

Council Commitments

(COMMITTEES/APPOINTMENTS)

Further to the post-election schedule, the information below summarizes council commitments that will be ongoing during the term of Council. Based on the priority of the newly elected Council, committees, boards, commissions, and liaisons can be reduced or expanded upon. The list can also be impacted by provincial and/or federal legislation/regulations. This document is intended to be comprehensive, however it may not be an all-inclusive listing.

The following is a listing of the various committees that elected officials get appointed to during the annual organizational meeting in accordance with the Municipal Government Act. Typically, the duties are split between the seven elected members of Council, inclusive of the Mayor. The number of committees have substantially varied over the last 20 years. These committees have significantly increased in the current term of Council. Each committee has a varying degree of commitments for meetings, some of which occur during daytime hours, while others take place during evenings or weekends.

- Age Friendly Living Cold Lake Society - Liaison
- Alberta HUB
- Animal Care and Control Tribunal
- Beaver River Regional Waste Management Commission (BRRWMC)
- Budget Deliberations Committee (BDC)
- Business License Appeal Committee
- Cold Lake and District Family and Community Support Services (FCSS)
- Composite Assessment Review Board (CARB)
- Cold Lake Economic Development Advisory Committee (EDAC)
- Cold Lake Library Board
- Cold Lake Museum Society – Liaison
- Cold Lake Regional Chamber of Commerce – Liaison
- Cold Lake Regional Utility Services Commission (CLRUSC)
- Corporate Priorities Committee (CPC)
- Combative Sports Commission (CSC)
- Community Grant Advisory Committee (CGAC)
- Community Standards Appeal Committee
- Crime Severity Index Committee (CSI Committee)
- Economy Development Advisory Committee (EDAC)
- Emergency Advisory Committee (EAC)
- Elected Official Complaint Review Committee
- Elected Official Compensation Review Committee
- Hearts for Healthcare Society – Liaison
- Inter-City Forum on Social Policy (ICFSP)
- Inter-Municipal Collaboration Framework Committee (ICF)
- Inter-Municipal Development Plan Committee (IDP)
- Integrated Watershed Management Plan Committee (IWMP)
- Lakeland Lodge & Housing Foundation (LLHF)
- Lakeland Industry & Community Association – Liaison (LICA)
- Local Assessment Review Board, (LARB)
- MCC – Cold Lake Primary Care Medical Clinic (CL Medical)

- Medley CFB Society - Liaison
- Mid-sized Mayor's and CAO's Caucus
- MLA's Healthcare Committee
- Muni-Corr Ltd Board
- Municipal Planning Commission (MPC)
- Northern Lights Library System (NLLS)
- Policing Committee (PC)
- Recreation & Culture Advisory Committee (RCAC)
- Regional Partnership Opportunities Committee (RPOC)
- Regional Sports Tourism Committee (RSTC)
- Regional (CLFN) Tourism Working Group Committee
- Senior's Society – Liaison
- Subdivision and Development Appeal Board (SDAB)
- Taxi Permit Appeal Committee
- Urban Hen Keeper License Appeal Committee
- Water North Coalition (WNC)

Further to the above, the following tables provide further information on some of the committees and appointments. Please refer to the estimate time commitments as "orders of magnitude".

Internal Boards Commission, and Committees	Governing Document	Frequency & Estimated Annual Time Commitment	Mandatory Training
Regular City Council Meetings <i>(includes Special Council Meetings)</i> - All Council	Bylaw 653-BD-19 Procedure Bylaw	Two (2) per month except in summer <i>100 Hours</i>	Yes - Orientations
Corporate Priorities Committee Meetings <i>(includes Special CPC Meetings)</i> - All Council	Bylaw 377-BD-10	2024 – Nine (9) <i>27 Hours</i>	
Budget Meetings <i>(includes Service Level Review Meetings)</i> Budget meetings held in September/October after Service Level reviews with Budget Deliberations in November. - All Council	Policy 226-FN-22	Nine (9) meetings per year <i>27 Hours</i>	
Strategic Planning Sessions/Meetings - All Council		1 to 2 meetings annually <i>7 Hours</i>	
Council Complaints Committee Committee composed of all Councillors other than the one about whom a particular complaint is made. - All Council	Bylaw 618-AD-18	As needed <i>10 Hours</i>	
Municipal Planning Commission Commission composed of all Councillors to act as development authority. - All Council	Bylaw No. 309-BD-07	As needed <i>18 Hours (Various significantly pending development applications)</i>	
Taxi Permit Appeal Committee - All Council	Bylaw 760-PL-22	As needed -	

Business License Appeal Committee - All Council	Bylaw 675-PL-20	As needed -	
Community Standards Appeal Committee - All Council	Bylaw 816-PL-23	As needed -	
Cold Lake and District Family and Community Support Services Advisory Committee The Committee acts as an advisor to Council with respect to policy development and planning for social service-based programs, services and facilities.	Bylaw 509-BD-14	Monthly 40 Hours	
Combative Sports Commission The Commission shall control and sanction any Regulated Combative Sports Event within the City within the context of the Bylaw.	Bylaw 377-BD-10	As needed 0-15 Hours	
Community Grant Advisory Committee The Committee reviews funding requests from various community groups and organizations that address community service needs and make recommendations to Council for funding which aligns with established grant and sponsorship programs, within budgeted allocations for the programs, including the Community Capital Project Grant and Recreation, Culture and Goodwill Grant Programs.	Bylaw 643-BD-19	Every second month 24 Hours	
Economic Development Advisory Committee The Committee makes recommendations on economic development initiatives to Council which promote, initiate, expand and enhance the full economic potential of Cold Lake by using local and regional assets and worldwide opportunities to improve the standard and quality of life for City residents.	Bylaw 578-BD-16	Monthly 40 Hours	
Emergency Advisory Committee To advise Council on the development of emergency plans and programs for the City of Cold Lake. (Previously Municipal Disaster Services Agency).	Bylaw 737-PL-22	Two (2) meetings annually 6 Hours	
Subdivision & Development Appeal Board The Board hears appeals of the City subdivision authority pursuant to section 678(2)(b) of the Municipal Government Act and appeals of the City development authority pursuant to section 685 of the Municipal Government Act.	Bylaw 621-BD-18	As needed <i>Delegated to public members at this time</i>	Yes
Local Assessment Review Board The Board hears assessment complaints referred to in section 460.1 (1) of the Municipal Government Act. This appointment requires formal training and the passing of an industry regulated competency test.	Bylaw 615-BD-17	0-3 meetings 6 Hours	Yes
Composite Assessment Review Board The Board hears composite assessment complaints referred to in section 460.1 (2) of the Municipal Government Act. This appointment requires formal training and the passing of an industry regulated competency test.	Bylaw 616-BD-17	0-3 meetings 6-12 Hours	Yes

<p>Animal Control Tribunal The Animal Control Tribunal hears appeals of vicious animal designations. Caution: Members appointed to this Tribunal may see evidence that may be disturbing to some people.</p>	Bylaw 755-PL-22	0-3 meetings <i>3 - 6 Hours</i>	
<p>Municipally Controlled Corporation (MCC) – CL Medical Clinic The Corporation operates a primary care medical clinic and related support services within the City of Cold Lake in accordance the Section 75(1) of Municipal Government Act and the Unanimous Share Holder Agreement between the City and the MCC.</p>	Unanimous Share Holder (USA) Agreement	Four (4) meetings <i>20 Hours</i>	
<p>Regional Sports Tourism Committee (RSTC) This is a joint Committee of the Municipal District of Bonnyville, City of Cold Lake, Town of Bonnyville, and the Village of Glendon. The purpose of the Committee is to act as a regional representative and advocate for attracting large sporting events to the region and coordinate the successful execution of such events on behalf of the respective partnering municipalities.</p>	Policy 229-BD-23	Quarterly <i>12 Hours</i>	
<p>Policing Committee The Committee has duties, functions, and responsibilities set out in Section 23 of the Police Act such as administration of the municipal police service agreement (MPSA), assist in selecting the officer in charge (OIC); represent the interest of the Council to the OIC; in consultation with the OIC, develop a yearly plan of priorities and strategies for municipal policing; represent the interest and concerns of the public to the OIC; assist the OIC in resolving public complaints, and appoint a Public Complaint Director.</p>	Bylaw 818-BD-23	Quarterly <i>16 Hours</i>	
<p>Elected Official Compensation Review Committee The Committee reviews the expectations of the elected officials in accordance with the Municipal Government Act, reviews the existing Mayor and Council compensation structure, and provides recommendations to Council on improvements to Policy No. 123-AD-10, being the Council Honorarium and Per Diem Policy.</p>	Bylaw 641-BD-19	As needed <i>N/A</i>	
<p>Inter-Municipal Collaboration Framework Committee</p>	Bylaw 641-BD-19	As needed <i>N/A</i>	
<p>Urban Hen Keeper License Appeal Committee</p>	Bylaw 704-AD-21	As needed <i>0 - 3 Hours</i>	

The following chart provides additional information about external Boards, Commissions, Committees, and Liaisons which have Council representation:

EXTERNAL Board, Commission, Committee with City Council Representation	Meetings per Month	Estimate Time Commitment per Year
Regional Utility Services Commission	Monthly	22 Hours
Lakeland Lodge & Housing Foundation	Monthly	30 Hours
Regional Partnerships Opportunities Committee	As needed	-
Age Friendly Cold Lake Society	Monthly	22 Hours
Alberta HUB	Monthly	100 Hours
Beaver River Regional Waste Management Commission	Monthly	3-9 Hours
Cold Lake & CLFN Economic Development & Tourism	As needed	-
Cold Lake Regional Chamber of Commerce – Liaison;	Monthly	36 Hours
Crime Severity Index Committee (CSI Committee)	As needed	16 Hours
First Nation – Municipal Community Economic Development	As needed	100 Hours
Hearts for Healthcare Committee – Liaison	Bi-Monthly	10 Hours
Inter-City Forum on Social Policy	Couple times a year	6 Hours plus travel
Lakeland Industry & Community Association – Liaison (LICA)	As needed	12 Hours
Medley CFB Society - Liaison	As needed	10 Hours
Mid-Sized Cities Mayors' and CAO's Caucus	Monthly	100 Hours
MLA's Health Care Committee	As needed	20 Hours
Muni-Corr LTB	Monthly	33 Hours
Northern Lights Library System	Monthly	50 Hours
Senior's Society Liaison	Monthly	22 Hours
Cold Lake Regional Chamber of Commerce Liaison	Quarterly	8 Hours
Cold Lake Museum Society Liaison	Monthly	22 Hours
Water North Coalition	2022 – One (1)	3 Hours plus travel

The following are some examples of Conferences that are attended by various elected officials throughout the province. Attendance at any conference is neither mandatory or promoted with the exception of a few. Careful consideration and consultation relating to council priorities, municipal policies and budget impacts prior to attending various conferences. The following list is not all-inclusive.

Alberta Professional Planners Institute

Annual National Conference – Typically held in July.

Alberta Library Conference

The Alberta Library Conference (ALC) is Alberta's largest provincial library conference, hosted annually by the Library Association of Alberta (LAA) and the Alberta Library Trustees Association (ALTA). Held every year in Jasper, Alberta, this conference provides library staff, trustees, and students with opportunities for professional development and social networking.

This event is typically held in April.

Growing the North Conference

The Growing the North Conference is an annual event in northwestern Alberta that brings together municipal leaders, entrepreneurs, and business people to examine innovation and explore economic development opportunities in the region. It is organized by a group of partners including the Grande Prairie & District Chamber of Commerce, City of Grande Prairie, County of Grande Prairie, and other organizations.

This Conference is usually held in February.

Family and Community Support Services Association (FCSSAA) Conference

With more than 400 FCSS program members, the FCSSAA's larger network covers almost every municipality in Alberta. The annual summit gives members an opportunity to learn, share, collaborate and connect.

This conference is typically held in November.

AB Muni's Convention

This Convention is open to all municipalities in Alberta where there's networking, resolutions, education, and a tradeshow. This conference is typically held in September or October in Edmonton or Calgary in offsetting years.

(This conference has already been included in the post-election council schedule).

AB Muni's President's Spring Leadership Summits

This is typically a two-day gathering of municipal leaders to discuss emerging trends and priority issues amongst municipalities. This conference is typically held in March in Edmonton.

Alberta Municipalities' Summer Municipal Leaders' Caucuses

These are one-day events that are hosted throughout Alberta. Last year the caucus for the Lakeland area held its meeting on June 13, 2024 in Bonnyville. There are four other locations throughout Alberta.

Federation of Canadian Municipalities Conferences (ANNUAL)

Join more than 1,000 elected officials from coast to coast to coast for redefining our future, FCM's Annual Conference and Trade Show and Canada's largest pan-Canadian gathering of elected officials.

"Through our thoughtfully chosen activities and programming, AC 2024 will help you foster connections with your peers, partners and federal representatives while providing you with the tools and insights you to address challenges and embrace new opportunities for municipal success."

This conference is typically held in May/June.

Federation of Canadian Municipalities Conferences (Annual Sustainable Communities Convention)

Meet hundreds of change agents from across the country and discover new ideas on how to tackle your community's most pressing sustainability challenges. Deepen your expertise by participating in workshops, keynote sessions, trainings, study tours and networking opportunities.

This conference is typically held in February.

Social Disorder and Urban Crime Conferences

There are several small conferences and gathers in this regard. No specific dates are listed.

Alberta Care (Recycling) Conferences

Since 1994, Alberta CARE has worked in cooperation with many different government organizations, industries, recycling groups and non-profit societies – all with the intent of increasing the viability of recycling initiatives in Alberta.

Alberta CARE, in cooperation with Alberta municipalities and organizations, focuses on:

- Coordination of regionally based recycling projects and programs
- Promotion and education of the benefits and importance of recycling
- Increasing public awareness of recycling opportunities and challenges
- Connecting varied private and public interests in relation to the coordination of recycling initiatives and in some cases, playing a leadership role in same
- Identifying potential economic development opportunities associated with recycling and waste management initiatives

This conference is typically held in September.

Canadian Association for Civilian Oversight of Law Enforcement (CACOLE) Conferences

CACOLE's Annual Professional Development Conference typically takes place in May in Calgary, bringing together police oversight professionals from across Canada and abroad, with the common goal of improving policing. Participants will have the option of attending virtually or in person.

Subject matter experts will tackle issues of interest to police oversight professionals, members of law enforcement, police unions, government officials and students enrolled in legal programs.

Topics will include:

- Impact of Police Use of Technology such as Body-Worn Cameras
- Recent Legal Developments
- Innovative Complaint Resolution Pilot Programs
- Trauma-Informed Investigations
- The Role of Media
- International Oversight Best Practices

Alberta Association of Police Governance Conferences

The AAPG supports excellence in civilian governance and oversight of police services in Alberta. Through the AAPG, members have access to educational opportunities, best practices, and forums for liaison with related agencies. The AAPG advocates for effective police governance and oversight that is responsive to our changing environment. In that regard, the AAPG provides input and feedback on potential changes to relevant legislation and policies.

This conference is typically held in May, this event has been held in Lethbridge, and the next scheduled in Westlock, Alberta.

Canadian Hydrogen Convention

The Canadian Hydrogen Convention strategic conference will feature the most influential leaders in the energy ecosystem to discuss the role of hydrogen in global economies, the latest technological breakthroughs, current and long-term strategies, and the actions required to scale the hydrogen economies of the future. Delivering on strategic, technical, and operational insights, the conference will provide the insights necessary to shape and accelerate the continued growth of the hydrogen value chain.

This conference is typically held in April/May.

Global Energy Show Canada

The 2024 Global Energy Show Strategic Conference will provide critical knowledge and insights on the solutions for change and transformational progress across the energy ecosystem. It will showcase how the industry is coming together to address and solve some of its biggest challenges and help shape the future of energy. Global CEOs, industry experts and influencers will explore the latest trends and dynamics, pathways and solutions for the energy transition, global outlooks, and growth drivers in 2024 and beyond.

This conference is typically held in June.

World Petroleum Council Congress

The World Petrochemical Conference is the premier gathering of industry leaders, global experts, and government officials sharing insights, and discussing the major strategic issues facing all aspects of the petrochemical industry.

Experience a robust week of programming featuring leading global experts and industry executives discussing critical issues impacting the chemical market. Engage with your peers at well-curated, high-impact networking offerings. Expand your industry knowledge through our leading petrochemical training courses.

This conference was held in March 18 - March 22, 2024 in Houston, Texas

Carbon Capture Convention Canada

Climate change is currently the major global environmental challenge. Nations strive to transit their economy from carbon-intensive to low- carbon in terms of adaption and transition by reducing or capturing greenhouse gas (CO₂) emission. As a pioneer in a low carbon economy, Canada has implemented carbon tax system and established huge fund support for low carbon technology development and marketing.

As carbon capture, utilization and storage becomes more prevalent, some advocates question whether it amounts to another way to prop up the oil and gas industry. Others argue it's the only way forward to a net-zero future. Let's dive into a discussion at the Carbon Capture Canada Conference.

This conference is typically held in September.

Recovery Capital Conference

Nearly 2,000 healthcare professionals attended the 8th Annual Recovery Capital Conference in Calgary on April 3 and 4, 2024 in Calgary at the TELUS Convention Centre. Canada's Recovery Capital Conference provides education on shifting to a Recovery Oriented System of Care in Canada to overcome addiction.

This conference is typically held in April.

APWA Conference (International)

PWX provides a first-class multi-modal learning experience designed for professionals at all levels and across the entire spectrum of public works. Come prepared to see, hear, touch, and discuss in a variety of traditional and interactive sessions, seminars, workshops, and networking opportunities.

Attendees can also spend time on North America's largest exhibit floor for public works equipment and services—we've carved out generous portions of non-compete time, so you don't miss any sessions. Kick tires, talk about technology, or get the scoop on new products.

This conference is typically held in August.

APWA Conference (Alberta)

The is an APWA event specific to Alberta and typical held in Red Deer Alberta. Minister of Transportation provide various commentaries and recognition of communities

This conference was held on April 17 - April 19, 2024 in Red Deer, Alberta

Go East Tourism (AGM)

GET typical hosts an AGM with special guests relating to tourism in Alberta.

This summit is typically held in November.

International Council of Shopping Centers (ICSC) - Whistler

Create connections and catalyze deals with the innovators, dealmakers and changemakers driving the market-places industry forward in your region. Advance your business goals and experience the latest trends shaping the spaces where consumers shop, dine, work, play, and gather.

This conference is typical held in the last week of January in Whistler, British Colombia.

International Council of Shopping Centers (ICSC) – Las Vegas

Create connections and catalyze deals with the innovators, dealmakers and changemakers driving the market-places industry forward in your region. Advance your business goals and experience the latest trends shaping the spaces where consumers shop, dine, work, play, and gather.

This conference is typically held in mid-May in Las Vegas, Nevada. Please note that the City of Cold Lake has never attended this specific event as the City attends the Whistler event from time to time.

International Council of Air Shows (ICAS) - Las Vegas

For three and a half days in Las Vegas, in December, hundreds of air show professionals...all with a common challenge...all eager to share information, insight and ideas...and all working to apply the lessons of the past to the challenges and opportunities of 2025 and beyond.

This conference is typically held in December.

Alberta Aviation Council Conference

The Alberta Aviation Council is proud to have closed out another successful conference this spring, this time at the Westin Calgary Airport. This year's event saw engaging keynotes, educational breakout panels, and a ton of networking and collaboration. Also new this year was our annual Canadian AME Competition, which brought together industry to showcase the talent of the aircraft maintenance engineer, while welcoming over 300 local students to explore career opportunities in aviation. This event typically takes place in May.

The 2025 Alberta Aviation and Aerospace Conference will take place May 6th and 7th in Edmonton, Alberta.

Canada's Global Defence and Security Trade Show (CANSEC)

CANSEC is Canada's global defence and security trade show hosted annually in Ottawa since 1998. It is hosted by the Canadian Association of Defence and Security Industries (CADSI), the national industry voice of hundreds of Canadian defence, security and cybersecurity companies. The two-day event showcases leading-edge technology, products and services for land-based, naval, aerospace and joint forces military units. It is not considered a conference, although it typically features up to four keynote addresses during breakfast and lunch meal events.

This event typically takes place in May.

DEFSEC Atlantic Canada Aerospace & Defence Association

DEFSEC Atlantic presented by the Atlantic Canada Aerospace & Defence Association is a major networking opportunity for the Aerospace, Defence and Security industries – the second largest of its kind in Canada. Focused on showcasing Atlantic Canadian opportunities, the show's worldwide reach creates partnership potential for all attendees.

This event typically takes place in October.

Tourism Industry Association Alberta Tourism Advocacy Summit

Hosted at the JW Marriott in Edmonton, the Alberta Tourism Advocacy Summit is the industry's premier event to learn about current government priorities, to gain political and industry insights from experts and media observers, and for you to share your industry points-of-view with elected and nonelected representatives.

Responding to attendee feedback from the last Alberta Tourism Advocacy Summit, Summit 2024 has been reformatted to include breakout sessions on 4 main thematic areas: Marketing, Place, Access and Leadership. Each of the breakout sessions will feature speakers and panels on a wide range of topics including:

- Tourism zone development insights
- Air access capacity
- Destination reputation management
- Tomorrow's traveler
- Predictive analytics
- Public lands access
- Citizen engagement
- Meeting ESG expectations
- Predictive analytics
- ...And much, much, more.

Northern Alberta Development Council (NADC) – Leadership Summit - In 2024, this event was held February 4 - February 6, 2024, Edmonton Alberta.