



**Council - Regular Meeting
Agenda**

Tuesday, July 14, 2020

6:00 p.m.

Council Chambers

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STAFF REPORT

Title: Council - Regular Meeting June 23, 2020

Meeting Date: July 14, 2020

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held June 23, 2020 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, June 23, 2020

6:00 p.m.

Council Chambers

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

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

Staff Absent: Executive/Recording Secretary Cindy Reimer

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CRM20200623.1001

Moved by Councillor Buckle

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

Add In Camera Item 15.5 Legal - Patrick Hort v. City of Cold Lake - Human Rights Complaint

Add In Camera Item 15.6 Legal - Pelican Rock

Add In Camera Item 15.7 Agreement - Improvement District (ID) No. 349

Carried Unanimously

DISCLOSURE OF INTEREST

None.

MINUTES APPROVAL

Council - Regular Meeting June 9, 2020

Resolution # CRM20200623.1002

Moved by Councillor Lay

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

Carried Unanimously

Council - Special Meeting June 15, 2020

Resolution # CRM20200623.1003

Moved by Councillor Soroka

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

Carried Unanimously

Council - Corporate Priorities Committee Meeting June 16, 2020

Resolution # CRM20200623.1004

Moved by Councillor Lefebvre

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

Carried Unanimously

PUBLIC QUESTION PERIOD

None.

PUBLIC HEARINGS

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

Mayor Copeland declared the public hearing for reviewing 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 Use Districts, in the City of Cold Lake, open at this time being 6:01 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. 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 Use Districts.

Mayor Copeland opened the floor for public concerns and comments with respect to Bylaw No. 674-LU-20.

As there were no public in attendance to voice their concerns and/or provide comments with respect to Bylaw No. 674-LU-20, Mayor Copeland declared the public hearing closed at this time being 6:02 p.m.

DELEGATIONS

None.

CITY FINANCIAL REPORTS

City Financial Reports - May 2020

Resolution # CRM20200623.1005

Moved by Councillor Lay

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

Carried Unanimously

OLD BUSINESS

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

Resolution # CRM20200623.1006

Moved by Councillor Grau

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 second reading.

Carried Unanimously

Resolution # CRM20200623.1007

Moved by Councillor Vining

That Council give third and final reading to Bylaw No. 673-AN-20.

Carried Unanimously

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

Resolution # CRM20200623.1008

Moved by Councillor Lefebvre

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

Carried Unanimously

Resolution # CRM20200623.1009

Moved by Councillor Soroka

That Bylaw No. 674-LU-20 be given third and final reading.

Carried Unanimously

Capital Project - Off-Leash Dog Park

Resolution # CRM20200623.1010

Moved by Councillor Lefebvre

That Council approve, as recommended by the Corporate Priorities Committee, proceeding with the development of an Off-Leash Dog Park at Imperial Park.

Carried Unanimously

Crime Prevention and Reduction Initiatives

Resolution # CRM20200623.1011

Moved by Councillor Soroka

That Council authorize the Economic Development Advisory Committee (EDAC) to provide a recommendation to Council on a Crime Prevention and Reduction Initiative through the Environmental Design Incentive Program for businesses in the City of Cold Lake.

Carried Unanimously

North Arena Update - Life-Cycle Audit

Resolution # CRM20200623.1012

Moved by Councillor Lefebvre

That Council authorize Administration to maintain operations at the Cold Lake North Arena for the 2020/2021 winter season, and defer future operations to the 2021 Budget Deliberations.

In Favor (5): Mayor Copeland, Councillor Buckle, Councillor Lay, Councillor Lefebvre, and Councillor Soroka

Opposed (2): Councillor Grau, and Councillor Vining

Carried

Transit Services - COVID-19 Impact Update

Resolution # CRM20200623.1013

Moved by Councillor Lefebvre

That Council authorize Administration to revert back to the regular transit operating hours of Monday to Friday 7:00 a.m. to 9:00 p.m. and Saturday 9:00 a.m. to 9:00 p.m.

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

Opposed (2): Councillor Lefebvre, and Councillor Vining

Carried

Resolution # CRM20200623.10014

Moved by Councillor Lay

That Council authorize Administration to relax rider occupancy restrictions on the City of Cold Lake transit system.

In Favor (3): Mayor Copeland, Councillor Buckle, and Councillor Lay

Opposed (4): Councillor Grau, Councillor Lefebvre, Councillor Soroka, and Councillor Vining

Defeated

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

Resolution # CRM20200623.1015

Moved by Councillor Buckle

That Council authorize Administration to hold \$50,000.00 in contingency for an observation tower project located on the Cold Lake Museums Society property.

Carried Unanimously

NEW BUSINESS

Financial Write Offs - Uncollectable Accounts

Resolution # CRM20200623.1016

Moved by Councillor Vining

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

Carried Unanimously

Notice of Motion - Criminal Code Amendment

Resolution # CRM20200623.1017

Moved by Councillor Soroka

That Council lobby 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.

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.

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

Opposed (2): Councillor Lefebvre, and Councillor Vining

Carried

COMMITTEE REPORTS

Minutes January 7, 2019 Beaver River Regional Waste Management Commission Organizational Meeting

Information.

Minutes January 7, 2019 Beaver River Regional Waste Management Commission

Information.

Minutes April 16, 2019 Beaver River Regional Waste Management Commission

Information.

Minutes August 1, 2019 Beaver River Regional Waste Management Commission

Information.

Minutes December 10, 2019 Beaver River Regional Waste Management Commission Organizational Meeting

Information.

Minutes December 10, 2019 Beaver River Regional Waste Management Commission

Information.

Minutes May 21, 2020 Water North Coalition

Information.

Minutes May 29, 2020 Inter-City Forum on Social Policy

Information.

COUNCIL HIGHLIGHTS/ REPORTS

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

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

Oath of Office Deputy Mayor Soroka July 1, 2020 - February 28, 2021

Mayor Copeland administered the Oath of Office of Deputy Mayor for the period of July 1, 2020 - February 28, 2021 to Councillor Soroka.

QUESTIONS

Councillor Lefebvre queried who to contact if an organization is not following the Provincial guidelines and mandates with regards to COVID-19?

Chief Administrative Officer K. Nagoya advised there is a complaint line for the public through the alberta.ca website.

Councillor Lefebvre queried on how to get a flag hung on the community flag pole?
Chief Administrative Officer K. Nagoya advised that Administration has a Flag Pole Policy, and that any organization can apply to have their flag raised as long as they meet the criteria stated in the Flag Pole Policy.

Councillor Lefebvre queried if Administration is able to have fireworks for Canada Day?
Chief Administrative Officer K. Nagoya advised that Administration is past the threshold for purchasing fireworks, as it takes six (6) weeks for the order to arrive.

Councillor Lay advised as a note of interest that the skim coat on some parts of Highway 28 is starting to peel. Councillor Lay queried if the skim coat is still under warranty?

Chief Administrative Officer K. Nagoya confirmed that the skim coat is still under warranty, and that it is in the process of being repaired.

Councillor Vining advised as a note of interest that there are still swimming advisory notifications up on Kinosoo Beach from last year.

General Manager of Community Services G. Barnes advised that he would have staff remove the signs.

Councillor Vining queried if there are areas around the hospital that are quiet zones?
Chief Administrative Officer K. Nagoya advised that Administration would look into the matter, and bring it to a Corporate Priorities Committee meeting for further discussion.

Councillor Buckle advised as a note of interest that there is a lot of congestion with parking on both sides of the road on 25th street, between the hospital and the apartments.

Councillor Vining advised that because residents at the apartments now have to pay for parking they are parking on the street instead.

Councillor Vining queried if the material at the Holiday Inn Express parking lot belongs to the City?

General Manager of Infrastructure Services A. Khan advised that some of the material belongs to the City, and that Administration will follow up to have it removed.

Resolution # CRM20200623.1018

Moved by Councillor Soroka

That the meeting be recessed at this time being 7:35 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 7:44 p.m.

After realizing a conflict of interest, Councillor Buckle declared disclosure of interest with respect to In Camera Item 15.1 Memorandum of Understanding - Cold Lake Regional Chamber of Commerce (CLRCC), and left the meeting at this time being 7:44 p.m.

IN CAMERA

Memorandum of Understanding - Cold Lake Regional Chamber of Commerce (CLRCC)

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

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

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

Resolution # CRM20200623.1019

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 7:44 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 Memorandum of Understanding - Cold Lake Regional Chamber of Commerce (CLRCC).

Carried Unanimously

Resolution # CRM20200623.1020

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 7:51 p.m.

Carried Unanimously

Resolution # CRM20200623.1021

Moved by Councillor Vining

That Council authorize Administration to enter into a new five (5) year Memorandum of Understanding with the Cold Lake Regional Chamber of Commerce for the operations of the Visitor Information Centre and the RV Park.

Carried Unanimously

Councillor Buckle re-entered to the meeting at this time being 7:51 p.m.

Sale of Land - Public Utility Lot - Lot 28PUL, Block 5, Plan 932 2157

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

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

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

Resolution # CRM20200623.1022

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 7:51 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 Sale of Land - Public Utility Lot - Lot 28PUL, Block 5, Plan 932 2157.

Carried Unanimously

Resolution # CRM20200623.1023

Moved by Councillor Vining

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

Carried Unanimously

Land for Temporary Shelter - Lot 2, Block 7, Plan 892 0030

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

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

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

Resolution # CRM20200623.1024

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 8:05 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 Land for Temporary Shelter - Lot 2, Block 7, Plan 892 0030.

Carried Unanimously

Resolution # CRM20200623.1025

Moved by Councillor Grau

That the meeting come "Out-of-Camera" at this time being 8:14 p.m.

Carried Unanimously

Legal - Slope Stability Issues

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

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

- FOIP Section 17, Disclosure harmful to personal privacy
- FOIP Section 24, Advice from officials

Resolution # CRM20200623.1026

Moved by Councillor Grau

That the meeting go "In-Camera" at this time being 8:14 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 - Slope Stability Issues.

Carried Unanimously

Resolution # CRM20200623.1027

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 8:35 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 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, Manager of Strategic Initiatives A. Serba, and Intermediate/Recording Secretary V. Saini.

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

- FOIP Section 17, Disclosure harmful to personal privacy
- FOIP Section 24, Advice from officials

Resolution # CRM20200623.1028

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 8:35 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 # CRM20200623.1029

Moved by Councillor Grau

That the meeting come "Out-of-Camera" at this time being 8:54 p.m.

Carried Unanimously

Legal - Pelican Rock

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

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

- FOIP Section 17, Disclosure harmful to personal privacy
- FOIP Section 24, Advice from officials

Resolution # CRM20200623.1030

Moved by Councillor Soroka

That the meeting go "In-Camera" at this time being 8:54 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 - Pelican Rock.

Carried Unanimously

Resolution # CRM20200623.1031

Moved by Councillor Grau

That the meeting come "Out-of-Camera" at this time being 9:23 p.m.

Carried Unanimously

Resolution # CRM20200623.1032

Moved by Councillor Grau

That Council extend the Council 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

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, Manager of Strategic Initiatives A. Serba, and Intermediate/Recording Secretary V. Saini left the meeting at this time being 9:23 p.m.

Agreement - Improvement District (ID) No. 349

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

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

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

Resolution # CRM20200623.1033

Moved by Councillor Grau

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

Carried Unanimously

Resolution # CRM20200623.1034

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 9:48 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20200623.1035

Moved by Councillor Vining

That the meeting be adjourned at this time being 9:48 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Request for Funding - Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 Charity Events

Meeting Date: July 14, 2020

Executive Summary:

Attached is the Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 Lakeland Sponsorship Package outlining their three (3) signature fundraising events as follows:

- Run for Ronald - Saturday, May 2, 2020
- Charity Golf Classic: Lakeland Region - Saturday, June 20, 2020 **Rescheduled to August 15, 2020**
- Winterland Invitational Hockey Tournament (replaced the Rock the House Curling Funspiel) - February 14-16, 2020

This will be the sixth (6th) year (third (3rd) year for the Winterland Invitational Hockey Tournament) of these annual events. RMHCNA are also hoping the City of Cold Lake will consider putting in a team to the Run for RMHCA: Corporate Challenge. Due to the strong interest in the Winterland Invitational Hockey Tournament (which was held in Bonnyville), the Rock the House Curling event was eliminated last year. In 2017, the Energy Centre was tentatively secured to double the Winterland Invitational Hockey tournament in 2019; however, the City of Cold Lake received a cancellation for the Tournament.

Background:

At Council's regular meeting held October 8, 2019, Council resolved to postpone New Business Item Request for Funding - Ronald McDonald House Charities Northern Alberta (RMHCNA) 2020 Charity Events to the 2020 budget deliberations, with consideration for funding being given at the December 10, 2019 regular meeting of Council after the approval of the 2020 budget.

At their regular meeting held December 10, 2019, Council resolved to postpone this request to their January 14, 2020 regular meeting of Council.

At their regular meeting held January 14, 2020, Council resolved to postpone this request to their March 10, 2020 regular meeting of Council.

At their regular meeting held March 10, 2020, Council resolved to postpone this request to their April 14, 2020 regular meeting of Council.



On March 26, 2020, an email (attached) was received advising that due to COVID-19, the Run for Ronald originally scheduled for May 2, 2020 has been postponed. Further, the June 20, 2020 Charity Golf Classic has been rescheduled to Saturday, September 26, 2020.

At their regular meeting held April 14, 2020, Council respectfully declined (Motion No. CRM20200414.1004) the request to sponsor the events being hosted by the Ronald McDonald House Charities Northern Alberta (RMHCNA) for 2020.

Administration received an email on June 26, 2020 (copy attached) advising that the Charity Golf Classic has been rescheduled to Saturday, August 15, 2020. Individual registration is \$100 per individual/\$400 per team (with cart) or \$80 per individual/\$320 per team (walking).

His Worship Mayor Copeland has requested for Council to reconsider the request (with the new information) and consider the City of Cold Lake funding and team to enter into the Lakeland Region Charity Golf Classic for \$400.

Sponsor the Charity Golf Classic: Lakeland Region event as follows:

- \$5,000 - Presenting Sponsor (Exclusive)
- \$3,000 - Dinner Sponsor (Exclusive)
- \$2,000 - Breakfast Sponsor (Exclusive)
- \$2,000 - Golf Cart Sponsor (Exclusive)
- \$2,000 - Volunteer Sponsor (Exclusive)
- \$1,000 - Players Bag Sponsor (Exclusive)
- \$1,000 - Hole Sponsor (14 available)
- \$1,000 - Home-in-One Sponsor (4 available)
- \$500+ - Kid Hero Sponsor

For 2020, the \$500 Program Sponsor (Exclusive) was eliminated.

In 2018, the "Presenting Sponsor" decreased from \$10,000 to \$5,000, the "Dinner Sponsor" decreased from \$5,000 to \$3,000, and the "Breakfast Sponsor" decreased from \$3,000 to \$2,000.

Prior to 2015, no documentation could be found confirming any sponsorship funding being provided to the RMHC.

In 2015, Council provided the following with respect to sponsorships which totaled \$3,500.00:

- Run for Ronald - \$500.00 towards T-Shirts



- Charity Golf Classic: Lakeland Region - \$2,000.00 towards the Gold Sponsorship Package
- Rock the House Curling Funspiel - \$1,000.00 towards a "volunteer" sponsor

In 2016 and 2017, Council provided the following with respect to sponsorships which totaled \$3,000.00:

- Run for Ronald - \$1,000.00 Volunteer Sponsor
- Charity Golf Classic: Lakeland Region - \$1,000.00 Volunteer Sponsor
- Rock the House Curling Funspiel - \$1,000.00 Volunteer Sponsor

In 2018, Council provided the following with respect to sponsorships which totaled \$3,000.00:

- Run for Ronald - \$1,500.00 Sponsor
- Charity Golf Classic: Lakeland Region - \$1,500.00 Sponsor

In 2019, Council provided the following with respect to sponsorships which totaled \$2,000.00:

- Run for Ronald - \$1,000.00 Sponsor
- Charity Golf Classic: Lakeland Region - \$1,000.00 Sponsor

Prior the COVID-19 pandemic, The RMHCNA would like to City of Cold Lake to consider sponsorship as a \$2,000 House Hero for the Run for Ronald and put in a Corporate Challenge Team, and become a \$1,000 Hole Sponsor for the Charity Golf Classic (this includes a team entry).

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

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

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



To date, without consideration of this request or any others on the April 14, 2020 agenda, \$2,600.00 (Cold Lake Alpine Ski Society \$2,500, CLMHA \$10,000 (event cancelled due to COVID-19), Kids Time Out Play Program \$100, and RCMP Regimental Ball \$3,924.00 (event cancelled due to COVID-19) has formally been allocated from the 2020 Council Goodwill budget by motion of Council.

Alternatives:

Council may consider the following options:

- Pass a motion to support the Ronald McDonald House Charities Northern Alberta (RMHCNA) Charity Golf Classic: Lakeland Region scheduled for Saturday, August 15, 2020 at the Cold Lake Golf & Winter Club with funds to come from Council Goodwill (1-2-11-20-229) for 2020.
- Pass a motion to respectfully decline the request to sponsor the Ronald McDonald House Charities Northern Alberta (RMHCNA) Charity Golf Classic: Lakeland Region scheduled for Saturday, August 15, 2020.

Recommended Action:

That Council sponsor the Ronald McDonald House Charities Northern Alberta (RMHCNA) Charity Golf Classic: Lakeland Region scheduled for Saturday, August 15, 2020 at the Cold Lake Golf & Winter Club in the amount of \$400 with funds to come from Council Goodwill (1-2-11-20-229).

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

From: Ronald McDonald House Charities® Alberta <oreen@rmhcna.org>

Date: Jun 25, 2020 8:59 AM

Subject: 6th Annual Lakeland Region Charity Golf Classic

To: Craig Copeland <CCopeland@coldlake.com>

Cc:

[View this email in your browser](#)



Registration Now OPEN for the 6th Annual Lakeland Region Charity Golf Classic!

Join RMHC Alberta for a day of golf in support of families at the Cold Lake Golf & Winter Club. This Tee Time Invitational is presented by SE Design & Consulting and Site.

[REGISTER](#)

- **When:** Saturday, August 15, 2020
- **Where:** Cold Lake Golf & Winter Club
- **What:** Tee Times every 15 minutes from 7am - 5pm

- **Price:** \$100 per individual / \$400 per team (with cart) OR \$80 per individual / \$320 per team (walking)

What's Included:

- 18 holes of golf
- Player's bag
- Online auction
- On-course activities (as permitted)
- Prizing (to be announced via email)



Disclaimer: You may notice the absence of a dinner at this year's event. In light of COVID-19, minor adjustments have been made to the format to ensure the safety of all golfers. All details may be subject to change. RMHC Alberta will work closely with the venue host to make this determination based on guidelines set out by provincial health authorities. We thank you for your patience.

Cancellation Policy: In the event that we may need to cancel or postpone our Lakeland Region Charity Golf Classic, we will offer the following options:

- Turn your registration fee into a taxable donation
- Defer this year's registration fee to 2021
- Receive a full refund (excluding any credit card processing fees)

Presenting Sponsors



SPONSORSHIP PACKAGE

For more information or for sponsorship inquiries, please contact **Oreen Skiba**, Stakeholder Relations Manager, at oreen@rmhcna.org or 780.217.6020.



Ronald McDonald House Charities®
Alberta

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111 West Campus Place NW
Calgary, Alberta T3B 2R6
Canada

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You can [update your preferences](#) or [unsubscribe from this list](#).

Cindy Reimer

From: Oreen Skiba <oreen@rmhcna.org>
Sent: October 3, 2019 9:09 AM
To: Craig Copeland
Cc: Cindy Reimer
Subject: Ronald McDonald House 2020 Events
Attachments: 2020 Ronald McDonald House Lakeland Region Sponsorship Package.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Craig,

I hope the presentation last night was informative?

Attached is the electronic version of the 2020 RMHCA Lakeland events sponsorship package.

Last year the city supported us with \$1000 to both the Run and the Golf tournaments. Wondering if council would consider coming on board as a \$2000 House Hero for the Run and put in a Corporate Challenge team and become a \$1000 Hole sponsor for Golf, this includes a team entry.

Let me know if I should come in to present to council or if this email will suffice as the ask.

Thanks,

Oreen Skiba

Stakeholder Relations Manager, Lakeland Region

Ronald McDonald House Charities® Alberta

C: 780-217-6020



Cindy Reimer

From: Oreen Skiba <oreen@rmhcna.org>
Sent: March 26, 2020 11:05 AM
To: Craig Copeland
Cc: Cindy Reimer
Subject: Ronald McDonald House events in the Lakeland

Hi Craig,

Like so many organizations, RMHC Alberta is having to make some tough decisions in response to COVID-19. One of those decisions is to postpone all fundraising events until such time as it's safe to bring people together again. So today, we're writing to let you know that the Run for RMHC Alberta, originally scheduled for May 2, 2020, is postponed. We are disappointed, but the safety of our participants, volunteers, and sponsors is our number one priority. We are making every effort at this time to secure a new date.

We have rescheduled the June 20th RMHC Alberta Lakeland Golf Classic to Saturday September 26th.

We want to thank you for your patience and your flexibility, and for your support of RMHC Alberta families. When we all come through this together, our families will need your support more than ever.

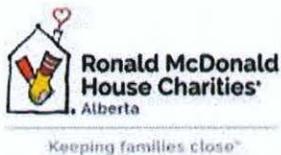
We will keep you posted as soon as we have new information. If you have any questions, please don't hesitate to connect with me at oreen@rmhcna.org or 780-217-6020.

Oreen Skiba

Stakeholder Relations Manager, Lakeland Region

Ronald McDonald House Charities® Alberta

C: 780-217-6020



From: Ronald McDonald House Charities® Alberta <oreen@rmhcna.org>

Date: Jun 25, 2020 8:59 AM

Subject: 6th Annual Lakeland Region Charity Golf Classic

To: Craig Copeland <CCopeland@coldlake.com>

Cc:

[View this email in your browser](#)



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Presenting Sponsors



SPONSORSHIP PACKAGE

For more information or for sponsorship inquiries, please contact **Oreen Skiba**, Stakeholder Relations Manager, at oreen@rmhcna.org or 780.217.6020.



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STAFF REPORT

Title: Policy No. 210-FC-20 - City of Cold Lake Meals on Wheels Service Policy

Meeting Date: July 14, 2020

Executive Summary:

Meal on Wheels is a meal delivery program whereby volunteers or paid individuals deliver pre-ordered meals to clients of the program. The city has been providing this service since 2017 when prior to that time the Cold Lake Senior's Society offered meal to eligible clients.

The purpose of this report is to provide a policy structure to administration respecting service expectations, and operations.

Background:

The City of Cold Lake received a request form the Cold Lake Senior's Society in December 2016 requesting the City resume the responsibility of the Meals on Wheels program commencing February 2019.

Meals on Wheels is a service in which meals are delivered by volunteers or paid individuals to eligible clients daily Monday to Friday except for statutory holidays. The program offers an \$8/meal (frozen) and \$10/meal (hot).

Eligible clients are:

- Seniors (adults over the age of 65);
- Adults who are chronically ill;
- Adults living with a physical or mental disability;
- Adults recovering from surgery or illness; and
- Adults undergoing medical treatment.

Under a food security and access to nutrition initiative operated under the Ministry of Human Services and funded through a grant to Age Friendly, for the next 6 months July 1 to December 31, 2020 eligible clients will receive a 50% reduction in the cost of meals.

Additionally, the City looks to extend Meals on Wheels to Wards 5 & 6 in the MD of Bonnyville. Currently the City is only considering offering frozen meals to clients in the MD of Bonnyville.



Alternatives:

Council may consider the following options:

1. Make a motion to pass Policy No. 210-FC-20, being the City of Cold Lake Meals on Wheels Service Policy as presented.
2. Make a motion to pass Policy No. 210-FC-20, being the City of Cold Lake Meals on Wheels Service Policy as amended.
3. Accept this report titled Policy No. 210-FC-20 - City of Cold Lake Meals on Wheels Service Policy as information.

Recommended Action:

That Council adopt Policy No. 210-FC-20 being the City of Cold Lake Meals on Wheels Service Policy as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



City of Cold Lake Meals on Wheels Service Policy

POLICY NUMBER: 210-FC-20

Approval Date: _____

Revise Date: _____

Motion Number: : _____

Repeal Date: _____

Supersedes: _____

Review Date: _____

1.0 Policy Intent

The intent of this Policy is to provide a guide to the operations of the City of Cold Lake Meals on Wheels Service (CCLMoWS).

2.0 Purpose

The purpose of this Policy is to act as a guideline for the City of Cold Lake Administration to follow on the service parameters, priorities and operations of the CCLMoWS.

3.0 Policy Statement

The goal of this Policy is to outline appropriate use of the CCLMoWS, including use, limitations, fees, service parameters and volunteer, client and caterer guidelines.

4.0 Managerial Guidelines

4.1 The CCLMoWS is designed to provide a daily meal to seniors (65+), and eligible adults as per section 4.2 of this Policy, within the boundaries of the City of Cold Lake and Ward 5 and 6 of the MD of Bonnyville.

4.2 Client Eligibility:

4.2.1 The following individuals are eligible for the CCLMoWS and will hereby be referred to as Clients:

4.2.1.1 Seniors (adults over the age of 65);

4.2.1.2 Adults who are chronically ill;

4.2.1.3 Adults living with a physical or mental disability;

4.2.1.4 Adults recovering from surgery or illness; and

4.2.1.5 Adults undergoing medical treatment.

4.3 Client Registry:

4.3.1 All clients wishing to utilize the CCLMoWS, and who meet the eligibility criteria set out in section 4.2, are required to pre-register for the service.

- 4.3.2 Annual registration is required. Failure to do so will result in a discontinuation of services.
- 4.3.3 Registrants must inform Cold Lake and District FCSS of any changes that may impact their eligibility status.
- 4.4 Parameters of Service:
 - 4.4.1 The CCLMoWS is intended to provide Clients, should they meet the eligibility requirements as per section 4.2, of the City of Cold Lake with a daily meal.
 - 4.4.2 Depending on the obtainability of volunteer drivers and / or the unforeseen availability of grant funds, the service could be opened up to sections of the MD of Bonnyville, Wards 5 and 6.
 - 4.4.3 CCLMoWS will be available Monday to Friday, except on statutory holidays.
- 4.5 Cancellation of Service:
 - 4.5.1 All attempts will be made to reduce any cancellation in service.
 - 4.5.2 Any cancellation of service will be at the discretion of the Cold Lake and District FCSS Manager in consultation with the General Manager of Community Services.
 - 4.5.3 Cold Lake and District FCSS Staff will assist with the delivery of service when a volunteer is unavailable.
- 4.6 Fees:
 - 4.6.1 Meal increases will be recommended to City Council by the Chief Administrative Officer during the annual budget period or sooner if needed.
 - 4.6.2 Clients will be billed on a monthly basis by the City of Cold Lake.
- 4.7 Drivers:
 - 4.7.1 Drivers for the CCLMoWS will be volunteer drivers;
 - 4.7.2 FCSS Administration will be responsible for the recruitment of the CCLMoWS volunteer drivers.
 - 4.7.3 Drivers are required to provide:
 - 4.7.3.1 Completed City of Cold Lake form 51-00-28, the Volunteer Services Application;
 - 4.7.3.2 Criminal record check; and
 - 4.7.3.3 Valid class driver's license, insurance, and registration.
 - 4.7.4 Cold Lake and District FCSS Administration will be responsible for providing the drivers with items necessary to carry the meals and an identification tag.
- 4.8 Caterer:
 - 4.8.1 The caterer will provide meals daily in accordance with section 4.3 of this Policy.

5.0 **References**

- City of Cold Lake Special Transportation Services Policy 138-FC-11

6.0 Persons Affected

All registered clients of the CCLMoWS, the CCLMoWS Driver(s), caterers, and Cold Lake and District FCSS Staff.

7.0 Revision/Review History

Date

Mayor

Date

Chief Administrative Officer



STAFF REPORT

Title: Grant - Municipal Asset Management Program (MAMP)

Meeting Date: July 14, 2020

Executive Summary:

City Council approved Asset Management Policy No 206-AD-19 (attached for reference) at their regular Council meeting on January 22, 2019. The Asset Management Policy provides guidelines for implementing consistent asset management processes and commitment by the City of Cold Lake towards a comprehensive and best practice approach to asset management.

In order to advance to the next stage of the asset management which is the development of asset management plans, administration is seeking to apply for a \$50,000 grant available through FCM. The application is under development; one of several eligibility requirements, is to have a Council resolution supporting:

1. The grant application;
2. The proposed activities in the application; and
3. The City's funding commitment.

Administration is seeking support from Council to move forward with the application process for the purpose of developing the City's Asset Management Plans.

Background:

The Municipal Asset Management Program (MAMP) is an eight-year (until 2024), \$110-million program funded by the Federation of Canadian Municipalities (FCM)/ Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. The program offers municipal grant funding, as well as grants to partner organizations, to provide training and capacity-building activities to increase skills within local governments to sustainably maintain their asset management programs now and in the future. \$26M worth of municipal asset management projects have been funded to date.

The maximum MAMP contribution to a project is \$50,000. The City of Cold Lake, as an applicant, qualifies for the following funding opportunity:

- Municipal governments with a population above 1,000 - 80% of eligible costs.



Note: Projects must be completed within 12 months of receiving a funding approval notice.

In order to be eligible for MAMP funding a resolution must be adopted by Council supporting:

1. The grant application;
2. The proposed activities in the application; and
3. The City's funding commitment.

The City currently operates, maintains and manages the City's assets based on various facets such as:

- Software with data information like GIS, MDW, City Works;
- Service Levels;
- Knowledge from experienced and trained administration;
- Budget availability;
- Assessment tools - Road Matrix, Sidewalk Assessment, Camera Inspections for Sewer;
- Public and political requests; and
- Reactive repair and replacement.

Having the Asset Management Plan developed will take all these individual facets and bring them together so there is a complete understanding in one document with a clear vision to educate staff, management, Council and the public. The Plan will be the tool for decision making, future long term planning and budget allocations.

Alternatives:

Council may consider the following:

1. Pass a motion supporting a grant application to Municipal Asset Management Program for the development of the City's Asset Management Plan with a municipal commitment of \$12,500 coming from Engineering Services 2020 Operational Budget.
2. Defeat a motion supporting a grant application to Municipal Asset Management Program for the development of the City's Asset Management Plans with a municipal commitment of \$12,500 coming from Engineering's 2020 Operational Budget.
3. Accept as information.

Recommended Action:

Administration recommends that Council pass a motion to direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program (MAMP) for the Cold Lake Asset Management Plan.



Therefore, committing the City of Cold Lake to conducting the activities in its' proposed project which will be submitted to the Federation of Canadian Municipalities' (FCM) MAMP to advance the City's asset management program with a \$12,500.00 commitment from the City's Engineering Services Operational Budget toward the costs of this initiative:

Activity - Asset Management Plan Development

Deliverable - Asset Management Plan

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Asset Management Policy

POLICY NUMBER: 206-AD-19

Approval Date: January 22, 2019

Revise Date:

Motion Number: CRM20190122.1013

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

To set guidelines for implementing consistent asset management processes and to articulate a commitment by the City of Cold Lake regarding the comprehensive and best practice approach to asset management.

2.0 Purpose

The purpose of this policy is to design the guidelines for Asset Management with the intent of:

- 2.1 Enabling informed decision- making by Council, administration and community;
- 2.2 Improving decision-making accountability and transparency;
- 2.3 Supporting a culture where all administration takes part in incorporating the Asset Management Framework into the management of the public assets;
- 2.4 Ensuring that risk, approved levels of service, condition, and inventory are considered to inform and prioritize programming decisions at all levels of decision making;
- 2.5 Meeting federal, provincial and local legislative and regulatory requirements for asset management as applicable at the individual asset level and at the corporate level in alignment with corporate vision and goals;
- 2.6 Ensuring the City resources and operational capabilities are identified for City services and infrastructure so they are provided in a safe, reliable and sustainable manner with responsibility for asset management allocated.

3.0 Policy Statement

- 3.1 This policy shall govern all City of Cold Lake employees. The Policy dictates that the City will aim to advance the asset management guiding principles through all aspects of day-to-day work and through the entire asset lifecycle, from acquisition to disposal. The City shall comply with this Policy both internally and in its

engagements with City service providers including developers, contractors, and consultants. The City will contribute towards continuous improvement in asset management practices. If any provisions of this policy are held invalid, the remainder of this document shall be valid.

4.0 Managerial Guidelines

4.1 Definitions:

- 4.1.1 **“Asset”** is an item of value that derives its worth from its ability to be used to deliver a service or create a product. At the City, an asset can be tracked and managed as part of the financial, operations, maintenance and capital planning business processes.
 - 4.1.2 **“Asset Management”** is an integrated approach involving planning, finance, engineering, maintenance and operations to maximize benefits, reduce risk and provide safe and reliable levels of service to community users.
 - 4.1.3 **“Asset Management Framework”** is a set of documents (policy, strategy, plan), systems and processes that address and organizations asset management responsibilities.
 - 4.1.4 **“Asset Management Policy”** outlines an organizations commitment and mandated requirements for asset management.
 - 4.1.5 **“Levels of Service”** is the defined thresholds at which services are supplied to customers. They may refer to parameters or a combination of parameters that reflect regulatory, social, environmental and economic outcomes that the City has agreed to deliver to both internal and external customers.
 - 4.1.6 **“Life Cycle”** means the cycle of activities that an asset goes through while it retains an identity as a particular asset.
 - 4.1.7 **“Life Cycle Costs”** means the total costs of an asset throughout its life including: planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
 - 4.1.8 **“Risk”** means the effect of uncertainty on objectives. Risk events are events that may compromise the delivery of the City’s strategic objectives or community services.
 - 4.1.9 **“Tangible Capital Assets”** are financial assets having a physical substance that:
 - 4.1.9.1 are used on a continuous basis by the City;
 - 4.1.9.2 have useful economic lives extending beyond one year;
 - 4.1.9.3 are held for use in production or supply of goods and services, for rental to others, for administrative purposes or for development, construction, maintenance, or repair of other tangible capital assets;
 - 4.1.9.4 are not for resale in the ordinary course of operation.
- 4.2 The City will incorporate best practice, asset management concepts and practices, to manage the public’s assets in order to reliably deliver established levels of service at the lowest cost.

The Asset Management Policy provides the foundational guidance that ensures City administration are working on the right activities and projects; at the right time; at the right costs, and for the right reasons. The Policy ensures that the City follows a standard approach to managing assets in line with the following guiding principles:

4.2.1 Legislative Compliance

4.2.1.1 The City's first obligation is to comply with legislation, regulatory and statutory requirements and is committed to meeting these obligations.

4.2.2 Service Levels & Stakeholder Involvement

4.2.2.1 Policy and decision makers are made aware of the requirement to establish Levels of Service and apply these Levels of Service in shaping and delivering asset management activities.

4.2.2.2 Stakeholders are made aware of the costs of managing the assets and maintaining agreed Levels of Service, along with the costs associated with potential changes to the Levels of Service.

4.2.2.3 Incorporation of relevant and appropriate stakeholder input will be used in the development of asset management plans to meet established Levels of Service.

4.2.3 Lifecycle Management

4.2.3.1 A Life Cycle Management approach to asset management is used that considers both the "big picture" and the combined impact of managing all aspects of the asset life cycle, including the full costs of acquiring; operating; maintaining; renewing and retiring our assets including additions and deletions. Tradeoffs would be articulated and evaluated and the basis of decision recorded.

4.2.3.2 Asset Management efforts are aligned with the following:

4.2.3.2.1 this policy;

4.2.3.2.2 strategies and plans developed and implemented to support this policy and

4.2.3.2.3 other City policies, strategies and plans.

4.2.4 Administrative Inclusion

4.2.4.1 An administrative inclusion approach is adopted to manage assets around their life cycle, where the relevant City administration provide input at key stages of the life cycle to achieve the best solution possible for reducing overall costs of asset ownership.

4.2.4.3 Training in asset and financial management will be provided for relevant administration with an emphasis on a multi-disciplinary

team learning to build a strong foundation, sustain corporate memory, aid in succession planning and mitigate risks associated with administration turnover.

4.2.5 **System Focused**

4.2.5.1 A systematic approach is adopted where the assets are considered as a system and the system is then optimized, as opposed to individual assets.

4.2.6 **Accountability**

4.2.6.1 A formal, consistent, repeatable approach is adopted for the management of infrastructure assets, incorporating a methodical approach and providing a clear and justifiable audit trail for decisions and actions.

4.2.7 **Risk-Assessment /Evidence Based**

4.2.7.1 Asset risks associated with attaining the agreed Levels of Service are managed by focusing resources, expenditures and priorities based upon risk and the corresponding cost/benefit.

4.2.7.2 Assets are maintained proactively, focusing on critical assets, to prevent service failures where proven cost effective.

4.2.7.3 Systematic and cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with the appropriate best practice using replacement values; not historical costs.

4.2.7.4 Service failures are investigated with root cause analysis and improvements are made through investment or changes to operational procedures.

4.2.8 **Sustainability**

4.2.8.1 New capital assets are constructed with due regard to their future operating costs.

4.2.8.2 Assets are created that are resilient to climate and environmental change.

4.2.8.3 Resources are allocated appropriately and decisions are made that take into account Levels of Service; environment; society; regulatory; statutory requirements and makes optimal trade-offs between competing factors such as performance, cost and risk over an asset's lifecycle.

4.2.8.4 Due regard is given to the long-term stewardship of the assets.

4.2.8.5 The City administration must implement appropriate best management practices throughout the whole department

4.2.8.6 Asset renewals and agreed service levels will be identified in asset management plans. Asset management plans will be used to update the City's long term financial plan.

4.2.8.7 Asset renewal plans will be prioritized and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide the level of service.

4.2.9 **Needs Driven**

4.2.9.1 Information from the City's asset management approach, including Levels of Service, performance and Capital Investment Plans, will be used to make recommendations on future rates, fees taxes and revenue sources.

4.2.9.2 An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.

4.2.10 **Innovative**

4.2.10.1 Innovation is encourage in the delivery of solutions that meet the corporate and asset management objectives in a more effective and sustainable way, thus driving continual improvements in value and service.

4.2.10.2 Service and consequence of loss and failure of asset renewal alternative options will be evidenced in both the asset management plans and the budget documentation.

5.0 **References**

5.1 *Municipal Government Act*, RSA 2000, c M-26 section 276

5.2 Public Sector Accounting Board (PSAB 3150)

5.3 Canada- Alberta Gas Tax Fund Agreement

6.0 **Persons Affected**

6.1 A strategic approach to asset management ensures that the City delivers the highest appropriate level of service through its assets. This will provide positive impacts on:

6.1.1 members of the public, businesses and administration;

6.1.2 the City's financial position;

6.1.3 the ability of the City to deliver expected Levels of Service and infrastructure;

6.1.4 the political environment in which the City operates; and

6.1.5 the legal liabilities of the City.

6.2 **Councillors:**

- 6.2.1 Review and Adopt the Asset Management Policy
- 6.2.2 Approve levels of service incorporating risk, financial, stakeholder input that align with the community vision and goals

6.3 **CAO**

- 6.3.1 Developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of the asset management with Council.

6.4 **Administration**

- 6.4.1 Incorporate the Asset Management Framework into the management of all assets and decision making.
- 6.4.2 Put into use the details of the plans and asset management systems

7.0 **Revision/Review History**

The Council and the CAO or their designate, shall review and revise the policy at least once every four years. Such reviews may be done in conjunction with property tax, utility rate reviews or following changes to the operating environment of any of the divisions of the City; or at such other times as the Council and or CAO considers appropriate.

Jan 25, 2019
Date

January 25, 2019.
Date



Chief Administrative Officer



Mayor





DRAFT

FCM's Municipal Asset Management Program Application Form

IMPORTANT: Before filling out this application form, please read the Municipal Asset Management Program (MAMP) [application guide](#), available on the FCM website.

Please save or download this form to your computer before completing it. If you see a dialog box requesting that you trust the links to FCM, please click "trust".

We encourage you to contact FCM before you submit your application. FCM advisors can help determine if your project is eligible, answer questions and help you prepare a successful application. Contact us at:

programs@fcm.ca

Tel.: 613-907-6208 or 1-877-997-9926

Part A: Applicant information

There are two eligible lead applicant categories:

- » Municipal governments (e.g. towns, cities, regions, districts, etc., and local boards thereof)
 - » Quebec applicants must first submit their application through Quebec's Ministère des Affaires municipales et de l'Occupation du territoire (MAMOT). See details below.
- » Municipal partners applying in association with a municipal government

A municipal partner is one of the following entities:

- a. a municipally owned corporation
- b. a regional, provincial or territorial organization delivering municipal services
- c. an Indigenous community
 - » *Certain Indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.*
- d. a not-for-profit organization with a focus on municipal services

Please note that private-sector entities are not eligible as municipal partners.



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1. Lead applicant information

Please select your organization type from the list below. If you are unsure, please review the application guide, or contact FCM: email programs@fcm.ca or call 613-907-6208 or 1-877-997-9926.

- Municipal government (e.g. towns, cities, regions, districts, etc., and local boards thereof)

Municipal partner

- a municipally owned corporation
a regional, provincial or territorial organization delivering municipal services
an Indigenous community
Certain Indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.
a not-for-profit organization with a focus on municipal services
Other, please describe

If other is selected, please provide your organization type

2. Lead applicant contact information

Organization name
City of Cold Lake

Mailing address

Address
5513 48 Avenue

City Province/territory Postal code
Cold Lake Alberta T9M 1A1

General Telephone General Email
780-594-4494 infrastructure@coldlake.com



Lead applicant primary contact information

Salutation (optional)	First name	Last name	Middle initial (optional)
Mr.	Rezaur	Bhuiyan	
Title		Email	
Engineering Services Manager		rbhuiyan@coldlake.com	
Tel. (work)	Ext.	Cell (optional)	
780-594-4494	7975	(area) number	

3. Additional information

The following information will help FCM understand the reach and results of the Municipal Asset Management Program:

Lead applicant annual operating budget	\$53,528,632.00
Number of administrative staff that manage the municipality or lead organization (e.g. senior administrators, finance, public works, planners and other administrative staff)	101 – 500

- This applicant has previously received funding from MAMP (second-time applicants).
- This application is in collaboration with others communities/municipalities.

FCM will allow groups of peer municipalities to apply for funding using a collaborative approach.

Part B: Self-assessment

5. Self-assessment summary – Current State

Please complete a self-assessment using the Asset Management Readiness Scale assessment tool. The self-assessment should be reflective of your organization as a whole, and not a division or an asset class within the organization.

Part C: Project description

6. Working title

What is the project's working title? This title will be used publically to identify the project. Please ensure that the working title provided matches that in the Workplan/Budget.

Cold Lake Asset Management Plan



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7. Description

Provide a high-level description of the activities you will complete within your project. Summarize what you will do and what the project will achieve in 100 words or less. If your application is accepted, this section will be used as the public description of your project.

With aid and direction from a consultant the City will work on completing our Asset Management Plan. With the consultants guidance and expertise and utilizing the NAMS Canada training completed by City Administration, we will revise, develop and expand on our current Levels of Service and Risk Management planning.

8. Activities and deliverables

What are the proposed activities that you want FCM to fund? Please identify one to three activities.

What deliverables do you plan to submit to FCM at the end of this project that will demonstrate you have completed the activities? Please identify at least one deliverable per activity.

Please see the application guide for additional guidance on the level of detail expected.

Table with 2 columns: Activity and Deliverable. Includes instructions and examples for both columns, and a table row with '1. Asset Management Plan Development' and 'Asset Management Plan'.

Note: Please use these same activities to complete the workplan and budget template. In the workplan and budget template, you will be required to break each of these activities down into tasks.



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9. Outcomes

Describe how your proposed activities will improve your asset management capacity and why these activities are the priority for your municipality at this time. How will these outcomes move you along the Asset Management Readiness Scale? List the specific outcomes in the scale that are likely to be achieved through your proposed activities.

In addition to the immediate outcomes, you can also describe the long-term impact these activities will ultimately have on your municipality or community.

Currently we operate and develop our asset management based on various facets such as:
*software with data information like GIS, MDW, City Works
*knowledge from experienced and trained administration
*budget availability
*assessment tools - Road Matrix, Sidewalk Assessment, Camera Inspections for Sewer
*public and political requests
* reactive repair
Having the Asset Management Plan developed will take all these individual facets and bring them together so there is a complete understanding in one document with a clear vision to educate staff, management, Council and/or the public. The Plan will be the tool for decision making, future long term planning and budget allocation.

Please use the Asset Management Readiness Scale assessment tool to identify your desired future state. Complete the Desired Future State column below to indicate your intended readiness levels at the end of the funded project.

Note: Progression in asset management practices takes time and ongoing effort. Your "desired future state" should reflect the levels you realistically anticipate reaching by the end of the project. In some cases, the asset management activities that are most important for you may not result in a full level change on the readiness scale. That is okay — any progress is important.

10. Human resources

Identify the internal human resources who will complete the proposed activities. Please list who will lead the project and who will carry out the project activities? Summarize the relevant experience of your proposed project team.

Rezaur Bhuiyan- Engineering Services Manager- lead- NAMS training in Asset Management, MDW
Lisa Nash- Engineering Tech - liaison between departments and consultants for information - NAMS training Asset Management, MDW, City Works
Azam Khan- General Manager of Infrastructure Services -liaison with CAO, Management and Council - NAMS training Asset Management, MDW, Cityworks, GIS

Describe the external human resources (consultant, etc.) who will complete the proposed activities. Please list who will lead the project and who will carry out the project activities? Summarize the relevant experience of your proposed project team.

TBD



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11. Fit with provincial or territorial approach

Describe how this project fits within the asset management approach being implemented within your province or territory.

Developing and establishing an Asset Management Plan will allow our community to manage our infrastructure in a planned manner and bring value to our community as desired in the Asset Management Approach for Alberta.

12. Challenges and mitigations

What are the one to three most important risks or challenges that could impede the delivery of this project? How will you mitigate these challenges?

Table with 2 columns: Challenge, Mitigation. Row 1: Challenge: Time to be involved and participate in addition to current duties by internal resources; Mitigation: Designation of the internal lead and support staff to the consultant.

Part D: Required attachments

Please submit the following with your application

Table with 2 columns: Supporting document, Comments and reference pages. Rows include: A resolution from council, band council or board of directors; A completed workplan and budget document; A completed Asset Management Readiness Scale assessment tool; For collaborative project between municipalities; For municipal partners.



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Part E: Declaration and signature

Please review this declaration and have it executed by an authorized signatory of the applicant. This declaration confirms that: a) the Applicant understands and will abide by the Federation of Canadian Municipalities' ("FCM") requirements, including those related to funding; and b) the information provided in and appended to the application is accurate and complete.

By typing my name below and submitting this application, I am providing my signature for the declaration above.

I, Kevin Nagoya, CAO of City of Cold Lake (herein called the "Applicant"), hereby declare, without personal liability and in my capacity as CAO of the Applicant, as follows:

- 1. That the Applicant will not be able to receive funding from FCM prior to entering into a legally binding agreement with FCM (the "Agreement") in respect of the project being applied for (the "Initiative") and that the said Agreement will contain pre-conditions to funding, all of which the Applicant must comply with, including without limitation:
a. the Applicant having obtained all authorizations required to enter into the Agreement and carry out the Initiative;
b. the Applicant having obtained assignments of copyright and waivers of moral rights from any consultants or third-parties who have contributed or will contribute to reports prepared on the Applicant's behalf, such that the Applicant will hold the copyright in all reports related to the Initiative;
c. the Applicant providing reports and consenting to FCM sharing the lessons learned and experience gained from the Initiative with other communities across Canada by allowing FCM to publish reports, such as project completion and final reports, on the FCM website;
d. the Applicant having incurred costs in connection with the Initiative, which costs must be invoiced to and paid for by the Lead Applicant; and
e. the Applicant claiming reimbursement for in-kind costs only, all in accordance with FCM's restrictions regarding such claims.
2. That the Applicant will carry out the Initiative in compliance with all applicable laws and regulations.
3. That the Applicant will confirm to FCM all sources of funding prior to executing the Agreement.
4. That all of the information contained in this application and in the accompanying documents is true, accurate and complete as of the date of submission.
5. That if any of the information contained in this application and in the accompanying documents becomes inaccurate, incomplete or incorrect, the Applicant will provide updated information and/or accompanying documents.
6. That the Applicant acknowledges and agrees that changes in scope to the Initiative after this date of application may not be accepted by FCM.
7. If the Applicant has engaged or intends to engage (a) consultant(s) who will communicate with FCM on behalf of the Applicant, that the Applicant hereby confirms that the consultant(s) are authorized to do so.

Name of authorized agent (consultant):

Organization:



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OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Municipal Asset Management Program Application Form

DRAFT

Note: The information provided in this application, including all attachments, will be kept confidential. Access to this information will be limited to:

- » *FCM employees and professional representatives who are involved with your Initiative*
- » *persons to whom the applicant has granted access and persons authorized by law*

The information provided in applications, including attachments, is subject to FCM's Privacy Policy.

The system will highlight any incomplete questions

Review



STAFF REPORT

Title: Cold Lake Library Board Resignation

Meeting Date: July 14, 2020

Executive Summary:

We have received a letter (attached) from Mr. Daryl Gilroy advising that he will be resigning from the Cold Lake Library Board effective June 30, 2020.

Background:

The Cold Lake Library Board consists of a minimum of five (5) members and a maximum of ten (10) members as follows:

- One (1) member of Council
- A minimum of four (4) members and a maximum of nine (9) members-at-large, one (1) of whom may be appointed by 4 Wing Cold Lake and one (1) of whom may be appointed by the M.D. of Bonnyville.

For your information, a copy of Bylaw No. 587-BD-16, which establishes the Cold Lake Library Board, has been attached.

With this resignation, the Cold Lake Library Board will be left with three (3) vacancies. The City of Cold Lake will continue to advertise for vacant positions as needed.

Alternatives:

That Council accept, with regret, the resignation of Mr. Daryl Gilroy from the Cold Lake Library Board effective June 30, 2020.

Recommended Action:

That Council accept, with regret, the resignation of Mr. Daryl Gilroy from the Cold Lake Library Board effective June 30, 2020.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

19 Jun 2020

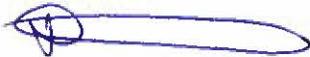
Cynthia Sloychuk
Cold Lake Library Board Director

Dear Mrs. Sloychuk,

Please accept my resignation from the Cold Lake Library Board as of 30 June 2020. I am posted out from Cold Lake and will no longer be able fulfill my board duties.

I have greatly enjoyed the last 4 years working on the Library Board and have learnt many valuable skills in that time. I wish the Library board all the best and hopefully our paths will cross again in the future.

Sincerely



Daryl Gilroy

CITY OF COLD LAKE
BYLAW #587-BD-16
CITY OF COLD LAKE LIBRARY BOARD BYLAW

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE COLD LAKE LIBRARY BOARD

WHEREAS the *Library Act*, R.S.A. 2000, Chapter L-11, as amended, authorizes Council to establish a municipal library board;

WHEREAS Council wishes to establish a Library Board;

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

SECTION 1 - TITLE

- 1.1 This Bylaw shall be cited as the “Cold Lake Library Board Bylaw”.

SECTION 2 - DEFINITIONS

In this Bylaw,

- 2.1 “Board” means the “The City of Cold Lake Library Board”;
- 2.2 “Council” means the Mayor and Members of Council of Cold Lake;
- 2.3 “CAO” means the CAO of the City of Cold Lake as appointed by Council;
- 2.4 “Member of Council” means an elected member of the Council of Cold Lake;

SECTION 3 - ESTABLISHMENT

- 3.1 The Board is hereby established as a municipal library board pursuant to section 3(1) of the *Library Act*, R.S.A. 2000, Chapter L-11, as amended.

SECTION 4 –MEMBERSHIP

- 4.1 The Board shall consist of a minimum of five (5) members and a maximum of ten (10) members who shall be appointed by resolution of Council. The Board shall be composed of:
- 4.1.1 One (1) Member of Council; and
- 4.1.2 A minimum of four (4) and a maximum of nine (9) members of the public-at-large, one (1) of whom may be appointed by 4 Wing (Cold Lake) and one (1) of whom may be appointed by the Municipal District of Bonnyville No. 87.
- 4.2 There may be a maximum of two (2) members of the Board who reside in the Municipal District of Bonnyville No. 87 in addition to the member-at-large appointed by the Municipal District of Bonnyville No. 87 who is presumed to also reside in the Municipal District of Bonnyville No. 87. All other persons appointed as members of the Board, shall be residents of the City of Cold Lake and shall remain members of the Board only during such time as they continue to be residents of the City of Cold Lake, unless the Council passes a resolution stating otherwise.
- 4.3 No employee of the library shall be eligible for appointment to the Board.
- 4.4 Members of the Board shall serve their term of office with the Board in a voluntary capacity.

SECTION 5 – TERM OF OFFICE

- 5.1 The term of office for the Board members-at-large shall be for a maximum of three (3) years.
- 5.2 The term of office for the Member of Council shall terminate at the time of a general election, or by resolution of Council.
- 5.3 Notwithstanding section 5.1, all members-at-large may remain in office until their respective successors are appointed.
- 5.4 Board members may apply for re-appointment to the Board at the conclusion of their full term of office, for a maximum of two (2) additional consecutive terms of office, unless at least 2/3 of the whole Council passes a resolution stating that the member may be reappointed as a member for more than three (3) consecutive terms.
- 5.5 In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.
- 5.6 If any member of the Board is absent from three (3) consecutive meetings or 50% of the regular meetings of the Board, Council, on recommendation from the Board, may declare a vacancy in respect of the office of such member. The member so forfeiting their office shall be considered eligible for reappointment.
- 5.7 Council may, with reason, request in writing the resignation of any member of the Board at any time prior to the expiry date of the member's term of office.
- 5.8 Any member may resign from the Board at any time upon sending a written notice to the Chairperson of the Board advising of the resignation and effective date.

SECTION 6 – ROLES AND RESPONSIBILITIES

- 6.1 The CAO may:
 - 6.1.1 appoint staff, to the Board, subject to approval by Council;
 - 6.1.2 attend meetings of the Board in a non-voting, ex-officio capacity.
- 6.2 The CAO shall, upon being provided a copy of the following documents by the Board, forward to the Minister in accordance with the *Library Act*, R.S.A. 2000, Chapter L-11, as amended and the Libraries Regulation, Alta Reg 141/1998:
 - 6.2.1 a copy of this Bylaw;
 - 6.2.2 a copy of the plan of service;
 - 6.2.3 a copy of the annual report;
 - 6.2.4 a copy of any policy and subsequent revisions established in accordance with section 7 of the Libraries Regulation, Alta Reg 141/1998.
- 6.3 The Board shall
 - 6.3.1 have full management and control of all municipal libraries, subject to any enactment that limits its authority and organize, promote and maintain comprehensive and efficient library services in the City of Cold Lake in accordance with the *Library Act*, R.S.A. 2000, Chapter L-11, as amended, and all regulations thereto;
 - 6.3.2 prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library and submit this budget and estimate to Council before December 1 of each year;
 - 6.3.3 keep accounts of all receipts, payments, credits and liabilities;
 - 6.3.4 have a person who is not a member of the Board and whose qualifications are satisfactory to Council, review the accounts each calendar year and prepare a financial report in a form satisfactory to Council and submit this report to Council immediately after its completion;

- 6.3.5 keep a minute book containing the signed minutes of all regular and special meetings and provide to the office of the CAO, all passed, signed minutes within 10 days of the meeting at which such draft minutes were approved by the Board;
- 6.3.6 prepare an annual report for Council on the activities of the Board, which must include an evaluation of each member desiring re-appointment and any recommendations to Council for re-appointment, and the skills, knowledge and experience required by applicants for membership;
- 6.3.7 establish policies in accordance with section 7 of the *Libraries Regulation, Alta Reg 141/1998*;
- 6.3.8 establish a plan of service with a mission statement and goals and objectives based on the needs assessment of the City of Cold Lake and annually review the plan of service in accordance with section 13 of the *Libraries Regulation, Alta Reg 141/1998*;
- 6.3.9 shall employ a professional librarian with the qualifications indicated in section 14 of the *Libraries Regulation, Alta Reg 141/1998*;
- 6.3.10 annually complete a report in the form and containing the information required by the Minister in accordance with section 16 of the *Libraries Regulation, Alta Reg 141/1998* and provide this report to the CAO;
- 6.3.11 review this Bylaw annually and make recommendations to Council for changes deemed necessary;
- 6.3.12 do any other such thing as is required by law or as requested by the Minister.

SECTION 7 – PROCEEDINGS

- 7.1 At the first meeting of the Board, and annually thereafter at a meeting of the Board, a chairperson and any other officers considered necessary shall be elected from the Board members by a vote of a simple majority of those members of the Board present. The Member of Council shall not be eligible for the position of Chairperson or Vice-Chairperson.
- 7.2 A regular meeting of the Board shall generally be held at least once a month, the time and place of such regular meeting to be determined by the Board at its first meeting, but may be changed by the Board from time to time as the Board may deem advisable.
- 7.3 Special meetings may be called on twenty-four (24) hours' notice by the chairperson or at the request of a simple majority of the members of the Board. The Board may by unanimous consent waive notice of a special meeting at any time if every member of the Board is present and has signed a waiver of notice of special meeting.
- 7.4 Persons wishing to be heard by the Board shall, unless otherwise decided by the Board, give notice in writing within seventy-two (72) hours of the meeting of the Board at which that person wishes to be heard.
- 7.5 The Board may make rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw, the Cold Lake Procedural Bylaw, the *Library Act*, R.S.A. 2000, Chapter L-11, as amended and all regulations, and the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.
- 7.6 Quorum shall be a simple majority of the voting members of the Board for regular and special meetings of the Board. Only those Board members present at a Board meeting shall vote on any matter before the Board, and in the event of a tie, the motion shall be lost.
- 7.7 The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Board.



STAFF REPORT

Title: Request for Funding - Lakeland Lodge and Housing Foundation

Meeting Date: July 14, 2020

Executive Summary:

Attached is an email from the Lakeland Lodge and Housing Founding (LLHF) requesting a donation for raised flower boxes and planting soil for the senior self-contained buildings with the foundation.

The LLHF has already received \$1,000.00 from the M.D. of Bonnyville, \$1,000.00 from the Town of Bonnyville, and \$400.00 from MLA David Hansen.

A total of twelve (12) flower boxes for \$3,000.00 and soil for \$409.40 was purchased. These items have been distributed to all of their self-contained seniors' apartment buildings in Bonnyville and Cold Lake to ensure they were in place for seniors' week.

Background:

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

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

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

To date, without consideration of this request or any others on the April 14, 2020 agenda, \$2,600.00 (Cold Lake Alpine Ski Society \$2,500, CLMHA \$10,000 (event cancelled due to COVID-19), Kids Time Out Play Program \$100, and RCMP Regimental Ball \$3,924.00 (event cancelled due to COVID-19) has formally been allocated from the 2020 Council Goodwill budget by motion of Council.



Alternatives:

Council may consider the following options:

- Pass a motion to provide a donation to the Lakeland Lodge and Housing Foundation to help cover costs of flower boxes in the amount of \$1,000.00 with funds to come from Council Goodwill (1-2-11-20-229) for 2020.
- Pass a motion to respectfully decline the request for a donation to the Lakeland Lodge and Housing Foundation to help cover costs of flower boxes in the amount of \$1,000.00.

Recommended Action:

That Council provide a donation to the Lakeland Lodge and Housing Foundation, to help cover costs of flower boxes/soil, in the amount of \$1,000.00 with funds to come from Council Goodwill (1-2-11-20-229).

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

From: Connie Surgeson [<mailto:lakelan1@telus.net>]
Sent: July 9, 2020 11:53 AM
To: Kevin Nagoya <KNagoya@coldlake.com>
Subject: flower box donation

Hi Kevin,

I wasn't sure who I contact at the City about requesting a donation for raised flower boxes and planting soil for our senior self-contained buildings within the Foundation.

We have received \$1,000.00 dollars from the MD of Bonnyville, \$1,000.00 dollars from the Town of Bonnyville and \$400.00 dollars from MLA Dave Hansen.

A total of 12 flower boxes for \$3,000.00 dollars and soil was \$409.40 dollars were purchase. These items have been distributed to all of our self-contained seniors apartment buildings in Bonnyville and Cold Lake to ensure they were in place for seniors week.

I am requesting a donation of \$1,000.00 dollars from the City of Cold Lake to help cover the costs of the Flower boxes.

Please let me know who I should be sending this request to and or if the City is interested in donating.

Have a great day!!

Connie Surgeson
Chief Administrative Officer

Lakeland Lodge and Housing Foundation
Box 7143 Bonnyville, Alberta T9N 2H5
Phone: (780)826-6202
Fax: (780)826-5085

Email: lakeland@telusplanet.net
cao@lakelandfoundation.ca

Website: lakelandfoundation.ca



STAFF REPORT

Title: Minutes May 11, 2020 Family and Community Support Services Advisory Committee

Meeting Date: July 14, 2020

Executive Summary:

Minutes Family and Community Support Services Advisory Committee May 11, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

PRESENT	<p>Kim Schmitz Carol Patenaude Candice Sutterfield Chris Vandeborn Gina Olofson Jürgen Grau Roderick Hickey</p>	<p>FCSS Manager Recording Secretary Advisory Committee Chair Advisory Committee Member Advisory Committee Co-chair City of Cold Lake Council Member Advisory Committee Member</p>
ABSENT (with regrets)	<p>Ben Fadeyiw</p>	<p>MD of Bonnyville Council Member</p>
ABSENT (without regrets)	<p>None</p>	
GUEST	<p>Glenn Barnes</p>	<p>General Manager, Community Services</p>
CALL TO ORDER	<p><u>1.0 Call to Order</u> C. Sutterfield, FCSS Advisory Committee Chair called the May 11, 2020 FCSS Advisory Committee teleconference to order at 2:05 p.m.</p>	
AGENDA	<p><u>2.0 Adoption of Agenda</u></p> <p>Additional Items None</p> <p>Member Highlights None</p> <p>Disclosure of Interest None</p> <p>Adoption of Agenda R. Hickey moved to accept the agenda for the Cold Lake and District FCSS Advisory Committee May 11, 2020 teleconference as presented. CARRIED</p>	
MINUTES	<p><u>3.0 Adoption of Minutes</u> R. Hickey moved to accept the minutes for the April 20, 2020 FCSS Advisory Committee teleconference as presented. CARRIED</p>	
MONTHLY REPORT	<p><u>4.0 Monthly Report</u> FCSS continues to strive to meet the needs of the community from a distance and what has been determined to be safe for all. Staff have taken to offering services remotely, including crisis support, and support for those experiencing grief and loss, as well as resiliency supports for families. We are seeking answers from our municipality and Alberta Health Services on the way forward. With respect to fiscal responsibility, our cleaning contractors have significantly diminished the services they provide. We are looking for ways to negotiate openly for temporary altered services. J. Grau joined the meeting at 2:13 pm. Historically, FCSS Directors are responsible for ESS in their municipality. Ian Fox from AEMA requested the support of the ESS team in Fort McMurray and the FCSS Manager proceeded to assist with the registration of flood victims, 7,600 of whom requested alternate accommodations.</p>	

**MONTHLY
REPORT
(CONTINUED)**

The FCSS Manager divided her week at the Regional Emergency Command Centre (where she had previously worked during the fires), the Oilsands Registration Centre and the McMurray Metis Office.

Everyone who worked in the Command Centre were encouraged to be tested for Covid-19 and were advised to be proactive and to self-isolate until the test results were made available.

The Meaningful Meals program has been updated for May and FCSS continues to partner with the Lakeland Centre for FASD.

The President of People First Society of Alberta, H. Franklin has sent Cold Lake copies of their brochure and relayed that they have applied for a grant. They have offered their grant-writing assistance to others such as the Dove Centre and EmployAbilities and for events such as RAAC who could benefit from extra funding.

The FCSS year-end financial report balanced to the penny. It is currently with the General Manager of Corporate Services for an accounting review. It will then be signed off by G. Barnes, GM of Community Services and K. Nagoya, CAO in the online reporting system.

Since the pandemic we have been deliberating on how we can better serve the public through different media platforms. We are looking to developing a series of programs on the city web. We continue to explore options with our IT department.

The Inner City Forum on Social Policy will tentatively meet this month through Zoom.

Cold Lake has been waiting for the province to respond with grant decisions; organizations who have applied have been waiting for six weeks while some surrounding communities have received their funding.

There is one outstanding FCSS Advisory Committee position. If you know of citizens with a propensity for the social services sector, please forward them to City Hall to apply.

It is very likely that FCSS and the City will not be publishing a program guide for the fall.

The Healthy Choices Count Coalition have completed their Community Impact Report on the reduction of risk factors related to cancer, such as alcohol consumption, smoking, low physical activity, unhealthy eating and exposure to ultraviolet rays. The FCSS Manager will send that report to the committee.

The Family Services Coordinator prepared family "busy kits" and reached out to local agencies for distribution to their clients. All kits were arranged by age group and designed to promote emotional wellness and to target developmental milestones.

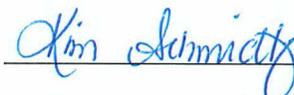
The Social Programs Coordinator is also developing similar kits for seniors with the intention of offering emotional support and to acknowledge and celebrate Seniors' Week, which will not be hosted traditionally this year. We are trying to address the abundance of loneliness through caring phone calls and by limiting the need for seniors to go out; we can arrange for meals to be delivered. We are trying to stay positive and productive while keeping interactions within the community.

C. Sutterfield would like to acknowledge FCSS for their busy bags initiative. Originally the older children in her clients' families did not receive bags and were so disappointed that C. Sutterfield contacted the Family Services Coordinator who provided additional bags for the older age group.

G. Olofson would like more information on the Opioid Steering Committee. The FCSS Manager currently sits on the Inter-Municipal Opioid Response Team, and will keep G. Olofson updated once the meetings open up and there is more information.




- FINANCIAL REPORT** **5.0 Financial Report**
The FCSS Manager reviewed the April 2020 Financial Report for information only.
- OLD BUSINESS** **6.0 Old Business**
None
- NEW BUSINESS** **7.0 New Business**
None
- OTHER BUSINESS** **8.0 Other Business**
None
- COMMITTEE ATTENDANCE** **9.0 FCSS Advisory Committee Attendance**
9.1 Reports on Committee Attendance
None
- SUGGESTIONS** **9.2 Suggestions for Committee Attendance**
None
- ROUNDTABLE** **10.0 Round Table**
C. Sutterfield would like to acknowledge the volunteers for Meaningful Meals and to remind people that not every person takes a meal every time, so if you know of others needing meals, they can be accommodated.
- NEXT MEETING** **11.0 Next Meeting**
The next meeting is scheduled for June 8, 2020.
- ADJOURNMENT** **12.0 Adjournment**
C. Sutterfield, Advisory Committee Chair adjourned the Cold Lake and District FCSS Advisory Committee May 11, 2020 teleconference at 2:51 pm.



K. Schmitz,
FCSS Manager



C. Sutterfield,
FCSS Advisory Committee Chair



STAFF REPORT

Title: Minutes May 20, 2020 Recreation and Culture Advisory Committee

Meeting Date: July 14, 2020

Executive Summary:

Minutes Recreation and Culture Advisory Committee May 20, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**Cold Lake Recreation & Culture Advisory Committee Meeting
Regular Meeting
May 20, 2020 – Energy Centre, 2nd Floor Class Room**

Representatives:

Chris Holoboff, Chairperson
Lorie Jacobsen, Vice-Chairperson
Bob Buckle, Councilor, Absent with Regret
Ed Machtmes, Committee Member
Ben Fadeyiw, Councilor, MD of Bonnyville No. 87
Candice Sutterfield, Committee Member
Heather Miller, Recreation Programs & Services Manager
Tina Willier-Piché, Recording Secretary

1. Call to Order at 7:33 pm.

2. Adoption/Additions

2.1 Agenda

2020-017 Moved by Lorie Jacobsen to accept the agenda as presented with the following addition. 5.1 Travel Grant Cheque Return, 2nd by Candice Sutterfield. AIF.

CARRIED

2020-018 Moved by Ben Fadeyiw to accept the Regular Meeting Minutes of the RCAC held February 19, 2020. 2nd by Lorie Jacobsen. AIF.

CARRIED

3. Old Business – None.

4. New Business

4.1 Application – Special Event Grant – Kid’s Time Out Society

Motion 2020-019 Moved by Ed Machtmes to approve the Special Event Grant Application for the Kid’s Time Out Society in the amount of One Thousand Dollars (\$1000) contingent on event that is scheduled for November 2020. 2nd by Chris Holoboff. AIF.

CARRIED

4.2 Application – Development Grant – Cold Lake Fish & Game

Motion 2020-020 Moved by Ben Fadeyiw to approve the Development Grant Application for the Cold Lake Fish & Game Association in the amount of One Thousand One Hundred Dollars (\$1100). 2nd by Ed Machtmes. AIF.

CARRIED

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



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



4.3 Application – Equipment Grant – Cold Lake Sailing Association

Motion 2020-021 Moved by Lorie Jacobsen to amend the motion and to approve the Equipment Grant Application for the Cold Lake Sailing Association in the amount of Two Hundred Fifty Dollars (\$250). 2nd by Ben Fadeyiw. AIF.

CARRIED

4.4 Application – Community Capital Project Grant – 4 Wing MFRCS

Motion 2020-022 Moved by Ed Machtmes to approve and recommend the Community Capital Project Grant request of 4 Wing MFRCS to the City of Cold Lake Council in the amount of Thirteen Thousand Dollars (\$13,000). 2nd by Ben Fadeyiw. AIF.

CARRIED

4.5 Application – Community Capital Project Grant – Cold Lake Senior’s Society

Motion 2020-023 Moved by Ben Fadeyiew to approve and recommend the Community Capital Project Grant request of the Cold Lake Senior’s Society to the City of Cold Lake Council in the amount of Ten Thousand Dollars (\$10,000). 2nd by Ed Machtmes. AIF.

CARRIED

4.6 Application – Community Capital Project Grant – Cold Lake Native Friendship Centre Society

Motion 2020-024 Moved by Chris Holoboff to approve and recommend the Community Capital Project Grant request of the Cold Lake Native Friendship Centre Society to the City of Cold Lake Council in the amount of Twenty-Seven Thousand Dollars (\$27,000). 2nd by Ed Machtmes. AIF.

CARRIED

4.7 Application – Community Capital Project Grant – Lakeland Multicultural Association

Motion 2020-025 Moved by Ben Fadeyiw to approve and recommend the Community Capital Project Grant Application for the Lakeland Multicultural Association to the City of Cold Lake Council in the amount of Four Hundred Twenty-Five Dollars (\$425). 2nd by Lorie Jacobsen. 5 opposed.

DEFEATED

In review of the application submitted by the Cold Lake Multicultural Association the project criteria has not been met as per Policy 202-AD-16 4.3.

top

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Motion 2020-025 to approve the Community Capital Project Grant Application for the Cold Lake Multicultural Association has been defeated due to Policy 202-AD-16 4.3 Capital Project Eligibility Criteria has not been met. AIF.

CARRIED

4.8 Application – Community Capital Project Grant – Cold Lake Multicultural Association

Motion 2020-026 Moved by Ben Fadeyiw to approve and recommend the Community Capital Project Grant Application for the Lakeland Multicultural Association to the City of Cold Lake Council in the amount of Four Hundred Twenty-Five Dollars (\$425). 2nd by Lorie Jacobsen. 5 opposed.

DEFEATED

In review of the application submitted by the Cold Lake Multicultural Association the project criteria has not been met as per Policy 202-AD-16 4.3.

Motion 2020-026 to approve the Community Capital Project Grant Application for the Cold Lake Multicultural Association has been defeated due to Policy 202-AD-16 4.3 Capital Project Eligibility Criteria has not been met. AIF.

CARRIED

4.9 Application – Community Capital Project Grant – Lakeland Lacrosse Association

Motion 2020-027 Moved by Chris Holoboff to approve and recommend the Community Capital Project Grant Application for the Lakeland Lacrosse Association to the City of Cold Lake Council in the amount of Forty Thousand Dollars (\$40,000). 2nd by Ben Fadeyiw. 5 opposed.

DEFEATED

In review of the application submitted by the Lakeland Lacrosse Association the project criteria has not been met as per Policy 202-AD-16 4.8, 4.13.

Motion 2020-027 to approve the Community Capital Project Grant Application for the Cold Lake Multicultural Association has been defeated due to Policy 202-AD-16 4.8, 4.13 Match Funding Requirements and Application Requirements have not been met. AIF.

CARRIED

twp

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Fax (780) 639-0250



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4.10 Application – Community Capital Project Grant – Hearts for Healthcare

Motion 2020-028 Moved by Ben Fadeyiw to approve the Travel Grant Application for Hearts for Healthcare in the amount of Two Hundred Fifty Dollars (\$250). 2nd by Chris Holoboff. 5 opposed.

DEFEATED

In review of the application submitted by Hearts for Healthcare the project criteria has not been met as per Policy 202-AD-16 4.8, 4.13.

Motion 2020-028 to approve the Community Capital Project Grant Application for Hearts for Healthcare has been defeated due to Policy 202-AD-16 4.8, 4.13 Match Funding Requirements and Application Requirements have not been met. AIF.

CARRIED

4.11 Review of Travel Grant Guidelines

Discussion on revising the Travel Grant Guidelines. Add as agenda item to next scheduled meeting.

5. Correspondence and Information Items

5.1 Travel Grant Cheque Return

Discussion on how to proceed with the return of grants that were cancelled due to COVID-19.

Motion 2020-029 Moved by Chris Holoboff to accept Items 5.1 as Information. 2nd by Lorie Jacobsen. AIF.

CARRIED

6. In Camera

Motion 2020-030 Moved by Ben Fadeyiw to enter In Camera at 18:43 hours.

CARRIED

Motion 2020-031 Moved by Ben Fadeyiw to exit Out of Camera at 18:45 hours.

CARRIED

Motion 2020-032 Moved by Chris Holoboff to recommend Garrett McKenzie for the Recreation and Cultural Advisory Committee Appointment and to forward to City Council for approval. 2nd by Candice Sutterfield. AIF.

CARRIED

twp

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- 7. Board Development – Proclamation – Announcements
- 8. Next Meeting scheduled June 17, 2020 at 7:30 pm, 2nd Floor Classroom
- 9. Adjournment at 8:46 pm.

Motion 2020-033 Moved by Lorie Jacobsen to adjourn. 2nd by Ed Machtmes. AIF
CARRIED

Respectfully Submitted:


Tina Willier-Piché, Recording Secretary

June 18, 2020
Date

Approved:


Chris Holoboff, Chairperson

June 18, 2020
Date


Heather Miller, Staff Advisor

June 18, 2020
Date



STAFF REPORT

Title: Minutes May 25, 2020 Cold Lake Library Board

Meeting Date: July 14, 2020

Executive Summary:

Minutes Cold Lake Library Board May 25, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

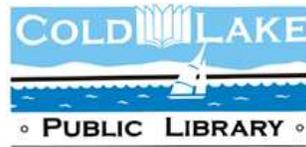


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, May 25, 2020
Via Zoom

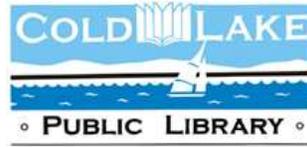
Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Vice Board Chair
 Darren Robson, Board Secretary / Treasurer
 Vicky Lefebvre, Board Member (City of Cold Lake Councillor)
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)
 Leslie Price, Library Director
 Tanya Boudreau, Assistant Library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

Absent with regret: None

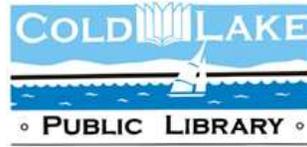
Agenda Item and Discussion	Action
1.0 Call to Order The meeting was called to order by Board Chair at 4:36pm.	N/A
2.0 Adoption of Agenda MOTION 2020-39 Moved by Vicky that the agenda as presented be adopted. Alysha seconded.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2020-40 Moved by Daryl that the minutes of the 27 Apr 2020 meeting as presented be adopted. Suzanne seconded.	Carried
4.0 Correspondence	N/A
4.1 None.	N/A
5.0 Reports	N/A
5.1 Board Chair Report No report this month.	None
5.2 Library Director Report The Library Director Report for this May meeting is attached as Appendix 1. Leslie added that the staff has made 167 home deliveries this last month.	



Agenda Item and Discussion	Action
<p>MOTION 2020-41 The Library Director Report was approved by unanimous consent.</p>	Carried
<p>5.3 NLLS Rep Report Vicky forwarded on many reports from NLLS and provided a quick summary. NLLS will reallocate \$25,000 to fund more online resources. The budget committee has been tasked with a goal of 0% fees increase this year. The ALTA AGM is on 12 June and Board members should have received an invite. Also, ALTA is hosting a Zoom training session on 9 June. NLLS meeting minutes can be found online. https://www.nlls.ab.ca/document/library/23/category/1837</p>	None
<p>5.4 Personnel Committee Report No report this month.</p>	None
<p>5.5 Policy Committee Report No report this month. The committee is working on one policy and will have it ready for the next meeting.</p>	None
<p>5.6 Financial Committee Report The Library Financial Committee report for May is attached as Appendix 2. The report summarizes how incomplete 2019 year-end financial information was used to determine the Surplus to start 2020. The library has currently overcommitted on Surplus spending. MOTION 2020-42 The Financial Committee Report was approved by unanimous consent.</p>	Carried
<p>6.0 Priority Items</p>	N/A
<p>6.1 Staff Pay During Library Closure The Board needs to extend the current plan for staff reduced hours until the end of June (currently ends 31 May), so the Board would not have to meet again before the next normally scheduled Board meeting. However, the province may announce Stage 2 re-opening mid-June, and Staff hours and pay may need to be different at that point. Item open. MOTION 2020-43 Alysha moves that the City of Cold Lake Library Staff continue to be paid until the start of Stage 2 re-opening, up to a maximum of 254 hours per week (30% reduction). Darren seconded. All members voted in favour.</p>	Carried
<p>7.0 Old Business</p>	N/A



Agenda Item and Discussion	Action
<p>7.1 Surplus Budget Tracking</p> <p>As summarized in the May Financial Committee Report, the library actually started the year with only \$17,606, not the \$29,500 as previously reported in mid-Jan. As the library has committed \$20,300 in Surplus funds this year, the library is \$2694 short in Surplus funding. The library must either find an alternative source of funds for the remaining CFEP Grant contribution or not apply for the Grant. The library communicated to the City last month that there will be a reduction in Expenses this year. For example, with no conferences this year, the library will not be spending \$9000 for Staff and Board members to attend.</p> <p>MOTION 2020-44</p> <p>Vicky moves that the library continue with the CFEP Grant application and cover the remaining Grant funding through other budget funds. Ben seconded. All members voted in favour.</p> <p>Alysha wondered if a 2020 Budget update should be put together for the Board. Darren agreed, and said he would prepare an update for next meeting. Leslie then asked if the new budget would need to be passed to the City for them to adjust accounting numbers. Darren didn't think so, as the City is still providing the full amount of funding for 2020. The budget update will just be for the Board as this time. Item open.</p>	<p>Carried</p> <p>Darren</p>
<p>8.0 New Business</p>	<p>N/A</p>
<p>8.1 Plan for Library Stage 2 Re-opening</p> <p>Following PLSB guidance, Leslie had put together a document (attached as Appendix 3 to the meeting minutes) summarizing the precautions the library would take once the date for Stage 2 re-opening is officially announced. Stage 2 is currently expected to start mid-June. The Board had a chance to review the document over the weekend. To start with, Leslie plans on reduced weekday opening hours and closed on Saturdays, as there will still be no on-site programs and fewer computers. The reason for patron sign-in is to assist with contact tracing. Leslie plans to limit the number of patrons in the branches, and will keep track with a numbering system. The door to the Children's Area at the South Branch will stay closed, and patrons will be told they can go through once they have checked in at the circulation desk. The document planned for one adult per family and no children. The Board discussed possible allowing children of a certain minimum age (9 or 10) with a parent. However, the day-to-day operations are still up to Leslie and the Staff, and the Board is there to decide if the library should re-open and if so, determine the opening hours. The Board asked Leslie is she feels ready to re-open and she said yes, from Monday to Friday, 10-4, and staying open until 8PM one night per week at each branch. Leslie also feels she can work with the</p>	



Agenda Item and Discussion	Action
<p>current reduced staffing levels and meet those opening hours. Item open.</p> <p>MOTION 2020-45</p> <p>Ben moves that, once the government announces the official start of Stage 2, the City of Cold Lake Library re-open both branches from Monday to Friday, 10-4, with each branch staying open until 8PM one night a week, while maintaining current staffing levels at the maximum of 254 hours per week (30% reduction). Vicky seconded. All members voted in favour.</p>	Carried
9.0 Next Meeting, Mon June 29, 2020 at 4:30 PM via Zoom.	Carried
10.0 Meeting Adjourned at 5:26 pm	N/A

Board Chair or Delegate

Date



STAFF REPORT

Title: Minutes June 16, 2020 Occupational Health and Safety Committee

Meeting Date: July 14, 2020

Executive Summary:

Minutes Occupational Health and Safety Committee June 16, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Occupational Health and Safety Meeting Minutes

Tuesday, June 16th, 2020 @ Cold Lake Golf & Country Club Maintenance Grounds

Call to Order: The meeting was called to order by Rebecca McDonald at 9:01 a.m.

Members Present: Norm Hollis (Management Co-Chair)
Rebecca McDonald (Worker Co-Chair)
Phil Beaudoin
Christina Brown
Shailesh Modak
Ryan Deschamps
Jeff Fallow

Guest Present: None

Members Absent: Kelsey Laye
Jaqualene Morin
Dan Mokolki

Agenda Addition: • None

Old Business: • Safety Board updates- Standardization of safety board headings to be completed by Rebecca, approved by Dan. Review and approval of headings to be conducted by committee at next meeting.

New Business:

- Inspection conducted at Cold Lake Golf and Winter Club maintenance area. Notable concerns discussed. Documentation to be sent out to applicable supervisory teams by Rebecca.
- Covid19 update: City of Cold Lake is continuing to follow the guidance and recommendations provided by Alberta's Chief Medical Officer. City of Cold Lake Emergency Response team is remaining vigilant on keeping updated on AHS guidance documentation.
- Fire Warden Training- Tentatively planned for fall of 2020 but will be dependent on pandemic status.

Training and Events:

- To be discussed next meeting.

Round Table Discussion:

- Discussion on need for standardization and documentation of policy/procedure for proper disposable mask usage. Concerns expressed over conflicting information between departments. Agreement reached that there is a need for an official document that can be referenced by all departments.
- Reiteration encouraged for all departments on the importance of continues social distancing, proper sterilization practices, etc. Discussions encouraged on the hazards of complacency during this time.

Next Meeting:

Cold Lake Marina
July 21st, 2020, 8:30 a.m.

Adjournment:

9:34 A.M.



Reviewed and approved by Dan Mokolki, Safety Advisor

25-Jun-2020

Date



Reviewed by Kevin Nagoya, CAO

July 8, 2020

Date



STAFF REPORT

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

Meeting Date: July 14, 2020

Executive Summary:

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

General Discussion

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

Meetings

June 1	Weekly Mgmt. Team Mtg.
June 1	RUSC Mtg.
June 2	FCSS - COVID19 Meeting
June 2	Mtg. - Community Surveillance Camera System High Profile Areas
June 2	Conference Call w/ Casey Cato - Land Solutions
June 3	Business Resilience Committee Meeting
June 3	Monthly Executive/Mgmt. Team Mtg.
June 4	ICF Mtg. w/ MD of B'ville
June 4	Telec. w/ Minister Aheer & D. Hinshaw - Gym, Studios, Sportsfields
June 5	Conference Call w/ Senator Simons RE 4 Wing PILT
June 5	Conference Call with Minister Mclver RE Hwy 28
June 5	ID 349 Mtg. w/ MD of B'ville
June 8	Weekly Mgmt. Team Mtg.
June 9	Cold Lake Fishing Tournament 2021 Planning Mtg.
June 9	Podcast
June 9	Regular Council Mtg.
June 10	Conference Call - Golf Course
June 10	Cold Lake Airplane Mechanics Project
June 10	Business Resilience Committee Mtg. Via Zoom



June 12	AUMA Webinar - Ask the Expert: What "Phase 2" Means
June 15	Weekly Mgmt. Team Mtg.
June 15	Special Council Mtg.
June 16	Corporate Priorities Committee Mtg.
June 17	Business Resilience Committee Mtg. Via Zoom
June 19	DAY OFF
June 22	Weekly Mgmt. Team Mtg.
June 22	RUSC Mtg.
June 23	Mtg. RE Pelican Rock
June 23	Cold Lake Landfill Recycling Centre Tour
June 23	Grandstand Asphalt Meeting
June 23	Regular Council Mtg.
June 24	City Hall Safety Mtg. CANC.
June 24	Steve E. Horseshoe Bay Lot Mtg.
June 24	Business Resilience Committee Mtg. Via Zoom
June 24	Fishing Tournament Mtg.
June 24	Men's Shed Meeting
June 25	VACATION
June 25	Podcast Episode 11
June 25	Mid-Sized City Managers & CAOs Mtg. Via Zoom
June 26	VACATION
June 29	VACATION
June 29	Weekly Mgmt. Team Mtg. CANC.
June 30	VACATION

Corporate Strategic Initiatives and Communications:

- Attended meetings re: Aerospace Economic Development Opportunity
- Monitored provincial response to COVID-19 pandemic
- Received new park signs at Energy Centre, preparing to contract installation
- Liaising with energy centre staff re: possible fishing tournament

Other Activities:

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



- Media monitoring
- Updating website
- Posting to social media

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

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

Meeting Date: July 14, 2020

Executive Summary:

The Department of Corporate Services' monthly report is attached.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Report to Chief Administrative Officer

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

General Manager's Meetings:

June	
1	City Hall monthly inspection
1	Management meeting
2	COVID-19 meeting
4	Sharepoint meeting
15	Management meeting
16	Corporate Priorities Committee meeting
18	Safety meeting
22	Management meeting
23	Council Meeting
25	Corporate Services managers meeting
29	Management meeting

Administration:

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

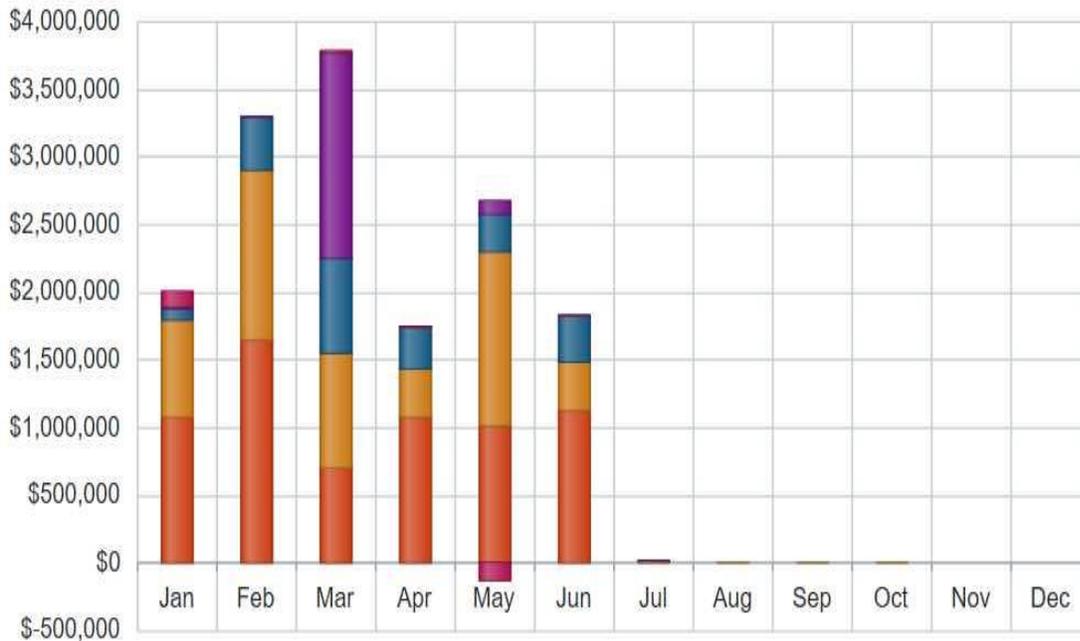
Finance:

Year to Date Expense vs Budget (000's)

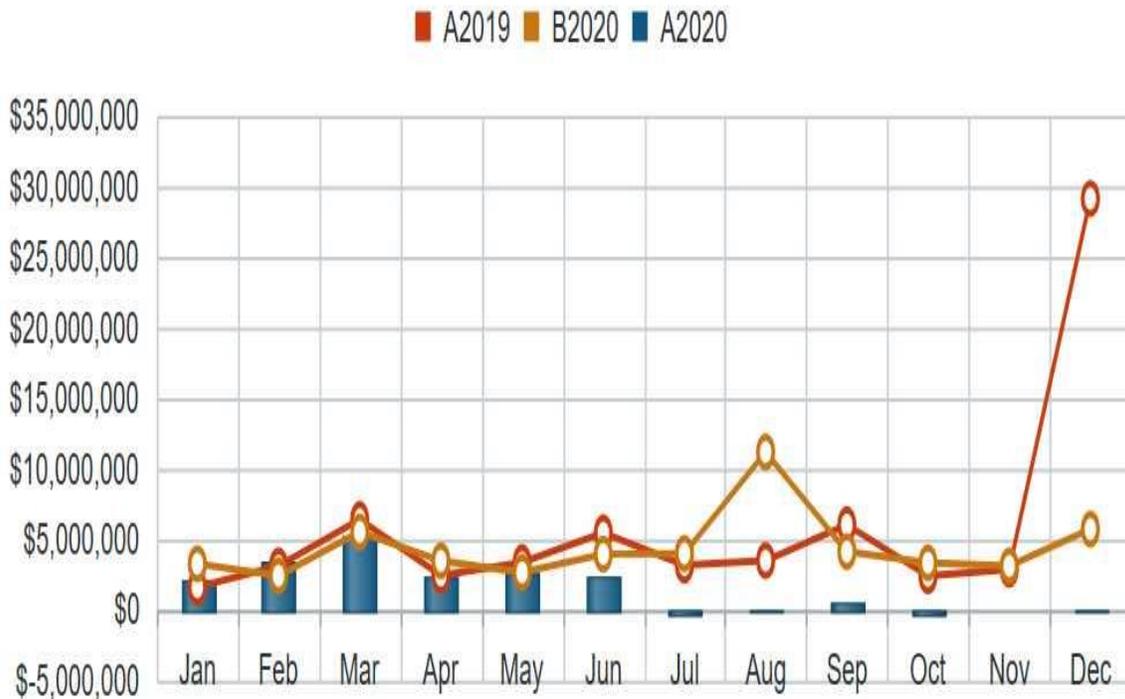


Expense by Object

- SALARIES & BENEFITS
- PURCHASED SERVICES
- GOODS & MATERIALS
- TRANSFERS & CONTINGENCY
- FINANCING
- BAD DEBT & OTHER



Expense, Budget and Prior Year



Utilities

- 23 connects, 20 disconnects and 27 work orders
 - 2487 billed in Cold Lake North, 14 of these were estimated, 248 flat rate
 - 2351 billed in Cold Lake South, 14 of these were estimated, 39 flat rate

Receivable

- 97 Accounts Receivable invoices mailed out; 81 statements mailed out

Accounts Payable

- 669 Accounts Payable invoices processed, 331 Accounts Payable cheques printed

Property Taxes

- 53 tax certificates issued and 42 tax searches completed.
- 23 land title changes processed.
- Taxes receivable totalled \$29,453,339
 - Current taxes outstanding - \$6,397,448 (\$1,332,132 amount owing from 4 Wing property)
 - Tax arrears for one (1) year - \$2,442,750. These property owners were sent monthly statements regarding their accounts. (\$1,896,869 is related to the 4 Wing property)
 - Two (2) years' arrears - \$2,533,637. These arrears consist of 26 properties. These property owners were sent warning letter to inform them that their property will be placed on the arrears list on March 31, 2020. These properties were placed on the tax arrears list on March 31, 2020 and posted at City Hall.

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

- Three (3) year arrears - \$2,633,191. These arrears consist of 20 properties. These properties were placed on the tax arrears list on March 31, 2019 and posted at City Hall and will need to be sold at auction by March 31, 2021 if not paid. These property owners have been sent monthly statements. These properties were placed on the arrears list on March 31, 2019 (\$2,528,119 is related to 4 Wing Property)
- Four-Five (4) year arrears - \$15,446,313. This consists of 4 Wing and 3 properties not on tax agreement. The properties are 2 vacant medium density lots and 1 residential property with a house. If the arrears are not paid by March 25, 2020 these properties will be sold by public auction. (\$15,432,516 related to 4 Wing Property)
- \$23,554,558 of the total tax arrears is due to assessment dispute for the 4 Wing property.
- There are 10 properties that are currently on tax agreements.

Completed

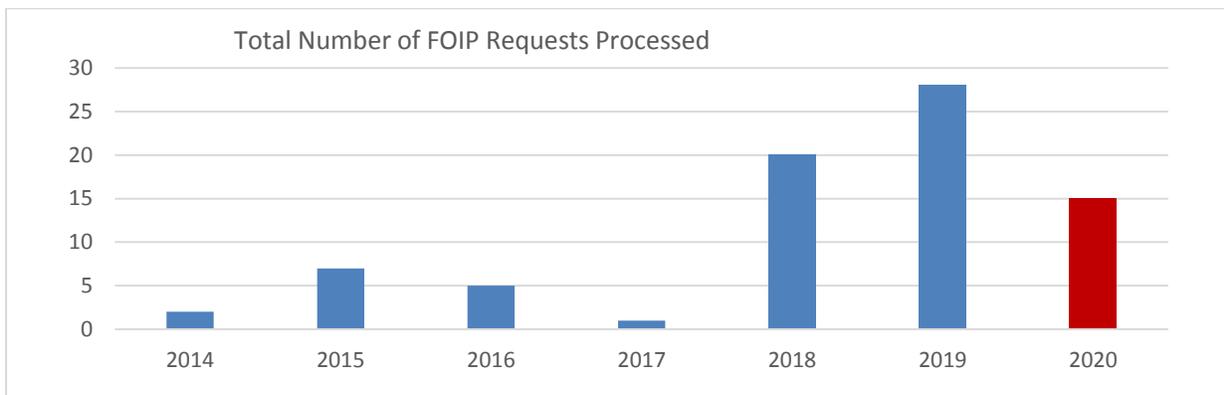
- June 2020 Bank and investment reconciliation and City Summary for Council.
- General ledger reconciliation to Perfect Mind and Golf Course software for June 2020.
- GST Return for June 2020 completed and filed.
- Variance Reports sent to department managers for all departments in the City.
- Property taxes deadline was June 30, 2020 except School Board Portion of Non-residential due September 30, 2020.

Currently Working on

- Working with Sensus on the integration of the Advanced Metering Initiative software to Serenic financial software.
- Properties to be auctioned off for Property Tax Recovery. Adjourned to September 10th due to COVID-19.
- Contest for emailed utility bills sign up still ongoing until July 31, 2020. 933 properties signed up so far.
- Marina Review Engagement.
- Budget documents sent out to departments due back August 17, 2020.

Legislative:

- **Information Requests & FOIP**
 - 3 new FOIP request received in June, and 15 FOIP total requests this year.
 - 1 ongoing review by the OIPC.
 - FOIP presentation provided to all new staff at orientations.



- **Record Management**

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

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

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

- **Transition to “The Dock”:**

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

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

- 16 Dock Help Request tickets addressed in June, 49 so far this year
 - Assisting Planning & Development in the quality control and review of all “open” permit files continues.
 - Ongoing “tweaking” of the finance site as migration continues.
 - Ongoing review and maintenance of SharePoint libraries and content types, Collabware file plan, content rules and workflows.

- **Legal Drafting, Research & Review**

- Drafting and review of contracts, bylaws and policies. Efforts to standardize municipal records (including agreements) continues. Interpreting contract obligations and contract enforcement.
 - Researching and compiling information for policy development, adherence to *Municipal Government Act* amendments, and changes in the law.
 - Maintenance, coordination and organization of all current/closed legal files (paper and electronic) continues.
 - Policy and bylaw review due to COVID-19.

- **Agreements**
 - Design and implementation of SharePoint workflows to optimize agreement reminders for efficiency and accuracy is complete. Ongoing maintenance continues.
 - Detailed review and information examination of type 1 and type 2 development agreements (with their corresponding development permits) is ongoing.
 - Management of active agreements, and agreement requirements:
 - City has 974 active agreements; 94 new agreements filed in June (majority Marina Berth Rental Contracts).
 - RUSC has 190 active agreements; 1 new agreements filed in June.

- **Privacy Impact Assessments (PIA)**
 - 1 outstanding PIAs.

- **Quasi-judicial Boards**
 - Assessment Review Complaints received (8 total). Administration and preparation of complaint hearings has begun.

- **Other**
 - Handle general inquiries from staff.
 - Commissioning Oaths of Confidentiality and Affidavits as necessary.

Human Resources:

All other positions currently on hold until further notice

- Roads Operator (1 six month term position)
- Climbing Wall Attendant (1 Casual position)
- FCSS Program Assistant (1 Part-time position)
- Development Officer (1 Full-time position)
- Community Event Programmer (1 Full-time position)

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

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

The following positions have been filled this month:

- Parks Operator (1 Full-time positions)
- Intermediate Secretary (1 Full-time position)
- RCMP Clerk (1 Full-time positions)
- Utilities Operator (1 Full-time position)

Record of Employment: 5
Short Term Disability: 6
Long Term Disability: 6
Union Business: 0 Active Grievances, 4 Active Arbitration Files, 1 Human Rights Complaint, 1 FOIP Complaint

Workers Compensation (WCB): 2 lost time claims

Currently working on:

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

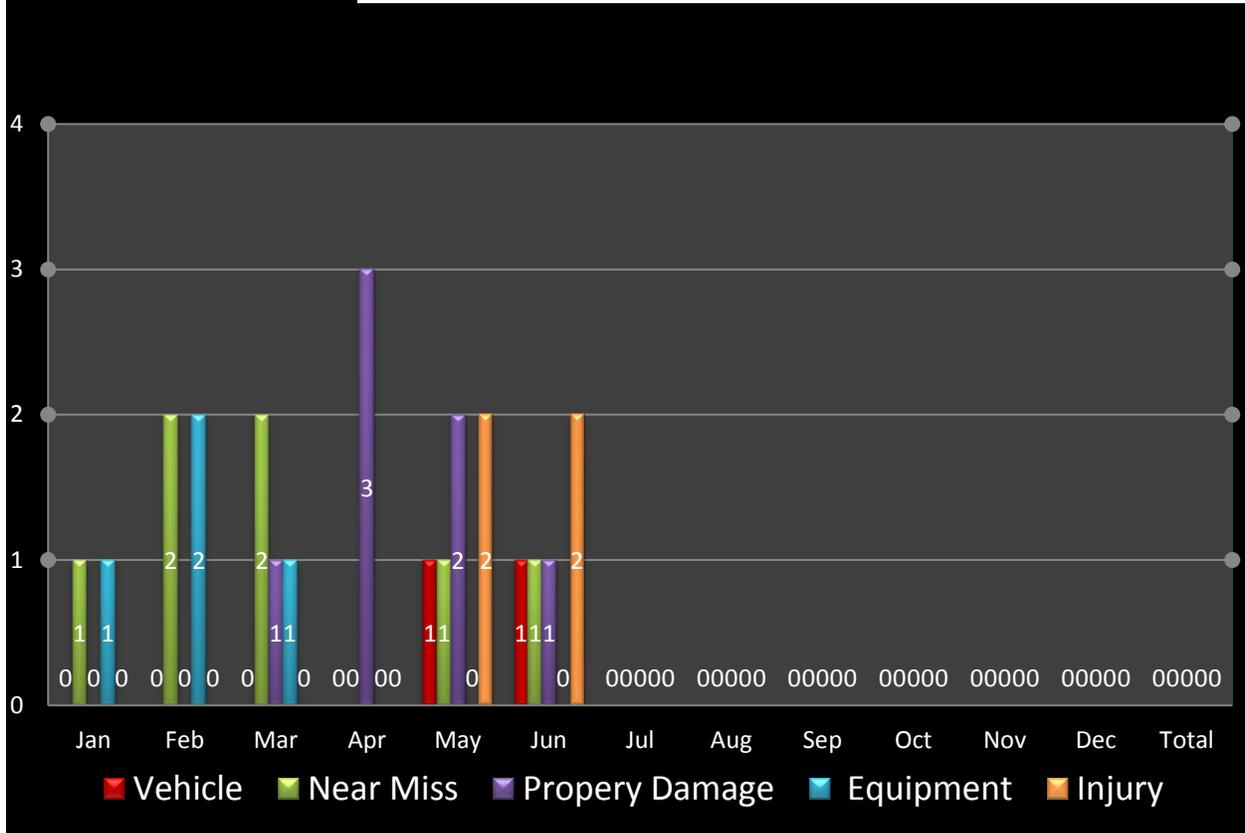
COVID-19 Related:

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

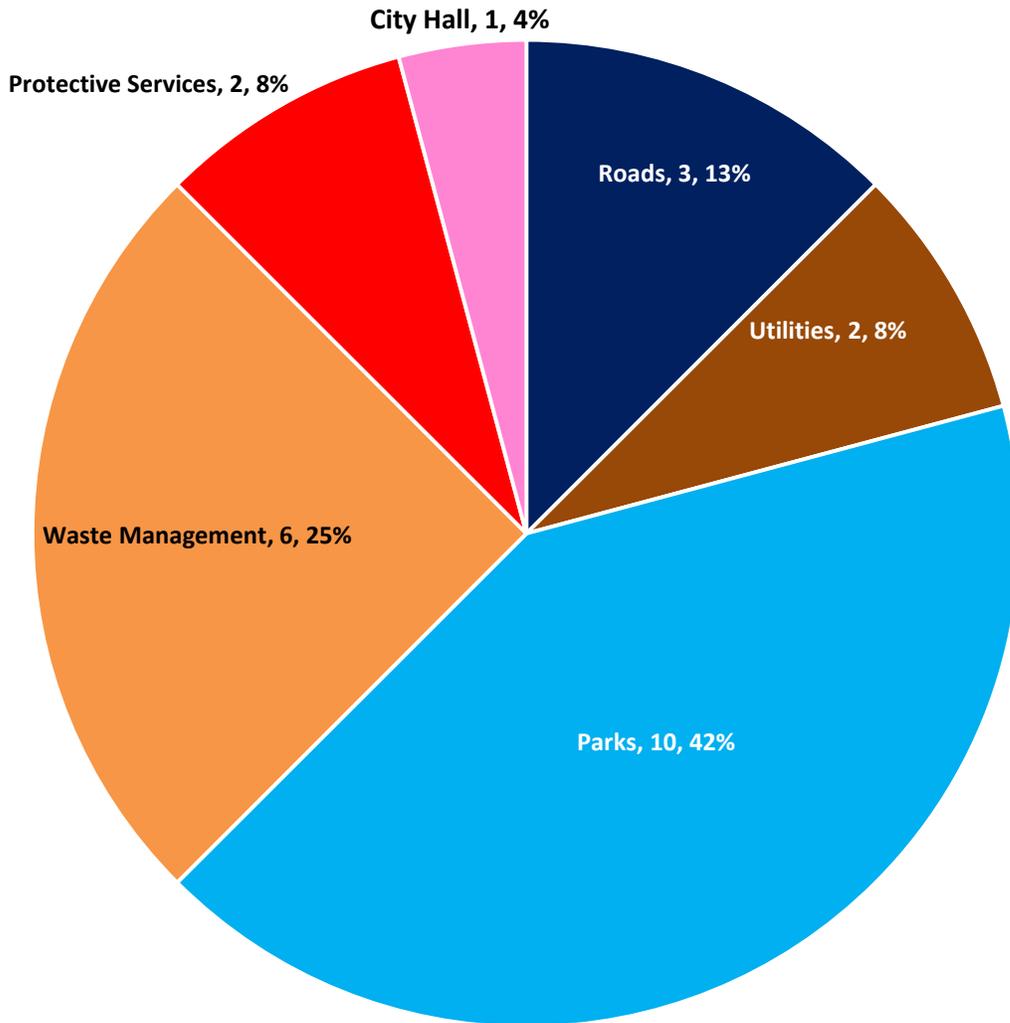
Safety Statistics:

Vehicle incidents to date: 2
Property Damage to date: 7
Equipment Damage to date: 4
Injuries to date: 4
Near misses to date: 7
Total incidents **2020**: 24

Incidents by type of loss:



Incidents by Department 2020:



Information Systems and Technology:

Number of tickets closed:	106
Number of tickets opened:	117
Number of tickets still open at end of Month:	117
Number of Surveillance Footage Request:	2
Backup Recovery's:	2
Virus Threats (Online)	72
Junk	46000
SPAM Email	5484

Phishing Emails	168
Inbound Viruses Caught (Email)	79
Spoofed emails	28

- **Application Updates:** Collabware CLM to version 4.2.
- **Application Installs:** MS Teams, Google Earth, ESET.
- **Application Support:** SharePoint, Collabware, ARCGIS, Marina Fuel System, CityWorks, CAMS, Adobe/Nitro.
- **Server Support:** SharePoint, SQL, ARC GIS.
- **Server Patches:** 44 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** Laptop replacements for Community Services GM and Infrastructure GM, VOIP phone at Marina, UPS at Beach hut, CAMS modem CPO vehicle, Swipe access controller replaced at SFH.
- **Mobile Support:** Mobile phone deployment at Golf Course.
- **Backups (and monitoring):** Macrium, Eset, VM, SQL, Data, Applications, Bellamy (Daily/Weekly).
- **AD Support:** User account Setup/Disable, Password Changes. Name Changes.
- **SharePoint Support:** AIF Workflow, Aggregates, Workflow issues.
- **Application Testing:** Windows Server 2019. Office 2016/2019, ESET Server.
- **Network:** Core Switch deployment ongoing.

Noteworthy

- Updated Collabware CLM to version 4.2.
- Patched the AIF Access and Reminder workflow.
- Created a list on Cityweb to store links to GIS applications.
- Setup accounts and access for the new Intermediate Secretary and Records Coordinator.
- Moved Serenic applications from the old IBM Power 7 server to a new Power 9 server.
- Marina main phone line was damaged, possibly due to lightning. TELUS repaired/replaced the line.
- Land line phone system at the Golf Course damaged by water from the roof. Unable to repair. Programmed a cell phone with main line number until a replacement phone system is decided on.
- Swipe and handicap button installed on the North Entrance at the Energy Centre.
- Swipe access controller for an internal door at the South Fire Hall repaired/replaced.
- FCSS Parent Link Centre email (plc@coldlake.com) renamed as Family Resource Network (frn@coldlake.com).
- Purchased some standalone MS Teams licenses for managers.
- Contacted Dell support to delete orphaned VVOL objects and update the firmware on the Compellant SAN at City Hall.
- Replaced the batteries in the backup power supply (UPS) that powers the network and security cameras at the beach/splash park.
- Replaced the batteries in the backup power supply (UPS) that powers the radio relay between the Peace Officers and their dispatch office.
- Various changes to auto door lock/unlock schedules as certain departments re-open and/or change hours.

- Replaced several PC's as part of yearly roll over.



Monthly Inbound Good vs Junk



Time Span 06/03/2019 12:00 AM - 07/03/2020 09:11 AM

Email Security Version - 10.0.6.3447 (Hostname : emailsecurity)



Monthly Likely Spoof Messages

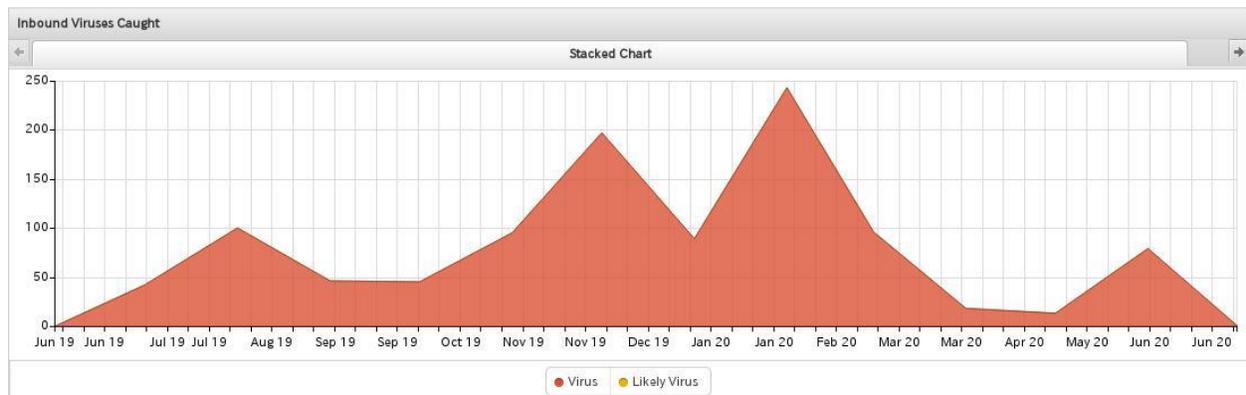


Time Span 06/03/2019 12:00 AM - 07/03/2020 10:13 AM

Email Security Version - 10.0.6.3447 (Hostname : emailsecurity)



Monthly Inbound Viruses Caught



Time Span 06/03/2019 12:00 AM - 07/03/2020 10:14 AM

Email Security Version - 10.0.6.3447 (Hostname : emailsecurity)



STAFF REPORT

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

Meeting Date: July 14, 2020

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

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

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics - completed 51 work orders for various departments.
 - Operators - completed 4 work orders for various departments.
 - Contracted Services - 24 work orders were contracted out for various departments.
 - Outstanding - 60 work orders are outstanding for various departments.
- Fuel Consumption:
 - 7,861 liters of gas was dispensed into fleet vehicles for the various departments over 109 transactions.



- 17,109 liters of diesel was dispensed into fleet vehicles for the various departments over 134 transactions.

Cold Lake Regional Aerodrome:

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

Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.
- Monitoring and adjusting routes as required (construction, special events, etc.); ongoing.
- Lost and Found policy development; in progress.
- Shelter solar panel review; in progress.
- Monthly Transit Reports; ongoing.
- Shelter “No Smoking” tape scheduled for replacement in July.
- Effective June 29 normal hours of hours of operation resumed:
 - Monday to Friday, from 7:00 a.m. to 9:00 p.m.
 - Saturday 9:00am to 9:00pm (accelerated schedule)
- Covid-19 response; ongoing.
 - CUTA weekly webinars RE Covid-19 updates to Transit;
 - weekly disinfecting of entire bus along with daily wipe downs of high touch areas;
 - Hand sanitizer installed for passengers;
 - Access to front door and driver space restricted, back door access only:
 - Driver barriers have been ordered. Once installed – front door boarding can resume;
 - Restricted seating to allow for social distancing. Partner seating is available for those traveling together; and
 - Infotainment monitors updated with Covid-19 notifications.

Facility Maintenance:

- Responded to 24 work orders for building maintenance services for various departments.
- Facility Maintenance Contracts:



- LD Septic - septic tank cleaning at the Airport, Transfer Station and Imperial Park; monthly.
- Lakeland Fire and Safety; awaiting City Hall alarm install.
- Lakeland Fire and Safety - Kitchen suppression inspection and certification at the marina and beach concessions.
- Value Master Builders Ltd. - Public Works Facility renovation; ongoing.
- MT Sinc- spring maintenance on HVACs and furnaces in City facilities; ongoing.
- Ansell Refrigeration – awarded the City Hall HVAC and Furnace Replacement Project; ongoing
- Hydro Blast – hood vent cleaning at the marina and beach concessions; complete.
- Dunrite Roofing – awarded City Hall roof replacement; scheduled for completion in September 2020.

ENVIRONMENTAL SERVICES

Waste Management:

- Curb side collection for regular waste, recycling and organics was conducted as per the 2020-2021 Waste Collection Schedule.
 - 294 tonnes of waste was collected at the curb in June.
 - 34 tonnes of recyclables was collected at the curb in June.
 - 103 tonnes of organics was collected at the curb in June.
- Transfer Station and Landfill summer hours from 9:00am to 6:00pm Tuesday to Saturday (April 1, 2020 to October 31, 2020) and Sundays (May 3, 2020 to August 30, 2020) 2:00 pm to 6:00 pm.
 - 261 tonnes of C&D material was disposed of in the Class III Landfill in June.
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
- Metal recycling; ongoing.
- Materials Recycling Facility (MRF):
 - Sorting and bailing materials collected at the new MRF; ongoing.
 - 160 tonnes of recyclables (curbside, drop-off locations, self-hauled residential and commercial) was received at the MRF in June (most since opening in October 2019).
- Collection of recycled material from the Recycling Drop-off Stations; ongoing.
 - 17 tonnes of recyclables was collected from the Recycle Drop-off's in June.
- Covid -19 response; ongoing.
 - Sanitizing scale house credit/debit card machines after every customer.



- Use of additional PPE for manual pickup – N95 masks and frequent sanitation of gloves and the driver’s cabin.

Water Distribution and Wastewater Collection (Utilities):

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

Water and Wastewater Treatment:

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

ENGINEERING SERVICES

Capital Projects - See attached Capital Project Summary

Geographical Information System (GIS):

- Continued sorting GIS data and related files; ongoing.
- Created maps, queries and large-format printouts as requested by City Staff; ongoing.
- Provided data to subcontractors as requested; ongoing.



- Assisted staff with ArcReader maps; ongoing.
- Followed up on Digital Orthophotography Aerial Imagery contract; reviewed the first draft data.
- Collected field data on culverts, omitted previously.
- Prepared maps and staked-out key points for Data Cable conduits.
- Started GIS updates based on the Meadows Storm Trunk as-builts.
- Designed topology to correct the geometry of water utility data.
- Developed webmap and webapp for utility isolation tracing.
- Resolved the queries of the Foreman and made modification in the tree data collection app.
- Configured, tested and modified the network trace as well as the reporting widget.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

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

Agenda Items included:

Delegation:

- Faber LLP, Chartered Professional Accountants

Old Business

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

New Business

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

Correspondence

- Letter From CLFN Re Member Appointment (Dell)

In Camera

- Water Rate Study

Next meeting July 27, 2020

Alternatives:



Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2020	8 Street Roadway Extension (Phase 2)	Design	100	Awarded to SE Design.
			Construction	0	Awarded to Knelsen
2	2020	2020 Street Improvement Program	Design	100	Awarded to AECOM
			Construction	0	Tender closed on June 25 and is currently in review.
3	2020	Building 9 Force Main Upgrade – Phase 4 (CLRUSC)	Design	95	Awarded to AECOM. Design and Tender specifications have been completed and the project is currently out for tender, closing June 15 th at 2:00 PM.
			Construction	0	
4	2020	Building #4 Force Main Replacement Feasibility Study (CLRUSC)	Study	0	Awarded to Associated Engineering. Initial project review is under way. Supplied as-built drawings, geotechnical report, I&I Study reports, and inspection reports to the consultant.
5	2020	2020 Service Roads	Design	0	Engineering Proposal for 55 Street west-Service Road awarded to SE Design, April 28, 2020 as part of the 2019 Shallow Sewer Project.
			Construction	0	
6	2020	2020 Sidewalk/Trail Connectivity	Design	100	Trail locations have been confirmed. Trails will be field fit.
			Construction	0	Quotes have been requested from 3 local Contractors.
1	2019	2019 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	95	Awarded to E-construction. Streets include: 50 Ave (38 St – City Limit) - mill and overlay; complete. 52 Ave (49 St – 50 St) - mill and overlay; complete. 20 Street (Ptarmigan to 7 Ave) - full reconstruction; complete. Birch Ave (Tamarak St – 23 St) – full reconstruction plus underground work (sanitary and storm); complete. Deficiencies remaining.
2	2019	Annual Lane Construction Program	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Lanes include:

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Lions Park (50 Ave to Millennium Trail); complete. 50 Ave (45 St west to t-intersection); complete. CCC issued.
3	2019	Street Lighting Enhancement Program	Design	100	Awarded to ATCO Electric. Approved enhancement areas include: 16 Avenue (Hwy 28 to 12 St) 50 Avenue (41 Street to City Limits) 25 Street (Hospital to Glacier Way) 1 Ave (25 St to English Bay Road)
			Construction	95	Awarded to ATCO Electric. All work has been completed minus spring clean-up/landscaping.
4	2019	Traffic Safety Program Fund	Design	100	Awarded to ATCO Electric.
			Construction	95	Awarded to ATCO Electric. Street lights will be installed in the following locations: English Bay Road (1114 EBR to City Limit); which has been completed. The Intersection of English Bay Road and 28 Street; which has been completed and the intersection of English Bay Road and 25 th Street which has been completed. Spring cleanup is still required.
5	2019	Material Recycling Facility	Design	100	Awarded to NOVA Mechanical and Construction.
			Construction	95	Awarded to NOVA Mechanical and Construction. They have completed the metal structure, site grading and electrical. All 20 recycling bins have arrived and the new conveyor system and sort line is installed. SCC Issued.
6	2019	Building 10 Fire Pump Replacement	Design	95	Awarded to BAR Engineering. They supplied a recommendation memo on the pumping status; this memo has been reviewed and approved. Project was tendered out and closed on May 19 th at 2:00 PM. The tenders are currently being reviewed by City staff and engineering consultant.
			Construction	0	
7	2019		Design	100	Awarded to LEEs and Associates.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
		Grand Centre Memorial Cemetery	Construction	0	Project was tendered and closed on June 7, 2019. The City received 2 tenders; both came in above budget. After review this tender has been cancelled; will look into retendering in 2020.
8	2019	Kinosoo Beach Phase 3 and 4 - Boardwalk Area and Amphitheatre	Design	0	Awaiting grant funding.
			Construction	0	
9	2019	Pressure Reducing Valve Installation Program (Year 1 of 4)	Design	90	Awarded to AECOM. Due to conflicting infrastructure within 16 th Street AECOM has completed two design options, one placing the PRV within Building 5 instead of 16 th Street, as well as another design utilizing the vault but placing it in the second PRV location from the Water Master Plan. City staff is reviewing and double checking viability of the work against the budget.
			Construction	0	
10	2019	Lakeshore Drive Infrastructure Improvements	Design	15	Awarded to Stantec. Start-up meeting was held on August 21, 2019 and presentation of conceptual designs were presented to Council on Oct. 16, 2019 for preliminary feedback. Additional design meeting was held on January 8, 2020 with Stantec. Lakeshore Drive concept plan was presented to Council on May 19 th , 2020. Based on this meeting Stantec will move forward with the next steps of design as the concept plan was a success.
			Construction	0	
11	2019	Shallow Sewer Enhancement Program	Design	100	Awarded to SE Design
			Construction	0	Tender Closes July 7, 2020
12	2019	SCADA Upgrades	Design/ Construction	75	Awarded to ERAMOSA. Phase 1- Power Upgrades- 100% complete. Phase 2A - Back Up Controls at Bldg 4 & 9. Phase 1 & 2A Power Upgrades and Back Up Control – Estimated Costs provided by Smart Electric- proceeding with Bldg 4 & 9 2A only Phase 2B - Back Up Controls at Bldg 3 & 8- not proceeding at this time

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Phase 3A - SCADA Upgrades Cimplicity to VTSCADA. Currently running both systems there is some logic written into Cimplicity rather than through the PLC to control pumps. VTSCADA is functioning properly.-90% complete. Phase 3B - e.RIS Data Access. e.RIS training provided, report and logbook creation in progress. Phase 3C - Cyber Security 100% complete.
13	2019	Animal Holding Facility	Design	100	Building and Finishing Site awarded to JMAA Civil Works awarded to SE Design. Final tender drawings have been submitted and accepted.
			Construction	0	CIVIL - Access Road, Underground and Site Prep.- SE Design Portion- Tender Closes July 9, 2020. BUILIDNG and Finishing Site Work - JMAA Portion to be tendered July 7, 2020 and Close July 28, 2020.
14	2019	69 Avenue - Museum Road Improvements	Design	100	Lower Portion Design Only awarded to SE Design. Waterline now to be included within the project for 2020. WAIF and Water Act applied for by Associated Engineering, should know by May if accepted. Change Order accepted SE Design to include tender and construction admin.
			Construction	0	Top portion of the road was overlaid by Blue Flame in 2019 and lower portion with storm and waterline improvements to be completed in 2020. WAIF Approved. Tender closed June 11, 2020. Additional Budget required to complete full scope.
15	2019	Water Rate Study	Study	100	Awarded to CORVUS. Report completed and presented to CLRUSC in February.
16	2019	Regional Water Line (CLRUSC)	Design	100	Awarded to AECOM
			Construction	Contract 1 Transmission Main (within City limit)	Awarded to Site Resource Group Inc. 90% complete (based on \$) and 100% (based on length of pipe): landscaping, road rework on 16 Street (16 Ave to 75 Ave) and

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					<p>final lifts of asphalt on 16 Street (3 Ave to 16 Ave) are remaining.</p> <p>Contractor has completed pressure testing of all pipeline under Contract 01 and all sections have passed. Waiting on chlorination plan. Contractor has started road work but coring out 10th Street and 16th Street for gravel rework as well as scheduling top lift of asphalt within 16th Street from 3rd Avenue to Highway 28. Disinfection of Contract 01 portion on transmission main will commence by July 13.</p>
				<p>Contract 2 Transfer Station</p>	<p>Awarded to Alpha Construction Inc.</p> <p>87% complete (based on \$) and approx. 85% (based on work). Exterior building envelope is complete, the vast majority of mechanical work has been installed, HVAC systems have been installed, and pumping bases are being completed, and pumps are a little delayed, waiting on official timeline. Underground tie-ins have been completed, which would include the regional line coming in and the line going out. Reservoir cells have been completed. Contractor is to submit commissioning plan and AECOM is to supply move forward and methods for review.</p>
				<p>Contract 3 WTP Upgrades</p>	<p>Awarded to SureForm Contracting Ltd.</p> <p>79% complete (based on \$). Building envelope is complete and contractor has started building wrap and Styrofoam on the outside of building envelope has been completed and cladding has commenced, exterior doors have been installed and interior doors have been painted and window install has commenced within the last week of May. The upstairs which would include the offices, lunch room, electrical room and bathrooms are nearly complete. New Raw Water wet well is complete and Raw Water pumps are currently being commissioned, contractor is currently working on testing of pump</p>

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					<p>install's, clear well work has been completed, membrane material has arrived on site and train 3 has been installed and tested, future train work is completed, the vast majority of mechanical piping has been completed, CIP tank has been removed and replaced, new generator has been installed and majority of main electrical has been pulled through and connected. Raw water intake screen installation process starts on July 6 and anticipated to be complete by July 13, 2020.</p>
				<p>Contract 4 Transmission Main (Transfer Station to Bonnyville)</p>	<p>Awarded to Site Resource Group Inc.</p> <p>97% complete (based on \$) and 100% (based on length of pipe); All transmission main has been installed minus a small spool section within the Town of Bonnyville water treatment facility. Contractor is currently swabbing the line from the Town of Bonnyville treatment facility to Ardmore/Fort Kent swab launches. The line has been swabbed from the Transfer Station to Ardmore. Contractor has started pressure testing the line under Contract 04 and so far 1 test has passed and 4 sections are noted as holding test pressures. Pressure testing is in progress.</p> <p>Landscaping and ROW restoration is currently ongoing.</p>
17	2019	<p>Moving Bed Biofilm Reactor (MBBR) Pilot Project (CLRUSC)</p>	Design	45	<p>Awarded to AECOM.</p> <p>CLRUSC is looking to demonstrate the effectiveness of this technology in achieving their vision for wastewater treatment. Given the innovative nature of this technology it will be piloted during the winter months for worst case scenario to assess the performance of the system when the ammonia concentration in the lagoon effluent is higher and the microbial activity is lower.</p> <p>Veolia Water Technologies Canada Inc. has supplied the LagoonGuard pilot trailer, with all necessary process equipment (reactors, blower, instrumentation and a control panel) for this study. Veolia's field technicians assisted with the trailer's</p>

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					<p>installation, start up and the commission of the LagoonGuard equipment/process and they trained the City's staff. When the process stabilized Veolia handed over operational responsibility to the City, and are remotely monitoring the process and supporting the City.</p> <p>Two interim project update presentations were made to RUSC: Nov 25, 2019 and Feb 24, 2020. A third interim report is in progress.</p> <p>The pilot study ended in May 28 2020. Decommission of the pilot project is in progress.</p> <p>The results of the pilot study in the form of a Draft Report is expected to be available for review in July 2020.</p> <p>An RFP for WWTF upgrade in under revision.</p>
1	2018	2018 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	90	<p>Awarded to E Construction Ltd. Streets Include: 61 Ave west of 47 St; complete</p> <p>Highway 28 (34 Ave to City Limits); complete</p> <p>54 Ave from (54 St to 55 St); complete</p> <p>53 Ave west of 57A St Construction started in August 2018. High water table was encountered and options to mitigate were considered. 53 Ave was brought up to a gravel standard for the 2018/2019 winter.</p> <p>53 Ave was removed from the 2018 Street Improvement Program due to budget restrictions and was retendered as its own project in July 2019. Bids came in over budget and the Tender has been cancelled. Options are being considered for 2020 construction.</p> <p>SCC Issued. Deficiencies to be corrected in 2020</p>

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
2	2018	2018 Annual Lane Rehabilitation	Design	100	Awarded to SE Design.
			Construction	98	Awarded to BlueFlame Contracting Ltd. Lanes include: 51/52 Ave Lane (51 St to 52 St) – Behind Grand Centre Cinema; complete. 51/52 Ave Lane (52 St – 5 Ave) – Behind Red Rooster; complete. CCC issued.
3	2018	Cold Lake Regional Airport Taxiway and Apron Enhancements	Design	100	Awarded to CIMA Canada Inc.
			Construction	98	Awarded to E-Construction. Paving, grading and hydroseeding completed October 4, 2019. CCC issued and deficiency holdback retained. Deficiencies are completed holdback to be released upon submission.
4	2018	Imperial Park/Energy Centre South Access Enhancements and Parking Lot Improvements	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Road construction and parking lot are completed. CCC issued.
5	2018	Eagle Ridge Estates Storm System Re-Alignment	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Thompson Infrastructure. Contractor has installed all storm pipes and have completed all other work under the project. CCC has been issued.
6	2018	Lakeview Cemetery	Design	95	Awarded to LEEs and Associates.
			Construction	18	Awarded to GenMec ACL. Contractor has mobilized to site and has completed excavation and concrete foundations within the columbaria area, concrete apron into the site along with the water tie-in. sandblasting has been completed on the columbaria foundations.
7	2018	RCMP Building	Design Mech. Reno Design Phase 2- New Build	100	Awarded to JMAA. Phase 1 - mechanical renovation design has been completed. RCMP has now requested for new building rather than a renovation of existing for Phase 2. Awarded to JMAA RCMP has confirmed that the building requirements will remain as stated in May 2019 assessment and the current lot is suitable for new build.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
			Construction	Phase 1 Cancelled Phase 2 0	Phase 1 Mechanical Renovation contract cancelled.
1	2017	2017/2016 Residential Lanes	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Lanes include: Lakeridge Lanes; completed 54 Ave lane – completed 62 Street lane – completed Emma’s Lane – completed CCC issued.
2	2017	49 Street Parking Lane Enhancements	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Urlacher Construction. Construction completed. CCC issued.
3	2017	Highway 28 South Enhancements - Phase 2 (51 Street to 43 Avenue)	Design	100	Awarded to Stantec. This is a continuation of the Highway 28 enhancement from 2016.
			Construction	98	Awarded to Knelsen Sand and Gravel Ltd. All work has been completed under the contract. CCC issued.
1	2016	2016 Centre Ave Traffic Signalization	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Knelsen Sand and Gravel. Construction complete. CCC issued.
2	2016	Hwy 28 Enhancement (54 Ave to 52 Ave)	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Knelsen Sand and Gravel. All work has been completed under the contract. CCC issued.
3	2016	2016 Kinosoo Zip-Line	Design	100	Awarded to McElhanney Consulting Services Ltd..
			Construction	100	Awarded to Nova Mechanical. The Zip Line was in installed and opened on July 1, 2017. CCC issued. FAC walkthrough was completed; deficiencies have been rectified. FAC has been issued.
4	2016	2016 Downtown Entry Feature	Design	100	Awarded to Stantec.
			Construction	98	Awarded to MPS Group. Structure is completed. CCC issued.
1	2015	Fischer Storm Water Management Pond	Design	100	Design for Fischer Storm pond has been awarded to Scheffer Andrew and the construction administration has been awarded to SE Design. Design has been completed. Two of the parties have withdrawn from entering into the revised agreement.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
			Construction	0	Waiting on Province for Land Transfer and registration. Tender Closed November 1, 2019. 12 bids ranging from \$2.45 million to \$4.9 million were received. Letter sent to Double D who will hold costs until end of March. Tender Cancelled March 31, 2020 due to Land Transfer not processed by Province yet. Notice sent to the bidders of cancellation.
2	2015	City Hall Parking Lot	Design	100	Awarded to SE Design.
			Construction	98	Awarded to E Construction. All surface and electrical work has been completed. CCC issued.
3	2015	Meadows Storm Water Trunk Extension	Design	100	Awarded to Associated Engineering.
			Construction	98	Contract #1 was awarded to REDA Enterprises Ltd. Contractor has completed remaining items under the contract and is currently cluing up minor work. CCC issued. Contract 2 was re-tendered as Contract 02 Phase 2 and has been awarded to Thompson Infrastructure Ltd. All underground infrastructure has been completed, storm pipe is connected from East side of Highway 28 to the West side of Highway 28 and is flowing. Contractor recently completed top lift of asphalt on both East and West Service roads. OGS units have been installed for Esso and Husky with bottom lift of asphalt being placed in front of Husky. CCC issued.
4	2015	Kinosoo Beach Enhancements (Phase 1)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to RTM Electrical. Construction complete. CCC issued.
5	2015	Kinosoo Beach Enhancements (Phase 2 and 2B)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	100	Awarded to Nova Mechanical. All work has been completed. CCC issued. FAC walkthrough was completed; deficiencies have been rectified. FAC has been completed.
6	2015	2015 Offsite Levy Report	Report	98	Awarded to CORVUS. Report and model complete. Presented to Council October 18, 2016 and to the public December 8, 2016. Council to decide when to implement. Additional presentation was provided to

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					UDI in May 2017. Yearly review, update and assessment of model required for offsites.
7	2015	South Snow Dump	Design	100	Awarded to MPE Siemens. The City reviewed and posed questions pertaining to detainment of sediments through drainage. Updated drawings were received on April 27, 2017. Conversation currently happening between MPE and Alberta Environment.
			Construction	0	Project has not been Tendered.
8	2015	4 Wing Splash Park	Design	100	Awarded to PlayQuest.
			Construction	98	Awarded to PlayQuest and was completed in 2015. CCC issued.
9	2015	Building 4 Lift Station Improvement Project-RUSC	Design	100	Awarded to MPE Siemens Engineering Ltd.
			Construction	98	Awarded to Alpha Construction. CCC issued. FAC walkthrough has been completed and contractor is to rectify all deficiencies prior to signing of FAC.
1	2014	Kinosoo Beach Splash Park	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to PlayQuest Recreation. Construction has been completed. CCC issued.
2	2014	1st Avenue Water Main and Street Improvement	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to Clearway Construction Inc. CCC issued. FAC walkthrough was completed with Contractor and Consultant in 2018; deficiencies to be rectified.



STAFF REPORT

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

Meeting Date: July 14, 2020

Executive Summary:

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

Background:

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

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**Building Permit Stats Comparison
2017 - 2020**

Report ending June 2020

2017

2018

2019

2020

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

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

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

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

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

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

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

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

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

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

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

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

**Building Permit Stats Comparison
2017 - 2020**

Report ending June 2020

2017

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

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

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

2018

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

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

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

2019

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

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

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

2020

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

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

June		
New Residential-SF	\$ 1,320,000.00	6
Reno. Residential	\$ 55,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 18,000.00	1
Accessory Buildings	\$ 33,700.00	5
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 6,000.00	2
Other (Decks/Signs, etc.)	\$ 9,000.00	2
Total	\$ 1,441,700.00	18

**Building Permit Stats Comparison
2017 - 2020**

2017

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

2018

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

2019

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

2020

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

August

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

August

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

August

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

August

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

September

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

September

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

September

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

September

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

**Building Permit Stats Comparison
2017 - 2020**

Report ending June 2020

2017

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

2018

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

2019

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

2020

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

November

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

November

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

November

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

November

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

December

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

December

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

December

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

December

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

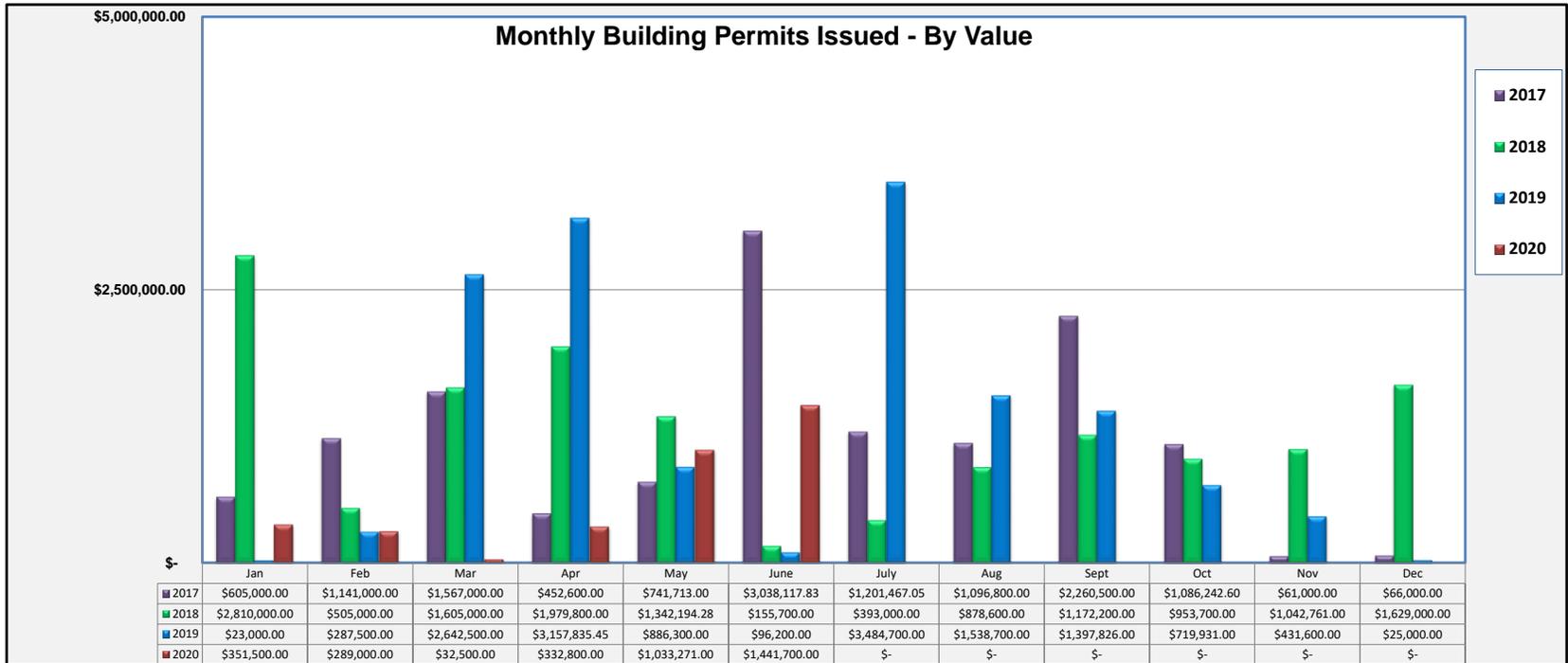
2016 Total \$ 13,317,440.48 125

2017 Total \$ 14,466,955.28 116

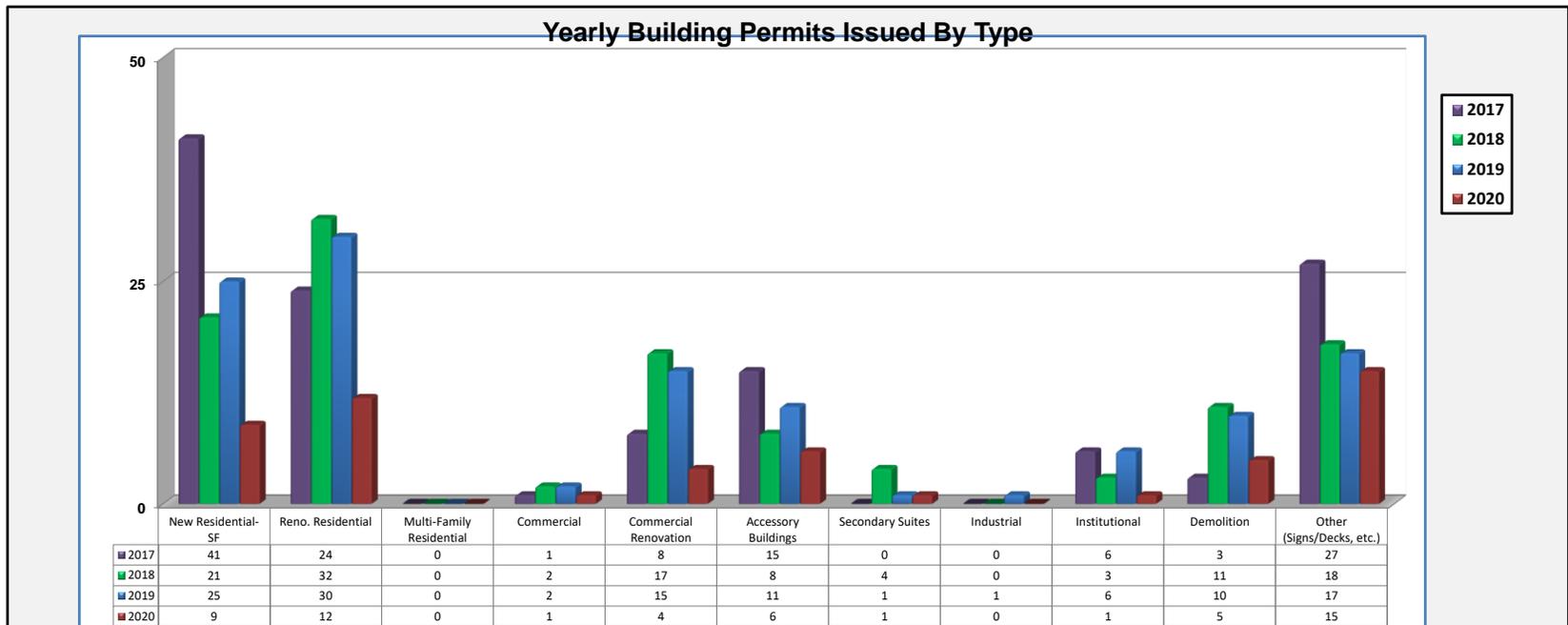
2018 Total \$ 14,691,092.45 118

2019 Total \$ 3,480,771.00 54

Data Summary - Building Permits by Value of Permits Issued				
	2017	2018	2019	2020
Jan	\$ 605,000.00	\$ 2,810,000.00	\$ 23,000.00	\$ 351,500.00
Feb	\$ 1,141,000.00	\$ 505,000.00	\$ 287,500.00	\$ 289,000.00
Mar	\$ 1,567,000.00	\$ 1,605,000.00	\$ 2,642,500.00	\$ 32,500.00
Apr	\$ 452,600.00	\$ 1,979,800.00	\$ 3,157,835.45	\$ 332,800.00
May	\$ 741,713.00	\$ 1,342,194.28	\$ 886,300.00	\$ 1,033,271.00
June	\$ 3,038,117.83	\$ 155,700.00	\$ 96,200.00	\$ 1,441,700.00
July	\$ 1,201,467.05	\$ 393,000.00	\$ 3,484,700.00	\$ -
Aug	\$ 1,096,800.00	\$ 878,600.00	\$ 1,538,700.00	\$ -
Sept	\$ 2,260,500.00	\$ 1,172,200.00	\$ 1,397,826.00	\$ -
Oct	\$ 1,086,242.60	\$ 953,700.00	\$ 719,931.00	\$ -
Nov	\$ 61,000.00	\$ 1,042,761.00	\$ 431,600.00	\$ -
Dec	\$ 66,000.00	\$ 1,629,000.00	\$ 25,000.00	\$ -
Total	\$ 13,317,440.48	\$ 14,466,955.28	\$ 14,691,092.45	\$ 3,480,771.00



Data Summary - Building Permits by Type of Permit Issued				
PERMIT TYPE	2017	2018	2019	2020
New Residential-SF	41	21	25	9
Reno. Residential	24	32	30	12
Multi-Family Residential	0	0	0	0
Commercial	1	2	2	1
Commercial Renovation	8	17	15	4
Accessory Buildings	15	8	11	6
Secondary Suites	0	4	1	1
Industrial	0	0	1	0
Institutional	6	3	6	1
Demolition	3	11	10	5
Other (Signs/Decks, etc.)	27	18	17	15
Total	125	116	118	54



**Development Permit Stats Comparison
2017 - 2020**

Report ending JUNE 2020

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

**Development Permit Stats Comparison
2017 - 2020**

Report ending JUNE 2020

2017			2018			2019			2020		
April			April			April			April		
New Residential-SF	\$100.00	1	New Residential-SF	\$100.00	1	New Residential-SF	\$200.00	2	New Residential-SF	\$600.00	6
Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial	\$200.00	1
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$200.00	1	Commercial Renovation		
Accessory Buildings	\$300.00	3	Accessory Buildings	\$200.00	2	Accessory Buildings	\$50.00	1	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$625.00	7	Other (Decks/Signs, etc.)	\$350.00	6	Other (Decks/Signs, etc.)	\$400.00	6	Other (Decks/Signs, etc.)	\$600.00	7
Total	\$1,225.00	13	Total	\$650.00	9	Total	\$850.00	10	Total	\$1,400.00	14
May			May			May			May		
New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF	\$600.00	6	New Residential-SF	\$ 500.00	5
Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential	\$ 150.00	1
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$150.00	1	Commercial Renovation	\$400.00	4	Commercial Renovation	\$ 250.00	1
Accessory Buildings	\$100.00	1	Accessory Buildings	\$100.00	1	Accessory Buildings	\$250.00	3	Accessory Buildings	\$ 450.00	5
Secondary Suites			Secondary Suites	\$150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$750.00	10	Other (Decks/Signs, etc.)	\$575.00	7	Other (Decks/Signs, etc.)	\$275.00	5	Other (Decks/Signs, etc.)	\$ 750.00	8
Total	\$1,450.00	17	Total	\$1,275.00	13	Total	\$1,525.00	18	Total	\$2,100.00	20
June			June			June			June		
New Residential-SF	\$ 1,000.00	10	New Residential-SF			New Residential-SF	\$ 300.00	3	New Residential-SF	\$ 300.00	3
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation	\$ 250.00	2	Commercial Renovation	\$ 150.00	1	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$ 300.00	3	Accessory Buildings	\$ 50.00	1	Accessory Buildings	\$ 50.00	1	Accessory Buildings		
Secondary Suites			Secondary Suites	\$ 300.00	2	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 450.00	2	Institutional	\$ 200.00	1	Institutional			Institutional	\$ 250.00	1
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 625.00	7	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)	\$ 700.00	9
Total	\$ 2,625.00	24	Total	\$ 1,100.00	11	Total	\$ 750.00	10	Total	\$ 1,350.00	14

**Development Permit Stats Comparison
2017 - 2020**

Report ending JUNE 2020

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

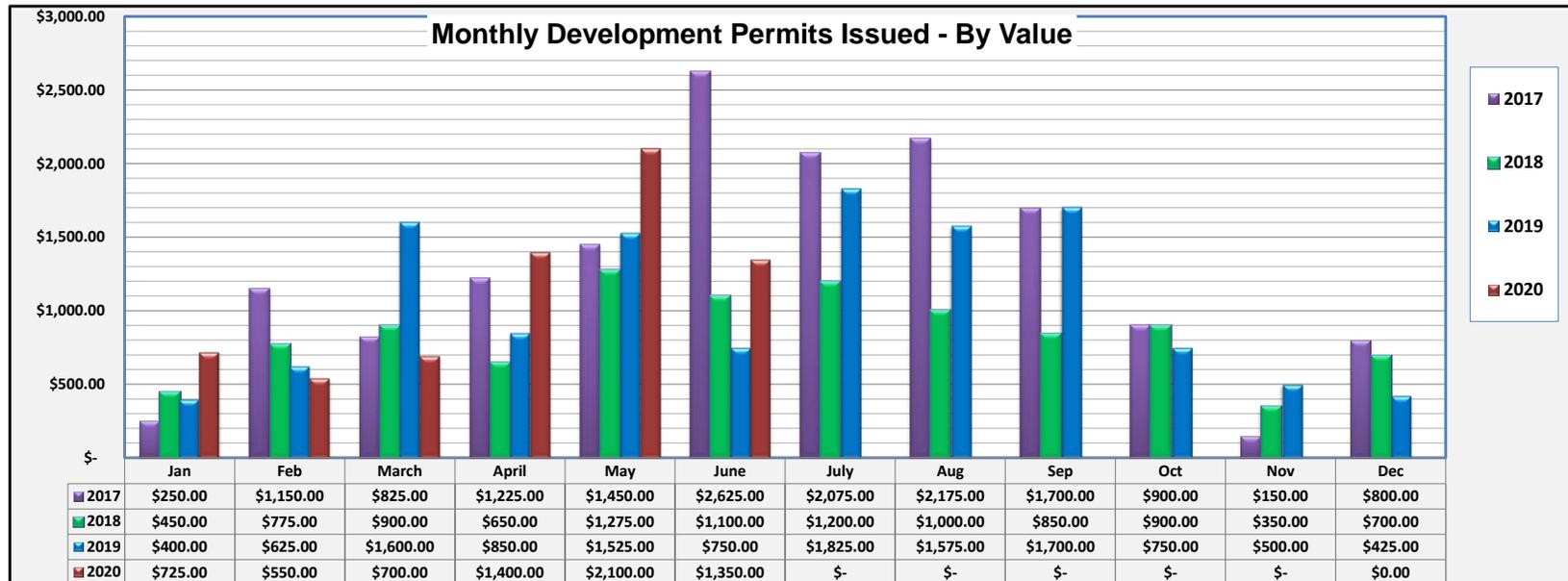
**Development Permit Stats Comparison
2017 - 2020**

Report ending JUNE 2020

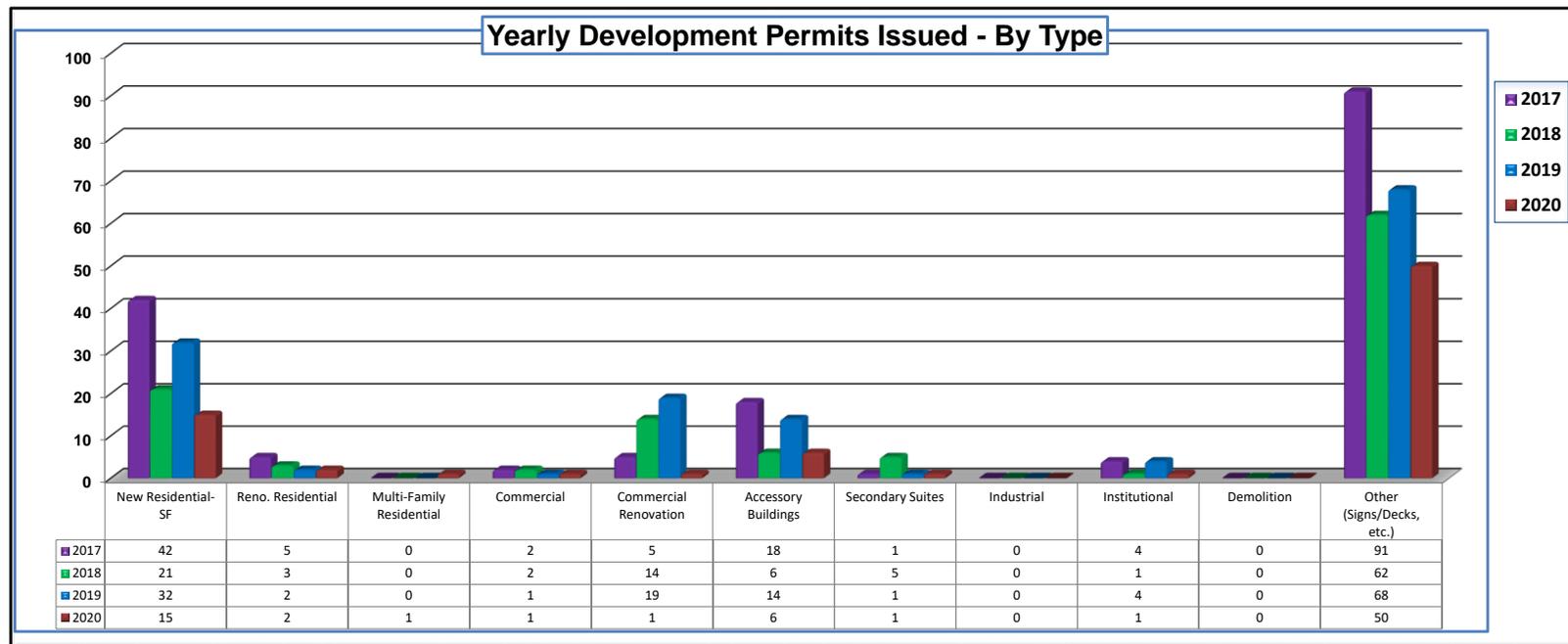
2017			2018			2019			2020		
October			October			October			October		
New Residential-SF	\$ 200.00	2	New Residential-SF			New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial	\$ 200.00	1	Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 150.00	1	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$ 250.00	3	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 450.00	9	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 350.00	4	Other (Decks/Signs, etc.)		
Total	\$ 900.00	14	Total	\$ 900.00	8	Total	\$ 750.00	7	Total	\$ -	0
November			November			November			November		
New Residential-SF			New Residential-SF			New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 350.00	3	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$50.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$ 350.00	5	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)		
Total	\$ 150.00	3	Total	\$350.00	9	Total	\$ 500.00	7	Total	\$ -	0
December			December			December			December		
New Residential-SF			New Residential-SF	\$500.00	5	New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 150.00	1	Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation	\$200.00	1	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 650.00	6	Other (Decks/Signs, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$225.00	3	Other (Decks/Signs, etc.)		
Total	\$ 800.00	7	Total	\$ 700.00	8	Total	\$425.00	4	Total	\$0.00	0
2017 Total	\$ 15,325.00	168	2018 Total	\$ 10,150.00	114	2019 Total	\$12,525.00	141	2020 Total	\$6,825.00	78

**Development Permit Stats Comparison
2017 - 2020**

Data Summary - Monthly Development Permits by Value				
	2017	2018	2019	2020
Jan	\$ 250.00	\$ 450.00	\$ 400.00	\$ 725.00
Feb	\$ 1,150.00	\$ 775.00	\$ 625.00	\$ 550.00
March	\$ 825.00	\$ 900.00	\$ 1,600.00	\$ 700.00
April	\$ 1,225.00	\$ 650.00	\$ 850.00	\$ 1,400.00
May	\$ 1,450.00	\$ 1,275.00	\$ 1,525.00	\$ 2,100.00
June	\$ 2,625.00	\$ 1,100.00	\$ 750.00	\$ 1,350.00
July	\$ 2,075.00	\$ 1,200.00	\$ 1,825.00	\$ -
Aug	\$ 2,175.00	\$ 1,000.00	\$ 1,575.00	\$ -
Sep	\$ 1,700.00	\$ 850.00	\$ 1,700.00	\$ -
Oct	\$ 900.00	\$ 900.00	\$ 750.00	\$ -
Nov	\$ 150.00	\$ 350.00	\$ 500.00	\$ -
Dec	\$ 800.00	\$ 700.00	\$425.00	\$0.00
Totals	\$ 15,325.00	\$ 10,150.00	\$ 12,525.00	\$ 6,825.00



Data Summary - Yearly Development Permit Type by Count as of Report Date				
	2017	2018	2019	2020
New Residential-SF	42	21	32	15
Reno. Residential	5	3	2	2
Multi-Family Residential	0	0	0	1
Commercial	2	2	1	1
Commercial Renovation	5	14	19	1
Accessory Buildings	18	6	14	6
Secondary Suites	1	5	1	1
Industrial	0	0	0	0
Institutional	4	1	4	1
Demolition	0	0	0	0
Other (Signs/Decks, etc.)	91	62	68	50
Total	168	114	141	78





STAFF REPORT

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

Meeting Date: July 14, 2020

Executive Summary:

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

Background:

PROTECTIVE SERVICES DEPARTMENT

Cold Lake Fire Rescue Highlights

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

RCMP Highlights

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

Municipal Enforcement Highlights

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

RECREATIONAL DEPARTMENT

Recreation and Parks Highlights

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

FAMILY COMMUNITY SOCIAL SERVICES DEPARTMENT

FCSS and Parent Link Highlights

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

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:



Kevin Nagoya, Chief Administrative Officer



JUNE 2020

Cold Lake Fire-Rescue

Fire Calls, Accomplishments and Events

Fire Calls – 37 in total

During the month of June there were thirty-seven (37) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to two (2) structure fires. The structure fire in the city was some siding that caught on fire after a tree burst into flames from a vehicle which was set on fire. The fire was deemed suspicious. The fire in the MD was a fully involved kitchen fire where fire crews arrived to flames showing through windows. Fire crews ensured everyone was outside and knocked the fire down quickly and then worked on hot spots. The home sustained substantial fire damage and was deemed non-suspicious. CLFR responded to two (2) vehicle fires with the first vehicle fire a fully involved abandoned vehicle and a total loss and deemed suspicious and the second a vehicle which had a mechanical failure which started the fire and deemed non-suspicious. CLFR responded to eleven (11) motor vehicle collisions (mvc) during the month with one requiring extrication, and all requiring varying degrees of scene safety, traffic control, patient care, packaging and removal. Six were rollover collisions, one was a rear-end collision, one was at T-bone collision, one was a vehicle versus deer, one was a quad incident and one was a motorcycle incident. Of the six (6) alarm calls CLFR attended, all were deemed to be false alarms. Five of the alarms were residential fire alarms and one was a CO alarm. The fire alarms which were activated included: one from cooking smoke, one from changing batteries, one from system maintenance, one from a faulty system and one from shower steam. The CO alarm was investigated with no abnormal readings using CLFR equipment. CLFR responded to three (3) wildland fires which were grass/brush fires. CLFR responded to three (3) contents fires and two (2) rubbish fires. The contents fires included two power pole fires and a dryer fire. With power disconnected at the pole fire crews extinguished the fires quickly and for the dryer fire the damage was contained to the dryer with the burnt clothes being extinguished outside the home. The first rubbish fire was for a dumpster fire and the second for a load of garbage which ignited in a garbage truck and then dumped onto the road to save the truck and for extinguishment. CLFR responded to four (4) public/agency assistance calls which included: RCMP assist for missing boaters, investigate gas odor, investigate smoke sighting and provide guidance with a retainer wall landslide effecting 4-plexes. CLFR responded to one (1) Hazmat incident for a small oil leak from an old truck. Fire crews were able to control the leak with absorb all. Finally, CLFR responded to three (3) rescue calls which included: two stranded boaters on Cold Lake and for a group of five horses trapped in flood waters.

During the month CLFR responded sixteen (16) times within City limits, twenty (20) times in the MD of Bonnyville and one (1) time into Saskatchewan. Evening responses [1600-2400] (17) were the highest response times at 45.95% followed by overnight responses [0000-0800] (11) at 29.73% and daytime responses [0800-1600] (9) at 24.32%

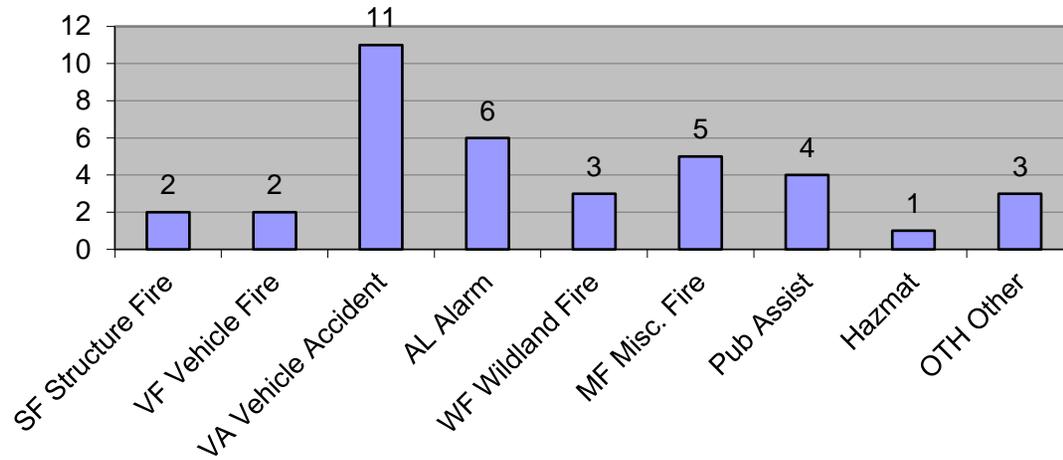
Accomplishments and Events

- Regional DEM Meetings. Cold Lake, Bonnyville, St. Paul- Jun 1st, 8th, 15th, 22nd, & 29th.
- CLFR support→ Parks Dept-swim markers-Jun 5th, noxious weed burn-Jun 23rd & 26th.
- Fire Chief & Deputy Chief supported Lac La Biche flooding in their EOC – Jun 8th & 9th.
- Fire Inspections → Day Home – Jun 11th, Group Home – Jun 18th, Legion – Jun 25th.
- Fire Chief & Deputy participated in Skype World Rescue Organization AGM – Jun 17th.
- RFP (#20-CS-06) for Fire Service Triple Combination Pumper posted – Jun 18th.
- AFRRCS; Vendor brief & trial radios dropped off – Jun 19th. GOA briefing – Jun 24th.
- Fire Chief & Deputy participated in Zoom AB Fire Chief's Association AGM – Jun 27th.
- Meetings → CLAS Lease Agreement – Jun 17th & 19th, Fire Joint QMP – Jun 30th.

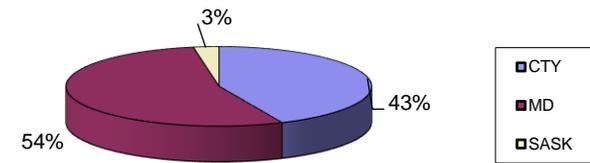
June 2020 Fire Responses

MONTH	TOTAL	SF Structure Fire	VF Vehicle Fire	VA Vehicle Accident	AL Alarm	WF Wildland Fire	MF Misc. Fire	Pub Assist	Hazmat	OTH Other	CTY	MD	SASK
Jun 2020	37	2	2	11	6	3	5	4	1	3	16	20	1
2020 Totals	151	6	6	24	68	11	8	23	1	4	93	54	4

June 2020 - Incidents by Type



June 2020 - Incidents by Location



**Jun-20
Totals**

- 2 Structure Fire (1-City, 1-MD) [*House Siding, House-Kitchen Fire*]
 - 2 Vehicle Fire (2-MD) [*2-Automobile*]
 - 11 Vehicle Accident (3-City, 7-MD, 1-Sask) [*9-Auto, 1-Quad, 1-Motorcycle*]
 - 6 Alarm (6-City) [*5-Residential fire detectors, 1-CO*]
 - 3 Wildland Fire (1-City, 2-MD) [*grass/brush*]
 - 5 Misc. Fire (2-City, 3-MD) [*Dumpster, Power pole x 2, Dryer, Rubbish*]
 - 1 Hazmat (1-City) [*Small oil spill*]
 - 7 Oth/Pub Assist (2-City, 5-MD) [*boater x 3, odor, smoke, mudslide, horse rescue*]
- 37** (15 Calls for Station #3, 20 Calls for Station #4, 2 calls with both)
(16-City Calls, 20-MD Calls, 1-Sask Call)

**Jun-19
Totals**

- 3 Structure Fire (1-City, 2-MD) [*Shed, Mobile Home, ATCO Trailers x4*]
 - 3 Vehicle Fire (2-City, 1-MD) [*1-Automobile, 1-Motorcycle, 1-Boat*]
 - 3 Vehicle Accident (3-MD) [*3-Automobile*]
 - 16 Alarm (14-City, 2-MD) [*11-Residential & 5-Commercial fire detectors*]
 - 0 Wildland Fire
 - 2 Misc. Fire (1-City, 1-MD) [*Garbage Can Fire & Contents Fire - Stove Top*]
 - 0 Hazmat
 - 6 Oth/Pub Assist (2-City, 4-MD) [*CLAS x 2, tree on powerline x 2, odor, dog rescue*]
- 33** (9 Calls for Station #3, 22 Calls for Station #4, 2 calls with both)
(20-City Calls, 13-MD Calls, 0-Sask Calls)

** At the end of June 2020 Cold Lake Fire-Rescue has responded to 151 calls as compared to 152 calls at the end of June 2019 **

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

July-05-20

CATEGORY	2019		2020		% Change	
	Jun/19	YTD	Jun/20	YTD	June	YTD
Homicide	0	1	0	0	0.0%	-100.0%
Offences Related to Death	0	0	0	4	0.0%	400.0%
Robbery	2	12	1	6	-50.0%	-50.0%
Sexual Assaults	4	10	5	13	25.0%	30.0%
Other Sexual Offences	4	7	0	6	-100.0%	-14.3%
Assault	21	118	17	158	-19.0%	33.9%
Kidnapping/Hostage/Abduction	2	5	0	8	-100.0%	60.0%
Extortion	0	1	0	2	0.0%	100.0%
Criminal Harassment	11	35	4	47	-63.6%	34.3%
Uttering Threats	10	47	8	59	-20.0%	25.5%
Other Persons	0	0	0	1	0.0%	100.0%
TOTAL PERSONS	54	236	35	304	-35.2%	28.8%
Break & Enter	12	81	9	85	-25.0%	4.9%
Theft of Motor Vehicle	10	58	14	72	40.0%	24.1%
Theft Over	1	8	0	6	-100.0%	-25.0%
Theft Under	35	169	39	197	11.4%	16.6%
Possn Stn Goods	2	28	5	26	150.0%	-7.1%
Fraud	7	68	5	70	-28.6%	2.9%
Arson	0	1	1	2	100.0%	100.0%
Mischief To Property	130	504	111	624	-14.6%	23.8%
TOTAL PROPERTY	197	917	184	1082	-6.6%	18.0%
Offensive Weapons	7	24	4	17	-42.9%	-29.2%
Public Order	1	2	0	1	-100.0%	-50.0%
OTHER CRIMINAL CODE	71	371	48	223	-32.4%	-39.9%
TOTAL OTHER CRIMINAL CODE	79	397	52	241	-34.2%	-39.3%
TOTAL CRIMINAL CODE	330	1550	271	1627	-17.9%	5.0%
Drug Enforcement - Production	0	0	0	0	0.0%	0.0%
Drug Enforcement - Possession	2	12	1	12	-50.0%	0.0%
Drug Enforcement - Trafficking	4	14	2	12	-50.0%	-14.3%
Drug Enforcement - Other	0	1	1	2	100.0%	100.0%
Total Drugs	6	27	4	26	-33.3%	-3.7%
Federal - General	2	7	1	6	-50.0%	-14.3%
TOTAL FEDERAL	8	34	5	32	-37.5%	-5.9%
Liquor Act	19	49	5	26	-73.7%	-46.9%
Other Provincial Stats	31	128	28	143	-9.7%	11.7%
Total Provincial Stats	50	177	33	169	-34.0%	-4.5%
Municipal By-laws Traffic	1	6	3	4	200.0%	-33.3%
Municipal By-laws	10	44	9	43	-10.0%	-2.3%
Total Municipal	11	50	12	47	9.1%	-6.0%
Fatals	0	0	0	0	0.0%	0.0%
Injury MVAS	0	1	2	3	200.0%	200.0%
Property Damage MVAS (Reportable)	19	117	10	98	-47.4%	-16.2%
Property Damage MVAS (Non Reportable)	1	15	3	11	200.0%	-26.7%
TOTAL MVAS	20	133	15	112	-25.0%	-15.8%
Provincial Traffic	112	350	56	311	-50.0%	-11.1%
Other Traffic	3	5	1	7	-66.7%	40.0%
Criminal Code Traffic	0	2	0	0	0.0%	-100.0%
Common Police Activities						
False Alarms	13	113	13	78	0.0%	-31.0%
False/Abandoned 911 Call	50	292	61	276	22.0%	-5.5%
Prisoners Held	29	115	12	129	-58.6%	12.2%
Written Traffic Warnings	7	29	2	19	-71.4%	-34.5%
Persons Reported Missing	5	22	5	28	0.0%	27.3%
Request to Locate	7	43	9	47	28.6%	9.3%
Abandoned Vehicles	7	44	4	30	-42.9%	-31.8%
VSU Accepted/Declined	40	209	51	209	27.5%	0.0%

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

CATEGORY TOTALS	Jun-19	Jun-20	% Change
CRIMINAL CODE PERSONS	54	35	-35.2%
CRIMINAL CODE PROPERTY	197	184	-6.6%
CRIMINAL CODE OTHER	79	52	-34.2%
TOTAL CRIMINAL CODE	330	271	-17.9%

CATEGORY TOTALS	2019 - YTD	2020 - YTD	% Change
CRIMINAL CODE PERSONS	236	304	28.8%
CRIMINAL CODE PROPERTY	917	1082	18.0%
CRIMINAL CODE OTHER	397	241	-39.3%
TOTAL CRIMINAL CODE	1550	1627	5.0%

CLEARANCE RATES	Jun-19	Jun-20
CRIMINAL CODE PERSONS	63%	40%
CRIMINAL CODE PROPERTY	27%	28%
CRIMINAL CODE OTHER	65%	25%
TOTAL CRIMINAL CODE	42%	29%

CLEARANCE RATES	2019 - YTD	2020 - YTD
CRIMINAL CODE PERSONS	54%	56%
CRIMINAL CODE PROPERTY	27%	30%
CRIMINAL CODE OTHER	67%	41%
TOTAL CRIMINAL CODE	41%	36%

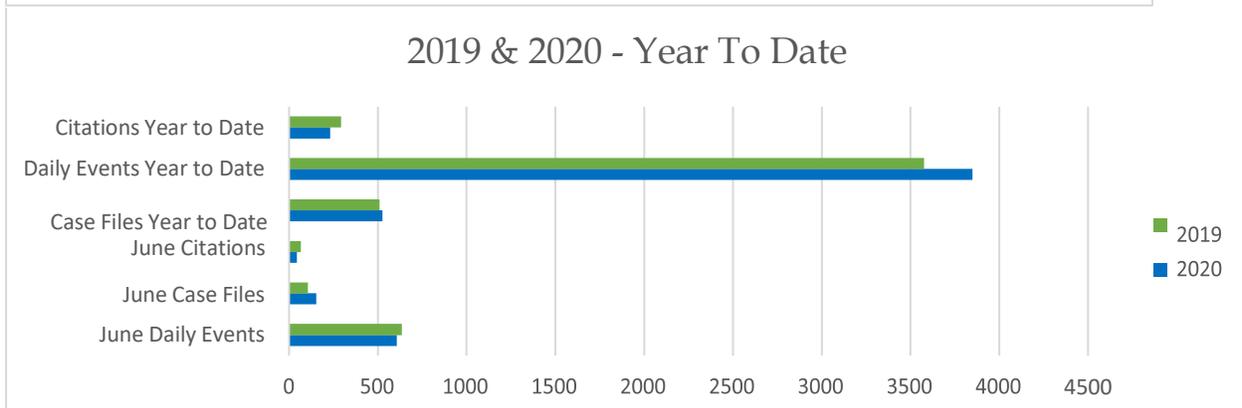
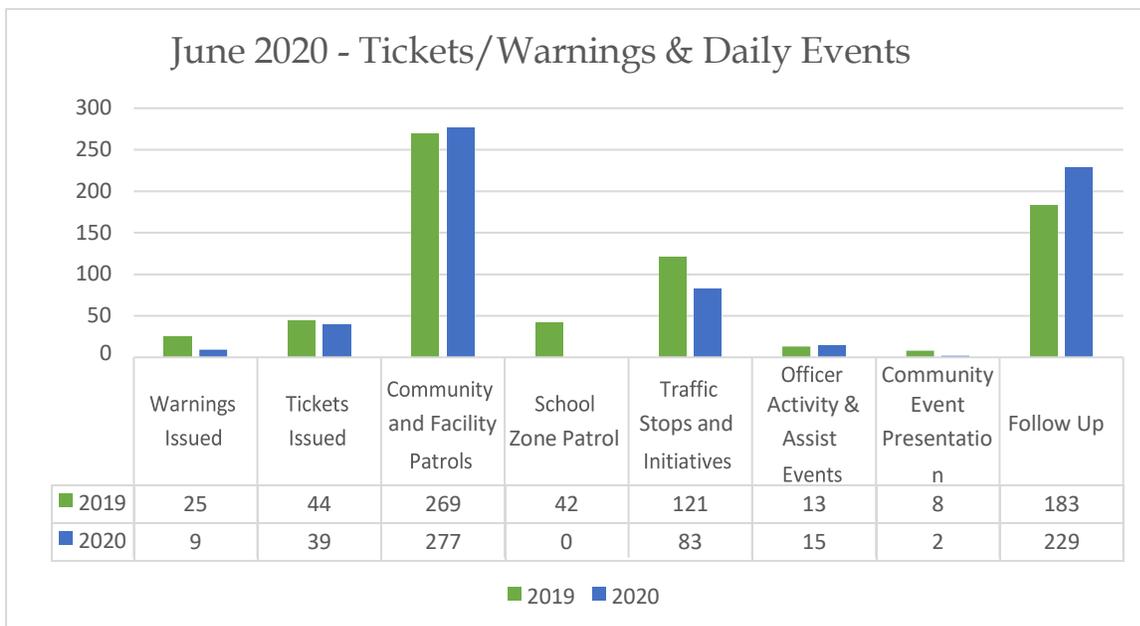
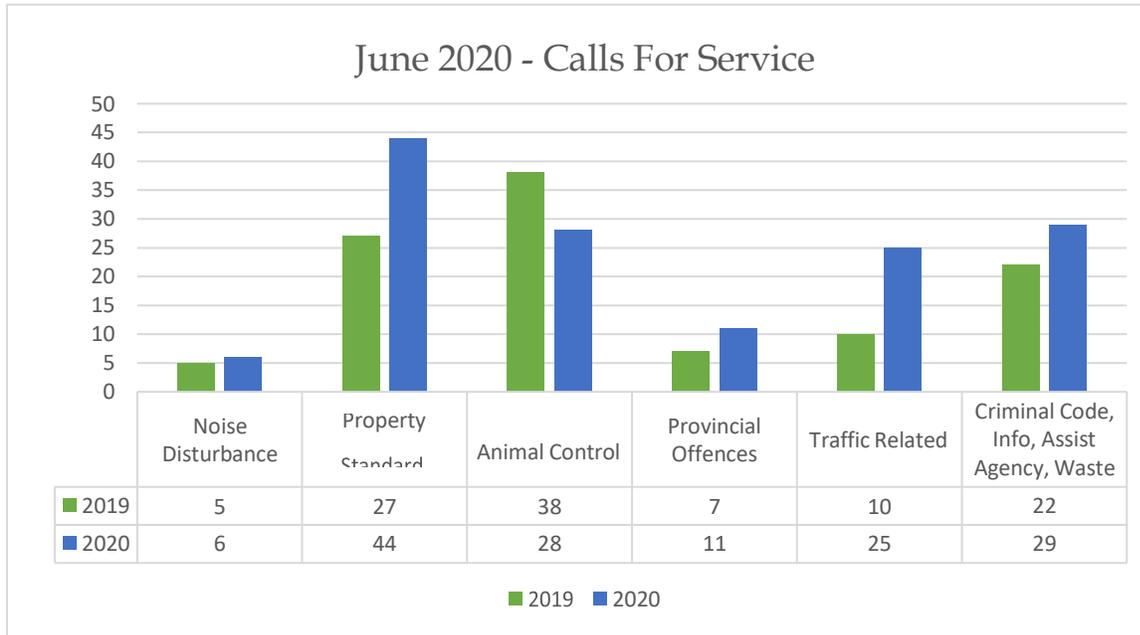
Items of interest

- Municipal Enforcement continued to conduct several patrols throughout the community at locations where the public generally attend businesses and city operated facilities.
- Municipal Enforcement Positive Ticketing initiative is set to start in July of 2020.
- Municipal Enforcement assisted with providing a visible presence for the Cold Lake High School with the graduation ceremony at the Energy Centre Grand Stands.
- Municipal Enforcement received numerous files regarding overhanging trees and worked on several unsightly property concerns.

Municipal Enforcement continues to provide education and enforcement initiatives in Cold Lake throughout high volume traffic areas. Initiatives included forty-three (43) actions and weekly speed sign deployments at three locations during the month of June - northbound on 10th Street on 8th Avenue, southbound on 25th Street and 3rd Avenue, and northbound on 47th Street and Tri City Way. Municipal Enforcement continues to actively conduct patrols of the downtown core, marina, beach recreational areas, outdoor ice rinks, recreational green spaces and alleys within the city. The patrols allow Peace Officers to liaise with community partners and provide members of the public with education and awareness on public safety, while addressing areas of concern. Officers continue to provide a visible enforcement presence in the downtown core by foot and by vehicle patrol, which include alleys between businesses and common public gathering locations. In June, Peace Officers conducted two hundred and seventy-seven (277) patrols throughout the community. Parks and City facility patrols consisted of one-hundred and eighty-seven (187) patrols. Peace Officers continued to monitor both the Energy Centre and Regional Transfer Station. Peace Officers continually liaise with local law enforcement to conduct Joint Force Operations with agencies when applicable. During the month of June, the Alberta Traffic Safety Calendar encouraged agencies to focus on Commercial Vehicle safety awareness. In response, Municipal Enforcement conducted five Commercial Vehicle inspections, ten violations were noted and four Traffic Violation Notices were issued. Violations consisted of expired registration and insurance, transporting goods without properly securing, improper application of trailer brakes and examination of documents. Municipal Enforcement addressed twenty-eight (28) animal related calls for service. Municipal Enforcement received eighty three (83) overhanging tree complaints and initiated action on fifty-four (54) unsightly property concerns. As part of providing ongoing customer service efforts, officers assisted the public with fifteen (15) information and patrol requests. In addition, thirty four (34) parking related matters were addressed. Officers continually assess all situations that they encounter and take necessary steps to limit exposure risks and hazards related to the current pandemic.

Energy Centre (School Year Start) since September 2019 – As of June, 2020 the school year.

- Patrols of the facility and surrounding premises has consisted of five-hundred and eighty-four (584) since the commencement of the school year.
- Public interactions are regularly being made at the facility. Peace Officers continually liaise with school and City staff. The facility is not currently at full operation status.
- Since January 2020, five trespass bans have been issued to individuals misusing the facility.
- Municipal Enforcement continues to provide a visible patrol presence at the Energy Centre, facility grounds, parks and additional essential City facilities are regularly patrolled.



Cold Lake Golf & Winter Club

Monthly Report for June 2020

Projects

COMPLETED:

Lounge open per COVID regulations—June 19
 Hole 4 fairway open—June 22
 Full staffing completed for summer 2020—June 29
 Golf Course operating under regular full maintenance—June 29
 Hole 9 Bridge Moved—June 30

CURRENT AND FUTURE:

Golf equipment maintenance
 Routine facility sanitation
 Operational adjustments per Covid-19 regulations
 Green, Tee, and Fairway fertilization programs
 Bridge on Hole 9 awaiting approval to install
 Golf Course Sponsorships
 August 15 RMH Golf Day for Charity

Statistics

	APR	MAY	JUN	TOTAL
Golf Memberships 2020	1	65	23	145
Golf Memberships 2019	44	20	11	136
Members Weekday 2020	0	452	700	1152
Members Weekend 2019	0	365	419	784
Guests Weekday 2020	0	250	782	1032
Guests Weekend 2019	0	388	606	994
Driving Range 2020	0	17	291	308
Driving Range 2019	199	302	203	704
Power Cart 2020	0	418	875	1293
Power Cart 2019	65	387	557	1009
Pull Cart 2020	0	12	29	41
Pull Cart 2019	5	36	8	49
Club Rental 2020	0	23	28	51
Club Rental 2019	6	34	57	91
Ice Rental Hourly 2020	0	0	0	721
Ice Rental Hourly 2019	49	0	0	921

Operations

Leagues

Ladies Night is tee times all day long. Mens Night tee times are booked and organized by members.

Golf

Memberships are being sold daily. Tee Times are spaced at 12 min intervals and the course is very consistently busy

Maintenance Program

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

CLGWC

The lounge reopened under COVID regulations. Tables are sanitized after use. Meals are still offered as take out. Scrambles are suspended but tee time events without meals are being considered

Memberships

Golf Memberships are on sale for 2020. This includes Adult, Senior, Youth, Couples, Student, Family, and corporate. All memberships are now at 40% off per the CLGWC policy.

Golf Course

Greens are in good shape. The fairways have been filling in well. Hole 4 has filled in. Water is being rationed to accommodate lower water levels

Pro Shop

ProShop Change Room is now open, and returns are now accepted. All clothing programs and items purchased/returned

Cold Lake Energy Centre

Monthly Report for June 2020

Projects

COMPLETED:

The Energy Centre opened the Wellness Centre and Walking Track on June 16.

Booster Juice also opened June 16.

CURRENT & FUTURE:

Continue to work on Marina.

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

Statistics

<i>Memberships</i>	APR	MAY	JUN	Year Total
New '20	0	0	125	892
Passes Scanned '20	0	0	1695	18734
Drop Ins '20	0	0	112	1567

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

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

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

<i>Marina</i>	APR	MAY	JUN	Year Total
Slips—Paid	90	22	13	219
Days Sub-Lease	0	31	223	254

Operations

Fitness Class Sessions

Fitness sessions will not start up until September at the earliest. Nothing new is planned at this time.

Drop In Programs

We are only accepting Wellness Centre and walking track drop-ins at this time. We are also recording names of drop-ins in case we have a COVID-19 outbreak.

Memberships

Sales for memberships are picking up since we opened again. We added days closed on to all memberships as to not lose any time.

Front Desk

We had to move staff back over to the Energy Centre from the golf course once the EC opened. All staff were officially back June 28.

Recreation Programming

All programming was shut down when the facility closed.

Some spring user groups are putting together some sort of season (Minor Ball, Minor Football, Lacrosse, Men's soccer, Men's football).

All are outside on the fields. Programming has not started inside at this time.

Parks and Recreation

Monthly Report For June 2020

Projects

COMPLETED:

Tree removal at Kinosoo Beach has been completed.

Swim markers have been installed at Kinosoo Beach.

CURRENT & FUTURE:

Clean up of Eugene Dery as well as removal of dead/diseased trees from Bibeau Park schedule for early July.

Installation of new light fixtures for Reid Fieldhouse is nearing completion.

Installation of zip line has been delayed until July 9th.

Statistics

Hours	APR	MAY	JUN	Year Total
Figure Skating'20	0	0	0	154.25
Figure Skating'19	59.25	57.75	56	450.50
C League'20	0	0	0	81
C League'19	31.25	31.25	22.75	154
Jr B Ice'20	0	0	0	54.75
Jr B Ice'19	22.25	31.25	19.25	188.25
Master Old Tim'20	0	0	0	16.5
Master Old Tim'19	3	6	7.5	32
Minor Hockey'20	0	0	0	859.25
Minor Hockey'19	360	354.50	290.75	1826.50
Cold Timers'20	0	0	0	33
Cold Timers'19	13.5	12	13.75	69.25
Cold Lake Rec'20	0	0	0	33
Cold Lake Rec'19	13.5	13.50	9	61.50
Jr A Wings '20	0	0	0	0
Jr A Wings '19	17.75	0	0	112.50
Jr A Hornets '20	0	0	0	123.25
Jr A Hornets '19	53	53	33	164
Women's Hockey'20	0	0	0	13.50
Women's Hockey'19	4.5	5.25	6	35.25
Casual/Camps'20	0	0	0	51.25
Casual/Camps'19	20.75	27.50	30.50	418.75
Slopitch'20	0	0	0	0
Slopitch'19	0	0	0	492
Baseball'20	0	0	0	0
Baseball'19	0	0	0	324
Soccer'20	0	0	0	0
Soccer '19	0	0	0	898
Rugby'20	0	0	0	0
Rugby'19	0	0	0	136
Lacrosse'20	0	0	2.75	2.75
Lacrosse'19	0	0	0	273.50

Operations

Floral Displays

Planting of floral displays has been completed. Operations moving to maintenance of all flower and shrub beds.

Parks/Playgrounds

Playground maintenance and regular inspections are now underway.

Kinosoo Beach

Regular (daily) raking of beach sand implemented, as well as regular garbage detail. Beach Volleyball nets are up.

Sportsfields

Renovations of shalie infield on Diamond #3 currently underway.

Splash Parks

Both Kinosoo Beach and 4Wing splash parks are now operational.

Staffing

Hiring still on-going to fill operational vacancies.

Cold Lake and District Family and Community Support Services (FCSS)

2020



Report to Chief Administrative Officer

FCSS ADMINISTRATION		
INFORMATION AND REFERRALS	Jun-20	YTD 2020
FCSS	75	712
Community	41	348
INTERAGENCY	Jun-20	YTD 2020
Information Sharing	36	165
INITIATIVES	Jun-20	YTD 2020
FCSS/PLC Room Rentals	0	38
Block Party Participants	0	0
Community Rental Participants	0	401
SERVICES	Jun-20	YTD 2020
Resource Library	2	85
Forms and Assistance	11	101
Impact of FCSS Grants	0	635
Meals on Wheels	120	658
Special Transportation	159	1454
Counselling	8	65
COMMITTEES AND PARTNERSHIPS		
MEETINGS	Jun-20	YTD 2020
Committee and Partnership Meetings	6	30
EVENTS	Jun-20	YTD 2020
Bully Free Committee Workshops and Events	0	393
Early Childhood Development Coalition	0	20
Partnership Events	1251	3130

Cold Lake and District Family and Community Support Services (FCSS)

2020



Report to Chief Administrative Officer

PROGRAMMING		
CHILD AND YOUTH	Jun-20	YTD 2020
Life Skills and Social Competency	0	0
Social Skills and Development	0	124
Youth Advocacy and Empowerment	0	37
Character Education	0	0
ADULT	Jun-20	YTD 2020
Personal Growth	20	100
Seniors Services	50	94
Emergency Social Services	0	7
FAMILY AND COMMUNITY	Jun-20	YTD 2020
Family Support	172	343
Family Workshops	0	90
Community Events/Support	144	227
VOLUNTEER SERVICES		
RECRUITMENT AND PROGRAMMING	Jun-20	YTD 2020
Volunteer Recruitment	1	25
Volunteer Appreciation Event	0	0
govolunteer.ca Postings	0	0
Volunteer Hours	51.5	699.5
Number of Volunteers	14	176
CVITP Files Processed	34	329
Volunteer Inquiries	0	13
Volunteer Requests	1	13

Cold Lake and District Family and Community Support Services (FCSS)

2020



Report to Chief Administrative Officer

FAMILY SERVICES - LIFE COACHING		
SERVICE	Jun-20	YTD 2020
Life Coaching Clients Served	11	79
Parent Support	14	87
USER GROUP	Jun-20	YTD 2020
1 – 12 years	3	20
Teens	4	22
Adults	9	76
Couples	5	21
Families	4	27
REFERRED TO	Jun-20	YTD 2020
Alberta Health Services - Mental Health	4	27
Alberta Health Services - Addictions	1	9
Alberta Health Services	3	29
LCFASD	0	5
Private Service	8	51
REFERRED FROM	Jun-20	YTD 2020
Self-Referred	9	52
Advertising / Online	4	26
FCSS Programs Attendance	0	6
Friend / Family Member	6	31
Child and Family Services/Social Services	1	14
Probation	2	17
Mental Health	3	19
CLIENT ISSUES	Jun-20	YTD 2020
Anger/Conflict Management	11	56
Relationship Issues	12	69
Parent-Teen Conflict	9	43
Parenting	14	89
Self-Esteem	17	95
Co-Parenting	8	28
Goal-Setting	18	100



STAFF REPORT

Title: National Drowning Prevention Week - July 19-25, 2020

Meeting Date: July 14, 2020

Executive Summary:

Mayor Copeland proclaimed July 19-25, 2020 as National Drowning Prevention Week in the City of Cold Lake.

Background:

Alternatives:

Recommended Action:

Mayor Copeland proclaimed July 19-25, 2020 as National Drowning Prevention Week in the City of Cold Lake.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

From: Kelly Carter [<mailto:kellyc@lifesaving.org>]
Sent: June 29, 2020 3:39 PM
To: Craig Copeland <CCopeland@coldlake.com>
Subject: National Drowning Prevention Week Proclamation



June 29, 2020

His Worship Craig Copeland
City of Cold Lake
5513-48 Avenue
City of Cold Lake, Alberta T9M 1A1

Dear Mr. Copeland,

Canada faces a major problem – and a preventable one: over 400 people die every year from drowning. On behalf of the Lifesaving Society Alberta and Northwest Territories Branch, I am writing to ask that you proclaim July 19-25, 2020 as NATIONAL DROWNING PREVENTION WEEK in City of Cold Lake.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society certifies Canada's National Lifeguards.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from behaviors that may result in intoxication while participating in aquatic activities.
- Wear a lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate.

A proclamation from the City of Cold Lake would give greater exposure to our lifesaving efforts to residents of City of Cold Lake. I hope you will consider our request.

If you have any questions, please contact me at kellyc@lifesaving.org

Sincerely,

Kelly Carter
Chief Executive Officer



PROCLAMATION

National Drowning Prevention Week July 19-25, 2020

WHEREAS, the mission of the Lifesaving Society of Canada is to prevent drowning throughout this great country, and even one drowning in Alberta is one too many; and

WHEREAS, most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present, can we truly enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS, the Lifesaving Society urges Canadians and residents of the City of Cold Lake to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to wear a Personal Flotation Device or lifejacket at all times when boating; and

WHEREAS, the Lifesaving Society of Canada has declared July 19-25, 2020 as National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

NOW THEREFORE, I, Craig Copeland, Mayor of the City of Cold Lake, do hereby proclaim the week of July 19-25, 2020 as

“National Drowning Prevention Week”

in the City of Cold Lake, and do commend its thoughtful recognition to all citizens of the City of Cold Lake.

Craig Copeland,
Mayor

Dated this 14th day of July, 2020