



**Council - Regular Meeting  
Agenda**

Tuesday, June 23, 2020

6:00 p.m.

Council Chambers

**Pages**

<b>1.</b>	<b>CALL TO ORDER</b>	
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## **STAFF REPORT**

**Title:** Council - Regular Meeting June 9, 2020

**Meeting Date:** June 23, 2020

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**Executive Summary:**

**Background:**

**Alternatives:**

**Recommended Action:**

That the minutes of Council's regular meeting held June 9, 2020 be accepted as presented.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## **Council - Regular Meeting Minutes**

**Tuesday, June 9, 2020**

**6:00 p.m.**

**Council Chambers**

Council Present: Mayor Craig Copeland  
Councillor Bob Buckle  
Councillor Jurgen Grau  
Councillor Duane Lay  
Councillor Vicky Lefebvre (7:12 p.m.)  
Councillor Kirk Soroka  
Councillor Chris Vining

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

Staff Absent: General Manager of Corporate Services Linda Mortenson

### **CALL TO ORDER**

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

### **ADOPTION OF AGENDA**

#### **Resolution # CRM20200609.1001**

Moved by Councillor Buckle

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

Add In Camera Item 15.6 Physician Recruitment

**Carried Unanimously**



## **DISCLOSURE OF INTEREST**

None.

## **MINUTES APPROVAL**

### **Council - Regular Meeting May 26, 2020**

#### **Resolution # CRM20200609.1002**

Moved by Councillor Soroka

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

**Carried Unanimously**

## **PUBLIC QUESTION PERIOD**

None.

## **PUBLIC HEARINGS**

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

Mayor Copeland declared the public hearing for reviewing Bylaw No. 669-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10, to Regulate the Development of Cannabis Micro-Processing Businesses, in the City of Cold Lake, open at this time being 6:00 p.m.

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

General Manager of Planning and Development Services H. Pinnock introduced Bylaw No. 669-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10, to Regulate the Development of Cannabis Micro-Processing Businesses, in the City of Cold Lake.

Mayor Copeland opened the floor for public concerns and comments with respect to Bylaw No. 669-LU-20.

Mr. Eric Gauthier of 712 Grouse Close Cold Lake commented that there would be upgraded apex systems throughout the building to combat any odours.

Ms. Rylee Haggerty of 712 Grouse Close Cold Lake advised that cannabis is hemp as well; of which does not have an odour. Ms. Haggerty further stated that they would like to keep the business/revenue in the City of Cold Lake rather than move into the M.D. of Bonnyville where the development of cannabis micro-processing businesses has already been approved.

As there were no other public in attendance to voice their concerns and/or provide comments with respect to Bylaw No. 669-LU-20, Mayor Copeland declared the public hearing closed at this time being 6:11 p.m.

## **DELEGATIONS**

None.

## **OLD BUSINESS**

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

#### **Resolution # CRM20200609.1003**

Moved by Councillor Vining

That Bylaw No. 669-LU-20, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10, to Regulate the Development of Cannabis Micro-Processing Businesses, in the City of Cold Lake, be given second reading.

In Favor (5): Mayor Copeland, Councillor Grau, Councillor Lay, Councillor Soroka, and Councillor Vining

Opposed (1): Councillor Buckle

**Carried**

#### **Resolution # CRM20200609.1004**

Moved by Councillor Grau

That Bylaw No. 669-LU-20 be given third and final reading.

In Favor (5): Mayor Copeland, Councillor Grau, Councillor Lay, Councillor Soroka, and Councillor Vining

Opposed (1): Councillor Buckle

**Carried**

#### **4 Wing Cold Lake - 2020 Air Show Sponsorship**

##### **Resolution # CRM20200609.1005**

Moved by Councillor Soroka

That Council restrict both the \$125,000.00 2020 Cold Lake Air Show sponsorship and the \$30,000.00 for the street festival, with these funds to be used towards the next Cold Lake Air Show.

**Carried Unanimously**

#### **Request for Delegated Commercial Boat Vessel Slip at Marina - January 14, 2020 Delegation**

##### **Resolution # CRM20200609.1006**

Moved by Councillor Vining

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

**Carried Unanimously**

##### **Resolution # CRM20200609.1007**

Moved by Councillor Soroka

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.

**Carried Unanimously**

## **NEW BUSINESS**

### **Bylaw No. 673-AN-20 - Supplementary Tax Rate Bylaw**

#### **Resolution # CRM20200609.1008**

Moved by Councillor Vining

That 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, 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, with Education Tax Rates of 2.6440 Residential and 3.8594 Non-Residential, and a Tax Rate of .0900 for the Lakeland Lodge & Housing Requisition, and a Tax Rate of .0760 for Designated Industrial Properties, in the City of Cold Lake, be given first reading.

**Carried Unanimously**

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

**Resolution # CRM20200609.1009**

Moved by Councillor Lay

That Council reassign the funding (\$1,000,000.00) 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.

**Carried Unanimously**

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

**Resolution # CRM20200609.1010**

Moved by Councillor Buckle

That Council allocate an additional \$452,000.00 to the Building #10 Fire Pump Replacement Project by transferring \$452,000.00 from the Gas Tax Grant, thus amending the 2020 Capital Budget from \$9,005,390.00 to 9,457,390.00.

**Carried Unanimously**

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

**Resolution # CRM20200609.1011**

Moved by Councillor Soroka

That Council allocate an additional \$580,000.00 to the 8<sup>th</sup> Street Roadway Extension Phase 2A and Phase 2B Project by transferring an additional \$190,000.00 from the offsite levy fund, increasing the MSI Grant by \$20,000.00, and \$370,000.00 from the Gas Tax Fund, thus amending the 2020 Capital Budget from \$9,457,390.00 to 10,037,390.00.

**Carried Unanimously**

## **2020 Capital Budget Amendment - Park Structure**

### **Resolution # CRM20200609.1012**

Moved by Councillor Grau

That Council amend the Capital Budget from \$10,037,390.00 to \$10,112,390.00 to include the \$75,000.00 for a temporary park structure at Creekside to be funded by Accumulated Surplus.

In Favor (5): Mayor Copeland, Councillor Buckle, Councillor Grau, Councillor Soroka, and Councillor Vining

Opposed (1): Councillor Lay

**Carried**

## **Cold Lake Museums Society (CLMS) - May 26, 2020 Delegation**

### **Resolution # CRM20200609.1013**

Moved by Councillor Soroka

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

**Carried Unanimously**

## **COMMITTEE REPORTS**

### **Minutes February 6, 2020 Economic Development Advisory Committee**

Information.

### **Minutes February 24, 2020 Cold Lake Regional Utility Services Commission**

Information.

### **Minutes March 5, 2020 Economic Development Advisory Committee**

Information.

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

Information.

**Minutes April 27, 2020 Cold Lake Library Board**

Information.

**Minutes May 23, 2020 Northern Lights Library System**

Information.

**Minutes May 27, 2020 Alberta Hub**

Information.

**STAFF REPORTS**

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

Information.

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

Information.

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

Information.

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

Information.

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

Information.

## **COUNCIL HIGHLIGHTS/ REPORTS**

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

Councillor Lefebvre entered the meeting at this time being 7:12 p.m.

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

### **Notice of Motion - Criminal Code Amendment**

Councillor Soroka gave "Notice of Motion" for the June 23, 2020 regular meeting of Council as follows:

"that Council consider lobbying the federal government to revoke the amendments to the 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."

Councillor Soroka supports initiatives to end violence; however, feels 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;

**AND 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 the 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; the Honourable Jason Kenny, Premier of Alberta; the Honourable Doug Schweitzer, Solicitor General; Federation 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.

## **QUESTIONS**

Councillor Vining noted that last week the Prime Minister announced that the Gas Tax Credit will be expedited to municipalities and queried if this would be of any benefit to the City?

Chief Administrative Officer K. Nagoya advised that no details have been received to date as to how much will be advanced. Administration has not allocated any of this money yet, but this would benefit the City.

Councillor Grau noted the break water at the Marina which faces east and queried if the City has discussed if there would be any issues with allowing float planes to tie off in this area?

Chief Administrative Officer K. Nagoya advised that Administration still has to look at how to budget, and that staff are currently looking into this option.

Councillor Grau advised that some Family and Community Support Services (FCSS) Advisory Committee members would like to start meeting face to face again, and queried if they could use the Energy Centre for the meetings?

Chief Administrative Officer K. Nagoya advised that this could happen, but noted that there should be plenty of distancing space available for use at the FCSS building.

Chief Administrative Officer K. Nagoya further advised that he would have General Manager of Community Services G. Barnes follow up with FCSS Manager K. Schmidt on this request.

#### **Resolution # CRM20200609.1014**

Moved by Councillor Buckle

That the meeting be recessed at this time being 7:18 p.m., and reconvened at the call of the Chair.

**Carried Unanimously**

Mayor Copeland reconvened the meeting at this time being 7:33 p.m.

#### **IN CAMERA**

##### **Member-at-Large Appointment - Economic Development Advisory Committee**

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

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

- FOIP Section 17, Disclosure harmful to personal privacy

**Resolution # CRM20200609.1015**

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 7:33 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 - Economic Development Advisory Committee.

**Carried Unanimously**

**Resolution # CRM20200609.1016**

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 7:34 p.m.

**Carried Unanimously**

**Resolution # CRM20200609.1017**

Moved by Councillor Vining

That Council appoint Garrett McKenzie to the Economic Development Advisory Committee, as recommended by the Economic Development Advisory Committee, for a two (2) year term to expire October 2022.

**Carried Unanimously**

**Royal Canadian Mounted Police (RCMP) - Cold Lake Municipal Detachment Multi-Year Financial Plan**

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

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

- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 27, Privileged information

**Resolution # CRM20200609.1018**

Moved by Councillor Grau

That the meeting go "In-Camera" at this time being 7:34 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to the Royal Canadian Mounted Police (RCMP) - Cold Lake Municipal Detachment Multi-Year Financial Plan.

**Carried Unanimously**

**Resolution # CRM20200609.1019**

Moved by Councillor Buckle

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

**Carried Unanimously**

**Legal - Patrick Hort v. City of Cold Lake - Human Rights Complaint**

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

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

- FOIP Section 23, Local public body confidences
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

**Resolution # CRM20200609.1020**

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 7:56 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to Legal - Patrick Hort v. City of Cold Lake - Human Rights Complaint.

**Carried Unanimously**

**Resolution # CRM20200609.1021**

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 8:02 p.m.

**Carried Unanimously**

**Inter-Municipal Collaboration Framework (ICF) Update**

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

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

- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

**Resolution # CRM20200609.1022**

Moved by Councillor Lay

That the meeting go "In-Camera" at this time being 8:02 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 Inter-Municipal Collaboration Framework (ICF) Update.

**Carried Unanimously**

**Resolution # CRM20200609.1023**

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 8:22 p.m.

**Carried Unanimously**

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

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

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

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

**Resolution # CRM20200609.1024**

Moved by Councillor Soroka

That the meeting go "In-Camera" at this time being 8:22 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to an Agreement - Improvement District (ID) No. 349.

**Carried Unanimously**

**Resolution # CRM20200609.1025**

Moved by Councillor Lefebvre

That the meeting come "Out-of-Camera" at this time being 8:42 p.m.

**Carried Unanimously**

## **Physician Recruitment**

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

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

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

### **Resolution # CRM20200609.1026**

Moved by Councillor Grau

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 Physician Recruitment.

**Carried Unanimously**

### **Resolution # CRM20200609.1027**

Moved by Councillor Lefebvre

That the meeting come "Out-of-Camera" at this time being 8:57 p.m.

**Carried Unanimously**

**ADJOURNMENT**

**Resolution # CRM20200609.1028**

Moved by Councillor Vining

That the meeting be adjourned at this time being 8:57 p.m.

**Carried Unanimously**

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Mayor

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Chief Administrative Officer





## STAFF REPORT

**Title:** Council - Special Meeting June 15, 2020

**Meeting Date:** June 23, 2020

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**Executive Summary:**

**Background:**

**Alternatives:**

**Recommended Action:**

That the minutes of Council's special meeting held June 15, 2020 be accepted as presented.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## **Council - Special Meeting Minutes**

**Monday, June 15, 2020**

**2:30 p.m.**

**Council Chambers**

Council Present:      Councillor Bob Buckle  
                                 Councillor Jurgen Grau  
                                 Councillor Duane Lay  
                                 Deputy Mayor Vicky Lefebvre  
                                 Councillor Kirk Soroka (Via Teleconference)  
                                 Councillor Chris Vining

Council Absent:      Mayor Craig Copeland

Staff Present:      Chief Administrative Officer Kevin Nagoya  
                                 Intermediate/Recording Secretary Valerie Saini

Staff Absent:      General Manager of Corporate Services Linda Mortenson  
                                 General Manager of Infrastructure Services Azam Khan  
                                 General Manager of Planning & Development Services Howard Pinnock  
                                 General Manager of Community Services Glenn Barnes  
                                 Manager of Strategic Initiatives Andrew Serba  
                                 Executive/Recording Secretary Cindy Reimer

### **CALL TO ORDER**

The meeting was called to order at this time being 2:34 p.m. by Deputy Mayor Lefebvre.

### **ADOPTION OF AGENDA**

**Resolution # CSM20200615.1001**

Moved by Councillor Lay

That the agenda be adopted as presented.

**Carried Unanimously**

## **DISCLOSURE OF INTEREST**

None.

## **NEW BUSINESS**

### **Letter of Support - Cold Lake Brewing and Distilling Company - Value-Added Products to Markets Program**

#### **Resolution # CSM20200615.1002**

Moved by Councillor Vining

That Council authorize the letter of support to the Cold Lake Brewing and Distilling Company to accompany their application to the Value-Added Products to Markets Program for commercial expansion.

**Carried Unanimously**

## **ADJOURNMENT**

#### **Resolution # CSM20200615.1003**

Moved by Councillor Lay

That the meeting be adjourned at this time being 2:39 p.m.

**Carried Unanimously**

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Mayor

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Chief Administrative Officer



## STAFF REPORT

**Title:** Council - Corporate Priorities Committee Meeting June 16, 2020

**Meeting Date:** June 23, 2020

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**Executive Summary:**

**Background:**

**Alternatives:**

**Recommended Action:**

That the minutes of Council's Corporate Priorities Committee meeting held June 16, 2020 be accepted as presented.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



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

**Tuesday, June 16, 2020**

**6:00 p.m.**

### **Council Chambers**

Council Present: Mayor Craig Copeland  
Councillor Bob Buckle  
Councillor Duane Lay  
Councillor Vicky Lefebvre  
Councillor Kirk Soroka

Council Absent: Councillor Jurgen Grau  
Councillor Chris Vining

Staff Present: Chief Administrative Officer Kevin Nagoya  
General Manager of Corporate Services Linda Mortenson  
General Manager of Infrastructure Services Azam Khan  
General Manager of Planning & Development Services Howard Pinnock  
General Manager of Community Services Glenn Barnes  
Intermediate/Recording Secretary Valerie Saini

Staff Absent: Manager of Strategic Initiatives Andrew Serba

### **CALL TO ORDER**

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

### **ADOPTION OF AGENDA**

#### **Resolution # CPC20200616.1001**

Moved by Councillor Lay

That the agenda be adopted as presented.

**Carried Unanimously**

## **DISCLOSURE OF INTEREST**

None.

## **PUBLIC QUESTION PERIOD**

None.

## **OLD BUSINESS**

### **Crime Prevention And Reduction Initiatives**

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with an update on the crime prevention and reduction initiatives.

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

### **Resolution # CPC20200616.1002**

Moved by Councillor Buckle

That the Corporate Priorities Committee of Council recommend that Council forward Crime Prevention And Reduction Initiatives to the next Economic Development Advisory Committee (EDAC) meeting for further discussion and recommendation.

**Carried Unanimously**

## **NEW BUSINESS**

### **Draft Intermunicipal Development Plan (IDP)**

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with an update on the Draft Intermunicipal Development Plan (IDP).

Mr. McRae of Engineering and Land Services provided the Corporate Priorities Committee of Council with a PowerPoint presentation regarding the IDP.

Extensive discussions ensued with feedback being provided to Administration.

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

**Resolution # CPC20200616.1003**

Moved by Councillor Lay

That the meeting be recessed at this time being 7:22 p.m., and reconvened at the call of the Chair.

**Carried Unanimously**

Mr. McRae left the meeting at this time being 7:22 p.m.

Mayor Copeland reconvened the meeting at this time being 7:37 p.m.

**Bylaw No. 675-PL-20 - Business License Bylaw**

General Manager of Planning and Development Services H. Pinnock provided the Corporate Priorities Committee of Council with information regarding Bylaw No. 675-PL-20, being the Business Licence Bylaw.

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

**2020 Community Capital Project Grant Policy Funding Allocation****Resolution # CPC20200616.1004**

Moved by Councillor Lay

That the Corporate Priorities Committee of Council direct Administration postpone New Business Item 6.3 2020 Community Capital Project Grant Policy Funding Allocation to the next Corporate Priorities Committee meeting being September 15, 2020.

**Postponed**

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

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with information regarding the Cold Lake Museums Society (CLMS) delegation.

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

**Resolution # CPC20200616.1005**

Moved by Councillor Soroka

That the Corporate Priorities Committee of Council recommend that Council hold \$50,000.00 in contingency for the Cold Lake Museum Society (CLMS).

**Carried Unanimously**

**North Arena Update - Life-Cycle Audit**

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with an update on the North Arena Life-Cycle Audit.

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

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

**Capital Project - Off-Leash Dog Park**

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with an update on the off-leash dog park.

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

**Transit Services - COVID-19 Impact Update**

Chief Administrative Officer K. Nagoya provided the Corporate Priorities Committee of Council with an update regarding City of Cold Lake Transit Services.

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

**Resolution # CPC20200616.1006**

Moved by Councillor Lay

That the Corporate Priorities Committee of Council recommend that Council revert the transit schedule back to its' regular schedule.

**Carried Unanimously**



## **QUESTIONS**

Councillor Buckle noted his concerns on the quality of landscaping that was being done on Birch Avenue.

Councillor Lay advised as a note of interest that there are large dirt piles at the end of Kinosoo Beach and Birch Avenue.

General Manager of Infrastructure Services A. Khan advised that Administration would look into both matters.

### **Resolution # CPC20200616.1007**

Moved by Councillor Buckle

That the meeting be recessed at this time being 8:59 p.m., and reconvened at the call of the Chair.

**Carried Unanimously**

Mayor Copeland reconvened the meeting at this time being 9:03 p.m.

## **IN CAMERA**

### **4 Wing Cold Lake - Memorandum of Understanding (MOU) Negotiations**

Present: Mayor Copeland, Councillors Buckle, Lay, Lefebvre, and Soroka, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Planning and Development Services H. Pinnock, General Manager of Community Services G. Barnes, and Intermediate/Recording Secretary V. Saini.

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

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

**Resolution # CPC20200616.1008**

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 9:03 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 4 Wing Cold Lake - Memorandum of Understanding (MOU) Negotiations.

**Carried Unanimously**

**Resolution # CPC20200616.1009**

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 9:28 p.m.

**Carried Unanimously**

**Resolution # CPC20200616.1010**

Moved by Councillor Lay

That the Corporate Priorities Committee members extend the Corporate Priorities Committee meeting past the 9:30 p.m. sunset clause in Section 6.1.4 of Bylaw No. 653-BD-19, being the Procedure Bylaw of the City of Cold Lake.

**Carried Unanimously**

**Resolution # CPC20200616.1011**

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 9:28 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 4 Wing Cold Lake - Memorandum of Understanding (MOU) Negotiations.

**Carried Unanimously**

**Resolution # CPC20200616.1012**

Moved by Councillor Lefebvre

That the meeting come "Out-of-Camera" at this time being 9:38 p.m.

**Carried Unanimously**

**ADJOURNMENT**

**Resolution # CPC20200616.1013**

Moved by Councillor Soroka

That the meeting be adjourned at this time being 9:38 p.m.

**Carried Unanimously**

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Mayor

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Chief Administrative Officer



## STAFF REPORT

**Title:** Bylaw No. 674-LU-20 - Amend LUB No. 382-LU-10 (PH)

**Meeting Date:** June 23, 2020

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### **Executive Summary:**

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

### **Background:**

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

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

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

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

Administration had not received any comments regarding the proposed amendment prior to the Council report deadline.



Bylaw No. 674-LU-20 received first reading at the May 26, 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 674-LU-20**  
**A BYLAW TO AMEND LAND USE BYLAW NO. 382-LU-10**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW NO. 382-LU-10 TO INCLUDE TEMPORARY SHELTER AS A DISCRETIONARY-MPC USE WITHIN THE C2-ARTERIAL COMMERCIAL AND LI-LIGHT INDUSTRIAL LAND USE DISTRICTS

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

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

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

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

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

**SECTION 1 – TITLE**

1. This Bylaw shall be cited as “Bylaw 674-LU-20, amendment to Land Use Bylaw 382-LU-10”.

**SECTION 2 – AMENDMENT**

2. The City of Cold Lake Land Use Bylaw No. 382-LU-10 is hereby amended by:
  - 2.1 Inserting “Temporary Shelter” as a Discretionary-MPC Use in Section 12.12(2) C2-Arterial Commercial District.
  - 2.2 Inserting “Temporary Shelter” as a Discretionary-MPC Use in Section 12.16(2) LI-Light Industrial District.

**SECTION 3 – ENACTMENT**

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

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 26<sup>th</sup> 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**

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**MAYOR**

**CHIEF ADMINISTRATIVE OFFICER**



## STAFF REPORT

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

**Meeting Date:** June 23, 2020

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### Executive Summary:

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

### Background:

As of May 31, 2020 the bank had a balance of \$20,725,199. On June 1, 2020 \$18M of this balance was transferred into a short-term Guaranteed Investment Certificate. The Investment portfolio had a book value of \$47,541,278 inclusive of accrued interest, and a market value of \$47,475,366.

On March 24, 2020 Council passed a budget totaling \$53,528,632 to replace the interim budget previously passed. School requisitions totaling \$6,672,151 have also been added to the budget for a total of \$60,200,783. The following figures for the May 31, 2020 variance report reflect the new budget passed and are as follows inclusive of tax penalties due to the ongoing legal case regarding the Payment in Lieu of taxes (PILT) of \$2,374,843. Annually Administration sets up an allowance to offset the penalty for PILT.

	YTD	Budget	%
<b>Revenue</b>	\$ 37,021,780	\$ 60,200,783	61.50
<b>Expenses</b>	\$ 17,787,501	\$ 60,200,783	29.55

Figures excluding recognized revenue from PILT penalty and allowances:

	YTD	Budget	%
<b>Revenue</b>	\$ 34,646,937	\$ 60,200,783	58.44
<b>Expenses</b>	\$ 15,412,658	\$ 60,200,783	25.60

### Alternatives:

### Recommended Action:

Administration recommends that Council accept the financial reports for the period ending May 31, 2020 including accounts payable cheque numbers 137104 to 137504.





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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**MONTH END CASH SUMMARY  
CITY OF COLD LAKE  
May 31, 2020**

	<b>BANK CURRENT</b>	<b>INVESTMENTS</b>	<b>TOTAL</b>
<b>Receipts:</b>	\$6,666,681	<b>Lakeland Credit Union -May 1, 2020</b>	\$5,000,000
Cash Receipts		Purchase (Redemption) - GIC	\$0
Auto Debits - UT/TX	\$17,335,986	Balance as May 31, 2020	\$5,000,000
Interest	\$562,763	Accrued interest - Credit Union	\$93,493
Common Shares	\$2,041	Balance as at May 31, 2020	\$5,093,493
Cancelled Cheques	\$880	<b>ATB Financial HISA - May 1, 2020</b>	\$6,910
Returned Cheques	(\$1,380)	Purchase (Redemption) - High Interest Savings	
Stale Dated Cheques	\$0	Interest paid-ATB	\$5
Interest Received Investment	\$12	Balance as at May 31, 2020	\$6,915
Transfer from Investment		Accrued Interest-ATB	\$0
Alberta Capital Debenture	\$0	Balance as at May 31, 2020	\$6,915
<b>Total Receipts</b>	<b>\$24,566,983</b>	<b>CIBC HISA (AUMA) - May 1, 2020</b>	\$5,082,048
		Purchase (Redemption) -High Interest Savings	\$0
<b>Disbursements:</b>		Interest paid-CIBC	\$3,759
Accounts Payables	\$2,912,400	Balance as at May 31, 2020	\$5,085,807
Payroll	\$836,298	Accrued Interest-CIBC	\$3,885
Bank Wires & Drafts	\$404	Balance as at May 31, 2020	\$5,089,692
Alberta Capital Debenture	\$89,689	<b>Wood Gundy</b>	
Transfer to Investment	\$0	Investment-Book Value May 1, 2020	\$36,588,200
ASFF Payment	\$0	Premium paid on Bonds May 1, 2020	\$396,745
Service Charges	\$2,992		
<b>Total Disbursements</b>	<b>\$3,841,784</b>		
<b>NET BALANCE:</b>	<b>\$20,725,199</b>	Wood Gundy-Book Value as at May 31, 2020	\$36,984,945
Statement end balance:	\$21,878,912	Accrued Interest-Fixed income securities	\$366,234
O/S deposits	\$20,685		
Cash on hand	\$400	WG Balance as May 31, 2020	\$37,351,179
<b>Sub Total</b>	<b>\$21,899,997</b>	WG Market Value	\$37,285,267
Less:Outstanding cheques	\$1,174,799	<b>TOTAL INVESTMENTS MARKET VALUE</b>	<b>\$47,475,366</b>
<b>NET BALANCE:</b>	<b>\$20,725,199</b>	<b>TOTAL INVESTMENTS-BOOK VALUE</b>	<b>\$47,541,278</b>

MAYOR

CHIEF ADMINISTRATIVE OFFICER

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

**May 31, 2020**

<b>REVENUES</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
LEVY(penalties,investment returns)	3,353,310	570,000	- 2,783,310	588.30%
ADMINISTRATION	28,148	86,000	57,852	32.73%
POLICING	92,894	221,161	128,267	42.00%
FIRE RESCUE SERVICES	99,161	216,870	117,709	45.72%
BYLAW/SPEC CONSTABLES	28,346	108,600	80,254	26.10%
PUBLIC WORKS	14,216	350	- 13,866	4061.66%
INFRASTRUCTURE SERVICES	-	10,000	10,000	0.00%
AIRPORT	45,465	105,000	59,535	43.30%
SPECIAL TRANSPORTATION	2,205	8,500	6,295	25.94%
PUBLIC TRANSPORTATION	8,864	20,000	11,136	44.32%
WATER	944,258	3,141,800	2,197,542	30.05%
SEWER	608,425	1,849,000	1,240,575	32.91%
WASTE DISPOSAL	628,301	1,884,858	1,256,557	33.33%
RECYCLING	253,975	729,173	475,198	34.83%
FCSS	20,645	40,000	19,355	51.61%
DAYCARE/SENIORS	13,223	24,734	11,511	53.46%
CEMETERY	500	5,000	4,500	10.00%
MUNICIPAL SERVICES	114,463	268,000	153,537	42.71%
ECONOMIC DEVELOPMENT	38,831	38,400	- 431	101.12%
LAND, HOUSING & BLDG RENTAL	40,691	55,714	15,023	73.04%
RECREATION ADMIN-LEISURE	2,441	62,500	60,059	3.91%
ARENA	204,598	487,569	282,971	41.96%
ENERGY CENTRE	184,716	906,000	721,284	20.39%
GOLF & WINTER CLUB	180,907	500,000	319,093	36.18%
PARKS & SPORTS FIELDS	11,760	38,500	26,740	30.55%
MARINA	166,568	290,921	124,353	57.26%
<b>TOTAL VARIABLE REVENUES</b>	<b>7,086,912</b>	<b>11,668,650</b>	<b>4,581,738</b>	<b>60.73%</b>

<b>FIXED REVENUES</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
LEVIES/REQUISITIONS	27,684,541.01	36,302,489.53	8,617,949	76.26%
PROVINCIAL GRANTS	257,956	824,184	566,228	31.30%
OTHER LOCAL GOV'T	1,082,372	1,882,927	800,555	57.48%
FEDERAL GRANTS	-	330,000	330,000	0.00%
LAND SALES	-	-	-	0.00%
TRANSFER FROM RESERVE	-	254,532	254,532	0.00%
FEES FOR SERVICE RUSC	910,000	910,000	-	100.00%
LEVY - ID349 (CAPITAL)	-	8,028,000	8,028,000	0.00%
<b>TOTAL FIXED REVENUES</b>	<b>29,934,869</b>	<b>48,532,133</b>	<b>18,597,264</b>	<b>61.68%</b>
<b>TOTAL REVENUES</b>	<b>37,021,780</b>	<b>60,200,783</b>	<b>23,179,002</b>	<b>61.50%</b>

EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
COUNCIL & LEGISLATIVE	91,200	617,755	526,555	14.76%
ADMINISTRATION	1,901,634	5,639,219	3,737,585	33.72%
POLICING	653,617	2,958,400	2,304,783	22.09%
FIRE RESCUE SERVICES	406,894	1,142,500	735,606	35.61%
DISASTER SERVICES	44	80,050	80,006	0.05%
BYLAW/SPEC CONSTABLE	272,406	897,020	624,614	30.37%
PUBLIC WORKS	1,975,564	5,150,773	3,175,209	38.35%
INFRASTRUCTURE SERVICES	273,952	770,700	496,748	35.55%
AIRPORT	81,864	204,000	122,136	40.13%
SPECIAL TRANSPORTATION	50,607	127,700	77,093	39.63%
PUBLIC TRANSPORTATION	343,551	928,030	584,479	37.02%
STORM SEWER	48,110	207,600	159,490	23.17%
WATER SUPPLY/DISTRIBUTION	813,660	2,383,030	1,569,370	34.14%
WATER TREATMENT/RESERVOIR	175,268	611,470	436,202	28.66%
SEWER COLLECTION	700,011	2,197,520	1,497,509	31.85%
LIFT STATIONS	122,829	421,160	298,331	29.16%
WASTE DISPOSAL	652,613	1,817,820	1,165,207	35.90%
RECYCLING	80,898	567,500	486,602	14.26%
FCSS	364,407	1,036,780	672,373	35.15%
DAYCARE/PLAYSCHOOL	9,123	31,400	22,277	29.05%
SENIORS	4,324	9,000	4,676	48.04%
CEMETERY	-	35,920	35,920	0.00%
MUNICIPAL SERVICES	201,817	771,850	570,033	26.15%
ECONOMIC DEVELOPMENT	251,289	725,300	474,011	34.65%
LAND, HOUSING & BLDG RENTAL	1,692	7,115	5,423	23.78%
RECREATION ADMINISTRATION	228,482	659,400	430,918	34.65%
ARENA	632,086	1,225,266	593,180	51.59%
ENERGY CENTRE	714,091	2,689,253	1,975,162	26.55%
GOLF & WINTER CLUB	290,738	927,960	637,222	31.33%
PARKS & SPORTS FIELDS	328,823	1,637,726	1,308,903	20.08%
MARINA	49,699	383,167	333,468	12.97%
LIBRARY	78,246	78,205	- 41	100.05%
MUSEUM	20,904	29,100	8,196	71.84%
<b>TOTAL VARIABLE EXPENSES</b>	<b>11,820,444</b>	<b>36,969,689</b>	<b>25,149,245</b>	<b>31.97%</b>

FIXED EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
REQUISITIONS	1,404,838	6,672,151	5,267,313	21.06%
DEBENTURES	1,612,505	4,325,703	2,713,198	37.28%
LOCAL IMPROVEMENT ALLOC	-	215,124	215,124	0.00%
TRANSFER TO CAPITAL RESERVE	-	1,245,000	1,245,000	0.00%
ALLOWANCES	2,375,626	1,200,000	- 1,175,626	197.97%
TRANSFER TO OTHER AGENCY	574,089	1,243,116	669,027	46.18%
CONTINGENCY	-	330,000	330,000	0.00%
TRANSFER TO CAPITAL (ID349)	-	8,000,000	8,000,000	0.00%
<b>TOTAL FIXED EXPENSES</b>	<b>5,967,058</b>	<b>23,231,094</b>	<b>17,264,036</b>	<b>25.69%</b>
<b>TOTAL EXPENSES</b>	<b>17,787,501</b>	<b>60,200,783</b>	<b>42,413,281</b>	<b>29.55%</b>

**Note:**

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

4/30/20 10:15:41  
(AP14670)

A / P SYSTEM  
Cheque Register  
Batch #: 39817

Page: 1

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137104	2020/05/01	123	ACKLANDS - GRAINGER INC.	2,385.72
137105	2020/05/01	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	2,993.58
137106	2020/05/01	6593	AMSC INSURANCE SERVICES LTD.	2,374.01
137107	2020/05/01	832	ASSOCIATED ENGINEERING ALBERTA LTD	451.50
137108	2020/05/01	58	ATCO GAS	406.51
137109	2020/05/01	104	B & R ECKEL'S TRANSPORT LTD.	518.37
137110	2020/05/01	12750	BAR ENGINEERING	11,865.00
137111	2020/05/01	6678	BELL	454.62
137112	2020/05/01	10074	BOROWITZ, TODD	356.99
137113	2020/05/01	1229	BROWNLEE LLP	17,509.27
137114	2020/05/01	2572	BUSY BEE SANITARY SUPPLIES INC.	47.80
137115	2020/05/01	5823	CANADIAN LINEN & UNIFORM SERVICE	179.34
137116	2020/05/01	6378	CANADIAN PLAYGROUND SAFETY INSTITU	472.50
137117	2020/05/01	9798	CANADIAN TIRE #450	192.12
137118	2020/05/01	7008	CASEWARE INTERNATIONAL INC.	6,420.75
137119	2020/05/01	9229	COBRA PUMA GOLF CANADA	7,336.35
137120	2020/05/01	705	COLD LAKE CHRYSLER LTD.	433.76
137121	2020/05/01	8735	COLD LAKE FOODS (2003) INC	58.22
137122	2020/05/01	111	COLD LAKE HOME HARDWARE BUILDING C	512.41
137123	2020/05/01	4517	COLD LAKE SENIORS' SOCIETY	21,027.29
137124	2020/05/01	278	COMMUNICATIONS COLD LAKE INC.	1,159.07
137125	2020/05/01	286	CSN JD COLLISION COLD LAKE	1,445.44
137126	2020/05/01	2974	DOLLAR STORE PLUS	219.98
137127	2020/05/01	12554	DUMA, GREGORY	287.70
137128	2020/05/01	38	ELECTRIC SERVICES GRAND CENTRE LTD	19,621.49
137129	2020/05/01	12925	FIRESTORM CONSULTING GROUP INC.	4,579.08
137130	2020/05/01	3595	FLEETWOOD CONSTRUCTION LTD.	2,774.63
137131	2020/05/01	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	4,363.82
137132	2020/05/01	8297	GLOBAL INDUSTRIAL CANADA INC	945.16
137133	2020/05/01	11532	GOVERNMENT OF ALBERTA	50.00
137134	2020/05/01	134	GRAND & TOY	130.34
137135	2020/05/01	12926	GRANT, KIMBERLY	47.89
137136	2020/05/01	12930	GUNDERSON, KEN	61.41
137137	2020/05/01	5833	HOTSY CLEANING SYSTEMS	126.00
137138	2020/05/01	8228	ISL ENGINEERING & LAND SERVICES LT	13,649.51
137139	2020/05/01	82	JESTER PAINT SUPPLY LTD.	149.98
137140	2020/05/01	9476	KRSOVAN, STEVEN	1,180.51
137141	2020/05/01	4546	LAWSON PRODUCTS INC.	702.10
137142	2020/05/01	117	LOCAL AUTHORITIES PENSION	81,374.55
137143	2020/05/01	50	LOOMIS EXPRESS	244.69
137144	2020/05/01	2842	M/T SINC PLUMBING & HEATING	1,547.70
137145	2020/05/01	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
137146	2020/05/01	12928	MCWILLIAM, WENDY	600.00
137147	2020/05/01	2164	PETTY CASH - FCSS	359.37
137148	2020/05/01	7606	PINNACLE DISTRIBUTION INC.	269.03
137149	2020/05/01	1048	PITNEY BOWES	513.42
137150	2020/05/01	10312	PRIMCO COMMERCIAL LIMITED PARTNERS	94.00
137151	2020/05/01	64	PUROLATOR COURIER LTD	262.95
137152	2020/05/01	9	RECEIVER GENERAL FOR CANADA	129,962.81
137153	2020/05/01	9	RECEIVER GENERAL FOR CANADA	175.00
137154	2020/05/01	1109	RELAY DISTRIBUTING	27.53
137155	2020/05/01	413	REYNOLDS MIRTH RICHARDS & FARMER L	5,029.60
137156	2020/05/01	1946	RIDERS CONNECTION	88.32
137157	2020/05/01	12006	RMA FUEL LTD.	5,526.13
137158	2020/05/01	110	RONA	67.48
137159	2020/05/01	12009	RURAL MUNICIPALITIES OF ALBERTA	42,001.42

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137160	2020/05/01	5884	SHRED-IT INTERNATIONAL ULC	303.46
137161	2020/05/01	5672	STAPLES #332 COLD LAKE	194.08
137162	2020/05/01	2220	STAR AUTO & INDUSTRIAL LTD.	339.70
137163	2020/05/01	6409	SUPERIOR PROPANE	2,283.30
137164	2020/05/01	20	TELUS COMMUNICATIONS INC	5,236.28
137165	2020/05/01	6868	ULINE CANADA CORPORATION	444.56
137166	2020/05/01	12520	UNI-SELECT CANADA STORES INC.	586.21
137167	2020/05/01	12924	UNIFORM WORKS LIMITED	420.00
137168	2020/05/01	71	URLACHER CONSTRUCTION LTD.	4,924.50
137169	2020/05/01	11371	VOHL INC.	61.43
137170	2020/05/01	12322	WESTERN ASPHALT PRODUCTS	2,050.97
137171	2020/05/01	5735	WINGERTER, JAMES S	1,540.93
137172	2020/05/01	12929	1124952 ALBERTA LTD.	21.70
*** Total : \$				376,651.73
*** Total # Of Cheques:				69

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137177	2020/05/08	2670	ACCURATE ASSESSMENT GROUP	11,046.00
137178	2020/05/08	12354	AGAT LABORATORIES	197.40
137179	2020/05/08	7700	AGLAND	3,662.19
137180	2020/05/08	8218	ALBERTA MUNICIPAL HEALTH & SAFETY	408.92
137181	2020/05/08	12937	AMBROSIA HOLDINGS LTD.	643.99
137182	2020/05/08	12938	ARMSTRONG'S COMMUNICATION LTD.	315.00
137183	2020/05/08	832	ASSOCIATED ENGINEERING ALBERTA LTD	1,733.55
137184	2020/05/08	203	ASSUMPTION PARISH	500.00
137185	2020/05/08	9605	AXIA CONNECT LTD.	1,895.67
137186	2020/05/08	4312	AXIA SUPERNET LTD.	2,313.36
137187	2020/05/08	104	B & R ECKEL'S TRANSPORT LTD.	304.37
137188	2020/05/08	3169	BEAUDOIN, PHILIP	110.50
137189	2020/05/08	12933	BLAIR TECNOLOGY SOLUTIONS INC.	71,171.81
137190	2020/05/08	9258	BOYCHUK, SHANNON	94.47
137191	2020/05/08	2572	BUSY BEE SANITARY SUPPLIES INC.	153.21
137192	2020/05/08	5823	CANADIAN LINEN & UNIFORM SERVICE	666.55
137193	2020/05/08	9798	CANADIAN TIRE #450	249.60
137194	2020/05/08	11869	CIMCO REFRIGERATION	16,262.83
137195	2020/05/08	650	CLEARTECH INDUSTRIES INC.	218.50
137196	2020/05/08	705	COLD LAKE CHRYSLER LTD.	332.33
137197	2020/05/08	8735	COLD LAKE FOODS (2003) INC	472.08
137198	2020/05/08	111	COLD LAKE HOME HARDWARE BUILDING C	137.38
137199	2020/05/08	12324	COLLABRIA	3,044.16
137200	2020/05/08	8307	CORVUS BUSINESS ADVISORS INC.	2,142.53
137201	2020/05/08	12934	DASE, PAUL	50.00
137202	2020/05/08	11050	DD CONTRACTING & CONSTRUCTION LTD.	24,269.70
137203	2020/05/08	12431	DR. MANJU MATHEW	850.00
137204	2020/05/08	8329	DRAPER, LEANNE	863.59
137205	2020/05/08	9123	EASTLINK	249.43
137206	2020/05/08	11337	ECOTAINER SALES INC.	250.61
137207	2020/05/08	12638	EFFECTIVE PEST CONTROL	210.00
137208	2020/05/08	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	159.47
137209	2020/05/08	12221	ERAMOSA	2,126.25
137210	2020/05/08	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	112.24
137211	2020/05/08	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	1,617.37
137212	2020/05/08	185	HARVIE'S GLASS & MIRROR LTD.	3,696.00
137213	2020/05/08	12932	HEALTH SPACES	14,625.00
137214	2020/05/08	5833	HOTSY CLEANING SYSTEMS	236.73
137215	2020/05/08	12619	HUGHES ENVIRONMENTAL	4,107.60
137216	2020/05/08	8228	ISL ENGINEERING & LAND SERVICES LT	14,148.38
137217	2020/05/08	82	JESTER PAINT SUPPLY LTD.	4,835.25
137218	2020/05/08	7745	JOHN DEERE FINANCIAL	1,151.00
137219	2020/05/08	6672	JUST CHECKING RESOURCES INC.	105.00
137220	2020/05/08	12652	KENNA, LORI-ANN	186.90
137221	2020/05/08	4587	K3 PROMOTIONS INC.	509.26
137222	2020/05/08	7458	L.D. SEPTIC TANK CLEANING	525.00
137223	2020/05/08	159	320364 ALBERTA LTD.	900.00
137224	2020/05/08	2842	M/T SINC PLUMBING & HEATING	1,257.69
137225	2020/05/08	52	MD OF BONNYVILLE NO.87	1,562.00
137226	2020/05/08	7188	MUSICWORKS LTD.	31.50
137227	2020/05/08	6736	NASON CONTRACTING GROUP LTD.	331,585.11
137228	2020/05/08	6694	PARR, LORRAINE	28.00
137229	2020/05/08	11348	POSTMEDIA PAYMENT CENTRE	5,021.10
137230	2020/05/08	12240	PREVOST, A DIVISON OF VOLVO GROUP	2,385.47
137231	2020/05/08	64	PUROLATOR COURIER LTD	86.93
137232	2020/05/08	540	RECYCLING COUNCIL OF ALBERTA	386.60



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137233	2020/05/08	1109	RELAY DISTRIBUTING	23.59
137234	2020/05/08	413	REYNOLDS MIRTH RICHARDS & FARMER L	190.75
137235	2020/05/08	7685	RIVERLAND RECREATIONAL TRAIL SOCIE	4,256.00
137236	2020/05/08	12006	RMA FUEL LTD.	5,206.77
137237	2020/05/08	110	RONA	462.45
137238	2020/05/08	12009	RURAL MUNICIPALITIES OF ALBERTA	552.06
137239	2020/05/08	8450	SHAW DIRECT	136.45
137240	2020/05/08	5884	SHRED-IT INTERNATIONAL ULC	303.46
137241	2020/05/08	5925	SMS EQUIPMENT INC.	1,463.82
137242	2020/05/08	8679	SOLIDEARTH GEOTECHNICAL INC.	9,975.00
137243	2020/05/08	237	ST. JOHN EVANGELISTS	500.00
137244	2020/05/08	9612	STANTEC CONSULTING LTD.	9,116.51
137245	2020/05/08	5672	STAPLES #332 COLD LAKE	108.60
137246	2020/05/08	2220	STAR AUTO & INDUSTRIAL LTD.	573.72
137247	2020/05/08	12553	STINGRAY RADIO INC./RADIO STINGRAY	2,279.34
137248	2020/05/08	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	1,559.25
137249	2020/05/08	12931	STRATYCHUK, GREGORY J	400.91
137250	2020/05/08	9164	STREETER, TERRANCE	100.00
137251	2020/05/08	6409	SUPERIOR PROPANE	4,857.31
137252	2020/05/08	36	THE COURIER	199.50
137253	2020/05/08	6868	ULINE CANADA CORPORATION	203.91
137254	2020/05/08	12520	UNI-SELECT CANADA STORES INC.	861.03
137255	2020/05/08	4790	UPS CANADA	151.70
137256	2020/05/08	71	URLACHER CONSTRUCTION LTD.	141,521.96
137257	2020/05/08	12338	VALLEY BLADES LIMITED	1,102.50
137258	2020/05/08	6587	VEREBURN MEDICAL 2017 LTD.	250.90
137259	2020/05/08	7291	WILD ROWS PUMP & COMPRESSION LTD.	4,844.51
137260	2020/05/08	4025	WILSON, SHERI N	105.00
137261	2020/05/08	12935	1ST CHOICE HEATING & PLUMBING LD.	4,629.07
137262	2020/05/08	7894	LAKELAND LAWN CARE (1743626 ALBERT	231.00
137263	2020/05/08	12936	2149209 ALBERTA LTD	857.50
*** Total : \$				733,173.55
*** Total # Of Cheques:				87

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137270	2020/05/15	101	A & A GLASS LTD.	141.75
137271	2020/05/15	123	ACKLANDS - GRAINGER INC.	126.19
137272	2020/05/15	9153	ALBERTA MUNICIPAL SERVICES CORPORA	188,446.00
137273	2020/05/15	6593	AMSC INSURANCE SERVICES LTD.	2,384.18
137274	2020/05/15	12938	ARMSTRONG'S COMMUNICATION LTD.	466.20
137275	2020/05/15	104	B & R ECKEL'S TRANSPORT LTD.	128.46
137276	2020/05/15	12608	BEAUTIFUL CHAOS	24,922.80
137277	2020/05/15	9362	BRULLER CORPORATION	4,649.40
137278	2020/05/15	10345	BURGESS, DEVON J	209.99
137279	2020/05/15	2572	BUSY BEE SANITARY SUPPLIES INC.	1,324.55
137280	2020/05/15	6378	CANADIAN PLAYGROUND SAFETY INSTITU	472.50
137281	2020/05/15	9798	CANADIAN TIRE #450	1,273.01
137282	2020/05/15	12566	CHOICE SURVEY & CONSTRUCTION SUPPL	740.25
137283	2020/05/15	11329	CINTAS CANADA LIMITED	1,536.36
137284	2020/05/15	2803	COLD LAKE FIREFIGHTER SOCIAL FUND	215.00
137285	2020/05/15	111	COLD LAKE HOME HARDWARE BUILDING C	516.41
137286	2020/05/15	278	COMMUNICATIONS COLD LAKE INC.	420.00
137287	2020/05/15	7691	CWB NATIONAL LEASING	4,616.51
137288	2020/05/15	2657	DE LAGE LANDEN FINANCIAL SERVICES	4,192.12
137289	2020/05/15	5855	DELL CANADA INC.	5,372.82
137290	2020/05/15	8303	DESCHAMPS, RYAN	103.30
137291	2020/05/15	3337	DIRECT ENERGY REGULATED SERVICES	16.16
137292	2020/05/15	2974	DOLLAR STORE PLUS	810.07
137293	2020/05/15	11989	EDMONTON KUBOTA LTD.	1,229.54
137294	2020/05/15	38	ELECTRIC SERVICES GRAND CENTRE LTD	465.49
137295	2020/05/15	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	1,235.49
137296	2020/05/15	12221	ERAMOSA	6,063.75
137297	2020/05/15	2762	ESRI CANADA LIMITED	18,270.00
137298	2020/05/15	3595	FLEETWOOD CONSTRUCTION LTD.	541.93
137299	2020/05/15	12939	GALE, PERRY L	50.00
137300	2020/05/15	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	2,417.38
137301	2020/05/15	25	GOVERNMENT OF ALBERTA	112.00
137302	2020/05/15	134	GRAND & TOY	132.89
137303	2020/05/15	11460	GRAVITY UNION SOLUTIONS LIMITED	630.00
137304	2020/05/15	6608	GREGG DISTRIBUTORS CO. LTD.	27.78
137305	2020/05/15	699	INDUSTRIAL MACHINE INC.	14.45
137306	2020/05/15	3796	INTERIOR OFFROAD EQUIPMENT	395.85
137307	2020/05/15	82	JESTER PAINT SUPPLY LTD.	1,890.41
137308	2020/05/15	7745	JOHN DEERE FINANCIAL	452.56
137309	2020/05/15	7175	KOVTCHEGA, STANISLAV	209.99
137310	2020/05/15	11781	KTI LIMITED	3,543.75
137311	2020/05/15	1215	KYETECH CANADA INC.	690.64
137312	2020/05/15	158	LAKE CITY MOTOR PRODUCTS LTD.	69.18
137313	2020/05/15	352	LAKELAND CREDIT UNION	1,995.99
137314	2020/05/15	2993	LAKELAND HUMANE SOCIETY	13,590.08
137315	2020/05/15	117	LOCAL AUTHORITIES PENSION	80,670.99
137316	2020/05/15	50	LOOMIS EXPRESS	279.54
137317	2020/05/15	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
137318	2020/05/15	480	MARTIN DEERLINE	39.88
137319	2020/05/15	2531	MEGA-TECH	114.50
137320	2020/05/15	8126	NORTH EAST GAS CO-OP LTD	165.69
137321	2020/05/15	7606	PINNACLE DISTRIBUTION INC.	77.13
137322	2020/05/15	2175	PITNEY WORKS	5,370.41
137323	2020/05/15	64	PUROLATOR COURIER LTD	165.13
137324	2020/05/15	9	RECEIVER GENERAL FOR CANADA	175.00
137325	2020/05/15	9	RECEIVER GENERAL FOR CANADA	419.94

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137326	2020/05/15	1109	RELAY DISTRIBUTING	33.14
137327	2020/05/15	413	REYNOLDS MIRTH RICHARDS & FARMER L	847.62
137328	2020/05/15	12006	RMA FUEL LTD.	6,041.74
137329	2020/05/15	110	RONA	445.02
137330	2020/05/15	4554	ROSIE SEPTIC TANK SERVICE LTD	78.75
137331	2020/05/15	12009	RURAL MUNICIPALITIES OF ALBERTA	2,012.55
137332	2020/05/15	841	SAFETY CODES COUNCIL	218.87
137333	2020/05/15	12255	SAINI, VALERIE	700.00
137334	2020/05/15	7915	SCHMIDTZ, KIM M	86.50
137335	2020/05/15	2291	SMART ELECTRICAL CONTRACTORS (2007	637.88
137336	2020/05/15	12252	ST. PAUL PARENT LINK	1,866.92
137337	2020/05/15	2220	STAR AUTO & INDUSTRIAL LTD.	407.03
137338	2020/05/15	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	1,212.75
137339	2020/05/15	124	SYLOGIST LTD.	315.95
137340	2020/05/15	11931	TAYLORMADE CANADA LTD.	889.87
137341	2020/05/15	12520	UNI-SELECT CANADA STORES INC.	480.16
137342	2020/05/15	7291	WILD ROWS PUMP & COMPRESSION LTD.	1,241.18
137343	2020/05/15	12940	1869271 ALBERTA LTD	1,498.30
137344	2020/05/15	5954	1933961 ALBERTA LTD.	1,463.51
*** Total : \$				546,539.79
*** Total # Of Cheques:				75

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137351	2020/05/14	12521	FLOAT - MARINA	200.00
*** Total : \$				200.00
*** Total # Of Cheques:				1

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137352	2020/05/22	687	AECOM CANADA LTD.	42,415.24
137353	2020/05/22	9143	AIR LIQUIDE CANADA INC.	111.42
137354	2020/05/22	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	3,219.26
137355	2020/05/22	10496	ATHLETICA SPORT SYSTEMS INC.	1,656.90
137356	2020/05/22	104	B & R ECKEL'S TRANSPORT LTD.	64.23
137357	2020/05/22	12945	BARKLEY, JOHN	50.00
137358	2020/05/22	12721	BUREAU VERITAS CANADA (2019) INC.	1,228.51
137359	2020/05/22	2572	BUSY BEE SANITARY SUPPLIES INC.	347.83
137360	2020/05/22	5823	CANADIAN LINEN & UNIFORM SERVICE	425.81
137361	2020/05/22	9798	CANADIAN TIRE #450	266.50
137362	2020/05/22	11869	CIMCO REFRIGERATION	1,362.31
137363	2020/05/22	705	COLD LAKE CHRYSLER LTD.	894.36
137364	2020/05/22	3408	CUMMINS CANADA ULC	1,916.20
137365	2020/05/22	12944	DAWSON, RAY L	50.00
137366	2020/05/22	10361	E. LEES + ASSOCIATES CONSULTING LT	4,698.75
137367	2020/05/22	967	FM GRAPHX INC.	394.75
137368	2020/05/22	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	5,846.63
137369	2020/05/22	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	999.11
137370	2020/05/22	3754	GERRY'S EXPRESS LUBE INC.	264.60
137371	2020/05/22	11581	GOVERNMENT OF ALBERTA	1,804.95
137372	2020/05/22	134	GRAND & TOY	88.84
137373	2020/05/22	3796	INTERIOR OFFROAD EQUIPMENT	962.09
137374	2020/05/22	6480	JENA MACHINING LTD.	288.75
137375	2020/05/22	82	JESTER PAINT SUPPLY LTD.	2,981.68
137376	2020/05/22	1215	KYETECH CANADA INC.	257.25
137377	2020/05/22	4587	K3 PROMOTIONS INC.	339.00
137378	2020/05/22	50	LOOMIS EXPRESS	259.92
137379	2020/05/22	12683	MACKEN, SAMANTHA	194.24
137380	2020/05/22	12942	MCMILLAN, CHANTEL	83.48
137381	2020/05/22	12943	MCWHIRTER, NICOLE	76.13
137382	2020/05/22	2531	MEGA-TECH	59.61
137383	2020/05/22	6289	NIEHAUS, DIXON & PAIGE	690.32
137384	2020/05/22	12240	PREVOST, A DIVISON OF VOLVO GROUP	499.07
137385	2020/05/22	11768	PROSTEEL SUPPLIES INC.	22.66
137386	2020/05/22	64	PUROLATOR COURIER LTD	28.46
137387	2020/05/22	12073	REBEL NDT INSPECTIONS LTD.	2,934.76
137388	2020/05/22	178	RECEIVER GENERAL FOR CANADA	317,596.00
137389	2020/05/22	12006	RMA FUEL LTD.	15,286.56
137390	2020/05/22	9970	ROBERTSON, CORY JJ	50.00
137391	2020/05/22	110	RONA	30.01
137392	2020/05/22	8855	STABBLER, CORY & MICHELLE	50.00
137393	2020/05/22	2220	STAR AUTO & INDUSTRIAL LTD.	240.14
137394	2020/05/22	9873	THE INSPECTIONS GROUP INC.	4,383.31
137395	2020/05/22	4790	UPS CANADA	237.37
137396	2020/05/22	11500	WINDERMERE REGISTRY	410.00
137397	2020/05/22	12946	ZIMMERMAN, JOEL	306.00

\*\*\* Total : \$ 416,373.01

\*\*\* Total # Of Cheques: 46

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137403	2020/05/25	6523	FABER LLP	47,782.50
*** Total : \$				47,782.50
*** Total # Of Cheques:				1

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137404	2020/05/29	156	ACCESS OVERDOOR LTD.	973.35
137405	2020/05/29	11941	ACHIEVING EDEN LTD	1,477.67
137406	2020/05/29	123	ACKLANDS - GRAINGER INC.	119.70
137407	2020/05/29	687	AECOM CANADA LTD.	8,167.64
137408	2020/05/29	12310	AGGREKO CANADA, INC.	7,877.96
137409	2020/05/29	7051	ALBERTA CARE	525.00
137410	2020/05/29	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	3,608.69
137411	2020/05/29	1704	ALBERTA WATER & WASTEWATER OPERATO	483.00
137412	2020/05/29	1355	AMSC INSURANCE SERVICES LTD	50,779.36
137413	2020/05/29	6593	AMSC INSURANCE SERVICES LTD.	2,384.18
137414	2020/05/29	8675	ANSELL, MICHAEL	34.08
137415	2020/05/29	58	ATCO GAS	168.22
137416	2020/05/29	104	B & R ECKEL'S TRANSPORT LTD.	1,926.71
137417	2020/05/29	12750	BAR ENGINEERING	13,902.00
137418	2020/05/29	5072	BEAVER RIVER REGIONAL WASTE MANAGE	40,928.56
137419	2020/05/29	2741	BELL CANADA	6.08
137420	2020/05/29	11750	BROWN, GREGORY	209.95
137421	2020/05/29	9362	BRULLER CORPORATION	20,588.40
137422	2020/05/29	2572	BUSY BEE SANITARY SUPPLIES INC.	1,648.78
137423	2020/05/29	5823	CANADIAN LINEN & UNIFORM SERVICE	258.09
137424	2020/05/29	9798	CANADIAN TIRE #450	1,476.04
137425	2020/05/29	4631	CDW CANADA CORP.	8,494.88
137426	2020/05/29	7702	CLARK'S SUPPLY & SERVICE LTD.	233.85
137427	2020/05/29	9478	CLASSIC EXPRESS INC.	3,150.00
137428	2020/05/29	650	CLEARTECH INDUSTRIES INC.	4,103.19
137429	2020/05/29	705	COLD LAKE CHRYSLER LTD.	3,328.84
137430	2020/05/29	11270	COLD LAKE DISTRICT FISH AND GAME A	1,100.00
137431	2020/05/29	111	COLD LAKE HOME HARDWARE BUILDING C	473.02
137432	2020/05/29	5027	COLD LAKE SAILING ASSOCIATION	250.00
137433	2020/05/29	12948	COLE-PARMER CANADA COMPANY	409.02
137434	2020/05/29	278	COMMUNICATIONS COLD LAKE INC.	42.00
137435	2020/05/29	1248	CUBEX LIMITED	2,117.21
137436	2020/05/29	3408	CUMMINS CANADA ULC	7,826.74
137437	2020/05/29	7691	CWB NATIONAL LEASING	929.95
137438	2020/05/29	6100	DBS ENVIRONMENTAL	5,450.98
137439	2020/05/29	2657	DE LAGE LANDEN FINANCIAL SERVICES	668.80
137440	2020/05/29	2974	DOLLAR STORE PLUS	723.45
137441	2020/05/29	12947	DUCHARME, GREG	991.33
137442	2020/05/29	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	1,673.95
137443	2020/05/29	1877	EMCO CORPORATION	146.67
137444	2020/05/29	7688	EXECUTIVE FLIGHT CENTRE FUEL SERVI	11,584.20
137445	2020/05/29	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	1,033.60
137446	2020/05/29	3595	FLEETWOOD CONSTRUCTION LTD.	6,074.31
137447	2020/05/29	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	5,800.47
137448	2020/05/29	11558	GOLDSTREAM PUBLISHING INC.	9,135.00
137449	2020/05/29	11229	GOLF LEASE INC.	6,870.73
137450	2020/05/29	134	GRAND & TOY	173.87
137451	2020/05/29	6074	HANSON, BRAD	50.00
137452	2020/05/29	2303	HI PRO RECREATION SERVICES	1,365.00
137453	2020/05/29	11536	HILLTOP MANAGEMENT	14.74
137454	2020/05/29	4984	INFO-TECH RESEARCH GROUP INC.	3,255.00
137455	2020/05/29	82	JESTER PAINT SUPPLY LTD.	5,147.54
137456	2020/05/29	937	KIDS TIME OUT	1,000.00
137457	2020/05/29	8624	LAC LA BICHE COUNTY/LAC LA BICHE P	1,672.15
137458	2020/05/29	158	LAKE CITY MOTOR PRODUCTS LTD.	44,005.97
137459	2020/05/29	2552	LAKELAND CENTRE FOR FASD	

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137460	2020/05/29	4290	LAKELAND FIRE & SAFETY SUPPLY	239.19
137461	2020/05/29	4662	LAKESIDE MARINE AND OFF ROAD	443.37
137462	2020/05/29	1900	LEE VALLEY TOOLS LTD.	544.59
137463	2020/05/29	117	LOCAL AUTHORITIES PENSION	77,930.44
137464	2020/05/29	50	LOOMIS EXPRESS	228.80
137465	2020/05/29	2842	M/T SINC PLUMBING & HEATING	1,749.20
137466	2020/05/29	12951	MCDONAGH, GAIL	188.99
137467	2020/05/29	3844	MCSNET	73.40
137468	2020/05/29	12950	MENARD, ALAIN	103.50
137469	2020/05/29	6188	OAKCREEK GOLF & TURF INC.	508.25
137470	2020/05/29	262	OK TIRE - COLD LAKE	1,999.33
137471	2020/05/29	2167	PETTY CASH - ADMIN	442.19
137472	2020/05/29	3688	PINCH, SVEA	46.41
137473	2020/05/29	7606	PINNACLE DISTRIBUTION INC.	194.62
137474	2020/05/29	11348	POSTMEDIA PAYMENT CENTRE	2,850.75
137475	2020/05/29	12240	PREVOST, A DIVISON OF VOLVO GROUP	226.36
137476	2020/05/29	64	PUROLATOR COURIER LTD	100.74
137477	2020/05/29	7186	R.L. ELECTRIC MOTOR REWINDING	107.10
137478	2020/05/29	9	RECEIVER GENERAL FOR CANADA	176,405.19
137479	2020/05/29	1946	RIDERS CONNECTION	102.62
137480	2020/05/29	12006	RMA FUEL LTD.	5,476.12
137481	2020/05/29	110	RONA	234.63
137482	2020/05/29	12009	RURAL MUNICIPALITIES OF ALBERTA	10,320.43
137483	2020/05/29	5052	SE DESIGN AND CONSULTING (2009) IN	5,167.97
137484	2020/05/29	5884	SHRED-IT INTERNATIONAL ULC	120.15
137485	2020/05/29	8679	SOLIDEARTH GEOTECHNICAL INC.	3,132.20
137486	2020/05/29	10091	SOUTHLAND TRANSPORTATION LTD.	47,982.52
137487	2020/05/29	12949	SRP CONTROL SYSTEMS LTD.	1,359.75
137488	2020/05/29	5672	STAPLES #332 COLD LAKE	32.84
137489	2020/05/29	2220	STAR AUTO & INDUSTRIAL LTD.	1,129.86
137490	2020/05/29	2334	STRAIGHTLINE TOWING	126.00
137491	2020/05/29	20	TELUS COMMUNICATIONS INC	7,663.60
137492	2020/05/29	6343	TELUS COMMUNICATIONS INC.	30,401.24
137493	2020/05/29	492	TELUS MOBILITY INC.	4,201.97
137494	2020/05/29	12181	THOMPSON INFRASTRUCTURE LTD.	63,069.90
137495	2020/05/29	12520	UNI-SELECT CANADA STORES INC.	451.81
137496	2020/05/29	71	URLACHER CONSTRUCTION LTD.	17,782.38
137497	2020/05/29	9163	VALLEY TRAFFIC SYSTEMS INC.	1,901.43
137498	2020/05/29	5319	WASTE MANAGEMENT OF CANADA CORPORA	6,609.18
137499	2020/05/29	1692	916729 ALBERTA LTD.	843.15

\*\*\* Total : \$ 770,046.66

\*\*\* Total # Of Cheques: 96





## STAFF REPORT

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

**Meeting Date:** June 23, 2020

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### **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. 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. Council gave first reading to the Supplementary tax bylaw 673-AN-20 at the regular Council meeting on June 9, 2020.

Administration is recommending second, third and final reading of the 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 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 second, third and final 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 second, and third and final 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 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, with Education Tax Rates of 2.6440 Residential and 3.8594 Non-Residential, and a Tax Rate of .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
<b>General Municipal</b> - 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
<b>ASFF</b> - Residential/Farmland	2.6440
Non-residential	3.8594
<b>Opted Out School Boards</b>	
Residential/Farmland	2.6440
Non-residential	3.8594
<b>Senior Foundation</b>	.0900
<b>Designated Industrial Property</b>	.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 9<sup>th</sup> day of June, 2020 A.D. on motion by Councillor Vining.

**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 11<sup>th</sup> 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 25<sup>th</sup> 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 25<sup>th</sup> day of February, A.D. 2020, on motion by Councillor Grau.

**CARRIED  
UNANIMOUSLY**

**Executed this 25<sup>th</sup> 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:

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

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Rate</b>
General Municipal			
Residential/Farmland	12,624,505.69	1,518,299,160	8.3149
Multi Family Residential	596,851.79	69,048,900	8.6439
Non-residential	7,359,669.20	586,731,710	12.5435
Machinery & Equipment	6,364.82	507,420	12.5435
Residential - Annexed	15,798.34	5,711,000	2.7663
Farmland - Annexed	656.70	131,340	5.0000
Non-residential - Annexed	15,175.25	1,209,810	12.5435
<b>TOTAL MUNICIPAL</b>	<b>20,619,021.79</b>	<b>2,181,639,340</b>	
ASFF			
Residential/Farmland	3,383,084.87	1,279,532,857	2.6440
Non-residential	870,981.07	225,677,845	3.8594
<b>TOTAL ASFF</b>	<b>4,254,065.95</b>	<b>1,505,210,702</b>	
Opted Out School Boards			
Residential/Farmland	829,096.38	313,576,543	2.6440
Non-residential	1,394,079.64	361,216,675	3.8594
<b>TOTAL OPTED OUT SCHOOL BOARDS</b>	<b>2,223,176.02</b>	<b>674,793,218</b>	
<b>Senior Foundation</b>	<b>201,896.71</b>	<b>2,243,296,770</b>	0.0900
<b>Designated Industrial Property</b>	<b>1,889.41</b>	<b>24,860,690</b>	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.

**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.

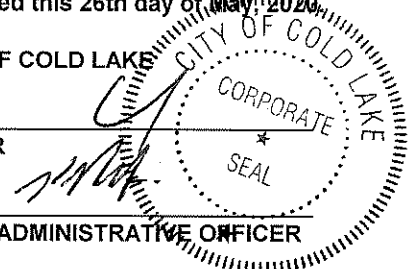
**CARRIED  
UNANIMOUSLY**

Executed this 26th day of May, 2020.

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER





## STAFF REPORT

**Title:** Bylaw No. 674-LU-20 - Amend LUB No. 382-LU-10 06232020

**Meeting Date:** June 23, 2020

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### **Executive Summary:**

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

### **Background:**

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

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

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

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

Administration had not received any comments regarding the proposed amendment prior to the Council report deadline.





Bylaw No. 674-LU-20 received first reading at the May 26, 2020 Council meeting. Administration recommends that Council proceed to give Bylaw No. 674-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. 674-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. 674-LU-20.
3. Accept as information only.

**Recommended Action:**

Administration recommends that Council proceed to give 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, 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 674-LU-20**  
**A BYLAW TO AMEND LAND USE BYLAW NO. 382-LU-10**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW NO. 382-LU-10 TO INCLUDE TEMPORARY SHELTER AS A DISCRETIONARY-MPC USE WITHIN THE C2-ARTERIAL COMMERCIAL AND LI-LIGHT INDUSTRIAL LAND USE DISTRICTS

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

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

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

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

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

**SECTION 1 – TITLE**

1. This Bylaw shall be cited as “Bylaw 674-LU-20, amendment to Land Use Bylaw 382-LU-10”.

**SECTION 2 – AMENDMENT**

2. The City of Cold Lake Land Use Bylaw No. 382-LU-10 is hereby amended by:
  - 2.1 Inserting “Temporary Shelter” as a Discretionary-MPC Use in Section 12.12(2) C2-Arterial Commercial District.
  - 2.2 Inserting “Temporary Shelter” as a Discretionary-MPC Use in Section 12.16(2) LI-Light Industrial District.

**SECTION 3 – ENACTMENT**

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

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 26<sup>th</sup> 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:** Capital Project - Off-Leash Dog Park

**Meeting Date:** June 23, 2020

---

### **Executive Summary:**

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

The purpose of this report is to brief Council on Ms. Hawco's PowerPoint presentation and to present the recommendation rising from the June 16, 2020 Corporate Priority Committee meeting.

### **Background:**

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

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

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

### **Alternatives:**

Council may consider the following options:

1. Support the recommendation rising from the June 16, 2020 Corporate Priority Committee meeting for an Off-Leash Dog Park at Imperial Park.
2. Amend the recommendation rising from the June 16, 2020 Corporate Priority Committee meeting for an Off-Leash Dog Park at Imperial Park.
3. Accept this report titled Capital Project - Off-Leash Dog Park as information.



**Recommended Action:**

That Council supports the Corporate Priorities Committees recommendation and direct administration to proceed with the development of an Off-Leash Dog Park at Imperial Park.

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

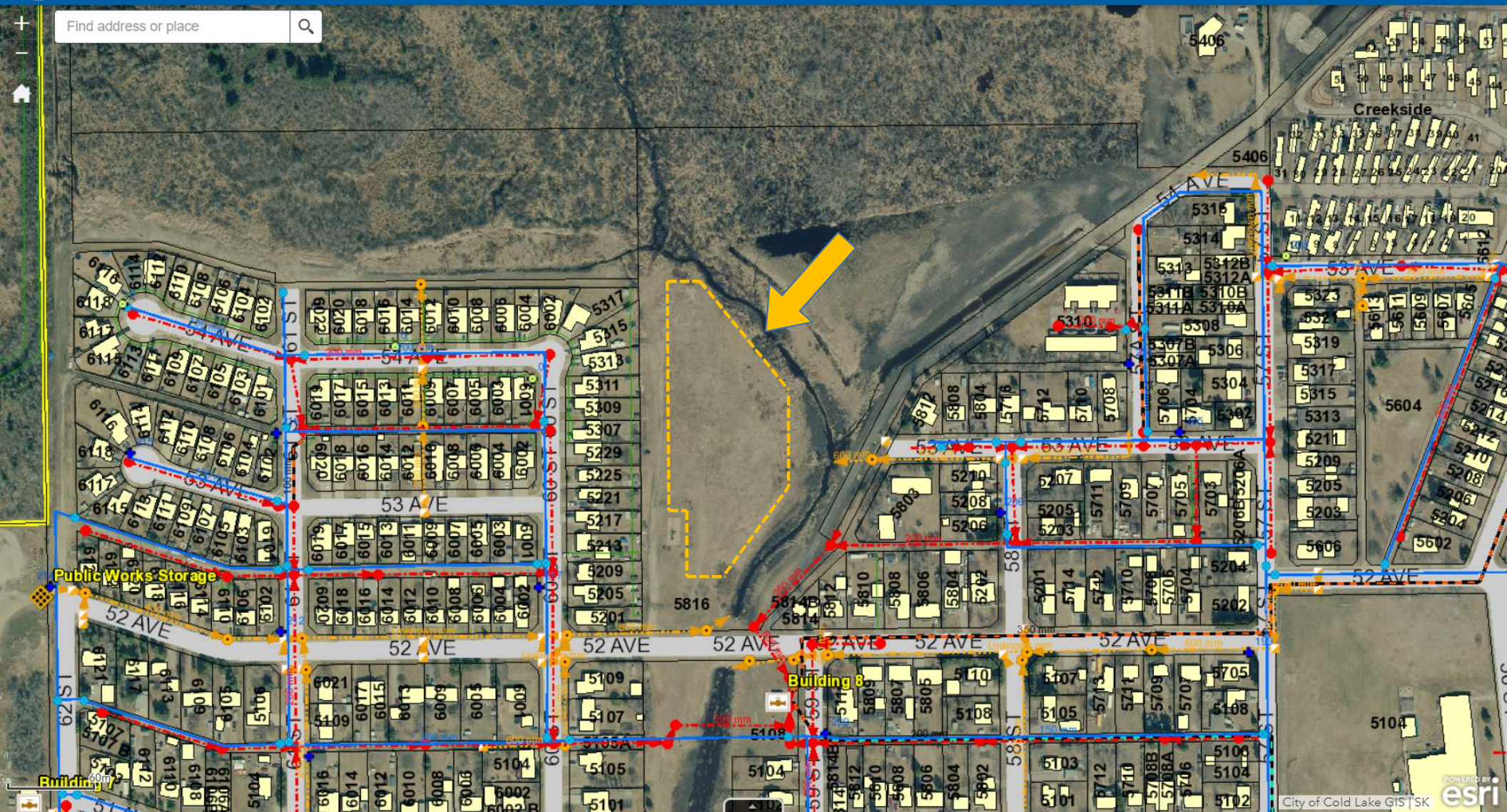
No

**Submitted by:**

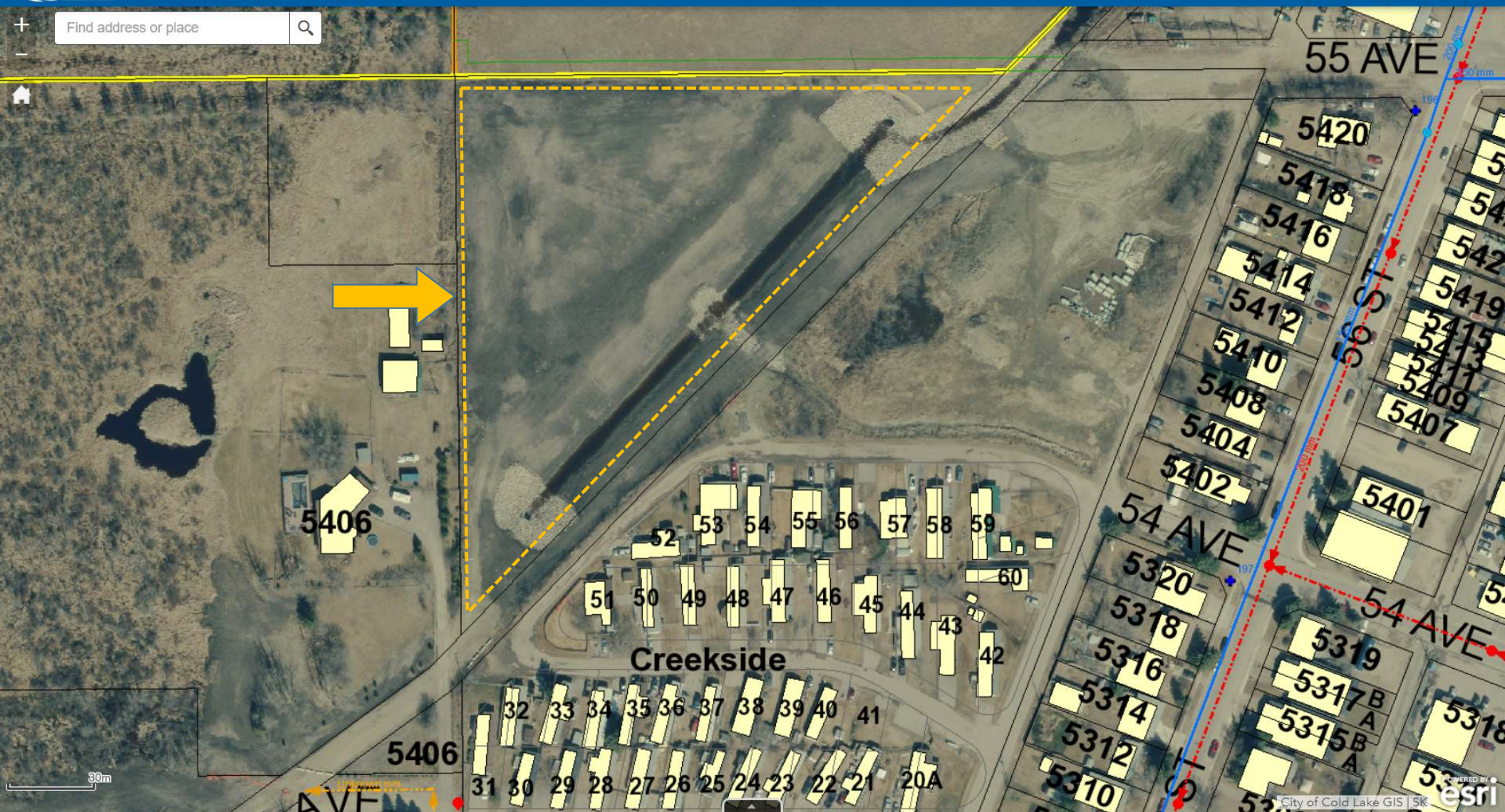
Kevin Nagoya, Chief Administrative Officer



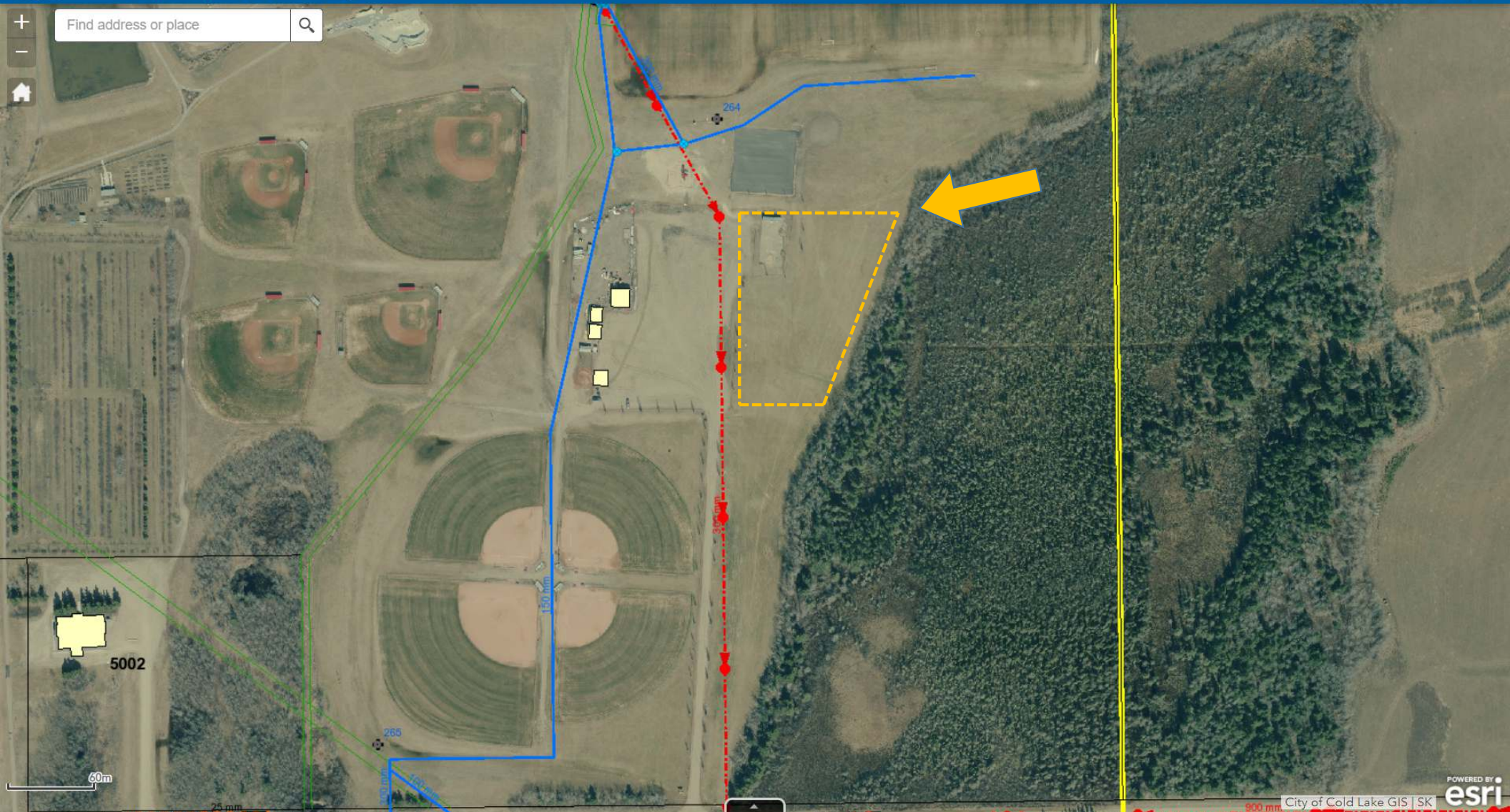
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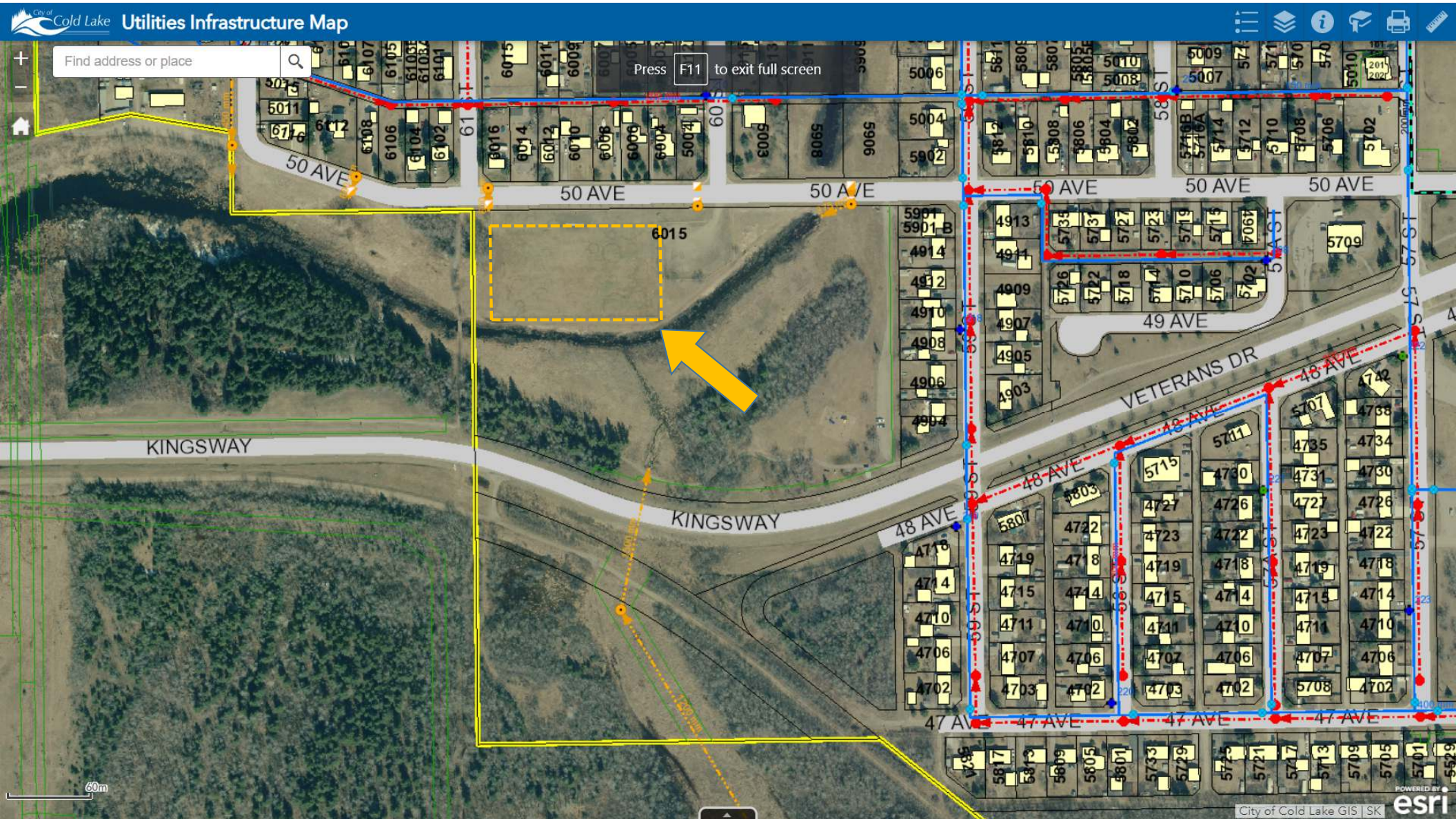
















# Cold Lake Off Leash Dog Park

**Nov 26, 2019**





# Topics of Discussion

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



## Community desire for a second park

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



# Proposed rules and regulations for the park

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



# Proposed rules and regulations cont'd

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





## Central location of park

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





# Park specifications

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





## Projected Cost

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



# Proposed Site of Dog Park

- To the right of the parking lot



Lakeland  
Lutheran Church

Google



# Proposed Site of Dog Park



Cold Lake High School



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

Thank you for your time.





## STAFF REPORT

**Title:** Crime Prevention and Reduction Initiatives

**Meeting Date:** June 23, 2020

---

### **Executive Summary:**

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

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

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

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

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

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

The purpose of the report is to present the recommendation rising from June 16, 2020 Corporate Priorities Committee Meeting.

### **Background:**

A number of initiatives have been recently been launched:

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



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

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

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

Four principles of CPTED are:

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





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

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

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

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

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

**Alternatives:**

Council may consider the following options:

1. Support the recommendation rising from the June 16, 2020 Corporate Priority Committee meeting recommending that Council forward the Crime Prevention and Reduction Initiatives to the next Economic Development Advisory Committee (EDAC) meeting for further discussion and recommendation.
2. Amend the recommendation rising from the June 16, 2020 Corporate Priority Committee meeting recommending that Council forward the Crime Prevention and Reduction Initiatives to the next Economic Development Advisory Committee (EDAC) meeting for further discussion and recommendation.
3. Accept this report titled Crime Prevention for and Reduction Initiatives as information.





**Recommended Action:**

That Council pass a motion requesting that the Economic Development Advisory Committee (EDAC) provide a recommendation on a Crime Prevention and Reduction Initiative through environmental design incentive program for businesses in the City of Cold Lake.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

## Making Houses Safer

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



## Making Neighbourhoods Safer

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

## Making Apartments Safer

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



## CPTED Crime Prevention Through Environmental Design

CRIME PREVENTION UNIT  
EDMONTON POLICE SERVICE  
780-421-3425  
[www.edmontonpolice.ca](http://www.edmontonpolice.ca)

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

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

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

EDMONTON  
**POLICE**  
SERVICE



## Crime Prevention Through Environmental Design

Creating safer communities through well-planned environmental design



[www.edmontonpolice.ca](http://www.edmontonpolice.ca)



## About CPTED

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

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

**Crime prevention starts with you!**



## CPTED Design Concepts

**DESIGNATION:** Clearly indicate the intended purpose of a space

**DEFINITION:** Clearly define the rules and borders of a space

**DESIGN:** Layout and landscaping should support intended uses and behaviors

## Surveillance

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



### Natural Surveillance

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

### Other Surveillance

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

## Access Control

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

### Natural Access Control

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

### Other Access Control

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



## Territoriality

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



### Defensible Space

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

### Maintenance

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



### Join Crime Prevention Programs in Your Community:

**Block Watch and Apartment Watch:**  
calgaryblockwatch.com

**Block Parent:** calgaryblockparent.ca

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

### For More CPTED Information:

#### **Federation of Calgary Communities**

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

#### **Crime Prevention Unit, Calgary Police Service**

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

#### **District Offices, Calgary Police Service**

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

#### **To Read More About CPTED**

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

Calgary Police Service, Crime Prevention Unit  
133 - 6th Avenue SE,  
Calgary AB Canada  
T2G 4Z1  
calgarypolice.ca



CALGARY  
POLICE  
SERVICE

## Crime Prevention Through Environmental Design



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



ALBERTA MOTOR ASSOCIATION

### Crime Prevention Through Environmental Design (CPTED)

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

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

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

### Second Generation CPTED

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

### Three Basic Principles Guide CPTED

Natural Access Control; Natural Surveillance; and Territorial Reinforcement

#### **Natural Access Control restricts access**

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

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

#### **Natural Surveillance increases visibility**

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

#### **Territorial Reinforcement promotes a sense of ownership**

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

### Two Additional Ideas Support Community CPTED Efforts:

#### **Maintenance and Activity Support**

##### **Maintenance deters offenders**

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

##### **Activity Support fosters community interaction**

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



# Safe design *enhances* good design.

## Natural Access Control restricts access

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



## Natural Surveillance increases visibility

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

## Territorial Reinforcement promotes a sense of ownership



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



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

## CPTED Tips to Enhance Security

### Houses

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

### Apartments

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

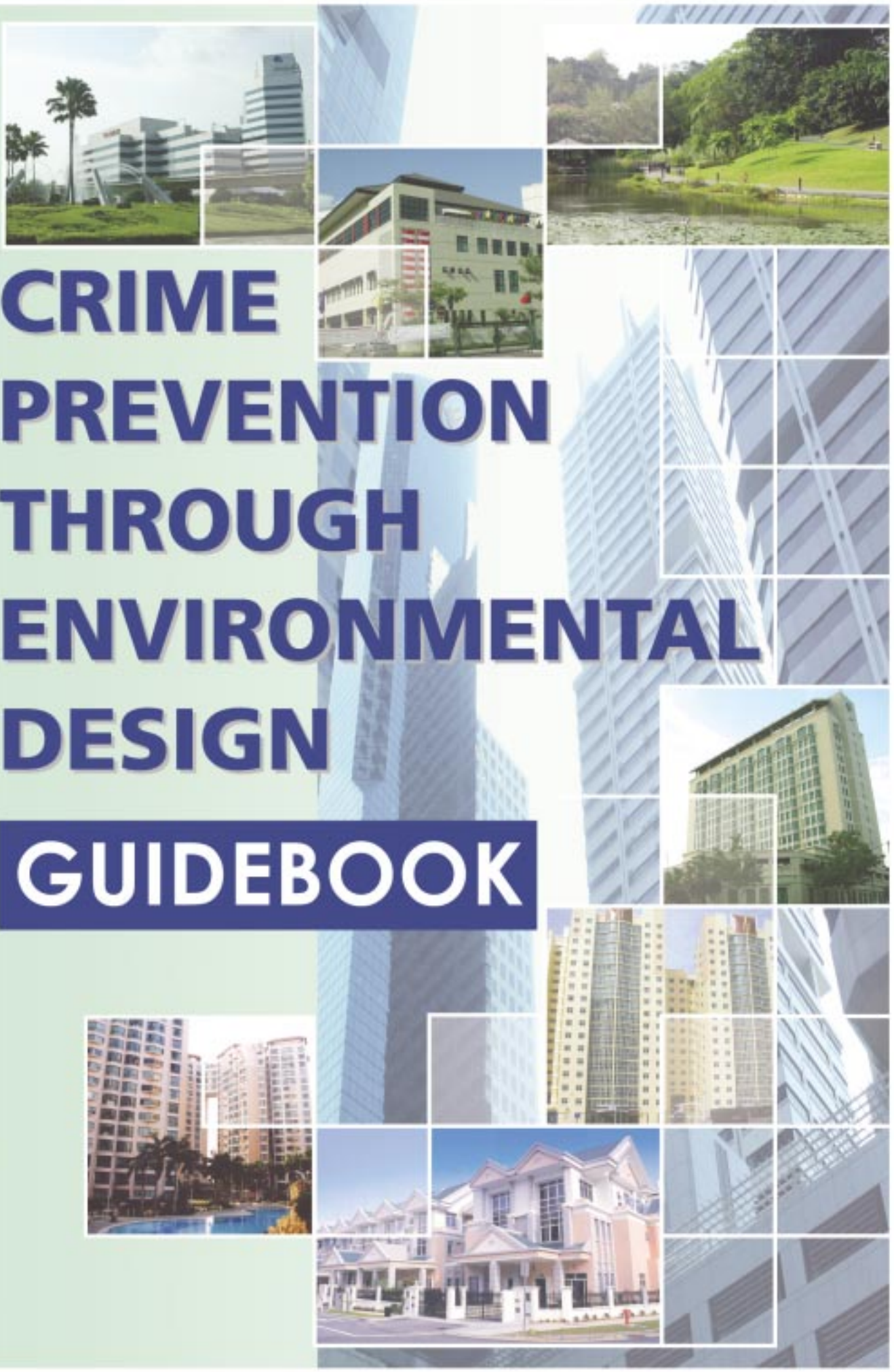
### Neighbourhoods

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

### Businesses

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





# **CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN GUIDEBOOK**

## VISION

Making Singapore  
***Safe & Secure*** for all.

## MISSION

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



### National Crime Prevention Council

c/o Public Affairs Department, Police Headquarters, Level 4,  
New Phoenix Park Tower P, 28 Irrawaddy Road, Singapore 329560  
Tel: (65) 6252 4101 Fax: (65) 6251 2913  
Website: [www.ncpc.gov.sg](http://www.ncpc.gov.sg) Email: [spf\\_ncpc@spf.gov.sg](mailto:spf_ncpc@spf.gov.sg)

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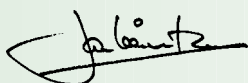
# FOREWORD

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

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

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



Mr Tan Kian Hoon

*Chairman*

*National Crime Prevention Council*

# INTRODUCTION

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

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

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

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

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

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

# CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN PRINCIPLES

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

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

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

## THE FOUR PRINCIPLES OF CPTED ARE:

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

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

### **NATURAL SURVEILLANCE**

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

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

### **NATURAL ACCESS CONTROL**

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

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

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

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

### **TERRITORIAL REINFORCEMENT**

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

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

### **MAINTENANCE AND MANAGEMENT**

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

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

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

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

## THE “THREE D” APPROACH

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

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

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

### 1. DESIGNATION

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

### 2. DEFINITION

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

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

### **3. DESIGN**

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

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



# BASIC DESIGN AND MANAGEMENT STRATEGIES

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

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

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

## SIGHT LINES

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



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

### 1. DESIGN VISIBILITY

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

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

## **2. PROBLEMATIC SPACES**

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

## **3. FUTURE SIGHT LINE IMPEDIMENTS**

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

## LIGHTING

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



*Exterior lighting for night time use should provide adequate visibility*

### 1. MINIMUM STANDARDS

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

### 2. PATHS NOT INTENDED FOR NIGHT TIME USE

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

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

### **3. CONSISTENCY OF LIGHTING**

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

### **4. DESIGNING FOR NIGHT TIME USE**

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

### **5. PROTECTION OF LIGHTING**

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

### **6. PLACEMENT OF LIGHTING**

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

### **7. BUILDING MATERIALS**

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

### **8. MAINTENANCE**

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

## CONCEALED OR ISOLATED ROUTES

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



*See through fencing covering a predictable route provides visibility*

### 1. VISIBILITY OF CONCEALED OR ISOLATED ROUTES

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

### 2. LOCATION OF CONCEALED OR ISOLATED ROUTES NEAR ENTRAPMENT AREAS

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

**3. NATURAL SURVEILLANCE**

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

**4. SIGHT LINES**

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

**5. LIGHTING**

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

**6. SURVEILLANCE THROUGH HARDWARE**

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

**7. ACCESS TO HELP**

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

**8. ALTERNATIVE ROUTE SIGN**

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



## ENTRAPMENT AREAS

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



*An entrapment area can be secured with some form of surveillance*

### 1. ELIMINATION OF ENTRAPMENT AREA

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

**2. CLOSING OF ENTRAPMENT AREA AFTER OPERATING HOURS**

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

**3. VISIBILITY**

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

**4. ESCAPE ROUTE AND HELP**

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

## ISOLATION

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



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

### 1. NATURAL SURVEILLANCE OF ISOLATED ROUTES AND PUBLIC SPACES

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

**2. PROBLEMATIC ROUTES**

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

**3. FORMAL SURVEILLANCE**

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

**4. INCREASING ACTIVITIES**

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

## LAND USE MIX

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



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

### 1. COMPATIBLE MIXED USES

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

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

## **2. BALANCING LAND USES**

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

## ACTIVITY GENERATORS

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



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

### 1. COMPLEMENTARY USES

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

### 2. REINFORCING ACTIVITY GENERATORS

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



**3. DESIGN FOR PROGRAMMING ACTIVITY MIX**

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

**4. GROUND-LEVEL ACTIVITY**

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

## OWNERSHIP, MAINTENANCE AND MANAGEMENT

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



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

### 1. TERRITORIAL REINFORCEMENT

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

**2. USE OF MATERIALS**

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

**3. MAINTENANCE ENFORCEMENT**

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

**4. REPORTING MAINTENANCE**

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

**5. MAINTENANCE PRIORITIES**

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

**6. MANAGEMENT**

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

## SIGNS AND INFORMATION

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



*Maps and directories should be well designed and strategically located*

### 1. SIGN DESIGN

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

### 2 MESSAGE

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

**3. SIGN LOCATION**

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

**4. MAINTENANCE**

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

**5. MAPS**

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

**6. HOURS OF OPERATION**

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



## OVERALL DESIGN

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



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

### 1 IMPORTANCE OF QUALITY AND BEAUTY

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

### 2. DESIGN CLARITY

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

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

### **3. AVOID UNUSABLE SPACES**

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

### **4. NIGHT TIME USE**

The design of the space should address night time use.

### **5 CONSTRUCTION MATERIALS**

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

## Appendix A

# CHECKLIST

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

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

## Design guide for reviewing project – CHECKLIST

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

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



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

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

## Appendix B

# EXAMPLES OF CPTED STRATEGIES APPLICABLE TO VARIOUS DEVELOPMENTS

## CONDOMINIUMS AND PUBLIC HOUSING



*Residential apartments overlooking outdoor play areas provide natural surveillance*

### 1. SIGHT LINES AND HIDDEN SPOTS

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

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

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

## **2. OPTIMISING USE AT GROUND LEVEL**

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

## **3. ACCESS TO INDIVIDUAL BUILDINGS**

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

## **4. SIGNS**

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

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

## **5. LIGHTING**

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

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

## **6. FORMAL SURVEILLANCE**

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

Residents should be encouraged to report suspicious activities.

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

## **7. PARKING**

Parking areas and access should be visible and well lit.

Visitor parking should be designated.

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

**8. MANAGEMENT OF BUILT SPACE AND SECURITY**

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

**9. LOCATION OF ACTIVITY GENERATORS**

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

**10. NATURAL SURVEILLANCE**

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

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

## LANDED DEVELOPMENTS



*An active resident committee can promote proper management of the neighbourhood*

**1. STREET PATTERN**

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



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

## **2. LAND USE PATTERN**

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

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

## **3. SCALE**

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

## **4. MANAGEMENT AND MAINTENANCE**

Sidewalks should be cleared of undesirable litter.

Neighbourhoods should be well managed by an active resident committee.

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

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

## **5. OPEN SPACES**

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

**6. SIGN AND INFORMATION**

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

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

**7. NATURAL SURVEILLANCE AND ACTIVITY GENERATORS**

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

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

**8. CONTINUITY AND CLEAR OWNERSHIP**

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

Fences that allow visibility from the street would be preferred.

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

**9. STREET AND BACK LANE LIGHTING**

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

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

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

## CENTRAL BUSINESS DISTRICT/ REGIONAL CENTRES/ TOWN CENTRES



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

### 1. NATURAL SURVEILLANCE THROUGH GENERATING STREET-RELATED EVENING ACTIVITIES

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

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

### 2. LAND USE MIX - RESIDENTIAL

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

### 3. ACTIVITY GENERATION

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

#### 4. PEDESTRIAN ENVIRONMENT

Pedestrian environment should be visible.

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

### OFFICES/ RETAILS/ HOTELS



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

#### 1. LOCATION OF WASHROOMS

Washroom entrances should be highly visible.

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

#### 2. SIGHT LINES

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

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

### **3. REDUCTION OF ENTRAPMENT AREAS**

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

Access to the service areas should be lockable.

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

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

### **4. CLUSTERING OF USES**

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

### **5. SITTING AREAS**

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

### **6. SIGNAGE**

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

### **7. LIGHTING AND SURVEILLANCE IN PARKING AREAS**

Surface parking area should be adequately lit.

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

Avoid locating loading areas at entrapment areas.

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

### **8. FORMAL SURVEILLANCE**

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



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

Formal surveillance is encouraged in areas prone to loitering problems.

Management should monitor the access to the building.

Offices should be connected directly to security staff.

## **9. ACCESS TO ROOF TOP**

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

# **EDUCATIONAL INSTITUTIONS AND SCHOOLS**



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

## **1. LOCATION OF SCHOOL YARDS**

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

## **2. OPTIMISING LAND USE**

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

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

### **3. WALKWAYS**

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

Walkways should avoid entrapment areas.

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

### **4. SIGHT LINES AND POTENTIAL ENTRAPMENT AREAS**

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

### **5. SIGNAGE**

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

### **6. WASHROOMS**

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

### **7. FORMAL SURVEILLANCE**

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

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

## INDUSTRIAL AREAS



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

### 1. SIGHT LINES

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

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

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

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

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

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

### 2. LAND USE MIX - INTENSIFICATION OF ACTIVITY AND DEVELOPMENT

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

### **3. LIGHTING**

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

Back lanes and loading docks should be well lit.

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

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

Reporting of burnt out or vandalised lights should be encouraged.

### **4. LANDSCAPE**

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

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

### **5. PARKING**

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

Visitor parking should be designated.

### **6. LOCATION OF WASHROOMS**

Washrooms should be well lit.

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

### **7. SURVEILLANCE AND HOUSE KEEPING**

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

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

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

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

Avoid locating loading areas at entrapment areas.

Good housekeeping should be encouraged to minimise hiding places.



## Appendix C

# EXAMPLES OF CPTED STRATEGIES APPLICABLE TO PUBLIC SPACES

### CAR PARKS



*Attendant booth should be located near entrances and predictable routes*

#### 1. SIGHT LINES AND POTENTIAL ENTRAPMENT AREAS

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

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

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

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

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

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

## **2. LIGHTING**

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

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

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

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

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

## **3. NATURAL SURVEILLANCE**

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

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

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

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

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

Landscaping foliage should be maintained.

#### **4. ATTENDANTS**

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

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

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

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

#### **5. DESIGNATED PARKING LOTS**

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

#### **6. FORMAL SURVEILLANCE**

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

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

Patrols by security/ maintenance staff should be encouraged.

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

#### **7. SIGNS AND INFORMATION**

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

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

Location identification signs should be provided.

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

## **8. BICYCLE PARKING**

Bicycle parking facilities should be provided close to buildings.

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

Secure bicycle racks should be provided.

## **9. TRAFFIC CALMING DEVICES**

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

# **PARKS/ OPEN SPACES/ PLAYGROUNDS**



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

## **1. NATURAL SURVEILLANCE AND SIGHT LINES**

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

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

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

## **2. ENTRAPMENT AREAS**

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

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

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

## **3. CLUSTERING AND PROGRAMMING FOR A RANGE OF ACTIVITIES**

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

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

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

## **4. LOCATION OF ACTIVITY GENERATORS**

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

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

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



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

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

Washrooms should be near children's playgrounds.

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

## **5. NIGHT TIME USE**

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

## **6. SIGNS AND INFORMATION**

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

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

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

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

## **7. LIGHTING**

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

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

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

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

#### **8. FORMAL SURVEILLANCE**

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

Conducting safety audits should help identify safety and security concerns.

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

#### **9. OPTIMISATION AND LINKAGES**

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

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

#### **10. MAINTENANCE**

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

## BACK LANES



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

### 1. LIGHTING

Back lane lighting should be provided.

### 2. AVOIDING ENTRAPMENT

Back lanes with dead ends should be avoided.

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

### 3. ACCESS TO BACK LANES

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

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

### 4. MAINTENANCE

Maintenance of back lanes should be carried out regularly.

Inappropriate outdoor storage should be discouraged.

## PUBLIC WASHROOMS



*Approach to washroom entrances should be highly visible*

### 1. SIGHT LINES/ LOCATION

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

### 2. ENTRANCES

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

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

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

### 3. MAINTENANCE

Vandalism and graffiti should be promptly cleaned.

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

**4. SIGNS**

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

**5. ATTENDANTS**

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

**6. LOCKS**

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

## SIDEWALKS/ WALKWAYS



*Walkways should be clean and well maintained*

**1. SIGHT LINES AND POTENTIAL ENTRAPMENT AREAS**

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

**2. MAINTENANCE AND CLEANLINESS**

Walkways should be regularly maintained and cleaned.



### 3. LIGHTING

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

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

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

### 4. FORMAL SURVEILLANCE THROUGH PATROLS

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

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

## UNDERPASSES/ PEDESTRIAN OVERHEAD BRIDGES



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

### 1. NECESSITY FOR GRADE SEPARATION

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

## **2. AVOIDANCE OF HIDDEN SPACES**

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

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

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

## **3. SIGN AND INFORMATION**

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

## **4. ACTIVITY GENERATORS**

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

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

## **5. MAINTENANCE AND CLEANLINESS**

Underpasses should be maintained and cleaned as regularly as possible.

## **6. VISIBILITY OF BELOW GRADE PEDESTRIAN WAY TRAFFIC**

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

## **7. LIGHTING**

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

Lighting should be regularly maintained.

## 8. FORMAL SURVEILLANCE

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

## BUS SHELTERS/ TAXI STANDS/ MRT/ LRT STATIONS



*Materials and construction details for bus shelters should be vandal resistant*

### 1. SIGHT LINES

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

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

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

### 2. AVOIDANCE OF ENTRAPMENT AREAS

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

### 3. SIGNS AND INFORMATION

Passenger information signs should indicate route schedules.

**4. REDUCE ISOLATION**

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

**5. BUS SHELTER AND TAXI STAND DESIGN**

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

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

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

**6. LIGHTING**

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

**7. MAINTENANCE**

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

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

**8. FORMAL SURVEILLANCE**

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

Drivers should be trained to respond to emergencies.

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

**9. PATROLS**

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

## REFERENCES

- City of Edmonton Planning and Development (1995) Design Guide for a Safer City, Edmonton
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*JTC Corporation*

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## STAFF REPORT

**Title:** North Arena Update - Life-Cycle Audit

**Meeting Date:** June 23, 2020

---

### **Executive Summary:**

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

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

During Council's Corporate Priorities Committee meeting administration provided an update that an industry assessment on the present life-cycle of the North Arena has commenced. The review will take 2 to 4 months to complete.

It was also noted that the Inter-Municipal Collaboration Framework (ICF) would likely be impacted if Council should close the facility.

Council's Corporate Priorities Committee is recommending that Council authorize administration to commence with 2020/2021 season for ice making and make the arena available of user groups consistent to previous years.

### **Background:**

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

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

Administration is seeking for clear direction from City Council on the future of the North Arena for at least the next 12 months. At this time no budget has been established for the operation of the 2020/21 ice season. Administration forecasts an operating budget for the 2020/21 season in the magnitude of \$300,000 (\$150,000 for the remainder of 2020).



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

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

**Alternatives:**

Council may consider the following options:

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

**Recommended Action:**

That Council pass a motion to authorize administration maintain the operations at the Cold Lake North Arena for the 2020/2021 winter season and refer the future operations and budget implications to the 2021 Budget Deliberations.

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

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer





## STAFF REPORT

**Title:** Transit Services - COVID-19 Impact Update

**Meeting Date:** June 23, 2020

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### **Executive Summary:**

At the June 16, 2020 Council Corporate Priorities Committee meeting administration provided an update on the impacts to the Cold Lake Transit ridership due to the COVID-19 pandemic. Administration was seeking feedback from the committee regarding the reinstatement of the hours of operations for the Transit Service in the coming weeks.

The Corporate Priorities Committee of Council passed a motion recommending that Council directs Administration to reinstate the regular hours of operations (Alternative 2).

### **Background:**

April, 28 2020 Staff Report attached for reference.

June 16, 2020 Staff Report attached for reference.

It is also understood that Council was frustrated that the transit system is being limited in capacity (e.g. every second seat) in effort to promote physical distancing. This seems to be the consistent practice in Alberta and well other public transportation (air carriers).

Further to the limited seating, the rear door is being used for access and egress to limit exposure to the transit operator. The City is currently working with the transit operator to install protection barriers to help further protect staff.

At this time, administration recommends that the City maintain it's of physical distancing and limiting the amount of people that are on the transit system. This help with vulnerable people that may be risk to have confidence in the system.

### **Alternatives:**

Council may consider

1. Pass a motion to maintain status quo with reduced hours of operation:  
Monday to Friday 7am to 6pm - 3 hours reduction in service hours  
Saturday - no service
2. Pass a motion to revert back to regular Transit Service schedule:  
Monday to Friday 7 am to 9pm



Saturday 9am to 9pm accelerated schedule

**Recommended Action:**

Administration recommends that Council pass a motion to revert back to the regular transit service schedule of Monday to Friday 7:00 a.m. to 9:00 p.m. and Saturday 9:00 a.m. to 9:00 p.m.

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

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## **STAFF REPORT**

**Title:** Transit Services - COVID-19 Impact

**Meeting Date:** April 28, 2020

---

**Executive Summary:**

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

**Background:**

**Alternatives:**

**Recommended Action:**

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

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

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



---

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

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

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

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

Our regular schedule is as follows:

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

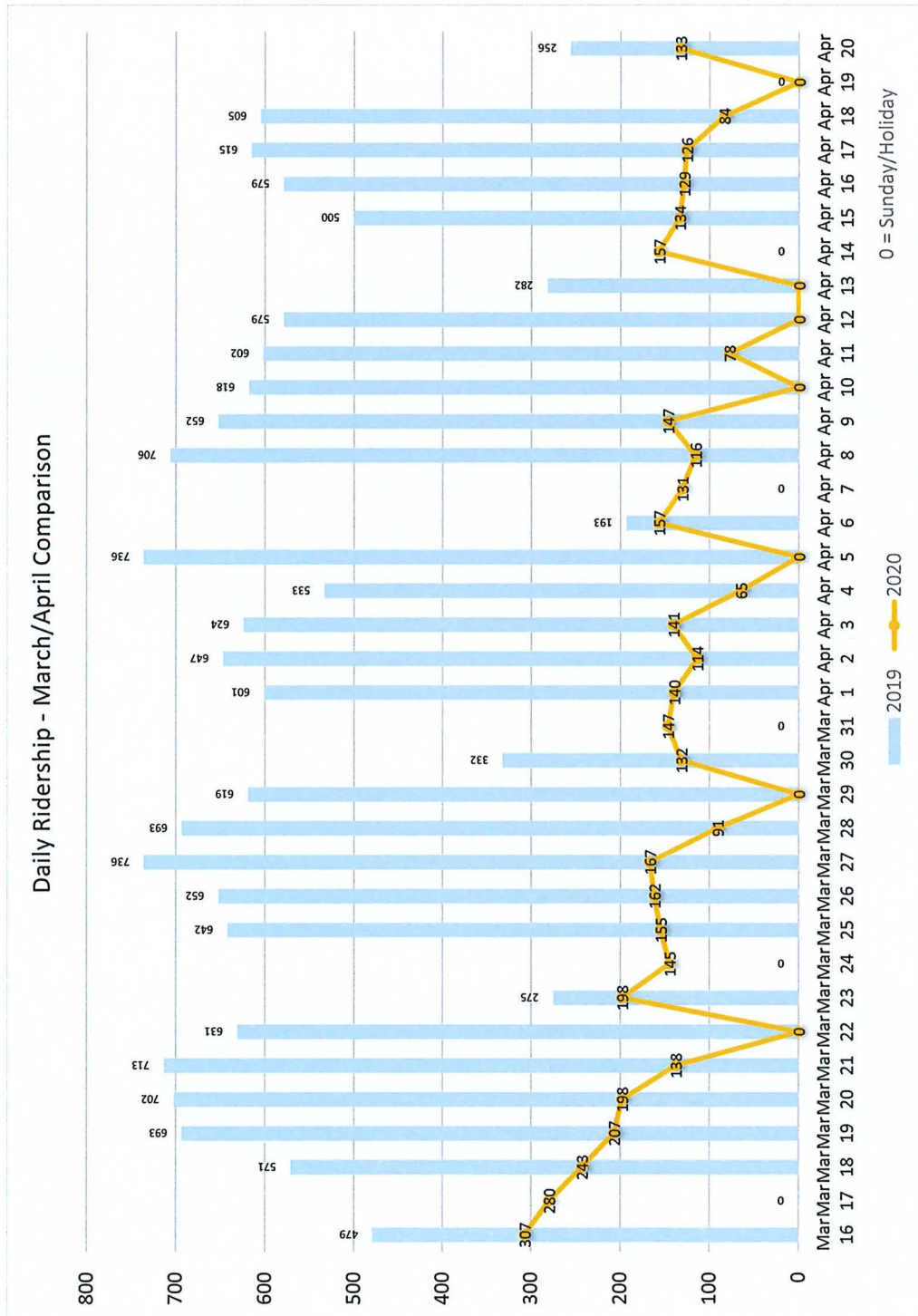
Based on the ridership data available (presented below is several graphs/table), administration is of the opinion that there is a strong case for reduction in service hours as suggested below.

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

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

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

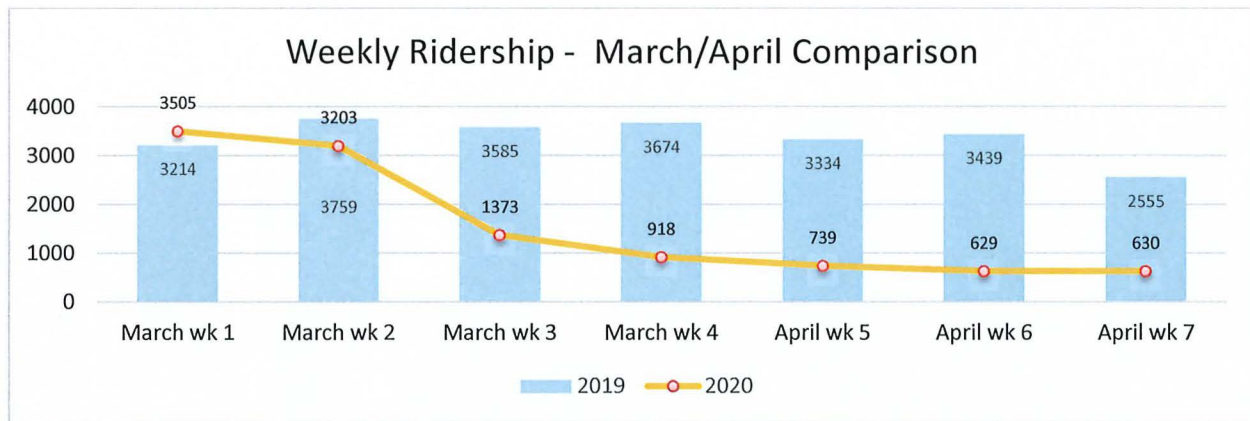
Administration is seeking Council support to implement the proposed reduction in level of service and will continue to monitor the ridership as the COVID-19 pandemic continues.



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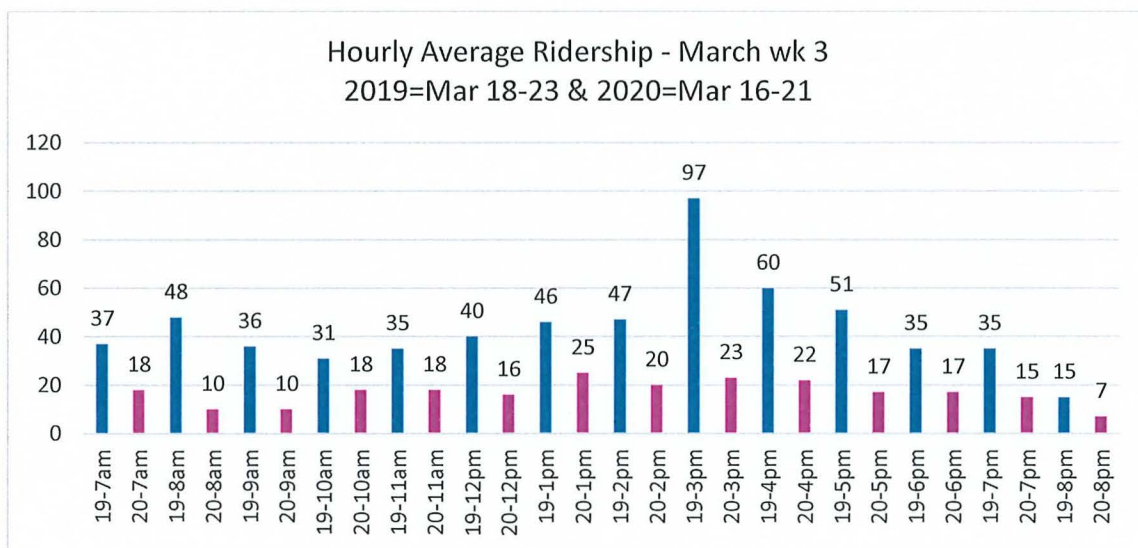
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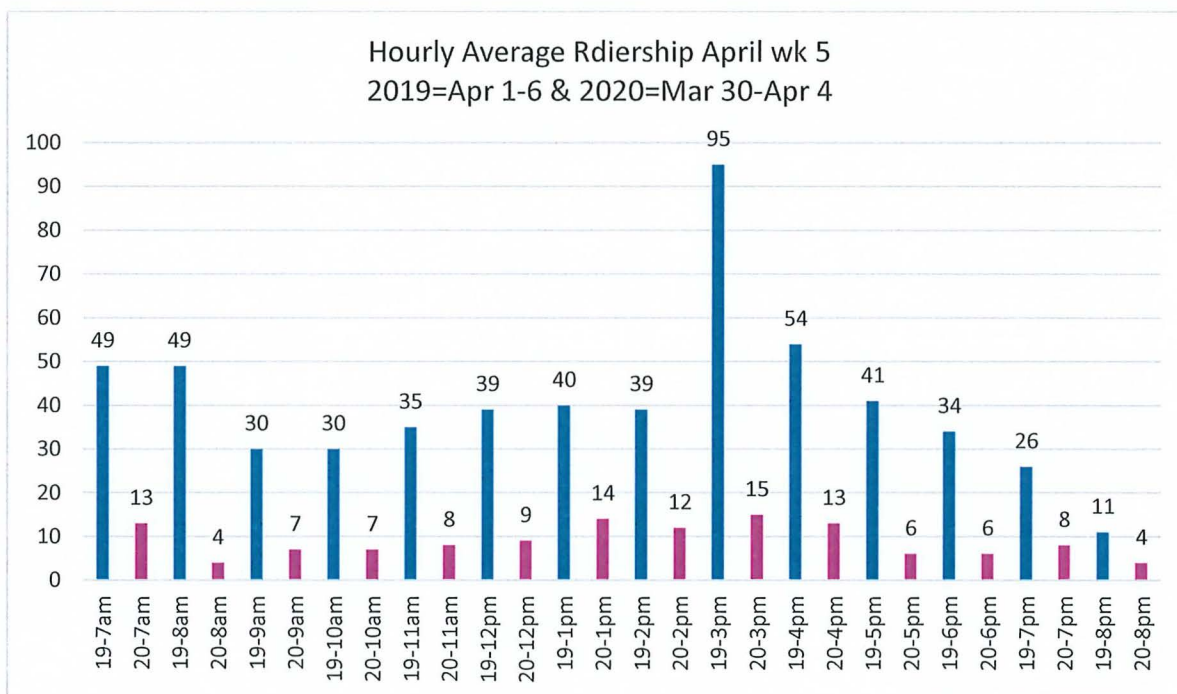
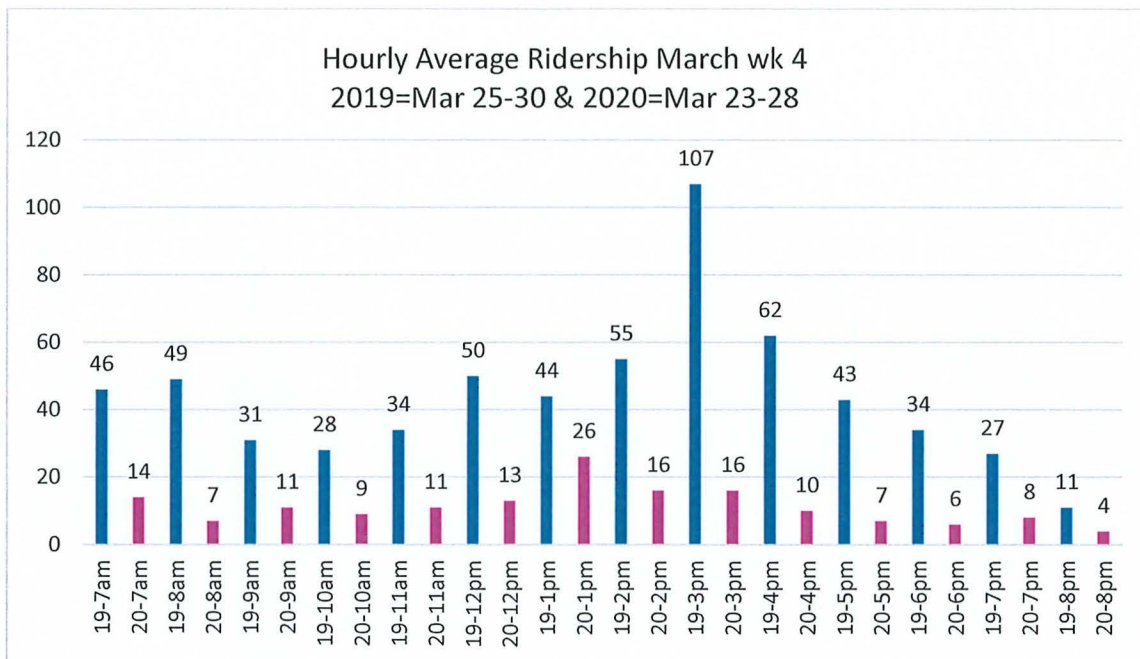
**Data Table for Weekly Ridership - March/April Comparison**

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



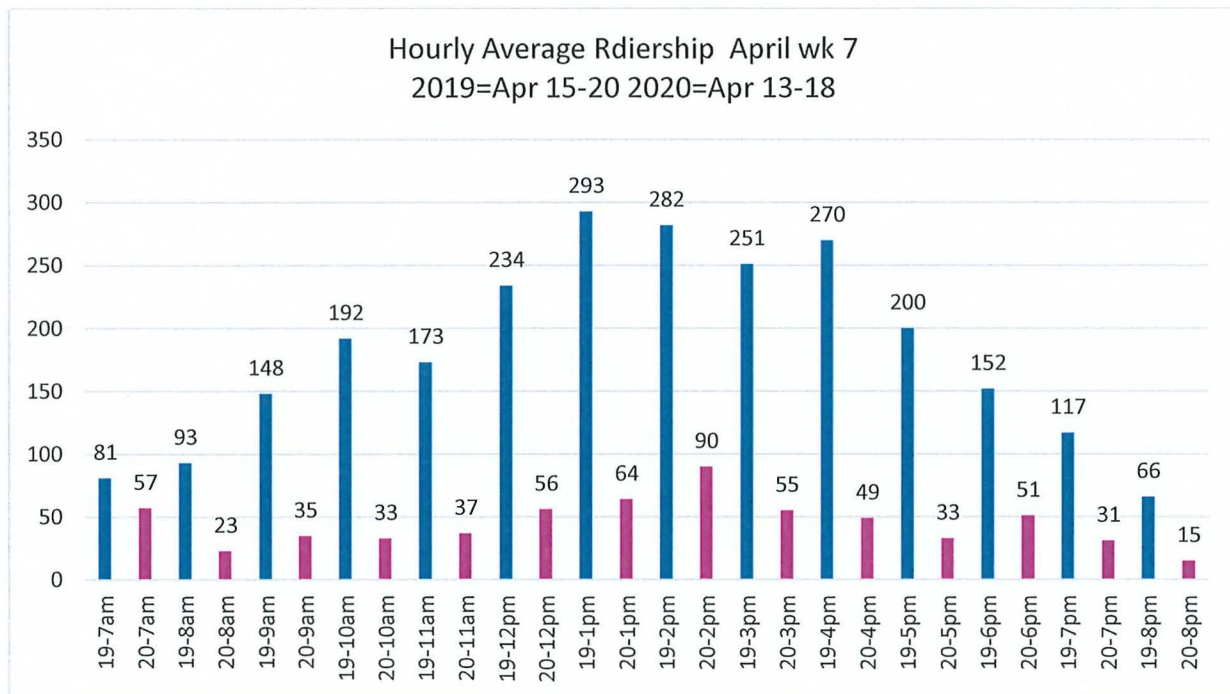
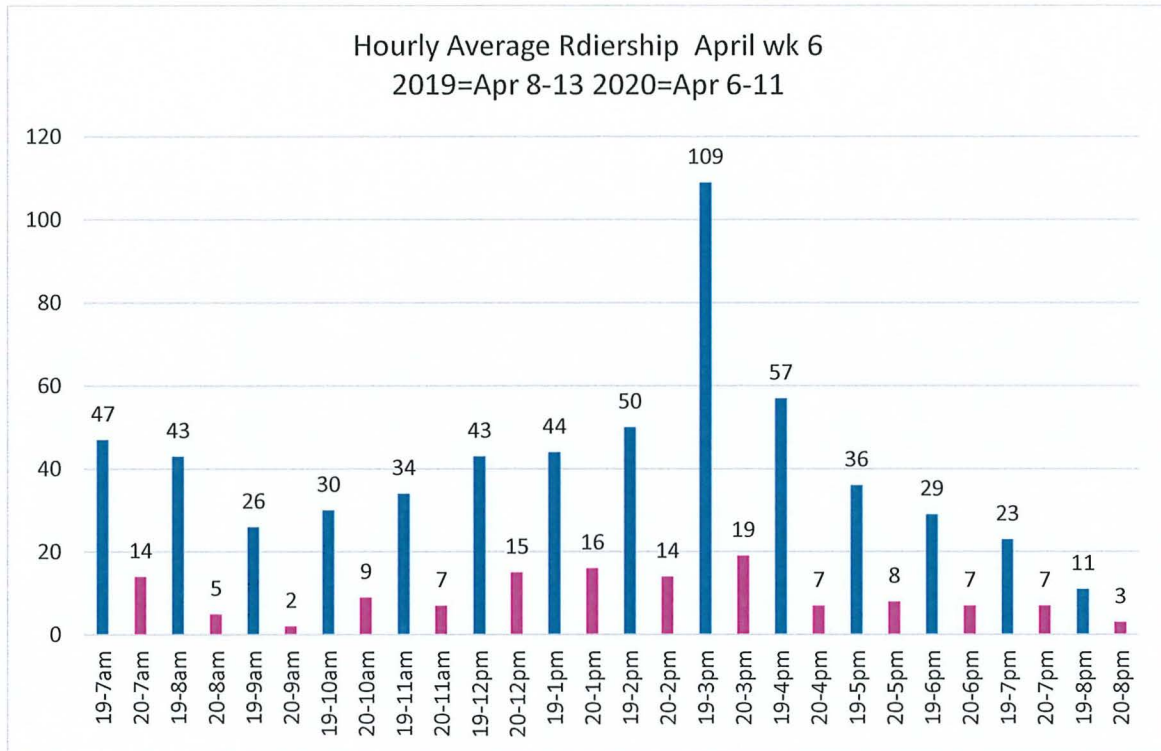
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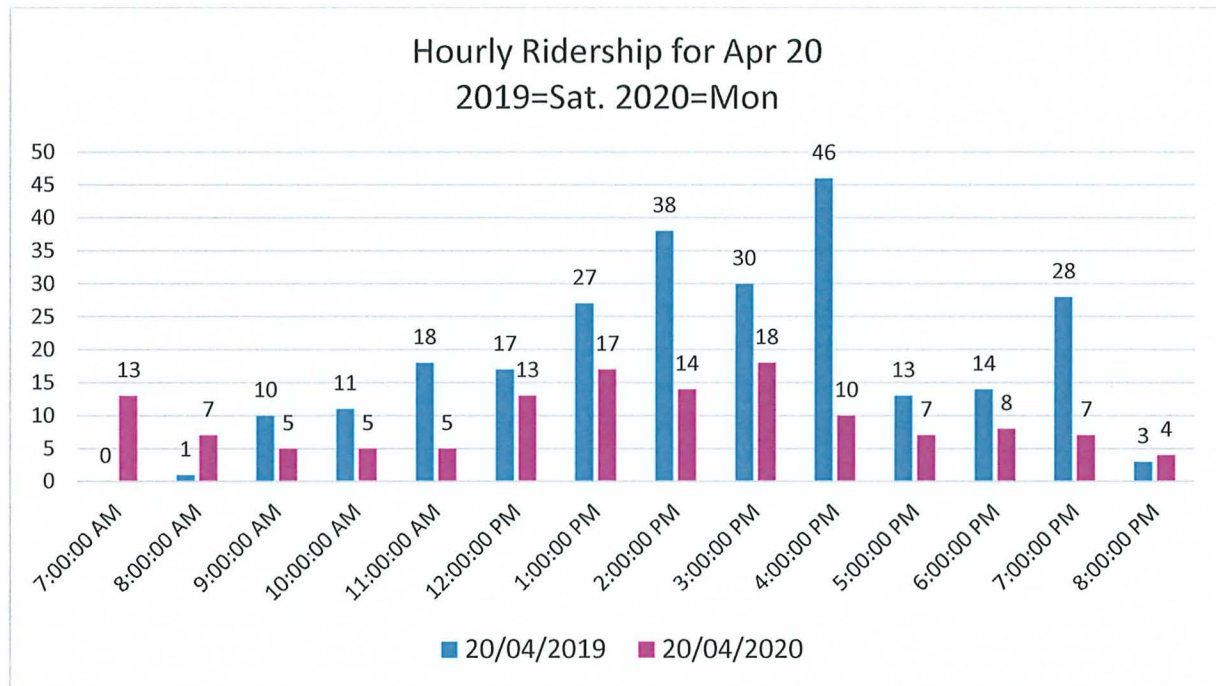
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**Submitted by:**

Respectfully

Azam Khan, P. Eng.  
General Manager Infrastructure Services

Kevin Nagoya, CET  
Chief Administrative Officer

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Form 99-00-03

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## STAFF REPORT

**Title:** Transit Services - COVID-19 Impact Update

**Meeting Date:** June 16, 2020

---

### **Executive Summary:**

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

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

### **Background:**

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

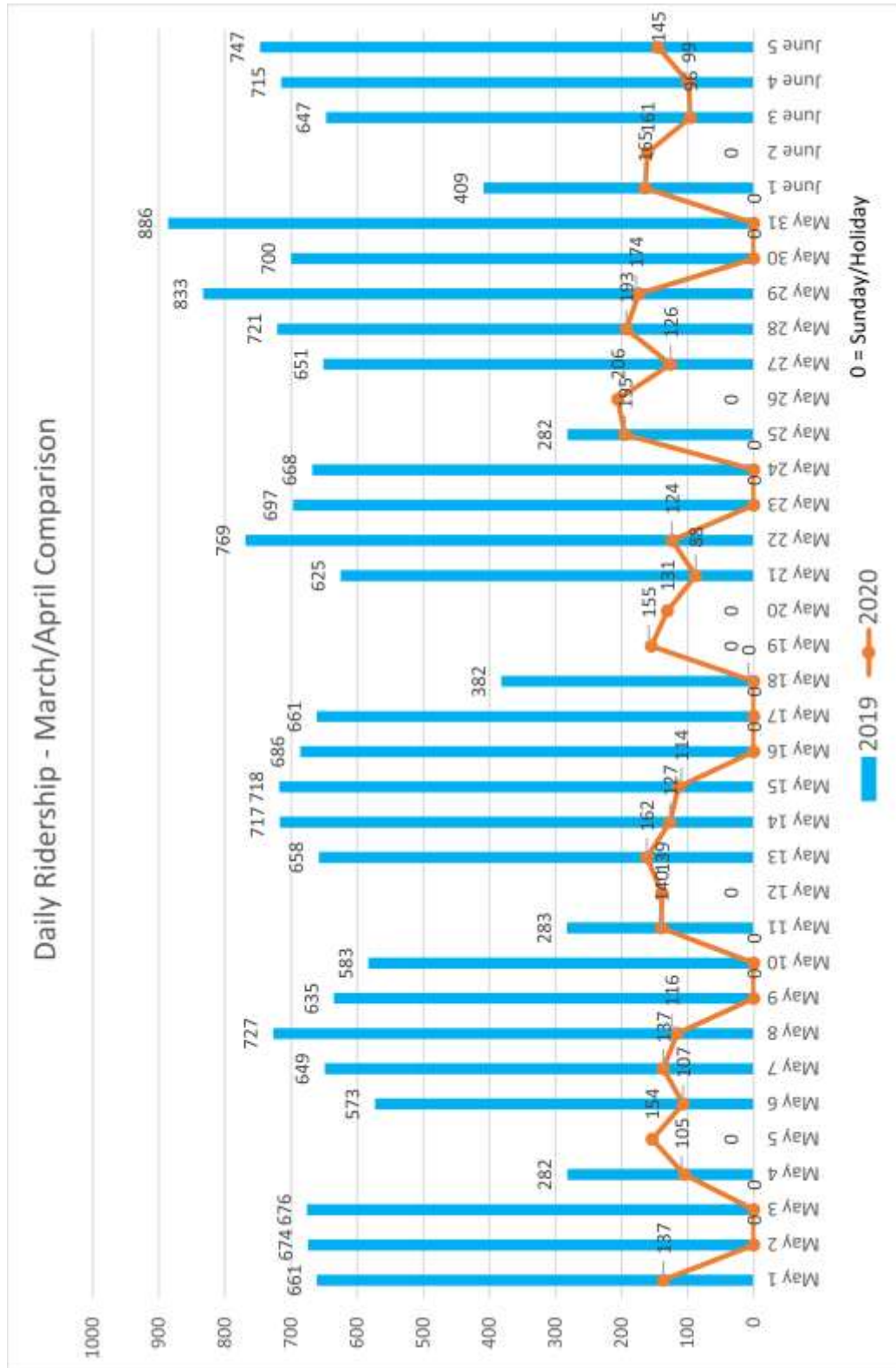
In April 2020, ridership was reduced by 73% (average 122 riders per day) in comparison to 2019 (average 549 riders per day). In the month of May 2020, average ridership although increased to 142 per day but in comparison to 2019 data, it dropped by 77% (average 631 riders per day).

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

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

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



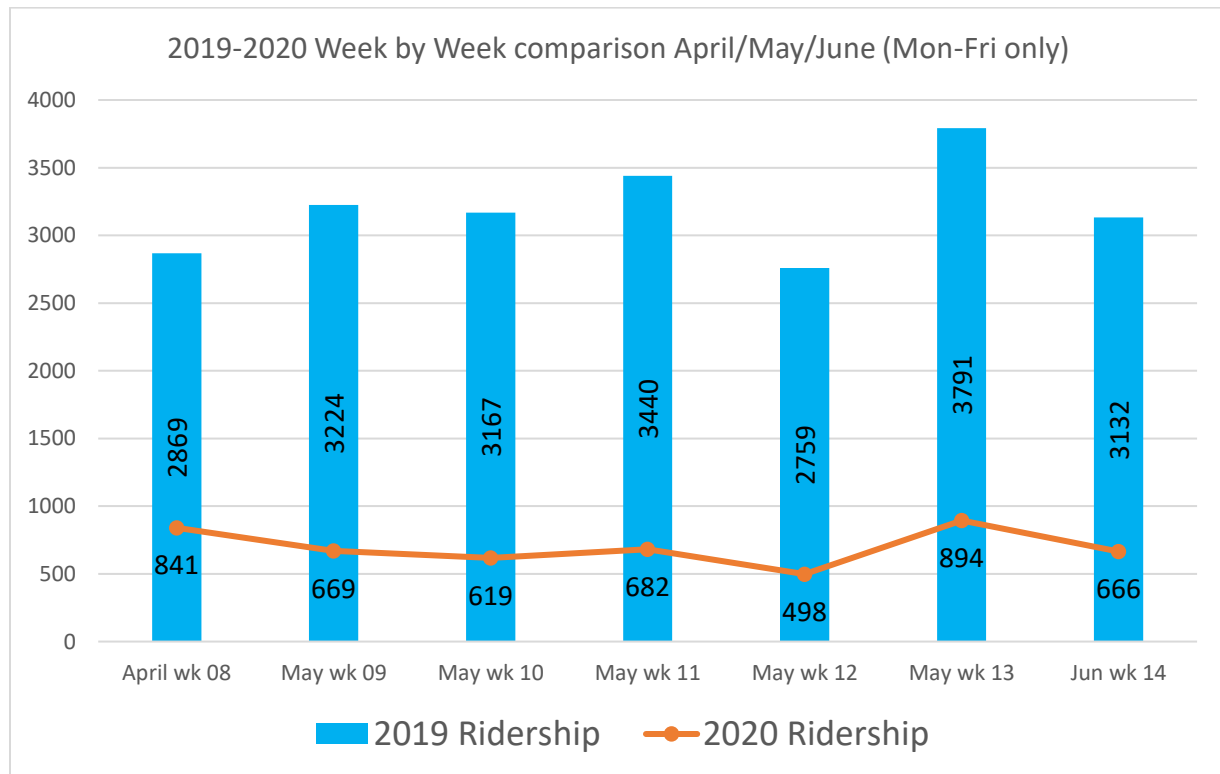




**Data Table for Weekly Ridership - April/May/June Comparison  
Monday to Friday**

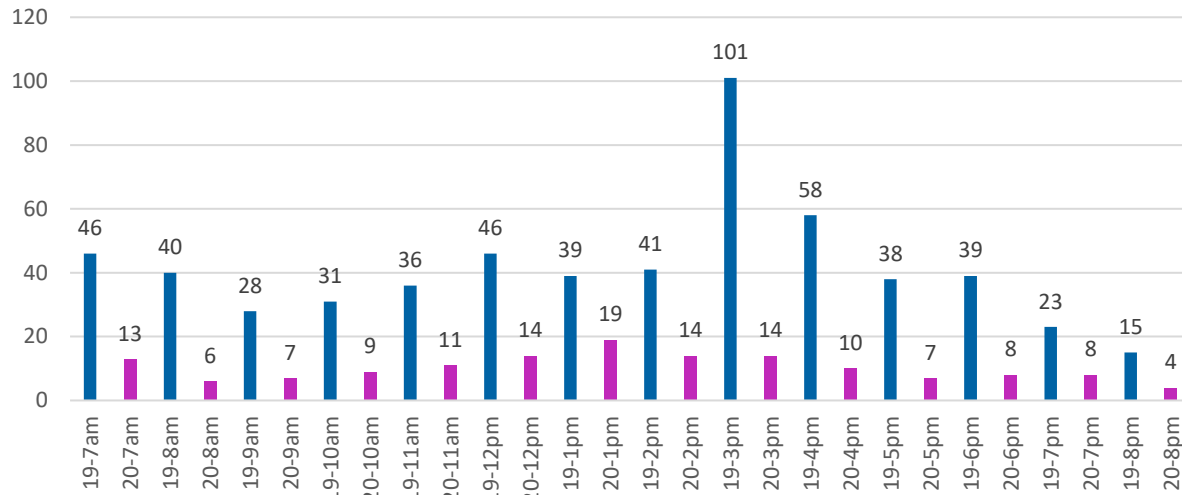
2019	2020	Week No	2019 Ridership	2020 Ridership	Reduction in Ridership
Apr 22-26	Apr 20-24	April week 08	2869	841	71%
Apr 29-May 3	Apr 27-May 1	May week 09	3224	669	79%
May 6-10	May 4-8	May week 10	3167	619	80%
May 13-17	May 11-15	May week 11	3440	682	80%
May 20-24	May 18-22	May week 12	2759	498	82%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

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

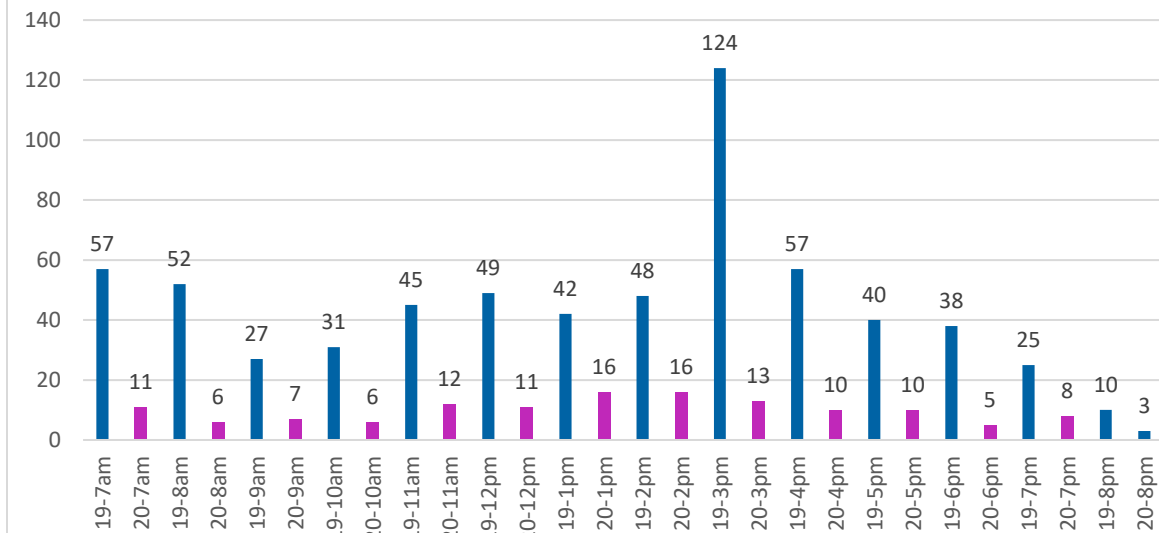


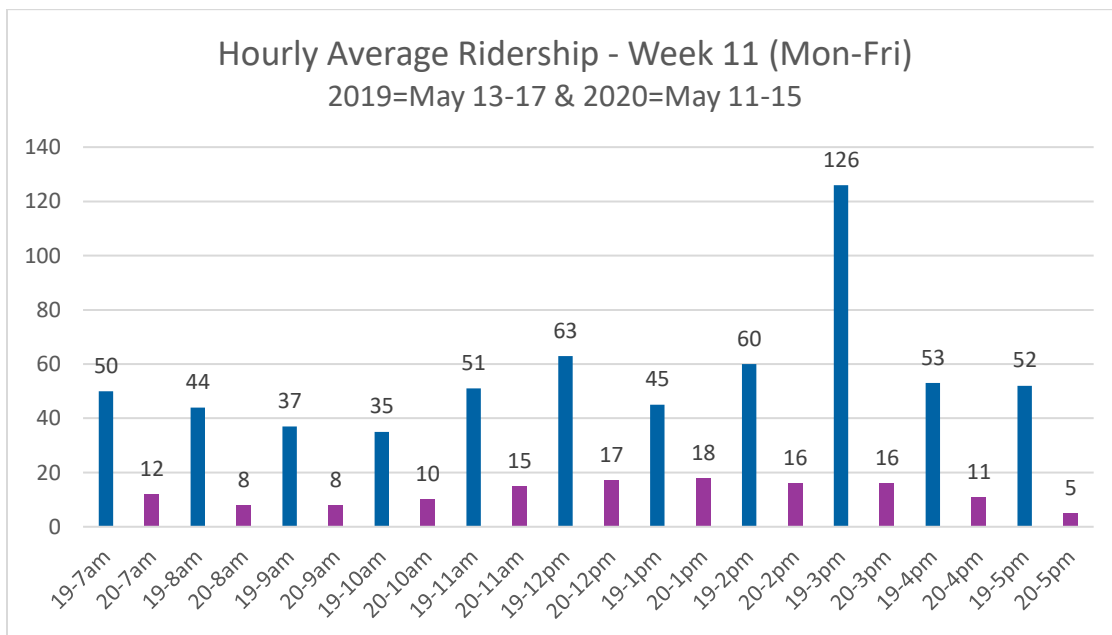
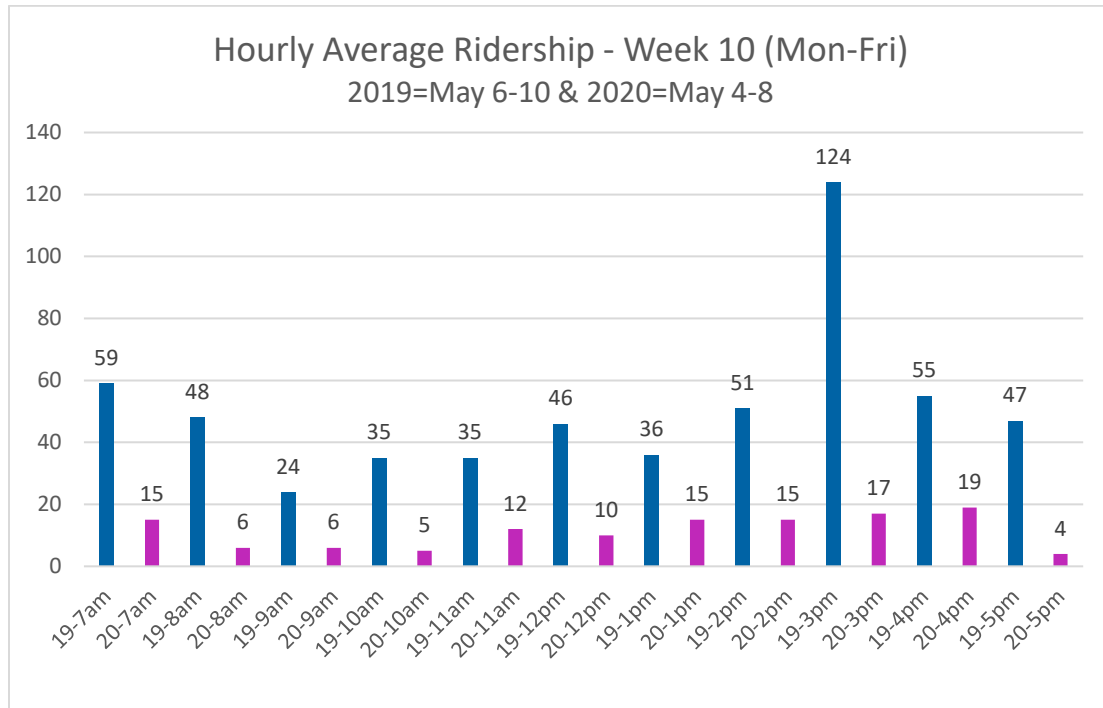


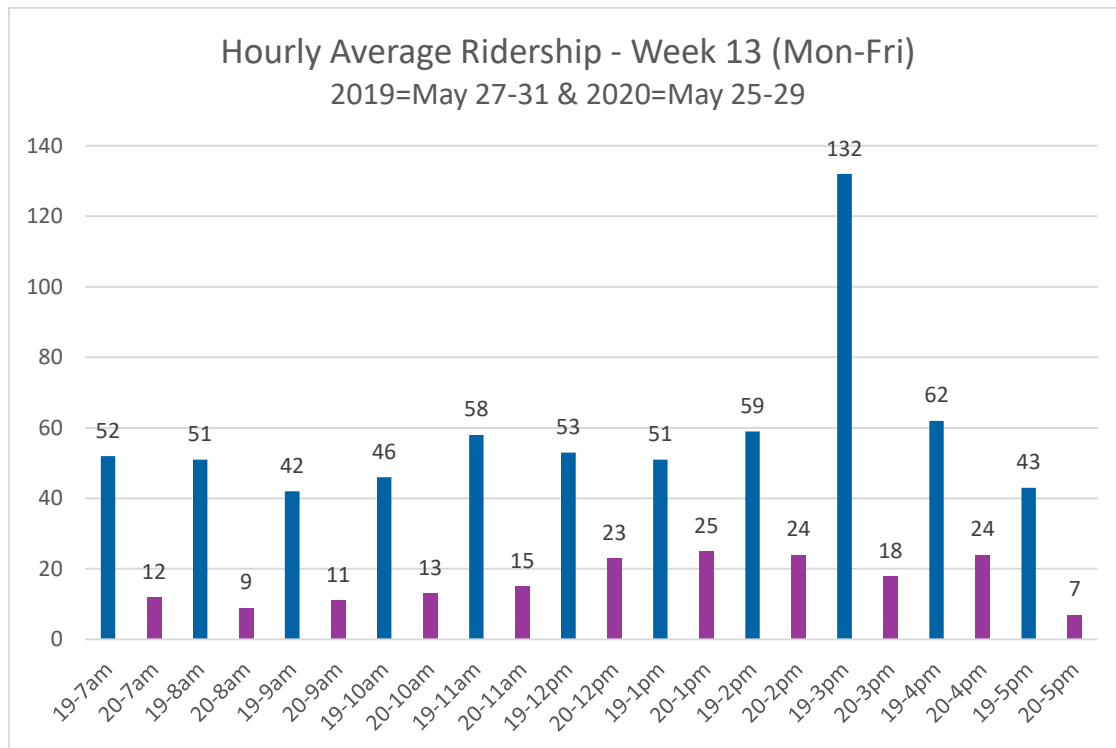
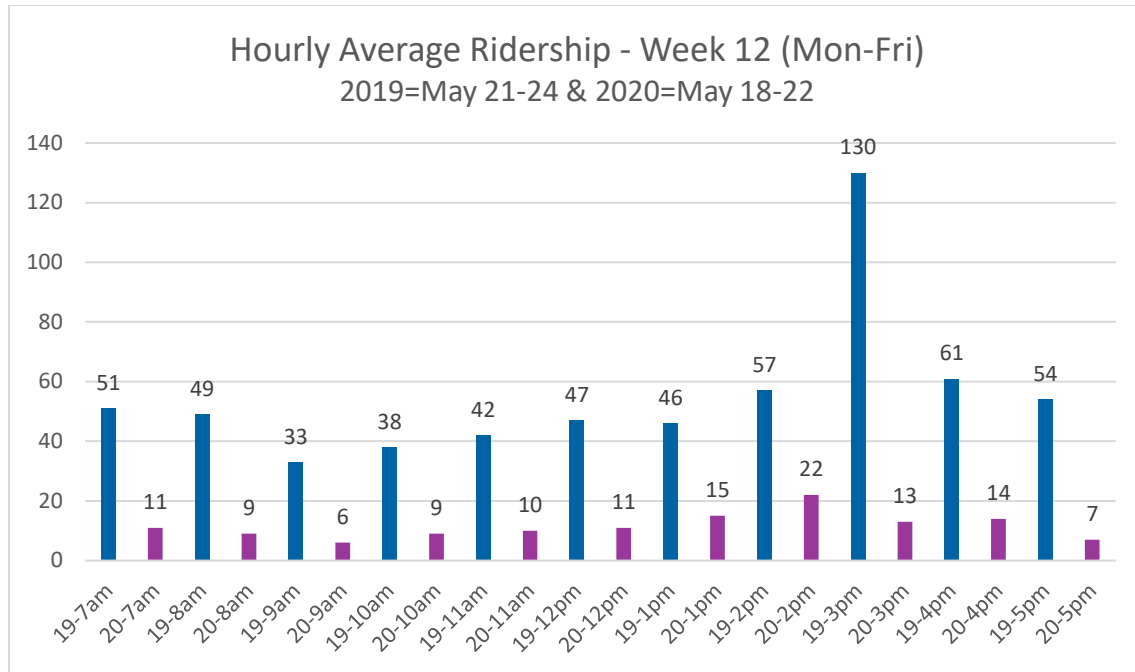
Hourly Average Ridership - April week 8  
2019=Apr 22-27 & 2020=Apr 20-25



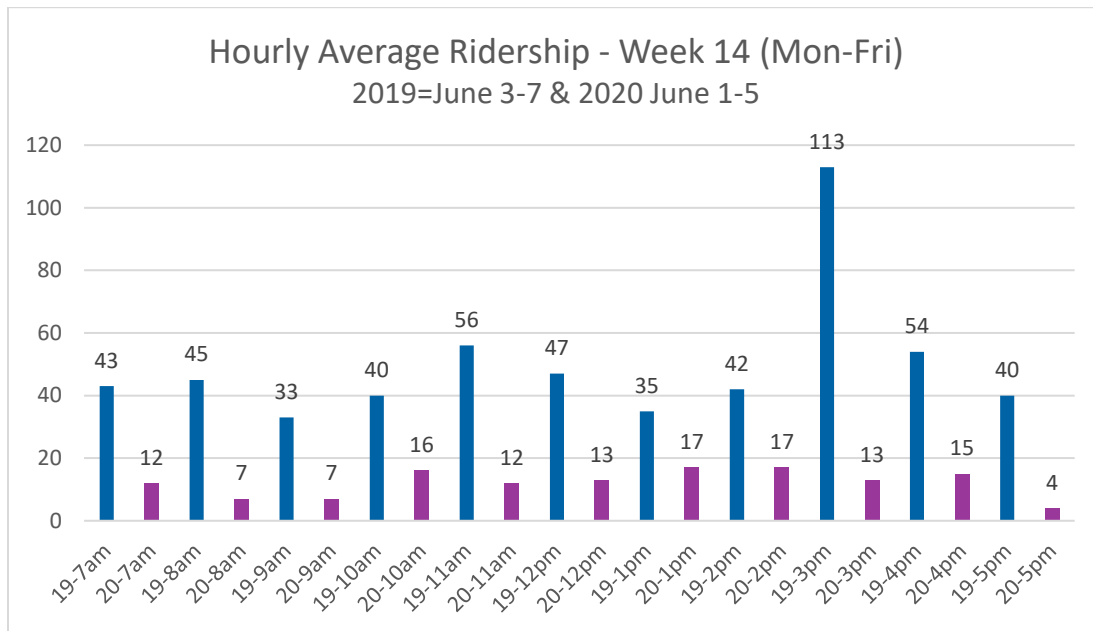
Hourly Average Ridership - Week 9 (Mon-Sat)  
2019=Apr 29-May 3 & 2020 Apr 27-May 1











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

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

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

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

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



**Alternatives:**

Council may consider

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

**Recommended Action:**

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

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

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## STAFF REPORT

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

**Meeting Date:** June 23, 2020

---

### **Executive Summary:**

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

Mr. Rennie and Mr. Holoboff presented Council with a Power Point presentation wherein they requested Council's consideration in providing \$50,000.00 to install a fifty (50) foot observation tower on the grass outside the western fence of the museum grounds.

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

Brief questions and discussions ensued.

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

### **Background:**

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

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

The Corporate Priorities Committee of Council reviewed this request at their June 16, 2020 meeting and recommended that Council hold \$50,000.00 in contingency for the Cold Lake Museums Society (CLMS).



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

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

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

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

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

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



**Alternatives:**

The Council consider the following options:

- That Council hold \$50,000.00 in contingency for the Cold Lake Museums Society (CLMS) for the development of the observation tower located at the Cold Lake Museums site.
- That Council defeat a motion to hold \$50,000.00 in contingency for the Cold Lake Museums Society (CLMS) for the development of the observation tower located at the Cold Lake Museums site.
- That the City of Cold Lake take a greater role in the development of the observation tower located at the Cold Lake Museum look at retaining an architectural firm to assist with the develop of concepts for Council consideration.

**Recommended Action:**

That Council restrict \$50,000.00 in contingency for an observation tower project located at the Cold Lake Museums site.

**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:** Financial Write Offs - Uncollectable Accounts

**Meeting Date:** June 23, 2020

---

### Executive Summary:

Administration has made every attempt to collect all outstanding receivables. Collection procedures such as monthly statements, letters and phone calls have been utilized with little or no success. Outstanding accounts that are eligible by bylaw to be transferred to taxes, have been transferred and the resident has been notified. The outstanding amounts being brought forward for write off represent amounts outstanding up to December 31, 2018 and to June 30, 2019 for some property tax accounts. All accounts will be sent to collections and if collected the City will receive 50% of the total amount collected. There is an adequate allowance being held in reserves for the recommended write offs. The amounts recommended for write off are as follows:

### CITY OF COLD LAKE 2020 PROPOSED WRITE OFF SUMMARY

	2018	2019	Total
Accounts Receivable	3,225.95		3,225.95
Utility	9,366.23		9,366.23
Taxes		9,522.34	9,522.34
Recreation	342.19		342.19
	12,934.37	9,522.34	22,456.71

### Background:

Administration annually reviews outstanding accounts for the purposes of establishing an allowance that represents possible bad debt. Collection measures that have been used include: phone calls, letters, final notices, cut offs, serving notices by peace officers and sometimes solicitors.

The total requested for write off is \$22,456.71. Of this amount, \$13,348.61 (60%) is one bulk water account and four Province of Alberta owned properties where there was a reduction of the amount of Grants in Place of Taxes paid for 2019 as per their 2019 Budget passed and related penalties.





As per the MGA and the Utility Bylaw the City transfers unpaid utility bills to taxes and the amount is then collected under the tax collection methods. Administration still has some issues with collections as some of the renters have been grandfathered in and still hold a Utility Account. There are also some issues with timing of the invoices. If a resident sells their property and the water invoice is not generated until after the sale we sometimes are unable to collect the water invoice through taxation. Staff is very cognizant of this issue and does try to mitigate the risk when they are aware of the sale. The proposed write off for Utilities is \$9,366.23 and stem from three bulk water accounts totalling \$6,688.91, one being a business totalling \$6,460.11. The remainder of \$2,677.32 from owners leaving the area without paying final bill after the sale of their property.

The proposed write off for taxes and related penalties total \$9,522.34. Of this amount, \$6,888.50 is related to four properties owned by the Alberta Government where Grants in Place of Taxes are paid. In the 2019 Provincial Budget, it was announced they would be reducing the amount paid for Grants in Place of Taxes by 25% in 2019 and another 25% in 2020. The \$6,888.50 is made up of the 25% reduction in payment of \$3,375.91 and penalties of \$3,512.59 for late payment of taxes. According to the Alberta Finance Treasury Board Directive #04~85, section 3.d)ii), interest is not paid to a local government body. The balance of \$2,633.84 is from Manufactured Homes that were moved out of the community with taxes left outstanding. Currently the Finance department is working with the Planning Department to ensure that when a permit is pulled to move a home, taxes are paid up to date before the permit is issued. Unfortunately there are times when a permit has not been pulled before a manufactured home is moved out so there has not been the opportunity to collect the outstanding taxes.

The total write off amount includes all accounts that have arrears dating back to December 31, 2018 and property arrears that are June 30, 2019 that do not have a payment arrangement or have not been brought to Council under separate cover. Currently General Accounts Receivable more than 90 days in arrears totals \$161,537.85 and utility accounts more than 90 days in arrears total \$50,865.24. An allowance is usually set up at year end for any accounts 180 days or more in arrears unless a payment arrangement has been made. The detailed attached list contains the names of businesses but the names of the individuals have been removed. The City of Cold Lake will retain all write offs on file so that they may be referenced in the future in the event these individuals wish to reopen an account with the City. Please note all accounts will be sent to collections and if collected the revenue is receipted into the current year. There is an adequate allowance being held in reserves for the recommended write offs.





**Alternatives:**

Council may choose one of the following options:

1. Council may pass a resolution to write off the outstanding receivables as presented.
2. Council may not choose to pass a resolution to write off the outstanding receivables.

**Recommended Action:**

That Council approve Administration's recommendation to write off the uncollectable accounts totaling \$22,456.71.

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

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE**  
**2020 PROPOSED WRITE OFF SUMMARY**

	<b>2018</b>	<b>2019</b>	<b>Total</b>
Accounts Receivable	3,225.95		3,225.95
Utility	9,366.23		9,366.23
Taxes		9,522.34	9,522.34
Recreation	342.19		342.19
	12,934.37	9,522.34	22,456.71

## CITY OF COLD LAKE

## 2020 PROPOSED GENERAL ACCOUNTS RECEIVABLE WRITE OFF LISTING FOR COUNCIL

AR #	Customer	Invoice	Penalties	Total	Details
4609		630.00	151.20	781.20	CLFR 2018-201
3888	OMAR'S PLUMBING AND HEATING LTD	468.00	171.15	639.15	2018 Permits
4572		315.00	89.87	404.87	CLFR 2018-103
4593		315.00	80.41	395.41	CLFR 2018-174
4620		640.00	101.35	741.35	2018 Meals on Wheels
4568		65.00	54.10	119.10	CLFR 2018-047
4598	EDMONTON MOVIE CLUB		99.84	99.84	
3454	STAND EASY ENTERPRISES LTD		15.75	15.75	
4513	1910893 ALBERTA LTD.		9.46	9.46	
4563	NEWCAP INC.		4.73	4.73	
4578			4.73	4.73	
744	ROBERTSHAW REFRIGERATION LTD		4.06	4.06	
4494			3.15	3.15	
4588			3.15	3.15	
<b>TOTAL TO BE WRITTEN OFF</b>				<b>3,225.95</b>	

	2018	Total
FCSS	640.00	640.00
Fire	1,325.00	1,325.00
Permits	468.00	468.00
Admin Penalties	792.95	792.95
	<b>3,225.95</b>	<b>3,225.95</b>

## CITY OF COLD LAKE

## 2020 PROPOSED UTILITY WRITE OFF LISTING FOR COUNCIL

UT Account	Name	Balance	Disconnect Date	Account Type
888131.00	SUSTAINABLE DEVELOPMENTS COMM	6,460.11	March 31 2018	Bulk Water
504301.02	TRI-CASTLE INVESTMENTS INCL	1,145.91	January 31 2018	Owner
888167.00		228.80	September 19 2018	Bulk Water
801207.11		213.14	September 28 2018	Owner
599.12		202.72	February 8 2018	Owner
1706130.00		197.42	August 1 2018	Owner
479.10		182.51	November 14 2018	Owner
1101592.04		162.28	May 23 2018	Renter
905638.00		157.77	June 6 2018	Owner
320.17		130.36	September 10 2018	Owner
405430.00		94.28	April 28 2018	Owner
1202662.05		68.09	March 21 2019	Owner
402240.01		66.19	December 12 2018	Owner
1105721.03		29.69	March 6 2018	Owner
405440.02		26.96	April 30 2018	Owner
<b>TOTAL TO BE WRITTEN OFF</b>		<b>9,366.23</b>		

SUMMARY	TOTAL
Owner	2,515.04
Bulk Water	6,688.91
Renter	162.28
	<b>9,366.23</b>

**CITY OF COLD LAKE**  
**2020 PROPOSED TAXES WRITE OFF LISTING FOR COUNCIL**

Roll	Owner		2019		
			Levy	Penalties	
4000017018	Her Majesty The Queen	Court House	1,907.69	1,941.30	3,848.99
907612	Her Majesty The Queen	Provincial Land by Imperial	162.67		162.67
4000026045	CPC - Municipal Affairs	Post Office		242.79	242.79
4000028017	Alberta Municipal Affairs	Neighbourhood Commercial	1,305.55	1,328.50	2,634.05
4010025002	Vacant	4503 TUTOR LANE	163.14	41.48	204.62
4000104601	Vacant	46 CREEKSIDE	107.70	29.89	137.59
4000200703	Vacant	7 WILDWOOD TRAILER COURT	348.80	65.29	414.09
4008225002	Vacant	5910 KINOSOO CRESCENT	289.12	131.87	420.99
4008325002	Vacant	5912 KINOSOO CRESCENT	391.67	99.64	491.31
4018425002	Vacant	4611 LANCASTER LANE	770.55	194.69	965.24
					<b>9,522.34</b>



**CITY OF COLD LAKE**  
**2020 PROPOSED RECREATION WRITE OFF LISTING FOR COUNCIL**

<b>Name</b>	<b>Invoice</b>	<b>Penalties</b>	<b>Total</b>	<b>Invoice Date</b>	<b>Details</b>
	10.96	2.52	13.48	1-Mar-18	2018 Room Rental
	100.00	24.05	124.05	8-Feb-18	2018 Birthday Party rental
	169.94	34.72	204.66	4-Jul-18	Marina NonLocal Subleasing Fees
<b>TOTAL TO BE WRITTEN OFF</b>			<b>342.19</b>		

Title:	<b>Interest on Overdue Accounts Directive</b>
Treasury Board Directive #:	<b>04~85</b>
Date Originally Signed:	June 17, 1985
Amended by:	15~94
Latest Update:	June 1, 1999
Pursuant to Financial Administration Act, sections:	5, 7, 47

**Disclaimer:** This document is an unofficial consolidation of the Treasury Board Directive. The official copy is available from the Legislature Library, at (780) 427-2473. While expected to be accurate, Alberta Finance assumes no responsibility for any discrepancies between the consolidated version and the printed version. The printed version of the document is the official record.

1. Departments, provincial agencies and regulated funds are authorized to pay interest on overdue accounts with the approval of the
  - a) Senior financial officer of the department, provincial agency or regulated fund where the proposed interest payment is for an amount of \$250 or less;
  - b) Deputy head, fund administrator or agency head where the proposed interest payment is for an amount exceeding \$250 but not exceeding \$5,000, and
  - c) Treasury Board where the amount exceeds \$5,000.
2. Notwithstanding section 1 departments, provincial agencies and regulated funds are authorized to pay interest on overdue utility invoices only if such payment is
  - a) required under a Public Utilities Board ruling, or
  - b) authorized pursuant to section 288 of the Municipal Government Act.
3. Individuals authorizing interest payments pursuant to section 1 shall ensure that
  - a) interest is paid only where a vendor has initiated a properly documented claim;
  - b) other than in exceptional cases interest payments are not made
    - i) where the government payment to the vendor was made within 45 days of the invoice date, or
    - ii) where the interest claim is less than \$5.00;

- c) the interest rate used to calculate the interest payment is the lesser of the vendor's stated rate or prime plus 2%;
- d) interest is not paid
  - i) to a recipient of a grant payment,
  - ii) to a local government body,
  - iii) for salary, wages, benefits or expenses owned by the Government to an employee of the Government in respect to that employment, or
  - iv) on Provincial and Federal Government transfer payments and tax agreements.
- 4. This directive applies to all departments, provincial agencies and fund administrators except those provincial agencies and fund administrators which are exempt by regulation from sections 36, 37 and 38 of the Financial Administration Act.
- 5. This directive does not apply to the Health Care Insurance Fund.
- 6. Departments, provincial agencies and regulated funds shall be responsible for absorbing interest payments to which they agree.
- 7. Treasury Board Directive 08~81 is hereby rescinded.



## STAFF REPORT

**Title:** Notice of Motion - Criminal Code Amendment

**Meeting Date:** June 23, 2020

---

### **Executive Summary:**

At Council's June 9, 2020 regular meeting of Council, Councillor Soroka put forward a "Notice of Motion" for debate at Council's June 23, 2020 regular meeting of Council recommending that Council consider lobbying the federal government to revoke the amendments to the 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:**

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=\\_K-R](https://www.facebook.com/AlbertaGameWardenAssociation/posts/1808037609337723?_tn=_K-R)

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).

#### **Alternatives:**

- Approve Councillor Soroka's motion as presented.
- Defeat Councillor Soroka's motion as presented.

#### **Recommended Action:**

That Council consider lobbying the federal government to revoke the amendments to the 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

The City of Cold Lake supports initiatives to end violence; however feels 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;

**AND 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 the 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; the Honourable Jason Kenny, Premier of Alberta; the Honourable Doug Schweitzer, Solicitor General; Federation 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.

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

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.

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**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;

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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"*

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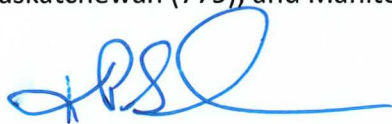
- <https://thestarphoenix.com/news/local-news/sask-government-unhappy-with-new-gun-control-measures/>
- <https://globalnews.ca/news/6896583/new-assault-weapon-ban-alberta-jason-kenney/>
- <https://thepostmillennial.com/manitoba-rejects-handgun-ban-wont-make-any-difference-whatsoever>
- <https://torontosun.com/opinion/columnists/gunter-new-facts-prove-the-utter-uselessness-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>

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Further to the motion there are 1,268 municipalities: broken down by Province as Alberta (352); Saskatchewan (779); and Manitoba (137).



---

Councillor Kirk Soroka



## STAFF REPORT

**Title:** Minutes January 7, 2019 Beaver River Regional Waste Management Commission Organizational Meeting

**Meeting Date:** June 23, 2020

---

**Executive Summary:**

Minutes Beaver River Regional Waste Management Commission Organizational Meeting January 7, 2019

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

Beaver River Regional Waste Management Commission  
Organizational Meeting Held Monday January 07, 2019  
Town of Bonnyville Council Chambers

Members in Attendance	Chair Marc Jubinville, MD of Bonnyville Member Elisa Brosseau, Town of Bonnyville Member Ash Hornseth, Summer Village of Pelican Narrows Member Craig Copeland, City of Cold Lake
Others in Attendance	Ben Fadeyiw, Alternate Member, M.D. of Bonnyville Azam Khan, GM - Infrastructure, City of Cold Lake Mark Power, CAO - Commission Manager Brad Olen, Waste Management Supervisor, M.D. of Bonnyville Matt Janz, Director of Waste Management, M.D. of Bonnyville Brad Trimble, Director of Public Works, Town of Bonnyville
Call to Order	Mark Power called the meeting to order at 1:00 p.m.
Appointment of Chairman	Elisa Brosseau moved that Marc Jubinville, M.D. of Bonnyville representative be appointed Chairman of the Commission for the ensuing year. After calling for any other appointments 3 times and there being none, the appointment was voted on.  Carried Unanimously
Appointment of Vice Chair	Marc Jubinville assumed the chair at this time being 1:03 P.M.  Craig Copeland moved that Elisa Brosseau, Town of Bonnyville representative be appointed Vice-Chair of the Commission for the ensuing year. After calling for any other appointments 3 times and there being none, the appointment was voted on.  Carried Unanimously
Signing Authorities	Elisa Brosseau moved that the signing authorities for the commission be Marc Jubinville, Elisa Brosseau, Craig Copeland and Mark Power, with any two of the four signatures required.  Carried Unanimously
Auditor Appointment	Craig Copeland moved that the Commission appoint Faber LLP, Chartered Accountants as auditors for the Commission for 2019.  Carried Unanimously
Legal Counsel	Elisa Brosseau moved that the Commission appoint legal Counsel as and when required.  Carried Unanimously
Meeting Dates and Times	Craig Copeland moved that the regular meeting dates be scheduled for the fourth Monday of the Month, held quarterly, unless otherwise called, at a place and time to be determined by the C.A.O.  Carried Unanimously



Mileage and Subsistence Rates

Elisa Brosseau moved that the mileage and subsistence rates be set as those adopted by the M.D. of Bonnyville.

Carried Unanimously

Adjournment

Ash Hornseth moved that the meeting adjourn.

Carried Unanimously

Time of adjournment: 1:10 p.m.

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Chairman

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Chief Administrative Officer



## STAFF REPORT

**Title:** Minutes January 7, 2019 Beaver River Regional Waste Management Commission

**Meeting Date:** June 23, 2020

---

**Executive Summary:**

Minutes Beaver River Regional Waste Management Commission January 7, 2019

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

Beaver River Regional Waste Management Commission  
Regular Meeting Held Monday January 07, 2019  
Town of Bonnyville Council Chambers

Members in Attendance	Chair Marc Jubinville, MD of Bonnyville Member Elisa Brosseau, Town of Bonnyville Member Ash Hornseth, Summer Village of Pelican Narrows Member Craig Copeland, City of Cold Lake
Others in Attendance	Ben Fadeyiw, Alternate Member, M.D. of Bonnyville Azam Khan, GM - Infrastructure, City of Cold Lake Mark Power, CAO - Commission Manager Brad Olen, Waste Management Supervisor, M.D. of Bonnyville Matt Janz, Director of Waste Management, M.D. of Bonnyville Brad Trimble, Director of Public Works, Town of Bonnyville
Call to Order	Chair Marc Jubinville called the meeting to order at 1:14 p.m.
Adoption of Agenda	Craig Copeland moved to adopt the agenda as presented.  Carried Unanimously
Adoption of Minutes	Elisa Brosseau moved to adopt the minutes of the Regular Meeting held September 17, 2018, as presented.  Carried Unanimously
Update on Scale Project Transfer Station	Azam, Mark and Brad T. advised of their meeting with Bert Wolgiern on the proposed scale renovations at the Bonnyville Transfer Station. It was noted that the scale supplier was not Precision Scale so the Commission would not be able to collect on the outstanding Invoice. It was also noted that after review of the engineered drawings, both administrations had concerns with the design and that it has not been tried anywhere else.  It was agreed that more information would be required on installing scales inside the Transfer Stations before proceeding and Administration was requested to continue to explore options in order to maximize Tonnage.
Transtor Maintenance Report	Matt Janz and Brad Olen advised that all 12 Transtors had preventative maintenance completed on them as well as a complete inspection. It was noted that it was "money well spent". The verbal report was received as information.
Waste Tonnage	A report of tonnage hauled for January to December 2018, inclusive showed a total of 14,731.31 tonnes hauled distributed as follows: City of Cold Lake – 5,803.86 tonnes Town of Bonnyville – 6,075.22 tonnes M.D. of Bonnyville – 2,852.05 was received for information.

Operational Statement	The unaudited operational financials were presented for the period of January to November 2018, inclusive, showing an operational surplus to date for the year of \$43,960.90 was received as information.
Bank Reconciliations	Craig Copeland moved that the Bank Reconciliations for the months of September, October, November and December 2018, be accepted as presented. Carried Unanimously
Accounts Payable	Elisa Brosseau moved that the cheque list for the period September 1, 2018 – November 30, 2018 being cheques #1252 to #1274, be approved. Carried Unanimously
Fire Incident Report November 8, 2018	An incident report on a trailer fire at the Town of Bonnyville Transfer Station on November 8, 2018 was presented, reviewed and accepted as information.
Landfill Biocover Workshop	Information on a workshop for Waste Management Facilities across Alberta on Landfill Biocover being presented in Leduc on February 5, 2019 was accepted as information.
2019 -2022 Haul Contract	The Commission reviewed and provided feedback to administration with respect to the 2019 – 2022 Haul Contract.  Ash Hornseth moved that the amendments be approved to the Draft 2019 – 2022 Haul Contract and that administration be authorized to proceed with the Tender. Carried Unanimously
2019 Budget	A proposed 2019 Budget was presented. Discussion ensued.  Craig Copeland moved that the proposed 2019 operating Budget for the Beaver River Regional Waste Management Commission be approved. Carried Unanimously
Bank Tender/ Call for proposals	Elisa Brosseau moved that the Commission put out a call for proposals to all the Financial Institutions in the local area to provide banking services to the Beaver River Regional Waste Management Commission. Carried Unanimously
Octopus Creative - Electronic Payment Authorization	Elisa Brosseau moved that the Commission authorize payment of Octopus Creative Invoices by electronic transfer up to a maximum amount not to exceed \$500.00. Carried Unanimously
Round Table Discussions	None

Next Meeting

It was agreed that the next meeting be held March 4<sup>th</sup> at 1:00 PM - 2019, if a quorum of Members will be available and if not, it be at the call of the Chair.

Adjournment

Craig Copeland moved that the meeting adjourn.

Carried Unanimously

Time of adjournment: 2:25 p.m.

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Chairman

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Chief Administrative Officer





## STAFF REPORT

**Title:** Minutes April 16, 2019 Beaver River Regional Waste Management Commission

**Meeting Date:** June 23, 2020

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**Executive Summary:**

Minutes Beaver River Regional Waste Management Commission April 16, 2019

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

Beaver River Regional Waste Management Commission  
Regular Meeting Held Monday April 16, 2019  
Town of Bonnyville Council Chambers

Members in Attendance	Chair Marc Jubinville, MD of Bonnyville Member Elisa Brosseau, Town of Bonnyville Member Ash Hornseth, Summer Village of Pelican Narrows Member Craig Copeland, City of Cold Lake
Others in Attendance	Mark Power, CAO - Commission Manager Bill Rogers, ACAO, Town of Bonnyville
Call to Order	Chair Marc Jubinville called the meeting to order at 8:31 A.M.
Adoption of Agenda	Elisa Brosseau moved to adopt the agenda as presented.  Carried Unanimously
Adoption of Regular Meeting Minutes	Craig Copeland moved to adopt the minutes of the Regular Meeting held January 7, 2019 as presented.  Carried Unanimously
Adoption of Minutes Organizational Meeting	Craig Copeland moved to adopt the minutes of the Organizational Meeting held January 7, 2019 as presented.  Carried Unanimously
Update on Landfill Biocover Workshop	Chair Marc Jubinville and Member Elisa Brosseau reported on their attendance at the Landfill Biocover workshop in Leduc, noting that it was interesting technology but really wouldn't be applicable to any of our landfills as it is for Class II Landfills. The process involves covering the landfill with a clay and "growing material" that results in cleaner air.  There was also session on collecting and selling "Carbon Credits" that was also very interesting.
2018 Audited Financial Statement	Elisa Brosseau moved that the 2018 Audited Financial Statement as prepared by Faber LLP, Chartered Professional Accountants be accepted as presented.  Carried Unanimously
Waste Tonnage	A report of tonnage hauled for January to March 2019, inclusive, showed a total of 3,132 tonnes was hauled, distributed as follows: City of Cold Lake – 1,228.85 tonnes Town of Bonnyville – 1,290.33 tonnes M.D. of Bonnyville – 612.98  Ash Hornseth moved that the Waste Tonnage report for January to March 2019 be accepted as information.  Carried Unanimously
Operational Statement	Ash Hornseth moved that he operational financial statement for the period of January to March 2019, inclusive, showing an operational surplus to date of \$28,729.37 be accepted as information.  Carried Unanimously

Bank Reconciliations	Ash Hornseth moved that the Bank Reconciliations for the months of January, February and March 2019 be accepted as Information.  Carried Unanimously
Accounts Payable	Ash Hornseth moved that the cheque list for the period December 1, 2018 – March 31, 2019 being cheques #1275 to #1300, be accepted as Information.  Carried Unanimously
2019 -2022 Haul Contract	The Commission reviewed tender results with respect to the 2019 – 2022 Waste Transfer Haul Contract.  Craig Copeland moved that the 2019 – 2022 Waste Transfer Haul Contract be awarded to Accurate Industries Canada Ltd. effective July 2, 2019 with an option to renew for a possible two additional 1 year extensions.  Carried Unanimously
Bank Tender/ Call for Proposals	Craig Copeland moved that the Beaver River Regional Waste Management Commission authorize administration to enter into an agreement for Banking Services with ATB Financial, beginning May 1, 2019 for a term of five years a with the option of renewal for a further five years.  Carried Unanimously
Round Table Discussions Call for Proposals	It was agreed that Administration put out a Call for Proposals to Firms to prepare the annual Audited Statements for the Beaver River Waste Commission.
Next Meeting	It was agreed that the next meeting be held in July 2019 at the call of the chair, Preferred time would be 8:30 AM if a quorum of Members will be available.
Adjournment	Craig Copeland moved that the meeting adjourn.  Carried Unanimously  Time of adjournment: 9:37 A.M.

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Chairman

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Chief Administrative Officer



## STAFF REPORT

**Title:** Minutes August 1, 2019 Beaver River Regional Waste Management Commission

**Meeting Date:** June 23, 2020

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**Executive Summary:**

Minutes Beaver River Regional Waste Management Commission August 1, 2020

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

Beaver River Regional Waste Management Commission  
Regular Meeting Held Monday August 01, 2019  
Town of Bonnyville Council Chambers

Members in Attendance	Chair Marc Jubinville, MD of Bonnyville Member Elisa Brosseau, (8:39 AM) Town of Bonnyville Member Ash Hornseth, Summer Village of Pelican Narrows Member Craig Copeland, City of Cold Lake
Others in Attendance	Ben Fadeyiw, MD of Bonnyville Make Power, CAO - Commission Manager Azam Kahn, City of Cold Lake Brad Ollen, MD of Bonnyville (8:33 AM)
Call to Order	Chair Marc Jubinville called the meeting to order at 8:31 A.M.
Adoption of Agenda	Craig Copeland moved to adopt the agenda as presented.  Carried Unanimously
Adoption of Regular Meeting Minutes	Ash Hornseth moved to adopt the minutes of the Regular Meeting held April 16, 2019 as presented.  Carried Unanimously  Brad Ollen entered the meeting at this time being 8:33 AM
Call for Proposals - Audited Financial Statements	It was agreed that the call for proposals for the Commission Audit be advertised on the Websites of the Municipalities and invitations be sent to local accounting firms and the Municipalities current Auditors.  Member Elisa Brosseau entered the meeting at this time being 8:39 AM
Waste Tonnage	A report of tonnage hauled for January to June 2019, inclusive, showed a total of 6,810.63 tonnes was hauled, distributed as follows: City of Cold Lake – 2,597.50 tonnes Town of Bonnyville – 2,825.74 tonnes M.D. of Bonnyville – 1,387.39 tonnes  Elisa Brosseau moved that the Waste Tonnage report for January to June 2019 be accepted as presented.  Carried Unanimously
Operational Statement	Craig Copeland moved that he operational financial statement for the period of January to June 2019, inclusive, showing an operational surplus to date of \$17,551.26 be accepted as presented.  Carried Unanimously
Bank Reconciliations	Elisa Brosseau moved that the Bank Reconciliations for the months of April, May and June 2019 be accepted as presented.  Carried Unanimously



Accounts Payable	Ash Hornseth moved that the cheque list for the period April 1, 2019 – July 31, 2019 being cheques #1301 to #1326, be accepted as presented.
	Carried Unanimously
2017 – 2019 Maintenance Tracking	Elisa Brosseau moved that the 2017 – 2019 maintenance tracking summary report be accepted as presented.
	Carried Unanimously
Correspondence	Information about the Alberta Care Conference – Sept. 4 <sup>th</sup> – 6 <sup>th</sup> 2019 in Peace River was circulated. Members attending agreed to pick up information with respect to compaction Waste Transfer Trailers if any suppliers are at the Conference.
Round Table Discussions	A brief discussion about the Elizabeth and Fishing Lake Metis Settlements Landfill possibility ensued.
Next Meeting	It was agreed that the next quarterly meeting be held at the call of the chair, Preferred time would be 8:30 AM if a quorum of Members will be available.
Adjournment	Craig Copeland moved that the meeting adjourn.
	Carried Unanimously
	Time of adjournment: 9:09 A.M.

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Chairman

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Chief Administrative Officer



## STAFF REPORT

**Title:** Minutes December 10, 2019 Beaver River Regional Waste Management Commission Organizational Meeting

**Meeting Date:** June 23, 2020

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**Executive Summary:**

Minutes Beaver River Regional Waste Management Commission Organizational Meeting December 10, 2019

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**Beaver River Regional Waste Management Commission  
Organizational Meeting Held Tuesday December 10, 2019  
Town of Bonnyville Council Chambers**

Members in Attendance	Chair Elisa Brosseau, Town of Bonnyville Vice-Chair Craig Copeland, City of Cold Lake Member Ash Hornseth, Summer Village of Pelican Narrows Member Ben Fadeyiw, MD of Bonnyville
Others in Attendance	Marc Jubinville, Alternate Member, M.D. of Bonnyville Azam Khan, GM - Infrastructure, City of Cold Lake Mark Power, CAO - Commission Manager Brad Olen, Waste Management Supervisor, M.D. of Bonnyville Matt Janz, Director of Waste Management, M.D. of Bonnyville Brad Trimble, Director of Public Works, Town of Bonnyville Bill Rogers, Assistant CAO, Town of Bonnyville
Call to Order	Mark Power called the meeting to order at 2:00 p.m.
Election of Chair	Ben Fadeyiw moved that Elisa Brosseau, Town of Bonnyville representative be appointed Chair of the Commission for the ensuing year. After calling for any other appointments 3 times and there being none, member Ben Fadeyiw moved that nominations cease.  Carried Unanimously  Elisa Brosseau assumed the chair at this time being 2:03 P.M.
Election of Vice Chair	Ben Fadeyiw moved that Craig Copeland, City of Cold Lake representative be appointed Vice-Chair of the Commission for the ensuing year. After calling for any other appointments 3 times and there being none member Ben Fadeyiw moved that nominations cease.  Carried Unanimously
Signing Authorities	Craig Copeland moved that the signing authorities for the commission be Ben Fadeyiw, Elisa Brosseau, Craig Copeland and Mark Power, with any two of the four signatures required.  Carried Unanimously
Auditor Appointment	It was agreed to defer the appointment of Auditor for 2020 until after administration has called for proposals from accounting firms.  Carried Unanimously
Legal Counsel	Ash Hornseth moved that the Commission appoint legal Counsel as and when required.  Carried Unanimously
Meeting Dates and Times	Ash Hornseth moved that the regular meeting dates be scheduled at the call of the Chair, quarterly, unless otherwise called, at a place and time to be determined by the C.A.O. when a quorum of members can be present.  Carried Unanimously

Mileage and Subsistence Rates      Ben Fadeyiw moved that the mileage and subsistence rates be set as those adopted by the M.D. of Bonnyville.

Carried Unanimously

Adjournment      Craig Copeland moved that the meeting adjourn.

Carried Unanimously

Time of adjournment: 2:57 p.m.

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Chair

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Chief Administrative Officer



## STAFF REPORT

**Title:** Minutes December 10, 2019 Beaver River Regional Waste Management Commission

**Meeting Date:** June 23, 2020

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**Executive Summary:**

Minutes Beaver River Regional Waste Management Commission December 10, 2019

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**Beaver River Regional Waste Management Commission  
Regular Meeting Held Monday December 10, 2019  
Town of Bonnyville Council Chambers**

Members in Attendance	Chair Elisa Brosseau, Town of Bonnyville Vice-Chair Craig Copeland, City of Cold Lake Member Ash Hornseth, Summer Village of Pelican Narrows Member Ben Fadeyi, MD of Bonnyville
Others in Attendance	Marc Jubinville, Alternate Member, M.D. of Bonnyville Azam Khan, GM - Infrastructure, City of Cold Lake Mark Power, CAO - Commission Manager Brad Olen, Waste Management Supervisor, M.D. of Bonnyville Matt Janz, Director of Waste Management, M.D. of Bonnyville Brad Trimble, Director of Public Works, Town of Bonnyville Bill Rogers, Assistant CAO, Town of Bonnyville
Call to Order	Chair Elisa Brosseau called the meeting to order at 2:07 P.M.
Adoption of Agenda	Craig Copeland moved to adopt the agenda as presented.  Carried Unanimously
Adoption of Regular Meeting Minutes	Ash Hornseth moved to adopt the minutes of the Regular Meeting held August 1, 2019 as presented.  Carried Unanimously
Call for Proposals - Audited Financial Statements	Mark Power updated the members on the status of the "call for Proposals for the Commission Audit, noting that it would go out after the 2019 Audit is completed and will be advertised on the Municipalities Websites as well as sending invitations to local accounting firms and the Municipalities current Auditors.
Waste Tonnage	A report of tonnage hauled for January to November 2019, inclusive, showed a total of 12,603.66 tonnes was hauled, distributed as follows: City of Cold Lake – 4,717.17 tonnes Town of Bonnyville – 5,202.87 tonnes M.D. of Bonnyville – 2,683.62 tonnes  Ben Fadeyi moved that the Waste Tonnage report for January to November 2019 be accepted as presented.  Carried Unanimously
Operational Statement	Ash Hornseth moved that he operational financial statement for the period of January to October 2019, inclusive, showing an operational surplus to date of \$44,907.12 be accepted as presented.  Carried Unanimously
Bank Reconciliations	Ben Fadeyi moved that the Bank Reconciliations for the months of July, August, September and October 2019 be accepted as presented.  Carried Unanimously



Accounts Payable	<p>Ben Fadeyiw moved that the cheque list for the period August 1, 2019 – November 30, 2019 being cheques #1327 to #1328, drawn on the Lakeland Credit Union and Cheques #0003 - #0029, drawn on the Alberta Treasury Branch, be accepted as presented.</p> <p style="text-align: right;">Carried Unanimously</p>
2017 – 2019 Maintenance Tracking	<p>Ash Hornseth moved that the 2017 – 2019 maintenance tracking summary report be accepted as presented.</p> <p style="text-align: right;">Carried Unanimously</p>
Correspondence	<p>A letter from Pure Elements Environmental Solutions about animal carcass disposal was accepted as information.</p> <p>Letters from the City of Cold Lake, Town of Bonnyville and M.D. of Bonnyville advising of their respective Council appointment of Members to the Beaver River Regional Waste Management Commission were accepted as information.</p>
Round Table Discussions	<p>Brad Olen noted that in discussions at the recent Alberta CARE meeting that the Government has advised that there will be no additional Grant funding to replace the Transtors when the are at their "End of Life" The Commissions Transtors (12) are about 15 years old and they should have a 25-30 year life span.</p> <p>It was agreed that administration investigate establishing equipment replacement reserves to replace the Transtors as well as the Trailers, looking at the impact on the financials for the 2020 Budget.</p> <p>Azam Khan questioned if the Commission was required to have an asset management system in place. Mark Power advised that he would inquire with the Commissions Auditor.</p> <p>Administration was requested to review the terms of the Original Grant that the Commission received to determine the restrictions on the use of the funds.</p>
Adjournment	<p>Craig Copeland moved that the meeting adjourn.</p> <p style="text-align: right;">Carried Unanimously</p> <p>Time of adjournment: 2:55 P.M.</p>

\_\_\_\_\_  
Chair

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Chief Administrative Officer



## STAFF REPORT

**Title:** Minutes May 21, 2020 Water North Coalition

**Meeting Date:** June 23, 2020

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**Executive Summary:**

Minutes Water North Coalition May 21, 2020

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

*Draft Minutes for Approval May 21, 2020 Meeting*

Minutes  
Water North Coalition (WNC)  
May 21, 2020 10am-12pm  
Video conference

**Attendees**

Bob Marshall – County of Grande Prairie  
Grant Dixon – Advanced Technology Applications (ATAP)  
Kristen Andersen – Associated Environmental  
Tanya Hunter – Alberta Environment and Parks (AEP)  
Vernice Bello – Alberta Environment and Parks (AEP)  
Dan Rites - Alberta Water and Wastewater Operators Association (AWWOA)  
Jamie Giberson – Aspen Regional Water Service  
Richard Simard – Big Lakes County  
Jennifer Besigner – County of Grande Prairie  
Dalen Peterson – County of Grande Prairie  
Sterling Johnson – Lac La Biche County  
Jason Stedman – Lac La Biche County  
Shawn Acton – M.D. of Greenview  
Robin Guild – M.D. of Opportunity  
Janice Reyda – M.D. of Peace  
Andre Trudeau – M.D. of Smoky River No. 130  
Eric Jorgenson – Mackenzie County  
Adam Norris – Mighty Peace Watershed Alliance  
Gaylene Whitehead – Northern Sunrise County  
Chris Montgomery Hewett – Northern Lakes College  
Brian Springer – Regional Municipality of Wood Buffalo  
Colleen Sklapsky – Town of Grimshaw  
Keith Straub – Town of High Level  
Randy Dupuis – Town of Peace River  
Kate Potter – Town of Sexsmith

**Administration**

Kim Pinnock, NADC, Manager  
Melonie Doucette, NADC Senior Northern Development Officer  
Lisa Williams, NADC, Administrative Assistant

**Welcome, Attendance, and Information from Members**

Chair Bob Marshall called the meeting to order at 10:03AM.

**Review and Adoption of Previous Meeting Minutes and Agenda**

**Adoption of Minutes of the January 16, 2020 teleconference meeting**

Moved by Shawn Acton M.D. of Greenview that the minutes be accepted.

**MOTION CARRIED**

**Adoption of the Agenda**

Moved by Gaylene Whitehead of Northern Sunrise County to accept the agenda as presented.

**MOTION CARRIED**

**Attendance/Roundtable**

Grant Dixon – Advanced Technology Applications (ATAP) – Stressful up north due to flooding. There is certification training online and information is in the meeting package.

Tanya Hunter/Vernice Bello – Alberta Environment and Parks (AEP) – AEP updates will be provided further in the agenda.

Dan Rites - Alberta Water and Wastewater Operators Association (AWWOA) – Online training is available for operators. AWWOA has been working with ATAP and EPCOR.

Jamie Giberson – Aspen Regional Water Service – Nothing to report.

Richard Simard – Big Lakes County – New water treatment plant in Jousard is operational and working well.

Jennifer Besigner – County of Grande Prairie – Flooding affected both lift stations and water treatment plant. Lift did not overflow, but it was tight times. Power out at Tepee Creek. New water treatment plant in Bezanson. The Fire hall will be hooked up. Moving forward to adding services in La Glace. The emergency planning documents from AEP were very helpful. COVID changed processes.

Dalen Peterson – County of Grande Prairie – Nothing to report

Sterling Johnson – Lac La Biche County – Have been working on a backlog of small projects to get things done. Getting locals working on small projects to help our community and stimulate local economy. Working on roads and a Telus project.

Question: Bob Marshall (Chair) – At the last meeting you had issues with your treatment plant can you give an update on that?

Jason Stedman – Lac La Biche County – One side of the water treatment plant was impacted, the failure resulted from a construction deficiency on that wall. We will have to wait and see if the same deficiency effected the other side. We can provide an update at the next meeting on the other side. As Sterling mentioned we do have fibre optic going to every house and subdivision.

Shawn Acton – M.D. of Greenview – Major flooding in Grovedale. One lift station had high water.

Robin Guild – M.D. of Opportunity – Nothing to report

Janice Reyda – M.D. of Peace – Nothing to report

Andre Trudeau – M.D. of Smoky River No. 130 – Trying to get federal and provincial funding for water expansion.

*Draft Minutes for Approval May 21, 2020 Meeting*

Eric Jorgenson – Mackenzie County – Fort Vermilion had a boil water advisory. Found a 6” pipeline established in 2010 between La Crete and Fort Vermilion, to share water. Settling ponds were not effected by the flood. Water plant did get flooded and caused contamination in water. Garden River was evacuated and lots of people are still in hotels. Applying for DRP (Disaster Relief Program) funding. Pumping out lift station, houses were being emptied. Fred Weibb is DEM and he heard that in the 2018 flood river monitoring units were damaged. It is important that we gather all the information we can from history and monitors to help with planning.

Adam Norris – Mighty Peace Watershed Alliance – Working on source water protection plans, to get the best quality of water to the plants. Wapiti source water plan under development. Several communities have been on our radar for flood mitigation.

Gaylene Whitehead – Northern Sunrise County – Lots of conference calls including the town hall meeting. We need to keep updated. Learn from the past. Lock downs and curfews to try to prevent the virus.

Chris Montgomery Hewett – Northern Lakes College (NLC) – Working with ATAP to get some extra training on line. Face to face has been canceled, looking to have more online courses while people are at home. Lynn Panasiuk will be attending WNC moving forward, and will share her contact information.

Brian Springer – Regional Municipality of Wood Buffalo – first time at WNC and is the new representative for RMWB. Still in recovery mode from the flood. Complete system wide flushing. Waiting on confirmation of bacteriological testing results before moving on to next stage of water recovery. Boil water advisory is in effect and will be lifted in stages, the priority is the hospital and lower town site.

Colleen Sklapsky – Town of Grimshaw – Managing COVID well, divided shifts for treatment. Trying to get a second operator trained up. Doing upgrades this summer and the regular water main came in underpriced so happy about that.

Keith Straub – Town of High Level – Will need to update the contact on file for the CAO. Busy with carry over projects, gravity sewer extension. Regional water main to move to Dene First Nations entered into an agreement, RTP for treatment. Footner Lake study, discussing issues with hydrometric measures. We are doing a chlorine oxide manganese trial. New hydro excavator on order. We have been holding off on our tenders.

Randy Dupuis – Town of Peace River – Made it through Spring break up, with no hiccups, except Pat’s Creek’s backed up for the second time in eight years due to ice/log jam. Damage was mitigated. New replacement reservoir in June. The old one was built in 1940.

Kate Potter – Town of Sexsmith – Concern at one lift station because of creek flooding. We did have Aquatera come in for the whole event because of concerns with the water flow. Advocating for Federal funding for storm water masterplan. To address areas in and around the town to mitigate floods in the future.

Question: Bob Marshall (Chair) – Mighty Peace Water have any information?

Adam Norris – General information on that area. Happy to share what we have.

Melonie Doucette - Brent Schapansky from the Northern Sunrise County had emailed an agenda item from NSC. Add to the agenda for the next meeting.

Question: Bob Marshall (Chair) – This is one of the issues we have been talking about with Alberta Health Services (AHS). Has COVID hampered testing and couriers?

Northern municipalities have courier service three days a week to Edmonton. We need more pick-ups. Often have issues with couriers getting there late or frozen upon arrival. Has anyone up north had more issues since the pandemic?

Keith Straub - No real issues because of COVID.

Bob Marshall – Northern Sunrise County must be having further issues with this. We have followed up and are working with AHS, but that has slowed down. Forward the email to Tanya Hunter, she will get it to the appropriate person for input or to address issues.

### **Business arising from previous minutes**

#### **Review of Action List**

Melonie Doucette of the NADC reviewed the action list:

Under Ongoing items:

- We are following up on presentations. We want to follow up with Alberta Health. We have AEP on the line today. Waste Go wanted to delay their presentation to a face-to-face meeting.
- The next two items are to develop a brainstorming session to generate ideas for presentations on topics of interest to members and to conduct a review of the strategic plan (and subcommittee work plan. These items will be covered when we talk about the sub committees.

Under New items:

- Debrief of Teleconference – How did members feel how it went and going forward (after COVID) if they would like to continue having a teleconference for the winter month meeting.
  - Bob Marshall - I have 4 or 5 different apps on my computer, looking for feedback on video or teleconferencing.
  - Keith Straub – January meeting was good. I like going out to the communities but I would like not to have to drive in the winter.
  - Colleen Sklapsky – Either format is fine.
  - Adam Norris – Video is better with presentations.
  - Bob Marshall – Winter is better for video, the other three can be face-to face.
  - Eric Jorgenson – More interaction, face-to-face.
  - Jennifer Besinger – Likes video, it is easier to follow presentations.
  - Shawn Acton – No travelling in the winter.
  - Robin Guild – No winter driving.
  - Gaylene Whitehead – Spring, summer and fall meetings in person.
- The feedback is in wintertime to have a video conference and have regular meetings in spring, summer and fall.
- Thank you Grant for setting up this conference.
- Send non-voting membership to Kristen Anderson Associated Environmental (AE) – Complete, she will provide an update later in the agenda.
- Certification and lead guidelines – Complete



## *Draft Minutes for Approval May 21, 2020 Meeting*

- Update membership list – Complete

Under Operational items:

- Call for vice-chairs for each of the three subcommittees (Recruitment, Training and Retention Vice-Chair position filled) – still looking for the Advocacy subcommittee.

### **AEP Certification Advisory Committee WNC member**

AEP reached out, the committee was short one member and wanted representation from WNC. We had two applications and Keith Straub is our representative.

### **RMA/AUMA Resolution Update**

RMA was canceled but we did have the resolution session at the end of April on line. The resolution was passed with an amendment. The amendment to the resolution was to include water partners and coops. Passed 97%. WNC will lobby RMA to bring that forward.

### **Wetland Restoration Funding Update**

Kristen Anderson provided an update on the benefits for source water protection, wetlands. In the past we have talked about wetland protection and where funding may be available. ICIP's in the last year of funding. New opportunity for AEP wetland replacement program. 2015 wetland policy was updated. Ducks Unlimited collected funds and there is millions of dollars available. AEP currently working with four municipalities to restore and reconstruct wetlands, which allows local municipalities to address local priorities. Webinars are available for further discussion.

Eric Jorgenson – Sees areas where this information would be useful up north. Eric will reach out for more information.

Bob Marshall - A list of funding?

Kristen Anderson – It was a list of grants available.

Tricia Fleming – Who should we contact if we want more training in wetland restoration?

Kristen Anderson – Reach out to me and we can do a webinar presentation.

Share Kristen Anderson information:

[andersonk@ae.ca](mailto:andersonk@ae.ca)

780-446-5803

### **Update from Alberta Environment and Parks**

Tanya Hunter provided an update on the November 4<sup>th</sup> letter. Response to the request from the education committee. AEP met and reviewed the request and sent a letter.

Tanya read the letter; posted on WNC's google drive. AEP has posted a bulletin on our webpage regarding certifications and COVID.

Information on certification included here:

<https://open.alberta.ca/dataset/5d3b894e-9aad-4be8-9a1e-d9619a34b80b/resource/30d0a775-ab08-450d-ab14-a0a3974f0fa6/download/aep-certification-bulletin-covid-19-water-wastewater-operator-updates-2020-05.pdf>

We will be providing discipline specific training examples for renewals a little later this fall (post on our webpage and hope to be able to provide a presentation on this to the WNC in person – fall meeting, time permitting if wanted by group).

## *Draft Minutes for Approval May 21, 2020 Meeting*

Vernice Bello – Not collecting renewal fees, they have been deferred to January. Training providers on line. We are processing exams, but we are backlogged as testing centers are closed, except the one in Calgary. Equipment and safety measures are in place due to COVID at the Calgary office and operators said they felt safe. We will continue to extend the exam window until people have a chance to get caught up. AEP added these updates to our website and we will email operators next week.

Tanya Hunter – Keith Straub's appointment to the Certification Advisory Committee will hopefully be signed off by the end of July. The next meeting will be September 2.

AEP would still like to do a presentation on the new Lead sampling program –possibly this fall as well.

Thank you to everyone who was involved in answering survey questions during the beginning of the COVID 19 pandemic so AEP could update a tracker tool to determine the status of all the systems across the province.

### **New Business and Updates**

#### **Annual Progress Report**

NADC completed the annual progress report and it was included in the package, please share with the organizations.

The Communications Committee discussed going to three quarterly and one annual progress report in March to keep everyone updated.

#### **Subcommittee Update: Review of Work Plan, Presentation Topics and Meeting Status**

Refers back to the action list. Met with the subcommittee chairs. In light of COVID and not being able to meet in person we will move forward with video conferencing. Melonie will do a call out to see if anyone is interested in being on one of the subcommittees.

Doing a review of the work plan, some of the items have been completed or other priorities have come up. When the subcommittees meet, they will discuss the work plans and come up with a list of different presentation topics.

### **Subcommittee Updates**

#### **Advocacy:**

Melonie provided an update for this subcommittee group. WNC has been working on a letter with Mackenzie County on interpretation water act. Fred has been working on this, so it may be delayed. Truck fills and water diversion source; Eric stated that when pumping up La Crete and filling up a truck, there is a lot of paper work. When one municipality transfers to another one. The county has to report the diversion, seems like a red tape issue. Inter-basin water transfer letter regarding Cold Lake, no response received to date. WNC will continue to support Cold Lake with this ongoing issue. Recruitment and Indigenous representation in WNC has been postponed because of COVID, will connect after COVID. Bob Marshall (Chair) had already updated the Coalition on the last item of AUMA and RMA resolution for stable and reliable funding.

Recruitment, Training, and Retention

## *Draft Minutes for Approval May 21, 2020 Meeting*

Jennifer Besinger stated that the subcommittee is connecting with stakeholders for training high school students. Five year strategic plan on certificates and training required. Working with AEP to get information to operators on what is required. Looking for funding opportunities for students and wanting to bring in the Advocacy committee for support. Developing a letter that will be sent out to municipalities to share for operator guidelines and resources. Alberta Public Works Association has a list of operators across the Province and we will look into accessing this information. Operator certificate proposal, trying to attract local residents. Develop regional operator relief pool. Certificate needed, but need experience to get hired, can't get experience when you can't get hired, it is the chicken and egg scenario. ATAP and AWWOA has online training as well as the colleges – information on this is also included in the meeting package.

### Education and Awareness

Melonie provided an update of the activities of this subcommittee. Trade shows and conferences have been canceled for the rest of the year. We are looking for other ways to engage the public. Cost of water model, still a work in progress, very complex. Aquatera is producing these fact sheets and would like to work on an ongoing template. Brainstorming session coming up will offer an opportunity to provide input. There are four fact sheets on google drive to share out.

### **Next Meeting**

#### **Location and date of future meetings**

Bob informed the group that meetings for the rest of the year will be video conferencing and subcommittees will continue to meet via videoconferencing. The next WNC meeting will be held in August. If things open up in the fall, we can reevaluate for the November meeting. Bob thanked the communities for offering to host in person.

#### **Future agenda topics, upcoming presentations, and potential exhibitions discussion**

Subcommittees will work on presentation items and what can be done through video conferencing. The WNC will be looking at other ways to engage the public. If you have something, you would like to discuss or a topic please forward it on to Melonie.

Dan Rites – If any of the communities had operators in Banff for training and they missed Friday because it was canceled due to COVID. They will have point 3 CU's missing, they will be offered free of charge.

Please take a closer look at your roundtable discussion and minutes. Members are encouraged to send in their written update to our NADC staff.

Stay safe

### **Adjournment:**

Moved by Keith Straub – Town of High Level at 11:55am to adjourn the meeting.

**MOTION CARRIED**



## STAFF REPORT

**Title:** Minutes May 29, 2020 Inter-City Forum on Social Policy

**Meeting Date:** June 23, 2020

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**Executive Summary:**

Minutes Inter-City Forum on Social Policy May 29, 2020

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

## Inter – City Forum on Social Policy May 29, 2020

### Meeting Minutes

Topic	Presenter	Action
Call to Order	Chair Jacquie Hansen	
Approval Agenda	Chair Jacquie Hansen	Agenda approved by consensus
Review Previous Meeting Minutes		Minutes by consensus approved as edited
<u>Updates</u> Provincial (Red Tape Reduction)  FCSSAA  FCM  AUMA	Roxanne Gerbrandt (unable to attend)  Colleen Burton-Ochocki  Krista Balsom  Tyler Gandam	Please see detailed minutes for further information on updates
Data2Action Domestic Violence Presentation and discussion	Lana Wells Alina Turner	Please see detailed minutes for further presentation
COVID 19 Round-Table Discussion <ul style="list-style-type: none"> <li>Vaping</li> </ul>	Chair Jacquie Hansen to lead open discussion	Please see detailed minutes
Closing Remarks <ul style="list-style-type: none"> <li>Terms of Reference remarks</li> <li>Sub-committee reminder</li> </ul>	Chair Jacquie Hansen	
Date for Next Meeting		October 30, 2020

For detailed minutes, please see below, and to view the meeting recording, copy and paste the below link in a web browser:

**[https://zoom.us/rec/share/1MVncbHPqWJJH7OQuRmOZI8Ellobceaa81Hlaq\\_ZfnkIAwNoHcLAX95DhSMdAO\\_FL](https://zoom.us/rec/share/1MVncbHPqWJJH7OQuRmOZI8Ellobceaa81Hlaq_ZfnkIAwNoHcLAX95DhSMdAO_FL)**

**Password: 2q^84&=!**

**Meeting called to order at 9:30 a.m. by Chair, Jacquie Hansen**

**Agenda approved by consensus.**

**Meeting minutes are reviewed and approved as amended by consensus.**

## **Updates**

### **Provincial:**

Government of Alberta representative was unable to attend and provide an update.

**Action Item:** Chair Jacquie Hansen will reach out to the Provincial representative and determine if they will attend future meetings.

Roundtable discussion ensues in lieu of a Provincial update.

Jenny Kain provided information related to Promoting safer communities and supporting victims from the Province:

See attachment 1.

**Action Item:** In order to assist Councillor Friesen of Grande Prairie in developing potential AUMA resolution(s) that speaks to the social impacts of COVID-19, we are asking municipalities to provide studies, impact assessments, or any data that would help her prepare a resolution and backgrounder.

Please send your data to Councillor Friesen – Grande Prairie (efriesen@eastlink.ca) and Angela Sutherland (asutherland@cityofgp.com), and they will prepare a backgrounder.

From there Grande Prairie will create two resolution for AUMA.

1. First being specific related to FCSS regarding COVID; and
2. Broad and far reaching

DEADLINE for submissions to Grande Prairie: June 10, 2020

Councillor Friesen and Angela Sutherland will meet on the week of June 8 and will send the results of their findings prior to the resolution submission.

### **Colleen Burton-Ochocki provides FCSSAA update:**

- Getting social services funding for COVID 19 grants out to organizations
- Processed 529 applications
- FCSSAA Conference in November has been cancelled, virtual AGM will likely be held sometime in November.
- At that AGM there is an opportunity for resolutions to be put forward.



### **Councillor Krista Balsom provides FCM update:**

See Attachment 2.

### **Mayor Tyler Gandam provides AUMA update:**

- AUMA is working on whether or not they will be holding the Summer Municipal Leaders Caucus.
- Annual Fall Conference is being discussed in terms of how it should proceed, what an online format would look like and how voting will take place.
- Reach out to your respective Board of Directors representative with advocacy issues.
- Deadline for resolution submissions: June 30, 2020

### **Data2Action Domestic Violence Presentation and discussion**

See Attachment 3 – detailed email with pertinent information.

### **Vaping Presentation by Patrick Lancaster of Lloydminster**

Roundtable discussion ensues related to vaping.

See Attachment 4.

### **Closing Remarks**

- Deferred to October 30:
  - Vaping policy review – Marilyn Bergstra from ASH (Action on Smoking and Health) as potential presenter
  - Potential guests/speakers: Minister of Mental Health and Addictions - Jason Luan, Minister of Children Services - Rebecca Shultz, Northern Executive Director of Children's Services - Russ Pickford, Shelley Passek - Executive Director at St. Albert Family Resource Centre, MP's from respective municipalities (Cllr Tina Petrow has indicated that her MP from Airdrie would come and speak on Federal Vaping Legislation)
  - **ACTION ITEMS:**
  - If you have speakers you would like to present to this group, please put them forward.
  - Terms of Reference review – please come with additional changes that may be needed
  - Sub Committees – please provide updates
- 2021 payments will be deferred, as 2020 budget was not spent.

**Attendance:**

Lana Wells (presenter)	Donna Brock	Mellissa Kraft
Alina Turner (presenter)	Jenny Kain	Dave Anderson
Chantal McKenzie	Michelle Jehn	Melanie Hulsker
Karen Lamola	Bree Claude	Danielle Fermin
Councillor Friesen	Erin McKeown	Scott McKeen
Martin Shields	Tricia Hercina	Kim Schmidt
Kathy Barnhart	Gerald Aalbers	Patrick Lancaster
Evan Woolley	Toni Elliott	Connie
Leah Prestayko	Dianne Wyntjes	Smigielskimigielski
Clay Aragon	Tyler Gandam	Glen Lawrence
Judy Smith	Colleen Burton-Ochocki	Jacquie Hansen
Kelly Santarossa	Councillor Tina Petrow	Martin Thomsen
Kim Williston	Paula Yung	Jurgen Grau
Krista Balsom	Margaret Holliston	Angela Sutherland
Menna Kebede		

**By consensus the 2020 meeting is as follows:**

- October 30, 2020 (location TBD)

**Meeting Adjourned at 12:00 p.m.**



## STAFF REPORT

**Title:** Oath of Office Deputy Mayor Soroka July 1, 2020 - February 28, 2021

**Meeting Date:** June 23, 2020

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**Executive Summary:**

Councillor Kirk Soroka - Deputy Mayor Term  
July 1, 2020 - February 28, 2021

**Background:**

The Deputy Mayor rotation schedule for the term 2017-2021 has been attached.

**Alternatives:**

**Recommended Action:**

That Mayor Copeland administer the Oath of Office of Deputy Mayor for the period of July 1, 2020 - February 28, 2021 to Councillor Soroka.

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

***DEPUTY MAYOR***  
***OATH OF OFFICE***

*I, Kirk Soroka, swear that I will diligently, faithfully,  
and to the best of my ability, execute according to law  
the office of Deputy Mayor for the City of Cold Lake for  
the period of July 1, 2020 to February 28, 2021.*

*So help me God.*

*SWORN before me at the )  
City of Cold Lake, in the )  
Province of Alberta, this )  
23<sup>rd</sup> day of June 2020. )*

\_\_\_\_\_  
*Kirk Soroka*

\_\_\_\_\_  
*Commissioner for Oaths*



## **DEPUTY MAYOR SCHEDULE 2017-2021**

Approved October 24, 2017 Motion No. CO20171024.1002

<b>November 2017 - June 2018</b>	<b>Councillor Bob Buckle</b>
<b>July 2018 - February 2019</b>	<b>Councillor Jürgen Grau</b>
<b>March 2019 - October 2019</b>	<b>Councillor Duane Lay</b>
<b>November 2019 - June 2020</b>	<b>Councillor Vicky Lefebvre</b>
<b>July 2020 - February 2021</b>	<b>Councillor Kirk Soroka</b>
<b>March 2021 - October 2021</b>	<b>Councillor Chris Vining</b>