



**Council - Corporate Priorities Committee Meeting
Agenda**

Tuesday, June 16, 2020

6:00 p.m.

Council Chambers

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STAFF REPORT

Title: Crime Prevention And Reduction Initiatives

Meeting Date: June 16, 2020

Executive Summary:

Ms. Eleanor Evans and numerous business owners attended the January 14, 2020 regular meeting of Council as a delegation.

Ms. Evans brought forth concerns of the safety and security of Cold Lake citizens, businesses and properties, and the cost of the criminal activity affecting such, and requested an increase in security to curb the ongoing criminal activity which is having a very frightening impact on the City.

Ms. Evans advised that up until now, many businesses have been reacting to criminal activity, at a huge expense, by installing cameras, alarm systems, lights, barriers, gates, bars, fences, etc. and bearing the increasing cost of insurance. The safety and security of Cold Lake citizens needs to become a number one priority.

To collect a larger perspective on the subject on crime, the City along with Cold Lake RCMP hosted a public Town Hall meeting Wednesday February 26, 2020 at the Lakeland Inn. The Town Hall meeting present statistical information as well as discuss several issues related to crime impacting the community.

During the COVID-19 pandemic situation, businesses have reached out to City raising concerns on the significant increases in human faeces, public urinating, and increased forcefulness in panhandling and the number of panhandlers.

The purpose of the report is to receive feedback from Council on a program targeting crime prevention through environmental design.

We also understand that the Cold Lake Regional Chamber of Commerce will be approach the City of Cold Lake with their concerns.

Background:

A number of initiatives have been recently been launched:

1. The Lakeland Crime Reduction Taskforce (lead by the Municipal District of Bonnyville) will be standing up with three (3) additional members tasked specifically with crime reduction initiatives (and not chasing radio calls).



2. The City of Cold Lake's Police Dog (PDS) Initiative.
3. The City has increased funding for an additional regular member of the Cold Lake Detachment of the RCMP.
4. The City has initiated the installation of surveillance cameras in high profile intersections coming in/one of the community.
5. The City has funded the light enhancements to the downtown mainstreet as part of the LED replacement program.

Crime Prevention through Environmental Design (CPTED) strategies aim is to deter an offender's decision to precede with a criminal act, foster a sense of community cohesion with business owners and residents, reduce crime, and minimize the fear of crime.

CPTED acknowledges that our environment directly affects our behavior, whether or not we are aware of it, as we consistently respond to what is around us. These responses help us navigate safely in our communities.

Four principles of CPTED are:

- **Natural Access Control restricts access.**
Natural access control relies on doors, fences, shrubs, and other physical elements to keep unauthorised persons out of a particular place if they do not have a legitimate reason for being there. In its most elementary form, access control can be achieved in individual dwellings or commercial establishments by the use of adequate locks, doors and window barriers.
- **Natural Surveillance**
Natural surveillance can be achieved by a number of techniques. The flow of activities can be channelled to put more people (observers) near a potential crime area. Windows, lighting and the removal of obstructions can be placed to improve sight lines from within buildings.
- **Territorial Reinforcement**
People naturally protect a territory that they feel is their own, and have a certain respect for the territory of others. Clear boundaries between public and private areas achieved by using physical elements such as fences, pavement treatment, art, signs, good maintenance and landscaping are ways to express ownership.
- **Maintenance and Management**
Maintenance and management need to be considered at the design stage, as the selection of materials and finishes will impact on the types of maintenance



regimes that can be sustained over time. For example, plant material should be selected for its size at maturity to avoid blocking of sight lines.

The City is able to develop brochures on crime prevention through environmental design. There could also be some merit in the development policy framework for new development.

There has also been some previous and recent discussion regarding the development of a Public Washroom in the downtown area. As Council knows, there are benefits and challenges to this type of initiatives of which should be further discussed.

During the 2020 Budget Deliberations, Council parked \$90,000 for other crime initiatives as for further discussions. Some of the initiatives included:

1. The RCMP has requested for two (2) additional regular members of the RCMP. Based on the statistics provided to City Council, there has been a trend relating to increase crime activity in Cold Lake.
2. The RCMP has requested for the City to establish a "Crime Analyst" service. A Crime Analyst help identify patterns and gather helpful data that can be used to help allocate police resources and assets.
3. Community Peace Officer Business Liaison. The City could increase the compliment of the CPO's to have to officer with a heightened priority to the commercial businesses. Alternatively, the City could reallocate the CPO resources from the Cold Lake Energy Centre to a commercial business liaison.
4. The City could establish incentive/rebate programs for Crime Prevention through Environmental Design strategies as well as the installation of security cameras, locks and/or other measures which foster crime prevention.
5. Development of public washrooms in the community.

Where administration looks for Council feedback on community priorities for budget implementation.

Alternatives:

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

Recommended Action:

Administration is providing this report to solicit feedback from Council's Corporate Priorities Committee.

Budget Implications (Yes or No):

Yes



Submitted by:
Kevin Nagoya, Chief Administrative Officer

Making Houses Safer

- Clearly define where your property begins and ends using plants, fences, changes in grade, or different walkway colour
- Provide unobstructed views of entrances by trimming shrubs and trees – see and be seen
- Install motion-sensor lights outside
- Use quality locks on doors and windows



Making Neighbourhoods Safer

- Provide appropriate lighting for streets, paths, alleys, and parks
- Maximize sightlines in and out of public spaces
- Encourage use of public spaces
- Record, Report and Remove graffiti
- Encourage a strong sense of community

Making Apartments Safer

- Clearly differentiate private property from public space through shrubbery, alternate paving stone colour or signage
- Provide common spaces to encourage tenant interaction
- Equip entrances with an intercom system
- Ensure all public areas are well-lit
- Install deadbolt locks and 180 degree eye viewers on unit doors



CPTED Crime Prevention Through Environmental Design

CRIME PREVENTION UNIT
EDMONTON POLICE SERVICE
780-421-3425
www.edmontonpolice.ca

The Edmonton Police Service offers CPTED workshops for both law enforcement officials and members of the general public.

For a complete listing of training dates and locations, contact the Crime Prevention Unit at 780-421-3425

CPTED audits are provided by the Edmonton Police Service as a community service. For more information contact the Crime Prevention Unit.

EDMONTON
POLICE
SERVICE



Crime Prevention Through Environmental Design

Creating safer communities through well-planned environmental design



www.edmontonpolice.ca

About CPTED

Poor design influences our fear of crime and the opportunities for crime to take place. Crime Prevention Through Environmental Design (CPTED) is a proven method to reduce actual crime and fear of crime by changing the physical environment.

The Edmonton Police Service partners with various Edmonton businesses and agencies to proactively apply CPTED principles. CPTED can be applied to an existing community, home, building, school, playground, park or business.

Crime prevention starts with you!



CPTED Design Concepts

DESIGNATION: Clearly indicate the intended purpose of a space

DEFINITION: Clearly define the rules and borders of a space

DESIGN: Layout and landscaping should support intended uses and behaviors

Surveillance

Surveillance refers to the sense of seeing and being seen in any space.



Natural Surveillance

- As people move around an area, they observe what is going on around them
- Businesses and residences can watch their surroundings through properly placed windows and transparent building materials
- Building interiors should provide for optimal visibility of entrances and shared spaces
- Encourage use of public spaces

Other Surveillance

- Cameras, alarms, and mirrors can assist in viewing areas that may be vulnerable
- Citizen foot patrols, Neighbourhood Watch groups and security patrols are other effective observation resources and show community involvement

Access Control

Controlling how people can enter and leave a property or neighbourhood is one of the keys to preventing crime. Remove potential escape routes, protect vulnerable areas and direct people to desired access points. People who use alternative methods to enter an area look suspicious, risk detection and sense an increased risk of apprehension.

Natural Access Control

- Landscape and building design should provide a natural indication of where people are allowed to be
- This includes walkways, flowerbeds, bushes and groundcover such as gravel or wood chips

Other Access Control

- Fences and gates are the most common means of denying access to unwanted visitors. These structures can also direct people to desired entrances
- Card readers, locks and reception areas ensure only authorized people are allowed into non-public areas



Territoriality

Territoriality means showing people that a property is cared for. Potential offenders are more likely to feel that they do not belong on a well maintained property.



Defensible Space

- Clearly define the boundaries of a property
- The transition from public to private areas should be obvious
- Use landscaping, change in grade, change in texture and design to convey a sense of ownership

Maintenance

- A well maintained property indicates pride of ownership and a lack of tolerance for unwanted behavior
- Deterioration of a property indicates less control by the intended users and greater vulnerability to crime (graffiti, broken windows, poor property maintenance)

Join Crime Prevention Programs in Your Community:

Block Watch and Apartment Watch:
calgaryblockwatch.com

Block Parent: calgaryblockparent.ca

Alberta Community Crime Prevention Association (ACCPA): accpa.org

For More CPTED Information:

Federation of Calgary Communities

Information on residential communities in Calgary and community associations:
calgarycommunities.com or 403-244-4111

Crime Prevention Unit, Calgary Police Service

Information on site assessments, CPTED training, resources and other crime prevention measures:
calgarypolice.ca or 403-206-8399

District Offices, Calgary Police Service

Your Community Liaison Officer (CLO) can help with concerns in your community. CLOs are available through Calgary Police Service District Offices, which are listed on the Calgary Police Service Blue Page in the Telus White Pages telephone directory or online at calgarypolice.ca

To Read More About CPTED

"Crime Prevention Through Environmental Design: Applications of Architectural Design and Space Management Concepts" — 2nd Edition, 1999 by Timothy D. Crowe

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133 - 6th Avenue SE,
Calgary AB Canada
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CALGARY
POLICE
SERVICE

Crime Prevention Through Environmental Design



Crime Prevention Through Environmental Design (CPTED, pronounced sep-ted) helps us to create healthy, safe communities through well planned environmental design.



ALBERTA MOTOR ASSOCIATION

Crime Prevention Through Environmental Design (CPTED)

CPTED enhances safety by influencing the physical design of our environment and encouraging positive social interaction. CPTED recognizes that our environment directly affects our behaviour, whether or not we are aware of it, because we constantly respond to what is around us. These responses help us to interact safely in our communities.

An environment designed using CPTED principles reduces opportunities for criminal acts to take place and helps us to feel safer. By doing so, it improves our quality of life.

CPTED uses many different strategies that work together to create safer communities. It complements crime prevention strategies such as locks and bars, police and security personnel and, ultimately, increases our freedom to use our communities.

Second Generation CPTED

Second Generation CPTED takes these strategies further, to encourage the interaction of everyone within their community, their environment and each other.

Three Basic Principles Guide CPTED

Natural Access Control; Natural Surveillance; and Territorial Reinforcement

Natural Access Control restricts access

Natural access control guides how people enter and leave a space through the placement of entrances, exits, fences, landscaping and lighting. It

can decrease opportunities for criminal activity by denying criminals access to potential targets and creating a perception of risk for would-be offenders.

Natural Surveillance increases visibility

Natural surveillance guides the placement of physical features such as windows, lighting and landscaping. These features affect how much can be seen by occupants and passersby. Potential criminals are unlikely to attempt a crime if they are at risk of being observed. Similarly, we are likely to feel safer when we can see and be seen.

Territorial Reinforcement promotes a sense of ownership

Physical design can create an area of territorial influence that can be perceived by and may deter potential offenders. Examples include defined property lines and clear distinctions between private and public spaces. Territorial reinforcement can be created using landscaping, pavement designs, gateway treatments, signs and fences.

Two Additional Ideas Support Community CPTED Efforts:

Maintenance and Activity Support

Maintenance deters offenders

A well maintained home, building or community park creates a sense of guardianship and helps deter criminals.

Activity Support fosters community interaction

Criminal acts can be discouraged in public spaces when we encourage activities in those spaces by residents, visitors and other legitimate users.

Safe design *enhances* good design.

Natural Access Control restricts access

The fencing defines the site, thereby controlling access to the property. It also allows for strong natural surveillance



Natural Surveillance increases visibility

Natural surveillance is created by effective lighting, camera surveillance and the use of windows and activity support.

Territorial Reinforcement promotes a sense of ownership



Good border definition allows property owners to define public and private spaces while maintaining surveillance.



This entry is designed with an anti-jimmying plate on the door, an outside intercom, a security camera and glass security doors which provides the tenants with access control and good surveillance. This also increases security at the site and reduces fear for tenants.

CPTED Tips to Enhance Security

Houses

- Use walkways and landscaping to direct visitors to the main entrance and away from private areas
- Keep shrubs and trees trimmed from windows and doors to improve visibility
- Use lighting over entrances
- Use thorny plants along fence lines and around vulnerable windows
- Join Block Watch

Apartments

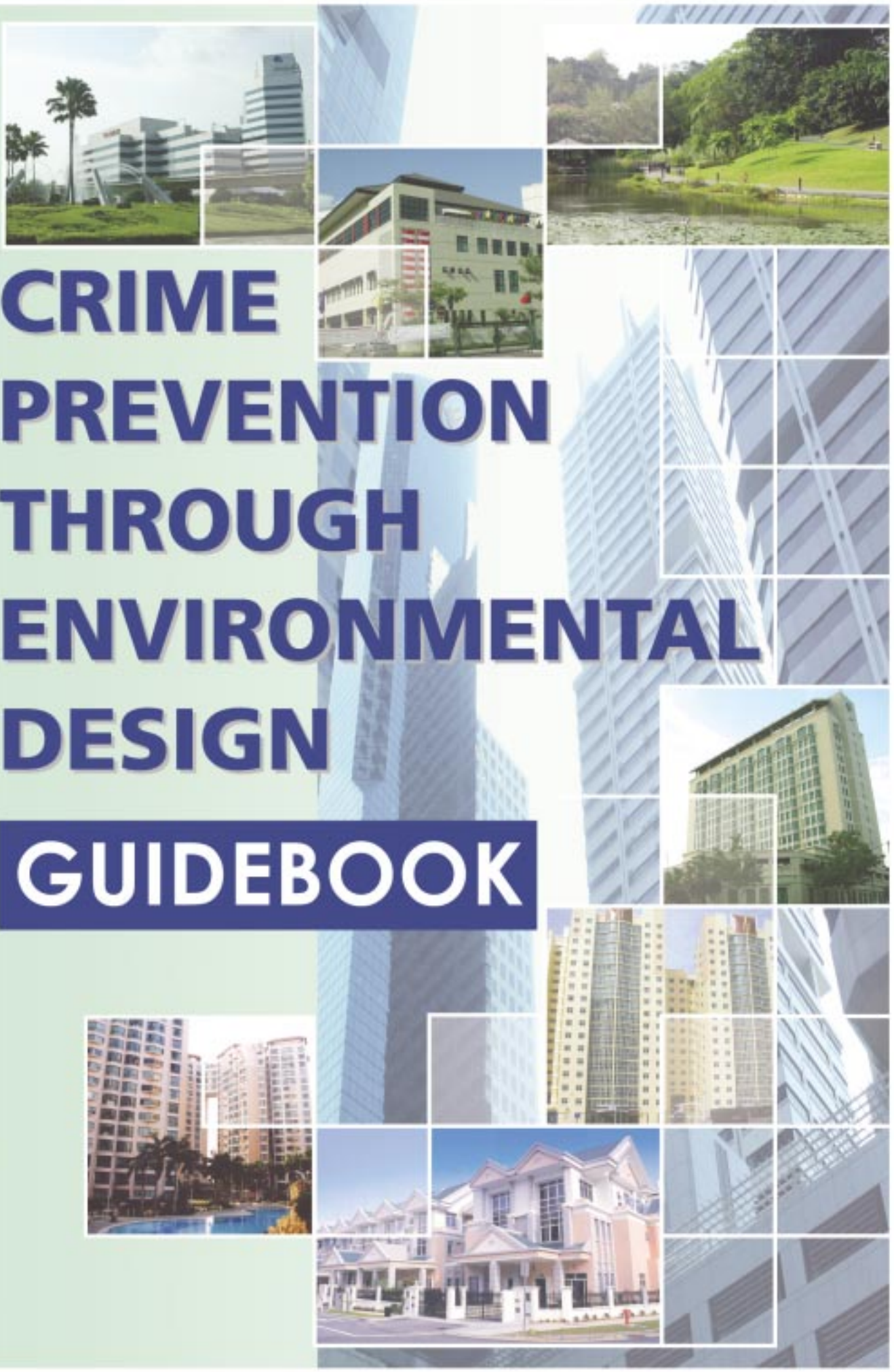
- Ensure hallways and parking areas are well lit
- Install good quality deadbolts and peepholes on unit doors
- Provide common spaces in central locations to encourage tenant interaction
- Join or start Apartment Watch in your building

Neighbourhoods

- Locate open spaces and recreational areas so they are visible from nearby homes and streets
- Avoid landscaping that might create blind spots or hiding places
- Make sure there is appropriate lighting
- Design streets to discourage cut-through or high-speed traffic using traffic calming measures
- Join Block Parent and Block Watch

Businesses

- Place checkout counters near the front of the store, clearly visible from outside
- Window signs should cover no more than 15 per cent of windows to provide clear visibility into and out of the store
- Use shelving and displays no higher than five feet to help see who is in the store
- Avoid creating outdoor spaces that encourage loitering and provide increased security
- Install lighting in parking lots



CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN GUIDEBOOK

VISION

Making Singapore
Safe & Secure for all.

MISSION

We work in ***Partnership***
with the ***Community*** and
the ***Police*** to ***prevent crime***.



National Crime Prevention Council

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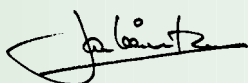
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FOREWORD

Since its inception in 1981, the National Crime Prevention Council (NCPC) of Singapore had been actively working towards the objectives, such as, to raise the level of public awareness about crime; to encourage self-help in crime prevention; to examine, develop and recommend crime prevention measures to the public and to coordinate efforts of various organisations in crime prevention.

The NCPC engages the public through the organisation of crime prevention activities such as crime prevention campaigns, exhibitions, seminars and workshops. The NCPC also forges close alliances with various professional, social and trade organisations to tackle the problem of crime. In addition, various sub-committees have been formed to address problems of security in specific areas. They are the Hotel Security Committee, Security in Construction Worksites Committee, Children and Youth Committee, Security in Housing Committee, Security in Commercial Premises Committee and Focus Group Committee.

Working in partnership with the stakeholders in the construction and real estate industry to design out crime is the latest effort by the NCPC in its strive towards making Singapore a safe place. This is achieved through the use of Crime Prevention Through Environmental Design (CPTED) principles when designing buildings, facilities and the surrounding. In view of the emerging trend of extreme crimes, such as terrorism, in the region as well as globally, the adoption of CPTED principles can also be adapted and applied to counter these threats. This CPTED Guidebook will serve as a useful reference for planners, building professionals, security agencies and homeowners to incorporate suitable crime prevention and security measures in their planning and design of their building and infrastructure projects.



Mr Tan Kian Hoon

Chairman

National Crime Prevention Council

INTRODUCTION

Crime is a social problem in our society that affects thousands of people's lives each year. Serious crimes against persons and properties generate considerable fear within the community. Crimes like theft, break-in, rape and murder are serious threats to the safety of the community. The resulting fear of crime in itself can restrict people's freedom of movement and prevent them from fully participating in the community. In particular, some groups of people are more vulnerable to crime and the fear of crime, for example, older people, women, parents, teenagers, etc.

Many different strategies are needed to combat the complex issues of crime and fear of crime. A whole range of responses involving strategies in design, community action and law enforcement would be required to achieve successfully the objective of crime prevention. In this connection, there is widespread acknowledgement that planners, architects and developers can play an important role in enhancing the safety of our communities as they have a major influence in the design of the built environment.

Traditionally, the community has turned to the police and the judicial system to protect them by deterring criminals and punishing offenders. The general public's indifference towards self-protection arises mainly from the lack of knowledge of the means of protection, and perhaps a perception that somebody else - the government or insurance companies - bears most of the cost of theft and vandalism.

On the other hand, Crime Prevention Through Environmental Design (CPTED) asserts that the community, homeowners, planners, developers and architects can play a greater role in protecting the community and themselves from crime by integrating CPTED principles and concepts into the design and management of the physical environment. In this connection, CPTED may be viewed as a subset of the total set of measures required for effective crime prevention and control.

The purpose of this guidebook is to raise awareness of homeowners, developers, architects, and town planners on the concepts and principles of CPTED. CPTED seeks to enhance the safety of developments and minimise the opportunities for crime to be committed. This guidebook presents information, illustrations and suggestions on how this can be done through the application of CPTED.

Notwithstanding the relevance and usefulness of CPTED, the recommendations in this guidebook may not be compatible with the requirements, standards and codes of various relevant authorities. In such situations, the demands of the authorities will take precedence over the recommendations in this guidebook.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN PRINCIPLES

The basis of Crime Prevention Through Environmental Design (CPTED) is that proper design and effective use of the built environment can reduce the incidence and fear of crime. This in turn leads to improvements in the quality of life.

In contrast to the approach of addressing crime concerns by implementing visually affronting security or target hardening measures such as locks, hard barriers, security gates, security patrols, etc., CPTED promotes high quality and visually pleasing solutions as first responses that aim to enhance the legitimate use of space.

CPTED can be applied without interfering with the normal use of the space. It is easy to apply and can be economical to implement, especially if it is done early at the planning and design stages of a project.

THE FOUR PRINCIPLES OF CPTED ARE:

- ☐ Natural surveillance
- ☐ Natural access control
- ☐ Territorial reinforcement
- ☐ Maintenance and management

There are strong overlaps and synergies among the four CPTED principles. These have been identified separately for convenience and clarity of understanding. In practice, it may be useful to see all four principles as different facets of a single technique for dealing with the security of the physical environment. In respect to the first two principles, the term 'natural' refers to deriving surveillance and access control results as a by-product of normal and routine use of the environment.

NATURAL SURVEILLANCE

The fundamental premise is that criminals do not wish to be observed. Surveillance or the placing of legitimate 'eyes on the street' increases the perceived risk to offenders. This may also increase the actual risk to offenders if those observing are willing to act when potentially threatening situations develop. So the primary aim of surveillance is not to keep intruders out (although it may have that effect) but rather, to keep intruders under observation.

Natural surveillance can be achieved by a number of techniques. The flow of activities can be channelled to put more people (observers) near a potential crime area. Windows, lighting and the removal of obstructions can be placed to improve sight lines from within buildings.

NATURAL ACCESS CONTROL

Natural access control relies on doors, fences, shrubs, and other physical elements to keep unauthorised persons out of a particular place if they do not have a legitimate reason for being there. In its most elementary form, access control can be achieved in individual dwellings or commercial establishments by the use of adequate locks, doors and window barriers.

However, when one moves beyond private property to public or semi-public spaces, the application of access control needs more care. Properly located entrances, exits, fencing, landscaping and lighting can subtly direct both foot and vehicular traffic in ways that decreases criminal opportunities. Access control can be as simple as locating a front office to a warehouse.

While access control is more difficult on streets and areas that are entirely open to public use, there are other techniques for controlling access in these circumstances. For example, non-physical or 'psychological' barriers can be used to achieve the objective of access control. These barriers may appear in the form of signs, paving textures, nature strips or anything that announces the integrity and uniqueness of an area. The idea behind a psychological barrier is that if a target seems strange, or difficult, it may also be unattractive to potential criminals.

Because any strategy that fosters access control is also likely to impede movement, careful consideration should be given to access control strategies. Such strategies may limit the opportunity for crimes, but should not hinder the mobility of potential victims.

TERRITORIAL REINFORCEMENT

People naturally protect a territory that they feel is their own, and have a certain respect for the territory of others. Clear boundaries between public and private areas achieved by using physical elements such as fences, pavement treatment, art, signs, good maintenance and landscaping are ways to express ownership. Identifying intruders is much easier in such well-defined spaces.

Territorial reinforcement can be seen to work when a space, by its clear legibility, transparency, and directness, discourages potential offenders because of users' familiarity with each other and the surroundings.

MAINTENANCE AND MANAGEMENT

This is related to the neighbourhood's sense of 'pride of place' and territorial reinforcement. The more dilapidated an area, the more likely it is to attract unwanted activities. The maintenance and the 'image' of an area can have a major impact on whether it will become targeted.

Another extension of the concept is that territorial concern, social cohesion and a general sense of security can be reinforced through the development of the identity and image of a community. This approach can improve not only the image of the population has of itself, and its domain, but also the projection of that image to others.

With clear spatial definitions such as the subdivision of space into different degrees of public/ semi-public/ private areas and the raising of standards and expectations, the level of social estrangement would decline. This is known to be related to reduction in opportunities for aberrant or criminal behaviour, such as vandalism.

Maintenance and management need to be considered at the design stage, as the selection of materials and finishes will impact on the types of maintenance regimes that can be sustained over time. For example, plant material should be selected for its size at maturity to avoid blocking of sight lines.

THE “THREE D” APPROACH

CPTED involves the design of the physical space in the context of the normal and expected use of that space by the users as well as the predictable behaviour of people around the space. CPTED emphasises the connection between the functional objectives of space utilisation and behaviour management. Conceptually, the four CPTED principles are applied through the 3-D approach, i.e. **Designation**, **Definition** and **Design**. The 3-D approach is a simple space assessment guide that helps the user in determining the appropriateness of how a space is designed and used. The 3-D concept is based on the three functions or dimensions of human space:

- ☐ All human space has some designated purpose.
- ☐ All human space has social, cultural, legal or physical definitions that prescribe desired and acceptable behaviours.
- ☐ All human space is designed to support and control the desired behaviours.

By using the “Three D's” as a guide, space may be evaluated by asking the following questions:

1. DESIGNATION

- What is the designated purpose of this space?
- For what purpose was it originally intended?
- How well does the space support its current use or its intended use?
- Is there a conflict?

2. DEFINITION

- How is space defined?
- Is it clear who owns it?
- Where are its borders?
- Are there social or cultural definitions that affect how space is used?
- Are legal or administrative rules clearly set out and reinforced in policy?
- Are there signs?
- Is there conflict or confusion between purpose and definition?

For example, in a given space, certain behaviour or activities may be socially or culturally discouraged while others may be clearly prohibited by display of written instructions or rules. On the other hand, what is not acceptable in a certain space may be acceptable in others.

3. DESIGN

- How well does the physical design support the intended function?
- How well does the physical design support the desired or accepted behaviours?
- Does the physical design conflict with or impede the productive use of the space or the proper functioning of the intended human activity?
- Is there confusion or conflict in the manner in which physical design is intended to control behaviour?

Consideration of these questions may reveal areas that requires changes or improvements. For example, a space may need to have a designated purpose, it may need to be more clearly defined, or it has to be better designed to support the intended function. Once these questions have been considered, the information received may be used as a means of guiding decisions about the design or modification of the space so that the objectives of space utilization as well as natural surveillance, natural access control, territorial reinforcement and maintenance and management can be better achieved.

BASIC DESIGN AND MANAGEMENT STRATEGIES

The four CPTED principles can be translated into various planning and design strategies that would enhance security. These strategies can be categorised as follows:

1. allow for clear sight lines,
2. provide adequate lighting,
3. minimise concealed and isolated routes,
4. avoid entrapment,
5. reduce isolation,
6. promote land use mix,
7. use of activity generators,
8. create a sense of ownership through maintenance and management,
9. provide signs and information and
10. improve overall design of the built environment.

The decision of which strategy or combination of strategies to apply will depend on the site condition, the functional requirements and the desired programming of the space, as well as the design intent. These strategies are summarised in the checklist in Appendix A. Further examples of CPTED strategies that can be applied to various developments and public spaces are listed in Appendices B and C respectively.

SIGHT LINES

Sight line is defined as the desired line of vision in terms of both breadth and depth. The inability to see what is ahead along a route due to sharp corners, walls, earth berms, fences, bushes or pillars can be serious impediments to the feeling of being safe. Large columns, tall fences, overgrown shrubbery and other barriers blocking sight lines adjacent to pedestrian paths could shield an attacker. Alternatively, low hedges or planters, small trees, wrought iron or chain-link fences, transparent reinforced glass, lawn or flower beds, benches allow users to see and be seen and usually discourage crime and vandalism.



Residential apartments with windows overlooking carpark and park allow for clear sight lines

1. DESIGN VISIBILITY

Design visibility in the built environment means allowing for clear sight lines and avoiding isolated or hidden spaces. Recessed doorways can result in corners that are hidden from casual surveillance. Sharp “blind” corners create the same problem, especially on stairs or corridors where there may be no alternative routes of escape. Sudden changes of grade on walkways can also create “blind spots”. Certain improvements can be made. For example, columns and walls can be tucked into the built design as protrusions can hinder visibility. Visibility can also be improved through modification such as creation of windows and other openings in otherwise blank walls

and removal of protrusions along walls. Improving visibility through such modifications will permit natural surveillance. Similarly, the location and design of fences, shrubbery and berms must also be carefully studied when design visibility is essential. In blind spots where no modification to the building is possible, the use of security mirrors or other security devices such as video cameras would be necessary even though these are not optimal solutions.

2. PROBLEMATIC SPACES

Visibility should especially be taken into account when designing or planning spaces where risk to personal safety is perceived to be high, such as stairwells in multi-storey car parks, underpasses and lobby entrances to high-rise buildings.

3. FUTURE SIGHT LINE IMPEDIMENTS

As the landscape matures over time, unintended screens, barriers or hiding places could be created. Therefore, planting in a landscape must take into consideration the growth, final height and habit of the plants. Plantings are best made with due consideration to the resources to be committed to their maintenance so as to ensure that the original sight lines designed do not get obscured over time.

LIGHTING

Sufficient lighting is necessary for people to see and be seen. From a security point of view, lighting that is strategically placed can have a substantial impact on reducing the fear of crime. A basic level of lighting should allow the identification of a face from a distance of about 10 metres for a person with normal vision.



Exterior lighting for night time use should provide adequate visibility

1. MINIMUM STANDARDS

If the area is intended for night time use, lighting should provide adequate visibility. Pedestrian walkways, back lanes and access routes open to public spaces should be lit so that a person with normal vision is able to identify a face from a distance of about 10 metres. Inset spaces, signs, entrances and exits should be adequately lit. On the other hand, lighting of different wattage, colour temperature and rendition may also be used to make certain public areas “less hospitable” to gathering for long periods.

2. PATHS NOT INTENDED FOR NIGHT TIME USE

Lighting is not desirable in an isolated area or for a path leading to some obscure places. Lighting such areas may provide a false sense of confidence for people during night

time use. The paths or spaces not intended for night time use could be fenced off and remained unlit to avoid giving a false sense of security or impression of being used.

3. CONSISTENCY OF LIGHTING

Lighting should be uniformly spread to reduce contrast between shadows and illuminated areas. More fixtures with lower wattage rather than fewer fixtures with higher wattage help reduce deep shadows and avoid excessive glare.

4. DESIGNING FOR NIGHT TIME USE

Design proposals should take into account the night time use of the outdoor spaces and specify the type, placement and intensity of lighting.

5. PROTECTION OF LIGHTING

Light fixtures should be protected against casual vandalism by means of vandal resistant materials and design.

6. PLACEMENT OF LIGHTING

Lighting should also be directed on roadside pavement and possible entrapment spaces other than on roads. Lighting should take into account vegetation, such as mature trees, and other obstructions that would cause light to be blocked off.

7. BUILDING MATERIALS

Light colour finishes on walls and ceilings should be used for places such as car parks and isolated routes leading to it. This may be preferred to using lights of higher intensity that consume more energy and are costlier to maintain.

8. MAINTENANCE

Lighting requires maintenance to preserve visibility. Bushes and trees that block off light should be trimmed. Lighting fixtures should be located at suitable heights for easy maintenance and replacement. Light fixtures should be maintained in a clean condition and promptly replaced if burnt or broken. Posting information indicating who to call in case of burnout or vandalised lights is desirable.

CONCEALED OR ISOLATED ROUTES

Concealed or isolated routes are often predictable routes that do not offer alternative for pedestrians. An attacker can predict where pedestrians will end up once they are on the path. Examples are underpasses, pedestrian overhead bridges, escalators and staircases. Predictable routes are of particular concern when they are isolated or when they terminate in entrapment areas.



See through fencing covering a predictable route provides visibility

1. VISIBILITY OF CONCEALED OR ISOLATED ROUTES

If there is a need for the concealed or isolated route, it should be designed to incorporate visibility. If there is an existing concealed or isolated route and security is in question, it should be modified or eliminated. Concealed or isolated routes can be made safer by bringing in more activities, ensuring clear sight lines, improving lighting, installing emergency telephones and electronic surveillance devices.

2. LOCATION OF CONCEALED OR ISOLATED ROUTES NEAR ENTRAPMENT AREAS

If there is an entrapment area or isolated area within 50 to 100 metres of the end of a concealed or isolated route, it should be modified or eliminated. An entrapment area located near a concealed or isolated route such as a tunnel or an isolated path provides the attacker with an opportunity to take a victim to a nearby entrapment area where a more serious crime could be committed.

3. NATURAL SURVEILLANCE

Natural surveillance of a concealed or isolated route should be encouraged. A stair or a ramp may be located such that it has external glazed/ open areas and has a view from the surrounding properties.

4. SIGHT LINES

If a pedestrian cannot see what is on or at the end of a concealed or predictable route, the visibility should be improved by lighting and/ or the use of a reflective surface such as mirror.

5. LIGHTING

Concealed or isolated routes should be adequately and uniformly lit. Lighting should be vandal proof and properly located. Light coloured walls and ceiling materials help to reflect light and can enhance the brightness of an area. Natural lighting is preferred and should be encouraged.

6. SURVEILLANCE THROUGH HARDWARE

If a concealed or isolated route is enclosed and prone to crime e.g. passageway or stairwell, surveillance through security hardware should be considered and these hardware should be properly monitored.

7. ACCESS TO HELP

Emergency telephones, intercoms, security alarms should be installed to concealed or isolated routes to allow users to summon help in emergency.

8. ALTERNATIVE ROUTE SIGN

Signs should be placed at the entrance to indicate alternative well-lit and/ or frequently travelled routes. Certain pedestrian walkways, in the city for example, may be preferable during day time hours only. As such, an alternate route should be indicated for evenings and weekends at the entrance.

ENTRAPMENT AREAS

Entrapment areas are small, confined areas near or adjacent to well-travelled routes that are shielded on three sides by some barriers, such as walls or bushes. Examples are lifts, tunnels or bridges, enclosed and isolated stairwells, dark recessed entrances that may be locked at night, gaps in tall vegetation, a vacant site closed from three sides by barriers, narrow deep recessed area for fire escape, grade-separated driveways or loading/ unloading areas off a pedestrian route. Parking lots, petrol kiosks and school buildings isolated by school yards can also become entrapment areas, especially when there is less activity after operating hours.



An entrapment area can be secured with some form of surveillance

1. ELIMINATION OF ENTRAPMENT AREA

If there is an entrapment area, such as a hidden area below or above ground, a private dead alley, a walled area or a storage area adjacent to a main pedestrian route, it should be eliminated.

2. CLOSING OF ENTRAPMENT AREA AFTER OPERATING HOURS

If elimination of an entrapment area is not possible, it should be locked or closed after operating hours. For instance, a passageway connection to a locked building should be locked as well.

3. VISIBILITY

It is preferable to have natural surveillance. However, if an entrapment area is unavoidable, the area should be well lit with some form of formal surveillance. In the case of lifts, incorporation of glass windows in the design of lift doors would be helpful.

4. ESCAPE ROUTE AND HELP

Design should provide for an opportunity to escape and find help. For example, fenced parking areas can have more than one pedestrian exit points. Deep recessed fire escape could act as an entrapment area despite being lit and thus it should be avoided.

ISOLATION

Most people feel insecure in isolated areas especially if people judge that signs of distress or yelling will not be seen or heard. People may shy away from isolated areas and in turn such places could be perceived to be even more unsafe. Natural surveillance from adjoining commercial and residential buildings helps mitigate the sense of isolation, as does planning or programming activities for a greater intensity and variety of use. Surveillance by the police and other security personnel to see all places at all times is not practical, nor economical. Some dangerous or isolated areas may need formal surveillance in the form of security hardware, i.e. audio and monitoring systems. Aside from its cost, the hardware must be watched efficiently and attentively by staff trained for emergencies.



Banking facilities can be located near pedestrian activities to reduce sense of isolation

1. NATURAL SURVEILLANCE OF ISOLATED ROUTES AND PUBLIC SPACES

Natural surveillance of public spaces such as plazas, open green spaces, isolated pedestrian routes and car parks should be encouraged through planning and design. Blank facades or buildings set far back at street level should be avoided as they can create a sense of isolation.

2. PROBLEMATIC ROUTES

Isolated routes to and from car parks should preferably be overlooked by surrounding buildings. In a low rise development, it is desirable to provide parking so that there is natural surveillance from the occupants of the buildings or surrounding areas.

3. FORMAL SURVEILLANCE

Telephones, emergency telephones or panic alarms should be adequately indicated by signs. Video cameras and patrols could help monitor isolated areas.

4. INCREASING ACTIVITIES

Compatible land use and activity generators create activities, thereby allowing visibility by users.

LAND USE MIX

A balanced land use mix is important for environmental, economic, aesthetic and safety reasons. Mixed uses must be compatible with one another and with what the community needs. For a residential development, a number of uses can be included by having a main street, a town square or park, prominent civic buildings and above all the ability of residents to walk to the place of work, to day care centres and to shops. The social value of frequenting local businesses provides a sense of security and safety as the local business people “watch” the street. Generally, any design concept that encourages a land use mix will provide more interaction and a safer place.



Compatible mixed uses can encourage activity, natural surveillance and contact among people

1. COMPATIBLE MIXED USES

Mixed uses should be compatible in order to encourage activity, natural surveillance and contact among people throughout the day. The first purpose in mixing uses should be to provide adequate and appropriate services to the primary users of an area. Examples include convenience retail shops, personal service shops and offices in primarily residential areas, especially if they provide local employment opportunities.

Childcare centres, health and fitness clubs and grocery stores in office areas including the possibility of adding residential uses at a later date, are other examples of compatible mixed uses.

2. BALANCING LAND USES

Land uses such as pubs, clubs and bars are inevitable elements of urban life. However, they can be perceived as negative or undesirable depending on their locations in the neighbourhood. In order to minimise their impacts on the community, such uses should be balanced with positive measures by carefully selecting their locations in relation to surrounding uses.

ACTIVITY GENERATORS

Activity generators are uses or facilities that attract people, create activities and add life to the street or space and thus help reduce the opportunities for crime. Activity generators include everything from increasing recreational facilities in a park, to placing housing in the central business district or adding a restaurant to an office building. They can be provided on a small scale or be added as supporting land use, or intensifying a particular use.



Open space within the central business district can be used for various activities

1. COMPLEMENTARY USES

Complementary uses should be introduced, to provide surveillance to potentially isolated areas, e.g. by locating administration office, lounge, TV room facing back lanes or side entrances.

2. REINFORCING ACTIVITY GENERATORS

Activity generators should be located along an “active edge” or along one or two pedestrian paths in large parks or on the boundary of large developments. An “active edge” creates a boundary of space that is inviting rather than threatening to passers-by. Appropriately licensed street vendors or food vendors should be encouraged in parks and the sensitive placement of seating areas informally generates activity along the edge of a path.

3. DESIGN FOR PROGRAMMING ACTIVITY MIX

Park planning and design should provide opportunities for enhanced programming, such as cultural, recreational and community activities.

4. GROUND-LEVEL ACTIVITY

Pedestrian oriented activities should be encouraged at ground level in high and medium density areas. Increased density generally attracts more people and may create more anonymity and a sense of fear. This sense of fear can be mitigated by creating more ground level activities such as retail which could add "eyes" on the street.

OWNERSHIP, MAINTENANCE AND MANAGEMENT

Sense of ownership, or territoriality, is often considered a vital factor in making a place safer. Taking responsibility and caring for an environment helps make it safer. If residents in a residential estate for instance, feel that the areas outside their doors do not belong to them, they will feel less safe, and will be less likely to intervene in a dangerous situation. Not knowing who has formal ownership contributes to insecurity since it is not clear who to report the problems to. On the other hand, measures taken to increase the sense of territoriality may sometimes increase opportunities for crime. The visual or real barriers separating many new housing developments from surrounding neighbourhoods may isolate residents from the wider community.



Artwork by residents of an apartment block at ground level promote sense of ownership

1. TERRITORIAL REINFORCEMENT

The properties that are normally not protected and that can easily be intruded should be defined by the presence of design features and maintenance. For example, poorly defined front and rear yards could be defined by a small fence or by regular maintenance of the surrounding landscape.

2. USE OF MATERIALS

Materials used for common facilities should be vandal resistant so that maintenance is minimal. Street furniture should be made of durable and vandal resistant materials.

3. MAINTENANCE ENFORCEMENT

Properties should be well maintained to create a perception of ownership and safety. Building maintenance by law enforcement is a critical part of fostering a sense of ownership.

4. REPORTING MAINTENANCE

Well displayed telephone numbers or web sites to call for repairs and report vandalism to properties, especially in public areas are desirable. For example, a broken lock, door or window or light could be reported.

5. MAINTENANCE PRIORITIES

Offensive graffiti should be promptly removed either by the property manager or the public authority. Response to litter pickup and repairs should be prompt. A well maintained space gives an impression of 'ownership' and 'care'.

6. MANAGEMENT

Efficient programming and management of spaces, formal surveillance and good maintenance, for example by the management corporations of condominiums, and town councils taking care of public housing, can also enhance personal safety. If prompt attention is not given to maintaining a property, the result of lack of maintenance can contribute to a sense of fear.

SIGNS AND INFORMATION

Well designed, strategically located signs and maps contribute to a feeling of security. Signs should be standardised to give clear, consistent, concise and readable messages from the street. Having addresses lit up at night will make them even more visible. Where it is difficult to find one's way around; signs with maps may help. Signs must be visible, easily understood and well maintained. Graffiti and other vandalism can make signs unreadable. If signs are in disrepair or vandalised, it gives an impression of lack of ownership and thus adds to a sense of fear.



Maps and directories should be well designed and strategically located

1. SIGN DESIGN

Signs should be large, legible and identifiable. The use of strong colours, standard symbols, simple shapes and graphics is recommended for signs of washrooms, telephones, information and help.

2 MESSAGE

Signs should convey the message with adequate information. For example, it should indicate where to go for assistance or help, or where the telephones and washrooms are, or the hours of operation of a underpass. The message should be conveyed in suitable language(s) or pictographs.

3. SIGN LOCATION

Signs should be strategically located at entrances and near activity nodes (e.g., intersections of corridors or paths) and placed for visibility at an appropriate height.

4. MAINTENANCE

Signs should be maintained on a regular basis to ensure that they are visible. This may involve trimming any landscaping growth or cleaning the sign. Clear signs in a car park help users to identify their location.

5. MAPS

In large parks and buildings, maps or leaflets containing information appropriate to the different needs of various groups of users should be available.

6. HOURS OF OPERATION

Where and when exits are closed should be indicated at the entrance of a route.

OVERALL DESIGN

The design and management of the environment influences human behaviour. A barren, sterile place surrounded with security hardware will reinforce a climate of fear, while a vibrant and beautiful place conveys confidence and care. Both the functional and aesthetic values of public and semi-public spaces contribute to a sense of safety. In particular, the degree to which users can find their way around influences the sense of security. Good design reinforces natural use of space and lessens the need to depend on signs in order to find one's way around.



Good functional and aesthetic design can contribute to a sense of safety

1 IMPORTANCE OF QUALITY AND BEAUTY

The design of the space, besides fulfilling functional objectives, should create an aesthetically pleasing environment that a person can enjoy. The security aspects should be considered as part and parcel of designing the space and fulfilling aesthetic values.

2. DESIGN CLARITY

The design of the space should be easy to understand. The entrances and exits, the places to find people and the places to find services such as washrooms or telephones should be easy to find for a person visiting the place for the first time. The more complex

a space, the more signs and other measures to improve accessibility need to be provided and this may lead to more confusion. An inviting environment creates an image that attracts people.

3. AVOID UNUSABLE SPACES

The purpose for designing a space should be clear. Unused and unusable “dead spaces” should be avoided.

4. NIGHT TIME USE

The design of the space should address night time use.

5 CONSTRUCTION MATERIALS

For better public safety and security, the design of the space should take into consideration appropriate materials, its placement, colour and texture to make the space inviting or uninviting. For example: bright and vibrant finishes create a sense of safety.

Appendix A

CHECKLIST

The design guide is summarised in the form of a checklist. The questions help you to go through the security aspects of a project. The checklist will provide an initial crime prevention through environmental design review for the project.

1. Sight lines
2. Lighting
3. Concealed or Isolated Routes
4. Entrapment Areas
5. Isolation
6. Land Use Mix
7. Activity Generators
8. Ownership, Maintenance, and Management
9. Signs and Information
10. Overall Design

Design guide for reviewing project – CHECKLIST

1. SIGHT LINES	Yes	No
• Can sharp corners or sudden changes in grades that reduce sight lines be avoided or modified?	<input type="checkbox"/>	<input type="checkbox"/>
• Does design allow clear sight lines and visibility at those areas where they are desired?	<input type="checkbox"/>	<input type="checkbox"/>
• Do areas of concerns such as stairwells, lobbies of high-rise building have clear sight lines?	<input type="checkbox"/>	<input type="checkbox"/>
• If sight lines are blocked, can it be made visible by using glass or can other enhancements such as mirrors or security cameras be provided?	<input type="checkbox"/>	<input type="checkbox"/>
• Does design allow for future sight line impediments such as landscaping in maturity?	<input type="checkbox"/>	<input type="checkbox"/>
• Does access to hidden areas such as underpasses or parking areas have clear sight lines?	<input type="checkbox"/>	<input type="checkbox"/>
2. LIGHTING		
• Is there a need for lighting to be provided if the paths or spaces are not used at night?	<input type="checkbox"/>	<input type="checkbox"/>
• Is lighting adequately provided such that a person can recognise a face from about 10 metres?	<input type="checkbox"/>	<input type="checkbox"/>
• Does lighting provide uniform spread and reduce contrast between shadow and illuminated areas?	<input type="checkbox"/>	<input type="checkbox"/>
• Is lighting provided too glaring?	<input type="checkbox"/>	<input type="checkbox"/>
• Are light fixtures provided for areas that require good visibility such as pedestrian routes and entrapment areas?	<input type="checkbox"/>	<input type="checkbox"/>
• Are light fixtures protected against vandalism or made of vandal resistant materials?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
• Is lighting at areas used during night time e.g. car parks, space around buildings adequately provided?	<input type="checkbox"/>	<input type="checkbox"/>
• Is back lane lighting required?	<input type="checkbox"/>	<input type="checkbox"/>
3. CONCEALED OR ISOLATED ROUTES		
• Can concealed and isolated routes such as staircases, passageways or tunnels be eliminated?	<input type="checkbox"/>	<input type="checkbox"/>
• Are there entrapment areas within 50 - 100 metres at the end of a concealed or isolated route?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there an alternate route?	<input type="checkbox"/>	<input type="checkbox"/>
• If a pedestrian cannot see the end of a concealed or isolated route, can visibility be enhanced by lighting or improving natural surveillance?	<input type="checkbox"/>	<input type="checkbox"/>
• Are concealed or isolated routes uniformly lit?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there natural surveillance by people or activities through various land uses?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there formal surveillance?	<input type="checkbox"/>	<input type="checkbox"/>
• Is access to help e.g. security alarm, emergency telephones, signage and information available?	<input type="checkbox"/>	<input type="checkbox"/>
4. ENTRAPMENT AREAS		
• Is there an entrapment area and can it be eliminated?	<input type="checkbox"/>	<input type="checkbox"/>
• Can it be closed during off hours?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the entrapment area visible through natural or formal surveillance?	<input type="checkbox"/>	<input type="checkbox"/>
• Does design provide for escape routes?	<input type="checkbox"/>	<input type="checkbox"/>

5. ISOLATION	Yes	No
• Does design incorporate natural surveillance?	<input type="checkbox"/>	<input type="checkbox"/>
• Do areas of concerns such as isolated routes and parking areas provide natural surveillance?	<input type="checkbox"/>	<input type="checkbox"/>
• If providing natural surveillance is not possible, are emergency telephones, panic alarm and attendants provided?	<input type="checkbox"/>	<input type="checkbox"/>
• Can compatible land uses be provided to increase activity?	<input type="checkbox"/>	<input type="checkbox"/>
6. LAND USE MIX		
• Are different land uses compatible?	<input type="checkbox"/>	<input type="checkbox"/>
• Can land uses that raise security concerns e.g. bars and pubs, be located where their impact is minimised?	<input type="checkbox"/>	<input type="checkbox"/>
7. ACTIVITY GENERATORS		
• Can complementary uses that promote natural surveillance be provided?	<input type="checkbox"/>	<input type="checkbox"/>
• Does design provide for complementary users?	<input type="checkbox"/>	<input type="checkbox"/>
• Does design reinforce activity?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the area programmed for various events or activities?	<input type="checkbox"/>	<input type="checkbox"/>
• Can a clustering of uses be used to support the intended activity?	<input type="checkbox"/>	<input type="checkbox"/>
• Are ground level activities incorporated in design?	<input type="checkbox"/>	<input type="checkbox"/>
• Can areas be programmed to facilitate increased activity?	<input type="checkbox"/>	<input type="checkbox"/>
8. OWNERSHIP, MAINTENANCE & MANAGEMENT		
• Does the design provide territorial reinforcement through design features?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the design allowed for easy maintenance?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
• Are there signs and information to guide people on how to report maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the management of space provide maintenance priorities e.g. removal of offensive graffiti?	<input type="checkbox"/>	<input type="checkbox"/>
9. SIGNS AND INFORMATION		
• Are signs visible and legible?	<input type="checkbox"/>	<input type="checkbox"/>
• Are signs conveying messages clearly?	<input type="checkbox"/>	<input type="checkbox"/>
• Is information adequate?	<input type="checkbox"/>	<input type="checkbox"/>
• Are sign strategically located to allow for maximum visibility?	<input type="checkbox"/>	<input type="checkbox"/>
• Are signs well maintained?	<input type="checkbox"/>	<input type="checkbox"/>
• Are maps provided in large areas such as underpasses, parks, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
• Are signs displaying hours of operation?	<input type="checkbox"/>	<input type="checkbox"/>
10. OVERALL DESIGN		
• Do quality and aesthetically pleasing built environments compromise security concerns?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the scale of development consistent with neighbours to avoid large gaps on streets?	<input type="checkbox"/>	<input type="checkbox"/>
• Is design of the built environment simple and easy to understand?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there space that can become dead space?	<input type="checkbox"/>	<input type="checkbox"/>
• How is the built environment used at night time?	<input type="checkbox"/>	<input type="checkbox"/>
• Are construction materials used to enhance safety and security?	<input type="checkbox"/>	<input type="checkbox"/>

Appendix B

EXAMPLES OF CPTED STRATEGIES APPLICABLE TO VARIOUS DEVELOPMENTS

CONDOMINIUMS AND PUBLIC HOUSING



Residential apartments overlooking outdoor play areas provide natural surveillance

1. SIGHT LINES AND HIDDEN SPOTS

Essential walkways through the area leading to and from MRT/ LRT stations, bus stops, parking lots and retail areas should have clear sight lines. The lift lobby should be open and visible from the interior of the building or the street.

Avoid hidden areas in corridors and stairwells. If not possible, use transparent materials or lift doors with glass windows and security mirrors to improve sight lines.

The interior of a lift may need installation of surveillance cameras or an angled mirror if the entire interior area is not visible to a person about to enter.

2. OPTIMISING USE AT GROUND LEVEL

Empty space should be used for housing, commercial and community services that are complementary to the needs of the residents.

3. ACCESS TO INDIVIDUAL BUILDINGS

Entrance areas to individual buildings should be clearly visible from adjacent streets and apartments.

4. SIGNS

Street names and block numbers should be visible from the public road as well as within the development.

Site maps at central locations may be located for visitors, delivery people and emergency services.

5. LIGHTING

Pedestrian walkways leading to buildings and car parks should be lit to public street standards.

Lighting of common areas such as corridors, lift lobbies and stairwells should be adequate and areas of shadows should be avoided.

6. FORMAL SURVEILLANCE

Management and maintenance staff should be trained to respond to emergencies.

Residents should be encouraged to report suspicious activities.

Security or maintenance staff should patrol parking areas and other common areas.

7. PARKING

Parking areas and access should be visible and well lit.

Visitor parking should be designated.

Parking within a building should be access controlled, well lit, properly signed and preferably with formal surveillance.

8. MANAGEMENT OF BUILT SPACE AND SECURITY

Management should have explicit policies related to security that allow for improving the quality of the environment and fostering a sense of common purpose.

9. LOCATION OF ACTIVITY GENERATORS

Outdoor play areas should be placed at safe locations where natural surveillance is possible.

10. NATURAL SURVEILLANCE

Drain pipes, parapets and ledges should not be located near windows, corridors and balconies. If unavoidable, they should face car parks, children's playground or roads to allow for natural surveillance.

Mailing boxes should be visible by the residents at the interior of the building corridor or lifts or stairs.

LANDED DEVELOPMENTS



An active resident committee can promote proper management of the neighbourhood

1. STREET PATTERN

The street pattern should be designed and/ or modified to reduce the opportunities for crime within the housing estates by maintaining simple and predictable grid patterns and by observing the following:

- reduce the number of intersections;
- access points to the neighbourhood should be highly visible;
- major traffic routes should not pass through the neighbourhood;
- conflict between pedestrian and vehicular traffic should be minimised to encourage pedestrian activity; and
- street pattern should be designed such that it is easy to find an address especially by emergency services.

2. LAND USE PATTERN

Commercial uses such as retail shops and offices should be located on main roads.

On the other hand, incompatible uses such as having a bar next to a school or religious assembly building should be avoided.

3. SCALE

The scale of new developments should be compatible with the surrounding developments.

4. MANAGEMENT AND MAINTENANCE

Sidewalks should be cleared of undesirable litter.

Neighbourhoods should be well managed by an active resident committee.

Safety audits may be conducted to identify problems in the neighbourhood.

Maintenance problems such as litter, vandalism, graffiti, burnt out lights on private property should be reported to the property owners/ management and dealt with.

5. OPEN SPACES

Open spaces and walkways should be designed to enhance security and safety.

6. SIGN AND INFORMATION

Signs may display maps at the entrances of individual developments indicating road names and block addresses.

This displayed information should be readable to motorists from a distance of at least 20 metres.

7. NATURAL SURVEILLANCE AND ACTIVITY GENERATORS

Opportunities for natural surveillance on the street should be introduced by encouraging front porches, balconies, more windows and convenience stores.

Open railings at balconies would be preferred to solid parapet walls.

8. CONTINUITY AND CLEAR OWNERSHIP

Entrances should be accentuated and well defined with landscaping, architectural design, lighting or symbolic gateways.

Fences that allow visibility from the street would be preferred.

Gaps such as empty lots should be given priorities for lighting and fencing.

9. STREET AND BACK LANE LIGHTING

Lighting should be of sufficient intensity to light the sidewalk as well as the street.

Trees and bushes should be trimmed adequately to allow unobstructed lighting.

Accesses from dwelling units to back lanes should be well lit and clearly visible from the street.

CENTRAL BUSINESS DISTRICT/ REGIONAL CENTRES/ TOWN CENTRES



Retail and entertainment uses at street frontages attract and enhance pedestrian activities

1. NATURAL SURVEILLANCE THROUGH GENERATING STREET-RELATED EVENING ACTIVITIES

Building along street frontages should be enhanced and strengthened by incorporating pedestrian oriented activities.

Retail and entertainment uses that open late such as restaurants and theatres should be encouraged at street level.

2. LAND USE MIX - RESIDENTIAL

A variety of land use mix should be encouraged with emphasis on residential and appropriate supporting services. As such, sidewalk cafes, street entertainers and street vendors which generate pedestrian activities could be introduced into the central business district, regional and town centres.

3. ACTIVITY GENERATION

Cultural and entertainment activities should be encouraged. These uses bring vitality after business hours and increase appeal for hotels, restaurants, shops and more business to locate within the central business district, regional and town centres, thereby attracting more people and tourists.

4. PEDESTRIAN ENVIRONMENT

Pedestrian environment should be visible.

Special treatment of sidewalks with adequate width, trees, lighting, banners, street furniture could contribute to an attractive and comfortable pedestrian environment.

OFFICES/ RETAILS/ HOTELS



Clear line of sight from reception desk allows easy surveillance of entrance

1. LOCATION OF WASHROOMS

Washroom entrances should be highly visible.

If the washroom entrance is through a corridor, it should be made visible from the shopping area. Alternatively, the security office could be located in close proximity to the washroom corridor.

2. SIGHT LINES

Receptionists should have clear sight lines of entrance areas from their workstations.

Receptionists should have communication link with security staff or other workers in case of an emergency. Security numbers could also be posted in the office.

3. REDUCTION OF ENTRAPMENT AREAS

Back lanes and loading/ unloading areas should be well lit.

Access to the service areas should be lockable.

Vacant properties should allow for natural surveillance so that there are no hidden spots that can act as entrapment areas.

Public telephones and ATMs should be located in areas of high use and away from entrapment areas.

4. CLUSTERING OF USES

Shops that open late should be clustered in one area, preferably near the entrance of the building.

5. SITTING AREAS

Ensure that public seating is located in areas which discourage loitering but enhance natural surveillance by placing seating in high traffic areas with clear sight lines in a number of directions.

6. SIGNAGE

Signs should be posted for washrooms, telephones, and other amenity areas in the shopping areas.

7. LIGHTING AND SURVEILLANCE IN PARKING AREAS

Surface parking area should be adequately lit.

For buildings with built-in car parks, the access to the car park and its interior should be well lit, free from entrapment areas with clear sight lines.

Avoid locating loading areas at entrapment areas.

Stairs or lift lobbies should be visible and allow for natural surveillance.

8. FORMAL SURVEILLANCE

There should be formal mechanical surveillance for areas and accesses to shops that operate late hours and facilities such as ATMs.

Organised security patrol in areas very prone to crime and vandalism is desirable.

Formal surveillance is encouraged in areas prone to loitering problems.

Management should monitor the access to the building.

Offices should be connected directly to security staff.

9. ACCESS TO ROOF TOP

There should not be unauthorised access to roof tops from within or from adjacent buildings.

EDUCATIONAL INSTITUTIONS AND SCHOOLS



Location and landscaping of school can be arranged to encourage natural surveillance from surrounding buildings and streets

1. LOCATION OF SCHOOL YARDS

Location and landscaping of school yards should be such that it encourages natural surveillance from surrounding buildings and streets.

2. OPTIMISING LAND USE

If possible, activities such as the use of school facilities for community activities or sports activities to bring people into the school yard after school hours should be encouraged.

Supervised recreation activities before and after school hours should be encouraged.

3. WALKWAYS

Frequently used walkways between buildings and other isolated walkways should be well lit to city street standards.

Walkways should avoid entrapment areas.

Emergency telephones should be well signed and lit along the walkways and bicycle tracks.

4. SIGHT LINES AND POTENTIAL ENTRAPMENT AREAS

Major walkways, bicycle tracks and entrances to buildings should have clear sight lines.

5. SIGNAGE

Besides other prominent signs, polytechnic and university campuses should include signs for emergency telephones along bicycle tracks, walkways and other isolated areas.

6. WASHROOMS

Washrooms should be well lit, visible and should not be located at isolated or remote areas.

7. FORMAL SURVEILLANCE

Walkways, bicycle tracks and parking areas should be regularly patrolled by the campus security.

Surveillance through hardware may be provided for any underpass connections between buildings.

INDUSTRIAL AREAS



Neat, visible and well-lit loading/ unloading areas minimise potential for hiding

1. SIGHT LINES

Land parcels and buildings should be visible from public or secondary roads.

Driveways should meet in areas where there are activities and orientation of buildings could be such that driveways are visible from the buildings.

The path to parking lots, bus stops and taxi stands should be visible from the buildings that they serve.

Avoid dead end driveways and street should be designed to increase surveillance opportunities from passing traffic and patrol.

Avoid creating hiding places such as alleys, storage yards, loading/ unloading areas and so on.

Parking lots should be visible from the street and well lit for night shift.

2. LAND USE MIX - INTENSIFICATION OF ACTIVITY AND DEVELOPMENT

Activities and developments that should bring in a steady stream of people to make the area less isolated should be encouraged, e.g. housing on the fringe, eating places, recreational areas etc.

3. LIGHTING

Lighting along entrance paths to buildings should be provided at the same level as street lighting.

Back lanes and loading docks should be well lit.

Internal footpaths should be well-lit and visible from buildings.

Lighting should illuminate entrapment areas such as the entrances to loading/ unloading areas.

Reporting of burnt out or vandalised lights should be encouraged.

4. LANDSCAPE

Trees and hedges along public or secondary roads should not obstruct visibility from buildings.

Hedges if necessary should not become convenient hiding spaces and could be spaced out to avoid total visual obstruction. This also applies to internal landscaping.

5. PARKING

Parking lots should be visible from the street and well lit.

Visitor parking should be designated.

6. LOCATION OF WASHROOMS

Washrooms should be well lit.

Entrance should be highly visible and not tucked away in inconspicuous locations.

7. SURVEILLANCE AND HOUSE KEEPING

Drain pipes, parapets and ledges should not be located near windows, corridors and balconies. If unavoidable, they should face car parks, children's playgrounds or roads to allow for natural surveillance.

Parking lots, bus stops and taxi stands should preferably be visible from the workstations of building security personnel.

Security or maintenance personnel should patrol parking and common areas and monitor access to buildings.

Common areas that do not have good visibility with the surroundings should be equipped with surveillance hardware.

Avoid locating loading areas at entrapment areas.

Good housekeeping should be encouraged to minimise hiding places.

Appendix C

EXAMPLES OF CPTED STRATEGIES APPLICABLE TO PUBLIC SPACES

CAR PARKS



Attendant booth should be located near entrances and predictable routes

1. SIGHT LINES AND POTENTIAL ENTRAPMENT AREAS

Stairwells and lift lobbies should be located where they can be viewed by the maximum number of people, for instance, near the outer edge of a building where there is a glass wall, or at the entrance to a shopping area.

Major route(s) in the car parks and to the exit(s) should be free of sharp turns. If there are sharp turns or pillars obstructing sight lines, this could be modified by using mirrors or other methods.

Potential entrapment areas such as storage rooms along the route should be kept locked.

Sight lines to the surface lots should be cleared of dense bush, solid fences, or advertisements that block the view.

Sight lines should be maximised especially from the entrance to a lot and from the parking attendant's booth, if there is one.

For road side parking in front of stores, low (not more than 1 metre in height) wrought iron fencing or low-growth, low maintenance bushes are preferable to other barriers. Gaps that could be used as hiding spots should be avoided.

2. LIGHTING

Car parks should be lit to the minimum standard of being able to identify a face from a distance of about 10 metres for a person with normal vision.

Lighting should be consistent and located where it can provide maximum visibility.

Light fixtures should be protected against breakage by, for example, the use of wired glass or other vandal proof materials.

The colour of the walls should allow the lighting to be used efficiently, i.e. painted white or other light colours.

Lighting at surface car parks should be adequate and uniformly distributed to avoid deep shadows. This could be achieved by providing more fixtures with lower wattage rather than fewer with higher wattage.

3. NATURAL SURVEILLANCE

Street level pedestrian activities should be incorporated at the ground level of multi-storey car parks.

Car park design should incorporate permitted kiosks for car accessories and car cleaning kiosks etc.

Car park design should be open (railings instead of walls) to allow for natural surveillance from adjacent streets and nearby buildings.

For surface parking, windows and openings can be placed in adjacent buildings to overlook the lots.

Surface parking lots should be located where it can be viewed by shops and residents.

Landscaping foliage should be maintained.

4. ATTENDANTS

Attendant booths should be located near entrances and predictable routes where there are clear sight lines.

Information and signs should provide guidance on how maintenance problems can be reported to attendants.

There should be attendants at all times who is trained to respond to emergencies in multi-storey car parks that operate into the late hours.

If there is no attendant, there should be several well-lit, clearly marked entrances/ exits, in order to avoid the car park lot becoming an entrapment area.

5. DESIGNATED PARKING LOTS

Designated lots for people with disabilities should be provided near an attendant if there is one, or otherwise near a safe accessible exit or near areas of natural surveillance.

6. FORMAL SURVEILLANCE

In larger car parks there should be emergency telephones on each level with illuminated telephone signs.

Additional surveillance measures such as well signed audio links or video cameras should be provided in stairwells, lifts and other isolated areas.

Patrols by security/ maintenance staff should be encouraged.

The repair of broken bulbs and other common maintenance problems should be promptly undertaken by the maintenance staff, who should be trained to respond to or report emergencies.

7. SIGNS AND INFORMATION

Exits and main routes should be clearly signed using distinctive colours and symbols so that users can easily find their cars.

Relevant telephone numbers should be displayed prominently so that users can be guided to report security problems.

Location identification signs should be provided.

Emergency telephones, if provided, should be signed with raised illuminated telephone sign.

8. BICYCLE PARKING

Bicycle parking facilities should be provided close to buildings.

In isolated areas such as parks, bicycle parking may be located adjacent to activity areas.

Secure bicycle racks should be provided.

9. TRAFFIC CALMING DEVICES

Traffic calming devices such as speed humps should be installed. Landscaping, providing it does not obstruct lines of sight, is a useful psychological influence to slow drivers down.

PARKS/ OPEN SPACES/ PLAYGROUNDS



Parks and open spaces can be planned and programmed for a range of activities

1. NATURAL SURVEILLANCE AND SIGHT LINES

Small parks or play areas should be clearly visible from adjacent streets.

Small parks or the edges of larger parks should preferably be overlooked by housing or commercial developments.

Where practical, walkways should have clear sight lines, especially where they curve or change grade.

2. ENTRAPMENT AREAS

Entrapment areas close to pathways through park design should be avoided.

Pathways may have a border of low-lying vegetation or high-branching vegetation, as opposed to other types of trees and bushes that can easily create entrapment areas and reduced sight lines.

Multiple entry and exit points should be provided in parks or playgrounds.

3. CLUSTERING AND PROGRAMMING FOR A RANGE OF ACTIVITIES

To increase use and natural surveillance, activity areas may be clustered or programmed for a range of activities. Some examples of leisure activities include community services, cafes, snack bars, community gardens, gardening centres, childcare, adult and senior health programs and travelling libraries.

Parks and open spaces should be planned and programmed for a range of activities, even if they are intended for passive use.

Space for street activities and supervised washrooms are some of the amenities that the public might appreciate.

4. LOCATION OF ACTIVITY GENERATORS

Park design should allow for the incorporation of activity generators such as food kiosks, information centres or special events.

Activity generators facing the park such as outdoor cafes and restaurants should be encouraged to attract users.

Activities should be located either along the edge of parks close to vehicular traffic or gathered together along pedestrian walkways.

To avoid isolation, some benches, fitness trails, tennis or basketball courts and bicycle paths in parks could be located adjacent to the perimeter of parks or along through-roads or combining them with the most used pedestrian paths.

For trails leading to dense vegetation, adequate warning signs should indicate that these trails lead users into isolated areas and suggest alternate routes.

Washrooms should be near children's playgrounds.

Food kiosks may be located near playgrounds where they are visible.

5. NIGHT TIME USE

The planning and design of the parks should take into account the possibility of night time use such as night tennis or evening walks. Such areas of the parks must be highly visible, properly lit and away from entrapment areas.

6. SIGNS AND INFORMATION

Signs should clearly indicate, using words, symbols and maps, the location of telephones, washrooms, isolated trails, less isolated alternative routes and any places where people are likely to be at most times while the park is open e.g., tennis courts.

Signs should be located at decision points, such as the intersection of two major paths or the entrance to the park.

Signs should indicate where and how help can be found and where maintenance problems and cases of vandalism can be reported.

The hours of operation should also be posted. Parks and open spaces should be signed for emergency telephone or panic alarm.

7. LIGHTING

Lighting along paths and areas intended for night use should be provided at the same level as streets.

A clear demarcation in terms of lighting levels should be introduced to differentiate areas that are not likely to be used at night from areas where there is likely to have activities.

Landscaping elements should be chosen and maintained so that they do not block light.

If the parks and open spaces are intended for night use, the paths and potential entrapment areas should be lit at pedestrian scale to street lighting level.

8. FORMAL SURVEILLANCE

In large parks, formal surveillance should be considered either by police, park attendants or community organised patrols.

Conducting safety audits should help identify safety and security concerns.

Park attendants or organised patrols should know how to respond to emergencies.

9. OPTIMISATION AND LINKAGES

Parks and open spaces should be improved to provide access to and from populated areas in order to increase the use of the park system.

Parks and open spaces should complement and be integrated with the sidewalk system to develop an open space and pedestrian network that attract more people.

10. MAINTENANCE

Parks and open spaces should be well maintained. Removing litter and graffiti, and replacing vandalised or burned out bulbs should be a priority.

BACK LANES



Back lanes should be well-maintained and free of inappropriate outdoor storage

1. LIGHTING

Back lane lighting should be provided.

2. AVOIDING ENTRAPMENT

Back lanes with dead ends should be avoided.

Dead end spaces should be blocked off with fences or gates.

3. ACCESS TO BACK LANES

Back lanes should be closed to vehicular traffic as much as possible.

Removable gates or bollards should be placed at the entrances to prevent access of vehicles. If access to vehicles is required, one way traffic can be considered.

4. MAINTENANCE

Maintenance of back lanes should be carried out regularly.

Inappropriate outdoor storage should be discouraged.

PUBLIC WASHROOMS



Approach to washroom entrances should be highly visible

1. SIGHT LINES/ LOCATION

Approaches to washroom entrances should be highly visible. Deep, contorted and recessed corridors leading to such facilities should be avoided.

2. ENTRANCES

For office and commercial buildings, maze entrances should be provided. Avoid placing public telephones near the entrance as potential offenders may monitor the movement in and out of the washroom from the public telephone.

Entrances to washrooms near playgrounds should be visible from the playgrounds as far as possible.

If there is more than one washroom, they should be located close to one another with clear sight lines.

3. MAINTENANCE

Vandalism and graffiti should be promptly cleaned.

The quality of finish and maintenance are important to a pleasant and safe washroom.

4. SIGNS

Washrooms should have signs alerting users to the location of emergency assistance and providing telephone numbers to report vandalism or maintenance problems.

5. ATTENDANTS

Attendants may be practical and required for washrooms which are located in remote areas.

6. LOCKS

Doors should not be lockable without a custodian's key in order to reduce the danger of entrapment.

SIDEWALKS/ WALKWAYS



Walkways should be clean and well maintained

1. SIGHT LINES AND POTENTIAL ENTRAPMENT AREAS

Walkways should be designed to allow good visibility around sharp corners. Inset areas along buildings or walls, tall fences, earth berms or overgrown vegetation may restrict visibility and offer potential for entrapment and should be avoided as much as possible.

2. MAINTENANCE AND CLEANLINESS

Walkways should be regularly maintained and cleaned.

3. LIGHTING

Where regular street lighting is not illuminating the walkways, lighting at pedestrian scale should be provided for the well travelled walkways.

Lighting should be at consistent levels, vandal resistant and at appropriate height.

Lighting intensity should allow a pedestrian to be able to identify a person about 10 metres away.

4. FORMAL SURVEILLANCE THROUGH PATROLS

Natural surveillance should be encouraged by creating opportunities for pedestrian activities.

Walkways in large isolated park areas may have formal surveillance by police or park patrol.

UNDERPASSES/ PEDESTRIAN OVERHEAD BRIDGES



Pedestrian underpasses can be designed with good visibility and clear sight lines

1. NECESSITY FOR GRADE SEPARATION

If the above or below ground pedestrian walkways has to be located in an isolated area with low pedestrian volume, signs should be provided at strategic locations to indicate where it leads to and if any alternate route is available.

2. AVOIDANCE OF HIDDEN SPACES

Pedestrian walkways should as much as possible, allow for high visibility by incorporating clear sight lines.

Any recessed surfaces or possible areas for hiding should be avoided.

If it is necessary for pedestrian walkways to take a sharp turn of more than 60 degrees, an angled full-length mirror should be placed so that pedestrians can see around the corner.

3. SIGN AND INFORMATION

Signs should display information such as the pedestrian walkways, hours of operation, alternate routes, location of telephones and panic hardware.

4. ACTIVITY GENERATORS

If underpasses are long and well used, supporting activity generators should be encouraged such as a small confectionery or coffee shop/ kiosk.

Activity generators should be encouraged at route intersections to create higher visibility.

5. MAINTENANCE AND CLEANLINESS

Underpasses should be maintained and cleaned as regularly as possible.

6. VISIBILITY OF BELOW GRADE PEDESTRIAN WAY TRAFFIC

Access to the underpasses should be highly visible from the streets, adjacent uses, frequent pedestrian traffic areas and activity generators.

7. LIGHTING

The underpasses should be lit by natural or artificial sources to be able to identify a face from a distance of about 10 metres. Lighting sources should be protected from vandalism or manipulation.

Lighting should be regularly maintained.

8. FORMAL SURVEILLANCE

If the underpasses are more than 35 metres long, mechanical surveillance of the underpass or alternatively an alarm device or emergency telephone should be made available.

BUS SHELTERS/ TAXI STANDS/ MRT/ LRT STATIONS



Materials and construction details for bus shelters should be vandal resistant

1. SIGHT LINES

Commuters at bus shelters, taxi stands and entrances to MRT/ LRT stations should be clearly visible from streets and buildings as far as possible.

Any walls, berms, bushes, power boxes or solid fences that block the view should be eliminated or modified.

Advertisement on bus shelters should be located to ensure visibility of commuters.

2. AVOIDANCE OF ENTRAPMENT AREAS

Nearby entrapment areas created by landscaping or built form should be eliminated or modified.

3. SIGNS AND INFORMATION

Passenger information signs should indicate route schedules.

4. REDUCE ISOLATION

Bus shelters or taxi stands near to an isolated area such as a large parking lots, vacant land and, alleys or buildings set far back from the street should be avoided if possible.

5. BUS SHELTER AND TAXI STAND DESIGN

Bus shelters and taxi stands should be designed to ensure that there is no hiding space in or around the shelter.

Sitting rails instead of benches should be provided so as to prevent people from sleeping in bus shelters or taxi stands.

The materials and construction details for the shelter should be vandal resistant.

6. LIGHTING

The areas adjacent to bus shelters or taxi stands should be well lit.

7. MAINTENANCE

Bus shelters and taxi stands should be well maintained as far as possible.

The shelters should be identified by number and preferably a telephone number posted to report maintenance problems.

8. FORMAL SURVEILLANCE

Measures should be taken to improve drivers ability to respond to dangerous situations, e.g. through two way communications or a panic alert button.

Drivers should be trained to respond to emergencies.

All MRT/ LRT stations should have video and/ or other formal surveillance.

9. PATROLS

Police should be made aware of problematic MRT/ LRT stations, bus shelters or taxi stands.

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STAFF REPORT

Title: Draft Intermunicipal Development Plan (IDP)

Meeting Date: June 16, 2020

Executive Summary:

Update on the draft Intermunicipal Development Plan (IDP) being prepared by ISL Engineering and Land Services.

Background:

The IDP sets out a co-operative framework for managing the use and development of the lands adjacent to the boundary between the City and the M.D. as well as a process for resolving any disputes which may arise in the future. The IDP also includes policies regarding the future expansion of the City as well as coordination of land uses, transportation, utilities, parks, recreation and trails.

The City's current IDP with the M.D. of Bonnyville, Bylaw No. 346-LU-08, was adopted by both municipal Councils in 2009. At the time the IDP was adopted, it was not a mandatory requirement for two municipalities to adopt an IDP as it is under the current *Municipal Government Act* (MGA). The existing IDP was originally scheduled to be reviewed in 2014; however, this review was postponed due to the City's ongoing annexation, which would require a subsequent update of the IDP.

The draft document has been prepared to be consistent with the new MGA requirements for IDPs, the City's and M.D. of Bonnyville's Municipal Development Plans as well as align with the City's Growth Study that was prepared in support of the annexation. The document was also written to keep policies consistent with other IDPs within the M.D.'s jurisdiction.

During the IDP review process, both the City and the M.D. Administrations concurred that the existing IDP has worked well, so no significant shift in policy direction was expected in the new document. The primary change to the document is to simplify some of the policy language and eliminate redundant sections. The boundaries of the IDP were also discussed in detail and, as the existing IDP covered a very large area, it was determined that no extension of the IDP boundary further into the M.D. was necessary, only an adjustment of the boundary between the City's and M.D.'s jurisdictions was made as a result of the annexation.



The draft IDP is approximately 80% complete and at a stage where review by the respective Councils is necessary prior to finalizing the plan. There are also several key areas where direction is required in order to complete the plan. The particular areas requiring discussion are:

- Extension of City water and sewer services to adjacent areas of the M.D., subject to agreements being reached with the M.D. and the developer/landowners respecting costs and revenues;
- Joint development of Intermunicipal recreation facilities.

The draft IDP is attached for review and discussion. Dave McRae, the IDP Project Manager from ISL Engineering and Land Services will provide the Committee with an overview of the draft IDP.

Alternatives:

Recommended Action:

For discussion.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Cold Lake IDP Update

City of Cold Lake/MD of Bonnyville Councils – June 16-17, 2020



ISL

Background

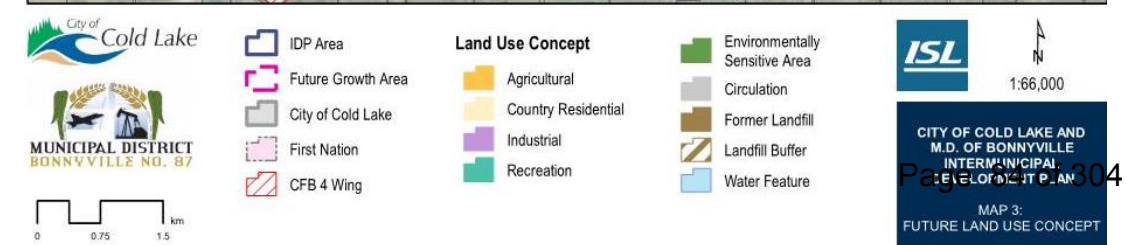
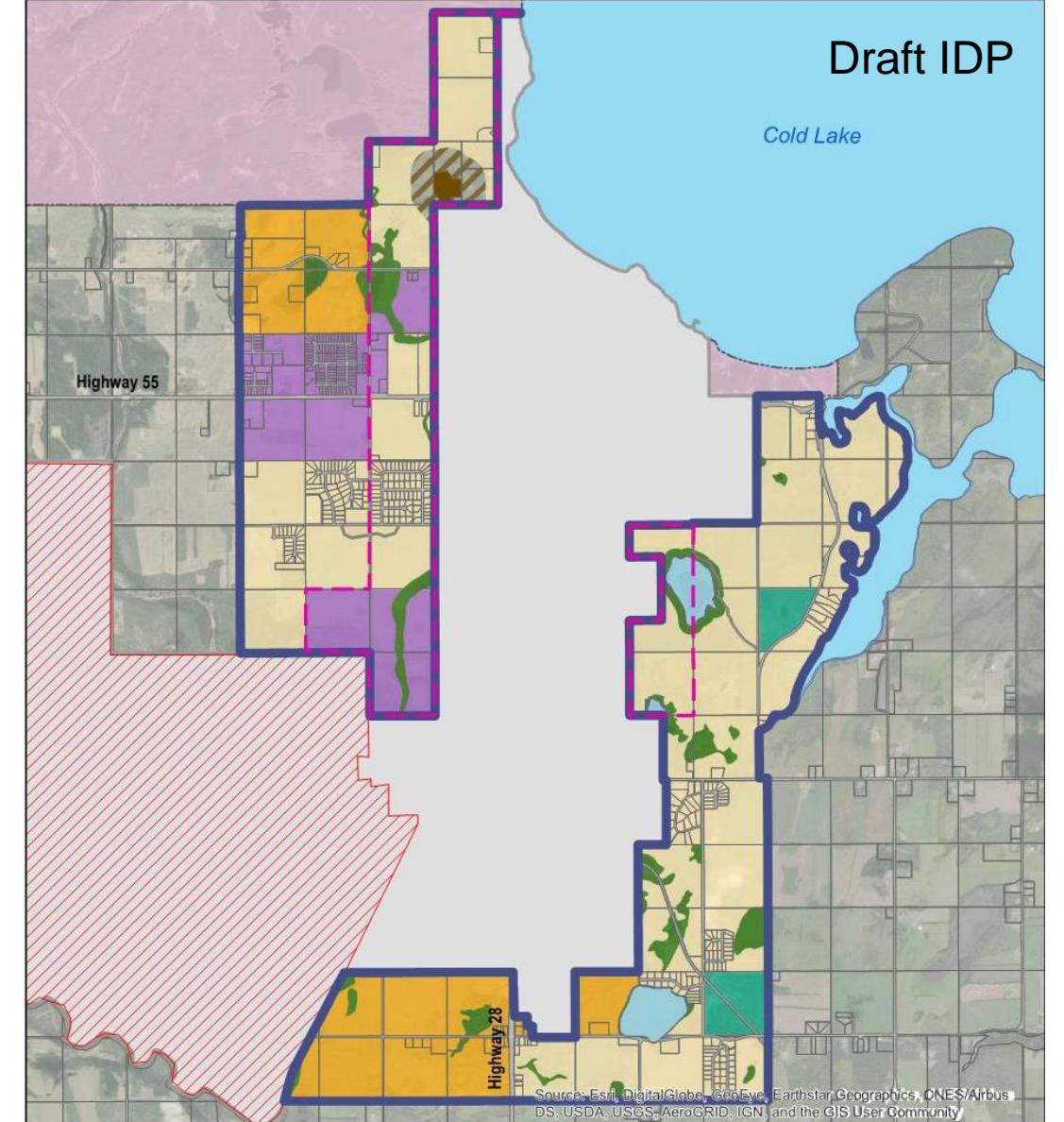
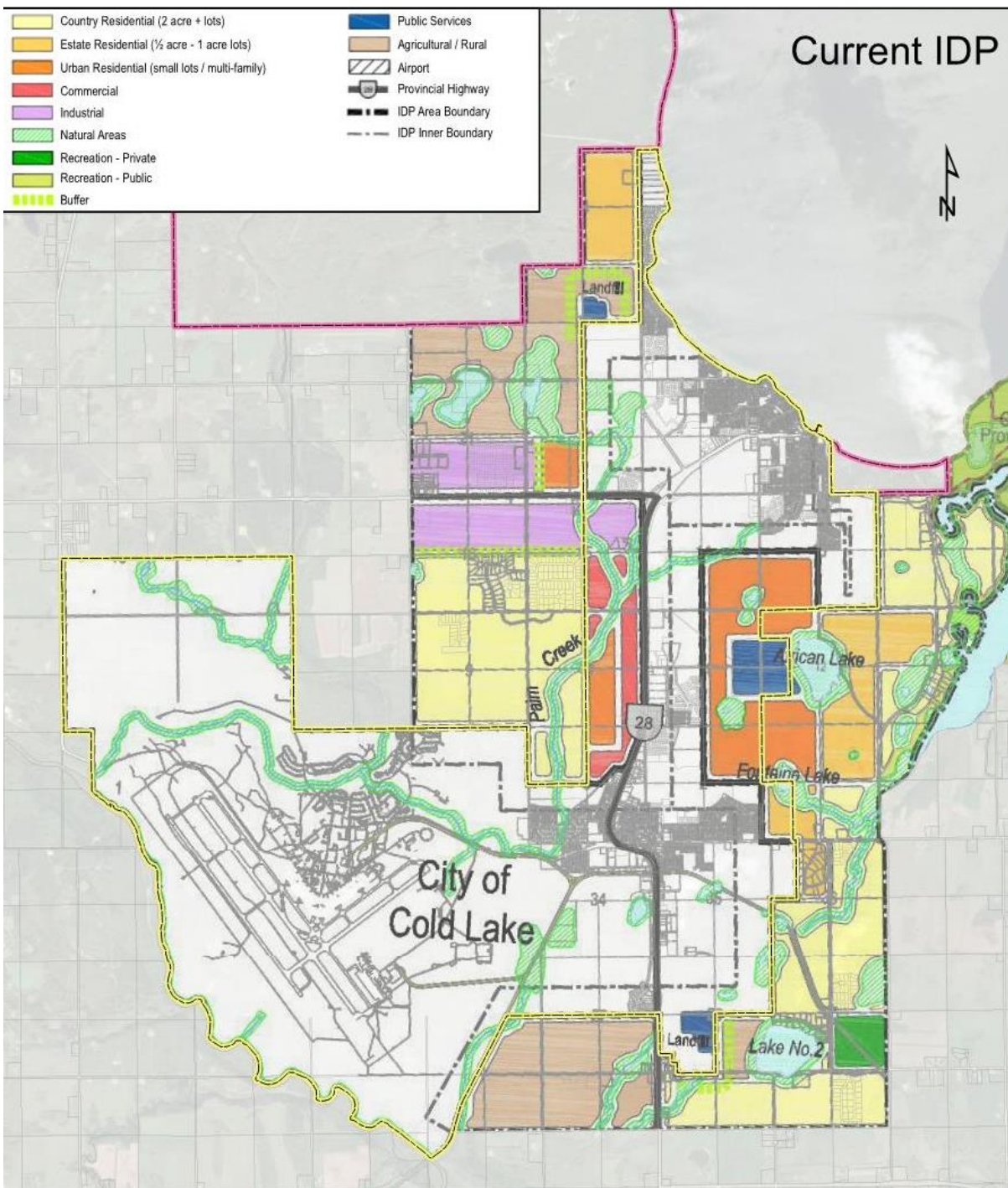
- Current IDP adopted in 2009.
- Update required to meet requirements of new MGA.
- Reflect Cold Lake annexation.
- Review and update existing and future land use areas.
- Update City long-term future growth areas.
- Identify/protect development opportunities for MD.
- Update administrative provisions and dispute resolution process.
- Consistency with Cold Lake MDP (also being reviewed), MD Bonnyville MDP, and approved ASPs.
- Draft IDP 85%-90% complete.

Purpose of Plan

- Establish and protect long-term future growth areas for the City.
- Provide growth and development opportunities for both City and M.D.
- Identify and protect environmentally sensitive areas.
- Establish coordinated, collaborative approach to land use, transportation and municipal services.
- Confirm lines of communication and update administrative protocols between the M.D. and City.
- Provide an equitable and efficient dispute resolution process.
- Enhance relationship between the M.D. and City.

Key Themes

- IDP plan area boundary unchanged.
- Land Use Concept simplified.
- Policy content simplified, reorganized, updated.
- City future growth areas adapted from Growth Study prepared in support of original annexation application.
- Annexation criteria based on evidence-based analysis, strategic needs of City, open communication.
- Some policies adapted from Town of Bonnyville IDP for consistency within M.D.



General Development Policies

- If matter not addressed in IDP, M.D.'s MDP and applicable ASP will apply.
- If ASP exists, the policies of the applicable ASP shall take precedence
(Adapted from Bonnyville IDP)
- ASP required in the following cases:
 - Multi-lot subdivision exceeding four (4) parcels and a total area of 8.0 ha (20 ac) located in a Future Growth Area or Industrial Area;
 - Multi-lot subdivision exceeding four (4) parcels in a Country Residential Area;
 - If subdivision proposed adjacent to Highway 28 or 55 if required by Alberta Transportation.
- ASP content requirements simplified; reflect M.D. MDP requirements
 - ASPs located in a Future Growth Area to provide for connection to municipal water and sewer systems;
 - ASPs required by AT to address highway access requirements.

Future Growth Areas

- Protection of Future Growth Areas from incompatible development.
- Some development and subdivision of land permitted in a FGA in advance of annexation without impacting the ability of the City to grow.
- Development allowances not triggering annexation:
 - Subdivision that does not trigger the requirement for an ASP;
 - A residence where permitted in the M.D.'s Land Use Bylaw;
 - Home based businesses;
 - Public uses and utilities;
 - Recreational uses; and
 - Other uses, such as unforeseen development that is mutually beneficial to the M.D. and City.

Country Residential

- New multi-lot country residential subdivisions may be considered within a Future Growth Area subject to ASP; required to tie into municipal water and sewer services consistent with the Country Residential Estate - CR3 District of the M.D.'s LUB or similar district as determined to be acceptable to both the M.D. and the City. (Adapted from Bonnyville IDP)
- Lot sizes in accordance with M.D.'s LUB, based on water and sewer services proposed.
- Develop in cluster form for land use efficiency and minimize fragmentation of land.
- Landscaped or treed buffers and/or fencing provided along the boundaries located adjacent to agricultural or other non-residential uses.

Annexation

Annexation Criteria:

- Conformity with the IDP and City's MDP.
- Compliance with MGB Annexation Principles.
- Based on growth study (land consumption rates and population growth).
- Maintain 20 year land supply.
- Consensus agreement from affected landowners.
- Logical extension of existing development and infrastructure.
- Ability of City to absorb costs (FIA required).

Annexation Triggers:

- Land required for future growth - when City land supply inadequate to allow for new growth areas.
- If initiated by landowner/developer and consistent with IDP policies.
- Development proposed in Future Growth Area in excess of the allowances.
- Where land required to complete proposed transportation or utility corridor identified in Master Plan.

Plan Administration

- 5 year mandatory review (requirement of the MGA).
- Clarify jurisdiction for approvals and appeals.
- Elimination of IDP Committee (requirement of existing IDP that was not implemented).
- Expand and update reciprocal intermunicipal referrals:
 - Statutory plans (MDP, ASPs) and outline plans, and amendments,
 - Land Use Bylaws and amendments,
 - Subdivision applications (excluding farmstead, severance, boundary adjustment),
 - Road closures,
 - Non-residential development permits.
- Circulation of applications to adjacent landowner if across municipal boundary.
- Most referral responses within 14 days (30 days for subdivisions).
- Dispute resolution process maintained, mediation optional not mandatory.

Matters for Council Direction

Intermunicipal Recreation Facility Development

- The M.D. and City to continue to collaborate to support the development of public recreation facilities within the IDP area as the need for such facilities are identified. (Adapted from Bonnyville IDP)

Extension of Municipal Services

- Extension of municipal water and sewer services into the IDP area may be considered if:
 - Existing systems have the capacity to accommodate future demand;
 - The costs of extending services borne by the developer or benefitting landowners; (adapted from Bonnyville IDP)
 - Required to serve existing subdivisions to ensure long-term sustainability;
 - To serve new development opportunity determined to be of mutual benefit to both the M.D. and the City.

Intermunicipal Collaboration Framework (ICF)

- M.D. and City have entered into an ICF agreement that documents the relationship between the two municipalities respecting the sharing of services that are of mutual interest. The municipalities are committed to implementing, monitoring and reviewing the agreement in accordance with the provisions of the ICF.

Community Engagement

- Initial phase of engagement involved notification to landowners in IDP area of the plan review and to provide opportunity to ask questions/provide input.
- January 2020 information package sent to IDP area landowners consisting of:
 - Frequently Asked Questions (FAQ) package
 - Existing IDP Land Use Concept
 - Draft IDP Land Use Concept
- Mailout resulted in a small number of landowners responding with questions that were addressed by M.D./City/ISL.
- Community engagement process for obtaining input on draft IDP under review.

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1.0 Introduction

1.1 Plan Purpose

The Municipal District of Bonnyville #87 (M.D.), and the City of Cold Lake (City), have agreed to enter a joint process of developing a new Intermunicipal Development Plan (IDP). This IDP replaces the previous plan that was adopted in 2009.

The IDP ensures that a coordinated and cooperative framework is established for managing the use and development of lands adjacent to the boundary of the City within the M.D. It also provides a framework for orderly and efficient urban expansion, coordination of land uses, transportation, utilities, parks, recreation and open space, and trail connections.

The municipal policy framework for the preparation of an IDP is contained in the City and M.D. Municipal Development Plans (MDPs). The City's MDP (an update to which was initiated in tandem with this IDP) contains policies regarding intermunicipal planning and regional cooperation. The M.D.'s MDP contains intermunicipal planning policies as outlined in Section 1.7 of this IDP.

1.2 Enabling Legislation

This IDP has been prepared in accordance with Section 631(2) of the Municipal Government Act (the Act), which states that an IDP:

(a) must address

- (i) the future land use within the area,*
- (ii) the manner of and the proposals for future development in the area,*
- (iii) the provision of transportation systems for the area, either generally or specifically,*
- (iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- (v) environmental matters within the area, either generally or specifically, and*
- (vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary,*

and

(b) must include

- (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- (iii) provisions relating to the administration of the plan.*

The Act also requires that all statutory plans be consistent with each other, and this IDP is consistent with the MDPs of the M.D. and City, as well as applicable Area Structure Plans (ASP). In addition, in the event of a conflict or inconsistency arising in relation to the development of land within the IDP area and a MDP, ASP or Area Redevelopment Plan, the IDP is the superseding bylaw to the extent of the conflict or inconsistency.

In addition, the IDP meets the requirements of the Provincial Land Use Policies to encourage cooperative approaches to managing growth and development:

To foster cooperation and coordination between neighbouring municipalities and between municipalities and provincial departments and other jurisdictions in addressing planning issues and in implementing plans and strategies.

1.3 Legislative and Policy Framework

The MGA empowers and governs all Alberta municipalities in their actions. It also describes that land use planning occurs through a framework consisting of provincial and municipal decision making, and the preparation and approval of regional, intermunicipal and municipal plans and bylaws, as identified in Figure 1. This framework is designed to create consistency between each plan, land use bylaw, and the decisions on subdivisions and development permits. Accordingly, this IDP has been prepared collaboratively and adopted by Bylaw for both the M.D. and the City after review of existing and more detailed plans, such as the M.D. and City MDPs and Area Structure Plans (ASPs).



Figure 1: Alberta Planning Framework

1.3.1 Lower Athabasca Regional Plan

The City and M.D. are located within the boundaries of the Lower Athabasca Regional Plan (LARP) which was approved by the province in 2012 under the auspices of the Alberta Land-use Framework and implemented through the Alberta Land Stewardship Act.

Provincial legislation requires that all municipal planning documents and associated decisions align with the provisions of the LARP.

1.3.2 City of Cold Lake Municipal Development Plan

The City's current Municipal Development Plan (MDP) was adopted in 2007. Concurrent with the preparation of this IDP, the City of Cold Lake is updating its MDP thus ensuring that the IDP and MDP are consistent.

1.3.3 Municipal District of Bonnyville No. 87 Municipal Development Plan

Adopted in 2007, the M.D.'s current MDP sets a vision that encourages efficient land use patterns, the development of healthy, safe and viable communities, and the continuous improvement of the quality of life of its residents.

The MDP sets strategic goals and policies in areas such as land uses, development regulations, environmental protection, recreation, infrastructure and intermunicipal planning. The MDP provides for the protection of agricultural land from fragmentation and premature conversion by directing growth to hamlets and enabling country residential, commercial and industrial development in suitable locations. There are also provisions to expand and protect the integrity of the transportation and municipal servicing infrastructure, to ensure continuous access for existing and new developments.

The MDP promotes responsible development, enabling the use of conservation tools and requiring the protection of water bodies and other environmentally sensitive areas through the use of setbacks and other development restrictions. The MDP also aims to enhance recreational opportunities, creating open spaces and recreational facilities in municipal reserve lands.

There is an important component of intermunicipal planning with neighbor municipalities, including the City of Cold Lake. The MDP promotes joint planning and cooperation, and enables the collaboration framework required for the adoption of this IDP.

1.3.4 Highway 55 Area Structure Plan

The Highway 55 Area Structure Plan (ASP) addresses the subdivision and development of lands located within 0.8 km of either side of Highway 55 extending from the west boundary of the City of Cold Lake to 0.8 km west of the intersection with Highway 892. All lands are located within the M.D. of Bonnyville. The plan was prepared in response to increased interest in commercial, industrial and residential development along Highway 55 and the desire to protect highway integrity.

The ASP accommodates future growth and development while still acknowledging the constraints of the adjacent 4 Wing Air Force Base and potential impacts on agriculture and environmentally sensitive areas.

The ASP area is divided into 5 sub-areas, however only sub-area 1 is relevant to this IDP. Sub-area 1 extends from the west boundary of the City of Cold Lake to Marie Creek. Land uses in sub-area 1 are predominantly agricultural in use with some residential, rural industrial and rural commercial. Most quarter sections in sub-area 1 are under multiple ownership, further reducing agricultural viability in this sub-area.

The M.D.'s Municipal Development Plan encourages agricultural activity to continue for as long as possible and as such the Highway 55 ASP recommends that all future land uses in the area be considered on a quarter section basis to avoid premature fragmentation of agricultural lands.

1.3.5 Municipal District of Bonnyville No. 87 Land Use Bylaw

The lands within the IDP have been designated by the M.D. in its Land Use Bylaw as:



A – Agriculture: *“The general purpose of this district is to protect and enhance the municipality’s valuable agricultural land resource, the agri-based economy and the rural lifestyle, while still accommodating appropriate non-agricultural land uses.”* This designation applies to the majority of lands within the IDP area.

CR - Country Residential (Resort): *“The general purpose of this district is to provide opportunities for multi-lot country residential living adjacent lakeshores in a manner that reduces potential land use conflicts and protects the integrity of the environment”.* This designation applies to the higher density subdivisions of Countryside Estates, Country Lane Estates, Country Road Estates to the west and Morris Estates, Fairway Estates, Crawford Estates, and Hamelot to the east and southeast of Cold Lake.

CR1 - Country Residential: *“The general purpose of this district is to provide for multi-lot country residential living in a manner that reduces potential land use conflicts and protects the integrity of the environment”.* This designation applies to some small clusters of residential development to the east of Cold Lake and an 80 acre residential development (Fairview Estates) on the City’s east boundary.

CR2 - Country Residential (Large Lot): *“The general purpose of this district is to provide opportunities for multi-lot country residential living on larger lots”.* This designation applies to a single lot in the M.D. on the City’s west boundary, and two lots near Cold Lake Provincial Park.

RI - Rural Industrial: *“The purpose of this district is to support the types of industrial development best suited to a rural area”.* This designation applies to the Cold Lake Industrial Park and Superior Industries adjacent to Highway 55 west of Cold Lake.

1.3.6 City of Cold Lake Growth Study

In 2014, the City commissioned a Growth Study in support of an application to annex land from the M.D. to secure a long-term land supply for future growth. Following negotiations between the City and the M.D., a Growth Study Addendum was prepared in 2017 to reflect the agreements reached by both municipalities. The annexation was approved by the Municipal Government Board and came into effect on January 2019.

The Growth Study and Addendum presented the annexation rationale, the legislative context and future land requirements for the City, and identified the lands proposed for annexation, including a development staging strategy. The rationale guiding the annexation process was to better integrate Cold Lake North and Cold Lake South, comprehensively plan the City of Cold Lake, and provide for a long-term urban expansion buffer that would give the City more flexibility to diversify land use opportunities. Additionally, some of the lands that the City annexed were largely inaccessible from the M.D., and could not be readily serviced by the M.D. Annexing these lands to the City broadened the possibilities to provide road connectivity between Cold Lake North and South, benefitting both urban and rural residents.

The original study proposed an annexation area consisting of approximately 20.5 quarter sections, which would give the City enough land supply for a 50-year growth horizon. After annexation negotiations between the City of Cold Lake and the M.D., it was agreed that this growth horizon would be reduced to 35 years, with a new annexation area encompassing 11 quarter sections east and west of Highway 28 between Cold Lake North and South. The new agreement was reflected in the 2017 Growth Study Addendum and became the formal annexation area approved by the Municipal Government Board.

1.4 IDP Planning Process

The IDP preparation process consisted of four phases as shown in Figure 1:



Figure 2: IDP Planning Process

A Steering Committee, consisting of planning staff from each municipality, was established to oversee the project, review progress, discuss issues and review drafts of the IDP.

Community engagement with residents and stakeholders occurred in Phases 1 and 3.

Phase 1 Background Review and Gap Analysis

A Background Report was prepared to review all the statutory and strategic plans relevant to the IDP purpose, as well as evaluate the transportation, infrastructure and environmental conditions within the IDP area. A Gap Analysis was also conducted to assess the consistency of the current IDP with the MGA, as well as the plans, strategies and projects that the City and the MD have implemented since its adoption.

This initial assessment provided the basis to prepare a land use concept for the IDP, and determine the vision, guiding principles and pillars of the policy framework.

In January 2020 the City and the M.D. mailed an information package to all landowners in the IDP area with a set of Frequently Asked Questions (FAQs), and two maps with the existing and proposed IDP areas. This was done to inform all affected landowners of the IDP update process, and gather their feedback, questions, concerns and priorities. A small number of landowners responded to the mailout with questions and requests for clarification.

Phase 2 Document Preparation

Based on the results of the Background Report and Gap Analysis, the IDP land use concept and policy framework were drafted and confirmed with the Steering Committee. The draft IDP was revised in accordance with the input received.

Phase 3 Document Review

To be added

Phase 4 Adoption

To be added

1.5 Plan Context

Population projections and land requirements forecasts were prepared in support of this IDP and the City's new MDP. The details of the analysis are contained in the Background Report, but key findings are summarized below for reference.

1.5.1 Historical Population Growth

A historical population growth analysis and recommended population projections were conducted to inform both this IDP and the City's new MDP. The current boundaries of the City of Cold Lake are the result of the amalgamation between the Town of Cold Lake (now known as Cold Lake North) and the Town of Grand Centre (now known as Cold Lake South), and the subsequent annexation of Medley (now CFB 4 Wing). Population records from federal and municipal censuses for Cold Lake North and South go back in history as far as 1956, but there is no information available for Medley between 1956 and 1981. Thus, the population history for the current City of Cold Lake as a whole can only be dated to 1986.

Figure 3 shows the historical population growth for the City of Cold Lake from 1986 to 2016.

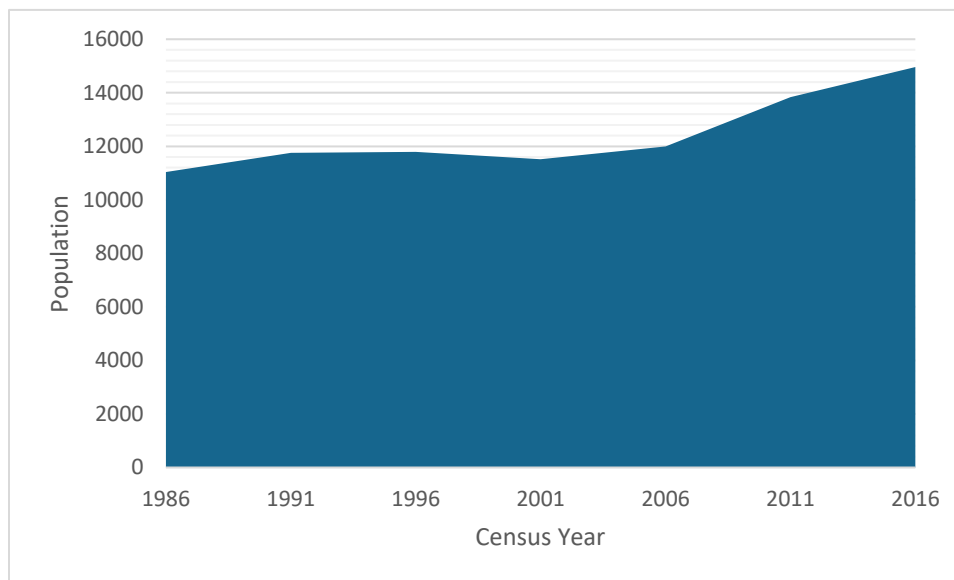


Figure 3: City of Cold Lake Population History, 1986 to 2016

1.5.2 Population Projections

Based on this historical trend, population growth was projected in accordance with three alternative scenarios:

- low growth, assuming an average growth rate of 2.0%;
- medium growth, assuming an average growth rate of 2.5%, and
- high growth, assuming an average growth rate of 3.0%.

Figure 4 summarizes the results of the forecast for each population growth scenario over 54 years (2016-2070) in five-year intervals. The base year for these population estimates is 2016, and the source of the information is the 2016 federal census population count.

1.5.3 Future Land Supply

These population forecasts informed the land supply analysis performed to identify the availability of residential, commercial and industrial land for the City over the next 50 years (2070). Since the City of Cold Lake does not have jurisdiction over CFB 4 Wing, the land supply analysis is based on the current land availability in Cold Lake North and South, including the lands that were recently annexed from the M.D. The following is a summary of land supply by core land use, considering the land requirements expected from the population forecast under the low, medium and high growth scenarios:

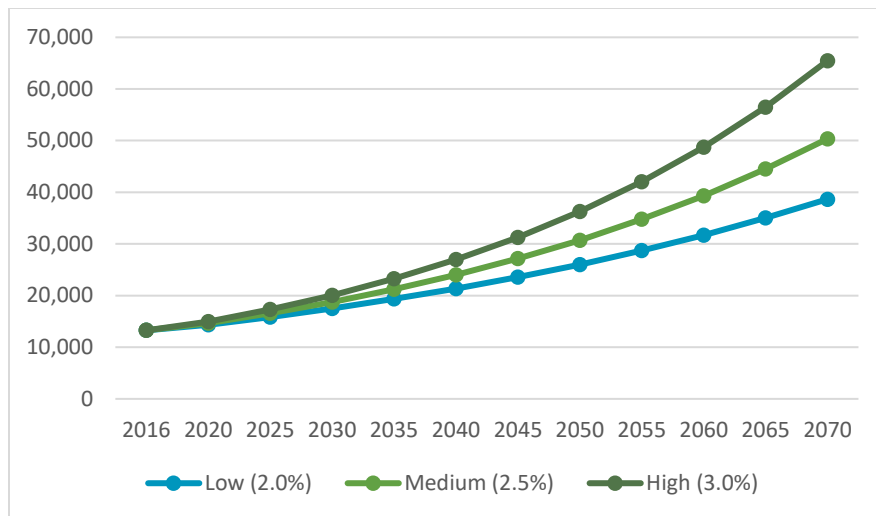


Figure 4: Cold Lake North and South (excluding 4 Wing) Population Forecast, 2016 to 2070

- Low Scenario – 2.0% average annual growth rate (AAGR) :
 - The current supply of residential land would be exhausted shortly after 2060 (40 years);
 - The current supply of commercial land would be exhausted between 2050 and 2060 (30 – 40 years);
 - There is sufficient supply of industrial land beyond the 50-year horizon (239 ha surplus after the 2070 requirements).
- Medium Scenario – 2.5% AAGR:
 - The current supply of residential land would be exhausted shortly after 2050 (30 years);
 - The current supply of commercial land would be exhausted shortly after 2045 (25 years);
 - There is sufficient supply of industrial land beyond the 50-year horizon (217 ha surplus after the 2070 requirements).
- High Scenario – 3.0% AAGR:
 - The current supply of residential land would be exhausted shortly after 2045 (25 years);
 - The current supply of commercial land would be exhausted shortly after 2040 (20 years);
 - There is sufficient supply of industrial land beyond the 50-year horizon (188 ha surplus after the 2070 requirements).

Assuming a low growth scenario, the current land supply of the City can accommodate residential development for the next 40 years, and commercial development in a 30- to 40-year horizon. Under a medium growth scenario, the City would have enough land to accommodate residential and commercial growth over the next 30 and 25 years, respectively. Finally, given a high growth scenario, the City could expand its residential uses for the next 25 years, but would only have commercial land available for 20 more years.

The supply of industrial land may seem disproportionately large in reference to the land requirements in the 50-year horizon, even under the high growth scenario. However, it is important to note that one of the assumptions of these projections is that the current relationship of absorbed industrial land to absorbed residential land is constant throughout the 50 years. In the future, the City may want to diversify its land base and attract more industrial development, in which case this relationship would be altered, resulting in a reduced supply of industrial land.

The Cold Lake area has witnessed an economic slowdown in the past few of years as a result of reduced oil prices and an associated reduction in economic activity. Based on the assumption that this circumstance is likely



to continue in the short-term, it is assumed that all of the growth scenarios are optimistic and even the low growth scenario is not likely to be met.

1.6 Interpretation

The IDP policies contain “shall”, “must”, “will”, “should”, and “may” statements. All instances of the words “shall”, “must” or “will” in policy are mandatory requirements to implement this IDP and achieve a desired result. All instances of the word “should” is a directive term encouraging a strongly preferred action in a policy. “May” is a discretionary term indicating that interpretation is dependent on the particular circumstances where it is not practical or reasonable to apply the policy.

All words and expressions have the meanings as per the MGA, and the M.D.'s MDP and LUB.

■ 2.0 Policy Framework

2.1 Plan Area

The IDP applies to approximately 3,940 ha of land located adjacent to the east, south and west boundaries of the City of Cold Lake, as shown in Maps 1 and 2. The IDP area extends 2.4 km to the west of the City to Range Road 424, approximately 1.8 km to the east to Range Road 420 and Cold Lake Provincial Park, and 1.8 km to the south. Land uses within the IDP area are predominately agriculture with some concentrated country residential development to the west and southeast of the City boundary. Some industrial development is also located in the IDP area to the west of Cold Lake along Highway 55.

As shown on the Future Land Use Concept (Map 3) the IDP area consists of:

- Future Growth Areas adjacent to the City boundary that identify areas for future urban residential and industrial/commercial development;
- Land use areas in which country residential, industrial, and recreational development opportunities are provided; and
- Environmentally sensitive lands.

2.2 Goals and Guiding Principles

Regional policy frameworks that promote a coordinated and collaborative approach to land use planning and growth management, economic development and infrastructure development are not only a legislative requirement but an opportunity to identify shared needs, common goals, and coordinate future action. Although the Cold Lake area is currently in the midst of low economic growth that reduces immediate growth pressures, there is a continued need to plan for long-term growth opportunities and challenges.

The overall goals of the IDP are to:

- 1) Develop mutually beneficial policies and relationships between the M.D. and City;
- 2) Provide for effective coordination of land uses, growth management, environmental management, transportation systems and economic development;
- 3) Provide opportunities for cost-sharing and joint use agreements for municipal servicing, infrastructure and utilities; and
- 4) Include mechanisms to develop and maintain open lines of communication to resolve problems and seize mutually beneficial opportunities.

2.3 Plan Objectives

The objectives of this IDP are to:

- 1) Provide a collaborative framework for the orderly and efficient planning and development of lands in the M.D. in proximity to the City.
- 2) Establish and protect long-term future growth areas for the City.
- 3) Promote new development that benefits both municipalities.
- 4) Provide for both urban growth and rural development opportunities in the IDP area.
- 5) Identify and protect environmentally sensitive areas, water resources and other naturally significant features.
- 6) Preserve and protect agricultural lands in the IDP area.
- 7) Provide residents within the IDP area with varied recreation opportunities;



- 8) Establish a collaborative approach to the planning and development of transportation and municipal services in the IDP area.
- 9) Formalize lines of communication between the M.D. and City on matters of mutual interest.
- 10) Provide administrative protocols to manage land use in proximity to the City.
- 11) Provide an equitable and efficient dispute resolution process.
- 12) To further enhance regional partnerships and relationships between the M.D. and City.

2.4 General Development Policies

The policies of this IDP direct the long-term strategic coordination of land use, transportation and services.

General policies applying across the IDP area are outlined below. Subsequent sections of this IDP address policy content related to specific land use areas.

2.4.1 Future Land Use Concept (was 3.4.1)

All future land use, subdivision and development approvals in the IDP area shall be in accordance with the Future Land Use Concept as shown in Map 3 and the policies of this IDP.

2.4.2 Legal Non-Conforming Uses

All pre-existing development in the IDP area shall be allowed to continue in accordance with its original approval.

2.4.3 Matters Not Addressed in IDP

In cases where a particular matter is not addressed in this IDP, the provisions of the M.D.'s MDP and any applicable Area Structure Plans shall apply.

2.4.4 Area Structure Plan (ASP) Consistency (adapted from 5.1.1/5.1.2 of Bonnyville IDP)

Where an ASP exists within the IDP area or within the City adjacent to its boundary with the M.D., the policies of the applicable ASP shall take precedence

2.4.5 Provincial Approving Authorities (was 3.4.5)

The M.D. and the City will actively participate and assist the Province in approving and monitoring natural resource extraction and processing developments. The municipalities will also apply Provincial regulations and guidelines respecting sour gas and other oil and gas facilities including pipelines when considering subdivision and/or development applications. The M.D. and City will also actively engage with the Province on compliance issues associated with the *Alberta Wetlands Policies* and the *Public Lands Act*.

2.4.6 Area Structure Plan Requirements

- a) An ASP shall be required in the following cases: (was 4.2.1, 4.4.2)
 - i) Prior to the approval of any multi-lot subdivision exceeding four (4) parcels and a total area of 8.0 ha (10 ac) located in a Future Growth Area or Industrial Area; (was 4.1.2)
 - ii) Prior to the approval of any multi-lot subdivision exceeding four (4) parcels in a Country Residential Area; or (was 4.3.3)
 - iii) Prior to any subdivision proposed adjacent to Highway 28 or 55 if required by Alberta Transportation.
- b) ASPs required under subsection (a) shall be prepared in accordance with the M.D.'s MDP with the exception of the following:
 - i) ASPs located in a Future Growth Area under subsection (a)(i) shall include provision for connection to municipal water and sewer systems; and
 - ii) ASPs required under subsection (a)(iii) shall address highway access requirements.

2.4.7 Institutional Uses (was 3.4.2)

Public and institutional uses, where possible, will be identified as part of the ASP process and integrated into the planning area in a manner that is compatible with the surrounding land uses and minimized impacts related to parking, traffic and noise

2.4.8 Design Guidelines Along Major Corridors (was 3.4.3)

Within the IDP area, Highways 55 and 28 serve as present and future intermunicipal gateways to the City. Both municipalities agree to the principle of design guidelines incorporated into their respective Land Use Bylaws to ensure that development along the highway is high quality and aesthetically pleasing. These design guidelines could address such elements as architectural treatment of buildings, setbacks, berming, landscaping, and screening of parking and storage areas, access management, landscaping and signage.

2.5 Future Growth Areas

Future Growth Areas are identified for lands located immediately east and west of the existing boundaries of the City in order to accommodate its long-term growth needs in accordance with the provisions of this IDP. These Future Growth Areas correspond to lands identified in the 2014 Growth Study and 2017 Growth Study Addendum, as well as additional lands abutting the City boundary that may have potential to accommodate City growth.

2.5.1 Future Growth Areas (adapted from 5.10.2, 5.11.1, 5.12.1 of Bonnyville IDP)

The M.D. will safeguard Future Growth Areas from developments that are or may become incompatible with future urban growth and which otherwise may have a detrimental effect on the City.

2.5.2 Development Allowances

In order that the development rights of landowners are not overly restricted, some development and subdivision of land may be permitted in a Future Growth Area in advance of annexation by the City in order to allow for some future growth without impacting the ability of the City to grow in the future. Development may be permitted for the following uses:

- a) Subdivision that does not trigger the requirement for an ASP under Section 2.4.6;
- b) A residence where permitted in the M.D.'s Land Use Bylaw;
- c) Home based businesses;
- d) Public uses and utilities;
- e) Recreational uses; and
- f) Other uses, such as unforeseen development that is mutually beneficial to the M.D. and City. The application shall be reviewed on its individual merits.

2.5.3 Municipal Reserve Dedication (was 3.5.3)

In order to have adequate, well-located parks and school sites in areas that potentially may be annexed into the City to accommodate future urban growth, reserve dedication for lands within a Future Growth Area be deferred through a deferred reserve caveat until after an ASP is prepared and adopted and/or the area(s) are annexed by the City.

2.6 Country Residential Development

Country residential development in the IDP area currently consists of concentrated multi-lot subdivision to the west, southeast, and east of the City. These lands will remain as country residential in the long term. The policies of this section apply to new country residential development areas.

2.6.1 Country Residential Land Use Areas



Multi-lot country residential development shall be directed to those areas identified for future country residential use on Map 3. These areas correspond to those areas that are already developed for country residential use or have been identified as having development potential based on local site conditions.

2.6.2 Country Residential Development (adapted from 5.2.7 of Bonnyville IDP)

Approval of new multi-lot country residential subdivisions may be considered within a Future Growth Area in accordance with Section 2.4.6. These subdivisions shall be required to tie into municipal water and sewer services consistent with the Country Residential Estate - CR3 District of the M.D.'s LUB or similar district as determined to be acceptable to both the M.D. and the City.

2.6.3 Lot Size

Country residential lot sizes shall be in accordance with the requirements of the applicable land use district in the M.D.'s LUB, and be dependent on the nature of the water and sewer services proposed for the subject lots.

2.6.4 Development Form

Future country residential development should be developed in cluster form to optimize land use efficiency and minimize the fragmentation of prime agricultural lands.

2.6.5 Buffers

A landscaped or treed buffer and/or fencing shall be provided along the boundaries of country residential lots that are located adjacent to agricultural or other non-residential uses.

2.7 Industrial Development

This policy area should continue to accommodate business/industrial development in accordance with approved ASPs. Buffers are proposed to mitigate against conflicts with industrial uses and existing and future residential uses.

2.7.1 Industrial Areas (was 3.1.1)

Industrial areas shown on Map 3 are those lands identified for future industrial use based on local site conditions or are identified for industrial use in the M.D.'s MDP or the Highway 55 ASP.

2.7.2 Applications

All industrial subdivision and development applications shall meet the location and technical requirements of the M.D.'s MDP and LUB prior to being rezoned to the applicable Land Use District.

2.7.4 Industrial Buffer Requirements (was 4.4.4)

Through provisions in their LUBs, the M.D. and the City shall ensure that adequate buffers or transitional land uses are maintained between industrial and non industrial uses when the potential exists for significant land use conflicts with regard to noise, vibration, dust, odour, environmental hazards or other safety risks.

2.7.5 Adjacent Land Uses (was 4.4.5)

New subdivision and development, particularly residential development, shall be directed away from active and potential non-renewable resources so as not to conflict or constrain, the extraction of the resource.

2.8 Agricultural Lands

Protection of agricultural lands and encouragement of a diversity of agricultural activities is important for the M.D. and the City. Agricultural land located within the IDP area, designated “Agricultural” as shown on Map 3, should be protected where possible and premature development of agricultural land should be avoided.

2.8.1 Agricultural Land Protection (was 4.5.1)

Lands within the Agricultural Policy Area shall be maintained for agricultural purposes. Subdivision of these lands must be consistent with the M.D.’s MDP and the LUB site area and density regulations for the Agriculture (A) District. Applications for multi-lot country residential subdivisions in excess of four (4) lots will not be allowed by the M.D. within these areas.

2.8.2 Agricultural Operations

Existing agricultural operations shall be allowed to continue unencumbered in the IDP area. Where the City annexes agricultural lands, the City will support the continuation of existing agricultural uses until such time as the land is converted to an urban use.

2.8.3 Agricultural Operations Practices Amendments Act (was 4.5.3)

Pursuant to the *Agricultural Operations Practices Amendment Act*, the M.D. shall provide notice to applicants for non-agricultural subdivision and development within the Agricultural Policy Area that the primary purpose of the Area is to support agriculture and agricultural operations have precedence over other forms of land use.

2.8.4 Confined Feeding Operations

The development of Confined Feeding Operations shall not be supported within the IDP area.

2.9 Environmentally Sensitive Areas and Open Space

The IDP area contains many environmentally significant areas, including several wetlands, and forested areas. This section addresses the planning and protection of these areas. The availability of open spaces and outdoor recreation opportunities were also identified by residents of the City and M.D. as one of the most valuable assets of the community. Both municipalities must commit to maintaining and improving the level of service in recreation and leisure areas for both residents and tourists.

2.9.1 Environmental Reserve

At the time of subdivision, the M.D. may acquire environmentally sensitive lands, critical natural linkages, wildlife corridors, and buffer zones in the IDP area through the application of Environmental Reserve or Conservation Reserve in accordance with the Act.

2.9.2 Setbacks from Waterbodies (was 3.2.4)

Setback requirements from Cold Lake, African Lake, Fontaine Lake, Lake No. 2, Palm Creek, and other wetlands shall be consistent with the applicable Land Use Bylaw requirements of the City or the M.D. and shall not be less than 30 m (100 ft).

2.9.3 Natural Areas (was 4.3.2)

Natural greenway corridors should be maintained along the shoreline of lakes and around wetlands.

2.9.4 Environmental Protection (was 3.5.4)

The M.D. and the City shall not support resource extraction development proposals in areas that are known to possess unique scientific or environmental features that would be disturbed or destroyed by such development.

2.9.5 Historical Resources Protection (was 3.3.1)



The M.D. and the City shall not support resource extraction development proposals in areas within the IDP area that are known to possess unique historical features which would be disturbed or destroyed by resource extraction.

2.9.6 Intermunicipal Recreation Facility Development (adapted from 5.3.1 of Bonnyville IDP)

The M.D. and City will continue to collaborate to support the development of public recreation facilities within the IDP area as the need for such facilities are identified.

2.9.7 Intermunicipal Parks and Trails Development (was 3.5.1, 3.5.2)

The M.D. may work with the City to plan and implement a linked intermunicipal park and trail system that connects to significant natural areas (including Cold Lake, Palm Creek, and African Lake).

2.9.8 Municipal Reserve Dedication

Municipal reserve owing as a result of the subdivision of land located outside of a Future Growth Area shall be dedicated in accordance with the policies contained in the M.D.'s MDP and any applicable ASP.

2.10 Transportation

The development and maintenance of safe, efficient, and multi-modal road, walkway and trail networks is important to the future growth of the IDP area. It is critical that both municipalities work together to ensure road infrastructure and necessary upgrades are a coordinated effort between both the M.D. and the City.

2.10.1 Roadway Systems (was 3.6.1)

Specific road alignments will be determined through ASPs and functional planning studies.

2.10.2 Roadway Design Standards (was 3.6.2)

Roadway development must follow the roadway design and engineering standards of the municipality having jurisdiction over such development.

2.10.3 Future Trail Development (was 3.6.3)

Alberta Transportation retains control over Highway 55. As Alberta Transportation standards do not allow for the accommodation of trail development within the highway right-of-way, new trail alignments and rights-of-way shall be secured within the adjacent subdivisions.

2.10.4 Access Management Guidelines (was 3.6.4)

Development proposals along highways shall follow Alberta Transportation requirements respecting proposed access points. New development shall provide internal circulation roadways to connect to existing and proposed highways access points, and shall provide protection of the rights-of-way for long-term roadway expansion. Any new highway access points or modifications to existing highway access points will require the approval of Alberta Transportation, and may require a Traffic Impact Assessment to supplement the development application.

2.10.5 Role of Alberta Transportation (was 3.6.5)

The IDP recognizes that Alberta Transportation controls the highway system with the exception of Highway 28 within the City limits and that existing Alberta Transportation policies and agreements with the M.D. and the City will continue in force.

2.11 Utilities

2.11.1 Servicing Standards (was 3.7.1)

Subdivisions in the IDP area must follow the servicing and engineering standards of the M.D. unless an alternative set of standards are agreed upon by the municipalities.

2.11.2 Servicing

All country residential and rural industrial development in the IDP area shall be serviced by on-site or communal water and sewer services. Connection to municipal services may be accommodated in accordance with Policies 2.6.2 and 2.11.3.

2.11.3 Extension of Municipal Services

The extension of municipal water and sewer services from the City into the IDP area may be considered if the following criteria are met:

- a) The existing systems have the capacity to accommodate future demand;
- b) That the costs of extending services are borne by the developer or benefitting landowners through such mechanisms as development levies, local improvement charges or the front-ending of costs;
(adapted from 5.5.4 of Bonnyville IDP)
- c) The extension of services is required to serve existing multi-lot country residential or industrial subdivision(s) as a means of ensuring long-term sustainability;
- d) The extension of services is to serve a development opportunity that arises that has been determined to be of mutual benefit to both the M.D. and the City.

2.11.4 Stormwater Management (was 3.7.4)

- a) Within residential subdivisions, best management practices will be utilized to control runoff and water quality.
- b) Since industrial areas have the greatest potential for increasing runoff and discharging pollutants, a detention pond should be considered to ensure containment, removal and treatment of any runoff of contaminants from this area prior to discharging to the City of Cold Lake.
- c) Given the presence of 4 Wing, all required stormwater ponds shall be dry ponds in order to limit bird hazards to aircraft operations.

2.11.5 Utility Rights-of-Way (adapted from 5.5.2 of Bonnyville IDP)

Land required for future utility rights-of-way that have been identified through the mutual agreement of the City and M.D. or in subsequent studies shall be protected during the subdivision and development processes.

2.11.6 Utility and Pipeline Corridors (was 3.7.6)

When considering applications for subdivision and development, the Alberta Energy Regulator (AER) will be consulted regarding setbacks. Energy and utility companies should be encouraged to combine pipe and utility lines into single corridors to protect public health and safety, and avoid fragmentation of land.

2.11.7 Former Landfill

No residential development shall be permitted within the landfill buffer area as shown on Map 3. Commercial, light industrial, or park development that is compatible with proposed residential development on neighbouring lands may be acceptable for this area.

2.12 Economic Development

Attracting and retaining residents and businesses is a priority of the City and the M.D. Addressing the region's cyclical economy and dependence on the oil industry is key to strengthen and promote economic development. Though the IDP has a limited impact on economic policy, a coordinated planning policy framework can help create an environment where residents and business can thrive, and ensure that their infrastructure needs are covered. Tourism development is an area in which the City and the M.D. have a great opportunity to collaborate and innovate by articulating efforts in both infrastructure and programming.

2.12.1 Collaborative Economic Development (adapted from 5.4.1 of Bonnyville IDP)



Collaboration between the City and M.D. should be supported and encouraged through joint marketing and business development and attraction initiatives, rather than competing for economic opportunities.

2.12.2 Isolated Industrial Developments (was 3.1.2)

Isolated rural industrial development may be approved if the following criteria are met:

- a) Only be permitted if the applicant can demonstrate that an isolated site, as opposed to an industrial park site, is required;
- b) Avoid, to the extent possible, locating in predominantly agricultural areas;
- c) Locate along, or near, a major transportation route such as a primary or secondary highway;
- d) Be compatible with adjacent land uses
- e) Require minimal on-site municipal services, improvements and public amenities;
- f) Demonstrate to the Development Authority's satisfaction that on-site water and sewage disposal capacity is available.

2.12.3 Sufficient Industrial Land Supply and Infrastructure (was 3.1.3)

The M.D. will work with the City to ensure there is sufficient supply of serviced and partially serviced land available to attract industries servicing northern resource development. Fully serviced land will have both piped sewer and water developed to full municipal standard. Partially serviced land could include a dry industrial park or one with either sewer or water but not both.

2.12.4 Regional Tourism Partnership (was 3.1.4)

The M.D. and the City should work together and with stakeholders to create an asset inventory of attractions, cultural facilities and supportive infrastructure, and develop a long-term plan to promote and strengthen tourism in the region.

2.12.5 Intermunicipal Gateways (was 3.1.6)

Design and develop a series of community gateways at key entrances on major highway corridors to provide a sense of "entry", showcase local history and improve "wayfinding" signage to local attractions and services.

2.12.6 Tourism Development (was 3.1.7)

The M.D. and the City shall encourage and facilitate development of tourism attractions, services and infrastructure by private and nonprofit groups through opportunities provided by expanded uses allowed in their Land Use Bylaws.

2.13 Annexation (modified from 5.7)

The following policies are provided to help ensure that the process of annexing land from the M.D. to the City, when warranted to facilitate urban growth, proceeds as smoothly as possible.

2.13.1 Preparation and Review of Annexation Proposals

The following policies address the content of applications, and the processes to be undertaken by the respective municipalities in advance of filing an annexation application.

- a) The City shall follow the annexation process as outlined in the MGA.
- b) The City shall share growth and development information with the M.D. on a regular basis so that both municipalities are aware of the extent of any future annexation requirements, and the potential timing of a future annexation application.
- c) Annexation applications are to be based on the following criteria:
 - i) Conformity with the IDP and City's MDP;
 - ii) Compliance with the Annexation Principles of the Municipal Government Board;
 - iii) A growth study is prepared that contains demonstrated, justifiable and mutually agreed-upon land consumption rates and population growth;
 - iv) Consensus agreement from affected landowners;

- v) The suitability of the subject land to accommodate future City growth. Quarter sections that are substantially or fully developed shall not be the subject of annexation;
- vi) Logical extension of existing development and infrastructure; and
- vii) The ability of the City to absorb the costs of the lands proposed to be annexed. A financial analysis of the proposed annexation shall be undertaken in support of the application in order that the costs of the annexation are understood and is viable for both municipalities.
- d) Prior to the notice being filed with the Municipal Government Board, the proposed annexation application shall be referred to the M.D. for review and comment.
- e) All annexation applications shall follow legal boundaries.
- f) Following annexation, the IDP, M.D. and City MDPs and LUBs shall be amended as required to reflect:
 - i) The change in municipal boundaries; and
 - ii) Any applicable conditions contained in the annexation order.

2.13.2 Annexation Triggers

Annexation by the City may be supported in the following circumstances:

- a) In order to accommodate the City's need for land to facilitate future growth, in which case the following shall apply:
 - i) Pursuant to Policy 2.13.1(b), the City shall update the M.D. annually as to whether it has a surplus or deficiency in its residential, commercial and industrial land supply,
 - ii) The M.D. shall support the annexation of lands located within a defined Growth Area to allow the City to maintain a maximum (minimum?) 20-year land supply for growth,
 - iii) Subject to (ii), annexation may involve all or portion of a defined Growth Area, and
 - iv) In order to provide ample lead time and ensure that land supply does not reach a critical level, an annexation application should be undertaken when the City's residential, commercial or industrial land supply is demonstrated to be inadequate to allow for long-term planning of new growth areas.
- b) When annexation is initiated by a landowner/developer, which may be supported by the City and M.D. provided that the application is consistent with the policies of the IDP. If the land proposed for annexation is located outside a defined Growth Area, the proposed annexation shall not be considered unless the IDP is amended accordingly;
- c) In cases where new development in excess of the allowances identified in Section 2.5.2 is proposed within a Future Growth Area;
- d) In cases where the land is required to complete a proposed transportation or utility corridor as identified in an approved Master Plan;

2.14 Shared Development and Services

2.14.1 Intermunicipal Collaboration Framework (ICF)

The M.D. and City have entered into an ICF agreement that documents the relationship between the two municipalities as it relates to the responsibilities for the sharing of services that are of mutual interest. The municipalities are committed to implementing, monitoring and reviewing the agreement in accordance with the administrative provisions of the ICF.

2.14.2 Cost and Revenue Sharing Agreements (was 5.2.1, 5.2.2)

The M.D. and the City will continue to pursue regional community development by undertaking cost and revenue sharing agreements to provide services to municipal district residents, encourage sustainable development, and promote environmental stewardship and high quality of life.



2.14.4 Framework for Agreements to Service the Plan Area (was 5.2.3)

The City may provide water and wastewater services to residential, commercial and industrial developments within the IDP area subject to agreements being reached with the M.D. and/or the developer respecting the sharing of costs and revenue.

■ 3.0 Plan Administration

The Act requires IDPs to include:

- a) *a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan;*
- b) *a procedure to be used by one or more municipalities to amend or repeal the plan; and*
- c) *provisions relating to the administration of the plan.*

3.1 Plan Administration, Review, Amendment and Repeal

The Act requires IDPs to have “*provisions relating to the administration of the plan*” and a “*procedure to be used by one or more municipalities to amend or repeal the plan.*”

3.1.1 Administration of the IDP (was 5.4.1)

The M.D. and the City will administer the provisions of the IDP and act as the Approving Authority for lands within their respective jurisdictions.

3.1.2 Review and Update of the IDP

Five years from the IDP adoption date, a mandatory review will be conducted by both Councils.

3.1.3 Plan Amendments (was 5.4.3)

The IDP may be amended from time to time subject to the agreement of both Councils. Amendments could include change to policy (textual amendments), boundaries, and other matters as may be determined. IDP amendments may be initiated by either municipality or a third party by submitting an application to the M.D. or City along with a supporting technical report describing the proposed amendment, rationale for the amendment and compliance with the guiding principles, goals and objectives of the IDP. After technical review and circulation of the proposed amendments, in order to make operative any agreed upon amendment, both municipalities will be required to pass bylaws to amend the IDP in accordance with the requirements of the Act.

3.2 Plans and Applications

3.2.1 Subdivision and Development Permit Applications

Development permit and subdivision applications are to be processed and decided on by the Approving Authority of the municipality within which the application is located.

3.2.2 Subdivision and Development Permit Appeals

Development permit and subdivision appeals shall be heard by the SDAB of the municipality having jurisdiction (or Intermunicipal SDAB if in place), with the exception of subdivision appeals under MGB jurisdiction (e.g. proximity to highway).

3.2.3 Statutory Plan and Land Use Bylaw Adoption and Amendments

The adoption of, or amendments to, a statutory plan (MDP, ASP, ARP) or LUB shall be processed and decided upon by the Council of the municipality in which the plan or bylaw is located.

3.3 Circulation and Referral Process

There is currently a reciprocal referral and notification process in place between the M.D. and the City. The continued referral of applications for subdivision, development approval, statutory plans, amendments and other studies and documents is essential to maintain open communications and resolve intermunicipal issues on an ongoing basis.

3.4.1 Intermunicipal Referrals (was 5.5.1)

The M.D. and the City will continue the reciprocal referral of planning and land use proposals, adhering to the minimum requirements shown in Tables 1 and 2.

3.4.2 Circulation Time Periods (was 5.2.2)

In the event that either municipality does not reply within, or request an extension to, the response period specified in Tables 1 and 2, it is assumed that the responding municipality has no comment or objection to the matter that is the subject of the referral.

Table 1 - Intermunicipal Circulation and Referrals – M.D. to City

Type of Notification	Scope	Response Time (Consecutive Days)
Statutory Plans and Amendments, Outline Plans	Within the IDP area	14
Land Use Bylaws and Amendments	Within the IDP area	14
Subdivision applications (excluding farmstead separations, physical severances and boundary adjustments)	Within the IDP area	30
Road Closure Bylaw	Within the IDP area	14
Non-residential development permits (excluding accessory buildings)	Within the IDP area	14

Table 2 - Intermunicipal Circulation and Referrals – City to M.D.

Type of Notification	Scope	Response Time (Consecutive Days)
Statutory Plans and Amendments, Outline Plans	Within City limits	14
Subdivision applications (excluding physical severances and boundary adjustments)	If application affects land that abuts City boundary	30
Land Use Bylaws and Amendments	If application affects land that abuts City boundary	14
Road Closure Bylaw	If affected road connects to lands in M.D.	14
Non-residential development permits (excluding accessory buildings)	If application affects land that abuts City boundary	14

3.4.3 Referrals to Landowners

The M.D. and City shall establish a process for landowner circulation across municipal boundaries (i.e. applications that require adjacent landowner notification) in cases where the subject land abuts a municipal boundary.

3.4 Intermunicipal Dispute Resolution

The implementation of an intermunicipal dispute resolution mechanism is a requirement of all IDPs pursuant to the *Act*. In order to satisfy this requirement and to ensure the principles of fairness and due process are respected, a dispute resolution process consisting of the following five stages has been established:

Stage 1	Administrative Review
Stage 2	CAO Review
Stage 3	Council Review
Stage 4	Mediation
Stage 5	Appeal

The process is designed to maximize opportunities for discussion and review with the goal of resolving any disagreements early in the approval process, thereby minimizing delays. It is important to note that this process only applies to those areas where the Municipal Government Board has jurisdiction.

For the purposes of this Plan, “initiating municipality” means the municipality in which the land subject to a proposal is located. “Proposal” means a land use designation, an area structure plan, an area structure plan amendment or an IDP amendment. “Responding municipality” means the other municipality. Section 3.4 of this Plan outlines the circulation and referral process that would apply to such proposals.

3.5.1 Process Triggers

A dispute may be triggered in the following circumstances:

- Lack of agreement on an IDP amendment, or
- An unresolved objection to the proposed adoption or amendment of a statutory plan or LUB that has been given First Reading but believed to be inconsistent with IDP.

3.5.2 Process Not Applicable

The dispute resolution process does not apply to matters that fall under the jurisdiction of the SDAB or MGB, nor does it allow a municipality to appeal a subdivision approval.

3.5.3 Dispute Resolution Process (was 5.6.1)

The Following are the dispute resolution procedures agreed to by both the M.D. and the City:

Stage 1: Administrative Review

- Planning staff from the City and the M.D. shall attempt to resolve the issue(s).
- If no resolution is reached, the matter shall be referred to the Chief Administrative Officers from each municipality.

Stage 2: CAO Review

- The Chief Administrative Officers from the City and the M.D. shall attempt to resolve the issue(s).
- If no resolution is reached, the matter shall be forwarded to the respective Councils.

Stage 3: Council Review

- A meeting of the Councils shall be set within 21 days from the time the issue was referred from the CAOs.
- After consideration of the issue(s), the Councils may:
 - Request additional information to inform its deliberation;



- ii) Resolve the matter; or
- iii) Conclude that no resolution can be reached.
- c) A facilitator may be employed to help the Councils work toward resolution of the issue.
- d) If the Councils are unable to resolve the issue, a mediation process may take place.

Stage 4: Mediation

- a) In preparation for the mediation process, both municipalities shall:
 - i) Appoint an equal number of representatives to participate in the mediation process;
 - ii) Engage an impartial and independent mediator agreed to by both municipalities at equal cost to each municipality; and
 - iii) Approve a mediation process and schedule.
- b) At the conclusion of the mediation process, the mediator will submit a report to both Councils consisting of the mediated agreement, if reached. This report is not binding on either municipality, and would be subject to the approval of both Councils.
- c) If both Councils agree to the mediator's report and recommendations, then each municipality shall take the appropriate actions to address the issue(s).

Stage 5: Appeal

If mediation is unsuccessful or not pursued, the affected municipality may appeal to the Municipal Government Board for resolution in accordance with the Act.



STAFF REPORT

Title: Bylaw No. 675-PL-20 - Business Licence Bylaw

Meeting Date: June 16, 2020

Executive Summary:

An update on Bylaw No. 675-PL-20 - Business License Bylaw for review and discussion by the Corporate Priorities Committee.

Background:

The City's existing Business Licence Bylaw No. 196-PL-05 was originally adopted in 2005 and has not been updated or amended since that time. Administration undertook a review of the existing Bylaw in order to draft an updated Business Licence Bylaw. The draft Bylaw is presented for review and discussion by the Committee and has not been circulated externally at this time.

Through Administration's review process, all staff involved with the licencing process had an opportunity to review the draft and provide input. Business Licence Bylaws from other communities were also reviewed. Overall, the review determined that the Bylaw was essentially sound, with a few areas requiring clarification. Given that the previous Bylaw is fifteen (15) years old, it was determined that the best way to move forward would be to prepare an updated Bylaw. The main revisions are outlined below:

- Clarification was added specifying that any advertisement of a business, by any means, will be considered evidence that a business is being conducted and, therefore, subject to a licence.
- All businesses will be required to provide any names that they will conduct business under. Currently, only the incorporated name is required to be provided, which makes enforcement difficult when a business operates under a different name than the actual incorporated name. As an example, a business known to the public as "John Doe Lawn Care" may actually be incorporated as "123456 Alberta Ltd." or "ABC Holdings Inc." and this would be the name on the licence. This causes an issue when Administration receives inquiries from the public asking if a particular business has a licence, as the name provided may differ from what is on the licence.
- Clarify that Business Licences are non-transferrable in the event that a business is sold to another party. A Business Licence allows a specific individual or



corporate entity to conduct business; therefore, a new licence application is required when a business is sold.

- A schedule has been added to identify known professions which are exempted from obtaining a Business Licence by Provincial Legislation. Clarification was also added that any person claiming an exemption must provide proof of exemption if the profession is not included in the list.
- Penalty section has been updated and penalty amounts moved to a separate schedule.
- The fee structure has been updated to allow for reduced fees for new licence applications made part way through the calendar year (all licences expire December 31). This addresses a frequent assertion by applicants, that they should pay a reduced fee if applying for a new licence part way through the year.

A comparison of fees was undertaken with other municipalities with a population of 10,000-20,000 residents, as well as the towns of Bonnyville and St. Paul. From the review it appears that Cold Lake has the lowest commercial licence fee among comparable communities, but is higher for home-based businesses and among the highest licence fees for out-of-town businesses. A number of the comparable communities charge higher fees for certain types of businesses, including those that require licensing from AGLC. A table outlining the fee comparison is attached.

Administration frequently receives concerns from applicants for home-based businesses regarding the fact that the licence fee is double the commercial licence fee. Based on the fee review, it appears that comparable communities typically charge home-based businesses the same or a lower licence fee than for commercial businesses.

Administration has also noted an issue regarding late renewal of existing business licences. A renewal notice is sent to all current licence holders in late October of each year, with an invoice for their licence renewal to be paid before December 31. Despite this, Administration frequently receives licence renewals into April, May or even June. To this point, Administration has been hesitant to issue fines to businesses that submit a late renewal. Under the current Bylaw, operating a business without a valid licence carries a \$500 fine. During the fee review it was noted that some other communities allow a grace period up to January 31 for licences to be renewed, after which fines are applied or a new licence application is required.

In 2019, the City issued 678 business licenses. This included 360 Commercial licenses, 179 Home-Based licenses, 61 Trading Area licenses, and 78 Out-of-Town businesses.



Administration has generated this report to solicit feedback from Council's Corporate Priorities Committee (CPC). Further to the CPC's feedback, administration will be soliciting feedback from the Cold Lake Regional Chamber of Commerce.

Alternatives:

This report has been to solicit feedback from Council's Corporate Priorities Committee.

Recommended Action:

This report has been to solicit feedback from Council's Corporate Priorities Committee.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

CITY OF COLD LAKE
BYLAW 675-PL-20

A BYLAW OF THE CITY OF COLD LAKE, FOR THE PURPOSE OF PROVIDING FOR THE LICENSING AND REGULATION OF CERTAIN BUSINESSES, OCCUPATIONS, AND PROPERTIES WITHIN THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA.

PURSUANT to Section 8 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council may pass bylaws for the purpose of regulating or prohibiting any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways and provide for a system of licences, permits or approvals, and establish fees for such licences, permits or approvals.

WHEREAS Council deems it necessary to regulate the development of business and industry within the City of Cold Lake and to provide for a system of licences, permits or approvals, and establish fees for such licences, permits or approvals.

NOW THEREFORE, pursuant to the authority of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake, duly assembled, enacts:

SECTION 1 – TITLE

- 1.1 This bylaw shall be cited as the “Business Licence Bylaw”.

SECTION 2 - DEFINITIONS

In this bylaw unless the context otherwise requires:

- 2.1 “Act” means the *Municipal Government Act*, Chapter M-26, R.S.A. 2000 as amended or replaced from time to time.
- 2.2 “Advertising” means any communication which is intended to promote a business or any product, service, discount or promotion provided by a business, including without limitation communication distributed by a newspaper, newsletter, magazine, flyer, public bulletin, direct mail, television, radio, social media platform, or website.
- 2.3 “Applicant” means an individual or body corporate who applies for a business licence or business licence renewal.
- 2.4 “Business” includes business, trade, profession, industry, occupation, employment, or calling and the providing of goods and services whether or not for profit and however organized or formed, including a co-operative or association of persons.
- 2.5 “Business Location” means the physical location or address where the business accounting functions reside, including but not limited to a head office, home office or store but not including a post office box.
- 2.6 “CAO” means the Chief Administrative Officer for the City or their designate.
- 2.7 “Carry On” means carry on, operate, perform, keep, hold, occupy, deal in or use, whether as principal, agent, contractor or sub-contractor.
- 2.8 “Charitable” or Non-Profit Organization means a person, association of persons, society or a corporation, acting for charity or in the promotion of general social welfare which cannot at any time distribute any dividend or profit to its members and includes but is not limited to a religious group, society or organization; a service club; a community, veterans’ or youth organization; a social, sport or fraternal organization or club; an employer’s or employee’s organization.
- 2.9 “City” shall mean the City of Cold Lake.

- 2.10 “Cold Lake Trading Area” means the area herein defined as follows and shown as Schedule “B” of this bylaw:
- 2.10.1 “East Boundary” is the Alberta and Saskatchewan Provincial Border;
 - 2.10.2 “North Boundary” is the area between the Northeast corner of Section 36-T65-R1-W4, and westerly to the Northwest corner of Section 31-T65-R5-W4;
 - 2.10.3 “West Boundary” is the area between the Northwest corner of Section 31-T65-R5-W4 southerly to the Southwest corner of Section 6-T64-R5-W4, thence easterly to the Northwest corner of Section 34-T63-R4-W4, thence easterly to the West boundary of the Cold Lake Indian Reserve #149B, thence southerly to the Southwest corner of Section 3-T59-R3-W4;
 - 2.10.4 “South Boundary” is the area between the Southwest corner of Section 3-T59-R3-W4 due east of the Alberta and Saskatchewan provincial border;
- 2.11 “Commercial – Type 1” shall mean any business which is carried on at a business location which the licensee either owns or rents and is assessed on the City assessment roll as non-residential.
- 2.12 “Council” shall mean the Municipal Council of the City of Cold Lake.
- 2.13 “Direct Sellers” means any person who, whether as principal or agent: and without restricting the generality of the foregoing shall include Hawkers and Peddlers:
- 2.13.1 goes from place to place selling or offering for sale any merchandise or service, or both, to any person, and who is not a wholesale or retail dealer in such merchandise or service;
 - 2.13.2 offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints, merchandise or a service, or both; or;
 - 2.13.3 sells merchandise or a service, or both, elsewhere other than at a building that is their permanent place of business including, but not limited to, a customer’s place of residence.
- 2.14 “Dwelling” means a building or a portion of a building containing one or more habitable rooms that constitute a self-contained living accommodation unit having sleeping, cooking, and toilet facilities and intended as a permanent residence.
- 2.15 “Fee” means licence fees for use with this bylaw.
- 2.16 “Garage or Yard Sale” means the informal sale of miscellaneous household goods by a private individual from a dwelling in a residential land use district.
- 2.17 “Licence” means a licence granted by the City of Cold Lake entitling the person to whom it is granted to carry on a business therein specified in the City of Cold Lake.
- 2.18 “Licensee” means a person holding a valid and subsisting licence issued pursuant to the provisions of this bylaw.
- 2.19 “Non Assessed – Type 3a” shall mean any business which is carried on within the corporate limits of the City, and for which the business location is located outside of the City but within the Cold Lake Trading Area as outlined in Schedule “B”, including without limitation out-of-town contractors and direct sellers.
- 2.20 “Non Assessed – Type 3b” shall mean any business which is carried on within the corporate limits of the City, and for which the business location is located outside of the Cold Lake Trading Area as outlined in Schedule “B”, including without limitation out-of-town contractors and direct sellers.

- 2.21 “Peace Officer” shall mean any member of the Royal Canadian Mounted Police, a Special Constable, or Bylaw Enforcement Officer so appointed by the Council.
- 2.22 “Person” means a natural person or a body corporate and includes a partnership, group of persons acting in concert or an association unless the context explicitly or by necessary implication otherwise requires.
- 2.23 “Premises” means either land or a building located within the corporate boundaries of the City which is shown on the assessment roll of the City.
- 2.24 “Residential – Type 2” means a business which is carried on at, or from, a business location which is the licensee’s normal place of residence, where the licensee is either the owner or a tenant and which:
 - 2.24.1 is assessed on the City assessment roll as residential; or
 - 2.24.2 is located within the boundaries of 4 Wing, and is carried on within the City.
- 2.25 “Shall” means mandatory compliance with the terms of this bylaw.
- 2.26 “Show” means a circus, carnival, midway, rodeo, auction, fair, market, trade show, theatrical or any other exhibition, event or display similar to the foregoing.
- 2.27 “Transaction Location” means the physical or conceptual location where the offer and acceptance of goods and/or services takes place.

SECTION 3 – AUTHORITY

- 3.1 The CAO, or their designate, shall have the authority to carry out the terms of this bylaw. The powers and duties under this bylaw are:
 - 3.1.1 to receive and process all applications for licences;
 - 3.1.2 to collect business licence fees pursuant to Schedule “A” of this bylaw;
 - 3.1.3 to conduct inspections of business premises where necessary;
 - 3.1.4 to refuse or grant business licences in accordance with this bylaw;
 - 3.1.5 to suspend or revoke business licences when deemed appropriate and necessary;
 - 3.1.6 to amend business licences when necessary.

SECTION 4 – NECESSITY FOR LICENCE

- 4.1 No person shall carry on a business in the City without having first obtained a licence in accordance with this bylaw, unless specifically exempted by provincial or federal legislation, or Section 8 of this bylaw.
- 4.2 Proof that the business has been advertised is sufficient to establish that a person is engaged in or operates the business, in accordance with Section 564 of the Act.
- 4.3 One transaction or offer to transact shall be deemed to be evidence that a business is being carried on.
- 4.4 A person owning and/or operating two or more businesses in separate business locations shall obtain a separate licence for each business location.
- 4.5 Where more than one business is conducted from a single business location, the City may require a separate business licence for each business if the CAO, or their designate, deems that different individuals or corporations operate the businesses or the businesses financially operate separately.

- 4.6 No person shall allow or permit any employee, representative or agent to carry on business on their behalf in the City until such a person has obtained a licence in accordance with this bylaw.

SECTION 5 – LICENCE APPLICATION

- 5.1 Any person who intends to carry on a business in the City shall complete, in full, the necessary application form as provided by the City and provide any necessary supporting documentation.
- 5.2 If the business to be licensed requires a provincial licence, the applicant shall provide said licence or a reasonable facsimile acceptable to the City.
- 5.3 The applicant shall provide any name(s) by which the business is known, operating, or doing business as, on the application form.
- 5.4 Any principal contractor shall provide a written list of all other contractors and/or subcontractors, trades and sub-trades that are or will be in their employ within the boundaries of the City and shall ensure all listed persons are duly licensed in accordance with this bylaw.
- 5.5 A person hosting a show such as a trade show, market, or fair is required to provide a list of all participants to the satisfaction of the City. The host shall purchase one licence which shall duly license all listed participants. The fee type shall be determined by the transaction location of the show.
- 5.6 Any person providing false or untrue information on such application form shall be guilty of an offence.

SECTION 6 – DECISION

- 6.1 All licences required under this bylaw shall be issued under the authority of the CAO, or their designate.
- 6.2 Subject to the provisions of this bylaw, upon receipt of an application for a business licence the CAO, or their designate, may grant a business licence or may refuse a business licence if in their opinion there are just and reasonable grounds for the refusal of the application.
- 6.3 If a licence is refused, the applicant may appeal the decision to Council in accordance with Section 14 of this bylaw.

SECTION 7 – CONDITIONS OF A LICENCE

- 7.1 No licence shall be granted until such time as the applicant has:
- 7.1.1 submitted in full, the necessary fee as described in Schedule “A”;
 - 7.1.2 obtained a valid Provincial or Federal Licence for the business where required by law;
 - 7.1.3 obtained a current and passing public health inspection for the business where required by law.
- 7.2 No business licence shall be granted until such time as the applicant or property owner has obtained a valid Development Permit where required by the City’s Land Use Bylaw.

SECTION 8 – LICENCE RENEWAL

- 8.1 A licensee having held a business licence in the previous year may, at the discretion of the CAO, or their designate, renew their licence by paying the fee as described in Schedule “A”.

- 8.2 No person shall carry on a business where a previous Business Licence issued pursuant to this bylaw has expired until such licence has been renewed.

SECTION 9 – EXEMPTIONS

- 9.1 Any exemption under this bylaw solely provides exemption from the necessity of a licence, and does not extend to the necessity for obtaining a Development Permit where required under the City’s Land Use Bylaw nor from complying with any other federal, provincial, or municipal act, statute, bylaw, or regulation.
- 9.2 Notwithstanding other sections of this bylaw, the following organizations or business activities are hereby exempted from applying for and obtaining a business licence, excluding the licensing of a show. All listed herein may be required to submit information for administrative purposes, at the direction and discretion of the CAO, or their designate.
- 9.2.1 The delivery of goods, wares, merchandise, but not including installation, construction, or any other such services, purchased outside of the corporate limits of the City provided that the contract to purchase such goods, wares, merchandise, or delivery was not made within the corporate limits of the City.
- 9.2.2 The distributing of free information in the form of magazines, flyers, pamphlets, newspapers, business cards and similar media.
- 9.2.3 The business or practice of a profession, trade or calling which, by the laws of the Province of Alberta, a municipality is not empowered to licence to carry on within the municipality, including without limitation those listed in Schedule “C” of this bylaw. It is the responsibility of the person claiming an exemption from the requirements of this bylaw to provide proof of such exemption to the satisfaction of the CAO, or their designate.
- 9.2.4 Any Municipal, Provincial, or Federal Government or Government Agency;
- 9.2.5 A charitable organization or professional fund raiser in accordance with an authorization or exemption given under the Charitable Fund-raising Act.
- 9.2.6 A nonprofit organization including without limitation bona fide religious groups.
- 9.2.7 A babysitting service excluding those requiring a provincial licence as Child Care Facilities regulated by the *Child Care Licensing Act*, Statutes of Alberta 2007 Chapter C-10.5
- 9.2.8 A garage or yard sale which is held for a maximum of three (3) consecutive days and up to three (3) times per calendar year at a single dwelling.
- 9.3 Charitable or nonprofit organizations must inform the City prior to commencing any fundraising activities.
- 9.4 If an exempted organization or business requests a business licence from the City, the applicant shall pay the appropriate fee, as determined by the licence type, in full.

SECTION 10 - OBLIGATIONS OF LICENSEE

- 10.1 Every licensee shall prominently display the licence and produce the licence for inspection immediately when required to do so by the CAO, or their designate, any peace officer, or any person duly authorized by the Council.
- 10.2 For businesses which are not carried on at a fixed business location, the licence shall be:
- 10.2.1 carried on the person of the licensee; or
- 10.2.2 carried in or on the vehicle or apparatus from which the business is conducted; and

- 10.2.3 shown to the CAO, or their designate, or members of the public upon request.
- 10.3 The licensee shall complete the necessary form for any change in the:
 - 10.3.1 description or fundamental type of business being carried on;
 - 10.3.2 business location;
 - 10.3.3 name of the business;
 - 10.3.4 contact information applicable to the business.
- 10.4 Subject to Section 10.3, the business location shall be designated on the licence so issued, and thereafter the business shall be conducted at such address and not elsewhere, unless amended in accordance with Section 10.3.
- 10.5 If any licensee fails to notify the City of any changes as described in Section 10.3, the licensee shall be guilty of an offence under this bylaw.

SECTION 11 – FEES

- 11.1 Business licence fees shall be determined in accordance with Schedule “A” of this bylaw.
- 11.2 Fees for a new business licence may be reduced on a quarterly basis, as set out in Schedule “A”. Business licence renewals are not eligible for such fee reductions.
- 11.3 All business licence fees are non-refundable.
- 11.4 If any licensee requires an existing licence to be reprinted, they shall pay the associated fee in full as outlined in Schedule “A”.

SECTION 12 – DURATION OF LICENCE

- 12.1 A licence issued hereunder shall commence on the date of issue and expire on the expiry date shown on the licence, which shall be December 31st at midnight for all licences excluding daily, weekly, and seasonal licences.

SECTION 13 – REFUSAL, SUSPENSION, AND REVOCATION

- 13.1 The CAO, or their designate, may refuse to issue or renew a licence, or may suspend or revoke a licence for the following reasons:
 - 13.1.1 The applicant or licensee does not or no longer meets the requirements of this bylaw with respect to the licence applied for or held;
 - 13.1.2 The applicant or licensee, or any of its officers or employees:
 - 13.1.2.1 furnishes false information or misrepresents any fact or circumstance to the CAO, their designate, or a peace officer;
 - 13.1.2.2 has, in the opinion of the CAO, or their designate, based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;
 - 13.1.2.3 is found to be in contravention of any federal, provincial, or municipal act, statute, bylaw, or regulation.
 - 13.1.2.4 fails to pay any fee or outstanding fine required by this Bylaw or is otherwise indebted to the City, unless satisfactory arrangements are made with the City which are approved by the CAO; or
 - 13.1.2.5 In the opinion of the CAO, or their designate, based on reasonable grounds, it is in the public interest to do so.
- 13.2 Upon suspension or revocation of a licence, the City shall notify the licensee thereof:
 - 13.2.1 by delivering a notice to them personally; or

13.2.2 by mailing a registered letter to the place of business or residence as shown on the licence, which shall be deemed to have been received seven (7) days after the date of mailing.

13.3 Immediately following receipt of notification of suspension or revocation the business shall cease carrying on until all conditions of the Council, the CAO or their designate, and this bylaw are met.

SECTION 14 – APPEAL PROCEDURE

14.1 Any applicant who has been refused or any person who has had their licence suspended or revoked may appeal to the Council.

14.2 Any such appeal shall be in writing and shall be submitted to the CAO within thirty (30) days of the date on the notification of refusal or revocation.

14.3 Council shall conduct a hearing within twenty-one (21) calendar days following the receipt date of the written notice of appeal.

14.4 At the hearing of the appeal the Council may review the written submission of the appellant, the CAO or designate and of any other person who may, at the discretion of Council, make verbal submissions.

14.5 After hearing the evidence submitted, the Council may confirm such refusal, suspension or revocation, or may direct that the licence be issued or cease the suspension or revocation, either conditionally or unconditionally, as deemed in the public interest. The decision of Council is final.

SECTION 15 – INSPECTIONS

15.1 Where a business involves the occupation of a specific building or a specific location and such business is reasonably believed to require a licence, the CAO, their designate or any other authorized person may upon giving reasonable notice inspect the building or location for any purpose under this bylaw.

15.2 Any person who refuses an inspection which is in accordance with Section 15.1 shall be guilty of an offence.

SECTION 16 – PENALTY

16.1 Any person contravening any of the provisions of this bylaw is guilty of an offence and is liable on conviction to a fine in accordance with Section 566 of the Act. In the event such person is a partnership; each or any partner may be liable to the penalty aforesaid.

16.2 Notwithstanding Section 16.1, where any provision of this bylaw has been deemed to be contravened, the bylaw enforcement officer may issue a voluntary payment violation ticket or tag for that contravention. The accused may avoid appearing in court to answer the said charge by submitting the voluntary payment as indicated on the violation ticket in the amount indicated within Schedule “D”.

16.3 If the offence is for carrying on a business without a valid and subsisting licence, in addition to the penalty imposed, such person shall also be required to obtain a business licence in accordance with this bylaw and pay the appropriate licence fee.

SECTION 17 – GENERAL

17.1 Any licence issued hereunder is non-transferable. Under the circumstances of transference of a business from one person to another, a new licence application shall be required.

- 17.2 A licence issued hereunder is not a representation to the licensee that the business complies with the requirements of any bylaw or enactment.
- 17.3 It is the intention of the Council of the City of Cold Lake that each separate provision of this bylaw shall be deemed independent of all other provisions and it is further the intention of the Council that if any provision of the bylaw be declared invalid for any reason by a Court of competent jurisdiction, then all other provisions of the bylaw shall remain valid and enforceable.

SECTION 18 – ENACTMENT/REPEAL

- 18.1 This bylaw shall come into full force and effect immediately upon the date of its final passing.
- 18.2 Bylaw 196-PL-05 “Business Licence Bylaw”, and its attached schedules are hereby repealed.
- 18.3 Schedules “A”, “B”, “C” and “D” shall form a part of this bylaw.

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

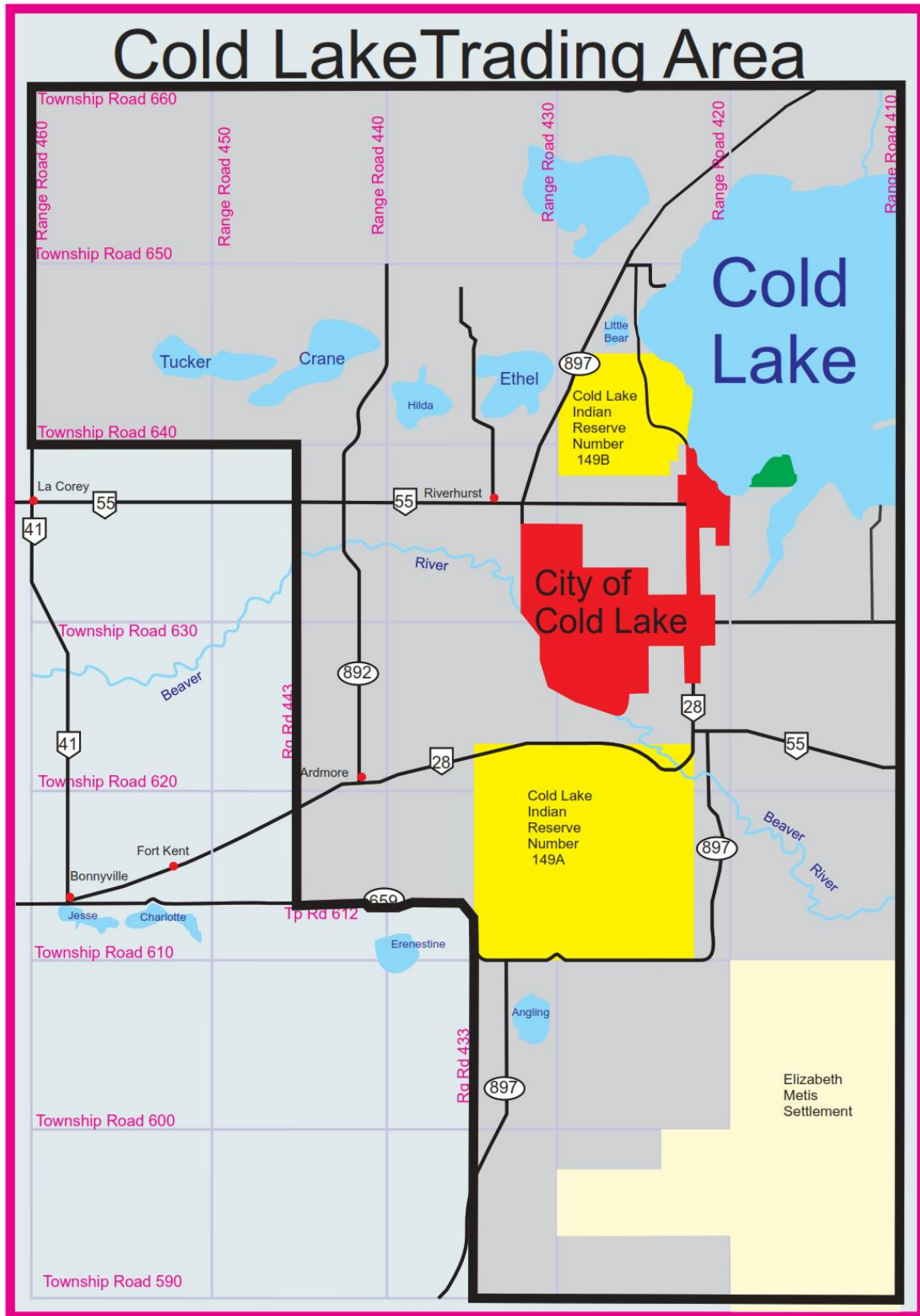
CHIEF ADMINISTRATIVE OFFICER

SCHEDULE “A”

The Business Licence Bylaw requires that the applicant pay a licence fee to carry on a business within the corporate limits of the City. The following fees are deemed to be the licence fees in accordance with this bylaw:

Type	Annual Fee	After April 1st	After July 1st	After October 1st	Weekly Fee	Daily Fee	Reprint Fee
Commercial – Type 1	\$75	\$65	\$55	\$50	\$25	\$10	\$20
Residential – Type 2	\$150	\$125	\$100	\$75	\$50	\$10	\$20
Non Assessed – Type 3a	\$200	\$175	\$150	\$125	\$75	\$50	\$20
Non Assessed – Type 3b	\$500	\$470	\$440	\$400	\$250	\$150	\$20

SCHEDULE “B”



SCHEDULE “C”

Certain statutes of the Province of Alberta prohibit a municipality from requiring certain professions to obtain a licence to carry on a business, including without limitation the following professions. The exemption from obtaining a business licence does not apply to other municipal, provincial, or federal regulations, statutes, or laws, or acts, including the requirement to obtain a Development Permit where required under the City’s Land Use Bylaw.

Profession	Statute
Agrologist	Agrology Profession Act, S.A. 2005, c. A-13.5, s. 89
Alberta Shorthand Reporters	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Architect	Architects Act, R.S.A. 2000, c. A-44, s. 67
Barrister & Solicitor	Legal Profession Act, R.S.A. 2000, c. L-8, s. 103
Certified General Accountants	Regulated Accounting Profession Act, R.S.A. 2000, c. R-12, s. 134
Certified Management Accountants	Regulated Accounting Profession Act, R.S.A. 2000, c. R-12, s. 134
Certified Management Consultants	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Chartered Accountants	Regulated Accounting Profession Act, R.S.A. 2000, c. R-12, s. 134
Chiropractor	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Combined Laboratory and X-ray Technologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dental Assistant	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dental Hygienist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dental Surgeon	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dental Technologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dentist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Denturist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Engineer	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Engineer-in-training	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Geoscientist	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Geoscientist-in-training	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Hearing Aid Practitioner	Health Professions Act, R.S.A. 2000, c. H-7, s.

	101
Human Ecologist and Home Economist	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Information Systems Professional	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Insurance Agents and Adjusters	Insurance Act, R.S.A. 2000, c.1-3, s. 59
Land Surveyor	Land Surveyors Act, R.S.A. 2000, c. L-3, s. 68
Landscape Architects	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Licensed Practical Nurse	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Local Government Managers	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Medical Diagnostic and Therapeutic Technologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Medical Laboratory Technologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Municipal Assessor	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Naturopath	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Occupational Therapist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Optician	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Optometrist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Paramedic	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Pharmacists and Pharmacy Technician	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Physical Therapist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Physicians, Surgeons and Osteopaths	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Podiatrist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Professional Biologists	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Professional Chemists	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Professional Electrical Contractors and Master Electricians	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Professional Planner	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Professional Technologist	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Psychologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Registered Dietitians and Registered	Health Professions Act, R.S.A. 2000, c. H-7, s.

Nutritionists	101
Registered Nurse	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Registered Professional Forest Technologists	Regulated Forestry Profession Act, R.S.A. 2000, c. R-13, s. 86
Registered Professional Foresters	Regulated Forestry Profession Act, R.S.A. 2000, c. R-13, s. 86
Registered Psychiatric and Mental Deficiency Nurse	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Respiratory Therapist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
School Business Officials	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Social Workers	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Speech-Language Pathologist and Audiologists	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Student-at-Law	Legal Profession Act, R.S.A. 2000, c. L-8, s. 103
Supply Chain Management	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Veterinarian	Veterinary Profession Act, R.S.A. 2000, c. V-2, s. 64
Veterinary Student	Veterinary Profession Act, R.S.A. 2000, c. V-2, s. 64

SCHEDULE “D”

Section No.	Description	Fine Amount
4.1	Carry on Business Without Business Licence	\$500.00
5.6	Provide False or Untrue Information on Licence Application	\$150.00
8.2	Carry on Business With Expired Licence	\$500.00
10.1	Fail to Display Licence or Fail to Produce License for Inspection	\$200.00
10.4	Carry On Business at a Location Other Than the Location Indicated on the Business Licence	\$200.00
10.5	Fail to Notify City of Changes to Licence Information	\$150.00
15.2	Refuse an Inspection	\$200.00

Second Offence within a calendar year: Double Fine Amount

Third and subsequent offences within a calendar year: Triple Fine Amount

*Where listed fines conflict with those fines set out in applicable Provincial Acts or Regulations, the fines specified in those Acts or Regulations shall apply.

Business Licence Fee Comparison

Municipality Name	Commercial Licence Fee	Home-Based Licence Fee	Peddler/Direct Seller	Trading Area/County Resident	Out of Town Business	Notes
City of Beaumont	\$95	\$95	\$106	n/a	\$106	
City of Brooks	\$150	\$100	\$1,500	\$250	\$300	
City of Camrose	\$150	\$150	\$100	n/a	\$300	Some Licence Fees vary based on type of business
City of Lacombe	\$147	\$147	n/a	n/a	\$412	
City of Wetaskiwin	\$100	\$100	n/a	\$150	\$200	
Town of Blackfalds	\$133	\$110	\$110	\$110	\$399	
Town of Bonnyville	\$100-\$200	\$100-\$200	n/a	\$300	\$400	Licence Fees vary based on type of business
Town of Canmore	\$130-\$1,040	\$130	n/a	n/a	\$600	Commercial Licence Fees vary based on type of business
Town of Chestermere	\$150	\$50-\$100	n/a	n/a	\$300	Home-Based Licence Fees vary dependent upon Minor vs. Major Home Business
Town of High River	\$120	\$120	n/a	\$250	\$300	Some Licence Fees vary based on type of business
Town of Strathmore	\$200	\$100	\$150	n/a	n/a	
Town of Whitecourt			No Licensing Fees			
Town of St. Paul	\$100-\$200	\$100-\$200	\$200	n/a	n/a	Licence Fees vary based on type of business
Town of Sylvan Lake	\$150	\$150	n/a	n/a	\$300	



STAFF REPORT

Title: 2020 Community Capital Project Grant Policy Funding Allocation

Meeting Date: June 16, 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:

Supported

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 Supported

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:

At Council's May 26, 2020 regular meeting, Council resolved to approve funding in the amount of \$10,000.00 to the Cold Lake Seniors' Society and defer the following requests to the June 16, 2020 Corporate Priorities Committee meeting:

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

During the debate, several concerns were expressed in regards to the funding eligibility in the policy. The following are examples:

- The MFRCS is a social program strongly backed by the Government of Canada and many of the requests seem to have the theme of replacement of day-to-day operational equipment to support the social programs.



- As for the Cold Lake Native Friendship Center, concerns were raised that the organization was working with other departments of the City of Cold Lake (including City Council). It should be noted that the time of grant submission the Cold Lake Native Friendship Center was working with a local developer.
- Concerns were express as to why the Multicultural Society requests not being considered. Council's funding program is a 2020 Community Capital Project Grant Policy. The purchasing of gift cards, didn't seem to be appropriate and/or the intent of the program.

It is administration opinion that Council took a reasonable approach to the approvals. Council is not required to give "reasons" for its decisions. That being said, if Council has concerns with the policy framework. Administration can consider proposing amendments to policy for council consideration.

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):

Supported

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 Supported

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. That Council 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) and \$27,000 to the Cold Lake Native Friendship Centre.
2. That the Corporate Priorities Committee proposed recommendations of funding levels to City Council..
3. That the Corporate Priorities Committee proposed amendments to the Community Capital Project Grant Policy.
4. The Corporate Priorities Committee could recommend that Council extend the deadline for submissions and allow for further application to be consider in the fall.

Recommended Action:

Administration recommends that the no changes be made to the Community Capital Project Grant Policy and no recommendation be made to Council decision on the funding allocations for 2020.

Administration further recommends that the Corporate Priorities Committee recommend that Council extend the deadline for submissions and allow for further application to be consider in the fall.

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

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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

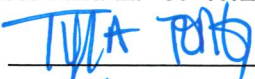
4 WING MILITARY FAMILY RESOURCE CENTRE SOCIETY (MFRCS)


Statement of Financial Position

As at March 31, 2019

	2019	2018
ASSETS		
CURRENT		
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>
PROPERTY AND EQUIPMENT (Note 3)	161,771	130,558
LONG TERM INVESTMENTS (Note 5)	405,402	-
RESTRICTED CASH (Note 4)	30,597	231,785
	<u>\$ 2,101,767</u>	<u>\$ 1,978,406</u>
LIABILITIES		
CURRENT		
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>
NET ASSETS		
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
REVENUES								
Core government funding	\$		\$	\$	\$	\$	\$	\$
Donations	123,964		-	903,970	201,226	-	-	544,352
Fee for service	174,616	10,000	10,000	-	-	-	-	-
Fundraising	61,442	471,027	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	-	-	-	-	-	-	-
Other revenue	3,345	228,212	228,212	-	-	-	-	-
True patriot love	-	165	165	-	-	-	-	-
Veterans family program	-	-	-	42,142	-	-	28,000	-
	449,871	709,404	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
EXPENSES							
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	\$	136,794	\$	(29,833)	\$	(5,788)	\$	62,143	\$	(18,440)	\$	16,488	\$	-
EXPENSES														

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
NET ASSETS - BEGINNING OF YEAR	\$ 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	-
NET ASSETS - END OF YEAR	\$ 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
OPERATING ACTIVITIES		
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
INVESTING ACTIVITIES		
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)
INCREASE (DECREASE) IN CASH FLOW	(472,315)	1,031,021
Cash - beginning of year	1,759,740	728,719
CASH - END OF YEAR	\$ 1,287,425	\$ 1,759,740
CASH CONSISTS OF:		
Cash	\$ 374,693	\$ 590,021
Restricted cash - current	882,135	937,934
Restricted cash - long term	30,597	231,785
	\$ 1,287,425	\$ 1,759,740

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 POLICIESBasis 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	-
TOTAL - LONG TERM INVESTMENTS	405,402	-
Cashable GIC bearing fixed interest of 1.25%, maturing Sept 26, 2019	100,637	-
TOTAL - SHORT TERM INVESTMENTS	100,637	-
	\$ 506,039	\$ -

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)
Unrestricted	351,427	1,159,275	1,418,042	92,660
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	-
Externally restricted	241,284	1,759,924	1,695,572	305,636

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), 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

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Form 11-00-09

XRef Policy No. 202-AD-16

Page 3 of 3



	A	B	C	D
1	CAPITAL ITEM	PRICE		SUPPLIER
2				
3	Youth Centre	\$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	OSC Summer Program	\$3,000.00		Various
16	Tables & chairs			
17	Outdoor sports equipment			
18	Outdoor toys			
19				
20	Preschool	\$1,800.00		Education Station
21	Literacy couch			
22	Playhouse & toys			
23				
24	Daycare	\$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	Evening Care	\$1,500.00		Various
31	Table & chairs			
32	Movies & toys			
33				
34	Core Services	\$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	TOTAL PROJECT COST	\$39,000.00		



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^e 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 m²)
 - (ii) Youth Centre, Bldg. 781 (278 m²)
 - (ii) MFRCS Annex (Bldg. 576 (160 m²))

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

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.

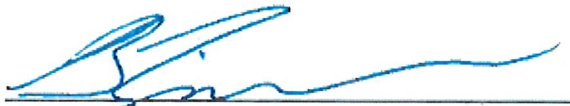
- e. In the event that an amended Agreement results in an associated reduction in the level of support, the 4 Wing MFRCS will return unspent public funds, non-public funds and/or unused material, as required by the Wing Commander.


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

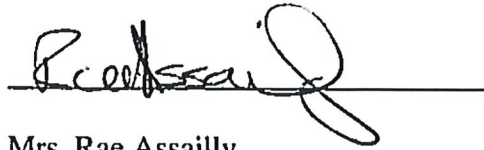
This Agreement, which is concluded in duplicate, in the English and French languages, each version being equally valid, will enter into effect on 1 April 2019.



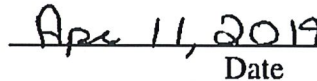
For  **B.J. Zimmerman, LCol, D/WComd, 8101**
P. Doyle, Col
Wing Commander
4 Wing Cold Lake


7/6 May 19

Date




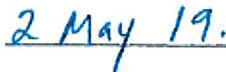
Mrs. Rae Assailly
Chairperson
4 Wing Military Family
Resource Centre Society


Apr 11, 2019

Date




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^e 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.

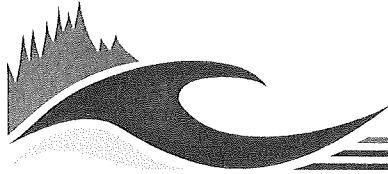
Respectfully,

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



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), 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

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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

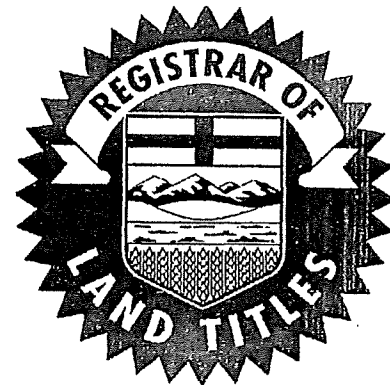
REGISTRATION

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
Total Current Assets		493,475.48

GIC matures to go towards grant

Inventory Assets

Inventory - Bar		1,106.99
Total Inventory Assets		1,106.99

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
Total Capital Assets		80,226.13

TOTAL ASSET

574,808.60

LIABILITY**Current Liabilities**

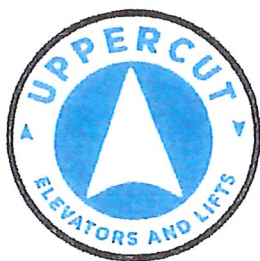
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00 ✓
GST Paid on Purchases	-646.05	
GST Owing (Refund)		-646.05
Prepaid Rental for 2019		195.00 ✓
Damage Deposit on Upstairs Re...		6,442.80 ✓
Key Deposit on Upstairs Rentals		2,525.00 ✓
Total Current Liabilities		8,516.75

TOTAL LIABILITY

8,516.75

EQUITY**Members Equity**

Members Equity - Previous Year		578,900.20
Excess/deficiency of revenue		-12,608.35
Total Members Equity		566,291.85



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 8th ave
Cold Lake, Alberta
T9M 1P3
Email: 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
- **1st 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



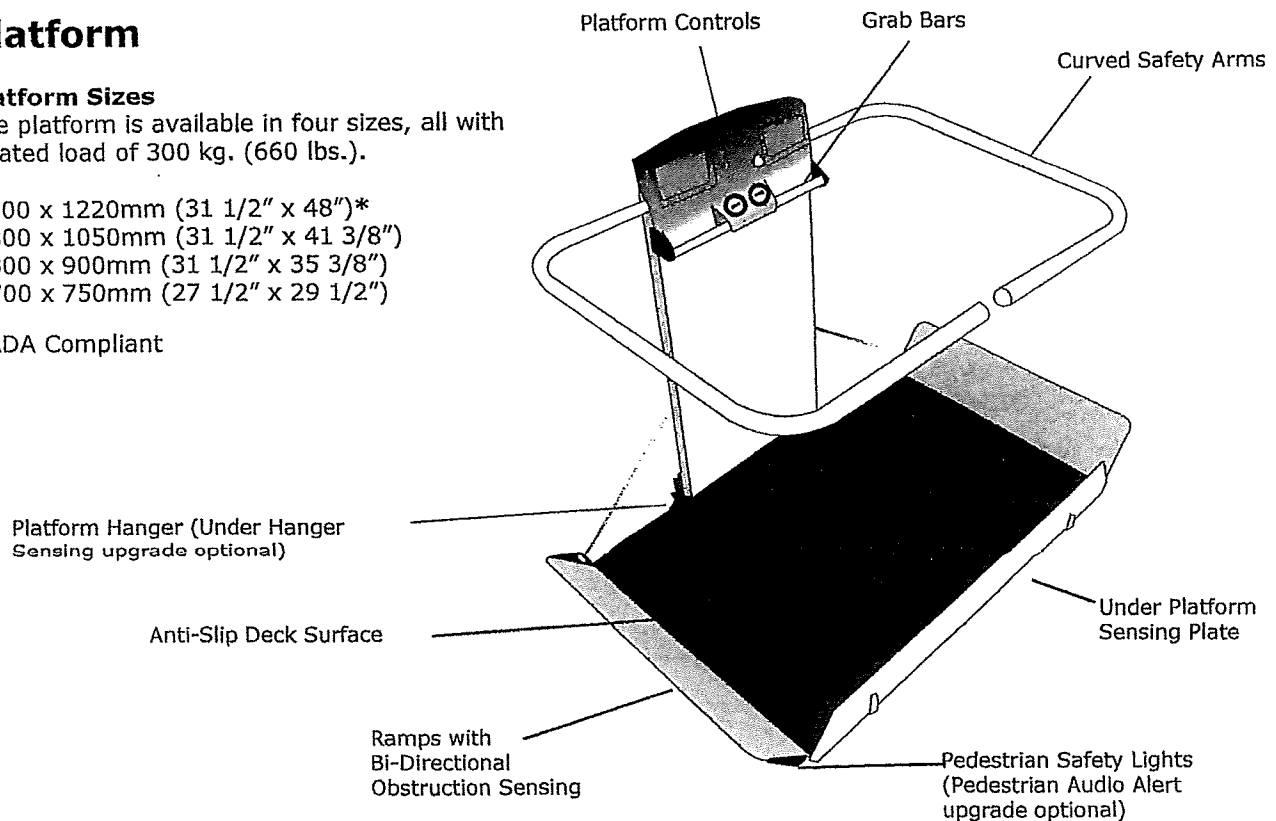
Platform

Platform Sizes

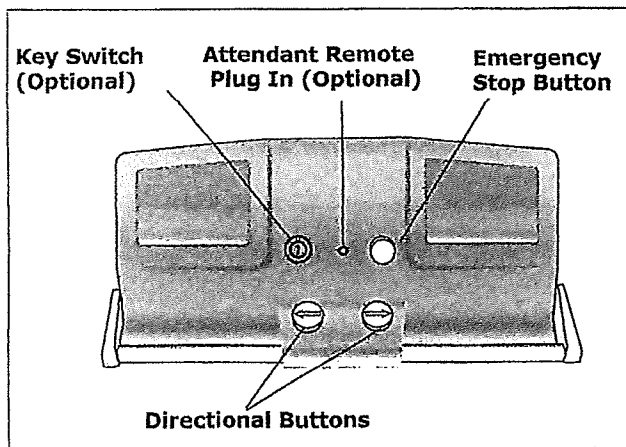
The platform is available in four sizes, all with a rated load of 300 kg. (660 lbs.).

- 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

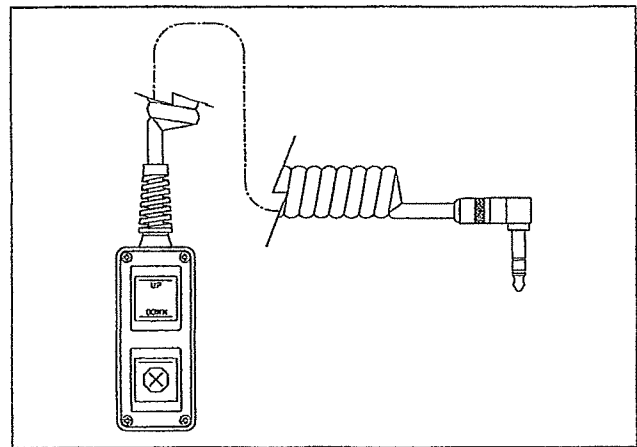


Platform Components



Platform Control Panel

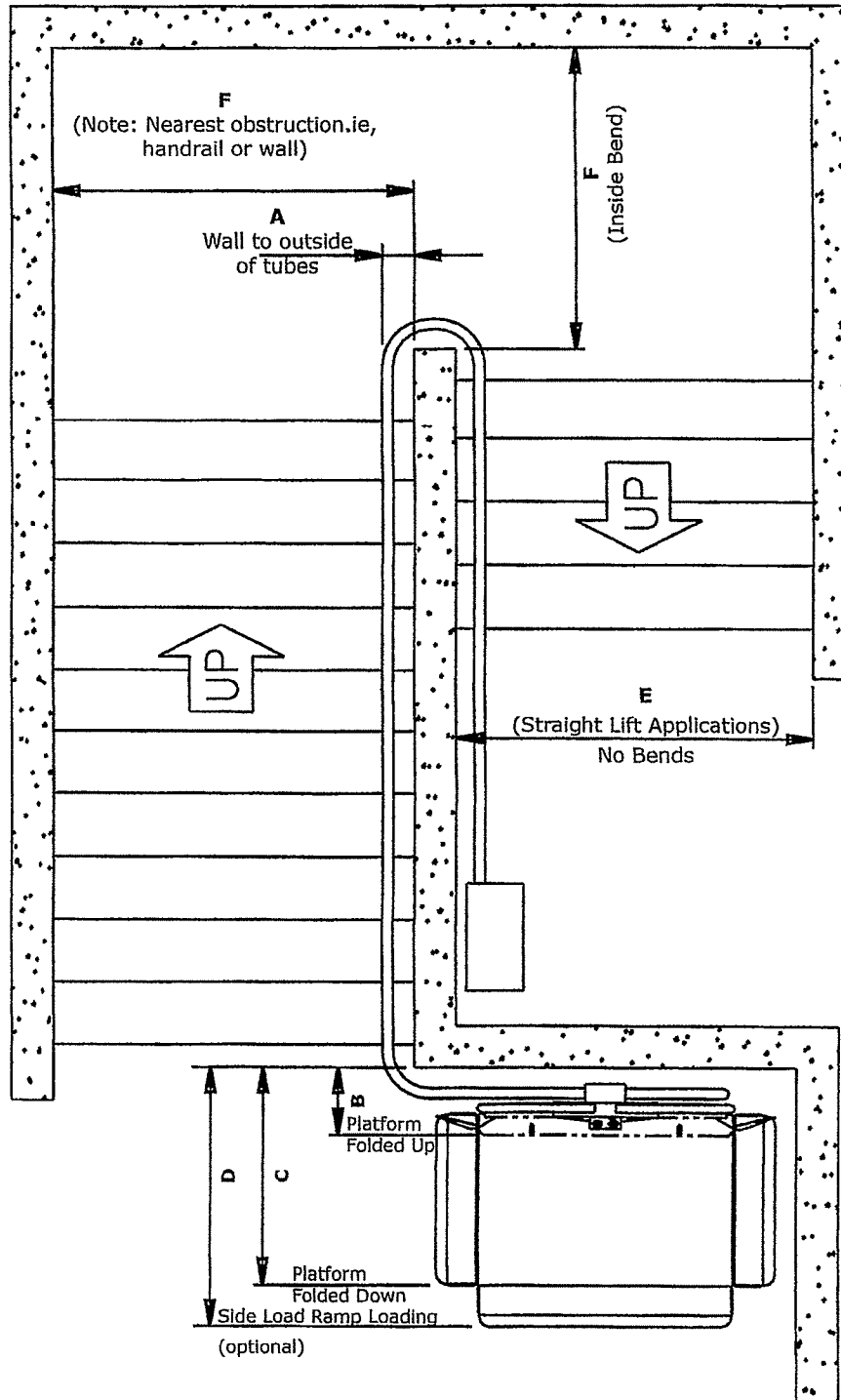
The durable and vandal resistant platform control panel is mounted to the platform hanger. The standard platform controls are permanently mounted and consist of two large illuminated constant pressure **Directional Buttons** for independent operation and an **Emergency Stop Button** (with illumination 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).

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: _____

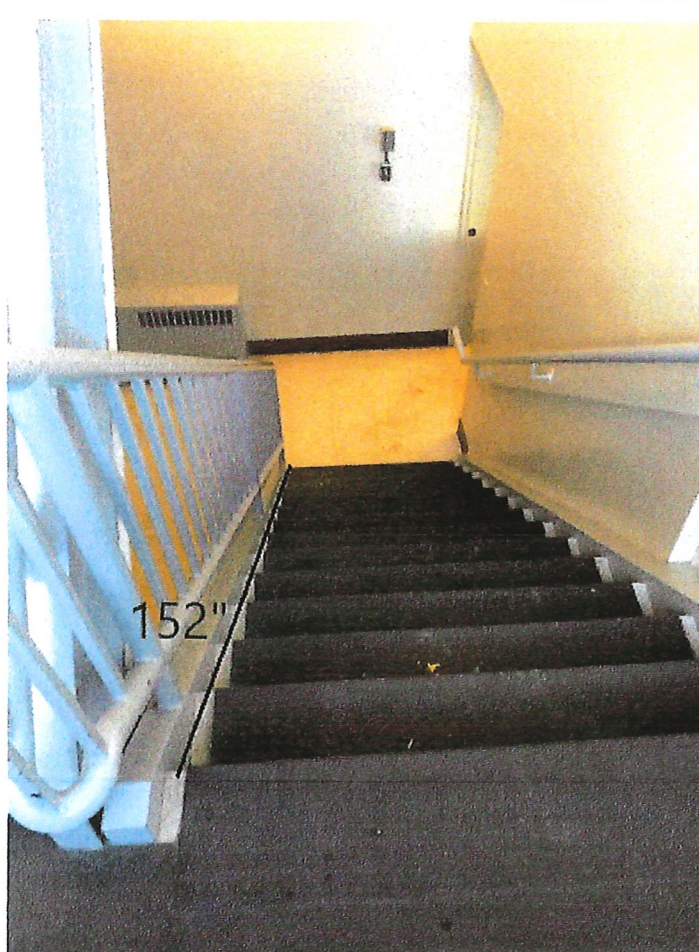
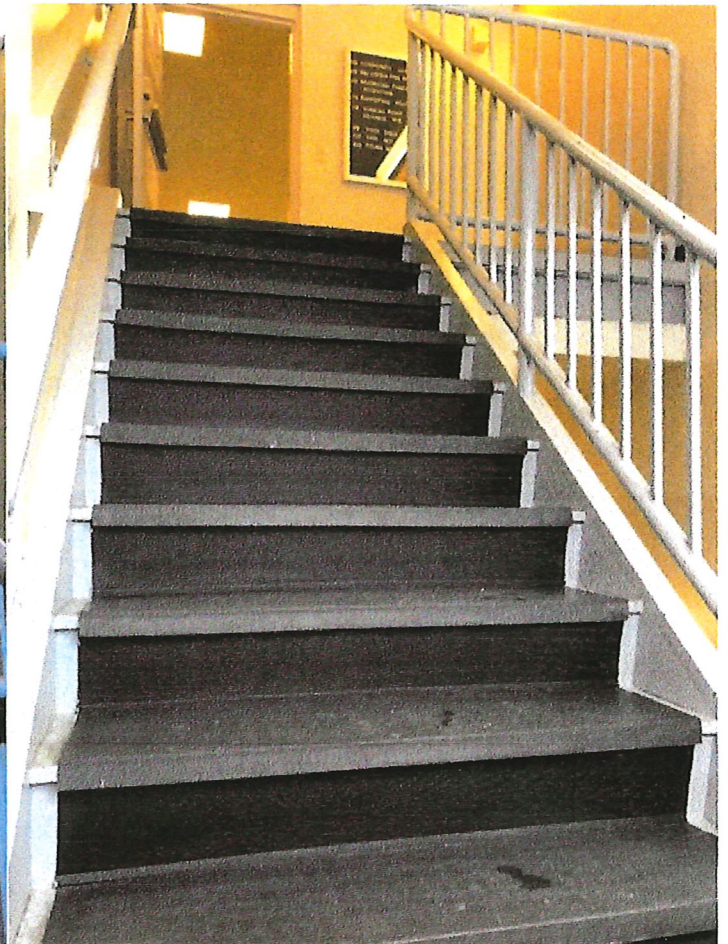
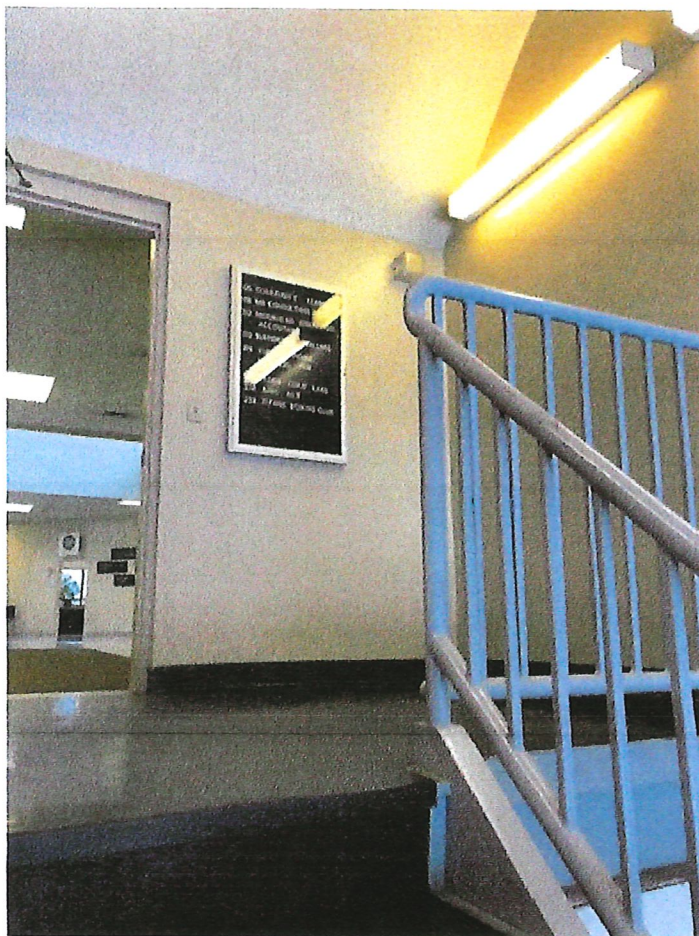
Authorized Signature: _____

Print Name: _____

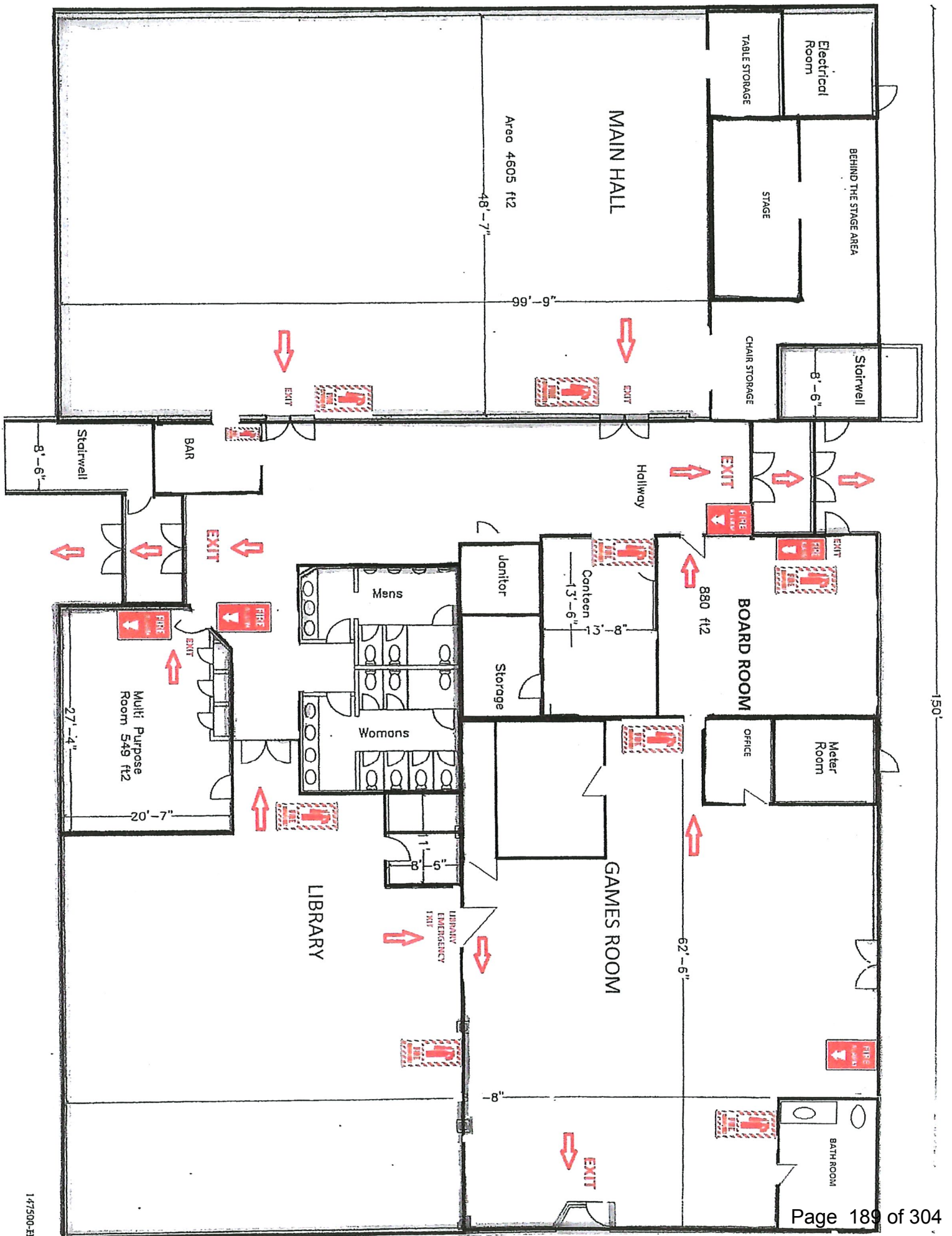


Member of CECA

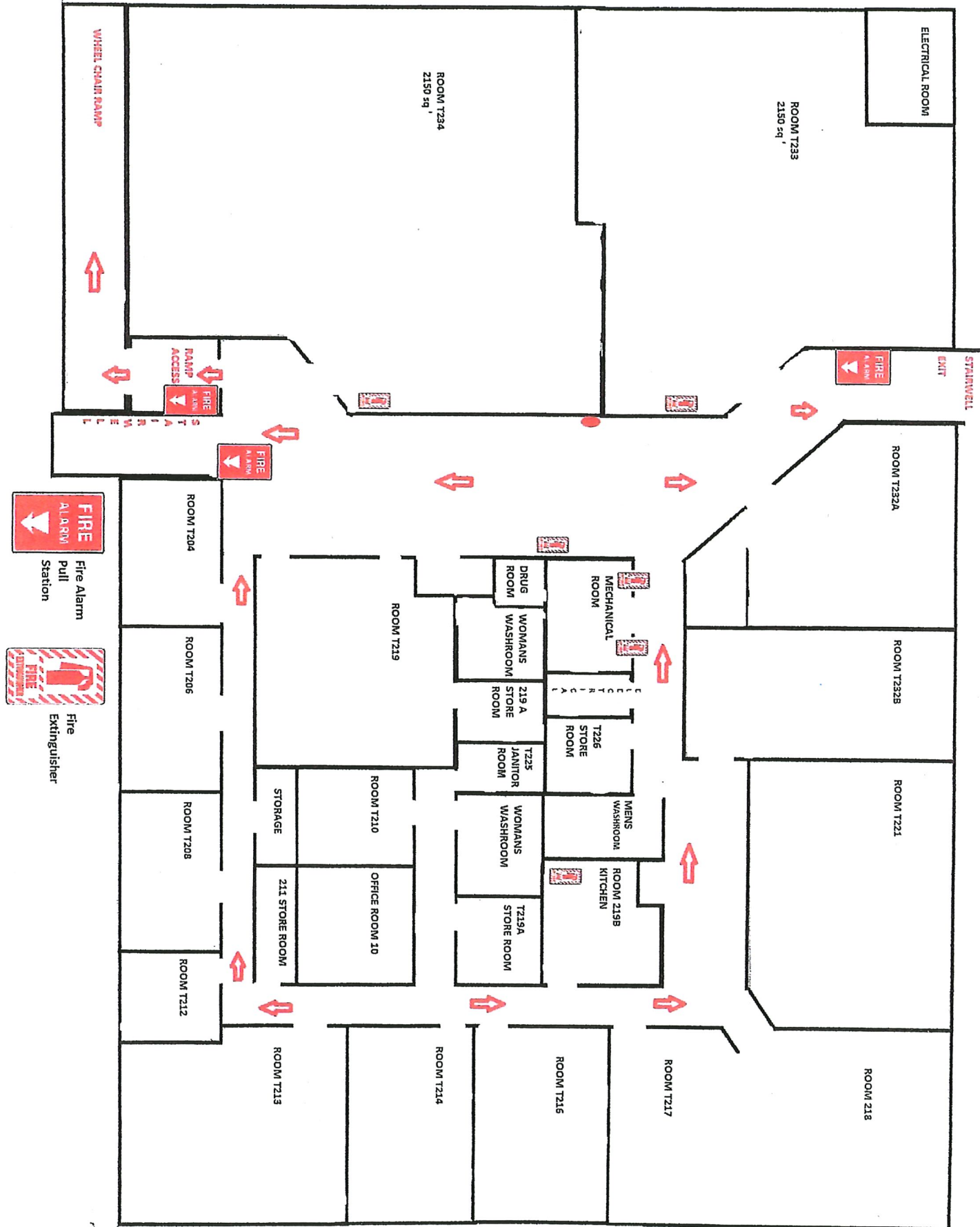




main floor



2nd Flr.



SAFE- Net Group Inc.

1301-8th 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.

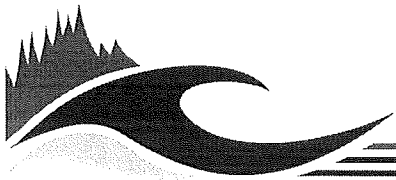
Any amount of monetary donation would be greatly appreciated, and we thank you for your thoughtful consideration in this landmark project for our organization. Please make any cheques payable to Cold Lake Native Friendship Centre. We would be delighted to share and relevant information at your convenience. Please do not hesitate to contact me, at 780-594-7526, or by email at gendron.agnes@gmail.com.

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.

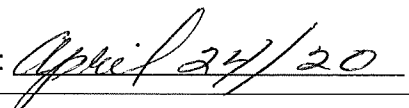
SECTION 4: APPLICANT DECLARATION

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), 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 197 of 304

**Temporary Shelter,
April 22th,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:

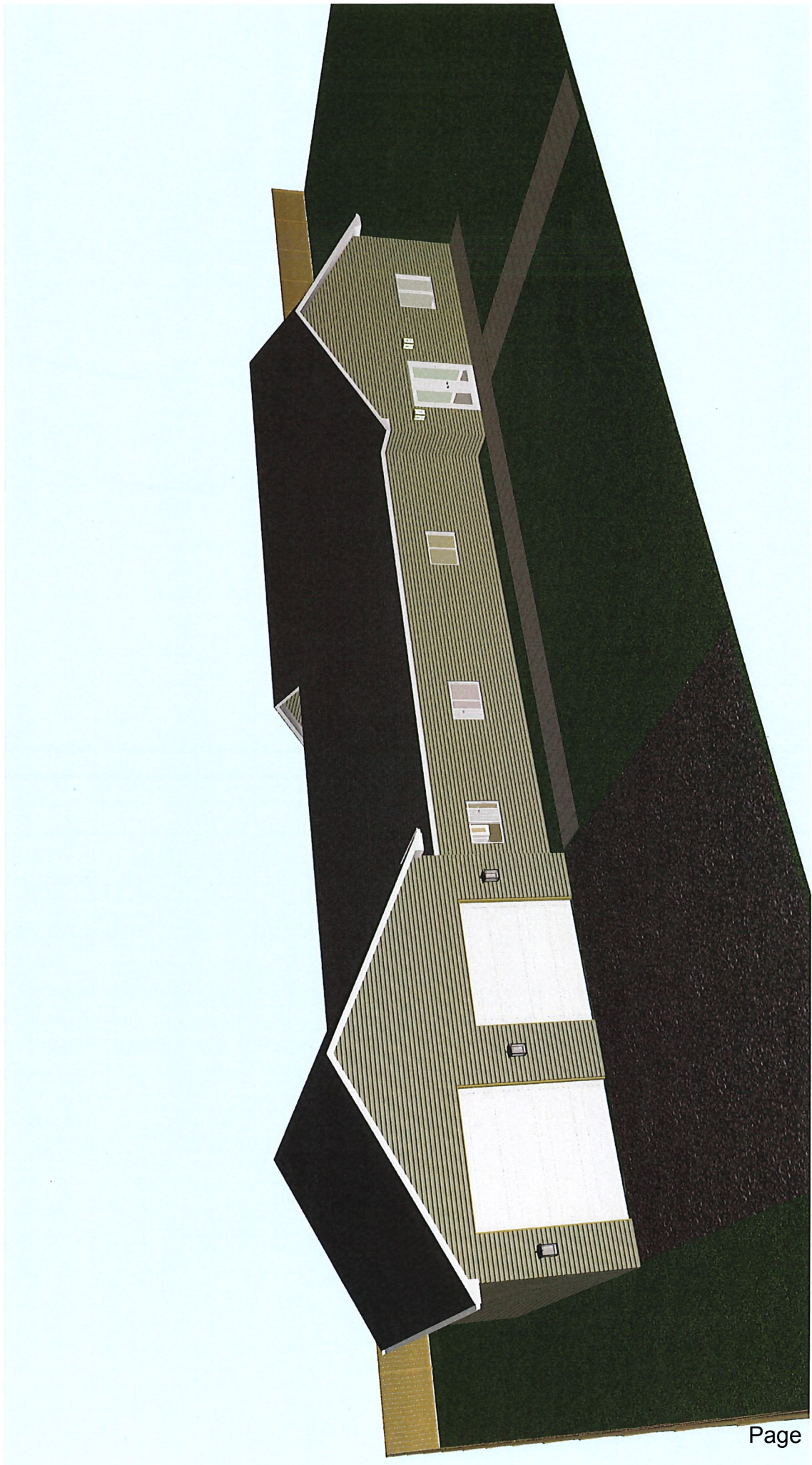
- 1. Any scopes of work not mentioned above
- 2. Lot servicing not mentioned above including but not limited to Power, Water, Sewer, Gas to building
- 3. Landscaping not mentioned above
- 4. Any and all engineering
- 5. Any scopes of work required by the City of Cold Lake not mentioned above.
- 6. Any 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

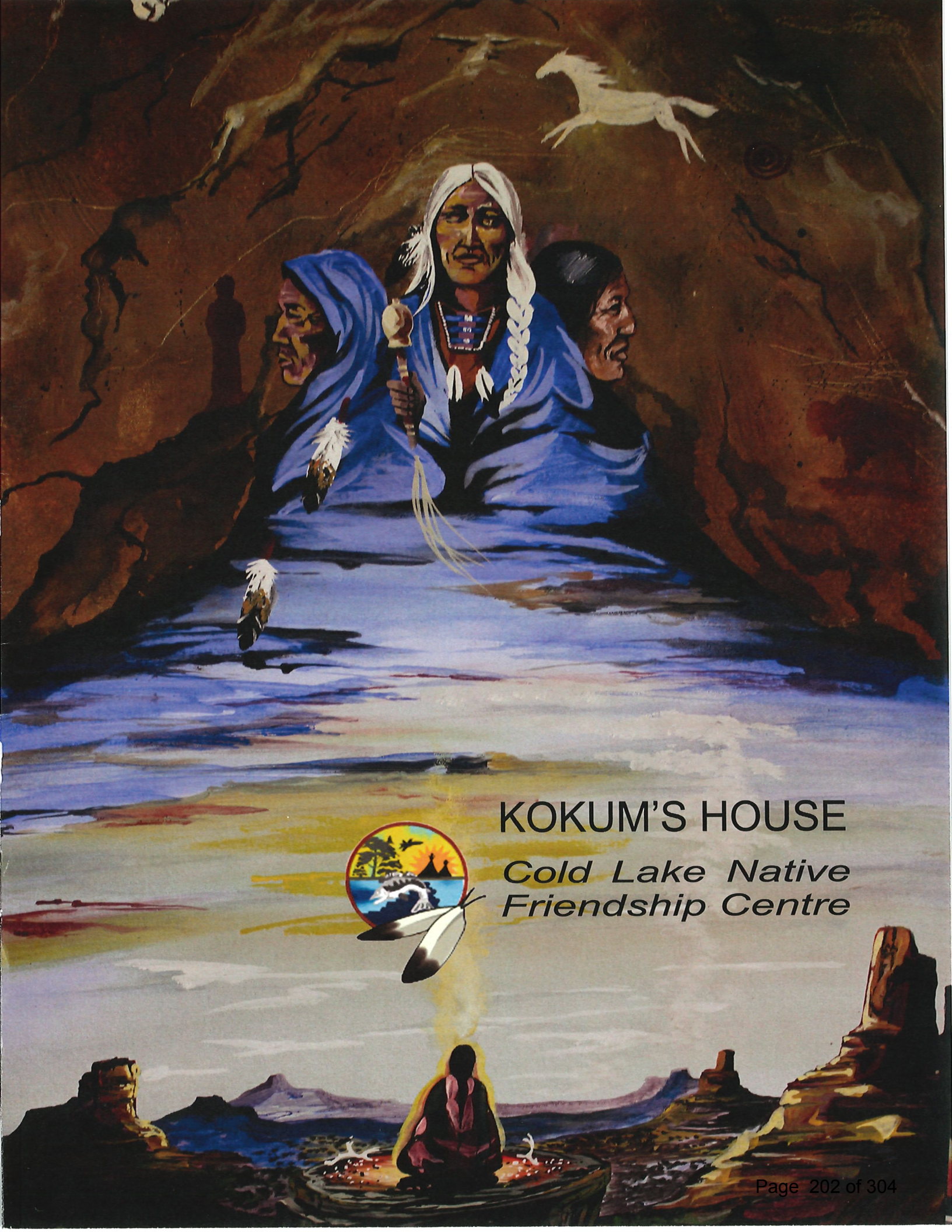
Phone: 780-489-9606 ext. 125
Email: jalliston@metrixgroup.ca



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 201 of 304



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

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
TOTAL EXPENSES	\$7650.00 PER MONTH

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

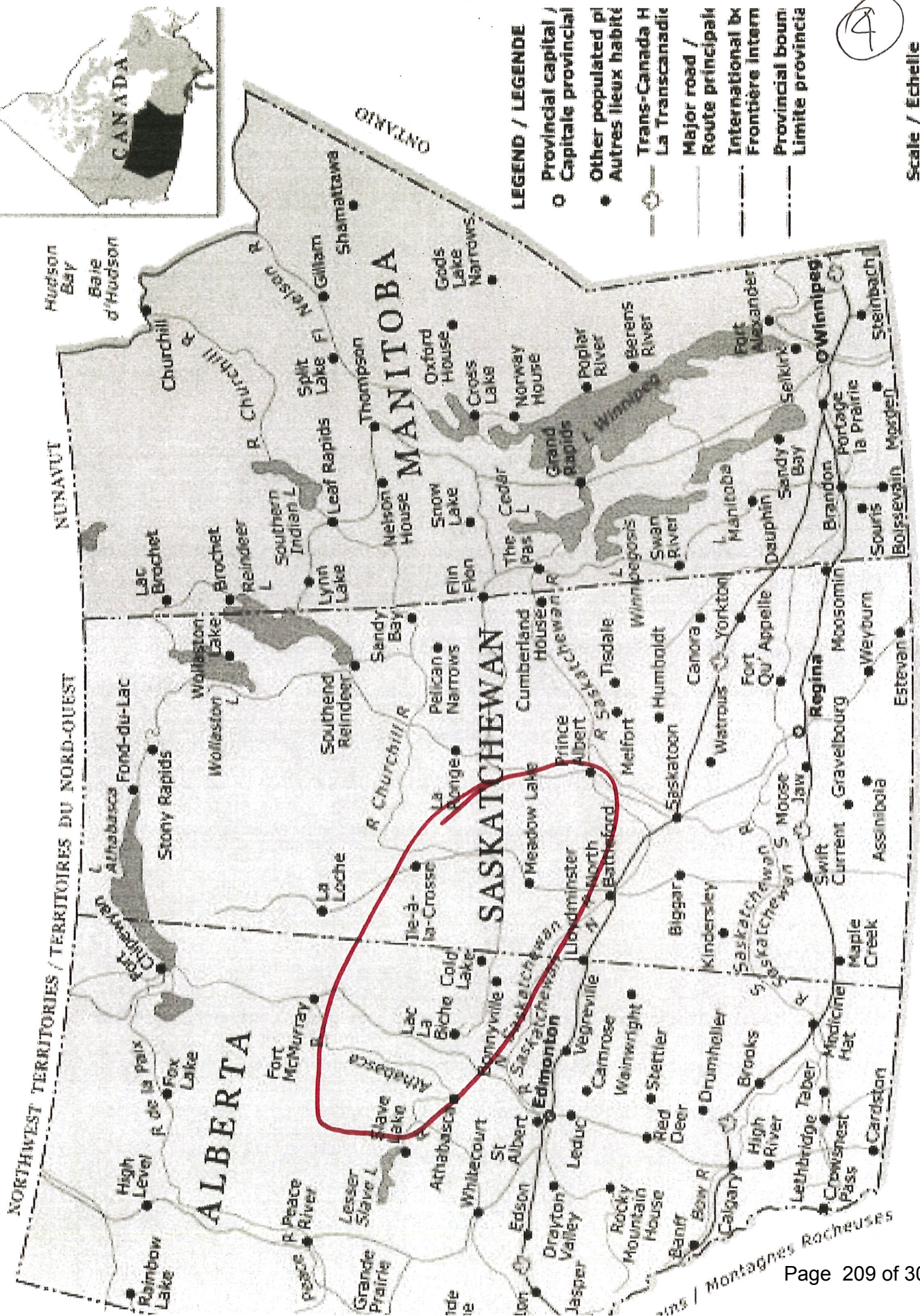
Report on Kokum's House 2015-2016

Kokum's House Men's Home was opened on July 1st 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.



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.

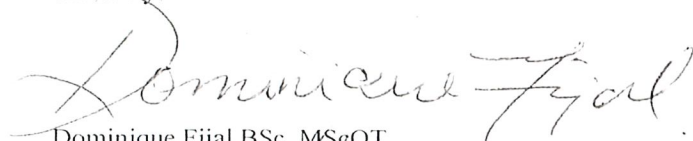
Unfortunately, many of the clients we work with experience challenges and barriers in regards to housing, food, and income security. If a person's basic needs are not met, it is difficult to function well in the community. This is additionally complicated if the person is also living with a severe and 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.

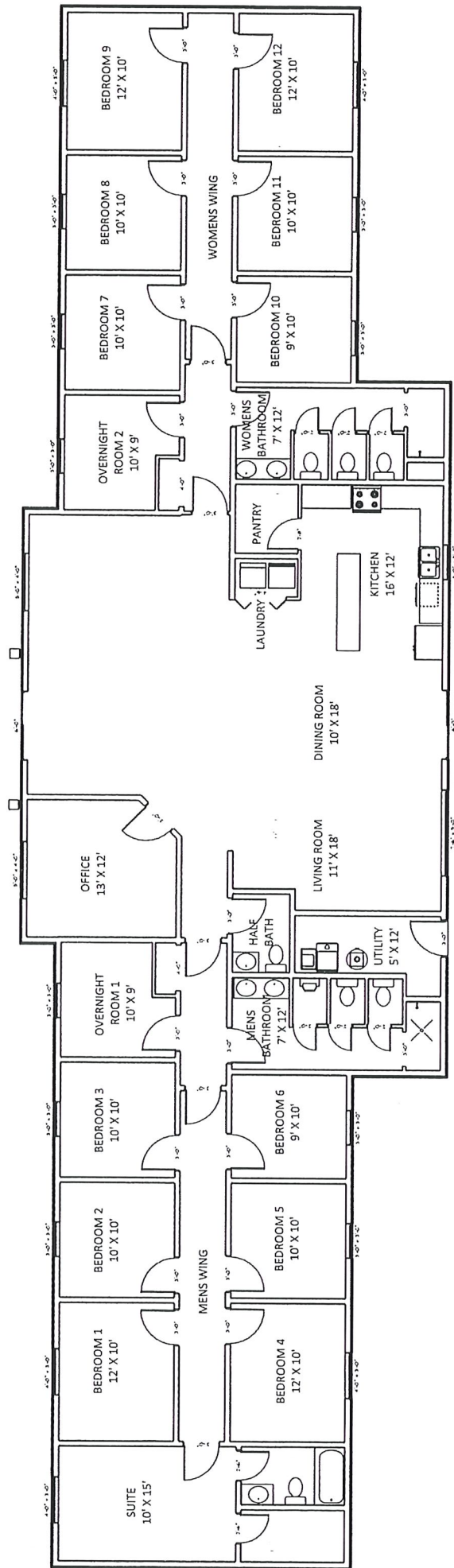
It is my hope that this letter has highlighted the necessary and much appreciated services that Kokum's House provides for the Cold Lake community at large, including the clients that the AOS Cold Lake team serves.

Sincerely,



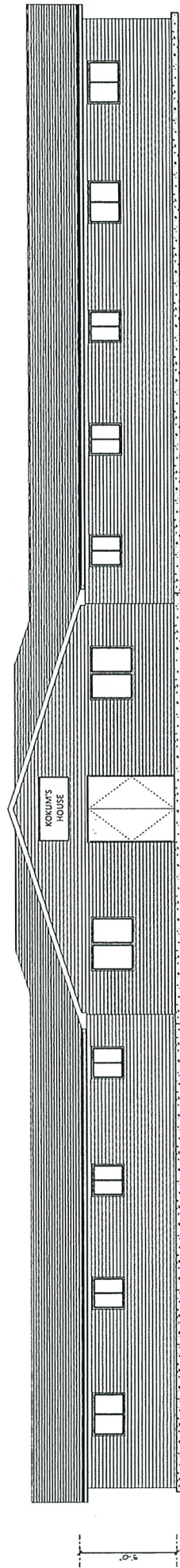
Dominique Fijal BSc, MScOT
Assertive Outreach Services- Case Manager/ Occupational Therapist
Cold Lake Mental Health, 314 25th Street, Cold Lake, AB T9M 1G6

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 – 55th 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 55th 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





Bonnyville Canadian Native Friendship Centre

**Box 5399, 4711 – 50th 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
bcnfc@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 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:

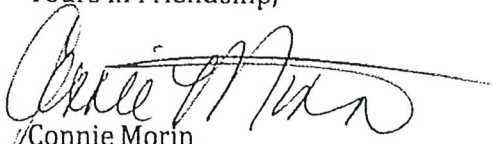
As the Health Director of Kehewin Cree Nation for the past 11 years, the NNADAP program falls under the umbrella of Mental Wellness and as such we deal with the whole spectrum of addictions and mental wellness for our community members.

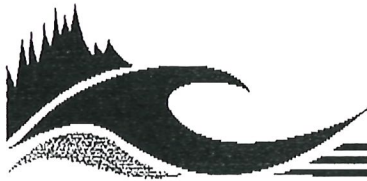
We have recognized a lack of resources and services for First Nations men in and around our communities. While a tremendous amount of resources and services are available for FN women, it has been our experience that men are excluded from that equation. Thankfully, with the inception of Kokum's House, 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





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 1st. 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 1st 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 30th.
- 4.16 The Cold Lake City Council shall consider the recommendation and select the applicant to receive a grant by April 30th.
- 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.

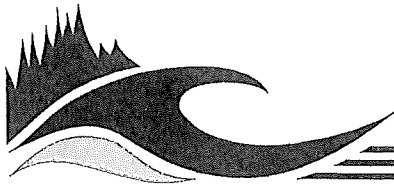
Chief Administrative Officer

November 29, 2016

Date

U

Mayor



COMMUNITY SERVICES

Amutla Vijay
Treasurer & Accountant
Lakeland Multicultural Association
3406-901 16 Street
Cold Lake AB T9M 0C3

May 25, 2020

Dear Ms. Vijay,

Re: Community Capital Project Grant Application(s) dated April 27, 2020

The Recreation and Culture Advisory Committee (RCAC) met on May 25, 2020 to review your applications: Community Difference Makers and The Melting Pot. Unfortunately your request has been declined. The criteria outlined in **Policy 202-AD-16 Item 4.3** has not been met, 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 of 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 additional major equipment.

The RCAC Board would like to apprise you of the other possible grant opportunities that may be viable to your organization such as the Special Event Grants. We wish you and the Lakeland Multicultural Association the best of success.

Sincerely,

Heather Miller
Chris Holoboff
RCAC Chairperson

Cc: City of Cold Lake Council

/twp

Civic Address
#102, 7825 – 51 Streets
Cold Lake, AB
Telephone (780) 639-6400
Fax (780) 639-0250



Mailing Address
5513 – 48 Avenue
Cold Lake, AB T9M 1A1
www.coldlake.com

DEFEATED

Community Capital Project Grant

Project: <u>provide live FaceBook Feed or pre-recorded Video: Cooking</u>	
Total Project Cost: <u>\$1725</u>	1/3 or less requested: <u>\$425</u>
The project must not have commenced prior to the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project must not be in receipt of other sources from the City of Cold Lake	Anticipated start date: <input type="checkbox"/> Yes <input type="checkbox"/> No
Organization must not have received the Community Capital Project Grant funding within the last two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Match Funding Requirement- has the organization demonstrated that 2/3 of project will be paid for by the community through: In-kind labor, services, equipment, or monetary donations	Year: <input type="checkbox"/> Yes <input type="checkbox"/> No
Community Organization Criteria	
1. Registered non-profit or registered charitable organization	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Primary mandate of the organization must be to provide, within the City of Cold Lake	<input type="checkbox"/> sports <input type="checkbox"/> recreation <input type="checkbox"/> arts <input type="checkbox"/> culture <input type="checkbox"/> social services <input type="checkbox"/> community wellness
3. Have demonstrable sustainability.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Capital Projects Criteria	
Eligibility, must be at least one: <ol style="list-style-type: none"> Construct a new facility <input type="checkbox"/> Expand a facility beyond its existing footprint <input type="checkbox"/> Retrofit an existing facility for a new use or purpose <input type="checkbox"/> Renovate an existing facility to remodel or restore the space <input type="checkbox"/> Upgrade the facility's mechanical, security or other technology <input type="checkbox"/> Replace or provide additional major equipment where the equipment supports a program or services which have a lifespan of five years or more <input type="checkbox"/> <p><u>* Does Not Meet Criteria</u></p>	The facility or equipment must be used for at least one: <input type="checkbox"/> sports and recreation <input type="checkbox"/> arts and culture <input type="checkbox"/> parks <input type="checkbox"/> social services <input type="checkbox"/> community wellness <input type="checkbox"/> other: _____ The project creates a new or enhanced service within the City of Cold Lake, which is: <input type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members <input type="checkbox"/> sustainable for the facility <input type="checkbox"/> involve a strong volunteer base supporting the facility project while sustaining ongoing operations <input type="checkbox"/> supported by the community

☐ Application complete

☒ Application INCOMPLETE

☐ Confirmation of match funding

☒ Letters of Support

☐ Land ownership proof, long-term lease & permission from owner to undertake the project

Ben and Chris

OPPOSED
5/5

letter: does not meet criteria



COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

SECTION 1: APPLICANT INFORMATION

Name of the Organization:

Lakeland Multicultural Association

Mailing Address & Phone Number:

#3406 - 901 16 Street, Cold Lake AB T9M 0C3

RECEIVED
APR 27 2020

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: May 23, 2018

We have been incorporated for two years, during which through cautious spending and sponsorship support, we have been able to build a safety net for ourselves. We also host Diwali Night each year that is our primary fundraiser event during which we raise substantial capital for our free events and other initiatives. We also do not have any paid employees, very low operating costs and no physical space costs

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: 5021253819)

☐ charitable organization (No: _____)

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 type="checkbox"/> sports and recreation</p> <p><input type="checkbox"/> arts and culture</p> <p><input type="checkbox"/> social services</p> <p><input type="checkbox"/> parks</p> <p><input type="checkbox"/> community wellness</p> <p><input type="checkbox"/> other _____</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 type="checkbox"/> sustainable for the facility</p> <p><input 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 project is titled "The Melting Pot". The objective of the project is to provide a glimpse into the different cultures that make up the Lakeland community through food and spices. The event will be a week long event starting on June 21 and finishing on the Multiculturalism day on June 27. The event will be consisting of either live Facebook feed or pre-recorded video of local food enthusiasts cooking food from their culture. The chefs from the various restaurants, and local people of different ethnicity will be approached to cook their dishes to share with the people in the Lakeland through Facebook and Instagram.</p> <p>As part of the project, a recipe book will be printed containing all the recipes cooked through the project, and the book will be sold to raise funds for the local food bank and to cover LMA operational expenses through the year.</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>The project will get the community excited to learn a new dish, and try out food from a different culture. Also, the project will increase engagement of the local restaurants with the general public, which may lead to more choices for the local public. Finally, the project will improve the vibrancy of the community by giving people exposure to cultural experiences that are currently not available in the city.</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>June 21, 2020</u></p> <p><i>Expected project completion date:</i> <u>June 27, 2020</u></p> <p><i>Proposed location for the project:</i> City of Cold Lake</p>
<p><i>Indicate any innovative, unique, or additional factors that may be associated with this application:</i></p> <p>We intend to approach local restaurants for this initiative which increases exposure for them at a time when a boost to local businesses is much needed.</p>	

SECTION 3: PROJECT COSTS (MATCH FUNDING)

Total Project Costs:

\$ 1300.00 Committed community contribution
\$ 425.00 Grant request from City
\$ 1725.00 Total Project Cost

Sources of Community Contributions:

\$ 300 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: 27 Apr 2020

Please submit the completed application by email (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

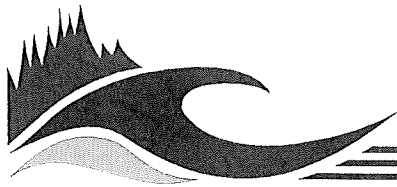
For Office Use Only

Date Received: _____
Decision: Approved ☐ Rejected ☐

Decision Date: _____
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.



COMMUNITY SERVICES

Amutla Vijay
Treasurer & Accountant
Lakeland Multicultural Association
3406-901 16 Street
Cold Lake AB T9M 0C3

May 25, 2020

Dear Ms. Vijay,

Re: Community Capital Project Grant Application(s) dated April 27, 2020

The Recreation and Culture Advisory Committee (RCAC) met on May 25, 2020 to review your applications: Community Difference Makers and The Melting Pot. Unfortunately your request has been declined. The criteria outlined in **Policy 202-AD-16 Item 4.3** has not been met, 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 of 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 additional major equipment.

The RCAC Board would like to apprise you of the other possible grant opportunities that may be viable to your organization such as the Special Event Grants. We wish you and the Lakeland Multicultural Association the best of success.

Sincerely,

Heather Miller
Chris Holoboff
RCAC Chairperson

Cc: City of Cold Lake Council

/twp

Civic Address
#102, 7825 – 51 Streets
Cold Lake, AB
Telephone (780) 639-6400
Fax (780) 639-0250



Mailing Address
5513 – 48 Avenue
Cold Lake, AB T9M 1A1
www.coldlake.com

DEFEATED

Community Capital Project Grant

Project: <u>providing gift cards to front line workers</u>	
Total Project Cost: <u>\$1725</u>	1/3 or less requested: <u>\$425</u>
The project must not have commenced prior to the application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project must not be in receipt of other sources from the City of Cold Lake	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization must not have received the Community Capital Project Grant funding within the last two years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Match Funding Requirement- has the organization demonstrated that 2/3 of project will be paid for by the community through: In-kind labor, services, equipment, or monetary donations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Community Organization Criteria	
1. Registered non-profit or registered charitable organization	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Primary mandate of the organization must be to provide, within the City of Cold Lake	<input type="checkbox"/> sports <input type="checkbox"/> recreation <input type="checkbox"/> arts <input type="checkbox"/> culture <input type="checkbox"/> social services <input type="checkbox"/> community wellness
3. Have demonstrable sustainability.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Capital Projects Criteria	
Eligibility, must be at least one: 1. Construct a new facility <input type="checkbox"/> 2. Expand a facility beyond its existing footprint <input type="checkbox"/> 3. Retrofit an existing facility for a new use or purpose <input type="checkbox"/> 4. Renovate an existing facility to remodel or restore the space <input type="checkbox"/> 5. Upgrade the facility's mechanical, security or other technology <input type="checkbox"/> 6. Replace or provide additional major equipment where the equipment supports a program or services which have a lifespan of five years or more <input type="checkbox"/>	The facility or equipment must be used for at least one: <input type="checkbox"/> sports and recreation <input type="checkbox"/> arts and culture <input type="checkbox"/> parks <input type="checkbox"/> social services <input type="checkbox"/> community wellness <input type="checkbox"/> other: _____ The project creates a new or enhanced service within the City of Cold Lake, which is: <input type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members <input type="checkbox"/> sustainable for the facility <input type="checkbox"/> involve a strong volunteer base supporting the facility project while sustaining ongoing operations <input type="checkbox"/> supported by the community

* Does not meet criteria

☐ Application complete

☒ Application INCOMPLETE

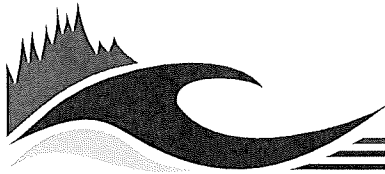
☐ Confirmation of match funding

☒ Letters of Support

☐ Land ownership proof, long-term lease & permission from owner to undertake the project

Ben and Lorie Opposed
5/5

letter: does not meet criteria



COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

SECTION 1: APPLICANT INFORMATION

Name of the Organization:
Lakeland Multicultural Association

RECEIVED

APR 27 2020

Mailing Address & Phone Number:
#3406 - 901 16 Street, Cold Lake AB T9M

CITY OF COLD LAKE

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: _____ May 23, 2018

We have been incorporated for two years, during which through cautious spending and sponsorship support, we have been able to build a safety net for ourselves. We also host Diwali Night each year that is our primary fundraiser event during which we raise substantial capital for our free events and other initiatives. We also do not have any paid employees, very low operating costs and no physical space costs.

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: 5021253819)
☐ charitable organization (No: _____)

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 type="checkbox"/> sports and recreation</p> <p><input type="checkbox"/> arts and culture</p> <p><input type="checkbox"/> social services</p> <p><input type="checkbox"/> parks</p> <p><input type="checkbox"/> community wellness</p> <p><input type="checkbox"/> other _____</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 type="checkbox"/> sustainable for the facility</p> <p><input type="checkbox"/> involves a strong volunteer base supporting the facility project while sustaining ongoing operations</p> <p><input type="checkbox"/> supported by the Community</p>
<p><i>Describe the Project:</i></p> <p>The project is titled Community Difference Makers. The Lakeland Multicultural Association (LMA) would like to highlight the contributions of the frontline personnel in the Lakeland communities who give their best everyday by either delivering public services such as healthcare, social work, retail goods, transportation, and more, or volunteering for essential services during the CoVID-19 pandemic. For the Community Difference Makers, LMA encourages the Lakeland community members to nominate a person who has made a difference for them during this CoVID-19 pandemic. The organization of the personnel nominated will be contacted by LMA to relay the message, without revealing the nominator. If the organization and nominee provides authorization, LMA will share the nominee contributions on the LMA Social Media platforms, and they will be entered into a raffle draw to win a gift card to local businesses, which will provide the much needed support to them to survive through this tough phase. 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>The project will bring the community together by supporting the frontline workers and local businesses through the pandemic. The project will encourage volunteering and leadership in the community by recognizing the time and effort put in by the frontline workers in the community, while generating a revenue stream for the local businesses to improve their sustainability.</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>April 28, 2020</u></p> <p><i>Expected project completion date:</i> <u>June 26, 2020</u></p> <p><i>Proposed location for the project:</i> City of Cold Lake</p>
<p><i>Indicate any innovative, unique, or additional factors that may be associated with this application:</i></p> <p>By providing gift cards to local businesses, we aim to stimulate influx to local businesses, who are definitely seeing a detrimental impact on their income and sustainability.</p>	

SECTION 3: PROJECT COSTS (MATCH FUNDING)

Total Project Costs:

\$ 1350.00 Committed community contribution
\$ 425.00 Grant request from City
\$ 1725.00 Total Project Cost

Sources of Community Contributions:

\$ 450 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: April 27, 2020

Please submit the completed application by email (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: _____

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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

ATB0114001_1544713_001 E D 08189 02348
Lakeland Multicultural Association
3406-901 16 St
Cold Lake AB T9M 0C3

Your ATB Financial Branch

08189 Cold Lake Branch
6501 51 St
Cold Lake AB
T9M 1C8

If you have any questions, contact us at
1 800 332-8383 or visit us at
www.atb.com

A summary of Deposit Account Community Spirit Account

00287599379	Transit # 08189-219
Your balance forward on Feb 15, 2020	\$10,914.52
Money out of your account (5 items)	- \$1,263.58
Money into your account (1 item)	+ \$0.02
Your closing balance on Mar 15, 2020	= \$9,650.96

Details of your account transactions

Date	Description	Money out of your account (\$)	Money into your account (\$)	Balance (\$)
Feb 15	Balance forward			\$10,914.52
Feb 18	Cheque #000000000070	\$296.95		10,617.57
Feb 19	Cheque #000000000052	\$350.00		10,267.57
Feb 25	Cheque #000000000072	\$335.49		9,932.08
Feb 26	Cheque #000000000074	\$216.83		9,715.25
Feb 29	Interest Payment		\$0.02	9,715.27
Mar 3	Cheque #000000000073	\$64.31		9,650.96
Mar 15	Closing balance			\$9,650.96

Find an error? Give us a call or drop by a branch. We'll take care of it.

Evert Chandoo
3/23/2020

President, Lakeland Multicultural
Association

(Amrita Vijay)

LMP Treasurer & Accountant

ATB Financial™

SAVING | BORROWING | INVESTING | KNOW-HOW

Deposit Account Statement

Statement date March 15, 2020

Transit number 08189-219


Customer number 0002420316

Page number 3 of 3

Community Spirit Account 00287599379

Cheque #000000000070


\$296.95


 LAKELAND MULTICULTURAL ASSOCIATION
 BRANCH
 0070
 18 01 20 20
 DATE DECEMBER
 PAY TO THE ORDER OF Stables \$ 296.95
 Two hundred and Ninety Six
 95/100 DOLLARS
 FOR Ref. Invoice 2645884
 00000070 008189-219 00287599379

Community Spirit Account 00287599379

Cheque #000000000052


\$350.00


 LAKELAND MULTICULTURAL ASSOCIATION
 BRANCH
 0052
 11 10 2019
 DATE NOVEMBER
 PAY TO THE ORDER OF UOFA HOLLYWOOD DANCE CLUB \$ 350.00
 Three hundred and fifty
 00/100 DOLLARS
 FOR Deposit payment
 00000052 008189-219 00287599379

Community Spirit Account 00287599379

Cheque #000000000072


\$335.49


 LAKELAND MULTICULTURAL ASSOCIATION
 BRANCH
 0072
 16 02 2020
 DATE FEBRUARY
 PAY TO THE ORDER OF Kelley \$ 335.49
 Three hundred and thirty five
 49/100 DOLLARS
 FOR cash exp. claim
 00000072 008189-219 00287599379

Community Spirit Account 00287599379

Cheque #000000000074


\$216.83


 LAKELAND MULTICULTURAL ASSOCIATION
 BRANCH
 0074
 24 02 2020
 DATE FEBRUARY
 PAY TO THE ORDER OF Event chandra \$ 216.83
 Two hundred and sixteen
 83/100 DOLLARS
 FOR cash exp. claim
 00000074 008189-219 00287599379

Community Spirit Account 00287599379

Cheque #000000000073

\$64.31


 LAKELAND MULTICULTURAL ASSOCIATION
 BRANCH
 0073
 24 02 2020
 DATE FEBRUARY
 PAY TO THE ORDER OF Kunal Jindoo \$ 64.31
 Sixty four
 31/100 DOLLARS
 FOR cash exp. claim
 00000073 008189-219 00287599379



COMMUNITY SERVICES

president@lakelandlacrosse.ca

Mike Groves
President
Lakeland Lacrosse Association

May 25, 2020

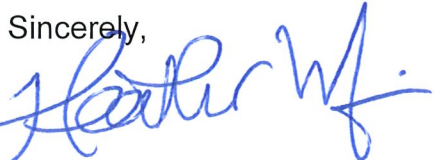
Dear Mr. Groves

Re: Community Capital Project Grant Application dated April 27, 2020

The Recreation and Culture Advisory Committee (RCAC) met on May 25, 2020 to review your application. Unfortunately your request has been declined due to an incomplete application. The Committee asks that you request to appear as a delegation to the City of Cold Lake Council or re-submit your application for the fiscal year 2021 and provide a Business Plan, Financial Plans and supporting documents with estimates and costs.

We wish you and the Lakeland Lacrosse Association the best of success.

Sincerely,

Heather Miller

Chris Holoboff
RCAC Chairperson

Cc: City of Cold Lake Council

/twp

Civic Address
#102, 7825 – 51 Streets
Cold Lake, AB
Telephone (780) 639-6400
Fax (780) 639-0250



Mailing Address
5513 – 48 Avenue
Cold Lake, AB T9M 1A1
www.coldlake.com

DEFEATED.

Community Capital Project Grant

Project: <u>Purchase turf by the toll for the North Arena</u>	
Total Project Cost: <u>120-180 thousand</u>	1/3 or less requested:
The project must not have commenced prior to the application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project must not be in receipt of other sources from the City of Cold Lake	Anticipated start date: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization must not have received the Community Capital Project Grant funding within the last two years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Match Funding Requirement- has the organization demonstrated that 2/3 of project will be paid for by the community through: In-kind labor, services, equipment, or monetary donations	Year: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Community Organization Criteria	
1. Registered non-profit or registered charitable organization	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Primary mandate of the organization must be to provide, within the City of Cold Lake	<input checked="" type="checkbox"/> sports <input checked="" type="checkbox"/> recreation <input type="checkbox"/> arts <input type="checkbox"/> culture <input type="checkbox"/> social services <input checked="" type="checkbox"/> community wellness
3. Have demonstrable sustainability.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Capital Projects Criteria	
Eligibility, must be at least one: 1. Construct a new facility <input type="checkbox"/> 2. Expand a facility beyond its existing footprint <input type="checkbox"/> 3. Retrofit an existing facility for a new use or purpose <input checked="" type="checkbox"/> 4. Renovate an existing facility to remodel or restore the space <input type="checkbox"/> 5. Upgrade the facility's mechanical, security or other technology <input type="checkbox"/> 6. Replace or provide additional major equipment where the equipment supports a program or services which have a lifespan of five years or more <input checked="" type="checkbox"/>	The facility or equipment must be used for at least one: <input checked="" type="checkbox"/> sports and recreation <input type="checkbox"/> arts and culture <input type="checkbox"/> parks <input type="checkbox"/> social services <input checked="" type="checkbox"/> community wellness <input type="checkbox"/> other: _____ The project creates a new or enhanced service within the City of Cold Lake, which is: <input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members <input checked="" type="checkbox"/> sustainable for the facility <input type="checkbox"/> involve a strong volunteer base supporting the facility project while sustaining ongoing operations <input type="checkbox"/> supported by the community

☐ Application complete

☒ Application INCOMPLETE

☐ Confirmation of match funding

☐ Letters of Support

☐ Land ownership proof, long-term lease & permission from owner to undertake the project

Chris to approve & 40 thousand
in Ben. Opposed 5/5

Letter.
lacrosse
soccer - winter



COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

RECEIVED
APR 27 2020

SECTION 1: APPLICANT INFORMATION

Name of the Organization:
Lakeland Lacrosse Association

Mailing Address & Phone Number:

CITY OF COLD LAKE

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: _____ Established 2005

Community Organization Eligibility Criteria:

Location where the organization is based out of:

- ☒ City of Cold Lake
☒ Other: Cold Lake and Bonnyville (Lakeland)

Organization must be either a registered:

- ☒ not-for-profit (No: 29695235)
☐ charitable organization (No: _____)

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 type="checkbox"/> arts and culture</p> <p><input type="checkbox"/> social services</p> <p><input type="checkbox"/> parks</p> <p><input checked="" type="checkbox"/> community wellness</p> <p><input type="checkbox"/> other _____</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 type="checkbox"/> involves a strong volunteer base supporting the facility project while sustaining ongoing operations</p> <p><input type="checkbox"/> supported by the Community</p>
<p><i>Describe the Project:</i></p> <p>Requesting support and funding from the City of Cold Lake for the installation of Play Safe Fun Turf (by the roll) for the Cold Lake North Arena to provide alternate sporting opportunities such as but not limited to Pickleball, Indoor Soccer, Softball/ Baseball and Lacrosse when the facility isn't in use during Hockey Season. This opportunity would be equivalent to Summer Hockey Programs that run off season and would enable summer sporting activities to continue all year round vice being restricted to 2 short months a year.</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>Economical and affordable means to supplement indoor activity until such time the City of Cold Lake provides additional indoor playing surfaces such as the field house at the Energy Centre. This space will increase activity levels for all age groups as the Field House is extremely hard to book timings due to its high demand. This also has potential of revenue as Cold Lake would now have additional space to rent out to promote community wellness and it would then be considered a year round facility for all sporting opportunities as previously mentioned above.</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>Fall 2020</u></p> <p><i>Expected project completion date:</i> <u>Spring 2021</u></p> <p><i>Proposed location for the project:</i> Cold Lake North Arena</p>
<p><i>Indicate any innovative, unique, or additional factors that may be associated with this application:</i> - Sponsorship advertisement on the playing surface, and repurposing/ extending the life expectancy of an aging City Asset.</p>	

SECTION 3: PROJECT COSTS (MATCH FUNDING)**Total Project Costs:**

\$ 0 Committed community contribution
\$ 120-180K Grant request from City
\$ 120-180K 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):

To date, this application does not have community contributions or sponsorship. If approved, the Lakeland Lacrosse Association will be the advocate in seeking community contribution and sponsorship.

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: M. C. R. LAKELAND LACROSSE Date: April 26, 2020
PRESIDENT

Please submit the completed application by email (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: ☐ Approved ☐ Rejected ☐

Decision Date: _____
Staff Initial: _____

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Form 11-00-09

XRef Policy No. 202-AD-16

Page 3 of 3



COMMUNITY SERVICES

apritchard_417@hotmail.com

Alexis Corbin
Hearts for Healthcare
4807-51 Street
Cold Lake AB T9M 1C8

May 25, 2020

To Ms. Corbin

Re: Community Capital Project Grant Application dated April 27, 2020

The Recreation and Culture Advisory Committee (RCAC) met on May 25, 2020 to review your application. Unfortunately your request has been declined due to an incomplete application. The Committee asks that you request to appear as a delegation to the City of Cold Lake Council or re-submit your application for the fiscal year 2021 and provide a Business Plan, Financial Plans and supporting documents with estimates and costs. The Committee would also like clarification on the project and its' location. Is the project in the design phase? Or would the project be expanding on an existing building.

We wish you and Hearts for Healthcare the best of success.

Sincerely,

Chris Holoboff
RCAC Chairperson

Cc: City of Cold Lake Council

/twp

Civic Address
#102, 7825 – 51 Streets
Cold Lake, AB
Telephone (780) 639-6400
Fax (780) 639-0250



Mailing Address
5513 – 48 Avenue
Cold Lake, AB T9M 1A1
www.coldlake.com

DEFEATED.

Community Capital Project Grant

Project: <u>Construct 'Community Healing Garden'</u>	
Total Project Cost: <u>\$100 thousand</u>	1/3 or less requested: <u>\$30 thousand</u>
The project must not have commenced prior to the application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project must not be in receipt of other sources from the City of Cold Lake	Anticipated start date: <u>May 1, 2021</u>
Organization must not have received the Community Capital Project Grant funding within the last two years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Match Funding Requirement- has the organization demonstrated that 2/3 of project will be paid for by the community through: In-kind labor, services, equipment, or monetary donations	Year: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Community Organization Criteria	
1. Registered non-profit or registered charitable organization	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Primary mandate of the organization must be to provide, within the City of Cold Lake	<input type="checkbox"/> sports <input type="checkbox"/> recreation <input type="checkbox"/> arts <input type="checkbox"/> culture <input type="checkbox"/> social services <input checked="" type="checkbox"/> community wellness
3. <u>Have demonstrable sustainability.</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Capital Projects Criteria	
Eligibility, must be at least one: 1. Construct a new facility <input checked="" type="checkbox"/> 2. Expand a facility beyond its existing footprint <input type="checkbox"/> 3. Retrofit an existing facility for a new use or purpose <input type="checkbox"/> 4. Renovate an existing facility to remodel or restore the space <input type="checkbox"/> 5. Upgrade the facility's mechanical, security or other technology <input type="checkbox"/> 6. Replace or provide additional major equipment where the equipment supports a program or services which have a lifespan of five years or more <input type="checkbox"/>	The facility or equipment must be used for at least one: <input type="checkbox"/> sports and recreation <input type="checkbox"/> arts and culture <input type="checkbox"/> parks <input type="checkbox"/> social services <input checked="" type="checkbox"/> community wellness <input type="checkbox"/> other: _____ The project creates a new or enhanced service within the City of Cold Lake, which is: <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"/> involve a strong volunteer base supporting the facility project while sustaining ongoing operations <input checked="" type="checkbox"/> supported by the community

☐ Application complete

☒ Application INCOMPLETE

☐ Confirmation of match funding

☐ Letters of Support

☐ Land ownership proof, long-term lease & permission from owner to undertake the project

Ben: to approve. Opposed. Letter: 5/5
2nd Chris



COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

SECTION 1: APPLICANT INFORMATION

Name of the Organization:
Hearts for Healthcare

RECEIVED
APR 27 2020

Mailing Address & Phone Number:

780-812-1312
4807-51 street Cold Lake AB

CITY OF COLD LAKE

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: _____ December 31, 2007

Hearts for Healthcare has been present in Cold Lake for 12 years. They have been raising much needed funds to recruit physicians and other health professionals as well as buying much needed equipment. All projects taken on require donations and volunteers.

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: 848947503RR0001)
☐ charitable organization (No: _____)

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 type="checkbox"/> sports and recreation <input type="checkbox"/> arts and culture <input type="checkbox"/> social services <input type="checkbox"/> parks <input checked="" type="checkbox"/> community wellness <input type="checkbox"/> other _____ </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 <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><i>Describe the Project:</i></p> <p>Hearts for Healthcare would like to construct a Community Healing Garden, either on hospital land or near by, for all residents in Cold Lake. Studies have shown that healing gardens improve surgical outcomes of patients, improve healing times and help with end of life care. The garden also helps improve the mental well being of those that use. It would also be a great space for medical professionals to unwind after difficult days.</p> <p>The garden would feature plants, flowers and water features as well as a covered area. We would also like to incorporate indigenous elements into the garden such as a tee pee. If enough investment is received we would love to create a greenhouse type space where flowers and plants can be enjoyed year round.</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>This project has the ability to impact anyone dealing with illness, mental health issues, long term care or palliative needs at the hospital and the community of Cold Lake. It would be open to anyone to use which means the entire city can enjoy the benefits. Currently the entire board of directors is on board with the program. We have applied for one other grant which would cover some costs but we are waiting to hear if we won. The project would be a permanent fixture in the community, run by volunteers and managed by Hearts for Healthcare. Given that Hearts for Healthcare has been in the community for so long is an indication to the fact that we have some longevity. A Community Healing Garden can have a positive impact on the health and well being of our community. Less time in hospitals and better outcomes is what everyone wants to see.</p>	
<p><i>Is the project receiving funding from another City source?</i></p> <p> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain the source(s) and what year(s) funding was received: _____ _____ _____ </p>	<p><i>Anticipated project start date:</i> <u>May 01, 2021</u></p> <p><i>Expected project completion date:</i> <u>September 30, 2021</u></p> <p><i>Proposed location for the project:</i> Either right on the hospital grounds or on the land near by.</p>
<p><i>Indicate any innovative, unique, or additional factors that may be associated with this application:</i></p> <p>There is currently nothing like this within our community. By incorporating all types of elements within the garden it becomes an inclusive project.</p>	

SECTION 3: PROJECT COSTS (MATCH FUNDING)

Total Project Costs:

\$0.00 Committed community contribution
\$30,000.00 Grant request from City
\$100,000.00 Total Project Cost

Sources of Community Contributions:

\$5,000.00 In-kind labour (unskilled)
\$5,000.00 In-kind labour (skilled)
\$5,000.00 In-kind services
\$5,000.00 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):

Currently there is. We have applied for one other grant of \$25 000 and we are awaiting to hear about it. We will be searching for other grants and if we can get some of those we will begin fundraising for the remainder of the money.

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. *mentioned in e-mail the inability to sign.

Applicant Signature: _____ Date: _____

Please submit the completed application by email (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.



STAFF REPORT

Title: Cold Lake Museums Society (CLMS) - May 26, 2020 Delegation

Meeting Date: June 16, 2020

Executive Summary:

Cold Lake Museums Society (CLMS) Kael Rennie and CLMS Chairman Chris Holoboff appeared as delegates at Council's May 26, 2020 regular meeting of Council.

Mr. Rennie and Mr. Holoboff presented Council with a Power Point presentation wherein they requested Council's consideration in providing \$50,000.00 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.

Brief questions and discussions ensued.

Mayor Copeland thanked Mr. Rennie and Mr. Holoboff for their presentation advising that Council would consider the request at their next regular meeting of Council being June 9, 2020.

Background:

Council deliberated this item at their June 9, 2020 regular meeting of Council and resolved as follows:

That Council accept the Cold Lake Museums Society (CLMS) delegation presentation made at the May 26, 2020 regular meeting of Council as information, and defer New Business Item 9.6 Cold Lake Museums Society (CLMS) - May 26, 2020 Delegation to Council's June 16, 2020 Corporate Priorities Committee meeting for further discussion and recommendation.

It should be noted that the CLMS have not made application to the Council's annual Community Capital Grant Program. That being said, they are requesting that the fifty (50) foot observation tower being installed outside the western fence of the museum grounds for year round and open access to the public, rather than on the museum grounds itself as originally planned.



Administration believes that this is a very positive initiative of which has some tremendous opportunities however some concerns have been raised including the following:

- The CLMS has come up with the idea however they are requesting for the City to provide grant funding to build it and also provide the ongoing maintenance of the attraction.
 - Perhaps if the City is going to be providing the ongoing maintenance for the attraction, the City should be providing greater input into the design requirements and/or leading the project (it is unknown if this would have further budget implications.....e.g. theme, build materials, and zip line?). If the scope were to expand, the need to provide a consultant with further area expertise will be necessary; there would also likely be a broader procurement process.
- The CLMS is requesting for the City to take on the ongoing monitoring of the attraction including any day-to-day upkeep. Again, if this is the case, perhaps the city should be providing greater input into the design requirements and/or leading the project with input from the CLMS.

Further to the above, Council could request the CLMS to file an application under the Community Capital Grant Program so that further clarity can be provided on fundraising efforts.

In summary, Administration strong feels either the attraction should be built within the area of the museum society (if lead by the CLMS) so that the organization can benefit from the people coming to the museum and provide any day-to-day upkeep. The opportunity to open the museum year-round could be considered by the CLMS. Alternatively, the project could have a greater role of the City of Cold Lake with input with the CLMS with an expanded scope for an even more significant attraction opportunity.

Further to the above, it would be administration vision to seek proposal from architectural firms and industry experts to devise the concept plan and costing orders of magnitude (similar to the approach of the Cold Lake Marina Master Plan of which can be found on coldlake.com).

Alternatives:

The Corporate Priorities Committee (CPC) may consider the following options:

- Recommend that the City of Cold Lake take a greater role in the development of the observation tower located at the Cold Lake Museum look at retaining an architectural firm to assist with the develop of concepts for Council consideration.



- Recommendation that Council provide a \$50,000 grant to the Cold Lake Museum Society funded from Contingency.
- Recommend that Council refer the request to Council's 2021 Budget Deliberations.

Recommended Action:

That the Corporate Priorities Committee recommend that the City of Cold Lake take a greater role in the development of the observation tower located at the Cold Lake Museum look at retaining an architectural firm to assist with the develop of concepts for Council consideration.

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: North Arena Update - Life-Cycle Audit

Meeting Date: June 16, 2020

Executive Summary:

Rising from the 2020 budget process, Council signaled for the closure and of the North Arena of which the 2020 Budget reflected the closure. That being said, no budget has been set aside for the removal of the infrastructure.

Subject to Cold Lake Minor Hockey's Delegation, Council requested for an industry assessment on the present life-cycle of the North Arena and referred the issue to Council's Corporate Priorities Committee for a broader discussion on the future of the North Arena.

The purpose of this report is to update Council on where administration is with respect to presenting the life-cycle assessment and to establish a clear understanding on Council's expectations on the North Arena.

Background:

Administration is in process of retaining engineering's to complete two (2) distinctive disciplines respecting the life-cycle assessment on the North Arena e.g. structural and ice floor/making.

On June 12, 2020, administration has received a proposal to review the ice floor/making from an industry expert. Administration has signaled the award. Administration anticipates the life-cycle assessment to Council early September.

Administration is seeking for clear direction from City Council on the future of the North Arena for at least the next 12 months.

Further to the above, Council has been advised (in-camera) on the Inter-Municipal Collaboration Framework (ICF) as it relates to the North Arena.

If Council has any hesitation on the future operations of the Cold Lake North Arena, it is recommended that the operation continue until a final decision is made. There will be no going back once the system is decommissioned.

Alternatives:

The following are considerations:



1. Continue with the closure of the North Arena – Council is aware of the impacts to the Local Minor Sport Organizations including Cold Lake Minor Hockey and Lakeland Lacrosse Association and the potential impacts to the ICF.
2. Closure of the North Arena (Specifically to ice making) – As Council is aware, the Lakeland Lacrosse Association has previous expressed usage of the facility.
3. The Cold Lake North Arena remain commissioned for the next 12 months while the life-cycle assessment is being completed and pending budget decisions, as required.

Recommended Action:

Administration recommends that the Corporate Priorities Committee recommend Council maintain operations for the next 12 months.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Capital Project - Off-Leash Dog Park

Meeting Date: June 16, 2020

Executive Summary:

Identified in the 2020 Capital Projects is the creation of an Off-Leash Dog Park. History of this initiative extends back to the 2015 Blackfalds Off-Leash Dog Area Strategy. In November 2019 Ms. Hawco presented Council with a PowerPoint presentation respecting the community desiring a second more centralized off-leash dog park.

The purpose of this report is to brief Council on Ms. Hawco's PowerPoint presentation and to receive Council feedback on proposed locations for the park.

Background:

Council has set a capital budget of \$50,000. Basic features of the park should include fencing, signage, waste bag stations, waste receptacles, staging entrance. A well-appointed park may include features like lighting, shade, benches, water, separated area for small dogs and agility obstacles.

Imperial Park seems to be the lead most supportive location the off-leash dog park. We've attached some other locations for consideration and feedback.

We also understand that Council previously raised Lyons Park as an opportunity. This did not sit well with the Lyon's Association despite bring a high profile use opportunity to the area. The Merits of Lyon's Park included: parking, expandable, area is fenced which would allow for upgrades to the park i.e. shade, benches, area for small dogs and agility obstacles.

Administration is soliciting feedback from City Council on the proposed sights for a Community Off-Leash Dog Park.

Alternatives:

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

Recommended Action:

That the Corporate Priorities Committee provide a recommendation to City Council on the proposed location of the Community Off-Leash Dog Park.



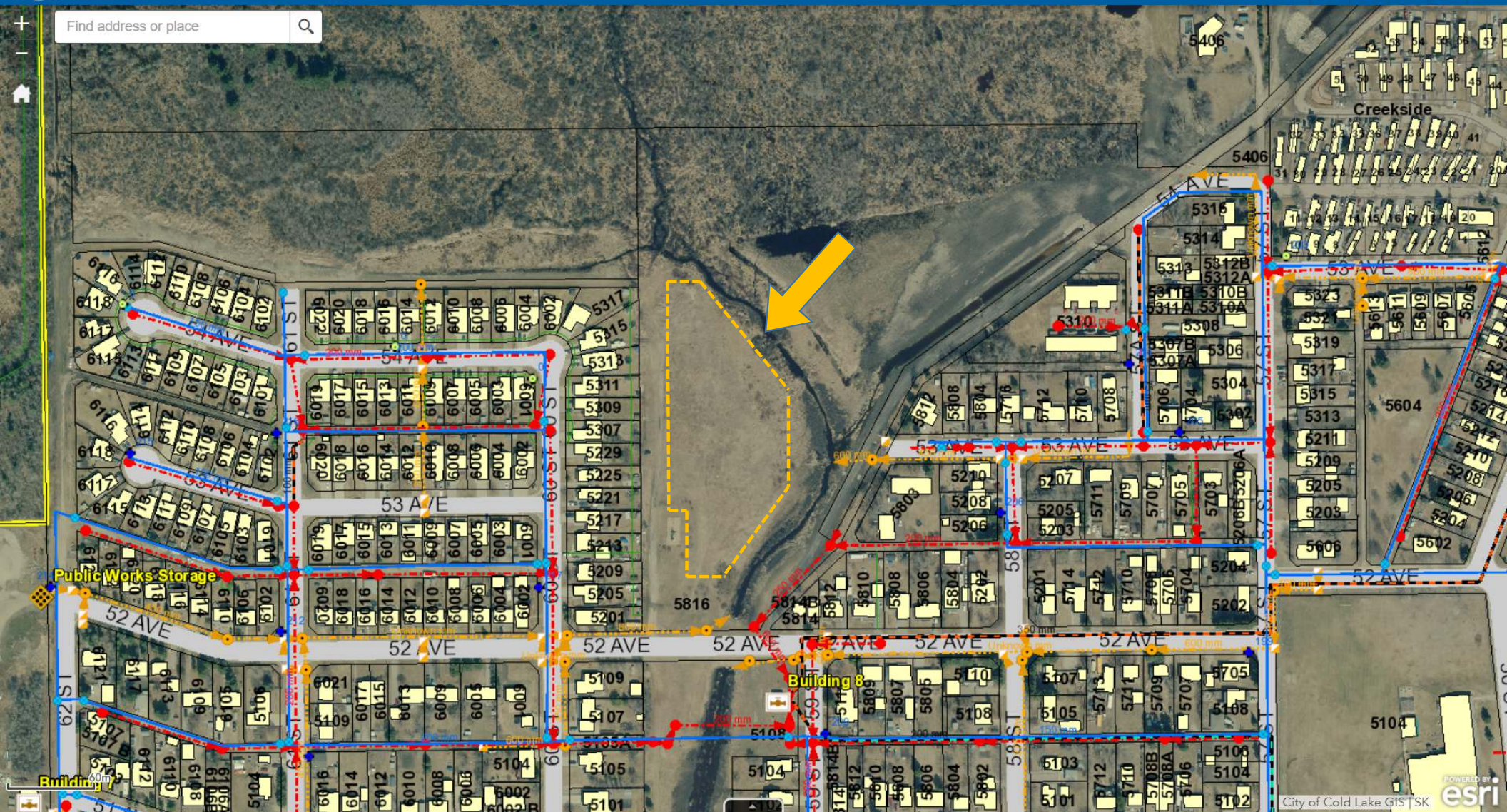
Budget Implications (Yes or No):

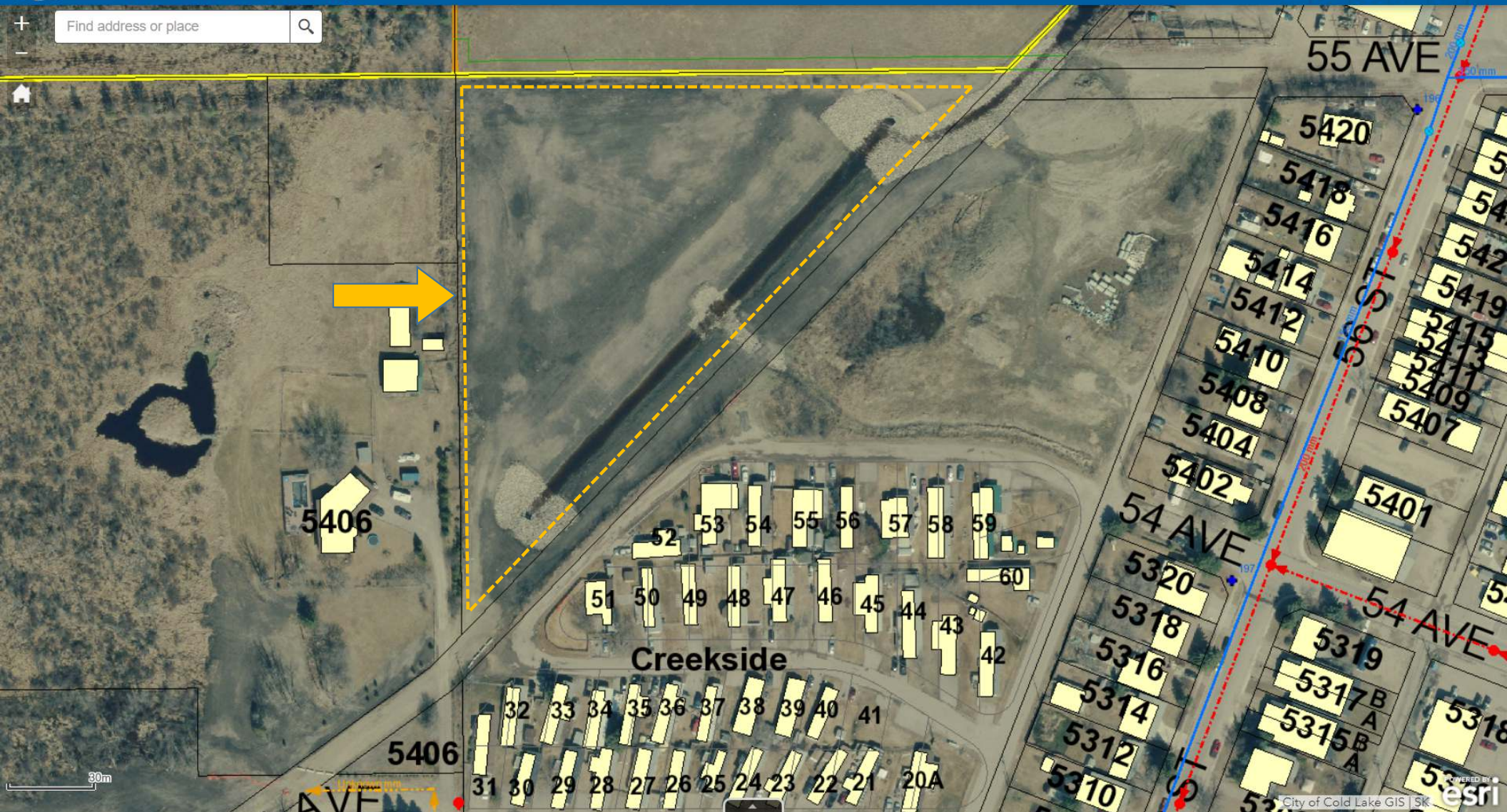
Yes

Submitted by:

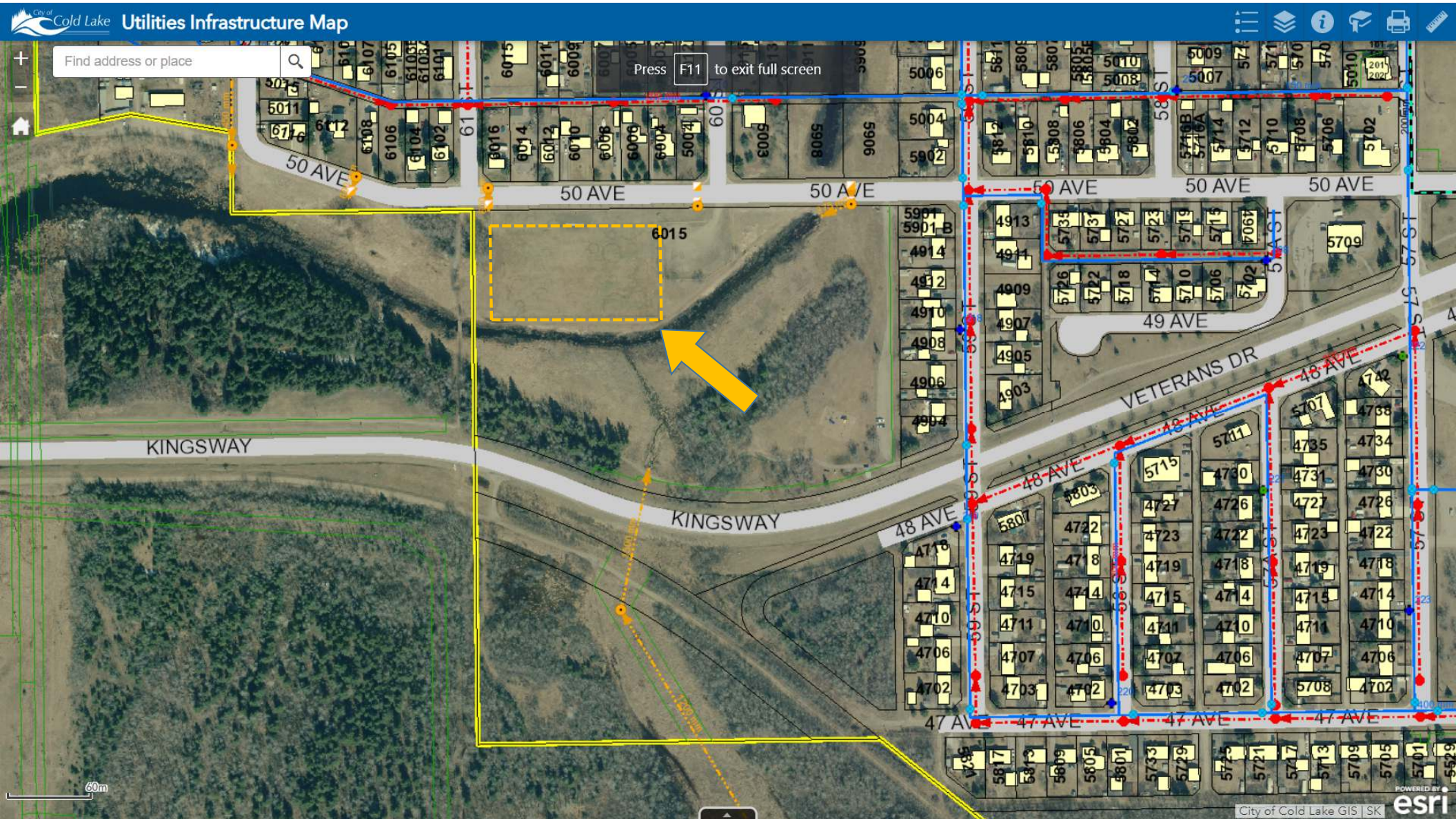
Kevin Nagoya, Chief Administrative Officer

Find address or place











Cold Lake Off Leash Dog Park

Nov 26, 2019



Topics of Discussion

1. Community desire for a second park
2. Proposed rules and regulations for the park
3. Central location of park
4. Park specifications
5. Projected cost

Community desire for a second park

- According to the 2015 Blackfalds Off Leash Dog Area strategy, the provision of off leash dog areas is trending nationally. Data suggests that between 30 – 35 % of Canadian households own a dog. The City of Cold Lake currently has only 1 off leash area for dogs. It is a re-purposed baseball diamond located in the former Makenzie area of 4 Wing that was basically taken over by residents when it was no longer used for sports.
- We would like the council to consider the building of a new, more centralized off leash park that would allow residents to exercise their dogs in a fun and safe environment. A quick search of Alberta cities with a population of 10,000 – 14,000, show established off leash, fenced areas in at least 7 of those cities including Blackfalds, Whitecourt, Lacombe, Wetaskiwin and Canmore with 5 off leash areas.
- Having a dedicated area for the canine community would allow for safe, regular exercise and would hopefully deter owners from frequenting other restricted city spaces such as the beach with their dogs. It would also encourage residents to socialize with other citizens of Cold Lake, while at the park, thus promoting a stronger sense of community. This area would also be a welcome resource for those who are visiting or vacationing or camping in the Lakeland area.

Proposed rules and regulations for the park

- **Disclaimer:** Use of the Cold Lake Off Leash Park is at your own risk. Owners are legally responsible for the actions and behaviors of their dog(s) at all times. By entering this dog park, the user agrees to hold the City of Cold Lake harmless and free of liability from any actions of the park user(s) or their dog(s). The City of Cold Lake assumes no responsibility for any accidents/incidents to dogs or people while in the park. The City of Cold Lake will not be responsible for lost dogs. Use of this dog park constitutes acknowledgment of this Disclaimer.
- Park users agree to fully comply with all park rules.
- All dogs must be licensed in Cold Lake or their respective municipality and must wear a tag while in the park.
- All dogs must have current vaccinations.

Proposed rules and regulations cont'd

- Dogs must be kept on leash when entering and exiting the park entrance.
- Owners are responsible for picking up after their dogs and properly disposing of waste/feces. Any hole dug by their dog must immediately be filled by owners.
- Any dog showing signs of aggression must be removed immediately. Owners are legally responsible for their dogs and injuries caused by them.
- Female dogs in heat are not permitted to enter.
- Puppies under the age of 5 months are not permitted.
- A maximum of 3 dogs per owner at a time.
- Dogs must be supervised by an adult at all times. No children under age 5. Children ages 6 – 14 must be accompanied by an adult.
- No food or treats (human or canine), cigarettes/cigar smoking or vaping is allowed in the park.



Central location of park

- We would like to propose Imperial Park as a central and easily accessible area for an off leash park. It is situated between Cold Lake North and South and is frequented by many area residents for numerous sporting and social activities.
- If located near the original ball diamonds, there is already a large parking lot that would lower the cost to build the park.
- Imperial Park and the Energy Centre are very recognizable areas in the Lakeland making the off leash park easy to locate for those who are visiting and vacationing in the area.



Park specifications

- An ideal off leash area would include at least 2 separate areas with a staging enclosure. One for smaller dogs under 14 inches to allow them to exercise and play without fear of the larger dogs.
- There is no size recommendation for the off leash areas.....but of course, the larger the better. That way owners and dogs could enjoy walking the park and not congregating at the entry.
- A five foot fence would work but a 6 foot fence would certainly deter any canines from escaping and hopefully wildlife from entering.
- A water source would be appreciated to reduce over-heating in the summer months. Owners would provide their own portable bowls.
- Besides the main gate, a larger maintenance gate should be included in each area to allow for emptying garbage's and grass cutting.
- Waste bag stations and garbage cans would be required.
- Benches or picnic tables are usually included in a park.
- Agility equipment or other dog sports could follow. Fund raising by local clubs or even sponsorships by local retailers could alleviate further city costs.
- Lights would be beneficial with the shortened days from fall to spring.



Projected Cost

- An inquiry to Phoenix fence resulted in a quote of \$25 ft for 6 foot, installed chain link fence.
- Working on the basis of a 2.5 acre large dog area and .5 acre small dog area, this would equal approximately \$ 50,000.00 for the perimeter.
- Waste bag stations can be purchased from several websites. An idea of cost would be from \$165 US to \$290 with a garbage can. 2 stations for the small dog area and 4 for the large area should suffice for the suggested sizes of fenced yards.
- Water source.....?
- Lights.....?

Proposed Site of Dog Park

- To the right of the parking lot



Lakeland
Lutheran Church

Google

Proposed Site of Dog Park



 Cold Lake High School

A photograph of a grassy field with several dogs of various breeds and colors (black, white, brown, and spotted) running and playing. In the background, there are trees and a fence. The text "Thank you for your time." is overlaid in the center of the image.

Thank you for your time.



STAFF REPORT

Title: Transit Services - COVID-19 Impact Update

Meeting Date: June 16, 2020

Executive Summary:

Council approved reduction in services levels of Cold Lake Transit Services due to COVID-19 pandemic impact on ridership. The services were reduced to operate Monday to Friday only from 7am to 6pm.

The intent of this report is to provide an update on Transit ridership during the current service reduction.

Background:

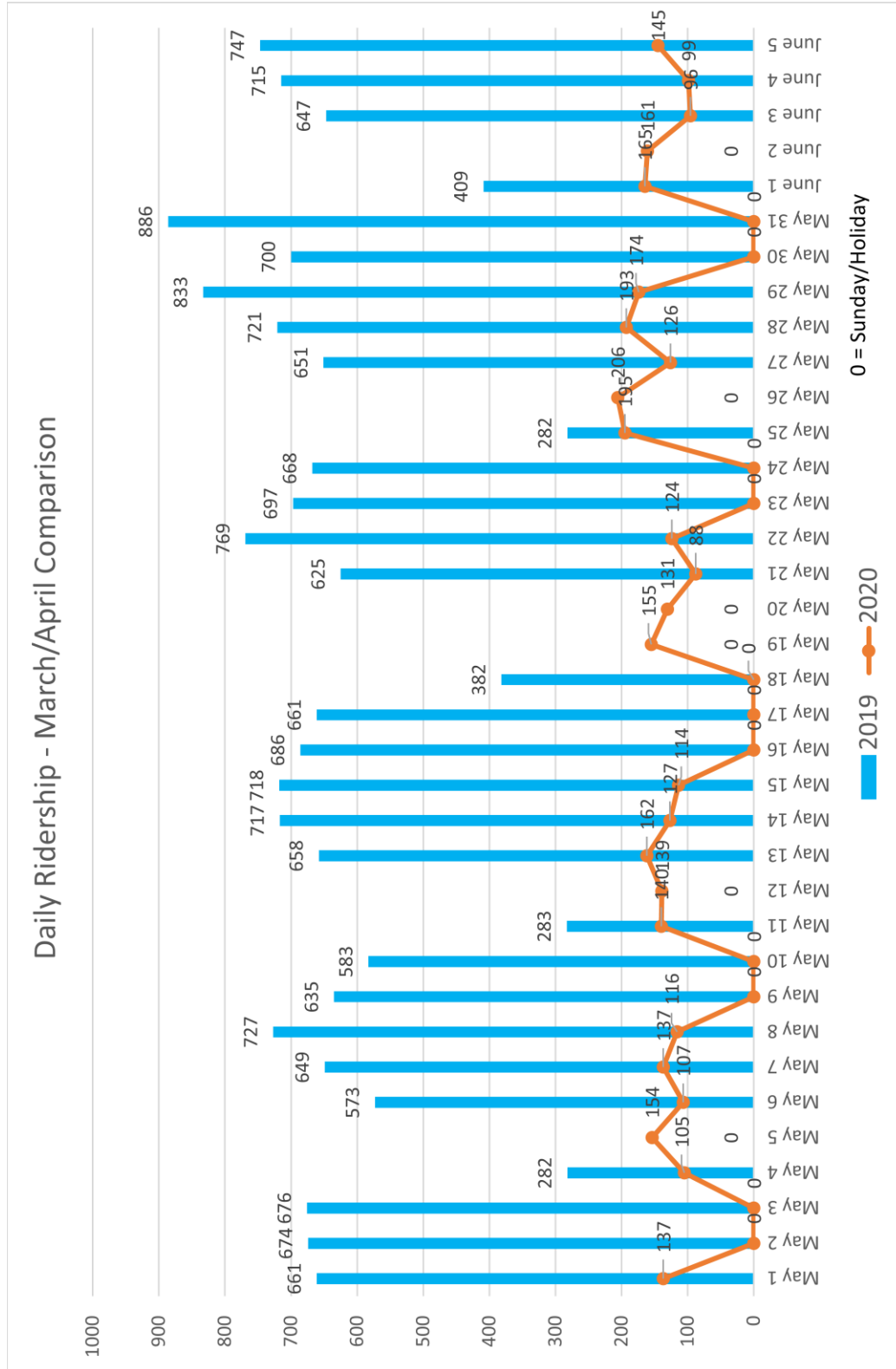
At the April, 28 2020 regular Council meeting Administration presented an update on impacts to Cold Lake Transit Services due to COVID-19 with a recommendation for the reduction in service hours. The report from the April 28, 2020 meeting is attached for reference.

In April 2020, ridership was reduced by 73% (average 122 riders per day) in comparison to 2019 (average 549 riders per day). In the month of May 2020, average ridership although increased to 142 per day but in comparison to 2019 data, it dropped by 77% (average 631 riders per day).

Adhering to the Provincial Government's physical distancing protocol of 2 meters restricts the maximum passenger capacity to 12 per bus at any one time. With this limitation it is inevitable that passengers will be denied service at some point. To date, there 5 instances of where the bus reached the modified capacity and had to turn away 16 passengers.

Since the implementation of reduced service, as was suggested in the report there is a approx. \$5000 per week of reduction in expenses with \$18,177 in billable per hour charge and the rest in fuel and other overheads.

Below are few graphs/table that summarizes the data from April 20, 2020 to Jun 5, 2020 in comparison to corresponding weeks of 2019.

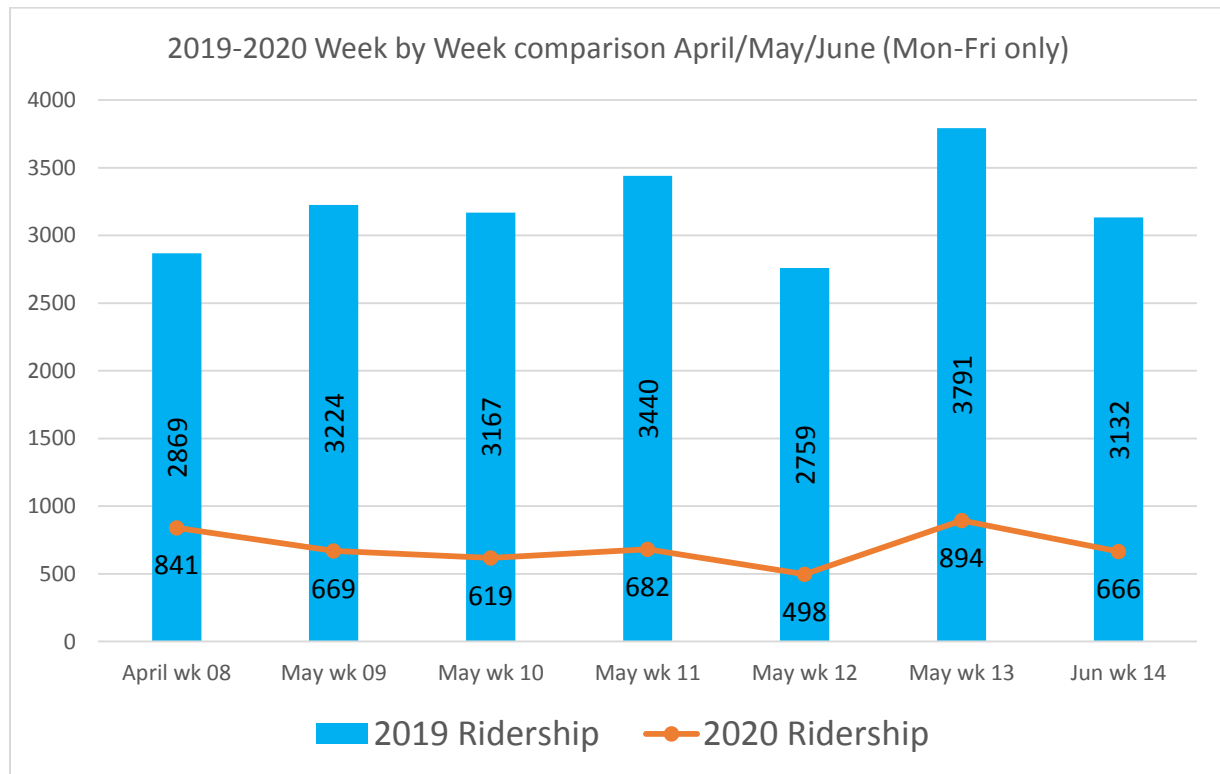




**Data Table for Weekly Ridership - April/May/June Comparison
Monday to Friday**

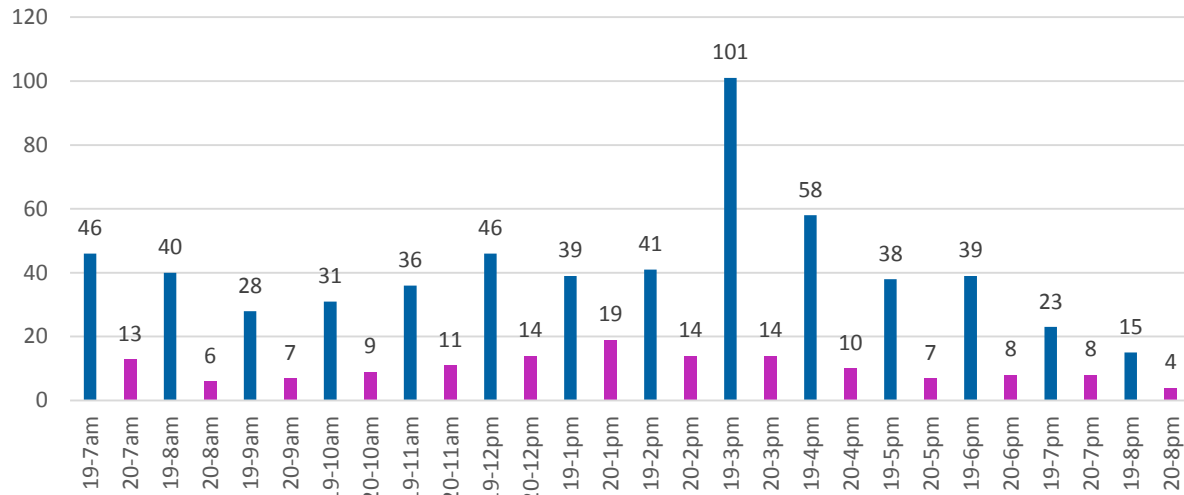
2019	2020	Week No	2019 Ridership	2020 Ridership	Reduction in Ridership
Apr 22-26	Apr 20-24	April week 08	2869	841	71%
Apr 29-May 3	Apr 27-May 1	May week 09	3224	669	79%
May 6-10	May 4-8	May week 10	3167	619	80%
May 13-17	May 11-15	May week 11	3440	682	80%
May 20-24	May 18-22	May week 12	2759	498	82%
May 27-31	May 25-29	May week 13	3791	894	76%
Jun 3-7	Jun 1-5	Jun week 14	3132	666	79%

Week numbers mentioned in above table are for internal use that starts at Week 1 being March 2 -7, 2020.

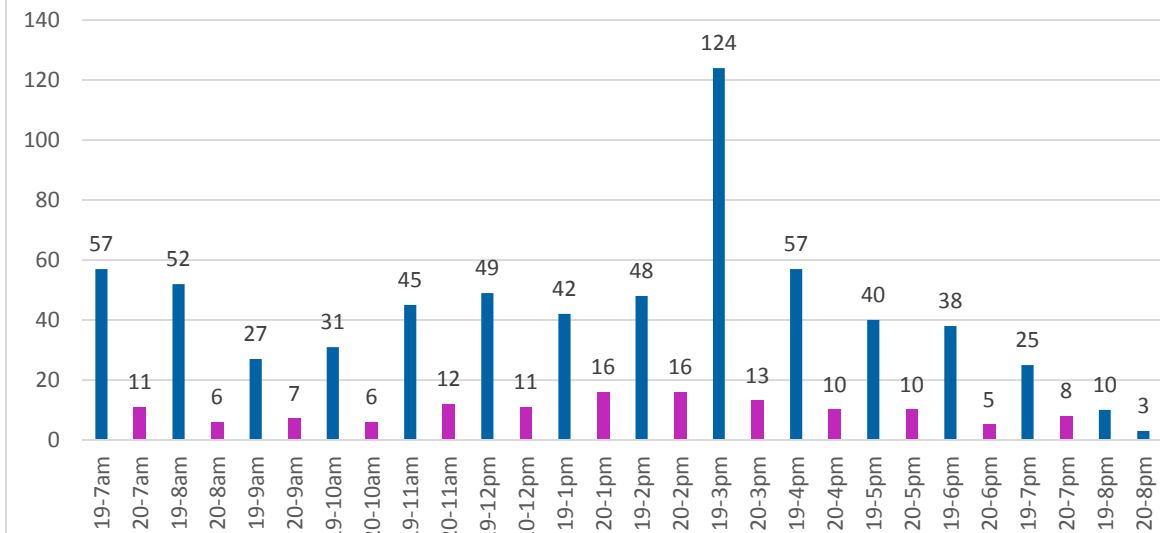


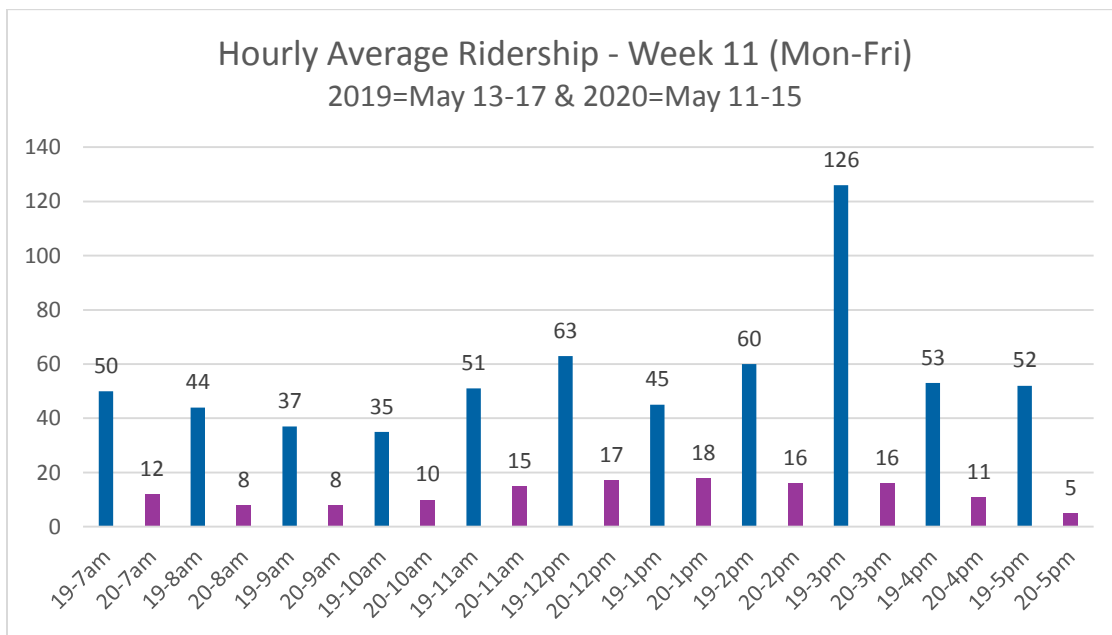
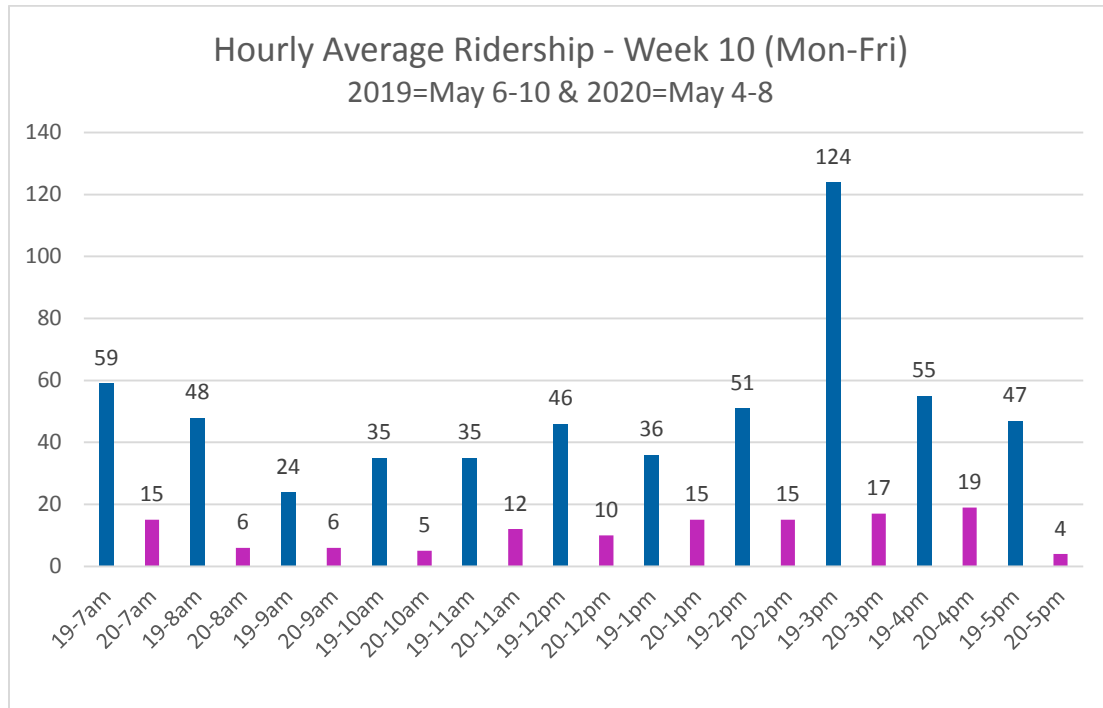


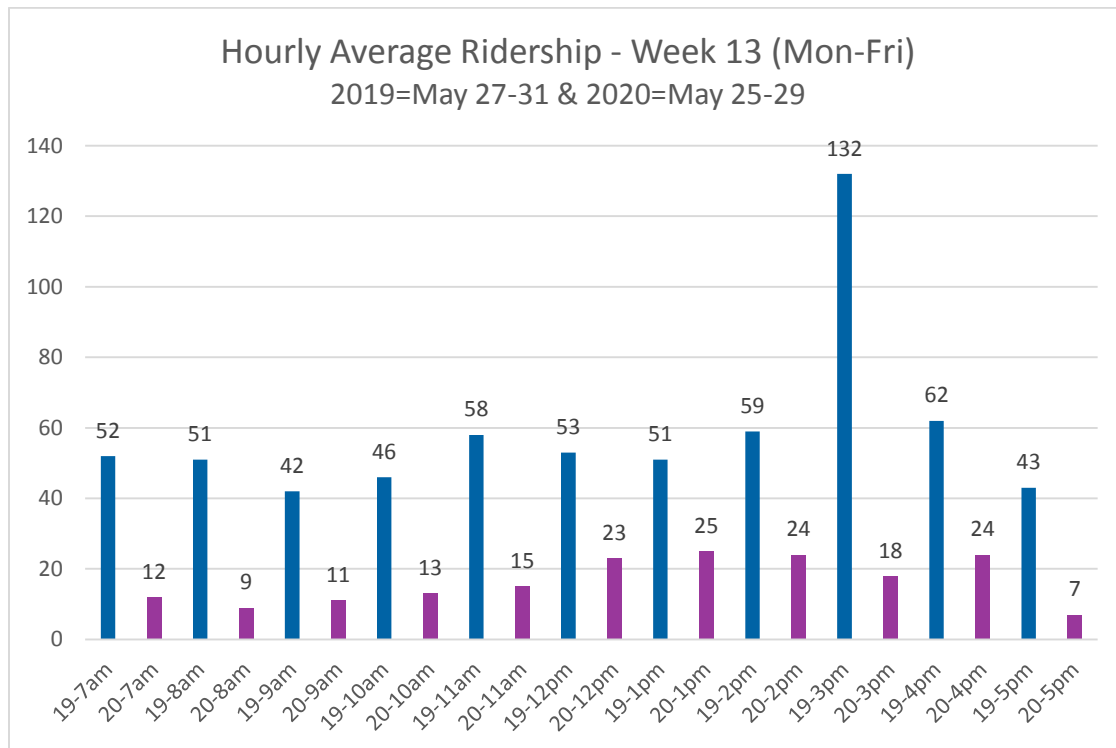
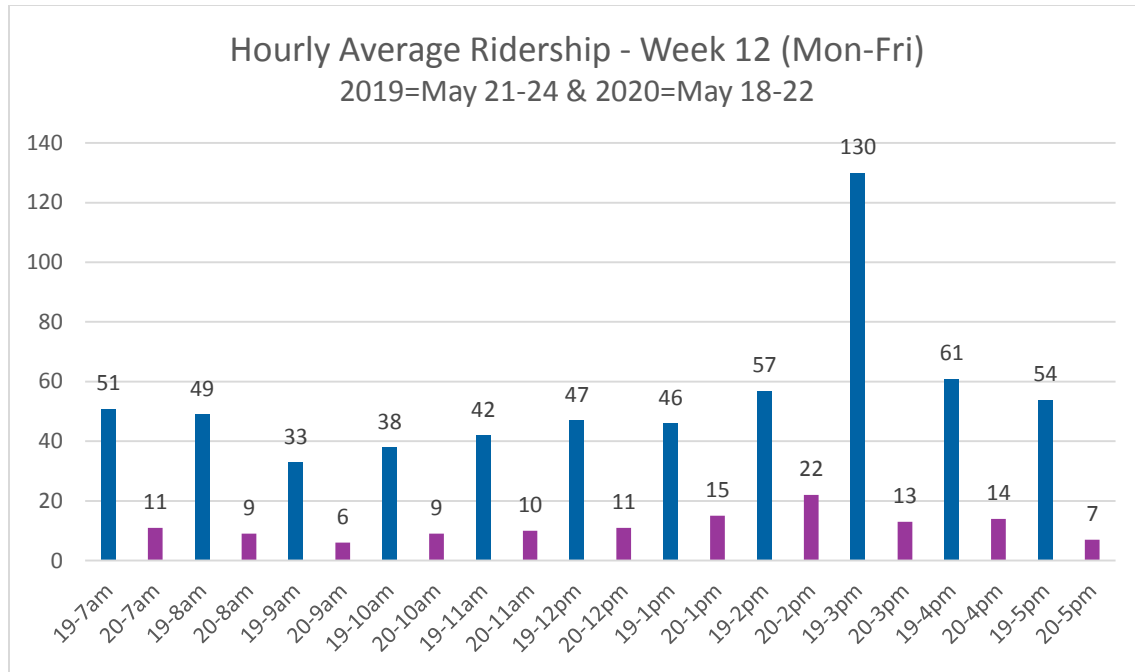
Hourly Average Ridership - April week 8
2019=Apr 22-27 & 2020=Apr 20-25

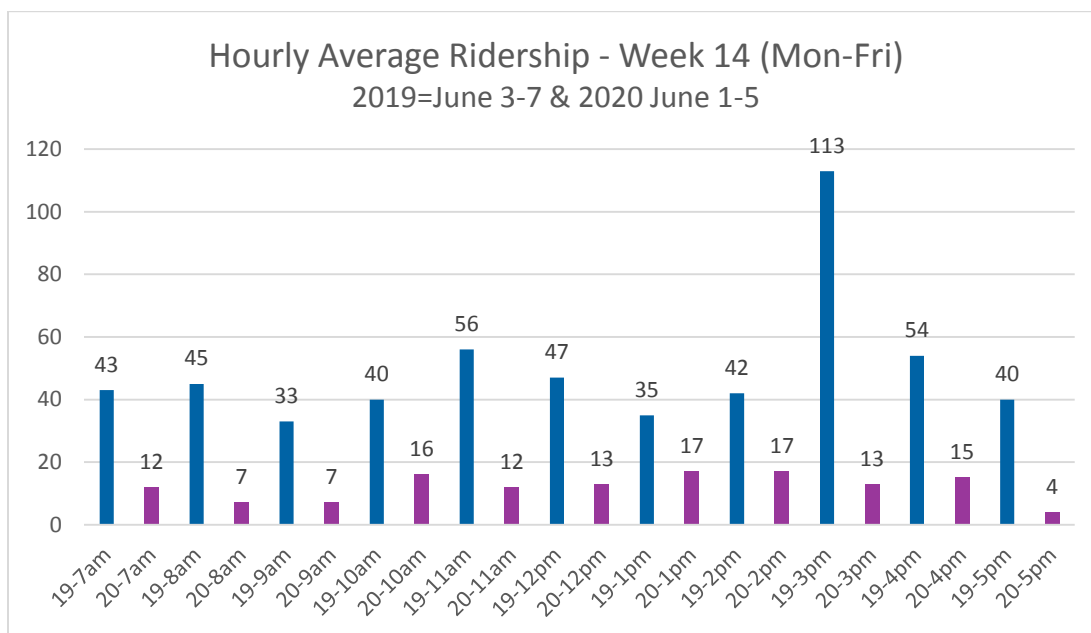


Hourly Average Ridership - Week 9 (Mon-Sat)
2019=Apr 29-May 3 & 2020 Apr 27-May 1









Based on the data available, transit service is still experiencing reduction in ridership in comparison to the last year data and therefore the service can still continue on reduced service levels. Administration have not received any complaint or concern regarding the reduction in service hours.

However, as Alberta Government has announced that Phase II of relaunch in on June 12, 2020 which allow and relax several services and activities, Council may want to consider the resumption of regular transit service which will be Monday to Friday 7am to 9pm and Saturday 9am to 9pm.

The service will still run at reduced bus capacity to 12 passengers per bus to adhere to the Government guideline of physical distancing. Another option is the mandatory wearing of mask while using transit which will become enforcement issue. It should be noted that wearing of mask is not mandatory under Alberta Government guidelines.

Further to the above, we understand that AUMA has commenced discussions with the both the provincial and federal government in regards to lost revenue (to transit systems) due to the COVID-19, and opportunities for the financial assistance. The City's input has been that Cold Lake has seen a significant impact to the user ship however revenues are not impacted do the service having no charge.

Administration is looking to reinstate the hours of operations for the Transit Service in the coming weeks of which administration seeking for any comments.



Alternatives:

Council may consider

1. Maintain status quo with reduced hours of operation:
Monday to Friday 7am to 6pm - 3 hours reduction in service hours
Saturday - no service
2. Revert back to regular Transit Service schedule:
Monday to Friday 7 am to 9pm
Saturday 9am to 9pm accelerated schedule

Recommended Action:

This report has been generate to solicit feedback from Council's Corporate Priorities Committee. The CPC can make a recommendation to City Council relating to any alternatives.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Transit Services - COVID-19 Impact

Meeting Date: April 28, 2020

Executive Summary:

Attached in an update with respect to the impact on Cold Lake Transit Services due to the COVID-19 pandemic and a recommendation for a reduction in service hours.

Background:

Alternatives:

Recommended Action:

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

Budget Implications (Yes or No):

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Date: April 22, 2020
To: Mayor and Council
From: Kevin Nagoya, CAO
Re: Transit Services – COVID-19 Impact

The intent of the memo is to provide an update of the impact on Cold Lake Transit Services due to COVID-19 pandemic and recommendation for reduction in service hours.

The ridership is slowly on decline since the pandemic hit Alberta resulting in school closure on March 16, 2020. Since then and up to April 20, 2020, there is an overall 73% reduction in ridership compared to last year within the same time period.

Currently, we are holding steady at an average of 122 riders per day since April 1st compared to last year of 549 riders per day.

Our regular schedule is as follows:

1. Monday to Friday – 7 am to 9 pm (service ends at 9 pm) – 14 hours per day
2. Saturday – 9am to 9pm (Accelerated schedule, service ends at 9 pm) – 12 hours per day

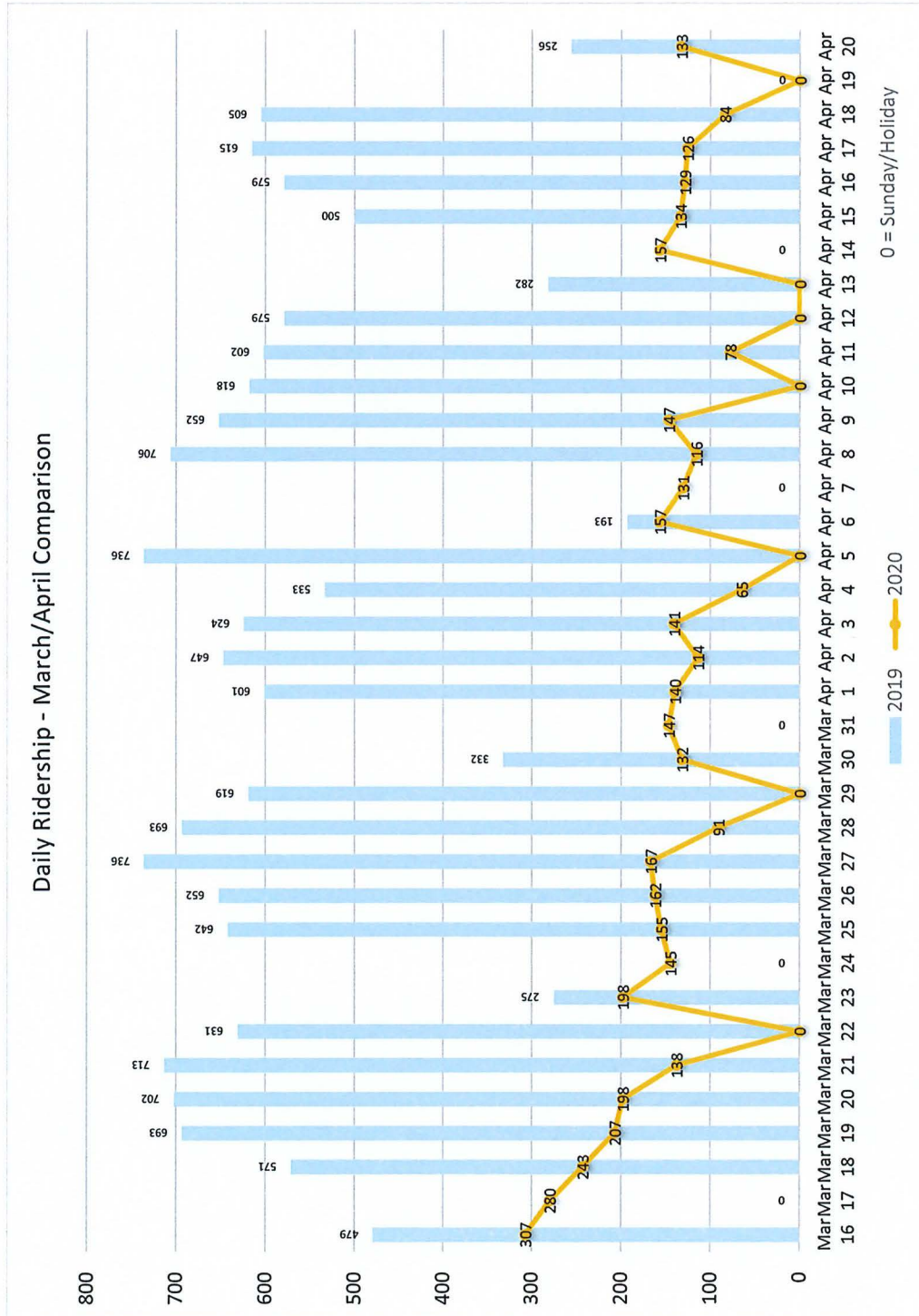
Based on the ridership data available (presented below is several graphs/table), administration is of the opinion that there is a strong case for reduction in service hours as suggested below.

1. Monday to Friday – Operate 7am to 6pm (service ends at 6pm) – 3 hours reduction in service hours
2. No Bus Service on Saturday – There is no demand for two buses but as this service follows the accelerated schedule, running only one bus would involve a heavy administrative workload to change routing information on the Transloc online App, Google Maps and schedule boards on bus stops.

The proposed reduction in service level will result in approx. \$5000 per week savings.

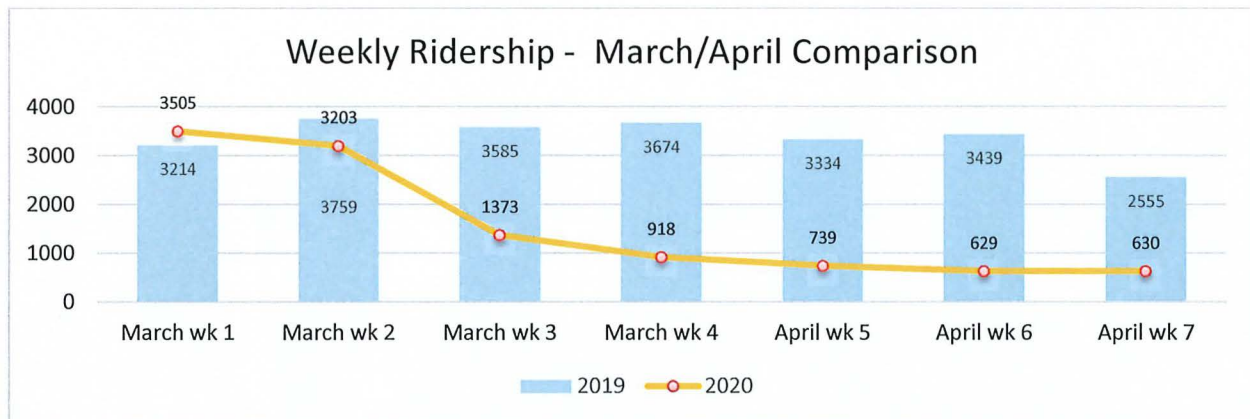
The potential reduction in service level was discussed with the contractor and they seem to be onboard but were concerned with the potential loss of revenue and staff retention. However, they have expressed that they understand the complexity of the situation and will work with the City to address the issue.

Administration is seeking Council support to implement the proposed reduction in level of service and will continue to monitor the ridership as the COVID-19 pandemic continues.



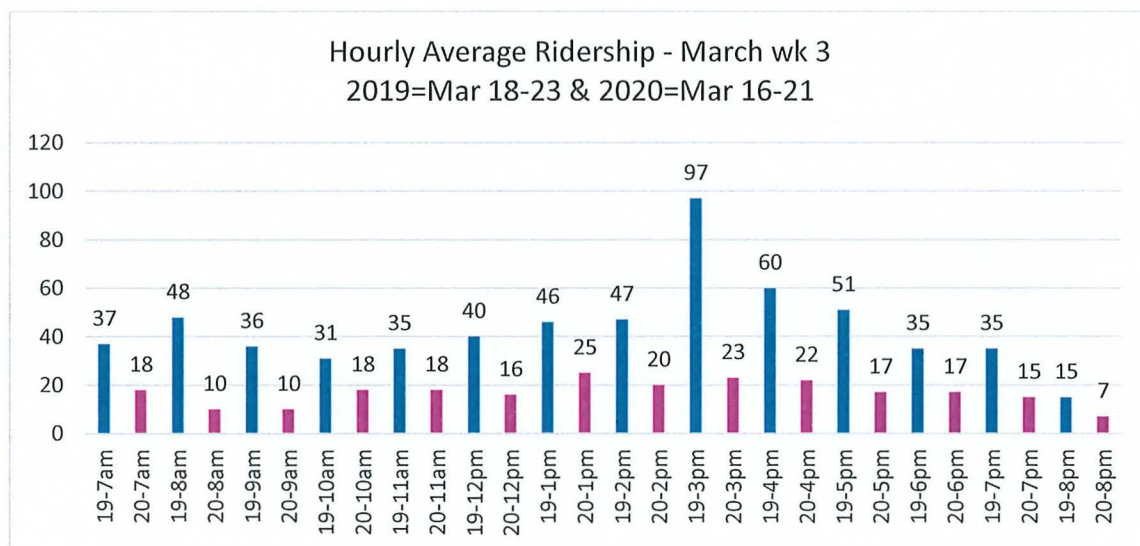
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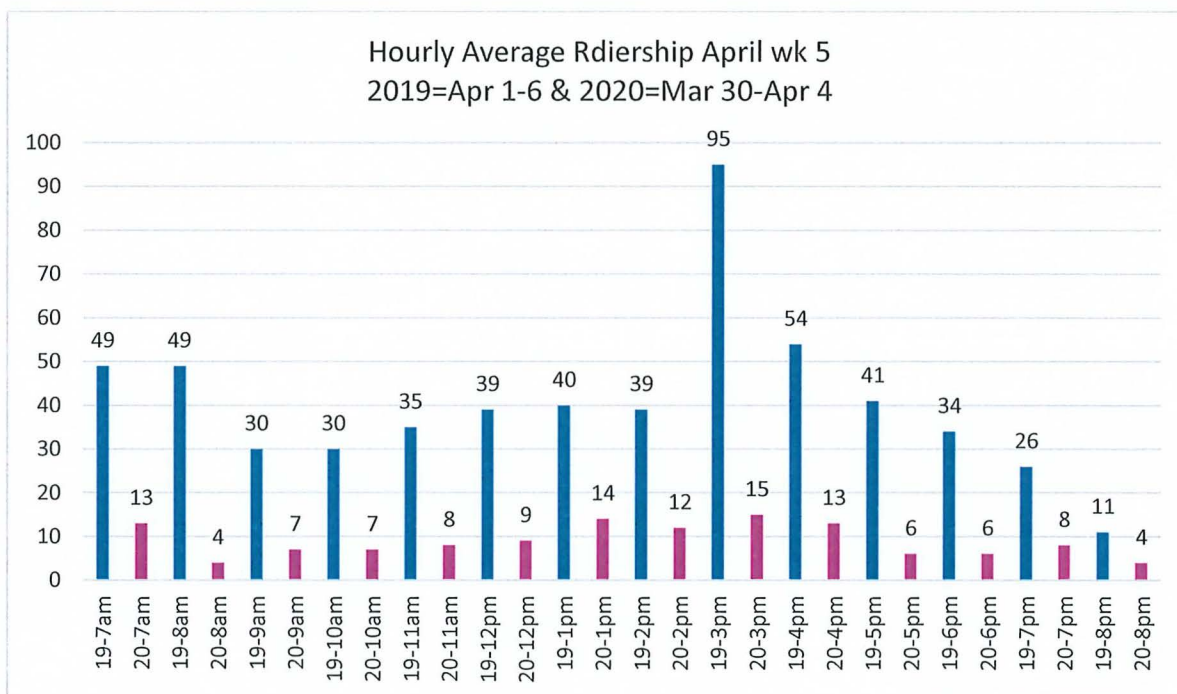
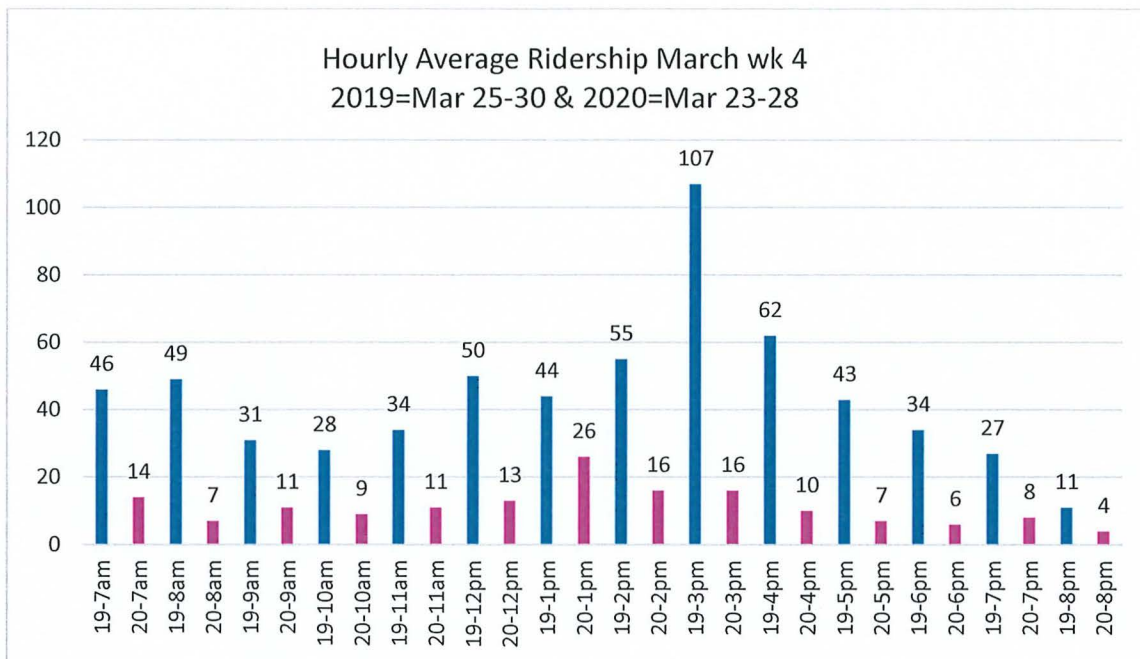
Data Table for Weekly Ridership - March/April Comparison

2019	2020	Week No	2019 Ridership	2020 Ridership	Reduction in Ridership
Mar 4-9	Mar 2-7	March week 1	3214	3505	
Mar 11-16	Mar 9-14	March week 2	3759	3203	15%
Mar 18-23	Mar 16-21	March week 3	3585	1373	62%
Mar 25-30	Mar 23-28	March week 4	3674	918	75%
Apr 1-6	Mar 30-Apr 4	April week 5	3334	739	78%
Apr 8-13	Apr 6-11	April week 6	3439	629	82%
Apr 15-20	Apr 13-18	April week 7	2555	630	75%



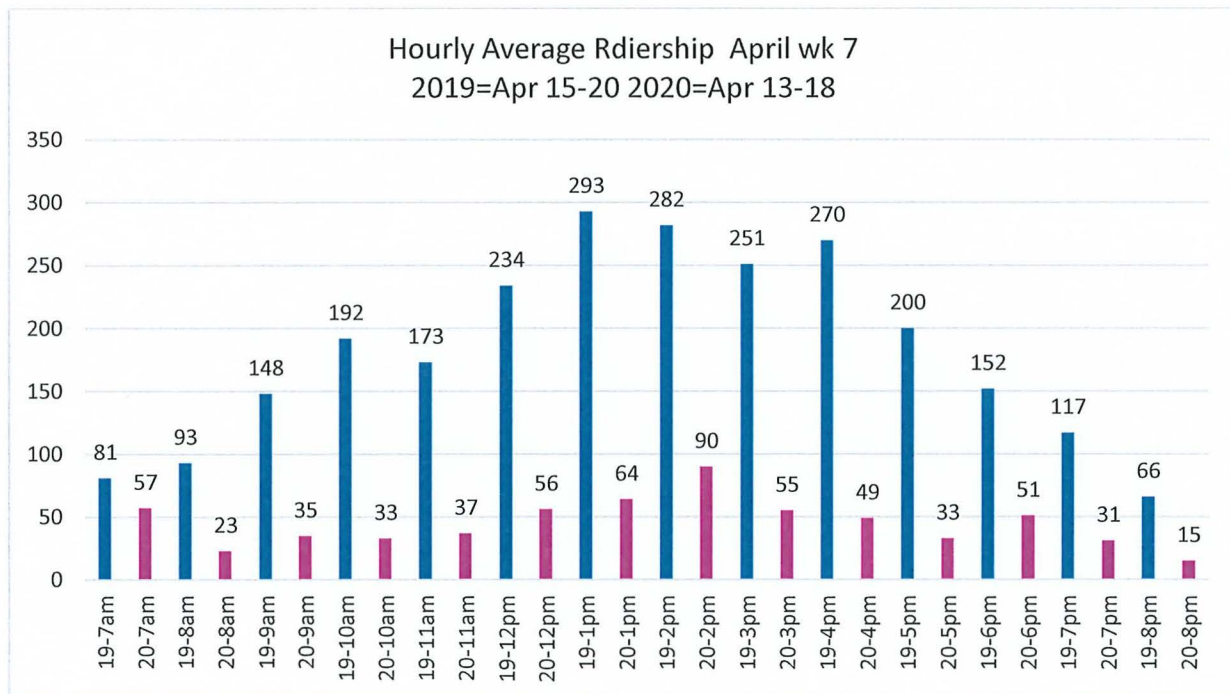
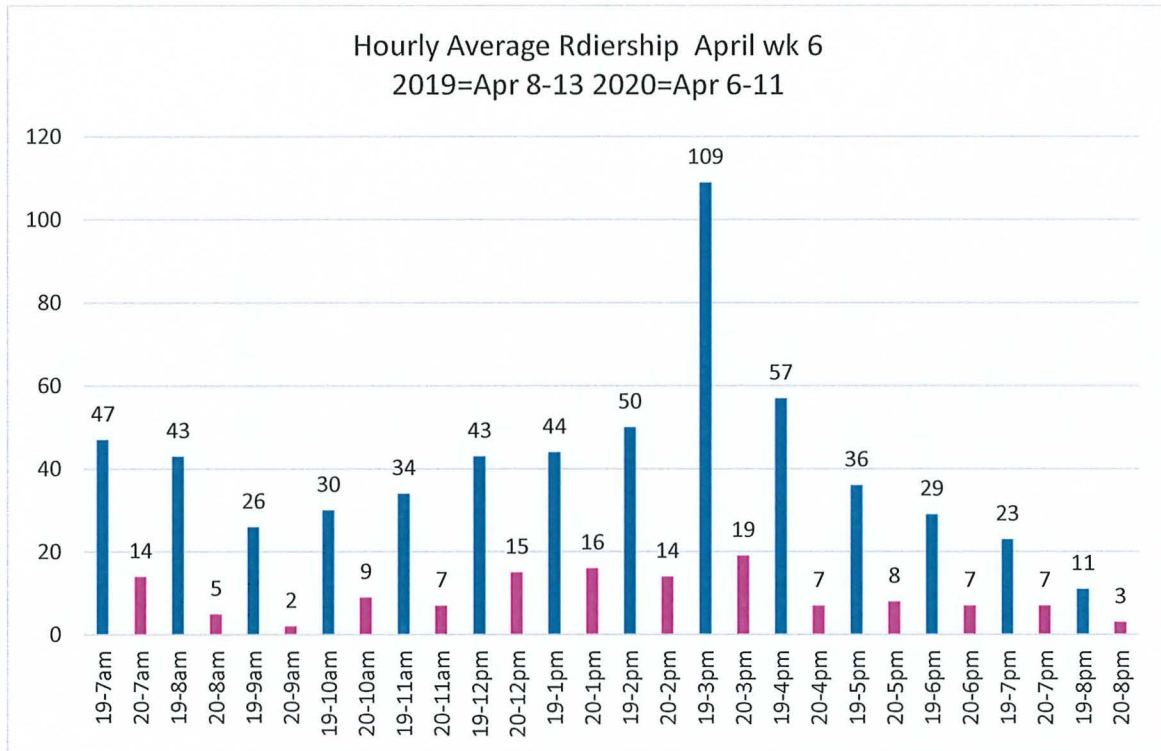
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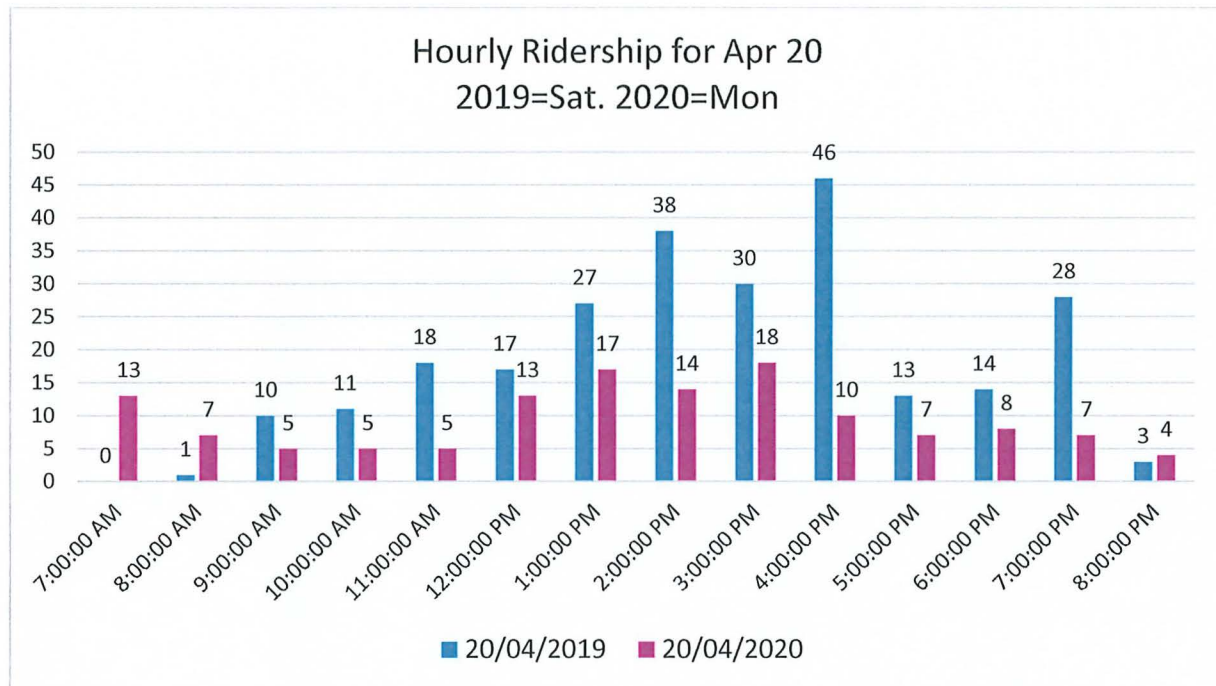
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Submitted by:

Respectfully

Azam Khan, P. Eng.
General Manager Infrastructure Services

Kevin Nagoya, CET
Chief Administrative Officer

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