



**Council - Regular Meeting  
Agenda**

Tuesday, March 24, 2020

6:00 p.m.

Council Chambers

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14.1 Member-at-Large Vacancy - Economic Development Advisory Committee

15. ADJOURNMENT



## **STAFF REPORT**

**Title:** Council - Regular Meeting March 10, 2020

**Meeting Date:** March 24, 2020

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**Executive Summary:**

**Background:**

**Alternatives:**

**Recommended Action:**

That the minutes of Council's regular meeting held March 10, 2020 be accepted as presented.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## **Council - Regular Meeting Minutes**

**Tuesday, March 10, 2020**

**6:00 p.m.**

### **Council Chambers**

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

Council Absent: Councillor Duane Lay

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  
Intermediate/Recording Secretary Valerie Saini

Staff Absent: Executive 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 # CRM20200310.1001**

Moved by Councillor Soroka

That the agenda be adopted as presented.

**Carried Unanimously**

## **DISCLOSURE OF INTEREST**

None.

## **MINUTES APPROVAL**

### **Council - Regular Meeting February 25, 2020**

#### **Resolution # CRM20200310.1002**

Moved by Councillor Grau

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

**Carried Unanimously**

## **PUBLIC QUESTION PERIOD**

None.

## **PUBLIC HEARINGS**

### **Bylaw No. 661-ST-20 - Bylaw to Close and Dispose of a Portion of Road**

Mayor Copeland declared the public hearing for reviewing Bylaw No. 661-ST-20, being a Bylaw for the Purpose of Closing and Disposing of a Portion of a Public Roadway in Accordance with Section 22 of the Municipal Government Act, in the City of Cold Lake, open at this time being 6:00 p.m.

Mayor Copeland reviewed the rules of the public hearing and reminded all individuals of the public hearing protocol and purpose, and then asked Administration to introduce the bylaw.

General Manager of Planning and Development H. Pinnock introduced Bylaw No. 661-ST-20, being a Bylaw for the Purpose of Closing and Disposing of a Portion of a Public Roadway in Accordance with Section 22 of the Municipal Government Act, in the City of Cold Lake.

Mayor Copeland opened the floor for public concerns and comments with respect to Bylaw No. 661-ST-20.

As there were no public in attendance to voice their concerns and/or provide comments with respect to Bylaw No. 661-ST-20, Mayor Copeland declared the public hearing closed at this time being 6:01 p.m.

## **DELEGATIONS**

None.

## **OLD 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 # CRM20200310.1003**

Moved by Councillor Lefebvre

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 second reading.

**Carried Unanimously**

### **Resolution # CRM20200310.1004**

Moved by Councillor Soroka

That Bylaw No. 660-BD-20 be given third and final reading.

**Carried Unanimously**

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

### **Resolution # CRM20200310.1005**

Moved by Councillor Grau

That Bylaw No. 661-ST-20, being a Bylaw for the Purpose of Closing and Disposing of a Portion of a Public Roadway in Accordance with Section 22 of the Municipal Government Act, in the City of Cold Lake, be given second reading.

**Carried Unanimously**

**Resolution # CRM20200310.1006**

Moved by Councillor Buckle

That Bylaw No. 661-ST-20 be given third and final reading.

**Carried Unanimously**

**Agreement - Municipal Energy Manager**

**Resolution # CRM20200310.1007**

Moved by Councillor Grau

That Council postpone Old Business Item 8.3 Agreement - Municipal Energy Manager, being 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.

**Postponed**

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

**Resolution # CRM20200310.1008**

Moved by Councillor Soroka

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

**Postponed**

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

**Resolution # CRM20200310.1009**

Moved by Councillor Vining

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

**Postponed**

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

**Resolution # CRM20200310.1010**

Moved by Councillor Lefebvre

That Council postpone Old Business Item 8.6 Request for Funding - Bonnyville and District Chamber of Commerce - Lakeland Business of the Year Awards Gala to the April 14, 2020 regular meeting of Council.

**Postponed**

**Request for Funding - 2019 Operation Red Nose Campaign**

**Resolution # CRM20200310.1011**

Moved by Councillor Buckle

That Council postpone Old Business Item 8.7 Request for Funding - 2019 Operation Red Nose Campaign to the April 14, 2020 regular meeting of Council.

**Postponed**

**NEW BUSINESS**

**Request for Funding - Portage College 2020 Student Scholarship Fundraising Dinner**

**Resolution # CRM20200310.1012**

Moved by Councillor Buckle

That Council respectfully decline the opportunity to sponsor the March 28, 2020 Portage College 2020 Student Scholarship Fundraising Dinner.

**Carried Unanimously**

**Request for Funding - Hearts for Healthcare Society 2020 Hearts for Hospital Gala**

**Resolution # CRM20200310.1013**

Moved by Councillor Soroka

That Council postpone New Business Item 9.2 Request for Funding - Hearts for Healthcare Society 2020 Hearts for Hospital Gala to the April 14, 2020 regular meeting of Council.

**Postponed**



**Request for Funding - Cold Lake Royal Canadian Mounted Police (RCMP)  
Detachment - 2020 RCMP Regimental Ball**

**Resolution # CRM20200310.1014**

Moved by Councillor Lefebvre

That Council postpone New Business Item 9.3 Request for Funding - Cold Lake Royal Canadian Mounted Police (RCMP) Detachment - 2020 RCMP Regimental Ball to the April 14, 2020 regular meeting of Council.

**Postponed**

**Alberta Urban Municipalities Association (AUMA) Budget 2020 Analysis**

**Resolution # CRM20200310.1015**

Moved by Councillor Soroka

That Council accept the Alberta Urban Municipalities Association (AUMA) Budget 2020 Analysis as information.

**Carried Unanimously**

**Full Throttle Street Festival 2020**

**Resolution # CRM20200310.1016**

Moved by Councillor Soroka

That Council authorize the City of Cold Lake to proceed with the planning of the 2020 Full Throttle Street Festival, scheduled for Friday, July 17, 2020, with a budget of \$40,000.00.

**Carried Unanimously**

**COMMITTEE REPORTS**

**Minutes October 3, 2019 Water North Coalition**

Information.

**Minutes November 4, 2019 Family and Community Support Services Advisory  
Committee**

Information.

**Minutes December 12, 2019 Economic Development Advisory Committee**  
Information.

**Minutes January 16, 2020 Water North Coalition**  
Information.

**Minutes January 27, 2020 Cold Lake Library Board**  
Information.

**Minutes January 27, 2020 Cold Lake Regional Utility Services Commission**  
Information.

**Minutes February 11, 2020 Occupational Health and Safety Committee**  
Information.

## **STAFF REPORTS**

**Chief Administrative Officer's Monthly Report - February 2020**  
Information.

**Report to Chief Administrative Officer - Corporate Services - February 2020**  
Information.

**Report to Chief Administrative Officer - Infrastructure Services - February 2020**  
Information.

**Report to Chief Administrative Officer - Planning and Development Services - February 2020**  
Information.

## **Report to Chief Administrative Officer - Community Services - February 2020**

Information.

### **COUNCIL HIGHLIGHTS/ REPORTS**

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

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

None.

### **QUESTIONS**

Councillor Buckle queried if Administration has received an update regarding the Fisher Storm Pond?

Chief Administrative Officer K. Nagoya advised that Administration has sent out correspondence, and to date has received no updates.

Councillor Soroka queried on the status of the Airport Terminal Services?

Chief Administrative Officer K. Nagoya advised that Administration is in the process of sending the agreement back to 4 Wing with the changes that were advised by Administration's legal counsel.

Councillor Buckle queried if Administration will be sending out notices regarding the increase in school tax due to the 2020 Provincial Budget?

General Manager of Corporate Services L. Mortenson advised that the school tax portion is on a separate line.

Councillor Lefebvre queried on the status of the Regional Tourism Working Group Committee (RTWGC) with Cold Lake First Nations (CLFN)?

Chief Administrative Officer K. Nagoya advised that there will be some structure changes within the RTWGC, but has not heard what the changes will be.

**Resolution # CRM20200310.1017**

Moved by Councillor Vining

That the meeting be recessed at this time being 7:12 p.m., and reconvened at the call of the Chair.

**Carried Unanimously**

Mayor Copeland reconvened the meeting at this time being 7:24 p.m.

**IN CAMERA****Member-at-Large Appointment - Library Board**

Present: Mayor Copeland, Councillors Buckle, Grau, Lefebvre, Soroka, and Vining, 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 Intermediate/Recording Secretary V. Saini.

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

- FOIP Section 17, Disclosure harmful to personal privacy

**Resolution # CRM20200310.1018**

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 7:24 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Member-at-Large Appointment - Library Board.

**Carried Unanimously**

**Resolution # CRM20200310.1019**

Moved by Councillor Buckle

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

**Carried Unanimously**

**Resolution # CRM20200310.1020**

Moved by Councillor Buckle

That Council appoint Ms. Suzanne Aessie to the Cold Lake Library Board for a term to expire October 2020.

**Carried Unanimously**

**Family Resource Network (FRN) - Negotiation Briefing**

Present: Mayor Copeland, Councillors Buckle, Grau, Lefebvre, Soroka, and Vining, 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 Intermediate/Recording Secretary V. Saini.

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

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

**Resolution # CRM20200310.1021**

Moved by Councillor Grau

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

**Carried Unanimously**

**Resolution # CRM20200310.1022**

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 7:56 p.m.

**Carried Unanimously**

## **Aerospace Economic Development Project - Update**

Present: Mayor Copeland, Councillors Buckle, Grau, Lefebvre, Soroka, and Vining, 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 Intermediate/Recording Secretary V. Saini.

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- 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 # CRM20200310.1023**

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 7:56 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to the Aerospace Economic Development - Project Update.

**Carried Unanimously**

### **Resolution # CRM20200310.1024**

Moved by Councillor Lefebvre

That the meeting come "Out-of-Camera" at this time being 8:12 p.m.

**Carried Unanimously**

## **Legal - 4 Wing Cold Lake Golf and Winter Club**

Present: Mayor Copeland, Councillors Buckle, Grau, Lefebvre, Soroka, and Vining, 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 Intermediate/Recording Secretary V. Saini.

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

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

### **Resolution # CRM20200310.1025**

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 8:12 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to Legal - 4 Wing Cold Lake Golf and Winter Club.

**Carried Unanimously**

### **Resolution # CRM20200310.1026**

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 9:00 p.m.

**Carried Unanimously**

### **Resolution # CRM20200310.1027**

Moved by Councillor Soroka

That Council authorize the City of Cold Lake to terminate its License Agreement for the operations of the Cold Lake Golf and Winter Club (CLGWC) with Her Majesty the Queen in Right of Canada, as represented by the Wing Commander, effective September 31, 2020; whereas:

- The City values its partnership with 4 Wing and recognizes the benefit that the CLGWC provide to 4 Wing and its personnel;
- The City maintain interest in the continued operations of the CLGWC; however, without receiving PILT, it is no longer a viable option for the City to continue to run the CLGWC despite being assured that the Government of Canada would continue to pay PILT;
- The City has provided substantial extensions of its intent to provide a notice to terminate the agreement to December 2019 and March 15, 2020 of which 4 Wing has not be able to find a mutually acceptable solution; and
- On March 6, 2020, the Wing Commander has requested for a further extension from March 15, 2020 to December 31, 2020 to find a mutually acceptable solution during which time the City will be further financially impacted.

**Carried Unanimously**

## **ADJOURNMENT**

### **Resolution # CRM20200310.1028**

Moved by Councillor Vining

That the meeting be adjourned at this time being 9:00 p.m.

**Carried Unanimously**

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Mayor

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Chief Administrative Officer





## **STAFF REPORT**

**Title:** Council - Corporate Priorities Committee Meeting March 17, 2020

**Meeting Date:** March 24, 2020

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**Executive Summary:**

**Background:**

**Alternatives:**

**Recommended Action:**

That the minutes of Council's Corporate Priorities Committee meeting held March 17, 2020 be accepted as presented.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## **Council - Corporate Priorities Committee Meeting Minutes**

**Tuesday, March 17, 2020**

**6:00 p.m.**

**Council Chambers**

Council Present:      Councillor Bob Buckle  
                                 Councillor Jurgen Grau  
                                 Councillor Vicky Lefebvre  
                                 Councillor Kirk Soroka  
                                 Councillor Chris Vining

Council Absent:        Mayor Craig Copeland  
                                 Councillor Duane Lay

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  
                                 Intermediate/Recording Secretary Valerie Saini  
                                 Engineering Manager Rezaur Bhuiyan

### **CALL TO ORDER**

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

### **ADOPTION OF AGENDA**

#### **Resolution # CPC20200317.1001**

Moved by Councillor Soroka

That the agenda be adopted as presented.

**Carried Unanimously**

### **DISCLOSURE OF INTEREST**

None.

## **PUBLIC QUESTION PERIOD**

None.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **Alberta School Foundation Fund 2020 Requisition (ASFF)**

General Manager of Corporate Services L. Mortenson provided the Corporate Priorities Committee of Council with information regarding the Alberta School Foundation Fund 2020 Requisition (ASFF).

Brief questions and discussions ensued.

### **City of Cold Lake Crime Open House**

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with an update from the Cold Lake Crime Open House delegation at the January 14, 2020 regular meeting of Council and subsequent Lakeland Crime Town Hall meeting held February 26, 2020.

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

The Corporate Priorities Committee of Council accepted the report as information.

### **Cold Lake Regional Utility Services Commission (CLRUSC) Waste Water Treatment Plant - Moving Bed Biofilm Reactor (MBBR) Pilot Project**

General Manager of Infrastructure Services A. Khan and Engineering Manager R. Bhuiyan provided the Corporate Priorities Committee of Council with a PowerPoint presentation regarding the Cold Lake Regional Utility Services Commission (CLRUSC) Waste Water Treatment Plant - Moving Bed Biofilm Reactor (MBBR) pilot project.

Lengthy discussions and questions ensued with the Corporate Priorities Committee of Council accepting the report as information.

## **Cityworks - Work Order and Asset Management System**

General Manager of Infrastructure Services A. Khan provided the Corporate Priorities Committee of Council with information regarding Cityworks - Work Order and Asset Management System.

Lengthy discussions and questions ensued with the Corporate Priorities Committee providing feedback to Administration.

## **QUESTIONS**

Councillor Grau queried if Administration is assisting the City of Cold Lake's homeless population in the wake of shelters closing down due to COVID-19?

General Manager of Community Services G. Barnes advised that Administration has not put any plans forward to date.

## **Resolution # CPC20200317.1002**

Moved by Councillor Vining

That the meeting be recessed at this time being 7:12 p.m., and reconvened at the call of the Chair.

**Carried Unanimously**

Engineering Manager R. Bhuiyan left the meeting at this time being 7:12 p.m.

Deputy Mayor Lefebvre reconvened the meeting at this time being 7:25 p.m.

## **IN CAMERA**

### **Cold Lake Regional Utility Services Commission (CLRUSC) Regional Water Rate Study**

Present: Deputy Mayor Lefebvre, Councillors Buckle, Grau, Soroka, and Vining, 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 Intermediate/Recording Secretary V. Saini.

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

- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

**Resolution # CPC20200317.1003**

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 7:25 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to the Cold Lake Regional Utility Services Commission (CLRUSC) Regional Water Rate Study.

**Carried Unanimously**

**Resolution # CPC20200317.1004**

Moved by Councillor Grau

That the meeting come "Out-of-Camera" at this time being 8:04 p.m.

**Carried Unanimously**

**ADJOURNMENT**

**Resolution # CPC20200317.1005**

Moved by Councillor Vining

That the meeting be adjourned at this time being 8:04 p.m.

**Carried Unanimously**

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Deputy Mayor

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Chief Administrative Officer



## **STAFF REPORT**

**Title:** Bylaw No. 662-FN-20 - 2020 Tax Payment Deferral Bylaw

**Meeting Date:** March 24, 2020

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### **Executive Summary:**

Many residents and Businesses are struggling to pay all their debts during this time of unrest. Many businesses as well as City services have had to shut their operations to the public for an indefinite period. In order to assist and take some pressure of the rate payers and City's businesses Council may consider the following bylaw which will allow rate payers to defer tax payments for 90 days that are being made under the provisions of Bylaw 003-FN-96 the Tax Installment Payments Plan (TIPPS).

### **Background:**

The TIPPS bylaw allows tax payers of the City to make equal monthly installments for their taxes from January to December of any year without being subject to a tax penalty. Administration has had several requests to defer these payments for a period of time due to financial restraints.

Under the current bylaw Rate payers can miss 2 installments without losing the privilege of being on the TIPPS program. Administration is suggesting Council may want to consider a three month deferral which requires a bylaw. A three month deferral is timed with our tax year and the monthly payments could be adjusted to include the total amount outstanding inclusive of the deferral for the remainder of the 2020 year.

The City also has been faced with financial challenges this year due to not receiving the funding from the ID349 taxation revenue for 2019 or 2020. The City collects \$516,000 monthly from tax payers on this program. We have had several tax payers already withdraw from the program but the City does not anticipate all rate payers on this program to defer their taxes for the 90 day suggested period. As per the bylaw if you pull from the program your total taxes outstanding are due June 30, 2020 or they are subject to penalties. Once the 2020 tax rate is set in May and tax notices are finalized the City would adjust the remaining balances inclusive of any deferrals to equal installments due monthly so that the total tax bill is collected by December 31, 2020. Any outstanding amounts as per the Bylaw will be subject to penalty.



**Alternatives:**

Council may consider the following options.

1. Council may give 3 readings to Bylaw 662-FN-20 to allow rate payers to defer monthly installment for the months of April, May and June 2020.
2. Council may consider allowing 2 month deferral
3. Council may choose not to provide any deferral.

**Recommended Action:**

Administration recommends Council give 3 reading to Bylaw 662-FN-20 the 2020 Tax Payment Deferral Bylaw

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE**  
**BYLAW 662-FN-20**  
**2020 TAX PAYMENT DEFERRAL BYLAW**

THIS BYLAW AUTHORIZES THE COUNCIL OF THE MUNICIPALITY TO DEFER TAX PAYMENTS ON THE TAX INSTALLMENT PAYMENT PLAN (TIPPS) BYLAW 003-FN-96 FOR A NINETY DAY PERIOD

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**WHEREAS**, the Municipal Government Act permits Council to defer tax payments;

**WHEREAS**, the City of Cold Lake has a Tax Installment Payment Plan Bylaw 003-FN-96;

**WHEREAS**, the Council of the City of Cold Lake wishes to defer tax payments for a ninety (90) day period commencing April 1, 2020 and continuing until June 30, 2020 for rate payers on the TIPPS program

**AND WHEREAS**, the Council of the City of Cold Lake wishes that all section of Bylaw 003-FN-96 are adhered to except allowing a deferral of monthly installment for the months of April, May and June 2020,

**NOW THEREFORE**, the Municipal Council of the City of Cold Lake, in the Province of Alberta, in Council duly assembled, pursuant to the terms of the Municipal Government Act, hereby enacts as follows:

**SECTION 1- TITLE**

1.1 This bylaw shall be cited as the "City of Cold Lake Tax Deferral Bylaw"

**SECTION 2- DEFERRAL PARAMETERS**

- 2.1 Rate payers on TIPPS program may defer payments for April, May and June 2020.
- 2.2 Once the tax rate is approved and the tax notices are finalized, the remaining balance owing by anyone on the TIPPS program plus any payments that were deferred for the months of April, May and June of 2020 will divided in equal monthly installments for the remainder of the tax year in order for the taxes to be paid in full by December 31, 2020.
- 2.3 If the taxes are not paid in full the taxes outstanding will be subject to the provisions of the tax penalty bylaw.
- 2.4 Installment payments will be payable on the 15<sup>th</sup> of each month
- 2.5 All sections of bylaw 003-FN-96 will be adhered to.

**SECTION 3- ENACTMENT**

- 3.1 This bylaw shall come into full force and effect at the beginning of the day that it receives third and final reading and cease as of December 31, 2020.

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

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

**UNANIMOUS CONSENT** to third and final reading

**THIRD READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, 2020 A.D. on motion by Councillor \_\_\_\_\_.



Executed this \_\_\_\_ day of \_\_\_\_\_, 2020

CITY OF COLD LAKE

\_\_\_\_\_  
MAYOR

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

**TOWN OF COLD LAKE**  
**BYLAW #003-FN-96**

A BYLAW OF THE TOWN OF COLD LAKE IN THE PROVINCE OF ALBERTA, BEING A BYLAW FOR THE IMPLEMENTATION OF AN INSTALLMENT TAX PAYMENT PLAN.

WHEREAS, the Municipal Government Act, Chapter M-26.1, R. S. A., 1994, permits Council to establish the day or days on which taxes or installments thereof may be paid;

AND WHEREAS, the Municipal Government Act, Chapter M-26.1, R. S. A., 1994 permits Council to provide for the payment of taxes by installments.

NOW THEREFORE, the Municipal Council of the town of Cold Lake in the Province of Alberta, in Council duly assembled, pursuant to the terms of the Municipal Government Act, hereby enacts as follows:

1. Taxpayers of the town of Cold Lake shall have the right to enter into a Pre-authorized Tax Payment Plan to provide for the payment of property taxes and local improvement taxes in equal monthly installments from January to December in any year.
2. The Plan shall commence on January 1st of each year provided that all property taxes, local improvement taxes, tax arrears, and penalties are fully paid. The opportunity to join the Plan will be open January 1st to the last day of February inclusive each year, and for 30 days after notice is mailed to new owners.
3. Installment payments are to be made payable on the 15th day of each month. Persons joining the Plan after a payment due date shall be required to make the January and/or February payment prior to being commenced on the plan.
4. The difference between the taxes levied for the current year and the total of the 12 installments authorized under the Plan will be due by the tax due date of the current tax year. This amount will be subject to tax penalties in accordance with the tax penalty bylaw unless the balance of the installments is adjusted prior to the tax due date.
5. The Tax Penalty Bylaw does not apply to installments paid in accordance with the Plan. However, the town of Cold Lake may cancel the privilege of continuing in the Plan if two consecutive payments have not been honored and the unpaid balance of taxes, if any, shall be subject to the provisions of the Tax Penalty Bylaw.
6. Bylaw 89-763 of the Town of Grand Centre, and Bylaws 90-608 and 95-731 of the Town of Cold Lake are hereby repealed.

FIRST READING passed in open Council duly assembled in the town of Cold Lake, in the Province of Alberta this 3rd day of December, A.D. 1996, on motion by Deputy Mayor Young.

SECOND READING passed in open Council duly assembled in the town of Cold Lake, in the Province of Alberta this 3rd day of December, A.D. 1996, on motion by Councillor Barnes.

CONSENT TO THIRD AND FINAL READING by Councillor Donnelly.

THIRD AND FINAL READING passed in open Council duly assembled in the town of Cold Lake, in the Province of Alberta this 3rd day of December, A.D. 1996, on motion by Councillor Alessio.



MAYOR



CHIEF ADMINISTRATIVE  
OFFICER



## STAFF REPORT

**Title:** Bylaw No. 663-UT-20 - Utility Account Penalties Waiver Bylaw

**Meeting Date:** March 24, 2020

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### **Executive Summary:**

Many residents and Businesses are struggling to pay all their debts during this time of unrest. Many Businesses as well as City services have had to shut their operations to the public for an indefinite period. In order to assist and take some pressure of the rate payers and City's businesses Council may consider the following bylaw which would waiver payments to monthly utility bills for 3 months April May and June, 2020.

### **Background:**

The City would continue to invoice utilities monthly as usual but would not process any penalties on balances due in the month of April, May and June 2020. Utility accounts include water, sewer, solid waste and recycling charges. The City would not transfer any accounts more than 90 days in arrears to taxes and there would be no service disconnects during this time.

The City charges approximately \$3,500 in utility penalties monthly as per the bylaw.

### **Alternatives:**

Council may consider the following options:

1. Council may give 3 readings to Bylaw No. 663-UT-20 to Waiver Penalties for utility accounts for the month of April May and June 2020.
2. Council may not pass the Bylaw.

### **Recommended Action:**

Administration recommends that Council give three readings to Bylaw No. 663-UT-20, being the Utility Account Penalties Waiver Bylaw.

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

Yes

### **Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE**  
**BYLAW 663-UT-20**  
**UTILITY ACCOUNT PENALTIES WAIVER BYLAW**

THIS BYLAW AUTHORIZES THE COUNCIL OF THE MUNICIPALITY TO WAIVER UTILITY PENALTIES ON OVERDUE ACCOUNTS FOR A NINETY DAY PERIOD.

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**PURSUANT** to the *Municipal Government Act* and amendments thereto, which permits the Council to pass bylaws for municipal purposes respecting the safety, health and welfare of people; the protection of people and property; nuisances; services provided by or on behalf of the municipality; public utilities; and the enforcement of bylaws.

**WHEREAS** the council of the City of Cold Lake passed Bylaw 441-UT-12 that states a 3.5% penalty may be added to overdue utility accounts;

**WHEREAS**, the Council of the City of Cold Lake wishes to waive penalties on overdue utility accounts for a ninety (90) day period commencing April 1, 2020 and continuing until June 30, 2020;

**WHEREAS**, overdue utility accounts will not be transferred to the property taxes for this ninety (90) day period;

**NOW THEREFORE**, the Municipal Council of the City of Cold Lake, in the Province of Alberta, in Council duly assembled, pursuant to the terms of the Municipal Government Act, hereby enacts as follows:

**SECTION 1- TITLE**

1.1 This bylaw shall be cited as the "City of Cold Lake Utility Account Penalties Waiver Bylaw".

**SECTION 2- ENACTMENT**

2.1 The City of Cold will continue to invoice utilities monthly as usual.

2.2 Any penalties will be waived for outstanding balances due in the months of April, May and June 2020.

2.3 Utility accounts more than 90 days in arrears will not be transferred during the months of April, May and June 2020.

2.4 There will be no service shut offs due to overdue accounts in April, May and June 2020.

**SECTION 3- ENACTMENT**

3.1 This bylaw shall come into full force and effect at the beginning of the day that it receives third and final reading and cease July 1, 2020.

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

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

**UNANIMOUS CONSENT** to third and final reading

**THIRD READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, 2020 A.D. on motion by Councillor \_\_\_\_\_.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2020

CITY OF COLD LAKE

\_\_\_\_\_  
MAYOR

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

**CITY OF COLD LAKE**  
**BYLAW # 441-UT-12 – Unofficial Consolidation**

**Please note: in a bylaw that is “Unofficially Consolidated”, the original approved bylaw is updated to include all of the approved amendments to that bylaw.**

**A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, RESPECTING THE WATER AND SEWER SYSTEM TO REGULATE THE WATER AND SEWER SERVICES, SET SERVICES FEES, PROVIDE FOR PENALTIES ON UNPAID UTILITY ACCOUNTS AND TO PROVIDE FOR INTEREST ON SECURITY DEPOSITS ON THE SUPPLY OF UTILITIES BY THE CITY OF COLD LAKE.**

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**WHEREAS** the City of Cold Lake, being a Municipal Corporation in the Province of Alberta, owns and operates a water and sewer system as a public utility for the purposes of providing and distributing water and sewer to residential, industrial and commercial users;

**AND WHEREAS** the City of Cold Lake has the authority pursuant to the *Municipal Government Act*, being Chapter M-26.1 of the Statutes of Alberta 1994, to pass bylaws respecting public utilities, specifically the public utility known as the “Water and Sewer System”;

**NOW THEREFORE** pursuant to the authority of the *Municipal Government Act*, RSA Chapter M-26.1, the Council of the City of Cold Lake, duly assembled, enacts as follows:

**1.     TITLE** - This Bylaw may be cited as the “Water and Sewer Bylaw”.

**2.     DEFINITIONS**

In this Bylaw, unless context otherwise requires, the expression:

- (a) “Adverse effect” means impairment of or damage to the environment, human health or safety and/or property;
- (b) “Backflow” means the reversal of the direction of water flow in either the water system or the consumer’s water system;
- (c) “Biochemical oxygen demand” means the quantity of oxygen utilized in the biochemical oxidation of matter as set forth in the Standard Methods;
- (d) “Biological waste” means waste from a hospital, medical clinic, medical laboratory, dental laboratory, dental clinic, health care facility, necropsy facility, research laboratory, biological research facility which contains or may contain one or more of the following:
  - (i) pathogenic materials, substances or agents which will not or cannot be treated to acceptable levels by the wastewater treatment process, or
  - (ii) experimental biological materials, substances or agents which will not or cannot be treated to acceptable levels by the wastewater treatment process and may be hazardous to human health, or cause an adverse effect;
- (e) “City” means the municipal corporation of the City of Cold Lake or where the context requires means the area contained within the boundaries of the City of Cold Lake;
- (f) “City Official” means the Chief Administrative Officer of the City or his/her designate;
- (g) “Chemical oxygen demand” means a measure of the oxygen equivalent of the organic content of a sample susceptible to oxidation by a chemical oxidant as set forth in the Standard Methods;
- (h) “Construction water” means unmetered water used during the construction, alteration or repairing of a building where a metered account has not been established upon application by a consumer to the City;

- (i) “Consumer” means any person or persons, corporation, or any other municipal corporation, whose property is connected to the water system or any person who obtains water from any City owned hydrant or stand pipe;
- (j) “Consumer’s water system” means the system of pipes, fittings, valves and appurtenances that conveys water between the water service connection and the water supply outlets;
- (k) “Council” means the Council of the City;
- (l) “Cross connection” means any temporary, permanent or potential water connection that may allow backflow to occur and includes swivel or changeover devices, removable sections, jumper connections and by-pass arrangements;
- (m) “Cross connection control device” means a device approved by the City that prevents backflow;
- (n) “Domestic wastewater” means the wastewater that is the composite of liquid and water-carried wastes associated with the use of water for drinking, cooking, cleaning, washing, hygiene, sanitation or other domestic purposes, together with any infiltration and inflow wastewater, that is released into a wastewater collection system;
- (o) “Duplex dwelling” or “Two-family residence” means a development consisting of a building containing only two dwellings, with one dwelling placed over the other in whole or in part, with individual and separate access to each dwelling. This type of development shall be designed and constructed as two dwellings at the time of initial construction of the building and intended as a permanent residence;
- (p) “Enforcement officer” means a member of the Cold Lake R.C.M.P. Detachment or a Peace Officer of the City or any other person so appointed by the City;
- (q) “Flammable liquid” means a substance that is a liquid, a mixture of liquids or a liquid containing solids in solution or suspension that has a flash point not greater than 61° C as determined by American Society for Testing Materials (A.S.T.M.) method D93-48 for flash point by Pensky-Martens closed cup tester;
- (r) “Floor area” means the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the glass line of exterior walls and the centre line of fire walls but not including the floor areas of basements, attached garages, sheds, open porches or breezeways;
- (s) “Hauled wastewater” means wastewater which is transported to a designated site for disposal to the wastewater collection system;
- (t) “Hazardous waste” means waste defined as hazardous waste under the *Environmental Protection and Enhancement Act*;
- (u) “Interceptor” means a receptacle approved by the City and designed to prevent oil, grease, sand or other matter from passing from the source thereof into the wastewater collection system;
- (v) “Non-residential property” means a property where the occupant carries on any kind of business excluding a home-based business;
- (w) “Occupant” means the owner of any premises or person who resides or carries on any kind of business therein;
- (x) “Oil and grease” means solvent extractable matter as set forth in the Standard Methods;
- (y) “Outside water use” means the use of water for residential irrigation purposes, including, but not limited to, the watering of grass and gardens, washing vehicles, driveways, sidewalks or other outdoor surfaces or structures or any other purpose

where water is utilized externally to a residence, place of business, apartment complex, condominium or any other premises;

- (z) “Owner” means the registered owner of real property as designated on the Certificate of Title for the property;
  - (aa) “Permit” means a permit issued by the City;
  - (bb) “Person” means any individual, partnership or corporation and includes heirs, executors, administrators or legal representative of a person;
  - (cc) “Plumbing and Gas Inspector” means the person appointed under the *Safety Codes Act* to conduct plumbing and gas inspections for the City;
  - (dd) “Point-of-delivery” means the point of physical connection to a consumer’s water system at the property line of the street or boundary of an Easement granted to the City for its water system;
  - (ee) “Premises” means land or buildings or both or a part thereof;
  - (ff) “Public stand pipe” means any approved location in the City where a consumer may obtain water for filling large containers, trucks or similar holding devices including, but not limited to, coin operated dispensers, key-lock locations, any overhead filling locations and fire hydrants;
  - (gg) “Radioactive substance” means substances defined in the *Atomic Energy Control Act* and the regulations passed thereunder, as amended from time to time;
  - (hh) “Single detached dwelling” means a residential building containing one dwelling unit and intended as a permanent resident. A single detached dwelling may include a building that has been constructed off-site (modular home);
  - (ii) “Standard Methods” means the analytical and examination procedures
    - (i) set out in the current edition of “Standard Methods for the Examination of Water and Wastewater” published jointly, from time to time, by the American Public Health Association and the American Water Works Association and the Water Environment Federation, and
    - (ii) includes those procedures approved by the City.
- and in the event of a conflict between those procedures described in Section 2(hh)(i) and the procedures approved by the City, the procedure approved by the City shall prevail;
- (jj) “Storm drainage” means storm drainage resulting from precipitation;
  - (kk) “Storm drainage collection system” means the system of sewers, valves, fittings, pumping stations and appurtenances owned by the City and used to collect storm drainage, but does not include plumbing or service connections in buildings;
  - (ll) “Sump” means a facility on the connection to the wastewater collection system or the storm drainage collection system for trapping large, heavy solids before discharge to the wastewater collection system or storm drainage collection system;
  - (mm) “Suspended solids” means solid matter that can be removed by filtration through a standard filter as set forth in the Standard Methods;
  - (nn) “Waste” means an unwanted substance or mixture of substances and includes refuse and garbage;
  - (oo) “Wastewater” means domestic wastewater and may include industrial wastewater;



- (pp) “Wastewater collection system” means a system of sewers, valves, fittings, pumping stations and appurtenances used to collect wastewater, but does not include plumbing or service connections in buildings;
- (qq) “Water main” means a water pipe in the street, public thoroughfare or easement area granted to the City which forms part of the City water distribution network and delivers the water supply to the water service connections;
- (rr) “Water meter” or “meter” means any device approved by the City and installed by the City which is designed to measure the quantity of water used by a consumer. A water meter may have attached to it a remote-reading device as a component of the meter;
- (ss) “Water service connection” means that lateral water pipe which connects a consumer’s premises to the City water main with the consumer owning that portion of the pipe lying within the boundaries of the consumer’s premises excluding any pipe lying within the boundaries of any easement area granted to the City for its water system;
- (tt) “Water service valve” or “Curb stop” means the water valve on the City-owned portion of the water service connection, located between the City water main and the street property line, installed for the purpose of enabling the City to turn on or off the water supply to a consumer’s premises;
- (uu) “Water shut-off valve” means the water valve within a building on a consumer’s premises, usually located near the water meter or point of entry of the water service connection, which, when closed, does not allow the flow of any water into the building or premises;
- (vv) “Water system” or “Water utility” means that system of water reservoirs, treatment plants, pumping stations, feeder mains, distribution mains, service connections, valves, fittings, hydrants, meters, cross connection control devices and all other equipment and machinery of whatever kind owned by the City and which is required to supply and distribute water to all consumers and which is deemed to be a public utility within the meaning of the *Municipal Government Act*.

### **3. GENERAL**

- 3.1 Nothing in this Bylaw relieves any persons from complying with any provision of any Federal or Provincial legislation or any other Bylaw of the City.
- 3.2 The City having constructed, operated and maintained a water and sewer system as a public utility shall continue, insofar as there is sufficient capacity and supply, to supply water and sewer services upon such terms as Council considers advisable, to any resident or industry or other consumer within the municipality situated along any water and sewer main, upon being so requested in writing by the owner. The City undertakes to supply water and sewer to the owner’s water and sewer system at the property line of the street or the boundary of an easement granted to the City for its utility system.
- 3.3 All billable work requires the signature of the owner or acceptable form of consent from the owner such as an email or fax prior to the commencement of work by the City unless it is an emergency.

### **4. WATER CONNECTIONS**

- 4.1 All Utility residential accounts will be in the name of the property owner and billings for service will be forwarded to the address of the property owner. Non-residential accounts will be in the name of owner unless the account is established by the occupant.
- 4.2 The owner or occupant in case of non-residential property only is responsible for providing the property and facilities with a water connection that the owner or occupant in case of non-residential property considers necessary in order to have a continuous and uninterrupted supply of water for the consumers specific needs,

provided such facilities are approved by the City Official and meet the City's Engineering Standards, applicable Plumbing and Gas Codes and other applicable regulations provided that such facilities do not interfere with the operation of the water system.

- 4.3 A contractor is considered the owner until an owner has established responsibility for the service.
- 4.4 A utility account must be established prior to the service being provided;
- 4.5 Deposits must be paid or invoiced on the first billing as per Schedule "D";
- 4.6 When a property owner rents or leases a residential premise to which the City provides utility services, all utility accounts shall remain in the name of the property owner.
- 4.7 Upon connection any outstanding utility accounts from a previous account with the same owner or occupant will be transferred to the new account.
- 4.8 No person shall use any alternative sources of water supply other than the water system without the written consent of the City.
- 4.9 The City may give consent for a person to use an alternate source of water subject to such terms and conditions as the City deems are necessary and notwithstanding the generality of the foregoing, may set a limit on the period of time for which an alternate supply of water may be used.
- 4.10 No person who has been granted permission to use an alternate source of water supply shall allow that alternate source of water supply to be connected to the water system.
- 4.11 No water connection approved by a City Official under this Section shall give or be construed to give the holder of said permit the right to sell or distribute water within the City.
- 4.12 Tapping of water street mains – No person without first having obtained approval from the City Official so to do, shall make connection with any of the public water lines or mains. The person so authorized shall be totally liable for any damage caused while making such connection and shall also provide adequate safety provisions during said connection.
- 4.13 No connection may be made to the water service line between the property line and the meter.
- 4.14 Water shall not be turned on after any construction, reconstruction, alteration or change, or the completion of any work requiring a permit, water shall not be turned onto any building or premises until after the whole of the work has been completed to the satisfaction of the City Official. Water shall be turned on or off by a City Official except in emergent situations.
- 4.15 Except as hereinafter provided, no person other than a City Official shall open or close or operate or interfere with any valve, hydrant, fire plug, or draw water there from.
- 4.16 The Chief of the City Fire Department, his assistants and officer, and members of the Department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, or for making trial testing of hose pipe, or for fire protection, but all such uses shall be under the direction and supervisions of the said Chief or his duly authorized assistants, and in no event shall any inexperienced or incompetent person be permitted to manipulate or control in any way any hydrant or plug.
- 4.17 The City shall assume the full responsibility and costs for any water service line which may hereinafter be frozen between the property line and the street main. Any water service line frozen between the property line and the meter shall be the responsibility of the person owing the said property. Any costs incurred by the City, in thawing frozen lines on behalf of a person, shall be recoverable as and subject to any penalties. See Schedules "D" and "E".

- 4.18 Should the City be requested to thaw any frozen water lines on private property the person making such request shall be liable for all costs incurred by the City in thawing said frozen water line. See Schedule “D”.
- 4.19 The City Official, may shut off the water supplied to the land or premises of any consumer who may be guilty of a breach of or non-compliance with any of the provisions of the this Bylaw or Board of Health regulation, and may refuse to turn on the water until satisfied and assured that the consumer intends to comply with this Bylaw or Health regulations.
- 4.20 The City hereby reserves the right to turn off water service without notice to any or all consumers for any purpose that, in the opinion of the City, may be expedient to do so. It is hereby declared that no person shall have any claim for compensation or damages as a result of the City turning off the water service without notice or from the failure of the water supply system from any cause whatsoever.
- 4.21 No person shall interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, trees, etc. If it is required to make any repairs or changes due to inaccessibility to or damage to curb stops, the owners of the property being services by said curb stop shall, in addition to the penalties by the Bylaw, be required to assume all costs involved in said repair of changes. See Schedule “E”.

## **5. SEWER CONNECTIONS**

- 5.1.1 No person shall make, alter or remove, suffer or permit the making, alteration or removal of any connection to the wastewater collection system or the storm drainage collection system without the written consent of the City.
- 5.1.2 Applications for the installation, alteration or removal of a connection shall be made in writing to the City.
- 5.1.3 The City may approve the installation, alteration or removal of a connection upon such terms and conditions, as the City considers necessary including, but not limited to, the payment in advance of the cost of the installation, alternation or removal of the connection.
- 5.1.4 The installation, alternation or removal of a connection shall be carried out at the cost identified in Schedule "D" of this Bylaw.
- 5.1.5 No person shall re-use a connection without first obtaining the consent in writing of the City.
- 5.1.6 No person shall turn, lift, remove, raise or tamper with cover of any manhole, ventilator or other appurtenance of any City sewer, except City Officials. See Schedule “E”.
- 5.1.7 No person shall cut, break, pierce, or tap any City sewer or appurtenance thereof, or introduce any pipe, tube, through or conduit into any City sewer, except City Officials. See Schedule “E”.
- 5.1.8 No person shall interfere with the free discharge of any City sewer, or part thereof, or do any act of thing which may impede or obstruct the flow or clog up any City sewer or appurtenance thereof. See Schedule “E”.
- 5.1.9 Where it is deemed expedient to prevent or reduce the flooding of basements or cellars connected to the municipal sewage system, the City will require the owner to install and operate a suitable backwater valve or other mechanical device for the cellar or basement. Where the installation of said valve is required, the time of connection to the City sewer system, the cost of installation shall be the responsibility of the owner.
- 5.1.10 No drain or private sewer shall be connected to the City sewer until the owner thereof shall have obtained approval from the City Official for sewer connection. All applications for connections must be filed at the City Hall and must be signed by the owner of the property to be drained. Such application must be accompanied by a plan showing in detail the contemplated connections, the exact location and elevation thereof, and specify fully the character of the work to be done, the sizes of all pipes and the location and type of all fittings.
- 5.1.11 It shall be a consideration of the granting of any applications for a sewer connection that the City or any of its employees shall not be liable for any damage whatsoever in nature caused either directly or indirectly by such sewer

connection and the owner shall be responsible for backfill, surface replacement, safety, etc.

- 5.1.12 The City may revoke or annul any approval that may have been granted to connect with the City sewers if it shall find that any of the work is not being done in accordance with the provisions of the approval, engineering standards, approved plans or this Bylaw, and the person or persons making such connections or their successors in interest, shall have no right to demand or claim any damages in consequence of such approvals being revoked or annulled.
- 5.1.13 Should the City be requested to clean any plugged sewer service line, the owner shall be liable for all costs incurred by the City in cleaning said plugged sewer on the person's premises.
- 5.1.14 The person occupying any premises connected to a street main by a sewer service line, shall be required to keep the said sewer service line in operational condition at all times, and shall be fully responsible for the operation of the said sewer service line.
- 5.1.15 If the owner fails, neglects or refuses to keep the sewer service in operational conditions the City may enter upon the land and building, erection or structure concerned and make such connection and charge the cost thereof against the land, building, erection or structure concerned in the same manner as taxes with the same priority as to lien and to payment thereof as in the case of ordinary municipal taxes. However, if the premises is occupied by a tenant or leasee and they cannot get the owner to act to maintain the sewer service in operational conditions the City will within 48 hours enter upon the land and building, erection or structure concerned and make such sewer service operational and charge the cost thereof against the land, building, erection or structure concerned in the same manner as taxes and with the same priority as to lien and to payment thereof as in the case of ordinary municipal taxes.
- 5.1.16 All plumbing and sewer work within the City shall be done in strict accordance with the City's Engineering Standards, Plumbing and Gas Codes and regulations and all other applicable municipal, provincial and federal laws and regulations.

## **6. STORM DRAINAGE**

- 6.1 Except as otherwise provided in this Bylaw, no person shall direct, allow or suffer any storm drainage to be placed in the wastewater collection system.
- 6.2 Where storm drainage on any land is directed into or connected to the wastewater collection system, the owner of that land shall forthwith, upon being so directed by the City, disconnect the storm drainage from the wastewater collection system and shall dispose of the storm drainage in a manner satisfactory to the City.
- 6.3 Notwithstanding Subsection 6.2, the City may approve connection or direction of storm drainage to the wastewater collection system, subject to such terms and conditions, as the City deems necessary.

## **7. PROHIBITED MATERIALS**

- 7.1 Except as otherwise provided in this Bylaw, no person shall release or discharge, or permit the releasing or discharge of any waste described in Schedule "A" into the wastewater collection system.
- 7.2 Except as otherwise provided in Subsections 7.3 and 7.4, no person shall cause or allow to be discharged into the wastewater collection system wastewater which:
  - 7.2.1 has a biochemical oxygen demand greater than 100 milligrams per litre;
  - 7.2.2 has a chemical oxygen demand greater than 2400 milligrams per litre;
  - 7.2.3 contains suspended solids in excess of 1200 milligrams per litre; or
  - 7.2.4 contains more than 450 milligrams per litre of oil and grease.
- 7.3 Subsection 7.2 does not apply to prevent the discharge of human excrement and urine.
- 7.4 Where the City is satisfied that wastewater which does not meet the requirements of Subsections 7.1 or 7.2 will not damage the wastewater collection system the City may, notwithstanding Subsections 7.1 or 7.2, by approval given in writing, allow such

wastewater to be deposited into the wastewater collection system upon such terms and conditions as the City may specify including, but not limited to, periodic testing of the wastewater and the payment of surcharges in accordance with requirements set by the City.

- 7.5 No person shall, for the sole purpose of meeting any concentration limits set out in this Bylaw, dilute any wastewater intended to be deposited in the wastewater collection system.
- 7.6 The City Official shall have the right at reasonable times to enter houses or other places which have been connected with City sewers, and facilities to ascertain whether or not any improper storm drainage connections or material or liquid is being discharged into the sewers, and the City Official shall have the authority to stop or prevent the discharging into the sewer system from any private sewer or drain through which substances are discharged which are liable to injure the sewers or obstruct the flow of sewage.
- 7.7 No waste or discharge resulting from any trade, industrial or manufacturing process, shall be directly discharged to any City sewer without such previous treatment as shall be prescribed by the City for each such case. The necessary treatment work so prescribed shall be completely installed by the owner at their expense, prior to the construction of the sewer connection and thereafter shall be continuously maintained and operated by the owner.

## **8. UNLAWFUL, UNAUTHORIZED AND ACCIDENTAL RELEASES**

- 8.1 Any person who releases or discharges, or causes or permits the release or discharge of any waste into the wastewater system or the storm drainage collection system in contravention of this Bylaw, shall immediately notify:
  - 8.1.1 the 9-1-1 emergency telephone number if there is any immediate danger to human health and/or safety; or
  - 8.1.2 if there is no immediate danger:
    - 8.1.2.1 the City's 24-hour emergency number,
    - 8.1.2.2 the owner of the premises where the release occurred, and
    - 8.1.2.3 any other person whom the person reporting knows or ought to know may be directly affected by the release.
- 8.2 The person reporting the release or discharge shall provide the following information:
  - 8.2.1 location where the release occurred,
  - 8.2.2 their name and a telephone number where they may be reached,
  - 8.2.3 time of the release,
  - 8.2.4 type of material released and any known associated hazards,
  - 8.2.5 volume of material released, and
  - 8.2.6 corrective action being taken, or anticipated to be taken, to control the release.
- 8.3 The water demand practices set forth in the current Water Demand Management Policy No. 082-OP-04 are hereby adopted, ratified and confirmed and constitute part of this bylaw and in addition to the other authority in this bylaw, the City Official may declare a state of water shortage. Without limiting the generality of the foregoing, the restrictions may include the prohibition or restriction of water use or supply for certain purposes (including outside water use) at certain times or at certain properties.
- 8.4 If the City Official declares a state of water shortage, he or she may, in addition to other measures authorized in this bylaw, publish a notice setting out restrictions respecting the use and supply of water within the boundaries of the City. These restrictions may be published through any one of the following:
  - 8.4.1 notification in invoices provided for utility services;
  - 8.4.2 advertisement in a newspaper of general circulation in the City; or
  - 8.4.3 delivery of or mail (by regular post) to the parcels of land affected by the restrictions;

8.4.4 Advertisement by local radio/TV stations;

8.4.5 City of Cold Lake Website

8.5 After notification of the restrictions as outlined above, an occupant of property serviced by the City's water system shall not breach the restrictions set out in the notification.

8.6 In after notification of the restrictions as outlined above, an occupant of property serviced by the City's water supply system breaches the restrictions set out in the notification, the City Official may have bylaw enforcement issue a fine as per Schedule E.

## **9. CITY OFFICIALS AND APPROVALS**

9.1 The City Official is hereby deemed to be the person responsible for administering approvals, permits and letters of permission as used in this Bylaw and responsible for all other administration and enforcement of this Bylaw.

9.2 The City Official, acting as the City for approvals under this Bylaw may establish standards, guidelines and specifications for the design, construction and maintenance of the water and sewer system.

9.3 For all purposes of administering or enforcing the provisions of authority of this Bylaw, the City Official may delegate his powers to one or more employees of the City, and the said employees shall be deemed to be authorized agents of the City.

## **10. WATER RATES**

10.1 All new water accounts must be metered effective April 27, 2004.

10.1.1 Upon passing of this Bylaw all new residential water accounts will only be established in the name of the legally registered owners(s) of the property. Current tenant accounts will be maintained until the tenant vacates the property, at which time the account will revert to the legally registered property owner.

10.1.2 All non-residential accounts may be established by the occupant.

10.2 The water rates to be charged by and that shall be payable to the City under the terms of this Bylaw for water supplied to or made available for use by an owner or may be occupant if non-residential shall be those set forth in Schedule "B" to this Bylaw.

10.3 Where water is supplied by the City through a meter to an owner or may be occupant if non-residential, the owner or may be occupant if non-residential shall pay the City a monthly charge of the aggregate of:

10.3.1 the monthly flat rate; and

10.3.2 the value of the volume of water shown by the meter as supplied for the applicable month at the rate specified;

Both the monthly flat rate and the value of the volume of water are as set out in Table 1 of Schedule "B" of this Bylaw.

10.4 Where water is supplied to an owner or may be occupant if non-residential in a dwelling through a single service connection on which no meter is used for billing purposes, the owner or may be occupant if non-residential shall pay for the water at a monthly charge of the minimum monthly rate set out in Table 2 of Schedule "B" multiplied by the number of families in the residence.

10.4.1 where an owner or an occupant who is presently on a flat rate makes a choice to pay the metered rate, they shall pay a meter installation fee in accordance with Table 3 of Schedule "B", unless an appropriate meter and outside reading device compatible with the City's meter system are already present in the residence.

- 10.4.2 The owner will provide a suitable location for installation of a meter in accordance with the provisions of Section 15.
- 10.5 Notwithstanding Subsections 10.2, 10.3 & 10.4 where a dwelling or multi-business, commercial or industrial parcel is serviced by only one service, the owner of the property shall be required to establish and pay for the utility account.
- 10.6 All owners of apartments, commercial or industrial buildings with more than one tenant, multi-family residents greater than two families and acreage (greater than .5 acres) properties, shall be required to pay the rates established in Subsection 10.2 and the meter installation fee in accordance with Table 3 of Schedule “B”.
- 10.7 Notwithstanding Subsections 10.4 and 10.5, the City may approve or require a dwelling to pay the rates established in Subsection 10.3 if installation of a meter is not possible for whatever reason on existing unmetered residences.
- 10.8 Anyone who wishes to obtain water from the public standpipes at various locations shall apply to the City for permission and shall pay for that water the amount as set out in Table 4 of Schedule “B”. Anyone who obtains water without permission shall be subject to penalties as set out in Schedule “E” plus cost of repairs or replacement for any damages.
- 10.9 Construction water charges will be in accordance with the rates as shown in Table 5 of Schedule “B”, payable at the time of application for construction water.
- 10.10 No reduction in rates will be made in the monthly charge for water supplied to or made available for use by any consumer because of any interruption due to any cause whatsoever of the water supply.
- 10.11 Where an owner has requested an account be disconnected with the intent of reconnecting after an extended absence. The City may decide for maintenance reasons, not to do an actual shut off of the service and only suspend the account for the specified period. In these cases, the consumer will be required to pay for any water and sewer used during the absence in accordance with the metered rates established in this Bylaw.

## **11. SEWER RATES**

- 11.1 The owner or occupier of premises connected to the wastewater collection system shall pay to the City a monthly sewer service charge to be calculated as follows in accordance with Schedule “C”:
- 11.1.1 in the case of residential consumers paying a metered rate in accordance with Section 10, Subsection 10.2, a rate as set out in Table 1 of Schedule “C”.
- 11.1.2 in the case of consumers paying a residential flat rate in accordance with Section 10, Subsection 10.3, a minimum monthly rate as set out in Table 2 of Schedule “C”.
- 11.1.3 in the case of all other consumers paying a metered rate in accordance with Section 10, Subsection 10.2, a rate as set out in Table 3 of Schedule “C”.
- 11.1.4 in the case of property served with water from any sources other than the City water supply, a rate as set out in Table 4 of Schedule “C”.

## **12. RATE ADJUSTMENTS**

- 12.1 Should the information upon which any water or sewer utility charge proves to be in error, the City may estimate water and sewer utility charges for the affected period and make appropriate billing adjustments.

## **13. SEPTAGE AND HAULED WASTEWATER**

- 13.1 No person shall discharge septage into the wastewater collections system without first obtaining permission from the City.
- 13.2 No person shall discharge hauled wastewater into the wastewater collection system without first obtaining permission from the City.

- 13.3 Notwithstanding, Subsections 13.1 & 13.2, discharge of septic from recreational vehicles at approved dumping stations shall not require permission to discharge.

#### **14. PAYMENTS**

- 14.1 In default of payment of the rates set out in Schedules “B” and “C” to this Bylaw or any amount due and payable to the City for anything done, or any amounts payable, pursuant to this Bylaw, the City may enforce collection of such rates or payment by all or any of the following methods, namely:
- 14.1.1 shutting off the water being supplied to the consumer; and/or  
14.1.2 by action in any court of competent jurisdiction; and/or
- 14.2 Where the owner or purchaser under agreement for sale, all sums payable pursuant to this Bylaw, including the rates set out in all schedules to this Bylaw, are a debt due and owing to the City and shall constitute a preferential lien and charge on the premises and may be levied and collected in a like manner as municipal rates and taxes are recoverable.
- 14.3 Utility accounts more than 90 days in arrears may be transferred to taxes in accordance with the *Municipal Government Act*.

#### **15. WATER METERS**

- 15.1 Meters will not be installed by the City without a Plumbing/Gas Permits issued by the City.
- 15.2 All owners of property supplied with a water service connection shall be responsible for payment of an installation fee for a water meter as set out in Schedule “B” of this Bylaw.
- 15.3 Ownership of all water meters shall be vested in the City notwithstanding any deposit or installation fee paid.
- 15.4 All water meters shall be supplied and installed by the City in accordance with the provisions of this Bylaw.
- 15.5 If, in the opinion of the City, it is impractical to install a water meter where a water meter would otherwise be required according to this Bylaw, the City shall determine the rate to pay for the water and sewer.
- 15.6 For the purpose of conducting water use surveys or sampling, leakage, flow and pressure tests or reading water meters or installing, inspecting, repairing, replacing and removing water meters, cross connection control devices and related equipment upon any water service connection within or without any buildings as may be required, employees of the City, employed for that purpose, shall have free access at proper hours of the day and upon reasonable notice given and request made, or, in the case of the authority provided for in the *Municipal Government Act* given in respect of a special case, without notice, to all parts of every building or other premises in which water is delivered.
- 15.7 The City may charge for and receive from the owner the cost for installing, altering, repairing, relocating or removing a water meter. Any such charges may be collected in the same manner as water rates.
- 15.8 For all water service connections of any size to buildings, with or without basements, whether a water meter will be installed or not, it is the owner’s responsibility to provide a suitable site for a water meter in a horizontal setting near the point of entry of the water service connection inside the building. The City shall not be required to provide water service if the owner fails to make available a site acceptable to the City.
- 15.9 Owners may obtain permission from the City to install other metering, piping or valving subject to prior approval of the City and subject to the installation conforming to any requirements established by the City.



- 15.10 No consumer shall relocate, alter or change any existing water meter facilities without written approval of the City and may be subject to penalty as outlined in Schedule “E” and any cost for repairs or replacement due to damages.
- 15.11 The City shall determine the size and type and number of water meters to be supplied and installed by the City.
- 15.12 An owner with approval of the City in writing may install at his own risk and expense additional water meters to register subdivision of the main incoming supply. Such meters shall be considered private meters, installed on the downstream side of the water meter supplied by the City. The owner or established occupant if non-residential shall be responsible for maintenance and readings of the amount of water passing through such meters. The City will not recognize these meters for billing purposes and no accounts will be rendered in connection therewith.
- 15.13 A consumer shall notify the City immediately whenever a water meter is not operating or if any part of it becomes damaged or broken.
- 15.14 If a water meter is removed, stolen or damaged, the owner of the premises shall pay the cost of replacing the meter including installation. If not paid, the cost may be added to the taxes on the property and collected in the same manner as property taxes; as per the *Municipal Government Act*.
- 15.15 No person shall interfere or tamper with the operation of any water meter or remote reading device and may be subject to penalty as outlined in Schedule “E” and any cost for repairs and replacement due to damages.
- 15.16 Water meters may be removed by the City for maintenance and testing on a periodic basis. The City may require that a meter be tested on site.
- 15.17 An owner or may be occupant if non-residential may request the City to test a water meter located on the owner’s or may be occupant’s if non-residential premises upon payment of the fee specified in Schedule “D”. If the water meter is found to be measuring incorrectly or not within 2% of accuracy, the fee specified in this section shall be refunded to the owner. Should the meter be found to over read by more than 2%, the water and sewer charge for the preceding two months will be adjusted by the same percentage as the meter was found to over read.

## **16. AUTHORITY**

- 16.1 Council shall approve all rates, charges and fees that the City may charge for supply of water and sewer used by consumers as outlined in the Schedules to this Bylaw.
- 16.2 Council may by resolution amend all schedules to this Bylaw.

## **17. PENALTIES ON ACCOUNTS**

- 17.1 For all utility accounts rendered after the coming into force of this Bylaw, where the City has rendered an account for the supply of a public utility on the use of same by any person or premises connected therewith pursuant to the provisions of this Bylaw and such account has not been paid by or on behalf of the party responsible for the payment therefor, by the due date for the billing period, then without limiting any other remedy available to the City, there shall be added to such account a late payment penalty of 3.5% thereon.
- 17.2 The property owner shall be assessed a penalty on the outstanding balance on all utility accounts not paid by the due date and subject to same collection procedures as stated in this bylaw.

## **18. DEPOSITS**

- 18.1 Notwithstanding any other provisions in any other Bylaw of the City for payment of security deposits, a deposit as specified in Schedule “D” shall accompany all applications for utility service or hereinafter provided.

- 18.2 For all new accounts with the City, the following deposits shall be paid in accordance with Schedule “D” prior to receiving the utility service requested.
- 18.2.1 Residential Owner - A deposit for the establishment of a residential account where a customer has not previously established a satisfactory credit rating with the City for a consecutive period of 12 months at a rate set out in Table 1 of Schedule “D”;
- 18.2.2 Non-residential owner - A deposit shall be required from all non-residential accounts where a customer has not previously established a satisfactory credit rating with the City for a consecutive period of 24 months at the rates established for the type of business, based on estimated consumption by comparing to other similar businesses in the City, as outlined in Table 3 of Schedule “D”.
- 18.2.3 Key Lock Accounts whereby the customer requires a key for the key lock station will require a deposit to cover the cost of key replacement, re-keying of the key lock, and time required to change out and/or replace the cylinder if the key is not returned as per Schedule “D”.
- 18.3 For all existing accounts where a deposit has presently been paid, these deposits will remain until refunded in accordance with this Bylaw, a new account is established for the residence or building or the account has been discontinued for non-payment of the account in accordance with Section 14 of this Bylaw.
- 18.4 A deposit is non-transferable from one customer to another except on written authority of the original depositor and upon full payment of the original depositor’s account.
- 18.5 Deposits may be refunded on individual accounts upon termination of service or after a residential customer has established a satisfactory payment record on all accounts over a consecutive period of 12 months and after 24 months for non-residential accounts. Deposits of customers with unsatisfactory payment records will be refunded when service is terminated, when upon termination all charges due to the City including penalties have been paid. Deposits will be applied to charges due to the City including penalties upon termination and the excess portion will be returned to the depositor.

**19. INTEREST ON UTILITY ACCOUNTS**

- 19.1 Interest on deposits will be credited to the customer’s account annually rate paid by the City’s banking institution on December 31 of that year.
- 19.2 Interest on deposits shall commence upon passage of this Bylaw.

**20. SERVICE FEES**

- 20.1 Services Fees for disconnection, reconnection, reconnection after cut-off for non-payment or non-compliance with water shortage restrictions, damaged meters, thawing charges and sewer blockage repairs shall be in accordance with Schedule “D”.
- 20.2 Notwithstanding Subsection 20.1 there shall be no service fee for the first thawing of a frozen water line, the fee established in Schedule "D" for thawing will be charged on second and subsequent occasions.

**21. PENALTY SECTION**

- 21.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon conviction in a court of competent jurisdiction to maximum fine of not more than \$10,000.00 or in the event of non-payment of the fine is liable to imprisonment for a term not exceeding 1 year.
- 21.2 The levying and payment of any fine or the imprisonment for any period provided for in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs for which such person is liable under the provisions of this Bylaw.

- 21.3 Where a Peace Officer or an R.C.M.P. Officer or other person appointed by the City for enforcing this Bylaw of the City believes that a person has contravened any provision of this Bylaw, he or she may commence proceedings by issuing a summons by means of a violation ticket in accordance with Provincial Legislation.
- 21.4 The specified penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in Schedule “E” of this Bylaw in respect of that provision.
- 21.5 Notwithstanding Subsection 21.4:
- 21.5.1 where a person contravenes the same provision of this Bylaw twice, the specified penalty shall be double the amount shown in Schedule “E” of this Bylaw in respect of that provision, and
- 21.5.2 where a person contravenes the same provision of this Bylaw three (3) or more times, the specified penalty shall be triple the amount shown in Schedule “E” of this Bylaw in respect of that provision.

## **22. SCHEDULES**

- (1) Schedules “A”, “B”, “C”, “D” and “E” attached hereto shall form part of this Bylaw and may be amended by resolution of Council.

## **23. COMING INTO FORCE**

- (1) Bylaws of the former City of Cold Lake and Grand Centre specifically:

069-UT-99 and all amendments are hereby repealed.

- (2) This Bylaw comes into force upon third and final reading.

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 24<sup>th</sup> day of April, A.D. 2012, on motion by Councillor Buckle.

**CARRIED**

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 12<sup>th</sup> day of June, A.D. 2012, on motion by Councillor Vining.

**CARRIED**

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 12<sup>th</sup> day of June, A.D. 2012, on motion by Councillor Lay.

**CARRIED**

**CITY OF COLD LAKE**

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICE**

**SCHEDULE “A”**  
**WATER & SEWER BYLAW**

**SECTION 7**

The following shall not be discharged into the wastewater collection system:

1. waste which causes or will cause an adverse effect;
2. any flammable liquid or explosive material;
3. a solvent or petroleum derivative including, but not limited to, gasoline, naptha or fuel oil;
4. any matter other than domestic wastewater, which by itself or in combination with another substance is capable of creating odors related to, but not limited to, hydrogen sulphide, carbon disulphide, or other reduced sulphur compounds, aminos or ammonia outside or in and around the wastewater collection system;
5. any pesticides or herbicides;
6. wastewater containing materials which by themselves or in combination with other materials become highly coloured and pass through the wastewater collection system discolouring the effluent;
7. solids or viscous substances in quantities or of such size as to be capable to causing obstruction to the flow in the sewer including, but not limited to, ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood unground garbage, animal guts or tissues, paunch manure and whole blood;
8. radioactive materials in excess of concentrations greater than that specified under the Atomic Energy Control Act and the Atomic Energy Control Regulations or amended versions thereof;
9. wastewater having a temperature in excess of seventy-five (75) degrees Celsius;
10. grit removed from commercial or industrial premises including, but not limited to, grit removed from car washing establishments, automobile garages, and restaurant sumps or from interceptors;
11. any corrosive or toxic wastewater or other wastes which could adversely affect the wastewater collection system;
12. wastes which will interfere with the disposal of bio solids resulting from municipal wastewater treatment;
13. biological wastes;
14. storm water drainage or sub-surface drainage except:
  - 14.1 sub-surface or foundation drainage connected to the wastewater collection system that was previously approved by the City of Cold Lake;
  - 14.2 storm water drainage or sub-surface drainage unless authorized by the City pursuant to Section of this Bylaw.
15. Hazardous waste or hazardous materials.

**SCHEDULE “B”**  
**WATER & SEWER BYLAW**

**WATER SECTION 10**

**TABLE 1 - Residential & Non-Residential Metered Water Rate**

Metered water rate for water supplied to individually metered dwelling units.

Minimum Billing Charge	\$13.74/month
Usage	\$9.56/1000 gallons

**TABLE 2 - Residential & Non-Residential Flat Rate**

Minimum Monthly Rate	\$70.91/month
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**TABLE 3 - Meter Installation Fees**

Service Charge	\$52.00
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**TABLE 4 - Water Rates for Public Standpipes**

Usage Charge	\$13.74/1000 gallons
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**TABLE 5 - Construction Water Rates**

Where it is proposed to use water from the water system for constructing, altering or repairing a building, the applicant for construction water shall pay to the City the sum of four (\$.045) per square foot of floor area.

*Amended January 8, 2013 - Bylaw 459-UT-12*  
*Amended January 28, 2014 - Bylaw 503-UT-12*  
*Amended January 27, 2015 - Bylaw 549-UT-15*  
*Amended February 2, 2016 - Bylaw 570-UT-16*  
*Amended February 14, 2017- Bylaw 601-UT-17*  
*Amended January 22, 2019 - Bylaw 636-UT-19*

SCHEDULE “C”  
WATER & SEWER BYLAW

SEWER RATES SECTION 11

**TABLE 1 - Residential & Non-Residential Metered Water Rate**

For metered rate customers being served with water from the City: sixty percent (70%) of the water bill.

**TABLE 2 - Residential & Non-Residential Flat Rate**

Minimum Monthly Rate \$49.64/month

**TABLE 3 - All Other Metered Rates**

For all other consumers on metered rate being served with water from the City: sixty percent (70%) of the water bill.

**TABLE 4 - Rates Where Water Supplied From another Source**

Minimum Monthly Rate \$37.43/month

*Amended January 8, 2013 - Bylaw 459-UT-12  
Amended January 28, 2014 - Bylaw 503-UT-12  
Amended January 27, 2015 - Bylaw 549-UT-15  
Amended February 2, 2016 - Bylaw 570-UT-16  
Amended February 14, 2017- Bylaw 601-UT-17  
Amended January 23, 2018 – Bylaw 619-UT-18  
Amended January 22, 2019 - Bylaw 636-UT-19*

**SCHEDULE "D"**  
**WATER & SEWER BYLAW**

**OTHER SERVICE FEES SECTIONS (15) (18) (20)**

Water Meter Test Fee Section 15

Up to 25mm pipe	\$50.00 per meter
26mm to 50mm pipe	\$100.00 per meter
51mm and over pipe	\$150.00 per meter

Refundable if the meter should be found to be measuring incorrectly by more than 2%.

**Service Fees**

Damaged Meters	Full Cost to Repair or Replace Meter
Disconnect Fee	\$10.00
Reconnect Fee	\$10.00
Reconnection Fee After Cut Off	\$50.00
Thawing Charges	Hourly Rate Approved for a Minimum of one (I) Hour
Sewer Connections and Blockage	Hourly Rate Approved for a Minimum of one (I) Hour

**DEPOSITS**

**Table 1- Residential Owner**

One-Time Fee	\$50.00
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**Table 2 - All Other Customers**

a) Non-Residential Owner One-time Fee	\$50.00
b) Non-Residential Renter where estimated* consumption is less than 10,000 gallons per month One-time Fee	\$150.00
c) Non-Residential Renter where estimated* consumption is greater than 10,000 gallons per month but less than 20,000 gallons per month One-time Fee	\$300.00
d) Non-Residential Renter where estimated* consumption is greater than 20,000 gallons per month One-time Fee	\$500.00
e) Keylock Deposit	\$150.00

\* based on estimated consumption by comparing to other similar businesses in the Town

**SCHEDULE "E"**  
**WATER & SEWER BYLAW**

**PENALTIES SECTION (21)**

Violations listed in Schedule "E" are subject to the following specified penalties:

	<u><b>Penalty</b></u>
Section 20.1 non-compliance with water shortage restrictions	\$150.00
Section 10.8 obtain water from public stand pipe or fire hydrants without permission	\$250.00
Section 15.10 relocate, change, alter metering facilities without approval	\$250.00
Section 15.15 interfere or tamper with water meter or remote reading device	\$150.00
All Other Sections	offenses not listed above are subject upon conviction in a court of competent jurisdiction to a maximum fine of not more than \$10,000.00 or in the event of nonpayment of the fine, imprisonment for a period of not exceeding on year.





## STAFF REPORT

**Title:** 2020 Operating Budget

**Meeting Date:** March 24, 2020

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### **Executive Summary:**

The City of Cold Lake annually prepares an Operating Budget and details of funding sources and expenditures to deliver municipal services consistent with service levels as approved by Council. Council on December 23, 2019 passed an interim budget of \$12M for the first quarter of 2020. Attached is the proposed 2020 Operating budget for Council's consideration. Administration is confident that we have captured all the items discussed during the Council budget deliberations and the directions given by Council. The 2020 Operational Budget is estimated at \$53,528,632 of which approximately 30% (16 Million) is funded by taxation revenue from the Cold Lake Air Weapons Range (ID349). The City as of today's date has not been notified of the amount that will be allocated to Cold Lake from the ID349 tax revenue, nor have we received the 2019 revenue. The City will be transferring \$9,245,000 to Capital of which \$8M is from the ID349 taxation revenue. The City will be putting many projects on hold until we are notified from Municipal Affairs of the amount of revenue the City will receive from the taxation revenue from the ID349.

### **Background:**

The 2020 budget was presented to Council with service level documents consisting of programs and services being delivered by the City of Cold Lake. The budget deliberations this year included Council sessions reviewing changes to the budget and services as compared to 2019 and discussion around revenue sources.

The 2020 Budget is virtually a status quo budget with no increase to staff or service levels. The budget includes a \$1.2M allowance for uncollectible taxes due to the Payment in Lieu of Taxes (PILT) dispute with the Government of Canada, and a total transfer to the Capital Budget of \$9,245,000 to assist in replacing and providing new infrastructure that will help the City build a more sustainable community. \$36,901,554 will be generated from tax revenue of which \$16M is from CLAWR taxation revenue which we currently do not have confirmation for. The balance comes from taxation revenue from the City of Cold Lake. Other funding to balance the budget comes from grants, donations and user fees. The budget includes a transfer to capital of which 8M comes from the taxation revenue from the ID349. Many capital projects will be put on hold until the funding is solidified. \$20,873,554 from City of Cold Lake taxation revenue



with the balance being funded from grants and user fees. The City is unsure of the outcome of Intermunicipal Collaboration Frameworks (ICF's) however Council may consider amendments to the budget once this is known. The City has included 1.5M from the MD as per the IMCP. The proposed budget includes a forecasted 1.11% average increase in Municipal taxes subject to final assessments and further consideration by council prior to setting the 2020 tax rate. Tax rates will be set in May 2020.

**Highlights of the 2020 Operating Budget Include:**

- \$8,028,000 of ID349 taxation revenue is included in the 2020 operational budget with the balance of approximately \$8M being transferred for Capital Projects
- Continued 1.245M investment in infrastructure through transfer from operations
- Continuation of most of the Current Levels of Service
- Funding of the New Family/Children's Services Program to replace Parent Link
- \$90,000 was allocated for the implementation of a Crime reduction strategy as well as an additional RCMP member.
- Council funded the 2020 Airshow and street festival in the event it is not cancelled
- No increase to utilities
- Approximate 5% increase to Recreation fees
- Closure of the North Arena
- Council gave direction not to fund amortization expense of \$9.1 million but chose instead to continue making investment in replacing and providing new infrastructure

Based on the current assessment and tax structure, 1% increase in revenues generates approximately \$205,000. By approving this budget Council has committed to a 1.11% tax increase in 2020, however taxes levied are proportionate to the assessment of the property. Some municipal property taxes may increase and some may decrease at a different rate depending on the increase or decrease in the assessed value in proportion to other properties in the City.

As per section 242 of the MGA and interim budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

**Alternatives:**

Council may consider the following options:

1. Council may adopt the 2020 Operating Budget totaling \$53,528,632.
2. Council may pass an interim Budget



**Recommended Action:**

Administration recommends Council adopt the 2020 Operating Budget as presented totaling \$53,528,632.

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

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



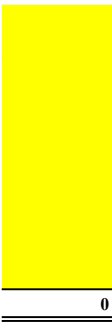
2020 DRAFT OPERATING BUDGET	2020 Revenue	2020 Expense	Funded from Taxes
<b>CORPORATE SERVICES</b>			
Municipal Levy ( ID 349 - \$16m, City \$21m)	36,901,554	-	36,901,554
General Administration	3,302,460	2,266,579	1,035,881
Human Resources		923,460	923,460
Information Systems		1,709,739	1,709,739
Finance	75,500	899,260	823,760
Legislative	500	460,560	460,060
Corporate Communications		574,600	574,600
Contingency		330,000	330,000
Allowances & Reserves		1,200,000	1,200,000
Transfer to Capital		9,245,000	9,245,000
<b>INFRASTRUCTURE SERVICES</b>			
Public Works	10,350	6,671,814	6,661,464
Airport	105,000	204,000	99,000
Storm Sewers	-	346,288	346,288
Water Supply and Distribution	3,687,800	3,053,093	634,707
Waste Water Collection	2,213,000	2,618,680	405,680
Solid Waste Management	1,884,858	1,817,820	67,038
Recycling	729,173	567,500	161,673
Public Transportation	20,000	928,030	908,030
<b>COMMUNITY SERVICES</b>			
Police Services	746,161	3,048,090	2,301,929
Fire Services	216,870	1,537,265	1,320,395
Disaster Services	60,000	80,050	20,050
Animal Control/Bylaw Enforcement	108,600	1,060,040	951,440
FCSS	733,968	1,468,926	734,958
Seniors	6,000	69,000	63,000
Cemetary	5,000	36,920	31,920
Special Transportation	8,500	127,700	119,200
Recreation Programs and Grants	417,500	1,442,400	1,024,900
Arenas	487,569	3,163,702	2,676,133
Energy Centre	556,000	3,042,297	2,486,297
Parks, Sportsfields and Open Spaces	38,500	1,642,726	1,604,226
Cold Lake Marina	290,921	383,167	92,246
Golf & Winter Club	500,000	927,960	427,960
Library	-	513,899	513,899
Museum	-	168,602	168,602
Land, Housing and Building Rentals	55,714	7,115	48,599
Daycare Playschool	18,734	31,400	12,666
<b>PLANNING &amp; DEVELOPMENT</b>			
Planning	310,000	771,850	461,850
Economic Development	38,400	189,100	150,700
<b>Totals</b>	<b>53,528,632</b>	<b>53,528,632</b>	<b>-</b>



2020 OPERATING BUDGET (DRAFT)

Revenue		Included				Description
1	Growth					
2	ID349	8,028,000				Operating portion of ID 349 taxation revenue
3	ID349 Capital	8,000,000				Capital portion of ID 349 taxation revenue
4	Intermunicipal Cooperation Program (MD)	479,319				Intermunicipal Cooperation Program (Md of Bonnyville)
5	MSI Operating	113,414				
Notable Impacts to Expenditures						Description
5	Wages	466,500				CBA
6	Debenture Payment Deferred in 2019	325,000				
7	Operating expenses funded by surplus in 2019	555,381				
8	Combination increased revenue & reduced expense -	346,954				
9	Airshow	125,000				Funded from \$300,000 Contingency
10	Transfer to Capital ID349	- 8,000,000				
11						
2020 Projected Tax Increase		1,124,927	5.47%			
Changes to Budget		Included		Not Included		
1	Amortization		0.00%	9,106,923	44.30%	Fund Depreciation of Tangible Capital Assets
2	Full Throttle Festival	30,000	0.15%	30,000	0.15%	
3	Fireworks Enhancements		0.00%	10,000	0.05%	
4	Recycling Fees		0.00%	94,000	0.46%	Reduce \$1.50; -94,000 in reduced revenue
5	RCMP Officer	85,000	0.41%	170,000	0.83%	1 additional officer as per RCMP 5 year operational plan-hold
6	Crime Prevention Initiative	90,000	0.44%	90,000	0.44%	
7	RCMP Retroactive pay settlement		0.00%	0	0.00%	Waiting on announcement from the Gov't of Canada
8	Road Patching for Utility Repairs		0.00%	50,000	0.24%	Increase Program Budget (\$175,000 to \$225,000)-hold
9	Energy Centre Summer Ice		0.00%	80,000	0.39%	\$120,000 expenses (wages plus \$20k UT/4 mos) and \$40,000 revenue-hold
10	MCCAC Municipal Program Manager		0.00%	44,000	0.21%	Cold Lake's share of municipal contribution to provincial grant (\$22,000 for 2 years)
11	Municipal Census		0.00%	30,000	0.15%	
12	Age Friendly Society (Cold Lake Men's Shed)		0.00%	25,000	0.12%	Towards facility rental for first year-referred to Grant Committee
13			0.00%		0.00%	
14	Northern Lights Library System Increase	1,156	0.01%	1,156	0.01%	1.5% Increase - \$77,049 to \$78,205
15	Library Increase		0.00%	9,959	0.05%	\$28.31 per capita 15,736; includes \$3,000 for free Memberships
16	Museum Society - Operating Grant		0.00%	4,185	0.02%	3% Increase - \$139,502 to \$143,687
17	Museum Society - Capital Grant		0.00%	50,000	0.24%	Refer to Grant Committee
18	Parent Link		0.00%	-75,000	-0.36%	Top up services funded \$100,000/year included- @ 75% (Apr-Dec)
19	Parent Link funding for one month approved	25,000	0.12%	25,000	0.12%	April
20	New Family/Children's Services Program	187,500	0.91%	187,500	0.91%	3/4 of 1 year of services
21	Increase Contingency		0.00%	125,000	0.61%	Top up contingency to \$300,000
22	MD IMCP	-1,118,410	-5.44%	-1,118,410	-5.44%	
23	Power Cot and Power Load Installation (1)	62,643	0.30%	62,643	0.30%	Equip two ambulances - Restricted Surplus matching funds
24	Growth	-100,000	-0.49%	-100,000	-0.49%	Estimated growth based on supplementary
25	Recreation fees	-37,500	-0.18%	-75,000	-0.36%	about 5% increase on fees for half a year
26	North Arena	-150,000	-0.73%	-150,000	-0.73%	Closed after April 1
27	Golf Course and Curling Rink		0.00%	-200,000	-0.97%	Closed after golf season ends subject to the resolution of various disputes
28	Transfer to Capital (ID349 reduction)		0.00%	536,062	2.61%	
29	Additional BRAIP Approved	18,000	0.09%	18,000	0.09%	
30	Fire Training Grant ending		0.00%		0.00%	as per provincial 2020 Budget
31	Reduction of Grants in Place of Taxes	10,153	0.05%	13,537	0.07%	\$13,537 based on 2019 taxes levied - 25% reduction in 2019 & 50% in 2020
32	Sponsorship Requests	0	0.00%	32,224	0.16%	see attached
33	Court Fines surcharge from Province increase		0.00%		0.00%	increased from 15 to 20%
34			0.00%		0.00%	
35			0.00%		0.00%	
			0.00%		0.00%	
Proposed Tax Rate Increase		228,468	1.11%	9,076,779	44.16%	

To be restricted from 2019 Surplus



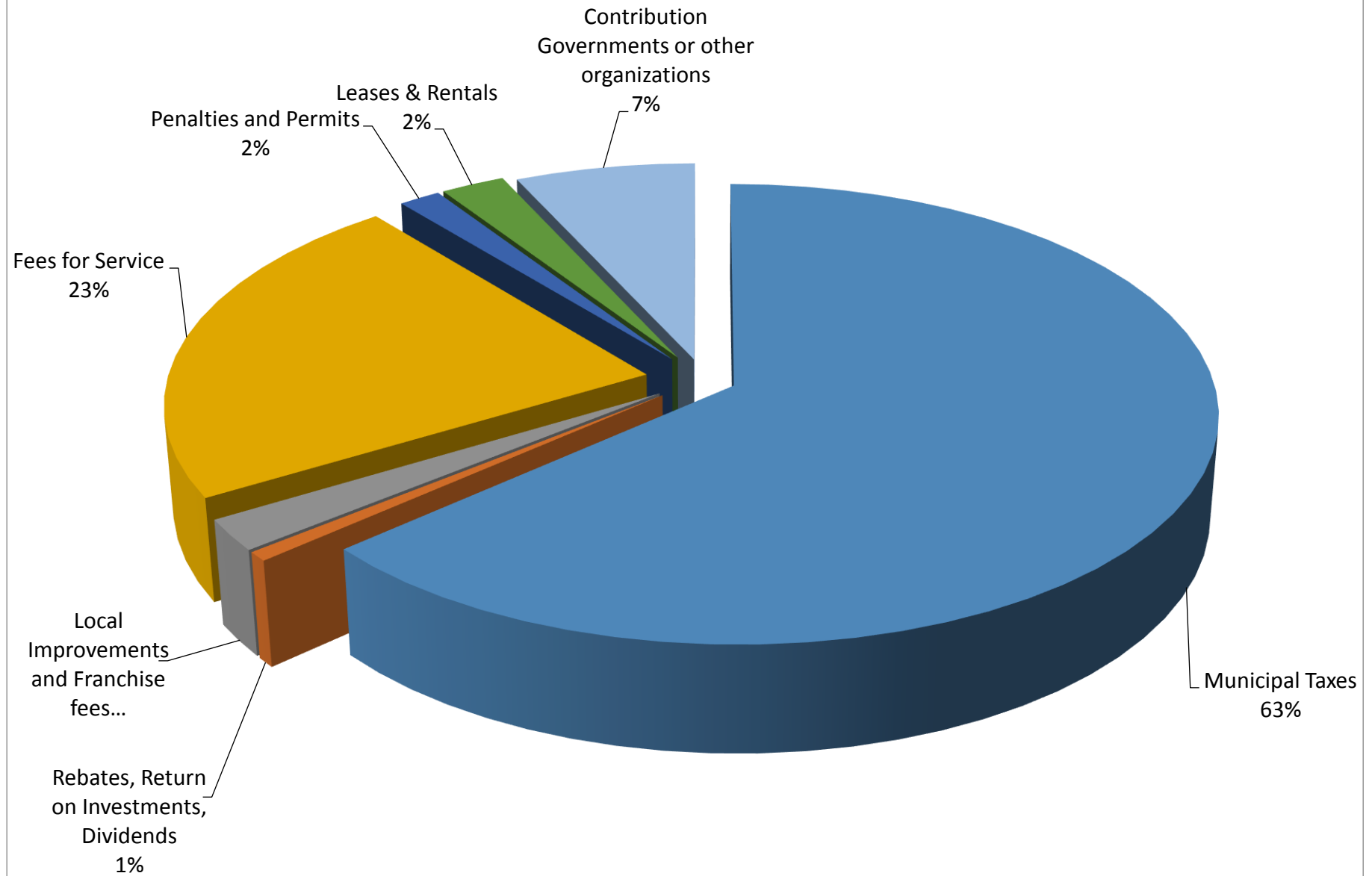
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Restricted surplus - prior years

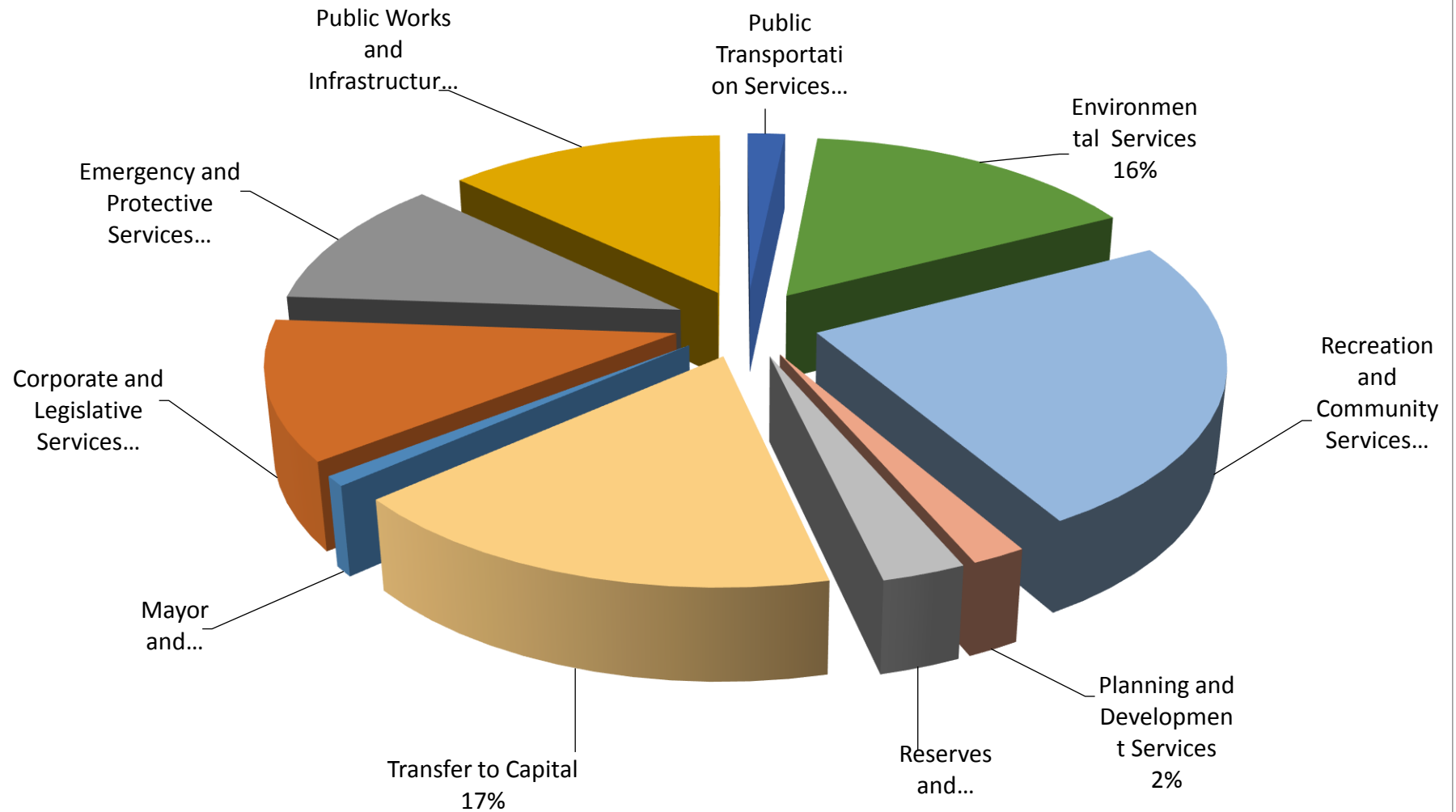


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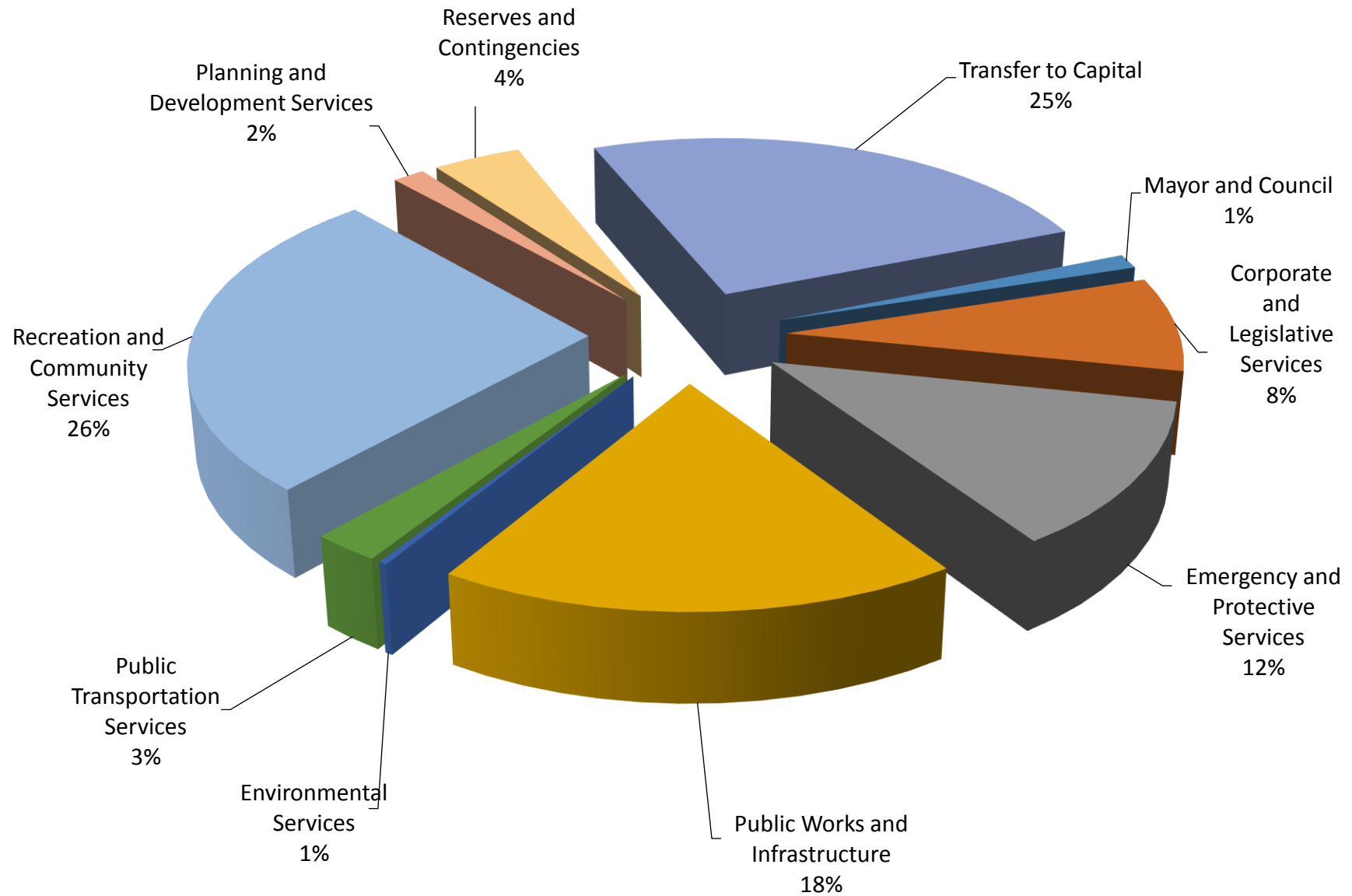
# 2020 Estimated Revenue Sources



## 2020 Estimated Operating Expenses

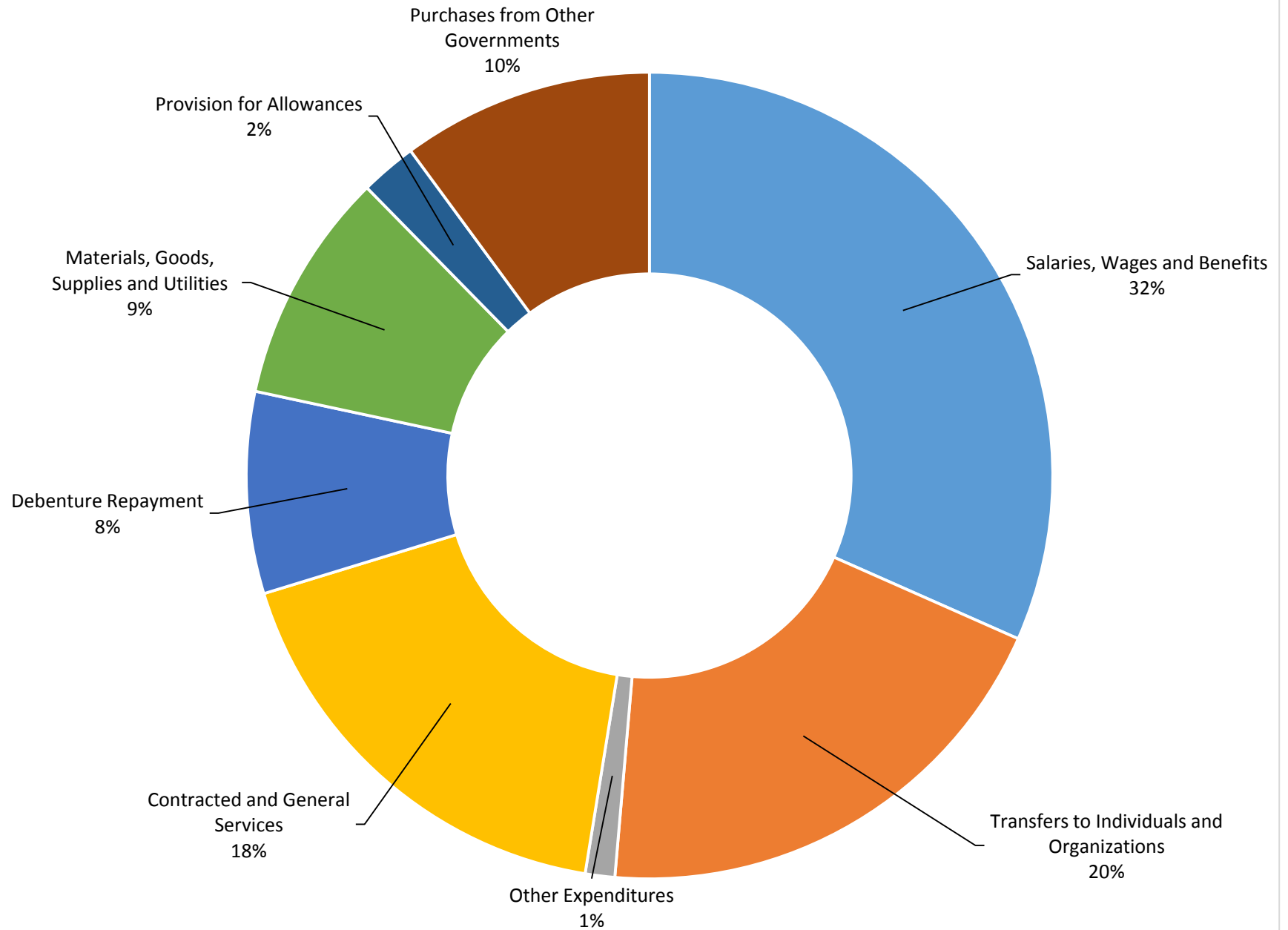


## 2020 Estimated Net Operating Expenses Funded By Taxes





## 2020 Estimated Operating Expenses





## STAFF REPORT

**Title:** 2020 Capital Budget Amendment

**Meeting Date:** March 24, 2020

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### **Executive Summary:**

On December 23, 2019 adopted a Capital Budget for \$2,985,390. Administration has updated the Capital Budget funding items as per Council's priority mostly from grants. Administration is recommending to keep the capital budget at a minimum due to the uncertainty of the funding source ID349 and issues of cash flow compounded by the Covid19 emergency. The capital budget being presented for Council's consideration will amend the 2020 Capital Budget by \$5,770,000 for a total of \$8,755,390.

### **Background:**

Council at the Strategic Initiatives meeting on March 12, 2020 discussed priorities of Council. The Capital Budget is attached totaling \$8,755,390 of which \$2,985,390 was approved on December 23, 2020. These items are highlighted in yellow. The City has to date not been notified of the taxation revenue it will receive from the ID349. Virtually all projects that cannot be funded from grants have been put on hold until such time the City is notified of the ID349 tax revenue allocation.

The amendment to the Capital budget totals \$5,770,000 which includes:

Fleet and Equipment replacement	\$1,315,000	\$1,315,000
Environmental Infrastructure	\$1,650,000	\$1,650,000
Roadway Infrastructure	\$ 930,000	\$3,171,640
Facility Infrastructure	\$1,385,000	\$2,048,750
IST Infrastructure	\$ 360,000	\$ 440,000
Recreational Infrastructure	\$ 130,000	\$ 130,000
<b>Total</b>	<b>\$5,770,000</b>	<b>\$8,755,390</b>

### **Alternatives:**

Council may consider the following options:

1. Council may approve the \$5,770,00 amendment to the 2020 Capital Budget
2. Council may defer approve the amendment.
3. Council may discuss other alternatives to the Capital Budget.



**Recommended Action:**

Administration recommends that Council approve the \$5,770,000 amendment to the 2020 Capital Budget changing the total from \$2,985,390 to \$8,755,390.

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

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

### 2020 DRAFT CAPITAL BUDGET SUMMARY

DESCRIPTION	DECISION MATRIX		MUNICIPAL FUNDS					PROVINCIAL/FEDERAL GRANTS			
	TOTAL BUDGET	FUNDED	OFF-SITE LEVY	RESTRICTED SURPLUS	UNRESTRICTED SURPLUS	CLAWR	DEBENTURE	MSI CAPITAL	BMTG	GAS TAX REBATE	OTHER SPECIAL GRANTS
Estimated Available Funding or Estimated Status ----->			4,332,455	1,245,000	0	-2,106,311	0	4,778,010	984,640	2,429,105	0
<u>Fleet and Equipment Infrastructure:</u>											
2020 Annual Fleet Replacement Program Total		0									
Light Fleet Vehicles 2 + 1 CLUSC	120,000	120,000		120,000							
Turf Maintenance Equipment	70,000	70,000		70,000							
Pumper Truck	1,000,000	1,000,000						1,000,000			
Rescue 2	300,000	0									
<u>Additional Equipment:</u>											
Water Truck - Replacement	150,000	0									
Pot Hole Truck	105,000	105,000		105,000							
Video Camera and Audio Equipment - podcasting	5,000	0									
Golf Equipment Attachments	25,000	0									
Replace Rental Golf Clubs	30,000	0									
GPS Installation Recycling Truck	15,000	0									
Asphalt Recycler-Overhaul/Rebuild	35,000	0									
Concrete/Asphalt Grinder	3,300	0									
Crack Sealing Kettle	3,800	0									
Anti-icing/Dust control Slide in Tank	25,000	0									
Air Conditioning Testing Equipment Replacement	9,495	0									
Community Events Trailer	20,000	20,000		20,000							
<b>Fleet and Equipment Infrastructure Total:</b>	<b>1,916,595</b>	<b>1,315,000</b>									
<u>Environmental Infrastructure:</u>											
<u>Water System</u>											
Building 5 Bulk Metering Station Improvements	30,000	0									
300mm Waterline Extension-16 Avenue (6 St to City Limits)	1,000,000	0									
Water Distribution PRV Program (Phase 2 of 5)	900,000	0									
CLRUSC - WWTP/MBBR Design Only	1,000,000	1,000,000								1,000,000	
<u>Waste Water System</u>											
Lakeshore Drive Infrastructure Improvements (\$500k funded so far)	10,000,000	0									
Building 8 Upstream Enhancements (Phase 2)	2,500,000	650,000						650,000			
<u>Other Environmental Projects</u>											
Beach Avenue Bed and Shore Erosion Control	100,000	0									
<u>Stormwater Management</u>											
Birch Avenue Storm Sewer Upgrade (Pine Avenue to Outfall)	400,000	0									
<u>Waste Management</u>											
Compost Pad Expansion	300,000	0									

# 2020 DRAFT CAPITAL BUDGET SUMMARY

DESCRIPTION	DECISION MATRIX		MUNICIPAL FUNDS					PROVINCIAL/FEDERAL GRANTS			
	TOTAL BUDGET	FUNDED	OFF-SITE LEVY	RESTRICTED SURPLUS	UNRESTRICTED SURPLUS	CLAWR	DEBENTURE	MSI CAPITAL	BMTG	GAS TAX REBATE	OTHER SPECIAL GRANTS
Estimated Available Funding or Estimated Status ---->			4,332,455	1,245,000	0	-2,106,311	0	4,778,010	984,640	2,429,105	0
<b>Environmental Infrastructure Total:</b>	16,230,000	1,650,000									
<b>Roadway Infrastructure:</b>											
2020 Annual Street Improvement Program (Road Analytics Program)	1,800,000	1,741,640		317,000					984,640	440,000	
2020 Annual Residential Lane Construction	200,000	0									
2020 Annual Commercial Lane Improvement Program	200,000	0									
2020 Annual Trail/Sidewalk Connectivity Improvements	200,000	200,000								200,000	
2020 Annual Street Lighting Enhancement Program (Year 2)	250,000	0									
2020 Annual Service Road Improvement Program	250,000	250,000						250,000			
2020 Way Finding Signage Program (Year 2)	200,000	0									
Hwy 28 Street Lights LED Upgrade - 54 Ave to Lakeshore Drive	200,000	200,000						200,000			
Downtown Parking Signage	21,600	0									
Downtown Intersection Improvements	100,000	0									
Downtown Lighting Enhancements and LED Upgrades	250,000	250,000								250,000	
8 Street Roadway Extension (Phase 2a)	500,000	500,000	350,000					150,000			
8 Street Roadway Extension (Phase 2b)	1,000,000	0									
Highway 28 Widening Enhancements	6,000,000	0									
Highway 28 Traffic Light Synchronization Review and Enhancements	30,000	30,000		30,000							
<b>Roadway Infrastructure Total:</b>	11,201,600	3,171,640									
<b>Transit Infrastructure:</b>											
No projects have been indentified for 2020	0	0									
<b>Transit Infrastructure Total:</b>	0	0									
<b>Facilities Infrastructure:</b>											
<b>North Arena</b>											
Ice Plant	1,000,000	0									
Board Replacement	180,000	0									
Portable Outdoor Rink Board System	20,000	0									
<b>Energy Centre</b>											
Imperial Oil Place Dressing Room Expansion (Junior A Dressing Room) (\$30k funded for Design)	300,000	0									
Mens & Womens Sauna	42,000	0									
Upgrade Mini Stick Rink - Glass & Doors	10,500	0									
<b>Public Works/Operations</b>											
Public Works Operations Centre Phase 1 (Total Funded to date = \$2,285,900)	22,000,000	0									
Overhead Furnaces	30,800	0									
Seacan Containers (Storage)	10,000	0									
<b>City Hall</b>											
City Hall Conceptual Design Development	115,000	0									



# 2020 DRAFT CAPITAL BUDGET SUMMARY

DESCRIPTION	DECISION MATRIX		MUNICIPAL FUNDS					PROVINCIAL/FEDERAL GRANTS			
	TOTAL BUDGET	FUNDED	OFF-SITE LEVY	RESTRICTED SURPLUS	UNRESTRICTED SURPLUS	CLAWR	DEBENTURE	MSI CAPITAL	BMTG	GAS TAX REBATE	OTHER SPECIAL GRANTS
Estimated Available Funding or Estimated Status ----->			4,332,455	1,245,000	0	-2,106,311	0	4,778,010	984,640	2,429,105	0
City Hall HVAC and Furnace Replacement	135,000	135,000			135,000						
Marina											
Marina Dredging	1,700,000	0									
Marina Dredging Pilot Project	50,000	50,000		50,000							
EDAC-Largest Trout Monument at Marina	500,000	0									
EDAC-BLOCK Letter Attraction	50,000	0									
Floating dock system	30,000	30,000		30,000							
Boat launch repairs to concrete		0									
Totem Pole Replacement		0									
Emergency Services											
RCMP Expansion (Construction Top up 3,500,000 to 11,000,000)	11,000,000	0									
Fire Training Centre Assembly	30,000	0									
Fire Service Transition to AB First Responder Radio Comm. System (AFRACS)	228,750	228,750						228,750			
Lake District Fire Station - Feasibility Study	25,000	0									
Emergency Operations Centre Renovations and Equipment	20,000	20,000		20,000							
Radio Repeater for Municipal Enforcement (Not required if converting to AFRACS)	14,160	0									
Speed/Red Light Cameras (Intersection)	120,000	0									
Cemetery											
Grand Centre Memorial Cemetery - Phase 1 (\$525k funded-top up to \$1,300,000)	1,300,000	575,000						575,000			
West End Yard											
Animal Shelter Replacement (top up from \$500,000 to \$1,200,000)	1,200,000	700,000						700,000			
FCSS											
FCSS/Parent Link Centre Playground Fencing	10,000	10,000		10,000							
Golf and Winter Club											
No projects have been indentified for 2020	0	0									
Museum											
Access Road Improvements (\$75,000 to \$500,000) - funded \$250k in 2019	300,000	300,000								300,000	
Parking Lot Resurfacing	150,000	0									
Thomas Varughese Field											
Field Flooring System	500,000	0									
Land Acquisitions											
Land Acquisitions	0	0									
Facilities Infrastructure Total:	41,071,210	2,048,750									

# 2020 DRAFT CAPITAL BUDGET SUMMARY

DESCRIPTION	DECISION MATRIX		MUNICIPAL FUNDS					PROVINCIAL/FEDERAL GRANTS			
	TOTAL BUDGET	FUNDED	OFF-SITE LEVY	RESTRICTED SURPLUS	UNRESTRICTED SURPLUS	CLAWR	DEBENTURE	MSI CAPITAL	BMTG	GAS TAX REBATE	OTHER SPECIAL GRANTS
Estimated Available Funding or Estimated Status ----->			4,332,455	1,245,000	0	-2,106,311	0	4,778,010	984,640	2,429,105	0
<b>Airport Infrastructure:</b>											
No projects have been indentified for 2020	0	0									
<b>Airport Infrastructure Total:</b>	0	0									
<b>IST Infrastructure:</b>											
Last Mile Fibre	200,000	200,000								200,000	
IBM Replacement	80,000	80,000		80,000							
Surveillance cameras (High Profile Areas - \$30,000 ea)	30,000	120,000		120,000							
WiFi Infrastructure	35,000	0									
Web Conferencing Council	20,000	20,000		20,000							
Sound System Council	20,000	20,000		20,000							
<b>IST Infrastructure Total:</b>	385,000	440,000									
<b>Planning and Development:</b>											
<b>Planning and Development Total:</b>	0	0									
<b>Recreational Infrastructure (Parks and Sportsfields):</b>											
2020 Annual Park Replacement and Enhancement Program	150,000	0									
Mountain Bike Park											
Mountain Bike Trails (Phase 2)											
Bike Skills Park (Phase 3)	600,000	0									
Eugene Dery Reclamation Project	25,000	25,000		25,000							
Creekside Park	310,000	0									
Off Leash Dog Park-Imperial Park	50,000	50,000		50,000							
Community Dog Bag Program	20,000	0									
Imperial Park:											
Basketball Court (Request by Northern Lights School Division)	200,000	0									
Concrete barriersand lighting in parking lot	50,000	50,000		50,000							
River Slide - Public Water Slide	250,000	0									
Entry Feature Improvements - concrete curbing	32,000	0									
Kinosoo Beach:											
Next Phase funded in 2019 subject to grant - Cancelled due to grant not being successful											
Swimming Platform	15,000	0									
Bird Deterent Equipment	5,000	5,000		5,000							
Tennis Court Enhancements	15,000	0									
Pickle Ball Court Enhancements	15,000	0									
<b>Recreational Infrastructure (Parks and Sportsfields) Total:</b>	1,737,000	130,000									
<b>TOTAL 2019 CAPITAL BUDGET</b>	72,541,405	8,755,390	350,000	1,142,000	135,000	0		3,753,750	984,640	2,390,000	0
<b>RESIDUAL AVAILABLE FUNDS OR ESTIMATED STATUS</b>		2,985,390	3,982,455	103,000	-135,000	-2,106,311		1,024,260	0	39,105	0
		5,770,000									



## STAFF REPORT

**Title:** Public Tax Sale Recovery Auction

**Meeting Date:** March 24, 2020

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### **Executive Summary:**

Council, at their regular meeting December 10, 2019 set the terms of the of the Public Auction and at the February 25, 2020 set the reserve bids for the three (3) properties to be auctioned at the public tax sale auction. The public auction has been advertised for March 25, 2020. As per the MGA Council must set the terms and conditions of the auction and the reserve bid. Under section 422 of the MGA the municipality may adjourn holding the public auction to any date within two (2) months of the advertised date. Due to the issues surrounding Covid19 virus, Administration recommends we adjourn the public auction until May 20, 2020.

### **Background:**

The City of Cold Lake has three (3) properties listed for sale at the public auction:

Lot 21, Block 2, Plan 0726988 Title 112372036 Residential

Lot 3, Block A, Plan 8521872 Title 142085056 Vacant Res. Med. Density

Lot 5, Block A, Plan 8521872 Title 142085056001 Vacant Res. Med. Density

The auction is scheduled for March 25, 2020 and under section 422 of the MGA the municipality can adjourn for two (2) months but must advertise a new date which the public auction is to be held.

Administration is also recommending that the City request a further extension of one (1) year under section 605 of the MGA to the Minister in the event we are not able to host the auction on May 20, 2020.

### **Alternatives:**

Council may consider the following options:

1. Adjourn the Public auction to May 20, 2020 requesting a one (1) year extension from the Minister.
2. Hold the Auction hoping that there is some attendance and observe the social distancing rules.

### **Recommended Action:**

Administration recommends that Council pass a motion to postpone the Public Auction until May 20, 2020 and request a 1 (one) year extension from the Minister.





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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

## **ADVERTISEMENTS**

### **Public Sale of Land**

(Municipal Government Act)

City of Cold Lake

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

<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>C. of T.</b>
3	A	8521872	142085056
5	A	8521872	1420850560001
21	2	0726988	112372036

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

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

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

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

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

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

Linda Mortenson, *General Manager, Corporate Services.*

**Adjournment of auction**

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

260

Section 423

MUNICIPAL GOVERNMENT ACT

RSA 2000  
Chapter M-26

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

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

1994 cM-26.1 s412

**Altering dates and time periods**

605(1) When this Act, the regulations or a bylaw specifies a certain number of days or a day on or by which

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

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

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

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

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

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

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

1994 cM-26.1 s505



## STAFF REPORT

**Title:** Letter of Support - Cold Lake Public Library - Farm Credit Canada (FCC) AgriSpirit Fund

**Meeting Date:** March 24, 2020

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### Executive Summary:

The Cold Lake Public Library are seeking a letter of support to accompany their Farm Credit Canada (FCC) AgriSpirit Fund Application. The Cold Lake Public Library are applying for funds to purchase two (2) portable Automated External Defibrillator (AED) units for the library.

Specifics on the grant application can be found at:

<https://www.fcc-fac.ca/en/community/giving-back/agrispirit-fund.html>

There is no national registration for non-profit organizations so FCC requires them to partner with either a local municipal, territorial or provincial body or registered charity to show that there is community support for the project.

If your project is selected, this partner must agree, by co-signing the funding agreement, to receive the contributed money on your behalf and issue a confirmation of receipt.

Please ensure that you have permission to apply with them.

* Name of the partnering organization	<input type="text"/>
* Country	<input type="text" value="Canada"/>
* Partner Address	<input type="text"/>
* City	<input type="text"/>
* Province	<input type="text" value="--Select a value--"/>
* Postal Code	<input type="text"/>
* Name of contact at the partner organization	<input type="text"/>
Partner Phone	<input type="text"/>



**Background:**

Specifics on the grant application can be found at:

<https://www.fcc-fac.ca/en/community/giving-back/agrispirit-fund.html>

At Council's February 11, 2020 Council meeting, Council authorized a letter of support to the Cold Lake Library Board to accompany their Community Facility Enhancement Program (CFEP) Grant Application to upgrade the ceiling lighting in the children's area of the library.

Also, at Council's February 25, 2020 Council meeting, Council authorized a letter of support 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.

**Alternatives:**

Council may consider the following options:

1. Motion to provide a letter of support
2. Defeat a motion to provide a letter of support

**Recommended Action:**

That Council authorize the letter of support, as presented, to the Cold Lake Library Board to accompany their Farm Credit Canada (FCC) AgriSpirit Fund Application to purchase two (2) portable Automated External Defibrillator (AED) units for the library.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**From:** Director  
**Sent:** March 10, 2020 10:06 AM  
**To:** ([creimer@coldlake.com](mailto:creimer@coldlake.com)) <[creimer@coldlake.com](mailto:creimer@coldlake.com)>  
**Subject:** from Library

The Library needs another support letter from the City....the City has to agree to be our partner on this application.

We are applying for money for 2 portable AED units for the Library.

<https://www.fcc-fac.ca/en/community/giving-back/agrispirit-fund.html>

We will need this form filled out...

There is no national registration for non-profit organizations so FCC requires them to partner with either a local municipal, territorial or provincial body or registered charity to show that there is community support for the project.

If your project is selected, this partner must agree, by co-signing the funding agreement, to receive the contributed money on your behalf and issue a confirmation of receipt.

Please ensure that you have permission to apply with them.

* Name of the partnering organization	<input type="text"/>
* Country	<input type="text" value="Canada"/>
* Partner Address	<input type="text"/>
* City	<input type="text"/>
* Province	<input type="text" value="--Select a value--"/>
* Postal Code	<input type="text"/>
* Name of contact at the partner organization	<input type="text"/>
Partner Phone	<input type="text"/>

## FCC AgriSpirit Fund - Farm Credit Canada

The FCC AgriSpirit Fund is about enhancing rural communities. If your organization is raising money for a capital project and your city or town has less than 150,000 people, your project may qualify for a donation between \$5,000 and \$25,000.

[www.fcc-fac.ca](http://www.fcc-fac.ca)

I will need before end of month....is this possible?

Leslie

Leslie Price

Director

**Cold Lake Public Library**

[director@library.coldlake.ab.ca](mailto:director@library.coldlake.ab.ca)

**(780) 594-7425**



**OFFICE OF THE MAYOR**

March 25, 2020

Via Email [AgriSpirit-agriesprit@fcc-fac.ca](mailto:AgriSpirit-agriesprit@fcc-fac.ca)

Farm Credit Canada (FCC)  
AgriSpirit Fund  
1820 Hamilton Street  
Regina, SK S4P 2B8

To Whom It May Concern:

Re: Letter of Support - Cold Lake Public Library AgriSpirit Fund Application

On behalf of the members of Council, it is my pleasure to write a letter in support of the Cold Lake Public Library's AgriSpirit Fund application.

We understand that this funding will help the Cold Lake Public Library purchase two (2) portable automated external defibrillator (AED) units.

The Cold Lake Public Library hosts numerous events throughout the year which are well attended by both children and adults within our community. The addition of AED units would be very beneficial to all patrons who frequent our community library.

The City of Cold Lake Mayor and Council fully support the efforts of the Cold Lake Public Library as they seek funding to enhance the lives of our community patrons. If you have any questions, please contact me at (780) 594-4494.

Sincerely,

Craig Copeland,  
Mayor

cc: Council  
MLA David Hanson  
Cold Lake Public Library  
/cjr





## STAFF REPORT

**Title:** Minutes March 10, 2020 Occupational Health and Safety Committee

**Meeting Date:** March 24, 2020

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**Executive Summary:**

Minutes Occupational Health and Safety Committee March 10, 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, March 10, 2020 @ Cold Lake Regional Airport

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**Call to Order:** The meeting was called to order by Rebecca McDonald at 9:11 A.M.

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

**Guest Present:** Dan Mokolki

**Members Absent:** Ryan Deschamps  
Jeff Fallow

**Agenda Addition:** • None

**Old Business:**

- Safety Board updates- Standardization of safety board headings to be completed by Rebecca, approved by Dan. Review and approval of headings to be conducted by committee at next meeting.
- New FLRA format- Awaiting management review and approval.
- Hazard Assessment update- Public Works completed. Upcoming Hazards Assessments- Golf Course, FCSS & City Hall.
- Fire Warden Program- Has been approved. Training program to be developed by Norm Hollis and reviewed by Dan Mokolki previous to approval and roll out.
- OH&S Committee training- Has been approved. Committee members to register and provide Dan with registration information prior to purchase. Once this is complete, committee members may begin online training course.
- Emergency Transportation Policy- pending approval
- Safety Manual Directives- completed and pending management review and approval.
- Confined Space Policy- Confined Spaces Best Practice subcommittee to be formed to develop corporate directive. Will be comprised of individuals from departments dealing with confined spaces.

1

Employee Assistance Program  
[www.workhealthlife.com/](http://www.workhealthlife.com/)  
1-866-833-7690

**New Business:**

- Inspection conducted at Cold Lake Regional Airport. Notable concerns discussed. Documentation to be sent out to applicable supervisory teams by Rebecca.
- 2020 Audit- Tentatively scheduled for end of October, 2020. Core Audit preliminary questionnaire to be circulated for preparation. Survey Monkey staff training to be circulated to identify gaps in knowledge, training etc... previous to audit.

**Training and Events:**

- ACSA OH&S Committee Member Training- Approved

**Round Table Discussion:**

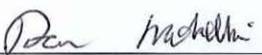
- RCMP Station inspection by Fire Department noted an outdated OH&S policy/manual posted. Request made by Norm to update.
- COVID-19 Discussion- update and confirmation by Shailesh about water treatment processes in reference to virus. No concerns in regards to city water supply.
- New Vehicle Inspection forms/process currently being rolled out. Phil to speak to Lorraine about ensuring Record of Training forms are being used.
- Energy Centre fire extinguisher casing concerns brought up by Rebecca from last Parks & Rec safety meeting. Confirmed with Norm that casings are required as part of fire code. Alternative materials suggested to prevent continuous damage from users/public.

**Next Meeting:**

Cold Lake Golf and Winter Club Maintenance Area  
April 14<sup>th</sup>, 2020, 8:30 a.m.

**Adjournment:**

9:51 A.M.

  
\_\_\_\_\_  
Reviewed and approved by Dan Mokelki, Safety Advisor

19 - Mar - 2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Reviewed by Kevin Nagoya, CAO

March 20, 2020  
\_\_\_\_\_  
Date