



**Council - Corporate Priorities Committee Meeting
Agenda**

Tuesday, September 15, 2020

6:00 p.m.

Council Chambers

Pages

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **DISCLOSURE OF INTEREST**
4. **PUBLIC QUESTION PERIOD**
5. **OLD BUSINESS**
- 5.1 **2020 Community Capital Project Grant Policy Funding Allocation** 3 - 122
6. **NEW BUSINESS** 123 - 132
 - 6.1 **Policy No. 097-RC-07 - Community Recreation, Art, Culture and Heritage Investment Grant Policy Amendment** 133 - 154
 - 6.2 **Muni-Corr Iron Horse Trail (IHT) Condition** 155 - 156
 - 6.3 **4 Wing Cold Lake Golf and Winter Club** 157 - 197
 - 6.4 **Amendment to the Gaming, Liquor and Cannabis Act - Alcohol Consumption in Public Parks** 198 - 309
 - 6.5 **Mandatory Masks - COVID-19** 310 - 421
 - 6.6 **Vacant Residential Lot Inventory** 422 - 425
 - 6.7 **Family and Children Services Programming - Branding** 426 - 429
 - 6.8 **Municipal Statistics - Briefing** 430 - 433
 - 6.9 **Second Hand Goods Stores - Concerns** 434 - 440
 - 6.10 **Livestreaming Council Meetings** 441 - 445
 - 6.11 **Council Board, Committee and Commission Appointments** 446 - 451
7. **QUESTIONS**
8. **IN CAMERA**
 - 8.1 **Land Acquisition Opportunity**
 - 8.2 **Aerospace Economic Development Initiative Update**

8.3 Legal - Petro Frontier Ltd.

8.4 Royal Canadian Mounted Police (RCMP) - Facility Briefing

9. ADJOURNMENT



STAFF REPORT

Title: 2020 Community Capital Project Grant Policy Funding Allocation

Meeting Date: September 15, 2020

Executive Summary:

Further to the Recreation and Culture Advisory Committee (RCAC)'s review and recommendation of seven (7) application under the Community Capital Grant Program, Council approved one (1) project submitted by the Cold Lake Seniors' Society for \$10,000 (The request was for \$20,000).

During the meeting Council raised concerns in regards to the merits the other submissions and pass a motion to refer Policy No. 202-AD-16 to Council's Corporate Priorities Committee for review and recommendations.

Based on administrations review of the Policy, the principles and merit of the program is sound and administration is recommending that the policy is upheld. No amendments are being recommended.

City Council does not need to allocate funding to projects, if it doesn't choose to.

Background:

Based on Council deliberations following issues/concerns were raised:

- \$13,000 - 4 Wing Cold Lake's Medley Family Resource Centre Society (MFRCS)
 - The MFRCS is a social program strongly backed by the Government of Canada and many of the requests seem to have the theme of replacement of day-to-day operational equipment to support the social programs.
 - City of Cold Lake provides several other fundraising and sponsorship commitments to 4 Wing Cold Lake, some of which funnel thru to the MFRC.
 - Large portions of the funding is being proposed of core services, youth center and daycare equipment and arguably not capital. Several questions were raised on the various items on the itemized list in the application.
- \$120,000 to \$180,000 – Lakeland Lacrosse Association



- The funding request is well beyond the funding allocated to the program.
 - If the City were to grant this funding to the Lakeland Lacrosse Association, the City would have to provide a commitment (so a lease, license) the Cold Lake North Arena to the association to affix and/or install the asset in the facility of which raised questions on other uses for the facility.
 - No matching funds were articulated
 - No financial information was provided.
- \$30,000 – Hearts for Healthcare
 - The City of Cold Lake provides several other fundraising and sponsorship commitments to Hearts of Healthcare including their annual fundraising gala's, fun run, and most recently the "Lift Assist Equipment".
- \$27,000 – Cold Lake Native Friendship Centre's Men's Homeless Shelter
 - The City is already involved in a potential initiative of which may involve monetary contributions to the Cold Lake Native Friendship Centre's Men's Homeless Shelter.
- \$425 – Cold Lake Multicultural Society (Gift Cards)
 - The purchasing of gift cards for gifts does meet the criteria of a community capital project under the policy.
- \$425 – Cold Lake Multicultural Society (Melting Pot)
 - The purchasing of a melting pot does meet the criteria of a community capital project under the policy.

As of August 11, 2020, \$31,000.00 of the \$50,000 Community Capital Grant budget has already been allocated (\$10,000 CL Seniors & \$21,000 CL Seniors). Administration has backed out the \$6,666.67 community capital grant to the Riverland Trail Society as the organization received full funding from a provincial grant.

At Council's August 11, 2020 Council meeting, Council provided another grant to the Cold Lake Senior's 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 (1-2-71-000-770).

It is administration opinion that Council took a reasonable approach to the approvals. Council is not required to give "reasons" for its decisions. That being said, Council has defer the remaining request to Committee of which require a final recommendation to City Council. Administration recommends that the Committee recommends to Council to respectfully decline the applications.



That being said, if Council has concerns with the policy framework. Administration can consider proposing amendments to policy for council consideration.

Alternatives:

Council may consider the following options:

1. That Council approve the recommendations made the May 20, 2020 Cold Lake Recreation and Culture Advisory Committee meeting being \$13,000 to the 4 Wing Medley Family Resource Centre Society (MFRCS) and \$27,000 to the Cold Lake Native Friendship Centre.
2. That the Corporate Priorities Committee proposed recommendations of funding levels to City Council.
3. That the Corporate Priorities Committee proposed amendments to the Community Capital Project Grant Policy.
4. The Corporate Priorities Committee could recommend that Council extend the deadline for submissions and allow for further application to be consider in the fall.

Recommended Action:

Administration recommends that the no changes be made to the Community Capital Project Grant Policy and that Council respectfully decline the remaining applications.

Administration further recommends that the Corporate Priorities Committee recommend that Council extend the deadline for submissions and allow for further application to be consider in the fall.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

4 WING MILITARY FAMILY RESOURCE CENTRE SOCIETY (MFRCS)

Financial Statements

For the Year Ended March 31, 2019

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CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Members of 4 Wing Military Family Resource Centre Society (MFRCS)

Qualified Opinion

We have audited the financial statements of 4 Wing Military Family Resource Centre Society (MFRCS) (the Society), which comprise the statement of financial position as at March 31, 2019, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Society derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2019, current assets and net assets as at March 31, 2019. The predecessor auditor's opinion on the financial statements for the year ended March 31, 2018 was modified accordingly because of the possible effects of this limitation of scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Other Matter

The financial statements of 4 Wing Military Family Resource Centre Society (MFRCS) for the year ended March 31, 2018 were audited by another auditor who expressed a qualified opinion on those financial statements on September 18, 2018 for the reasons described in the *Basis for Qualified Opinion* section.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

(continues)

Independent Auditor's Report to the Members of 4 Wing Military Family Resource Centre Society (MFRCS) *(continued)*

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta
September 10, 2019

CHARTERED PROFESSIONAL ACCOUNTANTS


4 WING MILITARY FAMILY RESOURCE CENTRE SOCIETY (MFRCS)


Statement of Financial Position

As at March 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 374,693	\$ 590,021
Restricted cash (Note 4)	882,135	937,934
Short term investments (Note 5)	100,637	-
Accounts receivable	88,789	43,601
Inventory	18,160	36,481
Goods and services tax recoverable	12,878	4,598
Prepaid expenses	26,705	3,428
	<u>1,503,997</u>	<u>1,616,063</u>
PROPERTY AND EQUIPMENT (Note 3)	161,771	130,558
LONG TERM INVESTMENTS (Note 5)	405,402	-
RESTRICTED CASH (Note 4)	30,597	231,785
	<u>\$ 2,101,767</u>	<u>\$ 1,978,406</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 44,479	\$ 71,688
Wages payable (Note 8)	92,111	49,851
Employee deductions payable	20,060	14,191
Pension contributions payable	5,596	-
Unearned revenue (Note 9)	873,415	915,934
Deferred contributions (Note 10)	-	22,000
	<u>1,035,661</u>	<u>1,073,664</u>
NET ASSETS		
Unrestricted (Note 7)	92,660	351,427
Invested in Capital Assets (Note 3)	161,771	130,558
Internally Restricted (Note 6)	506,039	181,473
Externally Restricted (Note 7)	305,636	241,284
	<u>1,066,106</u>	<u>904,742</u>
	<u>\$ 2,101,767</u>	<u>\$ 1,978,406</u>

ON BEHALF OF THE BOARD

 _____ Trustee

 _____ Trustee

See notes to financial statements

4 WING MILITARY FAMILY RESOURCE
Statement of Financial Position

	Unrestricted			Externally Restricted				Early Learning Childcare Centre
	General Fund		Day Care	MFS Fund		4 Wing Fund	AGLC	
	2019		2019	2019		2019	2019	2019
REVENUES								
Core government funding	\$		\$	\$	\$	\$	\$	\$
Donations	-	123,964	-	903,970	201,226	-	-	544,352
Fee for service	174,616	10,000	10,000	-	-	-	-	-
Fundraising	61,442	471,027	471,027	-	-	-	-	-
Gender based violence	-	-	-	-	-	28,500	-	-
Government supplemental grant	-	-	-	11,734	-	-	-	-
Interest earned	6,049	-	-	-	-	-	-	-
Lakeland united way grant	22,200	-	-	-	-	-	-	-
Other grants and subsidies	58,255	-	-	-	-	-	-	-
Other revenue	3,345	228,212	228,212	-	-	-	-	-
True patriot love	-	165	165	-	-	-	-	-
Veterans family program	-	-	-	42,142	-	-	28,000	-
	449,871	709,404	709,404	957,846	201,226	28,500	28,000	544,352

See notes to financial statements

**4 WING MILITARY FAMILY RESOURCE
Statement of Revenue
For the**

	General Fund	Day Care	MFS Fund	4 Wing Fund	AGLC	True Patriot Love	Early Learning Childcare Centre
	2019	2019	2019	2019	2019	2019	2019
EXPENSES							
Core programs	73,911	10,124	172,768	1,539	13,791	11,512	-
Depreciation of capital assets	-	6,258	5,845	4,104	-	-	-
Fundraising	67,254	-	10,730	-	-	-	-
Gender based violence	-	-	11,667	-	-	-	-
Management and administration	33,108	60,997	102,649	53,515	93	-	-
Supplemental funded programs	-	-	-	-	-	-	-
Veterans family program	-	-	32,057	-	-	-	-
Wages and benefits	138,804	661,858	627,918	79,925	33,056	-	417,401
Affordability	-	-	-	-	-	-	25,323
Access	-	-	-	-	-	-	26,130
Quality	-	-	-	-	-	-	75,498
Wage floors	-	-	-	-	-	-	-
	313,077	739,237	963,634	139,083	46,940	11,512	544,352

**EXCESS (DEFICIENCY) OF
REVENUES OVER
EXPENSES**

\$	136,794	\$	(29,833)	\$	(5,788)	\$	62,143	\$	(18,440)	\$	16,488	\$	-
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See notes to financial statements

4 WING MILITARY FAMILY RESOURCE CENTRE SOCIETY (MFRCS)
Statement of Changes in Net Assets
For the Year Ended March 31, 2019

	Unrestricted	Invested in Capital Assets	Internally Restricted	Externally Restricted	2019	2018
NET ASSETS - BEGINNING OF YEAR	\$ 351,427	\$ 130,558	\$ 181,473	\$ 241,284	\$ 904,742	\$ 576,920
Excess of revenues over expenses	106,961	-	-	54,403	161,364	327,822
Amortization transferred in	6,258	-	-	9,949	16,207	-
Amortization transferred out	-	(16,207)	-	-	(16,207)	-
Transferred out	(371,986)	-	-	-	(371,986)	-
Transferred in	-	47,420	324,566	-	371,986	-
NET ASSETS - END OF YEAR	\$ 92,660	\$ 161,771	\$ 506,039	\$ 305,636	\$ 1,066,106	\$ 904,742

See notes to financial statements



4 WING MILITARY FAMILY RESOURCE CENTRE SOCIETY (MFRCS)

Statement of Cash Flows

For the Year Ended March 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Cash receipts from members and funders	\$ 2,809,493	\$ 2,835,114
Cash paid to suppliers and employees	(2,720,069)	(1,749,421)
Goods and services tax	(8,280)	(4,598)
Cash flow from operating activities	81,144	1,081,095
INVESTING ACTIVITIES		
Additions to capital assets	(47,420)	(50,074)
Purchase of term deposits	(100,637)	-
Purchase of long term GIC investments	(405,402)	-
Cash flow used by investing activities	(553,459)	(50,074)
INCREASE (DECREASE) IN CASH FLOW	(472,315)	1,031,021
Cash - beginning of year	1,759,740	728,719
CASH - END OF YEAR	\$ 1,287,425	\$ 1,759,740
CASH CONSISTS OF:		
Cash	\$ 374,693	\$ 590,021
Restricted cash - current	882,135	937,934
Restricted cash - long term	30,597	231,785
	\$ 1,287,425	\$ 1,759,740

See notes to financial statements

1. PURPOSE OF THE SOCIETY

4 Wing Military Family Resource Centre Society (MFRCS) (the "Society") is a not-for-profit organization incorporated provincially under the Companies Act of Alberta. As a registered charity the society is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The society provides programs and services that promote the well-being of military families and the surrounding community under the vision "Community Strength through Family Strength".

The mission of the society is to enable a mission ready force by addressing the challenges faced by Canadian Forces members and their families that result from military service and to work for the general betterment of life for military families within 4 Wing's area of responsibility. The society assesses the needs of the community and responds with a professional and consistent system of support, programs, services, and activities. This community-based system of family support is to be aimed at promoting health and social well-being.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIESBasis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Cash and restricted cash

Cash includes cash only. Restricted cash includes amounts that are restricted for a specific use.

Investments

Short-term investments are carried at amortized cost and consist primarily of GICs with original maturities beyond three months and less than twelve months at the purchase date.

Restricted short term investments include GICs and are valued at cost plus accrued interest. The carrying amounts approximate fair value as they are renewed on an annual basis. Investments are classified as long term where the maturity dates exceed one calendar year or they are restricted internally to be held for other than current purposes.

Inventory

Inventory consists of materials and supplies to be consumed in the rendering of services, in addition to promotional items for sale or giveaway. Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a straight-line basis at the following rates:

Equipment	10%
Leasehold improvements	10%

The society regularly reviews its property and equipment to eliminate obsolete items. Government grants are treated as a reduction of property and equipment cost.

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition - Fund accounting

4 Wing Military Family Resource Centre Society (MFRCS) follows the restricted fund method of accounting for contributions.

Under the restricted fund method, unrestricted contributions are reported as revenue under the general fund when received or deemed receivable. Restricted contributions are reported as revenue in their respective funds; any restricted contributions which do not belong to a specific fund are recorded as deferred contributions as recorded as revenue in the general fund when the related expenses are incurred.

The Society maintains the following funds:

The General Fund accounts for the society's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants outside of those reported under the restricted Military Family Services ("MFS") or 4 Wing Cold Lake ("4 Wing") Fund. Revenues for restricted contributions are reported under the general fund when the related expenses are incurred.

The Invested in Capital Assets Fund reports the assets, liabilities, revenues and expenses related to 4 Wing Military Family Resource Centre Society (MFRCS)'s capital assets.

The ELCC Fund reports the cumulative excess of revenues over expenses for its Early Learning Child Care Centre (ELCC) and daycare operations, excluding the preschool, out of school care, evening care and emergency and respite care services.

The MFS Fund reports the core funding received from Military Family Services (MFS) net of expenses incurred under the externally restricted use of proceeds.

The 4 Wing Fund reports the core funding received from 4 Wing Cold Lake net of expenses incurred under the externally restricted use of proceeds.

The Alberta Gaming Liquor Commission (AGLC) Fund reports the restricted contributions received and reported to the AGLC. These funds are also maintained in a separate bank accounts as per AGLC directive.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*Contributed services and materials

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. When the fair value of donated materials and services cannot be reasonably determined they are not reflected in the financial statements.

When a fair value can be reasonably estimated and when the contributed materials or services are used in the normal course of operations, they are expensed and the associated contribution revenue is recognized.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

3. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Other machinery and equipment	\$ 161,827	\$ 30,258	\$ 131,569	\$ 130,558
Leasehold improvements	31,792	1,590	30,202	-
	<u>\$ 193,619</u>	<u>\$ 31,848</u>	<u>\$ 161,771</u>	<u>\$ 130,558</u>

Other machinery and equipment includes \$15,654 of unamortized assets as they have not been put in use.

4. RESTRICTED CASH

Restricted cash includes contributions received from the Alberta Gaming, Liquor and Cannabis Commission (AGLC) that are maintained in a separate account per AGLC directive of \$30,597 (2018 - \$50,313), a savings account of \$0 (2018 - \$181,472), and funding subject to externally imposed usage restrictions of \$882,135 (2018 - \$937,934)

In the current period, internally restricted cash in the savings account was used to purchase multiple GIC investments.

5. INVESTMENTS

	2019	2018
Non-redeemable GIC bearing fixed annual interest of 2.55%, maturing Sept 26, 2020	\$ 202,599	\$ -
Non-redeemable GIC bearing fixed annual interest of 2.75%, maturing Sept 26, 2021	202,803	-
TOTAL - LONG TERM INVESTMENTS	405,402	-
Cashable GIC bearing fixed interest of 1.25%, maturing Sept 26, 2019	100,637	-
TOTAL - SHORT TERM INVESTMENTS	100,637	-
	\$ 506,039	\$ -

The non-redeemable GICs have redemption options only on their anniversary date of September 26th.

6. INTERNALLY RESTRICTED FUNDS

The internally restricted fund consists of GIC investments held with Lakeland Credit Union that have been internally restricted by way of board directive to cover future shortages should there be significant changes to the Society's funding.

7. SUPPLEMENT TO NET ASSETS

This note serves to break down the composition of the unrestricted and restricted net asset categories as presented on the balance sheet and statement of changes in net asset schedule.

	Opening Balance	Revenues	Expenses and Transfers	Ending Balance
General Fund	\$ 337,231	\$ 449,871	\$ 685,063	\$ 102,039
Day Care	14,196	709,404	732,979	(9,379)
Unrestricted	351,427	1,159,275	1,418,042	92,660
MFS Fund	82,296	957,846	957,789	82,353
4 Wing Fund	116,443	201,226	134,979	182,690
AGLC	50,313	28,500	46,940	31,873
True Patriot Love	(7,768)	28,000	11,512	8,720
Early Learning Childcare Centre	-	544,352	544,352	-
Externally restricted	241,284	1,759,924	1,695,572	305,636

8. WAGES PAYABLE

	2019	2018
Salaries Payable	\$ 52,690	\$ 37,278
Banked Overtime Payable	6,480	3,707
Vacation Payable	32,940	8,865
	<u>\$ 92,110</u>	<u>\$ 49,850</u>

In the prior period there were employees that took vacation in excess of their entitlement which resulted in a significantly lower year end accrual.

9. UNEARNED REVENUE

Unearned revenue consists of restricted funds that were received in advance of the upcoming fiscal period.

	2019	2018
Canadian Forces Morale and Welfare: MFS Core Funding	\$ 230,129	\$ 239,018
Minister of Children's Services: Early Learning and Child Care	629,995	669,347
Childcare fees	10,915	7,244
Event deposits	2,376	325
	<u>\$ 873,415</u>	<u>\$ 915,934</u>

10. DEFERRED CONTRIBUTIONS

Deferred contributions represent externally restricted funds reported under the general fund for which the related expenses were not incurred as at year end.

	Beginning balance	Additions	Realized	2019	2018
Cenovus - child care nutrition	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
True Patriot Love	12,000	16,000	28,000	-	12,000
	<u>\$ 22,000</u>	<u>\$ 16,000</u>	<u>\$ 38,000</u>	<u>\$ -</u>	<u>\$ 22,000</u>

11. IN-KIND CONTRIBUTIONS

During the year, the Society received measurable donated goods and services totaling \$18,773 (2018 - \$225).

12. LEASE COMMITMENTS

The Society is committed to lease agreements for two copier/printers expiring July 31st and August 31st, 2019. Lease payments due on active agreements are as follows:

Contractual obligation repayment schedule:

2020	\$ <u>2,349</u>
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13. ECONOMIC DEPENDENCE

The society receives the majority of their annual funding in addition to cost-free infrastructure through various agreements represented by Military Family Services. Should the core provisions of these agreements substantially change, management is of the opinion that the society's offerings would need to be revised in order to continue functioning as a going concern.

14. FINANCIAL INSTRUMENTS

The society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the society's risk exposure and concentration as of March 31, 2019.

(a) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The society is exposed to this risk mainly in respect of its receipt of funds from its funders and other related sources, pension contributions payable, accounts payable and accrued liabilities.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The society is mainly exposed to interest rate risk.

(c) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the society manages exposure through its normal operating and financing activities. The society is exposed to interest rate risk primarily through its term deposits.

Unless otherwise noted, it is management's opinion that the society is not exposed to significant other price risks arising from these financial instruments.

15. SUBSEQUENT EVENTS

The following events occurred subsequent to the fiscal year end:

Subsequent to the year end there was a settlement with a terminated employee subject to a non-disclosure agreement for an immaterial amount.

The Society's ELCC funding is composed of various expenditure groups, primarily realizing revenue on a cost-recovery basis. Subsequent to the year end, the Society's Executive Director submitted a proposal to cover holistic program's deficit with one of the other expenditure groups unearned revenue. This proposal is still being reviewed at the time of these statement's issuance.

Subsequent to the year end, \$60,863 was transferred from the raffle account to the general account as repayment for restricted expenditures originally paid for by general funds.

In April 2019 the Society invested \$400,000 in term deposits.

The Society secured fundraising in the form of a \$60,000 subsidy for out of school care.

Approval was received to acquire and construct a digital sign. The anticipated cost is \$102,725 + GST which will be paid out of the 4 Wing Fund. This transaction and related construction is likely to be completed before the end of the upcoming fiscal year ended March 31, 2020.

16. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.



COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

RECEIVED
APR 24 2020

SECTION 1: APPLICANT INFORMATION

Name of the Organization:

4 Wing Military Family Resource Centre Society (MFRCS)

Mailing Address & Phone Number:

P O Box 5260 Station Forces, Building 674 Kingsway Road, Cold Lake AB T9M 2C3
Floyd Perras, Executive Director, 204-980-0141

Has the organization received any Community Capital Project Grants in the past?

☒ No

☐ Yes, in what year(s): _____

Explain how the organization is sustainable:

☒ Registered on: October 08, 1992

Since 1992, the 4 Wing MFRCS has provided continuous essential services and programs to the community. They have provided much needed accessible, affordable, and inclusive services that provide broad community engagement. The 4 Wing MFRCS has strong community support, a solid base of volunteers, and a demonstrated track record of providing for the community's well-being. Co-located with the 4 Wing Theatre, the MFRCS' facilities include a Welcome Centre, Daycare, Pre-School, Youth Centre, Out of School Care Program, Conference Rooms, Playground, Annex Building, and a large Assembly Hall for community use.

Community Organization Eligibility Criteria:

Location where the organization is based out of:

☒ City of Cold Lake

☐ Other: _____

Organization must be either a registered:

☐ not-for-profit (No: _____)

☒ charitable organization (No: 87382 7190 RC0001)

Organization's primary mandate must be to provide at least one of the following within the City of Cold Lake: (check all that apply):

☐ sports

☒ recreation

☒ arts

☒ culture

☒ social services

☒ community wellness

SECTION 2: PROJECT DETAILS

The project is to: (check all that apply):

☐ construct a new facility

☐ expand a facility beyond its existing footprint

☐ retrofit an existing facility for a new use or purpose

☐ renovate an existing facility to remodel/restore the space

☐ upgrade the facility's mechanical, security or technology

☒ replace or provide additional major equipment where that equipment supports a program or services, which have a lifespan of 5 years or more

<p><i>The facility (or equipment) will be used for:</i> (check all that apply)</p> <p><input checked="" type="checkbox"/> sports and recreation</p> <p><input checked="" type="checkbox"/> arts and culture</p> <p><input checked="" type="checkbox"/> social services</p> <p><input type="checkbox"/> parks</p> <p><input checked="" type="checkbox"/> community wellness</p> <p><input checked="" type="checkbox"/> other <u>Youth Centre</u></p>	<p><i>The project creates a new or enhanced service within the City of Cold Lake, which is:</i> (check all that apply):</p> <p><input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members</p> <p><input checked="" type="checkbox"/> sustainable for the facility</p> <p><input checked="" type="checkbox"/> involves a strong volunteer base supporting the facility project while sustaining ongoing operations</p> <p><input checked="" type="checkbox"/> supported by the Community</p>
<p><i>Describe the Project:</i></p> <p>The 4 Wing MFRCS desires to replace or provide additional major equipment where that equipment supports programs or services which have a lifespan of 5 years or more. A detailed list of capital items is attached to this application. The departments impacted include the Youth Centre, Summer Program, Pre-School, Daycare, Evening Care Program, and Core Services. All of these programs and services are accessible, affordable, and inclusive to the entire community. The listed items are needed to replace either old and outdated equipment, or to enhance the programs and services with additional equipment in order to meet the growing needs of the community. The total capital equipment cost is \$39,000 of which the MFRCS will pay \$26,000 from its General Fund. The remaining \$13,000 is the request through this Community Capital Project Grant Application.</p>	
<p><i>Potential Impact the Project is expected to have on the community:</i> (You may wish to include: the demographics of the community who will be served by the project; the number of community members who may potentially benefit from the project; the level of community support for the project; the potential longevity of the project; how the project will benefit the community.)</p> <p>Cold Lake has a young demographic and as such, much of the capital equipment required is for children and youth. Our active Youth Centre has weekly programming for 6-9 year olds and 10-17 year olds, and also offers Drop In for all ages. Our Summer Program can accommodate 40 full-time children who are between the ages of 4.5 to under 6 years old, a demographic that is not well served elsewhere in the community. The Pre-School, Daycare, and Evening Care programs all require new and updated equipment in order to provide the best educational, caring and inclusive environment for children in our care. All of these programs are accessible, affordable, and inclusive. Included in the itemized list is equipment for Core Services that will support families for larger community gatherings in our main building, as well as provide new and much needed life saving equipment (AEDs). To make our building even more accessible, bike racks and benches at the front of the building are a necessary addition. All of the items listed will provide for a better experience for our community and contribute to community wellness.</p>	
<p><i>Is the project receiving funding from another City source?</i></p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, explain the source(s) and what year(s) funding was received: _____</p> <p>_____</p> <p>_____</p>	<p><i>Anticipated project start date:</i> <u>July 01, 2020</u></p> <p><i>Expected project completion date:</i> <u>September 30, 2020</u></p> <p><i>Proposed location for the project:</i> 4 Wing MFRCS Main Building, Annex Building, Youth Centre</p>
<p><i>Indicate any innovative, unique, or additional factors that may be associated with this application:</i></p> <p>The 4 Wing MFRCS has experienced tremendous growth in all areas, and we need additional equipment in order to meet the needs of the community. We have dedicated staff in all departments who work hard every day to contribute to the well-being of the community by providing accessible and relevant programs and services that are welcomed and valued by all.</p>	

SECTION 3: PROJECT COSTS (MATCH FUNDING)

Total Project Costs:

\$26,000.00 Committed community contribution
\$13,000.00 * Grant request from City *List Attached
\$39,000.00 Total Project Cost

Sources of Community Contributions:

\$0.00 In-kind labour (unskilled)
\$0.00 In-kind labour (skilled)
\$0.00 In-kind services
\$0.00 In-kind equipment/materials
\$0.00 Monetary donations (excludes grants)
\$0.00 Monetary grants (from non-City sources)

Is there any shortfall? (if yes, please explain):

Conditions of Funding:

- The grant request under this program must be one-third (1/3) or less of the total project cost.
- Applicant must be able to demonstrate that at least two-thirds (2/3) of the project costs will be paid for by the community through: in kind labour, services, equipment/materials which are directly related to the project, and/or monetary donations.
- Volunteer time must be directed related to the project for which funding is being requested. Please see the Community Capital Grant Policy for valuation of volunteer time and donations.
- Unskilled labour can only contribute to a maximum of one-third (1/3) of the "community contributions".
- Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

SECTION 4: APPLICANT DECLARATION

I give my consent to the City of Cold Lake to collect, use, retain, disclose and dispose of the information contained within this application for the purpose of, but not limited to, operational and public media as may be deemed appropriate by the City of Cold Lake. I also certify that to the best of my knowledge the information provided in this application is accurate.

Applicant Signature: [Signature] Date: April 20, 2020

Please submit the completed application by email (city@coldlake.com), by mail, or in person at the address below, to the **Attention of the Community Capital Project Grant Program**.

- ☒ Completed application form
- ☒ Confirmation of match funding
- ☒ Letters of support from the community
- ☒ Proof that the application has either land ownership for the location of the project, a long-term lease and the confirmation from the owner for permission to undertake the project, or another form or confirmation of ownership/permission to undertake the project on the property

For Office Use Only

Date Received: _____

Decision Date: _____

Decision: Approved ☐ Rejected ☐

Staff Initial: _____


5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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Form 11-00-09

XRef Policy No. 202-AD-16

Page 3 of 3



	A	B	C	D
1	CAPITAL ITEM	PRICE		SUPPLIER
2				
3	Youth Centre	\$7,200.00		Various
4	Large screen tablet			
5	Sectional couch & sofa			
6	Shelving			
7	Computer speakers			
8	Bean bag chairs			
9	Charging station			
10	TV sound bar			
11	Folding chairs			
12	Artwork/Décor			
13	In ground basketball hoops			
14				
15	OSC Summer Program	\$3,000.00		Various
16	Tables & chairs			
17	Outdoor sports equipment			
18	Outdoor toys			
19				
20	Preschool	\$1,800.00		Education Station
21	Literacy couch			
22	Playhouse & toys			
23				
24	Daycare	\$5,800.00		Various
25	Expandable ball pit			
26	Tricycles & ride-on toys			
27	Blocks, tiles, balls, Joinks			
28	Climbing arch, rocker, gym			
29				
30	Evening Care	\$1,500.00		Various
31	Table & chairs			
32	Movies & toys			
33				
34	Core Services	\$19,700.00		Various
35	Industrial BBQ			
36	Patio furniture			
37	AED & Training x 4			
38	Events tent			
39	Table for Conf Room A			
40	Bicycle rack			
41	Benches for front x 2			
42	Ice Maker			
43				
44	TOTAL PROJECT COST	\$39,000.00		



OUR SERVICES

Health & Wellness
Children's Services
Youth Services
Adult Programming
Deployments, Departures & Reunions
Volunteer & Community Leadership

NOS SERVICES

Santé et bien-être
Services aux enfants
Services aux jeunes
Programmes pour adultes
Déploiements, départs et réunions
Bénévolat et leadership dans la collectivité

Community Strength Through Family Strength | La force de la collectivité grâce à la force de la famille

Supplemental Arrangement 2019-2020 Between



and



**4 Wing Military Family
Resource Centre Society**

**Société du Centre de ressources
pour les familles des militaires
de la 4^e Escadre**

Supplemental Arrangement

1. Introduction

This Agreement is supplemental to the Memorandum of Understanding (MOU) between Chief Military Personnel (CMP) and 4 Wing Military Family Resource Centre Society (MFRCS). The Memorandum of Understanding is in effect for the period of 1 April 2019 to 31 March 2020.

This Agreement provides 4 Wing MFRCS and the Wing Commander of 4 Wing Cold Lake (hereafter referred to as the Wing Commander) the Participants to this Agreement, with supplemental items of understanding and commitment for the operation of the 4 Wing MFRCS.

This Agreement, in conjunction with the MOU, will provide each Participant with assurance that local military families will receive an agreed upon level of service to be provided by 4 Wing MFRCS. This Agreement provides an accountability framework for the 4 Wing MFRCS and the Wing Commander to outline mutual commitments and provide verification of services or expenditures as required.

Mandated services provided under the Military Family Services Program (MFSP) are determined and funded by Director Military Family Services (DMFS). At the local level, the Wing Commander provides facilities; services and material in support of MFSP mandated services as documented in this Supplemental Agreement. The Policy Governing Morale and Welfare Programs in the Canadian Forces (A-PS-110-001/AG-002) govern the nature and extent of the public support required of the Wing Commander.

The Wing Commander may also choose to support site-specific services and/or an enhanced level of mandated services offered by the 4 Wing MFRCS. The resources provided by the Wing Commander to support these MFRCS services are also documented in this Agreement.

2. Glossary and References

2.1 Glossary

MFSP mandated services	As established in <i>MFSP: Parameters for Practice</i> and referred to in the MOU, mandated services are services determined by DND/CF to respond to essential needs of CF families that arise from their unique lifestyle and/or to support personal, family and community development. These services will be offered by MFRCSs where demonstrated need exists, and in accordance with the policies outlined in <i>MFSP: Parameters for Practice</i> published by DMFS. Mandated services are publicly funded by Chief of Military Personnel (CMP) through DMFS.
MFSP site-specific services	As established in <i>MFSP: Parameters for Practice</i> and referred to in the MOU, site-specific services are locally-funded family services, consistent with the goals of the MFSP, offered at individual MFRCSs in response to identified and documented community needs that are agreed to by the MFRCS Board of Directors and the local Commanding Officer. Site-specific services offered by MFRCSs may be supported through public and non-public funds provided through the local Commanding Officer to the MFRCS or through fund raising, donations, grants, fees for services, or other revenue generating avenues available to not-for-profit organizations.
Material	Support includes but is not limited to items such as office furnishings, operating and safety equipment, activity equipment, supplies in support of mandated and/or site-specific activities.
Services	Services include but are not limited to maintenance and utilities, basic services, cleaning services, translation services, transportation services, communications services in support of mandated and/or site-specific activities.

2.2 References

Financial Administration Act (FAA)

A-PS-110-001/AG-002 Policy Governing Morale and Welfare Programs in the Canadian Forces - Public Support to Morale and Welfare Programs and Non Public Property, Volume 1.

Public Support of Personnel Support Programs Book 2, or subsequent authority

A-FN-105-001/AG-001 Policy and Procedure for Non-Public Funds Accounting

Human Resources Policy for Staff of the Non-Public Funds, Canadian Forces Manual

B-GS-055-000/AG-001 Provision of Services Manual

CDS Guidance Canadian Forces Morale and Welfare Programs (incorporated in A-PS-110-001/AG-002)

Financial Administration Manual

Military Family Services Program: Parameters for Practice

Memorandum of Understanding (MOU) between CMP and 4 Wing Cold Lake.

DND Transportation Manual – A-LM-158-005/AG-001

3. Facilities

This section details the facilities provided by the Wing Commander to 4 Wing MFRCS. (This section is not intended to replace any local lease/license agreement as required by B-GS-055-000/AG-001.)

Support for Mandated and Site Specific Services:

- a. The Wing Commander agrees to provide the following facilities in support of MFRCS mandated services at no cost in accordance with A-PS-110-001/AG-002:
 - (i) Military Family Resource Centre, Bldg. 674 (840 m²)
 - (ii) Youth Centre, Bldg. 781 (278 m²)
 - (ii) MFRCS Annex (Bldg. 576 (160 m²))

4. Material and Services

This section details the material and services provided by The Wing Commander to 4 Wing MFRCS.

Material

- a. The Wing Commander agrees to provide the following material in support of 4 Wing MFRCS mandated and site specific services at no cost in accordance with A-PS-110-001/AG-002:
 - (i) Office furnishings
 - (ii) TIS equipment (i.e. telephone, fax, photo copier, computer & peripherals)

Services

- b. The Wing Commander agrees to provide the following services in support of 4 Wing MFRCS mandated and site specific services at no cost in accordance with A-PS-110-001/AG-002:
 - (i) translation services
 - (ii) maintenance & utilities
 - (iii) administration support
 - (iv) TIS support and service
 - (v) transportation services
 - (vi) cleaning and snow clearing service

5. Funding

This section details the funding provided by the Wing Commander to 4 Wing MFRCS in support of site-specific services and/or an enhanced level of mandated services.

- a. The Wing Commander agrees to provide public funds in the amount of \$ 201,226. The MFRCS will provide a breakdown/budget as to how this funding is to be used no later than 20 May 19.
- b. The Wing Commander agrees to provide up to an additional \$25,000 to fund required additional staff for facilitating the new services as per para 6a. (8) This funding will be provided only if there is a requirement for additional staff to facilitate these services. This funding will be provided on a one year trial to be re-evaluated if a permanent funding source is received.

- c. The Wing Commander agrees to provide payment semi-annually which is to be invoiced by the MFRCS every six months. The due dates will be September 30, 2019 and March 31, 2020.
- d. It is acknowledged and understood that at any time this Agreement is in effect, 4 Wing MFRCS may approach the Wing Commander, or a designated representative, with a Business Case Proposal for additional funding. The approval of such request is at the sole discretion of the Wing Commander.
- d. It is acknowledged and understood that at any time this Agreement is in effect, the Wing Commander, or a designated representative may subject the 4 Wing MFRCS to the same financial restraints that would be imposed on the Wing at that particular time. The annual inflation calculation applied to 4 Wing will also be included in the annual funding agreement.
- e. These funds are not to be used for MFRCS Day Care.

6. Statement of Work/Deliverables

The MOU between CMP and 4 Wing MFRCS outlines the mandated services to be provided by the MFRCS. This section of the Supplemental Agreement details the site-specific services that the 4 Wing MFRCS will provide to the local Canadian Forces community for the duration of the Agreement:

4 Wing MFRCS agrees to provide the following site-specific and/or enhanced level of mandated services to the CF family members at 4 Wing Cold Lake, with the support of the Facilities, Material and Services, and/or Funding Support provided by the Wing Commander, as described in paragraphs 3, 4, and 5 of this Agreement.

- a. Personal Development and Community Integration Services:
 - (1) Employment workshops; (mandated)
 - (2) Interagency partnership; (mandated)
 - (3) Conversation ensemble; (mandated)
 - (4) Family wellness community projects; (mandated)
 - (5) MFRCS newsletter; (mandated)
 - (6) Second language training courses; (mandated)
 - (7) Facilitate RCAF Family Sponsor Program; (mandated)
 - (8) Community access computer; (site-specific)

b. Child/Youth Development and Parenting Support Services:

- (1) Parent Advisory Groups; (mandated)
- (2) Pre-teen activities and special events; (mandated)
- (3) Busy Little Hands Play Group; (mandated)
- (4) Babysitters courses; (mandated)
- (5) Provincial training requirements; (site-specific)
- (6) Out of School Child Care programs; (site-specific)
- (7) 4 Wing MFRCS Day Care; (site-specific)
- (8) Casual Care/Evening Care; (site-specific)
- (9) Mary Poppins Pre School; (site-specific)
- (10) Youth Centre staffing; (site-specific)
- (11) Youth Centre activities and special events; (site-specific)
- (12) Site specific volunteer management program; (site-specific)
- (13) Morale Booster Events. (site-specific)
- (14) Summer Child Programming for Graduating Day Care and Kindergarten children

c. Family Separation and Reunion Services:

- (1) CF morale and family appreciation packages; (mandated)
- (2) Coordinate child care in support of deployment/casualty support/special events; (mandated)
- (3) Liaison support to area schools; (mandated)
- (4) Support to Reservists and families; (mandated)
- (5) Provide resource materials for children, spouses and extended family; (mandated)
- (6) Special events for families; (mandated) and
- (7) Day to day operation of the Deployment Support Centre. (mandated)

d. Prevention, Support and Intervention Services:

- (1) Social work service to PSP, Public Service employees, Military members and family members; (mandated)
- (2) Group facilitation, parenting through Deployment Workshops for parents and caregivers, providing psychoeducation on parenting through military related separation (deployment, TD, IR, etc.); (mandated)
- (3) Liaison and consultation with Child Welfare and Children's Advocate; (mandated)
- (4) Family advocacy; (mandated)
- (5) In conjunction with Wing personnel, provide Social Work Services when requested to Military members; (mandated)

- (6) Group psycho-education workshops aimed at providing general preventative and reactive strategies for areas such as stress, anxiety and emotion regulation, specifically within a military context. This could be delivered to child, youth and adult populations and programming would provide information in a developmentally appropriate way. (mandated)
- (7) Member of Family Violence Prevention Team. (mandated)
- (8) Delivery of Road to Mental Readiness (R2MR) (mandated)
- (9) Joint program delivery with PSP (Inter-Comm) (mandated),
- (10) Long term counselling (over 8 sessions). (site-specific)

e. Community Support:

- (1) Military Family Resource Centre booking and maintenance administration;
- (2) Wing Theatre booking and maintenance administration;
- (3) Buy and Sell Lot administration; and
- (4) Volunteer co-ordination for community events.

7. Financial Reporting

4 Wing MFRCS will provide copies of the following to the Wing Administration Officer no later than one week after they are presented to the MFRCS Board of Directors:

- a. annual audits;
- b. monthly financial reports;
- c. Department of Internal Revenue and Audit
- d. Registered Charities Information Return;
- e. 4 Wing MFRCS Bylaws;
- f. Annual Returns for Society;
- g. non-profit proof of filing; and
- h. Any Alberta Societies Act Certificates of Amendment.

8. Liability

4 Wing MFRCS will obtain property, liability, errors and omissions and directors' and officers' liability insurance coverage for site-specific activities that are not already included in the minimum coverage required in the Memorandum of Understanding. Proof of such coverage will be submitted to the Wing Commander via WAdminO.

D/WCmd

9. Settlement of Disputes

Any disputes arising from the interpretation or implementation of this Agreement will be resolved through consultation between the 4 Wing MFRCS and the Wing Commander. Participants may request that Director Military Family Services (DMFS) provide professional and technical advice as required. DMFS will bring unresolved disputes to the attention of the Chief of Military Program (CMP).

10. Amendment

- a. In cases where the Wing Commander determines that an adjustment to the level of support provided in this Agreement is necessary, he/she agrees to provide a minimum of 60 days notice in writing to the 4 Wing MFRCS Board of Directors. As soon as possible after notification, the Participants agree to meet to discuss the impact of the adjustment.
- b. In cases where the 4 Wing MFRCS Board of Directors determines that an adjustment to the level of services provided in this Agreement is necessary, the Board Chairperson agrees to provide a minimum of 60 days notice in writing to the Wing Commander and DMFS. As soon as possible after notification, the Participants agree to meet to discuss the impact of the adjustment.
- c. If the adjustment to the level of support provided by the Wing Commander impacts the provision of mandated services, the Wing Commander will notify DMFS, at the outset of the same 60 day period referred to in paragraph 10a.
- d. Should there be changes to this Agreement; the Wing Commander shall advise DMFS of such changes for purposes of MOU verification and compliance. MFRCS 4 Wing Cold Lake will provide DMFS with a signed copy of the updated Agreement within 30 days of the date of the last signature of the amended Agreement.

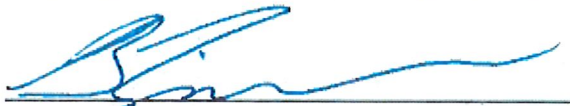
- e. In the event that an amended Agreement results in an associated reduction in the level of support, the 4 Wing MFRCS will return unspent public funds, non-public funds and/or unused material, as required by the Wing Commander.

11. Duration and Termination

- a. This Agreement will remain in effect for a period of one year from the effective date.
- b. This Agreement may be terminated:
 - (i) with the mutual consent of the Participants; or
 - (ii) upon termination of the Memorandum of Understanding to which this Agreement is supplemental; or
 - (iii) upon DMFS receiving notification of dissolution or insolvency of the MFRCS.
- c. Upon termination the MFRCS will return any unspent public funds, non-public funds, and unused material provided by this Agreement to the Wing Commander.

12. Effective Date and Signatures

This Agreement, which is concluded in duplicate, in the English and French languages, each version being equally valid, will enter into effect on 1 April 2019.

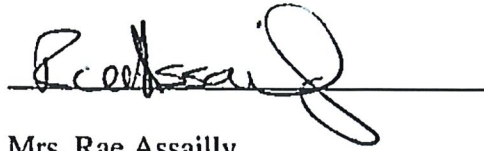


For

~~P. Doyle, Col~~ **B.J. Zimmerman, LCol, D/WComd, 8101**
Wing Commander
4 Wing Cold Lake

7/6 May 19

Date



Mrs. Rae Assailly
Chairperson
4 Wing Military Family
Resource Centre Society

Apr 11, 2019

Date



~~A. Wallsworth, Maj~~
OC RP Operation
4 Wing Cold Lake

2 May 19.

Date

Office of the Deputy Wing Commander
4 Wing Cold Lake
P.O. Box 6550 Stn Forces
Cold Lake AB
T9M 2C6



Bureau du commandant adjoint de l'escadre
4^e escadre Cold Lake
C.P. 6550 Succ Forces
Cold Lake AB
T9M 2C6

22 April 2020

LETTER OF SUPPORT FOR 4 WING MFRCS
COMMUNITY CAPITAL PROJECT GRANT APPLICATION

References: A. Community Capital Project Grant Policy 202-AD-16
B. 4 Wing MFRCS Community Capital Project Grant application

1. The intent of this letter is to provide our support to the 4 Wing Military Family Resource Centre Society (4 Wing MFRCS) Community Capital Project Grant application as per reference.
2. 4 Wing Cold Lake members, employees, and their families are a significant portion of the residents of the City of Cold Lake. We are approximately 33% of the local population. Since 1992, the 4 Wing MFRCS has provided essential services and programs that improve the quality of life for our military members and their families, veterans and their families, and the community at large. 4 Wing MFRCS, in addition to providing services to the military community, offers services that are available to the Cold Lake Community. As one of the best MFRCS in the country, they have provided much needed accessible, affordable, and inclusive services that provide broad opportunities for community members. They continue to enhance and improve their programs and services to support our community's vitality and wellness.
3. The 4 Wing MFRCS seeks a match-funding Grant in the amount of \$13,000 to procure additional major equipment that will assist in the development of community use of their facilities that are used for socialization through recreation, community wellness, social services, and arts and culture. Items to be purchased will replace or provide additional equipment to support programs and services that have a lifespan of 5 years or more. The 4 Wing MFRCS has strong community support, a solid volunteer base, and a demonstrated track record of providing for the community's well-being.
4. I support the 4 Wing MFRCS' application for a City of Cold Lake Community Capital Project Grant.

5. If you have any questions related to our support to the application of 4 Wing MFRCS, do not hesitate to contact me at 780-840-8000, ext 3170.

A handwritten signature in black ink, appearing to be 'AG' followed by a long horizontal stroke.

Lieutenant-Colonel Alain Gagnon
Deputy Wing Commander
4 Wing Cold Lake



COMMUNITY SERVICES

April 21, 2020

Letter of support for 4 Wing MFRCS

I have been asked to write a Letter of Support for the 4 Wing Military Family Resource Centre Society's (MFRCS) Community Capital Project Grant Application.

Since 1992, the 4 Wing MFRCS has provided essential services and programs that improve the quality of life for our military members and their families, veterans and their families, and the community at large.

As one of the best MFRCS in the country, they have provided much needed accessible, affordable, and inclusive services that provide broad opportunities for community members. They continue to enhance and improve their programs and services to support our community's vitality and wellness.

The 4 Wing MFRCS seeks a match-funding Grant in the amount of \$13,000 to procure additional major equipment that will assist in the development of community use of their facilities that are used for socialization through recreation, community wellness, social services, and arts and culture.

Items to be purchased will replace or provide additional equipment to support programs and services that have a lifespan of 5 years or more. The 4 Wing MFRCS has strong community support, a solid volunteer base, and a demonstrated track record of providing for the community's well-being.

I support the 4 Wing MFRCS' application for a City of Cold Lake Community Capital Project Grant.

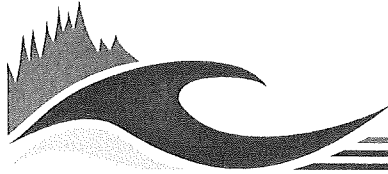
Respectfully,

Kim Schmidt,
Cold Lake and District FCSS Manager
(780) 594-8028

Civic Address
5220 - 54 Street
Cold Lake, AB
Telephone (780) 594-4495
Fax (780) 594-1157



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



COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

RECEIVED
APR 24 2020

SECTION 1: APPLICANT INFORMATION

Name of the Organization:

Cold Lake Seniors Society

Mailing Address & Phone Number:

P.O Box 1416 Cold Lake, Alberta T9M 1P3
780-639-0065

CITY OF COLD LAKE

Has the organization received any Community Capital Project Grants in the past?

☐ No

☒ Yes, in what year(s): 2017

Community Organization Eligibility Criteria:

Location where the organization is based out of:

☒ City of Cold Lake

☐ Other: _____

Organization must be either a registered:

☐ not-for-profit (No: _____)

☒ charitable organization (No: 846298560RR0001)

Explain how the organization is sustainable:

☐ Registered on: July 04, 2006

Corporate access number: 5012539762

Organization's primary mandate must be to provide at least one of the following within the City of Cold Lake: *(check all that apply):*

☒ sports

☒ recreation

☒ arts

☒ culture

☒ social services

☒ community wellness

SECTION 2: PROJECT DETAILS

The project is to: (check all that apply):

☐ construct a new facility

☐ expand a facility beyond its existing footprint

☐ retrofit an existing facility for a new use or purpose

☒ renovate an existing facility to remodel/restore the space

☐ upgrade the facility's mechanical, security or technology

☒ replace or provide additional major equipment where that equipment supports a program or services, which have a lifespan of 5 years or more

SECTION 3: PROJECT COSTS (MATCH FUNDING)

Total Project Costs:

\$40,000.00 Committed community contribution
\$20,000.00 Grant request from City
\$60,000.00 Total Project Cost

Sources of Community Contributions:

\$ In-kind labour (unskilled)
\$ In-kind labour (skilled)
\$ In-kind services
\$ In-kind equipment/materials
\$ Monetary donations (excludes grants)
\$ Monetary grants (from non-City sources)

Is there any shortfall? (if yes, please explain):

Conditions of Funding:

- The grant request under this program must be one-third (1/3) or less of the total project cost.
- Applicant must be able to demonstrate that at least two-thirds (2/3) of the project costs will be paid for by the community through: in kind labour, services, equipment/materials which are directly related to the project, and/or monetary donations.
- Volunteer time must be directed related to the project for which funding is being requested. Please see the Community Capital Grant Policy for valuation of volunteer time and donations.
- Unskilled labour can only contribute to a maximum of one-third (1/3) of the "community contributions".
- Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

SECTION 4: APPLICANT DECLARATION

I give my consent to the City of Cold Lake to collect, use, retain, disclose and dispose of the information contained within this application for the purpose of, but not limited to, operational and public media as may be deemed appropriate by the City of Cold Lake. I also certify that to the best of my knowledge the information provided in this application is accurate.

Applicant Signature: Dustin H. Blair Date: April 23/2020

Please submit the completed application by email (city@coldlake.com), by mail, or in person at the address below, to the **Attention of the Community Capital Project Grant Program**.

- ☒ Completed application form
- ☒ Confirmation of match funding see Bank Statement
- ☒ Letters of support from the community
- ☒ Proof that the application has either land ownership for the location of the project, a long-term lease and the confirmation from the owner for permission to undertake the project, or another form or confirmation of ownership/permission to undertake the project on the property certificate title.

For Office Use Only

Date Received: _____

Decision Date: _____

Decision: Approved ☐ Rejected ☐

Staff Initial: _____

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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.

Form 11-00-09

XRef Policy No. 202-AD-16

Page 3 of 3

Grant Proposal Application

1. The Cold Lake Seniors Society proposes to install a 660lb inclined platform lift in an existing curved 22 step stair case. At present access to the second floor is inaccessible to anyone with mobility issues. The existing external ramp has limited usability due to tight corners, rough, snow covered and steep access. The conveyance of heavy or numerous supplies to the second floor is also difficult. A platform lift would eliminate this ongoing issue making the lives of seniors, tenants, patrons and clients easier and safer.
2. The Cold Lake Seniors' Society owns and operates a very large building and community centre. The business and services that occupy the building are as follows:
 - Turning Point Wellness Hub registered Phycologist is an authorized service provider of Veterans affairs, WCB, First Nations and FCSS.
 - Susan McGowan Counselling In Cold Lake, Social Worker with the Department of Defence
 - Supporting Wellness Psychological and Family Services provides individual, marriage, child and adolescent and family therapy, occupational speech therapy and workshops.
 - Cold Lake Community Learning is a non for profit organization whose mandate is to provide educational services to all community members including multicultural language classes, workshops, educational classes and workshops.
 - Safe-Net Safety Training provides important safety training services to the Oil, Gas and construction industry.
 - Yoga Cold Lake Studio offers daily yoga classes and teacher training, encouraging overall health, emotional and physical wellbeing.
 - MB Consulting offers financial and book keeping services
 - Titan Boxing Club offers certified boxing coaches and instructors fostering a healthy, hardworking ethical community.
 - Hapkido Cold Lake offers martial art programs to children, teenagers and adults.
 - The Cold Lake Public Library is an information hub with ongoing literacy, educational programs and book lending to every member of the community.

The Cold Lake Seniors Society operates the Cold Lake Seniors Drop in Centre and provides recreational, social, and educational and health related programs for seniors from Cold Lake and the surrounding areas. We provide daily programs and are a meeting place and forum to discuss issues affecting seniors. We advocate for better programs and services for individuals and groups. We presently have 250 members, many of which are retired military veterans or their spouses. At present many of the services offered on the upper level of the facility are not accessible to some of our members with physical disabilities.

3. i) The Cold Lake Seniors Society was established in 2006 and in 2010 received ownership from the City of Cold Lake of the Harborview community Centre which had been abandoned for years and was run down. The seniors have invested a great deal of time and financial resources over the past 10 years. There is still so much more work to be done in terms of renovations, repairs and retrofitting the building to make it accessible and safe for everyone.

ii) After carefully prioritizing all of the projects facing the building through the creation of a Capital Planning committee, the platform lift was identified as one of the top priorities. Without our upstairs rentals the society would not be able to efficiently operate and maintain such a large complex. Our building is ideal in which to operate a business. It would be greatly enhanced by the addition of the platform lift. With the amount of rental space vacancies in the Lakeland area we are fortunate enough to have the businesses we do.

iii) At present the funding streams through the Federal government are limited. However we have applied to the Co-op community spaces program, Alberta 55 Plus, submitted online proposal with local oil & gas companies and the Agri-Spirit Fund grant. There have been no financial commitments to date.

iv) Attached are numerous letters of supports from our existing tenants and other community organizations that see the value in this project.

4. PROJECT OVERVIEW

i) March of 2019 conducted an initial Elevator Feasibility Study with Shindler Elevator Corp. It was deemed structurally unfeasible to retrofit the building with a vertical elevator.

September 2019 – Provided Upper Cut Elevators with pictures and measurements and requested a quote (see attached)

January 2020 Provided Venture Elevators with pictures and measurements and requested a quote (see attached)

Other quote requests were passed over due to geographic and territorial concerns. To date we have not received a response from Savaria Edmonton.

January 2020 explore funding streams and prepare grant applications.

- Co-Op Community Spaces Grant
- Imperial Oil Resources Funding request
- Agri-Spirit Fund
- Alberta 55 plus

March 2020 – Confirm with our insurance carrier liability coverage and increase of premium for replacement value of unit

April 2020 – On site assessments by suppliers are scheduled and pending.

Installation of unit pending securing funding - Target date for completion is December 2020

ii) Project Budget (see attached quotes)

\$220 per year Insurance premium increase due to project.

\$500 per year inspection and routine maintenance of equipment.

iii) Photos, Schematics, Estimate attached.

- Photos of stair well
- Upper and lower level site map
- Supplier Quotes
- Letters of support



CERTIFIED COPY OF
Certificate of Title

S

LINC
0014 469 051

SHORT LEGAL
9022074;13A;18

TITLE NUMBER: 102 062 233
TRANSFER OF LAND
DATE: 24/02/2010

AT THE TIME OF THIS CERTIFICATION

COLD LAKE SENIORS' SOCIETY.
OF PO BOX 1416
COLD LAKE
ALBERTA T9M 1P3

IS THE OWNER OF AN ESTATE IN FEE SIMPLE
OF AND IN

PLAN 9022074
BLOCK 13A
LOT 18
EXCEPTING THEREOUT ALL MINES AND MINERALS

SUBJECT TO THE ENCUMBRANCES, LIENS AND INTERESTS NOTIFIED BY MEMORANDUM UNDER-
WRITTEN OR ENDORSED HEREON, OR WHICH MAY HEREAFTER BE MADE IN THE REGISTER.

ENCUMBRANCES, LIENS & INTERESTS

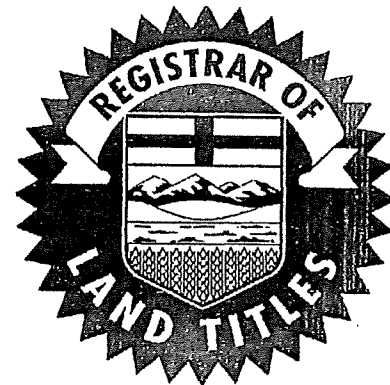
REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
782 269 232	23/11/1978	UTILITY RIGHT OF WAY GRANTEE - ALBERTA POWER LIMITED. AS TO PORTION OR PLAN:7823248
782 269 233	23/11/1978	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF COLD LAKE. AS TO PORTION OR PLAN:7823248
102 027 185	25/01/2010	CAVEAT RE : SEE CAVEAT CAVEATOR - CITY OF COLD LAKE. 5513-48 AVENUE COLD LAKE ALBERTA T9M1A1
102 062 234	24/02/2010	CAVEAT RE : PURCHASERS INTEREST CAVEATOR - CITY OF COLD LAKE. C/O BROWNLEE LLP 2200, 10155-102 ST EDMONTON ALBERTA T5J4G8 AGENT - JOHN C MCDONNELL

Certificate of Title

TITLE NUMBER: 102 062 233

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 24 DAY OF FEBRUARY ,2010



SUPPLEMENTARY INFORMATION

VALUE: \$300,000

CONSIDERATION: SEE INSTRUMENT

MUNICIPALITY: CITY OF COLD LAKE

REFERENCE NUMBER:

902 231 122

AREA:

0.58 HECTARES (1.43 ACRES) MORE OR LESS

ATS REFERENCE:

4;2;63;24;SW

TOTAL INSTRUMENTS: 004

CURRENT ASSETS

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

GIC matured to go towards grant

Inventory Assets

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

Capital Assets

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

TOTAL ASSET 574,808.60

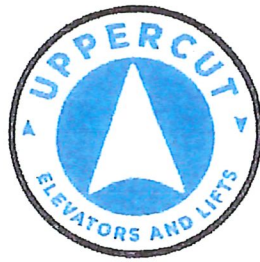
LIABILITY**Current Liabilities**

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

TOTAL LIABILITY 8,516.75

EQUITY**Members Equity**

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



COMMERCIAL XPRESS II REQUIREMENTS

GENERAL

1. All deviations from the drawings must be communicated in writing. Changes made after the lift is put into production may incur additional costs.
2. In floor heating will need to be identified and possibly re-routed for tower mounted applications.
3. Any wiring, piping or other items in the walls, stairs or floors that may be damaged at fastening points must be identified and possibly re-routed.
4. Blocking as per the drawings will be required – either a surface mounted 2x6 and 2x4 or blocking within the wall.
5. The lower landing must be reasonably level.

Electrical

- Dedicated 208-240 VAC 20-amp single phase disconnect in place, within view of the lift - **the disconnect must be lockable and fused.**
- GFI receptacle within 3 meters of the upper or lower rail.
- Emergency Lighting, illuminating onto the run of stairs and each landing.
- Adequate lighting above the lift at both landings with a secondary ballast
- Call Stations and conduit will be surface mounted unless rough-ins and conduit are run prior to the lift installation. This is the responsibility of the general contractor/owner.

Please contact us with any questions or concerns

Uppercut Elevators and Lifts
Calgary: 403.519.3186
Edmonton: 587.597.9959

September 3, 2019

Attention: Andrea
Cold Lake Seniors Society
1301 8th ave
Cold Lake, Alberta
T9M 1P3
Email: coldlake@telus.net



We are pleased to present a quotation for the following product

Garaventa Artira inclined platform lift – B355 code Compliant

- 800mm x 1220mm platform
- Custom built to accommodate a 180 degree bending stairway with 90-degree bend at the top
- Tower mounted directly to the stairs
- Side load
- Auto fold platform
- Safety arms
- Folding seat
- Constant pressure controls Smart-Lite Technology
- **660lb capacity**
- Drive box locate at the upper landing
- Overspeed sensor and lock
- In hanger alarm
- 2 keyed call stations
- Emergency manual lowering
- 2 Audio visual alerts
- Bi-directional pressure sensitive ramps with under platform sensor
- AEDARSA registration, and initial inspection
- 2-year warranty
- **1st year preventative maintenance**

The following code required options are included:

- **Handrail incorporated into rail system**
- **Auto-fold**

UpperCut Elevators and Lifts will provide and install this lift for **\$51,560.00.**



Additional Options

- Attendant hand-held pendant control \$375.00

These prices include:

- Installation
- engineered stamped drawings (for the lift)
- Registration of the device with AEDARSA
- Initial inspection by AEDARSA
- All Warranties

Prices do not include any contractual work required.

These products are GST exempt and this quote is valid for 60 days. Please contact me with any questions.

Kindest Regards,

Cathie Dishaw
587.597.9959



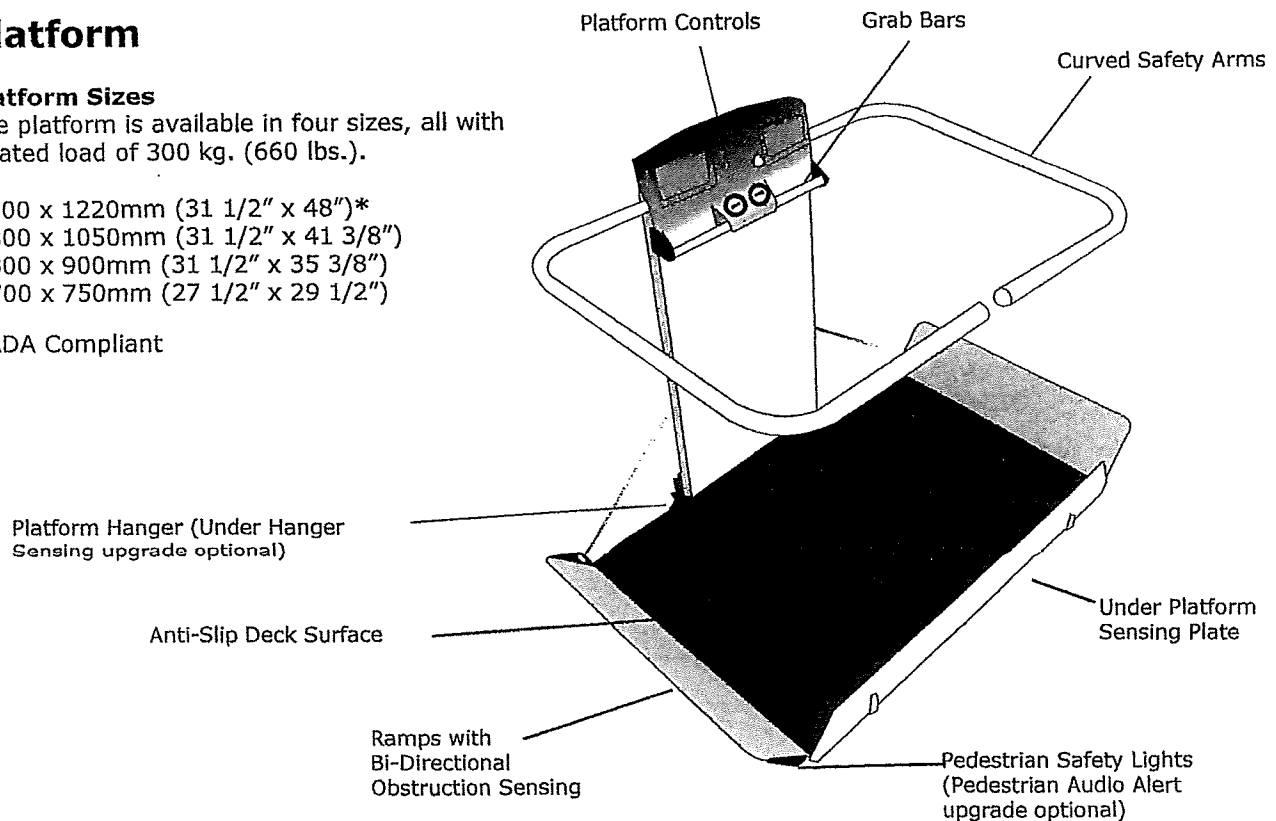
Platform

Platform Sizes

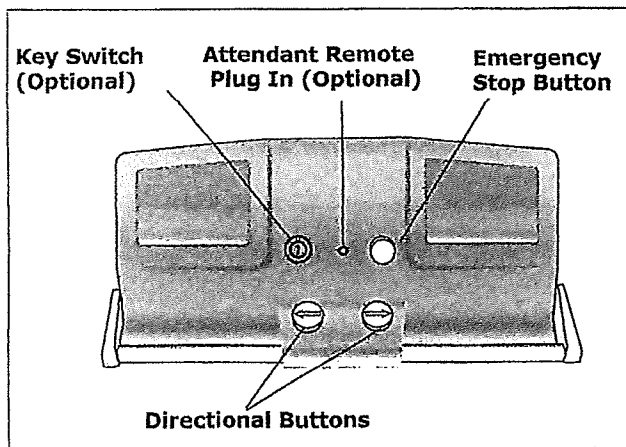
The platform is available in four sizes, all with a rated load of 300 kg. (660 lbs.).

- 800 x 1220mm (31 1/2" x 48")*
- 800 x 1050mm (31 1/2" x 41 3/8")
- 800 x 900mm (31 1/2" x 35 3/8")
- 700 x 750mm (27 1/2" x 29 1/2")

*ADA Compliant

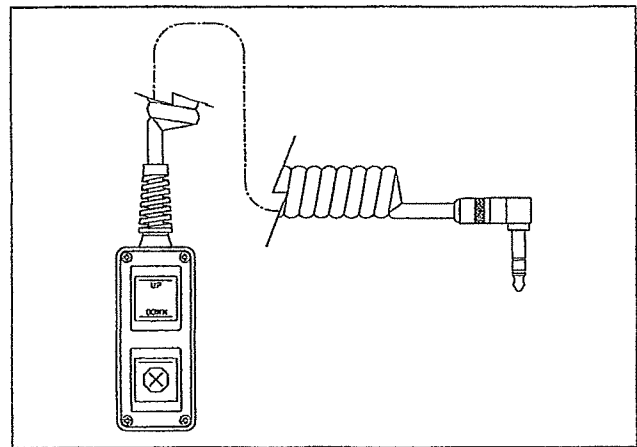


Platform Components



Platform Control Panel

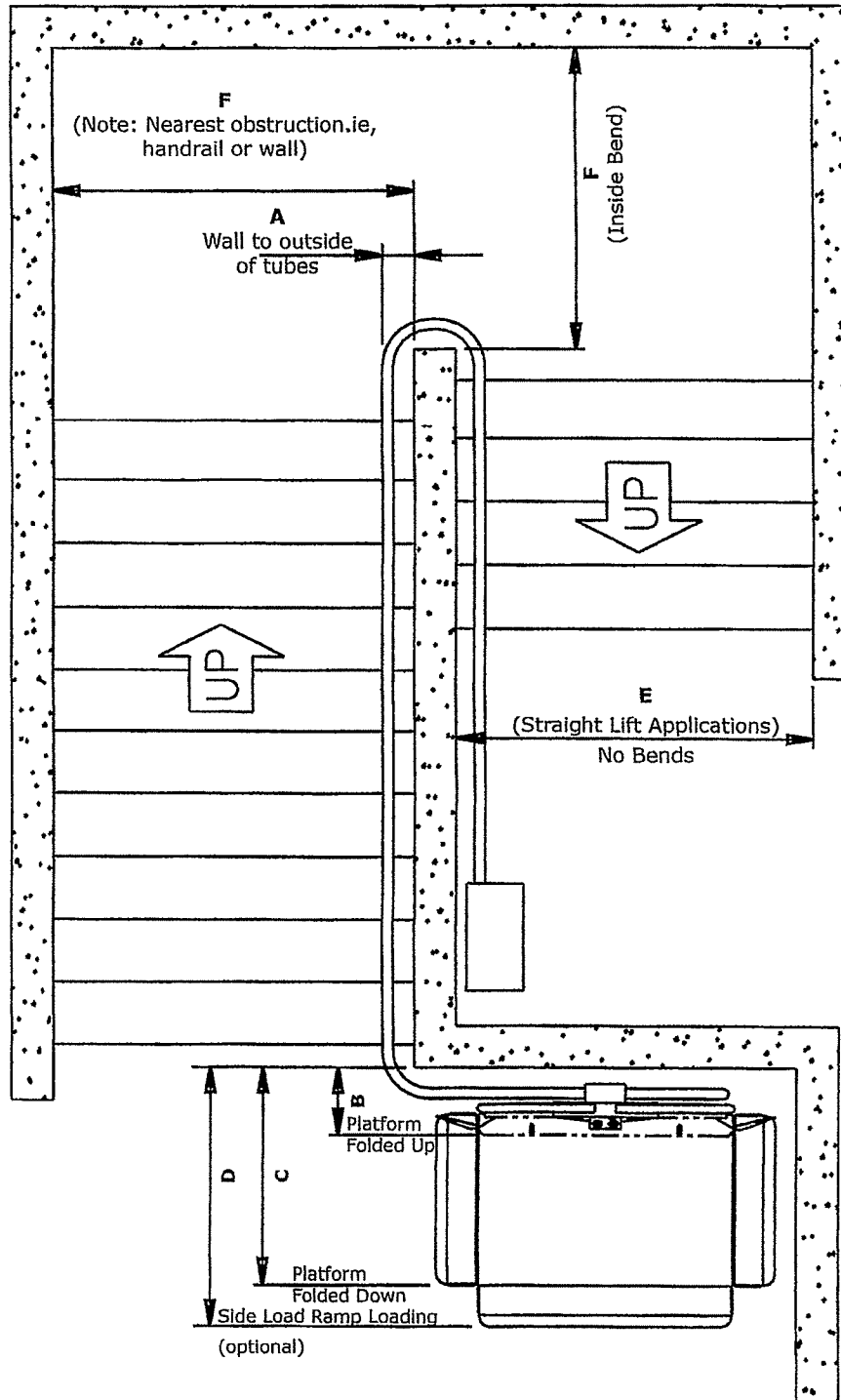
The durable and vandal resistant platform control panel is mounted to the platform hanger. The standard platform controls are permanently mounted and consist of two large illuminated constant pressure **Directional Buttons** for independent operation and an **Emergency Stop Button** (with illumination optional).



Optional Attendant Remote Control Unit

The platform can be equipped with an optional **Attendant Remote Control** that overrides the constant pressure **Directional Buttons** during attendant operation. The remote control unit can be removed when not required.

Required Turning Clearances



Stair Width Clearances and Platform Projection Dimensions





#1, 5611-54 Street
Cold Lake, Alberta
T9M 1R6
Ph (780) 594-4460 fax (780) 594-4480

March 17, 2020

Cold Lake Seniors Society
780-639-0065

Attn: Dusty

Re: Quote - Electrical Work – Lift & Light Installation

We are pleased to provide you with a quote for this project as per request to install power and plug for lift & to supply and install 6 LED lights.

Quoted Price \$2830.00 Plus G.S.T.

JIMCO ELECTRIC LTD.

Jim Urlacher

* Please note this quote is only valid for 30 days.

VENTURE ELEVATOR

Date: Feb 13, 20

Cold Lake Seniors Society
1301 8 Ave, Cold Lake, AB T9M 1J7

Attention: Andrea Geoffroy, Administrative Assistant
Phone: 780-639-0065
Email: coldlake@telus.net

Reference: Budget Price for One Garaventa Artira Stair Lift

Venture Elevator Inc. would like to thank you for the opportunity to submit our quotation for the supply and installation of one Garaventa Artira Handicap Lift. This lift will meet all present mandatory code requirements from the CSA-B355 code - Lifts for Persons with Physical Disabilities.

QUOTATION

We propose to install one (1) 660lb Garaventa Stair-Lift, Model GSL Artira inclined platform lift for straight and turning stairways. Lift consists of a tubular guide rail system, a folding platform that is moved along the guide rails by a rope sprocket drive system, overspeed safety system and call stations at each landing. Platform size to be 760mm by 1050mm. Loading to be from the front, side and rear of the platform. Motor will be a 2 H.P. electric motor with an integrated brake. 208-240 VAC, single phase, 50/60 Hz. on a dedicated 20 amp circuit. Normal operating speed shall be 20 feet per minute (6 m per minute).



Member of CECA



Features:

- Platform Security Lock
- Bi-directional ramp sensing, under platform sensing plate
- Attendant hand control
- Auto fold Platform
- Remote Platform Fold and Call
- Constant pressure Platform fold and Unfold
- Folding seat
- Dek-Lite (requires seat)
- Standard Drive Box
- 1 Audio Visual Alert

Inclusions:

- General Arrangement diagrams stamped by P. Eng
- Adearsa submission for installation permit
- Shipping to site

Times:

General Arrangement diagrams 3 weeks from receipt of signed contract, letter of intent or PO.

The current production lead time (subject to change) for an Artira lift is currently 8 weeks from receipt of approved final drawings.

Venture Elevator Inc. will provide a 1 year warranty on parts due to manufacture defects. The warranty will commence on the day the elevator has passed inspection from the governing authority for the public access.

Venture Elevator Inc. will conduct the installation of the elevator during regular working hours of the elevator trade. Overtime, if needed will be charged out at our normal billing rates.

By Others:

- Any required structural engineering to the walls, stairs or removal of railings.
- Ensure clear access for all elevator related material to enter the building.
- Ensure a clean, dry/moisture free environment, above freezing temperatures, for storage of all elevator equipment.
- 208-240 VAC, single phase, 50/60 Hz. on a dedicated 20 amp circuit to be brought to the stair way where unit is to be installed.



Member of CECA



This Budget price is between Sixty-Five Thousand and Eighty thousand Dollars (\$65,000 to \$80,000) Plus applicable Taxes. This quotation is valid for 30 days.

NOTE: A proper site visit by a Venture Elevator representative will have to be conducted to confirm that this product will fit into the location prior to providing you with a firm price.

The lift will be professionally installed and adjusted by Venture Elevator Inc. trained personnel. The price further includes all submissions and inspections from the governing authorities.

Venture Elevator will supply one year (12 months) warranty maintenance.

This quotation, when accepted by initialing all pages and an authorized signature, shall constitute the contract between both parties, and all prior representations or agreements incorporated in this document are superseded.

If this agreement is acceptable, please complete below and initial all pages.
Fax to (250) 596-0449 or return signed copy via mail.

This proposal and contract are hereby signed and accepted.

Dated: Feb 13, 2020

Venture Elevator Inc. _____
Ron Sexton

Purchasers Acceptance:
Accepted by Authorized Representative:

Date: _____

Company Name: _____

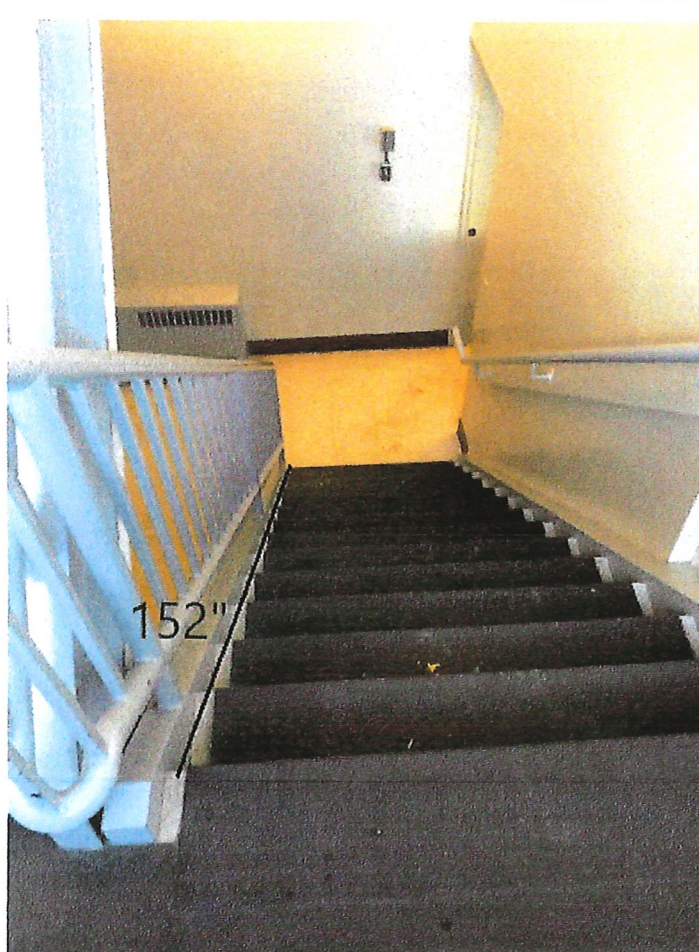
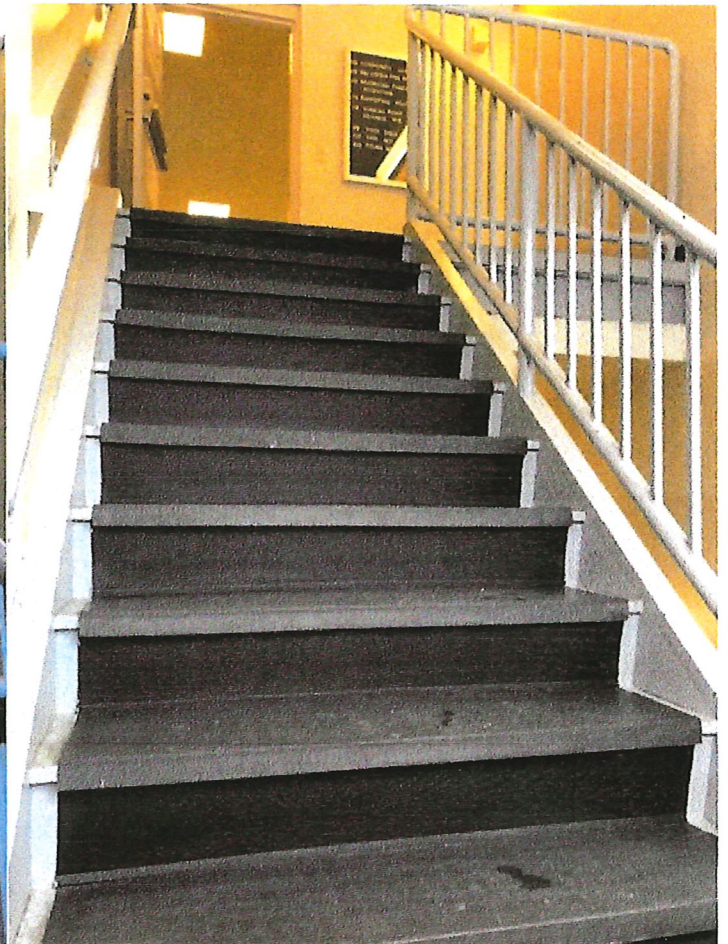
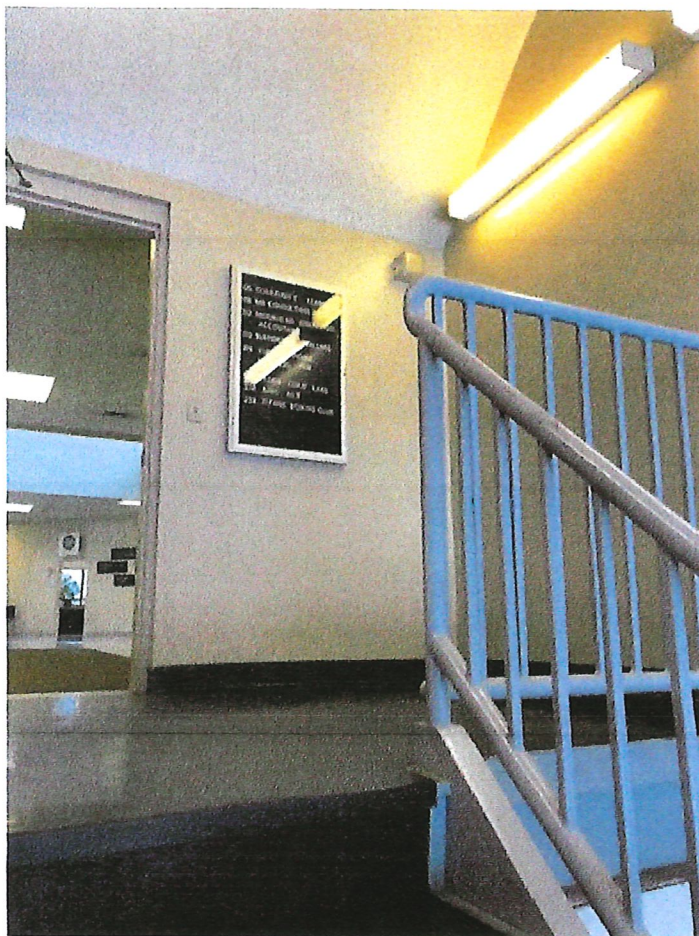
Authorized Signature: _____

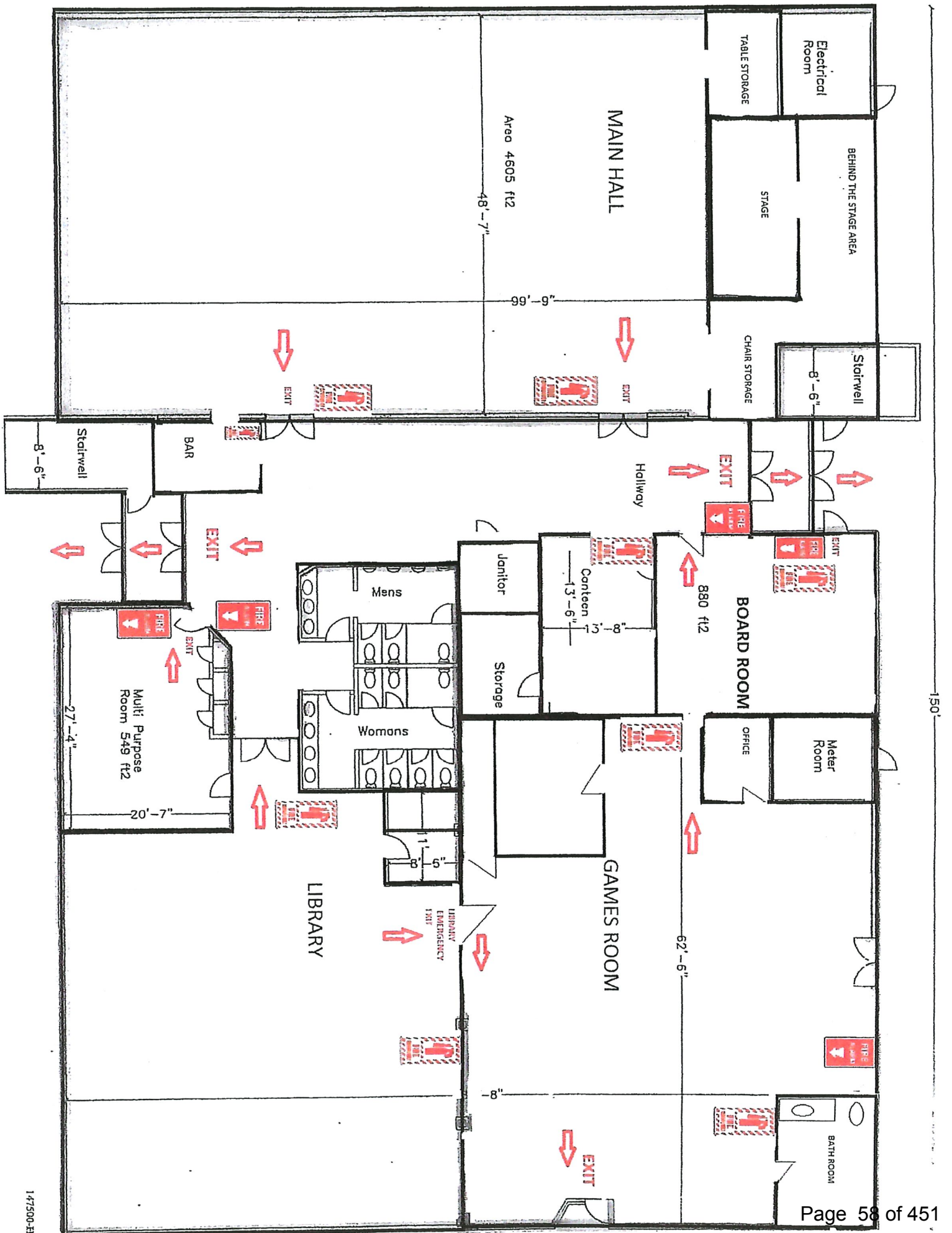
Print Name: _____



Member of CECA







The floor plan shows a complex layout of rooms and corridors. Key areas include:

- Top Section:** ROOM T233 (2150 sq'), ROOM T234 (2150 sq'), ROOM T235, ROOM T236, ROOM T237, ROOM T238, ROOM T239, ROOM T240, ROOM T241, ROOM T242, ROOM T243, ROOM T244, ROOM T245, ROOM T246, ROOM T247, ROOM T248, ROOM T249, ROOM T250, ROOM T251, ROOM T252, ROOM T253, ROOM T254, ROOM T255, ROOM T256, ROOM T257, ROOM T258, ROOM T259, ROOM T260, ROOM T261, ROOM T262, ROOM T263, ROOM T264, ROOM T265, ROOM T266, ROOM T267, ROOM T268, ROOM T269, ROOM T270, ROOM T271, ROOM T272, ROOM T273, ROOM T274, ROOM T275, ROOM T276, ROOM T277, ROOM T278, ROOM T279, ROOM T280, ROOM T281, ROOM T282, ROOM T283, ROOM T284, ROOM T285, ROOM T286, ROOM T287, ROOM T288, ROOM T289, ROOM T290, ROOM T291, ROOM T292, ROOM T293, ROOM T294, ROOM T295, ROOM T296, ROOM T297, ROOM T298, ROOM T299, ROOM T300.
- Left Section:** ROOM T204, ROOM T206, ROOM T208, ROOM T212, ROOM T213, ROOM T214, ROOM T216, ROOM T217, ROOM T218, ROOM T221, ROOM T232A, ROOM T232B, ROOM T233, ROOM T234, ROOM T235, ROOM T236, ROOM T237, ROOM T238, ROOM T239, ROOM T240, ROOM T241, ROOM T242, ROOM T243, ROOM T244, ROOM T245, ROOM T246, ROOM T247, ROOM T248, ROOM T249, ROOM T250, ROOM T251, ROOM T252, ROOM T253, ROOM T254, ROOM T255, ROOM T256, ROOM T257, ROOM T258, ROOM T259, ROOM T260, ROOM T261, ROOM T262, ROOM T263, ROOM T264, ROOM T265, ROOM T266, ROOM T267, ROOM T268, ROOM T269, ROOM T270, ROOM T271, ROOM T272, ROOM T273, ROOM T274, ROOM T275, ROOM T276, ROOM T277, ROOM T278, ROOM T279, ROOM T280, ROOM T281, ROOM T282, ROOM T283, ROOM T284, ROOM T285, ROOM T286, ROOM T287, ROOM T288, ROOM T289, ROOM T290, ROOM T291, ROOM T292, ROOM T293, ROOM T294, ROOM T295, ROOM T296, ROOM T297, ROOM T298, ROOM T299, ROOM T300.
- Right Section:** ROOM T204, ROOM T206, ROOM T208, ROOM T212, ROOM T213, ROOM T214, ROOM T216, ROOM T217, ROOM T218, ROOM T221, ROOM T232A, ROOM T232B, ROOM T233, ROOM T234, ROOM T235, ROOM T236, ROOM T237, ROOM T238, ROOM T239, ROOM T240, ROOM T241, ROOM T242, ROOM T243, ROOM T244, ROOM T245, ROOM T246, ROOM T247, ROOM T248, ROOM T249, ROOM T250, ROOM T251, ROOM T252, ROOM T253, ROOM T254, ROOM T255, ROOM T256, ROOM T257, ROOM T258, ROOM T259, ROOM T260, ROOM T261, ROOM T262, ROOM T263, ROOM T264, ROOM T265, ROOM T266, ROOM T267, ROOM T268, ROOM T269, ROOM T270, ROOM T271, ROOM T272, ROOM T273, ROOM T274, ROOM T275, ROOM T276, ROOM T277, ROOM T278, ROOM T279, ROOM T280, ROOM T281, ROOM T282, ROOM T283, ROOM T284, ROOM T285, ROOM T286, ROOM T287, ROOM T288, ROOM T289, ROOM T290, ROOM T291, ROOM T292, ROOM T293, ROOM T294, ROOM T295, ROOM T296, ROOM T297, ROOM T298, ROOM T299, ROOM T300.
- Central Corridor:** ROOM T204, ROOM T206, ROOM T208, ROOM T212, ROOM T213, ROOM T214, ROOM T216, ROOM T217, ROOM T218, ROOM T221, ROOM T232A, ROOM T232B, ROOM T233, ROOM T234, ROOM T235, ROOM T236, ROOM T237, ROOM T238, ROOM T239, ROOM T240, ROOM T241, ROOM T242, ROOM T243, ROOM T244, ROOM T245, ROOM T246, ROOM T247, ROOM T248, ROOM T249, ROOM T250, ROOM T251, ROOM T252, ROOM T253, ROOM T254, ROOM T255, ROOM T256, ROOM T257, ROOM T258, ROOM T259, ROOM T260, ROOM T261, ROOM T262, ROOM T263, ROOM T264, ROOM T265, ROOM T266, ROOM T267, ROOM T268, ROOM T269, ROOM T270, ROOM T271, ROOM T272, ROOM T273, ROOM T274, ROOM T275, ROOM T276, ROOM T277, ROOM T278, ROOM T279, ROOM T280, ROOM T281, ROOM T282, ROOM T283, ROOM T284, ROOM T285, ROOM T286, ROOM T287, ROOM T288, ROOM T289, ROOM T290, ROOM T291, ROOM T292, ROOM T293, ROOM T294, ROOM T295, ROOM T296, ROOM T297, ROOM T298, ROOM T299, ROOM T300.
- Bottom Section:** ROOM T204, ROOM T206, ROOM T208, ROOM T212, ROOM T213, ROOM T214, ROOM T216, ROOM T217, ROOM T218, ROOM T221, ROOM T232A, ROOM T232B, ROOM T233, ROOM T234, ROOM T235, ROOM T236, ROOM T237, ROOM T238, ROOM T239, ROOM T240, ROOM T241, ROOM T242, ROOM T243, ROOM T244, ROOM T245, ROOM T246, ROOM T247, ROOM T248, ROOM T249, ROOM T250, ROOM T251, ROOM T252, ROOM T253, ROOM T254, ROOM T255, ROOM T256, ROOM T257, ROOM T258, ROOM T259, ROOM T260, ROOM T261, ROOM T262, ROOM T263, ROOM T264, ROOM T265, ROOM T266, ROOM T267, ROOM T268, ROOM T269, ROOM T270, ROOM T271, ROOM T272, ROOM T273, ROOM T274, ROOM T275, ROOM T276, ROOM T277, ROOM T278, ROOM T279, ROOM T280, ROOM T281, ROOM T282, ROOM T283, ROOM T284, ROOM T285, ROOM T286, ROOM T287, ROOM T288, ROOM T289, ROOM T290, ROOM T291, ROOM T292, ROOM T293, ROOM T294, ROOM T295, ROOM T296, ROOM T297, ROOM T298, ROOM T299, ROOM T300.

The plan also shows corridors, stairs, and safety features like fire alarm pull stations, fire extinguishers, and fire alarm control panels. Red arrows indicate the direction of travel or egress. The plan is oriented with the top of the page towards the top of the building.

SAFE- Net Group Inc.

1301-8th Ave. Cold Lake, AB T9M 1N2

admin@safe-net.ca



March 2, 2020

RE: Platform Lift

To whom it may concern,

In regards to the proposed lift this service is a great necessity as it would assist our clients to get to the upper floor. It would increase the access for our students with disabilities to our business. We also support this proposal as it creates a safer work environment for our instructors/couriers when transferring materials.

If you have any questions please do not hesitate to contact us.

Thank you.

Sincerely,

Shauna Bureau
Safe- Net Group Inc.



TURNING POINT Wellness Hub

214, 1301, 8 St. Cold Lake, AB. T9M 1J7

Phone: 403-502-0099. Email: turningpointwellnesshub@gmail.com

October 15, 2019

**The President
Cold Lake Senior Society
Cold Lake, AB. T9M 1J7**

Sub: Request for an elevator or chair lift in the building of Senior Society.

Sir,

I am a tenant (Room # 214) in Senior Centre. My office is Turning Point Wellness Hub and I offer Psychological services for adults and seniors. I have Clients from Cold Lake, Bonneville, and Lac la Biche areas. I am an authorised service provider of Veteran affairs, WCB, First Nations and FCSS on behalf of City of Cold. Many of my clients are seniors, veterans and others with disability. Since my office is in upstairs and the building have no elevator, many of my clients facing difficulties to access the services. Some of my clients were able to use the open ramp which is available even though it can be used when whether permits only. In this context, I humbly request you to consider an arrangement for clients of me as well as other tenants. It will be highly appreciated if you could provide a mechanical lifting facility to the first floor by installing an elevator or a chair lift. It will be helpful to the people to avail psychological services as well as other services in the first floor of the building. Hope you will consider this request favourably.

Thank you,

Dr. Manju Mathew MA. M. Phil. PhD. R. Psych.
(Turning Point Wellness Hub)
214, Senior Centre, Cold Lake. AB. T9M 1J7
Cell: 403-502-0099.



April 23, 2020

Cold Lake Seniors Society

Re: Community Capital Project Grant Application

Hi Andrea,

Thanks for the opportunity to provide this letter of support for your grant application. We believe that public spaces in the community that are not currently accessible need to be improved. The Cold Lake Senior's Society building has a second floor with services and learning opportunities that would benefit seniors, as well as the rest of the community, but the external, unusable wheelchair ramp is the only way for people with disability or limiting health conditions to access it, and that is not acceptable. The installation of a platform lift would be a great asset to people who are unable to use the stairs who wish to access the second floor services (i.e. counselling services, adult learning classes, yoga studio, etc.)

At Age Friendly Cold Lake, we are committed to helping the community become more physically accessible to older people, which will also make it more accessible to people with a disability. As you know, we are in the process of identifying changes that need to be made in the community to make this happen and applaud your efforts to address this real need.

Good luck with your application.

Sincerely,

A handwritten signature in blue ink that reads "Diane Stonehocker". The signature is written in a cursive, flowing style.

Diane Stonehocker, M.Sc.

Age Friendly Cold Lake Society

780-812-5532



Cold Lake Native Friendship Centre

April 14th, 2020

To The City Of Cold Lake,

Tragically, on March 14th, 2020, Kokum's House Men's home, a men's homeless shelter under the umbrella of the Cold Lake Native Friendship Centre since 2015, was destroyed in an accidental fire, to the shock and grief of both the residents and employees of Cold Lake Native Friendship Centre. Since the fire, we have desperately been trying to pick up the pieces left by this tragedy and continue to serve our community by giving homeless men in the Lakeland Area a warm place to stay. Due to the generosity of our community we have been able to continue operations for the time being.

We are seeking in order to build a new facility for Kokum's House and further enhance our impact on the local homeless population.

The amount of funding requested would greatly contribute to our efforts to build a new facility that is capable of hosting more clients at the home, as the former facility was only able to house up to 8 clients at once, and was under-equipped to address the deeper needs of our clients. In summary, our total amount of required funding is estimated at approximately \$800,000 which would allow us to complete construction of a new well-equipped facility for Kokum's house with a higher capacity to better accommodate the growing homeless population, employ a larger number of staff at Kokum's house, including an in-house social worker who will better address the needs of clients.

The CLNFC has over 30 years of experience as a non-profit and is committed to continually assessing the impact of both the CLNFC on the community, and Kokum's house individually.

We will update all funders with community impact assessments and secure anonymous statistics on the effect that we have serving the homeless population of the community.

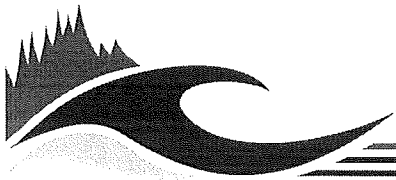
Any amount of monetary donation would be greatly appreciated, and we thank you for your thoughtful consideration in this landmark project for our organization. Please make any cheques payable to Cold Lake Native Friendship Centre. We would be delighted to share and relevant information at your convenience. Please do not hesitate to contact me, at 780-594-7526, or by email at gendron.agnes@gmail.com.

Yours in Friendship,

A handwritten signature in cursive script, appearing to read "Agnes Gendron".

Agnes Gendron

Executive Director, Cold Lake Native Friendship Centre



COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

SECTION 1: APPLICANT INFORMATION

Name of the Organization:

Cold lake Native Friendship Centre Society

Mailing Address & Phone Number:

*Box 1978 Cold Lake Alberta T9M 1P4
780 594 7526*

Has the organization received any Community Capital Project Grants in the past?

☐ No

☒ Yes, in what year(s): *2013*

Explain how the organization is sustainable:

☐ Registered on: *Nov 1988*

*Federal - 120,000.00
Provincial 35,000.00
Bingo funds 260,000.00*

Community Organization Eligibility Criteria:

Location where the organization is based out of:

☒ City of Cold Lake

☐ Other: _____

Organization must be either a registered:

☒ not-for-profit (No: *503919045*)

☒ charitable organization (No: *895793032rr*)
0001

Organization's primary mandate must be to provide at least one of the following within the City of Cold Lake: (check all that apply):

☐ sports

☐ recreation

☐ arts

☒ culture

☐ social services

☒ community wellness

SECTION 2: PROJECT DETAILS

The project is to: (check all that apply):

☒ construct a new facility

☐ expand a facility beyond its existing footprint

☐ retrofit an existing facility for a new use or purpose

☐ renovate an existing facility to remodel/restore the space

☐ upgrade the facility's mechanical, security or technology

☐ replace or provide additional major equipment where that equipment supports a program or services, which have a lifespan of 5 years or more

<p>The facility (or equipment) will be used for: (check all that apply)</p> <p> <input type="checkbox"/> sports and recreation <input type="checkbox"/> arts and culture <input type="checkbox"/> social services <input type="checkbox"/> parks <input type="checkbox"/> community wellness <input checked="" type="checkbox"/> other <u>Men's Emergency Home</u> </p>	<p>The project creates a new or enhanced service within the City of Cold Lake, which is: (check all that apply):</p> <p> <input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members <input checked="" type="checkbox"/> sustainable for the facility <input checked="" type="checkbox"/> involves a strong volunteer base supporting the facility project while sustaining ongoing operations <input checked="" type="checkbox"/> supported by the Community </p>
<p>Describe the Project:</p> <p><u>Cold Lake Native Friendship Centre ran a men's shelter called Kokum's House which burnt on Mar 14/20. The Centre wants to build a new home by Value Master Homes valued at 800,000.00. We are accepting monetary donations at this time</u></p>	
<p>Potential Impact the Project is expected to have on the community: (You may wish to include: the demographics of the community who will be served by the project; the number of community members who may potentially benefit from the project; the level of community support for the project; the potential longevity of the project; how the project will benefit the community.)</p> <p><u>Running Kokum's House for men was rewarding and beneficial for the men who had no place to go. The home is substance and men had a chance to a better outlook on life. The men volunteered for their shelter</u></p>	
<p>Is the project receiving funding from another City source?</p> <p> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain the source(s) and what year(s) funding was received: _____ _____ _____ </p>	<p>Anticipated project start date: <u>May 30 2020</u></p> <p>Expected project completion date: <u>Oct 30 2020</u></p> <p>Proposed location for the project: <u>5009-49 St</u> <u>Cold Lake AB</u></p>
<p>Indicate any innovative, unique, or additional factors that may be associated with this application:</p> <p><u>The men at Kokum's House want to start a Second Hand Store in the city of Cold Lake to create revenue for the project.</u></p>	

SECTION 3: PROJECT COSTS (MATCH FUNDING)Total Project Costs: \$13,281.70\$ 50,000.00 Committed community contribution\$ 27,109.00 Grant request from City\$ 736173.00 Total Project Cost**Sources of Community Contributions:**\$ 10,000.00 In-kind labour (unskilled)

\$ _____ In-kind labour (skilled)

\$ _____ In-kind services

\$ _____ In-kind equipment/materials

\$ _____ Monetary donations (excludes grants)

\$ _____ Monetary grants (from non-City sources)

*Is there any shortfall? (if yes, please explain):***Conditions of Funding:**

- The grant request under this program must be one-third (1/3) or less of the total project cost.
- Applicant must be able to demonstrate that at least two-thirds (2/3) of the project costs will be paid for by the community through: in kind labour, services, equipment/materials which are directly related to the project, and/or monetary donations.
- Volunteer time must be directed related to the project for which funding is being requested. Please see the Community Capital Grant Policy for valuation of volunteer time and donations.
- Unskilled labour can only contribute to a maximum of one-third (1/3) of the "community contributions".
- Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

SECTION 4: APPLICANT DECLARATION

I give my consent to the City of Cold Lake to collect, use, retain, disclose and dispose of the information contained within this application for the purpose of, but not limited to, operational and public media as may be deemed appropriate by the City of Cold Lake. I also certify that to the best of my knowledge the information provided in this application is accurate.

Applicant Signature: _____

Date: _____

Please submit the completed application by email (city@coldlake.com), by mail, or in person at the address below, to the **Attention of the Community Capital Project Grant Program**.

- ☒ Completed application form
- ☒ Confirmation of match funding
- ☒ Letters of support from the community
- ☒ Proof that the application has either land ownership for the location of the project, a long-term lease and the confirmation from the owner for permission to undertake the project, or another form or confirmation of ownership/permission to undertake the project on the property

For Office Use Only

Date Received: _____

Decision Date: _____

Decision: Approved ☐ Rejected ☐

Staff Initial: _____

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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.

**Temporary Shelter,
April 22th,2020,**

Thank you for the opportunity to quote you a price to build this new Temporary Shelter. The cost to complete this project will be \$499,592.00 plus 5% GST.

The above price includes the following:

1. 1 year workmanship & material warranty
2. Exterior:
 - a. Standard color vinyl siding
 - b. 30 year warranty fiberglass shingles
 - c. Triple pane windows throughout
3. Flooring:
 - a. Vinyl plank to be installed in all areas directly on the concrete slab
4. Cabinetry:
 - a. Laminate countertops
 - b. Thermofoil cabinets
5. Walls to be painted one color
6. Paint grade alexandria
7. Door casings to be standard 2 1/4" #356 profile trim, paint grade
8. Interior doors to be paint grade sound deadening solid core doors, 6'8" tall, wood jambs
9. Fire rated 45 min Metal doors and metal door frames for Utility room and Laundry room. Single lever locking door knobs and door closures
10. Underside of trusses to have 1/2" CD drywall installed, tape one coat only.
11. 2' x 4' T-Bar ceiling to be installed dropped enough for the heat ducts to run below the ceiling drywall and above the T-Bar grid.
12. Walls will be finished to approximately the 8'6" above finished floor
13. 2' x 4' LED lighting throughout as per drawing
14. Bedroom lighting to be LED pot light appearance
15. Entire garage to be drywalled
 - a. fire taped only on wall that is shared with the main building
16. Overhead doors to have openers installed
17. NG forced air unit heater to be installed in garage BTU as required
18. Runoff pit from RONA to be installed in the center of the garage
19. Standard plumbing fixtures throughout with single lever taps
20. Bathroom:
 - a. 36" fiberglass shower units with shower curtain rod
 - b. Bathroom stall dividers as per plan
 - c. Laminate Countertop with steel bracket supports, no cabinet below
21. Keyed locking knobs on all doors
22. Fire alarm system to be installed to code includes emergency lighting and exit signs.

- a. System roughed in so that Phase 2 can be tied in to the panel at a later date when it is built
- 23. Bedroom #1 bathroom to have standard tub/shower combo. Vanity to have bank of drawers and cabinet under sink
- 24. High efficiency gas furnace and hot water heater to be installed
- 25. A/C to be fully installed rated for the size of the building phase 1
- 26. Electrical panel to be sized so that it can be used for the next phase of construction in the future
- 27. NG service to be sized to allow for additional furnace for future phase of construction
- 28. Allowance of \$6000.00 for data, security and camera system rough-ins and full install
- 29. Allowance of \$8000.00 for kitchen and laundry appliances
- 30. Driveway installed based on 970 SQFT
- 31. Sidewalks installed based on 508 SQFT
- 32. 6' tall wood privacy fence installed base on 210 lineal feet.
- 33. Remainder of lot to be seeded with allowance of \$20,830.00. Owner will be responsible for watering
- 34. Allowance of \$10,000.00 for construction power and gas as well as any winter construction costs

The above price does not include the following:

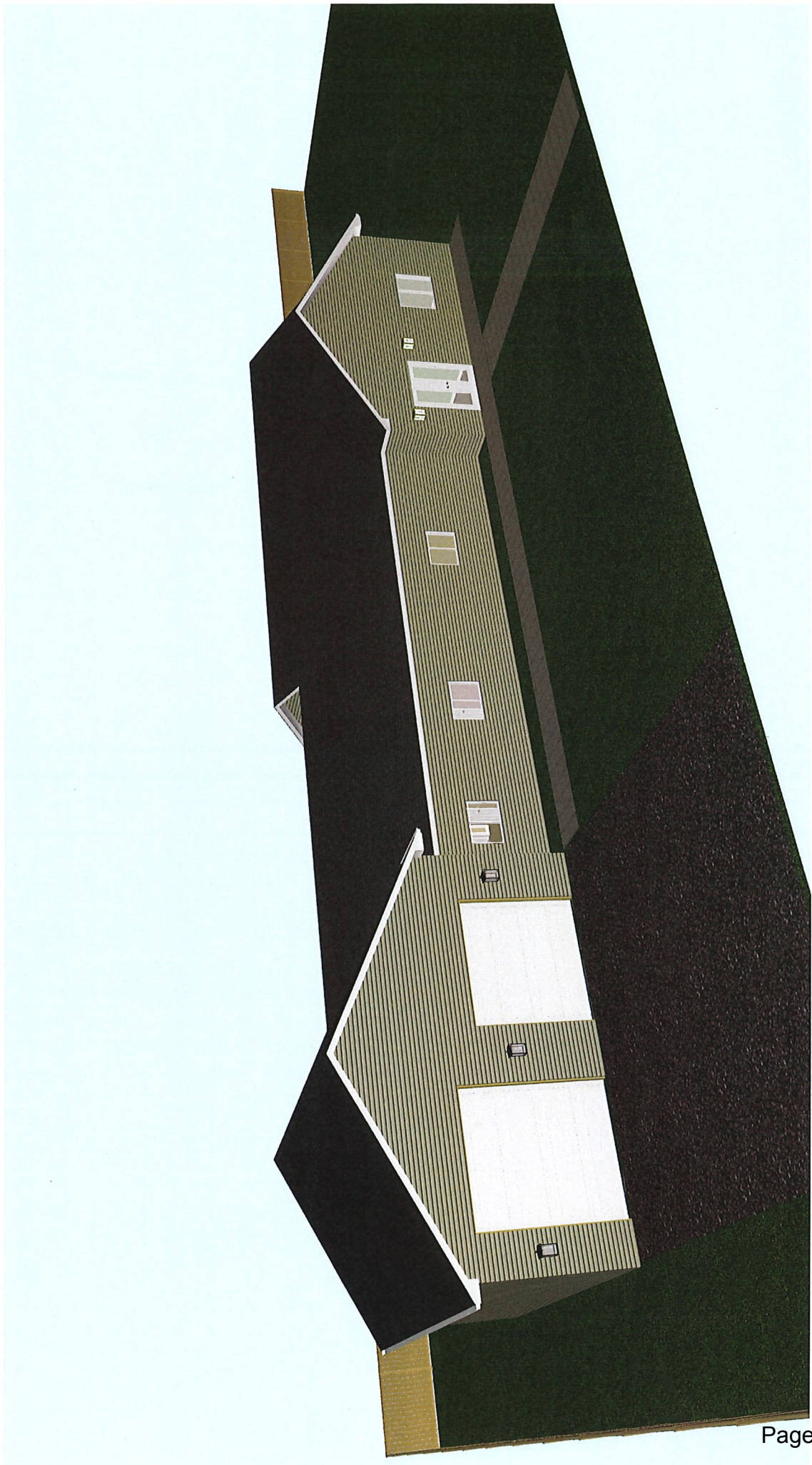
- 1. Any scopes of work not mentioned above
- 2. Lot servicing not mentioned above including but not limited to Power, Water, Sewer, Gas to building
- 3. Landscaping not mentioned above
- 4. Any and all engineering
- 5. Any scopes of work required by the City of Cold Lake not mentioned above.
- 6. Any scopes of work related to the alleyway

GST will have to be added to all option prices.

Your optional prices are as follows:

- 1. Provide lot to accommodate the building and the future phase of construction - \$274,962.00 plus GST.
 - a. This price includes the cost to subdivide and register the land.
 - b. This price includes \$12,680.00 allowance to get water and sewer service to the lot and inside the building based on the build site at 5009 49 street

Sincerely,
Trevor Benoit





MEMBER STATEMENT

Lakeland Credit Union Ltd. - COLD LAKE BRANCH
5217 50 AVE - Branch 346
PO Box 1110 STN MAIN
(780) 594-4011 FAX: (780) 594-2646

Email: admin@lakelandcreditunion.com
Web site: www.lakelandcreditunion.com

6100004

COLD LAKE NATIVE FRIENDSHIP CENTRE SOCIE
COLD LAKE NATIVE FRIENDSHIP CENTRE SOCIE
PO BOX 1978 STN MAIN
COLD LAKE AB T9M 1P4 *Bingo Acct.*

Period Beginning	Mar 01, 2020
Period Ending	Mar 31, 2020
Account Number	513012239655
No. of Enclosures	12
Page	1 of 3

Community Builder ACCOUNT 513012239655

Date	Description	Debits/ Interest	Credits/ Principal	Balance
Mar01	Balance Forward			82,467.65
Mar01	Withdrawal Transfer to 723790717901	-3,796.12		78,671.53
Mar03	Eff. MAR 02 Cheque #1830	-2,100.00		76,571.53
Mar04	Eff. MAR 03 Cheque #1874	-1,000.00		75,571.53
Mar06	Eff. MAR 05 Cheque #1876	-318.93		75,252.60
Mar07	Eff. MAR 06 Cheque #1878	-142.11		75,110.49
Mar10	Eff. MAR 09 Cheque #1879	-295.71		74,814.78
Mar13	Eff. MAR 12 Cheque #1884	-1,587.88		73,226.90
Mar17	Eff. MAR 16 Cheque #1881	-1,486.89		71,740.01
Mar18	Eff. MAR 17 Cheque #1885	-1,000.00		70,740.01
Mar18	Eff. MAR 17 Cheque #1880	-409.51		70,330.50
Mar19	Stop Payment Fee	-12.50		70,318.00
Mar21	Eff. MAR 20 Cheque #1882	-291.64		70,026.36
Mar25	Eff. MAR 24 Cheque #1886	-2,829.75		67,196.61
Mar25	Eff. MAR 24 Cheque #1883	-241.69		66,954.92
	Total Debits	-15,512.73		
	Total Credits		0.00	

**Please examine your
statement carefully.**

If different from your records in any
respect, contact our auditors.

Jeff Alliston, CPA, CA

Metrix Group LLP
12840 St. Albert Trail NW
Edmonton AB T5L 4H6

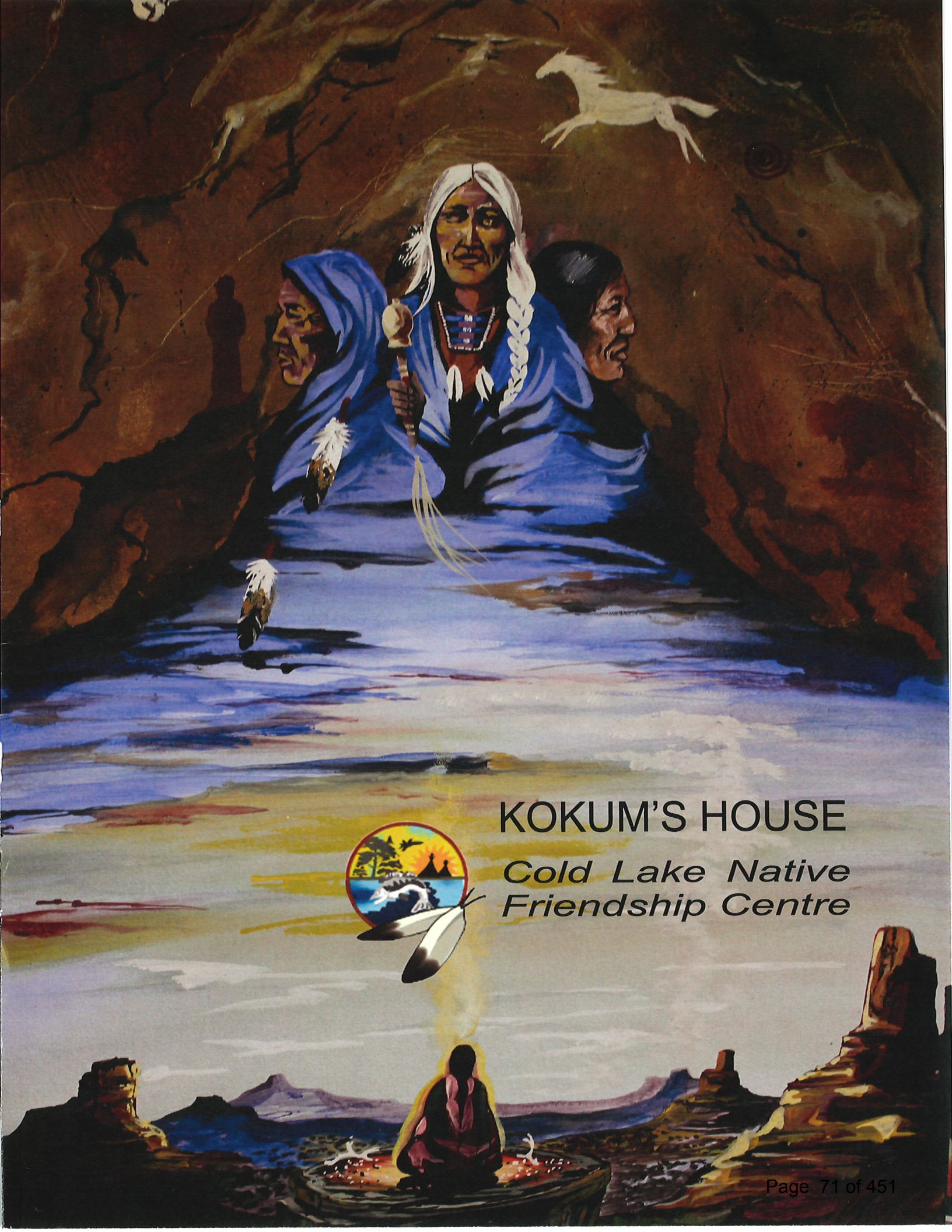
Phone: 780-489-9606 ext. 125
Email: jalliston@metrixgroup.ca



For loan inquiries call (780) 826-3377 during regular business hours.

If this statement does not agree with your records, please contact our office within 30 days of delivery

CREDIT UNION
DEPOSIT GUARANTEE
Page 70 of 451



KOKUM'S HOUSE

*Cold Lake Native
Friendship Centre*



WWW.CLNFC.NET

COLD LAKE NATIVE FRIENDSHIP CENTRE
5015 - 55 ST.
COLD LAKE, ALBERTA
T9M 1P4

PH: 780-594-7526

FAX: 780-594-1599

gendron.agnes@gmail.com

Kokum's House Men's Home

"It's your community, it's your home."



The only time you should look down on somebody is to pick them up.

Kokum's House Men's Home is a men's homeless shelter located in Cold Lake, Alberta, which opened its doors in association with Cold Lake Native Friendship Center in July of 2015. In the time since the shelter's opening, it has become a staple of the community and has worked in tandem with many local agencies and law enforcement to provide a safe, stable and substance-free home for transient men who are at risk for violence and substance addiction.

The home operates on traditional indigenous values of helping one another in both fortunate and less-fortunate times, and provides men with a safe environment to foster personal growth, sobriety and access to community resources, while also helping to grow relationships with the community that allow its residents to obtain employment, temporary work and volunteer experience, and give them a sense of purpose and drive to succeed. A great number of men have seen personal success in both sobriety and employment after their time at the shelter, and as a result of the staff's efforts to help them succeed, continue to live sober and productive lives.

As stated, Kokum's House has a strong relationship with many community organizations, many government and non-government organizations who refer clients to kokum's house, such as:

- Alberta Supports
- Alberta Health Services
- Dene Wellness
- Saddle Lake Wellness

- Frog Lake Services
- AADAC
- RCMP (Bonnyville, Cold Lake, St. Paul, and various others)
- FASD
- Bonnyville Hospital
- St. Paul Hospital
- Kehewin Health Center
- Metis Region

And many more. As you can see, Kokum's house provides services to not only the local Cold Lake area but to people as far as Edmonton and its surrounding areas. In turn, Kokum's House has a strong support network, including the community, the National Association of Friendship Centers, and the provincial, municipal and federal governments.

Currently, Kokum's House is looking to expand its facilities, in order to provide service to a greater number of people, including women as well. The current budget is as follows:

HOUSE AND SHOP RENT	\$3000.00 PER MONTH
GAS/UTILITIES	\$750.00 PER MONTH
PHONE/CABLE	\$250.00 PER MONTH
FOOD/AMENITIES	\$1000.00 PER MONTH
STAFF WAGES	\$2650.00 PER MONTH
TOTAL EXPENSES	\$7650.00 PER MONTH

Funding for Kokum's house is provided solely through Cold Lake Native Friendship Center, who organize bingo events several times a week to raise funding for the shelter. These events are staffed solely by volunteers, including those who reside at the shelter. Kokum's house is currently seeking funding in order to increase its capacity, hire more trained staff, and create a women's wing, to help provide shelter to at-risk women population in the community. It is the view of Cold Lake Native Friendship Center that although Kokum's house has had an extremely positive impact, it would be a further benefit to the community for the shelter to expand its services and provide aid to even more people in the community who are in need of not only a shelter but a home, where they can be treated like family, and put on the path to permanent recovery.



Cold Lake Native Friendship Centre

2018 marks 30 years of service by the Cold Lake Native Friendship Centre (CLNFC) within the City of Cold Lake. Looking back to the past, the Grand Centre Native Friendship Centre (GCNFC) was incorporated as a non profit organization in 1988. Some indigenous leaders of the Metis, Dene, and Cree Nations saw a need in this community where they would feel accepted and know they could come to find whatever services they needed.

The first years, until 2001 they operated on a sparse Provincial grant of \$25 000 and donations from members and the community. The strength of the CLNFC from the start was to be innovative and to act on the needs of the community. The highlights of the centre are as follows:

1988- incorporated as a non-profit.

1988- Instrumental signee to start the Lakeland & District Bingo Association for non-profit community groups.

1993- Ernie Isley helped to get a grant to buy a building to house the Grand Centre Native Friendship Centre.

1994- GCNFC started the Food Bank which eventually went to other non-profit groups and Churches in the area.

1995- Supported the start of the Woman's Crisis Centre.

1997-Supported and partnered with the Cold Lake FCSS and provided a Social Worker liason to the Catholic Schools.

- Partnered with the Cold Lake FCSS to provide a school lunch program in all schools

1999- Hired a fulltime teacher so youth were able to upgrade especially when other schools were terminating them.

2000- The teacher and youth worked with the Museum Society to establish the Aboriginal part of the museum.

2001-2018- Developed two books "Before Doctors" and "Dene History"

2001-Name changed from GCNFC to CLNFC.

2001- 2017- United way supported CLNFC for the soup and bannock program.

2003-2008- The centre was granted some funds to help all those that were affected by Residential Schools.

- Developed and published "Awakening our Spirit" a book of Residential School Survivors stories.
- Developed a CD with Dene Hymns sung by the late Scholastic Scanie and Elder Melanie Matchatis.

2009-2018- Teacher received funding from Services Canada for Youth Employment readiness.

2013-2018- The Centre launched fundraising campaign for our new building.

- Moved into our new building in October 2015
- Thanks to Value Master Homes for providing office space free of charge and moving us free of charge.

2014-2018- Thanks to a homeless man we opened the doors to homeless men in the community.

- With his help we were able to rent a house "Kukom's House" for homeless men.
- We saw a need for employment in the area so the CLNFC Temp Agency was created.
- Temp Agency is a liason to Alberta Support so people can get Safety tickets.
- Temp Agency also provides workers on a temporary basis to business in the area

Since the CLNFC opened its doors we have worked bingos to secure funds for our mortgage, insurance, utilities, supplies and wages which includes Kukom's House at this time. The CLNFC is a drop-in centre open to everyone in the community. We do not turn anyone away who needs help. All of our essential services are open to all citizens of Cold Lake and surrounding areas in Alberta and Saskatchewan and beyond.

Our services include; emergency aide, prepare taxes, fill out forms, referrals to other agencies, advocate for people, children services, native counselling, house search, advocate for seniors, provide on the job training for students, partner with schools and other community agencies. Provide emergency food bank, accept donations, advocate for homeless men and woman, take care of museum, provide cultural awareness, work bingos, provide free coffee, tea, phone and faxing, and soup and bannock Thursdays. Celebrate Heritage day, Canada Day, Thanksgiving Day, Aboriginal Day. Help people get safety tickets for employment. Refer people to work opportunities, and go to schools for Cultural teachings.

There is so much more the CLNFC provides to this community that can not be fully recorded, we are a very busy service to the community. The CLNFC is a vital and important service within the City of Cold Lake. We strive to be a self sufficient centre however with the growing needs of the community we are experiencing a lack of financial growth.

Our hope is by outlining our accomplishments and on going programs, we have demonstrated our value and need to this community.



Cold Lake Native Friendship Centre

January 9, 2017

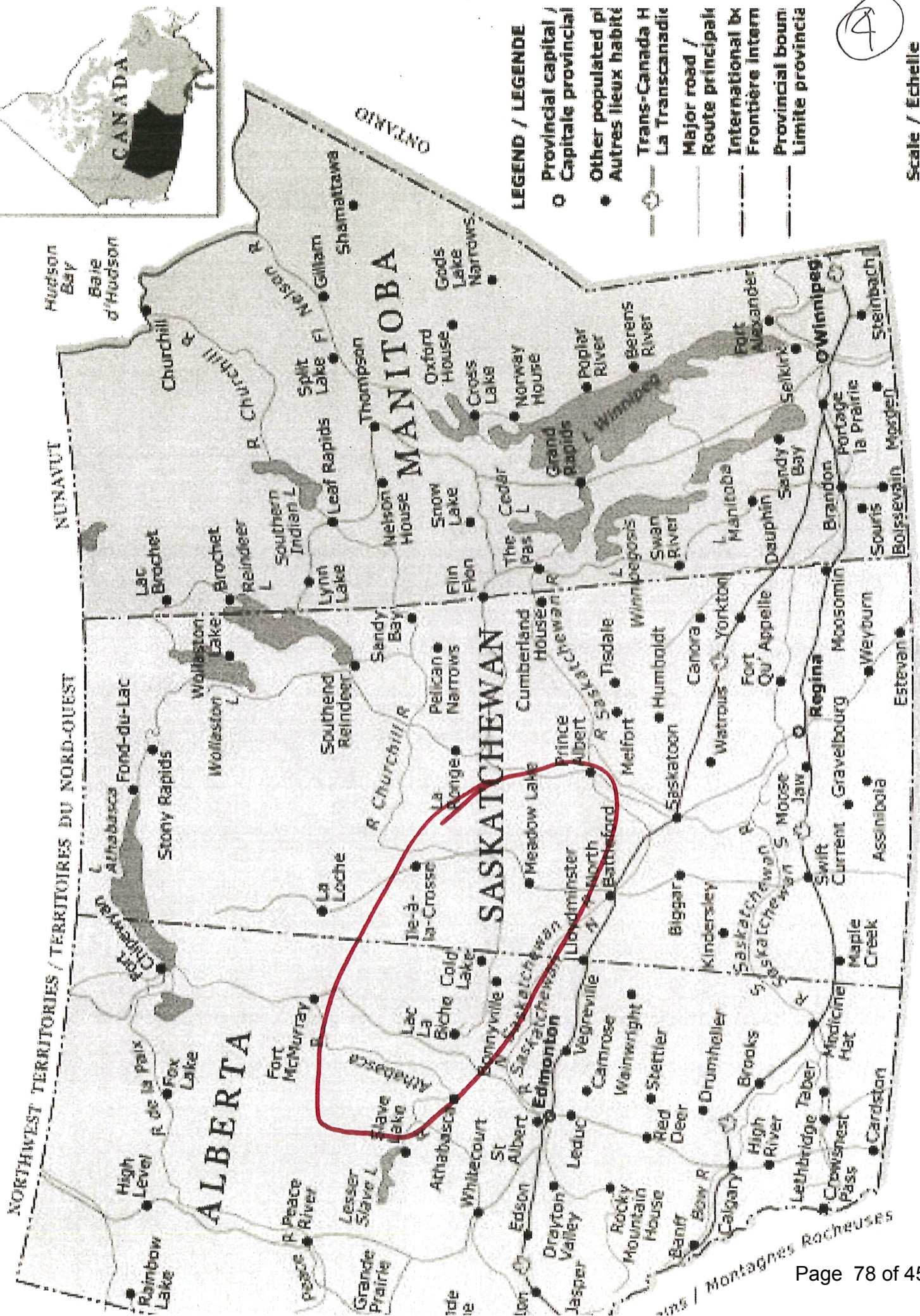
Report on Kokum's House 2015-2016

Kokum's House Men's Home was opened on July 1st 2015. This home was meant for temporary stay until the men found work, a place to stay or move on. This home was not meant for men who had substance abuse issues that would use the home just to sleep. The home was meant for men only but has housed women overnight, especially if it was an emergency.

As the year progressed, we have had men from Saskatchewan, St. Paul, Bonnyville, Kehewin, Edmonton, Vancouver, Fort McMurray, Elizabeth Settlement, Montreal, Cold Lake First Nations, Frog Lake, just to mention a few locations, come into Kokum's House.

Some of the men used Kokum's House as their home base while waiting to enter rehab centers within the area. Some felt it was too risky to find a place to live without funds before they could find permanent work. Others were on AISH but felt they were not equipped to find their own place, so have made Kokum's House their home. We have allowed them to stay on but on a room and board basis. Kokum's House is a stopover place for any man that finds themselves in a homeless situation. It is not a place just for indigenous men, as some would believe it to be.

There is room at Kokum's House for not more than 8 occupants at a time. We need to look at ways to expand so we can help more men in an effective way.



4

January 2019

To Whom It May Concern:

My name is Dominique Fijal and I am the case manager of the Assertive Outreach Services (AOS) team in Cold Lake, AB. I am writing on behalf of my manager, Patrick Sesay. The following is a letter of support for Kokum's House in Cold Lake.

The AOS team is an extension of the inpatient psychiatry unit in St. Paul, AB, and works with people with diagnoses of severe and persistent mental illness in the community. Our multi-disciplinary team's mandate is to provide support for our clients in the community to help prevent (re)hospitalization using a recovery based model. Recovery in this context is described as a way of living a satisfying, hopeful, and contributing life even with the limitations caused by illness.

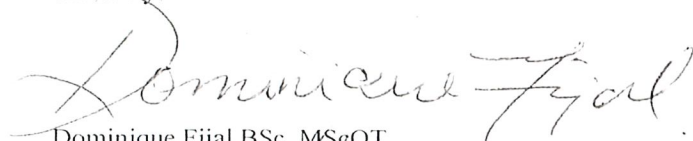
Unfortunately, many of the clients we work with experience challenges and barriers in regards to housing, food, and income security. If a person's basic needs are not met, it is difficult to function well in the community. This is additionally complicated if the person is also living with a severe and persistent mental illness. Resources are often limited in rural areas, and Cold Lake is no exception. Although there are programs and services available, they certainly do not meet the need of the general population, and are often severely lacking for people who experience additional barriers and challenges.

We are fortunate, however, to have Kokum's House as a community service provider. Kokum's House provides short-term and long-term housing options for men in the community and the staff are flexible and very understanding of the barriers that many of our clients encounter and work diligently to facilitate potential residents' easy access to safe housing. Many of our clients are either past or present residents of Kokum's House, which has provided them with safe housing and affordable meals. Additionally, Kokum's House has rules in place which support our clients' recovery. Kokum's House prohibits the use of drugs or alcohol while a person is a resident of the establishment which provides our clients who may have challenges with substance use an affordable place to live that does not compromise their efforts to remain sober. Kokum's House also fosters a sense of belonging and community: all residents are expected to contribute to the upkeep of the shared spaces, and residents are also expected to volunteer at Bingos on a regular basis. Kokum's House's connection to the Cold Lake Native Friendship Centre also facilitates the residents' ability to access resources and information through the Friendship Centre which is a community hub.

Kokum's House is not only a safe place for some of our clients to live, but it is also a safe place for our team members to work. We often visit Kokum's House while carrying out our work duties and myself and my team members have always felt safe and respected in this environment.

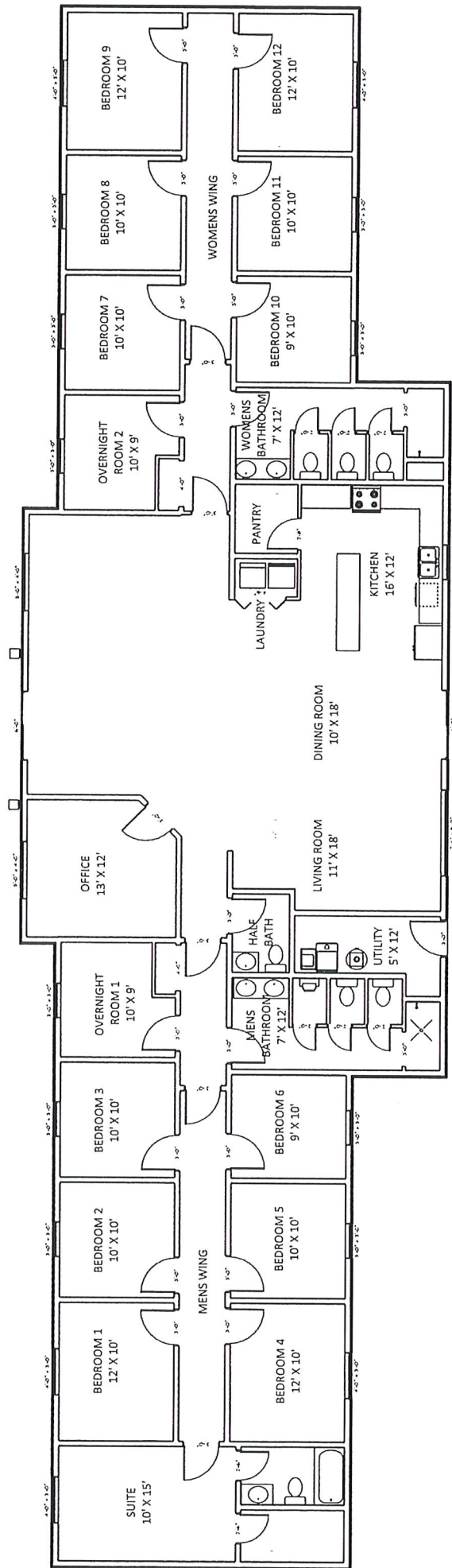
It is my hope that this letter has highlighted the necessary and much appreciated services that Kokum's House provides for the Cold Lake community at large, including the clients that the AOS Cold Lake team serves.

Sincerely,



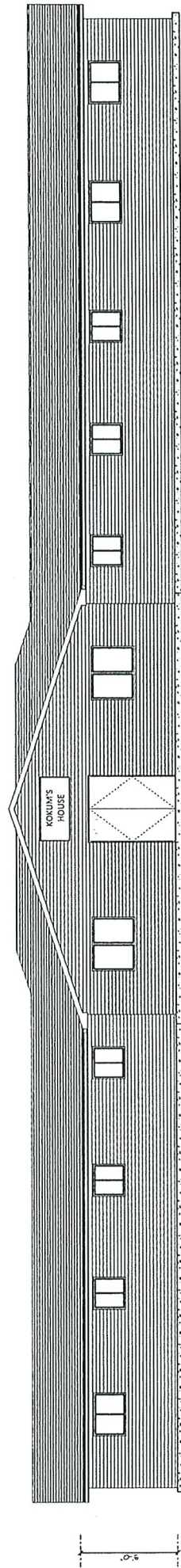
Dominique Fijal BSc, MScOT
Assertive Outreach Services- Case Manager/ Occupational Therapist
Cold Lake Mental Health, 314 25th Street, Cold Lake, AB T9M 1G6

Patrick Sesay RPN, BSc. Ed., MSc.
Manager -Psychiatry, Assertive Outreach & Crisis Team
St Therese Healthcare Centre, St Paul, AB T0A 3A3



KOKUMS HOUSE

Proposed Site for Kokum's House



Women are not the only ones left without somewhere to go. Kokum's House will often serve teens looking for a place to stay, whether it's for one night, or more.

"The house is getting smaller as we go, the more well known it gets, the smaller the house is getting," noted Thain.

It's not only homeless men and women in Cold Lake that are benefitting from the shelter, but also surrounding communities, with people coming from areas such as Pierceland, and Saddle Lake.

"We don't just serve the Cold Lake area, we get people from as far away as Frog Lake, St. Paul, Edmonton, Bonnyville... It's not just the people around here, it's everybody," explained Thain.

Gendron said if it were up to her, every community would have a shelter of its own for homeless men and women to call home.

The map shows the area
Kokum's House covers.

Local homeless shelter looking to expand

Tuesday, Nov 22, 2016 08:45 am By: Meagan Pecjak

Comments | A A



Kokum's House is a local shelter currently offering services to homeless men, and is looking to expand their home and services to women and teens.

Meagan Pecjak

Kokum's House not only gives homeless men and women a place to rest their

heads, it gives them a place to call home.

The homeless shelter in Cold Lake takes in all walks of life, and acts as a temporary shelter for those trying to get on their feet, and since opening its doors last year, has averaged four or five people a day.

The house only has room for eight, and although it is not meant to serve women, staff never turns anyone away. This is one of the reasons why Kokum's House is looking to expand, so they can begin officially offering a shelter for women and teens.

Agnes Gendron, executive director for the Cold Lake Native Friendship Centre, said the project is in its early stages, and is fundraising and accepting donations for what could be an expensive endeavor.

The City of Cold Lake has written the centre a letter of support for the expansion, and so far Gendron said, they have only begun the process of applying for government funding through the Alberta Rural Development Network grant, among others.

The project is important for the area, as it will help expand not only the physical building, but also the services the shelter would be able to offer.

The expansion would include a new wing, which would be dedicated strictly to women and teens, keeping the men separate with a shared kitchen and common area.

"It would be better if we had a wing for the men and a wing for the women," said Zane Thain, caretaker of Kokum's House, adding this helps protect both the men and women by preventing any potential unpleasant incidences.

"Right now, we are in a situation where because we sometimes accept women, that's pretty risky, for not only the caretaker but also other men living there," said Gendron. "I don't like that kind of situation. We don't want to have to shut down Kokum's House because of any incidences."

Women are taking drastic measures in order to ensure they have a roof over their head at night, Gendron explained, adding this is just one of the reasons why the expansion is so important, so they can offer them a place to stay.

"Women are falling through the cracks, because they don't have the requirements for the women's shelter," explained Thain. The shelter he is referring to is meant for women in abusive homes, where Kokum's House is for anyone who just needs a roof over their head.

"A lot of women that are on the streets, don't necessarily come to us, but we do get a few," he said, adding this may be because the shelter is commonly known as a men's shelter.

Over the past six months, Kokum's House has seen four or five women come into their care by various means. Some women are brought to the shelter by local law enforcement, while others find their own way.



NCO i/c Cold Lake Detachment
4710 55 Street
Cold Lake, AB
T9M 1N4

Your File

Cold Lake Native Friendship Centre
Box 1978, 5015 55th Street
Cold Lake, AB
T9M 1P4
Attn: Agnes GENDRON

Our File

2019-02-22

To whom it may concern

Re: Letter of support for Kokum's House

Kokum's House has been a valuable resource for individuals who come into contact with the RCMP and require an alternate place to stay. These clients encounter police for varying reasons, and some have needs that police services can't provide, like short term accommodations.

The staff are familiar with local high risk individuals and work closely with the police to ensure individuals are safe. The clients are also monitored to ensure individual wellbeing while in the residence.

Kokum's House, as a Community service provider, offers supports like addiction referrals, in house counselling, support in seeking employment. This service can contribute the decreased recidivism resulting in a decrease in police involvement.

This letter highlights the valuable service that Kokum's House provides to the Community and to local residents. The RCMP fully support the funding required to continue for Kokum's house to continue to provide services to the public.

Sincerely,

S/Sgt. Scott BUCHANAN
NCO i/c Cold Lake RCMP Detachment

COLD LAKE VICTIM SERVICES



4710 – 55th Street, Cold Lake, Alberta T9M 1N4
Office: 780-594-3302 ext #3

October 12, 2016

Cold Lake Native Friendship Centre
Agnes Gendron
Executive Director
Box 1978
5015 55th Street
Cold Lake, Alberta, T9M 1P4

Re: Letter of Support

To whom it may concern,
Re: Cold Lake Native Friendship Centre – Kukum's House

On behalf of the Cold Lake Victim Services Society, I would like to express our strong support of the Kukum's House and their Alberta Rural Development Network Application. Kukum's House is Cold Lake's first non-profit home for homeless or transient men. They have wonderful plans for expansion. I have been the Manager of Cold Lake Victim Service Unit for the past 9 1/2 years and Cold Lake Victim Services believes that this is a much needed service in our community. We feel that the Cold Lake Native Friendship Centre plays a significant role in helping people in need in our community and have an excellent reputation.

The Cold Lake Victim Services is a not-for-profit organization, which works in partnership with the Cold Lake RCMP Detachment to provide trained crisis intervention workers & volunteers who assist victims of crime and tragedy. This volunteer service is free, confidential and is available on a 24 hour, 7 day a week, 365 days a year basis.

The Cold Lake VSU sincerely supports the Cold Lake Native Friendship Centre's Kukum's House in their expansions. Please consider Cold Lake Native Friendship Centre in their application for funding.

Sincerely,



Dave Zimmerman
Program Manager
Cold Lake Victim Services
780-594-3302 Ex. 3



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

David Yurdiga

Member of Parliament
Fort McMurray–Cold Lake

Re: Letter of support for Kokum's House (Cold Lake Native Friendship Center)

People that live on the streets and engage in substance use have many risks, one of which is difficulty obtaining and maintaining employment and housing. The frequency of such problems suggests the potential viability of harm reduction programs that provide a safe environment for stabilization to clients who are unable to maintain abstinence. As well, stable supportive housing is needed to give people an environment in which they are better able to deal with their substance use problems. Kokum's House has helped many people by providing a safe environment for homeless men recovering from addictions, in the City of Cold lake, and directly addresses this homelessness and provides a solution for men, without domestic shelter.

The Cold Lake Native Friendship Center is an active leader and a valuable asset to the Community of Cold Lake and surrounding area, by providing community positive initiatives such as Kokum's House. I would like to express how this type of initiative is critically needed in The City of Cold lake, and wish to provide this letter of support.

Respectfully

Mr. David Yurdiga

Member of Parliament Fort McMurray – Cold Lake





Bonnyville Canadian Native Friendship Centre

**Box 5399, 4711 – 50th Avenue
Bonnyville Alberta T9N 2G5
{P} 780 826 3374 {F} 780 826 2540**

October 18, 2014

Dear Sir/Madam:

RE: Kokum's House – Cold Lake Friendship Centre

I am providing this formal letter of Support on behalf of the Bonnyville Friendship Centre. A place like Kokum's House is greatly needed in the area. It is utilized by a number of community members who need a safe place to stay. We do not have such a place in Bonnyville therefore we sent people there who had nowhere else to go. One of the clients we sent there received counselling and was able to go to a Rehabilitation Centre to address his problems. He is now sober and is a contributing member in his community.

We have seen the need for upgrades in their building and programs, we believe that the improvements proposed will meet more of the challenges that they face. If you have any questions please feel free to contact me at the telephone number above or by e-mail.

In friendship,

Lauri Fitzpatrick
Executive Director
bcnfc@incentre.net



LEGISLATIVE ASSEMBLY
ALBERTA

SCOTT CYR
M.L.A. BONNYVILLE-COLD LAKE CONSTITUENCY

August 21, 2015

Cold Lake Native Friendship Centre Society
5015 – 55 Street
Cold Lake, Alberta T9M 1P4

Attention: Agnes Gendron

Re: Support Letter – Men's Shelter

To Whom It May Concern:

As MLA for the Bonnyville Constituency, I am pleased to support the Cold Lake Native Friendship Centre Society with the development of a proposal for a Men's Shelter in the Bonnyville-Cold Lake Constituency.

The community of Cold Lake and area would definitely benefit such a facility.

Yours truly


Scott Cyr, MLA
Bonnyville-Cold Lake Constituency

/cb

To whom this may concern:

I, Abbey Cheung, am a registered psychiatric nurse actively practising and working with mental health consumers in the northeast Alberta region from Vilna to Cold Lake. The mental health population in this area has faced great challenges with affordable housing and homelessness. Housing is limited and there are essentially no homeless shelters for men in the area. Moreover, suitable housing for those with mental health illness is inadequate and could substantially deteriorate one's mental state. Suitable, supportive housing could greatly benefit those within the community, reducing emergency services and hospital admissions.

I came into contact with Kokum's House when one of my clients moved in about a year ago. I observe both his physical and mental health to have improved throughout the year, attributing his improvement to the supportive and compassionate care he receives at Kokum's House. In addition, this supportive environment encourages its tenants to socialize, enhance life skills, and to be involved in the community through events associated with the Cold Lake Friendship Centre.

I believe it is imperative to maintain a safe environment for those vulnerable to relapse or psychiatric symptoms. Meanwhile, I am in the process of referring a segregated individual to Kokum's House. Unfortunately, the home is at full capacity and cannot handle new clients at this time. I strongly recommend the expansion of Kokum's House and the services they provide. This program could improve the well-being of many individuals across this region, improving their quality of life.

Please contact me at abbey.cheung@ahs.ca if you have any further questions. Although I am an employee of Alberta Health Services, this letter reflects my personal opinion and not of the health authority's.

Thank you,



Abbey Cheung, RPN
Assertive Outreach Case Manager
St. Paul Mental Health Clinic

Box 7550
Bonnyville, AB T9N 2H8



Ph: (780) 826-2913
Fax: (780) 826-1915

October 12, 2016

Agnes Gendron
Executive Director
Cold Lake Friendship Centre
Cold Lake, Alberta

RE: Kokum's House

Dear Agnes:

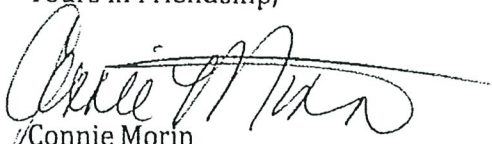
As the Health Director of Kehewin Cree Nation for the past 11 years, the NNADAP program falls under the umbrella of Mental Wellness and as such we deal with the whole spectrum of addictions and mental wellness for our community members.

We have recognized a lack of resources and services for First Nations men in and around our communities. While a tremendous amount of resources and services are available for FN women, it has been our experience that men are excluded from that equation. Thankfully, with the inception of Kokum's House, we have been able to access services for FN men who are experiencing homelessness, transience and addictions.

It is my professional opinion that this service must be expanded to meet the urgent need that is identified with additional supports in place.

We sincerely thank you for opening your doors for our community members in their times of need.

Yours in Friendship,


Connie Morin
Health Director



City of **Cold Lake**

OFFICE OF THE MAYOR

November 9, 2016

Via Fax (780) 594-1599

Cold Lake Native Friendship Centre
Box 1979
Cold Lake, Alberta
T9M 1P4

Attention: Agnes Gendron, Executive Director

Dear Ms. Gendron:

Re: Letter of Support - Kokum's House

On behalf of the members of Council and the City of Cold Lake, I would like to express support of the Cold Lake Native Friendship Centre's (CLNFC) application for funding available through the Alberta Rural Development Network (ARDN). This funding is being sought for the expansion of Kokum's House.

The CLNFC plays a key role in providing support to indigenous people within our community. Kokum's House helps indigenous homeless or transient people with a place to sleep over night, and offer other services that will help them start their life on a better positive plane; doing it in a way that will make them feel respected and supported in a dignified manner.

The expansion would not only increase the capacity for men, we understand that the CLNFC would also like to expand services to women and youth.

The City of Cold Lake Mayor and Council are proud to continue to work with the CLNFC in their efforts to enhance our community.

Sincerely,

Craig Copeland,
Mayor

cc: Council
Chief Administrative Officer K. Nagoya
MLA Scott Cyr

/cjr

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





Community Capital Project Grant Policy

POLICY NUMBER: 202-AD-16

Approval Date: November 22, 2016

Revise Date:

Motion Number: CM20161122.1010

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The City of Cold Lake is committed to providing assistance to eligible community organizations for capital projects that enhance the community's economic vitality, improve the quality of life and/or maintain community assets in the area of inclusive sports, recreation, community wellness, parks, arts, culture, or social services.

2.0 Purpose

The purpose of the Community Capital Project Grant Policy is to provide guidelines and a transparent process to administer grant funding to eligible community organizations that submit applications for eligible capital projects within the City of Cold Lake.

3.0 Policy Statement

- 3.1 The City of Cold Lake shall establish the Community Capital Grant Program to support the capital projects undertaken by eligible community organizations where their projects are aimed at assisting the development of community use facilities used for broad and inclusive recreation, sports, community wellness, arts, parks, culture or social services within the City of Cold Lake.
- 3.2 A standardized application process with one annual deadline will be used and all community organizations must apply to be considered.
- 3.3 The following guidelines shall be established to ensure transparent and consistent administration of the grant:
 - 3.3.1 Eligibility criteria for community organizations;
 - 3.3.2 Eligibility criteria for capital projects;
 - 3.3.3 Match funding requirement;
 - 3.3.3 Application Process;
 - 3.3.4 Application Evaluation Criteria;
 - 3.3.5 Funding Conditions & Parameters;
 - 3.3.6 Reporting Requirements

- 3.4 The City of Cold Lake believes it is important to support projects which maximize the use of funds from other sources of investment. The maximum Community Capital Project Grant allocation will be for 1/3 of the total cost of the capital project. All successful grant recipients must provide confirmation of that at least 2/3 of the projects costs will be paid for by the community.

4.0 Managerial Guidelines

Eligibility criteria for community organizations

- 4.1 In order for an organization to be deemed eligible to apply for the Community Capital Grant Project the organization must meet the following criteria:
- 4.1.1 registered not-for-profit or registered charitable organization;
 - 4.1.2 based in the City of Cold Lake;
 - 4.1.2 the primary mandate of the organization must be to provide sports, recreation, arts, culture, social services, or community wellness within the City of Cold Lake;
 - 4.1.4 have demonstrable sustainability.
- 4.2 A community organization is only eligible to receive one (1) Community Capital Project Grant under this policy every two (2) years.

Eligibility criteria for capital projects

- 4.3 The project must be for at least one of the following:
- 4.3.1 Construct a new facility;
 - 4.3.2 Expand a facility beyond its existing footprint;
 - 4.3.3 Retrofit an existing facility for a new use or purpose;
 - 4.3.4 Renovate an existing facility to remodel or restore the space;
 - 4.3.5 Upgrade the facility's mechanical, security or other technology;
 - 4.3.6 Replace or provide an additional major equipment where that equipment supports a program and/or services which have a lifespan of five (5) years or more.
- 4.4 The facility or equipment must be used for at least one of the following:
- 4.4.1 sports and recreation;
 - 4.4.2 arts and culture;
 - 4.4.3 social services;
 - 4.4.4 parks;
 - 4.4.5 community wellness.
- 4.5 The project must create a new or enhanced service within the City of Cold Lake, which must be:
- 4.5.1 accessible, affordable, and inclusive, providing broad opportunities for community members;
 - 4.5.2 sustainable for the facility;
 - 4.5.3 involve a strong volunteer base supporting the facility project while sustaining ongoing operations;
 - 4.5.4 supported by the community.

- 4.6 The project must not:
 - 4.6.1 have commenced prior to the application for funding under this grant program;
 - 4.6.2 already be receiving funding from another City of Cold Lake source.

Match Funding Requirement

- 4.7 A grant under this policy can be considered for up to 1/3 of the project costs. The City of Cold Lake operating or capital budget cannot be used for matching funding.
- 4.8 The applicant must be able to demonstrate that at least 2/3 of the project costs will be paid for by the community through:
 - 4.8.1 in-kind labor, services, equipment, or materials which is directly related to the project;
 - 4.8.2 monetary donations.
- 4.9 Volunteer time must be directly related to the project for which funding is being requested. The valuation of volunteer time and donations shall be:
 - 4.9.1 \$15.00/hour for unskilled labor;
 - 4.9.2 \$30.00/hour for skilled labor;
 - 4.9.3 Donated materials and professional services at verified fair market value;
 - 4.9.4 \$60.00/hour for donated heavy equipment, including transportation and operating costs.
- 4.10 Unskilled labor can only contribute to a maximum of 1/3 of the organizations' contributions.
- 4.11 Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

Application Process

- 4.12 Interested community organizations must submit their application package to the City of Cold Lake (to the attention of the General Manager of Community Services) by March 1st. Applications will be considered once a year.
- 4.13 The application package shall include:
 - 4.13.1 Completed application form;
 - 4.13.2 Confirmation of matching funding;
 - 4.13.3 Letters of support from the community;
 - 4.13.4 Proof that the applicant has either land ownership for the location of the project, a long-term lease plus confirmation from the owner of permission to undertake the project, another form of confirmation of ownership/permission to undertake the project on the property.

- 4.14 All applications received by the March 1st will be provided to the Cold Lake Recreation and Culture Advisory Committee (the “Selection Committee”) for consideration.
- 4.15 The Selection Committee shall provide its recommendation to the Cold Lake City Council by March 30th.
- 4.16 The Cold Lake City Council shall consider the recommendation and select the applicant to receive a grant by April 30th.
- 4.17 Prior to receiving the grant funding, the grant recipient must:
 - 4.17.1 Provide proof of the receipt of matching funding;
 - 4.17.2 Sign a Community Capital Project Grant Agreement with the City of Cold Lake.

Application Evaluation Criteria

- 4.18 The Selection Committee may only consider providing funding to applicants that meet the following criteria:
 - 4.18.1 The application must be submitted by a community organization that meets the eligibility criteria pursuant to this policy.
 - 4.18.2 The application must be for a capital project that meets all eligibility criteria for capital projects pursuant to this policy.
 - 4.18.3 The match funding requirements pursuant to this policy must be met.
- 4.19 The Selection Committee may consider the extent to which the project will potentially impact the community by considering the following:
 - 4.19.1 The demographics of the community who will be served by the project;
 - 4.19.2 The accessibility of the facility and the number of community members who may potentially benefit from the project outside of the applicant’s direct membership;
 - 4.19.3 The level of community support for the project as demonstrated by a statement of support from community stakeholders;
 - 4.19.4 The potential longevity of the project;
 - 4.19.5 How the project will benefit the community;
 - 4.19.6 The applicant’s ability to complete the project successfully including how the matching component and total project funding will be provided;
 - 4.19.7 The applicant’s demonstration of community service within Cold Lake;
 - 4.19.8 The extent to which the project duplicates other available facilities in the area.
- 4.20 The Selection Committee shall also consider the availability of funding for the current year’s grants. Due to financial limitations, not all requests which meet the evaluation criteria will receive funding. Some requests may receive partial funding.

Funding Conditions & Parameters

- 4.21 Funding cannot be used for commercial or private sector facilities.
- 4.22 The applicant is responsible for all development, operational requirements of the project and must ensure all permits and approvals are obtained as required.
- 4.23 The maximum level of funding for any one applicant shall be fifty thousand dollars (\$50,000).
- 4.24 If the actual costs of the project are less than the original project estimate, the amount of the grant will be revised accordingly.

Reporting Requirements

- 4.25 The grant recipient must submit quarterly reports during the course of construction of the project, which will include a detailed project update and a current project financial statement.
- 4.26 It shall be the responsibility of the grant recipient to submit the following within sixty (60) days of the project completion:
 - 4.26.1 A summary of the project outcomes and community impact;
 - 4.26.2 Signed financial statements of all income and expenses connected with the project including receipts.
- 4.27 If a grant recipient's project is cancelled, or not completed within two (2) years of the approval of the grant funding, any unexpended funds shall be returned to the City unless Council provides otherwise by resolution.

Grant Fund

- 4.28 During the annual fall budget process, Council shall determine the maximum amount of funds available for the Community Capital Grant program for the following fiscal year.
- 4.29 At its discretion, Council may decide not to allocate the total funds available for the Community Capital Grant program for that year. If all funds are not allocated, Council shall determine during the budget process at the end of year whether to restrict the funds or allow them to enter general surplus.
- 4.30 Council shall have the discretion to provide additional funding for the Community Capital Grant program in excess of what was originally budgeted, if deemed appropriate.

5.0 References**6.0 Persons Affected**

Cold Lake City Council
Cold Lake Recreation and Culture Advisory Committee
Members of the public

7.0 Revision/Review History

Nov. 29, 2016

Date

J. M. F.

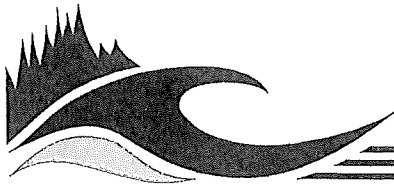
Chief Administrative Officer

November 29, 2016

Date

U

Mayor



COMMUNITY SERVICES

Amutla Vijay
Treasurer & Accountant
Lakeland Multicultural Association
3406-901 16 Street
Cold Lake AB T9M 0C3

May 25, 2020

Dear Ms. Vijay,

Re: Community Capital Project Grant Application(s) dated April 27, 2020

The Recreation and Culture Advisory Committee (RCAC) met on May 25, 2020 to review your applications: Community Difference Makers and The Melting Pot. Unfortunately your request has been declined. The criteria outlined in **Policy 202-AD-16 Item 4.3** has not been met, the project must be for at least one of the following:

- 4.3.1 Construct a new facility;
- 4.3.2 Expand a facility beyond its' existing footprint;
- 4.3.3 Retrofit an existing facility for a new use of purpose;
- 4.3.4 Renovate an existing facility to remodel or restore the space;
- 4.3.5 Upgrade the facility's mechanical, security or other technology;
- 4.3.6 Replace or provide additional major equipment.

The RCAC Board would like to apprise you of the other possible grant opportunities that may be viable to your organization such as the Special Event Grants. We wish you and the Lakeland Multicultural Association the best of success.

Sincerely,

Heather Miller
Chris Holoboff
RCAC Chairperson

Cc: City of Cold Lake Council

/twp

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



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

DEFEATED

Community Capital Project Grant

Project: <u>provide live FaceBook Feed or pre-recorded Video: Cooking</u>	
Total Project Cost: <u>\$1725</u>	1/3 or less requested: <u>\$425</u>
The project must not have commenced prior to the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project must not be in receipt of other sources from the City of Cold Lake	Anticipated start date: <input type="checkbox"/> Yes <input type="checkbox"/> No
Organization must not have received the Community Capital Project Grant funding within the last two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Match Funding Requirement- has the organization demonstrated that 2/3 of project will be paid for by the community through: In-kind labor, services, equipment, or monetary donations	Year: <input type="checkbox"/> Yes <input type="checkbox"/> No
Community Organization Criteria	
1. Registered non-profit or registered charitable organization	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Primary mandate of the organization must be to provide, within the City of Cold Lake	<input type="checkbox"/> sports <input type="checkbox"/> recreation <input type="checkbox"/> arts <input type="checkbox"/> culture <input type="checkbox"/> social services <input type="checkbox"/> community wellness
3. Have demonstrable sustainability.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Capital Projects Criteria	
<p>Eligibility, must be at least one:</p> <ol style="list-style-type: none"> Construct a new facility <input type="checkbox"/> Expand a facility beyond its existing footprint <input type="checkbox"/> Retrofit an existing facility for a new use or purpose <input type="checkbox"/> Renovate an existing facility to remodel or restore the space <input type="checkbox"/> Upgrade the facility's mechanical, security or other technology <input type="checkbox"/> Replace or provide additional major equipment where the equipment supports a program or services which have a lifespan of five years or more <input type="checkbox"/> <p>* Does Not Meet Criteria</p>	<p>The facility or equipment must be used for at least one:</p> <p><input type="checkbox"/> sports and recreation <input type="checkbox"/> arts and culture <input type="checkbox"/> parks <input type="checkbox"/> social services <input type="checkbox"/> community wellness <input type="checkbox"/> other: _____</p> <p>The project creates a new or enhanced service within the City of Cold Lake, which is:</p> <p><input type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members <input type="checkbox"/> sustainable for the facility <input type="checkbox"/> involve a strong volunteer base supporting the facility project while sustaining ongoing operations <input type="checkbox"/> supported by the community</p>

☐ Application complete

☒ Application INCOMPLETE

☐ Confirmation of match funding

☒ Letters of Support

☐ Land ownership proof, long-term lease & permission from owner to undertake the project

Ben and Chris

OPPOSED
5/5

letter: does not meet criteria



COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

SECTION 1: APPLICANT INFORMATION

Name of the Organization:

Lakeland Multicultural Association

Mailing Address & Phone Number:

#3406 - 901 16 Street, Cold Lake AB T9M 0C3

RECEIVED
APR 27 2020

Has the organization received any Community Capital Project Grants in the past?

☒ No

☐ Yes, in what year(s): _____

Explain how the organization is sustainable:

☒ Registered on: _____ May 23, 2018

We have been incorporated for two years, during which through cautious spending and sponsorship support, we have been able to build a safety net for ourselves. We also host Diwali Night each year that is our primary fundraiser event during which we raise substantial capital for our free events and other initiatives. We also do not have any paid employees, very low operating costs and no physical space costs

Community Organization Eligibility Criteria:

Location where the organization is based out of:

☒ City of Cold Lake

☐ Other: _____

Organization must be either a registered:

☒ not-for-profit (No: 5021253819)

☐ charitable organization (No: _____)

Organization's primary mandate must be to provide at least one of the following within the City of Cold Lake: (check all that apply):

☐ sports

☐ recreation

☐ arts

☒ culture

☐ social services

☐ community wellness

SECTION 2: PROJECT DETAILS

The project is to: (check all that apply):

☐ construct a new facility

☐ expand a facility beyond its existing footprint

☐ retrofit an existing facility for a new use or purpose

☐ renovate an existing facility to remodel/restore the space

☐ upgrade the facility's mechanical, security or technology

☐ replace or provide additional major equipment where that equipment supports a program or services, which have a lifespan of 5 years or more

<p><i>The facility (or equipment) will be used for:</i> (check all that apply)</p> <p> <input type="checkbox"/> sports and recreation <input type="checkbox"/> arts and culture <input type="checkbox"/> social services <input type="checkbox"/> parks <input type="checkbox"/> community wellness <input type="checkbox"/> other _____ </p>	<p><i>The project creates a new or enhanced service within the City of Cold Lake, which is:</i> (check all that apply):</p> <p> <input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members <input type="checkbox"/> sustainable for the facility <input type="checkbox"/> involves a strong volunteer base supporting the facility project while sustaining ongoing operations <input checked="" type="checkbox"/> supported by the Community </p>
<p><i>Describe the Project:</i></p> <p>The project is titled "The Melting Pot". The objective of the project is to provide a glimpse into the different cultures that make up the Lakeland community through food and spices. The event will be a week long event starting on June 21 and finishing on the Multiculturalism day on June 27. The event will be consisting of either live Facebook feed or pre-recorded video of local food enthusiasts cooking food from their culture. The chefs from the various restaurants, and local people of different ethnicity will be approached to cook their dishes to share with the people in the Lakeland through Facebook and Instagram.</p> <p>As part of the project, a recipe book will be printed containing all the recipes cooked through the project, and the book will be sold to raise funds for the local food bank and to cover LMA operational expenses through the year.</p>	
<p><i>Potential Impact the Project is expected to have on the community:</i> (You may wish to include: the demographics of the community who will be served by the project; the number of community members who may potentially benefit from the project; the level of community support for the project; the potential longevity of the project; how the project will benefit the community.)</p> <p>The project will get the community excited to learn a new dish, and try out food from a different culture. Also, the project will increase engagement of the local restaurants with the general public, which may lead to more choices for the local public. Finally, the project will improve the vibrancy of the community by giving people exposure to cultural experiences that are currently not available in the city.</p>	
<p><i>Is the project receiving funding from another City source?</i></p> <p> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain the source(s) and what year(s) funding was received: _____ _____ _____ </p>	<p><i>Anticipated project start date:</i> <u>June 21, 2020</u></p> <p><i>Expected project completion date:</i> <u>June 27, 2020</u></p> <p><i>Proposed location for the project:</i> City of Cold Lake</p>
<p><i>Indicate any innovative, unique, or additional factors that may be associated with this application:</i></p> <p>We intend to approach local restaurants for this initiative which increases exposure for them at a time when a boost to local businesses is much needed.</p>	

SECTION 3: PROJECT COSTS (MATCH FUNDING)

Total Project Costs:

\$ 1300.00 Committed community contribution
\$ 425.00 Grant request from City
\$ 1725.00 Total Project Cost

Sources of Community Contributions:

\$ 300 In-kind labour (unskilled)
\$ In-kind labour (skilled)
\$ In-kind services
\$ In-kind equipment/materials
\$ Monetary donations (excludes grants)
\$ Monetary grants (from non-City sources)

Is there any shortfall? (if yes, please explain):

Conditions of Funding:

- The grant request under this program must be one-third (1/3) or less of the total project cost.
- Applicant must be able to demonstrate that at least two-thirds (2/3) of the project costs will be paid for by the community through: in kind labour, services, equipment/materials which are directly related to the project, and/or monetary donations.
- Volunteer time must be directed related to the project for which funding is being requested. Please see the Community Capital Grant Policy for valuation of volunteer time and donations.
- Unskilled labour can only contribute to a maximum of one-third (1/3) of the "community contributions".
- Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

SECTION 4: APPLICANT DECLARATION

I give my consent to the City of Cold Lake to collect, use, retain, disclose and dispose of the information contained within this application for the purpose of, but not limited to, operational and public media as may be deemed appropriate by the City of Cold Lake. I also certify that to the best of my knowledge the information provided in this application is accurate.

Applicant Signature: _____

Date: 27 Apr 2020

Please submit the completed application by email (city@coldlake.com), by mail, or in person at the address below, to the **Attention of the Community Capital Project Grant Program**.

- ☒ Completed application form
- ☒ Confirmation of match funding
- ☐ Letters of support from the community
- ☐ Proof that the application has either land ownership for the location of the project, a long-term lease and the confirmation from the owner for permission to undertake the project, or another form or confirmation of ownership/permission to undertake the project on the property

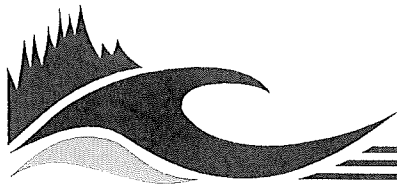
For Office Use Only

Date Received: _____
Decision: Approved ☐ Rejected ☐

Decision Date: _____
Staff Initial: _____

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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.



COMMUNITY SERVICES

Amutla Vijay
Treasurer & Accountant
Lakeland Multicultural Association
3406-901 16 Street
Cold Lake AB T9M 0C3

May 25, 2020

Dear Ms. Vijay,

Re: Community Capital Project Grant Application(s) dated April 27, 2020

The Recreation and Culture Advisory Committee (RCAC) met on May 25, 2020 to review your applications: Community Difference Makers and The Melting Pot. Unfortunately your request has been declined. The criteria outlined in **Policy 202-AD-16 Item 4.3** has not been met, the project must be for at least one of the following:

- 4.3.1 Construct a new facility;
- 4.3.2 Expand a facility beyond its' existing footprint;
- 4.3.3 Retrofit an existing facility for a new use of purpose;
- 4.3.4 Renovate an existing facility to remodel or restore the space;
- 4.3.5 Upgrade the facility's mechanical, security or other technology;
- 4.3.6 Replace or provide additional major equipment.

The RCAC Board would like to apprise you of the other possible grant opportunities that may be viable to your organization such as the Special Event Grants. We wish you and the Lakeland Multicultural Association the best of success.

Sincerely,

Chris Holoboff
RCAC Chairperson

Cc: City of Cold Lake Council

/twp

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



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

DEFEATED

Community Capital Project Grant

Project: <u>providing gift cards to front line workers</u>	
Total Project Cost: <u>\$1725</u>	1/3 or less requested: <u>\$425</u>
The project must not have commenced prior to the application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project must not be in receipt of other sources from the City of Cold Lake	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization must not have received the Community Capital Project Grant funding within the last two years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Match Funding Requirement- has the organization demonstrated that 2/3 of project will be paid for by the community through: In-kind labor, services, equipment, or monetary donations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Community Organization Criteria	
1. Registered non-profit or registered charitable organization	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Primary mandate of the organization must be to provide, within the City of Cold Lake	<input type="checkbox"/> sports <input type="checkbox"/> recreation <input type="checkbox"/> arts <input type="checkbox"/> culture <input type="checkbox"/> social services <input type="checkbox"/> community wellness
3. Have demonstrable sustainability.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Capital Projects Criteria	
Eligibility, must be at least one: 1. Construct a new facility <input type="checkbox"/> 2. Expand a facility beyond its existing footprint <input type="checkbox"/> 3. Retrofit an existing facility for a new use or purpose <input type="checkbox"/> 4. Renovate an existing facility to remodel or restore the space <input type="checkbox"/> 5. Upgrade the facility's mechanical, security or other technology <input type="checkbox"/> 6. Replace or provide additional major equipment where the equipment supports a program or services which have a lifespan of five years or more <input type="checkbox"/>	The facility or equipment must be used for at least one: <input type="checkbox"/> sports and recreation <input type="checkbox"/> arts and culture <input type="checkbox"/> parks <input type="checkbox"/> social services <input type="checkbox"/> community wellness <input type="checkbox"/> other: _____ The project creates a new or enhanced service within the City of Cold Lake, which is: <input type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members <input type="checkbox"/> sustainable for the facility <input type="checkbox"/> involve a strong volunteer base supporting the facility project while sustaining ongoing operations <input type="checkbox"/> supported by the community

* Does not meet criteria

☐ Application complete

☒ Application INCOMPLETE

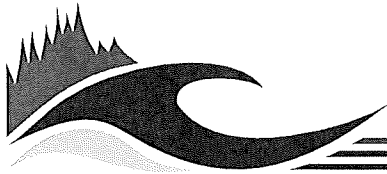
☐ Confirmation of match funding

☒ Letters of Support

☐ Land ownership proof, long-term lease & permission from owner to undertake the project

Ben and Lorie Opposed
5/5

letter: does not meet criteria



COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

SECTION 1: APPLICANT INFORMATION

Name of the Organization:
Lakeland Multicultural Association

RECEIVED

APR 27 2020

Mailing Address & Phone Number:
#3406 - 901 16 Street, Cold Lake AB T9M

CITY OF COLD LAKE

Has the organization received any Community Capital Project Grants in the past?

- ☒ No
☐ Yes, in what year(s): _____

Explain how the organization is sustainable:

☒ Registered on: _____ May 23, 2018

We have been incorporated for two years, during which through cautious spending and sponsorship support, we have been able to build a safety net for ourselves. We also host Diwali Night each year that is our primary fundraiser event during which we raise substantial capital for our free events and other initiatives. We also do not have any paid employees, very low operating costs and no physical space costs.

Community Organization Eligibility Criteria:

Location where the organization is based out of:

- ☒ City of Cold Lake
☐ Other: _____

Organization must be either a registered:

- ☒ not-for-profit (No: 5021253819)
☐ charitable organization (No: _____)

Organization's primary mandate must be to provide at least one of the following within the City of Cold Lake: (check all that apply):

- ☐ sports
☐ recreation
☐ arts
☒ culture
☐ social services
☐ community wellness

SECTION 2: PROJECT DETAILS

The project is to: (check all that apply):

- ☐ construct a new facility
☐ expand a facility beyond its existing footprint
☐ retrofit an existing facility for a new use or purpose
☐ renovate an existing facility to remodel/restore the space
☐ upgrade the facility's mechanical, security or technology
☐ replace or provide additional major equipment where that equipment supports a program or services, which have a lifespan of 5 years or more

<p><i>The facility (or equipment) will be used for:</i> (check all that apply)</p> <p><input type="checkbox"/> sports and recreation</p> <p><input type="checkbox"/> arts and culture</p> <p><input type="checkbox"/> social services</p> <p><input type="checkbox"/> parks</p> <p><input type="checkbox"/> community wellness</p> <p><input type="checkbox"/> other _____</p>	<p><i>The project creates a new or enhanced service within the City of Cold Lake, which is:</i> (check all that apply):</p> <p><input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members</p> <p><input type="checkbox"/> sustainable for the facility</p> <p><input type="checkbox"/> involves a strong volunteer base supporting the facility project while sustaining ongoing operations</p> <p><input type="checkbox"/> supported by the Community</p>
<p><i>Describe the Project:</i></p> <p>The project is titled Community Difference Makers. The Lakeland Multicultural Association (LMA) would like to highlight the contributions of the frontline personnel in the Lakeland communities who give their best everyday by either delivering public services such as healthcare, social work, retail goods, transportation, and more, or volunteering for essential services during the CoVID-19 pandemic. For the Community Difference Makers, LMA encourages the Lakeland community members to nominate a person who has made a difference for them during this CoVID-19 pandemic. The organization of the personnel nominated will be contacted by LMA to relay the message, without revealing the nominator. If the organization and nominee provides authorization, LMA will share the nominee contributions on the LMA Social Media platforms, and they will be entered into a raffle draw to win a gift card to local businesses, which will provide the much needed support to them to survive through this tough phase. Potential Impact the Project is expected to have on the community. (You may wish to include: the demographics of the community, who will be served by the project; the number of community members who may potentially benefit from the project; the level of community support for the project; the potential longevity of the project; how the project will benefit the community.)</p> <p>The project will bring the community together by supporting the frontline workers and local businesses through the pandemic. The project will encourage volunteering and leadership in the community by recognizing the time and effort put in by the frontline workers in the community, while generating a revenue stream for the local businesses to improve their sustainability.</p>	
<p><i>Is the project receiving funding from another City source?</i></p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, explain the source(s) and what year(s) funding was received: _____</p> <p>_____</p> <p>_____</p>	<p><i>Anticipated project start date:</i> <u>April 28, 2020</u></p> <p><i>Expected project completion date:</i> <u>June 26, 2020</u></p> <p><i>Proposed location for the project:</i> City of Cold Lake</p>
<p><i>Indicate any innovative, unique, or additional factors that may be associated with this application:</i></p> <p>By providing gift cards to local businesses, we aim to stimulate influx to local businesses, who are definitely seeing a detrimental impact on their income and sustainability.</p>	

SECTION 3: PROJECT COSTS (MATCH FUNDING)

Total Project Costs:

\$ 1350.00 Committed community contribution
\$ 425.00 Grant request from City
\$ 1725.00 Total Project Cost

Sources of Community Contributions:

\$ 450 In-kind labour (unskilled)
\$ In-kind labour (skilled)
\$ In-kind services
\$ In-kind equipment/materials
\$ Monetary donations (excludes grants)
\$ Monetary grants (from non-City sources)

Is there any shortfall? (if yes, please explain):

Conditions of Funding:

- The grant request under this program must be one-third (1/3) or less of the total project cost.
- Applicant must be able to demonstrate that at least two-thirds (2/3) of the project costs will be paid for by the community through: in kind labour, services, equipment/materials which are directly related to the project, and/or monetary donations.
- Volunteer time must be directed related to the project for which funding is being requested. Please see the Community Capital Grant Policy for valuation of volunteer time and donations.
- Unskilled labour can only contribute to a maximum of one-third (1/3) of the "community contributions".
- Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

SECTION 4: APPLICANT DECLARATION

I give my consent to the City of Cold Lake to collect, use, retain, disclose and dispose of the information contained within this application for the purpose of, but not limited to, operational and public media as may be deemed appropriate by the City of Cold Lake. I also certify that to the best of my knowledge the information provided in this application is accurate.

Applicant Signature: _____

Date: April 27, 2020

Please submit the completed application by email (city@coldlake.com), by mail, or in person at the address below, to the **Attention of the Community Capital Project Grant Program**.

- ☒ Completed application form
- ☒ Confirmation of match funding
- ☐ Letters of support from the community
- ☐ Proof that the application has either land ownership for the location of the project, a long-term lease and the confirmation from the owner for permission to undertake the project, or another form or confirmation of ownership/permission to undertake the project on the property

For Office Use Only

Date Received: _____

Decision Date: _____

Decision: ☒ Approved ☐ Rejected ☐

Staff Initial: _____

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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Form 11-00-09

XRef Policy No. 202-AD-16

Page 3 of 3

ATB0114001_1544713_001 E D 08189 02348

Lakeland Multicultural Association

3406-901 16 St

Cold Lake AB T9M 0C3

Your ATB Financial Branch

08189 Cold Lake Branch

6501 51 St

Cold Lake AB

T9M 1C8

If you have any questions, contact us at

1 800 332-8383 or visit us at

www.atb.com

A summary of Deposit Account Community Spirit Account

00287599379	Transit # 08189-219
Your balance forward on Feb 15, 2020	\$10,914.52
Money out of your account (5 items)	- \$1,263.58
Money into your account (1 item)	+ \$0.02
Your closing balance on Mar 15, 2020	= \$9,650.96

Details of your account transactions

Date	Description	Money out of your account (\$)	Money into your account (\$)	Balance (\$)
Feb 15	Balance forward			\$10,914.52
Feb 18	Cheque #000000000070	\$296.95		10,617.57
Feb 19	Cheque #000000000052	\$350.00		10,267.57
Feb 25	Cheque #000000000072	\$335.49		9,932.08
Feb 26	Cheque #000000000074	\$216.83		9,715.25
Feb 29	Interest Payment		\$0.02	9,715.27
Mar 3	Cheque #000000000073	\$64.31		9,650.96
Mar 15	Closing balance			\$9,650.96

Find an error? Give us a call or drop by a branch. We'll take care of it.

Evert Chandoo
3/23/2020

President, Lakeland Multicultural
Association

(Amrita Vijay)

LMP Treasurer & Accountant

ATB Financial™

SAVING | BORROWING | INVESTING | KNOW-HOW

Deposit Account Statement

Statement date March 15, 2020

Transit number 08189-219


Customer number 0002420316

Page number 3 of 3

Community Spirit Account 00287599379

Cheque #000000000070


\$296.95


 LAKELAND MULTICULTURAL ASSOCIATION
 0070
 18 01 20 20
 DATE DECEMBER
 PAY TO THE ORDER OF Staples \$ 296.95
 Two hundred and Ninety six
 95/100 DOLLARS
 FOR DEPOSIT PAYMENT
 00000070 008189-219 00287599379

Community Spirit Account 00287599379

Cheque #000000000052


\$350.00


 LAKELAND MULTICULTURAL ASSOCIATION
 0052
 11 10 2019
 DATE NOVEMBER
 PAY TO THE ORDER OF UOFA HOLLYWOOD DANCE CLUB \$ 350.00
 Three hundred and fifty
 00/100 DOLLARS
 FOR DEPOSIT PAYMENT
 00000052 008189-219 00287599379

Community Spirit Account 00287599379

Cheque #000000000072


\$335.49


 LAKELAND MULTICULTURAL ASSOCIATION
 0072
 16 02 2020
 DATE FEBRUARY
 PAY TO THE ORDER OF Kelley \$ 335.49
 Three hundred and thirty five
 49/100 DOLLARS
 FOR DEPOSIT PAYMENT
 00000072 008189-219 00287599379

Community Spirit Account 00287599379

Cheque #000000000074


\$216.83


 LAKELAND MULTICULTURAL ASSOCIATION
 0074
 24 02 2020
 DATE FEBRUARY
 PAY TO THE ORDER OF Event chandra \$ 216.83
 Two hundred and sixteen
 83/100 DOLLARS
 FOR DEPOSIT PAYMENT
 00000074 008189-219 00287599379

Community Spirit Account 00287599379

Cheque #000000000073

\$64.31


 LAKELAND MULTICULTURAL ASSOCIATION
 0073
 24 02 2020
 DATE FEBRUARY
 PAY TO THE ORDER OF Kunal Jindoo \$ 64.31
 Sixty four
 31/100 DOLLARS
 FOR DEPOSIT PAYMENT
 00000073 008189-219 00287599379

ATB0114001_1544713_001 - 0002348 HRI - 05 - 02 - 01 - 29 - 015749



COMMUNITY SERVICES

president@lakelandlacrosse.ca

Mike Groves
President
Lakeland Lacrosse Association

May 25, 2020

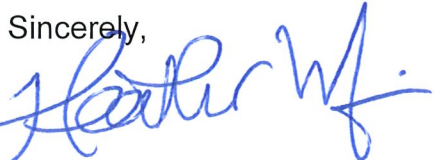
Dear Mr. Groves

Re: Community Capital Project Grant Application dated April 27, 2020

The Recreation and Culture Advisory Committee (RCAC) met on May 25, 2020 to review your application. Unfortunately your request has been declined due to an incomplete application. The Committee asks that you request to appear as a delegation to the City of Cold Lake Council or re-submit your application for the fiscal year 2021 and provide a Business Plan, Financial Plans and supporting documents with estimates and costs.

We wish you and the Lakeland Lacrosse Association the best of success.

Sincerely,

Heather Miller

Chris Holoboff
RCAC Chairperson

Cc: City of Cold Lake Council

/twp

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



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

DEFEATED.

Community Capital Project Grant

Project: <u>Purchase turf by the toll for the North Arena</u>	
Total Project Cost: <u>120-180 thousand</u>	1/3 or less requested:
The project must not have commenced prior to the application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project must not be in receipt of other sources from the City of Cold Lake	Anticipated start date: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization must not have received the Community Capital Project Grant funding within the last two years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Match Funding Requirement- has the organization demonstrated that 2/3 of project will be paid for by the community through: In-kind labor, services, equipment, or monetary donations	Year: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Community Organization Criteria	
1. Registered non-profit or registered charitable organization	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Primary mandate of the organization must be to provide, within the City of Cold Lake	<input checked="" type="checkbox"/> sports <input checked="" type="checkbox"/> recreation <input type="checkbox"/> arts <input type="checkbox"/> culture <input type="checkbox"/> social services <input checked="" type="checkbox"/> community wellness
3. Have demonstrable sustainability.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Capital Projects Criteria	
Eligibility, must be at least one: 1. Construct a new facility <input type="checkbox"/> 2. Expand a facility beyond its existing footprint <input type="checkbox"/> 3. Retrofit an existing facility for a new use or purpose <input checked="" type="checkbox"/> 4. Renovate an existing facility to remodel or restore the space <input type="checkbox"/> 5. Upgrade the facility's mechanical, security or other technology <input type="checkbox"/> 6. Replace or provide additional major equipment where the equipment supports a program or services which have a lifespan of five years or more <input checked="" type="checkbox"/>	The facility or equipment must be used for at least one: <input checked="" type="checkbox"/> sports and recreation <input type="checkbox"/> arts and culture <input type="checkbox"/> parks <input type="checkbox"/> social services <input checked="" type="checkbox"/> community wellness <input type="checkbox"/> other: _____ The project creates a new or enhanced service within the City of Cold Lake, which is: <input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members <input checked="" type="checkbox"/> sustainable for the facility <input type="checkbox"/> involve a strong volunteer base supporting the facility project while sustaining ongoing operations <input type="checkbox"/> supported by the community

☐ Application complete

☒ Application INCOMPLETE

☐ Confirmation of match funding

☐ Letters of Support

☐ Land ownership proof, long-term lease & permission from owner to undertake the project

Chris to approve & 40 thousand
and Ben. Opposed 5/5

Letter.
lacrosse
soccer - winter



COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

RECEIVED
APR 27 2020

SECTION 1: APPLICANT INFORMATION

Name of the Organization:
Lakeland Lacrosse Association

Mailing Address & Phone Number:

CITY OF COLD LAKE

Has the organization received any Community Capital Project Grants in the past?

- ☒ No
☐ Yes, in what year(s): _____

Explain how the organization is sustainable:

- ☒ Registered on: _____ Established 2005

Community Organization Eligibility Criteria:

Location where the organization is based out of:

- ☒ City of Cold Lake
☒ Other: Cold Lake and Bonnyville (Lakeland)

Organization must be either a registered:

- ☒ not-for-profit (No: 29695235)
☐ charitable organization (No: _____)

Organization's primary mandate must be to provide at least one of the following within the City of Cold Lake: (check all that apply):

- ☒ sports
☒ recreation
☐ arts
☐ culture
☐ social services
☒ community wellness

SECTION 2: PROJECT DETAILS

The project is to: (check all that apply):

- ☐ construct a new facility
☐ expand a facility beyond its existing footprint
☒ retrofit an existing facility for a new use or purpose
☐ renovate an existing facility to remodel/restore the space
☐ upgrade the facility's mechanical, security or technology
☒ replace or provide additional major equipment where that equipment supports a program or services, which have a lifespan of 5 years or more

<p><i>The facility (or equipment) will be used for:</i> (check all that apply)</p> <p><input checked="" type="checkbox"/> sports and recreation <input type="checkbox"/> arts and culture <input type="checkbox"/> social services <input type="checkbox"/> parks <input checked="" type="checkbox"/> community wellness <input type="checkbox"/> other _____</p>	<p><i>The project creates a new or enhanced service within the City of Cold Lake, which is:</i> (check all that apply):</p> <p><input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members <input checked="" type="checkbox"/> sustainable for the facility <input type="checkbox"/> involves a strong volunteer base supporting the facility project while sustaining ongoing operations <input type="checkbox"/> supported by the Community</p>
<p>Describe the Project: Requesting support and funding from the City of Cold Lake for the installation of Play Safe Fun Turf (by the roll) for the Cold Lake North Arena to provide alternate sporting opportunities such as but not limited to Pickleball, Indoor Soccer, Softball/ Baseball and Lacrosse when the facility isn't in use during Hockey Season. This opportunity would be equivalent to Summer Hockey Programs that run off season and would enable summer sporting activities to continue all year round vice being restricted to 2 short months a year.</p>	
<p>Potential Impact the Project is expected to have on the community: (You may wish to include: the demographics of the community who will be served by the project; the number of community members who may potentially benefit from the project; the level of community support for the project; the potential longevity of the project; how the project will benefit the community.) Economical and affordable means to supplement indoor activity until such time the City of Cold Lake provides additional indoor playing surfaces such as the field house at the Energy Centre. This space will increase activity levels for all age groups as the Field House is extremely hard to book timings due to its high demand. This also has potential of revenue as Cold Lake would now have additional space to rent out to promote community wellness and it would then be considered a year round facility for all sporting opportunities as previously mentioned above.</p>	
<p><i>Is the project receiving funding from another City source?</i></p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain the source(s) and what year(s) funding was received: _____ _____ _____</p>	<p><i>Anticipated project start date:</i> <u>Fall 2020</u></p> <p><i>Expected project completion date:</i> <u>Spring 2021</u></p> <p><i>Proposed location for the project:</i> Cold Lake North Arena</p>
<p>Indicate any innovative, unique, or additional factors that may be associated with this application: - Sponsorship advertisement on the playing surface, and repurposing/ extending the life expectancy of an aging City Asset.</p>	

SECTION 3: PROJECT COSTS (MATCH FUNDING)**Total Project Costs:**

\$ 0 Committed community contribution
\$ 120-180K Grant request from City
\$ 120-180K Total Project Cost

Sources of Community Contributions:

\$ _____ In-kind labour (unskilled)
\$ _____ In-kind labour (skilled)
\$ _____ In-kind services
\$ _____ In-kind equipment/materials
\$ _____ Monetary donations (excludes grants)
\$ _____ Monetary grants (from non-City sources)

Is there any shortfall? (if yes, please explain):

To date, this application does not have community contributions or sponsorship. If approved, the Lakeland Lacrosse Association will be the advocate in seeking community contribution and sponsorship.

Conditions of Funding:

- The grant request under this program must be one-third (1/3) or less of the total project cost.
- Applicant must be able to demonstrate that at least two-thirds (2/3) of the project costs will be paid for by the community through: in kind labour, services, equipment/materials which are directly related to the project, and/or monetary donations.
- Volunteer time must be directed related to the project for which funding is being requested. Please see the Community Capital Grant Policy for valuation of volunteer time and donations.
- Unskilled labour can only contribute to a maximum of one-third (1/3) of the "community contributions".
- Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

SECTION 4: APPLICANT DECLARATION

I give my consent to the City of Cold Lake to collect, use, retain, disclose and dispose of the information contained within this application for the purpose of, but not limited to, operational and public media as may be deemed appropriate by the City of Cold Lake. I also certify that to the best of my knowledge the information provided in this application is accurate.

Applicant Signature: M. C. R. LAKELAND LACROSSE Date: April 26, 2020
PRESIDENT

Please submit the completed application by email (city@coldlake.com), by mail, or in person at the address below, to the **Attention of the Community Capital Project Grant Program**.

- ☐ Completed application form
- ☐ Confirmation of match funding
- ☐ Letters of support from the community
- ☐ Proof that the application has either land ownership for the location of the project, a long-term lease and the confirmation from the owner for permission to undertake the project, or another form or confirmation of ownership/permission to undertake the project on the property

For Office Use Only

Date Received: _____
Decision: ☒ Approved ☐ Rejected ☐

Decision Date: _____
Staff Initial: _____

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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Form 11-00-09

XRef Policy No. 202-AD-16

Page 3 of 3



COMMUNITY SERVICES

apritchard_417@hotmail.com

Alexis Corbin
Hearts for Healthcare
4807-51 Street
Cold Lake AB T9M 1C8

May 25, 2020

To Ms. Corbin

Re: Community Capital Project Grant Application dated April 27, 2020

The Recreation and Culture Advisory Committee (RCAC) met on May 25, 2020 to review your application. Unfortunately your request has been declined due to an incomplete application. The Committee asks that you request to appear as a delegation to the City of Cold Lake Council or re-submit your application for the fiscal year 2021 and provide a Business Plan, Financial Plans and supporting documents with estimates and costs. The Committee would also like clarification on the project and its' location. Is the project in the design phase? Or would the project be expanding on an existing building.

We wish you and Hearts for Healthcare the best of success.

Sincerely,

Chris Holoboff
RCAC Chairperson

Cc: City of Cold Lake Council

/twp

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



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

DEFEATED.

Community Capital Project Grant

Project: <u>Construct 'Community Healing Garden'</u>	
Total Project Cost: <u>\$100 thousand</u>	1/3 or less requested: <u>\$30 thousand</u>
The project must not have commenced prior to the application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project must not be in receipt of other sources from the City of Cold Lake	Anticipated start date: <u>May 1, 2021</u>
Organization must not have received the Community Capital Project Grant funding within the last two years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Year:	
Match Funding Requirement- has the organization demonstrated that 2/3 of project will be paid for by the community through: In-kind labor, services, equipment, or monetary donations	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Community Organization Criteria	
1. Registered non-profit or registered charitable organization	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Primary mandate of the organization must be to provide, within the City of Cold Lake	<input type="checkbox"/> sports <input type="checkbox"/> recreation <input type="checkbox"/> arts <input type="checkbox"/> culture <input type="checkbox"/> social services <input checked="" type="checkbox"/> community wellness
3. Have demonstrable sustainability.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Capital Projects Criteria	
Eligibility, must be at least one: 1. Construct a new facility <input checked="" type="checkbox"/> 2. Expand a facility beyond its existing footprint <input type="checkbox"/> 3. Retrofit an existing facility for a new use or purpose <input type="checkbox"/> 4. Renovate an existing facility to remodel or restore the space <input type="checkbox"/> 5. Upgrade the facility's mechanical, security or other technology <input type="checkbox"/> 6. Replace or provide additional major equipment where the equipment supports a program or services which have a lifespan of five years or more <input type="checkbox"/>	The facility or equipment must be used for at least one: <input type="checkbox"/> sports and recreation <input type="checkbox"/> arts and culture <input type="checkbox"/> parks <input type="checkbox"/> social services <input checked="" type="checkbox"/> community wellness <input type="checkbox"/> other: _____ The project creates a new or enhanced service within the City of Cold Lake, which is: <input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members <input checked="" type="checkbox"/> sustainable for the facility <input checked="" type="checkbox"/> involve a strong volunteer base supporting the facility project while sustaining ongoing operations <input checked="" type="checkbox"/> supported by the community

☐ Application complete

☒ Application INCOMPLETE

☐ Confirmation of match funding

☐ Letters of Support

☐ Land ownership proof, long-term lease & permission from owner to undertake the project

Ben: to approve. Opposed. Letter: 5/5
2nd Chris



COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

SECTION 1: APPLICANT INFORMATION

Name of the Organization:
Hearts for Healthcare

RECEIVED
APR 27 2020

Mailing Address & Phone Number:

780-812-1312
4807-51 street Cold Lake AB

CITY OF COLD LAKE

Has the organization received any Community Capital Project Grants in the past?

☒ No

☐ Yes, in what year(s): _____

Explain how the organization is sustainable:

☒ Registered on: _____ December 31, 2007

Hearts for Healthcare has been present in Cold Lake for 12 years. They have been raising much needed funds to recruit physicians and other health professionals as well as buying much needed equipment. All projects taken on require donations and volunteers.

Community Organization Eligibility Criteria:

Location where the organization is based out of:

☒ City of Cold Lake

☐ Other: _____

Organization must be either a registered:

☒ not-for-profit (No: 848947503RR0001)

☐ charitable organization (No: _____)

Organization's primary mandate must be to provide at least one of the following within the City of Cold Lake: (check all that apply):

☐ sports

☐ recreation

☐ arts

☐ culture

☐ social services

☒ community wellness

SECTION 2: PROJECT DETAILS

The project is to: (check all that apply):

☒ construct a new facility

☐ expand a facility beyond its existing footprint

☐ retrofit an existing facility for a new use or purpose

☐ renovate an existing facility to remodel/restore the space

☐ upgrade the facility's mechanical, security or technology

☐ replace or provide additional major equipment where that equipment supports a program or services, which have a lifespan of 5 years or more

<p><i>The facility (or equipment) will be used for:</i> (check all that apply)</p> <p><input type="checkbox"/> sports and recreation</p> <p><input type="checkbox"/> arts and culture</p> <p><input type="checkbox"/> social services</p> <p><input type="checkbox"/> parks</p> <p><input checked="" type="checkbox"/> community wellness</p> <p><input type="checkbox"/> other _____</p>	<p><i>The project creates a new or enhanced service within the City of Cold Lake, which is:</i> (check all that apply):</p> <p><input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members</p> <p><input checked="" type="checkbox"/> sustainable for the facility</p> <p><input checked="" type="checkbox"/> involves a strong volunteer base supporting the facility project while sustaining ongoing operations</p> <p><input checked="" type="checkbox"/> supported by the Community</p>
<p><i>Describe the Project:</i></p> <p>Hearts for Healthcare would like to construct a Community Healing Garden, either on hospital land or near by, for all residents in Cold Lake. Studies have shown that healing gardens improve surgical outcomes of patients, improve healing times and help with end of life care. The garden also helps improve the mental well being of those that use. It would also be a great space for medical professionals to unwind after difficult days.</p> <p>The garden would feature plants, flowers and water features as well as a covered area. We would also like to incorporate indigenous elements into the garden such as a tee pee. If enough investment is received we would love to create a greenhouse type space where flowers and plants can be enjoyed year round.</p>	
<p><i>Potential Impact the Project is expected to have on the community:</i> (You may wish to include: the demographics of the community who will be served by the project; the number of community members who may potentially benefit from the project; the level of community support for the project; the potential longevity of the project; how the project will benefit the community.)</p> <p>This project has the ability to impact anyone dealing with illness, mental health issues, long term care or palliative needs at the hospital and the community of Cold Lake. It would be open to anyone to use which means the entire city can enjoy the benefits. Currently the entire board of directors is on board with the program. We have applied for one other grant which would cover some costs but we are waiting to hear if we won. The project would be a permanent fixture in the community, run by volunteers and managed by Hearts for Healthcare. Given that Hearts for Healthcare has been in the community for so long is an indication to the fact that we have some longevity. A Community Healing Garden can have a positive impact on the health and well being of our community. Less time in hospitals and better outcomes is what everyone wants to see.</p>	
<p><i>Is the project receiving funding from another City source?</i></p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, explain the source(s) and what year(s) funding was received: _____</p> <p>_____</p> <p>_____</p>	<p><i>Anticipated project start date:</i> <u>May 01, 2021</u></p> <p><i>Expected project completion date:</i> <u>September 30, 2021</u></p> <p><i>Proposed location for the project:</i> Either right on the hospital grounds or on the land near by.</p>
<p><i>Indicate any innovative, unique, or additional factors that may be associated with this application:</i></p> <p>There is currently nothing like this within our community. By incorporating all types of elements within the garden it becomes an inclusive project.</p>	

SECTION 3: PROJECT COSTS (MATCH FUNDING)

Total Project Costs:

\$0.00 Committed community contribution
\$30,000.00 Grant request from City
\$100,000.00 Total Project Cost

Sources of Community Contributions:

\$5,000.00 In-kind labour (unskilled)
\$5,000.00 In-kind labour (skilled)
\$5,000.00 In-kind services
\$5,000.00 In-kind equipment/materials
\$0.00 Monetary donations (excludes grants)
\$0.00 Monetary grants (from non-City sources)

Is there any shortfall? (if yes, please explain):

Currently there is. We have applied for one other grant of \$25 000 and we are awaiting to hear about it. We will be searching for other grants and if we can get some of those we will begin fundraising for the remainder of the money.

Conditions of Funding:

- The grant request under this program must be one-third (1/3) or less of the total project cost.
- Applicant must be able to demonstrate that at least two-thirds (2/3) of the project costs will be paid for by the community through: in kind labour, services, equipment/materials which are directly related to the project, and/or monetary donations.
- Volunteer time must be directed related to the project for which funding is being requested. Please see the Community Capital Grant Policy for valuation of volunteer time and donations.
- Unskilled labour can only contribute to a maximum of one-third (1/3) of the "community contributions".
- Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

SECTION 4: APPLICANT DECLARATION

I give my consent to the City of Cold Lake to collect, use, retain, disclose and dispose of the information contained within this application for the purpose of, but not limited to, operational and public media as may be deemed appropriate by the City of Cold Lake. I also certify that to the best of my knowledge the information provided in this application is accurate. *mentioned in e-mail the inability to sign.

Applicant Signature: _____ Date: _____

Please submit the completed application by email (city@coldlake.com), by mail, or in person at the address below, to the **Attention of the Community Capital Project Grant Program**.

- ☐ Completed application form
- ☐ Confirmation of match funding
- ☐ Letters of support from the community
- ☐ Proof that the application has either land ownership for the location of the project, a long-term lease and the confirmation from the owner for permission to undertake the project, or another form or confirmation of ownership/permission to undertake the project on the property

For Office Use Only

Date Received: _____

Decision Date: _____

Decision: Approved ☐ Rejected ☐

Staff Initial: _____

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Form 11-00-09

XRef Policy No. 202-AD-16

Page 3 of 3



STAFF REPORT

Title: Museum Historic Resource Designation Boundary

Meeting Date: September 15, 2020

Executive Summary:

Proposal to create a defined parcel of land to which the Historic Resource Designation of the Cold Lake Museum can be applied.

Background:

The Northern Defence Radar Site, now the Cold Lake Museum, was designated as a Provincial Historic Resource in June of 2010. The Historic Resource Designation currently applies to four Legal Subdivisions (LSDs 8 & 9 of 4-2-63-11 and LSDs 5 & 12 of 4-2-63-12) owned by the City, as the museum site straddles the boundaries of these four LSDs as well as a road allowance.

Administration has been working to create a defined parcel for the museum site, which would allow the Historic Resource Designation footprint to be reduced to the museum site itself, and allow the removal of the designation from the balance of the lands owned by the City, allowing these lands to be used for other purposes. Portions of the surrounding land are currently used for the motocross facility as well as the mountain bike park. The curving road to the site and the pumphouse located at the bottom of the hill are currently listed as part of the character-defining elements of the site; however, Provincial staff have indicated willingness to exclude these elements to allow the Historic Designation footprint to be reduced.

Administration initially proposed to create a parcel whose boundaries would follow the existing fence line of the museum site, as shown in yellow on Map 2. After further discussion with the Provincial staff, it was determined that the new parcel boundary would need to be moved outward in order to retain a buffer of trees, as the forested setting is considered one of the defining elements of the site. The province initially proposed 50 to 100 meters. The currently proposed parcel boundary is shown in white on Map 2. Conversations with Provincial staff indicated that the Province would be open to considering a variable buffer around the site provided that the site maintains the context of being in a forested setting. The proposed parcel boundaries shown in white on Map 2 seek to maintain a significant area of trees around the site, while still allowing for a substantial reduction in the size of the Historic Resource footprint.

It should be noted that most of the conflicts with the City's Master Plan associated with the Mountain Bike Skills Park has been mitigated however depending on the final



designs and the proximity to the Historic Resource Designation some consultation and approval by the province may be necessary. We've attached a map of the Mountain Bike Skills Park for reference purposes.

Once the City and Province have agreed on the boundaries of the site, the partial rescinding of the Historic Designation (to limit the designation footprint to the museum parcel) requires Ministerial approval.

Alternatives:

No alternatives are being proposed at this time.

Recommended Action:

Administration is soliciting feedback back from Council's Corporate Priorities Committee prior to making final recommendation to the Province.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Map 1: Current Designation Boundary

Legal Subdivisions 8 & 9 of 4-2-63-11 and 5 & 12 of 4-2-63-12



Map 2: Proposed Designation Boundary





Northern Defence Radar Station

Cold Lake

Other Names: Cold Lake Northern Defence Radar Site
Cold Lake Radar Facility

Statement of Significance

Description of Historic Place

The Northern Defence Radar Station is a former military complex located on a cleared hilltop in a forested area. There are five major buildings connected by a long covered walkway, which are all enclosed within a fenced compound. A small gatehouse stands next to the main gates and a small pumping station is located outside the compound. All of the buildings have a distinctly utilitarian appearance with either cinder block or corrugated metal exterior walls and minimal fenestration. The Northern Defence Radar Station occupies roughly four hectares within the Municipal District of Bonnyville, adjacent to the City of Cold Lake and near Canadian Forces Base Cold Lake.

Heritage Value

The heritage value of the Northern Defence Radar Station lies in its association with Alberta's role in North America's Cold War defensive strategy.

The successful 1949 detonation of an atomic bomb by the Soviet Union and that nation's worsening relations with the western world resulted in the establishment of defensive radar installations across Canada. At that time, the largest perceived threat from the Soviets was assumed to be from long-range bomber aircraft flying over the Arctic Ocean and across Canada. Consequently, new radar construction was to concentrate on these northern regions. The Canadian and American governments jointly constructed and operated a series of 33 radar stations across Canada. Dubbed the PINETREE Line, these stations began operating in 1952 with new sites being built into the early 1960s. Three stations were located in Alberta. The Beaverlodge site became operational in 1953, the Cold Lake Station followed in 1954 and one near Penhold opened in 1964. An additional radar station, part of the Mid-Canada Line, was built at Stoney Mountain just south of Fort McMurray and opened in 1957.

The Cold Lake radar station was not originally part of the PINETREE Line. It was established to provide support to fighter aircraft operating out of the Royal Canadian Air Force training base, which had opened in 1954. The Cold Lake Radar Station, located approximately seven kilometres northeast of the air base, opened in August 1954. It was a manually operated station requiring operators to read and interpret the incoming signals. From 1956 to 1963, a fighter control school, which delivered specialized training for military radar operators, operated out of the station. In 1963, the station became fully integrated into the North American Air Defence (NORAD) System. The training school closed and the radar equipment was upgraded with new Semi-Automated Ground Environment (SAGE) radar equipment, which used computers to read and interpret most signals. At this point, the station began operating 24-hours a day. The training school was re-established in the 1970s as part of the MAPLE FLAG operation, which is a Canadian-led international combat training exercise.

Eventually ten buildings were built at the site: a guard house, water pumping house, three radome towers with spherical fibreglass domes, and five large operational and storage buildings. The radome towers and the larger buildings were connected by an enclosed metal walkway, which protected staff from inclement weather as they travelled around the site. The design and construction of these buildings represent the military mindset of function over form. The buildings were mostly prefabricated and were simple yet solid structures. Metal and concrete were the main materials used for structural components and the exterior walls were clad in modular construction panelling while most of the interior walls were covered with metal panels. There was minimal fenestration and very little decoration or ornamentation, emphasizing the utilitarian nature of the site.

Over the 1960s and 1970s, Cold War strategy changed and eventually focused on long-range missiles, rather than bomber aircraft, resulting in a reassessment of the role played by radar installations. Many of the older PINETREE stations were decommissioned through the 1980s. The Cold Lake station survived due to its training role and long-range radar capabilities.

However, by the early 1990s, the equipment at Cold Lake was considered to be antiquated and a new station with wider range and accuracy was established near Primrose Lake in Saskatchewan. In 1992, the Cold Lake Station was decommissioned, the three radomes and towers were removed and the site was closed.

Source: Alberta Culture and Community Spirit, Historic Resources Management Branch (File: Des. 2268)

Character-Defining Elements

Key elements that define the heritage value of the Northern Defence Radar Station include such elements as its:

General Characteristics:

- linear arrangement of the site's buildings along the top of a hill;
- curving access roadway following the contours of the hillside;
- utilitarian form of buildings;
- minimal fenestration on all buildings;
- corrugated metal panels on walls and ceilings;
- tempered steel girders and other supporting structures, some of which bear markings of the Algoma Steel Corporation;
- white painted exteriors with doors, support columns and other trim painted light blue;
- chain-link fence with barbed wire surrounding the compound.

Building 200 - Radar Command Centre:

- two-storey design and flat, built-up roof;
- poured cement foundation and partial basement;
- exterior walls clad in metal panels;
- metal entry doors with metal frames, two on both the east and west elevations;
- metal-framed window at the extreme east corner of the north elevation;
- outdoor, second floor viewing deck on the west elevation (facing the nearby air base);
- flagpole by the main entry door on the west elevation;
- steel column and beam structural framework;
- interior walls clad in metal panels, painted concrete and gypsum board;
- soundproof perforated interior partitions and walls;
- perforated metal drop ceilings;
- floors of painted concrete, vinyl tiles and asbestos tiles;
- extant original light fixtures.

Building 202 - Base Operations Centre:

- single-storey layout and wood truss supported gable roof with asphalt shingles erected over the original flat, corrugated steel deck panel roof;
- steel column and beam structural framework;
- poured concrete foundation and painted concrete floors;
- exterior walls clad in corrugated steel panels;
- interior walls clad in metal panels and gypsum board;
- painted, exposed rafter ceiling in portions of the building and acoustic drop ceiling in others;
- metal exterior doors and metal window and door frames.

Building 203 - Telecommunications Centre:

- single-storey layout and wood-truss supported gable roof erected over the original flat roof;
- exterior walls clad in corrugated steel;
- steel column and beam structural framework;
- poured concrete foundation and painted concrete floors;
- exterior walls clad in pre-fabricated panels;
- interior walls clad in metal panels and gypsum board;
- painted, exposed rafter ceiling;
- metal exterior doors, and metal window and door frames.

Building 207 - Power Plant:

- single-storey layout;
- steel frame;
- concrete slab foundation;
- concrete masonry block addition on the west side;
- exterior walls clad in asbestos millboard and corrugated steel panels;
- interior walls clad in metal panels;
- aluminum window frames;
- metal exterior doors;
- metal exhaust vents and double access doors on the north elevation;
- painted concrete floors in the generator room and vinyl floor tiles in other rooms;
- interior walls of small workrooms and washrooms clad in gypsum wall board.

Building 208 - Digital Data Converter Building:

- insulated concrete block structure;
- original clear-span steel joist roof structure;
- poured concrete foundation;
- metal door frames and exterior doors.

Covered Walkway:

- approximate 225 metre length;
- relationship to the five major buildings;
- shed roof sloping to the south side;
- exposed corrugated metal sheeting on roof and walls;
- exposed metal frame supporting structure;
- asphalt on corrugated metal panel floor.

Guard Hut/Gatehouse:

- flat, cantilevered roof with copper flashing;
- relationship with the chain-link fence surrounding the compound;
- exterior walls clad in asbestos millboard.

Pumphouse:

- location slightly downhill and to the south of the main compound;
- single-storey form and flat roof;
- exterior walls clad in asbestos millboard;
- chain-link fence with barbed wire surrounding the building.

Location

Street Address:

Community: Cold Lake
 Boundaries: Legal Subdivisions 8 and 9 in 11-63-2-W4 and Legal Subdivisions 5 and 12 in 12-63-2-W4
 Contributing Resources: Buildings: 7
 Structures: 2

ATS Legal Description:

Mer	Rge	Twp	Sec	LSD
4	2	63	11	05
4	2	63	11	08
4	2	63	11	09
4	2	63	12	12

PBL Legal Description (Cadastral Reference):

Plan	Block	Lot	Parcel
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Latitude/Longitude:

Latitude	Longitude	CDT	Datum Type
54.434859	-110.181633	Secondary Source	NAD83

UTM Reference:

Northing	Easting	Zone	CDT	Datum Type
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Recognition

Recognition Authority: Province of Alberta
 Designation Status: Provincial Historic Resource
 Date of Designation: 2010/06/15

Historical Information

Built: 1954 to 1954
Significant Date(s)
Theme(s) Governing Canada : Military and Defence
Historic Function(s):
Current Function(s):
Architect:
Builder:
Context:

With the explosion of an atomic bomb by the Soviet Union in 1949, the Cold War between the Soviets and NATO powers immediately gained a new perspective, especially for people in Canada. With the Soviets' further development of long-range bombers, war could now mean the possibility of air strikes across the Arctic Ocean, with nuclear weapons aimed at North American cities. Both the American and Canadian governments began to consider the erection of a series of early warning radar bases to detect any hostile aircraft from the north. The result was 33 Pinetree line radar bases from Vancouver to Labrador, 11 of which were to be financed and manned by Canada. These were completed in 1954 at a cost of \$450 million. The Pinetree line bases were supplemented by a mid Canada line of bases further south, and, in the mid-late 1950's by a series of DEW (distant early warning) line bases further north.

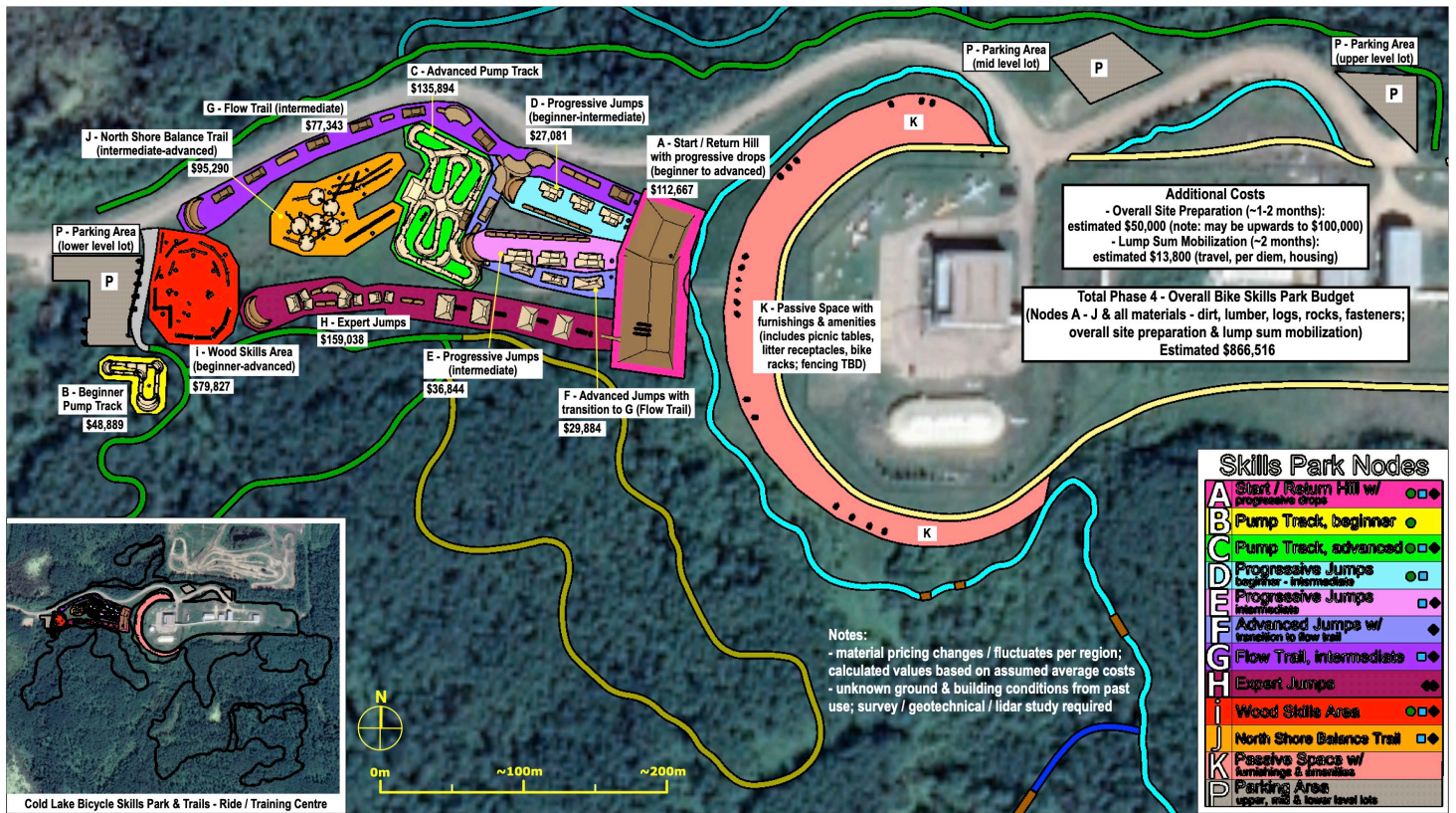
Among the Pinetree radar bases was one at Cold Lake, where a Canadian Army training base had been established during World War II. Following the war, the base continued in operation as a military testing range and a training base for jet pilots. It was, therefore, a logical site for a radar base. The base, which was fully operational by the spring of 1954, consisted of seven structures, most built of lightly tempered steel. They were all inter-connected by an exterior hallway. Two of the buildings, and the top part of a third, featured rounded hemispheric domes, through which radar beams could search the skies. The complex added much to the economy of the new community of Cold Lake, which was incorporated as a village in December 1953, and as a town in July 1955. Military personnel at the site participated in many community activities, including sporting events, frequently staging parades.


The Northern Defense base at Cold Lake continued to be operated by 42 Squadron of the Canadian Air Force (and, later, the unified Canadian Forces) until 1993, when the Squadron was demobilized. The radar operation itself had ceased functioning many years earlier as the Cold War had come to an end. The buildings themselves were now used as part of the overall Canadian Forces air training program. With this development, the three radar domes had been dismantled. In 1995, the site was purchased by the new City of Cold Lake, which, in 1997, turned it over to the Cold Lake Museum Society which developed it into a museum to house Aboriginal, Gas and Oil, and Aviation history, and other themes.

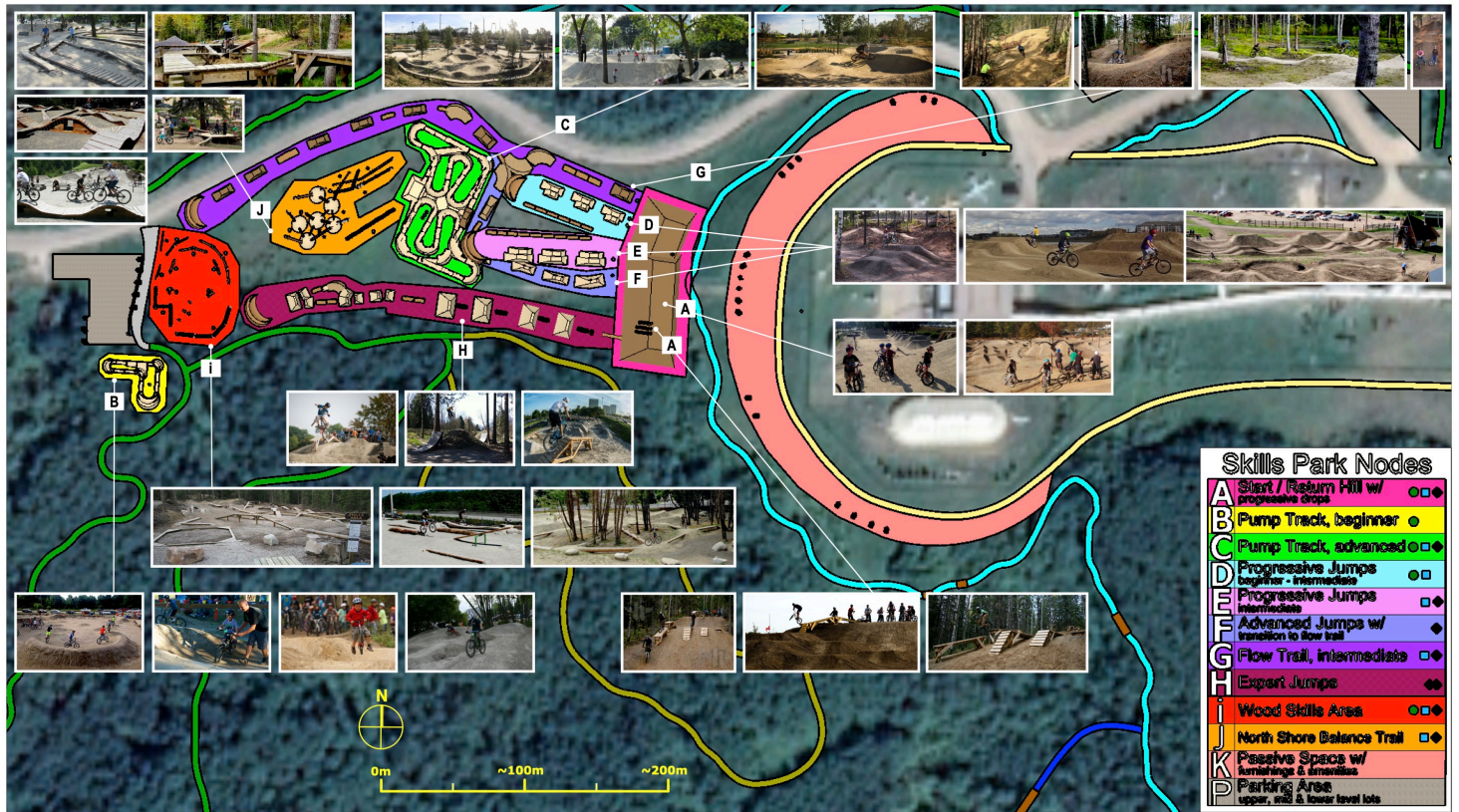
The historical significance of the Northern Defense Radar Buildings at Cold Lake lies in their provision of structural evidence of the Cold War in western Canada, and how the country had prepared itself to detect, if not thwart, an air invasion of the continent over the Arctic Ocean.

Additional Information

Object Number: 4665-1358
Designation File: DES 2268
Related Listing(s):
Heritage Survey File:
Website Link:
Data Source: Alberta Culture and Community Spirit, Historic Resources Management Branch, Old St. Stephen's College, 8820 - 112 Street, Edmonton, AB T6G 2P8 (File: Des. 2268)



 <p>Hoots Ltd. 2537 Byron Rd. North Vancouver, BC V7H 1L9 604.808.6075 info@hoots.ca</p>	<p>Project / Feature: Bicycle Skills Park & Trails - Ride / Training Centre Location: Cold Lake, Alberta (Central Park Reserve Area)</p> <p>Client Name: City of Cold Lake, AB</p> <p><small>©2020 Hoots Ltd. All rights reserved. No part of this work may be reproduced or transmitted in any form or by any means, electronic, photocopy or otherwise, without the prior written permission of Hoots Inc.</small></p>	<p>Designed By: J.Hoots Date: August 2020</p> <p>*not to scale</p>	<p>Sheet 1 of 2 - Phase 4 Bike Skills Park Proposed Overall Facilities with Estimated Costs & Budget Skills Park Nodes A - J</p>
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Hoots Ltd.
2537 Byron Rd.
North Vancouver, BC
V7H 1L9
604.808.6075
info@hoots.ca

Project / Feature: Bicycle Skills Park & Trails - Ride / Training Centre
Location: Cold Lake, Alberta (Central Park Reserve Area)

Client Name: City of Cold Lake, AB

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Designed By: J.Hoots
Date: August 2020

*not to scale

Sheet 2 of 2 - Phase 4 Bike Skills Park
Proposed Overall Facilities
Skills Park Nodes A - J with
Illustrative Images



STAFF REPORT

Title: Policy No. 097-RC-07 - Community Recreation, Art, Culture and Heritage Investment Grant Policy Amendment

Meeting Date: September 15, 2020

Executive Summary:

The Cold Lake Community Grant Advisory Committee was established by Bylaw No. 643-BD-19 April 9, 2019

On August 10, 2020 they held its' inaugural meeting. The aim of this meeting other than official protocols of electing the Chair and Vice Chair, was to introduce and review the Policy section-by-section and seek input and recommendations from the Committee on the objectives and goals established for the policy.

The purpose of this report is to present the recommendations of the Committee at a Corporate Priorities Committee of Council for discussion and consideration.

Background:

The objective of the Community Recreation, Art Culture and Heritage Investment Grant Policy is to provide occasional grant funding within the City, in order to assist in developing and enhancing recreation, art culture and heritage programming.

The City will establish a variety of grant opportunities under this policy to support programs, events, development of teams, individuals or groups' skills and opportunities related to recreation, art culture and heritage within the City of Cold Lake.

For the benefit of the reader the most effective way to express the shift in the City's service level respecting requests for City funding support is in the name of the policy itself. The City is recommending that the Recreation and Culture Grant Policy be changed to Community Recreation, Art Culture and Heritage Investment Grant Policy.

The new policy, the new Community Recreation, Art Culture and Heritage Investment Grant Committee (ARCHI) will receive the majority of request for City funding which historically were split between the duties of Council and the Recreation and Culture Grant Committee.

We draw to the attention of the reader that beside the changes to general terms in language i.e. change to read recreation, art culture and heritage, the recommendations by the Grant Committee are:



- 4.2.3. Major Community/Tourism Event Grant: change to read the “region” as opposed to the “City”. This recommendation is to allow the Committee to receive and consider requests which bring significant economic benefit to the community. And by extension the City.

Additionally, evaluation criteria for Major Community Grants shall include consideration of “event budget”

- 4.2.4 Travel Grant: to include the applicant’s “expected travel budget”.

- 4.2.5 Equipment Grant: to include the applicant’s “event budget”.

- 4.2.6 Leadership Grant: to include “proposed budget”.

- 4.2.7 Art Culture and Heritage: to include “project / activity / event / program budget”.

- 4.2.8 Screen Based Production Grant: to include “proposed budget”.

- 4.3 Application Criteria: added for consideration by the committee is an element for the applicant to consider local procurement or resources, labour and / or volunteers. The writer will note that this element for consideration is not condition by the City but an element of consideration.

I will be recommended that the “new” policy take effect in January, 2021 to confirm Council’s endorsement of the policy thru the 2021 Budget Deliberations.

Alternatives:

The Corporate Priorities Committee of Council may:

1. Direct administration to bring Policy No. 097-RC-07 - Community Recreation, Art, Culture and Heritage Investment Grant Policy, to the next regular for consideration.
2. Receive the report Amend Policy No. 097-RC-07 - Community Recreation, Art, Culture and Heritage Investment Grant Policy as information.

Recommended Action:

That the Corporate Priorities Committee of Council direct Administration to bring amendments to Policy No. 097-RC-07 being the Community Recreation, Art, Culture and Heritage Investment Grant Policy, to the September 22, 2020 regular of Council for consideration.

Budget Implications (Yes or No):

No



Submitted by:

Kevin Nagoya, Chief Administrative Officer



DRAFT

PAGE 1 OF 9

Community Recreation, Art, Culture and Heritage Investment Grant Policy
POLICY NUMBER: 097-RC-07

Approval Date: March 13, 2007

Revise Date: August 7, 2020

Motion Number: 2007-034

Repeal Date:

Supersedes: 070-FN-00

Review Date:

1.0 Policy Intent

The City of Cold Lake is committed to developing a fair grant policy that supports funding to develop or enhance comprehensive and diverse recreation, art, culture and heritage programs within the community.

2.0 Purpose

The main objective of the Community Recreation, Art, Culture and Heritage Investment Grant Policy is to provide occasional grant funding within the City of Cold Lake, in order to assist in developing and enhancing recreation, art, culture and heritage programming.

3.0 Policy Statement

- 3.1 The City of Cold Lake shall establish a variety of grant opportunities under this policy to support programs, events, development of teams, individuals or groups' skills and opportunities related to recreation, art, culture and heritage within the City of Cold Lake.
- 3.2 Each grant application shall be reviewed and considered by the Community Grant Advisory Committee to see if it meets the objectives and qualifications of the grant program.
- 3.3 The City, through its annual operating budget, shall determine the amount of funds to be allocated to the grants under this Policy. Council shall have the ultimate discretion to make the final decision on both the overall budget allocation and the individual grants.

4.0 **Managerial Guidelines**

4.1 **Definitions:**

4.1.1 “Non-profit Organization”

An association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. No part of the organization’s income can be payable to or available for the personal benefit of any proprietor member, or shareholder.

4.2 **Categories of Support**

4.2.1 **Development Incentive Grant:** the purpose of this grant is to encourage and support new or dormant recreation and cultural programs in the community.

4.2.1.1 The Development Grant will fund either

4.2.1.1.1 New initiatives by established non-profit organizations, or

4.2.1.1.2 Dormant initiatives that have sat inactive for over three (3) years of which needs to be renewed and/or rebranded by established non-profit organizations

4.2.1.1.3 Seed funding for the development of recreation, art, culture and heritage programs by new non-profit organizations;

4.2.1.2 Organizations or initiatives shall be considered “new” or “dormant” for the purposes of this grant for two (2) consecutive years, after which they may apply under other grant categories.

Up to a maximum of \$2,500 per organization, per event, per calendar year.

4.2.2 **Community Event Incentive Grant:** the purpose of this grant is to encourage and support diverse and comprehensive recreation, art, culture and heritage, events, or tournaments within the City recognizing that these events bring significant economic benefit to the community, enhance the quality of life for the citizens of Cold Lake, contribute to the cultural richness of the community, and create affordable entertainment.

4.2.2.1 The Community Event Incentive Grant will simply provide seed funding for events expected to benefit local residences and bring non-local participants into the community of which will have some economic benefit;

4.2.2.2 Events being offered outside the City will not be funded under this grant.

4.2.2.3 Evaluation criteria for the grants shall include a consideration of:

4.2.2.3.1 All criteria indicated at section 4.3 of this policy,

4.2.2.3.2 Event budget,

4.2.2.3.3 An outline on economic benefit to the community,

4.2.2.3.4 Fundraising strategy.

Up to a maximum of \$5,000 per organization per event each calendar year will be considered. **Annual or regularly occurring events may be considered for this grant**

- 4.2.3 **Major Community/Tourism Event Grant:** the purpose of this grant is to enhance the profile and visibility of the City of Cold Lake while supporting and encouraging diverse and comprehensive recreation and cultural events within the region that bring significant economic benefit to the community.

4.2.3.1 The Major Community Event Grant will support funding for major events that have an operating budget greater than \$100,000.00. Funding may be used for preparing bid proposals.

4.2.3.2 Evaluation criteria for the grants shall include a consideration of:

4.2.3.2.1 All criteria indicated at section 4.3 of this policy,

4.2.3.2.2 Economic impact assessment study (ie. Sport Tourist Economic Assessment Model STEAM) or equivalent.

4.2.3.2.3 Fundraising strategy,

4.2.3.2.4 Event budget

Up to a maximum of \$20,000 per event. **Annual or regularly occurring events will be eligible.**

- 4.2.4 **Travel Grant:** the purpose of this grant is to assist individuals, teams and cultural groups, participating in athletic or cultural events, individually or as a team, who have qualified to compete or represent the City of Cold Lake at a provincial, national or international level.

4.2.4.1 The grant will fund fuel, meals and accommodations associated with travel to competition.

4.2.4.2 Individuals applying must have written support from an umbrella non-profit organization and must provide receipts, for associated travel costs, upon return; and

4.2.4.3 Qualifying teams may not request support for each individual member.

4.2.4.4 Expected travel budget to be provided

Up to a maximum of \$500.00 per individual per calendar year will be considered. Up to a maximum grant of \$1,000.00 per team per year will be considered.

- 4.2.5 **Equipment Grant:** the purpose of this grant is to assist new or established non-profit organizations operating within the City of Cold Lake in repairing or purchasing equipment necessary to run programs or enhance existing programs.

4.2.5.1 Educational institutions are not eligible for this grant.

4.2.5.2 Applicants must submit:

- 4.2.5.2.1 Details of the asset for which funding is being requested;
- 4.2.5.2.2 A description of the function/ uses and need for the equipment within the organization and the benefit it would have to the greater community;
- 4.2.5.2.3 Details of funders and fundraising efforts already completed or in progress;
- 4.2.5.2.4 Any additional information deemed appropriate to making a decision regarding the application;
- 4.2.5.2.5 Event budget.

This grant is a 50:50 matching grant with the City willing to match up to a maximum of \$2,500 per organization per calendar year.

- 4.2.6 **Leadership Grant:** the purpose of this grant will be to assist with the development of coaches', officials' and cultural group leaders' who are interested in upgrading their skills and knowledge for the greater benefit of the organization and community. The training clinic/ opportunity must not be available within the City of Cold Lake or be an annual or regular event that is held within the City of Cold Lake.

- 4.2.6.1 Individual coaches, officials', and cultural group leaders who are applying for this grant must have written support from an umbrella non-profit organization in which they currently or upon completion will be offering these skills to the organization.
- 4.2.6.2 The grant will fund registration fees, fuel, meals and/ or accommodations associated with attendance at the clinic.
- 4.2.6.3 Proposed budget to be included.

This grant is a 50:50 matching grant with the City willing to match up to a maximum of \$750.00 per individual and/or \$2000.00 per organization per calendar year.

- 4.2.7 **Arts, Culture, and Heritage Grant:** the purpose of the grant is to enable and encourage community not-for-profit arts, culture, and heritage organizations to enhance their services and provide innovative community based arts, cultural and heritage programs, projects and activities to the residents of the City of Cold Lake.

- 4.2.7.1 Arts and culture activities would include visual arts, media arts (film/video, photography, multimedia), performing arts, literary arts (storytelling, creative writing, prose, poetry), environment arts (architecture, urban design, landscape design, environmental installations), multicultural arts (ethnic celebrations), heritage arts (protection, restoration, display and interpretation of heritage archives and materials), educational arts (summer camps, youth festivals, youth and adult training programs for arts).

4.2.7.2 Project/Activity/Event/Program budget to be included in the proposal

Up to a maximum of \$1,500 for an outcome based program and/or a maximum \$3,000 per organization per calendar year.

4.2.8 **Screen Based Production Grant (SPG):** the purpose of the grant is to incentivize and support the development and growth of Alberta's Screen-Based Production Industry in the City of Cold Lake.

4.2.8.1 The SPG must meet to same qualifications and eligibility as the Alberta Media Fund – Screen-Based Production Grant.

4.2.8.2 The SPG will not fund the following genres or types of production (including be not limited to): news, current events or public affairs programming, talk shows, sports event or activity, production that solicits funds, pornography/adult entertainment, advertising, productions for industrial corporate or institutional purposes, console or online video games, video distribution platforms or aggregators, production in respect to a game or contest.

4.2.8.3 Eligible organizations must be engaged primarily in film, television, and/or digital media production and demonstrate that their main activity is the creation of film or video productions available for public viewing.

4.2.8.4 Eligible projects must be new productions and no repackaging of previously completed projects will be considered. A project is defined as a segment of content intended for broadcast or distribution and may include a single production or a series of related productions that are produced or aired over a common time period.

4.2.8.5 Proposed budget to be included.

Up to a maximum of \$10,000 per project or per calendar year.

4.2.9 **Other Funding and Goodwill Requests:** Where a request for funding is not covered under an existing policy or program offered by the City of Cold Lake or is excluded based on the criteria of an existing policy/program, the organization may wish to make an application directly to the Community Grant Advisory Committee for funding consideration. Such an application should be addressed to the Community Grant Advisory Committee and outline:

4.2.9.1 The name, address and telephone number of the organization making the application;

4.2.9.2 The name of the primary contact person for the application and their contact information if different from the organization;

4.2.9.3 The status of the organization making the application (not-for-profit, registered charity, government, for profit, etc.);

4.2.9.4 A clear indication of the request being made;

- 4.2.9.5 Details on how the contribution will be acknowledged if approved;
- 4.2.9.6 Economic impact of the program, event or equipment on the City of Cold Lake.
- 4.2.9.7 In the case that the application for funding for a program or event:
 - 4.2.9.7.1 The name, date and location of the program or event that funds are being requested for;
 - 4.2.9.7.2 A general description of the program or event that funds are being requested for;
 - 4.2.9.7.3 Details of where any surplus generated from the event will be allocated to;
 - 4.2.9.7.4 A list of other organizations and the dollar amount that additional funding has been requested from;
 - 4.2.9.7.5 A detailed budget;
 - 4.2.9.7.6 Any additional information deemed appropriate to making a decision regarding the application.
- 4.2.9.8 In the case that the application of an organization requesting sponsorship funding from the City of Cold Lake, based on a structured fundraising program (i.e. Bronze, Silver, Gold Sponsorship) and a detailed fundraising package is available, the cover letter only needs to cover details not outlined in such a package and will be considered by City Council as these type of requests reflect sponsorship for advertisement and recognition.

4.3 Application Criteria

- 4.3.1 Grant applicants must be either:
 - 4.3.1.1 An individual endorsed by, and a member of, a registered non-profit society in good standing with the City and be based within the boundaries of the City;
 - 4.3.1.2 An non-profit organization, in good financial standing with the City, based within the boundaries of the City. Regional teams could be considered.
 - 4.3.1.3 An organizing committee under the auspices of an affiliate or sponsoring not-for-profit organization in good standing with the City. The organizing committee must be based within the boundaries of the City.
- 4.3.2 Grant applicants must:
 - 4.3.2.1 Demonstrate need for financial support;
 - 4.3.2.2 Not have received funding and/or be in a partnership arrangement with City of Cold Lake, its Council or other City Departments or affiliates in the same fiscal year for the same purpose or projects. This includes any further requests for facility fee reductions using various municipal facilities;

- 4.3.2.3 Provide the last audited financial statements of the organization for any requests for funding exceeding \$5,000 (except where a structured fundraising package is being used);
- 4.3.2.4 Be an organization (or associated with an organization) that contributes to developing, stimulating and improving recreation, art, culture, and heritage within the City;
- 4.3.2.5 Acknowledge the contribution from the City in any public communications such as brochures or pamphlets.

4.3.3 The grant will not fund:

- 4.3.3.1 Administrative costs such as personnel expenses, no-program related fundraising expenses and/or legal fees;
- 4.3.3.2 Individuals unless they have the written support of the non-profit organization they are involved with and will be the “sponsor” of the grant;
- 4.3.3.3 Religious or political activities,
- 4.3.3.4 Debt retirement, depreciation, retroactive or deficit funding, or
- 4.3.3.5 Individuals recognized as producing tobacco, alcohol or cannabis products
- 4.3.3.6 Expenditures for a program, event, training or travel that has already occurred.

4.3.4 The Community Grant Advisory Committee reserves the right to ask any applicant to attend as a delegation to the Community Grant Advisory Committee to speak about an application.

4.3.5 Approval of an expense in one fiscal year does not imply ongoing support for a program or event or the replacement of equipment in future years.

4.3.6 The Community Grant Advisory Committee will acknowledge the efforts to include local procurement of resources, labour and/or volunteers in their applications.

4.4 Evaluation Criteria

The Community Grant Advisory committee will assess the applications on the basis of the following criteria as they pertain to the purpose of the grants:

- 4.4.1 New initiatives
- 4.4.2 Program Quality
- 4.4.3 Community need, services and supplies
- 4.4.4 Financial need
- 4.4.5 Target audience and membership
- 4.4.6 Quantity and quality of impact on the community
- 4.4.7 Availability of grant funds
- 4.4.8 Executed application form
- 4.4.9 Organizations seeking funding from multiple sources shall be considered favorably.

- 4.4.10 any additional evaluation criteria indicated in this policy for specific grants, or requirements as may be determined from time-to-time by Council.

4.5 Reporting on Funding Received

- 4.5.1 A funding agreement as provided by the City must be executed for all funding authorized under this policy.
- 4.5.2 A Final Report is required from the recipient upon completion of the funded program, project, training or purchase. Grant Summary Report forms are to be completed no later than 30 days following the expense.
- 4.5.3 If all funds have not been used for the intended or closely related purpose, the surplus must be returned to the City.
- 4.5.4 The City reserves the right to publish the name of an organization or individual in receipt of the grant funding, the grant type and dollar value and any outcomes achieved by the recipient in any future publications made by the City.
- 4.5.5 Any change to the program, project, training or purchase must be explained in writing to the City. The City reserves the right to refuse expenses where changes no longer align with grant criteria.
- 4.5.6 All grants must be expended for the purposes requested for unless written authorization from the City has been received to do otherwise.

4.6 Application Deadlines and Processing Times

- 4.6.1 The deadline to apply for all grants under this Policy will be on a quarterly basis with the following application deadlines:
 - 4.6.1.1 Winter Deadline: 4:30 PM on the first Thursday in February
 - 4.6.1.2 Spring Deadline: 4:30 PM on the first Thursday in April
 - 4.6.1.3 Summer Deadline: 4:30 PM on the first Thursday in August
 - 4.6.1.4 Fall Deadline: 4:30 PM on the first Thursday in September
- 4.6.2 Applications shall be received at least 60 days prior to the event (or the date the funds are required) to allow appropriate time for consideration by Council.
- 4.6.3 The Committee shall review the applications four (4) times a year, no later than 20 days following the application deadline for that quarterly intake.
- 4.6.4 As soon as practicable following the Committees decision on grant recommendations, the Committee shall provide a quarterly report of grant disbursement recommendations to Council at a Regular Meeting of Council.

4.7 Grant Fund

- 4.7.1 During the annual fall budget process, Council shall determine the maximum amount of funds available for the grants under this policy for the following fiscal year.
- 4.7.2 At its discretion, Council may decide not to allocate the total funds available to the grants for that year. If all funds are not allocated, Council shall determine during the budget process at the end of the year whether to restrict the funds or allow them to enter general surplus.

- 4.7.3 Council shall have the discretion to provide additional funding for any of the grants under this policy in excess of what was originally budgeted, if deemed appropriate.
- 4.7.4 The Community Grant Advisory Committee shall endeavor not to recommend disbursement of more than 25% of the funds during each quarter. Should the Community Grant Advisory Committee wish to recommend disbursement of more than 25% of the funds during any one quarterly submission to Council, the Committee shall provide explanation as to why the recommendation is being made.
- 4.7.5 Council reserves the right to direct the Community Grant Advisory Committee to portion the grant dollars available between the grants in a particular way depending on the priorities of Council for the upcoming fiscal year.

5.0 References

6.0 Persons Affected

Community Services Department
Corporate Services
Community Grant Advisory Committee

7.0 Revision/ Review History

Supersedes Policy 070-FN-00
Repealed by Motion 2007- 036 on March 13, 2007
Amended October 28, 2014, Motion No. CM20141028.21006
Amended November 25, 2014, Motion No. CM20141125.1027
Amended July 12, 2016, Motion No. CM20160712.1005

Date

Chief Administrative Officer

Date

Mayor



DRAFT

PAGE 1 OF 9

Community Recreation, Art, Culture and Heritage Investment Grant Policy
POLICY NUMBER: 097-RC-07

Approval Date: March 13, 2007

Revise Date: August 7, 2020

Motion Number: 2007-034

Repeal Date:

Supersedes: 070-FN-00

Review Date:

1.0 Policy Intent

The City of Cold Lake is committed to developing a fair grant policy that supports funding to develop or enhance comprehensive and diverse recreation, art, culture and heritage~~recreation and culture~~ programs within the community.

2.0 Purpose

The main objective of the Community Recreation, Art, Culture and Heritage Investment Grant Policy ~~Recreation and Culture Grant Policy~~ is to provide occasional grant funding within the City of Cold Lake, in order to assist in developing and enhancing recreation, art, culture and heritage~~recreation and cultural~~ programming.

3.0 Policy Statement

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4.1 Definitions:

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An association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. No part of the organization’s income can be payable to or available for the personal benefit of any proprietor member, or shareholder.

4.2 Categories of Support

4.2.1 **Development Incentive Grant:** the purpose of this grant is to encourage and support new or dormant recreation and cultural programs in the community.

4.2.1.1 The Development Grant will fund either

4.2.1.1.1 New initiatives by established non-profit organizations, or

4.2.1.1.2 Dormant initiatives that have sat inactive for over three (3) years of which needs to be renewed and/or rebranded by established non-profit organizations

4.2.1.1.3 Seed funding for the development of ~~recreation, art, culture and heritage~~recreation and culture programs by new non-profit organizations;

4.2.1.2 Organizations or initiatives shall be considered “new” or “dormant” for the purposes of this grant for two (2) consecutive years, after which they may apply under other grant categories.

Up to a maximum of \$2,500 per organization, per event, per calendar year.

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4.2.2.2 Events being offered outside the City will not be funded under this grant.

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4.2.2.3.1 All criteria indicated at section 4.3 of this policy,

4.2.2.3.2 Event budget,

4.2.2.3.3 An outline on economic benefit to the community,

4.2.2.3.4 Fundraising strategy.

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4.2.3 **Major Community/Tourism Event Grant:** the purpose of this grant is to enhance the profile and visibility of the City of Cold Lake while supporting and encouraging diverse and comprehensive recreation and cultural events within the City-region that bring significant economic benefit to the community.

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4.2.3.2.1 All criteria indicated at section 4.3 of this policy,

4.2.3.2.2 Economic impact assessment study (ie. Sport Tourist Economic Assessment Model STEAM) or equivalent.

4.2.3.2.3 Fundraising strategy.:-

4.2.3.2.4 Event budget

Up to a maximum of \$20,000 per event. **Annual or regularly occurring events will be eligible.**

4.2.4 **Travel Grant:** the purpose of this grant is to assist individuals, teams and cultural groups, participating in athletic or cultural events, individually or as a team, who have qualified to compete or represent the City of Cold Lake at a provincial, national or international level.

4.2.4.1 The grant will fund fuel, meals and accommodations associated with travel to competition.

4.2.4.2 Individuals applying must have written support from an umbrella non-profit organization and must provide receipts, for associated travel costs, upon return; and

4.2.4.3 Qualifying teams may not request support for each individual member.

4.2.4.4 Expected travel budget to be provided

Up to a maximum of \$500.00 per individual per calendar year will be considered. Up to a maximum grant of \$1,000.00 per team per year will be considered.

4.2.5 **Equipment Grant:** the purpose of this grant is to assist new or established non-profit organizations operating within the City of Cold Lake in repairing

or purchasing equipment necessary to run programs or enhance existing programs.

4.2.5.1 Educational institutions are not eligible for this grant.

4.2.5.2 Applicants must submit:

4.2.5.2.1 Details of the asset for which funding is being requested;

4.2.5.2.2 A description of the function/ uses and need for the equipment within the organization and the benefit it would have to the greater community;

4.2.5.2.3 Details of funders and fundraising efforts already completed or in progress;

4.2.5.2.4 Any additional information deemed appropriate to making a decision regarding the application-;

4.2.5.2.5 Event budget.

This grant is a 50:50 matching grant with the City willing to match up to a maximum of \$2,500 per organization per calendar year.

4.2.6 **Leadership Grant:** the purpose of this grant will be to assist with the development of coaches', officials' and cultural group leaders' who are interested in upgrading their skills and knowledge for the greater benefit of the organization and community. The training clinic/ opportunity must not be available within the City of Cold Lake or be an annual or regular event that is held within the City of Cold Lake.

4.2.6.1 Individual coaches, officials', and cultural group leaders who are applying for this grant must have written support from an umbrella non-profit organization in which they currently or upon completion will be offering these skills to the organization.

4.2.6.2 The grant will fund registration fees, fuel, meals and/ or accommodations associated with attendance at the clinic.

4.2.6.3 Proposed budget to be included.

This grant is a 50:50 matching grant with the City willing to match up to a maximum of \$750.00 per individual and/or \$2000.00 per organization per calendar year.

4.2.7 **Arts, Culture, and Heritage Grant:** the purpose of the grant is to enable and encourage community not-for-profit arts, culture, and heritage organizations to enhance their services and provide innovative community based arts, cultural and heritage programs, projects and activities to the residents of the City of Cold Lake.

4.2.7.1 Arts and culture activities would include visual arts, media arts (film/video, photography, multimedia), performing arts, literary arts (storytelling, creative writing, prose, poetry), environment arts (architecture, urban design, landscape design, environmental

installations), multicultural arts (ethnic celebrations), heritage arts (protection, restoration, display and interpretation of heritage archives and materials), educational arts (summer camps, youth festivals, youth and adult training programs for arts).

4.2.7.2 Project/Activity/Event/Program budget to be included in the proposal

Up to a maximum of \$1,500 for an outcome based program and/or a maximum \$3,000 per organization per calendar year.

- 4.2.8 **Screen Based Production Grant (SPG):** the purpose of the grant is to incentivize and support the development and growth of Alberta's Screen-Based Production Industry in the City of Cold Lake.

4.2.8.1 The SPG must meet to same qualifications and eligibility as the Alberta Media Fund – Screen-Based Production Grant.

~~4.2.8.2 The SPG must meet the same qualifications and eligibility as the Alberta Media Fund – Screen-Based Production Grant~~

4.2.8.23 The SPG will not fund the following genres or types of production (including be not limited to): news, current events or public affairs programming, talk shows, sports event or activity, production that solicits funds, pornography/adult entertainment, advertising, productions for industrial corporate or institutional purposes, console or online video games, video distribution platforms or aggregators, production in respect to a game or contest.

4.2.8.34 Eligible organizations must be engaged primarily in film, television, and/or digital media production and demonstrate that their main activity is the creation of film or video productions available for public viewing.

4.2.8.45 Eligible projects must be new productions and no repackaging of previously completed projects will be considered. A project is defined as a segment of content intended for broadcast or distribution and may include a single production or a series of related productions that are produced or aired over a common time period.

4.2.8.5 Proposed budget to be included.

Up to a maximum of \$10,000 per project or per calendar year.

- 4.2.9 **Other Funding and Goodwill Requests:** Where a request for funding is not covered under an existing policy or program offered by the City of Cold Lake or is excluded based on the criteria of an existing policy/program, the organization may wish to make an application directly to the Community Grant Advisory Committee for funding consideration. Such an application should be addressed to the Community Grant Advisory Committee and outline:

- 4.2.9.1 The name, address and telephone number of the organization making the application;
- 4.2.9.2 The name of the primary contact person for the application and their contact information if different from the organization;
- 4.2.9.3 The status of the organization making the application (not-for-profit, registered charity, government, for profit, etc.);
- 4.2.9.4 A clear indication of the request being made;
- 4.2.9.5 Details on how the contribution will be acknowledged if approved;
- 4.2.9.6 Economic impact of the program, event or equipment on the City of Cold Lake.
- 4.2.9.7 In the case that the application for funding for a program or event:
 - 4.2.9.7.1 The name, date and location of the program or event that funds are being requested for;
 - 4.2.9.7.2 A general description of the program or event that funds are being requested for;
 - 4.2.9.7.3 Details of where any surplus generated from the event will be allocated to;
 - 4.2.9.7.4 A list of other organizations and the dollar amount that additional funding has been requested from;
 - 4.2.9.7.5 A detailed budget;
 - 4.2.9.7.6 Any additional information deemed appropriate to making a decision regarding the application.
- 4.2.9.8 In the case that the application of an organization requesting sponsorship funding from the City of Cold Lake, based on a structured fundraising program (i.e. Bronze, Silver, Gold Sponsorship) and a detailed fundraising package is available, the cover letter only needs to cover details not outlined in such a package and will be considered by City Council as these type of requests reflect sponsorship for advertisement and recognition.

4.3 Application Criteria

- 4.3.1 Grant applicants must be either:
 - 4.3.1.1 An individual endorsed by, and a member of, a registered non-profit society in good standing with the City and be based within the boundaries of the City;
 - 4.3.1.2 An non-profit organization, in good financial standing with the City, based within the boundaries of the City. Regional teams could be considered.
 - 4.3.1.3 An organizing committee under the auspices of an affiliate or sponsoring not-for-profit organization in good standing with the City. The organizing committee must be based within the boundaries of the City.

4.3.2 Grant applicants must:

4.3.2.1 Demonstrate need for financial support;

4.3.2.2 Not have received funding and/or be in a partnership arrangement with City of Cold Lake, its Council or other City Departments or affiliates in the same fiscal year for the same purpose or projects. This includes any further requests for facility fee reductions using various municipal facilities;

4.3.2.3 Provide the last audited financial statements of the organization for any requests for funding exceeding \$52,000 (except where a structured fundraising package is being used);

4.3.2.4 Be an organization (or associated with an organization) that contributes to developing, stimulating and improving recreation, art, culture, and heritage within the City;

4.3.2.5 Acknowledge the contribution from the City in any public communications such as brochures or pamphlets.

4.3.3 The grant will not fund:

4.3.3.1 Administrative costs such as personnel expenses, no-program related fundraising expenses and/or legal fees;

4.3.3.2 Individuals unless they have the written support of the non-profit organization they are involved with and will be the “sponsor” of the grant;

4.3.3.3 Religious or political activities,

4.3.3.4 Debt retirement, depreciation, retroactive or deficit funding, or

4.3.3.5 Individuals recognized as producing tobacco, alcohol or cannabis products

4.3.3.6 Expenditures for a program, event, training or travel that has already occurred.

4.3.4 The Community Grant Advisory Committee reserves the right to ask any applicant to attend as a delegation to the Community Grant Advisory Committee to speak about an application.

4.3.5 Approval of an expense in one fiscal year does not imply ongoing support for a program or event or the replacement of equipment in future years.

4.3.6 The Community Grant Advisory Committee will acknowledge the efforts to include local procurement of resources, labour and/or volunteers in their applications.4.4 Evaluation Criteria

The Community Grant Advisory committee will assess the applications on the basis of the following criteria as they pertain to the purpose of the grants:

4.4.1 New initiatives

- 4.4.2 Program Quality
- 4.4.3 Community need, services and supplies
- 4.4.4 Financial need
- 4.4.5 Target audience and membership
- 4.4.6 Quantity and quality of impact on the community
- 4.4.7 Availability of grant funds
- 4.4.8 Executed application form
- 4.4.9 Organizations seeking funding from multiple sources shall be considered favorably.
- 4.4.10 any additional evaluation criteria indicated in this policy for specific grants, or requirements as may be determined from time-to-time by Council.

4.5 Reporting on Funding Received

- 4.5.1 A funding agreement as provided by the City must be executed for all funding authorized under this policy.
- 4.5.2 A Final Report is required from the recipient upon completion of the funded program, project, training or purchase. Grant Summary Report forms are to be completed no later than 30 days following the expense.
- 4.5.3 If all funds have not been used for the intended or closely related purpose, the surplus must be returned to the City.
- 4.5.4 The City reserves the right to publish the name of an organization or individual in receipt of the grant funding, the grant type and dollar value and any outcomes achieved by the recipient in any future publications made by the City.
- 4.5.5 Any change to the program, project, training or purchase must be explained in writing to the City. The City reserves the right to refuse expenses where changes no longer align with grant criteria.
- 4.5.6 All grants must be expended for the purposes requested for unless written authorization from the City has been received to do otherwise.

4.6 Application Deadlines and Processing Times

- 4.6.1 The deadline to apply for all grants under this Policy will be on a quarterly basis with the following application deadlines:
 - 4.6.1.1 Winter Deadline: 4:30 PM on the first Thursday in February
 - 4.6.1.2 Spring Deadline: 4:30 PM on the first Thursday in April
 - 4.6.1.3 Summer Deadline: 4:30 PM on the first Thursday in August
 - 4.6.1.4 Fall Deadline: 4:30 PM on the first Thursday in September
- 4.6.2 Applications shall be received at least 60 days prior to the event (or the date the funds are required) to allow appropriate time for consideration by Council.
- 4.6.3 The Committee shall review the applications four (4) times a year, no later than 20 days following the application deadline for that quarterly intake.
- 4.6.4 As soon as practicable following the Committees decision on grant recommendations, the Committee shall provide a quarterly report of grant disbursement recommendations to Council at a Regular Meeting of Council.

4.7 Grant Fund

- 4.7.1 During the annual fall budget process, Council shall determine the maximum amount of funds available for the grants under this policy for the following fiscal year.
- 4.7.2 At its discretion, Council may decide not to allocate the total funds available to the grants for that year. If all funds are not allocated, Council shall determine during the budget process at the end of the year whether to restrict the funds or allow them to enter general surplus.
- 4.7.3 Council shall have the discretion to provide additional funding for any of the grants under this policy in excess of what was originally budgeted, if deemed appropriate.
- 4.7.4 The Community Grant Advisory Committee shall endeavor not to recommend disbursement of more than 25% of the funds during each quarter. Should the Community Grant Advisory Committee wish to recommend disbursement of more than 25% of the funds during any one quarterly submission to Council, the Committee shall provide explanation as to why the recommendation is being made.
- 4.7.5 Council reserves the right to direct the Community Grant Advisory Committee to portion the grant dollars available between the grants in a particular way depending on the priorities of Council for the upcoming fiscal year.

5.0 References

6.0 Persons Affected

Community Services Department
Corporate Services
Community Grant Advisory Committee

7.0 Revision/ Review History

Supersedes Policy 070-FN-00
Repealed by Motion 2007- 036 on March 13, 2007
Amended October 28, 2014, Motion No. CM20141028.21006
Amended November 25, 2014, Motion No. CM20141125.1027
Amended July 12, 2016, Motion No. CM20160712.1005

Date

Chief Administrative Officer

Date

Mayor

DRAFT



STAFF REPORT

Title: Muni-Corr Iron Horse Trail (IHT) Condition

Meeting Date: September 15, 2020

Executive Summary:

Council raised concerns in regards to the condition of Iron Horse Trail as a result of regional waterline construction to Bonnyville and has requested for a briefing on the issues and resolution.

Further to the above, Council is aware that the Town of Bonnyville circulated a letter articulating that Muni-Corr's concerns were of the Cold Lake Regional Utilities Services Commission (CLRUSC) responsibility. Although the CLRUSC is taking the project management role to the construction aspect of the project, the BRWC is the holder of the agreement with Muni-Corr which addresses the expectation relating to remedial work relating to construction.

The Cold Lake Regional Utilities Services Commission (CLRUSC) hosted a meeting with the Bonnyville Water Commission (BRWC) and the Muni-Corr (owner of the Iron Horse Trail) on September 10, 2020. It is administration opinion that the meeting was very well received by all parties and most of the issues were resolved and/or clarified.

Administration will provide a brief presentation during Council's Corporate Priorities Committee Meeting to provide an update relating to the condition of the Iron Horse Trail in the areas of the regional waterline construction to Bonnyville.

Background:

A presentation will be made during the meeting.

Alternatives:

Recommended Action:

The presentation is intended to provide a briefing relating to Council concerns on the condition of Iron Horse Trail in the areas of the regional waterline construction to Bonnyville.

Budget Implications (Yes or No):

No.



Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: 4 Wing Cold Lake Golf and Winter Club

Meeting Date: September 15, 2020

Executive Summary:

The City of Cold Lake (the “City”) held a Public Open House on September 2, 2020 in relation to the future of the Cold Lake Golf and Winter Club. The City hosted 100 people at the Open House which included users of the facility and members of the public. We’ve attached a copy of the presentation made by CAO Nagoya for reference purposes.

During the meeting, the feedback was overwhelmingly positive in relation to the operations of both the golf and curling activities since the City took over services in 2013 following execution of an agreement whereby the City would operate the Cold Lake Golf and Winter Club on 4Wing Cold Lake (the “Agreement”). Users of the curling facility advised that there was immediate improvement in ice conditions and ice maintenance while users of the golf course described a tremendous improvement in turf conditions, after the irrigation system was approved and the city took over the turf maintenance from the Grande Centre Golf and Country Club. Several positive comments were also received in regards to facility itself. An overall summary is included in the presentation.

Further to the Public Open House, the City held a meeting with the M.D. of Bonnyville and 4 Wing Cold Lake on September 4, 2020. The purpose of the meeting was to debrief from the Public Open House and seek to understand options in moving forward. The City also held a meeting with the Cold Lake Curling Club on September 7, 2020 to debrief from the Public Open House and seek to understand what opportunities exist for a potential partnership with third party organizations.

In March 2020, City Council passed a resolution directing administration to give notice to terminate the Agreement effective September 30, 2020 to give enough time for 4 Wing to deal with the issue and/or execute a new agreement or new arrangement. City Council passed this resolution after several extensions were provided to 4 Wing Cold Lake to deal with the issue of the federal government not fulfilling its commitment(s) in the Agreement.

We understand that 4 Wing Cold Lake will not request a further extension of the Agreement due to the “Crown” been exposed to liability to the Crown under the Agreement. We also understand that 4 Wing Cold Lake doesn’t have any options (e.g. coming up with the funds) to compensate the City for the commitments under the



Agreement. The City was advised that any solution must include the termination of the Agreement.

Regardless of the outcome of any discussions, the City will need to consider the damages that should be recovered from the “Crown” prior the statute of limitations period.

Council has been briefed in “in-camera” on the various initiatives involving 4 Wing Cold Lake and/or the DND:

- Update of 4 Wing Cold Lake MOU for the Provision of Municipal Services (Negotiations Commenced on August 27, 2020):
 - Playground Maintenance
 - Grass Cutting for Parks and Open Spaces
 - Roadway Maintenance
 - Street Light Utilities
 - Waste Management and Recycling
 - Transit System
 - Policing Services
 - Fire Services
 - Animal Control (Bylaw Services)
 - JJ PARR Funding \$363,055
- 4 Wing Cold Lake Commercial License Agreement (Ongoing Negotiations since 2017)
- 4 Wing Cold Lake Golf and Winter Club – Concession Agreement
- 4 Wing Cold Lake Franchise Fees
- Payment in Lieu of Taxes (DAP and Federal Court Judicial Reviews)

Despite the ongoing issues and 4 Wing advisement that they cannot extend the Agreement, 4 Wing Cold Lake is requesting for the City reconsider its position in relation to the operations of Cold Lake Golf and Winter Club and initiate a new agreement. The Municipal District of Bonnyville is also supporting the City in the continue operations of the Cold Lake Golf and Winter Club.

Administration has been advised that a petition has been signed with over 160 signatures in support of the Cold Lake Golf and Winter Club. It should be noted that Administration has not received or reviewed the petition for compliance under the Municipal Government Act at the time of this report.



The Corporate Priorities Committee (CPC) of Council should review the issues and, if necessary, provide a recommendation to City Council in relation to its position on the operations of the Cold Lake Golf and Winter Club.

It is administrations advice that the best outcome would be to establish either Part 9 Company or Municipally Controlled Corporation to operate the Cold Lake Golf and Winter Club, if Council expectation to provide continued financial supports to the Golf and Winter Club.

Background:

In late summer of 2012, 4 Wing Cold Lake issued a “Request for Proposals” to seek an operator to operate the Cold Lake Golf and Winter Club. Subsequently, in October, the Wing Commander advised the City that they did not receive any reasonable responses and if no solutions were found; DND would need to close the Golf and Curdling Club due to a directive of the Department of National Defense. On October 26, 2020, the Wing Commander issue a letter to the City confirming the discussions and looked to pursue negotiations in relation to the future of the facility. We have attached a copy of the letter and presentation received by City Council on November 20, 2020.

The City entered into a “Concession Agreement” on December 18, 2012 to operate the Cold Lake Golf and Winter Club on 4 Wing’s behalf. The agreement is essentially a service agreement. The City was advised at the time that 4 Wing Cold Lake could not enter into a “lease” type of agreement in order to maintain its commitments such as the Payment in Lieu of Taxes.

Between 2012 and 2018, the Government of Canada made the necessary PILT payments relating to the Cold Lake Golf and Winter Club Concession Agreement.

Administration will need direction from City Council on whether it believes that the City should be involved with the services surrounding the Cold Lake Golf and Winter Club on behalf of the owner being the “Crown” as represented by the Department of National Defense.

In January 2019, the City was advised by the Government of Canada that it was considering exempting 4 Wing Cold Lake’s Golf and Winter Club which would mean that they would no longer be making PILT Payments. This advisement was finalized once the Government of Canada made its “final” payment of the 2019 PILT.

It is administration’s advice that Council discuss the principles of the City being involved in the services surrounding the Cold Lake Golf and Winter Club. As the Committee of Council reviews the matters surrounding the concession agreement the following should be considered:



- *“Under the Municipal Government Act (MGA), municipalities are charged with the responsibility to provide good government; to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality; and to develop and maintain safe and viable communities. These are broad and important responsibilities, and their implementation involves managing and balancing resources to meet a multitude of both current and future community needs.”*

- *Alberta Municipal Affairs Website*

- Section 3 of the MGA specifically articulates that *the purposes of a municipality are (a) to provide good government, (a.1) to foster the well-being of the environment, (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, (c) to develop and maintain safe and viable communities, and (d) to work collaboratively with neighbouring municipalities to plan, deliver and fund inter-municipal services.*

- *Municipal Government Act*

- The facility is owned by the “Crown” of which the use and operations thereof are under the direction and control of the Department of National Defense. Any improvements made to the facility and the grounds would be turn back to the “Crown” upon lease expiry, termination, or non-renewal.
- Based on the existing agreement, the 2020 Budget articulates to estimated revenue of \$500,000 and estimated expenses of \$927,960 of which the estimated deficit funded by municipal taxes is \$427,960. It should be noted that these figures do not include the expense of the P.I.L.T which was agreed to be paid by the Department of National Defense (Order of Magnitude of \$300,000 annually). The attached presentation summarized the actual revenues and expenses since 2015.
- Should the City’s involvement in Cold Lake Golf and Winter Club be in whole or in part?
- Historically, the City has been able to maintain a separation between the litigation issues with the federal government and its relationship with the 4 Wing Cold Lake (specifically Wing Commander). More recent actions by the federal government has closed this gap.



- As noted above, 4 Wing Cold Lake is requesting that the City of Cold Lake to reconsider its position in relation to the operations of Cold Lake Golf and Winter Club despite the City's ongoing issues surrounding PILT and the existing agreement.
- As noted above, Municipal District of Bonnyville is also supporting the City of Cold Lake in the continue operations of the Cold Lake Golf and Winter Club.
- As noted above, the City is in receipt of what seems to be an informal petition that is currently being reviewed by administration.
- Regardless of the above, we understand that 4 Wing Cold Lake is committed to continue curling operations, at least for the 2020/2021 season. The City has proceeded to develop the ice for the curling season. It is anticipated that the operations would be similar to the service delivery model prior to the City taking over the day-to-day operations. The City has received several concerns in relation to this approach as many users have indicated that the operations prior to the City takeover was froth with challenges and minimal customer service. That being said, curling would be still be available.

Further to the above, concerns raised by the Curling Club included:

- The Club provided \$94,000 donation to 4 Wing Cold Lake as contribution to the facility development of the curling centre. This is the further to the City's commitment to \$20,000 per year for 30 years (or \$600,000).
- What does the future of the facility look like without golfing being part of the programming. Golfing is a significant component of the facility (both inside and out) and without golfing will create a very uncertain future.
- Should the City be considering the development of its own curling facility?

Alternatives:

If the Corporate Priorities Committee of Council (CPC) is supportive of the City's involved in the Cold Lake Golf and Winter Club (and is recommending to City Council as such), or parts thereof, the following are briefing of options that could be considered in the CPC's deliberations:

1. City of Cold Lake - New Agreement(s)

It is understood that the 4 Wing Cold Lake is requesting for the City to execute two (2) separate agreements inclusive of curling operations and related parts of the facility and Golfing operations and related parts of the facility. It is understood that the curling agreement would be a ten (10) year concession



agreement that is extendable by an additional ten (10) years by 4 Wing Cold Lake. On the other hand, the golfing agreement would likely be an annual agreement.

This option is essentially consistent with current operations however 4 Wing Cold Lake back out language associated to PILT commitments by 4 Wing Cold Lake.

2. Operated by Not-for-Profit Society

- a. Curling – Firstly, 4 Wing Cold Lake could enter into a user agreement or operational agreement with an entity for the curling operations and related parts of the facility. It is anticipated that the society would request City financial (or in kind) support for ice maintenance.
- b. Golfing – The second component to this (which will need to be addressed by spring) will be the need for 4 Wing to establish a contract with a society (or the same society that is operating the curling) to operate the Golfing Operation and related parts of the facility. It is anticipate that the society would request City financial (or in kind) support for things like grounds maintenance.

This option or parts thereof would be an alternative service delivery model. The City understands that there is interest in the concept however ongoing support would be needed from the municipality.

3. Municipally Controlled Corporation or “Part 9” Company – “Municipally Controlled Corporations (MCCs) are for-profit corporations where a municipality (or group of municipalities) holds more than 50% of the votes in electing directors of the corporation. A controlled corporation may be formed to provide facilities or municipal services such as water and waste management, electricity, and gas distribution. Controlled corporations are similar to other privately owned business corporations, but must comply with specific requirements under the Municipal Government Act and the Control of Corporations Regulation. Although municipalities maintain the controlling interest in these corporations, day-to-day operations occur at arm’s length.”

Further to the above, the City could also consider an organization under Part 9 of the Companies Act which also allows for the incorporation of not-for-profit organizations, similar to a society. Part 9 companies can, however, engage in business activities. Profits from business activities may only be used for the purpose of promoting the objects of the organization and must not be paid to members.



This option would see the “company” operate the facility and the day-to-day operations (separate to that of the City). This option or parts thereof would also be an alternative service delivery model. It should be noted that the company would need to see revenue from the City to help offset operations. The organization could include members of either, or both, of the curling and golfing activities and even 4 Wing Cold Lake. The organization could use volunteers as part of the service delivery model.

4. **Request for Proposal** – The City of Cold Lake could request 4 Wing Cold Lake attempt to find a third party organization to operate the facility thru a call for proposals from any interested organizations. It should be noted that if any proposals include an expectation with fees; 4 Wing Cold Lake would look to the City to cover the costs associated with the proposal and any resulting contract.

As it stands, as of October 1, 2020 there is no agreement for any organization to operate at the Cold Lake Golf and Winter Club. If no solutions present itself, it is understood that 4 Wing Cold Lake is committed to operating the curling operations for the 2020/2021 winter season.

Recommended Action:

Administration foresees opportunities when looking at alternative service delivery models that still provide quality service and programs, being cost effective and making an attempt to separate the dispute and legal issues between the City and the Federal Government.

It is administrations advice that the best outcome would be to establish either **Part 9 Company** or **Municipally Controlled Corporation** to operate the Cold Lake Golf and Winter Club. This private company could include members (of the board) from the City, DND (if desired), perhaps members of the community (if desired). The forward vision and successes would be collaborative with the users of the facility and can be built upon the success already realized in the transition to the City. It should be noted that it would take the winter season to establish and operate the legal entity.

It would be recommended that 4 Wing Cold Lake establish an agreement with the Curling Club whereby the City could provide assistance (either financially or in-kind) to maintain the ice for the season.

Pending the CPC deliberations, perhaps a resolution recommending that City Council attempt to establish a Part 9 Company or Municipally Controlled Corporation to operate the Cold Lake Golf and Winter Club and that some form of support (whether financial or in-kind) should be considered for the 2020/2021 curling season.



Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Cold Lake Golf & Winter Club

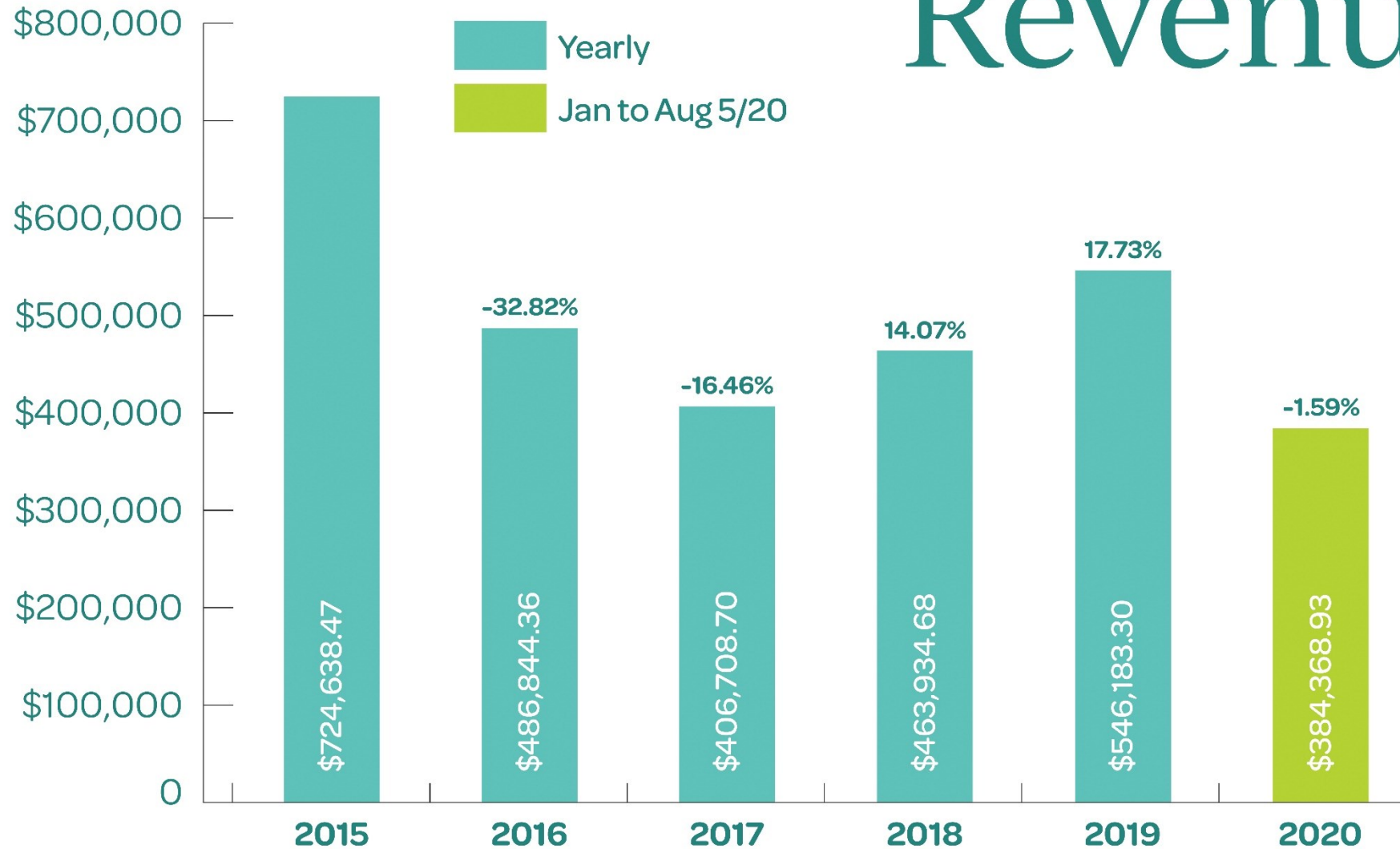
Open House

Presented by:
His Worship Mayor Craig Copeland and
Chief Administrative Officer Kevin Nagoya

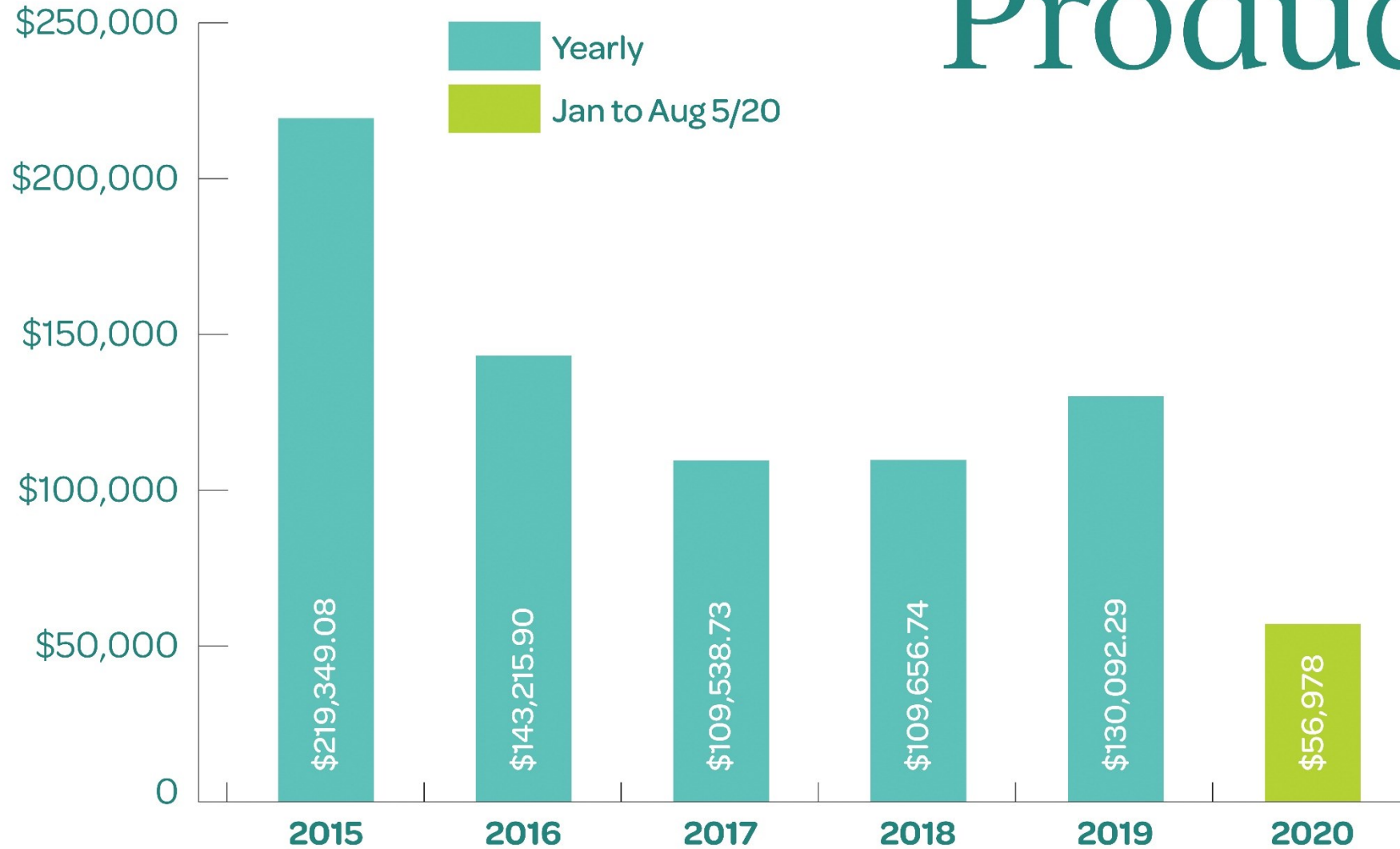
Introduction

- The City of Cold Lake began operating the Cold Lake Golf and Winter Club in 2013 after arriving at a Concession Agreement with 4 Wing late in 2012.
- Three (3) full-time staff members with approximately 17 seasonal employees in the summer.
- Operations include: Club house, 18-hole golf course, 6 sheets of curling ice, pro shop, food and beverage service (by contractor), driving range, meeting room, tournament services.
- 2020 Budget:
 - \$500,000 in revenue
 - \$927,960 in expenses
 - \$427, 960 funded by municipal taxes

Revenue



Product

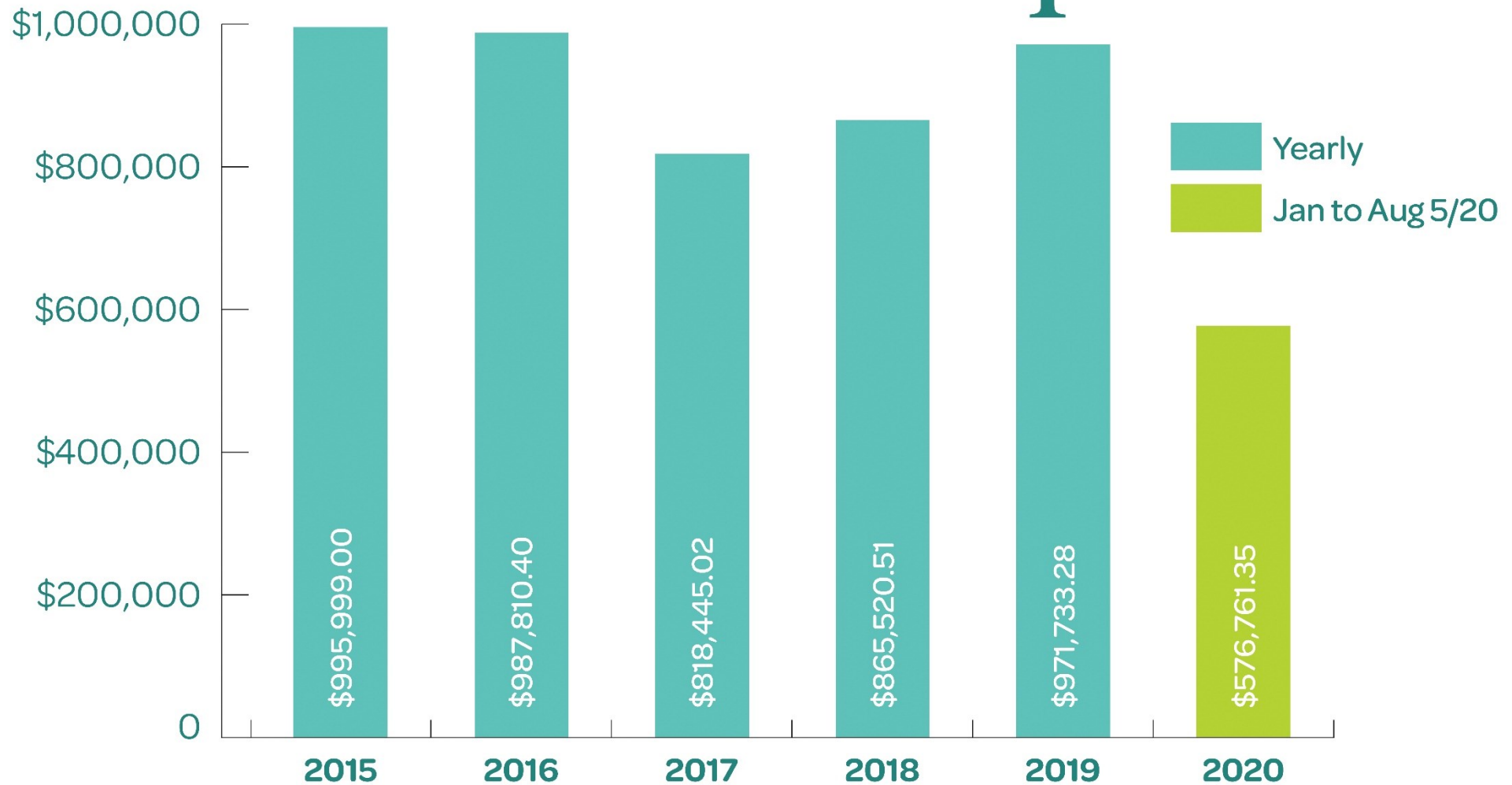


Services

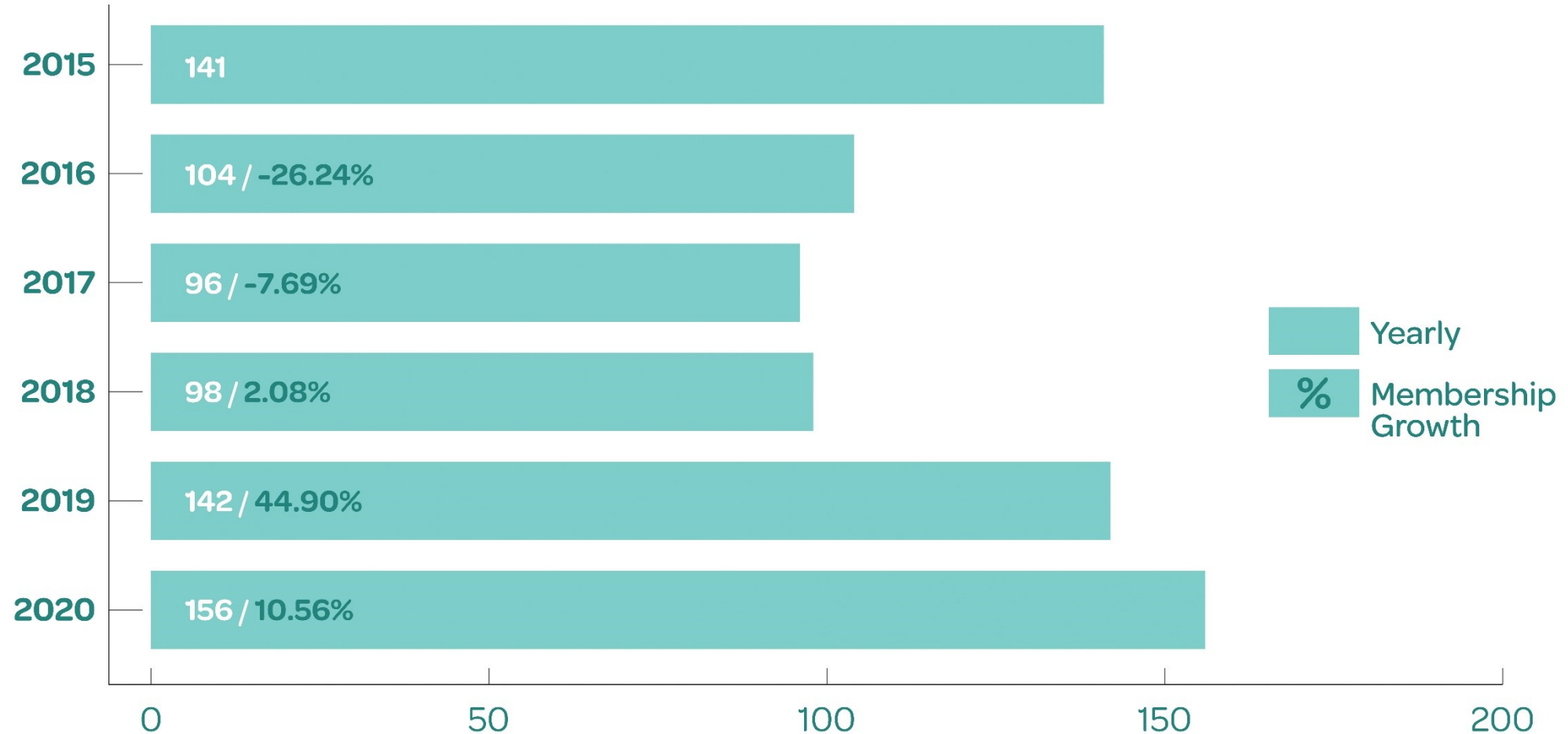
(Cart Rentals, Driving Range)



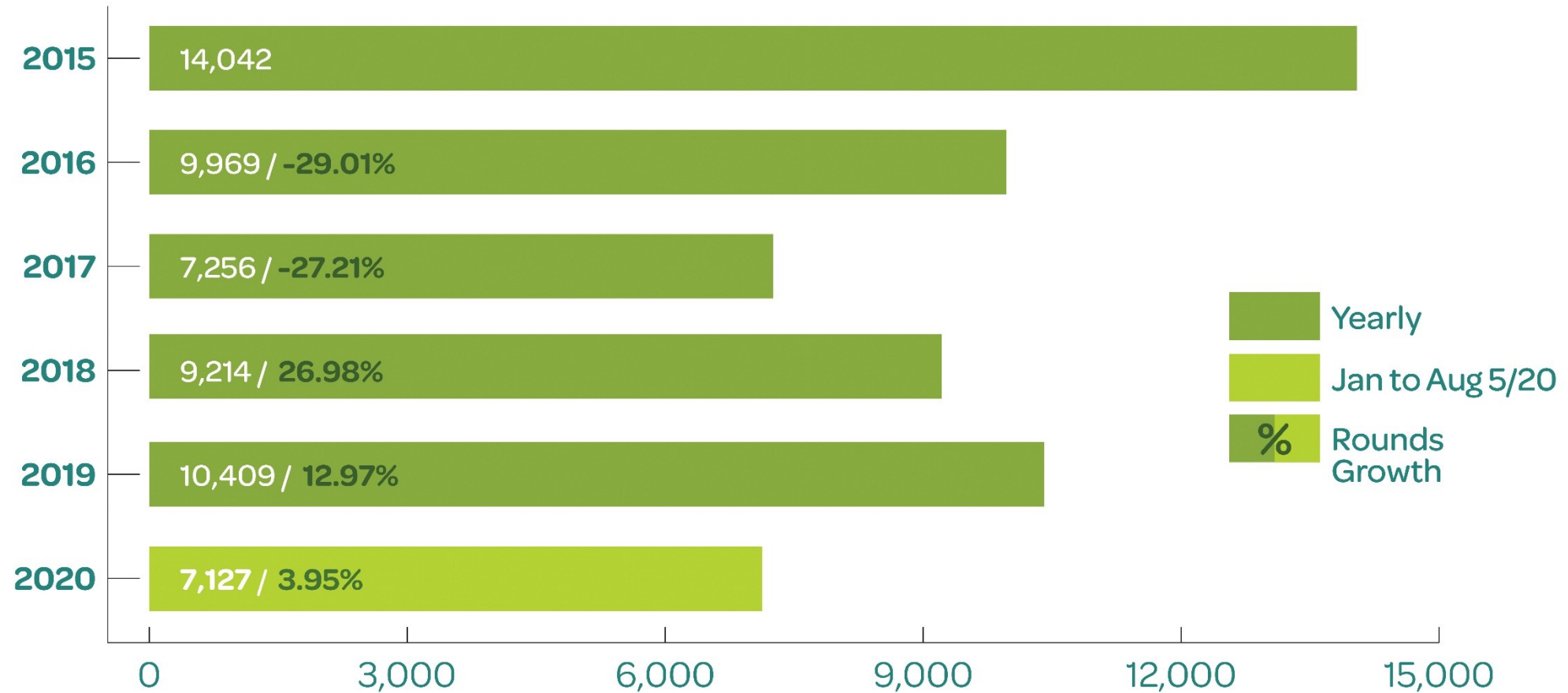
Expenses



Membership



Rounds Played





Achievements

SINCE 2015

- Frequent positive feedback about course condition
- Frequent positive feedback about curling ice condition
- Partnered with the Curling Club to replace carpet
- Steadily increasing services revenue since maintenance takeover
- Course conditions improving since maintenance takeover
- 2015: Mixed Curling Provincials Host
- 2016: 5-Year Cart Lease (*40 carts*)
- 2016: Palm Creek Water Diversion License (*Revised 2018*)
- Doubled membership since maintenance takeover (*2017*)
- 2019: 55+ Senior Games Curling/Ski Host
- 2019: Valour Place Golf Charity Event
- 2019: Hole 3 and 4 drainage completed
- 2015/17/19: Canex Payment Plan Agreement
- 2020: Re-painted Pro Shop
- 2020: Hole 9 bridge relocated for safe use
- 2020: Phone lines installed
- 2015,17,18,19,20: Ronald McDonald Charities Golf Classic Host
- 4 Recurring event prize sponsors
- 3 New sponsorships secured during coronavirus, one of them a 5-year commitment
- Over \$500,000 in new equipment purchased

Challenges

- The future of the dam.
- The future of the irrigation system and water supply.
- Hole # 9 bridge.
- Coordination with PSP, RPOps and Wing Environment.
- Municipal programming, budget and service levels.
- Concession Agreement (Between the City and DND)
- Payment in Lieu of Taxes dispute.

Payment in Lieu of Taxes (PILT)

Why does the Government of Canada pay PILT?

“We make payments in lieu of taxes to recognize the services we receive from municipal governments and to pay our share of the costs to municipalities where our property is located. However, in light of our constitutional exemption from taxation, these payments are made at the discretion of the Minister of Public Services and Procurement or the heads of Crown corporations.”

- Public Works and Government Services Canada Website

Payment in Lieu of Taxes (PILT)

What is PILT?

Under the authority of the Payments in Lieu of Taxes Act, RSC 1985, c M-13 (the “PILT Act”) the key features of the PILT program include:

- *Payments are based on the principle of fairness respecting both the taxing authorities and the federal government. They are equitable in comparison to those made by other property owners.*
- *Payments are calculated on the basis of values and rates which would apply to federal property if it were taxable.*
- *Payments respect the property tax due dates established by taxing authorities and supplemental amounts reflecting interest charges may be made if payments are late.*
- *The Government of Canada receives equal access to services provided to other property owners by the host municipality.*

- Public Works and Government Services Canada Website

Payment in Lieu of Taxes (PILT) (1 of 2)

What is the issue?

- Since 2012, the City of Cold Lake has been in a dispute with the Federal Ministry of Public Works and Procurement Canada (PSPC) in relation to the payment of PILT for CFB Cold Lake. The Government of Canada is short paying its share of the municipal taxes (over \$1 million) annually.
- The outstanding PILT for the years 2013 to 2020 totals over \$13 million, plus penalties and interest to date, which itself totals another \$10 million. Over \$23 million in arrears.
- Included in the \$13 million is roughly \$3.2 million for the Government of Alberta's School Board Requisition. This is deferred annually by the Minister of Education (Province of Alberta). This annual approval process for the deferral is not guaranteed.
- PSPC continues to short pay the PILT.

Payment in Lieu of Taxes (PILT) (2 of 2)

What is the issue?

- The Payment In Lieu of Taxes (PILT) is not “optional.” The Supreme Court of Canada in the Halifax versus Canada (Halifax v. Canada (Public Works and Government Services) and Montreal City v. Montreal Port Authority that stated:
 - The Minister has an obligation to make a fair and equitable determination of the valuation of federal property.
 - Fairness to municipalities demands that the Minister’s determination of valuation be informed by the tax system that would apply to the federal property if that property were taxable.
 - The Minister cannot base his or her determination on a “fictitious tax system.”
- The City has been in litigation against the Government of Canada since 2012 due to unpaid PILT

PILT & the CLG&WC (1 of 2)

How does the PILT dispute relate to the Cold Lake Golf & Winter Club?

- In 2019, the City was advised by the Government of Canada that 4 Wing Cold Lake will no longer be making PILT payments for 4 Wing Cold Lake's Golf and Winter Club despite DND agreeing to continue to make such payments along with covering the utility costs for the facilities as a partnership.
- When the City negotiated the "Concession Agreement" with 4 Wing Cold Lake to operate the Cold Lake Golf and Winter Club on behalf of 4 Wing Cold Lake, it was on the basis that PILT would continue to be paid and 4 Wing would cover the utility bills.
- The payment of PILT was specifically addressed in the agreement.
- The City was advised by the Government of Canada that 4 Wing Cold Lake did not have the authority to enter into such an agreement. This would result in an impact in the order of magnitude of \$300,000 to the operations of the City of Cold Lake.

PILT & the CLG&WC (2 of 2)

How does the PILT dispute relate to the Cold Lake Golf & Winter Club?

- In 2019, the City initiated litigation against the Government of Canada (via Judicial Review), for the 2019 PILT as it relates to the CLG&WC.
- In 2020, the City initiated a second litigation against the Government of Canada (via Judicial Review), for the 2020 PILT as it relates to the CLG&WC.
- The City is holding back (or delaying) the litigation via a Statement of Claim for damages due to the DND not adhering and/or misrepresenting the “Concession Agreement”; to the limits of the statutes of limitations. The City is hoping that the issues can be resolved without further litigation.
 - Based on the City’s investments, successes, and unpaid PILT, the damages could be significant.

Concession Agreement: The History (1 of 3)

- In late Summer of 2012, 4 Wing Cold Lake issued a “Request for Proposals” to seek an operator to operate the Cold Lake Golf and Winter Club.
- On November 20, 2012, 4 Wing Cold Lake advised the City that they did not receive any reasonable responses and if no solutions were found; DND would need to close the Golf Course due a directive of the Department of National Defense (as it relates to Golf Courses on military bases).
- Between November 20 and December 17, 2012, the City of Cold Lake and 4 Wing Cold Lake entered into negotiations to operate the facility on behalf of 4 Wing Cold Lake.
- The City entered into a “Concession Agreement” on December 18, 2012 to operate the Cold Lake Golf and Winter Club on 4 Wing’s behalf. The agreement is essentially a service agreement.
- Between 2012 and 2018, the Government of Canada made the necessary PILT payments relating to the Cold Lake Golf and Winter Club Concession Agreement.

Concession Agreement: The History (2 of 3)

- In January 2019, the City was advised by the Government of Canada that it was considering exempting the 4 Wing Cold Lake's Golf and Winter Club which would mean that they would no longer be making PILT Payments.
- In June 2019, Wing Commander met with the City of Cold Lake Council to advise that DND has options to have the P.I.L.T. reinstated and resolved quickly. The City articulated a deadline of November 1, 2019 to resolve (5 months).
- On December 6, 2019, the 4 Wing Cold Lake provided a new draft agreement however did not address the PILT issue. The agreement also called on the City to potentially pay additional costs such as utilities.
- In January 2020, in good faith the City provided an additional extension to 4 Wing Cold Lake to seek for a solution. The City provided an extension until March 15, 2020 (additional 4 ½ months from November, 2019); prior to the start of the Golfing Season.

Concession Agreement: The History (3 of 3)

- In March 2020, the Wing Commander requested for a further extension to deal with the issues and find a solution so that the Government of Canada would meet its commitments to the City.
- In March 2020, Council passed a motion and gave notice to terminate the agreement effective September 30, 2020 (additional 6 ½ months) to give enough time for 4 Wing to deal with the issue and execute a new agreement/arrangement.
- To date no agreement has been provided to the City and the issue is still unresolved as the legal issues progress thru their prospective litigation processes.
- The City was advised that any solution must include the termination of the existing Concession Agreement.

Where to from here?

- The Government of Canada (PSPC) continues to pressure the City in regards to PILT issues.
- The City has provided several extensions to 4 Wing Cold Lake to facilitate solution to the issue.
- The City was hopeful that a solution could present itself to resolve the PILT issues. Several extensions were provided in order to achieve something however the City felt it needed to place limits on the long drawn out dispute.
- The City will need to consider its “Statement of Claim” against the Crown in the coming months.
- The City of Cold Lake will not have an agreement to operate the facility on behalf of 4 Wing Cold Lake beyond September 30, 2020.
- In order for the City to operate the facility, it must have an agreement to do so.
- The Cold Lake Golf and Winter Club (and the land of which it is operated on) is owned by the Crown of which the Department of National Defense is the authority to direct all operations and the use of the land. This is not an issue that City Council may decide or has complete jurisdiction to direct outcomes.

Where to from here?

What are the alternatives for 4 Wing to consider?

- The following are some solutions, however, DND must advise what it wants to do:
 - DND could make a request for Council to reconsider the termination of the Concession Agreement dated September 30, 2020 (perhaps to a later date).
 - The federal government could reinstate the PILT payment for the Cold Lake Golf and Winter Club (Council would still need to reconsider its termination notice of September 30, 2020).
 - Execute an alternative agreement that resolves the PILT issue (4 Wing Cold Lake has been seeking solutions since early 2019 with no resolve) prior to September 30, 2020.
 - 4 Wing could maintain operations of the Cold Lake Golf and Winter Club.
 - ❖ Operate the facility in a similar fashion as prior to 2013.
 - ❖ Initiate another “Request for Proposal” for interested parties to operate the facility.
 - ❖ Have a service agreement(s) with another organization (e.g. not-for-profit) for the operations of the Cold Lake Golf and Winter Club; or parts thereof.
 - 4 Wing could close the facility or parts thereof.

QUESTIONS?

His Worship Mayor Copeland and CAO Nagoya are here to answer questions. Please note that many aspects of this issue are in litigation. The City will do its best to answer questions, however, please understand that certain issues are confidential and many not be answerable in this venue

Appendix 1 for 10.12.: October 26, 2012 Letter from Colonel Leroche, 4 Wing Commander re

Office of the Wing Commander
4 Wing Cold Lake
P.O. Box 6550 Stn Forces
Cold Lake AB
T9M2C6



Bureau de Commandant de l'escadre
4^e Escadre Cold Lake
C.P. 6550 Stn Forces
Cold Lake AB
T9M 2C6

5545-14 (W Comd)

26 October 2012

Mayor
City of Cold Lake
5513-48 Avenue
Cold Lake AB T9M 1A1

Dear

The purpose of this letter is to formally notify the City of Cold Lake of the intent to establish a long-term agreement relating to the Cold Lake Golf and Winter Club (CLGWC) inclusive of all property, assets and operations. As such, both parties (4 Wing Cold Lake and the City of Cold Lake) will enter into negotiations with a final goal of having the City assume the day-to-day operation of the CLGWC, the Palm Springs Golf Course, the Curling Club and the associated facilities.

It is my intent to establish a formal agreement that is suitable to both parties with a view to moving towards a common goal: maintaining these important services for all residents of the City of Cold Lake. It is only through the support of the City that the CLGWC and the Palm Springs Golf Course in particular can be retained as a viable asset for our residents. The agreement that will be established will define the parameters related to use of the property, the CLGWC building, transfer of existing contracts and disposable inventory, as well as the ongoing offering of the golf and curling operations.

As you know, the CLGWC is an excellent facility that offers first-rate services to all of our residents. The golf course and curling rink are among the finest in this region; with your support and investment they show great potential to be financial viable, especially in this time of growth for the City of Cold Lake. I look forward to our future discussions on this matter.

Yours truly,

J.R.P. Laroche
Colonel
Wing Commander

1/2

Appendix 1 for 10.12.: October 26, 2012 Letter from Colonel Leroche, 4 Wing Commander re

cc:

**Commander
1 Canadian Air Division Headquarters
PO Box 17000 Station Forces
Winnipeg MB R3J 3Y5**

**Director General Personnel Family Support Services
101 Colonel By Drive
Ottawa ON K1A 0K2**

**Director General Air Personnel
Chief of the Air Force Staff
101 Colonel By Drive
Ottawa ON K1A 0K2**

2/2

Cold Lake Golf and Winter Club (CLGWC)



City Council Meeting 20 Nov 2012

Colonel J.R.P. Laroche
4 Wing Commander

- Background
- Current decisional environment
- What we have / have not
- Concept



OUTLINE

- Golf operations over the last decade
- The building
- Recent changes to our golf operations
- Wg inability to bridge gap until population grows enough to support



BACKGROUND

- Repayment of the building
- Long term ground repairs
- Ottawa no longer supportive of any losing Special Interest Activities (such as golf) thus pressuring to find a partner or shut down operations
- Thus my options:
 - 1) Find a partnership that can accept the fact that providing a service will cost some money; or
 - 2) Shut down golf operations starting next year



CURRENT DECISIONAL ENVIRONMENT

- WHAT WE HAVE

- A beautiful and challenging 18-hole golf course
- In great shape but will need long term investment
- A beautiful facility
- A profit making curling operations
- Additional space such as conference room
- The only groomed cross-country ski and snowshoe site in the area



WHAT WE HAVE / HAVE NOT



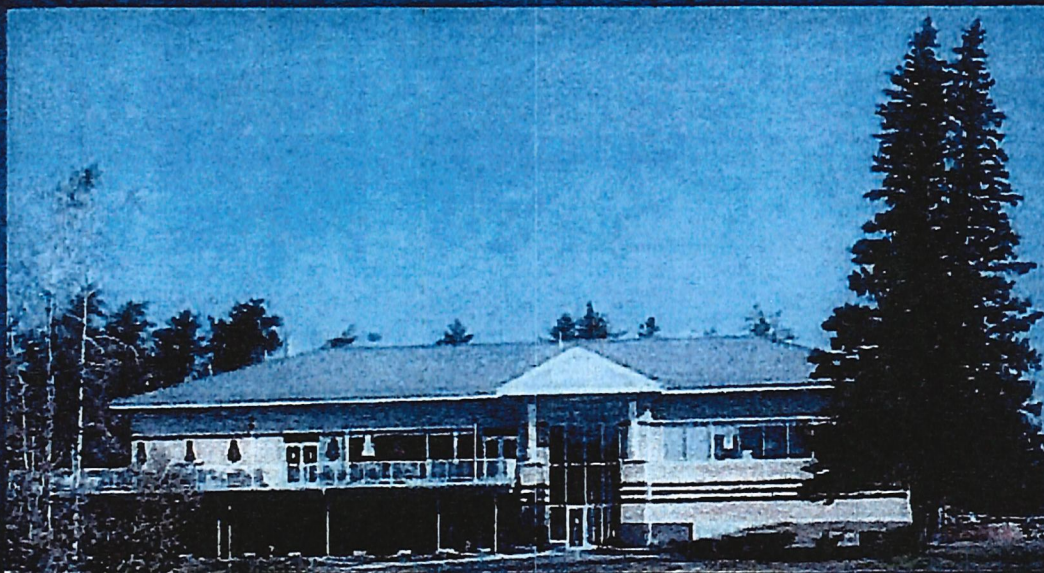
- WHAT WE HAVE NOT

- The financial means (non-public money) to pay for the building, course renovations and golf operations
- The ability to run a service (SIA) in deficit mode
- The ability to sustain golf operations until such a time as it may become more profitable



WHAT WE HAVE NOT

- A all-year long center for leisure:
 - Golf, curling, cross-country skiing, snow-shoeing, conference center
- A unique community service to a young and growing community
- A partnership for the benefit of all wing personnel and Cold Lakers



CONCEPT

QUESTIONS



**APPOINTMENT OF
BYLAW OFFICER &
ANIMAL CONTROL
OFFICER**
(Issue #20121204002)

Resolution #CM20121211.1008
Moved by Councillor Buckle that Council confirm the appointment of Mr. Ryan Deschamps as Bylaw Officer and Animal Control Officer for the purpose of enforcing Cold Lake Municipal Code ByLaw No. 047-PL-98.

CARRIED UNANIMOUSLY

Resolution #CM20121211.1009
Moved by Councillor Vining that Council rescind the June 12, 2012 appointments of Mr. Was Kardash and Mr. Vince Duguay (Resolution No. CM20120612.1015) as Bylaw Officers, Animal Control Officers and Municipal Enforcement Peace Officers for the City of Cold Lake.

CARRIED UNANIMOUSLY

**APPOINTMENT OF
ASSESSOR**
(Issue #20121206002)

Resolution #CM20121211.1010
Moved by Deputy Mayor Lefebvre that Council approve Administration's recommendation to enter into a 5-year contract with Accurate Assessment Group Ltd., and appoint Mr. Troy Birtles as the Assessor for the City of Cold Lake for the 2013 to 2017 assessments.

CARRIED UNANIMOUSLY

**ALLOWANCE FOR
DOUBTFUL
ACCOUNT - PILT**
(Issue #20121206001)

Resolution #CM20121211.1011
Moved by Councillor MacDonald that Council approve the transfer of \$412,000 from Contingency (1-2-97-99-991) to Allowance for Doubtful Accounts - PILT.

CARRIED UNANIMOUSLY

**AGREEMENT -
POUND KEEPER**
(Issue #20121205010)

Resolution #CM20121211.1012
Moved by Councillor MacDonald that Council approve a five (5) year commitment to the Lakeland Humane Society under a signed agreement for \$129,642 for 2013, \$137,326 for 2014 (6% increase), \$145,443 for 2015 (6% increase), \$157,020 for 2016 (8% increase), and \$163,081 for 2017 (4% increase) with the 2013 increase of \$3,642 coming from 2012 Contingency (1-2-97-99-991).

CARRIED UNANIMOUSLY

**AGREEMENT -
COLD LAKE
MUSEUM SOCIETY
LEASE**
(Issue #20121203004)

Resolution #CM20121211.1013
Moved by Councillor Vining that Council authorize Administration to renew the Cold Lake Museum Society Lease (those portions of the East half of Section 11 and the West half of Section 12, all of Township 63, Range 2, West of the Fourth Meridian which contain the Cold Lake and Air Force Museum facility) for a period of twenty-five (25) years under the same terms and conditions as contained in the lease which expires December 31, 2012.

CARRIED UNANIMOUSLY

Resolution #CM20121211.1014
Moved by Councillor Vining that the meeting be recessed, at this time being 6:56 p.m., and reconvened at the call of the Chair.

CARRIED UNANIMOUSLY

Mayor Copeland reconvened the meeting at this time being 7:09 p.m.

**AGREEMENT - 4
WING COLD LAKE
GOLF AND WINTER
CLUB OPERATION**
(Issue #20121205001)

Resolution #CM20121211.1015
Moved by Councillor MacDonald that Council postpone entering into an agreement with the Government of Canada for the operation of the Cold Lake Golf and Winter Club to the February 26, 2013 regular meeting of Council, and direct Administration to engage the Grand Centre Golf and Country Club to work out a business plan for their club to become sustainable, and further direct Administration to schedule a non-statutory public hearing.

Votes:

In Favour: Councillor MacDonald, Councillor Plain, and Councillor Vining

Opposed: Mayor Copeland, Deputy Mayor Lefebvre, Councillor Buckle, and Councillor Lay

DEFEATED

Resolution #CM20121211.1016
Moved by Deputy Mayor Lefebvre that Council authorize Administration to enter into an agreement with the Government of Canada for the operation of the Cold Lake Golf and Winter Club understanding that Schedule "B" requires a listing of facilities, fixed assets and leased equipment.

Votes:

In Favour: Mayor Copeland, Deputy Mayor Lefebvre, Councillor Buckle, and Councillor Lay

Opposed: Councillor MacDonald, Councillor Plain, and Councillor Vining

CARRIED

Resolution #CM20121211.1017
Moved by Deputy Mayor Lefebvre that the meeting be recessed, at this time being 8:13 p.m., and reconvened at the call of the Chair.

CARRIED UNANIMOUSLY

Mayor Copeland reconvened the meeting at this time being 8:23 p.m.



STAFF REPORT

Title: Amendment to the Gaming, Liquor and Cannabis Act - Alcohol Consumption in Public Parks

Meeting Date: September 15, 2020

Executive Summary:

Recent changes to the *Gaming, Liquor and Cannabis Act*, RSA 2000, c G-1 (effective June 17, 2020) have resulted in a small change in the way alcohol consumption is dealt with in public parks.

The general rule is still that liquor cannot be consumed in public places (including public parks). However, municipalities may designate an area to permit the consumption of liquor in a picnic area of public park by posting signage, which must state: that a person may consume liquor in a designated picnic area, set out the designated picnic area, and set out the hours when liquor may be consumed. Prior to the *Gaming, Liquor and Cannabis Act*, RSA 2000, c G-1 amendment, municipalities could authorize liquor consumption in specifically designated picnic areas, through signage, where liquor could be consumed with food. The amendments have removed the qualification that liquor could only be permitted where consumed with food.

Background:

Bill 2: *Gaming, Liquor and Cannabis Amendment Act 2020* received royal assent and came into force on June 17, 2020. The amendment was described as an act to modernize Alberta's liquor laws including removing unnecessary restrictions on liquor sales, promotion of responsible drinking in parks, and cutting down on unnecessary red tape.

The general rule prohibiting liquor consumption in public places as per section 89(1) of the *Gaming, Liquor and Cannabis Act*, has not changed (public place is defined as a place or building that is open to the public, and a vehicle in a public place (section 1(1)(y)). The recent amendments to the *Act*, provide a small change to the exception to this general rule. However, the way the Bill has been recently discussed is much broader than what the amendment actually does. The media suggests that the amendment would now permit consumption of liquor in public parks, as if this was not otherwise possible. In the Legislative Assembly, when the Bill was passed the government stated that the intention of the amendment, in relation to consumption of liquor in parks was:

- “Lastly, we are proposing to lift restrictions on public liquor consumption in parks. This would mean that park owners could allow public liquor consumption without food in designated picnic areas and within our parks. This would apply to municipal parks, privately operated parks, as well as picnic areas in provincial parks and recreational areas.



If passed, it will ultimately be up to the owners and operators of any given park whether or not to allow liquor consumption in marked areas. So unless it is made explicitly clear through signage, Albertans should assume it is not permitted, but this amendment is about giving responsible adults the ability to enjoy a drink out in our provincial parks and eliminating red tape that hampers municipalities and landowners from making decisions for their community members."

Prior to the amendment taking place, under the *Gaming, Liquor and Cannabis Act*, RSA 2000, c G-1 the owner or operator could permit liquor consumption in public parks with food. Section 89 of the *Gaming, Liquor and Cannabis Act*, RSA 2000, c G-1 is below, with the changes to the legislation indicated in red:

Public place

89(1) *Except as provided in this Act, no person may use or consume liquor in a public place or any place other than a residence, temporary residence, licensed premises or a place or class of place prescribed in the regulations where liquor may be used or consumed.*

(2) *Despite subsection (1), a person may consume liquor ~~with food~~ in a public park in a picnic area designated by the owner or operator of the public park during the hours designated by the owner or operator if a sign is posted that*

- (a) states that a person may consume liquor ~~with food~~ in the designated picnic area,*
- (b) sets out the designated picnic area, and*
- (c) sets out the hours when liquor may be consumed ~~with food~~.*

(3) *A person must stop consuming liquor in a designated picnic area if a peace officer on reasonable and probable grounds believes that the person is intoxicated ~~or is not consuming food while consuming liquor in a designated picnic area~~ and the peace officer requests that person to stop consuming liquor.*

1996 cG-0.5 s86

The legislation does not define "designated picnic area" or provide any direction as to what may or may not qualify as a picnic area. There are no requirements that designated areas be fenced or otherwise separated from the general park area.

As of July 2019, liquor consumption was permitted (with food) in the following provincial park day use areas from 11:00 AM to 9:00 PM:



- South Region – Beauvais Lake Provincial Park (Beaver Creek day use), Cypress Hills Provincial Park (East Elkwater day use), Dinosaur Provincial Park (main day use)
- Kananaskis County/Calgary – Little Elbow Provincial Recreation Area (Forget-me-not Pond day use), Spray Valley Provincial Park (Wedge Pond day use), Fish Creek Provincial Park (Hulls Wood day use), Cobble Flats Provincial Recreation Area (Cobble Flats day use)
- Central Region – Miquelon Lake Provincial Park (main day use), Pigeon Lake Provincial Park (main day use), William A Switzer Provincial Park (Kelley's Bathtub day use)
- Northeast Region – Sir Winston Churchill Provincial Park (day use C picnic shelter), Beaver Lake Provincial Recreation Area (day use picnic shelter), Whitney Lakes Provincial Park (Ross Lake day use shelter).

Since July 2019, alcohol could be consumed in these specific areas with food. As of June 17, 2020 the requirement that consumption take place with food is removed. All other requirements remain the same, including:

- Signs in the designated parks will indicate which day-use area picnic sites allow liquor consumption.
- All other regulations will continue to be enforced to ensure all visitors to be able to enjoy the parks in their own way.
- Liquor is prohibited in public areas including:
 - on roads, trails and walking paths;
 - public beaches;
 - in washrooms and shower buildings;
 - in cook shelters; and
 - in boats.

In the spring 2020, Edmonton was set to consider allowing alcohol consumption in specific picnic areas in Edmonton parks, however, as a result of COVID-19 the decision has been delayed indefinitely.

In 2019, as a result of public interest, the City of Calgary explored allowing liquor consumption in municipal parks. The City ultimately decided not to proceed with the pilot program because the logistical and enforcement issues were deemed to be too complex to move forward. The City of Calgary noted: "Our commitment to ensuring park experiences remained positive for all users remains paramount." The City noted the outstanding concerns as:

- concerns from regulatory and enforcement agencies,
- divided public opinion,
- resource constraints,



- concerns with changing liquor consumption would have a cascading effect on other existing restrictions (public consumption of both alcohol and cannabis are similar, when you change one, there is potential for citizens to think both are allowed).

The results of Calgary's public engagement in relation to liquor in parks is included for information. Calgary's current approach to liquor consumption in public parks is zero tolerance.

Alternatives:

Recommended Action:

This report is provided for discussion purposes.

Budget Implications (Yes or No):

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Province of Alberta

GAMING, LIQUOR AND CANNABIS ACT

Revised Statutes of Alberta 2000
Chapter G-1

Current as of June 17, 2020

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Regulations

The following is a list of the regulations made under the *Gaming, Liquor and Cannabis Act* that are filed as Alberta Regulations under the Regulations Act

	Alta. Reg.	<i>Amendments</i>
Gaming, Liquor and Cannabis Act		
Gaming, Liquor and Cannabis.....	143/96	173/96, 253/97, 160/98, 87/99, 32/2001, 251/2001, 131/2002, 217/2002, 122/2003, 308/2003, 108/2004, 4/2005, 271/2009, 16/2011, 72/2013, 23/2014, 111/2016, 121/2017, 151/2017, 13/2018, 180/2018, 81/2019, 38/2020

GAMING, LIQUOR AND CANNABIS ACT

Chapter G-1

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HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Interpretation

1(1) In this Act,

- (a) “adult” means a person 18 years of age or older;

- (b) “board” means the board of the Commission;
- (b.1) “cannabis”, “cannabis accessory” and “cannabis plant” have the meanings given to them in the federal Act;
- (b.2) “cannabis licence” means a licence under this Act that authorizes the purchase, sale, transport, possession, storage or use of cannabis;
- (b.3) “cannabis supplier” means a person who holds a licence under the federal Act that authorizes the person to produce cannabis for commercial purposes or to sell cannabis to the Commission;
- (c) “Chair” means the Chair designated under this Act;
- (d) “Commission” means the Alberta Gaming, Liquor and Cannabis Commission continued under this Act;
- (e) “container” means a bottle, can, box, bag or other receptacle used for holding liquor or cannabis and any package that contains the bottle, can, box, bag or other receptacle;
- (f) “Crown” means the Crown in right of Alberta;
- (g) “facility licence” means a licence that authorizes a person to operate a facility where either or both of the following may be conducted:
 - (i) gaming activities that are authorized by a gaming licence;
 - (ii) provincial lotteries;
- (g.1) “federal Act”,
 - (i) except in sections 77(c) and 92(3), means the *Cannabis Act* (Canada);
 - (ii) in sections 77(c) and 92(3), means any Act of Canada;
- (h) “gaming activity” means a lottery scheme referred to in section 207(1)(b), (c), (d) or (f) of the *Criminal Code* (Canada);
- (i) “gaming licence” means a licence that authorizes a person to conduct a gaming activity;
- (j) “gaming supplies” means supplies, equipment and devices designed to be used in a gaming activity, but does not

include normal office supplies or things specified in the regulations;

- (j.1) “gaming terminal” means a computer, video device or machine that is used, or could be used, to play a lottery scheme as defined in the *Criminal Code* (Canada) where, on insertion of money or a token or on payment of any consideration a person may receive or be entitled to receive money, either directly from the computer, video device or machine or in another manner, but does not include such a computer, video device or machine when used only for home entertainment and where there is no ability for any person to make money from its operation;
- (k) “gaming worker” means a person, other than a person specified in the regulations, who is paid to assist
 - (i) a gaming licensee in the conduct or management of a gaming activity, or
 - (ii) a facility licensee in the operation of a licensed facility;
- (l) “Indian band” means a band as defined in the *Indian Act* (Canada);
- (m) “Indian reserve” means a reserve as defined in the *Indian Act* (Canada);
- (n) “inspector” means an inspector referred to in section 98;
- (o) “licensed facility” means the facility described in a facility licence;
- (p) “licensed premises”
 - (i) in Part 3 and sections 103(4), 105 and 129(l)(q), (r) to (r.3) and (s), means the premises described in a liquor licence,
 - (ii) in Part 3.1 and sections 103(4.1) and 129(l)(q.1) to (q.5) and (r.4) to (r.6), means the premises described in a cannabis licence, and
 - (iii) in all other provisions, means the premises described in a liquor licence or a cannabis licence;
- (q) “liquor” means any wine, beer, cider, spirits or other product that is intended for human consumption in which the percentage of alcohol by volume exceeds an amount prescribed by the regulations, unless the product is excluded

from the definition of liquor by board regulations under section 130;

- (r) “liquor agency” means a corporation or individual who is in the business of representing a liquor supplier in the sale of the supplier’s liquor;
- (s) “liquor licence” means a licence that authorizes the manufacture, import, purchase, sale, transport, giving, possession, storage, consumption or use of liquor;
- (t) “liquor supplier” means
 - (i) a manufacturer,
 - (ii) a person who operates an establishment for making liquor outside Alberta,
 - (iii) a person, other than the Commission, who is a distributor of liquor, and
 - (iv) any person who has a connection, as specified in the regulations, to a manufacturer or a person described in subclause (ii) or (iii);
- (u) “manufacturer” means a person who operates or intends to operate an establishment for making liquor in Alberta;
- (v) “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (w) “minor” means a person under the age of 18 years;
- (w.1) “police officer” means a police officer as defined in the *Police Act*;
- (x) “provincial lottery” means a lottery scheme referred to in section 207(1)(a) of the *Criminal Code* (Canada) that the Government of Alberta is authorized to conduct and manage by itself or in conjunction with the government of another province or territory;
- (y) “public place” includes
 - (i) a place or building that is open to the public, and
 - (ii) a vehicle in a public place;

- (z) “residence” means a place used by a person as a permanent private dwelling, including any structure or land adjacent to the private dwelling that is used for the convenience or enjoyment of the occupants of the dwelling;
- (aa) “sale” and “sell” include
 - (i) the barter of liquor or cannabis, and
 - (ii) the storage, display, advertising and offering of liquor or cannabis for the purpose of sale;
- (bb) “shareholder” does not include a shareholder of a corporation
 - (i) any of whose issued shares, or securities that may or might be exchanged for or converted into shares, were part of a distribution to the public, and
 - (ii) that has more than 15 shareholders;
- (bb.1) “smoke”, where used as a verb in respect of cannabis, means inhaling or exhaling the smoke produced by lit cannabis or holding or otherwise having control of lit cannabis or any device or thing that contains lit cannabis;
- (cc) “special event licence” means a liquor licence that authorizes activities in relation to an event of a limited duration;
- (dd) “spirits” means any product that contains alcohol obtained by distillation;
- (ee) “stadium bylaws” means bylaws passed by a municipality that are referred to in section 129(1)(r);
- (ff) “temporary residence” means
 - (i) a place that is used by a traveller in respect of which the traveller pays a fee,
 - (ii) a vacation or recreational dwelling,
 - (iii) a tent that is set up in an area where overnight camping is not prohibited,
 - (iv) a motor home or other vehicle that is parked in an area that is not a highway or road and where overnight camping is not prohibited, and

- (v) a watercraft that has built-in living accommodation and is moored in an area where moorage is not prohibited

that is being used as a temporary private dwelling, including any structure or land adjacent to the dwelling that is used for the convenience or enjoyment of the occupants of the dwelling;

- (ff.1) “use”, where used as a verb in respect of cannabis, includes smoke, vape, apply, inhale and consume;
- (ff.2) “vape”, in respect of cannabis, means inhaling or exhaling the vapour, emissions or aerosol produced by, or holding or otherwise having control of, an electronic cigarette or similar device containing cannabis;
- (gg) “vehicle” means a device in, on or by which a person or thing may be transported or drawn on a highway or on water.
- (hh) repealed 2002 c15 s2.

(2) A reference to “this Act” includes the regulations made under this Act

(3) A reference to a conviction that “becomes final” means that the conviction has become final through the appeal process or the expiration of appeal periods.

RSA 2000 cG-1 s1;2002 c15 s2;2009 c23 s2;2017 c21 s3;2018 c7 s2

Part 1

Alberta Gaming, Liquor and Cannabis Commission

Status, Powers and Duties

Board continued as Commission

2 The Alberta Liquor Control Board is continued as a corporation called the “Alberta Gaming, Liquor and Cannabis Commission”.

RSA 2000 cG-1 s2;2018 c7 s2

Commission’s objects

3 The objects of the Commission are

- (a) to administer this Act;
- (b) to conduct and manage provincial lotteries for the Government of Alberta;

- (c) to carry out the functions respecting gaming delegated to it by the Lieutenant Governor in Council under the *Criminal Code* (Canada) or conferred on it by this Act;
- (d) to control in accordance with this Act the manufacture, import, sale, purchase, possession, storage, transportation, use and consumption of liquor;
- (d.1) to control in accordance with this Act the import, purchase, giving, possession, storage, transportation and use of cannabis;
- (d.2) to distribute or control the distribution of cannabis, or both, in accordance with this Act;
- (d.3) to sell or control the sale of cannabis, or both, in accordance with this Act;
- (e) to generate revenue for the Government of Alberta.

RSA 2000 cG-1 s3;2017 c21 s4

Crown agent

4(1) The Commission is an agent of the Crown and may exercise its powers and perform its duties only as an agent of the Crown.

(2) An action, suit or other legal proceeding in respect of any right or obligation acquired or incurred by the Commission, whether in its name or in the name of the Crown, may be brought or taken by or against the Commission in the name of the Commission in any court that would have jurisdiction if the Commission were not an agent of the Crown.

(3) All real and personal property of the Commission and all money received by the Commission is the property of the Crown.

1996 cG-0.5 s4

Natural person powers

5 The Commission has the capacity, rights, powers and privileges of a natural person, except to the extent that they are limited by this or any other enactment.

1996 cG-0.5 s5

Other powers and duties

6(1) The Commission may exercise any power given to it under any enactment.

(2) The Commission must perform any duty imposed on it under any enactment.

1996 cG-0.5 s6

Policies

7(1) The Minister may make policies that must be followed by the Commission, the board or both in carrying out their powers and duties under this Act.

(2) The *Regulations Act* does not apply to policies made under subsection (1).

1999 c24 s2

Land and buildings

8 The Commission may acquire or dispose of land or buildings only with the approval of the Lieutenant Governor in Council.

1996 cG-0.5 s7

Board**Board**

9(1) The board of the Commission consists of

- (a) not more than 9 members appointed by the Lieutenant Governor in Council, and
- (b) the chief executive officer appointed under section 18(1).

(1.1) The chief executive officer is not eligible to vote or to serve as Chair or acting Chair.

(2) The Lieutenant Governor in Council must designate a member as Chair of the board.

(3) A quorum of the board is 3 members excluding the chief executive officer.

(4) The Lieutenant Governor in Council must, in accordance with any applicable regulations under the *Alberta Public Agencies Governance Act*, fix the amount of remuneration and the travelling, living and other expenses that members are entitled to receive.

RSA 2000 cG-1 s9;2002 c15 s3;2009 cA-31.5 s44;
2009 c23 s3;2018 c7 s2**Maximum years of service**

9.1(1) No person shall serve as a member of the board for more than 10 years.

(2) The 10-year maximum established by subsection (1) does not apply in respect of the chief executive officer's service as a member.

2009 c23 s4;2018 c7 s2

Continuing to hold office

9.2 Despite section 9.1 or the term of office for which a member of the board is appointed, after the expiry of the 10 years referred to in section 9.1(1) or of the member's term of office the member continues to hold office until the member is reappointed, a successor is appointed or a period of 3 months has elapsed, whichever occurs first.

2018 c7 s2

Acting Chair

10(1) The Minister may designate a member of the board to be acting Chair when the Chair is unable to act or if the office of the Chair is vacant.

(2) The Chair may designate a member of the board to be acting Chair when the Chair is absent.

(3) An acting Chair has all of the functions, powers and duties of the Chair, unless the designation provides otherwise.

1996 cG-0.5 s10;1999 c24 s4

Panels

11(1) The Chair may designate any 2 or more members of the board, which may include the Chair but which must not include the chief executive officer, to sit as a panel of the board and may direct that panel

- (a) to make any decision that the board may make with respect to licences or registration, or
- (b) to conduct any hearing or inquiry that the board may conduct.

(2) A quorum of a panel is 2 members.

(3) A decision or action made or taken by a panel is a decision or action of the board.

(4) A panel of the board may exercise and perform all the powers and duties of the board under this Act or any other enactment with respect to the matter it is directed to deal with.

(5) For the purposes referred to in subsection (4), any reference in this Act or any other enactment to the board is a reference to a panel of the board.

(6) If the Chair is not a member of a panel, the Chair must designate one of the members of the panel to preside over the panel.

(7) When a proceeding is conducted by a panel and one or more members of the panel for any reason do not attend on any day or part of a day, the remaining members present may, if they constitute a quorum, exercise and perform all the powers and duties of the panel with respect to that proceeding.

(8) Two or more panels may sit simultaneously or at different times.

RSA 2000 cG-1 s11;2009 c23 s5

Responsibilities of board

12(1) The board is responsible for

- (a) ensuring that the powers and duties of the Commission are appropriately carried out;
- (b) establishing the policies of the Commission;
- (c) conducting hearings and making decisions respecting licences and registrations;
- (d) any functions assigned to it under any enactment.

(2) The board has the powers, privileges and immunities of a commissioner under the *Public Inquiries Act* when conducting a hearing.

RSA 2000 cG-1 s12;2002 c15 s4

Inquiry

13(1) The board may hold an inquiry into any matter that pertains to this Act.

(2) The board has the powers, privileges and immunities of a commissioner under the *Public Inquiries Act* when holding an inquiry.

1996 cG-0.5 s13

Exercise of certain powers and duties

14 Where an enactment specifically assigns a power or duty to the Commission or the chief executive officer, the power or duty may only be exercised or performed by the chief executive officer, except to any extent that the power or duty may be delegated under the enactment.

RSA 2000 cG-1 s14;2009 c23 s6

Rules and procedures

15 The board must establish rules and procedures for the conduct of its meetings and hearings and for making decisions and orders.

1996 cG-0.5 s15

Signing requirements

16(1) A licence, registration, order or authorization of the board may be signed by the Chair or any person authorized by the Chair.

(2) The board may authorize the signature on a licence or registration to be reproduced by mechanical means.

1996 cG-0.5 s16

Delegation by board

17(1) The board may in writing delegate any of its functions, powers or duties to the chief executive officer.

(1.1) Where the board has delegated a function, power or duty to the chief executive officer, the board has no authority to give directions or instructions relating to that function, power or duty to any person other than the chief executive officer.

(2) The board must not delegate

- (a) the power or duty to conduct a hearing or inquiry that it is required or authorized to conduct under any enactment,
- (b) the power to establish amounts of fines under section 91(2.1), or
- (c) the power to cancel a licence.

(3) The board's delegation may include the power of subdelegation.

RSA 2000 cG-1 s17;2002 c15 s5;2009 c23 s7

Chief Executive Officer**Responsibilities of c.e.o.**

18(1) The Lieutenant Governor in Council may appoint a chief executive officer of the Commission for a term specified in the appointment.

(1.1) Repealed 2009 c23 s8.

(2) The chief executive officer is responsible for

- (a) the administration of the Commission;
- (b) ensuring that the policies of the board are implemented;
- (c) advising and informing the board on the operation and affairs of the Commission;

- (d) exercising the powers and performing the duties assigned to the Commission or to the chief executive officer by any enactment or by the board.

RSA 2000 cG-1 s18;2002 c15 s6;2009 c23 s8

Acting c.e.o.

19(1) The Minister may designate an employee of the Commission to be acting chief executive officer when the chief executive officer is unable to act or if the office of the chief executive officer is vacant.

(2) The chief executive officer may designate an employee of the Commission to be acting chief executive officer when the chief executive officer is absent.

(3) An acting chief executive officer has all of the functions, powers and duties of the chief executive officer, unless the designation provides otherwise.

1996 cG-0.5 s19;1999 c24 s6

Delegation by c.e.o.

20(1) The chief executive officer may in writing delegate any of the functions, powers and duties of the chief executive officer to an employee or agent of the Commission.

(2) The chief executive officer's delegation may include the power of subdelegation.

1996 cG-0.5 s20

Exercise of Commission powers

21 Where

- (a) any enactment requires or authorizes the Commission to do something, but does not specify who in the Commission may do it, or
- (b) the Commission wishes to exercise its natural person capacity, rights, powers or privileges,

the thing may be done or the capacity, rights, powers or privileges may be exercised by the chief executive officer.

1996 cG-0.5 s21

Finance

Accounts

22 The Commission may establish accounts for money it receives under this Act.

1996 cG-0.5 s22

Fees and penalties

23(1) All application fees, all fees for licences and registrations provided by the Commission and all fines imposed by the board on licensees and registrants are payable to the Commission and must be deposited into the Commission's accounts.

(2) The fees and fines referred to in subsection (1), less amounts for refunds, are to be transferred to the General Revenue Fund as directed by the President of Treasury Board, Minister of Finance.

RSA 2000 cG-1 s23;2002 c15 s7;2013 c10 s32;2017 c21 s5

24 Repealed 2002 c15 s8.

25 Repealed 2019 c20 s15.

**Revenue from sale of liquor, cannabis
and provincial lotteries**

26(1) Revenue from liquor and cannabis sold by or on behalf of the Commission and revenue received by the Commission from provincial lotteries, less any amounts paid for prizes and retailer commissions, must be deposited into the Commission's accounts.

(2) The Commission may pay from the revenue deposited into its accounts under subsection (1)

- (a) federal taxes and duties,
- (b) the amount the Commission pays for liquor,
- (b.1) the amount the Commission pays for cannabis,
- (c) an amount for deposits and charges relating to containers under the *Beverage Container Recycling Regulation* (AR 101/97),
- (d) the amounts required to be paid under the federal-provincial agreement respecting gaming and betting entered into on June 3, 1985, as amended or replaced from time to time,
- (e) the Commission's operating expenses, including the portion of the operating expenses of the Western Canada Lottery Corporation that is attributable to the Province of Alberta and expenses that result from business decisions by the Commission that require additional expenditures, together with any allowance for capital expenditures approved by the President of Treasury Board, Minister of Finance, and

- (f) any amounts determined by the Commission to be paid as commissions to gaming licensees at whose gaming activities the Commission conducts and manages provincial lotteries pursuant to section 43.

(3) After payment of the amounts referred to in subsection (2), the remaining revenue deposited into the Commission's accounts under subsection (1) must be transferred to the General Revenue Fund as directed by the President of Treasury Board and Minister of Finance.

(4) Repealed 2019 c20 s15.

RSA 2000 cG-1 s26;2002 c15 s10;2013 c10 s32;
2017 c21 s6;2019 c20 s15

27 Repealed 2002 c15 s11.

Grant instead of taxes

28 The Commission may each year pay to a municipality in which any of its real property is located a grant not exceeding the amount that would be recoverable by the municipality if

- (a) the property were subject to the property and local improvement taxes of the municipality for that year, or
- (b) the property were subject to the business tax or business licence of the municipality for that year as a result of the Commission's operations on that property.

1996 cG-0.5 s28

Fiscal year

29 The fiscal year of the Commission is April 1 to the following March 31.

1996 cG-0.5 s29

General

Annual report

30(1) The board must, as soon as practicable after the end of each fiscal year, provide the Minister with a report that summarizes its operations during the last fiscal year and that contains

- (a) the audited financial statements of the Commission,
- (b) general information and remarks with regard to the administration and enforcement of this Act during the year, and

- (c) any other information that the board considers relevant or the Minister requests.

(2) The Minister must lay a copy of the report before the Legislative Assembly if it is sitting, and if it is not sitting, within 15 days after the commencement of the next sitting.

RSA 2000 cG-1 s30;2009 c23 s9

Information to Minister

31 The Commission must, on the request of the Minister, report to the Minister on its activities and any matter related to this Act.

1996 cG-0.5 s31

Liability exemption

32 No action lies against the Commission, the board or its members, the chief executive officer, employees of the Commission or inspectors for anything done or not done, in good faith, in relation to the exercise of their powers or to the performance of their duties under this Act.

1996 cG-0.5 s32

Testimony and production of documents

33(1) Unless the board directs otherwise, no member of the board or employee of the Commission may be compelled

- (a) to give testimony for the purposes of a civil action with regard to information obtained in the course of the member's or employee's duties, or
- (b) to produce any document or information for the purposes of a civil action.

(2) Subsection (1) does not apply when the member of the board, the Commission or the employee is a party to the civil action.

1996 cG-0.5 s33

Freedom of Information and Protection of Privacy Act

34 For the purposes of section 16(1)(b) of the *Freedom of Information and Protection of Privacy Act*, the following information in the custody or under the control of the Commission is deemed to have been supplied to the Commission in confidence:

- (a) information obtained by the Commission before, on or after the coming into force of this section relating to the Commission's acquisition or sale of cannabis;
- (b) information obtained by the Commission before, on or after the coming into force of this section relating to the Commission's acquisition or sale of liquor.

RSA 2000 cG-1 s34;2018 c7 s2

Part 2

Gaming and Provincial Lotteries

Gaming

Delegation from Lieutenant Governor in Council

35 The Commission's and the board's authority to issue gaming licences and to impose conditions on those licences is subject to the Lieutenant Governor in Council's authorizing the Commission and the board to do so.

1996 cG-0.5 s35

Requirement for licence

36(1) No person may conduct or manage a gaming activity unless

- (a) the person holds a gaming licence that authorizes the activity, and
- (b) the gaming activity takes place in a licensed facility if the board designates in its policies or the gaming licence that the gaming activity may only be conducted in a licensed facility.

(2) If the board has designated in its policies or in a gaming licence that a gaming activity may only be conducted in a licensed facility, no person may operate a facility in which the gaming activity takes place unless the person holds a facility licence for that facility.

1996 cG-0.5 s36

Issuing licences

37(1) The board may, with or without a hearing, issue a gaming licence or a facility licence if

- (a) the board considers it appropriate to do so,
- (b) the applicant is eligible to receive the licence,
- (c) the requirements of this Act for issuing the licence have been met, and
- (d) issuing the licence will not cause the maximum number of licences established by the board to be exceeded.

(2) A facility licence may only be issued in respect of one facility.

1996 cG-0.5 s37

Minors in licensed facility

37.1(1) No minor may enter or be in and no facility licensee may permit a minor to enter or be in the following licensed facilities:

- (a) a casino;
- (b) a racing entertainment centre.

(2) With respect to a licensed facility other than a casino or a racing entertainment centre, no minor may enter or be in the facility and no facility licensee may permit a minor to enter or be in the facility if the facility licence prohibits minors from entering or being in the facility.

(3) If a person who appears to be a minor enters a casino, a racing entertainment centre or another licensed facility whose facility licence prohibits minors from entering or being in the facility, the facility licensee must demand that the person who appears to be a minor produce proof of age.

(4) If a person makes a request for identification under subsection (3) and the person who appears to be a minor fails to produce identification that is satisfactory to the person making the request, the facility licensee must refuse the person entry or ask the person to leave.

2002 c15 s12

Duty to intoxicated person

37.2 No facility licensee may permit a person apparently intoxicated by liquor or a drug to take part in a gaming activity or provincial lottery that is conducted in the licensed facility.

2002 c15 s12

Conditions

38(1) The board's policies respecting the activities authorized by a gaming or facility licence are conditions of the licence, including policies made or amended after the licence is issued.

(2) The Commission must make available to a licensee the board policies that are conditions of the licence and must notify the licensee if those policies are amended after the licence is issued.

(3) When issuing a gaming or facility licence, the board may, with or without a hearing, impose conditions on a licence that are in addition to the conditions referred to in subsection (1).

(4) When the board imposes a condition under subsection (3) without a hearing, the board must give the licensee information about an application for a hearing.

RSA 2000 cG-1 s38;2009 c23 s10

Registration - gaming workers

39(1) No person may be a gaming worker unless the person is registered as a gaming worker.

(2) No person may provide gaming workers to a gaming licensee unless the person is registered to provide gaming workers or is a facility licensee.

(3) No gaming licensee or facility licensee may use a gaming worker to assist in the conduct or management of a gaming activity or provincial lottery unless the worker is registered as a gaming worker.

RSA 2000 cG-1 s39;2002 c15 s13

Registration - gaming supplies

40(1) No person may make, sell, advertise or distribute gaming supplies unless

- (a) the person is registered to deal in gaming supplies,
- (b) the person is a facility licensee, or
- (c) the person is a gaming licensee and the manufacture, sales, advertisement or distribution is authorized by the Commission.

(2) No person may possess gaming supplies unless the gaming supplies are approved by the board and

- (a) the person is registered to deal in gaming supplies,
- (b) the person is a licensee under a gaming or facility licence,
- (c) the person is an employee or agent of a person described in clause (a) or (b), or
- (d) the person is using the supplies to play a gaming activity that is authorized by a gaming licence.

1996 cG-0.5 s40

Inducing breach of contract

41(1) In this section, “gaming contract” means a contract in which one party agrees to provide gaming supplies, gaming workers or a licensed facility to a gaming licensee.

(2) No person

- (a) who sells gaming supplies,
- (b) who is a facility licensee or an employee or agent of a facility licensee, or
- (c) who is a gaming worker

may induce a gaming licensee who is a party to a gaming contract to break the contract for the purpose of the person or the person's employer or principal entering into a gaming contract with the gaming licensee.

1996 cG-0.5 s41

Registration

42(1) The board is responsible for registrations under this Part.

(2) Registrations are governed by the regulations.

1996 cG-0.5 s42

Provincial Lotteries

Commission's authority

43 The Commission may conduct and manage provincial lotteries on behalf of the Government of Alberta either alone or in conjunction with the government of another province or territory.

1996 cG-0.5 s43

Agreements

44(1) The Commission may, on behalf of the Government of Alberta, enter into agreements with the governments of any other provinces or territories or their agents regarding the conduct and management of a provincial lottery within Alberta and those other provinces or territories.

(2) An agreement referred to in subsection (1) may provide for the provincial lottery to be conducted and managed by an agent acting on behalf of the Government of Alberta and on behalf of the governments of the other provinces or territories.

RSA 2000 cG-1 s44;2009 a23 s11

Lottery tickets

45 No person, unless authorized by the Commission, may make, sell, advertise or distribute lottery tickets with respect to a provincial lottery.

1996 cG-0.5 s45

Gaming terminals

46(1) No person may make, sell, advertise or distribute a gaming terminal unless the terminal is approved by the Commission and the person is registered to deal in gaming terminals.

(2) No person may possess a gaming terminal unless the terminal is approved by the Commission and

- (a)** the person operates an establishment in which the gaming terminal is used and the use of the gaming terminal in the person's establishment is authorized by the Commission, or

- (b) the person is registered to deal in gaming terminals or is an employee or agent of a person who is registered to deal in gaming terminals.

RSA 2000 cG-1 s46;2002 c15 s14

Certain actions barred

47 No action or proceeding may be instituted or continued against the Crown or a Minister of the Crown, the Commission, the board or its members, the chief executive officer, inspectors or employees of the Commission based on any claim or cause of action, whether arising before or after the enactment of this section, for compensation, for loss or damages including exemplary damages or for injunctive or declaratory relief, whether based on contract, property, tort, equity, restitution, expropriation or otherwise, for

- (a) the removal of gaming terminals from establishments,
- (b) the termination or cancellation of agreements with retailers,
- (c) the termination or cancellation of any rights of retailers connected with or arising from agreements with retailers, or
- (d) any act or omission authorized by this Act.

RSA 2000 cG-1 s47;2002 c15 s15

Municipal plebiscites 1998

48(1), (2) Repealed 2009 c23 s12.

(3) Subject to subsection (4), if the Commission has removed video lottery terminals from a municipality before May 19, 1999 as the result of a vote held in that municipality, the Commission may not

- (a) enter into agreements with retailers respecting video lottery terminals, or
- (b) place or replace any video lottery terminals in establishments

in that municipality.

(4) The Commission may not, in respect of a municipality referred to in subsection (3), enter into an agreement with a retailer or place video lottery terminals in establishments unless a policy of the Minister under section 7 authorizes the Commission to do so.

(5) In this section, “video lottery terminal” means a video gaming terminal other than one that is located in a licensed facility.

RSA 2000 cG-1 s48;2009 c23 s12

Application to existing agreements

49(1) The *Gaming and Liquor Amendment Act, 1999*, SA 1999 c24, applies to all agreements with retailers existing on May 19, 1999.

(2) If there is a conflict between an agreement with a retailer and the *Gaming and Liquor Amendment Act, 1999*, SA 1999 c24, the *Gaming and Liquor Amendment Act, 1999* prevails.

1999 c24 s7

Part 3

Liquor

Liquor control

50 No person may, except in accordance with this Act or in accordance with a liquor licence, manufacture, import, purchase, sell, transport, give, possess, store, use or consume liquor.

1996 cG-0.5 s47

Issuing licences

51(1) The board may, with or without a hearing, issue a liquor licence to an applicant if

- (a) the board considers it appropriate to do so,
- (b) the applicant is eligible to receive the licence, and
- (c) the requirements of this Act for issuing the licence have been met.

(2) A licence may only be issued in respect of one premises.

1996 cG-0.5 s48

Separate business

51.1(1) The board may not issue a retail liquor store licence to an applicant unless the business under which the activities authorized by the licence will be carried out is separate from any other business of the applicant.

(2) The board may, for the purposes of this section, make policies establishing criteria to be used to determine if one business is separate from another business.

(3) Despite subsection (1), the board may issue more than one retail liquor store licence to an applicant if the business under which the activities authorized by those licences will be carried out is separate from any other business of the applicant.

(4) Despite subsection (1), the board may issue a retail liquor store licence to an applicant if the business under which the activities authorized by the licence will be carried out is part of a business that operates a hotel.

2002 c15 s16

Eligibility of minors

52 No liquor licence may be issued

- (a) to a minor, or
- (b) to a corporation if the majority of the corporation's directors or officers are minors, or if the employee or agent who is to be in charge of the premises described in the application is a minor.

1996 cG-0.5 s49

Eligibility of persons related to Commission

53(1) No liquor licence may be issued

- (a) to or for the benefit of a person who is a member of the board or an employee or agent of the Commission, or
- (b) in respect of any premises if a member of the board or an employee or agent of the Commission is an owner or part owner of the premises or holds an interest in the premises.

(2) This section does not apply to

- (a) the issuing of a special event licence, or
- (b) the issuing of a licence to an agent of the Commission authorizing the manufacture of liquor.

1996 cG-0.5 s50

54 Repealed 2020 c9 s2.

Definitions

55 In section 56,

- (a) "licensed premises" does not include licensed premises under a special event licence;
- (b) "liquor licence" does not include a special event licence.

RSA 2000 cG-1 s55;2020 c9 s3

Areas where there are no liquor licences

56(1) Subject to subsections (6) to (8), if the board receives an application for a liquor licence for proposed licensed premises in a municipality, Metis settlement or Indian reserve in which there are no licensed premises, the board must refer the application to the municipality, Metis settlement or Indian band.

(2) The municipality, Metis settlement or Indian band has 90 days after the application has been referred to it to advise the board whether it approves of the issuing of the liquor licence.

(3) If the municipality, Metis settlement or Indian band advises the board within the 90 days that it approves of the issuing of the liquor licence, the board may issue the licence.

(4) If the municipality, Metis settlement or Indian band

- (a) does not advise the board of its decision within the 90 days, or
- (b) advises the board within the 90 days that it does not approve of the issuing of the liquor licence,

the board may not issue a licence or accept an application for a licence that would authorize licensed premises in the municipality, Metis settlement or Indian reserve for 3 years from the date that the board referred the application under subsection (1) to the municipality, Metis settlement or Indian band.

(5) Despite subsection (4), the board may issue a licence or accept an application for a licence that would authorize licensed premises in the municipality, Metis settlement or Indian reserve after the 90 days referred to in that subsection and within the 3 years referred to in that subsection if the municipality, Metis settlement or Indian band advises the board that it approves of the issuing of a liquor licence.

(6) The board may not issue a licence or accept an application for a licence that would authorize licensed premises in the municipality, Metis settlement or Indian reserve for 3 years from the date that the board referred an application for a licence to

- (a) the municipality under section 57 as it read immediately before the coming into force of this section if the municipality held the vote as required by that section and the majority of the electors voting opposed the liquor licence being issued,

- (b) the Metis settlement under section 58 as it read immediately before the coming into force of this section if the Metis settlement held the vote as required by that section and a majority of the settlement members voting opposed the liquor licence being issued, or
- (c) the Indian band under section 59 as it read immediately before the coming into force of this section if the Indian band did not advise the board of its decision within 90 days of the referral, or if the band advised the board within the 90 days that it did not approve of the issuing of the liquor licence.

(7) Subsections (1) to (6) apply to an application received after this section comes into force for a liquor licence for proposed licensed premises in a municipality, Metis settlement or Indian reserve in which there are no licensed premises.

(8) Sections 55 to 60 as they read immediately before the coming into force of this section continue to apply, as appropriate, to an application received before this section comes into force for a liquor licence for proposed licensed premises in a municipality, Metis settlement or Indian reserve in which there are no licensed premises as if sections 55 and 60 had not been amended and sections 56 to 59 had not been repealed.

RSA 2000 cG-1 s56;2020 c9 s4

57 to 59 Repealed 2020 c9 s4.

Extending time period

60 The board may extend the 90-day periods referred to in section 56 on the request of a municipality, Metis settlement or Indian band and, if an extension is granted, the references to 90 days in that section refer to the extended time period.

RSA 2000 cG-1 s60;2020 c9 s5

Conditions

61(1) The board's policies respecting the activities authorized by a liquor licence are conditions of the licence, including policies made or amended after the licence is issued.

(2) The Commission must make available to a licensee the board policies that are conditions of the liquor licence and must notify the licensee if those policies are amended after the licence is issued.

(3) When issuing a liquor licence or at any time during the term of the licence, the board may, with or without a hearing, impose conditions on a licence that are in addition to the conditions referred to in subsection (1).

(4) When the board imposes a condition under subsection (3) without a hearing, the board must give the licensee information about an application for a hearing.

RSA 2000 cG-1 s61;2009 c23 s13;2020 c9 s6

Representatives of Liquor Suppliers

Registration required

62(1) No liquor supplier may authorize a liquor agency to be its representative in the sale of its liquor unless the liquor agency is registered for that purpose.

(2) No liquor agency may act as the representative of a liquor supplier in the sale of the supplier's liquor unless the liquor agency is registered for that purpose.

(3) to (7) Repealed 2009 c23 s14.

RSA 2000 cG-1 s62;2009 c23 s14

Registration

63(1) The board is responsible for registrations under this Part.

(2) Registrations are governed by the regulations.

1996 cG-0.5 s60

Regulation of Licensees and Activities on Licensed Premises

Forced sales

64 No liquor licensee or employee or agent of a liquor licensee may require or demand, by force or otherwise, that a person buy liquor in the licensed premises.

1996 cG-0.5 s61

Remuneration based on sales

65(1) No person may enter into an agreement in which one party is to receive remuneration for working in licensed premises if the remuneration varies with the amount of liquor sold at the licensed premises.

(2) An agreement entered into in contravention of subsection (1) is void.

1996 cG-0.5 s62

Agreements with liquor suppliers and agencies

66(1) Unless the regulations provide otherwise, no liquor supplier or liquor agency may enter into an agreement with a liquor licensee whose licence authorizes the sale of liquor to customers for their own consumption in which the licensee agrees to sell the liquor of the supplier or agency.

(2) Unless the regulations provide otherwise, no liquor licensee whose licence authorizes the sale of liquor to customers for their own consumption may enter into an agreement with a liquor supplier or liquor agency in which the licensee agrees to sell the liquor of the supplier or agency.

(3) Unless the regulations provide otherwise, an agreement entered into in contravention of subsections (1) and (2) is void.

1996 cG-0.5 s63

Advertising and promoting of liquor

67(1) The board may make policies respecting the advertising and promoting of liquor or products that contain liquor.

(2) Every liquor licensee, liquor supplier, liquor agent and registrant under this Part must comply with the policies.

1996 cG-0.5 s64

Sale at licensed premises

68(1) No liquor licensee or employee or agent of a liquor licensee whose licence authorizes the sale or provision of liquor at licensed premises may sell, offer to sell or provide liquor at the licensed premises

- (a) unless the liquor was purchased from the Commission or acquired in accordance with board policies, and
- (b) except during the hours and on the days when the liquor may be sold or provided under the regulations or stadium bylaws.

(2) No liquor licensee or employee or agent of a liquor licensee may sell, offer to sell or provide from the licensed premises liquor to be consumed off the licensed premises unless the licensee's licence authorizes those activities.

1996 cG-0.5 s65

Conduct on licensed premises

69(1) No liquor licensee or employee or agent of a liquor licensee may permit any activity in the licensed premises that

- (a) is contrary to any municipal bylaw or any Act or regulation of Alberta or Canada,
- (b) is detrimental to the orderly operation of the premises,
- (c) may be injurious to the health or safety of people in the premises, or
- (d) is prohibited under the licence or by the regulations.

- (2) No person may do anything in licensed premises that
- (a) is detrimental to the orderly operation of the premises,
 - (b) may be injurious to the health or safety of people in the premises, or
 - (c) is prohibited under the licence or by the regulations.

RSA 2000 cG-1 s69;2002 c15 s17

Maintaining public order and safety in licensed premises — gangs

69.1(1) In this section,

- (a) “gang” means a group of people engaged in a pattern of unlawful behaviour or in creating an atmosphere of fear or intimidation in a community;
- (b) “unlawful behaviour” means
 - (i) production, sale, importation, exportation or trafficking of a controlled substance within the meaning of the *Controlled Drugs and Substances Act* (Canada),
 - (ii) prostitution or living on the avails of prostitution,
 - (iii) unlawful possession or transfer of firearms, or
 - (iv) violence, threats, extortion or intimidation.

(2) For the purposes of this section, a person is associated with a gang if the person

- (a) is a member of the gang,
- (b) supports, facilitates or participates in the gang’s activities, or
- (c) is in the company of a person described in clause (a) or (b).

(3) A police officer may exclude or remove from licensed premises any person the police officer believes to be associated with a gang.

(4) A police officer need not rely on personal knowledge in concluding that a person is associated with a gang but may rely on information from others, including but not limited to

- (a) information regarding
 - (i) any admission of association with a gang,

- (ii) use of names, signs, symbols or other representations used by a gang,
 - (iii) a person's presence at the scene of unlawful behaviour by a gang, regardless of whether the person participated in the unlawful behaviour,
 - (iv) receipt of benefits from a gang, and
 - (v) frequent association with persons associated with a gang,
- and

- (b) any other categories of information set out in the regulations.

(5) For greater certainty, a police officer's good faith belief that a person is associated with a gang is itself sufficient grounds for the exclusion or removal of the person from licensed premises under this section.

(6) Every person who is directed to leave licensed premises by a police officer acting under subsection (3) shall comply with the direction.

(7) A person who contravenes subsection (6) is a trespasser on the licensed premises.

2009 c23 s15

Collection of personal information by licensee

69.2(1) A licensee may, before allowing a person to enter licensed premises, collect the person's name, age and photograph.

(2) If a licensee has personal knowledge or reasonably believes that a person referred to in subsection (1) has, at any time within the preceding year, engaged in an activity referred to in section 69(1) or (2), the licensee may, in good faith, disclose the person's name, age and photograph to other licensees for the purpose of allowing them to determine whether they wish to allow the person to enter licensed premises.

(3) A licensee must, as soon as possible after a request is made by a police officer, disclose to the police officer any information collected under subsection (1).

2009 c23 s16

Leaving licensed premises when requested**70** No person may

- (a) remain in licensed premises after having been requested to leave the premises by the liquor licensee or an employee or agent of the liquor licensee, or
- (b) enter licensed premises after having been forbidden to enter the premises by the liquor licensee or an employee or agent of the liquor licensee.

1996 cG-0.5 s67

Leaving licensed premises on closing

71(1) Except in those licensed premises prescribed in the regulations, every person other than the liquor licensee and the liquor licensee's employees or agents must leave licensed premises when the sale and consumption of liquor in those premises are required to cease under the regulations or stadium bylaws.

(2) Except as provided in the regulations, no liquor licensee or employee or agent of a liquor licensee may permit any person to be in licensed premises when the sale and consumption of liquor in those premises are prohibited under the regulations or stadium bylaws.

(3) No person may consume and no liquor licensee or employee or agent of a liquor licensee may permit a person to consume liquor on licensed premises when the sale and consumption of liquor in those premises are prohibited under the regulations or stadium bylaws.

1996 cG-0.5 s68

Homemade liquor

72(1) No liquor licensee or employee or agent of a liquor licensee may permit liquor referred to in section 86(1) on any licensed premises unless the liquor is being judged in a competition authorized by a special event licence.

(2) No person may on any licensed premises consume liquor that the person knows has been made under the authority of section 86(1) unless the consumption occurs as part of the judging of the liquor in a competition authorized by a special event licence.

1996 cG-0.5 s69

Adulteration of liquor

73(1) No liquor licensee or employee or agent of a liquor licensee or any other person may, except as permitted under the board policies,

- (a) mix or permit to be mixed with any liquor that is in the possession of a liquor licensee any drug or any form of methyl alcohol or any crude, unrectified or impure form of ethyl alcohol or any other deleterious substance or liquid, or
- (b) blend or permit to be blended one type or brand of liquor with another type or brand of liquor that is in the possession of a liquor licensee by exchanging or combining the contents of one container with those of another container except when using an automatic dispensing device approved by the Commission.

(2) No liquor licensee or employee or agent of a liquor licensee may, except as permitted under the board policies, add water or any other liquid or permit water or any other liquid to be added to any liquor sold or given to a customer so as to reduce the percentage of alcohol by volume without the knowledge and consent of the customer.

RSA 2000 cG-1 s73;2002 c15 s18;2018 c7 s2

Minors on licensed premises

74(1) If a person who appears to be a minor requests to purchase or be given liquor from a liquor licensee, the licensee or other person to whom the request is made must, before granting the request, demand that the person who appears to be a minor provide proof of age.

(2) No minor may enter or be in any licensed premises if the licence prohibits minors from entering into or being in the licensed premises.

(3) No liquor licensee may permit a minor to enter or be in any licensed premises if the licence prohibits minors from entering into or being in the licensed premises.

(4) If a person who appears to be a minor enters licensed premises that a minor is not entitled to enter or be in, the liquor licensee must demand that the person who appears to be a minor produce proof of age.

(5) If a person makes a request for identification under subsection (1) or (4) and the person who appears to be a minor fails to produce identification that is satisfactory to the person making the request, the liquor licensee must

- (a) not serve liquor to that person, and

- (b) refuse the person entry or ask the person to leave if the licence prohibits a minor from entering and being in those licensed premises.

1996 cG-0.5 s71

Supplying liquor to minor

75 No person may give or sell or permit any person to give or sell liquor to a minor in licensed premises.

1996 cG-0.5 s72

Duty to intoxicated person

75.1 No liquor licensee may

- (a) sell or provide liquor in the licensed premises to a person apparently intoxicated by liquor or a drug,
- (b) permit a person apparently intoxicated by liquor or a drug to consume liquor in the licensed premises, or
- (c) permit a person apparently intoxicated by liquor or a drug to take part in a gaming activity or provincial lottery that is conducted in the licensed premises.

2002 c15 s19

Activities Involving Liquor**Commission's general authority**

76 The Commission may import, purchase, sell, transport, possess and store liquor.

1996 cG-0.5 s73

Importation

77 No person may import liquor into Alberta unless

- (a) the liquor has been purchased by or on behalf of the Commission and the liquor is consigned to the Commission,
- (b) the person is a manufacturer and the board has authorized the manufacturer to import the liquor for the purposes of blending with and flavouring liquor made by the manufacturer, or
- (c) the importation is authorized by this Act or a federal Act.

1996 cG-0.5 s74

Business of transporting passengers

78 The board may authorize a liquor licensee that is in the business of transporting passengers in a commercial public conveyance, other than local transit buses and trains, to bring liquor into Alberta in the commercial public conveyance, and the liquor

may be sold to passengers in the commercial public conveyance in accordance with the licence.

1996 cG-0.5 s75

Sales to Commission

79(1) No manufacturer may sell the liquor it makes to any person other than the Commission unless the manufacturer's liquor licence provides otherwise.

(2) Subsection (1) does not apply to liquor that a manufacturer exports from Alberta.

(3) No person who imports liquor under section 77(b) or (c) may sell the liquor to any person other than the Commission unless the board provides otherwise.

1996 cG-0.5 s76

Sales to licensee

80(1) The Commission may impose a mark-up as determined by the Commission on liquor that it sells to liquor licensees.

(2) When the Commission sells liquor to liquor licensees, the price of liquor must be the same, at any one time, for all licensees holding the same class of licence.

(3) The Commission must not deliver liquor it has sold until the purchaser has paid for the liquor in the manner required by the board.

(4) In subsection (1), "mark-up" means the profit generated by the Commission on the sale of liquor.

RSA 2000 cG-1 s80;2002 c15 s20

Prohibited sales

81 Unless authorized by this Act or a liquor licence, no person may through the person's own actions or through the person's employees or agents

- (a) display liquor for sale,
- (b) store liquor for sale, or
- (c) directly or indirectly sell or offer to sell liquor.

1996 cG-0.5 s78

Sale of liquor under Civil Enforcement Act

82 A civil enforcement agency may seize liquor in accordance with the *Civil Enforcement Act*, and the board may, subject to any conditions it considers advisable, authorize the civil enforcement agency to sell the liquor.

1996 cG-0.5 s79

Transportation

83 A common carrier or other person may, in accordance with this Act, transport liquor from a place where liquor is lawfully located to another place where liquor may be lawfully located.

1996 cG-0.5 s80

Consumption in vehicles

84 Except as otherwise provided for in this Act or in a liquor licence, no person may consume liquor in a vehicle unless, when the liquor is being consumed, the vehicle is a temporary residence.

1996 cG-0.5 s81

Gift of liquor

85 Subject to the regulations, a person other than a minor may make a gift of liquor that was lawfully made, purchased or imported and a person other than a minor may receive a gift of this liquor.

1996 cG-0.5 s82

Raffle of liquor

85.1 Subject to the regulations, a person other than a minor may under a raffle licence issued under this Act raffle as a prize liquor that was lawfully made, purchased or imported and a person other than a minor may be awarded a prize of this liquor.

2020 c9 s7

Adults

86(1) An adult may make wine, cider and beer, up to a quantity permitted under the regulations, in a premises licensed for that purpose or in the adult's residence.

(2) No adult may make spirits except in accordance with a licence.

(3) An adult may import into Alberta liquor of a kind and up to a quantity that is permitted under the regulations.

(4) An adult may purchase liquor from a licensee or as otherwise authorized by the regulations.

(5) An adult may possess liquor lawfully made, purchased, imported or received as a gift, and

- (a) store it in a residence, temporary residence or other place authorized by this Act, and
- (b) use and consume it in a residence, temporary residence or other place authorized by this Act.

RSA 2000 cG-1 s86;2018 c7 s2

Minors

87(1) Subject to subsection (3) and section 88, no minor may

- (a) purchase or attempt to purchase liquor;
- (b) obtain or attempt to obtain liquor;
- (c) possess or consume liquor.

(2) Subject to subsection (3) and section 88, no person may sell, attempt to sell or give liquor to a minor.

(3) An adult who is the parent, guardian or spouse or adult interdependent partner of a minor and who is in lawful possession of liquor may give the liquor to a minor in a residence or a temporary residence.

RSA 2000 cG-1 s87;2002 cA-4.5 s39

Religious ceremonies

88 A priest, minister, member of a clergy or other religious leader may, in the performance of religious ceremonies or sacraments, give liquor, approved by the Commission for sacramental purposes, to a minor or an adult in accordance with the practices of the religion.

1996 cG-0.5 s86

Public place

89(1) Except as provided in this Act, no person may use or consume liquor in a public place or any place other than a residence, temporary residence, licensed premises or a place or class of place prescribed in the regulations where liquor may be used or consumed.

(2) Despite subsection (1), a person may consume liquor in a public park in a picnic area designated by the owner or operator of the public park during the hours designated by the owner or operator if a sign is posted that

- (a) states that a person may consume liquor in the designated picnic area,
- (b) sets out the designated picnic area, and

- (c) sets out the hours when liquor may be consumed.

(3) A person must stop consuming liquor in a designated picnic area if a peace officer on reasonable and probable grounds believes that the person is intoxicated and the peace officer requests that person to stop consuming liquor.

RSA 2000 cG-1 s89;2020 c9 s8

Unauthorized places

90 An owner or operator, or an employee or agent of an owner or operator, of a place that is not

- (a) a residence,
- (b) a temporary residence,
- (c) licensed premises,
- (d) a place prescribed in the regulations where liquor may be stored, used or consumed, or
- (e) a picnic area in a public park that is designated and where a sign is posted in accordance with section 89(2),

may not knowingly allow a person to possess, use or consume any liquor at that place.

1996 cG-0.5 s87

Part 3.1 Cannabis

Commission's general authority

90.01 Subject to the federal Act, the Commission may import, distribute, purchase, sell, transport, possess and store cannabis.

2017 c21 s7;2018 c7 s1

Issuing cannabis licences

90.02(1) The board may, with or without a hearing, issue a cannabis licence if

- (a) the board considers it appropriate to do so,
- (b) the applicant is eligible to receive the cannabis licence, and
- (c) the requirements of the Act for issuing the cannabis licence have been met.

(2) A cannabis licence must not be issued in respect of more than one premises.

2017 c21 s7

Minors on licensed premises

90.03(1) No minor may enter or be in and no licensee may permit a minor to enter or be in licensed premises.

(2) If a person who appears to be less than 25 years old requests to purchase or be given cannabis from a cannabis licensee or an employee or agent of a cannabis licensee, the licensee, employee or agent must, before granting the request, demand that the person provide proof of age.

(3) If a person who appears to be less than 25 years old enters licensed premises, the cannabis licensee or an employee or agent of the cannabis licensee must demand that the person produce proof of age.

(4) If a cannabis licensee, employee or agent referred to in subsection (2) or (3) demands that a person produce proof of age and the person fails to produce proof of age that is satisfactory to the licensee, employee or agent making the request, the licensee, employee or agent must

- (a) not provide cannabis to that person, and
- (b) refuse the person entry or ask the person to leave the licensed premises.

2017 c21 s7

Prohibition — supplying cannabis to minor

90.04 No cannabis licensee or employee or agent of a cannabis licensee may give or sell or permit any person to give or sell cannabis to a minor in licensed premises.

2017 c21 s7

Duty to intoxicated person

90.05 No cannabis licensee may

- (a) sell or provide cannabis in the licensed premises to a person apparently intoxicated by liquor or a drug, or
- (b) permit a person apparently intoxicated by liquor or a drug to use cannabis in the licensed premises.

2017 c21 s7

Prohibited sales

90.06 No cannabis licensee may sell cannabis unless it has been produced by a person that is authorized under the federal Act to produce cannabis for commercial purposes.

2017 c21 s7

Conditions

90.07(1) The board's policies respecting the activities authorized by a cannabis licence are conditions of the licence, including policies made or amended after the licence is issued.

(2) The Commission must make available to a cannabis licensee the board policies that are conditions of the cannabis licence and must notify the licensee if those policies are amended after the licence is issued.

(3) When issuing a cannabis licence or at any time during the term of the licence, the board may, with or without a hearing, impose conditions on the licence that are in addition to the conditions referred to in subsection (1).

(4) When the board imposes a condition under subsection (3) without a hearing, the board must give the cannabis licensee information about an application for a hearing.

(5) It is a condition of every cannabis licence that the licensee must, in accordance with the regulations,

- (a)** keep records respecting the licensee's activities in relation to cannabis that the licensee possesses for commercial purposes, and
- (b)** take measures to reduce the risk of cannabis that the licensee possesses for commercial purposes being diverted to an illicit market or activity.

2017 c21 s7

Qualified employees

90.071(1) The Commission may create and maintain a list of individuals who have met the requirements of this Act and the regulations that are applicable to employees of cannabis licensees and, in maintaining the list, may remove the names of individuals who cease to meet those requirements.

(2) The Commission may collect, use and disclose information, including personal information, for the purposes of creating and maintaining the list referred to in subsection (1).

(3) Before employing an individual to work in a premises that is the subject of a cannabis licence, the cannabis licensee must confirm that the individual is in good standing on the list referred to in subsection (1).

2017 c21 s7;2018 c7 s1

Cannabis control

90.08(1) Subject to the federal Act, no person may import, distribute, grow, transport, store, purchase, sell, give, possess or use cannabis except in accordance with this Act or a cannabis licence.

(2) Subject to the federal Act,

- (a) no person, other than a department or agency designated by the Minister, may sell cannabis online, and
- (b) no person may purchase cannabis online except from a department or agency designated by the Minister.

2017 c21 s7

Separate business

90.09(1) The board may not issue a cannabis licence that authorizes the sale of cannabis unless

- (a) the business under which the activities authorized by the licence will be carried out is separate from any other business of the applicant, and
- (b) the activities authorized by the licence will be carried out in a location where no alcohol, tobacco, pharmaceuticals or other things are sold except cannabis, unless the other things sold are cannabis accessories or prescribed things.

(2) Despite subsection (1)(a), the board may issue more than one cannabis licence that authorizes the sale of cannabis if the business under which the activities authorized by those licences will be carried out is separate from any other business of the applicant.

(3) Despite subsection (1)(b), the board may, in accordance with the regulations, issue a cannabis licence that authorizes the sale of cannabis in a location where things other than cannabis accessories or prescribed things are sold.

2017 c21 s7;2018 c7 s1

Eligibility of minors

90.1 No cannabis licence may be issued

- (a) to a minor, or
- (b) to a corporation if any of the corporation's directors or officers are minors, or if the employee or agent who is to be in charge of the premises described in the application is a minor.

2017 c21 s7

Eligibility of persons related to Commission**90.11** No cannabis licence may be issued

- (a) to or for the benefit of a person who is a member of the board or an employee or agent of the Commission, or
- (b) in respect of any premises if a member of the board or an employee or agent of the Commission is an owner or part owner of the premises or holds an interest in the premises.

2017 c21 s7

Sales to cannabis licensee

90.12(1) In selling cannabis to a cannabis licensee or other purchaser, the Commission may charge whatever price, including any mark-up, that it considers appropriate.

(2) When the Commission sells cannabis to cannabis licensees, the price of cannabis must be the same, at any one time, for all licensees holding the same class of licence.

(3) The Commission must not deliver cannabis it has sold to a cannabis licensee until the licensee has paid for the cannabis in the manner required by the board.

(4) In subsection (1), “mark-up” means the profit generated by the Commission on the sale of cannabis.

2017 c21 s7;2018 c7 s1

**Representatives of
Cannabis Suppliers****Registration required**

90.13(1) No cannabis supplier may authorize any person to be its representative in the sale of the supplier’s cannabis unless the person is registered with the Commission for that purpose.

(2) No person may act as the representative of a cannabis supplier in the sale of the supplier’s cannabis unless the person is registered with the Commission for that purpose.

(3) The board is responsible for registrations under this Part.

(4) Registrations are governed by the regulations.

2017 c21 s7

Regulation of Cannabis Licensees and Activities on Licensed Premises

Forced sales

90.14 No cannabis licensee or employee or agent of a cannabis licensee may require or demand, by force or otherwise, that a person buy cannabis in the licensed premises.

2017 c21 s7

Remuneration based on cannabis sales

90.15(1) No person may enter into an agreement in which one party is to receive remuneration for working in licensed premises if the remuneration varies with the amount of cannabis sold at the licensed premises.

(2) An agreement entered into in contravention of subsection (1) is void.

2017 c21 s7

Agreements

90.16 Except to the extent, if any, that the regulations provide otherwise,

- (a) no cannabis licensee may enter into an agreement with a cannabis supplier or registrant to sell or promote the sale of the supplier's cannabis,
- (b) no cannabis supplier or registrant may enter into an agreement with a cannabis licensee to sell or promote the sale of the supplier's cannabis, and
- (c) an agreement entered into in contravention of this section is void.

2017 c21 s7

Advertising, display and promotion of cannabis and cannabis accessories

90.17(1) The board may make policies respecting the advertising, display and promotion of cannabis and cannabis accessories.

(2) Every cannabis licensee and registrant under section 90.13 must comply with the policies.

2017 c21 s7; 2018 c7 s1

Business name and signage

90.171(1) It is a condition of every cannabis licence that

- (a) signage for a premises described in the licence must not use

- (i) any term commonly associated with medicine, health or pharmaceuticals, including, without limitation, the term pharmacy, dispensary, apothecary, drug store, medicine, medicinal, health, therapeutic or clinic, or
- (ii) any symbol or graphic commonly associated with a term referred to in subclause (i),

and

- (b) the name of a business under which a premises described in the licence is operated must not include a term referred to in clause (a)(i).

(2) In this section, a reference to a term includes any derivation or abbreviation of the term.

2017 c21 s7;2018 c7 s1

Sale of cannabis at licensed premises

90.18(1) No cannabis licensee or employee or agent of a cannabis licensee whose licence authorizes the sale or provision of cannabis at licensed premises may sell, offer to sell or provide cannabis at the licensed premises except

- (a) where the cannabis is authorized to be sold by the Commission or acquired in accordance with board policies, and
- (b) in accordance with the regulations.

(2) No cannabis licensee or employee or agent of a cannabis licensee may alter in any way, or permit any other person to alter in any way, cannabis that is offered for sale at a licensed premises.

2017 c21 s7;2018 c7 s1

Conduct on licensed premises

90.19(1) No cannabis licensee or employee or agent of a cannabis licensee may permit any activity in the licensed premises that

- (a) is contrary to any municipal bylaw or any Act or regulation of Alberta or Canada,
- (b) is detrimental to the orderly operation of the licensed premises,
- (c) may be injurious to the health or safety of people in the licensed premises, or
- (d) is prohibited under the cannabis licence or by the regulations.

- (2) No person may do anything in licensed premises that
- (a) is detrimental to the orderly operation of the licensed premises,
 - (b) may be injurious to the health or safety of people in the licensed premises, or
 - (c) is prohibited under the cannabis licence or by the regulations.

2017 c21 s7

Leaving licensed premises when requested**90.2** No person may

- (a) remain in licensed premises after having been requested to leave the premises by the cannabis licensee or an employee or agent of the cannabis licensee, or
- (b) enter licensed premises after having been forbidden to enter the premises by the cannabis licensee or an employee or agent of the cannabis licensee.

2017 c21 s7

Leaving licensed premises on closing

90.21(1) Except in those licensed premises prescribed in the regulations, every person other than the cannabis licensee and the cannabis licensee's employees or agents must leave licensed premises when the sale and use of cannabis in those premises are required to cease under the regulations or municipal bylaws.

(2) Except as provided in the regulations, no cannabis licensee or employee or agent of a cannabis licensee may permit any person to be in licensed premises when the sale and use of cannabis in those premises are prohibited under the regulations or municipal bylaws.

(3) No person may use and no cannabis licensee or employee or agent of a cannabis licensee may permit a person to use cannabis in licensed premises when the sale and use of cannabis in those premises are prohibited under the regulations or municipal bylaws.

2017 c21 s7

Activities Involving Cannabis**Sales to Commission**

90.22 No cannabis supplier may sell cannabis to any person other than the Commission unless the cannabis supplier holds a licence under the federal Act that provides otherwise.

2017 c21 s7

Prohibited sales

90.23 Subject to the federal Act, unless authorized by this Act or a cannabis licence no person may, through the person's own actions or through the person's employees or agents,

- (a) display cannabis for sale,
- (b) store cannabis for sale, or
- (c) directly or indirectly sell or offer to sell cannabis.

2017 c21 s7

Use of cannabis in vehicles prohibited

90.24 Except as otherwise provided for in this Act or in a cannabis licence, no person may use cannabis in a vehicle unless, when the cannabis is being used, the vehicle is a temporary residence.

2017 c21 s7

Transportation

90.25(1) No person may transport cannabis in a vehicle unless the cannabis is contained in closed packaging that is out of reach of the driver and any other occupants of the vehicle.

(2) Subject to subsection (1), a common carrier or other person may, in accordance with this Act, transport cannabis from a place where cannabis is lawfully located to another place where cannabis may be lawfully located.

2017 c21 s7

Minors

90.26 No minor may

- (a) purchase or attempt to purchase cannabis;
- (b) obtain or attempt to obtain cannabis;
- (c) possess or attempt to possess cannabis.

2017 c21 s7

Prohibition — growing cannabis

90.27 Subject to the federal Act, no person may grow cannabis except in accordance with the regulations.

2017 c21 s7

Smoking and vaping prohibited

90.28 No person may smoke or vape cannabis

- (a) in any area or place where that person is prohibited from smoking under the *Tobacco and Smoking Reduction Act* or any other Act or the bylaws of a municipality,
- (b) on any hospital property, school property or child care facility property,
- (c) in or within a prescribed distance from
 - (i) a playground,
 - (ii) a sports or playing field,
 - (iii) a skateboard or bicycle park,
 - (iv) a zoo,
 - (v) an outdoor theatre,
 - (vi) an outdoor pool or splash pad, or
 - (vii) any other area or place that is prescribed or otherwise described in the regulations.

2017 c21 s7

Owners and operators

90.29 No owner or operator of a place where the smoking or vaping of cannabis is prohibited under this Act may permit a person to smoke or vape cannabis in that place.

2018 c7 s1

Part 4

Board Hearings and Sanctions

Suspension, cancellation, etc. by board

91(1) The board may do any one or more of the things referred to in subsection (2) if the board is of the opinion that

- (a) a licensee or registrant has failed to comply with this Act, an order of the board or a condition imposed on a licence or registration;
- (b) a liquor licensee has failed to comply with stadium bylaws;
- (c) a licensee has failed with respect to licensed premises or a licensed facility to comply with the *Safety Codes Act*, orders under the *Public Health Act* or any municipal bylaw;
- (d) an owner of licensed premises or facilities or a manager of licensed premises or facilities or, if the licensee is a

corporation, an employee or agent of the corporation who is in charge of the licensed premises or facilities has been charged with or convicted of an offence under this Act, the *Criminal Code* (Canada) or other federal legislation, stadium bylaws or a municipal bylaw referred to in section 90.21;

- (e) if the licensee or registrant is a corporation, a shareholder, director, officer or employee of the corporation has been charged with or convicted of an offence under this Act or the *Criminal Code* (Canada) or other federal legislation;
- (f) a licensee or registrant has committed any act that is contrary to the public interest or that detracts from the integrity with which activities authorized by the licence are to be conducted in Alberta.

(2) If subsection (1) applies, the board may, by order, with respect to a licensee or registrant, do any one or more of the following, with or without a hearing:

- (a) issue a warning;
- (b) impose conditions on the licence or registration or rescind or amend existing conditions on the licence or registration;
- (c) impose a fine of not more than
 - (i) \$1 000 000 in a case where a person has failed to comply with this Act or an enactment or bylaw referred to in subsection (1)(b) or (c) or has been charged with or convicted of an offence referred to in subsection (1)(d) or (e), or
 - (ii) \$200 000 in any other case,and refuse to issue or reinstate a licence or a registration until the fine is paid;
- (d) subject to this section, suspend or cancel the licence or registration;
- (e) in a case where a person referred to in subsection (1)(d) or (e) has been charged but not convicted of an offence referred to in that clause or in a case to which subsection (1)(f) applies, begin an investigation of the matter and suspend the licence or registration pending completion of the investigation.

(2.1) The board may establish amounts of fines for the purposes of subsection (2)(c) and may delegate to the chief executive officer the power to impose and collect the fines.

(2.2) If the power to impose and collect fines is delegated to the chief executive officer under subsection (2.1),

- (a) the opinion required under subsection (1) is to be formed by the chief executive officer instead of the board, and
- (b) any fine imposed under subsection (2)(c) may be imposed by the chief executive officer by means of a written instrument in a form approved by the board, instead of by board order.

(3) A licence or registration may not be cancelled

- (a) where a person referred to in subsection (1)(d) or (e)
 - (i) has been charged but not convicted, until after the Commission has completed an investigation of the matter, or
 - (ii) has been convicted, until after the conviction becomes final,

or

- (b) in a case to which subsection (1)(f) applies, until after the Commission has completed an investigation of the matter.

RSA 2000 cG-1 s91;2002 c15 s21;2009 c23 s17;2017 c21 s8;2018 c7 s2

Order directing the use of proceeds or freezing property

91.1(1) The board may make an order as provided in subsection (2) if the board believes on reasonable grounds that it is advisable to make an order to ensure that a gaming licensee or former gaming licensee uses the revenue from gaming activities in accordance with this Act, the *Criminal Code* (Canada) and the conditions imposed on the gaming licence.

(2) If subsection (1) applies, the board may, by order, with or without a hearing, do any one or more of the following:

- (a) direct a gaming licensee or former gaming licensee to use the revenue from a gaming activity for a charitable or religious object or purpose chosen by the licensee or former licensee and approved by the board, or chosen by the board in accordance with subsection (6);

- (b) direct a person who has on deposit or under its control or in its safekeeping any money or other property of a gaming licensee or former gaming licensee to hold the money or other property;
- (c) direct a gaming licensee or former gaming licensee to refrain from dealing with or withdrawing its money or other property from any person who has the money or other property on deposit or under its control or in its safekeeping.

(3) An order made under subsection (2) does not take effect until it is served on the person to whom it is directed.

(4) An order made under subsection (2) that is directed to a financial institution applies only to the office, branch or agency of the financial institution named in the order.

(5) A person to whom an order under subsection (2) is directed who is in doubt as to

- (a) the application of the order to any money or other property, or
- (b) a claim being made to that person by any person not named in the order

may apply to the board for direction as to the disposition of the money, other property or claim.

(6) If a person to whom an order under subsection (2)(a) is directed refuses or fails to choose a charitable or religious object or purpose that is approved by the board, the board may choose one.

(7) A person to whom an order under subsection (2)(b) is directed must hold the money or other property in trust for the beneficial owner until the board revokes or varies the order.

(8) The board may revoke or vary an order made under this section and may require the person whose money or other property is subject to the order to file with the board security in a form and an amount acceptable to the board.

2002 c15 s22

Sanction if licensee becomes ineligible

92(1) The board may do any one or more of the things referred to in subsection (2) if, after a licence is issued or a person is registered, the licensee or registrant becomes ineligible to hold a licence or to be registered because of either the licensee's or registrant's own actions or the actions of an employee or associate of the licensee or registrant.

(2) If subsection (1) applies, the board may, by order, with or without a hearing, do any one or more of the following:

- (a) cancel or suspend the licence or registration;
- (b) require a person to dispose of an interest in the business under which the activities authorized by the licence or registration are carried out;
- (c) require a person to dispose of an interest in licensed premises or facilities.

(3) If the ineligibility referred to in subsection (1) is caused by a conviction of an offence under this Act or a federal Act specified in the regulations, the board may not make an order under subsection (2) until the conviction becomes final.

RSA 2000 cG-1 s92;2002 c15 s23

Board order

93 When the board makes an order under section 91, 91.1(2) or 92, the board must give the licensee or registrant

- (a) a copy of the order,
- (b) a written summary of the reasons and information on which the order is based, and
- (c) information about an application for a hearing if the order was made without a hearing.

RSA 2000 cG-1 s93;2002 c15 s24

Fine imposed by chief executive officer

93.1 Where, pursuant to a delegation made under section 91(2.1), the chief executive officer imposes a fine under section 91(2)(c), the chief executive officer must give the licensee or registrant

- (a) a copy of the written instrument by which the fine is imposed,
- (b) a written summary of the reasons and information on which the fine is based, and
- (c) information about the right to apply for a hearing.

2009 c23 s18

Application for board hearing

94(1) A licensee or registrant may apply to the board for a hearing if any of the following has occurred without a hearing in respect of that licensee or registrant:

- (a) the board has made an order under section 91, 91.1(2) or 92;
 - (a.1) the chief executive officer has, pursuant to a delegation made under section 91(2.1), imposed a fine under section 91(2)(c);
 - (b) the board has imposed conditions on the licence under section 38(3), 61(3) or 90.07(3);
 - (c) the board has imposed conditions on the registration under the regulations.
- (2) A person who is refused a licence or registration by the board without a hearing may apply to the board for a hearing.
- (3) A person whose liquor, cannabis, containers, gaming terminals or gaming supplies have been seized under section 95, 95.1 or 106 may apply to the board for a hearing.
- (4) An applicant for a hearing must apply in writing to the board within 30 days after receiving notice of the matter in respect of which a hearing is requested, or a longer period as the board permits.
- (5) The application must describe the matter in respect of which a hearing is requested and set out the reasons for making the application.
- (6) Within 120 days after receiving an application, the board must conduct a hearing and give the applicant an opportunity to make representations to the board.
- (7) After a hearing under this section, the board may by order
- (a) confirm the original order or decision,
 - (b) replace the order or decision with another order or decision made in accordance with the authority for the order or decision,
 - (c) cancel the original order or decision, or
 - (d) in the case of a hearing applied for under subsection (3), confirm the seizure and declare the goods forfeited to the Commission or direct that any or all of the seized goods be returned.
- (8) The board must provide the applicant with a copy of its order and written reasons.

RSA 2000 cG-1 s94;2002 c15 s25;2009 c23 s19;2017 c21 s9;2018 c7 s2

Disposition of liquor

95(1) When a liquor licence is suspended or cancelled, the Commission may purchase liquor from the person whose licence has been suspended or cancelled or authorize the person to sell the liquor to a licensee if the liquor is, in the opinion of the Commission, suitable for resale.

(2) If the liquor in the possession of a person whose liquor licence has been suspended or cancelled was not lawfully acquired or is not, in the opinion of the Commission, suitable for resale, the liquor and containers are forfeited to the Commission and the person must, on the request of the Commission, deliver all liquor and containers in the person's possession pursuant to the licence or on the licensed premises to the Commission.

(3) If the person whose licence has been suspended or cancelled fails to deliver liquor and containers as requested under subsection (2), the liquor and containers may be seized by an inspector.

(4) When an inspector seizes liquor and containers, the inspector must

- (a) give a notice to the person from whom the liquor and containers were seized that sets out the reasons for the seizure and notifies the person of the right to a hearing before the board, and
- (b) deliver the liquor and containers to the Commission.

1996 cG-0.5 s92

Disposition of cannabis

95.1(1) When a cannabis licence is suspended or cancelled, the Commission may purchase cannabis from the person whose licence has been suspended or cancelled or authorize the person to sell the cannabis to a cannabis licensee if the cannabis is, in the opinion of the Commission, suitable for resale.

(2) If the cannabis in the possession of a person whose cannabis licence has been suspended or cancelled was not lawfully acquired or is not, in the opinion of the Commission, suitable for resale, the cannabis and any containers in which the cannabis is held are forfeited to the Commission and the person must, on the request of the Commission, deliver all cannabis and containers in the person's possession pursuant to the cannabis licence or on the premises described in the cannabis licence to the Commission.

(3) If the person whose cannabis licence has been suspended or cancelled fails to deliver cannabis and containers as requested

under subsection (2), the cannabis and containers may be seized by an inspector.

(4) When an inspector seizes cannabis, the inspector must

- (a) give a notice to the person from whom the cannabis and any containers were seized that sets out the reasons for the seizure and notifies the person of the right to a hearing before the board, and
- (b) deliver the cannabis and any containers that were seized to the Commission.

2017 c21 s10

Disposition of gaming supplies

96 A person whose facility licence has been suspended or cancelled must dispose of any gaming supplies in the person's possession in accordance with the board's instructions.

1996 cG-0.5 s93

Notices

97(1) Notice of any decision or board order made under section 38(3), 61(3), 90.07(3), 91, 91.1 or 92 or of any decision or order made under the regulations that imposes conditions on a registration must be given to the licensee or registrant as follows:

- (a) by registered mail to the last address of the licensee or registrant as shown in the Commission's records;
- (b) by personal delivery to the licensee or registrant or an agent of the licensee or registrant;
- (c) by telecopier to the fax number of the licensee or registrant if
 - (i) the licensee or registrant has provided that fax number to the Commission for the purpose of receiving notices under this Act, and
 - (ii) the Commission receives confirmation that the notice was sent to that fax number;
- (d) by any other electronic means if
 - (i) the licensee or registrant has consented to receive notices under this Act in that manner, and
 - (ii) the licensee or registrant acknowledges receipt of the notice.

(2) Unless otherwise provided for in this Act, any other notice that is to be given to a person under this Act by the board or the Commission may be sent by ordinary mail to the last address of the person as shown in the Commission's records.

RSA 2000 cG-1 s97;2002 c15 s26;2017 c21 s11

Part 4.1

Additional Powers of Commission

Appointment of receiver and manager

97.1(1) The Commission may apply to the Court of Queen's Bench for the appointment of a receiver and manager of the property of a facility licensee

- (a) if
 - (i) the Commission has reasonable grounds to believe that the board is about to make, or
 - (ii) the board has made
 - a decision suspending or cancelling the facility licence, or
- (b) if the facility licence will be or has been suspended or cancelled by operation of this Act or the regulations.

(2) In determining whether to appoint a receiver and manager under this section, the Court must consider at least the following:

- (a) that it is in the public interest to ensure that gaming activities in Alberta be conducted lawfully and with integrity;
- (b) the best interests of charities that depend on revenue from gaming activities;
- (c) the best interests of employees who work in the licensed facility;
- (d) the best interests of creditors and persons whose property is in the possession or under the control of the facility licensee;
- (e) whether the appointment of a receiver and manager will be an effective means of ensuring the continued management and operation of the licensed facility;
- (f) the probable cost of the receivership in relation to the probable benefits to be derived by the appointment of a receiver and manager;

- (g) whether the appointment of a receiver and manager will cause undue hardship or prejudice to the facility licensee or another person.

(3) An application under this section may be made ex parte if the Court considers it proper to do so in the circumstances.

(4) If an application under this section is made ex parte, the Court may make an order appointing a receiver and manager for a period not exceeding 15 days.

(5) A receiver and manager appointed under this section is the receiver and manager of only that part of the property of the facility licensee that is part of or necessary or incidental to the operation of the licensed facility and that is

- (a) owned or leased by the facility licensee or otherwise under the control of the licensee, or
- (b) held by the facility licensee on behalf of or in trust for any other person.

(6) Subject to the directions of the Court, the receiver and manager

- (a) has the authority to manage and operate the licensed facility, and
- (b) must exercise any powers that are necessary or incidental to the management and operation of the licensed facility.

2002 c15 s27

Powers of receiver and manager

97.2(1) A receiver and manager appointed under section 97.1 is vested with all the powers

- (a) in the case of a facility licensee that is an individual or partnership, of the individual or partners in respect of the management and operation of the licensed facility, and
- (b) in the case of a facility licensee that is a corporation, of the shareholders and directors of the corporation in respect of the management and operation of the licensed facility.

(2) On an order being made under section 97.1 appointing a receiver and manager,

- (a) in the case of a facility licensee that is an individual or partnership, the individual or partners must not exercise any powers in respect of the management and operation of the licensed facility, and

- (b) in the case of a facility licensee that is a corporation, the shareholders and directors of the corporation must not exercise any powers in respect of the management and operation of the licensed facility.

2002 c15 s27

Duties of receiver and manager

97.3(1) A receiver and manager appointed under section 97.1 must

- (a) act honestly and in good faith,
- (b) take custody and control of the property of the facility licensee referred to in section 97.1(5),
- (c) deal with the property of the facility licensee in a commercially reasonable manner, and
- (d) keep detailed records of transactions carried out by the receiver and manager relating to the management and operation of the licensed facility.

(2) The records kept pursuant to subsection (1)(d) must be available for inspection during ordinary business hours

- (a) in the case of a facility licensee that is an individual or partnership, by the individual or partners, and
- (b) in the case of a facility licensee that is a corporation, by the shareholders and directors of the corporation.

2002 c15 s27

Court order

97.4 The Court, in making an order under section 97.1, may provide for any matter or thing relating to the management and operation of the licensed facility during the appointment of the receiver and manager.

2002 c15 s27

Term of office

97.5 A receiver and manager appointed under section 97.1 remains in office until removed from office by the Court or until

- (a) a new facility licence is issued, or
- (b) if the facility licence was suspended, the licence is reinstated.

2002 c15 s27

Fees

97.6 The fees payable to a receiver and manager for services, expenses and disbursements in connection with the discharge of the duties of the receiver and manager

- (a) must be fixed by the Court from time to time, and
- (b) must be paid out of the assets or income of the licensed facility.

2002 c15 s27

Directions from Court

97.7(1) A receiver and manager appointed under section 97.1 and any interested person may apply to the Court of Queen's Bench for directions or for an order relating to any matter arising with respect to the carrying out of the duties of the receiver and manager.

(2) On an application under subsection (1), the Court may give direction, declare the rights of parties before the Court and make any further order it considers necessary.

2002 c15 s27

Revocation of appointment

97.8 The Court may at any time revoke an appointment made under section 97.1 and appoint another receiver and manager.

2002 c15 s27

Expenses constitute a debt to Commission

97.9 If the Commission expends money in respect of the appointment under this Act of a receiver and manager, the amount expended

- (a) is a debt owing by the facility licensee to the Commission, and
- (b) may be recovered by the Commission in the same manner as any other debt owing to the Commission.

2002 c15 s27

Act not to apply

97.91 Part 8 of the *Business Corporations Act* does not apply in respect of a receiver and manager appointed under section 97.1.

2002 c15 s27

Part 5 Enforcement

Inspections, Search and Seizure

Inspectors

98(1) The Commission may, in writing, designate any employee of the Commission or any other person as an inspector.

(2) Every police officer as defined in the *Police Act* is an inspector for the purposes of this Act.

1996 cG-0.5 s95

Obstruction of inspector

99 No person may hinder, obstruct or impede an inspector in the performance of the inspector's duties or in the exercise of the inspector's powers.

1996 cG-0.5 s96

Reports

100 Every licensee or registrant must, when required in writing by the Commission, provide the Commission with reports and information specified by the Commission for the purposes of determining if this Act and the conditions imposed on the licensee's licence or registrant's registration are being complied with.

1996 cG-0.5 s97

Liquor samples

101 A liquor licensee or a registrant must, when required by the Commission, provide the Commission with samples of liquor that the licensee or registrant under section 62 is selling or intends to sell.

RSA 2000 cG-1 s101;2002 c15 s28;2017 c21 s12

Cannabis samples

101.1 A cannabis licensee or a registrant under section 90.13 must, when required by the Commission, provide the Commission with samples of cannabis that the cannabis licensee or registrant is selling or intends to sell.

2017 c21 s13

Responsibility of directors and officers

102(1) If a corporation holds a licence other than a cannabis licence or is a registrant under section 62 and a duty is imposed on the licensee or registrant under this Act, the duty is also imposed

(a) on any director or officer of the corporation, or

- (b) if the licence is a liquor licence or facility licence, the director, officer, employee or agent who is in charge of the licensed premises or licensed facility.

(2) If a corporation holds a cannabis licence or is a registrant under section 90.13 and a duty is imposed on the cannabis licensee or registrant under this Act, the duty is also imposed on the director, officer, employee or agent who is in charge of the licensed premises.

RSA 2000 cG-1 s102;2017 c21 s14

Inspection of premises and facilities

103(1) To ensure compliance with this Act, an inspector may enter and inspect, at any reasonable time,

- (a) licensed premises and licensed facilities;
- (b) unlicensed premises and unlicensed facilities where gaming activities have been, are or will be conducted;
- (c) premises with respect to which a liquor licence or cannabis licence has expired or been suspended or cancelled;
- (d) a facility with respect to which a facility licence has expired or been suspended or cancelled;
- (e) the offices of a common carrier doing business in Alberta that may contain records and documents relating to liquor or cannabis stored or transported in Alberta.

(2) An inspector may enter and inspect, at any reasonable time, premises or facilities described in an application for a licence to determine if the premises or facilities meet the requirements of this Act.

(3) When acting under the authority of this section, an inspector must carry identification in the form established by the board and present it on request to the owner or occupant of the premises or facility being inspected.

(4) In carrying out an inspection relating to liquor, a liquor licence or licensed premises, an inspector may

- (a) take reasonable samples of liquor from the licensee or any person in the licensed premises,
- (b) inspect, audit, examine and make copies of any records, documents, books of account and receipts relating to liquor, a liquor licence or licensed premises, or may temporarily remove any of them for those purposes,

- (c) interview the licensee or agents of the licensee with regard to any of the records, documents, books of account and receipts,
- (d) interview and request identification from any person who appears to be a minor who is found in the licensed premises, or a person who appears to be a minor who is found outside the licensed premises if the inspector has reasonable grounds to believe that the person is contravening or has contravened this Act,
- (e) interview and request identification from any person who appears to be intoxicated in licensed premises or who is found in the licensed premises after the sale and consumption of liquor have been required to cease under the regulations, or a person who is found outside the licensed premises if the inspector has reasonable grounds to believe that the person is contravening or has contravened this Act, and
- (f) seize identification from any person interviewed in accordance with this subsection if the inspector has reasonable grounds to believe that the identification is false or has been altered.

(4.1) In carrying out an inspection relating to cannabis, a cannabis licence or licensed premises, an inspector may

- (a) take reasonable samples of cannabis from the licensee or any person in the licensed premises,
- (b) inspect, audit, examine and make copies of any records, documents, books of account and receipts relating to cannabis, a cannabis licence or licensed premises, or may temporarily remove any of them for those purposes,
- (c) interview the licensee or agents of the licensee with regard to any of the records, documents, books of account and receipts,
- (d) interview and request identification from any person who appears to be a minor who is found in the licensed premises, or a person who appears to be a minor who is found outside the licensed premises if the inspector has reasonable grounds to believe that the person is contravening or has contravened this Act,
- (e) interview and request identification from any person who appears to be intoxicated in licensed premises or who is

found in the licensed premises after the sale of cannabis has been required to cease under the regulations, or a person who is found outside the licensed premises if the inspector has reasonable grounds to believe that the person is contravening or has contravened this Act, and

- (f) seize identification from any person interviewed in accordance with this subsection if the inspector has reasonable grounds to believe that the identification is false or has been altered.

(5) In carrying out an inspection relating to a gaming activity, provincial lottery or gaming or facility licence, an inspector may

- (a) take reasonable samples of gaming supplies from the licensee or any person in the licensed facility,
- (b) inspect, audit, examine and make copies of any records, documents, books of account and receipts relating to a gaming activity, a provincial lottery, a gaming or facility licence or gaming supplies, or may temporarily remove any of them for those purposes,
- (c) interview the licensee or agents of the licensee with regard to any of the records, documents, books of account and receipts,
- (d) interview and request identification from any person who appears to be a minor who is found in the licensed facility, or a person who appears to be a minor who is found outside the licensed facility if the inspector has reasonable grounds to believe that the person is contravening or has contravened this Act, and
- (e) seize identification from any person interviewed in accordance with this subsection if the inspector has reasonable grounds to believe that the identification is false or has been altered.

(6) When an inspector removes records, documents, books of account and receipts under this section, the inspector must

- (a) give a receipt for them to the person from whom they were taken, and
- (b) within a reasonable time, return them to that person.

RSA 2000 cG-1 s103;2002 c15 s29;2017 c21 s15

Duty to assist inspector

104 A licensee, a registrant, an applicant for a licence or registration and a common carrier and their officers, employees and agents must, on the request of an inspector, the Commission or an employee of the Commission,

- (a) assist the inspector in carrying out an inspection under section 103, and
- (b) provide the inspector with records, documents, books of account and receipts and provide a place where they may be inspected, audited, examined or copied.

RSA 2000 cG-1 s104;2002 c15 s30 cG-0.5 s101

Inspectors assigned to manufacturers' licensed premises

105(1) The Commission may assign an inspector to work at the licensed premises of a manufacturer for the purposes of ensuring that the manufacturer is complying with this Act.

(2) After a manufacturer receives reasonable notice from the Commission that an inspector has been assigned to its licensed premises, the manufacturer must provide the inspector with

- (a) office accommodation, facilities and equipment at the licensed premises as specified by the Commission, and
- (b) records and documents that are required by the inspector and any assistance the inspector requires in carrying out an inspection.

(3) An inspector assigned to licensed premises has all of the powers and duties of an inspector under section 103.

1996 cG-0.5 s102

Seizure of liquor, cannabis or gaming supplies

106(1) An inspector who, while carrying out an inspection under section 103, finds any liquor, cannabis, gaming terminals or gaming supplies that the inspector believes on reasonable and probable grounds are unlawfully acquired or kept or kept for unlawful purposes in contravention of this Act or a condition imposed on a licence or registration may immediately seize and remove the liquor or cannabis and the containers in which the liquor or cannabis is held or the gaming terminals or gaming supplies.

(2) When an inspector seizes liquor, cannabis, containers, gaming terminals or gaming supplies, the inspector must

- (a) give a notice to the person from whom the liquor, cannabis, containers, gaming terminals or gaming supplies were seized that sets out the reasons for the seizure and notifies the person of the right to a hearing before the board, and
- (b) deliver the liquor, cannabis, containers, gaming terminals or gaming supplies to the Commission.

RSA 2000 cG-1 s106;2002 c15 s31;2017 c21 s16

Evidence of cannabis

106.1 In a prosecution under section 90.04, 90.24, 90.25, 90.26 or 90.28, evidence

- (a) that a substance had an odour of cannabis, or
- (b) that a substance appeared to be labelled or packaged as cannabis

is, in the absence of evidence to the contrary, sufficient to establish that the substance was cannabis.

2017 c21 s7

Warrantless search and seizure

107(1) A peace officer who on reasonable and probable grounds believes

- (a) that liquor or cannabis is in or near a vehicle and is being kept unlawfully or kept for unlawful purposes in contravention of this Act or a condition imposed on a licence, and
- (b) that obtaining a warrant would cause a delay that could result in the loss or destruction of evidence

may without a warrant and, if necessary, by reasonable force conduct a search for that liquor or cannabis in or near the vehicle or on the person of anyone found in or near the vehicle.

(2) A peace officer who, in making a search under subsection (1), finds liquor or cannabis that the peace officer believes on reasonable and probable grounds is unlawfully kept or kept for unlawful purposes in contravention of this Act or a condition imposed on a licence may

- (a) immediately seize the liquor or cannabis and the container in which it is held, and
- (b) if the peace officer believes on reasonable and probable grounds that an offence under section 81 or 90.23 is being or has been committed by the occupant or person in charge of a

vehicle in or near which liquor or cannabis is found, seize and remove that vehicle.

(3) Following a seizure of a vehicle under subsection (2), the peace officer must, within a reasonable time,

- (a) provide a justice with an affidavit
 - (i) stating that the peace officer has reason to believe that a person committed an offence under section 81 or 90.23, as the case may be, while being an occupant or in charge of the vehicle that was seized, and
 - (ii) stating the name of the person alleged to have committed an offence,

or

- (b) return the vehicle to the person from whom it was seized.

(4) A justice, on receipt of an affidavit under subsection (3), may order that the affidavit be served on the person referred to in subsection (3)(a)(ii) and set down a date to hear the matter and may order that the vehicle be

- (a) retained by the Crown until final disposition of the charge, or
- (b) returned to the person from whom it was seized.

(5) If a vehicle is returned under subsection (4)(b), the justice may order the person to whom it is returned

- (a) to hold it as bailee for the Crown until final disposition of the charge, and
- (b) to produce it if it is required with respect to proceedings related to the charge.

RSA 2000 cG-1 s107;2002 c15 s32;2017 c21 s17;2018 c7 s1

Abandoned liquor or cannabis

108 If a peace officer finds liquor or cannabis on any premises or in any place and the peace officer believes on reasonable and probable grounds that there is no apparent owner of the liquor or cannabis, the peace officer may immediately seize and remove the liquor or cannabis and any containers in which the liquor or cannabis is held, and the liquor or cannabis and the containers are forfeited to the Crown.

RSA 2000 cG-1 s108;2002 c15 s33;2017 c21 s18

Seizure report

109 When liquor or cannabis is seized by a peace officer, a report in writing of the particulars of the seizure must be made, if required by the Commission, in the manner directed by the Commission.

RSA 2000 cG-1 s109;2017 c21 s19

Disposition of liquor or cannabis on conviction

110 When a conviction under this Act becomes final, any liquor, cannabis and containers in respect of which the offence was committed that were seized are, as part of the penalty for the conviction, forfeited to the Crown.

RSA 2000 cG-1 s110;2017 c21 s20

Special situations

111(1) If a person charged with an offence under this Act is not convicted, the Crown may apply to a justice for an order declaring that any liquor or cannabis and containers seized with respect to that charge are forfeited to the Crown.

(2) A justice may grant the order after holding a hearing in which notice is given to the persons specified by the justice in the manner specified by the justice.

RSA 2000 cG-1 s111;2017 c21 s21

Forfeiture of seized conveyance

112 On the conviction of the occupant or person in charge of a vehicle for an offence under section 81, the justice making the conviction may declare, as part of the penalty for the conviction, that any vehicle seized pursuant to section 107 or pursuant to a warrant is forfeited to the Crown.

1996 cG-0.5 s109

Claims by interest holders

113(1) Any person who claims an interest in any liquor, cannabis, container or vehicle that is forfeited to the Crown may apply to a judge of the Court of Queen's Bench for an order under subsection (6) or (7).

(2) Subsection (1) does not apply to a person who was convicted of an offence that resulted in the forfeiture.

(3) An applicant has

- (a) in the case of a forfeiture under section 108, 90 days after the forfeiture to apply to a judge, and
- (b) in any other case, 30 days after the forfeiture to apply to a judge.

(4) The judge to whom an application is made under subsection (1) must fix a day for the hearing that is not less than 30 days after the date of filing of the application.

(5) The applicant must serve a notice of the application and of the hearing on the Minister of Justice and Solicitor General at least 15 days before the day fixed for the hearing.

(6) If, on hearing an application involving abandoned liquor or cannabis, the judge is satisfied that the applicant has an interest in the liquor or cannabis and any containers, and it is reasonable that the liquor, cannabis and any containers be released to the applicant or any other person, the judge may grant an order cancelling the forfeiture and requiring the liquor or cannabis and any containers to be released to the applicant or other person.

(7) If, on hearing an application involving an offence under this Act, the judge is satisfied that

- (a) the applicant is innocent of any complicity in the offence or alleged offence that resulted in the forfeiture and of any collusion in relation to that offence or alleged offence with any person who may have committed the offence or alleged offence, and
- (b) it was reasonable for the applicant to be satisfied that the person permitted to obtain the property was not likely to use the property in contravention of this Act or, in the case of a mortgagee or lienholder, that the mortgagor or the person giving the lien was not likely to use the property in contravention of this Act,

the applicant is entitled to an order declaring that the applicant's interest is not affected by the forfeiture and declaring the nature and extent of the applicant's interest.

RSA 2000 cG-1 s113;2009 c53 s70;2013 c10 s34;2017 c21 s22

Disposition of forfeited liquor or cannabis

114(1) Liquor or cannabis that is forfeited to the Crown under this Act must be disposed of or destroyed under the direction of the Minister of Justice and Solicitor General.

(2) Liquor or cannabis that is forfeited to the Commission under this Act must be disposed of or destroyed under the direction of the Commission.

RSA 2000 cG-1 s114;2013 c10 s34;2017 c21 s23

Disposition of recalled cannabis

114.1 Where an order under the federal Act

- (a) requires the Commission to recall cannabis, or
- (b) requires a person that, pursuant to a licence under this Act, sells cannabis to recall the cannabis or send it or cause it to be sent to the Commission, or to do both those things,

the Commission may, subject to the federal order, destroy or otherwise dispose of the cannabis.

2017 c21 s23

Disposition of returned or unsaleable cannabis

114.2(1) The Commission may destroy or otherwise dispose of cannabis

- (a) that is returned to the Commission by a licensee or other purchaser, or
- (b) that the Commission determines to be unsaleable.

(2) The Commission may direct a cannabis licensee to destroy or otherwise dispose of cannabis purchased from the Commission if the Commission is satisfied that the cannabis is unsaleable.

2017 c21 s23;2018 c7 s1

Taking intoxicated person into custody

115(1) No person may be intoxicated in a public place.

(2) If a peace officer on reasonable and probable grounds believes that a person is intoxicated in a public place, the peace officer may, instead of charging the person with an offence, take the person into custody to be dealt with in accordance with this section.

(3) A person in custody pursuant to subsection (2) may be released from custody at any time if on reasonable and probable grounds the person responsible for the custody believes that

- (a) the person in custody has recovered sufficient capacity that, if released, the person is unlikely to injury himself or herself or be a danger, nuisance or disturbance to others, or
- (b) a person capable of taking care of the person taken into custody undertakes to take care of that person.

(4) A person taken into custody under this section may not be held in custody for more than 24 hours after being taken into custody.

(5) No action lies against a peace officer or other person for anything done in good faith with respect to the apprehension, custody or release of a person pursuant to this section.

1996 cG-0.5 s112

Offences and Penalties

General offence

116 A person who contravenes section 36, 37.1, 37.2, 39, 40, 41, 45, 46, 50, 64, 65(1), 66, 68, 69, 69.1(6), 70, 71, 72, 73, 74, 75, 75.1, 77, 79, 81, 84, 86(2), 87, 89, 90, 90.03, 90.04, 90.05, 90.06, 90.08, 90.14, 90.15, 90.16, 90.18, 90.19, 90.2, 90.21, 90.22, 90.23, 90.24, 90.25, 90.26, 90.27, 90.28, 90.29, 99, 100, 101, 101.1 or 115(1) or a section in the regulations the contravention of which is designated by the regulations to be an offence is guilty of an offence.

RSA 2000 cG-1 s116;2002 c15 s34;2009 c23 s20;2017 c21 s24

General penalty

117(1) An individual who is convicted of an offence for which no specific penalty has been provided is liable to a fine of not more than \$10 000 or to imprisonment for not more than 6 months, or to both the fine and imprisonment.

(2) A corporation convicted of an offence for which no specific penalty has been provided is liable to a fine of not more than \$50 000.

1996 cG-0.5 s114

Provincial lottery schemes

118 A person who contravenes section 45 or 46 is liable to a fine of not more than \$500 000 or to imprisonment for not more than 12 months, or to both.

1996 cG-0.5 s115

Adulteration of liquor and prohibited sales

119(1) An individual who contravenes section 73, 81 or 90.23 is liable to a fine of not more than \$50 000 or to imprisonment for not more than 12 months, or to both the fine and imprisonment.

(2) A corporation that contravenes section 73, 81 or 90.23 is liable to a fine of not more than \$100 000.

RSA 2000 cG-1 s119;2017 c21 s25

Liability of corporation officials, partners

120(1) If a corporation commits an offence under this Act, any officer, director, employee or agent of the corporation who directed, authorized, assented to, acquiesced in or participated in the commission of the offence is guilty of the offence and is liable to the punishment provided for the offence, whether or not the corporation has been prosecuted for or convicted of the offence.

(2) If a partnership that is the holder of a licence commits an offence under this Act, every member of the partnership who

directed, authorized, assented to, acquiesced in or participated in the commission of the offence is guilty of the offence and is liable to the punishment provided for the offence, whether or not the partnership has been prosecuted for or convicted of the offence.

1996 cG-0.5 s117

Responsibility of licensee

121 If an employee or an agent of a licensee contravenes a provision of this Act, the licensee is deemed also to have contravened the provision unless the licensee establishes on a balance of probabilities that the licensee took all reasonable steps to prevent the employee or agent from contravening the provision.

1996 cG-0.5 s118

Responsibility of occupant

122(1) In this section, “occupant” means a person who is entitled to occupy a building that is not licensed premises or a licensed facility.

(2) If an employee or agent of an occupant contravenes a provision of this Act in the building of an occupant, the occupant is deemed also to have contravened the provision unless the occupant can establish on a balance of probabilities that the occupant took all reasonable steps to prevent the employee or agent from contravening the provision.

1996 cG-0.5 s119

Prosecution and Evidence

Description of offence

123(1) In describing an offence respecting

- (a) the sale or keeping for sale or other disposal of liquor or cannabis, or
- (b) the purchasing, giving, receiving, possessing, storing, transporting, using, consuming or importing of liquor or cannabis,

in any information, summons, conviction, warrant or proceeding under this Act, it is not necessary to state the name or kind of liquor or cannabis or the price of it.

(2) It is not necessary to state in any information, summons, conviction, warrant or proceeding under this Act

- (a) the person to whom liquor or cannabis was sold or disposed of,

- (b) the person by whom liquor or cannabis was taken or consumed,
- (c) the person from whom liquor or cannabis was purchased or received, or
- (d) the quantity of liquor or cannabis sold, kept for sale, disposed of, purchased, given, received, possessed, stored, transported, used, consumed or imported except in the case of offences where the quantity is essential, and then it is sufficient to allege that the liquor or cannabis was more or less than that quantity.

RSA 2000 cG-1 s123;2017 c21 s26

Certificate of analysis

124(1) The Minister may designate any person to act as an analyst with respect to any analysis or description of any ingredient, quality or quantity of any substance for the purposes of or in connection with this Act.

(2) In every prosecution under this Act, the certificate of analysis furnished by an analyst designated under subsection (1) must be accepted as proof, in the absence of evidence to the contrary, of the facts stated in it and of the authority of the person giving or issuing the certificate without proof of the appointment or signature of the analyst.

1996 cG-0.5 s121

Evidence by certificate

125(1) A copy of a book, document, voucher or other paper obtained under this Act and certified by an inspector to be a true copy must be admitted in evidence in any action, proceeding or prosecution under this Act as proof, in the absence of evidence to the contrary, of the original record without proof of the appointment or signature of the inspector.

(2) A certificate purporting to be signed by the chief executive officer or a person authorized by the chief executive officer that sets out any action or decision of the Commission or the board must be admitted in evidence as proof, in the absence of evidence to the contrary, of the facts stated in the certificate without proof of the signature or the official character of the person signing it.

1996 cG-0.5 s122

Actions against a corporation

126 In all prosecutions under this Act against a corporation, each summons, warrant, order, writ or other document may be served on the corporation

- (a) by being delivered to an officer, attorney or agent of the corporation within Alberta,
- (b) by being left at any place within Alberta where the corporation carries on any business,
- (c) by being left at the registered office of the corporation, or
- (d) in any other manner authorized by law.

1996 cG-0.5 s123

Proof of incorporation

127 In any prosecution, action or proceeding under this Act in which it is alleged that a corporation is or has been guilty of an offence under this Act, the fact of the incorporation of the corporation must be presumed, unless satisfactory proof is produced to the contrary.

1996 cG-0.5 s124

Disposition of fines

128(1) Subject to the regulations, a fine imposed and collected pursuant to a conviction for an offence occurring in a municipality enures to the benefit of the municipality.

(2) Any fine or penalty imposed under this Act on a conviction for an offence occurring in an Indian reserve or Metis settlement elsewhere than on a provincial highway under the *Highways Development and Protection Act* enures to the benefit of the Indian band or Metis settlement.

RSA 2000 cG-1 s128;2004 cH-8.5 s66

Board decision to be final

128.1 A decision of the board under this Act is final.

2002 c15 s35

Part 6 Regulations

Lieutenant Governor in Council regulations

129(1) The Lieutenant Governor in Council may make regulations

- (a) defining, for the purposes of this Act, words and phrases that are not defined in the Act;
- (b) specifying, for the purposes of the definition of gaming supplies in section 1(1)(j), things that are not gaming supplies;

- (c) specifying, for the purposes of the definition of gaming worker in section 1(1)(k), persons who are not gaming workers;
- (d) prescribing the percentage of alcohol by volume for the purposes of the definition of liquor in section 1(1)(q);
- (e) specifying connections for the purposes of the definition of liquor supplier in section 1(1)(t);
- (f) establishing classes of gaming licences, facility licences, liquor licences and cannabis licences;
- (g) establishing classes of registration in respect of
 - (i) gaming workers,
 - (i.1) persons who provide gaming workers to gaming licensees,
 - (ii) people who deal in gaming terminals or gaming supplies,
 - (iii) liquor agents who are required to be registered under Part 3, and
 - (iv) cannabis representatives who are required to be registered under Part 3.1;
- (h) respecting application procedures for licences and registration, including requirements relating to the advertising of applications and procedures for obtaining and dealing with public responses to applications;
- (i) respecting conditions and eligibility requirements that must be met before a licence is issued or a person is registered;
- (i.1) respecting qualifications and conditions for employees of cannabis licensees;
- (j) respecting when licences and registrations expire, the transfer of licences and the posting of licences, notices and information by licensees and registrants;
- (k) respecting conditions that may be imposed on registrations;
- (l) respecting fees for licences and registrations, including who may set or determine those fees;
- (m) respecting the requirements and consequences that apply despite anything in this Act

- (i) if a licensee sells or assigns the business under which the activities authorized by the licence are carried out, or becomes dispossessed of the business by bankruptcy or operation of law, or
 - (ii) if a licensee who is an individual dies;
- (n) respecting relationships and activities between
 - (i) liquor suppliers, their officers, directors and employees and liquor agencies and representatives that are required to be registered under Part 3,
 - (ii) liquor licensees and their businesses and property, and the board, the Commission and its employees or agents,
 - (iii) cannabis suppliers, their officers, directors and employees and representatives that are required to be registered under Part 3.1, and
 - (iv) cannabis licensees and their businesses and property, and the board, the Commission and its employees or agents;
- (o) respecting relationships and activities between
 - (i) liquor licensees and their officers, directors and employees,
 - (ii) the board, the Commission, its employees and persons who provide services for or on behalf of the Commission,
 - (iii) cannabis licensees and their officers, directors and employees, and
 - (iv) the board, the Commission, its employees and persons who provide services for or on behalf of the Commission;
- (p) respecting agreements between liquor suppliers and liquor licensees that are permitted for the purposes of section 66;
- (p.1) respecting agreements between cannabis suppliers and cannabis licensees that are permitted for the purposes of section 90.16;
- (q) respecting the days and hours when liquor may be sold, given or consumed on licensed premises;

- (q.1) respecting the days and hours when cannabis may be sold, given or used in licensed premises;
- (q.2) respecting records a cannabis licensee must keep for the purposes of section 90.07(5)(a) and respecting measures a cannabis licensee must take for the purposes of section 90.07(5)(b);
- (q.3) for the purposes of section 90.09(1)(a) or (2) or both, respecting when a business under which activities authorized by a cannabis licence are carried out is to be considered separate from any other business of the applicant;
- (q.4) prescribing things for the purposes of section 90.09(1)(b);
- (q.5) respecting requirements for premises described in a cannabis licence, including, without limitation, design requirements and minimum distances that must be maintained between the licensed premises and other premises;
- (q.6) for the purposes of section 90.09(3), respecting the circumstances in which and the terms and conditions on which the board may issue a cannabis licence that authorizes the sale of cannabis in a location where things other than cannabis accessories or prescribed things are sold;
- (r) authorizing a municipality to pass bylaws in respect of specified classes of events and classes of licensed premises that prescribe
 - (i) the hours of sale and consumption of liquor on the licensed premises, and
 - (ii) the areas of the licensed premises where the sale and consumption of liquor may occur;
- (r.1) restricting the application of section 69.1 to licensed premises and categories of licensed premises prescribed in those regulations;
- (r.2) setting out categories of information for the purposes of section 69.1(4);
- (r.3) respecting the collection, use and disclosure of information under section 69.2;
- (r.4) authorizing a municipality to pass bylaws in respect of specified classes of licensed premises that prescribe

- (i) the hours of sale and use of cannabis on the licensed premises, and
 - (ii) the areas of the licensed premises where the sale and use of cannabis may occur;
- (r.5) prescribing, for the purposes of section 90.21(1) and (2),
 - (i) classes of licensed premises, and
 - (ii) when a cannabis licensee or an employee or agent of a cannabis licensee may be in licensed premises;
- (r.6) prescribing distances and prescribing or otherwise describing areas and places for the purposes of section 90.28(c)(vii);
- (s) prescribing, for the purposes of section 71,
 - (i) classes of licensed premises, and
 - (ii) when a liquor licensee or an employee or agent of a liquor licensee may be in licensed premises;
- (t) respecting the quantities of wine, cider and beer that an adult may make under section 86(1);
- (u) respecting the kind and quantity of liquor that an adult may import under section 86(3);
- (v) respecting gifts and raffles of liquor;
- (w) respecting licensed premises and facilities, including the persons who may be on licensed premises or facilities, the food service at licensed premises or facilities and the activities that may be carried on in and near licensed premises or facilities;
- (w.1) respecting the disentitlement of a person to the awarding of a prize or to the payment of winnings from that person's participation in gaming occurring in a licensed facility or licensed premises where the person is prohibited by the regulations from entering into or remaining in the licensed facility or licensed premises;
- (x) respecting the display, manufacture, import, purchase, sale, transport, giving, possession, storage, use and consumption of liquor;

- (x.1) respecting the import, distribution, transport, giving, growing, possession, storage and use of cannabis;
- (x.2) respecting prices that may be charged for cannabis or specified classes of cannabis;
- (x.3) respecting prices that may be charged for the transportation of cannabis or specified classes of cannabis;
- (x.4) respecting the quantity of cannabis that may be purchased or sold at a time or in a transaction;
- (x.5) respecting the purchase, sale, advertising, display, packaging, promotion and labelling of cannabis and cannabis accessories;
- (x.6) respecting the storage or transportation of cannabis in or on a vehicle;
- (x.7) respecting the public use of cannabis;
- (x.8) prohibiting the distribution and sale of specified classes of cannabis and cannabis accessories;
- (x.9) respecting the growing of cannabis;
- (x.91) respecting training requirements for employees of cannabis licensees;
- (x.92) respecting the distribution of cannabis by the Commission or the control by the Commission of the distribution of cannabis, or both;
- (x.93) respecting requirements for cannabis licensees to report to the Commission regarding their activities;
- (y) designating sections in the regulations the contravention of which is an offence;
- (z) respecting any other matter or thing that the Lieutenant Governor in Council considers necessary to carry out the intent of this Act.

(2) Regulations under this section may apply generally or to a specific licensee or registrant, specific licensed premises or a specific licensed facility or a specific circumstance or situation.

RSA 2000 cG-1 s129;2002 c15 s36;2009 c23 s21;
2017 c21 s27;2018 c7 s1;2020 c9 s9

Board regulations

130 The board may make regulations

- (a) excluding products from the definition of liquor for the purpose of section 1(1)(q);
- (b) specifying the provisions of this Act that apply to a class or type of liquor;
- (c) establishing provisions that are in addition to or replace provisions of this Act in respect of a class or type of liquor.

1996 cG-0.5 s127



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2020 Bill 2

Second Session, 30th Legislature, 69 Elizabeth II

THE LEGISLATIVE ASSEMBLY OF ALBERTA

BILL 2

GAMING, LIQUOR AND CANNABIS AMENDMENT ACT, 2020

THE ASSOCIATE MINISTER OF RED TAPE REDUCTION

First Reading

Second Reading

Committee of the Whole

Third Reading

Royal Assent

Bill 2

BILL 2

2020

GAMING, LIQUOR AND CANNABIS AMENDMENT ACT, 2020

(Assented to , 2020)

HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Amends RSA 2000 cG-1

1 The *Gaming, Liquor and Cannabis Act* is amended by this
Act.

2 Section 54 is repealed.

3 Section 55 is amended by striking out “sections 56 to 59”
and substituting “section 56”.

Explanatory Notes

1 Amends chapter G-1 of the Revised Statutes of Alberta 2000.

2 Section 54 presently reads:

54 Despite anything in this Act, no liquor licence, other than a special event licence or a duty free store licence, may be issued for the area described in section 146(a) and (b) of the Liquor Control Act, RSA 1980 cL-17, as it read on July 14, 1996.

3 Section 55 presently reads:

55 In sections 56 to 59,

- (a) “licensed premises” does not include licensed premises under a special event licence;*
- (b) “liquor licence” does not include a special event licence.*

4 Sections 56 to 59 are repealed and the following is substituted:

Areas where there are no liquor licences

56(1) Subject to subsections (6) to (8), if the board receives an application for a liquor licence for proposed licensed premises in a municipality, Metis settlement or Indian reserve in which there are no licensed premises, the board must refer the application to the municipality, Metis settlement or Indian band.

(2) The municipality, Metis settlement or Indian band has 90 days after the application has been referred to it to advise the board whether it approves of the issuing of the liquor licence.

(3) If the municipality, Metis settlement or Indian band advises the board within the 90 days that it approves of the issuing of the liquor licence, the board may issue the licence.

(4) If the municipality, Metis settlement or Indian band

- (a) does not advise the board of its decision within the 90 days, or
- (b) advises the board within the 90 days that it does not approve of the issuing of the liquor licence,

the board may not issue a licence or accept an application for a licence that would authorize licensed premises in the municipality, Metis settlement or Indian reserve for 3 years from the date that the board referred the application under subsection (1) to the municipality, Metis settlement or Indian band.

(5) Despite subsection (4), the board may issue a licence or accept an application for a licence that would authorize licensed premises in the municipality, Metis settlement or Indian reserve after the 90 days referred to in that subsection and within the 3 years referred to in that subsection if the municipality, Metis settlement or Indian band advises the board that it approves of the issuing of a liquor licence.

(6) The board may not issue a licence or accept an application for a licence that would authorize licensed premises in the municipality, Metis settlement or Indian reserve for 3 years

4 Sections 56 to 59 presently read:

56 If the board receives an application for a liquor licence for proposed licensed premises in a municipality, Metis settlement or Indian reserve in which there are no licensed premises, the board must refer the application to the municipality, Metis settlement or Indian band unless

- (a) in the case of an application for proposed licensed premises in a municipality or Metis settlement, the application is received by the board within 3 years after a vote has been held under section 57 in respect of a municipality or section 58 in respect of a Metis settlement, or*
- (b) in the case of an application for proposed licensed premises on an Indian reserve, the application is received by the board within 3 years from the date that the board referred a previous application to the Indian band under section 59.*

57(1) When an application for a licence is referred to a municipality under section 56, the municipality must, within 90 days from the application being referred to it, submit a question on the application to a vote of the electors and the vote of the electors must be conducted in accordance with the Local Authorities Election Act.

(2) The municipality must advise the board of the results of the vote and

- (a) if the majority of the electors voting approve of the liquor licence being issued, the board may issue the licence, and*
- (b) if the majority of the electors voting oppose the liquor licence being issued, the board may not issue a licence or accept an application for a licence that would authorize licensed premises within the municipality for 3 years after the vote.*

58(1) When an application is referred to a Metis settlement under section 56, the Metis settlement must, within 90 days from the application being referred to it, hold a vote on the application at a public meeting and sections 54 and 55 of the Metis Settlements Act apply to the vote as though it was a vote on a proposed bylaw.

(2) The Metis settlement must advise the board of the results of the vote and

from the date that the board referred an application for a licence to

- (a) the municipality under section 57 as it read immediately before the coming into force of this section if the municipality held the vote as required by that section and the majority of the electors voting opposed the liquor licence being issued,
- (b) the Metis settlement under section 58 as it read immediately before the coming into force of this section if the Metis settlement held the vote as required by that section and a majority of the settlement members voting opposed the liquor licence being issued, or
- (c) the Indian band under section 59 as it read immediately before the coming into force of this section if the Indian band did not advise the board of its decision within 90 days of the referral, or if the band advised the board within the 90 days that it did not approve of the issuing of the liquor licence.

(7) Subsections (1) to (6) apply to an application received after this section comes into force for a liquor licence for proposed licensed premises in a municipality, Metis settlement or Indian reserve in which there are no licensed premises.

(8) Sections 55 to 60 as they read immediately before the coming into force of this section continue to apply, as appropriate, to an application received before this section comes into force for a liquor licence for proposed licensed premises in a municipality, Metis settlement or Indian reserve in which there are no licensed premises as if sections 55 and 60 had not been amended and sections 56 to 59 had not been repealed.

5 Section 60 is amended

- (a) **by striking out** “sections 57 to 59” **and substituting** “section 56”;
- (b) **by striking out** “those sections” **and substituting** “that section”.

- (a) *if the majority of the settlement members voting approve of the liquor licence being issued, the board may issue the licence, and*
- (b) *if the majority of the settlement members voting oppose the liquor licence being issued, the board may not issue a licence or accept an application for a licence that would authorize licensed premises in the Metis settlement for 3 years after the vote.*

59(1) When an application is referred to an Indian band under section 56, the band has 90 days after the application has been referred to it to advise the board if it approves of the issuing of the liquor licence.

(2) If the Indian band advises the board within the 90 days that it approves of the issuing of the liquor licence, the board may issue the licence.

(3) If the Indian band does not advise the board of its decision within the 90 days or if the band advises the board within the 90 days that it does not approve of the issuing of the liquor licence, the board may not issue a licence or accept an application for a licence that would authorize licensed premises in the Indian reserve for 3 years from the date that the board referred the application to the band.

5 Section 60 presently reads:

60 The board may extend the 90-day periods referred to in sections 57 to 59 on the request of a municipality, Metis settlement or Indian band and, if an extension is granted, the references to 90 days in those sections refer to the extended time period.

6 Section 61(3) is amended by adding “or at any time during the term of the licence” **after** “When issuing a liquor licence”.

7 The following is added after section 85:

Raffle of liquor

85.1 Subject to the regulations, a person other than a minor may under a raffle licence issued under this Act raffle as a prize liquor that was lawfully made, purchased or imported and a person other than a minor may be awarded a prize of this liquor.

8 Section 89 is amended

- (a) **in subsection (2) by striking out** “with food” **wherever it occurs;**
- (b) **in subsection (3) by striking out** “or is not consuming food while consuming liquor in a designated picnic area”.

9 Section 129(1) is amended

- (a) **in clause (l) by adding** “, including who may set or determine those fees” **after** “registrations”;
- (b) **in clause (v) by adding** “and raffles” **after** “gifts”;

6 Section 61(3) presently reads:

(3) When issuing a liquor licence, the board may, with or without a hearing, impose conditions on a licence that are in addition to the conditions referred to in subsection (1).

7 Raffle of liquor.

8 Section 89 presently reads in part:

(2) Despite subsection (1), a person may consume liquor with food in a public park in a picnic area designated by the owner or operator of the public park during the hours designated by the owner or operator if a sign is posted that

- (a) states that a person may consume liquor with food in the designated picnic area,*
- (b) sets out the designated picnic area, and*
- (c) sets out the hours when liquor may be consumed with food.*

(3) A person must stop consuming liquor in a designated picnic area if a peace officer on reasonable and probable grounds believes that the person is intoxicated or is not consuming food while consuming liquor in a designated picnic area and the peace officer requests that person to stop consuming liquor.

9 Section 129(1) presently reads in part:

129(1) The Lieutenant Governor in Council may make regulations

- (l) respecting fees for licences and registrations;*
- (v) respecting gifts of liquor;*

(c) by adding the following after clause (w):

- (w.1) respecting the disentitlement of a person to the awarding of a prize or to the payment of winnings from that person's participation in gaming occurring in a licensed facility or licensed premises where the person is prohibited by the regulations from entering into or remaining in the licensed facility or licensed premises;

10 This Act has effect on April 1, 2020.

- (w) *respecting licensed premises and facilities, including the persons who may be on licensed premises or facilities, the food service at licensed premises or facilities and the activities that may be carried on in and near licensed premises or facilities;*

10 Coming into force.

RECORD OF DEBATE

Stage	Date	Member	From	To

		Questions and Comments	From	To

Stage	Date	Member	From	To

		Questions and Comments	From	To

Stage	Date	Member	From	To

		Questions and Comments	From	To

Stage	Date	Member	From	To

		Questions and Comments	From	To

Project overview

In response to public desire expressed in the Parks and Pathways Bylaw Engagement, Calgary Parks wanted to explore allowing liquor consumption at picnic sites in Calgary Parks. Allowed liquor use in parks would be strictly for picnic sites only, as per AGLC regulations which indicate liquor can only be consumed at assigned, designated picnic site, and can only be consumed with food.

Engagement overview

Engagement questionnaire was available online at engage.calgary.ca between January 17th and 31st, 2019. Between the above noted time, the project page saw 28,443 visits of which 24,754 were unique visitors. Out of those who visited 12,376 individuals contributed some type of feedback through the participation tools. The total number of responses of feedback collected through the participation tool was 15,157. The number of visitors that visited the site for the first time within the date range above was 90.06% or 22,293 individual visitors.

What we asked

Here is the list of questions that participants were asked to provide input on as part of the engagement.

1. Which picnic sites in Calgary parks should allow liquor?
 - Only picnic sites in major parks should allow liquor
 - Only small number of picnic sites within a portion of a major park should allow liquor
 - All picnic sites/tables within our parks should allow liquor
 - Liquor should not be allowed at any picnic site
 - Other (please specify)
2. What are your biggest concerns about having liquor at park picnic sites? (check all that apply)
 - Increase in disorderly behavior may occur
 - Children are exposed to seeing liquor use
 - There may be safety concerns and an increase in The City's liability
 - Drinking and driving
 - Drinking before floating down the rivers
 - Damage to the park/environment
 - Not reflective of my religion or culture
 - No concerns
 - Other (please specify)



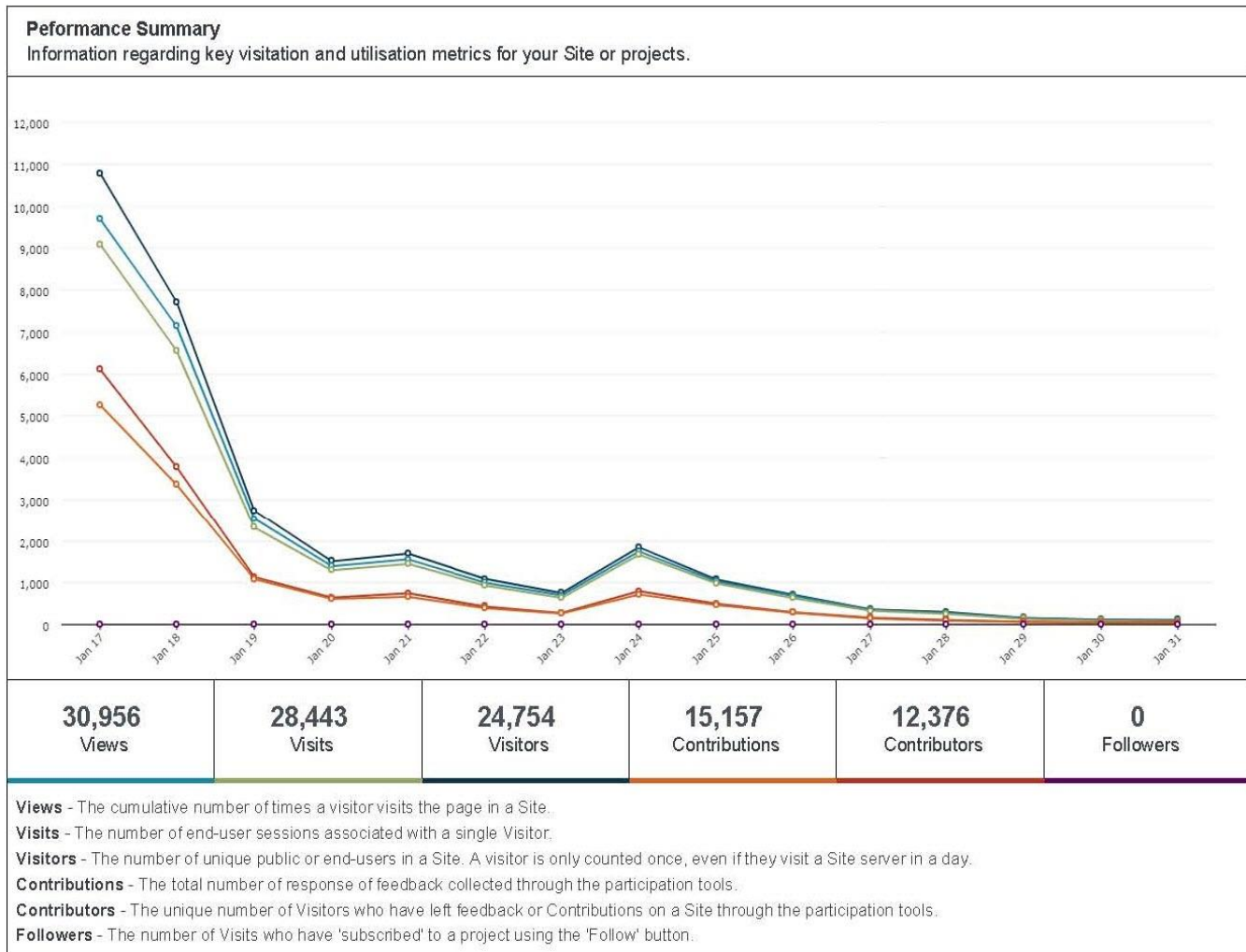
Liquor in Parks

Stakeholder Report Back: What we Heard

June 24, 2019

3. What are the potential benefits you see to being able to consume liquor at park picnic sites? Please tell us why?
4. When booking a picnic site, would you choose one that allows Liquor consumption? Why yes, or why not?
5. When booking a picnic site, would you be willing to pay more to book one that allows liquor consumption? If yes, how much more would you be willing to pay?
6. Do you have any comments or concerns regarding consumption of liquor at designated picnic sites in parks?
7. What is your Postcode?

Participation Numbers



What we heard

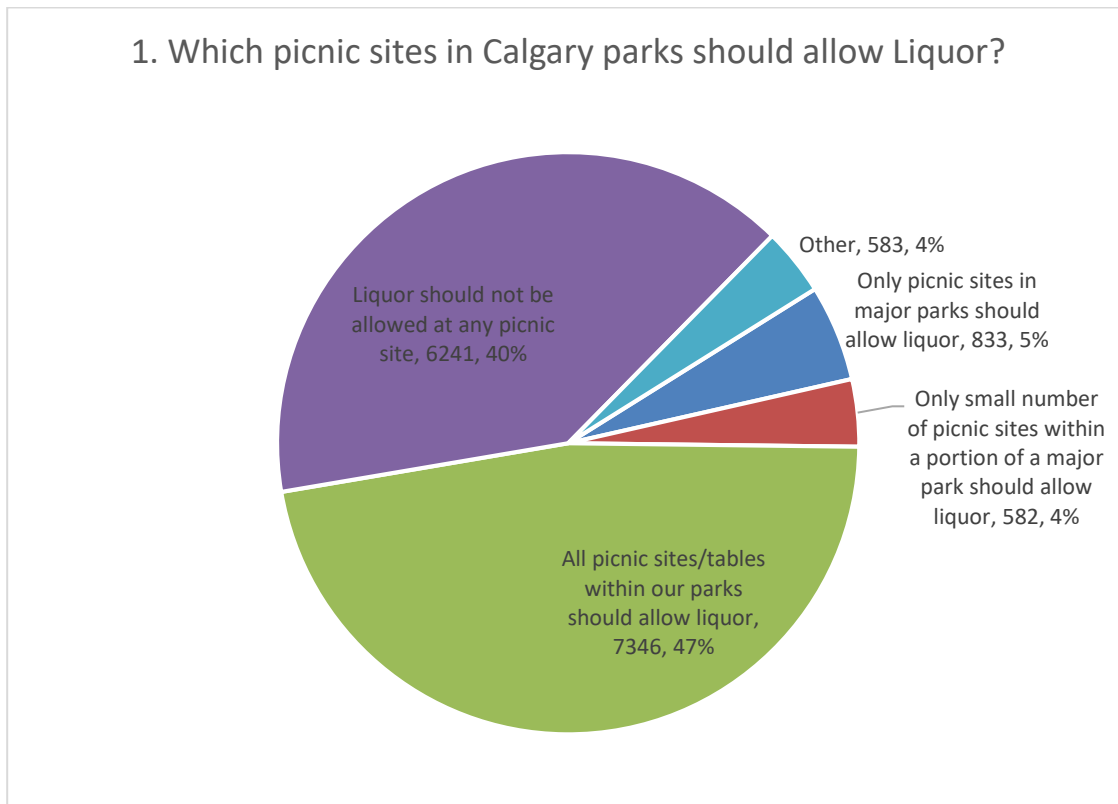
The following is a summary of responses to the engagement questionnaire and is reflective of only those participants who self-selected to take part in this engagement between January 17th and January 31, 2019. These responses are not representative of all Calgarians and are not indicative of the opinions of all Calgarians.

Liquor in Parks

Stakeholder Report Back: What we Heard

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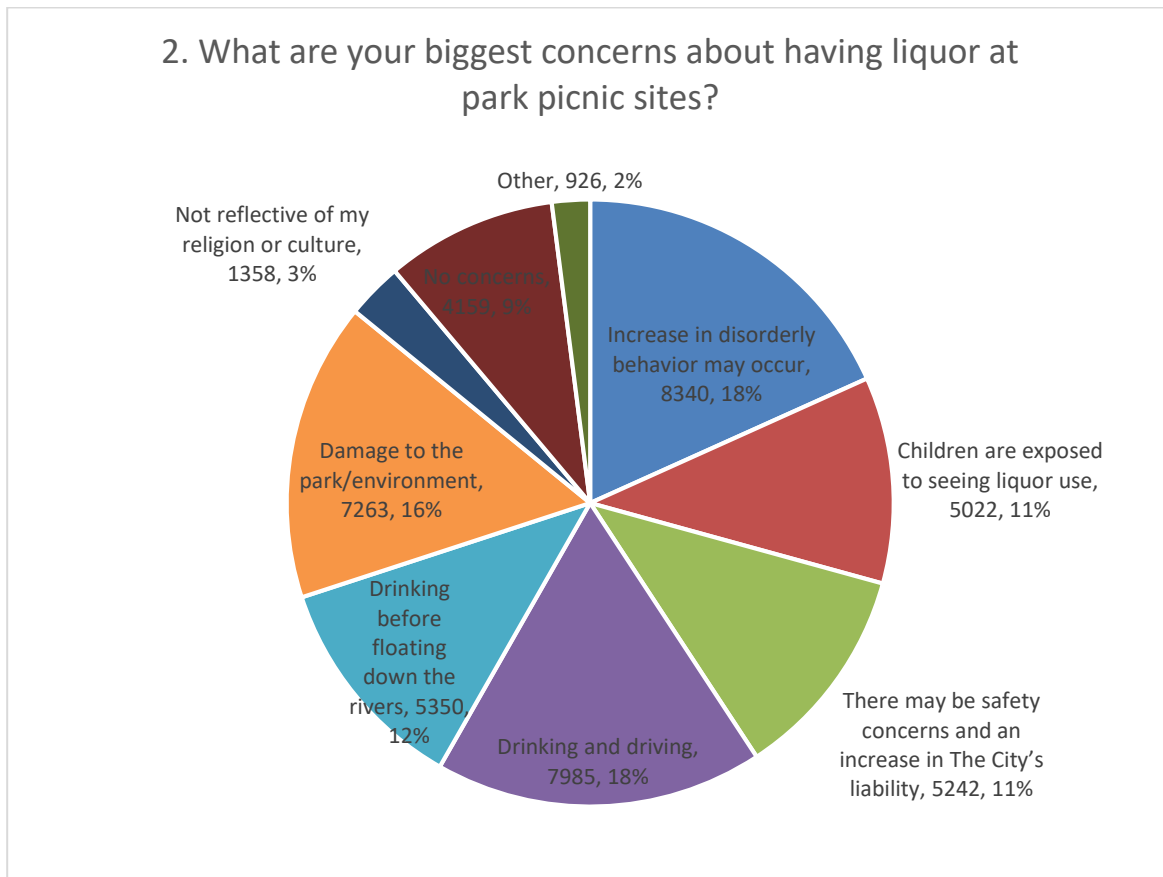
Question One:



In the category of “other” above; stakeholder comments were themed and they represent themes below:

- All Parks in City
- All areas in Parks
- All public areas
- Liquor should not be allowed
- Only parks near Public Transit
- Athletic parks (allow for use)

Question Two



In the category of “other” above; stakeholder comments were themed and coded; their response was themed into the following themes below:

- Littering Concerns (Additional Recycling bins and Washrooms needed)
- Disruptive Behaviour and Disorderly Behaviour (i.e. public intoxication, noise, smoking)
- Increase in extra Policing and EMS (monitoring, policing the parks both need and a concern)
- Public Safety Issues (drinking and driving, danger to other park users, kid's exposure to unruly behaviour)
- Would lead to cannabis legalization
- Normalizing the use isn't the right direction for The City (poor example setting, impact on businesses)
- Addiction/Mental Health Problem (supporting the issue)



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Stakeholder Report Back: What we Heard

June 24, 2019

- Underage drinking (concern)

Question Three

The following are themes that represent top majority of responses that were captured, as benefits of liquor use in parks as seen by those who participated in the engagement questionnaire.

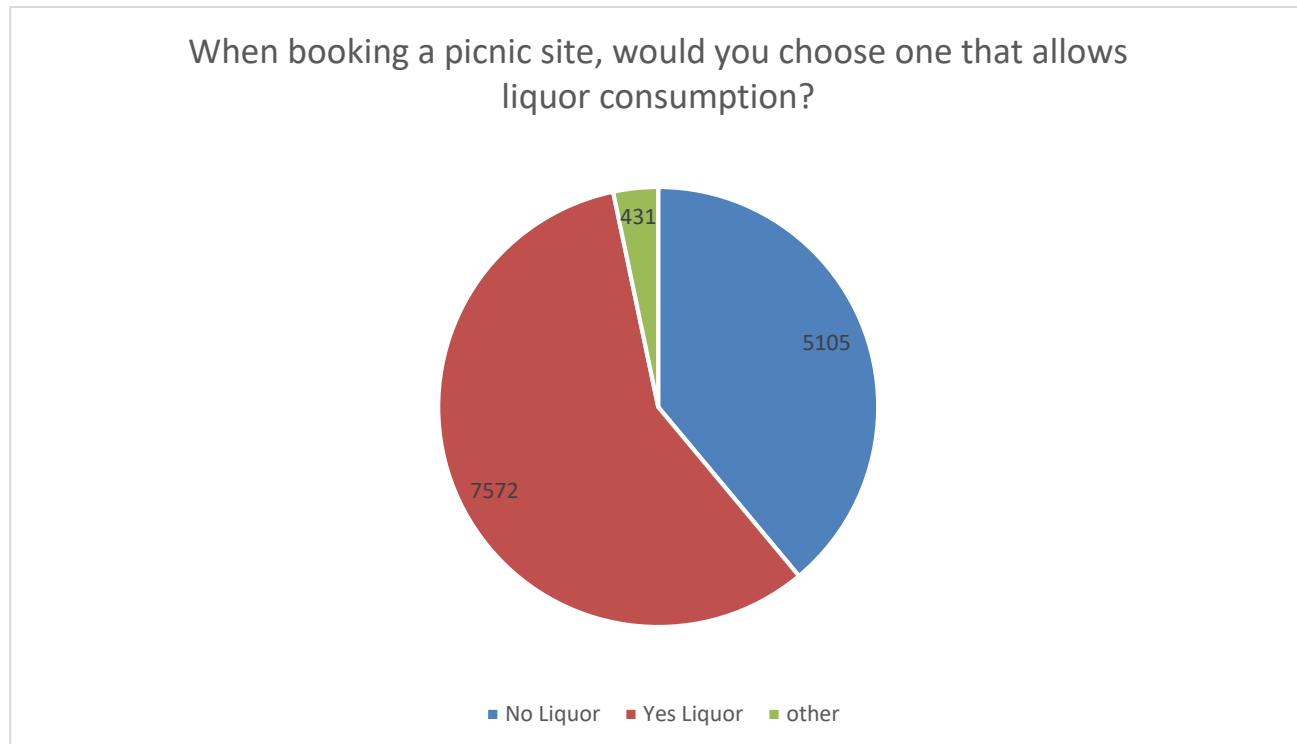
What are the potential benefits you see to being able to consume liquor at park picnic sites? Please tell us why?

- No benefit*
- Normalize and regulate the public use of liquor (time to allow)
- Increase use of Park space (i.e. social outing)
- Increase in Social Interaction (re. individual quality of life)
- Complete and enjoyable experience (food and drink)

*comments that supported the “no benefit” were collected (4319). Some participants used this opportunity/question to show disapproval.

Question Four

When booking a picnic site, would you choose one that allows Liquor consumption? Why yes, or why not?



For those who have **answered “yes” to booking** a site that allows Liquor consumption, majority of their reasons were sorted in following themes.

- Nice to have (the option, flexibility, type of event)
- More enjoyable socialization/enhance experience
- Enjoyment/enhances food experience

For those who have **answered “no” to booking** a site that allows Liquor consumption, majority of their reasons were sorted in following themes.

- Unspecified reasons (“No” as a response)
- Overconsumption concern
- Bad example/exposure risk for children
- Inappropriate/Unnecessary for park setting
- Less family-friendly (parks and parks spaces)



Liquor in Parks

Stakeholder Report Back: What we Heard

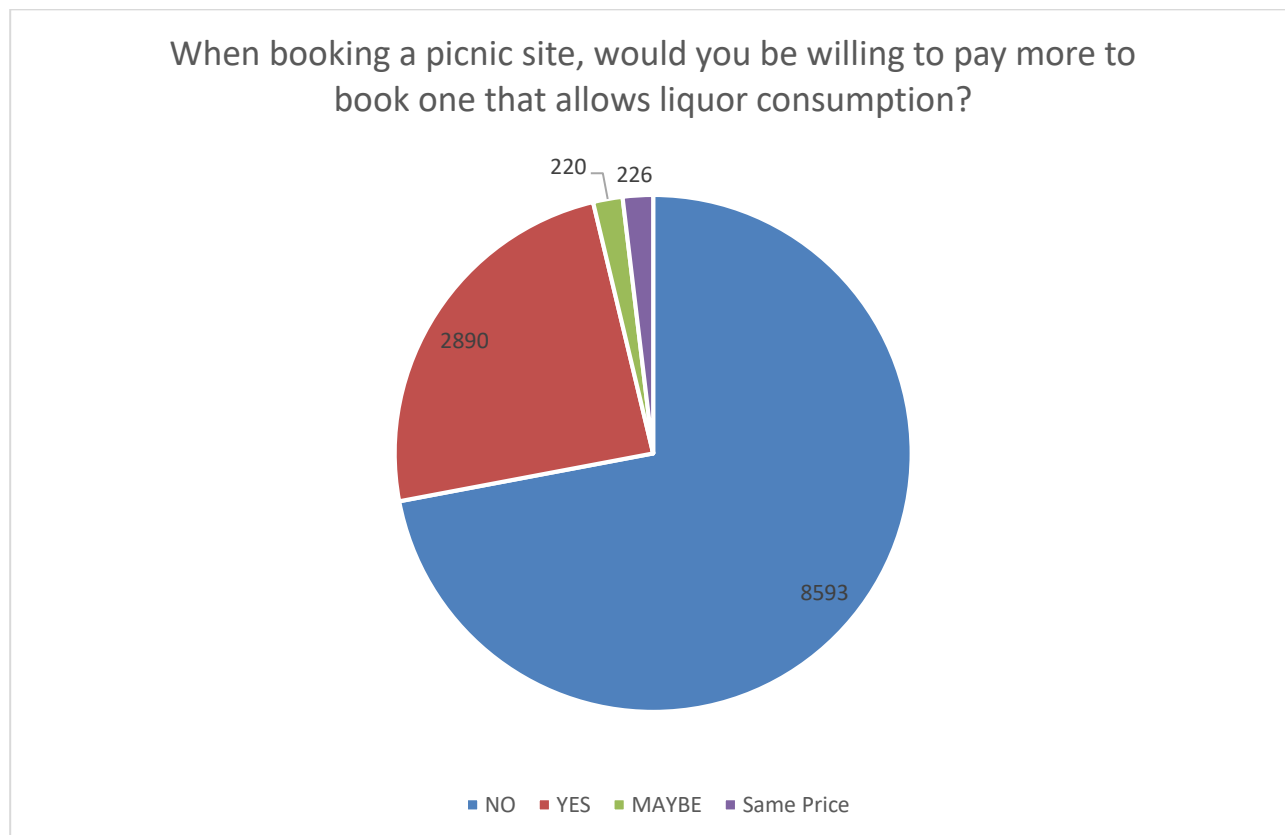
June 24, 2019

- Safety Concern

*comments that supported the “no” and were collected and themes as unspecified reasons (879)

Question Five

When booking a picnic site, would you be willing to pay more to book one that allows liquor consumption? If yes, how much more would you be willing to pay?



A significant proportion (8,593) of those who participated in our engagement questionnaire have expressed disapproval with having to pay more to book a site that would allow liquor use. Around 226 participants have expressed that costs should stay the same (current booking cost of a picnic table in park) and around 2,890 participants have indicated that they would be willing to pay more (more than current booking) to book a site that allows for liquor use. When asked about how much they would be willing to pay, participants indicated ranges with a range between \$2-\$50 per site being the most common one. Around 592 comments were collected that could not be attributed to the question asked and were out of scope.

Question Six

We asked the following question as a catch all question. **Question 6:** Do you have any comments or concerns regarding consumption of liquor at designated picnic sites in parks?

Stakeholder input was themed in the following areas: Support and Positive Consequences, Opposed and Negative Comments, Enforcement, Vulnerable Populations, Consistency and Suggestions.

Support and Positive Consequences

- No concerns/overdue/people will be responsible/choice
- Business Opportunity
- Educate/model appropriate alcohol consumption
- Already happening
- Could have urban vitality/tourism benefits
- Need to make sure enough amenities are available (e.g. washrooms, recycling/garbage bins)
- Works well elsewhere

Opposed and Negative Comments

- Concerned about people getting out of control/irresponsible alcohol use/ Danger to others
- Increase underage drinking
- Concerns about drinking and driving/floating/swimming
- Don't like the idea
- No benefits/unnecessary
- Parks as family spaces, alcohol doesn't fit (?)

Enforcement

- Enforcement would be difficult/expensive
- Enforce unwanted behaviours rather than disallowing drinking altogether
- Entrapment

Vulnerable Populations

- Homeless/vagrancy/bottle pickers
- Inclusion considerations (by including the use, you are excluding certain populations and segments of population from parks)
- Contributing to/perpetuating addictions



Liquor in Parks

Stakeholder Report Back: What we Heard

June 24, 2019

Consistency

- Slippery slope
- Should also allow cannabis use
- Should expand to other places beyond picnic sites
- Unsafe for use/risky/health concerns (including broken glass)

Suggestions

- Restrictions: food, type of liquor, time availability, container
- Cost comment: objection or support

Next steps

- **Who will see the input and what will they do with it?**
Valuable input was obtained from the public, other City units including Calgary Police Services and Bylaw Services, and from external agencies such as Alberta Health Services and MADD Canada. A project team, and Senior Leadership, carefully reviewed the input and determined that more work is needed to ensure that a pilot project would be successful and would address concerns cited throughout the engagement.
- **Will more input be solicited?**
A future pilot project might include another Engagement component, to help determine the impacts of the pilot.
- **Was a decision made?**
The pilot project is postponed to allow for more time to identify authorities given to officers, provide appropriate training, and to allow a better understanding of the legal landscape surrounding this initiative.
- **When will you communicate with stakeholders next?**
No further communication is expected in the immediate future.



STAFF REPORT

Title: Mandatory Masks - COVID-19

Meeting Date: September 15, 2020

Executive Summary:

Since August, numerous municipalities across Alberta have passed bylaws to make face-coverings mandatory in public spaces in an effort to reduce the risk of COVID-19 transmission while balancing efforts to restore the economy. Administration has prepared a summary of the municipalities across Alberta which have made masks mandatory in public spaces within their communities. This report is presented for discussion purposes.

Background:

As a result of the COVID-19 pandemic, numerous municipalities across Alberta have made face-coverings mandatory in public places, civic facilities, public transit, and in public vehicles. There are also two examples of municipalities making face coverings mandatory outdoors in areas with heavy pedestrian traffic due to tourism (ie. Sidewalks on a main street in Banff and Jasper).

Consistent rational, and legislative authority, is being used by the municipalities that have made masks mandatory:

- On or about March 11, 2020, the World Health Organization declared a global pandemic related to the spread of COVID-19 and the COVID-19 pandemic remains a health risk;
- The World Health Organization, the Chief of Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have identified face coverings as an important component of a public health strategy to reduce the risk of transmission of the COVID-19 virus;
- Pursuant to section 7 of the *Municipal Government Act*, a municipality may pass bylaws respecting the safety, health and welfare of people and the protection of people and property; people, activities and things in, on or near a public place or place that is open to the public; and businesses, business activities and persons engaged in business.

The Alberta Government COVID-19 information states that:

Albertans are encouraged to wear non-medical masks in public when it's difficult to maintain physical distancing of 2 meters at all times. It hasn't been proven that masks protect the person wearing it, but it can



help protect people from being exposed to your germs. Masks should complement – not replace – other prevention measures. Continue physical distancing and good hand hygiene, and stay home when sick.

While international, federal and provincial health authorities have identified face coverings as an important component of public health in reducing COVID-19 transmission, there has been no mandate from the federal or provincial government that masks be made mandatory. This decision has been left to municipalities.

Numerous municipalities in Alberta have put bylaws in place to make face-coverings mandatory. Municipalities have utilized one of two approaches for mandatory masks bylaws:

1. The bylaw takes effect immediately upon passing, such that, masks become mandatory as of the date of the passing of the Bylaw. Many of the municipalities stated that the Bylaw was temporary, coming into effect immediately upon passing, and only in effect until a specific date. Some communities have used December 31, 2020 or January 31, 2021 for example.
2. The bylaw takes effect if a specific event occurs, such that, masks become mandatory if an outbreak of COVID-19 occurs in the community. There are several variations in wording currently being used to trigger the requirement that masks be worn, including for example:
 - The provisions of the bylaw will be enacted by the CAO if the number of active cases of COVID-19 are reported by Alberta Health Services to be 15 or more in the City.
 - Provisions of the bylaw may only be enacted by the Director of Emergency Management if the Government of Alberta places the City under a 'Watch' as per their existing COVID-19 case thresholds.
 - Bylaw shall come into force upon Alberta Public Health reporting that there exists 10 or more active cases of COVID-19 virus in the City.

Generally, the bylaw also includes a "reversion" clause, the following examples are used, if a mandatory mask provision of the bylaw is enacted by a triggering event:

- the mandatory mask provisions may only be reverted if the Government of Alberta rescinds the 'watch designation' on the City and it remains free of such for a period of thirty (30) consecutive days
- the mandatory mask provisions remain in force until the number of active COVID-19 cases in the City are reported by Alberta Health Services to be less than 15 for thirty (30) consecutive days and as declared by the CAO
- it may only be reverted through Council by resolution.



The following chart summarizes which municipalities have to date passed mandatory mask bylaws in Alberta. Highlighted in red are the mask requirements that become mandatory on a specific event occurring. Masks do not currently have to be worn in these communities, until the triggering event occurs:

Municipality	Where mandatory	Trigger Point to Make Masks Mandatory
Edmonton	<ul style="list-style-type: none"> Indoor public places, public transit, vehicles for hire 	<ul style="list-style-type: none"> Immediate as of August 1st
Calgary	<ul style="list-style-type: none"> Indoor public places, public transit, public vehicles 	<ul style="list-style-type: none"> Immediate as of August 1st
Lethbridge	<ul style="list-style-type: none"> Indoor public places, public transit 	<ul style="list-style-type: none"> Immediate as of August 4th – transit Immediate as of August 24th – public spaces
Banff	<ul style="list-style-type: none"> Indoor public spaces, outside pedestrian zone 	<ul style="list-style-type: none"> Immediate as of July 31st
Canmore	<ul style="list-style-type: none"> Indoor public spaces, town facilities, public transit, vehicles for hire 	<ul style="list-style-type: none"> Immediate as of August 7th
Jasper	<ul style="list-style-type: none"> Indoor public places, public sidewalks 	<ul style="list-style-type: none"> Immediate as of August 4th
St Albert	<ul style="list-style-type: none"> Indoor public places, civic facility, transit property 	<ul style="list-style-type: none"> Immediate as of August 8th
Spruce Grove	<ul style="list-style-type: none"> Indoor public place, public vehicle 	<ul style="list-style-type: none"> If active cases hit 'watch' status as per AB Government
Strathcona County	<ul style="list-style-type: none"> County owned facilities, transit vehicles 	<ul style="list-style-type: none"> Immediately as of August 1st
Leduc	<ul style="list-style-type: none"> Public transit Indoor public place 	<ul style="list-style-type: none"> Immediately as of August 1st – transit If 10 active cases – indoors, public spaces
Beaumont	<ul style="list-style-type: none"> Indoor public places, public vehicles 	<ul style="list-style-type: none"> Immediately as of August 14th
Fort Saskatchewan	<ul style="list-style-type: none"> In city buildings Indoor public places, transit vehicle 	<ul style="list-style-type: none"> Immediately as of August 10 – city buildings If 10 active cases – indoor public spaces
Cochrane	<ul style="list-style-type: none"> Public premises, public vehicles (unless there is an installed barrier) 	<ul style="list-style-type: none"> If 10 active cases
Airdrie	<ul style="list-style-type: none"> Public premises, public vehicle (unless there is an installed barrier) 	<ul style="list-style-type: none"> If active cases hit 'enhanced' status as per province of AB Government
Okotoks	<ul style="list-style-type: none"> All indoor municipal places Indoor public places 	<ul style="list-style-type: none"> Immediately as of August 24, 2020 – indoor municipal places If 15 active cases – indoor public places
Edson	<ul style="list-style-type: none"> Indoor, enclosed or substantially enclosed public place, public transit 	<ul style="list-style-type: none"> If 10 active cases
Sturgeon County	<ul style="list-style-type: none"> Public spaces, public vehicles, county facilities 	<ul style="list-style-type: none"> If active cases hit 'watch' as per existing thresholds
Red Deer	<ul style="list-style-type: none"> Public transit 	<ul style="list-style-type: none"> Immediate as of August 17th

Generally, municipalities have defined a “public place” as being any enclosed (or substantially enclosed) indoor space, open to the public by right or by invitation, express or implied, regardless of who owns or occupies the indoor space. This would include, but not limited to: eating and drinking establishments, entertainment establishments, bingo establishments, theatres, retail stores, markets, shopping centers, places of worship,



community facilities, recreational facilities, gyms, studios, indoor or enclosed parking facilities.

Where mask use has been mandated, municipalities have applied some or all of the following exceptions:

- Children (ages vary by municipality from under 2, 5, or 10 years old)
- People unable to
 - place, use or remove a face covering without assistance
 - wear a face covering due to a mental or physical condition, disability, or limitation, or other grounds for protection from discrimination under the *Alberta Human Rights Act*
- People who are:
 - Engaged in services that require the temporary removal of their face covering, physical exercise or physical activity, within an area designated for such activities
 - Consuming food or drink while seated in a designated food and drink seating area or as part of a religious or spiritual ceremony
 - Providing or receiving care or assistance for a mental or physical condition, disability or limitation and a face covering would have hindered providing or receiving that caregiving or assistance
 - Providing or receiving a service that requires personal consultation if that activity occurs in a closed office or meeting room and all participants in the personal consultation have at all times maintained physical separation of at least 2 meters from each other
- Schools or other educational facilities, hospitals and health care facilities, child care facilities
- Transit operators, if barriers are in place to create physical screening between the transit operator and passengers in the transit vehicle.

Many of the communities canvassed have emphasized that the focus of their mandatory mask bylaw will be education not enforcement. Calgary has utilized specific branding to emphasize the intent of the bylaw:

In times of need or crisis, our city comes together to support each other. We are known for our kindness. For the safety and protection of the community, the City of Calgary requires the wearing of face coverings or masks in indoor public areas and public vehicles.

Where mandatory masks have been implemented, municipalities have been providing links to the Government of Alberta resources (ie posters for business doors, etc.) to assist businesses with educating the public on mask requirements. There are already several stores in Cold Lake that require masks, for example, Walmart, Winners, Oasis Spa, Staples, V nails, and No Frills. There are also several business that have signs



encouraging, but not requiring, mask use and limiting the number of patrons who can enter.

It is administration's advice that further actions beyond that of the Chief Medical Officer's of Health (CMOH) isn't immediately required however City Council could provide direction on what it feels as priority of the community to maintain a its mandate of a safe and health community.

This report is provided for discussion purposes.

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**CITY OF AIRDRIE
PROVINCE OF ALBERTA
BYLAW NO. B-31/2020**

Being a bylaw of the City of Airdrie to require the wearing of face coverings in indoor public premises and in public vehicles

WHEREAS on March 11, 2020, the World Health Organization declared a global pandemic related to the spread of the COVID-19 virus and the COVID-19 pandemic remains a health risk; and

WHEREAS the World Health Organization, Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have identified face coverings as a way to reduce the risk of spreading COVID-19 in circumstances where physical distancing may not be possible; and

WHEREAS physical distancing may not be possible in indoor public premises and in public vehicles; and

WHEREAS pursuant to Section 7 of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, and amendments thereto, a Council may pass bylaws for municipal purposes respecting the:

- a) the safety, health and welfare of people and the protection of people and property;
- b) people, activities and things in, on or near a public space or place that is open to the public;
- c) businesses, business activities and persons engaged in business; and

WHEREAS Council considers it expedient and desirable for the health, safety and welfare of the inhabitants to the City of Airdrie to require the wearing of face coverings in indoor public premises and in public vehicles;

NOW, THEREFORE, the Council of the City of Airdrie, in Council duly assembled, enacts as follows:

1. Title

- 1.1 This Bylaw may be cited as the "Temporary COVID-19 Face Coverings Bylaw".

2. Definitions and Interpretation

2.1 In this Bylaw:

- a. **"employer"** includes any person who, as the owner, proprietor, manager, superintendent or overseer of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for, the employment of a person;

- b. **“face covering”** means a mask balaclava, bandana, scarf, cloth or other similar item that covers the mouth, nose and chin without gapping ensuring a barrier that limits the transmission of infectious respiratory droplets;
- c. **“officer”** means a Bylaw Enforcement Officer appointed pursuant to Bylaw B-07/1997, a peace officer appointed pursuant to the *Peace Officer Act*, S.A. 2006, c. P93.5, or a police officer appointed pursuant to the *Police Act*, R.S.A. 2000, c. P-17;
- d. **“operator”** includes the person responsible for the day-to-day operations of a public premises or public vehicles and a proprietor of a public premises;
- e. **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a Peace Officer, a Community Peace Officer or a Bylaw Enforcement Officer of the City;
- f. **“proprietor”** means the person who ultimately controls, governs or directs the activity carried on within any public premises or public vehicle referred to in this Bylaw and includes the person usually in charge thereof;
- g. **“public premises”** means all or any part of a building, structure or other enclosed area to which members of the public have access as a right or by express or implied invitation but excludes any premises for which there is an enrolment or membership requirement in order to access it; and
- h. **“public vehicle”** means a bus, taxi or other vehicle that is used to transport members of the public for a fee.

2.2 All schedules attached to this Bylaw form a part of this Bylaw.

2.3 Headings or sub-headings are inserted for ease of reference and guidance purposes only and do not form part of this Bylaw.

2.4 Where this Bylaw cites or refers to any act, regulation, code or other bylaw, the citation or reference is to the act, regulation, code or other bylaw as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any act, regulation, code or other bylaw that may be substituted in its place.

2.5 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.

2.6 Nothing in this Bylaw relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or license.

3. Face Covering Required

3.1 A person must wear a face covering in a public premises or a public vehicle unless the person is separated from other persons by an installed screen, shield or other barrier.

4. Exceptions to Requirement to Wear a Face Covering

4.1 Section 3 does not apply to:

- a. children under five (5) years of age;
- b. persons with an underlying medical condition or disability which inhibits their ability to wear a face covering;
- c. persons who are unable to place or remove a face covering safely without assistance;
- d. persons who are seated at a table or bar at a public premises that offers food or beverage services;
- e. persons engaging in an athletic or fitness activity;
- f. persons who are caregiving for or accompanying a person with a disability where wearing a face covering would hinder the accommodation of the person's disability; or
- g. persons who have temporarily removed their face covering where doing so is necessary to provide or receive a service or at the request of an operator or proprietor for security purposes.

4.2 Employees or members of the public are not required to provide proof to an employer, operator or proprietor of any of the exceptions set out in Section 4.1. A Peace Officer has the discretion to request proof of an exception set out in Section 4.1.

5. Signage

5.1 An employer, operator or proprietor must prominently display a sign:

- a. in the form and containing the content; or
- b. with substantially the same form and content

as set out in Schedule "A" in a location that is visible to a person immediately upon entering the public premises or a public vehicle.

6. Offences

6.1 Any person who contravenes any provision of this Bylaw by doing any act or thing which the person is prohibited from doing or by failing to do any act or thing the person is required to do is guilty of an offence pursuant to this Bylaw.

7. Enforcement

7.1 Where a Peace Officer believes that a person has contravened any provision of this Bylaw, the Peace Officer may commence proceedings against the person by

issuing a violation ticket in accordance with the *Provincial Offences Procedure Act*, R.S.A. 2000, c P-34.

- 7.2 This section shall not prevent an officer from issuing a violation ticket requiring a court appearance of the defendant pursuant to the *Provincial Offences Procedure Act* or from laying an information instead of issuing a violation ticket.

8. Penalty

- 8.1 Where there is a specified penalty listed for an offence in Schedule "B" to this Bylaw, that amount is the specified penalty for the offence.
- 8.2 Upon conviction, if the totality of the circumstances surrounding any contravention of this bylaw indicate a marked endangerment or increased risk of endangering public health, the Justice may deviate from the specified penalty when determining the appropriate fine amount.
- 8.3 In this section, "specified penalty" means an amount that can be paid by a person who is issued a violation ticket and is authorized to make a voluntary payment without a Court appearance.

9. Coming Into Force

- 9.1 The requirement for mandatory face coverings will commence upon the Province of Alberta designating a status level of Enhanced on the COVID-19 Relaunch Status Map for the City of Airdrie region.
- 9.2 This requirement for mandatory face coverings will cease fourteen (14) days after the City of Airdrie region Enhanced designation is removed by the Province of Alberta on the COVID-19 Relaunch Status Map.
- 9.3 This bylaw will remain in full force and effect until such time as the Province of Alberta discontinues use of the COVID-19 Relaunch Status Map.

READ a first time on the 17th day of August, 2020.

READ a second time on the 17th of August, 2020.

READ a third time on the 17th day of August, 2020.

EXECUTED this 18th day of August, 2020.

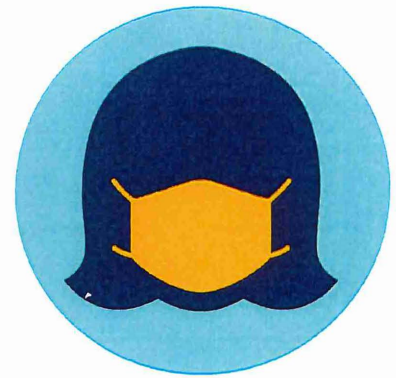
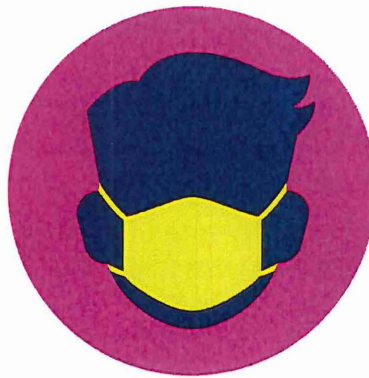
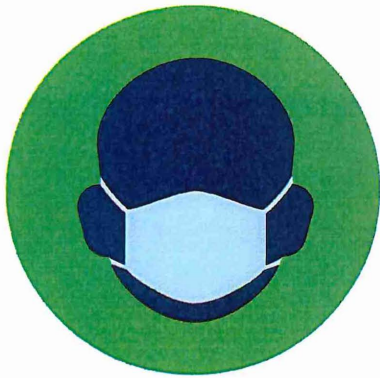


Mayor



Acting City Clerk

Face covering REQUIRED



**ALL PERSONS MUST WEAR A FACE
COVERING IN INDOOR PUBLIC
PREMISES AND IN PUBLIC VEHICLES.**

City of Airdrie BYLAW NO. B-31/2020

Exceptions include children under five years of age, or persons with an underlying medical condition or disability which inhibits their ability to wear a face covering.

SCHEDULE "B"

Section	Description of Offence	Specified Penalty
3.1	Fail to wear face covering where required	\$100
5.1	Fail to display prescribed signage	\$200

TOWN OF BANFF

BYLAW 436

Temporary Mandatory Mask and Face Coverings

Being a Bylaw of the Town of Banff to mandate the use of masks or other face coverings within enclosed public spaces and the pedestrian zone of the 100 and 200 Blocks of Banff Avenue and Caribou Street

WHEREAS the Section 7 (a) of *Municipal Government Act*, R.S.A. 2000, c. M-26 empowers Councils to pass Bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS the Section 7(b) of the *Municipal Government Act*, R.S.A. 2000, c. M-26 empowers Councils to pass Bylaws for municipal purposes respecting people, activities and things in, on or near a public place or place that is open to the public;

AND WHEREAS Section 8(a) of the *Municipal Government Act*, R.S.A. 2000, c. M-26 further states that Council may pass a bylaw to regulate an activity and Section 9(b) further empowers a Council to respond to present and future issues in their municipality;

AND WHEREAS the Novel Coronavirus is present within the Town of Banff, and it causes the disease COVID-19 that is readily communicable from person to person and carries a risk of serious complications such as pneumonia or respiratory failure, and may result in death;

AND WHEREAS the spread of COVID-19 has been declared a pandemic by the World Health Organization on 2020 March 11;

AND WHEREAS there exists a pressing need for establishments to implement appropriate measures and regulations to better prevent the spread of COVID-19 and protect the health, safety and well-being of the residents of, and visitors to, the town of Banff within both enclosed public spaces and the temporary Pedestrian zone where physical distancing is often difficult to maintain;

Amended 2020.08.14 Bylaw 438

AND WHEREAS the mandatory requirement to wear masks in enclosed public spaces is further deemed to be a reasonable, practicable and effective method of limiting the spread of COVID-19 for the health, safety and well-being of residents of, and visitors to, the town of Banff;

AND WHEREAS the Government of Alberta and the Chief Medical Officer of Alberta have strongly recommended that Albertans wear masks or face coverings to limit the spread of COVID-19 where physical distancing cannot be maintained;

NOW THEREFORE the Council of the Town of Banff, in the Province of Alberta, duly assembled, **ENACTS AS FOLLOWS:**

1.0 CITATION

- 1.1 This Bylaw may be cited as the Temporary Mandatory Mask Bylaw.

2.0 DEFINITION

- 2.1 In this Bylaw, words have the meanings set out in the *Municipal Government Act*, R.S.A. 2000, c. M-26, except that:
- a) **Bylaw Services Officer** means an employee of the Town who has been appointed to the position of Bylaw Enforcement Officer or Bylaw Services Officer pursuant to the Bylaw Enforcement Officers Bylaw or Town of Banff Land Use Bylaw;
 - b) **Cohort** means small groups of people whose members, who are always the same individuals, do not always keep two (2) metres apart, and who limit close interactions to those same people within their own cohort group rather than switching daily contacts or engaging in close interactions with others outside that circle;
 - c) **Enclosed Public Space** or **Establishment** means the interior area of any building or structure to which the public is invited or permitted access, either expressly or by implication regardless of whether a fee is charged for entry, in order to receive or to provide goods or services, including but not limited to the public areas of the following:
 - i. Restaurants, cafés, cafeterias, and outdoor patios associated with these establishments;
 - ii. Retail establishments including exterior merchandise displays;
 - iii. Shopping malls or similar structures that contain multiple places of businesses;
 - iv. Grocery stores;
 - v. Churches, mosques, synagogues, temples, or other places of worship;
 - vi. Libraries, museums, art galleries, recreational facilities, cinemas, theatres, concert venues, special event venues, convention centers, or other similar entertainment, cultural, or leisure facilities;
 - vii. Common areas of sports facilities, sports clubs, gyms, yoga studios, or other similar Establishments, such as lobbies, elevators, and locker rooms/ changing rooms;
 - viii. Common areas of hotels, motels, and other short-term rentals, such as lobbies, elevators, meeting rooms or other common use facilities;
 - ix. Health and wellness facilities and personal services facilities;
 - x. Temporary facilities, such as construction trailers and temporary sales offices;
 - xi. Municipal facilities, including Town Hall, and any community centre, cultural, arts or leisure centre, recreational or sporting facility, parks building, client service centre or indoor parking facility; and,
 - xii. Other businesses, organizations and places that are permitted to operate in accordance with the Government of Alberta's Relaunch Strategy.

Provided that the following are not considered an Enclosed Public Space for the purposes of this Bylaw:

- xiii. Schools, as defined by the *School Act*, RSA 200 c S-3;
- xiv. Day Care facilities, as defined in the Town of Banff Land Use Bylaw;
- xv. Portions of buildings that are being used for the purpose of providing day camps;
- xvi. Offices of professional service providers such as lawyers and accountants where clients receive services in areas not open to the general public;
- xvii. Hospitals, independent health facilities, and offices of regulated health professionals; and
- xviii. School Bus, as defined in the Town of Banff Traffic Bylaw.

- d) **Mask** means a cloth (non-medical) mask, medical mask, or other face covering such as a bandana or scarf, that securely covers the nose, mouth, and chin and is in contact with the surrounding face without gapping, and filters respiratory droplets;
- e) **Operator** means the person or organization who is the registered land owner as per the Town of Banff's Tax Roll or the person who controls, governs, directs, or is responsible for the activity carried on within the Enclosed Public Space or Establishment and can include the person who is actually in charge at any particular time;
- f) **Peace Officer** means the following persons while that person is in the exercise or discharge of their power or duties: a Community Peace Officer appointed under the *Peace Officer Act*, a member of the Royal Canadian Mounted Police, or a park warden appointed under the National Parks Act of Canada;
- g) **Pedestrian Zone** means the outdoor pedestrian amenity zone established by closing vehicular access to various areas in the downtown zone as depicted in Schedule A to this Bylaw;
- h) **Person** included a corporation and the heirs executors, administrators, or other legal representatives of a person;
- i) **Public Vehicle** means a bus, taxi, or other vehicle that is used to transport members of the public for a fee;
- j) **Town of Banff** or **Town** means the Corporation of the Town of Banff and, where the context requires, the land included within the boundaries of the Town of Banff;
- k) **Town of Banff Notice of Offence** means any ticket or tag, in a form approved by the Town or authorized under the *Provincial Offences Procedures Act*, issued for any offence in which a penalty may be paid out of court in lieu of appearing to answer a summons.

Amended 2020.08.14 Bylaw 438

3.0 INTERPRETATION

- 3.1 No provisions of this Bylaw are intended to conflict with a Federal or Provincial statute, regulation, or order, including an order made under the *Emergency Management Act*. RSA 200, c E-6.8, as amended.

4.0 EXEMPTIONS

- 4.1 This Bylaw does not apply to:
- a) A child who is younger than two (2) years of age, or a child who is under five (5) years of age chronologically or developmentally and who refuses to wear a Mask and cannot be persuaded to do so by their caregiver;
 - b) A Person with a medical condition, including breathing or cognitive difficulties, or a disability, that prevents them from safely wearing a Mask;
 - c) A Person who is unable to put on or remove their Mask without the assistance of another Person;
 - d) A Person who is hearing impaired, or communicating with a Person who is hearing impaired, where the ability to see the mouth is essential for communication;
 - e) A Person who needs to temporarily remove their Mask, provided they are able to maintain a distance of at least six feet from any Persons who are not members of the same household or Cohort, for the purposes of:
 - i. Receiving services that require the removal of their Mask;
 - ii. Actively engaging in athletic or fitness activity in an Establishment such as a sports facility, sports club, gym, yoga studio, or other similar Establishments;
 - iii. Consuming food or drink; or
 - iv. An emergency or medical purpose.
 - f) Those outdoor spaces not included in the Pedestrian Zone as depicted in Schedule A of this Bylaw.
- 4.2 A Person who is employed by, or is an agent of, the Operator of an Enclosed Public Space is not obligated to wear a Mask while:
- a) In an area of the premises that is not designated for public access; or
 - b) When located either within or behind a physical barrier including but not limited to a Plexiglas barrier.

5.0 MANDATORY MASK IN ENCLOSED PUBLIC SPACES

- 5.1 Subject to Section 4, Exemptions, every Person who enters or remains in an Enclosed Public Space shall wear a Mask in a manner that covers their mouth, nose, and chin.
- 5.2 Persons who are in line to enter into an Enclosed Public Space shall wear a Mask in a manner that covers their mouth, nose, and chin.
- 5.3 The Operator of an Enclosed Public Space shall post, at every entrance to the Establishment used by the public, prominent and clearly visible signage that contains the following messages:
- All persons entering or remaining in these premises must wear a mask or face covering that covers the nose, mouth, and chin as required pursuant to Town of Banff Bylaw 436.
- 5.4 The Operator of an Enclosed Public Space shall ensure the availability of hand sanitizing stations at all public entrances of the Establishment.
- 5.5 The Operator of an Enclosed Public Space shall ensure all employees are aware of the regulations as set out in this Bylaw and shall create a policy for their specific Establishment addressing it.
- 5.6 A Person must wear a Mask in a Public Vehicle, unless the Person is separated from other Persons by an installed screen, shield, or other barrier.

6.0 MANDATORY MASK IN THE PEDESTRIAN ZONE

- 6.1 Subject to Section 4, Exemptions, every Person who enters or remains in the Pedestrian Zone shall wear a Mask in a manner that covers their mouth, nose, and chin.
- 6.2 The Town of Banff shall post, at every entrance to the Pedestrian Zone used by the public, prominent and clearly visible signage that contains the following message:
- All persons entering or remaining in this area must wear a mask or face covering that covers the nose, mouth, and chin as required pursuant to Town of Banff Bylaw 436.
- 6.3 The Town shall ensure, wherever possible:
- a) That every person who is not wearing a Mask when entering into the area is provided with a verbal reminder to do so and, if applicable, of the exemptions set out in Section 4; and
 - b) That every person who is not wearing a Mask when entering into the area is provided with a Mask as well as educated on the proper way to wear it.
- 6.4 The Town shall provide hand sanitizing stations throughout the Pedestrian Zone.

- 6.5 Operators of Enclosed Public Spaces located in the Pedestrian Zone shall be subject to the regulations set out in Section 5, Enclosed Public Spaces.
- 6.6 Operators of Establishments which include outdoor restaurant/ café seating located within the Pedestrian Zone are subject to the regulations outlined in Sections 5, Enclosed Public Spaces, and 6, Pedestrian Zone for the 100-200 Blocks of Banff Avenue.

7.0 VIOLATIONS AND ENFORCEMENT

- 7.1 Enforcement of this Bylaw is the sole responsibility of the Town of Banff Bylaw Enforcement or a Peace Officer.
- 7.2 Any Person found to be violating any provision of this Bylaw is guilty of an offence and may be served by the Town of Banff Bylaw Enforcement, or a Peace Officer, with a verbal or written notice stating the nature of the violation and may be provided with a reasonable time limit for the satisfactory correction thereof.
- 7.3 Any person who hinders or obstructs a person lawfully carrying out the enforcement of this Bylaw is guilty of an offence.
- 7.4 When a Person is alleged to have contravened any provision of this Bylaw, a Bylaw Services Officer or Peace Officer may issue a Town of Banff Notice of Offence which shall state:
- a) The nature of the offence;
 - b) The penalty payable in connection with the offence; and
 - c) The time period within which the penalty must be paid.
- 7.5 A Town of Banff Notice of Offence shall be deemed to be sufficiently served for the purposes of this Bylaw if served personally on the accused.
- 7.6 In lieu of prosecution, the individual named in a Town of Banff Notice of Offence may elect to voluntarily make payment to the Town of the penalty amount specified in the Town of Banff Notice of Offence.
- 7.7 If the payment specified in the Town of Banff Notice of Offence is not paid in accordance with the terms of the Notice of Offence and in the time required by the Notice of Offence, a prosecution may be commenced for the alleged contravention of this Bylaw. Notwithstanding the foregoing, nothing in this Bylaw shall prevent any Bylaw Services Officer or Peace Officer from issuing a violation ticket pursuant to the provisions of the *Provincial Offences Procedure Act* or from laying an information in lieu of issuing a Town of Banff Notice of Offence.
- 7.8 A fine of \$150 is liable to:
- a) A Person who is convicted of an offence under this Bylaw; and
 - b) An Operator who fails to display the prescribed signage.

8.0 SEVERABILITY

- 8.1 If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

9.0 SCHEDULES

- 9.1 Schedule “A” forms part of this Bylaw.

Amended 2020.08.14 Bylaw 438

10.0 ENACTMENT

- 10.1 This Bylaw comes into force at 12:00 p.m. noon on 2020 July 31.

READ A FIRST TIME this 27th day of July, 2020.

READ A SECOND TIME, as amended, this 27th day of July, 2020.

READ A THIRD TIME, as amended, this 27th day of July, 2020.

SIGNED AND PASSED this 27th day of July, 2020.

On Original
Karen Sorensen
Mayor

On Original
Kelly Gibson
Town Manager

Schedule A
Amended 2020.08.14 Bylaw 438



Town of Banff

Bylaw 436 - Schedule A

The Town of Banff does not guarantee the quality, content, accuracy, or completeness of the information, text, and graphics, and assumes no liability for any damages or loss of any kind that might arise from the use of, misuse of, or the inability to use this product. The information provided should not be used as a substitute for legal, accounting, real estate, business, tax, or other professional advice.



Date Created: 2020-08-11 2:59:52 PM
Coordinate System: NAD 1983 UTM Zone 11N
Produced By: Town of Banff - GIS Dept (weatherhog)
File Name: MaskBylaw_Schedule_A

CITY OF BEAUMONT
Bylaw Number 984-20

TEMPORARY FACE COVERINGS BYLAW

A BYLAW OF THE CITY OF BEAUMONT, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE REQUIREMENT OF WEARING FACE COVERINGS INSIDE CITY FACILITIES, PUBLIC PREMISES, AND PUBLIC VEHICLES.

WHEREAS on March 11, 2020 the World Health Organization declared a global pandemic related to the spread of the COVID-19 virus;

AND WHEREAS the World Health Organization, Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta, have identified face coverings as a way to reduce the risk of spreading COVID-19 in circumstances where physical distancing may not be possible;

AND WHEREAS pursuant to section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-16 a council of a municipality may pass bylaws respecting: the safety, health and welfare of people and the protection of people and property;

AND WHEREAS Council considers it expedient and desirable for the health, safety, and welfare of the employees, residents, and visitors of the City of Beaumont to require the wearing of face coverings inside all City Facilities, Public Premises, and in Public Vehicles;

NOW THEREFORE, pursuant to the provisions of the *Municipal Government Act*, the Council of the City of Beaumont, duly assembled, enacts as follows:

1. TITLE

This bylaw shall be cited as the "Temporary Face Coverings Bylaw."

2. DEFINITIONS

In this bylaw:

- A. "Face Covering" means a mask or other face covering that covers the mouth, nose and chin ensuring a barrier that limits the transmission of infectious respiratory droplets;
- B. "City Facility" means:
 - a. City Hall;
 - b. Library;
 - c. Ken Nichol Regional Recreation Centre (KNRRC);
 - d. Chantal Berube Youth Centre (CBYC);
 - e. Fire Hall;
 - f. RCMP Detachment;
 - g. Collaborative Business Innovation Centre (COBIC);
 - h. Beaumont Sport and Recreation Centre (BSRC);
 - i. Centre Communautaire Beaumont Community Centre (CCBCC);

- j. Family and Community Support Services (FCSS); and
 - k. Operations Facility.
- C. "Peace Officer" means a member of a police service as per the Police Act, R.S.A. 2000, c. P-17, a Community Peace Officer appointed by the City as per the Peace Officer Act, S.A. 2006, c. P-3.5, and a Bylaw Officer, appointed by the City, pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26;
 - D. "Public premises" means all or any part of a building, structure or other enclosed area to which members of the public have access as of right or by express or implied invitation but excludes any premises for which there is an enrollment or membership requirement in order to access it;
 - E. "Public vehicle" means a bus, taxi or other vehicle that is used to transport members of the public for a fee;
 - F. "Violation Ticket" means any ticket which is authorized under the Provincial Offences Procedures Act, and any other enactment, and which is issued for any bylaw offence.

3. INTERPRETATION

- A. All schedules attached to this Bylaw form part of this Bylaw.
- B. Headings or sub-headings are inserted for ease of reference and guidance purposes only and do not form part of this Bylaw.
- C. Where this Bylaw cites or refers to any act, regulation, code or other bylaw, the citation or reference is to the act, regulation, code or other bylaw as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any act, regulation, code or other bylaw that may be substituted in place.
- D. Each provision of this Bylaw is independent of all other provisions, and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- E. Nothing in this Bylaw relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or license.

4. PROHIBITION

- A. A person must wear a face covering in a city facility.
- B. A person must wear a face covering in a public vehicle.
- C. A person must wear a face covering in a public premises.

5. EXCEPTIONS

Section 4 does not apply to:

- A. Persons under two (2) years of age or a person who is under five (5) years of age, chronologically or developmentally, and who refuses to wear a face covering and cannot be persuaded to do so by their caregiver;
- B. Persons with an underlying medical condition or disability which inhibits their ability to wear a face covering;
- C. Persons who are unable to place, use, or remove a face covering safely without assistance;
- D. Persons who are caregiving for or accompanying a person with a disability where wearing a face covering would hinder the accommodation of the person's disability;
- E. Persons engaging in an athletic or fitness activity;
- F. Persons who are seated at a table or bar at a public premises that offers food or beverage services;
- G. Employees of the City of Beaumont that are not in direct contact with the public;
- H. Employees, children, and parents or guardians in child care facilities; and
- I. Volunteers Firefighters while acting in an official capacity for the City of Beaumont and are not in direct contact with the public.

6. PENALTIES AND ENFORCEMENT

- A. A person who contravenes any provision of this Bylaw is guilty of an offence and shall be liable to the specified penalty set out in Schedule A.
- B. A Peace Officer may issue a Violation Ticket with a specified penalty pursuant to the Provincial Offences Procedure Act, R.S.A. 2000.
- C. Where a Provincial Violation Ticket is issued, a voluntary payment equal to the specified fine amount may be made as directed.
- D. Nothing in this Bylaw shall preclude a Peace Officer from issuing a Violation Ticket for a mandatory court appearance to any person who contravenes any provision of this Bylaw.
- E. In the case of an offence that is of an continuing nature, a contravention of a provision of this Bylaw constitutes a separate offence with respect to each day, or part of a day, during which the contravention continues, and a person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such separate offence.

7. FORCE AND EFFECT

- A. This Bylaw shall come into force and effect August 14, 2020.
- B. This Bylaw will no longer be in effect and revoked at 12:01 a.m. on October 31st, 2020, unless extended by Council through resolution.

READ A FIRST TIME IN COUNCIL THIS 30th DAY OF JULY, 2020.

READ A SECOND TIME IN COUNCIL THIS 10th DAY OF AUGUST, 2020.

READ A THIRD TIME IN COUNCIL THIS 10th DAY OF AUGUST, 2020.



Mayor



City Clerk

Schedule A
Offences and Penalties

Section	Offence	Fine
4 A	Failure to wear a Face Covering in a City Facility	\$50.00
4 B	Failure to wear a Face Covering on Public Vehicle	\$50.00
4 C	Failure to wear a Face Covering in Public Premises	\$50.00

OFFICE CONSOLIDATION

BYLAW NUMBER 26M2020

**BEING A BYLAW OF THE CITY OF CALGARY
TO REQUIRE THE
WEARING OF FACE COVERINGS
IN INDOOR PUBLIC PREMISES
AND IN PUBLIC VEHICLES
* * * * ***

(Amended by 28M2020)

WHEREAS on March 11, 2020 the World Health Organization declared a global pandemic related to the spread of the COVID-19 virus and the COVID-19 pandemic remains a health risk;

AND WHEREAS the World Health Organization, Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have identified face coverings as a way to reduce the risk of spreading COVID-19 in circumstances where physical distancing may not be possible;

AND WHEREAS physical distancing may not be possible in indoor public premises and in public vehicles;

AND WHEREAS pursuant to section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-16 a council of a municipality may pass bylaws respecting;

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people, activities and things in, on or near a public place or place that is open to the public; and
- (c) businesses, business activities and persons engaged in business;

AND WHEREAS Council considers it expedient and desirable for the health, safety, and welfare of the inhabitants of Calgary to require the wearing of face coverings in indoor public premises and in public vehicles;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CALGARY ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as the "Temporary COVID-19 Face Coverings Bylaw".
(28M2020, 2020 July 29)

DEFINITIONS AND INTERPRETATION

2. (1) In this Bylaw:
- (a) “*employer*” includes any person who as the owner, *proprietor*, manager, superintendent or overseer of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for the employment of a person therein;
 - (b) “*face covering*” means a mask or other face covering that covers the mouth, nose and chin ensuring a barrier that limits the transmission of infectious respiratory droplets;
 - (c) “*officer*” means a Bylaw Enforcement Officer appointed pursuant to Bylaw 60M86, a peace officer appointed pursuant to the *Peace Officer Act*, S.A. 2006, c. P-3.5, or a police officer appointed pursuant to the *Police Act*, R.S.A. 2000, c. P-17;
 - (d) “*operator*” includes the person responsible for the day to day operations of a *public premises* or *public vehicle* and a *proprietor* of a *public premises*;
 - (e) “*proprietor*” means the person who ultimately controls, governs or directs the activity carried on within any *public premises* or *public vehicle* referred to in this Bylaw and includes the person usually in charge thereof;
 - (f) “*public premises*” means all or any part of a building, structure or other enclosed area to which members of the public have access as of right or by express or implied invitation but excludes any premises for which there is an enrolment or membership requirement in order to access it;
 - (g) “*public vehicle*” means a bus, light rail transit (LRT) vehicle, taxi or other vehicle that is used to transport members of the public for a fee;
- (2) All schedules attached to this Bylaw form part of this Bylaw.
- (3) Headings or sub-headings are inserted for ease of reference and guidance purposes only and do not form part of this Bylaw.
- (4) Where this Bylaw cites or refers to any act, regulation, code or other bylaw, the citation or reference is to the act, regulation, code or other bylaw as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any act, regulation, code or other bylaw that may be substituted in its place.
- (5) Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- (6) Nothing in this Bylaw relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or licence.

PROHIBITION

3. A person must wear a *face covering* in a *public premises* or a *public vehicle*, unless the person is separated from other persons by an installed screen, shield or other barrier.

EXCEPTIONS

4. Section 3 does not apply to:
- (a) children under 2 years of age;
 - (b) persons with an underlying medical condition or disability which inhibits their ability to wear a *face covering*;
 - (c) persons who are unable to place, use or remove a *face covering* safely without assistance;
 - (d) persons who are seated at a table or bar at a *public premises* that offers food or beverage services;
(28M2020, 2020 July 29)
 - (e) persons engaging in an athletic or fitness activity;
 - (f) persons who are caregiving for or accompanying a person with a disability where wearing a *face covering* would hinder the accommodation of the person's disability; or
 - (g) persons who have temporarily removed their *face covering* where doing so is necessary to provide or receive a service.

SIGNAGE

5. An *employer, operator or proprietor* must prominently display a sign
- (a) in the form and containing the content; or
 - (b) with substantially the same form and content;
- as set out in Schedule A, in a location that is visible to a person immediately upon entering the *public premises* or a *public vehicle*.
(28M2020, 2020 July 29)

OFFENCES

6. Any person who contravenes any provision of this Bylaw by doing any act or thing which the person is prohibited from doing, or by failing to do any act or thing the person is required to do, is guilty of an offence pursuant to this Bylaw.

ENFORCEMENT

7. (1) Where an *officer* believes that a person has contravened any provision of this Bylaw, the *officer* may commence proceedings against the person by issuing a violation ticket in accordance with the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34.
- (2) This section shall not prevent an *officer* from issuing a violation ticket requiring a court appearance of the defendant pursuant to the *Provincial Offences Procedures Act* or from laying an information instead of issuing a violation ticket.

PENALTY

8. (1) Where there is a specified penalty listed for an offence in Schedule B to this Bylaw, that amount is the specified penalty for the offence.
- (2) Upon conviction, if the totality of the circumstances surrounding any contravention of this bylaw indicate a marked endangerment or increased risk of endangering public health the Justice may deviate from the specified penalty when determining the appropriate fine amount.
- (3) In this section, “specified penalty” means an amount that can be paid by a person who is issued a violation ticket and is authorized to make a voluntary payment without a Court appearance.

COMING INTO FORCE

9. This Bylaw comes into force on August 1, 2020.

READ A FIRST TIME ON JULY 21, 2020

READ A SECOND TIME ON JULY 21, 2020

READ A THIRD TIME ON JULY 21, 2020

(Sgd.) N. Nenshi
MAYOR

(Sgd.) T. Mowrey
ACTING CITY CLERK

SCHEDULE A



**All persons must wear a
face covering in indoor public
premises and in public vehicles.**
The City of Calgary Bylaw 26M2020



Exceptions include children under two years of age, or persons with an underlying medical condition or disability which inhibits their ability to wear a face covering.

Visit calgary.ca/covid19 for more information.

20-0001796-5

(28M2020, 2020 July 29)

SCHEDULE B**PENALTIES**

Section	Description of Offence	Specified Penalty
3	Fail to wear <i>face covering</i> where required	\$50
5	Fail to display prescribed signage	\$200

(28M2020, 2020 July 29)



TOWN OF COCHRANE

Bylaw 20/2020

Being a bylaw of the Town of Cochrane in the Province of Alberta, Canada to establish provisions for the requirement to wear face coverings in indoor public premises and in public vehicles.

WHEREAS on March 11, 2020 the World Health Organization declared a global pandemic related to the spread of the COVID-19 virus and the COVID-19 pandemic remains a health risk;

AND WHEREAS the World Health Organization, Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have identified face coverings as a way to reduce the risk of spreading COVID-19 in circumstances where physical distancing may not be possible;

AND WHEREAS pursuant to Section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-16 a Council of Municipality may pass bylaws respecting:

- (a) the safety, health and welfare of people and the protection of people and property,
- (b) people, activities and things in, on or near a public place or place that is open to the public; and
- (c) businesses, business activities and persons engaged in business;

AND WHEREAS flattening the curve and being prepared to respond quickly and appropriately to COVID-19 are key objectives for the Town of Cochrane;

NOW THEREFORE the Municipal Council of the Town of Cochrane, in the province of Alberta, duly assembled, hereby enacts as follows:

1. Title

1.1 This Bylaw may be cited as the "Face Coverings Bylaw"

2. Definitions

2.1 In this Bylaw:

- (a) "Employer" includes any person who as the owner, proprietor, manager, superintendent or overseer of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for the employment of a person therein;
- (b) "Director of Emergency Management" means the person appointed to the position of Director of Emergency Management, or their Deputy, pursuant to Town of Cochrane Bylaw 18/2019;
- (c) "Face Covering" means a mask or other face covering that covers the mouth, nose and chin ensuring a barrier that limits the transmission of infectious respiratory droplets;
- (d) "Operator" includes the person responsible for the day to day operations of a *public premises* or *public vehicle* and a *proprietor* of a *public premises*;
- (e) "Peace Officer" means an individual engaged by the Town as a Community Peace Officer or a Bylaw Enforcement Officer, a peace officer as defined in the Peace Officer Act, RSA 2006 c P-3.5 or a member of the Royal Canadian Mounted Police;
- (e) "Proprietor" means the person who ultimately controls, governs or directs the activity carried on within any *public premises* or *public vehicle* referred to in this Bylaw and includes the person usually in charge thereof;
- (f) "Public Premises" means all or any part of a building, structure or other enclosed area to which members of the public have access as of right or by express or implied invitation, but excludes any premises for which there is an enrolment or membership requirement in order to access it;
- (g) "Public Vehicle" means a bus, taxi or other vehicle that is used to transport members of the public for a fee;

2.2 All schedules attached to this Bylaw form part of this Bylaw.

2.3 Headings or sub-headings are inserted for ease of reference and guidance purposes only and do not form part of this Bylaw.

2.4 Where this Bylaw cites or refers to any act, regulation, code or other bylaw, the citation or reference is to the act, regulation, code or other bylaw as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any act, regulation, code or other bylaw that may be substituted in its place.

- 2.5 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- 2.6 Nothing in this Bylaw relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or licence.

3. Prohibitions

- 3.1 A person must wear a face covering in a public premises or a public vehicle, unless the person is separated from other persons by an installed screen, shield or other barrier.

4. Exceptions

- 4.1 Section 3 does not apply to:
- (a) children under 5 years of age;
 - (b) persons with an underlying medical condition or disability which inhibits their ability to wear a face covering;
 - (c) persons who are unable to place, use or remove a face covering safely without assistance;
 - (d) persons who are eating or drinking at a public premises that offers food or beverage services;
 - (e) persons engaging in an athletic or fitness activity;
 - (f) persons who are caregiving for or accompanying a person with a disability where wearing a face covering would hinder the accommodation of the person's disability; or
 - (g) persons who have temporarily removed their face covering where doing so is necessary to provide or receive a service.

5. Enactment

- 5.1 The provisions of this bylaw may only be enacted by the Director of Emergency Management if the number of active cases of the COVID-19 virus in Cochrane are reported by Alberta Public Health to be 10 or more.
- 5.2 Council may by resolution, implement the provisions of this bylaw at any time.

6. Reversion

- 6.1 If the provisions of this bylaw have been enacted in accordance with Section 5.1 they may only be reverted if the number of active cases of the COVID-19 virus in Cochrane are reported by Alberta Public Health to be

less than 10 for 14 consecutive days.

- 6.2 Council may by resolution, revert the enactment of this bylaw at any time.

7. Offences

- 7.1 Any person who contravenes any provision of this Bylaw by doing any act or thing which the person is prohibited from doing, or by failing to do any act or thing the person is required to do, is guilty of an offence pursuant to this Bylaw.

8. Enforcement

- 8.1 Where a Peace Officer believes that a person has contravened any provision of this Bylaw, the Peace Officer may commence proceedings against the person by issuing a violation ticket in accordance with the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34.
- 8.2 This section shall not prevent a Peace Officer from issuing a violation ticket requiring a court appearance of the defendant pursuant to the Provincial Offences Procedures Act or from laying an information instead of issuing a violation ticket.

9. Penalty

- 9.1 Where there is a specified penalty listed for an offence in Schedule A to this Bylaw, that amount is the specified penalty for the offence.
- 9.2 Upon conviction, if the totality of the circumstances surrounding any contravention of this bylaw indicate a marked endangerment or increased risk of endangering public health the Justice may deviate from the specified penalty when determining the appropriate fine amount.
- 9.3 In this section, "specified penalty" means an amount that can be paid by a person who is issued a violation ticket and is authorized to make a voluntary payment without a Court appearance.

This Bylaw shall come into full force and effect upon the date of third and final reading and will remain in force until February 1, 2021.

Read a first time July 29, 2020
Read a second time July 29, 2020
Read a third time July 29, 2020



Mayor



Manager, Legislative Services

Schedule A

Bylaw 20/2020 Penalties

Section	Description of Offence	Specified Penalty
3	Fail to wear face covering where required	\$100

BYLAW 2020-20

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
REQUIRE THE WEARING OF FACE COVERINGS IN INDOOR PUBLIC PREMISES
AND IN PUBLIC VEHICLES**

WHEREAS on March 11, 2020 the World Health Organization declared a global pandemic related to the spread of the COVID-19 virus and the COVID-19 pandemic remains a health risk;

AND WHEREAS the World Health Organization, Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have identified face coverings as a way to reduce the risk of spreading COVID-19 in circumstances where physical distancing may not be possible;

AND WHEREAS physical distancing may not be possible in indoor public premises and in public vehicles;

AND WHEREAS pursuant to section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-16 a council of a municipality may pass bylaws respecting;

- (a) the safety, health, and welfare of people and the protection of people and property;
- (b) people, activities and things in, on or near a public place or place that is open to the public;
and
- (c) businesses, business activities, and persons engaged in business;

AND WHEREAS Council considers it expedient and desirable for the health, safety, and welfare of the residents of and visitors to Canmore to require the wearing of face coverings in indoor public premises and in public vehicles;

NOW THEREFORE the Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

1. This bylaw shall be known as the "Mandatory Mask Bylaw."

INTERPRETATION

2. In this bylaw:
 - (a) "Employer" includes any person who as the owner, proprietor, manager, superintendent or overseer of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for the employment of a person therein;
 - (b) "Face covering" means a mask or other face covering that fully covers the mouth, nose, and chin ensuring a barrier that limits the transmission of infectious respiratory droplets;
 - (c) "Operator" includes the person responsible for the day to day operations of a public premises or public vehicle and a proprietor of a public premises;

- (d) “Proprietor” means the person who ultimately controls, governs or directs the activity carried on within any public premises or public vehicle referred to in this Bylaw and includes the person usually in charge thereof;
- (e) “Public premises” means the interior area of any building or structure to which the public is invited or permitted access, either expressly or by implication regardless of whether a fee is charged for entry, in order to receive or to provide goods or services, including but not limited to the public areas of the following:
 - (i) Restaurants, cafés, cafeterias, and outdoor patios associated with these establishments;
 - (ii) Retail establishments;
 - (iii) Shopping malls or similar structures that contain multiple places of businesses;
 - (iv) Grocery stores;
 - (v) Churches, mosques, synagogues, temples, or other places of worship;
 - (vi) Libraries, museums, art galleries, recreational facilities, cinemas, theatres, concert venues, special event venues, convention centers, or other similar entertainment, cultural, or leisure facilities;
 - (vii) Common areas of sports facilities, sports clubs, gyms, yoga studios, or other similar establishments, such as lobbies, elevators, and locker rooms/changing rooms;
 - (viii) Common areas of hotels, motels, and other short-term rentals, such as lobbies, elevators, meeting rooms, or other common use facilities;
 - (ix) Health and wellness facilities and personal services facilities;
 - (x) Temporary facilities, such as construction trailers and temporary sales offices;
 - (xi) Municipal facilities; and,
 - (xii) Other businesses, organizations and places that are permitted to operate in accordance with the Government of Alberta’s Relaunch Strategy.

Provided that the following are not considered a public premise for the purposes of this Bylaw:

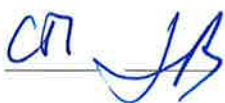
- (i) Schools, as defined by the *School Act*, RSA 200 c S-3;
 - (ii) Day Care and Day Home facilities, as defined in the Town of Canmore’s Land Use Bylaw;
 - (iii) Portions of buildings that are being used for the purpose of providing day camps;
 - (iv) In areas not open to the general public in offices of professional service providers such as lawyers and accountants where clients receive services;
 - (v) Hospitals, independent health facilities, and offices of regulated health professionals; and
 - (vi) School Bus.
- (f) “Public vehicle” means a bus, taxi, or other vehicle that is used to transport members of the public for a fee or free of charge;



- (g) "Peace Officer" means:
- (i) a person appointed as a bylaw enforcement officer pursuant to the *Municipal Government Act*, as amended;
 - (ii) a person appointed as a peace officer pursuant to the *Peace Officer Act*, as amended; or
 - (iii) a police officer.
- (h) "violation ticket" means a ticket issued pursuant to the *Provincial Offences Procedures Act*, as amended, and the regulations thereunder;
3. Where a bylaw references a Town staff position, department or committee, the reference is deemed to be to the current name that the staff position, department or committee is known by.

PROVISIONS

4. A person must wear a face covering in a public premises.
5. A person must wear a face covering in a public vehicle, unless the person is separated from other persons by an installed screen, shield, or other barrier.
6. Sections 4 and 5 do not apply to:
- (a) children under 2 years of age;
 - (b) persons with an underlying medical condition or disability which inhibits their ability to wear a face covering;
 - (c) persons who are unable to place, use or remove a face covering safely without assistance;
 - (d) persons who are eating or drinking at a public premises that offers food or beverage services in designated seating areas once in the designated seating areas;
 - (e) persons engaging in an athletic, fitness or water activity, the latter being an activity where their face may be submerged in water, including but not limited to persons employed as a lifeguard;
 - (f) persons who are caregiving for or accompanying a person with a disability where wearing a face covering would hinder the accommodation of the person's disability; or
 - (g) persons who have temporarily removed their face covering where doing so is necessary to provide or receive a service.



7. A person who is employed by, or is an agent of, the operator of a public premise is not obligated to wear a mask while:
 - (a) In an area of the public premises that is not designated for public access; or
 - (b) When located either within or behind a physical barrier including but not limited to an installed screen, shield, or other barrier, implemented between any person not required to wear a face covering under this exception and any other person.
8. An employer, operator or proprietor must prominently display a sign at every entrance in a location that is visible to a person immediately upon entering the public premises or a public vehicle that contains the following messages:

All persons must wear a mask or face covering that fully covers the nose, mouth, and chin in indoor public premises as required by Town of Canmore Bylaw 2020-20.
9. For the purposes of section 8 of this bylaw:
 - (a) a sign posted in a public premises must be at least 20 cm by 26 cm and must have a surface area of not less than 520 cm².
 - (b) a sign posted in a public vehicle must be at least 10 cm by 10 cm and must have a surface area of not less than 100 cm².

ENFORCEMENT AND PENALTIES

10. Any person who contravenes the provisions of this bylaw is guilty of an offence and shall be liable for a minimum specified penalty of \$100.00 and not exceeding \$10,000.00.
11. Where a peace officer believes that a person has contravened any provision of this Bylaw, the officer may commence proceedings against the person by issuing a violation ticket in accordance with the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34.
12. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such offence is liable to a fine in an amount not less than that established by this bylaw.
13. Upon conviction, if the totality of the circumstances surrounding any contravention of this bylaw indicate a marked endangerment or increased risk of endangering public health the Justice may deviate from the specified penalty when determining the appropriate fine amount.
14. In this section, "specified penalty" means an amount that can be paid by a person who is issued a violation ticket and is authorized to make a voluntary payment without a Court appearance.



ENACTMENT/TRANSITION

15. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

16. This bylaw comes into force at 12:00 p.m. on August 7, 2020.

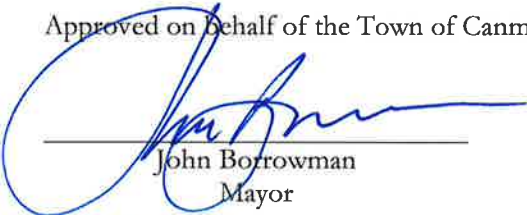
FIRST READING: August 4, 2020

SECOND READING: August 4, 2020

THIRD READING: August 4, 2020


DATE IN FORCE: August 7, 2020

Approved on Behalf of the Town of Canmore:




John Borrowman
Mayor

August 6, 2020
Date



Cheryl Hyde
Municipal Clerk

August 6, 2020
Date

Bylaw approved by: 

THE CITY OF EDMONTON
BYLAW 19408
TEMPORARY MANDATORY FACE COVERINGS BYLAW

Edmonton City Council enacts:

PART I - GENERAL

PURPOSE	1	The purpose of this bylaw is to temporarily mandate the wearing of face coverings in indoor public places and public vehicles.
DEFINITIONS	2	<p>In this bylaw:</p> <p>(a) “face covering” means a medical or non-medical mask or other face covering that fully covers the nose, mouth, and chin;</p> <p>(b) “public place” means any property, whether publicly or privately owned, to which members of the public have access as of right or by express or implied invitation, whether on payment of any fee or not;</p> <p>(c) “public vehicle” means a bus or light rail vehicle operated by Edmonton Transit Service, or a vehicle for hire as defined in the Vehicle for Hire Bylaw, Bylaw 17400; and</p> <p>(d) “violation ticket” has the same meaning as defined in the <i>Provincial Offences Procedure Act</i>, RSA 2000, c P-34.</p>
RULES FOR INTERPRETATION	3	The marginal notes and headings in this bylaw are for ease of reference only.

PART II - FACE COVERINGS

FACE COVERINGS MANDATORY	4	A person must wear a face covering at all times while in an indoor, enclosed, or substantially enclosed public place or in a public vehicle.
EXCEPTIONS	5	<p>Section 4 does not apply to the following persons:</p> <p>(a) persons under the age of 2;</p> <p>(b) persons who are unable to place, use, or remove a face</p>

covering without assistance;

- (c) persons unable to wear a face covering due to a mental or physical concern or limitation, or protected ground under the *Alberta Human Rights Act*;
- (d) persons consuming food or drink in designated seating areas or as part of religious or spiritual ceremony;
- (e) persons engaged in water activities or physical exercise;
- (f) persons providing care or assistance to a person with a disability where a face covering would hinder that caregiving or assistance; and
- (g) persons engaging in services that require the temporary removal of a face covering.

6 Section 4 does not apply to the following places:

- (a) schools and other educational facilities;
- (b) hospitals and health-care facilities;
- (c) child care facilities; and
- (d) areas exclusively accessed or used by the public place's employees or a public vehicle operator, provided that physical barriers or physical distancing practices are implemented between any person not required to wear a face covering by operation of this exception and any other person.

PART III - ENFORCEMENT

OFFENCE	7	A person who contravenes this bylaw is guilty of an offence.
FINES	8	A person found guilty of an offence under this bylaw is liable to a fine in an amount not less than \$100.
VIOLATION TICKET	9	(1) If a violation ticket is issued for an offence under this bylaw, the violation ticket may: <ul style="list-style-type: none">(a) specify the fine amount established by this bylaw for the offence; or

(b) require a person to appear in court without the alternative of making a voluntary payment.

(2) A person who commits an offence may, if a violation ticket is issued specifying the fine amount established by this bylaw for the offence, make a voluntary payment equal to the specified fine amount.

**COMING INTO
FORCE** 10

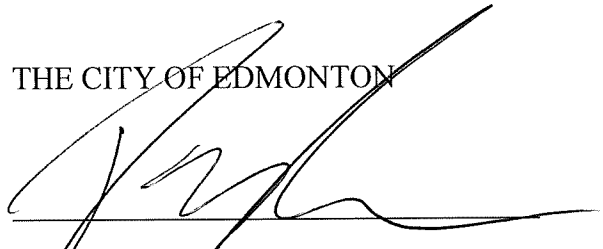
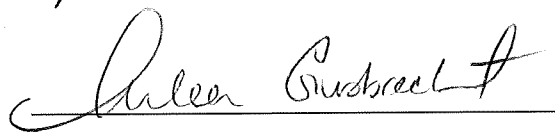
This bylaw comes into force on August 1, 2020.

REPEAL 11

This bylaw is repealed on December 31, 2020.

READ a first time this	29 th	day of	July	2020;
READ a second time this	29 th	day of	July	2020;
READ a third time this	29 th	day of	July	2020;
SIGNED and PASSED THIS	29 th	day of	July	2020.

THE CITY OF EDMONTON


MAYOR
CITY CLERK



TOWN OF EDSON BYLAW NO. 2250

A Bylaw of the Town of Edson in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta 2000 and amendments thereto, to establish the mandatory use of facial coverings in all publicly accessible places.

WHEREAS pursuant to section 7 of the *Municipal Government Act* (RSA 2000, cM-26), a Council of a Municipality may pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) people, activities and things in, on or near a public place or place that is open to the public;
and
- c) business, business activities and persons engaged in business.

WHEREAS on March 11, 2020 the World Health Organization declared a global pandemic related to the novel coronavirus and the spread of COVID-19, which pandemic remains a health risk;

WHEREAS the World Health Organization, the Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have identified face coverings as a means to reduce the spread of the COVID-19 virus;

AND WHEREAS Council considers it expedient and desirable for the safety, health and welfare of the residents of Edson and the visiting public to make compulsory the wearing of face coverings in Public Places and in Public Transportation Vehicles, subject to the exceptions and circumstances set out in this Bylaw.

NOW THEREFORE the Municipal Council of the Town of Edson, in the Province of Alberta, duly assembled, enacts as follows:

TOWN OF EDSON BYLAW NO. 2250

1. TITLE

1.1. This Bylaw may be cited as the “Mandatory Facial Covering Bylaw”.

2. DEFINITIONS

- 2.1. “Town” means the municipal corporation of the Town of Edson.
- 2.2. “Town Manager” means the Chief Administrative Officer or designate, appointed pursuant to the MGA.
- 2.3. “Face Covering” means a medical or non-medical mask or other face covering that fully covers the nose, mouth, and chin, but excludes a mask with an exhalation valve.
- 2.4. “MGA” means the *Municipal Government Act*, RSA 2000, C. M-26, and associated regulations, as amended.
- 2.5. “Municipal Tag” means a tag or similar document issued by the Town pursuant to the MGA for the purpose of notifying a person that an offence has been committed, and which fine or prosecution may follow.
- 2.6. “Public Place” means any property, whether publicly or privately owned, to which members of the public have access as of right or by express or implied invitation, whether on payment of any fee or not.
- 2.7. “Public Transportation Vehicle” means any vehicle used for the transportation of people upon the payment of a fee.
- 2.8. “Violation Ticket” means a Violation Ticket as defined in the *Provincial Offences Procedures Act*.

3. REGULATION OF MANDATORY FACE COVERINGS

- 3.1. All persons shall wear a Face Covering at all times while in an indoor, enclosed, or substantially enclosed Public Place or in any Public Transportation Vehicle.

4. EXEMPTIONS

- 4.1. Section 3.1 shall not apply to the following persons:
 - 4.1.1. persons under 2 years of age;

TOWN OF EDSON BYLAW NO. 2250

- 4.1.2. persons who are unable to place, use, or remove Face Coverings without assistance;
- 4.1.3. persons providing care or assistance to a person with a disability where a Face Covering would hinder that caregiving or assistance;
- 4.1.4. persons consuming food or drink in designated seating areas or as part of a religious or spiritual ceremony;
- 4.1.5. persons engaging in aquatic activities or physical exercise; or
- 4.1.6. persons engaging in services that require the temporary removal of a Face Covering.

4.2. Section 3.1 shall not apply to the following locations:

- 4.2.1. schools and other educational facilities;
- 4.2.2. hospitals and health care facilities;
- 4.2.3. childcare facilities; or
- 4.2.4. areas exclusively accessed or used by the Public Place's employees or the operators of a Public Transportation Vehicle, provided that physical barriers or physical distancing practices are implemented between any person not required to wear a Face Covering under this exemption and any other person.

5. ENFORCEMENT

5.1. A person is guilty of an offence under this Bylaw if:

- 5.1.1. They contravene the provisions of this Bylaw.
- 5.1.2. They obstruct or hinder any person in the exercise or performance of the person's powers and duties under this Bylaw.

5.2. Penalties:

- 5.2.1. A person who is guilty of an offence is liable for a fine pursuant to Schedule "A" and issued in accordance with the MGA.

TOWN OF EDSON BYLAW NO. 2250**5.3. Municipal Tag:**

5.3.1. A Peace Officer is hereby authorized to issue a Municipal Tag to any person who the Peace Officer believes has contravened any provision of this Bylaw.

5.3.2. A Municipal Tag may be issued:

5.3.2.1. personally;

5.3.2.2. by mailing a copy to such person at their last known municipal address; or

5.3.2.3. by leaving it at the last known municipal address for such person.

5.3.3. The Municipal Tag shall state:

5.3.3.1. the name of the person;

5.3.3.2. the offence;

5.3.3.3. the specified penalty amount established by this Bylaw for the offence; and

5.3.3.4. that the penalty shall be paid within 7 days of the issuance and in accordance with the instructions on the Tag

5.3.3.5. Where a Municipal Tag is issued pursuant to this Bylaw, the person to whom it is issued may, in lieu of being prosecuted for the offence, pay the penalty to the Town as specified within the prescribed time indicated on the Municipal Tag.

5.4. Violation Ticket

5.4.1. Where a Municipal Tag has been issued and the specified penalty has not been paid within the prescribed time, the Peace Officer is authorized to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.

5.4.2. Notwithstanding Section 5.4(a), a Peace Officer is hereby authorized to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to any person who the Peace Officer believes has contravened any provision of this Bylaw.

5.4.3. Where a Violation Ticket is issued in respect to a contravention of this Bylaw, the Violation Ticket may

5.4.3.1. specify the fine amount established by this Bylaw for the offence; o

TOWN OF EDSON BYLAW NO. 2250

- 5.4.3.2. require a person to appear in court, without the alternative of making voluntary payment.
- 5.4.4. A person who commits an offence may submit voluntary payment noting the specified penalty, on or before the initial appearance date indicated on the Violation Ticket if the Violation Ticket is issued in respect to the offence and the Violation Ticket specifies the penalty established by this Bylaw for the Offence.

6. INTERPRETATION

- 6.1. Wherever the provisions of this Bylaw are, or have deemed to be at variance with each other, the more restrictive of the provisions shall apply.
- 6.2. References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time.
- 6.3. Nothing in this Bylaw relieves any person from compliance with any other bylaw or applicable federal or provincial law, regulation, or enactment.
- 6.4. The use of headings is for convenience of reference only and shall not be construed so as to affect the interpretation of this bylaw.

7. SEVERABILITY

- 7.1. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid.

8. ENACTMENT

- 8.1. The provisions of this Bylaw may only be enacted by the Town Manager when the circumstances, as described in Schedule “B” attached hereto, are met.
 - 8.1.1. The Emergency Management Advisory Committee will be advised of the Town Manager’s decision to enact this Bylaw, immediately and prior to any public announcement being made.

TOWN OF EDSON BYLAW NO. 2250

9. EXPIRY

9.1. This Bylaw shall expire and cease to be in effect on March 31, 2021.

- 9.1.1. a Violation Ticket issued prior to the time of expiry of this Bylaw, remains valid and the person to whom the Violation Ticket was issued remains as fully liable to pay the specified penalty or to other legal process as the case may be, as though this bylaw had not expired;
- 9.1.2. an unpaid Municipal Tag issued prior to the time of expiry may result in the issuance of a Violation Ticket after the time of expiry, which will be as valid and enforceable as though this Bylaw had not expired.

READ a first time this 18th day of August 2020.

READ a second time this 18th day of August 2020.

PLACED for third reading this 18th day of August 2020.

READ a third time and finally passed this 18th day of August 2020.

Mayor Kevin Zahara

Chief Administrative Officer, Mike Derricott

TOWN OF EDSON BYLAW NO. 2250**Schedule “A”**

Section	Description of Offence	Penalty, 1 st Offence	Penalty, 2 nd and Subsequent Offences
3.1	Fail to wear Facial covering where required	\$100.00	\$200.00
5.1.2	Interference with a person in the exercise or performance of the person's powers pursuant to this bylaw	\$250.00	\$500.00

TOWN OF EDSON BYLAW NO. 2250

SCHEDULE “B”**RISK LEVELS****Low Risk:**

Fewer than 10 active COVID-19 cases locally

During a low risk level the ECC operations will focus on the following:

1. Maintaining the current daily operations
2. Continued focus on messaging
 - a. Stress social & physical distancing (2m)
 - b. Regular hand washing
 - c. Regular hand sanitizer
 - d. Voluntary mask wearing
3. Continue with regular ECC meetings
4. Continual monitoring and evaluation of Provincial and local COVID impacts
5. Continue the development and implementation of relaunch and recovery initiatives
6. Persistent community spread may cause an elevation in Risk level as determined by the ECC

Medium Risk:

Medium Risk level may be activated including but not limited to the following circumstances:

- There are 10 or more active cases within the Edson Region
- There is a persistent spread of active cases within the community
- There is an outbreak within local schools, which may or may not result in a closure of the school(s)
- A persistent and active Infection rate profile of neighboring communities (e.g. Hinton, Whitecourt, Evansburg, etc.)

During a medium risk level the ECC operations will give consideration to the following:

1. Review of municipal daily operations
 - a. Reinstate park patrols
2. Increase of messaging
 - a. Stress social & physical distancing (2m)
 - b. Regular hand washing
 - c. Regular hand sanitizer
3. Increase frequency of ECC meetings
 - a. Request AB Health Services to attend meetings
 - b. Request RCMP to attend meetings
4. Continual monitoring and evaluating of provincial and local COVID impacts
5. Review implementation of relaunch and recovery initiatives
6. Evaluate with AB health services outbreak impacts
 - a. Hospital

TOWN OF EDSON BYLAW NO. 2250

- b. School
- c. Seniors facility
- d. Care facility
- 7. Activate the ***“Mandatory Facial Covering Bylaw”***
 - a. New bylaw needs Council approval

High Risk:

High Risk level may be activated including but not limited to the following circumstances:

- There are 30 or more active cases within the Edson Region
- There is a continued and persistent spread of active cases within the community
- There is an outbreak within local schools, which may or may not result in a closure of the school(s), or other local community facility which may have the ability to impact the community as a whole
- A continued, persistent and active Infection rate profile of neighboring communities (e.g. Hinton, Whitecourt, Evansburg, etc.)

During a high risk level the ECC operations will give consideration to the following:

1. Review of municipal operations
 - a. Consider closing facilities
 - i. Town admin buildings
 - ii. Rec facilities
 - iii. Parks
 - iv. Etc.
2. Stress key messaging
 - a. Social & physical distancing (2m)
 - b. Regular hand washing
 - c. Regular hand sanitizer
3. Continue with increased meetings of ECC
 - a. Meeting to include AB health Services
 - b. Meeting to include RCMP
4. Continual monitoring and evaluating of provincial and local COVID impacts
5. Review implementation of relaunch and recovery initiatives
 - a. Consider suspending/delaying this initiative
6. Evaluate with AB health services outbreak impacts
 - a. Hospital
 - b. School
 - c. Seniors facility
 - d. Care facility
7. Monitor and re-enforce the implementation of the ***“Mandatory Facial Covering Bylaw”***
8. Review protocol for limits on public gatherings
9. Consider declaring a SOLE
 - a. Based on the need for extra ordinary powers

TOWN OF EDSON BYLAW NO. 2250

Other Considerations:

While our goal is to operate in the Low risk model, it is imperative that we prepare for other possible outcomes.

At any time, the ECC may elevate the risk level if it is determined necessary for Public safety.

Engagement with the Emergency Management Advisory Committee will increase with the risk levels.

Communicating and working with AB health Services is critical should we move into a Medium or High Risk level.

Consider impacts of other agencies operations such as School Closures, isolated outbreaks, Etc.



A BYLAW OF THE CITY OF FORT SASKATCHEWAN, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE MANDATORY USE OF FACIAL COVERINGS IN ALL PUBLICLY ACCESSIBLE PLACES.

BYLAW NO. C29-20

WHEREAS, the City seeks to take all reasonable and practical steps within its jurisdiction to ensure the health and safety of the public.

NOW THEREFORE, the Council of the City of Fort Saskatchewan in the Province of Alberta, duly assembled, hereby enacts:

1. TITLE

- 1.1 This Bylaw may be cited as the Mandatory Facial Covering Bylaw.

2. DEFINITIONS

- 2.1 “City” means the municipal corporation of the City of Fort Saskatchewan.
- 2.2 “City Manager” means the Chief Administrative Officer or designate, appointed pursuant to the MGA.
- 2.3 “Face Covering” means a medical or non-medical mask or other face covering that fully covers the nose, mouth, and chin, but excludes a mask with an exhalation valve.
- 2.4 “MGA” means the *Municipal Government Act*, RSA 2000, C. M-26, and associated regulations, as amended.
- 2.5 “Municipal Tag” means a tag or similar document issued by the City pursuant to the MGA for the purpose of notifying a person that an offence has been committed, and which fine or prosecution may follow.
- 2.6 “Public Place” means any property, whether publicly or privately owned, to which members of the public have access as of right or by express or implied invitation, whether on payment of any fee or not.
- 2.7 “Public Transportation Vehicle” means any vehicle used for the transportation of people upon the payment of a fee.

- 2.8 “Violation Ticket” means a Violation Ticket as defined in the *Provincial Offences Procedures Act*.

3. REGULATION OF MANDATORY FACE COVERINGS

- 3.1 All persons shall wear a Face Covering at all times while in an indoor, enclosed, or substantially enclosed Public Place or in any Public Transportation Vehicle.

4. EXEMPTIONS

- 4.1 Section 3.1 shall not apply to the following persons:

- a. persons 9 years of age and younger;
- b. persons who are unable to place, use, or remove Face Coverings without assistance;
- c. persons providing care or assistance to a person with a disability where a Face Covering would hinder that caregiving or assistance;
- d. persons consuming food or drink in designated seating areas or as part of a religious or spiritual ceremony;
- e. persons engaging in aquatic activities or physical exercise; or
- f. persons engaging in services that require the temporary removal of a Face Covering.

- 4.2 Section 3.1 shall not apply to the following locations:

- a. schools and other educational facilities;
- b. hospitals and health care facilities;
- c. child care facilities; or
- d. area exclusively accessed or used by the Public Place’s employees or the operators of a Public Transportation Vehicle, provided that physical barriers or physical distancing practices are implemented between any person not required to wear a Face Covering by operation of this exemption and any other person.

5. ENFORCEMENT

- 5.1 Offences:

- a. A person who contravenes this Bylaw is guilty of an offence.
- b. A person shall not obstruct or hinder any person in the exercise or performance of the person’s powers and duties under this Bylaw.

5.2 Offences:

- a. A person who is guilty of an offence is liable for a fine pursuant to Schedule "A", and issued in accordance with the MGA.

5.3 Municipal Tag:

- a. A Peace Officer is hereby authorized to issue a Municipal Tag to any person who the Peace Officer believes has contravened any provision of this Bylaw.
- b. A Municipal Tag may be issued:
 - i. personally;
 - ii. by mailing a copy to such person at their last known municipal address; or
 - iii. by leaving it at the last known municipal address for such person.
- c. The Municipal Tag shall be in a form approved by the City Manager and shall state:
 - i. the name of the person;
 - ii. the offence;
 - iii. the specified penalty established by this Bylaw for the offence;
 - iv. that the penalty shall be paid within 7 days of the issuance; and
 - v. any other information as may be required by the City Manager.
- d. Where a Municipal Tag is issued pursuant to this Bylaw, the person to whom it is issued may, in lieu of being prosecuted for the offence, pay the penalty to the City as specified within the prescribed time indicated on the Municipal Tag.

5.4 Violation Ticket:

- a. Where a Municipal Tag has been issued and the specified penalty has not been paid within the prescribed time, the Peace Officer is authorized to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.
- b. Notwithstanding Section 5.4(a), a Peace Officer is hereby authorized to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to any person who the Peace Officer believes has contravened any provision of this Bylaw.
- c. Where a Violation Ticket is issued in respect to a contravention of this Bylaw, the Violation Ticket may:
 - i. specify the fine amount established by this Bylaw for the offence; or

- ii. require a person to appear in court, without the alternative of making voluntary payment.
- d. A person who commits an offence may submit voluntary payment noting the specified penalty, on or before the initial appearance date indicated on the Violation Ticket if the Violation Ticket is issued in respect to the offence and the Violation Ticket specifies the penalty established by this Bylaw for the Offence.

6. **INTERPRETATION**

- 6.1 Wherever the provisions of this Bylaw are, or have deemed to be at variance with each other, the more restrictive of the provisions shall apply.
- 6.2 References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time.
- 6.3 Nothing in this Bylaw relieves any person from compliance with any other bylaw or applicable federal or provincial law, regulation, or enactment.
- 6.4 The use of headings is for convenience of reference only and shall not be construed so as to affect the interpretation of this bylaw.

7. **SEVERABILITY**

- 7.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid.

8. **ENACTMENT**

- 8.1 The provisions of this Bylaw may only be enacted by the City Manager when the number of active COVID-19 cases within the City is reported by Alberta Health Services to be 10 or more.
- 8.2 Council may, by resolution, implement the provisions of this Bylaw at any time.

9. **REVERSION**

- 9.1 If the provisions of this Bylaw have been enacted in accordance with Section 8, they may only be reverted if through Council by resolution, reverts the enactment.

10. **EFFECTIVE DATE**

- 10.1 This Bylaw comes into force and effect on August 10, 2020.

11. **EXPIRY**

11.1 This Bylaw shall expire and cease to be in effect on December 31, 2020.

READ a first time this 4th day of August , 2020.

READ a second time this 4th day of August , 2020.

READ a third time this 4th day of August , 2020.


MAYOR


DIRECTOR, LEGISLATIVE SERVICES

Date Signed: August 5, 2020

Schedule "A"

Section	Description of Offence	Penalty, 1 st Offence	Penalty, 2 nd and Subsequent Offences
3.1	Fail to wear Face Covering where required.	\$100	\$200
5.1 (b)	Interference with a person in the exercise or performance of the person's powers pursuant to this Bylaw	\$250	\$500

**MUNICIPALITY OF JASPER
BYLAW #228**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO MAKE COMPULSORY THE WEARING OF FACE COVERINGS IN INDOOR PUBLIC PLACES IN THE TOWN OF JASPER.

WHEREAS pursuant to section 7 of the *Municipal Government Act* (RSA 2000, cM-26), a Council of a Municipality may pass bylaws respecting:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people, activities and things in, on or near a public place or place that is open to the public; and
- (c) businesses, business activities and persons engaged in business;

WHEREAS pursuant to section 8(a) of the *Municipal Government Act* (RSA 2000, cM-26) a Council of a Municipality may pass a bylaw to regulate an activity;

WHEREAS pursuant to section 9(a) of the *Municipal Government Act* (RSA 2000, cM-26) a Council of a Municipality is empowered to respond to present and future issues in their municipality;

WHEREAS on March 11, 2020 the World Health Organization declared a global pandemic related to the novel coronavirus and the spread of COVID-19, which pandemic remains a health risk;

WHEREAS the World Health Organization, the Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have identified face coverings as a means to reduce the spread of the COVID-19 virus;

AND WHEREAS Council considers it expedient and desirable for the safety, health and welfare of the residents of Jasper and the visiting public to make compulsory the wearing of face coverings in indoor public places;

NOW THEREFORE the Council of the Specialized Municipality of Jasper, in the Province of Alberta, duly assembled, enacts:

1. Citation

- 1.1 This Bylaw may be cited as the "Jasper Temporary Compulsory Face Covering Bylaw".

2. Definitions and Interpretation

- 2.1 In this Bylaw:

- 2.1.1 "*Employer*" includes any person who, as owner, proprietor, manager, superintendent, or overseer of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for the employment of a person therein;
- 2.1.2 "*Face covering*" means a mask or other face covering that covers the mouth, nose and chin ensuring a barrier which limits the transmission of infectious respiratory droplets;
- 2.1.3 "*Indoor public place*" means all or any part of a building, structure or other enclosed area to which members of the public have access as of right or by express or implied invitation, and includes outdoor patios, decks or verandas associated with such *indoor public places*;
- 2.1.4 "*Officer*" means a person appointed by the Chief Administrative Officer as a Bylaw Enforcement Officer pursuant to the *Jasper Municipal Enforcement Officer Bylaw #045*; a Peace Officer; a park warden appointed pursuant to the *Canada National Parks Act*, while that person is in the exercise or discharge of that person's powers or duties in a national park established under that Act; or a regular member of the Royal Canadian Mounted Police.
- 2.1.5 "*Operator*" includes the person responsible for the day to day operations of an *indoor public place*, and a proprietor of an indoor public place;
- 2.1.6 "*Proprietor*" means the person who ultimately controls, governs, or directs the activity carried on within an *indoor public place*;

2.1.7 "Town" and "Town of Jasper" shall mean the Town of Jasper as defined in the *Agreement for the Establishment of Local Government in Jasper* dated June 13, 2001;

2.2 Words importing the masculine gender only include the feminine gender whenever the context so requires and vice versa.

2.3 Words importing the singular shall include the plural whenever the context so requires and vice versa.

2.4 All schedules attached to this Bylaw form part of this Bylaw.

3. Compulsory Face Covering

3.1 A person must, in an *indoor public place*, wear a face covering in a manner which covers the nose, mouth and chin, unless the person is separated from other persons in the *indoor public place* by a physical barrier or shield designed and intended to prevent, limit or reduce the transmission of respiratory droplets.

4. Exemptions

4.1 Section 3.1 does not apply to:

4.1.1 children under the age of 2 years;

4.1.2 persons with medical conditions, disabilities, including cognitive disabilities, which prevent, limit or restrict the person's ability to wear a *face covering*;

4.1.3 persons who are unable to place, use or remove a *face covering* without assistance;

4.1.4 persons who are hearing impaired or who are communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication;

4.1.5 persons who are consuming food or drink at assigned seating within the *indoor public place* from which the person obtained the food or drink;

4.1.6 persons who have temporarily removed their face covering in order to receive or provide a service, including an emergency medical service.

5. Signage

5.1 An employer, operator, or proprietor must display, at every entrance to the *indoor public place* used by the public, a sign or signs which prominently, clearly and visibly contain the following words:

"All persons entering and remaining within these premises must wear a face covering which covers the nose, mouth and chin as required pursuant to Municipality of Jasper Bylaw #228"

6. Enforcement

6.1 Enforcement of this Bylaw shall be the sole responsibility of an *Officer*.

7. Offences and Penalties

7.1 Any person who contravenes any provision of this Bylaw by doing any act or thing which the person is prohibited from doing, or by failing to do any act or thing which the person is required to do, is guilty of an offence pursuant to this Bylaw and liable on conviction to a fine as prescribed in Schedule 'A' herein.

8. Municipal Violations Ticket

8.1 A Municipal Enforcement Officer, Peace Officer or regular member of the Royal Canadian Mounted Police is hereby authorized and empowered to issue a Municipal Violation Ticket to any person the officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.

8.2 A Municipal Violation Ticket shall be deemed to be sufficiently served:

- 8.2.1 if served personally on the accused; or
- 8.2.2 if mailed to the accused by registered mail.

8.3 The Municipal Violation Ticket shall be in a form approved by the Chief Administrative Officer of the Municipality of Jasper or his/her designate and shall state:

- 8.3.1 the name of the Person alleged to have committed the offence;
- 8.3.2 the offence;
- 8.3.3 the municipal or legal description of the land on or near where the offence took place;
- 8.3.4 the penalty for the offence as specified in Schedule 'A' of this bylaw;
- 8.3.5 that the penalty shall be paid within 30 days of the issuance of the Municipal Violation Ticket; and
- 8.3.6 any other information as may be required by the Chief Administrative Officer or designate.

8.4 Where a Municipal Violation Ticket is issued pursuant to this bylaw, the Person to whom such ticket is issued may, in lieu of being prosecuted for the offence, pay to the Municipality the penalty specified within the time period indicated on the Municipal Violation Ticket.

9. Provincial Violation Ticket

- 9.1 In those cases where a Municipal Violation Ticket has been issued and the penalty specified on such ticket has not been paid within the prescribed time, an officer is hereby authorized and empowered to issue a Provincial Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act* (RSA 2000, cP-34) as amended.
- 9.2 Nothing in this bylaw shall prevent an *Officer* from immediately issuing a violation ticket pursuant to Part II of the *Provincial Offences Procedure Act* (RSA 2000, cP-34), as amended, to any Person who the *Officer* has reasonable grounds to believe has contravened any provision of this bylaw.

10. Severability

- 10.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

11. Coming into Force

- 11.1 This Bylaw shall come into force and effect on the final day of passing thereof.
- 11.2 If any provision herein is adjudged to be repugnant to any federal or provincial legislation or regulation, this Bylaw shall continue in full force and effect but any such repugnant provision shall be of no force or effect until such time as the repugnancy is removed by repeal or amendment of the federal or provincial legislation or regulation.

READ for a first time this 4th day of August, 2020.

READ for a second time this 4th day of August, 2020.

READ for a third time and finally passed this 4th day of August, 2020.

Mayor

Chief Administrative Officer

SCHEDULE A

PENALTIES

Section	Description of Offence	Specified Penalty
3	fail to wear <i>face covering</i> where required	\$250.00
5	fail to display prescribed signage	\$250.00

Bylaw No. 1062-2020
FACE COVERINGS BYLAW

PAGE 1

A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO ESTABLISH REQUIREMENTS TO WEAR FACE COVERINGS WITHIN PUBLIC PREMISES AND PUBLIC VEHICLES

WHEREAS, on or about March 11, 2020, the World Health Organization declared a global pandemic related to the spread of the COVID-19 virus and the COVID-19 pandemic remains a health risk;

AND WHEREAS, the World Health Organization, Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have identified Face Coverings as a way to reduce the risk of spreading COVID-19 in circumstances where physical distancing may not be possible;

AND WHEREAS pursuant to Section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-16 a Council of Municipality may pass Bylaws respecting:

- (a) the safety, health and welfare of people and the protection of people and property,
- (b) people, activities and things in, on or near a public place or place that is open to the public; and
- (c) businesses, business activities and persons engaged in business;

AND WHEREAS being prepared to respond quickly and appropriately to COVID-19 are key objectives for the City of Leduc;

NOW THEREFORE COUNCIL OF THE CITY OF LEDUC ENACTS AS FOLLOWS:

PART I – TITLE, PURPOSE AND DEFINITIONS

Title

1. This Bylaw may be referred to as the "Face Coverings Bylaw".

Purpose

2. The Purpose of this Bylaw is to establish requirements to wear face coverings in indoor Public Premises and in Public Vehicles.

Definitions

3. In this Bylaw, unless the context otherwise requires:
 - (a) "**City**" means the City of Leduc;
 - (b) "**Council**" means the City's duly elected municipal council;

Bylaw No. 1062-2020
FACE COVERINGS BYLAW

PAGE 2

- (c) **"Face Covering"** means a medical or non-medical mask or other face covering that covers the mouth, nose and chin and acts as a barrier to the transmission of infectious respiratory droplets;
- (d) **"Municipal Tag"** means a City-issued notice that alleges an offence and provides a person with the opportunity to pay an amount to the City in lieu of prosecution for the offence;
- (e) **"Peace Officer"** means an individual engaged by the City as a Community Peace Officer or a Bylaw Enforcement Officer, a peace officer as defined in the *Peace Officer Act*, RSA 2006 c. P-3.5, or a member of the Royal Canadian Mounted Police;
- (f) **"Public Premises"** means all or any part of a building, structure or other substantially enclosed area to which members of the public have access as of right or by express or implied invitation, whether or not there is an enrolment or membership requirement or a fee associated with access, but does not include any portion of any public premises to which apply specific provincial legislation or orders pertaining to Face Coverings;
- (g) **"Public Vehicle"** means:
 - i. a Leduc Transit bus;
 - ii. a taxi defined under Bylaw 782-2011;
 - iii. any other vehicle used to transport members of the public for a fee;
- (h) **"Violation Ticket"** is as defined in the *Provincial Offences Procedure Act* RSA 2000 C. P-34.

Interpretation

- 4. All schedules attached to this Bylaw form part of this Bylaw.
- 5. Headings or sub-headings are inserted for ease of reference and guidance purposes only and do not form part of this Bylaw.
- 6. Where this Bylaw cites or refers to any act, regulation, code or other Bylaw, the citation or reference is to the act, regulation, code or other Bylaw as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any act, regulation, code or other bylaw that may be substituted in its place.
- 7. Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent

Bylaw No. 1062-2020
FACE COVERINGS BYLAW

PAGE 3

jurisdiction, all other provisions of this Bylaw remain valid and enforceable.

8. Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law, regulation or Order, court Order, or any lawful permit or license.

PART II- RESTRICTIONS AND REQUIREMENTS

Prohibitions

9. A person must wear a Face Covering in a Public Premises and in a Public Vehicle.

Exceptions

10. Section 9 does not apply to a person:
- (a) under 5 years of age;
 - (b) unable to wear a Face Covering due to an underlying medical condition or limitation, or due to a protected ground under the *Alberta Human Rights Act* RSA 2000 c.A-25.5;
 - (c) unable to place, use or remove a Face Covering safely without assistance;
 - (d) eating or drinking at a Public Premises that offers food or beverage services;
 - (e) actively participating in an athletic or fitness activity;
 - (f) providing care or assistance to a person with a disability, where wearing a Face Covering would hinder the provision of care or assistance;
 - (g) temporarily removing his or her Face Covering in order to provide or receive a service, including but not limited to a religious or ceremonial spiritual service or a health care-related service;
 - (h) who is an employee of a business or operation, while in an area of a Public Premises designated for the exclusive use of such persons, provided that physical barriers or physical distancing measures are implemented between that person and any other person not subject to this exception.

Bylaw No. 1062-2020
FACE COVERINGS BYLAW

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PART III – OFFENCES AND PENALTIES

Offence

11. A Person who contravenes this Bylaw, or authorizes or directs another Person to contravene this Bylaw, is guilty of an offence.

Fines and Penalties

12. Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable, on summary conviction, to the fine in the amount of \$100.00, or such other penalty or measure that the court directs.

Continuing Offence

13. In the case of an offence that is of a continuing nature, a contravention constitutes an offence in respect of each day, or part of a day, on which it continues.

Municipal Tag

14. A Peace Officer may issue a Municipal Tag to any Person where there are reasonable and probable grounds to believe the Person has committed an offence.

Payment in Lieu of Prosecution

15. Where a Municipal Tag is issued in respect of an offence, the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay the fine specified within 30 days.

Violation Ticket

16. If a Municipal Tag has been issued and if the specified fine has not been paid within the prescribed time, a Peace Officer may issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* RSA 2000 c.P-34.
17. Despite Section 15, a Violation Ticket may be immediately issued to any Person where there are reasonable and probable grounds to believe that Person has contravened any provision of this Bylaw.
18. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- (a) impose the specified penalty established by this Bylaw for the offence and permit a Person to make a voluntary payment; or
 - (b) if the Violation Ticket includes a specified penalty as established by this Bylaw for the offence;

Bylaw No. 1062-2020
FACE COVERINGS BYLAW

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plead guilty to the offence by making a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

PART IV – COMING INTO FORCE

Enactment

19. This Bylaw shall come into force upon Alberta Public Health, or other duly-appointed provincial government authority, reporting that there exists 10 or more active cases of the COVID-19 virus in the City.
20. At any time after this Bylaw takes effect, by resolution, Council may suspend or thereafter re-engage the operation of this Bylaw.

READ A FIRST TIME this 17th day of August, 2020.

READ A SECOND TIME this 17th day of August, 2020.

READ A THIRD TIME this 17th day of August, 2020.

AND SIGNED this 17th day of August, 2020.

"Original Signed"

Robert Young
MAYOR

"Original Signed"

Sandra Davis
CITY CLERK

BYLAW 6239

A BYLAW OF THE CITY OF LETHBRIDGE
TO IMPOSE TEMPORARY REGULATIONS REQUIRING THE WEARING OF MASKS OR
OTHER FACE COVERINGS WITHIN PUBLIC SPACES AND PUBLIC VEHICLES

WHEREAS the Municipal Government Act, R.S.A 2000 Chapter M-26 as amended authorizes municipalities to pass bylaws for municipal purposes respecting;

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people, activities and things in, on or near a public place or place that is open to the public; and
- (c) businesses, business activities and persons engaged in business;

WHEREAS Novel Coronavirus is present within the City of Lethbridge, and it causes the disease COVID-19 that is readily communicable from person to person and carries a risk of serious complications such as pneumonia or respiratory failure, and may result in death; and

WHEREAS the World Health Organization, Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have identified face coverings as a way to reduce the risk of spreading COVID-19 in circumstances where physical distancing may not be possible; and

WHEREAS physical distancing may not be possible in indoor public premises and in public vehicles; and

WHEREAS it is believed that the existence of an enforceable temporary by-law requirement will help to educate the public on the importance of a properly worn mask or face covering and encourage voluntary compliance;

NOW THEREFORE, THE COUNCIL OF THE CITY OF LETHBRIDGE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

NAME OF THE BYLAW

- 1. This Bylaw may be cited as the "Temporary Mandatory Face Coverings Bylaw".

DEFINITIONS

- 2. For the purpose of this bylaw, the following words mean:
 - (a) "City Manager" means the City's chief administrative officer or delegate;
 - (b) "Council" means the Municipal Council of the City;
 - (c) "Face Covering" means a medical or non-medical mask or other face covering that fully covers the nose, mouth and chin;

- (d) "Municipal Tag" means a ticket alleging an offence, issued pursuant to the authority of a bylaw of the City;
- (e) "Public Places" means any property, whether publically or privately owned, to which members of the public have access as of right or by express or implied invitation, whether on payment of a fee or not;
- (f) "Public Vehicle" means a bus, school bus, Access-A-Ride van, taxi or other vehicle that is used to transport members of the public for a fee;
- (g) "Social Distancing" means the practice of maintaining a greater than usual physical distancing (such as six feet or more) from other people or of avoiding direct contact with people or objects in public places during the outbreak of a contagious disease in order to minimize exposure and reduce the transmission of infection;
- (h) "Violation Ticket" has the same meaning as in the Provincial Offences Procedure Act R.S.A. 2000, c 34 as amended;

REQUIREMENTS

- 3. A person must wear a face covering at all times while in an indoor, enclosed, or substantially enclosed public place or in a public vehicle.
- 4. A person accompanying a child of at least two years of age shall ensure that the child wears a face covering while in public place or a public vehicle.
- 5. A person who owns, occupies or is in control of an indoor, enclosed, or substantially enclosed public place shall post signage prominently, in the form and containing the content set out in Schedule A, in a location that is visible to a person immediately upon entering the public place.

EXEMPTIONS

- 6. Sections 3 does not apply to a person who is:
 - (a) a person under the age of 2;
 - (b) persons unable to place, use, or remove a face covering without assistance;
 - (c) persons unable to wear a face covering by reason of an underlying medical condition or disability or other protected ground under the Alberta Human Rights Act;
 - (d) persons consuming food or drink in designated areas or as part of a religious or spiritual ceremony;
 - (e) persons engaged in aquatic activities or physical exercise;
 - (f) persons providing care or assistance to a person with a disability where a face covering would hinder that caregiving or assistance;
 - (g) persons engaging in services that require the temporary removal of a face covering;
 - (h) a person who is sleeping or in bed at a homeless shelter,
 - (i) an individual leading in worship, provided physical distancing of at least 2m is possible.

7. Section 4 does not apply to a parent, guardian, caregiver or person accompanying a child who is older than two (2) years of age but is younger than five (5) years of age chronologically or developmentally and who refuses to wear a face covering and cannot be persuaded to do so by their caregiver.
8. Sections 3 and 4 do not apply to the following places:
 - (a) schools and other educational facilities;
 - (b) hospitals and health care facilities;
 - (c) child care facilities; and
 - (d) areas exclusively accessed or used by the public place's employees or a public vehicle operator provided that physical barriers or physical distancing practices are implemented between any person not required to wear a face covering by operation of this exception and any other person;

FINE AND PENALTY

9. A person who contravenes this bylaw, who suffers or permits any act or thing to be done in contravention of anything required to be done, by any of the provisions of this bylaw or who does any act which contravenes any provisions of this bylaw, is guilty of an offence.
10. Where the City Manager believes on reasonable and probable grounds that an offence has been committed under this bylaw, they may serve upon such persons a Municipal Tag, or they may commence proceedings by issuing a summons by means of a Violation Ticket in accordance with the Provincial Offences Procedure Act R.S.A. 2000, Chapter 34 as amended;
11. The specified penalty for any contravention of this bylaw shall be a fine in the amount of ONE HUNDRED (\$100.00) DOLLARS.
12. Upon production of any such Municipal Tag or Violation Ticket within twenty-one (21) days from the date of service of such notice, together with the payment of the sum specified to a person authorized by the City or Province of Alberta to receive such payment, an official receipt for such payment shall be issued and subject to the provisions of this section such payment shall be accepted in lieu of prosecution. If the person upon whom any such notice or ticket is served fails to pay the said sum within the time allotted, the provisions of this section shall no longer apply.

GENERAL

13. The City Manager may carry out any inspection necessary to determine compliance with this bylaw.
14. Each separate provision of this Bylaw shall be deemed independent of all other provisions herein and if any provisions of this Bylaw be declared invalid all other provisions shall remain valid and enforceable.
15. Nothing in this Bylaw relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or license.

16. This bylaw shall come into full force and effect on the date of final passing thereof.
17. This bylaw is deemed to no longer be in effect and shall be revoked after the first regularly scheduled Council meeting following December 31, 2020, unless it is extended by Council resolution.

READ A FIRST TIME this 10th day of August 2020.

C.A. Spearman (Sgd.)
MAYOR

B.L. Hilford (Sgd.)
CITY CLERK

READ A SECOND TIME this 10th day of August 2020.

C.A. Spearman (Sgd.)
MAYOR

B.L. Hilford (Sgd.)
CITY CLERK

READ A THIRD TIME this 24 day of AUGUST 2020.

C.A. Spearman
MAYOR

A. D. Sanfield
CITY CLERK

SCHEDULE A

Face Covering Required

A person must wear a face covering at all times while in an indoor, enclosed or substantially enclosed public place or in a public vehicle.

City of Lethbridge Bylaw 6239



Exceptions include children under two years of age, or persons with an underlying medical condition or disability which inhibits their ability to wear a face covering.

Visit lethbridge.ca/covid19 for more information.



CITY OF
Lethbridge

BYLAW 28-20
A BYLAW OF THE TOWN OF OKOTOKS
IN THE PROVINCE OF ALBERTA
TO REQUIRE THAT MASKS BE WORN IN INDOOR MUNICIPAL PUBLIC
SPACES TO LIMIT THE SPREAD OF COVID-19

WHEREAS COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020; and

WHEREAS COVID-19 continues to pose a health risk to persons in Alberta, including those in the Town of Okotoks; and

WHEREAS Alberta Health Services encourages the use of masks and physical distancing as some of the methods to reduce the risk of the spread of COVID-19; and

WHEREAS physical distancing may not be possible in Indoor Municipal Public Places (as defined below); and

WHEREAS section 7 of the *Municipal Government Act*, RSA 2000 c. M-26 allows Council to pass bylaws for municipal purposes respecting matters including:

- a. The safety, health, and welfare of people and the protection of people and property;
- b. People, activities, and things in, on, or near a public place or place that is open to the public;
- c. Businesses, business activities, and persons engaged in business; and

WHEREAS Council deems it prudent to require people to wear Masks in Indoor Municipal Public Places for the purpose of promoting the safety, health, and welfare of people during the COVID-19 pandemic.

NOW THEREFORE the Council of the Town of Okotoks enacts the following:

1. SHORT TITLE

- 1.1. This Bylaw may be known as the “COVID-19 Municipal Public Spaces Mask Bylaw”.

2. DEFINITIONS

2.1. In this Bylaw, the following terms shall have the following meanings:

- (a) **“Indoor Municipal Public Place”** means all or part of a municipal building, municipal structure, public vehicle, or other municipally owned enclosed area to which the public has access as of right or by invitation, express, or implied, regardless of whether a fee is charged but does not include buildings or portions of municipal buildings being used exclusively for the following purposes:
 - (i) schools and education programs governed by the *Education Act* SA 2012 c. C-0.3;
 - (ii) daycares and other childcare facilities including those governed by the *Child Care Licensing Act*, SA 2007 c. C-10.5;
 - (iii) children’s day camps.
- (b) **“Mask”** means a medical mask, cloth, or paper non-medical mask, or other face covering such as a bandana or scarf;
- (c) **“Operator”** means the person who controls or manages activities or is in charge of activities within an Indoor Municipal Public Place;
- (d) **“Peace Officer”** means a peace officer as defined in the *Provincial Offences Procedure Act*, RSA 2000 c. P-34; and
- (e) **“Public Vehicle”** means a municipal vehicle that is used to transport members of the public for a fee.

3. REQUIREMENT TO WEAR MASKS

3.1. Every person must, when in an Indoor Municipal Public Place, wear a Mask that fits securely against their face, covers their mouth and nose, and creates a barrier that filters respiratory droplets.

4. EXEMPTIONS

4.1. The following persons shall be exempt from the requirement to wear a Mask under this Bylaw:

- (a) Children under the age of two (2) years;
- (b) Children under the age of five (5) years who refuse to wear a Mask and cannot be persuaded to do so by the caregiver accompanying them;

- (c) Persons with a medical condition or disability that inhibits their ability to safely wear a Mask;
- (d) Persons who are unable to safely put on, use, or remove a Mask without assistance;
- (e) Persons who are actively consuming food or drink at an Indoor Municipal Public Place that offers food or beverage services;
- (f) Persons who have temporarily removed their Masks for the purposes of:
 - (i) receiving or providing services that require removal of the Mask;
 - (ii) actively engaging in an athletic or fitness activity; or
 - (iii) for emergency or medical purposes;
- (g) Persons who require accommodation in accordance with the *Alberta Human Rights Act*, RSA 2000 c. A-25.5;
- (h) Employees working at an Indoor Municipal Public Place within an area designated for them where public access is prohibited; and
- (i) Employees working at an Indoor Municipal Public Place who are within or behind a physical barrier that separates them from the public and creates a barrier that blocks respiratory droplets.

4.2. Operators shall not request proof that an exemption applies.

5. DUTY OF OPERATOR

5.1. The Operator of an Indoor Municipal Public Place shall prominently display a sign at the entrance of or in a location visible to persons immediately upon entering an Indoor Public Place as set out in Schedule "A".

6. ENFORCEMENT, OFFENCES, AND PENALTIES

6.1. Any person who contravenes any provision of this Bylaw by:

- (a) doing any act or thing which the person is prohibited from doing; or
- (b) failing to do any act or thing which the person is required to do

is guilty of an offence and is liable on summary conviction to a fine of not more than ten thousand dollars (\$10,000.00).

- 6.2. Where there is a specified penalty listed for an offence in Schedule “B” to this Bylaw, that amount is the minimum specified penalty for the offence. A higher fine amount may be imposed upon conviction if the Court is satisfied that the circumstances surrounding the offence indicate an increased endangerment of public health.
- 6.3. If a Peace Officer believes that a person has committed an offence pursuant to this Bylaw, the Peace Officer may issue and serve to that person:
- (a) a violation tag allowing a payment of the specified penalty listed in Schedule “B” to the Town; or
 - (b) a violation ticket in accordance with the *Provincial Offences Procedure Act*, RSA 2000 c. P-34.
- 6.4. Service of a violation tag will be sufficient if it is:
- (a) personally served;
 - (b) served by regular mail to the person’s last known mailing address; or
- 6.5. A violation ticket issued in respect of an offence may:
- (a) specify the fine amount established by this Bylaw for the offence; or
 - (b) require the person to appear in Court without the option of making a voluntary payment.
- 6.6. Nothing in this Bylaw shall prevent a Peace Officer from providing information instead of issuing a violation ticket.
- 6.7. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence for each day or part of a day on which it continues.
- 6.8. The levying and payment of any fine provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges, or costs from which that person is liable under the provisions of this Bylaw or any other bylaw.

7. INTERPRETATION

- 7.1. Where a statute is referenced in this Bylaw, it means that statute as amended from time to time.
- 7.2. Where the singular or masculine form of a term is used in this Bylaw, it shall include the plural, feminine or neutral as the context may require.

- 7.3. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and that if any provision is declared invalid, all other provisions shall remain valid and enforceable.

8. COMING INTO FORCE

- 8.1. This Bylaw comes into force on August 24, 2020.
- 8.2. This Bylaw will only be in effect until January 31, 2021.

READ A FIRST TIME this 27th day of July, 2020.

READ A SECOND TIME this 27th day of July, 2020

READ A THIRD AND FINAL TIME AND PASSED this 17th day of August, 2020.

--- Original Signed ---

Mayor

--- Original Signed ---

Chief Administrative Officer

NOTICE

Mask is required!

All persons must wear a
mask on these premises as
required under
Town of Okotoks Bylaw 28-20



Masks must fit securely against the face,
cover the mouth and nose, and create a
barrier that filters respiratory droplets.

Exceptions include children under 2 and persons with a medical
condition or disability that inhibits their ability to safely wear a mask.

SCHEDULE “B” – SPECIFIED PENALTIES

SECTION	OFFENCE	PENALTY
3.1	Failure to wear Mask in Indoor Public Place	\$100.00
5.1	Failure to display sign at Indoor Public Place	\$200.00

BYLAW 31-20
A BYLAW OF THE TOWN OF OKOTOKS
IN THE PROVINCE OF ALBERTA
TO REQUIRE THAT MASKS BE WORN IN INDOOR PUBLIC
SPACES TO LIMIT THE SPREAD OF COVID-19

WHEREAS COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020; and

WHEREAS COVID-19 continues to pose a health risk to persons in Alberta, including those in the Town of Okotoks; and

WHEREAS Alberta Health Services encourages the use of masks and physical distancing as some of the methods to reduce the risk of the spread of COVID-19; and

WHEREAS physical distancing may not be possible in Indoor Public Places (as defined below); and

WHEREAS section 7 of the *Municipal Government Act*, RSA 2000 c. M-26 allows Council to pass bylaws for municipal purposes respecting matters including:

- a. The safety, health, and welfare of people and the protection of people and property;
- b. People, activities, and things in, on, or near a public place or place that is open to the public;
- c. Businesses, business activities, and persons engaged in business; and

WHEREAS Council deems it prudent to require people to wear Masks in Indoor Public Places for the purpose of promoting the safety, health, and welfare of people during the COVID-19 pandemic.

NOW THEREFORE the Council of the Town of Okotoks enacts the following:

1. SHORT TITLE

- 1.1. This Bylaw may be known as the "COVID-19 Mask Bylaw".

2. DEFINITIONS

- 2.1. In this Bylaw, the following terms shall have the following meanings:

- (a) **"Chief Administrative Officer (CAO)"** is the person appointed to the position of the chief administrative officer for the Town of Okotoks, within the meaning of the *Municipal Government Act*;

(b) **“Indoor Public Place”** means all or part of a building, structure, or other enclosed area to which the public has access as of right or by invitation, express, or implied, regardless of whether a fee is charged for entry, and for clarification includes but is not limited to:

- (i) eating and drinking establishments;
- (ii) Public Vehicles;
- (iii) entertainment establishments, amusement arcades, bingo establishments, adult entertainment establishments, and theatres;
- (iv) markets, retail stores, garden centres, shopping centres, and other places where goods or services are made available to the public;
- (v) places of worship, community facilities, recreational facilities, and places where people gather for cultural purposes;
- (vi) gyms, studios, and other exercise facilities;
- (vii) indoor or enclosed parking facilities;
- (viii) premises used as an open house, presentation centre, or other facility for real estate purposes;
- (ix) common areas of hotels, motels, and other short term rentals;
- (x) medical clinics; and
- (xi) offices to which the public has access;

but does not include buildings or portions of buildings being used exclusively for the following purposes:

- (i) schools and education programs governed by the *Education Act* SA 2012 c. C-0.3;
- (ii) daycares and other childcare facilities including those governed by the *Child Care Licensing Act*, SA 2007 c. C-10.5;
- (iii) children’s day camps;
- (iv) post-secondary institutions;
- (v) hospitals, independent health facilities, and offices of regulated health professionals; and

- (vi) private offices not open to the general public where clients receive services from professional service providers such as lawyers and accountants;
- (c) “**Mask**” means a medical mask, cloth, or paper non-medical mask, or other face covering such as a bandana or scarf;
- (d) “**Operator**” means the person who controls or manages activities or is in charge of activities within an Indoor Public Place;
- (e) “**Peace Officer**” means a peace officer as defined in the *Provincial Offences Procedure Act*, RSA 2000 c. P-34; and
- (f) “**Public Vehicle**” means a bus, taxi, or other vehicle that is used to transport members of the public for a fee.

3. REQUIREMENT TO WEAR MASKS

- 3.1. Every person must, when in an Indoor Public Place, wear a Mask that fits securely against their face, covers their mouth and nose, and creates a barrier that filters respiratory droplets.

4. EXEMPTIONS

- 4.1. The following persons shall be exempt from the requirement to wear a Mask under this Bylaw:
 - (a) Children under the age of two (2) years;
 - (b) Children under the age of five (5) years who refuse to wear a Mask and cannot be persuaded to do so by the caregiver accompanying them;
 - (c) Persons with a medical condition or disability that inhibits their ability to safely wear a Mask;
 - (d) Persons who are unable to safely put on, use, or remove a Mask without assistance;
 - (e) Persons who are actively consuming food or drink at an Indoor Public Place that offers food or beverage services;
 - (f) Persons who have temporarily removed their Masks for the purposes of:
 - (i) receiving or providing services that require removal of the Mask;
 - (ii) actively engaging in an athletic or fitness activity; or

- (iii) for emergency or medical purposes;
- (g) Persons who require accommodation in accordance with the *Alberta Human Rights Act*, RSA 2000 c. A-25.5;
- (h) Employees working at an Indoor Public Place within an area designated for them where public access is prohibited; and
- (i) Employees working at an Indoor Public Place who are within or behind a physical barrier that separates them from the public and creates a barrier that blocks respiratory droplets.

4.2. Operators shall not request proof that an exemption applies.

5. DUTY OF OPERATOR

5.1. The Operator of an Indoor Public Place shall prominently display a sign at the entrance of or in a location visible to persons immediately upon entering an Indoor Public Place as set out in Schedule "A".

6. ENFORCEMENT, OFFENCES, AND PENALTIES

6.1. Any person who contravenes any provision of this Bylaw by:

- (a) doing any act or thing which the person is prohibited from doing; or
- (b) failing to do any act or thing which the person is required to do

is guilty of an offence and is liable on summary conviction to a fine of not more than ten thousand dollars (\$10,000.00).

6.2. Where there is a specified penalty listed for an offence in Schedule "B" to this Bylaw, that amount is the minimum specified penalty for the offence. A higher fine amount may be imposed upon conviction if the Court is satisfied that the circumstances surrounding the offence indicate an increased endangerment of public health.

6.3. If a Peace Officer believes that a person has committed an offence pursuant to this Bylaw, the Peace Officer may issue and serve to that person:

- (a) a violation tag allowing a payment of the specified penalty listed in Schedule "B" to the Town; or
- (b) a violation ticket in accordance with the *Provincial Offences Procedure Act*, RSA 2000 c. P-34.

6.4. Service of a violation tag will be sufficient if it is:

- (a) personally served;
- (b) served by regular mail to the person's last known mailing address; or
- (c) in the case of an offence by the Operator of an Indoor Public Place, personally served to an employee or manager who appears to be an adult or served by registered mail to the address of the Indoor Public Place.

6.5. A violation ticket issued in respect of an offence may:

- (a) specify the fine amount established by this Bylaw for the offence; or
- (b) require the person to appear in Court without the option of making a voluntary payment.

6.6. Nothing in this Bylaw shall prevent a Peace Officer from providing information instead of issuing a violation ticket.

6.7. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence for each day or part of a day on which it continues.

6.8. The levying and payment of any fine provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges, or costs from which that person is liable under the provisions of this Bylaw or any other bylaw.

7. INTERPRETATION

7.1. Where a statute is referenced in this Bylaw, it means that statute as amended from time to time.

7.2. Where the singular or masculine form of a term is used in this Bylaw, it shall include the plural, feminine or neutral as the context may require.

7.3. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and that if any provision is declared invalid, all other provisions shall remain valid and enforceable.

8. COMING INTO FORCE

8.1. The provisions of this Bylaw will be enacted by the CAO if the number of active cases of COVID-19 are reported by Alberta Health Services to be 15 or more in the Town of Okotoks.

8.2. If the provisions of this Bylaw have been enacted in accordance with Section 3.1, the provisions remain in force until the number of active COVID-19 cases in

Okotoks are reported by Alberta Health Services to be less than 15 for 30 consecutive days and as declared by the CAO.

READ A FIRST TIME this 17th day of August, 2020.

READ A SECOND TIME this 17th day of August, 2020.

READ A THIRD TIME AND PASSED this 17th day of August, 2020.

--- Original Signed ---

Mayor

--- Original Signed ---

Chief Administrative Officer

NOTICE

Mask is required!

All persons must wear a
mask on these premises as
required under
Town of Okotoks Bylaw 31-20



Masks must fit securely against the face,
cover the mouth and nose, and create a
barrier that filters respiratory droplets.

Exceptions include children under 2 and persons with a medical
condition or disability that inhibits their ability to safely wear a mask.

SCHEDULE “B” – SPECIFIED PENALTIES

SECTION	OFFENCE	PENALTY
3.1	Failure to wear Mask in Indoor Public Place	\$100.00
5.1	Failure to display sign at Indoor Public Place	\$200.00

Bylaw 3654/2020

Being a Bylaw of the City of Red Deer, in the Province of Alberta, to Require the Wearing of Face Coverings on Transit Vehicles;

WHEREAS pursuant to section 7 of the *Municipal Government Act*, RSA 2000, c. M-26, a council may pass bylaws for municipal purposes respecting:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people, activities and things in, on or near a public place that is open to the public; and
- (c) businesses, business activities and persons engaged in business;

AND WHEREAS on March 11, 2020 the World Health Organization declared a global pandemic related to the spread of the COVID-19 virus;

AND WHEREAS on March 16, 2020 the Chief Medical Officer of Health for the Province of Alberta confirmed the presence in Alberta of COVID-19 and that the presence of the novel and highly infectious virus posed a significant risk to public health;

AND WHEREAS numerous public health experts including the experts at the World Health Organization, the Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have all indicated that face coverings are means by which the spread of COVID-19 can be reduced when physical distancing may not be possible;

AND WHEREAS the Chief Medical Officer of Health for Alberta has strongly recommended the use of face covering when physical distancing may not be possible;

AND WHEREAS Council considers it desirable for the health, safety and welfare of residents of and visitors to the City of Red Deer to put in place temporary regulations to require persons to wear face coverings on Transit Vehicles as physical distancing is often not possible on Transit Vehicles;

NOW THEREFORE COUNCIL OF THE CITY OF RED DEER, ALBERTA, ENACTS AS FOLLOWS:

Short Title

1 This bylaw may be referred to as “The Transit Face Covering Bylaw”.

Purpose

2 The purpose of this bylaw is to require the wearing of Face Coverings on Transit Vehicles.

Definitions and Interpretation

3 In this Bylaw, the following definitions shall apply:

- (a) “City” means the City of Red Deer;
- (b) “City Manager” means the City’s Chief Administrative Officer or delegate;

- (c) “Face Covering” means a medical or non-medical mask or other face covering, including a bandana, scarf or other fabric that covers the nose, mouth and chin to create a barrier that limits the transmission of respiratory droplets;
 - (d) “Municipal Tag” means a document alleging an offence issued pursuant to the authority of a bylaw of the City;
 - (e) “Officer” means a Bylaw Enforcement Officer or a peace officer appointed pursuant to the *Peace Office Act*, S.A. 2006, c. P - 3.5;
 - (f) “Person” means an individual or body corporate and includes a partnership or association unless the context explicitly or by necessary implication requires otherwise;
 - (g) “Transit Vehicle” means a vehicle operated by or on behalf of Red Deer Transit including vehicles used in providing the Action Bus service; and
 - (h) “Violation Ticket” has the same meaning as in the *Provincial Offences Procedure Act*, RSA 2000, c. P-34.
- 4 Headings or sub-headings are inserted for ease of reference and guidance purposes only and do not form part of this Bylaw.

Prohibition

- 5 A Person must wear a Face Covering on a Transit Vehicle.

Exceptions

- 6 Section 5 does not apply to:
- (a) children under 9 years of age;
 - (b) Persons who are unable to place, use or remove a Face Covering safely without assistance;
 - (c) Persons with an underlying medical condition, mental concern or disability which inhibits their ability to wear a Face Covering; and
 - (d) Persons who are caregivers while providing care or assistance to a person with a disability in circumstances where the caregiver wearing a Face Covering would hinder the ability of the caregiver to care for or assist the person with the disability.

Offences

- 7 A Person who contravenes any provision of this Bylaw is guilty of an offence.
- 8 A Person who is guilty of an offence, or their Legal Guardian, is liable to a penalty in the amount set out in Schedule “A”.

Municipal Tag

- 9** An Officer is authorized and empowered to issue a Municipal Tag to any Person who the Officer has reasonable and probable grounds to believe has contravened any provisions of this Bylaw.
- 10** The Municipal Tag shall be in a form approved by the City Manager and shall state:
- (a) the name of the Person;
 - (b) the offence;
 - (c) the specified penalty established by this Bylaw for the offence;
 - (d) that the penalty shall be paid within 14 days of the issuance of the Municipal Tag; and
 - (e) any other information as may be required by the City Manager.

Payment in Lieu of Prosecution

- 11** Where a Municipal Tag is issued in respect of an offence the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay the penalty specified within the time period indicated on the Municipal Tag.

Violation Ticket

- 12** If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, a Violation Ticket may be issued pursuant to the *Provincial Offences Procedure Act*.
- 13** Notwithstanding Section 9 and Section 12, a Violation Ticket may be immediately issued to any Person where there are reasonable and probable grounds to believe that Person has contravened any provision of this Bylaw.
- 14** If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- (a) impose the specified penalty established by this Bylaw for the offence and permit a Person to make a voluntary payment; or
 - (b) require a Person to appear in court without the alternative of making a voluntary payment.

Voluntary Payment

- 15** A Person who commits an offence and who wishes to plead guilty may:
- (a) if a Violation Ticket has issued in respect of the offence; and
 - (b) if the Violation Ticket includes a specified penalty as established by this Bylaw for the offence;

plead guilty to the offence by making a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

Powers of the City Manager

- 16** Without restricting any other power, duty or function otherwise delegated to the City Manager, the City Manager may:
- (a) carry out any inspections to determine compliance with this Bylaw;
 - (b) take any steps or carry out any actions required to enforce this Bylaw; and
 - (c) delegate any powers, duties or functions under this Bylaw.

General

- 17** Nothing in this Bylaw relieves a Person from the requirement to comply with any Federal or Provincial law or regulation, other City Bylaws, or any requirement of any lawful permit, order or license.
- 18** Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 19** Where this Bylaw cites or refers to any act, regulation, code or other bylaw, the citation or reference is to the act, regulation, code or other bylaw as amended, whether amended before or after this Bylaw comes into effect, and includes reference to any act, regulation, code or bylaw that may be substituted in its place.

Effective Date

- 20** This Bylaw comes into effect on August 31, 2020.

Repeal Date

- 21** This Bylaw is repealed on December 31, 2020.

READ A FIRST TIME IN OPEN COUNCIL this 17 day of August 2020.

READ A SECOND TIME IN OPEN COUNCIL this 17 day of August 2020.

READ A THIRD TIME IN OPEN COUNCIL this 17 day of August 2020.

AND SIGNED BY THE MAYOR AND CITY CLERK this 17 day of August 2020.

"Mayor Tara Veer"

MAYOR

"Frieda McDougall"

CITY CLERK

**Schedule “A”
Penalties**

Section	Description of Offence	Specified Penalty
5	Fail to wear Face Covering on a Transit Vehicle	\$50.00

THE CITY OF SPRUCE GROVE

BYLAW C-1128-20

TEMPORARY MANDATORY FACE COVERINGS BYLAW

WHEREAS, on March 11, 2020 the World Health Organization declared a global pandemic related to the spread of the COVID-19 virus and the COVID-19 pandemic remains a health risk;

AND WHEREAS, the World Health Organization, Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have identified Face Coverings as a way to reduce the risk of spreading COVID-19 in circumstances where physical distancing may not be possible;

AND WHEREAS, physical distancing may not be possible in indoor Public Places and in Public Vehicles;

AND WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-16 a council of a municipality may pass bylaws respecting;

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people, activities and things in, on or near a public place or place that is open to the public; and
- (c) businesses, business activities and persons engaged in business;

AND WHEREAS, Council considers it expedient and desirable for the health, safety, and welfare of the inhabitants of the City of Spruce Grove to require the wearing of Face Coverings in indoor Public Places and in Public Vehicles;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled, hereby enacts as follows:

1. BYLAW TITLE

- 1.1 This bylaw is called the "Temporary Mandatory Face Coverings Bylaw".

2. DEFINITIONS

- 2.1 “Director of Emergency Management” means the person appointed to the position of Director of Emergency Management, or their Deputy, pursuant to the City of Spruce Grove Bylaw C-1082-19.
- 2.2 “Face Covering” means a mask or other face covering that covers the mouth, nose and chin ensuring a barrier that limits the transmission of infectious respiratory droplets.
- 2.3 “Peace Officer” means a member of the Royal Canadian Mounted Police or a Peace Officer appointed under the *Peace Officer Act*, SA 2006 cP-3.5, as amended.
- 2.4 “Public Place” means any property, whether publicly or privately owned, to which members of the public have access as of right or by express or implied invitation, whether on payment of any fee or not.
- 2.5 “Public Vehicle” means a bus, taxi or other vehicle that is used to transport members of the public for a fee.
- 2.6 “Violation Ticket” means a ticket issued pursuant to Part II or Part III of the *Provincial Offences Procedure Act*, RSA 2000, cP-34, as amended.
- 2.7 “Watch” means the designation of a region by the Government of Alberta as defined in their Relaunch Status Protocols.

3. FACE COVERINGS

- 3.1 A person must wear a Face Covering at all times while in an indoor, enclosed, or substantially enclosed Public Place or in a Public Vehicle.

4. EXCEPTIONS

- 4.1 Section 3.1 does not apply to the following persons:
- (a) persons under the age of 10;
 - (b) persons who are unable to place, use, or remove a Face Covering without assistance;

- (c) persons unable to wear a Face Covering due to a mental or physical concern or limitation, or protected ground under the *Alberta Human Rights Act*, RSA 2000 cA-25.5;
- (d) persons consuming food or drink in designated seating areas or as part of religious or spiritual ceremony;
- (e) persons engaged in water activities or physical exercise;
- (f) persons providing care or assistance to a person with a disability where a Face Covering would hinder that caregiving or assistance; and
- (g) persons engaging in services that require the temporary removal of a Face Covering.

4.2 Section 3.1 does not apply to the following places:

- (a) schools and other educational facilities;
- (b) hospitals and health-care facilities;
- (c) child care facilities; and
- (d) areas exclusively accessed or used by the Public Place's employees or a Public Vehicle operator, provided that physical barriers or physical distancing practices are implemented between any person not required to wear a Face Covering by operation of this exception and any other person.

5. **ENACTMENT**

5.1 The provisions of this bylaw may only be enacted by the Director of Emergency Management if the Government of Alberta places the City of Spruce Grove under a Watch as per their existing COVID-19 case thresholds.

5.2 Council may by resolution, implement the provisions of this bylaw at any time.

6. REVERSION

- 6.1 If the provisions of this bylaw have been enacted in accordance with Section 5.1 they may only be reverted if the Government of Alberta rescinds the Watch designation on the City of Spruce Grove and it remains free of such for a period of 30 (thirty) consecutive days.
- 6.2 Council may by resolution, revert the enactment of this bylaw at any time.

7. OFFENCE AND PENALTIES

- 7.1 A person who contravenes this bylaw is guilty of an offence.
- 7.2 A person found guilty of an offence under this bylaw is liable to a fine in an amount not less than \$100.

8. ENFORCEMENT

- 8.1 Where a Peace Officer believes that a person has contravened any provision of this bylaw, the Peace Officer may issue a Violation Ticket in accordance with the *Provincial Offences Procedure Act*, RSA 2000 cP-34.
- 8.2 If a Violation Ticket is issued for an offence under this bylaw, the Violation Ticket may:
- (a) specify the fine amount established by this bylaw for the offence; or
 - (b) require a person to appear in court without the alternative of making a voluntary payment.
- 8.3 A person who commits an offence may, if a Violation Ticket is issued specifying the fine amount established by this bylaw for the offence, make a voluntary payment equal to the specified fine amount.

9. SEVERABILITY

- 9.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a court, then the invalid provisions

shall be severed and the remainder provisions shall remain valid and enforceable.

10. EFFECTIVE DATE

10.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried 17 August 2020

Second Reading Carried 17 August 2020

Third Reading Carried 17 August 2020

Date Signed 18 August 2020

Mayor

City Clerk

CITY OF ST. ALBERT

BYLAW 32/2020

FACE COVERINGS BYLAW

A Bylaw to temporarily mandate the wearing of face coverings
in specified places including St. Albert Transit Property and vehicles

WHEREAS the World Health Organization, the Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have identified face coverings as an important component of a public health strategy to reduce the risk of transmission of the COVID-19 virus;

AND WHEREAS pursuant to section 7 of the *Municipal Government Act* a municipality may pass bylaws respecting:

- a. the safety, health and welfare of people and the protection of people and property;
- b. people, activities and things in, on or near a public place or place that is open to the public; and
- c. businesses, business activities and persons engaged in business.

AND WHEREAS the City of St. Albert wishes to mandate the wearing of face coverings in specified places open to the public, subject to exceptions set out in this bylaw;

NOW THEREFORE the Council of the City of St. Albert, duly assembled, ENACTS AS FOLLOWS:

TITLE

1. This Bylaw may be referred to as the “Face Coverings Bylaw”.

DEFINITIONS

2. In this Bylaw:
 - a. “Act” means the *Municipal Government Act*;
 - b. “City” means the municipal corporation of the City of St. Albert;
 - c. “Civic Facility” means an indoor space open to the public, within a building that is owned or leased by the City in which services or amenities to the public are provided by the City in all or part of the building, regardless of whether the indoor space is occupied by the City or by another party;

- d. “Face Covering” means a medical or non-medical mask or other face covering that fully covers the nose, mouth and chin;
- e. “Peace Officer” means a peace officer as defined in the *Peace Officer Act* and also includes a bylaw enforcement officer as defined in and appointed under the authority of Bylaw 21/2003 the *Bylaw Enforcement Officer Bylaw*, and a police officer as defined in the *Police Act*;
- e.1 “Public Place” means an indoor space open to the public by right or by express or implied invitation regardless of who owns or occupies the indoor space, and includes the area occupied by the driver and passengers in a Vehicle for Hire as defined in Schedule C of Bylaw 43/2000 the Business Licensing Bylaw but does not include an indoor space located within:
 - i. a school or other educational institution;
 - ii. a hospital or other health care facility;
 - iii. a child care facility;
- f. “St. Albert Transit” means the branch of City operations that provides public transportation services;
- g. “Transit Operator” means a person assigned by St. Albert Transit, or by its contracted service provider, to drive a Transit Vehicle;
- h. “Transit Property” includes a Transit Vehicle and any indoor, enclosed or semi-enclosed space or structure provided by St. Albert Transit as a place where the public may await the arrival of a Transit Vehicle;
- i. “Transit Vehicle” means a vehicle used by or on behalf of St. Albert Transit to provide public transportation;
- j. “Violation Ticket” has the meaning defined in the *Provincial Offenses Procedure Act*.

FACE COVERING REQUIREMENTS AND EXCEPTIONS

- 3. A person must wear a Face Covering at all times while in a Civic Facility, a Public Place or on Transit Property.

4. A person charged with an offence under Section 3 of this bylaw shall not be found guilty if the person establishes that at the time of the offence they were:
 - a. under the age of 10 years;
 - b. unable to place, use or remove a Face Covering without assistance;
 - b.1 engaged in services that required the temporary removal of their Face Covering;
 - c. unable to wear a Face Covering due to a mental or physical condition, disability or limitation, or other grounds for protection from discrimination under the *Alberta Human Rights Act*;
 - d. consuming food or drink while seated in a designated food and drink seating area, or as part of a religious or spiritual ceremony;
 - e. engaged in swimming or other water activities, or engaged in physical exercise or other physical activity, within an area designated for such activities;
 - f. providing or receiving care or assistance for a mental or physical condition, disability or limitation and a Face Covering would have hindered providing or receiving that caregiving or assistance;
 - f.1 providing or receiving a service that requires personal consultation if that activity occurs in a closed office or meeting room and all participants in the personal consultation have at all times maintained physical separation of at least 2 metres from each other.
 - g. a participant in a dance, theatrical or musical public performance, if all participants in the performance maintained at least 2 metres of physical distance from each other and did not enter the area where the public was viewing the performance; or
 - h. a Transit Operator, if barriers were in place to create physical screening between the Transit Operator and passengers in the Transit Vehicle.
- 4.1 No person shall in any manner harass or attempt to intimidate a person who is not guilty of an offence while not wearing a Face Covering as a result of any provision of Section 4.

ENFORCEMENT

5. A person who contravenes a provision of this bylaw is guilty of an offence.
6. Where an offence is of a continuing nature, a contravention of a provision of this bylaw constitutes a separate offence with respect to each day, or part of a day, during which the contravention continues, and a person guilty of such an offence is liable to a fine in an amount not less than that established by this bylaw for each such separate offence.

Fines and Penalties

7. A Person who is guilty of an offence under this Bylaw is liable to:
 - a. a fine in the amount of \$100; or
 - b. upon summary conviction, in the discretion of the court a fine not exceeding \$10,000 or a period of imprisonment of not more than one year, or both.

Municipal Violation Tag

8. A Peace Officer may issue, with respect to an offence under this bylaw, a municipal violation tag specifying the fine amount established under subsection 7. a. of this bylaw as the amount payable.
9. Where a municipal violation tag is issued the amount payable may be paid in accordance with the instructions on the tag, and if paid a Violation Ticket shall not be issued for that offence.

Violation Ticket

10. A Peace Officer may issue, with respect to an offence under this bylaw, a Violation Ticket:
 - a. specifying the amount set out in subsection 7(a) of this bylaw as the fine for the offence; or
 - b. requiring an appearance in court without specifying a fine amount and without the option of making a voluntary payment.
11. Where a Violation Ticket specifies a fine amount, a voluntary payment equal to the specified fine amount may be made as directed on the Violation Ticket.

SEVERABILITY

12. Should any provision of this bylaw be found by a court to be invalid, then the invalid provision shall be severed and the remainder of this bylaw shall be maintained.

EFFECTIVE DATE

13. This bylaw comes into effect at 12:01 A.M. on August 8, 2020.

REPEAL

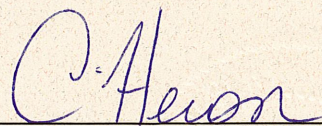
14. This bylaw is repealed at 11:59 PM Mountain Standard Time on December 31, 2020, but:
 - a. a Violation Ticket issued prior to the time of repeal remains valid and the person to whom the Violation Ticket was issued remains as fully liable to pay the specified penalty or to other legal process as the case may be, as though this bylaw had not been repealed; and
 - b. an unpaid municipal violation tag issued prior to the time of repeal may result in issuance of a Violation Ticket after the time of repeal which will be as valid and enforceable as though this bylaw had not been repealed.

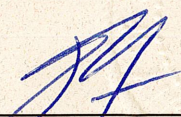
READ a First time this 4th day of August, 2020.

READ a Second time this 4th day of August, 2020.

READ a Third time this 4th day of August, 2020.

SIGNED AND PASSED this 6th day of August, 2020.


MAYOR


CHIEF LEGISLATIVE OFFICER

**STRATHCONA COUNTY
BYLAW 46-2020
TEMPORARY MANDATORY FACE COVERINGS BYLAW**

Council enacts:

PART I – PURPOSE, DEFINITIONS, AND INTERPRETATION

- | | |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | 1 The purpose of this bylaw is to temporarily mandate the wearing of face coverings in indoor public places and public vehicles. |
| Definitions | <p>2 In this bylaw:</p> <p>(a) "face covering" means a medical or non-medical mask or other face covering that fully covers the nose, mouth, and chin;</p> <p>(b) "public place" means any property or portion of a property, whether publicly or privately owned, to which members of the public have access as of right or by express or implied invitation, whether on payment of any fee or not;</p> <p>(c) "public vehicle" means a motor vehicle used or offered for the transportation of at least one passenger in return for a fee, and includes but is not limited to motor vehicles typically referred to as buses, taxis, shuttles, transportation network vehicles, and limousines; and</p> <p>(d) "violation ticket" has the same meaning as defined in the <i>Provincial Offences Procedures Act</i>, RSA 2000, c P-34.</p> |
| Interpretation | 3 The headings, titles, and margin notes in this bylaw are for ease of reference only. |
| In Effect | 3.1 Sections 4 to 10 of this bylaw come into effect when the total number of active COVID-19 cases within Strathcona County is reported by Alberta Health Services to be 25 cases or more per 100,000 in population and remain in effect until the repeal of this bylaw. |

PART II – FACE COVERINGS

- | | |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Face Coverings
Mandatory | 4 A person must wear a face covering at all times while in an indoor, enclosed, or substantially enclosed public place or in a public vehicle. |
| Exceptions | 5 Section 4 does not apply to the following persons: <ul style="list-style-type: none">(a) persons under the age of 10;(b) persons who are unable to place, use, or remove a face covering without assistance;(c) persons unable to wear a face covering due to a mental or physical concern or limitation, or a protected ground under the <i>Alberta Human Rights Act</i>, RSA 2000, c A-25.5, as may be amended;(d) persons consuming food or drink in designated seating areas or as part of a religious or spiritual ceremony;(e) persons engaged in physical activities, water activities or the paid supervision of water activities, or attending within a sauna or steam room;(f) persons providing care or assistance to a person with a disability where a face covering would hinder that caregiving or assistance;(g) persons engaging in services that require the temporary removal of a face covering;(h) persons participating in a dance, theatrical or musical public performance, if all participants in the performance are able to maintain at least two metres of physical distance from each other and do not enter the areas where the public is viewing the performance;(i) persons providing or receiving a service that requires personal consultation if that activity occurs in a closed office or meeting room and all participants in the personal consultation are able to maintain physical separation of at least two metres from each other; and(j) persons separated from others by physical barriers or shields such as plexiglass. |

- 6 Section 4 does not apply to the following places:
- (a) schools and other educational facilities;
 - (b) hospitals and health-care facilities;
 - (c) child care facilities; and
 - (d) areas exclusively accessed or used by the public place's employees or a public vehicle operator, or platform and stage areas in places of worship during worship services, provided that physical barriers or physical distancing practices are implemented between any person not required to wear a face covering by operation of this exception and any other person.

PART III – ENFORCEMENT

- | | |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Offence | 7 A person who contravenes this bylaw is guilty of an offence. |
| Fines | 8 A person found guilty of an offence under this bylaw is liable for a fine in an amount not less than \$100. |
| Violation Ticket | <p>9 (1) If a violation ticket is issued for an offence under this bylaw, the violation ticket may:</p> <ul style="list-style-type: none"> (a) specify the fine amount established by this bylaw for the offence; or (b) require a person to appear in court without the alternative of making a voluntary payment. <p>10 (2) A person who commits an offence may, if the violation ticket is issued specifying the fine amount established by this bylaw for the offence, make a voluntary payment equal to the specified fine amount.</p> |

PART III – GENERAL

Effective Date 11 This bylaw comes into effect on August 17, 2020.

Repeal Date 12 This bylaw is repealed on November 17, 2020.

FIRST READING: August 6, 2020

SECOND READING: August 6, 2020

THIRD READING: August 6, 2020

SIGNED THIS 14 day of August, 2020.

Rod Frank
MAYOR

Mavis Nathoo
DIRECTOR, LEGISLATIVE AND LEGAL
SERVICES

BYLAW 1513/20
TEMPORARY MANDATORY FACE COVERINGS BYLAW
STURGEON COUNTY, MORINVILLE, ALBERTA

A BYLAW OF STURGEON COUNTY, IN THE PROVINCE OF ALBERTA, TO TEMPORARILY MANDATE THE WEARING OF FACE COVERINGS IN INDOOR PUBLIC PLACES AND PUBLIC VEHICLES

WHEREAS, the World Health Organization, the Chief Public Health Officer of Canada and the Chief Medical Officer of Health for Alberta have identified Face Coverings as a way to reduce the transmission of the COVID-19 virus;

AND WHEREAS, pursuant to section 7 of the *Municipal Government Act*, RSA 2000, c. M-16, a municipality may pass bylaws respecting:

- a. the safety, health and welfare of people and the protection of people and property;
- b. people, activities and things in, on or near a public place or place that is open to the public; and
- c. businesses, business activities and persons engaged in business;

AND WHEREAS, Council considers it appropriate to mandate the wearing of Face Coverings in Public Places and Public Vehicles subject to exceptions set out in this bylaw;

NOW THEREFORE, the Council of Sturgeon County, in the Province of Alberta, duly assembled, enacts as follows:

1. Title

- 1.1. This Bylaw may be referred to as the "Temporary Mandatory Face Coverings Bylaw".

2. Purpose

- 2.1. The purpose of this Bylaw is to establish requirements to wear Face Coverings in Public Places and Public Vehicles subject to exceptions set out in this bylaw.

3. Definitions

- 3.1. In this Bylaw, unless the context otherwise requires:
 - (a) "Council" means the Council of Sturgeon County;
 - (b) "County" means Sturgeon County;
 - (c) "County Commissioner" means the Chief Administrative Officer of Sturgeon County;
 - (d) "Face Covering" means a medical or non-medical mask or other face covering that fully covers the nose, mouth and chin;
 - (e) "Public Place" means any property; whether publicly or privately owned, to which members of the public have access as of right or by express or implied invitation, whether on payment of any fee or not;
 - (f) "Public Vehicle" means a motor vehicle used or offered for the transportation of at least one passenger in return for a fee, and includes but is not limited to motor vehicles

typically referred to as buses, taxis, shuttles, transportation network vehicles, and limousines; and

(g) “Violation Ticket” has the same meaning as defined in the *Provincial Offences Procedure Act*, RSA 2000, c. P-34.

4. Interpretation

- 4.1. The headings, titles, and margin notes in this bylaw are for ease of reference only.
- 4.2. Where this bylaw cites or refers to any act, regulation, code or other bylaw, the citation or reference is to the act, regulation, code or other bylaw as amended, whether amended before or after the commencement of this bylaw, and includes reference to any act, regulation, code or other bylaw that may be substituted in its place.
- 4.3. Nothing in this bylaw relieves a person from complying with any federal or provincial law, regulation or order, court order, or any lawful permit or license.

5. Face Coverings Mandatory

- 5.1. A person must wear a Face Covering at all times while in an indoor, enclosed, or substantially enclosed Public Place or in a Public Vehicle.

6. Exceptions

- 6.1. Section 5.1 does not apply to the following persons:
 - (a) persons under the age of 10;
 - (b) persons who are unable to place, use, or remove a Face Covering without assistance;
 - (c) persons unable to wear a Face Covering due to a mental or physical concern or limitation, or protected ground under the *Alberta Human Rights Act* RSA 2000, c. A-25.5;
 - (d) persons consuming food or drink in designated seating areas or as part of a religious or spiritual ceremony;
 - (e) persons engaged in physical activities, water activities, or the paid supervision of water activities, or attending within a sauna or steam room;
 - (f) persons providing care or assistance to a person with a disability where a Face Covering would hinder that caregiving or assistance;
 - (g) persons engaging in services that require the temporary removal of a Face Covering;
 - (h) persons participating in a theatrical dance or theatrical or musical public performance, if all participants in the performance are able to maintain at least

two metres of physical distance from each other and do not enter the areas where the public is viewing the performance;

- (i) persons providing or receiving a service that requires personal consultation if that activity occurs in a closed office or meeting room and all participants in the personal consultation are able to maintain physical separation of at least two metres from each other; and
- (j) persons separated from others by physical barriers or shields such as plexiglass.

6.2. No person shall in any manner harass or attempt to intimidate a person who is not guilty of an offence while not wearing a Face Covering as a result of any provision of section 6.1.

6.3. Section 5.1 does not apply to the following places:

- (a) schools and other educational facilities;
- (b) child-care facilities;
- (c) areas exclusively accessed or used by the Public Place's employees or a public vehicle operator provided that physical barriers or physical distancing practices are implemented between any person not required to wear a Face Covering by operation of this exception and any other person; and
- (d) platforms or stage areas in places of worship during worship services, provided that physical barriers or physical distancing practices are implemented between any person not required to wear a Face Covering by operation of this exception and any other person.

7. Enforcement

7.1. A person who contravenes a provision of this bylaw is guilty of an offence.

7.2. A person found guilty of an offence under this bylaw is liable to a fine in the amount of \$100.

8. Violation Ticket

8.1. If a Violation Ticket is issued for an offence under this bylaw, the Violation Ticket may:

- (a) specify the fine amount established by this bylaw for the offence; or
- (b) require a person to appear in court without the alternative of making a voluntary payment.

8.2. A person who commits an offence may, if a violation ticket is issued specifying the fine amount established by this bylaw for the offence, make a voluntary payment equal to the specified fine amount.

9. Enactment

- 9.1. The provisions of this bylaw may only be enacted by the County Commissioner if the Government of Alberta places the Sturgeon region under a Watch as per their existing COVID-19 case thresholds.
- 9.2. If the provisions of this bylaw have been enacted in accordance with section 9.1, they may only be reverted if the Government of Alberta rescinds the Watch designation on the County and it remains free of such for a period of 14 (fourteen) consecutive days.

10. Effective Date

- 10.1. This bylaw shall come into force and take effect on the date that it is passed.

11. Repeal Date

- 11.1. This bylaw is repealed on December 31, 2020.

Read a first time this 20th day of August, 2020.

Read a second time this 20th day of August, 2020.

Read a third time this 20th day of August, 2020.

"Original Signed"

Alanna Hnatiw
MAYOR

"Original Signed"

Reegan McCullough
COUNTY COMMISSIONER (CAO)

August 20, 2020

DATE SIGNED

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.



STAFF REPORT

Title: Vacant Residential Lot Inventory

Meeting Date: September 15, 2020

Executive Summary:

Update on the current inventory of residential lots in the City.

Background:

Between 2008 and 2015 new subdivisions in the City created approximately 650 new residential lots. In January of 2016, the total number of vacant lots stood at 360 and this inventory has been reduced to 227 as of June 2020.

Subdivision Name	Total Lots	Vacant Lots (as of June 2020)
Aspen Ridge	94	26
Creekside Estates	106	28
Lakeridge	7	7
Lakewood	77	33
Lefebvre Heights	30	14
Meadows	82	9
Nelson Heights	24	21
Parkview	97	45
Tri City	103	24
Windermere	31	20

Since 2010, housing starts have fluctuated significantly, reaching a peak of 171 units constructed in 2013 and a low of 21 units in 2018:

Year	Housing Starts
2008	72
2009	71
2010	99
2011	107
2012	165
2013	171
2014	136
2015	49
2016	39



2018	21
2019	32
2020 (as of August 31)	27

Given the current absorption rate of +/- 30 new homes per year, the present inventory of lots would not be exhausted for approximately 6-7 years.

Land developers have taken a variety of approaches to the current situation. Several have begun to sell lots at a significant discount to reduce their inventory, while others have chosen to keep their prices firm and wait until economic conditions improve. Additionally, some land developers are also home builders and may be holding some lots for their own future use, as opposed to actively marketing them for sale.

Earlier this year, Council adopted an amendment to the Land Use Bylaw to allow for the development of narrow-lot homes on lots originally intended to accommodate a semi-detached (duplex) dwelling. This change seeks to help reduce the vacant lot inventory by offering an alternative use of the lots and allow builders to offer new homes at a somewhat lower price point, compared to standard single-detached homes.

Alternatives:

Information Item

Recommended Action:

Information Item

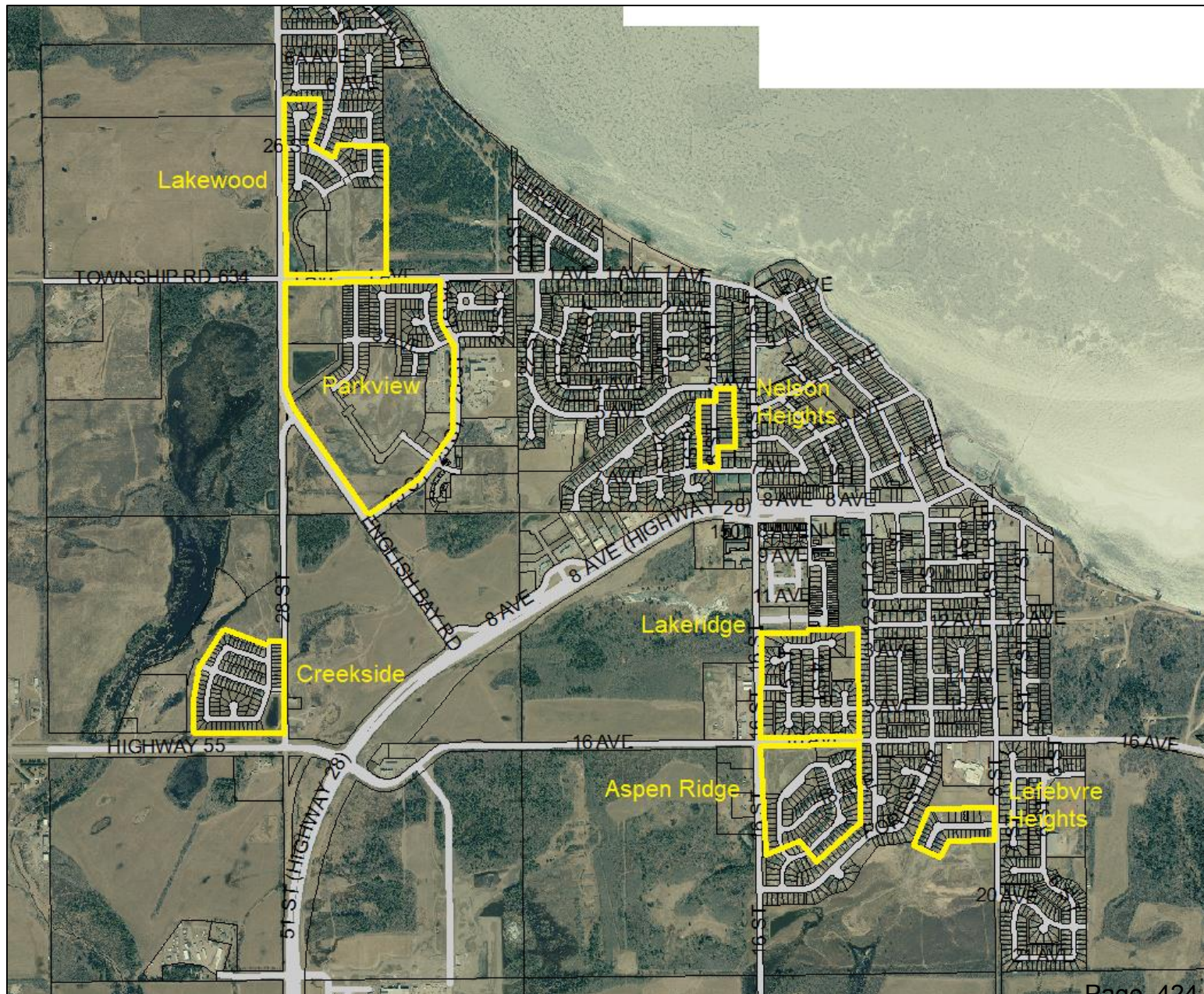
Budget Implications (Yes or No):

No

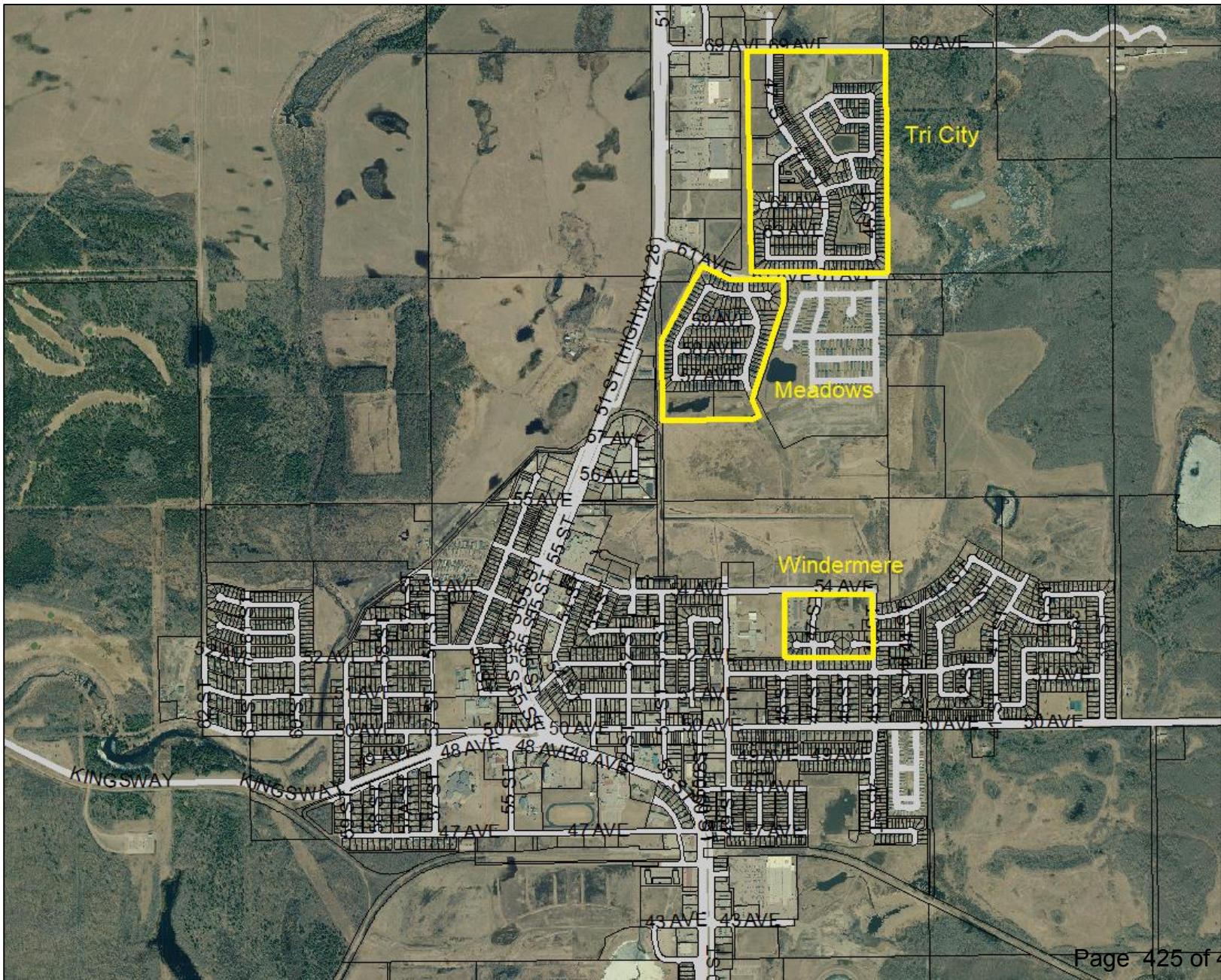
Submitted by:

Kevin Nagoya, Chief Administrative Officer

Location Map - North



Location Map - South





STAFF REPORT

Title: Family and Children Services Programming - Branding

Meeting Date: September 15, 2020

Executive Summary:

In the 2020 Budget, council allocated funds to continue family and children services programming as a result of the province's decision to discontinue Parent Link Centres, having replaced their previous functions with Family Resource Networks.

The funding will ensure that expanded municipal program providing family and children services will continue in the City of Cold Lake. Programming has been established and marketing efforts in the form of pamphlets and posters is underway.

The new program has not been officially named or branded, however.

Marketing and Communications has worked with FCSS staff to offer a name and logo for the new program.

FCSS staff favoured "Cold Lake Family Connections" as a name and have expressed preference for the first of three logos attached.

Marketing and communications will continue to work with feedback provided by staff and the committee before finalizing the name and branding.

Background:

Alternatives:

This item is presented for the committee's discussion and feedback. Administration will include feedback both as regards to the name and the logo of the program.

Recommended Action:

This item is presented for the committee's discussion and feedback. Administration will include feedback both as regards to the name and the logo of the program.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer









STAFF REPORT

Title: Municipal Statistics - Briefing

Meeting Date: September 15, 2020

Executive Summary:

His Worship Mayor Craig Copeland requested a briefing to Council relating to municipal indicators to include a comparative view of municipal staffing.

The attached charts were prepared using data from Municipal Affairs' Municipal Profiles. It should be noted that not all municipal statistics have been upload to the Municipal Affairs (for 2019) therefore some of the data required the usage of 2018 data.

The annual statistical information prepared by Municipal Affairs is typically available in November/December for the previous year.

Background:

Administration will present the attached for the committee's discussion and information.

Alternatives:

This item is presented for the committee's discussion and information.

Recommended Action:

Administration recommends that the committee accept the report and presentation as information.

Budget Implications (Yes or No):

No.

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Municipality (population)	FTEs/1,000 pop	Dwelling Units/FTE
Cold Lake (14,961)*	9.1	51.9
Airdrie (70,564)**	6.1	59.9
Brooks (14,451)**	6.7	51.6
Camrose (18,742)**	10.4	43.3
Chestermere (20,732)**	5.4	59.2
Cochrane (29,277)	7.1	63.9
Fort Saskatchewan (26,942)**	8.7	44.0
Grande Prairie (69,088)**	12.5	30.4
Lacombe (13,985)	8.5	45.8
Leduc (33,032)**	11.6	34.0
Lethbridge (101,482)	12.5	33.7
Medicine Hat (63,260)**	17.2	27.5
Okotoks (29,002)	7.1	49.8
Red Deer (101,002)**	15.0	28.1
Spruce Grove (35,776)	8.5	45.9
St. Albert (66,082)**	9.9	40.9
Wetaskiwin (12,655)**	9.8	51.1
Mid-Sized Mean	9.8	44.8
Mid-Sized Median	9.1	45.8
Calgary (1,285,711)**	12.4	32.4
Edmonton (972,223)	10.5	37.9
MD of Bonnyville (12,760)	10.9	42.4
Lac La Biche (9,636)**	18.4	24.9
Town of Bonnyville (6,422)	8.9	40.0
All information from Alberta Municipal Affairs Municipal Profiles, 2019 & 2018.		
* Does not include dwelling units on CFB Cold Lake		
** Uses 2018 data as Municipal Affairs Profile is incomplete		

2019			2015		
Rank	Municipality	Residential Property Tax/Dwelling (in '00s)	Rank	Municipality	Residential Property Tax/Dwelling (in '00s)
1	Wood Buffalo	4.02	1	Lac La Biche	6.61
2	Lac La Biche	7.23	2	Wood Buffalo	9.09
3	MD of Bonnyville	10.43	3	MD of Bonnyville	9.56
4	Airdrie	14.32	4	Airdrie	11.30
5	Medicine Hat	14.63	5	Medicine Hat	12.22
6	Wetaskiwin	15.14	6	Calgary	13.34
7	Calgary	15.84	7	Brooks	13.51
8	Brooks	16.40	8	Cochrane	13.61
9	Fort Saskatchewan	16.96	9	Fort Saskatchewan	13.69
10	Cold Lake	17.56	10	Spruce Grove	14.76
11	Cochrane	17.80	11	Wetaskiwin	14.85
12	Red Deer	18.61	12	Cold Lake	15.24
13	Spruce Grove	18.81	13	Edmonton	15.75
14	Lethbridge	19.32	14	Red Deer	15.84
15	Edmonton	19.52	15	Lethbridge	16.98
16	Camrose	19.78	16	Camrose	17.86
17	Leduc	20.29	17	Leduc	18.62
18	Lacombe	20.55	18	Lacombe	18.82
19	Okotoks	22.62	19	Okotoks	20.03
20	Grande Prairie	25.39	20	Grande Prairie	21.38
21	Chestermere	28.01	21	Chestermere	25.24
22	St. Albert	29.92	22	St. Albert	27.91
**	Town of Bonnyville	17.47	**	Town of Bonnyville	15.10
All data from Municipal Affairs Profiles					

Municipality (population)	Equalized Residential Assessment			Equalized Non-Residential Assessment Per Capita		
	Per Capita	% of total assessment	Tax rate	Per Capita	% of total assessment	Tax Rate
Cold Lake (14,961)	\$119,500	74.9%	8.0331	\$40,054	25.1%	12.2760
Airdrie (70,564)	\$133,128	84.5%	4.5549	\$24,442	15.5%	9.5675
Brooks (14,451)	\$73,405	75.8%	8.2267	\$23,438	24.2%	13.3179
Camrose (18,742)	\$114,322	76.0%	8.3374	\$36,078	24.0%	13.3002
Chestermere (20,732)	\$167,769	95.3%	5.4372	\$8,332	4.7%	7.6966
Cochrane (29,277)	\$167,442	89.1%	4.6896	\$20,491	10.9%	6.6426
Fort Saskatchewan (26,942)	\$132,502	56.1%	5.2699	\$103,870	43.9%	9.4755
Grande Prairie (69,088)	\$97,251	68.3%	9.5654	\$45,069	31.7%	16.0372
Lacombe (13,985)	\$110,695	83.0%	7.9193	\$22,694	17.0%	8.8870
Leduc (33,032)	\$121,044	65.8%	7.4250	\$62,968	34.2%	8.5170
Lethbridge (101,482)	\$102,835	78.4%	8.6116	\$28,370	21.6%	20.4003
Medicine Hat (63,260)	\$107,973	76.8%	6.7302	\$32,651	23.2%	15.1159
Okotoks (29,002)	\$155,967	86.6%	5.3310	\$24,233	13.5%	7.9170
Red Deer (101,002)	\$118,208	75.3%	6.9476	\$38,821	24.7%	13.9121
Spruce Grove (35,776)	\$135,533	82.1%	6.2771	\$29,574	17.9%	8.9008
St. Albert (66,082)	\$160,377	85.8%	8.0226	\$26,603	14.2%	11.0141
Wetaskiwin (12,655)	\$84,295	75.2%	9.6101	\$27,881	24.9%	19.1748
Mid-Sized Mean	\$116,791	73.8%	7.1170	\$33,807	21.8%	11.8913
Mid-Sized Median	\$118,854	76.4%	7.4250	\$28,126	23.2%	11.0141
Calgary (1,285,711)	\$167,604	76.5%	4.2108	\$51,464	23.5%	17.7750
Edmonton (972,223)	\$132,667	75.0%	6.4737	\$44,327	25.0%	17.8311
MD of Bonnyville (12,760)	\$158,239	33.9%	2.7663	\$309,010	66.1%	14.5000
Lac La Biche (9,636)	\$128,427	26.7%	3.0000	\$353,460	73.5%	18.3647
Town of Bonnyville (6,422)	\$100,361	61.9%	7.1292	\$61,727	38.1%	10.3539
<i>All data from Alberta Municipal Affairs Municipal Profiles</i>						



STAFF REPORT

Title: Second Hand Goods Stores - Concerns

Meeting Date: September 15, 2020

Executive Summary:

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

Background:

Council discussed second hand goods stores concerns at their August 25, 2020 regular meeting of Council, and referred the issue to the September 15, 2020 Corporate Priorities Committee meeting for further discussion.

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 uses, 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 the operators of 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 store operators 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.

For reference purposes we've attached a few links to a related story in regards to similar concerns:

<https://www.langleyadvancetimes.com/news/city-looks-to-get-a-handle-on-thrift-stores/>



<https://www.langleyadvancetimes.com/news/city-council-approves-thrift-store-limitations/>

Alternatives:

N/A

Recommended Action:

That the Corporate Priorities Committee of Council recommend that Council implement a separation regulation for various classes of second hand goods stores, implement a requirement for outdoor screening for goods being received for resale, and limit the size of outdoor displays on private property in the downtown district.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer





Existing Second Hand Goods Store Locations





STAFF REPORT

Title: Livestreaming Council Meetings

Meeting Date: September 15, 2020

Executive Summary:

To date, the City has not audio or video recorded any council meetings for either livestreaming or posting of the recordings after the Council meetings. However, most municipalities in Alberta are now livestreaming council meetings and posting full videos of their council meetings on their websites and/or YouTube/Vimeo Channels for later access by the public.

Administration has prepared this report for Council's discussion. Administration requests Council's feedback as to whether video recording and/or livestreaming of Council meetings should be pursued.

Background:

During Council's 2020 Budget Deliberations, Council articulated the priority of a new audio system and web casting infrastructure. Although livestreamed meetings were discussed, it was not a priority at the time.

The *Municipal Government Act* establishes requirements for public meetings:

Public presence at meetings

197(1) *Councils and council committees must conduct their meetings in public unless subsection (2) or (2.1) applies.*

(2) *Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.*

(2.1) *A municipal planning commission, subdivision authority, development authority or subdivision and development appeal board established under Part 17 may deliberate and make its decisions in meetings closed to the public.*

....

Right of public to be present

198 *Everyone has a right to be present at council meetings and council committee meetings conducted in public unless the person chairing the meeting expels a person for improper conduct.*



While Council meetings must be open to the public to attend, the legislation is silent as to whether this requirement can be achieved by in person attendance or virtual attendance through livestream. To date (and even throughout the COVID-19 pandemic), the City has permitted in person attendance by the public at all Regular Meetings of Council and Corporate Priorities Meetings. This satisfies the requirements for public meetings under the *Municipal Government Act* ensuring a transparent process and accountable government.

Further to the above, the City publishes its agenda “in full” inclusive of reports and background documentation on coldlake.com. The City also consistently publishes its meeting minutes.

Although there is no requirement that the public be able to virtually attend meetings, there has been a trend across Alberta that municipalities do livestream some or all of their Council meetings. In the spring of 2020, several municipalities that did not previously livestream Council meetings, started to livestream as a means of providing public access to meetings which were closed to in-person attendance due to the COVID-19 Pandemic. We would like to confirm that the City of Cold Lake has not closed its doors at any point due to the COVID-19 pandemic. There are several municipalities still closed to the public.

The following municipalities were canvassed to see whether they were livestreaming Council meetings. The results can be summarized as follows:

- 35 of the 37 municipalities canvassed livestream Council meetings (only High Prairie and Whitecourt do not livestream meetings);
- 33 of the 37 municipalities canvassed post video recordings of their meetings after the meeting for the public to access (posted either on their City Website, YouTube or Vimeo).

	Livestream	Video Recording After Meeting	Recording Software	Where the public access the videos
Airdrie*	✓	✓	Skype/isiLive	City website (eSCRIBE)
Banff	✓	✓	Zoom	Vimeo
Beaumont	✓	✓	Zoom	YouTube
Bonnyville	✓	✓	Zoom	YouTube
Brooks	✓	✓	Zoom	Facebook
Calgary*	✓	✓	isiLive	City website (eSCRIBE)
Camrose	✓	✓	Unknown	City website
Canmore	✓	✓	Zoom	YouTube
Chestermere	✓	✓	Cisco Webex meetings	City website (eSCRIBE)/ YouTube
Cochrane	✓	✓	iCompass	City website/ YouTube
Edmonton*	✓	✓	isiLive	City website (eSCRIBE)/ YouTube
Edson	✓	✓	Zoom	YouTube
Fort Saskatchewan	✓	✓	Cisco Webex	YouTube



Grande Prairie (City)	✓	✓	Zoom	YouTube
Grande Prairie (County)	✓	Unavailable	Microsoft Teams	Unavailable
High Prairie	Unavailable	✓	Zoom	YouTube
Jasper	✓	✓	Zoom	YouTube
Lac La Biche County*	✓	✓	isiLive	City website (eSCRIBE)
Leduc	✓	✓	GoTo Meeting	Vimeo
Lethbridge	✓	✓	OnBase	City Website
Lloydminster	✓	✓	Zoom	YouTube
M.D. of Bonnyville	✓	✓	OBS	YouTube (previously Facebook)
Medicine Hat	✓	✓	OnBase	City website/ YouTube
Okotoks*	✓	✓	isiLive	City website (eSCRIBE)
Town of Peace River	✓	✓	Zoom	YouTube
Spruce Grove	✓	✓	Zoom	YouTube
St. Albert	✓	✓	Zoom	YouTube
St. Paul	✓	Unavailable	ITech Solution	City Website
Stony Plain	✓	✓	Unknown	YouTube
Strathcona County*	✓	✓	isiLive	City website (eSCRIBE)
Sturgeon County	✓	✓	Legistar-Granicas	City Website
Red Deer	✓	✓	OnBase	City Website
Rockyview County	✓	✓	GoTo Meeting/ eSCRIBE	City website
R.M. Wood Buffalo	✓	✓	MediaTraq	City Website
Westlock	✓	Unavailable	Zoom	Unavailable
Whitecourt	Unavailable	Unavailable	Unavailable	Unavailable

If Council would like to pursue livestreaming and/or video recording of Council Meetings in the near future, there are no technological obstacles that would prevent the City from proceeding. The City is in the process of upgrading the web conferencing and audio system in Council Chambers. Within approximately a month, the IST technological infrastructure (ie. Bandwidth, cameras, audiosystem, etc) could be put into place.

There are significant variations in what type of features are available to the public depending on the recording software and livestream platform utilized. Potential features include:

- ✓ Allowing members of the public to “sign in” to attend the meeting with a link (viewing the meeting live as an ‘anonymous participant’ and/or a participant who can contribute to the discussion) from within the meeting software.
- ✓ Posting of video through a livestream platform like Facebook or YouTube which would allow members of the public to view the meeting live on Facebook or YouTube without having to sign into a meeting or download the meeting software.
- ✓ Timestamping of the video recording corresponding to specific items on the agenda which eliminates the need to watch the entire recording.
- ✓ In-camera features which can post a notice to the public that the meeting has gone “in-camera”. This could be utilized versus shutting off the video recording. Software



designed to deal with municipal meetings specifically have customizable features for auto closed captioning services.

If Council would like to proceed with livestreaming of City Council meetings, administration requests Council's feedback on the following considerations and expectations:

1. **Would Council like to livestream the meetings (for real time viewing) and/or make the audio/video available to the public after the meetings have concluded for later publishing and/or reference?**
2. **Would Council like to see all Council meetings video recorded and/or livestreamed, only Regular Meetings of Council, Corporate Priority Meetings of Council, all Council Committee meetings** (ie. EDAC, LARB, CARB, SDAB, FCSS Advisory Committee, etc.)? If Council would like to see all Council Committee meetings recorded and/or livestreamed this would change the committee's procedures somewhat and potentially limit the location of meetings to Council Chambers or a room with technological capabilities. Generally, the municipalities canvassed have been livestreaming all regular council meetings, most also livestream their corporate priority type meetings, and fewer municipalities livestream all council committee meetings (although this does still occur in a number of communities).

It is administration's advice that, at the video recordings be initially limited Council Meeting and Council's Corporate Priorities Committee Meetings.

3. **How long should the video recordings be available to the public?** There is no legislative requirements for retention of the recordings or length of time required to have the recordings available to the public. Generally, the municipalities canvassed have posted videos of their meetings for long term reference (postings are available online for all meetings that have been recorded), although it would be possible to only have video available for shorter intervals (for example, 1 year following the meeting) or one municipality only keeps their recordings online for 24 hours. Whatever provisions that are put into place, the City's records bylaw will require amendment as the City's IT infrastructure needs to be considered do the fact that multimedia files inclusive of video are significant large.

It is administration's advice that the video recordings have limited time access (e.g. 6 months).

4. **Would Council like to see a virtual participatory option for the public?** Some communities permit members of the public to sign up ahead of time to the meeting to ask a question via video conference (ie. Calling in to the meeting through zoom



for example). This would permit members of the public to present to Council remotely.

It is administration's advice that virtual participation not be permitted at the onset of the transition to livestream meetings. This could be consider in future step as administration monitors the required resources to operate the system.

If Council would like to proceed with livestreaming Council Meetings, Administration would recommend that Microsoft Stream (similar to a Microsoft Teams product) be utilized for the short term with the intention that live steaming through ESCRIBE would be set up and utilized in the future. ESCRIBE software, which is already used by the City for meeting management agenda and minute preparation, has a built in webcasting service with a variety of customizable features. That being said, depending on Council expectations, the City's software may not appropriate and migration to a new software may have to be considered.

The ownership and control of data, functionality and security are the top priorities for administration as the City does not have a great deal of staff to operate the system nor do we want to see unintentional release of information (e.g. In-Camera Briefings). This makes the system difficult to contract out to the private sector.

If Council would like to proceed with livestreaming, the first livestreamed meeting could take place in approximately one (1) to (2) months' time. It should be noted that administration is seeing challenges in regards to IT product availability during the pandemic.

Administration will also need to prepare amendments to the Council's procedural bylaw and the City's records bylaw.

Alternatives:

No alternatives are being proposed as this time.

Recommended Action:

This report is provided for discussion purposes.

Budget Implications (Yes or No):

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Council Board, Committee and Commission Appointments

Meeting Date: September 15, 2020

Executive Summary:

A list of Council's current appointments for 2019/2020 to the various boards, committees and commissions of the City of Cold Lake has been attached for discussion.

Background:

As per Section 192(1) of the Municipal Government Act, Council must hold an organizational meeting annually not later than two (2) weeks after the third (3rd) Monday in October (October 19th) which would be Monday, November 2, 2020 at the latest. At this organizational meeting, the Mayor must appoint Council to the various boards, committees and commissions of the City of Cold Lake.

There are various types of boards, committees and commissions. Most boards and commissions are formed under provincial legislation with their authorities spelled out under an act and/or regulation.

The committees are a mix of committees that are formed by Council or by others (e.g. a committee that is formed by a community body with special interests and/or a committee that is formed by another municipality) which request Council representation. The committees that Council is attending should be analyzed annually during Council's organizational meeting. Council may want to add to the committees, form new committees, or reduce the amount of committee commitments depending on Council priorities, relevance to Council mandates, and time commitments for Council.

The various boards, committees and commissions of the City of Cold Lake are as follows:

Alberta HUB (1 Appointment + 1 Alternate)
Beaver River Regional Waste Management Commission (1 Appointment - Mayor)
Cold Lake Community Grant Advisory Committee (2 Appointments)
Cold Lake Economic Development Advisory Committee (2 Appointments)
Cold Lake & District Family and Community Support Services Advisory Committee (1 Appointment + 1 Alternate)
Combative Sports Commission (**All Members At Large**)
Composite Assessment Review Board (3 Appointments)
Corporate Priorities Committee (**All Council**)



Hearts for Healthcare Society (1 Appointment)
Inter City Forum on Social Policy (1 Appointment + 1 Alternate)
Inter-Municipal Collaboration Framework Committee (3 Appointments - Mayor + 2 Councillors + 1 Alternate)
Inter-Municipal Development Plan Committee (2 Appointments - Mayor + Councillor)
Lakeland Industry & Community Association (1 Appointment + 1 Alternate)
Lakeland Industry & Community Association - Integrated Watershed Management Plan Committee (1 Appointment)
Lakeland Lodge & Housing Foundation (2 Appointments)
Library Board (1 Appointment)
Local Assessment Review Board (3 Appointments)
Medley CFB Society (1 Appointment - Mayor)
Municipal Disaster Services Agency (2 Appointments)
Municipal Planning Commission (**All Council**)
Muni-Corr (1 Appointment + 1 Alternate)
Northern Lights Library System (1 Appointment)
Recreation & Culture Advisory Committee (1 Appointment)
Regional Partnership Committee (Ministers') (2 Appointments - Mayor + CAO)
Regional Partnership Opportunities Committee (2 Appointments - Mayor + Councillor)
Regional Recreation Committee (2 Appointments + 1 Alternate)
Regional (CLFN) Tourism Working Group Committee (1 Appointment + 1 Alternate)
Regional Utility Services Commission (4 Appointments)
Subdivision & Development Appeal Board (**All Members At Large**)
Unightly Premise Appeal Committee (1 Appointment)
Water North Coalition Liaison (2 Appointments)

A list of Council's current appointments for 2019/2020 to the various boards, committees and commissions of the City of Cold Lake has been attached for discussion.

Alternatives:

Recommended Action:

The Corporate Priorities Committee of Council reviewed the current appointments to the various boards, committees, and commissions of the City of Cold Lake and recommend that Council, at their annual Organizational meeting scheduled for October 27, 2020, appoint Mayor & Council to the City of Cold Lake's various boards, committees and commissions as follows for 2020/2021:

Alberta HUB (Buckle + Lay as Alternate)
Beaver River Regional Waste Management Commission (Copeland)
Cold Lake Community Grant Advisory Committee (Grau & Vining)
Cold Lake Economic Development Advisory Committee (Lefebvre & Soroka)



Cold Lake & District Family and Community Support Services Advisory Committee (Grau + Vining as Alternate)
Combative Sports Commission **(All Members At Large)**
Composite Assessment Review Board (Buckle, Lefebvre & Vining)
Corporate Priorities Committee **(All Council)**
Hearts for Healthcare Society (Copeland)
Inter City Forum on Social Policy (Grau + Vining as Alternate)
Inter-Municipal Collaboration Framework Committee (Copeland, Soroka & Vining + Buckle as Alternate)
Inter-Municipal Development Plan Committee (Copeland & Vining)
Lakeland Industry & Community Association (Copeland + Lay as Alternate)
Lakeland Industry & Community Association - Integrated Watershed Management Plan Committee (Buckle)
Lakeland Lodge & Housing Foundation (Lefebvre & Vining)
Library Board (Lefebvre)
Local Assessment Review Board (Buckle, Lefebvre & Vining)
Medley CFB Society (Copeland)
Municipal Disaster Services Agency (Buckle & Grau)
Municipal Planning Commission **(All Council)**
Muni-Corr (Lay + Buckle as Alternate)
Northern Lights Library System (Lefebvre)
Recreation & Culture Advisory Committee (Buckle)
Regional Partnership Committee (Ministers') (Copeland + CAO)
Regional Partnership Opportunities Committee w/ Town & M.D. of B'ville (Copeland & Soroka + CAO)
Regional Recreation Committee (Buckle & Vining + Copeland as Alternate)
Regional (CLFN) Tourism Working Group Committee (Lefebvre + Buckle as Alternate)
Regional Utility Services Commission (Buckle, Grau, Lay & Vining)
Subdivision & Development Appeal Board **(All Members At Large)**
Unightly Premise Appeal Committee (Grau)
Water North Coalition Liaison (Buckle & Lay)

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



2019/2020 COUNCIL APPOINTMENTS

Appointed October 22, 2019 Motion No. COM20191022.1002

LICA Integrated Watershed Management Plan (IWMP) Motion No. CRM20191126.1010

Remove Alternate Appt. Library Board & NLLS Motion No. CRM20191210.1022

ALL COUNCIL

Corporate Priorities Committee (CPC)
Municipal Planning Commission (MPC)

COUNCILLOR BUCKLE

Alberta HUB (Alternate - Lay)
Composite Assessment Review Board (CARB)
Inter-Municipal Collaboration Framework Committee (ICF) (Alternate)
Lakeland Industry & Community Association (LICA) Integrated Watershed Management Plan (IWMP) Committee
Local Assessment Review Board (LARB)
Municipal Disaster Services Agency
Muni-Corr (Alternate)
Recreation & Culture Advisory Committee (RCAC)
Regional Recreation Committee (Alternate - Copeland)
Regional (CLFN) Tourism Working Group Committee (Alternate)
Regional Utility Services Commission (RUSC)
Water North Coalition (WNC)

COUNCILLOR GRAU

Cold Lake Community Grant Advisory Committee
Cold Lake Family & Community Support Services (FCSS) (Alternate - Vining)
Inter-City Forum on Social Policy (ICFSP) (Alternate - Vining)
Municipal Disaster Services Agency
Regional Utility Services Commission (RUSC)
Unightly Premise Appeal Committee

COUNCILLOR LAY

Alberta HUB (Alternate)
Lakeland Industry & Community Association (LICA) (Alternate)
Muni-Corr (Alternate - Buckle)
Regional Utility Services Commission (RUSC)
Water North Coalition (WNC)

COUNCILLOR LEFEBVRE

Cold Lake Economic Development Advisory Committee (EDAC)
Composite Assessment Review Board (CARB)
Lakeland Lodge & Housing Foundation (LLHF)
Library Board
Local Assessment Review Board (LARB)
Northern Lights Library System (NLLS)
Regional (CLFN) Tourism Working Group Committee (Alternate - Buckle)

COUNCILLOR SOROKA

Cold Lake Economic Development Advisory Committee (EDAC)
Inter-Municipal Collaboration Framework Committee (ICF) (Alternate - Buckle)
Regional Partnership Opportunities Committee (RPOC)

COUNCILLOR VINING

Cold Lake Community Grant Advisory Committee
Cold Lake Family & Community Support Services (FCSS) (Alternate)
Composite Assessment Review Board (CARB)
Inter-City Forum on Social Policy (ICFSP) (Alternate)
Inter-Municipal Collaboration Framework Committee (ICF) (Alternate - Buckle)
Inter-Municipal Development Plan Committee (IDP)
Lakeland Lodge & Housing Foundation (LLHF)
Local Assessment Review Board (LARB)
Regional Recreation Committee (Alternate - Copeland)
Regional Utility Services Commission (RUSC)

MAYOR COPELAND (Ex-Officio)

Beaver River Regional Waste Management Commission (BRRWMC)
Hearts for Healthcare Society
Inter-Municipal Collaboration Framework Committee (ICF) (Alternate - Buckle)
Inter-Municipal Development Plan Committee (IDP)
Lakeland Industry & Community Association (LICA) (Alternate - Lay)
Medley CFB Society
Regional Partnership Committee (Ministers')
Regional Partnership Opportunities Committee (w/ Town & MD of B'ville) (RPOC)
Regional Recreation Committee (Alternate)

CHIEF ADMINISTRATIVE OFFICER

Regional Partnership Committee (Ministers')
Regional Partnership Opportunities Committee (w/ Town & MD of B'ville) (RPOC)



<u>BOARDS & COMMITTEES</u>	2018/2019	2019/2020	PROPOSED 2020/2021
Alberta HUB (<i>Ad Hoc</i>)	BUCKLE LAY (Alternate)	BUCKLE LAY (Alternate)	_____ _____
Annexation Review -Negotiations Committee (<i>Ad Hoc</i>) (<i>New as at 09/11/2012</i>)	COPELAND LAY SOROKA	N/A N/A N/A	N/A N/A N/A
Beaver River Regional Waste Management Commission (<i>Provincial Legislation - AIF R55</i>)	COPELAND	COPELAND	_____
Cold Lake Community Grant Advisory Committee (<i>ByLaw</i>)	N/A	GRAU VINING	_____ _____
Cold Lake Economic Development Advisory Committee (<i>ByLaw</i>)	LEFEBVRE SOROKA	LEFEBVRE SOROKA	_____ _____
Cold Lake & District FCSS Advisory Committee (<i>ByLaw</i>)	GRAU VINING (Alternate)	GRAU VINING (Alternate)	_____ _____
Combative Sports Commission (<i>ByLaw</i>)	ALL MEMBERS AT LARGE	ALL MEMBERS AT LARGE	
Composite Assessment Review Board (<i>CARB</i>) (<i>ByLaw</i>)	BUCKLE LEFEBVRE VINING	BUCKLE LEFEBVRE VINING	_____ _____ _____
Corporate Priorities Committee (<i>ByLaw</i>)	MAYOR & COUNCIL	MAYOR & COUNCIL	MAYOR & COUNCIL
Energy Centre Design Development Steering Committee (<i>Policy</i>)	MAYOR & COUNCIL	N/A	N/A
Hearts for Healthcare (<i>New as at 09/11/2012</i>)	COPELAND	COPELAND	_____
Inter City Forum on Social Policy (<i>Ad Hoc</i>)	GRAU VINING (Alternate)	GRAU VINING (Alternate)	_____ _____
Inter-Municipal Collaboration Framework Committee (<i>Ad Hoc</i>)	COPELAND SOROKA VINING BUCKLE (Alternate)	COPELAND SOROKA VINING BUCKLE (Alternate)	_____ _____ _____ _____
Inter-Municipal Development Plan Committee (<i>Ad Hoc</i>)	COPELAND VINING	COPELAND VINING	_____ _____
Lakeland Industry & Community Association (LICA) (AdHoc)	LAY	COPELAND LAY (Alternate)	_____ _____
Lakeland Industry & Community Association (LICA) Integrated Watershed Management Plan (IWMP) Committee (AdHoc)	N/A	BUCKLE	_____
Lakeland Lodge & Housing Foundation (<i>Provincial Legislation - AIF C8</i>)	LEFEBVRE VINING	LEFEBVRE VINING	_____ _____
Library Board (<i>ByLaw</i>)	LEFEBVRE	LEFEBVRE	_____



<u>BOARDS & COMMITTEES</u>	2018/2019	2019/2020	PROPOSED 2020/2021
Local Assessment Review Board (<i>LARB</i>) (<i>ByLaw</i>)	BUCKLE LEFEBVRE VINING	BUCKLE LEFEBVRE VINING	_____ _____ _____
Medley CFB Society (<i>Ad Hoc</i>)	COPELAND	COPELAND	_____
Municipal Disaster Services Agency (<i>ByLaw</i>)	BUCKLE GRAU	BUCKLE GRAU	_____ _____
Municipal Planning Commission (<i>ByLaw</i>)	MAYOR & COUNCIL	MAYOR & COUNCIL	MAYOR & COUNCIL
Muni-Corr (<i>Agreement</i>)	LAY BUCKLE (Alternate)	LAY BUCKLE (Alternate)	_____ _____
Northern Lights Library System (<i>Agreement</i>)	LEFEBVRE BUCKLE (Alternate)	LEFEBVRE	_____
Recreation & Culture Advisory Committee (<i>ByLaw</i>)	BUCKLE	BUCKLE	_____
Regional Partnership Committee (Ministers')	COPELAND NAGOYA	COPELAND NAGOYA	_____ _____
Regional Partnership Opportunities Committee w/ Town & M.D. of B'ville (<i>Ad Hoc</i>) (<i>Agmt.</i>)	COPELAND SOROKA NAGOYA	COPELAND SOROKA NAGOYA	_____ _____ _____
Regional Recreation Committee (<i>Ad Hoc</i>)	BUCKLE VINING COPELAND (Alternate)	BUCKLE VINING COPELAND (Alternate)	_____ _____ _____
Regional (CLFN) Tourism Working Group Committee	LEFEBVRE BUCKLE (Alternate)	LEFEBVRE BUCKLE (Alternate)	_____ _____
Regional Utility Services Commission (<i>Provincial Legislation - AIF R4</i>)	BUCKLE GRAU LAY SOROKA	BUCKLE GRAU LAY VINING	_____ _____ _____ _____
Subdivision & Development Appeal Board (<i>ByLaw</i>)	ALL MEMBERS AT LARGE	ALL MEMBERS AT LARGE	
Unightly Premise Appeal Committee (<i>ByLaw</i>) Municipal Code ByLaw No. 047-PL-98	GRAU	GRAU	_____
Water North Coalition	BUCKLE LAY	BUCKLE LAY	_____ _____