



---

**Revenue Allocation for the Photo Enforced Traffic Safety Program Policy**

**POLICY NUMBER: 201-AD-16**

---

Approval Date: November 22, 2016

Revise Date:

Motion Number: CM20161122.1009

Repeal Date:

Supersedes:

Review Date:

---

**1.0 Policy Intent**

The City of Cold Lake is committed to funding projects which promote public safety, prevent a public safety issue and/or address existing public safety concern. The City also acknowledges that infrastructure can play an important role in public safety prevention, promotion, and response and as such, public safety directed infrastructure projects provide significant benefit to the community.

As such, the City of Cold Lake shall designate all revenue received from the Photo Enforced Traffic Safety Program to be held in reserves and allocated to the Infrastructure Safety Fund. The intent is to ensure the infrastructure projects funded by the Infrastructure Safety Fund are those identified by citizen concerns as priority areas for public safety.

**2.0 Purpose**

The purpose of the Revenue Allocation for the Photo Enforced Traffic Safety Program Policy is to establish the Infrastructure Safety Fund and provide guidelines and a transparent process to administer the community directed fund.

**3.0 Policy Statement**

- 3.1 The City of Cold Lake shall establish the Infrastructure Safety Fund. All net revenue received from the Photo Enforced Traffic Safety Program shall be allocated to the Infrastructure Safety Fund.
- 3.2 Funding, through the Infrastructure Safety Fund, may be used for infrastructure projects which promote public safety, prevent a public safety issue and/or address an existing public safety concern.
- 3.3 The public shall be given the opportunity to submit applications to direct the use of funds from the Infrastructure Safety Fund. Applications must include both of the following:

- 3.3.1 Public Safety Component: Either, the recognized public safety need, the preventable public safety issue, or safety concern in the community; and
- 3.3.2 Infrastructure Component: A proposed infrastructure based solution.
- 3.4 The following guidelines shall be established to ensure transparent and consistent administration of the Infrastructure Safety Fund:
  - 3.4.1 Eligibility criteria for infrastructure projects;
  - 3.4.2 Application process;
  - 3.4.3 Application evaluation criteria;
  - 3.4.4 Fiscal management of the Fund.
- 3.5 City of Cold Lake administration shall retain the authority to determine which applications are the most feasible in light of all the factors related to its implementation. Cold Lake City Council shall ultimately determine which projects are funded from the Infrastructure Safety Fund.

#### **4.0 Managerial Guidelines**

##### **Eligibility criteria for infrastructure projects**

- 4.1 The proposed use of funds must:
  - 4.1.1 Improve local, publically owned infrastructure by doing at least one of the following:
    - 4.1.1.1 construct a new infrastructure project;
    - 4.1.1.2 fix, enhance or upgrade current infrastructure;
    - 4.1.1.3 replace current infrastructure;
  - 4.1.2 Promote public safety or address an existing public safety concern within the City of Cold Lake;
  - 4.1.3 Be affordable and financially sustainable; and
  - 4.1.4 Be supported by the community.
- 4.2 The following uses of funds shall not be considered for allocation from the Infrastructure Safety Fund:
  - 4.2.1 projects that take place outside of the City of Cold Lake;
  - 4.2.2 projects that improve privately owned infrastructure.

##### **Application Process**

- 4.3 Applicants may submit applications through the standardized application process (at the attention of the Engineering Manager, Infrastructure Services) throughout the year. All applications received by June 30<sup>th</sup> will be considered by administration for the following fiscal year.
- 4.4 The application must be submitted on the form prescribed by the City and attached as Appendix “A” to this Policy and may include letters of support from the community.
- 4.5 Administration shall provide its recommendation to the Cold Lake City Council during the fall annual budget deliberations.

- 4.6 The Cold Lake City Council shall consider the recommendation and select the project(s) to receive funding from the Infrastructure Safety Fund by January 1<sup>st</sup>.
- 4.7 Administration may bring further recommendations to Council throughout the year and Council may consider funding additional projects if deemed necessary and feasible.

**Application Evaluation Criteria**

- 4.8 Administration may consider recommending projects for funding from the Infrastructure Safety Fund if it meets the eligibility criteria for infrastructure projects pursuant to this policy. At its discretion, administration retains the right to refuse to recommend any application.
- 4.9 The Selection Committee may consider the extent to which the project will potentially impact the community by considering the following:
- 4.9.1 The demographics of the community who will be served by the project;
  - 4.9.2 The number of community members who may potentially benefit from the project outside of the applicant's direct membership;
  - 4.9.3 The level of community support for the project as demonstrated by a statement of support from community stakeholders;
  - 4.9.4 The potential longevity of the project;
  - 4.9.5 How the project will benefit the community;
  - 4.9.6 The extent to which the project duplicates other available initiatives in the area.
- 4.10 The City may seek input on the evaluation of projects from City of Cold Lake Municipal Enforcement, RCMP, other organizations and/or community groups where deemed appropriate.
- 4.11 Administration shall also consider the amount of money available in the Infrastructure Safety Fund. Due to financial limitations, not all applications which meet the evaluation criteria will receive funding.
- 4.12 At its discretion, administration retains the right to recommend a project that does not meet all of the policy criteria but is still deemed to be worthy of consideration.

**Fiscal Management of the Fund**

- 4.13 All net revenue received from the Photo Enforced Traffic Safety Program shall be allocated to the Infrastructure Safety Fund.
- 4.14 Cold Lake City Council shall at its discretion determine the total amount of funds to be distributed from the Infrastructure Safety Fund in each fiscal year. The amount of funds to be distributed in a fiscal year may not exceed the total amount identified by Cold Lake City Council in its annual budget.

4.15 All monies within the Infrastructure Safety Fund not allocated in any year will remain in the Infrastructure Safety Fund and will be accrued to the next fiscal period.

**5.0 References**

**6.0 Persons Affected**

Cold Lake City Council  
City of Cold Lake members of the public  
City of Cold Lake Infrastructure Department

**7.0 Revision/Review History**

*Nov. 29, 2016*

\_\_\_\_\_  
Date

*[Signature]*

\_\_\_\_\_  
Chief Administrative Officer

*November 29, 2016*

\_\_\_\_\_  
Date

*[Signature]*

\_\_\_\_\_  
Mayor



**INFRASTRUCTURE SAFETY FUND APPLICATION**

**SECTION 1: APPLICANT INFORMATION**

Name of Individual/Organization:	Phone Number:
Mailing Address:	

**SECTION 2: PUBLIC SAFETY ISSUE, NEED, CONCERN**

<p><b>The proposed use of funds must do at least one of the following</b> (<i>check all that apply</i>):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Promote public safety</li> <li><input type="checkbox"/> Prevent a public safety issue</li> <li><input type="checkbox"/> Address an existing public safety concern</li> <li><input type="checkbox"/> Other (<i>please briefly describe below</i>):</li> </ul>	<p><b>Public Safety needs/issues/concerns:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> lighting in public spaces</li> <li><input type="checkbox"/> crosswalks and/or sidewalks</li> <li><input type="checkbox"/> bike and/or pedestrian walking paths</li> <li><input type="checkbox"/> repurposing of public spaces</li> <li><input type="checkbox"/> intersection and/or street improvements</li> <li><input type="checkbox"/> uneven surface(s)/ ground(s)</li> <li><input type="checkbox"/> garbage receptacles</li> <li><input type="checkbox"/> traffic (speed, volume, noise)</li> <li><input type="checkbox"/> crime, mischief activity, victimization</li> <li><input type="checkbox"/> signage</li> <li><input type="checkbox"/> wildlife and/or domestic animals</li> <li><input type="checkbox"/> other _____</li> </ul>
---	--

**Describe the public safety need, issue, or concern:**  
 You may wish to include: when the issue/concern was noticed, the severity, any noticed incidences

**Location(s) Affected:**

**SECTION 3: PROPOSED INFRASTRUCTURE SOLUTION**

The proposed use of funds must improve local, publically owned infrastructure by doing at least one of the following (check all that apply):

- construct a new infrastructure project
- fix, enhance or upgrade current infrastructure
- replace current infrastructure

Proposed Specific Location(s) of the Project:

Brief Description of the Project:

How will the proposed project address public safety within the City of Cold Lake?

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 as demonstrated by a statement of support from community stakeholders (attach if applicable); the potential longevity of the project; how the project will benefit the community.)

Indicate any innovative, unique, or additional factors that may be associated with this application:

**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 return the completed application to the City of Cold Lake at the address below.

<b>For Office Use Only</b>	
Date Received: _____	Decision Date: _____
Decision:    Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Staff Initial: _____