Council would consider his request at the next meeting of Council being January 28, 2020.

Background:

Attached is Policy Number: 141-RC-12 referred to as the Cold Lake Marina Operations and Allocations Policy.

Historically, the City has not provided priority slips to "service providers"; however the City may always dedicate slips for its own purposes (as the owner), as it sees fit. That being said, anytime something changes, the City does receive significant feedback from the public, existing users, and/or the waiting list.



In future, we anticipate queries of a 2-Tiered waiting list, private use versus use associated with “tourism” activities. That being said, this could have some unique spin offs. Administration feels that it is important to maintain a principle that users fees apply.

Administration would like to explore the question that a commercial slip would enhance the growth of local commercial tourism to Cold Lake. Specially, would persons and/or tourists coming to the City stay a half day or full day longer if a fishing charter or sightseeing charter opportunity existed on the lake? Secondly, would this commercial service activity lend to repeat visits to the City?

Administration would like to explore the idea of 3 to 5 slips being dedicated to tourism activities and rentals. Administration could develop a separate agreement as such.

Alternatives:

At this time, Administration is not presenting any alternatives on this matter for Council’s consideration, and that this report respecting Wicked Watersport Rentals Inc. delegation presentation be accepted as information and referred to Council’s February 18, 2020 Corporate Priorities Committee meeting.

Recommended Action:

That Council accept the Wicked Watersport Rentals Inc. delegation presentation made at the January 14, 2020 regular meeting of Council as information, and refer the issue to Council’s Corporate Priorities Committee meeting scheduled for February 18, 2020.

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





Cold Lake Marina Operations and Allocation Policy

POLICY NUMBER: 141-RC-12

Approval Date: March 27, 2012

Revise Date: August 13, 2019

Motion Number: CM20120327.1009

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The intent of the Marina Operations and Allocation Policy is to:

- 1.1 Promote the safe and efficient operation of the Cold Lake Marina and to provide equitable service for all boaters and the general public.
- 1.2 Confirm the City's commitment to the concept of sustainable development and protection of the environment, wildlife and human health by:
 - 1.2.1 Ensuring compliance with all applicable Federal, Provincial and Local Health and Safety and Environmental legislation, regulations, and authorizations.
 - 1.2.2 Working proactively with federal, territorial and Aboriginal governments, other relevant organizations, and the general public on all aspects of environmental protection
 - 1.2.3 Keeping employees, contractors, inspectors, land and water boards, appropriate governments and the public informed of any changes at the marina or with projects related to the marina.

2.0 Purpose

The purpose of the Marina Operations and Allocation Policy is to:

- 2.1 Exercise management control over all marina facilities in such a manner as to minimize the risk to the boats, slips, environment, buildings and other structures.
- 2.2 Maximize the occupancy and revenues of the marina.

3.0 Policy Statement

- 3.1 The Marina Operations and Allocation policy will provide a clear guide to Administration and Marina Users in regard to the safe and efficient operation of the Cold Lake Marina as well as a fair and transparent approach to the allocation of boat slips within the marina facility.

- 3.2 The Marina Operations and Allocation policy will also illustrate the City's commitment to the concept of sustainable development and the protection of the environment, wildlife and human health.
- 3.3 Marina User Fees
 - 3.3.1 The development of Marina fees will follow the guidelines of the Recreation User Fee Policy No. 130-RC-11;
 - 3.3.2 The City may consider additional fees which are not included in the Recreation User Fee Policy No. 130-RC-11 to cover costs that are incurred for:
 - 3.3.2.1 Damage to City facilities while using the marina;
 - 3.3.2.2 Staff resources required to clean up or repair any damage to the facility by users;
 - 3.3.2.3 Costs for alterations of a facility to accommodate a user or activity;
 - 3.3.2.4 Any costs incurred by the City that are not covered by the fee payment.

4.0 Managerial Guidelines

- 4.1 Definitions:
 - 4.1.1 "Breakwater" refers to the wave barrier on the northwest side of the marina.
 - 4.1.2 "Buy Rate" refers to the cost to the City to purchase and offer fuel to marina users inclusive of all charges (including but not limited to environmental or delivery fees).
 - 4.1.3 "Casual Slip Rental" refers to slip rentals made on a casual basis. These rentals include daily, weekly, and monthly rentals and do not refer to seasonal or yearly slip rentals.
 - 4.1.4 "Equipment" is defined as boat, car, trailer and all other personal material.
 - 4.1.5 "Fuel Dock" refers to the pier area so designated where fuel for vessels can be purchased.
 - 4.1.6 "Lease Agreement" refers to the moorage lease agreement between the Cold Lake Marina and the user.
 - 4.1.7 "Marina" means all water, land, buildings and structures within the boundaries of the Cold Lake Marina facility.
 - 4.1.8 "Marina Management" refers to the management of the City of Cold Lake Marina, its agents and representatives.
 - 4.1.9 "Moorage" refers to a place for parking a vessel.
 - 4.1.10 "Seasonal Slip Rental" refers to spaces that are left open each year for full year rental but are not guaranteed year after year like a yearly slip.
 - 4.1.11 "Slip" means any properties or facilities owned by the City of Cold Lake which are capable of use for the slip or storage of vessels.
 - 4.1.12 "Subleasing" means allowing a person other than the user of record to place his/her vessel in a leased slip, whether for rent, other consideration or no consideration at all.

- 4.1.13 “User” is defined as any person using the Cold Lake Marina with the purpose of casual, seasonal, or yearly mooring of vessels or the launching of vessels from the marina.
 - 4.1.14 “Vessel” means every manner of water craft or other artificial contrivance designed for and capable of self-propulsion and as a means of water transportation.
 - 4.1.15 “Vessel of Record” means the vessel which has been solely authorized by the Marina to occupy a leased slip.
 - 4.1.16 “Waiting List” refers to those persons who have been documented as waiting on a first come first served basis to obtain a yearly slip rental at such time as such space becomes available.
 - 4.1.17 “Yearly Slip Rental” refers to boaters whose slip is available to them throughout the boating season on an ongoing basis.
- 4.2 Boat Owner Regulations:
- 4.2.1 Moorage Registration
 - 4.2.1.1 Marina users, whether on a seasonal, casual or yearly basis, must be registered and pay moorage fees in accordance with the Recreation User Fee Policy No. 130-RC-11. All fees must be paid in full prior to receiving access to the slip designated to the user.
 - 4.2.2 Launch Ramp Usage/Parking
 - 4.2.2.1 A launch ramp fee is implemented by the City of Cold Lake. Launch ramp fees are broken into two categories: Daily Launch Fee and Yearly Launch Fee.
 - 4.2.2.2 Yearly launch passes are available for purchase and must be displayed on the right hand side of the windshield of the boat for launching. Yearly launch passes are registered to a specific boat and are not to be passed back and forth between patrons. Failure to comply will result in removal of launching privileges.
 - 4.2.2.3 Launch fees are outlined in the Recreation User Fee Policy No. 130-RC-11.
 - 4.2.3 Subleasing
 - 4.2.3.1 Yearly Slip holders who wish to sublease their slip must notify the City or its agent as to when their slip will be vacant. A letter outlining the agreed upon timeframe for subleasing must be signed and dated by the yearly slip holder.
 - 4.2.3.2 Boat Owners that are interested in subleasing Marina Slips must notify the City or its designate and will be placed on a subleasing waitlist. The necessary boat information must be provided to ensure appropriate subleasing slip allocations. The Subleasing Waitlist is only valid for one boating season. Names will be collected starting April 1 of each year.

- 4.2.3.3 Availability for subleasing slips will be on a two week (minimum) or four week (maximum) increment. Boat owners that are interested in more than the four week maximum must return to the bottom of the waitlist for the next available slip.
 - 4.2.3.4 Fees for the subleasing of slips will be based on weekly or monthly fees outlined in the Recreation User Fee Policy. Subleasing revenue will be split 50/50 between the slip holder and the City. The slip holder's portion will be credited to their account to be used towards the following years annual slip fees. The credit is only applied if the slip is subleased for the period it was vacated. There is no guarantee that all vacated boat slips can be filled by boat owners interested in casual slips. Slips will be filled based on the order the vacancies are received and the size of the slip.
 - 4.2.3.5 The slip owner remains responsible to pay their yearly slip fee prior to the boating season regardless of their anticipated absence in that season. The maximum amount to be credited to the slip holder's account may not exceed 75% of the yearly launch fee paid for that slip.
 - 4.2.3.6 Credits accumulated for subleasing of a slip must be used in the next boating season or will be cleared by the City of Cold Lake.
- 4.2 Moorage of Boats
- 4.3.1 Vessels, when unattended, must be securely moored with adequate bow, stern and spring lines. No lines shall cross piers or finger piers or any other area that may be used for pedestrian movement within the Marina facility.
 - 4.3.2 Marina users are responsible for adequate bumpers to protect their vessel and adjacent vessels.
 - 4.3.3 No fixed or permanent fenders shall be attached to any pier or dock. No tires, carpeting or other moisture absorbing and retaining materials are to be used.
 - 4.3.4 The City of Cold Lake reserves the right to secure any vessel that is improperly secured in an emergency situation or in the event that the owner cannot be contacted.
 - 4.3.5 All users of the marina shall keep their vessel and pier/finger pier in the vicinity of their vessel, neat, clean, and orderly at all times.
 - 4.3.6 All water sports equipment and lifejackets must be stored within the vessel. Items left on the pier/finger pier will be removed by marina staff. Such items will be retained in the Marina reception area to be claimed by the owner until the end of the boating season after which such items may be sold with funds received being applied toward marina operations.
 - 4.3.7 Dinghies, rowboats, skiffs or other such vessels are not allowed on piers or pier fingers. They must be stowed on the user's vessel or if small

enough, stored so as not to interfere with the regular slips of any vessel at the discretion of the City of Cold Lake.

4.4 Boat Maintenance

- 4.4.1 Boat owners are permitted to perform normal upkeep on their vessel while moored within the marina. Examples of normal upkeep include washing, polishing, routine engine tune up, paint retouching and minor fiberglass repair.
- 4.4.2 Major repair work or outfitting, spray painting, sandblasting, welding, burning or any other work that would impose a hazard or inconvenience is not permitted on slips.

4.5 Fuel Dock

- 4.5.1 Fueling will be conducted in a safe manner to minimize damage to facilities and environment. Spill kits are located on the fueling dock in case of an accidental spill.
- 4.5.2 Fueling of vessels at any other location within the Marina other than the Fuel Dock is prohibited. This shall be strictly enforced and users can be removed if not complied with.
- 4.5.3 Mooring at the fuel dock other than for fueling is prohibited.
- 4.5.4 Three payment methods are available for fuel purchasing and include:
 - 4.5.4.1 Credit Card pay-at-the-pump available 24 hours a day.
 - 4.5.4.2 Debit Card through the marina office available during regular office hours.
 - 4.5.4.2 Cash payments through the marina office available during regular office hours.
- 4.5.5 The City will make reasonable efforts to ensure that there is adequate fuel for sale and will manage fuel inventory including documenting daily inspections and volumes and spill documents. Fuel sold by the City to owners of vessels is at a rate equal to the Buy Rate plus twenty percent (20%).

4.6 Optimum Utilization of Slip

- 4.6.1. Vessels may be moved by the City of Cold Lake for the purposes of protecting life or property; to accommodate marina repairs, improvements, maintenance, construction or emergencies and when necessary to manage unapproved use of the facility with or without advance notice to or consent of vessel owner.
- 4.6.2. Slip allocations are based on boat sizes. Depending on the sizes of the vessels each year, adjustments to slip allocations may be needed to most efficiently utilize marina space.
- 4.6.3. Breakwater spaces will be reserved for large vessels including pontoon boats. Allocation of large boats may include breakwater moorage as the sole option.

- 4.6.4. All slips are property of the City of Cold Lake. Marina users will be assigned spaces which may or may not be the space provided in previous boating seasons.
- 4.6.5. The City reserves the right to limit boat sizes should it become necessary in order to ensure the optimum utilization of slips and to ensure the safe and effective movement of vessels within the marina.

5.0 Hours of Operations

- 5.1 The marina office will open for the season no later than May 31st and will close on the Monday after the Thanksgiving holiday in October.
- 5.2 The marina office hours of operation shall be:
 - 5.2.1. Opening date to May 31st: 8:00 AM to 8:00 PM (Monday – Sunday);
 - 5.2.2. June 1st to August 31st: 8:00 AM to 10:00 PM (Monday – Sunday);
 - 5.2.3. September 1st to closing date: 8:00 AM to 8:00 PM (Monday – Sunday).
- 5.3 Night watch services will be begin each season on May 15th and end on the Monday after the Thanksgiving holiday in October.
- 5.4 Night watch services hours shall be 8:00 PM to 8:00 AM (Monday to Sunday).

6.0 Yearly, Seasonal, and Casual Slip Rental Procedures

- 6.1 Yearly Slip Rentals
 - 6.1.1 Renewal letters will be mailed out to persons who held an annual slip rental in the previous year by January 20th.
 - 6.1.2 The deadlines for response by recipients of a renewal letter shall be:
 - 6.1.2.1 April 1st - Deadline to respond, with payment in full, to confirm slip use for that year;
 - 6.1.2.2 April 15th – Grace period deadline to respond, with payment in full plus additional 15% surcharge, to confirm slip use for that year;
 - 6.1.2.3 After April 15th, the annual slip rental will be forfeited, and released to the first person on the waiting list.
 - 6.1.3 Yearly user slip allocations could change on a year to year basis. Slip allocations are based on all vessels using the marina and will adjust as boat sizes change.
 - 6.1.4 Yearly slips are allocated based on the vessel of record. If a user intends on purchasing a new vessel, they must receive written confirmation that the Marina Management can properly facilitate a vessel change. Failure to receive written confirmation may result in the forfeiture of a yearly slip.
 - 6.1.5 If a user is granted confirmation that a new vessel can be properly allocated by Marina Management, this confirmation does not guarantee that the vessel will be allocated to the same slip as the previous year.
 - 6.1.6 Marina slips do not transfer with the sale of a vessel. When an individual is leaving the marina and is selling their vessel, they are also giving up their slip. The slip does not get sold with the vessel.

- 6.1.7 Marina slips are non-transferable to anyone (including family members).
- 6.2 Seasonal and Casual Slip Rentals
 - 6.2.1 The City of Cold Lake will conduct a lottery system for the allocation of Seasonal and Casual Slips that are available each year. This lottery will allow the slips to be given out in the fairest way possible. This will further allow both local and out of town boaters the same chance in acquiring a slip.
 - 6.2.2 Ballots can be found on the City of Cold Lake website, at City Hall, and at the Energy Centre. Ballots must have all fields filled out correctly and only one ballot per household is permitted. The ballot name and address must be the same as the registered boat owner. Duplicate ballots will be destroyed. The locked ballot box will be located at the Cold Lake Energy Centre and ballots can be dropped off in person or sent by mail. The ballot submission date and draw date will be advertised in the local paper, on the local radio station, on the City's website, and through the City's social media site Facebook, a minimum of three weeks prior to the deadline. Submission after this date and time will not be accepted.
 - 6.2.3 On the deadline date the draws will be made, in public, and slips will be allocated according to order they are drawn. The boat owners that are drawn will be contacted by noon the following date by the contact numbers provided on the ballot only. The selected names will have 24 hours to confirm their slip, or they will lose their chance and another name will be drawn.
 - 6.2.4 Seasonal and Casual Slip rentals require payment in full to be made at the time of booking. Spaces will not be reserved prior to receiving payment in full.
 - 6.2.5 Individuals who are able to secure a slip in consecutive years may not be allocated the same slip as previous years.

7.0 Cancellations and Refunds

- 7.1 All cancellations must be provided in writing or electronic format. A cancellation is not considered confirmed unless the contact person has received confirmation that the City has received the request.
- 7.2 All yearly or seasonal cancellations will be prorated and for the purpose of calculating refunds, the number of days the City will use May 15th to September 30th. Yearly users who cancel their slip for any reason during one boating season will be forfeiting future yearly rights to that slip.
- 7.3 All casual marina users must provide the City written notice of cancellation one week prior to the first date of the booking. All cancellations made after this date will be charged regular moorage rates.
- 7.4 The City will cancel a booking should there be a breach of this policy, its conditions, rules or regulations, or if the City is of the opinion that the facilities are not being used for the purposes requested.
- 7.5 The City reserves the right to cancel bookings for special City events and/or maintenance (example could be for the moorage of a search and rescue vessel

during an air show). In such instances the City will refund any fees paid for the cancelled facility allocation.

- 7.6 In the event of a City initiated cancellation, the users will be contacted as soon as possible and informed of the cancellation through verbal, written, or electronic means.
- 7.7 The City assumes no liability for cancelled allocations.

8.0 User Requirements

- 8.1 All users require the following in order for their allocation to be confirmed.
 - 8.1.1 Payment in full
 - 8.1.2 Name, address, phone number.
 - 8.1.3 Length, beam, year and make of the vessel being moored
 - 8.1.4 Signed rental contract
 - 8.1.5 Proof of insurance
 - 8.1.6 Hull Identification Number
- 8.2 All paperwork must be in the name of the yearly slip user.

9.0 Wait List

- 9.1 With demand for slips exceeding supply, all users wishing to receive yearly slip rental privileges must do so via the wait list. The wait list process includes:
 - 9.1.1 Payment in full of a \$100 deposit.
 - 9.1.2 Completed wait list application form.
 - 9.1.3 Once a space is available for the user, the entire deposit is applied to the first year's moorage fee.
 - 9.1.4 Should the applicant withdraw from the wait list prior to being allocated a slip, the wait list deposit will be refunded less a \$50 administrative fee.
 - 9.1.5 In the event that the vessel of record is owned jointly, the partnership must be declared and the names of the partners recorded at the time of application. If the partnership were to terminate, the partners must agree in writing on which individual will remain on the wait list. Should the partners fail to come to an agreement on who will remain on the wait list, the space will be forfeited and the deposit will be refunded less \$50 for an administration fee.
 - 9.1.6 Applicants are responsible for providing written notice to Marina Management with respect to current contact information.
 - 9.1.7 Each season, beginning on March 16th, users from the top of the wait list will begin to be allocated to spaces where available.
 - 9.1.8 Slip allocations will be made based on availability for the size of boat. If the first person on the waiting list has a vessel that is improperly sized for the first available slip, and if no other adjustments can be made to vessel allocation in the marina to accommodate the size, the next vessel on the wait list will be allocated. The user with the vessel that is improperly sized will remain at the top of the wait list for future spaces.

- 9.1.9 Marina Management will make every effort to contact wait list users when vacant spaces are available. The steps taken to contact the wait list member will include:
 - 9.1.9.1 Telephone Communication
 - 9.1.9.2 Electronic Mail
 - 9.1.9.3 Written Communication if unreachable by telephone or electronic mail
- 9.1.10 If these attempts to contact the user fail within 15 days of the postmarked date of the letter, the next person on the wait list will be contacted and the user who was unsuccessfully contacted will remain in the queue as the next person on the wait list for future slips.
- 9.1.11 If the user is not prepared to accept a slip allocation for any reason, they will be placed at the bottom of the waiting list at no additional fee or may request that they are refunded their wait list deposit less \$50 for an administration fee.
- 9.1.12 When an applicant accepts a slip allocation from the wait list, they will be required to provide all necessary documentation including proof of ownership and proof of insurance on the vessel of record along with payment in full for the current boating season. If the user does not own a vessel, they will be granted 30 days to provide satisfactory documentation of ownership or risk forfeiting their slip allocation.

10.0 Facility Rules and Regulations

- 10.1 The following rules and regulations apply to all users of the Cold Lake Marina
 - 10.1.1 Respect City personnel.
 - 10.1.2 Consumption of alcoholic beverages is not permitted. Individuals caught consuming alcohol will be reported to the local law enforcement authorities and may have future facility privileges revoked.
 - 10.1.3 Rowdiness and loitering is not permitted on the marina grounds.
 - 10.1.4 Malicious and deliberate damage to the facility and/or equipment will not be tolerated. Offenders will be reported to the proper authorities, required to pay for repairs and will be suspended from future use of the facility until determined by management.
 - 10.1.5 The City is not responsible for lost, damaged or stolen property belonging to marina users or the general public.
 - 10.1.6 The User is responsible to the City for any damages or loss of City owned property and will pay such damages.
 - 10.1.7 Abusive, derogatory, or obscene language will not be tolerated.
 - 10.1.8 The City will not be responsible for personal injury caused by the negligence of marina users or the general public.
 - 10.1.9 Failure to comply with facility rules may result in suspension or outright removal of facility privileges in which case any prepaid slip rental or launch fee will not be refunded.

11.0 Persons Affected

All employees of the City Hall are affected by this policy or responsible for its implementation, Recreation Department, Cold Lake Sailing Association, Marina Users Group, General Public

12.0 Revision/ Review History

- August 26, 2014, Motion No. CM20140826.1010
- Reviewed March 27, 2018 – CM20180327.1017. Moved by Councillor Vining that Council direct Administration to extend the March 15, 2018 birth slip renewal deadline to April 15, 2018. Amended and Added Sections: 5.0, 6.1.1-6.1.2.3, 6.17 and 8.2,
- Revised August 13, 2019- CRM20190813.1007
 - Section 4.12 insert "Buy Rate" Definition
 - Section 4.5.4.2 replaced
 - Section 4.5.5 inserted "Buy Rate plus 20%
 - Section 7.2 amended

August 21, 2019.

Date

Date



Chief Administrative Officer



Mayor



STAFF REPORT

Title: Canadian Parks and Wilderness Society (CPAWS) - January 14, 2020 Delegation

Meeting Date: January 28, 2020

Executive Summary:

Ms. Marsha Hayward appeared as a delegate at Council's January 14, 2020 regular meeting of Council.

Ms. Hayward advised Council on the Canadian Parks and Wilderness Society (CPAWS) Climate Change & Conservation in Alberta Program and provided an extensive science-based, power point presentation describing what climate change is, what causes it, and what is likely to change. CPAWS is the only national charitable, non-profit, organization dedicated solely to the protection of Canada's public lands and water with thirteen (13) Chapters nationwide (the Northern Alberta Chapter was established in 1968) with a vision to "protect at least half".

Deputy Mayor Vining thanked Ms. Hayward for her informative presentation.

Background:

Alternatives:

Recommended Action:

That Council accept Marsha Hayward's Canadian Parks and Wilderness Society (CPAWS) delegation presentation made at the January 14, 2020 regular meeting of Council as information.

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 I/We, 780-826-5744
(Name) (Telephone Number) (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

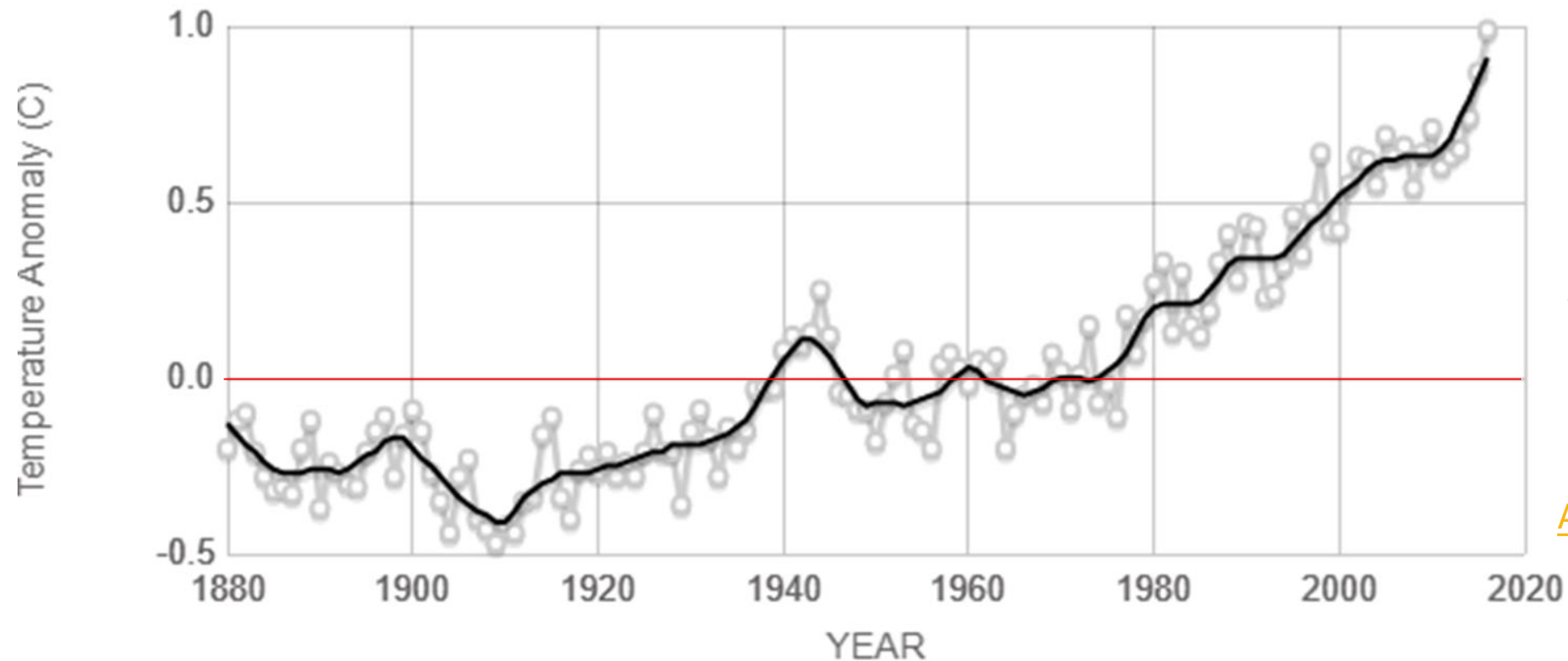
**Quin Jackson-Buck, Community Ambassador
CPAWS Northern Alberta**

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](#)

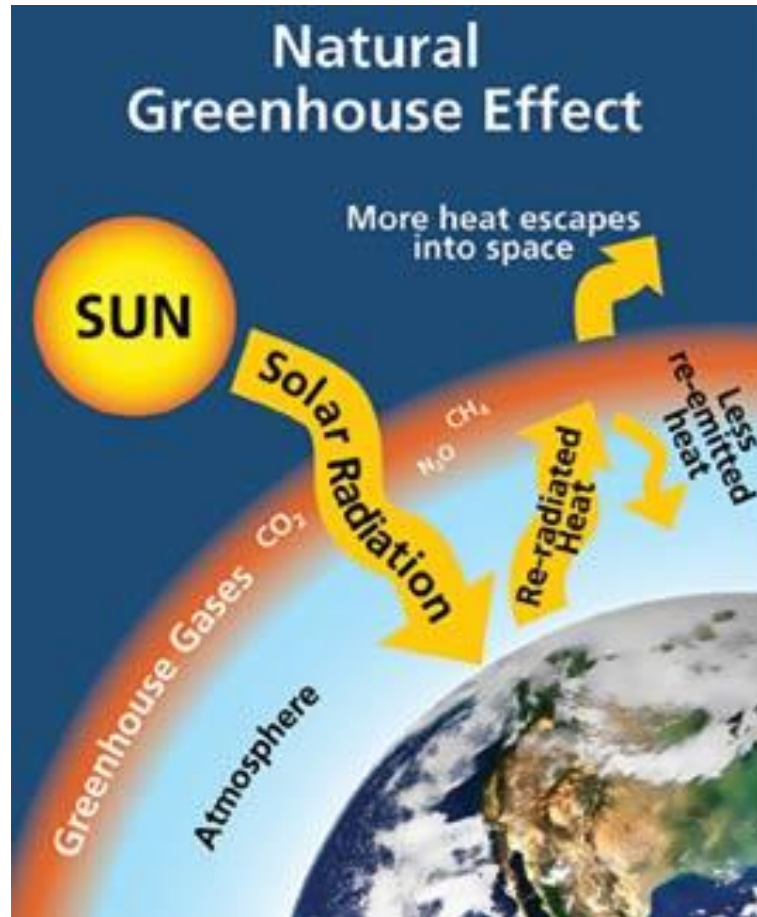
Source: climate.nasa.gov

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...

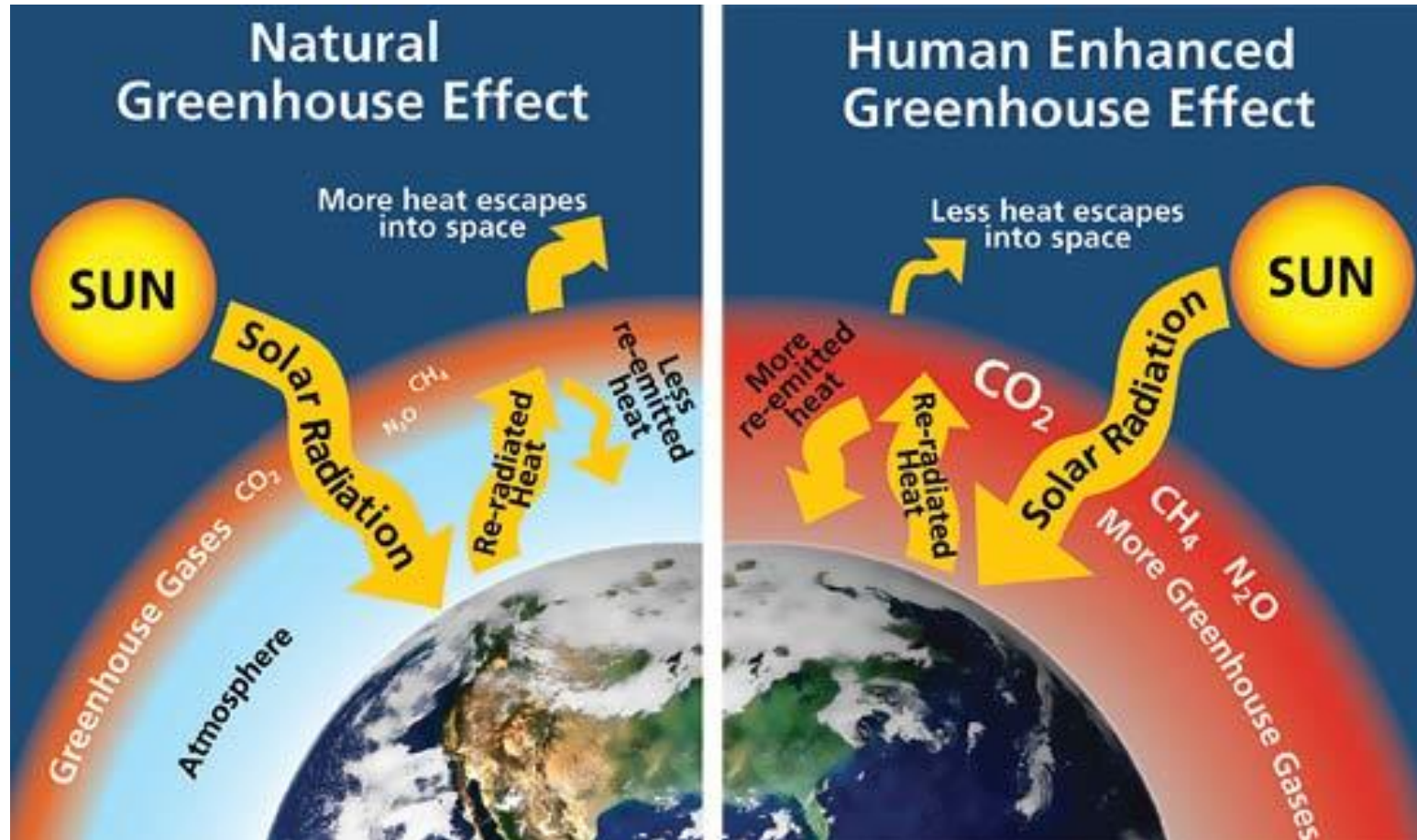


Will Elder, National Park Service

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

This keeps our planet habitable!

But, the globe is warming too much

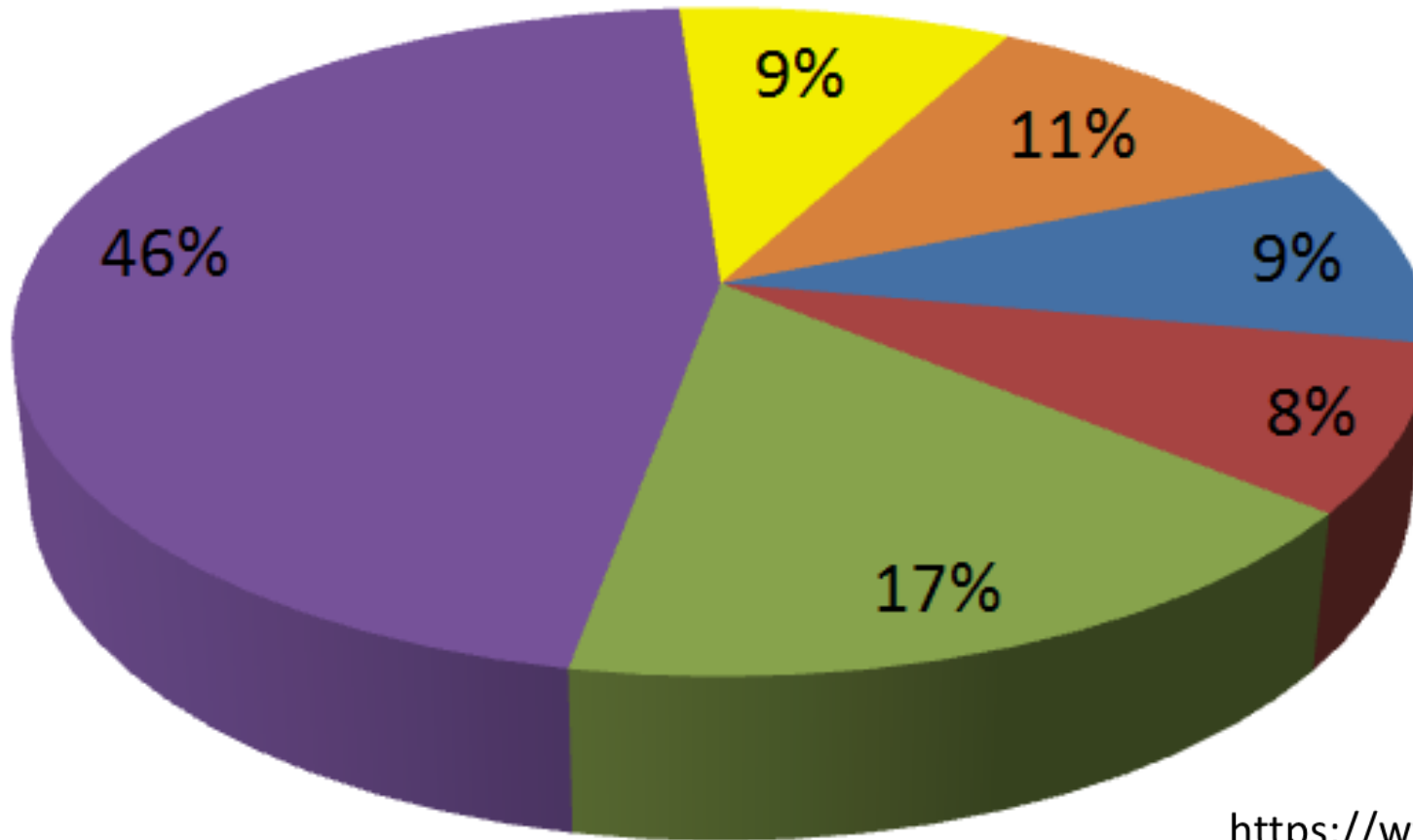


As more and more greenhouse gases are trapped in our atmosphere, they cause our earth to warm TOO quickly.

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



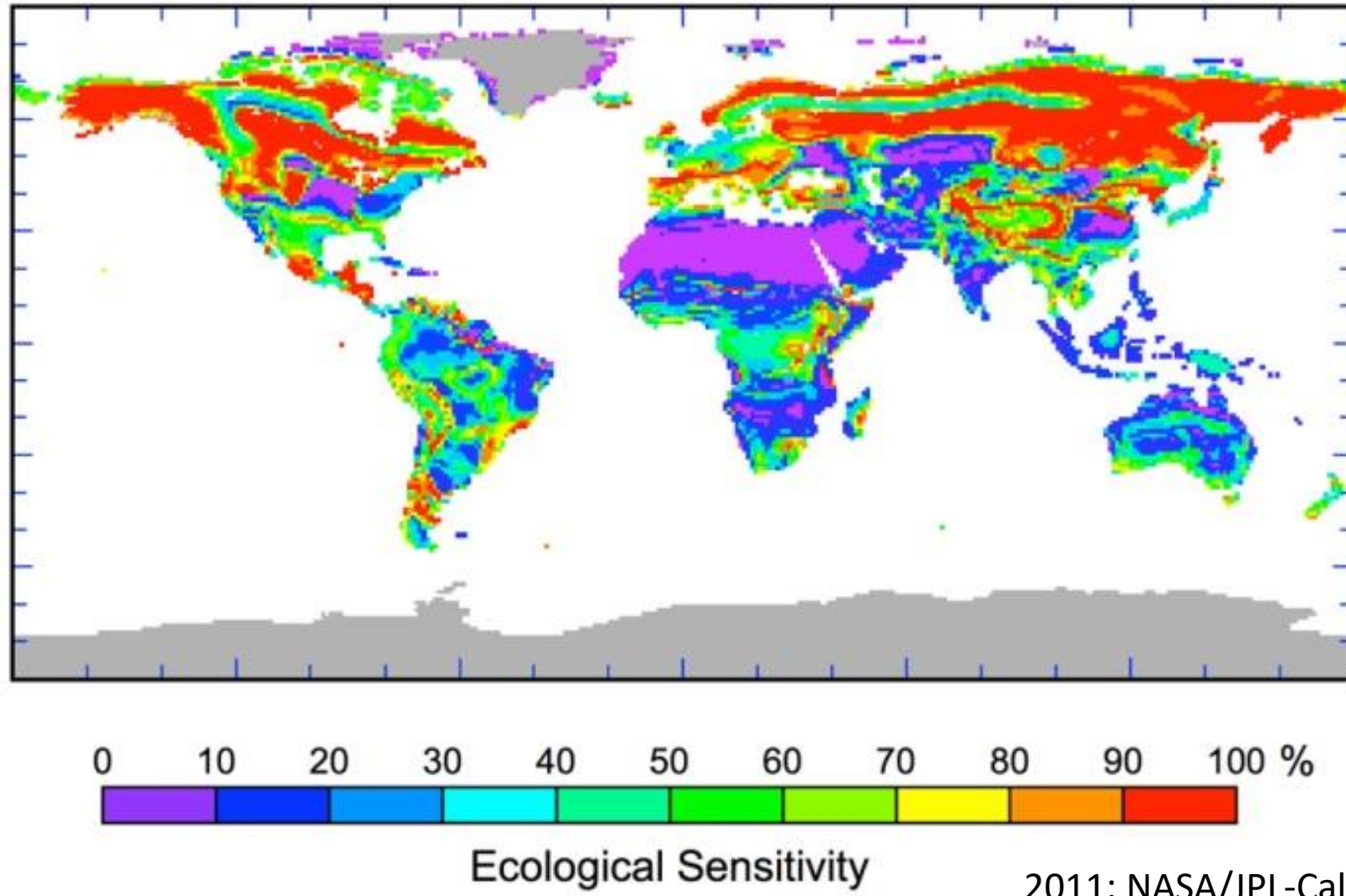
John McColgan, Wikimedia Commons

How climate change impacts us



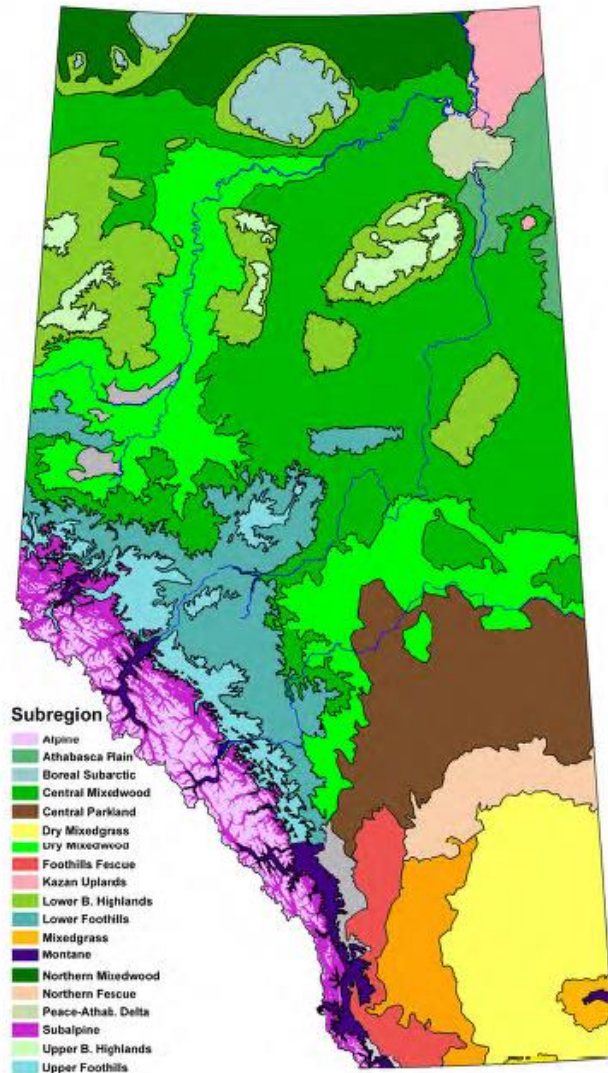
Johnathan Hayward, The Canadian Press

21st Century Ecological Sensitivity 1



2011: NASA/JPL-Caltech

TODAY

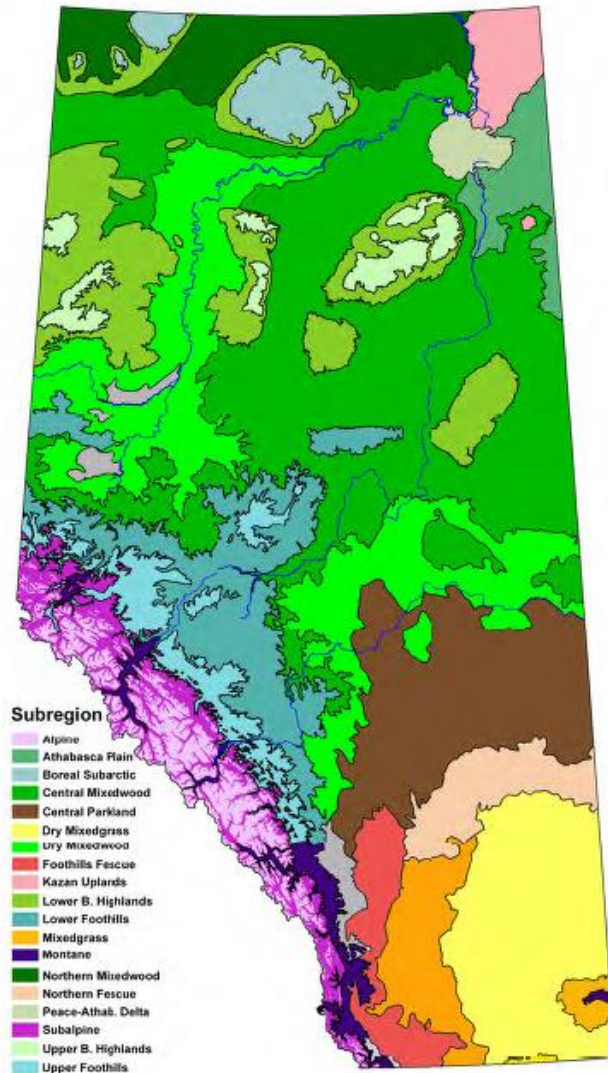


Currently, Alberta sustains **19 different** kinds of ecological subregions!

Fig. 1.1. The Natural Subregions of Alberta.

Schnieder, et al., 2013

TODAY



2050

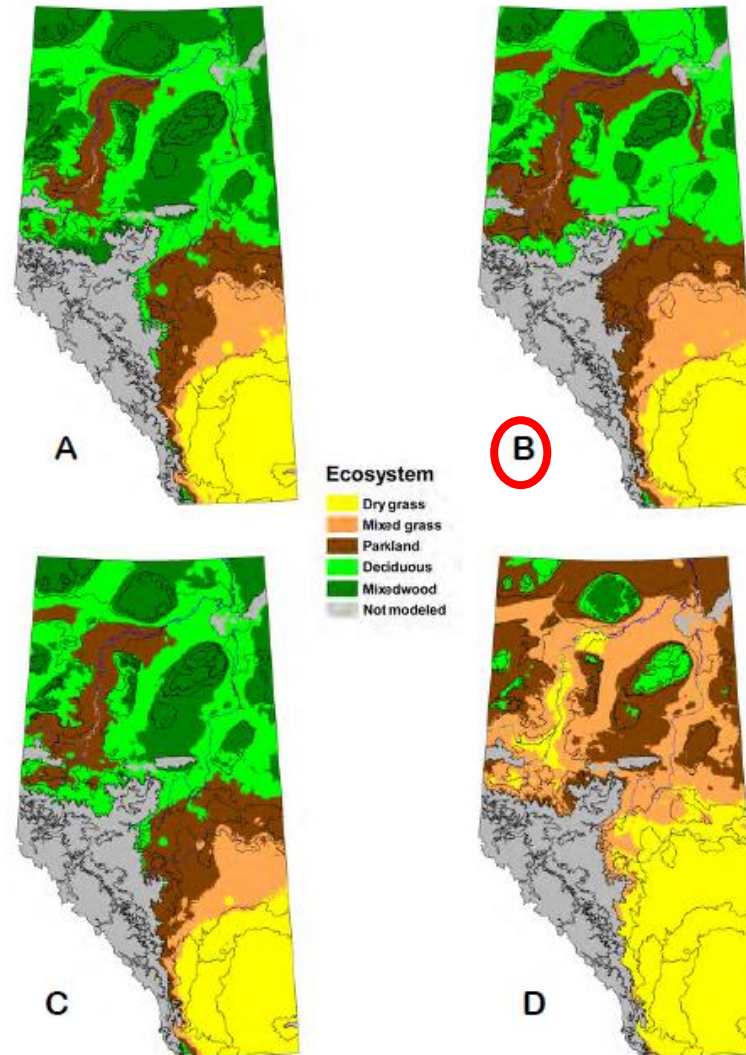


Fig. 4.14. Grassland to Boreal Bioclimatic Envelope Model for the 2050s: Panel A= Cool model; Panel B = Median model; Panel C = Dry model; Panel D = Hot model. See Fig. 3.7 for historical reference.

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

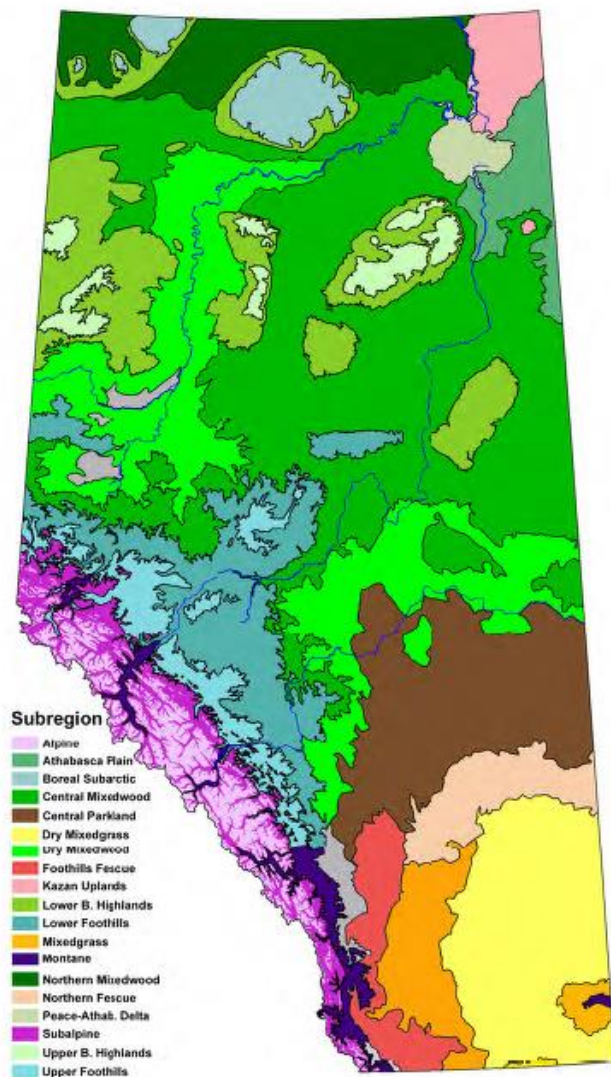


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Schnieder, et al., 2013

2050

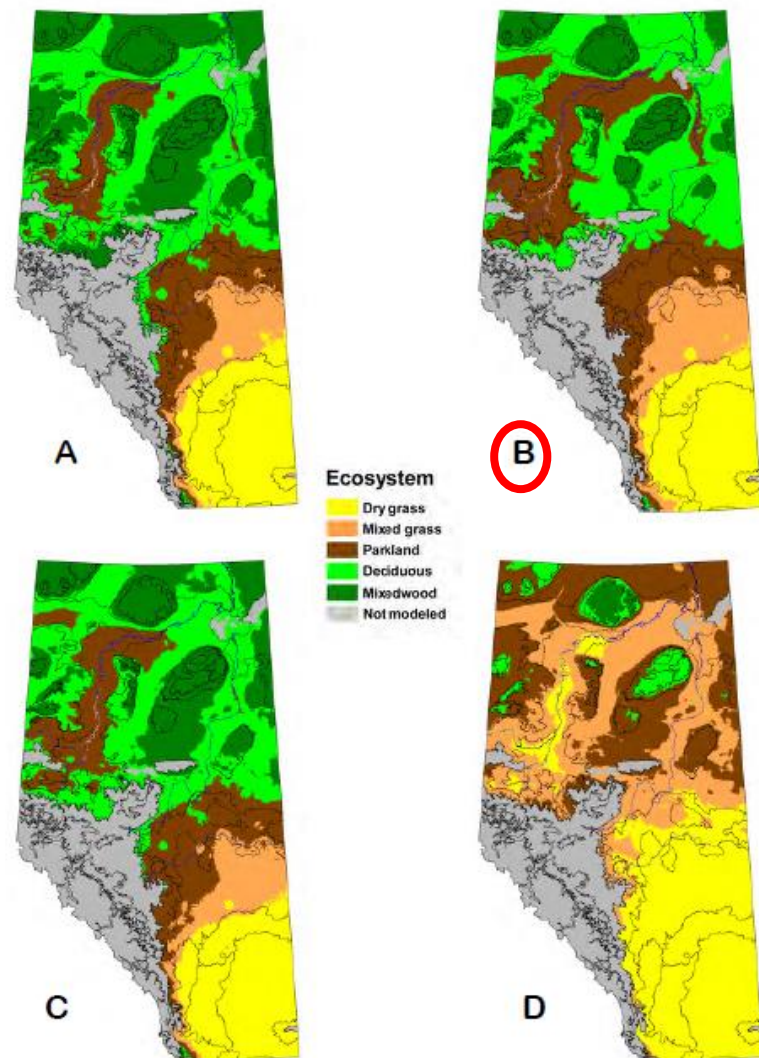


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2080

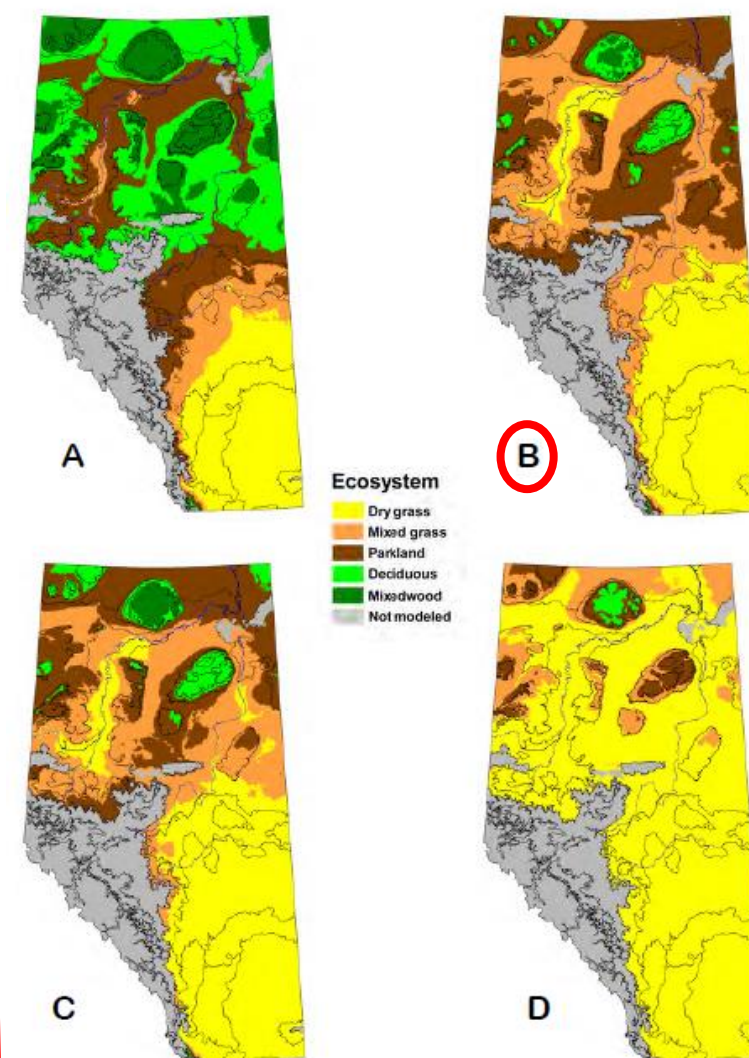
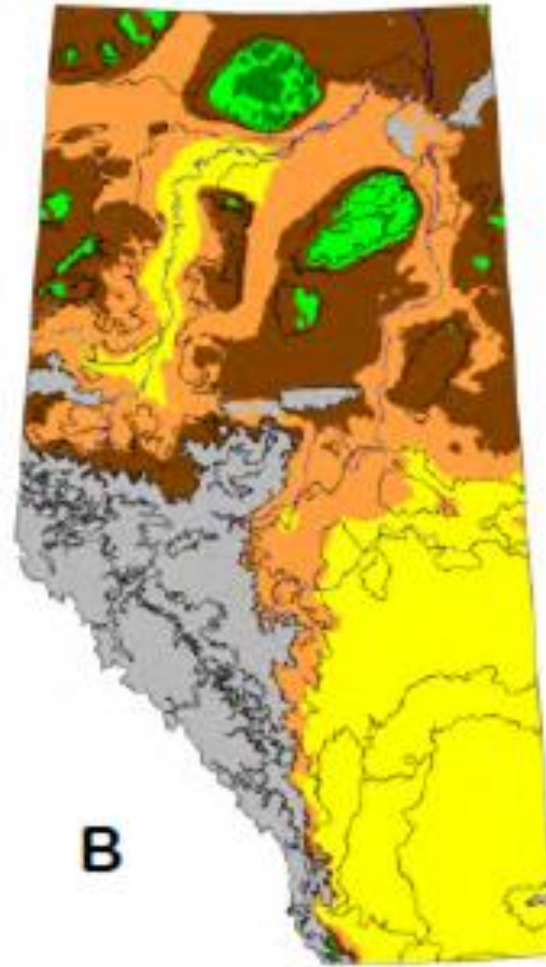
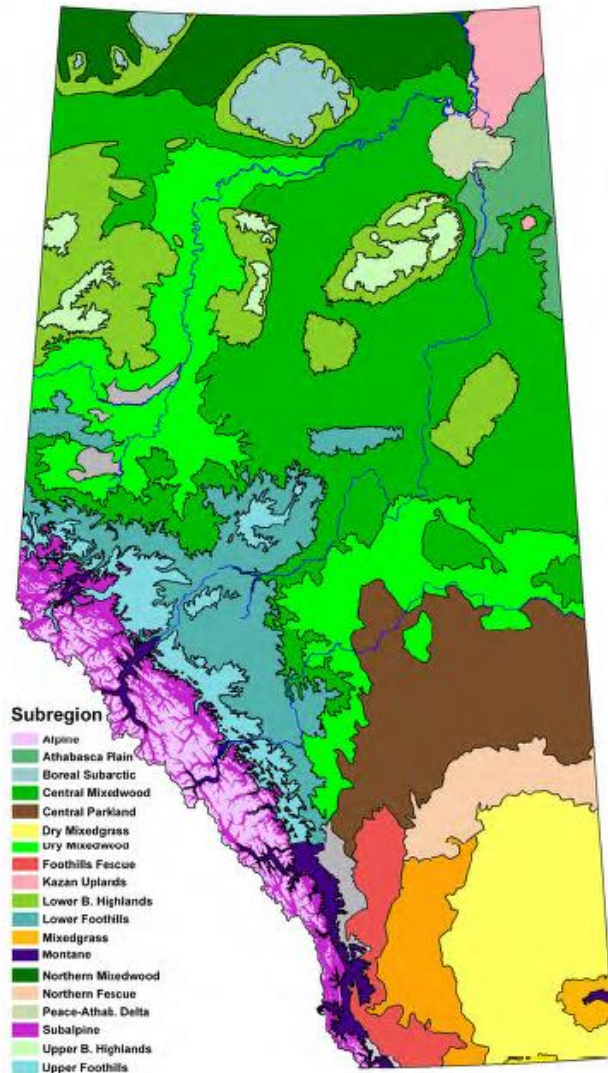


Fig. 4.15. Grassland to Boreal Bioclimatic Envelope Model for the 2080s: Panel A= Cool model; Panel B = Median model; Panel C = Dry model; Panel D = Hot model. See Fig. 3.7 for historical reference.

TODAY

2080



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

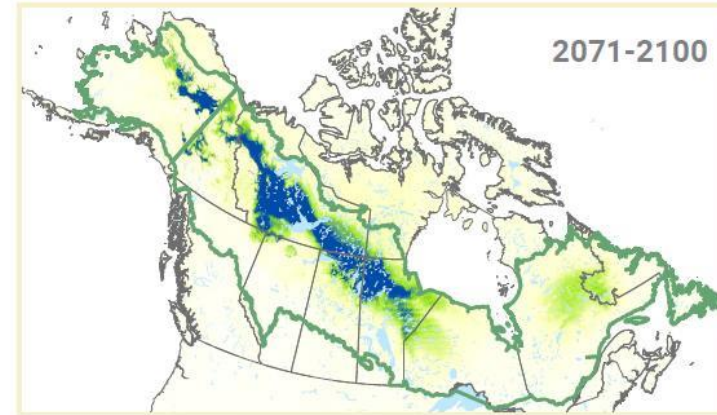
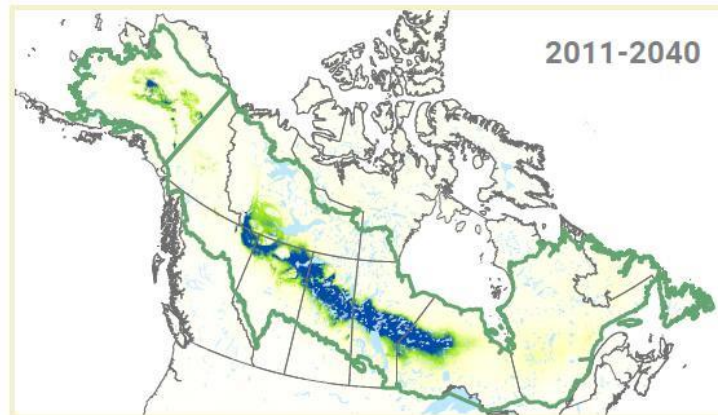
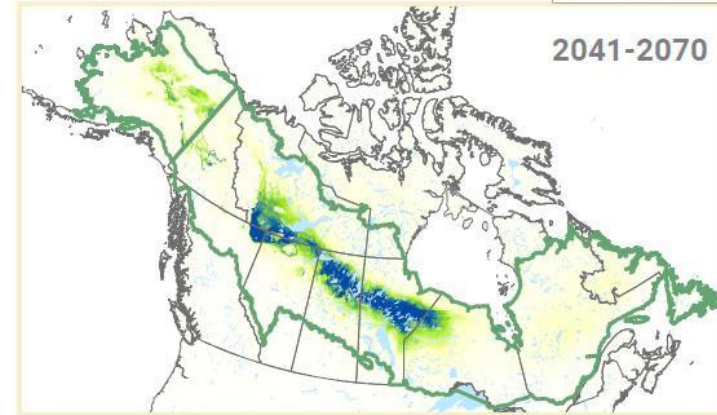
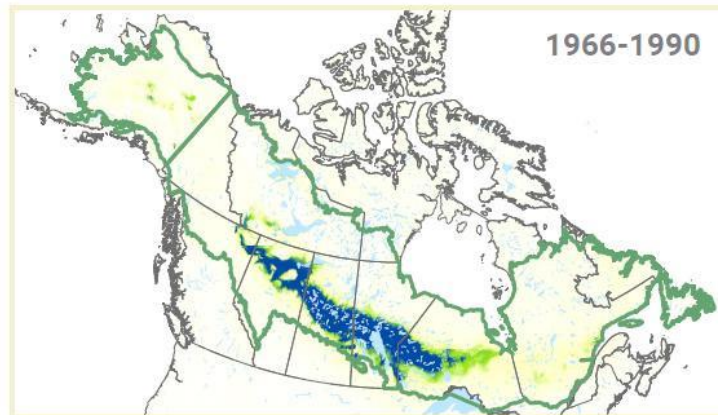
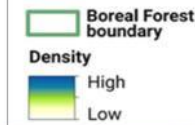
Fig. 1.1. The Natural Subregions of Alberta.

Schnieder, et al., 2013



For Example: Cape May Warbler

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



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

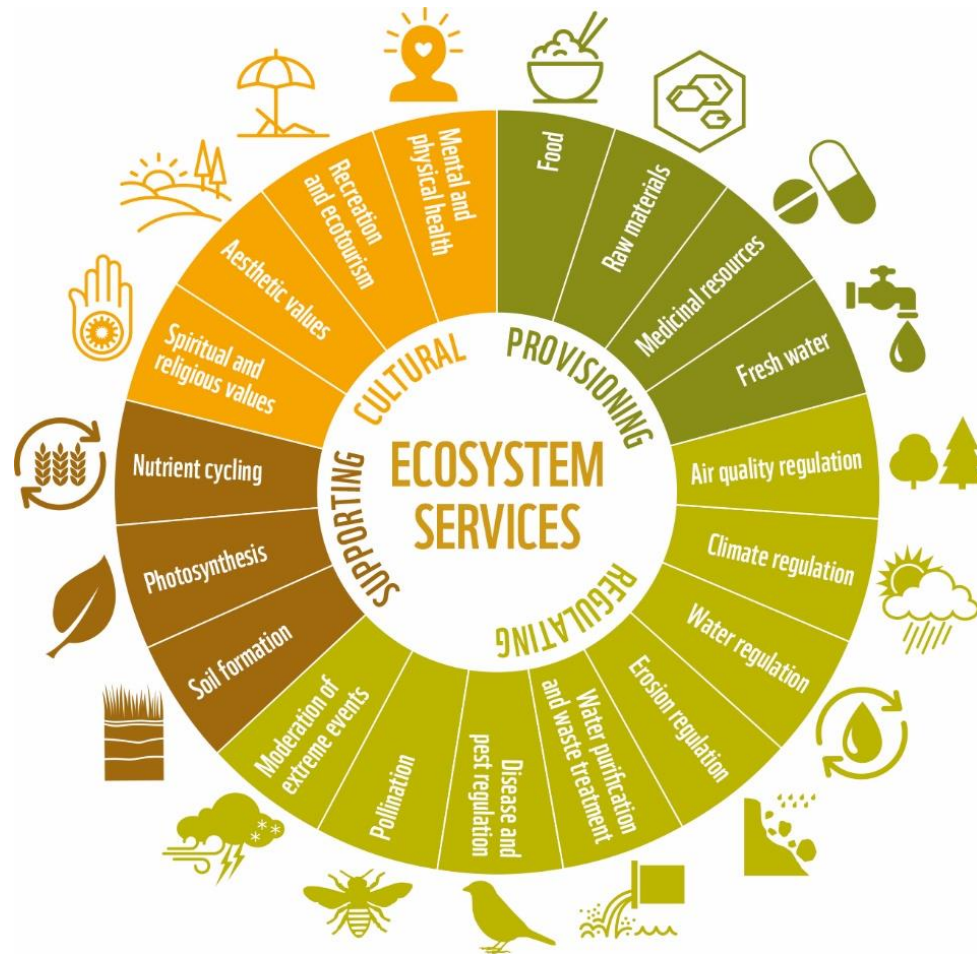


Climate Change Adaptation:

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



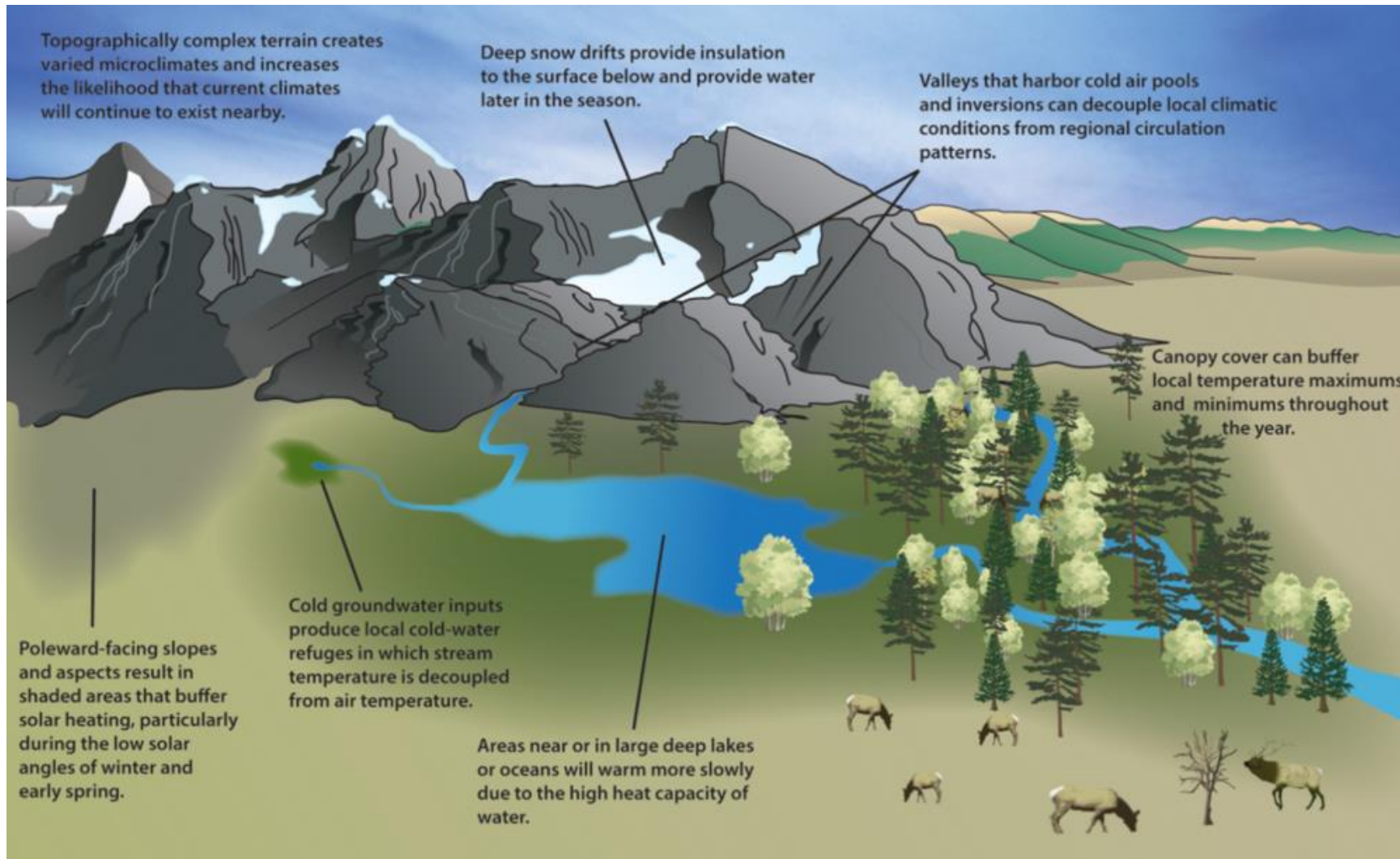
Nature-based Adaptation



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

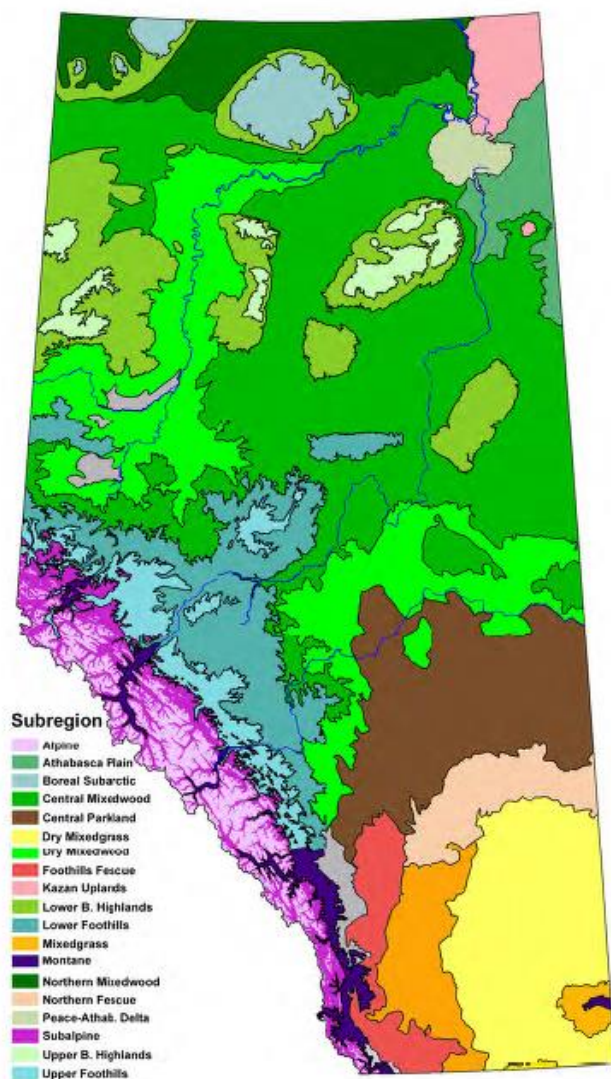


Fig. 1.1. The Natural Subregions of Alberta.

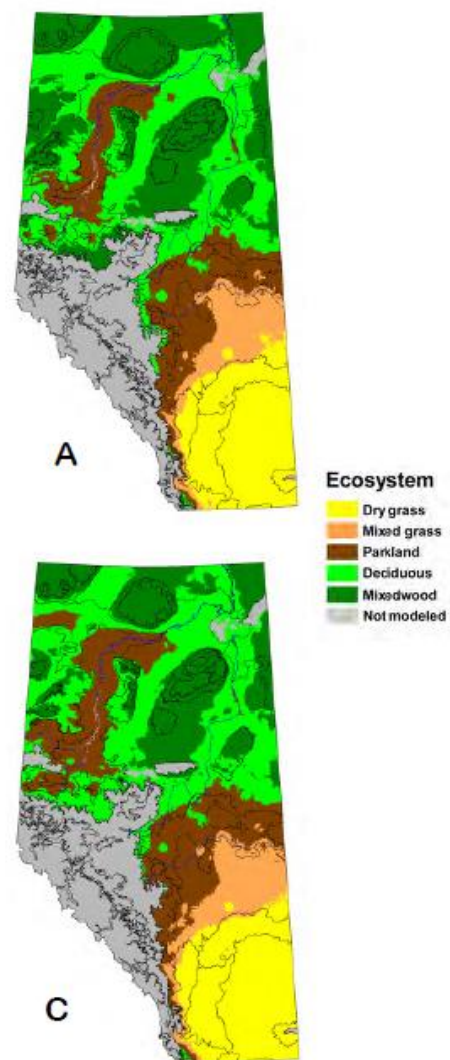


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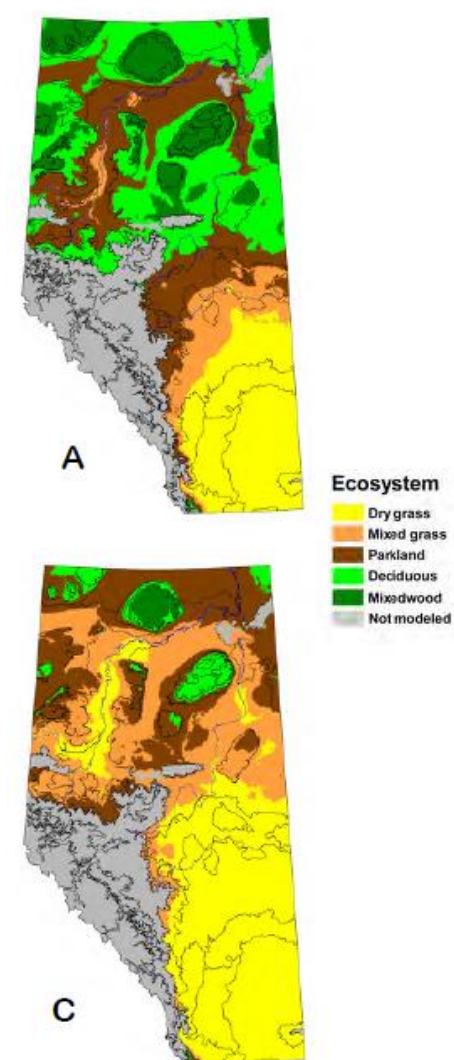


Fig. 4.15. Grassland to Boreal Bioclimatic Envelope Model for the 2080s: Panel A= Cool model; Panel B = Median model; Panel C = Dry model; Panel D = Hot model. See Fig. 3.7 for historical reference.

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.*

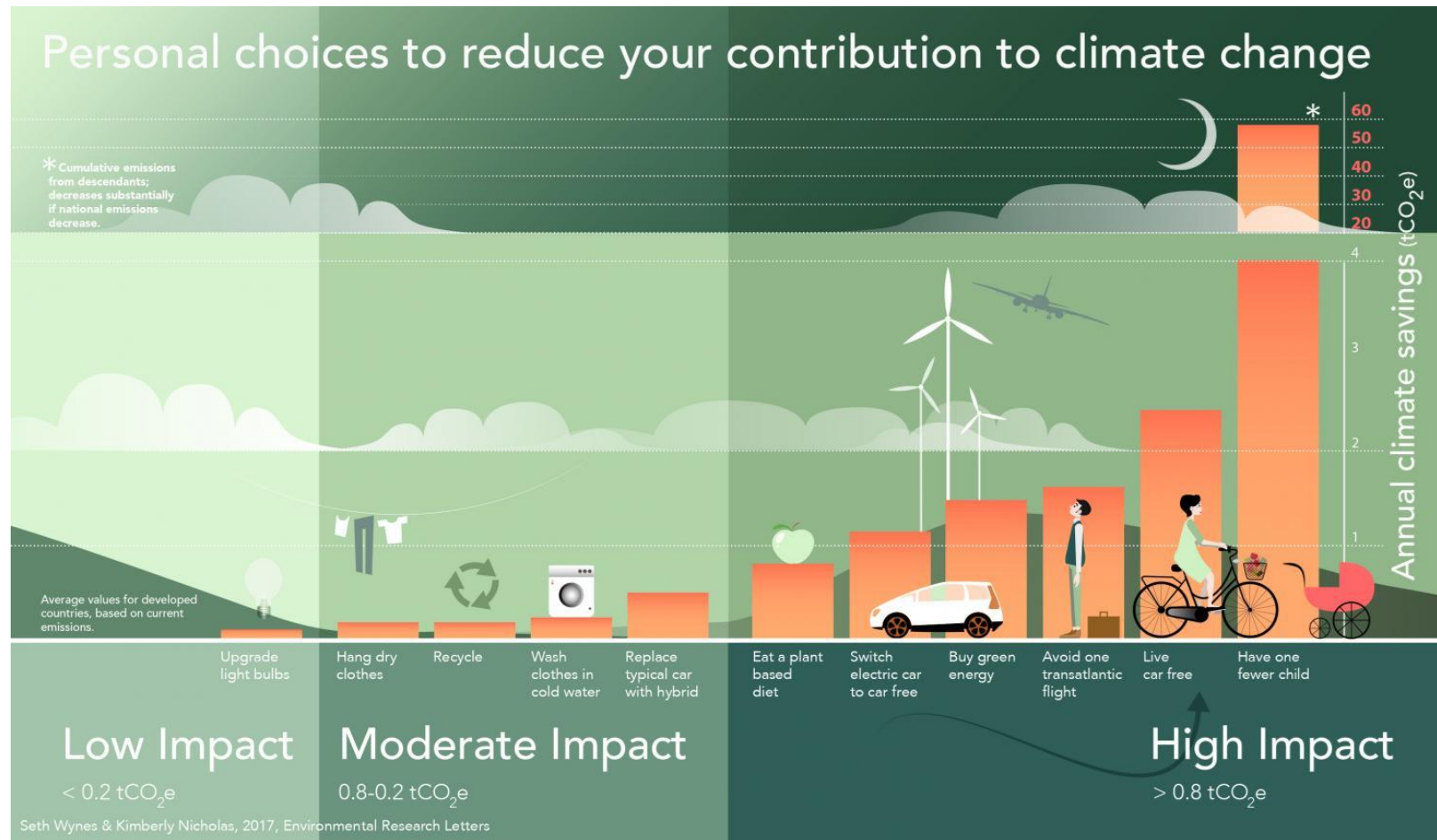
What else can I do?



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: Minutes January 14, 2020 Occupational Health and Safety Committee

Meeting Date: January 28, 2020

Executive Summary:

Minutes Occupational Health and Safety Committee January 14, 2020

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 Jan 14, 2020 @ Cold Lake Golf and Winter Club

Call to Order: The meeting was called to order by Rebecca at 9:11 AM.

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

Guest Present: Dan Mokelki

Members Absent: Christina Brown

Agenda Addition: • None

Old Business: • None

New Business:

- Inspection conducted as Committee of Cold Lake Golf and Winter Club.
- Dan Mokelki discussed OH&S safety board posting requirements. Copy of requirements handed out to all member in attendance. Rebecca to complete safety board at Energy Centre and provide example to all other committee members prior to next meeting

Training and Events: • None

Round Table Discussion:

- Discussion on City cold weather safety protocol/plan: Limits of exposure, wind chill, cold vs. hazardous, heated shelter provided.
- Dan provided more information after the meeting via e-mail
- Update on concerns/discussion surrounding use of headphones on the job.

- OH&S training courses change of format – previously 2 courses now combined into 1 course to be taken by all committee members. Training pending budget approvals.
- New FLRA format to be sent out again to all committee members for final consideration, suggestions, concerns, etc... To be brought back to the table at next meeting.
- Hazard assessments of all city locations to be completed prior to 2020 Audit. Assessments will include safety officer, foreman or supervisor, and two employees familiar with the location and job requirements. Dan and Rebecca to complete Hazard Assessment of Energy Centre and provide example to all other committee members prior to next meeting.
- Fire Warden Program still pending final approval.

Next Meeting: North Fire Hall – February 11, 2020

Adjournment: 10:01 AM

Dan Mokelki

Reviewed and approved by Dan Mokelki, Safety Advisor

20-Jan-2020

Date

K. Nagoya

Reviewed by Kevin Nagoya, CAO

Jan 20, 2020

Date