



**Council - Corporate Priorities Committee Meeting  
Agenda**

Tuesday, February 18, 2020

6:00 p.m.

Council Chambers

**Pages**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DISCLOSURE OF INTEREST
4. PUBLIC QUESTION PERIOD
5. OLD BUSINESS
6. NEW BUSINESS
  - 6.1 Policy No. 141-RC-12 - Marina Operations and Allocation Policy 2 - 18
  - 6.2 Request for Increased Security 19 - 36
  - 6.3 Cold Lake Transit - Cashless Fare System Information 37 - 39
  - 6.4 Letters - Investing in Canada Infrastructure Program 40 - 43
7. QUESTIONS
8. IN CAMERA
  - 8.1 Personnel
9. ADJOURNMENT



## STAFF REPORT

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

**Meeting Date:** February 18, 2020

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### **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:**

At Council's January 28, 2020 regular meeting of Council, Council resolved to accept the Wicked Watersport Rentals Inc. delegation presentation made at the January 14, 2020 delegation as information and refer the issue to the February 18, 2020 Corporate Priorities Committee meeting.

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.

The following section could be added for consideration:

- **Tourism Designated Slips**
  - Up to a maximum of five (5) slips will be prioritized and designated for tourism services. The following requirements must be presentable:
    - Certificate of incorporate for the tourism related business;
    - Commercial slip be associated with an active business operation associated with tourism;
    - Maintaining current commercial liability insurance;
    - Summary of the services being provided that demonstrates the active utilization of the slip which will form part of the performance requirements to the slip allocation agreement.

**Alternatives:**

At this time, Administration is not presenting any alternatives on this matter for Council’s consideration.

**Recommended Action:**

That the Corporate Priorities Committee of Council pass a motion recommending to Council an amendment to Policy No. 141-RC-12, referred to as the Cold Lake Marina Operations and Allocations Policy, to include designated tourism services slips.

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

No



**Submitted by:**

Kevin Nagoya, Chief Administrative Officer





## STAFF REPORT

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*Jan. 28*  
**Meeting Date:** February 18, 2020

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**Alternatives:**

**Recommended Action:**

That Council ...

**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, 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 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

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.

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 7<sup>th</sup> 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](http://www.wickedwatersportrentals.ca)  
780-545-0938



**Kinosoo Beach**  
**Cold Lake, AB**  
**780-545-OWET**





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## **Cold Lake Marina Operations and Allocation Policy**

**POLICY NUMBER: 141-RC-12**

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Approval Date: March 27, 2012

Revise Date: August 13, 2019

Motion Number: CM20120327.1009

Repeal Date:

Supersedes:

Review Date:

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### **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 31<sup>st</sup> 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 31<sup>st</sup>: 8:00 AM to 8:00 PM (Monday – Sunday);
  - 5.2.2. June 1<sup>st</sup> to August 31<sup>st</sup>: 8:00 AM to 10:00 PM (Monday – Sunday);
  - 5.2.3. September 1<sup>st</sup> to closing date: 8:00 AM to 8:00 PM (Monday – Sunday).
- 5.3 Night watch services will be begin each season on May 15<sup>th</sup> 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 20<sup>th</sup>.
  - 6.1.2 The deadlines for response by recipients of a renewal letter shall be:
    - 6.1.2.1 April 1<sup>st</sup> - Deadline to respond, with payment in full, to confirm slip use for that year;
    - 6.1.2.2 April 15<sup>th</sup> – 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 15<sup>th</sup>, 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 15<sup>th</sup> to September 30<sup>th</sup>. 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 16<sup>th</sup>, 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:** Request for Increased Security - January 14, 2020 Delegation

**Meeting Date:** February 18, 2020

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### **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.

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.

### **Background:**

The Cold Lake RCMP along with the City of Cold Lake will be hosting a public Town Hall meeting Wednesday February 26, 2020 at the Lakeland Inn from 7: p.m. to 9 p.m. The purpose of the Town Hall meeting will be to present statistical information as well as discuss several issues related to crime impacting the community.

The information attached to this report offers some insight as to what will be presented at the Town Hall meeting February 26<sup>th</sup>.

Administration has not stopped there. Administration has completed preliminary background work with respect to night patrols, incentive/rebate programs for security improvements in the downtown business district, and lobbying upper levels of government on measurable steps for crime reduction.

Any overall strategy may be developed for security. This could include the following:

- Implementation of surveillance cameras at major intersections and “Hot Spots” such as Kinosoo Beach and the Cold Lake Marina.
- Incentive/rebate programs for security improvements to all residential and business properties.



- E.g. The City could offer a cash incentive for the installation of security cameras and/or other security measures (similar to other municipalities providing programs for green improvements to home and businesses such as high efficiency furnaces, faucets, etc.).
- Subject to FOIP legislation, develop a repository for residents to upload information to a server.

It should also be noted that the M.D. of Bonnyville will be launching the Crime Reduction Task Force for the region. The process of establishing the RCMP task force and hiring positions takes time.

We've also attached the stats for the Cold Lake Detachment RCMP Police Dog Service (PDS) which is a borderless regional service provided by the City of Cold Lake.

As for the Policing Open House, Guest speakers will be Mayor Copeland, Staff Sergeant Scott Buchanan and other RCMP representatives. Invitation letters have been sent out to our MP David Yurdiga, MLA Dave Hanson, Reeve Greg Sawchuk, MD of Bonnyville, and other agencies, partners and stakeholders.

**Alternatives:**

At this time, administration is not presenting any alternatives on this matter for Council's consideration.

**Recommended Action:**

That the Corporate Priorities Committee pass a motion to place this issue on the Corporate Priorities Committee meeting of March 17, 2020, after the public open house scheduled for February 26, 2020, for further discussion.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer





## STAFF REPORT

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

**Meeting Date:** *Jan. 28*  
~~February 18~~, 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:**

At Council's January 28, 2020 regular meeting of Council, Council resolved to accept the January 14, 2020 delegation as information and to refer the issue to the February 18, 2020 Corporate Priorities Committee meeting.

**Alternatives:**

**Recommended Action:**

That Council ...



**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 \_\_\_\_\_

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 \_\_\_\_\_

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.

Royal Travel.

Sobeys Foods.

Sobeys Liquor.

Sugar Wings.

T D Bank.

T&T Optical.

Value Drug Mart.

Value Drug Mart.

Betty Vieira

Connie Cripps

Scott & Rhonda Squires/Brad Mc Donald

Judy

Cynde Hardwick

Terry Melnick

Michelle Fehr

Ron Mattice

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.

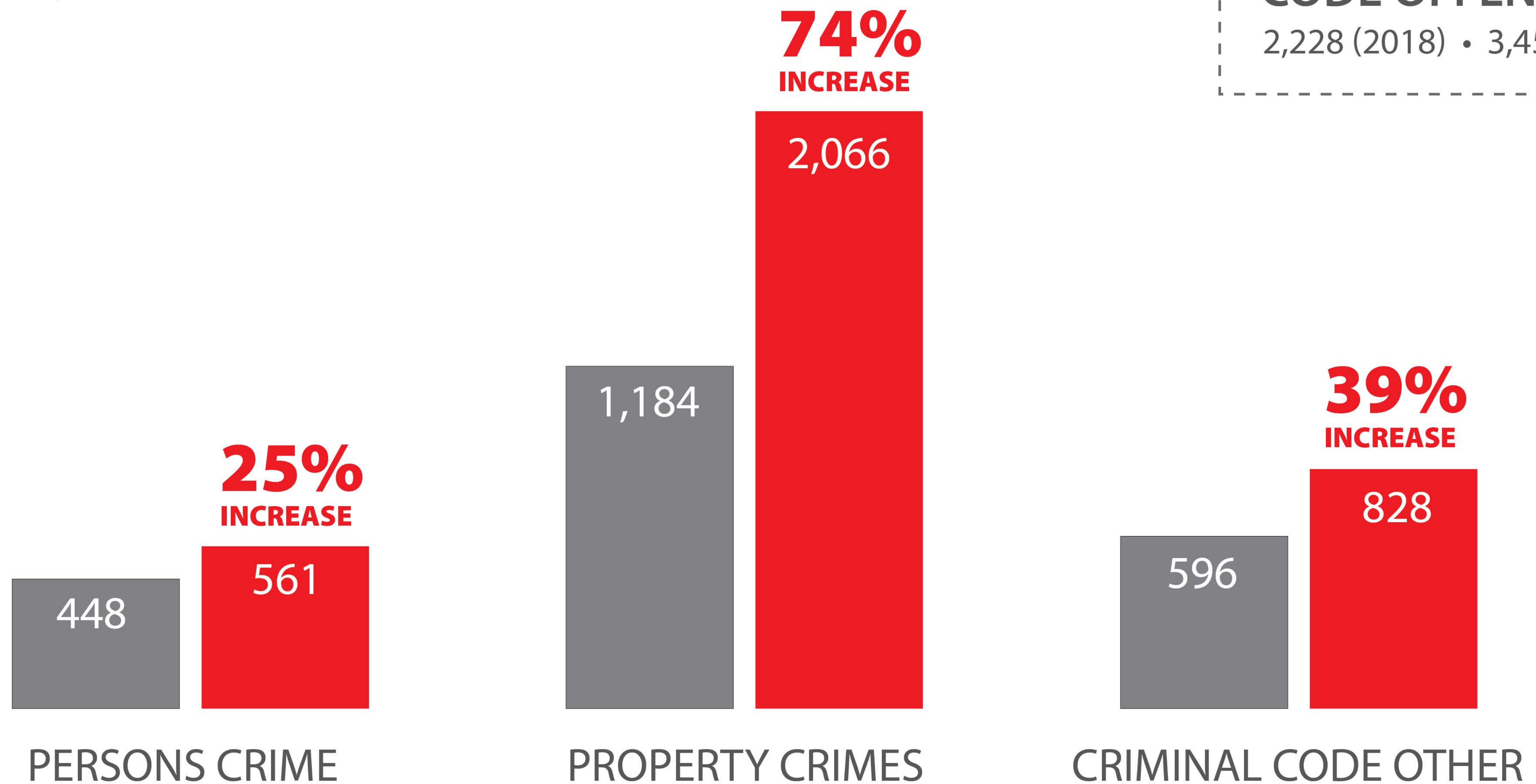
The Brick.	Paula
Cold Lake Mosque	
CANA	Nicolas/Irene
Hamels.	Greg
A&W.	Phil
Muse Fashions.	Candace
OK Tire.	Nikki/Derek
Boston Pizza.	Lynn
Royal Lepage.	Joanne
Value Masters Homes.	Grant/Cheryl
Alberta Treasury Bank.	Ryan
Royal Bank	
Broad Street Properties	
TNT Fashions.	Gaye Harris
Kings Court.	Karlene 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



# COLD LAKE MUNICIPAL CRIMINAL CODE OFFENCES

*This chart depicts criminal code offences within the City of Cold Lake.*

■ 2018  
■ 2019



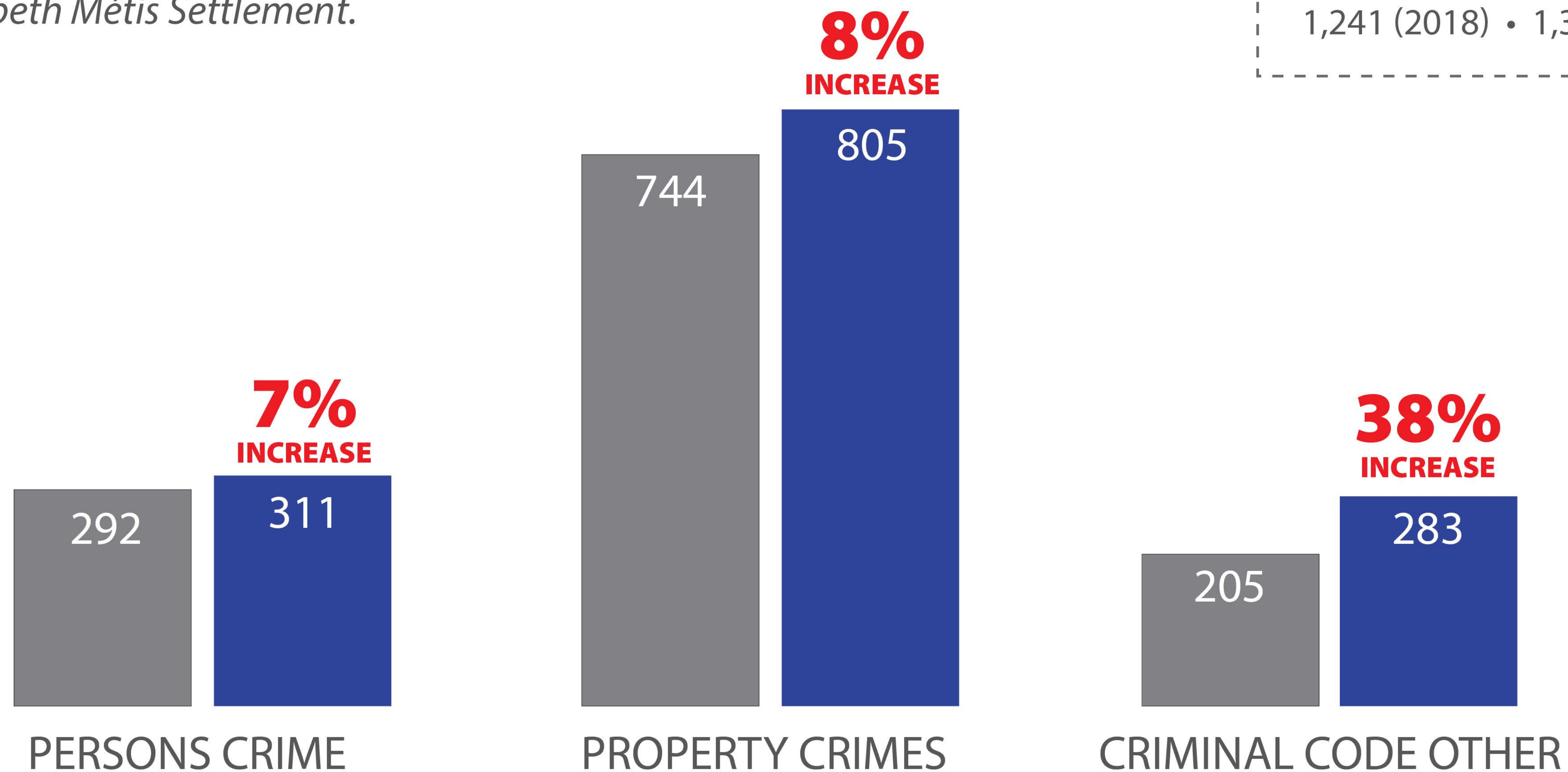
**55% INCREASE**  
**TOTAL CRIMINAL CODE OFFENCES**  
2,228 (2018) • 3,455 (2019)



# COLD LAKE PROVINCIAL CRIMINAL CODE OFFENCES

*This chart depicts criminal code offences within the Municipal District of Bonnyville, Cold Lake First Nations, and Elizabeth Métis Settlement.*

■ 2018  
■ 2019



**13%**  
**INCREASE**

**TOTAL CRIMINAL  
CODE OFFENCES**

1,241 (2018) • 1,399 (2019)

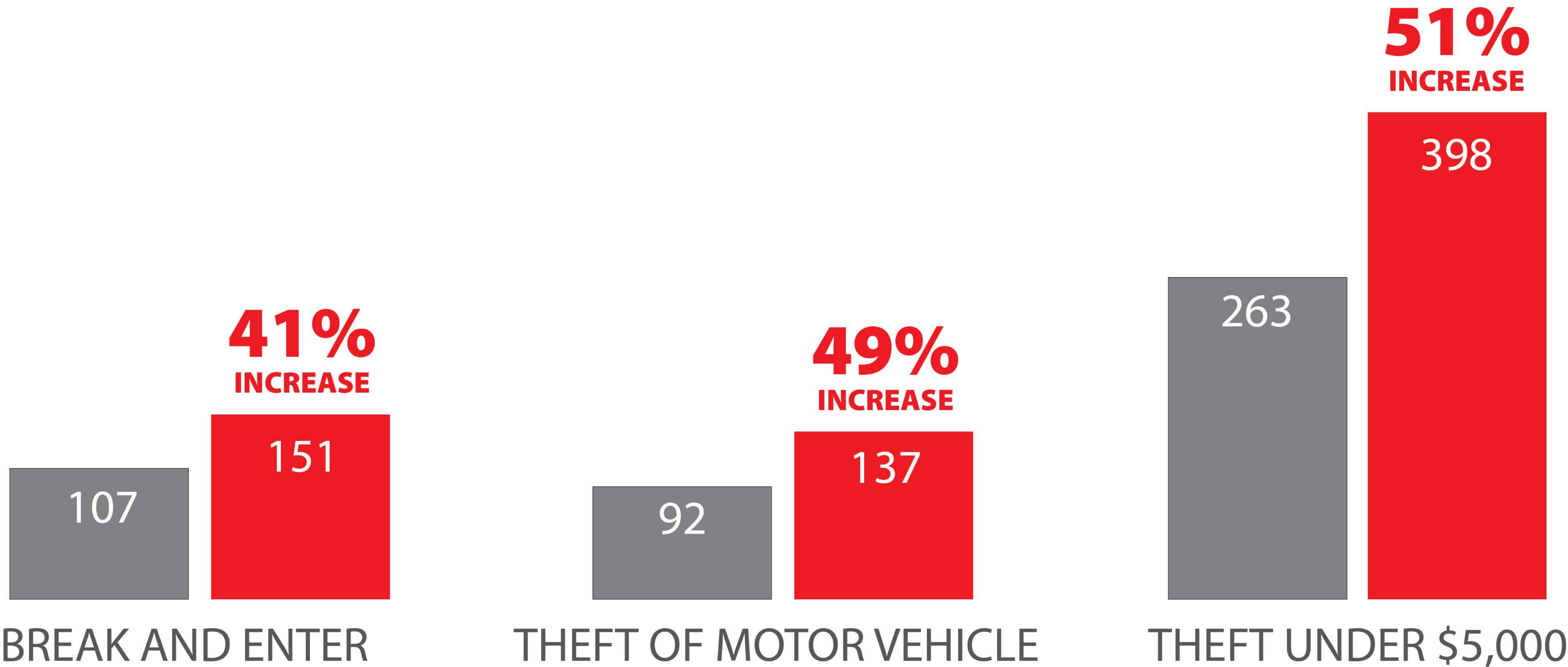


# COLD LAKE MUNICIPAL PROPERTY CRIME

*This chart depicts select property crimes  
within the City of Cold Lake.*

■ 2018  
■ 2019

**74%**  
**INCREASE**  
**TOTAL PROPERTY CRIMES**  
744 (2018) • 805 (2019)



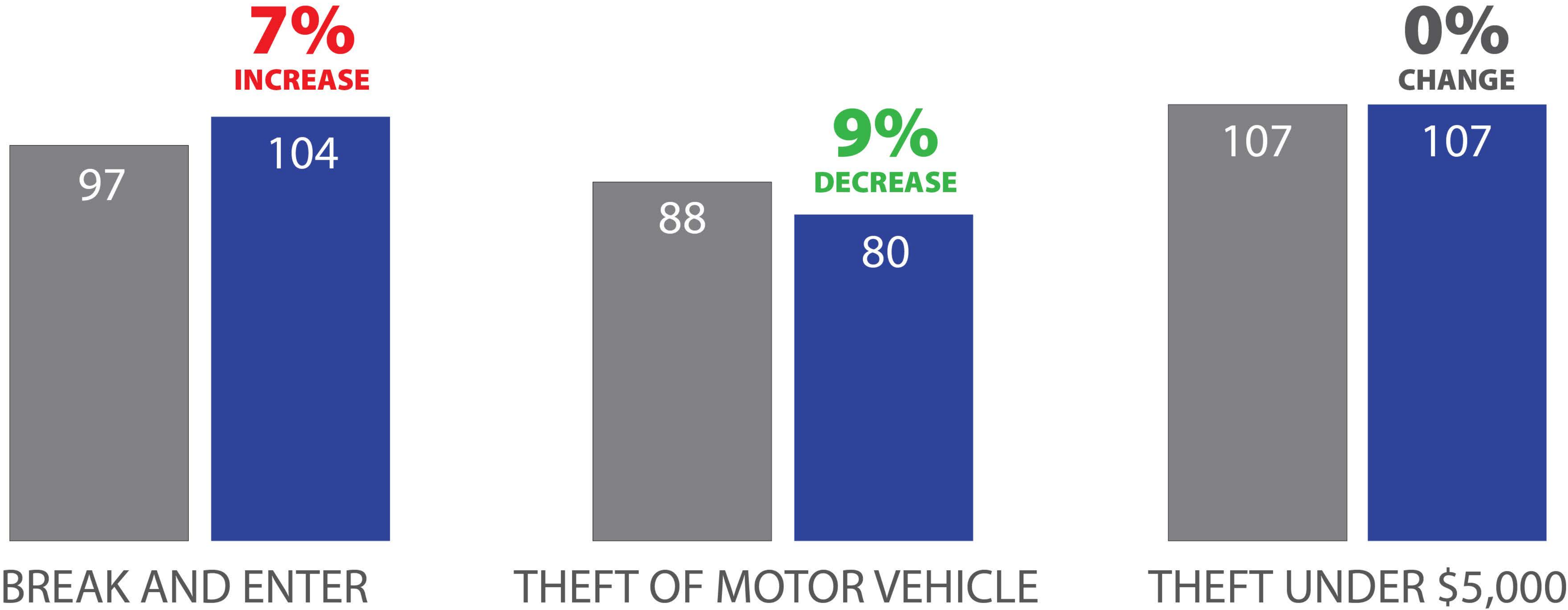


# COLD LAKE PROVINCIAL PROPERTY CRIME

*This chart depicts select property crimes within the  
Municipal District of Bonnyville, Cold Lake First Nations,  
and Elizabeth Métis Settlement.*

■ 2018  
■ 2019

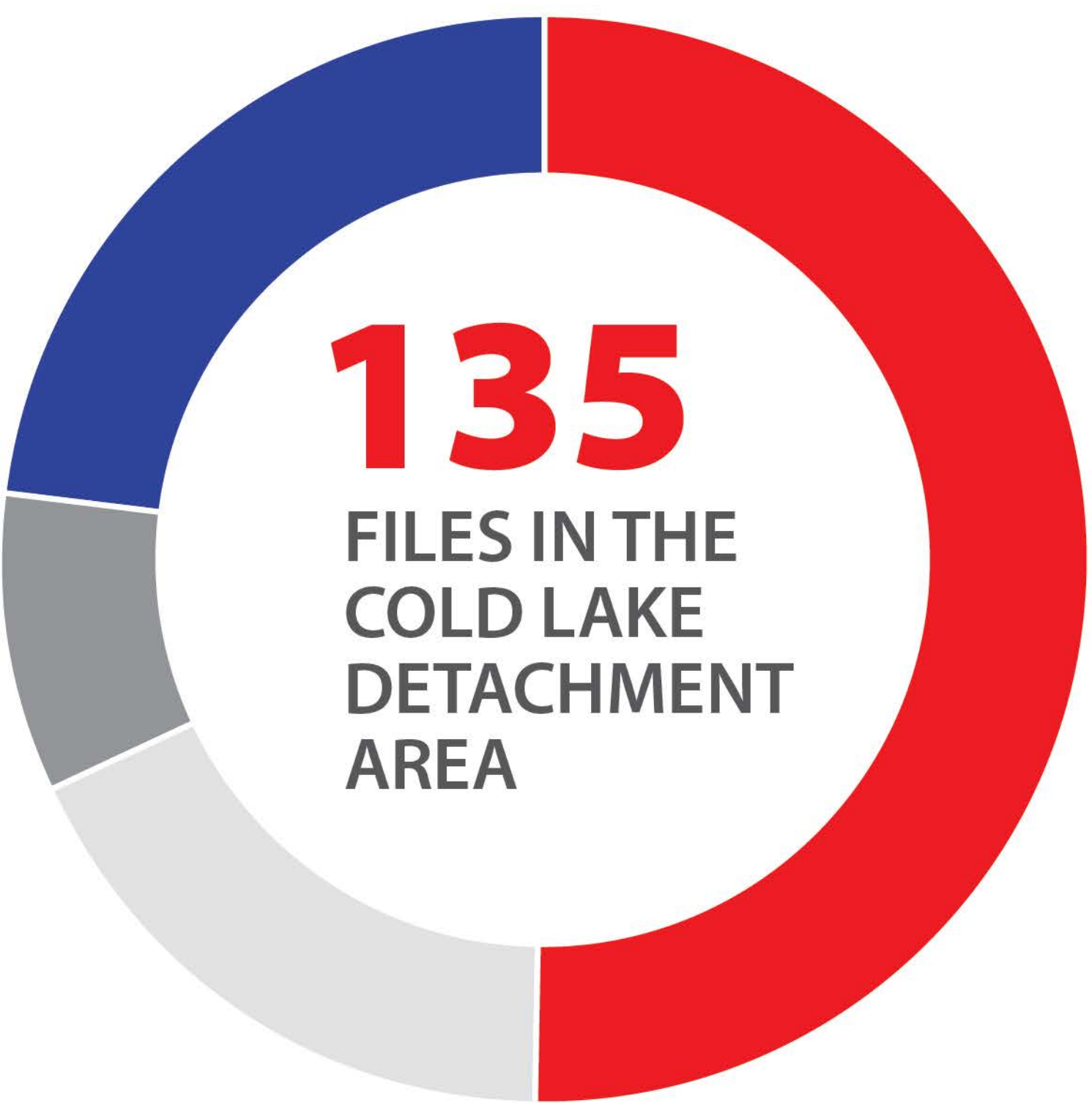
**8%**  
**INCREASE**  
**TOTAL PROPERTY  
CRIMES**  
744 (2018) • 805 (2019)





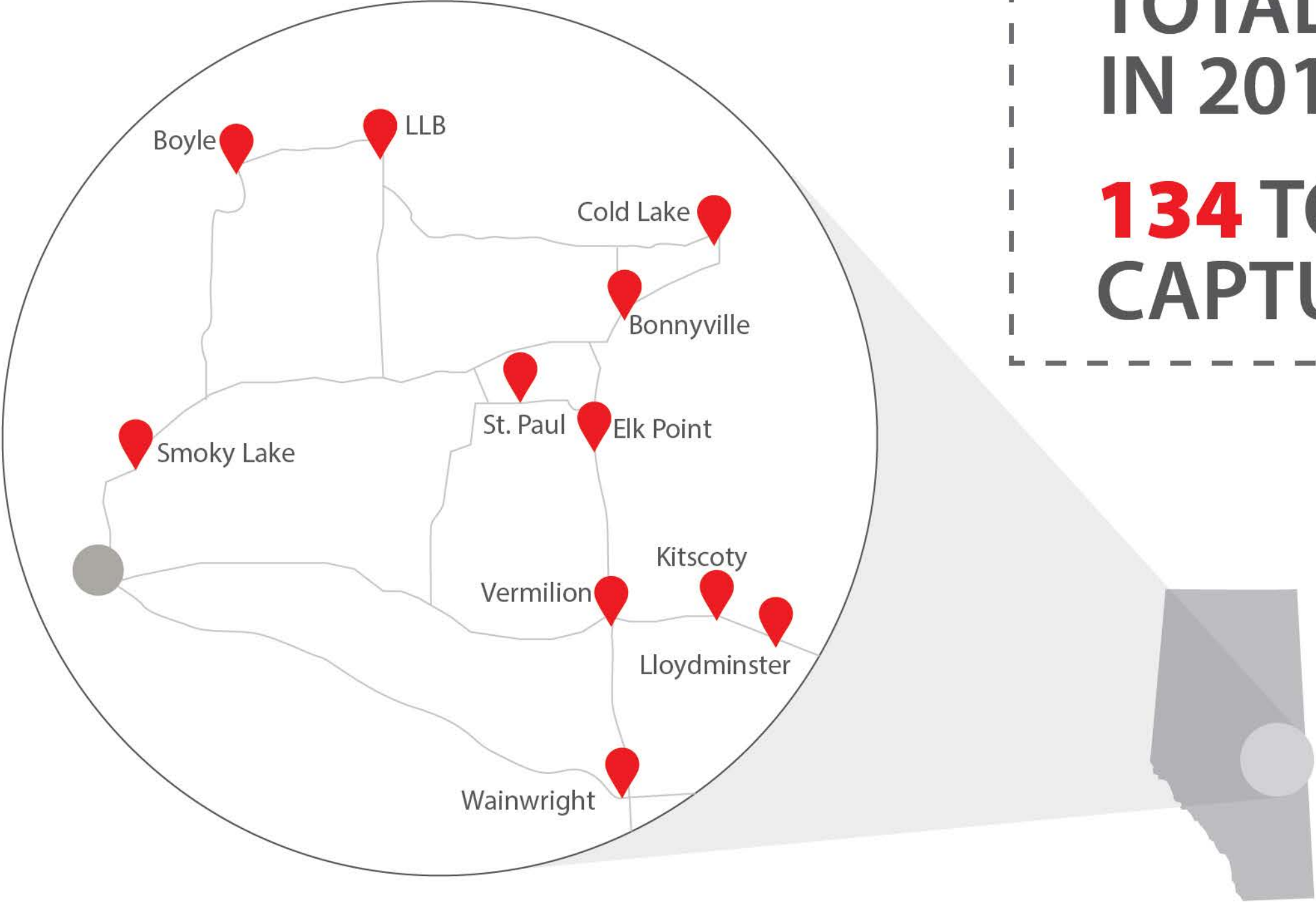
# COLD LAKE RCMP POLICE DOG SERVICE

*This chart depicts the involvement of the PDS Service in the City of Cold Lake and surrounding area.*



**68** CITY OF COLD LAKE    **24** ELIZABETH METIS SETTLEMENT  
**31** COLD LAKE RURAL    **12** COLD LAKE FIRST NATIONS

**43**  
CAPTURES IN  
COLD LAKE



**333**  
TOTAL FILES  
IN 2019  
**134** TOTAL  
CAPTURES

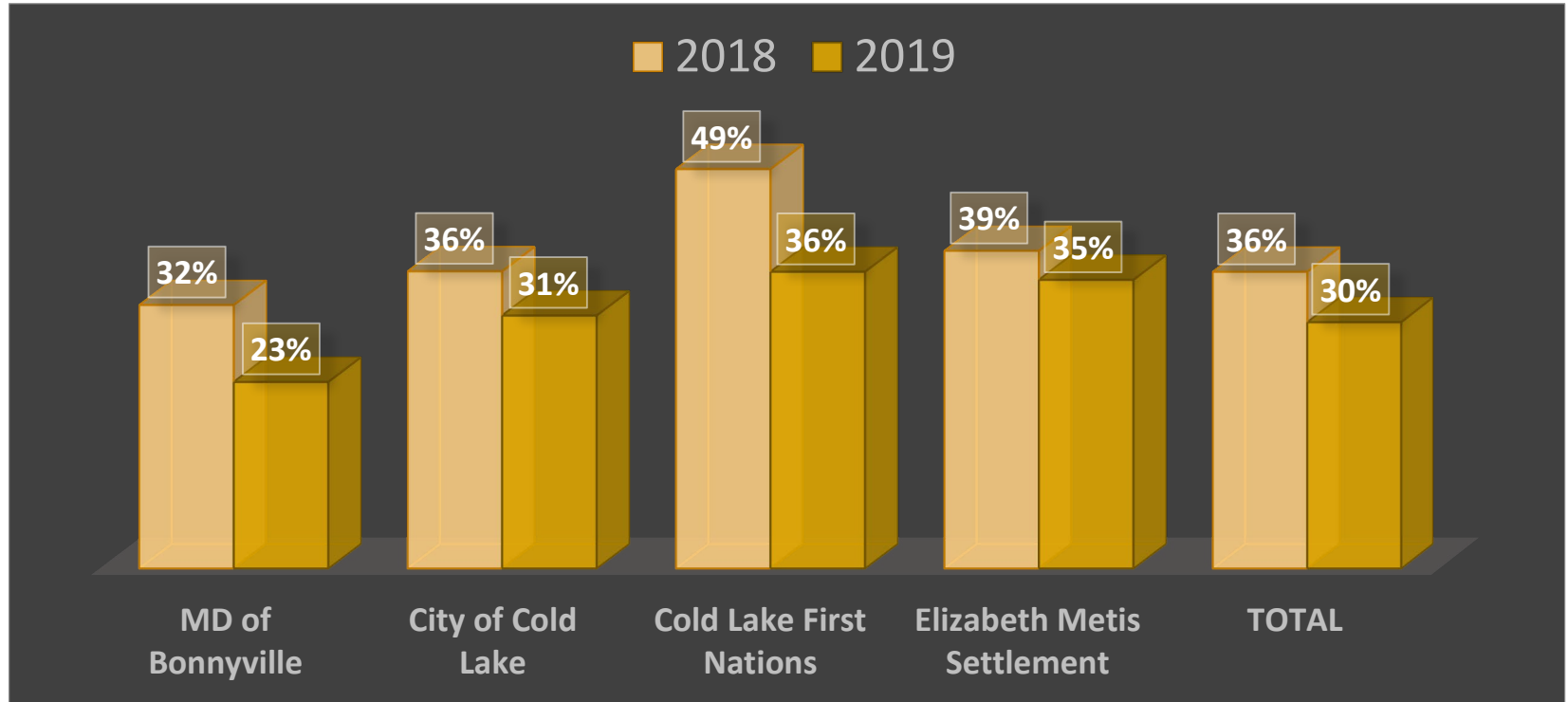
## TOTAL FILES IN 2019 FOR EACH DETACHMENT (TOWN & RURAL)

COLD LAKE <b>135</b>	VERMILION <b>7</b>
ST. PAUL <b>52</b>	SMOKY LAKE <b>4</b>
ELK POINT <b>43</b>	WAINWRIGHT <b>3</b>
BONNYVILLE <b>38</b>	KITSCOTY <b>2</b>
LAC LA BICHE <b>20</b>	LLOYDMINSTER <b>3</b>
BOYLE <b>11</b>	OUTSIDE EAD (SASK/WAD) <b>15</b>



# COLD LAKE DETACHMENT

## Percentage Cleared



**COLD LAKE MUNICIPAL**  
**CALLS FOR SERVICE**  
**2019**

	ACTUAL	CLEARED BY CHARGED	CLEARED OTHERWISE	TOTAL CLEARED	PERCENTAGE CLEARED
OVERALL CALLS	8884	1764	996	2760	31%
PERSONS CRIMES	561	251	63	314	56%
PROPERTY CRIMES	2082	202	371	573	28%
CRIMINAL CODE OTHER	835	474	122	596	71%
IMPAIRED OFFENCES	138	46	4	50	36%
DRUG OFFENCES	69	31	6	37	54%

**COLD LAKE MUNICIPAL**  
**CALLS FOR SERVICE**  
**2018**

	ACTUAL	CLEARED BY CHARGED	CLEARED OTHERWISE	TOTAL CLEARED	PERCENTAGE CLEARED
OVERALL CALLS	7000	1798	767	2565	37%
PERSONS CRIMES	482	265	94	359	74%
PROPERTY CRIMES	1192	195	262	457	38%
CRIMINAL CODE OTHER	596	421	90	511	86%
IMPAIRED OFFENCES	96	47	3	50	52%
DRUG OFFENCES	73	17	7	24	33%





## STAFF REPORT

**Title:** Cold Lake Transit - Cashless Fare System Information

**Meeting Date:** February 18, 2020

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### **Executive Summary:**

During 2020 budget deliberations, Council requested administration to research options for Cashless fare collection system for Cold Lake Transit.

The information provided in this report includes high level costs for implementation and operations of a few fare systems currently being used by various transit agencies within Canada.

In summary, cash less fare collection systems has an anticipated initial roll out cost from \$130,000 to \$250,000 and around \$25,000 to \$100,000 annual operational costs not including commission and credit card processing charges. The systems also varies from tapping a smart card to tapping of credit or debit card.

### **Background:**

During the 2020 budget deliberations Council was faced with the question of Cold Lake Transit being operated as a free ride system. Administration was directed by Council to provide and gather information on cash less transit fare systems which is a fare collection system not involving physical cash on the bus instead debit/credit card or pre-loaded card is tapped on a device on the bus to pay for fare.

Administration reached out to Canadian Urban Transit Association (CUTA) with a query as City is member of the association and was further connected with various municipalities and transit agencies (big and small).

Below is the summary of various systems in operation within Canada. The costs listed are based on what that specific agency paid or is paying and is based on the size and volume of the transit fleet and its operations. These are high level costs and can be further explored if Council desire and that will involve some sort of request for proposal or more detailed request to vendors.

- 1. Smart Fare (VIX) – Regional initiative Capital Region with 7 municipalities participating. Edmonton, St. Albert, Strathcona County, Fort Saskatchewan, Leduc, Spruce Grove and Beaumont**



- Customers use a Smart Fare card to tap on/off transit and pay a flat fee for their trip
- \$100,000 buy in to the Regional Smart Fare Solution (need to explore if this is available for Cold Lake)
- Existing real time tracking hardware and software that was purchased for the Cold Lake Transit System will need to be replaced with Smart Bus and Smart Fare bundles \$25,000 per bus, min 3 buses.
- External kiosk to reload smart card \$70,000
- 15% project management overheads
- 5% Commission charge on tap payments, 1.8% credit card processor fee and \$100 per hour training costs.
- In summary it will cost approx. \$185,000 for roll out, there is information available for operational costs, if any.

**2. TRIP SPARK (Trapeze) - Brandon, MB**

- \$130,000 to \$180,000 per bus for start-up, training etc.
- Typically use validating options on top of a cash fare box system but can customize any request at a price
- Commission charge on revenue, and bank fees for credit/debit transactions.

**3. PAYMENT IN MOTION - Lethbridge, Saskatoon, Regina, St. John's, Brantford, Kingston**

- Approx. \$220,000 for startup including kiosk, project management, installation etc.
- \$65,000/year annual fees, servers/database management etc.

**4. GARIVAL - GFI Farebox (Genfare) - Fort McMurray, Prince Albert**

- No kiosk options-restricted to physical pick up of card
- \$130,000 for start-up
- 5% commission
- \$10,000 year annual fees
- The two municipalities listed are not using it for cashless transactions.

**5. Transit Fare – Fort Erie, Bradford Ontario**

- Approximately \$50,000 startup cost
- Annual costs \$6000 to \$7000



As per the information collected and discussion with other agencies, cash less fare collection system aka smart card fare system will have initial roll out cost from \$130,000 to \$250,000 and around \$25,000 to \$100,000 annual operational costs not including commission and credit card processing charges. The system also varies from tapping a smart card to tapping of credit or debit card.

For reference purposes, in 2018, the Cold Lake Transit System Experienced over 172,000 rides.

**Alternatives:**

For discussion only.

**Recommended Action:**

For discussion only

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

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer





## STAFF REPORT

**Title:** Letters - Investing in Canada Infrastructure Program

**Meeting Date:** February 18, 2020

---

### **Executive Summary:**

Administration received the attached letters notifying the City of Cold Lake that it was unsuccessful in both of its' Investing in Canada Infrastructure Program grant applications.

In an attempt to secure the \$3 million Kinosoo Beach Enhancement Grant, the application included over \$800,000 in MSI money, to be used as the provincial portion of the grant. That money will be reallocated through the City's budget process.

The City of Cold Lake's other application was for the IR149A Storm Water Drainage project. This project has been funded through the City's portion of the MD of Bonnyville's Inter Municipal Cooperation Program.

### **Background:**

In 2018 the City of Cold Lake applied for two grants under the Investing in Canada Infrastructure Program under various program funding streams.

Municipal Affairs contacted the City of Cold Lake requesting to confirm whether or not the City would allocate MSI grant towards the project to fulfill the requirement of having 33.33% provincial money included in the funding formula. This is a requirement under the ICIP bilateral agreement between Alberta and the Government of Canada.

Because of fiscal constraints in 2018, the Government of Alberta did not have the funds available to allow municipalities to apply for both federal and provincial funds under the program. Rather, the government encouraged municipalities to work with various ministries to secure funding in the provincial budget, which could then be leveraged under the ICIP program.

Administration worked with Municipal affairs to ensure that they understood that the project could easily be scaled to match available grant money, and inquired as to the use of MSI as the provincial portion of the funding program.

At the time, whether any Alberta municipal applications under the ICIP program would be forwarded to the federal government for consideration was unclear, however,



Government of Alberta ultimately allowed municipalities to use MSI money as the provincial contribution towards ICIP projects.

**Alternatives:**

This report is presented for council's information.

**Recommended Action:**

This report is presented for Council's information.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

AR49110

Andrew Serba  
Strategic Initiatives Manager  
City of Cold lake  
5513 - 48 Avenue  
Cold Lake, AB T9M 1A1

Dear Andrew Serba:

I am writing to provide you with an update on your Investing in Canada Infrastructure Program (ICIP) application for the IR 149A Storm Water Drainage project.

I regret to inform you that your project has not been selected to proceed to the federal application stage. With over 700 Expressions of Interest received, the program was significantly over-subscribed.

I encourage you to visit the ICIP website: [www.alberta.ca/icip](http://www.alberta.ca/icip) in spring 2020 for updates on a potential future program intake. Should another intake occur, you are welcome to re-apply for ICIP funding for this project. New project submissions will be accepted.

I recognize the challenges this decision may present to your project and wish you the best of luck going forward. Should you have further questions, please contact Alberta Infrastructure's ICIP program staff at [alberta.icip@gov.ab.ca](mailto:alberta.icip@gov.ab.ca).

Sincerely,



Shannon Flint  
Deputy Minister



AR49110

Andrew Serba  
Strategic Initiatives Manager  
City of Cold Lake  
5513 - 48 Avenue  
Cold Lake, AB T9M 1A1

Dear Andrew Serba:

I am writing to provide you with an update on your Investing in Canada Infrastructure Program (ICIP) application for the Kinosoo Beach Enhancement project.

I regret to inform you that your project has not been selected to proceed to the federal application stage. With over 700 Expressions of Interest received, the program was significantly over-subscribed.

I encourage you to visit the ICIP website: [www.alberta.ca/icip](http://www.alberta.ca/icip) in spring 2020 for updates on a potential future program intake. Should another intake occur, you are welcome to re-apply for ICIP funding for this project. New project submissions will be accepted.

I recognize the challenges this decision may present to your project and wish you the best of luck going forward. Should you have further questions, please contact Alberta Infrastructure's ICIP program staff at [alberta.icip@gov.ab.ca](mailto:alberta.icip@gov.ab.ca).

Sincerely,



Shannon Flint  
Deputy Minister