



**Council - Regular Meeting
Agenda**

Tuesday, June 9, 2020

6:00 p.m.

Council Chambers

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STAFF REPORT

Title: Council - Regular Meeting May 26, 2020

Meeting Date: June 9, 2020

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held May 26, 2020 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, May 26, 2020

6:00 p.m.

Council Chambers

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

Staff Present: Chief Administrative Officer Kevin Nagoya
General Manager of Corporate Services Linda Mortenson
General Manager of Planning & Development Services Howard Pinnock
Manager of Strategic Initiatives Andrew Serba
Intermediate/Recording Secretary Valerie Saini

Staff Absent: General Manager of Infrastructure Services Azam Khan
General Manager of Community Services Glenn Barnes
Executive/Recording Secretary Cindy Reimer

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CRM20200526.1001

Moved by Councillor Soroka

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

Add In Camera Item 15.3 - Land Acquisition Opportunity

Add In Camera Item 15.4 - Portage Collage

Carried Unanimously

DISCLOSURE OF INTEREST

None.

MINUTES APPROVAL

Council - Regular Meeting May 12, 2020

Resolution # CRM20200526.1002

Moved by Councillor Vining

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

Carried Unanimously

Council - Corporate Priorities Committee Meeting May 19, 2020

Resolution # CRM20200526.1003

Moved by Councillor Soroka

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

Carried Unanimously

PUBLIC QUESTION PERIOD

None.

PUBLIC HEARINGS

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

Mayor Copeland declared the public hearing for reviewing Bylaw No. 667-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10, to Allow the Development of Single Detached Dwellings on Lots with a Minimum Width of 8.5 Meters Within the R2-Residential District, in the City of Cold Lake, open at this time being 6:02 p.m.

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

General Manager of Planning and Development Services H. Pinnock introduced Bylaw No. 667-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10, to Allow the Development of Single Detached Dwellings on Lots with a Minimum Width of 8.5 Meters Within the R2-Residential District.

Mayor Copeland opened the floor for public concerns and comments with respect to Bylaw No. 667-LU-20.

As there were no public in attendance to voice their concerns and/or provide comments with respect to Bylaw No. 667-LU-20, Mayor Copeland declared the public hearing closed at this time being 6:03 p.m.

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

Mayor Copeland declared the public hearing for reviewing Bylaw No. 668-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10, to Rezone Plan 1249NY, OT from FW-National Defense to PS-Public Service, in the City of Cold Lake, open at this time being 6:03 p.m.

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

General Manager of Planning and Development Services H. Pinnock introduced Bylaw No. 668-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10, to Rezone Plan 1249NY, OT from FW-National Defense to PS-Public Service.

Mayor Copeland opened the floor for public concerns and comments with respect to Bylaw No. 668-LU-20.

As there were no public in attendance to voice their concerns and/or provide comments with respect to Bylaw No. 668-LU-20, Mayor Copeland declared the public hearing closed at this time being 6:04 p.m.

DELEGATIONS

Faber and Company LLP - Peter Johnson

Mayor Copeland welcomed Mr. Johnson to the Council meeting at this time being 6:04 p.m.

Mr. Johnson presented Council with an update with regards to the City of Cold Lake Statement of Operations for the year end of December 31, 2019.

Brief questions and discussions ensued with Council accepting the report as information. Mayor Copeland thanked Mr. Johnson for his presentation.

Mr. Johnson left the meeting at this time being 6:24 p.m.

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

Mayor Copeland welcomed Cold Lake Museums Society (CLMS) representatives Mr. Rennie and Mr. Holoboff to the Council meeting at this time being 6:25 p.m.

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.

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.

Mr. Rennie and Mr. Holoboff left the meeting at this time being 6:55 p.m.

Resolution # CRM20200526.1004

Moved by Councillor Vining

That the meeting be recessed at this time being 6:55 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 7:03 p.m.

CITY FINANCIAL REPORTS

City Financial Reports - April 2020

Resolution # CRM20200526.1005

Moved by Councillor Lefebvre

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

Carried Unanimously

OLD BUSINESS

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

Resolution # CRM20200526.1006

Moved by Councillor Lefebvre

That Bylaw No. 667-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10, to Allow the Development of Single Detached Dwellings on Lots with a Minimum Width of 8.5 Meters Within the R2-Residential District, in the City of Cold Lake, be given second reading.

Carried Unanimously

Resolution # CRM20200526.1007

Moved by Councillor Buckle

That Bylaw No. 667-LU-20 be given third and final reading.

Carried Unanimously

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

Resolution # CRM20200526.1008

Moved by Councillor Vining

That Bylaw No. 668-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10, to Rezone Plan 1249NY, OT from FW-National Defense to PS-Public Service, in the City of Cold Lake, be given second reading.

Carried Unanimously

Resolution # CRM20200526.1009

Moved by Councillor Grau

That Bylaw No. 668-LU-20 be given third and final reading.

Carried Unanimously

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

Resolution # CRM20200526.1010

Moved by Councillor Lefebvre

That Council approve to balance the Operating Budget of \$53,528,632 with \$254,532 coming from 2019 accumulated surplus.

Carried Unanimously

Resolution # CRM20200526.1011

Moved by Councillor Vining

That Council approve the amendment to Bylaw No. 672-AN-20, being the 2020 Tax Rate Bylaw, as presented, with the Municipal Residential Tax Rate of 8.3149, Multi-Family Residential Rate of 8.6439, Non-Residential Tax Rate of 12.5435, Annexed Residential 2.7663, Annexed Farmland 5.0000, and Annexed Non-Residential 12.5435. Education Tax Rates of 2.6440 Residential, and 3.8594 Non-Residential, a Tax Rate of .0900 for the Lakeland Lodge and Housing Requisition, and a Tax Rate of 0.0760 for the Designated Industrial Property Requisition.

Carried Unanimously

Resolution # CRM20200526.1012

Moved by Councillor Grau

That Bylaw No. 672-AN-20, being the 2020 Tax Rate Bylaw with the Municipal Residential Tax Rate of 8.3149, Multi-Family Residential Rate of 8.6439, Non-Residential Tax Rate of 12.5435, Annexed Residential 2.7663, Annexed Farmland 5.0000, and Annexed Non-Residential 12.5435. Education Tax Rates of 2.6440 Residential, and 3.8594 Non-Residential, a Tax Rate of .0900 for the Lakeland Lodge and Housing Requisition, and a Tax Rate of 0.0760 for the Designated Industrial Property Requisition, in the City of Cold Lake, be given second reading as amended.

Carried Unanimously

Resolution # CRM20200526.1013

Moved by Councillor Lay

That Council give third and final reading to Bylaw No. 672-AN-20.

Carried Unanimously

NEW BUSINESS

Bylaw No. 674-LU-20 - Amend LUB No. 382-LU-10

Resolution # CRM20200526.1014

Moved by Councillor Lay

That Bylaw No. 674-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10, to Include Temporary Shelter as a Discretionary Municipal Planning Commission (MPC) Use Within the C2-Arterial Commercial and LI-Light Industrial Land Use Districts, in the City of Cold Lake, be given first reading, and that Administration be directed to set the required statutory public hearing.

Carried Unanimously

2019 Audited Financial Statements

Resolution # CRM20200526.1015

Moved by Councillor Soroka

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

Carried Unanimously

2020 Capital Budget Amendment - Fiber Optic Project

Resolution # CRM20200526.1016

Moved by Councillor Soroka

That Council amend the 2020 Capital Budget from \$8,755,390 to \$9,005,390 to include additional funding of \$250,000 to complete the Fiber Optic Network Project.

Carried Unanimously

Tax Arrears Agreement - Tax Roll No. 4000023091

Resolution # CRM20200526.1017

Moved by Councillor Vining

That Council accept the Property Tax Arrears Agreement for Tax Roll No. 4000023091 as presented.

Carried Unanimously

2020 Community Capital Project Grant Policy Funding Allocation

Resolution # CRM20200526.1018

Moved by Councillor Vining

That Council approve, as recommended by the Cold Lake Recreation and Culture Advisory Committee, to provide Community Capital Project Grant Funding in the amount of \$10,000.00 to the Cold Lake Seniors' Society, and defer the requests in the amount of \$13,000.00 to the 4 Wing Medley Family Resource Centre Society (MFRCS), and \$27,000.00 to the Cold Lake Native Friendship Centre to the next Corporate Priorities Committee meeting being June 16, 2020.

In Favor (6): Mayor Copeland, Councillor Buckle, Councillor Lay, Councillor Lefebvre, Councillor Soroka, and Councillor Vining

Opposed (1): Councillor Grau

Carried

COMMITTEE REPORTS

Minutes January 30, 2019 Municipal Planning Commission

Information.

Minutes January 13, 2020 Family and Community Support Services Advisory Committee

Information.

Minutes February 19, 2020 Recreation and Culture Advisory Committee

Information.

Minutes March 11, 2020 Cold Lake Regional Chamber of Commerce

Information.

Minutes April 8, 2020 Cold Lake Regional Chamber of Commerce

Information.

Minutes May 5, 2020 Municipal Planning Commission

Information.

COUNCIL HIGHLIGHTS/ REPORTS

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

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

None.

QUESTIONS

Councillor Vining queried if Administration will be installing bird deterrents at Kinosoo Beach?

Chief Administrative Officer K. Nagoya advised that Administration would be setting up the bird deterrents this year.

Councillor Buckle queried if the road from the Cold Lake Hospital and apartments on 25th avenue would be fixed?

Chief Administrative Officer K. Nagoya advised that Administration would look into the matter.

Councillor Grau advised as a note of interest that there has been an increase of dogs running around on the beach leaving fecal matter. Councillor Grau queried if Administration was going to go forward with putting up dog waste bags for public use?

Chief Administrative Officer K. Nagoya advised that Administration would look into that service level.

Councillor Soroka advised as a note of interest that the speed limit in Tamarak is high and that it should be reduced to 30 kilometres an hour.

Resolution # CRM20200526.1019

Moved by Councillor Vining

That the meeting be recessed at this time being 8:32 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 8:40 p.m.

IN CAMERA

Member-at-Large Appointment - Recreation & Culture Advisory Committee

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

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

- FOIP Section 17, Disclosure harmful to personal privacy

Resolution # CRM20200526.1020

Moved by Councillor Lay

That the meeting go "In-Camera" at this time being 8:40 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Member-at-Large Appointment - Recreation & Culture Advisory Committee.

Carried Unanimously

Resolution # CRM20200526.1021

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 8:43 p.m.

Carried Unanimously

Resolution # CRM20200526.1022

Moved by Councillor Vining

That Council appoint Garrett McKenzie to the Cold Lake Recreation & Culture Advisory Committee, as recommended by the Cold Lake Recreation & Culture Advisory Committee, for a term to expire October 2021.

Carried Unanimously

Agreement - Islamic Society of Cold Lake (ISCL)

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

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

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

Resolution # CRM20200526.1023

Moved by Councillor Soroka

That the meeting go "In-Camera" at this time being 8:43 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to an Agreement - Islamic Society of Cold Lake (ISCL).

Carried Unanimously

Resolution # CRM20200526.1024

Moved by Councillor Grau

That the meeting come "Out-of-Camera" at this time being 8:56 p.m.

Carried Unanimously

Resolution # CRM20200526.1025

Moved by Councillor Grau

That Council write off the interest of \$8,116.26, and defer the balance of the offsites totaling \$76,305.68 to be paid when the Islamic Society of Cold Lake (ISCL) applies for a new development permit.

In Favor (6): Mayor Copeland, Councillor Buckle, Councillor Grau, Councillor Lay, Councillor Lefebvre, and Councillor Vining

Opposed (1): Councillor Soroka

Carried

Land Acquisition Opportunity

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

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

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

Resolution # CRM20200526.1026

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 8:56 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Land Acquisition Opportunity.

Carried Unanimously

Resolution # CRM20200526.1027

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 9:12 p.m.

Carried Unanimously

Resolution # CRM20200526.1028

Moved by Councillor Soroka

That Council direct Administration to purchase lots at 1412 Wildrye Crescent (Lot 25, Block 1, Plan 1424527) and 1414 Wildrye Crescent (Lot 24, Block 1, Plan 1424527).

Carried Unanimously

Portage College

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

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

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

Resolution # CRM20200526.1029

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 9:12 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to Portage College.

Carried Unanimously

Resolution # CRM20200526.1030

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 9:22 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20200526.1031

Moved by Councillor Vining

That the meeting be adjourned at this time being 9:22 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

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

Meeting Date: June 9, 2020

Executive Summary:

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

Background:

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

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

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

As the *Cannabis Act* now allows for micro-cultivation (growing) of cannabis, Administration also considered whether the City should look at allowing this type of activity outside of industrial areas. After consideration, Administration determined that commercial growing of cannabis, even on the smaller scale allowable under a micro-cultivation licence, would still have the potential to produce nuisance effects, such as odor or high humidity that could impact adjacent businesses. For this reason, Administration recommends that growing of cannabis remain restricted to industrial zones only. There are currently no licensed cannabis growers operating in the City.



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

Administration had not received any comments with respect to the proposed bylaw prior to the Council report deadline.

Bylaw No. 669-LU-20 received first reading at the May 12, 2020 Council meeting.

Alternatives:

Public Hearing

Recommended Action:

Public Hearing

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

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

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

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

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

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

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

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

SECTION 1 – TITLE

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

SECTION 2 – AMENDMENT

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 3 – ENACTMENT

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

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 12th day of May, A.D. 2020, on motion by Councillor Lay.

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

Executed this_____ day of _____, 2020

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER



STAFF REPORT

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

Meeting Date: June 9, 2020

Executive Summary:

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

Background:

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

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

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

As the Cannabis Act now allows for micro-cultivation (growing) of cannabis, Administration also considered whether the City should look at allowing this type of activity outside of industrial areas. After consideration, Administration determined that commercial growing of cannabis, even on the smaller scale allowable under a micro-cultivation licence, would still have the potential to produce nuisance effects, such as odor or high humidity that could impact adjacent businesses. For this reason, Administration recommends that growing of cannabis remain restricted to industrial zones only. There are currently no licensed cannabis growers operating in the City.



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

Administration had not received any comments with respect to the proposed bylaw prior to the Council report deadline.

Bylaw No. 669-LU-20 received first reading at the May 12, 2020 Council meeting. Administration recommends that Council proceed to give Bylaw No. 669-LU-20 second as well as third and final reading subject to the outcome of the statutory Public Hearing.

Alternatives:

Council may consider the following alternatives:

1. Proceed to give Bylaw No. 669-LU-20 second as well as third and final reading subject to the outcome of the statutory Public Hearing.
2. Defeat second reading of Bylaw No. 669-LU-20.
3. Accept as information only.

Recommended Action:

Administration recommends that Council proceed to give Bylaw No. 669-LU-20 second as well as third and final reading subject to the outcome of the statutory Public Hearing.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

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

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

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

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

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

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

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

SECTION 1 – TITLE

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

SECTION 2 – AMENDMENT

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 3 – ENACTMENT

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

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 12th day of May, A.D. 2020, on motion by Councillor Lay.

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

Executed this_____ day of _____, 2020

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER



STAFF REPORT

Title: 4 Wing Cold Lake - 2020 Air Show Sponsorship

Meeting Date: June 9, 2020

Executive Summary:

The 2020 Cold Lake Air Show was planned for the weekend of July 18-19, 2020 but due to the continued risk to public safety because of the COVID-19 pandemic the Cold Lake Airshow Committee canceled the event.

On September 19, 2019, Council motioned to contribute \$125,000 plus GST (\$131,250 inclusive of GST) towards the civilian performer contract fees for the 2020 Cold Lake Airshow from the 2020 contingency budget (1-2-97-99-991) in the form of a sponsorship.

Council also approved \$30,000 on the 2020 Matrix towards the key mark street festival which opens the Airshow weekend (Full Throttle Street Festival). This included the music acts, amusement activities and support services.

Background:

4 Wing has been hosting the Cold Lake Airshow every 2 years since 2014. 2020 was to be the third such show that Council had chosen to support in the form of a sponsorship as well as committing to hold the street festival that kicks off the weekend.

Council contributed in 2016 (\$75,000 plus GST); 2018 (\$125,000 plus GST); and 2020 (\$125,000 plus GST) in the form of a sponsorship as well as budgeting an amount each year to hold the street festival.

The City of Cold Lake paid 4 Wing the \$125,000 + GST from the 2020 Operating Budget earlier this year that has since been returned by 4 Wing. Nothing from the \$30,000 budgeted has been spent towards the street festival as of yet.

Administration is recommending that the budgeted funds for both the sponsorship of \$125,000 and the street festival of \$30,000 be restricted for a future Cold Lake Airshow.



Alternatives:

Council may consider the following options:

1. Council restrict \$125,000 for the 2020 Cold Lake Airshow sponsorship that has been returned from 4 Wing as well as restrict the \$30,000 budgeted for the street festival for the next Cold Lake Airshow.
2. Council allow the \$125,000 to be credited back to the contingency account with this amount plus the \$30,000 for the street festival to be allocated to another project.

Recommended Action:

Administration recommends that Council restrict both the \$125,000.00 2020 Cold Lake Airshow sponsorship and the \$30,000.00 for the street festival. These funds will be used towards the next Cold Lake Airshow.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Request for Delegated Commercial Boat Vessel Slip at Marina - January 14, 2020 Delegation

Meeting Date: June 9, 2020

Executive Summary:

Owner/Operator of Wicked Watersport Rentals Inc. Mr. Raymond Cowell appeared as a delegation at Council's January 14, 2020 Council meeting.

Mr. Cowell made a proposal to Council to establish a dedicated commercial boat vessel slip to be assigned to, and paid for by, Wicked Watersport Rentals Inc. at Slip #2 at the Cold Lake Marina that would be transferrable upon sale of the business. Wicked Watersport Rentals Inc. is going into its' 7th season of business in Cold Lake and provide safe, fun, and exciting watersports on Kinosoo Beach and at the Cold Lake Marina. Their pontoon boat is currently the only boat for rent from the Marina and last year, they began providing \$15.00 boat tours of the lake that last forty-five (45) minutes. Currently, all the marina slips are private slips with an extensive wait list.

Mr. Cowell presented the notion that the establishment of a commercial slip at the marina, that is transferrable upon the sale of the business, would support and enhance the growth of local commercial tourism in Cold Lake.

Background:

The draft agreement and letter responds to Wicked Watersports Rentals' request to:

- a. Operate a watersport rental business at Kinosoo Beach for the 2020 beach season,
- b. Rent a marina birth which would be used to offer site seeing boating charters on the lake for the 2020 boating season with one (1) automatic renewal for the 2021 boating season, subject to Wicked Watersports Rentals receiving permission from the City to operate a watersport business at Kinosoo Beach.

Historically, the City has not provided priority slips to "service providers"; however the City may always dedicate slips for its own purposes (as the owner), as it sees fit. That being said, anytime something changes, the City does receive significant feedback from the public, existing users, and/or the waiting list.

In future, we anticipate queries of a 2-Tiered waiting list, private use versus use associated with "water tourism" activities. That being said, this could have some unique



spin offs. Administration feels that it is important to maintain a principle that users fees apply.

Alternatives:

Council may consider the following options:

1. Council may direct the City to enter into the Marina Berth Rental Agreement with Wicked Watersports Rentals Inc.
2. Council may direct the City to enter into the Marina Berth Rental Agreement with Wicked Watersports Rentals Inc. as amended.
3. Council may receive the report titled Request for Delegated Commercial Boat Vessel Slip at Marina - January 14, 2020 Delegation is information

Recommended Action:

First Motion:

That Council authorize the City to enter into the Marina Berth Rental Agreement with Wicked Watersports Rentals Inc., as presented.

Second Motion:

That Council permit Wicked Watersport Rentals Inc. to operate at Kinosoo Beach during the summer months of 2020 subject to the following conditions:

- Wicked Watersport Rentals Inc. must obtain the appropriate business license for the services being provided, in accordance with the City of Cold Lake Business License Bylaw.
- Wicked Watersport Rentals Inc. is considered a mobile vendor and must obtain a Mobile Vendor Permit as per City of Cold Lake Mobile Vendor Policy No. 205-AD-18.
- The business may operate on an available part of the municipal owned property at the beach, free of any charges. A specified space will not be designated and may change from day-to-day.
- Operation on the Provincial leased property of Kinosoo Beach will not be permitted.
- The business may leave a trailer on the beach between operational days.
- The City will not provide any services to Wicked Watersport Rentals Inc. This includes no power, shelter, equipment or security for all equipment or other assets. Wicked Watersport Rentals Inc. must be a completely independent, sustainable operation.
- This letter provides permission to continue to operate in a public park as designated, and will require annual renewal. This appears in accordance



with Bylaw No. 539-PL-14. There will be no lease, simply permission to conduct this business in a park.

- The City will require proof of insurance consistent with City standard for the operations and name the City of Cold Lake as an additional insured for work performed from the municipal property. The City of Cold Lake is not responsible or liable for any part of or incidents arising from the operation of Wicked Watersport Rentals Inc. and Wicked Watersport Rentals Inc. will indemnify and save harmless the City, its employees and agents from and against all claims, losses, damages, costs and expenses made against or incurred by the operation.
- Wicked Watersport Rentals Inc. to provide the City with WCB coverage consistent with City standard.
- The City will NOT provide exclusivity for the operations of Wicked Watersport Rentals Inc. on the beach.
- No sandwich boards will be permitted on the beach. Advertising space may be provided via own mobile set-up.
- The City does not recommend or approve any modification or components be added temporarily or permanently in the water itself. Since this area is not in the City's jurisdiction, appropriate approval will be required from the Province of Alberta by Wicked Watersport Rentals Inc.
- Wicked Watersport Rentals Inc. is solely responsible for any damage to the Park including the irrigation system caused by Wicked Watersport Rentals Inc.
- The City of Cold Lake reserves the right to withdraw its' permission for any reason without notice which is delegated to the Chief Administrative Officer (CAO) or designate.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Wicked Watersport Rentals Inc. 780-545-0938 I/We, _____

(Name)

(Telephone Number)

(Name)

(Telephone Number)

Mailing Address 609 Beach Avenue, Cold Lake, Alberta, T9M 1G5

E-mail Address cowell@telus.net

request to appear as a delegation before Cold Lake City Council at a meeting to be held on JANUARY 14, 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.

See Attached

* 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 R. Cowell [Signature] Date 2 JAN 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 Jan. 14, 2020

cc: _____

☐ Other

City of Cold Lake Delegation Application for Wicked Watersport Rentals Inc.

I am proposing to Cold Lake City Council to establish a delegated commercial boat vessel slip to be assigned to Wicked Watersport Rentals at Slip #2 at the Cold Lake Marina.

Currently, Wicked Watersport Rentals Inc. is going into its 7th season of business here in Cold Lake. A leader in tourism, we have provided safe, fun and exciting watersports on Kinosoo Beach and at the Cold Lake Marina. Our Wicked Party Pontoon Boat is currently the only boat for rent from the Cold Lake Marina and has provided many families fun and relaxation on Cold Lake. Our vision has always been that all people, from all walks of life, be able to experience the beauty of Cold Lake, so last year we began providing \$15 boat tours of the lake that last 45 minutes. As I captain the vessel, I mention all the development Cold Lake and Kinosoo Beach has undergone, promote various small businesses and community events and have become an unofficial ambassador for tourists visiting the area. In the past 7 years we have partnered with Travel Alberta and Seeker Media Group developing a creative marketing campaign that highlights both the beach and our community. Marketing tools such as Go East of Edmonton allow us the opportunity to use our company as a vessel to drive tourists here to the Lakeland and experience activities on the water while also seeing all our community has to offer.

These opportunities are only available with a boat slip at the Cold Lake Marina. Currently, all the marina slips are private slips and there is an extensive wait list; the establishment of a much needed commercial slip that is transferrable upon the sale of the business would allow the business to continue to grow and not only satisfy our loyal local customers, but continue to attract people to our community as well. For these reasons, I hope that Council will vote on making Slip #2 a seasonal commercial boat slip for Wicked Watersport Rentals and be transferrable upon sale of the business. This slip would become non-transferrable upon the liquidation of the business but could be used to attract new water tourism in the future. As a 19 year member of the community and 22 year member of the RCAF, I am starting to plan my retirement and that means the ultimate sale of Wicked Watersport Rentals Inc. I love my business and I love this community and I want to see both grow and I believe that Wicked Watersport Rentals is part of the Cold Lake story. Having an assigned slip would make sure this business remain in the community and possibly grow further.

Lastly, the City of Cold Lake has been a supporter of Wicked Watersport Rentals Inc. since Council members and the Mayor helped me cut the ribbon on the business on Kinosoo Beach in 2013. We ask they continue to support us in this request and would like to thank everyone for their support for all these years.

For your approval.

Sincerely,

Raymond J. Cowell
Owner/Operator
Wicked Watersport Rentals Inc.
www.wickedwatersportrentals.ca
780-545-0938





Cold Lake Marina Operations and Allocation Policy

POLICY NUMBER: 141-RC-12

Approval Date: March 27, 2012

Revise Date: August 13, 2019

Motion Number: CM20120327.1009

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The intent of the Marina Operations and Allocation Policy is to:

- 1.1 Promote the safe and efficient operation of the Cold Lake Marina and to provide equitable service for all boaters and the general public.
- 1.2 Confirm the City's commitment to the concept of sustainable development and protection of the environment, wildlife and human health by:
 - 1.2.1 Ensuring compliance with all applicable Federal, Provincial and Local Health and Safety and Environmental legislation, regulations, and authorizations.
 - 1.2.2 Working proactively with federal, territorial and Aboriginal governments, other relevant organizations, and the general public on all aspects of environmental protection
 - 1.2.3 Keeping employees, contractors, inspectors, land and water boards, appropriate governments and the public informed of any changes at the marina or with projects related to the marina.

2.0 Purpose

The purpose of the Marina Operations and Allocation Policy is to:

- 2.1 Exercise management control over all marina facilities in such a manner as to minimize the risk to the boats, slips, environment, buildings and other structures.
- 2.2 Maximize the occupancy and revenues of the marina.

3.0 Policy Statement

- 3.1 The Marina Operations and Allocation policy will provide a clear guide to Administration and Marina Users in regard to the safe and efficient operation of the Cold Lake Marina as well as a fair and transparent approach to the allocation of boat slips within the marina facility.

- 3.2 The Marina Operations and Allocation policy will also illustrate the City's commitment to the concept of sustainable development and the protection of the environment, wildlife and human health.
- 3.3 Marina User Fees
 - 3.3.1 The development of Marina fees will follow the guidelines of the Recreation User Fee Policy No. 130-RC-11;
 - 3.3.2 The City may consider additional fees which are not included in the Recreation User Fee Policy No. 130-RC-11 to cover costs that are incurred for:
 - 3.3.2.1 Damage to City facilities while using the marina;
 - 3.3.2.2 Staff resources required to clean up or repair any damage to the facility by users;
 - 3.3.2.3 Costs for alterations of a facility to accommodate a user or activity;
 - 3.3.2.4 Any costs incurred by the City that are not covered by the fee payment.

4.0 Managerial Guidelines

- 4.1 Definitions:
 - 4.1.1 "Breakwater" refers to the wave barrier on the northwest side of the marina.
 - 4.1.2 "Buy Rate" refers to the cost to the City to purchase and offer fuel to marina users inclusive of all charges (including but not limited to environmental or delivery fees).
 - 4.1.3 "Casual Slip Rental" refers to slip rentals made on a casual basis. These rentals include daily, weekly, and monthly rentals and do not refer to seasonal or yearly slip rentals.
 - 4.1.4 "Equipment" is defined as boat, car, trailer and all other personal material.
 - 4.1.5 "Fuel Dock" refers to the pier area so designated where fuel for vessels can be purchased.
 - 4.1.6 "Lease Agreement" refers to the moorage lease agreement between the Cold Lake Marina and the user.
 - 4.1.7 "Marina" means all water, land, buildings and structures within the boundaries of the Cold Lake Marina facility.
 - 4.1.8 "Marina Management" refers to the management of the City of Cold Lake Marina, its agents and representatives.
 - 4.1.9 "Moorage" refers to a place for parking a vessel.
 - 4.1.10 "Seasonal Slip Rental" refers to spaces that are left open each year for full year rental but are not guaranteed year after year like a yearly slip.
 - 4.1.11 "Slip" means any properties or facilities owned by the City of Cold Lake which are capable of use for the slip or storage of vessels.
 - 4.1.12 "Subleasing" means allowing a person other than the user of record to place his/her vessel in a leased slip, whether for rent, other consideration or no consideration at all.

- 4.1.13 “User” is defined as any person using the Cold Lake Marina with the purpose of casual, seasonal, or yearly mooring of vessels or the launching of vessels from the marina.
 - 4.1.14 “Vessel” means every manner of water craft or other artificial contrivance designed for and capable of self-propulsion and as a means of water transportation.
 - 4.1.15 “Vessel of Record” means the vessel which has been solely authorized by the Marina to occupy a leased slip.
 - 4.1.16 “Waiting List” refers to those persons who have been documented as waiting on a first come first served basis to obtain a yearly slip rental at such time as such space becomes available.
 - 4.1.17 “Yearly Slip Rental” refers to boaters whose slip is available to them throughout the boating season on an ongoing basis.
- 4.2 Boat Owner Regulations:
- 4.2.1 Moorage Registration
 - 4.2.1.1 Marina users, whether on a seasonal, casual or yearly basis, must be registered and pay moorage fees in accordance with the Recreation User Fee Policy No. 130-RC-11. All fees must be paid in full prior to receiving access to the slip designated to the user.
 - 4.2.2 Launch Ramp Usage/Parking
 - 4.2.2.1 A launch ramp fee is implemented by the City of Cold Lake. Launch ramp fees are broken into two categories: Daily Launch Fee and Yearly Launch Fee.
 - 4.2.2.2 Yearly launch passes are available for purchase and must be displayed on the right hand side of the windshield of the boat for launching. Yearly launch passes are registered to a specific boat and are not to be passed back and forth between patrons. Failure to comply will result in removal of launching privileges.
 - 4.2.2.3 Launch fees are outlined in the Recreation User Fee Policy No. 130-RC-11.
 - 4.2.3 Subleasing
 - 4.2.3.1 Yearly Slip holders who wish to sublease their slip must notify the City or its agent as to when their slip will be vacant. A letter outlining the agreed upon timeframe for subleasing must be signed and dated by the yearly slip holder.
 - 4.2.3.2 Boat Owners that are interested in subleasing Marina Slips must notify the City or its designate and will be placed on a subleasing waitlist. The necessary boat information must be provided to ensure appropriate subleasing slip allocations. The Subleasing Waitlist is only valid for one boating season. Names will be collected starting April 1 of each year.

- 4.2.3.3 Availability for subleasing slips will be on a two week (minimum) or four week (maximum) increment. Boat owners that are interested in more than the four week maximum must return to the bottom of the waitlist for the next available slip.
 - 4.2.3.4 Fees for the subleasing of slips will be based on weekly or monthly fees outlined in the Recreation User Fee Policy. Subleasing revenue will be split 50/50 between the slip holder and the City. The slip holder's portion will be credited to their account to be used towards the following years annual slip fees. The credit is only applied if the slip is subleased for the period it was vacated. There is no guarantee that all vacated boat slips can be filled by boat owners interested in casual slips. Slips will be filled based on the order the vacancies are received and the size of the slip.
 - 4.2.3.5 The slip owner remains responsible to pay their yearly slip fee prior to the boating season regardless of their anticipated absence in that season. The maximum amount to be credited to the slip holder's account may not exceed 75% of the yearly launch fee paid for that slip.
 - 4.2.3.6 Credits accumulated for subleasing of a slip must be used in the next boating season or will be cleared by the City of Cold Lake.
- 4.2 Moorage of Boats
- 4.3.1 Vessels, when unattended, must be securely moored with adequate bow, stern and spring lines. No lines shall cross piers or finger piers or any other area that may be used for pedestrian movement within the Marina facility.
 - 4.3.2 Marina users are responsible for adequate bumpers to protect their vessel and adjacent vessels.
 - 4.3.3 No fixed or permanent fenders shall be attached to any pier or dock. No tires, carpeting or other moisture absorbing and retaining materials are to be used.
 - 4.3.4 The City of Cold Lake reserves the right to secure any vessel that is improperly secured in an emergency situation or in the event that the owner cannot be contacted.
 - 4.3.5 All users of the marina shall keep their vessel and pier/finger pier in the vicinity of their vessel, neat, clean, and orderly at all times.
 - 4.3.6 All water sports equipment and lifejackets must be stored within the vessel. Items left on the pier/finger pier will be removed by marina staff. Such items will be retained in the Marina reception area to be claimed by the owner until the end of the boating season after which such items may be sold with funds received being applied toward marina operations.
 - 4.3.7 Dinghies, rowboats, skiffs or other such vessels are not allowed on piers or pier fingers. They must be stowed on the user's vessel or if small

enough, stored so as not to interfere with the regular slips of any vessel at the discretion of the City of Cold Lake.

4.4 Boat Maintenance

- 4.4.1 Boat owners are permitted to perform normal upkeep on their vessel while moored within the marina. Examples of normal upkeep include washing, polishing, routine engine tune up, paint retouching and minor fiberglass repair.
- 4.4.2 Major repair work or outfitting, spray painting, sandblasting, welding, burning or any other work that would impose a hazard or inconvenience is not permitted on slips.

4.5 Fuel Dock

- 4.5.1 Fueling will be conducted in a safe manner to minimize damage to facilities and environment. Spill kits are located on the fueling dock in case of an accidental spill.
- 4.5.2 Fueling of vessels at any other location within the Marina other than the Fuel Dock is prohibited. This shall be strictly enforced and users can be removed if not complied with.
- 4.5.3 Mooring at the fuel dock other than for fueling is prohibited.
- 4.5.4 Three payment methods are available for fuel purchasing and include:
 - 4.5.4.1 Credit Card pay-at-the-pump available 24 hours a day.
 - 4.5.4.2 Debit Card through the marina office available during regular office hours.
 - 4.5.4.2 Cash payments through the marina office available during regular office hours.
- 4.5.5 The City will make reasonable efforts to ensure that there is adequate fuel for sale and will manage fuel inventory including documenting daily inspections and volumes and spill documents. Fuel sold by the City to owners of vessels is at a rate equal to the Buy Rate plus twenty percent (20%).

4.6 Optimum Utilization of Slip

- 4.6.1. Vessels may be moved by the City of Cold Lake for the purposes of protecting life or property; to accommodate marina repairs, improvements, maintenance, construction or emergencies and when necessary to manage unapproved use of the facility with or without advance notice to or consent of vessel owner.
- 4.6.2. Slip allocations are based on boat sizes. Depending on the sizes of the vessels each year, adjustments to slip allocations may be needed to most efficiently utilize marina space.
- 4.6.3. Breakwater spaces will be reserved for large vessels including pontoon boats. Allocation of large boats may include breakwater moorage as the sole option.

- 4.6.4. All slips are property of the City of Cold Lake. Marina users will be assigned spaces which may or may not be the space provided in previous boating seasons.
- 4.6.5. The City reserves the right to limit boat sizes should it become necessary in order to ensure the optimum utilization of slips and to ensure the safe and effective movement of vessels within the marina.

5.0 Hours of Operations

- 5.1 The marina office will open for the season no later than May 31st and will close on the Monday after the Thanksgiving holiday in October.
- 5.2 The marina office hours of operation shall be:
 - 5.2.1. Opening date to May 31st: 8:00 AM to 8:00 PM (Monday – Sunday);
 - 5.2.2. June 1st to August 31st: 8:00 AM to 10:00 PM (Monday – Sunday);
 - 5.2.3. September 1st to closing date: 8:00 AM to 8:00 PM (Monday – Sunday).
- 5.3 Night watch services will begin each season on May 15th and end on the Monday after the Thanksgiving holiday in October.
- 5.4 Night watch services hours shall be 8:00 PM to 8:00 AM (Monday to Sunday).

6.0 Yearly, Seasonal, and Casual Slip Rental Procedures

- 6.1 Yearly Slip Rentals
 - 6.1.1 Renewal letters will be mailed out to persons who held an annual slip rental in the previous year by January 20th.
 - 6.1.2 The deadlines for response by recipients of a renewal letter shall be:
 - 6.1.2.1 April 1st - Deadline to respond, with payment in full, to confirm slip use for that year;
 - 6.1.2.2 April 15th – Grace period deadline to respond, with payment in full plus additional 15% surcharge, to confirm slip use for that year;
 - 6.1.2.3 After April 15th, the annual slip rental will be forfeited, and released to the first person on the waiting list.
 - 6.1.3 Yearly user slip allocations could change on a year to year basis. Slip allocations are based on all vessels using the marina and will adjust as boat sizes change.
 - 6.1.4 Yearly slips are allocated based on the vessel of record. If a user intends on purchasing a new vessel, they must receive written confirmation that the Marina Management can properly facilitate a vessel change. Failure to receive written confirmation may result in the forfeiture of a yearly slip.
 - 6.1.5 If a user is granted confirmation that a new vessel can be properly allocated by Marina Management, this confirmation does not guarantee that the vessel will be allocated to the same slip as the previous year.
 - 6.1.6 Marina slips do not transfer with the sale of a vessel. When an individual is leaving the marina and is selling their vessel, they are also giving up their slip. The slip does not get sold with the vessel.

- 6.1.7 Marina slips are non-transferable to anyone (including family members).
- 6.2 Seasonal and Casual Slip Rentals
 - 6.2.1 The City of Cold Lake will conduct a lottery system for the allocation of Seasonal and Casual Slips that are available each year. This lottery will allow the slips to be given out in the fairest way possible. This will further allow both local and out of town boaters the same chance in acquiring a slip.
 - 6.2.2 Ballots can be found on the City of Cold Lake website, at City Hall, and at the Energy Centre. Ballots must have all fields filled out correctly and only one ballot per household is permitted. The ballot name and address must be the same as the registered boat owner. Duplicate ballots will be destroyed. The locked ballot box will be located at the Cold Lake Energy Centre and ballots can be dropped off in person or sent by mail. The ballot submission date and draw date will be advertised in the local paper, on the local radio station, on the City's website, and through the City's social media site Facebook, a minimum of three weeks prior to the deadline. Submission after this date and time will not be accepted.
 - 6.2.3 On the deadline date the draws will be made, in public, and slips will be allocated according to order they are drawn. The boat owners that are drawn will be contacted by noon the following date by the contact numbers provided on the ballot only. The selected names will have 24 hours to confirm their slip, or they will lose their chance and another name will be drawn.
 - 6.2.4 Seasonal and Casual Slip rentals require payment in full to be made at the time of booking. Spaces will not be reserved prior to receiving payment in full.
 - 6.2.5 Individuals who are able to secure a slip in consecutive years may not be allocated the same slip as previous years.

7.0 Cancellations and Refunds

- 7.1 All cancellations must be provided in writing or electronic format. A cancellation is not considered confirmed unless the contact person has received confirmation that the City has received the request.
- 7.2 All yearly or seasonal cancellations will be prorated and for the purpose of calculating refunds, the number of days the City will use May 15th to September 30th. Yearly users who cancel their slip for any reason during one boating season will be forfeiting future yearly rights to that slip.
- 7.3 All casual marina users must provide the City written notice of cancellation one week prior to the first date of the booking. All cancellations made after this date will be charged regular moorage rates.
- 7.4 The City will cancel a booking should there be a breach of this policy, its conditions, rules or regulations, or if the City is of the opinion that the facilities are not being used for the purposes requested.
- 7.5 The City reserves the right to cancel bookings for special City events and/or maintenance (example could be for the moorage of a search and rescue vessel

during an air show). In such instances the City will refund any fees paid for the cancelled facility allocation.

- 7.6 In the event of a City initiated cancellation, the users will be contacted as soon as possible and informed of the cancellation through verbal, written, or electronic means.
- 7.7 The City assumes no liability for cancelled allocations.

8.0 User Requirements

- 8.1 All users require the following in order for their allocation to be confirmed.
 - 8.1.1 Payment in full
 - 8.1.2 Name, address, phone number.
 - 8.1.3 Length, beam, year and make of the vessel being moored
 - 8.1.4 Signed rental contract
 - 8.1.5 Proof of insurance
 - 8.1.6 Hull Identification Number
- 8.2 All paperwork must be in the name of the yearly slip user.

9.0 Wait List

- 9.1 With demand for slips exceeding supply, all users wishing to receive yearly slip rental privileges must do so via the wait list. The wait list process includes:
 - 9.1.1 Payment in full of a \$100 deposit.
 - 9.1.2 Completed wait list application form.
 - 9.1.3 Once a space is available for the user, the entire deposit is applied to the first year's moorage fee.
 - 9.1.4 Should the applicant withdraw from the wait list prior to being allocated a slip, the wait list deposit will be refunded less a \$50 administrative fee.
 - 9.1.5 In the event that the vessel of record is owned jointly, the partnership must be declared and the names of the partners recorded at the time of application. If the partnership were to terminate, the partners must agree in writing on which individual will remain on the wait list. Should the partners fail to come to an agreement on who will remain on the wait list, the space will be forfeited and the deposit will be refunded less \$50 for an administration fee.
 - 9.1.6 Applicants are responsible for providing written notice to Marina Management with respect to current contact information.
 - 9.1.7 Each season, beginning on March 16th, users from the top of the wait list will begin to be allocated to spaces where available.
 - 9.1.8 Slip allocations will be made based on availability for the size of boat. If the first person on the waiting list has a vessel that is improperly sized for the first available slip, and if no other adjustments can be made to vessel allocation in the marina to accommodate the size, the next vessel on the wait list will be allocated. The user with the vessel that is improperly sized will remain at the top of the wait list for future spaces.

- 9.1.9 Marina Management will make every effort to contact wait list users when vacant spaces are available. The steps taken to contact the wait list member will include:
 - 9.1.9.1 Telephone Communication
 - 9.1.9.2 Electronic Mail
 - 9.1.9.3 Written Communication if unreachable by telephone or electronic mail
- 9.1.10 If these attempts to contact the user fail within 15 days of the postmarked date of the letter, the next person on the wait list will be contacted and the user who was unsuccessfully contacted will remain in the queue as the next person on the wait list for future slips.
- 9.1.11 If the user is not prepared to accept a slip allocation for any reason, they will be placed at the bottom of the waiting list at no additional fee or may request that they are refunded their wait list deposit less \$50 for an administration fee.
- 9.1.12 When an applicant accepts a slip allocation from the wait list, they will be required to provide all necessary documentation including proof of ownership and proof of insurance on the vessel of record along with payment in full for the current boating season. If the user does not own a vessel, they will be granted 30 days to provide satisfactory documentation of ownership or risk forfeiting their slip allocation.

10.0 Facility Rules and Regulations

- 10.1 The following rules and regulations apply to all users of the Cold Lake Marina
 - 10.1.1 Respect City personnel.
 - 10.1.2 Consumption of alcoholic beverages is not permitted. Individuals caught consuming alcohol will be reported to the local law enforcement authorities and may have future facility privileges revoked.
 - 10.1.3 Rowdiness and loitering is not permitted on the marina grounds.
 - 10.1.4 Malicious and deliberate damage to the facility and/or equipment will not be tolerated. Offenders will be reported to the proper authorities, required to pay for repairs and will be suspended from future use of the facility until determined by management.
 - 10.1.5 The City is not responsible for lost, damaged or stolen property belonging to marina users or the general public.
 - 10.1.6 The User is responsible to the City for any damages or loss of City owned property and will pay such damages.
 - 10.1.7 Abusive, derogatory, or obscene language will not be tolerated.
 - 10.1.8 The City will not be responsible for personal injury caused by the negligence of marina users or the general public.
 - 10.1.9 Failure to comply with facility rules may result in suspension or outright removal of facility privileges in which case any prepaid slip rental or launch fee will not be refunded.

11.0 Persons Affected

All employees of the City Hall are affected by this policy or responsible for its implementation, Recreation Department, Cold Lake Sailing Association, Marina Users Group, General Public

12.0 Revision/ Review History

- August 26, 2014, Motion No. CM20140826.1010
- Reviewed March 27, 2018 – CM20180327.1017. Moved by Councillor Vining that Council direct Administration to extend the March 15, 2018 birth slip renewal deadline to April 15, 2018. Amended and Added Sections: 5.0, 6.1.1-6.1.2.3, 6.17 and 8.2,
- Revised August 13, 2019- CRM20190813.1007
 - Section 4.12 insert "Buy Rate" Definition
 - Section 4.5.4.2 replaced
 - Section 4.5.5 inserted "Buy Rate plus 20%
 - Section 7.2 amended

August 21, 2019.

Date

Date


Chief Administrative Officer


Mayor

COMMERCIAL
MARINA BERTH RENTAL CONTRACT

BETWEEN

CITY OF COLD LAKE
(herein called the "City")

OF THE FIRST PART

and

WICKED WATERSPORTS RENTALS INC.
(herein called the "Renter")

OF THE SECOND PART

WHEREAS the Renter has requested a letter of written permission from the City in accordance with section 7.9 of City of Cold Lake Bylaw 539-PL-14 for the operation of a watersport rental business in the municipal area of Kinosoo Beach from May 2020 through September 2020;

WHEREAS as a part of the operation of the Renter's proposed watersport rental business, the Renter would like to rent a marina berth to park a pontoon boat which would be used to offer site seeing boating charters on the lake (the "Commercial Use");

WHEREAS the City is willing to allow the Renter use of a marina berth located at 802 Lakeshore Drive, Cold Lake in the Cold Lake marina for the Commercial Use subject to the terms and conditions of this Agreement;

WHEREAS the Renter wishes to use a marina berth on the terms herein set forth;

NOW THEREFORE this agreement witnesseth that in consideration of the covenants, conditions and stipulations herein contained, the parties hereto covenant and agree with each other as follows:

CONDITION PRECEDENT

1. The obligations of the parties hereunder are conditional upon the Renter receiving and maintaining a letter of permission from the City to operate a watersport rental business on Kinosoo Beach, and continuing to operate such watersport rental business on Kinosoo Beach. If this condition is not fulfilled, this agreement shall cease and no party shall have any claim against any other party for costs, damages, compensation, or otherwise in respect of it.

USE OF RENTAL SPACE

2. The City hereby allows the Renter access to, and use of a designated berth located at Pier: [REDACTED] Slip: [REDACTED] (the "Rental Space") within the Cold Lake Marina for the Commercial Use.

3. The City permits the Renter to use the Rental Space to park a vessel, of the following specifications, subject to the terms of this Agreement:

Vessel Name (if applicable):

Make/Model:

Year:

Color:

HIN #:

Beam:

Total Length: (including all spars, brackets, swim grids, motors and other extensions)

Vessel Owner: RAY COWELL / WICKED WATERSPORT RENTALS INC.

Insurance Co. and Policy #:

4. The Rental Space is being rented for Commercial Use. The vessel being parked in the Rental Space must be used for a tourism water based business and indirect connection with the condition precedent in Section 1 (one).
5. The Renter may begin using the Rental Space no earlier than 5:00 p.m. on May 15, 2020. The vessel must be removed from the Rental Space no later than 5:00 p.m. on October 19, 2020 failing which a surcharge of \$300.00 will be imposed.
6. This is not a bailment agreement. Neither the City nor its Contractors are under any obligation to take possession of, or undertake any duty to take care of, the vessel parked at the Rental Space.
7. The City shall retain control of, and access to, the Rental Space provided that the City will not unreasonably interfere with the Renter's use. The City and its agents shall have the right to enter the Rental Space:
- 7.1. To inspect it, if it reasonably appears that the Rental Space is being used for any purpose which is prohibited,
 - 7.2. If any emergency arises which necessitates access to the Rental Space, or
 - 7.3. If the City or its agents must make alterations, repairs, or improvements to the Rental Space as the City may deem necessary or desirable.

TERM

8. This Agreement shall commence upon full execution and continue until the close of the Marina in the fall of 2020. There shall be one (1) automatic renewal for the boating season in 2021, subject to the fulfillment of the condition precedent in section 1 of this Agreement.

USER FEE

9. The Renter shall pay an annual fee as per the Recreation User Fee Policy 197-RC-16 which

includes the Slip Fee per foot, the Annual Maintenance Fee and GST (the "Rent"). The User Fee for the 2020/2021 boating season shall be due upon execution of this Agreement. The User Fee for 2021/2022 boating season shall be due by 4:30 PM on April 1st (the "Due Date").

10. In the event of N.S.F., dishonored or returned cheques, the Renter agrees to pay the City a \$25.00 late charge in addition to any other late penalty charges authorized under City policies or bylaws.

CITY RESPONSIBILITIES

11. The City shall:

- 11.1. Provide the Renter access to, and use of, the Rental Space during the Term;
- 11.2. Post the City's Rules and Regulations in plain view in a conspicuous area;
- 11.3. Maintain an emergency telephone and first aid equipment according to City policy;
- 11.4. Maintain copies of all reports of the existence of a hazardous condition for a period of at least seven (7) years.

RENTER RESPONSIBILITIES

12. **The Renter must**, at all times:

- 12.1. Comply with all requirements of the Cold Lake Policy No. 141-RC-12, Cold Lake Marina Operations and Allocation Policy (which includes the Facility Rules and Regulations), attached as *Appendix "A"* to this Agreement. Please note that section 4.2.3, section 6.0, section 7, and section 9 of Cold Lake Policy No. 141-RC-12 do not apply to commercial berth rentals;
- 12.2. Use the Rental Space in a careful, safe, proper and lawful manner;
- 12.3. Obey all laws, bylaws, regulations, and policies of the City;
- 12.4. Promptly report the existence of any hazardous condition to the City.

13. **The Renter must not**, at any time:

- 13.1. Use the Rental Space for any reason other than parking the vessel described in section 2 of this Agreement;
- 13.2. Have any illegal substances within the Rental Space;
- 13.3. Undertake, or permit any invitees to undertake, any illegal activity within the Rental Space;
- 13.4. Conduct any business within the Rental Space, with the exception of a pontoon charter service which is an approved use of the Rental Space, without prior written approval of the City;
- 13.5. Do anything that may cause damage to City property or any other renter's property.

14. **The Renter is responsible for their invited guests** and must ensure all guests and visitors conduct themselves in an orderly and reasonable manner so as not to damage the Rental Space or disturb the operational duties of the City, its employees or the public. Individuals found

deliberately damaging City property may be reported to the police and be required to pay for repairs, and be suspended from further use of the Rental Space.

15. The Renter is responsible to inspect and maintain the condition of the Rental Space including:

- 15.1. Accepting the Rental Space in its "as is" condition at the beginning of the Term. The Renter acknowledges that the City has made no representations or warranties expressed or implied of any nature whatsoever in connection with the condition of the Rental Space.
- 15.2. Maintain the Rental Space throughout the Term in as good condition and repair as at the beginning of the Term, normal wear and tear excepted.
- 15.3. If in the sole opinion of the City, the Rental Space has been damaged or dirtied beyond reasonable wear and tear, the damage shall be repaired or replaced by the City at the sole cost and expense of the Renter. Full payment for all of the City's actual costs related to the damage must be paid by the Renter within thirty (30) days of receipt of the City's invoice.

16. Certificate of Insurance: The Renter shall provide the City with a certificate of insurance for insurance coverage during the full term of the Agreement with the following requirements:

- 16.1. Minimum \$2 million comprehensive general liability coverage;
- 16.2. Sufficient coverage for the vessel;
- 16.3. listing the City of Cold Lake as an additional insured;
- 16.4. Thirty (30) days notice requirement to the City if the insurance coverage materially changes or is cancelled.

17. Commercial License and Business License: The Renter shall provide the City with confirmation of a current Commercial Boating License and a current Business License valid during the full term of the Agreement.

18. Sale of Business. The Renter is responsible to notify the City of any intent to sell the business and provide legal documents upon execution of the sale. Transfer of the contract will not be unreasonably withheld or refused by the City.

NOTICE

19. Any notice to be given by the parties hereto will be in writing and will either be delivered personally or mailed by prepaid registered mail as follows:

- 19.1. City of Cold Lake 5513 – 48 Ave, Cold Lake, AB T9M 1A1
Attention: Kevin Nagoya, CAO
- 19.2. Wicked Watersports Rentals Inc. [REDACTED]
Attention: Raymond J Cowell

20. Notice given in any such manner will be deemed to have been received by the party on the day of delivery or upon the seventh (7th) day after the day of mailing. Any party may change its address for service from time to time upon written notice to that effect.

DEFAULT & TERMINATION

21. The City may terminate this Agreement by providing five (5) days written notice, requiring the Renter to immediately vacate and remove all property from the Rental Space, if the City is of the opinion that any of the following have occurred:
 - 21.1. The Renter is in default of any of the terms or conditions of this Agreement,
 - 21.2. The Renter has undertaken or permitted any activity within the Rental Space which may be a nuisance, cause damage, or is outside of the permitted activities.
22. This Agreement shall terminate immediately in the following circumstances:
 - 22.1. The Renter is no longer operating Wicked Watersport Rentals Inc. on Kinosoo Beach;
 - 22.2. The Renter's permission to operate Wicked Watersport Rentals Inc. on Kinosoo Beach has been withdrawn by the City.
23. This Agreement may be terminated by either party at any time, without cause, by giving the other party thirty (30) days written notice.
24. If the Renter fails to perform any of its obligations under this Agreement, the City has the right to take such action as is reasonably necessary in the sole discretion of the City to perform such obligations. In such an event, the Renter will be responsible for the payment of all City costs.
25. Should this Agreement be terminated in accordance with section 20 or 21 of this Agreement, the Renter shall not be eligible to receive any reimbursement for rental fees already paid.

RELEASE OF LIABILITY, INDEMNITY

26. The Renter hereby waives and releases the City from any liability for damage or loss to any persons or property which occurs in connection with the Rental Space, the building and its grounds. The City shall not be liable to the Renter for any damages to or loss of personal property due to fire, flood, water leaks, rain, mildew, mold, hail ice, snow, smoke, lightning, wind, storms, tornados, explosions, acts of God, insects, rodents or interruptions of utilities.
27. Storage of any and all property within the Rental Space shall be at the Renter's sole risk. The City shall not be liable for any damages arising from any action or neglect.
28. The Renter will at all times indemnify and save harmless the City from and against any and all actions, claims, demands, suits, proceedings, damages, costs (including without restriction legal costs on a solicitor and his own client full indemnity basis) and expenses whatsoever that may be brought, made or incurred by or against the City by reason of, arising out of, or in any way related to, the use of the Rental Space by the Renter and/or its invitees.
29. The Renter hereby acknowledges that the Rent payable to the City does not include the cost of

security measures and that the City shall have no obligation whatsoever to provide security. Any security provided by the City shall not be treated as a guarantee against crime or a reduction in the risk of crime.

NON-ASSIGNMENT

30. The Renter may not assign or sublet this Agreement.

NON-WAIVER

31. The failure of the parties to insist upon or to enforce strict performance of any of the terms of this Agreement shall not be construed as a waiver of their rights to assert or rely upon such terms subsequently.

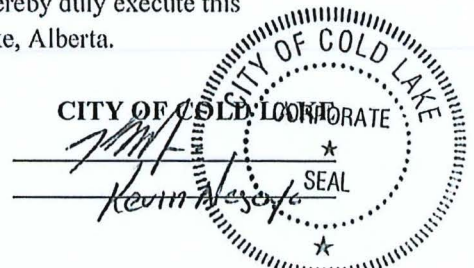
ENTIRE AGREEMENT

32. This Agreement contains the entire Agreement and understanding between the parties and supersedes all prior representations and discussions pertaining to all matters directly or indirectly covered in this Agreement. There are no conditions, warranties, representations, understandings, or agreements of any nature other than as set out in this Agreement. This Agreement may only be amended by a subsequent written instrument signed by both parties.

ACKNOWLEDGEMENT

33. Each of the parties agree that it fully understands the terms of this Agreement and accepts the provisions of this Agreement voluntarily, acting wholly upon its own judgement, belief, and knowledge and that it has not been influenced into entering into this Agreement by any act, statement, or representations of any party to this Agreement. By executing this Agreement, the Renter acknowledges that it has taken as much time and independent advice as thought necessary to consider matters before entering into this Agreement.

IN WITNESS WHEREOF the parties herein under proper authorization, hereby duly execute this Agreement this 31 day of MAY, 2020 at Cold Lake, Alberta.



WICKED WATERSPORTS RENTALS INC.

RAY COWELL
[Signature]



Letter of Understanding

June 10, 2020

Wicked Watersport Rentals Inc.


Attention Raymond Cowell

Dear Mr. Cowell

RE: Continued Operation of Wicked Watersport Rentals Inc. at the Kinosoo Beach Area

Further to the above noted matter, please review the list of required conditions below and sign in the designated area. Upon your signature please return this letter to the City of Cold Lake with requested documents. These required conditions for Wicked Watersport Rentals Inc. to operate at Kinosoo Beach during the summer months of 2020 must be adhered to and are as follows:

1. Wicked Watersport Rentals Inc. must obtain the appropriate business license for the services being provided, in accordance with the City of Cold Lake Business License Bylaw.
2. Wicked Watersport Rentals Inc. is considered a mobile vendor and must obtain a Mobile Vendor Permit as per City of Cold Lake Mobile Vendor Policy No. 205-AD-18.
3. The business may operate on an available part of the municipal owned property at the beach, free of any charges. A specified space will not be designated and may change from day-to-day.
4. Operation on the Provincial leased property of Kinosoo Beach will not be permitted.
5. The business may leave a trailer on the beach between operational days.
6. The City will not provide any services to Wicked Watersport Rentals Inc. This includes no power, shelter, equipment or security for all equipment or other assets. Wicked Watersport Rentals Inc. must be a completely independent, sustainable operation.
7. This letter provides permission to operate in a public park as designated and will require annual renewal. This appears in accordance with Bylaw No. 539-PL-14. There will be no lease, simply permission to conduct this business in a park.
8. The City will require proof of insurance consistent with City standard for the operations and name the City of Cold Lake as an additional insured for work

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www.coldlake.com

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performed from the municipal property. The City of Cold Lake is not responsible or liable for any part of or incidents arising from the operation of Wicked Watersport Rentals Inc., and Wicked Watersport Rentals Inc. will indemnify and save harmless the City, its' employees and agents from and against all claims, losses, damages, costs and expenses made against or incurred by the operation.

9. Wicked Watersport Rentals Inc. is to provide the City with WCB proof of coverage consistent with City standards.
10. The City will not provide exclusivity for operations of Wicket Watersport Rentals Inc. on the beach.
11. No Sandwich boards will be permitted on the beach. Advertising space may be provided via open mobile set-up.
12. The City does not recommend or approve any modification or components to be added temporarily or permanently in the water itself. Since this area is not in the City's jurisdiction, appropriate approval will be required from the Province of Alberta by Wicked Watersport Rentals Inc.
13. Wicked Watersport Rentals Inc. is solely responsible for any damage to the Park including the irrigation system caused by Wicked Watersport Rentals Inc.
14. The City of Cold Lake reserves the right to withdraw its' permission for any reason without notice which is delegated to the Chief Administrative Officer (CAO) or designate.
15. Wicked Watersport Rentals Inc. is responsible to notify the City if any intent to sell the business and provide legal documents upon execution of the sale. Transfer of the Letter of Understanding will not be unreasonably withheld or refused by the City.

If you require anything further in regard to this matter, please contact me.

Sincerely,

Glen Barnes
General Manager of Community Services

/vs

cc: Chief Administrative Officer K. Nagoya
General Manager of Corporate Services L. Mortenson
General Manager of Planning and Development Services H. Pinnock

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I hereby do understand and accept the requirements set out in this Letter of Understanding in order to conduct Wicked Watersport Rentals Inc. business on the Kinosoo Beach area and do commit to adhere with them.

Raymond J. Cowell, Wicked Watersport Rentals Inc.

Date



STAFF REPORT

Title: Bylaw No. 673-AN-20 - Supplementary Tax Rate Bylaw

Meeting Date: June 9, 2020

Executive Summary:

Section 369(1) of the Municipal Government Act allows a municipality to pass a bylaw authorizing supplementary assessments to be prepared in respect of property. It also requires that the municipality pass a bylaw authorizing it to impose a supplementary tax. This Bylaw 658-AN-20 was passed on February 11, 2020. Section 369(2) of the Municipal Government Act states that the tax rates set by the property tax bylaw must be used as the supplementary tax rates. Administration is recommending first reading of Bylaw 673-AN-20 Supplementary Tax Rate Bylaw.

Background:

On February 11, 2020 at its regular meeting of Council, Council passed Bylaw No. 658-AN-20 authorizing the preparation of supplementary assessments. Also, on May 26, 2020 Council gave Bylaw 672-AN-20, being the Tax Rate Bylaw, third and final reading with municipal tax rates set at Residential 8.3149, Multi-Family 8.6439, Non Residential 12.5435, Annexed Residential 2.7663, Annexed Farmland 5.0000, and Annexed Non-Residential 12.5435; Alberta School Foundation Fund at 2.6440 Residential and 3.8594 Non Residential; .0900 for the Lakeland Seniors Foundations and a tax rate of .0760 for Designated Industrial Properties. The City levied \$45,892.37 in supplementary taxes in 2019 inclusive of the City portion of \$34,124.62.

Alternatives:

Council may consider the following options:

1. Council may give first reading to Bylaw No. 673-AN-20, the Supplementary Tax Rate Bylaw.
2. Council may decide not to impose supplementary taxes.

Recommended Action:

Administration recommends that Council give first reading to Bylaw No. 673-AN-20, being a bylaw to authorize the rates of taxation to be levied against Supplementary Assessable Property for the 2020 Taxation Year, in the City of Cold Lake with a Municipal Residential Tax Rate of 8.3149, a Multi-Family Residential Tax Rate of 8.6439, a Non-Residential Tax Rate of 12.5435, Annexed Residential 2.7663, Annexed Farmland 5.0000, and Annexed Non-Residential 12.5435. Education Tax Rates of 2.6440 Residential and 3.8594 Non-Residential, .0900 for the Lakeland Lodge & Housing Requisition, and a Tax Rate of .0760 for Designated Industrial Properties.



Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

CITY OF COLD LAKE
BYLAW # 673-AN-20

THIS BYLAW AUTHORIZES THE COUNCIL OF THE MUNICIPALITY TO IMPOSE A SUPPLEMENTARY TAX IN RESEPECT OF PROPERTY THAT HAS HAD A SUPPLEMENTARY ASSESSMENT PREPARED.

WHEREAS, the Municipal Government Act permits Council to impose a supplementary tax in respect of certain property;

AND WHEREAS, the Council of the City of Cold Lake has passed Bylaw No. 672-AN-20 being a bylaw authorizing the rates of taxation to be levied against assessable property for the 2020 taxation year;

AND WHEREAS, the Council of the City of Cold Lake has passed Bylaw No. 658-AN-20 being a bylaw authorizing the preparation of supplementary assessments for improvements for the purpose of imposing a supplementary tax for the 2020 taxation year;

AND WHEREAS, in any year a Council passes a bylaw authorizing supplementary assessments to be prepared in respect of property, the Council must, in the same year, pass a bylaw authorizing it to impose a supplementary tax in respect of that property and the rates set in this supplementary tax bylaw must be the same rates set in the property tax bylaw;

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

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property in respect of which supplementary assessments are prepared for the City of Cold Lake:

	Tax Rate
General Municipal - Residential	8.3149
Multi Family Residential	8.6439
Non-residential	12.5435
Residential – Annexed	2.7663
Farmland – Annexed	5.0000
Non-Residential – Annexed	12.5435
ASFF - Residential/Farmland	2.6440
Non-residential	3.8594
Opted Out School Boards	
Residential/Farmland	2.6440
Non-residential	3.8594
Senior Foundation	.0900
Designated Industrial Property	.0760

673-AN-20 This bylaw authorizes the Council of the Municipality to impose a supplementary tax in respect of property that has had a supplementary assessment prepared

CITY OF COLD LAKE
BYLAW # 673-AN-20

2. That this Bylaw shall take force and effect on the date of final passing thereof.

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

CARRIED
UNANIMOUSLY

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

CARRIED
UNANIMOUSLY

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

CARRIED
UNANIMOUSLY

Executed this_____ day of _____, 2020

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CITY OF COLD LAKE
BYLAW 658-AN-20
2020 SUPPLEMENTARY TAX IMPOSITION

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, AUTHORIZING THE PREPARATION OF SUPPLEMENTARY ASSESSMENTS FOR IMPROVEMENTS FOR THE PURPOSE OF IMPOSING A SUPPLEMENTARY TAX FOR THE 2020 TAXATION YEAR.

WHEREAS, the assessor must prepare supplementary assessments for machinery and equipment used in manufacturing and processing if those improvements are completed or begin to operate in the year in which they are to be taxed;

AND WHEREAS, the Council of the City of Cold Lake deems it advisable to require the assessor to prepare a supplementary assessment for other improvements that are completed, occupied or moved into the City of Cold Lake in the year in which they are to be taxed;

AND WHEREAS, the Council of the City of Cold Lake deems it advisable to prepare a supplementary assessment for all improvements for the purpose of imposing a supplementary tax in 2020;

NOW THEREFORE, pursuant to the authority of the *Municipal Government Act*, RSA Chapter M-26., the Council of the City of Cold Lake, duly assembled, enacts as follows:

1. That the assessor for the City of Cold Lake is hereby required to prepare supplementary assessments of all improvements during the taxation year 2020;
2. That the assessor for the City of Cold Lake must prepare Supplementary Assessments for improvements if:
 - 2.1 they are completed in the year 2020 in which they are to be taxed;
 - 2.2 they are occupied during all or any part of the year 2020 in which they are to be taxed; or
 - 2.3 they are moved into the City of Cold Lake during the year 2020 in which they are to be taxed and they will not be taxed in 2020 by another Municipality.
 - 2.3.1 a supplementary assessment must be prepared for a designated manufactured home that is moved into the municipality during the year 2020 despite that the designated manufactured home will be taxed in the year 2020 by another municipality.
3. That the Supplementary Assessment must reflect:
 - 3.1 value of an improvement that has not been previously assessed; or
 - 3.2 the increase in the value of an improvement since it was last assessed.
4. This Bylaw shall come into effect on the day of its third reading.

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

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 25th day of February A.D. 2020, on motion by Councillor Lefebvre.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 25th day of February, A.D. 2020, on motion by Councillor Grau.

**CARRIED
UNANIMOUSLY**

Executed this 25th day of February, 2020.

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER



CITY OF COLD LAKE
BYLAW # 672-AN-20

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

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

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

WHEREAS the estimated revenues and transfers from all sources other than taxation is estimated at \$32,909,610.00 and the balance of \$20,619,022.00 is to be raised by general municipal taxation, and;

WHEREAS the requisitions including any under or over levy are:

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

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

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

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

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

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

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

	Tax Levy	Assessment	Rate
General Municipal			
Residential/Farmland	12,624,505.69	1,518,299,160	8.3149
Multi Family Residential	596,851.79	69,048,900	8.6439
Non-residential	7,359,669.20	586,731,710	12.5435
Machinery & Equipment	6,364.82	507,420	12.5435
Residential - Annexed	15,798.34	5,711,000	2.7663
Farmland - Annexed	666.70	131,340	5.0000
Non-residential - Annexed	15,175.25	1,209,810	12.5435
TOTAL MUNICIPAL	20,619,021.79	2,181,639,340	
ASFF			
Residential/Farmland	3,383,084.87	1,279,532,857	2.6440
Non-residential	870,981.07	225,677,845	3.8594
TOTAL ASFF	4,254,065.95	1,505,210,702	
Opted Out School Boards			
Residential/Farmland	829,096.38	313,576,543	2.6440
Non-residential	1,394,079.64	361,216,675	3.8594
TOTAL OPTED OUT SCHOOL BOARDS	2,223,176.02	674,793,218	
Senior Foundation	201,896.71	2,243,296,770	0.0900
Designated Industrial Property	1,889.41	24,860,690	0.0760

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

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 12th day of May, 2020, on motion by Councillor Soroka.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 26th day of May, 2020, on motion by Councillor Grau, as amended.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 26th day of May, 2020, on motion by Councillor Lay.

**CARRIED
UNANIMOUSLY**

Executed this 26th day of May 2020

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER





STAFF REPORT

Title: 2020 Capital Budget Amendment - Cold Lake Regional Utility Services Commission (CLRUSC) Wastewater Treatment Plant (WWTP) Moving Bed Biofilm Reactor (MBBR) Design

Meeting Date: June 9, 2020

Executive Summary:

In 2020 Council allocated \$1,000,000 for the engineering design work of the Cold Lake Regional Utility Services Commission (CLRUSC) new Wastewater Treatment Plant (WWTP). The new waste water treatment plant will be based on Moving Bed Biofilm Reactor (MBBR) technology. The CLRUSC completed the pilot study on the new plant in May 2020 and will be moving to the design stage.

The budget of \$1,000,000 was to be funded from Gas Tax Fund (GTF) but the gas tax grant funding agency conveyed that, while the WWTP upgrade as a whole (including construction) is eligible for the Gas Tax grant, the MMBR design component alone is not eligible for the Gas Tax grant. This situation necessitated revisiting the funding options and realigning the funding source for MBBR design to MSI ID349.

Background:

The CLRUSC WWTP Feasibility Study (2018) examined a number of treatment options to provide solutions for reducing ammonia toxicity, nutrient removal, and ultimately to meet the stringent effluent limits required by Environment Canada (EC) and Alberta Environment and Parks (AEP) regulations. Of the various options reviewed, the Moving Bed Biofilm Reactor (MBBR) was recommended for future testing as a pilot program.

In line with the recommendations of the Waste Water Treatment Facility Feasibility Study (2018) CLRUSC initiated a Pilot MBBR study in November 2020 to evaluate the effectiveness of the technology. The pilot project was in operation for 7 months till May 2020. The pilot program is believed to have collected adequate data to evaluate its performance under winter climatic conditions and reducing ammonia toxicity, and ultimately to meet the stringent effluent limits. The results of the pilot study in the form of a Draft Report from consultant is expected to be available for review in June 2020.

The existing wastewater system license is due to expire on Jan 1, 2022. AEP expects the Commission to upgrade the WWTP and be operational by 2022 in order to meet the desired effluent criteria. To meet AEP's expectation and timelines, the overall upgrade to the WWTP is planned and staged in such a consecutive manner that once the final



report of the pilot study is available, a proponent must be on board without elapsed time to proceed with the design of the full scale MBBR and other upgrades.

The project budget was to be funded from GTF but the funding agency advised that the design only component of the project is not eligible under GTF guidelines. The City have \$1,000,000 available from ID349 MSI allocation so therefore the funding source of this project is being recommended to be changed to ID349 MSI and the GTF allocation will be realigned to other capital projects.

Alternatives:

1. Pass a motion to reassign the funding (\$1,000,000) source for the CLRUSC Wastewater Treatment Plant MBBR Design to the Improvement District No. 349 MSI, instead of Gas Tax grant
2. Reject a motion to reassign the funding (\$1,000,000) source for the CLRUSC Wastewater Treatment Plant MBBR Design to the Improvement District No. 349 MSI, instead of Gas Tax grant.

Recommended Action:

Administration recommends that Council pass a motion to reassign the funding (\$1,000,000) source for the Cold Lake Regional Utility Services Commission (CLRUSC) Wastewater Treatment Plant (WWTP) Moving Bed Biofilm Reactor (MBBR) Design to the Improvement District (ID) No. 349 MSI, instead of the Gas Tax Grant.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: 2020 Capital Budget Amendment - Building #10 Fire Pump Replacement Project

Meeting Date: June 9, 2020

Executive Summary:

In 2017 Council allocated a budget of \$200,000 for Building #10 Fire Pump Replacement Project. During the pump replacement design process, it was found that the existing electrical systems at the Building #10 reservoir would not sustain the necessary equipment. The scope of the project required a modernization of the electrical systems. In 2019 Council therefore allocated an additional \$700,000 making the total budget \$900,000.

The tender closed for Building #10 Fire Pump Replacement Project on May 19 2020. All bids came over budget and the budget deficit is \$452,000 for the full scope inclusive of a 10% construction contingency. The scope is largely due to a proposed scope enhancement of adding a backup generation to the facility.

Administration is requesting a Capital Budget amendment to increase project funding by \$452,000 by allocating \$452,000 from the Gas Tax Fund.

Background:

In line with the improvements identified by the Water Master Plan, the Building #10 Fire Pump Replacement project was initiated to replace the existing natural gas fueled fire flow pump which has become inefficient, is unable to meet the fire flow demand in Cold Lake South, and has reached its life cycle. During the pump replacement design process, it was found that the existing electrical system in Building #10 also needed an upgrade to sustain the necessary equipment.

Neither of the reservoirs in Cold Lake South (Building #7 and Building #10) have a standby generator to support backup power during a power outage. Consequently, a generator and secondary feed was added to the scope of work for the Building #10 Fire Pump Replacement project as a provisional item. All necessary additions to the initial scope made the project over budget. This scope can be removed from the budget if Council does not authorize the enhancements; the impact would just mean power outages in Cold Lake South that would impact the water distribution system (as it currently does). The Cold Lake North Reservoir already has a back-up generation package.



Administration is of the opinion it would be prudent to execute the Building #10 Fire Pump Replacement project at full scope to allow provisions for backup power during a power outage in Cold Lake South.

Alternatives:

Council may consider the following:

1. Pass a motion to allocate additional \$452,000 to Building #10 Fire Pump Replacement Project by transferring \$452,000 from the Gas Tax grant.
2. Reject a motion to allocate additional \$452,000 to Building #10 Fire Pump Replacement Project by transferring \$452,000 from the Gas Tax grant. The administration will have to either reduce the scope (remove backup power generator) or cancel the tender until additional funds are available.

Recommended Action:

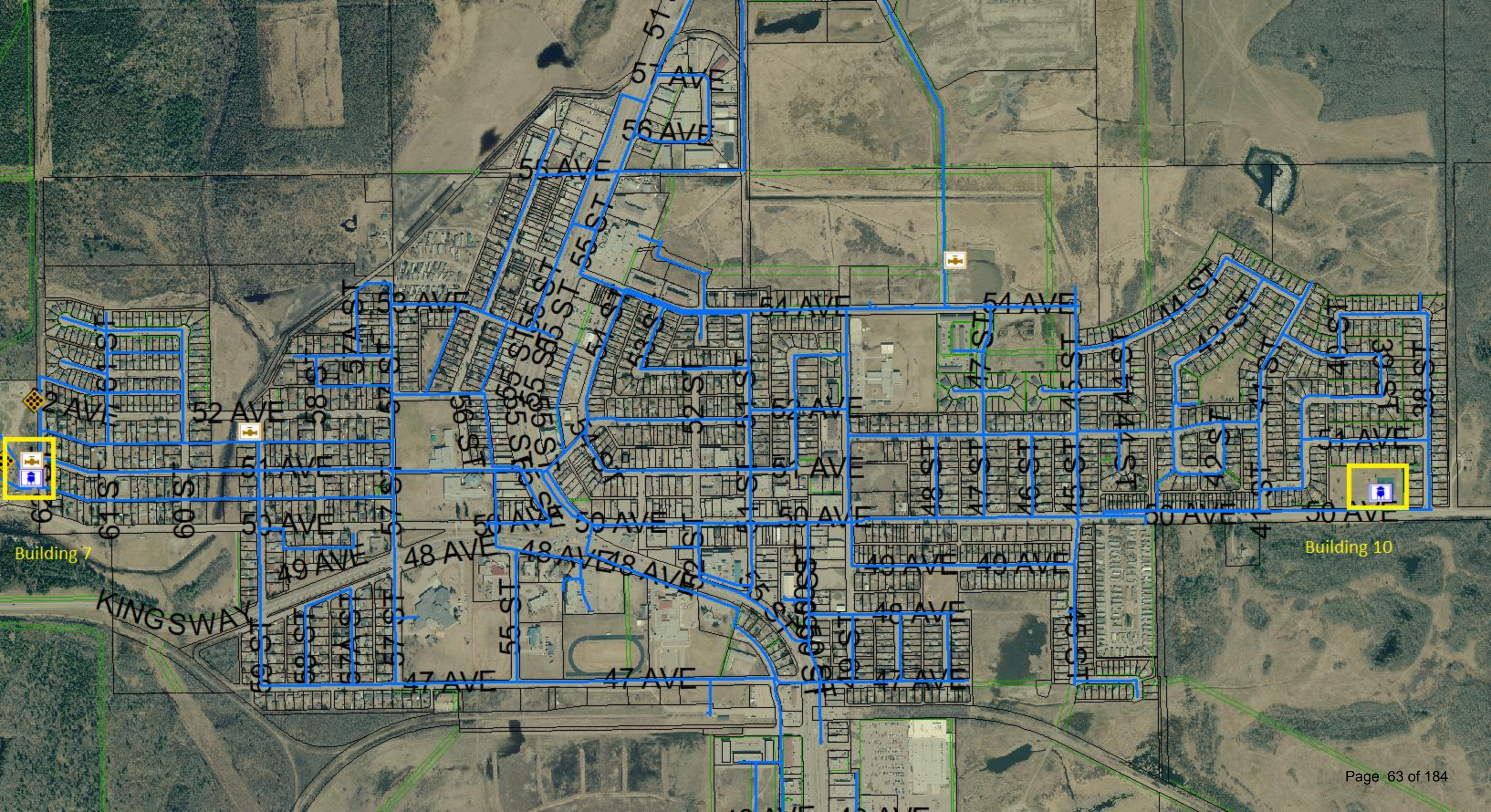
Administration recommends that Council pass a motion to allocate additional \$452,000 to the Building #10 Fire Pump Replacement Project by transferring \$452,000 from the Gas Tax Grant. This will amend the 2020 Capital budget from \$9,005,390 to 9,457,390.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer





STAFF REPORT

Title: 2020 Capital Budget Amendment - 8th Street Roadway Extension Phase 2A Project

Meeting Date: June 9, 2020

Executive Summary:

In 2020 Council approved the 8 Street Roadway Extension Phase 2A project with an allocated budget of \$500,000. Phase 2A work included completion of water, storm and road improvement to local road standard to approx. 80 meters south of 18th Avenue.

As part of the design process Phase 2B (completion up to 20 Avenue) was included and tendered as a provisional item. The construction value for the Phase 2A scope is \$593,000 and for both 2A and 2B (provisional) the construction value is \$1,080,000. The noted values include construction, engineering, geotechnical and contingencies.

The additional budget required for Phase 2A is \$93,000 and for Phase 2A & 2B (provisional) is \$580,000.

The 8 Street Phase 2A and 2B Roadway Extension project can be completed at full scope by transferring \$570,000.00 from the offsite levy account and the Gas Tax grant.

The current \$500,000 allocated for Phase 2A was funded as follows:

- Offsite Levies: \$350,000; and
- MSI Capital grant: \$150,000

Administration is recommending to complete both Phase 2A & 2B therefore requesting additional funding of \$580,000.

Background:

The improvement on 8 Street from 16 Ave to 20 Ave was split into two phases: Phase 1 (16 Ave to 18 Ave) was completed in 2014. Phase 2 (18 Ave to 20 Ave) is currently a gravel rural road which receives many service requests due to drainage concerns and dust control.

The Phase 2 drainage and water pressure concerns were to be addressed with the completion of Lefebvre subdivision development. As the development is not happening in the near future, it is important to address the issues impacting current development.



Phase 2 was split into two phases: Phase 2A and Phase 2B. Phase 2A was approved in the 2020 Capital Budget to include water, sewer and storm improvements and to bring approx. 80 meters of road to a residential road standard. Phase 2B, the remaining 120 meters to 20th Avenue that would also include water and storm improvements and bring the road to residential road standards was designed and tendered as a provisional item to obtain prices.

After review of the tender submissions (the bid were very competitive), administration is recommending to complete both Phase 2A and 2B by allocating additional funds in the amount of \$580,000. The project funding will be from the following sources:

- Offsite Levy funds increase from \$350,000 to \$540,000;
- Gas Tax Fund \$390,000; and
- MSI Grant: \$150,000 (Previously Allocated)
- Total funding from above sources will be \$1,080,000.

Allocation of additional funds will allow 8th Street from 18th Avenue to 20th Avenue to be completed in its full scope rather than an interim fix.

Alternatives:

1. Advise Administration to award the project at a reduced scope to stay within the allocated budget of \$500,000.
2. Advise administration to transfer the necessary funds from another funding source.
3. Pass a motion to allocate an additional \$580,000 to the 8th Street Roadway Extension Project by transferring an additional \$190,000 from the offsite levy fund and \$390,000 from the Gas Tax grant.
4. Reject a motion to allocate an additional \$580,000 to the 8th Street Roadway Extension Project by transferring an additional \$190,000 from the offsite levy fund and \$390,000 from the Gas Tax grant.

Recommended Action:

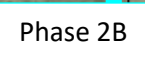
Administration recommends that Council pass a motion to allocate \$580,000 to the 8th Street Roadway Extension Phase 2A Project by allocating an additional \$190,000 from the offsite levy fund and \$390,000 from the Federal Gas Tax Fund. This will amend the 2020 Capital budget from \$9,457,930 to 10,037,930.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer





STAFF REPORT

Title: 2020 Capital Budget Amendment - 8th Street Roadway Extension Phase 2A Project

Meeting Date: June 9, 2020

Executive Summary:

In 2020 Council approved the 8 Street Roadway Extension Phase 2A project with an allocated budget of \$500,000. Phase 2A work included completion of water, storm and road improvement to local road standard to approx. 80 meters south of 18th Avenue.

As part of the design process Phase 2B (completion up to 20 Avenue) was included and tendered as a provisional item. The construction value for the Phase 2A scope is \$593,000 and for both 2A and 2B (provisional) the construction value is \$1,080,000. The noted values include construction, engineering, geotechnical and contingencies.

The additional budget required for Phase 2A is \$93,000 and for Phase 2A & 2B (provisional) is \$580,000.

The 8 Street Phase 2A and 2B Roadway Extension project can be completed at full scope by transferring \$570,000.00 from the offsite levy account and the Gas Tax grant.

The current \$500,000 allocated for Phase 2A was funded as follows:

- Offsite Levies: \$350,000; and
- MSI Capital grant: \$150,000

Administration is recommending to complete both Phase 2A & 2B therefore requesting additional funding of \$580,000.

Background:

The improvement on 8 Street from 16 Ave to 20 Ave was split into two phases: Phase 1 (16 Ave to 18 Ave) was completed in 2014. Phase 2 (18 Ave to 20 Ave) is currently a gravel rural road which receives many service requests due to drainage concerns and dust control.

The Phase 2 drainage and water pressure concerns were to be addressed with the completion of Lefebvre subdivision development. As the development is not happening in the near future, it is important to address the issues impacting current development.



Phase 2 was split into two phases: Phase 2A and Phase 2B. Phase 2A was approved in the 2020 Capital Budget to include water, sewer and storm improvements and to bring approx. 80 meters of road to a residential road standard. Phase 2B, the remaining 120 meters to 20th Avenue that would also include water and storm improvements and bring the road to residential road standards was designed and tendered as a provisional item to obtain prices.

After review of the tender submissions (the bid were very competitive), administration is recommending to complete both Phase 2A and 2B by allocating additional funds in the amount of \$580,000. The project funding will be from the following sources:

- Offsite Levy funds increase from \$350,000 to \$540,000;
- Gas Tax Fund \$370,000; and
- MSI Grant increase from: \$150,000 (Previously Allocated) to \$170,000.
- Total funding from above sources will be \$1,080,000.

Allocation of additional funds will allow 8th Street from 18th Avenue to 20th Avenue to be completed in its full scope rather than an interim fix.

Alternatives:

1. Advise Administration to award the project at a reduced scope to stay within the allocated budget of \$500,000.
2. Advise administration to transfer the necessary funds from another funding source.
3. Pass a motion to allocate an additional \$580,000 to the 8th Street Roadway Extension Project by transferring an additional \$190,000 from the offsite levy fund, increasing the MSI grant by \$20,000 and \$370,000 from the Gas Tax grant.
4. Reject a motion to allocate an additional \$580,000 to the 8th Street Roadway Extension Project by transferring an additional \$190,000 from the offsite levy fund, increasing the MSI grant by \$20,000 and \$370,000 from the Gas Tax grant.

Recommended Action:

Administration recommends that Council pass a motion to allocate an additional \$580,000 to the 8th Street Roadway Extension Project by transferring an additional \$190,000 from the offsite levy fund, increasing the MSI grant by \$20,000 and \$370,000 from the Gas Tax Fund. This will amend the 2020 Capital budget from \$9,457,390 to 10,037,390.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: 2020 Capital Budget Amendment - Park Structure

Meeting Date: June 9, 2020

Executive Summary:

Council has heard and discussed on several occasions the problems surrounding the connectivity and green space park area for the Creekside subdivision. Due to the downturn in the economy the developer has not completed the phase of the development that includes the park area. The City has purchased 2 lots in order to provide a temporary park at the Creekside location. Administration is recommending Council consider amending the Capital Budget by \$75,000 in order to develop the park area.

Background:

At the May 26, 2020 regular Council meeting, Council authorized the purchase of two (2) lots in the subdivision in order to provide a temporary park for the residents of the area. The purchase was a result of a long process of the City attempting to negotiate with developer to provide land (or set aside land) for the development of a playground structure. The City has a signed offer for two (2) lots in the subdivision and would like to move forward with the development of the temporary greenspace and park area. Once the developer develops a permanent greenspace and park area the temporary structure will be removed.

The Area Structure Plan (ASP) outlines several areas of which the developer will consider of which the City will mandate a park structure to be installed.

Alternatives:

Council may consider the following options:

1. Council may amend the 2020 Capital Budget to include the \$75,000 for the park Structure in the Creekside Development Area
2. Council may chose not to approve the amendment to the Capital Budget and defer to a future meeting

Recommended Action:

Administration recommends that Council pass a motion to amend the Capital budget from \$10,037,930 to \$10,112,930 to include the \$75,000 for a temporary park structure at Creekside to be funded by Accumulated Surplus.



Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

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

Meeting Date: June 9, 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:

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 be 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.

Alternatives:

Council may consider the following options:

- Council may request Administration to establish budget to potentially expand the design project scope for the project.
- Council may provide a \$50,000 grant to the Cold Lake Museum Society funded from Contingency.
- Council may refer the request to Council's 2021 Budget Deliberations.
- Council may refer the issue to Council's Corporate Priorities Committee for further discussion and seek a recommendation.

Recommended Action:

That Council accept the Cold Lake Museums Society (CLMS) delegation presentation made at the May 26, 2020 regular meeting of Council as information, and direct Administration to establish a design budget for an expanded scope for an observation tower located at the Cold Lake Museum for Council's 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: Minutes February 6, 2020 Economic Development Advisory Committee

Meeting Date: June 9, 2020

Executive Summary:

Minutes Economic Development Advisory Committee February 6, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**COLD LAKE ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE**
MEETING MINUTES OF THURSDAY, FEBRUARY 6, 2020
CHAMBER OF COMMERCE BOARD ROOM

PRESENT	Chairperson Bernard Lefebvre Councillor Vicky Lefebvre Larry Ashcroft Lorie Jacobsen Jessica Radford Allison Untereiner John Usher
ALSO PRESENT	Howard Pinnock, General Manager of Planning and Development Brad Schultz, Planner
COMMUNITY LIAISONS	Maj. Jean-Michel Racine, 4 Wing Sherri Buckle, Cold Lake Regional Chamber of Commerce Lisa Ford, Community Futures Lakeland James Tessier, Economic Development and Trade
ABSENT	Councillor Kirk Soroka Norman Perreault Kim Warnke Andrew Serba, Strategic Initiatives Manager
CALL TO ORDER	B. Lefebvre called the meeting to order at 7:00 p.m.
ADOPTION OF THE AGENDA	Moved by J. Usher that the agenda be adopted as presented. Carried Unanimously
ADOPTION OF THE MINUTES	Moved by L. Ashcroft that the minutes of the December 7, 2019 Economic Development Advisory Committee meeting be adopted. Carried Unanimously
OLD BUSINESS	
4.1 Subcommittee Update – 2020 Workshop	L. Ford provided a review of related workshops that Community Futures has held focusing on security clearance for contractors wishing to do business with the government. The next workshops will focus on Provincial Procurement. The workshops can also be viewed as a live webinar. The next subcommittee meeting will be held Thursday, Feb 13 at 3pm. Committee members were requested to volunteer to work at the symposium to be held April 29, 2020 as well as at the upcoming Home and Leisure Trade Show April 3rd-5th to promote the symposium. A sign-up sheet was circulated.
4.2 Review of McSweeney Report	B. Lefebvre briefly discussed the McSweeney report and reviewed the top three priorities for the committee to work on, being Procurement, Tourism and Updating of the City's website.
NEW BUSINESS	
5.1 Chamber Updates	S. Buckle briefly discussed the group that has approached Council regarding concerns with crime and vandalism in the city, particularly within the downtown area. The Chamber is busy planning the Feast at the Beach and is actively seeking sponsors as well as Federal and Provincial Grants. It was noted that the MD of Bonnyville had provided a grant of \$10,000 for the event. It was noted that the local radiologist has opened a clinic in Bonnyville which has been decreasing traffic to the Cold Lake clinic. Concerns were brought forward that the

Hospital may not be referring patients to the clinic. The Chamber will continue to follow up this issue as the leakage out of the community is a concern.

5.2 Community Futures Updates

L. Ford discussed opportunities to market the Cold Lake/Bonnyville region as a tourism destination. The CDEA (Conseil de Development Economique de l'Alberta) has been promoting Metis Crossing as a tourism destination and is seeking additional opportunities to extend vacation stays by identifying other attractions within the region. Community Futures has been working with CDEA to assist with this venture.

J. Tessier added that other staff in his department have been working to compile an e-binder of tourism opportunities/providers within northeastern Alberta. The Alberta government would like to see tourism to the province doubled and acknowledges that mountain parks are already saturated and tourism growth will need to focus on developing destinations in other parts of the province. The Lakeland/Northeast Region is the current focus area.

ROUNDTABLE

L. Jacobsen advised that some positive movement has been seen in the local job market. Companies such as Esso and the Commissionaires have recently been hiring new staff.

S. Buckle mentioned that Cap'n Ronn Fishing Charters has ceased operations after many years.

L. Ford discussed upcoming workshops hosted by Community Futures and advised that future workshops will provide information for succession planning for business owners who are looking to transfer their businesses to new owners.

V. Lefebvre noted that while travelling recently, she had seen boards in one community providing a complete listing of all upcoming community events.

Maj. Racine provided a brief summary of projected upgrades at 4-Wing. Over the next several years DND is anticipating construction opportunities for roads, utilities, security fencing and demolition. A new High Security Facility is also projected by 2021-2022. DND is also exploring opportunities for aircraft parts warehousing within the Lakeland region. Currently aircraft parts are shipped from either Montreal or Edmonton and the wait times to receive parts can affect uptime for aircraft.

J. Usher advised that Lac La Biche County would be hosting a golf tournament in June to serve as an opportunity for regional municipal and provincial leaders to network and share ideas.

B. Lefebvre provided an overview of housing market activity in 2019. Average selling price was \$304,227, a 4.99% decrease from the previous year; however, a total of 214 units were sold, which represents a 4.9% increase in volume. It was discussed that many foreclosures were on the market which brings the average price down as financial institutions are typically seeking a quick sale, rather than a higher selling price.

ADJOURNMENT

Moved by J. Usher that the meeting be adjourned, at this time being 8:35 p.m.

Carried Unanimously

NEXT MEETING

March 5, 2020

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE


CHAIRPERSON


DESIGNATED OFFICER



STAFF REPORT

Title: Minutes February 24, 2020 Cold Lake Regional Utility Services Commission

Meeting Date: June 9, 2020

Executive Summary:

Minutes Cold Lake Regional Utility Services Commission February 24, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, FEBRUARY 24, 2020 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

PRESENT

Bob Buckle, Councillor – City of Cold Lake
Chris Vining, Councillor - City of Cold Lake
Duane Lay, Councillor – City of Cold Lake
Jürgen Grau, Councillor – City of Cold Lake
Dana Swigart, Councillor – MD of Bonnyville
Kevin Nagoya, Commission Manager
Azam Khan, General Manger, Infrastructure Services – City of Cold Lake
Rezaur Bhuiyan, Engineering Services Manager - City of Cold Lake
Denise Pollard, Recording Secretary

ABSENT

Lee Angelopoulos, 4-Wing
CLFN

CALL TO ORDER

B. Buckle called the meeting to order at 6:03 p.m.

**ADOPTION
OF AGENDA**

Moved by C. Vining that the agenda be accepted as presented.

Carried Unanimously

**ADOPTION
OF MINUTES**

Moved by D. Lay that the minutes of January 27, 2020 be accepted as presented.

Carried Unanimously

**PUBLIC QUESTION
PERIOD**

Patrick Hort of 1505 Horseshoe Bay Estates had the following questions/comments:

1. Are CLRUSC agendas and minutes posted online?

K. Nagoya advised that no they are not.

2. Are CLRUSC handouts available to the public? Or do they have to be obtained through a FOIP request?

K. Nagoya advised that agendas and minutes are public and do not require a FOIP request. Other documents, however, depending on the nature of the request, would likely only be released through a FOIP request.

3. An MD resident near the golf course is interested in servicing options due to the close proximity of the force main and regional water line to his subdivision.

K. Nagoya advised that this resident needs to initiate his inquiry with the MD of Bonnyville and D. Swigart offered to collect the residents information on behalf of the MD.

4. There is great interest from MD residents regarding servicing options; maybe MD could post something on their website.

D. Swigart advised he would talk to the MD about this.

5. November 25, 2019 minutes did not get posted in the City of Cold Lake's Council agenda package until February; that's a long time.

C. Vining advised that meeting minutes do not get approved until the next meeting. There was no CLRUSC meeting in December 2019. The November minutes were approved at the January 30, 2020 meeting which is why you didn't see them on Council's agenda until February.

6. CLRUSC minutes are not as detailed as the discussions that ensue.

B. Buckle advised that the minutes are adequate but the Commission can look at areas of improvement.

B. Buckle thanked Patrick Hort for his questions and comments.

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, FEBRUARY 24, 2020 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

DELEGATION None.

OLD BUSINESS

Cold Lake Regional Water Supply Expansion Updates

A. Khan provided a financial update and summary of progress for all 4 contracts:

- Contract 01 Transmission Main – SITE Resources; approx. 84% complete based on project cost; 100% complete based on construction - 0 meters left to install within the City limits.
- Contract 02 Transfer Station – Alpha Construction; approx. 80% complete.
- Contract 03 WTP Upgrades – Sure-Form Construction; approx. 67% complete.
- Contract 04 Transmission Main – SITE Resources; approx. 88% complete based on project cost; 93% complete based on construction/pipe installed.

K. Nagoya noted the following:

- 2 million over budget to date. 96 million was approved; project costs are at approx. 98 million. Several SITE claims are outstanding - anticipating approx. 13 million in overruns. The Province advised that they will share the cost of overruns with the Town of Bonnyville: 90% province, 10% Town of Bonnyville.
- Meeting with CLFN, the Province and Indigenous Services Canada (ISC) was held to discuss water services for First Nations:
 - 1 million has been allocated to start design on the Frog Lake connection – Associated Engineering has been retained.
 - ISC is also interested in learning more about options to service English Bay #149.
- The new Transfer Station design gives the MD of Bonnyville the option to decommission the existing Ardmore/Fort Kent line and tie directly into Transfer Station. If they tie in they will become customers of the Bonnyville Water Commission. This has been discussed at the TRC meetings; they have not advised of their intentions. They can continue as is with the option to connect in future. It would be optimal but it is not critical for them to make a decision.
- The Commission will host a Public Open House this spring to update residents on the project.
- The MD of Bonnyville is adding FAQs on their website.
- Both Commissions visited/toured the WTP and Transfer Station on February 20, 2020

C. Vining asked if the Builder Liens have been resolved. A. Khan advised yes they have been resolved and that a letter was sent to landowners.

Waste Water Treatment Plant MBRR Pilot Project Update

R. Bhuiyan, Engineering Services Manager with the City of Cold Lake provided a PowerPoint presentation that covered the following:

- The pilot plant became operational on November 1, 2019;
- Project Location;
- Process Flow Diagram;
- Project Photos:
 - MBBR inflow and outflow;
 - Equalisation Tank;
 - Train 1 - Reactors A and B, Pre seeded:
 - Reactor A - BOD removal + Nitrification;
 - Reactor B – Nitrification;
 - Train 2 - Reactors C and D, Non-seeded media;
 - Measurement Probes;
 - Control Unit;
- The process consists of two trains running in parallel:
 - The first train was commissioned using pre-seeded media;
 - The second train was commissioned using unseeded media;
 - Both trains together are treating approximately 3.5 m³/d;

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- Laboratory Analyses and Frequency;
- Performance Review - Ammonium Removal (Lab Data);
- Performance Review - Ammonium Removal (Online Data);
- Performance Comparison;
- Next Steps – Piloting Phase:
 - The Veolia pilot plant is expected to be onsite and in operation through the winter months until the end of May 2020;
 - The results of the pilot study will be summarized in a draft report that AECOM expects to submit to the CLRUSC by the end of June 2020. The report will include:
 - Commentary on the results of the study;
 - Recommendations for the full-scale system to be designed and constructed;
 - A conceptual site plan identifying the location of the proposed new equipment;
 - Updated cost estimates;
 - Commentary on equipment procurement options; and
 - Updated project completion schedules.
- Next Steps – Project Funding:
 - WWTF existing license is due to expire by January 2022, Alberta Environment and Parks expects the upgraded facility be operational by 2022;
 - It may be difficult to achieve this schedule if there is a delay between the completion of the pilot study and start of detailed design;
 - It is understood that the design and construction phases of the proposed WWTP may be contingent on the availability of federal and provincial funding;
 - Therefore, it would be prudent to apply for contributing funds from the Federation of Canadian Municipalities (FCM), the Water for Life Program, and any other grants that may be available for this project.

Discussion ensued.

NEW BUSINESS None

CORRESPONDENCE None

QUESTIONS None

Moved by C. Vining that the meeting be recessed at this time being 6:56pm and reconvened at the call of the Chair.

Carried Unanimously

Chair, B. Buckle reconvened the meeting at this time being 7:02pm.

IN-CAMERA

Water Rate Study

Present:

Bob Buckle, Councillor – City of Cold Lake
Chris Vining, Councillor - City of Cold Lake
Duane Lay, Councillor – City of Cold Lake
Jürgen Grau, Councillor – City of Cold Lake
Dana Swigart, Councillor – MD of Bonnyville
Kevin Nagoya, Commission Manager
Azam Khan, General Manager, Infrastructure Services – City of Cold Lake
Rezaur Bhuiyan, Engineering Services Manager - City of Cold Lake
Denise Pollard, Recording Secretary

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

- FOIP Section 21, Disclosure harmful to intergovernmental relations

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, FEBRUARY 24, 2020 6:00 PM
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- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Moved by D. Lay that the meeting go "In-Camera" at this time being 7:02pm pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Water Rate Study.

Carried Unanimously

Moved by C. Vining that the meeting come "Out-of-Camera" at this time being 7:37pm

Carried Unanimously

Right of Way Agreement (N.W. ¼ Section 13 Township 62 Range 2 W4M)

Present:

Bob Buckle, Councillor – City of Cold Lake
Chris Vining, Councillor - City of Cold Lake
Duane Lay, Councillor – City of Cold Lake
Jürgen Grau, Councillor – City of Cold Lake
Dana Swigart, Councillor – MD of Bonnyville
Kevin Nagoya, Commission Manager
Azam Khan, General Manager, Infrastructure Services – City of Cold Lake
Rezaur Bhuiyan, Engineering Services Manager - City of Cold Lake
Denise Pollard, Recording Secretary

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 23, Local public body confidences
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Moved by C. Vining that the meeting go "In-Camera" at this time being 7:37pm pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Right of Way Agreement (N.W. ¼ Section 13 Township 62 Range 2 W4M)

Carried Unanimously

Moved by J. Grau that the meeting come "Out-of-Camera" at this time being 7:39pm

Carried Unanimously

Temporary Work Space Agreement (N.W. ¼ Section 13 Township 62 Range 2 W4M)

Present:

Bob Buckle, Councillor – City of Cold Lake
Chris Vining, Councillor - City of Cold Lake
Duane Lay, Councillor – City of Cold Lake
Jürgen Grau, Councillor – City of Cold Lake
Dana Swigart, Councillor – MD of Bonnyville

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, FEBRUARY 24, 2020 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

Kevin Nagoya, Commission Manager
Azam Khan, General Manger, Infrastructure Services – City of Cold Lake
Rezaur Bhuiyan, Engineering Services Manager - City of Cold Lake
Denise Pollard, Recording Secretary

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 23, Local public body confidences
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Moved by D. Lay that the meeting go "In-Camera" at this time being 7:39pm pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Temporary Work Space Agreement (N.W. ¼ Section 13 Township 62 Range 2 W4M).

Carried Unanimously

Moved by C. Vining that the meeting come "Out-of-Camera" at this time being 7:41pm.

Carried Unanimously

Right of Way Agreement (N.E. ¼ Section 13 Township 62 Range 2 W4M)

Present:

Bob Buckle, Councillor – City of Cold Lake
Chris Vining, Councillor - City of Cold Lake
Duane Lay, Councillor – City of Cold Lake
Jürgen Grau, Councillor – City of Cold Lake
Dana Swigart, Councillor – MD of Bonnyville
Kevin Nagoya, Commission Manager
Azam Khan, General Manger, Infrastructure Services – City of Cold Lake
Rezaur Bhuiyan, Engineering Services Manager - City of Cold Lake
Denise Pollard, Recording Secretary

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 23, Local public body confidences
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Moved by J. Grau that the meeting go "In-Camera" at this time being 7:41pm pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Right of Way Agreement (N.E. ¼ Section 13 Township 62 Range 2 W4M).

Carried Unanimously

Moved by C. Vining that the meeting come "Out-of-Camera" at this time being 7:43pm.

Carried Unanimously

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, FEBRUARY 24, 2020 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

Temporary Work Space Agreement (N.E. ¼ Section 13 Township 62 Range 2 W4M)

Present:

Bob Buckle, Councillor – City of Cold Lake
Chris Vining, Councillor - City of Cold Lake
Duane Lay, Councillor – City of Cold Lake
Jürgen Grau, Councillor – City of Cold Lake
Dana Swigart, Councillor – MD of Bonnyville
Kevin Nagoya, Commission Manager
Azam Khan, General Manger, Infrastructure Services – City of Cold Lake
Rezaur Bhuiyan, Engineering Services Manager - City of Cold Lake
Denise Pollard, Recording Secretary

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 23, Local public body confidences
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Moved by C. Vining that the meeting go "In-Camera" at this time being 7:43pm pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Temporary Work Space Agreement (N.E. ¼ Section 13 Township 62 Range 2 W4M)

Carried Unanimously

Moved by J. Grau that the meeting come "Out-of-Camera" at this time being 7:45pm

Carried Unanimously

Temporary Work Space Agreement (N.W. ¼ Section 13 Township 62 Range 2 W4M - Surface Only)

Present:

Bob Buckle, Councillor – City of Cold Lake
Chris Vining, Councillor - City of Cold Lake
Duane Lay, Councillor – City of Cold Lake
Jürgen Grau, Councillor – City of Cold Lake
Dana Swigart, Councillor – MD of Bonnyville
Kevin Nagoya, Commission Manager
Azam Khan, General Manger, Infrastructure Services – City of Cold Lake
Rezaur Bhuiyan, Engineering Services Manager - City of Cold Lake
Denise Pollard, Recording Secretary

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 23, Local public body confidences
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Moved by D. Lay that the meeting go "In-Camera" at this time being 7:45pm pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
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CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Temporary Work Space Agreement (N.W. ¼ Section 13 Township 62 Range 2 W4M - Surface Only).

Carried Unanimously

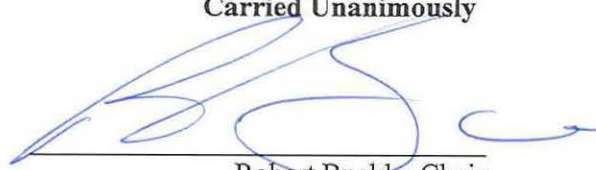
Moved by C. Vining that the meeting come "Out-of-Camera" at this time being 7:49pm.

Carried Unanimously

NEXT MEETING March 23, 2020 at 6:00 p.m.

ADJOURNMENT Moved by C.Vining that the meeting be adjourned at 7:49 p.m.

Carried Unanimously



Robert Buckle, Chair



Kevin Nagoya, Commission Manager



STAFF REPORT

Title: Minutes March 5, 2020 Economic Development Advisory Committee

Meeting Date: June 9, 2020

Executive Summary:

Minutes Economic Development Advisory Committee March 5, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**COLD LAKE ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE**
MEETING MINUTES OF THURSDAY, MARCH 5, 2020
CHAMBER OF COMMERCE BOARD ROOM

- PRESENT** Chairperson Bernard Lefebvre
Councillor Vicky Lefebvre
Councillor Kirk Soroka
Lorie Jacobsen
Allison Untereiner
John Usher
Kim Warnke
- ALSO PRESENT** Howard Pinnock, General Manager of Planning and Development – City of Cold Lake
Andrew Serba, Strategic Initiatives Manager - City of Cold Lake
Denise Pollard, Recording Secretary – City of Cold Lake
- COMMUNITY LIAISONS** Maj. Jean-Michel Racine, 4 Wing
Lisa Ford, Community Futures Lakeland
- ABSENT** Norman Perreault
Larry Ashcroft
Jessica Radford
Sherri Buckle, Cold Lake Regional Chamber of Commerce
James Tessier, Economic Development and Trade
- CALL TO ORDER** B. Lefebvre called the meeting to order at 7:03 p.m.
- ADOPTION OF AGENDA** Moved by K. Warnke that the agenda be adopted as presented.
Carried Unanimously
- ADOPTION OF MINUTES** Moved by L. Jacobsen that the minutes of the February 6, 2020 meeting be accepted as amended to read:

Roundtable:
B. Lefebvre provided an overview of housing market activity in 2019. Average selling price was \$304,227, a 4.99% decrease from the previous year, however, a total of 214 units were sold, which represents a 4.9% increase in volume. It was discussed that many foreclosures were on the market which brings the average price down as financial institutions are typically seeking a quick sale, rather than a higher selling price.

Carried Unanimously
- OLD BUSINESS** **Subcommittee Update – 2020 Workshop**
K. Soroka provided the following symposium details:

Date: April 29, 2020
Location: Lakeland Inn
Fees:
▪ Pre-register - \$15 (includes lunch)
▪ Drop-in - \$25
Morning - Review of all “Winning the Contract” sessions
Lunch
Afternoon – 5 +/- Break Out Sessions

Committee members were requested to volunteer to work at the symposium as well as the upcoming Home and Leisure Trade Show April 3-5 to promote the symposium; a sign-up sheet was circulated.

K. Soroka also noted that the Cold Lake Chamber of Commerce's Annual General Meeting is scheduled for March 25. The AGM will be followed by a 1pm presentation on Industrial Technological Benefits by Denean Tomlin with Peraton.

NEW BUSINESS

Chamber Updates

Not available.

Community Futures Updates

L. Ford advised that the Winning the Contract: Cold Lake and Bonnyville sessions have been going well with participants coming from as far as Lac La Biche and Lloydminster.

These free lunch workshops help prepare businesses to work with the government. All sessions are from 12pm to 1:00pm. The most recent session in Cold Lake was on March 4: Opportunities with DND. The DND presenter did a good job and provided great information to the participants. Upcoming sessions are as follows:

Cold Lake:

- March 18 : Bidding On Contracts
- March 25: Industrial Technological Benefits
- April 1: Supplier Debrief - When you did not get the contract

Bonnyville:

- March 11: Opportunities With DND
- March 25: Bidding On Contracts
- April 8: Supplier Debrief - When you did not get the contract

L. Ford also advised that they are looking for volunteers to help with the "Reality Check" sessions that are being held at the local High Schools. Students will be given a budget to pay for housing, transportation and other expenses. The purpose of the session is to prepare students for life's realities.

ROUNDTABLE

B. Lefebvre:

Board Member N. Perreault has not been attending meetings. EDAC's support staff noted that N. Perreault did not respond to either the February or March meeting invitations. EDACs Bylaw #578-BD-16 Section 6 - Term Of Office states:

6.5 If any member of the Committee is absent from three (3) consecutive regular meetings of the Committee during their term, Council, on recommendation from the Committee, may declare a vacancy in respect of the office of such member.

Discussion ensued. Members agreed that it was necessary to declare a vacancy and try to fill the position.

Moved by L. Jacobsen that the Committee recommend that Council declare a vacancy in respect of the office of N. Perreault.

Carried Unanimously

V. Lefebvre:

The City is hosting two 2020 Hockey Alberta Provincial Championship tournaments at the Energy Centre:

- Bantam Female B - March 19-22
- Midget Female B - March 26-29

These tournaments present good economic opportunities for the community (hotels, restaurants, retail, etc.)

V. Lefebvre also noted:

- She received positive comments regarding Snow Fever events and the outstanding collaboration between the City, the MD of Bonnyville, and 4 Wing.
- Parent Link programs are currently funded until April 30.
- 2020 City budget still not finalized; awaiting response from the province regarding the distribution of ID349 funding.

H. Pinnock: Reminded members to please respond promptly to meeting invitations in an effort to determine if quorum has been established.

K. Warnke: Kinosoo Beach is one of the City's tourist attractions and needs to be protected. With last year's closure due to E.coli she thinks it would be beneficial to educate the community to keep harmful things out of the storm drains (i.e. dog poop) by starting a Storm Drain Marking Program where fish are painted on the drains to remind the public that storm drains on our roadways empty back into the lake or other local streams.

Discussion ensued. It was suggested that she establish the logistics of the program and present the idea to the City as this program could be launched during National Public Works Week.

K. Warnke also advised that she has been thinking about tourism and how to attract people to our community. Currently Red Arrow is the only bus service; the service hours are limited. Wondering if it might be beneficial to entice them to do a trial this summer by teaming up with other business and offering a package of some sort (bus fare, hotel, event tickets, etc.).

L. Ford noted that Travel Alberta is hosting a Partnering & Packaging workshop in St. Paul on March 16. This workshop explores ways businesses can work with other businesses to reach new customers and increase sales while bringing together opportunities for travelers.

Discussion ensued. The Board agreed that Partnering & Packaging can create many economic benefits for the region. The Committee can look into funding opportunities and hosting a future Partnering & Packaging workshop. Tools can be given to the business community but it will be up to them to do the work and develop a business case.

Maj. Racine: Advised that 4 Wing:

- Is looking at how to build in the future.
- Anticipates many infrastructure upgrades in the future.
- Is still looking for secure, warm storage options for aircraft parts, on or off base. Currently aircraft parts are shipped from either Montreal or Edmonton. Long wait times keep aircraft grounded longer than necessary; they want to have more parts readily available.
- Is planning and preparing for the airshow.

K. Soroka requested that Maj. Racine encourage RP OPS to improve communications with the community regarding upcoming contract opportunities (both big and small) on 4 Wing. It will be of great benefit to the community if local contractors are aware of opportunities and how to bid on them.

L. Jacobsen: Noted that she has been reading up on tourism strategies and suggested that Cold Lake needs a solid identity and slogan as we are currently identified in several ways (i.e. City of Sails). This could be a good opportunity to embrace the community and schools for branding ideas.

Discussion ensued. B. Lefebvre noted that the Board will need to decide if branding is a priority of the Committee and, if so, make a recommendation to Council.

J. Usher: Noted that one of his biggest concerns is with the recent provincial budget announcements, doctors in particular. He also noted that internet is terrible in rural areas and that the County of Lac La Biche will be making an upgrade announcement in the near future.

A. Serba: Advised of the following:

- Way-finding project requires budget top up so Public Consultation will be put on hold until budget is finalized.
- The new Park signs are in production and delivery is anticipated in 2-3 months.
- The City will be advertising the upcoming provincial hockey tournaments so the business community can prepare.
- The City has a booth at the Edmonton Boat & Sportsmen's Show March 12 - 15. Local businesses can display their info (i.e. brochures, business cards, etc.) at the City booth; only one local business has taken advantage of this opportunity. If Committee members know of any other interested businesses they should advise them to contact the City ASAP.

K. Soroka: Advised that the Lac La Biche Flying Club hosted a "Fly In" in February in collaboration with the County's Winter Festival of Speed; 129 aircrafts flew in. He said he was going to ask the Cold Lake Flying Club to consider hosting a winter Fly In; maybe in collaboration with Snow Fever or the Snowmobile Races.

ADJOURNMENT Moved by V. Lefebvre that the meeting be adjourned at this time being 8:38 p.m.

Carried Unanimously

NEXT MEETING April 2, 2020

**ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE**



CHAIRPERSON



DESIGNATED OFFICER



STAFF REPORT

Title: Minutes April 20, 2020 Family and Community Support Services Advisory Committee

Meeting Date: June 9, 2020

Executive Summary:

Minutes Family and Community Support Services Advisory Committee April 20, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

PRESENT	Kim Schmitz Carol Patenaude Candice Sutterfield Chris Vandenberg Gina Olofson Ben Fadeyi Jürgen Grau Roderick Hickey	FCSS Manager Recording Secretary Advisory Committee Member Advisory Committee Member Advisory Committee Co-Chair MD of Bonnyville Council Member City of Cold Lake Council Member Advisory Committee Chair
ABSENT (with regrets)	None	
ABSENT (without regrets)	None	
GUEST	Glenn Barnes	General Manager, Community Services
CALL TO ORDER	<u>1.0 Call to Order</u> Roderick Hickey, FCSS Advisory Committee Chair called the April 20, 2020 FCSS Advisory Committee teleconference to order at 2:04 p.m.	
AGENDA	<u>2.0 Adoption of Agenda</u> Additional Items None Member Highlights None Disclosure of Interest None Adoption of Agenda C. Vandenberg moved to accept the agenda for the Cold Lake and District FCSS Advisory Committee April 20, 2020 teleconference as presented. <div style="text-align: right;">CARRIED</div>	
MINUTES	<u>3.0 Adoption of Minutes</u> J. Grau moved to accept the minutes for the January 13, 2020 FCSS Advisory Committee meeting as presented. <div style="text-align: right;">CARRIED</div>	
MONTHLY REPORT	<u>4.0 Monthly Report</u> FCSS has been functioning in a new way upwards of one month. The Expression of Interest proposal for the Family Resource Network was submitted to the Ministry of Children Services. FCSS is awaiting the final copy for signature. Cold Lake has been allotted approximately one full time staff to build caregiver capacity and provide community supports by way of parenting programming and early childhood education. We have been asked to provide a special domain of service, namely caregiver capacity. The programming details are not sustainable on their own and the service will be on the back of FCSS. We will most likely need to hire more than one staff. In the beginning, there will be slim services, with the potential/possibility to grow moving forward.	



**MONTHLY
REPORT
(CONTINUED)**

Due to cuts to Blue Cross for Seniors and AISH recipients, there was a substantial number of people reaching out to FCSS for support. Logistically, it was a difficult transition for those on AISH who had their deposit dates changed on short notice, and for seniors' partners and dependents under 65 who will not receive funding under the revised Blue Cross for Seniors program.

Cold Lake and District ESS in partnership with PESS and the DEM of Cold Lake, were ready to offer an online registry database course. The workshop unfortunately had to be cancelled because of the current pandemic. AEMA currently has a paper registration process. R. Fountain, the Director of PESS was to deliver the training for Cold Lake ESS staff and volunteers. Portage College was also collaborating to provide the classroom and laptops.

The FCSS Manager is working with developing The People First of Cold Lake group, who are organizing to develop and advance opportunities for people with disabilities. The President of People First Society of Alberta, H. Franklin has also been in contact with the representatives of Cold Lake to offer their assistance.

The Men's Shed were approved by the province for a \$25,000 New Horizons for Seniors grant. The delegation also requested \$25,000 funding from the City of Cold Lake. The FCSS Manager believes the request has been deferred to the Culture and Recreation Committee. G. Barnes, General Manager for Community Services said that the funding had been denied by the City of Cold Lake at the last Council Meeting in April.

During an earlier Inter-City Forum on Social Policy meeting, the FCSS Manager joined the Provincial Opioid Steering Committee. They have recently slowed down since the onset of the pandemic.

Action for Healthy Communities Edmonton are helping the Lakeland area to find ways to welcome immigrant youth to this community. Last year, the group initially met at FCSS for youth activities and then continued their welcoming initiatives at St. Dominic Parish.

The FCSS Advisory Committee has a current opening for a community representative for the period ending October 2020. The position can be extended for an additional two years. Direct anyone interested to apply.

The 2019/2020 fiscal grants that recently wrapped up included Parent Link, Indigenous Enhancement and Early Childhood Development Coalition.

The Alberta government has earmarked \$30 million to not-for-profits, charities and civil services for grant funding during the pandemic. Cold Lake and District FCSS has sent off six grants to assist families, seniors and vulnerable members in areas of technology, childcare subsidies and food assistance. Many essential service providers are requiring subsidies for childcare; they now have school-aged children at home needing childcare and are over the threshold for subsidies.

FCSS is very busy with income tax preparation; staff are assisting our Volunteer Services Facilitator. Through several conversations with Revenue Canada, FCSS is now continuing the CVITP over the phone.

There have been many calls regarding financial assistance; FCSS have been redirecting people to online applications. We are being very sensitive to people's needs and showing care and compassion as we see many people struggling. FCSS is reassured that the community is coming together to help each other.

C. Sutterfield would like to acknowledge FCSS and the staff for their assistance with the income tax services. About 60 FASD clients were able to get their income taxes filed through FCSS this year,

C. Sutterfield asked for clarification on the services of the People First Society. The FCSS Manager clarified that she is working with the group monthly to resurrect the People First of Cold Lake Society. Essentially, the group advocates to build opportunities for individuals with disabilities to be included. Reaching society status enables the group to apply for grants and to fund raise. Herb Franklin, the People First Society of Alberta will be sending brochures; Cold Lake will work in alignment with their objectives.

**MONTHLY
REPORT
(CON'T)**

G. Barnes noted that the province has aligned themselves with Children Services. Some municipalities are benefitting from the new Family Resource Network Funding while many northern communities have been left out of major grant opportunities.

B. Fadeyiw asked if there was any positive news during these difficult times. Kim replied that the province has allowed Cold Lake to open up two child care centres for essential services. The FCSS Manager and our Director of Emergency Management reached out quickly and Happy House Day Care are now operational in both Cold Lake north and south.

FCSS has now been allowed some flexibility to assist with community needs through a ministerial order.

**FINANCIAL
REPORT**

5.0 Financial Report

The FCSS Manager reviewed the March 2020 Financial Report for information only.

J. Grau questioned the Training Expense. The FCSS Manager explained that the Indigenous Enhancement Grant funds for training had been forwarded from 2019 and were expended this year as per the grant parameters; \$4500 for the Parent Link Centre staff from the entire Lakeland region were trained through Blue Quills University.

J. Grau asked if there would be required training moving forward with the Family Resource Network. The FCSS Manager explained that initially there was no money in the proposed budget for training. Services can be universal, targeted or intensive with expected programs such as Triple P, Active Parenting and the Brain Story which all require training and expenses. \$1,500 has now been allotted for training. If any FCSS staff return, they are trained in most measurable trainings.

OLD BUSINESS

6.0 Old Business

6.1 FCSS Advisory Committee Bylaw Approval

Third and final reading of the FCSS Advisory Committee Bylaw was passed on March 10, 2020 and the committee received copies of the unofficial consolidation. Basically, the changes stipulated FCSS Advisory Committee members could vote electronically in absentia and all references to the City of Cold Lake were amended for consistency purposes.

NEW BUSINESS

7.0 New Business

7.1 Ministerial Order No. 2020-15

The order primarily allows for FCSS to directly provide food assistance to the community, whereas normally this would be outside of the mandate. At this time, Cold Lake and District FCSS has reduced programming expenses, and can support those organization working to provide additional supports to the community.

7.2 FCSS Advisory Committee Elections

R. Hickey nominated C. Sutterfield for the position of FCSS Advisory Chair for 2020-2022.

CARRIED

C. Sutterfield accepted the nomination. There were no other nominations for the position of Chair from the floor. C. Sutterfield was elected by acclamation for the 2020-2022 term as Chair for the Cold Lake and District FCSS Advisory Committee.

NEW BUSINESS G. Olofson asked her name to stand as Co-chair.
(CONTINUED)

CARRIED

As there were no nominations from the floor, G. Olofson was re-elected by acclamation for the 2020-2022 term as Co-chair for the Cold Lake and District FCSS Advisory Committee.

**OTHER
BUSINESS**

8.0 Other Business

8.1 Business Conducted by Email

8.1.1 The 2020 application for the Seniors Society, Seniors Week Celebration was approved by email on February 19, 2020.

8.1.2 The 2020 application for the Women of Influence Committee, Cold Lake Awards Night was approved by email on February 24, 2020.

8.1.3 The 2019 Summary Report for the Women of Influence Committee, Cold Lake Awards Night was approved by email on March, 3, 2020.

**COMMITTEE
ATTENDANCE**

9.0 FCSS Advisory Committee Attendance

9.1 Reports on Committee Attendance

Reports on the November 2019 FCSSAA Conference was forwarded from the January meeting.

C. Sutterfield appreciated the presentation on Men's Shed and its history; overall the event was informative.

G. Olofson enjoyed the event but felt that gambling and alcohol were not appropriate, considering the FCSS mandate. She did add those comments to her conference evaluation and the FCSS Manager will also notify the Executive Director of the FCSSAA.

K. Schmitz was proud to be at the conference with so many of the Advisory Committee members in attendance.

B. Fadeyiw noted that eight MLA attended the event.

SUGGESTIONS

9.2 Suggestions for Committee Attendance

There are no suggestions for committee attendance or volunteerism at this time because of the pandemic.

ROUNDTABLE

10.0 Round Table

J. Grau questioned where men were being housed since Kokum's House burned down. C. Sutterfield responded that many people had returned to their home bases or are couch surfing, mainly because of the pandemic. Cold Lake First Nations has been providing rental units and food vouchers; also there is the food recovery program. Many low income people have received extra funding at this time; unfortunately there may be future budgeting issues. There was some discussion on the new shelter building, which is being provided rent free until June by a local businessman.

K. Schmitz suggested a meeting with C. Sutterfield to discuss funds allocated by Alberta Rural Development Network to projects supporting marginalized groups, who are homeless or at imminent risk of becoming homeless due to the pandemic.

NEXT MEETING **11.0 Next Meeting**

The next meeting is scheduled for May 11, 2020. The FCSS Manager suspects this will likely be through teleconferencing and at the same time of 2:00 pm. If this poses a problem for anyone, please let FCSS know.

G. Olofson asked if there could be another platform for the meeting such as Zoom. The FCSS Manager explained that the City IT Department are trying to find a format; they do not believe that Zoom is safe as it is not subject to FOIP.

ADJOURNMENT **12.0 Adjournment**

Roderick Hickey, Advisory Committee Chair adjourned the Cold Lake and District FCSS Advisory Committee April 20, 2020 teleconference at 3:26 pm.



K. Schmidt,
FCSS Manager



R. Hickey,
FCSS Advisory Committee Chair



STAFF REPORT

Title: Minutes April 27, 2020 Cold Lake Library Board

Meeting Date: June 9, 2020

Executive Summary:

Minutes Cold Lake Library Board April 27, 2020

Background:

Alternatives:

Recommended Action:

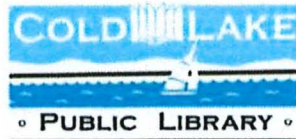
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Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

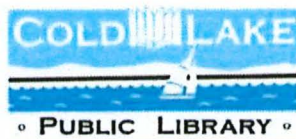


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Apr 27, 2020
Via Zoom

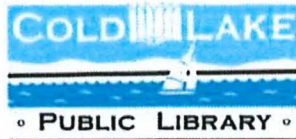
Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Acting Board Chair
 Darren Robson, Board Secretary / Treasurer
 Vicky Lefebvre, Board Member (City of Cold Lake Councillor)
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)
 Leslie Price, Library Director
 Tanya Boudreau, Assistant Library Director
 Alysha Hudson, Board Member
 Daryl Gilroy, Board Member
 Suzanne Aessie, Board Member

Absent with regret: None

Agenda Item and Discussion	Action
1.0 Call to Order After some difficulties with Zoom, the meeting was called to order by Board Chair at 4:47pm.	N/A
2.0 Adoption of Agenda MOTION 2020-33 Moved by Marie that the agenda as presented be adopted.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2020-34 Moved by Daryl that the minutes of the 6 Apr 2020 meeting as presented be adopted. Alysha seconded.	Carried
4.0 Correspondence	N/A
4.1 Letter from Minister of Municipal Affairs. The letter states that half of provincial funding will be release shortly.	None
5.0 Reports	N/A
5.1 Board Chair Report Cynthia commended the library staff for the great job they have done during the closure, especially for their initiative. She encouraged the library staff to start exploring ideas on how to slowly re-open.	None



Agenda Item and Discussion	Action
<p>5.2 Library Director Report</p> <p>The Library Director Report for this April meeting is attached as Appendix 1. Leslie added that the staff did home deliveries last week of the leftover ILL loans. Although quite time consuming, she passed on that the staff said it was quite rewarding. Ben asked if there was an update on the water damage. Leslie said the City checked on it right away, and it was dried out and the drywall already replaced. They also found a hidden electrical receptacle in the wall and fixed that as well. Tanya is proceeding with Battle of the Books through Zoom and e-mails. She started last Monday and it will happen over the next four weeks.</p> <p>MOTION 2020-35</p> <p>The Library Director Report was approved by unanimous consent.</p>	Carried
<p>5.3 NLLS Rep Report</p> <p>No updates this meeting. NLLS will be meeting later this week. https://www.nlls.ab.ca/document/library/23/category/1837</p>	None
<p>5.4 Personnel Committee Report</p> <p>No report this month.</p>	None
<p>5.5 Policy Committee Report</p> <p>No report this month. Alysha had expressed interest in joining the Personnel Committee, but Cynthia convinced her to join the Policy Committee. Alysha will also join the Financial Committee.</p>	None
<p>5.6 Financial Committee Report</p> <p>The Library Financial Committee report for April is attached as Appendix 2. The report summarizes the estimated reduction in expenses during the library closure that were communicated to the City. The report also summarizes the committed Surplus funds this year.</p> <p>MOTION 2020-36</p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
<p>6.0 Priority Items</p>	N/A
<p>6.1 Staff Pay During Library Closure</p> <p>Darren wanted to extend the current plan for staff reduced hours until the end of May (currently ends 15 May), so the Board would not have to meet again before the next normally scheduled Board meeting. Item open.</p> <p>MOTION 2020-37</p> <p>Darren moves that the City of Cold Lake Library Staff continue to be paid until 31 May 2020, up to a maximum of 254 hours per week (30% reduction). Alysha seconded. All members voted in favour.</p>	Carried



Agenda Item and Discussion	Action
7.0 Old Business	N/A
7.1 Pandemic Emergency Plan Darren had edited the draft plan from Cynthia and sent it back for consideration. Darren shared the document on screen through Zoom, and the Board read it over. Vicky and Alysha each had one minor correction, and Darren edited it as discussed. The Pandemic Emergency Plan is attached as Appendix 3. Item closed. MOTION 2020-38 Vicky moved to accept the Pandemic Emergency Plan as submitted with the two corrections as discussed. Ben seconded. All members voted in favour.	Carried
7.2 Surplus Budget Tracking Leslie reported that the CFEP grant was submitted, but won't hear anything back for a few months. Nothing else to report this month. Item open.	None
8.0 New Business	N/A
8.1 E-mail to City about Expense Reductions during Closure As summarized in the Financial Committee Report, Darren noted that an e-mail was sent to the CAO on 14 April outlining monthly expense reductions during closure, as well as two yearly expense savings. Neither Darren nor Cynthia have heard back from the City on the subject yet. Item closed.	None
9.0 Next Meeting, Mon May 25, 2020 at 4:30 PM via Zoom.	Carried
10.0 Meeting Adjourned at 5:19 pm	N/A

Board Chair or Delegate

Date



STAFF REPORT

Title: Minutes May 23, 2020 Northern Lights Library System

Meeting Date: June 9, 2020

Executive Summary:

Minutes Northern Lights Library System May 23, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Northern Lights Library System Board
Board Meeting
10:00 AM Saturday, May 23, 2020
Meeting Minutes

Present via Zoom

Amyotte, Laurent/Fodness, Maxine (Alt) - County of St. Paul
Anheliger, Jennifer - Town of Morinville
Bruce, Barry - Beaver County
Diduck, David - Lamont County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County (Vice-Chair)
Jubenville, Marc - M.D. of Bonnyville
Lefebvre, Vicky - City of Cold Lake (Chair)
Lukinuk, Craig - Smoky Lake County
McLuckie, Jill (via ZOOM) - Village of Mannville
Millante, Jaycynth - Town of Gibbons
Arnold, Mary - Village of Paradise Valley
Oudshoorn, Will - Village of Innisfree
Harvey, Al - Town of Lamont
Saskiw, Dianne - County of Two Hills
May, Tanya - Town of Bon Accord
Sorochnan, Elaine - Town of Two Hills

Present Via Zoom by Phone

Shaw, Karen - Sturgeon County
Gramlich, Val - Village of Chauvin

Absent

Acres, Judy - Town of Viking
Filipchuk, Richard - Thorhild County
Hursin, Amelia (Myn) - S.V. of West Baptiste
Stelmaschuk, Jason - County of Vermilion River
Smith, Ina - S.V. of Pelican Narrows
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach
Krahulec, Julie - Village of Waskatenau
Binder, Duncan - S.V. of Island Lake
Konieczny, Roger (alt.) - County of Minburn

Guests

Anheliger, Jennifer - ALTA Rep.
DeSousa, Jordan - PLSB

Staff

Walker, Julie - Executive Director
Hampson, Terri - Finance Officer/Recording Secretary
Scott, Anna - Public Services Manager

Smith, Barbara - Village of Boyle
Brown, Cathy - Town of Tofield
Coubrough, Doug - Village of Irma
Dorosh, Les - Town of Redwater
Thompson, Justin - Town of Vermilion
Heslin, Cyndy - Village of Ryley
Lawrence, Tara - Village of Marwayne
Berry, David - Town of Vegreville
Sabo, Lillian - Town of Mundare
McQuinn, Debra - Town of Elk Point
Morton, Melody - Town of Smoky Lake
Olechow, Wayne - Town of Bruderheim
Reid, Tom - Village of Edgerton
Rudolf, Donna - Village of Myrnam
Storoschuk, Lorna - Town of Bonnyville
Cherniwchan, Tannia - Town of Athabasca

Tiedemann, Larry - S.V. of Mewatha Beach

Beniuk, Darlene - Lac La Biche County
Lupul, Sheila - Village of Andrew
Irving, Dennis - S.V. of Whispering Hills
Romanko, Don - Village of Vilna
Tarrant, Thomas - S.V. Island Lake South
Foley, Bob - Town of Wainwright
Noel, Norm & deMoissac, Tyson (alt.) - Town of St. Paul
Andersen, Ryley (alt.) - M.D. of Wainwright
Marusiak, Steven (alt.) - Village of Holden

Dahlgren, Jodi - LMC
Pauls, Stuart - Librarian

Elliott, Heather - Marketing
Knifton, Amy - Bibliographic Manager

- 10:00 AM
1. Call to order via Zoom – Meeting called to order at 10:07am.
 2. Introductions/Quorum confirmed.
 3. Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre
 4. Adoption of Agenda –
 - ADD 6.10 Annual Report

2020/05/23-01 - Lorna Storoschuk motions to accept the Agenda as amended - carried.

5. Minutes of February 29, 2020

2020/05/23-02 Barbara Smith motions to accept the Minutes of February 29, 2020 – carried

6. New Business

- 6.1. PLSB report –Jordan DeSousa
 - Public Library Pandemic Response
 - Relaunch Strategy and Checklist for re-opening
 - Phase 2 Target date is June 19
 - ILL – resume in phases

- Gov't Courier – 12 delivery nodes
- Staff side of Relais – 1 month
- Parton side of Relais – following month

2020/05/23-03 Les Dorosh motions to accept the PLSB report as presented – carried

6.2. Library Managers Council Report – Jodi Dahlgren report to be sent out.

2020/05/23-04 Debra McQuinn motions to accept the LMC report as presented -carried

6.3. ALTA report – Jen Anheliger – report to be sent out.

- ALTA AGM – June 13 at 9:30am via Zoom
- Zoom training meeting – June 6 at 9:30am

2020/05/23-05-Jill McLuckie motions to accept the ALTA report as presented – carried

6.4. Financials – Terri Hampson

2020/05/23-06- Cyndy Heslin motions to accept the Financial report as presented -carried

6.5. Executive Director's Report - Julie Walker

2020/05/23-07 David Berry motions to accept the Executive Director's report as presented – carried

6.6. Chairman's Report – Vicky Lefebvre

- Alternates on this Board- AB regulations pg. 17 allow for this person
- Executive Committee Member vs Board Membership representation on sub-committees.

2020/05/23-08- Elaine Sorochoan motions to accept the Board Chair report as presented – carried

6.7. Policy Submission – Warren –

Al Harvey submitted the following books for recommended usage and reading:

- Parliamentary Procedure at a Glance – O. Garfield Jones
- Roberts Rules of Orders Simplified & Applied 3rd Edition

Sec 1, 1B Compensation

2020/05/23/-09- Les Dorosh motions to accept Sec 1, 1B Compensation policy as presented – carried

Sec 1, 1J Vacation

2020/05/23/-10- Marc Jubinville motions to accept Sec 1, 1J Vacation policy as presented – carried

Sec 1, 1O Employee Long Service

2020/05/23/-11- Marc Jubinville motions to accept Sec 1, 1O Employee Long Service policy as presented – carried

Sec 1, 1R NLLS Company Vehicles and Equipment

- Administration to provide breakdown of vehicle usage and mileage

2020/05/23/-12- Cyndy Heslin motions to accept Sec 1, 1R NLLS Company Vehicles and Equipment policy as amended to include "Km" – carried

Sec 1, 1U Equal Opportunity Employer

2020/05/23/-13- Lorna Storoschuk motions to accept Sec 1, 1U Equal Opportunity Employer policy as presented – carried

Sec 1, 3F Library Property

2020/05/23/-14- Laurent Amyotte motions to accept Sec 1, 3F Library Property policy as presented – carried

Sec 1, 3Q Grievances

2020/05/23/-15- Craig Lukinuk motions to accept Sec 1, 3Q Grievances policy as presented – carried

Sec 1, 3R Executive Director Grievance

2020/05/23/-16- Will Oudshoorn motions to accept Sec 1, 3R Executive Director Grievances policy as presented – carried

Sec 1, 3V Communication Protocol Library Manager

- Send back to policy committee to discuss definition of abusive behaviour

2020/05/23/-17- Barbara Smith motions to accept Sec 1, 3R Communication Protocol Library Manager policy as presented – DEFEATED

Sec 2, 11 Board Honorarium and Expenses

2020/05/23/-18- Les Dorosh motions to accept Sec 2, 1I Board Honorarium and Expenses policy as presented – carried

Sec 3, 1G Budget

2020/05/23/-19- Marc Jubinville motions to accept Sec 3, 1G Budget policy as presented – carried

Sec 3, 1H Finance Fund Accounts

2020/05/23/-20- Craig Lukinuk motions to accept Sec 3, 1H Finance Funds Account policy as presented – carried

Sec 3, 1N NLLS Funding Overview

2020/05/23/-21- Jill McLuckie motions to accept Sec 3, 1N NLLS Funding Overview policy as presented – carried

Advocacy Committee – Terms of Reference

2020/05/23/-22- Debra McQuinn motions to accept Advocacy Committee–Terms of Reference policy as presented – carried

Executive Director Evaluation – Terms of Reference

2020/05/23/-23- Craig Lukinuk motions to accept Executive Director Evaluation–Terms of Reference policy as presented – carried

- 6.8. Plan of Service Committee – Vicky
Zone 1 – Barbara Smith will confirm with her Council
Zone 4 – Justin Thompson and Jill McLuckie put their name forward
- 6.9. Aug Election - Zone 2 & 4
Those wishing to submit their names now for consideration:
Zone 2
Debra McQuinn put her name forward for consideration
Zone 4
Jill McLuckie put her name forward for consideration

Election Information

Zone 1 – Craig Lukinuk – up in 2021
Zone 2 – Elaine Sorochoan – **up in 2020**
Zone 3 – Cyndy Heslin – up in 2021
Zone 4 – Jill McLuckie – **up in 2020**
Member at Large – Laurent Amyotte – **up in 2020**
Member at Large – Justin Thompson – **up in 2020**
Member at Large – Warren Griffin – up in 2021
Member at Large – Larry Tiedemann – up in 2021
Sturgeon County – Automatic Seat
Cold Lake – Automatic Seat

- 6.10. Annual Report – revised file to be sent out.

2020/05/23-24 - Barbara Smith motions to accept the Annual Report as information - carried.

6.11. Adjournment 12:15pm

The next regular board meeting will be held on Friday August 21, 2020 at 10:00 a.m.

DRAFT



STAFF REPORT

Title: Minutes May 27, 2020 Alberta Hub

Meeting Date: June 9, 2020

Executive Summary:

Minutes Alberta Hub May 27, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Northeast Alberta Information HUB Board/Membership Meeting Minutes May 27, 2020 Virtual meeting

Attendance: Bob Buckle/Cold Lake, Caroline McAuley/Vermilion, Soren Odegard/County of Two Hills, Jocelyne Lanovaz/Mannville, Greg Sparklingeyes/Whitefish Lake First Nation, Gerald Aalbers/Lloydminster, Bev Lockett/Portage College, Lorin Tkachuk/Lac La Biche County, Stan Delorme/Buffalo Lake Metis Settlement
Via Zoom Steve Upham/St. Paul County, Lindsay Haag/EMW, Mike Tartkowski/Two Hills, Mary Lee Prior/Vermilion, Daniel Hobson/Lloydminster, Bob Bezpalko/Alberta HUB, Jennifer Leroux/Alberta HUB

Regrets: Tim MacPhee/Vegreville

Steve Upham called the meeting to order at 9:40am and welcomed everyone.

1) Steve asked for any additions to the agenda, hearing none Steve asked for a motion to approve.

Jocelyne Lanovaz moved to accept the agenda

Carried

2) Steve asked for a motion to approve the minutes as presented from March 24, 2020

Gerald Aalbers moved to accept the March 24, 2020 meeting minutes

Carried

3) Steve asked Jennifer Leroux to present/review the financial report as of April 30, 2020

Jen reviewed the report. Steve asked if there are any questions.

Lindsay Haag asked about the population numbers for the region. Bob Bezpalko responded by stating Alberta HUB member population comes in around 135,000. The Alberta HUB region is slightly higher as some communities are not members. The Lloydminster population includes the Saskatchewan side. Steve also mentioned no community member would exceed a membership total of \$10,000.

Hearing no further discussion Steve asked for a motion to approve the financial report.

Soren Odegard moved to accept the financials as of April 30, 2020 as presented.

Carried

4) Steve asked Bob Bezpalko to speak to agenda item #4 – Alberta HUB operations

Please see the attached PowerPoint presentation

Bob spoke to the need of an Alberta HUB Industry/Tier one business Taskforce.

Industry drives economic activity that results in business development. The two main regional drivers are Oil/gas and agriculture. Localized drivers consist of AT&D, Petrochemical, Forestry, Manufacturing (industry specific) example EMW and applied research for commercialization ie Innotech. All these industries have the ability to be regional economic drivers however it needs the Alberta HUB board of directors to create a narrative/message to the Alberta and federal government about the importance of the Alberta HUB region contribution to the Provincial/Federal GDP like they view the regions of Calgary, Edmonton, Lethbridge, and Grande Prairie.

The Alberta HUB region contributes close to 25% of the total provincial oil production and has a strong regional Agriculture sector. Opportunities exist in other sectors however Alberta HUB struggles to gain the attention of Government departments to proceed with actions to move forward. Steve Upham stated he feels the Alberta HUB region does not get the attention and respect it deserves from the Alberta Government in many areas.

Tourism has the potential of being a major economic driver bringing in dollars from outside the region. A more focused regional approach is needed to build a Tourism industry and Bob Highlighted the fact that Councillor Bob Buckle from Cold Lake has been advocating the development Of “cottage country” for over 10 years.

Bob Buckle spoke to the fact this message has been brought forward to MLAs, Alberta Ministers And MPs in the past however the barriers remain at the bureaucratic level with “red tape” that makes it impossible to move this forward.

Bob Bezpalko also added there is opportunity concerning supply chain development especially with food Supply however policy changes are required for growers/processors to start and to scale up.

Stan Delorme asked about the need for “broadband” development and cell service.

Bob advised that he was going to highlight it on the presentation however broadband is an Ongoing priority for the Alberta HUB region. Bob stressed this needs to be a regional effort as individually, though important, must be addressed universally.

Stan also asked about the information on the Site rehabilitation funding from the Government.

Bob advised that he sent this information to all the members at the ec/dev and administration level But not to the elected officials. Bob was nervous about adding to the amount of info/emails elected Officials were receiving.

Bob spoke to CD Howe’s webinar with Minister Fir on May 19 where she spoke to:

- the 10-year tourism strategy
- emerging industries (Technology, AT&D, FinTech) no mention of “broadband” requirements
- EDTT partnered with Advanced education (colleges)
- Investment Attraction agency – focus on high impact investment

Bob recommended that the Alberta HUB board of directors request a meeting with Minister Fir to discuss the recovery points she stated within a rural context.

5) Meeting with Minister Fir – Steve Upham

Based on the previous agenda item and discussion Steve asked for a motion to

Send a letter requesting a meeting with Minister Fir.

Loren Tkachuk moved for Alberta HUB to send a letter requesting a meeting with Minister Fir.

Hearing no further discussion

Carried

Bob to draft a letter for approval and to forward to Minister Fir’s office.

- 6)) **Steve Upham advised the board that a request to change the day of the Alberta HUB Board meeting was made due to a conflict with council meetings. Alberta HUB's Board meetings currently happen on the third Monday of Sept/Nov/Jan/March of each Operating year. Start time 10am.**

After a discussion it was decided to remain on Monday s with a start time of 9:30am. This meets the request of the change if meetings remain in a virtual format. Once restrictions On personal meetings are lifted a virtual option to attend will be explored to alleviate travel time.

7) **Alberta HUB AGM June 24 – Steve Upham**

Steve asked the board since the AGM will be a virtual event what start time would be preferred. The Alberta AGM has always been an evening event. After a brief discussion it was decided to Start the AGM at 5:30pm.

Bob asked if the board would like a featured speaker virtually. There was an agreement that we should. Bob to advise.

8) **Stingray Radio advertising – Bob Bezpalko**

Bob advised the board that Alberta HUB was successful in its application in receiving Radio advertising time at no cost. This airtime will take place on the radio stations of Cold Lake, Bonnyville, Lac La biche, St. Paul and Lloydminster.

Bob advised the board he requested if the option of this advertising can also air on CFCW as it covers the west side of the Alberta HUB region. No response yet. Content will focus on business supports highlighting chambers, CF's as well as Opportunities for businesses and entrepreneurs.

Soren Odegard suggested highlighting success stories from communities as well as the Communities themselves.

Steve thanked everyone for their time and input and adjourned the meeting at 11:30am

Steve Upham
Chair

Lorin Tkachuk
Sec/Treasurer



STAFF REPORT

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

Meeting Date: June 9, 2020

Executive Summary:

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

General Discussion

The City received word from the Minister of Municipal Affairs Kaycee Madu on the funding allocation for I.D. 349. Administration has provided a report to Council in this regard. A regional leadership meeting is being held on June 5, 2020 regarding the future of I.D. 349. The issue has been placed on Council agenda to provide a follow-up briefing on the meeting.

The recent COVID-19 pandemic is the primary focus of Administration. The focus has been generally put towards Alberta relaunch strategy. Administration has been making various announcements on the opens of programs, services, and facilities.

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

- The City of Cold Lake is and continues to operate its' EOC in virtual mode. Meetings are now occurring biweekly inclusive of the Cold Lake COVID-19 Taskforce. At this time, the City of Cold Lake has not called a "Local State of Emergency"; however, stands ready if it needs to access extraordinary powers on the Municipal Government Act.
- The City of Cold Lake has reinstated several employees on administrative leave to other function (e.g. Marina and Golf Course).
- The Cold Lake North Arena continues to operate as an Alternate Public Health Site and is operating 7 days week.
- Administration is working on plans for contributing to COVID-19 recovery. There are put into two (2) categories:
 - Economic Recovery



- Corporate Recovery

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

The City has also held a meeting with the Cold Lake Reginal Chamber of Commerce to discuss impacts to their membership and recovery concerns.

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

Meetings

May 1	VACATION
May 4	VACATION
May 4	Bi-Wkly. Cold Lake COVID Task Force Mtg. ABSENT
May 4	Weekly Mgmt. Team Mtg. CANC.
May 6	Business Resiliency Collaboration Mtg.
May 6	Monthly Executive/Mgmt. Team Mtg. CANC.
May 7	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
May 7	Animal Holding Project
May 11	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
May 11	Weekly Mgmt. Team Mtg. CANC.
May 12	Bonnyville Commission Comments on Water Rate Report - Teleconference
May 12	Regular Council Mtg.
May 13	Mtg. w/ Portage College - Aviation Program
May 13	Lakeland Business Resiliency Mtg.
May 14	Bi-Wkly. Cold Lake COVID Task Force Mtg. CANC.
May 14	AUMA Webinar What "Relaunch" Means to Municipal & Community Services
May 14	M.D. of Bonnyville Tour of M.D. Park
May 14	Mtg. w/ Chamber of Commerce
May 15	Alberta HUB - CARES and Aerospace Economic Development
May 15	WCDIA - Zoom Mtg.
May 15	National Public Works Week Raise the Flag Event
May 18	STAT HOLIDAY



May 18	Bi-Wkly. Cold Lake COVID Task Force Mtg. CANC.
May 18	Weekly Mgmt. Team Mtg. CANC.
May 19	MPC Mtg.
May 19	Corporate Priorities Committee Mtg.
May 20	Teleconference w/ Minister of Municipal Affairs (COVID-19 Update)
May 20	Business Resilience Committee Mtg. Via Zoom
May 21	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
May 21	Tentative - Mtg. w/ Ryan RCMP
May 22	Site Tour CLGWC - Bridge Issue
May 25	DAY OFF
May 25	Bi-Wkly. Cold Lake COVID Task Force Mtg. ABSENT
May 25	Weekly Mgmt. Team Mtg. CANC.
May 25	RUSC Mtg. CANC.
May 26	Fishing Tournament Mtg.
May 26	Regular Council Mtg.
May 27	City Hall Safety Mtg. CANC.
May 27	Business Resilience Committee Mtg. Via Zoom
May 27	Mtg. w/ Cold Lake Native Friendship Centre
May 28	Mid-Sized City Managers & CAOs Mtg. Via Zoom
May 29	Doctor Media Release Discussion

Corporate Strategic Initiatives and Communications:

- Attending regular COVID-19 Task Force teleconferences
- Attended meetings re: Aerospace Economic Development Opportunity
- Assisted with COVID-19 response signage and messaging
- Monitored provincial response to COVID-19 pandemic
- Beginning design of sister city/city hall signage
- Preparing to receive and begin installation of park signs
- Participated in Lakeland Business Resiliency Committee Meetings
- Attended monthly EDAC meeting

Other Activities:

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



- Updating website
- Posting to social media

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

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

Meeting Date: June 9, 2020

Executive Summary:

The Department of Corporate Services' monthly report is attached.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Report to Chief Administrative Officer

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

General Manager's Meetings:

May	
1	City Hall monthly inspection
5	Management meeting
7	Safety meeting
7	Project meeting
11	Management meeting
12	Council Meeting
13	Interview for term management coordinator
13	Corporate Services managers meeting
14	Interview for term management coordinator
14	AUMA webinar
14	Reynold Webinar
19	Corporate Priorities Meeting
20	Teleconference with Minister of Municipal Affairs
21	Fiber project meeting
25	RCMP meeting
24	Council meeting
26	Council Meeting
27	Corporate Services managers meeting

Administration:

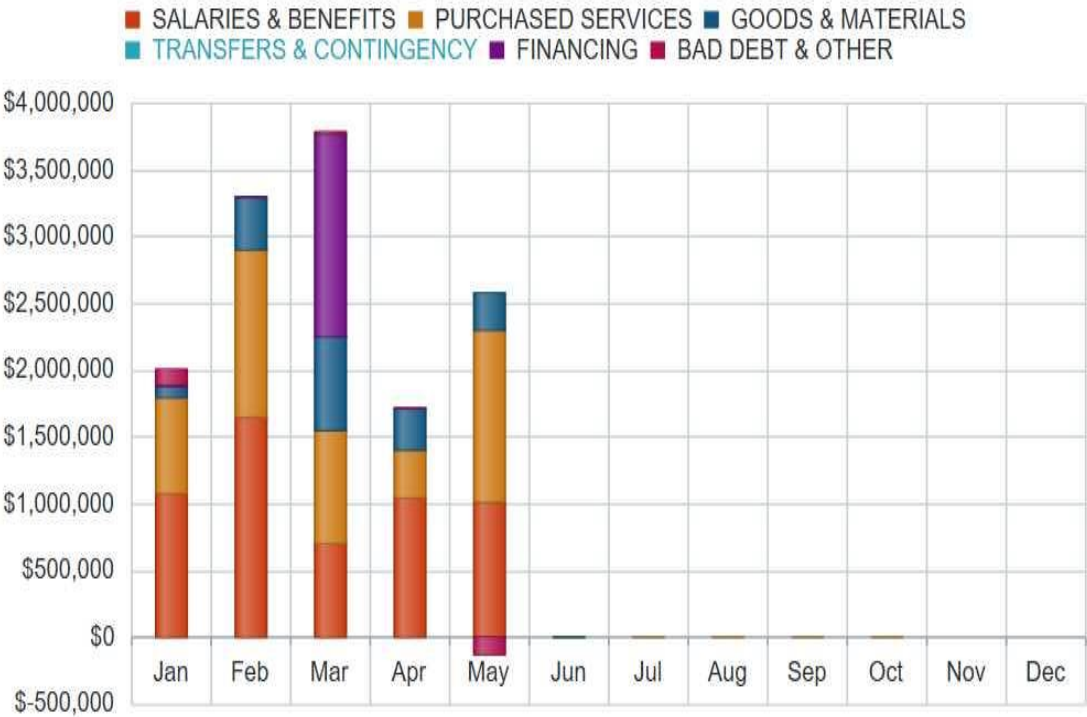
- Agenda preparation and minutes for various meetings
- Create and update fillable forms, letters, and agreements
- Schedule various meetings
- Track returned mail
- Credit card reconciliation
- SharePoint/Collabware training
- COVID-19 research of legislated changes and updates
- Building access training

Finance:

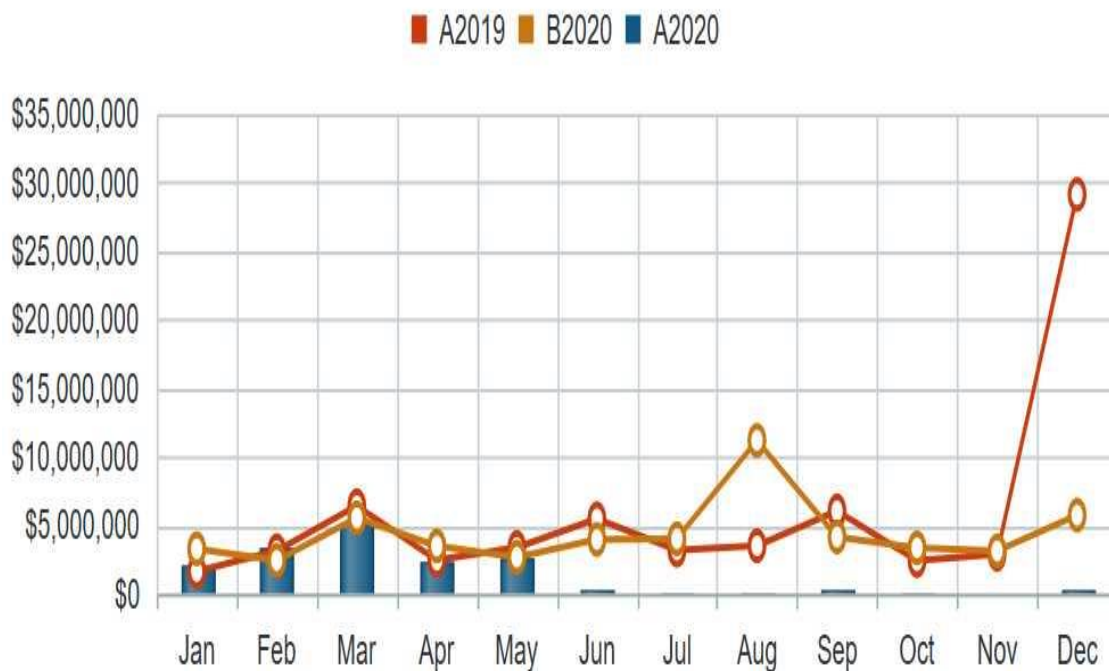
Year to Date Expense vs Budget (000's)



Expense by Object



Expense, Budget and Prior Year



Utilities

- 16 connects, 12 disconnects and 19 work orders
 - 2481 billed in Cold Lake North, 11 of these were estimated, 248 flat rate
 - 2329 billed in Cold Lake South, 14 of these were estimated, 37 flat rate

Receivable

- 112 Accounts Receivable invoices mailed out; 78 statements mailed out

Accounts Payable

- 599 Accounts Payable invoices processed, 400 Accounts Payable cheques printed

Property Taxes

- 29 tax certificates issued and 30 tax searches completed.
- 29 land title changes processed.
- Taxes receivable totalled \$21,187,480
 - Current taxes outstanding - \$24,655,999 (\$6,328,662 amount owing from 4 Wing property)
 - Tax arrears for one (1) year - \$2,644,591. These property owners were sent monthly statements regarding their accounts. (\$1,896,869 is related to the 4 Wing property)
 - Two (2) years' arrears - \$2,564,386. These arrears consist of 31 properties. These property owners were sent warning letter to inform them that their property will be placed on the arrears list on March 31, 2020. These properties were placed on the tax arrears list on March 31, 2020 and posted at City Hall. Monthly statements have also been mailed (\$2,364,921 is related to 4 Wing Property)

- Three (3) year arrears - \$2,634,191. These arrears consist of 20 properties. These properties were placed on the tax arrears list on March 31, 2019 and posted at City Hall and will need to be sold at auction by March 31, 2021 if not paid. These property owners have been sent monthly statements. These properties were placed on the arrears list on March 31, 2019 (\$2,528,119 is related to 4 Wing Property)
- Four-Five (4) year arrears - \$15,446,513. This consists of 4 Wing and 3 properties not on tax agreement. The properties are 2 vacant medium density lots and 1 residential property with a house. If the arrears are not paid by March 25, 2020 these properties will be sold by public auction. (\$15,432,516 related to 4 Wing Property)
- \$22,222,425 of the total tax arrears is due to assessment dispute for the 4 Wing property.
- There are 13 properties that are currently on tax agreements.

Completed

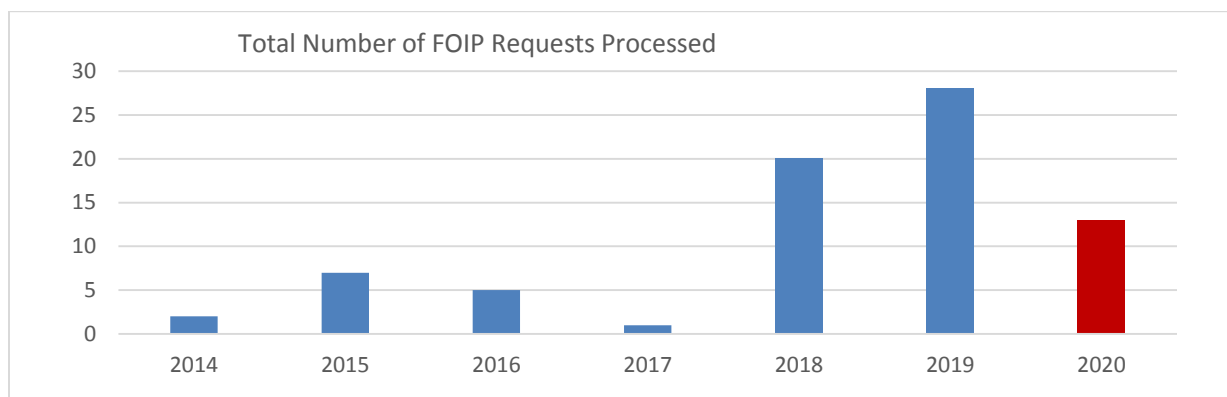
- April 2020 Bank and investment reconciliation and City Summary for Council.
- General ledger reconciliation to Perfect Mind and Golf Course software for April 2020.
- GST Return for April 2020 completed and filed.
- Variance Reports sent to department managers for all departments in the City.
- Audited Financial Statements completed, presented and approved by Council.
- 2020 Property Tax Rates were presented and approved by Council.
- 2020 Property Tax notices were prepared and mailed out. Property taxes due June 30, 2020 except School Board Portion of Non-residential due September 30, 2020.

Currently Working on

- Working with Sensus on the integration of the Advanced Metering Initiative software to Serenic financial software.
- Properties to be auctioned off for Property Tax Recovery. Adjourned to September 10th due to COVID-19.
- Contest for emailed utility bills sign up still ongoing until July 31, 2020. 850 properties signed up so far.
- Preparations for the Marina Review Engagement.

Legislative:

- **Information Requests & FOIP**
 - 5 new FOIP request received in May, and 13 FOIP total requests this year.
 - 1 ongoing review by the OIPC.
 - FOIP presentation provided to all new staff at orientations.



- **Record Management**

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

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

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

- **Transition to “The Dock”:**

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

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

- 6 Dock Help Request tickets addressed in May, 33 so far this year
 - Assisting Planning & Development in the quality control and review of all “open” permit files continues.
 - Ongoing “tweaking” of the finance site as migration continues.
 - Ongoing review and maintenance of SharePoint libraries and content types, Collabware file plan, content rules and workflows.

- **RUSC records**

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

- **Legal Drafting, Research & Review**

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

- Maintenance, coordination and organization of all current/closed legal files (paper and electronic) continues.
- Policy and bylaw review due to COVID-19.
- **Agreements**
 - Design and implementation of SharePoint workflows to optimize agreement reminders for efficiency and accuracy is complete. Ongoing maintenance continues.
 - Detailed review and information examination of type 1 and type 2 development agreements (with their corresponding development permits) is ongoing.
 - Management of active agreements, and agreement requirements:
 - City has 928 active agreements; 31 new agreements filed in May.
 - RUSC has 189 active agreements; 0 new agreements filed in May.
- **Privacy Impact Assessments (PIA)**
 - 1 outstanding PIAs.
- **Other**
 - Handle general inquiries from staff.
 - Commissioning Oaths of Confidentiality and Affidavits as necessary.

Human Resources:

All other positions currently on hold until further notice

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

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

- Foreman – Water Treatment Plant (1 Full-time position)
- Operator – Water Treatment Plant (2 Full-time position)
- Intermediate Secretary (1 Full-time position)
- RCMP Clerk (2 Full-time positions)
- Watch Clerk (1 Full-time position)
- Watch Clerk (12 month term position)
- Parks Operator (2 Full-time positions)
- Parks Operator (10 month term position)
- Utilities Operator (1 Full-time position)
- Utilities Operator – (10 month term position)

The following positions have been filled this month:

- Legislative & Records Management Coordinator (12 month Term position)

Record of Employment:	10
Short Term Disability:	5
Long Term Disability:	5

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

Workers Compensation (WCB): 2 (1 lost time claim)

Currently working on:

- Updating safe-work practices
- Safety Recognition Program
- Safety Manual Revisions
- Staff Training Programs
- WHMIS training
- Revising/Updating CBA and Human Resource Policies
- Safety COR Certification
- Violence and Harassment training
- ICS 100 training for all staff members

COVID-19 Related:

- Register Supplemental Unemployment Benefit (SUB) Plan developed for staff moving to EI.
- Multiple staff put on a leave of absence due to facility shut downs by the province, actual numbers to be reflected in the April report.
- Staff and the Safety Department worked together with Alberta Health Services (AHS) to develop the Assessment Centre.
- Posters were created for all City facilities on proper hand washing techniques and best practices.
- Report created to track staff members who were out of country and required to self-isolate for 14 days, also tracking sick staff members told to self-isolate by AHS. Staff off work due to travel or told to stay home by AHS is 1.
- 1 Casual staff member requested a leave without pay due to having elderly parents living in their home, has not returned to work yet.
- Working with vendors to secure hand sanitizer and disinfectant wipes and masks.
- Revised Safety orientation to include COVID-19 updates and other PPE required.
- Implementation of procedures/policies/engineering and safety controls due to COVID-19.

Safety Statistics:

Vehicle incidents to date: 0

Property Damage to date: 6

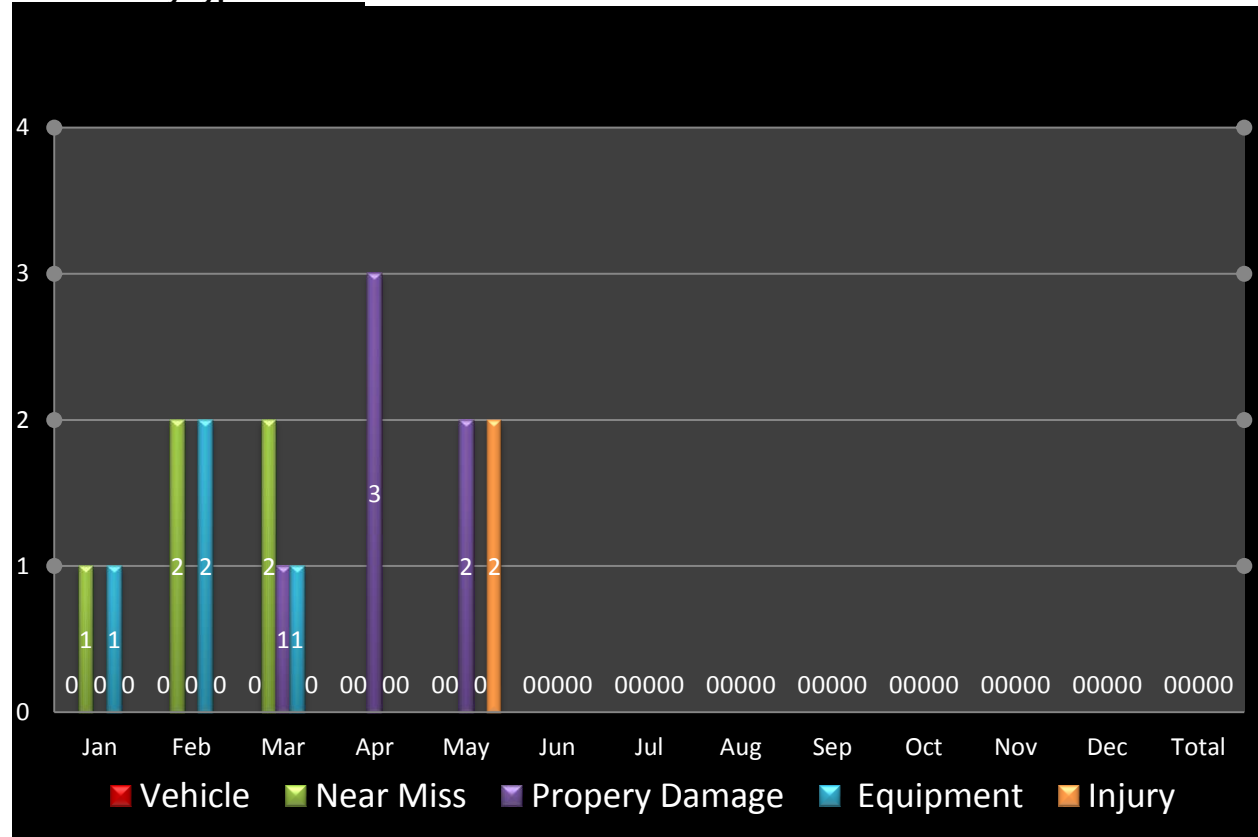
Equipment Damage to date: 4

Injuries to date: 2

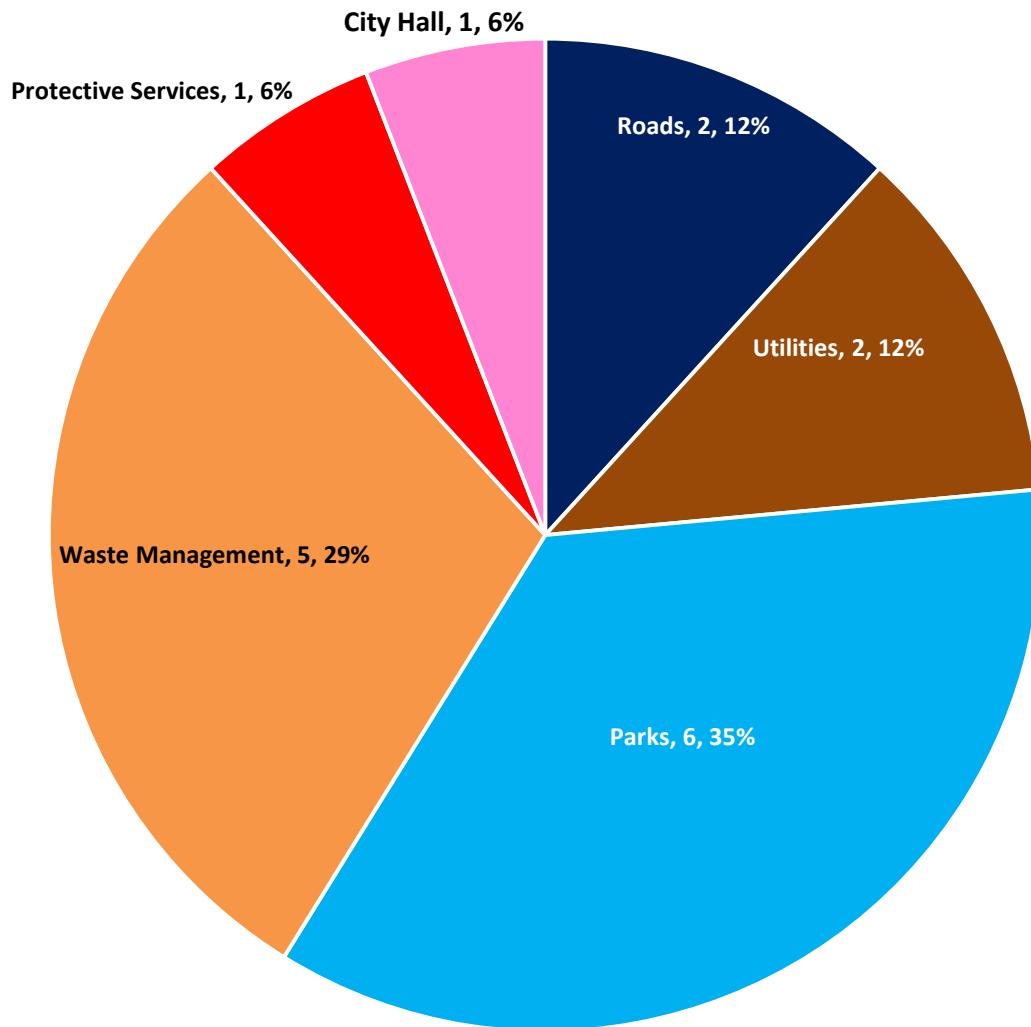
Near misses to date: 5

Total incidents **2020**: 17

Incidents by type of loss:



Incidents by Department 2020:



Information Systems and Technology:

Number of tickets closed:	83
Number of tickets opened:	79
Number of tickets still open at end of Month:	106
Number of Surveillance Footage Request:	7
Backup Recovery's:	1
Virus Threats (Online)	220
Junk	41709
SPAM Email	3201
Phishing Emails	16
Inbound Viruses Caught (Email)	13
Spoofed emails	28

- **Application Updates:** OCR Software, IBM OS V7 to V9.
- **Application Installs:** MS Teams, Traffic Counter Software.
- **Application Support:** SharePoint, Collabware, Adobe, Excel, City Website, Outlook, VPN.
- **Server Support:** SharePoint, SQL, ARC GIS.
- **Server Patches:** 44 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** Marina FOB security, FourWinds, Headphones, AC at CH server room, Printers/Copiers, POS Machines.
- **Mobile Support:** New phone research for contract rollover.
- **Backups (and monitoring):** Macrium, Eset, VM, SQL, Data, Applications, Bellamy (Daily/Weekly).
- **AD Support:** User account Setup/Disable, Password Changes. Name Changes.
- **SharePoint Support:** AIF Workflow, Aggregates, Workflow issues.
- **Application Testing:** Windows Server 2019. Office 2016/2019, ESET Server.
- **Network:** Point to Point radios connecting facility's (Wind/Foliage), Core switch update for Energy Centre.

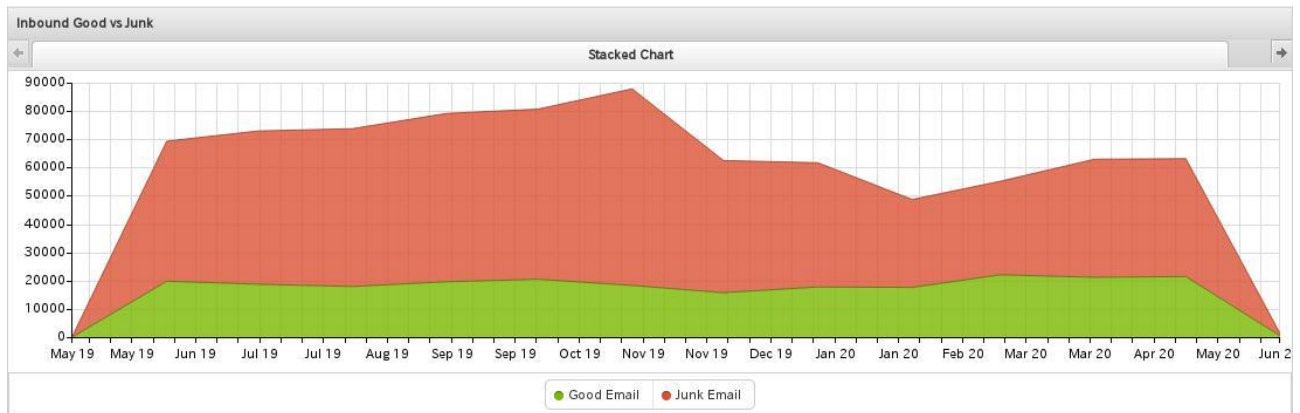
Noteworthy

- Onboarding of new seasonal/summer staff for the Golf Course and Marina.
- Outdated Marina gate security software, Keyscan, updated to latest version.
- Marina cameras and swipe gate operation service check completed before opening of the summer season.
- Fiber network and network switch installed and brought online at the Municipal Recycling Facility.
- Security cameras and swipe door installed at the Municipal Recycling Facility.
- Software/firmware updated on core network switches at City Hall and the Energy Centre.
- Renewed/installed licensing for the Internet gateway firewall/content filter.
- Reviewed operational status for all NVR and IP security cameras at the Energy Center.
- Identified a manual failover procedure to resolve major network outage issues between City Hall and the Energy Centre during wind/rain storms.
- Swipe card programming training for Corporate Services Intermediate Secretary.
- High temp environment alarm in City Hall server room identified as HVAC issue. Instructions for HVAC restart affixed to both AC head units.
- Resolved a windows update issue affecting our Windows Server 2008 R2 VM's.
- Prepared the IBM Power 7 server for an OS upgrade by applying necessary PTFs.
- Launched the new AIF Access and Reminder Workflow in SharePoint production, which gives us improved server performance and workflow reliability.
- Created SQL Server table indices to improve the retrieval speed of the Collabware audit log.
- Improved the retrieval speed of PDFs in SharePoint by reducing the number of requests Collabware made against its database.
- Improved the speed of our main SQL Server by moving its drives off of the old SAN and onto the new SAN.
- Upgraded OCR software to version 2.0, which gives us new features and added security.
- 2 New Copiers and printers installed.

- Assisted hardware moves at the Golf Course to assist with Covid -19 distancing.
- Encrypted all PC's.
- Cyber Awareness training continuing.
- Updated PC images for deployment.
- Several video disclosure requests.



Monthly Inbound Good vs Junk

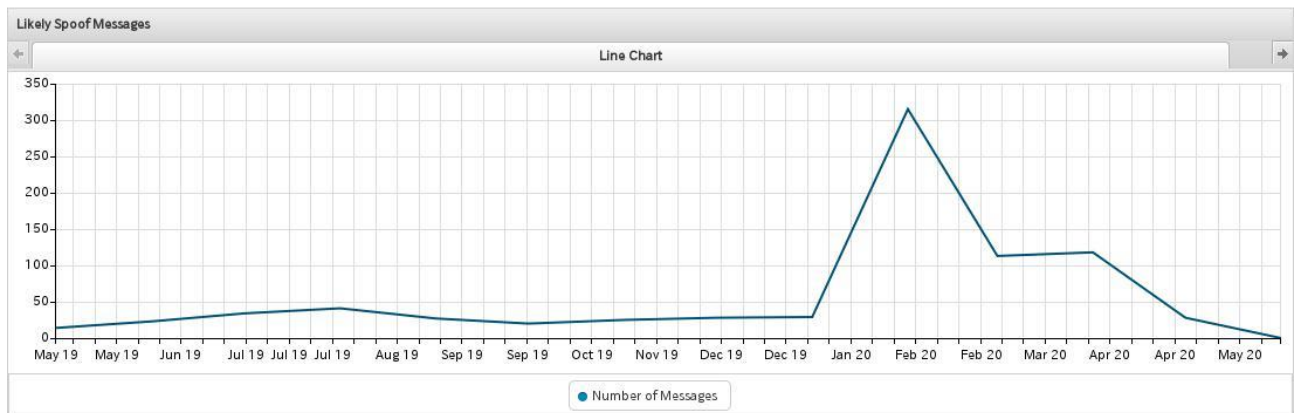


Time Span 05/01/2019 12:00 AM - 06/01/2020 11:19 AM

Email Security Version - 10.0.6.3447 (Hostname : emailsecurity)



Monthly Likely Spoof Messages

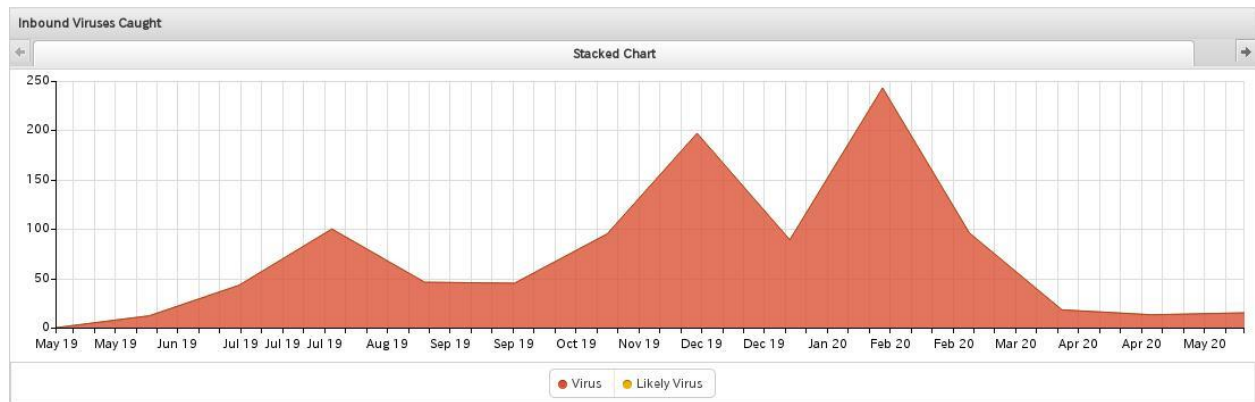


Time Span 05/01/2019 12:00 AM - 06/01/2020 11:20 AM

Email Security Version - 10.0.6.3447 (Hostname : emailsecurity)



Monthly Inbound Viruses Caught



Time Span 05/01/2019 12:00 AM - 06/01/2020 11:20 AM

Email Security Version - 10.0.6.3447 (Hostname : emailsecurity)



STAFF REPORT

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

Meeting Date: June 9, 2020

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; ongoing.
- Pothole patching; ongoing.
 - Pothole Registry is active, with automatic Service Request generation.
 - Completed maintenance on the Asphalt Recycler and Hot Box.
- Assisted contractors and other departments as required.
 - Assisted Utilities with dig site repacks in preparation for asphalt patching and concrete repairs.
- Street sweeping; ongoing.
 - Concrete meridians; complete.
 - Residential areas; complete.
 - Grass boulevards; complete.
- 2020 Road Maintenance Contracts:
 - Pavement Markings – Awarded to Line West Ltd.
 - Asphalt Patching – Awarded to Laredo Trucking Inc. o/a Laredo Paving
 - Sidewalk/Concrete Repairs – contract renewed with Superior Industries Inc.
 - Micro-Surfacing – Contract renewed with West-Can Seal Coating Inc.
 - Dust Control – Awarded to Tiger Calcium Services Inc.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics - completed 33 work orders for various departments.
 - Operators - completed 0 work orders for various departments.
 - Contracted Services - 35 work orders were contracted out for various departments.
 - Outstanding - 53 work orders are outstanding for various departments.
- Fuel Consumption:
 - 7,535 liters of gas was dispensed into fleet vehicles for the various departments over 97 transactions.



- 21,332 liters of diesel was dispensed into fleet vehicles for the various departments over 181 transactions.

Cold Lake Regional Aerodrome:

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

Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.
 - Spring shelter pressure washing is complete.
- Monitoring and adjusting routes as required (construction, special events, etc.); ongoing.
- Lost and Found policy development; in progress.
- Monthly Transit Reports; ongoing.
- Shelter “No Smoking” tape ordered for replacement.
- Effective May 2 new hours of operation:
 - Monday to Friday, from 7:00 a.m. to 6:00 p.m.
 - Saturday schedule removed entirely.
- Covid-19 response; ongoing.
 - CUTA weekly webinars RE Covid-19 updates to Transit;
 - weekly disinfecting of entire bus along with daily wipe downs of high touch areas;
 - hand sanitizer installed for passengers;
 - access to front door and driver space restricted, back door access only;
 - restricted seating to allow for social distancing; and
 - infotainment monitors updated with Covid-19 notifications.

Facility Maintenance:

- Responded to 21 work orders for building maintenance services for various departments.
- Facility Maintenance Contracts:
 - LD Septic - septic tank cleaning at the Airport, Transfer Station and Imperial Park; monthly.
 - Lakeland Fire and Safety; awaiting City Hall alarm install.
 - Value Master Builders Ltd. - Public Works Facility renovation; ongoing.



- MT Sinc- spring maintenance on HVACs and furnaces in City facilities; ongoing.
- Ansell Refrigeration – awarded the City Hall HVAC and Furnace Replacement Project; ongoing
- Hydro Blast – hood vent cleaning at the marina and beach concessions.
- Dunrite Roofing – awarded City Hall roof replacement.

ENVIRONMENTAL SERVICES

Waste Management:

- Curb side collection for regular waste, recycling and organics was conducted as per the 2020-2021 Waste Collection Schedule.
 - 302 tonnes of waste was collected at the curb in May.
 - 35 tonnes of recyclables was collected at the curb in May.
 - 80 tonnes of organics was collected at the curb in May.
- Transfer Station and Landfill summer hours from 9:00am to 6:00pm Tuesday to Saturday (April 1, 2020 to October 31, 2020) and Sundays (May 3, 2020 to August 30, 2020) 2:00 pm to 6:00 pm.
 - 254 tonnes of C&D Material was disposed of in the Class III Landfill in May.
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
- Metal recycling; ongoing.
- Materials Recycling Facility (MRF):
 - Sorting and bailing materials collected at the new MRF; ongoing.
- Collection of recycled material from the Recycling Drop-off Stations; ongoing.
 - 18 tonnes of recyclables was collected from the Recycle Drop-off's in May.
- Covid -19 response; ongoing.
 - Sanitizing scale house credit/debit card machines after every customer.
 - Use of additional PPE for manual pickup – N95 masks and frequent sanitation of gloves and the driver's cabin.

Water Distribution and Wastewater Collection (Utilities):

- Meter reading; ongoing.
- Addressing trouble meter reads; ongoing.
- Completed water and sewer locates for contractors and homeowners.
- Timely response to emergency call outs for sewer backups, flooding and leaking meters, etc.; ongoing.
- Advanced Metering Infrastructure (AMI) has been awarded to KTI Limited; ongoing.



- Covid-19 response; ongoing.
 - Avoid entering homes for meter reading/repairs, water and sanitary line repairs/maintenance, other work as per service levels - only being responded to if an emergency.
 - PPE requirements exceeded in emergency situations where staff have to enter a home.
 - Sanitizing key pads at Building 5 Fill Station daily.

Water and Wastewater Treatment:

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

ENGINEERING SERVICES

Capital Projects - See attached Capital Project Summary

Geographical Information System (GIS):

- Continued sorting GIS data and related files; ongoing.
- Created maps, queries and large-format printouts as requested by City Staff; ongoing.
- Provided data to subcontractors as requested; ongoing.
- Assisted staff with ArcReader maps; ongoing.
- Followed up on Digital Orthophotography Aerial Imagery contract; coordinating first payment.
- Created Culverts web map for field data collection with Collector for ArcGIS and started testing and troubleshooting.
- Updated Road Matrix data with Hwy 28 South asbuilts.
- Edited the python code for combining Cityworks and Crowdsourcing workflow.
- Configured Webhooks to pull data from Cityworks in ArcGIS hosted feature service.



- Performed testing of hydrant calculation as well as Cityworks & Crowdsourc integration script.
- Developed python code to calculate an average day the crew is taking to assign and close a problem.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was held on June 1, 2020 at 6pm in City Hall Council Chambers.

Agenda Items included:

Delegation:

- Faber LLP, Chartered Professional Accountants

Old Business

- Cold Lake Regional Water Supply Expansion Update
- Waste Water Treatment Plant (MBBR) Pilot Project Update

New Business

- 2019 Financial Statements
- Building 4 Condition Assessment and Feasibility Study
- Building 9 Force Main – Phase 4
- Building 9 Force Main – Phase 4 Borrowing Bylaw No. 017-FN-20

Correspondence

- Letter From CLFN Re Member Appointment (Dell)

In Camera

- Water Rate Study

Next meeting July 27, 2020

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2020	8 Street Roadway Extension (Phase 2A)	Design	100	Awarded to SE Design.
			Construction	0	Tender closed May 19; bids under review
2	2020	2020 Street Improvement Program	Design	80	Awarded to AECOM 100% design drawing received; drawing review in progress.
			Construction	0	
3	2020	Building 9 Force Main Upgrade – Phase 4 (CLRUSC)	Design	95	Awarded to AECOM. Design and Tender specifications have been completed and the project is currently out for tender, closing June 15 th at 2:00 PM.
			Construction	0	
4	2020	Building #4 Force Main Replacement Feasibility Study (CLRUSC)	Study	0	Project went out for RFP and 4 proposals were received before the closing date and time of May 8 th , 2020 at 2:00 PM. Proposals are currently under review.
5	2020	2020 Service Roads	Design	0	Engineering Proposal for 55 Street west-Service Road awarded to SE Design, April 28, 2020 as part of the 2019 Shallow Sewer Project
			Construction	0	
6	2020	2020 Sidewalk/Trail Connectivity	Design	0	Trail locations are being considered.
			Construction		
1	2019	2019 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	90	Awarded to E-construction. Streets include: 50 Ave (38 St – City Limit); mill and overlay complete. 52 Ave (49 St – 50 St); mill and overlay complete. 20 Street (Ptarmigan to 7 Ave); full reconstruction complete. Birch Ave (Tamarak St – 23 St); underground work and surface works complete. Landscaping remaining.
2	2019	Annual Lane Construction Program	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Lanes include: Lions Park (50 Ave to Millennium Trail); complete. 50 Ave (45 St west to t-intersection); complete.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					CCC issued.
3	2019	Street Lighting Enhancement Program	Design	100	Awarded to ATCO Electric. Approved enhancement areas include: 16 Avenue (Hwy 28 to 12 St) 50 Avenue (41 Street to City Limits) 25 Street (Hospital to Glacier Way) 1 Ave (25 St to English Bay Road)
			Construction	95	Awarded to ATCO Electric. All work has been completed minus spring clean-up/landscaping.
4	2019	Traffic Safety Program Fund	Design	100	Awarded to ATCO Electric.
			Construction	95	Awarded to ATCO Electric. Street lights will be installed in the following locations: English Bay Road (1114 EBR to City Limit); which has been completed. The Intersection of English Bay Road and 28 Street; which has been completed and the intersection of English Bay Road and 25 th Street which has been completed. Spring cleanup is still required.
5	2019	Material Recycling Facility	Design	100	Awarded to NOVA Mechanical and Construction.
			Construction	95	Awarded to NOVA Mechanical and Construction. They have completed the metal structure, site grading and electrical. All 20 recycling bins have arrived and the new conveyor system and sort line is installed. SCC Issued.
6	2019	Building 10 Fire Pump Replacement	Design	95	Awarded to BAR Engineering. They supplied a recommendation memo on the pumping status; this memo has been reviewed and approved. Project was tendered out and closed on May 19 th at 2:00 PM. The tenders are currently being reviewed by City staff and engineering consultant.
			Construction	0	
7	2019	Grand Centre Memorial Cemetery	Design	100	Awarded to LEEs and Associates.
			Construction	0	Project was tendered and closed on June 7, 2019. The City received 2 tenders; both came in above budget. After review this tender has been cancelled; will look into retendering in 2020.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
8	2019	Kinosoo Beach Phase 3 and 4 - Boardwalk Area and Amphitheatre	Design	0	Awaiting grant funding.
			Construction	0	
9	2019	Pressure Reducing Valve Installation Program (Year 1 of 4)	Design	90	Awarded to AECOM. Due to conflicting infrastructure within 16 th Street AECOM has completed two design options, one placing the PRV within Building 5 instead of 16 th Street, as well as another design utilizing the vault but placing it in the second PRV location from the Water Master Plan. City staff is reviewing and double checking viability of the work against the budget.
			Construction	0	
10	2019	Lakeshore Drive Infrastructure Improvements	Design	15	Awarded to Stantec. Start-up meeting was held on August 21, 2019 and presentation of conceptual designs were presented to Council on Oct. 16, 2019 for preliminary feedback. Additional design meeting was held on January 8, 2020 with Stantec. Lakeshore Drive concept plan was presented to Council on May 19 th , 2020. Based on this meeting Stantec will move forward with the next steps of design as the concept plan was a success.
			Construction	0	
11	2019	Shallow Sewer Enhancement Program	Design	0	Awarded to SE Design
			Construction	0	SE Design to prepare tender
12	2019	SCADA Upgrades	Design/ Construction	75	Awarded to ERAMOSA. Phase 1- Power Upgrades- 100% complete. Phase 2A - Back Up Controls at Bldg 4 & 9. Phase 1 & 2A Power Upgrades and Back Up Control – Estimated Costs provided by Smart Electric- proceeding with Bldg 4 & 9 2A only Phase 2B - Back Up Controls at Bldg 3 & 8- not proceeding at this time Phase 3A - SCADA Upgrades Cimplicity to VTSCADA. Currently running both systems there is some logic written into Cimplicity rather than through the PLC to control pumps. VTSCADA is functioning properly.-90% complete.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Phase 3B - e.RIS Data Access. e.RIS training provided, report and logbook creation in progress. Phase 3C - Cyber Security 100% complete.
13	2019	Animal Holding Facility	Design	90	Awarded to JMAA. Area has been mulched. Topographical and geotechnical survey was conducted. Preliminary Plans have been accepted and JMAA will proceed to the next phase of design and tender preparation. Civil Works awarded to SE Design. Final drawings have been submitted and are under review.
			Construction	0	Proposed to potentially tender in June
14	2019	69 Avenue - Museum Road Improvements	Design	100	Lower Portion Design Only awarded to SE Design. Waterline now to be included within the project for 2020. WAIF and Water Act applied for by Associated Engineering, should know by May if accepted. Change Order accepted SE Design to include tender and construction admin.
			Construction	0	Top portion of the road was overlaid by Blue Flame in 2019 and lower portion with storm and waterline improvements to be completed in 2020. Tender closes June 11, 2020. WAIF Approved
15	2019	Water Rate Study	Study	100	Awarded to CORVUS. Report completed and presented to CLRUSC in February.
16	2019	Regional Water Line (CLRUSC)	Design	100	Awarded to AECOM
			Construction	Contract 1 Transmission Main (within City limit)	Awarded to Site Resource Group Inc. 90% complete (based on \$) and 100% (based on length of pipe): landscaping, road rework on 16 Street (16 Ave to 75 Ave) and final lifts of asphalt on 16 Street (3 Ave to 16 Ave) are remaining. Contractor has completed pressure testing of all pipeline under Contract 01 and all sections have passed. Waiting on chlorination plan. Contractor has started road work but coring out 10 th Street and 16 th Street for gravel rework as well as scheduling top lift of asphalt within 16 th Street from 3 rd Avenue to Highway 28.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
				Contract 2 Transfer Station	Awarded to Alpha Construction Inc. 87% complete (based on \$) and approx. 85% (based on work). Exterior building envelope is complete, the vast majority of mechanical work has been installed, HVAC systems have been installed, and pumping bases are being completed, and pumps are a little delayed, waiting on official timeline. Underground tie-ins have been completed, which would include the regional line coming in and the line going out. Reservoir cells have been completed. Contractor is to submit commissioning plan and AECOM is to supply move forward and methods for review.
				Contract 3 WTP Upgrades	Awarded to SureForm Contracting Ltd. 79% complete (based on \$). Building envelope is complete and contractor has started building wrap and Styrofoam on the outside of building envelope has been completed and cladding has commenced, exterior doors have been installed and interior doors have been painted and window install has commenced within the last week of May. The upstairs which would include the offices, lunch room, electrical room and bathrooms are nearly complete. New Raw Water wet well is complete and Raw Water pumps are currently being commissioned, contractor is currently working on testing of pump install's, clear well work has been completed, membrane material has arrived on site and train 3 has been installed and tested, future train work is completed, the vast majority of mechanical piping has been completed, CIP tank has been removed and replaced, new generator has been installed and majority of main electrical has been pulled through and connected. Currently waiting on schedule for the raw water intake screen install.
				Contract 4 Transmission Main	Awarded to Site Resource Group Inc. 97% complete (based on \$) and 100% (based on length of pipe); All transmission

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
				(Transfer Station to Bonnyville)	<p>main has been installed minus a small spool section within the Town of Bonnyville water treatment facility. Contractor is currently swabbing the line from the Town of Bonnyville treatment facility to Ardmore/Fort Kent swab launches. The line has been swabbed from the Transfer Station to Ardmore. Contractor has started pressure testing the line under Contract 04 and so far 1 test has passed and 4 sections are noted as holding test pressures.</p> <p>Landscaping and ROW restoration is currently ongoing.</p>
17	2019	Moving Bed Biofilm Reactor (MBBR) Pilot Project (CLRUSC)	Design	45	<p>Awarded to AECOM. CLRUSC is looking to demonstrate the effectiveness of this technology in achieving their vision for wastewater treatment. Given the innovative nature of this technology it will be piloted during the winter months for worst case scenario to assess the performance of the system when the ammonia concentration in the lagoon effluent is higher and the microbial activity is lower.</p> <p>Veolia Water Technologies Canada Inc. has supplied the LagoonGuard pilot trailer, with all necessary process equipment (reactors, blower, instrumentation and a control panel) for this study. Veolia's field technicians assisted with the trailer's installation, start up and the commission of the LagoonGuard equipment/process and they trained the City's staff. When the process stabilized Veolia handed over operational responsibility to the City, and are remotely monitoring the process and supporting the City.</p> <p>Two interim project update presentations were made to RUSC: Nov 25, 2019 and Feb 24, 2020. A third interim report is in progress.</p> <p>The pilot study ended in May 28 2020. Decommission of the pilot project is in progress.</p>

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

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
4	2018	Imperial Park/Energy Centre South Access Enhancements and Parking Lot Improvements	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Road construction and parking lot are completed. CCC issued.
5	2018	Eagle Ridge Estates Storm System Re-Alignment	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Thompson Infrastructure. Contractor has installed all storm pipes and have completed all other work under the project. CCC has been issued.
6	2018	Lakeview Cemetery	Design	95	Awarded to LEEs and Associates.
			Construction	18	Awarded to GenMec ACL. Contractor has mobilized to site and has completed excavation and concrete foundations within the columbaria area, concrete apron into the site along with the water tie-in. sandblasting has been completed on the columbaria foundations.
7	2018	RCMP Building	Design Mech. Reno Design Phase 2- New Build	100	Awarded to JMAA. Phase 1 - mechanical renovation design has been completed. RCMP has now requested for new building rather than a renovation of existing for Phase 2. JMAA Proposal under review for New Build. RCMP has confirmed that the building requirements will remain as stated in May 2019 assessment and the current lot is suitable for new build.
			Construction	Phase 1 Cancelled Phase 2 0	Phase 1 Mechanical Renovation contract cancelled.
1	2017	2017/2016 Residential Lanes	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Lanes include: Lakeridge Lanes; completed 54 Ave lane – completed 62 Street lane – completed Emma's Lane – completed CCC issued.
2	2017		Design	100	Awarded to Stantec.

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

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					<p>remaining items under the contract and is currently cluing up minor work. CCC issued.</p> <p>Contract 2 was re-tendered as Contract 02 Phase 2 and has been awarded to Thompson Infrastructure Ltd. All underground infrastructure has been completed, storm pipe is connected from East side of Highway 28 to the West side of Highway 28 and is flowing. Contractor recently completed top lift of asphalt on both East and West Service roads. OGS units have been installed for Esso and Husky with bottom lift of asphalt being placed in front of Husky. CCC issued.</p>
4	2015	Kinosoo Beach Enhancements (Phase 1)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to RTM Electrical. Construction complete. CCC issued.
5	2015	Kinosoo Beach Enhancements (Phase 2 and 2B)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	100	Awarded to Nova Mechanical. All work has been completed. CCC issued. FAC walkthrough was completed; deficiencies have been rectified. FAC has been completed.
6	2015	2015 Offsite Levy Report	Report	98	Awarded to CORVUS. Report and model complete. Presented to Council October 18, 2016 and to the public December 8, 2016. Council to decide when to implement. Additional presentation was provided to UDI in May 2017. Yearly review, update and assessment of model required for offsites.
7	2015	South Snow Dump	Design	100	Awarded to MPE Siemens. The City reviewed and posed questions pertaining to detainment of sediments through drainage. Updated drawings were received on April 27, 2017. Conversation currently happening between MPE and Alberta Environment.
			Construction	0	Project has not been Tendered.
8	2015	4 Wing Splash Park	Design	100	Awarded to PlayQuest.
			Construction	98	Awarded to PlayQuest and was completed in 2015. CCC issued.
9	2015	Building 4 Lift Station Improvement Project-RUSC	Design	100	Awarded to MPE Siemens Engineering Ltd.
			Construction	98	Awarded to Alpha Construction. CCC issued. FAC walkthrough has been

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					completed and contractor is to rectify all deficiencies prior to signing of FAC.
1	2014	Kinosoo Beach Splash Park	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to PlayQuest Recreation. Construction has been completed. CCC issued.
2	2014	1st Avenue Water Main and Street Improvement	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to Clearway Construction Inc. CCC issued. FAC walkthrough was completed with Contractor and Consultant in 2018; deficiencies to be rectified.



STAFF REPORT

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

Meeting Date: June 9, 2020

Executive Summary:

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

Background:

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

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**Building Permit Stats Comparison
2017-2020**

Report ending MAY 2020

2017

2018

2019

2020

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

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

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

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

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

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

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

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

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

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

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

March		
New Residential-SF		
Reno. Residential	\$ 32,500.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$32,500.00	2

**Building Permit Stats Comparison
2017-2020**

Report ending MAY 2020

2017

2018

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2020

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

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

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

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

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

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

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

May		
New Residential-SF	\$ 200,000.00	1
Reno. Residential	\$ 26,000.00	2
Multi-Family Residential		
Commercial	\$ 750,000.00	1
Commercial Renovation		
Accessory Buildings	\$ 3,500.00	1
Secondary Suites	\$ 10,000.00	1
Industrial		
Institutional		
Demolition	\$ 1,000.00	1
Other (Decks/Signs, etc.)	\$ 42,771.00	8
Total	\$ 1,033,271.00	15

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

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

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

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

**Building Permit Stats Comparison
2017-2020**

Report ending MAY 2020

2017

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2020

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

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

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

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

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

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

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

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

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

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

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

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

**Building Permit Stats Comparison
2017-2020**

Report ending MAY 2020

2017

2018

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

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

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

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

November		
New Residential-SF		
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 41,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		1
Total	\$ 61,000.00	3

November		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial	\$ 850,000.00	1
Commercial Renovation	\$ 60,000.00	3
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 116,761.00	1
Demolition		
Other (Decks/Signs, etc.)	\$ 16,000.00	1
Total	\$ 1,042,761.00	6

November		
New Residential-SF	\$ 320,000.00	1
Reno. Residential	\$ 55,600.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 40,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 16,000.00	3
Total	\$ 431,600.00	8

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

December		
New Residential-SF		
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 25,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 19,000.00	2
Total	\$ 66,000.00	5

December		
New Residential-SF	\$ 1,500,000.00	5
Reno. Residential	\$ 129,000.00	8
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 1,629,000.00	13

December		
New Residential-SF		
Reno. Residential	\$ 25,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 25,000.00	1

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

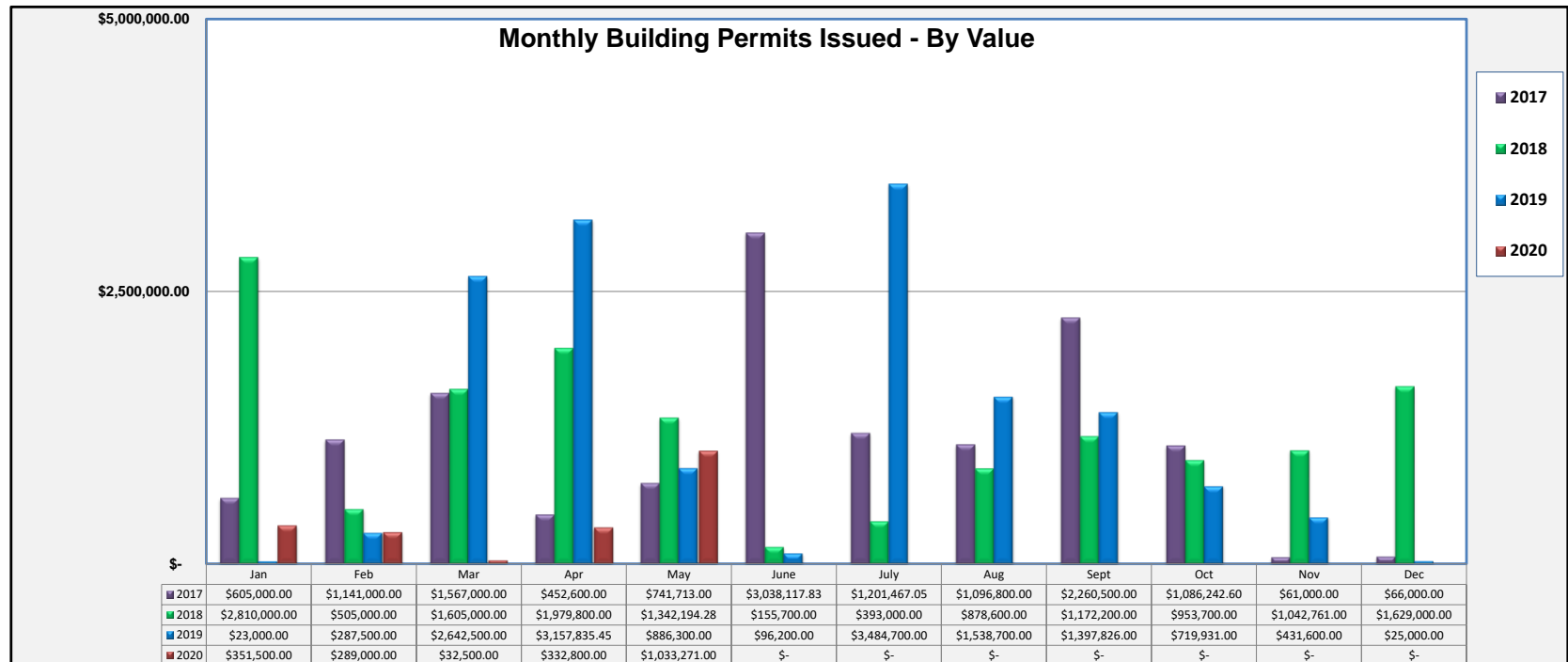
2016 Total \$ 13,317,440.48 125

2017 Total \$ 14,466,955.28 116

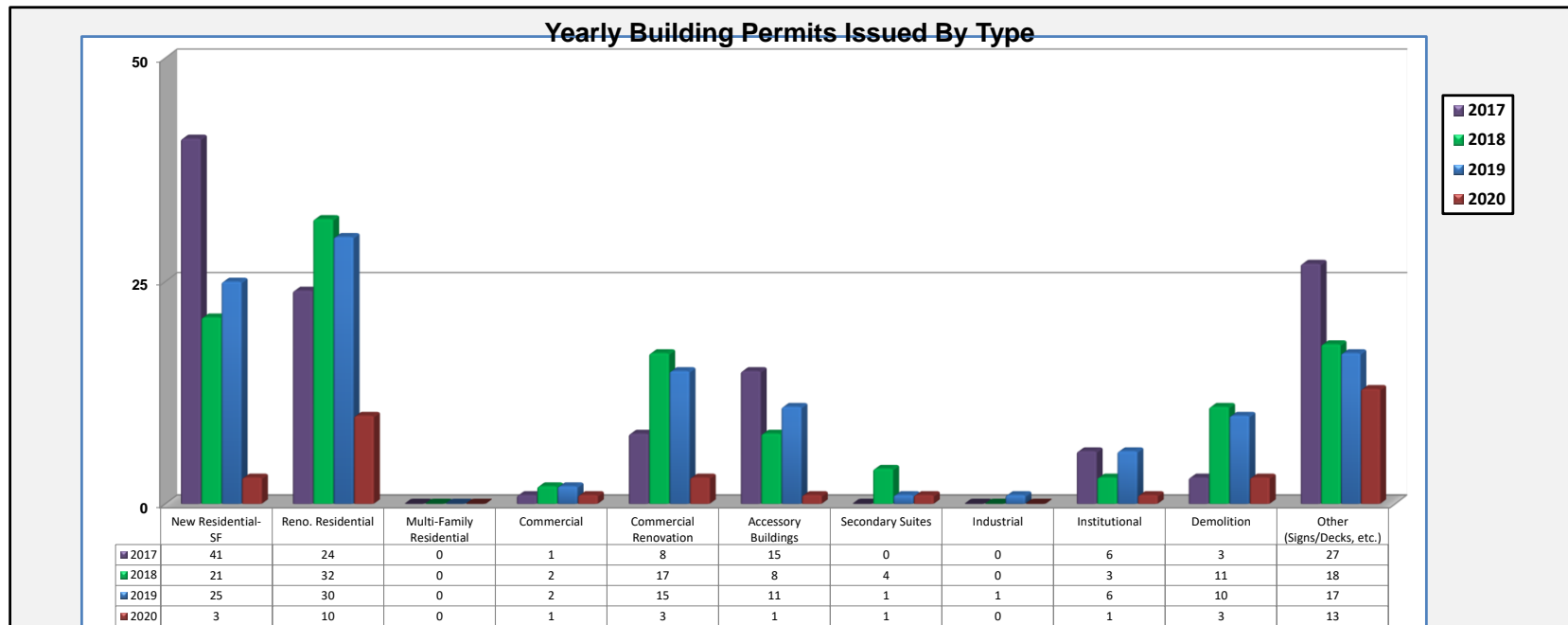
2018 Total \$ 14,691,092.45 118

2019 Total \$ 2,039,071.00 36

Data Summary - Building Permits by Value of Permits Issued				
	2017	2018	2019	2020
Jan	\$ 605,000.00	\$ 2,810,000.00	\$ 23,000.00	\$ 351,500.00
Feb	\$ 1,141,000.00	\$ 505,000.00	\$ 287,500.00	\$ 289,000.00
Mar	\$ 1,567,000.00	\$ 1,605,000.00	\$ 2,642,500.00	\$ 32,500.00
Apr	\$ 452,600.00	\$ 1,979,800.00	\$ 3,157,835.45	\$ 332,800.00
May	\$ 741,713.00	\$ 1,342,194.28	\$ 886,300.00	\$ 1,033,271.00
June	\$ 3,038,117.83	\$ 155,700.00	\$ 96,200.00	\$ -
July	\$ 1,201,467.05	\$ 393,000.00	\$ 3,484,700.00	\$ -
Aug	\$ 1,096,800.00	\$ 878,600.00	\$ 1,538,700.00	\$ -
Sept	\$ 2,260,500.00	\$ 1,172,200.00	\$ 1,397,826.00	\$ -
Oct	\$ 1,086,242.60	\$ 953,700.00	\$ 719,931.00	\$ -
Nov	\$ 61,000.00	\$ 1,042,761.00	\$ 431,600.00	\$ -
Dec	\$ 66,000.00	\$ 1,629,000.00	\$ 25,000.00	\$ -
Total	\$ 13,317,440.48	\$ 14,466,955.28	\$ 14,691,092.45	\$ 2,039,071.00



Data Summary - Building Permits by Type of Permit Issued				
PERMIT TYPE	2017	2018	2019	2020
New Residential-SF	41	21	25	3
Reno. Residential	24	32	30	10
Multi-Family Residential	0	0	0	0
Commercial	1	2	2	1
Commercial Renovation	8	17	15	3
Accessory Buildings	15	8	11	1
Secondary Suites	0	4	1	1
Industrial	0	0	1	0
Institutional	6	3	6	1
Demolition	3	11	10	3
Other (Signs/Decks, etc.)	27	18	17	13
Total	125	116	118	36



**Development Permit Stats Comparison
2017-2020**

Report ending MAY 2020

2017			2018			2019			2020		
January			January			January			January		
New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 100.00	1
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 150.00	1	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 250.00	3	Other (Decks/Signs, etc.)	\$ 250.00	6	Other (Decks/Signs, etc.)	\$ 50.00	1	Other (Decks/Signs, etc.)	\$ 625.00	10
Total	\$ 250.00	5	Total	\$ 450.00	8	Total	\$ 400.00	4	Total	\$ 725.00	11
February			February			February			February		
New Residential-SF	\$ 500.00	5	New Residential-SF	\$ 100.00	1	New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation	\$ 350.00	2	Commercial Renovation	\$ 100.00	1	Commercial Renovation	\$ 200.00	1	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings	\$ 100.00	1
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites	\$ 150.00	1	Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$300.00	6	Other (Decks/Signs, etc.)	\$425.00	6	Other (Decks/Signs, etc.)	\$275.00	5	Other (Decks/Signs, etc.)	\$450.00	6
Total	\$1,150.00	13	Total	\$775.00	9	Total	\$625.00	7	Total	\$550.00	8
March			March			March			March		
New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF	\$ 500.00	5	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial	\$ 250.00	1	Commercial		
Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation	\$ 250.00	2	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites	\$ 150.00	1
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$425.00	7	Other (Decks/Signs, etc.)	\$500.00	7	Other (Decks/Signs, etc.)	\$ 600.00	10	Other (Decks/Signs, etc.)	\$ 550.00	10
Total	\$825.00	11	Total	\$900.00	11	Total	\$1,600.00	18	Total	\$700.00	11

**Development Permit Stats Comparison
2017-2020**

Report ending MAY 2020

2017			2018			2019			2020		
April			April			April			April		
New Residential-SF	\$100.00	1	New Residential-SF	\$100.00	1	New Residential-SF	\$200.00	2	New Residential-SF	\$600.00	6
Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial	\$200.00	1
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$200.00	1	Commercial Renovation		
Accessory Buildings	\$300.00	3	Accessory Buildings	\$200.00	2	Accessory Buildings	\$50.00	1	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$625.00	7	Other (Decks/Signs, etc.)	\$350.00	6	Other (Decks/Signs, etc.)	\$400.00	6	Other (Decks/Signs, etc.)	\$600.00	7
Total	\$1,225.00	13	Total	\$650.00	9	Total	\$850.00	10	Total	\$1,400.00	14
May			May			May			May		
New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF	\$600.00	6	New Residential-SF	\$ 500.00	5
Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential	\$ 150.00	1
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$150.00	1	Commercial Renovation	\$400.00	4	Commercial Renovation	\$ 250.00	1
Accessory Buildings	\$100.00	1	Accessory Buildings	\$100.00	1	Accessory Buildings	\$250.00	3	Accessory Buildings	\$ 450.00	5
Secondary Suites			Secondary Suites	\$150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$750.00	10	Other (Decks/Signs, etc.)	\$575.00	7	Other (Decks/Signs, etc.)	\$275.00	5	Other (Decks/Signs, etc.)	\$ 750.00	8
Total	\$1,450.00	17	Total	\$1,275.00	13	Total	\$1,525.00	18	Total	\$2,100.00	20
June			June			June			June		
New Residential-SF	\$ 1,000.00	10	New Residential-SF			New Residential-SF	\$ 300.00	3	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation	\$ 250.00	2	Commercial Renovation	\$ 150.00	1	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$ 300.00	3	Accessory Buildings	\$ 50.00	1	Accessory Buildings	\$ 50.00	1	Accessory Buildings		
Secondary Suites			Secondary Suites	\$ 300.00	2	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 450.00	2	Institutional	\$ 200.00	1	Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 625.00	7	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)		
Total	\$ 2,625.00	24	Total	\$ 1,100.00	11	Total	\$ 750.00	10	Total	\$ -	0

**Development Permit Stats Comparison
2017-2020**

Report ending MAY 2020

2017			2018			2019			2020		
July			July			July			July		
New Residential-SF	\$ 300.00	3	New Residential-SF			New Residential-SF	\$ 400.00	4	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 150.00	1	Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 700.00	4	Commercial Renovation	\$ 450.00	4	Commercial Renovation		
Accessory Buildings	\$ 500.00	5	Accessory Buildings	\$ 100.00	1	Accessory Buildings	\$ 200.00	3	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 350.00	2	Institutional			Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 775.00	8	Other (Decks/Signs, etc.)	\$ 400.00	3	Other (Decks/Signs, etc.)	\$ 475.00	6	Other (Decks/Signs, etc.)		
Total	\$ 2,075.00	19	Total	\$ 1,200.00	8	Total	\$ 1,825.00	19	Total	\$ -	0
August			August			August			August		
New Residential-SF	\$400.00	4	New Residential-SF	\$600.00	6	New Residential-SF	\$450.00	4	New Residential-SF		
Reno. Residential	\$100.00	1	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation	\$200.00	1	Commercial Renovation	\$150.00	1	Commercial Renovation	\$250.00	2	Commercial Renovation		
Accessory Buildings	\$200.00	2	Accessory Buildings	\$25.00	1	Accessory Buildings	\$150.00	3	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional	\$200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$1,275.00	14	Other (Decks/Signs, etc.)	\$225.00	4	Other (Decks/Signs, etc.)	\$525.00	8	Other (Decks/Signs, etc.)		
Total	\$2,175.00	22	Total	\$1,000.00	12	Total	\$1,575.00	18	Total	\$0.00	0
September			September			September			September		
New Residential-SF	\$ 700.00	7	New Residential-SF			New Residential-SF	\$ 400.00	4	New Residential-SF		
Reno. Residential			Reno. Residential	\$ 200.00	2	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial	\$ 250.00	1	Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 300.00	3	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings	\$ 250.00	3	Accessory Buildings		
Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 850.00	12	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 550.00	8	Other (Decks/Signs, etc.)		
Total	\$ 1,700.00	20	Total	\$ 850.00	8	Total	\$ 1,700.00	19	Total	\$ -	0

**Development Permit Stats Comparison
2017-2020**

Report ending MAY 2020

2017

2018

2019

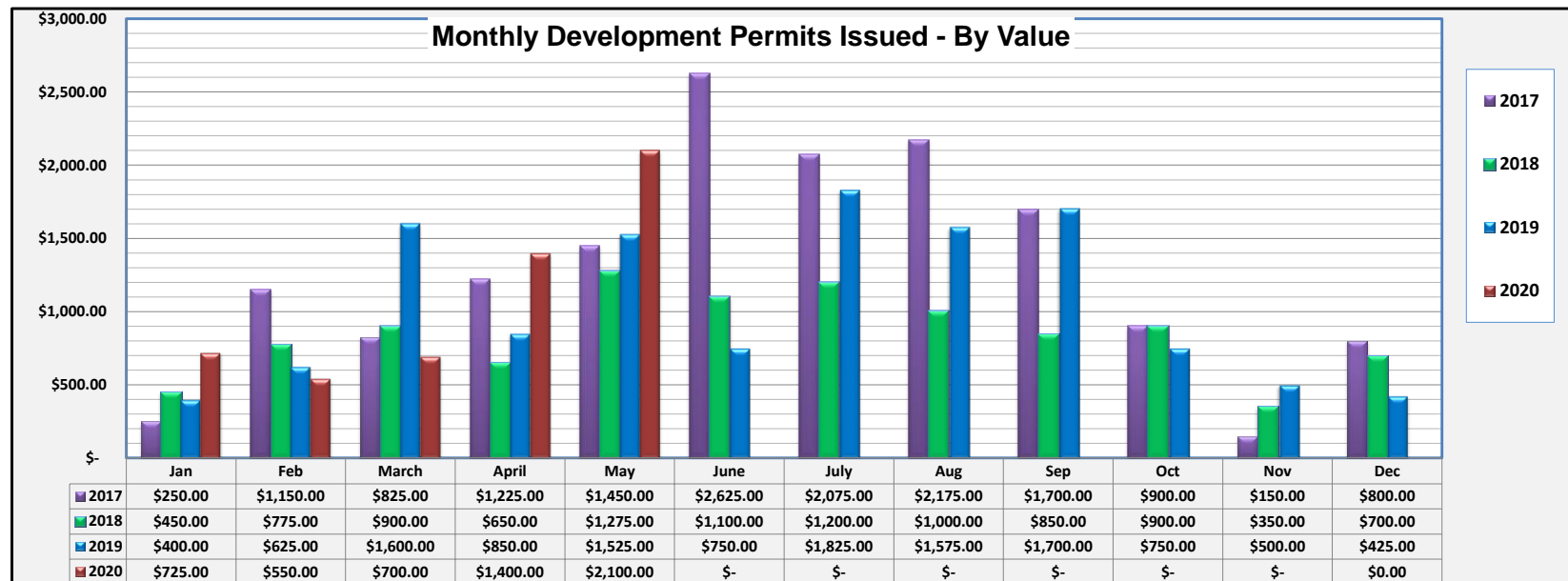
2020

October			October			October			October		
New Residential-SF	\$ 200.00	2	New Residential-SF			New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial	\$ 200.00	1	Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 150.00	1	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$ 250.00	3	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 450.00	9	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 350.00	4	Other (Decks/Signs, etc.)		
Total	\$ 900.00	14	Total	\$ 900.00	8	Total	\$ 750.00	7	Total	\$ -	0
November			November			November			November		
New Residential-SF			New Residential-SF			New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 350.00	3	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$50.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$ 350.00	5	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)		
Total	\$ 150.00	3	Total	\$350.00	9	Total	\$ 500.00	7	Total	\$ -	0
December			December			December			December		
New Residential-SF			New Residential-SF	\$500.00	5	New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 150.00	1	Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation	\$200.00	1	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 650.00	6	Other (Decks/Signs, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$225.00	3	Other (Decks/Signs, etc.)		
Total	\$ 800.00	7	Total	\$ 700.00	8	Total	\$425.00	4	Total	\$0.00	0
2017 Total	\$ 15,325.00	168	2018 Total	\$ 10,150.00	114	2019 Total	\$12,525.00	141	2020 Total	\$5,475.00	64

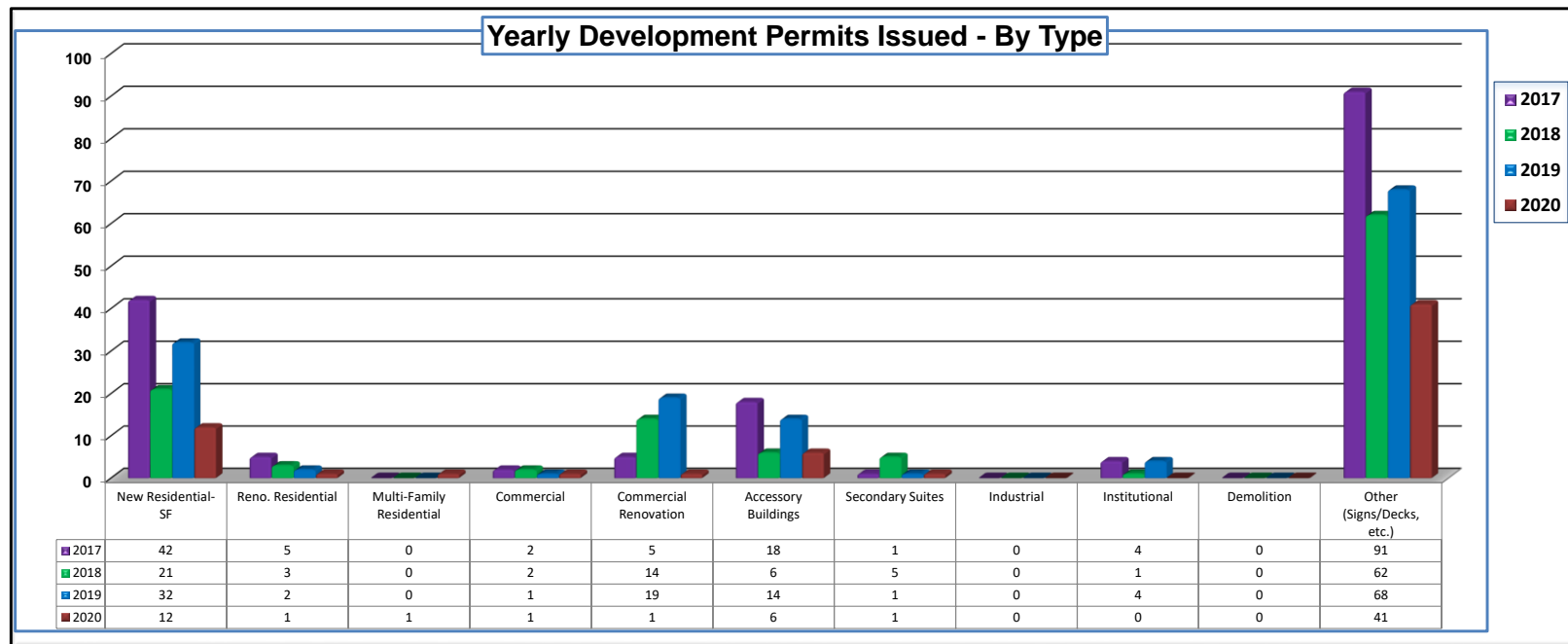
Development Permit Stats Comparison
2017-2020

Report ending MAY 2020

Data Summary - Monthly Development Permits by Value				
	2017	2018	2019	2020
Jan	\$ 250.00	\$ 450.00	\$ 400.00	\$ 725.00
Feb	\$ 1,150.00	\$ 775.00	\$ 625.00	\$ 550.00
March	\$ 825.00	\$ 900.00	\$ 1,600.00	\$ 700.00
April	\$ 1,225.00	\$ 650.00	\$ 850.00	\$ 1,400.00
May	\$ 1,450.00	\$ 1,275.00	\$ 1,525.00	\$ 2,100.00
June	\$ 2,625.00	\$ 1,100.00	\$ 750.00	\$ -
July	\$ 2,075.00	\$ 1,200.00	\$ 1,825.00	\$ -
Aug	\$ 2,175.00	\$ 1,000.00	\$ 1,575.00	\$ -
Sep	\$ 1,700.00	\$ 850.00	\$ 1,700.00	\$ -
Oct	\$ 900.00	\$ 900.00	\$ 750.00	\$ -
Nov	\$ 150.00	\$ 350.00	\$ 500.00	\$ -
Dec	\$ 800.00	\$ 700.00	\$ 425.00	\$ 0.00
Totals	\$ 15,325.00	\$ 10,150.00	\$ 12,525.00	\$ 5,475.00



Data Summary - Yearly Development Permit Type by Count as of Report Date				
	2017	2018	2019	2020
New Residential-SF	42	21	32	12
Reno. Residential	5	3	2	1
Multi-Family Residential	0	0	0	1
Commercial	2	2	1	1
Commercial Renovation	5	14	19	1
Accessory Buildings	18	6	14	6
Secondary Suites	1	5	1	1
Industrial	0	0	0	0
Institutional	4	1	4	0
Demolition	0	0	0	0
Other (Signs/Decks, etc.)	91	62	68	41
Total	168	114	141	64





STAFF REPORT

Title: Report to Chief Administrative Officer - Community Services - May 2020

Meeting Date: June 9, 2020

Executive Summary:

This report provides a summary of the activities within the Community Services functional areas for the month of May 2020.

Background:

PROTECTIVE SERVICES DEPARTMENT

Cold Lake Fire Rescue Highlights

The CLFR Report and Statistical report for the period ending May 2020 is attached.

RCMP Highlights

The RCMP Statistical report for the period ending May 2020 is attached.

Municipal Enforcement Highlights

The Municipal Enforcement Report and Statistical report for the period ending May 2020 is attached.

FAMILY COMMUNITY SOCIAL SERVICES DEPARTMENT

FCSS and Parent Link Highlights

The FCSS and Parent Link Centre statistical report, for the period ending May 2020 is attached.

RECREATIONAL DEPARTMENT

Recreation and Parks Highlights

The Recreation statistical report for the period ending May 2020 is attached.

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



MAY 2020

Cold Lake Fire-Rescue

Fire Calls, Accomplishments and Events

Fire Calls – 37 in total

During the month of May there were thirty-seven (37) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to one (1) structure fire in the City of Cold Lake. The call came in as a report of smoke and flame on a deck. When fire crews arrived the fire had been knocked down by the homeowner. The extent of the damage was a small area of the deck and a joist below. The fire was deemed non-suspicious and the cause was undetermined although there were some potted plants above the burnt area. CLFR responded to two (2) vehicle fire responses both deemed suspicious at a rural property. The first vehicle fire response was actually for 15 vehicles lit on fire at a residence. In total 25 firefighters from both stations spent 4½ hours on scene ensuring all vehicles were extinguished as well as the surrounding grass and brush. Later that evening at the same location fire crews again responded for another vehicle fire response this time involving 2 more vehicles at the property not previously ignited. In both instances RCMP attended the scene and on the second response were able to apprehend the arsonist. CLFR responded to three (3) motor vehicle collisions (mvc) during the month with none requiring extrication, and all requiring varying degrees of scene safety and traffic control. Two were rollover collisions with one in a swamp and required fire crews to verify nobody was inside and one was a parking lot incident where a vehicle backed into two parked cars. Of the fifteen (15) alarm calls CLFR attended, all were deemed to be false alarms. Eleven of the alarms were residential fire alarms, two were institutional fire alarms and two were CO alarms. The fire alarms which were activated included: six from cooking smoke, two from shower steam, two from changing batteries, two from power bumps and one due to system maintenance. The two CO alarms were investigated with no abnormal readings using CLFR equipment. CLFR responded to eight (8) wildland fires which were mostly grass/brush fires. One fire in the MD Alberta Forestry was also on scene to assist CLFR to ensure the fire was extinguished quickly. CLFR responded to one (1) contents fire in the MD which was a BBQ and deemed non-suspicious. The homeowner was able to knock down the fire and fire crews ensured it was completely extinguished. Finally, CLFR responded to seven (7) public/agency assistance calls which included: three good intent smoke sightings which proved to be a fire pit, controlled burn and dust from sweeping a parking lot. Also included were a call for a gas smell which was leaking BBQ hookup, a tree on a power line and two stranded boater calls.

During the month CLFR responded twenty-two (22) times within City limits, fourteen (14) times in the MD of Bonnyville and one (1) time into Saskatchewan. Evening responses [1600-2400] (23) were the highest response times at 62.16% followed by daytime response [0800-1600] (10) at 27.03% and overnight response [0000-0800] (4) being at 10.81%.

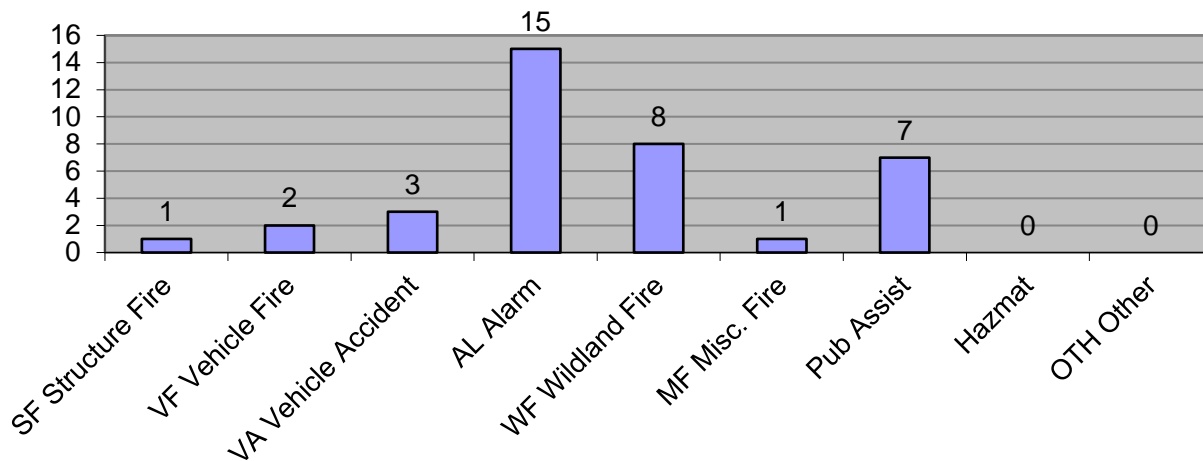
Accomplishments and Events

- Regional DEM Daily Meetings. Cold Lake, Bonnyville, St. Paul, CLFN - May 1st – 29th.
- Cold Lake COVID-19 Task Force Meetings – May 7th, 14th, 21st & 27th.
- Occupancy Load calculations for Tim Horton's for COVID-19 Re-launch – May 7th.
- NE Alberta DEM and Provincial DEM Weekly Meetings. – May 5th, 12th, 19th & 26th.
- CLFR continued with Zoom virtual training in lieu of live training at fire stations. 30+ per session. 256 attendees; 320 training hours to date. – May 5th, 12th, 19th & 26th.
- CLFR apparatus inspection, NDT & load testing – 75' Aerial unit 'Ladder 2' – May 12th.
- Mayor, CAO & Manager of Protective Services attended RCMP Briefing – May 21st.
- AEMA Field Officer Meeting with DEM, DDEM, ESS Manager & EM Team – May 22nd.
- CLFR performed noxious weed burn at Cold Lake Landfill as requested – May 28th.

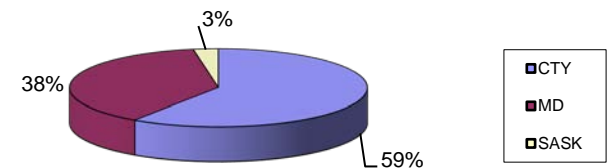
May 2020 Fire Responses

MONTH	TOTAL	SF Structure Fire	VF Vehicle Fire	VA Vehicle Accident	AL Alarm	WF Wildland Fire	MF Misc. Fire	Pub Assist	Hazmat	OTH Other	CTY	MD	SASK
May 2020	37	1	2	3	15	8	1	7	0	0	22	14	1
<i>2020 Totals</i>	<i>114</i>	<i>4</i>	<i>4</i>	<i>13</i>	<i>62</i>	<i>8</i>	<i>3</i>	<i>19</i>	<i>0</i>	<i>1</i>	<i>77</i>	<i>34</i>	<i>3</i>

May 2020 - Incidents by Type



May 2020 - Incidents by Location



May-20 Totals

1	Structure Fire (1-City) [House deck,minimal damage,nonsuspicious]
2	Vehicle Fire (2-MD) [15 Vehicles & 2 vehicles,2-suspicious]
3	Vehicle Accident (1-City,1-MD,1-Sask) [3-Automobile]
15	Alarm (14-City,1-MD) [11-Residential & 2-Institutional fire detectors,2-CO]
8	Wildland Fire (2-City,6-MD) [Grass, Brush]
1	Misc. Fire (1-MD) [BBQ, extinguished by owner,nonsuspicious]
0	Hazmat
7	Oth/Pub Assist (4-City,3-MD)[RCMP Assistx2,smokex4,tree on powerline]
37	(20 Calls for Station #3, 16 Calls for Station #4, 1 call with both) (22-City Calls, 14-MD Calls, 1-Sask Call)

May-19 Totals

1	Structure Fire (1-City) [House siding/deck - cigarette but can]
2	Vehicle Fire (1-City,1-MD) [2-Automobile,2-suspicious]
5	Vehicle Accident (3-MD,2-Sask) [3-Automobile,1-Quad,1-Motorcycle]
10	Alarm (10-City) [8-Residential & 2-Commercial/Institutional fire detectors]
8	Wildland Fire (1-City,7-MD) [Grass, Brush]
0	Misc. Fire
0	Hazmat
6	Oth/Pub Assist (3-City,3-MD)[CLAS Assist x3,fire pits x3]
32	(13 Calls for Station #3, 17 Calls for Station #4, 2 calls with both) (16-City Calls, 14-MD Calls, 2-Sask Calls)

**** At the end of May 2020 Cold Lake Fire-Rescue has responded to 114 calls as compared to 119 calls at the end of May 2019 ****



Cold Lake Fire-Rescue

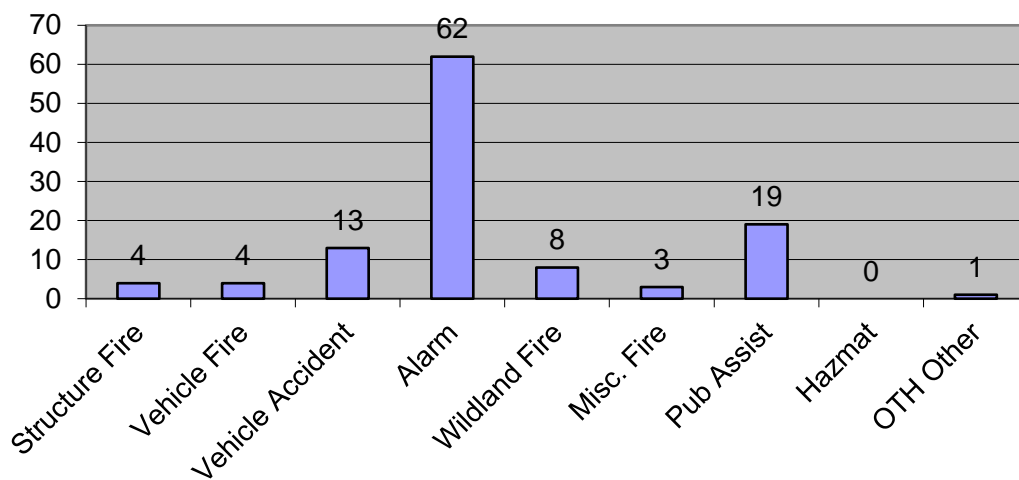
2020 Fire Stats by Month



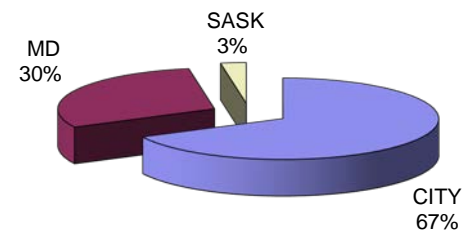
MONTH	TOTAL	SF Structure Fire	VF Vehicle Fire	VA Vehicle Accident	AL Alarm	WF Wildland Fire	MF Misc. Fire	PA/AA Pub Assist	Hazmat	R OTH Other	CITY	MD	SASK
Jan	22	0	1	1	16	0	2	2	0	0	17	5	0
Feb	15	1	0	4	6	0	0	4	0	0	13	2	0
Mar	21	2	0	2	15	0	0	2	0	0	15	6	0
Apr	19	0	1	3	10	0	0	4	0	1	10	7	2
May	37	1	2	3	15	8	1	7	0	0	22	14	1
Jun	0	0	0	0	0	0	0	0	0	0	0	0	0
Jul	0	0	0	0	0	0	0	0	0	0	0	0	0
Aug	0	0	0	0	0	0	0	0	0	0	0	0	0
Sep	0	0	0	0	0	0	0	0	0	0	0	0	0
Oct	0	0	0	0	0	0	0	0	0	0	0	0	0
Nov	0	0	0	0	0	0	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0	0	0	0	0	0	0
TTL YEAR	114	4	4	13	62	8	3	19	0	1	77	34	3

100.0% 3.5% 3.5% 11.4% 54.4% 7.0% 2.6% 16.7% 0.0% 0.9% 67.5% 29.8% 2.6%
114

Incidents by Type 2020



Incidents by Location 2020



Cold Lake Municipal Detachment
Statistical Comparison of May and Year to Date
Year 2019 - 2020

June-01-20

CATEGORY	2019		2020		% Change	
	May/19	YTD	May/20	YTD	May	YTD
Homicide	0	1	0	0	0.0%	-100.0%
Offences Related to Death	0	0	0	4	0.0%	400.0%
Robbery	0	10	0	5	0.0%	-50.0%
Sexual Assaults	1	6	1	8	0.0%	33.3%
Other Sexual Offences	0	3	0	6	0.0%	100.0%
Assault	31	97	24	139	-22.6%	43.3%
Kidnapping/Hostage/Abduction	0	3	2	6	200.0%	100.0%
Extortion	0	1	0	2	0.0%	100.0%
Criminal Harassment	5	25	9	44	80.0%	76.0%
Uttering Threats	13	37	3	51	-76.9%	37.8%
Other Persons	0	0	0	1	0.0%	100.0%
TOTAL PERSONS	50	183	39	266	-22.0%	45.4%
Break & Enter	13	69	15	76	15.4%	10.1%
Theft of Motor Vehicle	14	48	5	58	-64.3%	20.8%
Theft Over	1	7	0	6	-100.0%	-14.3%
Theft Under	40	134	25	158	-37.5%	17.9%
Possn Stn Goods	9	26	3	21	-66.7%	-19.2%
Fraud	20	61	7	64	-65.0%	4.9%
Arson	0	1	0	1	0.0%	0.0%
Mischief To Property	108	374	122	511	13.0%	36.6%
TOTAL PROPERTY	205	720	177	895	-13.7%	24.3%
Offensive Weapons	7	17	4	12	-42.9%	-29.4%
Public Order	0	1	1	1	100.0%	0.0%
OTHER CRIMINAL CODE	73	300	28	168	-61.6%	-44.0%
TOTAL OTHER CRIMINAL CODE	80	318	33	181	-58.8%	-43.1%
TOTAL CRIMINAL CODE	335	1221	249	1342	-25.7%	9.9%
Drug Enforcement - Production	0	0	0	0	0.0%	0.0%
Drug Enforcement - Possession	1	10	3	11	200.0%	10.0%
Drug Enforcement - Trafficking	4	10	4	12	0.0%	20.0%
Drug Enforcement - Other	0	1	0	1	0.0%	0.0%
Total Drugs	5	21	7	24	40.0%	14.3%
Federal - General	1	5	1	4	0.0%	-20.0%
TOTAL FEDERAL	6	26	8	28	33.3%	7.7%
Liquor Act	5	30	3	21	-40.0%	-30.0%
Other Provincial Stats	22	97	14	115	-36.4%	18.6%
Total Provincial Stats	27	127	17	136	-37.0%	7.1%
Municipal By-laws Traffic	2	5	0	1	-100.0%	-80.0%
Municipal By-laws	12	34	7	34	-41.7%	0.0%
Total Municipal	14	39	7	35	-50.0%	-10.3%
Fatals	0	0	0	0	0.0%	0.0%
Injury MVAS	0	1	0	1	0.0%	0.0%
Property Damage MVAS (Reportable)	14	98	13	87	-7.1%	-11.2%
Property Damage MVAS (Non Reportable)	4	14	1	8	-75.0%	-42.9%
TOTAL MVAS	18	113	14	96	-22.2%	-15.0%
Provincial Traffic	49	238	38	256	-22.4%	7.6%
Other Traffic	1	2	0	6	-100.0%	200.0%
Criminal Code Traffic	0	2	0	0	0.0%	-100.0%
Common Police Activities						
False Alarms	17	100	9	65	-47.1%	-35.0%
False/Abandoned 911 Call	50	242	33	215	-34.0%	-11.2%
Prisoners Held	17	86	20	114	17.6%	32.6%
Written Traffic Warnings	5	22	0	17	-100.0%	-22.7%
Persons Reported Missing	1	17	7	23	600.0%	35.3%
Request to Locate	5	36	11	38	120.0%	5.6%
Abandoned Vehicles	13	37	4	26	-69.2%	-29.7%
VSU Accepted/Declined	35	169	13	140	-62.9%	-17.2%

Cold Lake Municipal Detachment
Statistical Comparison of May and Year to Date
Year 2019 - 2020

CATEGORY TOTALS	May-19	May-20	% Change
CRIMINAL CODE PERSONS	50	39	-22.0%
CRIMINAL CODE PROPERTY	205	177	-13.7%
CRIMINAL CODE OTHER	80	33	-58.8%
TOTAL CRIMINAL CODE	335	249	-25.7%

CATEGORY TOTALS	2019 - YTD	2020 - YTD	% Change
CRIMINAL CODE PERSONS	183	266	45.4%
CRIMINAL CODE PROPERTY	720	895	24.3%
CRIMINAL CODE OTHER	318	181	-43.1%
TOTAL CRIMINAL CODE	1221	1342	9.9%

CLEARANCE RATES	May-19	May-20
CRIMINAL CODE PERSONS	48%	41%
CRIMINAL CODE PROPERTY	24%	38%
CRIMINAL CODE OTHER	56%	52%
TOTAL CRIMINAL CODE	36%	40%

CLEARANCE RATES	2019 - YTD	2020 - YTD
CRIMINAL CODE PERSONS	51%	56%
CRIMINAL CODE PROPERTY	27%	30%
CRIMINAL CODE OTHER	67%	47%
TOTAL CRIMINAL CODE	41%	37%

Items of interest

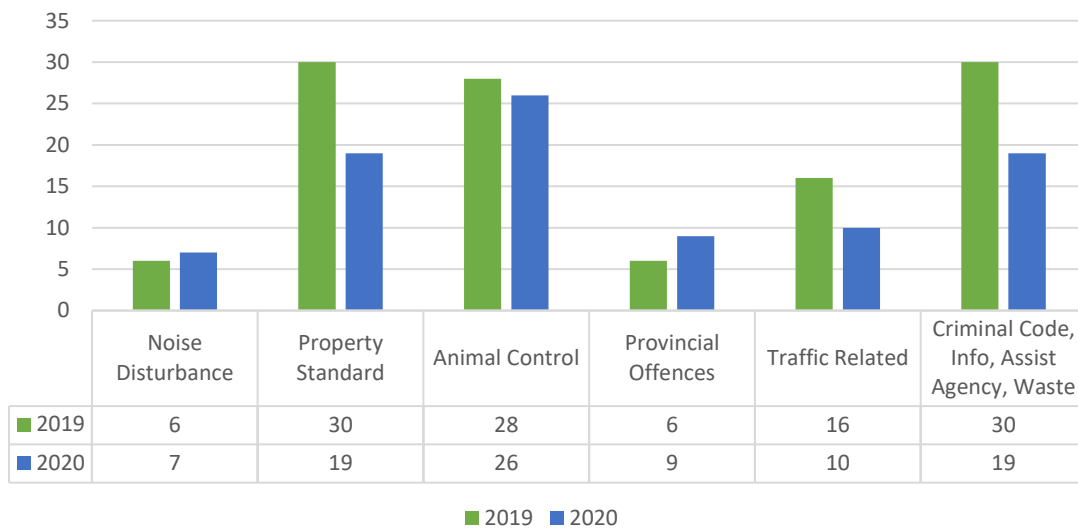
- Municipal Enforcement continued to conduct several patrols throughout the community at locations where the public generally attend businesses and city operated facilities, in an adjusted response to the COVID-19 pandemic. These locations continue to be monitored during shift patrols by officers.
- Municipal Enforcement united with the CFB 4 Wing Military Police, Cold Lake RCMP and Cold Lake Victim Services for the planning of a Positive Ticketing initiative. The event is set to start in June of 2020.
- Municipal Enforcement worked with the Cold Lake RCMP and city departments to find resolutions to the recent break-ins to the Cold Lake Energy Centre and Cold Lake Transfer Station.

Municipal Enforcement continues to provide education and enforcement initiatives in Cold Lake throughout high volume traffic areas. Initiatives included forty-four initiatives and speed sign deployment at six locations during the month of May. Locations included; north bound on 8th Avenue near the Marina, eastbound on 50th Avenue and 59 Street, eastbound on Golden Rod Gate Road, southbound 17th Avenue and 6th Street, northbound on Red Fox Drive, northbound on 47th Street and Tri City Way. Municipal Enforcement continues to actively conduct patrols of the downtown core, marina, and alleys throughout the community, beach recreational areas, outdoor ice rinks and recreational green spaces within the city. The patrols allow Peace Officers to liaise with community partners; and provide members of the public with education and awareness on public safety, while addressing areas of concern. Officers continue to provide a visible enforcement presence in the downtown core by foot and by vehicle patrol, which include alleys between businesses and common public gathering locations. In May, Peace Officers conducted two hundred and eighty three patrols throughout the community. Parks and city facility patrols consisted of one-hundred and thirty-four patrols. Peace Officers continued to monitor facilities that have recently been victim to criminal activity such as the Energy Centre and Regional Transfer Station. The RCMP have been provided with information and facilities continue to be monitored with patrols and investigations ongoing. Peace Officers continually liaise with local law enforcement to conduct Joint Force Operations with agencies when applicable. Municipal Enforcement addressed twenty-six animal related calls for service. Animal control related education and public awareness initiatives have commenced, focusing on dog at large concerns, animal defecation and pet registration. As part of providing ongoing customer service efforts, officers assisted the public with twelve information and patrol requests. The department is exercising COVID-19 safety precautions with a focus towards preparedness and prevention. Officers continually assess all situations that they encounter and take necessary steps to limit exposure risks and hazards.

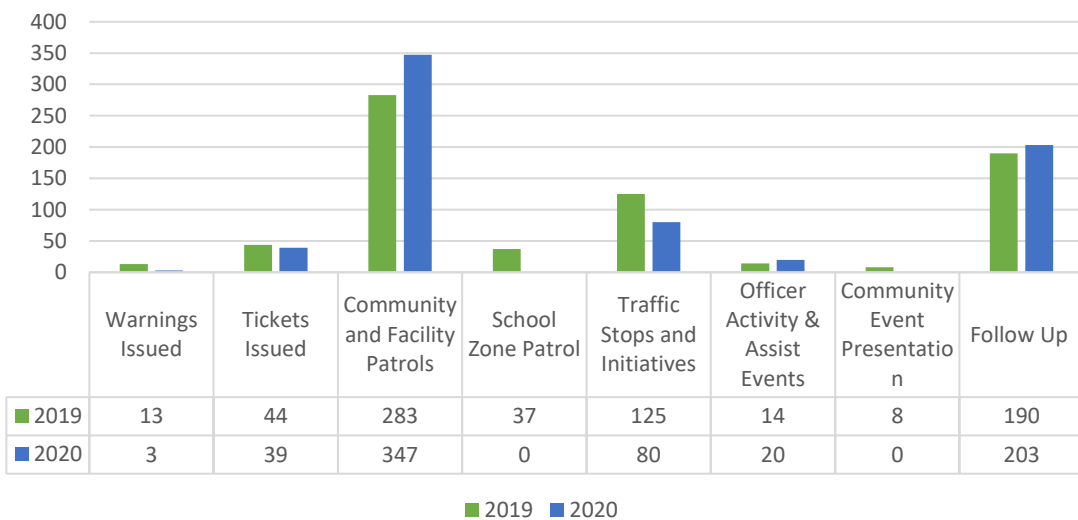
Energy Centre (School Year Start) Since September 2019 – As of May, 2020 to school year has concluded as a result of the COVID-19 pandemic.

- Patrols of the facility and surrounding premises has consisted of five-hundred and twenty-six to date since the commencement of the school year.
- Public interactions are regularly being made at the facility. Peace Officers continually liaise with school staff, students and city staff. The facility is currently closed to the public.
- In May, the facility was broken into three additional times.
- Since January 2020, five trespass bans have been issued to individuals misusing the facility.
- Municipal Enforcement continues to provide a visible patrol presence at the Energy Centre, facility grounds, parks and additional essential city facilities are regularly patrolled.

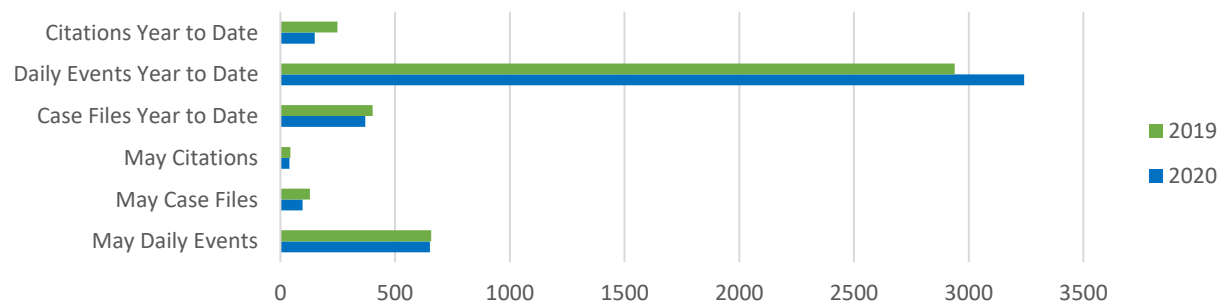
May 2020 - Calls For Service



May 2020 - Tickets/Warnings & Daily Events



2019 & 2020 - Year To Date



Cold Lake Golf & Winter Club

Monthly Report for May 2020

Projects

COMPLETED:

Hole 4 Water Main Leak Repaired
Pro Shop Inventory is stocked
Welcome Turf Crew May 5
Golf Opening —May 12
Pro Shop Open—May 24
Welcome Pro Shop staff May 12, 24, and June 1

CURRENT AND FUTURE:

Golf equipment maintenance
Facility organization and sanitation
Operational adjustments per Covid-19 regulations
Green, Tee, and Fairway fertilization programs
Bridge on Hole 9
Hole 4 fairway opening
Golf Course Sponsorships

Statistics

	APR	MAY	JUN	TOTAL
Golf Memberships 2020	1	65		122
Golf Memberships 2019	44	20	0	125
Members Weekday 2020	0	452		452
Members Weekend 2019	0	365	0	365
Guests Weekday 2020	0	250		250
Guests Weekend 2019	0	388	0	388
Driving Range 2020	0	17		17
Driving Range 2019	199	302	0	501
Power Cart 2020	0	418		418
Power Cart 2019	65	387	0	452
Pull Cart 2020	0	12		12
Pull Cart 2019	5	36	0	41
Club Rental 2020	0	23		23
Club Rental 2019	6	34	0	40
Ice Rental Hourly 2020	0	0		721
Ice Rental Hourly 2019	49	0	0	921

Operations

Leagues

Leagues are suspended until further notice. Ladies Night has been altered to a full day format with tee times

Golf

Memberships are being sold daily. Tee Times are spaced at 15 min intervals and the course is very consistently busy

Maintenance Program

Greens are cut daily. Rough is cut twice a week. Tees, fairways, and surrounds are being cut tree times a week. Sand traps are being mechanically raked and green holes are being moved at least twice a week

CLGWC

The lounge is closed as Deb's Catering is becoming comfortable with covid-19 regulations and managing staff

Memberships

Golf Memberships are now on sale for 2020. This includes Adult, Senior, Youth, Couples, Student, Family, and corporate. Military receive a 20% discount on these memberships.

Golf Course

Greens are in good shape. The fairways have been filling in well. Hole 4 had winter damage that has now been re-seeded and beginning to grow in.

Pro Shop

Pro Shop fully opened May 17 and all products are on sale. Sales are final and change orders are closed due to covid-19

Cold Lake Energy Centre

Monthly Report for May 2020

Projects

COMPLETED:

The Energy Centre was closed to the public for all of May.

The Programming Staff (Full Time and Part Time) were called back to work on May 27, and will be filling the vacant spots at the Pro Shop at the Golf Course until the Energy Centre opens.

No programs happened in May.

The programming staff left at the Energy Centre has been working with the marina staff as support and working on marina items.

CURRENT & FUTURE:

Continue to work on marina.

Do not have an opening date yet for the facility.

Canada Day, Full Throttle and Aqua Days have been cancelled for 2020.

Statistics

<i>Memberships</i>	APR	MAY	JUN	Year Total
New '20	0	0		767
Passes Scanned '20	0	0		17039
Drop Ins '20	0	0		1455

<i>Climbing Wall Memberships</i>	APR	MAY	JUN	Year Total
New '20	0	0		31
Drop Ins '20	0	0		1389
Rentals '20	0	0		26

<i>Fitness Classes</i>	APR	MAY	JUN	Year Total
Drop Ins '20	0	0		97
Classes '20	0	0		60

<i>Facility Rentals</i>	APR	MAY	JUN	Year Total
Imp. Oil Place '20	0	0		614.75
Phase III Arena '20	0	0		555.75
Field House '20	0	0		541
North Arena '20	0	0		250

<i>Marina</i>	APR	MAY	JUN	Year Total
Slips—Paid	90	22		206
Days Sub-Lease	0	31	0	31

Operations

Fitness Class Sessions

The new fitness session started in March, but had to be cancelled due to the facility being shut down. Nothing new is planned at this time.

Drop In Programs

All programs are cancelled while the facility is shut down.

Memberships

Sales for memberships have been paused with the closure. We will be adding days closed on to all memberships as to not lose any time.

Front Desk

We are still processing marina contracts daily as we are accepting them through email or fax and taking payment over the phone.

Recreation Programming

All programming was shut down when the facility closed.

Most spring user groups have postponed their seasons until June or cancelled all together. They will re-evaluate once they get some direction from the government and the city.

Parks and Recreation

Monthly Report For May 2020

Projects

COMPLETED:

Marina docks were installed and the facility open to the boating public on the May long weekend.

Signage posted at all City outdoor recreational facilities advising citizens and general public of closures due to COVID 19 pandemic.

Tennis/pickleball nets and windscreens installed as sport courts opened to public access.

CURRENT & FUTURE:

Remaining fixtures have arrived. Installation has reconvened on the Reid Fieldhouse lighting retrofit project. Project completion is anticipated within the next few weeks.

Plans being made to move forward of installation of Zip Line, swim markers, and scheduled maintenance of the splash park at Kinosoo Beach in preparation for potential opening later this summer.

Removal of dead/diseased trees along the tree line at Kinosoo Beach being scheduled.

Statistics

Hours	APR	MAY	JUN	Year Total
Figure Skating'20	0	0		154.25
Figure Skating'19	59.25	57.75	56	450.50
C League'20	0	0		81
C League'19	31.25	31.25	22.75	154
Jr B Ice'20	0	0		54.75
Jr B Ice'19	22.25	31.25	19.25	188.25
Master Old Tim'20	0	0		16.5
Master Old Tim'19	3	6	7.5	32
Minor Hockey'20	0	0		859.25
Minor Hockey'19	360	354.50	290.75	1826.50
Cold Timers'20	0	0		33
Cold Timers'19	13.5	12	13.75	69.25
Cold Lake Rec'20	0	0		33
Cold Lake Rec'19	13.5	13.50	9	61.50
Jr A Wings '20	0	0		0
Jr A Wings '19	17.75	0	0	112.50
Jr A Hornets '20	0	0		123.25
Jr A Hornets '19	53	53	33	164
Women's Hockey'20	0	0		13.50
Women's Hockey'19	4.5	5.25	6	35.25
Casual/Camps'20	0	0		51.25
Casual/Camps'19	20.75	27.50	30.50	418.75
Slopitch'20	0	0		0
Slopitch'19	0	0	0	492
Baseball'20	0	0		0
Baseball'19	0	0	0	324
Soccer'20	0	0		0
Soccer '19	0	0	0	898
Rugby'20	0	0		0
Rugby'19	0	0	0	136
Lacrosse'20	0	0		0
Lacrosse'19	0	0	0	273.50

Operations

Floral Displays

Plant material has arrived. Crews have begun planting. Planting to be completed over the next few weeks

Outdoor Facilities

Tennis/pickle ball courts, basketball courts and skate parks are now open with physical distancing restrictions.

Staffing

Partial hiring of seasonal staff to address operational requirements to commence seasonal maintenance of outdoor facilities.

Parks/Playgrounds

Play structures are now open to public access with restrictions for physical distancing. New signage posted.

Outdoor Facilities

Ball diamonds, splash parks remain closed to public access until further notice.

Marina

Marina facility opened to boating public on the May long weekend.

Cold Lake and District Family and Community Support Services (FCSS)

2020



Report to Chief Administrative Officer

FCSS ADMINISTRATION		
INFORMATION AND REFERRALS	May-20	YTD 2020
FCSS	79	637
Community	49	307
INTERAGENCY	May-20	YTD 2020
Information Sharing	39	129
INITIATIVES	May-20	YTD 2020
FCSS/PLC Room Rentals	0	38
Block Party Participants	0	0
Community Rental Participants	0	401
SERVICES	May-20	YTD 2020
Resource Library	2	83
Forms and Assistance	7	90
Impact of FCSS Grants	0	635
Meals on Wheels	108	538
Special Transportation	125	1295
Counselling	14	64
COMMITTEES AND PARTNERSHIPS		
MEETINGS	May-20	YTD 2020
Committee and Partnership Meetings	4	24
EVENTS	May-20	YTD 2020
Bully Free Committee Workshops and Events	0	393
Early Childhood Development Coalition	0	20
Partnership Events	0	757

Cold Lake and District Family and Community Support Services (FCSS)
2020



Report to Chief Administrative Officer

PROGRAMMING		
CHILD AND YOUTH	May-20	YTD 2020
Life Skills and Social Competency	0	0
Social Skills and Development	0	124
Youth Advocacy and Empowerment	0	37
Character Education	0	0
ADULT	May-20	YTD 2020
Personal Growth	0	78
Seniors Services	1	44
Emergency Social Services	0	7
FAMILY AND COMMUNITY	May-20	YTD 2020
Family Support	100	171
Family Workshops	0	90
Community Events/Support	22	83
VOLUNTEER SERVICES		
RECRUITMENT AND PROGRAMMING	May-20	YTD 2020
Volunteer Recruitment	2	24
Volunteer Appreciation Event	0	0
govolunteer.ca Postings	0	0
Volunteer Hours	114	648
Number of Volunteers	37	162
CVITP Files Processed	34	295
Volunteer Inquiries	0	13
Volunteer Requests	3	12

Cold Lake and District Family and Community Support Services (FCSS)

2020



Report to Chief Administrative Officer

FAMILY SERVICES - LIFE COACHING		
SERVICE	May-20	YTD 2020
Life Coaching Clients Served	9	70
Parent Support	14	71
USER GROUP	May-20	YTD 2020
1 – 12 years	3	18
Teens	2	18
Adults	9	65
Couples	4	18
Families	5	22
REFERRED TO	May-20	YTD 2020
Alberta Health Services - Mental Health	3	25
Alberta Health Services - Addictions	0	9
Alberta Health Services	4	26
LCFASD	1	5
Private Service	6	43
REFERRED FROM	May-20	YTD 2020
Self-Referred	9	40
Advertising / Online	5	21
FCSS Programs Attendance	0	6
Friend / Family Member	5	26
Child and Family Services/Social Services	0	13
Probation	2	17
Mental Health	2	18
CLIENT ISSUES	May-20	YTD 2020
Anger/Conflict Management	6	50
Relationship Issues	9	65
Parent-Teen Conflict	6	40
Parenting	16	78
Self-Esteem	11	87
Co-Parenting	7	25
Goal-Setting	6	94



STAFF REPORT

Title: Notice of Motion - Criminal Code Amendment

Meeting Date: June 9, 2020

Executive Summary:

Councillor Kirk Soroka is putting forward a “Notice of Motion” at the June 9, 2020 regular meeting of Council for debate at the June 23, 2020 regular meeting of Council recommending that Council consider lobbying the federal government to revoke the amendments to criminal code on May 1, 2020 under an “Order in Council” titled and referred to as *“Regulations amending the Regulations Prescribing Certain Firearms and Other Weapons, Components and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited, Restricted or Non-Restricted: SOR.2020-96”*.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

Submitted by:

Kevin Nagoya, Chief Administrative Officer

NOTICE OF MOTION

I, Councillor Kirk Soroka, am putting forward this "Notice of Motion" to have Council consider lobbying the federal government to revoke the amendments to criminal code on May 1, 2020 under an "Order in Council" titled and referred to as "Regulations amending the Regulations Prescribing Certain Firearms and Other Weapons, Components and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited, Restricted or Non-Restricted: SOR/2020-96

I support initiatives to end violence however I feel very strongly that the Government of Canada is wasting valuable resources and taking the wrong approach to gun control that will have zero effect on gun crime.

The following outlines the specific motion for consideration:

WHEREAS on May 1, 2020, the federal government amended the Criminal Code by ordering regulations prescribing certain firearms, components and parts of firearms, accessories, cartridge magazines, ammunition and projectiles as prohibited or restricted;

WHEREAS the Government of Canada is planning a buyback program to get the guns out of circulation, which is expected to cost between \$400 million and \$600 million, and if the history of federal estimating repeats itself will likely be in excess of \$1 Billion;

AND WHEREAS the City of Cold Lake supports the Government of Canada's commitment to end violence, whether firearms are involved or not, by taking the opportunity to be more engaged and to collaborate with the public and local stakeholders to develop more effective solutions on the issue;

NOW THERE BE RESOLVED that Council of the City of Cold Lake urges the Government of Canada to revoke the amendment, and instead institute the following:

Target crime, and focus on enforcement through enhanced enforcement capacity for law enforcement and border services, as well as harsher punishments for firearms trafficking and crimes involving firearms. The current ban targets law-abiding owners, rather than the holders of illicit firearms, and would not greatly impact crime reduction;

Collect and share relevant data on crime involving firearms through improved collection and sharing of data on crimes involving firearms, particularly in terms of sources of illicit firearms, and the types of crime being committed. This data is critical for supporting law enforcement and border agencies efforts, as well as informing policy and legislation;

Collaborate with the firearms community and industry to support communication, training and public education regarding firearms to create a multi-faceted approach rather than implementing a ban in isolation;

And that a copy of this resolution be sent to the Right Honourable Justin Trudeau Prime Minister of Canada, the Honourable David Lametti, Attorney General; The Honourable Bill Blair, Minister of Public Safety and Emergency Preparedness, the Honourable Andrew Scheer, Leader of the Official Opposition; David Yurdiga, MP Fort McMurray – Cold Lake; Honourable Jason Kenny, Premier of Alberta, Honourable Doug Schweitzer, Solicitor General; Federal of Canadian Municipalities (FCM); Alberta Urban Municipalities Association (AUMA), Rural Municipalities Association of Alberta (RMA), and all municipalities within the provinces of Alberta, Saskatchewan and Manitoba.

BACKGROUND

An "Order in Council" was passed on May 1, 2020 titled *"Regulations amending the Regulations Prescribing Certain Firearms and Other Weapons, Components and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited, Restricted or Non-Restricted: SOR/2020-96"*

The following is a link to the federal gazette where the details of the order is posted:

- <http://www.gazette.gc.ca/rp-pr/p2/2020/2020-05-01-x3/html/sor-dors96-eng.html>

A copy of the regulation amendment has also been attached for reference purposes.

For reference purposes the following are links to media articles relating to the Governments of Alberta, Saskatchewan and Manitoba's position in response to May 1, 2020 amendments:

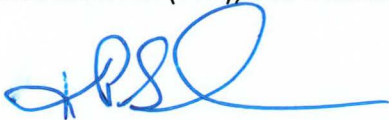
- <https://thestarphoenix.com/news/local-news/sask-government-unhappy-with-new-gun-control-measures/>
- <https://globalnews.ca/news/6896583/new-assault-weapon-ban-alberta-jason-kenney/>
- <https://thepostmillennial.com/manitoba-rejects-handgun-ban-wont-make-any-difference-whatsoever>
- <https://torontosun.com/opinion/columnists/gunter-new-facts-prove-the-utter-uselessness-of-trudeaus-gun-ban>
- <https://www.thechronicle-online.com/opinion/columnists/lilley-police-dont-call-them-assault-weapons-why-should-you/wcm/58cc6293-5f03-4594-be33-f4b6c4285433>

I've also included a link to the Alberta Game Warden Association (AGWA) of which is opposing the Order in Council Firearms Ban:

- https://www.facebook.com/AlbertaGameWardenAssociation/posts/1808037609337723?_tn=_KR

Based on the AGWA website, *the Alberta Game Warden Association, (AGWA), is a nonprofit organization registered under the Societies Act of Alberta. Its membership is made up of field Fish and Wildlife Officers (Regular members), Officers that have transitioned into management (Associate members), and retired Officers and certain individuals with special recommendation (Honorary veteran members).*

Further to the motion there are 1,268 municipalities: broken down by Province as Alberta (352); Saskatchewan (779); and Manitoba (137).



Councillor Kirk Soroka