



**Council - Regular Meeting
Agenda**

Tuesday, August 11, 2020

6:00 p.m.

Council Chambers

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STAFF REPORT

Title: Council - Regular Meeting July 14, 2020

Meeting Date: August 11, 2020

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held July 14, 2020 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, July 14, 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 Chris Vining

Council Absent: Councillor Kirk Soroka

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

Staff Absent: General Manager of Corporate Services Linda Mortenson

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CRM20200714.1001

Moved by Councillor Lay

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

None.

MINUTES APPROVAL

Council - Regular Meeting June 23, 2020

Resolution # CRM20200714.1002

Moved by Councillor Grau

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

Carried Unanimously

PUBLIC QUESTION PERIOD

Mr. Barry Baumgardner of 601 Willow Crescent presented Mayor & Council with some Scentless Chamomile advising that it is one of the top five (5) noxious weeds and that one (1) plant alone can produce one (1) million seeds. Mr. Baumgardner made a note of concern that there are a lot of Scentless Chamomile along English Bay Road and other areas throughout the City of Cold Lake.

Chief Administrative Officer K. Nagoya advised that removal orders are given out yearly to property owners with an excess of Scentless Chamomile on their property, and noted that a lot of property owners think that Scentless Chamomile are a daisy flower and are unaware that they are actually a noxious weed.

PUBLIC HEARINGS

None.

DELEGATIONS

None.

OLD BUSINESS

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

Resolution # CRM20200714.1003

Moved by Councillor Vining

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).

Carried Unanimously

NEW BUSINESS

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

Resolution # CRM20200714.1004

Moved by Councillor Lefebvre

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

Carried Unanimously

Grant - Municipal Asset Management Program (MAMP)

Resolution # CRM20200714.1005

Moved by Councillor Lay

That Council direct Administration 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

Carried Unanimously

Cold Lake Library Board Resignation

Resolution # CRM20200714.1006

Moved by Councillor Lefebvre

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

Carried Unanimously

Request for Funding - Lakeland Lodge and Housing Foundation

Resolution # CRM20200714.1007

Moved by Councillor Grau

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

Carried Unanimously

COMMITTEE REPORTS

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

Information.

Minutes May 20, 2020 Recreation and Culture Advisory Committee

Information.

Minutes May 25, 2020 Cold Lake Library Board

Information.

Minutes June 16, 2020 Occupational Health and Safety Committee

Information.

STAFF REPORTS

Chief Administrative Officer's Monthly Report - June 2020

Information.

Report to Chief Administrative Officer - Corporate Services - June 2020

Information.

Report to Chief Administrative Officer - Infrastructure Services - June 2020

Information.

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

Information.

Report to Chief Administrative Officer - Community Services - June 2020

Information.

COUNCIL HIGHLIGHTS/ REPORTS

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

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

National Drowning Prevention Week - July 19-25, 2020

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

QUESTIONS

None.

Resolution # CRM20200714.1008

Moved by Councillor Vining

That the meeting be recessed at this time being 6:16 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 6:26 p.m.

IN CAMERA**Member-at-Large Appointment - Community Grant Advisory Committee**

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

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

- FOIP Section 17, Disclosure harmful to personal privacy

Resolution # CRM20200714.1009

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 6:26 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Member-at-Large Appointment - Community Grant Advisory Committee.

Carried Unanimously

Resolution # CRM20200714.1010

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 6:27 p.m.

Carried Unanimously

Resolution # CRM20200714.1011

Moved by Councillor Vining

That Council appoint Robert McIntosh to the Cold Lake Community Grant Advisory Committee for a term to expire October 2021.

Carried Unanimously

Land - 1422 Horseshoe Bay Estates

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

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 24, Advice from officials
- FOIP Section 25, Disclosure harmful to economic and other interests of a public body

Resolution # CRM20200714.1012

Moved by Councillor Grau

That the meeting go "In-Camera" at this time being 6:27 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 - 1422 Horseshoe Bay Estates.

Carried Unanimously

Resolution # CRM20200714.1013

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 6:50 p.m.

Carried Unanimously

Legal - 4 Wing Cold Lake Golf and Winter Club

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

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

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

Resolution # CRM20200714.1014

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 6:50 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 - 4 Wing Cold Lake Golf and Winter Club.

Carried Unanimously

Resolution # CRM20200714.1015

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 7:19 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20200714.1016

Moved by Councillor Lay

That the meeting be adjourned at this time being 7:19 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Council - Special Meeting July 23, 2020

Meeting Date: June 23, 2020

Executive Summary:

Background:

Alternatives:

Recommended Action:

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

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Special Meeting Minutes

Thursday, July 23, 2020

3:00 p.m.

Council Chambers

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

Staff Present: Chief Administrative Officer Kevin Nagoya
General Manager of Planning & Development Services Howard Pinnock
Manager of Strategic Initiatives Andrew Serba
Executive/Recording Secretary Cindy Reimer
Planner Brad Schultz

Staff Absent: General Manager of Corporate Services Linda Mortenson
General Manager of Infrastructure Services Azam Khan
General Manager of Community Services Glenn Barnes

CALL TO ORDER

The meeting was called to order at this time being 3:00 p.m. by Mayor Copeland.

ADOPTION OF AGENDA

Resolution # CSM20200723.1001

Moved by Councillor Lefebvre

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

None.

NEW BUSINESS

Encroachment Agreement Request EA20-002

Resolution # CSM20200723.1002

Moved by Councillor Lay

That Council direct Administration to enter into an Encroachment Agreement with the owner of Lot 23, Block 33, Plan 782 2950 for a term of five (5) years with an option to renew for an additional five (5) year term.

Carried Unanimously

ADJOURNMENT

Resolution # CSM20200723.1003

Moved by Councillor Lefebvre

That the meeting be adjourned at this time being 3:29 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Age Friendly Cold Lake - Diane Stonehocker and Cathy Aust

Meeting Date: August 11, 2020

Executive Summary:

Delegation - Age Friendly Cold Lake - Diane Stonehocker and Cathy Aust
Comprehensive Action Plan Presentation

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



City of
Cold Lake

Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Diane Stonehocker 780-812-5532

(Name)

(Telephone Number)

I/We, Cathy Aust

(Name)

780-594-4495

(Telephone Number)

Mailing Address _____

E-mail Address info@agefriendlycoldlake.ca

request to appear as a delegation before Cold Lake City Council at a meeting to be held on Aug 11, 2020

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

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

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

I will provide a copy of my presentation and all related materials no later than 1 week prior to the delegation.

Age Friendly Cold Lake Comprehensive Action Plan Presentation

* Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cold Lake reserves the right not to hear such delegations.

I/We acknowledge that only the above matter will be discussed during the delegation.

Signed Diane Stonehocker Date May 28/20

Signed Cathy Aust Date May 28/2020

Return completed application to the City of Cold Lake

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

Phone: (780) 594-4494 Ext. 7967

Fax: (780) 594-3480

Email: creimer@coldlake.com

Form 11-00-06

FOR INTERNAL USE ONLY

Request Approved by JMF

Date Approved for AUGUST 11/20

cc: _____

☐ Other

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STAFF REPORT

Title: Wealth Works Inc. - Russ Robertson

Meeting Date: August 11, 2020

Executive Summary:

Delegation - Wealth Works Inc. - Russ Robertson

Proposal to create a service providing a potential lake tour/dinner cruise service using their thirty (30) foot Regal Window Express Cabin Cruiser.

In conjunction with their nine (9) rental accommodation spaces and separately on the waterfront.

Other potential is to offer kayaks, etc. at the Marina.

Requesting dock space for the boat and eventually, possible storage space for kayaks, paddle boards, canoes, etc.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



City of
Cold Lake

Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Wealth Works Inc.

(Name)

(Telephone Number)

I/We, Russ Robertson

(Name)

(Telephone Number)

Mailing Address 609 Lakeshore Drive Cold Lake AB T9M1A2

E-mail Address rrobertson120760@gmail.com

request to appear as a delegation before Cold Lake City Council at a meeting to be held on 21 July AUGUST 11, 2020.

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

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

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

Discussion to aid in the development of services, attraction of tourism and creating a destination experience on the Cold Lake waterfront.

Proposal to create a service providing a potential lake tour/ dinner cruise service using our 30ft Regal window express cabin cruiser.

This would be in conjunction with our 9 rental accomodation spaces and seperately on the waterfront. Other potential is to offer Kayaks etc at the marina

Dock space is requested for the boat and eventual possible storage space for the Kayaks, paddle boards, canoes etc

* Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cold Lake reserves the right not to hear such delegations.

I/We acknowledge that only the above matter will be discussed during the delegation.

Signed [Signature] Date 15 July 2020

Signed _____ Date _____

Return completed application to the City of Cold Lake

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

Phone: (780) 594-4494 Ext. 7967

Fax: (780) 594-3480

Email: creimer@coldlake.com

Form 11-00-00

FOR INTERNAL USE ONLY

Request Approved by [Signature]

Date Approved for August 11, 2020

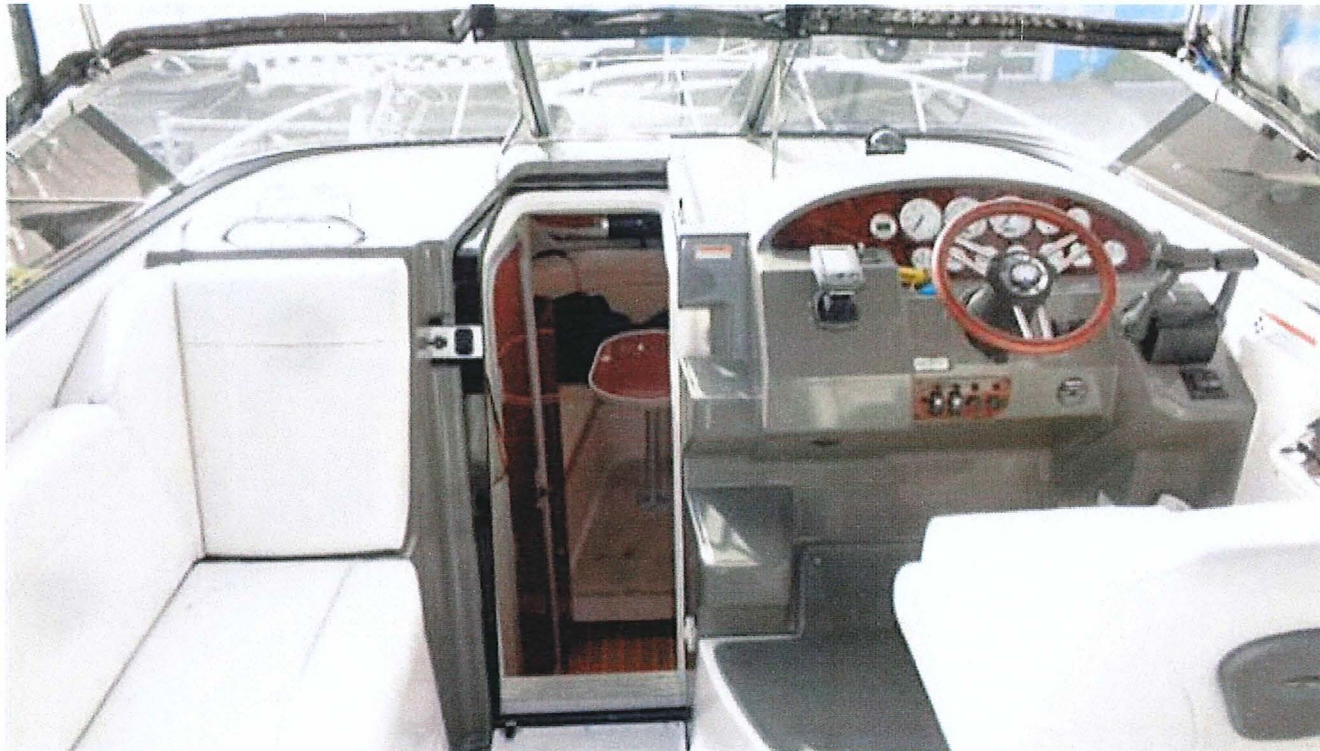
cc: _____

☐ Other

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STAFF REPORT

Title: City Financial Reports - June 2020

Meeting Date: August 11, 2020

Executive Summary:

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

Background:

As of June 30, 2020 the bank had a balance of \$18,690,415. In July \$18M of this balance was transferred; \$10M to a High Interest Savings account, \$6M to a bond, and \$2M to a short-term GIC. The Investment portfolio had a book value of \$65,513,618 inclusive of accrued interest, and a market value of \$65,960,182.

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

	YTD	Budget	%
Revenue	\$ 38,078,604	\$ 60,200,783	63.25
Expenses	\$ 21,973,891	\$ 60,200,783	36.50

Figures excluding recognized revenue from PILT penalty and allowances:

	YTD	Budget	%
Revenue	\$ 35,703,761	\$ 60,200,783	59.31
Expenses	\$ 19,599,048	\$ 60,200,783	32.56

Alternatives:

Recommended Action:

Administration recommends that Council accept the financial reports for the period ending June 30, 2020 including accounts payable cheque numbers 137505 to 137835.



Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MONTH END CASH SUMMARY
CITY OF COLD LAKE
June 30, 2020

	BANK CURRENT	INVESTMENTS	TOTAL
Receipts:	\$20,725,199	Lakeland Credit Union -June 1, 2020	\$5,000,000
Cash Receipts	\$19,453,347	Purchase (Redemption) - GIC	\$0
Auto Debits - UT/TX	\$559,300	Balance as June 30, 2020	\$5,000,000
Interest	\$1,758	Accrued interest - Credit Union	\$102,123
Common Shares		Balance as at June 30, 2020	\$5,102,123
Cancelled Cheques	\$1,467	ATB Financial HISA - June 1, 2020	\$6,915
Returned Cheques	(\$9,108)	Purchase (Redemption) - High Interest Savings	\$5
Stale Dated Cheques	\$0	Interest paid-ATB	\$6,920
Interest Received Investment	\$104,290	Balance as at June 30, 2020	\$6,920
Transfer from Investment		Accrued Interest-ATB	\$6,920
Alberta Capital Debenture		Balance as at June 30, 2020	\$6,920
Total Receipts	\$40,836,252	CIBC HISA (AUMA) - June 1, 2020	\$5,085,807
		Purchase (Redemption) -High Interest Savings	\$0
Disbursements:		Interest paid-CIBC	\$3,759
Accounts Payables	\$1,878,194	Balance as at June 30, 2020	\$5,089,566
Payroll	\$634,047	Accrued Interest-CIBC	\$3,762
Bank Wires & Drafts	\$10,353	Balance as at June 30, 2020	\$5,093,328
Alberta Capital Debenture	\$645,084	Wood Gundy	
Transfer to Investment	\$18,000,000	Investment-Book Value June 1, 2020	\$36,588,200
ASFF Payment	\$975,490	Premium paid on Bonds June 1, 2020	\$396,745
Service Charges	\$2,669	Purchase GIC	\$18,000,000
Total Disbursements	\$22,145,837		
NET BALANCE:	\$18,690,415	Wood Gundy-Book Value as at June 30, 2020	\$54,984,945
Statement end balance:	\$17,860,152	Accrued Interest-Fixed income securities	\$326,302
O/S deposits	\$1,433,661	WG Balance as June 30, 2020	\$55,311,247
Cash on hand	\$400	WG Market Value	\$55,757,810
Sub Total	\$19,294,213		
		TOTAL INVESTMENTS MARKET VALUE	\$65,960,182
Less:Outstanding cheques	\$603,798		
NET BALANCE:	\$18,690,415	TOTAL INVESTMENTS-BOOK VALUE	\$65,513,618

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CITY SUMMARY OF VARIABLE REVENUES/EXPENSES BY FUNCTION

June 30, 2020

REVENUES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
LEVY(penalties,investment returns)	3,463,158	570,000	- 2,893,158	607.57%
ADMINISTRATION	22,014	86,000	63,986	25.60%
POLICING	108,511	221,161	112,650	49.06%
FIRE RESCUE SERVICES	105,861	216,870	111,009	48.81%
BYLAW/SPEC CONSTABLES	34,526	108,600	74,074	31.79%
PUBLIC WORKS	13,921	350	- 13,571	3977.29%
INFRASTRUCTURE SERVICES	-	10,000	10,000	0.00%
AIRPORT	52,766	105,000	52,234	50.25%
SPECIAL TRANSPORTATION	2,688	8,500	5,812	31.62%
PUBLIC TRANSPORTATION	8,864	20,000	11,136	44.32%
WATER	1,202,301	3,141,800	1,939,499	38.27%
SEWER	763,236	1,849,000	1,085,764	41.28%
WASTE DISPOSAL	785,743	1,884,858	1,099,115	41.69%
RECYCLING	314,602	729,173	414,571	43.15%
FCSS	20,047	40,000	19,953	50.12%
DAYCARE/SENIORS	9,490	24,734	15,244	38.37%
CEMETERY	1,675	5,000	3,325	33.50%
MUNICIPAL SERVICES	136,633	268,000	131,367	50.98%
ECONOMIC DEVELOPMENT	39,001	38,400	- 601	101.56%
LAND, HOUSING & BLDG RENTAL	42,518	55,714	13,196	76.32%
RECREATION ADMIN-LEISURE	2,441	62,500	60,059	3.91%
ARENA	208,915	487,569	278,654	42.85%
ENERGY CENTRE	191,991	906,000	714,009	21.19%
GOLF & WINTER CLUB	276,226	500,000	223,774	55.25%
PARKS & SPORTS FIELDS	11,760	38,500	26,740	30.55%
MARINA	200,778	290,921	90,143	69.01%
TOTAL VARIABLE REVENUES	8,019,667	11,668,650	3,648,983	68.73%

FIXED REVENUES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
LEVIES/REQUISITIONS	27,774,544.69	36,302,489.53	8,527,945	76.51%
PROVINCIAL GRANTS	292,020	824,184	532,164	35.43%
OTHER LOCAL GOV'T	1,082,372	1,882,927	800,555	57.48%
FEDERAL GRANTS	-	330,000	330,000	0.00%
LAND SALES	-	-	-	0.00%
TRANSFER FROM RESERVE	-	254,532	254,532	0.00%
FEES FOR SERVICE RUSC	910,000	910,000	-	100.00%
LEVY - ID349 (CAPITAL)	-	8,028,000	8,028,000	0.00%
TOTAL FIXED REVENUES	30,058,936	48,532,133	18,473,196	61.94%
TOTAL REVENUES	38,078,604	60,200,783	22,122,179	63.25%

EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
COUNCIL & LEGISLATIVE	155,464	617,755	462,291	25.17%
ADMINISTRATION	2,204,076	5,639,219	3,435,143	39.08%
POLICING	686,887	2,958,400	2,271,513	23.22%
FIRE RESCUE SERVICES	501,394	1,142,500	641,106	43.89%
DISASTER SERVICES	44	80,050	80,006	0.05%
BYLAW/SPEC CONSTABLE	318,683	897,020	578,337	35.53%
PUBLIC WORKS	2,228,161	5,150,773	2,922,612	43.26%
INFRASTRUCTURE SERVICES	342,527	770,700	428,173	44.44%
AIRPORT	89,469	204,000	114,531	43.86%
SPECIAL TRANSPORTATION	56,088	127,700	71,612	43.92%
PUBLIC TRANSPORTATION	385,656	928,030	542,374	41.56%
STORM SEWER	57,039	207,600	150,561	27.48%
WATER SUPPLY/DISTRIBUTION	1,003,602	2,383,030	1,379,428	42.11%
WATER TREATMENT/RESERVOIR	219,378	611,470	392,092	35.88%
SEWER COLLECTION	883,335	2,197,520	1,314,185	40.20%
LIFT STATIONS	145,353	421,160	275,807	34.51%
WASTE DISPOSAL	731,499	1,817,820	1,086,321	40.24%
RECYCLING	121,124	567,500	446,376	21.34%
FCSS	428,593	1,036,780	608,187	41.34%
DAYCARE/PLAYSCHOOL	9,828	31,400	21,572	31.30%
SENIORS	5,466	9,000	3,534	60.74%
CEMETERY	-	35,920	35,920	0.00%
MUNICIPAL SERVICES	249,141	771,850	522,709	32.28%
ECONOMIC DEVELOPMENT	293,112	725,300	432,188	40.41%
LAND, HOUSING & BLDG RENTAL	1,931	7,115	5,184	27.15%
RECREATION ADMINISTRATION	266,849	659,400	392,551	40.47%
ARENA	720,427	1,225,266	504,839	58.80%
ENERGY CENTRE	848,566	2,689,253	1,840,687	31.55%
GOLF & WINTER CLUB	371,517	927,960	556,443	40.04%
PARKS & SPORTS FIELDS	508,512	1,637,726	1,129,214	31.05%
MARINA	86,194	383,167	296,973	22.50%
LIBRARY	78,246	78,205	- 41	100.05%
MUSEUM	22,343	29,100	6,757	76.78%
TOTAL VARIABLE EXPENSES	14,020,503	36,969,689	22,949,186	37.92%

FIXED EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
REQUISITIONS	2,792,250	6,672,151	3,879,901	41.85%
DEBENTURES	2,207,692	4,325,703	2,118,011	51.04%
LOCAL IMPROVEMENT ALLOC	-	215,124	215,124	0.00%
TRANSFER TO CAPITAL RESERVE	-	1,245,000	1,245,000	0.00%
ALLOWANCES	2,377,119	1,200,000	- 1,177,119	198.09%
TRANSFER TO OTHER AGENCY	576,328	1,243,116	666,788	46.36%
CONTINGENCY	-	330,000	330,000	0.00%
TRANSFER TO CAPITAL (ID349)	-	8,000,000	8,000,000	0.00%
TOTAL FIXED EXPENSES	7,953,389	23,231,094	15,277,705	34.24%
TOTAL EXPENSES	21,973,891	60,200,783	38,226,891	36.50%

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137505	2020/06/05	2670	ACCURATE ASSESSMENT GROUP	11,046.00
137506	2020/06/05	123	ACKLANDS - GRAINGER INC.	370.23
137507	2020/06/05	12955	ADVANCED WIRELESS DATA INC.	585.90
137508	2020/06/05	8218	ALBERTA MUNICIPAL HEALTH & SAFETY	472.08
137509	2020/06/05	12044	ALBERTA ONE-CALL CORPORATION	220.50
137510	2020/06/05	8675	ANSELL, MICHAEL	184.65
137511	2020/06/05	11549	ASSOCIATED ENVIRONMENTAL CONSULTAN	1,241.73
137512	2020/06/05	9605	AXIA CONNECT LTD.	967.55
137513	2020/06/05	104	B & R ECKEL'S TRANSPORT LTD.	461.71
137514	2020/06/05	9362	BRULLER CORPORATION	936.60
137515	2020/06/05	12721	BUREAU VERITAS CANADA (2019) INC.	832.13
137516	2020/06/05	2572	BUSY BEE SANITARY SUPPLIES INC.	715.05
137517	2020/06/05	5823	CANADIAN LINEN & UNIFORM SERVICE	314.72
137518	2020/06/05	9798	CANADIAN TIRE #450	295.79
137519	2020/06/05	4631	CDW CANADA CORP.	697.50
137520	2020/06/05	650	CLEARTECH INDUSTRIES INC.	2,560.13
137521	2020/06/05	2974	DOLLAR STORE PLUS	222.86
137522	2020/06/05	9123	EASTLINK	249.43
137523	2020/06/05	11989	EDMONTON KUBOTA LTD.	205.99
137524	2020/06/05	12638	EFFECTIVE PEST CONTROL	288.75
137525	2020/06/05	38	ELECTRIC SERVICES GRAND CENTRE LTD	257.67
137526	2020/06/05	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	363.84
137527	2020/06/05	1877	EMCO CORPORATION	52.29
137528	2020/06/05	9503	EXPLORE SURVEYS INC.	525.00
137529	2020/06/05	12958	FARRELL, IAN	50.00
137530	2020/06/05	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	5,988.06
137531	2020/06/05	8219	HACH SALES & SERVICE CANADA LP	949.94
137532	2020/06/05	185	HARVIE'S GLASS & MIRROR LTD.	567.00
137533	2020/06/05	12957	HORNBY, PAULETTE	53.80
137534	2020/06/05	3796	INTERIOR OFFROAD EQUIPMENT	216.24
137535	2020/06/05	82	JESTER PAINT SUPPLY LTD.	558.05
137536	2020/06/05	5040	JOE JOHNSON EQUIPMENT INC.	1,381.15
137537	2020/06/05	6672	JUST CHECKING RESOURCES INC.	262.50
137538	2020/06/05	4587	K3 PROMOTIONS INC.	744.66
137539	2020/06/05	158	LAKE CITY MOTOR PRODUCTS LTD.	390.57
137540	2020/06/05	11272	LAKELAND CONNECT MEDIA INC.	840.00
137541	2020/06/05	4290	LAKELAND FIRE & SAFETY SUPPLY	168.00
137542	2020/06/05	12956	LARSSON, BRAD	19.17
137543	2020/06/05	4546	LAWSON PRODUCTS INC.	1,573.85
137544	2020/06/05	50	LOOMIS EXPRESS	488.35
137545	2020/06/05	12952	LOUGHLIN, GREGORY	50.00
137546	2020/06/05	2842	M/T SINC PLUMBING & HEATING	498.75
137547	2020/06/05	11810	MCMILLAN, NICOLE	110.23
137548	2020/06/05	7188	MUSICWORKS LTD.	31.50
137549	2020/06/05	9657	PARADIGM SOFTWARE	3,557.89
137550	2020/06/05	12083	PILLING, ALBERT	52.50
137551	2020/06/05	11682	PINERIDGE WELDING SERVICES	89.25
137552	2020/06/05	7606	PINNACLE DISTRIBUTION INC.	1,851.89
137553	2020/06/05	12953	PIONEER RESEARCH CORPORATION	1,419.40
137554	2020/06/05	64	PUROLATOR COURIER LTD	223.94
137555	2020/06/05	1213	RECEIVER GENERAL FOR CANADA	4,325.34
137556	2020/06/05	1946	RIDERS CONNECTION	23.09
137557	2020/06/05	12006	RMA FUEL LTD.	2,041.99
137558	2020/06/05	9288	ROADWAY TRAFFIC PRODUCTS (AB)	3,381.59
137559	2020/06/05	110	RONA	317.20
137560	2020/06/05	12009	RURAL MUNICIPALITIES OF ALBERTA	

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137561	2020/06/05	8450	SHAW DIRECT	136.45
137562	2020/06/05	8679	SOLIDEARTH GEOTECHNICAL INC.	3,675.00
137563	2020/06/05	12285	SPENCER, JOHN	50.00
137564	2020/06/05	11837	ST. AMANT, JASON L	50.00
137565	2020/06/05	2220	STAR AUTO & INDUSTRIAL LTD.	239.81
137566	2020/06/05	12553	STINGRAY RADIO INC./RADIO STINGRAY	1,266.30
137567	2020/06/05	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	1,663.20
137568	2020/06/05	4516	TRAILER CANADA	163.76
137569	2020/06/05	6868	ULINE CANADA CORPORATION	1,820.19
137570	2020/06/05	12520	UNI-SELECT CANADA STORES INC.	1,657.73
137571	2020/06/05	71	URLACHER CONSTRUCTION LTD.	19,485.64
137572	2020/06/05	11854	VERANOVA PROPERTIES LTD	200.47
137573	2020/06/05	12395	VONGRAD, LEE	50.00
137574	2020/06/05	12322	WESTERN ASPHALT PRODUCTS	3,088.47
137575	2020/06/05	7291	WILD ROWS PUMP & COMPRESSION LTD.	370.15
137576	2020/06/05	11379	1543757 ALBERTA LTD.	43.75
137577	2020/06/05	7894	LAKELAND LAWN CARE (1743626 ALBERT	22,503.21
137578	2020/06/05	12954	610138 ALBERTA LTD.	4,200.00

*** Total : \$ 127,731.68

*** Total # Of Cheques: 74

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137580	2020/06/05	12079	FLOAT - COLD LAKE GOLF AND WINTER	238.00
*** Total : \$				238.00
*** Total # Of Cheques:				1

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137581	2020/06/12	11941	ACHIEVING EDEN LTD	1,084.13
137582	2020/06/12	123	ACKLANDS - GRAINGER INC.	85.58
137583	2020/06/12	9318	AEROQUEST MAPCON INC.	16,872.45
137584	2020/06/12	8218	ALBERTA MUNICIPAL HEALTH & SAFETY	62.89
137585	2020/06/12	9153	ALBERTA MUNICIPAL SERVICES CORPORA	188,393.92
137586	2020/06/12	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	3,805.97
137587	2020/06/12	6593	AMSC INSURANCE SERVICES LTD.	2,384.18
137588	2020/06/12	104	B & R ECKEL'S TRANSPORT LTD.	64.23
137589	2020/06/12	2188	BEST SERVICE PROS LTD.	73,523.46
137590	2020/06/12	4350	BRETT YOUNG	22,258.68
137591	2020/06/12	1229	BROWNLEE LLP	95,000.00
137592	2020/06/12	11638	BRULE, BEVERLEY	120.00
137593	2020/06/12	2572	BUSY BEE SANITARY SUPPLIES INC.	451.94
137594	2020/06/12	5823	CANADIAN LINEN & UNIFORM SERVICE	156.65
137595	2020/06/12	9798	CANADIAN TIRE #450	505.72
137596	2020/06/12	2803	COLD LAKE FIREFIGHTER SOCIAL FUND	215.00
137597	2020/06/12	111	COLD LAKE HOME HARDWARE BUILDING C	669.32
137598	2020/06/12	4517	COLD LAKE SENIORS' SOCIETY	10,000.00
137599	2020/06/12	12324	COLLABRIA	1,045.51
137600	2020/06/12	12560	COMMISSIONAIRES NORTHERN ALBERTA D	5,788.36
137601	2020/06/12	8307	CORVUS BUSINESS ADVISORS INC.	4,897.20
137602	2020/06/12	10372	CPA ALBERTA	76.13
137603	2020/06/12	7691	CWB NATIONAL LEASING	2,768.39
137604	2020/06/12	2657	DE LAGE LANDEN FINANCIAL SERVICES	4,083.42
137605	2020/06/12	12431	DR. MANJU MATHEW	1,530.00
137606	2020/06/12	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	1,087.57
137607	2020/06/12	12221	ERAMOSA	7,560.00
137608	2020/06/12	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	319.92
137609	2020/06/12	4180	GENMEC ACL INC.	139,269.28
137610	2020/06/12	3754	GERRY'S EXPRESS LUBE INC.	502.00
137611	2020/06/12	12963	GODIN, LIZ	149.94
137612	2020/06/12	25	GOVERNMENT OF ALBERTA	150.00
137613	2020/06/12	1538	GOVERNMENT OF ALBERTA	189.00
137614	2020/06/12	134	GRAND & TOY	90.22
137615	2020/06/12	11460	GRAVITY UNION SOLUTIONS LIMITED	1,771.88
137616	2020/06/12	6608	GREGG DISTRIBUTORS CO. LTD.	96.83
137617	2020/06/12	12964	HAMEL, GENEVIEVE	149.94
137618	2020/06/12	8616	HOLLIS, RODNEY	272.99
137619	2020/06/12	699	INDUSTRIAL MACHINE INC.	1,716.50
137620	2020/06/12	82	JESTER PAINT SUPPLY LTD.	921.35
137621	2020/06/12	5040	JOE JOHNSON EQUIPMENT INC.	851.31
137622	2020/06/12	12965	KNIPPSHILD, CORY	50.00
137623	2020/06/12	1215	KYETECH CANADA INC.	690.64
137624	2020/06/12	4587	K3 PROMOTIONS INC.	596.40
137625	2020/06/12	158	LAKE CITY MOTOR PRODUCTS LTD.	193.44
137626	2020/06/12	352	LAKELAND CREDIT UNION	4,024.60
137627	2020/06/12	4290	LAKELAND FIRE & SAFETY SUPPLY	246.54
137628	2020/06/12	159	320364 ALBERTA LTD.	1,080.00
137629	2020/06/12	357	LAKELAND LODGE & HOUSING FOUNDATIO	49,013.84
137630	2020/06/12	4662	LAKE SIDE MARINE AND OFF ROAD	1,313.55
137631	2020/06/12	9816	LATERAL INNOVATIONS	1,860.54
137632	2020/06/12	12966	LAVALLEE, TREVOR JAMES	50.00
137633	2020/06/12	4546	LAWSON PRODUCTS INC.	2,913.75
137634	2020/06/12	117	LOCAL AUTHORITIES PENSION	80,472.23
137635	2020/06/12	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
137636	2020/06/12	11352	MCGAULEY, KYLE A	

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137637	2020/06/12	12428	MCGOWAN, SUSAN	600.00
137638	2020/06/12	8126	NORTH EAST GAS CO-OP LTD	95.43
137639	2020/06/12	262	OK TIRE - COLD LAKE	50.40
137640	2020/06/12	12959	PENNER, CAROLYN	149.94
137641	2020/06/12	2175	PITNEY WORKS	10,517.09
137642	2020/06/12	11348	POSTMEDIA PAYMENT CENTRE	1,136.80
137643	2020/06/12	861	PRINCESS AUTO LTD.	168.85
137644	2020/06/12	12962	P3 CAPITAL PARTNERS INC.	12,600.00
137645	2020/06/12	9	RECEIVER GENERAL FOR CANADA	175.00
137646	2020/06/12	9	RECEIVER GENERAL FOR CANADA	139,649.18
137647	2020/06/12	12315	RESPECT NEWS	210.00
137648	2020/06/12	110	RONA	410.42
137649	2020/06/12	12899	SAMUEL, LISA M	149.94
137650	2020/06/12	5884	SHRED-IT INTERNATIONAL ULC	181.22
137651	2020/06/12	12960	SIGN POST SAVERS	1,527.75
137652	2020/06/12	8679	SOLIDEARTH GEOTECHNICAL INC.	6,438.70
137653	2020/06/12	9612	STANTEC CONSULTING LTD.	11,749.86
137654	2020/06/12	2220	STAR AUTO & INDUSTRIAL LTD.	1,385.26
137655	2020/06/12	12961	STRUSKI, DANIEL	800.00
137656	2020/06/12	124	SYLOGIST LTD.	267.75
137657	2020/06/12	6090	TST CANADA	106.79
137658	2020/06/12	12520	UNI-SELECT CANADA STORES INC.	1,541.81
137659	2020/06/12	71	URLACHER CONSTRUCTION LTD.	35,051.74
137660	2020/06/12	532	WHITE ICE (1995) LTD.	3,227.40
137661	2020/06/12	11500	WINDERMERE REGISTRY	230.00
137662	2020/06/12	12062	489786 ALBERTA LTD.	43,178.90
*** Total : \$				1,006,186.18
*** Total # Of Cheques:				82

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137667	2020/06/19	687	AECOM CANADA LTD.	51,391.53
137668	2020/06/19	3250	APWA ALBERTA CHAPTER	52.50
137669	2020/06/19	12938	ARMSTRONG'S COMMUNICATION LTD.	850.50
137670	2020/06/19	4928	ATLAS APPRAISAL SERVICES INC.	1,627.50
137671	2020/06/19	4350	BRETT YOUNG	26,084.23
137672	2020/06/19	2572	BUSY BEE SANITARY SUPPLIES INC.	2,594.86
137673	2020/06/19	5823	CANADIAN LINEN & UNIFORM SERVICE	787.40
137674	2020/06/19	9798	CANADIAN TIRE #450	545.07
137675	2020/06/19	4631	CDW CANADA CORP.	534.50
137676	2020/06/19	9229	COBRA PUMA GOLF CANADA	761.78
137677	2020/06/19	8735	COLD LAKE FOODS (2003) INC	29.43
137678	2020/06/19	111	COLD LAKE HOME HARDWARE BUILDING C	639.97
137679	2020/06/19	278	COMMUNICATIONS COLD LAKE INC.	2,213.20
137680	2020/06/19	1248	CUBEX LIMITED	2,451.11
137681	2020/06/19	5855	DELL CANADA INC.	4,863.52
137682	2020/06/19	1891	DIGITAL CONNECTION	12,028.82
137683	2020/06/19	3337	DIRECT ENERGY REGULATED SERVICES	18.82
137684	2020/06/19	2974	DOLLAR STORE PLUS	319.99
137685	2020/06/19	12972	DUNPHY, CAROL-ANN	117.59
137686	2020/06/19	12602	E CONSTRUCTION LTD.	18,520.82
137687	2020/06/19	12638	EFFECTIVE PEST CONTROL	577.50
137688	2020/06/19	38	ELECTRIC SERVICES GRAND CENTRE LTD	2,387.68
137689	2020/06/19	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	1,673.95
137690	2020/06/19	1877	EMCO CORPORATION	30.57
137691	2020/06/19	12221	ERAMOS	6,361.56
137692	2020/06/19	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	42.32
137693	2020/06/19	134	GRAND & TOY	98.26
137694	2020/06/19	12971	HARPER, SUSAN	41.32
137695	2020/06/19	185	HARVIE'S GLASS & MIRROR LTD.	517.70
137696	2020/06/19	12970	HI-TEC INTERVENTION INC.	110.23
137697	2020/06/19	761	HOLLIS, NORMAN	63.49
137698	2020/06/19	82	JESTER PAINT SUPPLY LTD.	623.81
137699	2020/06/19	7719	JETPRO CONSULTANTS INC.	3,150.00
137700	2020/06/19	5040	JOE JOHNSON EQUIPMENT INC.	509.18
137701	2020/06/19	1215	KYETECH CANADA INC.	257.25
137702	2020/06/19	7458	L.D. SEPTIC TANK CLEANING	787.50
137703	2020/06/19	158	LAKE CITY MOTOR PRODUCTS LTD.	223.52
137704	2020/06/19	2552	LAKELAND CENTRE FOR FASD	988.62
137705	2020/06/19	352	LAKELAND CREDIT UNION	2,080.60
137706	2020/06/19	4290	LAKELAND FIRE & SAFETY SUPPLY	208.36
137707	2020/06/19	2993	LAKELAND HUMANE SOCIETY	13,590.08
137708	2020/06/19	4546	LAWSON PRODUCTS INC.	2,136.28
137709	2020/06/19	50	LOOMIS EXPRESS	104.31
137710	2020/06/19	2842	M/T SINC PLUMBING & HEATING	1,806.00
137711	2020/06/19	52	MD OF BONNYVILLE NO.87	71.06
137712	2020/06/19	2531	MEGA-TECH	885.06
137713	2020/06/19	10360	NOVA MECHANICAL SYSTEMS LTD.	1,680.00
137714	2020/06/19	11682	PINERIDGE WELDING SERVICES	1,218.26
137715	2020/06/19	12967	PRATCHLER, ANNE	149.94
137716	2020/06/19	12240	PREVOST, A DIVISON OF VOLVO GROUP	158.26
137717	2020/06/19	861	PRINCESS AUTO LTD.	151.08
137718	2020/06/19	64	PUROLATOR COURIER LTD	495.91
137719	2020/06/19	12315	RESPECT NEWS	1,890.00
137720	2020/06/19	9468	RIVERSIDE OILFIELD SERVICES (2001)	997.50
137721	2020/06/19	12006	RMA FUEL LTD.	15,565.21
137722	2020/06/19	9288	ROADWAY TRAFFIC PRODUCTS (AB)	354.2566

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137723	2020/06/19	11265	ROCKSLIDE GRAVEL LTD.	1,753.50
137724	2020/06/19	110	RONA	161.15
137725	2020/06/19	4989	ROYAL PAVING LTD.	386.51
137726	2020/06/19	5052	SE DESIGN AND CONSULTING (2009) IN	17,061.20
137727	2020/06/19	8679	SOLIDEARTH GEOTECHNICAL INC.	2,435.26
137728	2020/06/19	10091	SOUTHLAND TRANSPORTATION LTD.	33,454.77
137729	2020/06/19	5672	STAPLES #332 COLD LAKE	727.58
137730	2020/06/19	2220	STAR AUTO & INDUSTRIAL LTD.	407.45
137731	2020/06/19	8510	SUN MOUNTAIN	602.70
137732	2020/06/19	2837	SUNLIFE ASSURANCE CO. OF CANADA	147.65
137733	2020/06/19	492	TELUS MOBILITY INC.	4,200.46
137734	2020/06/19	10492	THE F.I.R.M INC.	241.46
137735	2020/06/19	5684	TIM HORTONS #2880	44.99
137736	2020/06/19	12969	TOPOLINSKI, GARY	50.00
137737	2020/06/19	6868	ULINE CANADA CORPORATION	4,547.33
137738	2020/06/19	12520	UNI-SELECT CANADA STORES INC.	119.82
137739	2020/06/19	71	URLACHER CONSTRUCTION LTD.	137.81
137740	2020/06/19	5319	WASTE MANAGEMENT OF CANADA CORPORA	3,514.10
137741	2020/06/19	12968	WEST, MICHEAL	255.36
137742	2020/06/19	7894	LAKELAND LAWN CARE (1743626 ALBERT	2,973.42
*** Total : \$				262,773.39
*** Total # Of Cheques:				76

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6/25/20 11:33:00
(AP14670)

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Cheque Register
Batch #: 40122

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137747	2020/06/26	12310	AGGREKO CANADA, INC.	7,877.96
137748	2020/06/26	3854	AHEARN & SOPER INC.	140.45
137749	2020/06/26	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	4,004.14
137750	2020/06/26	6593	AMSC INSURANCE SERVICES LTD.	2,384.18
137751	2020/06/26	3250	APWA ALBERTA CHAPTER	52.50
137752	2020/06/26	58	ATCO GAS	43.74
137753	2020/06/26	4312	AXIA SUPERNET LTD.	1,180.74
137754	2020/06/26	5878	B.E.A.T. CONTRACTING	2,625.00
137755	2020/06/26	12974	BADGER, TANIA	750.00
137756	2020/06/26	12980	BEDARD, DANILLE	53.11
137757	2020/06/26	2741	BELL CANADA	7.23
137758	2020/06/26	8747	BERNIER'S DIESEL & AUTO REPAIR & P	106.66
137759	2020/06/26	9362	BRULLER CORPORATION	604.80
137760	2020/06/26	2572	BUSY BEE SANITARY SUPPLIES INC.	459.82
137761	2020/06/26	5823	CANADIAN LINEN & UNIFORM SERVICE	26.25
137762	2020/06/26	9798	CANADIAN TIRE #450	83.92
137763	2020/06/26	4631	CDW CANADA CORP.	665.69
137764	2020/06/26	11869	CIMCO REFRIGERATION	3,017.44
137765	2020/06/26	11329	CINTAS CANADA LIMITED	483.30
137766	2020/06/26	9478	CLASSIC EXPRESS INC.	3,150.00
137767	2020/06/26	650	CLEARTECH INDUSTRIES INC.	785.72
137768	2020/06/26	705	COLD LAKE CHRYSLER LTD.	153.33
137769	2020/06/26	8735	COLD LAKE FOODS (2003) INC	52.50
137770	2020/06/26	111	COLD LAKE HOME HARDWARE BUILDING C	12.46
137771	2020/06/26	12973	COLD/BONN GLASS-WORKS	409.50
137772	2020/06/26	278	COMMUNICATIONS COLD LAKE INC.	11,981.44
137773	2020/06/26	11050	DD CONTRACTING & CONSTRUCTION LTD.	346.50
137774	2020/06/26	2657	DE LAGE LANDEN FINANCIAL SERVICES	668.80
137775	2020/06/26	5855	DELL CANADA INC.	33,395.17
137776	2020/06/26	3233	DOCHUK, STEVE	171.47
137777	2020/06/26	12977	DRAKE, EVELYN VICKI	53.11
137778	2020/06/26	12638	EFFECTIVE PEST CONTROL	420.00
137779	2020/06/26	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	147.92
137780	2020/06/26	10163	ENTERPRISE RENT A CAR CANADA COMPA	4,918.71
137781	2020/06/26	12976	ETHIER-SEELEY, KEVEN	149.94
137782	2020/06/26	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	177.94
137783	2020/06/26	11229	GOLF LEASE INC.	6,870.73
137784	2020/06/26	8530	GOLF SUPPLY HOUSE	469.36
137785	2020/06/26	9502	HAPPY HOUSE DAY CARE (COLD LAKE) I	15,814.58
137786	2020/06/26	185	HARVIE'S GLASS & MIRROR LTD.	2,991.45
137787	2020/06/26	11536	HILLTOP MANAGEMENT	39.40
137788	2020/06/26	3431	HOBBLESTONE ENTERPRISES INC.	45.15
137789	2020/06/26	12978	HUNSPERGER, KALINDA	34.20
137790	2020/06/26	82	JESTER PAINT SUPPLY LTD.	4,573.15
137791	2020/06/26	5040	JOE JOHNSON EQUIPMENT INC.	908.89
137792	2020/06/26	10447	LAKELAND CO-OP	1,184.40
137793	2020/06/26	4290	LAKELAND FIRE & SAFETY SUPPLY	123.69
137794	2020/06/26	4662	LAKESIDE MARINE AND OFF ROAD	1,311.85
137795	2020/06/26	4546	LAWSON PRODUCTS INC.	45.99
137796	2020/06/26	12979	LILLEY, GABRIELLE	43.87
137797	2020/06/26	117	LOCAL AUTHORITIES PENSION	81,002.78
137798	2020/06/26	50	LOOMIS EXPRESS	390.18
137799	2020/06/26	2842	M/T SINC PLUMBING & HEATING	3,333.75
137800	2020/06/26	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
137801	2020/06/26	480	MARTIN DEERLINE	11.06
137802	2020/06/26	12064	MCAP SERVICE CORPORATION	11.06

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Cheque Register
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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137803	2020/06/26	9676	MCDONALD, REBECCA L	236.24
137804	2020/06/26	3844	MCSNET	73.40
137805	2020/06/26	12975	MEADOWS, CLAYTON	787.50
137806	2020/06/26	2531	MEGA-TECH	226.25
137807	2020/06/26	6289	NIEHAUS, DIXON & PAIGE	504.28
137808	2020/06/26	262	OK TIRE - COLD LAKE	265.13
137809	2020/06/26	11970	OPEN AIR PROJECTIONS INC.	4,900.56
137810	2020/06/26	12362	PROCHECK HOME SERVICES	46.48
137811	2020/06/26	9	RECEIVER GENERAL FOR CANADA	175.00
137812	2020/06/26	9	RECEIVER GENERAL FOR CANADA	134,751.40
137813	2020/06/26	12315	RESPECT NEWS	472.50
137814	2020/06/26	12006	RMA FUEL LTD.	7,421.24
137815	2020/06/26	110	RONA	1,345.65
137816	2020/06/26	4554	ROSIE SEPTIC TANK SERVICE LTD	210.00
137817	2020/06/26	841	SAFETY CODES COUNCIL	502.87
137818	2020/06/26	2291	SMART ELECTRICAL CONTRACTORS (2007	82,000.18
137819	2020/06/26	2220	STAR AUTO & INDUSTRIAL LTD.	405.07
137820	2020/06/26	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	1,559.25
137821	2020/06/26	12981	SUNSTAR NURSERIES LTD.	40.95
137822	2020/06/26	20	TELUS COMMUNICATIONS INC	5,670.01
137823	2020/06/26	9873	THE INSPECTIONS GROUP INC.	9,844.02
137824	2020/06/26	1637	THE TREE FARM	1,291.50
137825	2020/06/26	6868	ULINE CANADA CORPORATION	536.77
137826	2020/06/26	12520	UNI-SELECT CANADA STORES INC.	1,232.09
137827	2020/06/26	71	URLACHER CONSTRUCTION LTD.	4,687.20
137828	2020/06/26	11854	VERANOVA PROPERTIES LTD	97.23
137829	2020/06/26	12946	ZIMMERMAN, JOEL	294.00
137830	2020/06/26	1252	2005450 AB LTD.	287.99

*** Total : \$ 461,384.23

*** Total # Of Cheques: 84

Library Cheques: 137831-137835



STAFF REPORT

Title: Tax Recovery Sale Extension

Meeting Date: August 11, 2020

Executive Summary:

Annually the Tax Sale Recovery Auction is held the last week of March. Subsequently, due to the COVID-19 situation, Alberta Municipal Affairs released ministerial Order MAG:014/20 dated April 17, 2020 where the deadline to hold the tax sale was extended to October 1, 2020. At the May 12, 2020 regular Council meeting Council passed a motion to set the Auction to Sept 10, 2020. Issues have come to the attention of the City regarding the 2 properties to be sold at the auction therefore Administrations is asking Councils consideration to set the Tax Sale Recovery Auction date to September 29, 2020 in order to seek advice on the issues.

Background:

The City currently has 2 properties with property tax arrears that must be sold by public auction by October 1, 2020 as per Ministerial Order MAG:014/20. These properties had reserve bids set by Council on February 25, 2020 as follows:

Lot 3, Block A, Plan 8521872 Title 142085056	Vacant Res. Med. Density	\$ 412,000
Lot 5, Block A, Plan 8521872 Title 142085056001	Vacant Res. Med. Density	\$ 353,000

To date the City has followed all the requirements of the MGA and has registered a tax recovery lien against the properties. All notifications have been sent to the appropriate parties. Numerous attempts have been made to contact and collect the tax arrears including offering tax repayment agreements to the owners.

Lot 3, Block A, Plan 8521872 is a vacant residential lot zoned medium density in Cold Lake North. The City registered a lien on the property on March 31, 2018. All efforts to obtain payment from the property owner has failed. An advertisement was placed in the January 31 issue of the Alberta gazette and a copy of this advertisement has been sent to the home owner.

Lot 5, Block A, Plan 8521872 is a vacant residential lot zoned medium density in Cold Lake North. The City registered a lien on the property on March 31, 2018. All efforts to obtain payment from the property owner has failed. An advertisement was placed in the January 31 issue of the Alberta gazette and a copy of this advertisement has been sent to the home owner.



If a property sells it will be sold “as is where is” condition. If the property sells at the auction and there is a tenant the new owner would be responsible for the tenant. A purchaser is entitled to acquire the land free of encumbrances with exceptions as listed in section 423 of the MGA. The City must notify the owner if there is any remaining proceeds. The proceeds must be kept for 10 years or until they are paid out to the owner. If the property does not sell the City may continue to try to sell the property at a price reasonably close to market as possible. If the property does not sell after 15 years the City can request the Registrar to issue a new certificate of title in the municipality’s name.

Administration will advertise and post the auction prior to the scheduled date as well as notifying all appropriate parties.

Alternatives:

Council may consider the following options:

1. Council may pass a resolution to set the tax sale auction to September 29, 2020.
2. Council may choose another tax sale date as long as it’s on or before October 1, 2020.
3. Council may choose to leave the tax sale auction on September 10, 2020.

Recommended Action:

Firstly, administration is recommending that Council pass a motion to table the issue until after the agenda issue titled “Legal - Harwood Homes” which is an in camera briefing.

Once Council brings this issue back to the agenda; Administration recommends that Council set the Tax Sale Auction date to September 29, 2020.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

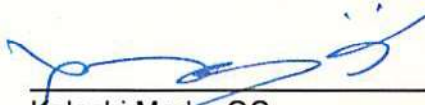
MINISTERIAL ORDER NO. MAG:014/20

I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act* make the following order:

1. The complaint deadline pursuant to Section 284(4) of the *Municipal Government Act*, for an assessment notice with a notice of assessment date that falls on or after January 31, 2020 is extended to July 1, 2020 or 60 days from the notice of assessment date, whichever time is later.
2. The date by which a municipality must perform the actions articulated under Sections 412 and 436.03(1) of the *Municipal Government Act* is extended to June 30, 2020.
3. For properties for which a tax sale was required to be held between March 31, 2019 and March 31, 2020 pursuant to Section 418(2) of the *Municipal Government Act*, the time to complete a sale is extended to October 1, 2020.
4. The date by which municipalities, persons, or entities must perform the actions articulated under Sections 417 and 436.08(1) of the *Municipal Government Act* is extended to October 1, 2020.
5. The time set out in Section 295(4) for a person to provide information requested pursuant to Section 295(1) of the *Municipal Government Act* is extended to July 1, 2020 or within 60 days from the date of request, whichever time is later.
6. The time set out in Sections 34 and 35 of the *Matters Relating to Assessment and Taxation Regulation, 2018* for an assessor to provide information requested pursuant to Sections 299, 299.1, 300, and 300.1 of the *Municipal Government Act* is extended to July 1, 2020 or within 15 days of receiving the request, whichever time is later.
7. The time for municipalities, persons, or entities to perform the actions required under Section 364.3(1) of the *Municipal Government Act*, and Section 36(3) of the *Matters Relating to Assessment and Taxation Regulation, 2018* is extended to October 1, 2020 or within the time specified in the sections, whichever is later.

8. Anything that, under normal timelines pursuant to Parts 9, 10, 11, 12 of the *Municipal Government Act* and its associated regulations, would have been required to be done between the period of March 25, 2020 and the date this Order is signed, which as a result of Ministerial Order MSD 022/20 was not done, and which is not otherwise addressed in this Order, must be completed no later than May 31, 2020.

Dated at Edmonton, Alberta, this 17th day of April, 2020.



Kelechi Madu, QC
Minister of Municipal Affairs

municipality will offer the parcel for sale at a public auction, and

- (b) that the municipality may become the owner of the parcel after the public auction if the parcel is not sold at the public auction.

(3) The notice must be sent to the address shown on the records of the Land Titles Office for each person referred to in subsection (1).

1994 cM-26.1 s417;1995 c24 s61

Offer of parcel for sale

418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

(2) Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 417(2)(a) and ending on March 31 of the year immediately following that date.

(3) Subsection (1) does not apply to a parcel in respect of which the municipality has started an action under section 411(2) to recover the tax arrears before the date of the public auction.

(4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until

- (a) the agreement has expired, or
- (b) the owner of the parcel breaches the agreement,

whichever occurs first.

1994 cM-26.1 s418;1995 c24 s62;1996 c30 s35

Reserve bid and conditions of sale

419 The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

1994 cM-26.1 s419

Right to possession

420(1) From the date on which a parcel of land is offered for sale at a public auction, the municipality is entitled to possession of the parcel.

(2) For the purposes of obtaining possession of a parcel of land, a designated officer may enter the parcel and take possession of it for and in the name of the municipality and, if in so doing resistance is encountered, the municipality may apply to the Court of Queen's Bench for an order for the possession of the parcel.

RSA 2000 cM-26 s420;2009 c53 s119

Advertisement of public auction

421(1) The municipality must advertise the public auction

- (a) in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date on which the public auction is to be held, and
- (b) in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date on which the public auction is to be held.

(2) The advertisement must specify the date, time and location of the public auction, the conditions of sale and a description of each parcel of land to be offered for sale.

(3) The advertisement must state that the municipality may, after the public auction, become the owner of any parcel of land not sold at the public auction.

(4) Not less than 4 weeks before the date of the public auction, the municipality must send a copy of the advertisement referred to in subsection (1)(a) to

- (a) the owner of each parcel of land to be offered for sale,
- (b) each person who has an interest in any parcel to be offered for sale that is evidenced by a caveat registered by the Registrar, and
- (c) each encumbrancee shown on the certificate of title for each parcel to be offered for sale.

1994 cM-26.1 s421;1995 c24 s63

Adjournment of auction

422(1) The municipality may adjourn the holding of a public auction to any date within 2 months after the advertised date.

Transfer of parcel to municipality

424(1) The municipality at whose request a tax recovery notification was endorsed on the certificate of title for a parcel of land may become the owner of the parcel after the public auction, if the parcel is not sold at the public auction.

(2) If the municipality wishes to become the owner of the parcel of land, it must request the Registrar to cancel the existing certificate of title for the parcel of land and issue a certificate of title in the name of the municipality.

(3) A municipality that becomes the owner of a parcel of land pursuant to subsection (1) acquires the land free of all encumbrances, except

- (a) encumbrances arising from claims of the Crown in right of Canada,
- (b) irrigation or drainage debentures,
- (c) registered easements and instruments registered pursuant to section 69 of the *Land Titles Act*,
- (d) right of entry orders as defined in the *Surface Rights Act* registered under the *Land Titles Act*,
- (e) a notice of lien filed pursuant to section 38 of the *Rural Utilities Act*,
- (f) a notice of lien filed pursuant to section 20 of the *Rural Electrification Loan Act*, and
- (g) liens registered pursuant to section 21 of the *Rural Electrification Long-term Financing Act*.

(4) A certificate of title issued to the municipality under this section must be marked "Tax Forfeiture" by the Registrar.

1994 cM-26.1 s424; 1995 c24 s64; 1996 c30 s36; 1998 c24 s38;
1999 c11 s23

Right to dispose of parcel

425(1) A municipality that becomes the owner of a parcel of land pursuant to section 424 may dispose of the parcel

- (a) by selling it at a price that is as close as reasonably possible to the market value of the parcel, or
- (b) by depositing in the account referred to in section 427(1)(a) an amount of money equal to the price at which the

(2) If a public auction is adjourned, the municipality must post a notice in a place that is accessible to the public during regular business hours, showing the new date on which the public auction is to be held.

(3) If a public auction is cancelled as a result of the tax arrears being paid, the municipality must post a notice in a place that is accessible to the public during regular business hours stating that the auction is cancelled.

1994 cM-26.1 s422

Right to a clear title

423(1) A person who purchases a parcel of land at a public auction acquires the land free of all encumbrances, except

- (a) encumbrances arising from claims of the Crown in right of Canada,
- (b) irrigation or drainage debentures,
- (c) caveats referred to in section 39.2(11) of the *Condominium Property Act*,
- (d) registered easements and instruments registered pursuant to section 69 of the *Land Titles Act*,
- (e) right of entry orders as defined in the *Surface Rights Act* registered under the *Land Titles Act*,
- (e.1) a caveat that, pursuant to section 3.1(6)(f)(iv) of the *New Home Buyer Protection Act*, remains registered against the certificate of title to the land,
- (f) a notice of lien filed pursuant to section 38 of the *Rural Utilities Act*,
- (g) a notice of lien filed pursuant to section 20 of the *Rural Electrification Loan Act*, and
- (h) liens registered pursuant to section 21 of the *Rural Electrification Long-term Financing Act*.

(2) A parcel of land is sold at a public auction when the person who is acting as the auctioneer declares the parcel sold.

(3) There is no right under section 415 to pay the tax arrears in respect of a parcel after it is declared sold.

RSA 2000 cM-26 s423;2014 c10 s59;2015 c8 s53

ADVERTISEMENTS

Public Sale of Land

(Municipal Government Act)

City of Cold Lake

Notice is hereby given that, under the provisions of the Municipal Government Act, the City of Cold Lake will offer for sale, by public auction, in the Council Chambers at City Hall, 5513 48 Avenue, Cold Lake, Alberta, on Wednesday, March 25, 2020, at 5:00 p.m., the following land:

Lot	Block	Plan	C. of T.
3	A	8521872	142085056
5	A	8521872	1420850560001
21	2	0726988	112372036

These parcels will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

Each parcel is being offered for sale on an “as is, where is” basis, and the City of Cold Lake makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, vacancy, or the ability to develop the subject land for any intended use by the purchaser. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the City.

The City of Cold Lake may, after the public auction, become the owner of any parcel of land not sold at the public auction.

Terms: Cash, bank draft or certified cheque. A 10% deposit is payable upon the acceptance of the bid at public auction. The balance of the accepted bid is due by March 31, 2020 or the deposit will be forfeited and the City will consider the next bid.

Redemption may be effected by payment of all arrears of taxes and costs at any time prior to the sale.

Dated at Cold Lake, Alberta, December 10, 2019.

Linda Mortenson, *General Manager, Corporate Services.*

**LAND
APPRAISAL REPORT**

**OF THE LAND
LOCATED AT**

**Lot 3 Blk A PI 852 1872
City of Cold lake, AB**

PREPARED FOR

City of Cold Lake

PREPARED BY

**Colleen Hoolahan
DAR/Certified Appraisal Reviewer**

January 24, 2020

City of Cold Lake

The purpose of this appraisal and appraisal report is to ascertain and report the market value, as defined in this appraisal report, of the subject land, located at Lot 3 Blk A PI 852 1872, Cold Lake, Alberta in fee simple, for the function of marketing and re-sale.

Fee simple is an absolute fee, a fee without limitations to any particular class of heirs or restrictions, but subject to the limitations of eminent domain, escheat, police power, and taxation. It is an inheritable estate.

The appraiser has personally viewed the subject property on January 24, 2020 and has gathered and analyzed all the data obtained from the local real estate board, the Multiple Listing Service, the public record, and the appraiser's own files. The appraiser has omitted the cost approach and income approach analysis as they are considered inapplicable and inappropriate for this type of appraisal assignment. The appraiser has further completed a sales comparison approach analysis.

This appraisal and appraisal report have been completed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP).

It is the opinion of the appraiser that the market value of the subject property as of January 24, 2020, is:

Four Hundred Twelve Thousand Dollars

\$412,000

THIS REPORT CONTAINS AND IS SUBJECT TO specific terminology descriptions, conditions, and special limitations which affect the stated opinion of market value, the use, and the intended user of the report. Please carefully read, and pay particular attention to all of these descriptions, conditions, and special limitations.



Colleen Hoolahan

DAR/Certified Appraisal Reviewer

LAND APPRAISAL REPORT

File No. 20-033

SUBJECT

Borrower

City of Cold Lake

Census Tract

Map Reference

Property Address

Lot 3 Blk A PI 852 1872

City

City of Cold lake

Prov.

AB

Postal Code

Legal Description

Lot 3 Blk A PI 852 1872

Sale Price

Date of Sale

Loan Term

yrs.

Property Rights Appraised

☒ Fee

☐ Leasehold

☐ De Minimus PUD

Actual Real Estate Taxes

5588.32 (2019) (yr.)

Loan charges to be paid by seller

Other sale concessions

Lender/Client

City of Cold Lake

Address

Occupant

Vacant Land

Appraiser

Colleen Hoolahan

Instructions to Appraiser

Market value of vacant R3 - Medium Density Res (Row House) lands.

NEIGHBOURHOOD

Location

☒ Urban

☐ Suburban

☐ Rural

Built Up

☐ Over 75%

☒ 25% to 75%

☐ Under 25%

Growth Rate

☐ Fully Dev.

☐ Rapid

☐ Steady

☒ Slow

Property Values

☐ Increasing

☒ Stable

☒ Declining

Demand/Supply

☐ Shortage

☐ In Balance

☒ Over Supply

Marketing Time

☐ Under 3 Mos.

☐ 4-6 Mos.

☒ Over 6 Mos.

Present Land Use

% 1 Family

% 2-4 Family

% Apts

% Condo

% Commercial

% Industrial

% Vacant

100 % Mixed Use

Change in Present Land Use

☒ Not Likely

☐ Likely

☐ Taking Place(*)

(*)From

To

Predominant Occupancy

☒ Owner

☐ Tenant

% Vacant

Single Family Price Range

175000 to 400000

Predominant Value

300000

Single Family Age

10 yrs. to yrs.

35+

Predominant Age

25 yrs.

Employment Stability

Good

Avg

Fair

Poor

Convenience to Employment

Convenience to Shopping

Convenience to Schools

Adequacy of Public Transportation

Recreational Facilities

Adequacy of Utilities

Property Compatibility

Protection from Detrimental Conditions

Police and Fire Protection

General Appearance of Properties

Appeal to Market

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise)

Subject is located in the south central quadrant of the City of Cold Lake (North). Immediate area comprises of single family homes, townhouse condo's, apartments and vacant lands. Buyers are being cautious, due to economic conditions (soft market). No adverse influences observed.

SITE

Dimensions

See Plot Map

= 92,782.8 sqft (2.13 Ac)

Land Titles

☒ Corner Lot

Zoning Classification

R3 - Medium Density Res (Row House)

Present Improvements

☒ Do

☐ Do Not Conform to Zoning Regulations

Highest and Best Use

☐ Present Use

☒ Other (specify)

Improved with row house development

Public

Other (Describe)

Elec.

☒

Gas

☒

Water

☒

San. Sewer

☒

☒ Underground Elec & Tel

OFF-SITE IMPROVEMENTS

Str.Address

☒ Public

☐ Private

Surface

Maintenance

☒ Public

☐ Private

☒ Storm Sewer

☐ Curb/Gutter

☐ Sidewalk

☒ Street Lights

Topo

Undulating

Size

92,782.8 sqft (2.13 Ac) land titles

Shape

Rectangular

View

Average

Drainage

Storm Sewer

Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions)

Currently the site is rough with a gradual slope down to the northwest. Access is from 16 Street along the west and 13 Street along the east. Street lights and sidewalks are in place and services are at the property line. No adverse easements or encroachments observed or registered.

MARKET DATA ANALYSIS

The undersigned has recited three recent sales of properties most similar and proximate to the subject and has to be considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than subject property, a minus (-) adjustment is made, thus reducing the indicated value of the subject, if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

ITEM	SUBJECT	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	Lot 3 Blk A PI 852 1872 Cold Lake (North)	1014 - 8 Avenue Cold Lake (North)		810 Schooner Drive Cold Lake (North)		306 Aurora Way Cold Lake (North)	
Proximity to subject							
Sales Price	\$		\$ 295,000		\$ 208,950		\$ 126,000
Price \$/Sq. Ft.			295,000		208,950		126,000
Data Source		MLS - E4166227		Active Listing (30% List to Sell)		Active Listing (20% List to Sell)	
Date of Sale and	DESCRIPTION	DESCRIPTION	+(-) Adjust.	DESCRIPTION	+(-) Adjust.	DESCRIPTION	+(-) Adjust.
Time Adjustment		Aug 29, 2019		20 % List to Sell -41,790		20 % List to Sell -25,200	
Location	Town Lot (R3)	Town Lot (RMX)		Town Lot (R3)		Town Lot (R3)	
Site/View	92,782.8 sqft (2.13 Ac)	2 Lots (19,950 sqft)		10,920 sqft		6519.9 sqft ±	
Days on Market		44 Days		720 Days +		693 Days +	
Price per Sq Ft		14.79 per sq ft		15.31 per sq ft		15.46 per sq ft	
Adj Price per Sq Ft		30% = 4.44 per sq ft		35% = 5.36 per sq ft		45% = 6.96 per sq ft	
Sales or Financing							
Concessions							
Net Adj. (Total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> -	\$ 0	<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$	<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$
Indicated Value		Gross:	0.0	Gross:		Gross:	
of Subject		Net:	0.0	Net:		Net:	

Comments on Market Data

See next page for Conclusions.

Comments and Conditions of Appraisal

From the onset let us point out that timely sales data of similar properties proximal to subject was extremely limited. A very limited number of vacant lots, especially large vacant lots have sold on the open market.

Final Reconciliation

Value is with an active marketing period of 90 to 180 days. Most relevance to value lies with Comparable # 1 the most recent sale of a similar property. The adjusted price per sq ft is: \$4.44. Subject contains: 92,782.8 sqft x \$4.44 = \$411,955.63 rounded to \$412,000.00.

RECONCILIATION

I ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE SUBJECT PROPERTY AS OF

January 24, 2020

to be

412000

Appraiser Signature

Supervisor Signature (if applicable)

Appraiser Name

Colleen Hoolahan

Supervisor Name

☐ Did

☐ Did Not Physically Inspect Property

Date Report Signed

01/28/2020

Date Report Signed

State Certification #

State

State Certification #

State License #

Member # 0615-20

State License #

Page 50 of 256

Form produced using ACI software, 800.234.8727 www.aciweb.com

VAL Appraisals

File No. 20-033

MARKET DATA ANALYSIS

COMMENTS

Page 51 of 256 LAND 200912009

GENERAL COMMENTS

For the purpose of this appraisal report, the highest and best use is defined as that legally permitted use for which there is a demand, and is most likely to produce the greatest net return, tangible or intangible, to the subject property, while utilizing the property as a whole. The subject property is Vacant Land R3 - Medium Density Res (Row House) and it is the opinion of the appraiser that this activity constitutes the highest and best use.

The income approach to value was not considered as no properties similar to the subject, in the subject market area, were predominately leased at the time of sale. It is therefore, impossible to determine a legitimate rent multiplier figure necessary in calculating a valid income approach value.

The appraiser assumes that all information describing the insulation, and the water and sewer systems supplied by the owner of other sources, is correct. This information was not verified by the appraiser.

Cost Data (If Applicable)

The cost approach calculations were based on current information published by the Marshall & Swift Company and were adjusted for geographical location, climatic conditions, seismic zones, and wind factors. Physical depreciation was calculated using the modified effective age/life method, utilizing Marshall & Swift Cost Manual as a base. The accrued depreciation includes any applicable functional and external obsolescence. The land value was determined from an analysis of the most recent sales of similar but undeveloped land in the subject market area, and by the abstraction method utilizing the comparables incorporated in the sales comparison analysis.

Sales Comparison Data

The date of sale figures reflect the actual contract date of each comparable. The condition adjustment reflects both the incurable and the curable physical depreciation and was calculated by a comparison of the effective age of the subject's improvements to that of the respective comparable. The difference of the respective depreciation rates was then applied to the abstracted value of the improvements only. The gross living area adjustments reflect both size and room differences. These adjustments have been calculated by abstracting from the sales price of each comparable, the market value of all items which do not contribute to the actual Gross Living Area of the house itself. The residual was then divided by the size of the respective house to arrive at an average market value per square foot or meter. The values thus derived from each of the comparables were correlated with the depreciated cost of the subject to arrive at the actual adjustment rate utilized.

SPECIAL LIMITATIONS

This APPRAISAL REPORT has been prepared for the sole and exclusive use and benefit of City of Cold Lake (hereinafter referred to as the client). Any use of this report by anyone other than the client or for any purpose or function other than the original intent, invalidates the findings and voids all results and or conclusions.

All analysis, opinions, and conclusions were developed, and this appraisal report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) and the code of ethics of the Canadian National Association of Real Estate Appraisers.

It is assumed that the utilization of land and any improvements thereon, are within the boundaries of the property lines of the described property and that there is no encroachment or trespass, unless otherwise stated in the appraisal report.

It is assumed that the subject property is in full compliance with all applicable Federal, State/Provincial, and local environmental regulations and laws unless otherwise stated in the appraisal report.

It is assumed that all required licenses, consents, or any required legislative or administrative authority from any local, State/Provincial, Federal, or private entity or organization, have been acquired and or renewed for any use upon which the value opinion in the appraisal report is based.

It is assumed that any lease encumbrances pertaining to the subject property are legally binding contracts between the lessee and the lessor and that all information transmitted to the appraiser concerning these lease contracts is accurate and correct. Although this appraisal report may include information concerning the physical improvements being appraised, including their adequacy and or condition, it should be understood that this information is provided only for use as a general guide in the valuation of the subject property and is not to be construed as a complete or detailed physical report. The observed condition of the roof, exterior walls, foundation, interior walls, floors, heating system, plumbing, insulation, electrical system, and any other of the mechanical system or physical components of the improvements is based on a casual viewing only. No detailed inspection was made. The improvements were not checked for current building code violations unless otherwise noted in the appraisal report. If such an inspection is required, the client is advised to retain the services of an expert in this field.

Comments: This appraisal and appraisal report was completed by a member in good standing with CNAREA and licensed with RECA.

APPRAISER:

Signature: Colleen Hoolahan
Name: Colleen Hoolahan
Designation: DAR/Certified Appraisal Reviewer
Date Signed: 01/28/2020

SUPERVISORY APPRAISER (only if required):

Signature:
Name:
Designation:
Date Signed:

DID DID NOT VIEW PROPERTY

SCOPE OF THE APPRAISAL

The Scope of the Appraisal contains the necessary research and analysis to prepare a report in accordance with its intended use. The following are comments which describe the extent of the procedures used in the collection, confirmation and reporting of the information involved in preparing this report.

Collection and confirmation of data consisted of the following:

- 1. A personal site viewing was performed on January 24, 2020 by Colleen Hoolahan. The appraisal and appraisal report were completed by Colleen Hoolahan.
- 2. Site area taken from the Title Search.
- 3. Property assessment and taxes, and land use classification are sourced from the corresponding municipality/town (jurisdiction GIS system).
- 4. Supportive market information regarding comparable properties is obtained through the Edmonton Real Estate Board and Land Sales from the Northern Alberta Land Data System. Comparable market information was confirmed with either the listing selling realtor or other participants who are knowledgeable of the transaction details.
- 5. The market value includes the 5 % GST if applicable.
- 6. The property rights appraised are those of the owners in the Fee Simple Estate and the effective date of the Appraisal is January 24, 2020.
- 7. Occupancy and site history of the subject is described below.

OCCUPANCY AND SITE HISTORY

Subject property is vacant land (R3).

REASONABLE EXPOSURE TIME

An estimate of market value is related to the concept of reasonable exposure time. Exposure time is the property's estimated marketing time prior to a hypothetical sale at market value on the effective date of appraisal. It is a retrospective function of asking price, property type, and past market conditions; and encompasses not only adequate, sufficient and reasonable time but also adequate, sufficient and reasonable effort. Reasonable exposure time is one of the necessary elements in the most market value definition, although it is not intended to be a prediction of a specific date of sale as it may be expressed as a range.

In appraisal theory and practice, there is a distinction relating to perspective between exposure time and marketing time; exposure time is presumed to precede the effective date of appraisal whereas marketing time is presumed to succeed the effective date. Marketing time is a prospective function of asking price, property type and anticipated market conditions.

The subject's market value estimate is based on a reasonable exposure time of 180 + days at an asking price of 5 % greater than expected value. The market value conclusion should not be viewed as a full detailed narrative report. The contents are concise and briefly descriptive. The market value is based upon a review of available sales data, primarily the data listed on a "Multiple Listing Service" and private sales from office records. The MLS sales are not normally inspected nor verified unless there is a reason to doubt their accuracy. The sales data is then adjusted by way of the application of appraisal theory and experience. It is often necessary to use adjustments that are subjective to derive the current market value of the subject. In most instances the comparables were not inspected on the interior.

SUBJECT PHOTOGRAPHS

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:



View of land from
16th Street



View of land from
16th Street



View of land from
16th Street

SUBJECT PHOTOGRAPHS

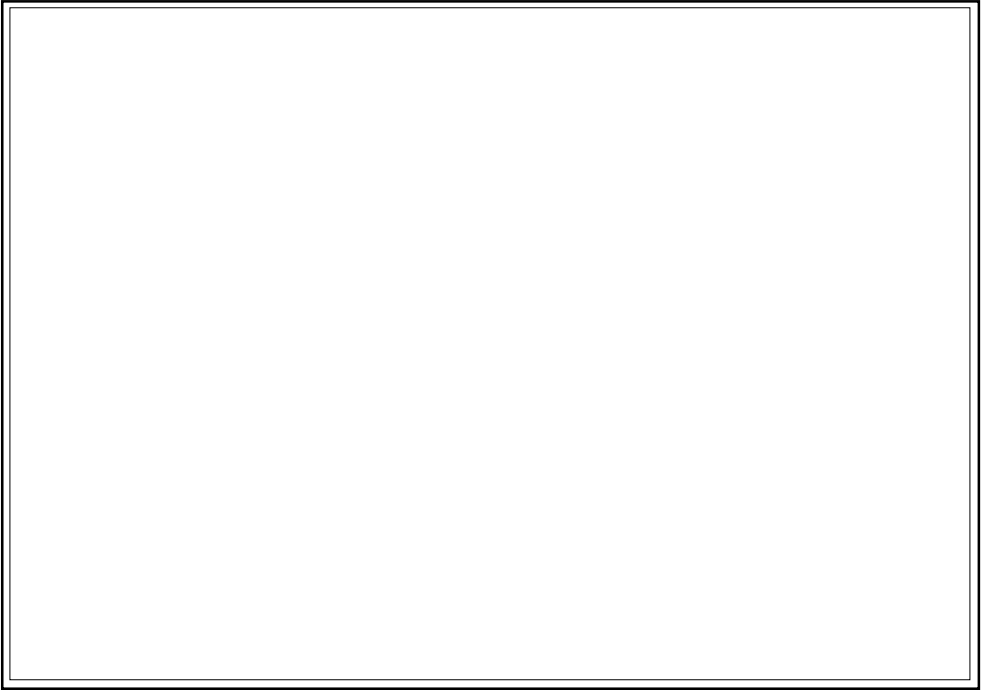
Borrower: City of Cold Lake		File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		



View of land from
13th Street

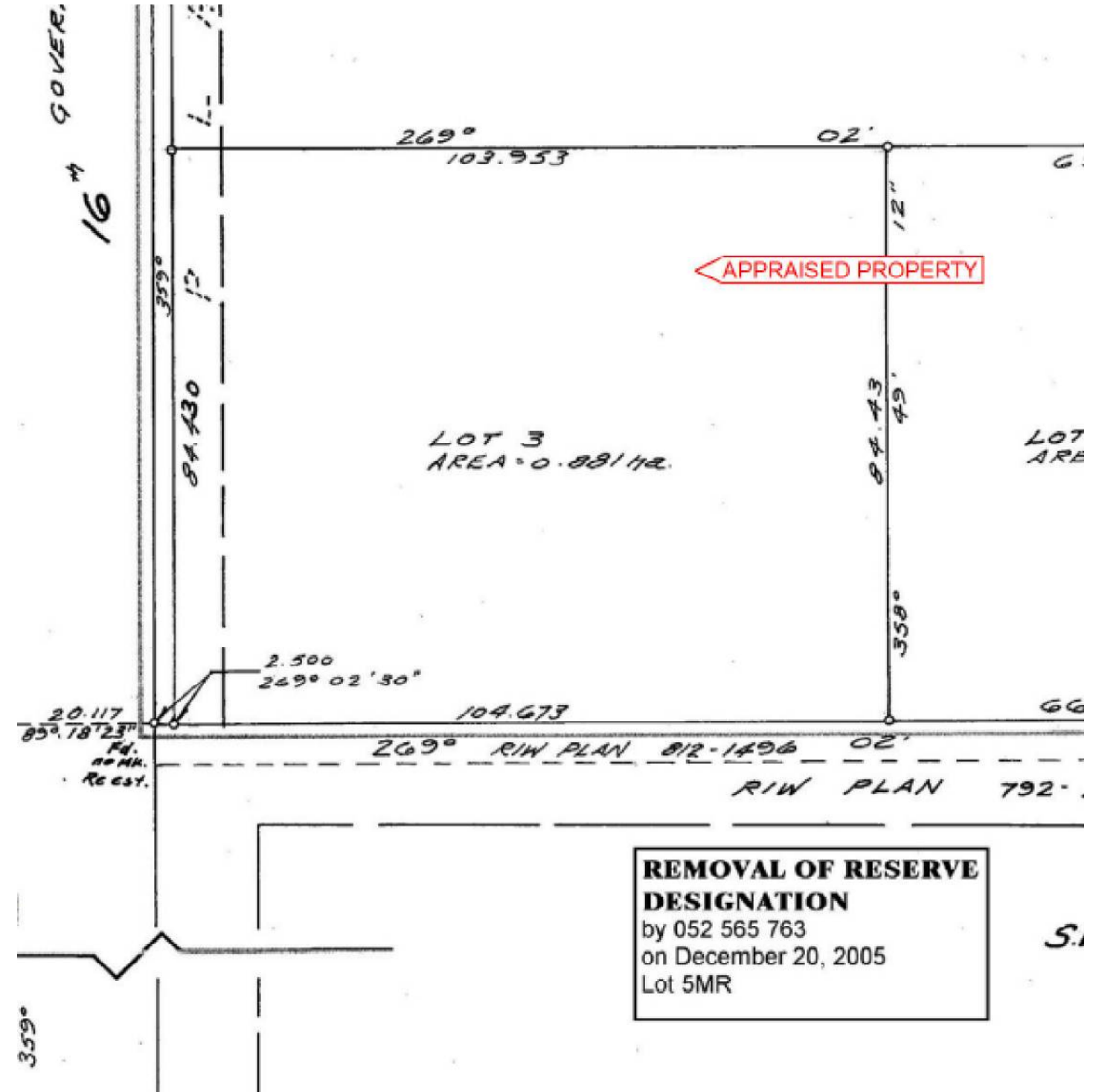


Neighbourhood View
16th Street



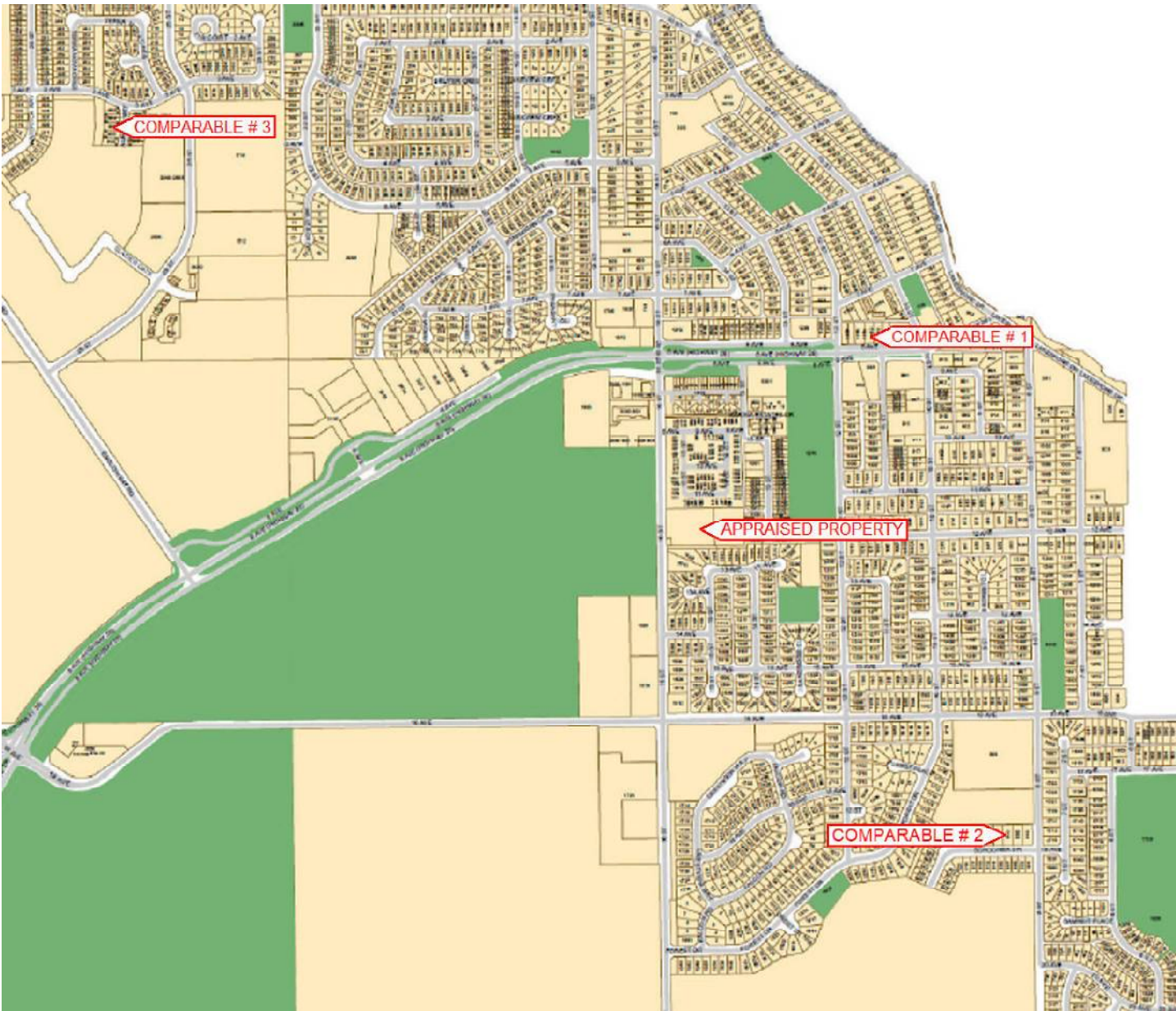
PLOT MAP

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:



LOCATION MAP

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:



TITLE SEARCH

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:



LAND TITLE CERTIFICATE

S		
LINC	SHORT LEGAL	TITLE NUMBER
0010 997 161	8521872;A;3	142 085 056

LEGAL DESCRIPTION

PLAN COLD LAKE 8521872
BLOCK (A)
LOT THREE (3)
CONTAINING 0.881 HECTARES MORE OR LESS
EXCEPTING THEREOUT: HECTARES ACRES
PLAN 8622355 - RIGHT OF WAY 0.020 0.049
REGULATING STATION
EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 4;2;63;24;SW
ESTATE: FEE SIMPLE

MUNICIPALITY: CITY OF COLD LAKE

REFERENCE NUMBER: 062 196 619

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
142 085 056	21/03/2014	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

HARWOOD HOMES LTD.
OF P.O. BOX 2054
COLD LAKE
ALBERTA T9M 1P5

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION	DATE (D/M/Y)	PARTICULARS
832 141 386	15/06/1983	UTILITY RIGHT OF WAY GRANTEE - ATCO GAS AND PIPELINES LTD. 10035-105 ST EDMONTON

(CONTINUED)

TITLE SEARCH

Borrower: City of Cold Lake		File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		

----- ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
142 085 056

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
--------	--------------	-------------

ALBERTA T5J2V6

(DATA UPDATED BY: TRANSFER OF UTILITY RIGHT
OF WAY 012023582)

852 152 468 23/07/1985 CAVEAT

RE : SEE INSTRUMENT
CAVEATOR - THE TOWN OF COLD LAKE.
BOX 480, GRAND CENTRE
ALBERTA T0A1T0
AGENT - ANDREAS THOMAS

152 308 045 30/09/2015 WRIT

CREDITOR - [REDACTED]
2518 LOCKHART WAY
COLD LAKE
ALBERTA T9M0B3
DEBTOR - HARWOOD HOMES LTD.
BOX 67
51-3 ST NE
SALMON ARM
BRITISH COLUMBIA V1E4N2
AMOUNT: \$18,105 AND COSTS IF ANY
ACTION NUMBER: 151400274
(DATA UPDATED BY: 172060765)

152 317 118 08/10/2015 CAVEAT

RE : DEVELOPMENT AGREEMENT PURSUANT TO MUNICIPAL
GOVERNMENT ACT
CAVEATOR - CITY OF COLD LAKE.
5513-48 AVENUE
COLD LAKE
ALBERTA T9M1A1
AGENT - KEVIN NAGOYA

162 068 861 08/03/2016 CAVEAT

RE : AGREEMENT CHARGING LAND
CAVEATOR - KARYAN MANAGEMENT LTD.
C/O MILLER THOMSON LLP
ROBSON COURT
1000,840 HOWE STREET
VANCOUVER
BRITISH COLUMBIA V6Z2M1
AGENT - FREDERICK LEUNG

162 188 878 13/07/2016 WRIT

CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA
MINISTER OF NATIONAL REVENUE
C/O CANADA REVENUE AGENCY
9700 JASPER AVENUE

(CONTINUED)

TITLE SEARCH

Borrower: City of Cold Lake

File No.: 20-033

Property Address: Lot 3 Blk A PI 852 1872

Case No.:

City: City of Cold lake

Prov.: AB

P.C.:

Lender: City of Cold Lake

ENCUMBRANCES, LIENS & INTERESTS

PAGE 3

142 085 056

REGISTRATION

NUMBER

DATE (D/M/Y)

PARTICULARS

EDMONTON

ALBERTA T5J4C8

DEBTOR - HARWOOD HOMES LTD.

POST OFFICE BOX 2054

COLD LAKE

ALBERTA T9M1P5

AMOUNT: \$72,971 AND COSTS IF ANY

ACTION NUMBER: ETA-3376-16

162 192 193 18/07/2016 BUILDER'S LIEN
LIENOR - JIMCOR LINE CONSTRUCTION LTD.
BOX 336,5226-50 AVENUE
ST. PAUL
ALBERTA T0A3A0
AGENT - IRENE GOGOWICH
AMOUNT: \$135,495

162 293 220 20/10/2016 CERTIFICATE OF LIS PENDENS
AFFECTS INSTRUMENT: 162192193

162 323 406 16/11/2016 WRIT
CREDITOR - KARYAN MANAGEMENT LTD.
C/O MILLER THOMSON LLP
3000, 700 - 9 AVENUE SW
CALGARY
ALBERTA T2P3V4
DEBTOR - HARWOOD HOMES LTD.
BOX 67
51-3 ST NE
SALMON ARM
BRITISH COLUMBIA V1E4N2
AMOUNT: \$705,076 AND COSTS IF ANY
ACTION NUMBER: 1601-12004

162 328 252 22/11/2016 WRIT
CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA
MINISTER OF NATIONAL REVENUE
C/O CANADA REVENUE AGENCY
9700 JASPER AVENUE
EDMONTON
ALBERTA T5J4C8
DEBTOR - HARWOOD HOMES LTD.
POST OFFICE BOX 2054
COLD LAKE
ALBERTA T9M1P5
AMOUNT: \$23,314 AND COSTS IF ANY
ACTION NUMBER: ETA-4323-16

162 352 449 16/12/2016 CAVEAT

(CONTINUED)

TITLE SEARCH

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB P.C.:
Lender: City of Cold Lake	

ENCUMBRANCES, LIENS & INTERESTS			PAGE 4
REGISTRATION			# 142 085 056
NUMBER	DATE (D/M/Y)	PARTICULARS	
		RE : NOTICE OF INTENTION TO SELL UNDER CIVIL ENFORCEMENT ACT CAVEATOR - CONSOLIDATED CIVIL ENFORCEMENT INC. 200, 807 MANNING ROAD NE CALGARY ALBERTA T2E7M8	
162 354 516	20/12/2016	CAVEAT RE : AGREEMENT CHARGING LAND CAVEATOR - DAVID FROESE 3RD FLR, 14505 BANNISTER ROAD SE CALGARY ALBERTA T2J3X3 AGENT - MARK RATHWELL	
172 012 290	13/01/2017	WRIT CREDITOR - JIMCOR LINE CONSTRUCTION LTD. PO BOX 716 ST. PAUL ALBERTA T0A3A0 DEBTOR - HARWOOD HOMES LTD. P.O. BOX 2054 COLD LAKE ALBERTA T9M1P5 AMOUNT: \$150,665 AND COSTS IF ANY ACTION NUMBER: 1614-00396 (DATA UPDATED BY: 172019293)	
172 048 455	16/02/2017	MORTGAGE MORTGAGEE - WHITETAIL RIDGE ESTATES CORP. 3113 DUCHESS PARK LANE FRIENDSWOOD, TEXAS USA 77546 ALBERTA ORIGINAL PRINCIPAL AMOUNT: \$250,000	
172 149 353	14/06/2017	WRIT CREDITOR - CATERPILLAR FINANCIAL SERVICES LIMITED. 3457 SUPERIOR COURT, UNIT 2 OAKVILLE ONTARIO L6L0C4 DEBTOR - HARWOOD HOMES LTD. BOX 7820, 4901 50 AVENUE BONNYVILLE ALBERTA T9N2J1 AMOUNT: \$86,073 AND COSTS IF ANY ACTION NUMBER: 1701-03526	
182 099 084	02/05/2018	TAX NOTIFICATION	
		(CONTINUED)	

TITLE SEARCH

Borrower: City of Cold Lake		File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		

ENCUMBRANCES, LIENS & INTERESTS

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142 085 056

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

BY - CITY OF COLD LAKE.
5513-48 AVENUE
COLD LAKE, ALBERTA
T9M1A1

182 103 405 05/05/2018 WRIT
CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA
MINISTER OF NATIONAL REVENUE
C/O ASS'T DIRECTOR, REVENUE COLLECTIONS
CANADA REVENUE AGENCY
10,9700 JASPER AVE NW
EDMONTON
ALBERTA T5J4C8
DEBTOR - HARWOOD HOMES LTD.
POST OFFICE BOX 2054
COLD LAKE
ALBERTA T9M1P5
AMOUNT: \$43,151 AND COSTS IF ANY
ACTION NUMBER: ITA-3994-18

182 123 122 30/05/2018 WRIT
CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA
AS REPRESENTED BY THE MINISTER OF NATIONAL REVENUE
C/O CANADA REVENUE AGENCY
9700 - JASPER AVE
EDMONTON
ALBERTA T5J4C8
DEBTOR - HARWOOD HOMES LTD.
P.O. BOX 2054
COLD LAKE
ALBERTA T9M1P5
AMOUNT: \$29,585 AND COSTS IF ANY
ACTION NUMBER: ETA-2179-18

TOTAL INSTRUMENTS: 018

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 23 DAY OF
JANUARY, 2020 AT 11:20 A.M.

ORDER NUMBER: 38691382

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

(CONTINUED)

TITLE SEARCH

Borrower: City of Cold Lake		File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		

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142 085 056

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

COMPARABLE # 1

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:



Exterior Front

Land Commercial For Sale

Cold Lake
1014 8 AV

Cold Lake North

LP: \$300,000
60 Lse Rate:
T9M 1N1 SP: \$295,000

Listing ID #: E4166227
Trans Type: For Sale
Sale Type: Asset
Zoning: RMX
Prop Taxes: 1,092.00 / 2019
Other Types: LAN

Line #: 0036399335
Land Size SF:
Land Size Acres: 0.450
Lot Frontage:
Subj Prop Width:

SOLD
H M E T
[Schedule a Showing](#)

Legal Plan/Block/Lot: 1425058 / 9 / 4A&6A **Unit #:** **M:** **T:** **R:** **S:** **Q:**

These 2 lots have great highway exposure and measure 133'x150' with a paved lane way too. Great building site for your business. The property is zone RMX which is commercial/residential mixed use. This allows for many uses and allows for residents in the building. The site was environmentally contaminated however, it was cleaned last year and now ready for your businesses new building.

Private
Remarks:





Virtual Tour:		Brochure:	
Property Details		Multi Family	
Ownership Interest:	Private	# of Storeys:	Total # of Units: 0
Title to Land:	Fee Simple	# of 1 Bedroom Apts:	# of Bachelor Apts:
Env Asmt Phase:	Yes	# of 2 Bedroom Apts:	# of Penthouse Apts:
RPR Survey Available:	No	# of 3 Bedroom Apts:	# of Other Units:
Seller Rights Res:	No	# of 4+ Bedroom Apts:	# of Parking Spaces:
General Building Details		APOD Information	
Building Type:		Gross Operating Income:	
Construction:		Other Income:	
Subject Space SqFt:		Effective Gross Income:	
Subject Space Width:		Expense Total:	
Year Built:		Total Op Expenses:	
Land		Net Operating Income:	
Site Services:	City Water at Lot Line	Cap Rate:	
Water Supply:	Municipal	Business/Business w/Property	
Sewer / Septic:	Municipal/Community	Major Business Type:	
		Minor Business Type:	
Lease Details		Lease Op Cost SqFt:	
Lease Type:		Subject Space SqFt:	
Net Lse Rate SF/Annum:		Co-Op Commission Lease:	
Lease Term (in Months):		Appointment: Call Lister	
Appointment Name:		Listing Agent URL: http://www.hometeamcoldlake.com	
Appointment Phone #:		Listing Date: 7/16/2019	DOM: 41
Listing Agent: Bernard G Lefebvre - Ph: 780-815-0452		Possession: /	/ negotiable
Listing Agent Email: bernard@cbhometeam.ca		Co-Op Commission:	
Listing Firm: Coldwell Banker Home Team Realty		Listing Agent 2:	
Off#: 780-594-7400		Listing Firm 2:	
Pending Date:		Input Date: 7/18/2019 10:12 AM	
Sold Date: 8/29/2019	Sold Price: \$295,000	Expiry Date:	
Adjustment Date: 9/16/2019		Buyer Agent 2:	
Buyer Agent: Bernard G Lefebvre		Buyer Office 2:	
Buyer Office: Coldwell Banker Home Team Realty			

COMPARABLE # 2

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:

Residential	810 Schooner DR	A	LP:	\$208,950
--------------------	------------------------	----------	------------	------------------



Area/City:	Cold Lake	0525	Listing ID #:	E4095109		
Community:	Cold Lake North	CL002	Postal Code:	T9M 0L7		
Style:			Line #:	0036418465		
Zone:	60		Building Type:	VLOT		
Year Built:			New Home on Old Lot:			
			Finished Lvl:			
Legal Plan:	1425269	Blk: 21	Lot: 3	Unit #:	UF:	

Adjacent lot is also for sale if the buyer is looking for 2 lots side-by-side. NOTE: LOT PRICE INCLUDES GST!

Property Class: SF

Multi family lot zoned R3 which will allow up to a 4 plex (4 units) to be built on the property. This lot backs on to the Cold Lake Elementary Public School. The lot measurements are 70' wide x 156' Deep with all services on the lot and ready to build on. Lot price includes GST!

URL-Virtual Tour:		URL-Brochure:											
1-pc	2-pc	3-pc	4-pc	5-pc	6-pc	School Bus:	Y	Dir:	Directly behind (south) of Cold Lake Public School.				
Baths:						Elem School:	Cold Lake Public School						
Ensuite Bth:						Jr School:							
Bdrms Abv: 0						High Schl:							
Fin Fpl:						Other Schl:							
Parking:						Garage:				Level	Mtr2	SqFt	
									Main:				
Living Rm:						Master Bdrm:				Upper:			
Dining Rm:						Bedrm 2:				Abov Grd:			
Kitchen:						Bedrm 3:				Lower Lvl:			
Family Rm:						Bedrm 4:				Below Grd:			
Den:									Total A.G:				
Flooring:						Roof Type:							
Foundation:						Fireplace:							
Exterior:						Construction:							
Heating Type:						Basement:							
Features:						Bsmt Dev:							
						Heat Fuel:							
						Goods Excl:							
Goods Incl:													
						Lot Shape: Rectangular							
						Front Exp: South							
Site Inft:						Frntg X Dpth: 21.50 X 47.60							
						Zoning: Medium Density R3							
						Conform: /							
Restrictions:						Tax Amt/Yr: \$1,794.00 / 2017							
						Warranty: LI/Yr: /							

Enclosed Parking:	Parking	Ownership: Private	Condo Fee:	/
		Parking Plan:	HOA Fee:	/

Seller:	1744815 Alberta Ltd.	Appt: Go Direct	List Date:	2/2/2018
Listing Agent	Bernard G Lefebvre - Ph: 780-815-0452			
List Agt	bernard@cbhometeam.ca	Website:	http://www.hometeamcoldlake.com	
List Firm 1:	Coldwell Banker Lifestyle - Off#: 780-594-7400	Occupancy:	VACNT	
List Agent 2:		Poss Days:	Immediate	Excl: N SRR: N
List Firm 2:		Comm:	2%	

Pend Date:	Sold Date:	Sold Price:	DOM: 720	Input Date: 2/2/2018 11:44
Sold Term:			Disc:	Expiry
Buy Firm:				Buy Firm 2:
Buy Agent:				Buy Agent

01/23/2020 04:10 PM INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED Agent Detail

COMPARABLE # 3

Borrower: City of Cold Lake	File No.: 20-033
Property Address: Lot 3 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:

RESIDENTIAL

306 Aurora WY

ACTIVE

LP: \$126,000



Property Class: Single Family

Area: Cold Lake

Community: Cold Lake North

Building Type: Vacant Lot

Style:

Legal Plan: 1324537 **Blk:** 7 **Lot:** 3

Unit: **UF:**

Linc #: 0035800772

Title to Land: Fee Simple

Exclusion Y/N: N **SRR** N **Disc:**

Listing ID#: E4101687

Postal Code: T9M 0E3

Zone: Zone 60

Year Built:

Restrictions: UTILR

Ownership: PRIV

Conform:

Warranty:





GST is included in the list price

This location is awesome; close to schools, the hospital, playgrounds and the lake! Great investment opportunity to build a duplex in this desirable area of Cold Lake. Adjacent lot, 308 Aurora Way, is also for sale. *GST is included in the list price*

Baths:	1Pc	2Pc	3Pc	4Pc	5Pc	6Pc	Ensuite Bath:	2Pc	3Pc	4Pc	5Pc	6Pc	Finished Levels:
Addl Rms:								Total Bdrms:					Level:
Living Rm:													SqM:
Dining Rm:													SqFt:
Kitchen:													Main Level:
Family Rm:													Upper:
Den:													Above Grade:
													Lower Level:
													Below Grade:
													Total A.G.:
Fireplace Y/N:							F/P Fuel:						Fireplace Type:
Heating:							Heat Source:						Roof Type:
Construction							Foundation:						Basements:
Exterior:													Sec Suite Y/N:
Features:													2nd Suite Permit By Seller:
													Flooring:
													Goods
													Excluded:
Goods													Lot Shape:
Included:													Rectangular
													Lot SqM:
													605.74
													Unit Exp:
													Depth:
													35.59
Site													Tax Amt/Yr:
Influences:													\$871.48 / 2017
													LI/Yr:
													/
													Zoning:
													R2/Duplex Lot
													Elem. School:
													Cold Lake Elementary
													Jr High School:
													Nelson Heights School
													Sr High School:
													Cold Lake High School
													Other School:
													St. Dominics, Portage

Condo Name:	Total Units:	Total Floors:	Floor	Floor #:
Encl Parking:	Parking Unit:	Park Plan Type:	Park Plan Desc:	
Condo Fee:	Condo Fee Incl:			
HOA Fee:	HOA Fee Incl:			

Seller Name: 1501710 Alberta Ltd.	Appointment: Go Direct
Appt Name: Ryan Lefebvre	Appt Phone: 780-573-4954
List Agent: Ryan J Lefebvre - Ph: 780-573-4954	Listing Date: 3/21/2018
Agent E-mail: ryan@cblifestyle.ca	Agent URL: http://www.ryanlefebvre.com
List Office: Coldwell Banker Lifestyle - Off#: 780-594-7400	Occupancy:
List Agent 2:	Possession:
List Office 2:	Co-Operating Commission: 1.5%
	DOM: 677
	Possession Notes: IMMEDIATE

Pending Date:	Sold Price:	Input Date: 3/21/2018 3:48 PM
Sold Date:	Adjustmnt Date:	Expiration
Buyer Agent:	Buyer Agent 2:	
Buyer Office:	Buyer Office 2:	

01/27/2020

INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED

Agent Detail 2.0

**LAND
APPRAISAL REPORT**

**OF THE LAND
LOCATED AT**

**Lot 5 Blk A PI 852 1872
City of Cold lake, AB**

PREPARED FOR

City of Cold Lake

PREPARED BY

**Colleen Hoolahan
DAR/Certified Appraisal Reviewer**

January 24, 2020

City of Cold Lake

The purpose of this appraisal and appraisal report is to ascertain and report the market value, as defined in this appraisal report, of the subject land, located at Lot 5 Blk A PI 852 1872, Cold Lake, Alberta in fee simple, for the function of marketing and re-sale.

Fee simple is an absolute fee, a fee without limitations to any particular class of heirs or restrictions, but subject to the limitations of eminent domain, escheat, police power, and taxation. It is an inheritable estate.

The appraiser has personally viewed the subject property on January 24, 2020 and has gathered and analyzed all the data obtained from the local real estate board, the Multiple Listing Service, the public record, and the appraiser's own files. The appraiser has omitted the cost approach and income approach analysis as they are considered inapplicable and inappropriate for this type of appraisal assignment. The appraiser has further completed a sales comparison approach analysis.

This appraisal and appraisal report have been completed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP).

It is the opinion of the appraiser that the market value of the subject property as of January 24, 2020, is:

Three Hundred Fifty-Three Thousand Dollars

\$353,000

THIS REPORT CONTAINS AND IS SUBJECT TO specific terminology descriptions, conditions, and special limitations which affect the stated opinion of market value, the use, and the intended user of the report. Please carefully read, and pay particular attention to all of these descriptions, conditions, and special limitations.



Colleen Hoolahan

DAR/Certified Appraisal Reviewer

LAND APPRAISAL REPORT

File No. 20-034

SUBJECT

Borrower

City of Cold Lake

Census Tract

Map Reference

Property Address

Lot 5 Blk A PI 852 1872

City

City of Cold lake

Prov.

AB

Postal Code

Legal Description

Lot 5 Blk A PI 852 1872

Sale Price

Date of Sale

Loan Term

yrs.

Property Rights Appraised

☒ Fee

☐ Leasehold

☐ De Minimus PUD

Actual Real Estate Taxes

4063.44 (2019) (yr.)

Loan charges to be paid by seller

Other sale concessions

Lender/Client

City of Cold Lake

Address

Occupant

Vacant Land

Appraiser

Colleen Hoolahan

Instructions to Appraiser

Market value of vacant R3 - Medium Density Res (Row House) lands.

NEIGHBOURHOOD

Location

☒ Urban

☐ Suburban

☐ Rural

Built Up

☐ Over 75%

☒ 25% to 75%

☐ Under 25%

Growth Rate

☐ Fully Dev.

☐ Rapid

☐ Steady

☒ Slow

Property Values

☐ Increasing

☒ Stable

☒ Declining

Demand/Supply

☐ Shortage

☐ In Balance

☒ Over Supply

Marketing Time

☐ Under 3 Mos.

☐ 4-6 Mos.

☒ Over 6 Mos.

Present Land Use

% 1 Family

% 2-4 Family

% Apts

% Condo

% Commercial

% Industrial

% Vacant

100 % Mixed Use

Change in Present Land Use

☒ Not Likely

☐ Likely

☐ Taking Place(*)

(*)From

To

Predominant Occupancy

☒ Owner

☐ Tenant

% Vacant

Single Family Price Range

175000 to 400000

Predominant Value

300000

Single Family Age

10 yrs. to yrs.

35+

Predominant Age

25 yrs.

Good

Avg

Fair

Poor

Employment Stability

☐

☒

☐

☐

Convenience to Employment

☐

☒

☐

☐

Convenience to Shopping

☐

☒

☐

☐

Convenience to Schools

☐

☒

☐

☐

Adequacy of Public Transportation

☐

☒

☐

☐

Recreational Facilities

☐

☒

☐

☐

Adequacy of Utilities

☐

☒

☐

☐

Property Compatibility

☐

☒

☐

☐

Protection from Detrimental Conditions

☐

☒

☐

☐

Police and Fire Protection

☐

☒

☐

☐

General Appearance of Properties

☐

☒

☐

☐

Appeal to Market

☐

☒

☐

☐

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise)

Subject is located in the south central quadrant of the City of Cold Lake (North). Immediate area comprises of single family homes, townhouse condo's, apartments and vacant lands. Buyers are being cautious, due to economic conditions (soft market). No adverse influences observed.

SITE

Dimensions

See Plot Map

= 59,677.2 sqft (1.37 Ac)

Land Titles

☒ Corner Lot

Zoning Classification

R3 - Medium Density Res (Row House)

Present Improvements

☒ Do

☐ Do Not Conform to Zoning Regulations

Highest and Best Use

☐ Present Use

☒ Other (specify)

Improved with row house development

Public

Other (Describe)

Elec.

☒

Gas

☒

Water

☒

San. Sewer

☒

☒ Underground Elec & Tel

OFF-SITE IMPROVEMENTS

Str.Address

☒ Public

☐ Private

Surface

Maintenance

☒ Public

☐ Private

☒ Storm Sewer

☐ Curb/Gutter

☐ Sidewalk

☒ Street Lights

Topo

Undulating

Size

59,677.2 sqft (1.37 Ac) (land titles)

Shape

Rectangular

View

Average

Drainage

Storm Sewer

Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions)

Currently the site is rough with a gradual slope down to the northwest. Access is from 16 Street along the west and 13 Street along the east. Street lights and sidewalks are in place and services are at the property line. No adverse easements or encroachments observed or registered.

MARKET DATA ANALYSIS

The undersigned has recited three recent sales of properties most similar and proximate to the subject and has to be considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than subject property, a minus (-) adjustment is made, thus reducing the indicated value of the subject, if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

ITEM	SUBJECT	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3
Address	Lot 5 Blk A PI 852 1872 Cold Lake (North)	1014 - 8 Avenue Cold Lake (North)	810 Schooner Drive Cold Lake (North)	306 Aurora Way Cold Lake (North)
Proximity to subject				
Sales Price	\$	\$ 295,000	\$ 208,950	\$ 126,000
Price \$/Sq. Ft.		295,000	208,950	126,000
Data Source		MLS - E4166227	Active Listing (30% List to Sell)	Active Listing (20% List to Sell)
Date of Sale and	DESCRIPTION	DESCRIPTION	DESCRIPTION	DESCRIPTION
Time Adjustment		+(-) Adjust.	+(-) Adjust.	+(-) Adjust.
Location	Town Lot (R3)	Town Lot (RMX)	Town Lot (R3)	Town Lot (R3)
Site/View	59,677.2 sqft (1.37 Ac)	2 Lots (19,950 sqft)	10,920 sqft	6519.9 sqft ±
Days on Market		44 Days	720 Days +	693 Days +
Price per Sq Ft		14.79 per sq ft	15.31 per sq ft	15.46 per sq ft
Adj Price per Sq Ft		40% = 5.92 per sq ft	45% = 6.89 per sq ft	55% = 8.50 per sq ft
Sales or Financing				
Concessions				
Net Adj. (Total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 0	<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$	<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$
Indicated Value		Gross: 0.0	Gross:	Gross:
of Subject		Net: 0.0 \$	Net: \$	Net: \$

Comments on Market Data

See next page for Conclusions.

Comments and Conditions of Appraisal

From the onset let us point out that timely sales data of similar properties proximal to subject was extremely limited. A very limited number of vacant lots, especially large vacant lots have sold on the open market.

Final Reconciliation

Value is with an active marketing period of 90 to 180 days. Most relevance to value lies with Comparable # 1 the most recent sale of a similar property. The adjusted price per sq ft is: \$5.92. Subject contains: 59,677.2 sqft x \$5.92 = \$353,289.02 rounded to \$353,000.00.

RECONCILIATION

I ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE SUBJECT PROPERTY AS OF

January 24, 2020

to be

353000

Appraiser Signature

Supervisor Signature (if applicable)

Appraiser Name

Colleen Hoolahan

Supervisor Name

☐ Did

☐ Did Not Physically Inspect Property

Date Report Signed

01/28/2020

Date Report Signed

State Certification #

Member # 0615-13

State

State Certification #

State License #

Member # 0615-20

State

State License #

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VAL Appraisals

File No. 20-034

MARKET DATA ANALYSIS

COMMENTS

Page 70 of 256 LAND 200912009

GENERAL COMMENTS

For the purpose of this appraisal report, the highest and best use is defined as that legally permitted use for which there is a demand, and is most likely to produce the greatest net return, tangible or intangible, to the subject property, while utilizing the property as a whole. The subject property is Vacant Land R3 - Medium Density Res (Row House) and it is the opinion of the appraiser that this activity constitutes the highest and best use.

The income approach to value was not considered as no properties similar to the subject, in the subject market area, were predominately leased at the time of sale. It is therefore, impossible to determine a legitimate rent multiplier figure necessary in calculating a valid income approach value.

The appraiser assumes that all information describing the insulation, and the water and sewer systems supplied by the owner of other sources, is correct. This information was not verified by the appraiser.

Cost Data (If Applicable)

The cost approach calculations were based on current information published by the Marshall & Swift Company and were adjusted for geographical location, climatic conditions, seismic zones, and wind factors. Physical depreciation was calculated using the modified effective age/life method, utilizing Marshall & Swift Cost Manual as a base. The accrued depreciation includes any applicable functional and external obsolescence. The land value was determined from an analysis of the most recent sales of similar but undeveloped land in the subject market area, and by the abstraction method utilizing the comparables incorporated in the sales comparison analysis.

Sales Comparison Data

The date of sale figures reflect the actual contract date of each comparable. The condition adjustment reflects both the incurable and the curable physical depreciation and was calculated by a comparison of the effective age of the subject's improvements to that of the respective comparable. The difference of the respective depreciation rates was then applied to the abstracted value of the improvements only. The gross living area adjustments reflect both size and room differences. These adjustments have been calculated by abstracting from the sales price of each comparable, the market value of all items which do not contribute to the actual Gross Living Area of the house itself. The residual was then divided by the size of the respective house to arrive at an average market value per square foot or meter. The values thus derived from each of the comparables were correlated with the depreciated cost of the subject to arrive at the actual adjustment rate utilized.

SPECIAL LIMITATIONS

This APPRAISAL REPORT has been prepared for the sole and exclusive use and benefit of City of Cold Lake (hereinafter referred to as the client). Any use of this report by anyone other than the client or for any purpose or function other than the original intent, invalidates the findings and voids all results and or conclusions.

All analysis, opinions, and conclusions were developed, and this appraisal report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) and the code of ethics of the Canadian National Association of Real Estate Appraisers.

It is assumed that the utilization of land and any improvements thereon, are within the boundaries of the property lines of the described property and that there is no encroachment or trespass, unless otherwise stated in the appraisal report.

It is assumed that the subject property is in full compliance with all applicable Federal, State/Provincial, and local environmental regulations and laws unless otherwise stated in the appraisal report.

It is assumed that all required licenses, consents, or any required legislative or administrative authority from any local, State/Provincial, Federal, or private entity or organization, have been acquired and or renewed for any use upon which the value opinion in the appraisal report is based.

It is assumed that any lease encumbrances pertaining to the subject property are legally binding contracts between the lessee and the lessor and that all information transmitted to the appraiser concerning these lease contracts is accurate and correct. Although this appraisal report may include information concerning the physical improvements being appraised, including their adequacy and or condition, it should be understood that this information is provided only for use as a general guide in the valuation of the subject property and is not to be construed as a complete or detailed physical report. The observed condition of the roof, exterior walls, foundation, interior walls, floors, heating system, plumbing, insulation, electrical system, and any other of the mechanical system or physical components of the improvements is based on a casual viewing only. No detailed inspection was made. The improvements were not checked for current building code violations unless otherwise noted in the appraisal report. If such an inspection is required, the client is advised to retain the services of an expert in this field.

Comments: This appraisal and appraisal report was completed by a member in good standing with CNAREA and licensed with RECA.

APPRAISER:

Signature: Colleen Hoolahan
Name: Colleen Hoolahan
Designation: DAR/Certified Appraisal Reviewer
Date Signed: 01/28/2020

SUPERVISORY APPRAISER (only if required):

Signature:
Name:
Designation:
Date Signed:

DID DID NOT VIEW PROPERTY

SCOPE OF THE APPRAISAL

The Scope of the Appraisal contains the necessary research and analysis to prepare a report in accordance with its intended use. The following are comments which describe the extent of the procedures used in the collection, confirmation and reporting of the information involved in preparing this report.

Collection and confirmation of data consisted of the following:

1. A personal site viewing was performed on January 24, 2020 by Colleen Hoolahan. The appraisal and appraisal report were completed by Colleen Hoolahan.
2. Site area taken from the Title Search.
3. Property assessment and taxes, and land use classification are sourced from the corresponding municipality/town (jurisdiction GIS system).
4. Supportive market information regarding comparable properties is obtained through the Edmonton Real Estate Board and Land Sales from the Northern Alberta Land Data System. Comparable market information was confirmed with either the listing selling realtor or other participants who are knowledgeable of the transaction details.
5. The market value includes the 5 % GST if applicable.
6. The property rights appraised are those of the owners in the Fee Simple Estate and the effective date of the Appraisal is January 24, 2020.
7. Occupancy and site history of the subject is described below.

OCCUPANCY AND SITE HISTORY

Subject property is vacant land (R3).

REASONABLE EXPOSURE TIME

An estimate of market value is related to the concept of reasonable exposure time. Exposure time is the property's estimated marketing time prior to a hypothetical sale at market value on the effective date of appraisal. It is a retrospective function of asking price, property type, and past market conditions; and encompasses not only adequate, sufficient and reasonable time but also adequate, sufficient and reasonable effort. Reasonable exposure time is one of the necessary elements in the most market value definition, although it is not intended to be a prediction of a specific date of sale as it may be expressed as a range.

In appraisal theory and practice, there is a distinction relating to perspective between exposure time and marketing time; exposure time is presumed to precede the effective date of appraisal whereas marketing time is presumed to succeed the effective date. Marketing time is a prospective function of asking price, property type and anticipated market conditions.

The subject's market value estimate is based on a reasonable exposure time of 180 + days at an asking price of 5 % greater than expected value. The market value conclusion should not be viewed as a full detailed narrative report. The contents are concise and briefly descriptive. The market value is based upon a review of available sales data, primarily the data listed on a "Multiple Listing Service" and private sales from office records. The MLS sales are not normally inspected nor verified unless there is a reason to doubt their accuracy. The sales data is then adjusted by way of the application of appraisal theory and experience. It is often necessary to use adjustments that are subjective to derive the current market value of the subject. In most instances the comparables were not inspected on the interior.

SUBJECT PHOTOGRAPHS

Borrower: City of Cold Lake		File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		



View of land from
16th Street



View of land from
16th Street



View of land from
16th Street

SUBJECT PHOTOGRAPHS

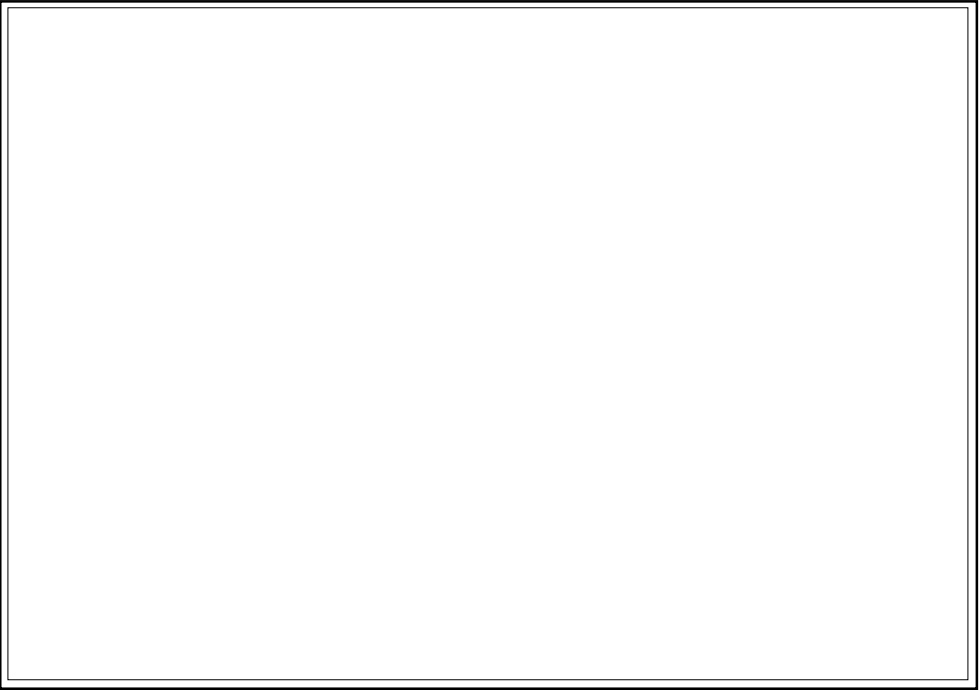
Borrower: City of Cold Lake		File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		



View of land from
13th Street

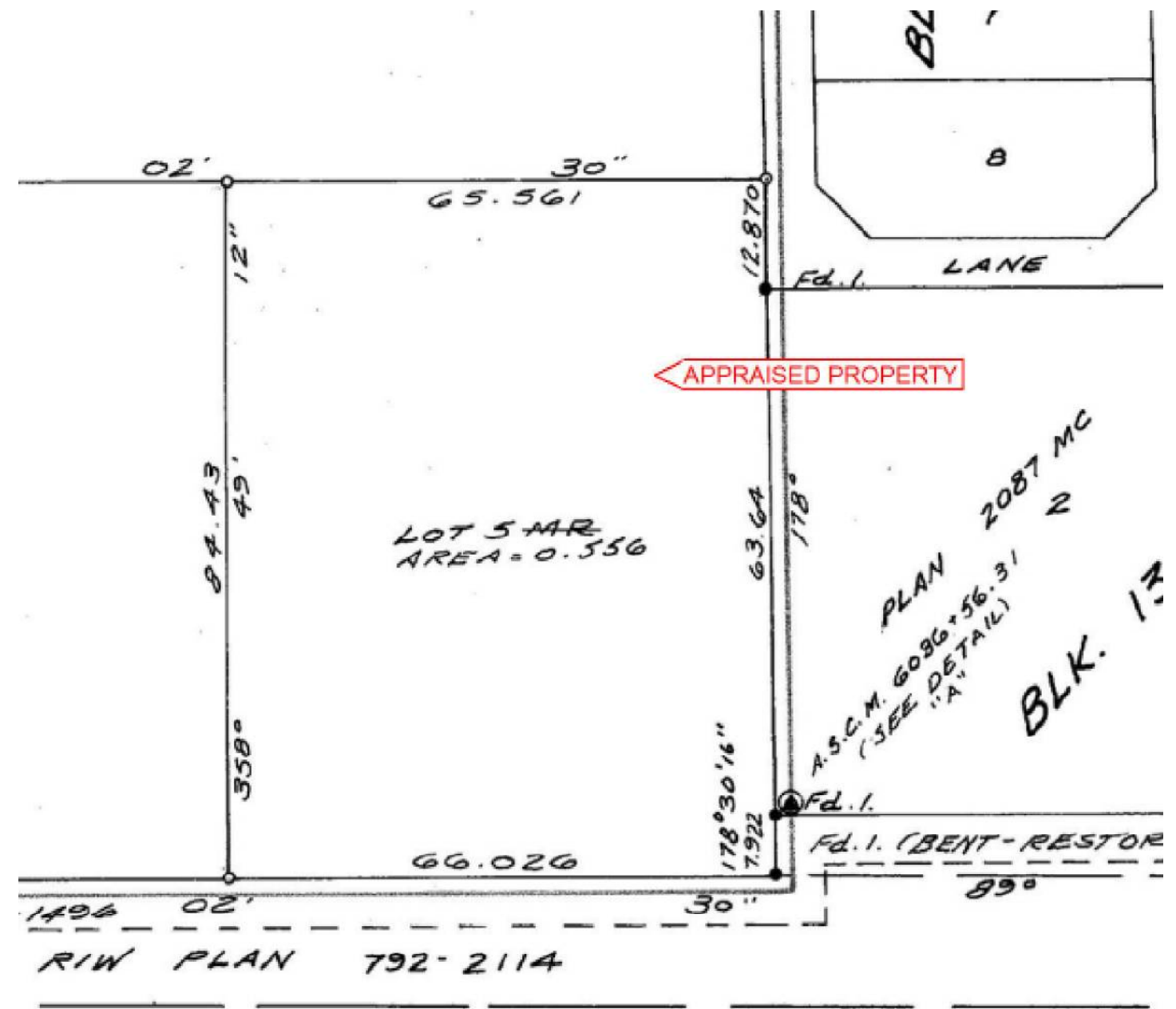


Neighbourhood View
16th Street



PLOT MAP

Borrower: City of Cold Lake	File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:

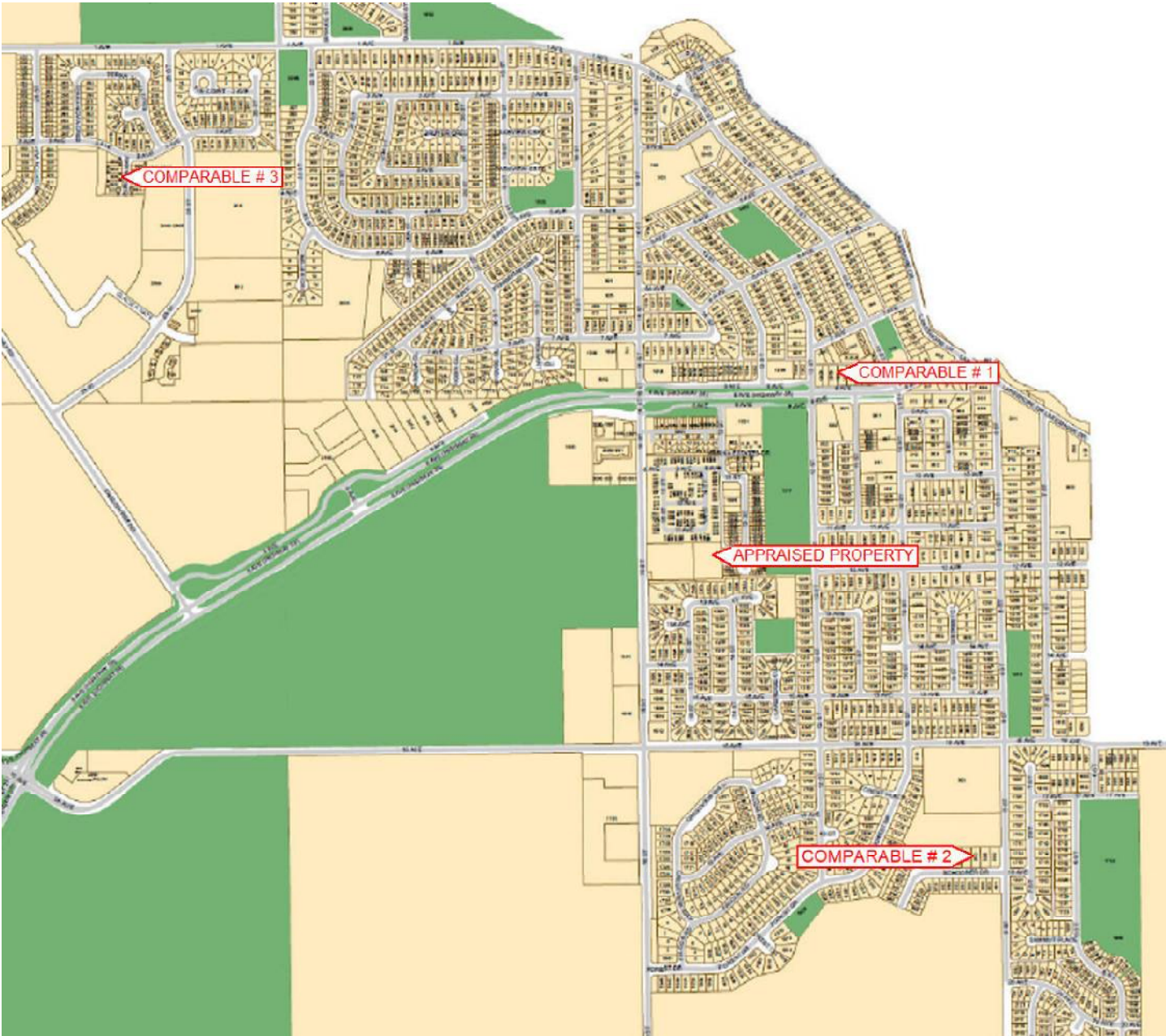


DUAL OF RESERVE
GNATION
565 763
ember 20, 2005
R

S.W. 1/4 SEC. 24 - 63 - 2 - W

LOCATION MAP

Borrower: City of Cold Lake	File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:



TITLE SEARCH

Borrower: City of Cold Lake		File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		



LAND TITLE CERTIFICATE

S		
LINC	SHORT LEGAL	TITLE NUMBER
0031 476 336	8521872;A;5	142 085 056 +1

LEGAL DESCRIPTION
PLAN 8521872
BLOCK A
LOT 5
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 0.556 HECTARES (1.37 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;2;63;24;SW

MUNICIPALITY: CITY OF COLD LAKE

REFERENCE NUMBER: 082 526 182

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
142 085 056	21/03/2014	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

HARWOOD HOMES LTD.
OF P.O. BOX 2054
COLD LAKE
ALBERTA T9M 1P5

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION	DATE (D/M/Y)	PARTICULARS
152 308 045	30/09/2015	WRIT CREDITOR - [REDACTED] 2518 LOCKHART WAY COLD LAKE ALBERTA T9M0B3 DEBTOR - HARWOOD HOMES LTD. BOX 67 51-3 ST NE

(CONTINUED)

TITLE SEARCH

Borrower: City of Cold Lake	File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB P.C.:
Lender: City of Cold Lake	

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
142 085 056 +1

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

SALMON ARM
BRITISH COLUMBIA V1E4N2
AMOUNT: \$18,105 AND COSTS IF ANY
ACTION NUMBER: 151400274
(DATA UPDATED BY: 172060765)

152 317 118 08/10/2015 CAVEAT
RE : DEVELOPMENT AGREEMENT PURSUANT TO MUNICIPAL
GOVERNMENT ACT
CAVEATOR - CITY OF COLD LAKE.
5513-48 AVENUE
COLD LAKE
ALBERTA T9M1A1
AGENT - KEVIN NAGOYA

162 188 878 13/07/2016 WRIT
CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA
MINISTER OF NATIONAL REVENUE
C/O CANADA REVENUE AGENCY
9700 JASPER AVENUE
EDMONTON
ALBERTA T5J4C8
DEBTOR - HARWOOD HOMES LTD.
POST OFFICE BOX 2054
COLD LAKE
ALBERTA T9M1P5
AMOUNT: \$72,971 AND COSTS IF ANY
ACTION NUMBER: ETA-3376-16

162 192 193 18/07/2016 BUILDER'S LIEN
LIENOR - JIMCOR LINE CONSTRUCTION LTD.
BOX 336,5226-50 AVENUE
ST. PAUL
ALBERTA T0A3A0
AGENT - IRENE GOGOWICH
AMOUNT: \$135,495

162 293 220 20/10/2016 CERTIFICATE OF LIS PENDENS
AFFECTS INSTRUMENT: 162192193

162 306 765 01/11/2016 WRIT
CREDITOR - KARYAN MANAGEMENT LTD.
305, 4250 BAYVIEW STREET
RICHMOND
BRITISH COLUMBIA V7E0B3
DEBTOR - HARWOOD HOMES LTD.
BOX 67
51-3 ST NE
SALMON ARM

(CONTINUED)

TITLE SEARCH

Borrower: City of Cold Lake	File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB P.C.:
Lender: City of Cold Lake	

ENCUMBRANCES, LIENS & INTERESTS			PAGE 3
REGISTRATION			# 142 085 056 +1
NUMBER	DATE (D/M/Y)	PARTICULARS	
		BRITISH COLUMBIA V1E4N2 AMOUNT: \$705,076 AND COSTS IF ANY ACTION NUMBER: 1601-12004	
162 328 252	22/11/2016	WRIT CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA MINISTER OF NATIONAL REVENUE C/O CANADA REVENUE AGENCY 9700 JASPER AVENUE EDMONTON ALBERTA T5J4C8 DEBTOR - HARWOOD HOMES LTD. POST OFFICE BOX 2054 COLD LAKE ALBERTA T9M1P5 AMOUNT: \$23,314 AND COSTS IF ANY ACTION NUMBER: ETA-4323-16	
162 352 452	16/12/2016	CAVEAT RE : NOTICE OF INTENTION TO SELL UNDER CIVIL ENFORCEMENT ACT CAVEATOR - CONSOLIDATED CIVIL ENFORCEMENT INC. 200, 807 MANNING ROAD NE CALGARY ALBERTA T2E7M8	
162 354 516	20/12/2016	CAVEAT RE : AGREEMENT CHARGING LAND CAVEATOR - DAVID FROESE 3RD FLR, 14505 BANNISTER ROAD SE CALGARY ALBERTA T2J3X3 AGENT - MARK RATHWELL	
172 012 290	13/01/2017	WRIT CREDITOR - JIMCOR LINE CONSTRUCTION LTD. PO BOX 716 ST. PAUL ALBERTA T0A3A0 DEBTOR - HARWOOD HOMES LTD. P.O. BOX 2054 COLD LAKE ALBERTA T9M1P5 AMOUNT: \$150,665 AND COSTS IF ANY ACTION NUMBER: 1614-00396 (DATA UPDATED BY: 172019293)	
172 048 455	16/02/2017	MORTGAGE MORTGAGEE - WHITETAIL RIDGE ESTATES CORP.	
(CONTINUED)			

TITLE SEARCH

Borrower: City of Cold Lake	File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB P.C.:
Lender: City of Cold Lake	

ENCUMBRANCES, LIENS & INTERESTS			PAGE 4
REGISTRATION			# 142 085 056 +1
NUMBER	DATE (D/M/Y)	PARTICULARS	
		3113 DUCHESS PARK LANE FRIENDSWOOD, TEXAS USA 77546 ALBERTA ORIGINAL PRINCIPAL AMOUNT: \$250,000	
172 149 353	14/06/2017	WRIT CREDITOR - CATERPILLAR FINANCIAL SERVICES LIMITED. 3457 SUPERIOR COURT, UNIT 2 OAKVILLE ONTARIO L6L0C4 DEBTOR - HARWOOD HOMES LTD. BOX 7820, 4901 50 AVENUE BONNYVILLE ALBERTA T9N2J1 AMOUNT: \$86,073 AND COSTS IF ANY ACTION NUMBER: 1701-03526	
182 099 084	02/05/2018	TAX NOTIFICATION BY - CITY OF COLD LAKE. 5513-48 AVENUE COLD LAKE, ALBERTA T9M1A1	
182 103 405	05/05/2018	WRIT CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA MINISTER OF NATIONAL REVENUE C/O ASS'T DIRECTOR, REVENUE COLLECTIONS CANADA REVENUE AGENCY 10,9700 JASPER AVE NW EDMONTON ALBERTA T5J4C8 DEBTOR - HARWOOD HOMES LTD. POST OFFICE BOX 2054 COLD LAKE ALBERTA T9M1P5 AMOUNT: \$43,151 AND COSTS IF ANY ACTION NUMBER: ITA-3994-18	
182 123 122	30/05/2018	WRIT CREDITOR - HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE MINISTER OF NATIONAL REVENUE C/O CANADA REVENUE AGENCY 9700 - JASPER AVE EDMONTON ALBERTA T5J4C8 DEBTOR - HARWOOD HOMES LTD. P.O. BOX 2054 COLD LAKE	
(CONTINUED)			

TITLE SEARCH

Borrower: City of Cold Lake		File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872		Case No.:
City: City of Cold lake	Prov.: AB	P.C.:
Lender: City of Cold Lake		

ENCUMBRANCES, LIENS & INTERESTS		PAGE 5
		# 142 085 056 +1
REGISTRATION	DATE (D/M/Y)	PARTICULARS
NUMBER		

ALBERTA T9M1P5
AMOUNT: \$29,585 AND COSTS IF ANY
ACTION NUMBER: ETA-2179-18

TOTAL INSTRUMENTS: 015

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 23 DAY OF
JANUARY, 2020 AT 11:19 A.M.

ORDER NUMBER: 38691351

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

COMPARABLE # 1

Borrower: **City of Cold Lake**File No.: **20-034**Property Address: **Lot 5 Blk A PI 852 1872**

Case No.:

City: **City of Cold lake**Prov.: **AB**

P.C.:

Lender: **City of Cold Lake**

Exterior Front

Land Commercial For Sale		LP:	\$300,000
Cold Lake	Cold Lake North	60 Lse Rate:	
1014 8 AV	T9M 1N1	SP:	\$295,000
Listing ID #:	E4166227	Linc #:	0036399335
Trans Type:	For Sale	Land Size SF:	
Sale Type:	Asset	Land Size Acres:	0.450
Zoning:	RMX	Lot Frontage:	
Prop Taxes:	1,092.00 / 2019	Subj Prop Width:	
Other Types:	LAN	Schedule a Showing	

Legal Plan/Block/Lot: 1425058 / 9 / 4A&6A **Unit #:** M: T: R: S: Q:

These 2 lots have great highway exposure and measure 133'x150' with a paved lane way too. Great building site for your business. The property is zone RMX which is commercial/residential mixed use. This allows for many uses and allows for residents in the building. The site was environmentally contaminated however, it was cleaned last year and now ready for your businesses new building.

Private Remarks:

Virtual Tour:**Brochure:****Property Details**

Ownership Interest: Private
Title to Land: Fee Simple
Env Asmt Phase: Yes
RPR Survey Available: No
Seller Rights Res: No

General Building Details

Building Type:
Construction:
Subject Space SqFt:
Subject Space Width:
Year Built:

Land

Site Services: City Water at Lot Line
Water Supply: Municipal
Sewer / Septic: Municipal/Community

Multi Family

of Storeys: **Total # of Units:** 0
of 1 Bedroom Apts: **# of Bachelor Apts:**
of 2 Bedroom Apts: **# of Penthouse Apts:**
of 3 Bedroom Apts: **# of Other Units:**
of 4+ Bedroom Apts: **# of Parking Spaces:**

APOD Information

Gross Operating Income:
Other Income:
Effective Gross Income:
Expense Total:
Total Op Expenses:
Net Operating Income:
Cap Rate:
Business/Business w/Property
Major Business Type:
Minor Business Type:

Lease Details

Lease Type:
Net Lse Rate SF/Annum:
Lease Term (in Months):

Lease Op Cost SqFt:
Subject Space SqFt:
Co-Op Commission Lease:

Appointment Name:

Appointment: Call Lister

Appointment Phone #:

Listing Agent: Bernard G Lefebvre - Ph: 780-815-0452
Listing Agent Email: bernard@cbhometeam.ca
Listing Firm: Coldwell Banker Home Team Realty
Off#: 780-594-7400

Listing Agent URL: <http://www.hometeamcoldlake.com>
Listing Date: 7/16/2019 **DOM:** 41
Possession: / / negotiable
Co-Op Commission:

Listing Agent 2:**Listing Firm 2:****Pending Date:**

Sold Date: 8/29/2019 **Sold Price:** \$295,000
Adjustment Date: 9/16/2019
Buyer Agent: Bernard G Lefebvre
Buyer Office: Coldwell Banker Home Team Realty

Input Date: 7/18/2019 10:12 AM
Expiry Date:

Buyer Agent 2:
Buyer Office 2:

01/27/2020

INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED





Agent Detail 2.0

COMPARABLE # 2

Borrower: City of Cold Lake	File No.: 20-034
Property Address: Lot 5 Blk A PI 852 1872	Case No.:
City: City of Cold lake	Prov.: AB
Lender: City of Cold Lake	P.C.:

Residential	810 Schooner DR	A	LP:	\$208,950
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Area/City:	Cold Lake	0525	Listing ID #:	E4095109		
Community:	Cold Lake North	CL002	Postal Code:	T9M 0L7		
Style:			Line #:	0036418465		
Zone:	60		Building Type:	VLOT		
Year Built:			New Home on Old Lot:			
			Finished Lvl:			
Legal Plan:	1425269	Blk: 21	Lot: 3	Unit #:	UF:	

Adjacent lot is also for sale if the buyer is looking for 2 lots side-by-side. NOTE: LOT PRICE INCLUDES GST!

Property Class: SF

Multi family lot zoned R3 which will allow up to a 4 plex (4 units) to be built on the property. This lot backs on to the Cold Lake Elementary Public School. The lot measurements are 70' wide x 156' Deep with all services on the lot and ready to build on. Lot price includes GST!

URL-Virtual Tour:		URL-Brochure:			
1-pc 2-pc 3-pc 4-pc 5-pc 6-pc		School Bus:	Y	Dir:	Directly behind (south) of Cold Lake Public School.
Baths:		Elem School:	Cold Lake Public School		
Ensuite Bth:		Jr School:			
Bdrms Abv: 0	Total	0	Addl Rms:		
Fin Fpl:	Fpl Fuel:		High Schl:		
Parking:			Other Schl:		
			Garage:	Level	Mtr2 SqFt
Living Rm:		Master Bdrm:		Main:	
Dining Rm:		Bedrm 2:		Upper:	
Kitchen:		Bedrm 3:		Abov Grd:	
Family Rm:		Bedrm 4:		Lower Lvl:	
Den:				Below Grd:	
				Total A.G:	
Flooring:			Roof Type:		
Foundation:			Fireplace:		
Exterior:			Construction:		
Heating Type:			Basement:		
Features:			Bsmt Dev:		
			Heat Fuel:		
			Goods Excl:		
Goods Incl:					
			Lot Shape: Rectangular		
			Front Exp: South		
Site Inft: Flat Site, Playground Nearby, Schools			Frntg X Dpth: 21.50 X 47.60		
			Zoning: Medium Density R3		
			Conform: /		
Restrictions: None Known			Tax Amt/Yr: \$1,794.00 / 2017 LI/Yr: /		
			Warranty:		

Enclosed Parking:	Parking	Ownership: Private	Condo Fee:	/
		Parking Plan:	HOA Fee:	/

Seller:	1744815 Alberta Ltd.	Appt:	Go Direct	List Date:	2/2/2018
Listing Agent	Bernard G Lefebvre - Ph: 780-815-0452				
List Agt	bernard@cbhometeam.ca	Website:	http://www.hometeamcoldlake.com		
List Firm 1:	Coldwell Banker Lifestyle - Off#: 780-594-7400	Occupancy:	VACNT		
List Agent 2:		Poss Days:	Immediate	Excl:	N
List Firm 2:		Comm:	2%	SRR:	N

Pend Date:	Sold Date:	Sold Price:	DOM:	720	Input Date:	2/2/2018 11:44
Sold Term:			Disc:		Expiry	
Buy Firm:					Buy Firm 2:	
Buy Agent:					Buy Agent	

01/23/2020 04:10 PM

INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED

Agent Detail

COMPARABLE # 3

Borrower:	City of Cold Lake
Property Address:	Lot 5 Blk A Pl 852 1872
City:	City of Cold lake
Lender:	City of Cold Lake

File No.: **20-034**

Case No.:

Prov.: **AB**

P.C.:

RESIDENTIAL	306 Aurora WY	ACTIVE	LP: \$126,000
	Property Class: Single Family Area: Cold Lake Community: Cold Lake North Building Types: Vacant Lot Style: Legal Plan: 1324537 Blk: 7 Lot: 3 Unit: UF: Linc #: 0035880772 Title to Land: Fee Simple Exclusion Y/N: N SRR N Disc:	Listing ID#: E4101687 Postal Code: T9M 0E3 Zone: Zone 60 Year Built: Restrictions: UTILR Ownership: PRIV Conform: Warranty:	<div data-bbox="1425 354 1450 365">H</div> <div data-bbox="1425 373 1450 384">M</div> <div data-bbox="1425 392 1450 403">G</div> <div data-bbox="1425 411 1450 422">T</div>
			Schedule a Showing

GST is included in the list price

This location is awesome; close to schools, the hospital, playgrounds and the lake! Great investment opportunity to build a duplex in this desirable area of Gold Lake. Adjacent lot, 308 Aurora Way, is also for sale. *GST is included in the list price*

[illegible]

Condo Name:	Total Units:	Total Floors:	Floor	Floor #:
Encl Parking:	Parking Unit:	Park Plan Type:	Park Plan Desc:	
Condo Fee:	Condo Fee Incl:			
HOA Fee:	HOA Fee Incl:			

Seller Name: 1501710 Alberta Ltd.	Appointment: Go Direct	DOM: 677 Possession Notes: IMMEDIATE
Appt Name: Ryan Lefebvre	Appt Phone: 780-573-4954	
List Agent: Ryan J Lefebvre - Ph: 780-573-4954	Listing Date: 3/21/2018	
Agent E-mail: ryan@cdlifestyle.ca	Agent URL: http://www.ryanlefebvre.com	
List Office: Coldwell Banker Lifestyle - Off#: 780-594-7400	Occupancy:	
List Agent 2:	Possession:	
List Office 2:	Co-Operating Commission: 1.5%	

Pending Date:	Sold Price:	Input Date:	3/21/2018 3:48 PM
Sold Date:	Adjustmnt Date:	Expiration	
Buyer Agent:	Buyer Agent 2:		
Buyer Office:	Buyer Office 2:		

01/27/2020

INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED

Agent Detail 2.0



STAFF REPORT

Title: Request for Funding - Bonnyville and District Chamber of Commerce - Lakeland Business of the Year Awards Gala

Meeting Date: August 11, 2020

Executive Summary:

A letter (attached) has been received from the Lakeland Business of the Year Awards (BOYA) Committee with respect to their 7th Annual Lakeland Business of the Year Awards Gala being held Friday, October 16, 2020 at the Bonnyville Centennial Centre. This year's gala will once again be a kick off to Small Business Week.

The Cold Lake Regional Chamber of Commerce (CLRCC) and the Bonnyville & District Chamber of Commerce have amalgamated this event in order to better serve the region. Last year's event was hosted at the Cold Lake Energy Centre and will alternate in subsequent years.

The Lakeland BOYA Committee are requesting from each of the participating municipalities support by way of a \$1,500.00 "supporting" sponsorship. This sponsorship has been designed to provide an environment to celebrate the accomplishments of Lakeland Businesses.

In return for the sponsorship, the City will receive two (2) tickets to the event, the City's logo on any and all media utilized, small company logo featured in the gala program and on a looped video as well as speaker recognition during the gala.

Background:

At their November 26, 2019 regular meeting of Council, Council resolved to postpone this item to the January 28, 2020 regular meeting of Council.

At their regular meeting held January 28, 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.

At Council's regular meeting held April 14, 2020, Council resolved to postpone this request to their August 11, 2020 regular meeting of Council.



In the past, Council has provided the CLRCC with the following venue sponsorships with respect to their Business of the Year Awards ceremony:

- 2009 Business of the Year Awards Ceremony - \$2,500.00
- 2010 Business of the Year Awards Ceremony - \$2,725.00
- 2011 Business of the Year Awards Ceremony - \$2,515.00
- 2012 Business of the Year Awards Ceremony - \$3,000.00
- 2013 Business of the Year Awards Ceremony - \$3,027.00
- 2014 Lakeland Business of the Year Awards Ceremony - \$1,500.00 (held in Bonnyville)
- 2015 Lakeland Business of the Year Awards Ceremony - Motion No. CM20151013.1024 was postponed indefinitely (held in Cold Lake). This was due to the fact that the City already provided a 50% reduction in fees for the Energy Centre Venue.
- 2016 Lakeland Business of the Year Awards Ceremony - \$1,500.00 (held in Bonnyville)
- 2017 Lakeland Business of the Year Awards Ceremony - \$1,500.00 (held in Cold Lake)
- 2018 Lakeland Business of the Year Awards Ceremony - \$1,500.00 (held in Bonnyville)
- 2019 Lakeland Business of the Year Awards Ceremony - \$1,500.00 (held in Cold Lake)

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, for Councils' Community Events Sponsorship Grants, without consideration of this request or any others on the April 14, 2020 agenda, no funding has formally been allocated from the 2020 Council Goodwill budget by motion of Council.

Alternatives:

Council may consider the following options:

- Approve a “supporting” sponsorship in the amount of \$1,500.00
- Not approve a “supporting” sponsorship in the amount of \$1,500.00
- Approve an alternate level of funding
- That Council postpone the request for funding to the August 25, 2020 or later regular meeting of Council.

Recommended Action:

That Council approve a “supporting” sponsorship in the amount of \$1,500.00 to the Bonnyville and District Chamber of Commerce - Lakeland Business of the Year Awards Gala 2020 being held Friday, October 16, 2020 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



RECEIVED
NOV 18 2019
CITY OF COLD LAKE

November 14, 2019

City of Cold Lake
5513 48th Ave
Cold Lake, AB T9M 1A1

Dear Mayor & Council:

The Chamber of Commerce is a not-for-profit organization that supports the business community. In supporting our business community, we also support the economic growth of our region. We would like to request your support of our efforts in bringing the business community together for a celebration of successes. We at the Chamber feel that celebrating the worthwhile accomplishments of Lakeland businesses will increase morale, self-esteem and pride within our communities, in-turn encouraging businesses to grow and expand.

We will be celebrating business successes at our 7th Annual "**Lakeland Business of the Year Awards Gala**" on October 16, 2020 as a kick off to Small Business Week. The Cold Lake Regional Chamber of Commerce and the Bonnyville Chamber of Commerce continue this collaboration of this prestigious event in order to better serve our region. The 2020 event will be hosted at the Bonnyville & District Centennial Centre with the 2021 gala being hosted in Cold Lake and alternating in subsequent years.

We are requesting from each of the participating municipalities support by way of a \$1500.00 "Supporting Sponsorship".

In return for your sponsorship you will receive 2 tickets to the event, your logo on any and all media utilized, small company logo featured in Gala program and on a looped video. *Your sponsorship for this event demonstrates your STRONG SUPPORT for the business community.*

We are truly thankful for your past support and look forward to celebrating Lakeland's business successes at next year's Business of the Year Awards Ceremony!

With Grateful Appreciation,


Megan Wakefield
Committee Member, Lakeland Business of the Year Awards
Bonnyville & District Chamber of Commerce

Bonnyville
PO Box 6054
Highway 28 West
Bonnyville, AB T9N 2G7
Phone: 780-826-3252
Fax: 780-826-4525

Cold Lake
PO Box 454
4009 - 50th Street,
Cold Lake, AB T9M 1P1
Phone: 780-594-4747
Fax: 780-594-3711



STAFF REPORT

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

Meeting Date: August 11, 2020

Executive Summary:

Updated Business Licence Bylaw No. 675-PL-20

Background:

The City's existing Business Licence Bylaw 196-PL-05 was originally adopted in 2005 and has not been updated or amended since that time. Administration has undertaken a review and prepared an updated Bylaw which was presented to the Corporate Priorities Committee for review and discussion at its' June 16, 2020 meeting.

Following presentation of the draft bylaw to the Corporate Priorities Committee, the draft bylaw was circulated to the Cold Lake Regional Chamber of Commerce for review. The Chamber did not identify any concerns with the draft Bylaw, only some follow-up questions regarding the professions that are exempted from obtaining a licence under Provincial legislation.

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

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



- Clarify that Business Licences are non-transferrable in the event that a business is sold to another party. A Business Licence allows a specific individual or corporate entity to conduct business; therefore, a new licence application is required when a business is sold.
- A schedule has been added to identify known professions which are exempted from obtaining a Business Licence by Provincial Legislation. Clarification was also added that any person claiming an exemption must provide proof of exemption if the profession is not included in the list.
- Penalty section has been updated and penalty amounts moved to a separate schedule.
- The fee structure has been updated to allow for reduced fees for new licence applications made part way through the calendar year (all licences expire December 31). This addresses a frequent concern from applicants, that they should pay a reduced fee if applying for a new licence part way through the year.

In 2019, the City issued a total of 678 business licences. This included 360 Commercial licences, 179 Home-Based licences, 61 Trading Area licences, and 78 Out-of-Town businesses. Based on this breakdown, the estimated licensing fees received by the City are as follows (assuming all licences issued were annual licences):

- Commercial Licences: \$27,000;
- Home-Based Licences: \$26,850;
- Trading Area Licences: \$12,200;
- Out of Town Licences: \$39,000.

Administration is recommending that Council proceed to give Bylaw No. 675-PL-20 First Reading and direct Administration to schedule a non-statutory Public Hearing.

Alternatives:

Council may consider the following alternatives:

1. Proceed to give Bylaw No. 675-PL-20 First Reading and direct Administration to schedule a non-statutory Public Hearing.
2. Defeat a motion to give Bylaw No. 675-PL-20 First Reading and direct Administration to schedule a non-statutory Public Hearing.
3. Accept as Information only.



Recommended Action:

Administration recommends that Council proceed to give Bylaw No. 675-PL-20 first reading and direct Administration to schedule a non-statutory Public Hearing.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

CITY OF COLD LAKE
BYLAW 675-PL-20

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

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

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

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

SECTION 1 – TITLE

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

SECTION 2 - DEFINITIONS

In this bylaw unless the context otherwise requires:

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

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

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

SECTION 3 – AUTHORITY

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

SECTION 4 – NECESSITY FOR LICENCE

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

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

SECTION 5 – LICENCE APPLICATION

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

SECTION 6 – DECISION

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

SECTION 7 – CONDITIONS OF A LICENCE

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

SECTION 8 – LICENCE RENEWAL

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

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

SECTION 9 – EXEMPTIONS

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

SECTION 10 - OBLIGATIONS OF LICENSEE

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

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

SECTION 11 – FEES

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

SECTION 12 – DURATION OF LICENCE

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

SECTION 13 – REFUSAL, SUSPENSION, AND REVOCATION

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

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

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

SECTION 14 – APPEAL PROCEDURE

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

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

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

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

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

SECTION 15 – INSPECTIONS

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

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

SECTION 16 – PENALTY

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

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

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

SECTION 17 – GENERAL

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

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

SECTION 18 – ENACTMENT/REPEAL

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

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

Executed this ____ day of _____, 2020.

CITY OF COLD LAKE

MAYOR

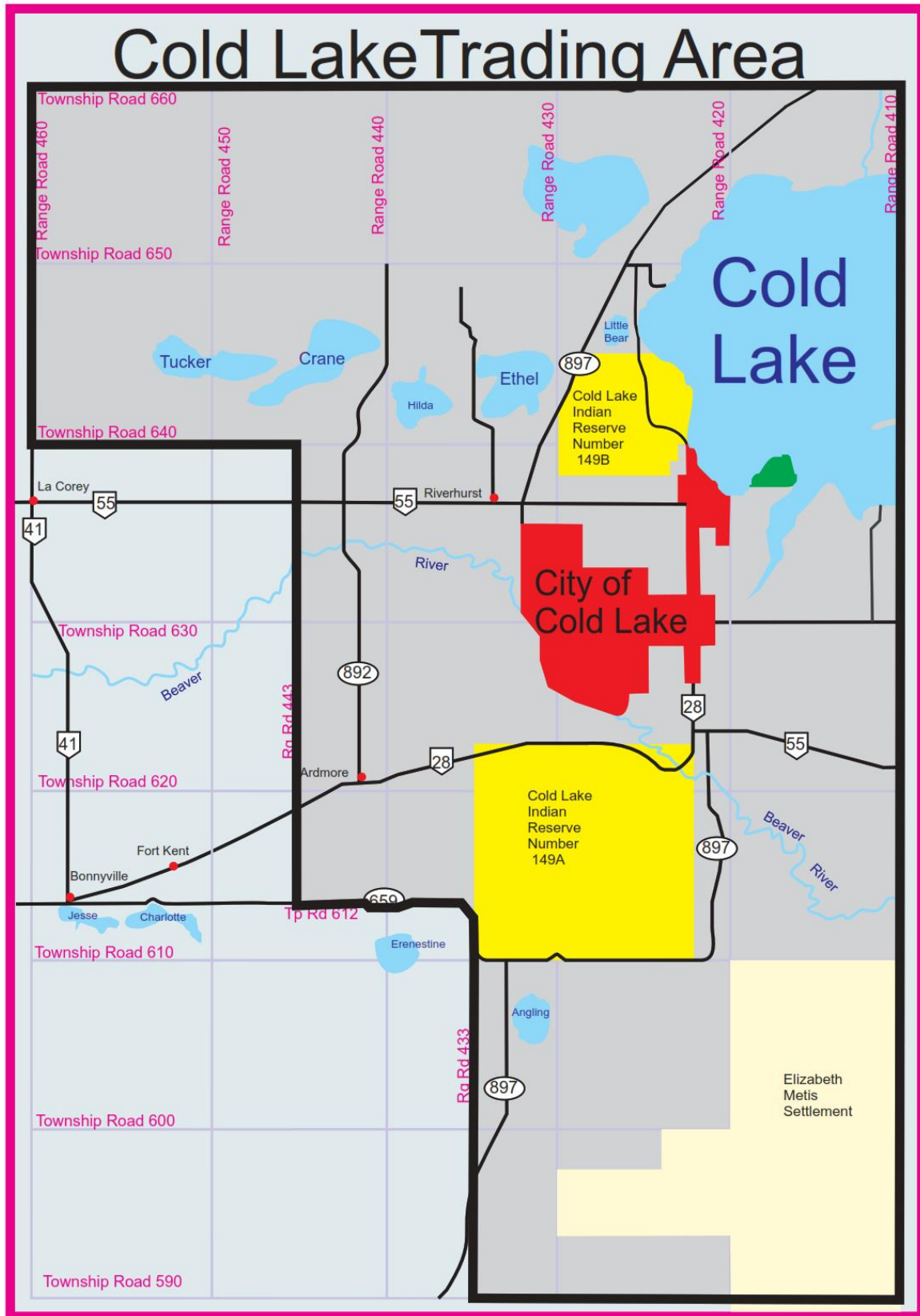
CHIEF ADMINISTRATIVE OFFICER

SCHEDULE “A”

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

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

SCHEDULE “B”



SCHEDULE “C”

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

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

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

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

SCHEDULE “D”

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

Second Offence within a calendar year: Double Fine Amount

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

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



STAFF REPORT

Title: Encroachment Agreement Request EA 20-001

Meeting Date: August 11, 2020

Executive Summary:

Request from the owner of 1501 Horseshoe Bay Estates (Lot 1, Block 2, Plan 922 2902) to enter into an encroachment agreement respecting the City's adjacent roadway to accommodate placement of a fence.

Background:

Administration has received a request from the owner of 1501 Horseshoe Bay Estates (Lot 1, Block 2, Plan 922 2902) to enter into an encroachment agreement respecting the City's adjacent roadway. The applicant wishes to build a fence; however, there is a buried fibre optic line which straddles the applicant's property boundary. Within the applicant's property is a 4.0 metre-wide utility right-of-way (URW), which houses several other buried utilities.

Typically, a property owner would build a fence at their property line, thus avoiding any utilities buried within the URW; however, the fibre line straddling the property line precludes this possibility. The property owner has requested that the City consider an encroachment agreement, to allow them to construct a portion of the fence on the City boulevard adjacent to their home, as they would lose 4 metres of their yard to the URW otherwise.

Administration has circulated the encroachment request internally as well as to external franchise utility companies, and no objections to the proposed encroachment were received. In the event that an encroachment agreement is approved, the agreement would have a term of five (5) years, with an option to renew for a further five (5) year term. A copy of the draft agreement is attached for reference.

Administration recommends that Council pass a motion to enter into an encroachment agreement with the owner of 1501 Horseshoe Bay Estates (Lot 1, Block 2, Plan 922 2902). In the event that Council approves entering into an encroachment agreement, the owner will be required to provide a Real Property Report detailing the exact location of the fence relative to the property boundary once the fence has been installed.

Alternatives:

Council may consider the following alternatives:



- 1) Pass a motion directing Administration to enter into an Encroachment Agreement with the owner of 1501 Horseshoe Bay Estates (Lot 1, Block 2, Plan 922 2902) for a term of five years, with an option to renew for a further five years.
- 2) Defeat a motion directing Administration to enter into an Encroachment Agreement with the owner of 1501 Horseshoe Bay Estates (Lot 1, Block 2, Plan 922 2902) for a term of five years, with an option to renew for a further five years..
- 3) Accept as information only.

Recommended Action:

Administration recommends that Council pass a motion directing Administration to enter into an Encroachment Agreement with the owner of 1501 Horseshoe Bay Estates (Lot 1, Block 2, Plan 922 2902) for a term of five years, with an option to renew for a further five years.

Budget Implications (Yes or No):

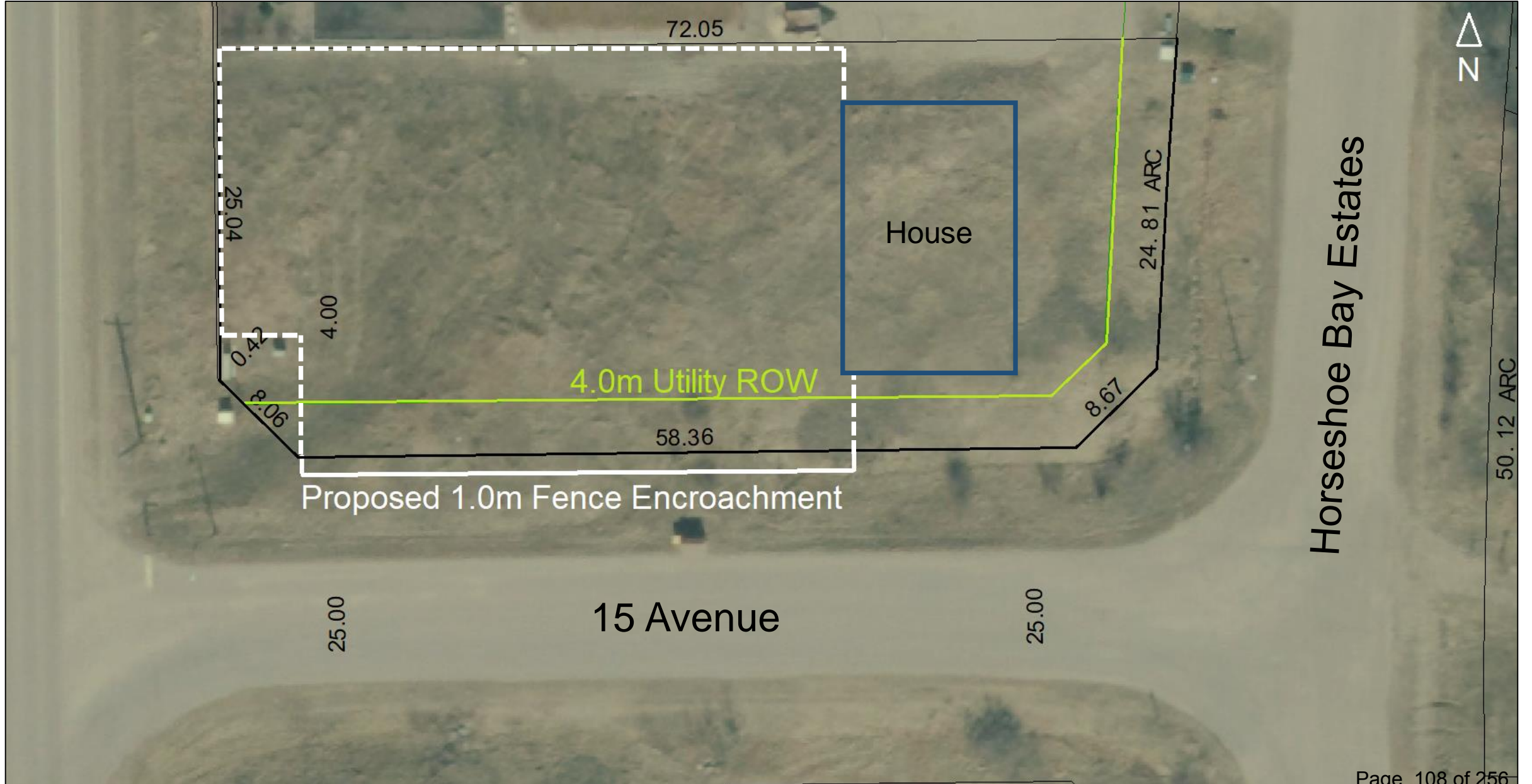
No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

EA20-001 Location Map

1501 Horseshoe Bay Estates (Lot 1, Block 2, Plan 942 2902)



**CITY OF COLD LAKE
ENCROACHMENT AGREEMENT**

THIS AGREEMENT made this _____ day of _____, 2020.

BETWEEN:

CITY OF COLD LAKE
a municipal corporation in the Province of Alberta,
(hereinafter referred to as the "City")

OF THE FIRST PART

- and -

STEVEN AND WENDI WILL
1501 HORSESHOE BAY ESTATES
COLD LAKE, AB T9M 1G8

(hereinafter referred to as the "Grantee")

OF THE SECOND PART

WHEREAS City of Cold Lake has an interest in certain lands within City of Cold Lake, in the Province of Alberta, (the Municipal Lands);

AND WHEREAS the Grantee is the registered owner of certain lands legally described as Plan 942 2902, Block 2, Lot 1, (the "Grantee's Lands");

AND WHEREAS the Grantee has requested the City grant a licence to permit an encroachment on the Municipal Lands as outlined in white on the attached Schedule "A"

AND WHEREAS City of Cold Lake has agreed to grant the Grantee a licence to encroach subject to the terms of this agreement:

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

1. **Definitions**

In this Agreement

- (a) "Agreement" means this encroachment agreement and any amendments, schedules and supplements to it;
- (b) "Municipal Lands" means the interest in those lands of City of Cold Lake consisting of a portion of Road described as part of Registered Plan No. 942 2902 as shown in Schedule "A" attached hereto;
- (c) "Development" means the sole purpose for which the Grantee is entitled to encroach on the Municipal Lands with a moveable fence, more particularly described in Schedule "A" attached hereto and forming part of this Agreement;

- (d) "Encroachment" means that portion of the moveable fence that is licensed to encroach onto the Municipal Lands;
- (e) "Encroachment Area" means the portion of the Municipal Lands licensed by the City occupied by the Encroachment as more particularly dimensioned and further identified on the real property report attached to this Agreement as Schedule 'B';

2. **Consideration and Right to Maintain**

In consideration of the sum of **One Thousand Dollars (\$1,000.00)** paid to City of Cold Lake by the Grantee at the commencement of this Agreement and the further sum of **One Dollar(s) (\$1.00)** plus municipal taxes applicable to the Encroachment Area every year thereafter until termination (such sum having been received satisfactorily by City of Cold Lake) and subject to the terms and conditions of this Agreement, City of Cold Lake gives to the owner the right, license, and privilege to continue the Encroachment subject to terms and conditions of this Agreement.

3. **Limited Purpose**

The Encroachment granted hereby shall be limited solely to that portion of the moveable fence as identified in Schedule "A" and the Grantee shall not cause or permit any other development whatsoever within the permitted Encroachment Area.

4. **Permits**

Nothing in this Agreement in any way constitutes a development permit or a building permit in the Encroachment Area as shown in Schedule "A" hereto and the Grantee shall not cause or permit any new development whatsoever within the permitted Encroachment Area without receiving a development permit and/or building permit;

5. **Municipality's Rights**

City of Cold Lake shall have the full right to occupy and use the Encroachment Area in any manner whatsoever deemed appropriate by City of Cold Lake; provided, that City of Cold Lake shall not unreasonably interfere with the rights herein conferred upon the Grantee;

6. **Environmental Obligations**

Notwithstanding any other term or condition of this Agreement, the Grantee shall accept the granting of the Encroachment as contemplated herein on the understanding and agreement that there are no agreements, conditions, warranties or representations relating to the Encroachment Area other than as stated in this Agreement and the City does not warrant the quality, condition or sufficiency of the Encroachment Area for any use or purpose and the grant of the Encroachment is taken by the Grantee on a strictly "as is, where is" basis.

Without restricting the generality of the foregoing, the Grantee shall comply with all legislation dealing with any environmental issues related to the Encroachment Area including, but not limited to, the Environmental Protection and Enhancement Act, R.S.A. 2000 c. E-12, as amended, and regulations thereunder or any successor legislation. The responsibility of the Grantee with respect to environmental obligations will continue to be enforceable during and after the term of this

Agreement.

7. **Utilities and Drainage**

- (a) In the event that City of Cold Lake deems it necessary or appropriate to cause or allow third parties to construct or install permanent underground or above ground utility lines, pipelines facilities, transmission lines, drainage swales and sidewalks etc. (the "work"), which will cross the Encroachment Area, or to perform such other work upon the Encroachment Area as may be deemed necessary in the sole discretion of City of Cold Lake, the Grantee shall in no way interfere with or hinder the construction, installation, repair or maintenance undertaken by City of Cold Lake or any person to whom City of Cold Lake has granted such permission. The Grantee shall provide further documentation as may be deemed appropriate in the sole discretion of City of Cold Lake for the purposes of expediting or permitting the "work" within the Encroachment Area by City of Cold Lake or the nominee of City of Cold Lake.
- (b) In the event City of Cold Lake or members of the Public Body request and deem it necessary to perform such work within the Encroachment Area, the Grantee is responsible for the removal of the development within the Encroachment Area, at the request of City of Cold Lake.

8. **Grantee's Obligations**

The Grantee Shall:

- (a) **Grantee's Sole Expense** - keep, maintain, and repair the Encroachment and the Encroachment Area in good order and condition. In the event that the Municipality or any franchise utility deem it necessary to access services within the Encroachment Area, at any time, the Grantee shall be responsible for any and all costs which may incur from work undertaken as a result of the Encroachment. If the Encroachment must be removed, the Grantee shall be responsible for the removal of the Encroachment at the Grantee's sole expense within 30 (Thirty) days of written notification or other mutually agreed to time period. If emergency access is required, the Municipality may remove the Encroachment at the Grantee's sole expense at any time.
- (b) **No increase, rebuilding or alterations in Encroachment Area** - ensure that the Encroachment Area is not enlarged, added to, rebuilt, or structurally altered except as may be necessary to maintain and repair the permitted encroachment;
- (c) **Re-development** - ensure that any further development built on the Grantee's Land will not encroach in, on, over or under the Municipal Lands;
- (d) **Taxes** - promptly pay when due any additional municipal property taxes (including without limitation local improvement taxes) that are assessed and levied against the Grantee's Lands by virtue of the Encroachment. The Grantee acknowledges and agrees that the municipal assessment and tax records for the Grantee's Lands may be amended to include the Encroachment and the Encroachment Area;
- (e) **Discharges** - promptly discharge any and all encumbrances registered against the Encroachment Area, including Builder's Liens which are registered as a result of any action of the Grantee, its agents, officers, employees or independent contractors. In the event the

Grantee fails to discharge any such encumbrance within fifteen (15) days of receiving notice from City of Cold Lake, City of Cold Lake may forthwith terminate this Agreement;

- (f) **Real Property Report** - The Grantee, at their sole expense, shall obtain and provide to the City a current Real Property Report, prepared by a registered Alberta Land Surveyor (ALS) detailing the encroachments upon the Municipal Lands as of the date of signing of this Agreement.

9. **Landscaping**

The Grantee shall not install or erect any trees, landscaping other than grass, buildings, improvements or structures on the Encroachment Area, other than the Encroachment permitted herein without the express written consent of the City of Cold Lake which consent may be arbitrarily withheld. If the City of Cold Lake permits the Grantee to install or erect any trees, landscaping, buildings, improvements or structures, the same are to be constructed in a workmanlike manner so as to minimize damage to the Encroachment Area, and the Grantee shall, after any such work, restore the Encroachment Area to a level and condition equivalent to that which existed prior to the commencement of any such construction and the existing grading running the length of the Municipal Lands shall not be altered or obstructed by any such construction;

10. **Termination**

This agreement shall be in force and effect for a period of five (5) years from the date of signing but may be terminated by the City as follows:

- (a) The City of Cold Lake gives to the owner the right, license, and privilege to continue the Encroachment until such time as the Municipality determines that the affected area of the Municipal Lands are required for public use and shall give to the Grantee not less than Thirty (30) days written notice of such termination, which notice shall terminate this Agreement at the expiration of notice period given, or
- (b) If the Grantee defaults in the performance of any covenant, condition or term of this agreement and such default is not remedied within (10) days notice of such default, this Agreement shall thereupon terminate without further notice, or
- (c) If the Grantee sells the property, or any part of the property, the Agreement shall be terminated.

11. **Grantee's Obligations on Termination**

Upon termination of this Encroachment, the Grantee shall remove all property belonging to the Grantee from the Encroachment Area and restore the Encroachment Area to a level and condition equivalent to that which existed prior to the commencement of the Encroachment and to the City of Cold Lake Municipal Engineering Standards.

If the Grantee fails or neglects to restore the Encroachment Area or fails to remove any and all property of the Grantee from the Encroachment Area within thirty (30) days of the termination of the Encroachment, City of Cold Lake shall have the right, but not the obligation, to take such action as is reasonably necessary in the sole discretion of City of Cold Lake to remove all property

of the Grantee from the Encroachment Area, and to restore the Encroachment Area to the level and condition equivalent to that which existed prior to the commencement of this Encroachment.

City of Cold Lake shall not be responsible for any loss or damage, however caused, to any property of the Grantee hereby removed from the Encroachment Area, and the Grantee further agrees to compensate City of Cold Lake, its servants, contractors or agents pursuant to this clause. Any cost incurred by City of Cold Lake pursuant to this clause shall be a charge and encumbrance against the Grantee's Lands and the Grantee hereby charges the Grantee's Lands for such costs;

12. **Quiet Possession**

The Grantee by performing and observing the covenants and conditions contained herein, shall be entitled to peaceably exercise the rights herein granted to the Grantee without any unreasonable hindrance, molestation or interruption from City of Cold Lake, subject always to the terms of the Agreement;

13. **Owner's Possession**

If the Grantee fails or neglects within thirty (30) days of the receipt of notice from City of Cold Lake or a mutually agreed to time period to comply with the requirements of this Agreement, without notice in the case of an emergency or in the event that the City deems it necessary and in the public interest terminate this agreement and have the encroachment removed prior to the expiration date of this agreement specified in Clause 10, the City of Cold Lake may (but is not required to);

- (a) perform or cause to be performed the requirements of this Agreement on behalf of and at the Grantee's cost and expense. The Grantee will reimburse the City of Cold Lake for all costs, charges, and expenses incurred by the City of Cold Lake on behalf of the Grantee within (10) days of receipt by the Grantee of an invoice for them;
- (b) demolish and remove the Encroachment on behalf of and at the Grantee's cost, charges and expenses and terminate the Grantee's rights under this Agreement. The Grantee will reimburse City of Cold Lake for all costs, charges and expenses incurred by City of Cold Lake for undertaking such work within ten (10) days of receipt of an invoice from City of Cold Lake for such costs;
- (c) pursue any right or remedy which City of Cold Lake may be entitled to under this Agreement, or in law or equity;

14. **Compliance with Law**

The Grantee shall at all times and in all respects abide by all laws, bylaws, legislative and regulatory requirements of any governmental or other competent authority relating to the use and occupation of the Encroachment Area by the Encroachment;

15. **Notice of Accidents**

The Grantee shall provide City of Cold Lake prompt written notice of any accident, damage or injury occurring on the Encroachment Area however caused;

16. **Insurance**

The Grantee shall carry comprehensive liability insurance with insurable limits of no less than TWO MILLION (\$2,000,000.00) DOLLARS for each occurrence or incident and this insurance shall name City of Cold Lake as an insured party and the Grantee shall provide proof of such insurance to the satisfaction of City of Cold Lake upon demand.

The Grantee shall also waive its rights of subrogation against City of Cold Lake. City of Cold Lake reserves the right from time to time to require the Grantee to increase its comprehensive liability insurance coverage where such coverage would be considered necessary by a prudent owner of similar improvements in the Province of Alberta;

18. **Indemnity**

Save and except for the negligent act or willful misconduct of City of Cold Lake, the Grantee shall indemnify City of Cold Lake and save it harmless from and against all claims, actions, damages, liabilities and expenses in connection with losses of life, personal injury, damage to property, or any other damage, loss or injury which are based upon, or arise out of or are in any way connected with the Encroachment or the Encroachment Area and the exercise of the rights and privileges contained in this Agreement, including but not limited to the following:

- (a) loss or damage suffered or incurred by the Grantee or those for whom the Grantee is in law responsible;
- (b) loss or damage suffered or incurred by City of Cold Lake or those for whom City of Cold Lake is in law responsible (including without limitation any additional costs and expenses incurred by City of Cold Lake in carrying out work on the Municipal Lands by reason of the Encroachment);
- (c) damage or expense sustained by the Grantee and related to the removal of the Encroachment;
- (d) any claim for loss or damage made, brought or prosecuted by anyone else;

17. **Grantee's Risk**

All property of the Grantee which may hereafter be located on, under, or over or adjacent to the Encroachment Area shall be at the sole risk of the Grantee and City of Cold Lake shall not be liable for any loss or damage thereto howsoever caused and the Grantee hereby releases City of Cold Lake from all actions, claims, demands, suits or proceedings whatsoever in respect of any such loss or damage, except and to the extent such loss or damage is caused by the negligence of City of Cold Lake or its servants or agents;

18. **Compensation for Damages**

The Grantee shall compensate City of Cold Lake for all damage to the property of the City of Cold Lake arising out of the activities of the Grantee on or adjacent to the Encroachment, whether or not such activities are in pursuance of the rights herein granted to the Grantee;

19. **Owner's Obligations After Termination**

Any obligation of the Grantee to protect City of Cold Lake shall survive the termination of this Agreement;

20. **Successors**

The Agreement shall be binding upon and enure to the benefit of City of Cold Lake and its successors, licensees and permitted assigns, and the Grantee and its successors and assigns;

21. **Renewal**

Upon ninety (90) days written notice from the Grantee given before the expiry of the term herein provided, the Encroachment Agreement may be renewed upon a grant by Council for a further term of five (5) years on the same terms and conditions excepting the annual sum of \$1.00. The annual sum to be paid in consideration of the renewed Encroachment Agreement shall be in accordance with the fees set out in the City's User Fee Bylaw at the time of the renewal, failing which the renewal shall not commence.

22. **Charge**

City of Cold Lake shall have a charge upon the Grantee's Lands and the Grantee hereby charges the Grantee's Land for any sum that may at any time be payable to the City of Cold Lake pursuant to this Agreement and City of Cold Lake shall be entitled to file a Caveat against the title to the Grantee's Land to protect such interest under this Agreement;

23. **Registration**

At the Sole cost of the Grantee, the Grantee is required to register this Encroachment Agreement by Caveat with the Northern Alberta Land Titles Office.

24. **Notice**

All notices under this Agreement shall be in writing and sent by registered or certified mail as follows:

TO Grantor at:

CITY OF COLD LAKE
5513 48th Ave.
Cold Lake, Alberta T9M 1A1

Attention: General Manager of Planning and Development

TO the Grantee at:

STEVEN AND WENDI WILL
1501 Horseshoe Bay Estates

Cold Lake, AB T9M 1G8

Attention:

At such time the property is conveyed, City of Cold Lake must receive notice by way of a copy of Certificate of Title registered in the new owners name, delivered or faxed, within fourteen (14) days of registration of same, or this agreement will be considered null and void.

25. **Whole Agreement**

The Grantee acknowledges and agrees that the rights herein conferred to the Grantee are only such rights as are specified herein and that City of Cold Lake has made no representations, warranties, promises or agreements, either expressed or implied, beyond those contained herein;

26. **Severability**

Should part of this Agreement be or become illegal or unenforceable, it will be considered severable from this Agreement and the remainder of this Agreement will remain in effect as though the illegal or unenforceable parts had not been included.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written:

CITY OF COLD LAKE (Seal)

MAYOR

**Kevin Nagoya,
CHIEF ADMINISTRATIVE OFFICER**

**Steven and Wendi Will.
GRANTEE (Seal)**

Schedule 'A'



Schedule 'B'- Real Property Report

DRAFT



STAFF REPORT

Title: Criminal Code Amendments - Federation of Canadian Municipalities (FCM) Resolution

Meeting Date: August 11, 2020

Executive Summary:

At Council's June 23, 2020 regular meeting, Council passed a motion (Motion No. CRM20200623.1017) to lobby the federal government to revoke 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 motion included direction for administration to send the resolution to all municipalities in Alberta, Saskatchewan and Manitoba for their consideration, as well as to a number of federal and provincial officials, including the Right Honourable Prime Minister, Justin Trudeau, the Honourable Minister of Public Safety and Emergency Preparedness, Bill Blair and the AUMA President Dan Rude.

At the time this report was written, the resolution has received positive support from a total of at least 12 municipalities. Provincial and Federal elected officials have yet to respond.

It should be noted that in a number of instances, a council's support for the motion has been indicated through informal dialogue, but no official communication of a supporting motion has been received by City of Cold Lake as of yet.

Given that the issue stems from a Federal Order in Council, the AUMA queried whether the City of Cold Lake would be forwarding the issue to the Federation of Canadian Municipalities for consideration as a resolution at either its 2021 Annual Conference or its March Board Meeting. The deadline for submission of potential resolutions at both forums is January 9, 2021.

Background:

Section 2.1 of the FCM's Guidelines for Drafting Resolutions states that: "Resolutions should focus on issues that are the direct responsibility or concern of Canadian municipalities and fall within the jurisdiction of the federal government, and/or provincial and territorial governments acting at the inter-provincial/territorial level."



Also of note is Section 2.3, which states that: “Members submitting resolutions regarding Community Safety and Crime Prevention matters are advised to focus on the “principle” of the issue being addressed and avoid attempts to reword the Criminal Code.”

Resolutions adopted by the FCM are placed into categories from “A” to “E,” depending on whether or not the resolution is regarding a matter that is the direct responsibility or concern of Canadian Municipalities beyond a regional level and fall within the jurisdiction of the federal government, whether or not they are endorsed by FCM, whether or not the issue has been dealt with by FCM in the past 3 years and whether or not the resolution is in accordance with existing FCM policy. The category the resolution is placed in will determine if any action is taken, or the resolution is presented to the FCM Board as information.

FCM's guidelines for resolutions can be found in their entirety at the following address:

https://data.fcm.ca/Documents/corporate-resources/resolutions/Procedures_for_Resolutions_EN.pdf

The following Municipalities are confirmed to have passed motions in support of the City of Cold Lake's resolution. It should be noted that the support varies from a motion in support of the same resolution, to a motion in support of a similar resolution drafted by the municipality. While some municipalities have sent letters to federal and provincial elected officials, others have not.

The Regional Municipality of Wood Buffalo, AB
Summer Village of Bonnyville Beach, AB
The County of Minburn, AB
Lac Ste. Anne County, AB
Cardston County, AB
Village of Coleville, SK
Town of Midale, SK
Village of Punnichy, SK
Rural Municipality of Saskatchewan Landing, SK
Municipality of Pipestone, MB
Gilbert Plains Municipality, MB
Rural Municipality of Stuartburn, MB

Further to the above, the City of Cold Lake has received many words of support via social media from sources all across Canada.

Alternatives:



- Council may pass a motion to request that the Federation of Canadian Municipalities consider the Cold Lake resolution as adopted in Motion No. CRM20200623.1017.
- Council may decline to send the resolution to the Federation of Canadian Municipalities.

Recommended Action:

Administration recommends that Council pass a motion to request that the Federation of Canadian Municipalities (FCM) consider the Cold Lake resolution as adopted in Motion No. CRM20200623.1017, and that administration work with FCM staff to adapt the resolution to FCM's resolution templates.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

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



July 7, 2020

Via Email ps.ministerofpublicsafety-ministredelasecuritepublique.sp@canada.ca

Minister of Public Safety & Emergency Preparedness
House of Commons
Ottawa, ON
K1A 0A6

Attention: Honourable Bill Blair

Dear Minister Blair:

Re: Criminal Code Amendment

At the City of Cold Lake's regular Council meeting of June 23, 2020, City Council debated and passed a motion regarding concerns relating to the criminal code amendments approved under an "Order in Council" on May 1, 2020. The City of Cold Lake is calling upon all municipalities in Alberta, Saskatchewan, and Manitoba to voice their concerns along with their respective provincial governments.

The following resolution has been passed:

"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.

.../2



OFFICE OF THE MAYOR

-2-

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.

.../3



OFFICE OF THE MAYOR

-3-

The City feels that the federal government's gun ban will be an expensive exercise that will only serve to take law abiding people's property, while doing nothing to reduce crime. Municipalities are the level of government closest to the people, and a large part of our budget and operations is focused on providing safe and healthy communities. We see forecasts of hundreds of millions of federal dollars to be spent to buy guns back from people. As these are people who went through the necessary education, background checks, and licensing to purchase them, it seems to be a poorly thought out plan, especially if its aim is to reduce crime.

Respectfully,

Craig Copeland,
Mayor

cc: Council

Chief Administrative Officer K. Nagoya
Right Honourable Justin Trudeau Prime Minister of Canada
The Honourable David Lametti, Attorney General
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

KN/cjr



STAFF REPORT

Title: Memorandum of Understanding - Chamber of Commerce Home and Leisure Trade Show

Meeting Date: August 11, 2020

Executive Summary:

Since 2015 the City of Cold Lake and the Chamber of Commerce have partnered under a Memorandum of Understanding to host the Home and Leisure Trade Show, scheduled annually for mid-April.

With the completion of Energy Centre Phase III, the three-day trade show has expanded the exhibitor's area to include the corridors at the Energy Centre.

Reimagining the Trade Show post-pandemic event will present challenges along with new concepts for future trade shows.

The purpose of this report is to present and engage Council respecting a new three (3) year memorandum of understanding with the Chamber.

Background:

Since 2015 the Home and Leisure Trade Show MOU has served both the City of Cold Lake and the Cold Lake Chamber of Commerce well, with neither party expressing any serious concerns over the terms of the MOU or the execution in running the event.

Revenue received from the Chamber in the past are:

- 2019 – 1,563.68 (including GST)
- 2018 – Omitted
- 2017 – 3,329.85 (including GST)

City costs associated to support the three (3) day event is in the magnitude of \$6,500. Included in the City's support of the annual event are rental of the Reid Field House (4 days) and Fitness Room 3 (2 days). Bouncy House, gray flooring, setup and teardown along with support staffing.

Alternatives:

Council may consider the following options:



1. Direct the City to enter into an agreement with the Cold Lake Chamber of Commerce Memorandum of Understand - Home and Leisure Trade Show as presented.
2. Direct the City to enter into an agreement with the Cold Lake Chamber of Commerce Memorandum of Understand - Home and Leisure Trade Show as amended.
3. Accept this report titled Memorandum of Understanding – Chamber of Commerce Home and Leisure Trade Show presented as information.

Recommended Action:

That Council direct the City to enter into an agreement with the Cold Lake Chamber of Commerce Memorandum of Understanding - Home and Leisure Trade Show as presented.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MEMORANDUM OF UNDERSTANDING

BETWEEN:

City of Cold Lake
(herein referred to as the "City")

OF THE FIRST PART

and

Cold Lake Chamber of Commerce
(herein referred to as the "Chamber")

OF THE SECOND PART

WHEREAS the City owns and operates the Energy Centre and the Chamber wishes to hold the Home and Leisure Show at the Energy Center in 2021, 2022, and 2023;

WHEREAS the City and the Chamber agree that this event would be for the overall promotion and benefit to the residents of the City of Cold Lake;

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

1. Term: This Agreement shall commence on the date of full execution and continue until December 31, 2023, with the option to extend the agreement for another three (3) years if mutually agreed upon by both parties.

2. Use of Premises:

2.1 The Chamber will be permitted to access to the following spaces within the Energy Center:

- The Reid Fieldhouse
- The Imperial Oil Place Arena (IOPA)
- The hallways adjacent to the Phase III Expansion Arena and the rockwall which may be used to host a trade show
- An Auxillary refreshment room with tables and chairs (location to be determined by Energy Centre staff)

(together the "Premises")

2.2 The City shall allow the Chamber access to, and use of, the Premises, at the following times with no other events to be booked in the Premises from Thursday to Sunday on the dates indicated:

2.2.1 April 15-18, 2021

Thursday April 15th from 10:00 AM to 9:30 PM

Friday April 16th from 7:00 AM to 9:30 PM

Saturday April 17th 7:00 AM to 9:30 PM

Sunday April 18th 9:00 AM to 9:30 PM

2.2.2 April 7-10, 2022

Thursday April 7th from 10:00 AM to 9:30 PM

Friday April 8th from 7:00 AM to 9:30 PM

Saturday April 9th 7:00 AM to 9:30 PM

Sunday April 10th 9:00 AM to 9:30 PM

2.2.3 April 20-23, 2023

Thursday April 20th from 10:00 AM to 9:30 PM

Friday April 21st from 7:00 AM to 9:30 PM

Saturday April 22nd 7:00 AM to 9:30 PM

Sunday April 23rd 9:00 AM to 9:30 PM

- 2.3 The City shall retain control of the Premises provided that the City will not unreasonably interfere with the Chamber's rights under this agreement.
- 2.4 The Chamber acknowledges that the City may embark on a multi-year construction, renovation and/or expansion project at the Premises which may impact operations of the tradeshow during the course of this agreement. The Chamber and the City will make a determination whether such an impact warrants cancellation or modification of this agreement.
- 2.5 The City agrees that no similar tradeshow event will be held for 14 days prior to the beginning of or 14 days following the last day of the Home and Leisure Tradeshow.

3. Rental Fee:

- 3.1 The City is providing the Chamber with use of the aforementioned spaces and resources at no rental fee.
- 3.2 The Chamber shall provide the City ten percent (10%) of the net revenue that is raised from the event, and activities directly attributed to the event, and shall include a detailed financial statement no later than 90 days following the event completion.

4. City Responsibilities:

- 4.1 The City shall provide the Chamber access to, and use of, the Premises during the times indicated in this Agreement.
- 4.2 The City shall ensure the Premises are ready for use including maintaining and cleaning the Premises to the standards set by the City.
- 4.3 The City agrees to arrange for:
- 4.3.1 the flooring to be laid in the IOPA and the Reid Fieldhouse by no later than 10:00 AM on the Thursday morning of the event;
 - 4.3.2 the stage set up in the Fieldhouse as mutually agreed upon at a planning meeting;
 - 4.3.3 Premises lighting and unlock the doors at the agreed upon times stated in Section 2.1;
 - 4.3.4 on site janitorial staff available during the event to maintain the cleanliness of the Premises including but not limited to gathering the garbages from the exhibitor booths, vacuuming carpets and clean washrooms as necessary.

6.2 Notice given as established will be deemed to have been received by the party on the day of delivery or upon the seventh (7th) day after the day of mailing. Any party may change its address for service from time to time upon written notice to parties herein.

7. **Non-Waiver:** Failure of the parties to insist upon or to enforce strict performance of any of the terms of this Agreement shall not be construed as a waiver of their rights to assert or rely upon such terms subsequently.

8. **Assignment:** The Chamber may not assign this agreement without written consent of the City.

9. **Force Majeure:** Neither party shall be considered in breach of this Agreement because of delays or failure to fulfill the terms of this Agreement due to events of force majeure beyond the control of the parties, which include but are not limited to: natural disasters, weather conditions, government action or inaction, fire, flood, epidemic, pandemic, loss, quarantine restriction, or labor strikes.

10. Default & Termination:

10.1 If the City is of the opinion that the Chamber has undertaken or permitted any activity within the Premises which is outside of what is permitted by this Agreement, or may be viewed as a nuisance or to cause damage, is in default of any of the terms or conditions of this Agreement, the City may terminate this Agreement verbally or in writing and the Chamber must immediately vacate the Premises.

10.2 If the Chamber fails to perform any of its obligations under this Agreement, the City has the right to take such action as is reasonably necessary in the sole discretion of the City to perform such obligations. In such an event, the Chamber will be responsible for the payment of all costs incurred by the City pursuant to this Agreement.

10.3 This agreement may be terminated by either party due to breach of the terms of this agreement or with 180 days written notice by either party without cause.

11. Release of Liability and Indemnity

11.1 The Chamber waives and releases the City from any liability for damage or loss to any persons or property which occurs in connection with the Premises, the building, and its grounds.

11.2 The Chamber will indemnify and save harmless the City, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the City at any time by any of the Chamber's servants, employee, officer, director, exhibitor, registrant or sub-contractor, the same or any of them arising out of or from anything done or omitted to be done by such, pursuant to this

agreement excepting always liability arising out of the independent acts of the City of Cold Lake.

- 11.3 The Chamber acknowledges that those involved in the execution of the event, including staff, volunteers, exhibitors and contractors are considered independent entities and are, therefore, responsible for coverage of Worker's Compensation. The Chamber must also ensure that these parties have proof of insurance coverage as the City is not responsible for any compensation due to their employees/workers.

12. Entire Agreement: This Agreement contains the entire agreement and understanding between the parties and supercedes all prior representations and discussions pertaining to all matters directly or indirectly covered in this Agreement. There are no conditions, warranties, representations, understandings or agreements of any nature other than as set out in this Agreement. By executing this Agreement, the parties acknowledge that they have taken as much time and independent advice as thought necessary to consider matters before entering into this Agreement. This Agreement may only be amended by a subsequent written instrument signed by both parties.

13. Acknowledgement and Acceptance of Terms: Each of the parties agree that it fully understands the terms of this Agreement and accepts the provisions of this Agreement voluntarily, acting wholly upon its own judgement, belief and knowledge and that it has not been influenced in entering into this Agreement by any act, statement or representation of any party to this Agreement.

IN WITNESS WHEREOF the parties herein under proper authorization, hereby duly execute this Agreement this _____ day of _____, 2020.

CITY OF COLD LAKE

Per: _____

Print name: _____

Per: _____

Print name: _____

**COLD LAKE REGIONAL CHAMBER
OF COMMERCE**

Per: _____

Print name: Ryan Lefebvre

Per: Buckle

Print name: Sherri Buckle



STAFF REPORT

Title: Funding Agreements - Municipal Policing Assistance Grant (MPAG) and Police Officer Grant (POG) Programs

Meeting Date: August 11, 2020

Executive Summary:

Administration is in receipt of Provincial grant programs respecting the Municipal Policing Assistance Grant Funding Agreement 2020-21 (MPAG) and Police Officer Grant Funding Agreement 2020-21 (POG) as a means of assisting municipalities to meet the cost of policing and policing oversight.

Background:

The existing 2018-20 funding agreements expired March 31, 2020. The two (2) year grant agreements, both MPAG and POG, commence April 1, 2020 and expire March 31, 2021. The funding formula and grant terms remain the same as in prior agreements with fifty (50%) per cent of the funds being disbursed shortly after the execution of the agreements with the remainder to be received by the City before December 31, 2020.

The City receives approximately \$520,000 from the funding agreements. Provincial funding formula remains unchanged whereby cities with a population from 5,001 to 16,666 receive up to a \$200,000 base payment plus up to an additional \$8 per capita.

Of interest to this conversation is that the City received the agreements from the Province on or after July 28, 2020 with the expectation of the Province receiving the executed agreements by July 31, 2020.

Alternatives:

Council may consider the following options:

1. Direct the City to enter into the Municipal Policing Assistance Grant Funding Agreement 2020-21 and Police Officer Grant Funding Agreement 2020-21.
2. Accept this report titled Funding Agreement – Municipal Policing Assistance Grant (MPAG) and Police Officer (POG) Grant presented as information.

Recommended Action:

That Council authorize the City of Cold Lake to enter into Funding Agreements with Her Majesty The Queen in Right of Alberta, as presented by the Minister of Justice and Solicitor General, respecting Municipal Policing Assistance Grant (MPAG) Funding for 2020-2021 and Police Officer Grant (POG) Funding for 2020-2021.



Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MUNICIPAL POLICING ASSISTANCE GRANT FUNDING AGREEMENT 2020-21

made effective April 1, 2020

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA
AS REPRESENTED BY THE MINISTER OF JUSTICE AND SOLICITOR GENERAL

(the "Minister")

AND:

City of Cold Lake
(the "Recipient")

Background

The Minister is authorized, pursuant to the *Justice and Solicitor General Grants Regulation* (the "Grants Regulation"), as amended from time to time, to make grants to a person or organization for any purpose related to any program, service or other matter under the administration of the Minister and to enter into agreements with respect to any matter relating to the payment of a grant.

The Minister is prepared to provide funding to the Recipient under the Municipal Policing Assistance Grant ("MPAG") Program. The objective of the MPAG Program is to assist municipalities responsible for their own policing services under the *Police Act*.

Therefore, in consideration of the terms and conditions set out in this Agreement, the Minister and the Recipient agree as follows:

GRANT

1. Grant Term

- 1.1. The term of this Agreement will be for a period of one (1) year commencing April 1, 2020 and ending March 31, 2021 (the "Term") unless terminated earlier in accordance with this Agreement.

2. Grant Amount

- 2.1. Subject to the terms and conditions of this Agreement, the Minister will pay to the Recipient an amount of up to \$319,688 (the "Grant") for the purpose set out in this Agreement and calculated as follows:

- a) towns and cities with a population from 5,001 to 16,666 receive up to a \$200,000 base payment plus up to an additional \$8 per capita;
- b) cities and urban service areas with a population from 16,667 to 50,000 receive up to a \$100,000 base payment plus up to \$14 per capita; and

- c) cities and urban service areas with a population over 50,000 receive grants of up to \$16 per capita.

3. Timing of Grant

3.1. The Grant will be paid as follows:

- a) At 50 percent of the maximum Grant within a reasonable time following the signing of the Agreement; and
- b) The remainder of the Grant on or before December 31, 2020.

USE OF GRANT AND REPAYMENT

4. Grant Use

4.1. The Recipient will apply the Grant including any accrued interest solely and entirely for the following purposes:

- a) to ensure it has adequate and effective policing *and* policing oversight;
- b) to assist in implementation of provincial policing initiatives; and
- c) to enhance policing services to its citizens
(collectively, the “Approved Purpose”).

4.2. The Recipient will use the Grant for no other purpose without the prior written consent of the Minister.

5. Grant Use Repayment

5.1. If the Recipient does not comply with any conditions of the Grant as set out in this Agreement, or if any of the information provided by the Recipient to obtain the Grant is determined by the Minister to be false, misleading or materially inaccurate, then without limiting in any way any right available to the Minister under any applicable law, the Minister may require the Recipient to repay all or part of the Grant within a time period as determined by the Minister.

5.2. The Recipient agrees that any amount of the Grant:

- a) which remains unspent at expiry of this Agreement on March 31, 2021 must be returned by the Recipient to the Minister by June 30, 2021; and
- b) not spent in accordance with this Agreement during the Term must be returned by the Recipient to the Minister by June 30, 2021.

6. The Recipient acknowledges that the requirements of sections 5 and 6 will survive this Agreement.

GRANT REGULATION

7. The Recipient acknowledges that the *Grants Regulation* governs the making of this Grant, and the Recipient will comply as required, with all of the provisions of that Grants Regulation.

ACCOUNTING RECORDS

8. The Recipient acknowledges that the Minister may require that the Recipient permit a representative of the Minister or the Auditor General, or both, to examine any books or records that the Minister or Auditor General considers necessary to determine whether the Grant or any portion of it was or is being used properly and adequate records are maintained. The Recipient will preserve all such financial records, books, documents and accounts relating to this Agreement for a period of at least 7 years after termination or expiry of this Agreement.

REPORTING

9. The Recipient will provide a report on or before April 30, 2021 for the period from April 1, 2020 to March 31, 2021 that will describe how the Grant was spent in accordance with the Approved Purpose, including its use related to both policing and policing oversight.
10. The report will be in the format prescribed by the Minister. The report will be submitted to the attention of:

Manager, Grant and Contracts Accountability
Financial Compliance
Corporate Services Division
Justice and Solicitor General
5th Floor North, 9833 - 109 Street
Edmonton AB T5K 2E8

HOLD HARMLESS

11. The Recipient agrees to indemnify and hold harmless the Minister from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Recipient is legally responsible, including those arising out of negligence or willful acts by the Recipient or the Recipient's employees or agents. This hold harmless clause will survive this Agreement.

TERMINATION AND REPAYMENT OF GRANT

12. Termination

12.1. This Agreement may be terminated:

- a) by the Minister immediately on written notice if, on the expiry of 30 days after written notice has been received by the Recipient of its breach of any obligation

under this Agreement, the Recipient has not rectified the breach, in which case termination will occur upon receipt or deemed receipt by the Recipient of the notice.

13. Repayment if Terminated

13.1. If this Agreement is terminated, without limiting in any way the Minister's rights or obligations under any applicable law, the Recipient will repay all or part of the Grant to the Minister within 30 days of termination.

WAIVER

14. A waiver of any breach of a provision by the Minister will not be binding on the Recipient unless the waiver is in writing and the waiver will not affect the Minister's rights with respect to any other or future breach by the Recipient.

ASSIGNMENT

15. This Agreement may not be assigned by the Recipient without the written consent of the Minister.

NO EMPLOYMENT RELATIONSHIP

16. This Agreement is not intended to and does not:

- a) constitute either party as the agent of the other for any purpose, or otherwise create any relationship of agency;
- b) constitute or create any joint venture; or
- c) constitute or create any partnership,

and neither party will allege or assert for any purpose that this Agreement constitutes or creates a relationship of agency, joint venture or partnership.

CHOICE OF LAW AND JURISDICTION

17. This Agreement will be governed and interpreted in accordance with the laws in force in the Province of Alberta and the parties hereby irrevocably attorn to the jurisdiction of the courts of that province.

AMENDMENT

18. This Agreement may not be modified or amended except by mutual consent of the parties, in writing.

TIME OF THE ESSENCE

19. Time will be of the essence in all respects of this Agreement.

NOTICES

20. Any notice, consent, approval or other communication under any provision of this Agreement must be in writing to be effective and is effective when delivered by any means, including fax transmission, to the following respective addresses:

To the Minister:

Assistant Deputy Minister, Public Security Division
10th floor, John E. Brownlee Building
10365 - 97 Street
Edmonton AB T5J 3W7
Fax: 780-427-1194

To the Recipient:

Chief Administrative Officer
5513-48 Avenue
Cold Lake AB T9M 1A1
Fax: 780-594-3480

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

21. The parties acknowledge the *Freedom of Information and Protection of Privacy Act* (the “Act”), as amended from time to time, and will abide by the requirements of the Act. Not limiting the generality of the foregoing, the parties specifically acknowledge that the terms of this Agreement, including the name of the Recipient, the consideration, term and details of the Approved Purpose, are subject to disclosure under the Act.
22. Any data or information concerning the Minister or any department, board, agency, or commission of the Government of Alberta, other than data or information available as a matter of public record, which is obtained by the Recipient in performing this Agreement will be treated as confidential and not disclosed or made known to any other person without the written consent of the Minister. Notwithstanding completion or termination of this Agreement, this requirement will continue in effect until waived by the Minister in writing.

EXECUTION

23. This Agreement may be executed in counterparts, in which case:
- a) the counterparts together will constitute one agreement; and
 - b) communication of execution by fax transmission or e-mailed in PDF will constitute good delivery.

RECIPIENT

Date: _____, 2020

Per: _____
Craig Copeland
Mayor, City of Cold Lake

HER MAJESTY THE QUEEN IN RIGHT OF
ALBERTA, as represented by the Minister of Justice
and Solicitor General

Date: _____, 2020

Per: _____
Dennis Cooley, PhD
Associate Deputy Minister, Solicitor General

POLICE OFFICER GRANT FUNDING AGREEMENT 2020-21

made effective April 1, 2020

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA
AS REPRESENTED BY THE MINISTER OF JUSTICE AND SOLICITOR GENERAL
(the “Minister”)

AND:

City of Cold Lake
(the “Recipient”)

Background

The Minister is authorized, pursuant to the *Justice and Solicitor General Grants Regulation* (the “Grants Regulation”), as amended from time to time, to make grants to a person or organization for any purpose related to any program, service or other matter under the administration of the Minister and to enter into agreements with respect to any matter relating to the payment of a grant.

The Minister is prepared to provide funding to the Recipient under the Police Officer Grant Program (the “POG Program”). The objective of the POG Program is to financially support 300 police officers throughout the province, which officers were initially hired over the three year period of April 1, 2008 to March 31, 2011. The POG Program provides grant funding in the amount of \$100,000 per police officer, per year to those municipalities eligible during the implementation of the POG Program.

Therefore, in consideration of the terms and conditions set out in this Agreement, the Minister and the Recipient agree as follows:

GRANT

1. Grant Term

- 1.1. The term of this Agreement will be for a period of one (1) year commencing April 1, 2020 and ending March 31, 2021 (the “Term”) unless terminated earlier in accordance with this Agreement.

2. Grant Amount

- 2.1. Subject to the terms and conditions of this Agreement, the Minister will pay to the Recipient an amount of up to \$200,000 (the “Grant”) for the purposes of employing two police officers with the Cold Lake Royal Canadian Mounted Police (RCMP) Municipal Police Service.

3. Payment of Grant

3.1. The Minister will pay the Recipient:

- a) 50 percent of the Grant amount within a reasonable time following the signing of the Agreement; and
- b) the remaining 50 percent of the Grant amount on or before December 31, 2020.

USE OF GRANT AND REPAYMENT

4. Grant Use

- 4.1. The Recipient will apply the Grant including any accrued interest solely and entirely to offset the costs of employment of the two police officers (the “Approved Purpose”).
- 4.2. The Recipient will use the Grant for no other purpose without the prior written consent of the Minister.

5. Grant Use Repayment

- 5.1. If the Recipient does not comply with any conditions of the Grant as set out in this Agreement, then without limiting in any way any right available to the Minister under any applicable law, the Minister may require the Recipient to repay all or part of the Grant within a time period as determined by the Minister.
- 5.2. The Recipient agrees that any amount of the Grant that remains unspent at the expiry of this Agreement on March 31, 2021 must, unless otherwise directed by the Minister, be returned by the Recipient to the Minister by June 30, 2021.

- 6. The Recipient acknowledges that the requirements of sections 4 and 5 will survive this Agreement.

GRANT REGULATION

- 7. The Recipient acknowledges that the Grants Regulation governs the making of this Grant, and the Recipient will comply, as required, with all of the provisions of that Grants Regulation.

ACCOUNTING RECORDS

- 8. The Recipient acknowledges that the Minister may require that the Recipient permit a representative of the Minister or the Auditor General, or both, to examine any books or records that the Minister or Auditor General considers necessary to determine whether the Grant or any portion of it was or is being used properly and adequate records are maintained. The Recipient will preserve all such financial records, books, documents and accounts relating to this Agreement for a period of at least seven years after termination or expiry of this Agreement.

REPORTING

9. The Recipient will provide a report on or before April 30, 2021 for the period of April 1, 2020 to March 31, 2021 to the Minister, that will describe how the Grant was spent in accordance with the Approved Purpose and will include any other information required by the Minister relating to the expenditure of the Grant.
10. The report will be in the format prescribed by the Minister. The report will be submitted to the attention of:

Manager, Grant and Contracts Accountability
Financial Compliance
Corporate Services Division
Justice and Solicitor General
5th Floor North, 9833 - 109 Street
Edmonton AB T5K 2E8

HOLD HARMLESS

11. The Recipient agrees to indemnify and hold harmless the Minister from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Recipient is legally responsible, including those arising out of negligence or willful acts by the Recipient or the Recipient's employees or agents. This hold harmless clause will survive this Agreement.

TERMINATION AND REPAYMENT OF GRANT

12. This Agreement may be terminated by the Minister immediately on written notice if, upon the expiry of 30 days after written notice has been received by the Recipient of its breach of any obligation under this Agreement, the Recipient has not rectified the breach, in which case termination will occur upon receipt or deemed receipt by the Recipient of the notice.
13. If this Agreement is terminated, without limiting in any way the Minister's rights or obligations under any applicable law, the Recipient will repay all or part of the Grant, as determined by the Minister, to the Minister within 30 days of termination.

WAIVER

14. A waiver of any breach of a provision by the Minister will not be binding on the Recipient unless the waiver is in writing and the waiver will not affect the Minister's rights with respect to any other or future breach by the Recipient.

ASSIGNMENT

15. This Agreement may not be assigned by the Recipient without the written consent of the Minister.

NO EMPLOYMENT RELATIONSHIP

16. This Agreement is not intended to and does not:

- a) constitute either party as the agent of the other for any purpose, or otherwise create any relationship of agency;
- b) constitute or create any joint venture; or
- c) constitute or create any partnership,

and neither party will allege or assert for any purpose that this Agreement constitutes or creates a relationship of agency, joint venture or partnership.

CHOICE OF LAW AND JURISDICTION

17. This Agreement will be governed and interpreted in accordance with the laws in force in the Province of Alberta and the parties hereby irrevocably attorn to the jurisdiction of the courts of that province.

AMENDMENT

18. This Agreement may not be modified or amended except by mutual consent of the parties, in writing.

TIME OF THE ESSENCE

19. Time will be of the essence in all respects of this Agreement.

NOTICES

20. Any notice, consent, approval or other communication under any provision of this Agreement must be in writing to be effective and is effective when delivered by any means, including fax transmission, to the following respective addresses:

To the Minister:

Assistant Deputy Minister, Public Security Division
10th floor, John E. Brownlee Building
10365 - 97 Street
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Fax: 780-427-1194

To the Recipient:

Chief Administrative Officer
5513-48 Avenue
Cold Lake AB T9M 1A1
Fax: 780-594-3480

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

21. The parties acknowledge the Freedom of Information and Protection of Privacy Act (the "Act"), as amended from time to time, and will abide by the requirements of the Act. Not limiting the generality of the foregoing, the parties specifically acknowledge that the terms of this Agreement, including the name of the Recipient, the consideration, term and details of the Approved Purpose, are subject to disclosure under the Act.
22. Any data or information concerning the Minister or any department, board, agency, or commission of the Government of Alberta, other than data or information available as a matter of public record, which is obtained by the Recipient in performing this Agreement will be treated as confidential and not disclosed or made known to any other person without the written consent of the Minister. Notwithstanding completion or termination of this Agreement, this requirement will continue in effect until waived by the Minister in writing.

EXECUTION

23. This Agreement may be executed in counterparts, in which case:
- a) the counterparts together will constitute one agreement; and
 - b) communication of execution by fax transmission or e-mailed in PDF will constitute good delivery.

RECIPIENT

Date: _____, 2020 Per: _____
Craig Copeland
Mayor, City of Cold Lake

HER MAJESTY THE QUEEN IN RIGHT OF
ALBERTA, as represented by the Minister of Justice
and Solicitor General

Date: _____, 2020 Per: _____
Dennis Cooley, PhD
Associate Deputy Minister, Solicitor General



STAFF REPORT

Title: Municipal Stimulus Program (MSP)

Meeting Date: August 11, 2020

Executive Summary:

On July 28 the Alberta Government announced a \$500M Municipal Stimulus Program (MSP) with the key component being Alberta's Recovery Plan based on the information regarding shovel ready infrastructure projects that were submitted by municipalities in Alberta.

The MSP is designed to distribute stimulus funding quickly and equitably across the province so local government can help support local jobs and stimulate the economy. Funding will be allocated using the same formula as the Federal Gas Tax Fund largely based on per capita. The City of Cold Lake's allocation is \$1,778,401 and must sign the attached MSP memorandum of agreement (MOA) along with submitting the project applications before October 1, 2020. Project applications will not be forwarded to the Minister until an executed MOA is received. Municipalities have a broad discretion to apply for projects within the eligibility, however, the Minister retains authority to approve projects. Any funding not committed to by October 1, 2020 will be utilized at the discretion of the Minister.

Background:

The MSP is to help create and sustain local jobs for future economic growth. Projects must begin construction in 2020 or 2021 and the portion of the project to be funded by MSP must be fully expended by December 31, 2021. Projects must not result in a municipal tax increase and the Municipality must commit to further supporting growth in their local economy by reducing municipal red tape.

Eligible Projects must result in the construction or major rehabilitation of a capital asset that falls within one of the eligible categories based on the structure of the Municipal Sustainability Initiative modified to exclude categories and activities with minimal contribution to economic recovery. The approved project must be one that would not go ahead in 2020 or 2021 without the MSP funding.

Municipalities must commit to submitting an annual Red Tape Reduction Report by February 1 of 2020 and 2021 which outlines steps taken to make new business starts easier, streamline and shorten development and permit approvals, and steps taken to make the municipality more attractive for new investment and tourism.



Alternatives:

Council may consider the following options:

1. Council may approve the participation in the MSP program by signing the MOU.
2. That Council to choose not to apply for the Municipal Stimulus Program.

Recommended Action:

Administration recommends that Council approve the participation in the Municipal Stimulus Program (MSP) with Cold Lake's allocation of funds totaling \$1,778,401.00.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Municipal Stimulus Program

Summary

- \$500-million allocation-based program structured on the Municipal Sustainability Initiative (MSI), for construction of capital projects before December 31, 2021.
- Funding is distributed based on the Gas Tax Fund (GTF) allocation formula (largely per capita with a \$50,000 minimum; summer villages receive a base of \$5,000 plus the per capita amount).
- Project eligibility based on MSI guidelines, modified to exclude categories and activities with minimal contribution to economic recovery.
- Municipalities have broad discretion to apply for projects within the eligibility criteria, but Minister retains authority to approve projects.
- Municipalities will be required to report on progress in reducing municipal red tape.

Objectives

- Sustain and create local jobs.
- Enhance provincial competitiveness and productivity.
- Position communities to participate in future economic growth.
- Reduce municipal red-tape to promote job-creating private sector investment.

Program Overview

- Program is open to municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows.
- Municipalities must commit to submitting an annual Red Tape Reduction report for each of 2020 and 2021. They will be required to indicate to the Minister's satisfaction how they have made progress in the following areas since the stimulus program was announced:
 - What steps have been taken to make it easier to start up a new business in the municipality?
 - What steps have been taken to streamline processes and shorten timelines for development and permit approvals?
 - What steps have been taken to make the municipality a more attractive destination for new investment and/or tourism?
- The red tape reduction report template will require municipalities to identify how they have reduced red tape from among several provided options, or they may identify their own actions. They will also be required to provide relevant metrics and/or a qualitative description of specific actions they have taken.
- Projects must begin construction in 2020 or 2021, and all funds must be expended before December 31, 2021, or repaid to the province. However, projects may continue past this date using other sources of funding.
- Municipalities must indicate the amount of funding required in both 2020 and 2021 for each project.
 - Payments for 2020 expenditures will be issued once municipalities sign the conditional grant agreement and receive approval on their project application(s).
 - Payments for 2021 expenditures will be issued in May 2021, unless municipalities identify a requirement to receive funding earlier.

- Projects must result in the construction or major rehabilitation of a capital asset that falls within one of the eligible categories.
 - Project categories are based on modified MSI project categories.
 - Some MSI eligible projects, such as rolling stock, equipment purchases, and infrastructure management systems are not be eligible, as they do not support economic development or job creation.
- Projects *must* not create new operational funding requirements for the province and *must* not, as a result of the projects, lead to higher/increased municipal taxes.
- Projects previously approved for MSI or GTF funding are not eligible and municipalities will not be permitted to withdraw and resubmit MSI or GTF projects to gain eligibility.
- Proponent must attest that the project would not go ahead this year or next year in the absence of support through the stimulus program.

Allocations

- Funding is allocated using the Gas Tax Fund (GTF) formula (per capita with a minimum funding amount of \$50,000; summer villages receive \$5,000 plus the per capita amount.)
 - Approximately 30.6% will go to Calgary, 23.1% will go to Edmonton, and 46.3% will go to other municipalities.
- This allocation formula favours more populous urban municipalities, but, previously announced stimulus funding delivered through the Strategic Transportation Infrastructure Program, the Alberta Water/Wastewater Partnership, and the First Nations Water Tie In benefits primarily rural and small urban municipalities.

Municipality	Allocations	
	\$	%
Calgary	\$152,831,311	30.6%
Edmonton	\$115,567,274	23.1%
Other Municipalities	\$231,601,415	46.3%
<i>Other Cities</i>	<i>\$83,401,530</i>	<i>16.7%</i>
<i>Towns</i>	<i>\$56,781,658</i>	<i>11.4%</i>
<i>Villages</i>	<i>\$5,337,096</i>	<i>1.1%</i>
<i>Summer Villages</i>	<i>\$873,117</i>	<i>0.2%</i>
<i>Rurals</i>	<i>\$59,567,950</i>	<i>11.9%</i>
<i>Strathcona County</i>	<i>\$11,694,461</i>	<i>2.3%</i>
<i>RM of Wood Buffalo</i>	<i>\$13,276,133</i>	<i>2.7%</i>
<i>Metis Settlements</i>	<i>\$669,470</i>	<i>0.1%</i>
Total	\$500,000,000	100.0%

Administration Process and Timing

Process Step	Estimated Timing
Program Introduction <ul style="list-style-type: none"> – Application process, program guidelines, and allocation amounts are posted on a program website – Municipal Affairs hosts webinar for municipalities to provide additional details 	<ul style="list-style-type: none"> – Program materials available by July 28, 2020
First Project Intake Period <ul style="list-style-type: none"> – Municipalities prepare and submit applications – Submitted applications uploaded into SharePoint – Project reviews – Project approvals 	<ul style="list-style-type: none"> – Until October 1, 2020 – Project approvals on a rolling basis, as soon as reviewed – Project reviews continue until complete
Re-allocation Period <ul style="list-style-type: none"> – Funds uncommitted by municipalities to an approved project re-allocated by the Minister 	<ul style="list-style-type: none"> – Fall 2020
Second Project Intake Period (if required) <ul style="list-style-type: none"> – Second intake opened if substantial amounts of funding remain unallocated after first intake 	<ul style="list-style-type: none"> – February 1, 2021, to April 1, 2021 – Project reviews continue until complete, approvals issued as decisions are made
Project Initiation <ul style="list-style-type: none"> – Notification letters sent to successful applicants – Recipients sign conditional grant agreements 	<ul style="list-style-type: none"> – Following project approval
Project Administration <ul style="list-style-type: none"> – Payments to recipients – Project construction 	<ul style="list-style-type: none"> – Payments following signing of conditional grant agreements and approval of project applications – Payments complete by October 2021
Reporting Requirements <ul style="list-style-type: none"> – 2020 reporting – 2021 reporting 	Red Tape Reduction Reporting <ul style="list-style-type: none"> – February 1, 2021 (2020 progress) – February 1, 2022 (2021 progress) Financial Reporting <ul style="list-style-type: none"> – May 1, 2021 (2020 reporting) – May 1, 2022 (2021 reporting)

MUNICIPAL STIMULUS PROGRAM

MEMORANDUM OF AGREEMENT

(hereinafter called "the Agreement")

BETWEEN:

HER MAJESTY THE QUEEN, in right of the
Province of Alberta, as represented by the
Minister of Municipal Affairs (hereinafter called
"the Minister")

AND

the **City of Cold Lake**
(hereinafter called "the Municipality")

hereinafter jointly called "the Parties"

Preamble:

WHEREAS the Municipal Stimulus Program represents the Province of Alberta's commitment to support economic growth and local jobs;

WHEREAS the Municipal Stimulus Program will make infrastructure funding available to the Municipality to use on approved infrastructure projects that support the provincial and local economies;

WHEREAS under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000), the Minister is authorized to make grants and to enter into an agreement with respect to any matters relating to the payment of a grant;

WHEREAS these funds are to be used by the Municipality for eligible expenditures incurred on projects accepted by the Minister.

NOW THEREFORE in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

1. The preamble is incorporated as an integral part of this Agreement.
2. In this Agreement, unless the context requires otherwise "Program Guidelines" means the guidelines for actions, events, criteria, report formats, and other directions applicable to the Municipal Stimulus Program as may be prescribed or

determined by the Minister and as may be amended from time to time by the Minister.

3. The Parties shall execute this Agreement and the Municipality shall return an executed Agreement to the Minister prior to the Minister transferring any funds to the Municipality under this Agreement.
4. The Minister agrees to provide funds to the Municipality under the Municipal Stimulus Program subject to the following:
 - (i) Sufficient approved funding appropriated by the Legislature;
 - (ii) Sufficient accepted eligible Municipal Stimulus Program projects as defined in the Program Guidelines;
 - (iii) Completion of reporting requirements as outlined in the Program Guidelines; and
 - (iv) Compliance with all other terms of the Agreement.
5. The Municipality agrees to provide to the Minister:
 - (i) A project application for each project to be initiated under this program;
 - (ii) An annual report of the initiatives undertaken by the Municipality to reduce administrative burden ("red tape") and encourage investment as described in the Program Guidelines; and
 - (iii) An annual summary of the actual grant expenditures on each project undertaken in that year and the year-end grant balance on hand (Statement of Funding and Expenditures), including certification by the Municipality that it is in compliance with the terms and conditions of this Agreement

all in a format as prescribed in the Program Guidelines for this grant program.

6. The Municipality agrees to accept the funds provided by the Minister in accordance with the following additional terms and conditions:
 - (i) The Municipality shall maintain a separate accounting for the funds provided;
 - (ii) The Municipality shall ensure that expenditures accounted for against the principal amount of the funds provided, income earned, and other credits as described in the Program Guidelines are applied only to projects accepted by the Minister;
 - (iii) All funds provided to the Municipality, not expended prior to December 31, 2020 may be carried forward to the next year and must be expended on an accepted project before December 31, 2021. Thereafter, all unexpended funds shall be returned to the Government of Alberta;
 - (iv) The Municipality shall undertake actions to encourage investment and/or reduce the administrative burden ("red tape") imposed on local businesses and residents to the satisfaction of the Minister or the Municipality will be required to repay the funding;
 - (v) All projects under this Agreement shall be carried out in accordance with the rules, regulations and laws governing such works and in accordance with the best general practices then current at the time of the construction of the project; and
 - (vi) This Agreement does not replace, supersede, or alter the terms of any other existing funding Agreement between the Minister and the Municipality.
7. The Municipality shall adhere to all project eligibility criteria, project credits, project tendering requirements, and other items or directions as outlined in the Program Guidelines.
8. The Municipality agrees that the funding provided under this program is for capital expenditures as outlined in the Program Guidelines.
9. The Municipality agrees to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to the project site; any engineering drawings or documents; any

books of accounts relating to funding and expenditures claimed under this Agreement; and any other such project related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this Agreement. All project related documents shall be kept by the Municipality for a minimum of three years following completion of the project.

10. The Municipality shall indemnify and save harmless the Minister, his servants, agents and employees, from and against all actions, claims and demands arising directly or indirectly from the preparation for or implementation of the projects, whether or not the damage arose as a result of the actions or omissions of third parties.
11. Where the Municipality enters into contracts with third parties for the implementation of a project, such contracts shall include provision that the third party shall be solely responsible for and save harmless and indemnify the Minister, and his officers, employees and agents from and against all claims, liabilities, and demands of any kind with respect to any injury to persons (including without limitation) death, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from i) the project; ii) the performance of the contract or the breach of any term or condition of the contract by the third party or its officers, employees or agents; iii) the on-going operation, maintenance and repair of the project; or iv) any omission or any willful or negligent act of the third party or its officers, employees or agents.
12. The Municipality agrees that it is not entitled to claim compensation for its costs, expenses, inconvenience or time expended in relation to the administration of the funds provided under this Agreement nor in respect to this Agreement.
13. The Parties agree to give this Agreement a fair and reasonable interpretation and, when required, to negotiate with fairness and candour any modifications or alteration thereof for the purpose of carrying out the intent of this Agreement and/or rectifying any omission in any of these provisions.
14. Notwithstanding the date for completion of all projects and the expending of funds under section 6(iii) of this Agreement, this Agreement shall continue in effect until March 31, 2023.
15. The Agreement may be renewed or extended thereafter, for a further one (1) year period, if mutually agreed to in writing. In the event that this Agreement is not renewed or extended, the Municipality shall return all uncommitted funds as of the termination date to the Government of Alberta.

16. Any notice, demand or other document required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party to whom it is addressed if personally delivered, sent by prepaid registered mail, or e-mailed to the addresses as follows:

The Minister: Municipal Affairs
 15th Floor, Commerce Place
 10155 – 102 Street
 Edmonton, AB T5J 4L4

 Attention: Director, Grant Program Delivery

 Telephone: 780-422-7125
 E-mail: ma.municipalstimulus@gov.ab.ca

The Municipality: City of Cold Lake
 5513-48 Avenue
 Cold Lake, AB T9M 1A1

 Attention: Chief Administrative Officer

 Telephone: 780-594-4494
 E-mail: city@coldlake.com

or to such address as either party may furnish to the other from time to time.

17. Any dispute between the Minister and the Municipality on any question of law or fact arising out of this Agreement shall be submitted to and determined by the Court having jurisdiction over this Agreement.
18. The rights, remedies and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
19. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
20. This Agreement is binding upon the Parties and their successors.
21. The Parties agree that the laws of the Province of Alberta will govern this Agreement.

The Parties have therefore executed the Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs

Per: _____

MINISTER

Date: July 28, 2020

CITY OF COLD LAKE

Per: _____

CHIEF ELECTED OFFICIAL

Date: _____

Per: _____

DULY AUTHORIZED SIGNING OFFICER

Date: _____

Witness

Witness



STAFF REPORT

Title: 2020 Capital Budget Amendment - Municipal Stimulus Program (MSP)

Meeting Date: August 11, 2020

Executive Summary:

On July 28 the Alberta Government announced a \$500M Municipal Stimulus Program (MSP) with the key component being Alberta's Recovery Plan based on the information regarding shovel ready infrastructure projects that were submitted by municipalities in Alberta. The MSP objective is to help create and sustain local jobs for future economic growth. The City's allocation of \$1,778,401 which needs to be allocated to shovel ready projects that the funding can be utilized by December 31, 2021.

Administration has future Street Improvement Projects (SIP) already engineered and ready to be tendered for Council's consideration for the MSP application.

Background:

The City on April 16, 2020 sent a letter to Minister providing a list of shovel ready projects

1. WWTF 20M
2. CLRUSC Wastewater Force Main project 5M
3. Fischer Storm Water Pond 2.5M
4. Kinosoo Beach Regional Park Development 3.5M
5. Pressure Reducing Valve Installation 2.25M
6. RCMP Facility 11M

The projects on this list that may be able to be completed by December 31, 2021 include the Wastewater Force Main, Fischer Storm Water Pond, Pressure Reducing Valve Installation and possibly the Kinosoo Beach Park Development.

Administration recommends Council consider street improvement projects that would qualify for the MSP. Attached is a list and a map of SIP totaling \$3.5M that are already engineered but the City currently does not have funding to complete these projects. These projects are ready to proceed and will be able to be completed by December 31, 2021.

Alternatives:

Council may consider the following options:

1. Council may amend the 2020 Capital Budget to include the MSP funding of \$1,778,401 for the Street Improvement Program.



2. Council may chose not to approve the amendment to the Capital Budget and recommend other shovel ready projects.

Recommended Action:

Administration recommends that Council pass a motion to amend the Capital Budget from \$10,112,390.00 to \$11,890,791.00 to include the \$1,778,401.00 for a 2020/2021 Municipal Stimulus Capital Street Improvement Program to be funded from the Municipal Stimulus Program (MSP).

Budget Implications (Yes or No):

Yes

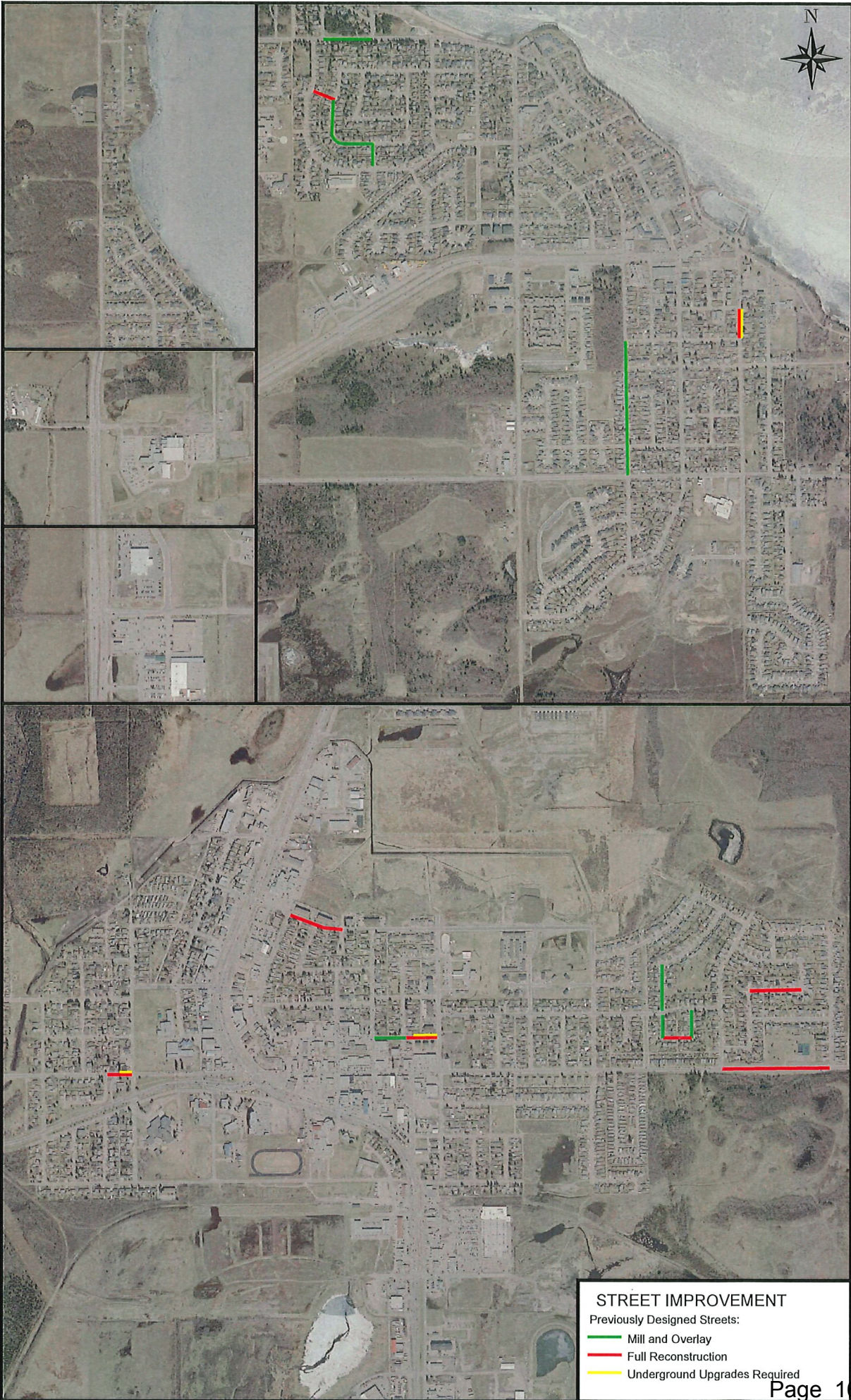
Submitted by:

Kevin Nagoya, Chief Administrative Officer

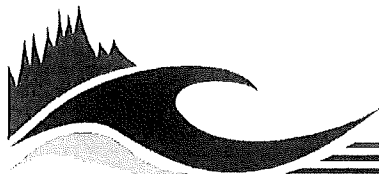
Streets Designed Previously

Section #	Street	Limits	Lane Length (m)	PQI	AADT	Budget Rehab Imp. Year	Budget Rehab Need Year	Budget Rehab	Budget Rehab CE	Budget Rehab Cost (RoadMatrix)	Budget Rehab Cost 2019 Estimate	Notes
142	21 ST	3 AVE - AVE	314	46.5	640	2019	2019	40mm Edge Mill and Overlay	3.319	\$31,332.00	\$76,145.00	
824	4 AVE	20A ST - 21 ST	270	47.1	640	2019	2019	40mm Edge Mill and Overlay	3.308	\$26,943.00	\$65,475.00	
143	20A ST	4 AVE - 5 AVE	188	59.4	640	2019	2019	40mm Edge Mill and Overlay	3.288	\$18,753.00	\$45,590.00	
139	3 AVE	21 ST - 22 ST	188	38.9	640	2020	2019	40mm Edge Mill and Overlay	2.954	\$18,753.00	\$137,240.00	2019 Geotechnical Investigation suggested full reconstruction
206	12 ST	11 AVE - 12 AVE	196	46.1	640	2019	2019	40mm Edge Mill and Overlay	3.786	\$22,638.00	\$47,530.00	
207	12 ST	12 AVE - 13 AVE	198	42.6	640	2019	2019	40mm Edge Mill and Overlay	3.362	\$22,869.00	\$48,015.00	
208	12 ST	13 AVE - 15 AVE	376	41.7	640	2019	2019	40mm Edge Mill and Overlay	3.796	\$41,454.00	\$91,180.00	
218	12 ST	15 AVE - 16 AVE	224	41.2	640	2020	2019	40mm Edge Mill and Overlay	2.777	\$25,872.00	\$54,320.00	
261	42 ST	50A AVE - 51 AVE	226	35.5	640	2019	2019	40mm Edge Mill and Overlay	3.719	\$22,554.00	\$54,805.00	patching in previous years
259	43 ST	50A AVE - 51 AVE	170	49.7	640	2025	2025	40mm Edge Mill and Overlay	3.164	\$19,635.00	\$41,225.00	
242	50A AVE	41 ST - 40 ST	188	32.9	640	2022	2019	RC: 100/300/150 [COL]	1.054	\$124,362.00	\$137,240.00	
255	43 ST	51 AVE - 54 AVE	884	49.2	640	2019	2019	40mm Edge Mill and Overlay	3.465	\$97,461.00	\$107,185.00	
324	51 AVE	49 ST - 50 ST	242	55.1	640	2019	2019	50mm Edge Mill and Overlay	3.87	\$24,150.00	\$480,000.00	Storm Upgrades Required (E-construction 2019 Bid)
323	51 AVE	50 ST - 51 ST	210	45.5	640	2019	2019	50mm Edge Mill and Overlay	3.672	\$20,958.00	\$50,925.00	
50	1 AVE	TAMARAK ST - SPRUCE ST	362	59.4	2650	2019	2019	60mm Edge Mill and Overlay	8.593	\$62,988.00	\$87,785.00	
80	8 ST	10 AVE - 11 AVE	115					RC: 100/300/150 [COL]			\$685,000.00	Sanitary and Water upgades required (E-construction 2018 bid)
246	52 AVE	39 ST - 40 ST	180					RC: 100/300/150 [COL]			\$131,400.00	
359	50 AVE	57 ST - 57A ST	188					RC: 100/300/150 [COL]			\$137,240.00	Gas Line Lowering Required
67	50 AVE	38 ST - 41 ST	762					PRC: 125/200/0 [ART]			\$556,260.00	Regional Water Line connection to Building
626	54 AVE	52 ST - 54 ST	376	18.4		2023	2023	RC: 100/300/150 [COL]	6.143		\$468,705.00	10? Storm Upgrades. 500mm to 600mm. Master Plan suggests \$150,000 (E-construction 2020 Bid)

Total: \$3,503,265.00



STREET IMPROVEMENT
Previously Designed Streets:
— Mill and Overlay
— Full Reconstruction
— Underground Upgrades Required



OFFICE OF THE MAYOR

April 16, 2020

The Honourable Kaycee Madu
Minister of Municipal Affairs
132 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Via email:
minister.municipalaffairs@gov.ab.ca

The Honourable Ric McIver
Minister of Transportation
320 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Via email:
transportation.minister@gov.ab.ca

The Honourable Jason Nixon
Minister of Environment and Parks
323 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Via email:
aep.minister@gov.ab.ca

Dear Ministers Madu, McIver, and Nixon:

Further to a conference call on April 7, 2020, with the Honourable Minister of Municipal Affairs, and pursuant to a request during that meeting to forward the Government of Alberta shovel-ready projects for consideration as a means of economic stimulus once the COVID-19 response winds down, the City of Cold Lake respectfully submits the attached project descriptions.

The attached list is, of course, by no means exhaustive. Indeed, you will find that additional important and shovel-ready projects will be forwarded from and supported by the City of Cold Lake through various partnerships and collaborations.

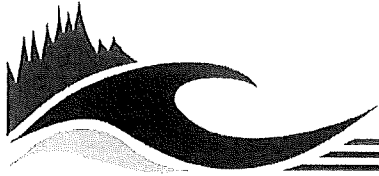
These include, but are not limited to:

- The Lakeland Catholic School District's proposed High School in Cold Lake (Ministry of Education); and
- Portage College/City of Cold Lake Aviation Education Project (Ministry of Advanced Education).

In the interest of reducing redundant submissions; however, we have outlined here the most pressing and shovel-ready infrastructure projects in the City of Cold Lake that relate solely to the municipality's infrastructure.

In many cases, these are projects which our Council has already partially funded, and which the City of Cold Lake has been working on with the Government of Alberta for various regulatory approvals over the years.

.../2



City of *Cold Lake*

OFFICE OF THE MAYOR

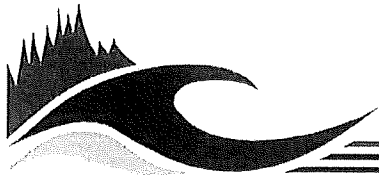
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It is well known that communities across Alberta, Canada, and the globe are suffering great economic hardship during these unprecedented times. Thanks in large part to the strong leadership of the Government of Alberta, there is hope that we can begin rebuilding our economy once it is safe to lift the public safety measures put in place, and continue to support our residents and business community.

Respectfully yours,

Craig Copeland,
Mayor

5513 - 48 Avenue, Cold Lake, AB T9M 1A1
Telephone (780) 594-4494 Fax (780) 594-3480
www.coldlake.com



City of Cold Lake – Municipal Project List

1. Cold Lake Wastewater Treatment Facility (WWTF)

The Cold Lake Regional Utility Services Commission's (CLRUSC) membership is comprised of representatives from the City of Cold Lake, Municipal District of Bonnyville, Cold Lake First Nations, and the Department of National Defense.

In April 2019, the City of Cold Lake and the Cold Lake Regional Utility Services Commission made application under the Alberta Municipal Water/Wastewater Partnership (AMWWP) for the Cold Lake Waste Water Treatment Facility (WWTF).

Further to a letter from Alberta Transportation dated November 20, 2019, advising that our application has been placed on the AMWWPs list of potential projects subject to program priorities and budgets, please be advised that the CLRUSC is currently finalizing a pilot project using Moving Bed Biofilm Reactors (MBBR). The purpose of this pilot project was to test the effectiveness of this technology in removing ammonium from wastewater to meet the desired effluent limits set by Alberta Environment and Parks (AEP) and Environment Canada (EC).

Given the innovative nature of this technology, it was being piloted during the winter months for a "worst-case-scenario" analysis to assess the performance of the system when the ammonia concentration in the lagoon effluent is high and the microbial activity is low. To date, the project is producing very positive results.

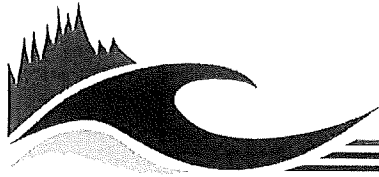
The operation of the current WWTF is permitted under Alberta's Environmental Protection and Enhancement Act approval No. 1585-04-00 which expires on January 1, 2022. Although not in the current approval, it is understood that AEP expects that the WWTF be upgraded at some point as we transition to a new approval. It may be difficult to achieve this schedule if there is a delay in funding as the construction phases of the proposed WWTF are contingent on the availability of provincial and/or federal funding.

The City of Cold Lake and the CLRUSC believe that this project can be fast tracked to create construction and commissioning based jobs (engineering and trades) over the next two (2) years and ongoing operational jobs for the continued operations and maintenance of this innovative technology that lowers capital compared to traditional methods of waste water treatment.

There are only a few such plants existing in Canada and this will be the first in Alberta. This project could start a trend that will ultimately result in more cost-effective waste water treatment options.

Time is of the essence for this project, as increasing regulations coupled with licence renewals and funding challenges are putting increasing pressure on the CLRUSC to fund a waste water treatment solution.

Project Value = \$20 million



OFFICE OF THE MAYOR

2. Cold Lake Regional Utility Wastewater Forcemain Project

The Cold Lake Regional Utility Services Commission's (CLRUSC) membership is comprised of representatives from the City of Cold Lake, Municipal District of Bonnyville, Cold Lake First Nations, and the Department of National Defense.

Further to Project #1 (being the *Cold Lake Wastewater Treatment Facility*); the CLRUSC has a regional forcemain which requires replacement and expansion. This infrastructure connects the various users to the current and proposed future waste water treatment facility.

In 2016, the forcemain failed, resulting in one of Alberta's largest waste water spills in the history of the province. Unfortunately, the failure occurred subsequent to the unwarranted stop order of an approved wetland crossing that was required to replace the infrastructure under the wetland. The ultimate result was an event which created millions of dollars in financial damages for the CLRUSC, and years of ongoing monitoring of the wetland. The province granted approval of the forcemain replacement under the wetland through an environmental protection order.

These damages limited the commission's ability to replace the remaining forcemain, which is designed and shovel ready, however, funding is short of what is required to complete the project. The CLRUSC has committed \$1 million in funding towards the project and is seeking for further financial assistance.

The City of Cold Lake and the CLRUSC believe that this project will create construction, commissioning, and supply chain based jobs (engineering and trades) over the next 12 months.

Project Value = \$5 million

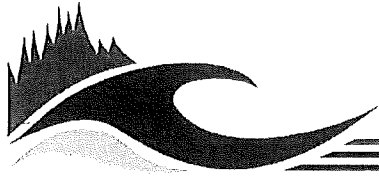
3. Fischer Storm Water Management Pond

Having initiated a land exchange in March of 2016, we have waited over four (4) years for this process to be completed, only to have no updates from the Approvals and Disposition Office. This news comes despite the fact that planning and preliminary work on this project stretched back as far as 2003, and despite the Approvals and Disposition Office having all required plans and documentation in its possession since May 2, 2017. Our project now finds itself in a position where another required approval - a Water Act Approval - has expired before the land exchange was approved, necessitating further extensions. The city has also had to cancel tenders for the project, which has negatively impacted jobs for the region and opportunities for economic growth and development.

While we understand that there is a process and a certain amount of red tape involved, the timelines experienced in this case are extreme and, quite frankly, unacceptable.

This project is the result of years of work and collaboration between the City of Cold Lake, five (5) separate private developers, and engineering firms hired to assist throughout the process. From the outset, none of the parties - all experienced in land development - could foresee or anticipate the delays this project has encountered because of a failure to process a routine exchange of land. At no point was the group informed that the process could extend as far as four (4) years into the future when this was initiated in 2016, or beyond two (3) years of submitting all required documentation for approvals.

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OFFICE OF THE MAYOR

The City of Cold Lake's Fischer Storm Water Pond Project is crucial to alleviating storm water management concerns for a significant portion of the municipality. Not only will the project help to relieve existing pressures on the city's storm water management system, but it is also necessary to accommodate new growth in the south of the city. In short, the city's current infrastructure and our future economic growth stand to benefit from this project's successful completion.

It has taken considerable effort and some expense to maintain the joint venture group's unity, interest, and resources over the course of the past three (3) years. The City of Cold Lake and the private investors involved have dedicated money and time to this project, only to receive disappointing communication with little to no signs of progress from the Office of Approvals and Disposition.

Due to consistent delays with no sign of progress, no clear picture of the process, and no completion date on the horizon, the joint venture group which made this project possible from the outset and for the most part walked away. The City of Cold Lake is seeking financial assistance to complete this long awaited project. The project is expected to create construction, commissioning, and supply chain based jobs over the next 12 months and open up approximately 103 hectares of land for future residential and commercial development.

We have attached a timeline of the City of Cold Lake's Fischer Storm Water Pond Project for reference.

Project Value = \$2.5 million

4. Kinosoo Beach Regional Park Development

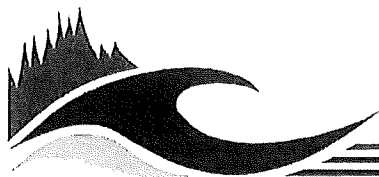
In July 2014, Cold Lake City Council adopted the Kinosoo Beach Master Plan, a comprehensive plan to rehabilitate and improve the city's cultural, recreational, and community hub. A major draw for locals and tourists alike, Kinosoo Beach is a regional park, and the focal point of the city's summer celebrations, including Canada Day.

The master plan lays out a phased-in approach for enhancing the beach, maximizing the use of public space, improving the quality of storm water that reaches the lake, providing for safe pedestrian access to the area, and expanding the recreational opportunities available to the public - all while integrating environmental sustainability features.

The Kinosoo Beach Master Plan was made with wide-ranging input from the community and extensive stakeholder consultation, including our indigenous neighbours. Furthering progress towards completing the vision of the master plan would increase the space's capacity and increase the regional draw to the area, supporting local businesses and tourism operators. Cold Lake is a growing tourism destination in Northeast Alberta, with space at local campgrounds at or near capacity during the peak summer months. The Province has recognized this and has expanded the local campgrounds.

Unfortunately, the City of Cold Lake was declined for Investing in Canada Infrastructure Program (ICIP) funding for the project, to which the City allocated approximately \$1 million. The project has been placed on hold due to the resultant funding shortfall.

Project Value = \$3.5 million



OFFICE OF THE MAYOR

5. Pressure Reducing Valve (PRV) Installation Program

The City of Cold Lake's master plans and the multi-year capital investment strategy identified the need make pressures zones in the water distribution system throughout the city (specifically Cold Lake North). There are certain areas of the city that are experiencing extremely high pressures (e.g. along the 1st and 2nd Avenue areas) with the many upgrades that have been completed (including trunk lines and pump stations); while other areas of the community with extremely low pressures. Some of the higher pressures that are being experienced are at the maximum thresholds of house plumbing specifications. Despite the fact that the city is now experiencing fewer calls in areas such as Lefebvre Heights regarding very low pressures, we are now receiving calls regarding the very high pressures.

The present situation requires that certain areas of the city be quarantined into lower pressures zones using pressure reducing valves (PRV). In order to create a pressure zone as outlined in the utility plans, four (4) PRV's are necessary which are valued at approximately \$750,000 each.

The City of Cold Lake believes that this project can be fast tracked due to the fact that the city has already funded one (1) of the four (4) needed PRVs, in late 2019. The design and construction of the PRVs are essentially the same for all locations, minimizing project design time and costs. This project will create construction, commissioning, and supply chain based jobs (engineering and trades) over the next 12 months.

Project Value = \$2.25 million

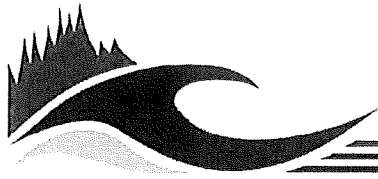
6. RCMP Facility

The RCMP building expansion project was initiated in 2016 with JMAA (architect) completing the facility review and feasibility studies. RCMP's K-Division (asset management) completed the space analysis and indicated that an additional expansion of 500 sq. m. would be required to be added to the current 835 sq. m. (for a total of 1,335 sq. m.) to address the overcrowding issues, and meet operational requirements for the next 10 to 15 years.

Based on the significant growth of RCMP members, the addition of a General Investigation Section, implementation of a Police Dog Service, and the impending implementation of a Lakeland Regional Crime Reduction Taskforce, the spacing requirements was increased to an additional 889 sq. m for the next 10 to 15 years.

The City of Cold Lake and the RCMP are working to finalize the design of the new detachment. At this time, the City has already allocated approx. \$3.5 million to the project. The City of Cold Lake believes that this project can be fast tracked to create construction and commissioning based jobs (engineering and trades) over the next two (2) years.

Project Value = \$11 million

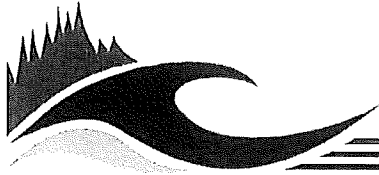


Addendum

PROJECT 3 – FISCHER STORM WATER MANAGEMENT POND

Timeline of Events (Notes) for Fischer Pond

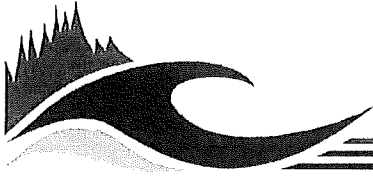
- **2003** a wetland was identified as the SWMF in the adopted Fischer Pond Area Structure Plan
- **2005** initial meetings were held between the City, AENV and ASRD to discuss approval requirements for the design and construction of the SWMF
- **2006** Scheffer Andrew confirmed the requirements for processing the and approval of the SWMF with ASRD and AENV
- **2006** the City approved the Master Drainage Plan. The Master Drainage Plan identified the need to a SWMF in the location of the existing wetland
- **2006** an Agreement was made between the City and the private developers regarding the design/ construction process and the cost sharing for the SWMF
- **2007** the City applied to CAMRIF program to fund the City share and the City proceeded with design and construction of the outfall and developers proceeded with the design of the SWMF
- **March 2007** the original application for shore line/ water body modification pursuant to the Water Act and Public Lands Act was submitted to Alberta Environment and Alberta Sustainable Resource Development, along with the application, the assessment of the wetland on Section 34-62-2-W4M and a compensation plan to mitigate the wetland loss was submitted.
- **May 2007** the application was referred directly to the Disposition Services Division, ASRD and the application for approval under the Water Act was publicly advertised in Cold Lake with no statements of concern filed in response to the ad.
- **April 2008** a letter was sent detailing a wetland compensation plan for the unnamed wetland, Section 34-62-2-W4M (Cold Lake, Alberta) that would satisfy the requirements of Alberta Environment and Sustainable Resource Developments, the need for a SWMF for the subdivision as well as attempt to address DND design needs as was understood at the time.
- **December 2008** DND based on their jurisdictional interest over the project concerning the aviation zoning outlined several design recommendations as being conditional to their acceptance of the project. The requirements from DND were not consistent with the province of Alberta's ecological and wetland compensation objectives that provided the foundation for the plan submitted in April 2008 is invalid as the design could not incorporate the many design modifications requested by AE and ASRD.
- **July 2009** a letter was submitted to Alberta Public Lands with an updated compensation plan for loss crown land and loss of wetland. The letter acknowledges the constraining influence of DND proposing to redesign the SWMF such that the configuration of the shoreline would be modified, but the area within the shoreline currently claimed by the crown would remain unchanged. It would then become possible to compensate on site at a ratio of 1:1 by giving the Crown title to the full area of the SWMF. As for the wetland compensation as there could be no onsite monetary compensation would be paid to Ducks Unlimited to contribute to the Moose Lake watershed restoration. 13.8 ha at 3:1 ratio, approximately \$4800/ hectare with a cost contribution of \$200,000
- **November 2014** DND accepts the plan and the mitigation measures



OFFICE OF THE MAYOR

- **April 2015** DFO letter no SARA species
- **June 2015** AEP letter regarding their concerns for ownership of bed and shore and encroachments on the March 2014 Survey Plan and the April 2015 Meeting. AEP would be prepared to proceed with land exchange based on amended terms
- **August 2015-** Reapplication for Land Exchange based on amended terms
- **October 2015-** AEP letter rejecting the land exchange proposal
- **December 2015** – City held a follow-up meeting with AEP
- **March 2016** AEP follow-up letter signaling an approval for the land exchange proposal and that AEP will proceed with application for land transfer provided the terms and conditions were met within the letter and executing the letter of agreement. The letter of agreement was reviewed, executed and sent back to AEP in April, 2016.
- **March 2017** Water Act Approval issued – expiry March 2019
- **August 2017** Two of the private developers request to no longer partner and will not be part of the construction phase due to delays.
- **July 2018** City proposed a new project funding approach- all parties in support to move and construct again.
- **January 2019** Draft Joint Servicing (P3) Agreement was negotiated and accepted (to be executed) by all parties
- **February 2019** email sent from CAO to AEP Stakeholder Relations requesting for an update. AEP indicated that the City is in queue with a few other applications ahead of ours before that they can reopen the file and review. AEP also indicated that the City will receive follow-up back end of February or early March, 2019. – no further response
- **March 2019** attempted call for update to AEP Senior Manager Approvals and Disposition Service - no response.
- **March 2019** email sent from CAO to AEP Regional Manager – no response.
- **March 2019** Water Act Approval for the project expired – Extension requested.
- **April 2019** Water Act Approval extended – expiry March 2021.
- **May 2019** email sent from CAO to AEP Regional Manager – AEP indicated that they were under the impression that someone from AEP had or was to follow-up with the City some time ago and signaled further follow-up – no further response.
- **May 2019-** two different private developers (separate from the event of August 2017) have requested to no longer partner in project due to delays.
- **May 3, 2019** follow up email sent to AEP Senior Manager Approvals and Disposition Service for update to April 2019 email – no response.
- **May 29, 2019** letter sent to the Minister of Environment and Parks, House Leader, Honorable Jason Nixon – no response.
- **July 10, 2019** follow up email sent to AEP Senior Manager Approvals and Disposition Service for update to May 3, 2019 email – no response.
- **August 15, 2019** follow up email sent to AEP Senior Manager Approvals and Disposition Service for update to July 10, 2019 email - no response.
- **August 20, 2019** City: Mayor, CAO and GM of Infrastructure met with the MLA – Hansen. MLA Hansen indicated that he'll look into the file.
- **September 19, 2019** City: Mayor and CAO met with the Minister of Municipal Affairs. Minister Madu indicated that he'll look into the file. No further follow-up received

5513 - 48 Avenue, Cold Lake, AB T9M 1A1
Telephone (780) 594-4494 Fax (780) 594-3480
www.coldlake.com



OFFICE OF THE MAYOR

- **October 8, 2019** Fischer Pond Project Tendered for Construction with assurances from the Minister and the MLA looking into the issue as why the City hasn't received any follow-up.
- **November 1, 2019** Tender closed with 12 bids were received
- **November 5, 2019** email sent from CAO to AEP Stakeholder relations requesting for updates and tender information.
- **November 12, 2019** email sent from CAO to AEP Stakeholder relations requesting for update.
- **November 13, 2019** email sent for Mayor to MLA Hansen requesting for an update from August 20, 2019 meeting. MLA Hansen indicated that he would look into the file - no follow-up to date.
- **November 22, 2019** follow-up call with AEP Stakeholder Relations. AEP could not provide much insight on the delays and indicated that the City still in queue with others still be being ahead before the AEP can reopen and review the file. AEP would not provide specifics and would only signal that there continues to be files ahead of the City. The City requested for insight on the process timelines of approvals and that AEP should be advising applicants that the process takes several years at the onset (e.g. 5+ years). AEP indicated they would look into the file and follow-up on the status.
- **December 5, 2019** follow-up email from AEP indicating that their organization is now in the midst of a reorganization and will be reporting to different supervisors and managers. They hope of have things ironed out in late January 2020. AEP recommended the City continue to call and/or email into AEP to receive updates.
- **January 7, 2020** a query was made to AEP regarding the status of the approval.
- **January 17, 2020** AEP responded and signaled that they do not have the capacity to manage the file however will appoint a staff member to have a quick review the file.
- **February 12, 2020** AEP indicated that their review confirmed that all minor corrections were made back in 2016/2017 however the plans needed to be updated to 2020. No additional information is necessary. The file will be put into the cue for review.
- **February 24, 2020** a query was made to AEP regarding the status of the approval and indicated the acceptance period for the tender was nearing (March 31, 2020).
- **February 28, 2020** AEP advised that the management went on holidays therefore the file will be on hold for several weeks until their return.
- **March 31, 2020** a query was made to AEP regarding the status of the approval and indicated that another month has gone by and the date has arrived for the acceptance period for the tender.
- **March 31, 2020** the City of Cold Lake cancelled the tender despite having very competitive bids.
- **April 15, 2020** AEP advised they are busy with other priority projects therefore no times can be provided as to the next time they can review the file.



STAFF REPORT

Title: Request for Funding - Cold Lake Seniors' Society

Meeting Date: August 11, 2020

Executive Summary:

Attached is a letter from the Cold Lake Seniors' Society requesting assistance from the City of Cold Lake to help offset costs quoted at \$63,000.00 to re-pave the Senior Centre parking lot.

In accordance with their long-range capital plan, the Seniors' Society have decided to go ahead with re-paving the parking lot at the senior's centre. The lot has become a serious safety concern due to the deterioration of the surface resulting in serious tripping hazards and particularly slipping hazards in the winter. Also, the poor condition of the lot makes snow clearance difficult in the winter.

Background:

It should be noted that the Cold Lake Senior's Society did not make application under the City's Community Capital Grant Program. We've attached the grant policy for reference purposes.

Section 4.2 of the policy articulates that a community organization is only eligible to receive one (1) Community Capital Project Grant under this policy every two (2) years. The Cold Lake Senior's Society recently received a grant in the amount of \$10,000 in May, 2020 (It should be noted that they requested for \$20,000).

In discussions with the President (Ray Coates), there was a feeling that Council would consider this beyond its existing grant programs for community organizations and that the City would also facilitate any necessary discussions with the Municipal District of Bonnyville to access of funding on behalf of the Cold Lake Senior's Society.

For reference purposes, we've also attached the Cold Lake Senior's Society financial work sheet. Please note that this information is not an audited financial statement.

It was also noted that time is of essence as the construction season is quickly passing.

To date, without consideration of this request or any others on the August 11, 2020 agenda, \$4,000.00 (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)**, Ronald McDonald House Charity Golf



Classic \$400.00, and the Lakeland Lodge and Housing Foundation \$1,000.00) has formally been allocated from the 2020 Council Goodwill budget by motion of Council.

Further to the above, Council has allocated only \$10,000 of the \$50,000 budget for Community Capital Grant Program. Council could considering allocating funding from this program to the project. That being said, this would fall outside of the policy.

Alternatives:

Council may consider the following options:

- Pass a motion to provide a grant to the Cold Lake Seniors' Society to help offset costs of re-paving their parking lot, in the amount of \$63,000.00 with funds to come from Council Goodwill (1-2-11-20-229).
- Pass a motion to provide a grant to the Cold Lake Seniors' Society to help offset costs of re-paving their parking lot, in the amount of \$15,000.00 (to \$40,000) with funds to come from the Community Capital Grant Program (1-2-11-20-229).
- Pass a motion to postpone the issue to Council's regular meeting of August 25, 2020 to allow some discussion to occur with the Municipal District of Bonnyville.
- Pass a motion to respectfully decline the request for a grant to the Cold Lake Seniors Society to help offset costs of re-paving their parking lot, and request that the Cold Lake Senior's Society make their grant application thru the Community Capital Grant Program.

Recommended Action:

That Council pass a motion to provide a grant to the Cold Lake Seniors' Society to help offset costs of re-paving their parking lot, in the amount of \$15,000.00 with funds to come from the Community Capital Grant Program (1-2-11-20-229).

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Cold Lake Senior's Society

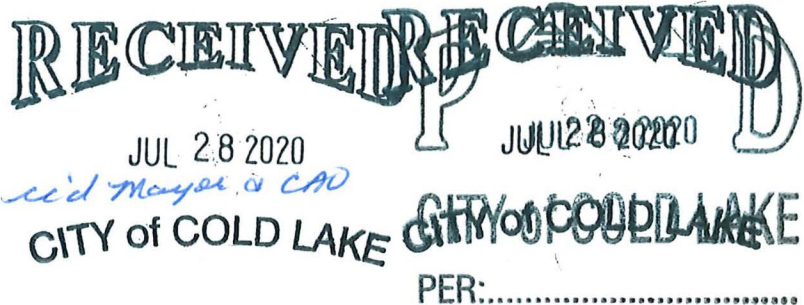
1301- 8 Avenue,

Cold Lake, AB T9M 1P3

780-639-0065 Email: coldlake@telus.net

July 24, 2020

Mayor Craig Copeland
City of Cold Lake
5513 – 48 Avenue
Cold Lake AB
T9M 1A1



Dear Mayor *Craig* Copeland,

In accordance with our Long-range Capital Plan the Seniors' Society have decided to go ahead with re-paving the parking lot at the Centre. This lot has become a serious safety concern due to the deterioration of the surface resulting in serious tripping hazards and particularly slipping hazards in winter. The poor condition of the lot also makes snow clearance difficult in winter.

In previous correspondence you had indicated a willingness to help with this project and possibly also get assistance from the M.D. of Bonnyville. This letter is to request this assistance from the City of Cold Lake.

Given the current troubled status of our local economy we tendered this project and received a very reasonable quote of \$78,000 (attached) from Laredo Construction. We hope to have the project completed while the parking lot is currently not busy due to the Covid shutdown. Currently only the Public Library and a few rental office personnel are using the lot. We have accepted this quote but would very much appreciate City and M.D. assistance as we have other large health and safety maintenance projects pending.

Thank you for your consideration of this request.

Sincerely,

Ray Coates, President



Laredo ^R&_G

A Division of Laredo Trucking Inc.

PO Box 1585 Cold Lake AB. T9M-1P4 (780) 594-2093 812-0594

Quote #

200604

Customer Cold Lake Seniors Society

Date

June 4/20

Address Cold Lake Library Building

Description of work: Supply equipment, labor and materials to refurbish parking area at the Cold Lake Library. Job includes the removal of some old detreated concrete slabs , bring the parking area up to grad , compact and then pave 3 inches of asphalt.

Total for quote	\$60,000.00
GST	\$3,000.00

Total	\$63,000.00
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Payment upon completion of job

- * Any areas that have to be dug out more than 12 inches will be done so at the owners expense upon approval by owner
- * Any grinding or saw cutting of asphalt is not included in pricing except when specified
- * Gravel to be compacted and placed by general contractor as per engineering specs.
- notes* Prices do not include bonding and are for the 2017 construction season
- * location/ exposing of buried utilities and any permits that may be required not included in pricing
- * pavement markings and survey not included in pricing

Customer Signature

Contractor Signature

Print Name

Print Name

Deryl Reid

DUSTIN H. BLAIR

sub total

GST # 898372370 RTGST

Total

WE APPRECIATE YOUR BUSINESS

JUL 31 2020

CITY OF COLD LAKE

Craig/Kern,

Re: Srs. letter re parking
lot paving - The
\$78,000 figure in the
letter is in error. The
real number is the
one in the quote
from Laredo Construction.

Rag
Seniors' Society.

CURRENT ASSETS

Cash Float for Bar	1,000.00	
Cash Float for Fundraisers	100.00	
Petty Cash	200.00	
Payroll Account	27,881.88	✓
Operating account	53,354.57	✓
Platinum Account 0.50%	55,644.99	✓
Total Cash		138,181.44
GIC 3.30% 91921	105,104.05	
GIC 3.30% 90721	100,000.00	
GIC 1.38% 30620	0.00	
Credit Union Common Share	1,729.97	
GIC 3.30% 100721	103,680.93	
GIC 3.30% 91921	44,779.09	
Total Investments		355,294.04
Total Current Assets		493,475.48

GIC matured to go toward plant

Inventory Assets

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

Capital Assets

Leasehold Improvements	33,739.78
Flag Pole & Flag	2,932.14
Office Furniture & Equipment	1,395.82
Surveillance Cameras	2,210.37
Furniture & Equipment	38,508.02
Building Shed	1,440.00
Net - Building	46,486.35
Land / Assessed at \$2,889,600.	0.00
Total Capital Assets	80,226.13

TOTAL ASSET

574,808.60

LIABILITY**Current Liabilities**

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

TOTAL LIABILITY

8,516.75

EQUITY**Members Equity**

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



STAFF REPORT

Title: Minutes May 13, 2020 Municipal Planning Commission

Meeting Date: August 11, 2020

Executive Summary:

Minutes Municipal Planning Commission May 13, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**MINUTES OF THE MUNICIPAL PLANNING COMMISSION
HELD MAY 13, 2020 COMMENCING AT 6:00 P.M.
CITY OF COLD LAKE COUNCIL CHAMBERS**

PRESENT

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

**ALSO
PRESENT**

Howard Pinnock, General Manager Planning and Development
Brad Schultz, Planner
Fakharah Nazir, Development Officer
Denise Pollard, Recording Secretary
Trevor Benoit, Applicant, Value Master Builders Ltd.
Agnes Gendron, Cold Lake Native Friendship Centre

GALLERY

Pam Green
Jocelyn McMormack
Alison Lazurko
Richard Jack
Matthew Downey
Terry Melnyk
Susan White
Christy Matteden
Terry & Bob Adams
Dan McMillan
Zane Thain

**CALL TO
ORDER**

Mayor Copeland called the meeting to order at 6:00p.m.

**ADOPTION OF
AGENDA**

Moved by D. Lay that the agenda be adopted as presented.

Carried Unanimously

**DISCLOSURE
OF INTEREST**

None.

**ADOPTION OF
MINUTES**

Moved by K. Soroka that the minutes of the May 5, 2020 Municipal Planning Commission meeting be adopted as presented.

Carried Unanimously

**OLD
BUSINESS**

None

**NEW
BUSINESS**

DP #220046 Application for Development – Temporary Shelter

F. Nazir presented the application for Development Permit #220046 from Value Master Builders Ltd. for a Temporary Shelter with excess high fence at 5009 49 Street, which is a Discretionary Use within the R4 High Density Residential District.

Mayor Copeland asked the Commission members if they had any questions.

C. Vining indicated that he was struggling with the lot layout.

F. Nazir clarified the proposed development layout by referencing a map view and the site plan.

V. Lefebvre asked about the back alley access concerns.

F. Nazir reiterated that administration has several concerns with relation to the proposed lane-only access, including:

- The City does not perform regular lane maintenance within its current service levels, which could pose an issue with all-weather access in wet or snowy weather.
- Emergency Services also noted a concern with the proposed lane access for emergency operations.
- The Lane access would be difficult to provide a proper municipal address for the parcel once subdivided. This could lead to confusion for anyone trying to locate the development, particularly in the event that emergency services are required.

J. Grau asked if the lot servicing could be explained.

F. Nazir advised that:

- The lot is currently serviced from 49 Street.
- The proposed utility service connection is acceptable from a Development Permit standpoint; however, if the property is subdivided, a separate utility service connection for the Temporary Shelter would be required, as the new parcel cannot have its utility service connection provided through an adjacent private parcel.
- In the event that MPC approves the application, the approval should include a note regarding the requirement for a separate service connection to be provided in the event that the parcel is subdivided.

K. Soroka noted that the floor plan in the presentation shows 6 bedrooms but the brochure that was handed out by the Cold Lake Native Friendship Centre shows 14 rooms. He questioned if there is a plan for an expansion.

B. Schultz advised that the City is not aware of an expansion at this time.

A. Gendron advised that they would eventually want to expand; the brochure represents the ultimate plan.

Mayor Copeland invited the applicant, Trevor Benoit, with Value Master Builders Ltd. to the floor.

T. Benoit reviewed the lot layout, including the 8 foot fence proposed for the west side of the lot, the floor plan and the current servicing connection. He noted that:

- He met with the City and was told the development had to be within R4 zoning.
- The proposed development is being built at the rear of the parcel so that the balance of the parcel can be subdivided in the future and used for condos.
- The City doesn't want to be liable for servicing issues if the lot is subdivided which is why they are proposing a condition regarding the requirement for a separate service connection in the event that the parcel is subdivided.

C. Vining asked about the plan for emergency services access with the facility placed at the rear of the property.

A. Gendron stated that it's cut and dry; we want to see this happened. Trevor is willing to help us and I don't see any problems; we have snow removal equipment to keep the alley clear.

B. Schultz advised that it is administrations understanding that the applicant intends to subdivide the parcel at a later date, so that the proposed development would be on its own titled parcel.

T. Benoit confirmed that the Friendship Centre's goal is to have ownership of the lot after the parcel is subdivided.

D. Lay said he was concerned about access and parking off of the alley; if the development was facing 49 Street there would be additional on street parking available.

T. Benoit noted that the site plan includes a 2 car garage and a 2 car driveway for a total of 4 onsite parking spaces. It is not anticipated that more than 2 staff would be at the property at a time, and clients typically don't have vehicles; therefore, the provided parking should be sufficient to meet the needs of the proposed development.

D. Lay asked if the shelter would receive deliveries.

A. Gendron advised that the facility is self-sufficient; staff make all the purchases so there would not be any deliveries.

J. Grau asked the applicant what his relationship is with Kokum's House.

T. Benoit advised that he has been contracted by the Cold Lake Native Friendship Centre to build the new temporary shelter and in this case Value Master Builders Ltd. are also the owners of the lot being proposed to build the new shelter on.

K. Soroka inquired about clients making and selling goods and if items will be sold out of the new temporary shelter.

A. Gendron advised that no items will be sold out of the shelter; they will be selling items out of the old Macrotronics location. They hope the store is successful and generates income to support the shelter.

K. Soroka commented that this is all about location and the sensitivity of the matter is represented by the number of people in attendance. He then asked if the City suggested other locations.

T. Benoit advised no; this is the only property that met criteria and stated it has been a struggle to find a location because nobody wants a shelter in their back yard. Regardless, a shelter is needed and if this application is refused we need to find another location asap.

C. Copeland asked if there was anyone in the gallery who would like to speak.

Jocelyn McCormack - 4806 50 Avenue

- Supports the need for a shelter but is strongly opposed to the proposed location.
- The facility will house a temporary population with addictions, mental health problems and possibly sexual predators and pedophiles, etc.
 - She noted, section 161 of Canada criminal code recommends a series of restrictions on sex offenders. They cannot attend public spaces where children are likely to be present - such as schools, parks, swimming pools, playgrounds and daycares.
 - The fact that the proposed location is beside a park, across the alley from a day home, less than a block away from an elementary school, and is in close proximity to the women's crisis centre and transitional housing, the proposed location is a recipe for disaster.
- She referenced a study and an article that suggests homes within a few blocks of a shelter sell for up to 25% less and residential areas with men's shelters see crime such as property damage, theft, vehicle theft or vandalism, etc. rise by 56%. Similarly, if a shelter was located in or near an industrial area, crime actually fell by 32%.
 - In our already depressed market the proposed location for the men's shelter translates to increased financial losses for the residents in the surrounding area.
- It doesn't make sense to move it to a completely new location.
 - The location by Ford is accessible to all parts of the demographic of a men's shelter and was already deemed appropriate and safe for all individuals concerned.
 - Any impact that the shelter had was mitigated by its distance from vulnerable groups.
 - If the structure by Ford is unsalvageable, she recommend rebuilding on that site to keep the citizens, our children and the men's shelter tenants safe.
- Any benefit from relocating the men's shelter is far outweighed by the risks of that relocation.
- She urged Mayor and Council to vote no to the proposed location of the men's shelter.

Matthew Downey - 4818 51 Avenue

- Acknowledges the need for a men's shelter in our community but the facts cannot be avoided.
- He noted that Vancouver did a study and areas with shelters have seen crime increase within a 100m radius.
- Very concerning that he did not receive notice from the City.
 - B. Schultz advised that under the MGA municipalities are only obligated to post in the paper after a decision is made but the City's Land Use Bylaw takes it a step further and stated that adjacent properties were sent notices via mail.

Richard Jack - 5003 48 Street

- Has compassion and understands the need for a men's shelter but not at this location.
- All the potential problems have been touched on but in addition to its close proximity to a park and school there is a lot of pedestrian traffic in this area and the neighboring 4-plexes on 50 Avenue have lots of children.
- He asked if this was put in the paper.
 - B. Schultz advised that no the application was not advertised in the paper; decisions are posted in the paper so residents have an opportunity to appeal.
 - B. Schultz advised that letters were mailed to all adjacent property owners to advise them of the application and the opportunity to attend the MPC hearing and provide comments prior to a decision being made on the application.
- He asked if there is still a \$250 fee to appeal a decision.
 - B. Schultz advised that yes there is an appeal fee of \$250.
- He noted that the City of Cold Lake's bylaws define nuisance and offence or objectionable uses that adversely affect the amenities and that may interfere with normal enjoyment of a neighbourhood; putting a shelter at the proposed location will definitely affect and interfere with the normal enjoyment of the neighbourhood.
- If this location is approved with back alley access and the City is going to plow it then all alleys should be plowed.
- We have great bylaws for hotels, motels, etc. but zero bylaws/guidelines for temporary shelters.
- In Toronto they set out guidelines, policies and procedures for temporary shelters including:
 - hours of operation;
 - 24/7 certified staff;
 - training requirements;
 - screening requirements
- Does this shelter screen people when they enter and are their staff trained to do this.
 - A. Gendron advised that no drugs or alcohol are allowed in the shelter and noted they had success at the previous location.

Susan White, Executive Director – Dr. Margaret Savage Crisis Centre

- We desperately need a shelter; disappointed that it's only a men's shelter.
- Understands the problems we face with the homeless; struggles will not go away.
- Serious concerns with the location being only one block from the Crisis Centre and transitional housing. There have been several instances where women and children fleeing domestic violence were staying at the Crisis Centre, and their abusers were staying at Kokum's House.
- Another major concern, is the management, services offered and regulations required including policies, procedures, and reporting; not sure what, if anything is in place.
- Offered her support and time to help.

Dan McMillan - 4807 51 Avenue

- Agrees with the concerns already covered.
- Inquired about the height and size of the building.
 - T. Benoit clarified.
- 15+ years ago the previous owner was refused to build a shop on the lot.
- Makes no sense with lane only access.
- What about fencing on all sides?

C. Copeland asked if it is possible to put a fence around the entire property.
T. Benoit advised that yes the entire property could be fenced if approved.

Terry Melnyk - 5217 38 Street

- Owns a condo adjacent to the proposed shelter location (the middle yellow building at 4911 51 Ave).
- The condos, like most properties in Cold Lake, are suffering from low market value and adding a shelter right next to them will bring the values down further.
- Understands the importance for this type of facility; however, this is not the proper location.

Terry Adams - 4917 51 Avenue

- Is aware of the problems and the need for a shelter but there are lots of children in this area.
- Having a shelter at this location will allow shelter users to observe the routines of children.
- Will there be additional policing?
- Not fair to the children of Cold Lake; we need to keep them protected.

Bob Adams - 4917 51 Avenue

- All aspects/concerns have been covered, children, park, school, etc.
- We have to look into our hearts and find a solution.
- We have to trust that Council will take into consideration all concerns raised and make the right decision.

Christy Matteden - 5012 48 Street

- Second what everyone else said.
- Not impressed that the school, crisis center, etc. did not receive notice of the proposed temporary shelter location.
- The last place was lost to fire so it is very concerning that the proposed location only has alley access.
- Hopes a more appropriate location is found.

Zane Thain – Cold Lake Native Friendship Centre

- Understands the concerns with this location.
- Has been running Kokum's House for the past 5 years; seen it all and is aware of the issues.
- The shelter is not only used by First Nations.
- Trying to establish a thrift store to support the facility.
- We just need land so Trevor can start work.
- Would like the City to find a location and rezone if necessary so Trevor and the Friendship Centre can build the much needed shelter.

T. Benoit - these are all valid concerns. If this location is refused we need to find an appropriate location and establish construction timelines asap.

A. Gendron - time is of the essence; we need a location now because November to January is hard for men.

C. Copeland thanked everyone in the gallery for their participation.

Discussion ensued regarding possible locations including 4312 50 Street (behind Boston Pizza). This location would require rezoning to allow for a Temporary Shelter.

C. Copeland asked if they considered rebuilding by Ford.

A. Gendron advised that they were renting the house by Ford. They cannot afford the rent increase after it is rebuilt and the owner wants \$700,000 to buy the property, which they also can't afford.

B. Buckle asked if the existing Friendship Center could be expanded.

T. Benoit advised that the Friendship Centre is zoned RMX. The building has a basement but the basement wouldn't support the needs of a shelter. The building can support a second story but may not meet parking requirements.

C. Copeland asked the Commission if they had any closing remarks.

D. Lay – I cannot support the development at the proposed location but I'm supportive of finding an appropriate location as soon as possible.

V. Lefebvre – I cannot support the proposed location. Thank you for what you are trying to accomplish, it is needed in our community. We will work with you to find a property.

C. Vining – I cannot support the alley facing development; you know emergency services will be required. Then there is the public safety piece with it being in close proximity to the Crisis Center, park, school, etc.

J. Grau - we need to find a location but not this property.

B. Buckle – it is cut and dry; this is not an appropriate location. This needs to be referred back to Council to find a location.

C. Copeland - you guys do an amazing job and everyone is supportive because there is a real need for a shelter. We are committed to working with you to find a location. We need to determine the next steps and take everything into consideration including servicing. We also need to understand the long term goals of the shelter.

MOTION

Moved by K. Soroka that the Municipal Planning Commission refuse Development Permit 220046.

Carried Unanimously

ADJOURNMENT

Moved by V. Lefebvre that the meeting be adjourned, at this time being 7:34p.m.

Carried Unanimously

NEXT

MEETING

May 19, 2020

CITY OF COLD LAKE

CHAIRPERSON

DESIGNATED OFFICER



STAFF REPORT

Title: Minutes May 19, 2020 Municipal Planning Commission

Meeting Date: August 11, 2020

Executive Summary:

Minutes Municipal Planning Commission May 19, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**MINUTES OF THE MUNICIPAL PLANNING COMMISSION
HELD MAY 19, 2020 AT 5:00 P.M.
CITY OF COLD LAKE COUNCIL CHAMBERS**

PRESENT

Councillors:
Mayor Craig Copeland
Bob Buckle
Chris Vining
Duane Lay
Kirk Soroka
Vicky Lefebvre

ALSO PRESENT

Howard Pinnock, General Manager Planning and Development
Brad Schultz, Planner
Fakharah Nazir, Development Officer
Denise Pollard, Recording Secretary

ABSENT

Jurgen Grau, Councillor
Kelly Eljaji, Kelly's Signature Homes - Applicant

CALL TO ORDER

Mayor Copeland called the meeting to order at 5:03p.m.

**ADOPTION OF
AGENDA**

Moved by K. Soroka that the agenda be adopted as presented.

Carried Unanimously

**DISCLOSURE OF
INTEREST**

None

**ADOPTION OF
MINUTES**

None

OLD BUSINESS

None

NEW BUSINESS

DP #220049 Application for Addition to Service Station

F. Nazir presented the application for Development Permit #220049 from Kelly's Signature Homes for an addition to an existing Service Station (car wash) at 1302 & 1304 8 Avenue, which is a Discretionary Use within the RMX - Residential Mixed Use District.

Mayor Copeland asked the Commission members if they had any questions.

Several Commission members inquired why it is the Developer's responsibility to determine who is responsible for the fire hydrant in question; discussion ensued.

B. Schultz advised:

- There is an existing fire hydrant on the east side of the building that the applicant has suggested needs to be moved to prevent it from being hit by vehicles exiting the future extension.
- It's currently not clear whether the hydrant is on the City boulevard or on the Developer's property.
- Administration is recommending that the developer be required to submit a real property report detailing the location of the hydrant in order to determine who is responsible for the cost of moving the hydrant.
- Typically infrastructure is the Developer's expense; if it needs to be moved to accommodate his expansion it will likely be at his expense.

V. Lefebvre asked about classifying the development as a Service Station vs. Drive-Through Vehicle Services.

B. Schultz advised that:

- A car wash is typically classified under drive-through vehicle services but can fall under either of the definitions.
- "Drive-Through Vehicle Services" are not listed as a permitted or a discretionary use within the RMX District, meaning the existing car wash would be considered a non-conforming use.
- A "Service Station", however, is a Discretionary-MPC Use within the RMX District.
- Given that the existing car wash has been in place for many years with no known issues or concerns being raised, it would be reasonable to reclassify the development as a Service Station so that it would be considered a conforming use under the Land Use Bylaw and will allow the business the opportunity to expand.

V. Lefebvre asked if the business is classified as a Service Station can they put in gas pumps.

B. Schultz advised that a development application would have to be submitted and approved before gas pumps could be installed.

C. Vining inquired about expanding the building to the 13 Street side because normally a building wouldn't be that close to the sidewalk. He also asked if there were underground utilities in the boulevard.

B. Schultz advised that:

- The underground utilities are located in the alley and/or street and third party utilities in the area are overhead.
- Although the application does not conform to 7.13(1)(b) which states that no part of a service station building shall be located closer than 6.00m to a side or rear property line, this application is for an expansion of an existing facility, the location of the existing building and the site layout does not allow for these specific requirements to be met.
- Administration is of the opinion that these requirements could be waived under the authority of 3.8(3), as the proposed expansion of the facility does not have any foreseeable negative impact on adjacent properties.

B. Buckle asked about landscaping.

B. Schultz advised that:

- Given that most of the site is required for ingress/egress to the wash bays, there is little opportunity to provide a substantial amount of landscaping without impairing vehicle circulation on the site.
- Administration would recommend that the applicant be required to provide some planters along the building to introduce some soft landscaping in the spirit of the Land Use Bylaw.

Discussion ensued and the Commission inquired if a condition can be imposed requiring the applicant to hard surface the entire lot, in addition to some planters.

B. Schultz advised that yes the Commission can impose a landscaping condition requiring the Developer to hard surface the lot.

MOTION

Moved by D. Lay that the Municipal Planning Commission Approve Development Permit 220049 subject to the following conditions:

1. Meeting all other requirements of the Land Use Bylaw 382-LU-10 as amended.
2. Meeting the requirements of the Current Alberta Building Code and Safety Codes Act.
3. Meeting all other requirements of the City of Cold Lake Engineering Standards.
4. Meeting the requirements of all other applicable legislation.
5. Meeting the requirements of the current Alberta Fire Code.
6. Any exterior signage will be permitted subject to approval of all architectural and structural plans.
7. Developer shall provide a Real Property Report detailing the location of fire hydrant which needs to be moved.
8. Developer shall be required to hard surface all areas of the lot and adjoining boulevard that are required for vehicle access and circulation and shall provide soft landscaping through the use of planters as well as on any areas not required for vehicle circulation.

Carried Unanimously

ADJOURNMENT Moved by C. Vining that the meeting be adjourned, at this time being 5:36 p.m.

Carried Unanimously

NEXT MEETING TBD

CITY OF COLD LAKE

CHAIRPERSON

DESIGNATED OFFICER



STAFF REPORT

Title: Minutes June 1, 2020 Cold Lake Regional Utility Services Commission

Meeting Date: August 11, 2020

Executive Summary:

Minutes Cold Lake Regional Utility Services Commission June 1, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, JUNE 1, 2020 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

PRESENT	Bob Buckle, Councillor – City of Cold Lake Chris Vining, Councillor - City of Cold Lake Duane Lay, Councillor – City of Cold Lake Jürgen Grau, Councillor – City of Cold Lake Dana Swigart, Councillor – MD of Bonnyville Kevin Nagoya, Commission Manager Azam Khan, General Manager, Infrastructure Services – City of Cold Lake Denise Pollard, Recording Secretary
ABSENT	Lee Angelopoulos, 4-Wing Roy Dell, CLFN
CALL TO ORDER	B. Buckle called the meeting to order at 6:03 p.m.
ADOPTION OF AGENDA	Moved by D. Lay that the agenda be accepted as presented. <div style="text-align: right;">Carried Unanimously</div>
ADOPTION OF MINUTES	Moved by C. Vining that the minutes of February 24, 2020 be accepted as presented. <div style="text-align: right;">Carried Unanimously</div>
PUBLIC QUESTION PERIOD	None.
DELEGATION	Faber LLP, Chartered Professional Accountants Peter Johnson presented the 2019 Financial Statements via telephone.
OLD BUSINESS	Cold Lake Regional Water Supply Expansion Updates A. Khan provided a financial update on the project, noting that the majority of SITE Resources claims have been resolved. He also provided a summary of progress for all 4 contracts: <ul style="list-style-type: none">• Contract 01 Transmission Main – SITE Resources<ul style="list-style-type: none">○ Approx. 87% complete based on project cost; 100% complete based on length of pipe.○ All pipe is installed, pressure tested and swabbed between the WTP and the Transfer Station. Map showing summary of pressure tested sections was provided.○ Remaining work includes finishing the connection at Building No. 5, Braeman Place parking lot & electrical, Drake service connection, disinfecting the pipeline, street paving and roadworks and project clean up (final grading, seeding, fencing, tree planting, installation of ball markers, marker posts).• Contract 02 Transfer Station – Alpha Construction<ul style="list-style-type: none">○ Approx. 87% complete based on project cost.○ Most work is complete inside the building including installation of process pumps.○ The duty pumps start-up is delayed until new shafts are provided by the pump supplier.○ Commissioning plans are being finalized.○ Two issues impacting the schedule are the delay in start-up of the duty pumps and approval of PLC/HMI programming.○ Completion of outside work including final grading and access road is underway.• Contract 03 WTP Upgrades – Sure-Form Construction<ul style="list-style-type: none">○ Approx. 79% complete based on project costs.○ Both building expansions are nearly complete with exterior cladding and interior finishing remaining.○ Majority of process pumps and piping are installed and initial start-ups are being completed.○ Membranes installed in the third train, but not started up yet. Once commissioned, the other trains will be upgraded one at a time.

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, JUNE 1, 2020 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

- Staged commissioning is anticipated to start in June.
- Contract 04 Transmission Main – SITE Resources
 - Approx. 98% complete based on project cost; 100% complete based on length of pipe.
 - All pipe is installed and is currently being filled, swabbed and pressure tested between the Transfer Station and Bonnyville Pump House and Reservoir. Map showing summary of pressure tested sections was provided.
 - Section 2, Beaver River, will be pressure tested last.
 - Remaining work includes finishing connections, disinfecting the pipeline, project clean up (final grading, seeding, fencing, trail aggregate, tree planting, installation of ball markers, marker posts).
 - CLFN connection design is also in progress.

Discussion ensued.

- D. Swigart asked for clarification on the Transfer Station with regards to the Ardmore/Fort Kent line.
A. Khan clarified that Transfer Station has been sized and plumbed to connect the Ardmore/Fort Kent line in the future.
- D. Swigart asked how long does the MD has to connect the
A. Khan advised that:
 - It can happen any time but it has to be coordinated.
 - The Ardmore/Fort Kent tie in to the Transfer Station is not necessary for the Regional Line to become operational.
 - The MD will continue to receive water from the City of Cold Lake's distribution system until the tie in occurs. If they tie into the new transfer station they will become customers of the Bonnyville Regional Water Services Commission.
- D. Swigart asked about the benefits of tying in the Ardmore/Fort Kent line to the Transfer Station.
A. Khan advised:
 - The MD will likely be able to purchase water at a cheaper rate from the Bonnyville Water Commission;
 - The water will be treated with chloramines which will provide longer-lasting disinfection as the water moves through the pipe.
- B. Buckle asked about the Iron Horse Trail concerns previously raised by Muni-Corr.
A. Khan advised:
 - The contractors are aware of the concerns and a change order is in the works.
 - The dirt works profile being worked on.
 - The trail will be returned to its original condition or better.

Waste Water Treatment Plant MBRR Pilot Project Update

K. Nagoya advised:

- The pilot study ended in May 28, 2020.
- The results of the pilot study will be summarized in a draft report that AECOM expects to submit to the CLRUSC by the end of June. The report will include:
 - Commentary on the results of the study;
 - Recommendations for the full-scale system to be designed and constructed;
 - A conceptual site plan identifying the location of the proposed new equipment;
 - Updated cost estimates;
 - Commentary on equipment procurement options; and
 - Updated project completion schedules.
- Decommissioning of the pilot project is in progress.
- Environment Canada are keeping tabs on the Commission and their wastewater treatment progress.

Discussion ensued.

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, JUNE 1, 2020 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

- B. Buckle asked if we have tapped into any funding.
K. Nagoya advised:
 - FCMS Green Municipal Fund provided funding for the pilot project.
 - An application has been submitted to AMWWP for the Wastewater Treatment Facility – Mechanical Upgrade; no response to date.
 - The Wastewater Treatment Facility – Mechanical Upgrade project was listed in a letter to Government of Alberta regarding shovel-ready projects for consideration as a means of economic stimulus once the COVID-19 response winds down; no response to date.

NEW BUSINESS

2019 Financial Statements

Move by C. Vining that the 2019 Financial Statements be accepted as presented.

Carried Unanimously

Building 4 Force Main Condition Assessment and Feasibility Study

K. Nagoya advised:

- CLRUSC completed an overall of Building 4 a few years ago. Now the force main leaving the building requires assessment.
- The force main assessment from Building 4 to Building 9 was approved in CLRUSCs 2020 capital budget.
- Annexation catchment areas will be reviewed as part of the assessment.
- RFP closed on May 8, 2020; 4 proposals were received and are under review.

Building 9 Force Main – Phase 4

K. Nagoya advised:

- Construction tender closes on June 15, 2020 at 2pm.
- AECOM is the Engineering Consultant.
- Project scope will take the pipe to the south end Crawford Estates.
- Provisional costs have been included in the tender; may be advantageous to do more if budget allows.
- Very tight utility corridor.
- License agreement was proposed/provided to the MD; no response to date.

Discussion ensued.

- D. Swigart noted that MD residents are interested in servicing options.
K. Nagoya advised that he had a meeting with the MD; the MD wants to establish a mandate/level of service before pursuing servicing options.

Building 9 Force Main – Phase 4 Borrowing Bylaw No. 017-FN-20

K. Nagoya presented Borrowing Bylaw No. 017-FN-20 for the Building 9 Force Main – Phase 4 project.

Moved by D. Lay that Building 9 Force Main – Phase 4 Borrowing Bylaw No. 017-FN-20 be given First Reading.

Carried Unanimously

CORRESPONDENCE

Letter From CLFN Re Member Appointment (Dell)

The Board received a letter from CLFN dated May 27, 2020 regarding member appointment Roy Dell.

QUESTIONS

None

Moved by C. Vining that the meeting be recessed at this time being 6:57pm and reconvened at the call of the Chair.

Carried Unanimously

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, JUNE 1, 2020 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

Chair, B. Buckle reconvened the meeting at this time being 7:06pm.

IN-CAMERA

Water Rate Study

Present:

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

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

- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Moved by C. Vining that the meeting go "In-Camera" at this time being 7:06pm 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 regards to a Water Rate Study.

Carried Unanimously

Moved by C. Vining that the meeting come "Out-of-Camera" at this time being 7:44pm.

Carried Unanimously

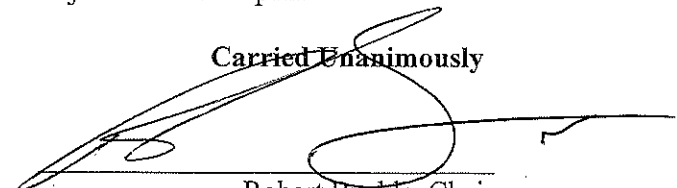
NEXT MEETING

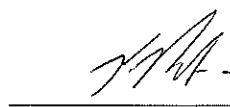
July 27, 2020 at 6:00 p.m.

ADJOURNMENT

Moved by J. Grau that the meeting be adjourned at 7:44 p.m.

Carried Unanimously


Robert Buckle, Chair


Kevin Nagoya, Commission Manager



STAFF REPORT

Title: Minutes June 27, 2019 Alberta Hub AGM

Meeting Date: August 11, 2020

Executive Summary:

Minutes Alberta Hub June 27, 2019 AGM

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Northeast Alberta Information HUB Annual General Meeting Minutes June 27, 2019 Portage College, St. Paul, Alberta

Attending: Mike Krywiak M.D. Bonnyville, Soren Odegard/County of Two Hills, Terri Hampson/Elk Point, Lorne Young/Elk Point, Ken Gwozda/Elk Point, Tim MacPhee/Vegreville, Tom Koep/Vegreville, Stan Delorme/Buffalo Lake Metis Settlement, Lorne Ladouceur/Buffalo Lake Metis Settlement, Caroline McAuley/Vermilion, Greg Sparklingeyes/Whitefish First Nation, Bob Bezpalko/Alberta HUB, Lisa Ford/Alberta HUB/RABC, Sophie Quan/RABC, Bob Buckle/City of Cold Lake, Sherri Buckle/Cold Lake Regional Chamber of Commerce,, Ross Whitelaw/Smoky Lake, Steve Upham/County of St. Paul, Bev Lockett/Portage College, Don Romanko/Vilna, Greg Sawchuk/M.D. of Bonnyville, Cheryle Eikeland/Marwayne, Laurent Amyotte/County of St. Paul, Judy Schueler/Bruderheim, Donna Rudolf/Myrnam, Jim Newman/Lamont County, Dan Warawa/Lamont County, Richard Wagner/Minburn County, Brent Williams/Minburn County, Jocelyn Lanovas/Mannville, Jody Quickstad/Mannville, Lorin Tkachuk/Lac La Biche County, Brian McEvoy/Bonnyville, Gary Ward/St. Paul, Maureen Miller/St. Paul, Christine Beveridge/Lamont, Al Harvey/Lamont, Kirk Perrin/Lamont, Corinne McGirr/County of Vermilion River, Jana Rowe/Lac La Biche County, Mike Tarkowski/Two Hills, Clayton Kittlitz/Lac la Biche County, Gerald Aalbers/Lloydminster, Dan Hobson/Lloydminster, Diane Jenkinson/M.D. of Bonnyville, Greg Barr/Vermilion, Rob Pulyk/Vermilion, Mary Lee Prior/Vermilion, Jill McLuckie/Mannville, Rex Smith/Mannville, Jennifer Leroux/Alberta HUB, James Tessier/EDT&T, Tammy Powell/EDT&T, Aaron Porier/EDT&T,

Proxy Vote: Village of Kitscoty

Special Guests: MLA David Hanson Lac La Biche St. Paul Two Hills, Angus Watt/ National Bank Financial

Regrets: Lindsay Haag/EMW, Lonnie Wolgein/County of Vermilion River, Lorne Halisky/Smoky Lake County, MLA Jackie Homeniuk Fort Saskatchewan Vegreville, MLA Rowswell/Vermilion- Lloydminster-Wainwright, Sheila Lupul/Andrew , MLA Laila Goodridge/Fort McMurray – Lac La Biche, Patty Podobozny/Bruderheim, Laura Papirny/Glendon, Debbie McMann/Innisfree, Sherri Chisan/Blue Quills University,

- 1.0** Vice- Chair Steve Upham called the Meeting to order at 6:45pm
Steve welcomed everyone for attending and thanked the Alberta HUB members for their dedication to regional economic development.
Soren called upon Mayor Miller/Town of St. Paul for welcoming remarks
Soren called upon MLA David Hanson for welcoming remarks
- 2.0** Adoption of Agenda
Moved by Caroline McAuley/Vermilion to adopt the agenda. **Carried**
- 3.0** Adoption of Minutes
Moved by Tim MacPhee/Vegreville to adopt the minutes of the June 20, 2018 AGM as presented. **Carried**

- 4.0** Steve called upon Chair Soren Odegard who presented the 2018/19 Alberta HUB Annual Report Chair's Message
Soren moved his report be accepted as presented. **Carried**
- 5.0** Financial Report
Steve called upon Caroline McAuley who introduced Barb McCarthy from JMD Chartered Accountants who presented the audited Financial Statements for the year ending March 31, 2019.
Dan Warawa/Lamont County moved to accept the financial report as presented. **Carried**
- 6.0** Steve asked for a motion to retain JMD Group LLP as financial auditors for the Northeast Alberta Information HUB for the 2019-20 operating year.
Soren Odegard moved to retain JMD LLP as financial auditors for the Northeast Alberta Information HUB **Carried**
- 7.0** Steve called upon Lisa Ford to provide a summary of the Rural Alberta Business Center for the 2018-19.
Caroline McAuley moved to accept Lisa's report as presented. **Carried**
- 8.0** Steve called upon Bob Bezpalko, Executive Director of Alberta HUB to provide a review of 2018-19 activities and moving forward into 2019-20.
"Video presentation"
Bob thanked Soren for his time as chair as well as the membership for their support.
Bob also thanked Lisa Ford and Jennifer Leroux for their contribution and dedication to the Alberta HUB organization.

Steve Moved to accept Bob's report as presented. **Carried**
- 9.0** Election of Board members – Bob Bezpalko
3 County/M.D. Representatives:
 - Soren Odegard – County of Two Hills
 - Loren Tkachuk – Lac La Biche County
 - Steve Upham – St. Paul CountyWith no other nominations Tim MacPhee/Vegreville moved nominations cease. **Carried**
- 2 Town (Population over 3000) Representatives:**
 - Caroline McAuley – Town of Vermilion
 - Tim MacPhee – Town of VegrevilleWith no other nominations Steve Upham/St. Paul County moved nominations cease. **Carried**
- 1 Town (Population under 3000) Representative:**
Ross Whitelaw nominated Mike Tartkowski – Town of Two Hills
Lorne Young nominated Terri Hampson – Elk Point
With no other nominations Tim MacPhee/Vegreville moved nominations cease. **Carried**
Bob provided ballots to Lamont, Brudeheim, Two Hills, Elk Point and Smoky Lake to vote for the representative. The result showed Mike Tartkowski as the representative.

1 Metis Settlement Representative:

- Stan Delorme – Buffalo Lake Metis Settlement

With no other nominations Lorin Tkatchuk move nominations cease.

Carried

1 First Nation Representative:

- Greg Sparklingeyes– Whitefish Lake First Nation

With no other nominations Caroline McAuley/Vermilion move nominations cease.

Carried

1 Village Representative:

- Jocelyn Lanovas - Mannville

With no other nominations Caroline McAuley/Vermilion move nominations cease.

Carried

1 Business/Industry Representative

- Lindsay Haag – EMW

With no other nominations Steve Upham/County of St. Paul move nominations cease.

Carried

1 Post-Secondary Educational Institution Representative

Beverly Lockett – Portage College

With no other nominations Don Romanko/Vilna move nominations cease.

Carried

City of Cold Lake – Bob Buckle

City of Lloydminster – Katlin Ducherer

Bob Bezpalko concluded the elections by thanking the board members for their dedication to the The Northeast Alberta Information HUB and that a board meeting will take place following the AGM.

Steve introduced Angus Watt who spoke on “Alberta’s Recovery”

Steve thanked Angus for a very insightful presentation.

Steve adjourned the meeting at 8:45pm.

Soren Odegard
Chair

Caroline McAuley
Secretary/Treasurer



STAFF REPORT

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

Meeting Date: August 11, 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

July 1	Monthly Executive/Mgmt. Team Mtg. CANC.
July 2	DAY OFF
July 3	DAY OFF
July 6	Weekly Mgmt. Team Mtg.
July 7	PILT Mtg. w/ Brownlee
July 8	Business Resilience Committee Mtg. Via Zoom
July 9	Mtg. w/ Brownlee
July 9	Teleconference w/ Brownlee
July 10	Safe & Healthy Communities Committee Mtg.
July 13	Weekly Mgmt. Team Mtg.
July 13	CATSA Licence Review
July 14	Regular Council Mtg.
July 15	Business Resilience Committee Mtg. Via Zoom
July 17	M & M Food Market Grand Opening
July 20	Weekly Mgmt. Team Mtg.
July 20	Water Rate Review Mtg.
July 20	CLRUSC Mtg. w/ BRWC
July 21	Mtg. w. Cold Lake Native Friendship Centre
July 21	Mtg. RE Encroachment Open House



July 21	Mtg. w/ WC, Diana & Allain
July 21	Corporate Priorities Committee Mtg. CANC.
July 22	WTP and Pump House Tour
July 22	Business Resilience Committee Mtg. Via Zoom
July 22	Mtg. - Security in Downtown Core
July 23	Recreation Communities Town Hall Webex Mtg.
July 23	Mtg. RE Municipal Affairs & Economic Development
July 23	Special Council Mtg.
July 27	Weekly Mgmt. Team Mtg.
July 27	RUSC Mtg.
July 28	Tour Hardwood Homes Subdivision
July 28	Regular Council Mtg. CANC.
July 29	City Hall Safety Mtg. CANC.
July 29	Cold Lake Golf & Winter Club Open House Planning Mtg.
July 29	Business Resilience Committee Mtg. Via Zoom
July 30	4 Wing Cold Lake MOU Negotiations
July 30	Mtg. RE Air Access Strategy and Regional Airports
July 30	Mtg. RE Creekside MHP - Drainage Ditch/Pipe
July 30	Review - Airport Briefing for J. T.
July 31	Mtg. w/ G. Barnes
July 31	Combative Sports and COVID-19 Zoom Mtg.

Corporate Strategic Initiatives and Communications:

- Coordinating final reporting for CARES grant and Aerospace Economic Development Initiative
- Assisting with advertising and logistics for upcoming Encroachment Open House
- Assisting with advertising and logistics for Golf and Winter Club Open House.
- Finalizing details for Park Sign Replacement Program - Installation.
- Meeting with RP Ops re: Licence agreement
- Assisting with 4 Wing/City of Cold Lake MOU
- Assisted with logistics for August 6 morning meeting



Other Activities:

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

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

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

Meeting Date: August 11, 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:	July
Contributors:	Linda Mortenson, Michele McIntosh, Aaron Larson, Mark Boonk, and Kristy Isert		
Submitted by:	Linda Mortenson, General Manager of Corporate Services		

General Manager's Meetings:

July	
1	City Hall monthly inspection
1	Management meeting
2	Safety meeting
6	Management meeting
7	Teleconference with Brownlee
8	Corporate Services managers meeting
9	Teleconference with Brownlee
27	Management meeting
29	ARB preliminary hearing
30	MOU negotiations

Administration:

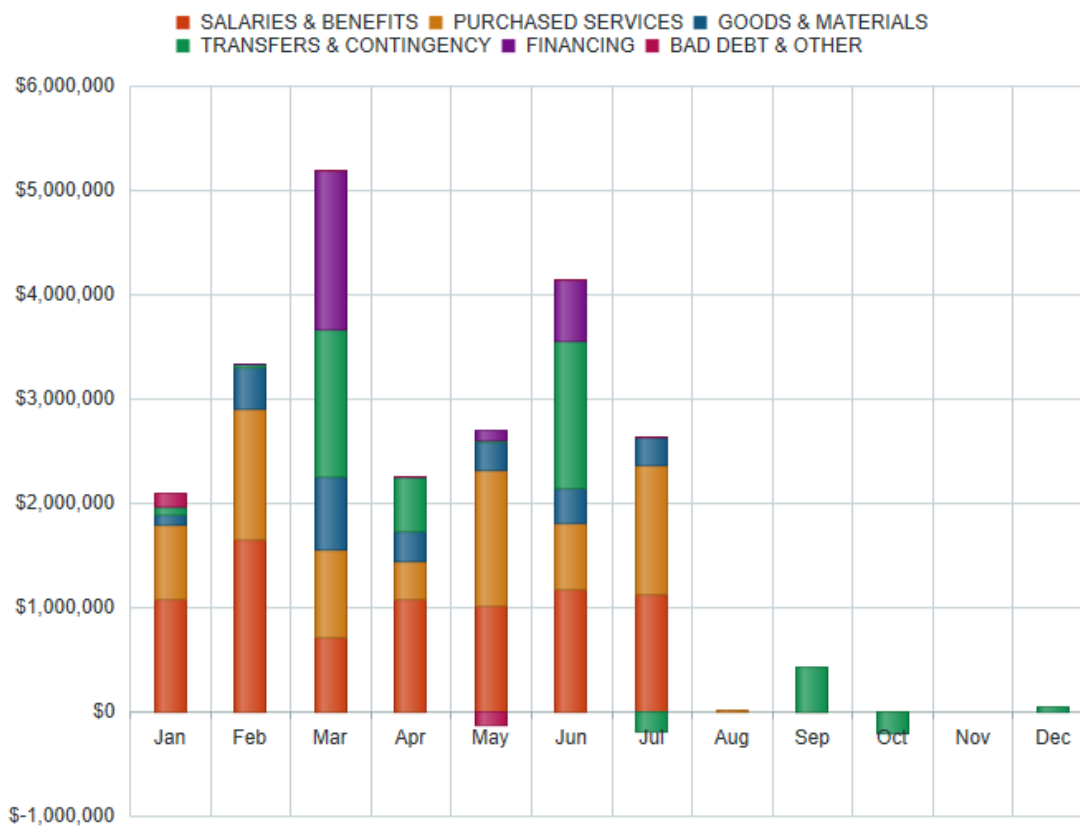
- Agenda preparation and minutes for various meetings
- Create and update fillable forms, letters, and agreements
- Schedule various meetings
- Track returned mail
- Credit card reconciliation
- eScribe training
- COVID-19 research of legislated changes and updates

Finance:

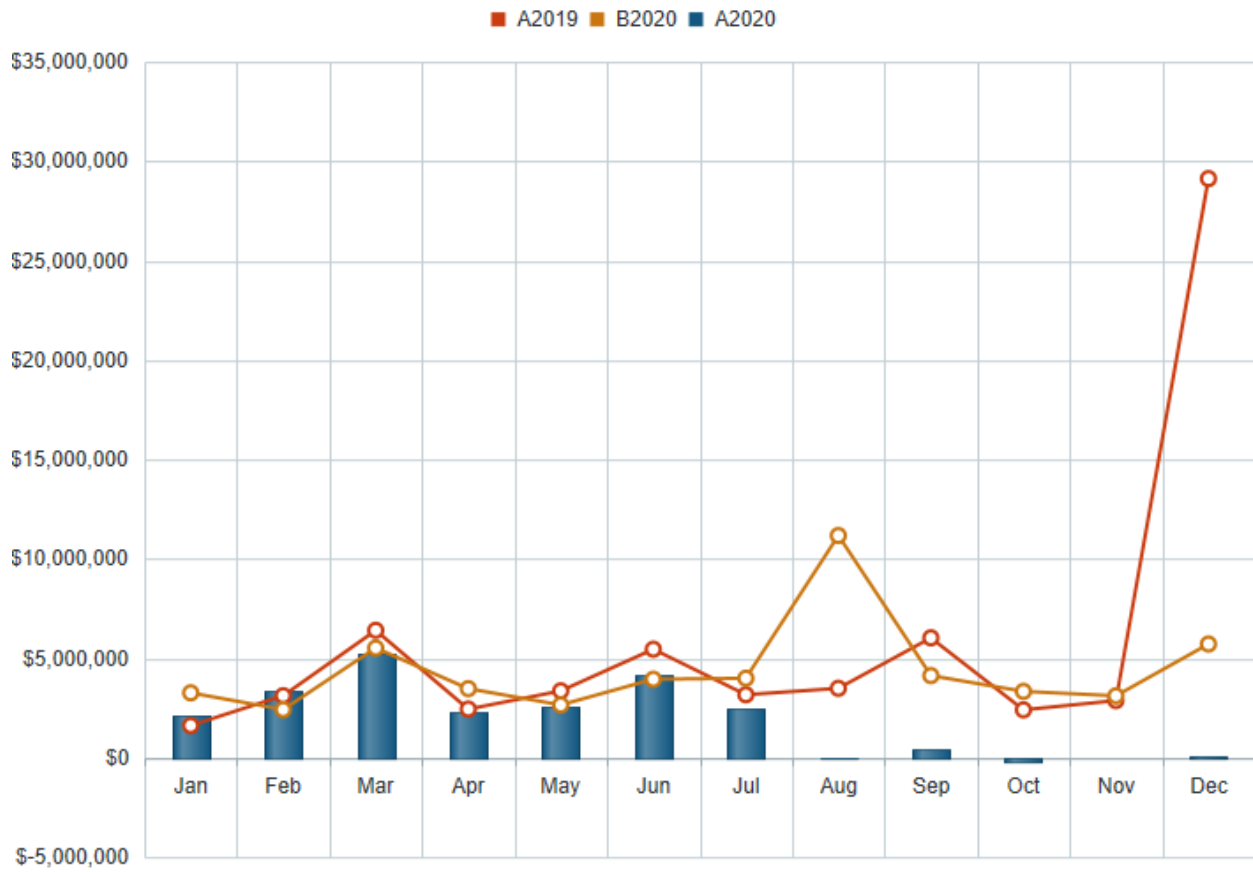
Year to Date Expense vs Budget (000's)



Expense by Object



Expense, Budget and Prior Year



Utilities

- 28 connects, 26 disconnects and 34 work orders
 - 2488 billed in Cold Lake North, 13 of these were estimated, 248 flat rate
 - 2345 billed in Cold Lake South, 26 of these were estimated, 39 flat rate

Receivable

- 128 Accounts Receivable invoices mailed out; 71 statements mailed out

Accounts Payable

- 659 Accounts Payable invoices processed, 426 Accounts Payable cheques printed

Property Taxes

- 100 tax certificates issued and 80 tax searches completed.
- 16 land title changes processed.
- Taxes receivable totalled \$28,136,005
 - Current taxes outstanding - \$5,056,015 (\$1,338,223 amount owing from 4 Wing property)
 - Tax arrears for one (1) year - \$2,394,683. These property owners were sent monthly statements regarding their accounts. (\$1,896,869 is related to the 4 Wing property)
 - Two (2) years' arrears - \$2,530,761. These arrears consist of 64 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 - \$2,630,282. These arrears consist of 28 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)
- \$23,638,600 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

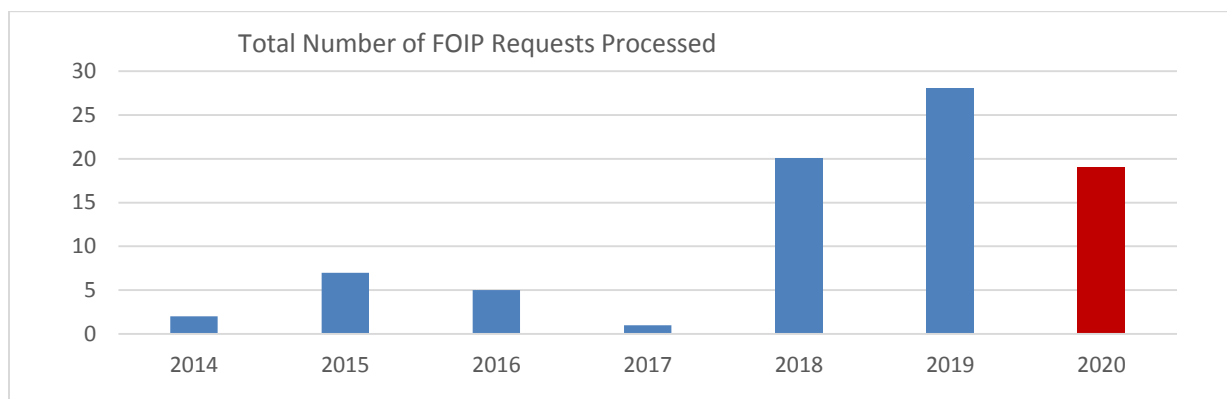
- June 2020 Bank and investment reconciliation and City Summary for Council.
- General ledger reconciliation to Perfect Mind and Golf Course software for June 2020.
- GST Return for June 2020 completed and filed.
- Variance Reports sent to department managers for all departments in the City.
- Property taxes deadline was June 30, 2020 except School Board Portion of Non-residential due September 30, 2020.
- Contest for emailed utility bills sign up ended July 31, 2020. 1,012 properties signed up so far.

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.
- Marina Review Engagement.
- Budget documents sent out to departments due back August 17, 2020.
- Preparation of service levels and budget for finance.

Legislative:

- **Information Requests & FOIP**
 - 3 new FOIP request received in July, and 19 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.
 - 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. Continued follow up as needed.
 - Facilities and Parks transition to SharePoint has begun. We are working with them to organization, sort, and analyze their records to begin their transition to SharePoint.

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

- 5 Dock Help Request tickets addressed in July, 55 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 to optimize their SharePoint site and ensure final migration of records is possible.
 - Ongoing review and maintenance of SharePoint libraries and content types, Collabware file plan, content rules and workflows.
 - Redevelopment of the legislative services quasi-judicial boards subsite was undertaken to ensure quality control and optimization of SharePoint features.
 - Following the 2 year anniversary for Recreation Programming department on SharePoint, we have initiated a review of their site to optimize use, address any issues, and ensure efficiency in record management.

- Reassessment and adjustment of the Collabware workflows to optimize records retention management.
- **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 987 active agreements; 18 new agreements filed in July.
 - RUSC has 190 active agreements; 0 new agreements filed in July.
- **Privacy Impact Assessments (PIA)**
 - 0 outstanding PIAs.
 - Consideration of the legal requirements of PIA being reviewed.
- **Quasi-judicial Boards**
 - Assist public with Subdivision and Development Appeal board questions.
 - Assessment Review Complaints received (8 total). Administration and preparation of complaint hearings has begun.
 - Preliminary hearing held on July 29, 2020 for one CARB Complaint.
 - All merit hearings for CARB and LARB complaints scheduled for September 2020.
- **Cemeteries**
 - Full review of the cemetery bylaw, policy, forms, legislation, regulations and internal processes to ensure compliance with the City's bylaw, policy and all laws and to ensure efficiencies within our processes.
 - Development of process to sell niches in the newly built columbarium in the Lakeview Cemetery.
 - Initiated development of a SharePoint records site and registries.
 - Review of the cemetery maps to assess the potential use of a public facing cemetery map to locate loved ones interred in a City cemetery.
 - Addressing public inquiries for all cemetery questions.
 - Processing cemetery applications including plot purchases, internment requests, memorial applications.
- **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)
- Development Officer (1 Full-time position)
- Community Event Programmer (1 Full-time position)
- FCSS Program Assistant (1 Part-time position)
- Family Resource Network Facilitator (12 month term position)

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

- Foreman – Water Treatment Plant (1 Full-time position)
- RCMP Clerk (1 Full-time positions)
- Watch Clerk (1 Full-time position)
- Watch Clerk (12 month term position)
- Parks Operator (1 Full-time positions)
- Utilities Operator – (10 month term position)
- CPO (1 Full-time position)
- Roads Operator (1 Full-time positions)
- Communications Coordinator (12 month term position)
- Accountant (1 Full-time position)
- Intermediate Secretary (1 Full-time position)
- Development Officer (11 month term position)

The following positions have been filled this month:

- Operator – Water Treatment Plant (2 Full-time position)
- Parks Operator (10 month term position)
- Watch Clerk (1 Full-time position)

Record of Employment: 11

Short Term Disability: 7

Long Term Disability: 6

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

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

Currently working on:

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

COVID-19 Related:

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

Safety Statistics:

Vehicle incidents to date: 2

Property Damage to date: 9

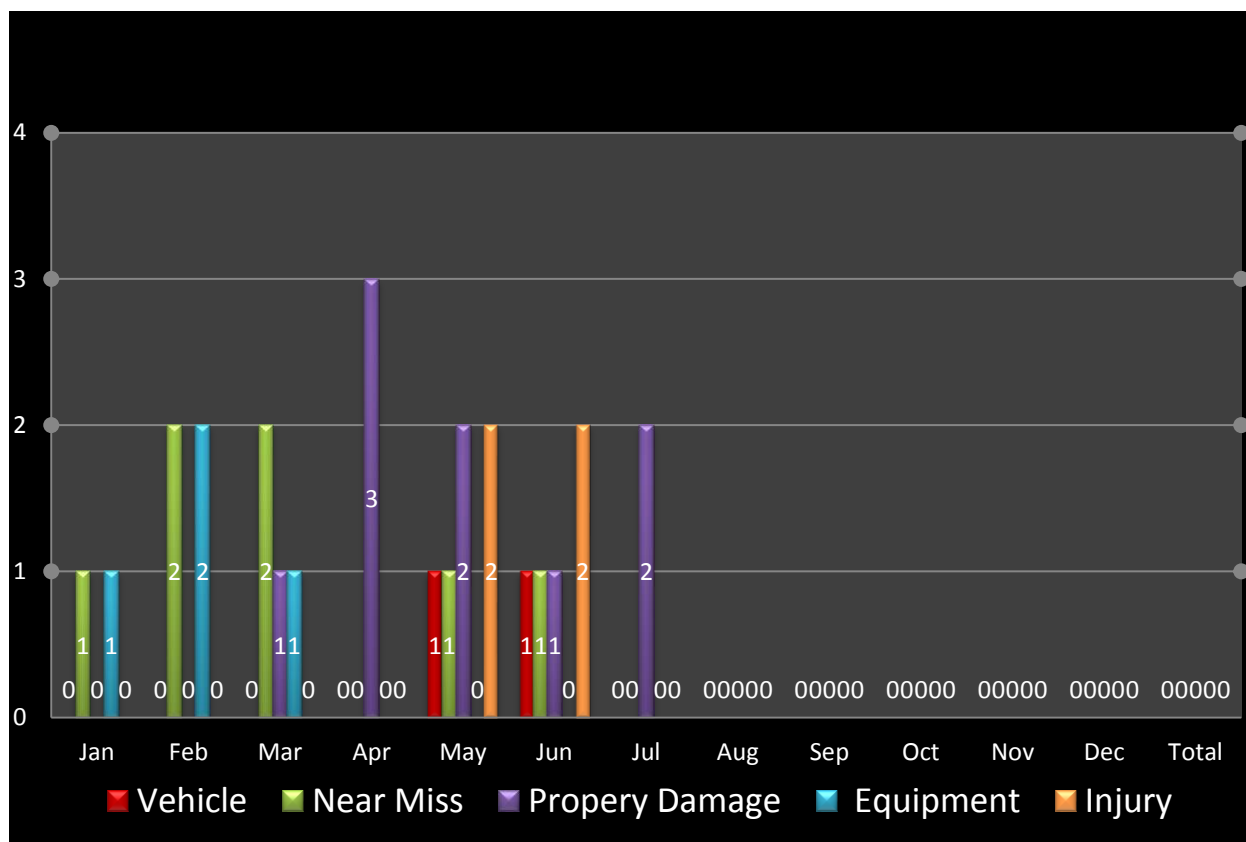
Equipment Damage to date: 4

Injuries to date: 4

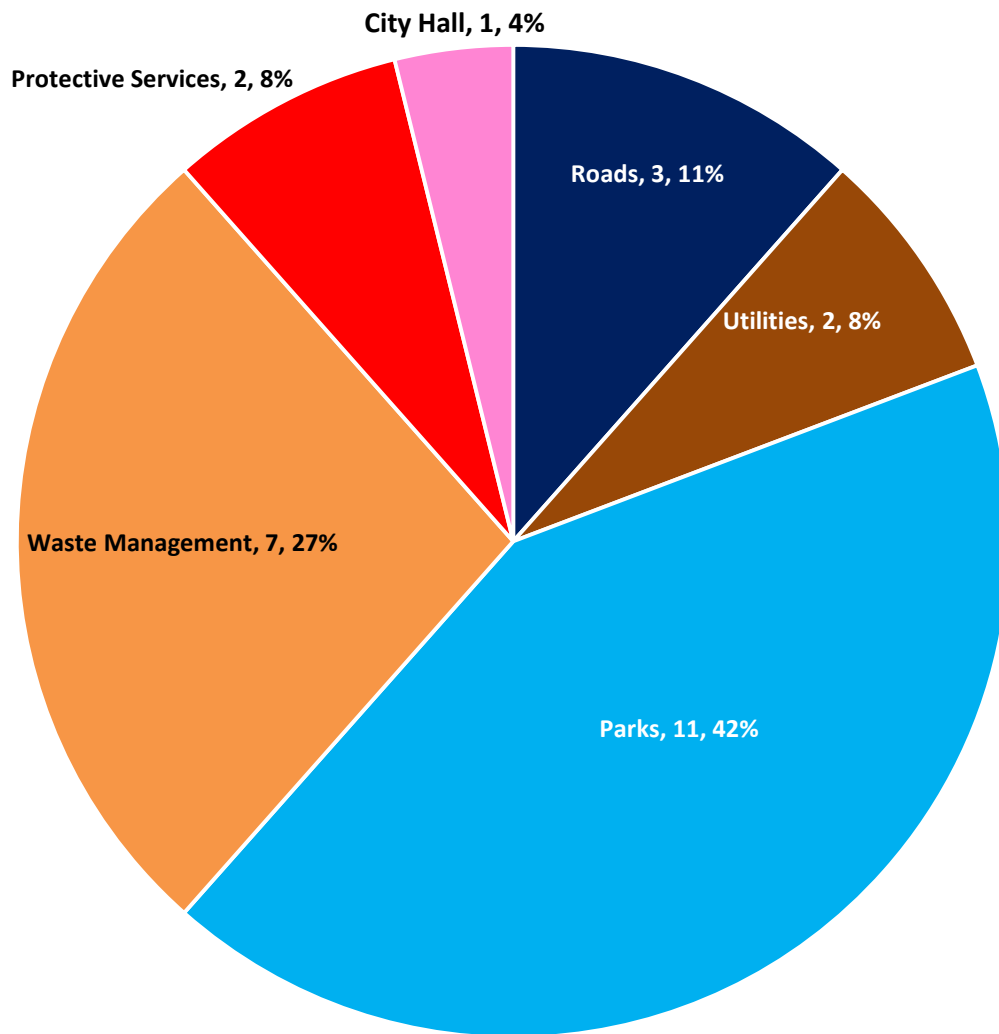
Near misses to date: 7

Total incidents **2020**: 26

Incidents by type of loss:



Incidents by Department 2020:



Information Systems and Technology:

Number of tickets closed:	102
Number of tickets opened:	102
Number of tickets still open at end of Month:	118
Number of Surveillance Footage Request:	4
Backup Recovery's:	0
Virus Threats (Online)	76
Junk	32217
SPAM Email	4548
Phishing Emails	64
Inbound Viruses Caught (Email)	78
Spoofed emails	36

- **Application Updates:** Houston radar Stats Analyzer, SolarWinds.

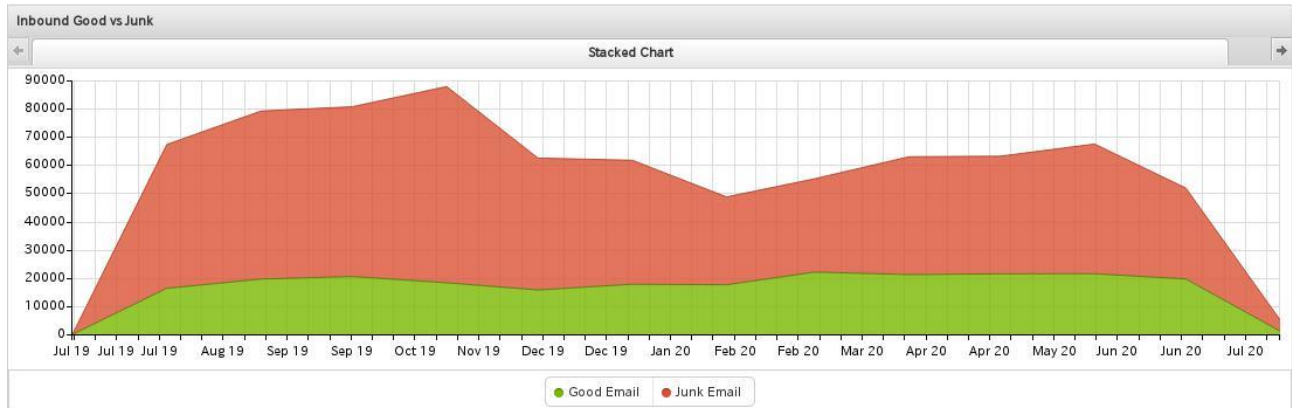
- **Application Installs:** MS Teams, Skype, Arc Reader, FileZilla.
- **Application Support:** SharePoint, Collabware, ARCGIS, ESET, Adobe, Bellamy, CAMS..
- **Server Support:** SharePoint, SQL, ARC GIS.
- **Server Patches:** 44 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** Switch Installs for fiber, Golf and Winter club phone system damaged, Rec Tablet.
- **Mobile Support:** Mobile phone deployment for Leg Manager.
- **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

- Fiber conduit installed between City Hall, South Fire Hall, Building 9, Energy Centre, and Public works.
- New local phone system installed at the Golf Course to replace the old system damage due to water ingress into building.
- Replaced failing AC unit in City Hall server room with a brand new unit.
- Moved the SAN/iSCSI connections at the EC off the core network switches and onto standalone iSCSI switches.
- New Dell core network switches installed into City Hall server room. More prep work needed before they can be brought online.
- Staff account and swipe card reactivations for those returning to work due to COVID layoffs.
- Updated our network and server monitoring software to the latest version.
- Upgraded firmware on most of our network switches throughout the city.
- Released a major update to the SharePoint AIF workflow to add stability, simplicity, and monitoring.
- Created a new SharePoint site collection and database for the executive portion of the organization.
- Planned CLM workflow upgrades with the Legislative department.
- Rebuilt the Transitory CLM workflow with the Legislative department.
- Built a Community Flag Pole SharePoint calendar with the Legislative department.



Monthly Inbound Good vs Junk



Time Span 07/04/2019 12:00 AM - 08/04/2020 11:13 AM

Email Security Version - 10.0.6.3447 (Hostname : emailsecurity)



Monthly Likely Spoof Messages

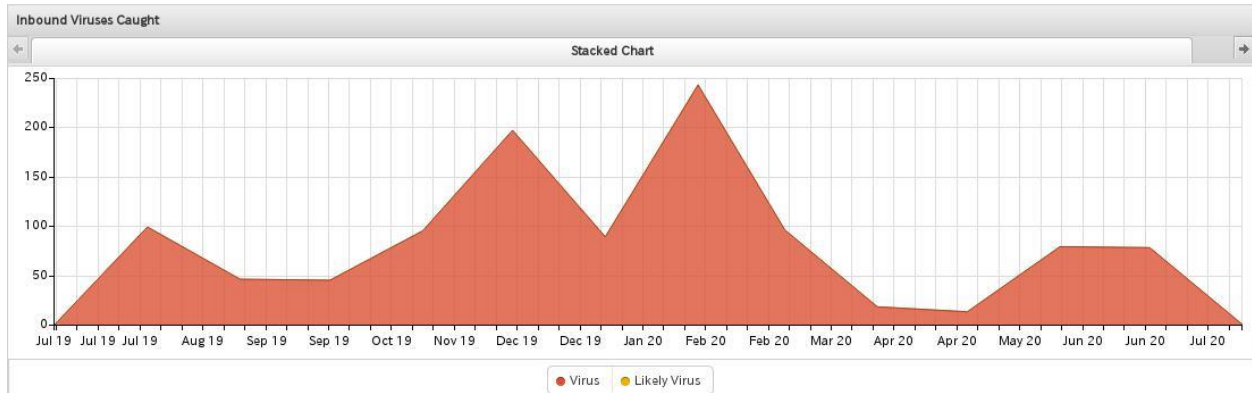


Time Span 07/04/2019 12:00 AM - 08/04/2020 11:14 AM

Email Security Version - 10.0.6.3447 (Hostname : emailsecurity)



Monthly Inbound Viruses Caught



Time Span 07/04/2019 12:00 AM - 08/04/2020 11:14 AM

Email Security Version - 10.0.6.3447 (Hostname : emailsecurity)



STAFF REPORT

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

Meeting Date: August 11, 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.
- Adjusting manholes; ongoing.
- Street sweeping; ongoing.
- Lane Maintenance; ongoing.
- Crack Sealing; 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 45 work orders for various departments.
 - Operators - completed 1 work orders for various departments.
 - Contracted Services - 24 work orders were contracted out for various departments.
 - Outstanding - 51 work orders are outstanding for various departments.
- Fuel Consumption:



- 8,701 liters of gas was dispensed into fleet vehicles for the various departments over 114 transactions.
- 23,204 liters of diesel was dispensed into fleet vehicles for the various departments over 177 transactions.
- Procurement:
 - Received 2020 Chevy Silverado for the Engineering Services Department as per the 2019 Capital Budget.

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 replacement; ongoing.
- Transit Advertising Contest; in progress with Communications.
- Bus Shelter Positive Message project; in progress with Communications.
- Transit Services Request For Proposal closed on July 28 at 2pm; only 1 bid was received; under review.
- 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. New fogger machine purchased for faster and more thorough disinfecting;
 - Hand sanitizer installed for passengers;
 - Access to front door and driver space restricted, back door access only:
 - Driver barriers have been ordered and scheduled for install on August 2. Once installed – front door boarding can resume;
 - Riders are encouraged to practice physical distancing or wear a mask.



- Physical distancing signs have been placed on the busses and in shelters.
- Masks provided the Government of Alberta are being distributed to riders.
- Infotainment monitors updated with Covid-19 notifications.

Facility Maintenance:

- Responded to 22 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; City Hall alarm install; ongoing.
 - Value Master Builders Ltd. - Public Works Facility renovation; complete
 - MT Sinc - maintenance on HVACs and furnaces in City facilities; ongoing.
 - Ansell Refrigeration – awarded the City Hall HVAC and Furnace Replacement Project; ongoing
 - 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.
 - 327 tonnes of waste was collected at the curb in July.
 - 33 tonnes of recyclables was collected at the curb in July.
 - 74 tonnes of organics was collected at the curb in July.
- 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.
 - 292 tonnes of C&D material was disposed of in the Class III Landfill in July.
- 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.
 - 140 tonnes of recyclables (curbside, drop-off locations, self-hauled residential and commercial) was received at the MRF in July.



- Collection of recycled material from the Recycling Drop-off Stations; ongoing.
 - 17 tonnes of recyclables was collected from the Recycle Drop-off's in July.
- 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; started testing delivered files.
- Collected field data on infrastructure assets - street lights.
- Completed GIS updates based on the Meadows Storm Trunk as-builts.
- Designed topology and updated the water isolation app with production data.
- Created the road closure feature dataset and populated with required feature classes.
- Configured the road closure app as per our requirement.
- Developed public map for road closure with Arcade expressions.
- Performed testing of hydrants and Cityworks python script.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was held on July 27, 2020 at 6pm in City Hall Council Chambers.

Agenda Items included:

Old Business

- Cold Lake Regional Water Supply Expansion Update
- Wastewater Treatment Plant (MBBR) Pilot Project Update
- Building 4 Condition Assessment and Feasibility Study
- Building 9 Force Main – Phase 4
 - AMWWP Funding Announcement
- Building 9 Force Main – Phase 4 Borrowing Bylaw No. 017-FN-20

New Business

- Wastewater Treatment Facility Mechanical Upgrade
 - AMWWP Funding Announcement

In Camera

- Agreement - Bonnyville Regional Water Services Commission (Negotiations)
- Land - TC Energy Saddle Lake Loop

Next meeting August 24, 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 - work started August 3, 2020
2	2020	2020 Street Improvement Program	Design	100	Awarded to AECOM
			Construction	20	Tender closed on June 25 and is awarded to E-Construction. Completion date of October 15, 2020. Streets include: 50 Ave (59 St – 58 St) - Concrete and mill and overlay; complete. Veterans Drive (57 St – 55 St) - mill and overlay; complete. 69 Ave (Hwy 28 – 50 St) Mill and overlay; complete. 59 St (Veterans Drive – 50 St) - Full reconstruction; concrete and top lift of asphalt remains. 6 St (Sammut Place – 20 Ave) - Full Reconstruction; concrete and top lift of asphalt remains. 54 St (52 Ave – 51 Ave) - Concrete work complete; Full reconstruction remains. 55 St (54 Ave – 55 Ave) - not started. 8 Ave (10 St – Lakeshore Drive) - not started. 16 Ave (16 St – West) - not started.
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 was tendered and closed on June 15 th at 2:00 PM. Tenders are under review.
			Construction	0	
4	2020	Building #4 Force Main Replacement Feasibility Study (CLRUSC)	Study	25	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. Initial review found there is enough capacity for the future proposed upgrades to Building 4. Technical memo is being prepared.
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.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
			Construction	0	
6	2020	2020 Sidewalk/Trail Connectivity	Design	100	Trail locations have been confirmed. Trails will be field fit.
			Construction	0	Awarded to Blue Flame Contracting.
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: 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

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					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	Awarded to Nova Mechanical. Start-up meeting scheduled for August 5 th , 2020.
7	2019	Grand Centre Memorial Cemetery	Design	100	Awarded to LEEs and Associates.
			Construction	0	Project has been retendered; tender closes on August 19 at 2pm.
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. Consultant is finalizing the design for both PRV's from the Water Master plan with the intent on completing both PRV's in 2020 if budget allows.
			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

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					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 closed July 7, 2020 currently under review.
12	2019	SCADA Upgrades	Design/ Construction	75	Awarded to ERAMOSA. Phase 1- Power Upgrades- 100% complete. Phase 2A - Back Up Controls at Bldg 4 & 9. Phase 1 & 2A Power Upgrades and Back Up Control – Estimated Costs provided by Smart Electric- proceeding with Bldg 4 & 9 2A only Phase 2B - Back Up Controls at Bldg 3 & 8- not proceeding at this time Phase 3A - SCADA Upgrades Cimplicity to VTSCADA. Currently running both systems there is some logic written into Cimplicity rather than through the PLC to control pumps. VTSCADA is functioning properly.-90% complete. 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.- Awarded to Urlacher Construction Ltd.- work starting August 4, 2020. Building and Finishing Site Work - tender closed July 28, 2020; bids under review.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
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 completed; approval issued. Awarded to PME - construction started July 30, 2020.
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)	<p>Awarded to Site Resource Group Inc.</p> <p>90% complete (based on \$) and 100% (based on length of pipe): landscaping, road rework on 16 Street (16 Ave to 75 Ave) remains.</p> <p>Contractor has completed pressure testing and has started chlorination of all pipeline under Contract 01 and all sections have passed pressure tests, with the section of line between the WTP and Building 5 passing chlorination. Contractor has completed all asphalt work required under Contract 01.</p>
				Contract 2 Transfer Station	<p>Awarded to Alpha Construction Inc.</p> <p>94% complete (based on \$) and approx. 95% (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 has completed initial commissioning testing</p>

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					successfully and will require the system to be functional for final commissioning.
				Contract 3 WTP Upgrades	<p>Awarded to SureForm Contracting Ltd.</p> <p>84% complete (based on \$). Building envelope is complete and contractor has started building wrap and Styrofoam on the outside of building envelope which has also been completed, cladding has commenced, exterior doors have been installed and interior doors have been painted and window install has been completed. The upstairs which would include the offices, lunch room, electrical room and bathrooms are nearly complete, drop tiles for ceiling remain along with touch up on painting. New Raw Water wet well is complete and Raw Water pumps have been commissioned, clear well work has been completed, membrane material has arrived on site and train 3 has been installed and tested, Contractor is currently working on the existing membranes. 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 has been completed.</p> <p>Exterior landscaping remains, finalizing the building cladding, and small work within the clear well along with switching over all mechanical to the new SCADA system.</p>
				Contract 4 Transmission Main (Transfer Station to Bonnyville)	<p>Awarded to Site Resource Group Inc.</p> <p>93% complete (based on \$) and 100% (based on length of pipe); All transmission main has been installed. Contractor has swabbed the line from the Town of Bonnyville treatment facility to Ardmore/Fort Kent swab launches and then to the new Transfer Station. Contractor has started pressure testing the line under Contract 04, currently there are 4 segments of transmission main that have not passed</p>

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					the pressure test. Waiting on more information from Consultant. Landscaping and ROW restoration is currently ongoing.
17	2019	Moving Bed Biofilm Reactor (MBBR) Pilot Project (CLRUSC)	Design	45	<p>Awarded to AECOM. CLRUSC is looking to demonstrate the effectiveness of this technology in achieving their vision for wastewater treatment. Given the innovative nature of this technology it will be piloted during the winter months for worst case scenario to assess the performance of the system when the ammonia concentration in the lagoon effluent is higher and the microbial activity is lower.</p> <p>Veolia Water Technologies Canada Inc. has supplied the LagoonGuard pilot trailer, with all necessary process equipment (reactors, blower, instrumentation and a control panel) for this study. Veolia's field technicians assisted with the trailer's installation, start up and the commission of the LagoonGuard equipment/process and they trained the City's staff. When the process stabilized Veolia handed over operational responsibility to the City, and are remotely monitoring the process and supporting the City.</p> <p>Two interim project update presentations were made to RUSC: Nov 25, 2019 and Feb 24, 2020. A third interim report is in progress.</p> <p>The pilot study ended in May 28, 2020. Pilot project decommissioned.</p> <p>Draft Final Report reviewed, waiting for final report. AECOM made final presentation on Aug 27, 2020 to RUSC on findings of the Pilot Study.</p> <p>An RFQ for WWTF upgrade is ready.</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>

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					<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> <p>Updated price received for 53rd Avenue and the project has been awarded to Urlacher Construction Ltd. for underground work.</p>
2	2018	2018 Annual Lane Rehabilitation	Design	100	Awarded to SE Design.
			Construction	98	<p>Awarded to BlueFlame Contracting Ltd. Lanes include:</p> <p>51/52 Ave Lane (51 St to 52 St) – Behind Grand Centre Cinema; complete.</p> <p>51/52 Ave Lane (52 St – 5 Ave) – Behind Red Rooster; complete.</p> <p>CCC issued.</p>
3	2018	Cold Lake Regional Airport Taxiway and Apron Enhancements	Design	100	Awarded to CIMA Canada Inc.
			Construction	98	<p>Awarded to E-Construction. Paving, grading and hydroseeding completed October 4, 2019.</p> <p>CCC issued and deficiency holdback retained. Deficiencies are completed holdback to be released. FAC remains.</p>
4	2018	Imperial Park/Energy Centre South Access Enhancements and Parking Lot Improvements	Design	100	Awarded to SE Design.
			Construction	98	<p>Awarded to Urlacher Construction. Road construction and parking lot are completed.</p> <p>CCC issued.</p>

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
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	95	Awarded to GenMec ACL. Contractor has completed all components within the Lakeview Cemetery. A CCC walkthrough is scheduled for the first part of August.
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.
			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. FAC walkthrough

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

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

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



STAFF REPORT

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

Meeting Date: August 11, 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 July 2020, within the Planning and Development department.

Background:

The comparative statistical report to the end of July 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
2016 - 2020**

Report ending JULY 2020

2017

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

2018

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

2019

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

2020

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
2016 - 2020**

Report ending JULY 2020

2017

2018

2019

2020

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

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

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

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

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

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

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

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

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

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

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

June		
New Residential-SF	\$ 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
2016 - 2020**

Report ending JULY 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	\$ 2,130,000.00	9
Reno. Residential	\$ 25,000.00	1
Multi-Family Residential		
Commercial	\$ 15,000.00	1
Commercial Renovation		
Accessory Buildings	\$ 9,000.00	2
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 9,000.00	2
Other (Decks/Signs, etc.)	\$ 2,500.00	1
Total	\$ 2,190,500.00	16

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
2016 - 2020**

Report ending JULY 2020

2017

2018

2019

2020

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

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

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

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

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

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

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

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

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

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

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

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

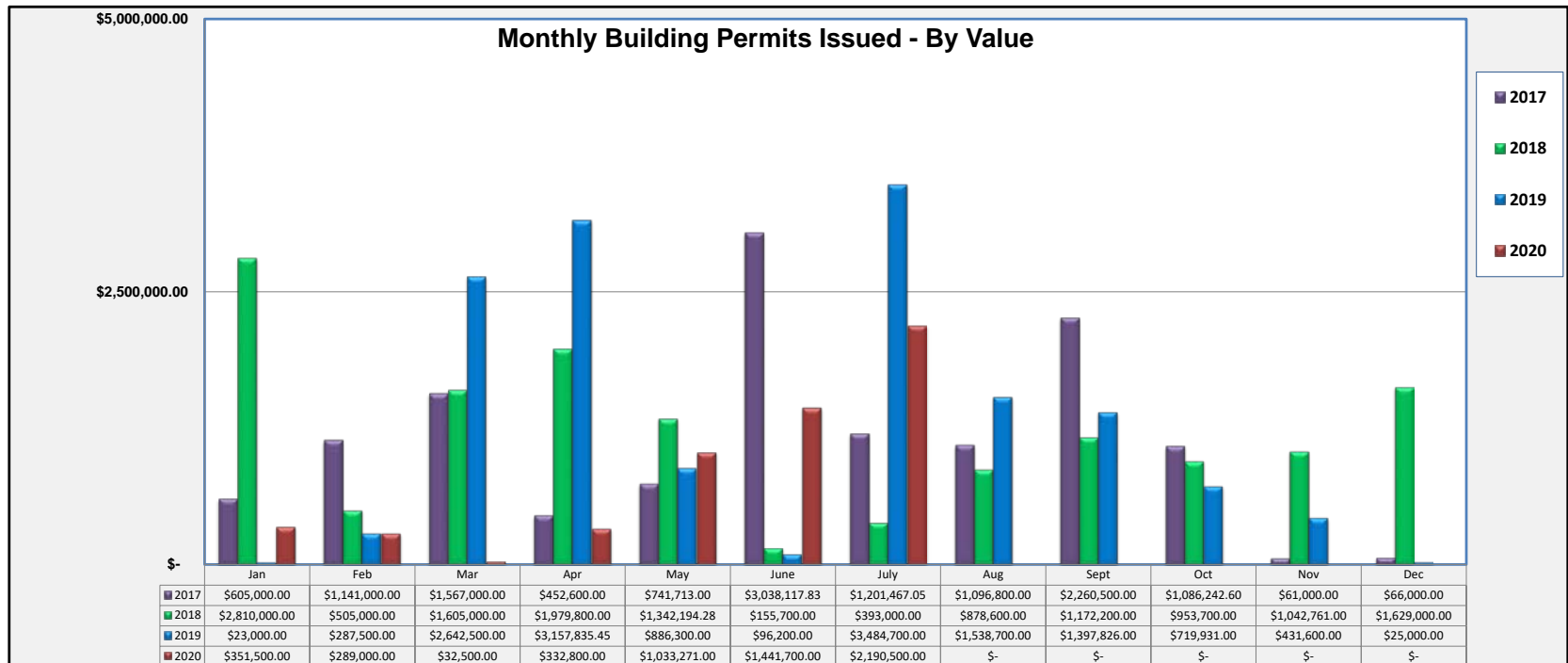
2017 Total \$ 13,317,440.48 125

2018 Total \$ 14,466,955.28 116

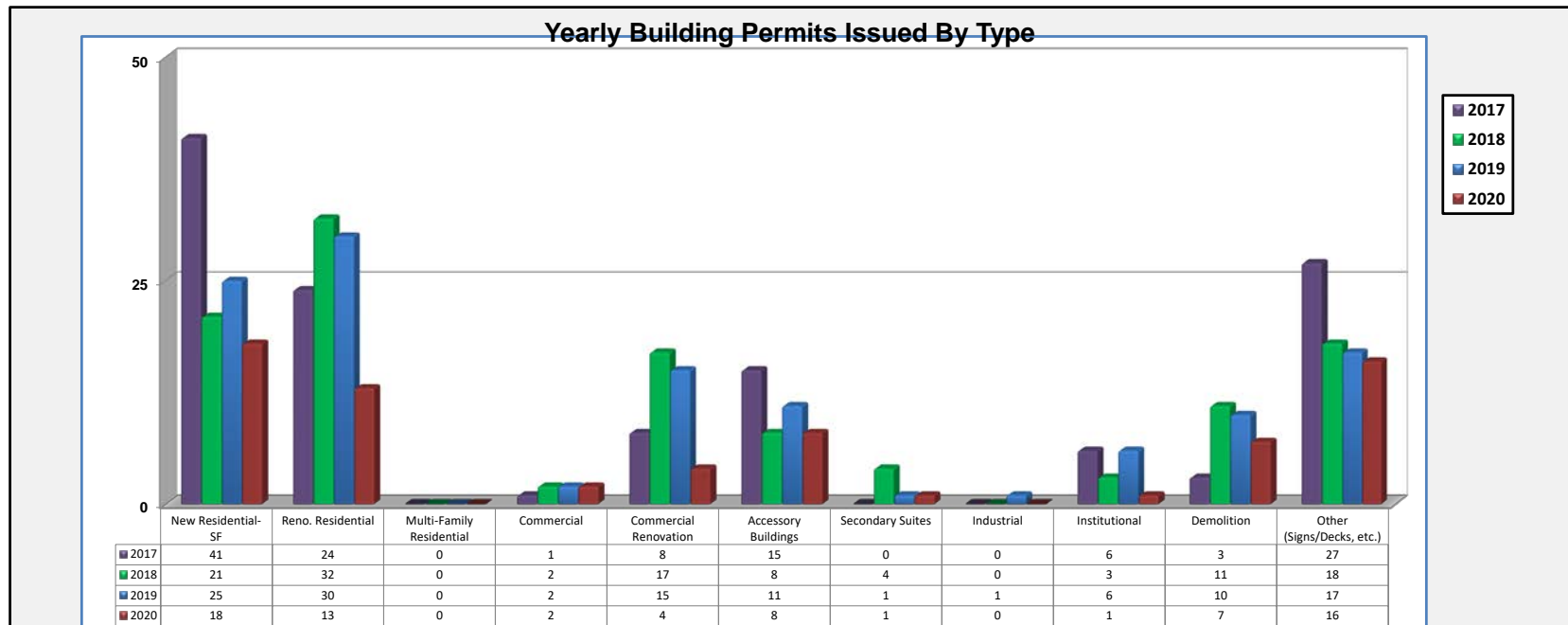
2019 Total \$ 14,691,092.45 118

2020 Total \$ 5,671,271.00 70

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	\$ 2,190,500.00
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	\$ 5,671,271.00



Data Summary - Building Permits by Type of Permit Issued				
PERMIT TYPE	2017	2018	2019	2020
New Residential-SF	41	21	25	18
Reno. Residential	24	32	30	13
Multi-Family Residential	0	0	0	0
Commercial	1	2	2	2
Commercial Renovation	8	17	15	4
Accessory Buildings	15	8	11	8
Secondary Suites	0	4	1	1
Industrial	0	0	1	0
Institutional	6	3	6	1
Demolition	3	11	10	7
Other (Signs/Decks, etc.)	27	18	17	16
Total	125	116	118	70



**Development Permit Stats Comparison
2016 - 2020**

Report ending JULY 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
2016 - 2020**

Report ending JULY 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
2016 - 2020**

Report ending JULY 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	\$ 700.00	8
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	\$ 100.00	2
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites	\$ 150.00	1
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.)	\$ 525.00	8
Total	\$ 2,075.00	19	Total	\$ 1,200.00	8	Total	\$ 1,825.00	19	Total	\$ 1,475.00	19
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
2016 - 2020**

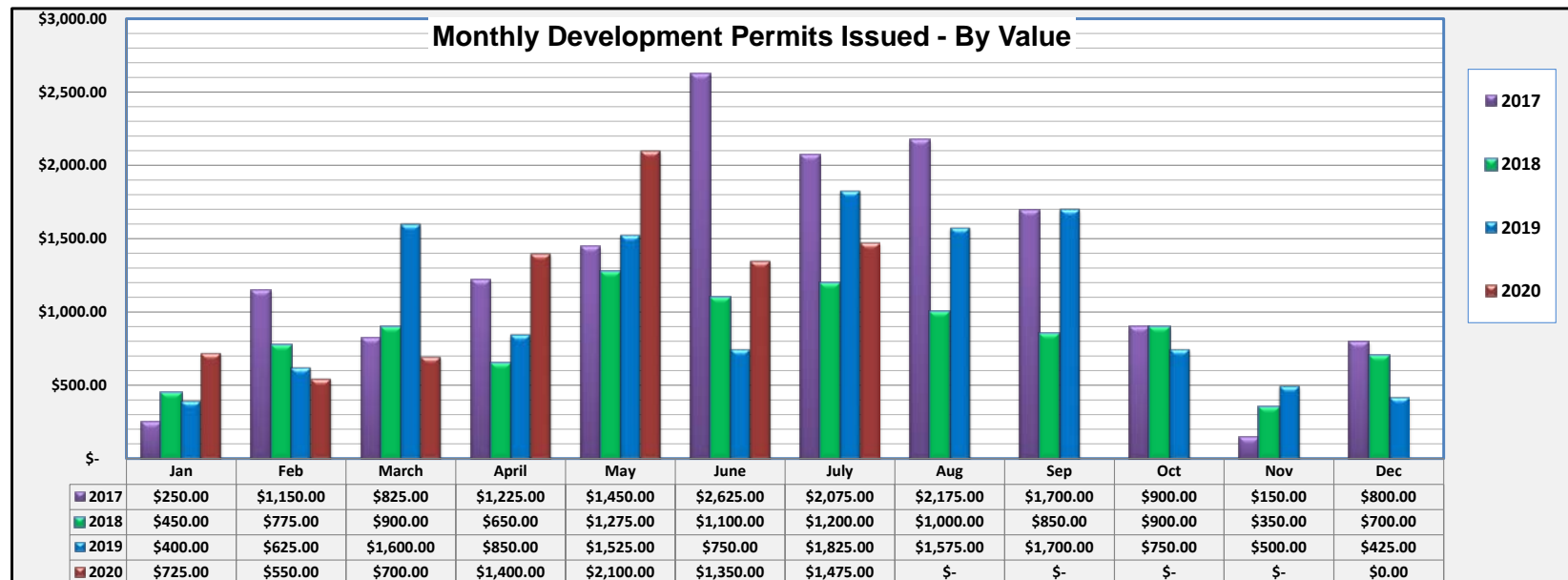
Report ending JULY 2020

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	\$8,300.00	97

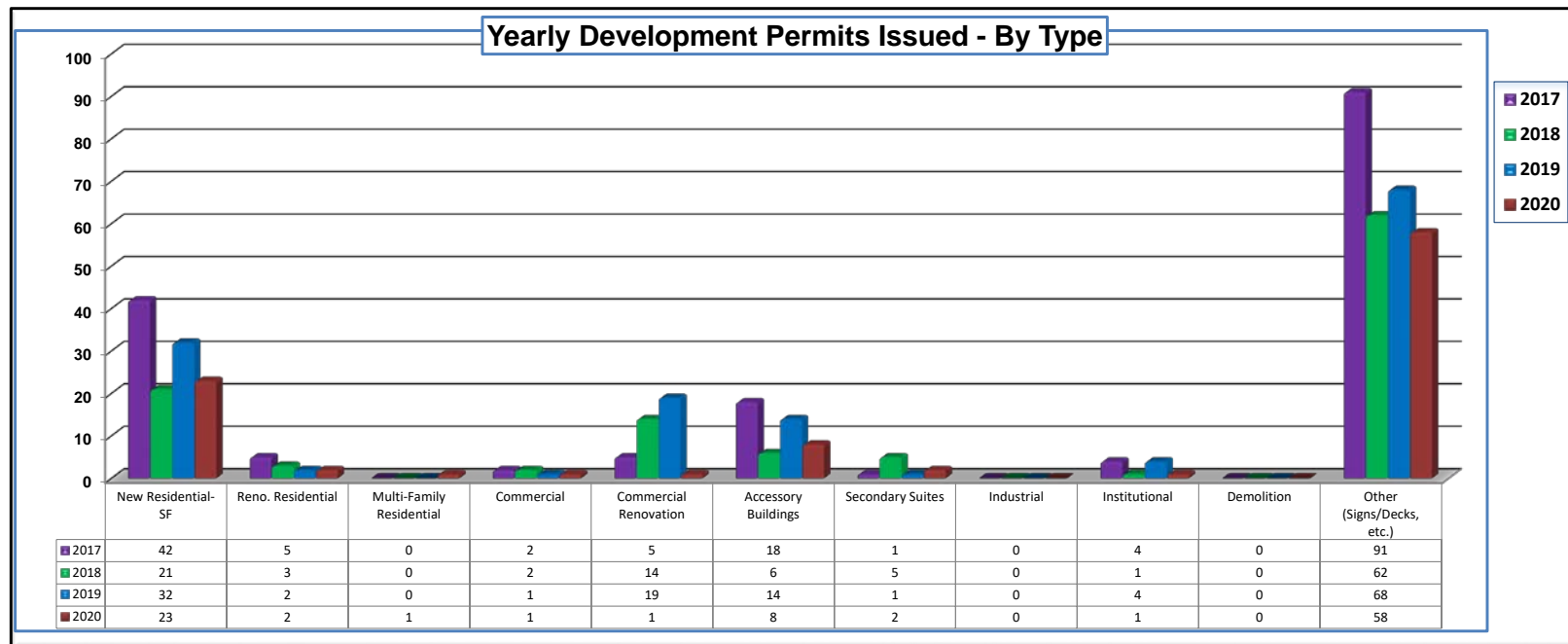
Development Permit Stats Comparison
2016 - 2020

Report ending JULY 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	\$ 1,475.00
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	\$ 8,300.00



Data Summary - Yearly Development Permit Type by Count as of Report Date				
	2017	2018	2019	2020
New Residential-SF	42	21	32	23
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	8
Secondary Suites	1	5	1	2
Industrial	0	0	0	0
Institutional	4	1	4	1
Demolition	0	0	0	0
Other (Signs/Decks, etc.)	91	62	68	58
Total	168	114	141	97





STAFF REPORT

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

Meeting Date: August 11, 2020

Executive Summary:

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

Background:

PROTECTIVE SERVICES DEPARTMENT

Cold Lake Fire Rescue Highlights

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

RCMP Highlights

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

Municipal Enforcement Highlights

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

RECREATIONAL DEPARTMENT

Recreation and Parks Highlights

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

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



JULY 2020

Cold Lake Fire-Rescue

Fire Calls, Accomplishments and Events

Fire Calls – 19 in total

During the month of July there were nineteen (19) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to one (1) structure fire in the City of Cold which was a duplex fire. Fire crews arrived to a fully involved structure fire with flames showing through the roof. Fire crews ensured everyone was outside and knocked the fire down quickly and then worked on hot spots. Both sides of the duplex sustained substantial fire damage and will need quite a bit of work before the tenants can return. The fire was deemed non-suspicious. CLFR responded to one (1) vehicle fire which was a burnt out abandoned vehicle and a total loss. The fire was deemed suspicious. CLFR responded to four (4) 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. One was an offset frontal collision, one was a t-bone collision, one a rear-ender collision and one was a vehicle versus motorcycle. Of the eight (8) alarm calls CLFR attended, all were deemed to be false alarms. Seven of the alarms were residential fire alarms and one was a commercial/institutional fire alarm. The fire alarms which were activated included: six from cooking smoke, one from a faulty detector and one from kids playing with keypad. Finally, CLFR responded to five (5) public/agency assistance calls which included: one agency assist call with RCMP for a child on a roof who was gone when CLFR arrived and four public assistance calls. The four public assistance calls included two odor investigation calls with nothing found, a swimmer in distress who was able to make it to shore and an arcing power line where ATCO was already on scene and isolated the power.

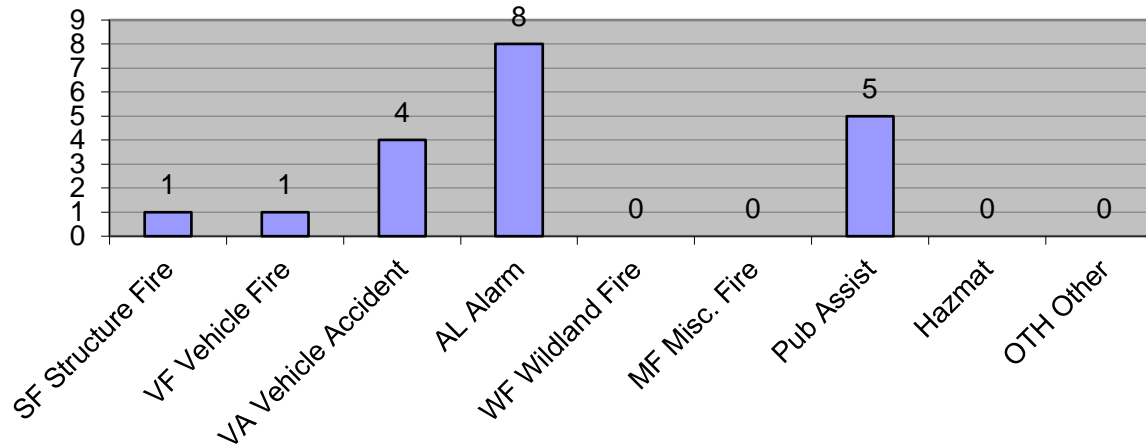
During the month CLFR responded ten (10) times within City limits and nine (9) times in the MD of Bonnyville. Evening response [1600-2400] (10) were the highest response times at 52.63% followed by daytime response [0800-1600] (8) at 42.11%, followed by overnight response [0000-0800] (1) being at 5.26%.

Accomplishments and Events

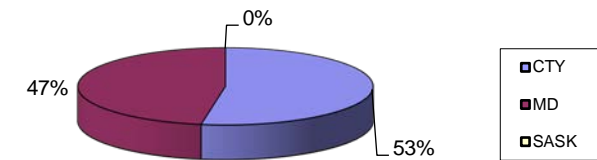
- Vendor Visits → Acklands Grainger – July 3rd.
- Regional DEM Meetings. Cold Lake, Bonnyville, St. Paul – July 6th, 13th, 20th, 27th.
- Fire Inspections → Group Home – July 7th.
- Occupant Load (Mamacitas Mexican Restaurant) site visit – July 10th, issued July 20th.
- Fire Quality Management Plan (QMP) COCL Meeting – July 7th & 29th.
- Fire Chief, Senior CPO and GM Community Services meeting to discuss court bylaw matters and representation by lawyers – July 7th.
- CLFR performed noxious weed burn at Cold Lake Landfill as requested – July 9th.
- Fire Chief and GM Community Services met with Cold Lake Ambulance Society about options for additional administrative space for them – July 10th. Site visit – July 13th.
- Structure fire investigation. CLFR & insurance company investigators – July 27th, 28th.
- Fire Chief participated in CPO & 4 RCMP vacant position interviews – July 27th – 30th.
- DEM participated in (ASIST) Incident Management Team Board Meeting – July 29th.
- NE Alberta Incident Management Team (IMT) Conditional Grant Agreement (CGA) reconciliation for 2019 expenses submitted – July 30th.
- Alberta First Responder Radio Communications System (AFRRCS) vendor radio trials ongoing during month. Checking on reliability in CPO and CLFR coverage areas.
- Discussions started with AHS about COVID Testing Center alternate site locations.
- Work progressing on Protective Services 2020 budget documents for submission.
- Work progressing on Protective Services 2020 Service Level Review submission.

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
Jul 2020	19	1	1	4	8	0	0	5	0	0	10	9	0
<i>2020 Totals</i>	<i>170</i>	<i>7</i>	<i>7</i>	<i>28</i>	<i>76</i>	<i>11</i>	<i>8</i>	<i>28</i>	<i>1</i>	<i>4</i>	<i>103</i>	<i>63</i>	<i>4</i>

July 2020 - Incidents by Type



July 2020 - Incidents by Location



**Jul-20
Totals**

1	Structure Fire (1-City) [Duplex]
1	Vehicle Fire (1-MD) [Automobile]
4	Vehicle Accident (4-MD) [4-Automobile]
8	Alarm (6-City,2-MD) [7-Residential & 1-Institutional fire detectors]
0	Wildland Fire
0	Misc. Fire
0	Hazmat
5	Oth/Pub Assist(3-City,2-MD)[RCMP Assist, Public Assist x2,odor x2]
19	(8 Calls for Station #3, 10 Calls for Station #4, 1 call with both) (10-City Calls, 9-MD Calls, 0-Sask Calls)

**Jul-19
Totals**

1	Structure Fire (1-MD) [Shed]
1	Vehicle Fire (1-City) [Camper]
4	Vehicle Accident (2-City,1-MD,1-Sask) [4-Automobile]
8	Alarm (7-City,1-MD) [4-Residential & 4-Commercial fire detectors]
0	Wildland Fire
1	Misc. Fire (1-City) [Contents Fire - Stove Top]
0	Hazmat
8	Oth/Pub Assist(3-City,5-MD)[Rescue x2,Public Assist x3,Smoke x3]
23	(8 Calls for Station #3, 15 Calls for Station #4, 0 calls with both) (14-City Calls, 8-MD Calls, 1-Sask Call)

**** At the end of July 2020 Cold Lake Fire-Rescue has responded to 170 calls as compared to 175 calls at the end of July 2019 ****

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

August-04-20

CATEGORY	2019		2020		% Change	
	Jul/19	YTD	Jul/20	YTD	July	YTD
Homicide	0	1	0	0	0.0%	-100.0%
Offences Related to Death	0	0	2	6	200.0%	600.0%
Robbery	1	13	1	7	0.0%	-46.2%
Sexual Assaults	2	12	0	12	-100.0%	0.0%
Other Sexual Offences	0	7	1	7	100.0%	0.0%
Assault	15	133	25	185	66.7%	39.1%
Kidnapping/Hostage/Abduction	1	6	0	9	-100.0%	50.0%
Extortion	0	1	0	2	0.0%	100.0%
Criminal Harassment	6	41	4	51	-33.3%	24.4%
Uttering Threats	11	58	14	72	27.3%	24.1%
Other Persons	1	1	0	1	-100.0%	0.0%
TOTAL PERSONS	37	273	47	352	27.0%	28.9%
Break & Enter	8	89	7	97	-12.5%	9.0%
Theft of Motor Vehicle	7	65	13	87	85.7%	33.8%
Theft Over	0	8	1	7	100.0%	-12.5%
Theft Under	35	204	24	229	-31.4%	12.3%
Possn Stn Goods	6	34	1	27	-83.3%	-20.6%
Fraud	10	78	16	89	60.0%	14.1%
Arson	1	2	0	2	-100.0%	0.0%
Mischief To Property	136	640	159	790	16.9%	23.4%
TOTAL PROPERTY	203	1120	221	1328	8.9%	18.6%
Offensive Weapons	5	29	3	20	-40.0%	-31.0%
Public Order	1	3	0	1	-100.0%	-66.7%
OTHER CRIMINAL CODE	86	457	55	287	-36.0%	-37.2%
TOTAL OTHER CRIMINAL CODE	92	489	58	308	-37.0%	-37.0%
TOTAL CRIMINAL CODE	332	1882	326	1988	-1.8%	5.6%
Drug Enforcement - Production	0	0	0	0	0.0%	0.0%
Drug Enforcement - Possession	2	14	1	13	-50.0%	-7.1%
Drug Enforcement - Trafficking	2	16	6	18	200.0%	12.5%
Drug Enforcement - Other	0	1	0	1	0.0%	0.0%
Total Drugs	4	31	7	32	75.0%	3.2%
Federal - General	0	7	1	8	100.0%	14.3%
TOTAL FEDERAL	4	38	8	40	100.0%	5.3%
Liquor Act	5	54	4	30	-20.0%	-44.4%
Other Provincial Stats	28	156	26	172	-7.1%	10.3%
Total Provincial Stats	33	210	30	202	-9.1%	-3.8%
Municipal By-laws Traffic	0	6	2	6	200.0%	0.0%
Municipal By-laws	18	62	10	53	-44.4%	-14.5%
Total Municipal	18	68	12	59	-33.3%	-13.2%
Fatals	0	0	1	1	100.0%	100.0%
Injury MVAS	1	2	0	3	-100.0%	50.0%
Property Damage MVAS (Reportable)	16	133	12	115	-25.0%	-13.5%
Property Damage MVAS (Non Reportable)	0	15	2	13	200.0%	-13.3%
TOTAL MVAS	17	150	15	132	-11.8%	-12.0%
Provincial Traffic	62	412	54	369	-12.9%	-10.4%
Other Traffic	0	5	0	7	0.0%	40.0%
Criminal Code Traffic	19	60	9	38	-52.6%	-36.7%
Common Police Activities						
False Alarms	9	122	15	93	66.7%	-23.8%
False/Abandoned 911 Call	66	358	65	341	-1.5%	-4.7%
Prisoners Held	22	137	22	151	0.0%	10.2%
Written Traffic Warnings	2	31	2	21	0.0%	-32.3%
Persons Reported Missing	7	29	6	34	-14.3%	17.2%
Request to Locate	9	52	8	56	-11.1%	7.7%
Abandoned Vehicles	1	45	5	34	400.0%	-24.4%
VSU Accepted/Declined	35	244	7	214	-80.0%	-12.3%

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

CATEGORY TOTALS	Jul-19	Jul-20	% Change
CRIMINAL CODE PERSONS	37	47	27.0%
CRIMINAL CODE PROPERTY	203	221	8.9%
CRIMINAL CODE OTHER	92	58	-37.0%
TOTAL CRIMINAL CODE	332	326	-1.8%

CATEGORY TOTALS	2019 - YTD	2020 - YTD	% Change
CRIMINAL CODE PERSONS	273	352	28.9%
CRIMINAL CODE PROPERTY	1120	1328	18.6%
CRIMINAL CODE OTHER	489	308	-37.0%
TOTAL CRIMINAL CODE	1882	1988	5.6%

CLEARANCE RATES	Jul-19	Jul-20
CRIMINAL CODE PERSONS	46%	38%
CRIMINAL CODE PROPERTY	29%	29%
CRIMINAL CODE OTHER	57%	24%
TOTAL CRIMINAL CODE	38%	30%

CLEARANCE RATES	2019 - YTD	2020 - YTD
CRIMINAL CODE PERSONS	53%	54%
CRIMINAL CODE PROPERTY	27%	30%
CRIMINAL CODE OTHER	65%	36%
TOTAL CRIMINAL CODE	41%	35%

Items of interest

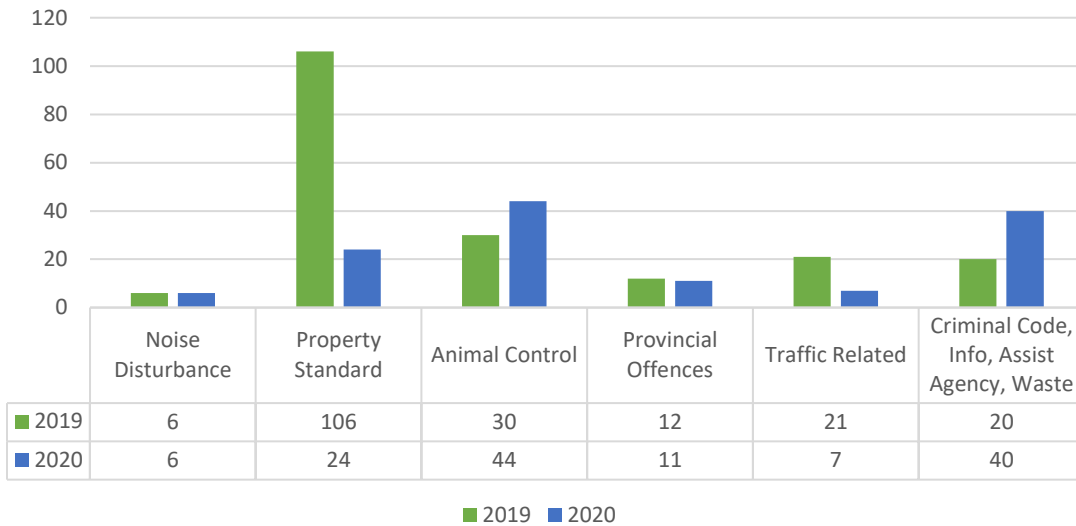
- Municipal Enforcement Positive Ticketing initiative was active through the month of July. Six-teen positive tickets issued.
- Municipal Enforcement assisted with providing traffic and crowd control a for structure fire.
- Municipal Enforcement assisted the 4 Wing Military Police with a bike rodeo in July.
- Municipal Enforcement received numerous files regarding overhanging trees and worked on several unsightly property concerns. One file will see fifty-four properties tended to by the owner.
- At the request of the Cold Lake RCMP, Municipal Enforcement provided traffic control and scene safety at a collision at the intersection of Highway 55 east and Highway 28.
- Municipal Enforcement completed Community Peace Officer interviews for the vacant position.

Municipal Enforcement continues to provide education and enforcement initiatives in Cold Lake throughout high volume traffic areas. Initiatives included nine-teen initiatives and speed sign deployments at two locations during the month of July. Locations included; west bound on 50th Avenue at 58th Street and southbound on 54th Street at 53rd Avenue. Municipal Enforcement continues to actively conduct patrols of the downtown core, marina, and alleys throughout the community, beach recreational areas, outdoor ice rinks and recreational green spaces within the city. The patrols allow Peace Officers to liaise with community partners; and provide members of the public with education and awareness on public safety, while addressing areas of concern. Officers continue to provide a visible enforcement presence in the downtown core by foot and by vehicle patrol, which include alleys between businesses and common public gathering locations. In July, Peace Officers conducted one hundred and nine-teen patrols throughout the community. Parks and city facility patrols consisted of one-hundred and ninety-seven patrols. Peace Officers continued to monitor facilities such as the Energy Centre and Regional Transfer Station as a result of recent illegal activity at the facilities. Peace Officers conducted a Joint Force Operations with the 4 Wing Military Police. During the month of July, Commercial Vehicle safety awareness consisted of nine Commercial Vehicle inspections, seven-teen violations were noted. Violations consisted of expired registration transporting goods without properly securing, improper application of trailer brakes and examination of documents. Municipal Enforcement addressed forty-four animal related calls for service. Municipal Enforcement initiated action on twenty-five unsightly property concerns. As part of providing ongoing customer service efforts, officers assisted the public with seventeen information and patrol requests and seventeen traffic related matters were addressed.

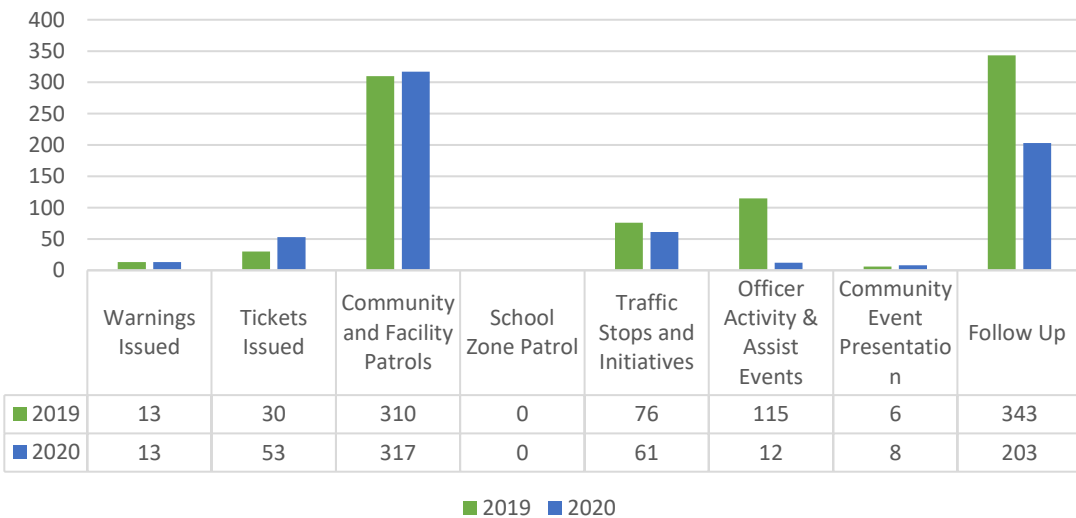
Energy Centre (School Year Start) Since September 2019 – As of July, 2020 to school year has concluded as a result of the COVID-19 pandemic.

- Patrols of the facility and surrounding premises has consisted of six-hundred and sixty to date 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 fully active.
- Municipal Enforcement initiated investigations into graffiti at the Skate Park, bike compound break-in which was referred to the RCMP and deterred people from attempting to steal the canoe trailers in the Energy Centre parking lot. Transfer Station access continues
- 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.

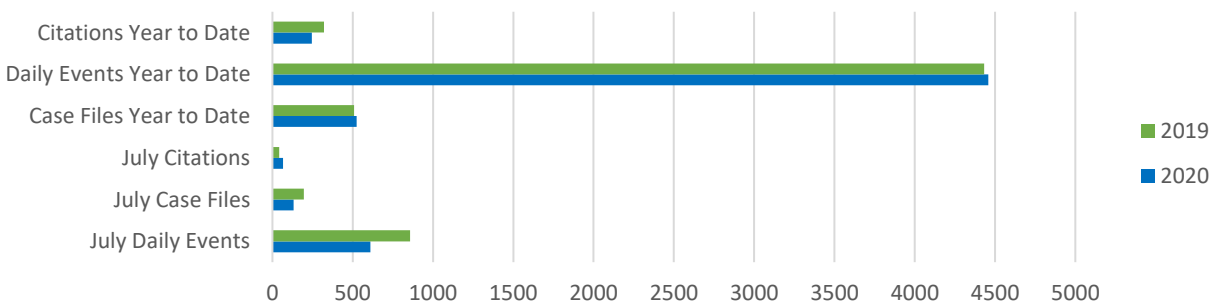
July 2020 - Calls For Service



July 2020 - Tickets/Warnings & Daily Events



2019 & 2020 - Year To Date



FCSS ADMINISTRATION		
INFORMATION AND REFERRALS	Jul-20	YTD 2020
FCSS	92	804
Community	62	410
INTERAGENCY	Jul-20	YTD 2020
Information Sharing	21	186
INITIATIVES	Jul-20	YTD 2020
FCSS/PLC Room Rentals	16	54
Block Party Participants	0	0
Community Rental Participants	0	401
SERVICES	Jul-20	YTD 2020
Resource Library	7	92
Forms and Assistance	8	109
Impact of FCSS Grants	100	735
Meals on Wheels	155	813
Special Transportation	157	1611
Counselling	15	80
COMMITTEES AND PARTNERSHIPS		
MEETINGS	Jul-20	YTD 2020
Committee and Partnership Meetings	0	30
EVENTS	Jul-20	YTD 2020
Bully Free Committee Workshops and Events	0	393
Early Childhood Development Coalition	0	20
Partnership Events	1350	4480
PROGRAMMING		

CHILD AND YOUTH	Jul-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	Jul-20	YTD 2020
Personal Growth	1	101
Seniors Services	0	99
Emergency Social Services	0	7
FAMILY AND COMMUNITY	Jul-20	YTD 2020
Family Support	19	362
Family Workshops	0	90
Community Events/Support	21	248
VOLUNTEER SERVICES		
RECRUITMENT AND PROGRAMMING	Jul-20	YTD 2020
Volunteer Recruitment	1	26
Volunteer Appreciation Event	0	0
govolunteer.ca Postings	0	0
Volunteer Hours	22	721.5
Number of Volunteers	4	180
CVITP Files Processed	25	354
Volunteer Inquiries	4	17
Volunteer Requests	4	17
FAMILY SERVICES - LIFE COACHING		
SERVICE	Jul-20	YTD 2020
Life Coaching Clients Served	9	85

Parent Support	16	102
USER GROUP	Jul-20	YTD 2020
1 – 12 years	2	21
Teens	4	25
Adults	11	85
Couples	3	24
Families	5	32
REFERRED TO	Jul-20	YTD 2020
Alberta Health Services - Mental Health	2	30
Alberta Health Services - Addictions	0	10
Alberta Health Services	3	35
LCFASD	0	5
Private Service	8	60
REFERRED FROM	Jul-20	YTD 2020
Self-Referred	12	58
Advertising / Online	5	30
FCSS Programs Attendance	0	6
Friend / Family Member	5	33
Child and Family Services/Social Services	1	15
Probation	0	18
Mental Health	1	21
CLIENT ISSUES	Jul-20	YTD 2020
Anger/Conflict Management	6	65
Relationship Issues	4	74
Parent-Teen Conflict	3	45
Parenting	11	104
Self-Esteem	8	101
Co-Parenting	3	28
Goal-Setting	6	108

Cold Lake Golf & Winter Club

Monthly Report for July 2020

Projects

COMPLETED:

Mid year Fairways Fertilizer

Bridge on Hole 9 reinstalled by 4-wing contractor downstream from last position

CURRENT AND FUTURE:

Routine facility sanitation

Verticut Greens early August

Operational adjustments per Covid-19 regulations

Green and Tee fertilization programs

Golf Course Sponsorships

August 15 RMH Golf Day for Charity

Statistics

	JUL	AUG	SEP	TOTAL
Golf Memberships 2020	13			158
Golf Memberships 2019	5	1	0	130
Members Weekday 2020	726			1878
Members Weekend 2019	334	323	325	1738
Guests Weekday 2020	816			1848
Guests Weekend 2019	765	631	466	2952
Driving Range 2020	287			595
Driving Range 2019	922	193	104	1155
Power Cart 2020	850			2043
Power Cart 2019	567	587	427	2590
Pull Cart 2020	22			63
Pull Cart 2019	11	20	9	84
Club Rental 2020	45			96
Club Rental 2019	30	51	28	206
Ice Rental Hourly 2020	0	0	0	721
Ice Rental Hourly 2019	0	0	48	724

Operations

Leagues

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

Golf

Tee Times are spaced at 12 min intervals and the course is 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 is open daily until 7pm Dine in and take out available. 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 50% 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 is guaranteed if not purchased/returned

Cold Lake Energy Centre

Monthly Report for July 2020

Projects

COMPLETED:

The Energy Centre continued operations with the Wellness Centre, Walking Track and the Booster Juice being open.

Approval was given to book organized sport on the Field house or arena floors mid July.

Canada Day and Full Throttle were cancelled due to COVID-19.

CURRENT & FUTURE:

Continue to work on marina.

Aqua Days have been cancelled for 2020.

Membership Annual Sale August 28-30.

Statistics

<i>Memberships</i>	JUL	AUG	SEP	Year Total
New '20	208	-	-	1100
Passes Scanned '20	3983	-	-	22717
Drop Ins '20	221	-	-	1788

<i>Climbing Wall Memberships</i>	JUL	AUG	SEP	Year Total
New '20	0	-	-	31
Drop Ins '20	0	-	-	1389
Rentals '20	0	-	-	26

<i>Fitness Classes</i>	JUL	AUG	SEP	Year Total
Drop Ins '20	0	-	-	97
Classes '20	0	-	-	60

<i>Facility Rentals</i>	JUL	AUG	SEP	Year Total
Imp. Oil Place '20	0	-	-	614.75
Phase III Arena '20	0	-	-	555.75
Field House '20	0	-	-	541
North Arena '20	0	-	-	250

<i>Marina</i>	JUL	AUG	SEP	Year Total
Slips—Paid	2	-	-	221
Days Sub-Lease	440	-	-	694

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. The last weekend in August is the annual 20% Off Sale for One, Three, Six or Year gym membership. This does not include the Rock Wall.

Front Desk

Staff continue to ask patrons for COVID-19 symptoms when entering the facility. The only open entrance currently is the West/Main doors.

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. We are now allowing organized sport to rent the field house or arena floor in accordance to the guidelines set out by the government.

Parks and Recreation

Monthly Report For July 2020

Projects

COMPLETED:

Clean up of Eugene Dery is complete, as is the removal of diseased trees from Bibeau Park.

Zip Line at Kinosoo Beach installed.

Installation of new LED lights in Reid Fieldhouse is complete. Some additional fixtures are required for the area just outside of the Wellness Centre.

CURRENT & FUTURE:

Energy Centre Ice Plant scheduled to be turned on August 4th, with ice making to follow in preparation for August 16th opening of Arena 2.

Ice making of Imperial Oil Place Arena to commence August 11th, in preparation for August 31st opening.

Statistics

Hours	JUL	AUG	SEP	Year Total
Figure Skating'20	0	-	-	154.25
Figure Skating'19	0	9.5	46.75	277.5
C League'20	0	-	-	81
C League'19	0	0	10	68.75
Jr B Ice'20	0	-	-	54.75
Jr B Ice'19	0	24	26.75	115.5
Master Old Tim'20	0	-	-	16.5
Master Old Tim'19	0	0	0	15.5
Minor Hockey'20	0	-	-	859.25
Minor Hockey'19	0	10.5	255.25	821.25
Cold Timers'20	0	-	-	33
Cold Timers'19	0	0	1.5	30
Cold Lake Rec'20	0	-	-	33
Cold Lake Rec'19	0	0	0	25.5
Jr A Wings '20	0	-	-	0
Jr A Wings '19	0	0	6.5	94.75
Jr A Hornets '20	0	-	-	123.25
Jr A Hornets '19	0	3.5	21.50	25
Women's Hockey'20	0	-	-	13.50
Women's Hockey'19	0	0	0	19.50
Casual/Camps'20	0	-	-	51.25
Casual/Camps'19	0	125.25	54.75	340
Slopitch'20	0	-	-	0
Slopitch'19	230	0	0	492
Baseball'20	0	-	-	0
Baseball'19	8	0	0	324
Soccer'20	0	-	-	0
Soccer '19	26	0	0	862
Rugby'20	0	-	-	0
Rugby'19	16	0	0	136
Lacrosse'20		-	-	2.75
Lacrosse'19	8.5	0	0	273.50

Operations

Public Washrooms

Public washrooms at Kinosoo Beach, Ivan krook, and Lions Park are now open daily until 10 p.m.

Kinosoo Beach

Public washrooms temporarily closed due to vandalism.

Splash Parks

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

Energy Centre

Issues with lighting system in the Wellness Centre.

Sportsfields

Renovations of shalie infield on Diamond #3 currently underway.

Staffing

Operations continue to be short staffed due to medical leaves, and approved vacations.