



**Council - Regular Meeting
Agenda**

Tuesday, May 12, 2020

6:00 p.m.

Council Chambers

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16. ADJOURNMENT



STAFF REPORT

Title: Council - Regular Meeting April 28, 2020

Meeting Date: May 12, 2020

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held April 28, 2020 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, April 28, 2020

6:00 p.m.

Council Chambers

Council Present: Mayor Craig Copeland
Councillor Bob Buckle
Councillor Jurgen Grau (Via Teleconference)
Councillor Duane Lay
Councillor Vicky Lefebvre (Via Teleconference)
Councillor Chris Vining

Council Absent: Councillor Kirk Soroka

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
Executive/Recording Secretary Cindy Reimer

Staff Absent: General Manager of Community Services Glenn Barnes
Manager of Strategic Initiatives Andrew Serba

CALL TO ORDER

The meeting was called to order at this time being 6:03 p.m. by Mayor Copeland.

ADOPTION OF AGENDA

Resolution # CRM20200428.1001

Moved by Councillor Buckle

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

None.

MINUTES APPROVAL

Council - Regular Meeting April 14, 2020

Resolution # CRM20200428.1002

Moved by Councillor Lay

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

Carried Unanimously

PUBLIC QUESTION PERIOD

None.

PUBLIC HEARINGS

None.

DELEGATIONS

Cold Lake Minor Hockey Association - Teresa Dole, Jason Harrison, and Lawren Wowk

Mayor Copeland welcomed Cold Lake Minor Hockey Association (CLMHA) representatives President Teresa Dole, Director-at-Large Jason Harrison, and Vice President of Hockey Operations Lawren Wowk to the Council meeting at this time being 6:04 p.m.

Ms. Dole and Mr. Harrison remained seated in the gallery while Mr. Wowk presented Council with the CLMHA's vision towards a workable solution with the City to "Save the North", along with the CLMHA's concerns with respect to the possible closure of the north arena and the impact it will have on the CLMHA's membership.

Mr. Wowk advised of the following:

- the CLMHA attended the June 12, 2018 regular meeting of Council with respect to "Saving the North" and at that time, the City was able to figure out a solution to keep it open,
- the CLMHA continues to grow and is a strong organization,

- registration is now open for the 2020/2021 season (historically there is an early registration, at a reduced rate, which closes the end of June, regular rates are charged after the end of June, and registration is always open as registrants numbers have never had to be capped),
- if the North Arena is closed, registration numbers will have to be capped,
- 46% of registrants from the 2019/2020 season used ice at the North Arena,
- the CLMHA spent twenty-two (22) hours per week of ice time in the North Arena which equates to almost 50% of the CLMHA's ice time being at the North Arena,
- it is well known that most communities are brought together by sports,
- in the 2017/2018 season, the CLMHA spent approximately \$145,800.00 for ice at the North Arena and Imperial Place,
- in the 2018/2019 season, the CLMHA spent over \$200,000.00 for ice at the North Arena and Imperial Place, and
- in the 2019/2020 season, the CLMHA spent approximately \$203,100.00 for ice at the North Arena and Imperial Place.

The CLMHA believes that they need the Cold Lake North Arena to keep them competitive; they are hoping for positive news from the City with respect to "Saving the North".

Mr. Harrison advised that the CLMHA uses all ice that is available to them. In the 2019/2020 season, in addition to ice allotted at the North Arena and Imperial Place, the CLMHA were only allotted ten (10) hours a week at J.J. Parr, of which all hours were used.

Mr. Wowk stated that the CLMHA are willing to work with the City to keep the North Arena open and thanked Mayor & Council for allowing their group to speak.

Mayor Copeland thanked Ms. Dole, Mr. Harrison, and Mr. Wowk for presenting the concerns of the CLMHA advising that Council would consider the request and concerns of the CLMHA at their next regular meeting of Council being May 12, 2020.

Ms. Dole, Mr. Harrison, and Mr. Wowk left the meeting at this time being 6:45 p.m.

CITY FINANCIAL REPORTS

City Financial Reports - March 2020

Resolution # CRM20200428.1003

Moved by Councillor Vining

That Council accept the financial reports for the period ending March 31, 2020 including accounts payable cheque numbers 136402 to 136814.

Carried Unanimously

OLD BUSINESS

Agreement - Municipal Energy Manager

Resolution # CRM20200428.1004

Moved by Councillor Lefebvre

That Council respectfully decline moving ahead with the Municipal Climate Change Action Centre's (MCCAC) Municipal Energy Manager (MEM) Program.

Carried Unanimously

NEW BUSINESS

Bylaw No. 667-LU-20 - Amend LUB No. 382-LU-10

Resolution # CRM20200428.1005

Moved by Councillor Lefebvre

That Bylaw No. 667-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU10, to Allow the Development of Single Detached Dwellings on Lots with a Minimum Width of 8.5 Meters Within the R2-Residential District, in the City of Cold Lake, be given first reading, and that Administration be directed to set the required statutory public hearing.

Carried Unanimously

Bylaw No. 668-LU-20 - Amend LUB No. 382-LU-10

Resolution # CRM20200428.1006

Moved by Councillor Grau

That Bylaw No. 668-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU10, to Rezone Plan 1249NY, OT from FW-National Defense to PS-Public Service, in the City of Cold Lake, be given first reading, and that Administration be directed to set the required statutory public hearing.

Carried Unanimously

Transit Services - COVID-19 Impact

Resolution # CRM20200428.1007

Moved by Councillor Grau

That Council accept the Transit Services - COVID-19 Impact update as information, and authorize Administration to reduce the transit operating hours to Monday through Friday from 7:00 a.m. to 6:00 p.m.

In Favor (4): Councillor Grau, Councillor Lay, Councillor Lefebvre, and Councillor Vining
Opposed (2): Mayor Copeland, and Councillor Buckle

Carried

Request for Funding - Cold Lake Fighter Jets - April 14, 2020 Delegation

Resolution # CRM20200428.1008

Moved by Councillor Lay

That Council accept the Cold Lake Fighter Jets delegation presentation made at the April 14, 2020 regular meeting of Council as information, and respectfully decline the opportunity to provide sponsorship at this time as the City awaits the decision of recreational facilities being re-opened.

Carried Unanimously

Request for Funding - Lac La Biche County - 2020 Healthier Communities Golf Tournament

Resolution # CRM20200428.1009

Moved by Councillor Vining

That Council respectfully decline the opportunity to provide sponsorship to Lac La Biche County's 2020 Healthier Communities Golf Tournament.

Carried Unanimously

COMMITTEE REPORTS

None.

COUNCIL HIGHLIGHTS/ REPORTS

Due to COVID-19 social distancing restrictions, Mayor & Council had no recent activities and attendance at various events to report.

Further to COVID-19 social distancing restrictions and the need for three (3) Council members having to volunteer to phone in to each Council meeting since the March 24, 2020 meeting, discussion ensued around the social distancing restrictions and whether or not the Council Chambers could be configured to accommodate all members of Council and staff. Another suggestion was to move Council meetings to another location until social distancing restrictions have been lifted.

Chief Administrative Officer K. Nagoya advised that Administration would juggle furniture around to see if Council Chambers could be configured to accommodate everyone and if not, look into an alternate location.

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

Falun Dafa Day - May 13, 2020

Mayor Copeland proclaimed May 13, 2020 as Falun Dafa Day in the City of Cold Lake.

National Public Works Week - May 17-23, 2020

Mayor Copeland proclaimed May 17-23, 2020 as National Public Works Week in the City of Cold Lake.

QUESTIONS

Councillor Vining queried if the City was having any Administrative issues with respect to late garbage pickup and missed recycling pickup?

General Manager of Infrastructure Services A. Khan advised that although Administration was down a dedicated recycling employee, one has since been hired and some trucks have had maintenance issues, noting that he was unaware of any issues, but would check into it.

Councillor Buckle queried if the City should be accelerating road repairs now that everything is shut down.

General Manager of Infrastructure Services A. Khan advised that road repairs would commence after the May long weekend.

Councillor Lay advised as a note of interest that Imperial Oil announced that they were donating \$25.00 digital gas vouchers to all of Canada's frontline, health-care workers (nurses, paramedics, doctors).

Resolution # CRM20200428.1010

Moved by Councillor Vining

That the meeting be recessed at this time being 7:31 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 7:36 p.m.

IN CAMERA

Cold Lake Physician Resignations

Present: Mayor Copeland, Councillors Buckle, Lay, and Vining, Via Teleconference Councillors Grau and Lefebvre, 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, and Executive/Recording Secretary C. Reimer.

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 17, Disclosure harmful to personal privacy
- FOIP Section 24, Advice from officials

Resolution # CRM20200428.1011

Moved by Councillor Lay

That the meeting go "In-Camera" at this time being 7:36 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 Cold Lake Physician Resignations.

Carried Unanimously

Resolution # CRM20200428.1012

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 7:54 p.m.

Carried Unanimously

General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Planning & Development H. Pinnock, and Executive/Recording Secretary C. Reimer, left the meeting at this time being 7:55 p.m.

Personnel

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

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

- FOIP Section 17, Disclosure harmful to personal privacy

Resolution # CRM20200428.1013

Moved by Councillor Vining

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

Carried Unanimously

Resolution # CRM20200428.1014

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 8:20 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20200428.1015

Moved by Councillor Vining

That the meeting be adjourned at this time being 8:21 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Request for Funding - UN NATO Veterans - 2020 Motorcycle Toy Run

Meeting Date: May 12, 2020

Executive Summary:

A letter (attached) has been received from the UN NATO Veterans requesting sponsorship to their 4th annual Motorcycle Toy Run on Saturday, May 23, 2020 which benefits Lakeland hospitals and Valour Place in Edmonton. Valour Place is a cost-free temporary residence for ill and injured Veterans, RCMP, Canadian Armed Forces members, First Responders, and their family members who require treatment in Edmonton, but live elsewhere. UN NATO Veterans have chosen these groups to benefit from their event because they both directly impact the Lakeland community and as veterans, they feel strongly about looking after those in service to Canada and providing comfort to children in need.

Background:

Executive Secretary C. Reimer, spoke with UN NATO Veterans Cold Lake President C.L. Smithers on May 5, 2020, and Mr. Smithers advised that as he could not imagine that the social gathering restriction of fifteen (15) people being lifted before May 23rd, the event would be cancelled.

At Council's regular meeting held April 14, 2020, Council resolved to postpone this request to their May 12, 2020 regular meeting of Council.

Executive Secretary C. Reimer, spoke with UN NATO Veterans Cold Lake President C.L. Smithers on April 2, 2020, and Mr. Smithers advised that to date, this event has not been cancelled. Mr. Smithers is hoping that by the time of the event, COVID-19 will be out of crisis mode and that this event will be a welcoming event for the community. In the event that the Toy Run is cancelled, all donations will be refunded.

In 2017, Council approved the donation of a silent auction item (consisting of two (2) Toby Keith tickets, a couple golf shirts, and several smaller items) in support of the Valour Place.

The City did not receive a request in 2018; however, a request was received in 2019, and Council resolved to approve a monetary donation of \$500.00 along with a silent auction item (Motion No. CRM20190409.1015).



In its' 2020 budget, Council budgeted \$193,000 for sponsoring functions, goodwill, and other activities for the staff and community. The following is a breakdown of the available funding:

- Council General - \$20,000
- Recreation Grants - \$20,000
- Culture Grants - \$20,000
- Community Capital Grants - \$50,000
- Community Events Sponsorship Grants - \$20,000
- Doctor Recruitment - \$18,000
- Special Events Incentives - \$30,000
- Gifts - \$15,000

All of the above highlighted programs are going to be recommended to Council by the Council Committees.

Of Councils' General Goodwill, to date, without consideration of this request or any others on the April 14, 2020 agenda, \$2,600.00 (Cold Lake Alpine Ski Society \$2,500, CLMHA \$10,000 (event cancelled due to COVID-19), and Kids Time Out Play Program \$100) has formally been allocated from the 2020 Council Goodwill budget by motion of Council.

Alternatives:

Council may consider the following options:

1. That Council may approve a monetary donation to the UN NATO Veterans, in support of the 4th Annual Motorcycle Toy Run being held May 23, 2020, which benefits Lakeland hospitals and Valour Place in Edmonton, with funds to come from Council Goodwill (1-2-11-20-229).
2. That Council may approve a donation of a silent auction valued at \$_____ to the UN NATO Veterans, in support of the 4th Annual Motorcycle Toy Run being held May 23, 2020, which will benefit Lakeland hospitals and the Valour Place in Edmonton, with funds to come from Council Goodwill (1-2-11-20-229).
3. Respectfully decline the opportunity to provide a donation.

Recommended Action:

That in light of the UN NATO Veterans 4th Annual Motorcycle Toy Run being cancelled, Council respectfully decline the opportunity to provide a donation towards the event.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

UN NATO Veterans
Cold Lake Crew
PO Box 71
Cherry Grove, AB T0A-0T0

RECEIVED

FEB 25 2020

CITY of COLD LAKE

Feb 2020

REQUEST FOR SPONSORSHIP

In 2017 UN NATO Veterans began a Motorcycle Toy Run to benefit the Lakeland hospitals and Valour Place in Edmonton for our ill and injured Veterans, RCMP, Canadian Armed Forces members, First Responders, and their family members who require medical treatment in Edmonton but live elsewhere. We chose these groups to benefit from our event because they both directly impact the Lakeland community and as veterans we feel strongly about looking after those in service to Canada and providing comfort to children in need.

As representatives of UN NATO Veterans, Cold Lake a variety of members have been tasked to engage our community in the hopes of sponsorship for our upcoming event. We will be hosting our 4th Annual Toy Saturday, May 23, 2020 and would be very appreciative if you could provide assistance in any manner that you are able to in order to ensure maximum funds/toys go to the various recipients that the event benefits. Last year we raised over \$6000.00 for Valour place and were able to present boxes full of toys to the Bonnyville and Cold Lake hospital emergency rooms.

Our success in the past three years was only made possible through companies in the Lakeland and farther afield that were able to donate goods and services. We take all contributions very seriously and in the event you are able to help us we would like to place your logo and information on our Facebook page and signage.

In closing I would like to thank you for your time and if you require any further information please do not hesitate to contact me at your convenience.



C.L. Smithers
Cold Lake President
UN NATO Veterans
780-815-1054

Bert Bertin (780) 812-6611



STAFF REPORT

Title: Bylaw No. 669-LU-20 - Amend LUB No. 382-LU-10

Meeting Date: May 12, 2020

Executive Summary:

Proposal to amend the Land Use Bylaw 382-LU-10 to regulate the development of cannabis micro-processing businesses within the city.

Background:

When recreational cannabis was initially legalized in 2018, only large scale commercial producers could be licensed by the federal government to grow cannabis and produce cannabis products. As a result, the City's Land Use Bylaw restricted these type of activities to Light Industrial or Heavy Industrial zoning districts, due to the expected scale of the operation and the potential to create nuisance effects.

Under the federal Cannabis Act and Regulations, businesses that wish to produce cannabis products on a smaller scale, may now apply for a cannabis micro-processing licence through Health Canada. As defined by the Act, a licenced micro-processor may not use more than the equivalent of 600kg of dried cannabis in a calendar year. A cannabis micro-processor may make cannabis products including items such as edibles or topicals. Under Health Canada and AGLC regulations a cannabis micro-processor cannot sell their products directly to the public and can only distribute these through the established cannabis supply chain for resale in a retail cannabis store.

Due to the relatively small scale of these micro-processors, and the restrictions on direct selling to the public, Administration does not foresee a cannabis micro-processing operation creating adverse effects on neighbouring businesses. Given this background, Administration is of the opinion that it would be reasonable to create a defined use for cannabis micro-processors within the LUB, to give these types of businesses the option of locating their business within commercial areas of the City.

As the Cannabis Act now allows for micro-cultivation (growing) of cannabis, Administration also considered whether the City should look at allowing this type of activity outside of industrial areas. After consideration, however, Administration determined that commercial growing of cannabis, even on the smaller scale allowable under a micro-cultivation licence, would still have the potential to produce nuisance effects, such as odour or high humidity that could impact adjacent businesses. For this reason, Administration recommends that growing of cannabis remain restricted to



industrial zones only. There are currently no licensed cannabis growers operating in the City.

The proposed amendment creates a defined use class for “Cannabis Micro-Processor” to differentiate these small-scale operations from their larger counterparts, allowing them the option to locate within commercial areas, where a larger-scale operation would be incompatible with other land uses. The amending bylaw lists “Cannabis Micro-Processor” as a discretionary use within the RMX-Residential Mixed Use, C1-Downtown Commercial, C2-Arterial Commercial, C3-Neighbourhood Commercial and LC-Lakeshore Commercial districts. These are the same districts in which a Cannabis Retail Store is listed as a discretionary use. Given that there is little likelihood that a “Cannabis Micro-Processor” would negatively affect adjacent properties, it was considered appropriate to allow micro-processing in the same districts where a Cannabis Retail Store may be located. The bylaw also lists “Cannabis Micro-Processor” as a discretionary use within LI-Light Industrial and HI-Heavy Industrial districts to provide businesses with the maximum flexibility in finding a suitable location.

Administration recommends that Council proceed to give Bylaw 669-LU-20 first reading and direct Administration to set the required statutory Public Hearing.

Alternatives:

Council may consider the following alternatives:

1. Proceed to give Bylaw 669-LU-20 first reading and direct Administration to set the required statutory Public Hearing.
2. Defeat first reading of Bylaw 669-LU-20.
3. Accept as information only.

Recommended Action:

Administration recommends that Council proceed to give Bylaw No. 669-LU-20 first reading and direct Administration to set the required statutory Public Hearing.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

CITY OF COLD LAKE
BYLAW 669-LU-20
A BYLAW TO AMEND LAND USE BYLAW NO. 382-LU-10

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW NO. 382-LU-10 TO REGULATE THE DEVELOPMENT OF CANNABIS MICRO-PROCESSING BUSINESSES.

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

WHEREAS the Government of Canada, through the *Cannabis Act* and Regulations, defines a cannabis micro-processor as a licence holder that processes a maximum of 600kg of dried cannabis (or equivalent) in 1 calendar year per section 21 of the Cannabis Regulations;

WHEREAS the City of Cold Lake Land Use Bylaw No. 382-LU-10 does not currently define or provide regulations regarding cannabis micro-processing;

WHEREAS Council wishes to regulate cannabis micro-processing businesses in the City of Cold Lake by defining cannabis micro-processing and specifying those land use districts within which cannabis micro-processing is a discretionary use;

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

SECTION 1 – TITLE

1. This Bylaw shall be cited as “Bylaw 669-LU-20, amendment to Land Use Bylaw 382-LU-10”.

SECTION 2 – AMENDMENT

2. The City of Cold Lake Land Use Bylaw No. 382-LU-10 is hereby amended by:

- 2.1 Deleting the following definitions from Section 1.8(3):

CANNABIS PRODUCTION FACILITY means an indoor facility, used for the purpose of growing, processing, researching, destroying, storing, packaging or shipping of cannabis by a federal government licensed commercial producer in accordance with federal legislation. This does not include the production of industrial hemp as defined by federal legislation. This use does not include Agricultural Operation (Extensive).

CANNABIS RETAIL STORE means a development used for the retail sale of cannabis authorized by provincial or federal legislation. This use includes the sale of Cannabis-related accessories but does not include the sale of liquor, tobacco or pharmaceuticals. This use does not include Cannabis Production Facility, Retail Store, or Medical Cannabis Dispensary.

MEDICAL CANNABIS DISPENSARY means a development where cannabis is sold to persons holding a valid prescription from a health care practitioner for its use in the treatment of medical conditions or symptoms in accordance with federal legislation. This use does not include Cannabis Retail Store, Cannabis Production Facility, and Retail, Convenience.

- 2.2 Inserting the following definitions into Section 1.8(3):

CANNABIS MICRO-PROCESSING means a development used for processing, packaging or shipping of cannabis by a federal government licensed commercial producer in accordance with a micro-processing license as defined by Health Canada per the *Cannabis Act* and its Regulations. This use does not include the growing of cannabis on-site. This use class does not include Cannabis Production Facility; Cannabis Retail Store; or Medical Cannabis Dispensary.

CANNABIS PRODUCTION FACILITY means an indoor facility, used for the purpose of growing, processing, researching, destroying, storing, packaging or shipping of cannabis by a federal government licensed commercial producer in accordance with federal legislation. This does not include the production of industrial hemp as defined by federal legislation. This use class does not include: Agricultural Operation (Extensive), Cannabis Micro-Processing; Cannabis Retail Store; or Medical Cannabis Dispensary.

CANNABIS RETAIL STORE means a development used for the retail sale of cannabis authorized by provincial or federal legislation. This use includes the sale of Cannabis-related accessories but does not include the sale of liquor, tobacco or pharmaceuticals. This use class

does not include: Cannabis Micro-Processing; Cannabis Production Facility; Medical Cannabis Dispensary; Retail, Convenience or Retail Store.

MEDICAL CANNABIS DISPENSARY means a development where cannabis is sold to persons holding a valid prescription from a health care practitioner for its use in the treatment of medical conditions or symptoms in accordance with federal legislation. This use class does not include: Cannabis Micro-Processing; Cannabis Retail Store; Cannabis Production Facility; Retail, Convenience; or Retail Store.

- 2.2 Inserting “Cannabis Micro-Processing” as a Discretionary-Development Officer Use in Section 12.8(2) RMX-Residential Mixed Use District.
- 2.3 Inserting “Cannabis Micro-Processing” as a Discretionary-Development Officer Use in Section 12.11(2) C1-Downtown Commercial District.
- 2.4 Inserting “Cannabis Micro-Processing” as a Discretionary-Development Officer Use in Section 12.2(2) C2-Arterial Commercial District.
- 2.5 Inserting “Cannabis Micro-Processing” as a Discretionary-Development Officer Use in Section 12.13(2) C3-Neighbourhood Commercial District.
- 2.6 Inserting “Cannabis Micro-Processing” as a Discretionary-Development Officer Use in Section 12.14(2) LC-Lakeshore Commercial District.
- 2.7 Inserting “Cannabis Micro-Processing” as a Discretionary-Development Officer Use in Section 12.16(2) LI-Light Industrial District.
- 2.8 Inserting “Cannabis Micro-Processing” as a Discretionary-Development Officer Use in Section 12.17(2) HI-Heavy Industrial District.

SECTION 3 – ENACTMENT

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

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

Executed this_____ day of _____, 2020

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER



STAFF REPORT

Title: Bylaw No. 670-FN-20 - 2020 Education Property Taxes for Non-Residential Properties Penalties Waiver Bylaw

Meeting Date: May 12, 2020

Executive Summary:

In order to alleviate the pressure on businesses due to the COVID-19 situation, on March 23, 2020 the Government of Alberta asked municipalities to provide a six (6) month deferral of the Education Property tax portion for Non-residential properties starting April 1, 2020. Municipalities have two options to defer non-residential property taxes. The first option is to defer the education property tax portion to ensure penalties and interest are not applied if taxes are paid in full on or before September 30, 2020. The second option is to defer both municipal and education property taxes the appropriate number of months to ensure the deferral benefit is equal to or greater than a six (6) month deferral of education property tax.

The Ministerial Order also included that the Non-residential portion of The City's Education requisition for the June and September payments would not be due until December 15, 2020.

Due to possible cash flow issues, the implementation being less confusing with having only on tax due date and the ease of implementation inclusive of the TIPPS program Administration is recommending option one (1) for Council's consideration.

Background:

As per Bylaw No. 014-AN-97, property taxes are due June 30th of each year and penalties are imposed as follows:

Current Balance -	2% July 1
	2% August 1
	2% September 1
	2% October 1
	2% November 1
	2% December
Arrears Balance	12% January 1

Administration has prepared Bylaw 670-FN-20 to allow the deferral of the Education Property Tax portion for Non-residential properties until September 30, 2020 as per the Government of Alberta's direction. Bylaw No. 670-FN-20 waives penalties on the



Education tax portion of the levy for the months of July, August and September when the balance will be due September 30, 2020. Each tax notice mailed will include an insert that was prepared by the Alberta Government.

Taxes will be due on June 30, 2020 as per bylaw 014-AN-97 however penalties will not be imposed on the education portion of non-residential properties on July 1, August 1 or September 1. This will allow non-residential property owners the opportunity to choose whether they wish to pay their taxes in full by June 30, 2020 or take the option of deferring the education portion.

If all non-residential property owners chose to defer the education portion of their taxes until September 30, 2020, it would equate to \$565,000.

Alternatives:

Council may consider the following options.

1. Council may give 3 readings to Bylaw No. 670-FN-20 to waive penalties for the Education tax portion for non-residential properties until September 30, 2020.
2. Council may give first reading and recommend changing the deferral to a longer period.
3. Council may give first reading and recommend changing the bylaw to Option 2 to make the entire balance for non-residential properties as July 31, 2020 as an equivalent benefit as per the Government's direction.

Recommended Action:

Administration recommends Council give 3 readings to Bylaw No. 670-FN-20, being the 2020 Education Property Taxes for Non-residential Properties Penalties Waiver Bylaw.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

CITY OF COLD LAKE
BYLAW 670-FN-20
2020 EDUCATION PROPERTY TAXES FOR NON-RESIDENTIAL PROPERTIES
PENALTIES WAIVER BYLAW

THIS BYLAW AUTHORIZES THE COUNCIL OF THE MUNICIPALITY TO WAIVE PENALTIES ON THE EDUCATION PROPERTY TAXES FOR THE MONTHS OF JULY, AUGUST, AND SEPTEMBER 2020.

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 014-AN-97 that states a 2.0% penalty may be added to overdue property taxes on July 1, August 1, September 1, October 1, November 1, December 1 and a 12% penalty on January 1;

WHEREAS the Government of Alberta has deferred Education property taxes until September 30, 2020 for all non-residential properties;

WHEREAS the Council of the City of Cold Lake will waive penalties on overdue Education property taxes on non-residential properties for the months of July 1, August 1 and September 1;

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 2020 Education Property Taxes for Non-Residential Properties Penalties Waiver Bylaw".

SECTION 2- ENACTMENT

2.1 The City of Cold Lake will continue to set the due date for all property taxes as June 30, 2020.

2.2 Any penalties on the Education Property Taxes for non-residential properties will be waived for the months of July, August, and September 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 October 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

Frequently asked questions:

Non-Residential Property Tax Deferral

This FAQ answers some of the commonly asked questions regarding education property tax deferrals. Please read through the questions and answers carefully. Should you require further clarification, please email your question to TaxProgramDelivery@gov.ab.ca.

What are the acceptable options for the non-residential property tax deferral?

Municipalities have two options to defer non-residential property taxes. Municipalities who wish to defer the education property tax portion must defer property taxes to ensure penalties and interest are not applied if taxes are paid in full on or before September 30, 2020. Municipalities who wish to defer both municipal and education property taxes must defer the appropriate number of months to ensure the deferral benefit is equal to or greater than a six-month deferral of education property tax. The six-month deferral begins April 1.

How many months do I need to defer both municipal and education property tax to satisfy the combined approach?

This will depend on the ratio between your municipal property tax rate and your local education property tax rate. The greater your municipal tax rate is versus your education tax rate, the shorter the necessary deferral period. As long as the cumulative benefit of a municipal and education property tax is the same or greater than a six-month education property tax deferral, the combined approach is acceptable.

For more information and examples of acceptable approaches, please see the [Non-Residential Property Tax Deferral Guidelines](#).

If our normal property tax due date is September 30th or later, do we have to implement one of the acceptable approaches?

No. Because your municipality's property tax due date is later than the deferral date of September 30, you have already effectively provided a six-month deferral from April 1. You are still required to provide the appropriate government messaging to be included with your tax notices. The appropriate messaging can be found here:

[2020 education property tax insert – Education tax only](#);

[2020 education property tax insert – Combined approach](#) or;

[2020 education property tax insert – Due date after October 1](#).

My municipality uses self-mailers for tax notices. How do I include the government messaging?

It is preferred the standard messaging be included as an insert to tax notices. In the case of self-mailers, or other automatic processes, at a minimum, the standard messaging text should be included on the self-mailer with a hyperlink to the appropriate Government of Alberta messaging.

Can a due date for education property taxes later than September 30th be used?

Yes. It is at your council's discretion as to when you defer property tax. Non-residential education property tax will not be requisitioned from municipalities until December 2020. The December 2020 invoice will include the June, September, and December non-residential amounts and the December residential amount.

How do I implement this tax deferral within my property tax bylaws?

To implement tax deferrals, municipalities with penalties outlined in the annual tax rate bylaw will set the penalty dates in line with the tax deferral program approved by council and one of the acceptable options.

For those municipalities with specific tax penalty bylaws, it is recommended that an amending bylaw to the tax penalty bylaw be drafted and approved by council.

The amending bylaw would stipulate the deferred tax penalty dates for the 2020 tax year only, again in line with the tax deferral program approved by council and one of the acceptable options.

Is the six month property tax deferral from the tax due date?

No. The six-month tax deferral is from April 1 to September 30. For example, if your municipality's normal tax due date is June 30, you're required to defer non-residential education property tax to September 30 or an equivalent of municipal and education property tax for a shorter period of time. If your tax due date is September 15, you still are required to defer non-residential education property tax until September 30 or for a shorter period if both municipal and education tax is deferred.

Can the tax due date be earlier than the deferral date?

Yes. It is important to ensure flexibility for non-residential ratepayers to defer payment of taxes without incurring penalties or interest. It is acceptable to maintain an earlier tax due date, such as June 30, to encourage timely payment from those who can afford it. However, non-residential ratepayers must have the option to defer payment to a later date that aligns with one of the acceptable options. It is also important that communication to ratepayers be clear about their ability to defer payment without penalties or interest.

I have non-residential taxpayers using a Tax Installment Payment Plan

A ratepayer on a TIPP, who cannot afford to pay their taxes should contact their municipality to cancel their participation. Alternatively, the ratepayer can ask for the education property tax only to be deferred until at least September 30.

(TIPP). How do I address these payments?

If a taxpayer on a monthly payment plan has their payment plan deferred until September 30, the last three monthly payments will have to account for the remainder of the 2020 education property tax.

How will the non-residential education property tax deferral impact opted-out school boards?

There will be no impact to opted-out school boards. Municipalities will be required to submit the full portion of residential education property taxes, as scheduled, to their respective opted-out school board(s). This is regardless of whether the municipality collects any taxes during that period or not. Opted-out school boards will be responsible for submitting the required portion of residential property taxes to the Alberta School Foundation Fund. The balance of the deferred non-residential amount must be paid to the school board(s) by December 31 and will be due to the Alberta School Foundation Fund by the close of the 2020 calendar year.

Regardless of the amount of taxes deferred, opted-out school boards will receive the appropriate amount of per-student funding from the Alberta School Foundation Fund as per normal practice.

What assessment classes are included in the property tax deferral?

All non-residential property is included in the deferral, including designated industrial property, commercial property, pipelines, and wells.

TOWN OF COLD LAKE
BYLAW #014-AN-97

**A BYLAW OF THE TOWN OF COLD LAKE TO PROVIDE FOR THE IMPOSITION OF
PENALTIES ON UNPAID TAXES.**

WHEREAS, the Council of the Town of Cold Lake deems it advisable to provide for a penalty to be imposed on unpaid taxes after a certain date in the year that the taxes are levied and on all taxes unpaid at December 31st in each year.

NOW THEREFORE, pursuant to the authority vested in it by the Municipal Government Act, the Municipal Council of the Town of Cold Lake in the Province of Alberta, duly assembled enacts as follows:

That ByLaw Nos. 90-694, 91-636 and 95-730B are hereby repealed.

1. That a 2% penalty be applied to current unpaid taxes on July 1 of each year or 30 days from the date of mailing the tax notice; which ever is the later.
2. That a further 2% penalty be applied to current unpaid taxes on August 1 of each year.
3. That a further 2% penalty be applied to current unpaid taxes on September 1 of each year.
4. That a further 2% penalty be applied to current unpaid taxes on October 1 of each year.
5. That a further 2% penalty be applied to current unpaid taxes on November 1 of each year.
6. That a further 2% penalty be applied to current unpaid taxes on December 1 of each year.
7. That a 12% penalty be applied on January 1 of each year on those taxes that remain outstanding as of December 31 of the previous year.
8. For the purposes of Sections 1, 2, 3, 4, 5 and 6, penalty will not be compounded during the current year.
9. For the purposes of Section 7, taxes remaining unpaid as of December 31st include accumulated penalties.
10. That Supplementary Taxes shall be due and payable to the Town of Cold Lake by the last day of February of the current year. Any outstanding amounts will be subject to a 12% penalty charge on March 1st.

This ByLaw shall come into effect immediately upon the date of its final reading.

FIRST READING passed in open Council duly assembled in the Town of Cold Lake, in the Province of Alberta, this 22nd day of April, A.D. 1997, on motion by Councillor Young.

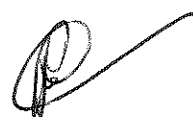
CARRIED

SECOND READING passed in open Council duly assembled in the Town of Cold Lake, in the Province of Alberta, this 22nd day of April, A.D. 1997, on motion by Councillor Barnes.

CARRIED

CONSENT TO THIRD AND FINAL READING granted on motion by Councillor Donnelly.

**CARRIED
UNANIMOUSLY**

M.P. 

THIRD AND FINAL READING passed in open Council duly assembled in the Town of Cold Lake, in the Province of Alberta, this 22nd day of April, A.D. 1997, on motion by Councillor Eger.

CARRIED

TOWN OF COLD LAKE



MAYOR



CHIEF ADMINISTRATIVE OFFICER

2020 non-residential education property tax

The Government of Alberta is doing everything it can to support businesses through the COVID-19 pandemic. On March 23, 2020, the government announced property tax changes to assist businesses and keep the economy running.

To help businesses remain solvent, the government is deferring six months' worth of education property tax for all non-residential properties in Alberta.

What this means for you

Businesses will see their 2020 education property tax amount deferred this year. Education property tax amounts will not begin to be collected until October 2020.

We encourage you pay the full amount of your taxes now if you are able to. Property owners are strongly encouraged to immediately pass on the benefits of any tax deferrals to their business tenants.

While deferred taxes are still due in 2020, we are also encouraging municipalities to implement flexible payment plans for non-residential property owners unable to pay fully in 2020.

For further information about your municipality's specific approach, please contact your municipal administration using the contact information provided on the tax notice.

2020 non-residential education property tax

The Government of Alberta is doing everything it can to support businesses through the COVID-19 pandemic. On March 23, 2020, the government announced property tax changes to assist businesses and keep the economy running.

The government is working with municipalities to defer property taxes to help your business remain solvent.

Your municipality has chosen to provide a combined municipal and education property tax deferral that is effectively equivalent to a six-month education property tax deferral.

If you are able to pay your property taxes now, we encourage you to do so. Property owners are strongly encouraged to immediately pass on the benefits of any tax deferrals to their business tenants.

While deferred taxes are still due in 2020, we are also encouraging municipalities to implement flexible payment plans for non-residential property owners unable to pay fully in 2020.

For further information about your municipality's specific approach, please contact your municipal administration using the contact information provided on the tax notice.



STAFF REPORT

Title: Bylaw No. 671-FN-20 - 2020 Education Property Taxes Tax Installment Payment Plan Deferral Bylaw

Meeting Date: May 12, 2020

Executive Summary:

In order to alleviate the pressure on businesses due to the COVID-19 situation, on March 23, 2020 the Government of Alberta asked municipalities to provide a 6 month deferral of the Education Property tax portion for Non-residential properties starting April 1, 2020 to Sept 30, 2020.

The Ministerial Order also included that the Non-residential portion of The City's Education requisition for the June and September payments would not be due until December 15, 2020.

Bylaw No 662-FN-20 was passed by Council at their regular meeting on March 24, 2020 that allowed property owners on the TIPPS program to defer their payments for the months of April, May and June 2020. We currently have 17 non-residential property requests for the deferral.

In order to remain consistent with Bylaw 670-FN-20 Administration is recommending Bylaw 671-FN-20 to allow non- residential property owners to defer the education portion of their TIPPS payment until Sept 30, 2020 with the total amount deferred under this bylaw to be withdrawn on Oct 15, 2020.

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. The amounts are withdrawn on the 15th of each month.

Administration has prepared Bylaw 671-FN-20 to allow the deferral of the Education Property Tax portion of the Tax Installment Payment Plan for Non-residential properties for the months of April-September 2020 as per the Government of Alberta's direction.

This new bylaw 671-FN-20 being presented will not affect properties that opted to defer their entire TIPPS payment as per Bylaw No. 662-FN-20 Tax Payment Deferral Bylaw for the months of April, May and June. These non-residential properties will still be able to request the Education tax deferral to September 30, 2020.



Letters to all the non-residential property owners on the TIPPS program will be sent notifying them that they are able to request this deferral.

Alternatives:

Council may consider the following options.

1. Council may give 3 readings to Bylaw No. 671-FN-20 to allow the deferral of the Education tax portion of the monthly installment for the months of April, May, June, July, August and September 2020.
2. Council may choose to provide a longer deferral.

Recommended Action:

Administration recommends Council give 3 readings to Bylaw No. 671-FN-20, being the 2020 Education Property Taxes Tax Installment Payment Plan Deferral Bylaw.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE
BYLAW 671-FN-20
2020 EDUCATION PROPERTY TAXES TAX INSTALLMENT PAYMENT PLAN
DEFERRAL BYLAW**

THIS BYLAW AUTHORIZES THE COUNCIL OF THE MUNICIPALITY THE ABILITY TO DEFER EDUCATION PROPERTY TAX PAYMENTS FOR ALL NON-RESIDENTIAL PROPERTIES ON THE TAX INSTALLMENT PAYMENT PLAN (TIPPS) BYLAW 003-FN-96 FOR THE MONTHS OF APRIL, MAY, JUNE, JULY, AUGUST, AND SEPTEMBER 2020 IF REQUESTED BY THE PROPERTY OWNER.

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 Government of Alberta has deferred Education property taxes until after September 30, 2020 for all non-residential properties;

WHEREAS, the Council of the City of Cold Lake wishes to defer Education property tax payments for the months of April, May, June, July, August, and September 2020 for Non-residential properties on the TIPPS program if requested by the property owner;

AND WHEREAS, the Council of the City of Cold Lake wishes that all sections of Bylaw 003-FN-96 and Bylaw 662-FN-20 are adhered to except allowing a deferral of the Education property tax portion for Non-residential properties on monthly installments for the months of April, May, June, July, August, and September 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 2020 Education Property Tax Installment Payment Plan Deferral Bylaw".

SECTION 2- DEFERRAL PARAMETERS

- 2.1 Non-residential property rate payers on the TIPPS program may defer the education portion of their tax payments for April, May, June, July, August, and September 2020.
- 2.2 The entire deferred balance of Education property tax will be added to the October 15, 2020 payment.
- 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 15th of each month.
- 2.5 All other sections of Bylaw 003-FN-96 and Bylaw 662-FN-20 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 October 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

Frequently asked questions:

Non-Residential Property Tax Deferral

This FAQ answers some of the commonly asked questions regarding education property tax deferrals. Please read through the questions and answers carefully. Should you require further clarification, please email your question to TaxProgramDelivery@gov.ab.ca.

What are the acceptable options for the non-residential property tax deferral?

Municipalities have two options to defer non-residential property taxes. Municipalities who wish to defer the education property tax portion must defer property taxes to ensure penalties and interest are not applied if taxes are paid in full on or before September 30, 2020. Municipalities who wish to defer both municipal and education property taxes must defer the appropriate number of months to ensure the deferral benefit is equal to or greater than a six-month deferral of education property tax. The six-month deferral begins April 1.

How many months do I need to defer both municipal and education property tax to satisfy the combined approach?

This will depend on the ratio between your municipal property tax rate and your local education property tax rate. The greater your municipal tax rate is versus your education tax rate, the shorter the necessary deferral period. As long as the cumulative benefit of a municipal and education property tax is the same or greater than a six-month education property tax deferral, the combined approach is acceptable.

For more information and examples of acceptable approaches, please see the [Non-Residential Property Tax Deferral Guidelines](#).

If our normal property tax due date is September 30th or later, do we have to implement one of the acceptable approaches?

No. Because your municipality's property tax due date is later than the deferral date of September 30, you have already effectively provided a six-month deferral from April 1. You are still required to provide the appropriate government messaging to be included with your tax notices. The appropriate messaging can be found here:

[2020 education property tax insert – Education tax only](#);

[2020 education property tax insert – Combined approach](#) or;

[2020 education property tax insert – Due date after October 1](#).

My municipality uses self-mailers for tax notices. How do I include the government messaging?

It is preferred the standard messaging be included as an insert to tax notices. In the case of self-mailers, or other automatic processes, at a minimum, the standard messaging text should be included on the self-mailer with a hyperlink to the appropriate Government of Alberta messaging.

Can a due date for education property taxes later than September 30th be used?

Yes. It is at your council's discretion as to when you defer property tax. Non-residential education property tax will not be requisitioned from municipalities until December 2020. The December 2020 invoice will include the June, September, and December non-residential amounts and the December residential amount.

How do I implement this tax deferral within my property tax bylaws?

To implement tax deferrals, municipalities with penalties outlined in the annual tax rate bylaw will set the penalty dates in line with the tax deferral program approved by council and one of the acceptable options.

For those municipalities with specific tax penalty bylaws, it is recommended that an amending bylaw to the tax penalty bylaw be drafted and approved by council.

The amending bylaw would stipulate the deferred tax penalty dates for the 2020 tax year only, again in line with the tax deferral program approved by council and one of the acceptable options.

Is the six month property tax deferral from the tax due date?

No. The six-month tax deferral is from April 1 to September 30. For example, if your municipality's normal tax due date is June 30, you're required to defer non-residential education property tax to September 30 or an equivalent of municipal and education property tax for a shorter period of time. If your tax due date is September 15, you still are required to defer non-residential education property tax until September 30 or for a shorter period if both municipal and education tax is deferred.

Can the tax due date be earlier than the deferral date?

Yes. It is important to ensure flexibility for non-residential ratepayers to defer payment of taxes without incurring penalties or interest. It is acceptable to maintain an earlier tax due date, such as June 30, to encourage timely payment from those who can afford it. However, non-residential ratepayers must have the option to defer payment to a later date that aligns with one of the acceptable options. It is also important that communication to ratepayers be clear about their ability to defer payment without penalties or interest.

I have non-residential taxpayers using a Tax Installment Payment Plan

A ratepayer on a TIPP, who cannot afford to pay their taxes should contact their municipality to cancel their participation. Alternatively, the ratepayer can ask for the education property tax only to be deferred until at least September 30.

(TIPP). How do I address these payments?

If a taxpayer on a monthly payment plan has their payment plan deferred until September 30, the last three monthly payments will have to account for the remainder of the 2020 education property tax.

How will the non-residential education property tax deferral impact opted-out school boards?

There will be no impact to opted-out school boards. Municipalities will be required to submit the full portion of residential education property taxes, as scheduled, to their respective opted-out school board(s). This is regardless of whether the municipality collects any taxes during that period or not. Opted-out school boards will be responsible for submitting the required portion of residential property taxes to the Alberta School Foundation Fund. The balance of the deferred non-residential amount must be paid to the school board(s) by December 31 and will be due to the Alberta School Foundation Fund by the close of the 2020 calendar year.

Regardless of the amount of taxes deferred, opted-out school boards will receive the appropriate amount of per-student funding from the Alberta School Foundation Fund as per normal practice.

What assessment classes are included in the property tax deferral?

All non-residential property is included in the deferral, including designated industrial property, commercial property, pipelines, and wells.

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

**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

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 Payment 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 15th 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 24th day of March, 2020 A.D. on motion by Councillor Grau.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 24th day of March, 2020 A.D. on motion by Councillor Vining.

**CARRIED
UNANIMOUSLY**

CONSENT TO THIRD AND FINAL READING granted on motion by Councillor Lay.

**CARRIED
UNANIMOUSLY**



THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 24th day of March, 2020 A.D. on motion by Councillor Buckle.

**CARRIED
UNANIMOUSLY**

Executed this 24th day of March, 2020

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER





STAFF REPORT

Title: Bylaw No. 672-AN-20 - 2020 Tax Rate Bylaw

Meeting Date: May 12, 2020

Executive Summary:

Annually a tax rate bylaw must be passed in order to generate the taxation revenue required to meet the 2020 approved operating budget of \$53,528,632, which includes a transfer to capital of \$9,245,000. The City must generate \$20,873,554 (2019: \$20,555,238) from municipal taxation to balance the 2020 budget. This amount is inclusive of the estimated \$16,028,000 from the Cold Lake Air Weapons Range and the allowance of \$1.2M for the PILT dispute. To date the City has not been notified on the taxation revenue it will receive from the ID349. The City has included 16M taxation revenue from the ID349 which is lowest amount we have received from the ID349 since 2012 and the minimum amount the City expected as per the model approved December 2018.

Assessment notices were mailed on February 27, 2020, and as per regulation the tax payers have 67 days to appeal their assessments. The appeal deadline for 2020 was May 4, 2020 but Municipal Affairs extended the deadline for appeal to July 1, 2020.

Administration is requesting first reading of the taxation bylaw inclusive of \$1.2M allowance for PILT with the tax rates to be as follows: Residential Tax rate 8.4179, Multi-Family Residential rate 8.7510, and Non-residential rate of 12.6985. These rates establish an average municipal tax increase of 1.24% to generate sufficient taxation revenue as budgeted in the 2020 budget. These rates are Municipal tax rates only and do not include the School Board or Lakeland Housing Foundation Requisitions. Inclusion of the requisition will generate an approximate 1.58% decrease for residential and a .23% increase for non-residential. The tax rate bylaw will be brought to Corporate Priorities May 19, 2020 for further discussion.

Background:

Council passed the 2020 Operational Budget on March 24, 2020 in the amount of \$53,528,632 with \$20,873,554 to be generated from taxation revenue. The budget was passed with an estimated average tax increase of 1.11%. However, the bylaw presented shows an average increase of 1.24% to all assessment classes. Taxes are dependent on the assessed value of a property in relation to other properties in the City. The tax rate is set per \$1000 of assessment. All assessments are based on market values as at July 2019 and condition as of Dec 31, 2019. If the requisitions inclusive of



the estimate requisition for Schools are included the average decrease would be approximately 1.58% for residential and a .23% increase for non-residential.

Administration is also providing other options if Council wishes to consider them.

Option 1: same rate as last year which will equate to a deficit of \$855,155. Option 2 is calculated with an average of no increase to Municipal taxes with a deficit of \$254,532. These options would require a transfer of approximately \$855,000 and \$254,000 respectively from accumulated surplus to balance the 2020 Operational Budget. Option 3 will generate the funds from taxation to balance the 2020 Operational budget.

The City appealed the 2013 to 2019 Payment in lieu of taxes (PILT) to the Dispute Advisory Board (DAP) stemming from a discrepancy between the City's Assessor's assessment and the Federal Assessors assessment of the 4 Wing property. The 2020 budget includes a PILT allowance of \$1.2M. The City will again apply for deferral of the portion of the school board requisition relating to PILT in 2020.

The City's total assessment decreased by \$61.9M when compared to prior year. Total growth was \$9.1M and the inflationary decrease was \$71M. The City sustained a \$3M decrease in assessments due to the demolition of properties on 4 Wing (Martineau area).

Under the Order in Council regarding the Annexation the City of Cold Lake must tax the annexed land at the same tax rate as the MD or the tax rate of the City of Cold Lake whichever is lower up to and including 2069 unless the criteria is met as per the Annexation agreement. The 2019 MD tax rates were 2.7663 Residential, 5.0000 Farmland and 14.5000 for Non-Residential.

Administration has provided for informational purposes on the attached spreadsheet a projected average increase of 1.24% to municipal taxes.

The 2020 Education Property Tax Requisition totals \$6,474,212 (2019-\$6,828,899) which requires a tax rate of 2.6440 for residential properties and 3.8594 for non-residential properties.

The Lakeland Seniors Foundation's requisition is \$196,055. (2019: \$200,341) which requires a tax rate of 0.0900 to generate the funds required.

The Designated Industrial Property Requisition for 2020 is \$1,887 (2019-\$1,954). A tax rate of 0.0760 will be utilized to generate \$1,887 for the Designated Industrial Property Requisition.



The City has no control over these requisitions; they are collected by the City and forwarded in full to the respective party. Administration will bring the tax rate bylaw to the corporate priorities meeting on May 19, 2020 for further discussion with 2nd and 3rd reading of the bylaw scheduled for May 26, 2020. Tax Notices will be mailed by May 31, 2020 with a due date of June 30, 2020.

Alternatives:

Council may consider the following options:

1. Council may give first reading to Bylaw No. 672-AN-20 the 2020 Tax Rate Bylaw with further discussion at Corporate Priorities
2. Council may not give first reading to Bylaw No. 672-AN-20 the 2020 Tax Rate Bylaw and consider amending the 2020 Operating Budget.

Recommended Action:

Council approve Administration's recommendation to give first reading to Bylaw No. 672-AN-20 the 2020 Tax Rate Bylaw with the Municipal Residential tax rate of 8.4179, Multi-Family Residential rate of 8.7510, Non-Residential tax rate of 12.6985, Annexed Residential 2.7663, Annexed Farmland 5.0000, and Annexed Non-Residential 12.6985. Education tax rates of 2.6440 residential, and 3.8594 non-residential, a tax rate of .0900 for the Lakeland Lodge and Housing requisition and a tax rate of 0.0760 for the Designated Industrial Property requisition.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

CITY OF COLD LAKE
BYLAW # 672-AN-20

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY FOR THE 2020 TAXATION YEAR

WHEREAS the City of Cold Lake has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council meeting held on March 24, 2020 and ;

WHEREAS the estimated municipal expenditures and transfers set out in the budget for the City of Cold Lake for 2020 total \$53,528,632.00 and;

WHEREAS the estimated revenues and transfers from all sources other than taxation is estimated at \$32,655,078.00 and the balance of \$20,873,554.00 is to be raised by general municipal taxation, and;

WHEREAS the requisitions including any under or over levy are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	3,594,167.42
Non-residential	2,091,679.90
Opted Out School Boards	
Residential/Farmland	621,430.40
Non-residential	169,671.84
ASFF Requisition Allowance	
Senior Foundation	196,147.54
Designated Industrial Properties	1,889.41 and;

WHEREAS the Council of the City of Cold Lake is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions, and;

WHEREAS the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000, and Order of Council 356/2018 for Annexed Land and,

WHEREAS the assessed value of all taxable and GIL property in the City of Cold Lake as shown on the assessment roll is:

	<u>Assessment</u>
Residential	1,518,132,860
Multi Family Residential	69,048,900
Non-residential	586,731,710
Farmland	166,300
Machinery and Equipment	507,420
Residential - Annexed	5,711,000
Farmland - Annexed	131,340
Non-residential - Annexed	1,209,810
Seniors Housing	-
TOTAL ASSESSMENT	<u>2,181,639,340</u>

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the City of Cold Lake, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the City of Cold Lake:

	Tax Levy	Assessment	Rate
General Municipal			
Residential/Farmland	12,780,890.50	1,518,299,160	8.4179
Multi Family Residential	604,246.92	69,048,900	8.7510
Non-residential	7,450,612.62	586,731,710	12.6985
Machinery & Equipment	6,443.47	507,420	12.6985
Residential - Annexed	15,798.34	5,711,000	2.7663
Farmland - Annexed	656.70	131,340	5.0000
Non-residential - Annexed	15,362.77	1,209,810	12.6985
TOTAL MUNICIPAL	20,874,011.33	2,181,639,340	
ASFF			
Residential/Farmland	3,383,084.87	1,279,532,857	2.6440
Non-residential	870,981.07	225,677,845	3.8594
TOTAL ASFF	4,254,065.95	1,505,210,702	
Opted Out School Boards			
Residential/Farmland	829,096.38	313,576,543	2.6440
Non-residential	1,394,079.64	361,216,675	3.8594
TOTAL OPTED OUT SCHOOL BOARDS	2,223,176.02	674,793,218	
Senior Foundation	201,896.71	2,243,296,770	0.0900

Designated Industrial Property

1,889.41

24,860,690.00

0.0760

2. That this Bylaw shall take effect on the date of the third and final reading

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

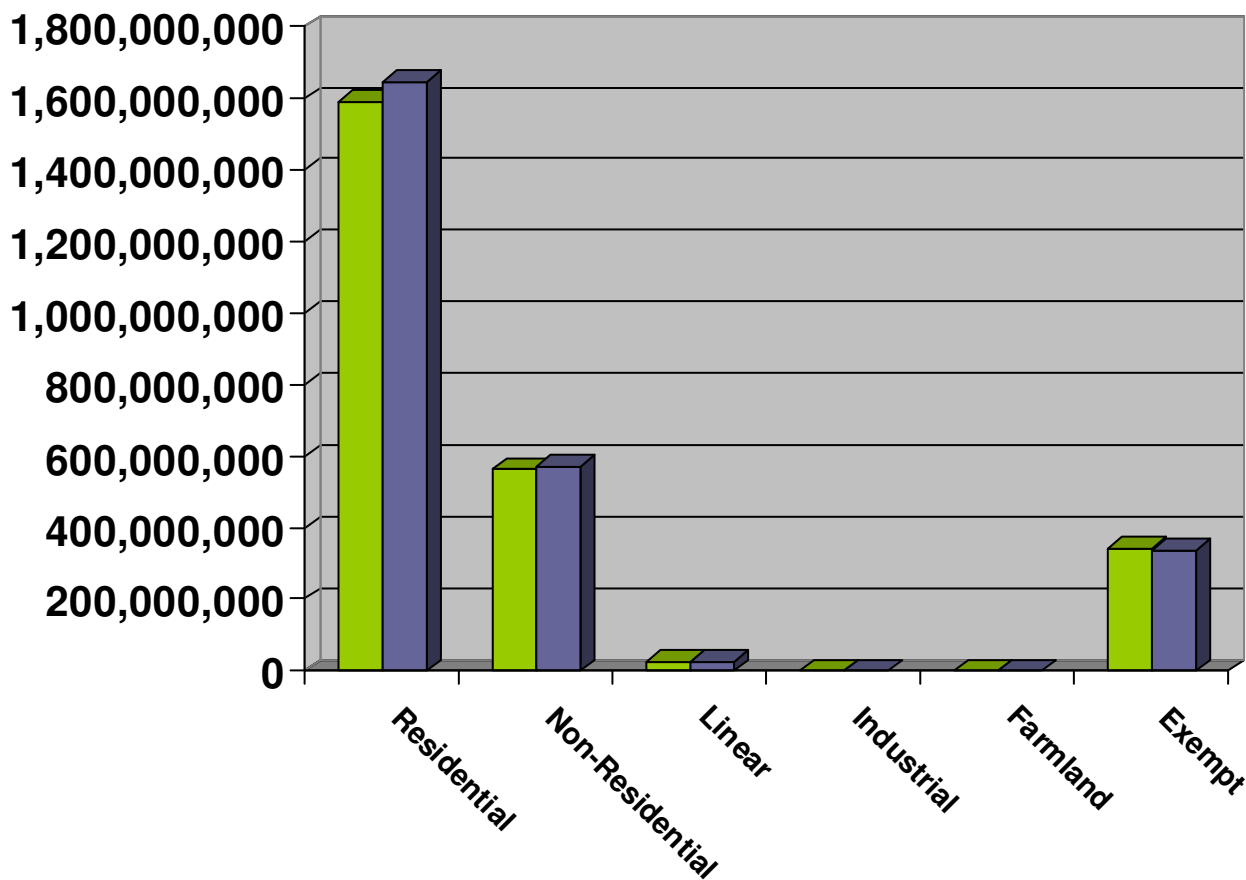
CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER

	<i>2019 Land</i>	<i>Impr</i>	<i>Total</i>	<i>2018 Land</i>	<i>Impr</i>	<i>Total</i>	<i>Difference</i>	
							<i>\$</i>	<i>%</i>
Residential	435,007,140	1,157,859,220	1,592,866,360	443,665,720	1,203,787,190	1,647,452,910	-54,586,550	97%
Non-Residential	118,512,080	445,163,840	563,675,920	123,447,080	447,600,750	571,047,830	-7,371,910	99%
Linear	0	23,919,780	23,919,780	0	23,889,690	23,889,690	30,090	100%
Industrial	47,700	813,760	861,460	47,700	813,760	861,460	0	100%
Farmland	297,640	0	297,640	297,640	0	297,640	0	100%
Exempt	71,404,580	272,217,640	343,622,220	72,177,700	265,657,740	337,835,440	5,786,780	102%
Taxable Total	553,864,560	1,627,756,600	<u>2,181,621,160</u>	567,458,140	1,676,091,390	<u>2,243,549,530</u>	-61,928,370	97%
Grand Total	625,269,140	1,899,974,240	<u>2,525,243,380</u>	639,635,840	1,941,749,130	<u>2,581,384,970</u>	-56,141,590	98%

Assessment Class Totals



Municipal Assessment

<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
102	Residential Imp/Site	4,510	T	336,198,940	920,686,550	5,993,070	1,262,878,560
103	Vacant Residential	352	T	45,691,800	0	0	45,691,800
110	Multi Family	44	T	1,080,400	1,142,900	66,825,600	69,048,900
111	Vacant Multi Family	6	T	1,181,600	0	0	1,181,600
112	Condominiums	685	T	8,946,800	23,874,200	63,210,700	96,031,700
151	Farmland	18	T	166,300	0	0	166,300
202	* Comm'l Imp/Site	262	T	10,674,780	21,949,390	189,713,660	222,337,830
203	* Industr'l Imp/Site	33	T	306,500	311,600	12,851,100	13,469,200
252	* Vacant Commercial	71	T	16,818,600	0	0	16,818,600
253	* Vacant Industrial	8	T	450,800	0	0	450,800
911	Annexation Residential Improved	10	T	1,343,400	1,882,300	0	3,225,700
912	Annexation Residential Vacant	2	T	2,485,300	0	0	2,485,300
913	Annexation Non-Residential Improved	1	T	281,000	732,800	0	1,013,800
915	Annexation Farmland	9	T	131,340	0	0	131,340
Taxable Total:		6,011		425,757,560	970,579,740	338,594,130	1,734,931,430
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
601	Federal MV/Imp GIL	1	G	37,999,500	74,270,300	0	112,269,800
701	* Federal MV/Imp GIL	2	G	89,563,500	218,985,390	0	308,548,890
Grant-In-Lieu Total:		3		127,563,000	293,255,690	0	420,818,690
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
609	Prov Residential MV/Imp GIL (Municipal Only)	1	X	79,400	0	0	79,400
709	* Prov Non Residential MV/Imp GIL (Municipal Only)	2	X	416,900	0	619,900	1,036,800
Mun. Only Total:		3		496,300	0	619,900	1,116,200
Sub Total:		6,017		553,816,860	1,263,835,430	339,214,030	2,156,866,320
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
801	Federal MV/Imp	1	E	3,723,500	13,845,110	0	17,568,610
802	School MV Exempt	20	E	9,236,900	91,235,000	1,108,900	101,580,800
803	Provincial MV/Imp	12	E	1,328,700	1,806,150	1,787,400	4,922,250
804	Religious MV Exempt	18	E	2,495,140	8,549,400	748,100	11,792,640
806	Cemetery Exempt	2	E	1,347,700	0	0	1,347,700
811	Legion Exempt	2	E	0	0	449,670	449,670
814	Non Profit Exempt	9	E	245,200	1,882,400	3,454,900	5,582,500
815	Other Muni Exempt	1	E	1,416,100	487,300	0	1,903,400
818	Muni Reserve/Utility Exempt	156	E	16,966,100	0	0	16,966,100
820	City owned MV/Imp	109	E	32,861,440	77,460,970	1,930,500	112,252,910
822	Seniors Lodge Exempt	2	E	1,348,500	16,650,600	620,400	18,619,500
824	Hospital Exempt	2	E	435,300	48,229,240	1,971,600	50,636,140
Exempt Total:		334		71,404,580	260,146,170	12,071,470	343,622,220
For Municipal Assessment:		6,351		625,221,440	1,523,981,600	351,285,500	2,500,488,540

Provincial Assessment

<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
301	DIP * Industr'l Imp/Site	4	T	47,720	76,300	0	124,020
302	DIP * Proc. Man'fac Bldg	7	T	0	197,340	0	197,340
303	DIP * Machinery/Equip.	8	T	0	507,420	0	507,420
920	Annexation DIP * PROC-MAN FAC-BLD	1	T	0	1,450	0	1,450
921	Annexation DIP *MACHINERY/EQUIP	1	T	0	23,010	0	23,010
Non-Linear Taxable Total:		21		47,720	805,520	0	853,240
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
501	* Pipeline CPA	6	T	0	6,861,400	0	6,861,400
502	* Power Line CPA	1	T	0	10,877,230	0	10,877,230
503	* Communications CPA	5	T	0	4,755,810	0	4,755,810
504	* Cable CPA	3	T	0	1,253,790	0	1,253,790
919	Annexation Linear	2	T	0	171,550	0	171,550
Linear Taxable Total:		17		0	23,919,780	0	23,919,780

Provincial Assessment

<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
	For Provincial Assessment:	38		47,720	24,725,300	0	24,773,020

Grand Totals

Taxable Total:	6,049	425,805,280	995,305,040	338,594,130	1,759,704,450
Grant-In-Lieu Total:	3	127,563,000	293,255,690	0	420,818,690
Mun. Only Total:	3	496,300	0	619,900	1,116,200
Taxable & Grant-in-Lieu & Mun. Only Total:	6,055	553,864,580	1,288,560,730	339,214,030	2,181,639,340
Exempt Total:	334	71,404,580	260,146,170	12,071,470	343,622,220
Parcels: 6,338	6,389	625,269,160	1,548,706,900	351,285,500	2,525,261,560

2020 TAX RATE SCENARIOS

[illegible]

PRELIMINARY

**2020 EDUCATION PROPERTY TAX REQUISITION
FOR
CITY OF COLD LAKE**

PAYMENT TO ALBERTA SCHOOL FOUNDATION FUND (ASFF)

Assessment Class	Basic Rate (1)	Equalized Assessment (2)	ASFF Requisition (1) x (2) / 1,000
Residential and Farmland	\$ 2.55	\$ 1,408,928,338	\$ 3,592,767.26
Non-Residential	\$ 3.75	\$ 557,424,774	\$ 2,090,342.90
Machinery & Equipment	\$ 0.00	\$ 556,690	\$ 0.00
Total			\$ 5,683,110.17

PAYMENT TO LAKELAND RCSSD

Assessment Class	Basic Rate (1)	Equalized Assessment (2)	Opted Out Requisition (1) x (2) / 1,000
Residential and Farmland	\$ 2.55	\$ 243,698,198	\$ 621,430.40
Non-Residential	\$ 3.75	\$ 45,245,824	\$ 169,671.84
Machinery & Equipment	\$ 0.00	\$ 0	\$ 0.00
Total			\$ 791,102.24

Total 2020 Property Taxes for Education: \$ 6,474,212.41
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Report created on Mar 26, 2020.



Lakeland
Lodge and Housing Foundation

Box 7143 Bonnyville, AB T9N 2H5

Telephone: (780) 826-6202

Fax: (780) 826-5085

RECEIVED

FEB 03 2020

CITY OF COLD LAKE

30-Jan-20

City of Cold Lake
5513-48 Street
Cold Lake, Alberta
T9M 1A1

Attention: Joanne Melynk

Please find enclosed the summary of the 2020 Requisition, which is due quarterly on the 15th of March, June, September and December.

If you have any questions or concerns please call Connie at (780) 826-6202.

Sincerely yours,

Connie Surgeson

Chief Administrative Officer

Enclosed

Lakeland Lodge and Housing Foundation
2020 Requisition

\$ 800,000.00	Equalized Assessment	Percent	Annual Requisition
City of Cold Lake	\$ 2,255,853,824.00	24.507%	\$ 196,055.37
Town of Bonnyville	\$ 979,830,386.00	10.645%	\$ 85,156.67
M.D of Bonnyville	\$ 5,834,953,711.00	63.389%	\$ 507,113.54
Village of Glendon	\$ 46,574,037.00	0.506%	\$ 4,047.73
S.V Pelican Narrows	\$ 58,308,888.00	0.633%	\$ 5,067.60
S.V Bonnyville Beach	\$ 29,445,322.00	0.320%	\$ 2,559.08
Total	\$ 9,204,966,168.00	100%	\$ 800,000.00

March 15, 2020 - \$ 49,013.84
 June 15, 2020 - \$ 49,013.84
 September 15, 2020 - \$ 49,013.84
 December 15, 2020 - \$ 49,013.85
\$196,055.37

Provincial 2020 Equalized Assessment Report

Municipality Type	Municipality	Residential	Farmland	Non Residential (Non regulated)	NR Linear Property	NR Co-generating M&E	Machinery and Equipment	Grand Total
City	AIRDRIE	9,771,832,968	2,707,350	1,663,880,952	77,545,930	0	7,002,300	11,522,969,500
	BEAUMONT	2,797,818,518	809,440	192,072,876	17,552,350	0	133,300	3,008,386,484
	BROOKS	1,059,104,674	190,900	309,979,484	26,127,050	0	1,003,800	1,396,405,908
	CALGARY	216,596,187,572	8,850,643	56,735,638,132	2,775,450,280	0	354,854,920	276,470,981,547
	CAMROSE	2,134,530,661	1,063,880	593,513,693	27,751,710	0	62,173,910	2,819,033,854
	CHESTERMERE	3,517,574,755	1,141,170	168,618,786	33,841,370	0	273,780	3,721,449,861
	COLD LAKE	1,652,328,896	297,640	578,612,538	24,058,060	0	556,690	2,255,853,824
	EDMONTON	131,483,988,143	41,239,064	41,105,248,987	1,906,296,860	0	822,192,616	175,358,965,670
	FORT SASKATCHEWAN	3,622,014,275	888,400	1,173,045,231	124,910,470	0	1,522,891,300	6,443,749,676
	GRANDE PRAIRIE	6,903,152,394	3,181,910	3,045,747,112	127,295,100	0	44,285,310	10,123,661,826
	LACOMBE	1,513,324,270	640,060	295,643,361	16,522,980	0	2,565,810	1,828,696,481
	LEDUC	4,037,661,730	822,900	2,064,939,860	60,943,950	0	4,344,690	6,168,713,130
	LETHBRIDGE	10,687,534,461	2,392,530	2,527,835,596	239,570,990	0	246,551,000	13,703,884,577
	LLOYDMINSTER	2,197,450,308	97,090	899,768,452	48,378,180	0	123,508,900	3,269,202,930
	MEDICINE HAT	7,045,536,179	1,232,900	1,594,044,965	296,103,700	0	374,759,570	9,311,677,314
	RED DEER	11,644,389,137	1,773,200	3,827,466,949	153,776,190	0	37,085,110	15,664,490,586
	SPRUCE GROVE	4,917,704,082	348,500	1,044,459,725	39,410,140	0	13,048,600	6,014,971,047
	ST. ALBERT	10,647,569,040	515,300	1,854,683,546	77,771,540	0	24,550,000	12,605,089,426
	WETASKIWIN	1,039,553,516	664,260	320,938,775	21,109,970	0	20,557,340	1,402,823,861
		433,269,255,579	68,857,137	119,996,139,020	6,094,416,820	0	3,662,338,946	563,091,007,502
Specialized Municipality	CROWSNEST PASS, Municipality of	812,647,863	739,360	88,143,990	55,243,550	0	4,017,220	960,791,983
	JASPER, Municipality of	878,946,954	0	583,596,630	56,784,930	0	2,530,600	1,521,859,114

March 23, 2020

Mr. Kevin Nagoya
City of Cold Lake
5513-48 Avenue

Cold Lake, Alberta, T9M 1A1

Dear Chief Administrative Officer,

Subject: 2020 Tax Year - Designated Industrial (DI) Property Tax Requisition

Legislated changes within the *Municipal Government Act (MGA)* has the cost of centralization of DI Property assessments recovered through a requisition paid by the DI property assessed persons.

The 2020 provincial uniform tax rate for all DI property assessment was set at **\$0.0760** per \$1,000 of DI property assessment as per Ministerial Order No.011/20.

If the total requisition amount is less than \$1,000 for a municipality, there will be no requirement to remit payment, but it still must be applied to the DI property owners' tax bill.

The details of the requisition amount and any balance forward from the 2019 requisition for your municipality is included in the attached notice.

A reconciled notice will be sent to municipalities in early 2021 and will reflect DI property assessment changes that occurred in the year as a result of an amendment, Municipal Government Board decisions, or a supplementary assessment. Credit balances or balances owing will be reflected on the 2021 requisition payable by the municipality.

If you have any questions about the requisition, please contact Ken Anderson, Manager, Finance and Administration at (780) 427-8962 or email at ken.anderson@gov.ab.ca.

We look forward to maintaining a strong working relationship as we move forward with centralization.

Sincerely,



Janice Romanyshyn
Provincial Assessor
Assessment Services Branch

Attachment



Alberta Municipal Affairs
2020 Designated Industrial (DI) Property Tax Requisition Notice

Municipal Code: 0525
Municipality: City of Cold Lake
5513-48 Avenue

Cold Lake, Alberta, T9M 1A1

Notice Date: 2020-03-31
Tax Year: 2020
Due Date: 30 days from Municipal
tax due date

PLEASE MAKE CHEQUES PAYABLE TO GOVERNMENT OF ALBERTA
AND MAIL TO:

Alberta Municipal Affairs
Provincial Assessor's Office
Assessment Services Branch
15TH Floor Commerce Place
10155 - 102 Street NW
Edmonton AB T5J 4L4
Canada

THIS DOCUMENT IS ISSUED BY:

Alberta Municipal Affairs
Provincial Assessor's Office
Assessment Services Branch
15TH Floor Commerce Place
10155 - 102 Street NW
Edmonton AB T5J 4L4
Canada
Ph: 780-422-1377

Ministerial Order No:	Balance Forward From Previous Year	2019 Designated Industrial Property Assessment	Tax Rate Per \$1,000	2020 Designated Industrial Property Tax Requisition	Balance Owing
MAG:011/20	\$ 4.62	\$ 24,773,020.00	\$ 0.0760	\$1,882.75	\$ 1,887.37

Notes:

1. All taxable designated industrial property is subject to the requisition.
2. The tax rate set by the Minister must be the rate applied. Do not adjust the rate.
3. Machinery and equipment exempted from taxation under Section 364(1.1) of the *Municipal Government Act* is not subject to the DI Requisition.
4. Properties, where GIPOT is paid, are not subject to the DI Requisition.
5. If the total requisition amount is less than \$1,000 for a municipality, there will be no requirement to remit payment, but it still must be applied to the DI property owners' tax bill.



STAFF REPORT

Title: Alberta's Relaunch Strategy

Meeting Date: May 12, 2020

Executive Summary:

Since the response to the COVID-19 pandemic began, the City of Cold Lake has maintained the position that it will follow the Government of Alberta's lead in terms of implementing response measures, while supporting Alberta Health Services (AHS) as the lead agency in its' local response.

The Government of Alberta has released a relaunch strategy with "early actions" followed by three described phases of reopening. The tentative date for the first phase is March 14. The first phase will see some businesses and facilities reopen under restrictions. Dates and timelines for the implementation of Phases 2 and 3 have not been outlined but will be governed by health indicators. Phase 3 includes reopening of all facilities and businesses but will maintain physical distancing restrictions.

The City of Cold Lake has maintained a webpage at www.coldlake.com/content/covid19 to disseminate federal and provincial COVID-19 response information, and to catalogue the current status of municipal facilities.

Background:

Early actions include(d) the following:

May 1: Boat Launch access provided in specified locations (Cold Lake Provincial Park and nearby Recreation Areas included)

May 2: Opening of golf courses with restricted opening of clubhouses, restaurants and pro shops to be addressed in phase 1.

May 4: AHS resumption of scheduled, non-urgent surgeries and the controlled resumption of dental and other regulated health care services.

May 6: Controlled opening of outdoors shooting ranges.

May 14: Alberta Parks' online reservation system opens for Albertans to make reservations for stays beginning June 1.

The current state of city facilities is as follows:

City Hall: Open to a limited number of visitors

FCSS/Parent Link: Closed to the public

Energy Centre: Closed to the public



Cold Lake Golf & Winter Club: Closed to the public, preparing to open the course as per the government of Alberta's directions in "early actions" and Phase 1

Public Works Shop: Closed to the public

Cold Lake Transit: Open with reduced hours and physical distancing measures

Transfer Station: Open for regular hours

Municipal Parks and Green Space: Open to the public with signage encouraging physical distancing.

Playgrounds and outdoor facilities/equipment: Closed to the public

Cold Lake Marina: Preparing for opening with physical distancing measures in place.

Alternatives:

This report is presented for council's debate and information.

- Council may pass a motion accepting the report as information.
- Council may pass a motion providing direction to administration based on its debate surrounding this report.

Recommended Action:

Administration recommends that council pass a motion accepting this report as information.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

— Opening soon

Alberta's relaunch strategy



Alberta

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Message from Premier Jason Kenney

Albertans have responded to the worst global pandemic in over a century with the cooperation, and resilience that runs deep in our provincial character. Your efforts and tremendous sacrifices have so far succeeded in containing the spread of the virus far below the devastating scale of the outbreak in many other places, and well below the capacity of our healthcare system to look after vulnerable Albertans.

Our success has been built on a sound pandemic response plan, implemented by Dr. Hinshaw and our team at Alberta Health, who saw COVID-19 coming before many others did. They acted quickly and prudently to ensure our stockpile of medical supplies and aggressive testing regime would be the best in Canada, and among the very best in the world.

Our relaunch strategy, developed with the advice of public health officials, is our path to carefully and gradually lift the restrictions imposed on our economy, and our lives. Our province is facing the most severe economic conditions since the Great Depression, and it will take heroic efforts to get Alberta working again. This will be achieved by carefully moving through the stages of our relaunch strategy while ensuring we all continue to follow public health guidelines.

With Alberta's relaunch strategy, we can finally begin to shift our focus from the fear and anxiety of the past few weeks and start looking with hope and cautious confidence towards the future. Together, we will move through the stages of the relaunch strategy with the same determination and commitment to personal and collective responsibility that Albertans have shown over the past two months.

With the care and common sense Albertans are best known for, we will all stay safe together and begin the process of rebuilding our beautiful province.

Premier Jason Kenney



Message from Dr. Deena Hinshaw, Chief Medical Officer of Health

Over the past several months the COVID-19 pandemic has affected Albertans from across the province. Many have suffered with the virus, many others have suffered from restrictions as a result of public health measures that have required fundamental changes in the way we live, work and play.

I am grateful for the collective efforts and sacrifices of Albertans that have built a barrier between our communities and what could have been an overwhelming surge of cases. I have had your safety and well-being in mind through every recommendation that I have made and I will continue to work to protect your health as we move forward.

I want to stress that the fight against this virus is far from over. Alberta's relaunch strategy is the next phase in our collective efforts to protect each other. We must continue to work together to manage risk, use common sense and remain vigilant to contain this virus. Each stage of our relaunch will be advanced after careful consideration.

Please continue to wash your hands, stay home when you are sick, maintain physical distance from others, stay socially connected, and look out for your friends, family and community as we progress through each stage. We will need each other through every stage of this relaunch and into the future.

We are all in this together.

Dr. Deena Hinshaw, Chief Medical Officer of Health

Overview








While we face a long road to recovery, there are good signs our collective efforts of physical distancing, good hygiene practices, and staying safe together are helping slow the spread of COVID-19.

That has given government confidence to begin implementing Alberta's relaunch strategy, a plan that puts safety first while gradually reopening businesses and activities to the public, and getting people back to work.

Unlike other provinces such as Quebec, we were able to safely keep areas like construction, manufacturing and energy operating over the last several weeks by enforcing physical distancing and following the guidance of our Chief Medical Officer of Health. Thanks to that, we are starting from a strong place, and we will be able to apply that same guidance to other businesses across the province.



To be successful, we must ensure the sacrifices we have already made to contain the virus are not wasted. Continued care, common sense and resilience will move us forward. Here are some of the highlights of how we plan to get there.

Conditions for relaunch

To prepare for the first stage of relaunch, we must have the following elements in place.	
	Enhancing our nation-leading COVID-19 testing capacity
	Robust and comprehensive contact tracing, aided by technology, to quickly identify and notify people who are at risk
	Support for those who test positive to enable isolation and containment of spread
	Stronger international border controls and airport screening
	Public use of masks in specified crowded spaces, or mass transit
	Strong protections for the most vulnerable, including those in long-term care
	Rapid response teams to deal with future outbreaks
With these foundational elements in place, we will ensure a safer reopening.	

Key measures and timing

Getting to each stage of relaunch will depend on our ability to keep infection rates low, and well within the capacity of the healthcare system. Health measures we will be watching include:

	Percentage of tests that are positive
	Hospitalization and intensive care unit (ICU) rates







Confirmed cases will be monitored in real-time to inform proactive responses in localized areas of the province.

We need to learn as we go and evaluate as we take careful, considered steps from one stage to the next. There may be times we need to take a step back, but in time, we will adjust and move forward together.

Continuous evaluation of health triggers could result in restrictions being removed or reapplied in some localized areas of the province.

Early actions

Because of the sacrifices Albertans have made to prevent the spread, we are ready to take some steps that will allow some activities to begin:

	Alberta Health Services will resume some scheduled, non-urgent surgeries as soon as May 4.
	Dental and other regulated health-care workers such as physiotherapists, speech language pathologists, respiratory therapists, audiologists, social workers, occupational therapists, dietitians, chiropractors, optometry and more will be allowed to resume services starting May 4, as long as they are following approved guidelines set by their professional colleges.
	Vehicle access to parking lots and staging areas on public land and parks will open on May 1.
	Alberta Parks' online campground reservation system will open on May 14 for bookings at select campground starting June 1 onward.
	Access to boat launches will open in select provincial parks May 1.
	Golf courses can open on May 2, with restrictions including keeping clubhouses and pro shops closed. These will be able to open consistent with other businesses that will be open in stage one.

Relaunch stage highlights

Stage 1 (as early as May 14)	Stage 2 (timing to be determined based on health indicators)	Stage 3 (timing to be determined based on health indicators with gradual implementation)
<p>With increased infection prevention and controls, some businesses and facilities will be allowed to resume operations as early as May 14.</p> <p>This stage will allow some businesses and services to reopen and resume operations with two metre physical distancing requirements and other public health guidance in place. This includes:</p> <p>Post-secondary institutions will continue to deliver courses; however how programs are delivered – whether online, in-person, or a blend – will be dependent on what restrictions remain in place at each relaunch phase.</p> <p>Retail businesses such as clothing, furniture and bookstores.</p> <p>Some personal services, such as hairstyling and barber shops.</p> <p>Museums and art galleries.</p> <p>More scheduled surgeries and dental procedures.</p> <p>Daycares with limits on occupancy.</p> <p>Summer camps with limits on occupancy. This could include summer school.</p> <p>Cafés, restaurants (minors allowed in liquor-licensed establishments) with no bar service to reopen for public seating at 50 per cent capacity.</p> <p>Some additional outdoor recreation.</p>	<p>Timing of this stage will be determined by the success of Stage 1, considering the capacity of the health care system and continued limiting and/or reduction of the rate of infections, hospitalization, and ICU cases.</p> <p>This stage will allow additional businesses and services to reopen and resume operations with two metre physical distancing requirements and other public health guidelines in place. This includes:</p> <p>Potential Kindergarten to Grade 12 schools with restrictions.</p> <p>Libraries.</p> <p>More scheduled surgeries, including backlog elimination.</p> <p>Personal services such as artificial tanning, esthetics, cosmetic skin and body treatments, manicures, pedicures, waxing, facial treatments, massage and reflexology.</p> <p>Restaurants, cafés, lounges and bars continuing to operate at reduced capacity.</p> <p>Permitting of some larger gatherings (number of people to be determined as we learn more about the levels of risk for different activities) in some situations.</p> <p>Movie theatres and theatres opening with restrictions.</p>	<p>Timing of this stage is to be determined and will involve:</p> <p>Fully reopening all businesses and services, with limited restrictions.</p> <p>Permitting larger gatherings (number of people to be determined).</p>
<p>Rules and guidance for the use of masks in crowded spaces, especially on mass transit.</p> <p>Visitors to patients at health-care facilities will continue to be limited.</p>	<p>Visitors to patients at health-care facilities will continue to be limited.</p>	
<p>Public attendance at businesses, facilities and events that have close physical contact will not be permitted, including: arts and culture festivals, major sporting events, and concerts.</p> <p>Movie theatres, pools, recreation centres, arena, spas, gyms and nightclubs will remain closed.</p>	<p>Nightclubs, gyms, pools, recreation centres and arenas will remain closed.</p> <p>Arts and culture festivals, concerts and major sporting events will continue to not be permitted.</p>	<p>Arts and culture festivals, concerts and major sporting events will be permitted with enhanced protection controls in place.</p> <p>Nightclubs, gyms, pools, recreation centres and arenas will reopen with enhanced protection controls in place.</p> <p>Physical distancing restrictions will be maintained.</p> <p>Resuming industry conferences with restrictions.</p>
<p>Non-essential travel is not recommended.</p>	<p>Non-essential travel is not recommended.</p>	<p>Non-essential travel no longer discouraged.</p>
<p>Remote working is advised where possible.</p>		
Enhanced infection prevention and control measures will be in place in all phases.		

Key public health measures

Public health measure	Current	Stage 1 (to start as early as May 14)	Stage 2	Stage 3
Physical distancing	Maintain distance of 2m	Maintain distance of 2m	Maintain distance of 2m	Maintain distance of 2m
Gatherings	Gatherings > 15 prohibited	Gatherings > 15 prohibited	Size of permitted gatherings will increase	Size of permitted gatherings will increase
Public masks	Encourage wearing a mask where unable to physically distance	Encourage wearing a mask where unable to physically distance	Encourage wearing a mask where unable to physically distance	Unnecessary
Vulnerable Albertans (outside facility)	Remain home unless medically necessary	Stay at home as much as possible	Resume normal activities and interactions	Resume normal activities and interactions
Vulnerable Albertans (facility-based)	Visitor, staff, and operational restrictions	Visitor, staff, and operational restrictions	Visitor, staff, and operational restrictions	Lifted
Non-essential domestic travel	Non-essential travel not recommended	Non-essential travel not recommended	Non-essential travel not recommended	Lifted
Isolation and quarantine	14 days for cases, close contacts, and returning travelers 10 days if symptomatic but don't fit above categories	14 days for cases, close contacts, and returning travelers 10 days if symptomatic but don't fit above categories	14 days for cases, close contacts, and returning travelers 10 days if symptomatic but don't fit above categories	Lifted

How Alberta compares: Public health measures

	AB	BC	SK	ON	QC	NB
Physical distancing	2 meter distancing					
Gatherings	> 15 prohibited	> 50 prohibited	> 10 prohibited	> 5 prohibited	All prohibited	> 10 prohibited
Regions locked down	None	None	Yes (Northern SK)	None	Yes (10 + regions)	None
Restaurants	Dine-in suspended					
Business	Virtual, or curbside only					
Schools	Online learning only					
Isolation	14 days for close contacts and returning travelers 10 days if symptomatic or tested positive for COVID-19		14 days for positive cases, symptomatic individuals, close contacts, and returning travelers			

How Alberta compares: Industry restrictions

While some sectors have remained open in each province, other provinces have placed further restrictions on construction, manufacturing and natural resources.

	AB	BC	ON	QC
Construction	Permitted	Permitted	Permitted for certain industries	Permitted for certain industries
Manufacturing	Permitted All deemed essential	Permitted for certain industries	Permitted All deemed essential	Permitted for certain industries
Natural Resources	Permitted	Permitted	Permitted	Permitted, with Mining initially limited then allowed after April 15.

Protecting seniors and vulnerable populations

We will continue to put a ring of defence around seniors and vulnerable populations. This means we will continue to support vulnerable and at-risk Albertans feeling the impacts of the COVID-19 pandemic.

Restrictions and measures intended to protect seniors, such as continued limits to visitors (long-term care facilities, licensed supportive living facilities including seniors lodges and group homes) and strict health protocols for staff are expected to remain in place through all stages of relaunch. Any changes would be guided by the advice of Alberta's Chief Medical Officer of Health.

Strengthening the economy

More information on a new blueprint for economic recovery, which will set the course for our province's future prosperity, will be provided in the coming days and weeks.

Do your part

We're confident Albertans will face relaunch with the same adaptability and resilience they have shown throughout the COVID-19 pandemic.

Our individual actions are the strongest tool we have to protect our health-care system as we pull together to relaunch our economy.

Learn more about steps you can take to stop the spread of COVID19 at: alberta.ca/covid19



STAFF REPORT

Title: Tax Recovery Sale Extension

Meeting Date: May 12, 2020

Executive Summary:

The City originally had 3 properties with property tax arrears that were to be sold by public auction by March 25, 2020. Due to the uncertainty of the early days of the COVID-19 situation, the auction was adjourned to May 22, 2020 as per section 422(1) where we can adjourn the sale as long as the auction is scheduled within 2 months of the original advertised date. Subsequently, due to the COVID-19 situation, Alberta Municipal Affairs released ministerial Order MAG:014/20 dated April 17, 2020 where the deadline to hold the tax sale was extended to October 1, 2020. Since the original auction date of March 25, 2020 one of the property owners has paid the outstanding taxes in full. Administration is recommending that Council set a new date for the public auction of September 10, 2020 to auction the remaining 2 properties.

Background:

The City currently has 2 properties with property tax arrears that must be sold by public auction by October 1, 2020 as per Ministerial Order MAG:014/20. These properties had reserve bids set by Council on February 25, 2020 as follows:

Lot 3, Block A, Plan 8521872 Title 142085056	Vacant Res. Med. Density	\$ 412,000
Lot 5, Block A, Plan 8521872 Title 142085056001	Vacant Res. Med. Density	\$ 353,000

To date the city has followed all the requirements of the MGA and has registered a tax recovery lien against the properties. All notifications have been sent to the appropriate parties. Numerous attempts have been made to contact and collect the tax arrears including offering tax repayment agreements to the owners.

Lot 3, Block A, Plan 8521872 is a vacant residential lot zoned medium density in Cold Lake North. The City registered a lien on the property on March 31, 2018. All efforts to obtain payment from the property owner has failed. An advertisement was placed in the January 31 issue of the Alberta gazette and a copy of this advertisement has been sent to the home owner.

Lot 5, Block A, Plan 8521872 is a vacant residential lot zoned medium density in Cold Lake North. The City registered a lien on the property on March 31, 2018. All efforts to obtain payment from the property owner has failed. An advertisement was placed in the



January 31 issue of the Alberta gazette and a copy of this advertisement has been sent to the home owner.

If a property sells it will be sold “as is where is” condition. If the property sells at the auction and there is a tenant the new owner would be responsible for the tenant. A purchaser is entitled to acquire the land free of encumbrances with exceptions as listed in section 423 of the MGA. The City must notify the owner if there is any remaining proceeds. The proceeds must be kept for 10 years or until they are paid out to the owner. If the property does not sell the City may continue to try to sell the property at a price reasonably close to market as possible. If the property does not sell after 15 years the City can request the Registrar to issue a new certificate of title in the municipality’s name.

Administration will advertise and post the auction prior to the scheduled date.

Alternatives:

Council may consider the following options:

1. Council may pass a resolution to set the tax sale auction to September 10, 2020.
2. Council may choose another tax sale date as long as it’s on or before October 1, 2020.

Recommended Action:

Administration recommends that Council set the Tax Sale Auction date to September 10, 2020.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

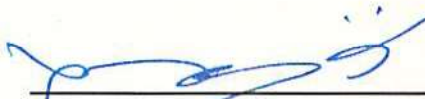
MINISTERIAL ORDER NO. MAG:014/20

I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act* make the following order:

1. The complaint deadline pursuant to Section 284(4) of the *Municipal Government Act*, for an assessment notice with a notice of assessment date that falls on or after January 31, 2020 is extended to July 1, 2020 or 60 days from the notice of assessment date, whichever time is later.
2. The date by which a municipality must perform the actions articulated under Sections 412 and 436.03(1) of the *Municipal Government Act* is extended to June 30, 2020.
3. For properties for which a tax sale was required to be held between March 31, 2019 and March 31, 2020 pursuant to Section 418(2) of the *Municipal Government Act*, the time to complete a sale is extended to October 1, 2020.
4. The date by which municipalities, persons, or entities must perform the actions articulated under Sections 417 and 436.08(1) of the *Municipal Government Act* is extended to October 1, 2020.
5. The time set out in Section 295(4) for a person to provide information requested pursuant to Section 295(1) of the *Municipal Government Act* is extended to July 1, 2020 or within 60 days from the date of request, whichever time is later.
6. The time set out in Sections 34 and 35 of the *Matters Relating to Assessment and Taxation Regulation, 2018* for an assessor to provide information requested pursuant to Sections 299, 299.1, 300, and 300.1 of the *Municipal Government Act* is extended to July 1, 2020 or within 15 days of receiving the request, whichever time is later.
7. The time for municipalities, persons, or entities to perform the actions required under Section 364.3(1) of the *Municipal Government Act*, and Section 36(3) of the *Matters Relating to Assessment and Taxation Regulation, 2018* is extended to October 1, 2020 or within the time specified in the sections, whichever is later.

8. Anything that, under normal timelines pursuant to Parts 9, 10, 11, 12 of the *Municipal Government Act* and its associated regulations, would have been required to be done between the period of March 25, 2020 and the date this Order is signed, which as a result of Ministerial Order MSD 022/20 was not done, and which is not otherwise addressed in this Order, must be completed no later than May 31, 2020.

Dated at Edmonton, Alberta, this 17th day of April, 2020.



Kelechi Madu, QC
Minister of Municipal Affairs

municipality will offer the parcel for sale at a public auction, and

- (b) that the municipality may become the owner of the parcel after the public auction if the parcel is not sold at the public auction.

(3) The notice must be sent to the address shown on the records of the Land Titles Office for each person referred to in subsection (1).

1994 cM-26.1 s417;1995 c24 s61

Offer of parcel for sale

418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

(2) Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 417(2)(a) and ending on March 31 of the year immediately following that date.

(3) Subsection (1) does not apply to a parcel in respect of which the municipality has started an action under section 411(2) to recover the tax arrears before the date of the public auction.

(4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until

- (a) the agreement has expired, or
- (b) the owner of the parcel breaches the agreement,

whichever occurs first.

1994 cM-26.1 s418;1995 c24 s62;1996 c30 s35

Reserve bid and conditions of sale

419 The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

1994 cM-26.1 s419

Right to possession

420(1) From the date on which a parcel of land is offered for sale at a public auction, the municipality is entitled to possession of the parcel.

(2) For the purposes of obtaining possession of a parcel of land, a designated officer may enter the parcel and take possession of it for and in the name of the municipality and, if in so doing resistance is encountered, the municipality may apply to the Court of Queen's Bench for an order for the possession of the parcel.

RSA 2000 cM-26 s420;2009 c53 s119

Advertisement of public auction

421(1) The municipality must advertise the public auction

- (a) in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date on which the public auction is to be held, and
- (b) in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date on which the public auction is to be held.

(2) The advertisement must specify the date, time and location of the public auction, the conditions of sale and a description of each parcel of land to be offered for sale.

(3) The advertisement must state that the municipality may, after the public auction, become the owner of any parcel of land not sold at the public auction.

(4) Not less than 4 weeks before the date of the public auction, the municipality must send a copy of the advertisement referred to in subsection (1)(a) to

- (a) the owner of each parcel of land to be offered for sale,
- (b) each person who has an interest in any parcel to be offered for sale that is evidenced by a caveat registered by the Registrar, and
- (c) each encumbrancee shown on the certificate of title for each parcel to be offered for sale.

1994 cM-26.1 s421;1995 c24 s63

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.

Transfer of parcel to municipality

424(1) The municipality at whose request a tax recovery notification was endorsed on the certificate of title for a parcel of land may become the owner of the parcel after the public auction, if the parcel is not sold at the public auction.

(2) If the municipality wishes to become the owner of the parcel of land, it must request the Registrar to cancel the existing certificate of title for the parcel of land and issue a certificate of title in the name of the municipality.

(3) A municipality that becomes the owner of a parcel of land pursuant to subsection (1) acquires the land free of all encumbrances, except

- (a) encumbrances arising from claims of the Crown in right of Canada,
- (b) irrigation or drainage debentures,
- (c) registered easements and instruments registered pursuant to section 69 of the *Land Titles Act*,
- (d) right of entry orders as defined in the *Surface Rights Act* registered under the *Land Titles Act*,
- (e) a notice of lien filed pursuant to section 38 of the *Rural Utilities Act*,
- (f) a notice of lien filed pursuant to section 20 of the *Rural Electrification Loan Act*, and
- (g) liens registered pursuant to section 21 of the *Rural Electrification Long-term Financing Act*.

(4) A certificate of title issued to the municipality under this section must be marked "Tax Forfeiture" by the Registrar.

1994 cM-26.1 s424; 1995 c24 s64; 1996 c30 s36; 1998 c24 s38;
1999 c11 s23

Right to dispose of parcel

425(1) A municipality that becomes the owner of a parcel of land pursuant to section 424 may dispose of the parcel

- (a) by selling it at a price that is as close as reasonably possible to the market value of the parcel, or
- (b) by depositing in the account referred to in section 427(1)(a) an amount of money equal to the price at which the

(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 s422

Right to a clear title

423(1) A person who purchases a parcel of land at a public auction acquires the land free of all encumbrances, except

- (a) encumbrances arising from claims of the Crown in right of Canada,
- (b) irrigation or drainage debentures,
- (c) caveats referred to in section 39.2(11) of the *Condominium Property Act*,
- (d) registered easements and instruments registered pursuant to section 69 of the *Land Titles Act*,
- (e) right of entry orders as defined in the *Surface Rights Act* registered under the *Land Titles Act*,
- (e.1) a caveat that, pursuant to section 3.1(6)(f)(iv) of the *New Home Buyer Protection Act*, remains registered against the certificate of title to the land,
- (f) a notice of lien filed pursuant to section 38 of the *Rural Utilities Act*,
- (g) a notice of lien filed pursuant to section 20 of the *Rural Electrification Loan Act*, and
- (h) liens registered pursuant to section 21 of the *Rural Electrification Long-term Financing Act*.

(2) A parcel of land is sold at a public auction when the person who is acting as the auctioneer declares the parcel sold.

(3) There is no right under section 415 to pay the tax arrears in respect of a parcel after it is declared sold.

RSA 2000 cM-26 s423;2014 c10 s59;2015 c8 s53

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:

Lot	Block	Plan	C. of T.
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.*

**LAND
APPRAISAL REPORT**

**OF THE LAND
LOCATED AT**

**Lot 3 Blk A PI 852 1872
City of Cold lake, AB**

PREPARED FOR

City of Cold Lake

PREPARED BY

**Colleen Hoolahan
DAR/Certified Appraisal Reviewer**

January 24, 2020

City of Cold Lake

The purpose of this appraisal and appraisal report is to ascertain and report the market value, as defined in this appraisal report, of the subject land, located at Lot 3 Blk A PI 852 1872, Cold Lake, Alberta in fee simple, for the function of marketing and re-sale.

Fee simple is an absolute fee, a fee without limitations to any particular class of heirs or restrictions, but subject to the limitations of eminent domain, escheat, police power, and taxation. It is an inheritable estate.

The appraiser has personally viewed the subject property on January 24, 2020 and has gathered and analyzed all the data obtained from the local real estate board, the Multiple Listing Service, the public record, and the appraiser's own files. The appraiser has omitted the cost approach and income approach analysis as they are considered inapplicable and inappropriate for this type of appraisal assignment. The appraiser has further completed a sales comparison approach analysis.

This appraisal and appraisal report have been completed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP).

It is the opinion of the appraiser that the market value of the subject property as of January 24, 2020, is:

Four Hundred Twelve Thousand Dollars

\$412,000

THIS REPORT CONTAINS AND IS SUBJECT TO specific terminology descriptions, conditions, and special limitations which affect the stated opinion of market value, the use, and the intended user of the report. Please carefully read, and pay particular attention to all of these descriptions, conditions, and special limitations.



Colleen Hoolahan

DAR/Certified Appraisal Reviewer

LAND APPRAISAL REPORT

File No. 20-033

SUBJECT

Borrower

City of Cold Lake

Census Tract

Map Reference

Property Address

Lot 3 Blk A PI 852 1872

City

City of Cold lake

Prov.

AB

Postal Code

Legal Description

Lot 3 Blk A PI 852 1872

Sale Price

Date of Sale

Loan Term

yrs.

Property Rights Appraised

☒ Fee

☐ Leasehold

☐ De Minimus PUD

Actual Real Estate Taxes

5588.32 (2019) (yr.)

Loan charges to be paid by seller

Other sale concessions

Lender/Client

City of Cold Lake

Address

Occupant

Vacant Land

Appraiser

Colleen Hoolahan

Instructions to Appraiser

Market value of vacant R3 - Medium Density Res (Row House) lands.

NEIGHBOURHOOD

Location

☒ Urban

☐ Suburban

☐ Rural

Built Up

☐ Over 75%

☒ 25% to 75%

☐ Under 25%

Growth Rate

☐ Fully Dev.

☐ Rapid

☐ Steady

☒ Slow

Property Values

☐ Increasing

☒ Stable

☒ Declining

Demand/Supply

☐ Shortage

☐ In Balance

☒ Over Supply

Marketing Time

☐ Under 3 Mos.

☐ 4-6 Mos.

☒ Over 6 Mos.

Present Land Use

% 1 Family

% 2-4 Family

% Apts

% Condo

% Commercial

% Industrial

% Vacant

100 % Mixed Use

Change in Present Land Use

☒ Not Likely

☐ Likely

☐ Taking Place(*)

(*)From

To

Predominant Occupancy

☒ Owner

☐ Tenant

% Vacant

Single Family Price Range

175000 to 400000

Predominant Value

300000

Single Family Age

10 yrs. to yrs.

35+

Predominant Age

25 yrs.

Good

Avg

Fair

Poor

Employment Stability

☐

☒

☐

☐

Convenience to Employment

☐

☒

☐

☐

Convenience to Shopping

☐

☒

☐

☐

Convenience to Schools

☐

☒

☐

☐

Adequacy of Public Transportation

☐

☒

☐

☐

Recreational Facilities

☐

☒

☐

☐

Adequacy of Utilities

☐

☒

☐

☐

Property Compatibility

☐

☒

☐

☐

Protection from Detrimental Conditions

☐

☒

☐

☐

Police and Fire Protection

☐

☒

☐

☐

General Appearance of Properties

☐

☒

☐

☐

Appeal to Market

☐

☒

☐

☐

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise)

Subject is located in the south central quadrant of the City of Cold Lake (North). Immediate area comprises of single family homes, townhouse condo's, apartments and vacant lands. Buyers are being cautious, due to economic conditions (soft market). No adverse influences observed.

SITE

Dimensions

See Plot Map

= 92,782.8 sqft (2.13 Ac)

Land Titles

☒ Corner Lot

Zoning Classification

R3 - Medium Density Res (Row House)

Present Improvements

☒ Do

☐ Do Not Conform to Zoning Regulations

Highest and Best Use

☐ Present Use

☒ Other (specify)

Improved with row house development

Public

Other (Describe)

Elec.

☒

Gas

☒

Water

☒

San. Sewer

☒

☒ Underground Elec & Tel

OFF-SITE IMPROVEMENTS

Str.Address

☒ Public

☐ Private

Surface

Maintenance

☒ Public

☐ Private

☒ Storm Sewer

☐ Curb/Gutter

☐ Sidewalk

☒ Street Lights

Topo

Undulating

Size

92,782.8 sqft (2.13 Ac) land titles

Shape

Rectangular

View

Average

Drainage

Storm Sewer

Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions)

Currently the site is rough with a gradual slope down to the northwest. Access is from 16 Street along the west and 13 Street along the east. Street lights and sidewalks are in place and services are at the property line. No adverse easements or encroachments observed or registered.

MARKET DATA ANALYSIS

The undersigned has recited three recent sales of properties most similar and proximate to the subject and has to be considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than subject property, a minus (-) adjustment is made, thus reducing the indicated value of the subject, if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

ITEM	SUBJECT	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	Lot 3 Blk A PI 852 1872 Cold Lake (North)	1014 - 8 Avenue Cold Lake (North)		810 Schooner Drive Cold Lake (North)		306 Aurora Way Cold Lake (North)	
Proximity to subject							
Sales Price	\$		\$ 295,000		\$ 208,950		\$ 126,000
Price \$/Sq. Ft.			295,000		208,950		126,000
Data Source		MLS - E4166227		Active Listing (30% List to Sell)		Active Listing (20% List to Sell)	
Date of Sale and	DESCRIPTION	DESCRIPTION	+(-) Adjust.	DESCRIPTION	+(-) Adjust.	DESCRIPTION	+(-) Adjust.
Time Adjustment		Aug 29, 2019		20 % List to Sell -41,790		20 % List to Sell -25,200	
Location	Town Lot (R3)	Town Lot (RMX)		Town Lot (R3)		Town Lot (R3)	
Site/View	92,782.8 sqft (2.13 Ac)	2 Lots (19,950 sqft)		10,920 sqft		6519.9 sqft ±	
Days on Market		44 Days		720 Days +		693 Days +	
Price per Sq Ft		14.79 per sq ft		15.31 per sq ft		15.46 per sq ft	
Adj Price per Sq Ft		30% = 4.44 per sq ft		35% = 5.36 per sq ft		45% = 6.96 per sq ft	
Sales or Financing							
Concessions							
Net Adj. (Total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> -	\$ 0	<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$	<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$
Indicated Value		Gross:	0.0	Gross:		Gross:	
of Subject		Net:	0.0	Net:		Net:	

Comments on Market Data

See next page for Conclusions.

RECONCILIATION

Comments and Conditions of Appraisal

From the onset let us point out that timely sales data of similar properties proximal to subject was extremely limited. A very limited number of vacant lots, especially large vacant lots have sold on the open market.

Final Reconciliation

Value is with an active marketing period of 90 to 180 days. Most relevance to value lies with Comparable # 1 the most recent sale of a similar property. The adjusted price per sq ft is: \$4.44. Subject contains: 92,782.8 sqft x \$4.44 = \$411,955.63 rounded to \$412,000.00.

I ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE SUBJECT PROPERTY AS OF

January 24, 2020

to be

412000

Appraiser Signature

Supervisor Signature (if applicable)

Appraiser Name

Colleen Hoolahan

Supervisor Name

☐ Did

☐ Did Not Physically Inspect Property

Date Report Signed

01/28/2020

Date Report Signed

State Certification #

State

State Certification #

State License #

Member # 0615-20

State License #

Form produced using ACI software, 800.234.8727 www.aciweb.com

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VAL Appraisals

File No. 20-033

MARKET DATA ANALYSIS

COMMENTS

GENERAL COMMENTS

For the purpose of this appraisal report, the highest and best use is defined as that legally permitted use for which there is a demand, and is most likely to produce the greatest net return, tangible or intangible, to the subject property, while utilizing the property as a whole. The subject property is **Vacant Land R3 - Medium Density Res (Row House)** and it is the opinion of the appraiser that this activity constitutes the highest and best use.

The income approach to value was not considered as no properties similar to the subject, in the subject market area, were predominately leased at the time of sale. It is therefore, impossible to determine a legitimate rent multiplier figure necessary in calculating a valid income approach value.

The appraiser assumes that all information describing the insulation, and the water and sewer systems supplied by the owner of other sources, is correct. This information was not verified by the appraiser.

Cost Data (If Applicable)

The cost approach calculations were based on current information published by the Marshall & Swift Company and were adjusted for geographical location, climatic conditions, seismic zones, and wind factors. Physical depreciation was calculated using the modified effective age/life method, utilizing **Marshall & Swift Cost Manual** as a base. The accrued depreciation includes any applicable functional and external obsolescence. The land value was determined from an analysis of the most recent sales of similar but undeveloped land in the subject market area, and by the abstraction method utilizing the comparables incorporated in the sales comparison analysis.

Sales Comparison Data

The date of sale figures reflect the actual contract date of each comparable. The condition adjustment reflects both the incurable and the curable physical depreciation and was calculated by a comparison of the effective age of the subject's improvements to that of the respective comparable. The difference of the respective depreciation rates was then applied to the abstracted value of the improvements only. The gross living area adjustments reflect both size and room differences. These adjustments have been calculated by abstracting from the sales price of each comparable, the market value of all items which do not contribute to the actual Gross Living Area of the house itself. The residual was then divided by the size of the respective house to arrive at an average market value per square foot or meter. The values thus derived from each of the comparables were correlated with the depreciated cost of the subject to arrive at the actual adjustment rate utilized.

SPECIAL LIMITATIONS

This APPRAISAL REPORT has been prepared for the sole and exclusive use and benefit of **City of Cold Lake** (hereinafter referred to as the client). Any use of this report by anyone other than the client or for any purpose or function other than the original intent, invalidates the findings and voids all results and or conclusions.

All analysis, opinions, and conclusions were developed, and this appraisal report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) and the code of ethics of the Canadian National Association of Real Estate Appraisers.

It is assumed that the utilization of land and any improvements thereon, are within the boundaries of the property lines of the described property and that there is no encroachment or trespass, unless otherwise stated in the appraisal report.

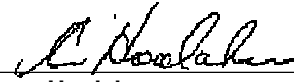
It is assumed that the subject property is in full compliance with all applicable Federal, State/Provincial, and local environmental regulations and laws unless otherwise stated in the appraisal report.

It is assumed that all required licenses, consents, or any required legislative or administrative authority from any local, State/Provincial, Federal, or private entity or organization, have been acquired and or renewed for any use upon which the value opinion in the appraisal report is based.

It is assumed that any lease encumbrances pertaining to the subject property are legally binding contracts between the lessee and the lessor and that all information transmitted to the appraiser concerning these lease contracts is accurate and correct. Although this appraisal report may include information concerning the physical improvements being appraised, including their adequacy and or condition, it should be understood that this information is provided only for use as a general guide in the valuation of the subject property and is not to be construed as a complete or detailed physical report. The observed condition of the roof, exterior walls, foundation, interior walls, floors, heating system, plumbing, insulation, electrical system, and any other of the mechanical system or physical components of the improvements is based on a casual viewing only. **No detailed inspection was made.** The improvements were not checked for current building code violations unless otherwise noted in the appraisal report. If such an inspection is required, the client is advised to retain the services of an expert in this field.

Comments: **This appraisal and appraisal report was completed by a member in good standing with CNAREA and licensed with RECA.**

APPRAISER:

Signature: 
Name: **Colleen Hoolahan**
Designation: **DAR/Certified Appraisal Reviewer**
Date Signed: **01/28/2020**

SUPERVISORY APPRAISER (only if required):

Signature: _____
Name: _____
Designation: _____
Date Signed: _____

☐ DID ☐ DID NOT VIEW PROPERTY

SCOPE OF THE APPRAISAL

The Scope of the Appraisal contains the necessary research and analysis to prepare a report in accordance with its intended use. The following are comments which describe the extent of the procedures used in the collection, confirmation and reporting of the information involved in preparing this report.

Collection and confirmation of data consisted of the following:

1. A personal site viewing was performed on January 24, 2020 by Colleen Hoolahan. The appraisal and appraisal report were completed by Colleen Hoolahan.
2. Site area taken from the Title Search.
3. Property assessment and taxes, and land use classification are sourced from the corresponding municipality/town (jurisdiction GIS system).
4. Supportive market information regarding comparable properties is obtained through the Edmonton Real Estate Board and Land Sales from the Northern Alberta Land Data System. Comparable market information was confirmed with either the listing selling realtor or other participants who are knowledgeable of the transaction details.
5. The market value includes the 5 % GST if applicable.
6. The property rights appraised are those of the owners in the Fee Simple Estate and the effective date of the Appraisal is January 24, 2020.
7. Occupancy and site history of the subject is described below.

OCCUPANCY AND SITE HISTORY

Subject property is vacant land (R3).

REASONABLE EXPOSURE TIME

An estimate of market value is related to the concept of reasonable exposure time. Exposure time is the property's estimated marketing time prior to a hypothetical sale at market value on the effective date of appraisal. It is a retrospective function of asking price, property type, and past market conditions; and encompasses not only adequate, sufficient and reasonable time but also adequate, sufficient and reasonable effort. Reasonable exposure time is one of the necessary elements in the most market value definition, although it is not intended to be a prediction of a specific date of sale as it may be expressed as a range.

In appraisal theory and practice, there is a distinction relating to perspective between exposure time and marketing time; exposure time is presumed to precede the effective date of appraisal whereas marketing time is presumed to succeed the effective date. Marketing time is a prospective function of asking price, property type and anticipated market conditions.

The subject's market value estimate is based on a reasonable exposure time of 180 + days at an asking price of 5 % greater than expected value. The market value conclusion should not be viewed as a full detailed narrative report. The contents are concise and briefly descriptive. The market value is based upon a review of available sales data, primarily the data listed on a "Multiple Listing Service" and private sales from office records. The MLS sales are not normally inspected nor verified unless there is a reason to doubt their accuracy. The sales data is then adjusted by way of the application of appraisal theory and experience. It is often necessary to use adjustments that are subjective to derive the current market value of the subject. In most instances the comparables were not inspected on the interior.

SUBJECT PHOTOGRAPHS

Borrower: City of Cold Lake		File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		



View of land from
16th Street



View of land from
16th Street



View of land from
16th Street

SUBJECT PHOTOGRAPHS

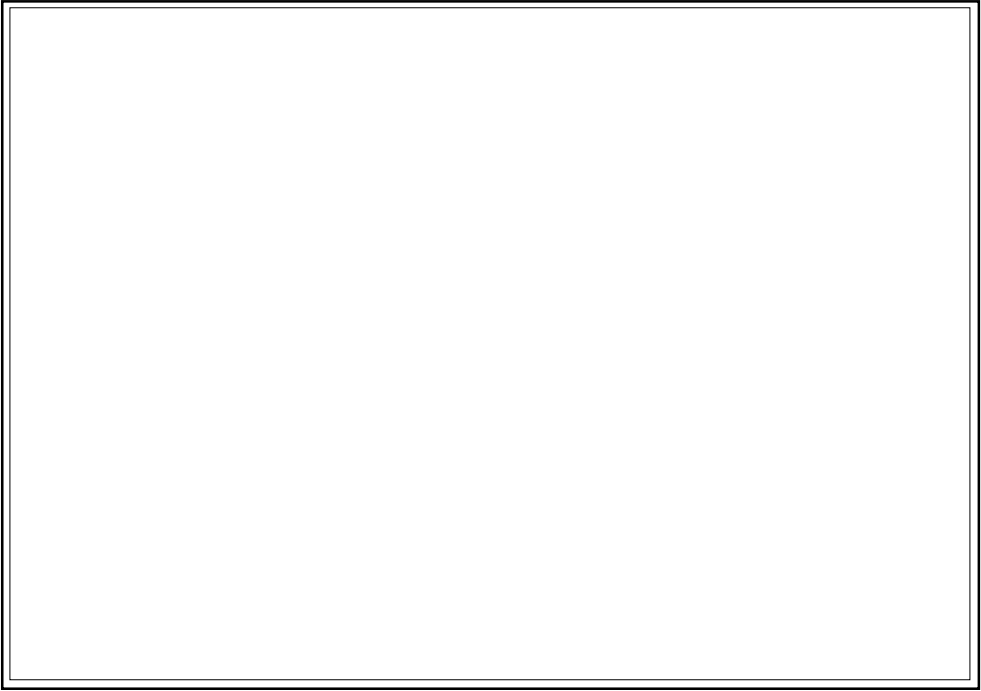
Borrower: City of Cold Lake		File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		



View of land from
13th Street

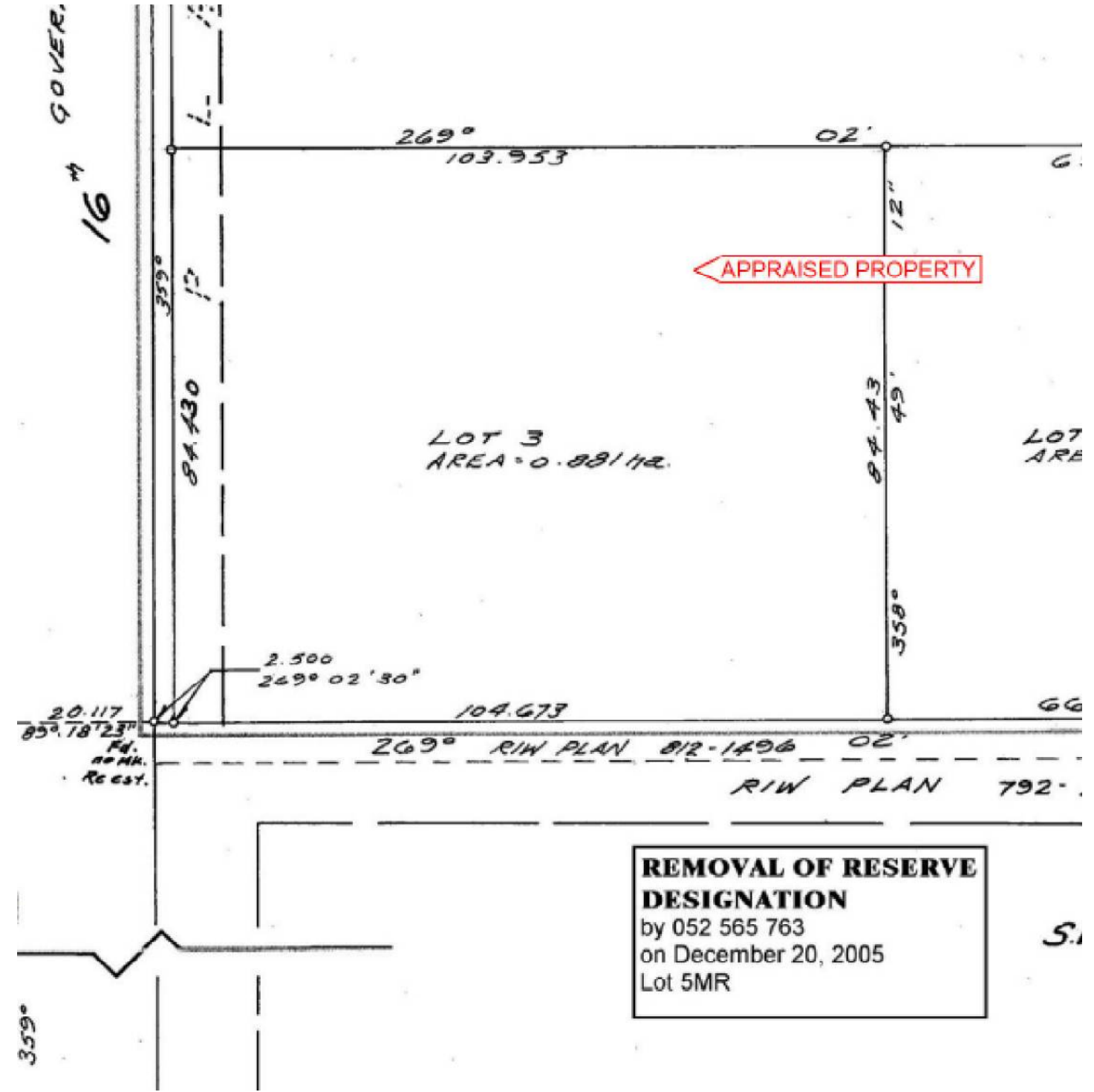


Neighbourhood View
16th Street



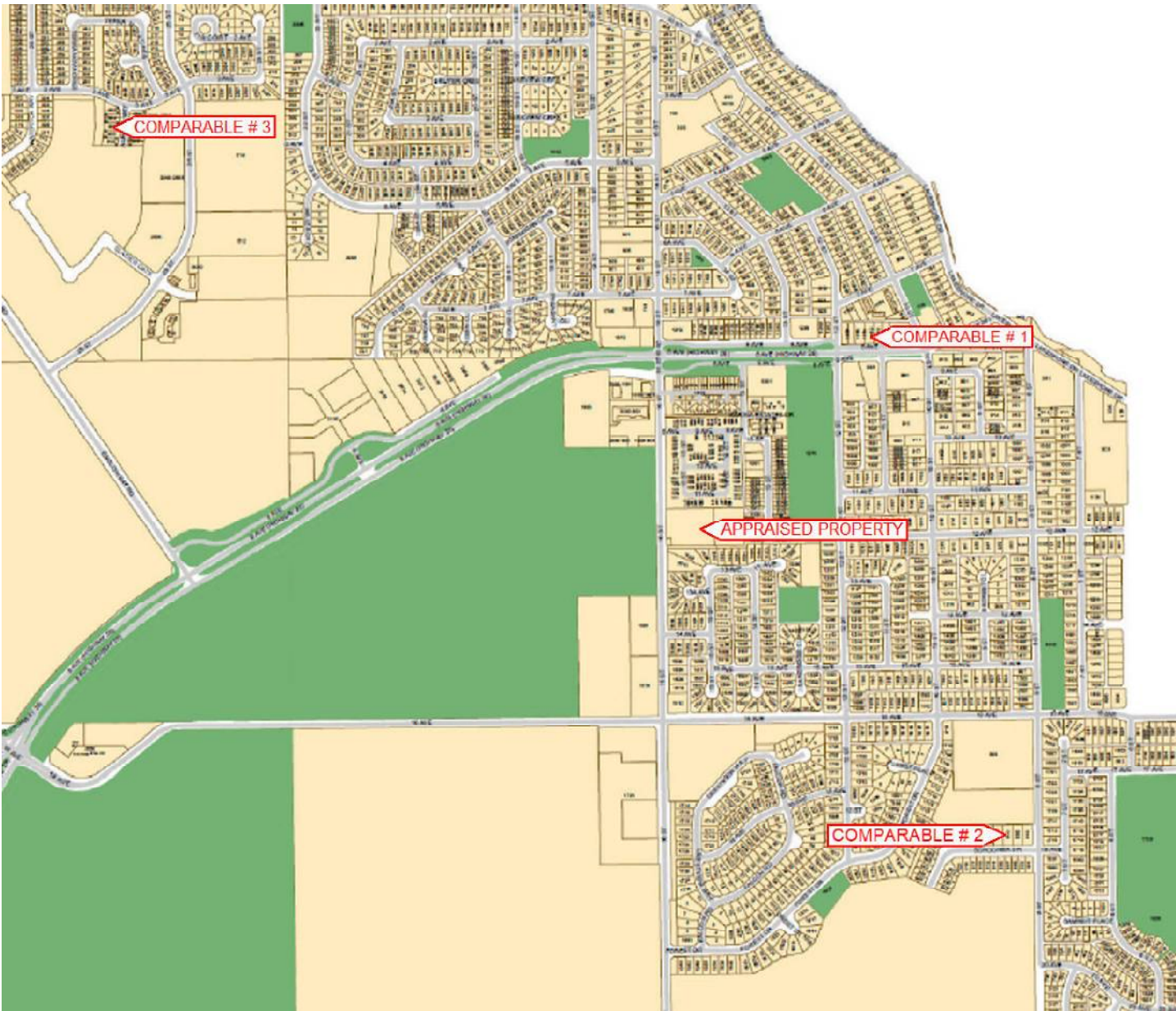
PLOT MAP

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:



LOCATION MAP

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:



TITLE SEARCH

Borrower: City of Cold Lake		File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		



LAND TITLE CERTIFICATE

S		
LINC	SHORT LEGAL	TITLE NUMBER
0010 997 161	8521872;A;3	142 085 056

LEGAL DESCRIPTION

PLAN COLD LAKE 8521872
BLOCK (A)
LOT THREE (3)
CONTAINING 0.881 HECTARES MORE OR LESS
EXCEPTING THEREOUT: HECTARES ACRES
PLAN 8622355 - RIGHT OF WAY 0.020 0.049
REGULATING STATION
EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 4;2;63;24;SW
ESTATE: FEE SIMPLE

MUNICIPALITY: CITY OF COLD LAKE

REFERENCE NUMBER: 062 196 619

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
142 085 056	21/03/2014	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

HARWOOD HOMES LTD.
OF P.O. BOX 2054
COLD LAKE
ALBERTA T9M 1P5

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION	DATE (D/M/Y)	PARTICULARS
832 141 386	15/06/1983	UTILITY RIGHT OF WAY GRANTEE - ATCO GAS AND PIPELINES LTD. 10035-105 ST EDMONTON

(CONTINUED)

TITLE SEARCH

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB P.C.:
Lender: City of Cold Lake	

ENCUMBRANCES, LIENS & INTERESTS			PAGE 2
REGISTRATION			# 142 085 056
NUMBER	DATE (D/M/Y)	PARTICULARS	
ALBERTA T5J2V6			
(DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 012023582)			
852 152 468	23/07/1985	CAVEAT	
		RE : SEE INSTRUMENT	
		CAVEATOR - THE TOWN OF COLD LAKE.	
		BOX 480, GRAND CENTRE	
		ALBERTA T0A1T0	
		AGENT - ANDREAS THOMAS	
152 308 045	30/09/2015	WRIT	
		CREDITOR - [REDACTED]	
		2518 LOCKHART WAY	
		COLD LAKE	
		ALBERTA T9M0B3	
		DEBTOR - HARWOOD HOMES LTD.	
		BOX 67	
		51-3 ST NE	
		SALMON ARM	
		BRITISH COLUMBIA V1E4N2	
		AMOUNT: \$18,105 AND COSTS IF ANY	
		ACTION NUMBER: 151400274	
		(DATA UPDATED BY: 172060765)	
152 317 118	08/10/2015	CAVEAT	
		RE : DEVELOPMENT AGREEMENT PURSUANT TO MUNICIPAL GOVERNMENT ACT	
		CAVEATOR - CITY OF COLD LAKE.	
		5513-48 AVENUE	
		COLD LAKE	
		ALBERTA T9M1A1	
		AGENT - KEVIN NAGOYA	
162 068 861	08/03/2016	CAVEAT	
		RE : AGREEMENT CHARGING LAND	
		CAVEATOR - KARYAN MANAGEMENT LTD.	
		C/O MILLER THOMSON LLP	
		ROBSON COURT	
		1000,840 HOWE STREET	
		VANCOUVER	
		BRITISH COLUMBIA V6Z2M1	
		AGENT - FREDERICK LEUNG	
162 188 878	13/07/2016	WRIT	
		CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA	
		MINISTER OF NATIONAL REVENUE	
		C/O CANADA REVENUE AGENCY	
		9700 JASPER AVENUE	
		(CONTINUED)	

TITLE SEARCH

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB P.C.:
Lender: City of Cold Lake	

ENCUMBRANCES, LIENS & INTERESTS			PAGE 3
REGISTRATION			# 142 085 056
NUMBER	DATE (D/M/Y)	PARTICULARS	
		EDMONTON	
		ALBERTA T5J4C8	
		DEBTOR - HARWOOD HOMES LTD.	
		POST OFFICE BOX 2054	
		COLD LAKE	
		ALBERTA T9M1P5	
		AMOUNT: \$72,971 AND COSTS IF ANY	
		ACTION NUMBER: ETA-3376-16	
162 192 193	18/07/2016	BUILDER'S LIEN	
		LIENOR - JIMCOR LINE CONSTRUCTION LTD.	
		BOX 336,5226-50 AVENUE	
		ST. PAUL	
		ALBERTA T0A3A0	
		AGENT - IRENE GOGOWICH	
		AMOUNT: \$135,495	
162 293 220	20/10/2016	CERTIFICATE OF LIS PENDENS	
		AFFECTS INSTRUMENT: 162192193	
162 323 406	16/11/2016	WRIT	
		CREDITOR - KARYAN MANAGEMENT LTD.	
		C/O MILLER THOMSON LLP	
		3000, 700 - 9 AVENUE SW	
		CALGARY	
		ALBERTA T2P3V4	
		DEBTOR - HARWOOD HOMES LTD.	
		BOX 67	
		51-3 ST NE	
		SALMON ARM	
		BRITISH COLUMBIA V1E4N2	
		AMOUNT: \$705,076 AND COSTS IF ANY	
		ACTION NUMBER: 1601-12004	
162 328 252	22/11/2016	WRIT	
		CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA	
		MINISTER OF NATIONAL REVENUE	
		C/O CANADA REVENUE AGENCY	
		9700 JASPER AVENUE	
		EDMONTON	
		ALBERTA T5J4C8	
		DEBTOR - HARWOOD HOMES LTD.	
		POST OFFICE BOX 2054	
		COLD LAKE	
		ALBERTA T9M1P5	
		AMOUNT: \$23,314 AND COSTS IF ANY	
		ACTION NUMBER: ETA-4323-16	
162 352 449	16/12/2016	CAVEAT	
		(CONTINUED)	

TITLE SEARCH

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:

ENCUMBRANCES, LIENS & INTERESTS

PAGE 4

142 085 056

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

RE : NOTICE OF INTENTION TO SELL UNDER CIVIL
ENFORCEMENT ACT
CAVEATOR - CONSOLIDATED CIVIL ENFORCEMENT INC.
200, 807 MANNING ROAD NE
CALGARY
ALBERTA T2E7M8

162 354 516 20/12/2016 CAVEAT

RE : AGREEMENT CHARGING LAND
CAVEATOR - DAVID FROESE
3RD FLR, 14505 BANNISTER ROAD SE
CALGARY
ALBERTA T2J3X3
AGENT - MARK RATHWELL

172 012 290 13/01/2017 WRIT

CREDITOR - JIMCOR LINE CONSTRUCTION LTD.
PO BOX 716
ST. PAUL
ALBERTA T0A3A0
DEBTOR - HARWOOD HOMES LTD.
P.O. BOX 2054
COLD LAKE
ALBERTA T9M1P5
AMOUNT: \$150,665 AND COSTS IF ANY
ACTION NUMBER: 1614-00396
(DATA UPDATED BY: 172019293)

172 048 455 16/02/2017 MORTGAGE

MORTGAGEE - WHITETAIL RIDGE ESTATES CORP.
3113 DUCHESS PARK LANE
FRIENDSWOOD, TEXAS
USA 77546
ALBERTA
ORIGINAL PRINCIPAL AMOUNT: \$250,000

172 149 353 14/06/2017 WRIT

CREDITOR - CATERPILLAR FINANCIAL SERVICES LIMITED.
3457 SUPERIOR COURT, UNIT 2
OAKVILLE
ONTARIO L6L0C4
DEBTOR - HARWOOD HOMES LTD.
BOX 7820, 4901 50 AVENUE
BONNYVILLE
ALBERTA T9N2J1
AMOUNT: \$86,073 AND COSTS IF ANY
ACTION NUMBER: 1701-03526

182 099 084 02/05/2018 TAX NOTIFICATION

(CONTINUED)

TITLE SEARCH

Borrower: City of Cold Lake		File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		

ENCUMBRANCES, LIENS & INTERESTS

PAGE 5
142 085 056

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
------------------------	--------------	-------------

BY - CITY OF COLD LAKE.
5513-48 AVENUE
COLD LAKE, ALBERTA
T9M1A1

182 103 405	05/05/2018	WRIT CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA MINISTER OF NATIONAL REVENUE C/O ASS'T DIRECTOR, REVENUE COLLECTIONS CANADA REVENUE AGENCY 10,9700 JASPER AVE NW EDMONTON ALBERTA T5J4C8 DEBTOR - HARWOOD HOMES LTD. POST OFFICE BOX 2054 COLD LAKE ALBERTA T9M1P5 AMOUNT: \$43,151 AND COSTS IF ANY ACTION NUMBER: ITA-3994-18
-------------	------------	---

182 123 122	30/05/2018	WRIT CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE MINISTER OF NATIONAL REVENUE C/O CANADA REVENUE AGENCY 9700 - JASPER AVE EDMONTON ALBERTA T5J4C8 DEBTOR - HARWOOD HOMES LTD. P.O. BOX 2054 COLD LAKE ALBERTA T9M1P5 AMOUNT: \$29,585 AND COSTS IF ANY ACTION NUMBER: ETA-2179-18
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TOTAL INSTRUMENTS: 018

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 23 DAY OF
JANUARY, 2020 AT 11:20 A.M.

ORDER NUMBER: 38691382

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

(CONTINUED)

TITLE SEARCH

Borrower: City of Cold Lake		File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		

PAGE 6
142 085 056

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

COMPARABLE # 1

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:



Exterior Front

Land Commercial For Sale

Cold Lake
1014 8 AV

Cold Lake North

LP: \$300,000
60 Lse Rate:
T9M 1N1 SP: \$295,000

Listing ID #: E4166227
Trans Type: For Sale
Sale Type: Asset
Zoning: RMX
Prop Taxes: 1,092.00 / 2019
Other Types: LAN

Line #: 0036399335
Land Size SF:
Land Size Acres: 0.450
Lot Frontage:
Subj Prop Width:

SOLD
H M E T
[Schedule a Showing](#)

Legal Plan/Block/Lot: 1425058 / 9 / 4A&6A **Unit #:** **M:** **T:** **R:** **S:** **Q:**

These 2 lots have great highway exposure and measure 133'x150' with a paved lane way too. Great building site for your business. The property is zone RMX which is commercial/residential mixed use. This allows for many uses and allows for residents in the building. The site was environmentally contaminated however, it was cleaned last year and now ready for your businesses new building.

Private
Remarks:

Virtual Tour:

Property Details
Ownership Interest: Private
Title to Land: Fee Simple
Env Asmt Phase: Yes
RPR Survey Available: No
Seller Rights Res: No

General Building Details
Building Type:
Construction:
Subject Space SqFt:
Subject Space Width:
Year Built:

Land
Site Services: City Water at Lot Line
Water Supply: Municipal
Sewer / Septic: Municipal/Community

Brochure:
Multi Family
of Storeys:
of 1 Bedroom Apts:
of 2 Bedroom Apts:
of 3 Bedroom Apts:
of 4+ Bedroom Apts:
APOD Information
Gross Operating Income:
Other Income:
Effective Gross Income:
Expense Total:
Total Op Expenses:
Net Operating Income:
Cap Rate:
Business/Business w/Property
Major Business Type:
Minor Business Type:

Total # of Units: 0
of Bachelor Apts:
of Penthouse Apts:
of Other Units:
of Parking Spaces:

Lease Details
Lease Type:
Net Lse Rate SF/Annum:
Lease Term (in Months):

Lease Op Cost SqFt:
Subject Space SqFt:
Co-Op Commission Lease:

Appointment Name:
Appointment Phone #:
Listing Agent: Bernard G Lefebvre - Ph: 780-815-0452
Listing Agent Email: bernard@cbhometeam.ca
Listing Firm: Coldwell Banker Home Team Realty
Off#: 780-594-7400

Listing Agent 2:
Listing Firm 2:

Appointment: Call Lister

Listing Agent URL: <http://www.hometeamcoldlake.com>
Listing Date: 7/16/2019 **DOM:** 41
Possession: / / negotiable
Co-Op Commission:

Pending Date:
Sold Date: 8/29/2019 **Sold Price:** \$295,000
Adjustment Date: 9/16/2019
Buyer Agent: Bernard G Lefebvre
Buyer Office: Coldwell Banker Home Team Realty

Input Date: 7/18/2019 10:12 AM
Expiry Date:

Buyer Agent 2:
Buyer Office 2:

01/27/2020

INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED

Agent Detail 2.0

COMPARABLE # 2

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:

Residential	810 Schooner DR	A	LP:	\$208,950
--------------------	------------------------	----------	------------	------------------



Area / City:	Cold Lake	0525	Listing ID #:	E4095109
Community:	Cold Lake North	CL002	Postal Code:	T9M 0L7
Style:			Line #:	0036418465
Zone:	60		Building Type:	VLOT
Year Built:			New Home on Old Lot:	
			Finished Lvl:	
Legal Plan:	1425269	Blk: 21	Lot: 3	Unit #:
				UF:

Adjacent lot is also for sale if the buyer is looking for 2 lots side-by-side. NOTE: LOT PRICE INCLUDES GST!

Adjacent lot is also for sale if the buyer is looking for 2 lots side-by-side. NOTE: LOT PRICE INCLUDES GST!

Property Class: SF

Multi family lot zoned R3 which will allow up to a 4 plex (4 units) to be built on the property. This lot backs on to the Cold Lake Elementary Public School. The lot measurements are 70' wide x 156' Deep with all services on the lot and ready to build on. Lot price includes GST!

URL-Virtual Tour:		URL-Brochure:			
Baths:	1-pc 2-pc 3-pc 4-pc 5-pc 6-pc	School Bus:	Y	Dir:	Directly behind (south) of Cold Lake Public School.
Ensuite Bth:		Elem School:	Cold Lake Public School		
Bdrms Abv: 0	Total	Jr School:			
Fin Fpl:	0	High Schl:			
Parking:	Fpl Fuel:	Other Schl:			
		Garage:		Level	Mtr2 SqFt
Living Rm:				Main:	
Dining Rm:		Master Bdrm:		Upper:	
Kitchen:		Bedrm 2:		Abov Grd:	
Family Rm:		Bedrm 3:		Lower Lvl:	
Den:		Bedrm 4:		Below Grd:	
				Total A.G:	
Flooring:		Roof Type:			
Foundation:		Fireplace:			
Exterior:		Construction:			
Heating Type:		Basement:			
Features:		Bsmt Dev:			
		Heat Fuel:			
		Goods Excl:			
Goods Incl:		Lot Shape: Rectangular			
		Front Exp: South			
Site Inft: Flat Site, Playground Nearby, Schools		Frntg X Dpth: 21.50 X 47.60			
		Zoning: Medium Density R3			
		Conform: /			
Restrictions: None Known		Tax Amt/Yr: \$1,794.00 / 2017 LI/Yr: /			
		Warranty:			

Enclosed Parking:	Parking	Ownership: Private	Condo Fee:	/
		Parking Plan:	HOA Fee:	/

Seller:	1744815 Alberta Ltd.	Appt:	Go Direct	List Date:	2/2/2018
Listing Agent	Bernard G Lefebvre - Ph: 780-815-0452				
List Agt	bernard@cbhometeam.ca	Website:	http://www.hometeamcoldlake.com		
List Firm 1:	Coldwell Banker Lifestyle - Off#: 780-594-7400	Occupancy:	VACNT		
List Agent 2:		Poss Days:	Immediate	Excl:	N
List Firm 2:		Comm:	2%	SRR:	N

Pend Date:	Sold Date:	Sold Price:	DOM:	720	Input Date:	2/2/2018 11:44
Sold Term:			Disc:		Expiry	
Buy Firm:					Buy Firm 2:	
Buy Agent:					Buy Agent	

01/23/2020 04:10 PM INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED Agent Detail

COMPARABLE # 3

Borrower:	City of Cold Lake
Property Address:	Lot 3 Blk A Pl 852 1872
City:	City of Cold lake
Lender:	City of Cold Lake

File No.: **20-033**

Case No.:

Prov.: **AB**

P.C.:

RESIDENTIAL	306 Aurora WY	ACTIVE	LP: \$126,000
	Property Class: Single Family Area: Cold Lake Community: Cold Lake North Building Types: Vacant Lot Style: Legal Plan: 1324537 Blk: 7 Lot: 3 Unit: UF: Linc #: 0035880772 Title to Land: Fee Simple Exclusion Y/N: N SRR N Disc:	Listing ID#: E4101687 Postal Code: T9M 0E3 Zone: Zone 60 Year Built: Restrictions: UTILR Ownership: PRIV Conform: Warranty:	<div data-bbox="1425 338 1451 349">H</div> <div data-bbox="1425 349 1451 357">M</div> <div data-bbox="1425 357 1451 368">G</div> <div data-bbox="1425 368 1451 376">T</div>
			Schedule a Showing

GST is included in the list price

This location is awesome; close to schools, the hospital, playgrounds and the lake! Great investment opportunity to build a duplex in this desirable area of Gold Lake. Adjacent lot, 308 Aurora Way, is also for sale. *GST is included in the list price*

[illegible]

Condo Name:	Total Units:	Total Floors:	Floor	Floor #:
Encl Parking:	Parking Unit:	Park Plan Type:	Park Plan Desc:	
Condo Fee:	Condo Fee Incl:			
HOA Fee:	HOA Fee Incl:			

Seller Name: 1501710 Alberta Ltd.	Appointment: Go Direct	DOM: 677 Possession Notes: IMMEDIATE
Appt Name: Ryan Lefebvre	Appt Phone: 780-573-4954	
List Agent: Ryan J Lefebvre - Ph: 780-573-4954	Listing Date: 3/21/2018	
Agent E-mail: ryan@cdlifestyle.ca	Agent URL: http://www.ryanlefebvre.com	
List Office: Coldwell Banker Lifestyle - Off#: 780-594-7400	Occupancy:	
List Agent 2:	Possession:	
List Office 2:	Co-Operating Commission: 1.5%	

Pending Date:	Sold Price:	Input Date:	3/21/2018 3:48 PM
Sold Date:	Adjustmnt Date:	Expiration	
Buyer Agent:	Buyer Agent 2:		
Buyer Office:	Buyer Office 2:		

01/27/2020

INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED

Agent Detail 2.0

**LAND
APPRAISAL REPORT**

**OF THE LAND
LOCATED AT**

**Lot 5 Blk A PI 852 1872
City of Cold lake, AB**

PREPARED FOR

City of Cold Lake

PREPARED BY

**Colleen Hoolahan
DAR/Certified Appraisal Reviewer**

January 24, 2020

City of Cold Lake

The purpose of this appraisal and appraisal report is to ascertain and report the market value, as defined in this appraisal report, of the subject land, located at Lot 5 Blk A PI 852 1872, Cold Lake, Alberta in fee simple, for the function of marketing and re-sale.

Fee simple is an absolute fee, a fee without limitations to any particular class of heirs or restrictions, but subject to the limitations of eminent domain, escheat, police power, and taxation. It is an inheritable estate.

The appraiser has personally viewed the subject property on January 24, 2020 and has gathered and analyzed all the data obtained from the local real estate board, the Multiple Listing Service, the public record, and the appraiser's own files. The appraiser has omitted the cost approach and income approach analysis as they are considered inapplicable and inappropriate for this type of appraisal assignment. The appraiser has further completed a sales comparison approach analysis.

This appraisal and appraisal report have been completed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP).

It is the opinion of the appraiser that the market value of the subject property as of January 24, 2020, is:

Three Hundred Fifty-Three Thousand Dollars

\$353,000

THIS REPORT CONTAINS AND IS SUBJECT TO specific terminology descriptions, conditions, and special limitations which affect the stated opinion of market value, the use, and the intended user of the report. Please carefully read, and pay particular attention to all of these descriptions, conditions, and special limitations.



Colleen Hoolahan

DAR/Certified Appraisal Reviewer

LAND APPRAISAL REPORT

File No. 20-034

SUBJECT

Borrower

City of Cold Lake

Census Tract

Map Reference

Property Address

Lot 5 Blk A PI 852 1872

City

City of Cold lake

Prov.

AB

Postal Code

Legal Description

Lot 5 Blk A PI 852 1872

Sale Price

Date of Sale

Loan Term

yrs.

Property Rights Appraised

☒ Fee

☐ Leasehold

☐ De Minimus PUD

Actual Real Estate Taxes

4063.44 (2019) (yr.)

Loan charges to be paid by seller

Other sale concessions

Lender/Client

City of Cold Lake

Address

Occupant

Vacant Land

Appraiser

Colleen Hoolahan

Instructions to Appraiser

Market value of vacant R3 - Medium Density Res (Row House) lands.

NEIGHBOURHOOD

Location

☒ Urban

☐ Suburban

☐ Rural

Built Up

☐ Over 75%

☒ 25% to 75%

☐ Under 25%

Growth Rate

☐ Fully Dev.

☐ Rapid

☐ Steady

☒ Slow

Property Values

☐ Increasing

☒ Stable

☒ Declining

Demand/Supply

☐ Shortage

☐ In Balance

☒ Over Supply

Marketing Time

☐ Under 3 Mos.

☐ 4-6 Mos.

☒ Over 6 Mos.

Present Land Use

☐ % 1 Family

☐ % 2-4 Family

☐ % Apts

☐ % Condo

☐ %Commercial

☐ % Industrial

☐ % Vacant

☒ 100 % Mixed Use

Change in Present Land Use

☒ Not Likely

☐ Likely

☐ Taking Place(*)

(*)From

To

Predominant Occupancy

☒ Owner

☐ Tenant

☐ % Vacant

Single Family Price Range

175000 to 400000

Predominant Value

300000

Single Family Age

10 yrs. to yrs.

35+

Predominant Age

25 yrs.

Employment Stability

Good

Avg

Fair

Poor

☐

☒

☐

☐

Convenience to Employment

☐

☒

☐

☐

Convenience to Shopping

☐

☒

☐

☐

Convenience to Schools

☐

☒

☐

☐

Adequacy of Public Transportation

☐

☒

☐

☐

Recreational Facilities

☐

☒

☐

☐

Adequacy of Utilities

☐

☒

☐

☐

Property Compatibility

☐

☒

☐

☐

Protection from Detrimental Conditions

☐

☒

☐

☐

Police and Fire Protection

☐

☒

☐

☐

General Appearance of Properties

☐

☒

☐

☐

Appeal to Market

☐

☒

☐

☐

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise)

Subject is located in the south central quadrant of the City of Cold Lake (North). Immediate area comprises of single family homes, townhouse condo's, apartments and vacant lands. Buyers are being cautious, due to economic conditions (soft market). No adverse influences observed.

SITE

Dimensions

See Plot Map

= 59,677.2 sqft (1.37 Ac)

Land Titles

☒ Corner Lot

Zoning Classification

R3 - Medium Density Res (Row House)

Present Improvements

☒ Do

☐ Do Not Conform to Zoning Regulations

Highest and Best Use

☐ Present Use

☒ Other (specify)

Improved with row house development

Public

Other (Describe)

Elec.

☒

Gas

☒

Water

☒

San. Sewer

☒

☒ Underground Elec & Tel

OFF-SITE IMPROVEMENTS

Str.Address

☒ Public

☐ Private

Surface

Maintenance

☒ Public

☐ Private

☒ Storm Sewer

☐ Curb/Gutter

☐ Sidewalk

☒ Street Lights

Topo

Undulating

Size

59,677.2 sqft (1.37 Ac) (land titles)

Shape

Rectangular

View

Average

Drainage

Storm Sewer

Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions)

Currently the site is rough with a gradual slope down to the northwest. Access is from 16 Street along the west and 13 Street along the east. Street lights and sidewalks are in place and services are at the property line. No adverse easements or encroachments observed or registered.

MARKET DATA ANALYSIS

The undersigned has recited three recent sales of properties most similar and proximate to the subject and has to be considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than subject property, a minus (-) adjustment is made, thus reducing the indicated value of the subject, if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

ITEM	SUBJECT	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3
Address	Lot 5 Blk A PI 852 1872 Cold Lake (North)	1014 - 8 Avenue Cold Lake (North)	810 Schooner Drive Cold Lake (North)	306 Aurora Way Cold Lake (North)
Proximity to subject				
Sales Price	\$	\$ 295,000	\$ 208,950	\$ 126,000
Price \$/Sq. Ft.		295,000	208,950	126,000
Data Source		MLS - E4166227	Active Listing (30% List to Sell)	Active Listing (20% List to Sell)
Date of Sale and	DESCRIPTION	DESCRIPTION	DESCRIPTION	DESCRIPTION
Time Adjustment		+(-) Adjust.	+(-) Adjust.	+(-) Adjust.
Location	Town Lot (R3)	Town Lot (RMX)	Town Lot (R3)	Town Lot (R3)
Site/View	59,677.2 sqft (1.37 Ac)	2 Lots (19,950 sqft)	10,920 sqft	6519.9 sqft ±
Days on Market		44 Days	720 Days +	693 Days +
Price per Sq Ft		14.79 per sq ft	15.31 per sq ft	15.46 per sq ft
Adj Price per Sq Ft		40% = 5.92 per sq ft	45% = 6.89 per sq ft	55% = 8.50 per sq ft
Sales or Financing				
Concessions				
Net Adj. (Total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 0	<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$	<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$
Indicated Value		Gross: 0.0	Gross:	Gross:
of Subject		Net: 0.0 \$	Net: \$	Net: \$

Comments on Market Data

See next page for Conclusions.

Comments and Conditions of Appraisal

From the onset let us point out that timely sales data of similar properties proximal to subject was extremely limited. A very limited number of vacant lots, especially large vacant lots have sold on the open market.

Final Reconciliation

Value is with an active marketing period of 90 to 180 days. Most relevance to value lies with Comparable # 1 the most recent sale of a similar property. The adjusted price per sq ft is: \$5.92. Subject contains: 59,677.2 sqft x \$5.92 = \$353,289.02 rounded to \$353.,000.00.

RECONCILIATION

I ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE SUBJECT PROPERTY AS OF

January 24, 2020

to be

353000

Appraiser Signature

Supervisor Signature (if applicable)

Appraiser Name

Colleen Hoolahan

Supervisor Name

☐ Did

☐ Did Not Physically Inspect Property

Date Report Signed

01/28/2020

Date Report Signed

State Certification #

Member # 0615-13

State

State Certification #

State License #

Member # 0615-20

State

State License #

Page 100 of 189

Form produced using ACI software, 800.234.8727 www.aciweb.com

VAL Appraisals

MARKET DATA ANALYSIS

The undersigned has recited three recent sales of properties most similar and proximate to the subject and has to be considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than subject property, a minus (-) adjustment is made, thus reducing the indicated value of the subject, if a significant in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

ITEM	SUBJECT	COMPARABLE NO. 4		COMPARABLE NO. 5		COMPARABLE NO. 6	
Address	Lot 5 Blk A PI 852 1872 Cold Lake (North)						
Proximity to subject							
Sales Price	\$		\$		\$		\$
Price \$/Sq. Ft.							
Data Source							
Date of Sale and Time Adjustment	DESCRIPTION	DESCRIPTION	+(-) Adjust.	DESCRIPTION	+(-) Adjust.	DESCRIPTION	+(-) Adjust.
Location	Town Lot (R3)						
Site/View	59,677.2 sqft (1.37 Ac)						
Days on Market							
Price per Sq Ft							
Adj Price per Sq Ft							
Sales or Financing Concessions							
Net Adj. (Total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> -	\$ 0	<input checked="" type="checkbox"/> + <input type="checkbox"/> -	\$ 0	<input type="checkbox"/> + <input type="checkbox"/> -	\$
Indicated Value of Subject		Gross: 0.0 Net: 0.0	\$ 0	Gross: 0.0 Net: 0.0	\$ 0	Gross: Net:	\$

COMMENTS

Comments on Market Data

Subject is located in the south central quadrant of the City of Cold Lake (North).

Currently the site is rough with a gradual slope down to the northwest. Access is from 16 Street along the west and 13 Street along the east. Street lights and sidewalks are in place and services are at the property line.

From the onset let us point out that timely sales data of similar properties proximal to subject was extremely limited. A very limited number of vacant lots, especially large vacant lots have sold on the open market.

The foregoing one sale and two active listings are, in the appraiser's opinion, the best indicators of market value.

Comparable # 2 is an active listing of a multi-family lot and Comparable # 3 are active listings of a duplex lot. Both of these lots have an R3 zoning. These active listings have been on the market for over 2 years; therefore in the appraiser's opinion large list to sell adjustments are required.

The market for this size and type of lot is extremely limited.

In order to determine the fair market value of subject property the appraiser feels that a price per square foot is required; rather than adjusted values of the comparables. The price per square footage is dependent on the size of the lots. The larger lots sell for less per square footage than the smaller lots. Subject site size is so much larger than the comparable site sizes; therefore the the price per square footage has been adjusted accordingly.

The adjusted price per square footage of the lots range from \$5.92 per sq ft to \$8.50 per sq ft.

Most relevance to value lies with Comparable # 1 the most recent sale of a similar property. The adjusted price per sq ft is: \$5.92.

Subject contains: 59,677.2 sqft x \$5.92 = \$353,289.02 rounded to \$353.,000.00.

PROPERTY SALES HISTORY

No sales activity on subject property in the last three years. Subject is currently listed for sale on the local MLS system with the current asking price of \$385,000.00. According to the local MLS system this property has been on the market for the last 913 days with the original asking price of \$415,000.00.

The appraiser has not performed any services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three year period immediately preceding acceptance of this assignment.

GENERAL COMMENTS

For the purpose of this appraisal report, the highest and best use is defined as that legally permitted use for which there is a demand, and is most likely to produce the greatest net return, tangible or intangible, to the subject property, while utilizing the property as a whole. The subject property is **Vacant Land R3 - Medium Density Res (Row House)** and it is the opinion of the appraiser that this activity constitutes the highest and best use.

The income approach to value was not considered as no properties similar to the subject, in the subject market area, were predominately leased at the time of sale. It is therefore, impossible to determine a legitimate rent multiplier figure necessary in calculating a valid income approach value.

The appraiser assumes that all information describing the insulation, and the water and sewer systems supplied by the owner of other sources, is correct. This information was not verified by the appraiser.

Cost Data (If Applicable)

The cost approach calculations were based on current information published by the Marshall & Swift Company and were adjusted for geographical location, climatic conditions, seismic zones, and wind factors. Physical depreciation was calculated using the modified effective age/life method, utilizing **Marshall & Swift Cost Manual** as a base. The accrued depreciation includes any applicable functional and external obsolescence. The land value was determined from an analysis of the most recent sales of similar but undeveloped land in the subject market area, and by the abstraction method utilizing the comparables incorporated in the sales comparison analysis.

Sales Comparison Data

The date of sale figures reflect the actual contract date of each comparable. The condition adjustment reflects both the incurable and the curable physical depreciation and was calculated by a comparison of the effective age of the subject's improvements to that of the respective comparable. The difference of the respective depreciation rates was then applied to the abstracted value of the improvements only. The gross living area adjustments reflect both size and room differences. These adjustments have been calculated by abstracting from the sales price of each comparable, the market value of all items which do not contribute to the actual Gross Living Area of the house itself. The residual was then divided by the size of the respective house to arrive at an average market value per square foot or meter. The values thus derived from each of the comparables were correlated with the depreciated cost of the subject to arrive at the actual adjustment rate utilized.

SPECIAL LIMITATIONS

This APPRAISAL REPORT has been prepared for the sole and exclusive use and benefit of **City of Cold Lake** (hereinafter referred to as the client). Any use of this report by anyone other than the client or for any purpose or function other than the original intent, invalidates the findings and voids all results and or conclusions.

All analysis, opinions, and conclusions were developed, and this appraisal report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) and the code of ethics of the Canadian National Association of Real Estate Appraisers.

It is assumed that the utilization of land and any improvements thereon, are within the boundaries of the property lines of the described property and that there is no encroachment or trespass, unless otherwise stated in the appraisal report.

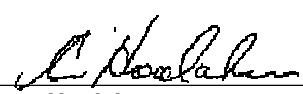
It is assumed that the subject property is in full compliance with all applicable Federal, State/Provincial, and local environmental regulations and laws unless otherwise stated in the appraisal report.

It is assumed that all required licenses, consents, or any required legislative or administrative authority from any local, State/Provincial, Federal, or private entity or organization, have been acquired and or renewed for any use upon which the value opinion in the appraisal report is based.

It is assumed that any lease encumbrances pertaining to the subject property are legally binding contracts between the lessee and the lessor and that all information transmitted to the appraiser concerning these lease contracts is accurate and correct. Although this appraisal report may include information concerning the physical improvements being appraised, including their adequacy and or condition, it should be understood that this information is provided only for use as a general guide in the valuation of the subject property and is not to be construed as a complete or detailed physical report. The observed condition of the roof, exterior walls, foundation, interior walls, floors, heating system, plumbing, insulation, electrical system, and any other of the mechanical system or physical components of the improvements is based on a casual viewing only. **No detailed inspection was made.** The improvements were not checked for current building code violations unless otherwise noted in the appraisal report. If such an inspection is required, the client is advised to retain the services of an expert in this field.

Comments: **This appraisal and appraisal report was completed by a member in good standing with CNAREA and licensed with RECA.**

APPRAISER:

Signature: 
Name: **Colleen Hoolahan**
Designation: **DAR/Certified Appraisal Reviewer**
Date Signed: **01/28/2020**

SUPERVISORY APPRAISER (only if required):

Signature: _____
Name: _____
Designation: _____
Date Signed: _____

☐ DID ☐ DID NOT VIEW PROPERTY

SCOPE OF THE APPRAISAL

The Scope of the Appraisal contains the necessary research and analysis to prepare a report in accordance with its intended use. The following are comments which describe the extent of the procedures used in the collection, confirmation and reporting of the information involved in preparing this report.

Collection and confirmation of data consisted of the following:

1. A personal site viewing was performed on January 24, 2020 by Colleen Hoolahan. The appraisal and appraisal report were completed by Colleen Hoolahan.
2. Site area taken from the Title Search.
3. Property assessment and taxes, and land use classification are sourced from the corresponding municipality/town (jurisdiction GIS system).
4. Supportive market information regarding comparable properties is obtained through the Edmonton Real Estate Board and Land Sales from the Northern Alberta Land Data System. Comparable market information was confirmed with either the listing selling realtor or other participants who are knowledgeable of the transaction details.
5. The market value includes the 5 % GST if applicable.
6. The property rights appraised are those of the owners in the Fee Simple Estate and the effective date of the Appraisal is January 24, 2020.
7. Occupancy and site history of the subject is described below.

OCCUPANCY AND SITE HISTORY

Subject property is vacant land (R3).

REASONABLE EXPOSURE TIME

An estimate of market value is related to the concept of reasonable exposure time. Exposure time is the property's estimated marketing time prior to a hypothetical sale at market value on the effective date of appraisal. It is a retrospective function of asking price, property type, and past market conditions; and encompasses not only adequate, sufficient and reasonable time but also adequate, sufficient and reasonable effort. Reasonable exposure time is one of the necessary elements in the most market value definition, although it is not intended to be a prediction of a specific date of sale as it may be expressed as a range.

In appraisal theory and practice, there is a distinction relating to perspective between exposure time and marketing time; exposure time is presumed to precede the effective date of appraisal whereas marketing time is presumed to succeed the effective date. Marketing time is a prospective function of asking price, property type and anticipated market conditions.

The subject's market value estimate is based on a reasonable exposure time of 180 + days at an asking price of 5 % greater than expected value. The market value conclusion should not be viewed as a full detailed narrative report. The contents are concise and briefly descriptive. The market value is based upon a review of available sales data, primarily the data listed on a "Multiple Listing Service" and private sales from office records. The MLS sales are not normally inspected nor verified unless there is a reason to doubt their accuracy. The sales data is then adjusted by way of the application of appraisal theory and experience. It is often necessary to use adjustments that are subjective to derive the current market value of the subject. In most instances the comparables were not inspected on the interior.

SUBJECT PHOTOGRAPHS

Borrower: City of Cold Lake	File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB P.C.:
Lender: City of Cold Lake	



View of land from
16th Street



View of land from
16th Street



View of land from
16th Street

SUBJECT PHOTOGRAPHS

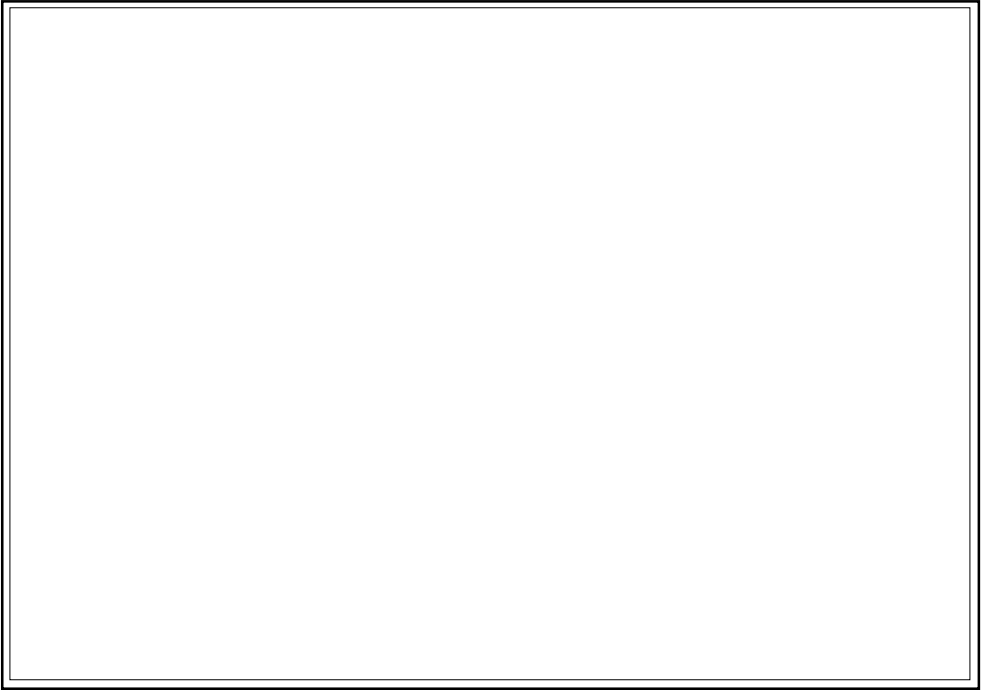
Borrower: City of Cold Lake		File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		



View of land from
13th Street

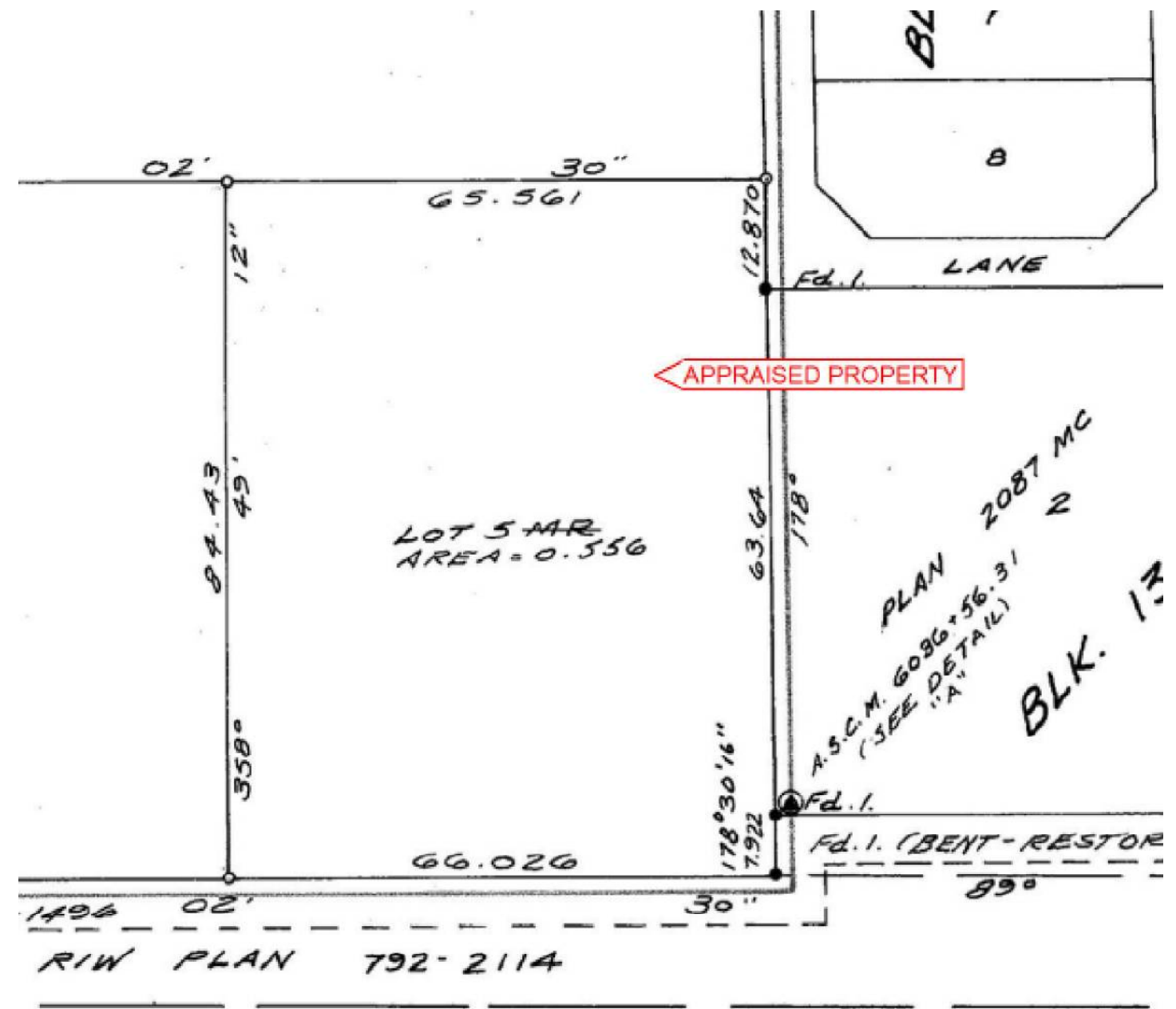


Neighbourhood View
16th Street



PLOT MAP

Borrower: City of Cold Lake	File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:

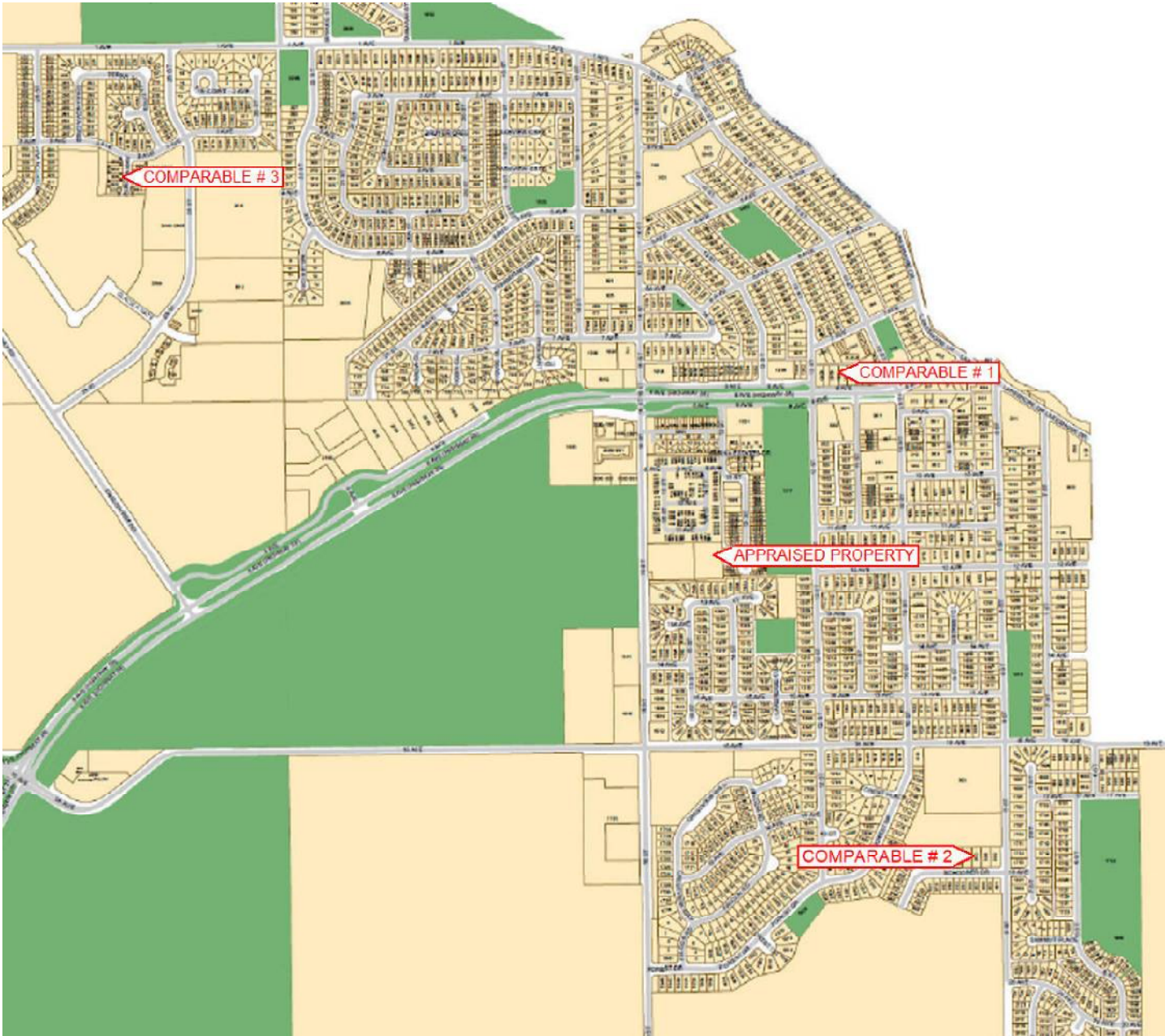


DUAL OF RESERVE
GNATION
565 763
ember 20, 2005
R

S.W. 1/4 SEC. 24 - 63 - 2 - W

LOCATION MAP

Borrower: City of Cold Lake	File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:



TITLE SEARCH

Borrower: City of Cold Lake		File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		



LAND TITLE CERTIFICATE

S		
LINC	SHORT LEGAL	TITLE NUMBER
0031 476 336	8521872;A;5	142 085 056 +1

LEGAL DESCRIPTION
PLAN 8521872
BLOCK A
LOT 5
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 0.556 HECTARES (1.37 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;2;63;24;SW

MUNICIPALITY: CITY OF COLD LAKE

REFERENCE NUMBER: 082 526 182

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
142 085 056	21/03/2014	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

HARWOOD HOMES LTD.
OF P.O. BOX 2054
COLD LAKE
ALBERTA T9M 1P5

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
152 308 045	30/09/2015	WRIT CREDITOR - [REDACTED] 2518 LOCKHART WAY COLD LAKE ALBERTA T9M0B3 DEBTOR - HARWOOD HOMES LTD. BOX 67 51-3 ST NE

(CONTINUED)

TITLE SEARCH

Borrower: City of Cold Lake	File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB P.C.:
Lender: City of Cold Lake	

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
142 085 056 +1

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
		SALMON ARM BRITISH COLUMBIA V1E4N2 AMOUNT: \$18,105 AND COSTS IF ANY ACTION NUMBER: 151400274 (DATA UPDATED BY: 172060765)
152 317 118	08/10/2015	CAVEAT RE : DEVELOPMENT AGREEMENT PURSUANT TO MUNICIPAL GOVERNMENT ACT CAVEATOR - CITY OF COLD LAKE. 5513-48 AVENUE COLD LAKE ALBERTA T9M1A1 AGENT - KEVIN NAGOYA
162 188 878	13/07/2016	WRIT CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA MINISTER OF NATIONAL REVENUE C/O CANADA REVENUE AGENCY 9700 JASPER AVENUE EDMONTON ALBERTA T5J4C8 DEBTOR - HARWOOD HOMES LTD. POST OFFICE BOX 2054 COLD LAKE ALBERTA T9M1P5 AMOUNT: \$72,971 AND COSTS IF ANY ACTION NUMBER: ETA-3376-16
162 192 193	18/07/2016	BUILDER'S LIEN LIENOR - JIMCOR LINE CONSTRUCTION LTD. BOX 336,5226-50 AVENUE ST. PAUL ALBERTA T0A3A0 AGENT - IRENE GOGOWICH AMOUNT: \$135,495
162 293 220	20/10/2016	CERTIFICATE OF LIS PENDENS AFFECTS INSTRUMENT: 162192193
162 306 765	01/11/2016	WRIT CREDITOR - KARYAN MANAGEMENT LTD. 305, 4250 BAYVIEW STREET RICHMOND BRITISH COLUMBIA V7E0B3 DEBTOR - HARWOOD HOMES LTD. BOX 67 51-3 ST NE SALMON ARM (CONTINUED)

TITLE SEARCH

Borrower: City of Cold Lake

File No.: 20-034

Property Address: Lot 5 Blk A PI 852 1872

Case No.:

City: City of Cold lake

Prov.: AB

P.C.:

Lender: City of Cold Lake

ENCUMBRANCES, LIENS & INTERESTS

PAGE 3

142 085 056 +1

REGISTRATION

NUMBER

DATE (D/M/Y)

PARTICULARS

BRITISH COLUMBIA V1E4N2

AMOUNT: \$705,076 AND COSTS IF ANY

ACTION NUMBER: 1601-12004

162 328 252 22/11/2016 WRIT

CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA

MINISTER OF NATIONAL REVENUE

C/O CANADA REVENUE AGENCY

9700 JASPER AVENUE

EDMONTON

ALBERTA T5J4C8

DEBTOR - HARWOOD HOMES LTD.

POST OFFICE BOX 2054

COLD LAKE

ALBERTA T9M1P5

AMOUNT: \$23,314 AND COSTS IF ANY

ACTION NUMBER: ETA-4323-16

162 352 452 16/12/2016 CAVEAT

RE : NOTICE OF INTENTION TO SELL UNDER CIVIL

ENFORCEMENT ACT

CAVEATOR - CONSOLIDATED CIVIL ENFORCEMENT INC.

200, 807 MANNING ROAD NE

CALGARY

ALBERTA T2E7M8

162 354 516 20/12/2016 CAVEAT

RE : AGREEMENT CHARGING LAND

CAVEATOR - DAVID FROESE

3RD FLR, 14505 BANNISTER ROAD SE

CALGARY

ALBERTA T2J3X3

AGENT - MARK RATHWELL

172 012 290 13/01/2017 WRIT

CREDITOR - JIMCOR LINE CONSTRUCTION LTD.

PO BOX 716

ST. PAUL

ALBERTA T0A3A0

DEBTOR - HARWOOD HOMES LTD.

P.O. BOX 2054

COLD LAKE

ALBERTA T9M1P5

AMOUNT: \$150,665 AND COSTS IF ANY

ACTION NUMBER: 1614-00396

(DATA UPDATED BY: 172019293)

172 048 455 16/02/2017 MORTGAGE

MORTGAGEE - WHITETAIL RIDGE ESTATES CORP.

(CONTINUED)

TITLE SEARCH

Borrower: City of Cold Lake	File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB P.C.:
Lender: City of Cold Lake	

ENCUMBRANCES, LIENS & INTERESTS			PAGE 4
REGISTRATION			# 142 085 056 +1
NUMBER	DATE (D/M/Y)	PARTICULARS	
		3113 DUCHESS PARK LANE FRIENDSWOOD, TEXAS USA 77546 ALBERTA ORIGINAL PRINCIPAL AMOUNT: \$250,000	
172 149 353	14/06/2017	WRIT CREDITOR - CATERPILLAR FINANCIAL SERVICES LIMITED. 3457 SUPERIOR COURT, UNIT 2 OAKVILLE ONTARIO L6L0C4 DEBTOR - HARWOOD HOMES LTD. BOX 7820, 4901 50 AVENUE BONNYVILLE ALBERTA T9N2J1 AMOUNT: \$86,073 AND COSTS IF ANY ACTION NUMBER: 1701-03526	
182 099 084	02/05/2018	TAX NOTIFICATION BY - CITY OF COLD LAKE. 5513-48 AVENUE COLD LAKE, ALBERTA T9M1A1	
182 103 405	05/05/2018	WRIT CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA MINISTER OF NATIONAL REVENUE C/O ASS'T DIRECTOR, REVENUE COLLECTIONS CANADA REVENUE AGENCY 10,9700 JASPER AVE NW EDMONTON ALBERTA T5J4C8 DEBTOR - HARWOOD HOMES LTD. POST OFFICE BOX 2054 COLD LAKE ALBERTA T9M1P5 AMOUNT: \$43,151 AND COSTS IF ANY ACTION NUMBER: ITA-3994-18	
182 123 122	30/05/2018	WRIT CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE MINISTER OF NATIONAL REVENUE C/O CANADA REVENUE AGENCY 9700 - JASPER AVE EDMONTON ALBERTA T5J4C8 DEBTOR - HARWOOD HOMES LTD. P.O. BOX 2054 COLD LAKE	
(CONTINUED)			

TITLE SEARCH

Borrower: City of Cold Lake		File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		

ENCUMBRANCES, LIENS & INTERESTS		PAGE 5
		# 142 085 056 +1
REGISTRATION	DATE (D/M/Y)	PARTICULARS
NUMBER		

ALBERTA T9M1P5
AMOUNT: \$29,585 AND COSTS IF ANY
ACTION NUMBER: ETA-2179-18

TOTAL INSTRUMENTS: 015

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 23 DAY OF
JANUARY, 2020 AT 11:19 A.M.

ORDER NUMBER: 38691351

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

COMPARABLE # 1

Borrower: **City of Cold Lake**File No.: **20-034**Property Address: **Lot 5 Blk A PI 852 1872**

Case No.:

City: **City of Cold lake**Prov.: **AB**

P.C.:

Lender: **City of Cold Lake**

Exterior Front

Land Commercial For Sale		LP:	\$300,000
Cold Lake	Cold Lake North	60 Lse Rate:	
1014 8 AV		T9M 1N1 SP:	\$295,000
Listing ID #:	E4166227	Linc #:	0036399335
Trans Type:	For Sale	Land Size SF:	
Sale Type:	Asset	Land Size Acres:	0.450
Zoning:	RMX	Lot Frontage:	
Prop Taxes:	1,092.00 / 2019	Subj Prop Width:	
Other Types:	LAN	Schedule a Showing	

Legal Plan/Block/Lot: 1425058 / 9 / 4A&6A **Unit #:** M: T: R: S: Q:

These 2 lots have great highway exposure and measure 133'x150' with a paved lane way too. Great building site for your business. The property is zone RMX which is commercial/residential mixed use. This allows for many uses and allows for residents in the building. The site was environmentally contaminated however, it was cleaned last year and now ready for your businesses new building.

Private Remarks:

Virtual Tour:**Brochure:****Property Details**

Ownership Interest: Private
Title to Land: Fee Simple
Env Asmt Phase: Yes
RPR Survey Available: No
Seller Rights Res: No

General Building Details

Building Type:
Construction:
Subject Space SqFt:
Subject Space Width:
Year Built:

Land

Site Services: City Water at Lot Line
Water Supply: Municipal
Sewer / Septic: Municipal/Community

Multi Family

of Storeys: **Total # of Units:** 0
of 1 Bedroom Apts: **# of Bachelor Apts:**
of 2 Bedroom Apts: **# of Penthouse Apts:**
of 3 Bedroom Apts: **# of Other Units:**
of 4+ Bedroom Apts: **# of Parking Spaces:**

APOD Information

Gross Operating Income:
Other Income:
Effective Gross Income:
Expense Total:
Total Op Expenses:
Net Operating Income:
Cap Rate:
Business/Business w/Property
Major Business Type:
Minor Business Type:

Lease Details

Lease Type:
Net Lse Rate SF/Annum:
Lease Term (in Months):

Lease Op Cost SqFt:
Subject Space SqFt:
Co-Op Commission Lease:

Appointment Name:**Appointment Phone #:**

Listing Agent: Bernard G Lefebvre - Ph: 780-815-0452
Listing Agent Email: bernard@cbhometeam.ca
Listing Firm: Coldwell Banker Home Team Realty
Off#: 780-594-7400

Appointment: Call Lister

Listing Agent 2:**Listing Firm 2:**

Listing Agent URL: http://www.hometeamcoldlake.com
Listing Date: 7/16/2019 **DOM:** 41
Possession: / / negotiable
Co-Op Commission:

Pending Date:

Sold Date: 8/29/2019 **Sold Price:** \$295,000
Adjustment Date: 9/16/2019
Buyer Agent: Bernard G Lefebvre
Buyer Office: Coldwell Banker Home Team Realty

Input Date: 7/18/2019 10:12 AM
Expiry Date:

Buyer Agent 2:
Buyer Office 2:

01/27/2020

INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED





Agent Detail 2.0

COMPARABLE # 2

Borrower: City of Cold Lake	File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:

Residential	810 Schooner DR	A	LP:	\$208,950
--------------------	------------------------	----------	------------	------------------



Area/City:	Cold Lake	0525	Listing ID #:	E4095109		
Community:	Cold Lake North	CL002	Postal Code:	T9M 0L7		
Style:			Line #:	0036418465		
Zone:	60		Building Type:	VLOT		
Year Built:			New Home on Old Lot:			
			Finished Lvl:			
Legal Plan:	1425269	Blk: 21	Lot: 3	Unit #:	UF:	

Adjacent lot is also for sale if the buyer is looking for 2 lots side-by-side. NOTE: LOT PRICE INCLUDES GST!

Property Class: SF

Multi family lot zoned R3 which will allow up to a 4 plex (4 units) to be built on the property. This lot backs on to the Cold Lake Elementary Public School. The lot measurements are 70' wide x 156' Deep with all services on the lot and ready to build on. Lot price includes GST!

URL-Virtual Tour:		URL-Brochure:			
Baths:	1-pc 2-pc 3-pc 4-pc 5-pc 6-pc	School Bus:	Y	Dir:	Directly behind (south) of Cold Lake Public School.
Ensuite Bth:		Elem School:	Cold Lake Public School		
Bdrms Abv: 0	Total 0	Jr School:			
Fin Fpl:	Fpl Fuel:	High Schl:			
Parking:		Other Schl:			
		Garage:		Level	Mtr2 SqFt
Living Rm:	Master Bdrm:			Main:	
Dining Rm:	Bedrm 2:			Upper:	
Kitchen:	Bedrm 3:			Abov Grd:	
Family Rm:	Bedrm 4:			Lower Lvl:	
Den:				Below Grd:	
				Total A.G:	
Flooring:		Roof Type:			
Foundation:		Fireplace:			
Exterior:		Construction:			
Heating Type:		Basement:			
Features:		Bsmt Dev:			
		Heat Fuel:			
		Goods Excl:			
Goods Incl:					
		Lot Shape: Rectangular			
		Front Exp: South			
Site Inft: Flat Site, Playground Nearby, Schools		Frntg X Dpth: 21.50 X 47.60			
		Zoning: Medium Density R3			
		Conform: /			
Restrictions: None Known		Tax Amt/Yr: \$1,794.00 / 2017 LI/Yr: /			
		Warranty:			

Enclosed Parking:	Parking	Ownership: Private	Condo Fee:	/
		Parking Plan:	HOA Fee:	/

Seller:	1744815 Alberta Ltd.	Appt:	Go Direct	List Date:	2/2/2018
Listing Agent	Bernard G Lefebvre - Ph: 780-815-0452				
List Agt	bernard@cbhometeam.ca	Website:	http://www.hometeamcoldlake.com		
List Firm 1:	Coldwell Banker Lifestyle - Off#: 780-594-7400	Occupancy:	VACNT		
List Agent 2:		Poss Days:	Immediate	Excl:	N
List Firm 2:		Comm:	2%	SRR:	N

Pend Date:	Sold Date:	Sold Price:	DOM:	720	Input Date:	2/2/2018 11:44
Sold Term:			Disc:		Expiry	
Buy Firm:					Buy Firm 2:	
Buy Agent:					Buy Agent	

01/23/2020 04:10 PM INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED Agent Detail

COMPARABLE # 3


Borrower:	City of Cold Lake
Property Address:	Lot 5 Blk A Pl 852 1872
City:	City of Cold lake
Lender:	City of Cold Lake

File No.: **20-034**

Case No.:

Prov.: **AB**

P.C.:

RESIDENTIAL	306 Aurora WY	ACTIVE	LP: \$126,000
	Property Class: Single Family Area: Cold Lake Community: Cold Lake North Building Types: Vacant Lot Style: Legal Plan: 1324537 Blk: 7 Lot: 3 Unit: UF: Linc #: 0035880772 Title to Land: Fee Simple Exclusion Y/N: N SRR N Disc:	Listing ID#: E4101687 Postal Code: T9M 0E3 Zones: Zone 60 Year Built: Restrictions: UTILR Ownership: PRIV Conform: Warranty:	<div>H</div> <div>M</div> <div>G</div> <div>T</div>
			Schedule a Showing

GST is included in the list price

This location is awesome; close to schools, the hospital, playgrounds and the lake! Great investment opportunity to build a duplex in this desirable area of Gold Lake. Adjacent lot, 308 Aurora Way, is also for sale. *GST is included in the list price*

[illegible]

Condo Name:	Total Units:	Total Floors:	Floor	Floor #:
Encl Parking:	Parking Unit:	Park Plan Type:	Park Plan Desc:	
Condo Fee:	Condo Fee Incl:			
HOA Fee:	HOA Fee Incl:			

Seller Name: 1501710 Alberta Ltd.	Appointment: Go Direct	DOM: 677 Possession Notes: IMMEDIATE
Appt Name: Ryan Lefebvre	Appt Phone: 780-573-4954	
List Agent: Ryan J Lefebvre - Ph: 780-573-4954	Listing Date: 3/21/2018	
Agent E-mail: ryan@cdlifestyle.ca	Agent URL: http://www.ryanlefebvre.com	
List Office: Coldwell Banker Lifestyle - Off#: 780-594-7400	Occupancy:	
List Agent 2:	Possession:	
List Office 2:	Co-Operating Commission: 1.5%	

Pending Date:	Sold Price:	Input Date:	3/21/2018 3:48 PM
Sold Date:	Adjustmnt Date:	Expiration	
Buyer Agent:	Buyer Agent 2:		
Buyer Office:	Buyer Office 2:		

01/27/2020

INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED

Agent Detail 2.0



STAFF REPORT

Title: COVID-19 Canada Emergency Commercial Rent Assistance (CECRA) Program for Small Businesses - Forgivable Loans to Commercial Property Owners

Meeting Date: May 12, 2020

Executive Summary:

The City of Cold Lake values the relationships with our tenants in our City facilities and the services delivered to our citizens. The COVID-19 pandemic, and the measures being taken by all levels of government to reduce the transmission of this virus, will mean adjustments for everyone.

The purpose of this report is to update Council on the steps taken by administration on the requests received from our tenants respecting rent relief.

Background:

Canada Emergency Commercial Rent Assistance (CECRA) for small businesses provides much needed relief for small business experiencing financial hardship due to COVID-19. The program is intended to reduce rent by 75% for small businesses who have been severely impacted. Under CECRA tenant is responsible for the remaining 25% portion of the rent.

Canada Mortgage and Housing Corporation (CMHC) administers the program on behalf of the Government of Canada and provincial and territorial partners. The program offers assistance for the months of April, May and June, 2020 and can be applied retroactively. Deadline to apply is August 31, 2020.

CMHC will provide forgivable loans to eligible commercial property owners.

- The loans will cover 50% of the gross rent owed by impacted small business tenants during the 3-month period of April, May and June 2020.
- The property owner (in our case the City) will be responsible for no less than half of the remaining 50% of the gross rent payments (paying no less than 25% of the total).
- The small business tenant will be responsible for no more than half of the remaining 50% of the gross rent payments (paying no more than 25% of the total).



Applications can be completed online by accessing <https://www.cmhc-schl.gc.ca/en/finance-and-investing/covid19-cecra-small-business>.

To be eligible for the forgivable loan, the landlord is to show, through a written agreement, that the tenant's commercial rent has been reduced by at least 75%. In speaking with CMHC representative, it is not clear as to when the rental agreement is to be provided to CMHC.

Tenant letters outlining the COVID-19: CECRA for Small Businesses program have been prepared. Businesses subject eligible under the City's rebate are:

- Ambrosia Holdings Ltd. o/a Game Day
- Booster Juice
- Deb's Catering
- Joanie Snaith o/a First Smiles Child Care
- Kid's Time Out Play Program
- Johnny Waffles

The City's options respecting the amount of the rent the City would refund to the tenant are:

- Option 1: waive the monthly commercial rent retroactive to March 17, 2020. Impact to the budget is in the magnitude of \$5,000.
- Option 2: waive the monthly commercial rent retroactive to March 17, 2020. The City to make application for loss of rental income under the CECRA program to recover 50% of commercial rent for the months of April, May and June, 2020 or applicable portion. Impact to the budget is in the magnitude of \$2,500.
- Option 3: waive 75% of the monthly commercial rent. The City to make application for loss of rental income under the CECRA program to recover 50% of commercial rent for the months of April, May and June, 2020 or applicable portion. Impact to the budget is in the magnitude of \$1,000.

Alternatives:

Council may:

1. Consider a motion to have the City send letters to the City's tenants outlining Option 1, 2 or 3 held in this report.
2. Consider a motion to not send letters to the City's tenants outlining the COVID-19: CECRA for Small Businesses
3. Consider a motion to receive the report COVID-19: CECRA for Small Businesses - Forgivable Loans to Commercial Property Owners as information.



Recommended Action:

That Council direct the City to send letters to the City's tenants waive the monthly commercial rent retroactive to March 17, 2020 and to make application for loss of rental income under the CECRA program to recover 50% of commercial rent for the months of April, May and June, 2020 or applicable portion.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



[Home](#) > [Finance and Investing](#)

COVID-19: CECRA for Small Businesses

CECRA for small businesses helps commercial property owners pay mortgages and reduce tenant rent.

Canada Emergency Commercial Rent Assistance (CECRA) for small businesses provides much needed relief for small businesses experiencing financial hardship due to COVID-19. It offers forgivable loans to eligible commercial property owners so that they can reduce the rent owed by their impacted small business tenants by at least 75% for the months of April, May and June, 2020.

WHO IS ELIGIBLE TO APPLY FOR THE CECRA FOR SMALL BUSINESSES PROGRAM?

To qualify for CECRA for small businesses, the property owner must meet the following requirements:

- You own property that generates rental revenue from commercial real property located in Canada.
- You are the property owner of the commercial real property where the impacted small business tenants are located.
- You have a mortgage loan secured by the commercial real property, occupied by one or more small business tenants.*
- You have entered or will enter into a rent reduction agreement for the period of April, May, and June 2020, that will reduce impacted small business tenant's rent by at least 75%.

- Your rent reduction agreement with impacted tenants includes a moratorium on eviction for the period of April, May and June 2020.
- You have declared rental income on your tax return (personal or corporate) for tax years 2018 and/or 2019.

** For those property owners who do not have a mortgage, an alternative mechanism will be implemented. Further information will be outlined in the near future.*

CECRA for small businesses is applicable to commercial property owners with:

- eligible small business tenants
- eligible small business subtenants
- residential components and multi-unit residential properties with commercial tenants (i.e. mixed usage)

What is an impacted small business tenant or subtenant?

Impacted small business tenants are businesses, including non-profit and charitable organizations who:

- pay no more than \$50,000 in monthly gross rent per location (as defined by a valid and enforceable lease agreement),
- generate no more than \$20 million in gross annual revenues, calculated on a consolidated basis (at the ultimate parent level), and
- have temporarily ceased operations (i.e. generating no revenues), or has experienced at least a 70% decline in pre-COVID-19 revenues.**

*** To measure revenue loss, small businesses can compare revenues in April, May and June of 2020 to that of the same month of 2019. They can also use an average of their revenues earned in January and February of 2020.*

HOW DOES THE CECRA FOR SMALL BUSINESSES PROGRAM WORK?

CMHC administers the program on behalf of the Government of Canada and our provincial and territorial partners.

The program offers assistance for the months of April, May and June, 2020.

- **It can be applied retroactively.**

- **Property owners may still apply for assistance once the 3-month period has ended if they can prove eligibility during those months.**
- **Property owners must refund amounts paid by the small business tenant for the period.***

*If rent has been collected at the time of approval, a credit to the tenant for a future month's rent (i.e. July for April) is acceptable if agreed upon by both the property owner and the tenant. This can be a flexible 3-month period.

The deadline to apply is August 31, 2020.

CMHC will provide forgivable loans to eligible commercial property owners.

- The loans will cover 50% of the gross rent owed by impacted small business tenants during the 3-month period of April, May and June 2020.
- The property owner will be responsible for no less than half of the remaining 50% of the gross rent payments (paying no less than 25% of the total).
- The small business tenant will be responsible for no more than half of the remaining 50% of the gross rent payments (paying no more than 25% of the total).

Note: If you are a tenant and struggle to pay your portion, alternate programs are available to assist you.

CECRA for small businesses loans will be forgiven if the property owner complies with all applicable program terms and conditions including to not seek to recover rent abatement amounts after the program is over.

How do I apply for the CECRA for small businesses program?

Program details including how funds will be disbursed and how to apply are being finalized and will be available soon.

Sign up below and we'll let you know when more details are available and when the application process opens.

First name (required)

Last name (required)

E-mail (required)

I am a...

- ☐ Property Owner / Landlord
- ☐ Small Business Owner
- ☐ Non-profit / Charity
- ☐ Lender / Broker
- ☐ Realtor / Real Estate Agent
- ☐ Province / Territory
- ☒ Municipality
- ☐ Government
- ☐ Indigenous governments / organizations
- ☐ Lawyer / Legal Counsel
- ☐ Other

☐ By submitting this form, I consent to receive CMHC's e-newsletters, housing information and promotional messages, and can withdraw consent at any time.

KEEP ME POSTED

Related Programs:

- If you aren't a commercial property owner, [Mortgage Payment Deferral](#) may be what you're looking for.
- See recent [CMHC updates about COVID-19](#).

Still have questions about the CECRA?

1-800-668-2642

CECRA@cmhc.ca

[Facebook Messenger](#) | [Twitter](#)

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NO

Date Published: May 1, 2020

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STAFF REPORT

Title: Save the North - Cold Lake Minor Hockey Association - April 28, 2020 Delegation

Meeting Date: May 12, 2020

Executive Summary:

Cold Lake Minor Hockey Association (CLMHA) representatives President Teresa Dole, Director-at-Large Jason Harrison, and Vice President of Hockey Operations Lawren Wowk appeared as delegates at Council's regular meeting held April 28, 2020.

Ms. Dole and Mr. Harrison remained seated in the gallery while Mr. Wowk presented Council with the CLMHA's vision towards a workable solution with the City to "Save the North", along with the CLMHA's concerns with respect to the possible closure of the north arena and the impact it will have on the CLMHA's membership.

Mr. Wowk advised of the following:

- the CLMHA attended the June 12, 2018 regular meeting of Council with respect to "Saving the North" and at that time, the City was able to figure out a solution to keep it open,
- the CLMHA continues to grow and is a strong organization,
- registration is now open for the 2020/2021 season (historically there is an early registration, at a reduced rate, which closes the end of June, regular rates are charged after the end of June, and registration is always open as registrants numbers have never had to be capped),
- if the North Arena is closed, registration numbers will have to be capped,
- 46% of registrants from the 2019/2020 season used ice at the North Arena,
- the CLMHA spent twenty-two (22) hours per week of ice time in the North Arena which equates to almost 50% of the CLMHA's ice time being at the North Arena,
- it is well known that most communities are brought together by sports,
- in the 2017/2018 season, the CLMHA spent approximately \$145,800.00 for ice at the North Arena and Imperial Place,
- in the 2018/2019 season, the CLMHA spent over \$200,000.00 for ice at the North Arena and Imperial Place, and
- in the 2019/2020 season, the CLMHA spent approximately \$203,100.00 for ice at the North Arena and Imperial Place.

The CLMHA believes that they need the Cold Lake North Arena to keep them competitive; they are hoping for positive news from the City with respect to "Saving the North".



Mr. Harrison advised that the CLMHA uses all ice that is available to them. In the 2019/2020 season, in addition to ice allotted at the North Arena and Imperial Place, the CLMHA were only allotted ten (10) hours a week at J.J. Parr, of which all hours were used.

Mr. Wowk stated that the CLMHA are willing to work with the City to keep the North Arena open and thanked Mayor & Council for allowing their group to speak.

Mayor Copeland thanked Ms. Dole, Mr. Harrison, and Mr. Wowk for presenting the concerns of the CLMHA advising that Council would consider the request and concerns of the CLMHA at their next regular meeting of Council being May 12, 2020.

Background:

During the 2020 Budget Deliberations, council removed \$200,000 of budget reflecting the closure of the North Arena Operations (which represents the fall fall/winter season of 2020 or half the year). Following this decision administration has advised the user groups that there will be impacts to the 2020/2021 season.

Further to the above, it should be noted that the City of Cold Lake rented a temporary ice plant on a skid in order to provide ice at this facility. The rental unit costs the city approx. \$100,000/annually compared to a permanent solution (~\$1 million for an ice plant based on quotes provided in 2019). Administration does not have a condition assessment of the infrastructure (cooling lines) under the slab.

Alternatives:

- That Council accept the Cold Lake Minor Hockey Association delegation presentation made at the April 28, 2020 regular meeting of Council as information.
- That Council accept the Cold Lake Minor Hockey Association delegation presentation made at the April 28, 2020 regular meeting of Council as information, and postpone a decision, with respect to keeping the North Arena open, to the ____ __, 2020 regular meeting of Council.
- That Council accept the Cold Lake Minor Hockey Association delegation presentation made at the April 28, 2020 regular meeting of Council as information, and direct administration to maintain the operations for the North Arena for the 2020/2021 winter season.

Recommended Action:

That Council accept the Cold Lake Minor Hockey Association delegation presentation made at the April 28, 2020 regular meeting of Council as information.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



City of Cold Lake

Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Cold Lake Minor Hockey (780) 815-1905 I/We, _____
(Name) (Telephone Number) (Name) (Telephone Number)

Mailing Address _____

E-mail Address vphockeyoperations@CLMH.com

request to appear as a delegation before Cold Lake City Council at a meeting to be held on 28 April, 2020.

*Please Note: In the event of several delegations, please indicate an alternate date or you will be assigned to the next available meeting.

The purpose of the delegation is to present the following: (see reverse for requirements)

- A copy of all information regarding the topic must accompany the application.

"Save The North"

↳ Emails between CLMH & City Council : 17 April 2020
: 20 April 2020 x 4

↳ these emails are not reproduced

* Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cold Lake reserves the right not to hear such delegations.

I/We acknowledge that only the above matter will be discussed during the delegation.

Signed _____ Date 20 April 2020
Signed _____ Date _____

Return completed application to the City of Cold Lake

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

Phone: (780) 594-4494 Ext. 7967

Fax: (780) 594-3480

Email: creimer@coldlake.com

Form 11-00-06

FOR INTERNAL USE ONLY

Request Approved by [Signature]

Date Approved for APR. 28/20

cc: _____

☐ Other

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Cindy Reimer

From: Kevin Nagoya
Sent: April 20, 2020 1:57 PM
To: Cindy Reimer
Subject: FW: Cold Lake Minor Hockey (CLMH): North Arena

FYI....

Kevin

From: Lawren Wowk [mailto:vp hockeyops@clmh.com]
Sent: April 20, 2020 1:41 PM
To: Craig Copeland <CCopeland@coldlake.com>
Cc: Duane Lay <DLay@coldlake.com>; Kirk Soroka <ksoroka@coldlake.com>; Chris Vining <CVining@coldlake.com>; Jurgen Grau <jgrau@coldlake.com>; Bob Buckle <BBuckle@coldlake.com>; Vicky Lefebvre <VLefebvre@coldlake.com>; Teresa Dole <president@clmh.com>; Jason Harrison <director_at_large@clmh.com>; Kim Hillier <vpbusiness@clmh.com>; Connie Harrison <clmhadmin@clmh.com>; Kevin Nagoya <KNagoya@coldlake.com>
Subject: Re: Cold Lake Minor Hockey (CLMH): North Arena

Thank you. We will be there and refrain from speaking "moistly." Cheers.

Lawren Wowk
Vice President of Hockey Operations
Cold Lake Minor Hockey Association

On Mon, Apr 20, 2020 at 1:35 PM Craig Copeland <CCopeland@coldlake.com> wrote:

Yes you could come and speak at a safe distance...the football team Jets came last Tuesday.

You could bring two or three with you and we could fit you in.

Craig

From: Lawren Wowk [mailto:vp hockeyops@clmh.com]
Sent: April 20, 2020 1:21 PM
To: Craig Copeland <CCopeland@coldlake.com>
Cc: Duane Lay <DLay@coldlake.com>; Kirk Soroka <ksoroka@coldlake.com>; Chris Vining <CVining@coldlake.com>; Jurgen Grau <jgrau@coldlake.com>; Bob Buckle <BBuckle@coldlake.com>; Vicky Lefebvre <VLefebvre@coldlake.com>; Teresa Dole <president@clmh.com>; Jason Harrison <director_at_large@clmh.com>; Kim Hillier <vpbusiness@clmh.com>; Connie Harrison <clmhadmin@clmh.com>; Kevin Nagoya <KNagoya@coldlake.com>
Subject: Re: Cold Lake Minor Hockey (CLMH): North Arena

Good afternoon,

Thank you for your response. I will speak with the CLMH Executive and confirm our presence. The City Council meeting on the 28th of April, is this in person? Cheers.

Lawren Wowk

Vice President of Hockey Operations

Cold Lake Minor Hockey Association

On Mon, Apr 20, 2020 at 11:06 AM Craig Copeland <CCopeland@coldlake.com> wrote:

Good day Lawren

I copied everyone on the email. Thank you for the email describing the impact to CLMH. I was wondering if you would be interested in coming as a delegation to the April 28th council meeting at 6pm? This way you can present your impact of the North Arena closing in a public setting?

In terms of the other user groups that you mention I would suggest that Minor Hockey avoid at this time throwing the other groups into the conversation. The City will address this matter as a whole with all the user groups collectively in the coming months in terms of ice rink utilization for 2020/21 season.

Council when we did the 2020 budget allocated 16 million in tax dollars from the ID349 and 1.5 million from the MD Bonnyville from our ICF (Intermunicipal collaboration framework). Both these funding sources remain unknown at this time. If our City does not have any funds for 349 again this year (2019 we had zero) then we have to find \$16 million in savings or through residential/commercial property tax increase.

Thank you

Craig

From: Lawren Wowk [mailto:vp hockeyops@clmh.com]

Sent: April 17, 2020 8:57 AM

To: Duane Lay <DLay@coldlake.com>; Kirk Soroka <ksoroka@coldlake.com>; Chris Vining <CVining@coldlake.com>; Jurgen Grau <jgrau@coldlake.com>; Bob Buckle <BBuckle@coldlake.com>; Vicky Lefebvre <VLefebvre@coldlake.com>; Craig Copeland <CCopeland@coldlake.com>

Cc: Teresa Dole <president@clmh.com>; Jason Harrison <director_at_large@clmh.com>; Kim Hillier <vpbusiness@clmh.com>; Connie Harrison <clmhadmin@clmh.com>

Subject: Cold Lake Minor Hockey (CLMH): North Arena

Good morning Your Worship and City Council,

The below is an email concerning the news of the North Arena being closed and the effect it will have on our Membership. This email is directed from the CLMH Executive and Board of Directors. Thank you for your time and consideration.

CLMH and the City have come to contractual terms over the past two hockey seasons. Three years ago, the City planned to decommission the North Arena. The CLMH Executive attended City Hall and addressed the City Council underlying a plan to Save the North. The City required CLMH to commit to a minimum of 25 hours of practice ice each week over a 20 week period with games allocated to the Energy Centre. CLMH entered into a contract with the City and successfully committed to over 25 hours of ice usage in the North each week over a 20 week period. Last season, CLMH entered into the second year of the same contract with the City. CLMH successfully committed to the same. Our Membership is over 500 registered players and the mandated grass roots model and Hockey Canada/Alberta development models were adhered to specifically due to the North remaining open. The Save the North campaign focused on the City allowing CLMH to provide the minimum development model as recommended by HC/HA. Our last two seasons have been our most successful season ever.

The CLMH Executive was disappointed to learn that the City has decided to close the North Arena. We understand that the economy is not what it once was but the economy has suffered in our region for the past five years. We further understand the COVID-19 crisis has likely caused a further effect. City Council's decision to close the North pre-dates the public mandates of our provincial government. City Council is our local public governing body. You have been in a successful contractual relationship for two full hockey seasons with CLMH. CLMH has created over \$105,000.00 in revenue from our Membership for the usage of the North Arena. As a public body, it was incumbent upon you to approach CLMH and provide advanced notice of your concerns. Advanced notice would have allowed an opportunity for dialogue if not resolution.

The closure of the North Arena only affects CLMH. The effect is a loss of 25 hours of ice each week. This is a 20% loss of services we can offer our paying Membership. CLMH is also a not-for-profit entity. Our governing board is voluntary. All of our coaches, managers, trainers are voluntary. CLMH is the single largest user group over any other organization in Cold Lake. Your decision casts a shadow over 523 registered participants. No other ice user group has seen a 20% loss of services from the City. Candidly, any

other ice-user group appears to have lost nothing at all. The Hockey Alberta development model, "Grass Roots", already requires U7 (Initiation) and U9 (Novice) to share ice for practices and games. The Grass Roots development stream has actually been a blessing to hockey development and the growth of our Membership colliding with ice availability. City Council's decision to close the North Arena has forced CLMH to consider some difficult options:

1. We cap the number of registrations this year to allow the Hockey Alberta development model to be delivered to our Membership. CLMH has never capped registration and this would be contrary to the spirit of the game; or
2. Our U13 (Atom) will need to begin sharing practice ice to achieve the minimum recommended weekly practice hours; or
3. We begin to offer morning practices from 6:15 am to 7:15 am. We are challenged to find coaches given our communities work related employment. Many coaches are not home in the mornings to commit to the same.

There is always resistance to change. Regardless of this outcome, times are changing and our Membership will be required to adapt to these changes. CLMH is not opposed to change but we want to continue to provide the recommended minimum development model to our Membership. Council's decision removes 20% of our development stream. Our Membership pays for a service that CLMH is mandated to provide. We are not able to provide for the same when the City makes a decision that directly, and only, affects our Membership without notice or consultation. Your decision is devastating to the development and enjoyment of our paying Membership. If CLMH is forced to change, is any other ice-user group forced to change? Closing the North Arena removes 20% of our development ice. Figure skating is a private club. They have paid instructors. Despite the same, figure skating historically receives Monday to Friday from 4:00 pm to 6:00 pm for a total of 10 hours of prime ice. We look at figure skating as a comparison only. Our coaches are volunteers. They cannot inform their employers that their work schedule must change to accommodate hockey practices. The City ought to consider a reduction of ice time of its other user-groups so that CLMH does not lose 20%. Has the City considered a 5% loss of ice allocations by all user-groups? Who are we looking out for here? CLMH has 523 registered hockey players. They are not adult weekend warriors. We consistently see CLMH suffer while other user-groups remain unaffected. As a public governing body, your public policy must be for the people as a community.

CLMH was awarded two provincial host tournaments this past season. These tournaments directly impact our local economy from hotels, to restaurants, to local shops not to mention filling the seats of the Energy Centre with people from across the province. COVID-19 put the proverbial end to those tournaments unfortunately. CLMH was honoured to have been awarded these provincial tournaments and we maintain that our competitive stream made that possible which was only achieved by our development model. If CLMH must cap registrations, we will become less competitive and more importantly, we cannot grow as an organization. If we must enlarge the size of our teams to accommodate registrations, larger teams become

less competitive. We begin to lose memberships when we become less competitive. Hockey Alberta would then not consider the Energy Centre as a destination for provincial tournaments.

Last season the JJPPar provided an additional 20 minutes of ice. We were only asking for two additional hours. There is little to no hope of obtaining additional ice from the 4-Wing without City intervention or pressure. The City has effectively removed over 20 hours of ice from children's development model. Our Membership will be forced to accept change. We ask how is it that only CLMH and its 523 playing members are the only group forced to change.

CLMH requires your assistance and we seek audience with City Counsel to resolve this pressing issue. We look forward to your timely response.

Lawren Wowk

Vice President of Hockey Operations

Cold Lake Minor Hockey Association

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STAFF REPORT

Title: Chief Administrative Officer's Monthly Report - April 2020

Meeting Date: May 12, 2020

Executive Summary:

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

General Discussion

The City continues to await for the Minister's feedback as it relates to the next steps for I.D. 349.

Council held a strategic priorities session to discuss the strategy for the City of Cold Lake for the remainder of 2020 and beyond, and other community priorities on March 12, 2020. Subsequently, Council passed the budget on March 24, 2020.

The recent COVID-19 pandemic is the primary focus of Administration. Council has been receiving ongoing updates from the CAO (almost daily). Administration also hosted a Council Question and Answer Session on April 22, 2020.

In an effort to provide a summary on a public document, I have included the following quick notes:

- The City of Cold Lake is and continues to operate its' EOC in virtual mode. Meetings are occurring daily inclusive of the Cold Lake COVID-19 Taskforce. At this time, the City of Cold Lake has not called a "Local State of Emergency"; however, stands ready if it needs to access extraordinary powers on the Municipal Government Act.
- The City of Cold Lake has impacted the employment of twenty-seven (29) permanent full-time, permanent part-time, and temporary staff. Another twenty-two (22) casuals have been placed as no-hours available. The total number of affected personnel currently sits at approximately fifty-one (51) staff. Programs and services continue to be reviewed as required by Public Health Orders.
- The Cold Lake North Arena was converted into an Alternate Public Health Site; various services are already being delivered at the site.



- Administration has raised concerns in regards to the state of City finances as there will only be a couple million dollars in the bank come to the end of May, 2020, and some financial institutions are not allowing the City to cash in investments (due to the market uncertainties) and/or is significant loss of value of the City. This issue is compounded with the fact that with the I.D. 349 not coming in 2019, we show a ~\$7 million deficit in the 2019 draft financial statements (the financial institutions are raising concerns and this may impact the ability for the City to seek short-term borrowing solutions). Further to this, the City has lost over 40 million of its debt limit due to actions of the province.

The Government of Canada (4 Wing Cold Lake and PSPC) is also over \$22 million in arrears with the City of Cold Lake relating to unpaid municipal property taxes and penalties.

The above is all contributing challenges to provide support mechanisms to the community (including residents and businesses).

At this time, most of the capital projects have been put on hold.

- Administration is working on plans for contributing to COVID-19 recovery. There are put into two (2) categories:
 - Economic Recovery
 - Corporate Recovery

The mid-sized City's Mayor and CAO's Caucus (specially the CAO's) have developed a working group to assist in developing opportunity's for municipalities.

I have included the General Manager's monthly reports to the Chief Administrative Officer for your perusal. Each of the General Manager's report has various departments and/or discipline updates and/or statistics. If you have any questions, please feel free to ask. It should be noted that in some instances, Administration may have to take the question and follow-up with Council.

Meetings

Apr. 1	Monthly Executive/Mgmt. Team Mtg. CANC.
Apr. 2	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
Apr. 2	Caribou Sub-Regional Planning Mtg.



Apr. 2	Mtg. w/ Mr. Konechny of Beantrees
Apr. 2	COVID-19 Council Q and A Opportunity - Teleconference
Apr. 3	Safe & Healthy Communities Committee Mtg. - Teleconference
Apr. 6	Weekly Mgmt. Team Mtg. CANC.
Apr. 6	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
Apr. 7	Premiers Address to Mayors, Reeves, & CAO's - Skype
Apr. 8	Portage College Dinner with Board & Senior Administration CANC.
Apr. 9	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
Apr. 9	Mtg. w/ Mid-Size City Managers - Skype
Apr. 9	Mtg. at Beantrees
Apr. 10	STAT HOLIDAY
Apr. 13	STAT HOLIDAY
Apr. 13	Weekly Mgmt. Team Mtg. CANC.
Apr. 14	Regular Council Mtg.
Apr. 16	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
Apr. 17	VACATION
Apr. 20	Weekly Mgmt. Team Mtg.
Apr. 20	Bi-Wkly. Cold Lake COVID Task Force Mtg. CANC.
Apr. 20	Tentative Conference Call - Minister of Advanced Education
Apr. 20	Discussion Proposed Aircraft Maintenance Program
Apr. 20	Premiers Teleconference Call
Apr. 21	Corporate Priorities Committee Mtg. CANC.
Apr. 22	Cold Lake (COVID-19) Council Question and Answer Period
Apr. 23	VACATION
Apr. 23	Bi-Wkly. Cold Lake COVID Task Force Mtg. ABSENT
Apr. 27	Weekly Mgmt. Team Mtg.
Apr. 27	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
Apr. 27	RUSC Mtg. CANC.
Apr. 28	Aerospace - Briefing on Progress & Discussion RE next steps
Apr. 28	Regular Council Mtg.
Apr. 29	City Hall Safety Mtg. CANC.
Apr. 30	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
Apr. 30	Mtg. RE Pelican Rock Subdivision
Apr. 30	Mid-Sized City Managers Zoom Mtg.

Corporate Strategic Initiatives and Communications:



- Attending regular COVID-19 Task Force teleconferences.
- Attended meetings re: Aerospace Economic Development Opportunity.
- Assisted with COVID-19 response signage and messaging.
- Monitored provincial response to COVID-19 pandemic.
- Designed, installed CCTV messaging at Energy Centre, FCSS, etc.
- Liaising with Infrastructure services re: alternate Public Works Week program delivery.

Other Activities:

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

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Report to Chief Administrative Officer - Corporate Services - April 2020

Meeting Date: May 12, 2020

Executive Summary:

The Department of Corporate Services' monthly report is attached.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Report to Chief Administrative Officer

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

General Manager's Meetings:

April	
2	Safety meeting
2	COVID-19 meeting
6	Management meeting
13	Management meeting
14	Management meeting
14	Meeting with HR
14	Meeting with lawyers
14	Council meeting
17	Safety meeting
20	Management meeting
22	COVID-19 meeting
28	Council
22	Management meeting
24	Council meeting
25	Teleconference
26	COVID-19 meeting
27	AUMA webinar
30	Management meeting

Administration:

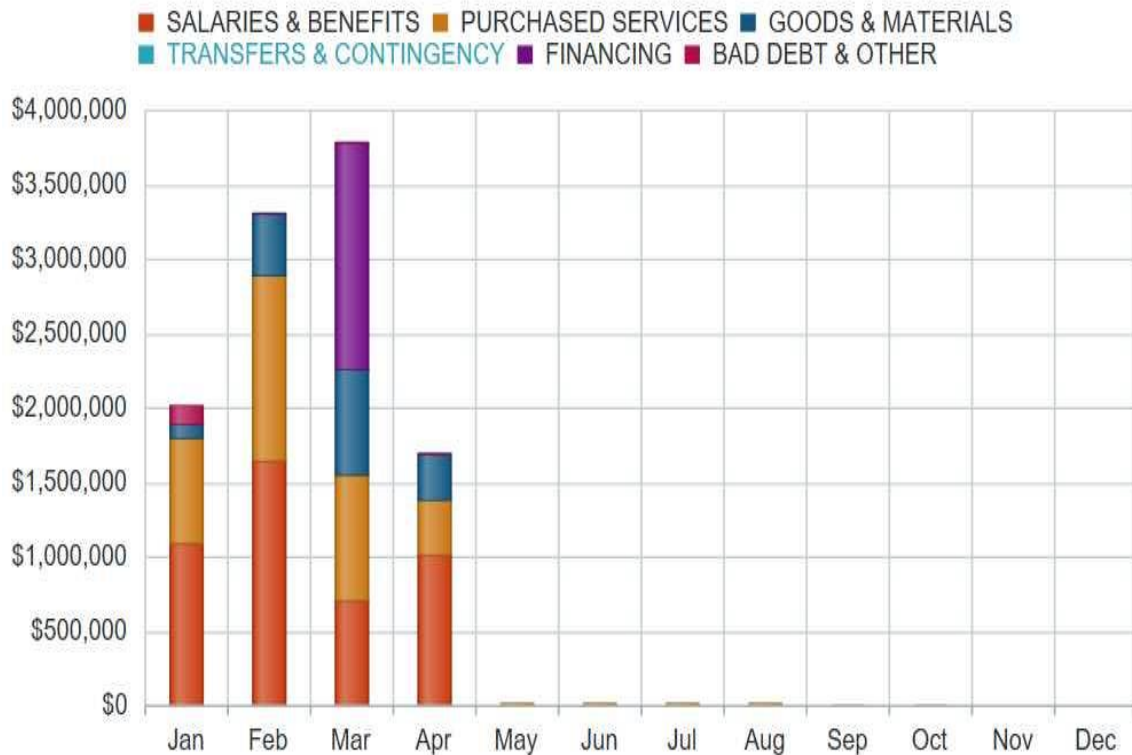
- Agenda preparation and minutes for various meetings
- Create and update fillable forms, letters, and agreements
- Schedule various meetings
- Track returned mail
- Credit card reconciliation
- SharePoint/Collabware training
- COVID-19 research of legislated changes and updates
- Policy/procedure/bylaw updates due to COVID-19.

Finance:

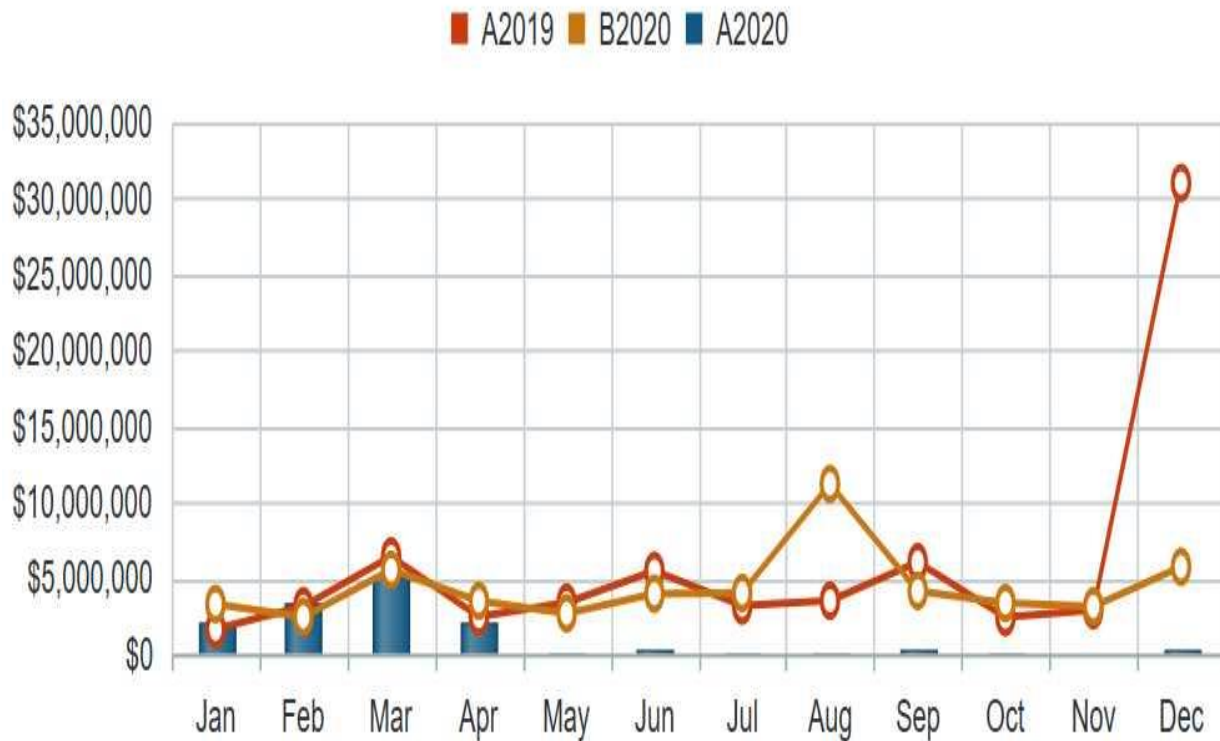
Year to Date Expense vs Budget (000's)



Expense by Object



Expense, Budget and Prior Year



Utilities

- 16 connects, 12 disconnects and 20 work orders
 - 2483 billed in Cold Lake North, 18 of these were estimated, 247 flat rate
 - 2346 billed in Cold Lake South, 13 of these were estimated, 37 flat rate

Receivable

- 103 Accounts Receivable invoices mailed out; 62 statements mailed out

Accounts Payable

- 569 Accounts Payable invoices processed, 289 Accounts Payable cheques printed

Property Taxes

- 32 tax certificates issued and 14 tax searches completed.
- 36 land title changes processed.
- Taxes receivable totalled \$21,187,480
 - 2020 prepaid taxes – \$2,130,073 (These are tax installment payments received for 2020)
 - Tax arrears for one (1) year - \$2,663,641. These property owners were sent monthly statements regarding their accounts. (\$1,896,869 is related to the 4 Wing property)
 - Two (2) years' arrears - \$2,571,169. These arrears consist of 35 properties. These property owners were sent warning letter to inform them that their property will be placed on the arrears list on March 31, 2020. These properties were placed on the tax arrears list on March 31, 2020 and posted at City Hall.

Monthly statements have also been mailed (\$2,364,921 is related to 4 Wing Property)

- Three (3) year arrears - \$2,636,229. These arrears consist of 20 properties. These properties were placed on the tax arrears list on March 31, 2019 and posted at City Hall and will need to be sold at auction by March 31, 2021 if not paid. These property owners have been sent monthly statements. These properties were placed on the arrears list on March 31, 2019 (\$2,528,119 is related to 4 Wing Property)
- Four-Five (4) year arrears - \$15,446,514. This consists of 4 Wing and 3 properties not on tax agreement. The properties are 2 vacant medium density lots and 1 residential property with a house. If the arrears are not paid by March 25, 2020 these properties will be sold by public auction. (\$15,432,516 related to 4 Wing Property)
- \$22,222,425 of the total tax arrears is due to assessment dispute for the 4 Wing property.
- There are 13 properties that are currently on tax agreements.

Completed

- March 2020 Bank and investment reconciliation and City Summary for Council
- General ledger reconciliation to Perfect Mind and Golf Course software for March 2020.
- GST Return for March 2020 completed and filed.
- Variance Reports sent to department managers for all departments in the City.
- Rolled-out a contest for sign-up of emailed Utility bills.

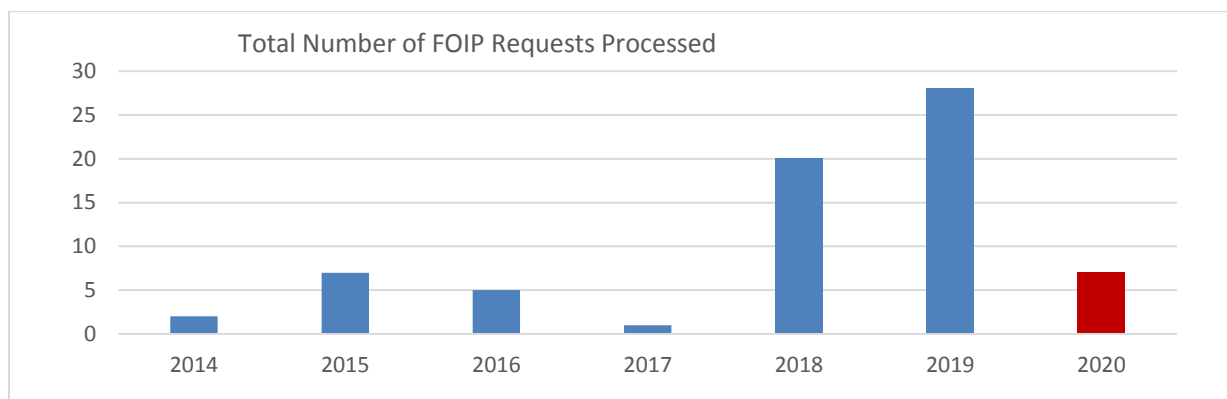
Currently Working on

- Working with Sensus on the integration of the Advanced Metering Initiative software to Serenic financial software including training on the new software.
- Properties to be auctioned off for Property Tax Recovery. Adjourned to May 20th due to COVID-19.
- Working with auditor to have Audited Financial Statements completed and presented to Council.
- Preparation of tax rate scenarios for 2020.
- Processes/policies and bylaw cheques due to COVID-19 legislation.

Legislative:

- **Information Requests & FOIP**

- 1 new FOIP request received in April, and 4 FOIP requests were completed. 7 FOIP requests this year so far.
- 1 ongoing review by the OIPC.
- FOIP presentation provided to all new staff at orientations.



- **Record Management**

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

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

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

- **Transition to “The Dock”:**

- Recreation Department transition to SharePoint complete.
 - Legislative Services transition to SharePoint is complete. Final migration of content has begun.
 - FCSS transition to SharePoint is complete.
 - Finance Department transition to SharePoint is complete. Final migration of content has begun.
 - Planning & Development transition to SharePoint is complete. Final migration of content has begun.
 - Infrastructure (Engineering Department) transition to SharePoint is complete. Final migration of content has begun.

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

- Assisting Planning & Development in the quality control and review of all “open” permit files continues.
 - Ongoing “tweaking” of the finance site as migration continues.
 - Ongoing review and maintenance of SharePoint libraries and content types, Collabware file plan, content rules and workflows.

- **RUSC records**

- Creation of RUSC “The Dock” site.
 - Review and organization of historic files.

- **Legal Drafting, Research & Review**

- Drafting and review of contracts, bylaws and policies. Efforts to standardize municipal records (including agreements) continues. Interpreting contract obligations and contract enforcement.
 - Researching and compiling information for policy development, adherence to *Municipal Government Act* amendments, and changes in the law.

- Maintenance, coordination and organization of all current/closed legal files (paper and electronic) continues.
- Policy and bylaw review due to COVID-19.
- **Agreements**
 - Design and implementation of SharePoint workflows to optimize agreement reminders for efficiency and accuracy is complete. Ongoing maintenance continues.
 - Detailed review and information examination of type 1 and type 2 development agreements (with their corresponding development permits) is ongoing.
 - Management of active agreements, and agreement requirements:
 - City has 900 active agreements; 74 new agreements filed in April.
 - RUSC has 189 active agreements; 0 new agreements filed in April.
- **Privacy Impact Assessments (PIA)**
 - 1 outstanding PIAs.
- **Other**
 - Handle general inquiries from staff.
 - Commissioning Oaths of Confidentiality and Affidavits as necessary.

Human Resources:

All other positions currently on hold until further notice

- Legislative Manager (Term position)
- Roads Operator (1 Full-time positions)
- Roads Operator (1 six month term position)
- Utilities Operator (1 Full-time position)
- Climbing Wall Attendant (1 Casual position)
- FCSS Program Assistant (1 Part-time position)
- Development Officer (1 Full-time position)
- Parks Operator (1 Full-time position)
- CPO (1 Full-time position)
- RCMP CLerk (1 Full-time position)
- Watch Clerk (1 Full-time position)

This month we are currently recruiting internally and externally for the following positions:

- Legislative & Records Management Coordinator (12 month Term position)
- Foreman – Water Treatment Plant (1 Full-time position)
- Operator – Water Treatment Plant (2 Full-time position)
- Intermediate Secretary (1 Full-time position)

The following positions have been filled this month:

- Operator – Waste Management (1 Full-time position)

Record of Employment: 34

Short Term Disability: 4

Long Term Disability: 5

Union Business: 0 Active Grievances, 4 Active Arbitration Files, 1 Human Rights Complaint, 1 FOIP Complaint

Workers Compensation (WCB): 0

Currently working on:

- Updating safe-work practices
- Safety Recognition Program
- Safety Manual Revisions
- Staff Training Programs
- WHMIS training
- Revising/Updating CBA and Human Resource Policies
- Safety COR Certification
- Violence and Harassment training

COVID-19 Related:

- Register Supplemental Unemployment Benefit (SUB) Plan developed for staff moving to EI.
- Multiple staff put on a leave of absence due to facility shut downs by the province, actual numbers to be reflected in the April report.
- Staff and the Safety Department worked together with Alberta Health Services (AHS) to develop the Assessment Centre.
- Posters were created for all City facilities on proper hand washing techniques and best practices.
- Report created to track staff members who were out of country and required to self-isolate for 14 days, also tracking sick staff members told to self-isolate by AHS. Total off work due to travel or told to stay home to date is 31, 31 have returned to work with no issues. 1 Casual staff member requested a leave without pay due to having elderly parents living in their home.
- Working with vendors to secure hand sanitizer and disinfectant wipes and masks.
- Revised Safety orientation to include COVID-19 updates and other PPE required.
- Implementation of procedures/policies/engineering and safety controls due to COVID-19.

Safety Statistics:

Vehicle incidents to date: 0

Property Damage to date: 4

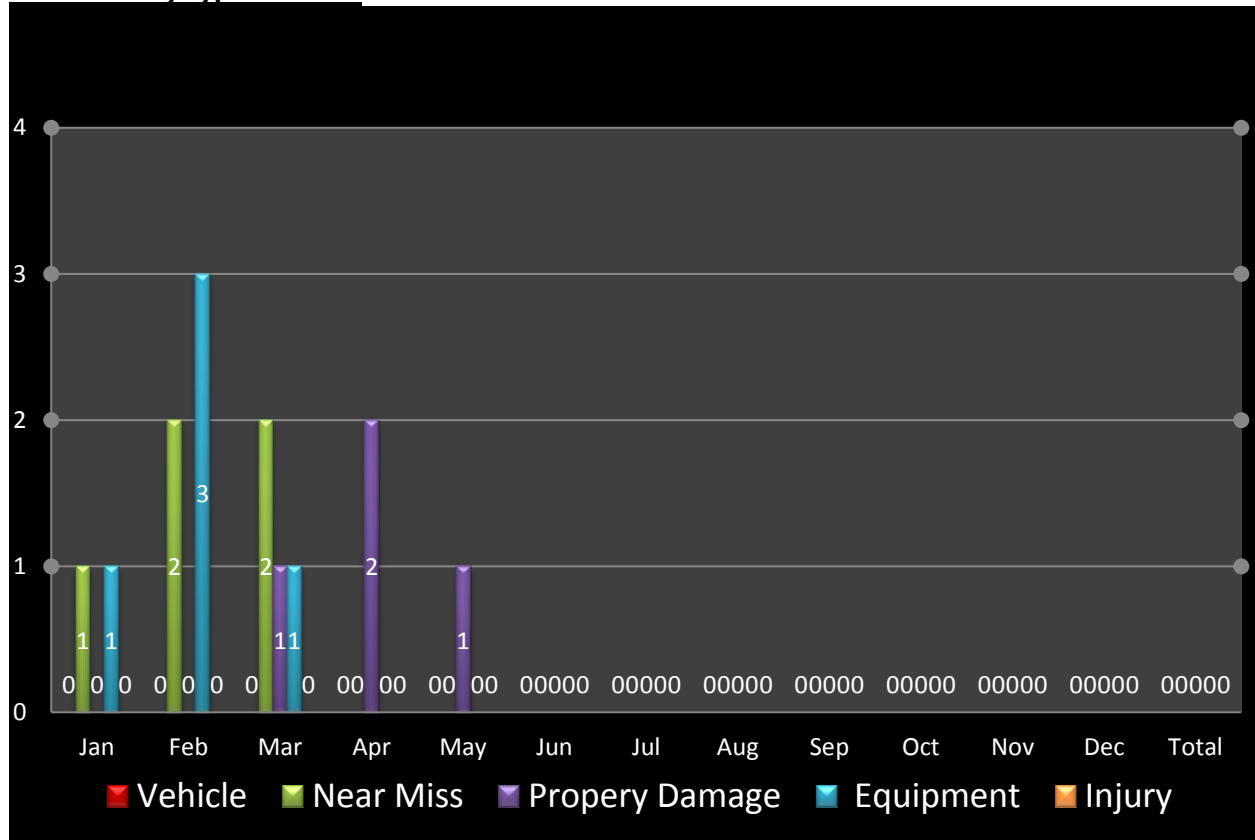
Equipment Damage to date: 5

Injuries to date: 0

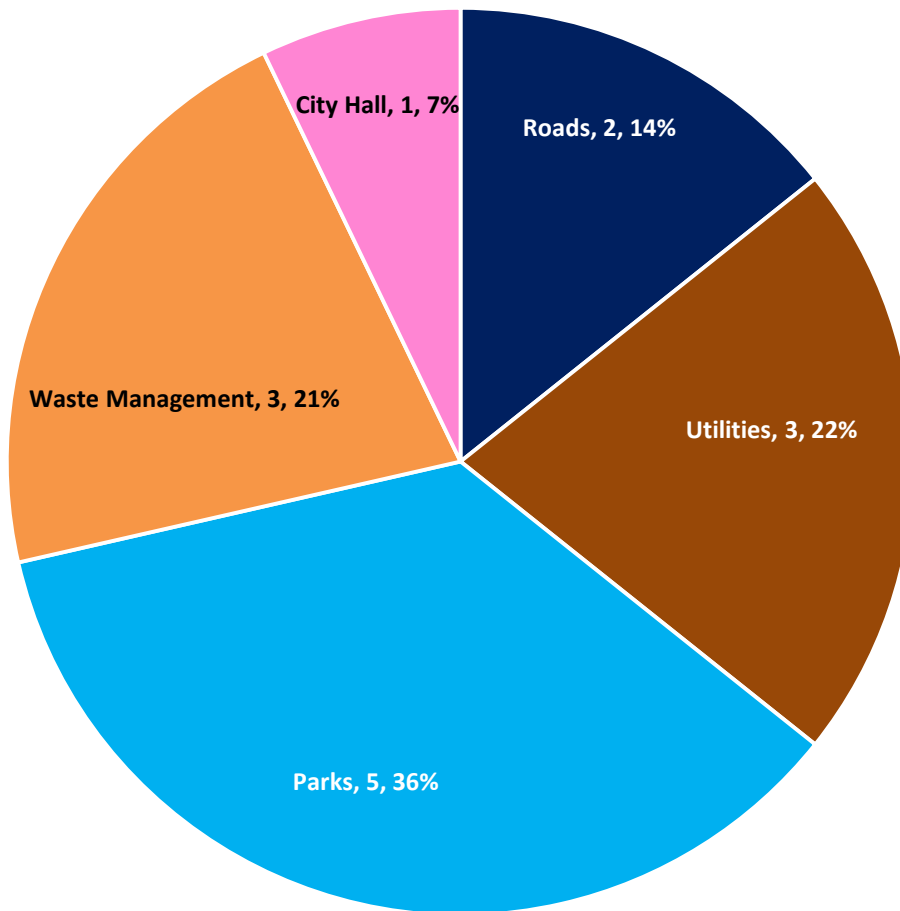
Near misses to date: 5

Total incidents **2020**: 14

Incidents by type of loss:



Incidents by Department 2020:



Information Systems and Technology:

Number of tickets closed:	97
Number of tickets opened:	92
Number of tickets still open at end of Month:	110
Number of Surveillance Footage Request:	2
Backup Recovery's:	0
Virus Threats (Online)	248
Junk	41789
SPAM Email	3179

Phishing Emails	19
Inbound Viruses Caught (Email)	18
Spoofed emails	118

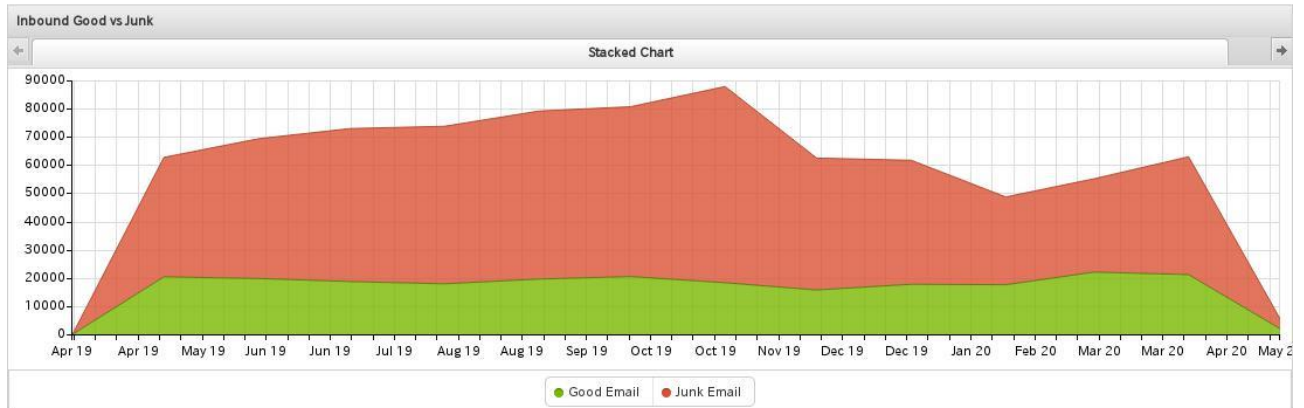
- **Application Updates:** Arc pro, OCR Software, Desktop BIOS.
- **Application Installs:** Mobile messaging app, Remote Meeting App, WTP Reporting App.
- **Application Support:** SharePoint, CityWorks, Collabware, Outlook, Transit App.
- **Server Support:** SharePoint, Email Security.
- **Server Patches:** 44 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** Recreation software printing, Energy Centre Streaming TV's, Tablet for field data collection (arborist), Copiers/Fax/Print, PDF reader.
- **Mobile Support:** Infrastructure GM mobile connectivity support.
- **Backups (and monitoring):** Macrium, Eset, VM, SQL, Data, Applications, Bellamy (Daily/Weekly).
- **AD Support:** User account Setup/Disable, Password Changes. Name Changes.
- **SharePoint Support:** AIF Workflow, Aggregates, Workflow issues.
- **Application Testing:** Windows Server 2019. Office 2016/2019, ESET Server.
- **Network:** Updated Core Switch firmware/software.

Noteworthy

- Replaced copiers/fax at Energy Centre, City Hall, and Public Works.
- Desktop tech completed Fall Arrest and scissor lift training.
- Upgraded OCR server to ver. 2.0.
- Moving SQL Server cluster storage from RDM disks on the old SAN to VVols on the new SAN.
- A new version of the AIF Access and Reminder Workflow is being developed.
- Purchased a new IBM server.
- Launched the new Citizen Problem Reporter application publically.
- Windows Active Directory integration with Microsoft Azure cloud services.
- Microsoft Teams software/account testing.
- Firmware/Software upgrades for core network switches at the Energy Center and City Hall.
- Staff, PC/Phone relocations due to COVID-19.
- Updated Door/Swipe unlock schedules due to COVID-19.
- Phone/Tablet charging solution for the EOC.
- Planning for Animal Shelter build.



Monthly Inbound Good vs Junk



Time Span 04/04/2019 12:00 AM - 05/04/2020 11:16 AM

Email Security Version - 10.0.6.3447 (Hostname : emailsecurity)



Monthly Likely Spoof Messages

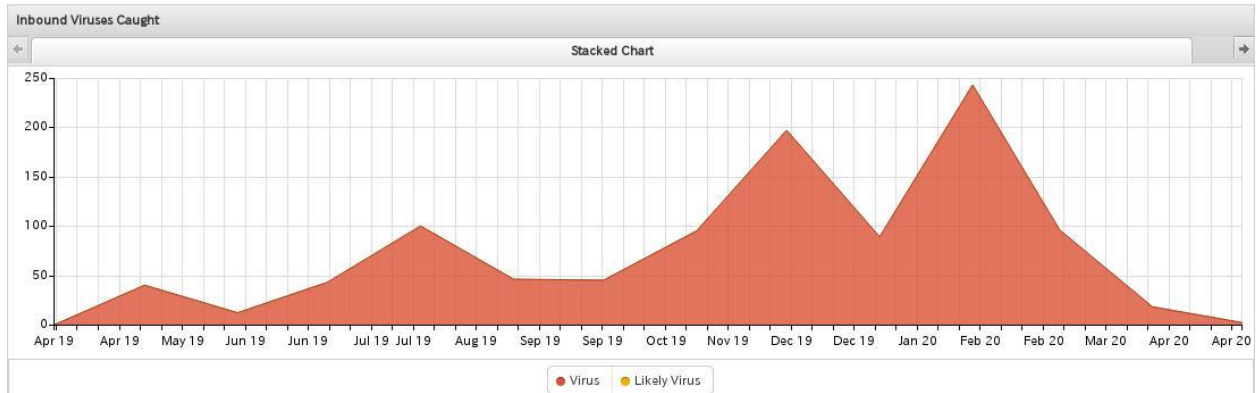


Time Span 04/04/2019 12:00 AM - 05/04/2020 11:17 AM

Email Security Version - 10.0.6.3447 (Hostname : emailsecurity)



Monthly Inbound Viruses Caught



Time Span 04/04/2019 12:00 AM - 05/04/2020 11:18 AM

Email Security Version - 10.0.6.3447 (Hostname : emailsecurity)



STAFF REPORT

Title: Report to Chief Administrative Officer - Infrastructure Services - April 2020

Meeting Date: May 12, 2020

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; ongoing.
- Pothole patching; ongoing.
 - Pothole Registry is active, with automatic Service Request generation functioning well. As of April 30 – 47 potholes were reported, and 41 completed.
- Assisted contractors and other departments as required.
 - Cross training staff on waste and utility equipment.
- Spring street sweeping; in progress.
 - Concrete meridians; complete.
 - Residential areas were scheduled earlier to accommodate higher pedestrian and cyclist traffic.
 - Street sweeping schedules are available on the City's website and Facebook page.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics - completed 40 work orders for various departments.
 - Operators - completed 0 work orders for various departments.
 - Contracted Services - 15 work orders were contracted out for various departments.
 - Outstanding - 74 work orders are outstanding for various departments.
- Fuel Consumption:
 - 7,163 liters of gas was dispensed into fleet vehicles for the various departments over 94 transactions.
 - 26,801 liters of diesel was dispensed into fleet vehicles for the various departments over 196 transactions.



Cold Lake Regional Aerodrome:

- Daily inspections and reporting; ongoing.
- 13 lots are available for lease.
- GPS publishing; ongoing.
- The Cold Lake Regional Airport Taxiway and Apron Enhancements Project; 98% complete.
 - Engineering awarded to CIMA Canada Inc.
 - Construction Tender was awarded to E Construction; CCC issued.

Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.
- Monitoring and adjusting routes as required (construction, special events, etc.); ongoing.
- Bus Shelter solar panel operational review; ongoing.
- Lost and Found policy development; in progress.
- Covid-19 response; ongoing.
 - weekly disinfecting of entire bus along with daily wipe downs;
 - hand sanitizer installed for passengers;
 - access to front door and driver space restricted, back door access only;
 - restricted seating to allow for social distancing; and
 - infotainment monitors updated with Covid-19 notifications.

Facility Maintenance:

- Responded to 16 work orders for building maintenance services for various departments.
- Facility Maintenance Contracts:
 - LD Septic - septic tank cleaning at the Airport, Transfer Station and Imperial Park; monthly.
 - Lakeland Fire and Safety; awaiting City Hall alarm install.
 - Value Master Builders Ltd. - Public Works Facility renovation; ongoing.
 - MT Sinc- starting spring maintenance on HVACs and furnaces in City facilities.
 - Ansell Refrigeration – awarded the City Hall HVAC and Furnace Replacement Project.



ENVIRONMENTAL SERVICES

Waste Management:

- Curb side collection for regular waste, recycling and organics was conducted as per the 2020-2021 Waste Collection Schedule.
 - 291 tonnes of waste was collected at the curb in April.
 - 32 tonnes of recyclables was collected at the curb in April.
 - 10 tonnes of organics was collected at the curb in April.
- Transfer Station and Landfill summer hours from 9:00am to 6:00pm Tuesday to Saturday (April 1, 2020 to October 31, 2020).
 - 136 tonnes of C&D Material was disposed of in the Class III Landfill in April.
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
- Metal recycling; ongoing.
- Materials Recycling Facility (MRF):
 - Sorting and bailing materials collected at the new MRF; ongoing.
- Collection of recycled material from the Recycling Drop-off Stations; ongoing.
 - 17 tonnes of recyclables was collected from the Recycle Drop-off's in April.
- Covid -19 response; ongoing.
 - Sanitizing scale house credit/debit card machines after every customer.
 - Use of additional PPE for manual pickup – N95 masks and frequent sanitation of gloves and the driver's cabin.

Water Distribution and Wastewater Collection (Utilities):

- Meter reading; ongoing.
- Addressing trouble meter reads; ongoing.
- Completed water and sewer locates for contractors and homeowners.
- Timely response to emergency call outs for sewer backups, flooding and leaking meters, etc.; ongoing.
- Advanced Metering Infrastructure (AMI) has been awarded to KTI Limited; ongoing.
- Maintenance work (cleaning culverts and catch basins); complete.
- Covid-19 response; ongoing.
 - Avoid entering homes for meter reading/repairs, water and sanitary line repairs/maintenance, other work as per service levels - only being responded to if an emergency.
 - PPE requirements exceeded in emergency situations where staff have to enter a home.
 - Sanitizing key pads at Building 5 Fill Station daily.



Water and Wastewater Treatment:

- Daily building and reservoir inspections, meter readings, laboratory testing and pump hour records are ongoing as per the Standard Operating Procedures.
- Weekly and monthly water and wastewater samples are collected and the results submitted to Alberta Environment and Environment Canada as per the license approval. All monthly log sheets are submitted online to the respective authorities.
- Repairs were made to facilities as required.
- Repairs to membranes; ongoing.
- Lagoon maintenance; ongoing.
- Covid-19 response; ongoing.
 - Keeping WTP staff separate from the rest of the PW staff.
 - Sanitizing key pad at the lagoon (Muffin Monster) daily.

ENGINEERING SERVICES

Capital Projects - See attached Capital Project Summary

Geographical Information System (GIS):

- Continued sorting GIS data and related files; ongoing.
- Created maps, queries and large-format printouts as requested by City Staff; ongoing.
- Provided data to subcontractors as requested; ongoing.
- Assisted staff with ArcReader maps; ongoing.
- Troubleshooting and testing Pothole Reporting App while migrating to production server.
 - Developed operation dashboard to track problem associated with potholes.
- Followed up on Digital Orthophotography Aerial Imagery contract; coordinating between contractor and 4Wing.
- Renewed and re-marked Ground Control Points for Aerial Imagery referencing.
- Re-built Roads Signs and Sanitary Manholes maps for field data collection with Collector for ArcGIS.
- Cleaned metadata on the servers and portal items, updated base layers and data sources.
- Worked on developing the utility isolation trace app.
- Designed custom base map for web apps.
- Completed setting up maps, forms and tablet for Tree Data Collection project for City Arborist.
 - Resolved queries associated to the tree inspection app and made requested customization.



COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was held on February 24, 2020 at 6pm in City Hall Council Chambers.

Next meeting TBD

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2020	8 Street Roadway Extension (Phase 2A)	Design	0	Awarded to SE Design.
			Construction	0	
2	2020	2020 Street Improvement Program	Design	40	Awarded to AECOM Design is in progress.
			Construction	0	
3	2020	Building 9 Force Main Upgrade – Phase 4 (CLRUSC)	Design	90	Awarded to AECOM. AECOM has completed and supplied Issue For Tender drawings and documentation. Communication has been had with the MD of Bonnyville based on location and alignment of the Force Main. Project is currently tender ready.
			Construction	0	
4	2020	Building #4 Force Main Replacement Feasibility Study (CLRUSC)	Study	0	Request for Proposal is complete and has been posted to APC and the City of Cold Lake website. The closing date for the RFP is May 8 th , 2020 at 2:00 PM.
5	2020	2020 Service Roads	Design	0	Engineering Proposal for 55 Street west-Service Road awarded to SE Design as part of the 2019 Shallow Sewer Project
			Construction	0	
6	2020	2020 Sidewalk/Trail Connectivity	Design	0	Trail locations are being considered.
			Construction		
1	2019	2019 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	90	Awarded to E-construction. Streets include: 50 Ave (38 St – City Limit); mill and overlay complete. 52 Ave (49 St – 50 St); mill and overlay complete. 20 Street (Ptarmigan to 7 Ave); full reconstruction complete. Birch Ave (Tamarak St – 23 St); underground work and first lift of asphalt are complete. Top lift asphalt and swales remaining for 2020. Anticipated start date of May 19, 2020
2	2019	Annual Lane Construction Program	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Lanes include:

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Lions Park (50 Ave to Millennium Trail); complete. 50 Ave (45 St west to t-intersection); complete. CCC issued.
3	2019	Street Lighting Enhancement Program	Design	100	Awarded to ATCO Electric. Approved enhancement areas include: 16 Avenue (Hwy 28 to 12 St) 50 Avenue (41 Street to City Limits) 25 Street (Hospital to Glacier Way) 1 Ave (25 St to English Bay Road)
			Construction	95	Awarded to ATCO Electric. All work has been completed minus spring clean-up/landscaping. ATCO has been requested to provide a timeline and schedule on when they will be completing their clean-up.
4	2019	Traffic Safety Program Fund	Design	100	Awarded to ATCO Electric. Street lights will be installed in the following locations: English Bay Road (1114 EBR to City Limit) The Intersection of English Bay Road and 28 Street The intersection of English Bay Road and 25 th Street
			Construction	95	Awarded to ATCO Electric. All work has been completed minus spring clean-up/landscaping. ATCO has been requested to provide a timeline and schedule on when they will be completing their clean-up.
5	2019	Material Recycling Facility	Design	100	Awarded to NOVA Mechanical and Construction.
			Construction	95	Awarded to NOVA Mechanical and Construction. They have completed the metal structure, site grading and electrical. All 20 recycling bins have arrived and the new conveyor system and sort line is installed. SCC Issued.
6	2019	Building 10 Fire Pump Replacement	Design	90	Project has been Awarded to BAR Engineering. Currently they have completed the design for the tender drawings and the tender documents for the project. Project is currently out for tender and has been posted on APC and the City of Cold

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Lake website. Tender closes on May 12 th , 2020 at 2:00 PM.
			Construction	0	
7	2019	Grand Centre Memorial Cemetery	Design	100	Awarded to LEEs and Associates.
			Construction	0	Project was tendered and closed on June 7, 2019. The City received 2 tenders; both came in above budget. After review this tender has been cancelled; will look into retendering in 2020. Due to the additional approved budget in 2020, this project is now currently under review to see what cost saving measures can be implemented and have phase 1 completed in 2020.
8	2019	Kinosoo Beach Phase 3 and 4 - Boardwalk Area and Amphitheatre	Design	0	Awaiting grant funding.
			Construction	0	
9	2019	Pressure Reducing Valve Installation Program (Year 1 of 4)	Design	100	Awarded to AECOM. Design has been completed but due to conflicting infrastructure within 16 th Street, the project is currently on hold until an appropriate solution can be established.
			Construction	0	
10	2019	Lakeshore Drive Infrastructure Improvements	Design	30	Awarded to Stantec. Start-up meeting was held on August 21, 2019 and presentation of conceptual designs were presented to Council on Oct. 16 for preliminary feedback. Additional design meeting was held on January 8, 2020 with Stantec. Stantec has provided additional cross sectional views which were reviewed and comments were provided back to Stantec. Based on the above review and comments supplied to Stantec, they have completed an updated rendering which was received on April 27 th , 2020. City staff will complete a full review and meet with Stantec to complete another presentation for Council.
			Construction	0	

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
11	2019	Shallow Sewer Enhancement Program	Design	0	Awarded to SE Design.
			Construction	0	SE Design to prepare tender
12	2019	SCADA Upgrades	Design/ Construction	75	<p>Awarded to ERAMOSA.</p> <p>Phase 1- Power Upgrades- 100% complete.</p> <p>Phase 2A - Back Up Controls at Bldg 4 & 9. Phase 1 & 2A Power Upgrades and Back Up Control – Estimated Costs provided by Smart Electric- proceeding with Bldg 4 & 9 2A only</p> <p>Phase 2B - Back Up Controls at Bldg 3 & 8- not proceeding at this time</p> <p>Phase 3A - SCADA Upgrades Cimplicity to VTSCADA. Currently running both systems there is some logic written into Cimplicity rather than through the PLC to control pumps. VTSCADA is functioning properly.-90% complete.</p> <p>Phase 3B - e.RIS Data Access. e.RIS training provided, report and logbook creation in progress.</p> <p>Phase 3C - Cyber Security 50% complete.</p>
13	2019	Animal Holding Facility	Design	80	<p>Awarded to JMAA.</p> <p>Area has been mulched. Topographical and geotechnical survey was conducted.</p> <p>Preliminary Plans have been accepted and JMAA will proceed to the next phase of design and tender preparation.</p> <p>Civil Works awarded to SE Design. Final drawings to be ready mid May</p>
			Construction	0	Proposed to potentially tender beginning of June
14	2019	69 Avenue - Museum Road Improvements	Design	75	Lower Portion Design Only awarded to SE Design. Waterline now to be included within the project for 2020. WAIF and Water Act applied for by Associated Engineering, should know by May if accepted. Change Order accepted SE Design to include tender and construction admin.
			Construction		Top portion of the road was overlaid by Blue Flame in 2019 and lower portion with storm and waterline improvements to be tendered in 2020. Should be ready to tender for May 8, 2020 we are going to allow for the bidder to either have directional drill or trench for the waterline. AEP has to

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					approve WAIF application for temporary alteration of the wetlands. Public Notice will be in the May 5 Cold Lake Sun paper.
15	2019	Water Rate Study	Study	100%	Awarded to CORVUS. Report completed and presented to CLRUSC in February.
16	2019	Regional Water Line (CLRUSC)	Design	100	Awarded to AECOM
			Construction	Contract 1 Transmission Main (within City limit)	Awarded to Site Resource Group Inc. 87% complete (based on \$) and 100% (based on length of pipe): landscaping, road rework on 16 Street (16 Ave to 75 Ave) and final lifts of asphalt on 16 Street (3 Ave to 16 Ave) are remaining. The contractor has completed pressure testing the line from the WTP to the Transfer Station, all sections of the line has passed pressure testing, all that remains is pressure testing of the work the contractor has completed at Building 5 and the disinfection of the entire line.
				Contract 2 Transfer Station	Awarded to Alpha Construction Inc. 85% complete (based on \$) and approx. 87% (based on work). Exterior building envelope is complete, the vast majority of mechanical work has been installed, HVAC systems have been installed, and pumping bases have been completed, and pumps are a little delayed, waiting on official timeline of the arrival of pumps. Underground tie-ins have been completed, which would include the regional line coming in and the line going out. Reservoir cells have been completed.
				Contract 3 WTP Upgrades	Awarded to SureForm Contracting Ltd. 75% complete (based on \$). Building envelope is complete and contractor has completed building wrap and Styrofoam on the outside of building envelope and have begun to place wall cladding. New Raw Water wet well is complete, contractor is currently working on transfer pump install's for the transmission main from the WTP to Building #5, and finalizing work within the clear well. Membrane Train 3 is prepped and ready for membrane install along with all associated electrical work, the vast

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					majority of mechanical piping has been completed, CIP tank has been removed and replaced, new generator has been installed and majority of main electrical has been completed.
				Contract 4 Transmission Main (Transfer Station to Bonnyville)	Awarded to Site Resource Group Inc. 87% complete (based on \$) and 100% (based on length of pipe); all piping is completed, contractor only has pressure testing and disinfection of the transmission main remaining for the transmission main. They will have to complete spring clean-up and paving of road patches along with the instrumentation of the specific reservoirs along the alignment.
17	2019	Moving Bed Biofilm Reactor (MBBR) Pilot Project (CLRUSC)	Design	45	<p>Awarded to AECOM. CLRUSC is looking to demonstrate the effectiveness of this technology in achieving their vision for wastewater treatment. Given the innovative nature of this technology it will be piloted during the winter months for worst case scenario to assess the performance of the system when the ammonia concentration in the lagoon effluent is higher and the microbial activity is lower.</p> <p>Veolia Water Technologies Canada Inc. has supplied the LagoonGuard pilot trailer, with all necessary process equipment (reactors, blower, instrumentation and a control panel) for this study. Veolia's field technicians assisted with the trailer's installation, start up and the commission of the LagoonGuard equipment/process and they trained the City's staff. When the process stabilized Veolia handed over operational responsibility to the City, and are remotely monitoring the process and supporting the City.</p> <p>Two interim project update presentations were made to RUSC: Nov 25, 2019 and Feb 24, 2020. A third interim report is requested from AECOM and expected to be available by 2nd week of May.</p> <p>The pilot study will end in May 2020.</p>

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					The results of the pilot study in the form of a Draft Report is expected to be available for review by June 2020.
1	2018	2018 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	90	<p>Awarded to E Construction Ltd.</p> <p>Streets Include: 61 Ave west of 47 St; complete</p> <p>Highway 28 (34 Ave to City Limits); complete</p> <p>54 Ave from (54 St to 55 St); complete</p> <p>53 Ave west of 57A St Construction started in August 2018. High water table was encountered and options to mitigate were considered. 53 Ave was brought up to a gravel standard for the 2018/2019 winter.</p> <p>53 Ave was removed from the 2018 Street Improvement Program due to budget restrictions and was retendered as its own project in July 2019. Bids came in over budget and the Tender has been cancelled. Options are being considered for 2020 construction.</p> <p>SCC Issued. Deficiencies to be corrected in 2020</p>
2	2018	2018 Annual Lane Rehabilitation	Design	100	Awarded to SE Design.
			Construction	98	<p>Awarded to BlueFlame Contracting Ltd.</p> <p>Lanes include: 51/52 Ave Lane (51 St to 52 St) – Behind Grand Centre Cinema; complete. 51/52 Ave Lane (52 St – 5 Ave) – Behind Red Rooster; complete. CCC issued.</p>
3	2018	Cold Lake Regional Airport Taxiway and Apron Enhancements	Design	100	Awarded to CIMA Canada Inc.
			Construction	98	<p>Awarded to E-Construction.</p> <p>Paving, grading and hydroseeding completed October 4, 2019.</p> <p>CCC issued and deficiency holdback retained. Deficiencies to be completed by June 30, 2020</p>

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
4	2018	Imperial Park/Energy Centre South Access Enhancements and Parking Lot Improvements	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Road construction and parking lot are completed. CCC issued
5	2018	Eagle Ridge Estates Storm System Re-Alignment	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Thompson Infrastructure. Contractor has installed all storm pipes and have completed all other work under the project. CCC has been issued.
6	2018	Lakeview Cemetery	Design	95	Awarded to LEEs and Associates.
			Construction	25	Awarded to GenMec ACL. Contractor has completed excavation and concrete foundations within the columbaria area, concrete apron into the site along with the water tie-in and sandblasting has been completed on the columbaria foundations. Columbaria units are to be completed; fabrication the second week of May. Contractor is also finalizing their construction schedule which will be supplied and reviewed at the beginning of May. Work will likely start towards mid to the end of May once all frost is out of the ground.
7	2018	RCMP Building	Design Mech. Reno Design Phase 2- New Build	100	Awarded to JMAA. Phase 1 - mechanical renovation design has been completed. RCMP has now requested for new building rather than a renovation of existing for Phase 2. JMAA Proposal under review for New Build. RCMP has confirmed that the building requirements will remain as stated in May 2019 assessment and the current lot is suitable for new build.
			Construction	Phase 1 Cancelled Phase 2 0	Phase 1 Mechanical Renovation contract cancelled.
1	2017	2017/2016 Residential Lanes	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Lanes include: Lakeridge Lanes; completed 54 Ave lane – completed 62 Street lane – completed Emma's Lane – completed CCC issued.
2	2017	49 Street Parking Lane Enhancements	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Urlacher Construction. Construction completed. CCC issued.
3	2017	Highway 28 South Enhancements - Phase 2 (51 Street to 43 Avenue)	Design	100	Awarded to Stantec. This is a continuation of the Highway 28 enhancement from 2016.
			Construction	98	Awarded to Knelsen Sand and Gravel Ltd. All work has been completed under the contract. CCC issued.
1	2016	2016 Centre Ave Traffic Signalization	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Knelsen Sand and Gravel. Construction complete. CCC issued.
2	2016	Hwy 28 Enhancement (54 Ave to 52 Ave)	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Knelsen Sand and Gravel. All work has been completed under the contract. CCC issued.
3	2016	2016 Kinosoo Zip-Line	Design	100	Awarded to McElhanney Consulting Services Ltd..
			Construction	100	Awarded to Nova Mechanical. The Zip Line was installed and opened on July 1, 2017. CCC issued. FAC walkthrough was completed; deficiencies have been rectified. FAC has been issued.
4	2016	2016 Downtown Entry Feature	Design	100	Awarded to Stantec.
			Construction	98	Awarded to MPS Group. Structure is completed. CCC issued.
1	2015	Fischer Storm Water Management Pond	Design	100	Design for Fischer Storm pond has been awarded to Scheffer Andrew and the construction administration has been awarded to SE Design. Design has been completed. Two of the parties have withdrawn from entering into the revised agreement.
			Construction	0	Waiting on Province for Land Transfer and registration. Tender Closed November 1, 2019. 12 bids ranging from \$2.45 million to \$4.9 million were received. Letter sent to Double D who will hold costs until end of March. Tender Cancelled March 31, 2020 due to Land Transfer not processed by

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Province yet. Notice sent to the bidders of cancellation.
2	2015	City Hall Parking Lot	Design	100	Awarded to SE Design.
			Construction	98	Awarded to E Construction. All surface and electrical work has been completed. CCC issued.
3	2015	Meadows Storm Water Trunk Extension	Design	100	Awarded to Associated Engineering.
			Construction	95	Contract #1 was awarded to REDA Enterprises Ltd. Contractor has completed remaining items under the contract and is currently cluing up minor work. CCC issued. Contract 2 was re-tendered as Contract 02 Phase 2 and has been awarded to Thompson Infrastructure Ltd. All underground infrastructure has been completed, storm pipe is connected from East side of Highway 28 to the West side of Highway 28 and is flowing. Contractor recently completed top lift of asphalt on both East and West Service roads. OGS units have been installed for Esso and Husky with bottom lift of asphalt being placed in front of Husky. Working with the consultant to finalize the project and complete CCC.
4	2015	Kinosoo Beach Enhancements (Phase 1)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to RTM Electrical. Construction complete. CCC issued.
5	2015	Kinosoo Beach Enhancements (Phase 2 and 2B)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	100	Awarded to Nova Mechanical. All work has been completed. CCC issued. FAC walkthrough was completed; deficiencies have been rectified. FAC has been completed.
6	2015	2015 Offsite Levy Report	Report	98	Awarded to CORVUS. Report and model complete. Presented to Council October 18, 2016 and to the public December 8, 2016. Council to decide when to implement. Additional presentation was provided to UDI in May 2017. Yearly review, update and assessment of model required for offsites.
7	2015	South Snow Dump	Design	100	Awarded to MPE Siemens. The City reviewed and posed questions pertaining to detainment of sediments through drainage.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Updated drawings were received on April 27, 2017. Conversation currently happening between MPE and Alberta Environment.
			Construction	0	Project has not been Tendered.
8	2015	4 Wing Splash Park	Design	100	Awarded to PlayQuest.
			Construction	98	Awarded to PlayQuest and was completed in 2015. CCC issued.
9	2015	Building 4 Lift Station Improvement Project-RUSC	Design	100	Awarded to MPE Siemens Engineering Ltd.
			Construction	98	Awarded to Alpha Construction. CCC issued. FAC walkthrough has been completed and contractor is to rectify all deficiencies prior to signing of FAC.
1	2014	Kinosoo Beach Splash Park	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to PlayQuest Recreation. Construction has been completed. CCC issued.
2	2014	1st Avenue Water Main and Street Improvement	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to Clearway Construction Inc. CCC issued. FAC walkthrough was completed with Contractor and Consultant in 2018; deficiencies to be rectified.



STAFF REPORT

Title: Report to Chief Administrative Officer - Planning and Development Services - April 2020

Meeting Date: May 12, 2020

Executive Summary:

The report provides comparative statistics of the building and development activities, during 2017, 2018, 2019 and up to the current month of April 2020, within the Planning and Development department.

Background:

The comparative statistical report to the end of April 2020, is attached.

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**Building Permit Stats Comparison
2017-2020**

Report ending APRIL 2020

2017

2018

2019

2020

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

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

January			January		
New Residential-SF			New Residential-SF	\$ 300,000.00	1
Reno. Residential	\$ 23,000.00	2	Reno. Residential	\$ 11,500.00	2
Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial		
Commercial Renovation			Commercial Renovation		
Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites		
Industrial			Industrial		
Institutional			Institutional	\$ 5,000.00	1
Demolition			Demolition		
Other (Decks/Signs, etc.)			Other (Decks/Signs, etc.)	\$ 35,000.00	1
Total	\$ 23,000.00	2	Total	\$ 351,500.00	5

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

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

February			February		
New Residential-SF	\$ 200,000.00	1	New Residential-SF		
Reno. Residential			Reno. Residential	\$ 43,000.00	4
Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial		
Commercial Renovation	\$ 72,000.00	2	Commercial Renovation	\$ 232,500.00	3
Accessory Buildings			Accessory Buildings		
Secondary Suites	\$ 10,000.00	1	Secondary Suites		
Industrial			Industrial		
Institutional			Institutional		
Demolition			Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 5,500.00	1	Other (Decks/Signs, etc.)	\$ 11,500.00	1
Total	\$ 287,500.00	5	Total	\$ 289,000.00	9

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

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

March			March		
New Residential-SF	\$1,000,000.00	3	New Residential-SF		
Reno. Residential	\$240,000.00	5	Reno. Residential	\$ 32,500.00	2
Multi-Family Residential			Multi-Family Residential		
Commercial	\$1,400,000.00	1	Commercial		
Commercial Renovation			Commercial Renovation		
Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites		
Industrial			Industrial		
Institutional			Institutional		
Demolition			Demolition		
Other (Decks/Signs, etc.)	\$2,500.00	1	Other (Decks/Signs, etc.)		
Total	\$ 2,642,500.00	10	Total	\$32,500.00	2

**Building Permit Stats Comparison
2017-2020**

Report ending APRIL 2020

2017

2018

2019

2020

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

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

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

April		
New Residential-SF	\$ 300,000.00	1
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 5,000.00	1
Other (Decks/Signs, etc.)	\$ 27,800.00	3
Total	\$332,800.00	5

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

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

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

May		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

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

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

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

June		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

**Building Permit Stats Comparison
2017-2020**

Report ending APRIL 2020

2017

2018

2019

2020

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

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

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

July		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

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

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

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

August		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

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

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

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

September		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

**Building Permit Stats Comparison
2017-2020**

Report ending APRIL 2020

2017

2018

2019

2020

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

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

October		
New Residential-SF	\$ 325,000.00	1
Reno. Residential	\$ 43,200.00	5
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 250,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		1
Institutional	\$ 62,531.00	4
Demolition	\$ 38,500.00	1
Other (Decks/Signs, etc.)	\$ 700.00	
Total	\$ 719,931.00	13

October		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

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

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

November		
New Residential-SF	\$ 320,000.00	1
Reno. Residential	\$ 55,600.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 40,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 16,000.00	3
Total	\$ 431,600.00	8

November		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

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

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

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

December		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

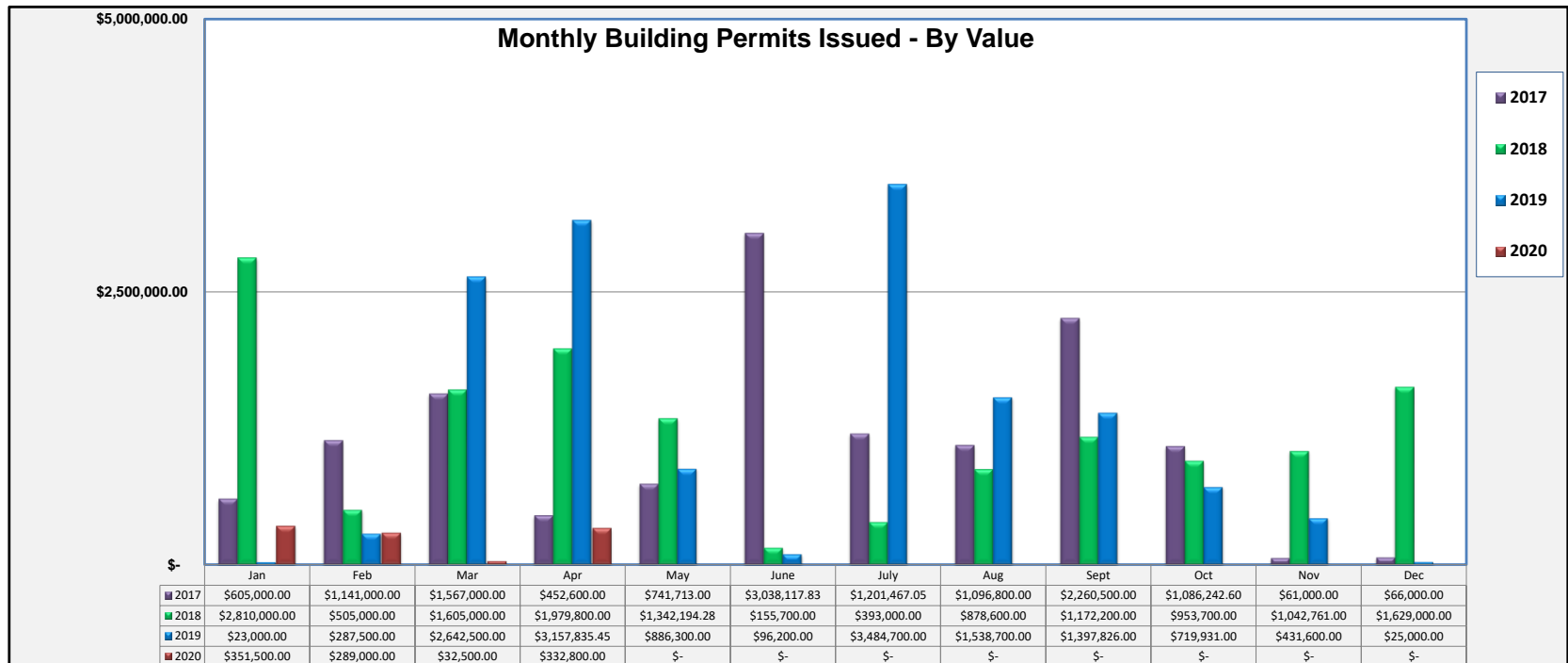
2016 Total \$ 13,317,440.48 125

2017 Total \$ 14,466,955.28 116

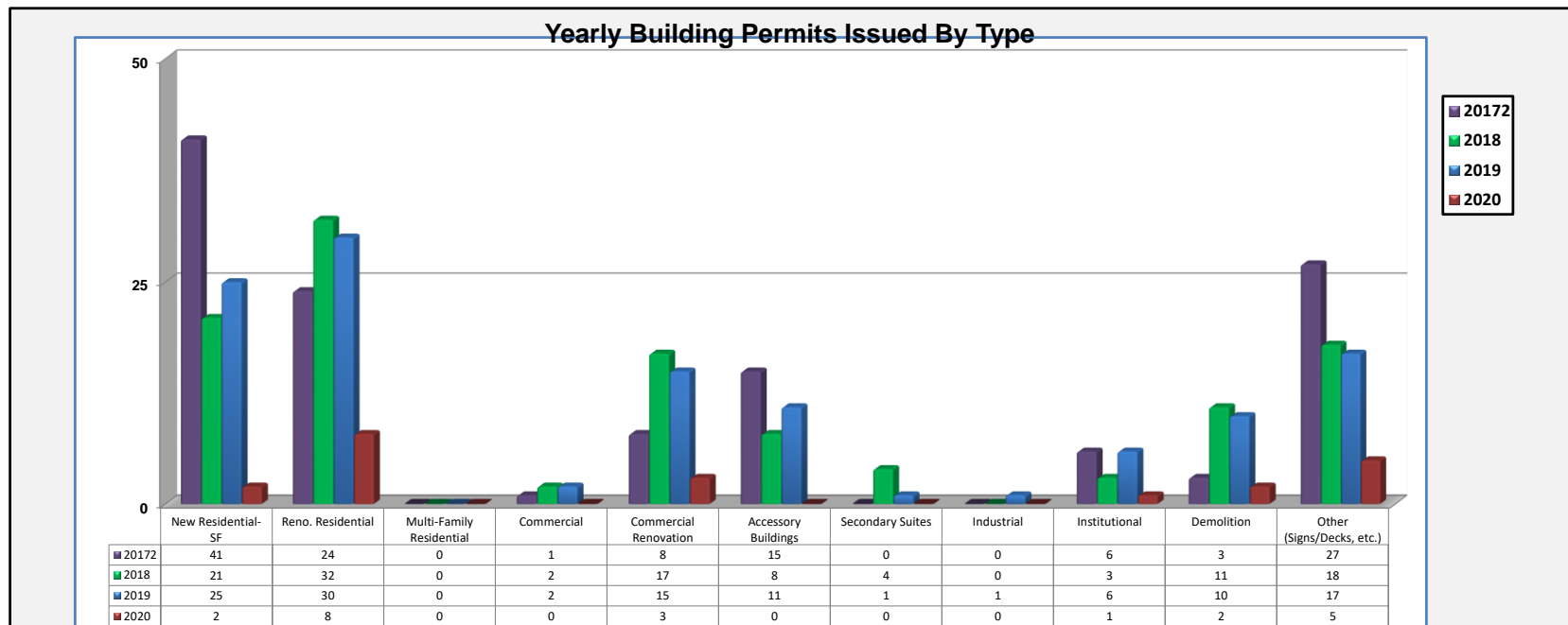
2018 Total \$ 14,691,092.45 118

2019 Total \$ 1,005,800.00 21

Data Summary - Building Permits by Value of Permits Issued				
	2017	2018	2019	2020
Jan	\$ 605,000.00	\$ 2,810,000.00	\$ 23,000.00	\$ 351,500.00
Feb	\$ 1,141,000.00	\$ 505,000.00	\$ 287,500.00	\$ 289,000.00
Mar	\$ 1,567,000.00	\$ 1,605,000.00	\$ 2,642,500.00	\$ 32,500.00
Apr	\$ 452,600.00	\$ 1,979,800.00	\$ 3,157,835.45	\$ 332,800.00
May	\$ 741,713.00	\$ 1,342,194.28	\$ 886,300.00	-
June	\$ 3,038,117.83	\$ 155,700.00	\$ 96,200.00	-
July	\$ 1,201,467.05	\$ 393,000.00	\$ 3,484,700.00	-
Aug	\$ 1,096,800.00	\$ 878,600.00	\$ 1,538,700.00	-
Sept	\$ 2,260,500.00	\$ 1,172,200.00	\$ 1,397,826.00	-
Oct	\$ 1,086,242.60	\$ 953,700.00	\$ 719,931.00	-
Nov	\$ 61,000.00	\$ 1,042,761.00	\$ 431,600.00	-
Dec	\$ 66,000.00	\$ 1,629,000.00	\$ 25,000.00	-
Total	\$ 13,317,440.48	\$ 14,466,955.28	\$ 14,691,092.45	\$ 1,005,800.00



Data Summary - Building Permits by Type of Permit Issued				
PERMIT TYPE	20172	2018	2019	2020
New Residential-SF	41	21	25	2
Reno. Residential	24	32	30	8
Multi-Family Residential	0	0	0	0
Commercial	1	2	2	0
Commercial Renovation	8	17	15	3
Accessory Buildings	15	8	11	0
Secondary Suites	0	4	1	0
Industrial	0	0	1	0
Institutional	6	3	6	1
Demolition	3	11	10	2
Other (Signs/Decks, etc.)	27	18	17	5
Total	125	116	118	21



**Development Permit Stats Comparison
2017 - 2020**

Report ending APRIL 2020

2017			2018			2019			2020		
January			January			January			January		
New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 100.00	1
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 150.00	1	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 250.00	3	Other (Decks/Signs, etc.)	\$ 250.00	6	Other (Decks/Signs, etc.)	\$ 50.00	1	Other (Decks/Signs, etc.)	\$ 625.00	10
Total	\$ 250.00	5	Total	\$ 450.00	8	Total	\$ 400.00	4	Total	\$ 725.00	11
February			February			February			February		
New Residential-SF	\$ 500.00	5	New Residential-SF	\$ 100.00	1	New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation	\$ 350.00	2	Commercial Renovation	\$ 100.00	1	Commercial Renovation	\$ 200.00	1	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings	\$ 100.00	1
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites	\$ 150.00	1	Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$300.00	6	Other (Decks/Signs, etc.)	\$425.00	6	Other (Decks/Signs, etc.)	\$275.00	5	Other (Decks/Signs, etc.)	\$450.00	6
Total	\$1,150.00	13	Total	\$775.00	9	Total	\$625.00	7	Total	\$550.00	8
March			March			March			March		
New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF	\$ 500.00	5	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial	\$ 250.00	1	Commercial		
Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation	\$ 250.00	2	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites	\$ 150.00	1
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$425.00	7	Other (Decks/Signs, etc.)	\$500.00	7	Other (Decks/Signs, etc.)	\$ 600.00	10	Other (Decks/Signs, etc.)	\$ 550.00	10
Total	\$825.00	11	Total	\$900.00	11	Total	\$1,600.00	18	Total	\$700.00	11

**Development Permit Stats Comparison
2017 - 2020**

Report ending APRIL 2020

2017			2018			2019			2020		
April			April			April			April		
New Residential-SF	\$100.00	1	New Residential-SF	\$100.00	1	New Residential-SF	\$200.00	2	New Residential-SF	\$600.00	6
Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial	\$200.00	1
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$200.00	1	Commercial Renovation		
Accessory Buildings	\$300.00	3	Accessory Buildings	\$200.00	2	Accessory Buildings	\$50.00	1	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$625.00	7	Other (Decks/Signs, etc.)	\$350.00	6	Other (Decks/Signs, etc.)	\$400.00	6	Other (Decks/Signs, etc.)	\$600.00	7
Total	\$1,225.00	13	Total	\$650.00	9	Total	\$850.00	10	Total	\$1,400.00	14
May			May			May			May		
New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF	\$600.00	6	New Residential-SF		
Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$150.00	1	Commercial Renovation	\$400.00	4	Commercial Renovation		
Accessory Buildings	\$100.00	1	Accessory Buildings	\$100.00	1	Accessory Buildings	\$250.00	3	Accessory Buildings		
Secondary Suites			Secondary Suites	\$150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$750.00	10	Other (Decks/Signs, etc.)	\$575.00	7	Other (Decks/Signs, etc.)	\$275.00	5	Other (Decks/Signs, etc.)		
Total	\$1,450.00	17	Total	\$1,275.00	13	Total	\$1,525.00	18	Total	\$0.00	0
June			June			June			June		
New Residential-SF	\$ 1,000.00	10	New Residential-SF			New Residential-SF	\$ 300.00	3	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation	\$ 250.00	2	Commercial Renovation	\$ 150.00	1	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$ 300.00	3	Accessory Buildings	\$ 50.00	1	Accessory Buildings	\$ 50.00	1	Accessory Buildings		
Secondary Suites			Secondary Suites	\$ 300.00	2	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 450.00	2	Institutional	\$ 200.00	1	Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 625.00	7	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)		
Total	\$ 2,625.00	24	Total	\$ 1,100.00	11	Total	\$ 750.00	10	Total	\$ -	0

**Development Permit Stats Comparison
2017 - 2020**

Report ending APRIL 2020

2017			2018			2019			2020		
July			July			July			July		
New Residential-SF	\$ 300.00	3	New Residential-SF			New Residential-SF	\$ 400.00	4	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 150.00	1	Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 700.00	4	Commercial Renovation	\$ 450.00	4	Commercial Renovation		
Accessory Buildings	\$ 500.00	5	Accessory Buildings	\$ 100.00	1	Accessory Buildings	\$ 200.00	3	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 350.00	2	Institutional			Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 775.00	8	Other (Decks/Signs, etc.)	\$ 400.00	3	Other (Decks/Signs, etc.)	\$ 475.00	6	Other (Decks/Signs, etc.)		
Total	\$ 2,075.00	19	Total	\$ 1,200.00	8	Total	\$ 1,825.00	19	Total	\$ -	0
August			August			August			August		
New Residential-SF	\$400.00	4	New Residential-SF	\$600.00	6	New Residential-SF	\$450.00	4	New Residential-SF		
Reno. Residential	\$100.00	1	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation	\$200.00	1	Commercial Renovation	\$150.00	1	Commercial Renovation	\$250.00	2	Commercial Renovation		
Accessory Buildings	\$200.00	2	Accessory Buildings	\$25.00	1	Accessory Buildings	\$150.00	3	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional	\$200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$1,275.00	14	Other (Decks/Signs, etc.)	\$225.00	4	Other (Decks/Signs, etc.)	\$525.00	8	Other (Decks/Signs, etc.)		
Total	\$2,175.00	22	Total	\$1,000.00	12	Total	\$1,575.00	18	Total	\$0.00	0
September			September			September			September		
New Residential-SF	\$ 700.00	7	New Residential-SF			New Residential-SF	\$ 400.00	4	New Residential-SF		
Reno. Residential			Reno. Residential	\$ 200.00	2	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial	\$ 250.00	1	Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 300.00	3	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings	\$ 250.00	3	Accessory Buildings		
Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 850.00	12	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 550.00	8	Other (Decks/Signs, etc.)		
Total	\$ 1,700.00	20	Total	\$ 850.00	8	Total	\$ 1,700.00	19	Total	\$ -	0

**Development Permit Stats Comparison
2017 - 2020**

Report ending APRIL 2020

2017

2018

2019

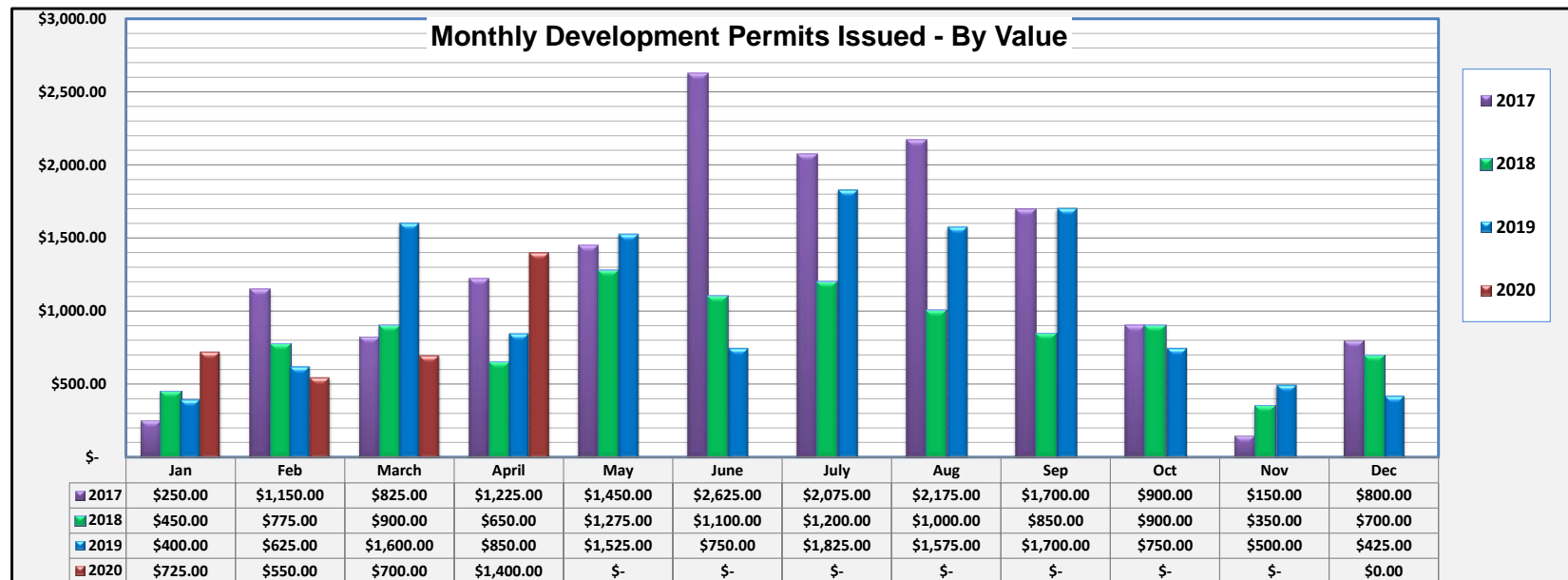
2020

October			October			October			October		
New Residential-SF	\$ 200.00	2	New Residential-SF			New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial	\$ 200.00	1	Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 150.00	1	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$ 250.00	3	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 450.00	9	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 350.00	4	Other (Decks/Signs, etc.)		
Total	\$ 900.00	14	Total	\$ 900.00	8	Total	\$ 750.00	7	Total	\$ -	0
November			November			November			November		
New Residential-SF			New Residential-SF			New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 350.00	3	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$50.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$ 350.00	5	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)		
Total	\$ 150.00	3	Total	\$350.00	9	Total	\$ 500.00	7	Total	\$ -	0
December			December			December			December		
New Residential-SF			New Residential-SF	\$500.00	5	New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 150.00	1	Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation	\$200.00	1	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 650.00	6	Other (Decks/Signs, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$225.00	3	Other (Decks/Signs, etc.)		
Total	\$ 800.00	7	Total	\$ 700.00	8	Total	\$425.00	4	Total	\$0.00	0
2017 Total	\$ 15,325.00	168	2018 Total	\$ 10,150.00	114	2019 Total	\$12,525.00	141	2020 Total	\$3,375.00	44

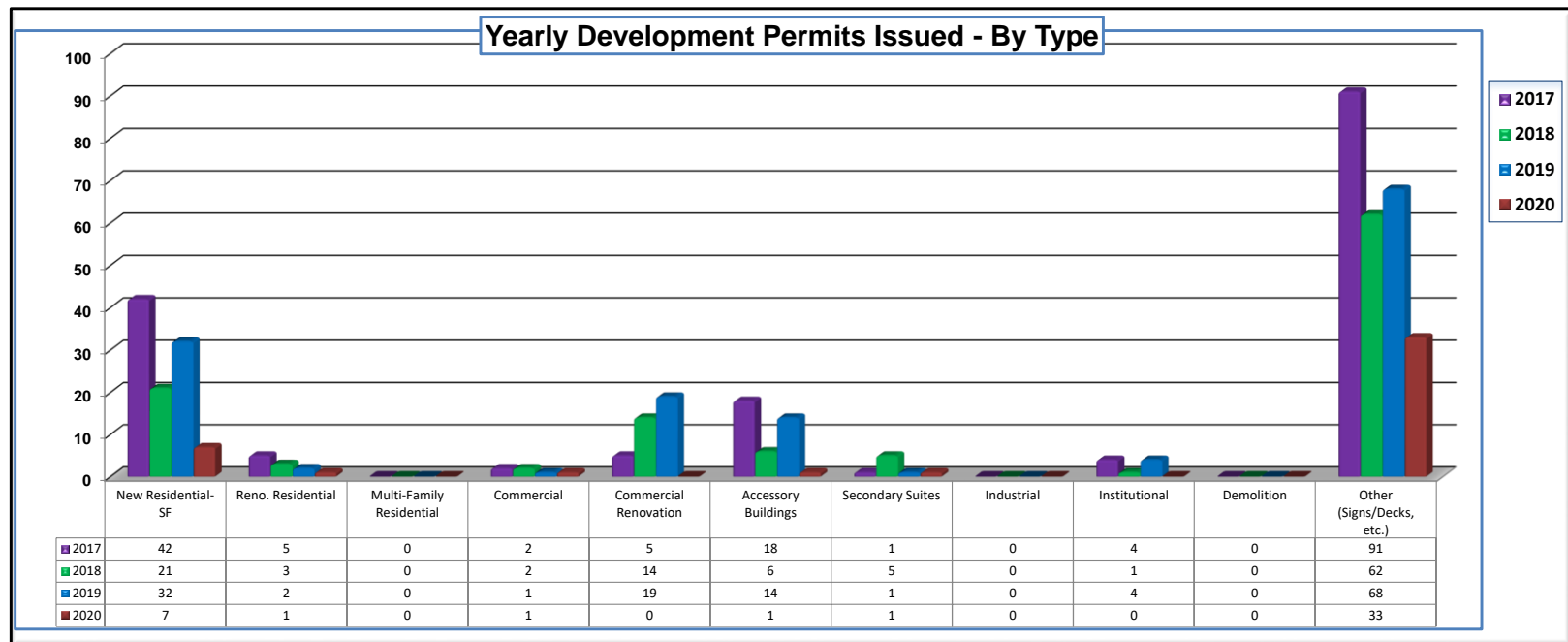
Development Permit Stats Comparison
2017 - 2020

Report ending APRIL 2020

Data Summary - Monthly Development Permits by Value				
	2017	2018	2019	2020
Jan	\$ 250.00	\$ 450.00	\$ 400.00	\$ 725.00
Feb	\$ 1,150.00	\$ 775.00	\$ 625.00	\$ 550.00
March	\$ 825.00	\$ 900.00	\$ 1,600.00	\$ 700.00
April	\$ 1,225.00	\$ 650.00	\$ 850.00	\$ 1,400.00
May	\$ 1,450.00	\$ 1,275.00	\$ 1,525.00	\$ -
June	\$ 2,625.00	\$ 1,100.00	\$ 750.00	\$ -
July	\$ 2,075.00	\$ 1,200.00	\$ 1,825.00	\$ -
Aug	\$ 2,175.00	\$ 1,000.00	\$ 1,575.00	\$ -
Sep	\$ 1,700.00	\$ 850.00	\$ 1,700.00	\$ -
Oct	\$ 900.00	\$ 900.00	\$ 750.00	\$ -
Nov	\$ 150.00	\$ 350.00	\$ 500.00	\$ -
Dec	\$ 800.00	\$ 700.00	\$ 425.00	\$ 0.00
Totals	\$ 15,325.00	\$ 10,150.00	\$ 12,525.00	\$ 3,375.00



Data Summary - Yearly Development Permit Type by Count as of Report Date				
	2017	2018	2019	2020
New Residential-SF	42	21	32	7
Reno. Residential	5	3	2	1
Multi-Family Residential	0	0	0	0
Commercial	2	2	1	1
Commercial Renovation	5	14	19	0
Accessory Buildings	18	6	14	1
Secondary Suites	1	5	1	1
Industrial	0	0	0	0
Institutional	4	1	4	0
Demolition	0	0	0	0
Other (Signs/Decks, etc.)	91	62	68	33
Total	168	114	141	44





STAFF REPORT

Title: Report to Chief Administrative Officer - Community Services - April 2020

Meeting Date: May 12, 2020

Executive Summary:

This report provides a summary of the activities within the Community Services functional areas for the month of April 2020.

Background:

PROTECTIVE SERVICES DEPARTMENT

Cold Lake Fire Rescue Highlights

The CLFR Report and Statistical report for the period ending April 2020 is attached.

RCMP Highlights

The RCMP Statistical report for the period ending April 2020 is attached.

Municipal Enforcement Highlights

The Municipal Enforcement Report and Statistical report for the period ending April 2020 is attached.

FAMILY COMMUNITY SOCIAL SERVICES DEPARTMENT

FCSS and Parent Link Highlights

The FCSS and Parent Link Centre statistical report, for the period ending April 2020 is attached.

RECREATIONAL DEPARTMENT

Recreation and Parks Highlights

The Recreation statistical report for the period ending April 2020 is attached.

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



APRIL 2020

Cold Lake Fire-Rescue

Fire Calls, Accomplishments and Events

Fire Calls – 19 in total

During the month of April there were nineteen (19) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to one (1) vehicle fire which was extinguished quickly but a total loss and was deemed a suspicious fire. CLFR responded to three (3) motor vehicle collisions (mvc) during the month with none requiring extrication, and one requiring varying degrees of scene safety, traffic control, patient care, packaging and removal. Two were rollover collisions and one was an offset frontal collision. The two rollover collisions in Saskatchewan were Cold Lake Ambulance Society (CLAS) requested CLFR response. In both instances CLFR was stood down once CLAS arrived on scene and determined CLFR not required at scene. The lead Duty Officer truck who was close in both cases responded to the scene to gather incident details. Of the ten (10) alarm calls CLFR attended, all were deemed to be false alarms. Six alarms were residential fire alarms, one was a commercial/institutional fire alarm and three were CO alarms. The fire alarms activated included: five from cooking smoke, one from smoke caused by a dirty furnace filter and one from an electrical problem caused by water in a pull station. The three CO alarm calls were checked with CLFR equipment with two showing zero readings and the third with low readings. In all three cases although acceptable levels ATCO Gas or Northeast Gas depending on the provider was called to the scene. Finally, CLFR responded to five (5) public/agency assistance and other calls which included two smoke investigations, two good intent calls and one agency assist rescue. The two smoke investigations included one for a smoke smell in a property with nothing found and one to investigate some smoke damage with no fire. The cause was a faulty ceiling furnace. The two good intent calls included the Duty Officer being requested to go check on a burnt out vehicle with no vehicle found in the dispatched area and the second for possible stranded people on the ice which turned out to be cyclists just on the ice and not in distress. The agency assist rescue CLFR was requested by RCMP to locate a stranded hiker who had called 911 and was having a medical episode on the African Lake Trail. Fire crews dispatched manpower to the north and south side of the trail and were able to locate the hiker on the trail and bring them to the awaiting ambulance. The hiker was assessed by CLAS and released to RCMP who drove them home.

During the month CLFR responded ten (10) times within City limits, seven (7) times in the MD of Bonnyville and two (2) times into Saskatchewan. Evening response [1600-2400] (9) and daytime response [0800-1600] (9) were the highest response times both at 43.37% followed by overnight response [0000-0800] (1) being at 5.26%.

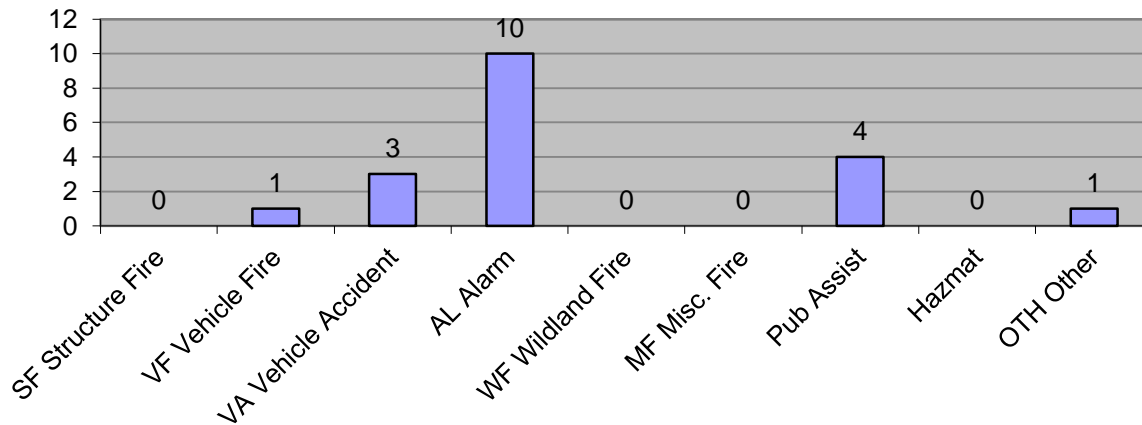
Accomplishments and Events

- Regional DEM Daily Meetings. Cold Lake, Bonnyville, St. Paul, CLFN - Apr 1st – 30th.
- Cold Lake COVID-19 Task Force Meetings – Apr 2nd, 6th, 9th, 13th, 16th, 23rd & 27th.
- NE Alberta DEM and Provincial DEM Weekly Meetings. – Apr 7th, 14th, 21st & 28th.
- CLFR continued with Zoom virtual training in lieu of live training at fire stations. Topics covered: Situational Awareness, Fire Dynamics, Ground Ladders & Nozzle Forward. 30+ per session. 132 attendees; 165 training hours to date. – Apr 7th, 14th, 21st & 28th.
- Vendor visits → Acklands Grainger, PPE/sanitizer orders from visits – Apr 8th & 22nd.
- NE AB Fire Chiefs Teleconference to discuss training & response protocols – Apr 9th.
- CLFR performed noxious weed burn at Cold Lake Landfill as requested – Apr 21st.
- DEM participated in (ASIST) Incident Management Team Board Meeting – Apr 22nd.
- CLFR assisted Infrastructure Dept. with fire pond hydrant test at CL landfill – Apr 29th.
- DEM Fort McMurray assistance request. ESS Manager deployed Apr 27th – May 3rd.

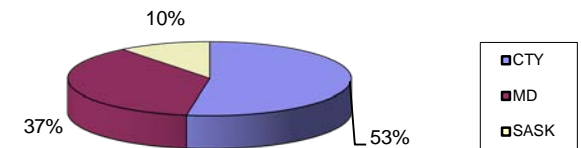
April 2020 Fire Responses

MONTH	TOTAL	SF Structure Fire	VF Vehicle Fire	VA Vehicle Accident	AL Alarm	WF Wildland Fire	MF Misc. Fire	Pub Assist	Hazmat	OTH Other	CTY	MD	SASK
Apr 2020	19	0	1	3	10	0	0	4	0	1	10	7	2
<i>2020 Totals</i>	<i>77</i>	<i>3</i>	<i>2</i>	<i>10</i>	<i>47</i>	<i>0</i>	<i>2</i>	<i>12</i>	<i>0</i>	<i>1</i>	<i>55</i>	<i>20</i>	<i>2</i>

April 2020 - Incidents by Type



April 2020 - Incidents by Location



**Apr-20
Totals**

0 Structure Fire
 1 Vehicle Fire (1-MD) [1-Automobile]
 3 Vehicle Accident (1-City,2-Sask) [3-Automobile]
 10 Alarm (6-City,4-MD) [6-Residential & 1-Commercial fire detectors,3-CO]
 0 Wildland Fire
 0 Misc. Fire
 0 Hazmat
 5 Oth/Pub Assist(3-City,2-MD)[Investigate smoke x2,Good intent x2,Rescue]
19 (7 Calls for Station #3, 12 Calls for Station #4, 0 calls with both)
 (10-City Calls, 7-MD Calls, 2-Sask Calls)

**Apr-19
Totals**

2 Structure Fire (1-City,1-MD) [Apartment, House]
 1 Vehicle Fire (1-MD) [1-Automobile]
 5 Vehicle Accident (1-City,4-MD) [5-Automobile]
 7 Alarm (7-City) [4-Residential & 2-Commercial fire detectors,1-CO]
 8 Wildland Fire (1-City,7-MD) [Grass/Brush]
 2 Misc. Fire (2-City) [Contents x 2 - Furnace, Stove Top]
 0 Hazmat
 2 Oth/Pub Assist(2-City) [CLAS, pot flare up-confirm extinguished]
27 (9 Calls for Station #3, 16 Calls for Station #4, 2 calls with both)
 (14-City Calls, 13-MD Calls, 0-Sask Call)

** At the end of April 2020 Cold Lake Fire-Rescue has responded to 77 calls as compared to 87 calls at the end of April 2019 **

Cold Lake Municipal Detachment
Statistical Comparison of April and Year to Date
Year 2019 - 2020

May-04-20

CATEGORY	2019		2020		% Change	
	Apr/19	YTD	Apr/20	YTD	April	YTD
Homicide	0	1	0	0	0.0%	-100.0%
Offences Related to Death	0	0	0	4	0.0%	400.0%
Robbery	0	9	0	5	0.0%	-44.4%
Sexual Assaults	1	4	0	6	-100.0%	50.0%
Other Sexual Offences	1	2	1	5	0.0%	150.0%
Assault	13	67	28	111	115.4%	65.7%
Kidnapping/Hostage/Abduction	0	3	0	4	0.0%	33.3%
Extortion	0	1	0	2	0.0%	100.0%
Criminal Harassment	3	21	9	33	200.0%	57.1%
Uttering Threats	5	23	7	47	40.0%	104.3%
Other Persons	0	0	0	1	0.0%	100.0%
TOTAL PERSONS	23	131	45	218	95.7%	66.4%
Break & Enter	28	61	23	61	-17.9%	0.0%
Theft of Motor Vehicle	9	37	9	55	0.0%	48.6%
Theft Over	4	8	1	6	-75.0%	-25.0%
Theft Under	40	92	21	133	-47.5%	44.6%
Possn Stn Goods	4	22	4	19	0.0%	-13.6%
Fraud	14	43	9	55	-35.7%	27.9%
Arson	0	1	0	1	0.0%	0.0%
Mischief To Property	99	275	104	392	5.1%	42.5%
TOTAL PROPERTY	198	539	171	722	-13.6%	34.0%
Offensive Weapons	2	10	0	8	-100.0%	-20.0%
Public Order	1	1	0	0	-100.0%	-100.0%
OTHER CRIMINAL CODE	70	234	33	139	-52.9%	-40.6%
TOTAL OTHER CRIMINAL CODE	73	245	33	147	-54.8%	-40.0%
TOTAL CRIMINAL CODE	294	915	249	1087	-15.3%	18.8%
Drug Enforcement - Production	0	0	0	0	0.0%	0.0%
Drug Enforcement - Possession	1	9	1	8	0.0%	-11.1%
Drug Enforcement - Trafficking	3	5	1	8	-66.7%	60.0%
Drug Enforcement - Other	1	1	1	1	0.0%	0.0%
Total Drugs	5	15	3	17	-40.0%	13.3%
Federal - General	1	4	1	3	0.0%	-25.0%
TOTAL FEDERAL	6	19	4	20	-33.3%	5.3%
Liquor Act	9	26	5	18	-44.4%	-30.8%
Other Provincial Stats	26	78	30	104	15.4%	33.3%
Total Provincial Stats	35	104	35	122	0.0%	17.3%
Municipal By-laws Traffic	2	3	1	1	-50.0%	-66.7%
Municipal By-laws	7	21	11	27	57.1%	28.6%
Total Municipal	9	24	12	28	33.3%	16.7%
Fatals	0	0	0	0	0.0%	0.0%
Injury MVAS	1	2	0	1	-100.0%	-50.0%
Property Damage MVAS (Reportable)	16	86	11	75	-31.3%	-12.8%
Property Damage MVAS (Non Reportable)	4	12	1	6	-75.0%	-50.0%
TOTAL MVAS	21	100	12	82	-42.9%	-18.0%
Provincial Traffic	55	210	33	220	-40.0%	4.8%
Other Traffic	0	2	1	6	100.0%	200.0%
Criminal Code Traffic	0	3	0	0	0.0%	-100.0%
Common Police Activities						
False Alarms	21	82	18	56	-14.3%	-31.7%
False/Abandoned 911 Call	53	189	37	182	-30.2%	-3.7%
Prisoners Held	18	69	12	93	-33.3%	34.8%
Written Traffic Warnings	6	17	0	17	-100.0%	0.0%
Persons Reported Missing	4	18	1	16	-75.0%	-11.1%
Request to Locate	7	31	9	26	28.6%	-16.1%
Abandoned Vehicles	12	26	5	23	-58.3%	-11.5%
VSU Accepted/Declined	33	140	11	118	-66.7%	-15.7%

**Cold Lake Municipal Detachment
Statistical Comparison of April and Year to Date
Year 2019 - 2020**

CATEGORY TOTALS	Apr-19	Apr-20	% Change
CRIMINAL CODE PERSONS	23	45	95.7%
CRIMINAL CODE PROPERTY	198	171	-13.6%
CRIMINAL CODE OTHER	73	33	-54.8%
TOTAL CRIMINAL CODE	294	249	-15.3%

CATEGORY TOTALS	2019 - YTD	2020 - YTD	% Change
CRIMINAL CODE PERSONS	131	218	66.4%
CRIMINAL CODE PROPERTY	539	722	34.0%
CRIMINAL CODE OTHER	245	147	-40.0%
TOTAL CRIMINAL CODE	915	1087	18.8%

CLEARANCE RATES	Apr-19	Apr-20
CRIMINAL CODE PERSONS	43%	49%
CRIMINAL CODE PROPERTY	21%	27%
CRIMINAL CODE OTHER	79%	45%
TOTAL CRIMINAL CODE	37%	33%

CLEARANCE RATES	2019 - YTD	2020 - YTD
CRIMINAL CODE PERSONS	52%	57%
CRIMINAL CODE PROPERTY	28%	28%
CRIMINAL CODE OTHER	71%	46%
TOTAL CRIMINAL CODE	43%	36%

Items of interest

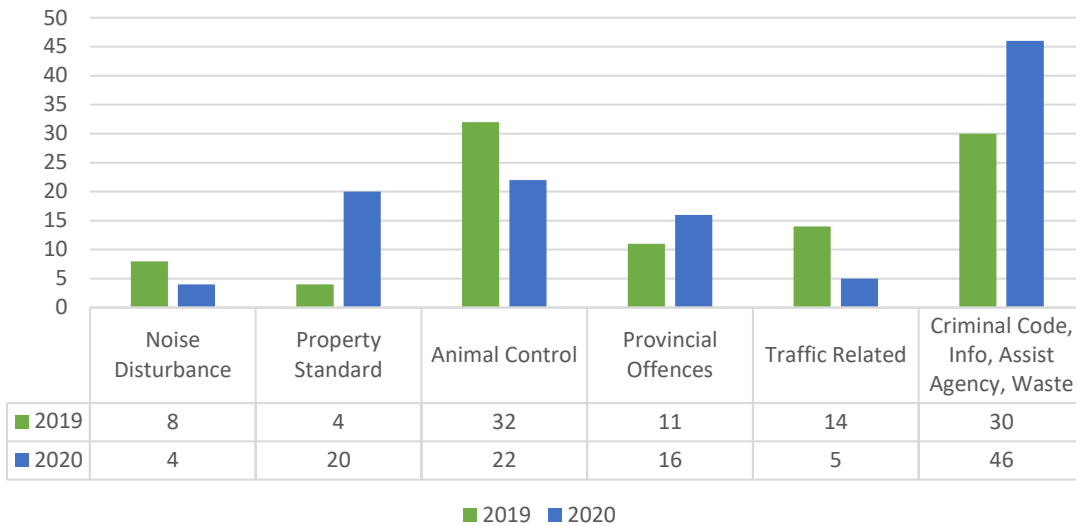
- Municipal Enforcement continued to conduct several patrols throughout the community at locations where the public generally attend businesses and city operated facilities, in an adjusted response to the COVID-19 crisis. These locations continue to be monitored during patrols by officers.
- Municipal Enforcement initiated animal care and control awareness, as a result of increased dog at large concerns, improperly disposed animal waste and the lack of pet registrations.

Municipal Enforcement continues to provide education and enforcement initiatives in Cold Lake throughout high volume traffic. Initiatives consisted six initiatives and speed sign deployment at two locations during the month of April. Municipal Enforcement continues to actively conduct patrols of the downtown core, marina, and alleys within officer divisions, beach recreational areas, outdoor ice rinks and recreational green spaces within the city. The patrols allow Peace Officers to liaise with community partners; and provide members of the public with education and awareness on public safety, while addressing areas of concern. Officers continue to provide a visible enforcement presence in the downtown core by foot and by vehicle patrol, which include alleys between businesses and common public gathering locations. In April, Peace Officers conducted two hundred and fifty-eight patrols throughout the community. Parks and city facility patrols consisted of one-hundred and ninety-three patrols. Peace Officers continued to monitor facilities that have recently been victim to criminal activity; Energy Centre, Regional Transfer Station, Iron Horse Trail Staging Area and the Public Works grounds. The increase in illegal dumping is being monitored; and patrols and investigations are ongoing. Peace Officers continually liaise with local law enforcement and conduct Joint Force Operations with agencies when applicable. Municipal Enforcement addressed twenty-two animal related calls for service and investigated two dog attacks. Animal control related education and public awareness initiatives have commenced, focusing on dog at large concerns, animal defecation and pet registration. As part of providing ongoing customer service efforts, officers assisted the public with twenty-five information and patrol requests. Operations have been adjusted to safely provide thorough patrols and service during the COVID-19 precautions. The department is exercising safety practices with a focus towards preparedness and prevention. Officers continually assess all situations that they encounter and take necessary steps to limit exposure risks and hazards.

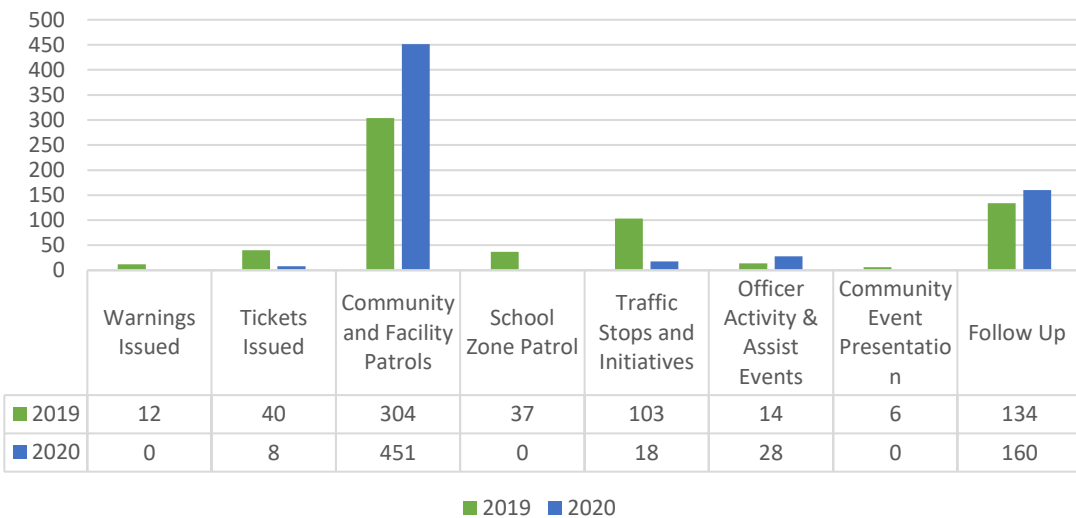
Energy Centre (School Year Start) Since September 2019 – As of March 2020 to school year has concluded as a result of the COVID-19 pandemic.

- Patrols of the facility and surrounding premises has consisted of four-hundred and fifty to date since the commencement of the school year.
- Public interactions are regularly being made at the facility. Peace Officers continually liaise with school staff, students and city staff. The facility is currently closed to the public.
- In April, the facility and a parked vehicle were broken into. The suspect was swiftly apprehended by the Cold Lake RCMP.
- Since January 2020, five trespass bans have been issued to individuals misusing the facility.
- Municipal Enforcement continues to provide a visible patrol presence at the Energy Centre, facility grounds, parks and additional essential city facilities are regularly patrolled.

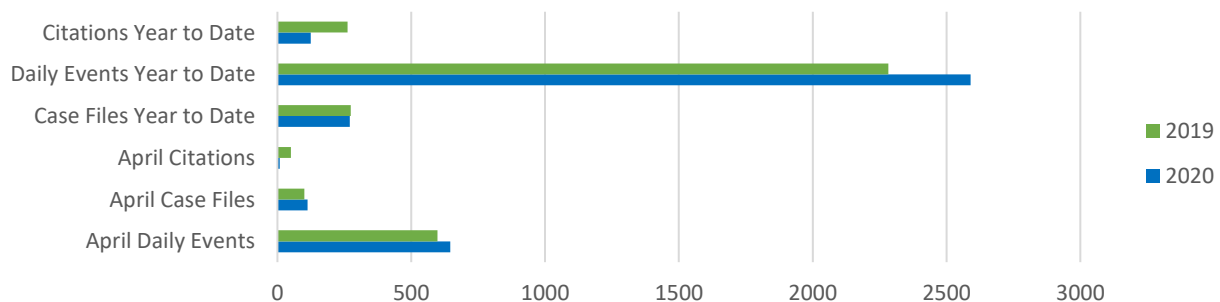
April 2020 - Calls For Service



April 2020 - Tickets/Warnings & Daily Events



2019 & 2020 - Year To Date



Cold Lake Golf & Winter Club

Monthly Report for April 2020

Projects

COMPLETED:

Mower reel and blade sharpening
Curling Ice Removal
Spring Fertilizer— first application Greens and Tees
Snow Removal off greens

CURRENT AND FUTURE:

Hole 4 Water Main Leak—May 1st
Golf equipment maintenance
Distribute sponsorship packages
Inventory—receive and input into system
Facility organization and sanitation
Golf Course programming
Water removal on golf course
Golf Opening in compliance with Covid-19 rules and recommendations

Statistics

	APR	MAY	JUN	TOTAL
Golf Memberships 2020	1			57
Golf Memberships 2019	44	0	0	105
Members Weekday 2020	0			0
Members Weekend 2019	0	0	0	0
Guests Weekday 2020	0			0
Guests Weekend 2019	0	0	0	0
Driving Range 2020	0			0
Driving Range 2019	199	0	0	199
Power Cart 2020	0			0
Power Cart 2019	65	0	0	65
Pull Cart 2020	0			0
Pull Cart 2019	5	0	0	5
Club Rental 2020	0			0
Club Rental 2019	6	0	0	6
Ice Rental Hourly 2020	0			721
Ice Rental Hourly 2019	49	0	0	872

Operations

Curling

Open Bonspiel Cancelled

Golf

Golf Leagues cancelled until further notice.

Maintenance Program

Facility cleaning and maintenance to take place during the pro shop closure. Golf Maintenance to begin when weather permits.

CLGWC

Facility closed due to Covid—19. Golf Programmer & Golf Superintendent continued to work regular hours.

Memberships

Golf Memberships are now on sale for 2020. This includes Adult, Senior, Youth, Couples, Student, Family, and corporate. Military receive a 20% discount on these memberships.

Golf Course

Greens were cleared of snow. Water being directed off playable areas. Course came out of the winter in decent condition.

Pro Shop

Closed March 18th due to AHS guidelines. Will reopen when directed to do so.

Cold Lake Energy Centre

Monthly Report for April 2020

Projects

COMPLETED:

The Energy Centre was closed to the public for all of April. All but 2 programming staff have been laid off since April 1.

They continued to work on marina payments and preparing for the season.

No programs happened in April

CURRENT & FUTURE:

Continue to work on marina.

Do not have an opening date yet for the facility.

Canada Day, Full Throttle and Aqua Days have been cancelled for 2020.

Statistics

<i>Memberships</i>	APR	MAY	JUN	Year Total
New '20	0			767
Passes Scanned '20	0			17039
Drop Ins '20	0			1455

<i>Climbing Wall Memberships</i>	APR	MAY	JUN	Year Total
New '20	0			31
Drop Ins '20	0			1389
Rentals '20	0			26

<i>Fitness Classes</i>	APR	MAY	JUN	Year Total
Drop Ins '20	0			97
Classes '20	0			60

<i>Facility Rentals</i>	APR	MAY	JUN	Year Total
Imp. Oil Place '20	0			614.75
Phase III Arena '20	0			555.75
Field House '20	0			541
North Arena '20	0			250

<i>Marina</i>	APR	MAY	JUN	Year Total
Slips—Paid	90			184
Days Sub-Lease	0	0	0	0

Operations

Fitness Class Sessions

The new fitness session started in March, but had to be cancelled due to the facility being shut down. Nothing new is planned at this time.

Drop In Programs

All programs are cancelled while the facility is shut down.

Memberships

Sales for memberships have been paused with the closure. We will be adding days closed on to all memberships as to not lose any time.

Front Desk

We are still processing marina contracts daily as we are accepting them through email or fax and taking payment over the phone.

Recreation Programming

All programming was shut down when the facility closed.

Most spring user groups have postponed their seasons until June 1, and will re-evaluate closer to the date to see if they can run a shortened season.

Parks and Recreation

Monthly Report For April 2020

Projects

COMPLETED:

Re-orientation of Parks staff on the operation and care of turf maintenance equipment has been completed in anticipation of returning seasonal Parks staff. Thanks you to staff for their cooperation and hats off to Cory Gibbs for leading the training.

Closure of Energy Centre has afforded facility operations staff to complete required training in cybersecurity, and recertify in skid steer operations.

CURRENT & FUTURE:

With Energy Centre closed to public access/use, a number of improvement projects are currently underway including drywall repairs, painting walls along main corridors, and the placement of the Janvier print near climbing wall facility.

Waiting for arrival of the remaining fixtures for the 2nd level bleachers, 3rd floor walking track, and the side walls on the main level to complete the Reid Fieldhouse Lighting retrofit project.

Statistics

Hours	APR	MAY	JUN	Year Total
Figure Skating'20	0			154.25
Figure Skating'19	59.25	57.75	56	450.50
C League'20	0			81
C League'19	31.25	31.25	22.75	154
Jr B Ice'20	0			54.75
Jr B Ice'19	22.25	31.25	19.25	188.25
Master Old Tim'20	0			16.5
Master Old Tim'19	3	6	7.5	32
Minor Hockey'20	0			859.25
Minor Hockey'19	360	354.50	290.75	1826.50
Cold Timers'20	0			33
Cold Timers'19	13.5	12	13.75	69.25
Cold Lake Rec'20	0			33
Cold Lake Rec'19	13.5	13.50	9	61.50
Jr A Wings '20	0			0
Jr A Wings '19	17.75	0	0	112.50
Jr A Hornets '20	0			123.25
Jr A Hornets '19	53	53	33	164
Women's Hockey'20	0			13.50
Women's Hockey'19	4.5	5.25	6	35.25
Casual/Camps'20	0			51.25
Casual/Camps'19	20.75	27.50	30.50	418.75
Slopitch'20	0			0
Slopitch'19	0	0	0	492
Baseball'20	0			0
Baseball'19	0	0	0	324
Soccer'20	0			0
Soccer '19	0	0	0	898
Rugby'20	0			0
Rugby'19	0	0	0	136
Lacrosse'20	0			0
Lacrosse'19	0	0	0	273.50

Operations

Parks/Playgrounds

Play structures are closed to public access. Signage has been posted

Floral Displays

Plans being made to prepare floral displays for planting. Plans scheduled to arrive in late May.

Outdoor Facilities

Ball diamonds, skate parks, splash parks and tennis/pickleball courts are closed to public access. Signage has been posted

Marina

Preparations being made in anticipation of facility opening for the May long weekend

Open Green Spaces

Kinosoo Beach and millennium trails are still accessible to the public. Signage posted to encourage physical distancing

Staffing

Hiring of seasonal/summer staff is currently underway with staggered start dates

Cold Lake and District Family and Community Support Services (FCSS)
2020



Report to Chief Administrative Officer

FCSS ADMINISTRATION		
INFORMATION AND REFERRALS	Apr-20	YTD 2020
FCSS	72	558
Community	37	258
INTERAGENCY	Apr-20	YTD 2020
Information Sharing	28	90
INITIATIVES	Apr-20	YTD 2020
FCSS/PLC Room Rentals	0	38
Block Party Participants	0	0
Community Rental Participants	0	401
SERVICES	Apr-20	YTD 2020
Resource Library	0	81
Forms and Assistance	4	83
Impact of FCSS Grants	0	635
Meals on Wheels	90	430
Special Transportation	85	1170
Counselling	12	50
COMMITTEES AND PARTNERSHIPS		
MEETINGS	Apr-20	YTD 2020
Committee and Partnership Meetings	7	20
EVENTS	Apr-20	YTD 2020
Bully Free Committee Workshops and Events	0	393
Early Childhood Development Coalition	0	20
Partnership Events	757	757

Cold Lake and District Family and Community Support Services (FCSS)
2020



Report to Chief Administrative Officer

PROGRAMMING		
CHILD AND YOUTH	Apr-20	YTD 2020
Life Skills and Social Competency	0	0
Social Skills and Development	0	124
Youth Advocacy and Empowerment	0	37
Character Education	0	0
ADULT	Apr-20	YTD 2020
Personal Growth	0	75
Seniors Services	1	43
Emergency Social Services	0	7
FAMILY AND COMMUNITY	Apr-20	YTD 2020
Family Support	60	71
Family Workshops	0	90
Community Events/Support	11	61
VOLUNTEER SERVICES		
RECRUITMENT AND PROGRAMMING	Apr-20	YTD 2020
Volunteer Recruitment	11	22
Volunteer Appreciation Event	0	0
govolunteer.ca Postings	0	0
Volunteer Hours	100.5	534
Number of Volunteers	22	125
CVITP Files Processed	130	261
Volunteer Inquiries	2	13
Volunteer Requests	2	9

Cold Lake and District Family and Community Support Services (FCSS)
2020



Report to Chief Administrative Officer

FAMILY SERVICES - LIFE COACHING		
SERVICE	Apr-20	YTD 2020
Life Coaching Clients Served	5	50
Parent Support	9	43
USER GROUP	Apr-20	YTD 2020
1 – 12 years	3	12
Teens	1	12
Adults	6	47
Couples	2	9
Families	2	13
REFERRED TO	Apr-20	YTD 2020
Alberta Health Services - Mental Health	0	18
Alberta Health Services - Addictions	0	8
Alberta Health Services	2	19
LCFASD	0	4
Private Service	3	29
REFERRED FROM	Apr-20	YTD 2020
Self-Referred	5	22
Advertising / Online	3	12
FCSS Programs Attendance	0	6
Friend / Family Member	3	15
Child and Family Services/Social Services	1	12
Probation	2	13
Mental Health	0	13
CLIENT ISSUES	Apr-20	YTD 2020
Anger/Conflict Management	6	33
Relationship Issues	4	44
Parent-Teen Conflict	3	25
Parenting	7	48
Self-Esteem	5	59
Co-Parenting	1	10
Goal-Setting	9	70