



**Council - Regular Meeting
Agenda**

Tuesday, March 10, 2020

6:00 p.m.

Council Chambers

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STAFF REPORT

Title: Council - Regular Meeting February 25, 2020

Meeting Date: March 10, 2020

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held February 25, 2020 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, February 25, 2020

6:00 p.m.

Council Chambers

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

Council Absent: Councillor Chris Vining

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

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CRM20200225.1001

Moved by Councillor Grau

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

Councillor Buckle declared a disclosure of interest with respect to New Business Item 10.5 Lease Agreement Renewal LA19-002 - Chamber of Commerce.

MINUTES APPROVAL

Council - Regular Meeting February 11, 2020

Resolution # CRM20200225.1002

Moved by Councillor Lay

That the minutes of Council's regular meeting held February 11, 2020 be accepted as presented.

Carried Unanimously

Council - Corporate Priorities Committee Meeting February 18, 2020

Resolution # CRM20200225.1003

Moved by Councillor Soroka

That the minutes of Council's Corporate Priorities Committee meeting held February 18, 2020 be accepted as presented.

Carried Unanimously

PUBLIC QUESTION PERIOD

None.

PUBLIC HEARINGS

None.

DELEGATIONS

None.

CITY FINANCIAL REPORTS

City Financial Reports - January 2020

Resolution # CRM20200225.1004

Moved by Councillor Buckle

That Council accept the financial reports for the period ending January 31, 2020 including accounts payable cheque numbers 135517 to 135990.

Carried Unanimously

OLD BUSINESS

Bylaw No. 658-AN-20 - 2020 Supplementary Tax Imposition Bylaw

Resolution # CRM20200225.1005

Moved by Councillor Lefebvre

That Bylaw No. 658-AN-20, being a Bylaw to Authorize the Preparation of Supplementary Assessments for Improvements for the Purpose of Imposing a Supplementary Tax Rate for the 2020 Taxation Year, in the City of Cold Lake, be given second reading.

Carried Unanimously

Resolution # CRM20200225.1006

Moved by Councillor Grau

That Bylaw No. 658-AN-20 be given third and final reading.

Carried Unanimously

NEW BUSINESS

Bylaw No. 660-BD-20 - Bylaw to Amend Cold Lake and District Family and Community Support Services (FCSS) Advisory Committee Bylaw No. 509-BD-14

Resolution # CRM20200225.1007

Moved by Councillor Buckle

That Bylaw No. 660-BD-20, being a Bylaw to Amend Cold Lake and District Family and Community Support Services Advisory Committee Bylaw No. 509-BD-14, in the City of Cold Lake, be given first reading.

Carried Unanimously

Cold Lake Parent Link Centre

Resolution # CRM20200225.1008

Moved by Councillor Grau

That Council direct Administration to continue with the operations of the Cold Lake Parent Link Centre program until April 30, 2020, giving a one (1) month extension from the Government of Alberta's announcement to seize funding effective March 31, 2020, in an effort to receive feedback from the Government of Alberta on their new Family Resource Network Program.

Carried Unanimously

Tax Recovery March 2020 - Reserve Bid

Resolution # CRM20200225.1009

Moved by Councillor Buckle

That Council set the reserve bid for the 2020 tax sale properties as follows:

- Lot 21, Block 2, Plan 0726988 - Title 112372036 - \$387,000
- Lot 3, Block A, Plan 8521872 - Title 142085056 - \$412,000
- Lot 5, Block A, Plan 8521872 - Title 142085056001 - \$353,000

Carried Unanimously

Tax Arrears Agreement - Tax Roll No. 162829

Resolution # CRM20200225.1010

Moved by Councillor Soroka

That Council accept the Property Tax Arrears Agreement for Tax Roll No. 162829 as presented.

Carried Unanimously

Having declared a disclosure of interest with respect to New Business Item 10.5 Lease Agreement Renewal LA19-002 - Chamber of Commerce, Councillor Buckle left the meeting at this time being 6:25 p.m.

Lease Agreement Renewal LA19-002 - Chamber of Commerce

Resolution # CRM20200225.1011

Moved by Councillor Lefebvre

That Council approve the lease agreement with the Chamber of Commerce as presented, and direct Administration to forward the lease agreement to the Chamber for execution.

Carried Unanimously

Councillor Buckle re-entered the meeting at this time being 6:26 p.m.

Letter of Support - Cold Lake Public Library - 2020 Co-op Community Spaces Grant

Resolution # CRM20200225.1012

Moved by Councillor Lefebvre

That Council authorize the letter of support, as presented, to the Cold Lake Library Board to accompany their Co-op Community Spaces Grant Application to update the flooring in the children's area of the south branch library.

Carried Unanimously

COMMITTEE REPORTS

Minutes November 25, 2019 Cold Lake Regional Utility Services Commission

Information.

Minutes January 15, 2020 Recreation and Culture Advisory Committee

Information.

COUNCIL HIGHLIGHTS/ REPORTS

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

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

Social Work Week - March 1-7, 2020

Mayor Copeland proclaimed March 1-7, 2020 as Social Work Week in the City of Cold Lake.

World Plumbing Day - March 11, 2020

Mayor Copeland proclaimed March 11, 2020 as World Plumbing Day in the City of Cold Lake.

QUESTIONS

Councillor Lay queried on how prepared the City would be if there was a coronavirus outbreak?

Chief Administrative Officer K. Nagoya advised that Administration could put together a briefing in terms of emergency preparedness.

Councillor Buckle asked that the briefing include what City assets would be activated or put in use for quarantine/prevention/spread of the virus.

Resolution # CRM20200225.1013

Moved by Councillor Lefebvre

That the meeting be recessed at this time being 6:56 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 7:05 p.m.

IN CAMERA

Land Acquisition Opportunity

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, and Soroka, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Planning & Development Services H. Pinnock, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and 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
- FOIP Section 25, Disclosure harmful to economic and other interests of a public body

Resolution # CRM20200225.1014

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 7:05 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Land Acquisition Opportunity.

Carried Unanimously

Resolution # CRM20200225.1015

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 7:25 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20200225.1016

Moved by Councillor Soroka

That the meeting be adjourned at this time being 7:25 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Bylaw No. 661-ST-20 - Bylaw to Close and Dispose of a Portion of Road (PH)

Meeting Date: March 10, 2020

Executive Summary:

Proposed closure and sale of a portion of 19 Street (Plan 773KS) to resolve an encroachment of a structure on the road right-of-way.

Background:

Administration is recommending that Council consider the closure and sale of a portion of 19 Street adjacent to 1815 1st Avenue as shown on Plan 773KS. The total area of these portions of road is approximately 0.00054ha. The building at 1815 1st Avenue was found to be encroaching on the road right-of-way and the owner has requested the closure and sale of a portion of the road to alleviate the encroachment. An appraiser was of the opinion that the portion of road to be closed and sold would have no real value, given its small size and narrow configuration.

The proposed closure does not impact vehicle traffic on 19th Street as the closure only affects a portion of the boulevard. No City utilities are located within the proposed closure area. No concerns were raised through the referral process and no objections were received prior to the Council report deadline.

Bylaw No. 661-ST-20 received first reading at the February 11, 2020 regular Council meeting.

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 661-ST-20
A BYLAW TO CLOSE AND DISPOSE OF
A PORTION OF A ROAD

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

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

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

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

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

1. THE EASTERLY 0.12m OF 19 STREET (ALSO KNOWN AS JUBILEE STREET) IN PERPENDICULAR WIDTH THROUGHOUT LYING ADJACENT TO THE WEST BOUNDARY OF LOT 1, BLOCK 2, PLAN 773 KS, EXCEPTING THEREOUT ALL MINES AND MINERALS, is hereby closed.
2. This Bylaw shall take effect on the date it is passed.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 11 day of February, A.D. 2020, on motion by Councillor Vining.

CARRIED
UNANIMOUSLY

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this ____ day of _____, A.D. 2020, on motion by Councillor _____.

CARRIED
UNANIMOUSLY

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this ____ day of _____, A.D. 2020, on motion by Councillor _____.

CARRIED
UNANIMOUSLY

Executed this ____ day of _____, 2020

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER


Location Map
661-ST-20
Proposed Partial Road Closure 0.0005ha





ABBREVIATIONS

Fd.	FOUND
c.s.	COUNTER SUNK
Mk.	MARK
HT	HEIGHT
DEP.	DEPTH
RET.	RETAINING
Enc.	ENCROACHMENT
est.	ESTABLISHED
Pos.	POSITION

LEGEND:

Proposed Parcel shown as: 

Concrete shown as: 

Asphalt shown as: 

Distances are in metres and decimals thereof.

TENTATIVE PLAN

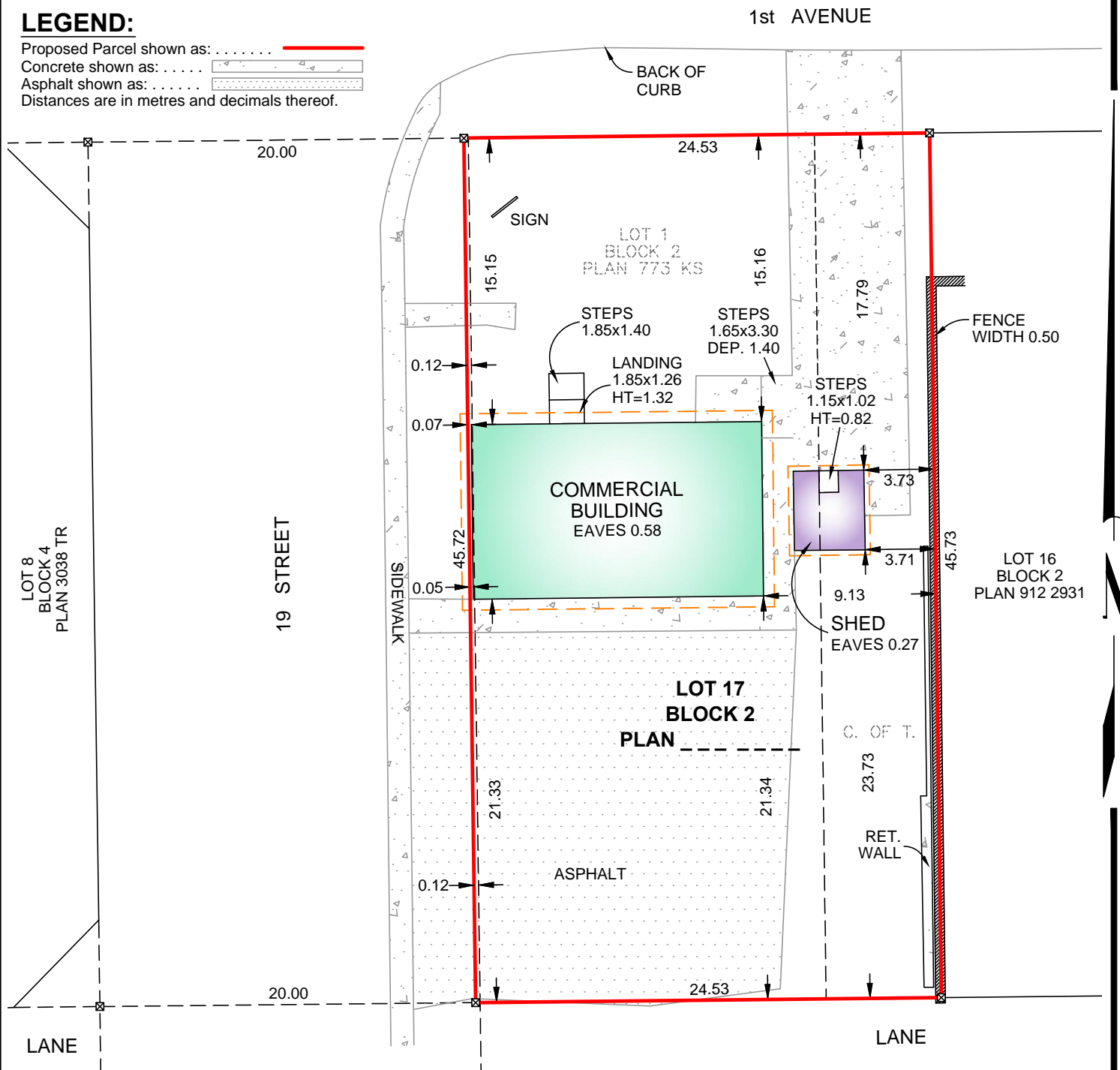
SHOWING PROPOSED CONSOLIDATION OF

Lot 1, Block 2, Plan 773 KS

and C. of T. 192 150 766 +1

and a Portion of 19th Street

CITY OF COLD LAKE



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



REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	DEC 5, 2019

Job X071919

Rev. 0

SURVEYED BY: J.A.

CALC'D BY: F.M.

DRAWN BY: A.M.

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Summary of Road Closure Referral Circulation

File Number:	661-ST-20		
Description:	Proposed Partial Road Closure of 19 Street		Municipal Address Adjacent to 1815 1 st Avenue

Source & Summary of Comments	No Reply	Objections	No Objection	Easement, ROW, ASP, etc,
City of Cold Lake				
Planning and Development Department	✓			
Planning and Development Manager	✓			
Planner			✓	
Development Officer	✓			
Emergency Services	✓			
Public Works & Infrastructure			✓	
Government of Canada				
Province of Alberta				
Utilities				
ATCO Electric	✓			
ATCO Gas			✓	
ATCO Pipeline			✓	
EastLink			✓	
Telus	✓			



STAFF REPORT

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

Meeting Date: March 10, 2020

Executive Summary:

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

Background:

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

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

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

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

Hole Sponsor Program

Five (5) Years

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

Benefits:

Cedar signage on the designated hole

Signage above pro-shop front counter

Golf package options at the start of every year

Golf Options:

Two (2) memberships OR

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

Fifty (50) passes*

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



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

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

Council's goodwill budget for 2020 has not been approved. To date, without consideration of this request or any others on the March 10, 2020 agenda, \$12,600.00 (Cold Lake Alpine Ski Society \$2,500, CLMHA \$10,000, and Kids Time Out Play Program \$100) has formally been allocated from the 2020 Council Goodwill budget by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

Alternatives:

- That Council authorize the City to provide sponsorship in the Grand Centre Golf and Country Club Hole Sponsorship Program in the amount of \$10,000.00 + GST with funds to come from Council Goodwill (1-2-11-20-229).
- That Council defeat a motion to authorize the City to provide sponsorship in the Grand Centre Golf and Country Club Hole Sponsorship Program in the amount of \$10,000.00 + GST.
- That Council pass a motion to respectfully decline the opportunity provide sponsorship to the Grand Centre Golf and Country Club Hole Sponsorship Program.
- That Council postpone the request for funding to the March 24 or April 14, 2020 regular meeting of Council.

Recommended Action:

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

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

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

Hi Craig,

I hope all is well.

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

HOLE SPONSOR PROGRAM

5 YEARS

\$10,000 + GST (onetime payment)

Benefits:

Cedar signage on the designated hole

Signage above proshop front counter

Golf package options at the start of every year

Golf Options:

2 memberships OR

1 membership and 25 passes OR

50 passes

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

Thanks,

DEAN WANDLER



GRAND CENTRE GOLF AND COUNTRY CLUB

General Manager/Superintendent

(780)594-2121 ex. 2





Recreation & Culture Grant Policy

POLICY NUMBER: 097-RC-07

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

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

1.0 Policy Intent

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

2.0 Purpose

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

3.0 Policy Statement

3.1 Definitions:

3.1.1 “Non-profit Organization”

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

3.2 Application Criteria

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

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

4.0 Managerial Guidelines

4.1 Categories of Support

4.1.1 Development Grant

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

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

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

4.1.2 Special Event Grant

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

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

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

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

4.1.3 Travel Grant

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

The Travel Grant guidelines:

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

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

4.1.4 Equipment Grant

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

The Equipment Grant guidelines:

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

4.1.5 Leadership Grant

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

The Leadership Grant guidelines:

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

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

4.2 Evaluation Criteria

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

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

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

4.3 Reporting on Funding Received

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

4.4 Other Funding Requests

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

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

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

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

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

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

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

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

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

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

5.0 References

6.0 Persons Affected

Community Services Department
Corporate Services
Recreation and Culture Advisory Committee

7.0 Revision/Review History

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

July 21, 2016

Date

July 26 2016

Date

J. M. H.

Chief Administrative Officer

U

Mayor



STAFF REPORT

Title: Bylaw No. 660-BD-20 - Bylaw to Amend Cold Lake and District Family and Community Support Services (FCSS) Advisory Committee Bylaw No. 509-BD-14

Meeting Date: March 10, 2020

Executive Summary:

Bylaw No. 509-BD-14, Cold Lake and District Family and Community Support Services Advisory Committee Procedural Bylaw was passed by Council on August 12, 2014 and in doing so repealed Bylaw No. 311-BD-07, amending Bylaw No. 368-BD-10, and amending Bylaw No. 404-BD-10.

The Cold Lake and District Family and Community Support Services Advisory Committee is expected to review the Cold Lake & District Family and Community Support Services Advisory Committee Bylaw once every two (2) years and make recommendation to Council for any changes deemed necessary.

The mandate of the Committee is to:

- Act as an advisor to Council with respect to policy development and planning for social service based programs, services and facilities
- Seek out and apply for funding that allows the Committee to address the social needs of the community
- Recommend guidelines and policies for the long-term planning of the social infrastructure of the community
- Review and provide recommendations to Council regarding criteria for the Community Strategy Grant Program; in accordance with the appropriate Acts.
- Review and approve Community Strategy grants within the approved regulations and budgets
- Make recommendations to Council on matters that affect philosophy, policy, budget, levels of services for social service based programs, services and facilities.

The purpose of this report is to present the recommendations of the Cold Lake and District Family and Community Support Services Advisory Committee to Council for adoption.



Background:

Council gave first reading to this bylaw at their February 25, 2020 regular meeting of Council.

The recommendations by the Cold Lake and District Family and Community Support Services Advisory Committee address general housekeeping improvements i.e. the referencing to the City of Cold Lake as well as the providing committee members the option of telephone attendance at a committee meeting.

The recommended amendments are presented in **RED** in the attached draft amended bylaw. The housekeeping items are found throughout the draft amended bylaw. The provisions for telephone attendance can be found in Section 10.2 of the draft amended bylaw.

Administration supports the recommendations presented by the Cold Lake and District Family and Community Support Services Advisory Committee.

Alternatives:

Council may consider the following options:

- Motion to give Bylaw No. 660-BD-20, being a Bylaw to Amend Cold Lake & District Family and Community Support Services Advisory Committee Bylaw No. 509-BD-14, in the City of Cold Lake, second and third & final reading.
- Defeat a motion to give Bylaw No. 660-BD-20, being a Bylaw to Amend Cold Lake & District Family and Community Support Services Advisory Committee Bylaw No. 509-BD-14, in the City of Cold Lake, second and third & final reading.

Recommended Action:

That Council pass a motion to give Bylaw No. 660-BD-20, being a Bylaw to Amend Cold Lake and District Family and Community Support Services Advisory Committee Bylaw No. 509-BD-14, in the City of Cold Lake, second reading as well as third and final reading

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE
BYLAW 660-BD-20**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 509-BD-14, COLD LAKE & DISTRICT FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY COMMITTEE BYLAW.

PURSUANT to section 63(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26, a council may by bylaw authorize the revision of a bylaw of the municipality; and pursuant to section 63(2)(i) of the *Municipal Government Act*, RSA 2000, Chapter M-26 the bylaw may make changes, without changing the substance of the Bylaw, to bring out more clearly what is considered to be the meaning of the bylaw or to improve the expression of the law;

WHEREAS Council passed Bylaw 509-BD-14 on August 12, 2014 to establish the Cold Lake & District Family and Community Support Services Advisory Committee Bylaw;

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

SECTION 1 - TITLE

1. This Bylaw shall be cited “660-BD-20, Amendment to Bylaw 509-BD-14, the Cold Lake & District Family & Community Support Services Advisory Committee Bylaw”:

SECTION 2 – BYLAW AMENDMENTS

2. Bylaw 509-BD-14 is hereby amended by:
 - 2.1 Adding definition:
 - 2.3 “Electronic Communications” means that Committee members may attend a Committee meeting through electronic communications.
 - 2.2 Definition 2.2 is hereby amended and shall read as follows:

“Council” means the Mayor and Members of Council of the City of Cold Lake;
 - 2.3 Definition 2.4 is hereby amended and shall read as follows:
 - 2.5 “Member of Council” means an elected member of the Council of the City of Cold Lake or the MD of Bonnyville;
 - 2.4 Definition 2.6 is hereby amended and shall read as follows:
 - 2.7 “Organizational Meeting of Council” means the annual organizational meeting of Council as set out in the City of Cold Lake Procedural Bylaw;
 - 2.5 Section 6.1 of Bylaw 509-BD-14 is hereby amended and shall read as follows:
 - 6.1 The term of office for the members-at-large will be for two (2) years. Council may reappoint any Committee member to additional terms should Council deem such appointment to be in the best interests of the City of Cold Lake and the Family and Community Support Services Advisory Committee.
 - 2.6 Section 9.2 of Bylaw 509-BD-14 is hereby amended and shall read as follows:
 - 9.2 Where a member of the Committee is requested to attend a conference, seminar or other meeting outside the jurisdiction of the City of Cold Lake, they may be provided reimbursement of any travelling and living expenses.
 - 2.7 Section 10 of Bylaw 509-BD-14 is hereby amended, to add the following:

10.2 Meeting through Electronic Communications

- 10.2.1 Committee members may attend a Committee meeting by means of electronic communication. Acceptable alternatives include: through the use of a telephone, ensuring that dialogue is available for both parties; through the use of a personal computer, or other means as technology advances.
- 10.2.2 Committee members may attend a regular or special Committee meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by the Committee.
- 10.2.3 Committee members shall be permitted to attend a meeting using electronic communications if that location is able to support its use, ensuring that all Committee members participating in the meeting are able to communicate effectively.
- 10.2.4 A Committee member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 10.2.5 The Chairperson shall announce to those in attendance at the Committee meeting that a Committee member is attending the meeting by means of electronic communications.
- 10.2.6 When a vote is called, Committee members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Committee members present at the meeting have cast their votes by a show of hands.

2.8 Section 10.5.1 of Bylaw 509-BD-14 is hereby amended and shall read as follows:

10.5.1 the Committee may make rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw, the City of Cold Lake Procedural Bylaw and the Municipal Government Act.

2.9 Section 12.4 of Bylaw 509-BD-14 is hereby amended and shall read as follows:

12.4 Council may request that the Committee provide it with input, either verbally or in writing, pertaining to a budget outlining the proposed expenditures of the Committee for the next year. Any input provided by the Committee with respect to such budget is deemed to be that of the Committee and not of the administration of the City of Cold Lake.

SECTION 3 - ENACTMENT

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

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 25th day of February, A.D. 2020, 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

CITY OF COLD LAKE
BYLAW #509-BD-14

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE COLD LAKE & DISTRICT FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY COMMITTEE.

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

WHEREAS, the Council of the City of Cold Lake deems it expedient to establish a Family & Community Support Services Advisory Committee;

WHEREAS Bylaw 509-BD-14 will repeal the City of Cold Lake Bylaw 311-BD-07, amend Bylaw 368-BD-10 and amend Bylaw 404-BD-10;

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

1. TITLE

This Bylaw shall be cited as the “Cold Lake & District Family & Community Support Services Advisory Committee Bylaw:

2. DEFINITIONS

In this Bylaw:

2.1 “Committee” means the Cold Lake & District Family & Community Support Services Advisory Committee as provided for in this Bylaw;

~~2.2 “Council” means the Mayor and Members of Council of Cold Lake;~~

2.2 “Council” means the Mayor and Members of Council of the City of Cold Lake

2.3 “Electronic Communications” means that Committee members may attend a Committee meeting through electronic communications.

2.4 “Manager” means the Manager of Cold Lake and District Family and Community Support Services;

~~2.4 “Member of Council” means an elected member of the Council of Cold Lake or the MD of Bonnyville;~~

2.5 “Member of Council” means an elected member of the Council of the City of Cold Lake or the MD of Bonnyville;

2.6 “Municipal Government Act” means the Municipal Government Act, S.A. 2000 as amended from time to time;

~~2.6 “Organizational Meeting of Council” means the annual organizational meeting of Council as set out in the Cold Lake Procedural Bylaw;~~

2.7 “Organizational Meeting of Council” means the annual organizational meeting of Council as set out in the City of Cold Lake Procedural Bylaw;

2.8 “Recording Secretary” means a person appointed to the position of recording secretary of the Committee pursuant to this Bylaw;

2.9 “Simple Majority” means more than 50% of the votes or persons;

CITY OF COLD LAKE
BYLAW #509-BD-14

2.10 “Staff Advisor” means a person appointed to the position of staff advisor of the Committee pursuant to this Bylaw; and

2.11 “Vacancy” means the absence of a member from the Committee, including absence due to death, retirement or resignation and including an inability or refusal by a member to continue to fulfill his or her obligations as a member of the Committee.

3. ESTABLISHMENT

Committee to be known as the Cold Lake & District Family & Community Support Services Advisory Committee is hereby established.

4. MANDATE

The mandate of the Committee shall be as follows:

4.1 Act as an advisor to Council with respect to policy development and planning for social service based programs, services and facilities.

4.2 Seek out and apply for funding that allows the Committee to address the social needs of the community.

4.3 Recommend guidelines and policies for the long term planning of the social infrastructure of the community.

4.4 Review and provide recommendations to Council regarding criteria for the Community Strategy Grant Program; in accordance with the appropriate Acts.

4.5 Review and approve Community Strategy grants within the approved regulations and budgets.

4.6 Make recommendations to Council on matters that affect philosophy, policy, budget, levels of services for social service based programs, services and facilities.

5. MEMBERSHIP

5.1 The Committee shall consist of seven (7) members appointed by resolution of Council as follows:

5.1.1 One (1) elected member of the Council of the City of Cold Lake; and

5.1.2 One (1) elected member of the Council of the Municipal District of Bonnyville No. 87; and

5.1.3 Five (5) members of the public-at-large residing in either the City of Cold Lake or the Municipal District of Bonnyville No. 87.

5.2 Any vacancy may be filled by resolution of Council.

6. TERM OF OFFICE

6.1 ~~The term of office for the members at large will be for two (2) years. Council may reappoint any Committee member to additional terms should Council deem such appointment to be in the best interests of the City and the Family and Community Support Services Advisory Committee.~~

6.1 The term of office for the members-at-large will be for two (2) years. Council may reappoint any Committee member to additional terms should

CITY OF COLD LAKE
BYLAW #509-BD-14

Council deem such appointment to be in the best interests of the City of Cold Lake and the Family and Community Support Services Advisory Committee.

- 6.2 The term of office for a Committee member shall commence on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and shall expire on the date of the Organizational Meeting of Council in the year of the expiry of the term unless Council has provided otherwise by resolution.
- 6.3 Where a Member of Council is appointed as a member of the Committee, the appointment shall terminate upon the Member of Council ceasing to be a Member of Council.
- 6.4 A Committee member may be re-appointed by Council resolution to serve a further term.
- 6.5 All members shall remain in office until their respective successors have been appointed.
- 6.6 In the event of a vacancy the person appointed to fill such vacancy shall hold officer for the remainder of the term concerned.
- 6.7 If any member of the Committee is absent from three (3) consecutive regular meetings of the Committee during their term, Council, on recommendation from the Committee, may declare a vacancy in respect of the office of such member.
- 6.8 Council may, with reason, request the resignation of any member of the Committee at any time prior to the expiry date of the member's term of office and any member of the Committee may resign therefrom at any time upon sending a written notice to the recording secretary to that effect.

7. CHAIRPERSON AND VICE-CHAIRPERSON

- 7.1 At the first meeting of the Committee, and annually thereafter at a meeting of the Committee, a chairperson and a vice-chairperson of the Committee shall be elected by a vote of a simple majority of those members of the Committee present.
- 7.2 A Member of Council appointed to the Committee shall not be eligible for the position of chairperson or vice-chairperson.
- 7.3 A member may be re-elected to the position of chairperson or vice-chairperson.
- 7.4 The duties of the chairperson shall consist of:
 - 7.4.1 presiding at the regular and special meetings of the Committee;
 - 7.4.2 direction and control of the operation of the Committee;
 - 7.4.3 direct consultation with the Manager; and
 - 7.4.4 providing all information and material for inclusion in an agenda for all regular and special meetings of the Committee to the recording secretary at least five (5) days prior to the meeting for which the agenda is prepared.
- 7.5 The duties of the vice-chairperson shall consist of:
 - 7.5.1 fulfilling the duties of the chairperson in his or her absence; and
 - 7.5.2 acting as the spokesperson for the activities of the Committee.

CITY OF COLD LAKE
BYLAW #509-BD-14

Where the chairperson and vice-chairperson are both absent from a meeting of the Committee, one of the other members of the Committee shall be elected, as the chairperson, by a simple majority of members present to preside over the meeting.

8. ROLE OF STAFF

- 8.1 The Chief Administrative Officer may appoint a staff advisor and/or recording secretary to the Committee and may, where appropriate, attend meetings of the Committee in a non-voting, ex-officio capacity.
- 8.2 The role of the Chief Administrative Officer or staff member appointed hereunder would be that of an advisor to the Committee in respect of those matters within the jurisdiction of the Committee.
- 8.3 The duties of the recording secretary shall consist of:
 - 8.3.1 attendance at all regular and special meetings of the Committee;
 - 8.3.2 attendance at all regular or special meetings of any sub-committees of the Committee as required by the Committee;
 - 8.3.3 to record and distribute minutes of such meetings in accordance with the provisions of this Bylaw or as directed by the Committee;
 - 8.3.4 to prepare and provide an agenda to members of the Committee at least two (2) clear working days prior to the meeting for which the agenda is prepared; and
 - 8.3.5 to perform all other duties as may be assigned by the Committee from time to time.

9. REMUNERATION AND EXPENSES

- 9.1 Members of the Committee shall serve their term of office with the Committee in a voluntary capacity.
- 9.2 ~~Where a member of the Committee is requested to attend a conference, seminar or other meeting outside the jurisdiction of Cold Lake, they may be provided reimbursement of any travelling and living expenses.~~
- 9.2 Where a member of the Committee is requested to attend a conference, seminar or other meeting outside the jurisdiction of the City of Cold Lake, they may be provided reimbursement of any travelling and living expenses.

10. MEETINGS

10.1 Regular and Special Meetings

- 10.1.1 The first meeting of the Committee shall take place at a time to be designated by resolution of Council.
- 10.1.2 A regular meeting of the Committee shall generally be held once a month, but at least quarterly. The time and place of such regular meeting to be determined by the Committee at its first meeting and may be changed by the Committee from time to time as the Committee may deem advisable.
- 10.1.3 Special meetings may be called on twenty-four (24) hours' notice by the chairperson or at the request of a simple majority of the members of the Committee. The Committee may, by unanimous consent, wave notice of a special meeting at any time if every member of the Committee is present and has signed a waiver of notice of special meeting.

**CITY OF COLD LAKE
BYLAW #509-BD-14**

10.2 Meeting through Electronic Communications

- 10.2.1 Committee members may attend a Committee meeting by means of electronic communication. Acceptable alternatives include: through the use of a telephone, ensuring that dialogue is available for both parties; through the use of a personal computer, or other means as technology advances.
- 10.2.2 Committee members may attend a regular or special Committee meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by the Committee.
- 10.2.3 Committee members shall be permitted to attend a meeting using electronic communications if that location is able to support its use, ensuring that all Committee members participating in the meeting are able to communicate effectively.
- 10.2.4 A Committee member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 10.2.5 The Chairperson shall announce to those in attendance at the Committee meeting that a Committee member is attending the meeting by means of electronic communications.
- 10.2.6 When a vote is called, Committee members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Committee members present at the meeting have cast their votes by a show of hands.

10.3 Minutes

- 10.3.1 A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the recording secretary. Copies of all minutes shall be filed with the office of the Chief Administrative Officer within 10 days of the meeting at which such minutes were recorded and circulated to all members prior to the next regular meeting.

10.4 Quorum

- 10.4.1 A quorum for regular and special meetings of the Committee shall be a simple majority of the voting members of the Committee.
- 10.4.2 The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.
- 10.4.3 Only those Committee members present at a Committee meeting shall vote on any matter before the Committee, and in the event of a tie, the motion shall be lost; notwithstanding that should it be deemed necessary, by the Chief Administrative Officer or the appointed staff advisor, to have members vote electronically during an interval of meetings in order to move forward on issues with timelines, the Committee members shall be directed to do so and shall be held to such a vote as final decision.

10.5 Delegations

- 10.5.1 ~~Persons wishing to be heard by the Committee shall, unless otherwise decided by the Committee, give notice in writing within seventy two (72) hours of the meeting of the Committee at which that person wishes to be heard.~~

CITY OF COLD LAKE
BYLAW #509-BD-14

10.5.1 the Committee may make rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw, the City of Cold Lake Procedural Bylaw and the Municipal Government Act.

10.5.2 Where a person or representative of any group wishes to address the Committee, the Committee may, by a vote of a simple majority of members, allow a person or representative to address it.

10.6 Rules of Procedure

10.6.1 The Committee may make rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw, the Cold Lake Procedural Bylaw and the Municipal Government Act.

11. SUB-COMMITTEE

11.1 The Committee may appoint sub-committees to deal with any special phase of the matters coming within the scope of the jurisdiction of the Committee. Upon the filing of a final report by a sub-committee on its activities, the sub-committee shall be dissolved.

12. DUTIES OF THE COMMITTEE

12.1 In addition to any duties and responsibilities of the Committee d set out in this Bylaw, the duties and responsibilities of the Committee shall be determined by resolution of Council.

12.2 The Committee may advise Council with respect to the making of policies as the Committee deems necessary from time to time, provided such policies are not inconsistent with the powers herein conferred.

12.3 The Committee shall review this Bylaw bi-annually (every two years) and make recommendations to Council for any changes deemed necessary.

12.4 ~~Council may request that the Committee provide it with input, either verbally or in writing, pertaining to a budget outlining the proposed expenditures of the Committee for the next year. Any input provided by the Committee with respect to such budget is deemed to be that of the Committee and not of the administration of Cold Lake.~~

12.4 Council may request that the Committee provide it with input, either verbally or in writing, pertaining to a budget outlining the proposed expenditures of the Committee for the next year. Any input provided by the Committee with respect to such budget is deemed to be that of the Committee and not of the administration of the City of Cold Lake.

13. REPEAL

Bylaw No. 509-BD-14 shall replace Bylaw No. 311-BD-07, amend Bylaw 368-BD-10 and 404-BD-10, of the City of Cold Lake.

14. ENACTMENT

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

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 10th day of June, A.D. 2014, on motion by Councillor Lefebvre.

CARRIED
UNANIMOUSLY

CITY OF COLD LAKE
BYLAW #509-BD-14

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 24th day of June, A.D. 2014, on motion by Councillor Lefebvre.

CARRIED
UNANIMOUSLY

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 12 day of August, A.D. 2014, on motion by Councillor Vining, as amended.

CARRIED
UNANIMOUSLY

Executed this ____ day of _____, 2014.

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER



STAFF REPORT

Title: Bylaw No. 661-ST-20 - Bylaw to Close and Dispose of a Portion of Road

Meeting Date: March 10, 2020

Executive Summary:

Proposed closure and sale of a portion of 19 Street (Plan 773KS) to resolve an encroachment of a structure on the road right-of-way.

Background:

Administration is recommending that Council consider the closure and sale of a portion of 19 Street adjacent to 1815 1st Avenue as shown on Plan 773KS. The total area of these portions of road is approximately 0.00054ha. The building at 1815 1st Avenue was found to be encroaching on the road right-of-way and the owner has requested the closure and sale of a portion of the road to alleviate the encroachment. An appraiser was of the opinion that the portion of road to be closed and sold would have no real value, given its small size and narrow configuration.

The proposed closure does not impact vehicle traffic on 19th Street as the closure only affects a portion of the boulevard. No City utilities are located within the proposed closure area. No concerns were raised through the referral process and no objections were received prior to the Council report deadline.

Bylaw 661-ST-20 received first reading at the February 11, 2020 regular Council meeting. Subject to the outcome of the statutory Public Hearing, Administration recommends that Council proceed to give Bylaw 661-ST-20 second as well as third and final reading.

Alternatives:

Council may consider the following alternatives:

- 1) Proceed to give Bylaw 661-ST-20, being a bylaw to close and dispose of a portion of roadway second as well third and final reading, subject to the outcome of the statutory Public Hearing.
- 2) Defeat second reading of 661-ST-20.
- 3) Accept as information only.

Recommended Action:



Administration recommends that Council proceed to give Bylaw 661-ST-20, being a bylaw to close and dispose of a portion of roadway second as well 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 661-ST-20
A BYLAW TO CLOSE AND DISPOSE OF
A PORTION OF A ROAD

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

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

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

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

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

1. THE EASTERLY 0.12m OF 19 STREET (ALSO KNOWN AS JUBILEE STREET) IN PERPENDICULAR WIDTH THROUGHOUT LYING ADJACENT TO THE WEST BOUNDARY OF LOT 1, BLOCK 2, PLAN 773 KS, EXCEPTING THEREOUT ALL MINES AND MINERALS, is hereby closed.
2. This Bylaw shall take effect on the date it is passed.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 11 day of February, A.D. 2020, on motion by Councillor Vining.

CARRIED
UNANIMOUSLY

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this ____ day of _____, A.D. 2020, on motion by Councillor _____.

CARRIED
UNANIMOUSLY

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this ____ day of _____, A.D. 2020, on motion by Councillor _____.

CARRIED
UNANIMOUSLY

Executed this____ **day of** _____, **2020**

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Location Map
661-ST-20
Proposed Partial Road Closure 0.0005ha



ABBREVIATIONS

Fd. FOUND
 c.s. COUNTER SUNK
 Mk. MARK
 HT. HEIGHT
 DEP. DEPTH
 RET. RETAINING
 Enc. ENCROACHMENT
 est. ESTABLISHED
 Pos. POSITION

LEGEND:

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

TENTATIVE PLAN

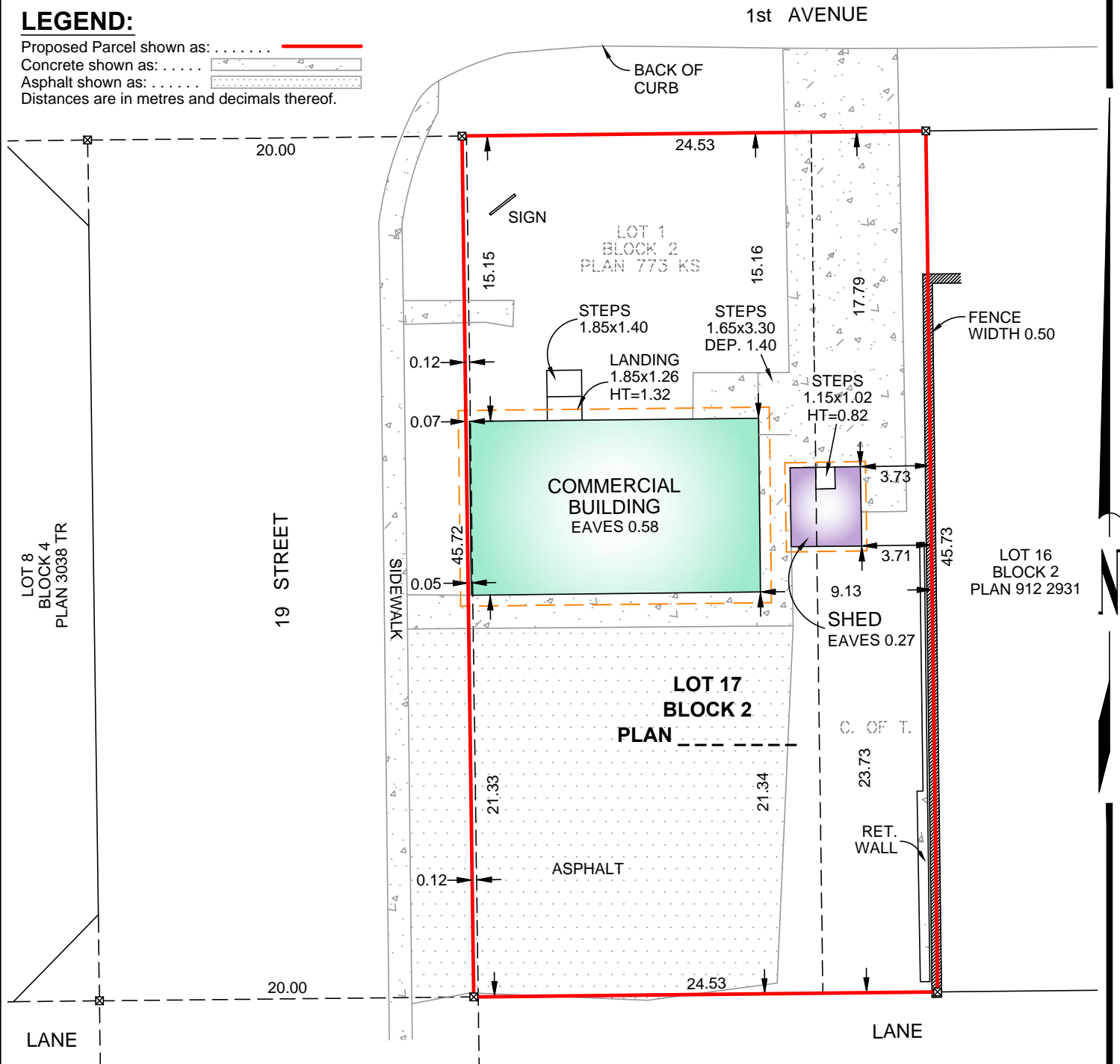
SHOWING PROPOSED CONSOLIDATION OF

Lot 1, Block 2, Plan 773 KS

and C. of T. 192 150 766 +1

and a Portion of 19th Street

CITY OF COLD LAKE



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

SCALE 1:300

REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	DEC 5, 2019

Job X071919

Rev. 0

SURVEYED BY: J.A.

CALC'D BY: F.M.

DRAWN BY: A.M.

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Summary of Road Closure Referral Circulation

File Number:	661-ST-20		
Description:	Proposed Partial Road Closure of 19 Street		Municipal Address Adjacent to 1815 1 st Avenue

Source & Summary of Comments	No Reply	Objections	No Objection	Easement, ROW, ASP, etc,
City of Cold Lake				
Planning and Development Department	✓			
Planning and Development Manager	✓			
Planner			✓	
Development Officer	✓			
Emergency Services	✓			
Public Works & Infrastructure			✓	
Government of Canada				
Province of Alberta				
Utilities				
ATCO Electric	✓			
ATCO Gas			✓	
ATCO Pipeline			✓	
EastLink			✓	
Telus	✓			



STAFF REPORT

Title: Agreement - Municipal Energy Manager

Meeting Date: March 10, 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:

At January 28, 2020 regular meeting of Council, Council resolved to postpone this item to the March 10, 2020 regular meeting of Council.

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

Further to Councils meeting of January 28, 2020, it should be noted that the City of Cold Lake has not received update on the I.D. 349 funding. It is administration's advice to hold off any decisions until an outcome is reached or respectfully decline moving ahead as this was of significant concern to City Council. Furthermore, Council raised concern on the funding commitment being put forward by the Village of Glendon as it relates to the scope of the project.

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 Municipal Climate Action Centre's (MCCAC) Municipal Energy Manager (MEM) program agreement as presented;
- Council may pass a motion to respectfully decline moving ahead with the Municipal Climate Action Centre's (MCCAC) Municipal Energy Manager (MEM) program;



- Council postpone to the April 28, 2020 regular meeting of Council.

Recommended Action:

That Council postpone the Municipal Climate Action Centre's (MCCAC) Municipal Energy Manager (MEM) program agreement with the Municipal District of Bonnyville No. 87 to the April 28, 2020 regular meeting of Council.

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

Meeting Date: March 10, 2020

Executive Summary:

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

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

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

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

Background:

At Council's regular meeting held October 8, 2019, Council resolved to postpone New Business Item Request for Funding - Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 Charity Events to the 2020 budget deliberations, with consideration for funding being given at the December 10, 2019 regular meeting of Council after the approval of the 2020 budget.

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

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



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

Sponsorship options to the various events are attached.

Sponsor the Run For Ronald event as follows:

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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



Council's goodwill budget for 2020 has not been approved. To date, without consideration of this request or any others on the March 10, 2020 agenda, \$12,600.00 (Cold Lake Alpine Ski Society \$2,500, CLMHA \$10,000, and Kids Time Out Play Program \$100) has formally been allocated from the 2020 Council Goodwill budget by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

Alternatives:

Council may consider the following options:

- Pass or defeat a motion to support the following Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 events:
 - \$_____ Sponsor - Run for Ronald scheduled for Saturday, May 2, 2020 in Cold Lake
 - \$_____ Sponsor - Charity Golf Classic: Lakeland Region scheduled for Saturday, June 20, 2020 at the Cold Lake Golf & Winter Club
 - \$_____ Sponsor - Winterland Invitational Hockey Tournament scheduled for February 14-16, 2020 in Bonnyville, Glendon, and Elk Pointwith funds to come from Council Goodwill (1-2-11-20-229) for 2019.
- Pass a motion to respectfully decline the request to sponsor the events being hosted by the Ronald McDonald House Charities Northern Alberta (RMHCNA) for 2020.
- That Council postpone the request for funding to the March 24, 2020 regular meeting of Council.

Recommended Action:

That Council postpone Old Business Item ___ Request for Funding - Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 Charity Events to the March 24, 2020 regular meeting of Council.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Cindy Reimer

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

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Craig,

I hope the presentation last night was informative?

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

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

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

Thanks,

Oreen Skiba

Stakeholder Relations Manager, Lakeland Region

Ronald McDonald House Charities® Alberta

C: 780-217-6020





Ronald McDonald
House Charities®
Alberta



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

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

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

1) Sponsor an Event



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

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

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

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

2) Donate a Gift-in-Kind

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

3) Make a Cash Donation

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

4) Volunteer

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

5) Be Our Guest

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

Our Houses



Edmonton House (35 Family Suites)



Red Deer House (11 Family Suites)



Calgary House (27 Family Suites)



Medicine Hat House (6 Family Suites)

Projected Opening December 2019

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

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

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

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

2018 Impact Statistics

1,220

families stayed at a
Ronald McDonald House®
in Alberta.

RMHC Alberta has

73

family suites across
the province.

22,280

Nights of Comfort

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

In 2018 RMHC Alberta had over

50,000

 hours of volunteerism.

1,279 Meal Groups

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

In 2018 RMHC Alberta Accommodated:

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

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

Reasons for Stay

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

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



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

Winterland Invitational Exclusive Sponsorship Opportunities Available

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

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

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

Winterland Invitational Non- Exclusive Sponsorship Opportunities Available

Winterland Invitational Official Hotel Sponsors

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

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

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



THANK YOU TO OUR SPONSORS



Run for RMHCA

Ronald McDonald House Charities® Alberta

Lakeland Region



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

RUN FOR RMHC ALBERTA

Sponsorship Opportunities Available

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

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

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



Thank You To Our Sponsors



Corporate, School and Unit Challenge

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

Points are allocated in the following way:

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

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

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



Lace up your running shoes and join the Challenge!



Ronald McDonald House Charities® Alberta
CHARITY GOLF CLASSIC
Lakeland Region

RMHC ALBERTA LAKELAND CHARITY GOLF CLASSIC

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

Exclusive Sponsorship Opportunities Available

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

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

Non-Exclusive Sponsorship Opportunities Available

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

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

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



THANK YOU TO OUR SPONSORS!

Presenting Sponsors



RBC Mortgage Specialist
Wendy Coats



Cold Lake
Astra Lodge 379
Royal Arch Masons
of Alberta



#KeepingFamiliesClose

Get involved at rmhcalberta.org

SPONSORSHIP AGREEMENT

I would like to sponsor:

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

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

Contact Information

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

Contact Name

Address

City

Province

Postal Code

Telephone

Email

Payment Information

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

Name on Card	Expiry	
Card Number	CVS	

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

Signature _____

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



RMHC
Alberta

Keeping families close™

Get involved at

www.rmhcalberta.org



STAFF REPORT

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

Meeting Date: March 10, 2020

Executive Summary:

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

Background:

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

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

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

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

Hole Sponsor Program

Five (5) Years

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

Benefits:

Cedar signage on the designated hole

Signage above pro-shop front counter

Golf package options at the start of every year

Golf Options:

Two (2) memberships OR

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

Fifty (50) passes*

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



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

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

Council's goodwill budget for 2020 has not been approved. To date, without consideration of this request or any others on the March 10, 2020 agenda, \$12,600.00 (Cold Lake Alpine Ski Society \$2,500, CLMHA \$10,000, and Kids Time Out Play Program \$100) has formally been allocated from the 2020 Council Goodwill budget by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

Alternatives:

- That Council authorize the City to provide sponsorship in the Grand Centre Golf and Country Club Hole Sponsorship Program in the amount of \$10,000.00 + GST with funds to come from Council Goodwill (1-2-11-20-229).
- That Council defeat a motion to authorize the City to provide sponsorship in the Grand Centre Golf and Country Club Hole Sponsorship Program in the amount of \$10,000.00 + GST.
- That Council pass a motion to respectfully decline the opportunity provide sponsorship to the Grand Centre Golf and Country Club Hole Sponsorship Program.
- That Council postpone the request for funding to the March 24 or April 14, 2020 regular meeting of Council.

Recommended Action:

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

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

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

Hi Craig,

I hope all is well.

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

HOLE SPONSOR PROGRAM

5 YEARS

\$10,000 + GST (onetime payment)

Benefits:

Cedar signage on the designated hole

Signage above proshop front counter

Golf package options at the start of every year

Golf Options:

2 memberships OR

1 membership and 25 passes OR

50 passes

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

Thanks,

DEAN WANDLER



GRAND CENTRE GOLF AND COUNTRY CLUB

General Manager/Superintendent

(780)594-2121 ex. 2





Recreation & Culture Grant Policy

POLICY NUMBER: 097-RC-07

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

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

1.0 Policy Intent

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

2.0 Purpose

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

3.0 Policy Statement

3.1 Definitions:

3.1.1 “Non-profit Organization”

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

3.2 Application Criteria

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

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

4.0 Managerial Guidelines

4.1 Categories of Support

4.1.1 Development Grant

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

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

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

4.1.2 Special Event Grant

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

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

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

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

4.1.3 Travel Grant

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

The Travel Grant guidelines:

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

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

4.1.4 Equipment Grant

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

The Equipment Grant guidelines:

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

4.1.5 Leadership Grant

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

The Leadership Grant guidelines:

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

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

4.2 Evaluation Criteria

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

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

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

4.3 Reporting on Funding Received

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

4.4 Other Funding Requests

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

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

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

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

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

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

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

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

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

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

5.0 References

6.0 Persons Affected

Community Services Department
Corporate Services
Recreation and Culture Advisory Committee

7.0 Revision/Review History

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

July 21, 2016

Date

July 26 2016

Date

J. M. H.

Chief Administrative Officer

U

Mayor



STAFF REPORT

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

Meeting Date: March 10, 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.

At their regular meeting held January 28, 2020, Council resolved to postpone this request to their March 10, 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)

Council's goodwill budget for 2020 has not been approved. To date, without consideration of this request or any others on the March 10, 2020 agenda, \$12,600.00 (Cold Lake Alpine Ski Society \$2,500, CLMHA \$10,000, and Kids Time Out Play Program \$100) has formally been allocated from the 2020 Council Goodwill budget by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

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
- That Council postpone the request for funding to the March 24 or April 14, 2020 regular meeting of Council.

Recommended Action:

That Council postpone Old Business Item ___ Request for Funding - Bonnyville and District Chamber of Commerce - Lakeland Business of the Year Awards Gala 2020 to the April 14, 2020 regular meeting of Council.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



RECEIVED
NOV 18 2019
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: Request for Funding - 2019 Operation Red Nose Campaign

Meeting Date: March 10, 2020

Executive Summary:

A letter (attached) has been received from the President of the Cold Lake Agricultural Society advising that they have chosen and agreed to take over the Operation Red Nose Campaign this year, noting that it will be Operation Red Nose's 9th year of operation in Cold Lake.

Operation Red Nose has been a very important part of the Christmas season in the area by helping reduce the amount of impaired offences during this time.

Operation Red Nose is a campaign that has groups of volunteer's safety drive people home in their own vehicles for free. They work in groups of three (3) as follows:

- A driver to drive the client's vehicle
- A navigator to ride with the driver in the client's vehicle
- An escort driver to be a chase vehicle and to pick up the drivers and navigators after the client is safely home

Although there is not a charge for this services, donations and tips are accepted which go directly into a pot that will support a number of scholarships and local youth sports initiatives.

The Cold Lake Agricultural Society are seeking support in the amount of \$2,500.00 or whatever can be provided to help offset the costs for volunteer appreciation and advertising.

Background:

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

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

Operation Red Nose has been in operation for the past eight (8) years in Cold Lake.



It is understood that Cold Lake Victim Services used to be the organization that heads up the Operation Red Nose Campaign in Cold Lake.

It should be noted that the City has not previously provided funding directly to the Operation Red Nose Campaign however did provide funding to related organizations by other means.

The Recreation and Cultural Grant Policy (Policy No. 097-RC-97) outlines in Section 4 that their request for funding is not covered under an existing grant policy or program offered by the City of Cold Lake or is excluded based on the criteria of an existing policy/ program, the organization may wish to make an application directly to Council for funding consideration.

It was noted that the request would not comply under Section 4.4.2.3 however under Section 4.4.2.4 the Cold Lake Agricultural Society would need to submit audited financial statements. The City has made a request for this information.

Council's goodwill budget for 2020 has not been approved. To date, without consideration of this request or any others on the March 10, 2020 agenda, \$12,600.00 (Cold Lake Alpine Ski Society \$2,500, CLMHA \$10,000, and Kids Time Out Play Program \$100) has formally been allocated from the 2020 Council Goodwill budget by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

Alternatives:

- That Council provide funding in the amount of \$2,500 towards the 2019 Operation Red Nose Campaign with funds to come from Council Goodwill (1-2-11-20-229).
- That Council defeat a motion to provide funding towards the 2019 Operation Red Nose Campaign.
- That Council postpone the request for funding to the March 24 or April 14, 2020 regular meeting of Council.

Recommended Action:

That Council postpone Old Business Item ___ Request for Funding - 2019 Operation Red Nose Campaign to the April 14, 2020 regular meeting of Council.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Sponsorship of Operation Red Nose 2019 Campaign

His Worship the Mayor and Councillors of the City of Cold Lake.

The Cold Lake Agricultural Society has chosen and agreed to take over the Operation Red Nose Campaign this year in our city. This will be ORN's 9 Year in Cold Lake and has been a very important part of the Christmas season in our area by helping reduce the amount of impaired offences during this time.

Operation Red Nose is a campaign that has groups of volunteers safely drive people home in their own vehicles for free. They work in groups of 3.

- A Driver to drive the clients vehicle
- A Navigator to ride with the driver in the clients vehicle
- A Escort Driver to be a chase vehicle and to pick up the drivers and navigators after the client is safely home.

We do not charge for this service, however accept donations and tips that will go directly into a pot that will support a number of scholarships and local youth sports initiatives.

We are asking for support in the amount of \$2500.00 or whatever you can provide for volunteer appreciation and advertising.

For this generous sponsorship the city would receive:

- Logo on posters
- Social media mentions
- Mentions on Radio Ads

Thank you for your time.

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

Dustin Foulds,

President

Cold Lake Agricultural Society



Recreation & Culture Grant Policy

POLICY NUMBER: 097-RC-07

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

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

1.0 Policy Intent

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

2.0 Purpose

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

3.0 Policy Statement

3.1 Definitions:

3.1.1 “Non-profit Organization”

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

3.2 Application Criteria

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

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

4.0 Managerial Guidelines

4.1 Categories of Support

4.1.1 Development Grant

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

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

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

4.1.2 Special Event Grant

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

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

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

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

4.1.3 Travel Grant

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

The Travel Grant guidelines:

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

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

4.1.4 Equipment Grant

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

The Equipment Grant guidelines:

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

4.1.5 Leadership Grant

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

The Leadership Grant guidelines:

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

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

4.2 Evaluation Criteria

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

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

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

4.3 Reporting on Funding Received

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

4.4 Other Funding Requests

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

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

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

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

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

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

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

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

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

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

5.0 References

6.0 Persons Affected

Community Services Department
Corporate Services
Recreation and Culture Advisory Committee

7.0 Revision/Review History

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

July 21, 2016

Date

July 26 2016

Date

J. M. H.

Chief Administrative Officer

U

Mayor



STAFF REPORT

Title: Request for Funding - Portage College 2020 Student Scholarship Fundraising Dinner

Meeting Date: March 10, 2020

Executive Summary:

An email (attached) has been received from Portage College with respect to their upcoming Student Scholarship Dinner scheduled for Saturday, March 28, 2020 at the Lac La Biche Campus wherein they are requesting Council's consideration of sponsorship opportunity by way of a donation of anything towards their silent auction. Tickets to the event can be purchased for \$100.00 each or a table of eight (8) for \$800.00. A fantastic lineup of speakers will consist of:

- Hockey Hall of Famer Doug Gilmour
- four (4) time Stanley Cup Champion with the Edmonton Oilers Kevin McClelland, and
- NHL veteran of twenty (20) NHL seasons Shayne Corson.

Portage College anticipates a sold out event at which is expected to draw around 300 supporters to the fundraiser, where businesses which will be prominently featured. In addition, each program will contain a "support our supporters" flyer listing all the businesses that donated auction items to the event.

All proceeds made at the event will go directly into scholarships so that more students can receive the education they deserve no matter their financial situation.

Background:

A sponsorship package is attached.

It should be noted that Portage College has various fundraising activities throughout the year.

Last year, Council resolved to provide a scholarship in the amount of \$1,000.00, plus a silent auction item to this event.

Council's goodwill budget for 2020 has not been approved. To date, without consideration of this request or any others on the March 10, 2020 agenda, \$12,600.00 (Cold Lake Alpine Ski Society \$2,500, CLMHA \$10,000, and Kids Time Out Play Program \$100) has formally been allocated from the 2020 Council Goodwill budget by



motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

It is understood that Council has signaled that it intends to delay all requests until the 2020 Budget is formally passed however based on the timelines administration suggests the Council proceed with a decision so that arrangements can be made in time for the event.

Alternatives:

Council may consider the following options:

1. Council could donate an item to the silent auction and/or purchase a table in the amount of \$800/table.
2. Council could donate an item to the silent auction and/or purchase individual tickets at \$100/ticket.
3. Provide a scholarship donation.
4. Council could respectfully decline the opportunity to sponsor the event
5. That Council postpone the request for funding to the March 24, 2020 regular meeting of Council.

Recommended Action:

That Council donate an item to the silent auction and/or purchase a table in the amount of \$800/table funded from Council Goodwill.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

From: Rick Flumian [<mailto:Rick.Flumian@portagecollege.ca>]
Sent: February 12, 2020 8:55 AM
To: Craig Copeland <CCopeland@coldlake.com>
Subject: Portage College Student Scholarship Fundraising Dinner

Hi Craig,

Our Student Scholarship Fundraising dinner is coming up and we are hoping for your support again. Attached is the opportunities to support our 20th Scholarship Fundraising Dinner at Portage College. I just want to talk about a few unique things about our student demographic at Portage College that most people might not know. Our average age of our students is 28, with only about 19% coming direct from high school. Portage college serves 11 indigenous communities with 45% of our population being indigenous. Scholarships go along way with our students as 18% are female single parents and 31% of our student population is married. A large portion of our students are first generation learners, so we really try to give them the tools to make them successful. One thing Portage College is extremely proud of is 70% of our students are employed in the region, and 88% of our students would recommend Portage College to others.

I want to thank you again for your continue support of Portage College and I hope you will take the opportunity to consider our upcoming Student Scholarship Fundraising Dinner in making a difference in the lives of our students by helping us raise money to provide scholarships. If you have any questions please do not hesitate to call me. I look forward to hearing from you and seeing you on the night of March 28, 2020.

Sincerely,

Rick Flumian | Manager Community Relations Box 417 * 9531 94 Avenue * Lac La Biche, Alberta T0A 2C0 W.
780-623-5591 * C. 780-404-3405 rick.flumian@portagecollege.ca



February 7, 2020

Dear Craig Copeland

Portage College will be hosting our annual Student Scholarship Fundraising Dinner presented by Cenovus Energy on March 28, 2020 at the Lac La Biche Campus. This event is one everyone looks forward to. This year will be no exception as we are bringing The Battle of Alberta right to Lac La Biche. We have a fantastic line up of speakers: Hockey Hall of Famer Doug Gilmour, four-time Stanley Cup champion with the Edmonton Oilers Kevin McClelland, and NHL veteran of 20 NHL seasons Shayne Corson. We anticipate a sold out event!

The evening is to raise money for our Student Scholarships. All profits will go directly into scholarships, so that more students can receive the education they deserve no matter their financial situation.

Without our great partners we would not be able to put on this great event. Over the last 19 years the support has been overwhelming. We are inviting our partners to get involved in this year's event in a variety of ways. Attached is a list of available opportunities. We are expecting to draw around 300 supporters to the fundraiser, where participating businesses will be prominently featured.

Thank you for your consideration of our request to make a difference in the lives of our Portage College students.

Yours sincerely,

Rick Flumian
Manager, Community Relations
Portage College

Sponsorship Package

Portage College Student Fundraising Scholarship Dinner Featuring: Doug Gilmour, Shayne Corson, & Kevin McClelland

Presenting Sponsor - \$12,500 Sold Cenovus

- Name/logo featured as Presenting Sponsor on all event materials
- Verbal recognition at the event
- Corporate logo looped on screen at the event
- Corporate logo included in the evening program
- Corporate logo included on podium at event
- Large Championship Banner on Hall of Fame Wall Autographed by the speakers
- Logo featured on Portage College's website on Supporters page for one year
- Recognized on the Radio and Paper in all Advertising
- Corporate logo looped on donor recognition screen at the
 - Lac La Biche, St. Paul and Cold Lake campuses for a period of one year
- Logo featured in thank you ad in the Lac La Biche Post
- 16 complimentary tickets (two tables) to the Dinner

Speaker & MC Sponsor - \$10,000 (Unlimited Available)

- Name/logo featured as Speaker and MC Sponsor
- Verbal recognition at the event
- Corporate logo looped on screen at the event
- Corporate logo included in the evening program
- Large Championship Banner on Hall of Fame Wall Autographed by the speakers
- Logo featured on Portage College's website on Supporters page for one year
- Corporate logo looped on donor recognition screen at the
 - Lac La Biche, St. Paul and Cold Lake campuses for a period of one year
- Logo featured in thank you ad in the Lac La Biche Post
- Eight complimentary tickets (one table) to the Dinner

Dinner Sponsor & Safe Drive Home- \$7,500 (Unlimited Available)

- Name/logo featured as Dinner Sponsor and Safe Drive Home Sponsor
- Verbal recognition at the event
- Corporate logo looped on screen at the event
- Corporate logo included in the evening program
- Large Championship banner on the Hall of Fame Wall Autographed by the speakers
- Logo featured on Portage College's website on Supporters page for one year
- Corporate logo looped on donor recognition screen at the
 - Lac La Biche, St. Paul and Cold Lake campuses for a period of one year
- Logo featured in thank you ad in the Lac La Biche Post
- 8 complimentary tickets (One Table) to the Dinner

Raffle & Games Sponsor - \$5000 (Unlimited Available)

- Name/Logo featured as Sponsor of the Raffle
- Verbal Recognition at the Event
- Corporate Logo Looped at the event
- Corporate logo included in the evening program
- Medium size Championship Banner on the Hall of Fame Wall Autographed by the speakers
- Company name promoted during the raffle video featuring the trips that will loop at the event
- Company logo on raffle tickets
- 8 complimentary tickets to the dinner

Live and Silent Auction Sponsor- \$2,500 (Stingray Radio, Unlimited Available)

- Name/Logo featured as Live and Silent Auction Sponsor
- Verbal Recognition at the event
- Corporate logo looped on screen at the event
- Small Size Championship banner on the Hall of Fame Wall Autographed by one of the Speakers
- Logo Featured in Thank You ad in the Lac La Biche Post
- 8 complimentary tickets to the dinner

Friends of Student Scholarships - \$1,500 (Unlimited Available)

- Corporate Logo included in the evening program
- Corporate Logo Looped on screen at Event
- Small Size Championship banner on the Hall of Fame Wall Autographed by one of the speakers
- 4 Complimentary Tickets to the Dinner

Scholarship Donations – Any Amount

Please feel free to donate any amount you please to benefit Portage College Student Scholarships. Scholarship money goes a long way in making a difference in the lives of our students, and helps them towards their success and new careers.



Silent Auction Donation Form

Donor Representative Name: _____

Donor Company Name: _____

Mailing Address: _____

Physical Address: _____

EMAIL: _____

Phone Number: _____

Description of item or service being donated

Approximate Retail Value: _____

Delivery Method:

- ☐ Delivery of item by donor
- ☐ Item needs to be picked up
- ☐ Promotional material provided by donor
- ☐ Donor provides certificate
- ☐ Committee to create certificate

Thank you for your support!

Please return this form or email the same information to Rick Flumian by March 20, 2020.

Email: rick.flumian@portagecollege.ca Phone: 780-623-5591 or Cell: 780-404-3405



STAFF REPORT

Title: Request for Funding - Hearts for Healthcare Society 2020 Hearts for Hospital Gala

Meeting Date: March 10, 2020

Executive Summary:

An email, letter and sponsorship information (attached) have been received from the Hearts for Healthcare Committee requesting table and/or ticket purchases, any monetary sponsorship, donation of any item or prize towards their auction, and/or sponsorship to their 11th Annual Hearts for Hospital Gala. This will be the Hearts for Healthcare's 11th annual fundraiser which will be held on Saturday, May 2, 2020 at the Cold Lake Energy Centre. Their goal this year is to raise \$120,000 to continue to enhance the local healthcare services by improving patient experiences, supplying up-to-date equipment, and providing support to our healthcare professionals.

Their first ten (10) fundraisers were a tremendous success, and have assisted in the physician recruitment efforts in Cold Lake and various equipment upgrades. To date, their fundraisers have totalled over \$2 million as follows:

- 2019 - \$190,000
- 2018 - \$160,000+
- 2017 - \$175,000
- 2016 - \$200,000+
- 2015 - \$200,000
- 2014 - \$230,000
- 2013 - \$244,000
- 2012 - \$264,000
- 2011 - \$244,000
- 2010 - \$125,000+

It is understood that the event is already 75% sold.

In effort of planning Hearts for Hospital is requesting for a confirmation of any sponsorship and/or purchase of tickets for the City of Cold Lake.

Background:

In March 2010, the Hearts for Healthcare Fundraising Committee requested sponsorship in the amount of \$750 to assist the Committee in covering the rental fees for the Cold Lake Agricultural Society's Agriplex. Following the request, the City of Cold



Lake didn't provide any sponsorship; however, the City did purchase a table to the fundraiser. The Committee's 1st fundraiser was a tremendous success in that over \$125,000 was raised. Their 2nd fundraiser in 2011 raised \$244,000, their 3rd fundraiser in 2012 raised \$264,000, their 4th fundraiser in 2013 raised \$244,000, their 5th fundraiser in 2014 raised \$230,000, their 6th fundraiser in 2015 raised \$200,000, their 7th fundraiser in 2016 raised over \$200,000, their 8th fundraiser in 2017 raised \$175,000, their 9th fundraiser in 2018 raised just over \$160,000, and their 10th fundraiser in 2019 raised \$190,000.

In 2011 the Hearts for Healthcare Committee were anticipating a larger turnout, so changed their venue location to the Energy Centre and requested the City's consideration in providing a "venue sponsorship. The City supported a "venue" sponsorship in the amount of \$5,445.00, and in 2012 supported another "venue" sponsorship in the amount of \$4,820 and also the purchase of two reserved tables totaling \$960.00. In 2013, the City supported another "venue" sponsorship in the amount of \$7,528 and the purchase of two (2) reserved tables at a cost of \$960.00. In 2014, the City purchased two (2) reserved tables totaling \$1,500.00. In 2015 and 2016, the City provided a sponsorship in the amount of \$10,000 "all in including venue fees" and also purchased one (1) reserved table at a cost of 800.00. In 2017, the City supported a sponsorship in the amount of \$5,000 and purchased one (1) table in the amount of \$800 for a total sponsorship of \$5,800. In (2018), the City the City supported a "Loyal" sponsorship in the amount of \$5,000 and purchased one (1) table in the amount of \$800 for a total sponsorship of \$5,800. Last year (2019), the City the City purchased one (1) table in the amount of \$800 and further committed \$20,000 for doctor recruitment initiatives.

In summary, over the past ten (10) years, the City of Cold Lake has provided various levels of funding.

For their 11th annual gala, the Hearts for Healthcare Committee are once again requesting table and/or ticket purchases, any monetary sponsorship, donation of any item or prize towards their auction, and/or sponsorship as follows:

- Superior - \$25,000
- Distinguished - \$10,000
- Loyal - \$5,000
- Friendly - \$1,000
- Partner - \$500

Individual tickets are \$100 each or a table of 8 for \$800.

In December 2019, Council restricted \$20,000 in surplus, ear marked for Hearts for Health Care and doctor recruitment initiatives initially requested by Heart for Health Care as contribution to the Gala. That being said, rather than giving the funding to



Heart for Health Care in cash sponsorship to the Gala, the City has currently allocated the funding as restricted surplus in its own financial statements. At the time, it appeared that Hearts for Health Care seemed to have a considerable cash in their financial statements earmarked for other projects and purchases for the Hospital.

Council's goodwill budget for 2020 has not been approved. To date, without consideration of this request or any others on the March 10, 2020 agenda, \$12,600.00 (Cold Lake Alpine Ski Society \$2,500, CLMHA \$10,000, and Kids Time Out Play Program \$100) has formally been allocated from the 2020 Council Goodwill budget by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

Alternatives:

Council may consider the following options:

1. Council could purchase one (1) of the partner sponsorship varying in price from \$500 to \$25,000
2. Council could purchase a table or two (2) in the amount of \$800/table
3. Council could consider the purchase of individual tickets at \$100/ticket.
4. Council could respectfully decline the opportunity for sponsoring the Hearts for Healthcare Gala.
5. That Council postpone the request for funding to the March 24 or April 14,, 2020 regular meeting of Council.

Recommended Action:

That Council authorize the City of Cold Lake to purchase one (1) or two (2) tables funded from Council Goodwill.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Cindy Reimer

From: Kari Leiper <coordinator@heartsforhealthcare.ca>
Sent: January 14, 2020 10:05 PM
To: Cindy Reimer
Cc: Craig Copeland; Kevin Nagoya
Subject: INVITATION: 11th Annual Hearts for Healthcare Gala, Saturday, May 2, 2020

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning,

It is that time of year again! Our 11th Annual Hearts for Healthcare Gala will be held on Saturday, May 2, 2020 in the Cold Lake Energy Centre Field House. We hope you will consider joining us again this year and help us to support local healthcare.

I have attached our H4H support package and it contains information about H4H, our past events and of course the Gala itself.

Tickets will go on sale on Monday, February 10, 2020, please reserve your tickets as soon as you are able, as they will go fast. We have invited back the Ten Souljers Band and our incredibly talented duo, Auctioneer - Aaron Tilley and Master of Ceremonies - Bob Mattice.

Please review the support package for ways you can get involved. If you have any questions, please do not hesitate to ask. The best way to view the document is in 2-Page View (VIEW-PAGE DISPLAY-TWO PAGE VIEW). And if you wish, please use the front page as a poster for display and complete and return the back page with your intentions of support.

Have a great day and look forward to hearing from you,

Cheers,
Kari

--

Kari Leiper
Hearts Coordinator
Hearts For Healthcare
Phone: 780 812-1312
Mail: Box 209
208 - 4807 51 street
Cold Lake, AB T9M 1P1
Web: www.heartsforhealthcare.ca

 Gala Package Final Small 01-13-20.pdf

HEARTS FOR HEALTHCARE

11th *Annual* GALA

SATURDAY, MAY 2, 2020

AT ENERGY CENTRE FIELD HOUSE

COCKTAILS 5PM | DINNER 6:30PM | DANCE TO FOLLOW



MORE INFORMATION & TICKET PURCHASES

4807 51 St, Cold Lake

780-812-1312 | coordinator@heartsforhealthcare.ca

WWW.HEARTSFORHEALTHCARE.CA

facebook Instagram



GRAPHIC DESIGN BY DIVERSE MARKETING

WHO WE ARE!

- not-for-profit organization
- main goal is to improve local healthcare
- initiatives: purchase new equipment, provide facility upgrades and healthcare professional recruitment, retention and support and community advocacy and awareness of healthcare related issues
- supported by 100's of passionate and dedicated volunteers
- extremely proud of the accomplishments we have achieved together through innovative thinking, community involvement and a strong approach to our core initiatives



WHY WE DO WHAT WE DO!

- we believe everyone deserves access to proper care from Emergency Services to Preventative Care
- last year the Emergency Department at the Cold Lake Healthcare Centre treated over **35,000** patients
- the Cold Lake Community Health Services departments have over **50 programs** they support, such as, community and public health services, health inspection, occupational and physical therapy and speech therapy
- Cold Lake Primary Care Network sees **600+ patients** a year for blood pressure monitoring alone
- to help recruit medical professionals that wish to work, live and invest in our community's future
- help provide efficient, accurate and safer care for all residents



WHAT WE HAVE ACCOMPLISHED TOGETHER!

- 4 new physicians** joined our team in 2019 = **1000's** more local residence now have access to a family physician
- with funds you helped raise, H4H has committed over **\$175,000** in new equipment purchases for our local healthcare organizations this year alone. In the past 10 years we have committed over **\$1.2 Million**
- collaborative Renovation Project with Cold Lake Palliative Care Society for 2 palliative care rooms at CLHC



WHAT THE GALA IS ALL ABOUT!

- last year you helped raise **\$190,000** towards our fundraising goals, bringing our 10 year total to over **\$2 Million**
- last year, with the help of Gala goers and the Cromwell and Corbin Families, we raised **\$40,000** for a new Panda Warmer for the Emergency Department
- last year we celebrated our milestone 10th Anniversary
- an outstanding attendance of **650 people**
- participation from **100's** of local businesses, organizations and groups
- incredible volunteer led event
- always a tonne of fun!!



Dear Friends,

It is our hope that you will join us for our 11th Annual Hearts for Healthcare Gala; which will be held on **SATURDAY, MAY 2, 2020** at the Cold Lake Energy Centre.

At Hearts for Healthcare our aim is to ensure that everyone in our community has access to proper care by purchasing state of the art equipment, providing upgrades to our local healthcare facilities and offering support to our healthcare professionals. Our wish is to continue to improve the patient experience by creating awareness and making it possible for everyone to have access to a medical professional when they need it most; from Preventative Care to Emergency Services.

We are extremely proud of the accomplishments we have achieved together in our 10 year history. With your help, we hope to continue that success and raise **\$120,000** to further put towards our initiatives. At this year's Gala we are excited to offer many ways for you to get involved; all contributions make a huge impact in improving local healthcare:

- *Purchasing Tickets/Tables
- *Silent Auction
- *Super-Silent Auction
- *Live Auction
- *Event Sponsorship Options
- *Medical Equipment & Facility Upgrade Support Options
- *Monetary Donation
- *Company Sponsorship Options

Please consider joining us for a night full of fantastic entertainment, provided by the amazing Ten Souljers Band and our local Master of Ceremonies Bob Mattice and Auctioneer Aaron Tilley. We will also enjoy a delicious meal courtesy of Joly's Fine Cuisine and Master Caterers.

Gala tickets go on sale MONDAY, FEBRUARY 10, 2020!

Thank you in advance for your continued support to enhance our community's healthcare.

Sincerely,

Your Hearts for Healthcare Gala Fundraising Committee

Kari Leiper, Kim Coosemans, Valerie Kossey-Fraser, Jenny Perras, Allison Untereiner, Liz MacPhee-Kotowitz, Jessica Jubinville and Ashley Brown

H4H GALA SUPPORT OPPORTUNITY OPTIONS

TICKET RESERVATION

- **\$100/TICKET OR \$800/TABLE OF 8**

SILENT AUCTION

- **REPRESENT YOUR INCREDIBLE BUSINESS WITH AN AMAZING SILENT AUCTION DONATION**

MONETARY DONATION

- **EVERY LITTLE BIT HELPS, HONOUR YOUR LOVED ONES OR LET US KNOW WHERE YOU WOULD LIKE TO MAKE A DIFFERENCE**

EVENT SPONSORSHIP OPTIONS

- **VENUE - \$5000**
- **TABLE WINE - UP TO \$2000***
- **DECOR - \$10,000**
- **APPETIZER TABLE - \$2500**
- **DESSERT TABLE - \$2500**
- **MIDNIGHT LUNCH - \$2500**

*based on number of tickets sold, maximum 550 guests

LIVE AUCTION OPTIONS

ADVENTURE TOUR IN BALI (SPONSOR VALUE \$2198)

8 day tour of Bali with G Adventures, flights not included

FROST YOURSELF WITH DIAMONDS (SPONSOR VALUE \$1400)

Micheal Hill Halo Stud Earrings-½ ct of Diamonds, 10kt white gold

TREKKING THE INCA TRAIL (SPONSOR VALUE \$2298)

5 Day tour with G Adventures, Hiking Manchu Picu, 1 night hotel-3 nights camping, flights not included

VIVA LAS VEGAS (SPONSOR VALUE \$2000)

TravelOnly Voucher: Roundtrip airfare from YEG, 3 nights stay @ Cosmopolitan

INCREDIBLE HOME CLEANING FOR A YEAR! (\$1890)

CM Cleaning Company will provide cleaning once a month for one year!

GO FISH - LANGS FISHING ADVENTURE (SPONSOR VALUE \$2560)

4 nights/3 full days fishing on the Fraser River, All gear/hotel/ breakfast and lunch

STAY AND PLAY IN VERNON (SPONSOR VALUE \$1550)

Vernon golf weekend: 3 rounds golf, Predator Ridge course, The Ridge course and The Rise Course plus 2 nights stay at hotel of your choice (some restrictions apply), flights not included

DISCOVER DISNEY FAMILY GETAWAY (SPONSOR VALUE \$3400)

4 days/ 3 nights at Disneyland Paradise Pier Resort, 3 Days-1 park per day pass for 2 adults/2 kids, flights not included

PAMPER YOURSELF - MASSAGES FOR A YEAR! (SECURED)

Monthly massage with 1 of Elevation Health's licensed therapists

HIT THE WATER KAYAKING (SPONSOR VALUE \$1000)

2 Pelican Magna Kayaks

BONDING TIME - COMPANY RETREAT (SPONSOR VALUE \$1340)

Overnight rental for 8 guests at Hamilton House B&B, \$200 Hamel Meats BBQ Package, \$200 Sobeys Gift Card, 2 Hr Lakeland Loopy Ball Rentals, Event Planning with Chic Perfection Events

WE THE NORTH - JAYS GAME (SPONSOR VALUE \$2600)

TravelOnly Voucher: Roundtrip airfare, 3 nights stay at Hilton Toronto, 2 Tickets to Blue Jays game

WALK WITH THE DINOSAURS (SPONSOR VALUE \$1250)

VIP behind the scenes tour/ Family of 4 museum pass (DONATED BY ROYAL TYRRELL MUSEUM), 2 nights stay at Ramada by Wyndham, \$400 Voucher Red Deer River Adventures, \$500 spending money

CELEBRATE CHRISTMAS IN NEW YORK (SPONSOR VALUE \$3000)

TravelOnly Voucher: Roundtrip airfare from YEG, 3 nights stay at Z Hotel NYC, 2 Tickets to Christmas Spectacular-the Radio City Rockettes

BUILD YOUR OWN LIVE AUCTION PRIZE (MINIMUM = \$1000)

Let us know your ideas, or ask us to help create something unique to your business

BUILD YOUR OWN SUPER-SILENT AUCTION PRIZE (RANGE = \$500-\$1000)

Let us know your ideas, or ask us to help create something unique to your business

COMPANY SPONSORSHIP OPPORTUNITIES

PARTNER: \$500

- *Featured in Gala Program as Loyal Level Supporter
- *Name in Gala Slideshow

FRIEND: \$1,000

- *Name in Gala Slideshow
- *Featured in Gala Program as Friend Level Supporter
- *Acknowledgement on social media sites, with collaborative cross promotional opportunities
- *Name on Website thank you blog post
- *Name on TV presentation at Cold Lake Healthcare Centre for 1 year

LOYAL: \$5,000

- *Featured in Gala Program as Loyal Level Supporter
- *Name and Logo in Gala Slideshow
- *Acknowledgement on social media sites, with collaborative cross promotional opportunities
- *Name and Logo recognition on Website thank you blog post
- *Name & Logo on TV presentation at Cold Lake Healthcare Centre for 1 year

DISTINGUISHED: \$10,000

- *Featured in Gala Program as Distinguished Level Supporter
- *Name and Logo will appear in Gala Slideshow
- *Acknowledgement on social media sites, with collaborative cross promotional opportunities
- *Name & Logo on TV presentation at Cold Lake Healthcare Centre for 1 year
- *Name and Logo on Website Event Page for 1 year and thank you blog post
- *Verbal recognition at Gala, with opportunity to speak

SUPERIOR: \$25,000

- *Featured in Gala Program as Superior Level Supporter
- *Name and Logo in Gala Slideshow
- *Acknowledgement on social media sites, with collaborative cross promotional opportunities
- *Name & Logo on TV presentation at Cold Lake Healthcare Centre for 1 year
- *Name and Logo on Website for 1 year and thank you post with Company spotlight on our Heart Beat Blog
- *Verbal recognition at Gala, with opportunity to speak
- *Opportunity to provide your own promotional material at Gala to be displayed as guests enter
- *Premier seating for 1 table of 8 guests

MEDICAL EQUIPMENT & FACILITY UPGRADE SUPPORT OPTIONS

Allied Health - Montessori Half Kits \$1,892.75

Utilized by the Recreation Therapy program to support LTC residents and other members of the community affected by dementia. These kits include programs providing cognitive stimulation and activities that reduce dementia related behaviour.



Mental Health - Artwork and Décor \$3,000.00

Addictions and mental health services are most effective when clients feel welcome, comfortable and at home. Having visual representations of our awareness of local culture and identity helps to achieve this.

Mental Health - Interactive White Board \$3,500.00

Used to provide and facilitate educational and therapeutic group activities by allowing integration of group work files, present video resources, and share content with participants.

Mental Health - Television for Addictions Waiting Area \$800.00

Would provide general health care information to those in waiting areas.



OR - Positioning Aids up to \$10,000.00

Used to put people in the right position for operations (ie: shoulder surgery). This decreases surgical times and helps maximize OR usage, while protecting both patients and staff from injury.

ER - Hamilton C2 Ventilator

\$33,000.00

An essential piece of equipment to replace the present ventilator that requires frequent repair. This mobile machine provides breathing support to individuals who cannot do so on their own, whether due to trauma, post-operative complications or other life-threatening events. Used in the ER department as patients are stabilized and eventually transferred for higher level of care.



LTC - Tenor Lift - Full Lift \$10,322.95

A highly efficient solution to transferring and positioning bariatric residents and patients in a way that provides safety for both the individual being lifted and the staff supporting these individuals. This will

help the efficiency and comfort of mobilizing residents and patients while also reducing cost associated with injuries to both patients and staff.



Allied Health - Wheel Chair and Oxygen Tank x 2 \$1,600.00 each

Used to assist patients with short term illness or injury. These chairs allow the patient to mobilize safely; independently and safely. Allows discharge of patients from the hospital in a timely manner.



OR - Vital Sign Machines for Bedside x 4

\$3,500.00 each

Used to measure heart rate, blood pressure, temperature and oxygen saturation. Essential for monitoring post-operative patients.

LTC - Sit/Stand Lift

\$4,219.00

Provides greater comfort to residents who are transferred multiple times each day. This lift provides quicker care for LTC residents, promoting involvement in activities, better daily care and therefore better quality of life.



LTC - P500 Therapy Surface \$7,797.00

The P500 Therapy Surface is extremely beneficial for residents who are unable to leave bed or have wounds or skin break down. This surface helps address and prevent shearing, friction and pressure to skin surfaces, thus preventing wounds and infection.



*Items listed are from submitted Funding Requests presented to H4H by community stakeholders. Funds raised during the Gala from individual/company contributions may be used to support the purchase of these items. Contributions to cover the full cost of specific items is greatly appreciated and will be featured at the Gala via signage and slide show.

Support Form

Please complete Support Form in full and return no later than **APRIL 24, 2020**, along with company logo in PDF and PNG (or JPG) if applicable, to Kari via email, text photo or in person.

Company Name <small>(written as you would like to see on promotional material)</small>	Contact Name	Contact Phone Number
Email Address	Mailing Address	

H4H GALA SUPPORT OPPORTUNITY OPTIONS *(please check all that apply, for details see page 2, 3 & 4)*

TICKET RESERVATION <input type="checkbox"/> TABLE OF 8 X ____ (\$800/TABLE)=\$_____ <input type="checkbox"/> TICKETS X ____ (\$100/TICKET)=\$_____		
SILENT AUCTION ITEM DESCRIPTION: _____ <small>(as you would like to be seen on bid sheets)</small> ESTIMATED VALUE: _____		
MEDICAL EQUIPMENT & FACILITY UPGRADES (page 4) NAME: _____ SPONSOR VALUE: \$ _____ MONETARY DONATION (page 2) AMOUNT: \$ _____ <input type="checkbox"/> In Memoriam of _____	EVENT SPONSORSHIP (page 2) NAME: _____ SPONSOR VALUE: \$ _____ LIVE AUCTION (page 2) NAME: _____ SPONSOR VALUE: \$ _____	COMPANY SPONSORSHIP (page 3) <input type="checkbox"/> PARTNER \$500 <input type="checkbox"/> FRIEND \$1,000 <input type="checkbox"/> LOYAL \$5,000 <input type="checkbox"/> DISTINGUISHED \$10,000 <input type="checkbox"/> SUPERIOR \$25,000
Why I CHOOSE TO SUPPORT H4H <i>(please check those that apply)</i>		
<input type="checkbox"/> Equipment & Facility Upgrades <input type="checkbox"/> In Memory of a Loved One	<input type="checkbox"/> Medical Practitioner Recruitment/Retention Other: _____	<input type="checkbox"/> Awareness & Advocacy of Local Healthcare

PAYMENT *(please check one):*

Total: \$ _____

- ☐ Cheque Enclosed *(Payable to Hearts for Healthcare)*
☐ Please Invoice Us
☐ Credit Card *(Visa/MC/Amex)*
 Name: _____
 Number: _____
 Exp.Date: _____ CVV: _____

Return form via email, photo text, mail or drop off in person:

Kari Leiper – Hearts Coordinator
 1-780-812-1312 (c)
 coordinator@heartsforhealthcare.ca
 PO Box 209
 #208, 4807 51 Street, Cold Lake, AB T9M 1P1

Note: IF YOU PREFER TO PAY BY CREDIT CARD VIA TELEPHONE OR IN PERSON PLEASE CALL 780-812-1312 TO PROCESS OR STOP IN AT THE OFFICE AT #208, 4807 51 STREET (second floor, Kathryn Drake Building)

Thank you for helping make this year's event a huge success. We appreciate all the community support.

Official tax receipts will be issued for qualifying donations. Charitable Reg. No. 84894 7503 RR0001



THANK YOU!!

PLEASE COMPLETE
SUPPORT FORM, DETACH AND
RETURN VIA EMAIL, PHOTO TEXT,
MAIL OR DROP OFF IN PERSON TO:

KARI LEIPER - HEARTS COORDINATOR

1-780-812-1312 (C)

coordinator@heartsforhealthcare.ca

Hearts for Healthcare

PO Box 209

#208-4807 51 street

Cold Lake, AB T9M 1P1

IF YOU WISH, PLEASE USE THE
FRONT COVER AS A
DISPLAY POSTER AND HELP US
SPREAD THE WORD



STAFF REPORT

Title: Request for Funding – Cold Lake RCMP Detachment - 2020 RCMP Regimental Ball

Meeting Date: March 10, 2020

Executive Summary:

The RCMP are requesting Council's consideration in waiving the costs to rent the Energy Centre for their 2020 Regimental Ball scheduled for Saturday, September 26, 2020. The fees associated for this event total \$10,472.46 (rental contract attached with automatic 50% reduction in fees). Also attached is the Facility Booking Fee Reduction Request Form No. 71-00-02. All proceeds from the Regimental Ball will be donated to the Cold Lake Victim Services Unit. Based on the application and the policy, the RCMP have automatically received the 50% reduction in fees. This request for funding is in consideration of the residual fees of approximately \$5,237.00.

Background:

The RCMP are requesting Council's consideration in waiving the costs to rent the Energy Centre for their 2020 Regimental Ball scheduled for Saturday, September 26, 2020. The fees associated for this event total \$10,472.46 (rental contract attached with automatic 50% reduction in fees). Also attached is the Facility Booking Fee Reduction Request Form No. 71-00-02. All proceeds from the Regimental Ball will be donated to the Cold Lake Victim Services Unit.

In 2012, Council resolved (Motion No. CM20121211.1024) to provide a full "venue" sponsorship in the amount of \$6,136.00 to the R.C.M.P.'s March 23, 2013 Regimental Ball.

In 2015, Council resolved (Motion No. CM20150113.1013) to support a "venue" sponsorship grant in the amount of \$3,038.00 to the RCMP for their Regimental Ball.

The \$10,472.46 rental cost includes the venue rental and the following extras fees:

- Bar
- Chair Covers**
- Chairs
- Dance Floor
- Event Staff
- Extended Facility Hours
- Floor Covering



- Full Stage
- Portable Sound System
- Privacy Curtain
- Tablecloths/Linens**

** It should be noted that a 50% reduction does not apply for the rental of chair covers and tablecloths/linens as these require dry cleaning services of which is sourced out.

Based on the application and the facility rent policy, the R.C.M.P. have received the ~50% reduction in fees (not for profit rate) automatically. This request for funding is in consideration of the residual fees of approximately \$5,237.00 inclusive of the chair covers and linens. Please note that the Cold Lake Victims Services Society is requesting for the waiving all fees.

It should be noted that Council recently decided to provide a facility credit that would essentially waive all ice fees for the Lakeland Jaguars Provincial Tournaments. The value of the credit was \$5,000 per provincial tournament for both the Bantam and Midget teams (Total \$10,000 for Cold Lake Minor Hockey Association).

Council's goodwill budget for 2020 has not been approved. To date, without consideration of this request or any others on the March 10, 2020 agenda, \$12,600.00 (Cold Lake Alpine Ski Society \$2,500, CLMHA \$10,000, and Kids Time Out Play Program \$100) has formally been allocated from the 2020 Council Goodwill budget by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

Alternatives:

Council may consider the following options:

- Approve or defeat a venue sponsorship grant in the amount of \$5,237.00 for the Cold Lake RCMP - 2020 RCMP Regimental Ball being held at the Cold Lake Energy Centre on September 26, 2020 funded from Council Goodwill.
- Approve or defeat a venue sponsorship grant in the amount of \$3,924.00 for the Cold Lake RCMP - 2020 RCMP Regimental Ball being held at the Cold Lake Energy Centre on September 26, 2020 funded from Council Goodwill (excludes linen fees)
- Approve an alternate level of funding.
- That Council postpone the request for funding to the March 24 or April 14, 2020 regular meeting of Council.

Recommended Action:

That Council postpone New Business Item __ Request for Funding - 2020 RCMP Regimental Ball to the April 14, 2020 regular meeting of Council.



Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

From: David ZIMMERMAN [<mailto:david.zimmerman@rcmp-grc.gc.ca>]
Sent: February 23, 2020 3:46 PM
To: Kevin Nagoya <KNagoya@coldlake.com>
Cc: Lesia WHITE <lesia.m.white@rcmp-grc.gc.ca>; Ryan HOWRISH <Ryan.HOWRISH@rcmp-grc.gc.ca>
Subject: Re: Cold Lake RCMP Regimental Ball - September 26, 2020 - Request

Kevin

Hope all is well? Kevin I'm not to sure if I sent this to you prior to Christmas, it is the "Facility Rental Agreement" with the Energy Centre. Our 2020 RCMP Ball Committee was wondering if the Mayor and Council members could look at potentially waving the costs for this event? Please direct me in the process in asking for this request? Kevin Just FYI I will be away from the office starting February 25 until March 4, however I can be contacted vis my cell phone @ 780-207-7172. Please let me know if you need a letter of request or anything else on my end.

In Kind Regards
Dave Zimmerman

*Dave Zimmerman
Program Manager
Cold Lake Victim Services
Bus#780-594-3302 ext. 3
Cell#780-207-7172*

Save the Date

COLD LAKE

RCMP BALL

SEPTEMBER 26, 2020
COLD LAKE ENERGY CENTRE

ALL PROCEEDS TO COLD LAKE VICTIM SERVICES



Facility Rental Agreement



Rental bookings are not confirmed until we receive a copy of this Facility Rental Agreement signed by the Licensee and accompanied by the initial rental fee payment and damage deposit, if any.

Contract

Contract #: FA-1630

Prepared by: Svea Pinch

Date: 17 Jul 2019

Status: Tentative

Client Information

Name: Cold Lake RCMP

Account:

Phone #: 780-594-3302

Email:

Address: 4710 55th St, Cold Lake, Alberta, T9M1P1

Facility Rental Summary

Repeat	Facility	Day	Start	End	Date Range	# Sess.	Event ID
Custom	Reid Fieldhouse	-	08:00 AM	09:00 PM	25 Sep 2020 - 27 Sep 2020	3	00005096

Exclusions, Additions & Modifications

Type	Facility	Day	Start	End	Date	Event ID
-	-	-	-	-	-	-

Facility

Field	Start Date	End Date	Day	Time	Fee(s)	Subtotal
Reid Fieldhouse	25 Sep 2020	25 Sep 2020	Friday	08:00 AM - 09:00 PM	\$560.63 (Not-for-Profit Full Day Fieldhouse Fee)	\$560.63
Reid Fieldhouse	26 Sep 2020	26 Sep 2020	Saturday	08:00 AM - 09:00 PM	\$560.63 (Not-for-Profit Full Day Fieldhouse Fee)	\$560.63
Reid Fieldhouse	27 Sep 2020	27 Sep 2020	Sunday	08:00 AM - 09:00 PM	\$560.63 (Not-for-Profit Full Day Fieldhouse Fee)	\$560.63

Facility Fees

Name	Subtotal	Discount	Tax	Total Price	# of Booking(s)
					Page 127 of 248

Reid Fieldhouse	\$1,681.89	\$0.00	\$84.09	\$1,765.98	3
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Extra Fees

Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
Bar	1	\$100.00	1 session	\$100.00	\$5.00	\$105.00
Chair Covers	400	\$2.50	1 session	\$1,000.00	\$50.00	\$1,050.00
Chairs	200	\$0.50	1 session	\$100.00	\$5.00	\$105.00
Dance Floor	1	\$125.00	1 session	\$125.00	\$6.25	\$131.25
Event Staff	3	\$225.00	9 hrs	\$675.00	\$33.75	\$708.75
Extended Facility Hours	1	\$250.00	1 session	\$250.00	\$12.50	\$262.50
Floor Covering	1	\$250.00	1 session	\$250.00	\$12.50	\$262.50
Full Stage	1	\$200.00	1 session	\$200.00	\$10.00	\$210.00
Portable Sound System	1	\$50.00	1 session	\$50.00	\$2.50	\$52.50
Privacy Curtain	1	\$100.00	1 session	\$100.00	\$5.00	\$105.00
Table Cloths/ Linens	65	\$7.00	1 session	\$455.00	\$22.75	\$477.75

Extra Fees Details**Extras per Contract****Extras per Booking**

RCMP Regimental Ball 2020

Date & Time	Field	Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Bar	1	\$100.00	1 session	\$100.00	\$5.00	\$105.00
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Chair Covers	400	\$2.50	1 session	\$1,000.00	\$50.00	\$1,050.00
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Chairs	200	\$0.50	1 session	\$100.00	\$5.00	\$105.00
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Dance Floor	1	\$125.00	1 session	\$125.00	\$6.25	\$131.25
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Floor Covering	1	\$250.00	1 session	\$250.00	\$12.50	\$262.50
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Full Stage	1	\$200.00	1 session	\$200.00	\$10.00	\$210.00
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Portable Sound System	1	\$50.00	1 session	\$50.00	\$2.50	\$52.50
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Privacy Curtain	1	\$100.00	1 session	\$100.00	\$5.00	\$105.00
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Table Cloths/ Linens	65	\$7.00	1 session	\$455.00	\$22.75	\$477.75
26 Sep 2020 (05:30 PM - 02:30 AM)	Reid Fieldhouse	Event Staff	3	\$225.00	9 hrs	\$675.00	\$33.75	\$708.75
26 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Extended Facility Hours	1	\$250.00	1 session	\$250.00	\$12.50	\$262.50

Facility & Extra Summary

Field	Date	Day	Time	Fees	Extra Fees	Discount	Tax	Total
Reid Fieldhouse	25 Sep 2020	Friday	08:00 AM - 09:00 PM	\$560.63	\$2,380.00	\$0.00	\$147.03	\$3,087.66
Reid Fieldhouse	26 Sep 2020	Saturday	08:00 AM - 09:00 PM	\$560.63	\$925.00	\$0.00	\$74.28	\$1,559.91
Reid Fieldhouse	27 Sep 2020	Sunday	08:00 AM - 09:00 PM	\$560.63	\$0.00	\$0.00	\$28.03	\$588.66

Invoice

Due Date	Amount	Remaining Balance
-	-	-

Contract Total

Rental Fee	Rental Tax	Extra Fees	Extra Tax	Total with Tax
\$1,681.89	\$84.09	\$3,305.00	\$165.25	\$5,236.23

Conditions of Use**General Terms**

The Lessee agrees to abide by all rules and regulations of the Cold Lake Energy Centre.

(Insurance) The Lessee shall indemnify and save harmless the City of Cold Lake, its Agents, Directors and Employees from all manners of claim, actions and liabilities which may be suffered by any or all of the above however caused. The Lessee accepts liability for any further costs related to excessive clean-up and damage.

(Payment terms) The Lessee agrees to pay 20% of the total fees upon execution of this agreement, and the remaining amount one week prior to the event date. In accordance with City of Cold Lake Bylaw 592-FN-16, all fees unpaid after 30 Days will be subject to an interest penalty of 1.5% per month.

Should the event be scheduled beyond 10:00pm Monday through Friday, or 9:00pm on Saturday or Sunday/Statutory Holiday, the Lessee agrees to pay the additional charge of \$500.00 that will cover facility operational and staff costs.

(Liquor License) The Lessee agrees to abide by all rules and regulations as pertains to the serving of alcohol under the authority of an occasional permit, as issued by the Alberta Liquor Control Board.

Where the Lessor, or law enforcement authority, or Liquor Control Commission inspector, is of the opinion the Lessee is not complying with the rules and regulations governing the issue of an occasional permit and/or the terms of the rental agreement, he may cause the sale and service of liquor to temporarily cease until the circumstance is rectified, or may close the bar permanently and require the Lessee to vacate the premises immediately, without refund.

Rental of Field House includes:

Use of the field house area including dressing rooms but excluding storage rooms.

Supply of three types of sporting equipment and/or tables and up to 200 chairs and up to 30 tables, arranged at time of booking.

Rental of Meeting rooms includes:

The use of the agreed upon meeting room area, which includes up to 8 tables and up to 50 chairs

Event enhancements, such as staging, additional chairs or any other equipment not provided in normal set-up can be provided as an additional service, providing City labour and/or rental fee is paid at the applicable rate.

Lessee's Responsibilities

The Lessee must ensure that all of his/her property is removed from the facility upon the event's completion or that arrangements are made for later pick-up. Items arranged for a later pick-up must be stored by the lessee in a space approved by the City of Cold Lake prior to the Lessee vacating the building following the event. This includes staging equipment, decorations, leftover liquor, caterer supplies, etc. The Lessor is not responsible for lost or damaged items that have not been stored in the designated storage area.

The Lessee must have the facility areas in a reasonably clean condition. All garbage, recycling and other items must be disposed of appropriately. Prior to leaving the facility following the event, the Lessor must sign-off on the condition of the facility areas. In the event where the facility is not left in a reasonably clean condition, the damage deposit will be applied to cover additional costs incurred.

Room decorating is the sole responsibility of the Lessee and must be coordinated in advance with the Cold Lake Energy Centre. Use of flame candles is prohibited. Use of confetti or glitter is also prohibited. Decorations and signage must be removed immediately following the event unless previously arranged for a later clean-up.

The Lessee must attend the facility for decorating or deliveries at the prearranged time. Should the City incur additional costs for missed appointments, the Lessee shall be responsible to cover such costs.

The Lessee assumes the entire risk of loss and damage of all rented equipment from any and every cause. In the event of loss or damage of any kind to rented equipment, the Lessee shall, at the Lessor's option:

- (i) Place the same in good repair, condition and working order; or
- (ii) Pay the City of Cold Lake the replacement cost of the equipment.

City's Responsibilities

The City shall provide the facility areas in a clean condition, set up as per the Lessee's request.

The City shall provide access to the area at the times booked by the Lessee.

The City shall provide access to a staff person within the facility for emergency clean-up, table rearrangement and other custodial duties during the function.

The City shall carry out the general clean-up of the facility areas upon the completion of the function, including clearing and storage tables and chairs, cleaning floors, washrooms, and other areas.

The City shall store any items which are left behind for later pick-up only providing prior arrangements have been made and no additional costs are incurred by the City.

****The City reserves the right to move a user or cancel bookings****

Questionnaire(s)

-

-

Release and Waiver of Liability

Date: 24 Feb 2020

Client Signature



City of
Cold Lake

FACILITY BOOKING FEE REDUCTION REQUEST

This form must be completed by organizations who wish to request a fee reduction for the use of a City of Cold Lake facility beyond that permitted within the Facility Booking Discount Policy (Policy No. 154-RC-14).

Events Details

Event Name: **Cold Lake RCMP Regimental Ball Fundraiser for Cold Lake Victim Services**

Event Date: **Sept 26 2020**

Total Booking Fee: **\$5236.23** Reduction Being Requested: **100%**

Event Description: (provide a brief overview of the event)

RCMP officers, dressed in their Red Serge, will share their traditions with their community friends and partners. These traditions can be traced back to the British Empire and have become part of Canada's culture. Displays celebrating the RCMP history will decorate the venue and protocols such as having the head table piped into the room by a Regimental bagpiper will be followed. In addition there will be a formal dinner, guest speaker, live entertainment, dancing and a fundraiser. All proceeds from this fundraiser event will be used to sustain the Cold Lake Victim Services program and ensure continued services for our community.

Is this event a(n): ☐ Regular event ☐ Annual event ☐ One-time special event

☐ Other: **We anticipate this will be a bi-annual event**

Expected attendance at event:

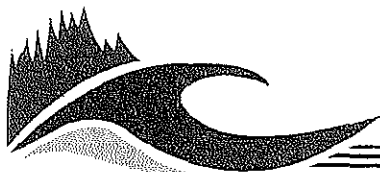
Approximately 400 persons

How and where will the event be marketed?

We will be sending letters, putting up posters, making phone calls and making radio announcements.

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

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



City of
Cold Lake

FACILITY BOOKING FEE REDUCTION REQUEST

Will fees be charged for this event? **Yes** If yes, how much? **\$100 per ticket**

Is there is a surplus expected for this event? **Yes**

If so, what specifically will be done with the surplus?

100% of surplus will be donated to the Cold Lake Victim Services Unit

Organization Details

Name of Organization:

Cold Lake RCMP Regimental Ball Fundraiser for Cold Lake Victim Services

Organization Contact Person:

Detachment Commander S/Sgt. Scott Buchanan

Address:

4710 55 Street, Cold Lake, Alberta

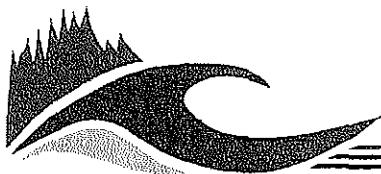
Telephone: **780 594-3302** Email: **scott.buchanan@rcmp-grc.gc.ca**

Organization Status: **Planning and booking stage**

Have your booking fees previously been reduced? **Yes** If so, when? **September 26, 2015**

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City of
Cold Lake

FACILITY BOOKING FEE REDUCTION REQUEST

Additional Required Information

Please explain the circumstances that would make this event eligible to receive an additional reduction in fees than that provided in the Facility Booking Discount Policy (Policy No. 154-RC-14)?

Victim Services is a not for profit organization that relies solely on the funding from the Alberta Solicitor General of Canada.

What is the benefit of this event to the residents of the City of Cold Lake?

All proceeds for this event will go directly to Cold Lake Victim Services to help them with their victims of crime and tragedy for Cold Lake area residents. Cold Lake Victim Services is a not for profit organization, which operates under the guidance of the RCMP. Our Program consists of an RCMP Liaison Officer, a volunteer Board of Directors, a group of volunteer advocates and a full-time paid coordinator. Our Program has been in Operation for now 22 years, that serves the City of Cold Lake and surrounding area. Cold Lake Victim Services helps people through difficult times. Under the guidance and direction of the Cold Lake RCMP, we provide support, information, and referral services to crime/tragedy victims and their families. Our services are available on a 24 hour basis, they are free and confidential.

What additional sponsors have been sought for this function?

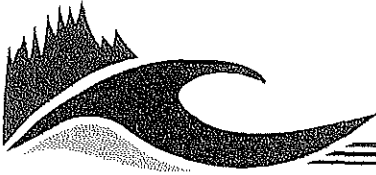
As this event is a fundraising event we plan on making contact with many prospective sponsors in the coming months.

How will the City of Cold Lake be acknowledged for their contribution to this event?

You can be listed on our programs and mentioned on a various radio announcements.

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City of Cold Lake

FACILITY BOOKING FEE REDUCTION REQUEST

Additional details to be considered?

Please provide:

- ☐ The City of Cold Lake facility booking contract
- ☐ A detailed event budget
- ☐ Financial statement of the organization

Completed forms should be returned to General Manager of Community Services for review by City of Cold Lake Council no later than 60 days prior to the event date. Late forms may not be considered.

FOR OFFICE USE ONLY				
Type of Fee	Permitted within policy	Fee reduction being requested		Total Reduction Approved (\$)
Facility Special Event Rental Fee	50%	%	\$	
Equipment Rental (within City of Cold Lake resources)	50%	%	\$	
Equipment Rental (outside City of Cold Lake resources)	0%	%	\$	

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STAFF REPORT

Title: AUMA Budget 2020 analysis

Meeting Date: March 10, 2020

Executive Summary:

AUMA released its analysis of the Government of Alberta's 2020 budget on February 27, following its analysis up with a webinar on the 28.

The AUMA is critical of the budget and the state of the provincial-municipal relationship. The strongest criticism is of the increase in the education tax requisition, which it sees as a downloading of the financial burden from the province to municipalities. Because of the above-average assessment decrease the City of Cold Lake has seen, the impacts of this are not expected to be fully felt in this community until an economic recovery is realized.

In a press release issued on February 27, AUMA President Barry Morishita took issue with the government's communications that it was freezing education spending when in the budget "...it appears they are collecting an additional 41 per cent, which is equivalent to about \$102 million from taxpayers."

Other changes analyzed by the AUMA in the attached analysis include:

- A 32 per cent reduction in Grants in Place of Taxes (this is expected to have a small impact in Cold Lake).
- Maintaining the reductions in MSI from the 2019 budget.
- Replacing \$28 million in loss from the Basic Municipal Transportation Grant with \$28 million from Municipal Affairs, through the MSI capital.
- Additional revenue for policing from including all municipalities in the funding formula.
- Increasing the amount of provincial revenue from fines to 40% from 26.6%.
- \$57 million to support the Investing in Canadian Infrastructure Plan

The AUMA saw positive moves in the government's promise for a fixed budget release date and its continued commitment to replace MSI with the Local Government Fiscal Framework, which will be tied to provincial revenues, although the program will start significantly less funding than MSI and will only grow at half the rate of provincial revenues.

Background:



The attached AUMA analysis is available on its 2020 Budget page, along with a link to the video of the webinar held February 28, 2019.

The province's budget maintains the outlook for provincial revenues at \$50 billion and forecasts a \$6.8 billion deficit. It also forecasts an economic recovery starting late this year, with \$54 billion in revenues for 2021-2022, and \$58 billion in revenue for 2022-2023, when the government plans to have the budget balanced.

The Government of Alberta's 2020-2021 fiscal plan is available at www.alberta.ca and is structured around four themes"

- Getting services to people who need them
- Getting Alberta back to work
- Getting spending under control
- Getting a fair deal

Alternatives:

This report is presented for Council's information.

Recommended Action:

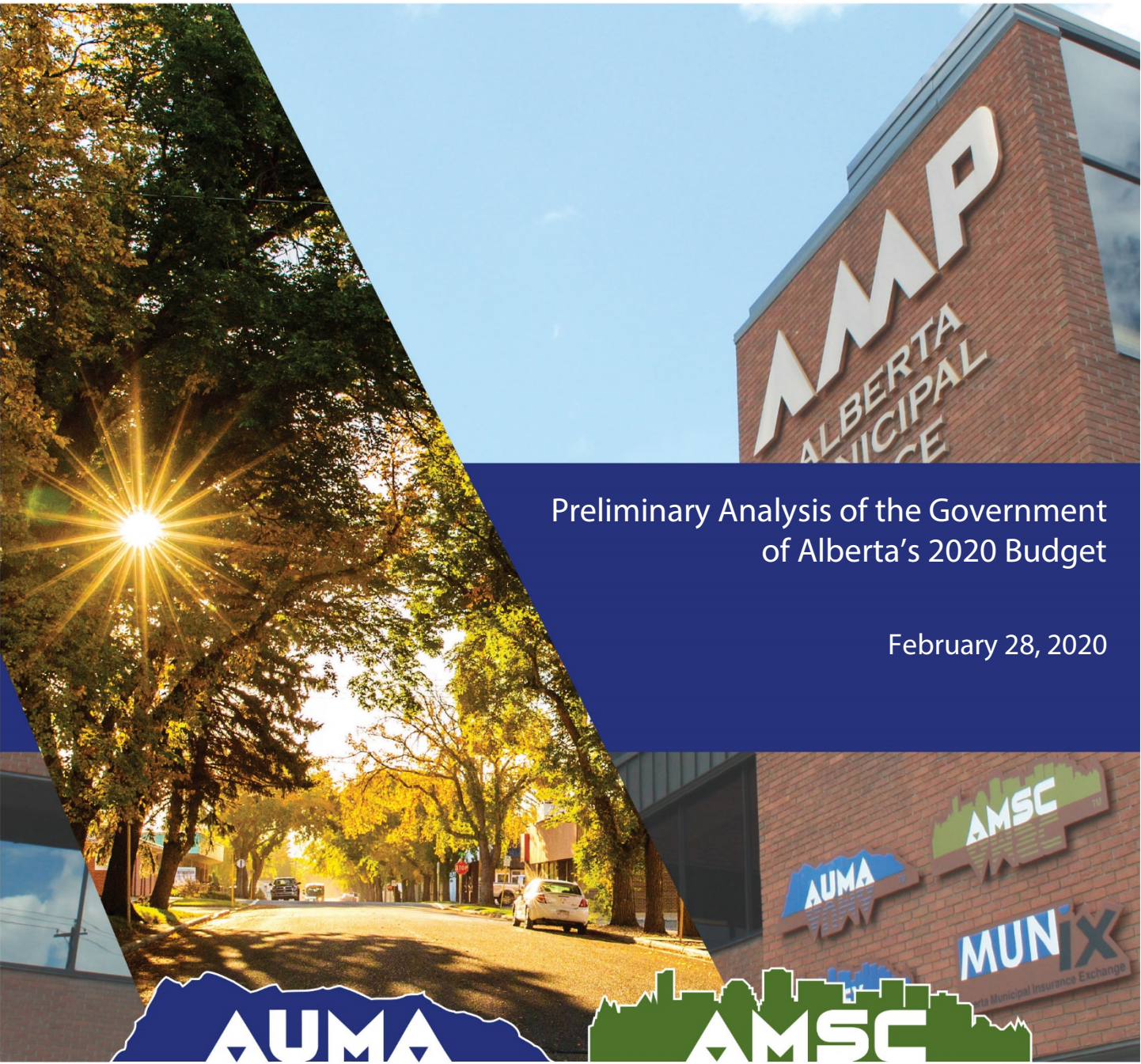
This report is presented for council's information.

Budget Implications (Yes or No):

No.

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Preliminary Analysis of the Government
of Alberta's 2020 Budget

February 28, 2020

WE ARE economies OF SCALE	WE ARE THE support YOU NEED	WE ARE THE experts IN MUNICIPALITIES	WE ARE YOUR advocate
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Introduction

In a time of ongoing fiscal uncertainty, the province's 2020 Budget continues the trends and themes introduced in Budget 2019. This means that municipalities will need to keep managing the cumulative impacts of funding reductions and downloaded responsibilities.

AUMA appreciates that the province has followed through on its commitment to adhere to a fixed budget release timeline of February. For years, AUMA has advocated that the province adopt a fixed annual budget date early in the calendar year to better align with municipal budgeting and property tax cycles.

The following document includes AUMA's preliminary analysis of Budget 2020 as it relates to municipal priorities and the financial future of Alberta communities. In addition, it summarizes the province's fiscal outlook and includes highlights of the ministry business plans that most impact our communities.

Priorities for Alberta's Municipal Governments

Provincial Education Property Tax Increase

The province is increasing its education property tax requisition by 4.2%, which is expected to generate an additional \$102 million in 2020/2021 for the province. Most of this increased tax burden will fall on Alberta's residential property taxpayers.

Despite increasing financial pressures, municipalities are working hard to minimize property tax increases through finding efficiencies. As AUMA emphasized in our [recent letter](#) to Premier Kenney, this planned year-over-year increase to provincial taxes is unacceptable to municipalities and ratepayers.

Grants in Place of Taxes (GIPOT)

Alberta property taxpayers are further impacted by reductions to the GIPOT program, which is being reduced by 32% in 2020-21 on top of the 24% reduction in 2019. GIPOT is meant to cover the costs of the services municipalities provide to Crown properties, which are exempt from tax. Municipalities will need to look for ways to cover these costs through user fees or other mechanisms so that other property owners don't have to subsidize the costs of providing essential services such as policing, fire, water and waste management, and transportation for provincial properties. This reduction was announced in the province's 2019 – 2020 fiscal plan.

Capital Investments

One of the primary themes of AUMA's recent President's Summit on municipal finances was the importance of partnership in making the infrastructure investments needed to get Alberta back to work. We are therefore pleased that the province commits to "collaborate in partnership with industry and municipalities to identify critical investments and align our capital spending priorities accordingly." Municipalities look forward to engaging in implementation of the province's Capital Plan.

AUMA also looks forward to working out how the Local Government Fiscal Framework can maximize the infrastructure investments needed to attract and retain investors and talent. Still, we remain concerned that annual funding will only grow at half the rate of provincial revenues, making it challenging for infrastructure investments to keep pace with population growth and inflation.

In addition, although AUMA advocated for the province to revisit planned reductions to the Municipal Sustainability Initiative (MSI), the projected reductions announced in the last budget remain in place. We will be monitoring the impact on the health of Alberta's infrastructure and on Alberta's construction companies and workforce. We remain concerned about the long-term consequences of under-investment in infrastructure, which could undermine economic development and lead to increased costs for future maintenance and replacement.

AUMA would like to acknowledge that while the Basic Municipal Transportation Grant (BMTG) is \$28 million lower than forecast in Budget 2019 (due to lower than expected fuel sales), the province has made up the difference by adding \$28 million to MSI Capital. This will change the funding that some municipalities receive, due to the difference in allocation formulas. Still, AUMA appreciates the province providing overall stability to municipal capital funding.

Policing

Budget 2020 highlights the additional revenue the province will receive from all municipalities contributing to policing costs. One of AUMA's priorities is ensure that municipalities have a say in how police resources will be distributed to ensure all Albertans are safe in their communities.

Fine Revenue

Budget 2020 also reflects last year's change in fine revenue distribution for all offences under the Traffic Safety Act. Previously, the province kept 26.6% of the fine amount for traffic violations, but as of 2020, this amount was increased to 40%. This means that municipalities receive less fine revenue; instead of getting 74.4% of the fine revenue back, municipalities only get 60%. As a result, the province will collect an estimated \$267.3 million in fines and penalties in 2020-21, compared to \$221 million in 2019-20 (21% increase).

Affordable Housing

AUMA is very concerned to see significant cuts to capital investment in affordable housing for both the development of new units, as well as the maintenance and repair of existing units. Addressing Alberta's lack of affordable housing is a priority for municipalities. In addition to stimulating employment and economic growth, capital investment in affordable housing yields long-term savings for all levels of government due to decreased use of health services, police and justice services, child welfare, and other services such as homeless shelters, income supports, and addictions and mental health supports.

Investing in Canada Infrastructure Funding

The Government of Alberta has a bilateral agreement in place to access four pillars of funding under the Investing in Canadian Infrastructure Plan. These pillars are Community Culture and Recreation, Green Infrastructure, Rural and Northern Communities, and Public Transit. Under the agreement, Alberta has been allocated \$3.65 billion in cost-shared grants between the federal, provincial, and municipal governments. Budget 2020 has identified specific funding for Investing in Canada Infrastructure allocations by ministry. The total allocation identified for municipal support is \$57 million, as per page 160 of the fiscal plan. AUMA remains focused on advocating for a timelier flow of this funding to municipalities.

The breakdown by ministry is as follows:

Ministry	ICIP Funding 2020-21 (\$ millions)
Municipal Affairs	16.6
Transportation	30.8
Advanced Education	1.7
Culture, Multiculturalism and Status of Women	2.4
Energy	20.4
Indigenous Relations	11.7
Total	83.6

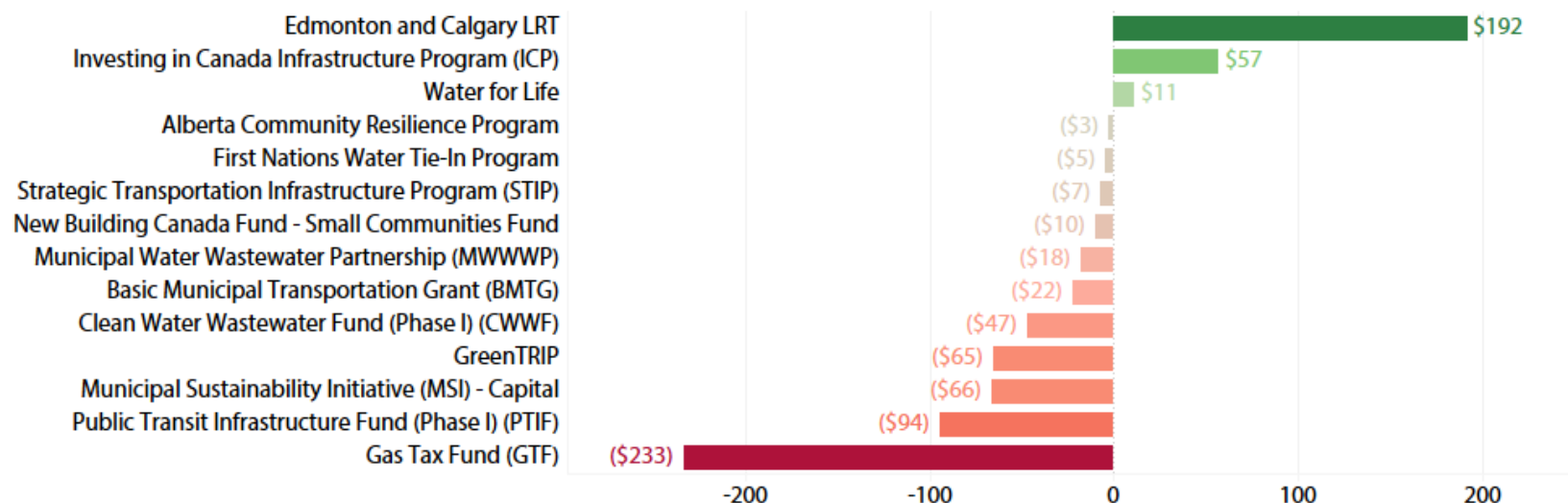
Planning for your community's financial future

Core Capital Funding to Municipal Governments (\$ millions)

Capital Program	2019-20 Budget	2020-21 Budget	2021-22 Forecast	2022-23 Forecast	2020 vs. 2019
Municipal Sustainability Initiative (MSI) Capital	694 ¹	628	525	-	(66)
Basic Municipal Transportation Grant (BMTG)	347	325	372	-	(12)
Local Government Fiscal Framework (LGFF)	-	-	-	860	-
Water for Life	40	51	50	50	11
Municipal Water and Wastewater Partnership (MWWWP)	32	14	22	22	(18)
Strategic Transportation Infrastructure Program (STIP)	22	15	21	25	(7)
Alberta Community Resilience Program	23	20	-	-	(3)
First Nations Water Tie-In Program	18	13	12	10	(5)
Subtotal	1,176	1,076	1,002	967	(100)
		-8.5%	-6.9%	-3.5%	
Capital Funding Linked to Federal Funding Programs					
Gas Tax Fund (GTF)	477	244	255	255	(233)
GreenTRIP	125	60	5	-	(65)
Public Transit Infrastructure Fund (PTIF) – Phase 1	138	44	-	-	(94)
Clean Water Wastewater Fund (CWWF) – Phase 1	77	30	-	-	(47)
New Building Canada Fund – Small Communities Fund	10	-	-	-	(10)
Investing in Canada Infrastructure Program (ICIP)	-	57	104	69	57
Edmonton and Calgary LRT	151	343	485	569	192
Subtotal	978	778	849	893	(200)
		-20.4%	9.1%	5.2%	
Total – Core Capital Funding	2,154	1,854	1,851	1,860	(300)
		-13.9%	-0.2%	0.5%	

¹ The 2019-20 figure includes 50% (\$400 million) of the March 2018 advance of \$800 million in MSI Capital. AUMA opted to present it in this format to demonstrate the year-to-year comparison of funding even though 2019-20 MSI Capital was actually \$294 million.

Year-over-year change in municipal funding: Budget 2020 versus Budget 2019 (\$ millions)



Investments in municipal capital infrastructure will be \$300 million less than 2019-20; however, much of that reduction is linked to federal funding and in most cases, the reductions were expected based on the forecasts presented in last year's budget. It is also notable that while BMTG is \$28 million lower than forecast in Budget 2019 due to lower than expected fuel sales, the province has made up the difference by adding \$28 million to MSI Capital.

Growth in capital funding

- The \$192 million increase in Edmonton and Calgary's LRT funding is a result of the unspent 2019 budget being carried forward to this year.
- The Investing in Canada Infrastructure Program represents new funding for municipalities in 2020.
- The \$11 million increase in Water for Life funding aligns with previous forecasts and will help ensure that Albertans have access to safe and affordable drinking water.

Reductions in capital funding

- The federal Gas Tax Fund (GTF) declined by \$233 million because Budget 2019 included a one-time doubling of the GTF investment across Canada.
- The \$18 million reduction in the Municipal Water Wastewater Partnership was higher than expected as Budget 2019 had forecasted a \$14 million reduction.
- Despite lower funding, the First Nations Water Tie-In Program is on schedule to deliver \$100 million over six years and is expected to deliver safe drinking water to seven First Nations.
- The reductions to all other programs aligned with the forecasts that were presented in the 2019-20 budget.

Core Operating Funding to Municipal Governments (\$ millions)

Operating Program	2019-20 Budget	2020-21 Budget	% Change	Note
Municipal Sustainability Initiative (MSI) – Operating	30.0	30.0	-	1
Alberta Community Partnership	16.5	16.5	-	2
Family and Community Support Services (FCSS)	100.0	100.0	-	3
Grants in Place of Taxes (GIPOT)	44.6	30.2	-32.2%	4
Fire Services Training Program	0.5	-	-100.0%	5
Total – Core Operating Funding	191.6	176.7	-7.8%	

Notes

1. Municipalities will appreciate that MSI Operating funding remained stable at \$30 million and is expected to remain at that level for the last year of the program in 2021-22.
2. The Alberta Community Partnership (ACP) was reduced by \$2 million in 2019-20 and Budget 2020 maintains ACP at \$16.5 million and is forecasted to remain at that level for the next three years. This will help ensure that municipalities have the supports needed to implement the new Intermunicipal Collaboration Frameworks (ICFs) and other regional collaboration projects.
3. FCSS funding remains stable at \$100 million for the fourth year in a row.
4. Budget 2019 announced that GIPOT would be cut in half over two years. As such, the 32% reduction in Budget 2020 was expected. More information about GIPOT is available on page 10.
5. Municipalities will now be responsible for a greater portion of fire training costs as 2019-20 represents the last year of funding through the Fire Services Training Program.

Municipal Sustainability Initiative – Now and Into the Future

Last year, the province announced that the 2020 MSI Capital funding would be reduced by \$94 million (-14%) compared to the province's estimates in 2018. While that reduction was concerning to members, Alberta Municipal Affairs has maintained its total combined forecasted funding for MSI and the Basic Municipal Transportation Grant (BMTG) at \$963 million. Due to lower-than-forecasted fuel sales, BMTG funding is \$28 million less than what was forecasted in Budget 2019; however, Municipal Affairs has invested that difference into MSI Capital to ensure that municipalities receive the same total amount of funding that was promised in Budget 2019. Due to differences in how BMTG is allocated versus MSI, there will be some minor variations to how much each individual municipality receives.

MSI Capital (excluding BMTG) (\$ millions)	2020-21	2021-22	Total
Budget 2019 Forecast	600	525	1,125
Budget 2020 Forecast	628	525	1,153
Change (\$)	28	-	28

Preparing your 5-year capital plan

As a result of AUMA's advocacy in 2019, Municipal Affairs released an estimate of the MSI allocations by municipality for 2020 and 2021. This eliminates the guesswork that municipalities have struggled with over the years in estimating their individual portion of future funding. The estimates enable municipalities to create accurate capital plans for 2020 and 2021; however, municipalities will be forced to wait a little longer until funding allocations under the Local Government Fiscal Framework

(LGFF) are known. AUMA is still focused on working with the Rural Municipalities of Alberta and Municipal Affairs to create a funding formula for when LGFF begins in 2022.

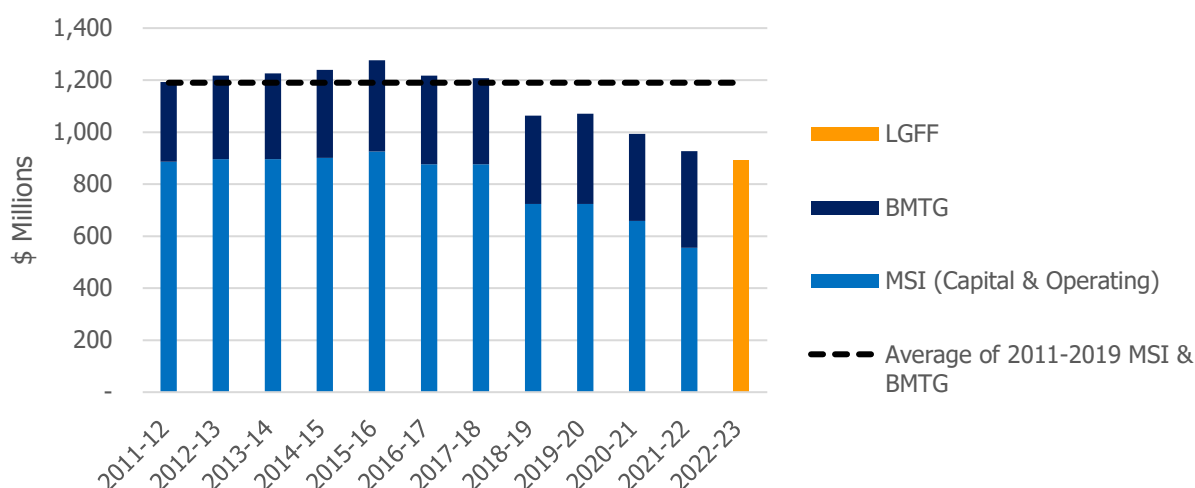
2020-22 Forecast for the MSI Program

(\$ millions)	2018-19	2019-20	2020-21	2021-22	2022-23
Capital	Budget	Budget	Budget	Forecast	Forecast
MSI Capital	294	294	628	525	-
Advance in March 2018	400	400	-	-	-
BMTG	344	347	335	372	-
LGFF Capital	-	-	-	-	860
Subtotal Capital	1,038	1,041	963	897	860
Operating					
MSI Operating	30	30	30	30	-
LGFF Operating ²	-	-	-	-	30
Subtotal Operating	30	30	30	30	30
	1,068	1,071	993	927	890

Local Government Fiscal Framework

Budget 2020 offers no new information about the Local Government Fiscal Framework (LGFF). Most details were announced in the *Local Government Fiscal Framework Act*, which was approved in late 2019. AUMA looks forward to the roll out of the program as it will increase funding predictability for municipalities; however, AUMA remains concerned that annual funding will only grow at half the rate of provincial revenues. AUMA expects further conversations to occur but a primary concern is that the growth constraint means that funding won't keep pace with inflation on infrastructure construction costs.

The Local Government Fiscal Framework will deliver 25% less funding than the historical average of MSI and BMTG.



Source: Budget 2020 Fiscal Plan and Municipal Affairs' MSI Allocation Tables

Note: Advances of MSI Capital in March 2014 and 2018 are presented in the year that funding was available to municipalities.

² The LGFF Operating component is assumed based on figures in Municipal Affairs' 2020 Business Plan, but will be clarified with the ministry in the future.

Increases to Taxes

Education Property Tax

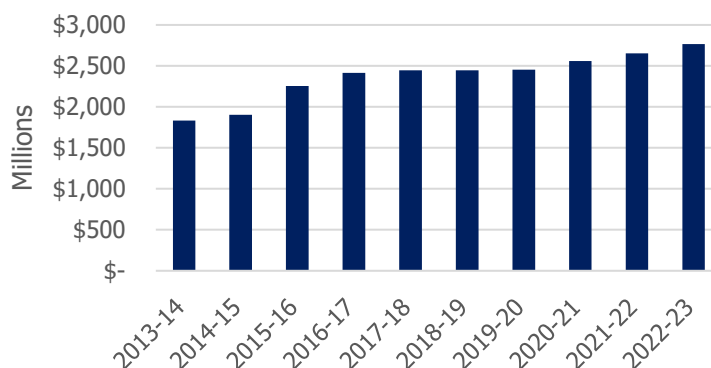
Budget 2020 is increasing taxes on Alberta's property owners through a 4.2% increase to provincial education property taxes. Provincial education tax revenue will grow by approximately \$100 million up to \$2.56 billion in 2020-21.

The province indicates that the 2020 education property tax requisition was set based on a new approach involving population growth and inflation.

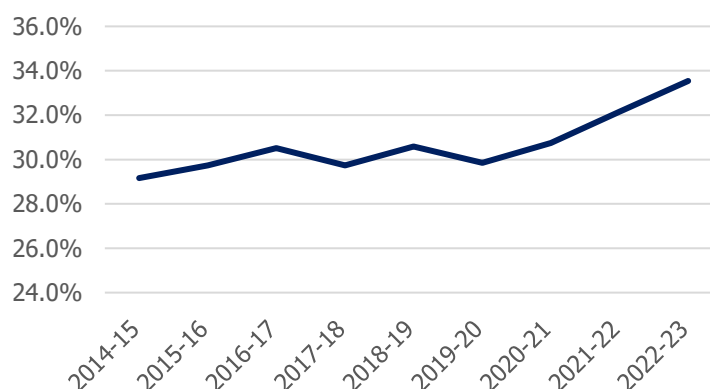
The increase in provincial education taxes comes at a time when education expense is planned to remain flat. The chart to the right highlights how the share of education operating costs covered by education tax will rise from 29.2% in 2014-15 up to 33.5% in 2022-23. This plan shifts the burden of taxation onto municipalities who are responsible to collect the revenue on behalf of the province.

Each municipality will be impacted to a different degree, with year-over-year changes in education tax requisitions ranging from reductions of 12% up to tax increases of 16%. Municipalities can view their 2020 provincial education property tax requisition by downloading the comparison listing on the province's [website](#).

Provincial education property tax



Provincial education property tax as a percentage of budgeted K-12 education expense



Source: Calculations based on budgeted figures the Government of Alberta's Fiscal Plans for 2014-15 to 2020-21

(\$ millions)	2018-19 Budget	2019-20 Budget	2020-21 Budget	2021-22 Forecast	2022-23 Forecast
Provincial education property tax	2,446	2,455	2,559	2,652	2,766
Year-over-year % change		0.4%	4.2%	3.6%	4.3%
K-12 education expense	7,999	8,223	8,322	8,247	8,247
Year-over-year % change		2.8%	1.2%	-0.9%	0.0%

Reconciling the 2019 education tax

Due to the timing of the 2019 provincial election and the Budget 2019 release, municipalities were required to estimate their 2019 education property tax requisition.

If the actual requisition was greater than the amount estimated by the municipality, the municipality will need to recoup the difference by adding the amount to the 2020 provincial education property tax calculation.

Provincial education property tax mill rates per \$1,000 of equalized assessment		
Year	Residential/ farmland	Non-residential
2019	\$2.56	\$3.76
2020	\$2.64	\$3.88

If the actual requisition was less than the amount estimated by the municipality, the municipality should reduce the amount of education tax collected from property owners in 2020 by the difference.

Grants in Place of Taxes (GIPOT)

As announced in Budget 2019, the province has looked to lower expenditures by reducing funding to municipalities through the Grants in Place of Property Taxes (GIPOT) program. GIPOT is designed to compensate municipalities for the costs to provide services to provincial properties that are exempt from taxation. The province's decision results in a download of costs onto local property taxpayers, which is particularly problematic for property owners in communities where a high number of provincial buildings are located.

Budget 2020 reduces GIPOT by \$14.4 million to \$30.2 million in 2020-21. The 32.2% reduction is applied on top of the unexpected 24% reduction in 2019-20. Looking ahead, Alberta Municipal Affairs plans to maintain GIPOT at \$30 million per year for the next three years.

Good to Know: An Overview of Budget 2020's Fiscal Plan

As per the government's election promises, Budget 2020 outlines a plan to balance Alberta's budget by 2022-23. By holding spending on health, education, and social services, and reducing costs in other ministries, Budget 2020 proposes that the province will post a surplus within three years. That surplus is dependent on holding expenditures at \$56 billion per year and generating an additional \$7 billion in revenue, primarily sourced from personal income tax and resource revenue.

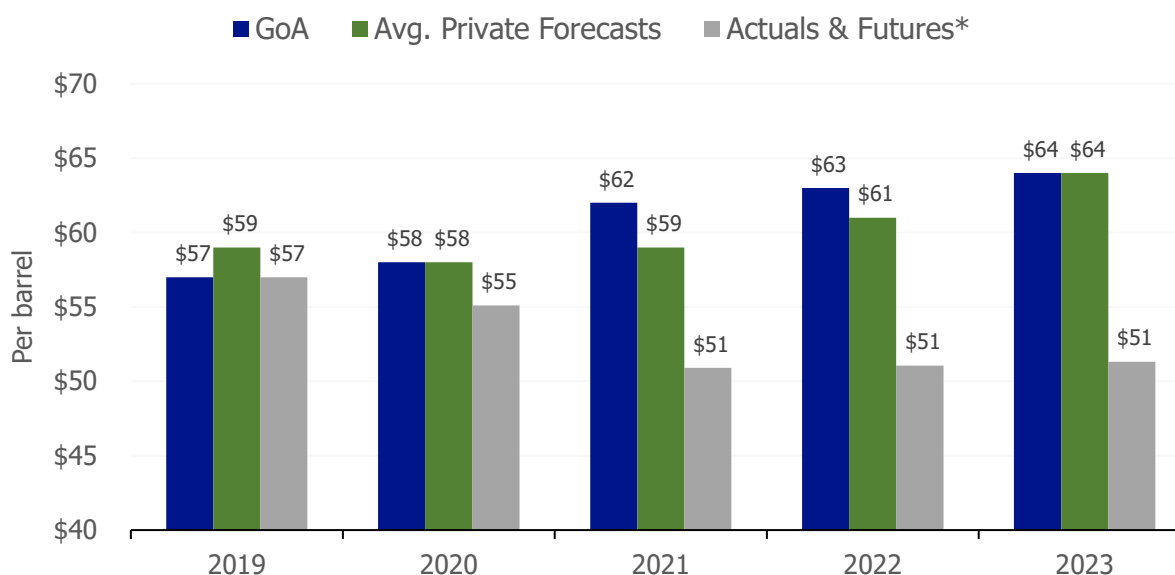
Government of Alberta: Statement of Operations³

(\$ millions)	2019-20	2020-21	2021-22	2022-23
Revenue	Estimate	Budget	Forecast	Forecast
Personal income tax	11,819	12,566	13,426	14,315
Corporate income tax	4,245	4,539	4,985	5,360
Other tax revenue	5,762	5,782	5,969	6,189
Resource revenue	6,671	5,090	6,705	8,536
Investment income	3,525	2,630	2,889	3,070
Premiums, fees, and licenses	3,947	4,194	4,299	4,407
Other own-source revenue	5,925	6,068	6,230	6,400
Federal transfers	9,054	9,110	9,533	9,784
Total revenue	50,948	49,979	54,036	58,061
Expense by function				
Health	22,408	22,268	22,230	22,260
Basic/advanced education	14,971	14,731	14,570	14,462
Social services	6,203	6,211	6,220	6,241
Other program expenses	13,138	11,489	11,295	11,244
Total program expense	56,720	54,699	54,315	54,207
Debt servicing costs	2,078	2,505	2,780	2,970
Pension Provisions	(310)	(415)	(354)	(272)
Total Expense	58,488	56,789	56,741	56,905
Surplus / (Deficit)	(7,540)	(6,810)	(2,705)	706

³ Source: Government of Alberta 2020-23 Fiscal Plan, pg. 222

Key Energy and Economic Assumptions

Fiscal Year Assumptions	2019-20 Estimate	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast
Crude Oil Prices				
WTI (US\$/bbl)	58.00	58.00	62.00	63.00
Light-Heavy Differential (US\$/bbl)	14.70	19.10	20.60	16.40
WCS @ Hardisty (Cdn\$/bbl)	57.70	51.20	54.50	60.60
Natural Gas Price ^b				
Alberta Reference Price (Cdn\$/GJ)	1.40	1.70	1.80	2.10
Production				
Conventional Crude Oil (000s barrels/day)	483	488	486	482
Raw Bitumen (000s barrels/day)	3,109	3,249	3,344	3,417
Natural Gas (billions of cubic feet)	4,083	4,144	4,199	4,233
Interest rates				
3-month Canada Treasury Bills (%)	1.70	1.70	1.70	1.70
10-year Canada Bonds (%)	1.50	2.00	2.20	2.20
Exchange Rate (US\$/Cdn\$)	75.5	76.5	77.0	77.5

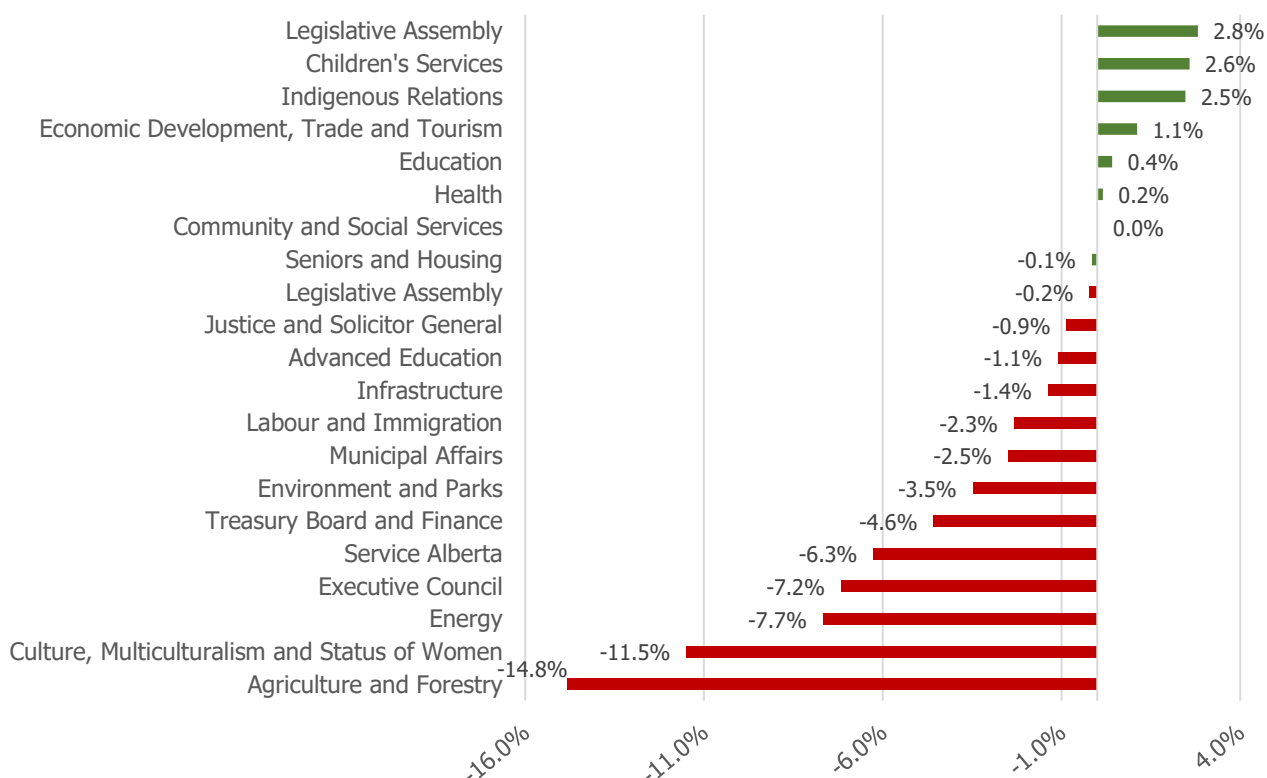
Oil Price Benchmark⁴

⁴ 2019 Actuals, 2020 calculated using average YTD price (as of February 24, 2020). Futures are standardized financial contracts that have a value based on an underlying energy product, such as oil, natural gas, or electricity. Investors, speculators, and hedgers trade energy futures on exchanges such as the New York Mercantile Exchange (NYMEX) and the Intercontinental Exchange (ICE).

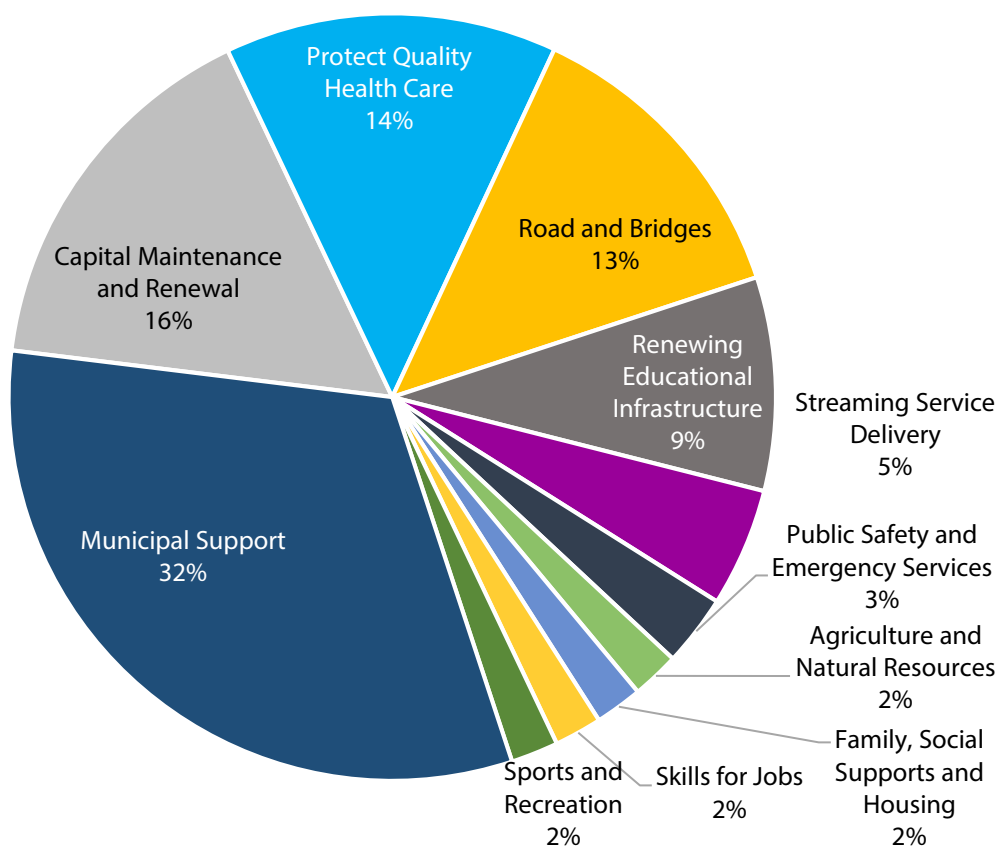
Expenditure trends by department⁵

To achieve its financial targets, the province is reducing spending across most departments while keeping expenditures flat for the Ministry of Health and Ministry of Education. The following graph shows the average budgeted and forecasted change in expenditures by ministry between 2019-20 and 2022-23. The average reduction of 2.5% for Municipal Affairs is primarily attributed to this year's reduction in the federal government's Gas Tax Fund and a \$50 million reduction in spending for the Alberta Emergency Management Agency. AUMA is seeking information on this reduction.

4-year average change in expenditures (budgeted figures 2019-2022)



⁵ Source: Calculations using budgeted figures from the Government of Alberta's Fiscal Plans for 2019 and 2020

2020 Capital Plan – Spending by Category⁶

Notable funding to community entities

Funding for Community Entities (\$ millions)	2019-20 Budget	2020-21 Budget	% Change	Note
Community Facility Enhancement Program	25.0	25.0	-	1
Community Initiatives Program	23.6	19.7	-16.5%	
Library Services – Operating	37.1	37.1	-	
Legal Aid	101.8	94.3	-7.4%	
Agricultural Service Boards	11.7	8.5	-27.4%	
Agricultural Societies and Exhibition Grants	11.5	11.5	-	
	210.7	196.1	-6.9%	

Note

1. The Community Facility Enhancement Program is forecasted to remain at \$25 million per year the next three years. Prior to Budget 2019, the program was forecasted to be \$38 million per year.

⁶ Source: Government of Alberta 2020-23 Fiscal Plan, page 150.

Ministry Highlights

Advanced Education

Budget 2020 implements the expected 6% funding cuts to post-secondary institutions, as well as the new, performance-based funding framework. Tuition fees are projected to increase by \$290 million from 2019 to 2023, an average of 6.9%. Student aid grants and scholarships are frozen at current levels (\$47 million and \$54 million, respectively). There is no new funding for capital projects, but Budget 2020 restores the \$119 million in infrastructure maintenance funding that was cut in Budget 2019.

Agriculture and Forestry

Budget 2020 maintains support to rural communities and businesses. \$18.8 million is maintained to support agricultural societies and youth development program like 4H.

Children's Services

Budget 2020 decreases funding for childcare from the \$423.7 million budgeted in 2019-20 to \$394.0 million in 2020-21, a reduction of 7%. Funding for early intervention services for children and youth, which includes the new Family Resource Networks that are set to replace Parent Link Centres, also decreases from the \$108.4 million budgeted in 2019-20 to \$95.8 million in 2020-21, a reduction of nearly 12%.

The overall operating budget for the ministry will fall from \$1,417.6 million (budgeted) in 2019-20 to \$1,371.1 million in 2020-21, a 3.3% decrease.

Community and Social Services

The 2020 budget for Community and Social Services includes several investments to support Albertans impacted by domestic and sexual violence and Albertans with disabilities:

- In 2020-21, the budget for Sexual Assault Services funding increases by \$1.2 million to a total of \$11.5 million.
- In 2020-21, \$600,000 is allocated to partner with Justice and Solicitor General to develop regulations and implement the Disclosure to Protect Against Domestic Violence (Clare's Law) Act.
- In 2020-21, \$500,000 is allocated to the Registered Disability Savings Plan (RDSP) Action Group to help Albertans open RDSPs.
- In 2020-21, \$5.0 million is allocated to build on successful partnerships supporting employment opportunities for Albertans with disabilities.

Family and Community Support Services funding is maintained at \$100 million annually. Funding for homeless and outreach support services decreases slightly from \$197.1 million in 2019-20 to \$195.9 million in 2020-21, a reduction of less than 1%. The overall ministry operating budget will rise from \$3,946.6 (budgeted) in 2019-20 to \$3,947 in 2020-21, an increase of less than 1%.

Notably, the ministry's business plan refers several times to partnering with civil society organizations and municipalities to provide Albertans with supports, and services. Funding arrangements for these partnerships are not described; however, the budget does commit \$7 million to a civil society fund to support "innovative cost-sharing programs delivered by community groups".

Culture, Multiculturalism, and Status of Women

Budget 2020 maintains Community Facility Enhancement Program funding at \$25 million annually; however, the Community Initiatives Program funding is decreased from \$23.6 million (budgeted) in 2019-20 to \$19.7 million in 2020-21, a reduction of 16.5%.

The ministry's Business Plan does not specifically mention funding for historic resources. However, the Fiscal Plan Indicates that while the Historic Resources Fund has been closed, spending on the fund's purposes will not change (page 200).

The overall operating budget for the ministry will fall from \$271.5 million (budgeted) in 2019-20 to \$246.8 million in 2020-21, a 9.0% decrease.

Economic Development, Trade and Tourism

Budget 2020 does not mention the role that Regional Economic Development Agencies (REDAs) or the Community and Regional Economic Support (CARES) program will play in furthering local economic development priorities for communities.

From 2020-23, the Alberta Film and Television and Tax Credit will provide \$97 million to attract medium and large film and television to Alberta in support of the province's cultural industries. The ministry will also implement an Investment and Growth Strategy, including \$75 million from 2020-2023 to cultivate investment opportunities.

The Alberta government intends to extend the 4% provincial tourism levy to short-term rentals such as Airbnb, with the exception for rentals where the purchase price is less than \$30/day.

Various agencies fall under the budget of Economic Development, Trade and Tourism. The Alberta Enterprise Corporation will receive \$1.85 million in 2020-21 to attract venture capital to Alberta, Alberta Innovates will provide \$184 million in grants and funding to develop and grow talent and emerging sectors while attracting investment to Alberta, and Travel Alberta will be provided with \$38 million in 2020-21 to market Alberta as a tourism destination.

Education

Five months ago, the 2019 Capital Plan supported 25 school projects bringing the total number of schools in various phases of planning and construction to over 200 schools across the province.

The 2020 Capital Plan invests \$1.5 billion towards new schools and modernization projects across Albert. The plan supports the construction of nine previously announced new schools, as well as two new modernization school projects to help address building conditions.

Total operating expenses for K-12 education in Alberta is forecasted to be \$8.3 billion in 2020-21, up from \$8.2 billion in 2019-20. The \$121 million increase in funding will come from school boards' own-source revenue. Despite a predicted 2.2% increase in enrollment annually, the provincial contribution to K-12 education funding will remain flat over the next three years. Budget 2020 also reflects a new funding model that averages student numbers over three years, leading to a small increase in funding for accredited private schools, up \$3 million from last year to \$177 million in Budget 2020. Capital investment in school facilities is up 13.7%, from the 739 million budgeted in 2019-20 to \$840.4 million in 2020-21. However, this funding will decline to \$577.7 million by 2022-23.

Energy

In Budget 2020, Energy will consider increasing the original loan of \$235 million to the Orphan Well Association by an additional \$100 million to address the growing number of orphaned wells in Alberta. Energy will also look at extending the term of the loan repayment period, which was originally set at 10 years in 2017, to further accommodate the clean-up of orphaned oil and gas wells.

Environment and Parks

In Budget 2020, \$10.2 million is allocated to support regional and sub-regional land-use planning. To make sure Alberta is free from zebra and quagga mussels, \$1.8 million is committed to the Aquatic Invasive Species Inspection Program. The money will fund watercraft inspection stations on major highways entering the province, develop early detection plans, and support awareness of aquatic invasive species. \$39.8 million is allocated to caribou recovery planning. This work is supported by the three Caribou Sub-Regional Task Forces partnering with businesses, municipalities, and community stakeholders ensuring a balanced approach in the development of a caribou recovery plan. \$6 million is allocated to the Wetland Restoration Program to enable the Government of Alberta to collect wetland replacement fees and expend them on wetland restoration projects in priority areas. The ministry's business plan indicates the ministry plans to continue its red tape reduction initiative and modernization of legislation and regulations in 2020.

Health

Health recently announced a new physician funding framework to be implemented starting March 31, 2020. \$5.4 billion is budgeted in 2020-21 for physician compensation and development programs, and this budget will be maintained over the following two years. However, one of the most concerning aspects of the new funding framework is the changes to complex modifiers that apply when doctors spend more time with patients with complex medical needs. The amount of time that doctors will need to spend with a patient to bill for a complex visit will increase from 14 minutes to 25 minutes over a phase-in period of two years. This change in physician compensation may encourage doctors to see more patients faster in order to bill more and may further discourage doctors from working in settings where patients numbers are lower, such as rural and smaller communities, or where more patients have complex medical issues.

Health will continue to invest in Primary Care Networks. Health is budgeting \$243 million in 2020-21 in PCNs to support delivery of team-based primary care. Included in the 2020-21 PCN funding is \$3 million to increase the number of Nurse Practitioners working in PCNs and expand care options for Albertans, particularly in rural/remote areas, and on reserve or settlement.

Indigenous Relations

The Alberta Indigenous Opportunities Corporation will work toward Indigenous groups' ownership in major resource projects. There is also \$9.8 million allocated to the Litigation Fund, which is intended to support Indigenous voices in legal actions that affect responsible resource development in Alberta.

Infrastructure

Infrastructure intends to pass the Alberta Infrastructure Act, which aims to strengthen transparency and predictability around government capital funding decisions and release a 20-year Strategic Capital Plan to ensure Alberta has a long-term view to meet infrastructure needs. Spending on facilities in Alberta in 2020-21 will include \$596 million for health facilities, \$616 million for school facilities, \$75 million for government facilities, and \$23 million in planning, design, and implementation for these capital infrastructure projects.

Justice and Solicitor General

The 2020 budget for Justice and Solicitor General includes the following investments to help address rural crime and alleviate pressures in the justice system:

- The creation of a Rural Alberta Provincial Integrated Defence Force (the RAPID Force) by expanding the roles and authorities of 400 peace officers in the Fish and Wildlife Enforcement Branch, Commercial Vehicle Enforcement Branch and the traffic arm of the Alberta Sheriffs, with a budget of up to \$10 million annually.
- \$40 million in funding for Alberta Law Enforcement Response Teams in 2020-21.
- An investment of up to \$5 million annually starting in 2020-21 to expand Drug Treatment Court capacity in Edmonton and Calgary and engage medium-sized communities to identify new sites for Drug Treatment Court services.

Victims of Crime funding will rise from \$43.4 million in 2019-20 to \$60.9 million in 2020-21, which represents a 40.3% increase. The hiring of 50 new Crown prosecutors and support staff continues; once complete, this will be an investment of approximately \$10 million annually. Funding for Rural Crime Reduction Units is maintained and the budget for policing assistance to municipalities is increasing by \$1 million from 2019-20 to 2021. However, AUMA is seeking clarification on whether this increase represents new funding for Municipal Police Assistance and Police Officer Grants, or simply reflects changes in growth and demand.

Labour and Immigration

Budget 2020 commits \$9.0 million to fund newcomer settlement and integration programs. \$11.4 million is allocated in Budget 2020 to support labour mobility programs, including the International Qualification Assessment Service, Foreign Qualification Recognition, and the Fair Registration Practice Office. The office's mandate is to reduce red tape associated with the assessment of qualification, and ensure that registration practices to regulated occupations and trades are transparent, objective, fair, and impartial.

The ministry's business plan highlights its commitment to achieve a one-third reduction in Labour and Immigration regulatory requirements and the implementation of the Alberta Advantage Immigration Strategy focusing on attracting and supporting newcomers to communities across Alberta.

Municipal Affairs

The Ministry of Municipal Affairs' operational spending is anticipated to decrease by 5% in 2020-2021, which is attributed to the reduction in the Grants in Place of Taxes program.

The 2020-23 Municipal Affairs Business Plan confirms the following as continuing objectives:

- Strengthening regional planning and service delivery through regional governance mechanisms, such as intermunicipal collaboration frameworks and growth management boards;
- Strengthening municipal accountability and transparency through the Municipal Accountability Program, the municipal inspection process, and the annual Alberta Municipalities Measurement Index;
- Working collaboratively with municipalities and municipal associations in continuing to promote effective municipal asset management practices;

- Providing funding to municipalities to help them meet their strategic long-term infrastructure needs, and implementing the new Local Government Fiscal Framework for municipal capital funding;
- Continuing to provide operating grants to library boards and to invest in the province-wide library network;
- Streamlining regulatory requirements in municipal legislation and regulation that are hampering administrative efficiencies for municipalities, including a review of the regulations governing regional services commissions;
- Completing the transition to the centralized model for designated industrial property assessment; and
- Developing a new assessment model for wells, pipelines, and machinery and equipment for implementation in the 2021 tax year in order to modernize the regulated assessment system.

The ministry's Business Plan also identifies several new objectives, including:

- Working collaboratively with municipalities and municipal associations to develop strategies to address unpaid linear property taxes;
- Working with and supporting communities in implementing recent changes to the emergency management legislative framework to improve emergency preparedness at the community-level;
- Improving community and individual-level disaster resilience by providing select on-line and in-person emergency management training to municipalities and through public awareness Campaigns; and
- Providing certification training and support to municipal Assessment Review Boards.

Seniors and Housing

Budget 2020 maintains or reduces operational funding for the following programs:

- \$51.3 million is allocated to Family Community Housing in 2020-21, compared to \$50.1 million in 2019-20 (increase of 2.4%).
- \$49.3 million is allocated for Seniors Community Housing in 2020-21, the same amount as in 2019-20.
- \$56.8 million is allocated for Rental Assistance funding 2020-21, compared to \$67.5 million in 2019-20 (decrease of 16.0%).
- \$15.5 million will be allocated for Specialized Housing in 2020-21, the same amount as in 2019-20.

Notably, the 2020-23 capital plan shows significant reductions to provincial investment in affordable housing over next three years, with total capital funding falling from \$215.7 million in 2020-21 to \$123.1 million in 2021-22 and \$77.9 million in 2022-23, which represents a reduction of 63.9% over two years.

(\$ millions)	2019-20 Budget	2020-21 Budget	2021-22 Forecast	2022-23 Forecast
Family and Community Housing Development and Renewal	30	35	6	-
Indigenous Housing Capital	5	12	10	10
New Affordable and Specialized Housing	14	23	29	16
Seniors' Housing Development and Renewal	63	93	61	31

Service Alberta

Service Alberta plans to review the *Mobile Home Sites Tenancies Act* with a goal of better understanding the issues experienced in mobile home communities, with \$110,000 is allocated to this initiative. \$90,000 is allocated to support the introduction of prompt payment legislation that will streamline adjudication and dispute resolution processes for contractors, speeding up payments in Alberta's construction and other industries. Although no funding is provided, Service Alberta wants to collaborate with businesses and partners to develop a framework to support widespread access to high-speed broadband.

Transportation

In addition to the grants for municipalities included in the previous section, the ministry is responsible for several other transportation investments. Targets for investment in roads and bridges are outlined in the following chart:

Investments in Key Roads and Bridges

(\$ millions)	2019-20 Budget	2020-21 Budget
Capital Investments	673	862
Capital Maintenance and Renewal	387	411

Budget 2020 invests significantly in roads and bridges, with increases in both capital projects and maintenance compared to 2019. Highlighted projects include ring road upgrades in Edmonton and Calgary, Highway 19, and the Peace River Bridge. Spending on roads and bridges will account for 13% of provincial capital investment over the next three years.

Treasury Board and Finance

The province's Fiscal Plan notes that while the Lottery Fund has been closed, spending on the fund's purpose will not change.

Next Steps

AUMA will continue to advocate for a provincial partnership focused on building a strong Alberta. Our advocacy efforts will focus on key priorities, including but not limited to, advocating for:

- A Local Government Fiscal Framework (LGFF) that includes an adequate base amount, a growth factor that keeps pace with provincial revenue, and an equitable allocation formula.
- Municipal input on the distribution of police resources related to the new police funding model.
- A fair cannabis assessment and revenue model that recognizes the essential community services that municipalities provide.
- Municipal input on the province's 20-year capital plan to leverage and coordinate investments to maximize benefits for Albertans and our economy.
- Greater restraint in the province's education property tax requisition.
- Investment in affordable housing.
- Investment in the broadband internet required to power Alberta's move to the modern economy. Reliable broadband connections enable economic development in communities across Alberta. Without it, communities can't attract skilled workers and risk falling farther away from sharing in the Alberta advantage.

We will reach out to the province to seek clarity and further details on funding for essential programs Albertans rely on such as the Municipal Police Assistance and Police Officer Grants, which were anticipated to be consolidated.

AUMA and our members remain committed to building a partnership with the province that gets Alberta back to work, improves the lives of all Albertans, and stands up for Alberta.



STAFF REPORT

Title: Full Throttle Street Festival 2020

Meeting Date: March 10, 2020

Executive Summary:

The City of Cold Lake aims to support exceptional event opportunities to promote tourism to the City. This year, the 2020 Cold Lake Air Show will be held on July 18-19, 2020. The City supports the Air Show by opening the Air Show with a with the Full Throttle street festival.

The Full Throttle street festival is plan for Friday July 17, 2020.

The purpose of this report is receive direction from Council on proceeding with the 2020 Full Throttle street festival.

Background:

Council sponsored \$125,000 plus GST to be the "Performer Sponsor" for the 2020 Cold Lake Air Show.

At the 2018 street festival, the City offered activities for both young and old. The festival offer face painters, bouncers, street performers, caricature artists and balloon man for families with children. Older families and individuals were treated to two (2) opening bands as well as a headliner band along with a beer garden. The cost to host this event was \$81,000.

The 2020 street festival is planned to be pared back. Administration is proposing face painters, bouncers, caricature artists and balloon man for families with children and a single band along a beer garden. Costs associated with hosting the festival is in the magnitude of \$40,000.

The Full Throttle Street Festival 2020 has not been included in the 2020 Budget. Administration will need Council direction in order to plan initiate commitments for the event. Council may delay the decision however booking the various activities are becoming at risk.

Alternatives:

Council may consider the following options:

- That Council authorize the City of Cold Lake to host the Full Throttle Street Festival 2020 in the amount of \$40,000.



- Council may pass a motion to postpone the Full Throttle Street Festival 2020 to Councils regular meeting of April 14, 2020.
- Council accept the report titled Full Throttle Street Festival 2020 as information.

Recommended Action:

That Council authorize the City of Cold Lake to host the Full Throttle Street Festival 2020 in the amount of \$40,000.

Budget Implications (Yes or No):




Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

[illegible]

-  - Beer Gardens – 144' x 86'
-  - Stage
-  - Barricades for Road Closure
-  - Face painting, sparkle tattoos, etc.

-  - Port-a-potties
-  - Bouncers
-  - Arcade Van



STAFF REPORT

Title: Minutes October 3, 2019 Water North Coalition

Meeting Date: March 10, 2020

Executive Summary:

Minutes Water North Coalition October 3, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Draft Minutes for Approval January 2020 Teleconference

Minutes
Water North Coalition (WNC)
Thursday, October 3, 2019
Grande Prairie, AB

Attendees

Bob Marshall – County of Grande Prairie
Janice Reyda – M.D. of Peace
Grant Dixon – Advanced Technology Applications (ATAP)
Dan Rites - Alberta Water and Wastewater Operators Association (AWWOA)
Adam Norris – Mighty Peace Watershed Alliance
Antoine Rempp – Regional Municipality of Wood Buffalo
Willis Fitzsimmons – Saddle Hills County
Murray Kerik – M.D. of Lesser Slave River
Ian Willier – Big Lakes County
Duane Lay – City of Cold Lake
Bob Buckle - City of Cold Lake
Cal Mosher – Town of Beaverlodge
Andy Trudeau – M.D. of Smoky River
Richard Simard – Big Lakes County
Travis Johnson – Athabasca County
Robin Guild – M.D. of Opportunity
Corinna Williams – Northern Sunrise County
Sterling Johnson – Lac La Biche County
Jason Stedman – Lac La Biche County
Khalil Shaikh – Lac La Biche County
Nicole Obee – Aquatera
Tamara Wuttunee - Aquatera
Randy Dupuis – Town of Peace River
Dana Langer – Town of Peace River
Albert Poetker – Birch Hills County
Taylor Rudrum – GSWT Water and Environmental Inc.
Anna Underwood – Town of Wembley
Wally Olorenshaw – Town of Rainbow Lake
Colleen Sklapsky – Town of Grimshaw
Keith Straub – Town of High Level
Vern Lymburner – Town of Valleyview
Chris Turnmire – Town of Wembley
Kate Potter – Town of Sexsmith

Administration

Cody Beirsto, NADC
Melonie Doucette, NADC Senior Northern Development Officer
Sheila Sikora, NADC Research Officer

Presenter

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Kristen Andersen – Associated Engineering

Welcome, Introductions, and Housekeeping:

Chair Bob Marshall called the meeting to order at 10:02am and introduced Jeff Pieper, Chief Financial Officer of Aquatera who delivered greetings.

Grande Prairie MLA Tracy Allard delivered greetings at 10:04am. MLA Allard stated that the Red Tape reduction committee was relevant to the Water North Coalition, as water rights emerge frequently. She added that there could be more efficiencies with regard to approvals.

Review and Adoption of Previous Meeting Minutes and Agenda

Adoption of Minutes of Birch Hills County, July 25, 2019 meeting

Moved by Corinna Williams of Northern Sunrise County that the minutes be accepted at 10:05am.

MOTION CARRIED

Adoption of the Agenda

Moved by Janice Reyda of the M.D. of Peace to accept the agenda as presented at 10:06am.

MOTION CARRIED

Roundtable Introductions

Bob Marshall asked members at 10:07am to introduce themselves and to give an update on anything new going on in their communities with respect to water and wastewater.

Corinna Williams, Northern Sunrise County – The inter-municipal collaboration framework between Peace River and Northern Sunrise County may result in training water operators in both municipalities for emergency situations.

Taylor Rudrum, GSWT Water and Environmental Inc. – Working on the 60-kilometer water line from Peace River to Dixonville.

Cal Mosher, Town of Beaverlodge – The water plant in Beaverlodge is working well.

Chris Turnmire, Town of Wembley – After 10 years, the Town finally has a regional water line. The tap was turned on August 1.

Dan Rites, Association of Water and Wastewater Operators – The Water Week conference, a must-attend for operators, is in November. AWWOA heard a special presentation from government on water and lead protection (new guidelines).

Antoine Rempp, Regional Municipality of Wood Buffalo – There is a hope to see funds for water projects.

Willis Fitzsimmons, Saddle Hills County – The water treatment plant contract in Savanna has been delayed due to weather.

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Ian Willier, Big Lakes County – The County is commissioning a level three facility. The County also took over some water co-ops. There has been a 20% increase in the County's customer base.

Keith Straub, Town of High Level – The Town is completing a tender for a regional water line.

Grant Dixon, Advanced Technology Applications – The Western Canada Water conference in September was successful, and there were good papers.

Tamara Wuttunee, Aquatera – Aquatera gave a tour to members the previous night. If anyone is interested in receiving a tour, let her know.

Vern Lymburner, Town of Valleyview – Water was not a problem this summer. With regard to infrastructure, there were lines and leaks bursting old infrastructure.

Cherie Friesen, Northern Lakes College – No new programming. The College is exploring new delivery and scheduling options.

Travis Johnson, Athabasca County – The creek is full. The County is making plans for spring.

Murray Kerik, M.D. of Lesser Slave River – The M.D. worked with the Town of Slave Lake regarding the raw water line. The pressure increased and there was a blow up in the plant. There have been line and plant issues. He is not sure when the issue will be resolved.

Colleen Sklapsky, Town of Grimshaw – The Town worked on a big project with Taylor Rudrum of GSWT Water and Environmental Inc. The project has been finished and the Town is waiting to pave.

Jason Stedman, Lac La Biche County – The County is working on cast iron pipe replacement.

Bob Buckle, City of Cold Lake – The large regional water line from Cold Lake to Bonnyville is 50% complete. Water treatment will double in size.

Janice Reyda, M.D. of Peace – The M.D. is working with the Grimshaw Gravel Aquifer Advisory Association. The M.D. is assisting with implementing the source water protection plan.

Kate Potter, Town of Sexsmith – The Town is about to approve a 10 year plan with Aquatera.

Bob Marshall, County of Grande Prairie – With regard to a lift station in Clairmont, the County is waiting on a grant from the federal government/Water for Life. It is hoped a response will be received sooner rather than later.

Wally Olorenshaw, Town of Rainbow Lake – The Town has completed water meters. The Town is working on main valves and has dredged two lagoon cells.

Business arising from previous minutes

Review of Action List

Melonie Doucette of the NADC reviewed the action list:

Under Ongoing items:

- Follow-up with Tanya Hunter with regard to the AEP Advisory Committee. This matter will be discussed in more depth shortly.
- WNC promotional video – The voice-over has been completed, but there is no access to the software to download the video. Until the video with Corinna's voice-over is uploaded, the video with Sheila's voice will remain on the NADC website and WNC Facebook page.
- Follow up with Ministry of Health and Environment and Parks on the status of the bacteriological testing results – contact has been made with Alberta Health but there may be some budget limitations with regard to travel. NADC will follow-up with Alberta Health in the new year.
- Social Media – please like and share the WNC Facebook page and Twitter account.

Under New items:

- New operator training models from Alberta Environment and Parks – Tanya Hunter is the contact for this matter, which will be discussed in more depth later in the meeting.

Update on Certification Advisory Committee Letter to AEP

Bob Marshall stated the letter regarding the WNC position on the Certification Advisory Committee was sent to Alberta Environment and Parks. No further communication has been received. Bob Marshall attended the AFPA conference and spoke with the Deputy Minister of Alberta Environment and Parks. The Deputy Minister stated that the department is reviewing boards and committees. The Deputy Minister could not recall whether the committee will be restructured or not. The Deputy Minister stated she would follow up to provide an answer to the Coalition.

Operator Attendance Guidelines Certification Letter

Bob Marshall stated the operator attendance guidelines certification letter was sent to Tanya Hunter of Alberta Environment and Parks. Tanya has indicated that the Advisory Committee is meeting on October 21 and the matter will be brought forward at that time.

New Business and Updates

Update on Information from Tanya Hunter (AEP) on New Operator Training Models

Bob Marshall stated that Tanya Hunter had been emailed about the upcoming change for operators to challenge the four Level one exams without the requisite hours of experience. Tanya Hunter indicated that the department is still finalizing the communications for it. January 1st, 2020 is the target date for these changes. A response will be brought back to the coalition when it is received. It is hoped there will be more information on this matter before the next meeting in January.

Dan Rites pointed out that the operator won't be certified with this process. He stated, however, that municipalities hoping to hire these operators would see that they are committed and they took the time to write. The operators just need hours. Cherie Friesen indicated that people need flexibility when they take the exams (online) before getting their experience. Murray Kerik asked why a certification could

not be conducted in the north. Cherie Friesen stated that Northern Lakes College is improving the testing locally. She noted that the exams have to be proctored in regional colleges such as Portage and Grande Prairie Regional College.

WNC Recruitment Update

Bob Marshall welcomed Antoine Rempp, the new WNC representative from the Regional Municipality of Wood Buffalo. Bob also mentioned that the County of Northern Lights has appointed its utilities supervisor.

Social Media

Bob Marshall stated that the communications committee met and the process document was updated to reflect content that does/does not require approval from the committee. It is hoped that this document will speed up the process.

Presentation: Kristen Andersen, Associated Engineering

Kristen Andersen's presentation illustrated how soil bioengineering methods can provide slope stability and repair soil erosion (toe staking, live staking, wattle fencing). She described options for wetland replacement (i.e. in lieu fee program) and how to calculate the value of replacement areas. Kristen also stressed how building resilience in a watershed protects source water.

Q&A:

Question: What about grant funding? Which website can we find it or which department?

Answer: The Alberta Community Resilience Project, Watershed Restoration and Resilience Program, Fish and Wildlife Habitat Restoration (fines go toward wetland restoration), and the Environment Canada Climate Change website are possibilities. Associated Engineering also runs bioengineering workshops for municipalities and organizations.

Question: What about artificial or floating wetlands?

Answer: They provide a good function. Floating wetlands are a medium for plants to be established. She is looking for as much variability and structure in wetlands.

Question: What about storm water ponds and grass for them – would this be inconsistent with planning? What about trying to control flooding and water/volume of flow?

Answer: The guideline provides advice. The December 2018 directives state that credit can be given for a project that impacted wetlands. The system allows wetlands along storm water ponds and boundaries. There are incentives for developers to do so. The features will provide more functions to slowing down water.

Question: Are developers working with planners on this matter?

Answer: There is more work to be done. The incentive is there. The guideline offers key features to be considered. Research is needed to support development and education.

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Question: What about wetlands classification? Farmers putting wetlands back are an exception to the rule. There is a need to give farmers an incentive to do this, and the incentive needs to be long term.

Answer: The classification is limited for growers. There is also the ALUS program to help. A lot more needs to be done to be efficient.

Question: There is a concern about the province downloading costs to municipalities – to pay farmers to cut trees? Is that how it is going to work?

Answer: Much has not been fleshed out. She would be happy to pass this concern on with the people she is working with.

Question/Comment: The Agriculture Service Boards – it would be important to be working with the right people.

Question: What about working with the provincial and federal governments on environmental permitting?

Answer: Permitting requirements are reduced with bioengineering approaches. There is no need to get permission from the Department of Fisheries and Oceans – as it would be considered restoration. With regard to the Water Act, there is a need to get approvals. Three quarters of the Water Act requires approvals. When a reviewer loves a project, it could help with approvals. Timelines and construction costs could be reduced.

Question: What about private lands? What about homes that are impacted by slope stabilization? When working with the landowner, is there a need for permitting?

Answer: Municipal by-laws would come into play, as would landowner permission.

Question: Do you communicate with other watershed groups?

Answer: Yes, we communicate with them and encourage planning process. We do share information and will continue to do so.

Subcommittee Updates

Before the subcommittees began their working group meetings, Bob Marshall stated that having co/vice-chairs for subcommittees should be considered. Expectations of the co/vice-chair include: chairing at least one teleconference between the face-to-face meetings, meeting with the Coalition chair and other subcommittee co/vice-chairs 1-2 weeks before the face-to-face meeting via teleconference, and reporting to the working group meeting during the face-to-face meetings.

Education and Awareness

The subcommittee discussed using others' templates for deriving the cost of water. The template would be technical – fill in as you go. The subcommittee also suggested using a video similar to the one that the Regional Municipality of Wood Buffalo made for recruiting people to work as water/wastewater operators in the community. There was a question of whether to utilize water operators to teach children in schools. There was also a suggestion to put information about water conservation and water operators in publications that are prevalent in restaurants and common areas (i.e., Coffee Time). With regard to upcoming presenters, focus on regional water questions (i.e., how to extend water to other places), costs, and new technologies for repairing lines.

Recruitment, Training, and Retention

The subcommittee needs to work with Alberta Environment and Parks on the map overlay as not all operators are listed on the Western Canada Water publication. There is a need to clarify whether the names of operators are needed on the map as including them may be a FOIP issue. The subcommittee is looking for new groups for the Coalition to join on social media. With regard to peer cross training, the subcommittee hopes to hear back from Tanya. AWWOA has many career packages for high school students to help with marketing water/wastewater operator careers. The materials could be revised to have a northern feel. The letter to municipalities regarding the sharing of wastewater operators has not yet been drafted. There is not much in terms of funding opportunities for students with regard to water/wastewater operator positions. Perhaps this gap in funding could be brought to the advocacy committee. Alberta Environment and Parks released their strategic plan, outlining seven key points. One of them requires that operators attain discipline-specific training within two years. The standard first aid training is not enough to attain CEUS for re-certification. The training needs to be specific. This point may have implications for smaller communities. The subcommittee recommends a response to this approach before January 2020.

Advocacy

Subcommittee chair Bob Buckle will contact Fred Wiebe with regard to the issue of diversion licenses. The letter regarding the clarification of policy around inter-basin water transfers was sent to Alberta Environment and Parks about a month ago. There has not yet been a response. The City of Cold Lake will follow-up in a few weeks. The resolution for stable, reliable funding will be drafted by the City of Cold Lake. The aim is to review it in the new year. It will be presented to RMA and AUMA in 2020. The subcommittee also suggested that the Coalition lobby for more commitment from government representatives from Alberta Environment and Parks and Alberta Transportation to attend quarterly WNC meetings. Having the representatives attend will add credibility to the group and may sway municipalities who are wavering on whether to join the Coalition. If councils do not perceive WNC as effective, how does the Coalition communicate such effectiveness? There was a question about whether the Coalition is on track with regard to priorities. There was a suggestion to wait until the budget is tabled to approach government representatives and re-examine priorities.

Next Meeting

Future agenda topics, upcoming presentations, and potential exhibitions discussion

Bob Marshall requested that someone from the floor be available to chair WNC meetings in the event the WNC Chair or Vice-Chair are unable to attend a WNC meeting. NADC is unable to chair meetings.

Moved by Bob Buckle of the City of Cold Lake at 2:21pm that there be an alternate in attendance to chair WNC meetings if the Vice-Chair or Chair is not in attendance. Keith Straub of the Town of High Level seconded the motion.

MOTION CARRIED

Draft Minutes for Approval January 2020 Teleconference

Dan Rites indicated that presentation topics often emerge during Water Week. Another suggestion was to consider issues and challenges communities are facing, and to bring those forward as presentation topics. Members are encouraged to go back to their municipalities and discuss ideas for presenters.

Bob Marshall thanked Aquatera for doing much of the exhibiting for the Coalition. Members are encouraged to help with staffing the booths at events. A key messages document has been created and NADC can send members WNC materials. Members are encouraged to inform NADC of local events they may be attending.

Location and date of future meetings

There was discussion about the possibility of having a teleconference for the January meeting instead of a face-to-face meeting due to weather challenges. The option to do so could be followed up with a survey. There was a concern that technology may not accommodate a big group, and that teleconferences may be problematic. The teleconference would consist mainly of updates and would last approximately half hour to 45 minutes. There was a suggestion to try a teleconference in January.

Moved by Corinna Williams of Northern Sunrise County that the January meeting will be held by teleconference at 2:33 pm.

MOTION CARRIED

Bob Marshall stated that NADC Council member Cody Beirsto had suggested that WNC have a meeting to coincide with the Growing the North Conference as Council meets at that time.

Adjournment

Moved by Cal Mosher of the Town of Beaverlodge to adjourn the meeting at 2:38pm.

MOTION CARRIED



STAFF REPORT

Title: Minutes November 4, 2019 Family and Community Support Services Advisory Committee

Meeting Date: March 10, 2020

Executive Summary:

Minutes Family and Community Support Services Advisory Committee November 4, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

PRESENT	Kim Schmitz Carol Patenaude Candice Sutterfield Chris Vandeborn Roderick Hickey Gina Olofson Ben Fadeyiw	FCSS Manager Recording Secretary Advisory Committee Member Advisory Committee Member Advisory Committee Chair Advisory Committee Co-Chair MD of Bonnyville Council Member
ABSENT (with regrets)	Jürgen Grau	City of Cold Lake Council Member
ABSENT (without regrets)	Meagon Anishinabie	Advisory Committee Member
GUEST	Glenn Barnes	City of Cold Lake Community Services General Manager
CALL TO ORDER	<u>1.0 Call to Order</u> R. Hickey, FCSS Advisory Committee Chair called the November 4, 2019 FCSS Advisory Committee meeting to order at 6:01 p.m.	
AGENDA	<u>2.0 Adoption of Agenda</u> Additional Items The FCSS Manager asked that item 7.2 Bylaws be added to Item 7. New Business. Member Highlights None Disclosure of Interest None Adoption of Agenda B. Fadeyiw moved to accept the agenda for the Cold Lake and District FCSS Advisory Committee November 4, 2019 meeting as amended.	
		CARRIED
MINUTES	<u>3.0 Adoption of Minutes</u> C. Vandeborn moved to accept the minutes for the October 7, 2019 FCSS Advisory Committee Meeting as presented.	
		CARRIED
MONTHLY REPORT	<u>4.0 Monthly Report</u> The FCSS Manager reviewed the October Monthly Report for information only. The Program Assistant position has been filled. He is a recent graduate of the Portage College Social Work program and a current Board Member with the Cold Lake Friendship Centre. FCSS has also hired a temporary replacement for the LPLN Administrator and Outreach Facilitator beginning November 6. She holds a Bachelor of Education degree specializing in autism. Our third new employee, the FCSS Receptionist started at the beginning of October and comes with a wealth of experience. FCSS finished three interim reports for the Early Childhood Development Grant, the Indigenous Grant and the PLC Grant. One current Parent Link Facilitator, who was also the temporary LPLN Administrator has been assisting the FCSS Manager to complete the LPLN and PLC reporting. She also continues to take on her duties of Parent Link Facilitator.	

**MONTHLY
REPORT
(CONTINUED)**

About 140 people passed through the Parent Link Centre on Hallowe'en. Staff spent quality time interacting with participants. This event replaced past parties that we felt were too large for quality interactions.

Recently there has been a substantial number of referrals from St. Therese, the St. Paul Healthcare Centre. We have been seeing a pattern of self-destructive behaviours and addictions. There needs to be access to detox services and supportive living in this area.

We are almost maxed out with our counselling hours; there has been some difficulty in the past with referrals too complex for our services; we offer brief solution-focused counselling. We can also refer children to the Adolescent Mental Health program in Bonnyville. FCSS tries not to offer couples counselling as most short term counselling is about 3 or 4 weeks while couples counselling tends to require a minimum of six sessions.

The FCSS Manager attended a symposium of mental health professionals. The symposium is a platform for furthering conversation around mental health. It is the FCSS Manager's aim to attend and take part in future discussions. C. Sutterfield also attended and agreed that there is valuable information stemming from the meetings. Alberta Health Services, Addictions has developed a nine-part addiction series, which is helpful for people living with addictions. The FCSS Manager added that our counsellors are committed to continue the 2020 counselling services. FCSS is waiting on Imperial's decision on the status of the counselling grant.

C. Sutterfield asked about the Men's Shed Open House. Approximately thirty men met with Age Friendly Cold Lake Society representatives. The society is picking up steam and considering their options on rentals.

The FCSS Manager and three committee members attended the Strengthening Volunteer Board Workshop in October. It was a valuable use of their time. The FCSS Manager has created a list of action items, which is available for anyone to peruse.

B. Fadeyiw inquired about Seniors' Services, noticing the numbers have increased from 2017. The FCSS Manager detailed a range of new services from Seniors' Week to Feast to Friendship, which will continue to host luncheons for isolated seniors. Engagement numbers are higher as a result of the committee being more proactive and following the eight pillars to serve specific seniors in our community.

G. Barnes noted the increase in Family Services numbers and the changing numbers for the Parent Link Centre. The Parent Link Centre is transitioning; numbers are down across the Lakeland Region. We are seeing new families yet there are many variables with attendance. FCSS can make and has made a concerted effort to tap into resources and encourage engagement. The FCSS Manager also noted that even when the PLC made significant changes, which included asking parents to put away cell phones, people may have been unhappy but continued to frequent the centre.

C. Sutterfield expressed an interest in Lakeland Centre for FASD partnering with the Parent Link Outreach, to bring PLOW to Cold Lake First Nations through the maternal health program. FCSS will reach out to the Lakeland Centre for FASD for further discussion.

FCSS has processed 364 files for the Community Volunteer Income Tax Program, which is a significant increase from 2018.

The program guide for January to June is at Communications for first edits.

FCSS is working with the Healthy Choices Count Coalition, who have developed a new alcohol abuse series under the initiative.

The FCSS Manager attended the last Inter-City Forum on Social Policy through teleconference in which Minister Sawhney was in attendance. The sound quality was very poor so it is the FCSS Manager's intention to travel to Calgary for future meetings.

The Meals on Wheels program is going well; we lost one volunteer driver, a new driver will start in a couple of weeks.

The Aging Well Cold Lake Society has written eight articles in the Respect paper on the facets of aging, relating to the WHO's eight areas for municipalities to consider when creating age friendly communities.

**FINANCIAL
REPORT**

5.0 Financial Report

The FCSS Manager reviewed the October 2019 Financial Report for information only. For the two expense items of training and programming, FCSS has received grant funding to cover the overages.

OLD BUSINESS

6.0 Old Business

None

NEW BUSINESS

7.0 New Business

7.1 Special Project Grant Application

7.1.1. Ronald McDonald House Charities Alberta – Meals that Mend: Lakeland Edition

B. Fadeyiw moved to grant the Ronald House Charities Alberta the full amount of \$1,000 requested for the Meals that Mend: Lakeland Edition.

CARRIED

G. Barnes requested a spreadsheet detailing funding under the FCSS Special Project Grant for current and previous year to be made available at each meeting.

7.2 FCSS Advisory Committee Bylaw

Committee members were given a copy of the bylaws to review for changes at the January meeting.

**OTHER
BUSINESS**

8.0 Other Business

8.1 Business Conducted by Email

None

**COMMITTEE
ATTENDANCE**

9.0 FCSS Advisory Committee Attendance

9.1 Reports on Committee Attendance

C. Vandeborn, G. Olofson and C. Sutterfield attended the Strengthening Volunteer Board Workshop. To recap, it was well presented and well run, with a good use of time.

**SUGGESTIONS
FOR
COMMITTEE
ATTENDANCE**

9.2 Suggestions for Committee Attendance

- Bus Drivers Coffee Break on Thursday November 7, 9:30 am at FCSS
- Family Fun Night, November 27, 5:00 pm at the Parent Link Centre
- FCSSAA Conference on November 27 to 29 in Edmonton

ROUNDTABLE

10.0 Round Table

None

NEXT MEETING

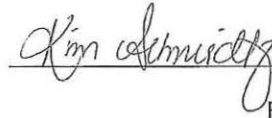
11.0 Next Meeting

The next meeting is scheduled for January 13, 2020.

ADJOURNMENT

12.0 Adjournment

R. Hickey, Advisory Committee Chair adjourned the Cold Lake and District FCSS November 4, 2019 FCSS Advisory Committee meeting at 7:57 p.m.



K. Schmidt,
FCSS Manager



R. Hickey,
FCSS Advisory Committee Chair



STAFF REPORT

Title: Minutes December 12, 2019 Economic Development Advisory Committee

Meeting Date: March 10, 2020

Executive Summary:

Minutes Economic Development Advisory Committee December 12, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**COLD LAKE ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE**
MEETING MINUTES OF ~~WEDNESDAY~~ ^{Thursday} DECEMBER 7, 2019
CHAMBER OF COMMERCE BOARD ROOM

PRESENT

Chairperson Bernard Lefebvre
Councillor Vicky Lefebvre
Councillor Kirk Soroka
Lorie Jacobsen
John Usher
Larry Ashcroft
Kim Warnke

ALSO PRESENT

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

**Community
Liaisons**

Lisa Ford, Community Futures Lakeland, Major Jean-Michel Racine, 4 Wing
Liaison

ABSENT

Allison Untereiner; Norman Perreault, Howard Pinnock, General Manager Planning
and Development

**CALL TO ORDER
ADOPTION OF
THE AGENDA**

B. Lefebvre called the meeting to order at 7:03 p.m.
Moved by J. Usher that the agenda be adopted.

CARRIED

**ADOPTION OF
THE MINUTES**

Moved by L. Jacobsen that the minutes of the November 7, 2019 Economic
Development Advisory Committee meeting be adopted.

CARRIED

OLD BUSINESS

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

B. Lefebvre started discussion on the Implementation Plan, but put on hold until the
next meeting. He stated that there was need for discussion on the planning of the
follow-up conference/symposium to the "Doing Business with the Government"
held last spring.

L. Ford stated that she was doing Lunch and Learns that fit with this direction and
that in 2022 Cold Lake will be able to host the Power Up North conference.
Discussion on contacting WCDIA, the Western Canadian Defense Industry
Association. Discussion followed.

A. Serba reported that there was about \$40,000 in CARES grant funding that could
be accessed for contracting WCDIA for another symposium.

Counsellor Soroka spoke of upcoming possibilities of Military contracts for
construction being planned.

L. Ford stated that Community Futures was ready to set up information sessions
and provide further support for business owners seeking these contracts.

There was discussion on when to set up one for businesses to start getting Base
clearances, the first step to obtaining a contract; working together of members with
their present employment positions; ways of getting information out to businesses
for the upcoming symposium and content of symposium.

Sub-committee was formed for the planning of the event with Lisa Ford,
Counsellor Soroka, Bernard Lefebvre and an invite be extended for Sherri Buckle
to attend.

Counsellor Lefebvre brought into discussion the McSweeney Report issues chosen
by EDAC of procurement, tourism and the City website relating to the symposium.

NEW BUSINESS:

**5.1 Volunteer
Application -
Radford**

B. Lefebvre introduced the application from Jessica Radford and discussion followed.

MOTION

Moved by Councillor Lefebvre that Ms. Jessica Radford's application be recommended to Council for membership appointment to the Economic Development Advisory Committee for the two year term expiring in October 2021.

CARRIED

**5.2 Chamber of
Commerce
Updates**

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

**5.3 RABC Updates
/Community
Futures Lakeland**

L. Ford, who was previously the RABC Advisor reported she has made a transition to Community Futures Lakeland doing similar work with businesses. With this new position she can access funding for clients and informed EDAC that there is grant money out now for girls and women's sports events through the Canadian Parks and Recreation Association. There are 35 grants ranging from \$2500 to \$15,000 available for events that the Municipality will be involved in.

**5.5 Roundtable and
Ideas**

K. Warnke stated she was working with the Arts and Culture group on the Arts aspect with focus on the Visual Arts, to bring in a variety and expand the group.

Major J.M. Racine expressed that he is very involved with issues being discussed and has a lot of information to take back to the Wing Commander.

J. Usher attended the Western Sponsorship Congress Conference in Edmonton on December 4 & 5th. There is opportunities to partner with companies for sponsorships. Bronze medalist for Women's Soccer, Erin McLeod spoke at one session which was very interesting.

L. Ford stated she will be doing a women's event and establish mentoring groups from business owners for different levels of entrepreneurs starting out.

Councillor Lefebvre reported that until the ID 349 funds for 2019 are settled is it tough doing budget deliberations. Mayor Copeland and Kevin are to meet with the Minister of Municipal Affairs on Monday to find out what will be decided.

L. Jacobsen said there was not much change in the employment area. TNC to come in with the gas line and 4,000 positions will open. Unemployment is about the same with about 100 people per month coming in for income support or work.

B. Lefebvre informed that he had been away for 30 days and will have a report for 2019 in January.

ADJOURNMENT

Moved by L. Ashcroft that the meeting be adjourned, at this time being 8:53 p.m.

CARRIED

NEXT MEETING

January 9, 2020

**ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE**


CHAIRPERSON


DESIGNATED OFFICER



STAFF REPORT

Title: Minutes January 16, 2020 Water North Coalition

Meeting Date: March 10, 2020

Executive Summary:

Minutes Water North Coalition January 16, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Draft Minutes for Approval May 21, 2020 Meeting

Minutes
Water North Coalition (WNC)
January 16, 2020
Teleconference

Attendees

Bob Marshall – County of Grande Prairie
Grant Dixon – Advanced Technology Applications (ATAP)
Dan Rites - Alberta Water and Wastewater Operators Association (AWWOA)
Adam Norris – Mighty Peace Watershed Alliance
Antoine Rempp – Regional Municipality of Wood Buffalo
Willis Fitzsimmons – Saddle Hills County
Ian Willier – Big Lakes County
Bob Buckle - City of Cold Lake
Cal Mosher – Town of Beaverlodge
Richard Simard – Big Lakes County
Jason Stedman – Lac La Biche County
Tamara Wuttunee-Campbell - Aquatera
Randy Dupuis – Town of Peace River
Wally Olorenshaw – Town of Rainbow Lake
Keith Straub – Town of High Level
Vern Lymburner – Town of Valleyview
Dion Hynes – Birch Hills County
Terry Carbone – Birch Hills County
Jennifer Besinger – County of Grande Prairie
Lisa Ratte – Lakeland Industry and Community Association (LICA)
Erin Ritchie – Lakeland Industry and Community Association (LICA)
Shawn Acton – M.D. of Greenview
Fred Wiebe – Mackenzie County
Gaylene Whitehead – Northern Sunrise County
Diahann Potrebenko – Village of Rycroft
Janet Pomeroy – Athabasca Watershed Council
Tanya Hunter – Alberta Environment and Parks

Administration

Melonie Doucette, NADC Senior Northern Development Officer
Sheila Sikora, NADC Research Officer

Welcome, Attendance, and Information from Members

Chair Bob Marshall called the meeting to order at 10:00am. Bob suggested that NADC follow up with Grande Cache to determine if there are still representatives from this hamlet.

Bob Marshall took attendance. Gaylene Whitehead of Northern Sunrise County asked how many First Nations and Metis members were on WNC. Bob Marshall indicated that Gift Lake Metis Settlement was currently a member, and also mentioned First Nations and Metis representatives that had been

Draft Minutes for Approval May 21, 2020 Meeting

members in the past. Bob noted that Gift Lake had not attended a meeting recently. Gaylene offered to help recruit more First Nations and Metis individuals to the Coalition.

Grant Dixon of ATAP reminded the membership of the importance of attending the Door To Edmonton conference on February 4-5, 2020. There is low registration. Sheila to re-send information about this event to the membership.

Jason Stedman of Lac La Biche informed the group that the county lost one of its runs with regard to the sewer/waste treatment system that resulted in half of the capacity being lost due to structural issues. The county is addressing these issues, having to clean the one side of the system holding tank for bacteria. The county will clean the other side in spring. Jason was not sure of the technical details, but he noted that operators with similar facilities may be interested in any design flaws that may be unearthed. A preliminary investigation is being conducted to determine design flaws, operator error, etc. Bob Marshall suggested that an update on this situation be discussed at the next meeting. Jason stated that he would share fixes and results of the investigation at the May meeting.

Review and Adoption of Previous Meeting Minutes and Agenda

Adoption of Minutes of Grande Prairie, October 3, 2019 meeting

Moved by Diahann Potrebenko of the Village of Rycroft that the minutes be accepted at 10:16am.

MOTION CARRIED

Adoption of the Agenda

Moved by Gaylene Whitehead of Northern Sunrise County to accept the agenda as presented at 10:18am.

MOTION CARRIED

Business arising from previous minutes

Review of Action List

Melonie Doucette of the NADC reviewed the action list:

Under Ongoing items:

- Tanya Hunter will provide information updates during this meeting and has agreed to follow up with further items when she attends the May meeting.
- Representatives from the Ministry of Health may be attending in May to deliver a presentation on outstanding items.

Under New items:

- Presentation ideas and reviewing subcommittee work plans will take place at the May meeting.
- Kristen Andersen of Associated Environmental will be attending the May meeting. More information derived from her presentation in October will be discussed later in this meeting.

Under Operational items:

- Reviewing the operational structure of the WNC will be moved to a strategic planning session in 2021.

Draft Minutes for Approval May 21, 2020 Meeting

- Bob Marshall will share more on the call for vice-chairs for each of the three subcommittees. An organizational meeting will be held at the end of this meeting to appoint a Vice-Chair for the Coalition.
- The Terms of Reference have been updated to reflect that a voting member in attendance will act as an alternate Chair should the Chair or Vice-Chair not be in attendance.

Update on Information from Kristen Andersen (Associated Environmental)

Bob Marshall stated Kristen's presentation in October indicated that funding is available for municipalities to restore wetlands. WNC is working with Alberta Environment and Parks on how municipalities can access these funds. Once that information has been collected, it will be shared at the May meeting. Bob noted that Kristen possesses a wealth of information on many topics, and she will work with NADC to develop a list of topics on which to present. Bob stated that the group could benefit from Kristen being a WNC member and a non-voting request form to become a member of WNC has been received. Willis Fitzsimmons felt it was a good idea to have Kristen as a member and was prepared to make a motion. Diahann Potrebenko also stated that the technical support Kristen could offer would be beneficial to the group.

Moved by Willis Fitzsimmons of Saddle Hills County to accept Kristen Andersen of Associated Environmental as a non-voting member of WNC at 10:24am.

MOTION CARRIED

Update from Alberta Environment and Parks

Tanya Hunter provided updates on lead guidelines, renewal fees, discipline-specific training requirements, training proposals in response to operator attendance guidelines, and the WNC seat on the Advisory Committee.

Lead guidelines:

Tanya stated that a letter outlining changes in lead concentration and sampling procedures as well as where to find guidance documents had been emailed/sent out recently. She stated that if this letter was not received, members should contact Okey Obiajulu and he'll ensure that the information is sent. Terry Carbone suggested that Tanya send the information to Melonie and for Melonie to forward that information to the group. Tanya agreed to forward the letter to Melonie so that it could be emailed to the membership and uploaded to the Google Drive. Tanya stated that Deb Mooney and Lyndon Gyurek gave a presentation at Water Week on the new guidelines and wondered if the group would be interested in hearing this presentation on lead and sampling. Gaylene Whitehead suggested a workshop. A suggestion was made to include this presentation during a summer meeting. Melonie indicated that the hours of the May meeting could be extended to accommodate more than one presentation. Tanya stated that the Q&A portion of the presentation would be important. Grant Dixon pointed out that lead samples have to be collected within a short window after May 1 and it would be helpful to have the presentation sooner than later. Keith Straub suggested that links to documents be sent to the membership so that people can review the guidelines ahead of time. Tanya to send link to Melonie. Melonie to forward link to membership.

Certification – Renewal Fees:

Draft Minutes for Approval May 21, 2020 Meeting

Tanya stated that a notice was sent to operators and employers indicating that there will be a \$130.00 fee for renewals beginning July 1, 2020. This fee will be once every three years. She asked if members received this notice. Tanya stated the revenues from these fees would support the subscription/maintenance costs for the online system. The \$130 amount was deemed the lowest amount to charge to cover maintenance costs. It has taken 18 months to put this fee in place. Tanya stated the method of fee collection has not yet been determined, but will be in place before July 1, 2020. Tanya stated that a review every 3-4 years would be conducted to determine if the fee is still sustainable. The department will work with the Treasury Board to determine where the department is at and a review will take place this time next year. Tanya stated that changing the fee is not something that can be easily done and she doesn't anticipate an increase.

Discipline-Specific Training (5 Year Strategic Plan for Water/Wastewater Operator Certification):

Tanya informed the group that updated guidelines for January 1, 2020 have not yet been posted. She stated that one of the changes was the requirement of discipline-specific training. She also noted that for small systems, the required CEUs had changed from 0.6 to 1.8 every three years. Tanya stated that anyone can write level 1 exams as long as they have some post-secondary education and are 18 years of age and older. Discipline-specific examples will be posted on the website. Tanya stated these examples could be reviewed at the May meeting. Tanya stated she would forward the link to Melonie so that the link to the certification page can be forwarded to the membership.

Training Proposals in Response to Operator Attendance Guidelines:

Tanya indicated that there is no desire at this time to lessen the experience requirements through a developed curriculum (i.e., as an operator gains experience, employers should provide the technical experiences in the background). The letter from Environment and Parks on this issue was sent to the Recruitment, Training, and Retention subcommittee. Tanya will discuss this matter in more depth at the May meeting.

Bob Marshall asked Tanya about the status of a WNC member sitting on the Advisory committee. Tanya stated the matter has still not been decided. Tanya said she is lobbying for a WNC member to sit on the committee. She said it is stuck in the process and noted that a briefing note was sent to Ministers. Tanya said that approval has to be given before a member is appointed. She said she would keep Bob updated on this matter. Bob noted that RMA provides a chance for delegates to talk with Ministers and may be a means for WNC to advocate on this matter.

Adam Norris stated that a presentation out of Peace River would be one to watch for with regard to working on wetland consultation. He asked whether there would be someone from government to speak on this presentation. Bob stated that efforts have been made to reach out to the Alberta Environment and Parks and Kristen Andersen of Associated Environmental. Melonie stated she spoke with Wanda Watts from the Alberta Environment and Parks about an information package for WNC. Melonie to reach out to Wanda about the information package.

New Business and Updates

Status of Subcommittee Chairs and Vice-Chairs

Bob Marshall stated that for the Advocacy subcommittee, Bob Buckle is the chair but the vice-chair position is still vacant. Bob Buckle indicated that it would be nice to have a person from the membership be vice-chair, and to not be afraid to help.

Bob stated that there is no Chair or vice-chair for the Education and Awareness subcommittee. Tamara Wuttunee-Campbell of Aquatera agreed to be chair of this subcommittee.

Bob noted that Jennifer Besinger of the County of Grande Prairie is chair of the Recruitment, Training, and Retention subcommittee, and that Grant Dixon of ATAP is the vice-chair. Jennifer stated that there is some time commitment to the positions but noted the spectacular support of the NADC.

Bob stated that he is looking to have the vacant positions (vice-chairs for two subcommittees) filled by the May meeting.

WNC Quarterly Bulletin

Bob informed the group that the WNC Quarterly Bulletin was uploaded to the Google Drive and also sent out by email. The aim of the bulletin is for members to share information about the value of Coalition with councils and staff in their organizations. He encouraged the membership to download the bulletin and share with staff. Sheila confirmed that the bulletin would be disseminated quarterly. Willis Fitzsimmons stated it was a great idea, and provided ongoing awareness. Bob encouraged the group to forward topics they wanted shared to either him or NADC.

Resolutions for AUMA and RMA

Bob stated a draft of the resolution was sent to the membership in December for feedback. Feedback was collected and the revised version is on the Google Drive. Bob asked if there were any questions about the resolution, and none were posed. Bob asked for a motion to approve the resolution. Bob Marshall stated he would bring the resolution forward to council and to the RMA regional meeting in February, and Bob Buckle stated he would bring the resolution to the mayor's caucus in March, and to the floor at AUMA in the fall.

Bob Buckle of the City of Cold Lake moved that the revised resolution be accepted by the membership at 10:54am.

MOTION CARRIED

Subcommittee Updates

Advocacy:

Bob Buckle indicated that the resolution for AUMA and RMA has been covered, noting that he will bring the resolution before the Mayors' caucus in March. A request for a decision will be made there for the resolution as an emergent issue. Bob indicated that a response has not been received from Alberta Environment and Parks with regard to inter-basin water transfers. Bob said he would ensure the group gets an answer. The issue around water diversion licenses and misinterpretation of the Water Act is the

Draft Minutes for Approval May 21, 2020 Meeting

next action item for the subcommittee. The plan is to formulate a letter to Alberta Environment and Parks on the matter. With regard to recruitment, Bob asked Melonie to comment, and Melonie indicated there was no update on this issue. Bob noted the WNC quarterly bulletin had been mentioned.

Recruitment, Training, and Retention

Jennifer Besinger stated that the subcommittee is looking into marketing water/wastewater operator careers to high school students. Jennifer acknowledged the letter received from Alberta Environment and Parks regarding the peer cross training proposals, and looks forward to Tanya's update at the next meeting in May. She also looks forward to asking future questions of Tanya at the May meeting with regard to discipline-specific training for operators. The subcommittee also investigated funding opportunities for students and concluded that there is not much in terms of offerings now that the STEP program has been cut. The subcommittee is also exploring developing a template to share services and if there is interest in sharing water/wastewater operator services across areas. The letter/template supports the idea behind Inter-Municipal Collaboration Frameworks (ICF). Jennifer also explained that efforts continue with regard to overlaying operators with a map of facilities to know where plants that are operator-rich are located.

Education and Awareness

Sheila provided an update of the activities of this subcommittee. Sheila stated that if members were attending events that they believe would provide a good opportunity for exhibiting information on WNC, to contact her and request materials. She has been continually updating the documents and wants to ensure that members who are exhibiting have the most recent versions. Sheila stated that during the October meeting there was some discussion of using Aquatera's fill in as you go model to ascertain the cost of water. Sheila also discussed the fact sheets addressing water topics and how the intent was for municipalities and organizations to use the information from these fact sheets in their publications, on social media, etc., to increase water literacy. The first fact sheet developed by Meghan Payne, on septic system tips, was shared by other organizations and municipalities on social media, and was well received. Meghan, before she stepped away as Chair, suggested that the next fact sheet concentrate on managing run-off and improving water quality. Sheila noted that no one has agreed to draft another fact sheet. Tamara Wuttunee-Campbell stated that she would be Chair of this committee.

Next Meeting

Location and date of future meetings

Bob informed the group that the next meeting would be held in Big Lakes County on May 21, 2020. Volunteers are needed to host the summer and fall meetings. Bob asked if anyone was interested in hosting these meetings. Bob Buckle said he would take a request to council to host the summer meeting. Bob Marshall noted that technical staff are invited to meetings as the information shared is for operators as well as councilors. Bob reminded the membership to RSVP NADC so that there is a count of how many lunches the host community will have to prepare.

Grant Dixon reiterated the importance of attending the Door To Edmonton event in February. The event is offered every two years, and is organized by Western Canada Water. The event is an invitation

Draft Minutes for Approval May 21, 2020 Meeting

to government to speak on the regulations and legislation affecting water and wastewater. Grant emphasized it would be valuable and worthwhile for members to attend.

Future agenda topics, upcoming presentations, and potential exhibitions discussion

Bob Marshall encouraged members to bring ideas forward for presentations. He stated that Waste Go would be presenting at the May meeting. Tanya Hunter will attend and provide updates. The membership will also review work plans and new goals at the May meeting.

Adjournment:

Moved by Gaylene Whitehead of Northern Sunrise County at 11:10am to adjourn the meeting.

MOTION CARRIED

Organizational Meeting:

Melonie conducted the nomination for vice-chair of the coalition. The nomination is for a vice-chair for a one-year term effectively immediately. Melonie explained that if more than one person were nominated, a secret ballot would be conducted in May.

Melonie called for nominations for vice-chair from January 2020-January 2021. Willis Fitzsimmons nominated Richard Simard of Big Lakes County for Vice-Chair. Richard Simard accepted the nomination. Melonie called for nominations a second and third time with no additional nominations.

Moved by Bob Marshall that nominations be ceased at 11:11am.

MOTION CARRIED

Melonie asked for a motion at 11:12am to accept Richard Simard of Big Lakes County as vice-chair of the Water North Coalition.

MOTION CARRIED

Willis congratulates Richard.

Adjournment

Melonie asked for a motion to adjourn the organizational meeting at 11:13am.

MOTION CARRIED.



STAFF REPORT

Title: Minutes January 27, 2020 Cold Lake Library Board

Meeting Date: March 10, 2020

Executive Summary:

Minutes Cold Lake Library Board January 27, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

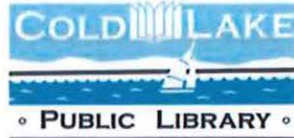


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Jan 27, 2020
Program Room, South Branch

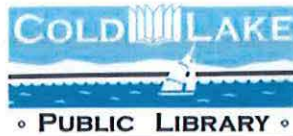
Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Board Vice-Chair
 Darren Robson, Board Secretary / Treasurer
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)
 Leslie Price, Library Director
 Alysha Hudson, Board Member
 Daryl Gilroy, Board Member
 Councillor Bob Buckle, City of Cold Lake

Absent with regret: Vicky Lefebvre, Board Member (City of Cold Lake Councillor)

Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:44pm.	N/A
2.0 Adoption of Agenda MOTION 2020-09 Moved by Daryl that the agenda be adopted. Ben seconded.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2020-10 Moved by Ben that the minutes of the Nov 2019 meeting be adopted. Daryl seconded. All members voted in favour.	Carried
4.0 Correspondence	N/A
4.1 Letter from FCSS reminding community partners they can advertise volunteer opportunities online with VolunteerConnect.	N/A
4.2 Letter from Marigold Library System. Sending a reminder that the RISE network will no longer be available.	N/A
4.3 Various Letters from the City <ul style="list-style-type: none"> • Ben and Vicky re-appointed to Board until Oct 2020, and Councillor Buckle appointment as alternate rescinded • City Council supports the NLLS levy increase to \$5.23 per capita • Council thanking Jeanette Hatta and Leah Woodford for their services as part of the Board 	N/A
5.0 Reports	N/A



Agenda Item and Discussion	Action
5.1 Board Chair Report Marie has been acting for Cynthia. Nothing to report this month.	None
5.2 Library Director Report The Library Director Report for Jan is attached as Appendix 1, and includes the statistics for Nov and Dec 2019. The Rupertsland Institute did get back to Leslie, and they can fund a summer student at minimum wage. They suggested that the library top up the wage, but Leslie let them know we cannot do that at this time. She sent them a job description and they will see if they have any candidates. Leslie has also started working on a new CFEP grant application. MOTION 2020-11 The Library Director Report was approved by unanimous consent.	Carried
5.3 NLLS Rep Report Although Vicky was not at the meeting, she had sent an e-mail last week saying NLLS had approved a 1.5% levy increase for 2020. https://www.nlls.ab.ca/document/library/23/category/1837	None
5.4 Personnel Committee Report No report this month. The committee will complete the Director's year-end review shortly.	None
5.5 Policy Committee Report No report this month.	None
5.6 Financial Committee Report No report this month. The updated 2020 budget will be presented later in the meeting.	None
6.0 Priority Items	N/A
6.1 2020 Annual General Meeting (AGM) The AGM was held before the regular Jan Board meeting.	None
7.0 Old Business	N/A
7.1 2020 Library Budget – Amendment Darren reviewed the Financial Committee minutes from the 13 Jan 20 meeting. The City is providing the same funding as last year, and Darren outlined how the committee re-balanced the budget to make up for this \$12K shortfall in requested funding. The Board reviewed the proposed Staff salary changes for 2020, including the removal of the Page and summer student positions. Alysha wondered if the library shared salary info with other libraries. Darren said Leslie shares and receives salary info	



Agenda Item and Discussion	Action
<p>throughout the year to ensure our salaries are in line with other Alberta libraries. Bob wondered if the Consumer Price Index (CPI) was considered instead of COLA, as he understands it is considered a more realistic index. Darren said it was not, but will look into it for next year. The updated Library 2020 Budget is attached to the meeting minutes as Appendix 2. Item closed.</p> <p>MOTION 2020-12</p> <p>Darren moved to accept the updated City of Cold Lake Library Budget for 2020 as presented. Daryl seconded. All members voted in favour.</p>	Carried
<p>7.2 Surplus Budget Tracking</p> <p>Darren reviewed the Surplus spending summary that was part of the Year-End Financial Summary for the AGM. The library has a Surplus of \$28,000 to start 2020. Leslie will proceed with the CFEP grant application to help fund lighting changes to the Children's Area of the South Branch. The old quote for lighting was for a total of \$13,500, so the library would have to fund about \$6750 if the grant is approved. The Financial Committee recommends the library proceed with painting the South Branch. The cost should be no more than \$10,500 and Alysha pointed out another \$800 had been identified as an honorarium to help with moving books. Item open.</p> <p>MOTION 2020-13</p> <p>Marie moved that the library proceed with painting the South Branch, up to a maximum cost of \$11,500. Daryl seconded. All members voted in favour.</p>	Carried
8.0 New Business	N/A
<p>8.1 New Opening Hours</p> <p>With the budget now approved which includes Staff wages to cover longer opening hours, Cynthia would like the Board to formally select a date to switch to the new opening hours. Leslie says the library will be ready on March 1. Item closed.</p> <p>MOTION 2020-14</p> <p>Ben moved that the library switch to the new longer opening hours on 1 March 2020. Alysha seconded. All members voted in favour.</p>	Carried
<p>8.2 Disposal of Old Computers</p> <p>With the imminent arrival of all the new computers, Alysha was wondering if Leslie had a plan for the old computers. Leslie said two will be set aside for the new Makerspace program on fixing computers. Alysha was wondering if they could be sold or auctioned to raise funds for the library. Another idea could be to donate them to organizations or</p>	



Agenda Item and Discussion	Action
individuals who could use a stand-alone computer with Word and Excel. Leslie will keep those ideas in mind. Item closed.	Leslie
9.0 Next Meeting Monday Feb 24, 2019 at 4:30 PM at the South Branch	None
10.0 Meeting Adjourned at 5:30 pm	N/A

Board Chair or Delegate

Date



STAFF REPORT

Title: Minutes January 27, 2020 Cold Lake Regional Utility Services Commission

Meeting Date: March 10, 2020

Executive Summary:

Minutes Cold Lake Regional Utility Services Commission January 27, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, JANUARY 27, 2020 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

PRESENT Bob Buckle, Councillor – City of Cold Lake
Chris Vining, Councillor - City of Cold Lake
Duane Lay, Councillor – City of Cold Lake
Dana Swigart, Councillor – MD of Bonnyville
Kevin Nagoya, Commission Manager
Azam Khan, General Manger, Infrastructure Services – City of Cold Lake
Valerie Saini, Recording Secretary

ABSENT Jürgen Grau, Councillor – City of Cold Lake
Lee Angeloooulos, 4-Wing
CLFN

CALL TO ORDER B. Buckle called the meeting to order at 6:02 p.m.

ADOPTION OF AGENDA Moved by C. Vining that the agenda be accepted as presented.

Carried Unanimously

ADOPTION OF MINUTES Moved by C. Vining that the minutes of November 25, 2019 be accepted as presented.

Carried Unanimously

PUBLIC QUESTION PERIOD None.

DELEGATION None.

OLD BUSINESS
Cold Lake Regional Water Supply Expansion Updates
A. Khan provided a financial update and summary of progress for all 4 contracts:

- Contract 01 Transmission Main – SITE Resources; approx. 95% of pipe has been installed. 41 meters left to install.
- Contract 02 Transfer Station – Alpha Construction; approx. 78% complete.
- Contract 03 WTP Upgrades – Sure-Form Construction; approx. 65% complete.
- Contract 04 Transmission Main – SITE Resources; approx. 84% of pipe has been installed. 7,550 meters left to install.

K. Nagoya noted the following:

- Tour of the Water Treatment Plant will be on February 20, 2020 at 1:00 p.m.
- A meeting between the Commission, City of Cold Lake and the MD of Bonnyville is being arranged to discuss servicing options.

Discussion ensued.

Waste Water Treatment Plant MBRR Pilot Project Update
A. Khan advised that the project is going well. A detailed report will be provided at the next meeting.

NEW BUSINESS
Bylaw 016-UT-20 Amending Bylaw 012-UT-15 the Regional Utility Services Commission Fees For Service Bylaw
K. Nagoya advised that the Fee for Service Bylaw requires amending to reflect the rates passed by the Board in the 2020 budget.

Moved by C. Vining that Bylaw 016-UT-20, being a bylaw to amend Bylaw 012-UT-15 Fees Bylaw, in the City of Cold Lake, be given first reading.

Carried Unanimously

Moved by D. Swigart that Bylaw 016-UT-20, being a bylaw to amend Bylaw 012-UT-15 Fees Bylaw, in the City of Cold Lake, be given second reading.

Carried Unanimously

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, JANUARY 27, 2020 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

Moved by C. Vining that Bylaw 016-UT-20, being a bylaw to amend Bylaw 012-UT-15 Fees Bylaw, in the City of Cold Lake, be given consent to third and final reading.

Carried Unanimously

Moved by D. Lay that Bylaw 016-UT-20, be given third and final reading.

Carried Unanimously

CORRESPONDENCE

Letter from the Bonnyville Regional Water Services Commission
The Board received a letter from the Bonnyville Regional Water Services Commission dated Dec. 5, 2019 requesting to initiate discussions with regards to a water supply agreement for the Regional Water Line from Cold Lake to Bonnyville.

Letter from the Alberta Capital Finance Authority
The Board received a letter from the Alberta Capital Finance Authority dated December 13, 2019 regarding cancellation of Alberta Capital Finance Authority Shares and issuance of value.

QUESTIONS

None.

IN-CAMERA

None.

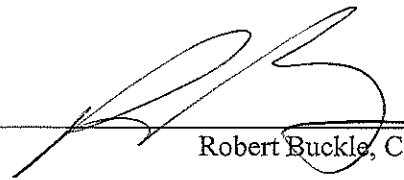
NEXT MEETING

February 24, 2020 at 6:00 p.m.

ADJOURNMENT

Moved by D. Lay that the meeting be adjourned at 6:31 p.m.

Carried Unanimously


Robert Buckle, Chair


Kevin Nagoya, Commission Manager



STAFF REPORT

Title: Minutes February 11, 2020 Occupational Health and Safety Committee

Meeting Date: March 10, 2020

Executive Summary:

Minutes Occupational Health and Safety Committee February 11, 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, February 11, 2020 @ Cold Lake North Fire Hall

Call to Order: The meeting was called to order by Rebecca McDonald at 9:00 A.M.

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

Guest Present: Dan Mokolki

Members Absent: Shailesh Modak

Agenda Addition: • None

Old Business:

- Safety Board updates- North Arena safety board completed, picture presented to the committee for discussion. Safety board requirement checklist presented to committee for approval. Discussion of board space and potential solutions to lack of space (baskets, binders etc....). Standardization of safety board headings to be completed by Rebecca, approved by Dan and added to a shared folder for committee access.
- New FLRA format- Final review and discussion. Suggestions brought forth by members on behalf of workers who have tested out new format. Addition of rotating equipment and slip/fall hazards suggested. Minor formatting to allow more space for 'Work to be done' section. Discussion of potential directive being rolled out alongside new format to clarify OH&S requirements of tasks that require FLRA's.
- Hazard Assessment update- Energy Centre, Energy Centre Arena's, Transfer Station MRF Building completed. Upcoming Hazards Assessments- Golf Course & Public Works.
- Fire Warden Program- Still pending approval.

New Business:

- Inspection conducted at Cold Lake North Fire Hall. Notable concerns to be documented and sent out to applicable supervisory teams by Rebecca.
- Records and Retention Bylaw- Handout reviewed by committee of provincial, federal and core requirements regarding what records need to be retained and for how long. To be reviewed by City Counsel at a later date.

Training and Events:

- None

Round Table Discussion:

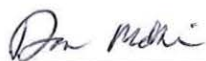
- Further discussion on City safety policies addressing earbud/headphone usage while working. Chapter 9 of the PPE Directive to be reviewed by OH&S Committee and discussed at the next meeting. Directive to be circulated to committee member via e-mail by Dan.
- Upcoming- Corporate Directive of confined and restricted spaces to be undergoing development.
- Managerial concerns of individual committee member schedule conflicts brought to committee attention. Discussion had on potentially switching meetings to an alternative day of the week to accommodate individual member. Alternative day does not allow for continued attendance by other committee members. Meetings to continue to take place every second Tuesday of the month unless otherwise agreed upon.

Next Meeting:

Cold Lake Regional Airport – March 10, 2020.
Meet at Public Works shop at 8:30 A.M.

Adjournment:

10:15 A.M.



Reviewed and approved by Dan Mokelki, Safety Advisor

26-Feb-2020

Date



Reviewed by Kevin Nagoya, CAO

Feb. 27, 2020

Date



STAFF REPORT

Title: Chief Administrative Officer's Monthly Report - February 2020

Meeting Date: March 10, 2020

Executive Summary:

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

General Discussion

The City continues to await for the Minister's feedback as it relates to the next steps for I.D. 349.

Administration has established a date of March 12, 2020 to for a strategic priorities session to discuss the strategy for the City of Cold Lake for the remainder of 2020 and beyond and other community priorities.

Administration is moving to prepare for Community Open Houses relating to the Community Encroachment Project as well as the Community Way Finding Sign Project.

The Community Town Hall meeting on February 26, 2020 for the crime and policing was very successful of which gave an opportunity for both M.D. of Bonnyville and City of Cold Lake residents to discuss their concerns. The City of Cold Lake is hoping that the Minister of Justice will accept an invitation to meeting and discuss community concerns.

I have included the General Manager's monthly reports to the Chief Administrative Officer for your perusal. Each of the General Manager's report has various departments and/or discipline updates and/or statistics. If you have any questions, please feel free to ask. It should be noted that in some instances, Administration may have to take the question and follow-up with Council.

Meetings

Feb. 3	Weekly Mgmt. Team Mtg.
Feb. 3	RCMP/City of Cold Lake Town Hall Meeting & Downtown Delegation
Feb. 3	Podcast Episode 7
Feb. 4	Mtg. w/ Land Solutions
Feb. 4	Safe and Healthy Communities Committee Mtg. in Edm. ABSENT
Feb. 5	Monthly Executive/Mgmt. Team Mtg. CANC.



Feb. 7	DAY OFF
Feb. 10	Weekly Mgmt. Team Mtg. CANC.
Feb. 10	Breakfast Mtg. w/ Wing Commander
Feb. 10	Podcast Episode 7
Feb. 10	ICF Mtg. w/ MD of B'ville
Feb. 11	Regular Council Mtg.
Feb. 12	RUSC Rate Review
Feb. 13	Brownlee LLP 2020 Emerging Trends in Municipal Law in Edm.
Feb. 14	DAY OFF
Feb. 17	STAT HOLIDAY
Feb. 18	Weekly Mgmt. Team Mtg.
Feb. 18	Corporate Priorities Committee Mtg.
Feb. 20	Mtg. w/ Casey Cato of Land Solutions
Feb. 20	Regional Water Line Facilities Tour and Lunch
Feb. 21	CLRUSC Rate Review Study Conference Call
Feb. 24	Weekly Mgmt. Team Mtg. CANC.
Feb. 24	Teleconference WCDIA
Feb. 24	Mtg. RE Cold Lake First Nations Water Infrastructure
Feb. 24	RUSC Mtg.
Feb. 25	ICF Discussion w/ MD of B'ville
Feb. 25	Mtg. w/ CLFN RE Water Connection Agmt. - Little Reserve
Feb. 25	Regular Council Mtg.
Feb. 26	City Hall Safety Mtg.
Feb. 26	Mtg. w/ Josh Pentland of TC Energy
Feb. 26	Lakeland Crime Town Hall Mtg.
Feb. 26	Teleconference RE Aerospace
Feb. 27	Podcast Episode 8
Feb. 27	
Feb. 28	AUMA Report on Alberta's Budget 2020

Corporate Strategic Initiatives and Communications:

- Attended EDAC monthly meeting
- Recorded, edited, and published Podcast Episode 7
- Recorded, edited, and published Podcast Episode 8



- Resumed coordination of Park Sign Replacement Program – arranging for installation.
- Assisted with organizing Feb. 26 Policing Open House
- Attended AUMA's report on the provincial budget
- Liaised with contractors and stakeholders re: Aerospace Economic Development.
- Attended Red Deer boat show.
- Attended internal emergency preparedness meeting.

Other Activities:

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

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Report to Chief Administrative Officer - Corporate Services - February 2020

Meeting Date: March 10, 2020

Executive Summary:

The Department of Corporate Services' monthly report is attached.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Report to Chief Administrative Officer

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

General Manager's Meetings:

Feb	
5	Meeting with RCMP
7	Safety meeting
8	Management meeting
11	Council meeting
12	RUSC meeting
18	Management meeting
18	Corporate Priorities meeting
25	Council meeting
26	City Hall safety meeting
26	Corporate Services department meeting
26	Corporate Services managers meeting
28	AUMA Alberta budget webinar

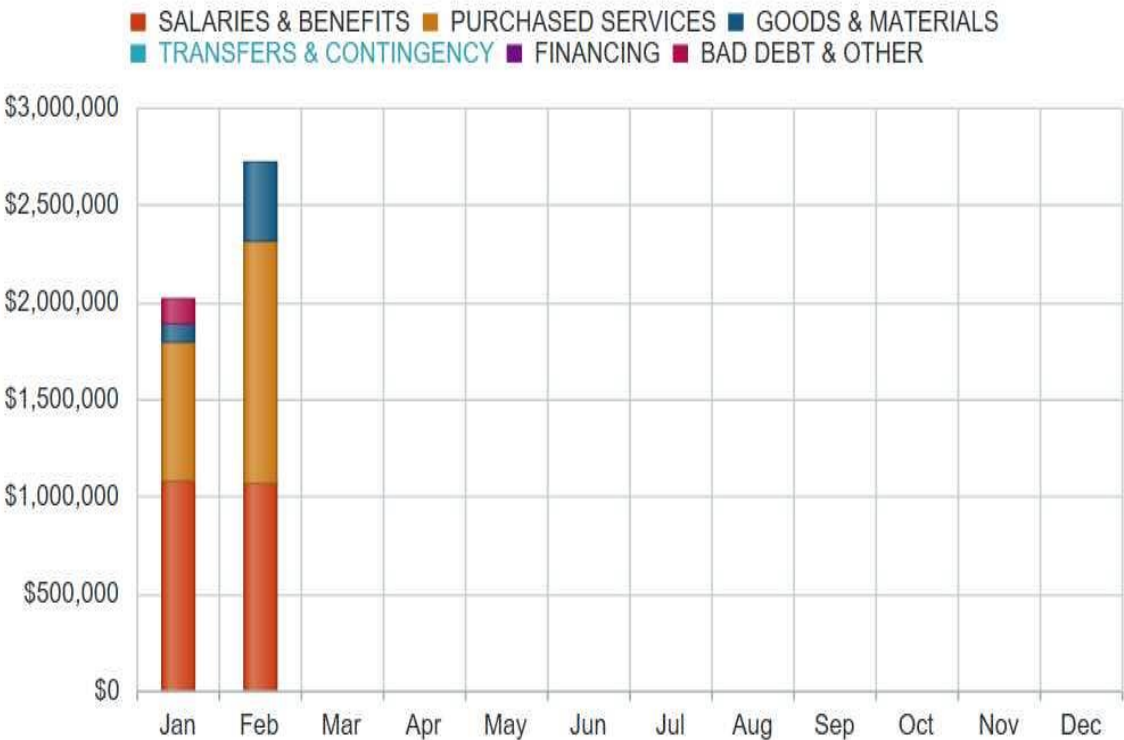
Administration:

- Agenda preparation and minutes for various meetings
- Create and update fillable forms, letters, and agreements
- Schedule various meetings
- Track returned mail
- Credit card reconciliation
- SharePoint/Collabware training

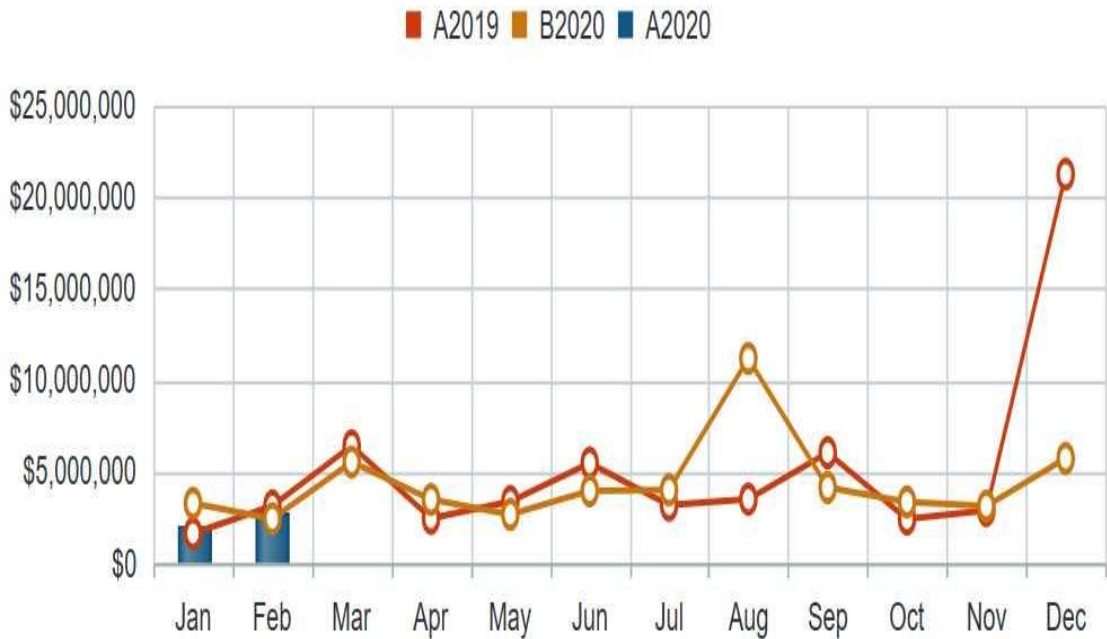
Finance:

Council passed an interim budget of \$12M to cover expenses between January 1, 2020 and March 31, 2020. Approximately \$4.8M has been spent to Feb 29, 2020.

Expense by Object



Expense, Budget and Prior Year



Utilities

- 21 connects, 19 disconnects and 25 work orders
 - 2477 billed in Cold Lake North, 13 of these were estimated, 251 flat rate
 - 2350 billed in Cold Lake South, 14 of these were estimated, 36 flat rate

Receivable

- 103 Accounts Receivable invoices mailed out; 64 statements mailed out

Accounts Payable

- 713 Accounts Payable invoices processed, 411 Accounts Payable cheques printed

Property Taxes

- 26 tax certificates issued and 21 tax searches completed.
- 32 land title changes processed.
- Taxes receivable totalled \$22,414,511
 - 2020 prepaid taxes – (- \$1,109,199) (These are tax installment payments received for 2020)
 - Tax arrears for one (1) year - \$2,750,497. These property owners were sent monthly statements regarding their accounts. (\$1,896,869 is related to the 4 Wing property)
 - Two (2) years' arrears - \$2,687,984. These arrears consist of 72 properties. These property owners were sent warning letter to inform them that their property will be placed on the arrears list on March 31, 2020. These properties will be placed on the tax arrears list on March 31, 2020 and posted at City Hall. Monthly statements have also been mailed (\$2,364,921 is related to 4 Wing Property)
 - Three (3) year arrears - \$2,637,984. These arrears consist of 24 properties. These properties were placed on the tax arrears list on March 31, 2019 and posted at City Hall and will need to be sold at auction by March 31, 2021 if not paid. These property owners have been sent monthly statements. These properties were placed on the arrears list on March 31, 2019 (\$2,528,119 is related to 4 Wing Property)
 - Four-Five (4) year arrears - \$15,447,280. This consists of 4 Wing and 3 properties not on tax agreement. The properties are 2 vacant medium density lots and 1 residential property with a house. If the arrears are not paid by March 25, 2020 these properties will be sold by public auction. (\$15,432,516 related to 4 Wing Property)
 - \$22,222,425 of the total tax arrears is due to assessment dispute for the 4 Wing property.
 - There are 11 properties that are currently on tax agreements.

Completed

- January 2020 Bank and investment reconciliation and City Summary for Council
- General ledger reconciliation to Perfect Mind and Golf Course software for January 2020.
- GST Return for January 2020 completed and filed.

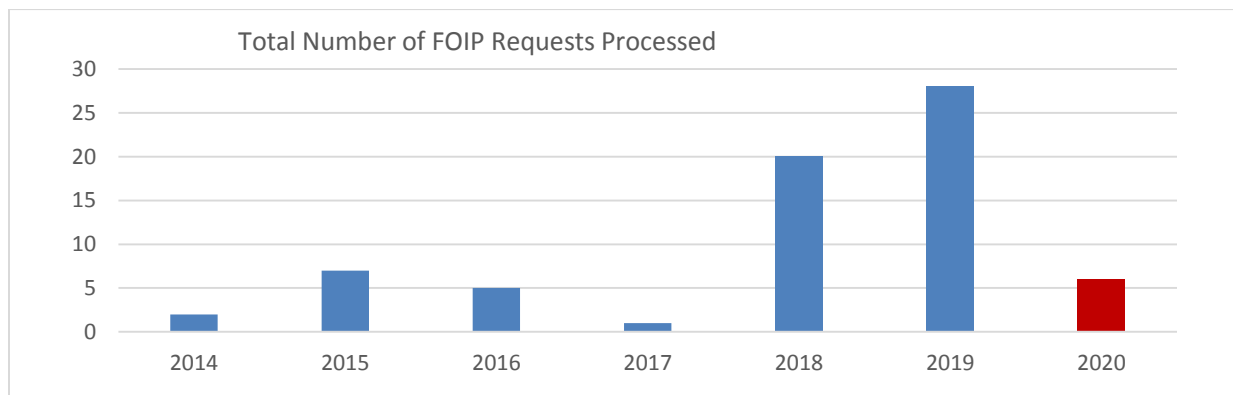
Currently Working on

- Working with Sensus on the integration of the Advanced Metering Infrastructure software to Serenic financial software.
- Preparation for properties to be auctioned off for Property Tax Recovery.
- Preparations for 2019 year-end and final audit to be held on March 9-13, 2020.
- Working towards the implementation of credit card acceptance for Property Taxes and Utility payments through a 3rd party.
- Planning a roll-out of emailed Utility bill option in the new-year.

Legislative:

- **Information Requests & FOIP**

- 3 new FOIP request received in February, and 3 FOIP requests were completed.
- 1 ongoing review by the OIPC.
- FOIP presentation provided to all new staff at orientations.



- **Record Management**

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

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

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

- **Transition to “The Dock”:**

- Recreation Department transition to SharePoint complete.
- Legislative Services transition to SharePoint is complete. Final migration of content has begun.
- FCSS transition to SharePoint is complete.
- Finance Department transition to SharePoint is complete. Final migration of content has begun.
- Planning & Development transition to SharePoint is complete. Final migration of content has begun.
- Infrastructure (Engineering Department) transition to SharePoint has begun, with prototype site developed. Live site has also been developed, onboarding to take place on March 9, 2020

- **Ongoing Maintenance of “The Dock”:**
 - 8 Dock Help Request tickets addressed in February, 18 so far this year
 - Assisting Planning & Development in the quality control and review of all “open” permit files continues.
 - Ongoing “tweaking” of the finance site as migration continues.
 - Ongoing review and maintenance of SharePoint libraries and content types, Collabware file plan, content rules and workflows.
 - **RUSC records**
 - Creation of RUSC “The Dock” site.
 - Review and organization of historic files.
- **Legal Drafting, Research & Review**
 - Drafting and review of contracts, bylaws and policies. Efforts to standardize municipal records (including agreements) continues. Interpreting contract obligations and contract enforcement.
 - Researching and compiling information for policy development, adherence to *Municipal Government Act* amendments, and changes in the law.
 - Maintenance, coordination and organization of all current/closed legal files (paper and electronic) continues.
- **Agreements**
 - Design and implementation of SharePoint workflows to optimize agreement reminders for efficiency and accuracy is complete. Ongoing maintenance continues.
 - Detailed review and information examination of type 1 and type 2 development agreements (with their corresponding development permits) is ongoing.
 - Management of active agreements, and agreement requirements:
 - City has 1,001 active agreements; 46 new agreements filed in February.
 - RUSC has 189 active agreements; 0 new agreements filed in February.
- **Privacy Impact Assessments (PIA)**
 - 1 outstanding PIAs.
- **Other**
 - Handle general inquiries from staff.
 - Commissioning Oaths of Confidentiality and Affidavits as necessary.

Human Resources:

All other positions currently on hold until further notice

- Legislative Manager (Term position)
- Roads Operator (1 Full-time positions)
- Roads Operator (1 six month term position)
- Foreman – Water Treatment Plant (1 Full-time position)
- Utilities Operator (1 Full-time position)
- Climbing Wall Attendant (1 Casual position)
- FCSS Program Assistant (1 Part-time position)
- Development Officer (1 Full-time position)

This month we are currently recruiting internally and externally for the following positions:

- Intermediate Secretary – Community Services (1 Full-time position)
- Waste Management Operator (1 Full-time position)
- Parks Operator (1 Full-time position)

The following positions have been filled this month:

- Term Meter Reader (4 month term)

Record of Employment: 4

Short Term Disability: 5

Long Term Disability: 5

Union Business: 0 Active Grievances, 4 Active Arbitration Files, 1 Human Rights Complaint, 1 FOIP Complaint

Workers Compensation (WCB): 0

Currently working on:

- Updating safe-work practices
- Safety Recognition Program
- Safety Manual Revisions
- Staff Training Programs
- WHMIS training
- Revising/Updating CBA and Human Resource Policies
- Safety COR Certification
- Violence and Harassment training

Safety Statistics

Vehicle incidents to date: 0

Property Damage to date: 0

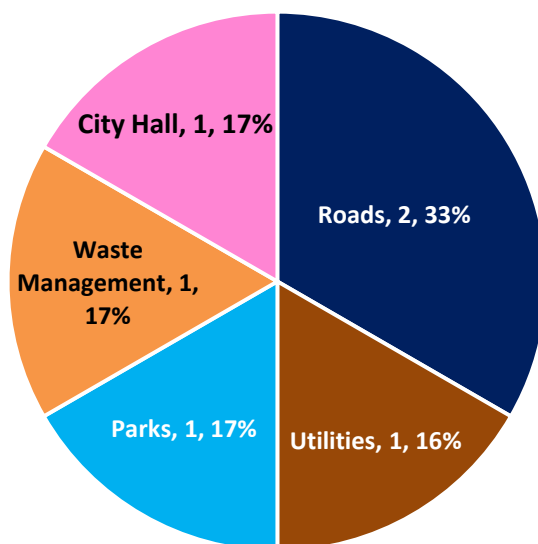
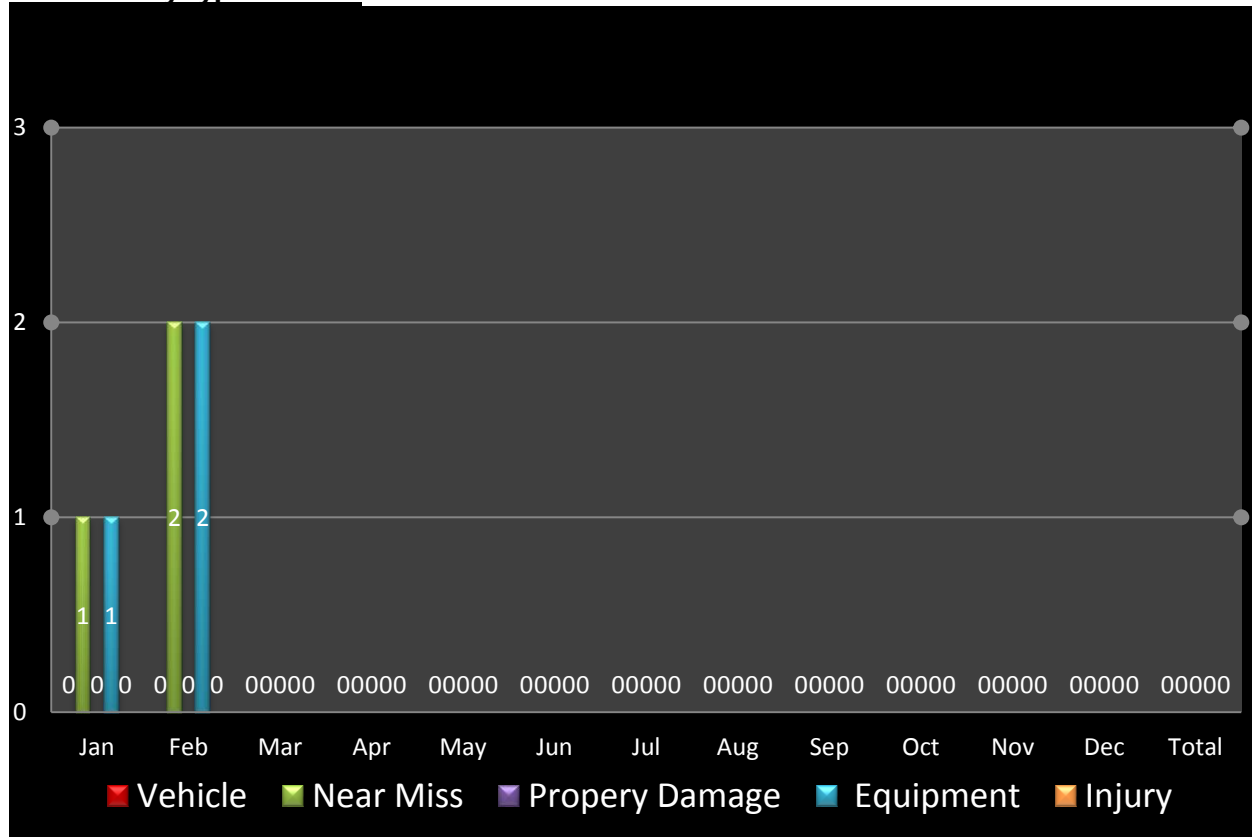
Equipment Damage to date: 3

Injuries to date: 0

Near misses to date: 3

Total incidents 2020: 6

Incidents by type of loss:



Information Systems and Technology:

Number of tickets closed:	81
Number of tickets opened:	91
Number of tickets still open at end of Month:	116
Number of Surveillance Footage Request:	3
Backup Recovery's:	0
Virus Threats (Online)	36
Junk	31188
SPAM Email	3962
Phishing Emails	14
Inbound Viruses Caught (Email)	243
Spoofed emails	317

- **Application Updates:** City Works, ESET, SiteMinder.
- **Application Installs:** City Webmap, RTA, Fileopen.
- **Application Support:** SharePoint, Collabware, Perfect Mind, Outlook, GIS, CityWorks, Windows 10, Nitro, ArcGIS, Airport fuel System, Bellamy, Chrome, Mitel.
- **Server Support:** SharePoint, Email Security.
- **Server Patches:** 44 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** Desktop's, CRA laptops for FCSS, mobile chargers, keyboards/mouse, WTP Door swipes, cameras.
- **Mobile Support:** Chargers and training.
- **Backups (and monitoring):** Macrium, Eset, VM, SQL, Data, Applications, Bellamy (Daily/Weekly).
- **AD Support:** User account Setup/Disable, Password Changes. Name Changes.
- **SharePoint Support:** AIF Workflow, Aggregates, Workflow issues, Access Permissions, Engineering on boarding.
- **Application Testing:** Windows Server 2019. Office 2016/2019, ESET Server.
- **Network:** VLAN camera setup for Energy Centre.

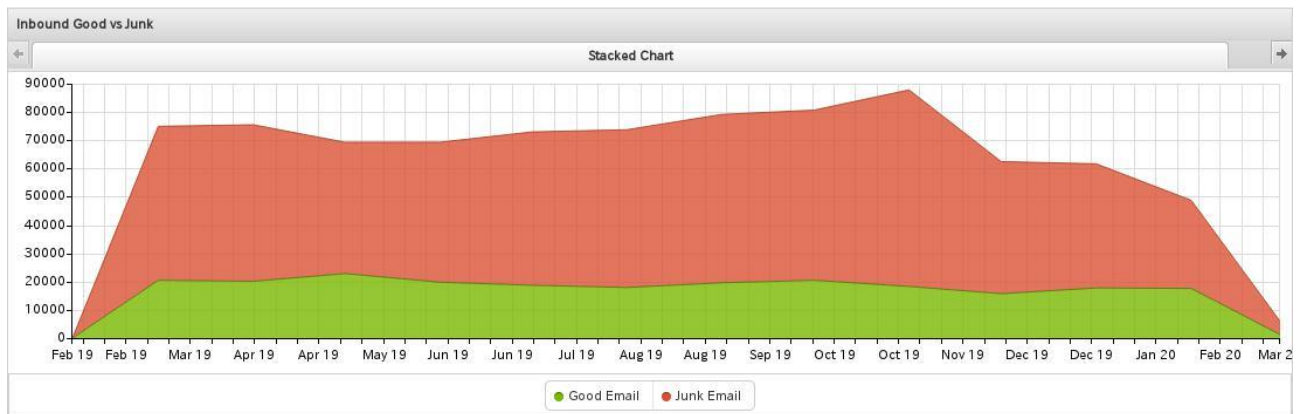
Noteworthy

- Cyber Awareness training on boarding (Finance, HR, Leg, Marketing, Planning and Development.)
- Upgraded Cityworks to version 15.5.2.
- Changed Cityworks URL to cw.coldlake.com enabling field data collection.
- WiFi access point installed in North Fire hall for Fire Rescue Services.
- Completed initial modules of the CIRA Email and Internet security online training.
- Verified legitimacy of various potential dangerous emails sent to staff email accounts.
- Updated Email filter to allow blocked attachment types to certain staff/group email accounts.
- Assisted with recovery of VT-SCADA systems after a scheduled power maintenance at the WTP.

- Security WiQ swipe controller at the WTP converted to be powered from the main network switch, which is on a backup power supply.
- Significant increase in spoofed and virus emails sent to the City.
- Rebuilt PW-Apps server
- BIOS and Driver updates for Desktop PC's.
- Photoshop deployment for Energy Centre staff.
- Printer issues (Perfect Mind, Group Policy)
- Caseware update.
- Water Meter project and deployment.



Monthly Inbound Good vs Junk

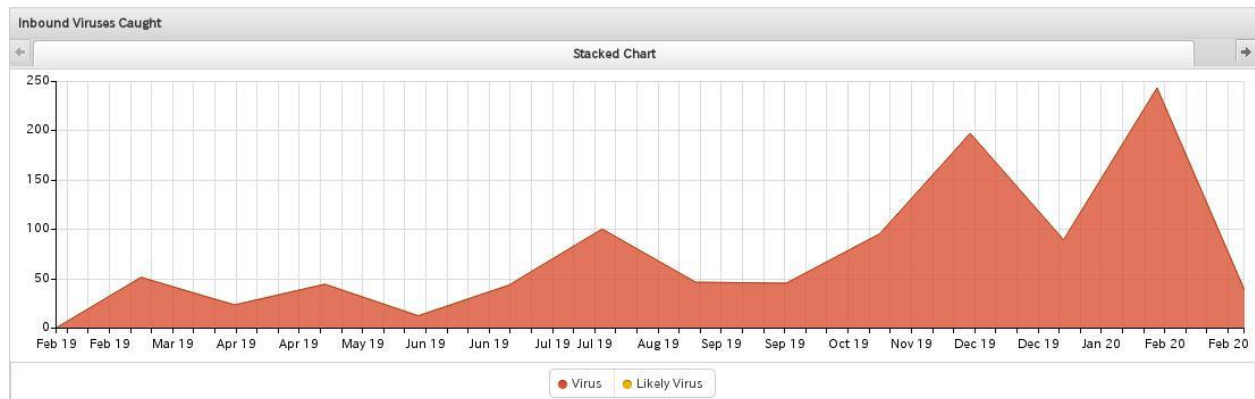


Monthly Likely Spoof Messages





Monthly Inbound Viruses Caught



Time Span 02/03/2019 12:00 AM - 03/03/2020 09:05 AM

Email Security Version - 10.0.5.3043 (Hostname : emailsecurity)



STAFF REPORT

Title: Report to Chief Administrative Officer - Infrastructure Services - February 2020

Meeting Date: March 10, 2020

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; ongoing.
- Potholes patching; ongoing.
- Assisted contractors and other departments as required.
- Snow Removal and Winter Road Maintenance; ongoing as per the policy.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics - completed 30 work orders for various departments.
 - Operators - completed 3 work orders for various departments.
 - Contracted Services - 19 work orders were contracted out for various departments.
 - Outstanding - 75 work orders are outstanding for various departments.
- Fuel Consumption:
 - 6,989 liters of gas was dispensed into fleet vehicles for the various departments over 89 transactions.
 - 25,287 liters of diesel was dispensed into fleet vehicles for the various departments over 198 transactions.

Cold Lake Regional Aerodrome:

- Daily inspections and reporting; ongoing.
- 13 lots are available for lease.
- GPS publishing; ongoing.
- The Cold Lake Regional Airport Taxiway and Apron Enhancements Project; 98% complete.
 - Engineering awarded to CIMA Canada Inc.
 - Construction Tender was awarded to E Construction; CCC issued.

Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.



- Ad sales; ongoing.
 - 2020 ad sales YTD:
 - 2 - 6 month contracts;
 - 3 - 1 year contracts.
- Monitoring accelerated Saturday schedule; ongoing.
- Monitoring and adjusting routes as required (construction, special events, etc.); ongoing.
- Review of Contractor contract compliance; ongoing.
- Bus Shelter solar panel operational review; in progress.
- Lost and Found policy development; in progress.

Facility Maintenance:

- Responded to 35 work orders for building maintenance services for various departments.
- Facility Maintenance Contracts:
 - LD Septic - septic tank cleaning at the Airport Transfer Station and Imperial Park; monthly.
 - Harvey's Glass - servicing all automatic doors; ongoing.
 - Lakeland Fire and Safety - annual kitchen suppression inspection and certification; ongoing – awaiting on City Hall alarm install.
 - Value Master Builders Ltd. – Public Works Facility renovation; ongoing.
 - Hydro Blast – cleaning exhaust hoods at the Energy Centre and Golf Course.

ENVIRONMENTAL SERVICES

Waste Management:

- Curb side collection for regular waste, recycling and organics was conducted as per the 2019-2020 Waste Collection Schedule.
 - 222 tonnes of waste was collected at the curb in February.
- Transfer Station and Landfill winter hours from 8:00 am to 5:00 pm Tuesday to Saturday (November 1, 2019 to March 31, 2020).
 - 137 tonnes of C&D Material was disposed of in the Class III Landfill in February.
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
- Metal recycling; ongoing.
- Materials Recycling Facility (MRF):
 - Sorting and bailing materials collected at the new MRF; ongoing.
- Collection of recycled material from the Recycling Drop-off Stations; ongoing.



- 13 tonnes of recyclables was collected from the Recycle Drop-off's in February.

Water Distribution and Wastewater Collection (Utilities):

- Meter reading; ongoing.
- Addressing trouble meter reads; ongoing.
- Completed water and sewer locates for contractors and homeowners.
- Timely response to emergency call outs for sewer backups, flooding and leaking meters, etc.; ongoing.
- Advanced Metering Infrastructure (AMI) has been awarded to KTI Limited; ongoing.
- Maintenance work is in progress as a result of warm weather and snow melts.
- Cleaning of cattails from storm water ponds; completed.

Water and Wastewater Treatment:

- Daily building and reservoir inspections, meter readings, laboratory testing and pump hour records are ongoing as per the Standard Operating Procedures.
- Weekly and monthly water and wastewater samples are collected and the results submitted to Alberta Environment and Environment Canada as per the license approval. All monthly log sheets are submitted online to the respective authorities.
- Repairs were made to facilities as required.
- Repairs to membranes; ongoing.
- Lagoon maintenance; ongoing.

ENGINEERING SERVICES

Capital Projects - See attached Capital Project Summary

Geographical Information System (GIS):

- Continued sorting GIS data and related files; ongoing.
- Created maps, queries and large-format printouts as requested by City Staff; ongoing.
- Provided data to subcontractors as requested; ongoing.
- Assisted staff with ArcReader maps; ongoing.
- Completed balancing TCA reports.
- Initiated RFP on 2020 Aerial Orthophotography and supported inquiries; closes March 3, 2020 at 2pm.
- Entered detailed engineering data from asbuilts to geodatabase.
- Developed Python script to perform dynamic calculation and to populate attribute fields.



- Modified the schema of hydrant feature class and published it to use for hydrant data collection operation.
- Configured Webmap in order to use in Cityworks mobile app for hydrant inspection.
- Prepared Excel sheet of all service request in 2019 and classified then based on different category.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was held on February 24, 2020 at 6 pm in City Hall Council Chambers.

Agenda items included:

Old Business:

- Cold Lake Regional Water Supply Expansion Update
- Waste Water Treatment Plant Moving Bed Bioreactor (MBBR) Pilot Project Update

In Camera:

- Water Rate Study
- Right of Way Agreement (N.W. ¼ Section 13 Township 62 Range 2 W4M)
- Temporary Work Space Agreement (N.W. ¼ Section 13 Township 62 Range 2 W4M)
- Right of Way Agreement (N.E. ¼ Section 13 Township 62 Range 2 W4M)
- Temporary Work Space Agreement (N.E. ¼ Section 13 Township 62 Range 2 W4M)
- Temporary Work Space Agreement (N.W. ¼ Section 13 Township 62 Range 2 W4M - Surface Only)

Next meeting is scheduled for March 23, 2020 at 6pm in City Hall Council Chambers.

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2020	8 Street Roadway Extension (Phase 2A)	Design	0	Awarded to SE Design.
			Construction	0	
2	2020	2020 Street Improvement Program	Design	0	Streets TBD.
			Construction	0	
3	2020	Building 9 Force Main Upgrade – Phase 4 (CLRUSC)	Design	90	Awarded to AECOM.
			Construction	0	
4	2020	Building #4 Force Main Replacement Feasibility Study (CLRUSC)	Study	0	Preparing RFP.
1	2019	2019 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	90	Awarded to E-construction. Streets include: 50 Ave (38 St – City Limit); mill and overlay complete. 52 Ave (49 St – 50 St); mill and overlay complete. 20 Street (Ptarmigan to 7 Ave); full reconstruction complete. Birch Ave (Tamarak St – 23 St); underground work and first lift of asphalt are complete. Top lift asphalt and swales remaining for 2020.
2	2019	Annual Lane Construction Program	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Lanes include: Lions Park (50 Ave to Millennium Trail); complete. 50 Ave (45 St west to t-intersection); complete. CCC issued.
3	2019	Street Lighting Enhancement Program	Design	100	Awarded to ATCO Electric. Approved enhancement areas include: 16 Avenue (Hwy 28 to 12 St) 50 Avenue (41 Street to City Limits) 25 Street (Hospital to Glacier Way) 1 Ave (25 St to English Bay Road)
			Construction	95	Awarded to ATCO Electric. All work has been completed minus spring clean-up for landscaping.
4	2019	Annual Trail/Sidewalk Connectivity Program	Design	0	
			Construction	0	

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
5	2019	Traffic Safety Program Fund	Design	100	Awarded to ATCO Electric.
			Construction	95	Awarded to ATCO Electric. Street lights will be installed in the following locations: English Bay Road (1114 EBR to City Limit); which has been completed. The Intersection of English Bay Road and 28 Street; which has been completed and the intersection of English Bay Road and 25 th Street which has been completed. Spring cleanup is still required.
6	2019	Material Recycling Facility	Design	100	Awarded to NOVA Mechanical and Construction.
			Construction	95	Awarded to NOVA Mechanical and Construction. They have completed the metal structure, site grading and electrical. All 20 recycling bins have arrived and the new conveyor system and sort line is installed. SCC Issued.
7	2019	Building 10 Fire Pump Replacement	Design	50	Awarded to BAR Engineering. They supplied a recommendation memo on the pumping status; this memo has been reviewed and approved. BAR has submitted IFT drawings; currently under review.
			Construction	0	
8	2019	Grand Centre Memorial Cemetery	Design	100	Awarded to LEEs and Associates.
			Construction	0	Project was tendered and closed on June 7, 2019. The City received 2 tenders; both came in above budget. After review this tender has been cancelled; will look into retendering in 2020.
9	2019	Kinosoo Beach Phase 3 and 4 - Boardwalk Area and Amphitheatre	Design	0	Awaiting grant funding.
			Construction	0	
10	2019	Pressure Reducing Valve Installation Program (Year 1 of 4)	Design	100	Awarded to AECOM. Design has been completed but due to conflicting infrastructure within 16 th Street, the project is currently on hold until an appropriate solution can be established.
			Construction	0	
11	2019	Lakeshore Drive Infrastructure Improvements	Design	15	Awarded to Stantec. Start-up meeting was held on August 21, 2019 and presentation of conceptual

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					designs were presented to Council on Oct. 16 for preliminary feedback. Additional design meeting was held on January 8, 2020 with Stantec. Stantec has provided additional cross section views which are currently under review.
			Construction	0	
12	2019	Shallow Sewer Enhancement Program	Design	0	Proposal received from SE Design for Design, Engineering Services, Tender and Construction Management to complete the sewer service lines on 55 Street between 54 and 55 Avenue on the west side. Proposal under evaluation.
			Construction	0	Requested quote from Contractor.
13	2019	SCADA Upgrades	Design/ Construction	75%	Awarded to ERAMOSA. Phase 1- Power Upgrades- 100% complete. Phase 2A - Back Up Controls at Bldg 4 & 9. Phase 1 & 2A Power Upgrades and Back Up Control – Estimated Costs provided by Smart Electric- proceeding with Bldg 4 & 9 2A only Phase 2B - Back Up Controls at Bldg 3 & 8- not proceeding at this time Phase 3A - SCADA Upgrades Cimplicity to VTSCADA. Currently running both systems there is some logic written into Cimplicity rather than through the PLC to control pumps. VTSCADA is functioning properly.-90% complete. Phase 3B - e.RIS Data Access. e.RIS training provided, report and logbook creation in progress. Phase 3C - Cyber Security 50% complete.
14	2019	Animal Holding Facility	Design	50	Awarded to JMAA. Area has been mulched. Topographical and geotechnical survey was conducted. Preliminary Plans have been accepted and JMAA will proceed to the next phase of design and tender preparation. Civil Works Proposal from SE Design Under Review.
			Construction	0	
15	2019	69 Avenue - Museum Road Improvements	Design	75%	Lower Portion Design Only awarded to SE Design. Waterline now to be included within the project for 2020. WAIF and Water Act applied for by Associated

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Engineering, should know by May if accepted. Change Order accepted SE Design to include tender and construction admin.
			Construction		Top portion of the road was overlaid by Blue Flame in 2019 and lower portion with storm and waterline improvements to be tendered in 2020.
16	2019	Water Rate Study	Study	100%	Awarded to CORVUS. Report completed and presented to CLRUSC in February.
17	2019	Regional Water Line (CLRUSC)	Design	100	Awarded to AECOM
			Construction	Contract 1 Transmission Main (within City limit)	Awarded to Site Resource Group Inc. 84% complete (based on \$) and 100% (based on length of pipe); pipe extensions for swab launch at Building #5 required, landscaping, road rework within 16 th Street from 16 th Avenue to 75 th Avenue and final lifts of asphalt within 16 th Street from 3 rd Avenue to 16 th Avenue are remaining.
				Contract 2 Transfer Station	Awarded to Alpha Construction Inc. 80% complete (based on \$). Exterior building envelope is almost all complete, the vast majority of mechanical work has been installed, HVAC systems have been installed, and pumping bases are being completed, and pumps are a little delayed, waiting on official timeline. Underground tie-ins have been completed, which would include the regional line coming in and the line going out. Reservoir cells have been completed. Contractor noted they are roughly 75%-80% completed during last construction meeting in February.
				Contract 3 WTP Upgrades	Awarded to SureForm Contracting Ltd. 67% complete (based on \$). Building envelope is complete, new Raw Water wet well is complete, contractor is currently working on pump install, clear well work should be complete by beginning of March, façade treatment is ongoing, membrane material has arrived on site, train 3 is

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					prepped and ready for membrane install, future train work is completed, the vast majority of mechanical piping has been completed, CIP tank has been removed and replaced and new generator has been installed.
				Contract 4 Transmission Main (Transfer Station to Bonnyville)	Awarded to Site Resource Group Inc. 87% complete (based on \$) and 93% (based on length of pipe); 2,800 metres left to install. Two oil and gas crossings remaining, one swab launch and the placement of line within Bonnyville town limits along with landscaping and road rework is remaining.
18	2019	Moving Bed Biofilm Reactor (MBBR) Pilot Project (CLRUSC)	Design	45	<p>Awarded to AECOM. CLRUSC is looking to demonstrate the effectiveness of this technology in achieving their vision for wastewater treatment. Given the innovative nature of this technology it will be piloted during the winter months for worst case scenario to assess the performance of the system when the ammonia concentration in the lagoon effluent is higher and the microbial activity is lower.</p> <p>Veolia Water Technologies Canada Inc. has supplied the LagoonGuard pilot trailer, with all necessary process equipment (reactors, blower, instrumentation and a control panel) for this study. Veolia's field technicians assisted with the trailer's installation, start up and the commission of the LagoonGuard equipment/process and they trained the City's staff. When the process stabilized Veolia handed over operational responsibility to the City, and are remotely monitoring the process and supporting the City.</p> <p>Two interim project update presentations were made to RUSC: Nov 25, 2019 and Feb 24, 2020.</p> <p>The pilot study will end in May 2020.</p> <p>The results of the pilot study in the form of a Draft Report is expected to be available for review by June 2020.</p>

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2018	2018 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	90	<p>Awarded to E Construction Ltd. Streets Include: 61 Ave west of 47 St; complete</p> <p>Highway 28 (34 Ave to City Limits); complete</p> <p>54 Ave from (54 St to 55 St); complete</p> <p>53 Ave west of 57A St Construction started in August 2018. High water table was encountered and options to mitigate were considered. 53 Ave was brought up to a gravel standard for the 2018/2019 winter.</p> <p>53 Ave was removed from the 2018 Street Improvement Program due to budget restrictions and was retendered as its own project in July 2019. Bids came in over budget and the Tender has been cancelled; will retender in 2020.</p> <p>SCC Issued. Deficiencies to be corrected in 2020</p>
2	2018	2018 Annual Lane Rehabilitation	Design	100	Awarded to SE Design.
			Construction	98	<p>Awarded to BlueFlame Contracting Ltd. Lanes include: 51/52 Ave Lane (51 St to 52 St) – Behind Grand Centre Cinema; complete. 51/52 Ave Lane (52 St – 5 Ave) – Behind Red Rooster; complete CCC issued</p>
3	2018	Cold Lake Regional Airport Taxiway and Apron Enhancements	Design	100	Awarded to CIMA Canada Inc.
			Construction	98	Awarded to E-Construction. Paving, grading and hydroseeding completed October 4, 2019. CCC Issued and deficiency holdback retained
4	2018	Imperial Park/Energy Centre South Access Enhancements and Parking Lot Improvements	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Road construction and parking lot are completed. CCC issued
5	2018		Design	100	Awarded to SE Design.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
		Eagle Ridge Estates Storm System Re-Alignment	Construction	98	Awarded to Thompson Infrastructure. Contractor has installed all storm pipes and have completed all other work under the project. CCC has been issued.
6	2018	Lakeview Cemetery	Design	95	Awarded to LEEs and Associates.
			Construction	18	Awarded to GenMec ACL. Contractor has mobilized to site and has completed excavation and concrete foundations within the columbaria area, concrete apron into the site along with the water tie-in. sandblasting has been completed on the columbaria foundations.
7	2018	RCMP Building	Design	100	Awarded to JMAA. Phase 1 - mechanical renovation design has been completed. RCMP has now requested for new building rather than a renovation of existing for Phase 2.
			Construction	Phase 1 Cancelled	Phase 1 Mechanical Renovation contract cancelled
1	2017	2017/2016 Residential Lanes	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Lanes include: Lakeridge Lanes; completed 54 Ave lane – completed 62 Street lane – completed Emma's Lane – completed CCC issued.
2	2017	49 Street Parking Lane Enhancements	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Urlacher Construction. Construction completed. CCC issued.
3	2017	Highway 28 South Enhancements - Phase 2 (51 Street to 43 Avenue)	Design	100	Awarded to Stantec. This is a continuation of the Highway 28 enhancement from 2016.
			Construction	98	Awarded to Knelsen Sand and Gravel Ltd. All work has been completed under the contract. CCC issued.
1	2016	2016 Centre Ave Traffic Signalization	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Knelsen Sand and Gravel. Construction complete. CCC issued.
2	2016	Hwy 28 Enhancement (54 Ave to 52 Ave)	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Knelsen Sand and Gravel. All work has been completed under the contract. CCC issued.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
3	2016	2016 Kinosoo Zip-Line	Design	100	Awarded to McElhanney Consulting Services Ltd..
			Construction	100	Awarded to Nova Mechanical. The Zip Line was installed and opened on July 1, 2017. CCC issued. FAC walkthrough was completed; deficiencies have been rectified. FAC has been issued.
4	2016	2016 Downtown Entry Feature	Design	100	Awarded to Stantec.
			Construction	95	Awarded to MPS Group. Structure is completed. CCC to be issued.
1	2015	Fischer Storm Water Management Pond	Design	100	Design for Fischer Storm pond has been awarded to Scheffer Andrew and the construction administration has been awarded to SE Design. Design has been completed. Two of the parties have withdrawn from entering into the revised agreement.
			Construction	0	Waiting on Province for Land Transfer and registration. Tender Closed November 1, 2019. 12 bids ranging from \$2.45 million to \$4.9 million were received. Letter sent to Double D who will hold costs until end of March.
2	2015	City Hall Parking Lot	Design	100	Awarded to SE Design.
			Construction	98	Awarded to E Construction. All surface and electrical work has been completed. CCC issued.
3	2015	Meadows Storm Water Trunk Extension	Design	100	Awarded to Associated Engineering.
			Construction	95	Contract #1 was awarded to REDA Enterprises Ltd. Contractor has completed remaining items under the contract and is currently cluing up minor work. CCC issued. Contract 2 was re-tendered as Contract 02 Phase 2 and has been awarded to Thompson Infrastructure Ltd. All underground infrastructure has been completed, storm pipe is connected from East side of Highway 28 to the West side of Highway 28 and is flowing. Contractor recently completed top lift of asphalt on both East and West Service roads. OGS units have been installed for Esso and Husky with bottom lift of asphalt being placed in front of Husky. Working with the consultant to finalize the project and complete CCC.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
4	2015	Kinosoo Beach Enhancements (Phase 1)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to RTM Electrical. Construction complete. CCC issued.
5	2015	Kinosoo Beach Enhancements (Phase 2 and 2B)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	100	Awarded to Nova Mechanical. All work has been completed. CCC issued. FAC walkthrough was completed; deficiencies have been rectified. FAC has been completed.
6	2015	2015 Offsite Levy Report	Report	98	Awarded to CORVUS. Report and model complete. Presented to Council October 18, 2016 and to the public December 8, 2016. Council to decide when to implement. Additional presentation was provided to UDI in May 2017. Yearly review, update and assessment of model required for offsites.
7	2015	South Snow Dump	Design	100	Awarded to MPE Siemens. The City reviewed and posed questions pertaining to detainment of sediments through drainage. Updated drawings were received on April 27, 2017. Conversation currently happening between MPE and Alberta Environment.
			Construction	0	Project has not been Tendered.
8	2015	4 Wing Splash Park	Design	100	Awarded to PlayQuest.
			Construction	98	Awarded to PlayQuest and was completed in 2015. CCC issued.
9	2015	Building 4 Lift Station Improvement Project-RUSC	Design	100	Awarded to MPE Siemens Engineering Ltd.
			Construction	98	Awarded to Alpha Construction. CCC issued. FAC walkthrough has been completed and contractor is to rectify all deficiencies prior to signing of FAC.
1	2014	Kinosoo Beach Splash Park	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to PlayQuest Recreation. Construction has been completed. CCC issued.
2	2014	1st Avenue Water Main and Street Improvement	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to Clearway Construction Inc. CCC issued. FAC walkthrough was completed with Contractor and Consultant in 2018; deficiencies to be rectified.



STAFF REPORT

Title: Report to Chief Administrative Officer - Planning and Development Services - February 2020

Meeting Date: March 10, 2020

Executive Summary:

The report provides comparative statistics of the building and development activities, during 2017, 2018, 2019 and up to the current month of February 2020, within the Planning and Development department.

Background:

The comparative statistical report to the end of February 2020 is attached.

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**Building Permit Stats Comparison
2017 - 2020**

Report ending FEBRUARY 2020

2017

2018

2019

2020

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

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

January			January		
New Residential-SF			New Residential-SF	\$ 300,000.00	1
Reno. Residential	\$ 23,000.00	2	Reno. Residential	\$ 11,500.00	2
Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial		
Commercial Renovation			Commercial Renovation		
Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites		
Industrial			Industrial		
Institutional			Institutional	\$ 5,000.00	1
Demolition			Demolition		
Other (Decks/Signs, etc.)			Other (Decks/Signs, etc.)	\$ 35,000.00	1
Total	\$ 23,000.00	2	Total	\$ 351,500.00	5

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

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

February			February		
New Residential-SF	\$ 200,000.00	1	New Residential-SF		
Reno. Residential			Reno. Residential	\$ 43,000.00	4
Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial		
Commercial Renovation	\$ 72,000.00	2	Commercial Renovation	\$ 232,500.00	3
Accessory Buildings			Accessory Buildings		
Secondary Suites	\$ 10,000.00	1	Secondary Suites		
Industrial			Industrial		
Institutional			Institutional		
Demolition			Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 5,500.00	1	Other (Decks/Signs, etc.)	\$ 11,500.00	1
Total	\$ 287,500.00	5	Total	\$ 289,000.00	9

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

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

March			March		
New Residential-SF	\$1,000,000.00	3	New Residential-SF		
Reno. Residential	\$240,000.00	5	Reno. Residential		
Multi-Family Residential			Multi-Family Residential		
Commercial	\$1,400,000.00	1	Commercial		
Commercial Renovation			Commercial Renovation		
Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites		
Industrial			Industrial		
Institutional			Institutional		
Demolition			Demolition		
Other (Decks/Signs, etc.)	\$2,500.00	1	Other (Decks/Signs, etc.)		
Total	\$ 2,642,500.00	10	Total	\$0.00	0

**Building Permit Stats Comparison
2017 - 2020**

Report ending FEBRUARY 2020

2017

2018

2019

2020

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

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

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

April		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$0.00	0

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

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

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

May		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

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

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

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

June		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

**Building Permit Stats Comparison
2017 - 2020**

Report ending FEBRUARY 2020

2017

2018

2019

2020

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

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

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

July		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

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

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

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

August		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

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

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

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

September		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

**Building Permit Stats Comparison
2017 - 2020**

Report ending FEBRUARY 2020

2017

2018

2019

2020

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

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

October		
New Residential-SF	\$ 325,000.00	1
Reno. Residential	\$ 43,200.00	5
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 250,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		1
Institutional	\$ 62,531.00	4
Demolition	\$ 38,500.00	1
Other (Decks/Signs, etc.)	\$ 700.00	
Total	\$ 719,931.00	13

October		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

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

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

November		
New Residential-SF	\$ 320,000.00	1
Reno. Residential	\$ 55,600.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 40,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 16,000.00	3
Total	\$ 431,600.00	8

November		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

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

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

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

December		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

2016 Total \$ 13,317,440.48 125

2017 Total \$ 14,466,955.28 116

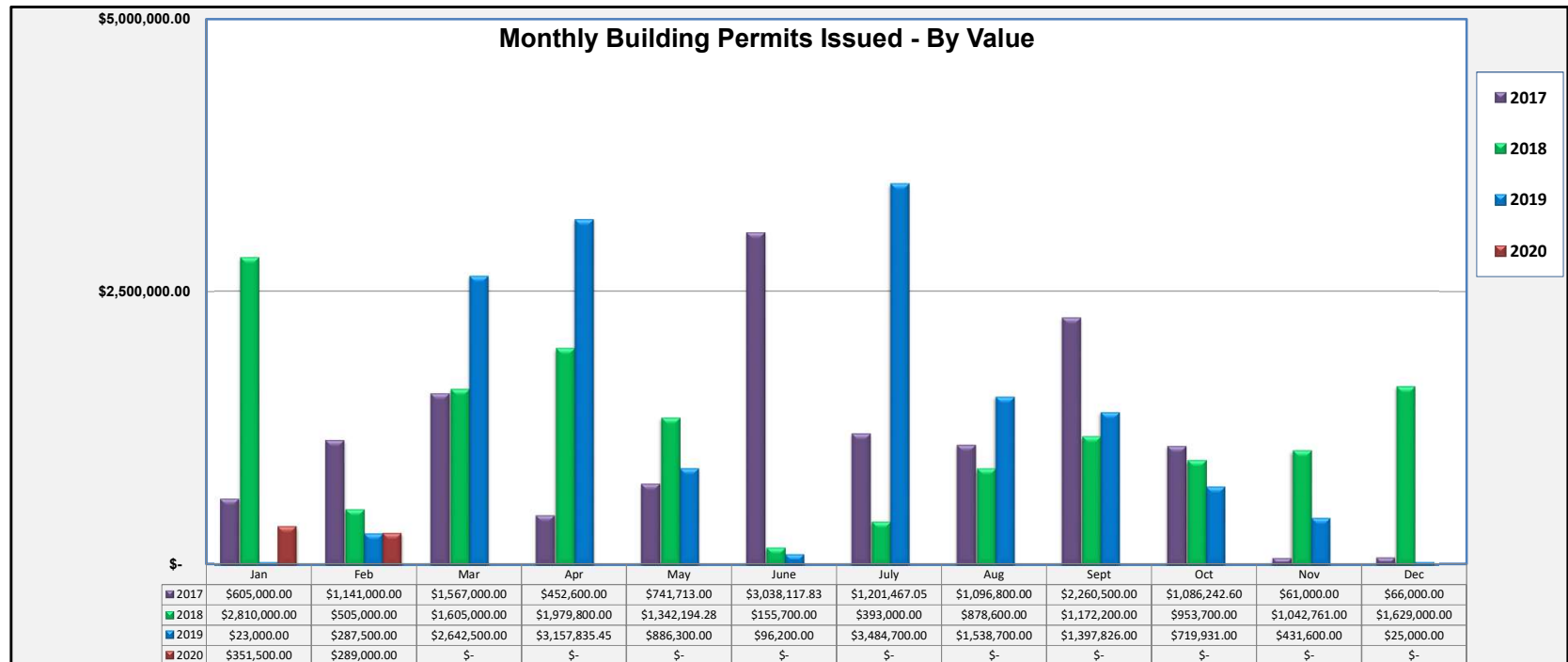
2018 Total \$ 14,691,092.45 118

2019 Total \$ 640,500.00 14

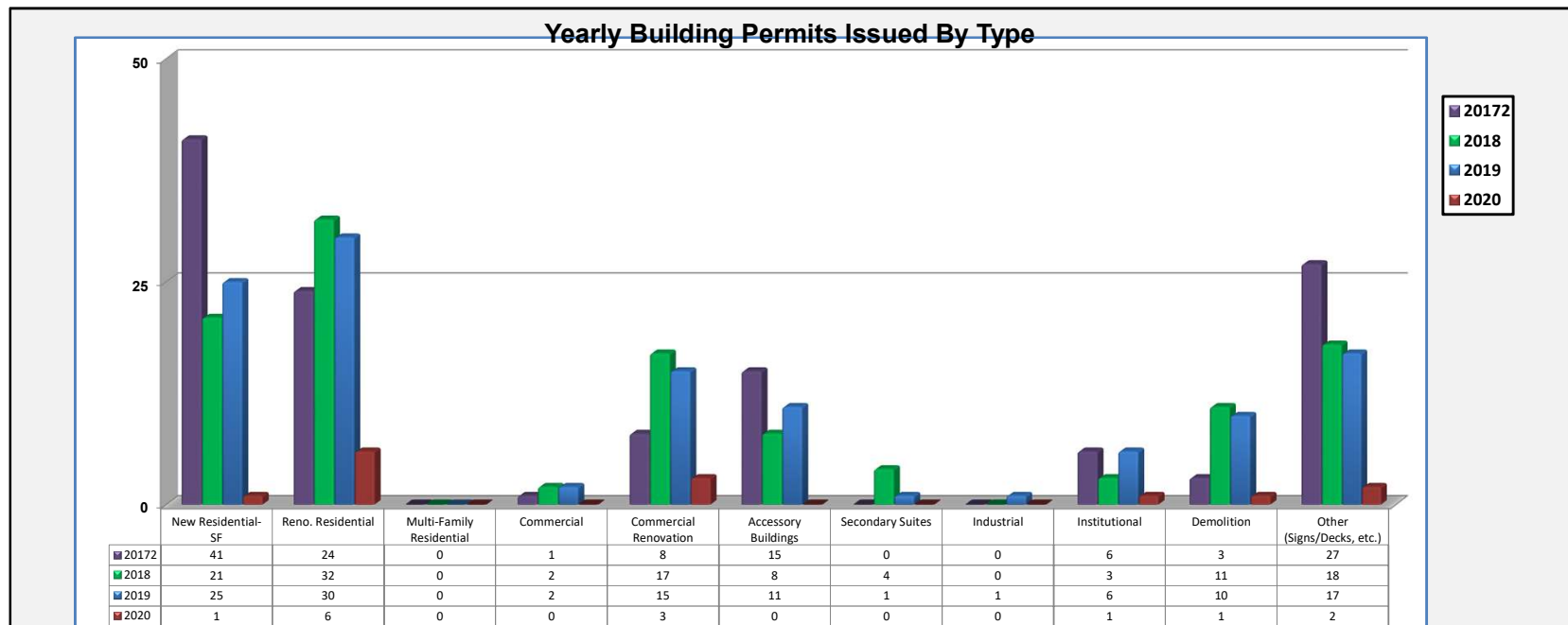
**Building Permit Stats Comparison
2017 - 2020**

Report ending FEBRUARY 2020

Data Summary - Building Permits by Value of Permits Issued				
	2017	2018	2019	2020
Jan	\$ 605,000.00	\$ 2,810,000.00	\$ 23,000.00	\$ 351,500.00
Feb	\$ 1,141,000.00	\$ 505,000.00	\$ 287,500.00	\$ 289,000.00
Mar	\$ 1,567,000.00	\$ 1,605,000.00	\$ 2,642,500.00	\$ -
Apr	\$ 452,600.00	\$ 1,979,800.00	\$ 3,157,835.45	\$ -
May	\$ 741,713.00	\$ 1,342,194.28	\$ 886,300.00	\$ -
June	\$ 3,038,117.83	\$ 155,700.00	\$ 96,200.00	\$ -
July	\$ 1,201,467.05	\$ 393,000.00	\$ 3,484,700.00	\$ -
Aug	\$ 1,096,800.00	\$ 878,600.00	\$ 1,538,700.00	\$ -
Sept	\$ 2,260,500.00	\$ 1,172,200.00	\$ 1,397,826.00	\$ -
Oct	\$ 1,086,242.60	\$ 953,700.00	\$ 719,931.00	\$ -
Nov	\$ 61,000.00	\$ 1,042,761.00	\$ 431,600.00	\$ -
Dec	\$ 66,000.00	\$ 1,629,000.00	\$ 25,000.00	\$ -
Total	\$ 13,317,440.48	\$ 14,466,955.28	\$ 14,691,092.45	\$ 640,500.00



Data Summary - Building Permits by Type of Permit Issued				
PERMIT TYPE	20172	2018	2019	2020
New Residential-SF	41	21	25	1
Reno. Residential	24	32	30	6
Multi-Family Residential	0	0	0	0
Commercial	1	2	2	0
Commercial Renovation	8	17	15	3
Accessory Buildings	15	8	11	0
Secondary Suites	0	4	1	0
Industrial	0	0	1	0
Institutional	6	3	6	1
Demolition	3	11	10	1
Other (Signs/Decks, etc.)	27	18	17	2
Total	125	116	118	14



**Development Permit Stats Comparison
2017 - 2020**

Report ending FEBRUARY 2020

2017			2018			2019		
January			January			January		
New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 200.00	2
Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 150.00	1
Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 250.00	3	Other (Decks/Signs, etc.)	\$ 250.00	6	Other (Decks/Signs, etc.)	\$ 50.00	1
Total	\$ 250.00	5	Total	\$ 450.00	8	Total	\$ 400.00	4
February			February			February		
New Residential-SF	\$ 500.00	5	New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial		
Commercial Renovation	\$ 350.00	2	Commercial Renovation	\$ 100.00	1	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings	\$ 100.00	1
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites		
Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$300.00	6	Other (Decks/Signs, etc.)	\$425.00	6	Other (Decks/Signs, etc.)	\$450.00	6
Total	\$1,150.00	13	Total	\$775.00	9	Total	\$625.00	7
March			March			March		
New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF	\$ 500.00	5
Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial	\$ 250.00	1
Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation	\$ 250.00	2
Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$425.00	7	Other (Decks/Signs, etc.)	\$500.00	7	Other (Decks/Signs, etc.)	\$ 600.00	10
Total	\$825.00	11	Total	\$900.00	11	Total	\$1,600.00	18
January			January			January		
New Residential-SF			New Residential-SF			New Residential-SF	\$ 100.00	1
Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)			Other (Decks/Signs, etc.)			Other (Decks/Signs, etc.)	\$ 625.00	10
Total			Total			Total	\$ 725.00	11
February			February			February		
New Residential-SF			New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings	\$ 100.00	1
Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)			Other (Decks/Signs, etc.)			Other (Decks/Signs, etc.)	\$450.00	6
Total			Total			Total	\$550.00	8
March			March			March		
New Residential-SF			New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)			Other (Decks/Signs, etc.)			Other (Decks/Signs, etc.)		
Total			Total			Total	\$0.00	0

**Development Permit Stats Comparison
2017 - 2020**

Report ending FEBRUARY 2020

2017			2018			2019		
April			April			April		
New Residential-SF	\$100.00	1	New Residential-SF	\$100.00	1	New Residential-SF	\$200.00	2
Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$200.00	1
Accessory Buildings	\$300.00	3	Accessory Buildings	\$200.00	2	Accessory Buildings	\$50.00	1
Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$625.00	7	Other (Decks/Signs, etc.)	\$350.00	6	Other (Decks/Signs, etc.)	\$400.00	6
Total	\$1,225.00	13	Total	\$650.00	9	Total	\$850.00	10
May			May			May		
New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF	\$600.00	6
Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$150.00	1	Commercial Renovation	\$400.00	4
Accessory Buildings	\$100.00	1	Accessory Buildings	\$100.00	1	Accessory Buildings	\$250.00	3
Secondary Suites			Secondary Suites	\$150.00	1	Secondary Suites		
Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$750.00	10	Other (Decks/Signs, etc.)	\$575.00	7	Other (Decks/Signs, etc.)	\$275.00	5
Total	\$1,450.00	17	Total	\$1,275.00	13	Total	\$1,525.00	18
June			June			June		
New Residential-SF	\$ 1,000.00	10	New Residential-SF			New Residential-SF	\$ 300.00	3
Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial		
Commercial Renovation	\$ 250.00	2	Commercial Renovation	\$ 150.00	1	Commercial Renovation		
Accessory Buildings	\$ 300.00	3	Accessory Buildings	\$ 50.00	1	Accessory Buildings	\$ 50.00	1
Secondary Suites			Secondary Suites	\$ 300.00	2	Secondary Suites		
Industrial			Industrial			Industrial		
Institutional	\$ 450.00	2	Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 625.00	7	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)	\$ 400.00	6
Total	\$ 2,625.00	24	Total	\$ 1,100.00	11	Total	\$ 750.00	10
April			April			April		
New Residential-SF			New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)			Other (Decks/Signs, etc.)			Other (Decks/Signs, etc.)		
Total	\$0.00	0	Total	\$0.00	0	Total	\$0.00	0

**Development Permit Stats Comparison
2017 - 2020**

Report ending FEBRUARY 2020

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

**Development Permit Stats Comparison
2017 - 2020**

Report ending FEBRUARY 2020

2017

2018

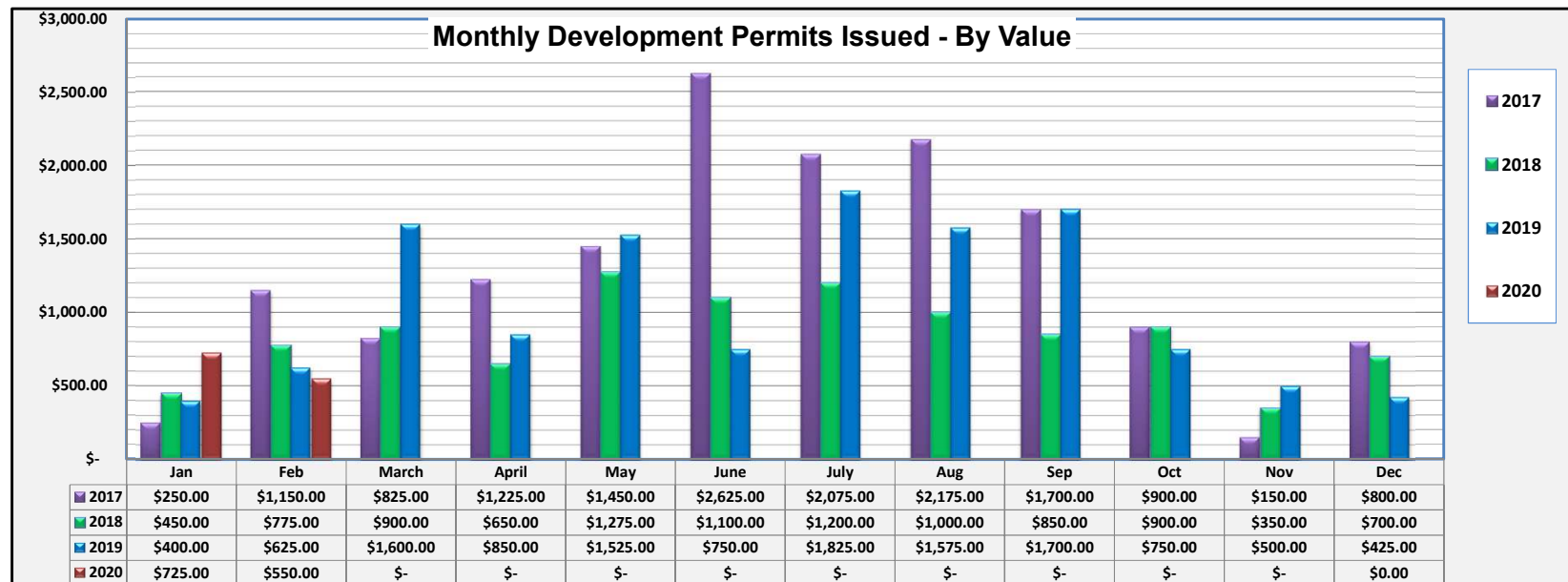
2019

October			October			October			October		
New Residential-SF	\$ 200.00	2	New Residential-SF			New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial	\$ 200.00	1	Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 150.00	1	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$ 250.00	3	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 450.00	9	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 350.00	4	Other (Decks/Signs, etc.)		
Total	\$ 900.00	14	Total	\$ 900.00	8	Total	\$ 750.00	7	Total	\$ -	0
November			November			November			November		
New Residential-SF			New Residential-SF			New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 350.00	3	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$50.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$ 350.00	5	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)		
Total	\$ 150.00	3	Total	\$350.00	9	Total	\$ 500.00	7	Total	\$ -	0
December			December			December			December		
New Residential-SF			New Residential-SF	\$500.00	5	New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 150.00	1	Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation	\$200.00	1	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 650.00	6	Other (Decks/Signs, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$225.00	3	Other (Decks/Signs, etc.)		
Total	\$ 800.00	7	Total	\$ 700.00	8	Total	\$425.00	4	Total	\$0.00	0
2017 Total	\$ 15,325.00	168	2018 Total	\$ 10,150.00	114	2019 Total	\$12,525.00	141	2020 Total	\$1,275.00	19

Development Permit Stats Comparison
2017 - 2020

Report ending FEBRUARY 2020

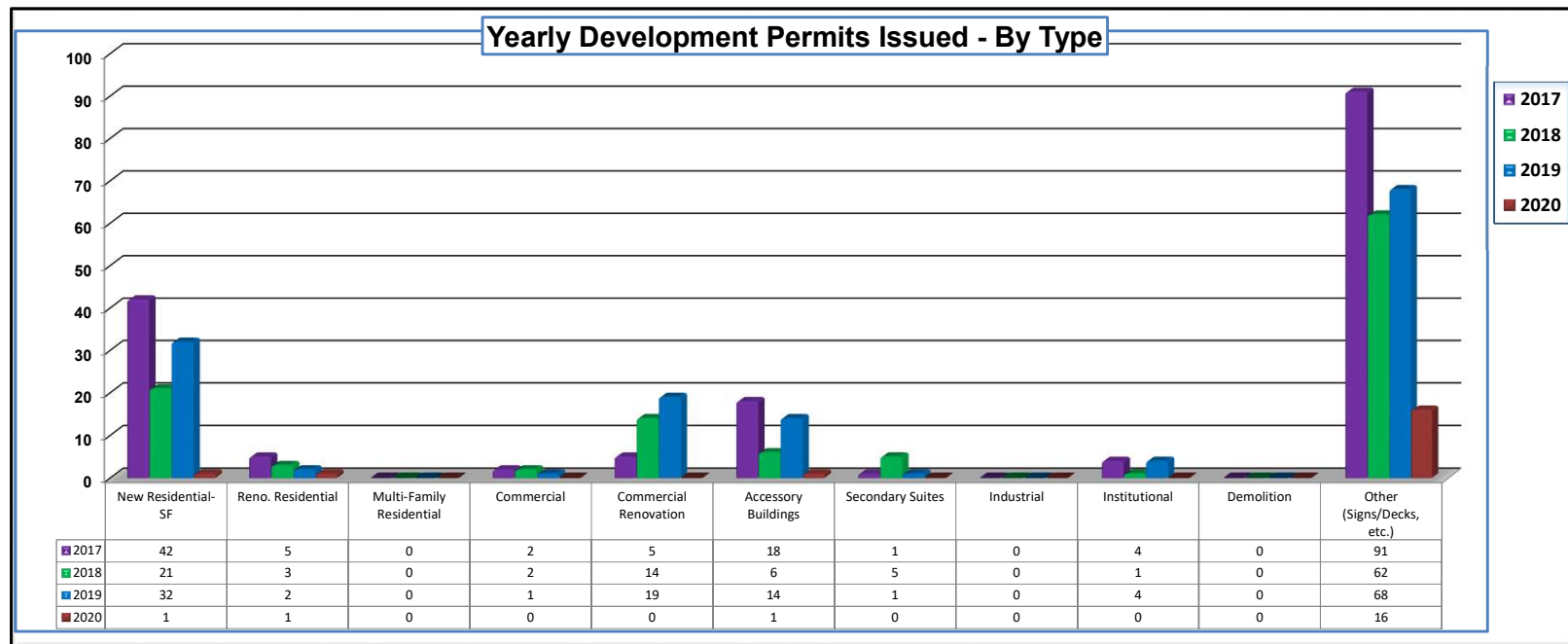
Data Summary - Monthly Development Permits by Value				
	2017	2018	2019	2020
Jan	\$ 250.00	\$ 450.00	\$ 400.00	\$ 725.00
Feb	\$ 1,150.00	\$ 775.00	\$ 625.00	\$ 550.00
March	\$ 825.00	\$ 900.00	\$ 1,600.00	\$ -
April	\$ 1,225.00	\$ 650.00	\$ 850.00	\$ -
May	\$ 1,450.00	\$ 1,275.00	\$ 1,525.00	\$ -
June	\$ 2,625.00	\$ 1,100.00	\$ 750.00	\$ -
July	\$ 2,075.00	\$ 1,200.00	\$ 1,825.00	\$ -
Aug	\$ 2,175.00	\$ 1,000.00	\$ 1,575.00	\$ -
Sep	\$ 1,700.00	\$ 850.00	\$ 1,700.00	\$ -
Oct	\$ 900.00	\$ 900.00	\$ 750.00	\$ -
Nov	\$ 150.00	\$ 350.00	\$ 500.00	\$ -
Dec	\$ 800.00	\$ 700.00	\$ 425.00	\$ 0.00
Totals	\$ 15,325.00	\$ 10,150.00	\$ 12,525.00	\$ 1,275.00



Development Permit Stats Comparison
2017 - 2020

Report ending FEBRUARY 2020

Data Summary - Yearly Development Permit Type by Count as of Report Date				
	2017	2018	2019	2020
New Residential-SF	42	21	32	1
Reno. Residential	5	3	2	1
Multi-Family Residential	0	0	0	0
Commercial	2	2	1	0
Commercial Renovation	5	14	19	0
Accessory Buildings	18	6	14	1
Secondary Suites	1	5	1	0
Industrial	0	0	0	0
Institutional	4	1	4	0
Demolition	0	0	0	0
Other (Signs/Decks, etc.)	91	62	68	16
Total	168	114	141	19





STAFF REPORT

Title: Report to Chief Administrative Officer - Community Services - February 2020

Meeting Date: March 10, 2020

Executive Summary:

This report provides a summary of the activities within the Community Services functional areas for the month of February 2020.

Background:

PROTECTIVE SERVICES DEPARTMENT

Cold Lake Fire Rescue Highlights

The CLFR Report and Statistical report for the period ending February 2020 is attached.

RCMP Highlights

The RCMP Statistical report for the period ending February 2020 is attached.

Municipal Enforcement Highlights

The Municipal Enforcement Report and Statistical report for the period ending February 2020 is attached.

FAMILY COMMUNITY SOCIAL SERVICES DEPARTMENT

FCSS and Parent Link Highlights

The FCSS and Parent Link Centre statistical report, for the period ending February 2020 is attached.

RECREATIONAL DEPARTMENT

Recreation and Parks Highlights

The Recreation statistical report for the period ending February 2020 is attached.

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



FEBRUARY 2020

Cold Lake Fire-Rescue

Fire Calls, Accomplishments and Events

Fire Calls – 15 in total

During the month of February there were fifteen (15) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to one (1) structure fire in the City of Cold Lake which received minimal fire damage on the outside of the home. Fire crews arrived to a small fire at the back of the home where the power connections entered the structure. Fire crews were able to extinguish it quickly. The cause of the fire was determined to be a grounding problem which caused wires to overheat and start a small exterior fire. A neighbor noticed the fire and called the fire department. Fire damage was isolated to a small area on the back side of the property and the power pole. The fire was deemed non-suspicious. CLFR responded to four (4) motor vehicle collisions (mvc) during the month with one requiring extrication, and all requiring varying degrees of scene safety, traffic control, patient care, packaging and removal. The collisions included a T-bone collision, an offset frontal collision, one where a vehicle struck a deer and one where a vehicle lost control and ended on top of guide wires for a power pole. Of the six (6) alarm calls CLFR attended, all were deemed to be false alarms. Three of the alarms were residential fire alarms, two were institutional fire alarms and one was a CO alarm. The fire alarms which were activated included: three from cooking smoke, one from system maintenance being conducted and one due to smoke generated from a hot water tank burner overheating. The tank was isolated, the room was ventilated and a plumber was called. The lone CO alarm was investigated using CLFR equipment with no abnormal readings. Finally, CLFR responded to four (4) agency/public assistance calls. Two were agency assistance calls requested by Cold Lake Ambulance for a breathing situation and a lift assist. Two were public assistance calls for a gas odor in a residential area with nothing found and a reported MVC with nothing found. CLFR, CLAS and RCMP responded to the location of the reported MVC but no vehicles were found.

During the month CLFR responded thirteen (13) times within City limits and two (2) times in the MD of Bonnyville. Daytime responses [0800-1600] (10) were the highest response times at 66.67% followed by evening response [1600-2400] (4) at 26.67% and overnight response [0000-0800] (1) at 6.67%.

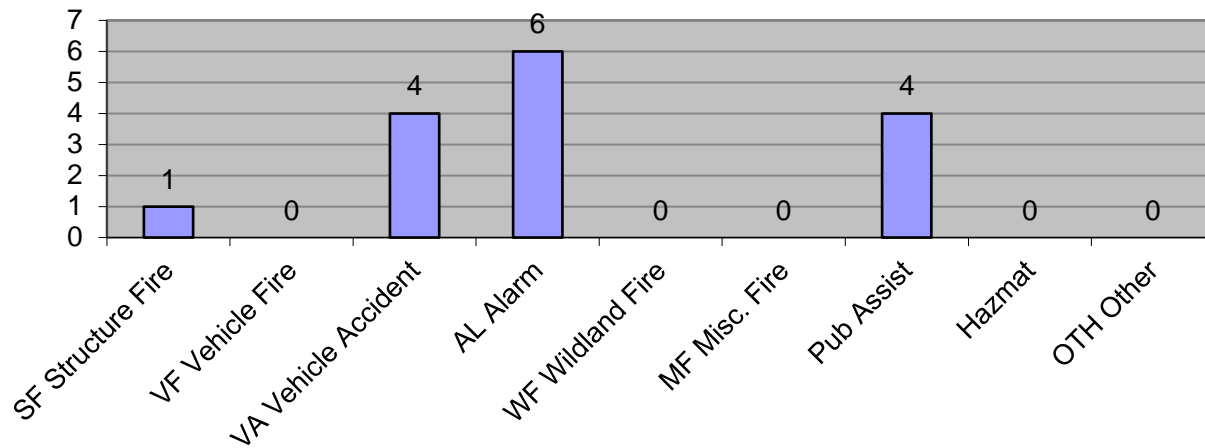
Accomplishments and Events

- CLFR Social Event for members of fire service and family at Marina Bowl – Feb 1st.
- CLFR hosted and supported First Nations Technical Services Advisory Group (TSAG) Firefighter Training. Firefighters from various First Nations attending – Feb 3rd – 6th.
- Fire Chief gave tour of fire station and training area to CLFN Administration as part of TSAG training being conducted. A firefighter from CLFN attending training – Feb 6th.
- CPR Course for CLAS and CLFR staff. Instructed by CLAS/CLFR member – Feb 9th.
- Fire Chief and Deputy performed OH&S Inspection at RCMP Detachment – Feb 11th.
- CLFR conducted Fire Inspection at Points West Living – Feb 11th.
- CLFR launched fireworks and helped with security for Family Day Event at Kinosoo Ridge Snow Resort as part of Snöjuhla Event – Feb 15th.
- Self-Care for Emergency First Responders presentation (mental health) – Feb 19th.
- CLFR supported event for Hearts for Healthcare at Boston Pizza – Feb 20th.
- CLFR performed fire drill and gave safety talk for Points West Living – Feb 21st.
- Fire Chief attended Fire Officer IV course at Lakeland College Emergency Training Centre in Vermilion. Chiefs from Alberta & Newfoundland on course. – Feb 24th – 28th.
- All CLFR and Municipal Enforcement staff completed online AMSHA Workplace Violence and Harassment Prevention Course by February 28th deadline.

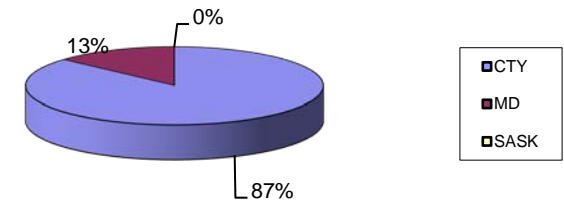
February 2020 Fire Responses

MONTH	TOTAL	SF Structure Fire	VF Vehicle Fire	VA Vehicle Accident	AL Alarm	WF Wildland Fire	MF Misc. Fire	Pub Assist	Hazmat	OTH Other	CTY	MD	SASK
Feb 2020	15	1	0	4	6	0	0	4	0	0	13	2	0
<i>2020 Totals</i>	<i>37</i>	<i>1</i>	<i>1</i>	<i>5</i>	<i>22</i>	<i>0</i>	<i>2</i>	<i>6</i>	<i>0</i>	<i>0</i>	<i>30</i>	<i>7</i>	<i>0</i>

February 2020 - Incidents by Type



February 2020 - Incidents by Location



Feb-20 Totals

1 Structure Fire (1-City) [House - exterior, siding-minimal fire damage]
 0 Vehicle Fire
 4 Vehicle Accident (3-City, 1-MD) [4-Automobile]
 6 Alarm (5-City, 1-MD) [3-Residential & 2-Institutional fire detectors, 1-CO]
 0 Wildland Fire
 0 Misc. Fire
 0 Hazmat
 4 Oth/Pub Assist (4-City) [Agency Assist x 2, Good Intent x 2]
15 (5 Calls for Station #3, 10 Calls for Station #4, 0 calls with both)
 (13-City Calls, 2-MD Calls, 0-Sask Calls)

Feb-19 Totals

1 Structure Fire (1-MD) [House - suspicious]
 5 Vehicle Fire (3-City, 2-MD) [5-Automobile, 4-nonsuspicious, 1-suspicious]
 5 Vehicle Accident (3-City, 2-MD) [5-Automobile]
 7 Alarm (6-City, 1-MD) [3-Residential & 1-Commercial fire detectors, 3-CO]
 0 Wildland Fire
 0 Misc. Fire
 0 Hazmat
 3 Oth/Pub Assist (2-City, 1-MD) [Agency Assist, Good Intent, Smoke]
21 (12 Calls for Station #3, 8 Calls for Station #4, 1 call with both)
 (14-City Calls, 7-MD Calls, 0-Sask Calls)

**** At the end of February 2020 Cold Lake Fire-Rescue has responded to 37 calls as compared to 39 calls at the end of February 2019 ****

Items of interest

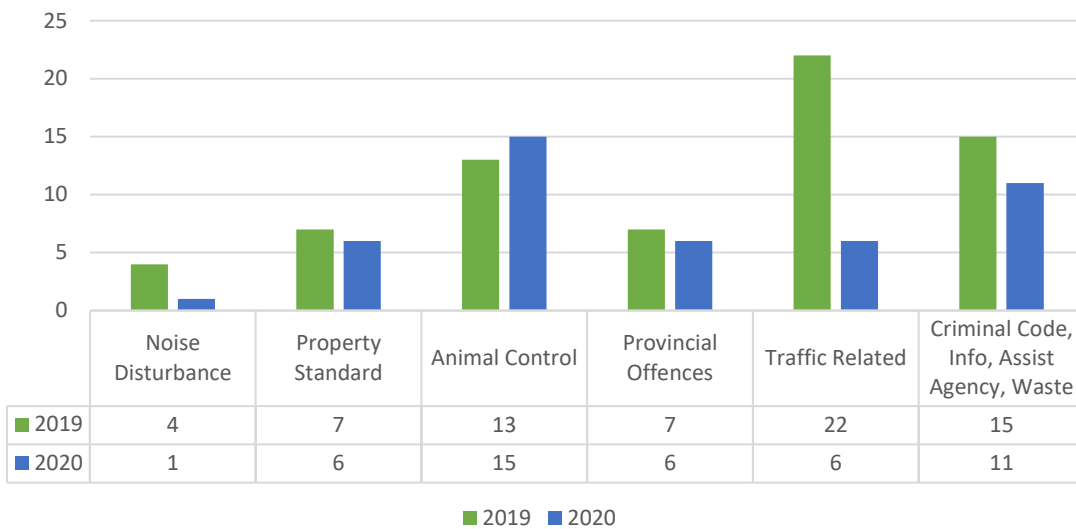
- Municipal Enforcement continued to provide a visible presence at the Cold Lake Ice hockey games.
- Municipal Enforcement maintained a patrol presence throughout the downtown division. RCMP were alerted of suspicious activity during patrols.
- Municipal Enforcement initiated distracted driving initiatives consistent with the Alberta Traffic Calendar.
- Local lost bicycle identification initiative was established with a local sports business. The hope is to recognize specific found bikes and repair heavily dismantled bicycles for donations purposes.
- Municipal Enforcement worked with local law enforcement partners on various traffic enforcement joint operations, as part of ongoing traffic safety action plan.
- Municipal Enforcement continues to patrol Cold Lake's outdoor rinks on a nightly basis while assisting with lock up functions.
- One Peace Officer successfully completed on the job training and Radar and Lidar training.
- A traffic stop conducted by a Peace Officer resulted in a high risk traffic stop, including recovery of a weapon, several charges laid, three persons arrested by RCMP and the vehicle removed from the road and seized.

Municipal Enforcement continues to provide education and enforcement initiatives in all Cold Lake school zones and playground zones which consisted of forty-nine patrols for the month of February. Municipal Enforcement continues to actively conduct patrols of the downtown core, marina, and alleys within officer divisions, beach recreational areas, outdoor ice rinks and recreational green spaces within the city. The patrols allow Peace Officers to liaise with community partners; and provide members of the public with education and awareness on public safety, while addressing areas of concern. Officers continue to provide a visible enforcement presence in the downtown core by foot and by vehicle patrol, which include alleys between businesses and common public gathering locations. In February, Peace Officers conducted one hundred and fourteen traffic initiatives resulting in forty-one traffic stops and forty-seven tickets being issued. Patrols throughout the community parks, city facilities and neighborhoods, school and playground zones and businesses areas consisted of four hundred and forty-nine patrols. Peace Officers conducted four Joint Force Operations. One initiative with Commercial Vehicle Enforcement, one with the Military Police and two with the RCMP. Municipal Enforcement addressed fifteen animal related calls for service. Winter awareness and patrols relating to seasonal trends continue.

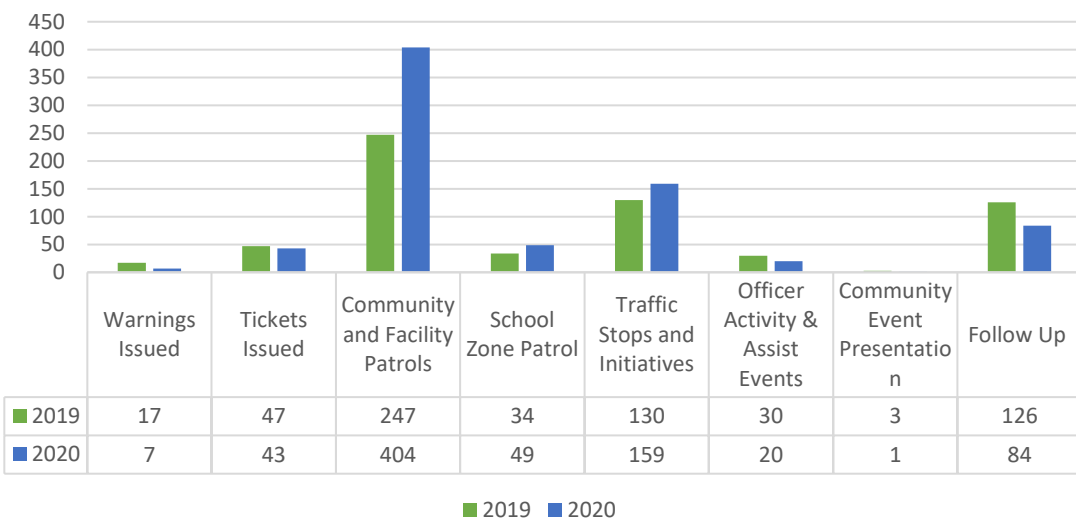
Energy Centre (School Year Start) Since September 2019

- Patrols of the facility and surrounding premises has consisted of two-hundred and eighty-one to date since the commencement of the school year.
- Public interactions are regularly being made at the facility. Peace Officers continually liaise with school staff, students and city staff.
- Three youth were banned from the facility for illegal cannabis use on the property.
- Since January 2020, five trespass bans have been issued to individuals misusing the facility.
- Municipal Enforcement provides a visible presence at the facility, regularly during events.
- CPO Collector Cards continually promoted throughout the community as part of the Junior Investigator program. A Message from Our Kids to be promoted in the spring of 2020.
- School zone safety and presentations continue to be conducted on regular basis.

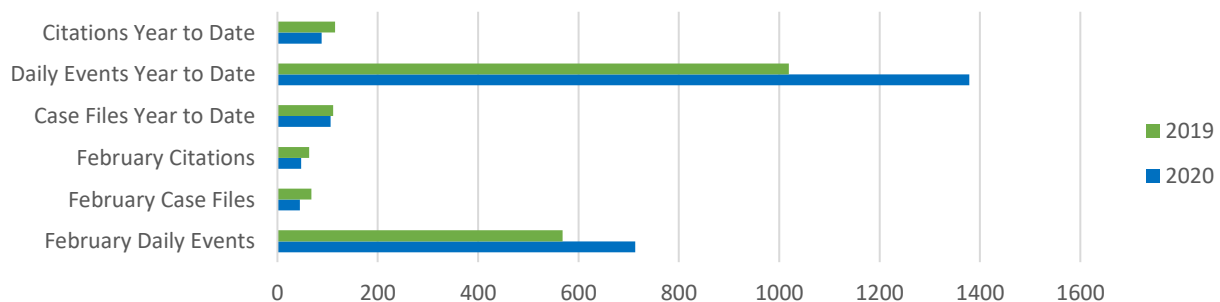
February 2020 - Calls For Service



February 2020 - Tickets/Warnings & Daily Events



2019 & 2020 - Year To Date



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

2020

Report to Chief Administrative Officer



FCSS ADMINISTRATION		
INFORMATION AND REFERRALS	Feb-20	YTD 2020
FCSS	179	308
PLC	56	98
Community	80	149
INTERAGENCY	Feb-20	YTD 2020
Information Sharing	14	33
INITIATIVES	Feb-20	YTD 2020
FCSS/PLC Room Rentals	18	31
Block Party Participants	0	0
Community Rental Participants	38	401
SERVICES	Feb-20	YTD 2020
Resource Library	20	66
Forms and Assistance	42	56
Impact of FCSS Grants	635	635
Meals on Wheels	114	245
Counselling	13	25
COMMITTEES AND PARTNERSHIPS		
MEETINGS	Feb-20	YTD 2020
Committee and Partnership Meetings	4	9
EVENTS	Feb-20	YTD 2020
Bully Free Committee Workshops and Events	0	393
Early Childhood Development Coalition	20	20
Additional Committee Events	0	0

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

2020

Report to Chief Administrative Officer



PROGRAMMING		
CHILD AND YOUTH	Feb-20	YTD 2020
Life Skills and Social Competency	0	0
Social Skills and Development	92	112
Youth Advocacy and Empowerment	18	37
Character Education	0	0
ADULT	Feb-20	YTD 2020
Personal Growth	26	50
Seniors Services	16	42
Emergency Social Services	0	7
FAMILY AND COMMUNITY	Feb-20	YTD 2020
Family Support	6	9
Family Workshops	72	90
Community Events	0	0
VOLUNTEER SERVICES		
RECRUITMENT AND PROGRAMMING	Feb-20	YTD 2020
Volunteer Recruitment	7	10
Volunteer Appreciation Event	0	0
govolunteer.ca Postings	0	0
Volunteer Hours	199.5	270.5
Number of Volunteers	51	79
CVITP Files Processed	0	6
Volunteer Inquiries	3	7
Volunteer Requests	3	5

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

2020

Report to Chief Administrative Officer



PARENT LINK CENTRE		
PROGRAM ATTENDANCE AND HOURS	Feb-20	YTD 2020
Unique Drop-ins	64	175
Drop-in Attendance	1415	3154
Programming Attendance	16	29
Program Hours	166	354
PARENT LINK OUTREACH		
PROGRAM ATTENDANCE	Feb-20	YTD 2020
Parent Outreach	0	0
Community Education	0	0
Parent and Child Programming	57	73
SPECIAL TRANSPORTATION		
RIDERS	Feb-20	YTD 2020
Number of Riders	407	821
Number of Riders Turned Away	74	179
SUPPORT RIDERS	Feb-20	YTD 2020
Assistants/Staff Support/Volunteers	63	133

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

2020

Report to Chief Administrative Officer



FAMILY SERVICES - LIFE COACHING		
SERVICE	Feb-20	YTD 2020
Life Coaching Clients Served	18	37
Parent Support	12	28
USER GROUP	Feb-20	YTD 2020
1 – 12 years	4	7
Teens	3	8
Adults	19	35
Couples	2	5
Families	2	10
REFERRED TO	Feb-20	YTD 2020
Alberta Health Services - Mental Health	8	15
Alberta Health Services - Addictions	4	6
Alberta Health Services	6	14
LCFASD	2	4
Private Service	9	20
REFERRED FROM	Feb-20	YTD 2020
Self-Referred	4	13
Advertising / Online	3	7
FCSS Programs Attendance	4	6
Friend / Family Member	2	10
Child and Family Services/Social Services	6	9
Probation	6	8
Mental Health	5	12
CLIENT ISSUES	Feb-20	YTD 2020
Anger/Conflict Management	6	20
Relationship Issues	21	32
Parent-Teen Conflict	11	19
Parenting	19	35
Self-Esteem	19	43
Co-Parenting	3	7
Goal-Setting	22	50

Cold Lake Golf & Winter Club

Monthly Report for February 2020

Projects

COMPLETED:

Ladies Bonspiel—January 31—February 1
Mens Bonspiel—February 7—8
Pro Shop Painting
42 Radar Squadron Curling—February 28

CURRENT AND FUTURE:

Mower reel and blade sharpening
Hole 4 Water Main Leak
Golf equipment maintenance
Weekly & monthly ice maintenance
Distribute sponsorship packages
AETE Curling—March 27
Open Curling Bonspiel—April 17, 18
Inventory—receive and input into system

Statistics

	JAN	FEB	MAR	TOTAL
Golf Memberships 2020	44	2	0	46
Golf Memberships 2019	44	4	0	48
Members Weekday 2020	0	0	0	0
Members Weekend 2019	0	0	0	0
Guests Weekday 2020	0	0	0	0
Guests Weekend 2019	0	0	0	0
Driving Range 2020	0	0	0	0
Driving Range 2019	0	0	0	0
Power Cart 2020	0	0	0	0
Power Cart 2019	0	0	0	0
Pull Cart 2020	0	0	0	0
Pull Cart 2019	0	0	0	0
Club Rental 2020	0	0	0	0
Club Rental 2019	0	0	0	0
Ice Rental Hourly 2020	233	366	0	599
Ice Rental Hourly 2019	245	372	0	617

Operations

Curling Leagues

Monday—Men's
Tuesday—Ladies
Wednesday—Mixed
Wednesday—Seniors

Curling Leagues

Thursday—Open Curling
Thursday Doubles League

Maintenance Program

Ice maintenance is undertaken weekly as per the league schedule. School bookings and private rentals are accommodated in maintenance schedule as required.

CLGWC

Pro Shop and Facility hours are 4-7 Monday-Thursday. Senior Curling is 9:30-11:30 Wednesdays. League curling at 7:00.

Memberships

Memberships are now on sale for 2020. All golfers are able to purchase their 2020 Memberships.

Golf Course

X-country ski trails have been set and groomed regularly throughout the front nine and back nine holes.

Pro Shop

2020 Stock Starting to be received and inventoried for sale.

Cold Lake Energy Centre

Monthly Report for February 2020

Projects

COMPLETED:

Kids Night Out was scheduled on February 7th and we sold out at 40 kids.

Bouncy House Day was held on Feb 15th and there were 124 kids that participated.

Snow Fever was held on February 16th, and we saw about 1500 people attend the indoor and outdoor events. It was a very successful event. Having it in and around the EC was preferred over the Marina.

Nerf Wars, Feb 23rd had 141 kids registered.

For the month of February the Kids Zone had 72 kids, and Child Mind saw 24 kids.

CURRENT & FUTURE:

Kids Night Out—March 6

Bouncy House Day—March 7

Movie Night—March 28

Nerf Wars Day—March 29

We are now working on the Easter Party and Canada Day events.

Statistics

<i>Memberships</i>	JAN	FEB	MAR	Year Total
New '20	275	343		618
Passes Scanned '20	6371	6933		13304
Drop Ins '20	530	569		1099

<i>Climbing Wall Memberships</i>	JAN	FEB	MAR	Year Total
New '20	15	11		26
Drop Ins '20	510	601		1111
Rentals '20	11	9		20

<i>Fitness Classes</i>	JAN	FEB	MAR	Year Total
Drop Ins '20	44	37		81
Classes '20	22	27		49

<i>Facility Rentals</i>	JAN	FEB	MAR	Year Total
Imp. Oil Place '20	238.75	266		504.75
Phase III Arena '20	223.75	231		454.75
Field House '20	180.50	250.50		431
North Arena '20	105	100		205

<i>Marina</i>	JAN	FEB	MAR	Year Total
Slips—Paid	11	27	0	38
Days Sub-Lease	0	0	0	0

Operations

Fitness Class Sessions

The first session ran until the end of February, and preparation for the next session that starts in March began.

Drop In Programs

Pickleball and lacrosse drop in schedules continue. Ice drop ins continue, when they can be added around ice schedules. The Running Track is always free to use.

Memberships

Sales for yearly, monthly and day passes are being processed on daily basis as needed for entry into the Wellness Centre facility and the Rock Wall.

Front Desk

Front Desk Receptionists have been busy with Marina contracts steadily coming in. They are also busy with facility bookings and sales of memberships and drop ins.

Recreation Programming

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

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

Rock Wall continues to be quite busy.

We have had a busy month with bookings in the fieldhouse (our own programming and outside rentals).

Parks and Recreation

Monthly Report For February 2020

Projects

COMPLETED:

Completed creation of crook-curl board, ice bowling lanes and skating ribbon in time for the Snow Fever festivities on the Family Day weekend. Features well received by all in attendance. "Tip of the cap" to Robert Serediuk and the numerous staff members involved in this seasonal creation over the past 4 weeks.

Seasonal Christmas decorations along the Hwy 28 corridor have been removed for the season. "Good job" to Jazz Robb and her crew of many. Special thanks to Public Works and Program Services for the provision of additional staff to aid in this seasonal requirement.

CURRENT & FUTURE:

Lighting retrofit of the Reid Fieldhouse is scheduled to commence on March 6th.

Removal of seasonal lighting/decorations along Main (50 Avenue) Street in downtown Cold Lake.

Statistics

Hours	JAN	FEB	MAR	Year Total
Figure Skating'20	62	51		113
Figure Skating'19	59.25	57.75	56	450.50
C League'20	34	31.25		65.25
C League'19	31.25	31.25	22.75	154
Jr B Ice'20	23	23.25		46.25
Jr B Ice'19	22.25	31.25	19.25	188.25
Master Old Tim'20	6	6		12
Master Old Tim'19	3	6	7.5	32
Minor Hockey'20	347	373		720
Minor Hockey'19	360	354.50	290.75	1826.50
Cold Timers'20	13.50	12		25.5
Cold Timers'19	13.5	12	13.75	69.25
Cold Lake Rec'20	13.50	12		25.5
Cold Lake Rec'19	13.5	13.50	9	61.50
Jr A Wings '20	0	0		0
Jr A Wings '19	17.75	0	0	112.50
Jr A Hornets '20	48.75	58.75		107.50
Jr A Hornets '19	53	53	33	164
Women's Hockey'20	6	4.50		10.50
Women's Hockey'19	4.5	5.25	6	35.25
Casual/Camps'20	13	25.25		38.25
Casual/Camps'19	20.75	27.50	30.50	418.75
Slopitch'20	0	0	0	0
Slopitch'19	0	0	0	492
Baseball'20	0	0	0	0
Baseball'19	0	0	0	324
Soccer'20	36	0	0	0
Soccer '19	0	0	0	898
Rugby'20	0	0	0	0
Rugby'19	0	0	0	136
Lacrosse'20	0	0	0	0
Lacrosse'19	0	0	0	273.50

Operations

Energy Centre

Facility operations preparing to host Bantam and Midget girls provincial hockey championships in last two weekends of March

Cold Lake North Arena

Operational season for North Arena drawing to a close. Tentative closing date is mid March

CLGWC/Imperial Park

Turf maintenance equipment being serviced and/or repaired in preparation for upcoming golf and baseball/soccer seasons

Staffing

Requisitions have been submitted for seasonal staffing requirements for Parks, CLGWC and the Marina

Snow Fever Community Event

Operations supplied mobile stage along with staff to set up, monitor and take down during snow fever event at Kinsoo Ridge Ski Hill.

Walking Trails/Outdoor Rinks

Operations continue to clear snow and maintain network of walking trails, and the two outdoor skating rink surfaces.