



**Council - Regular Meeting  
Agenda**

Tuesday, May 26, 2020

6:00 p.m.

Council Chambers

**Pages**

<b>1.</b>	<b>CALL TO ORDER</b>	
<b>2.</b>	<b>ADOPTION OF AGENDA</b>	
<b>3.</b>	<b>DISCLOSURE OF INTEREST</b>	
<b>4.</b>	<b>MINUTES APPROVAL</b>	
4.1	Council - Regular Meeting May 12, 2020	3 - 13
4.2	Council - Corporate Priorities Committee Meeting May 19, 2020	14 - 22
<b>5.</b>	<b>PUBLIC QUESTION PERIOD</b>	
<b>6.</b>	<b>PUBLIC HEARINGS</b>	
6.1	Bylaw No. 667-LU-20 - Amend LUB No. 382-LU-10 (PH)	23 - 28
6.2	Bylaw No. 668-LU-20 - Amend LUB No. 382-LU-10 (PH)	29 - 35
<b>7.</b>	<b>DELEGATIONS</b>	
7.1	Faber and Company LLP - Peter Johnson	36 - 63
7.2	Cold Lake Museums Society (CLMS) - Kael Rennie and Chris Holoboff	64 - 77
<b>8.</b>	<b>CITY FINANCIAL REPORTS</b>	
8.1	City Financial Reports - April 2020	78 - 93
<b>9.</b>	<b>OLD BUSINESS</b>	
9.1	Bylaw No. 667-LU-20 - Amend LUB No. 382-LU-10	94 - 99
9.2	Bylaw No. 668-LU-20 - Amend LUB No. 382-LU-10	100 - 107
9.3	Bylaw No. 672-AN-20 - 2020 Tax Rate Bylaw	108 - 126

**10. NEW BUSINESS**

10.1	Bylaw No. 674-LU-20 - Amend LUB No. 382-LU-10	127 - 130
10.2	2019 Audited Financial Statements	131 - 159
10.3	2020 Capital Budget Amendment - Fiber Optic Project	160 - 164
10.4	Tax Arrears Agreement - Tax Roll No. 4000023091	165 - 169
10.5	2020 Community Capital Project Grant Policy Funding Allocation	170 - 266

**11. COMMITTEE REPORTS**

11.1	Minutes January 30, 2019 Municipal Planning Commission	267 - 269
11.2	Minutes January 13, 2020 Family and Community Support Services Advisory Committee	270 - 274
11.3	Minutes February 19, 2020 Recreation and Culture Advisory Committee	275 - 278
11.4	Minutes March 11, 2020 Cold Lake Regional Chamber of Commerce	279 - 282
11.5	Minutes April 8, 2020 Cold Lake Regional Chamber of Commerce	283 - 286
11.6	Minutes May 5, 2020 Municipal Planning Commission	287 - 290

**12. COUNCIL HIGHLIGHTS/ REPORTS**

**13. NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS**

**14. QUESTIONS**

**15. IN CAMERA**

15.1	Member-at-Large Appointment - Recreation & Culture Advisory Committee
15.2	Agreement - Islamic Society of Cold Lake (ISCL)

**16. ADJOURNMENT**





## **STAFF REPORT**

**Title:** Council - Regular Meeting May 12, 2020

**Meeting Date:** May 26, 2020

---

**Executive Summary:**

**Background:**

**Alternatives:**

**Recommended Action:**

That the minutes of Council's regular meeting held May 12, 2020 be accepted as presented.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## **Council - Regular Meeting Minutes**

**Tuesday, May 12, 2020**

**6:00 p.m.**

### **Council Chambers**

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

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

Staff Absent: General Manager of Infrastructure Services Azam Khan

### **CALL TO ORDER**

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

### **ADOPTION OF AGENDA**

#### **Resolution # CRM20200512.1001**

Moved by Councillor Buckle

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

Add Old Business Item 8.2 Improvement District (ID) No. 349 - Letter from Minister of Municipal Affairs

**Carried Unanimously**

## **DISCLOSURE OF INTEREST**

None.

## **MINUTES APPROVAL**

### **Council - Regular Meeting April 28, 2020**

#### **Resolution # CRM20200512.1002**

Moved by Councillor Grau

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

**Carried Unanimously**

## **PUBLIC QUESTION PERIOD**

None.

## **PUBLIC HEARINGS**

None.

## **DELEGATIONS**

None.

## **OLD BUSINESS**

### **Request for Funding - UN NATO Veterans - 2020 Motorcycle Toy Run**

#### **Resolution # CRM20200512.1003**

Moved by Councillor Grau

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

**Carried Unanimously**

## **Improvement District (ID) No. 349 - Letter from Minister of Municipal Affairs**

Chief Administrative Officer K. Nagoya briefed Council on a letter received from the Minister of Municipal Affairs regarding Improvement District (ID) No. 349 funding.

The letter was received as information.

## **NEW BUSINESS**

### **Bylaw No. 669-LU-20 - Amend LUB No. 382-LU-10**

#### **Resolution # CRM20200512.1004**

Moved by Councillor Lay

That Bylaw No. 669-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10, to Regulate the Development of Cannabis Micro-Processing Businesses, 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. 670-FN-20 - 2020 Education Property Taxes for Non-Residential Properties Penalties Waiver Bylaw**

#### **Resolution # CRM20200512.1005**

Moved by Councillor Buckle

That Bylaw No. 670-FN-20, being a Bylaw to Waive Penalties on the Education Property Taxes for Non-Residential Properties for the Months of July, August, and September 2020, in the City of Cold Lake, be given first reading.

**Carried Unanimously**

#### **Resolution # CRM20200512.1006**

Moved by Councillor Soroka

That Bylaw No. 670-FN-20, be given second reading.

**Carried Unanimously**

#### **Resolution # CRM20200512.1007**

Moved by Councillor Lefebvre

That consent for third and final reading of Bylaw No. 670-FN-20 be granted.

**Carried Unanimously**

**Resolution # CRM20200512.1008**

Moved by Councillor Vining

That Bylaw No. 670-FN-20 be given third and final reading.

**Carried Unanimously**

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

**Resolution # CRM20200512.1009**

Moved by Councillor Vining

That Bylaw No. 671-FN-20, being a Bylaw to Defer Education Property Tax Payments for all Non-Residential Properties on the Tax Installment Payment Plan (TIPPS) Bylaw No. 003-FN-96 for the Months of April, May, June, July, August, and September 2020 if Requested by the Property Owner, in the City of Cold Lake, be given first reading.

**Carried Unanimously**

**Resolution # CRM20200512.1010**

Moved by Councillor Grau

That Bylaw No. 671-FN-20 be given second reading.

**Carried Unanimously**

**Resolution # CRM20200512.1011**

Moved by Councillor Soroka

That consent for third and final reading of Bylaw No. 671-FN-20 be granted.

**Carried Unanimously**

**Resolution # CRM20200512.1012**

Moved by Councillor Buckle

That Bylaw No. 671-FN-20 be given third and final reading.

**Carried Unanimously**

## **Bylaw No. 672-AN-20 - 2020 Tax Rate Bylaw**

### **Resolution # CRM20200512.1013**

Moved by Councillor Soroka

That Bylaw No. 672-AN-20, being 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, in the City of Cold Lake, be given first reading.

**Carried Unanimously**

## **Alberta's Relaunch Strategy**

After discussion, Council accepted Alberta's Relaunch Strategy Report as information.

## **Tax Recovery Sale Extension**

### **Resolution # CRM20200512.1014**

Moved by Councillor Lefebvre

That Council set the Tax Sale Auction date to Thursday, September 10, 2020.

**Carried Unanimously**

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

### **Resolution # CRM20200512.1015**

Moved by Councillor Buckle

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

**Carried Unanimously**

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

**Resolution # CRM20200512.1016**

Moved by Councillor Grau

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

**Carried Unanimously**

**COMMITTEE REPORTS**

None.

**STAFF REPORTS**

**Chief Administrative Officer's Monthly Report - April 2020**

Information.

**Report to Chief Administrative Officer - Corporate Services - April 2020**

Information.

**Report to Chief Administrative Officer - Infrastructure Services - April 2020**

Information.

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

Information.

**Report to Chief Administrative Officer - Community Services - April 2020**

Information.

## **COUNCIL HIGHLIGHTS/ REPORTS**

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

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

None.

## **QUESTIONS**

None.

### **Resolution # CRM20200512.1017**

Moved by Councillor Vining

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

**Carried Unanimously**

Mayor Copeland reconvened the meeting at this time being 7:09 p.m.

## **IN CAMERA**

### **Member-at-Large Appointment - Community Grant Advisory Committee**

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Planning & Development Services H. Pinnock, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer.

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

- FOIP Section 17, Disclosure harmful to personal privacy



**Resolution # CRM20200512.1018**

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 7:10 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Member-at-Large Appointment - Community Grant Advisory Committee.

**Carried Unanimously**

**Resolution # CRM20200512.1019**

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 7:12 p.m.

**Carried Unanimously**

**Resolution # CRM20200512.1020**

Moved by Councillor Vining

That Council appoint Mark Palman to the Cold Lake Community Grant Advisory Committee for a two (2) year term to expire October 2021.

**Carried Unanimously**

**Electricity Procurement**

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Planning & Development Services H. Pinnock, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer.

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

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

**Resolution # CRM20200512.1021**

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 7:12 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to Electricity Procurement.

**Carried Unanimously**

**Resolution # CRM20200512.1022**

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 7:17 p.m.

**Carried Unanimously**

**Resolution # CRM20200512.1023**

Moved by Councillor Soroka

That Council authorize the execution of an agreement with AUMA for the procurement of electricity for the years of 2022-2023.

**Carried Unanimously**

General Manager of Corporate Services L. Mortenson, General Manager of Planning & Development Services H. Pinnock, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer left the meeting at this time being 7:18 p.m.

**Agreement - Improvement District (ID) No. 349**

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

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

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

**Resolution # CRM20200512.1024**

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 7:18 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to an Agreement - Improvement District (ID) No. 349.

**Carried Unanimously**

**Resolution # CRM20200512.1025**

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 8:05 p.m.

**Carried Unanimously**

**ADJOURNMENT**

**Resolution # CRM20200512.1026**

Moved by Councillor Lefebvre

That the meeting be adjourned at this time being 8:06 p.m.

**Carried Unanimously**

---

Mayor

---

Chief Administrative Officer



## **STAFF REPORT**

**Title:** Council - Corporate Priorities Committee Meeting May 19, 2020

**Meeting Date:** May 26, 2020

---

**Executive Summary:**

**Background:**

**Alternatives:**

**Recommended Action:**

That the minutes of Council's Corporate Priorities Committee meeting held May 19, 2020 be accepted as presented.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



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

**Tuesday, May 19, 2020**

**6:00 p.m.**

**Council Chambers**

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

Staff Present: Chief Administrative Officer Kevin Nagoya  
General Manager of Corporate Services Linda Mortenson  
General Manager of Infrastructure Services Azam Khan  
Manager of Strategic Initiatives Andrew Serba  
Intermediate/Recording Secretary Valerie Saini

Staff Absent: General Manager of Planning & Development Services Howard Pinnock  
General Manager of Community Services Glenn Barnes

### **CALL TO ORDER**

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

### **ADOPTION OF AGENDA**

#### **Resolution # CPC20200519.1001**

Moved by Councillor Lefebvre

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

Add In Camera Item 18.3 Land Acquisition Opportunity

**Carried Unanimously**

## **DISCLOSURE OF INTEREST**

None.

## **PUBLIC QUESTION PERIOD**

None.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **2020 School Board Requisition**

General Manager of Corporate Services L. Mortenson provided the Corporate Priorities Committee of Council with information regarding the 2020 School Board Requisition.

Brief questions and discussions ensued.

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

### **Bylaw No. 672-AN-20 - 2020 Tax Rate Bylaw**

General Manager of Corporate Services L. Mortenson provided the Corporate Priorities Committee of Council with information regarding Bylaw No. 672-AN-20, being the 2020 Tax Rate Bylaw.

Lengthy questions and discussions ensued with feedback being provided to Administration.

**Resolution # CPC20200519.1002**

Moved by Councillor Lefebvre

That the Corporate Priorities Committee of Council direct Administration to bring option two (2) for Bylaw No. 672-AN-20, being the 2020 Tax Rate Bylaw to the next regular meeting of Council being May 26, 2020 to give second and third reading to Bylaw No. 672-AN-20.

In Favor (4): Councillor Grau, Councillor Lay, Councillor Lefebvre, and Councillor Soroka

Opposed (3): Mayor Copeland, Councillor Buckle, and Councillor Vining

**Carried**

**Policy No. 197-RC-16 - Recreation User Fee Policy**

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with information regarding Policy No. 197-RC-16, being the Recreation User Fee Policy.

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

The Corporate Priorities Committee of Council directed Administration to bring Policy No. 197-RC-16, being the Recreation User Fee Policy, back to a future Council meeting for approval of an overall 5% increase in recreational user fees for the 2021 season.

**Capital Project Update - Lakeshore Drive Infrastructure Improvements**

General Manager of Infrastructure Services A. Khan provided the Corporate Priorities Committee of Council with an update on the Lakeshore Drive infrastructure improvements.

Mr. Harris and Mr. Rau of Stantec provided the Corporate Priorities Committee of Council with a presentation regarding the potential development of Lakeshore Drive.

Extensive discussions ensued with feedback being provided to Administration.

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

**Resolution # CPC20200519.1003**

Moved by Councillor Vining

That the meeting be recessed at this time being 7:09 p.m., and reconvened at the call of the Chair.

**Carried Unanimously**

Mr. Harris and Mr. Rau left the meeting at this time being 7:09 p.m.

Mayor Copeland reconvened the meeting at this time being 7:20 p.m.

**Request for Reduction in Residential Speed Limit From 50 Kilometres an Hour to 30 Kilometres an Hour**

General Manager of Infrastructure Services A. Khan provided the Corporate Priorities Committee of Council with information regarding the speed limit reduction in residential areas.

Extensive questions and discussions ensued with feedback being provided to Administration.

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

**QUESTIONS**

None.

**Resolution # CPC20200519.1004**

Moved by Councillor Vining

That the meeting be recessed at this time being 7:57 p.m., and reconvened at the call of the Chair.

**Carried Unanimously**

Mayor Copeland reconvened the meeting at this time being 8:09 p.m.



## **IN CAMERA**

### **Municipal District of Bonnyville Campground Sani Dump**

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, Manager of Strategic Initiatives A. Serba, and Intermediate/Recording Secretary V. Saini.

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

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

### **Resolution # CPC20200519.1005**

Moved by Councillor Soroka

That the meeting go "In-Camera" at this time being 8:09 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to the Municipal District of Bonnyville Campground Sani Dump.

**Carried Unanimously**

### **Resolution # CPC20200519.1006**

Moved by Councillor Grau

That the meeting come "Out-of-Camera" at this time being 8:26 p.m.

**Carried Unanimously**

## **Legal - Payment in Lieu of Taxation (PILT)**

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, Manager of Strategic Initiatives A. Serba, and Intermediate/Recording Secretary V. Saini.

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

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

### **Resolution # CPC20200519.1007**

Moved by Councillor Grau

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

**Carried Unanimously**

### **Resolution # CPC20200519.1008**

Moved by Councillor Lefebvre

That the meeting come "Out-of-Camera" at this time being 8:31 p.m.

**Carried Unanimously**

## **Land Acquisition Opportunity**

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, Manager of Strategic Initiatives A. Serba, and Intermediate/Recording Secretary V. Saini.

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

- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 24, Advice from officials
- FOIP Section 25, Disclosure harmful to economic and other interests of a public body

### **Resolution # CPC20200519.1009**

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 8:31 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Land Acquisition Opportunity.

**Carried Unanimously**

### **Resolution # CPC20200519.1010**

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 8:51 p.m.

**Carried Unanimously**

**ADJOURNMENT**

**Resolution # CPC20200519.1011**

Moved by Councillor Buckle

That the meeting be adjourned at this time being 8:51 p.m.

**Carried Unanimously**

---

Mayor

---

Chief Administrative Officer



## STAFF REPORT

**Title:** Bylaw No. 667-LU-20 - Amend LUB No. 382-LU-10 (PH)

**Meeting Date:** May 26, 2020

---

### **Executive Summary:**

Proposal to amend the R2- Residential district to allow for the development of single detached dwellings on lots with a minimum width of 8.5 metres or greater.

### **Background:**

Currently R2-Residential district only allows single detached dwellings on lots with a minimum width of 15 metres. Administration has been approached by the development community to consider an amendment to the Land Use Bylaw (LUB) that would allow for single detached dwellings on lots with the minimum width of 8.5 metres. Currently, there is a substantial inventory of R2-zoned lots available in the city; however, the development community has observed decreasing interest from home buyers in purchasing semi-detached dwellings. Administration has been advised that home buyers are shying away from purchasing semi-detached dwellings as older single detached dwellings can typically be purchased for around the same price point as a newly constructed semi-detached dwelling. Home buyers have indicated their preference not to purchase a home where they share a party wall with their neighbour.

The proposed amendment is intended to achieve several objectives:

- Provide a more affordable form of housing that home buyers have indicated their preference for;
- Stimulate new home construction;
- Allow land developers to sell their existing inventory of R2 lots

By allowing a reduced lot width for single detached dwellings within the R2-district it would allow home builders to place two (2) narrower single detached dwellings on a lot intended for a semi-detached dwelling. This would allow for the use of existing water and sewer services and would not result in an increase density in a neighbourhood as the number of dwelling units remain the same. Several examples of potential house designs that would fit on a narrower lot are provided for illustration.

The proposed amendment to the LUB includes several criteria which need to be met in order to consider an application for a home on a narrow lot:



- Two (2) on-site parking spaces must be provided in accordance with LUB Table 10.5-6;
- The site shall be designed to avoid placing driveways atop the water or sanitary service;
- The site shall be designed to ensure that the placement of the driveway allows on-street parking to be maintained as would be required for a semi-detached dwelling;
- No secondary suites shall be allowed. Given the narrow lot configuration there would not be sufficient space to accommodate the additional parking requirement for a secondary suite.

Administration is of the opinion that the proposed amendment would align with the City's Municipal Development Plan as it relates to providing and enhancing a range of housing choices within the City. Specifically, section 7.2 of the MDP indicates that the City should consider options for small lot housing. There is also an existing area of the city along 50<sup>th</sup> Avenue with similarly sized lots.

Administration did not receive any comments with respect to the proposed amendment prior to the Council report deadline.

Bylaw No. 667-LU-20 received first reading at the April 28, 2020 Council Meeting.

**Alternatives:**

Public Hearing

**Recommended Action:**

Public Hearing

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE  
BYLAW 667-LU-20**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW NO. 382-LU-10 TO ALLOW SINGLE DETACHED DWELLINGS ON LOTS WITH A MINIMUM WIDTH OF 8.5 METERS WITHIN THE R2-RESIDENTIAL DISTRICT

---

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

**WHEREAS** section 12.5(3)(a) of the Land Use Bylaw No. 382-LU-10 currently specifies a minimum lot width of 15.00 meters for the development of single detached dwellings;

**WHEREAS** Council has deemed it necessary to allow the development of single detached dwellings on lots with a minimum width of 8.5 meters within the R2-Residential District subject to certain criteria;

**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 667-LU-20, amendment to Bylaw 382-LU-10 to allow the development of single detached dwellings on lots with a minimum width of 8.5 meters within the R2-Residential District.”

**SECTION 2 – AMENDMENT**

2. The City of Cold Lake Land Use Bylaw No. 382-LU-10 is hereby amended by:
  - 2.1 Inserting “ 12.5(3)(f) Notwithstanding 12.5(3)(a), the Development Authority may allow single detached dwellings on lots with a width of between 8.5 meters to 10.99 meters subject to the following:
    - (i) Two (02) onsite parking spaces must be provided in accordance with Table 10.5-6;
    - (ii) The site shall be designed to avoid placing driveways atop the water or sanitary service;
    - (iii) The site shall be designed to ensure that the placement of the driveway conforms to the requirements of 6.22(3)(b);
    - (iv) No secondary suites shall be allowed.”
  - 2.2 Inserting “12.5(3)(g) Notwithstanding 12.5(3)(a), the Development Authority may allow single detached dwellings on lots with a width of between 11.00 meters to 14.99 meters in accordance with the regulations of the R1B-Residential 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 28<sup>th</sup> day of April, A.D. 2020, on motion by Councillor Lefebvre.

**CARRIED  
UNANIMOUSLY**

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 26<sup>th</sup> day of May, 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 26<sup>th</sup> day of May, A.D. 2020, on motion by Councillor \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

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

**CITY OF COLD LAKE**

\_\_\_\_\_  
**MAYOR**

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



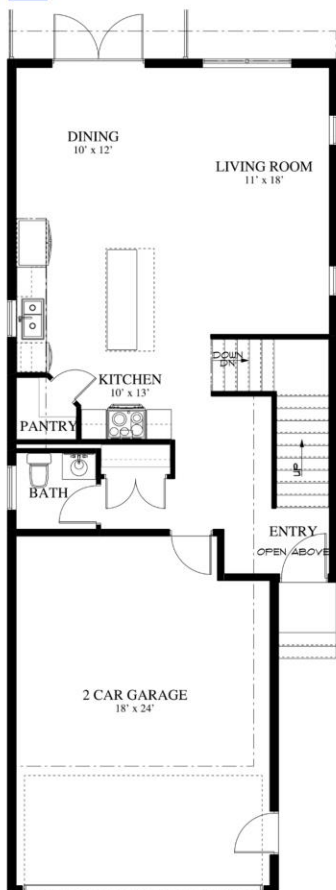
## THE TAMMY II

The Tammy II is only 22'-0" wide with a double car attached garage. Upper floor features a sitting area and large master suite with large walk-in closet and ensuite. Open concept design and high ceiling in entry. Large living space in a narrower footprint.

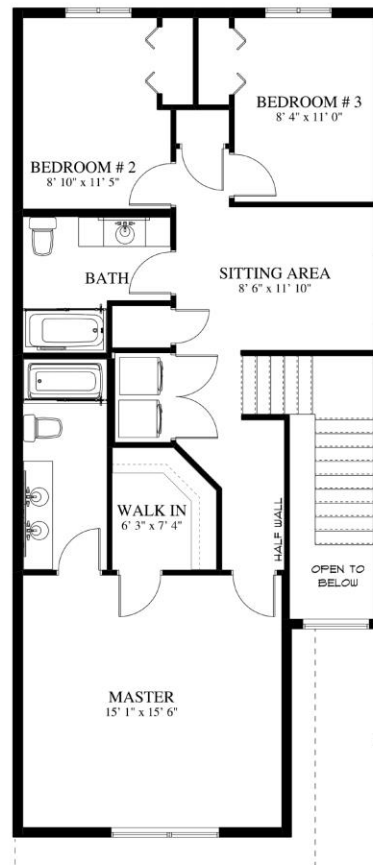
**1708 SqFt**  
**22'-0" Wide x 58'-0" Deep**



**DreamHomeCanada.ca By**   
**COWAN DESIGN AND DRAFTING**



THE TAMMY  
 MAIN FLOOR AREA  
 728 sq. ft.



THE TAMMY  
 UPPER FLOOR AREA  
 980 sq. ft.

913 8th Avenue Cold Lake 780-654-2085 celine@cowandesign.ca





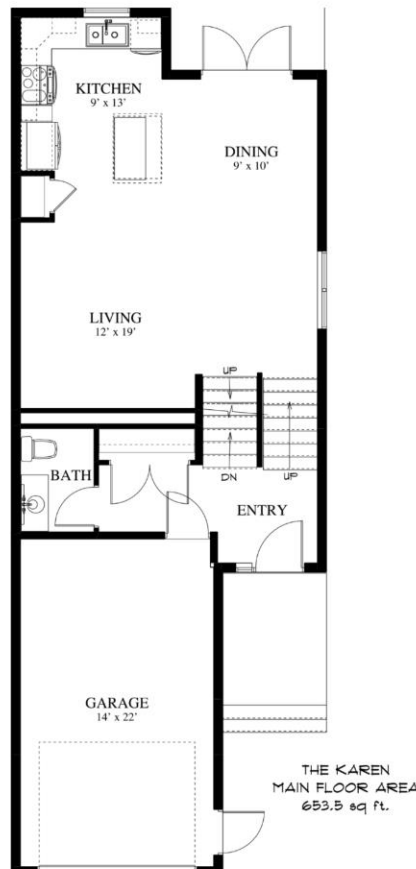
## THE KAREN

The Karen is only 20'-0" wide making it ideal for narrow lots. The basement is a bi-level foundation with lots of large windows. The stacking of the house allows for a small footprint with plenty of living space. The Master Bedroom is on its own level providing great privacy and is completed with a walk in closet and ensuite.

**1556 SqFt**  
**20'-0" Wide x 56'-0" Deep**



**DreamHomeCanada.ca By**   
**COWAN DESIGN AND DRAFTING**



913 8th Avenue Cold Lake 780-654-2085 celine@cowandesign.ca



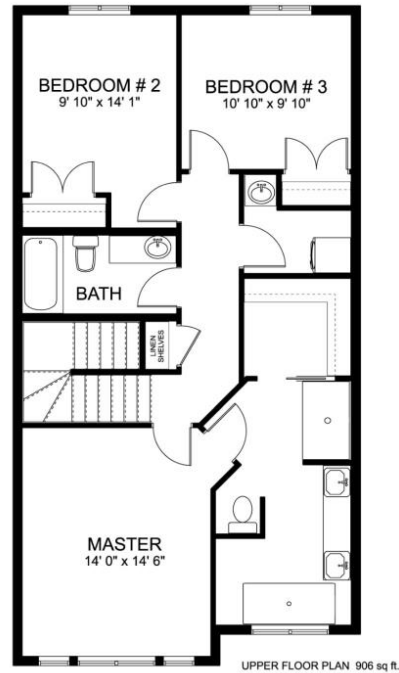
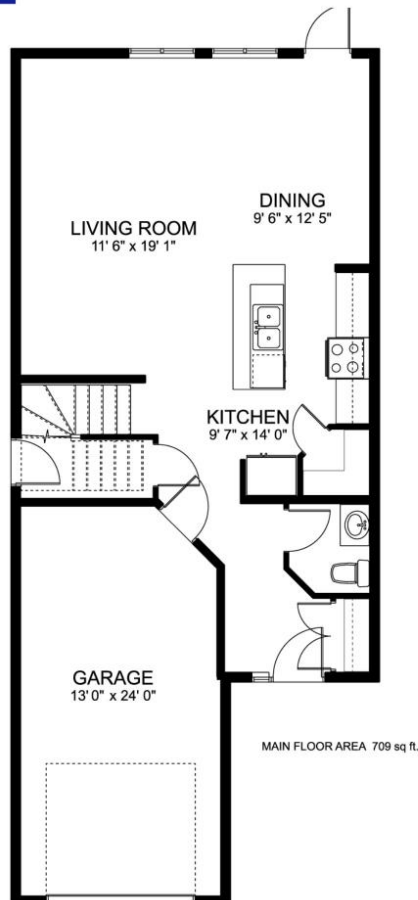
## THE KATE

The Kate is a 22'-0" house. It features a large Ensuite with soaker tub and separate shower. Large Walk-in Closet. Laundry on upper floor near bedrooms. Open Concept design. Separate side entry to optional basement suite.

**1615 SqFt**  
**22'-0" Wide x 51'-6" Deep**



**DreamHomeCanada.ca By**   
**COWAN DESIGN AND DRAFTING**



913 8th Avenue Cold Lake 780-654-2085 celine@cowandesign.ca



## STAFF REPORT

**Title:** Bylaw No. 668-LU-20 - Amend LUB No. 382-LU-10 (PH)

**Meeting Date:** May 26, 2020

---

**Executive Summary:**

Proposal to rezone lands described as Plan 1249NY; OT from FW-National Defense to PS-Public Service.

**Background:**

The property described as Plan 1249NY; OT was purchased by the City from ATCO Electric in 2015 and lies directly adjacent to 4-Wing. The property is currently zoned as FW-National Defense; however, this zoning is only intended to apply to lands owned by the Federal Government and under the control of the Department of National Defense, per section 12.26 of the City's Land Use Bylaw. The parcel is proposed as the site of the City's new Animal Holding Facility. Hence, a rezoning of the property to Public Service is necessary to allow this project to proceed.

Administration is of the opinion that the proposed PS-Public Service zoning is compatible with the surrounding land uses. It is noted that the land in question is bordered on two sides by existing PS-zoned lands.

No concerns regarding the proposed rezoning were received prior to the Council report deadline.

Bylaw No. 668-LU-20 received first reading at the April 28, 2020 Council meeting.

**Alternatives:**

Public Hearing

**Recommended Action:**

Public Hearing

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE**  
**BYLAW 668-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 BY REZONING PLAN 1249NY; OT FROM FW-NATIONAL DEFENSE TO PS-PUBLIC SERVICE

---

**PURSUANT** to sections 639 and 640(2) of the *Municipal Government Act*, RSA 2000, Chapter M-26, 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 pursuant to section 191(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, Council may pass, amend or repeal a bylaw;

**WHEREAS** the City of Cold Lake Land Use Bylaw No. 382-LU-10 was passed by Council on June 23, 2010;

**WHEREAS** Council has received an application to rezone the lands described as Plan 1249NY; OT from FW-National Defense to PS-Public Service;

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

**SECTION 1 – TITLE**

1. This Bylaw shall be cited as the “Bylaw to rezone Plan 1249NY; OT from FW-National Defense to PS-Public Service”.

**SECTION 2 – REZONING APPROVAL**

2. The City of Cold Lake Land Use Bylaw No. 382-LU-10 is hereby amended by:
  - 2.1 The approval of the rezoning of Plan 1249NY; OT, attached to and forming part of this bylaw as Schedule ‘A’ from FW-National Defense to PS-Public Service.

**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 28<sup>th</sup> day of April, A.D. 2020, 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 26<sup>th</sup> day of May, 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 26<sup>th</sup> day of May, A.D. 2020, on motion by Councillor \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

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

**CITY OF COLD LAKE**

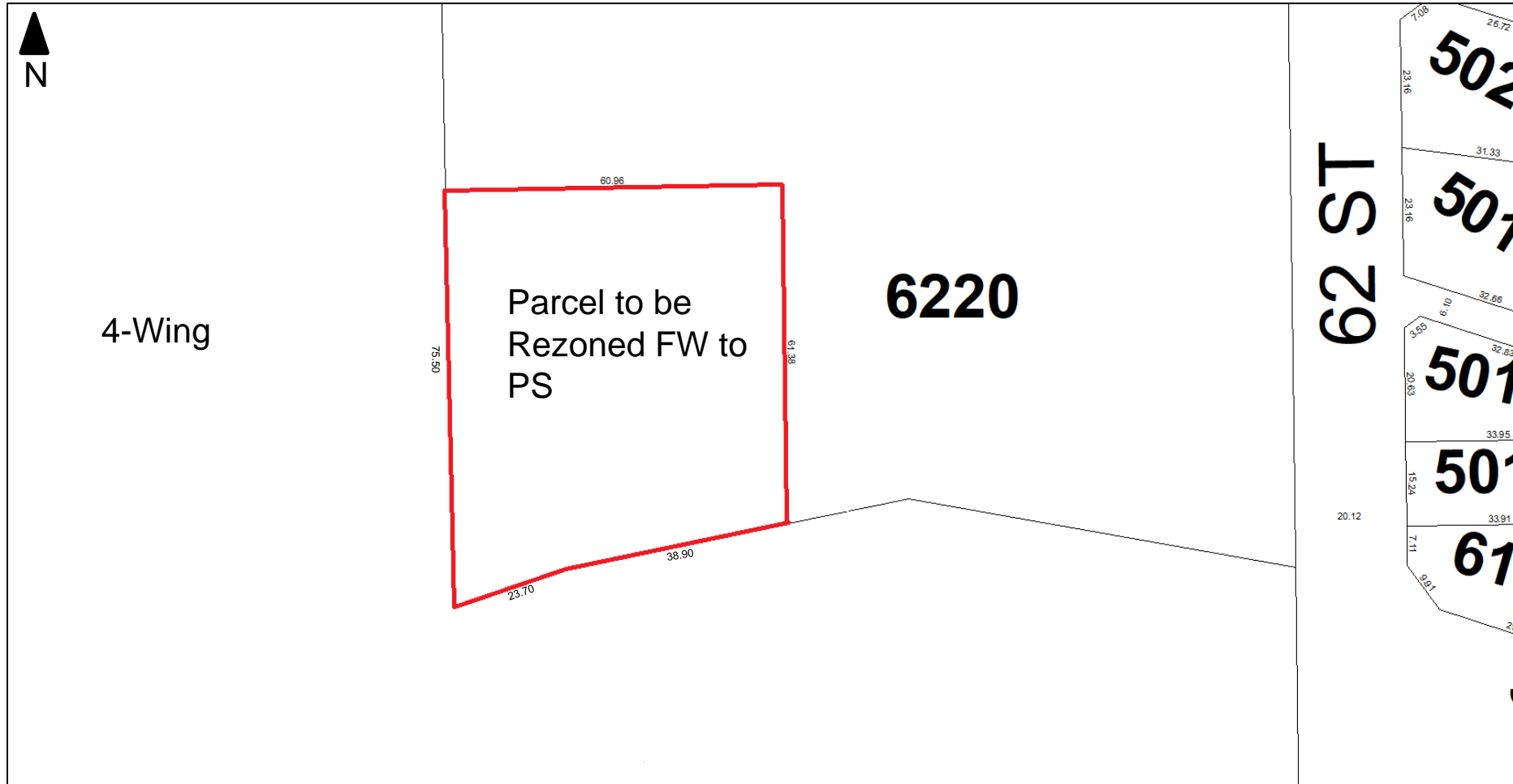
\_\_\_\_\_  
**MAYOR**

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

# Schedule 'A'

Bylaw 668-LU-20

Plan 1249NY; OT





# Location Map

Bylaw 668-LU-20



# Surrounding Zoning

Bylaw 668-LU-20





## Summary of Rezoning Referral Circulation

<b>File Number:</b>	668-LU-20		
<b>Description:</b>	<b>Rezoning FW-National Defense to PS-Public Service</b>	<b>Plan1249NY;OT</b>	<b>Municipal Address</b> n/a

Source & Summary of Comments	No Reply	Objections	No Objection	Easement, ROW, ASP, etc,
<b>City of Cold Lake</b>				
<b>Planning and Development Department</b>	✓			
Planning and Development Manager	✓		✓	
Planner			✓	
Development Officer	✓			
<b>Corporate Services</b>	✓			
<b>Emergency Services</b>	✓			
<b>Parks</b>	✓			
<b>Public Works &amp; Infrastructure</b>	✓			
<b>Government of Canada</b>				
<b>4 Wing Cold Lake</b> - Approved pursuant to Paragraph 6 of the Zoning Regulations criteria: In order to minimize bird hazards to aviation, no owner or occupier of any lands in respect of which these regulations apply shall permit those lands or any part thereof to be used as a site for (a) a sanitary land fill; (b) a food garbage disposal site; (c) a sewage lagoon; or an open water-storage reservoir.				✓
<b>Province of Alberta</b>				
<b>Alberta Environment</b>	✓			
<b>Alberta Infrastructure &amp; Transportation</b>	✓			



Source & Summary of Comments	No Reply	Objections	No Objection	Easement, ROW, ASP, etc,
Alberta Tourism, Parks, Recreation & Culture	✓			
Alberta Environment & Parks	✓			
<b>Regional</b>				
MD of Bonnyville	✓			
Aspen Regional Health Authority	✓			
East Central Francophone Education Region #3	✓			
Lakeland Catholic School Division #150	✓			
Northern Lights School Division	✓			
<b>Utilities</b>				
ATCO Electric	✓			
ATCO Gas	✓			
ATCO Pipeline	✓			
EastLink	✓			
Telus	✓			



## STAFF REPORT

**Title:** Faber and Company LLP - Peter Johnson

**Meeting Date:** May 26, 2020

---

**Executive Summary:**

Delegation - Faber & Company LLP - Mr. Peter Johnson  
City of Cold Lake Financial Statements for year ending December 31, 2019

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## Delegation Application

**To: The Office of the Chief Administrative Officer**

I/We, Faber & Company LLP

(Name)

(Telephone Number)

I/We, Mr. Peter Johnson

(Name)

(Telephone Number)

Mailing Address \_\_\_\_\_

E-mail Address pjohnson@fabercompany.com

request to appear as a delegation before Cold Lake City Council at a meeting to be held on May 26, 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.

City of Cold Lake Financial Statement

Year ending December 31, 2019

\* 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 M. McEntosh Date May 19, 2020

Signed [Signature] Date \_\_\_\_\_

**Return completed application to the City of Cold Lake**

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

Phone: (780) 594-4494 Ext. 7967

Fax: (780) 594-3480

Email: creimer@coldlake.com

Form 11-00-06

FOR INTERNAL USE ONLY

Request Approved by [Signature]

Date Approved for MAY 26, 2020

cc: \_\_\_\_\_

☐ Other

**CITY OF COLD LAKE  
FINANCIAL STATEMENTS**

**DECEMBER 31, 2019**

**DRAFT**

# CITY OF COLD LAKE

---

## FINANCIAL STATEMENTS

December 31, 2019

### CONTENTS

	<u>Page</u>
<b>MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING</b>	1
<b>INDEPENDENT AUDITORS' REPORT</b>	2-3
<b>FINANCIAL STATEMENTS</b>	
Statement "1" Statement of Financial Position	4
Statement "2" Statement of Operations	5
Statement "3" Statement of Change in Net Financial Assets	6
Statement "4" Statement of Cash Flows	7
Schedule "1" Schedule of Changes in Accumulated Surplus	8
Schedule "2" Schedule of Tangible Capital Assets	9
Schedule "3" Schedule of Property and Other Taxes	10
Schedule "4" Schedule of Government Transfers	11
Schedule "5" Schedule of Expenses by Object	12
Schedule "6" Schedule of Segmented Disclosure	13
Notes to the Financial Statements	14-24

# **CITY OF COLD LAKE**

**December 31, 2019**

## **MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

Management of the City of Cold Lake is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this Financial Report. Management believes that the financial statements present fairly the City's financial position as at December 31, 2019 and the results of its operations for the year then ended.

The financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The financial statements include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for presentation of the financial statements.

The City Council carries out its responsibilities for review of the financial statements principally through its Audit Committee. This committee meets regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to the Audit Committee and without the presence of management. The City Council has approved the financial statements.

The financial statements have been audited by Faber LLP, Chartered Professional Accountants, independent external auditors appointed by the City. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the City's financial statements.

**Cold Lake, Alberta**  
May 26, 2020

**Kevin Nagoya**  
CAO

**DRAFT**

## INDEPENDENT AUDITORS' REPORT

**To the Members of Council of the City of Cold Lake:**

### *Opinion*

We have audited the financial statements of the **City of Cold Lake**, which comprise the **Statement of Financial Position** as at December 31, 2019, and the **Statement of Operations, Statement of Change in Net Financial Assets** and the **Statement of Cash Flows** for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City of Cold Lake as at December 31, 2019 and the results of its operations, the change in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta  
May 26, 2020

**Chartered Professional Accountant**



## CITY OF COLD LAKE

STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2019

	Note Reference	2019	2018
<b>FINANCIAL ASSETS</b>			
Cash and Temporary Investments	2	\$ 13,515,068	\$ 24,836,877
Receivables	3		
Taxes and Grants in Place of Taxes		1,225,700	1,119,253
Trade and other receivables		19,828,492	6,553,098
Land Held for Resale		1,233,400	1,233,400
Investments	4	46,219,185	45,445,614
		<b>\$ 82,021,845</b>	<b>\$ 79,188,242</b>
<b>LIABILITIES</b>			
Accounts Payable and Accrued Liabilities		\$ 6,196,669	\$ 7,572,947
Deposit Liabilities		1,474,696	1,283,909
Deferred Revenues	6	3,409,090	736,846
Employee Benefit Obligations	7	1,061,522	950,708
Long-term Debt	8	50,854,094	53,308,135
		<b>62,996,071</b>	<b>63,852,545</b>
<b>NET FINANCIAL ASSETS (Statement 3)</b>		<b>19,025,774</b>	<b>15,335,697</b>
<b>NON-FINANCIAL ASSETS</b>			
Tangible Capital Assets (Schedule 2)		326,838,072	321,395,534
Inventory of Supplies and Materials		413,343	416,815
Prepaid Expenses		84,120	74,141
		<b>327,335,535</b>	<b>321,886,490</b>
<b>ACCUMULATED SURPLUS (Schedule 1)</b>	11	<b>\$ 346,361,309</b>	<b>\$ 337,222,187</b>

Contingencies - See Note 15.

**CITY OF COLD LAKE**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

	Budget	2019	2018
	(Unaudited)		
<b>Revenues</b>			
Net Municipal Taxes (Schedule 3)	\$ 20,555,238	\$ 20,941,184	\$ 21,299,559
Sales and User Charges	9,870,056	9,508,254	9,309,304
Government Transfers (Schedule 4)	10,401,865	10,145,545	9,864,774
Penalties and Costs on Taxes	305,000	2,450,624	2,062,561
Licenses and Permits	249,000	288,591	223,683
Fines	260,000	118,511	352,954
Franchise and Concession Contracts	985,000	990,577	939,967
Investment Income	250,000	626,653	1,171,939
Rentals	1,056,094	1,165,243	961,200
Development Levies	-	174,635	103,182
Other	228,000	676,988	2,072,701
<b>Total Revenues</b>	<b>44,160,253</b>	<b>47,086,805</b>	<b>48,361,824</b>
<b>Expenses (Schedule 5)</b>			
Legislative	457,671	487,560	417,313
Administration	6,653,182	8,488,519	8,172,016
Police and By-law Enforcement	3,883,596	3,446,584	3,406,902
Fire and Emergency Services	1,332,512	1,350,246	1,237,260
Transportation Systems	7,595,983	7,865,505	7,216,514
Utility Systems	7,979,741	7,889,155	7,493,867
Public Health and Welfare	1,284,108	1,294,206	1,235,750
Planning and Development	1,549,680	1,459,250	2,232,173
Recreation and Culture	9,629,918	9,668,827	8,891,782
Other	3,793,862	-	125,000
Amortization of Tangible Capital Assets	-	9,683,268	9,106,923
Loss on Disposal of Assets	-	545,323	16,070
<b>Total Expenses</b>	<b>44,160,253</b>	<b>52,178,443</b>	<b>49,551,570</b>
<b>(Deficiency) Excess of Revenues Over Expenses Before</b>			
Other Revenues	-	(5,091,638)	(1,189,746)
<b>Other Revenues</b>			
Contributed Assets	-	1,218,102	71,042
Government Transfers for Capital (Schedule 4)	18,046,046	13,012,658	14,345,242
<b>Excess of Revenues Over Expenses</b>	<b>18,046,046</b>	<b>9,139,122</b>	<b>13,226,538</b>
<b>Accumulated Surplus, Beginning of Year</b>	<b>337,222,187</b>	<b>337,222,187</b>	<b>323,995,649</b>
<b>Accumulated Surplus, End of Year (Schedule 1)</b>	<b>\$ 355,268,233</b>	<b>\$ 346,361,309</b>	<b>\$ 337,222,187</b>

The accompanying notes are an integral part of these financial statements

## CITY OF COLD LAKE

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget	2019	2018
	(Unaudited)		
<b>Excess of Revenues Over Expenses</b>	\$ 18,046,046	\$ 9,139,122	\$ 13,226,538
Acquisition of Tangible Capital Assets	(19,761,851)	(14,627,563)	(27,319,763)
Contributed Tangible Capital Assets	-	(1,218,102)	(71,042)
Proceeds on Disposal of Tangible Capital Assets	-	174,536	114,129
Amortization of Tangible Capital Assets	-	9,683,268	9,106,923
Loss on Sale of Tangible Capital Assets	-	545,323	16,070
	(19,761,851)	(5,442,538)	(18,153,683)
Use of Supplies Inventories	-	3,472	20,129
Acquisition of Prepaid Assets	-	(9,979)	(27,905)
	-	(6,507)	(7,776)
<b>Increase (Decrease) in Net Financial Assets</b>	(1,715,805)	3,690,077	(4,934,921)
<b>Net Financial Assets, Beginning of Year</b>	15,335,697	15,335,697	20,270,618
<b>Net Financial Assets, End of Year</b>	<b>\$ 13,619,892</b>	<b>\$ 19,025,774</b>	<b>\$ 15,335,697</b>

The accompanying notes are an integral part of these financial statements

## CITY OF COLD LAKE

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
<b>CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES</b>		
Excess of Revenues Over Expenditures	\$ 9,139,122	\$ 13,226,538
Add (Deduct) Non-cash Items		
Amortization of tangible capital assets	9,683,268	9,106,923
Loss on disposal of tangible capital assets	545,323	16,070
Tangible capital assets received as contributions	(1,218,102)	(71,042)
Non-cash charges to operations (net change):		
(Increase) Decrease in taxes and grants in place of taxes receivable	(106,447)	8,226
(Increase) in trade and other receivables	(13,275,394)	(2,366,334)
(Increase) in prepaid expenses	(9,979)	(27,905)
Decrease in inventories	3,472	20,129
(Decrease) Increase in accounts payable and accrued liabilities	(1,376,278)	511,467
Increase (Decrease) in deposit liabilities	190,787	(412,154)
Increase (Decrease) in deferred revenue	2,672,244	(342,138)
Increase in employee benefit obligations	110,814	179,298
	<b>6,358,830</b>	<b>19,849,078</b>
<b>CASH FLOWS FROM (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(14,627,563)	(27,319,763)
Proceeds on disposal of tangible capital assets	174,536	114,129
	<b>(14,453,027)</b>	<b>(27,205,634)</b>
<b>CASH FLOWS USED IN INVESTING ACTIVITIES</b>		
(Increase) in long-term investments	(773,571)	(14,998,098)
	<b>(773,571)</b>	<b>(14,998,098)</b>
<b>CASH FLOWS FROM (USED IN) FINANCING ACTIVITIES</b>		
(Decrease) Increase in long-term debt	(2,454,041)	19,044,748
	<b>(2,454,041)</b>	<b>19,044,748</b>
<b>NET DECREASE IN CASH AND CASH EQUIVALENTS</b>	<b>(11,321,809)</b>	<b>(3,309,906)</b>
<b>NET CASH AND CASH EQUIVALENTS, beginning of year</b>	<b>24,836,877</b>	<b>28,146,783</b>
<b>NET CASH AND CASH EQUIVALENTS, end of year</b>	<b>\$ 13,515,068</b>	<b>\$ 24,836,877</b>

The accompanying notes are an integral part of these financial statements

## CITY OF COLD LAKE

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS  
FOR THE YEAR ENDED DECEMBER 31, 2019

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2019	2018
<b>BALANCE, BEGINNING OF YEAR</b>	\$ 19,608,314	\$ 49,526,474	\$ 268,087,399	<b>\$ 337,222,187</b>	\$ 323,995,649
Excess of revenues over expenses	9,139,122	-	-	<b>9,139,122</b>	13,226,538
Unrestricted funds designated for future use	(7,109,046)	7,109,046	-	-	-
Restricted funds used for operations	806,806	(806,806)	-	-	-
Restricted funds used for tangible capital assets	-	(6,529,281)	6,529,281	-	-
Current year funds used for tangible capital assets	(8,098,281)	-	8,098,281	-	-
Contributed tangible capital assets	(1,218,102)	-	1,218,102	-	-
Disposal of tangible capital assets (net of amortization)	719,858	-	(719,858)	-	-
Annual amortization expense	9,683,268	-	(9,683,268)	-	-
Long term debt repaid	(2,454,041)	-	2,454,041	-	-
Change in accumulated surplus	1,469,584	(227,041)	7,896,579	<b>9,139,122</b>	13,226,538
<b>BALANCE, END OF YEAR (Note 11)</b>	\$ 21,077,898	\$ 49,299,433	\$ 275,983,978	<b>\$ 346,361,309</b>	\$ 337,222,187

The accompanying notes are an integral part of these financial statements

FABER LLP,  
CHARTERED PROFESSIONAL ACCOUNTANTS

# CITY OF COLD LAKE

## SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2019

	Land	Land Improvement	Buildings	Engineering Structures	Work in Progress	Machinery and Equipment	Vehicles	2019	2018
<b>COST:</b>									
Balance, Beginning of the year	38,457,625	13,674,665	70,119,783	243,884,948	58,609,671	16,951,331	7,951,459	449,649,482	422,537,081
Acquisition of tangible capital assets	-	929,915	711,916	15,849,785	13,960,488	2,912,896	388,580	34,753,580	34,306,866
Reclassification	-	-	-	-	(635,949)	-	-	(635,949)	(684,462)
Construction-in-progress (Transferred to Land Improvement, Buildings, Engineering Structures, and Machinery and Equipment)	-	-	-	-	(18,271,966)	-	-	(18,271,966)	(6,231,599)
Disposal of tangible capital assets	-	(76,235)	-	(1,880,101)	-	(609,806)	(195,858)	(2,762,000)	(278,404)
Balance, End of the year	38,457,625	14,528,345	70,831,699	257,854,632	53,662,244	19,254,421	8,144,181	462,733,147	449,649,482
<b>ACCUMULATED AMORTIZATION:</b>									
Balance, Beginning of the year	-	2,491,624	11,358,581	104,890,639	-	6,495,609	3,017,495	128,253,948	119,295,230
Annual amortization	-	768,351	1,743,883	5,576,955	-	1,022,863	571,216	9,683,268	9,106,923
Accumulated amortization on disposals	-	(57,612)	-	(1,371,226)	-	(464,451)	(148,852)	(2,042,141)	(148,205)
Balance, End of the year	-	3,202,363	13,102,464	109,096,368	-	7,054,021	3,439,859	135,895,075	128,253,948
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>38,457,625</b>	<b>11,325,982</b>	<b>57,729,235</b>	<b>148,758,264</b>	<b>53,662,244</b>	<b>12,200,400</b>	<b>4,704,322</b>	<b>326,838,072</b>	<b>321,395,534</b>
<b>2018 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>38,457,625</b>	<b>11,183,041</b>	<b>58,761,202</b>	<b>138,994,309</b>	<b>58,609,671</b>	<b>10,455,722</b>	<b>4,933,964</b>	<b>321,395,534</b>	

The accompanying notes are an integral part of these financial statements

## CITY OF COLD LAKE

SCHEDULE OF PROPERTY AND OTHER TAXES  
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget (Unaudited)	2019	2018
<b>Taxation</b>			
Real Property Taxes	\$ 20,633,338	\$ 20,783,468	\$ 20,671,380
Linear Property Taxes	378,662	390,506	379,361
Government Grants in Place of Property Taxes	6,591,718	6,448,144	6,603,871
	<b>27,603,718</b>	<b>27,622,118</b>	<b>27,654,612</b>
<b>Requisitions</b>			
Alberta School Foundation Fund	6,846,263	6,478,376	6,152,117
Lakeland Lodge and Housing Foundation	200,263	200,604	202,115
Designated Industrial Property	1,954	1,954	821
	<b>7,048,480</b>	<b>6,680,934</b>	<b>6,355,053</b>
<b>Net Taxes Available for Municipal Purposes</b>	<b>\$ 20,555,238</b>	<b>\$ 20,941,184</b>	<b>\$ 21,299,559</b>

The accompanying notes are an integral part of these financial statements

## CITY OF COLD LAKE

SCHEDULE OF GOVERNMENT TRANSFERS  
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget (Unaudited)	2019	2018
<b>Transfers for Operating:</b>			
Provincial Government	\$ 827,717	\$ 1,075,712	\$ 878,405
Federal Government	325,000	319,688	319,688
Other Local Governments	1,221,148	722,145	638,681
Other Local Governments (ID 349)	8,028,000	8,028,000	8,028,000
	<b>10,401,865</b>	<b>10,145,545</b>	<b>9,864,774</b>
<b>Transfers for Capital:</b>			
Provincial Government	6,919,640	1,926,530	5,109,874
Federal Government	-	260,921	-
Other Local Governments	1,550,000	1,699,808	1,118,410
Other Local Governments (ID 349)	9,576,406	9,125,399	8,116,958
	<b>18,046,046</b>	<b>13,012,658</b>	<b>14,345,242</b>
<b>Total Government Transfers</b>	<b>\$ 28,447,911</b>	<b>\$ 23,158,203</b>	<b>\$ 24,210,016</b>

The accompanying notes are an integral part of these financial statements



## CITY OF COLD LAKE

SCHEDULE OF EXPENSES BY OBJECT  
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget	2019	2018
	(Unaudited)		
<b>Expenses</b>			
Salaries, Wages and Benefits	\$ 15,507,641	\$ 15,173,064	\$ 14,665,143
Contracted and General Services	10,388,473	10,662,959	10,511,489
Purchases from Other Governments	5,325,400	4,777,735	4,592,134
Materials, Goods, Supplies and Utilities	4,768,901	4,447,665	4,150,529
Provision for Allowances	1,208,000	3,650,637	3,428,581
Transfers to Individuals and Organizations	1,316,731	1,323,793	1,264,098
Bank Charges and Short-term Interest	51,300	32,756	33,566
Interest on Capital Long-term Debt	1,685,330	1,847,701	1,512,249
Amortization of Tangible Capital Assets	-	9,683,268	9,106,923
Loss on Disposal of Tangible Capital Assets	-	545,323	16,070
Other Expenditures	3,908,477	33,542	270,788
<b>Total Expenses</b>	<b>\$ 44,160,253</b>	<b>\$ 52,178,443</b>	<b>\$ 49,551,570</b>

The accompanying notes are an integral part of these financial statements

## CITY OF COLD LAKE

SCHEDULE OF SEGMENTED DISCLOSURE  
FOR THE YEAR ENDED DECEMBER 31, 2019

	General Government	Protective Services	Utility Systems	Transportation Services	Public Health & Welfare	Planning & Development	Recreation & Culture	Total
<b>REVENUE</b>								
Net Municipal Taxes	20,941,184	-	-	-	-	-	-	20,941,184
Government Transfers	16,746,132	808,990	82,710	4,462,479	563,132	208,538	286,222	23,158,203
User Fees and Sale of Goods	1,017,212	329,688	7,974,237	152,271	49,559	405,992	2,023,706	11,952,665
Investment Income	626,653	-	-	-	-	-	-	626,653
Contributed Assets	-	-	-	1,218,102	-	-	-	1,218,102
Other Revenues	2,469,706	143,422	389,083	168,289	176,316	19,487	54,455	3,420,758
	41,800,887	1,282,100	8,446,030	6,001,141	789,007	634,017	2,364,383	61,317,565
<b>EXPENSES</b>								
Salaries, Wages and Benefits	3,358,964	1,795,858	2,360,406	2,514,970	771,557	809,997	3,561,309	15,173,061
Contracted and General Services	1,858,256	383,804	2,117,102	3,417,049	221,394	594,342	2,071,342	10,663,289
Materials, Goods, Supplies and Utilities	89,141	231,313	591,819	1,653,038	165,355	16,511	1,700,480	4,447,657
Purchases from Other Governments	-	1,993,552	2,784,184	-	-	-	-	4,777,736
Transfers to Individuals and Organizations	-	169,081	-	-	37,832	38,400	1,078,480	1,323,793
Interest on Capital Long- term Debt	-	221,267	28,158	275,081	97,144	-	1,226,052	1,847,702
Other Expenses	3,669,717	20,389	7,486	558,634	924	-	4,787	4,261,937
	8,976,078	4,815,264	7,889,155	8,418,772	1,294,206	1,459,250	9,642,450	42,495,175
<b>NET REVENUE, BEFORE AMORTIZATION</b>	32,824,809	(3,533,164)	556,875	(2,417,631)	(505,199)	(825,233)	(7,278,067)	18,822,390
Amortization Expense	165,043	589,188	1,464,767	5,262,180	164,277	8,230	2,029,583	9,683,268
<b>NET REVENUE</b>	<b>32,659,766</b>	<b>(4,122,352)</b>	<b>(907,892)</b>	<b>(7,679,811)</b>	<b>(669,476)</b>	<b>(833,463)</b>	<b>(9,307,650)</b>	<b>9,139,122</b>

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

---

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the municipality are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the municipality are as follows:

#### *(a) Reporting Entity*

The financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the municipality and are, therefore, accountable to the City Council for the administration of their financial affairs and resources. Included with the municipality are the following:

City of Cold Lake  
Cold Lake Family and Community Support Services

The Schedule of Taxes Levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The financial statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

#### *(b) Basis of Accounting*

The financial statements are prepared using the accrual basis of accounting.

Revenues are recognized in the period in which the transactions or events occurred that give rise to the revenues. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purposes specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the municipality has met any eligibility criteria, and reasonable estimates of the amounts can be made.

#### *(c) Use of Estimates*

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

#### *(d) Investments*

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss of value that is other than a temporary decline, the respective investment is written down to recognize the loss.

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

---

**(e) *Requisition Over-levy and Under-levy***

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

**(f) *Inventories***

Inventories of materials and supplies for consumption are valued at the lower of cost or net realizable value with cost determined by the average cost and first-in-first-out methods.

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes cost for land acquisition and improvements required to prepare the land for servicing, such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as capital assets under their respective function.

**(g) *Prepaid Local Improvements Charges***

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality.

Where a taxpayer has elected to prepay the outstanding local improvement charges, such amounts are recorded as deferred revenue. Deferred revenue is amortized to revenue on a straight line basis over the remaining term of the related borrowings.

In the event that the prepaid amounts are applied against the related borrowings, the deferred revenue is amortized to revenue by an amount equal to the debt repayment.

**(h) *Tax Revenue***

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

**(i) *Landfill Closure and Post-Closure Liability***

Pursuant to the Alberta Environmental Protection and Enhancement Act, the municipality is required to fund the closure of its landfill site and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The requirement is being provided for over the estimated remaining life of the landfill site based on usage.

**(j) *Contaminated Sites Liability***

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### **(k) Government Transfers**

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, and are not the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

### **(l) Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets (Debt) for the year.

#### **I) Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized, other than land, on a straight-line basis over the estimated useful life as follows:

	<b>YEARS</b>
Land Improvements	15-20
Buildings	40
Engineered structures	
Roadway system	20-40
Water system	50
Wastewater system	50
Other engineered structures	5-30
Machinery and equipment	10
Vehicles	10-25

Annual amortization is charged in the first full year after an asset is acquired. Assets under construction are not amortized until the asset is available for productive use.

#### **II) Contributions of Tangible Capital Assets**

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

#### **III) Leases**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

#### **IV) Inventories**

Inventories held for consumption are recorded at the lower of cost and replacement cost.

#### **V) Cultural and Historical Tangible Capital Assets**

Works of art for display are not recorded as tangible capital assets and are not amortized. Costs for public art are expensed in the period they are incurred.

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### 2. CASH AND TEMPORARY INVESTMENTS

	2019	2018
Cash Floats and Undeposited Receipts	\$ 3,025	\$ 3,025
Bank Accounts	3,866,461	5,833,852
Temporary investments	9,645,582	19,000,000
	<b>\$ 13,515,068</b>	<b>\$ 24,836,877</b>

Temporary investments consist of Cashable GICs at cost which approximates market value. These investments have effective interest rates of 2.40% (2018 - 2.51%) and generally mature within 1 year from the date of purchase. Temporary investments are capable of reasonably prompt liquidation and may be used to manage the City's cash position throughout the year from the date of purchase.

### 3. RECEIVABLES

	2019	2018
Taxes and grants in place of taxes		
Current taxes and grants in place of taxes	\$ 2,476,616	\$ 2,646,391
Arrears (Note 16)	18,610,667	14,705,878
Allowance for doubtful accounts (Note 16)	(19,861,583)	(16,233,016)
	1,225,700	1,119,253
Trade and other receivables		
Local improvement levies	\$ 19,274	\$ 30,242
Trade accounts	3,904,690	3,472,890
Due from Province	-	3,120,050
Due from Other Local Government (ID 349)	16,153,399	-
Goods and services tax rebate	226,625	447,565
Allowance for doubtful accounts	(475,496)	(517,649)
	19,828,492	6,553,098
	<b>\$ 21,054,192</b>	<b>\$ 7,672,351</b>

Due from Other Local Government (ID 349) of \$16,153,399 was received in May 2020.

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### 4. INVESTMENTS

	2019	2018
Cash and cash equivalents	\$ 10,040	\$ 10,040
Fixed income securities	35,624,745	37,772,574
Principal protected notes	10,584,400	7,663,000
	<b>\$ 46,219,185</b>	<b>\$ 45,445,614</b>

The fixed income securities have a yield from 2.10% to 3.38% (2018 - 2.30% to 3.38%) and mature in periods 2020 through 2032. Principal protected notes have various interest rates tied to the market with maturity periods 2022 to 2029. The market value of the investments at December 31, 2019 was \$46,027,870 (2018 - \$43,852,695). A decline in quoted market value below cost or amortized cost of investments with fixed maturity amounts is temporary in nature.

### 5. BANK INDEBTEDNESS

The City has an authorized overdraft limit in the amount of \$1,000,000 which bears interest at prime minus 0.25% and is secured by an overdraft protection agreement. At year end, the City had used no part of this limit (2018 - nil).

### 6. DEFERRED REVENUES

	2019	2018
Alberta Municipal Sustainability Initiative Capital Grant	\$ 2,933,363	\$ -
Federal Gas Tax Fund	62,382	-
Water/Sewer Special Grant - Province	-	387,874
Short-term Grants	163,404	-
Other Deferred Revenue	249,941	348,972
<b>Deferred Revenues</b>	<b>\$ 3,409,090</b>	<b>\$ 736,846</b>

The capital funding for Municipal Sustainability Capital Grant (MSI) allocated to the City for 2019 was \$2,337,068 (2018 - \$2,373,992). During 2019, the City received \$4,973,586 (2018 - \$1,960,787) which included allocations outstanding from 2017 and 2018. We have yet to receive the 2019 funding allocation. Grant funding allocations are not recognized as deferred revenue. The City records deferred revenue when the funding has been received but the project is not fully expensed or completed but is expected to be completed in the future.

The capital funding for Gas Tax Fund allocated to the City for 2019 was \$1,690,601 (2018 - \$825,160). In 2019, the City received \$1,676,305 (2018 - \$0) which included allocations outstanding from 2017 and 2018. We have yet to receive the 2019 funding allocation. Grant funding allocations are not recognized as deferred revenue. The City records deferred revenue when the funding has been received but the project is not fully expensed or completed but is expected to be completed in the future.

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

Short-term Grants includes various grants paid to the City. The deferred revenue includes any grants that are unspent at December 31, 2019 and the revenue will be realized as the grant is utilized in the following year.

Other deferred revenue includes amounts received in advance for business licenses, advertising, rent and memberships.

### 7. EMPLOYEE BENEFIT OBLIGATIONS

	2019	2018
Vacation and Overtime	\$ 1,061,522	\$ 950,708

The vacation and overtime liability is comprised of the vacation and overtime costs that employees are deferring to future years. Employees have either earned the benefits (and are vested) or are entitled to these benefits within the next budgetary year.

### 8. LONG-TERM DEBT

	2019	2018
Tax Supported Debentures	\$ 50,854,094	\$ 53,308,135

The current portion of the long-term debt amounts to \$2,550,432 (2018 - \$2,454,041).

Principal and interest payments are as follows:

	Principal	Interest	Total
2020	\$ 2,550,432	\$ 1,775,264	\$ 4,325,696
2021	2,650,758	1,674,938	4,325,696
2022	2,755,183	1,570,513	4,325,696
2023	2,863,890	1,461,806	4,325,696
2024	2,977,053	1,348,643	4,325,696
Thereafter	<u>37,056,778</u>	<u>10,332,892</u>	<u>47,389,670</u>
	<b>\$ 50,854,094</b>	<b>\$ 18,164,056</b>	<b>\$ 69,018,150</b>

Debenture debt is payable to the Alberta Capital Finance Authority and bears interest at rates ranging from 2.881% to 6.250% per annum, before Provincial subsidy, and matures in various amounts between 2025 through 2043. The average annual interest rate is 3.548% for 2019 (2018 - 3.950%). For qualifying debentures, the Province of Alberta rebates 60% of interest in excess of 8%, 9% and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the City of Cold Lake.

Interest paid during the year amounted to \$ 1,847,701 (2018 - \$1,512,249).



# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### 9. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/2000 for the City of Cold Lake be disclosed as follows:

	2019	2018
Total long-term debt limit	\$ 86,868,018	\$ 86,395,788
Total long-term debt actual	50,854,094	53,308,135
<b>Amount of debt limit unused</b>	<b>\$ 36,013,924</b>	<b>\$ 33,087,653</b>
Debt servicing limit	\$ 14,478,003	\$ 14,399,298
Debt servicing actual	4,325,696	4,325,696
<b>Amount of debt servicing limit unused</b>	<b>\$ 10,152,307</b>	<b>\$ 10,073,602</b>

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/2000) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

### 10. EQUITY IN TANGIBLE CAPITAL ASSETS

	2019	2018
Tangible Capital Assets (Schedule 2)	\$ 462,733,147	\$ 449,649,482
Accumulated Amortization (Schedule 2)	(135,895,075)	(128,253,948)
Long-term Debt (Note 8)	(50,854,094)	(53,308,135)
	<b>\$ 275,983,978</b>	<b>\$ 268,087,399</b>

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### 11. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2019	2018
<b>Internally Restricted:</b>		
Public Works and Infrastructure	32,352,110	31,160,087
Community Services	6,426,747	8,544,093
Offsites - Uncommitted	4,339,318	4,164,683
General Government	4,131,683	3,944,372
Planning and Development	438,339	75,000
Electrical Utility Contribution	387,509	342,615
Developer Contribution	385,678	385,678
Offsites - Committed	381,477	381,477
MD waterline	323,924	288,960
Municipal reserve	132,648	132,648
MSI	-	82,398
Provincial grants (2008)	-	24,463
<b>Total Restricted</b>	<b>49,299,433</b>	<b>49,526,474</b>
<b>Unrestricted Funds</b>	<b>21,077,898</b>	<b>19,608,314</b>
<b>Restricted and unrestricted</b>	<b>70,377,331</b>	<b>69,134,788</b>
<b>Equity in tangible capital assets (Note 10)</b>	<b>275,983,978</b>	<b>268,087,399</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 346,361,309</b>	<b>\$ 337,222,187</b>

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### 12. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and other designated officers as required by Alberta Regulation 313/2000 is as follows:

	Name of Person	Salary (a)	Allowances and Benefits (b) & (c)	2019 Total	2018 Total
Mayor	Craig Copeland	\$ 64,883	\$ 2,778	\$ 67,661	\$ 60,176
	Subsistence	-	-	14,195	5,074
Councillors:	Robert Buckle	44,685	2,126	46,811	42,388
	Duane Lay	37,685	1,231	38,916	35,254
	Kirk Soroka	27,310	1,240	28,550	29,733
	Jurgen Grau	30,060	1,380	31,440	28,959
	Vicky Lefebvre	33,935	1,578	35,513	34,510
	Chris Vining	30,185	1,387	31,572	29,604
	Subsistence	-	-	59,860	38,100
Chief Administrative Officer	Kevin Nagoya	242,472	34,578	277,050	299,831
		<b>\$ 511,215</b>	<b>\$ 46,298</b>	<b>\$ 631,568</b>	<b>\$ 603,629</b>

- (a) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
- (b) The employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships and tuition.
- (c) Allowances and benefit figures include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

### 13. SEGMENTED DISCLOSURE

The municipality provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

---

### 14. LOCAL AUTHORITIES PENSION PLAN

Employees of the municipality participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. LAPP serves over 275,000 members and over 420 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The municipality is required to make current service contributions to the plan of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% for the excess. Employees of the municipality are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% for the excess.

Total current service contributions by the municipality to the Local Authorities Pension Plan in 2019 were \$1,023,257 (2018 - \$1,071,849). Total current service contributions by the employees of the municipality to the Local Authorities Pension Plan in 2019 were \$926,354 (2018 - \$979,436).

At December 31, 2019, the LAPP disclosed an actuarial surplus of \$7.8 billion.

---

### 15. CONTINGENCIES

The municipality is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the City could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

---

### 16. ARREARS AND ALLOWANCE FOR DOUBTFUL ACCOUNTS

The municipality received the final payment from PSPC (Public Services and Procurement Canada) for the PILT (Payment in Lieu of Taxes) in June 2019. There is disputed balance of \$3,628,567 (2018 - \$3,422,543) between the municipality and PSPC and the total disputed shortfall amount of \$19,847,583 included in allowance for doubtful accounts is being appealed. The significant increase in both Arrears and Allowance for doubtful accounts (**Note 3**) is due to an allowance for PILT. The municipality does not budget for the penalty on this disputed balance however, does charge the penalty in accordance with the bylaw and sets up an allowance as PSPC is disputing the balance.

---

### 17. INTEREST RATE RISK

Certain debt bears interest which fluctuates with the prime rate, as described in Note 5 and Note 8, thus exposing the City to interest rate fluctuations.

---

### 18. CONTAMINATED SITES LIABILITY

The municipality adopted PS3260 Liability for Contaminated Sites. The municipality did not identify any financial liabilities in 2019 (2018 - nil) as a result of this standard.

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

---

### 19. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY

Alberta environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

Construction of the transfer station has been completed in conjunction with the Beaver River Waste Management Commission and is presently being operated by the City. The City will determine the estimated costs of closure and post-closure of the landfill site and had budgeted to fund \$500,000 of the closure through a debenture.

There is presently inadequate information available to determine the accrued liability related to the cost of closure and post-closure care for the landfill site. Neither the estimated total landfill capacity nor the remaining landfill capacity is known, either at the year end date or at the date of the Auditors' Report.

---

### 20. FINANCIAL INSTRUMENTS

The municipality's financial instruments consist of cash and temporary investments, taxes and grants in place of taxes, trade and other accounts receivables, investments, accounts payable and accrued liabilities, deposit liabilities, deferred revenues, employee benefit obligation, and long-term debt. It is management's opinion that the municipality is not exposed to significant interest or currency risks arising from these financial instruments.

The municipality is subject to credit risk with respect to taxes and grants in place of taxes and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the municipality provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instruments approximates fair value.

---

### 21. SUBSEQUENT EVENTS

The following event occurred subsequent to the municipality's fiscal year end:

In March 2020, the World Health Organization declared the outbreak of a novel coronavirus (COVID-19) as a global pandemic, which continues to spread in Canada and around the world.

The municipality is closely monitoring the situation. The municipality relies primarily on government funding and various sales and charges to its residences and although there is uncertainty about the length and potential impact of various restrictions in place, the municipality believes the ongoing effects on the municipality's operations may be temporary. The overall effects of this event on the municipality and its ongoing operations is uncertain and cannot be estimated at this time.

---

### 22. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

---

### 23. APPROVAL OF FINANCIAL STATEMENTS

These financial statements have been approved by Council and Management.



## STAFF REPORT

**Title:** Cold Lake Museums Society (CLMS) - Kael Rennie and Chris Holoboff

**Meeting Date:** May 26, 2020

---

### **Executive Summary:**

Delegation - Cold Lake Museums Society (CLMS) Kael Rennie and CLMS Chairman Chris Holoboff

Seeking funding of \$40,000 for a special project to be completed on the museum grounds that would benefit the entire community and region.

The CLMS are looking to install a fifty (50) foot observation tower on the grass outside the western fence of the museum grounds.

The tower would be the best view in the Lakeland Region and a very family friendly tourist attraction. Combined with the opening of the new mountain bike part trails and the paving of the road, this attraction in the middle of Cold Lake is easily accessible by all with a secondary objective of increasing traffic to the museum itself.

### **Background:**

### **Alternatives:**

### **Recommended Action:**

Type the recommendation here

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

No

### **Submitted by:**

Kevin Nagoya, Chief Administrative Officer





# Delegation Application

**To: The Office of the Chief Administrative Officer**

I/We, Kael Rennie 306-304-0407 I/We, Chris Holoboff 7802071152  
(Name) (Telephone Number) (Name) (Telephone Number)

Mailing Address 1906 6th Street, Cold Lake, AB, T9M 1M3

E-mail Address kael.rennie@forces.gc.ca and bcboff@telusplanet.net

request to appear as a delegation before Cold Lake City Council at a meeting to be held on 26 May, 2020.

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

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

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

The Cold Lake Museums Society (CLMS) is seeking funding (\$40K) for a special project to be completed on the museum grounds that would benefit the entire community and region. We are looking to install a 50 ft Observation Tower on the grass outside the western fence of the museum grounds. This tower would be the best view in the Lakeland Region and a very family friendly tourist attraction. Combined with the opening of the new mountain bike park trails and the paving of the road, this attraction in the middle of Cold Lake is easily accessible by all with a secondary objective of increasing traffic to the museum itself.

A separate PowerPoint presentation with further details will be provided prior to the meeting.

\* 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 C. Rennie Date May 13, 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 MAY 26, 2020

cc: \_\_\_\_\_

☐ Other

# OBSERVATION TOWER

## REQUEST FOR FUNDING



For: City of Cold Lake  
Chris Holoboff and Kael "Kato" Rennie  
26 May 2020



# 3 Phase Plan



## Phase 1

- Dome and radar static display
- 2017 ask → 2019 completed!
  - \$200k project with multiple financial contributors

## Phase 2

- Observation and viewing tower
- 2019 ask → 2020 or 2021 proposed completion

## Phase 3

- CF-188 static display
- 2022+, upon availability and pending distribution priority across Canada

# BACKGROUND & AIM



## Background.

- The Radar Hill Museum site was chosen for the original 42 Rdr Sqn in early 1950s because it is the highest “hill feature” in the area with an unobstructed radar look. Ie. The best view in the area!
- **“Bike Park” to be completed in summer 2020 (?)**, surrounding the museum grounds
- **Paving of the hill completed (2019), remainder of road will occur in summer/fall 2020.**

## Aim. To create a major **tourist attraction** that will:

- bring families to the museum site for the view and to take advantage of the picnic area
- bring increased numbers of visitors into the 4 distinct museum galleries (Air Force, Oil & Gas, Pioneer, and First Nations)
- To capitalize on these on-going projects and associated publicity, allowing the museum to build on the present attendance of approximately 4,000 visitors annually.

# DISCUSSION

- ***Common feedback received is that people are not aware of the museum!***
- Increased attendance will generate more revenues in admissions and kit shop sales
  - Expand kit shop to include Cold Lake merchandise
  - Provide a debit machine for admission/kit shop in 2020
- Upgrading the site as a multi-purposed recreation/educational destination will improve quality of life for the area
- Draw tourism from outside the region, increasing economic benefits



**3 Wing Bagotville Air  
Force Museum Tower,  
Quebec (2015)**

**50 ft tower**





# PROPOSED TOWER LOCATION



# PROJECT STATUS



- We received the Tower schematics from the Bagotville museum.
- **NAILS** was selected to provide an updated design reflecting local conditions. Very eager to take on the project and leave mark in community.
- The updated design and estimate was presented by NAILS to the Museum Society on 30 April 2020. The estimate was significantly higher than expected:
  - The current tower estimate is approximately **\$180K**, not including fencing and landscaping.
  - We are working with Nails to further refine the design to reduce costs while ensuring the tower is safe, attractive and will last for many years to come.

# THE ASK



- We have secured **\$60k** so far (Medley Society)
- Other potential sources of funding:
  - MD of Bonnyville: 3 June brief with **\$50k ask**
  - Provincial Grant applications: (UCP cuts to many programs)
  - CLFN and Primco Dene: received our ask, awaiting a response
- **Requesting \$50k from the City of Cold Lake**
- Shortfalls in project funding, we will look at soliciting both:
  - Corporate sponsorship (rough time for Oil & Gas...)
  - Individual donations (time-consuming, could delay project by years)

# OTHER CONSIDERATIONS



- The proposed location is outside the Museum grounds/fenced area (City Property).
- City of Cold Lake accepts the project and associated risks.
- Assign a dedicated project person? Heather Miller is currently the City of Cold Lake Rep on our Museums board.
- Other??



# CONCLUSION



- We feel that the addition of an Observation Tower at the Museum location will be a “**game changer**” regarding visibility and attendance.
- Every improvement to the museum site increases the attraction, improving quality of life for local citizens and drawing in people from outside the region.

# QUESTIONS?





# THE DOME



## STAFF REPORT

**Title:** City Financial Reports - April 2020

**Meeting Date:** May 26, 2020

---

### **Executive Summary:**

Administration presents monthly financial information to Council which includes accounts payable cheques, bank reconciliation and variance reports. The variance report includes estimated school board requisitions that have been included in the budget.

### **Background:**

As of April 30, 2020 the bank had a balance of \$6,666,681. The Investment portfolio had a book value of \$47,397,098 inclusive of accrued interest, and a market value of \$46,468,483.

On March 24, 2020 Council passed a budget totaling \$53,528,632 to replace the interim budget previously passed. School requisitions totaling \$6,672,151 have also been added to the budget for a total of \$60,200,783. The following figures for the April 30, 2020 variance report reflect the new budget passed and are as follows inclusive of tax penalties due to the ongoing legal case regarding the Payment in Lieu of taxes (PILT) of \$2,374,843. Annually Administration sets up an allowance to offset the penalty for PILT.

	YTD	Budget	%
<b>Revenue</b>	\$ 8,833,851	\$ 60,200,783	14.67
<b>Expenses</b>	\$ 15,183,724	\$ 60,200,783	25.22

Figures excluding recognized revenue from PILT penalty and allowances:

	YTD	Budget	%
<b>Revenue</b>	\$ 6,459,008	\$ 60,200,783	10.73
<b>Expenses</b>	\$ 12,808,881	\$ 60,200,783	21.28

### **Alternatives:**

### **Recommended Action:**

Administration recommends that Council accept the financial reports for the period ending April 30, 2020 including accounts payable cheque numbers 136815 to 137103.



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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**MONTH END CASH SUMMARY**  
**CITY OF COLD LAKE**  
**April 30, 2020**

	<b>BANK CURRENT</b>	<b>INVESTMENTS</b>	<b>TOTAL</b>
<b>Receipts:</b>	\$5,969,137	<b>Lakeland Credit Union -April 1, 2020</b>	\$5,000,000
Cash Receipts	\$2,640,460	Purchase (Redemption) - GIC	\$0
Auto Debits - UT/TX	\$574,685	Balance as April 30, 2020	\$5,000,000
Interest	\$1,617	Accrued interest - Credit Union	\$84,575
Common Shares		Balance as at April 30, 2020	\$5,084,575
Cancelled Cheques	\$1,694	<b>ATB Financial HISA - April 1, 2020</b>	\$0
Returned Cheques	(\$51,976)	Purchase (Redemption) - High Interest Savings	
Stale Dated Cheques	\$0	Interest paid-ATB	\$6,910
Interest Received Investment	\$15	Balance as at April 30, 2020	\$6,910
Transfer from Investment		Accrued Interest-ATB	\$0
Alberta Capital Debenture	\$0	Balance as at April 30, 2020	\$6,910
<b>Total Receipts</b>	\$9,135,631	<b>CIBC HISA (AUMA) - April 1, 2020</b>	\$5,074,765
		Purchase (Redemption) -High Interest Savings	\$0
<b>Disbursements:</b>		Interest paid-CIBC	\$7,283
Accounts Payables	\$1,902,623	Balance as at April 30, 2020	\$5,082,048
Payroll	\$548,802	Accrued Interest-CIBC	\$9,802
Bank Wires & Drafts	\$15,409	Balance as at April 30, 2020	\$5,091,850
Alberta Capital Debenture	\$0	<b>Wood Gundy</b>	
Transfer to Investment	\$0	Investment-Book Value April 1, 2020	\$36,588,200
ASFF Payment	\$0	Premium paid on Bonds April 1, 2020	\$396,745
Service Charges	\$2,115		
<b>Total Disbursements</b>	\$2,468,950		
<b>NET BALANCE:</b>	\$6,666,681	Wood Gundy-Book Value as at April 30, 2020	\$36,984,945
		Accrued Interest-Fixed income securities	\$300,203
Statement end balance:	\$6,862,678		
O/S deposits	\$19,083	WG Balance as April 30, 2020	\$37,285,148
Cash on hand	\$400		
		WG Market Value	\$37,213,763
<b>Sub Total</b>	\$6,882,161		
		<b>TOTAL INVESTMENTS MARKET VALUE</b>	\$47,397,098
Less:Outstanding cheques	\$215,479		
<b>NET BALANCE:</b>	\$6,666,681	<b>TOTAL INVESTMENTS-BOOK VALUE</b>	\$47,468,483

\_\_\_\_\_  
MAYOR

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



**CITY SUMMARY OF VARIABLE REVENUES/EXPENSES BY FUNCTION**

**April 30, 2020**

<b>REVENUES</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
LEVY(penalties,investment returns)	3,347,493	570,000	- 2,777,493	587.28%
ADMINISTRATION	26,499	86,000	59,501	30.81%
POLICING	72,422	221,161	148,739	32.75%
FIRE RESCUE SERVICES	91,961	216,870	124,909	42.40%
BYLAW/SPEC CONSTABLES	25,204	108,600	83,396	23.21%
PUBLIC WORKS	11,591	350	- 11,241	3311.66%
INFRASTRUCTURE SERVICES	-	10,000	10,000	0.00%
AIRPORT	40,066	105,000	64,934	38.16%
SPECIAL TRANSPORTATION	1,925	8,500	6,575	22.65%
PUBLIC TRANSPORTATION	7,052	20,000	12,948	35.26%
WATER	721,720	3,141,800	2,420,080	22.97%
SEWER	463,504	1,849,000	1,385,496	25.07%
WASTE DISPOSAL	483,117	1,884,858	1,401,741	25.63%
RECYCLING	196,444	729,173	532,729	26.94%
FCSS	19,817	40,000	20,183	49.54%
DAYCARE/SENIORS	19,980	24,734	4,754	80.78%
CEMETERY	500	5,000	4,500	10.00%
MUNICIPAL SERVICES	98,508	268,000	169,492	36.76%
ECONOMIC DEVELOPMENT	38,723	38,400	- 323	100.84%
LAND, HOUSING & BLDG RENTAL	36,864	55,714	18,850	66.17%
RECREATION ADMIN-LEISURE	2,541	62,500	59,959	4.07%
ARENA	198,557	487,569	289,012	40.72%
ENERGY CENTRE	172,669	906,000	733,331	19.06%
GOLF & WINTER CLUB	102,283	500,000	397,717	20.46%
PARKS & SPORTS FIELDS	-	38,500	38,500	0.00%
MARINA	139,163	290,921	151,758	47.84%
<b>TOTAL VARIABLE REVENUES</b>	<b>6,318,601</b>	<b>11,668,650</b>	<b>5,350,049</b>	<b>54.15%</b>

<b>FIXED REVENUES</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
LEVIES/REQUISITIONS	298,985.75	36,557,021.53	36,258,036	0.82%
PROVINCIAL GRANTS	223,892	824,184	600,292	27.17%
OTHER LOCAL GOV'T	1,082,372	1,882,927	800,555	57.48%
FEDERAL GRANTS	-	330,000	330,000	0.00%
LAND SALES	-	-	-	0.00%
TRANSFER FROM RESERVE	-	-	-	0.00%
FEES FOR SERVICE RUSC	910,000	910,000	-	100.00%
LEVY - ID349 (CAPITAL)	-	8,028,000	8,028,000	0.00%
<b>TOTAL FIXED REVENUES</b>	<b>2,515,249</b>	<b>48,532,133</b>	<b>46,016,883</b>	<b>5.18%</b>
<b>TOTAL REVENUES</b>	<b>8,833,851</b>	<b>60,200,783</b>	<b>51,366,932</b>	<b>14.67%</b>

EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
COUNCIL & LEGISLATIVE	72,838	617,755	544,917	11.79%
ADMINISTRATION	1,578,567	5,639,219	4,060,652	27.99%
POLICING	307,511	2,958,400	2,650,889	10.39%
FIRE RESCUE SERVICES	341,579	1,142,500	800,921	29.90%
DISASTER SERVICES	44	80,050	80,006	0.05%
BYLAW/SPEC CONSTABLE	224,863	897,020	672,157	25.07%
PUBLIC WORKS	1,569,963	5,150,773	3,580,810	30.48%
INFRASTRUCTURE SERVICES	225,023	770,700	545,677	29.20%
AIRPORT	68,951	204,000	135,049	33.80%
SPECIAL TRANSPORTATION	44,972	127,700	82,728	35.22%
PUBLIC TRANSPORTATION	280,521	928,030	647,509	30.23%
STORM SEWER	39,102	207,600	168,498	18.84%
WATER SUPPLY/DISTRIBUTION	521,276	2,383,030	1,861,754	21.87%
WATER TREATMENT/RESERVOIR	137,565	611,470	473,905	22.50%
SEWER COLLECTION	404,454	2,197,520	1,793,066	18.41%
LIFT STATIONS	101,225	421,160	319,935	24.03%
WASTE DISPOSAL	518,541	1,817,820	1,299,279	28.53%
RECYCLING	61,441	567,500	506,059	10.83%
FCSS	309,814	1,036,780	726,966	29.88%
DAYCARE/PLAYSCHOOL	8,079	31,400	23,321	25.73%
SENIORS	24,494	9,000	- 15,494	272.16%
CEMETERY	-	35,920	35,920	0.00%
MUNICIPAL SERVICES	164,222	771,850	607,628	21.28%
ECONOMIC DEVELOPMENT	213,665	725,300	511,635	29.46%
LAND, HOUSING & BLDG RENTAL	1,399	7,115	5,716	19.67%
RECREATION ADMINISTRATION	189,645	659,400	469,755	28.76%
ARENA	554,435	1,225,266	670,831	45.25%
ENERGY CENTRE	641,994	2,689,253	2,047,259	23.87%
GOLF & WINTER CLUB	239,964	927,960	687,996	25.86%
PARKS & SPORTS FIELDS	245,393	1,637,726	1,392,333	14.98%
MARINA	30,865	383,167	352,302	8.06%
LIBRARY	78,246	78,205	- 41	100.05%
MUSEUM	20,681	29,100	8,419	71.07%
<b>TOTAL VARIABLE EXPENSES</b>	<b>9,221,329</b>	<b>36,969,689</b>	<b>27,748,360</b>	<b>24.94%</b>

FIXED EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
REQUISITIONS	1,404,838	6,672,151	5,267,313	21.06%
DEBENTURES	1,522,816	4,325,703	2,802,887	35.20%
LOCAL IMPROVEMENT ALLOC	-	215,124	215,124	0.00%
TRANSFER TO CAPITAL RESERVE	-	1,245,000	1,245,000	0.00%
ALLOWANCES	2,375,626	1,200,000	- 1,175,626	197.97%
TRANSFER TO OTHER AGENCY	534,116	1,243,116	709,000	42.97%
CONTINGENCY	125,000	330,000	205,000	37.88%
TRANSFER TO CAPITAL (ID349)	-	8,000,000	8,000,000	0.00%
<b>TOTAL FIXED EXPENSES</b>	<b>5,962,395</b>	<b>23,231,094</b>	<b>17,268,698</b>	<b>25.67%</b>
<b>TOTAL EXPENSES</b>	<b>15,183,724</b>	<b>60,200,783</b>	<b>45,017,059</b>	<b>25.22%</b>



**Note:**

These numbers do not include the reversal of all year end accrual entries.

4/02/20 9:48:28  
(AP14670)

A / P SYSTEM  
Cheque Register  
Batch #: 39666

Page: 1

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
136815	2020/04/03	123	ACKLANDS - GRAINGER INC.	60.48
136816	2020/04/03	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	3,479.41
136817	2020/04/03	1355	AMSC INSURANCE SERVICES LTD	80,291.75
136818	2020/04/03	6593	AMSC INSURANCE SERVICES LTD.	2,351.33
136819	2020/04/03	2934	ATCO ELECTRIC LTD.	18,771.44
136820	2020/04/03	104	B & R ECKEL'S TRANSPORT LTD.	319.26
136821	2020/04/03	4350	BRETT YOUNG	1,532.97
136822	2020/04/03	10090	BROWN'S INDUSTRIAL SALES	516.58
136823	2020/04/03	11107	BUMPER TO BUMPER	374.44
136824	2020/04/03	2572	BUSY BEE SANITARY SUPPLIES INC.	616.94
136825	2020/04/03	5823	CANADIAN LINEN & UNIFORM SERVICE	26.25
136826	2020/04/03	9798	CANADIAN TIRE #450	1,075.44
136827	2020/04/03	9478	CLASSIC EXPRESS INC.	3,150.00
136828	2020/04/03	10457	CPKN NETWORK INC.	131.25
136829	2020/04/03	1248	CUBEX LIMITED	72.92
136830	2020/04/03	5889	D & N NIEHAUS AGENCIES LTD	120.87
136831	2020/04/03	2657	DE LAGE LANDEN FINANCIAL SERVICES	668.80
136832	2020/04/03	38	ELECTRIC SERVICES GRAND CENTRE LTD	535.50
136833	2020/04/03	7688	EXECUTIVE FLIGHT CENTRE FUEL SERVI	4,905.75
136834	2020/04/03	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	201.31
136835	2020/04/03	6433	FORT GARRY INDUSTRIES LTD.	223.76
136836	2020/04/03	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	6,278.96
136837	2020/04/03	4241	GRAND CENTRE GOLF & COUNTRY CLUB	280.00
136838	2020/04/03	6725	HISCOCK HOMES INC	343.79
136839	2020/04/03	8228	ISL ENGINEERING & LAND SERVICES LT	3,410.59
136840	2020/04/03	6480	JENA MACHINING LTD.	377.72
136841	2020/04/03	82	JESTER PAINT SUPPLY LTD.	612.17
136842	2020/04/03	7745	JOHN DEERE FINANCIAL	1,021.40
136843	2020/04/03	3019	KRAZEE KLEAN INC.	63.53
136844	2020/04/03	4587	K3 PROMOTIONS INC.	12.08
136845	2020/04/03	158	LAKE CITY MOTOR PRODUCTS LTD.	388.50
136846	2020/04/03	4290	LAKELAND FIRE & SAFETY SUPPLY	1,615.83
136847	2020/04/03	8130	LAKELAND LOCKSMITH	175.00
136848	2020/04/03	357	LAKELAND LODGE & HOUSING FOUNDATIO	49,013.84
136849	2020/04/03	117	LOCAL AUTHORITIES PENSION	81,366.81
136850	2020/04/03	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
136851	2020/04/03	12428	MCGOWAN, SUSAN	900.00
136852	2020/04/03	3398	MICASA HOMES LTD.	15.28
136853	2020/04/03	12861	MICWIL GROUP OF COMPANIES LTD.	345.45
136854	2020/04/03	7677	MINISTER OF FINANCE - GOVERNMENT O	12,273.88
136855	2020/04/03	7606	PINNACLE DISTRIBUTION INC.	166.74
136856	2020/04/03	1048	PITNEY BOWES	420.90
136857	2020/04/03	64	PUROLATOR COURIER LTD	222.07
136858	2020/04/03	9	RECEIVER GENERAL FOR CANADA	175.00
136859	2020/04/03	9	RECEIVER GENERAL FOR CANADA	134,530.30
136860	2020/04/03	1109	RELAY DISTRIBUTING	27.53
136861	2020/04/03	1946	RIDERS CONNECTION	363.29
136862	2020/04/03	12006	RMA FUEL LTD.	5,846.48
136863	2020/04/03	12009	RURAL MUNICIPALITIES OF ALBERTA	784.59
136864	2020/04/03	2062	SCHOLAR'S CHOICE MOYER	794.60
136865	2020/04/03	5052	SE DESIGN AND CONSULTING (2009) IN	711.11
136866	2020/04/03	10091	SOUTHLAND TRANSPORTATION LTD.	2,373.00
136867	2020/04/03	5672	STAPLES #332 COLD LAKE	186.49
136868	2020/04/03	2220	STAR AUTO & INDUSTRIAL LTD.	214.84
136869	2020/04/03	238	SUPERIOR INDUSTRIES INC.	7,087.50
136870	2020/04/03	6409	SUPERIOR PROPANE	1,833.92

4/02/20 9:48:28  
(AP14670)

A / P SYSTEM  
Cheque Register  
Batch #: 39666

Page: 2

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
136871	2020/04/03	4996	SUPERIOR TRUCK EQUIPMENT INC.	1,491.00
136872	2020/04/03	20	TELUS COMMUNICATIONS INC	508.23
136873	2020/04/03	12909	TORRIS, JARRET C	16.74
136874	2020/04/03	808	TOWN OF BONNYVILLE	10,463.00
136875	2020/04/03	71	URLACHER CONSTRUCTION LTD.	49,663.95
136876	2020/04/03	12904	VALLEN CANADA INC.	256.56
136877	2020/04/03	1252	2005450 AB LTD.	19,796.53
*** Total : \$				516,405.25
*** Total # Of Cheques:				63

4/06/20 9:24:47  
(AP14670)

A / P SYSTEM  
Cheque Register  
Batch #: 39682

Page: 1

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
136881	2020/04/06	8409	ABSA	280.00
*** Total : \$				280.00
*** Total # Of Cheques:				1



4/09/20 11:30:10  
(AP14670)

A / P SYSTEM  
Cheque Register  
Batch #: 39716

Page: 1

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
136882	2020/04/09	2670	ACCURATE ASSESSMENT GROUP	11,085.00
136883	2020/04/09	11941	ACHIEVING EDEN LTD	3,493.19
136884	2020/04/09	123	ACKLANDS - GRAINGER INC.	1,597.54
136885	2020/04/09	687	AECOM CANADA LTD.	22,039.50
136886	2020/04/09	12310	AGGREKO CANADA, INC.	7,877.96
136887	2020/04/09	12044	ALBERTA ONE-CALL CORPORATION	113.40
136888	2020/04/09	8842	ASHAM CURLING SUPPLIES	293.22
136889	2020/04/09	832	ASSOCIATED ENGINEERING ALBERTA LTD	38,516.56
136890	2020/04/09	104	B & R ECKEL'S TRANSPORT LTD.	829.34
136891	2020/04/09	8747	BERNIER'S DIESEL & AUTO REPAIR & P	517.86
136892	2020/04/09	12912	BETTSM CONTROLS INC.	3,873.71
136893	2020/04/09	6089	BONNYVILLE WATER CONDITIONING LTD.	35.00
136894	2020/04/09	2572	BUSY BEE SANITARY SUPPLIES INC.	1,005.64
136895	2020/04/09	5823	CANADIAN LINEN & UNIFORM SERVICE	258.05
136896	2020/04/09	9798	CANADIAN TIRE #450	1,359.94
136897	2020/04/09	9478	CLASSIC EXPRESS INC.	3,150.00
136898	2020/04/09	12324	COLLABRIA	4,695.65
136899	2020/04/09	278	COMMUNICATIONS COLD LAKE INC.	2,390.72
136900	2020/04/09	12914	CORNERSTONE PETROLEUM EQUIPMENT LT	829.50
136901	2020/04/09	3408	CUMMINS CANADA ULC	21.56
136902	2020/04/09	11050	DD CONTRACTING & CONSTRUCTION LTD.	22,528.80
136903	2020/04/09	9123	EASTLINK	249.43
136904	2020/04/09	38	ELECTRIC SERVICES GRAND CENTRE LTD	679.40
136905	2020/04/09	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	1,901.33
136906	2020/04/09	12221	ERAMOSA	6,011.30
136907	2020/04/09	6099	FEDERAL EXPRESS CANADA CORPORATION	125.93
136908	2020/04/09	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	228.72
136909	2020/04/09	3595	FLEETWOOD CONSTRUCTION LTD.	3,547.09
136910	2020/04/09	6344	FLOWPOINT ENVIRONMENTAL SYSTEMS LP	498.75
136911	2020/04/09	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	2,644.23
136912	2020/04/09	3754	GERRY'S EXPRESS LUBE INC.	676.65
136913	2020/04/09	8447	GOLFSTAR CANADA INC	1,057.69
136914	2020/04/09	6608	GREGG DISTRIBUTORS CO. LTD.	98.11
136915	2020/04/09	6170	HOLLIS, BARBARA	30.00
136916	2020/04/09	12911	HUXTABLE, LISA	315.00
136917	2020/04/09	82	JESTER PAINT SUPPLY LTD.	819.59
136918	2020/04/09	8469	JMAA ARCHITECTURE LTD.	45,423.00
136919	2020/04/09	12910	JONNY WAFFLES	1,880.13
136920	2020/04/09	6672	JUST CHECKING RESOURCES INC.	157.50
136921	2020/04/09	11781	KTI LIMITED	1,510.38
136922	2020/04/09	1215	KYETECH CANADA INC.	257.25
136923	2020/04/09	4290	LAKELAND FIRE & SAFETY SUPPLY	1,063.41
136924	2020/04/09	4546	LAWSON PRODUCTS INC.	2,445.71
136925	2020/04/09	50	LOOMIS EXPRESS	147.64
136926	2020/04/09	8500	MILLER GOLF OF LONDON	333.23
136927	2020/04/09	7188	MUSICWORKS LTD.	31.50
136928	2020/04/09	8126	NORTH EAST GAS CO-OP LTD	129.61
136929	2020/04/09	6188	OAKCREEK GOLF & TURF INC.	1,125.94
136930	2020/04/09	7387	PRO DETAIL SUPPLY 2008 INC.	169.14
136931	2020/04/09	8430	PROMOTION WORKS LTD	166.95
136932	2020/04/09	8475	RAMPION ENTERPRISES LTD.	969.51
136933	2020/04/09	1109	RELAY DISTRIBUTING	70.77
136934	2020/04/09	12006	RMA FUEL LTD.	2,962.85
136935	2020/04/09	110	RONA	37.87
136936	2020/04/09	12009	RURAL MUNICIPALITIES OF ALBERTA	87.29
136937	2020/04/09	8450	SHAW DIRECT	136.45

4/09/20 11:30:10  
(AP14670)

A / P SYSTEM  
Cheque Register  
Batch #: 39716

Page: 2

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
136938	2020/04/09	12915	SHINER, KRISTEN	161.00
136939	2020/04/09	10091	SOUTHLAND TRANSPORTATION LTD.	53,183.17
136940	2020/04/09	9612	STANTEC CONSULTING LTD.	1,830.84
136941	2020/04/09	2220	STAR AUTO & INDUSTRIAL LTD.	34.80
136942	2020/04/09	6409	SUPERIOR PROPANE	4,195.15
136943	2020/04/09	6090	TST CANADA	274.21
136944	2020/04/09	12520	UNI-SELECT CANADA STORES INC.	607.39
136945	2020/04/09	3285	UNITED RENTALS OF CANADA, INC.	122.85
136946	2020/04/09	7894	LAKELAND LAWN CARE (1743626 ALBERT	7,684.42
136947	2020/04/09	2538	4 IMPRINT, INC.	247.13
*** Total : \$				280,413.88
*** Total # Of Cheques:				66



4/16/20 11:46:17  
(AP14670)

A / P SYSTEM  
Cheque Register  
Batch #: 39746

Page: 1

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
136952	2020/04/17	123	ACKLANDS - GRAINGER INC.	803.88
136953	2020/04/17	9153	ALBERTA MUNICIPAL SERVICES CORPORA	228,055.79
136954	2020/04/17	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	3,283.66
136955	2020/04/17	6593	AMSC INSURANCE SERVICES LTD.	2,381.74
136956	2020/04/17	104	B & R ECKEL'S TRANSPORT LTD.	1,207.58
136957	2020/04/17	5072	BEAVER RIVER REGIONAL WASTE MANAGE	37,752.40
136958	2020/04/17	12920	BERES, SANDRA	798.00
136959	2020/04/17	8747	BERNIER'S DIESEL & AUTO REPAIR & P	273.00
136960	2020/04/17	12178	BUCHANAN, TAMMY	470.54
136961	2020/04/17	2572	BUSY BEE SANITARY SUPPLIES INC.	2,601.87
136962	2020/04/17	5823	CANADIAN LINEN & UNIFORM SERVICE	26.25
136963	2020/04/17	6378	CANADIAN PLAYGROUND SAFETY INSTITU	472.50
136964	2020/04/17	9798	CANADIAN TIRE #450	78.49
136965	2020/04/17	4631	CDW CANADA CORP.	717.59
136966	2020/04/17	650	CLEARTECH INDUSTRIES INC.	4,105.20
136967	2020/04/17	3322	COLD LAKE CURLING CLUB	49,229.00
136968	2020/04/17	2803	COLD LAKE FIREFIGHTER SOCIAL FUND	230.00
136969	2020/04/17	278	COMMUNICATIONS COLD LAKE INC.	420.00
136970	2020/04/17	10457	CPKN NETWORK INC.	315.00
136971	2020/04/17	3408	CUMMINS CANADA ULC	2,169.56
136972	2020/04/17	7691	CWB NATIONAL LEASING	2,756.61
136973	2020/04/17	1891	DIGITAL CONNECTION	1,039.22
136974	2020/04/17	12488	DIVERSE MARKETING	363.30
136975	2020/04/17	10422	DOVE CENTRE	24.00
136976	2020/04/17	12634	DR. HUSSAIN ABOUD	200.00
136977	2020/04/17	12431	DR. MANJU MATHEW	680.00
136978	2020/04/17	11989	EDMONTON KUBOTA LTD.	41.48
136979	2020/04/17	38	ELECTRIC SERVICES GRAND CENTRE LTD	2,389.80
136980	2020/04/17	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	1,173.65
136981	2020/04/17	12919	ELLIOTT, EDNA B	5.80
136982	2020/04/17	6344	FLOWPOINT ENVIRONMENTAL SYSTEMS LP	1,102.50
136983	2020/04/17	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	4,810.69
136984	2020/04/17	25	GOVERNMENT OF ALBERTA	100.00
136985	2020/04/17	134	GRAND & TOY	95.92
136986	2020/04/17	8219	HACH SALES & SERVICE CANADA LP	11,621.09
136987	2020/04/17	185	HARVIE'S GLASS & MIRROR LTD.	1,197.00
136988	2020/04/17	12918	HATFIELD, KEN	94.50
136989	2020/04/17	6431	HI FIVE FITNESS	427.50
136990	2020/04/17	9466	INDIGO BOOKS & MUSIC INC.	33.99
136991	2020/04/17	8228	ISL ENGINEERING & LAND SERVICES LT	17,488.69
136992	2020/04/17	82	JESTER PAINT SUPPLY LTD.	922.85
136993	2020/04/17	12562	JOHNSON, CHRISTOPHER	209.99
136994	2020/04/17	12917	JUBINVILLE, JESSICA	94.50
136995	2020/04/17	1215	KYETECH CANADA INC.	690.64
136996	2020/04/17	7458	L.D. SEPTIC TANK CLEANING	525.00
136997	2020/04/17	2552	LAKELAND CENTRE FOR FASD	946.66
136998	2020/04/17	352	LAKELAND CREDIT UNION	3,110.61
136999	2020/04/17	159	320364 ALBERTA LTD.	660.00
137000	2020/04/17	1536	LAREDO TRUCKING INC	7,764.75
137001	2020/04/17	117	LOCAL AUTHORITIES PENSION	83,158.45
137002	2020/04/17	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
137003	2020/04/17	12453	MOAR, MICHELLE S	750.00
137004	2020/04/17	10205	MODAK, SHAILESH	900.21
137005	2020/04/17	11686	MOESKER, ISAAC	51.21
137006	2020/04/17	6188	OAKCREEK GOLF & TURF INC.	947.72
137007	2020/04/17	12401	PARKWORKS, INC.	40,414.26

4/16/20 11:46:17  
(AP14670)

A / P SYSTEM  
Cheque Register  
Batch #: 39746

Page: 2

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137008	2020/04/17	6694	PARR, LORRAINE	219.04
137009	2020/04/17	5537	PETTY CASH - ENERGY CENTRE	161.54
137010	2020/04/17	12110	PLATINUM HYDROVAC	527.21
137011	2020/04/17	5679	PORTER, JASON	49.08
137012	2020/04/17	12362	PROCHECK HOME SERVICES	3.99
137013	2020/04/17	64	PUROLATOR COURIER LTD	370.44
137014	2020/04/17	9	RECEIVER GENERAL FOR CANADA	175.00
137015	2020/04/17	9	RECEIVER GENERAL FOR CANADA	137,380.39
137016	2020/04/17	190	REDHEAD EQUIPMENT LTD	562.86
137017	2020/04/17	12006	RMA FUEL LTD.	11,707.20
137018	2020/04/17	841	SAFETY CODES COUNCIL	146.04
137019	2020/04/17	5052	SE DESIGN AND CONSULTING (2009) IN	11,496.32
137020	2020/04/17	2220	STAR AUTO & INDUSTRIAL LTD.	397.64
137021	2020/04/17	66	SUPERIOR SAFETY (2005) LTD.	251.21
137022	2020/04/17	492	TELUS MOBILITY INC.	4,352.21
137023	2020/04/17	12909	TORRIS, JARRET C	330.00
137024	2020/04/17	6090	TST CANADA	668.77
137025	2020/04/17	12916	UNGER, TERRILYN JO	94.50
137026	2020/04/17	12520	UNI-SELECT CANADA STORES INC.	48.14
137027	2020/04/17	12904	VALLEN CANADA INC.	107.21
137028	2020/04/17	12338	VALLEY BLADES LIMITED	150.68
137029	2020/04/17	11854	VERANOVA PROPERTIES LTD	33.03
137030	2020/04/17	5319	WASTE MANAGEMENT OF CANADA CORPORA	6,673.94

\*\*\* Total : \$ 698,641.08

\*\*\* Total # Of Cheques: 79



4/21/20 8:45:06  
(AP14670)

A / P SYSTEM  
Cheque Register  
Batch #: 39762

Page: 1

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137032	2020/04/20	4333	J & D HOLDINGS 2007 INC.	95,949.75
*** Total : \$				95,949.75
*** Total # Of Cheques:				1

4/23/20 11:35:29  
(AP14670)

A / P SYSTEM  
Cheque Register  
Batch #: 39782

Page: 1

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137033	2020/04/24	123	ACKLANDS - GRAINGER INC.	6,542.75
137034	2020/04/24	687	AECOM CANADA LTD.	31,941.53
137035	2020/04/24	5297	AEDARSA	482.00
137036	2020/04/24	12310	AGGREKO CANADA, INC.	7,877.96
137037	2020/04/24	4544	ALLSTREAM BUSINESS INC.	177.45
137038	2020/04/24	1355	AMSC INSURANCE SERVICES LTD	78,217.64
137039	2020/04/24	11549	ASSOCIATED ENVIRONMENTAL CONSULTAN	664.98
137040	2020/04/24	2741	BELL CANADA	5.48
137041	2020/04/24	2188	BEST SERVICE PROS LTD.	37,758.91
137042	2020/04/24	9362	BRULLER CORPORATION	907.20
137043	2020/04/24	2572	BUSY BEE SANITARY SUPPLIES INC.	642.14
137044	2020/04/24	8581	CALLAWAY GOLF CANADA LTD	2,344.03
137045	2020/04/24	5823	CANADIAN LINEN & UNIFORM SERVICE	295.34
137046	2020/04/24	9798	CANADIAN TIRE #450	484.63
137047	2020/04/24	799	CAPITAL H2O SYSTEMS INC.	2,177.54
137048	2020/04/24	239	CENTRAL SHARPENING	357.00
137049	2020/04/24	11869	CIMCO REFRIGERATION	2,701.62
137050	2020/04/24	9478	CLASSIC EXPRESS INC.	3,150.00
137051	2020/04/24	8474	CLEVELAND GOLF CANADA CORP.	4,825.92
137052	2020/04/24	9229	COBRA PUMA GOLF CANADA	6,769.27
137053	2020/04/24	111	COLD LAKE HOME HARDWARE BUILDING C	4,825.70
137054	2020/04/24	7560	COLD LAKE VISUAL ARTS SOCIETY	200.00
137055	2020/04/24	8413	COMMERCIAL TRUCK EQUIPMENT CO.	438.50
137056	2020/04/24	10372	CPA ALBERTA	1,140.30
137057	2020/04/24	2657	DE LAGE LANDEN FINANCIAL SERVICES	4,752.22
137058	2020/04/24	11794	DUFOUR, NANCY	128.00
137059	2020/04/24	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	2,710.75
137060	2020/04/24	6099	FEDERAL EXPRESS CANADA CORPORATION	70.37
137061	2020/04/24	12862	FLOWERS, LYN	270.00
137062	2020/04/24	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	769.82
137063	2020/04/24	11229	GOLF LEASE INC.	6,870.73
137064	2020/04/24	8447	GOLFSTAR CANADA INC	2,667.00
137065	2020/04/24	1538	GOVERNMENT OF ALBERTA	134.40
137066	2020/04/24	134	GRAND & TOY	10.57
137067	2020/04/24	5833	HOTSY CLEANING SYSTEMS	979.14
137068	2020/04/24	82	JESTER PAINT SUPPLY LTD.	739.80
137069	2020/04/24	5040	JOE JOHNSON EQUIPMENT INC.	513.10
137070	2020/04/24	12562	JOHNSON, CHRISTOPHER	195.00
137071	2020/04/24	1215	KYETECH CANADA INC.	257.25
137072	2020/04/24	2552	LAKELAND CENTRE FOR FASD	316.10
137073	2020/04/24	2993	LAKELAND HUMANE SOCIETY	13,590.08
137074	2020/04/24	4546	LAWSON PRODUCTS INC.	66.72
137075	2020/04/24	12923	LIFTRUCK TRAINING INSTITUTE OF CAN	1,575.00
137076	2020/04/24	3844	MCSNET	73.40
137077	2020/04/24	3398	MICASA HOMES LTD.	615.84
137078	2020/04/24	12536	NICHOLSON, KURTIS	1,050.00
137079	2020/04/24	11612	PERFECTMIND INC.	11,340.00
137080	2020/04/24	2175	PITNEY WORKS	7,413.50
137081	2020/04/24	64	PUROLATOR COURIER LTD	60.18
137082	2020/04/24	9584	READ, TAMARA D	393.12
137083	2020/04/24	1109	RELAY DISTRIBUTING	33.14
137084	2020/04/24	1946	RIDERS CONNECTION	510.30
137085	2020/04/24	12006	RMA FUEL LTD.	5,116.62
137086	2020/04/24	5052	SE DESIGN AND CONSULTING (2009) IN	7,384.00
137087	2020/04/24	5672	STAPLES #332 COLD LAKE	1,505.44
137088	2020/04/24	2220	STAR AUTO & INDUSTRIAL LTD.	311.40

4/23/20 11:35:29  
(AP14670)

A / P SYSTEM  
Cheque Register  
Batch #: 39782

Page: 2

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137089	2020/04/24	238	SUPERIOR INDUSTRIES INC.	8,190.00
137090	2020/04/24	6409	SUPERIOR PROPANE	3,666.89
137091	2020/04/24	20	TELUS COMMUNICATIONS INC	1,803.12
137092	2020/04/24	12552	THE AFTERMARKET PARTS COMPANY, LLC	306.68
137093	2020/04/24	10492	THE F.I.R.M INC.	235.63
137094	2020/04/24	9873	THE INSPECTIONS GROUP INC.	3,246.60
137095	2020/04/24	5684	TIM HORTONS #2880	89.98
137096	2020/04/24	12903	TWIDALE, AMANDA	50.00
137097	2020/04/24	12520	UNI-SELECT CANADA STORES INC.	386.48
137098	2020/04/24	71	URLACHER CONSTRUCTION LTD.	13,341.30
137099	2020/04/24	12921	WILSON, NICOLE	165.90
*** Total : \$				298,833.46
*** Total # Of Cheques:				67



## STAFF REPORT

**Title:** Bylaw No. 667-LU-20 - Amend LUB No. 382-LU-10

**Meeting Date:** May 26, 2020

---

### **Executive Summary:**

Proposal to amend the R2- Residential district to allow for the development of single detached dwellings on lots with a minimum width of 8.5 metres or greater.

### **Background:**

Currently R2-Residential district only allows single detached dwellings on lots with a minimum width of 15 metres. Administration has been approached by the development community to consider an amendment to the Land Use Bylaw (LUB) that would allow for single detached dwellings on lots with the minimum width of 8.5 metres. Currently, there is a substantial inventory of R2-zoned lots available in the city; however, the development community has observed decreasing interest from home buyers in purchasing semi-detached dwellings. Administration has been advised that home buyers are shying away from purchasing semi-detached dwellings as older single detached dwellings can typically be purchased for around the same price point as a newly constructed semi-detached dwelling. Home buyers have indicated their preference not to purchase a home where they share a party wall with their neighbour.

The proposed amendment is intended to achieve several objectives:

- Provide a more affordable form of housing that home buyers have indicated their preference for;
- Stimulate new home construction;
- Allow land developers to sell their existing inventory of R2 lots

By allowing a reduced lot width for single detached dwellings within the R2-district it would allow home builders to place two (2) narrower single detached dwellings on a lot intended for a semi-detached dwelling. This would allow for the use of existing water and sewer services and would not result in an increase density in a neighbourhood as the number of dwelling units remain the same. Several examples of potential house designs that would fit on a narrower lot are provided for illustration.

The proposed amendment to the LUB includes several criteria which need to be met in order to consider an application for a home on a narrow lot:

- Two (2) on-site parking spaces must be provided in accordance with LUB Table 10.5-6;
- The site shall be designed to avoid placing driveways atop the water or sanitary service;
- The site shall be designed to ensure that the placement of the driveway allows on-street parking to be maintained as would be required for a semi-detached dwelling;



- No secondary suites shall be allowed. Given the narrow lot configuration there would not be sufficient space to accommodate the additional parking requirement for a secondary suite.

Administration is of the opinion that the proposed amendment would align with the City's Municipal Development Plan as it relates to providing and enhancing a range of housing choices within the City. Specifically, section 7.2 of the MDP indicates that the City should consider options for small lot housing. There is also an existing area of the city along 50<sup>th</sup> Avenue with similarly sized lots. Administration did not receive any comments with respect to the proposed amendment prior to the Council report deadline.

Bylaw 667-LU-20 received first reading at the April 28, 2020 Council Meeting. Administration recommends that Council proceed to give Bylaw 667-LU-20 second, as well as third and final reading, subject to the outcome of the statutory Public Hearing.

**Alternatives:**

Council may consider the following alternatives:

1. Proceed to give Bylaw 667-LU-20 second, as well as third and final reading, subject to the outcome of the statutory Public Hearing.
2. Defeat second reading of Bylaw 667-LU-20.
3. Accept as information only.

**Recommended Action:**

Administration recommends that Council proceed to give Bylaw No. 667-LU-20 second, as well as third and final reading, subject to the outcome of the statutory Public Hearing.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



**CITY OF COLD LAKE  
BYLAW 667-LU-20**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW NO. 382-LU-10 TO ALLOW SINGLE DETACHED DWELLINGS ON LOTS WITH A MINIMUM WIDTH OF 8.5 METERS WITHIN THE R2-RESIDENTIAL DISTRICT

---

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

**WHEREAS** section 12.5(3)(a) of the Land Use Bylaw No. 382-LU-10 currently specifies a minimum lot width of 15.00 meters for the development of single detached dwellings;

**WHEREAS** Council has deemed it necessary to allow the development of single detached dwellings on lots with a minimum width of 8.5 meters within the R2-Residential District subject to certain criteria;

**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 667-LU-20, amendment to Bylaw 382-LU-10 to allow the development of single detached dwellings on lots with a minimum width of 8.5 meters within the R2-Residential District.”

**SECTION 2 – AMENDMENT**

2. The City of Cold Lake Land Use Bylaw No. 382-LU-10 is hereby amended by:
  - 2.1 Inserting “ 12.5(3)(f) Notwithstanding 12.5(3)(a), the Development Authority may allow single detached dwellings on lots with a width of between 8.5 meters to 10.99 meters subject to the following:
    - (i) Two (02) onsite parking spaces must be provided in accordance with Table 10.5-6;
    - (ii) The site shall be designed to avoid placing driveways atop the water or sanitary service;
    - (iii) The site shall be designed to ensure that the placement of the driveway conforms to the requirements of 6.22(3)(b);
    - (iv) No secondary suites shall be allowed.”
  - 2.2 Inserting “12.5(3)(g) Notwithstanding 12.5(3)(a), the Development Authority may allow single detached dwellings on lots with a width of between 11.00 meters to 14.99 meters in accordance with the regulations of the R1B-Residential 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 28<sup>th</sup> day of April, A.D. 2020, on motion by Councillor Lefebvre.

**CARRIED  
UNANIMOUSLY**

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 26<sup>th</sup> day of May, 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 26<sup>th</sup> day of May, A.D. 2020, on motion by Councillor \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

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

**CITY OF COLD LAKE**

\_\_\_\_\_  
**MAYOR**

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



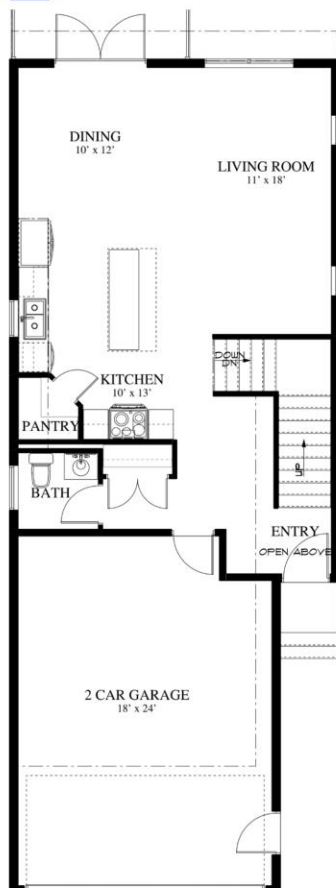
## THE TAMMY II

The Tammy II is only 22'-0" wide with a double car attached garage. Upper floor features a sitting area and large master suite with large walk-in closet and ensuite. Open concept design and high ceiling in entry. Large living space in a narrower footprint.

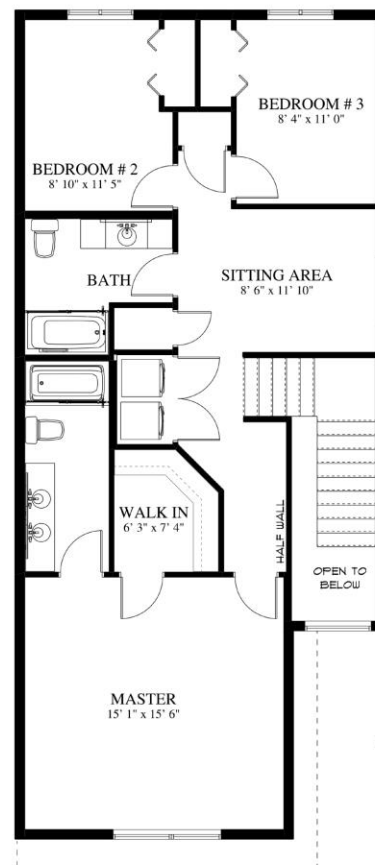
**1708 SqFt**  
**22'-0" Wide x 58'-0" Deep**



**DreamHomeCanada.ca By**   
**COWAN DESIGN AND DRAFTING**



THE TAMMY  
 MAIN FLOOR AREA  
 728 sq. ft.



THE TAMMY  
 UPPER FLOOR AREA  
 980 sq. ft.

913 8th Avenue Cold Lake 780-654-2085 celine@cowandesign.ca



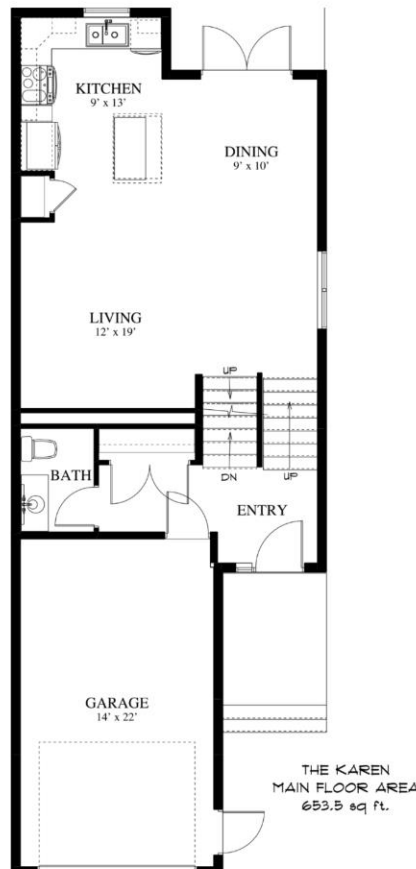
## THE KAREN

The Karen is only 20'-0" wide making it ideal for narrow lots. The basement is a bi-level foundation with lots of large windows. The stacking of the house allows for a small footprint with plenty of living space. The Master Bedroom is on its own level providing great privacy and is completed with a walk in closet and ensuite.

**1556 SqFt**  
**20'-0" Wide x 56'-0" Deep**



**DreamHomeCanada.ca By**   
**COWAN DESIGN AND DRAFTING**



913 8th Avenue Cold Lake 780-654-2085 celine@cowandesign.ca





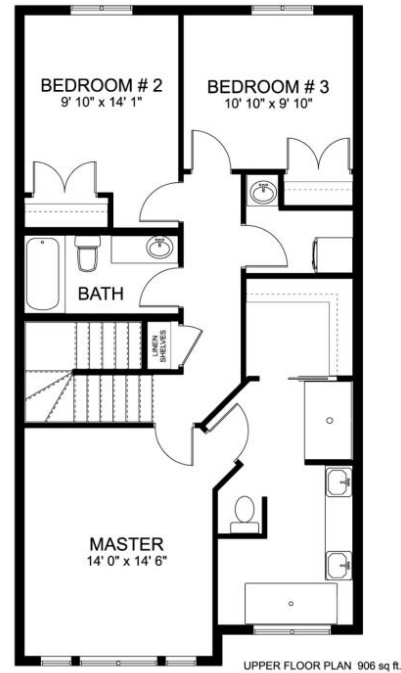
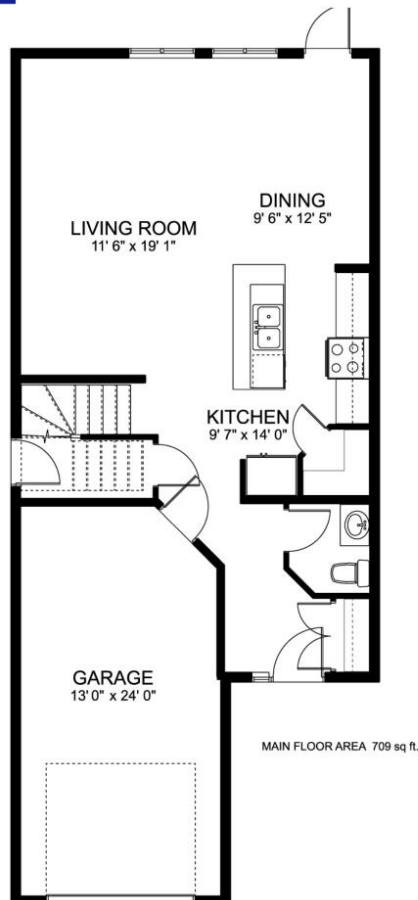
## THE KATE

The Kate is a 22'-0" house. It features a large Ensuite with soaker tub and separate shower. Large Walk-in Closet. Laundry on upper floor near bedrooms. Open Concept design. Separate side entry to optional basement suite.

**1615 SqFt**  
**22'-0" Wide x 51'-6" Deep**



**DreamHomeCanada.ca By**   
**COWAN DESIGN AND DRAFTING**



913 8th Avenue Cold Lake 780-654-2085 celine@cowandesign.ca



## STAFF REPORT

**Title:** Bylaw No. 668-LU-20 - Amend LUB No. 382-LU-10

**Meeting Date:** May 26, 2020

---

### **Executive Summary:**

Proposal to rezone lands described as Plan 1249NY; OT from FW-National Defense to PS-Public Service.

### **Background:**

The property described as Plan 1249NY; OT was purchased by the City from ATCO Electric in 2015 and lies directly adjacent to 4-Wing. The property is currently zoned as FW-National Defense; however, this zoning is only intended to apply to lands owned by the Federal Government and under the control of the Department of National Defense, per section 12.26 of the City's Land Use Bylaw. The parcel is proposed as the site of the City's new Animal Holding Facility. Hence, a rezoning of the property to Public Service is necessary to allow this project to proceed.

Administration is of the opinion that the proposed PS-Public Service zoning is compatible with the surrounding land uses. It is noted that the land in question is bordered on two sides by existing PS-zoned lands.

No concerns regarding the proposed rezoning were received prior to the Council report deadline.

Bylaw No. 668-LU-20 received first reading at the April 28, 2020 Council meeting. Administration recommends that Council proceed to give Bylaw No. 668-LU-20 second, as well as third and final reading, subject to the outcome of the statutory Public Hearing.

### **Alternatives:**

Council may consider the following alternatives:

1. Proceed to give Bylaw No. 668-LU-20 second, as well as third and final reading, subject to the outcome of the statutory Public Hearing.
2. Defeat second reading of Bylaw No. 668-LU-20.
3. Accept as information only.

### **Recommended Action:**

Administration recommends that Council proceed to give Bylaw No. 668-LU-20 second, as well as third and final reading, subject to the outcome of the statutory Public Hearing.



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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE**  
**BYLAW 668-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 BY REZONING PLAN 1249NY; OT FROM FW-NATIONAL DEFENSE TO PS-PUBLIC SERVICE

---

**PURSUANT** to sections 639 and 640(2) of the *Municipal Government Act*, RSA 2000, Chapter M-26, 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 pursuant to section 191(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, Council may pass, amend or repeal a bylaw;

**WHEREAS** the City of Cold Lake Land Use Bylaw No. 382-LU-10 was passed by Council on June 23, 2010;

**WHEREAS** Council has received an application to rezone the lands described as Plan 1249NY; OT from FW-National Defense to PS-Public Service;

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

**SECTION 1 – TITLE**

1. This Bylaw shall be cited as the “Bylaw to rezone Plan 1249NY; OT from FW-National Defense to PS-Public Service”.

**SECTION 2 – REZONING APPROVAL**

2. The City of Cold Lake Land Use Bylaw No. 382-LU-10 is hereby amended by:
  - 2.1 The approval of the rezoning of Plan 1249NY; OT, attached to and forming part of this bylaw as Schedule ‘A’ from FW-National Defense to PS-Public Service.

**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 28<sup>th</sup> day of April, A.D. 2020, 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 26<sup>th</sup> day of May, 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 26<sup>th</sup> day of May, A.D. 2020, on motion by Councillor \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

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

**CITY OF COLD LAKE**

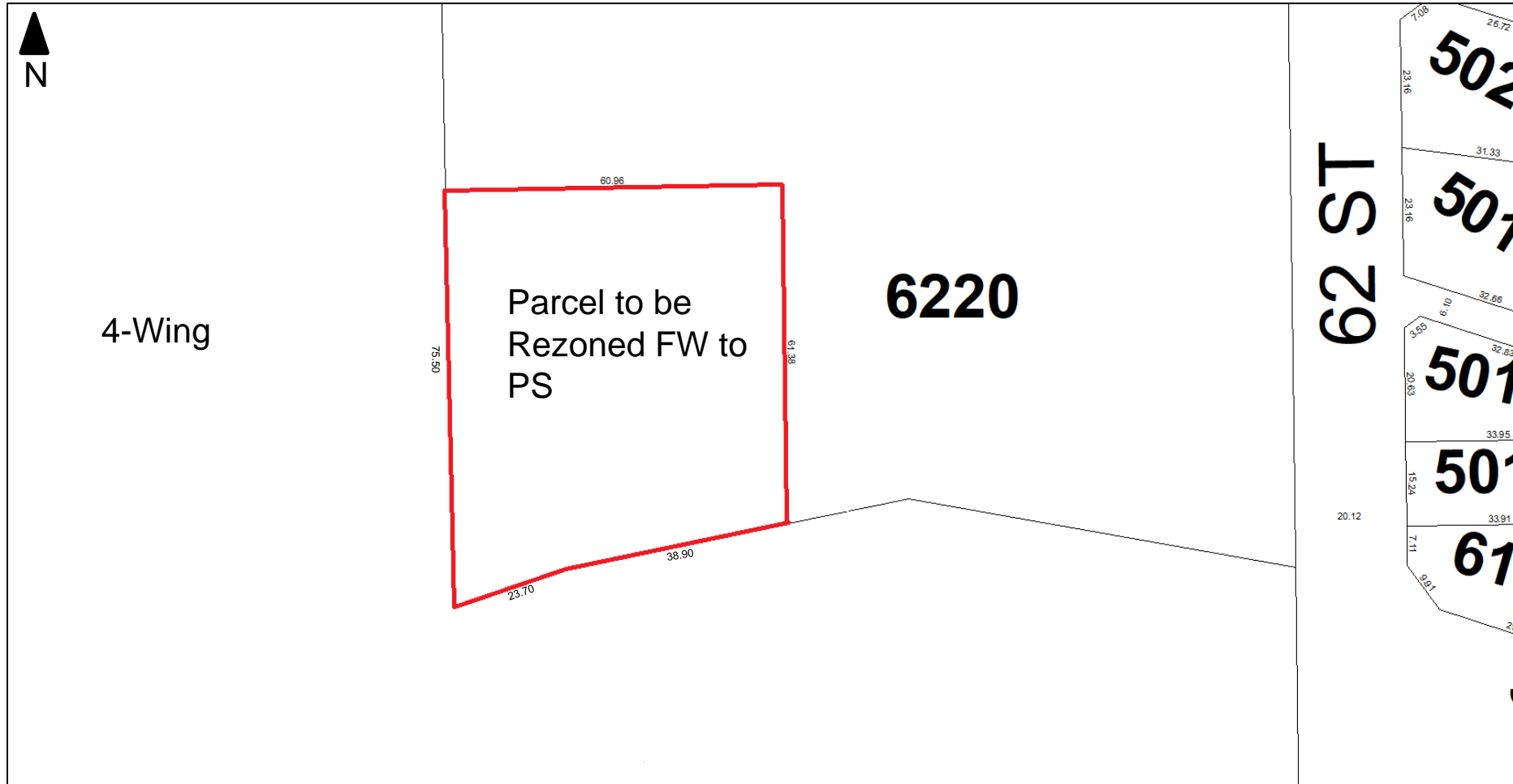
\_\_\_\_\_  
**MAYOR**

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

# Schedule 'A'

Bylaw 668-LU-20

Plan 1249NY; OT





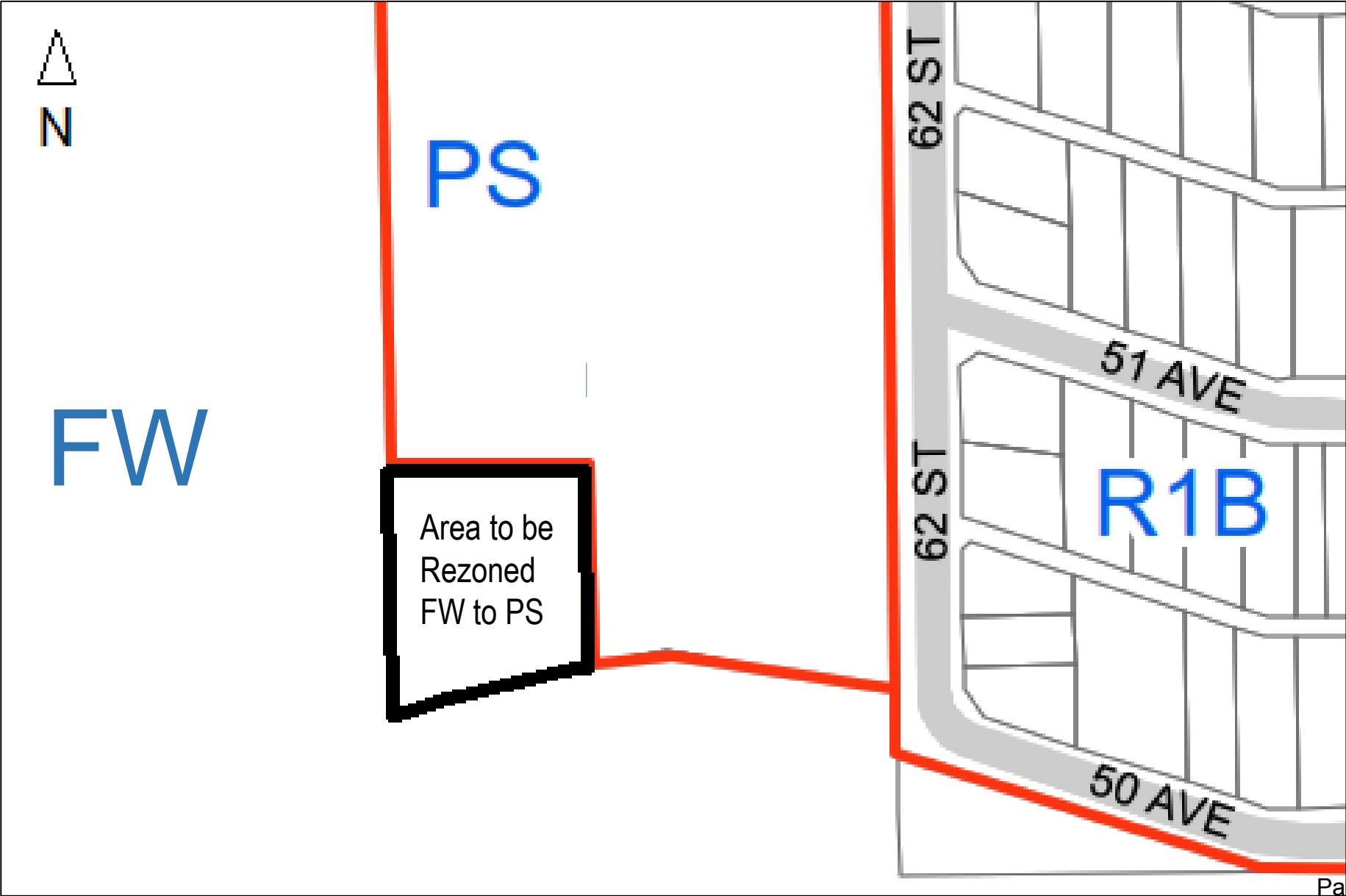
# Location Map

Bylaw 668-LU-20



# Surrounding Zoning

Bylaw 668-LU-20





## Summary of Rezoning Referral Circulation

<b>File Number:</b>	668-LU-20		
<b>Description:</b>	<b>Rezoning FW-National Defense to PS-Public Service</b>	<b>Plan1249NY;OT</b>	<b>Municipal Address</b> n/a

Source & Summary of Comments	No Reply	Objections	No Objection	Easement, ROW, ASP, etc,
<b>City of Cold Lake</b>				
<b>Planning and Development Department</b>	✓			
Planning and Development Manager	✓		✓	
Planner			✓	
Development Officer	✓			
<b>Corporate Services</b>	✓			
<b>Emergency Services</b>	✓			
<b>Parks</b>	✓			
<b>Public Works &amp; Infrastructure</b>	✓			
<b>Government of Canada</b>				
<b>4 Wing Cold Lake</b> - Approved pursuant to Paragraph 6 of the Zoning Regulations criteria: In order to minimize bird hazards to aviation, no owner or occupier of any lands in respect of which these regulations apply shall permit those lands or any part thereof to be used as a site for (a) a sanitary land fill; (b) a food garbage disposal site; (c) a sewage lagoon; or an open water-storage reservoir.				✓
<b>Province of Alberta</b>				
<b>Alberta Environment</b>	✓			
<b>Alberta Infrastructure &amp; Transportation</b>	✓			



Source & Summary of Comments	No Reply	Objections	No Objection	Easement, ROW, ASP, etc,
Alberta Tourism, Parks, Recreation & Culture	✓			
Alberta Environment & Parks	✓			
<b>Regional</b>				
MD of Bonnyville	✓			
Aspen Regional Health Authority	✓			
East Central Francophone Education Region #3	✓			
Lakeland Catholic School Division #150	✓			
Northern Lights School Division	✓			
<b>Utilities</b>				
ATCO Electric	✓			
ATCO Gas	✓			
ATCO Pipeline	✓			
EastLink	✓			
Telus	✓			



## STAFF REPORT

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

**Meeting Date:** May 26, 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. The City has been notified that we will receive \$16,153,399 for the 2019 ID349 taxation revenue as an interim solution. The City along with the Ministry and Municipalities of the area will work towards a long-term sustainable solution for the distribution of the ID349 taxation revenue for 2020 and future years. The 2020 budget includes 16M which is consistent with what we have received the last several years.

Administration presented several options that were discussed by Council at the May 19, 2020 Corporate Priorities meeting. The Committee recommended to Council to hold the line on taxes in 2020 due to the hard economic times in the area now due to COVID-19 by transferring \$254,532 from the 2019 accumulated surplus to balance the 2020 budget. Scenario 2 provides an average increase to taxes for all classes at 0% this is however dependant on the percentage change in your assessment. If your property decreased by approximately 3.4%, your municipal taxes will remain the same.

Council also gave consideration to defer the due date but recommended the due date for taxes remain June 30, 2020 due to possible cash flow issues.

All annexed properties will be taxed at the rate set by the MD of Bonnyville or the City of Cold Lake, whichever is lower as per the Order in Council 356/2018 approved by the Lieutenant Governor.

Upon Approval of the tax rate bylaw the tax noticed will be mailed with a due date for all taxes of June 30, 2020 as per the Bylaw.



**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%. The bylaw presented shows the actual amount required which is 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 tax rates inclusive of the requisitions are included the average decrease would be approximately 1.58% for residential and a .23% increase for non-residential.

Council gave first reading to the tax rate bylaw at the May 12, 2020 council meeting with the tax rates set 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.

At the May 19, 2020 Corporate Priorities meeting the Committee recommended to decrease the amount generated from taxation from \$20,873,554 to \$20,619,022 by transferring \$254,532 from the 2019 accumulated surplus.

This will generate the funds from taxation to balance the 2020 Operational budget with an approximate 0% increase for both Residential and Non-residential properties. The tax rate inclusive of requisitions would be decrease of 2.12% for Residential and .07% decrease for Non-residential properties.

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.

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 is presenting the original Bylaw 672-AN-20 that had first reading on May 12, 2020 with an average tax rate increase of 1.24% as well as an amended Bylaw that has the 0% tax increase option that Council had recommended at the Corporate Priorities meeting on May 19, 2020.

**Alternatives:**

Council may consider the following options:

1. Council may amend the operational budget by transferring \$254,532 from accumulated surplus, amend Bylaw 672-AN-20 as presented and give 2<sup>nd</sup> reading as amended and 3<sup>rd</sup> and final reading.
2. Council may give 2<sup>nd</sup> reading and 3<sup>rd</sup> and final reading to the original Bylaw 672-AN-20.

**Recommended Action:**

1. Council to approve a resolution to balance the operating budget of \$53,528,632 with \$254,532 coming from 2019 accumulated surplus.
2. Council approve the amendment to Bylaw 672-AN-20 the tax rate bylaw as presented with the Municipal Residential tax rate of 8.3149, Multi-Family Residential rate of 8.6439, Non-Residential tax rate of 12.5435, Annexed Residential 2.7663, Annexed Farmland 5.0000, and Annexed Non-Residential 12.5435. 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.
3. Council give 2<sup>nd</sup> reading to Bylaw 672-AN-20 as amended being the 2020 Tax Rate Bylaw with the Municipal Residential tax rate of 8.3149, Multi-Family Residential rate of 8.6439 Non-Residential tax rate of 12.5435, Annexed Residential 2.6440, Annexed Farmland 5.0000, and Annexed Non-Residential 12.5435. 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.
  4. Council give 3<sup>rd</sup> and final reading to Bylaw 674-AN-20 the 2020 Tax Rate Bylaw with the Municipal Residential tax rate of 8.3149, Multi-Family Residential rate of 8.6439 Non-Residential tax rate of 12.5435, Annexed Residential 2.7663, Annexed Farmland 5.0000, and Annexed Non-Residential 12.5435. 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 \$32,909,610.00 and the balance of \$20,619,022.00 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:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Rate</b>
General Municipal			
Residential/Farmland	12,624,505.69	1,518,299,160	8.3149
Multi Family Residential	596,851.79	69,048,900	8.6439
Non-residential	7,359,669.20	586,731,710	12.5435
Machinery & Equipment	6,364.82	507,420	12.5435
Residential - Annexed	15,798.34	5,711,000	2.7663
Farmland - Annexed	656.70	131,340	5.0000
Non-residential - Annexed	15,175.25	1,209,810	12.5435
<b>TOTAL MUNICIPAL</b>	<b><u>20,619,021.79</u></b>	<b><u>2,181,639,340</u></b>	
ASFF			
Residential/Farmland	3,383,084.87	1,279,532,857	2.6440
Non-residential	870,981.07	225,677,845	3.8594
<b>TOTAL ASFF</b>	<b><u>4,254,065.95</u></b>	<b><u>1,505,210,702</u></b>	
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
<b>TOTAL OPTED OUT SCHOOL BOARDS</b>	<b><u>2,223,176.02</u></b>	<b><u>674,793,218</u></b>	
<b>Senior Foundation</b>	<b>201,896.71</b>	<b>2,243,296,770</b>	0.0900

Designated Industrial Property	1,889.41	24,860,690	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 12th day of May, 2020, on motion by Councillor Soroka.

**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**

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	2,181,639,340

**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:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Rate</b>
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
<b>TOTAL MUNICIPAL</b>	<b>20,874,011.33</b>	<b>2,181,639,340</b>	
ASFF			
Residential/Farmland	3,383,084.87	1,279,532,857	2.6440
Non-residential	870,981.07	225,677,845	3.8594
<b>TOTAL ASFF</b>	<b>4,254,065.95</b>	<b>1,505,210,702</b>	
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
<b>TOTAL OPTED OUT SCHOOL BOARDS</b>	<b>2,223,176.02</b>	<b>674,793,218</b>	
<b>Senior Foundation</b>	<b>201,896.71</b>	<b>2,243,296,770</b>	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 12 day of May, 2020, on motion by Councillor Soroka.

**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**

## 2020 TAX RATE SCENARIOS

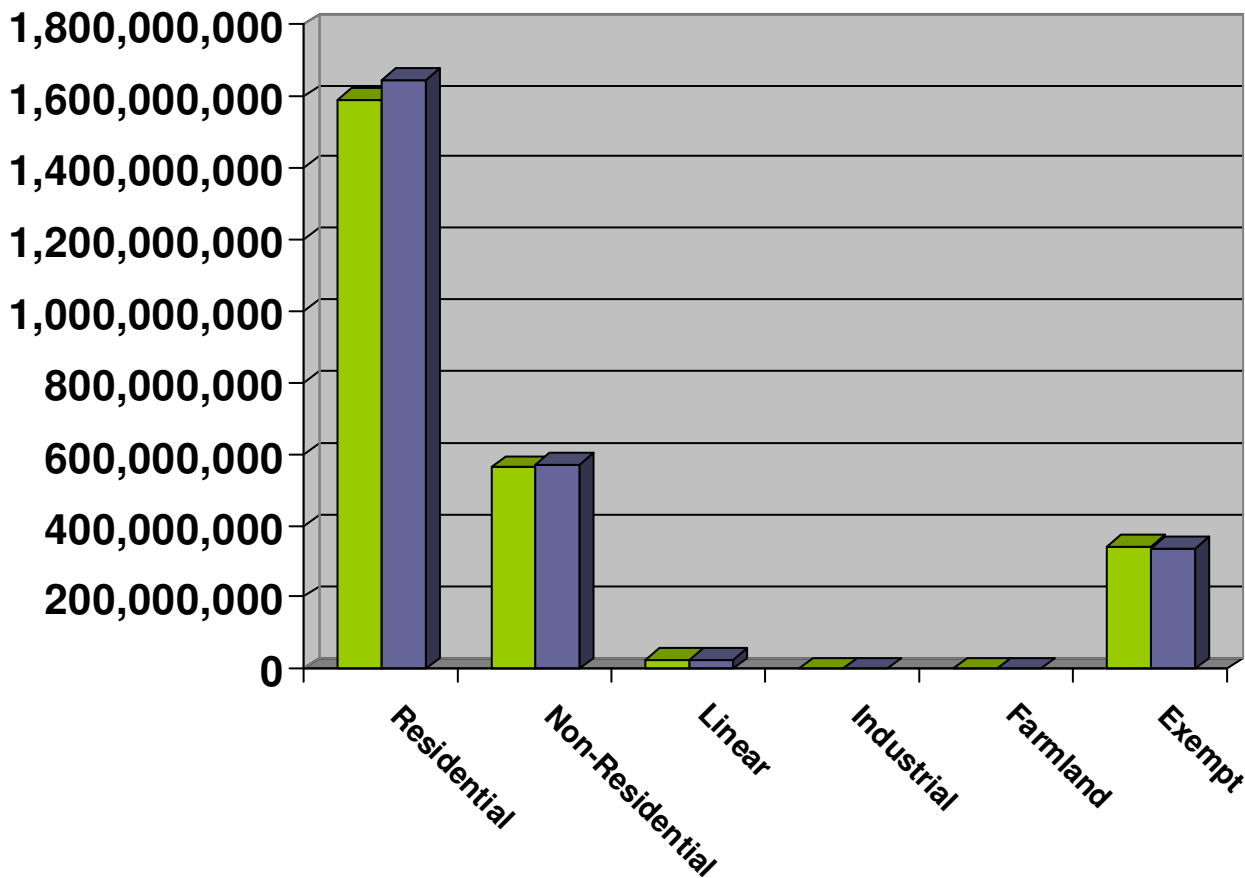
[illegible]

## 2020 TAX RATE SCENARIOS

[illegible]

	<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>
<b>Residential</b>	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%
<b>Non-Residential</b>	118,512,080	445,163,840	563,675,920	123,447,080	447,600,750	571,047,830	-7,371,910	99%
<b>Linear</b>	0	23,919,780	23,919,780	0	23,889,690	23,889,690	30,090	100%
<b>Industrial</b>	47,700	813,760	861,460	47,700	813,760	861,460	0	100%
<b>Farmland</b>	297,640	0	297,640	297,640	0	297,640	0	100%
<b>Exempt</b>	71,404,580	272,217,640	343,622,220	72,177,700	265,657,740	337,835,440	5,786,780	102%
<b>Taxable Total</b>	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%
<b>Grand Total</b>	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

**PRELIMINARY**

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

**PAYMENT TO ALBERTA SCHOOL FOUNDATION FUND (ASFF)**

<b>Assessment Class</b>	<b>Basic Rate (1)</b>	<b>Equalized Assessment (2)</b>	<b>ASFF Requisition (1) x (2) / 1,000</b>
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
<b>Total</b>			<b>\$ 5,683,110.17</b>

**PAYMENT TO LAKELAND RCSSD**

<b>Assessment Class</b>	<b>Basic Rate (1)</b>	<b>Equalized Assessment (2)</b>	<b>Opted Out Requisition (1) x (2) / 1,000</b>
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
<b>Total</b>			<b>\$ 791,102.24</b>

<b>Total 2020 Property Taxes for Education:    \$ 6,474,212.41</b>
--

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 15<sup>th</sup> 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
		<b>433,269,255,579</b>	<b>68,857,137</b>	<b>119,996,139,020</b>	<b>6,094,416,820</b>	<b>0</b>	<b>3,662,338,946</b>	<b>563,091,007,502</b>
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](mailto: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  
15<sup>TH</sup> 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  
15<sup>TH</sup> 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 Owning
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:** Bylaw No. 674-LU-20 - Amend LUB No. 382-LU-10

**Meeting Date:** May 26, 2020

---

### **Executive Summary:**

Proposal to amend the Land Use Bylaw 382-LU-10 to include a “Temporary Shelter” as a Discretionary-MPC use within the C2-Arterial Commercial and LI-Light Industrial districts.

### **Background:**

Under the City’s Land Use Bylaw (LUB) No. 382-LU-10, a development providing shelter for unhoused persons, or persons seeking shelter from domestic abuse would fall within the use class definition of a “Temporary Shelter”. The City’s LUB defines a Temporary Shelter as follows:

*“TEMPORARY SHELTER means sponsored, or supervised by a public authority or non-profit agency, temporary accommodation for persons requiring immediate shelter and assistance for a short period of time. Typical uses include hostels and women’s shelters.”*

The City’s Land Use Bylaw currently lists a “Temporary Shelter” as a discretionary-MPC use within the C1-Downtown Commercial, and as a discretionary-Development Officer use within the PS-Public Service, R4-High Density Residential, and RMX-Residential Mixed Use districts.

Based on the discussion and feedback received during a recent Municipal Planning Commission (MPC) meeting, it was determined that a Temporary Shelter may be a better fit within Commercial/Industrial zoning districts, as opposed to areas where they would be in close proximity to private residences. As such, Administration is recommending that “Temporary Shelter” be added as a Discretionary-MPC use within the C2-Arterial Commercial and LI-Light Industrial zoning districts. By listing a Temporary Shelter as a Discretionary-MPC use, it ensures that any future development proposal for a shelter will be subject to the review of the Commission, and also afford any person who wishes to bring forward concerns with the proposal an opportunity to do so, prior to a decision being made on the application.

Administration recommends that Council proceed to give Bylaw No. 674-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 No. 674-LU-20 first reading and direct Administration to set the required statutory Public Hearing.
2. Defeat first reading of Bylaw No. 674-LU-20.
3. Accept as information only.

**Recommended Action:**

Administration recommends that Council proceed to give Bylaw No. 674-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 674-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 INCLUDE TEMPORARY SHELTER AS A DISCRETIONARY-MPC USE WITHIN THE C2-ARTERIAL COMMERCIAL AND LI-LIGHT INDUSTRIAL LAND USE DISTRICTS

---

**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 City of Cold Lake Land Use Bylaw No. 382-LU-10 defines a “Temporary Shelter” and specifies those land use districts within which a Temporary Shelter is a discretionary use;

**WHEREAS** the City of Cold Lake Land Use Bylaw No. 382-LU-10 currently does not list a “Temporary Shelter” as a permitted or discretionary use within the C2-Arterial Commercial or LI-Light Industrial districts

**WHEREAS** Council wishes include a Temporary Shelter as a Discretionary-MPC use within the C2-Arterial Commercial and LI-Light Industrial districts;

**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 674-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 Inserting “Temporary Shelter” as a Discretionary-MPC Use in Section 12.12(2) C2-Arterial Commercial District.
  - 2.2 Inserting “Temporary Shelter” as a Discretionary-MPC Use in Section 12.16(2) LI-Light 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:** 2019 Audited Financial Statements

**Meeting Date:** May 26, 2020

---

### **Executive Summary:**

The Municipal Government Act requires that every municipality in Alberta prepare and submit its Audited Financial Statements and Financial Information Return by May 1st of each year to Alberta Municipal Affairs. Due to COVID-19, Municipal Affairs extended the deadline to October 1, 2020.

The 2019 budget was approved as a balanced budget with an operating budget of \$52,160,253 plus requisition totalling \$7,046,525 and a capital budget of \$23,261,851. The operating budget includes the taxation revenue of \$16M from the ID349 (Cold Lake Air Weapons Range) of which \$8M is utilized for operations and the balance of \$8M was transferred to the capital budget and was utilized for capital projects.

The 2019 Financial Statements reports an excess of revenue over expenses of \$9,139,122 which includes funds transferred from the ID 349 and Government grants for operations and capital totalling \$13M as well as assets contributed from developers totalling \$1.2M.

As at December 31, 2019, the City had accumulated surplus of \$346,361,309 which includes equity in tangible capital assets of \$275,983,978, restricted surplus of \$49,299,433 and general surplus of \$21,077,898. The City currently has work in progress assets totalling \$53,662,246.

The City is in a net asset position with a balance of \$19,025,774 (2018: \$15,335,697). The City's financial assets exceeds its financial liabilities. This increase of \$3.7M compared to prior year reflects a decrease of \$10.5M in cash and investments; a \$13.3M increase in receivables; a \$1.1M decrease in accounts payable and liabilities; a \$2.7M increase in deferred revenue; and a \$2.5M decrease in long-term debt.

The 2019 Financial Statements will be available to the public and will also be posted on the website.



**Background:**

Highlights of the 2019 Financial Statements

Statement 1: The Statement of Financial Position reports net financial assets of \$19,025,774 an increase of \$3,690,077 compared to 2018. This indicates the City's ability to repay all of its liabilities with the assets it currently has. A net financial asset position reflects the City's investment in capital asset with most of these assets being funded from sources other than debt. In 2019, the City invested \$15.8M in capital assets. All funding allocated for 2019 capital projects and projects under council motion which are not completed have been restricted (Refer to Schedule 2 - Tangible Capital Asset and Note 11- Accumulated Surplus).

Statement 2: The Statement of Operations shows an excess of revenue over expenses of \$9,139,122. Revenues for this purpose include funds transferred from ID349 taxation revenue of \$8,125,399 to be used to fund capital projects. This excess of revenue over expenses is calculated per PSAB regulations while the budget is based on cash flow. Revenue is realized when it is received but the asset is expensed over its useful life. The City does not currently fund amortization but does budget for principle payment of debt and transfer to capital. The statements also records all disposal of capital assets as a net gain or loss on the transaction as opposed to cash received.

Schedule 1: Schedule of changes in accumulated surplus. This schedule verifies the changes in accumulated surplus compared to the prior year. The accumulated surplus balance as at year end was \$346,361,309 (2018: \$337,222,187). In 2019 the City invested \$15.8M in capital projects.

Note 3: Taxes and Grants in Place of Taxes and Other Receivables includes a receivable related to taxation revenue from ID349 totalling \$16.1M that was not received until May 2020.

Note 6: Deferred Revenue includes all Government grants which were allocated to future construction projects or purchases of tangible assets. The amounts will be recognized as revenue when the project is completed or asset is purchased.

Note 9: The debt limit increased by \$472,230 in 2019. This is calculated as 1.5X the City's revenue excluding transfers from the province and the federal government. The increase in the City's unused debt limit is due to \$2.5M in principal payments towards the long term debt. The current amount of unused debt limit is \$36M. At December 31, 2019 the City has an overdraft on its current account for \$1M, not currently utilized. Taxation revenue currently received from the ID 349 contributes to the debt limit in the amount of \$24.2M.



**Alternatives:**

Council has the following alternatives:

1. Council may pass a motion to approve the 2019 Financial Statements.
2. Council may defeat a motion to approve the 2019 Financial Statements.

**Recommended Action:**

Administration recommends that Council approve the 2019 City of Cold Lake Financial Statements for the year ending December 31, 2019 as presented.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE  
FINANCIAL STATEMENTS**

**DECEMBER 31, 2019**

**DRAFT**

# CITY OF COLD LAKE

---

## FINANCIAL STATEMENTS

December 31, 2019

### CONTENTS

	<u>Page</u>
<b>MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING</b>	1
<b>INDEPENDENT AUDITORS' REPORT</b>	2-3
<b>FINANCIAL STATEMENTS</b>	
Statement "1" Statement of Financial Position	4
Statement "2" Statement of Operations	5
Statement "3" Statement of Change in Net Financial Assets	6
Statement "4" Statement of Cash Flows	7
Schedule "1" Schedule of Changes in Accumulated Surplus	8
Schedule "2" Schedule of Tangible Capital Assets	9
Schedule "3" Schedule of Property and Other Taxes	10
Schedule "4" Schedule of Government Transfers	11
Schedule "5" Schedule of Expenses by Object	12
Schedule "6" Schedule of Segmented Disclosure	13
Notes to the Financial Statements	14-24



# **CITY OF COLD LAKE**

**December 31, 2019**

## **MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

Management of the City of Cold Lake is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this Financial Report. Management believes that the financial statements present fairly the City's financial position as at December 31, 2019 and the results of its operations for the year then ended.

The financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The financial statements include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for presentation of the financial statements.

The City Council carries out its responsibilities for review of the financial statements principally through its Audit Committee. This committee meets regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to the Audit Committee and without the presence of management. The City Council has approved the financial statements.

The financial statements have been audited by Faber LLP, Chartered Professional Accountants, independent external auditors appointed by the City. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the City's financial statements.

**Cold Lake, Alberta**  
May 26, 2020

**Kevin Nagoya**  
CAO

**DRAFT**  
Page 16 of 30

## INDEPENDENT AUDITORS' REPORT

**To the Members of Council of the City of Cold Lake:**

### *Opinion*

We have audited the financial statements of the **City of Cold Lake**, which comprise the **Statement of Financial Position** as at December 31, 2019, and the **Statement of Operations, Statement of Change in Net Financial Assets** and the **Statement of Cash Flows** for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City of Cold Lake as at December 31, 2019 and the results of its operations, the change in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta  
May 26, 2020

**Chartered Professional Accountant**

## CITY OF COLD LAKE

STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2019

	Note Reference	2019	2018
<b>FINANCIAL ASSETS</b>			
Cash and Temporary Investments	2	\$ 13,515,068	\$ 24,836,877
Receivables	3		
Taxes and Grants in Place of Taxes		1,225,700	1,119,253
Trade and other receivables		19,828,492	6,553,098
Land Held for Resale		1,233,400	1,233,400
Investments	4	46,219,185	45,445,614
		<b>\$ 82,021,845</b>	<b>\$ 79,188,242</b>
<b>LIABILITIES</b>			
Accounts Payable and Accrued Liabilities		\$ 6,196,669	\$ 7,572,947
Deposit Liabilities		1,474,696	1,283,909
Deferred Revenues	6	3,409,090	736,846
Employee Benefit Obligations	7	1,061,522	950,708
Long-term Debt	8	50,854,094	53,308,135
		<b>62,996,071</b>	<b>63,852,545</b>
<b>NET FINANCIAL ASSETS (Statement 3)</b>		<b>19,025,774</b>	<b>15,335,697</b>
<b>NON-FINANCIAL ASSETS</b>			
Tangible Capital Assets (Schedule 2)		326,838,072	321,395,534
Inventory of Supplies and Materials		413,343	416,815
Prepaid Expenses		84,120	74,141
		<b>327,335,535</b>	<b>321,886,490</b>
<b>ACCUMULATED SURPLUS (Schedule 1)</b>	11	<b>\$ 346,361,309</b>	<b>\$ 337,222,187</b>

Contingencies - See Note 15.

**CITY OF COLD LAKE**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

	Budget	2019	2018
	(Unaudited)		
<b>Revenues</b>			
Net Municipal Taxes (Schedule 3)	\$ 20,555,238	\$ 20,941,184	\$ 21,299,559
Sales and User Charges	9,870,056	9,508,254	9,309,304
Government Transfers (Schedule 4)	10,401,865	10,145,545	9,864,774
Penalties and Costs on Taxes	305,000	2,450,624	2,062,561
Licenses and Permits	249,000	288,591	223,683
Fines	260,000	118,511	352,954
Franchise and Concession Contracts	985,000	990,577	939,967
Investment Income	250,000	626,653	1,171,939
Rentals	1,056,094	1,165,243	961,200
Development Levies	-	174,635	103,182
Other	228,000	676,988	2,072,701
<b>Total Revenues</b>	<b>44,160,253</b>	<b>47,086,805</b>	<b>48,361,824</b>
<b>Expenses (Schedule 5)</b>			
Legislative	457,671	487,560	417,313
Administration	6,653,182	8,488,519	8,172,016
Police and By-law Enforcement	3,883,596	3,446,584	3,406,902
Fire and Emergency Services	1,332,512	1,350,246	1,237,260
Transportation Systems	7,595,983	7,865,505	7,216,514
Utility Systems	7,979,741	7,889,155	7,493,867
Public Health and Welfare	1,284,108	1,294,206	1,235,750
Planning and Development	1,549,680	1,459,250	2,232,173
Recreation and Culture	9,629,918	9,668,827	8,891,782
Other	3,793,862	-	125,000
Amortization of Tangible Capital Assets	-	9,683,268	9,106,923
Loss on Disposal of Assets	-	545,323	16,070
<b>Total Expenses</b>	<b>44,160,253</b>	<b>52,178,443</b>	<b>49,551,570</b>
<b>(Deficiency) Excess of Revenues Over Expenses Before</b>			
Other Revenues	-	(5,091,638)	(1,189,746)
<b>Other Revenues</b>			
Contributed Assets	-	1,218,102	71,042
Government Transfers for Capital (Schedule 4)	18,046,046	13,012,658	14,345,242
<b>Excess of Revenues Over Expenses</b>	<b>18,046,046</b>	<b>9,139,122</b>	<b>13,226,538</b>
<b>Accumulated Surplus, Beginning of Year</b>	<b>337,222,187</b>	<b>337,222,187</b>	<b>323,995,649</b>
<b>Accumulated Surplus, End of Year (Schedule 1)</b>	<b>\$ 355,268,233</b>	<b>\$ 346,361,309</b>	<b>\$ 337,222,187</b>

The accompanying notes are an integral part of these financial statements

## CITY OF COLD LAKE

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget	2019	2018
	(Unaudited)		
<b>Excess of Revenues Over Expenses</b>	\$ 18,046,046	\$ 9,139,122	\$ 13,226,538
Acquisition of Tangible Capital Assets	(19,761,851)	(14,627,563)	(27,319,763)
Contributed Tangible Capital Assets	-	(1,218,102)	(71,042)
Proceeds on Disposal of Tangible Capital Assets	-	174,536	114,129
Amortization of Tangible Capital Assets	-	9,683,268	9,106,923
Loss on Sale of Tangible Capital Assets	-	545,323	16,070
	(19,761,851)	(5,442,538)	(18,153,683)
Use of Supplies Inventories	-	3,472	20,129
Acquisition of Prepaid Assets	-	(9,979)	(27,905)
	-	(6,507)	(7,776)
<b>Increase (Decrease) in Net Financial Assets</b>	(1,715,805)	3,690,077	(4,934,921)
<b>Net Financial Assets, Beginning of Year</b>	15,335,697	15,335,697	20,270,618
<b>Net Financial Assets, End of Year</b>	<b>\$ 13,619,892</b>	<b>\$ 19,025,774</b>	<b>\$ 15,335,697</b>

The accompanying notes are an integral part of these financial statements

**CITY OF COLD LAKE**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

	2019	2018
<b>CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES</b>		
Excess of Revenues Over Expenditures	\$ 9,139,122	\$ 13,226,538
Add (Deduct) Non-cash Items		
Amortization of tangible capital assets	9,683,268	9,106,923
Loss on disposal of tangible capital assets	545,323	16,070
Tangible capital assets received as contributions	(1,218,102)	(71,042)
Non-cash charges to operations (net change):		
(Increase) Decrease in taxes and grants in place of taxes receivable	(106,447)	8,226
(Increase) in trade and other receivables	(13,275,394)	(2,366,334)
(Increase) in prepaid expenses	(9,979)	(27,905)
Decrease in inventories	3,472	20,129
(Decrease) Increase in accounts payable and accrued liabilities	(1,376,278)	511,467
Increase (Decrease) in deposit liabilities	190,787	(412,154)
Increase (Decrease) in deferred revenue	2,672,244	(342,138)
Increase in employee benefit obligations	110,814	179,298
	<b>6,358,830</b>	<b>19,849,078</b>
<b>CASH FLOWS FROM (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(14,627,563)	(27,319,763)
Proceeds on disposal of tangible capital assets	174,536	114,129
	<b>(14,453,027)</b>	<b>(27,205,634)</b>
<b>CASH FLOWS USED IN INVESTING ACTIVITIES</b>		
(Increase) in long-term investments	(773,571)	(14,998,098)
	<b>(773,571)</b>	<b>(14,998,098)</b>
<b>CASH FLOWS FROM (USED IN) FINANCING ACTIVITIES</b>		
(Decrease) Increase in long-term debt	(2,454,041)	19,044,748
	<b>(2,454,041)</b>	<b>19,044,748</b>
<b>NET DECREASE IN CASH AND CASH EQUIVALENTS</b>	<b>(11,321,809)</b>	<b>(3,309,906)</b>
<b>NET CASH AND CASH EQUIVALENTS, beginning of year</b>	<b>24,836,877</b>	<b>28,146,783</b>
<b>NET CASH AND CASH EQUIVALENTS, end of year</b>	<b>\$ 13,515,068</b>	<b>\$ 24,836,877</b>

The accompanying notes are an integral part of these financial statements



## CITY OF COLD LAKE

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS  
FOR THE YEAR ENDED DECEMBER 31, 2019

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2019	2018
<b>BALANCE, BEGINNING OF YEAR</b>	\$ 19,608,314	\$ 49,526,474	\$ 268,087,399	<b>\$ 337,222,187</b>	\$ 323,995,649
Excess of revenues over expenses	9,139,122	-	-	<b>9,139,122</b>	13,226,538
Unrestricted funds designated for future use	(7,109,046)	7,109,046	-	-	-
Restricted funds used for operations	806,806	(806,806)	-	-	-
Restricted funds used for tangible capital assets	-	(6,529,281)	6,529,281	-	-
Current year funds used for tangible capital assets	(8,098,281)	-	8,098,281	-	-
Contributed tangible capital assets	(1,218,102)	-	1,218,102	-	-
Disposal of tangible capital assets (net of amortization)	719,858	-	(719,858)	-	-
Annual amortization expense	9,683,268	-	(9,683,268)	-	-
Long term debt repaid	(2,454,041)	-	2,454,041	-	-
Change in accumulated surplus	1,469,584	(227,041)	7,896,579	<b>9,139,122</b>	13,226,538
<b>BALANCE, END OF YEAR (Note 11)</b>	\$ 21,077,898	\$ 49,299,433	\$ 275,983,978	<b>\$ 346,361,309</b>	\$ 337,222,187

The accompanying notes are an integral part of these financial statements

FABER LLP,  
CHARTERED PROFESSIONAL ACCOUNTANTS

# CITY OF COLD LAKE

## SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2019

	Land	Land Improvement	Buildings	Engineering Structures	Work in Progress	Machinery and Equipment	Vehicles	2019	2018
<b>COST:</b>									
Balance, Beginning of the year	38,457,625	13,674,665	70,119,783	243,884,948	58,609,671	16,951,331	7,951,459	449,649,482	422,537,081
Acquisition of tangible capital assets	-	929,915	711,916	15,849,785	13,960,488	2,912,896	388,580	34,753,580	34,306,866
Reclassification	-	-	-	-	(635,949)	-	-	(635,949)	(684,462)
Construction-in-progress (Transferred to Land Improvement, Buildings, Engineering Structures, and Machinery and Equipment)	-	-	-	-	(18,271,966)	-	-	(18,271,966)	(6,231,599)
Disposal of tangible capital assets	-	(76,235)	-	(1,880,101)	-	(609,806)	(195,858)	(2,762,000)	(278,404)
Balance, End of the year	38,457,625	14,528,345	70,831,699	257,854,632	53,662,244	19,254,421	8,144,181	462,733,147	449,649,482
<b>ACCUMULATED AMORTIZATION:</b>									
Balance, Beginning of the year	-	2,491,624	11,358,581	104,890,639	-	6,495,609	3,017,495	128,253,948	119,295,230
Annual amortization	-	768,351	1,743,883	5,576,955	-	1,022,863	571,216	9,683,268	9,106,923
Accumulated amortization on disposals	-	(57,612)	-	(1,371,226)	-	(464,451)	(148,852)	(2,042,141)	(148,205)
Balance, End of the year	-	3,202,363	13,102,464	109,096,368	-	7,054,021	3,439,859	135,895,075	128,253,948
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>38,457,625</b>	<b>11,325,982</b>	<b>57,729,235</b>	<b>148,758,264</b>	<b>53,662,244</b>	<b>12,200,400</b>	<b>4,704,322</b>	<b>326,838,072</b>	<b>321,395,534</b>
<b>2018 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>38,457,625</b>	<b>11,183,041</b>	<b>58,761,202</b>	<b>138,994,309</b>	<b>58,609,671</b>	<b>10,455,722</b>	<b>4,933,964</b>	<b>321,395,534</b>	

The accompanying notes are an integral part of these financial statements

## CITY OF COLD LAKE

SCHEDULE OF PROPERTY AND OTHER TAXES  
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget (Unaudited)	2019	2018
<b>Taxation</b>			
Real Property Taxes	\$ 20,633,338	\$ 20,783,468	\$ 20,671,380
Linear Property Taxes	378,662	390,506	379,361
Government Grants in Place of Property Taxes	6,591,718	6,448,144	6,603,871
	<b>27,603,718</b>	<b>27,622,118</b>	<b>27,654,612</b>
<b>Requisitions</b>			
Alberta School Foundation Fund	6,846,263	6,478,376	6,152,117
Lakeland Lodge and Housing Foundation	200,263	200,604	202,115
Designated Industrial Property	1,954	1,954	821
	<b>7,048,480</b>	<b>6,680,934</b>	<b>6,355,053</b>
<b>Net Taxes Available for Municipal Purposes</b>	<b>\$ 20,555,238</b>	<b>\$ 20,941,184</b>	<b>\$ 21,299,559</b>

The accompanying notes are an integral part of these financial statements

## CITY OF COLD LAKE

SCHEDULE OF GOVERNMENT TRANSFERS  
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget (Unaudited)	2019	2018
<b>Transfers for Operating:</b>			
Provincial Government	\$ 827,717	\$ 1,075,712	\$ 878,405
Federal Government	325,000	319,688	319,688
Other Local Governments	1,221,148	722,145	638,681
Other Local Governments (ID 349)	8,028,000	8,028,000	8,028,000
	<b>10,401,865</b>	<b>10,145,545</b>	<b>9,864,774</b>
<b>Transfers for Capital:</b>			
Provincial Government	6,919,640	1,926,530	5,109,874
Federal Government	-	260,921	-
Other Local Governments	1,550,000	1,699,808	1,118,410
Other Local Governments (ID 349)	9,576,406	9,125,399	8,116,958
	<b>18,046,046</b>	<b>13,012,658</b>	<b>14,345,242</b>
<b>Total Government Transfers</b>	<b>\$ 28,447,911</b>	<b>\$ 23,158,203</b>	<b>\$ 24,210,016</b>

The accompanying notes are an integral part of these financial statements

## CITY OF COLD LAKE

SCHEDULE OF EXPENSES BY OBJECT  
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget	2019	2018
	(Unaudited)		
<b>Expenses</b>			
Salaries, Wages and Benefits	\$ 15,507,641	\$ 15,173,064	\$ 14,665,143
Contracted and General Services	10,388,473	10,662,959	10,511,489
Purchases from Other Governments	5,325,400	4,777,735	4,592,134
Materials, Goods, Supplies and Utilities	4,768,901	4,447,665	4,150,529
Provision for Allowances	1,208,000	3,650,637	3,428,581
Transfers to Individuals and Organizations	1,316,731	1,323,793	1,264,098
Bank Charges and Short-term Interest	51,300	32,756	33,566
Interest on Capital Long-term Debt	1,685,330	1,847,701	1,512,249
Amortization of Tangible Capital Assets	-	9,683,268	9,106,923
Loss on Disposal of Tangible Capital Assets	-	545,323	16,070
Other Expenditures	3,908,477	33,542	270,788
<b>Total Expenses</b>	<b>\$ 44,160,253</b>	<b>\$ 52,178,443</b>	<b>\$ 49,551,570</b>

The accompanying notes are an integral part of these financial statements

# CITY OF COLD LAKE

## SCHEDULE OF SEGMENTED DISCLOSURE FOR THE YEAR ENDED DECEMBER 31, 2019

	General Government	Protective Services	Utility Systems	Transportation Services	Public Health & Welfare	Planning & Development	Recreation & Culture	Total
<b>REVENUE</b>								
Net Municipal Taxes	20,941,184	-	-	-	-	-	-	20,941,184
Government Transfers	16,746,132	808,990	82,710	4,462,479	563,132	208,538	286,222	23,158,203
User Fees and Sale of Goods	1,017,212	329,688	7,974,237	152,271	49,559	405,992	2,023,706	11,952,665
Investment Income	626,653	-	-	-	-	-	-	626,653
Contributed Assets	-	-	-	1,218,102	-	-	-	1,218,102
Other Revenues	2,469,706	143,422	389,083	168,289	176,316	19,487	54,455	3,420,758
	41,800,887	1,282,100	8,446,030	6,001,141	789,007	634,017	2,364,383	61,317,565
<b>EXPENSES</b>								
Salaries, Wages and Benefits	3,358,964	1,795,858	2,360,406	2,514,970	771,557	809,997	3,561,309	15,173,061
Contracted and General Services	1,858,256	383,804	2,117,102	3,417,049	221,394	594,342	2,071,342	10,663,289
Materials, Goods, Supplies and Utilities	89,141	231,313	591,819	1,653,038	165,355	16,511	1,700,480	4,447,657
Purchases from Other Governments	-	1,993,552	2,784,184	-	-	-	-	4,777,736
Transfers to Individuals and Organizations	-	169,081	-	-	37,832	38,400	1,078,480	1,323,793
Interest on Capital Long- term Debt	-	221,267	28,158	275,081	97,144	-	1,226,052	1,847,702
Other Expenses	3,669,717	20,389	7,486	558,634	924	-	4,787	4,261,937
	8,976,078	4,815,264	7,889,155	8,418,772	1,294,206	1,459,250	9,642,450	42,495,175
<b>NET REVENUE, BEFORE AMORTIZATION</b>	32,824,809	(3,533,164)	556,875	(2,417,631)	(505,199)	(825,233)	(7,278,067)	18,822,390
Amortization Expense	165,043	589,188	1,464,767	5,262,180	164,277	8,230	2,029,583	9,683,268
<b>NET REVENUE</b>	<b>32,659,766</b>	<b>(4,122,352)</b>	<b>(907,892)</b>	<b>(7,679,811)</b>	<b>(669,476)</b>	<b>(833,463)</b>	<b>(9,307,650)</b>	<b>9,139,122</b>

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

---

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the municipality are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the municipality are as follows:

#### **(a) Reporting Entity**

The financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the municipality and are, therefore, accountable to the City Council for the administration of their financial affairs and resources. Included with the municipality are the following:

City of Cold Lake  
Cold Lake Family and Community Support Services

The Schedule of Taxes Levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The financial statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

#### **(b) Basis of Accounting**

The financial statements are prepared using the accrual basis of accounting.

Revenues are recognized in the period in which the transactions or events occurred that give rise to the revenues. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purposes specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the municipality has met any eligibility criteria, and reasonable estimates of the amounts can be made.

#### **(c) Use of Estimates**

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

#### **(d) Investments**

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss of value that is other than a temporary decline, the respective investment is written down to recognize the loss.



# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

---

**(e) *Requisition Over-levy and Under-levy***

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

**(f) *Inventories***

Inventories of materials and supplies for consumption are valued at the lower of cost or net realizable value with cost determined by the average cost and first-in-first-out methods.

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes cost for land acquisition and improvements required to prepare the land for servicing, such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as capital assets under their respective function.

**(g) *Prepaid Local Improvements Charges***

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality.

Where a taxpayer has elected to prepay the outstanding local improvement charges, such amounts are recorded as deferred revenue. Deferred revenue is amortized to revenue on a straight line basis over the remaining term of the related borrowings.

In the event that the prepaid amounts are applied against the related borrowings, the deferred revenue is amortized to revenue by an amount equal to the debt repayment.

**(h) *Tax Revenue***

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

**(i) *Landfill Closure and Post-Closure Liability***

Pursuant to the Alberta Environmental Protection and Enhancement Act, the municipality is required to fund the closure of its landfill site and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The requirement is being provided for over the estimated remaining life of the landfill site based on usage.

**(j) *Contaminated Sites Liability***

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### **(k) Government Transfers**

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, and are not the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

### **(l) Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets (Debt) for the year.

#### **I) Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized, other than land, on a straight-line basis over the estimated useful life as follows:

	<b>YEARS</b>
Land Improvements	15-20
Buildings	40
Engineered structures	
Roadway system	20-40
Water system	50
Wastewater system	50
Other engineered structures	5-30
Machinery and equipment	10
Vehicles	10-25

Annual amortization is charged in the first full year after an asset is acquired. Assets under construction are not amortized until the asset is available for productive use.

#### **II) Contributions of Tangible Capital Assets**

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

#### **III) Leases**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

#### **IV) Inventories**

Inventories held for consumption are recorded at the lower of cost and replacement cost.

#### **V) Cultural and Historical Tangible Capital Assets**

Works of art for display are not recorded as tangible capital assets and are not amortized. Costs for public art are expensed in the period they are incurred.

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### 2. CASH AND TEMPORARY INVESTMENTS

	2019	2018
Cash Floats and Undeposited Receipts	\$ 3,025	\$ 3,025
Bank Accounts	3,866,461	5,833,852
Temporary investments	9,645,582	19,000,000
	<b>\$ 13,515,068</b>	<b>\$ 24,836,877</b>

Temporary investments consist of Cashable GICs at cost which approximates market value. These investments have effective interest rates of 2.40% (2018 - 2.51%) and generally mature within 1 year from the date of purchase. Temporary investments are capable of reasonably prompt liquidation and may be used to manage the City's cash position throughout the year from the date of purchase.

### 3. RECEIVABLES

	2019	2018
Taxes and grants in place of taxes		
Current taxes and grants in place of taxes	\$ 2,476,616	\$ 2,646,391
Arrears (Note 16)	18,610,667	14,705,878
Allowance for doubtful accounts (Note 16)	(19,861,583)	(16,233,016)
	1,225,700	1,119,253
Trade and other receivables		
Local improvement levies	\$ 19,274	\$ 30,242
Trade accounts	3,904,690	3,472,890
Due from Province	-	3,120,050
Due from Other Local Government (ID 349)	16,153,399	-
Goods and services tax rebate	226,625	447,565
Allowance for doubtful accounts	(475,496)	(517,649)
	19,828,492	6,553,098
	<b>\$ 21,054,192</b>	<b>\$ 7,672,351</b>

Due from Other Local Government (ID 349) of \$16,153,399 was received in May 2020.

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### 4. INVESTMENTS

	2019	2018
Cash and cash equivalents	\$ 10,040	\$ 10,040
Fixed income securities	35,624,745	37,772,574
Principal protected notes	10,584,400	7,663,000
	<b>\$ 46,219,185</b>	<b>\$ 45,445,614</b>

The fixed income securities have a yield from 2.10% to 3.38% (2018 - 2.30% to 3.38%) and mature in periods 2020 through 2032. Principal protected notes have various interest rates tied to the market with maturity periods 2022 to 2029. The market value of the investments at December 31, 2019 was \$46,027,870 (2018 - \$43,852,695). A decline in quoted market value below cost or amortized cost of investments with fixed maturity amounts is temporary in nature.

### 5. BANK INDEBTEDNESS

The City has an authorized overdraft limit in the amount of \$1,000,000 which bears interest at prime minus 0.25% and is secured by an overdraft protection agreement. At year end, the City had used no part of this limit (2018 - nil).

### 6. DEFERRED REVENUES

	2019	2018
Alberta Municipal Sustainability Initiative Capital Grant	\$ 2,933,363	\$ -
Federal Gas Tax Fund	62,382	-
Water/Sewer Special Grant - Province	-	387,874
Short-term Grants	163,404	-
Other Deferred Revenue	249,941	348,972
<b>Deferred Revenues</b>	<b>\$ 3,409,090</b>	<b>\$ 736,846</b>

The capital funding for Municipal Sustainability Capital Grant (MSI) allocated to the City for 2019 was \$2,337,068 (2018 - \$2,373,992). During 2019, the City received \$4,973,586 (2018 - \$1,960,787) which included allocations outstanding from 2017 and 2018. We have yet to receive the 2019 funding allocation. Grant funding allocations are not recognized as deferred revenue. The City records deferred revenue when the funding has been received but the project is not fully expensed or completed but is expected to be completed in the future.

The capital funding for Gas Tax Fund allocated to the City for 2019 was \$1,690,601 (2018 - \$825,160). In 2019, the City received \$1,676,305 (2018 - \$0) which included allocations outstanding from 2017 and 2018. We have yet to receive the 2019 funding allocation. Grant funding allocations are not recognized as deferred revenue. The City records deferred revenue when the funding has been received but the project is not fully expensed or completed but is expected to be completed in the future.

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

Short-term Grants includes various grants paid to the City. The deferred revenue includes any grants that are unspent at December 31, 2019 and the revenue will be realized as the grant is utilized in the following year.

Other deferred revenue includes amounts received in advance for business licenses, advertising, rent and memberships.

### 7. EMPLOYEE BENEFIT OBLIGATIONS

	2019	2018
Vacation and Overtime	\$ 1,061,522	\$ 950,708

The vacation and overtime liability is comprised of the vacation and overtime costs that employees are deferring to future years. Employees have either earned the benefits (and are vested) or are entitled to these benefits within the next budgetary year.

### 8. LONG-TERM DEBT

	2019	2018
Tax Supported Debentures	\$ 50,854,094	\$ 53,308,135

The current portion of the long-term debt amounts to \$2,550,432 (2018 - \$2,454,041).

Principal and interest payments are as follows:

	Principal	Interest	Total
2020	\$ 2,550,432	\$ 1,775,264	\$ 4,325,696
2021	2,650,758	1,674,938	4,325,696
2022	2,755,183	1,570,513	4,325,696
2023	2,863,890	1,461,806	4,325,696
2024	2,977,053	1,348,643	4,325,696
Thereafter	<u>37,056,778</u>	<u>10,332,892</u>	<u>47,389,670</u>
	<b>\$ 50,854,094</b>	<b>\$ 18,164,056</b>	<b>\$ 69,018,150</b>

Debenture debt is payable to the Alberta Capital Finance Authority and bears interest at rates ranging from 2.881% to 6.250% per annum, before Provincial subsidy, and matures in various amounts between 2025 through 2043. The average annual interest rate is 3.548% for 2019 (2018 - 3.950%). For qualifying debentures, the Province of Alberta rebates 60% of interest in excess of 8%, 9% and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the City of Cold Lake.

Interest paid during the year amounted to \$ 1,847,701 (2018 - \$1,512,249).

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### 9. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/2000 for the City of Cold Lake be disclosed as follows:

	2019	2018
Total long-term debt limit	\$ 86,868,018	\$ 86,395,788
Total long-term debt actual	50,854,094	53,308,135
<b>Amount of debt limit unused</b>	<b>\$ 36,013,924</b>	<b>\$ 33,087,653</b>
Debt servicing limit	\$ 14,478,003	\$ 14,399,298
Debt servicing actual	4,325,696	4,325,696
<b>Amount of debt servicing limit unused</b>	<b>\$ 10,152,307</b>	<b>\$ 10,073,602</b>

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/2000) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

### 10. EQUITY IN TANGIBLE CAPITAL ASSETS

	2019	2018
Tangible Capital Assets (Schedule 2)	\$ 462,733,147	\$ 449,649,482
Accumulated Amortization (Schedule 2)	(135,895,075)	(128,253,948)
Long-term Debt (Note 8)	(50,854,094)	(53,308,135)
	<b>\$ 275,983,978</b>	<b>\$ 268,087,399</b>

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### 11. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2019	2018
<b>Internally Restricted:</b>		
Public Works and Infrastructure	32,352,110	31,160,087
Community Services	6,426,747	8,544,093
Offsites - Uncommitted	4,339,318	4,164,683
General Government	4,131,683	3,944,372
Planning and Development	438,339	75,000
Electrical Utility Contribution	387,509	342,615
Developer Contribution	385,678	385,678
Offsites - Committed	381,477	381,477
MD waterline	323,924	288,960
Municipal reserve	132,648	132,648
MSI	-	82,398
Provincial grants (2008)	-	24,463
<b>Total Restricted</b>	<b>49,299,433</b>	<b>49,526,474</b>
<b>Unrestricted Funds</b>	<b>21,077,898</b>	<b>19,608,314</b>
<b>Restricted and unrestricted</b>	<b>70,377,331</b>	<b>69,134,788</b>
<b>Equity in tangible capital assets (Note 10)</b>	<b>275,983,978</b>	<b>268,087,399</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 346,361,309</b>	<b>\$ 337,222,187</b>

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### 12. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and other designated officers as required by Alberta Regulation 313/2000 is as follows:

	Name of Person	Salary (a)	Allowances and Benefits (b) & (c)	2019 Total	2018 Total
Mayor	Craig Copeland	\$ 64,883	\$ 2,778	\$ 67,661	\$ 60,176
	Subsistence	-	-	14,195	5,074
Councillors:	Robert Buckle	44,685	2,126	46,811	42,388
	Duane Lay	37,685	1,231	38,916	35,254
	Kirk Soroka	27,310	1,240	28,550	29,733
	Jurgen Grau	30,060	1,380	31,440	28,959
	Vicky Lefebvre	33,935	1,578	35,513	34,510
	Chris Vining	30,185	1,387	31,572	29,604
	Subsistence	-	-	59,860	38,100
Chief Administrative Officer	Kevin Nagoya	242,472	34,578	277,050	299,831
		<b>\$ 511,215</b>	<b>\$ 46,298</b>	<b>\$ 631,568</b>	<b>\$ 603,629</b>

- (a) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
- (b) The employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships and tuition.
- (c) Allowances and benefit figures include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

### 13. SEGMENTED DISCLOSURE

The municipality provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).



# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

---

### 14. LOCAL AUTHORITIES PENSION PLAN

Employees of the municipality participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. LAPP serves over 275,000 members and over 420 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The municipality is required to make current service contributions to the plan of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% for the excess. Employees of the municipality are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% for the excess.

Total current service contributions by the municipality to the Local Authorities Pension Plan in 2019 were \$1,023,257 (2018 - \$1,071,849). Total current service contributions by the employees of the municipality to the Local Authorities Pension Plan in 2019 were \$926,354 (2018 - \$979,436).

At December 31, 2019, the LAPP disclosed an actuarial surplus of \$7.8 billion.

---

### 15. CONTINGENCIES

The municipality is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the City could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

---

### 16. ARREARS AND ALLOWANCE FOR DOUBTFUL ACCOUNTS

The municipality received the final payment from PSPC (Public Services and Procurement Canada) for the PILT (Payment in Lieu of Taxes) in June 2019. There is disputed balance of \$3,628,567 (2018 - \$3,422,543) between the municipality and PSPC and the total disputed shortfall amount of \$19,847,583 included in allowance for doubtful accounts is being appealed. The significant increase in both Arrears and Allowance for doubtful accounts (**Note 3**) is due to an allowance for PILT. The municipality does not budget for the penalty on this disputed balance however, does charge the penalty in accordance with the bylaw and sets up an allowance as PSPC is disputing the balance.

---

### 17. INTEREST RATE RISK

Certain debt bears interest which fluctuates with the prime rate, as described in Note 5 and Note 8, thus exposing the City to interest rate fluctuations.

---

### 18. CONTAMINATED SITES LIABILITY

The municipality adopted PS3260 Liability for Contaminated Sites. The municipality did not identify any financial liabilities in 2019 (2018 - nil) as a result of this standard.

# CITY OF COLD LAKE

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

---

### 19. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY

Alberta environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

Construction of the transfer station has been completed in conjunction with the Beaver River Waste Management Commission and is presently being operated by the City. The City will determine the estimated costs of closure and post-closure of the landfill site and had budgeted to fund \$500,000 of the closure through a debenture.

There is presently inadequate information available to determine the accrued liability related to the cost of closure and post-closure care for the landfill site. Neither the estimated total landfill capacity nor the remaining landfill capacity is known, either at the year end date or at the date of the Auditors' Report.

---

### 20. FINANCIAL INSTRUMENTS

The municipality's financial instruments consist of cash and temporary investments, taxes and grants in place of taxes, trade and other accounts receivables, investments, accounts payable and accrued liabilities, deposit liabilities, deferred revenues, employee benefit obligation, and long-term debt. It is management's opinion that the municipality is not exposed to significant interest or currency risks arising from these financial instruments.

The municipality is subject to credit risk with respect to taxes and grants in place of taxes and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the municipality provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instruments approximates fair value.

---

### 21. SUBSEQUENT EVENTS

The following event occurred subsequent to the municipality's fiscal year end:

In March 2020, the World Health Organization declared the outbreak of a novel coronavirus (COVID-19) as a global pandemic, which continues to spread in Canada and around the world.

The municipality is closely monitoring the situation. The municipality relies primarily on government funding and various sales and charges to its residences and although there is uncertainty about the length and potential impact of a various restrictions in place, the municipality believes the ongoing effects on the municipality's operations may be temporary. The overall effects of this event on the municipality and its ongoing operations is uncertain and cannot be estimated at this time.

---

### 22. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

---

### 23. APPROVAL OF FINANCIAL STATEMENTS

These financial statements have been approved by Council and Management.



## STAFF REPORT

**Title:** 2020 Capital Budget Amendment - Fiber Optic Project

**Meeting Date:** May 26, 2020

---

### **Executive Summary:**

In the 2020 Capital budget Council approved \$200,000 for the Last Mile Fiber Project to be funded from Federal Gas Tax grant. The City has put conduit in the trench in conjunction with the construction of the Bonnyville waterline. In order to bring the conduit from the waterline location to the City facilities and connect them with a fiber optic network the City is estimating a total cost of \$450,000.

Administration is requesting Council to consider amending the Capital budget for an additional \$250,000 to complete this project with the additional funding to come from the under expended funds from the 54<sup>th</sup> avenue enhancement project.

### **Background:**

Modernizing the City of Cold Lake's Wide Area Network (WAN) by connecting its facilities with a fiber optic network. This will allow increased capacity in terms of ports and speed which will allow us to continuously deliver access to existing services and enabling access to new ones. Investing in our network infrastructure will allow new innovations and reduce latency and disruptions in an environment where bandwidth needs are increasing.

Attached are maps which shows where the last mile that is required to join the conduit on the waterline to the City facilities. The City budgeted for the conduit placed in the waterline trench in 2017 and it was completed this spring at a cost \$156,000. On the attached maps the lines already in place are purple and the lines required to complete the fiber optic line are depicted in yellow. The City will require an additional \$250,000 in order to complete this project and anticipates 2-3 months to complete. Once the fiber optic line is complete the City will contract out the intranet service through the City owned fiber connection.

Council passed a Capital Budget for \$8,755,390 on March 24, 2020 and administration is requesting Council to consider amending the capital budget to include the Fiber optic network project for \$250,000 to be funded from the under expended funds from the 54<sup>th</sup> Avenue Enhancement project.



**Alternatives:**

Council may consider the following options

1. Council may pass a resolution to amend the capital budget to include the \$250,000 for the fiber project for a total budget of \$9,005,390.
2. Council may choose to not continue with the project at this time.

**Recommended Action:**

Administration recommends Council amend the 2020 Capital budget from \$8,755,390 to \$9,005,390 to include additional funding of \$250,000 to complete the Fiber Optic Network project.

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

Yes

**Submitted by:**

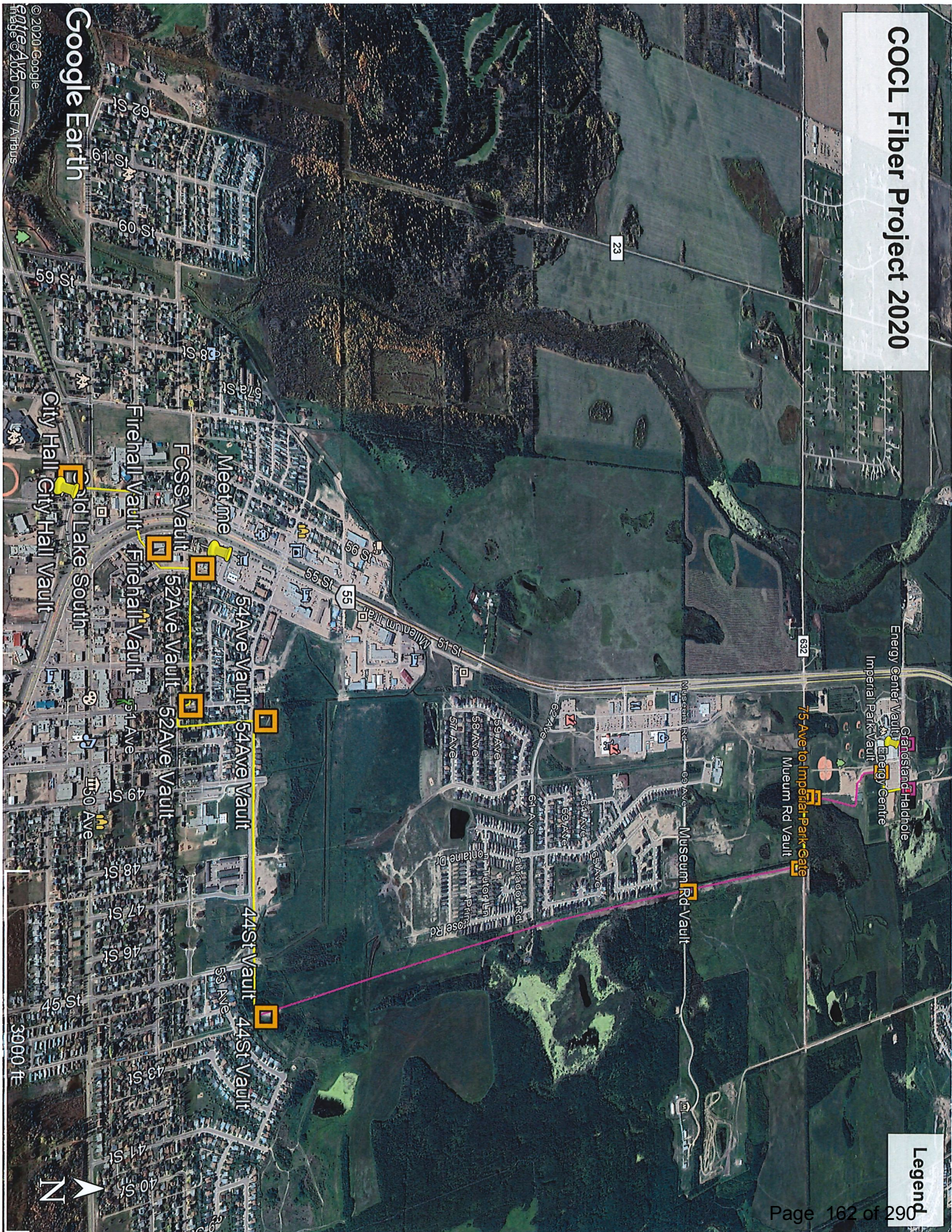
Kevin Nagoya, Chief Administrative Officer



# COCL Fiber Project 2020

Legend

Page 162 of 290



# Google Earth

© 2020 Google

Image © 2020 CNES / Airbus



# COCL South Fiber

Fiber instal from City Hall to South Fire Hall, to the 44st vault.



**Legend**

 Vault



# COCL 44 St to Energy Centre

Fiber install from the 44 St Vault to the Energy Centre.



Legend  
Vault





## STAFF REPORT

**Title:** Tax Arrears Agreement - Tax Roll No. 4000023091

**Meeting Date:** May 26, 2020

---

### **Executive Summary:**

As per Section 418(4) of the Municipal Government Act, Council may enter into an agreement with an owner in tax arrears for payment of the arrears over a period not exceeding 3 years. Tax Roll No. 4000023091 is presently in arrears of taxes to the City of Cold Lake. The owner of the property has agreed to make minimum monthly payments of \$550.00 starting May 31, 2020. The tax account for this property will be paid in full including estimated future levies and all penalties by April 30, 2023. If the agreement is breached, the City will immediately start tax forfeiture procedures.

### **Background:**

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

As of March 31, 2020 the City had 46 properties of which 5 are manufactured homes that required a tax notification to be registered against them. The City did not register the tax notifications on these properties due to the extension given by Ministerial Order 22/20 signed on March 31, 2020 to extend the deadline until October 1, 2020, then a new Ministerial Order 014/20 dated April 17, 2020 came out that revised the deadline to June 30, 2020. Currently the total to properties that require a tax notification is 39. These properties will still need to be sold at a public auction by March 31, 2022.

On March 31, 2019 the City registered a tax notification on 53 properties of which 7 are manufactured homes. As of May 19, 2020, there are 25 properties on the list. 4 of these properties have a tax agreement in place.

On March 31, 2018 the City registered a tax notification on 40 properties of which 8 were manufactured homes. As of May 19, 2020, there are 5 properties remaining on the list. 3 of these properties have a tax agreement in place. The two properties remaining had a tax sale date of March 25, 2020 which was later adjourned to May 20, 2020 then subsequently to September 10, 2020 due to the COVID-19 situation.





As of May 19, 2020, there are currently 13 properties on tax agreement with 10 agreements still in force from previous years.

**Alternatives:**

Council may consider the following options:

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

**Recommended Action:**

Administration recommends that Council accept the Property Tax Arrears Agreement for Tax Roll No. 4000023091 as presented.

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


No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**MEMORANDUM OF AGREEMENT** made in duplicate this 12<sup>th</sup> day of **May, 2020**.

BETWEEN:

  
(hereinafter referred to as the "Landowner")

AND

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

**WHEREAS**, the Landowner is the owner of the parcel legally described as **Plan 7822950, Block 33, Lot 1** (hereinafter referred to as the "Lands") and,

**WHEREAS**, the Landowner acknowledges that the Lands are in tax arrears, as property taxes have not been paid since May 31, 2018, and are subject to tax recovery proceedings; and,

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

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

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

**1. TERM OF THIS AGREEMENT**

The term of this Agreement shall be from May 12, 2020 to April 30, 2023.

**2. METHOD OF PAYMENT**

- a) Payment shall be made as calculated within "Schedule A," hereto attached and forming part of this Agreement.
- b) Payment shall be received on or before the last day of each month beginning on the 12<sup>th</sup> day of May, 2020.
- c) The Landowner hereby acknowledges and agrees that if he fails to make payment in accordance with 2(a) above, unless prior written waiver is provided by the Municipality, during the term of the Agreement, this Agreement shall be null and void, and the Municipality shall be entitled to proceed with tax recovery actions in accordance with the MGA.
- d) Should the Landowner sell the lands at any time during the term of this Agreement, all tax arrears, penalties, and costs to which the Municipality is entitled under Division 8 of Part 10 of the MGA shall immediately become due and payable.

**3. MUNICIPAL RESPONSIBILITIES**

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

**4. GENERAL**

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

**5. TERMINATION**

This Agreement shall come to an end:

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

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

**6. REPRESENTATIVES**

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

For the Landowner:

[Redacted signature block for Landowner]

For the Municipality:

**Linda Mortenson**  
General Manager of Corporate Services  
City of Cold Lake  
5513 – 48 Avenue, Cold Lake, AB T9M 1A1  
(780) 591-1101

**7. SIGNATURE**

[Redacted signature block for Landowner]

Witness

**Linda Mortenson**

Witness

Tax Redemption Calculation					
Roll # 4000023091					
	Levy Charges	Payment	Interest	Balance	
Balance Fwd				\$8,909.59	
May 31, 2020	\$ 2,603.70	\$ 550.00		\$10,963.29	Estimated based on 2019 Levy + 5%
June 30, 2020		\$ 550.00		\$10,413.29	
July 1, 2020			\$ 52.07	\$10,465.36	
July 31, 2020		\$ 550.00		\$9,915.36	
August 1, 2020			\$ 52.07	\$9,967.43	
August 31, 2020		\$ 550.00		\$9,417.43	
September 1, 2020			\$ 52.07	\$9,469.51	
September 30, 2020		\$ 550.00		\$8,919.51	
October 1, 2020			\$ 52.07	\$8,971.58	
October 31, 2020		\$ 550.00		\$8,421.58	
November 1, 2020			\$ 52.07	\$8,473.66	
November 30, 2020		\$ 550.00		\$7,923.66	
December 1, 2020			\$ 52.07	\$7,975.73	
December 31, 2020		\$ 550.00		\$7,425.73	
January 1, 2021			\$ 891.09	\$8,316.82	
January 31, 2021		\$ 550.00		\$7,766.82	
February 28, 2021		\$ 550.00		\$7,216.82	
March 31, 2021		\$ 550.00		\$6,666.82	
April 30, 2021		\$ 550.00		\$6,116.82	
May 31, 2021	\$ 2,733.88	\$ 550.00		\$8,300.70	Estimated based on 2020 Levy + 5%
June 30, 2021		\$ 550.00		\$7,750.70	
July 1, 2021			\$ 54.68	\$7,805.37	
July 31, 2021		\$ 550.00		\$7,255.37	
August 1, 2021			\$ 54.68	\$7,310.05	
August 31, 2021		\$ 550.00		\$6,760.05	
September 1, 2021			\$ 54.68	\$6,814.73	
September 30, 2021		\$ 550.00		\$6,264.73	
October 1, 2021			\$ 54.68	\$6,319.41	
October 31, 2021		\$ 550.00		\$5,769.41	
November 1, 2021			\$ 54.68	\$5,824.08	
November 30, 2021		\$ 550.00		\$5,274.08	
December 1, 2021			\$ 54.68	\$5,328.76	
December 31, 2021		\$ 550.00		\$4,778.76	
January 1, 2022			\$ 573.45	\$5,352.21	
January 31, 2022		\$ 550.00		\$4,802.21	
February 28, 2022		\$ 550.00		\$4,252.21	
March 31, 2022		\$ 550.00		\$3,702.21	
April 30, 2022		\$ 550.00		\$3,152.21	
May 31, 2022	\$ 2,870.57	\$ 550.00		\$5,472.79	Estimated based on 2021 Levy + 5%
June 30, 2022		\$ 550.00		\$4,922.79	
July 1, 2022			\$ 57.41	\$4,980.20	
July 31, 2022		\$ 550.00		\$4,430.20	
August 1, 2022			\$ 57.41	\$4,487.61	
August 31, 2022		\$ 550.00		\$3,937.61	
September 1, 2022			\$ 57.41	\$3,995.02	
September 30, 2022		\$ 550.00		\$3,445.02	
October 1, 2022			\$ 57.41	\$3,502.43	
October 31, 2022		\$ 550.00		\$2,952.43	
November 1, 2022			\$ 57.41	\$3,009.85	
November 30, 2022		\$ 550.00		\$2,459.85	
December 1, 2022			\$ 49.20	\$2,509.04	
December 31, 2022		\$ 550.00		\$1,959.04	
January 1, 2023			\$ 235.09	\$2,194.13	
January 31, 2023		\$ 550.00		\$1,644.13	
February 28, 2023		\$ 550.00		\$1,094.13	
March 31, 2023		\$ 550.00		\$544.13	
April 30, 2023		\$ 544.13			



## STAFF REPORT

**Title:** 2020 Community Capital Project Grant Policy Funding Allocation

**Meeting Date:** May 26, 2020

---

### **Executive Summary:**

In keeping with the Community Capital Project Grant Policy No. 202-AD-16, the Recreation and Culture Advisory Committee (RCAC) received and considered the following seven (7) applications for the 2020 year:

### **Approved**

1. \$13,000.00 - 4 Wing Medley Family Resource Centre Society (MFRCS)
2. \$10,000.00 - Cold Lake Seniors Society (the ask was for \$20,000.00)
3. \$27,000.00 - Cold Lake Native Friendship Centre

### **Not approved**

1. Cold Lake Multicultural Society (gift cards, \$425) - eligibility criteria not met
2. Cold Lake Multicultural Society (melting pot, \$425) - eligibility criteria not met
3. Lakeland Lacrosse Association ( purchase and installation turf for the North Arena, \$120-180 thousand) - incomplete application- no costs, quotes, financial, letters of support, match funding
4. Hearts for Healthcare (healing gardens, \$30,000) - incomplete application - no costs, quotes, financials, letters of support, match funding, details, and location

### **Background:**

Under section 248(1) of the *Municipal Government Act*, Council has the power to make expenditures as follows:

248(1) A municipality may only make an expenditure that is

- (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council.
- (b) for an emergency, or
- (c) legally required to be paid.

- (2) Each Council must establish procedures to authorize and verify expenditures that are not included in a budget.

In the 2020 operating budget, \$50,000.00 was approved and allocated to the Community Capital Project Grant Program.



The RCAC considered the seven (7) applications at their May 20, 2020 meeting and recommended the following (minutes were unavailable at the time of agenda prep):

**Approved**

1. \$13,000.00 - 4 Wing Medley Family Resource Centre Society (MFRCS)
2. \$10,000.00 - Cold Lake Seniors Society (the ask was for \$20,000.00)
3. \$27,000.00 - Cold Lake Native Friendship Centre

**Not approved**

1. Cold Lake Multicultural Society (gift cards, \$425) - eligibility criteria not met
2. Cold Lake Multicultural Society (melting pot, \$425) - eligibility criteria not met
3. Lakeland Lacrosse Association ( purchase turf for the North Arena, \$120-180 thousand) - incomplete application- no costs, quotes, financial, letters of support, match funding
4. Hearts for Healthcare (healing gardens, \$30, 000) - incomplete application - no costs, quotes, financials, letters of support, match funding, details, and location

**Alternatives:**

Council may consider the following options:

1. Approve the recommendations made the May 20, 2020 Cold Lake Recreation and Culture Advisory Committee meeting being \$13,000 to the 4 Wing Medley Family Resource Centre Society (MFRCS), \$10,000 to the Cold Lake Seniors Society, and \$27,000 to the Cold Lake Native Friendship Centre.
2. Amend the recommendations held in the May 20, 2020 Cold Lake Recreation and Culture Advisory Committee.
3. Receive this report and recommendations of the Recreation and Culture Advisory Committee as information.

**Recommended Action:**

That Council approve the recommendations made at the May 20, 2020 Cold Lake Recreation and Culture Advisory Committee meeting as follows:

- \$13,000.00 - 4 Wing Medley Family Resource Centre Society (MFRCS)
- \$10,000.00 - Cold Lake Seniors Society
- \$27,000.00 - Cold Lake Native Friendship Centre

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



**4 WING MILITARY FAMILY RESOURCE CENTRE SOCIETY (MFRCS)**

**Financial Statements**

**For the Year Ended March 31, 2019**



	Page
AUDITORS' REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Revenues and Expenditures	4 - 5
Statement of Changes in Net Assets	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 14





COLBY•STECKLY

CHARTERED PROFESSIONAL ACCOUNTANTS

---

## INDEPENDENT AUDITOR'S REPORT

---

To the Members of 4 Wing Military Family Resource Centre Society (MFRCS)

### *Qualified Opinion*

We have audited the financial statements of 4 Wing Military Family Resource Centre Society (MFRCS) (the Society), which comprise the statement of financial position as at March 31, 2019, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Qualified Opinion*

In common with many not-for-profit organizations, the Society derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2019, current assets and net assets as at March 31, 2019. The predecessor auditor's opinion on the financial statements for the year ended March 31, 2018 was modified accordingly because of the possible effects of this limitation of scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### *Other Matter*

The financial statements of 4 Wing Military Family Resource Centre Society (MFRCS) for the year ended March 31, 2018 were audited by another auditor who expressed a qualified opinion on those financial statements on September 18, 2018 for the reasons described in the *Basis for Qualified Opinion* section.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

(continues)

Independent Auditor's Report to the Members of 4 Wing Military Family Resource Centre Society (MFRCS) *(continued)*

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta  
September 10, 2019

CHARTERED PROFESSIONAL ACCOUNTANTS

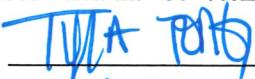

**4 WING MILITARY FAMILY RESOURCE CENTRE SOCIETY (MFRCS)**

**Statement of Financial Position**

**As at March 31, 2019**

	2019	2018
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 374,693	\$ 590,021
Restricted cash (Note 4)	882,135	937,934
Short term investments (Note 5)	100,637	-
Accounts receivable	88,789	43,601
Inventory	18,160	36,481
Goods and services tax recoverable	12,878	4,598
Prepaid expenses	26,705	3,428
	<u>1,503,997</u>	<u>1,616,063</u>
<b>PROPERTY AND EQUIPMENT (Note 3)</b>	<b>161,771</b>	<b>130,558</b>
<b>LONG TERM INVESTMENTS (Note 5)</b>	<b>405,402</b>	<b>-</b>
<b>RESTRICTED CASH (Note 4)</b>	<b>30,597</b>	<b>231,785</b>
	<u>\$ 2,101,767</u>	<u>\$ 1,978,406</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 44,479	\$ 71,688
Wages payable (Note 8)	92,111	49,851
Employee deductions payable	20,060	14,191
Pension contributions payable	5,596	-
Unearned revenue (Note 9)	873,415	915,934
Deferred contributions (Note 10)	-	22,000
	<u>1,035,661</u>	<u>1,073,664</u>
<b>NET ASSETS</b>		
Unrestricted (Note 7)	92,660	351,427
Invested in Capital Assets (Note 3)	161,771	130,558
Internally Restricted (Note 6)	506,039	181,473
Externally Restricted (Note 7)	305,636	241,284
	<u>1,066,106</u>	<u>904,742</u>
	<u>\$ 2,101,767</u>	<u>\$ 1,978,406</u>

**ON BEHALF OF THE BOARD**

 \_\_\_\_\_ Trustee  
 \_\_\_\_\_ Trustee

See notes to financial statements

**4 WING MILITARY FAMILY RESOURCE**  
**Statement of Financial Position**

	Unrestricted			Externally Restricted				Early Learning Childcare Centre
	General Fund		Day Care	MFS Fund		4 Wing Fund	AGLC	
	2019		2019	2019	2019	2019	2019	2019
<b>REVENUES</b>								
Core government funding	\$		\$	\$	\$	\$	\$	\$
Donations		123,964	-	-	201,226	-	-	544,352
Fee for service		174,616	10,000	-	-	-	-	-
Fundraising		61,442	471,027	-	-	-	-	-
Gender based violence		-	-	-	-	28,500	-	-
Government supplemental grant		-	-	11,734	-	-	-	-
Interest earned		6,049	-	-	-	-	-	-
Lakeland united way grant		22,200	-	-	-	-	-	-
Other grants and subsidies		58,255	228,212	-	-	-	-	-
Other revenue		3,345	165	-	-	-	-	-
True patriot love		-	-	-	-	-	28,000	-
Veterans family program		-	-	42,142	-	-	-	-
	449,871		709,404	957,846	201,226	28,500	28,000	544,352

See notes to financial statements



**4 WING MILITARY FAMILY RESOURCE**  
**Statement of Revenue**  
**For the**

	General Fund	Day Care	MFS Fund	4 Wing Fund	AGLC	True Patriot Love	Early Learning Childcare Centre
	2019	2019	2019	2019	2019	2019	2019
<b>EXPENSES</b>							
Core programs	73,911	10,124	172,768	1,539	13,791	11,512	-
Depreciation of capital assets	-	6,258	5,845	4,104	-	-	-
Fundraising	67,254	-	10,730	-	-	-	-
Gender based violence	-	-	11,667	-	-	-	-
Management and administration	33,108	60,997	102,649	53,515	93	-	-
Supplemental funded programs	-	-	-	-	-	-	-
Veterans family program	-	-	32,057	-	-	-	-
Wages and benefits	138,804	661,858	627,918	79,925	33,056	-	417,401
Affordability	-	-	-	-	-	-	25,323
Access	-	-	-	-	-	-	26,130
Quality	-	-	-	-	-	-	75,498
Wage floors	-	-	-	-	-	-	-
	313,077	739,237	963,634	139,083	46,940	11,512	544,352

**EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES**

\$	136,794	\$	(29,833)	\$	(5,788)	\$	62,143	\$	(18,440)	\$	16,488	\$	-
----	---------	----	----------	----	---------	----	--------	----	----------	----	--------	----	---

See notes to financial statements

**4 WING MILITARY FAMILY RESOURCE CENTRE SOCIETY (MFRCS)**  
**Statement of Changes in Net Assets**  
**For the Year Ended March 31, 2019**

	Unrestricted	Invested in Capital Assets	Internally Restricted	Externally Restricted	2019	2018
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 351,427	\$ 130,558	\$ 181,473	\$ 241,284	\$ 904,742	\$ 576,920
Excess of revenues over expenses	106,961	-	-	54,403	161,364	327,822
Amortization transferred in	6,258	-	-	9,949	16,207	-
Amortization transferred out	-	(16,207)	-	-	(16,207)	-
Transferred out	(371,986)	-	-	-	(371,986)	-
Transferred in	-	47,420	324,566	-	371,986	-
<b>NET ASSETS - END OF YEAR</b>	\$ 92,660	\$ 161,771	\$ 506,039	\$ 305,636	\$ 1,066,106	\$ 904,742

See notes to financial statements

# 4 WING MILITARY FAMILY RESOURCE CENTRE SOCIETY (MFRCS)

## Statement of Cash Flows

For the Year Ended March 31, 2019

	2019	2018
<b>OPERATING ACTIVITIES</b>		
Cash receipts from members and funders	\$ 2,809,493	\$ 2,835,114
Cash paid to suppliers and employees	(2,720,069)	(1,749,421)
Goods and services tax	(8,280)	(4,598)
Cash flow from operating activities	81,144	1,081,095
<b>INVESTING ACTIVITIES</b>		
Additions to capital assets	(47,420)	(50,074)
Purchase of term deposits	(100,637)	-
Purchase of long term GIC investments	(405,402)	-
Cash flow used by investing activities	(553,459)	(50,074)
<b>INCREASE (DECREASE) IN CASH FLOW</b>	(472,315)	1,031,021
Cash - beginning of year	1,759,740	728,719
<b>CASH - END OF YEAR</b>	<b>\$ 1,287,425</b>	<b>\$ 1,759,740</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 374,693	\$ 590,021
Restricted cash - current	882,135	937,934
Restricted cash - long term	30,597	231,785
	<b>\$ 1,287,425</b>	<b>\$ 1,759,740</b>

See notes to financial statements

**1. PURPOSE OF THE SOCIETY**

4 Wing Military Family Resource Centre Society (MFRCS) (the "Society") is a not-for-profit organization incorporated provincially under the Companies Act of Alberta. As a registered charity the society is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The society provides programs and services that promote the well-being of military families and the surrounding community under the vision "Community Strength through Family Strength".

The mission of the society is to enable a mission ready force by addressing the challenges faced by Canadian Forces members and their families that result from military service and to work for the general betterment of life for military families within 4 Wing's area of responsibility. The society assesses the needs of the community and responds with a professional and consistent system of support, programs, services, and activities. This community-based system of family support is to be aimed at promoting health and social well-being.

---

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Cash and restricted cash

Cash includes cash only. Restricted cash includes amounts that are restricted for a specific use.

Investments

Short-term investments are carried at amortized cost and consist primarily of GICs with original maturities beyond three months and less than twelve months at the purchase date.

Restricted short term investments include GICs and are valued at cost plus accrued interest. The carrying amounts approximate fair value as they are renewed on an annual basis. Investments are classified as long term where the maturity dates exceed one calendar year or they are restricted internally to be held for other than current purposes.

Inventory

Inventory consists of materials and supplies to be consumed in the rendering of services, in addition to promotional items for sale or giveaway. Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

(continues)

---

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a straight-line basis at the following rates:

Equipment	10%
Leasehold improvements	10%

The society regularly reviews its property and equipment to eliminate obsolete items. Government grants are treated as a reduction of property and equipment cost.

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition - Fund accounting

4 Wing Military Family Resource Centre Society (MFRCS) follows the restricted fund method of accounting for contributions.

Under the restricted fund method, unrestricted contributions are reported as revenue under the general fund when received or deemed receivable. Restricted contributions are reported as revenue in their respective funds; any restricted contributions which do not belong to a specific fund are recorded as deferred contributions as recorded as revenue in the general fund when the related expenses are incurred.

The Society maintains the following funds:

The General Fund accounts for the society's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants outside of those reported under the restricted Military Family Services ("MFS") or 4 Wing Cold Lake ("4 Wing") Fund. Revenues for restricted contributions are reported under the general fund when the related expenses are incurred.

The Invested in Capital Assets Fund reports the assets, liabilities, revenues and expenses related to 4 Wing Military Family Resource Centre Society (MFRCS)'s capital assets.

The ELCC Fund reports the cumulative excess of revenues over expenses for its Early Learning Child Care Centre (ELCC) and daycare operations, excluding the preschool, out of school care, evening care and emergency and respite care services.

The MFS Fund reports the core funding received from Military Family Services (MFS) net of expenses incurred under the externally restricted use of proceeds.

The 4 Wing Fund reports the core funding received from 4 Wing Cold Lake net of expenses incurred under the externally restricted use of proceeds.

The Alberta Gaming Liquor Commission (AGLC) Fund reports the restricted contributions received and reported to the AGLC. These funds are also maintained in a separate bank accounts as per AGLC directive.

*(continues)*

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*Contributed services and materials

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. When the fair value of donated materials and services cannot be reasonably determined they are not reflected in the financial statements.

When a fair value can be reasonably estimated and when the contributed materials or services are used in the normal course of operations, they are expensed and the associated contribution revenue is recognized.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

**3. PROPERTY AND EQUIPMENT**

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Other machinery and equipment	\$ 161,827	\$ 30,258	\$ 131,569	\$ 130,558
Leasehold improvements	31,792	1,590	30,202	-
	<u>\$ 193,619</u>	<u>\$ 31,848</u>	<u>\$ 161,771</u>	<u>\$ 130,558</u>

Other machinery and equipment includes \$15,654 of unamortized assets as they have not been put in use.

**4. RESTRICTED CASH**

Restricted cash includes contributions received from the Alberta Gaming, Liquor and Cannabis Commission (AGLC) that are maintained in a separate account per AGLC directive of \$30,597 (2018 - \$50,313), a savings account of \$0 (2018 - \$181,472), and funding subject to externally imposed usage restrictions of \$882,135 (2018 - \$937,934)

In the current period, internally restricted cash in the savings account was used to purchase multiple GIC investments.



**5. INVESTMENTS**

	2019	2018
Non-redeemable GIC bearing fixed annual interest of 2.55%, maturing Sept 26, 2020	\$ 202,599	\$ -
Non-redeemable GIC bearing fixed annual interest of 2.75%, maturing Sept 26, 2021	202,803	-
<b>TOTAL - LONG TERM INVESTMENTS</b>	<b>405,402</b>	<b>-</b>
Cashable GIC bearing fixed interest of 1.25%, maturing Sept 26, 2019	100,637	-
<b>TOTAL - SHORT TERM INVESTMENTS</b>	<b>100,637</b>	<b>-</b>
	<b>\$ 506,039</b>	<b>\$ -</b>

The non-redeemable GICs have redemption options only on their anniversary date of September 26th.

**6. INTERNALLY RESTRICTED FUNDS**

The internally restricted fund consists of GIC investments held with Lakeland Credit Union that have been internally restricted by way of board directive to cover future shortages should there be significant changes to the Society's funding.

**7. SUPPLEMENT TO NET ASSETS**

This note serves to break down the composition of the unrestricted and restricted net asset categories as presented on the balance sheet and statement of changes in net asset schedule.

	Opening Balance	Revenues	Expenses and Transfers	Ending Balance
General Fund	\$ 337,231	\$ 449,871	\$ 685,063	\$ 102,039
Day Care	14,196	709,404	732,979	(9,379)
<b>Unrestricted</b>	<b>351,427</b>	<b>1,159,275</b>	<b>1,418,042</b>	<b>92,660</b>
MFS Fund	82,296	957,846	957,789	82,353
4 Wing Fund	116,443	201,226	134,979	182,690
AGLC	50,313	28,500	46,940	31,873
True Patriot Love	(7,768)	28,000	11,512	8,720
Early Learning Childcare Centre	-	544,352	544,352	-
<b>Externally restricted</b>	<b>241,284</b>	<b>1,759,924</b>	<b>1,695,572</b>	<b>305,636</b>

**8. WAGES PAYABLE**

	2019	2018
Salaries Payable	\$ 52,690	\$ 37,278
Banked Overtime Payable	6,480	3,707
Vacation Payable	32,940	8,865
	<u>\$ 92,110</u>	<u>\$ 49,850</u>

In the prior period there were employees that took vacation in excess of their entitlement which resulted in a significantly lower year end accrual.

**9. UNEARNED REVENUE**

Unearned revenue consists of restricted funds that were received in advance of the upcoming fiscal period.

	2019	2018
Canadian Forces Morale and Welfare: MFS Core Funding	\$ 230,129	\$ 239,018
Minister of Children's Services: Early Learning and Child Care	629,995	669,347
Childcare fees	10,915	7,244
Event deposits	2,376	325
	<u>\$ 873,415</u>	<u>\$ 915,934</u>

**10. DEFERRED CONTRIBUTIONS**

Deferred contributions represent externally restricted funds reported under the general fund for which the related expenses were not incurred as at year end.

	Beginning balance	Additions	Realized	2019	2018
Cenovus - child care nutrition	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
True Patriot Love	12,000	16,000	28,000	-	12,000
	<u>\$ 22,000</u>	<u>\$ 16,000</u>	<u>\$ 38,000</u>	<u>\$ -</u>	<u>\$ 22,000</u>

**11. IN-KIND CONTRIBUTIONS**

During the year, the Society received measurable donated goods and services totaling \$18,773 (2018 - \$225).

---

**12. LEASE COMMITMENTS**

The Society is committed to lease agreements for two copier/printers expiring July 31st and August 31st, 2019. Lease payments due on active agreements are as follows:

Contractual obligation repayment schedule:

2020	\$ <u>2,349</u>
------	-----------------

---

**13. ECONOMIC DEPENDENCE**

The society receives the majority of their annual funding in addition to cost-free infrastructure through various agreements represented by Military Family Services. Should the core provisions of these agreements substantially change, management is of the opinion that the society's offerings would need to be revised in order to continue functioning as a going concern.

---

**14. FINANCIAL INSTRUMENTS**

The society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the society's risk exposure and concentration as of March 31, 2019.

***(a) Liquidity risk***

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The society is exposed to this risk mainly in respect of its receipt of funds from its funders and other related sources, pension contributions payable, accounts payable and accrued liabilities.

***(b) Market risk***

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The society is mainly exposed to interest rate risk.

***(c) Interest rate risk***

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the society manages exposure through its normal operating and financing activities. The society is exposed to interest rate risk primarily through its term deposits.

Unless otherwise noted, it is management's opinion that the society is not exposed to significant other price risks arising from these financial instruments.

---

**15. SUBSEQUENT EVENTS**

The following events occurred subsequent to the fiscal year end:

Subsequent to the year end there was a settlement with a terminated employee subject to a non-disclosure agreement for an immaterial amount.

The Society's ELCC funding is composed of various expenditure groups, primarily realizing revenue on a cost-recovery basis. Subsequent to the year end, the Society's Executive Director submitted a proposal to cover holistic program's deficit with one of the other expenditure groups unearned revenue. This proposal is still being reviewed at the time of these statement's issuance.

Subsequent to the year end, \$60,863 was transferred from the raffle account to the general account as repayment for restricted expenditures originally paid for by general funds.

In April 2019 the Society invested \$400,000 in term deposits.

The Society secured fundraising in the form of a \$60,000 subsidy for out of school care.

Approval was received to acquire and construct a digital sign. The anticipated cost is \$102,725 + GST which will be paid out of the 4 Wing Fund. This transaction and related construction is likely to be completed before the end of the upcoming fiscal year ended March 31, 2020.

---

**16. COMPARATIVE FIGURES**

Some of the comparative figures have been reclassified to conform to the current year's presentation.

---



**COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM**

**RECEIVED**  
APR 24 2020

**SECTION 1: APPLICANT INFORMATION**

*Name of the Organization:*

4 Wing Military Family Resource Centre Society (MFRCS)

*Mailing Address & Phone Number:*

P O Box 5260 Station Forces, Building 674 Kingsway Road, Cold Lake AB T9M 2C3  
Floyd Perras, Executive Director, 204-980-0141

*Has the organization received any Community Capital Project Grants in the past?*

☒ No

☐ Yes, in what year(s): \_\_\_\_\_

*Explain how the organization is sustainable:*

☒ Registered on: October 08, 1992

Since 1992, the 4 Wing MFRCS has provided continuous essential services and programs to the community. They have provided much needed accessible, affordable, and inclusive services that provide broad community engagement. The 4 Wing MFRCS has strong community support, a solid base of volunteers, and a demonstrated track record of providing for the community's well-being. Co-located with the 4 Wing Theatre, the MFRCS' facilities include a Welcome Centre, Daycare, Pre-School, Youth Centre, Out of School Care Program, Conference Rooms, Playground, Annex Building, and a large Assembly Hall for community use.

*Community Organization Eligibility Criteria:*

Location where the organization is based out of:

☒ City of Cold Lake

☐ Other: \_\_\_\_\_

Organization must be either a registered:

☐ not-for-profit (No: \_\_\_\_\_)

☒ charitable organization (No: 87382 7190 RC0001)

Organization's primary mandate must be to provide at least one of the following within the City of Cold Lake: (check all that apply):

☐ sports

☒ recreation

☒ arts

☒ culture

☒ social services

☒ community wellness

**SECTION 2: PROJECT DETAILS**

*The project is to: (check all that apply):*

☐ construct a new facility

☐ expand a facility beyond its existing footprint

☐ retrofit an existing facility for a new use or purpose

☐ renovate an existing facility to remodel/restore the space

☐ upgrade the facility's mechanical, security or technology

☒ replace or provide additional major equipment where that equipment supports a program or services, which have a lifespan of 5 years or more

<p><i>The facility (or equipment) will be used for:</i> (check all that apply)</p> <p><input checked="" type="checkbox"/> sports and recreation</p> <p><input checked="" type="checkbox"/> arts and culture</p> <p><input checked="" type="checkbox"/> social services</p> <p><input type="checkbox"/> parks</p> <p><input checked="" type="checkbox"/> community wellness</p> <p><input checked="" type="checkbox"/> other <u>Youth Centre</u></p>	<p><i>The project creates a new or enhanced service within the City of Cold Lake, which is:</i> (check all that apply):</p> <p><input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members</p> <p><input checked="" type="checkbox"/> sustainable for the facility</p> <p><input checked="" type="checkbox"/> involves a strong volunteer base supporting the facility project while sustaining ongoing operations</p> <p><input checked="" type="checkbox"/> supported by the Community</p>
<p><i>Describe the Project:</i></p> <p>The 4 Wing MFRCS desires to replace or provide additional major equipment where that equipment supports programs or services which have a lifespan of 5 years or more. A detailed list of capital items is attached to this application. The departments impacted include the Youth Centre, Summer Program, Pre-School, Daycare, Evening Care Program, and Core Services. All of these programs and services are accessible, affordable, and inclusive to the entire community. The listed items are needed to replace either old and outdated equipment, or to enhance the programs and services with additional equipment in order to meet the growing needs of the community. The total capital equipment cost is \$39,000 of which the MFRCS will pay \$26,000 from its General Fund. The remaining \$13,000 is the request through this Community Capital Project Grant Application.</p>	
<p><i>Potential Impact the Project is expected to have on the community:</i> (You may wish to include: the demographics of the community who will be served by the project; the number of community members who may potentially benefit from the project; the level of community support for the project; the potential longevity of the project; how the project will benefit the community.)</p> <p>Cold Lake has a young demographic and as such, much of the capital equipment required is for children and youth. Our active Youth Centre has weekly programming for 6-9 year olds and 10-17 year olds, and also offers Drop In for all ages. Our Summer Program can accommodate 40 full-time children who are between the ages of 4.5 to under 6 years old, a demographic that is not well served elsewhere in the community. The Pre-School, Daycare, and Evening Care programs all require new and updated equipment in order to provide the best educational, caring and inclusive environment for children in our care. All of these programs are accessible, affordable, and inclusive. Included in the itemized list is equipment for Core Services that will support families for larger community gatherings in our main building, as well as provide new and much needed life saving equipment (AEDs). To make our building even more accessible, bike racks and benches at the front of the building are a necessary addition. All of the items listed will provide for a better experience for our community and contribute to community wellness.</p>	
<p><i>Is the project receiving funding from another City source?</i></p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, explain the source(s) and what year(s) funding was received: _____</p> <p>_____</p> <p>_____</p>	<p><i>Anticipated project start date:</i> <u>July 01, 2020</u></p> <p><i>Expected project completion date:</i> <u>September 30, 2020</u></p> <p><i>Proposed location for the project:</i> 4 Wing MFRCS Main Building, Annex Building, Youth Centre</p>
<p><i>Indicate any innovative, unique, or additional factors that may be associated with this application:</i></p> <p>The 4 Wing MFRCS has experienced tremendous growth in all areas, and we need additional equipment in order to meet the needs of the community. We have dedicated staff in all departments who work hard every day to contribute to the well-being of the community by providing accessible and relevant programs and services that are welcomed and valued by all.</p>	



### SECTION 3: PROJECT COSTS (MATCH FUNDING)

#### Total Project Costs:

\$26,000.00 Committed community contribution  
\$13,000.00 \* Grant request from City \*List Attached  
\$39,000.00 Total Project Cost

#### Sources of Community Contributions:

\$0.00 In-kind labour (unskilled)  
\$0.00 In-kind labour (skilled)  
\$0.00 In-kind services  
\$0.00 In-kind equipment/materials  
\$0.00 Monetary donations (excludes grants)  
\$0.00 Monetary grants (from non-City sources)

Is there any shortfall? (if yes, please explain):

#### Conditions of Funding:

- The grant request under this program must be one-third (1/3) or less of the total project cost.
- Applicant must be able to demonstrate that at least two-thirds (2/3) of the project costs will be paid for by the community through: in kind labour, services, equipment/materials which are directly related to the project, and/or monetary donations.
- Volunteer time must be directed related to the project for which funding is being requested. Please see the Community Capital Grant Policy for valuation of volunteer time and donations.
- Unskilled labour can only contribute to a maximum of one-third (1/3) of the "community contributions".
- Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

### SECTION 4: APPLICANT DECLARATION

I give my consent to the City of Cold Lake to collect, use, retain, disclose and dispose of the information contained within this application for the purpose of, but not limited to, operational and public media as may be deemed appropriate by the City of Cold Lake. I also certify that to the best of my knowledge the information provided in this application is accurate.

Applicant Signature: [Signature] Date: April 20, 2020

Please submit the completed application by email ([city@coldlake.com](mailto:city@coldlake.com)), by mail, or in person at the address below, to the **Attention of the Community Capital Project Grant Program**.

- ☒ Completed application form
- ☒ Confirmation of match funding
- ☒ Letters of support from the community
- ☒ Proof that the application has either land ownership for the location of the project, a long-term lease and the confirmation from the owner for permission to undertake the project, or another form or confirmation of ownership/permission to undertake the project on the property

#### For Office Use Only

Date Received: \_\_\_\_\_

Decision Date: \_\_\_\_\_

Decision: Approved ☐ Rejected ☐

Staff Initial: \_\_\_\_\_

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

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

Form 11-00-09

XRef Policy No. 202-AD-16

Page 3 of 3





	A	B	C	D
1	<b>CAPITAL ITEM</b>	<b>PRICE</b>		<b>SUPPLIER</b>
2				
3	<b>Youth Centre</b>	\$7,200.00		Various
4	Large screen tablet			
5	Sectional couch & sofa			
6	Shelving			
7	Computer speakers			
8	Bean bag chairs			
9	Charging station			
10	TV sound bar			
11	Folding chairs			
12	Artwork/Décor			
13	In ground basketball hoops			
14				
15	<b>OSC Summer Program</b>	\$3,000.00		Various
16	Tables & chairs			
17	Outdoor sports equipment			
18	Outdoor toys			
19				
20	<b>Preschool</b>	\$1,800.00		Education Station
21	Literacy couch			
22	Playhouse & toys			
23				
24	<b>Daycare</b>	\$5,800.00		Various
25	Expandable ball pit			
26	Tricycles & ride-on toys			
27	Blocks, tiles, balls, Joinks			
28	Climbing arch, rocker, gym			
29				
30	<b>Evening Care</b>	\$1,500.00		Various
31	Table & chairs			
32	Movies & toys			
33				
34	<b>Core Services</b>	\$19,700.00		Various
35	Industrial BBQ			
36	Patio furniture			
37	AED & Training x 4			
38	Events tent			
39	Table for Conf Room A			
40	Bicycle rack			
41	Benches for front x 2			
42	Ice Maker			
43				
44	<b>TOTAL PROJECT COST</b>	<b>\$39,000.00</b>		



## OUR SERVICES

Health & Wellness  
Children's Services  
Youth Services  
Adult Programming  
Deployments, Departures & Reunions  
Volunteer & Community Leadership

## NOS SERVICES

Santé et bien-être  
Services aux enfants  
Services aux jeunes  
Programmes pour adultes  
Déploiements, départs et réunions  
Bénévolat et leadership dans la collectivité

Community Strength Through Family Strength | La force de la collectivité grâce à la force de la famille

# Supplemental Arrangement 2019-2020 Between



*and*



**4 Wing Military Family  
Resource Centre Society**

**Société du Centre de ressources  
pour les familles des militaires  
de la 4<sup>e</sup> Escadre**

## **Supplemental Arrangement**

### **1. Introduction**

This Agreement is supplemental to the Memorandum of Understanding (MOU) between Chief Military Personnel (CMP) and 4 Wing Military Family Resource Centre Society (MFRCS). The Memorandum of Understanding is in effect for the period of 1 April 2019 to 31 March 2020.

This Agreement provides 4 Wing MFRCS and the Wing Commander of 4 Wing Cold Lake (hereafter referred to as the Wing Commander) the Participants to this Agreement, with supplemental items of understanding and commitment for the operation of the 4 Wing MFRCS.

This Agreement, in conjunction with the MOU, will provide each Participant with assurance that local military families will receive an agreed upon level of service to be provided by 4 Wing MFRCS. This Agreement provides an accountability framework for the 4 Wing MFRCS and the Wing Commander to outline mutual commitments and provide verification of services or expenditures as required.

Mandated services provided under the Military Family Services Program (MFSP) are determined and funded by Director Military Family Services (DMFS). At the local level, the Wing Commander provides facilities; services and material in support of MFSP mandated services as documented in this Supplemental Agreement. The Policy Governing Morale and Welfare Programs in the Canadian Forces (A-PS-110-001/AG-002) govern the nature and extent of the public support required of the Wing Commander.

The Wing Commander may also choose to support site-specific services and/or an enhanced level of mandated services offered by the 4 Wing MFRCS. The resources provided by the Wing Commander to support these MFRCS services are also documented in this Agreement.

## 2. Glossary and References

### 2.1 Glossary

MFSP mandated services	As established in <i>MFSP: Parameters for Practice</i> and referred to in the MOU, mandated services are services determined by DND/CF to respond to essential needs of CF families that arise from their unique lifestyle and/or to support personal, family and community development. These services will be offered by MFRCSs where demonstrated need exists, and in accordance with the policies outlined in <i>MFSP: Parameters for Practice</i> published by DMFS. Mandated services are publicly funded by Chief of Military Personnel (CMP) through DMFS.
MFSP site-specific services	As established in <i>MFSP: Parameters for Practice</i> and referred to in the MOU, site-specific services are locally-funded family services, consistent with the goals of the MFSP, offered at individual MFRCSs in response to identified and documented community needs that are agreed to by the MFRCS Board of Directors and the local Commanding Officer. Site-specific services offered by MFRCSs may be supported through public and non-public funds provided through the local Commanding Officer to the MFRCS or through fund raising, donations, grants, fees for services, or other revenue generating avenues available to not-for-profit organizations.
Material	Support includes but is not limited to items such as office furnishings, operating and safety equipment, activity equipment, supplies in support of mandated and/or site-specific activities.
Services	Services include but are not limited to maintenance and utilities, basic services, cleaning services, translation services, transportation services, communications services in support of mandated and/or site-specific activities.

## 2.2 References

Financial Administration Act (FAA)

A-PS-110-001/AG-002 Policy Governing Morale and Welfare Programs in the Canadian Forces - Public Support to Morale and Welfare Programs and Non Public Property, Volume 1.

Public Support of Personnel Support Programs Book 2, or subsequent authority

A-FN-105-001/AG-001 Policy and Procedure for Non-Public Funds Accounting

Human Resources Policy for Staff of the Non-Public Funds, Canadian Forces Manual

B-GS-055-000/AG-001 Provision of Services Manual

CDS Guidance Canadian Forces Morale and Welfare Programs (incorporated in A-PS-110-001/AG-002)

Financial Administration Manual

Military Family Services Program: Parameters for Practice

Memorandum of Understanding (MOU) between CMP and 4 Wing Cold Lake.

DND Transportation Manual – A-LM-158-005/AG-001

## 3. Facilities

This section details the facilities provided by the Wing Commander to 4 Wing MFRCS. (This section is not intended to replace any local lease/license agreement as required by B-GS-055-000/AG-001.)

### Support for Mandated and Site Specific Services:

- a. The Wing Commander agrees to provide the following facilities in support of MFRCS mandated services at no cost in accordance with A-PS-110-001/AG-002:
  - (i) Military Family Resource Centre, Bldg. 674 (840 m<sup>2</sup>)
  - (ii) Youth Centre, Bldg. 781 (278 m<sup>2</sup>)
  - (ii) MFRCS Annex (Bldg. 576 (160 m<sup>2</sup>))

#### 4. Material and Services

This section details the material and services provided by The Wing Commander to 4 Wing MFRCS.

##### Material

- a. The Wing Commander agrees to provide the following material in support of 4 Wing MFRCS mandated and site specific services at no cost in accordance with A-PS-110-001/AG-002:
  - (i) Office furnishings
  - (ii) TIS equipment (i.e. telephone, fax, photo copier, computer & peripherals)

##### Services

- b. The Wing Commander agrees to provide the following services in support of 4 Wing MFRCS mandated and site specific services at no cost in accordance with A-PS-110-001/AG-002:
  - (i) translation services
  - (ii) maintenance & utilities
  - (iii) administration support
  - (iv) TIS support and service
  - (v) transportation services
  - (vi) cleaning and snow clearing service

#### 5. Funding

This section details the funding provided by the Wing Commander to 4 Wing MFRCS in support of site-specific services and/or an enhanced level of mandated services.

- a. The Wing Commander agrees to provide public funds in the amount of \$ 201,226. The MFRCS will provide a breakdown/budget as to how this funding is to be used no later than 20 May 19.
- b. The Wing Commander agrees to provide up to an additional \$25,000 to fund required additional staff for facilitating the new services as per para 6a. (8) This funding will be provided only if there is a requirement for additional staff to facilitate these services. This funding will be provided on a one year trial to be re-evaluated if a permanent funding source is received.



- c. The Wing Commander agrees to provide payment semi-annually which is to be invoiced by the MFRCS every six months. The due dates will be September 30, 2019 and March 31, 2020.
- d. It is acknowledged and understood that at any time this Agreement is in effect, 4 Wing MFRCS may approach the Wing Commander, or a designated representative, with a Business Case Proposal for additional funding. The approval of such request is at the sole discretion of the Wing Commander.
- d. It is acknowledged and understood that at any time this Agreement is in effect, the Wing Commander, or a designated representative may subject the 4 Wing MFRCS to the same financial restraints that would be imposed on the Wing at that particular time. The annual inflation calculation applied to 4 Wing will also be included in the annual funding agreement.
- e. These funds are not to be used for MFRCS Day Care.

#### 6. Statement of Work/Deliverables

The MOU between CMP and 4 Wing MFRCS outlines the mandated services to be provided by the MFRCS. This section of the Supplemental Agreement details the site-specific services that the 4 Wing MFRCS will provide to the local Canadian Forces community for the duration of the Agreement:

4 Wing MFRCS agrees to provide the following site-specific and/or enhanced level of mandated services to the CF family members at 4 Wing Cold Lake, with the support of the Facilities, Material and Services, and/or Funding Support provided by the Wing Commander, as described in paragraphs 3, 4, and 5 of this Agreement.

- a. Personal Development and Community Integration Services:
  - (1) Employment workshops; (mandated)
  - (2) Interagency partnership; (mandated)
  - (3) Conversation ensemble; (mandated)
  - (4) Family wellness community projects; (mandated)
  - (5) MFRCS newsletter; (mandated)
  - (6) Second language training courses; (mandated)
  - (7) Facilitate RCAF Family Sponsor Program; (mandated)
  - (8) Community access computer; (site-specific)



b. Child/Youth Development and Parenting Support Services:

- (1) Parent Advisory Groups; (mandated)
- (2) Pre-teen activities and special events; (mandated)
- (3) Busy Little Hands Play Group; (mandated)
- (4) Babysitters courses; (mandated)
- (5) Provincial training requirements; (site-specific)
- (6) Out of School Child Care programs; (site-specific)
- (7) 4 Wing MFRCS Day Care; (site-specific)
- (8) Casual Care/Evening Care; (site-specific)
- (9) Mary Poppins Pre School; (site-specific)
- (10) Youth Centre staffing; (site-specific)
- (11) Youth Centre activities and special events; (site-specific)
- (12) Site specific volunteer management program; (site-specific)
- (13) Morale Booster Events. (site-specific)
- (14) Summer Child Programming for Graduating Day Care and Kindergarten children

c. Family Separation and Reunion Services:

- (1) CF morale and family appreciation packages; (mandated)
- (2) Coordinate child care in support of deployment/casualty support/special events; (mandated)
- (3) Liaison support to area schools; (mandated)
- (4) Support to Reservists and families; (mandated)
- (5) Provide resource materials for children, spouses and extended family; (mandated)
- (6) Special events for families; (mandated) and
- (7) Day to day operation of the Deployment Support Centre. (mandated)

d. Prevention, Support and Intervention Services:

- (1) Social work service to PSP, Public Service employees, Military members and family members; (mandated)
- (2) Group facilitation, parenting through Deployment Workshops for parents and caregivers, providing psychoeducation on parenting through military related separation (deployment, TD, IR, etc.); (mandated)
- (3) Liaison and consultation with Child Welfare and Children's Advocate; (mandated)
- (4) Family advocacy; (mandated)
- (5) In conjunction with Wing personnel, provide Social Work Services when requested to Military members; (mandated)

- (6) Group psycho-education workshops aimed at providing general preventative and reactive strategies for areas such as stress, anxiety and emotion regulation, specifically within a military context. This could be delivered to child, youth and adult populations and programming would provide information in a developmentally appropriate way. (mandated)
- (7) Member of Family Violence Prevention Team. (mandated)
- (8) Delivery of Road to Mental Readiness (R2MR) (mandated)
- (9) Joint program delivery with PSP (Inter-Comm) (mandated),
- (10) Long term counselling (over 8 sessions). (site-specific)

e. Community Support:

- (1) Military Family Resource Centre booking and maintenance administration;
- (2) Wing Theatre booking and maintenance administration;
- (3) Buy and Sell Lot administration; and
- (4) Volunteer co-ordination for community events.

7. Financial Reporting

4 Wing MFRCS will provide copies of the following to the Wing Administration Officer no later than one week after they are presented to the MFRCS Board of Directors:

- a. annual audits;
- b. monthly financial reports;
- c. Department of Internal Revenue and Audit
- d. Registered Charities Information Return;
- e. 4 Wing MFRCS Bylaws;
- f. Annual Returns for Society;
- g. non-profit proof of filing; and
- h. Any Alberta Societies Act Certificates of Amendment.

8. Liability

4 Wing MFRCS will obtain property, liability, errors and omissions and directors' and officers' liability insurance coverage for site-specific activities that are not already included in the minimum coverage required in the Memorandum of Understanding. Proof of such coverage will be submitted to the Wing Commander via WAdminO.

D/WCmd *[Signature]*

9. Settlement of Disputes

Any disputes arising from the interpretation or implementation of this Agreement will be resolved through consultation between the 4 Wing MFRCS and the Wing Commander. Participants may request that Director Military Family Services (DMFS) provide professional and technical advice as required. DMFS will bring unresolved disputes to the attention of the Chief of Military Program (CMP).

10. Amendment

- a. In cases where the Wing Commander determines that an adjustment to the level of support provided in this Agreement is necessary, he/she agrees to provide a minimum of 60 days notice in writing to the 4 Wing MFRCS Board of Directors. As soon as possible after notification, the Participants agree to meet to discuss the impact of the adjustment.
- b. In cases where the 4 Wing MFRCS Board of Directors determines that an adjustment to the level of services provided in this Agreement is necessary, the Board Chairperson agrees to provide a minimum of 60 days notice in writing to the Wing Commander and DMFS. As soon as possible after notification, the Participants agree to meet to discuss the impact of the adjustment.
- c. If the adjustment to the level of support provided by the Wing Commander impacts the provision of mandated services, the Wing Commander will notify DMFS, at the outset of the same 60 day period referred to in paragraph 10a.
- d. Should there be changes to this Agreement; the Wing Commander shall advise DMFS of such changes for purposes of MOU verification and compliance. MFRCS 4 Wing Cold Lake will provide DMFS with a signed copy of the updated Agreement within 30 days of the date of the last signature of the amended Agreement.

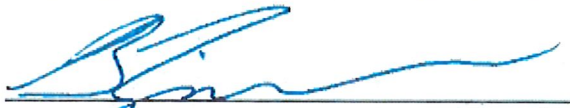
- e. In the event that an amended Agreement results in an associated reduction in the level of support, the 4 Wing MFRCS will return unspent public funds, non-public funds and/or unused material, as required by the Wing Commander.

11. Duration and Termination

- a. This Agreement will remain in effect for a period of one year from the effective date.
- b. This Agreement may be terminated:
  - (i) with the mutual consent of the Participants; or
  - (ii) upon termination of the Memorandum of Understanding to which this Agreement is supplemental; or
  - (iii) upon DMFS receiving notification of dissolution or insolvency of the MFRCS.
- c. Upon termination the MFRCS will return any unspent public funds, non-public funds, and unused material provided by this Agreement to the Wing Commander.

12. Effective Date and Signatures

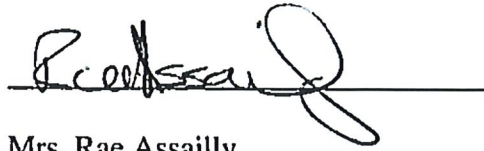
This Agreement, which is concluded in duplicate, in the English and French languages, each version being equally valid, will enter into effect on 1 April 2019.



*For* ~~P. Doyle, Col~~ **B.J. Zimmerman, LCol, D/WComd, 8101**  
Wing Commander  
4 Wing Cold Lake

*7/6 May 19*

Date



Mrs. Rae Assailly  
Chairperson  
4 Wing Military Family  
Resource Centre Society

*Apr 11, 2019*

Date



*At*  
A. Wallsworth, Maj  
OC RP Operation  
4 Wing Cold Lake

*2 May 19.*

Date

Office of the Deputy Wing Commander  
4 Wing Cold Lake  
P.O. Box 6550 Stn Forces  
Cold Lake AB  
T9M 2C6



Bureau du commandant adjoint de l'escadre  
4<sup>e</sup> escadre Cold Lake  
C.P. 6550 Succ Forces  
Cold Lake AB  
T9M 2C6

22 April 2020

LETTER OF SUPPORT FOR 4 WING MFRCS  
COMMUNITY CAPITAL PROJECT GRANT APPLICATION

References: A. Community Capital Project Grant Policy 202-AD-16  
B. 4 Wing MFRCS Community Capital Project Grant application

1. The intent of this letter is to provide our support to the 4 Wing Military Family Resource Centre Society (4 Wing MFRCS) Community Capital Project Grant application as per reference.
2. 4 Wing Cold Lake members, employees, and their families are a significant portion of the residents of the City of Cold Lake. We are approximately 33% of the local population. Since 1992, the 4 Wing MFRCS has provided essential services and programs that improve the quality of life for our military members and their families, veterans and their families, and the community at large. 4 Wing MFRCS, in addition to providing services to the military community, offers services that are available to the Cold Lake Community. As one of the best MFRCS in the country, they have provided much needed accessible, affordable, and inclusive services that provide broad opportunities for community members. They continue to enhance and improve their programs and services to support our community's vitality and wellness.
3. The 4 Wing MFRCS seeks a match-funding Grant in the amount of \$13,000 to procure additional major equipment that will assist in the development of community use of their facilities that are used for socialization through recreation, community wellness, social services, and arts and culture. Items to be purchased will replace or provide additional equipment to support programs and services that have a lifespan of 5 years or more. The 4 Wing MFRCS has strong community support, a solid volunteer base, and a demonstrated track record of providing for the community's well-being.
4. I support the 4 Wing MFRCS' application for a City of Cold Lake Community Capital Project Grant.

5. If you have any questions related to our support to the application of 4 Wing MFRCS, do not hesitate to contact me at 780-840-8000, ext 3170.

A handwritten signature in black ink, appearing to be 'AG' followed by a long horizontal stroke.

Lieutenant-Colonel Alain Gagnon  
Deputy Wing Commander  
4 Wing Cold Lake





## COMMUNITY SERVICES

April 21, 2020

Letter of support for 4 Wing MFRCS

I have been asked to write a Letter of Support for the 4 Wing Military Family Resource Centre Society's (MFRCS) Community Capital Project Grant Application.

Since 1992, the 4 Wing MFRCS has provided essential services and programs that improve the quality of life for our military members and their families, veterans and their families, and the community at large.

As one of the best MFRCS in the country, they have provided much needed accessible, affordable, and inclusive services that provide broad opportunities for community members. They continue to enhance and improve their programs and services to support our community's vitality and wellness.

The 4 Wing MFRCS seeks a match-funding Grant in the amount of \$13,000 to procure additional major equipment that will assist in the development of community use of their facilities that are used for socialization through recreation, community wellness, social services, and arts and culture.

Items to be purchased will replace or provide additional equipment to support programs and services that have a lifespan of 5 years or more. The 4 Wing MFRCS has strong community support, a solid volunteer base, and a demonstrated track record of providing for the community's well-being.

I support the 4 Wing MFRCS' application for a City of Cold Lake Community Capital Project Grant.

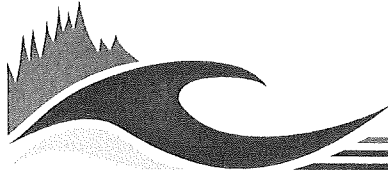
Respectfully,

Kim Schmidt,  
Cold Lake and District FCSS Manager  
(780) 594-8028

Civic Address  
5220 - 54 Street  
Cold Lake, AB  
Telephone (780) 594-4495  
Fax (780) 594-1157



Mailing Address  
5513 - 48 Avenue  
Cold Lake, AB T9M 1A1  
[www.coldlake.com](http://www.coldlake.com)



**COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM**

**RECEIVED**  
APR 24 2020

**SECTION 1: APPLICANT INFORMATION**

*Name of the Organization:*

Cold Lake Seniors Society

*Mailing Address & Phone Number:*

P.O Box 1416 Cold Lake, Alberta T9M 1P3  
780-639-0065

**CITY OF COLD LAKE**

*Has the organization received any Community Capital Project Grants in the past?*

☐ No

☒ Yes, in what year(s): 2017

*Community Organization Eligibility Criteria:*

Location where the organization is based out of:

☒ City of Cold Lake

☐ Other: \_\_\_\_\_

Organization must be either a registered:

☐ not-for-profit (No: \_\_\_\_\_)

☒ charitable organization (No: 846298560RR0001)

*Explain how the organization is sustainable:*

☐ Registered on: July 04, 2006

Corporate access number: 5012539762

Organization's primary mandate must be to provide at least one of the following within the City of Cold Lake: (*check all that apply*):

☒ sports

☒ recreation

☒ arts

☒ culture

☒ social services

☒ community wellness

**SECTION 2: PROJECT DETAILS**

*The project is to: (check all that apply):*

☐ construct a new facility

☐ expand a facility beyond its existing footprint

☐ retrofit an existing facility for a new use or purpose

☒ renovate an existing facility to remodel/restore the space

☐ upgrade the facility's mechanical, security or technology

☒ replace or provide additional major equipment where that equipment supports a program or services, which have a lifespan of 5 years or more

### SECTION 3: PROJECT COSTS (MATCH FUNDING)

#### Total Project Costs:

\$40,000.00 Committed community contribution  
\$20,000.00 Grant request from City  
\$60,000.00 Total Project Cost

#### Sources of Community Contributions:

\$ In-kind labour (unskilled)  
\$ In-kind labour (skilled)  
\$ In-kind services  
\$ In-kind equipment/materials  
\$ Monetary donations (excludes grants)  
\$ Monetary grants (from non-City sources)

Is there any shortfall? (if yes, please explain):

#### Conditions of Funding:

- The grant request under this program must be one-third (1/3) or less of the total project cost.
- Applicant must be able to demonstrate that at least two-thirds (2/3) of the project costs will be paid for by the community through: in kind labour, services, equipment/materials which are directly related to the project, and/or monetary donations.
- Volunteer time must be directed related to the project for which funding is being requested. Please see the Community Capital Grant Policy for valuation of volunteer time and donations.
- Unskilled labour can only contribute to a maximum of one-third (1/3) of the "community contributions".
- Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

### SECTION 4: APPLICANT DECLARATION

I give my consent to the City of Cold Lake to collect, use, retain, disclose and dispose of the information contained within this application for the purpose of, but not limited to, operational and public media as may be deemed appropriate by the City of Cold Lake. I also certify that to the best of my knowledge the information provided in this application is accurate.

Applicant Signature: Dustin H. Blair Date: April 23/2020

Please submit the completed application by email ([city@coldlake.com](mailto:city@coldlake.com)), by mail, or in person at the address below, to the **Attention of the Community Capital Project Grant Program**.

- ☒ Completed application form
- ☒ Confirmation of match funding see Bank Statement
- ☒ Letters of support from the community
- ☒ Proof that the application has either land ownership for the location of the project, a long-term lease and the confirmation from the owner for permission to undertake the project, or another form or confirmation of ownership/permission to undertake the project on the property certificate title.

#### For Office Use Only

Date Received: \_\_\_\_\_

Decision Date: \_\_\_\_\_

Decision: ☒ Approved ☐ Rejected ☐

Staff Initial: \_\_\_\_\_

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

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

Form 11-00-09

XRef Policy No. 202-AD-16

Page 3 of 3

### **Grant Proposal Application**

1. The Cold Lake Seniors Society proposes to install a 660lb inclined platform lift in an existing curved 22 step stair case. At present access to the second floor is inaccessible to anyone with mobility issues. The existing external ramp has limited usability due to tight corners, rough, snow covered and steep access. The conveyance of heavy or numerous supplies to the second floor is also difficult. A platform lift would eliminate this ongoing issue making the lives of seniors, tenants, patrons and clients easier and safer.
2. The Cold Lake Seniors' Society owns and operates a very large building and community centre. The business and services that occupy the building are as follows:
  - Turning Point Wellness Hub registered Phycologist is an authorized service provider of Veterans affairs, WCB, First Nations and FCSS.
  - Susan McGowan Counselling In Cold Lake, Social Worker with the Department of Defence
  - Supporting Wellness Psychological and Family Services provides individual, marriage, child and adolescent and family therapy, occupational speech therapy and workshops.
  - Cold Lake Community Learning is a non for profit organization whose mandate is to provide educational services to all community members including multicultural language classes, workshops, educational classes and workshops.
  - Safe-Net Safety Training provides important safety training services to the Oil, Gas and construction industry.
  - Yoga Cold Lake Studio offers daily yoga classes and teacher training, encouraging overall health, emotional and physical wellbeing.
  - MB Consulting offers financial and book keeping services
  - Titan Boxing Club offers certified boxing coaches and instructors fostering a healthy, hardworking ethical community.
  - Hapkido Cold Lake offers martial art programs to children, teenagers and adults.
  - The Cold Lake Public Library is an information hub with ongoing literacy, educational programs and book lending to every member of the community.

The Cold Lake Seniors Society operates the Cold Lake Seniors Drop in Centre and provides recreational, social, and educational and health related programs for seniors from Cold Lake and the surrounding areas. We provide daily programs and are a meeting place and forum to discuss issues affecting seniors. We advocate for better programs and services for individuals and groups. We presently have 250 members, many of which are retired military veterans or their spouses. At present many of the services offered on the upper level of the facility are not accessible to some of our members with physical disabilities.

3. i) The Cold Lake Seniors Society was established in 2006 and in 2010 received ownership from the City of Cold Lake of the Harborview community Centre which had been abandoned for years and was run down. The seniors have invested a great deal of time and financial resources over the past 10 years. There is still so much more work to be done in terms of renovations, repairs and retrofitting the building to make it accessible and safe for everyone.

ii) After carefully prioritizing all of the projects facing the building through the creation of a Capital Planning committee, the platform lift was identified as one of the top priorities. Without our upstairs rentals the society would not be able to efficiently operate and maintain such a large complex. Our building is ideal in which to operate a business. It would be greatly enhanced by the addition of the platform lift. With the amount of rental space vacancies in the Lakeland area we are fortunate enough to have the businesses we do.

iii) At present the funding streams through the Federal government are limited. However we have applied to the Co-op community spaces program, Alberta 55 Plus, submitted online proposal with local oil & gas companies and the Agri-Spirit Fund grant. There have been no financial commitments to date.

iv) Attached are numerous letters of supports from our existing tenants and other community organizations that see the value in this project.

#### 4. PROJECT OVERVIEW

i) March of 2019 conducted an initial Elevator Feasibility Study with Shindler Elevator Corp. It was deemed structurally unfeasible to retrofit the building with a vertical elevator.

September 2019 – Provided Upper Cut Elevators with pictures and measurements and requested a quote (see attached)

January 2020 Provided Venture Elevators with pictures and measurements and requested a quote (see attached)

Other quote requests were passed over due to geographic and territorial concerns. To date we have not received a response from Savaria Edmonton.

January 2020 explore funding streams and prepare grant applications.

- Co-Op Community Spaces Grant
- Imperial Oil Resources Funding request
- Agri-Spirit Fund
- Alberta 55 plus

March 2020 – Confirm with our insurance carrier liability coverage and increase of premium for replacement value of unit

April 2020 – On site assessments by suppliers are scheduled and pending.

Installation of unit pending securing funding - Target date for completion is December 2020

ii) Project Budget (see attached quotes)

\$220 per year Insurance premium increase due to project.

\$500 per year inspection and routine maintenance of equipment.

iii) Photos, Schematics, Estimate attached.

- Photos of stair well
- Upper and lower level site map
- Supplier Quotes
- Letters of support



CERTIFIED COPY OF  
Certificate of Title

S

LINC                      SHORT LEGAL  
0014 469 051          9022074;13A;18

TITLE NUMBER: 102 062 233  
TRANSFER OF LAND  
DATE: 24/02/2010

AT THE TIME OF THIS CERTIFICATION

COLD LAKE SENIORS' SOCIETY.  
OF PO BOX 1416  
COLD LAKE  
ALBERTA T9M 1P3

IS THE OWNER OF AN ESTATE IN FEE SIMPLE  
OF AND IN

PLAN 9022074  
BLOCK 13A  
LOT 18  
EXCEPTING THEREOUT ALL MINES AND MINERALS

SUBJECT TO THE ENCUMBRANCES, LIENS AND INTERESTS NOTIFIED BY MEMORANDUM UNDER-  
WRITTEN OR ENDORSED HEREON, OR WHICH MAY HEREAFTER BE MADE IN THE REGISTER.

ENCUMBRANCES, LIENS & INTERESTS

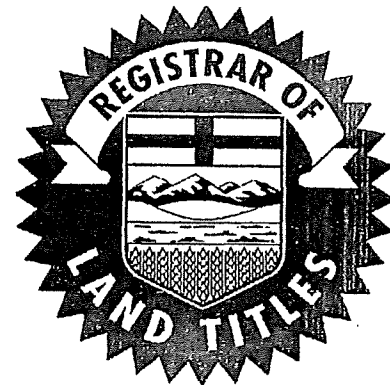
REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
782 269 232	23/11/1978	UTILITY RIGHT OF WAY GRANTEE - ALBERTA POWER LIMITED. AS TO PORTION OR PLAN: 7823248
782 269 233	23/11/1978	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF COLD LAKE. AS TO PORTION OR PLAN: 7823248
102 027 185	25/01/2010	CAVEAT RE : SEE CAVEAT CAVEATOR - CITY OF COLD LAKE. 5513-48 AVENUE COLD LAKE ALBERTA T9M1A1
102 062 234	24/02/2010	CAVEAT RE : PURCHASERS INTEREST CAVEATOR - CITY OF COLD LAKE. C/O BROWNLEE LLP 2200, 10155-102 ST EDMONTON ALBERTA T5J4G8 AGENT - JOHN C MCDONNELL

# Certificate of Title

TITLE NUMBER: 102 062 233

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE  
REPRESENTED HEREIN THIS 24 DAY OF FEBRUARY ,2010



**\*SUPPLEMENTARY INFORMATION\***

VALUE: \$300,000

CONSIDERATION: SEE INSTRUMENT

MUNICIPALITY: CITY OF COLD LAKE

REFERENCE NUMBER:

902 231 122

AREA:

0.58 HECTARES (1.43 ACRES) MORE OR LESS

ATS REFERENCE:

4;2;63;24;SW

TOTAL INSTRUMENTS: 004



**CURRENT ASSETS**

Cash Float for Bar	1,000.00	
Cash Float for Fundraisers	100.00	
Petty Cash	200.00	
Payroll Account	27,881.88	✓
Operating account	53,354.57	✓
Platinum Account 0.50%	55,644.99	✓
Total Cash		138,181.44
GIC 3.30% 91921	105,104.05	
GIC 3.30% 90721	100,000.00	
GIC 1.38% 30620	0.00	
Credit Union Common Share	1,729.97	
GIC 3.30% 100721	103,680.93	
GIC 3.30% 91921	44,779.09	
Total Investments		355,294.04
<b>Total Current Assets</b>		<b>493,475.48</b>

*GIC matures to go towards grant*

**Inventory Assets**

Inventory - Bar		1,106.99
<b>Total Inventory Assets</b>		<b>1,106.99</b>

**Capital Assets**

Leasehold Improvements		33,739.78
Flag Pole & Flag	2,932.14	
Office Furniture & Equipment	1,395.82	
Surveillance Cameras	2,210.37	
Furniture & Equipment	38,508.02	
Building Shed	1,440.00	
Net - Building		46,486.35
Land / Assessed at \$2,889,600.		0.00
<b>Total Capital Assets</b>		<b>80,226.13</b>

**TOTAL ASSET**

**574,808.60**

**LIABILITY****Current Liabilities**

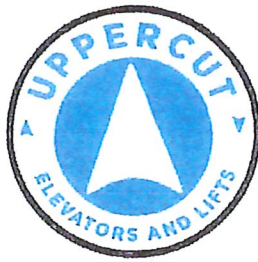
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00 ✓
GST Paid on Purchases	-646.05	
GST Owing (Refund)		-646.05
Prepaid Rental for 2019		195.00 ✓
Damage Deposit on Upstairs Re...		6,442.80 ✓
Key Deposit on Upstairs Rentals		2,525.00 ✓
<b>Total Current Liabilities</b>		<b>8,516.75</b>

**TOTAL LIABILITY**

**8,516.75**

**EQUITY****Members Equity**

Members Equity - Previous Year		578,900.20
Excess/deficiency of revenue		-12,608.35
<b>Total Members Equity</b>		<b>566,291.85</b>



## COMMERCIAL XPRESS II REQUIREMENTS

### GENERAL

1. All deviations from the drawings must be communicated in writing. Changes made after the lift is put into production may incur additional costs.
2. In floor heating will need to be identified and possibly re-routed for tower mounted applications.
3. Any wiring, piping or other items in the walls, stairs or floors that may be damaged at fastening points must be identified and possibly re-routed.
4. Blocking as per the drawings will be required – either a surface mounted 2x6 and 2x4 or blocking within the wall.
5. The lower landing must be reasonably level.

### Electrical

- Dedicated 208-240 VAC 20-amp single phase disconnect in place, within view of the lift - **the disconnect must be lockable and fused.**
- GFI receptacle within 3 meters of the upper or lower rail.
- Emergency Lighting, illuminating onto the run of stairs and each landing.
- Adequate lighting above the lift at both landings with a secondary ballast
- Call Stations and conduit will be surface mounted unless rough-ins and conduit are run prior to the lift installation. This is the responsibility of the general contractor/owner.

Please contact us with any questions or concerns

Uppercut Elevators and Lifts  
Calgary: 403.519.3186  
Edmonton: 587.597.9959

September 3, 2019

Attention: Andrea  
Cold Lake Seniors Society  
1301 8<sup>th</sup> ave  
Cold Lake, Alberta  
T9M 1P3  
Email: [coldlake@telus.net](mailto:coldlake@telus.net)



We are pleased to present a quotation for the following product

### **Garaventa Artira inclined platform lift – B355 code Compliant**

- 800mm x 1220mm platform
- Custom built to accommodate a 180 degree bending stairway with 90-degree bend at the top
- Tower mounted directly to the stairs
- Side load
- Auto fold platform
- Safety arms
- Folding seat
- Constant pressure controls Smart-Lite Technology
- **660lb capacity**
- Drive box locate at the upper landing
- Overspeed sensor and lock
- In hanger alarm
- 2 keyed call stations
- Emergency manual lowering
- 2 Audio visual alerts
- Bi-directional pressure sensitive ramps with under platform sensor
- AEDARSA registration, and initial inspection
- 2-year warranty
- **1<sup>st</sup> year preventative maintenance**

The following code required options are included:

- **Handrail incorporated into rail system**
- **Auto-fold**

UpperCut Elevators and Lifts will provide and install this lift for **\$51,560.00.**



## Additional Options

- Attendant hand-held pendant control \$375.00

## These prices include:

- Installation
- engineered stamped drawings (for the lift)
- Registration of the device with AEDARSA
- Initial inspection by AEDARSA
- All Warranties

Prices do not include any contractual work required.

These products are GST exempt and this quote is valid for 60 days. Please contact me with any questions.

Kindest Regards,

Cathie Dishaw  
587.597.9959





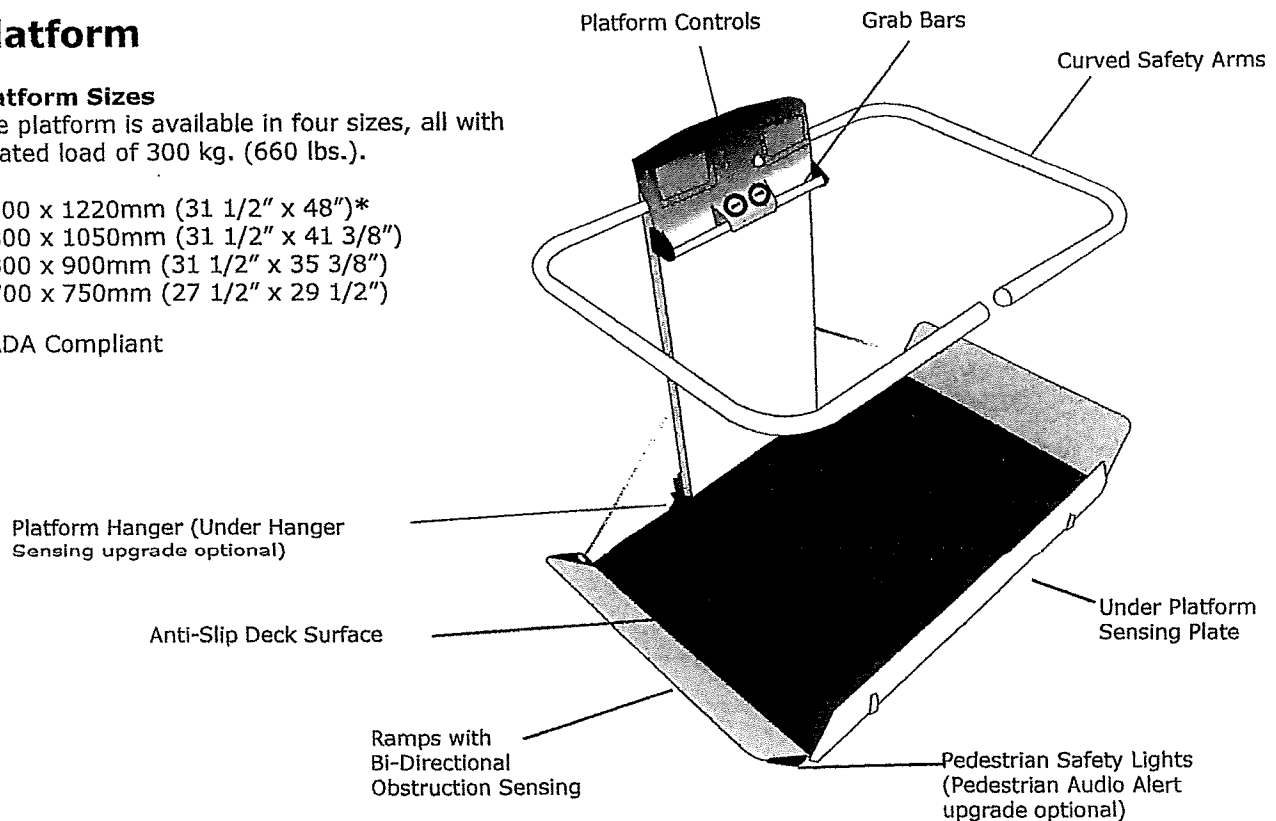
## Platform

### Platform Sizes

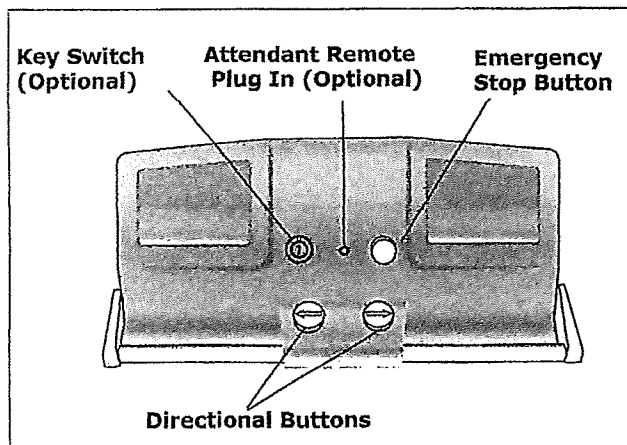
The platform is available in four sizes, all with a rated load of 300 kg. (660 lbs.).

- 800 x 1220mm (31 1/2" x 48")\*
- 800 x 1050mm (31 1/2" x 41 3/8")
- 800 x 900mm (31 1/2" x 35 3/8")
- 700 x 750mm (27 1/2" x 29 1/2")

\*ADA Compliant

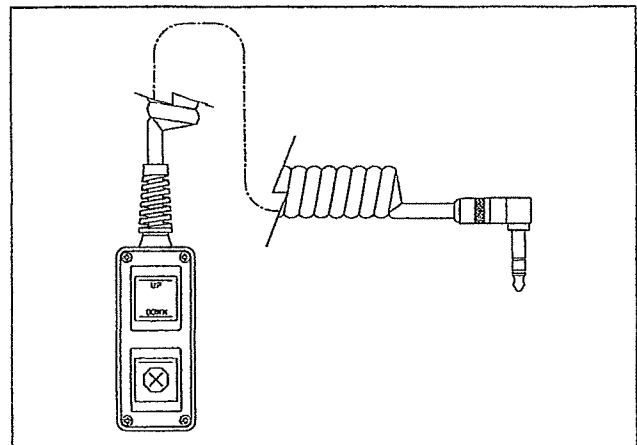


**Platform Components**



**Platform Control Panel**

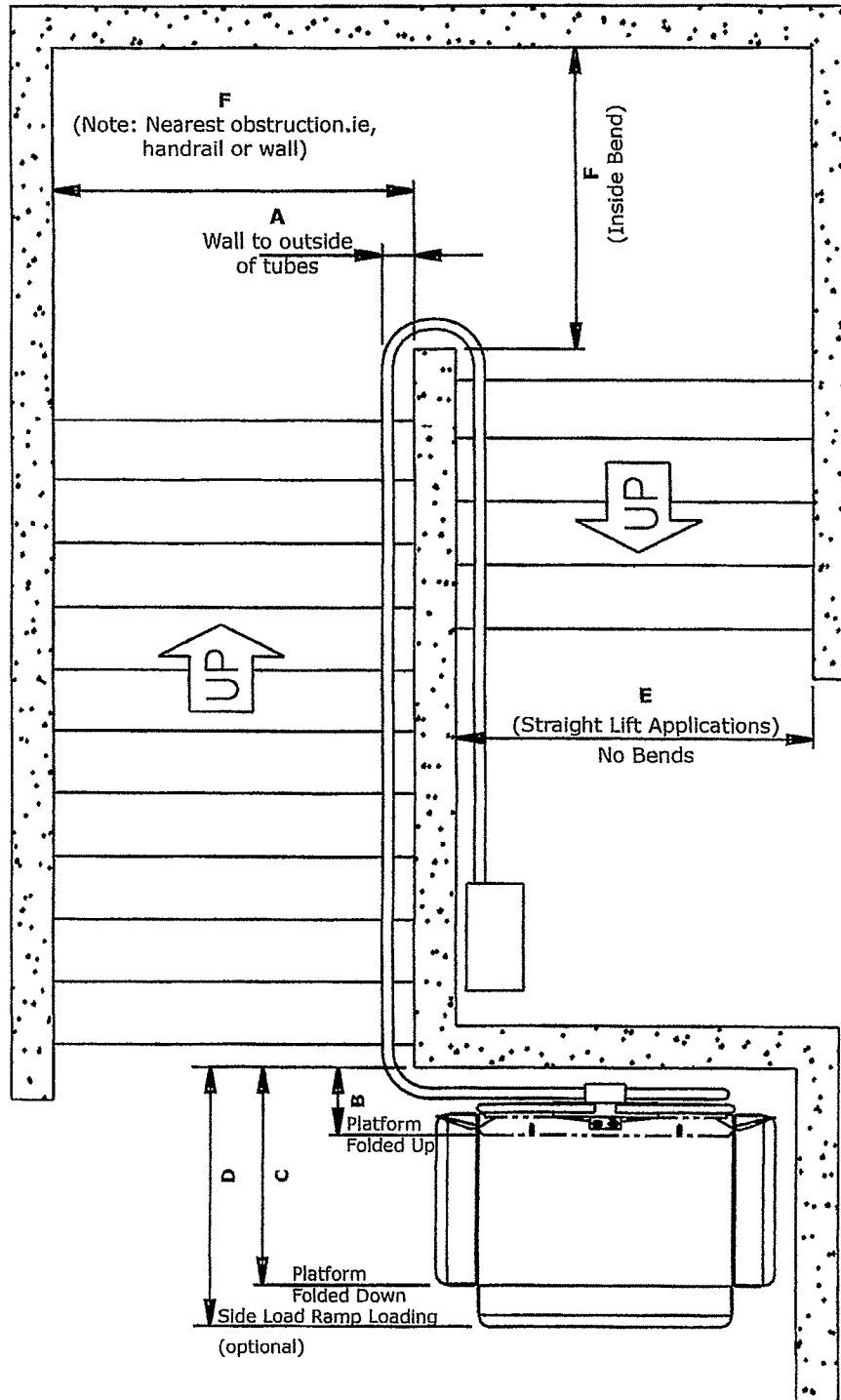
The durable and vandal resistant platform control panel is mounted to the platform hanger. The standard platform controls are permanently mounted and consist of two large illuminated constant pressure **Directional Buttons** for independent operation and an **Emergency Stop Button** (with illumination optional).



**Optional Attendant Remote Control Unit**

The platform can be equipped with an optional **Attendant Remote Control** that overrides the constant pressure **Directional Buttons** during attendant operation. The remote control unit can be removed when not required.

## Required Turning Clearances



**Stair Width Clearances and Platform Projection Dimensions**







#1, 5611-54 Street  
Cold Lake, Alberta  
T9M 1R6  
Ph (780) 594-4460 fax (780) 594-4480

March 17, 2020

***Cold Lake Seniors Society***  
780-639-0065

*Attn: Dusty*

**Re: Quote - Electrical Work – Lift & Light Installation**

We are pleased to provide you with a quote for this project as per request to install power and plug for lift & to supply and install 6 LED lights.

***Quoted Price \$2830.00 Plus G.S.T.***

JIMCO ELECTRIC LTD.

*Jim Urlacher*

\* Please note this quote is only valid for 30 days.

# VENTURE ELEVATOR

Date: Feb 13, 20

**Cold Lake Seniors Society**  
1301 8 Ave, Cold Lake, AB T9M 1J7

Attention: Andrea Geoffroy, Administrative Assistant  
Phone: 780-639-0065  
Email: coldlake@telus.net

**Reference:** Budget Price for One Garaventa Artira Stair Lift

Venture Elevator Inc. would like to thank you for the opportunity to submit our quotation for the supply and installation of one Garaventa Artira Handicap Lift. This lift will meet all present mandatory code requirements from the CSA-B355 code - Lifts for Persons with Physical Disabilities.

## QUOTATION

We propose to install one (1) 660lb Garaventa Stair-Lift, Model GSL Artira inclined platform lift for straight and turning stairways. Lift consists of a tubular guide rail system, a folding platform that is moved along the guide rails by a rope sprocket drive system, overspeed safety system and call stations at each landing. Platform size to be 760mm by 1050mm. Loading to be from the front, side and rear of the platform. Motor will be a 2 H.P. electric motor with an integrated brake. 208-240 VAC, single phase, 50/60 Hz. on a dedicated 20 amp circuit. Normal operating speed shall be 20 feet per minute (6 m per minute).



Member of CECA



**Features:**

- Platform Security Lock
- Bi-directional ramp sensing, under platform sensing plate
- Attendant hand control
- Auto fold Platform
- Remote Platform Fold and Call
- Constant pressure Platform fold and Unfold
- Folding seat
- Dek-Lite (requires seat)
- Standard Drive Box
- 1 Audio Visual Alert

**Inclusions:**

- General Arrangement diagrams stamped by P. Eng
- Adearsa submission for installation permit
- Shipping to site

**Times:**

General Arrangement diagrams 3 weeks from receipt of signed contract, letter of intent or PO.

The current production lead time (subject to change) for an Artira lift is currently 8 weeks from receipt of approved final drawings.

Venture Elevator Inc. will provide a 1 year warranty on parts due to manufacture defects. The warranty will commence on the day the elevator has passed inspection from the governing authority for the public access.

Venture Elevator Inc. will conduct the installation of the elevator during regular working hours of the elevator trade. Overtime, if needed will be charged out at our normal billing rates.

**By Others:**

- Any required structural engineering to the walls, stairs or removal of railings.
- Ensure clear access for all elevator related material to enter the building.
- Ensure a clean, dry/moisture free environment, above freezing temperatures, for storage of all elevator equipment.
- 208-240 VAC, single phase, 50/60 Hz. on a dedicated 20 amp circuit to be brought to the stair way where unit is to be installed.



Member of CECA



**This Budget price is between Sixty-Five Thousand and Eighty thousand Dollars (\$65,000 to \$80,000) Plus applicable Taxes. This quotation is valid for 30 days.**

**NOTE: A proper site visit by a Venture Elevator representative will have to be conducted to confirm that this product will fit into the location prior to providing you with a firm price.**

The lift will be professionally installed and adjusted by Venture Elevator Inc. trained personnel. The price further includes all submissions and inspections from the governing authorities.

Venture Elevator will supply one year (12 months) warranty maintenance.

This quotation, when accepted by initialing all pages and an authorized signature, shall constitute the contract between both parties, and all prior representations or agreements incorporated in this document are superseded.

If this agreement is acceptable, please complete below and initial all pages.  
Fax to (250) 596-0449 or return signed copy via mail.

This proposal and contract are hereby signed and accepted.

Dated: Feb 13, 2020

Venture Elevator Inc. \_\_\_\_\_  
Ron Sexton

**Purchasers Acceptance:**  
**Accepted by Authorized Representative:**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

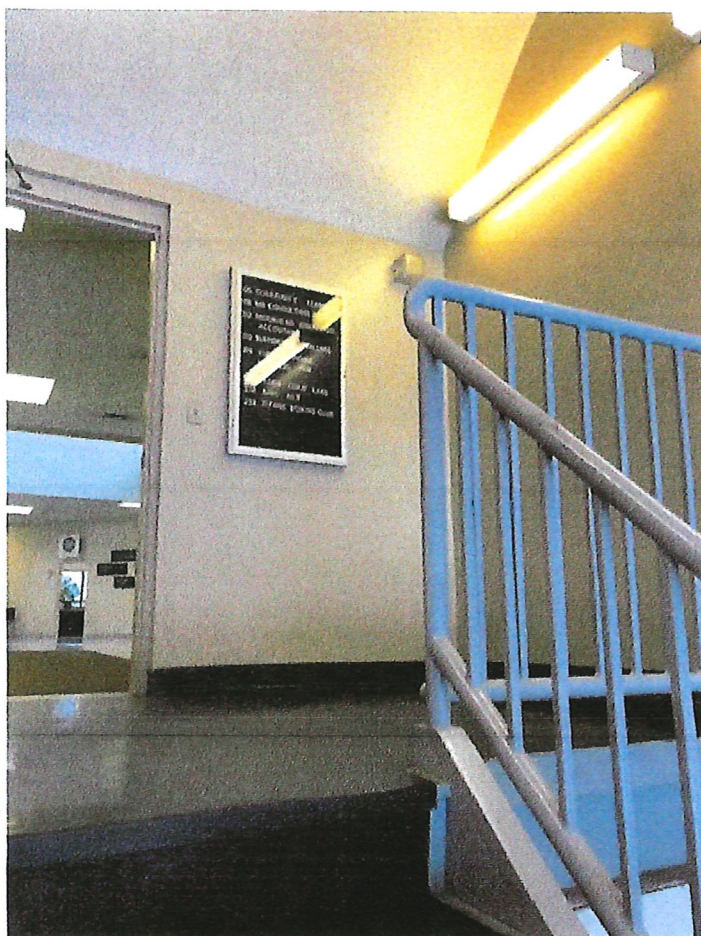
Print Name: \_\_\_\_\_



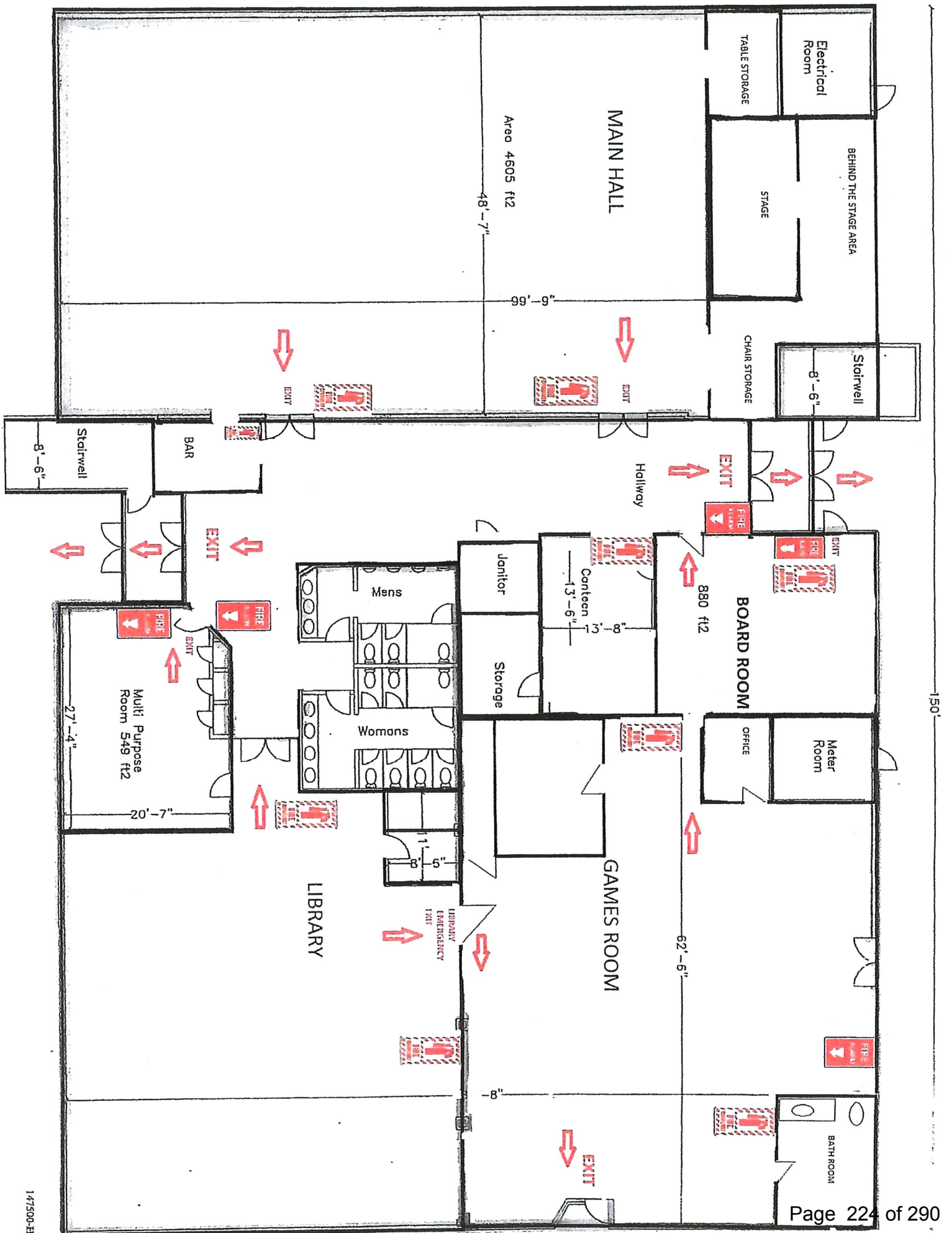
Member of CECA











ROOM T234  
2150 sq'





**SAFE- Net Group Inc.**

1301-8<sup>th</sup> Ave. Cold Lake, AB T9M 1N2

*admin@safe-net.ca*



March 2, 2020

RE: Platform Lift

To whom it may concern,

In regards to the proposed lift this service is a great necessity as it would assist our clients to get to the upper floor. It would increase the access for our students with disabilities to our business. We also support this proposal as it creates a safer work environment for our instructors/couriers when transferring materials.

If you have any questions please do not hesitate to contact us.

Thank you.

*Sincerely,*

**Shauna Bureau**  
**Safe- Net Group Inc.**



# TURNING POINT Wellness Hub

# 214, 1301, 8 St. Cold Lake, AB. T9M 1J7

Phone: 403-502-0099. Email: turningpointwellnesshub@gmail.com

---

October 15, 2019

**The President  
Cold Lake Senior Society  
Cold Lake, AB. T9M 1J7**

**Sub: Request for an elevator or chair lift in the building of Senior Society.**

Sir,

I am a tenant (Room # 214) in Senior Centre. My office is Turning Point Wellness Hub and I offer Psychological services for adults and seniors. I have Clients from Cold Lake, Bonneville, and Lac la Biche areas. I am an authorised service provider of Veteran affairs, WCB, First Nations and FCSS on behalf of City of Cold. Many of my clients are seniors, veterans and others with disability. Since my office is in upstairs and the building have no elevator, many of my clients facing difficulties to access the services. Some of my clients were able to use the open ramp which is available even though it can be used when whether permits only. In this context, I humbly request you to consider an arrangement for clients of me as well as other tenants. It will be highly appreciated if you could provide a mechanical lifting facility to the first floor by installing an elevator or a chair lift. It will be helpful to the people to avail psychological services as well as other services in the first floor of the building. Hope you will consider this request favourably.

Thank you,

**Dr. Manju Mathew MA. M. Phil. PhD. R. Psych.**  
**(Turning Point Wellness Hub)**  
**# 214, Senior Centre, Cold Lake. AB. T9M 1J7**  
**Cell: 403-502-0099.**



April 23, 2020

Cold Lake Seniors Society

Re: Community Capital Project Grant Application

Hi Andrea,

Thanks for the opportunity to provide this letter of support for your grant application. We believe that public spaces in the community that are not currently accessible need to be improved. The Cold Lake Senior's Society building has a second floor with services and learning opportunities that would benefit seniors, as well as the rest of the community, but the external, unusable wheelchair ramp is the only way for people with disability or limiting health conditions to access it, and that is not acceptable. The installation of a platform lift would be a great asset to people who are unable to use the stairs who wish to access the second floor services (i.e. counselling services, adult learning classes, yoga studio, etc.)

At Age Friendly Cold Lake, we are committed to helping the community become more physically accessible to older people, which will also make it more accessible to people with a disability. As you know, we are in the process of identifying changes that need to be made in the community to make this happen and applaud your efforts to address this real need.

Good luck with your application.

Sincerely,

A handwritten signature in blue ink that reads "Diane Stonehocker". The signature is written in a cursive, flowing style.

Diane Stonehocker, M.Sc.

Age Friendly Cold Lake Society

780-812-5532



## Cold Lake Native Friendship Centre

April 14th, 2020

To The City Of Cold Lake,

Tragically, on March 14th, 2020, Kokum's House Men's home, a men's homeless shelter under the umbrella of the Cold Lake Native Friendship Centre since 2015, was destroyed in an accidental fire, to the shock and grief of both the residents and employees of Cold Lake Native Friendship Centre. Since the fire, we have desperately been trying to pick up the pieces left by this tragedy and continue to serve our community by giving homeless men in the Lakeland Area a warm place to stay. Due to the generosity of our community we have been able to continue operations for the time being.

We are seeking in order to build a new facility for Kokum's House and further enhance our impact on the local homeless population.

The amount of funding requested would greatly contribute to our efforts to build a new facility that is capable of hosting more clients at the home, as the former facility was only able to house up to 8 clients at once, and was under-equipped to address the deeper needs of our clients. In summary, our total amount of required funding is estimated at approximately \$800,000 which would allow us to complete construction of a new well-equipped facility for Kokum's house with a higher capacity to better accommodate the growing homeless population, employ a larger number of staff at Kokum's house, including an in-house social worker who will better address the needs of clients.

The CLNFC has over 30 years of experience as a non-profit and is committed to continually assessing the impact of both the CLNFC on the community, and Kokum's house individually.

We will update all funders with community impact assessments and secure anonymous statistics on the effect that we have serving the homeless population of the community.

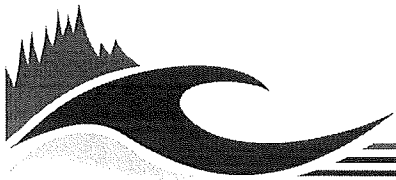
Any amount of monetary donation would be greatly appreciated, and we thank you for your thoughtful consideration in this landmark project for our organization. Please make any cheques payable to Cold Lake Native Friendship Centre. We would be delighted to share and relevant information at your convenience. Please do not hesitate to contact me, at 780-594-7526, or by email at [gendron.agnes@gmail.com](mailto:gendron.agnes@gmail.com).

Yours in Friendship,

A handwritten signature in cursive script, appearing to read "Agnes Gendron".

Agnes Gendron

Executive Director, Cold Lake Native Friendship Centre



## COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

### SECTION 1: APPLICANT INFORMATION

Name of the Organization:

*Cold lake Native Friendship Centre Society*

Mailing Address & Phone Number:

*Box 1978 Cold Lake Alberta T9M 1P4  
780 594 7526*

Has the organization received any Community Capital Project Grants in the past?

☐ No

☒ Yes, in what year(s): *2013*

Explain how the organization is sustainable:

☐ Registered on: *Nov 1988*

*Federal - 120,000.00  
Provincial 35,000.00  
Bingo funds 260,000.00*

Community Organization Eligibility Criteria:

Location where the organization is based out of:

☒ City of Cold Lake

☐ Other: \_\_\_\_\_

Organization must be either a registered:

☒ not-for-profit (No: *503919045*)

☒ charitable organization (No: *895793032rr*)  
*0001*

Organization's primary mandate must be to provide at least one of the following within the City of Cold Lake: (check all that apply):

☐ sports

☐ recreation

☐ arts

☒ culture

☐ social services

☒ community wellness

### SECTION 2: PROJECT DETAILS

The project is to: (check all that apply):

☒ construct a new facility

☐ expand a facility beyond its existing footprint

☐ retrofit an existing facility for a new use or purpose

☐ renovate an existing facility to remodel/restore the space

☐ upgrade the facility's mechanical, security or technology

☐ replace or provide additional major equipment where that equipment supports a program or services, which have a lifespan of 5 years or more

<p>The facility (or equipment) will be used for: (check all that apply)</p> <p> <input type="checkbox"/> sports and recreation  <input type="checkbox"/> arts and culture  <input type="checkbox"/> social services  <input type="checkbox"/> parks  <input type="checkbox"/> community wellness  <input checked="" type="checkbox"/> other <u>Men's Emergency Home</u> </p>	<p>The project creates a new or enhanced service within the City of Cold Lake, which is: (check all that apply):</p> <p> <input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members  <input checked="" type="checkbox"/> sustainable for the facility  <input checked="" type="checkbox"/> involves a strong volunteer base supporting the facility project while sustaining ongoing operations  <input checked="" type="checkbox"/> supported by the Community         </p>
<p>Describe the Project:</p> <p><u>Cold Lake Native Friendship Centre ran a men's shelter called Kokum's House which burnt on Mar 14/20. The Centre wants to build a new home by Value Master Homes valued at 800,000.00. We are accepting monetary donations at this time</u></p>	
<p>Potential Impact the Project is expected to have on the community: (You may wish to include: the demographics of the community who will be served by the project; the number of community members who may potentially benefit from the project; the level of community support for the project; the potential longevity of the project; how the project will benefit the community.)</p> <p><u>Running Kokum's House for men was rewarding and beneficial for the men who had no place to go. The home is substance and men had a chance to a better outlook on life. The men volunteered for their shelter</u></p>	
<p>Is the project receiving funding from another City source?</p> <p> <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes, explain the source(s) and what year(s) funding was received: _____            _____            _____         </p>	<p>Anticipated project start date: <u>May 30 2020</u></p> <p>Expected project completion date: <u>Oct 30 2020</u></p> <p>Proposed location for the project: <u>5009-49 St</u> <u>Cold lake AB</u></p>
<p>Indicate any innovative, unique, or additional factors that may be associated with this application:</p> <p><u>The men at Kokum's House want to start a Second Hand Store in the city of Cold Lake to create revenue for the project.</u></p>	



**SECTION 3: PROJECT COSTS (MATCH FUNDING)**

Total Project Costs: \$13,281.70

\$ 50,000.00 Committed community contribution

\$ 27,109.00 Grant request from City

\$ 736173.00 Total Project Cost

**Sources of Community Contributions:**

\$ 10,000.00 In-kind labour (unskilled)

\$ In-kind labour (skilled)

\$ In-kind services

\$ In-kind equipment/materials

\$ Monetary donations (excludes grants)

\$ Monetary grants (from non-City sources)

Is there any shortfall? (if yes, please explain):

**Conditions of Funding:**

- The grant request under this program must be one-third (1/3) or less of the total project cost.
- Applicant must be able to demonstrate that at least two-thirds (2/3) of the project costs will be paid for by the community through: in kind labour, services, equipment/materials which are directly related to the project, and/or monetary donations.
- Volunteer time must be directed related to the project for which funding is being requested. Please see the Community Capital Grant Policy for valuation of volunteer time and donations.
- Unskilled labour can only contribute to a maximum of one-third (1/3) of the "community contributions".
- Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

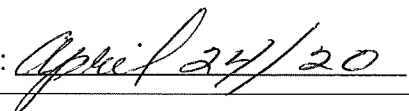
**SECTION 4: APPLICANT DECLARATION**

I give my consent to the City of Cold Lake to collect, use, retain, disclose and dispose of the information contained within this application for the purpose of, but not limited to, operational and public media as may be deemed appropriate by the City of Cold Lake. I also certify that to the best of my knowledge the information provided in this application is accurate.

Applicant Signature:



Date:



Please submit the completed application by email ([city@coldlake.com](mailto:city@coldlake.com)), by mail, or in person at the address below, to the **Attention of the Community Capital Project Grant Program**.

- ☒ Completed application form
- ☒ Confirmation of match funding
- ☒ Letters of support from the community
- ☒ Proof that the application has either land ownership for the location of the project, a long-term lease and the confirmation from the owner for permission to undertake the project, or another form or confirmation of ownership/permission to undertake the project on the property

**For Office Use Only**

Date Received: \_\_\_\_\_

Decision Date: \_\_\_\_\_

Decision: Approved ☐ Rejected ☐

Staff Initial: \_\_\_\_\_

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

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

Form 11-00-09

XRef Policy No. 202-AD-16

Page 3 of 3

Page 232 of 290

**Temporary Shelter,  
April 22<sup>th</sup>,2020,**

Thank you for the opportunity to quote you a price to build this new Temporary Shelter. The cost to complete this project will be \$499,592.00 plus 5% GST.

**The above price includes the following:**

1. 1 year workmanship & material warranty
2. Exterior:
  - a. Standard color vinyl siding
  - b. 30 year warranty fiberglass shingles
  - c. Triple pane windows throughout
3. Flooring:
  - a. Vinyl plank to be installed in all areas directly on the concrete slab
4. Cabinetry:
  - a. Laminate countertops
  - b. Thermofoil cabinets
5. Walls to be painted one color
6. Paint grade alexandria
7. Door casings to be standard 2 1/4" #356 profile trim, paint grade
8. Interior doors to be paint grade sound deadening solid core doors, 6'8" tall, wood jambs
9. Fire rated 45 min Metal doors and metal door frames for Utility room and Laundry room. Single lever locking door knobs and door closures
10. Underside of trusses to have 1/2" CD drywall installed, tape one coat only.
11. 2' x 4' T-Bar ceiling to be installed dropped enough for the heat ducts to run below the ceiling drywall and above the T-Bar grid.
12. Walls will be finished to approximately the 8'6" above finished floor
13. 2' x 4' LED lighting throughout as per drawing
14. Bedroom lighting to be LED pot light appearance
15. Entire garage to be drywalled
  - a. fire taped only on wall that is shared with the main building
16. Overhead doors to have openers installed
17. NG forced air unit heater to be installed in garage BTU as required
18. Runoff pit from RONA to be installed in the center of the garage
19. Standard plumbing fixtures throughout with single lever taps
20. Bathroom:
  - a. 36" fiberglass shower units with shower curtain rod
  - b. Bathroom stall dividers as per plan
  - c. Laminate Countertop with steel bracket supports, no cabinet below
21. Keyed locking knobs on all doors
22. Fire alarm system to be installed to code includes emergency lighting and exit signs.

- a. System roughed in so that Phase 2 can be tied in to the panel at a later date when it is built
- 23. Bedroom #1 bathroom to have standard tub/shower combo. Vanity to have bank of drawers and cabinet under sink
- 24. High efficiency gas furnace and hot water heater to be installed
- 25. A/C to be fully installed rated for the size of the building phase 1
- 26. Electrical panel to be sized so that it can be used for the next phase of construction in the future
- 27. NG service to be sized to allow for additional furnace for future phase of construction
- 28. Allowance of \$6000.00 for data, security and camera system rough-ins and full install
- 29. Allowance of \$8000.00 for kitchen and laundry appliances
- 30. Driveway installed based on 970 SQFT
- 31. Sidewalks installed based on 508 SQFT
- 32. 6' tall wood privacy fence installed base on 210 lineal feet.
- 33. Remainder of lot to be seeded with allowance of \$20,830.00. Owner will be responsible for watering
- 34. Allowance of \$10,000.00 for construction power and gas as well as any winter construction costs

**The above price does not include the following:**

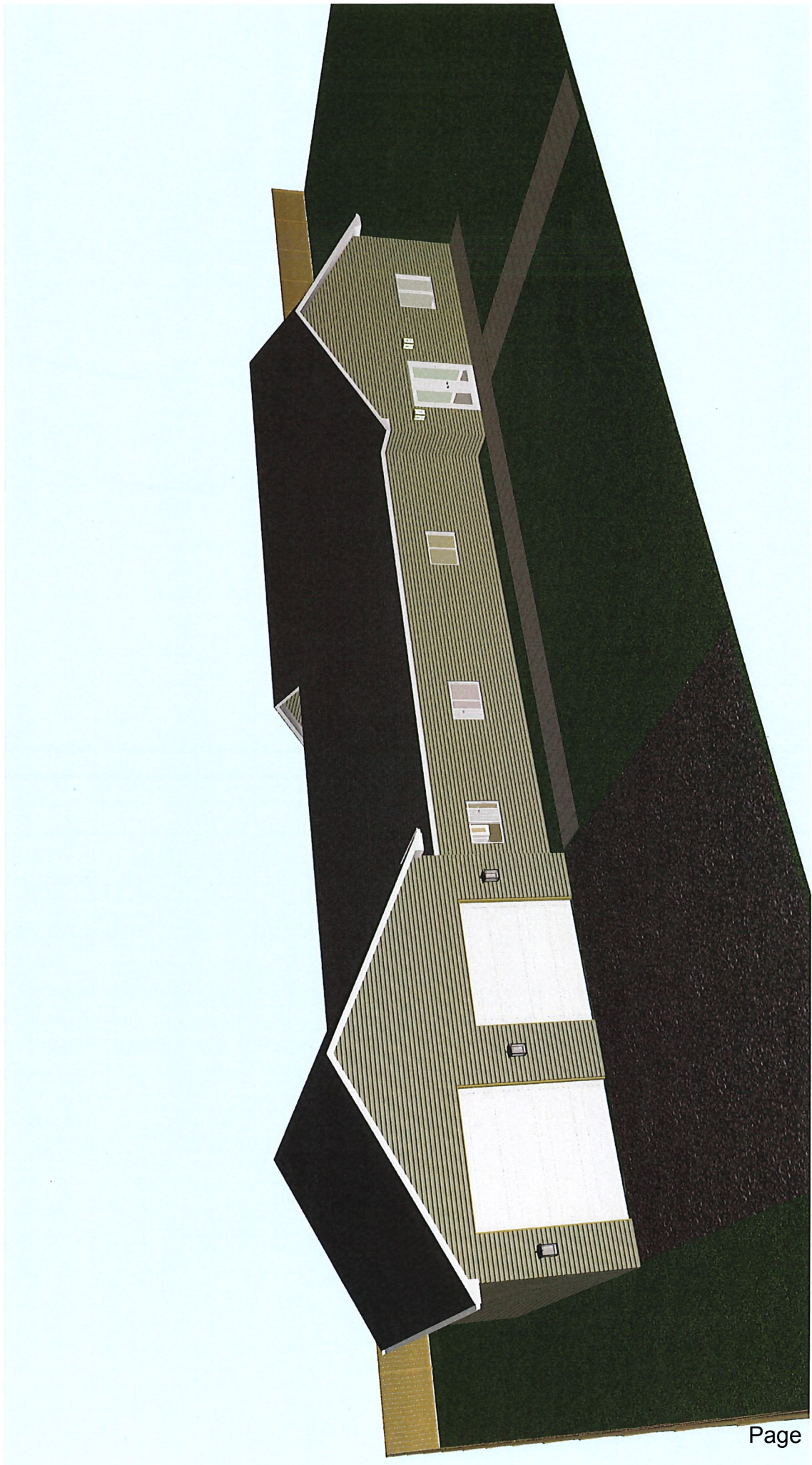
- 1. Any scopes of work not mentioned above
- 2. Lot servicing not mentioned above including but not limited to Power, Water, Sewer, Gas to building
- 3. Landscaping not mentioned above
- 4. Any and all engineering
- 5. Any scopes of work required by the City of Cold Lake not mentioned above.
- 6. Any scopes of work related to the alleyway

**GST will have to be added to all option prices.**

**Your optional prices are as follows:**

- 1. Provide lot to accommodate the building and the future phase of construction - \$274,962.00 plus GST.
  - a. This price includes the cost to subdivide and register the land.
  - b. This price includes \$12,680.00 allowance to get water and sewer service to the lot and inside the building based on the build site at 5009 49 street

Sincerely,  
Trevor Benoit





## MEMBER STATEMENT

Lakeland Credit Union Ltd. - COLD LAKE BRANCH  
5217 50 AVE - Branch 346  
PO Box 1110 STN MAIN  
(780) 594-4011 FAX: (780) 594-2646

Email: admin@lakelandcreditunion.com  
Web site: www.lakelandcreditunion.com

6100004

COLD LAKE NATIVE FRIENDSHIP CENTRE SOCIE  
COLD LAKE NATIVE FRIENDSHIP CENTRE SOCIE  
PO BOX 1978 STN MAIN  
COLD LAKE AB T9M 1P4 *Bingo Acct.*

Period Beginning	Mar 01, 2020
Period Ending	Mar 31, 2020
Account Number	513012239655
No. of Enclosures	12
Page	1 of 3

**Community Builder ACCOUNT 513012239655**

Date	Description	Debits/ Interest	Credits/ Principal	Balance
Mar01	Balance Forward			82,467.65
Mar01	Withdrawal Transfer to 723790717901	-3,796.12		78,671.53
Mar03	Eff. MAR 02 Cheque #1830	-2,100.00		76,571.53
Mar04	Eff. MAR 03 Cheque #1874	-1,000.00		75,571.53
Mar06	Eff. MAR 05 Cheque #1876	-318.93		75,252.60
Mar07	Eff. MAR 06 Cheque #1878	-142.11		75,110.49
Mar10	Eff. MAR 09 Cheque #1879	-295.71		74,814.78
Mar13	Eff. MAR 12 Cheque #1884	-1,587.88		73,226.90
Mar17	Eff. MAR 16 Cheque #1881	-1,486.89		71,740.01
Mar18	Eff. MAR 17 Cheque #1885	-1,000.00		70,740.01
Mar18	Eff. MAR 17 Cheque #1880	-409.51		70,330.50
Mar19	Stop Payment Fee	-12.50		70,318.00
Mar21	Eff. MAR 20 Cheque #1882	-291.64		70,026.36
Mar25	Eff. MAR 24 Cheque #1886	-2,829.75		67,196.61
Mar25	Eff. MAR 24 Cheque #1883	-241.69		66,954.92
	Total Debits	-15,512.73		
	Total Credits		0.00	

**Please examine your  
statement carefully.**

If different from your records in any  
respect, contact our auditors.

**Jeff Alliston, CPA, CA**

Metrix Group LLP  
12840 St. Albert Trail NW  
Edmonton AB T5L 4H6

Phone: 780-489-9606 ext. 125  
Email: jalliston@metrixgroup.ca

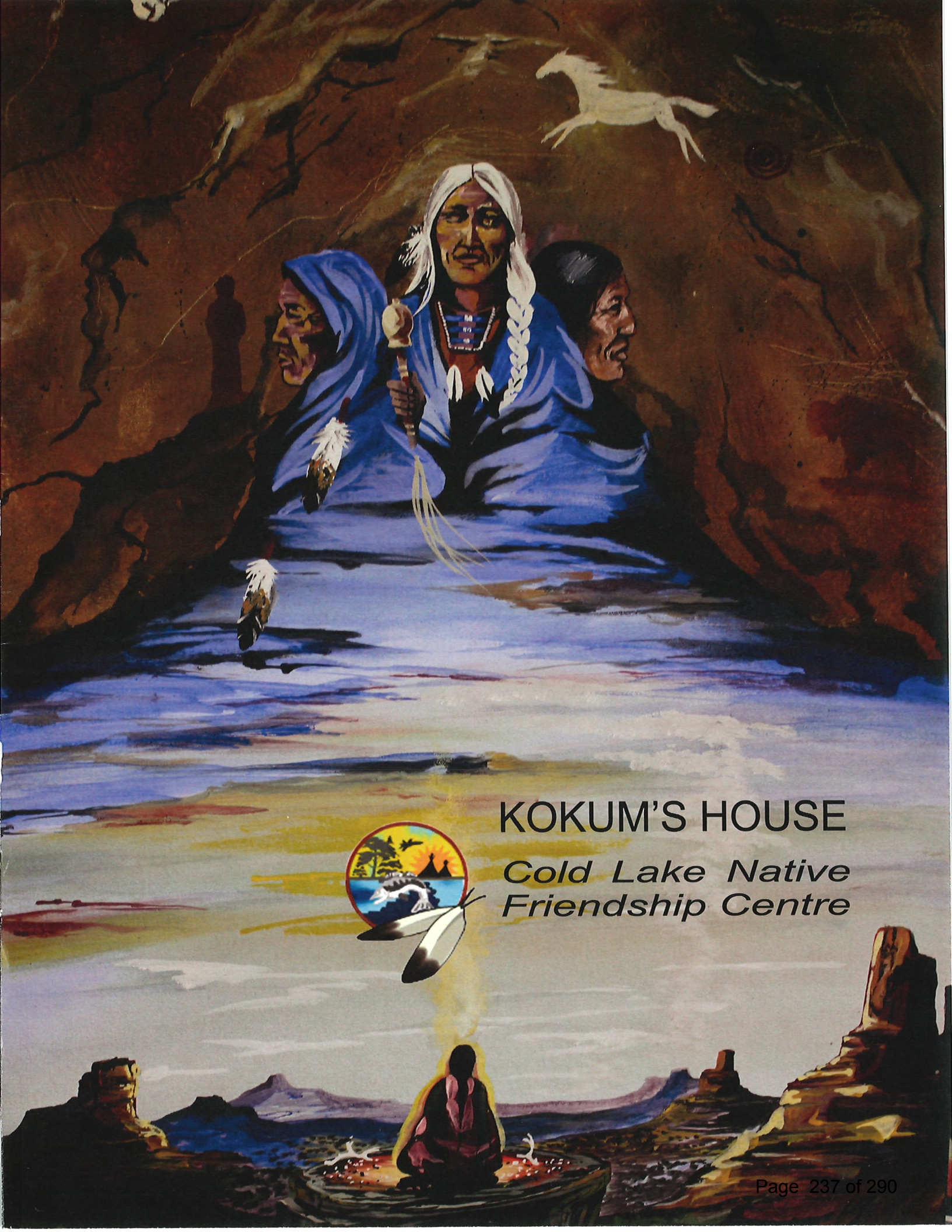


**For loan inquiries call (780) 826-3377 during regular business hours.**

If this statement does not agree with your records, please contact our office within 30 days of delivery

CREDIT UNION  
DEPOSIT GUARANTEE  
Page 236 of 290





# KOKUM'S HOUSE

*Cold Lake Native  
Friendship Centre*





WWW.CLNFC.NET

COLD LAKE NATIVE FRIENDSHIP CENTRE  
5015 - 55 ST.  
COLD LAKE, ALBERTA  
T9M 1P4

PH: 780-594-7526

FAX: 780-594-1599

[gendron.agnes@gmail.com](mailto:gendron.agnes@gmail.com)

## Kokum's House Men's Home

*"It's your community, it's your home."*



*The only time you should look down on somebody is to pick them up.*

Kokum's House Men's Home is a men's homeless shelter located in Cold Lake, Alberta, which opened its doors in association with Cold Lake Native Friendship Center in July of 2015. In the time since the shelter's opening, it has become a staple of the community and has worked in tandem with many local agencies and law enforcement to provide a safe, stable and substance-free home for transient men who are at risk for violence and substance addiction.

The home operates on traditional indigenous values of helping one another in both fortunate and less-fortunate times, and provides men with a safe environment to foster personal growth, sobriety and access to community resources, while also helping to grow relationships with the community that allow its residents to obtain employment, temporary work and volunteer experience, and give them a sense of purpose and drive to succeed. A great number of men have seen personal success in both sobriety and employment after their time at the shelter, and as a result of the staff's efforts to help them succeed, continue to live sober and productive lives.

As stated, Kokum's House has a strong relationship with many community organizations, many government and non-government organizations who refer clients to kokum's house, such as:

- Alberta Supports
- Alberta Health Services
- Dene Wellness
- Saddle Lake Wellness

- Frog Lake Services
- AADAC
- RCMP (Bonnyville, Cold Lake, St. Paul, and various others)
- FASD
- Bonnyville Hospital
- St. Paul Hospital
- Kehewin Health Center
- Metis Region

And many more. As you can see, Kokum's house provides services to not only the local Cold Lake area but to people as far as Edmonton and its surrounding areas. In turn, Kokum's House has a strong support network, including the community, the National Association of Friendship Centers, and the provincial, municipal and federal governments.

Currently, Kokum's House is looking to expand its facilities, in order to provide service to a greater number of people, including women as well. The current budget is as follows:

HOUSE AND SHOP RENT	\$3000.00 PER MONTH
GAS/UTILITIES	\$750.00 PER MONTH
PHONE/CABLE	\$250.00 PER MONTH
FOOD/AMENITIES	\$1000.00 PER MONTH
STAFF WAGES	\$2650.00 PER MONTH
<b>TOTAL EXPENSES</b>	<b>\$7650.00 PER MONTH</b>

Funding for Kokum's house is provided solely through Cold Lake Native Friendship Center, who organize bingo events several times a week to raise funding for the shelter. These events are staffed solely by volunteers, including those who reside at the shelter. Kokum's house is currently seeking funding in order to increase its capacity, hire more trained staff, and create a women's wing, to help provide shelter to at-risk women population in the community. It is the view of Cold Lake Native Friendship Center that although Kokum's house has had an extremely positive impact, it would be a further benefit to the community for the shelter to expand its services and provide aid to even more people in the community who are in need of not only a shelter but a home, where they can be treated like family, and put on the path to permanent recovery.





## Cold Lake Native Friendship Centre

2018 marks 30 years of service by the Cold Lake Native Friendship Centre (CLNFC) within the City of Cold Lake. Looking back to the past, the Grand Centre Native Friendship Centre (GCNFC) was incorporated as a non profit organization in 1988. Some indigenous leaders of the Metis, Dene, and Cree Nations saw a need in this community where they would feel accepted and know they could come to find whatever services they needed.

The first years, until 2001 they operated on a sparse Provincial grant of \$25 000 and donations from members and the community. The strength of the CLNFC from the start was to be innovative and to act on the needs of the community. The highlights of the centre are as follows:

1988- incorporated as a non-profit.

1988- Instrumental signee to start the Lakeland & District Bingo Association for non-profit community groups.

1993- Ernie Isley helped to get a grant to buy a building to house the Grand Centre Native Friendship Centre.

1994- GCNFC started the Food Bank which eventually went to other non-profit groups and Churches in the area.

1995- Supported the start of the Woman's Crisis Centre.

1997-Supported and partnered with the Cold Lake FCSS and provided a Social Worker liason to the Catholic Schools.

- Partnered with the Cold Lake FCSS to provide a school lunch program in all schools

1999- Hired a fulltime teacher so youth were able to upgrade especially when other schools were terminating them.

2000- The teacher and youth worked with the Museum Society to establish the Aboriginal part of the museum.

2001-2018- Developed two books "Before Doctors" and "Dene History"

2001-Name changed from GCNFC to CLNFC.

2001- 2017- United way supported CLNFC for the soup and bannock program.

2003-2008- The centre was granted some funds to help all those that were affected by Residential Schools.

- Developed and published "Awakening our Spirit" a book of Residential School Survivors stories.
- Developed a CD with Dene Hymns sung by the late Scholastic Scanie and Elder Melanie Matchatis.

2009-2018- Teacher received funding from Services Canada for Youth Employment readiness.

2013-2018- The Centre launched fundraising campaign for our new building.

- Moved into our new building in October 2015
- Thanks to Value Master Homes for providing office space free of charge and moving us free of charge.

2014-2018- Thanks to a homeless man we opened the doors to homeless men in the community.

- With his help we were able to rent a house "Kukom's House" for homeless men.
- We saw a need for employment in the area so the CLNFC Temp Agency was created.
- Temp Agency is a liason to Alberta Support so people can get Safety tickets.
- Temp Agency also provides workers on a temporary basis to business in the area

Since the CLNFC opened its doors we have worked bingos to secure funds for our mortgage, insurance, utilities, supplies and wages which includes Kukom's House at this time. The CLNFC is a drop-in centre open to everyone in the community. We do not turn anyone away who needs help. All of our essential services are open to all citizens of Cold Lake and surrounding areas in Alberta and Saskatchewan and beyond.

Our services include; emergency aide, prepare taxes, fill out forms, referrals to other agencies, advocate for people, children services, native counselling, house search, advocate for seniors, provide on the job training for students, partner with schools and other community agencies. Provide emergency food bank, accept donations, advocate for homeless men and woman, take care of museum, provide cultural awareness, work bingos, provide free coffee, tea, phone and faxing, and soup and bannock Thursdays. Celebrate Heritage day, Canada Day, Thanksgiving Day, Aboriginal Day. Help people get safety tickets for employment. Refer people to work opportunities, and go to schools for Cultural teachings.

There is so much more the CLNFC provides to this community that can not be fully recorded, we are a very busy service to the community. The CLNFC is a vital and important service within the City of Cold Lake. We strive to be a self sufficient centre however with the growing needs of the community we are experiencing a lack of financial growth.

Our hope is by outlining our accomplishments and on going programs, we have demonstrated our value and need to this community.



## *Cold Lake Native Friendship Centre*

January 9, 2017

### Report on Kokum's House 2015-2016

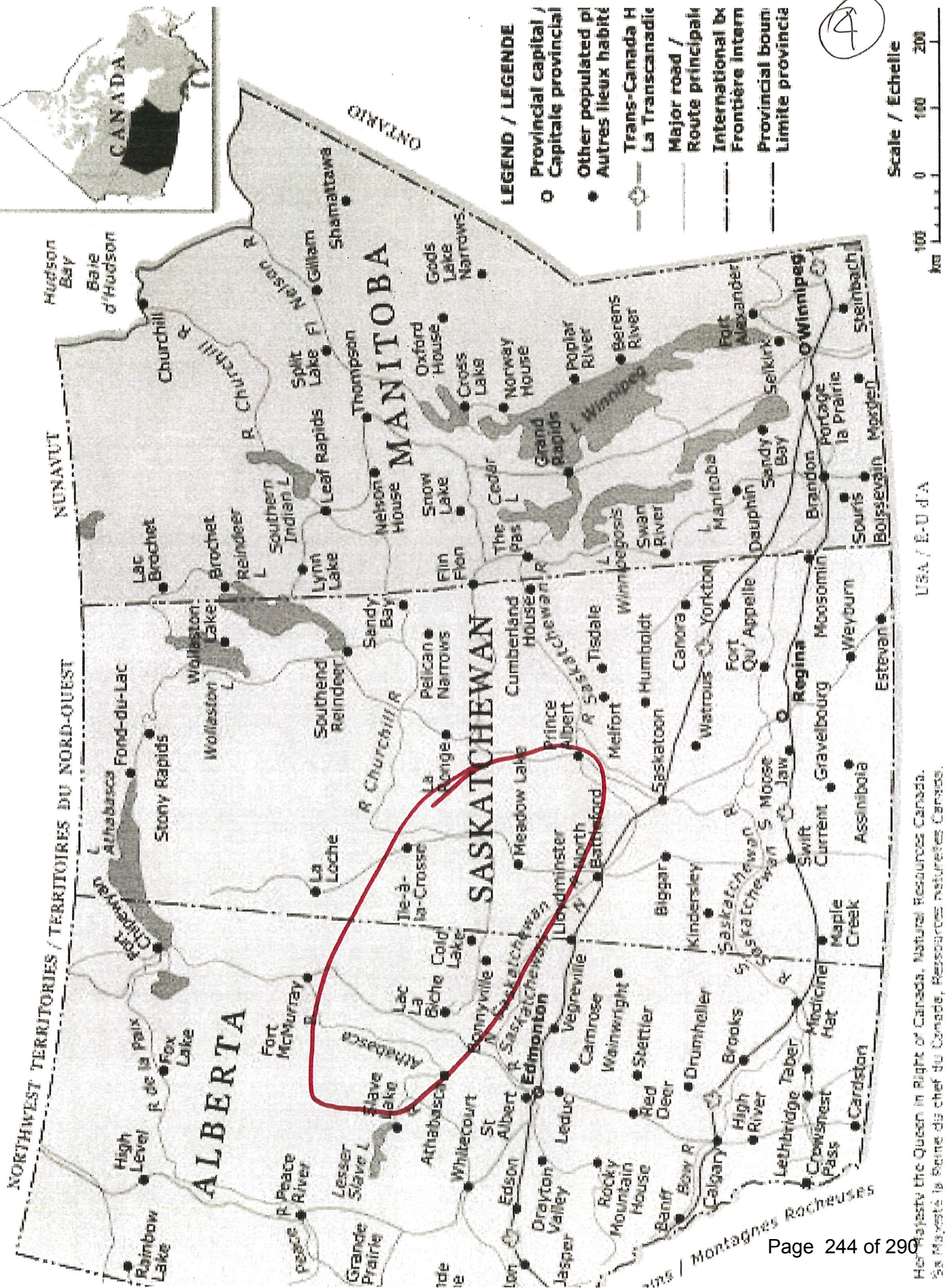
Kokum's House Men's Home was opened on July 1<sup>st</sup> 2015. This home was meant for temporary stay until the men found work, a place to stay or move on. This home was not meant for men who had substance abuse issues that would use the home just to sleep. The home was meant for men only but has housed women overnight, especially if it was an emergency.

As the year progressed, we have had men from Saskatchewan, St. Paul, Bonnyville, Kehewin, Edmonton, Vancouver, Fort McMurray, Elizabeth Settlement, Montreal, Cold Lake First Nations, Frog Lake, just to mention a few locations, come into Kokum's House.

Some of the men used Kokum's House as their home base while waiting to enter rehab centers within the area. Some felt it was too risky to find a place to live without funds before they could find permanent work. Others were on AISH but felt they were not equipped to find their own place, so have made Kokum's House their home. We have allowed them to stay on but on a room and board basis. Kokum's House is a stopover place for any man that finds themselves in a homeless situation. It is not a place just for indigenous men, as some would believe it to be.

There is room at Kokum's House for not more than 8 occupants at a time. We need to look at ways to expand so we can help more men in an effective way.





**LEGEND / LEGENDE**

- Provincial capital / Capitale provinciale
- Other populated place / Autres lieux habités
- ⊗ Trans-Canada Highway / La Transcanadienne
- Major road / Route principale
- - - International boundary / Frontière internationale
- · - Provincial boundary / Limite provinciale

Scale / Echelle



USA / É.-U. d'A



January 2019

To Whom It May Concern:

My name is Dominique Fijal and I am the case manager of the Assertive Outreach Services (AOS) team in Cold Lake, AB. I am writing on behalf of my manager, Patrick Sesay. The following is a letter of support for Kokum's House in Cold Lake.

The AOS team is an extension of the inpatient psychiatry unit in St. Paul, AB, and works with people with diagnoses of severe and persistent mental illness in the community. Our multi-disciplinary team's mandate is to provide support for our clients in the community to help prevent (re)hospitalization using a recovery based model. Recovery in this context is described as a way of living a satisfying, hopeful, and contributing life even with the limitations caused by illness.

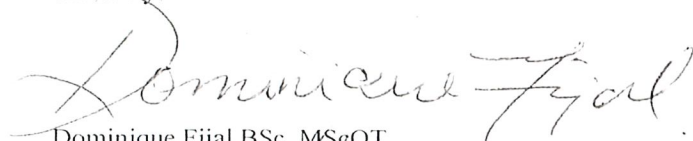
Unfortunately, many of the clients we work with experience challenges and barriers in regards to housing, food, and income security. If a person's basic needs are not met, it is difficult to function well in the community. This is additionally complicated if the person is also living with a severe and persistent mental illness. Resources are often limited in rural areas, and Cold Lake is no exception. Although there are programs and services available, they certainly do not meet the need of the general population, and are often severely lacking for people who experience additional barriers and challenges.

We are fortunate, however, to have Kokum's House as a community service provider. Kokum's House provides short-term and long-term housing options for men in the community and the staff are flexible and very understanding of the barriers that many of our clients encounter and work diligently to facilitate potential residents' easy access to safe housing. Many of our clients are either past or present residents of Kokum's House, which has provided them with safe housing and affordable meals. Additionally, Kokum's House has rules in place which support our clients' recovery. Kokum's House prohibits the use of drugs or alcohol while a person is a resident of the establishment which provides our clients who may have challenges with substance use an affordable place to live that does not compromise their efforts to remain sober. Kokum's House also fosters a sense of belonging and community: all residents are expected to contribute to the upkeep of the shared spaces, and residents are also expected to volunteer at Bingos on a regular basis. Kokum's House's connection to the Cold Lake Native Friendship Centre also facilitates the residents' ability to access resources and information through the Friendship Centre which is a community hub.

Kokum's House is not only a safe place for some of our clients to live, but it is also a safe place for our team members to work. We often visit Kokum's House while carrying out our work duties and myself and my team members have always felt safe and respected in this environment.

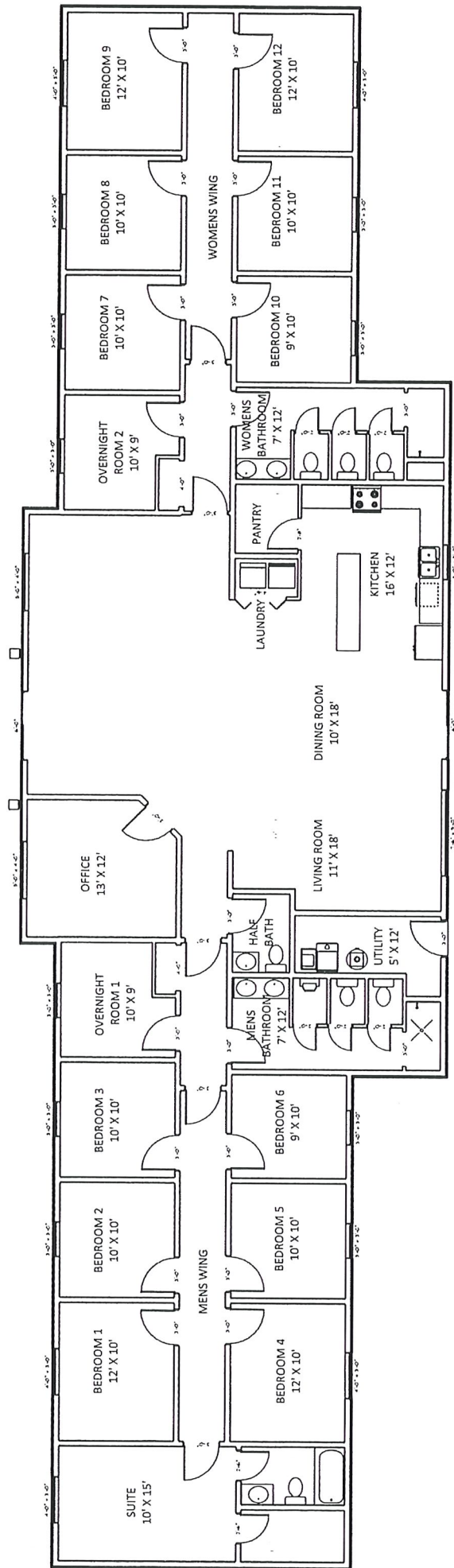
It is my hope that this letter has highlighted the necessary and much appreciated services that Kokum's House provides for the Cold Lake community at large, including the clients that the AOS Cold Lake team serves.

Sincerely,



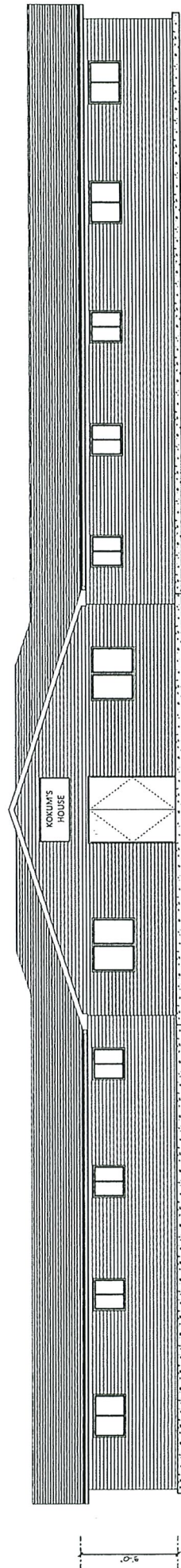
Dominique Fijal BSc, MScOT  
Assertive Outreach Services- Case Manager/ Occupational Therapist  
Cold Lake Mental Health, 314 25th Street, Cold Lake, AB T9M 1G6

Patrick Sesay RPN, BSc. Ed., MSc.  
Manager -Psychiatry, Assertive Outreach & Crisis Team  
St Therese Healthcare Centre, St Paul, AB T0A 3A3



KOKUMS HOUSE

# Proposed Site for Kokum's House



Women are not the only ones left without somewhere to go. Kokum's House will often serve teens looking for a place to stay, whether it's for one night, or more.

"The house is getting smaller as we go, the more well known it gets, the smaller the house is getting," noted Thain.

It's not only homeless men and women in Cold Lake that are benefitting from the shelter, but also surrounding communities, with people coming from areas such as Pierceland, and Saddle Lake.

"We don't just serve the Cold Lake area, we get people from as far away as Frog Lake, St. Paul, Edmonton, Bonnyville... It's not just the people around here, it's everybody," explained Thain.

Gendron said if it were up to her, every community would have a shelter of its own for homeless men and women to call home.



The map shows the area  
Kokum's House covers.

## Local homeless shelter looking to expand

Tuesday, Nov 22, 2016 08:45 am By: Meagan Pecjak

Comments | A A



Kokum's House is a local shelter currently offering services to homeless men, and is looking to expand their home and services to women and teens.

Meagan Pecjak

Kokum's House not only gives homeless men and women a place to rest their



heads, it gives them a place to call home.

The homeless shelter in Cold Lake takes in all walks of life, and acts as a temporary shelter for those trying to get on their feet, and since opening its doors last year, has averaged four or five people a day.

The house only has room for eight, and although it is not meant to serve women, staff never turns anyone away. This is one of the reasons why Kokum's House is looking to expand, so they can begin officially offering a shelter for women and teens.

Agnes Gendron, executive director for the Cold Lake Native Friendship Centre, said the project is in its early stages, and is fundraising and accepting donations for what could be an expensive endeavor.

The City of Cold Lake has written the centre a letter of support for the expansion, and so far Gendron said, they have only begun the process of applying for government funding through the Alberta Rural Development Network grant, among others.

The project is important for the area, as it will help expand not only the physical building, but also the services the shelter would be able to offer.

The expansion would include a new wing, which would be dedicated strictly to women and teens, keeping the men separate with a shared kitchen and common area.

"It would be better if we had a wing for the men and a wing for the women," said Zane Thain, caretaker of Kokum's House, adding this helps protect both the men and women by preventing any potential unpleasant incidences.

"Right now, we are in a situation where because we sometimes accept women, that's pretty risky, for not only the caretaker but also other men living there," said Gendron. "I don't like that kind of situation. We don't want to have to shut down Kokum's House because of any incidences."

Women are taking drastic measures in order to ensure they have a roof over their head at night, Gendron explained, adding this is just one of the reasons why the expansion is so important, so they can offer them a place to stay.

"Women are falling through the cracks, because they don't have the requirements for the women's shelter," explained Thain. The shelter he is referring to is meant for women in abusive homes, where Kokum's House is for anyone who just needs a roof over their head.

"A lot of women that are on the streets, don't necessarily come to us, but we do get a few," he said, adding this may be because the shelter is commonly known as a men's shelter.

Over the past six months, Kokum's House has seen four or five women come into their care by various means. Some women are brought to the shelter by local law enforcement, while others find their own way.



NCO i/c Cold Lake Detachment  
4710 55 Street  
Cold Lake, AB  
T9M 1N4

Your File

Cold Lake Native Friendship Centre  
Box 1978, 5015 55th Street  
Cold Lake, AB  
T9M 1P4  
Attn: Agnes GENDRON

Our File

2019-02-22

To whom it may concern

**Re: Letter of support for Kokum's House**

Kokum's House has been a valuable resource for individuals who come into contact with the RCMP and require an alternate place to stay. These clients encounter police for varying reasons, and some have needs that police services can't provide, like short term accommodations.

The staff are familiar with local high risk individuals and work closely with the police to ensure individuals are safe. The clients are also monitored to ensure individual wellbeing while in the residence.

Kokum's House, as a Community service provider, offers supports like addiction referrals, in house counselling, support in seeking employment. This service can contribute the decreased recidivism resulting in a decrease in police involvement.

This letter highlights the valuable service that Kokum's House provides to the Community and to local residents. The RCMP fully support the funding required to continue for Kokum's house to continue to provide services to the public.

Sincerely,

S/Sgt. Scott BUCHANAN  
NCO i/c Cold Lake RCMP Detachment

# COLD LAKE VICTIM SERVICES

---



4710 – 55<sup>th</sup> Street, Cold Lake, Alberta T9M 1N4  
Office: 780-594-3302 ext #3

---

October 12, 2016

Cold Lake Native Friendship Centre  
Agnes Gendron  
Executive Director  
Box 1978  
5015 55<sup>th</sup> Street  
Cold Lake, Alberta, T9M 1P4

**Re: Letter of Support**

To whom it may concern,  
Re: Cold Lake Native Friendship Centre – Kukum's House

On behalf of the Cold Lake Victim Services Society, I would like to express our strong support of the Kukum's House and their Alberta Rural Development Network Application. Kukum's House is Cold Lake's first non-profit home for homeless or transient men. They have wonderful plans for expansion. I have been the Manager of Cold Lake Victim Service Unit for the past 9 1/2 years and Cold Lake Victim Services believes that this is a much needed service in our community. We feel that the Cold Lake Native Friendship Centre plays a significant role in helping people in need in our community and have an excellent reputation.

The Cold Lake Victim Services is a not-for-profit organization, which works in partnership with the Cold Lake RCMP Detachment to provide trained crisis intervention workers & volunteers who assist victims of crime and tragedy. This volunteer service is free, confidential and is available on a 24 hour, 7 day a week, 365 days a year basis.

The Cold Lake VSU sincerely supports the Cold Lake Native Friendship Centre's Kukum's House in their expansions. Please consider Cold Lake Native Friendship Centre in their application for funding.

Sincerely,



Dave Zimmerman  
Program Manager  
Cold Lake Victim Services  
780-594-3302 Ex. 3



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*David Yurdiga*

Member of Parliament  
Fort McMurray–Cold Lake

Re: Letter of support for Kokum's House (Cold Lake Native Friendship Center)

People that live on the streets and engage in substance use have many risks, one of which is difficulty obtaining and maintaining employment and housing. The frequency of such problems suggests the potential viability of harm reduction programs that provide a safe environment for stabilization to clients who are unable to maintain abstinence. As well, stable supportive housing is needed to give people an environment in which they are better able to deal with their substance use problems. Kokum's House has helped many people by providing a safe environment for homeless men recovering from addictions, in the City of Cold lake, and directly addresses this homelessness and provides a solution for men, without domestic shelter.

The Cold Lake Native Friendship Center is an active leader and a valuable asset to the Community of Cold Lake and surrounding area, by providing community positive initiatives such as Kokum's House. I would like to express how this type of initiative is critically needed in The City of Cold lake, and wish to provide this letter of support.

Respectfully

Mr. David Yurdiga

Member of Parliament Fort McMurray – Cold Lake

*Ottawa*

Room 810, Justice Building, Ottawa, Ontario K1A 0A6  
Tel.: 613-992-1154 Fax.: 613-992-4603



*Constituency Office*

Suite 112, 10021 Biggs Avenue, Fort McMurray, Alberta  
T9H 1S4 Tel.: 780-743-2201 Fax.: 780-743-2287

David.Yurdiga@parl.gc.ca





## **Bonnyville Canadian Native Friendship Centre**

**Box 5399, 4711 – 50<sup>th</sup> Avenue**

**Bonnyville Alberta T9N 2G5**

**{P} 780 826 3374 {F} 780 826 2540**

---

October 18, 2014

Dear Sir/Madam:

RE: Kokum's House – Cold Lake Friendship Centre

I am providing this formal letter of Support on behalf of the Bonnyville Friendship Centre. A place like Kokum's House is greatly needed in the area. It is utilized by a number of community members who need a safe place to stay. We do not have such a place in Bonnyville therefore we sent people there who had nowhere else to go. One of the clients we sent there received counselling and was able to go to a Rehabilitation Centre to address his problems. He is now sober and is a contributing member in his community.

We have seen the need for upgrades in their building and programs, we believe that the improvements proposed will meet more of the challenges that they face. If you have any questions please feel free to contact me at the telephone number above or by e-mail.

In friendship,

Lauri Fitzpatrick

Executive Director

[bcnfcad@incentre.net](mailto:bcnfcad@incentre.net)



LEGISLATIVE ASSEMBLY  
ALBERTA

**SCOTT CYR**  
M.L.A. BONNYVILLE-COLD LAKE CONSTITUENCY

August 21, 2015

Cold Lake Native Friendship Centre Society  
5015 – 55 Street  
Cold Lake, Alberta T9M 1P4

Attention: Agnes Gendron

Re: Support Letter – Men's Shelter

To Whom It May Concern:

As MLA for the Bonnyville Constituency, I am pleased to support the Cold Lake Native Friendship Centre Society with the development of a proposal for a Men's Shelter in the Bonnyville-Cold Lake Constituency.

The community of Cold Lake and area would definitely benefit such a facility.

Yours truly

  
Scott Cyr, MLA  
Bonnyville-Cold Lake Constituency

/cb



To whom this may concern:

I, Abbey Cheung, am a registered psychiatric nurse actively practising and working with mental health consumers in the northeast Alberta region from Vilna to Cold Lake. The mental health population in this area has faced great challenges with affordable housing and homelessness. Housing is limited and there are essentially no homeless shelters for men in the area. Moreover, suitable housing for those with mental health illness is inadequate and could substantially deteriorate one's mental state. Suitable, supportive housing could greatly benefit those within the community, reducing emergency services and hospital admissions.

I came into contact with Kokum's House when one of my clients moved in about a year ago. I observe both his physical and mental health to have improved throughout the year, attributing his improvement to the supportive and compassionate care he receives at Kokum's House. In addition, this supportive environment encourages its tenants to socialize, enhance life skills, and to be involved in the community through events associated with the Cold Lake Friendship Centre.

I believe it is imperative to maintain a safe environment for those vulnerable to relapse or psychiatric symptoms. Meanwhile, I am in the process of referring a segregated individual to Kokum's House. Unfortunately, the home is at full capacity and cannot handle new clients at this time. I strongly recommend the expansion of Kokum's House and the services they provide. This program could improve the well-being of many individuals across this region, improving their quality of life.

Please contact me at [abbey.cheung@ahs.ca](mailto:abbey.cheung@ahs.ca) if you have any further questions. Although I am an employee of Alberta Health Services, this letter reflects my personal opinion and not of the health authority's.

*Thank you,*



---

Abbey Cheung, RPN  
Assertive Outreach Case Manager  
St. Paul Mental Health Clinic

Box 7550  
Bonnyville, AB T9N 2H8



Ph: (780) 826-2913  
Fax: (780) 826-1915

October 12, 2016

Agnes Gendron  
Executive Director  
Cold Lake Friendship Centre  
Cold Lake, Alberta

**RE: Kokum's House**

Dear Agnes:

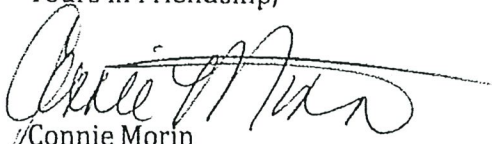
As the Health Director of Kehewin Cree Nation for the past 11 years, the NNADAP program falls under the umbrella of Mental Wellness and as such we deal with the whole spectrum of addictions and mental wellness for our community members.

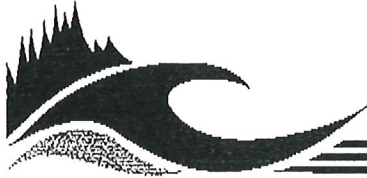
We have recognized a lack of resources and services for First Nations men in and around our communities. While a tremendous amount of resources and services are available for FN women, it has been our experience that men are excluded from that equation. Thankfully, with the inception of Kokum's House, we have been able to access services for FN men who are experiencing homelessness, transience and addictions.

It is my professional opinion that this service must be expanded to meet the urgent need that is identified with additional supports in place.

We sincerely thank you for opening your doors for our community members in their times of need.

Yours in Friendship,

  
Connie Morin  
Health Director



City of **Cold Lake**

**OFFICE OF THE MAYOR**

November 9, 2016

Via Fax (780) 594-1599

Cold Lake Native Friendship Centre  
Box 1979  
Cold Lake, Alberta  
T9M 1P4

Attention: Agnes Gendron, Executive Director

Dear Ms. Gendron:

Re: Letter of Support - Kokum's House

On behalf of the members of Council and the City of Cold Lake, I would like to express support of the Cold Lake Native Friendship Centre's (CLNFC) application for funding available through the Alberta Rural Development Network (ARDN). This funding is being sought for the expansion of Kokum's House.

The CLNFC plays a key role in providing support to indigenous people within our community. Kokum's House helps indigenous homeless or transient people with a place to sleep over night, and offer other services that will help them start their life on a better positive plane; doing it in a way that will make them feel respected and supported in a dignified manner.

The expansion would not only increase the capacity for men, we understand that the CLNFC would also like to expand services to women and youth.

The City of Cold Lake Mayor and Council are proud to continue to work with the CLNFC in their efforts to enhance our community.

Sincerely,

Craig Copeland,  
Mayor

cc: Council  
Chief Administrative Officer K. Nagoya  
MLA Scott Cyr

/cjr

5513 - 48 Avenue, Cold Lake, AB T9M 1A1  
Telephone (780) 594-4494 Fax (780) 594-3480  
[www.coldlake.com](http://www.coldlake.com)











---

## **Community Capital Project Grant Policy**

**POLICY NUMBER: 202-AD-16**

---

Approval Date: November 22, 2016

Revise Date:

Motion Number: CM20161122.1010

Repeal Date:

Supersedes:

Review Date:

---

### **1.0 Policy Intent**

The City of Cold Lake is committed to providing assistance to eligible community organizations for capital projects that enhance the community's economic vitality, improve the quality of life and/or maintain community assets in the area of inclusive sports, recreation, community wellness, parks, arts, culture, or social services.

### **2.0 Purpose**

The purpose of the Community Capital Project Grant Policy is to provide guidelines and a transparent process to administer grant funding to eligible community organizations that submit applications for eligible capital projects within the City of Cold Lake.

### **3.0 Policy Statement**

- 3.1 The City of Cold Lake shall establish the Community Capital Grant Program to support the capital projects undertaken by eligible community organizations where their projects are aimed at assisting the development of community use facilities used for broad and inclusive recreation, sports, community wellness, arts, parks, culture or social services within the City of Cold Lake.
- 3.2 A standardized application process with one annual deadline will be used and all community organizations must apply to be considered.
- 3.3 The following guidelines shall be established to ensure transparent and consistent administration of the grant:
  - 3.3.1 Eligibility criteria for community organizations;
  - 3.3.2 Eligibility criteria for capital projects;
  - 3.3.3 Match funding requirement;
  - 3.3.3 Application Process;
  - 3.3.4 Application Evaluation Criteria;
  - 3.3.5 Funding Conditions & Parameters;
  - 3.3.6 Reporting Requirements



- 3.4 The City of Cold Lake believes it is important to support projects which maximize the use of funds from other sources of investment. The maximum Community Capital Project Grant allocation will be for 1/3 of the total cost of the capital project. All successful grant recipients must provide confirmation of that at least 2/3 of the projects costs will be paid for by the community.

#### **4.0 Managerial Guidelines**

##### **Eligibility criteria for community organizations**

- 4.1 In order for an organization to be deemed eligible to apply for the Community Capital Grant Project the organization must meet the following criteria:
- 4.1.1 registered not-for-profit or registered charitable organization;
  - 4.1.2 based in the City of Cold Lake;
  - 4.1.2 the primary mandate of the organization must be to provide sports, recreation, arts, culture, social services, or community wellness within the City of Cold Lake;
  - 4.1.4 have demonstrable sustainability.
- 4.2 A community organization is only eligible to receive one (1) Community Capital Project Grant under this policy every two (2) years.

##### **Eligibility criteria for capital projects**

- 4.3 The project must be for at least one of the following:
- 4.3.1 Construct a new facility;
  - 4.3.2 Expand a facility beyond its existing footprint;
  - 4.3.3 Retrofit an existing facility for a new use or purpose;
  - 4.3.4 Renovate an existing facility to remodel or restore the space;
  - 4.3.5 Upgrade the facility's mechanical, security or other technology;
  - 4.3.6 Replace or provide an additional major equipment where that equipment supports a program and/or services which have a lifespan of five (5) years or more.
- 4.4 The facility or equipment must be used for at least one of the following:
- 4.4.1 sports and recreation;
  - 4.4.2 arts and culture;
  - 4.4.3 social services;
  - 4.4.4 parks;
  - 4.4.5 community wellness.
- 4.5 The project must create a new or enhanced service within the City of Cold Lake, which must be:
- 4.5.1 accessible, affordable, and inclusive, providing broad opportunities for community members;
  - 4.5.2 sustainable for the facility;
  - 4.5.3 involve a strong volunteer base supporting the facility project while sustaining ongoing operations;
  - 4.5.4 supported by the community.

- 4.6 The project must not:
  - 4.6.1 have commenced prior to the application for funding under this grant program;
  - 4.6.2 already be receiving funding from another City of Cold Lake source.

**Match Funding Requirement**

- 4.7 A grant under this policy can be considered for up to 1/3 of the project costs. The City of Cold Lake operating or capital budget cannot be used for matching funding.
- 4.8 The applicant must be able to demonstrate that at least 2/3 of the project costs will be paid for by the community through:
  - 4.8.1 in-kind labor, services, equipment, or materials which is directly related to the project;
  - 4.8.2 monetary donations.
- 4.9 Volunteer time must be directly related to the project for which funding is being requested. The valuation of volunteer time and donations shall be:
  - 4.9.1 \$15.00/hour for unskilled labor;
  - 4.9.2 \$30.00/hour for skilled labor;
  - 4.9.3 Donated materials and professional services at verified fair market value;
  - 4.9.4 \$60.00/hour for donated heavy equipment, including transportation and operating costs.
- 4.10 Unskilled labor can only contribute to a maximum of 1/3 of the organizations' contributions.
- 4.11 Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

**Application Process**

- 4.12 Interested community organizations must submit their application package to the City of Cold Lake (to the attention of the General Manager of Community Services) by March 1<sup>st</sup>. Applications will be considered once a year.
- 4.13 The application package shall include:
  - 4.13.1 Completed application form;
  - 4.13.2 Confirmation of matching funding;
  - 4.13.3 Letters of support from the community;
  - 4.13.4 Proof that the applicant has either land ownership for the location of the project, a long-term lease plus confirmation from the owner of permission to undertake the project, another form of confirmation of ownership/permission to undertake the project on the property.



- 4.14 All applications received by the March 1<sup>st</sup> will be provided to the Cold Lake Recreation and Culture Advisory Committee (the “Selection Committee”) for consideration.
- 4.15 The Selection Committee shall provide its recommendation to the Cold Lake City Council by March 30<sup>th</sup>.
- 4.16 The Cold Lake City Council shall consider the recommendation and select the applicant to receive a grant by April 30<sup>th</sup>.
- 4.17 Prior to receiving the grant funding, the grant recipient must:
  - 4.17.1 Provide proof of the receipt of matching funding;
  - 4.17.2 Sign a Community Capital Project Grant Agreement with the City of Cold Lake.

**Application Evaluation Criteria**

- 4.18 The Selection Committee may only consider providing funding to applicants that meet the following criteria:
  - 4.18.1 The application must be submitted by a community organization that meets the eligibility criteria pursuant to this policy.
  - 4.18.2 The application must be for a capital project that meets all eligibility criteria for capital projects pursuant to this policy.
  - 4.18.3 The match funding requirements pursuant to this policy must be met.
- 4.19 The Selection Committee may consider the extent to which the project will potentially impact the community by considering the following:
  - 4.19.1 The demographics of the community who will be served by the project;
  - 4.19.2 The accessibility of the facility and the number of community members who may potentially benefit from the project outside of the applicant’s direct membership;
  - 4.19.3 The level of community support for the project as demonstrated by a statement of support from community stakeholders;
  - 4.19.4 The potential longevity of the project;
  - 4.19.5 How the project will benefit the community;
  - 4.19.6 The applicant’s ability to complete the project successfully including how the matching component and total project funding will be provided;
  - 4.19.7 The applicant’s demonstration of community service within Cold Lake;
  - 4.19.8 The extent to which the project duplicates other available facilities in the area.
- 4.20 The Selection Committee shall also consider the availability of funding for the current year’s grants. Due to financial limitations, not all requests which meet the evaluation criteria will receive funding. Some requests may receive partial funding.

**Funding Conditions & Parameters**

- 4.21 Funding cannot be used for commercial or private sector facilities.
- 4.22 The applicant is responsible for all development, operational requirements of the project and must ensure all permits and approvals are obtained as required.
- 4.23 The maximum level of funding for any one applicant shall be fifty thousand dollars (\$50,000).
- 4.24 If the actual costs of the project are less than the original project estimate, the amount of the grant will be revised accordingly.

**Reporting Requirements**

- 4.25 The grant recipient must submit quarterly reports during the course of construction of the project, which will include a detailed project update and a current project financial statement.
- 4.26 It shall be the responsibility of the grant recipient to submit the following within sixty (60) days of the project completion:
  - 4.26.1 A summary of the project outcomes and community impact;
  - 4.26.2 Signed financial statements of all income and expenses connected with the project including receipts.
- 4.27 If a grant recipient's project is cancelled, or not completed within two (2) years of the approval of the grant funding, any unexpended funds shall be returned to the City unless Council provides otherwise by resolution.

**Grant Fund**

- 4.28 During the annual fall budget process, Council shall determine the maximum amount of funds available for the Community Capital Grant program for the following fiscal year.
- 4.29 At its discretion, Council may decide not to allocate the total funds available for the Community Capital Grant program for that year. If all funds are not allocated, Council shall determine during the budget process at the end of year whether to restrict the funds or allow them to enter general surplus.
- 4.30 Council shall have the discretion to provide additional funding for the Community Capital Grant program in excess of what was originally budgeted, if deemed appropriate.

**5.0 References****6.0 Persons Affected**

Cold Lake City Council  
Cold Lake Recreation and Culture Advisory Committee  
Members of the public

7.0 Revision/Review History

Nov. 29, 2016

Date

J. M. F.

Chief Administrative Officer

November 29, 2016

Date

U

Mayor





## STAFF REPORT

**Title:** Minutes January 30, 2019 Municipal Planning Commission

**Meeting Date:** May 26, 2020

---

**Executive Summary:**

Minutes Municipal Planning Commission January 30, 2019

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



**MINUTES OF THE MUNICIPAL PLANNING COMMISSION  
HELD JANUARY 30, 2019 COMMENCING AT 6:00 P.M.  
CITY OF COLD LAKE COUNCIL CHAMBERS**

**PRESENT**

Councillors:  
Bob Buckle  
Duane Lay  
Chris Vining  
Vicky Lefebvre  
Kirk Soroka

**ALSO PRESENT**

Howard Pinnock, General Manager Planning and Development  
Brad Schultz, Planner  
Alex Wang, Development Officer  
Irene Poirier, Recording Secretary

**ABSENT**

Mayor Craig Copeland, Councillor Jurgen Grau

**GALLERY**

Michael Stang, Applicant, Box 71, St. Albert, AB, T8N 1N2  
Glenn Barnes, General Manager Community Services  
Kim Schmitz, Manager FCSS and Parent Link  
Gina Olofson, FCSS Board member, 5219 – 52 Avenue, T9M 1W3  
William Lowry, Tri Town Dental Group, 5225 – 55<sup>th</sup> Street

**CALL TO  
ORDER**

Councillor Buckle called the meeting to order at 6:00 p.m. and opened the floor to nominations for the position of Chairperson.

Councillor Lay nominated Councillor Vining. There were no further nominations. Councillor Vining accepted the position of Chairperson for the Municipal Planning Commission meeting.

**ADOPTION OF  
THE AGENDA**

Moved by Councillor Buckle that the Agenda be adopted as presented.

**CARRIED  
UNANIMOUSLY**

**DISCLOSURE OF  
INTEREST**

None

**ADOPTION OF  
THE MINUTES**

Moved by Councillor Lay that the minutes of the June 26, 2018 Municipal Planning Committee meeting be adopted.

**CARRIED  
UNANIMOUSLY**

**OLD BUSINESS**

None

**NEW BUSINESS:  
DP #219001– 5231  
– 55 Street  
Cannabis Retail  
Store**

A. Wang presented this application for Development Permit #219001 from 857450 Alberta Ltd. for addition of use (Cannabis Retail Store), which is a Discretionary Use within the C2 Arterial Commercial District.

Councillor Buckle questioned the discretionary use being because of the required set back.

Discussion followed regarding the application not meeting the Land Use Bylaw's requirement of 100 meter set back distance. AGLB controls that affect this application were discussed. The City's Bylaw for Cannabis Retail Stores was developed based on guidelines from the Province but set back was set at 100 meters to keep cannabis away from Child Care facilities, Parks, Libraries and Public Buildings.

Chairperson Councillor Vining invited the applicant, Mr. Michael Stang to address the committee.

M. Stang gave a brief history of the building development, his building layout and plans for the Cannabis Store and addressed questions regarding the parking lot.

Councillor Buckle stated that this application presents entanglements in regards to the neighborhood should it be granted and he would only be open to a variance

consideration if a 6 feet high, solid, wooden fence were put up along the alley and the side by the Dental Office.

Chairperson Councillor Vining asked if anyone else had comments.

G. Barnes, General Manager of Community Services stated that Community Services/FCSS position was sensitive to the exposure of children to the purchasing and selling of Cannabis. FCSS facility was there before this application came forth, so it should meet the 100 meter setback. There are a lot of families that use the facility 7 days a week and evening counselling. Policing of the area would also be a concern.

W. Lowry, Tri Town Dental Group, expressed concerns with the provision required by the LUB and the setback violation by this application. Section 7.17 subsection 1 Cannabis Retail Store shall not be located: (a) Within 100 meters of the boundary of a parcel of land on which any of the following are located: (iv) Any parcel of land containing a Public Park, Public Recreation Facility or Library. He pointed out that The LUB Section 3.8(3) Pursuant to the Act, the Development Authority may approve an application for a development permit notwithstanding that the proposed development does not comply with this Bylaw, if in its opinion:

- (a) the proposed development would not:
  - (i) unduly interfere with the amenities of the neighbourhood;
  - (ii) materially interfere with or affect the use, enjoyment, or value of neighbouring properties;

Being that Tri Town Dental Office neighbours this development, it is a concern to them.

He stated as a father his family uses the FCSS facility and park and expressed concern that there would be unduly interference with the neighbourhood and a material interference and affect of the use and enjoyment of the public park.

Discussion and comments followed regarding the concerns of taxpayers who use the FCSS facility with their children and the violation of the setback that should not be sidestepped. The LUB is restrictive because of the unknown effect of this type of establishment on the neighbouring properties. FCSS has so many young children that attend day and evenings and counselling at evenings.

**MOTION**

Moved by Councillor Lay that the Municipal Planning Commission accept the permit application with the conditions:

**In Favor:** Councillor Buckle

**Opposed:** Councillor Vining, Councillor Lay, Councillor Lefebvre and Councillor Soroka

**DEFEATED**

**ADJOURNMENT** Moved by Councillor Soroka that the meeting be adjourned, at this time being 7:05 p.m.

**NEXT MEETING** TBD

**CITY OF COLD LAKE**

  
CHAIRPERSON

  
DESIGNATED OFFICER



## STAFF REPORT

**Title:** Minutes January 13, 2020 Family and Community Support Services Advisory Committee

**Meeting Date:** May 26, 2020

---

**Executive Summary:**

Minutes Family and Community Support Services Advisory Committee January 13, 2020

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



<b>PRESENT</b>	Kim Schmitz Carol Patenaude Candice Sutterfield Chris Vandeborn Gina Olofson Ben Fadeyiw Jürgen Grau	FCSS Manager Recording Secretary Advisory Committee Member Advisory Committee Member Advisory Committee Co-Chair MD of Bonnyville Council Member City of Cold Lake Council Member
<b>ABSENT (with regrets)</b>	Roderick Hickey Meagon Anishinabie	Advisory Committee Chair Advisory Committee Member
<b>ABSENT (without regrets)</b>	None	
<b>GUEST</b>	None	
<b>CALL TO ORDER</b>	<b><u>1.0 Call to Order</u></b> G. Olofson, FCSS Advisory Committee Co-Chair called the January 13, 2020 FCSS Advisory Committee meeting to order at 6:07 p.m.	
<b>AGENDA</b>	<b><u>2.0 Adoption of Agenda</u></b>  <b>Additional Items</b> The FCSS Manager asked that item 7.1 City of Cold Lake Bylaw Process and 7.2 FCSS Advisory Committee Bylaw be moved to Old Business 6.1 and 6.2 respectively.  <b>Member Highlights</b> None  <b>Disclosure of Interest</b> None  <b>Adoption of Agenda</b> B. Fadeyiw moved to accept the agenda for the Cold Lake and District FCSS Advisory Committee January 13, 2020 meeting as amended.	<b>CARRIED</b>
<b>MINUTES</b>	<b><u>3.0 Adoption of Minutes</u></b> C. Vandeborn moved to accept the minutes for the November 4, 2019 FCSS Advisory Committee Meeting as presented.	<b>CARRIED</b>
<b>MONTHLY REPORT</b>	<b><u>4.0 Monthly Report</u></b> Traditionally, FCSS has been fairly quiet in December except for a few programs such as child and youth baking workshops and intergenerational Christmas activities. Some committees will pause for new year programming discussions. The Program Assistant that was hired in November has been let go. The Child and Youth Programming Facilitator is on maternity leave. At present, the City of Cold Lake is under a hiring freeze. The secretary for the General Manager of Community Services will be retiring in a few weeks and there are three unmanned positions at FCSS. In the meantime, FCSS staff are uniting with their colleagues to help with the facilitation of all programming. The FCSS Manager will be assisting with the LEGO workshops and with Festival of Words on behalf of the Bully Free Committee. The PLC Outreach Facilitator will also be at the Festival of Words representing the Early Childhood Development Coalition.	



**MONTHLY  
REPORT  
(CONTINUED)**

Each advisory committee member was given a copy of the January to June 2020 Program Guide for review. The guide has been the basis for conversation this season as there have been a few changes. On the PLC pages, there is notice of program transformation as funding changes are taking place across the province as of March 31, 2020.

This guide was not delivered to city mail boxes. FCSS programming facilitators are noting that registrations are somewhat down. It is not an alarming decrease, however, and, if upon reflection our numbers are down over time, we will go back to paper copies being mailed out to homes within the Cold Lake boundaries. The communications department is vying for paperless services with a more online presence. There are three locations for program guide pickup; at City Hall, FCSS and the Energy Centre. C. Sutterfield suggested that more copies could be made available at sources and organizations such as Alberta Works. The FCSS Manager agreed and noted that our FCSS staff have been delivering guides. A message was also sent through Interagency of available program guides for pick-up.

At this time, during PLC changes, the FCSS Manager noted that there will be potential for staff positions being in jeopardy and is trying to transition through the process. Some staff will be retiring at some point in the future, while others may be assisting in the new Family Resource Network, should FCSS become successful with the grant funding. FCSS will be expressing interest as a hub and as a spoke. The FCSS Manager has been diligently working to finish the expression of interest proposal, which is due February 2020. The FCSS Manager has received generous support from the General Manager of Community Services. FCSS will be seeking funding for one administrator, two fulltime, and two part-time positions. There will be some conflict with regard to staff positions as FCSS will not duplicate services. The proposed Family Resource Network will support children from birth to 18 and currently FCSS facilitates programs for children 6-17. This will create a likelihood of staff changes if FCSS were successful with the FRN grant.

B. Fadeyiw asked for clarification between a hub and a spoke. For instance, a hub, the FCSS Manager explained, would be responsible for providing information and referrals throughout its designated service areas. The spokes would provide service deliverables, except for home visitation.

FCSS has received many letters of support for their expression of interest.

The grant application draft will be ready tomorrow for a preview by the CAO; the committee members are welcome to a copy for information.

Y. Grau asked what a hub's position would be if a spoke would fail to deliver the services as contracted. The FCSS Manager noted that there will be mechanisms in place for the hub to assist the spokes should they be unable to fulfill their obligations.

**FINANCIAL  
REPORT**

**5.0 Financial Report**

The FCSS Manager reviewed the December 2019 Financial Report for information only. There was also a 2018 year-to-date financial report provided for comparison. It was noted that FCSS generated about \$100,000 more in revenue and spent approximately \$200,000 less in expenses in 2019 as compared to 2018.

There was substantial grant money received in 2019; there will be some carryover.

There has been no word on the Men's Shed grant. B. Fadeyiw asked the FCSS Manager when FCSS would hear whether the Age Friendly Committee were successful with the Men's Shed Grant as it has garnered a lot of interest. The FCSS Manager believed that the deadline would be April 1, 2020. There has been some progress with finding a space to hold the meetings.



**OLD BUSINESS      6.0 Old Business**

**6.1 City of Cold Lake Bylaw Process**

The FCSS Manager reviewed the process for changing a bylaw. The previously approved changes of 2017 were sent to the Legislative Department; however the changes were never finalized.

Those changes will be incorporated into the proposed 2020 bylaw changes as they were formally approved by the committee at that time.

**6.2 FCSS Advisory Committee Bylaw**

Y. Grau moved to accept the changes as previously adopted and for consistency purposes to change all wording in the bylaw where presently written as Cold Lake or City to read "the City of Cold Lake".

**CARRIED**

**NEW BUSINESS      7.0 New Business**

**7.1 Special Project Grant Summary Report**

**7.1.1. Cold Lake Interagency, 2019 Meet and Greet**

B. Fadeyiw moved to approve the Cold Lake Interagency for the Meet and Greet 2019 Summary Report as presented.

**CARRIED**

**7.2 Cold Lake and District FCSS Award Nomination**

One nomination was received and has therefore been approved by acclimation. The nominee, Kaye Lewis has been very active with FCSS programs. Committees and groups and affiliated programs that Mrs. Kaye Lewis supports as a volunteer include Emergency Social Services, Community Response to Elder Abuse Team, Cold Lake Bully Free, the Feast to Friendship Luncheons, Seniors' Advocacy, Age Friendly Cold Lake Society and Stocking for Seniors.

**7.3 FCSS Advisory Committee Vacancy Letter**

J. Grau moved that the meeting go "In-Camera" at this time being 7:42 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part I of the Freedom of information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss privileged information.

**CARRIED**

J Grau moved that the meeting come "Out-of-Camera" at this time being 7:55 p.m.

**CARRIED**

B. Fadeyiw moved to recommend to Council for a vacancy in a position of the FCSS Advisory Committee.

**CARRIED**

**OTHER  
BUSINESS**

**8.0 Other Business**

**8.1 Business Conducted by Email**

None

**COMMITTEE  
ATTENDANCE**

**9.0 FCSS Advisory Committee Attendance**

**9.1 Reports on Committee Attendance**

Reports on Committee Attendance, including the FCSSAA Conference was tabled to the February meeting.




**SUGGESTIONS  
FOR  
COMMITTEE  
ATTENDANCE**

**9.2 Suggestions for Committee Attendance**

- Community Connections, January 28 from 1 pm to 2:30 pm at the Cold Lake Visual Arts Society
- Family Connections, January 29 from 5 to 7 pm at FCSS
- APEGA Science Olympics, February 8 from 10 am to 4 pm at the Energy Centre
- Tea Party, February 18 from 2 pm to 3:30 pm at Points West Living

**ROUNDTABLE**

**10.0 Round Table**

Y. Grau noted that other communities are opening centres for the homeless during periods of extreme cold and wondered if the FCSS Advisory Committee could explore options in Cold Lake.

With respect to the survey held in 2018 by the Cold Lake John Howard Society, there were 38 individuals that were either homeless or one step away from homelessness.

The committee will resume discussions after adjournment of the meeting.

**NEXT MEETING**

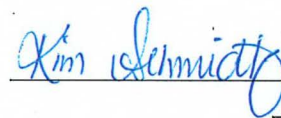
**11.0 Next Meeting**

The next meeting is scheduled for February 10, 2020.

**ADJOURNMENT**

**12.0 Adjournment**

G. Olofson, Advisory Committee Co-Chair adjourned the Cold Lake and District FCSS January 13, 2020 FCSS Advisory Committee meeting at 8.05 pm.



K. Schmidt,  
FCSS Manager



G. Olofson,  
FCSS Advisory Committee Co-Chair



## STAFF REPORT

**Title:** Minutes February 19, 2020 Recreation and Culture Advisory Committee

**Meeting Date:** May 26, 2020

---

**Executive Summary:**

Minutes Recreation and Culture Advisory Committee February 19, 2020

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



**Cold Lake Recreation & Culture Advisory Committee Meeting  
Regular Meeting  
February 19, 2020 – Energy Centre, Main Floor Board Room**

---

**Representatives:**

Chris Holoboff, Chairperson  
Lorie Jacobsen, Vice-Chairperson  
Bob Buckle, Councilor  
Ed Machtmes, Committee Member  
Ben Fadeyiw, Councilor, MD of Bonnyville No. 87  
Candice Sutterfield, Committee Member, Absent with Regret  
Heather Miller, Recreation Programs & Services Manager  
Tina Willier-Piché, Recording Secretary

**1. Call to Order** at 7:30 pm.

**2. Adoption/Additions**

**2.1 Agenda**

*2020-007 Moved by Ed Machtmes to accept the agenda as presented. 2<sup>nd</sup> by Bob Buckle. AIF.*

**CARRIED**

*2020-008 Moved by Ben Fadeyiw to accept the Regular Meeting Minutes of the RCAC held January 15, 2020. 2<sup>nd</sup> by Lorie Jacobsen. AIF.*

**CARRIED**

**3. Old Business** – None.

**4. New Business**

**4.1 Application – Travel Grant – Rhinos Volleyball U13 Female**

*Motion 2020-009 Moved by Lorie Jacobsen to amend the motion and to approve the Equipment Grant Application for the Rhinos Volleyball U13 Female in the amount of Two Hundred Fifty Dollars (\$250). 2<sup>nd</sup> by Ben Fadeyiw. AIF.*

**CARRIED**

**4.2 Application – Travel Grant – Rhinos Volleyball U16 Female**

*Motion 2020-010 Moved by Chris Holoboff to approve the Travel Grant Application for Rhinos Volleyball U16 Female in the amount of Two Hundred Fifty Dollars (\$250). 2<sup>nd</sup> by Ben Fadeyiw. AIF.*

**CARRIED**

*fwP*

Civic Address  
#102, 7825 – 51 Street  
Cold Lake, AB  
Telephone (780) 639-6400  
Fax (780) 639-0250



Mailing Address  
5513 – 48 Avenue  
Cold Lake, AB T9M 1A1  
www.coldlake.com





**4.3 Application – Equipment Grant – Cold Lake Hawks 55+ Zone 7 Team**

*Motion 2020-011 Moved by Lorie Jacobsen to amend the motion and to approve the Equipment Grant Application for Cold Lake Hawks 55+ Zone 7 Team in the amount of Two Hundred Fifty Dollars (\$250). 2<sup>nd</sup> by Bob Buckle. 3 in favour. 2 opposed.*

**CARRIED**

**4.3 Application – Travel Grant – Cold Lake Hawks 55+ Zone 7 Team**

*Motion 2020-012 Moved by Lorie Jacobsen to approve the Travel Grant Application for Cold Lake Hawks 55+ Zone 7 Team in the amount of Five Hundred Dollars (\$500). 2<sup>nd</sup> by Chris Holoboff. 5 opposed.*

**DEFEATED**

*Motion 2020-012 has been defeated due to the limited distribution of funds as per Policy 4.2 Evaluation Criteria.*

**4.4 Application – Equipment Grant – Cold Lake Curling Club**

*Motion 2020-013 Moved by Ed Machtmes to approve the Equipment Grant Application for the Cold Lake Curling Club in the amount of Two Hundred Fifty Dollars (\$250). 2<sup>nd</sup> by Chris Holoboff. AIF.*

**CARRIED**

**4.5 Application – Travel Grant – Lakeland Bantam AA Panthers**

*Motion 2020-014 Moved by Ed Machtmes to approve the Travel Grant Application for Lakeland Bantam AA Panthers in the amount of Two Hundred Fifty Dollars (\$250). 2<sup>nd</sup> by Chris Holoboff. 4 in favour. 1 opposed.*

**CARRIED**

**5. Correspondence and Information Items**

**5.1 Report Form – Cold Lake Agricultural Society**

**5.2 Report Form – Cold Lake Community Learning Centre**

*Motion 2020-015 Moved by Chris Holoboff to accept Items 5.1 to 5.2 as Information Items. 2<sup>nd</sup> by Lorie Jacobsen. AIF.*

**CARRIED**

**6. In Camera**

**7. Board Development – Proclamation – Announcements**

**8. Next Meeting scheduled March 18, 2020 at 7:30 pm, Energy Centre**

Civic Address  
#102, 7825 – 51 Street  
Cold Lake, AB  
Telephone (780) 639-6400  
Fax (780) 639-0250



Mailing Address  
5513 – 48 Avenue  
Cold Lake, AB T9M 1A1  
www.coldlake.com

*twp*




Add to next meeting: Review of Travel Grant Guidelines

**9. Adjournment** at 8:21 pm.

*Motion 2020-016 Moved by Lorie Jacobsen to adjourn. 2<sup>nd</sup> by Ed Machtmes. AIF*  
**CARRIED**


**Respectfully Submitted:**

  
Tina Willier-Piché, Recording Secretary

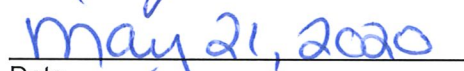
  
Date

**Approved:**

  
Chris Holoboff, Chairperson

  
Date

  
Heather Miller, Staff Advisor

  
Date



## STAFF REPORT

**Title:** Minutes March 11, 2020 Cold Lake Regional Chamber of Commerce

**Meeting Date:** May 26, 2020

---

**Executive Summary:**

Minutes Cold Lake Regional Chamber of Commerce March 11, 2020

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

## Regular Meeting of the Board of Directors Meeting Minutes

**Date/Time:** March 11<sup>th</sup>, 20~~19~~<sup>20</sup> at 6:00pm  
**Location:** Chamber Board Room

### ATTENDANCE

#### PRESENT

##### **President**

Ryan Lefebvre

##### **Vice President**

Regrets

##### **Directors**

Raymond Cowell, Brenda Brouwer, Bob Buckle, Susie O'Conner

##### **Executive Director**

Sherri Bohme

##### **Secretary**

Nicole Mansfield

#### REGRETS

Joanne Roch, Sherine Leiper, Steve Engman, Doug Button, Megan Nicholls-Shaub

### 1.0 CALL TO ORDER/INTRODUCTIONS - Call to order 6:03 pm

#### 1.1 Round table introductions

- Introductions of directors and staff to new directors

### 2.0 CONSENT AGENDA (2MIN)

#### 2.1 Minutes of February 12, 2020 (Sent by email prior to board meeting)

#### 2.2 Executive Director's Report (Sent by email prior to board meeting)

#### 2.3 Correspondence Folder was available for all Board Members to view.

**Motion:** Ray motioned to accept the consent agenda as presented. Second by Bob. All in Favor. Carried

### 3.0 Adoption of Agenda (5 Mins)

#### 3.1 Additions to the Agenda

#### 6.4 Membership Appreciation BBQ

**Motion:** Susie motioned to accept agenda as amended. Second by Brenda. All in favor. Carried

### 4.0 Liaison Reports

#### 4.1 City of Cold Lake

- Winning the Contract sessions are moving ahead with good attendance
- Symposium scheduled for April 29<sup>th</sup>
- No update on ID349, budget needs to be passed by April 1, hopeful some response this month
- ICF discussions continuing to work with the MD
- Trade Show season started up, City staff continuing to promote the City
- Unsuccessful in securing the CARES grant. Possible partner with Alberta HUB
- City wide sale planning have started. Aug 22 or 29



#### **4.2 4 Wing Cold Lake**

- Major David Janssen is in interim liaison for the Wing until July
- Airshow planning continues, May 10<sup>th</sup> would be earliest to know if any changes.

#### **4.3 Cenovus – Regrets**

#### **4.4 Imperial - Regrets**

#### **4.5 MD of Bonnyville - Regrets**

### **5.0 Unfinished Business**

#### **5.1 Feast at the Beach**

##### **5.1.1 Grant Funding**

- Application have been submitted for grand funding both Federally and Provincially.
- Will proceed with planning but doubtful of receiving this year as we were successful last year

##### **5.1.2 Website Design**

- Viewed sample of the current website
- Discussion on the process of RFP and what current bylaws state
- Process of amending and updating bylaws discussed
- Directors direction to send out RFP for website design quotes

#### **5.2 HLTS Volunteer Sign Up**

- Sign up sheet for 2020 HLTS event was sent around for directors to volunteer
- An email will be sent to those directors who were absent

### **6.0 New Business**

#### **6.1 Political Action Day**

- Scheduled for March 31
- Executive Director already booked
- Budgeted for 1 director, send interest to Sherri

#### **6.2 Gaming License for the purpose of a 50/50 Draw at FATbeach**

- Discussion on the process to apply for a gaming license to have a 50/50 draw at feast at the beach

**Motion:** Ray motioned to apply for a gaming license through AGLC for a 50/50 draw @ Feast at the Beach. Second by Rob. All in favor. Carried

#### **6.3 2019 Financial Review**

- Draft of the financials presented to the Directors
- Review with everything looking in order

**Motion:** Susie motioned to accept the 2019 Financials as presented and to have the 2019 Financial placed on the agenda for the AGM. Second by Bob. All in Favor. Carried.



**6.4 Membership Appreciation BBQ**

- Discussion on the upcoming member appreciation BBQ
- No food truck left in town so back to directors BBQing
- Decision to investigate getting the city BBQ and directors cook, keep at chamber office, get pricing for cupcakes at Emma's.

**7.0 Open Discussion**

**7.1 Presidential and Board Member Highlights**

**8.0 Correspondence/ Round Table Discussion**

**9.0 In Camera**

**9.1 Vacant Director Position**

**Motion: Ryan motioned to go in camera 7:18pm**

**Motion: Bob motioned to come out of camera 7:22pm**

**Motion:** Brenda motioned to accept the director application of Wendy Meisie to fill the vacant director position. Second by Susie. All in Favor. Carried.

**10.0 Next Meeting – April 8<sup>th</sup>, 2020 @ 6:00pm**

**11.0 ADJOURNMENT**

The meeting was adjourned at 7:25pm

---

Recording Secretary – Nicole Mansfield

---

President – Ryan Lefebvre

---

Date

---

Date



## STAFF REPORT

**Title:** Minutes April 8, 2020 Cold Lake Regional Chamber of Commerce

**Meeting Date:** May 26, 2020

---

**Executive Summary:**

Minutes Cold Lake Regional Chamber of Commerce April 8, 2020

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## Regular Meeting of the Board of Directors Meeting Minutes

Date/Time: April 8<sup>th</sup>, 2020 at 6:00pm  
Location: Zoom Meeting

### ATTENDANCE

#### PRESENT

President	Ryan Lefebvre
Vice President	Joanne Roch
Directors	Brenda Brouwer, Bob Buckle, Susie O'Conner, Sherine Leiper, Steve Engman, Megan Nicholls-Shaub, Wendi Meise
Executive Director	Sherri Bohme
Secretary	Nicole Mansfield
Member Coordinator	Jackson Kjenner

#### REGRETS

Raymond Cowell, Doug Button,

### 1.0 CALL TO ORDER/INTRODUCTIONS - Call to order 6:03 pm

#### 1.1 Round table introductions

- Welcome Wendi Meise, new director to the Chamber Board

### 2.0 CONSENT AGENDA (2MIN)

2.1 Minutes of February 11, 2020 (Sent by email prior to board meeting)

2.2 Executive Director's Report (Sent by email prior to board meeting)

2.3 Correspondence Folder was available for all Board Members to view.

**Motion:** Susie motioned to accept the consent agenda as amended. Second by Bob. All in Favor. Carried

### 3.0 Adoption of Agenda (5 Mins)

#### 3.1 Additions to the Agenda

#### 5.3 Country 99 Proposal

**Motion:** Steve motioned to accept agenda as amended. Second by Joanne. All in favor. Carried

### 4.0 Unfinished Business

#### 4.1 Feast at the Beach Website Quote

- Ryan left the meeting due to conflict of interest.
- Discussion on the proposals sent in for review. Discussion surrounded around pricing, what each proposal offered, ability to view work that was previously done, etc
- All agreed that the ability to have an app for uploading on the fly was a great feature and would be very beneficial for Feast.
- Recognizing that there was a lot of preliminary work done by Lefebvre Investments prior to realizing that being sent out was part of Bylaw procedure.

**Motion:** Joanne motioned to accept the proposal from Squiddly Web Services to construct the Feast at the Beach Website. Second by Susie. All in Favor. Carried.

**Motion:** Motion by Susie to offer compensation to Lefebvre Investments to the sum of \$500.00 for work on the proposed website. Second by Joanne. All in Favor. Carried.

## **5.0 New Business**

### **5.1 Bylaw Change**

- Discussion on the proposed bylaw changes which were sent out in the board package.
- Must to hold AGM prior to the end of June 2020 or apply to government for an extension
- Proposed to hold at the Membership Appreciation BBQ if able due to COVID-19 regulations.

**Motion:** Joanne motioned to accept the bylaw changes as presented to be presented at the 2020 AGM for approval. Second by Brenda. All in Favor. Carried

### **5.2 Superior Shows Invoice**

- We received an invoice from Superior Shows after the cancellation of our 2020 Home & Leisure Trade show siting preliminary work of the show.
- Discussion on being long term clients with the Show company, details surrounding the invoice, being it's the last year of the current 3 year contract that we have with them (which don't have a cancellation clause)
- 

**Motion:** Steve motioned to not pay the invoice to Superior Shows as it is not in current contract. Also, to solicit proposals for another 3 year term going forward with other event companies. Second by Wendi. All in Favor. Carried

### **5.3 Country 99 Proposal**

- Received an advertising proposal from Country 99
- Discussion on advertising not only on Country 99 but all radio stations
- Currently Jackson is reaching out to all non and current members to have personal connection with them.
- General rule is if we advertise on one we do on all however it has only been Country 99 to reach out.
- We do have a contra with stations for Community Guide and HLTS
- Can we secure pricing for April proposal for use at Feast at the Beach?

## **6.0 Open Discussion**

### **6.1 Presidential and Board Member Highlights**

## **7.0 Correspondence/ Round Table Discussion**

- Does our event insurance cover this type of issue? Can it be added
- Can we push booked talent for feast at the beach to 2021 if need be?
- Will apply to government for extension of AGM if unable to do so in June
- Discussion on the programs that the Government are giving businesses at this point
- Student Summer Program – Hire back 100% of salary
- Sherri has a call with CAPP, update on oil pricing & impact of COVID-19 on them



- Currently about 35 outstanding memberships to reach out with payment options. Waiting to launch

8.0 In Camera

9.0 Next Meeting – May 14<sup>th</sup>, 2020 @ 6:00pm \*Location to be determined

11.0 ADJOURNMENT

The meeting was adjourned at 7:36pm

---

Recording Secretary – Nicole Mansfield

---

President – Ryan Lefebvre

---

Date

---

Date





## STAFF REPORT

**Title:** Minutes May 5, 2020 Municipal Planning Commission

**Meeting Date:** May 26, 2020

---

**Executive Summary:**

Minutes Municipal Planning Commission May 5, 2020

**Background:**

**Alternatives:**

**Recommended Action:**

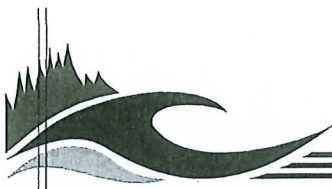
Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



**MINUTES OF THE MUNICIPAL PLANNING COMMISSION  
HELD MAY 5, 2020 COMMENCING AT 6:00 P.M.  
CITY OF COLD LAKE COUNCIL CHAMBERS**

**PRESENT**

Councillors:  
Mayor Craig Copeland  
Bob Buckle  
Chris Vining  
Duane Lay  
Jurgen Grau  
Kirk Soroka via telephone  
Vicky Lefebvre

**ALSO PRESENT**

Howard Pinnock, General Manager Planning and Development  
Brad Schultz, Planner  
Fakharah Nazir, Development Officer  
Denise Pollard, Recording Secretary

**ABSENT**

Applicant - Cold Lake Native Friendship Centre

**CALL TO ORDER**

Mayor Copeland called the meeting to order at 6:06p.m.

**ADOPTION OF  
THE AGENDA**

Moved by B. Buckle that the Agenda be adopted as presented.

**Carried Unanimously**

**DISCLOSURE OF  
INTEREST**

None.

**ADOPTION OF  
THE MINUTES**

Moved by C. Vining that the minutes of the January 30, 2019 Municipal Planning Commission meeting be adopted as presented.

**Carried Unanimously**

**OLD BUSINESS**

None

**NEW BUSINESS**

**DP #220030 Application for Temporary Use – Temporary Shelter**

F. Nazir presented the application for Development Permit #220030 from the Cold Lake Native Friendship Centre for the Temporary Use of 4803 51 Street as a Temporary Shelter, which is a Discretionary Use within the C1 Downtown Commercial District.

Mayor Copeland opened the floor to questions:

V. Lefebvre asked if the shelter is subject to the current Covid-19 protocols.

B. Schultz advised that they are subject to all applicable legislation but it is outside of the City's jurisdiction to enforce.

B. Buckle inquired why the development permit fee was waived.

B. Schultz advised that management directed P&D to waive the \$150 fee.

V. Lefebvre asked what happens in 6 months if they don't find another location and noted that 180 days brings us to winter when construction typically doesn't occur and shelter will be more critical due to the cold.

B. Schultz advised that LUB section 3.6(8)(b) allows MPC to impose a condition limiting the length of time for which an approval is valid. In this case, the time line is intended to motivate the applicant to find a long term solution.

J. Grau asked if they can ask for an extension.

B. Schultz advised that:

- The applicant can apply for an extension to the permit if required; an extension would have to be approved by MPC.
- If they do not apply for an extension, but continue to use the premises as a shelter, after the 180 days, a stop order can be issued.
- An application has been received for the development of a new permanent temporary shelter; will be presented to MPC on May 13.

B. Buckle asked if feedback was received from the neighbouring properties.

F. Nazir advised that no feedback or comments were received.

C. Copeland asked if notices were sent to neighbouring properties.

F. Nazir advised that yes notices were sent on April 1 and again on April 27.

C. Vining inquired about the property being returned to its original condition at the end of the 180 days.

B. Schultz advised that this refers to any modifications or renovations they may undertake. At this time, the applicant is not doing any modifications or renovations at the Temporary location.

J. Grau asked how many occupants the temporary location can accommodate.

B. Schultz advised that 10 is the maximum occupancy.

J. Grau inquired if clients are inspected when they enter the shelter (i.e. bags checked for drugs, weapons, etc.)

B. Schultz advised that they are not familiar with the policies and procedures for receiving clients into the shelter; shelter operations are outside of the City's jurisdiction.

C. Copeland asked if the shelter was for both males and females.

B. Schultz clarified that it is Administration's understanding that this is a male only shelter.

Discussion ensued regarding socializing in in front of the Temporary Shelter and whether or not a condition can be imposed on the development permit to establish a social/smoking area at the back of the building.

B. Schultz advised that, yes, MPC can impose a condition requiring the applicant to establish a designated social/smoking area at the rear of the building.

D. Lay inquired if smoking was allowed inside the shelter and how many bedrooms there are.

B. Schultz advised that to their knowledge smoking is not allowed inside the shelter and that there are no bedrooms at the temporary location; cots are simply spaced out to accommodate up to a maximum of 10 people, there is a shared bathroom and a small office space.

## MOTION

Moved by C. Vining that the Municipal Planning Commission approve development application 220030 subject to the following conditions:

1. Meeting all other requirements of the Land Use Bylaw 382-LU-10 as amended.
2. Meeting the requirements of the Current Alberta Building Code and Safety Codes Act.
3. Meeting all other requirements of the City of Cold Lake Engineering Standards.
4. Meeting the requirements of all other applicable legislation.
5. Meeting the requirements of the current Alberta Fire Code.
6. Any exterior signage will be permitted subject to approval of all architectural and structural plans for all signage by the Development Officer.
7. The Development of the Temporary Shelter authorized by this permit shall be valid for 180 days following the date of approval of this permit.
8. Following the expiry of the 180-day approval period referred to in (7.) above, the use of the premises as a Temporary Shelter shall cease and the property returned to its original condition.
9. The applicant must establish a designated social/smoking area at the rear of the building and discourage clients from congregating at the front of the property.

Carried Unanimously

**ADJOURNMENT**

Moved by V. Lefebvre that the meeting be adjourned, at this time being 6:32p.m.

**Carried Unanimously**

**NEXT MEETING**

May 13, 2020

**CITY OF COLD LAKE**

  
\_\_\_\_\_  
CHAIRPERSON

  
\_\_\_\_\_  
DESIGNATED OFFICER