



**Council - Regular Meeting
Agenda**

Tuesday, August 25, 2020

6:00 p.m.

Council Chambers

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STAFF REPORT

Title: Council - Regular Meeting August 11, 2020

Meeting Date: August 25, 2020

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held August 11, 2020 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, August 11, 2020

6:00 p.m.

Council Chambers

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

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

Staff Absent: Executive/Recording Secretary Cindy Reimer

CALL TO ORDER

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

ADOPTION OF AGENDA

Resolution # CRM20200811.1001

Moved by Councillor Lay

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

Councillor Buckle declared a disclosure of interest with respect to New Business Item 10.4 Memorandum of Understanding - Chamber of Commerce Home and Leisure Trade Show.

MINUTES APPROVAL

Council - Regular Meeting July 14, 2020

Resolution # CRM20200811.1002

Moved by Councillor Grau

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

Carried Unanimously

Council - Special Meeting July 23, 2020

Resolution # CRM20200811.1003

Moved by Councillor Soroka

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

Carried Unanimously

PUBLIC QUESTION PERIOD

None.

PUBLIC HEARINGS

None.

DELEGATIONS

Age Friendly Cold Lake - Diane Stonehocker and Cathy Aust

Mayor Copeland welcomed Age Friendly Cold Lake representatives Ms. Stonehocker and Ms. Aust to the Council meeting at this time being 6:01 p.m. Ms. Aust remained seated in the gallery.

Ms. Stonehocker presented Council with a Power Point presentation wherein they reported to Council their findings from their age friendly study in Cold Lake.

Brief questions and discussions ensued.

Mayor Copeland thanked Ms. Stonehocker for her presentation.

Ms. Stonehocker returned to the gallery at this time being 6:35 p.m.

Wealth Works Inc. - Russ Robertson

Mayor Copeland welcomed Wealth Works Inc. representative Mr. Robertson to the Council meeting at this time being 6:35 p.m.

Mr. Robertson presented Council with a Power Point presentation on the services provided by Wealth Works Inc. As an established business, Mr. Robertson requested commercial boat vessel slip to be assigned to, and paid for by Wealth Works Inc.

Mayor Copeland thanked Mr. Robertson for his presentation advising that Council would consider the request at their next regular meeting of Council being August 25, 2020. Mr. Robertson returned to the gallery at this time being 6:56 p.m.

Delegates Stonehocker and Aust left the meeting at this time being 6:56 p.m.

CITY FINANCIAL REPORTS

City Financial Reports - June 2020

Resolution # CRM20200811.1004

Moved by Councillor Grau

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

Carried Unanimously

OLD BUSINESS

Tax Recovery Sale Extension

Resolution # CRM20200811.1005

Moved by Councillor Vining

That Council table Old Business Item 9.1 - Tax Recovery Sale Extension to the "In-Camera" portion of the Council meeting following In Camera Item 16.1 Legal - Harwood Homes.

Tabled

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

Resolution # CRM20200811.1006

Moved by Councillor Grau

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).

Carried Unanimously

NEW BUSINESS

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

Resolution # CRM20200811.1007

Moved by Councillor Lefebvre

That Bylaw No. 675-PL-20, being a Bylaw for the Purpose of Providing for the Licensing and Regulation of Certain Businesses, Occupations and Properties, in the City of Cold Lake, be given first reading, and that Administration be directed to schedule the required statutory public hearing.

Carried Unanimously

Delegate Robertson left the meeting at this time being 6:56 p.m.

Encroachment Agreement Request EA 20-001

Resolution # CRM20200811.1008

Moved by Councillor Vining

That Council direct Administration to enter into an Encroachment Agreement with the owner of Lot 1, Block 2, Plan 922 2902 for a term of five (5) years, with an option to renew for an additional five (5) year term.

Carried Unanimously

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

Resolution # CRM20200811.1009

Moved by Councillor Soroka

That Council direct Administration 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.

In Favor (6): Mayor Copeland, Councillor Buckle, Councillor Grau, Councillor Lay, Councillor Lefebvre, and Councillor Soroka
Opposed (1): Councillor Vining

Carried

Having declared a disclosure of interest with respect to New Business Item 10.4 Memorandum of Understanding - Chamber of Commerce Home and Leisure Trade Show, Councillor Buckle left the meeting at this time being 7:18 p.m.

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

Resolution # CRM20200811.1010

Moved by Councillor Soroka

That Council authorize Administration to enter into the Memorandum of Understanding - Home and Leisure Trade Show between the Cold Lake Chamber of Commerce and the City of Cold Lake as presented.

Carried Unanimously

Councillor Buckle re-entered the meeting at this time being 7:22 p.m.

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

Resolution # CRM20200811.1011

Moved by Councillor Soroka

That Council authorize Administration to enter into a Municipal Policing Assistance Grant (MPAG) Funding Agreement for 2020-2021 and a Police Officer Grant (POG) Funding Agreement for 2020-2021 with her Majesty the Queen in the Right of Alberta and the City of Cold Lake.

Carried Unanimously

Municipal Stimulus Program (MSP)

Resolution # CRM20200811.1012

Moved by Councillor Lay

That Council authorize Administration to participate in the Municipal Stimulus Program (MSP) with Cold Lake's allocation of funds totaling \$1,778,401.00.

Carried Unanimously

2020 Capital Budget Amendment - Municipal Stimulus Program (MSP)

Resolution # CRM20200811.1013

Moved by Councillor Vining

That Council 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).

Carried Unanimously

Request for Funding - Cold Lake Seniors' Society

Resolution # CRM20200811.1014

Moved by Councillor Lefebvre

That Council provide a grant to the Cold Lake Seniors' Society to help offset costs of re-paving their parking lot, in the amount of \$21,000.00, with funds to come from the Community Capital Project Grant Program (1-2-71-00-770).

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

Opposed (2): Councillor Grau, and Councillor Vining

Carried

COMMITTEE REPORTS

Minutes May 13, 2020 Municipal Planning Commission

Information.

Minutes May 19, 2020 Municipal Planning Commission

Information.

Minutes June 1, 2020 Cold Lake Regional Utility Services Commission

Information.

Minutes June 27, 2019 Alberta Hub AGM

Information.

STAFF REPORTS

Chief Administrative Officer's Monthly Report - July 2020

Information.

Report to Chief Administrative Officer - Corporate Services - July 2020

Information.

Report to Chief Administrative Officer - Infrastructure Services - July 2020

Information.

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

Information.

Report to Chief Administrative Officer - Community Services - July 2020

Information.

COUNCIL HIGHLIGHTS/ REPORTS

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

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

None.

QUESTIONS

Councillor Lefebvre queried if Administration is able to put up a sign for speeding on Lakeshore Drive?

Chief Administrative Officer K. Nagoya advised there has been a study done on speeding.

Mayor Copeland advised as a note of interest that the matter can be brought back to a future Corporate Priorities Committee meeting for further discussion.

Councillor Lefebvre queried on the meaning of "Offences Related to Death" portion of the Cold Lake Municipal Detachment Stats, on the Report to Chief Administrative Officer - Community Services July 2020 report?

Chief Administrative Officer K. Nagoya advised that he would look into the matter and report back to Council.

Councillor Lefebvre queried if Administration is able to send out a press release stating that that the homicide that happened on August 9, 2020 happened on Cold Lake First Nations, and not in the City of Cold Lake?

Chief Administrative Officer K. Nagoya advised that sending out this kind of press release would come with negative connotations, and backlash from Cold Lake First Nations.

Councillor Grau advised as a note of interest that it wouldn't make a difference by putting out a press release.

Councillor Lefebvre advised that Unicom is requesting money for a trail, and queried if Administration could bring it to a future Corporate Priorities Committee meeting?

Councillor Lefebvre advised that she has received positive feedback to the flowers around the City.

Councillor Vining queried if Administration is able to put up better signs on Highway 55 eastbound going onto 16th Avenue, as it is difficult for oncoming traffic to see what direction vehicles are going?

Chief Administrative Officer K. Nagoya advised that the City will be partaking in a signal synchronization study in the near future, and that Administration will bring the results back to Council at a future Corporate Priorities Committee meeting.

Resolution # CRM20200811.1015

Moved by Councillor Vining

That the meeting be recessed at this time being 8:34 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 8:48 p.m.

IN CAMERA

Legal - Harwood Homes

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

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

- FOIP Section 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 # CRM20200811.1016

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 8:48 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 - Harwood Homes.

Carried Unanimously

Resolution # CRM20200811.1017

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 9:02 p.m.

Carried Unanimously

Resolution # CRM20200811.1018

Moved by Councillor Soroka

That Council bring tabled Old Business Item 9.1 - Tax Recovery Sale Extension back onto the agenda.

Carried Unanimously

Resolution # CRM20200811.1019

Moved by Councillor Buckle

That Council set the Tax Sale Auction date to September 29, 2020.

Carried Unanimously

Aerospace Economic Development Project - Update

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

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

- FOIP Section 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 # CRM20200811.1020

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 9:02 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to an Aerospace Economic Development Project - Update.

Carried Unanimously

Resolution # CRM20200811.1021

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 9:17 p.m.

Carried Unanimously

General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Planning and Development Services H. Pinnock, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Intermediate/Recording Secretary V. Saini left the meeting at this time being 9:17 p.m.

Agreement - Improvement District (ID) No. 349

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

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

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

Resolution # CRM20200811.1022

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 9:18 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to an Agreement - Improvement District (ID) No. 349.

Carried Unanimously

Resolution # CRM20200811.1023

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 9:29 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20200811.1024

Moved by Councillor Vining

That the meeting be adjourned at this time being 9:29 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: City Financial Reports - July 2020

Meeting Date: August 25, 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 July 31, 2020 the bank had a balance of \$8,522,916. The Investment portfolio had a book value of \$78,400,840 inclusive of accrued interest, and a market value of \$79,237,427.

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 July 31, 2020 variance report reflect the new budget passed and are as follows inclusive of tax penalties due to the ongoing legal case regarding the Payment in Lieu of taxes (PILT) of \$2,380,934. Annually Administration sets up an allowance to offset the penalty for PILT.

	YTD	Budget	%
Revenue	\$ 39,947,559	\$ 60,200,783	66.36
Expenses	\$ 24,735,109	\$ 60,200,783	41.09

Figures excluding recognized revenue from PILT penalty and allowances:

	YTD	Budget	%
Revenue	\$ 37,566,625	\$ 60,200,783	62.40
Expenses	\$ 22,354,175	\$ 60,200,783	37.13

Alternatives:

Recommended Action:

Administration recommends that Council accept the financial reports for the period ending July 31, 2020 including accounts payable cheque numbers 137836 to 138261.



Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MONTH END CASH SUMMARY
CITY OF COLD LAKE
July 31, 2020

	BANK CURRENT	INVESTMENTS	TOTAL
Receipts:	\$18,690,415	<u>Lakeland Credit Union - July 1, 2020</u>	\$5,000,000
Cash Receipts	\$6,141,731	Purchase (Redemption) - GIC	(\$5,000,000)
Auto Debits - UT/TX	\$656,452	Balance as July 31, 2020	\$0
Interest	\$2,918	Accrued interest - Credit Union	\$0
Common Shares		Balance as at July 31, 2020	\$0
Cancelled Cheques	\$149,283	<u>ATB Financial HISA - July 1, 2020</u>	\$6,920
Returned Cheques	(\$4,206)	Purchase (Redemption) - High Interest Savings	\$10,000,000
Stale Dated Cheques	\$0	Interest paid-ATB	\$5
Interest Received Investment	\$476,623	Balance as at July 31, 2020	\$10,006,925
Transfer from Investment	\$10,000,000	Accrued Interest-ATB	\$5,470
Alberta Capital Debenture	\$0	Balance as at July 31, 2020	\$10,012,395
Total Receipts	\$36,113,216	<u>CIBC HISA (AUMA) - July 1, 2020</u>	\$5,089,566
		Purchase (Redemption) -High Interest Savings	\$0
Disbursements:		Interest paid-CIBC	\$3,893
Accounts Payables	\$3,693,188	Balance as at July 31, 2020	\$5,093,459
Payroll	\$695,978	Accrued Interest-CIBC	\$3,137
Bank Wires & Drafts	\$2,850	Balance as at July 31, 2020	\$5,096,596
Alberta Capital Debenture	\$0	<u>Wood Gundy</u>	
Transfer to Investment	\$23,195,000	Investment-Book Value July 1, 2020	\$54,588,200
ASFF Payment	\$0	Premium paid on Bonds July 1, 2020	\$396,745
Service Charges	\$3,285	Redeemed CIBC Linear Accrual Bond	(\$5,000,000)
Total Disbursements	\$27,590,301	Purchase CIBC Bond	\$5,195,000
NET BALANCE:	\$8,522,916	Purchase CIBC Full Service Flexible GIC	\$2,000,000
Statement end balance:	\$10,261,639	Purchase CIBC of Linear Accrual Bond	\$6,000,000
O/S deposits	\$105,484	Wood Gundy-Book Value as at July 31, 2020	\$63,179,945
Cash on hand	\$400	Accrued Interest-Fixed income securities	\$111,904
Sub Total	\$10,367,523	WG Balance as July 31, 2020	\$63,291,849
Less: Outstanding cheques	\$1,844,607	WG Market Value	\$64,128,436
NET BALANCE:	\$8,522,916	TOTAL INVESTMENTS MARKET VALUE	\$79,237,427
		TOTAL INVESTMENTS-BOOK VALUE	\$78,400,840

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CITY SUMMARY OF VARIABLE REVENUES/EXPENSES BY FUNCTION

July 31, 2020

REVENUES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
LEVY(penalties,investment returns)	3,985,410	570,000	- 3,415,410	699.19%
ADMINISTRATION	32,442	86,000	53,558	37.72%
POLICING	127,318	221,161	93,843	57.57%
FIRE RESCUE SERVICES	146,885	216,870	69,985	67.73%
BYLAW/SPEC CONSTABLES	38,092	108,600	70,508	35.08%
PUBLIC WORKS	13,921	350	- 13,571	3977.29%
INFRASTRUCTURE SERVICES	-	10,000	10,000	0.00%
AIRPORT	61,105	105,000	43,895	58.20%
SPECIAL TRANSPORTATION	3,080	8,500	5,420	36.24%
PUBLIC TRANSPORTATION	13,418	20,000	6,582	67.09%
WATER	1,588,602	3,141,800	1,553,198	50.56%
SEWER	924,668	1,849,000	924,332	50.01%
WASTE DISPOSAL	951,207	1,884,858	933,651	50.47%
RECYCLING	373,575	729,173	355,598	51.23%
FCSS	20,259	40,000	19,741	50.65%
DAYCARE/SENIORS	15,902	24,734	8,832	64.29%
CEMETERY	2,750	5,000	2,250	55.00%
MUNICIPAL SERVICES	156,580	268,000	111,420	58.43%
ECONOMIC DEVELOPMENT	39,104	38,400	- 704	101.83%
LAND, HOUSING & BLDG RENTAL	43,393	55,714	12,321	77.89%
RECREATION ADMIN-LEISURE	2,441	62,500	60,059	3.91%
ARENA	215,363	487,569	272,206	44.17%
ENERGY CENTRE	221,914	906,000	684,086	24.49%
GOLF & WINTER CLUB	359,352	500,000	140,648	71.87%
PARKS & SPORTS FIELDS	12,895	38,500	25,605	33.49%
MARINA	257,447	290,921	33,474	88.49%
TOTAL VARIABLE REVENUES	9,607,124	11,668,650	2,061,526	82.33%

FIXED REVENUES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
LEVIES/REQUISITIONS	27,822,529.46	36,302,489.53	8,479,960	76.64%
PROVINCIAL GRANTS	525,534	824,184	298,650	63.76%
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	30,340,435	48,532,133	18,191,698	62.52%
TOTAL REVENUES	39,947,559	60,200,783	20,253,223	66.36%

EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
COUNCIL & LEGISLATIVE	177,241	617,755	440,514	28.69%
ADMINISTRATION	2,556,087	5,639,219	3,083,132	45.33%
POLICING	1,239,029	2,958,400	1,719,371	41.88%
FIRE RESCUE SERVICES	578,912	1,142,500	563,588	50.67%
DISASTER SERVICES	2,617	80,050	77,433	3.27%
BYLAW/SPEC CONSTABLE	368,031	897,020	528,989	41.03%
PUBLIC WORKS	2,612,855	5,150,773	2,537,918	50.73%
INFRASTRUCTURE SERVICES	394,956	770,700	375,744	51.25%
AIRPORT	91,426	204,000	112,574	44.82%
SPECIAL TRANSPORTATION	62,842	127,700	64,858	49.21%
PUBLIC TRANSPORTATION	436,647	928,030	491,383	47.05%
STORM SEWER	65,574	207,600	142,026	31.59%
WATER SUPPLY/DISTRIBUTION	1,172,015	2,383,030	1,211,015	49.18%
WATER TREATMENT/RESERVOIR	253,251	611,470	358,219	41.42%
SEWER COLLECTION	1,054,178	2,197,520	1,143,342	47.97%
LIFT STATIONS	163,061	421,160	258,099	38.72%
WASTE DISPOSAL	871,724	1,817,820	946,096	47.95%
RECYCLING	178,083	567,500	389,417	31.38%
FCSS	514,369	1,036,780	522,411	49.61%
DAYCARE/PLAYSCHOOL	12,023	31,400	19,377	38.29%
SENIORS	6,607	9,000	2,393	73.41%
CEMETERY	-	35,920	35,920	0.00%
MUNICIPAL SERVICES	301,935	771,850	469,915	39.12%
ECONOMIC DEVELOPMENT	331,549	725,300	393,751	45.71%
LAND, HOUSING & BLDG RENTAL	2,160	7,115	4,955	30.35%
RECREATION ADMINISTRATION	303,554	659,400	355,846	46.03%
ARENA	809,607	1,225,266	415,659	66.08%
ENERGY CENTRE	941,632	2,689,253	1,747,621	35.01%
GOLF & WINTER CLUB	469,819	927,960	458,141	50.63%
PARKS & SPORTS FIELDS	744,394	1,637,726	893,332	45.45%
MARINA	134,100	383,167	249,067	35.00%
LIBRARY	78,246	78,205	- 41	100.05%
MUSEUM	24,751	29,100	4,349	85.06%
TOTAL VARIABLE EXPENSES	16,953,274	36,969,689	20,016,415	45.86%

FIXED EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
REQUISITIONS	2,587,520	6,672,151	4,084,630	38.78%
DEBENTURES	2,207,692	4,325,703	2,118,011	51.04%
LOCAL IMPROVEMENT ALLOC	2,434	215,124	212,690	1.13%
TRANSFER TO CAPITAL RESERVE	-	1,245,000	1,245,000	0.00%
ALLOWANCES	2,392,271	1,200,000	- 1,192,271	199.36%
TRANSFER TO OTHER AGENCY	591,918	1,243,116	651,198	47.62%
CONTINGENCY	-	330,000	330,000	0.00%
TRANSFER TO CAPITAL (ID349)	-	8,000,000	8,000,000	0.00%
TOTAL FIXED EXPENSES	7,781,835	23,231,094	15,449,258	33.50%
TOTAL EXPENSES	24,735,109	60,200,783	35,465,673	41.09%

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137836	2020/07/03	687	AECOM CANADA LTD.	32,629.09
137837	2020/07/03	1355	AMSC INSURANCE SERVICES LTD	77,859.52
137838	2020/07/03	832	ASSOCIATED ENGINEERING ALBERTA LTD	1,606.50
137839	2020/07/03	310	AVIATION VISUAL AIDS	447.67
137840	2020/07/03	12750	BAR ENGINEERING	7,780.50
137841	2020/07/03	12986	BEAUPRE, CARLA	49.17
137842	2020/07/03	12985	BENIUK, DAVID	24.35
137843	2020/07/03	8747	BERNIER'S DIESEL & AUTO REPAIR & P	982.45
137844	2020/07/03	4350	BRETT YOUNG	1,443.39
137845	2020/07/03	1229	BROWNLEE LLP	2,421.83
137846	2020/07/03	9960	BR2 ARCHITECTURE	35,139.69
137847	2020/07/03	12721	BUREAU VERITAS CANADA (2019) INC.	968.63
137848	2020/07/03	2572	BUSY BEE SANITARY SUPPLIES INC.	1,244.31
137849	2020/07/03	5823	CANADIAN LINEN & UNIFORM SERVICE	179.15
137850	2020/07/03	9798	CANADIAN TIRE #450	25.16
137851	2020/07/03	12982	CERTIFIED TRACKING SOLUTIONS INC.	666.45
137852	2020/07/03	11329	CINTAS CANADA LIMITED	125.16
137853	2020/07/03	9229	COBRA PUMA GOLF CANADA	1,314.80
137854	2020/07/03	12990	COLD LAKE ARROWS	315.31
137855	2020/07/03	12560	COMMISSIONAIRES NORTHERN ALBERTA D	5,074.34
137856	2020/07/03	12991	COULOMBE, KEVIN	85.22
137857	2020/07/03	12785	DC OVERHEAD LTD.	1,134.00
137858	2020/07/03	5855	DELL CANADA INC.	1,254.70
137859	2020/07/03	967	FM GRAPHX INC.	104.79
137860	2020/07/03	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	4,729.67
137861	2020/07/03	10261	GOLFNOW	1,646.25
137862	2020/07/03	134	GRAND & TOY	54.26
137863	2020/07/03	6608	GREGG DISTRIBUTORS CO. LTD.	132.11
137864	2020/07/03	8219	HACH SALES & SERVICE CANADA LP	202.39
137865	2020/07/03	3431	HOBBLESTONE ENTERPRISES INC.	92.40
137866	2020/07/03	8228	ISL ENGINEERING & LAND SERVICES LT	6,884.29
137867	2020/07/03	7451	JAGUAR MEDIA INC.	908.25
137868	2020/07/03	10247	JAZWINSKI, SHAUNA	200.00
137869	2020/07/03	82	JESTER PAINT SUPPLY LTD.	590.78
137870	2020/07/03	4587	K3 PROMOTIONS INC.	262.76
137871	2020/07/03	158	LAKE CITY MOTOR PRODUCTS LTD.	100.00
137872	2020/07/03	231	LAKELAND RCSD #150	168,727.66
137873	2020/07/03	4662	LAKESIDE MARINE AND OFF ROAD	740.02
137874	2020/07/03	12564	MEQUIPCO LTD.	931.35
137875	2020/07/03	12536	NICHOLSON, KURTIS	144.00
137876	2020/07/03	12992	PENDLETON, DWAYNE	70.90
137877	2020/07/03	2164	PETTY CASH - FCSS	328.11
137878	2020/07/03	1048	PITNEY BOWES	420.90
137879	2020/07/03	11348	POSTMEDIA PAYMENT CENTRE	2,510.55
137880	2020/07/03	64	PUROLATOR COURIER LTD	369.18
137881	2020/07/03	12983	RICHARDSON, CASEY	72.19
137882	2020/07/03	1946	RIDERS CONNECTION	619.53
137883	2020/07/03	12006	RMA FUEL LTD.	12,965.84
137884	2020/07/03	110	RONA	132.27
137885	2020/07/03	12009	RURAL MUNICIPALITIES OF ALBERTA	426.48
137886	2020/07/03	8450	SHAW DIRECT	136.45
137887	2020/07/03	5884	SHRED-IT INTERNATIONAL ULC	297.74
137888	2020/07/03	8679	SOLIDEARTH GEOTECHNICAL INC.	20,878.25
137889	2020/07/03	9612	STANTEC CONSULTING LTD.	6,191.47
137890	2020/07/03	5672	STAPLES #332 COLD LAKE	309.73
137891	2020/07/03	2220	STAR AUTO & INDUSTRIAL LTD.	1146.14

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137892	2020/07/03	12987	STARCHUK, CHRISTOPHER	91.29
137893	2020/07/03	12553	STINGRAY RADIO INC./RADIO STINGRAY	253.26
137894	2020/07/03	20	TELUS COMMUNICATIONS INC	620.28
137895	2020/07/03	12778	TRI-REZ GRADER LP	63,239.54
137896	2020/07/03	11566	T8N MAGAZINE	4,303.95
137897	2020/07/03	12520	UNI-SELECT CANADA STORES INC.	753.42
137898	2020/07/03	6173	VISTA RADIO	218.40
137899	2020/07/03	7894	LAKELAND LAWN CARE (1743626 ALBERT	262.50
137900	2020/07/03	1252	2005450 AB LTD.	1,081.04
137901	2020/07/03	2538	4 IMPRINT, INC.	1,285.06
137902	2020/07/03	12984	888041 ALBERTA LTD.	576.78
*** Total : \$				478,111.24
*** Total # Of Cheques:				67

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137906	2020/07/10	2670	ACCURATE ASSESSMENT GROUP	11,106.00
137907	2020/07/10	11941	ACHIEVING EDEN LTD	1,196.84
137908	2020/07/10	123	ACKLANDS - GRAINGER INC.	129.26
137909	2020/07/10	12044	ALBERTA ONE-CALL CORPORATION	491.40
137910	2020/07/10	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	3,984.49
137911	2020/07/10	6593	AMSC INSURANCE SERVICES LTD.	2,384.18
137912	2020/07/10	9605	AXIA CONNECT LTD.	967.55
137913	2020/07/10	104	B & R ECKEL'S TRANSPORT LTD.	718.34
137914	2020/07/10	5072	BEAVER RIVER REGIONAL WASTE MANAGE	45,222.84
137915	2020/07/10	12010	BONNYVILLE BOLT SUPPLY LTD.	100.93
137916	2020/07/10	1229	BROWNLEE LLP	47,029.67
137917	2020/07/10	9362	BRULLER CORPORATION	554.40
137918	2020/07/10	2572	BUSY BEE SANITARY SUPPLIES INC.	57.55
137919	2020/07/10	8581	CALLAWAY GOLF CANADA LTD	317.52
137920	2020/07/10	12627	CANADIAN INTERNET REGISTRATION AUT	1,575.00
137921	2020/07/10	5823	CANADIAN LINEN & UNIFORM SERVICE	365.02
137922	2020/07/10	9798	CANADIAN TIRE #450	304.94
137923	2020/07/10	799	CAPITAL H2O SYSTEMS INC.	1,231.93
137924	2020/07/10	4631	CDW CANADA CORP.	1,305.68
137925	2020/07/10	12982	CERTIFIED TRACKING SOLUTIONS INC.	35.70
137926	2020/07/10	111	COLD LAKE HOME HARDWARE BUILDING C	44.08
137927	2020/07/10	12324	COLLABRIA	10,008.07
137928	2020/07/10	12723	CONSOLIDATED SUPPLY LTD.	845.34
137929	2020/07/10	6100	DBS ENVIRONMENTAL	7,085.11
137930	2020/07/10	2657	DE LAGE LANDEN FINANCIAL SERVICES	4,192.12
137931	2020/07/10	5855	DELL CANADA INC.	5,000.20
137932	2020/07/10	12998	DESJARLAIS, WHITNEY	1,200.00
137933	2020/07/10	12431	DR. MANJU MATHEW	1,020.00
137934	2020/07/10	9123	EASTLINK	249.43
137935	2020/07/10	11989	EDMONTON KUBOTA LTD.	237.65
137936	2020/07/10	12638	EFFECTIVE PEST CONTROL	577.50
137937	2020/07/10	38	ELECTRIC SERVICES GRAND CENTRE LTD	1,748.94
137938	2020/07/10	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	147.92
137939	2020/07/10	1877	EMCO CORPORATION	3,881.75
137940	2020/07/10	8692	EMCO CORPORATION LTD	57.00
137941	2020/07/10	12221	ERAMOSA	7,366.74
137942	2020/07/10	12996	ERIKS CNC FLOW CONTROL LTD	2,380.35
137943	2020/07/10	9503	EXPLORE SURVEYS INC.	525.00
137944	2020/07/10	967	FM GRAPHX INC.	314.21
137945	2020/07/10	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	182.25
137946	2020/07/10	3754	GERRY'S EXPRESS LUBE INC.	585.45
137947	2020/07/10	12493	GOLFING BUDDIES	1,180.20
137948	2020/07/10	134	GRAND & TOY	276.74
137949	2020/07/10	4667	HARBARENKO, LARRY BLAIN	2,053.99
137950	2020/07/10	12997	HODGETTS, JEANNETTE	261.59
137951	2020/07/10	699	INDUSTRIAL MACHINE INC.	68.54
137952	2020/07/10	82	JESTER PAINT SUPPLY LTD.	2,610.46
137953	2020/07/10	6672	JUST CHECKING RESOURCES INC.	1,130.06
137954	2020/07/10	2947	KNELSEN SAND & GRAVEL LTD.	570.91
137955	2020/07/10	4587	K3 PROMOTIONS INC.	236.30
137956	2020/07/10	158	LAKE CITY MOTOR PRODUCTS LTD.	85.93
137957	2020/07/10	4290	LAKELAND FIRE & SAFETY SUPPLY	230.84
137958	2020/07/10	4662	LAKESIDE MARINE AND OFF ROAD	264.89
137959	2020/07/10	4546	LAWSON PRODUCTS INC.	1,658.00
137960	2020/07/10	117	LOCAL AUTHORITIES PENSION	81,251.90
137961	2020/07/10	2842	M/T SINC PLUMBING & HEATING	24,051.14

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137962	2020/07/10	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
137963	2020/07/10	11777	MEIER, DAWN	75.00
137964	2020/07/10	7188	MUSICWORKS LTD.	31.50
137965	2020/07/10	12202	NAMS CANADA INC.	892.50
137966	2020/07/10	11754	NORTHERN TREE SERVICES INC.	2,504.25
137967	2020/07/10	6188	OAKCREEK GOLF & TURF INC.	466.39
137968	2020/07/10	262	OK TIRE - COLD LAKE	1,999.33
137969	2020/07/10	6694	PARR, LORRAINE	166.79
137970	2020/07/10	12083	PILLING, ALBERT	52.50
137971	2020/07/10	8480	PING CANADA	857.85
137972	2020/07/10	9	RECEIVER GENERAL FOR CANADA	175.00
137973	2020/07/10	9	RECEIVER GENERAL FOR CANADA	138,686.66
137974	2020/07/10	4393	REIMER, CYNTHIA	156.78
137975	2020/07/10	12994	REMOVE MY GRAFFITI INC	487.20
137976	2020/07/10	1946	RIDERS CONNECTION	63.00
137977	2020/07/10	110	RONA	387.26
137978	2020/07/10	4554	ROSIE SEPTIC TANK SERVICE LTD	157.50
137979	2020/07/10	12009	RURAL MUNICIPALITIES OF ALBERTA	2,465.30
137980	2020/07/10	12995	RUST, JAMES	100.22
137981	2020/07/10	7201	SAGAR PROPERTY MANAGEMENT LTD.	30,000.80
137982	2020/07/10	5925	SMS EQUIPMENT INC.	77.68
137983	2020/07/10	8679	SOLIDEARTH GEOTECHNICAL INC.	1,279.00
137984	2020/07/10	10091	SOUTHLAND TRANSPORTATION LTD.	36,928.37
137985	2020/07/10	2220	STAR AUTO & INDUSTRIAL LTD.	22.96
137986	2020/07/10	4048	THE CANADIAN PAYROLL ASSOCIATION	294.00
137987	2020/07/10	12520	UNI-SELECT CANADA STORES INC.	536.61
137988	2020/07/10	71	URLACHER CONSTRUCTION LTD.	5,251.06
137989	2020/07/10	12904	VALLEN CANADA INC.	91.51
137990	2020/07/10	11854	VERANOVA PROPERTIES LTD	30.71
137991	2020/07/10	6173	VISTA RADIO	525.00
137992	2020/07/10	5319	WASTE MANAGEMENT OF CANADA CORPORA	213.80
137993	2020/07/10	12322	WESTERN ASPHALT PRODUCTS	1,258.43

*** Total : \$ 492,439.16

*** Total # Of Cheques: 88

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137994	2020/07/14	9	RECEIVER GENERAL FOR CANADA	138,686.66
*** Total : \$				138,686.66
*** Total # Of Cheques:				1

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
137995	2020/07/17	101	A & A GLASS LTD.	199.42
137996	2020/07/17	8431	ACUSHNET CANADA INC	487.20
137997	2020/07/17	12955	ADVANCED WIRELESS DATA INC.	585.90
137998	2020/07/17	8407	ALBERTA GOLF ASSOCIATION	249.90
137999	2020/07/17	9153	ALBERTA MUNICIPAL SERVICES CORPORA	186,921.29
138000	2020/07/17	1355	AMSC INSURANCE SERVICES LTD	659.56
138001	2020/07/17	8675	ANSELL, MICHAEL	434.52
138002	2020/07/17	2934	ATCO ELECTRIC LTD.	8,005.17
138003	2020/07/17	104	B & R ECKEL'S TRANSPORT LTD.	334.06
138004	2020/07/17	3169	BEAUDOIN, PHILIP	310.00
138005	2020/07/17	13004	BEST CONSULTING INC	5,901.00
138006	2020/07/17	1229	BROWNLEE LLP	28,416.70
138007	2020/07/17	2572	BUSY BEE SANITARY SUPPLIES INC.	160.42
138008	2020/07/17	5823	CANADIAN LINEN & UNIFORM SERVICE	451.99
138009	2020/07/17	9798	CANADIAN TIRE #450	124.73
138010	2020/07/17	13002	CARTO, SEAN & FONTAINE GINGER	5.93
138011	2020/07/17	13001	CARTON, DEVIN C	106.08
138012	2020/07/17	12982	CERTIFIED TRACKING SOLUTIONS INC.	35.70
138013	2020/07/17	11329	CINTAS CANADA LIMITED	898.92
138014	2020/07/17	8735	COLD LAKE FOODS (2003) INC	35.05
138015	2020/07/17	111	COLD LAKE HOME HARDWARE BUILDING C	44.08
138016	2020/07/17	13003	COLD LAKE OUTREACH	2,000.00
138017	2020/07/17	12324	COLLABRIA	10,008.07
138018	2020/07/17	278	COMMUNICATIONS COLD LAKE INC.	665.98
138019	2020/07/17	13000	COX, DANNY W	37.06
138020	2020/07/17	1248	CUBEX LIMITED	1,575.00
138021	2020/07/17	7691	CWB NATIONAL LEASING	3,403.20
138022	2020/07/17	5855	DELL CANADA INC.	1,295.14
138023	2020/07/17	7199	DUNN, LINDA	325.00
138024	2020/07/17	9658	DUNN, SVALA	300.00
138025	2020/07/17	10361	E. LEES + ASSOCIATES CONSULTING LT	3,843.00
138026	2020/07/17	11989	EDMONTON KUBOTA LTD.	1,135.28
138027	2020/07/17	12638	EFFECTIVE PEST CONTROL	577.50
138028	2020/07/17	38	ELECTRIC SERVICES GRAND CENTRE LTD	2,388.45
138029	2020/07/17	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	492.74
138030	2020/07/17	1877	EMCO CORPORATION	12.92
138031	2020/07/17	8692	EMCO CORPORATION LTD	150.39
138032	2020/07/17	12221	ERAMOSIA	2,808.75
138033	2020/07/17	13005	FABIEN, HELEN	43.61
138034	2020/07/17	967	FM GRAPHX INC.	463.68
138035	2020/07/17	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	134.86
138036	2020/07/17	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	1,502.77
138037	2020/07/17	275	GORDON'S APPLIANCE REPAIR	312.38
138038	2020/07/17	25	GOVERNMENT OF ALBERTA	160.00
138039	2020/07/17	8302	GOVERNMENT OF ALBERTA	14.00
138040	2020/07/17	4714	HAMILTON, EILEEN B	19.99
138041	2020/07/17	1199	HYDRO BLAST LTD.	1,837.50
138042	2020/07/17	82	JESTER PAINT SUPPLY LTD.	2,537.63
138043	2020/07/17	8469	JMAA ARCHITECTURE LTD.	8,652.00
138044	2020/07/17	5040	JOE JOHNSON EQUIPMENT INC.	386.63
138045	2020/07/17	12241	KUREK, FRANK	300.00
138046	2020/07/17	1215	KYETECH CANADA INC.	947.89
138047	2020/07/17	4587	K3 PROMOTIONS INC.	14.18
138048	2020/07/17	158	LAKE CITY MOTOR PRODUCTS LTD.	444.15
138049	2020/07/17	4290	LAKELAND FIRE & SAFETY SUPPLY	1,356.15
138050	2020/07/17	159	320364 ALBERTA LTD.	27,108.14

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138051	2020/07/17	357	LAKELAND LODGE & HOUSING FOUNDATIO	1,000.00
138052	2020/07/17	1536	LAREDO TRUCKING INC	27,590.64
138053	2020/07/17	50	LOOMIS EXPRESS	149.25
138054	2020/07/17	2842	M/T SINC PLUMBING & HEATING	2,580.42
138055	2020/07/17	480	MARTIN DEERLINE	62.22
138056	2020/07/17	10205	MODAK, SHAILESH	795.00
138057	2020/07/17	11686	MOESKER, ISAAC	66.10
138058	2020/07/17	6188	OAKCREEK GOLF & TURF INC.	1,437.19
138059	2020/07/17	2175	PITNEY WORKS	6,353.00
138060	2020/07/17	12240	PREVOST, A DIVISON OF VOLVO GROUP	48.26
138061	2020/07/17	1109	RELAY DISTRIBUTING	27.53
138062	2020/07/17	413	REYNOLDS MIRTH RICHARDS & FARMER L	381.12
138063	2020/07/17	1946	RIDERS CONNECTION	19.90
138064	2020/07/17	12006	RMA FUEL LTD.	14,596.79
138065	2020/07/17	110	RONA	188.72
138066	2020/07/17	9856	RONALD MCDONALD HOUSE CHARITIES AL	400.00
138067	2020/07/17	12009	RURAL MUNICIPALITIES OF ALBERTA	462.22
138068	2020/07/17	841	SAFETY CODES COUNCIL	667.30
138069	2020/07/17	8679	SOLIDEARTH GEOTECHNICAL INC.	6,349.87
138070	2020/07/17	12033	ST. ONGE, CAROLE	75.00
138071	2020/07/17	9612	STANTEC CONSULTING LTD.	14,205.78
138072	2020/07/17	5672	STAPLES #332 COLD LAKE	30.44
138073	2020/07/17	2220	STAR AUTO & INDUSTRIAL LTD.	546.16
138074	2020/07/17	124	SYLOGIST LTD.	8,451.53
138075	2020/07/17	492	TELUS MOBILITY INC.	102.99
138076	2020/07/17	12520	UNI-SELECT CANADA STORES INC.	37.71
138077	2020/07/17	71	URLACHER CONSTRUCTION LTD.	19,708.70
138078	2020/07/17	12999	WARNER, WAYNE	92.00
138079	2020/07/17	5319	WASTE MANAGEMENT OF CANADA CORPORA	4,285.14
138080	2020/07/17	11500	WINDERMERE REGISTRY	150.00

*** Total : \$ 396,572.50

*** Total # Of Cheques: 86

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138087	2020/07/24	12354	AGAT LABORATORIES	39.06
138088	2020/07/24	12310	AGGREKO CANADA, INC.	7,877.96
138089	2020/07/24	9143	AIR LIQUIDE CANADA INC.	445.68
138090	2020/07/24	2863	ALBERTA FIRE CHIEFS ASSOCIATION	316.50
138091	2020/07/24	8218	ALBERTA MUNICIPAL HEALTH & SAFETY	314.58
138092	2020/07/24	667	ALBERTA RECREATION & PARKS ASSOC.	1,249.50
138093	2020/07/24	6593	AMSC INSURANCE SERVICES LTD.	2,384.18
138094	2020/07/24	4312	AXIA SUPERNET LTD.	1,180.74
138095	2020/07/24	104	B & R ECKEL'S TRANSPORT LTD.	64.23
138096	2020/07/24	6678	BELL	367.48
138097	2020/07/24	2741	BELL CANADA	8.03
138098	2020/07/24	2188	BEST SERVICE PROS LTD.	36,838.26
138099	2020/07/24	4350	BRETT YOUNG	4,670.57
138100	2020/07/24	9362	BRULLER CORPORATION	13,532.40
138101	2020/07/24	12446	CAMENEX CONTROL SYSTEMS	2,303.70
138102	2020/07/24	5823	CANADIAN LINEN & UNIFORM SERVICE	182.90
138103	2020/07/24	9798	CANADIAN TIRE #450	53.71
138104	2020/07/24	13012	CIVICJOBS.CA	208.95
138105	2020/07/24	9478	CLASSIC EXPRESS INC.	3,150.00
138106	2020/07/24	650	CLEARTECH INDUSTRIES INC.	3,085.61
138107	2020/07/24	9229	COBRA PUMA GOLF CANADA	324.45
138108	2020/07/24	2803	COLD LAKE FIREFIGHTER SOCIAL FUND	250.00
138109	2020/07/24	2428	COLD LAKE FORD	26.75
138110	2020/07/24	12560	COMMISSIONAIRES NORTHERN ALBERTA D	4,850.56
138111	2020/07/24	278	COMMUNICATIONS COLD LAKE INC.	5,732.99
138112	2020/07/24	1248	CUBEX LIMITED	1,440.14
138113	2020/07/24	13010	CZARNECKI, KACPER	50.00
138114	2020/07/24	12488	DIVERSE MARKETING	1,522.50
138115	2020/07/24	38	ELECTRIC SERVICES GRAND CENTRE LTD	11,412.86
138116	2020/07/24	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	147.92
138117	2020/07/24	10163	ENTERPRISE RENT A CAR CANADA COMPA	4,918.71
138118	2020/07/24	9503	EXPLORE SURVEYS INC.	2,550.19
138119	2020/07/24	833	FLAGWORKS INC.	11,298.21
138120	2020/07/24	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	97.81
138121	2020/07/24	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	6,601.01
138122	2020/07/24	11229	GOLF LEASE INC.	6,870.73
138123	2020/07/24	8530	GOLF SUPPLY HOUSE	926.26
138124	2020/07/24	5793	GOVERNMENT FINANCE OFFICERS ASSOCI	315.00
138125	2020/07/24	8658	HIGH Q GREENHOUSES	66,254.08
138126	2020/07/24	699	INDUSTRIAL MACHINE INC.	885.94
138127	2020/07/24	9686	ISERT, KRISTY	2,037.00
138128	2020/07/24	8228	ISL ENGINEERING & LAND SERVICES LT	16,221.91
138129	2020/07/24	82	JESTER PAINT SUPPLY LTD.	2,052.75
138130	2020/07/24	7745	JOHN DEERE FINANCIAL	317.33
138131	2020/07/24	13006	KIESER, MORRIS	113.20
138132	2020/07/24	7785	KONECHNY, CRAIG	50.00
138133	2020/07/24	2552	LAKELAND CENTRE FOR FASD	681.15
138134	2020/07/24	11272	LAKELAND CONNECT MEDIA INC.	420.00
138135	2020/07/24	352	LAKELAND CREDIT UNION	3,098.34
138136	2020/07/24	352	LAKELAND CREDIT UNION	1,005.80
138137	2020/07/24	4290	LAKELAND FIRE & SAFETY SUPPLY	14,280.00
138138	2020/07/24	2993	LAKELAND HUMANE SOCIETY	13,590.08
138139	2020/07/24	13013	LINE WEST LTD.	32,508.46
138140	2020/07/24	13008	LIZOTTE, FRED	50.00
138141	2020/07/24	117	LOCAL AUTHORITIES PENSION	81,738.12
138142	2020/07/24	50	LOOMIS EXPRESS	234.71

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
138143	2020/07/24	2843	MAINTENANCE ENFORCEMENT PROGRAM	550.00
138144	2020/07/24	480	MARTIN DEERLINE	75.81
138145	2020/07/24	13011	MARUNIAK, JERRY	646.21
138146	2020/07/24	12453	MOAR, MICHELLE S	900.00
138147	2020/07/24	6188	OAKCREEK GOLF & TURF INC.	424.68
138148	2020/07/24	262	OK TIRE - COLD LAKE	871.96
138149	2020/07/24	13009	OLEJNIK, ROBERT & SANDRA	50.00
138150	2020/07/24	6694	PARR, LORRAINE	75.27
138151	2020/07/24	4075	PETERSEN, JIM & LYNN	596.08
138152	2020/07/24	11348	POSTMEDIA PAYMENT CENTRE	3,872.40
138153	2020/07/24	7387	PRO DETAIL SUPPLY 2008 INC.	169.14
138154	2020/07/24	64	PUROLATOR COURIER LTD	532.73
138155	2020/07/24	9	RECEIVER GENERAL FOR CANADA	175.00
138156	2020/07/24	9	RECEIVER GENERAL FOR CANADA	141,471.24
138157	2020/07/24	12006	RMA FUEL LTD.	19,460.31
138158	2020/07/24	110	RONA	71.08
138159	2020/07/24	8355	SKINNER, LAURA	725.00
138160	2020/07/24	8679	SOLIDEARTH GEOTECHNICAL INC.	1,151.01
138161	2020/07/24	2220	STAR AUTO & INDUSTRIAL LTD.	508.57
138162	2020/07/24	13007	STUDNEY, CATHY	367.92
138163	2020/07/24	2837	SUNLIFE ASSURANCE CO. OF CANADA	321.44
138164	2020/07/24	4996	SUPERIOR TRUCK EQUIPMENT INC.	43.72
138165	2020/07/24	5507	SWANA NORTHERN LIGHTS CHAPTER	210.00
138166	2020/07/24	20	TELUS COMMUNICATIONS INC	7,323.08
138167	2020/07/24	492	TELUS MOBILITY INC.	4,081.26
138168	2020/07/24	9873	THE INSPECTIONS GROUP INC.	13,420.08
138169	2020/07/24	8104	TIGER CALCIUM SERVICES INC.	23,139.34
138170	2020/07/24	5985	TOMKO SPORTS SYSTEMS ALBERTA	1,614.56
138171	2020/07/24	12520	UNI-SELECT CANADA STORES INC.	65.00
138172	2020/07/24	6173	VISTA RADIO	218.40
138173	2020/07/24	7894	LAKELAND LAWN CARE (1743626 ALBERT	22,995.81
*** Total : \$				619,266.23
*** Total # Of Cheques:				87

Library Cheques: 138174-138181

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
138182	2020/07/31	687	AECOM CANADA LTD.	16,806.03
138183	2020/07/31	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	4,140.79
138184	2020/07/31	1355	AMSC INSURANCE SERVICES LTD	71,304.05
138185	2020/07/31	1355	AMSC INSURANCE SERVICES LTD	10,386.77
138186	2020/07/31	832	ASSOCIATED ENGINEERING ALBERTA LTD	1,909.32
138187	2020/07/31	58	ATCO GAS	43.74
138188	2020/07/31	104	B & R ECKEL'S TRANSPORT LTD.	182.00
138189	2020/07/31	12608	BEAUTIFUL CHAOS	981.75
138190	2020/07/31	5072	BEAVER RIVER REGIONAL WASTE MANAGE	48,078.01
138191	2020/07/31	8747	BERNIER'S DIESEL & AUTO REPAIR & P	430.50
138192	2020/07/31	12010	BONNYVILLE BOLT SUPPLY LTD.	27.89
138193	2020/07/31	6089	BONNYVILLE WATER CONDITIONING LTD.	19.60
138194	2020/07/31	2572	BUSY BEE SANITARY SUPPLIES INC.	1,081.93
138195	2020/07/31	5823	CANADIAN LINEN & UNIFORM SERVICE	309.55
138196	2020/07/31	9798	CANADIAN TIRE #450	61.28
138197	2020/07/31	4631	CDW CANADA CORP.	1,296.43
138198	2020/07/31	111	COLD LAKE HOME HARDWARE BUILDING C	613.25
138199	2020/07/31	10760	COLE, SARAH LYNN	41.94
138200	2020/07/31	2524	COLLISION TOWING	210.00
138201	2020/07/31	12560	COMMISSIONAIRES NORTHERN ALBERTA D	5,673.84
138202	2020/07/31	2657	DE LAGE LANDEN FINANCIAL SERVICES	668.80
138203	2020/07/31	5855	DELL CANADA INC.	1,842.73
138204	2020/07/31	145	E CONSTRUCTION LIMITED	85,575.00
138205	2020/07/31	12602	E CONSTRUCTION LTD.	70,278.96
138206	2020/07/31	12182	E.K.D. ENTERPRISES LTD.	135.87
138207	2020/07/31	12638	EFFECTIVE PEST CONTROL	157.50
138208	2020/07/31	38	ELECTRIC SERVICES GRAND CENTRE LTD	178.50
138209	2020/07/31	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	147.92
138210	2020/07/31	1877	EMCO CORPORATION	288.28
138211	2020/07/31	579	FALLOW, JEFF	400.65
138212	2020/07/31	3595	FLEETWOOD CONSTRUCTION LTD.	2,389.34
138213	2020/07/31	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	158.55
138214	2020/07/31	12307	FRIESEN, GREG	205.26
138215	2020/07/31	4180	GENMEC ACL INC.	223,438.64
138216	2020/07/31	5793	GFOA AB	183.75
138217	2020/07/31	134	GRAND & TOY	86.42
138218	2020/07/31	761	HOLLIS, NORMAN	150.00
138219	2020/07/31	12289	HOOTS BICYCLE ACCESSORIES LTD.	54,222.69
138220	2020/07/31	699	INDUSTRIAL MACHINE INC.	6,409.11
138221	2020/07/31	3796	INTERIOR OFFROAD EQUIPMENT	270.47
138222	2020/07/31	82	JESTER PAINT SUPPLY LTD.	40.61
138223	2020/07/31	5040	JOE JOHNSON EQUIPMENT INC.	462.50
138224	2020/07/31	13017	KITCHING, ANDREW	52.50
138225	2020/07/31	2947	KNELSEN SAND & GRAVEL LTD.	1,420.94
138226	2020/07/31	158	LAKE CITY MOTOR PRODUCTS LTD.	31,625.92
138227	2020/07/31	2842	M/T SINC PLUMBING & HEATING	5,586.51
138228	2020/07/31	12428	MCGOWAN, SUSAN	300.00
138229	2020/07/31	13016	MCKEE, THOMAS ALBERT	133.56
138230	2020/07/31	3844	MCSNET	73.40
138231	2020/07/31	3810	MITCHELL, LAURA	250.00
138232	2020/07/31	12678	MPS WELDING INC.	21,888.51
138233	2020/07/31	13015	MUSKEGO, GAIL	330.30
138234	2020/07/31	8126	NORTH EAST GAS CO-OP LTD	51.33
138235	2020/07/31	10360	NOVA MECHANICAL SYSTEMS LTD.	5,250.00
138236	2020/07/31	6188	OAKCREEK GOLF & TURF INC.	67,224.15
138237	2020/07/31	8681	OUTLANDER CONTRACTING LTD.	31,401.14

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138238	2020/07/31	6070	PATENAUDE, CAROL	206.11
138239	2020/07/31	1048	PITNEY BOWES	924.15
138240	2020/07/31	12240	PREVOST, A DIVISON OF VOLVO GROUP	3,052.18
138241	2020/07/31	64	PUROLATOR COURIER LTD	166.53
138242	2020/07/31	178	RECEIVER GENERAL FOR CANADA	523,300.00
138243	2020/07/31	413	REYNOLDS MIRTH RICHARDS & FARMER L	1,815.12
138244	2020/07/31	1946	RIDERS CONNECTION	279.59
138245	2020/07/31	12006	RMA FUEL LTD.	10,417.66
138246	2020/07/31	9288	ROADWAY TRAFFIC PRODUCTS (AB)	1,333.91
138247	2020/07/31	110	RONA	22.92
138248	2020/07/31	12009	RURAL MUNICIPALITIES OF ALBERTA	1,388.10
138249	2020/07/31	5052	SE DESIGN AND CONSULTING (2009) IN	56,685.04
138250	2020/07/31	5884	SHRED-IT INTERNATIONAL ULC	295.65
138251	2020/07/31	5672	STAPLES #332 COLD LAKE	76.98
138252	2020/07/31	2220	STAR AUTO & INDUSTRIAL LTD.	1,959.14
138253	2020/07/31	11976	STENNETT-BROWN, TASHANIA	345.00
138254	2020/07/31	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	1,559.25
138255	2020/07/31	238	SUPERIOR INDUSTRIES INC.	69,722.38
138256	2020/07/31	20	TELUS COMMUNICATIONS INC	511.99
138257	2020/07/31	12520	UNI-SELECT CANADA STORES INC.	693.78
138258	2020/07/31	11476	WARCO INDUSTRIAL COOLING SERVICES	493.92
138259	2020/07/31	11500	WINDERMERE REGISTRY	410.00
138260	2020/07/31	7894	LAKELAND LAWN CARE (1743626 ALBERT	892.50
138261	2020/07/31	2538	4 IMPRINT, INC.	594.52

*** Total : \$ 1,424,093.76

*** Total # Of Cheques: 80



ISSUE SUMMARY REPORT

Title: Policy No. 031-BD-98 - Committee and Advisory Board Members Policy

Meeting Date: August 25, 2020

Executive Summary:

The purpose of Policy No. 031-BD-98 is to set out guidelines and procedures for the selection and appointment of Council Committee and Advisory Board members.

Committee appointment and selection processes are already addressed by each committee's respective bylaw(s) and several are currently in conflict with this Policy.

Administration is recommending that Council rescind Policy 031-BD-98 as it is no longer needed.

Background:

Policy No. 031-BD-98, being the Committee and Advisory Board Members Policy was approved by Council on December 12, 2006 and last amended on September 28, 2010.

Alternatives:

Council may consider the following options:

1. That Council pass a resolution to rescind Policy No. 031-BD-98, Committee and Advisory Board Members Policy.
2. That Council defeat a resolution to rescind Policy No. 031-BD-98, Committee and Advisory Board Members Policy.

Recommended Action:

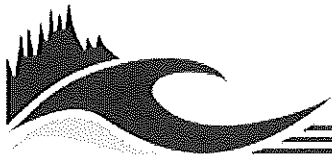
Administration recommends that Council pass a resolution to rescind Policy No. 031-BD-98, being the Committee and Advisory Board Members Policy.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Committee and Advisory Board Members Policy

POLICY NUMBER: 031-BD-98

Approval Date: December 12, 2006

Revise Date: September 28, 2010

Motion Number: CM20100928.1013

Repeal Date:

Supersedes:

Review Date: September 13, 2010

1.0 Policy Intent

Council Committees and Advisory Boards contribute great value to the City of Cold Lake, and Council recognizes the importance of selecting the best possible individuals to serve on these bodies.

2.0 Purpose

The purpose of the Committee and Advisory Board Members Policy is to set out guidelines and procedures for the selection and appointment of Council Committee and Advisory Board members, and for the consideration of requests for the appointment of Council members to non-Council boards or committees.

3.0 Policy Statement

- 3.1. Every appointment to a Council committee or advisory board shall be by resolution of Council
- 3.2. Every such appointment is at the pleasure of Council, whether or not the appointment is for a specified time period
- 3.3. The term of office for all members of Council committees or advisory boards shall be two (2) year term. Council may reappoint any member of a Council committee or advisory board to additional terms should Council deem such reappointment to be in the best interest of the City and the Council committee or advisory board.
- 3.4. Preference for membership on a Council committee or advisory board shall be given to applicants who are residents of the City of Cold Lake
- 3.5. Council may appoint a Selection Committee consisting of one Councillor, the Chair (or designate) of the committee(s) or board(s) in question, and the Department Director of the associated department (or a designate appointed by the CAO), which shall:
 - 3.5.1. approve member and chair profiles, interview questions, testing criteria (if any), and a short list of applicants
 - 3.5.2. review and/or interview applicants

- 3.5.2. review and/or interview applicants
- 3.5.3. recommend appointees to Council for appointments and re-appointments, including appointments required to fill vacant positions
- 3.6. The Mayor will consider all requests from organizations desiring appointment of Council representatives on non-Council boards or committees, and will forward to Council those requests which meet one or both of the following criteria:
 - 3.6.1. The City financially contributes to the organization or its events
 - 3.6.2. The City maintains a membership in the organization
- 3.7. The Mayor may forward any request to Council, even if it does not meet these criteria, if, in his/her opinion, it will be in the best interests of Council to be represented on that board or committee

4.0 Managerial Guidelines

- 4.1. The Chief Administrative Officer (or designate) shall:
 - 4.1.1. coordinate appointments to Council committees and advisory boards
 - 4.1.2. maintain all records pertaining to appointments
 - 4.1.3. obtain a letter from each current member eligible for reappointment, stating whether or not that member wishes to be re-appointed
 - 4.1.4. consult with the current board or committee to identify the skills, knowledge, experience, and other characteristics of any specific position(s) required during the coming term of appointment
 - 4.1.5. provide application information to individuals who wish to apply for appointment as new members
 - 4.1.6. ensure ads for committee and board openings are inserted on the City page in the Cold Lake Sun
 - 4.1.7. receive all applications and sort according to required skills, knowledge, experience, and other characteristics, and provide short list to Selection Committee
 - 4.1.8. arrange appropriate meetings for the Selection Committee, providing all necessary documents, profiles, and interview questions and testing criteria (if required)
 - 4.1.9. ensure that the Selection Committee is aware of issues or concerns in respect to member appointments/re-appointments
 - 4.1.10. schedule applicant interviews and/or testing (if required)
 - 4.1.11. prepare a report for Council outlining the Selection Committee's appointment recommendations
 - 4.1.12. prepare letters for the Mayor to send to all applicants concerning the status of their application
 - 4.1.13. advise the board or committee chair of appointments and re-appointments made by Council

5.0 References

Municipal Government Act, RSA 2000 c M-26, S 146; 154 (2), (3)

6.0 Persons Affected

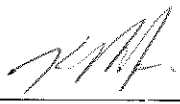
Members of City Council, Staff, Advisory Boards, and Council Committees

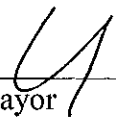
7.0 Revision/Review History

- 031-BD-98, Approved May 12, 1998, Motion # 98-128
- 031-BD-98, Amended December 12, 2006 , Motion # 2006-208
- 031-BD-98, Amended September 28, 2010, Motion # CM20100928.1013

October 6, 2010
Date

October 6, 2010
Date


Chief Administrative Officer


Mayor



STAFF REPORT

Title: Community Grant Advisory Committee Resignation

Meeting Date: August 25, 2020

Executive Summary:

Attached is an email from Ms. Jessica Radford advising that she will be resigning from the Cold Lake Community Grant Advisory Committee effective immediately.

With the resignation of Ms. Radford, the Cold Lake Community Grant Advisory Committee will be left with two (2) vacancies. These vacancies will be advertised until filled.

Background:

The Cold Lake Community Grant Advisory Committee consists of a minimum of five (5) members and a maximum of ten (10) members as follows:

- Two (2) members of Council
- A minimum of three (3) members and a maximum of eight (8) members-at-large

For your information, a copy of Bylaw No. 643-BD-19, which establishes the Cold Lake Community Grant Advisory Committee,

The City of Cold Lake will continue to advertise for vacant volunteer positions as needed.

Alternatives:

None.

Recommended Action:

That Council accept, with regret, the resignation of Ms. Jessica Radford from the Cold Lake Community Grant Advisory Committee effective immediately.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Cindy Reimer

From: Jessica Radford <jessica.radford@hotmail.com>
Sent: August 13, 2020 9:34 AM
To: Cindy Reimer
Subject: Fwd: Community Grant Advisory Committee

Begin forwarded message:

From: Jessica Radford <jessica.radford@hotmail.com>
Date: August 12, 2020 at 9:33:08 PM MDT
To: Ami Baillie <abaillie@coldlake.com>
Subject: Community Grant Advisory Committee

Hi Ami,

As you know, due to my recent employment with the City of Cold Lake, I unfortunately have to resign from the Community Grant Advisory Committee.

Wishing you all the best with it!

Kind Regards,

Jessica Radford

CITY OF COLD LAKE
BYLAW 643-BD-19
COLD LAKE COMMUNITY GRANT ADVISORY COMMITTEE BYLAW

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE COLD LAKE COMMUNITY GRANT ADVISORY COMMITTEE

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, authorizes Council to pass bylaws in relation to the establishment, functions, procedure and conduct of Council Committees and other bodies;

WHEREAS Council wishes to establish Cold Lake Community Grant Advisory Committee within the City of Cold Lake;

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

SECTION 1 - TITLE

- 1.1 This Bylaw shall be cited as the “Cold Lake Community Grant Advisory Committee Bylaw”.

SECTION 2 - DEFINITIONS


In this Bylaw:

- 2.1. “City” means the municipal corporation of the City of Cold Lake, or the geographical area falling within the municipal boundaries of the City of Cold Lake, as the context requires;
- 2.2. “Committee” means the Cold Lake Community Grant Advisory Committee as provided for in this Bylaw;
- 2.3. “Council” means the Mayor and Members of Council of the City of Cold Lake;
- 2.4. “Member of Council” means an elected member of the Council of the City of Cold Lake;
- 2.5. “Organizational Meeting of Council” means. The annual organizational meeting of Council as set out in the Cold Lake Procedural Bylaw;
- 2.6. “Recording Secretary” means a person appointed to the position of recording secretary of the Committee;
- 2.7. “Simple Majority” means more than 50% of votes or persons;
- 2.8. “Staff Advisor” means a person appointed by the Chief Administrative Officer to the position of staff advisor to the Committee; and

SECTION 3 - ESTABLISHMENT

- 3.1 A Committee is hereby established pursuant to section 145(1) of the *Municipal Government Act*, RSA 2000, c M-26, as amended.

SECTION 4 – MANDATE

- 4.1 The mandate of the Committee is to review funding requests that address a community service need and make recommendation to Council for funding which aligns with established grant and sponsorship programs, within budgeted allocations for the programs, including:
- 4.1.1 Policy No. 202-AD-16, Community Capital Project Grant
- 4.1.2 Policy No. 097-RC-07, Recreation, Culture and Goodwill Grant (as amended)
- 4.2 The Committee shall
- 4.2.1 receive grant applications (in accordance with specific grants established through City policies),
- 4.2.2 review the grant applications to determine whether they satisfy the criteria established by the City policies (including where deemed appropriate by the Committee hearing directly from the applicants),
- 4.2.3 provide Council with a recommendation including short summary of funding requests, whether it adheres to the grant policy, and amount of support,
- 4.2.4 provide recommendations to Council on the budgeted amounts for the grant programs under the Committees mandate, and
- 4.2.5 review and make recommendations to the policies under the direction of the Committee to Council as necessary.
- 

- 4.3 The Committee acknowledges that the final decision to fund and determination of the grant allocation would be made by Council, in Council's sole discretion.


SECTION 5 - MEMBERSHIP

- 5.1 The Board shall consist of a minimum of five (5) members and a maximum of ten (10) members who shall be appointed by resolution of Council. The Board shall be composed of:
- 5.1.1 Two (2) Members of Council; and
- 5.1.2 Two (2) member-at-large members shall be designated for representatives who are between the ages of 16 and 24 years at the time of appointment. However, if one of these positions becomes vacant, and there are no suitable applicants for Committee positions that are between the ages of 16 and 24 years, Council may either (1) appoint an application who is not between the ages of 16 and 24 to that vacant position, or (b) leave the position vacant until an application is received from a suitable application that is between the ages of 16 and 24.
- 5.2 All persons appointed as members of the Board shall be residents of the City of Cold Lake and shall remain members of the Board only during such time as they continue to be residents of the City of Cold Lake, unless the Council passes a resolution stating otherwise.

SECTION 6 - TERM OF OFFICE

- 6.1. The term of office for the Board members-at-large shall be for a maximum of two (2) years,
- 6.1.1 commencing on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and
- 6.1.2 expiring on the date of the Organizational Meeting of Council in the year of the expiry of the term, unless Council has provided otherwise by resolution.
- 6.2. The term of office for the Member of Council shall be for a maximum of two (2) years,
- 6.2.1 commencing on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and
- 6.2.2 expiring at the time of a general election, by resolution of Council or such time as the Member of Council ceases to be on the City of Cold Lake Council.
- 6.3. Council may reappoint any member of the Committee to additional term(s) should Council deem such reappointment to be in the best interests of the City and the Committee.
- 6.4. In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.
- 6.5. If any member of the Committee is absent from three (3) consecutive regular meetings of the Committee during their term, Council, on recommendation from the Committee, may declare a vacancy in respect of the office of such member.
- 6.6. Council may, with reason; request the resignation of any member of the Committee at any time prior to the expiry date of the member's term of office.
- 6.7. Any member may resign from the Committee at any time upon sending a written notice to the City Executive Secretary advising of the resignation and the effective date.

SECTION 7 - CHAIRPERSON AND VICE-CHAIRPERSON

- 7.1. At the first meeting of the Committee, and annually thereafter at a meeting of the Committee, a chairperson and a vice-chairperson of the Committee shall be elected by a vote of a simple majority of those members of the Committee present.
- 7.2. The Member of Council and staff advisor appointed to the Committee shall not be eligible for the position of chairperson or vice-chairperson.
- 7.3. A member may be re-elected to the position of chairperson or vice-chairperson.
- 7.4. The duties of the chairperson shall consist of:
- 

- 7.4.1. presiding at the regular and special meetings of the Committee;
 - 7.4.2. direction and control of the operation of the Committee;
 - 7.4.3. direct consultation with the Staff Advisor, and
 - 7.4.4. providing all information and material for inclusion in an agenda for all regular and special meetings of the Committee to the staff advisor at least five (5) days prior to the meeting for which the agenda is prepared.
- 7.5. The duties of the vice-chairperson shall consist of:
- 7.5.1. fulfilling the duties of the chairperson in his or her absence; and
 - 7.5.2. acting as the spokesperson for the activities of the Committee
- 7.6. Where the chairperson and vice chairperson are both absent from a meeting of the Committee, one of the other members of the Committee shall be elected as the chairperson by a simple majority of members present to preside over that meeting.

SECTION 8 - ROLE OF STAFF

- 8.1. The Chief Administrative Officer (CAO) may appoint a Staff Advisor and/or Recording Secretary to the Committee and may, where appropriate, attend meetings of the Committee in a non-voting, ex-officio capacity.
- 8.2. The role of the CAO or Staff Advisor, would be that of an advisor to the Committee in respect of those matters within the jurisdiction of the Committee mandate set out in Section 4.1.
- 8.3. The duties of the Recording Secretary, or the Staff Advisor where a Recording Secretary is not appointed, shall consist of:
 - 8.3.1. Attendance at all regular and special meetings for the Committee;
 - 8.3.2. Attendance at all regular or special meetings of any sub-committees of the Committee as required by the Committee;
 - 8.3.3. To prepare and provide an agenda to the Committee at least two (2) clear working days prior to the meeting for which the agenda is prepared; and
 - 8.3.4. To perform all other administrative duties as may be assigned by the Committee from time to time.

SECTION 9 - REMUNERATION AND EXPENSES

- 9.1. Members of the Committee shall serve their term of office with the Committee in a voluntary capacity.
- 9.2. The Committee Chairperson may make a formal request to Council to remuneration and reimbursement of any traveling and living expenses where Council requests a Committee Member to attend a conference, seminar or other meeting outside of the jurisdiction of the City. Council shall be under no obligation to reimburse or remunerate any Committee Member. Remuneration and/or reimbursement shall be at the sole discretion of Council.

SECTION 10 – MEETINGS

- 10.1. Regular and Special Meetings:
 - 10.1.1. The first meeting of the Committee shall take place at a time to be designated by resolution of Council.
 - 10.1.2. A regular meeting of the Committee shall generally be held once a month, at a time and place determined by the Committee, but may be changed from time to time at the Committee's discretion as long as notice is provided for in accordance with section 195 of the *Municipal Government Act*.
 - 10.1.3. Special meetings may be called on twenty-four (24) hours' notice by the chairperson or at the request of a simple majority of the members of the Committee as long as notice is provided for in accordance with section 195 of the *Municipal Government Act*.

10.2. Minutes:

A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Recording Secretary or a member of the Committee if a Recording Secretary has not been appointed by the CAO. Copies of all minutes shall be filed with the office of the CAO within 10 days of the meeting at which such minutes were adopted and shall be circulated to all members prior to the next regular meeting.

10.3. Report

The Chairperson, in consultation with the Staff Advisor if this position has been appointed by the CAO, shall prepare an annual report for Council on the activities of the Committee, which must include an evaluation of each member desiring reappointment and any recommendations to Council for re-appointment, and the skills, knowledge and experience of the applicants recommended for membership.

10.4. Quorum

10.4.1. A quorum for regular and special meetings of the Committee shall be a simple majority of the voting members of the Committee, one of whom shall be either the chairperson or vice-chairperson.

10.4.2. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.

10.4.3. Only those Committee members present at a Committee meeting shall vote on any matter before the Committee and in the event of a tie, the motion shall be lost.

10.5. Delegations

10.5.1. Persons wishing to be heard by the Committee shall, unless otherwise decided by the Committee, give notice in writing within seventy-two (72) hours of the meeting of the Committee at which that person wishes to be heard.

10.5.2. Where a person or representative of any group wishes to address the Committee, the Committee may, by a vote of a simple majority of members, allow a person or representative to address it.

10.5.3. Notwithstanding section 10.5.1 and 10.5.2, Council may appoint liaison(s) from local or regional interest groups to attend Committee meetings to provide information. The requirements under sections 10.5.1 and 10.5.2 shall not apply to liaisons appointed by Council.

10.6. Rules of Procedure

The Committee may make rules as are necessary for the conducting of its meetings and its business that are consistent with this Bylaw, the Cold Lake Procedural Bylaw and the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

SECTION 11 – DUTIES OF THE COMMITTEE

11.1 In addition to any duties and responsibilities of the Committee set out in this Bylaw, the duties and responsibilities of the Committee shall be determined by resolution of Council in accordance with the mandate as stated in section 4 of this Bylaw.

11.2 The Committee may advise Council with respect to the making of policies as the Committee deems necessary from time to time. Provided such policies are not inconsistent with the powers herein conferred.

11.3 The Committee shall review this Bylaw annually and make recommendations to Council for any changes deemed necessary.

11.4 Council may request that the Committee provide it with input, either verbally or in writing pertaining to a budget outlining the proposed expenditures of the Committee for the next year. Any input provided by the Committee with respect to such budget is deemed to be that of the Committee and not of the administration of the City.

SECTION 12 - ENACTMENT

12.1 This bylaw shall take effect on the date of passing third and final reading.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 26th day of March, A.D. 2019, on motion by Councillor Grau.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 9th day of April, A.D. 2019 on motion by Councillor Lefebvre.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 9th day of April, A.D., on motion by Councillor Grau.

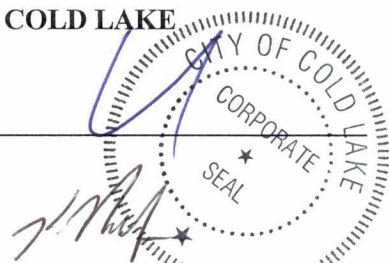
**CARRIED
UNANIMOUSLY**

Executed this 9th day of April, 2019

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER





STAFF REPORT

Title: Economic Development Advisory Committee Resignation

Meeting Date: August 25, 2020

Executive Summary:

Attached is an email from Ms. Jessica Radford advising that she will be resigning from the Cold Lake Economic Development Advisory Committee effective immediately.

With the resignation of Ms. Radford, the Cold Lake Economic Development Advisory Committee will be left with one (1) vacancy. This vacancy will be advertised until filled.

Background:

The Cold Lake Economic Development Advisory Committee consists of a minimum of five (5) members and a maximum of ten (10) members as follows:

Two (2) members of Council

A minimum of three (3) members and a maximum of eight (8) members-at-large

For your information, a copy of Bylaw No. 578-BD-16, which establishes the Cold Lake Economic Development Advisory Committee, has been attached along with amending Bylaw No. 628-BD-18.

The City of Cold Lake will continue to advertise for vacant volunteer positions as needed.

Alternatives:

None.

Recommended Action:

That Council accept, with regret, the resignation of Ms. Jessica Radford from the Cold Lake Economic Development Advisory Committee effective immediately.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Cindy Reimer

From: Jessica Radford <jessica.radford@hotmail.com>
Sent: August 13, 2020 9:35 AM
To: Cindy Reimer
Subject: Fwd: EDAC Resignation

Begin forwarded message:

From: Jessica Radford <jessica.radford@hotmail.com>
Date: August 12, 2020 at 9:29:53 PM MDT
To: Brad Schultz <bschultz@coldlake.com>, Bernard Lefebvre <bernard@cblifestyle.ca>
Subject: EDAC Resignation

Hello Brad and Bernard,

Due to my recent employment with the City of Cold Lake, I unfortunately have to resign from my position as a member of the Economic Development Advisory Committee.

If there are any events in the future that require additional volunteers, or webinars that I could attend I would love to be contacted.

Thank you for the experience and I hope to be involved one day again!

Kind Regards,

Jessica Radford

CITY OF COLD LAKE
BYLAW #578-BD-16
COLD LAKE ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE BYLAW

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO
ESTABLISH THE COLD LAKE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, authorizes Council to pass bylaws in relation to the establishment, functions, procedure and conduct of Council Committees and other bodies;

WHEREAS Council wishes to establish an Economic Development Advisory Committee within the City of Cold Lake;

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

SECTION 1 - TITLE

- 1.1 This Bylaw shall be cited as the "Cold Lake Economic Development Advisory Committee Bylaw".

SECTION 2 - DEFINITIONS

In this Bylaw:

- 2.1. "City" means the municipal corporation of the City of Cold Lake, or the geographical area falling within the municipal boundaries of the City of Cold Lake, as the context requires.
- 2.2. "Committee" means the Cold Lake Economic Development Advisory Committee as provided for in this Bylaw.
- 2.3. "Council" means the Mayor and Members of Council of the City of Cold Lake.
- 2.4. "Member of Council" means an elected member of the Council of The City of Cold Lake.
- 2.5. "Organizational Meeting of Council" means. The annual organizational meeting of Council as set out in the Cold Lake Procedural Bylaw.
- 2.6. "Recording Secretary" means a person appointed to the position of recording secretary of the Committee.
- 2.7. "Simple Majority" means more than 50% of votes or persons.
- 2.8. "Staff Advisor" means a person appointed by the Chief Administrative Officer to the position of staff advisor to the Committee; and

SECTION 3 - ESTABLISHMENT

- 3.1 A Committee is hereby established pursuant to section 145(1) of the *Municipal Government Act*, RSA 2000, c M-26, as amended.

SECTION 4 - MANDATE

- 4.1 The mandate of the Committee is to make economic development recommendations to Council which promote, initiate, expand and enhance the full economic potential of Cold Lake by using local and regional assets and worldwide opportunities to improve the standard and quality of life for City residents.

SECTION 5 - MEMBERSHIP

- 5.1 The Board shall consist of a minimum of five (5) members and a maximum of ten (10) members who shall be appointed by resolution of Council. The Board shall be composed of:
 - 5.1.1 Two (2) Members of Council; and
 - 5.1.2 A minimum of three (3) and a maximum of eight (8) members of the public-at-large.
- 5.2 All persons appointed as members of the Board shall be residents of the City of Cold Lake and shall remain members of the Board only during such time as they continue to be residents of the City of Cold Lake, unless the Council passes a resolution stating otherwise.

SECTION 6 - TERM OF OFFICE

- 6.1. The term of office for the Board members-at-large shall be for a maximum of two (2) years,
 - 6.1.1 commencing on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and
 - 6.1.2 expiring on the date of the Organizational Meeting of Council in the year of the expiry of the term, unless Council has provided otherwise by resolution.
- 6.2. The term of office for the Member of Council shall be for a maximum of two (2) years,
 - 6.2.1 commencing on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and
 - 6.2.2 expiring at the time of a general election, by resolution of Council or such time as the Member of Council ceases to be on the City of Cold Lake Council.
- 6.3. Council may reappoint any member of the Committee to additional term(s) should Council deem such reappointment to be in the best interests of the City and the Committee.
- 6.4. In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.
- 6.5. If any member of the Committee is absent from three (3) consecutive regular meetings of the Committee during their term, Council, on recommendation from the Committee, may declare a vacancy in respect of the office of such member.
- 6.6. Council may, with reason; request the resignation of any member of the Committee at any time prior to the expiry date of the member's term of office.
- 6.7. Any member may resign from the Committee at any time upon sending a written notice to the City Executive Secretary advising of the resignation and the effective date.

SECTION 7 - CHAIRPERSON AND VICE-CHAIRPERSON

- 7.1. At the first meeting of the Committee, and annually thereafter at a meeting of the Committee, a chairperson and a vice-chairperson of the Committee shall be elected by a vote of a simple majority of those members of the Committee present.

- 7.2. The Members of Council and staff advisor appointed to the Committee shall not be eligible for the position of chairperson or vice-chairperson.
- 7.3. A member may be re-elected to the position of chairperson or vice-chairperson.
- 7.4. The duties of the chairperson shall consist of:
 - 7.4.1. presiding at the regular and special meetings of the Committee;
 - 7.4.2. direction and control of the operation of the Committee;
 - 7.4.3. direct consultation with the Staff Advisor, and
 - 7.4.4. providing all information and material for inclusion in an agenda for all regular and special meetings of the Committee to the staff advisor at least five (5) days prior to the meeting for which the agenda is prepared.
- 7.5. The duties of the vice-chairperson shall consist of:
 - 7.5.1. fulfilling the duties of the chairperson in his or her absence; and
 - 7.5.2. acting as the spokesperson for the activities of the Committee
- 7.6. Where the chairperson and vice chairperson are both absent from a meeting of the Committee, one of the other members of the Committee shall be elected as the chairperson by a simple majority of members present to preside over that meeting.

SECTION 8 - ROLE OF STAFF

- 8.1. The Chief Administrative Officer (CAO) may appoint a Staff Advisor and/or Recording Secretary to the Committee and may, where appropriate, attend meetings of the Committee in a non-voting, ex-officio capacity.
- 8.2. The role of the CAO or Staff Advisor, would be that of an advisor to the Committee in respect of those matters within the jurisdiction of the Committee mandate set out in Section 4.1.
- 8.3. The duties of the Recording Secretary, or the Staff Advisor where a Recording Secretary is not appointed, shall consist of:
 - 8.3.1. Attendance at all regular and special meetings for the Committee;
 - 8.3.2. Attendance at all regular or special meetings of any sub-committees of the Committee as required by the Committee;
 - 8.3.3. To prepare and provide an agenda to the Committee at least two (2) clear working days prior to the meeting for which the agenda is prepared; and
 - 8.3.4. To perform all other administrative duties as may be assigned by the Committee from time to time.

SECTION 9 - REMUNERATION AND EXPENSES

- 9.1. Members of the Committee shall serve their term of office with the Committee in a voluntary capacity.
- 9.2. The Committee Chairperson may make a formal request to Council to remuneration and reimbursement of any traveling and living expenses where Council requests a Committee Member to attend a conference, seminar or other meeting outside of the jurisdiction of the City. Council shall be under no obligation to reimburse or remunerate any Committee Member. Remuneration and/or reimbursement shall be at the sole discretion of Council.

SECTION 10 - MEETINGS

10.1. Regular and Special Meetings:

- 10.1.1. The first meeting of the Committee shall take place at a time to be designated by resolution of Council.
- 10.1.2. A regular meeting of the Committee shall generally be held once a month, at a time and place determined by the Committee, but may be changed from time to time at the Committee's discretion.
- 10.1.3. Special meetings may be called on twenty-four (24) hours' notice by the chairperson or at the request of a simple majority of the members of the Committee. The Committee may by unanimous consent waive notice of a special meeting at any time if every member of the Committee gives written notice and has signed a waiver of notice of special meeting.

10.2. Minutes:

A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Recording Secretary or a member of the Committee if a Recording Secretary has not been appointed by the CAO. Copies of all minutes shall be filed with the office of the CAO within 10 days of the meeting at which such minutes were adopted and shall be circulated to all members prior to the next regular meeting.

10.3. Report

The Chairperson, in consultation with the Staff Advisor if this position has been appointed by the CAO, shall prepare an annual report for Council on the activities of the Committee, which must include an evaluation of each member desiring reappointment and any recommendations to Council for re-appointment, and the skills, knowledge and experience of the applicants recommended for membership

10.4. Quorum

- 10.4.1. A quorum for regular and special meetings of the Committee shall be a simple majority of the voting members of the Committee, one of whom shall be either the chairperson or vice-chairperson.
- 10.4.2. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.
- 10.4.3. Only those Committee members present at a Committee meeting shall vote on any matter before the Committee and in the event of a tie, the motion shall be lost.

10.5. Delegations

- 10.5.1. Persons wishing to be heard by the Committee shall, unless otherwise decided by the Committee, give notice in writing within seventy-two (72) hours of the meeting of the Committee at which that person wishes to be heard.
- 10.5.2. Where a person or representative of any group wishes to address the Committee, the Committee may, by a vote of a simple majority of members, allow a person or representative to address it.
- 10.5.3. Notwithstanding section 10.5.1 and 10.5.2, Council may appoint liaison(s) from local or regional interest groups to attend Committee meetings to provide information. The requirements under sections 10.5.1 and 10.5.2 shall not apply to liaisons appointed by Council.

10.6. Rules of Procedure

The Committee may make rules as are necessary for the conducting of its meetings and its business that are consistent with this Bylaw, the Cold Lake Procedural

SECTION 11 - SUB-COMMITTEES

- 11.1. The Committee may appoint sub-committees to deal with any special phase of the matters coming within the scope of the jurisdiction of the Committee mandate set out in Section 4.1. Upon the filing of a final report by a subcommittee on its activities, the sub-committee shall be dissolved.

SECTION 12 - DUTIES OF THE COMMITTEE

- 12.1. In addition to any duties and responsibilities of the Committee set out in this Bylaw, the duties and responsibilities of the Committee shall be determined by resolution of Council in accordance with the mandate as stated in section 4 of this Bylaw.
- 12.2. The Committee may advise Council with respect to the making of policies as the Committee deems necessary from time to time. Provided such policies are not inconsistent with the powers herein conferred.
- 12.3. The Committee shall review this Bylaw annually and make recommendations to Council for any changes deemed necessary.
- 12.4. Council may request that the Committee provide it with input, either verbally or in writing pertaining to a budget outlining the proposed expenditures of the Committee for the next year. Any input provided by the Committee with respect to such budget is deemed to be that of the Committee and not of the administration of the City.

SECTION 13 - REPEAL

- 13.1. City of Cold Lake Bylaw No. 013-BD-97 CONSOLIDATED, Bylaw No. 111-BD-01, Bylaw No. 361-BD-09 and Bylaw No. 400-BD-10 are hereby repealed

SECTION 14 - ENACTMENT

- 14.1 This bylaw shall take effect on the date of passing third and final reading.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 10th day of May, A.D. 2016, on motion by Councillor Lefebvre.

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 24th day of May, A.D. 2016, on motion by Councillor Vining.

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 24th day of May, A.D. 2016, on motion by Councillor Lefebvre.

Executed this 27 day of May, 2016.

CITY OF COLD LAKE



MAYOR



CHIEF ADMINISTRATIVE OFFICER

CITY OF COLD LAKE
BYLAW # 628-BD-18
A BYLAW TO AMEND BYLAW NO. 578-BD-16

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 578-BD-16 TO CLARIFY THE REQUIREMENTS OF COMMITTEE MEMBERSHIP

PURSUANT to the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, a Council may pass bylaws in relation to the establishment, functions, procedure and conduct of Council Committees and other bodies;

WHEREAS the City of Cold Lake Bylaw No. 578-BD-16, the Cold Lake Economic Development Advisory Committee Bylaw establishes the Cold Lake Economic Development Advisory Committee;

WHEREAS section 12(3) of Bylaw No. 578-BD-16 requires the committee to review the bylaw annually and make recommendations to Council for any changes deemed necessary;

WHEREAS the Committee has requested that section 5.3 of Bylaw No. 578-BD-16 be added to provide clarification that the committee may recommend a person to be appointed to the committee where that person resides outside the City of Cold Lake but is a business owner and tax payer to the City of Cold Lake;

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

SECTION 1 – TITLE

1. This Bylaw shall be cited as the “Amend Bylaw No. 628-BD-18, to clarify the requirements of committee membership”;

SECTION 2 – AMENDMENT

2. The EDAC Bylaw No. 578-BD-16 is hereby amended by inserting section 5.3:

5.3 Notwithstanding Subsection 5.2 above, the Board may recommend that Council appoint a maximum of one (1) member of the public-at-large, who is a resident of another municipality, provided that individual owns a business and pays business taxes within the City of Cold Lake.

SECTION 3 - ENACTMENT

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

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 26th day of June, A.D., 2018, on motion by Councillor Lefebvre.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 10th day of July, A.D., 2018, on motion by Councillor Lefebvre.

**CARRIED
UNANIMOUSLY**



THIRD READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 10th day of July, A.D., 2018, on motion by Deputy Mayor Grau.

**CARRIED
UNANIMOUSLY**

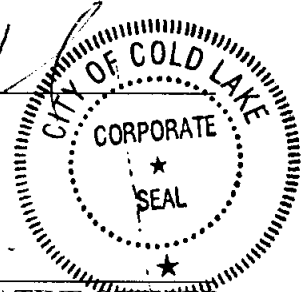
Executed this 19 day of July, 2018

CITY OF COLD LAKE

MAYOR



CHIEF ADMINISTRATIVE OFFICER





STAFF REPORT

Title: Second Hand Goods Stores - Concerns

Meeting Date: August 25, 2020

Executive Summary:

Administration has received a number of concerns regarding thrift stores located within the downtown area.

Background:

Administration has received a number of concerns regarding thrift stores located within the downtown, ranging from the outdoor display of items for sale, the concentration of stores within the downtown area, and donated items being left outdoors, which may become strewn about the surrounding area.

Under the City's Land Use Bylaw No. 382-LU-10 (LUB), thrift store are classified as a "Second Hand Goods Store". The LUB defines a Second Hand Goods Store as follows:

"SECOND HAND GOODS STORE means a retail store whose merchandise may include previously owned goods offered for sale, or sale on a consignment basis to the general public."

A Second Hand Goods Store is listed as a discretionary-Development Officer use in the RMX-Residential Mixed Use, C1-Downtown Commercial, C2-Arterial Commercial and LC-Lakeshore Commercial districts; and as a permitted use in the LI-Light Industrial district. There are currently four (4) Second Hand Goods stores operating within the downtown area, and one in the LI-Light Industrial Area.

Outdoor Displays

For the last several weeks, the Main Street Market has been displaying items for sale within their "parking area". The display initially included a number of larger items and, more recently, has grown to also include tables displaying smaller items, such as books and toys. More recently, Orbiting Trends has been placing tables of items for sale on the sidewalk in front of their store.

It should be noted that a number of other businesses within the City display items outdoors on either a seasonal or year-round basis and is a very common method for stores to advertise their merchandise and attract potential customers. Nothing in the City's Land Use Bylaw No. 382-LU-10 specifically prohibits businesses from displaying items outdoors on their premises, although Section 6.18(1) does provide a broad prohibition on unsightly items:



“6.18(1) No person shall keep in any part of a yard in the following Districts within the corporate limits of the City:

(b) In any district, any object which, in the opinion of the Development Authority is unsightly, or negatively affects the aesthetics or amenities of the area.”

Similarly, the City’s Community Standards Bylaw No. 538-PL-14, does not specifically prohibit businesses from displaying items for sale outdoors. The unsightly premises provision of the Community Standards Bylaw is not intended to prevent the accumulation or storage of materials that would be normally associated with the operation of a business. Several pictures of outdoor displays are attached as a reference.

A number of options could be considered to address the concerns regarding outdoor displays:

- Regulating outdoor displays by the type of use/type of business. This could be employed to prevent the display of second-hand items through an amendment specifying certain uses where outdoor displays would not be permitted.
- Regulating outdoor displays by the Land Use District. As an example, the LUB could be amended to limit outdoor displays to C2-Arterial Commercial and LI-Light industrial districts while prohibiting outdoor displays in RMX, C1 and LC districts.
- Regulating outdoor displays based on the size of the store. As an example, businesses could be permitted a maximum outdoor display area of 10% of the indoor floor area of the store. This would restrict businesses from using the entirety of their property to display items, yet would be scalable, so that larger stores would still be able to maintain a significant outdoor display area.

The measures above could be enacted on their own, or in some combination. The following example combines elements of all three approaches discussed above: Second hand Goods Stores operating in an RMX or C1 zoning district could be limited to an outdoor display area equal to no more than 10% of the indoor floor area of the store.

Concentration of Stores within the Downtown Area

Where it is undesirable to have a concentration of a specific type of land use within a certain area, Land Use Bylaws commonly impose a mandatory separation distance, either between the same use, or from other uses. As an example, many communities specify a separation distance between liquor stores, to prevent multiple stores being located within close proximity to one another.



An alternative approach is to specify a setback distance from other uses that are deemed to be incompatible with a proposed use. For example, the City's current LUB specifies a mandatory setback for Cannabis Retail Stores of 100 metres from schools, health care facilities, public parks/recreation areas and child care facilities.

The downside of such regulations is that they can impact the ability of a business to find a suitable location from which to operate. Thrift stores are often associated with charitable causes, making it imperative to find a location with a favourable rent structure.

A map indicating the location of existing Second Hand Goods Stores is attached for reference.

Unattended Donations

Administration has also received concerns regarding donations being dropped off outdoors at the various second-hand stores, often after hours when the stores are closed. Persons or birds then rummage through the donations which may lead to items being strewn about the area and adjacent properties.

It was suggested that a solution to this issue would be to require stores taking donations to have a secured donation bin where items can be left. Several of the local stores do have secure bins; however, there is little that the stores can do to prevent the public from leaving items outside when the donation bins may be full or during times when the stores are closed.

The intent of the information presented is to facilitate a fuller discussion of the concerns that have been brought forward. Any potential changes to the LUB should be carefully considered to ensure that they achieve the desired result, without generating unintended outcomes.

Alternatives:

For Discussion.

Recommended Action:

That Council pass a motion to refer the issue to Council's Corporate Priorities Committee meeting on September 15, 2020.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer





Existing Second Hand Goods Store Locations





STAFF REPORT

Title: Age Friendly Cold Lake - August 11, 2020 Delegation

Meeting Date: August 25, 2020

Executive Summary:

At Council's regular meeting of August 11, 2020, Ms. Diane Stonehocker and Ms. Cathy Aust presented Council with a power point presentation on their findings from the Age Friendly Cold Lake Comprehensive Action Plan Study.

Background:

Alternatives:

Recommended Action:

That Council accept the Age Friendly Cold Lake delegation presentation made at the August 11, 2020 regular meeting of Council as information.

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

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the Freedom of Information and Protection of Privacy Act, Sec. 33 (c) which regulates the collection, use and disclosure of personal information.

Creating an Age Friendly Cold Lake

Report to Cold Lake City Council

August 11, 2020

Where it
began....



Aging Well in Communities Grant

March 2019-March 2020

- Change the conversation about aging....

- Ask local residents how they feel about getting older in Cold Lake....
- What's good and what could change....

Age Friendly Cities

World Health Organization



What we heard.....

Outdoor Spaces and Buildings

Parks,
playgrounds and
trails

Infrastructure

Bylaws

Transportation

Out of Town

In Town

In the Area

Housing

Affordable
options

Need
options

Placement
options

Social Participation

Variety of
options

Isolation

What we heard....

Respect and Social Inclusion

Ageism

Consideration of needs/wants

Respect all year

Employment and Civic Participation

Want to work
AND Have to work

Want to contribute

Communication and Information

“not sure....”

Community Support and Health Services

Access

Hospital

In-home

Private

Mental Health

Prevention

City of Cold Lake actions

Commit to organizational awareness and planning.

Participate in organization-wide discussion regarding aging and the components of an age-friendly community.

Complete an organization-wide assessment of current policy and infrastructure.

Include needed changes in budgets over time.

Include age-friendly design principles in all future planning.

Facilitate a coordinated community approach to planning.

- Sponsor the formation of a community advisory committee tasked with making needed community-wide change.
- Have the committee report regularly to City Council

City of Cold Lake actions

Encourage community awareness and support.

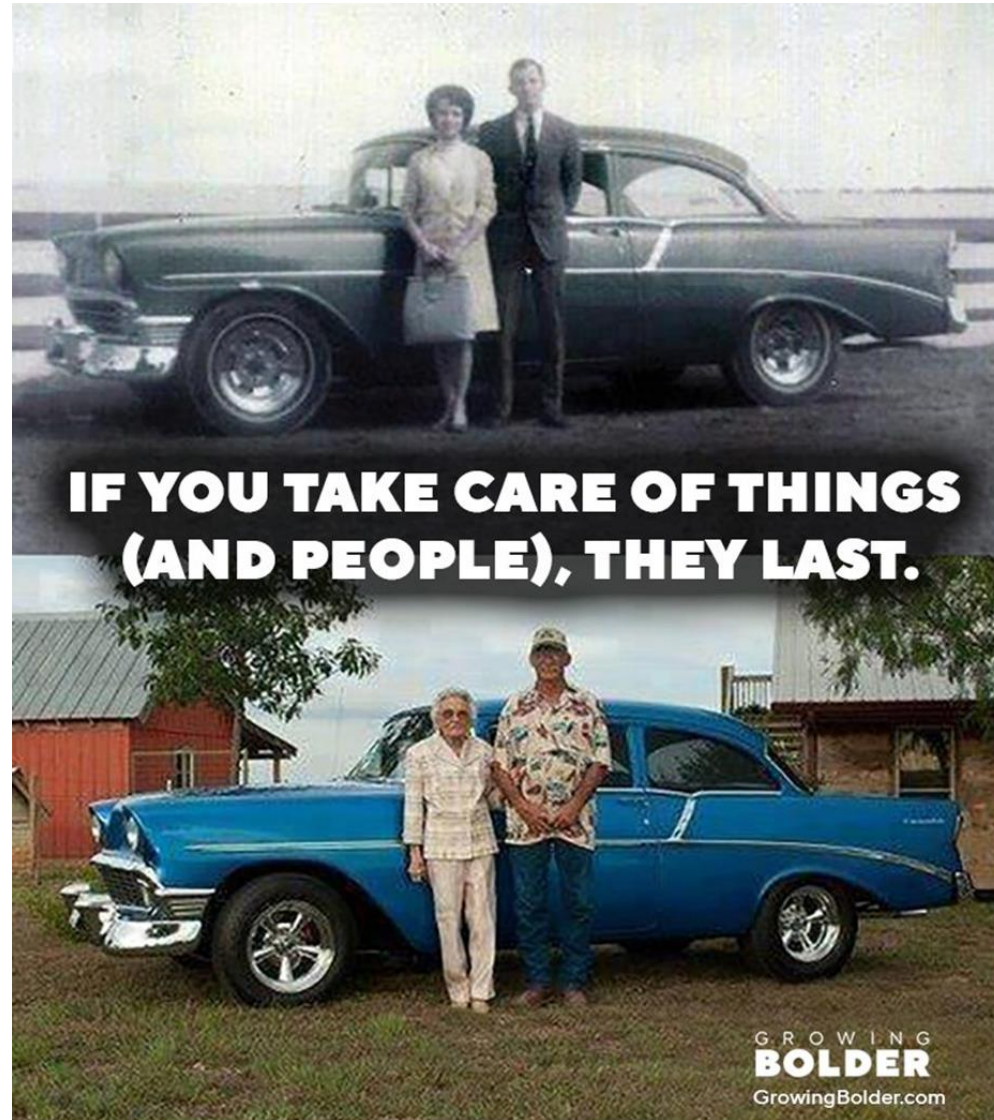
- Make a public commitment to establishing an age-friendly community.
- Encourage other community sectors to get on board.
- Use City resources to raise awareness of the issues of aging and the importance of community support.

Become a designated “Age Friendly” community.

- Make application to become a designated Age Friendly Community through the Government of Alberta.

Why do we
want an
age
friendly
Cold Lake?

Because....





STAFF REPORT

Title: Request for Delegated Commercial Boat Vessel Slip at Marina - August 11, 2020 Delegation

Meeting Date: August 25, 2020

Executive Summary:

At Council's regular meeting held August 11, 2020, Mr. Russ Robertson of Wealth Works Inc. presented Council with a power point presentation on the services provided by Wealth Works Inc. As an established business, Mr. Robertson requested a commercial boat vessel slip to be assigned to and paid for by Wealth Works Inc.

Background:

Attached is Policy Number: 141-RC-12 referred to as the Cold Lake Marina Operations and Allocations Policy. Historically, the City has not provided priority slips to "service providers"; however the City may always dedicate slips for its own purposes (as the owner), as it sees fit.

Further to the above, in March 2020, Council allocated a dedicated "commercial berth" to Wicked Water Sports. With the allocation of a commercial berth, Wicked Water Sports has been removed from the waiting list. It should be noted that the commercial berth allocation is connected to Wicked Water Sports beach rentals services at the beach.

The above has generated a few concerns among a few of the avid users of the marina and/or have been on the waiting list for some time. We understand that further requests may be coming to City Council as delegations. As mentioned previously, we anticipate the evolution of a 2-Tiered waiting list, private use versus use associated with "tourism" services.

For reference purposes, it is understood that Mr. Russ Robertson (personal) is number 38 on the waiting list of which he made application to be on the waiting list on May 6, 2016. Number 1 on the waiting list made application in 2014.

Subject to Council wanting to allocate a berth for Wealth Works Inc., administration would need some understanding on the expectation of the berth to ensure its use is for tourism and not of personal use (being primary).



Alternatives:

That Council accept Wealth Works Inc.'s delegation presentation made at the August 11, 2020 regular meeting of Council as information, and:

1. Direct Administration to prepare an agreement with Wealth Works Inc. for a commercial berth for Council's consideration.
2. Refer the issue to the September 15, 2020 Corporate Priorities Committee meeting

Recommended Action:

That Council accept Wealth Works Inc. delegation presentation made at the August 11, 2020 regular meeting of Council as information, and direct Administration to prepare an agreement with Wealth Works Inc. for a commercial berth for Council's consideration.

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.

I/We, Russ Robertson

(Name)

(Telephone Number)

(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

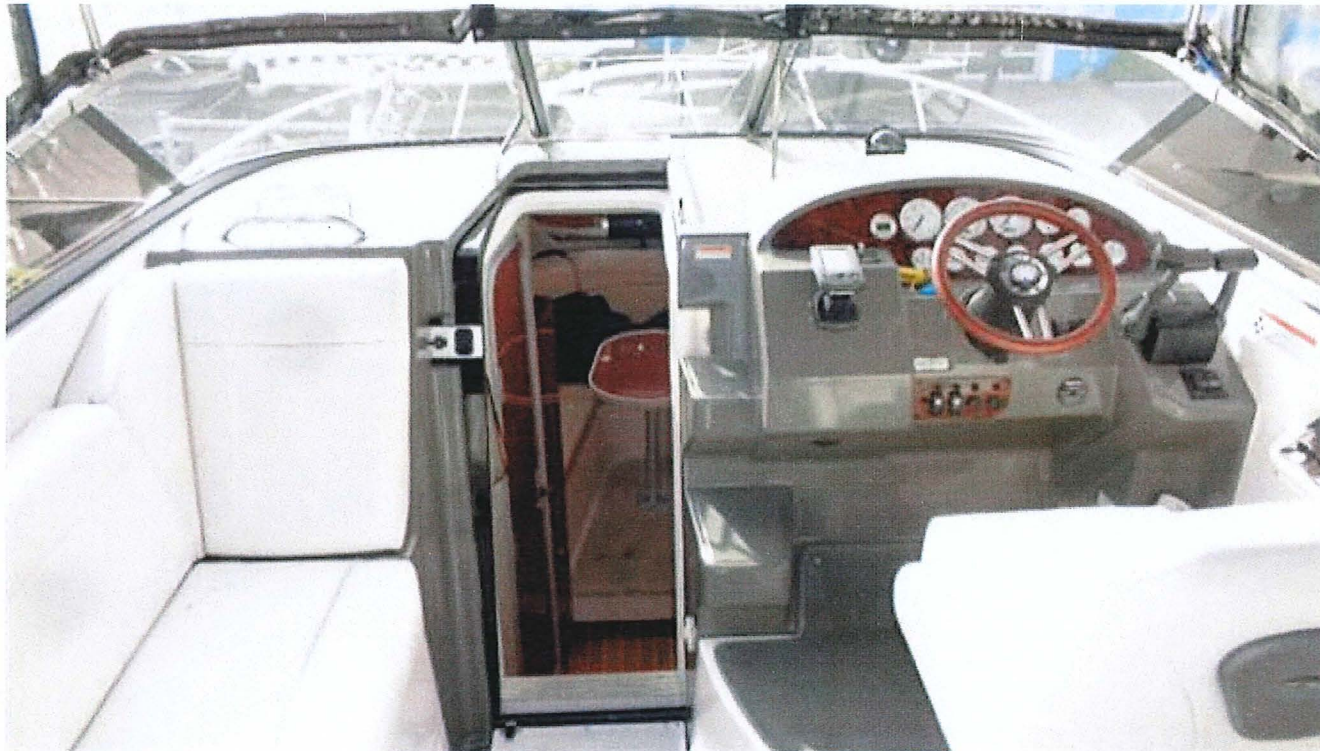
cc: _____

☐ Other

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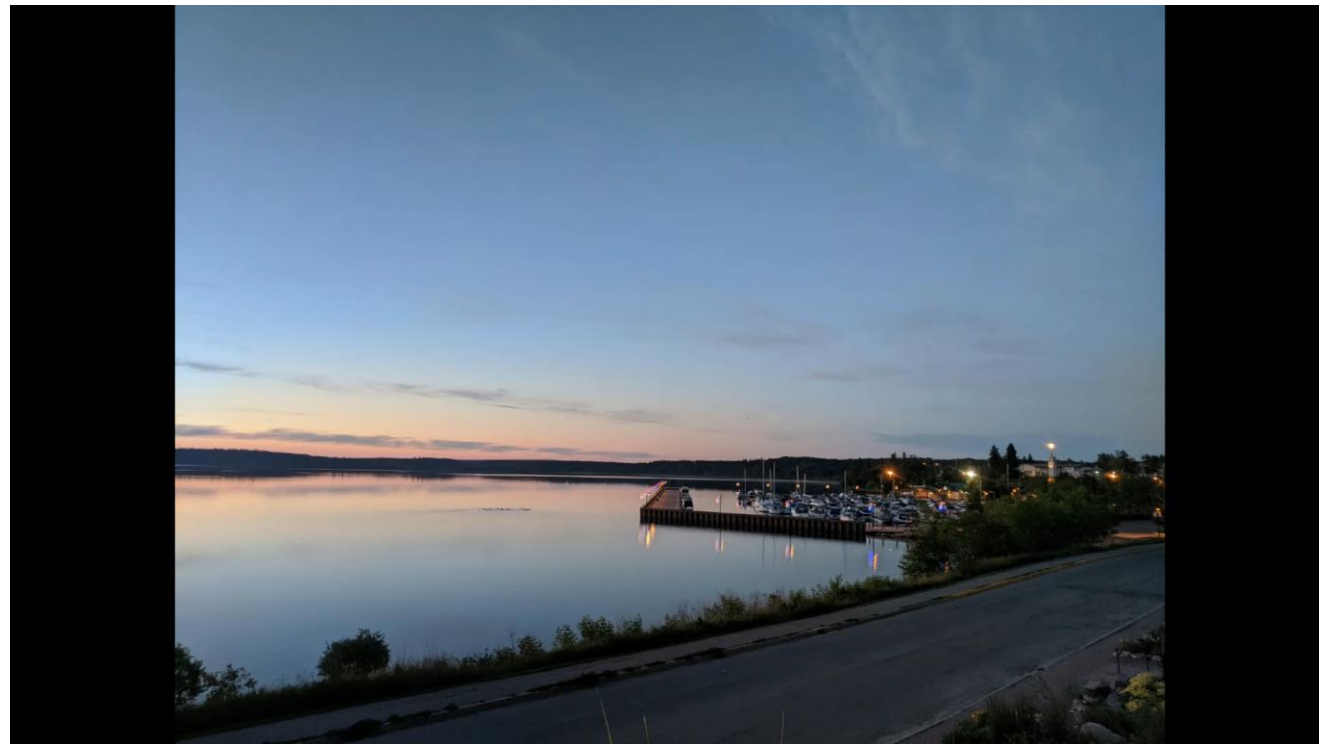






WEALTH WORKS INC.

EDGEWATER EXPERIENCES



COLD LAKE DESTINATION EXPERIENCE

Enhance Tourism, Assist Local
Business, Showcase the waterfront
and expose the hidden jewel of
Alberta



EDGEWATER COTTAGE AND SUITES

5 rental suites fully furnished and supplied



- Studio, One bedroom, Two bedroom Suites
- Two nights through longer term executive and vacation rental Suites.
- Lake and garden views
- Fire pit and covered decks

EDGEWATER CRYSTAL VIEW

Serenity gardens, Lake and marina views.



- One bedroom, Two bedroom, Three bedroom
- Three rental suites
- Full living rooms, Full kitchens, Fireplaces, Luxury Baths, 5 flat screen TV's, Games room, Decks and extraordinary views

LOCAL PARTNERS

We offer menu partners and services from the Lakeland

And feature several wineries in Western Canada



Oasis Spa

EXPANDED MARINA SERVICE

Complete package services with local partners



- Create your own custom dream
- LIVE YOUR DREAM
- “ Day Dreaming”
- REGAL 3065 Window Express
- Twin Volvo Pentas, Stabilizers, 9’ beam, Swim Platform and Kicker, Tanning pad and Loungers, full Galley and Bathroom, Full Canopy Enclosure



Cold Lake Marina Operations and Allocation Policy

POLICY NUMBER: 141-RC-12

Approval Date: March 27, 2012

Revise Date: August 13, 2019

Motion Number: CM20120327.1009

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

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

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

2.0 Purpose

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

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

3.0 Policy Statement

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

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

4.0 Managerial Guidelines

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

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

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

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

4.4 Boat Maintenance

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

4.5 Fuel Dock

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

4.6 Optimum Utilization of Slip

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

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

5.0 Hours of Operations

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

6.0 Yearly, Seasonal, and Casual Slip Rental Procedures

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

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

7.0 Cancellations and Refunds

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

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

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

8.0 User Requirements

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

9.0 Wait List

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

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

10.0 Facility Rules and Regulations

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

11.0 Persons Affected

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

12.0 Revision/ Review History

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

August 21, 2019.

Date

Date


Chief Administrative Officer


Mayor



STAFF REPORT

Title: Request for Funding - Cold Lake Public Library

Meeting Date: August 25, 2020

Executive Summary:

Attached is a letter from the Cold Lake Public Library requesting the fees to be waived to advertise on City transit products, including bus shelters and benches, under a marketing partnership with the city.

The library states that it has advertised with Cold Lake Transit with success in the past, and has noticed that not all benches' advertising space is currently being used. They are hoping to advertise on spaces that are seeing little demand, and have the fees waived.

The Transit advertising policy contains a price list for advertising space, and allows for discounts based on the quantity of space rented as well as the duration of the advertising agreement. Pricing includes a 20% discount for not-for-profit groups.

The City of Cold Lake has produced several "place-holder" ads for City programs and facilities that occupy some of the spaces that are not under an advertising contract.

Background:

Benches have proven effective advertising tools according to the companies and organizations that have used them, however, they have proven to be used infrequently. Sales have slowed in general in response to the economy and especially in response to the COVID-19 pandemic, although revenue over all has held steady and even increased slightly with the Transit Coordinator actively pursuing advertising opportunities over the past two years.

In response to the challenging market and economic times, rates for ad spaces have been discounted by 50% (for anyone that is interesting in advertising), excepting spaces that are generally in high demand. Administration feels that this should be value for all organizations in the community including private business owners.

Transit advertising has about 51 standard advertising spaces, ranging from exterior and interior bus ads to benches and shelters. 20 of the spaces are currently under contract, with the exterior and interior bus spaces being the most popular.



At full capacity, transit advertising is capable of generating approximately \$100,000 in revenue annually. Contracting advertising out to a third party would generally net a municipality 10-20% of the ad revenue.

The City of Cold Lake has not waived fees for an advertiser in the past (inclusive of any not-for-profit organizations), save for the City's programs itself. Some not-for profits have had their advertising fees covered by program grants including the City's Family and Community Support Services (FCSS).

Revenue from the Transit advertising program has been as follows:

2020 (to date):	\$17,685.68
2019:	\$16,677.47
2018:	\$16,928.60
2017:	\$15,565.00
2016:	\$29,949.57

It is administration's advice to not waive fees for specific groups and/or organizations as we anticipate that this will perpetuate further requests. If necessary council should consider a policy amendment that provides the same opportunity for all organizations.

Alternatives:

- Council may pass a motion entering into a marketing partnership with the Cold Lake Public Library that would see the fees for transit advertising waived.
- Council may respectfully decline the request to enter into a marketing partnership with the Cold Lake Public Library that would see the fees for transit advertising waived.
- Council may pass a motion to provide funding to the Cold Lake Library for advertising their program.

Recommended Action:

That Council respectfully decline the request to enter into a marketing partnership with the Cold Lake Public Library that would see the fees waived.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Aug 13, 2020

City of Cold Lake
5513 48 Avenue
Cold Lake, Alberta
T9M 1A1

Dear Mayor and Council,

The Cold Lake Library is looking to form a marketing partnership with the City. The City of Cold Lake has always been our largest financial supporter and the Library has been able to offer numerous programs and services due to this support. To ensure that members of the community are aware of these services and programs, the Library continues to look for ways to market these services in the local area.

In the past, the Library has successfully used the Cold Lake Transit marketing services, both with a bench ad, as well as in-bus advertising.

The Library is hoping to access this transit marketing opportunity again and is asking for the fees to be waived in order to do so. The City of Cold Lake Library Board feels that this is a unique marketing opportunity for the Library and the City, and provides benefits to both organizations and the members of the community. As there are currently many transit benches without advertising, the Library, with your support, would love to promote what we do and brighten up a second bus stop area with a new design.

Looking forward to working with you to serve the City of Cold Lake!

Sincerely



Leslie Price
Director
Cold Lake Library (780) 594-7425
director@library.coldlake.ab.ca



Darren Robson
Secretary / Treasurer
City of Cold Lake Library Board



Transit Advertising Policy

POLICY NUMBER: 195-AD-15

Approval Date: July 21, 2015

Revise Date: February 4, 2016

Motion Number: CM20150721.1008

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

With implementation of public transportation services within the City of Cold Lake, the City acknowledges a need to regulate advertising opportunities on Cold Lake Transit. As such, the City will set parameters around permissible advertising content and placement of advertisements on Cold Lake Transit. The City acknowledges that available space must be offered in an open and transparent manner without compromising the City of Cold Lake or public's safety and health.

2.0 Purpose

The purpose of this policy is to:

- 2.1. Set the portions of Cold Lake Transit where advertising space may be made available.
- 2.2. Define guidelines for purchasing advertising space, acceptable advertising content and selection of advertisers and space on Cold Lake Transit.
- 2.3. Establish a central manager for the sale of advertising space, the review of advertising content, and the installation and removal of advertisements.

3.0 Policy Statement

- 3.1. The City of Cold Lake is committed to providing an open and transparent selection process for available advertising space on Cold Lake Transit.
- 3.2. The City of Cold Lake acknowledges that advertising space on Cold Lake Transit has value to advertisers in reaching the public without compromising the City of Cold Lake or the public's interest, provided that advertising does not:
 - 3.2.1. Discourage the use of Cold Lake Transit.
 - 3.2.2. Interfere with the safe and comfortable operation of Cold Lake Transit.
 - 3.2.3. Diminish the reputation of the City of Cold Lake or Cold Lake Transit.
- 3.3. The City of Cold Lake acknowledges that clarifying who is responsible for review of advertising content, scheduling of advertising space rental, installation and removal of advertisements on Cold Lake Transit on behalf of the City supports transparent, timely, and effective implementation. As such, the City of Cold Lake

wishes to appoint the Strategic Initiatives Manager as the Chief Administrative Officer's delegate to be the central manager of advertising on Cold Lake Transit.

4.0 Managerial Guidelines

4.1. Definitions

- 4.1.1. "Cold Lake Transit" means the public transportation system owned and operated by the City of Cold Lake including but not limited all Transit Vehicles, Street Furniture, transit stations, buildings, permanent facilities, or other property owned or controlled by the City of Cold Lake which may be used for the City of Cold Lake transit system.
- 4.1.2. "Transit Vehicle" is a vehicle owned by the City of Cold Lake and operated for the transportation of the general public by the City of Cold Lake or a contractor.
- 4.1.3. "Street Furniture" is any bench, seat, signage post, signage pole, shelter, or board owned by the City of Cold Lake and installed to assist the City of Cold Lake and its employees in the delivery of the transit service, or the public in the use of the transit service.
- 4.1.4. "Advertisement" shall include any sign, graphic, video, picture, notice or announcement promoting a service, property, product, event, idea or job vacancy.

4.2. Advertising Locations

- 4.2.1. The City of Cold Lake shall determine what interior and exterior spaces may be made available for advertising.
- 4.2.2. The City of Cold Lake maintains the ability to reserve any portion of its advertising space to advertise the City, one of its services, programs, functions, open houses, or projects.

4.3. Advertisement Content Guidelines

- 4.3.1. All advertisements will be forwarded in draft form to the Strategic Initiatives Manager for acceptance prior to printing or manufacturing.
- 4.3.2. Advertisements shall not:
 - 4.3.2.1. Advertise tobacco or tobacco-related products;
 - 4.3.2.2. Advertise alcohol or alcohol-related products;
 - 4.3.2.3. Advertise adult products, services or entertainment directed to sexual stimulation;
 - 4.3.2.4. Advertise illegal drugs or drug paraphernalia;
 - 4.3.2.5. Portray or incite violence or illegal activity of any kind;
 - 4.3.2.6. Be political in nature;
 - 4.3.2.7. Bare content that is profane, libelous, discriminatory, derogatory, negative or personally attacks individuals, groups or organizations;
 - 4.3.2.8. Contain language or images which are damaging to the City of Cold Lake or one of the City's programs, services or projects;

- 4.3.2.9. Contain language or images which are deemed inappropriate by the Chief Administrative Officer or Strategic Initiatives Manager.
 - 4.3.2.10. Refer the public to a website, phone number or location which does any of the above;
 - 4.3.3. All advertisements will comply with federal and provincial statutes, the bylaws of the City of Cold Lake and the standards set out by the Canadian Advertising Standards Council.
- 4.4. Advertisement Materials Installation and Removal
 - 4.4.1. Advertising materials must conform to the standards for quantity, size, material, weight and other characteristics as set by the City of Cold Lake or assigned contractor.
 - 4.4.2. Advertising materials shall be arranged for and provided at the advertiser's expense.
 - 4.4.3. Advertising materials must be delivered in good quality to the City of Cold Lake or assigned contractor.
 - 4.4.4. Advertisers will pay for the installation and removal of advertising material, with the cost to be set by the City of Cold Lake or assigned contractor.
 - 4.4.5. The City of Cold Lake reserves the right to not allow advertising materials to be installed if the advertising materials do not conform with this policy.
- 4.5. Rental of Advertising Space
 - 4.5.1. Advertisers will pay the advertising fee in accordance with Schedule "A" to this bylaw.
 - 4.5.2. The City reserves the right to discount advertising space based on the quantity of space rented and the duration of the rental(s).
 - 4.5.3. Should an advertiser wish to renew a rental space the advertiser shall advise the City of Cold Lake as soon as possible.
 - 4.5.4. Should the advertising space not be renewed 30 days prior to expiration of the rental agreement, the City of Cold Lake reserves the right to arrange removal of the advertising materials at the expiration of the contract and bill the advertiser for the cost of removal.
- 4.6. Selection of Advertiser
 - 4.6.1. The Strategic Initiatives Manager will maintain a waiting list for individuals, groups and businesses that wish to advertise with Cold Lake Transit.
 - 4.6.2. The City of Cold Lake reserves the right to refuse any advertiser who is not in good standing with regards to debts owed the City of Cold Lake.

5.0 References

- 561-AD-15, Transit Services Bylaw

6.0 Persons Affected

- All City Staff, Cold Lake Transit advertisers, and the general public are affected by this policy.

7.0 Revision/Review History

- Pricing in Schedule “A” of Managerial Guidelines amended February 4, 2016

Feb. 5, 2016

Date

Feb 5 2016

Date

[Signature]

Chief Administrative Officer

[Signature]

Mayor

Schedule "A"
Transit Advertising Fee Schedule

Advertisement Fees

	4 Weeks	26 Weeks	52 Weeks
Bus Ad - Exterior			
139x30	\$495	\$2,735	\$4,830
70x21	\$385	\$2,130	\$3,755
234x36			
Bus Ad - Interior			
11x35	\$20	\$112	\$200
11x70	\$40	\$224	\$400
Full Bus Wrap	\$1,800	--	--
Shelter exterior poster	\$350	\$1,935	\$3,640
Shelter interior poster	\$250	\$1,385	\$2,440
Bench - poster	\$300	\$1,760	\$2,900

*All costs for the advertisement and installation of the advertisement at the cost of the advertiser.

** The City will offer a 20% discount to non-profit organizations, subject to the availability of space.

*** The City reserves the right to adjust advertising rates as required.

End of SCHEDULE "A" to TRANSIT ADVERTISING POLICY



STAFF REPORT

Title: Request for Funding - Riverland Recreational Trail Society

Meeting Date: August 25, 2020

Executive Summary:

Attached is a letter from the Riverland Recreational Trail Society requesting a contribution of \$6,666.67 towards completing the ten (10) year Strategic Development Plan for Alberta's Iron Horse Trail from Abilene Junction to Cold Lake.

Background:

The request for funding would somewhat align itself with Council's Community Capital Grant Program. That being said, the timelines are probably of issue.

That being said, Council did approve funding for the Cold Lake Seniors Society without having to adhere to policy. Of the \$50,000 budget, Council has allocated \$31,000 leaving \$19,000 available to allocate.

Alternatives:

No alternatives are being proposed at this time.

Recommended Action:

That Council authorize the City of Cold Lake to provide a grant to the Riverland Trail Society in the amount of \$6,666.67 ten representing 1/3 of the costs to develop a (10) year Strategic Development Plan for Alberta's Iron Horse Trail from Abilene Junction to Cold Lake.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Riverland Recreational Trail Society

Box 874 St. Paul, Alberta T0A 3A0

Phone: (780) 645-2913 / (877) 645-4521

Email: info@ironhorsetrail.ca

Website: www.ironhorsetrail.ca

City of Cold Lake
Attention: Mayor and Council
5513 - 48 Avenue
Col Lake, AB.
T9M 1A1

August 11, 2020

Re: Alberta's Iron Horse Trail 10 Year Strategic Development Plan

Dear Mayor and Council,

Riverland Recreational Trail Society (RRTS) was successful with their grant application to the Trans Canada Trail to complete a 10-year strategic development plan on Alberta's Iron Horse Trail from Waskatenau to Heinsburg. Unfortunately, because this is funding from the TCT, we can only spend it on the Waskatenau to Heinsburg section. The trail from Abilene Junction to Cold Lake is not designated part of the TCT, therefore it is excluded from this project. We did submit another proposal through the Alberta Snowmobile Association to fund the section from Abilene Junction to Cold Lake as part of a larger trail development ask to Western Economic Development but there has been no response from the Federal Government indicating they are entertaining the request.

RRTS put out an RFP, received 7 responses and hired RC Strategies Inc. to complete the project. On July 12, 13 & 14th of this year, three members from RC, myself and Marianne Janke, N.E. Muni-Corr Ltd.'s Administrative Coordinator, were on the trail from Heinsburg to Waskatenau to do a complete assessment; trail conditions, surfacing issues, signage, maintenance, tourism and visitor opportunities and future development. As we were working our way down the trail, RC pointed out several times we would only be getting a partial picture at the end of the project because the Abilene to Cold Lake section is not included.

The more time we spent with RC discussing ideas and strategies, the more we realized how vital it is to the 10-year development plan to look at the trail as a whole. There are so many great development opportunities being missed including staging areas in both Cold Lake and Bonnyville, Anshaw Historic Site, the Beaver River Trestle and much more. We asked RC to provide us with a quote and they told us if they did it now as part of the current project, it would be \$35,000.00. If we waited and did it later, it would be \$53,000.00. RRTS feels they can come up with \$15,000.00 but would need to find funding for the other \$20,000.00 in order to proceed.

We sent a letter to MLA Dave Hanson asking if there was any chance of funding from the Alberta Government and he forwarded our request on to Maggie Low-On, Program Manager of the Community Grants Unit. After several discussions with Marianne, Maggie recommended RRTS submit a CIP grant application for the January 2021 uptake, but this means we would not find out until June/July of 2021 if the grant was approved. Maggie also told us to submit the grant application for the full \$53,000.00 and if we were getting a discount, we could use that amount as part of our 50% matching dollars.

Meanwhile, both myself and Marianne approached some of the councilors with the City of Cold Lake, M.D. of Bonnyville and the Town of Bonnyville to see if there was any interest in supporting a three way split of the \$20,000.00 which would be \$6,666.67 each. This would be a worst-case scenario and if RRTS was not successful with obtaining a CIP grant then each Municipality should be prepared to commit the full amount. If RRTS received the grant, then a portion of money would be refunded to the three Municipalities. Those we spoke to recommended we submit a letter of request to be added to the next council agendas.

As such, we are submitting this letter as a request to be added to the next City of Cold Lake council agenda for a contribution of \$6,666.67 towards completing the 10 Year Strategic Development Plan for Alberta's Iron Horse Trail from Abilene Junction to Cold Lake.

If you have any questions or require additional information, please give me a call or email.

Sincerely,

A handwritten signature in blue ink that reads "M. Bjornstad".

Marvin Bjornstad
President
Riverland Recreational Trail Society
Phone: (780) 645-2913
Email: info@ironhorsetrail.ca



STAFF REPORT

Title: Request for Funding - Hearts for Healthcare's 3rd Annual Mega Bounce Virtual Run

Meeting Date: August 25, 2020

Executive Summary:

Attached is a letter from Hearts for Healthcare announcing their third annual Hearts for Healthcare Mega Bounce Run re-imagined and being called **Virtual H4H Mega Run!** It will be held August 22 - September 7, 2020. In 2018, there were 487 participants, 90+ volunteers, and 60+ local businesses, groups, and individuals that helped contribute to the event's success. This year, Hearts for Healthcare are hoping for at least 600 participants with a goal of raising \$35,000.

Sponsorship opportunities are as follows:

\$1,000 Medal Sponsor *(already secured)*

\$250 Checkpoint Sponsor *(already secured)*

Participant Prizes

- Checkpoint Challenges
- Best Team Spirit Category
- Half/Full Marathon Upgraded Medal *(already secured)*
- Half/Full Marathon Present

Print Sponsor *(already secured)*

Race Kit Contributions

Monetary Donation

Team Participation

Hearts for Healthcare are seeking Council's consideration in sponsoring the event, providing promotion of the event, and/or providing any other swag, Energy Centre coupons, etc. to include in the Race Kits.

Hearts for Healthcare are also looking for the City to consider registering a team to take part in the run. Registrant's cost is \$25.00 per participant.

Background:

In 2018, Council provided Hearts for Healthcare with a sponsorship in the amount of \$1,500.00, and Council volunteered to tend the City's sponsored inflatable station. Supporting the Platinum sponsorship comes with the additional commitment to be the Family Fun Zone provider.



Last year, Council became a Family Fun Zone Platinum Level supporter by providing a sponsorship in the amount of \$3,000.00 (\$1,000.00 cash donation and a \$2,000.00 cash donation of offset the amusement equipment rental costs to host the event).

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

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

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

To date, without consideration of this request or any others on the August 25, 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, RCMP Regimental Ball \$3,924.00 (event cancelled due to COVID-19, Ronald McDonald House Charity Golf Classic \$400.00, and Lakeland Lodge & Housing Founding \$1,000.00) has formally been allocated from the 2020 Council Goodwill budget by motion of Council.

Alternatives:

- That Council authorize the City of Cold Lake to become a _____ Sponsor in the amount of \$_____ to the Hearts for Healthcare's 3rd Annual Mega Bounce Virtual Run.
- That Council defeat a motion authorizing the City of Cold Lake to become a _____ Sponsor in the amount of \$_____ to the Hearts for Healthcare's 3rd Annual Mega Bounce Virtual Run.
- If Council is interested in entering Councillors into the race, City Council should also consider a motion outlining how many participants would be entered on behalf of City Council.



Recommended Action:

That Council authorize the City of Cold Lake to become a _____ Sponsor in the amount of \$_____ to the Hearts for Healthcare's 3rd Annual Mega Bounce Virtual Run, being held Sunday, August 22 to September 7, 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

Cindy Reimer

From: Kari Leiper <coordinator@heartsforhealthcare.ca>
Sent: August 11, 2020 2:02 PM
To: Cindy Reimer; Craig Copeland
Subject: Request: H4H Mega Run 2020
Attachments: Virtual H4HMega-Support Letter 07-28-20.docx; H4H Mega Run - Pledge Sheet 2020.pdf; virtual mega run logo.jpeg; HEARTS FOR HEALTHCARE RUN.png; H4HMegaRun Banner.jpg

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Cindy,

Hope you are doing well?

I just wanted to let you know about our upcoming H4H Mega Run, it is our 3rd Annual Mega Bounce Run re-imagined :-)

I have attached our support letter with sponsorship opportunities, if you could please pass along to the appropriate people for me please. I know it is incredibly short notice but any help would be greatly appreciated...maybe swag or coupons for the Energy Centre for the Race Kits?

Sorry again for the tight timeline, and we can appreciate that perhaps the ability to offer a commitment of support may be difficult or impossible at this time but we would very much appreciate your help with spreading the word, encouraging participation and maybe even registering a team for your group to join and challenge others to do the same. Remember this is meant to be fun, supportive and most importantly SAFE! We have set it up so that teams can practice the recommended social distancing and health regulations set by the Chief Medical Advisor and still be able to come together for a common cause. Participants can run/walk/bike/dance their way through the designated H4H routes or do their own thing or not...you can simply register or donate and still make a huge impact on improving local healthcare. I've included some graphics for you to use if you would like. Here is the link for more information and to register/donate:

<https://raceroster.com/events/2020/33456/h4hmegarun-virtual>

Thank you so much and if you have any questions please do not hesitate to get in touch. Have a lovely day
Kari

--

Kari Leiper
Hearts Coordinator
Hearts For Healthcare
Phone: 780 812-1312
Mail: Box 209
208 - 4807 51 street
Cold Lake, AB T9M 1P1
Web: www.heartsforhealthcare.ca



Hearts for Healthcare
#208, 4807 51 Street
PO Box 209
Cold Lake, AB T9M1P1
(780) 812-1312
coordinator@heartsforhealthcare.ca

Dear Valued Friends,

Hearts for Healthcare is a non-profit, registered charity developed to enhance and enrich the quality of our local healthcare. Our focus is on physician attraction and retention, raising community awareness, purchasing necessary medical equipment, and providing facility upgrades within our local healthcare community.

Hearts for Healthcare is pleased to announce that we will be moving forward with a version of our annual **H4H Mega Bounce Run**, called the **Virtual H4H Mega Run!!** We have all felt the effects this summer from the Covid-19 pandemic but we wanted to find a way to keep this event going, provide some fun for our community and still raise some much-needed funds for local healthcare. It will be held from August 22-September 7, 2020 with a "Pick-Up" day on September 7, 2020. Participants are asked to make a \$25 donation and with that will receive a locally made custom medallion from **Marigold Lane Creative** and a community sourced race kit. There will be set routes with checkpoints, where participants can complete challenges in order to be entered to win prizes. They can choose to follow one of the three H4H designated routes or complete their own, anywhere they wish; we encourage creativity... run/walk/bike/skip/dance or simply donate to a good cause. It can be completed (or not) anytime within the 2 weeks. The idea is to have fun, be creative and be accessible to everyone.

Our goal this year is to further fund our main initiatives: physician recruitment and retention, public awareness and equipment purchases for our healthcare facilities. One piece that has been earmarked of high importance is a **patient lift** for our community **long term care** facility. It is used to transfer and position residents and patients in a safe and efficient manner; which promotes quicker care, promotes involvement in activities, enables staff to safely do their job and provides an overall better quality of life for staff, residents and patients. Now more than ever we feel it is so important to support our vulnerable seniors. We are seeking your continued support in order to help us reach our goals. Please see our attached Support Opportunities for contribution options.

All donors will be recognized and those gifting monetary donations will be issued a charitable donation receipt on eligible value. If you would like to contribute or have any questions about the event or this letter, please call Kari at the Hearts For Healthcare office at **1-780-812-1312** or email at coordinator@heartsforhealthcare.ca.

We would also appreciate your groups participation by registering a team, challenging others to participate and spreading awareness of the event. Please visit <https://raceroster.com/events/2020/33456/h4hmegarun-virtual> for more information or to register or make a donation.

Thank you in advance for your continued support in enhancing our community's healthcare.

Sincerely,

The Hearts for Healthcare Fundraising Committee

SUPPORT OPPORTUNITIES

MEDAL SPONSOR

- Monetary Contribution of \$1000 or in-kind contribution of maximum 200 custom made race medallions. Your logo will appear on the medallions distributed to participants and your company will also receive social media shout outs leading up to event with cross-promotional opportunities. You will also be highlighted on our H4H website blog and event page post-event.

CHECKPOINT SPONSOR

- Monetary contribution of \$250/check point, or in-kind contribution equivalent to \$250/check point (ie: race kit or participant prize). Covers the cost of promotional material at check point, which H4H will provide; you may also provide your own additional signage/banner etc. Your company will also receive social media shout outs leading up to event with cross-promotional opportunities. If you are unable to provide in-kind material for the participant Race Kits (our goal is 200 participants) or a participant prize package for challenge winners (details below), H4H will use the monetary contribution to build a package for you.

PARTICIPANT PRIZES

- Checkpoint Challenges – There will be prizes awarded for challenges at each of the 5 sponsored check points for each of the three routes (see Checkpoint Sponsor above for details and promotional opportunities for your company).
- Best Team Spirit Category – awarded to the team that displays the best team spirit. What will be considered: largest registered team, highest collected pledges/donations, best social media picture or video, most unique costumes etc. Your company will receive social media shout outs leading up to event with cross-promotional opportunities.
- Half/Full Marathon Upgraded Medal – We would like to present our half and full marathon runners with a special prize. Participants have the option to sign up as a Half/Full marathon and will receive an upgraded medal with resin
- Half/Full Marathon Present - Monetary contribution of \$10-25/marathon participant, or in-kind contribution equivalent to \$10-25/marathon participant. We would like to present our half and full marathon runners with a special prize. Participants have the option to sign up as a Half/Full marathon and will receive a gift from your company. We only anticipate a few participants; an example could be a water bottle or bag or gift certificate. Your company will also receive social media shout outs leading up to event with cross-promotional opportunities.

PRINT SPONSOR

Each check point (5 total) will have a “DID YOU KNOW” fact about H4H and highlight our community’s support of local healthcare. Estimated \$200 contribution to cover the cost of these posters. Your company’s name and logo will appear on all posters. Your company will also receive social media shout outs leading up to event with cross-promotional opportunities.

RACE KIT CONTRIBUTIONS

- Approximately 200 participants, please indicate donation and estimated value on the Support Form below (see Checkpoint Sponsor above for details and promotional opportunities for your company).

MONETARY DONATION

- Please indicate value on the Support Form below. An example of what your donation will be put towards: the purchase of a **Lift for Long Term Care**: used to transfer and position residents and patients safely for both for the individual being lifted and for staff.

TEAM PARTICIPATION

- We highly encourage your company to register a team and help us spread the word for participation. Teams can participate together while following recommended safe procedures set by the chief medical advisor or sign up or donate under your team name and participate separately within their immediate or cohort families. All team participation will be considered for the Best Team Spirit prize. Visit <https://raceroster.com/events/2020/33456/h4hmegarun-virtual> for more information or to register or make a donation.

VOLUNTEERS

- We will require approximately 10-12 volunteers to help with Race-Kit preparation a week prior to the event opening or for Pick-Up day on September 7, 2020. Both are about a 3-4 hour commitment. Contact Kari at 780-812-1312 if interested in volunteering as an individual or as a company.

Support Form

Please complete Support Form in full and return no later than **August 20, 2020**, along with logo in PDF and PNG (or JPG) if applicable, to Kari via email or text photo.

Company Name (written as you would like to see on promotional material)	Contact Name	Contact Number
Email Address	Mailing Address	
Support Opportunity ___MEDAL SPONSOR ___CHECKPOINT SPONSOR ___PARTICIPANT PRIZES ___PRINT SPONSOR ___RACE KIT ___MONETARY DONATION Details (please indicate donation and value if applicable):		

Payment (please check one if applicable):

___ Cheque enclosed
(Payable to Hearts for Healthcare)

___ Credit Card (Visa/MC/Amex)
Name: _____
Number: _____
Exp. Date: _____ CVV: _____

___ Please invoice us

Note: IF YOU PREFER TO PAY BY CREDIT CARD VIA TELEPHONE PLEASE CALL KARI AT 780-812-1312 TO PROCESS

Thank you for helping make this year’s event a huge success. We appreciate all our community support.

Return form via email, photo text or mail:

Kari Leiper – Hearts Coordinator
1-780-812-1312 (c)
coordinator@heartsforhealthcare.ca
Hearts For Healthcare
Box 209
Cold Lake, AB T9M 1P1

Tax-deductible receipts will be issued for qualifying donations. Charitable Reg. No. 84894 7503 RR0001



Hearts for Healthcare's 3rd Annual Mega Bounce Run

Re-Imagined as the **Virtual H4H Mega Run**

Pick Up Day - Monday, September 7, 2020 @ Grass area at
Cold Lake Healthcare Centre

Name: _____

Phone #: _____ Email: _____

Please help me reach my goal by pledging me for this amazing run. Or
go online and make a donation on behalf of my team at

<https://raceroster.com/events/2020/33456/h4hmegarun-virtual>

All money raised supports local healthcare in our community.

Thank you!!!!

All pledges over \$20 are eligible for a tax receipt.

NAME	PHONE # AND ADDRESS	AMOUNT PLEDGED	PAID

Total Pledges Collected: _____

Tax-deductible receipts will be issued for qualifying donations.
Charitable Reg. No. 84894 7503 RR0001



STAFF REPORT

Title: Minutes July 21, 2020 Occupational Health and Safety Committee

Meeting Date: August 25, 2020

Executive Summary:

Minutes Occupational Health and Safety Committee July 21, 2020

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Occupational Health and Safety Meeting Minutes

Tuesday, July 21st, 2020 @ Cold Lake Marina

Call to Order: The meeting was called to order by Rebecca McDonald at 9:34 a.m.

Members Present: Norm Hollis (Management Co-Chair)
Rebecca McDonald (Worker Co-Chair)
Christina Brown
Shailesh Modak
Ryan Deschamps
Jaqualene Morin

Guest Present: Dan Mokolki

Members Absent: Jeff Fallow
Phil Beaudoin
Kelsey Laye

Agenda Addition:

- First Aid/Fire Extinguisher/AED 3rd Part Vendor Inspection Contract

Old Business:

- Safety Board updates- Standardization of safety board headings presented by Rebecca. File sent to Dan to distribute to departments as needed.
- Covid19 Disposable Mask- Official directive unrealistic due to constantly changing AH&S guidelines. Discussion and agreement that e-mail will be sent by Safety Officer Dan Mokolki to department supervisors with clarification on proper disposable mask etiquette.
- 2020 Audit- No date set at this time.

New Business:

- Inspection conducted at Cold Lake Marina. Notable concerns discussed. Documentation to be sent out to applicable supervisory teams by Rebecca.
- First Aid/Fire Extinguisher/AED Monthly Inspections- 3rd Party Vendor Contact being worked on. Preliminary inventory of first aid stations complete. Changes to be made to all City first aid kits to comply with minimum levels 2 or 3.

Training and Events:

- Fire Warden Training- Details on training location format in regards to social distancing requirements currently in discussion. No training dates set at this time.
- OH&S Committee Training- Waiting on last of committee members to register and provide Dan with login and password. Link to be re-sent to committee members by Rebecca following meeting.
- AMSHA free training available. Norm to provide committee members with links via e-mail.

Round Table Discussion:

- Gov. of Alberta feedback opportunity for AMSHA members regarding OH&S Legislation Reform and Alberta COVID19 Relaunch Strategy. Norm to provide committee members with links via e-mail.
- City does have an ergonomic checklist and assessment procedure in place for individuals concerned with ergonomic hazards.
- Mention made to previous Worksite Safety Inspections being provided back to department for safety board reference.
- Reiteration encouraged for all departments on the importance of continues social distancing, proper sterilization practices, etc. Discussions encouraged on the hazards of complacency during this time.

Next Meeting: Cold Lake Waste Water Lagoons
August 11th, 2020, **Meet at South Fire Hall for Transport at 8:30 a.m.**

Adjournment: 10:10 A.M.


Reviewed and approved by Dan Mokelki, Safety Advisor

4- Aug-2020
Date


Reviewed by Kevin Nagoya, CAO

Aug 13, 2020
Date