




MACKENZIE COUNTY

# COMMITTEE OF THE WHOLE MEETING

**AUGUST 16, 2022**  
**10:00 AM**

FORT VERMILION COUNCIL  
CHAMBERS

 780.927.3718

 [www.mackenziecounty.com](http://www.mackenziecounty.com)

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**Mackenzie County**



**MACKENZIE COUNTY  
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, August 16, 2022  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the July 12, 2022 Committee of the Whole Meeting	5
		b)	
<b>DELEGATIONS:</b>	4.	a) George Peters - Creating a Fish Stocking Pond (11:00 a.m.)	11
		b) Dwaine Sands – The Heritage Series Showcase by Grand Tour 360 Inc. (11:15 a.m.)	15
		c) Fort Vermilion RCMP – Crime Statistics (11:30 a.m.)	21
		d)	
<b>BUSINESS:</b>	5.	a) Alberta Winter & Summer Games Update	35
		b) Traffic Count Data	99
		c) Cheque Registers – July 11 – August 12, 2022	103
		d) MasterCard Statements – June 2022	105
		e)	
<b>POLICY REVIEW</b>	6.	a) None	
		b)	
		c)	

**CLOSED MEETING:** *Freedom of Information and Protection of Privacy Act* Division  
2, Part 1 Exceptions to Disclosure

- 7. a) None
- b)

**NEXT MEETING  
DATE:** 8. a) Committee of the Whole Meeting  
TBD at the Organizational Meeting on October  
25, 2022

**ADJOURNMENT:** 9. a) Adjournment



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>August 16, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the June 12, 2022 Committee of the Whole Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the June 12, 2022 Committee of the Whole Meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

Approved Council Meeting minutes are posted on the County website.

**POLICY REFERENCES:**

**Author:** J. Schmidt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the June 12, 2022 Committee of the Whole Meeting be adopted as presented.

**Author:** J. Schmidt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**MACKENZIE COUNTY  
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, July 12, 2022  
10:00 a.m.**

**Fort Vermilion Council Chambers  
Fort Vermilion, AB**

<b>PRESENT:</b>	Josh Knelsen	Reeve
	Walter Sarapuk	Deputy Reeve
	Peter F. Braun	Councillor
	Cameron Cardinal	Councillor
	David Driedger	Councillor (virtual arrived 10:05 a.m., left meeting at 11:00 a.m.)
	Garrell Smith	Councillor
<b>REGRETS:</b>	Lisa Wardley	Councillor (virtual)
	Jacquie Bateman	Councillor
	Darrell Derksen	Councillor
<b>ADMINISTRATION:</b>	Ernest Peters	Councillor
	Byron Peters	Interim Chief Administrative Officer/ Director of Projects and Infrastructure
	Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary
	Jennifer Batt	Director of Finance
	Don Roberts	Director of Community Services
	John Zacharias	Director of Utilities
	Caitlin Smith	Director of Planning and Agriculture
Colleen Sarapuk	Administrative Officer	

**ALSO PRESENT:**

Minutes of the Committee of the Whole Meeting for Mackenzie County held on July 12, 2022 in the Council Chambers at the Fort Vermilion County Office.

**CALL TO ORDER: 1. a) Call to Order**

Reeve Knelsen called the meeting to order at 10:00 a.m.

**AGENDA: 2. a) Adoption of Agenda**

**MOTION COW 22-07-082 MOVED** by Councillor Braun

That the agenda be adopted with the following additions:

\_\_\_\_\_  
\_\_\_\_\_

- 5. d) Fort Vermilion Grazing Reserve
- 6. b) Off-Highway Vehicle Bylaws

**CARRIED**

**MINUTES FROM  
PREVIOUS MEETING:**

- 3. a) Minutes of the June 23, 2022 Committee of the Whole Meeting**

**MOTION COW 22-07-083**

**MOVED** by Councillor Wardley

That the minutes of the June 23, 2022 Committee of the Whole Meeting be adopted as presented.

**CARRIED**

**BUSINESS**

- 5. a) Disposal of Animal Carcasses Options**

Councillor Driedger joined the meeting at 10:05 a.m.

**MOTION COW 22-07-084**

**MOVED** by Councillor Smith

That a recommendation be made to Council for administration to communicate with Sunnybrook Sausages regarding disposal of animal carcasses and to advertise proper disposal processes.

**CARRIED**

**BUSINESS**

- 5. b) Cheque Registers – June 20, 2022 – July 8, 2022**

**MOTION COW 22-07-085**

**MOVED** by Councillor Wardley

That the cheque registers from June 20, 2022 – July 8, 2022 be received for information.

**CARRIED**

**BUSINESS**

- 5. c) MasterCard Statements – May 2022**

**MOTION COW 22-07-086**

**MOVED** by Councillor Braun

That the MasterCard statements for May 2022 be received for information.

**CARRIED**



**BUSINESS**

**5. d ) Fort Vermilion Grazing Reserve (ADDITION)**

**MOTION COW 22-07-087**  
Requires Unanimous

**MOVED** by Councillor Smith

That a recommendation be made to Council that a letter be sent to the Minister of Agriculture in regards to the Fort Vermilion Grazing Reserve Improvement.

**CARRIED UNANIMOUSLY**

**POLICY REVIEW**

**6. a) Amend - Policy FIN029 Asset Disposal Policy**

**MOTION COW 22-07-088**

**MOVED** by Councillor Wardley

That a recommendation be made to Council that Policy FIN029 Asset Disposal Policy be amended as presented.

**CARRIED**

**POLICY REVIEW**

**6. b) Off-Highway Vehicles Bylaws (ADDITION)**

**MOTION COW 22-07-089**  
Requires Unanimous

**MOVED** by Councillor Cardinal

That the Off-Highway Vehicles Bylaws be received for information.

**CARRIED UNANIMOUSLY**

Reeve Knelsen recessed the meeting at 11:00 a.m. and reconvened at 11:30 a.m. without Councillor Driedger

**DELEGATION**

**4. a) Royal Canadian Mounted Police (RCMP) – Crime Statistics**

**MOTION COW 22-07-090**

**MOVED** by Councillor Braun

That the RCMP crime statistics reports be received for information.

**CARRIED**

**CLOSED MEETING**

**7. a) Closed Meeting**

**NEXT MEETING DATE:**

**8. a) Committee of the Whole Meeting**  
August 16, 2022

10.00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT: 9. a) Adjournment**

**MOTION COW 22-07-091 MOVED** by Councillor Wardley

That the July 12, 2022 Committee of the Whole meeting be adjourned at 12:05 p.m.

**CARRIED**

These minutes will be presented for approval on August 16, 2022 Committee of the Whole meeting.

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Joshua Knelsen  
Reeve

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Byron Peters  
Interim Chief Administrative Officer

Unapproved

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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>August 16, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer/Director of Projects &amp; Infrastructure</b>
	<b>DELEGATION</b>
<b>Title:</b>	<b>George Peters, Community Member – Creating a Fish Stocking Pond</b>

**BACKGROUND / PROPOSAL:**

Community members would like to bring forward the creation of a Fish Stocking Pond. The attached map shows where the proposed lake is located.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**Author:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_ **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_


88



Propose to stock Perch & Rainbow Trout for this lake across from Wadlin Lake turn off (1/4 mile from 88 Hwy with a cut line going to it already).  
Size: 1 Kilometre X 700 metres  
Depth: Max depth of 10 metres

Wadlin Lake

Google

 Open app | X







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>August 16, 2022</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>DELEGATION Dwain Sands – The Heritage Series Showcase by Grand Tour 360 Inc.</b>

## **BACKGROUND / PROPOSAL:**

Dwain Sands will be presenting The Heritage Series Showcase by Grand Tour 360 Inc.

<https://www.grandtour360.net/the-heritage-series/>

## **OPTIONS & BENEFITS:**

Every place has a unique history and has their own story. Heritage is important and its preservation paramount for future generations to learn about their history. Mackenzie County has many historical buildings, sites and museums that our area can showcase.

## **COSTS & SOURCE OF FUNDING:**

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

## **POLICY REFERENCES:**

N/A

**Author:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_ **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_





**Introducing The Heritage Series Showcase by Grand Tour 360 Inc.**

The Heritage Series is a special showcase package created specifically for heritage sites such as museums, historical buildings, and churches. Even whole towns and settlements!

Our heritage is important and its preservation paramount for future generations to learn about their history. And Grand Tour 360 has created a package designed to bring your story to the world online in a dynamic and creative format, featuring 3D virtual tours and video production.

That online presence has the ability to not only showcase your heritage site to countless viewers around the globe, but to inspire "in person" visits and potential philanthropy to assist in maintaining and further developing your site.

**Let us help keep your past alive!**

Every place has a unique history. Its own story. Real life chapters of the past that you and your community have worked hard to preserve. And you want the world to know your tale.

**Perfect for any historical attraction.**

Your site is a great source of historical information. But what if people can't get there? No problem! *Bring them there online* with a Heritage Series Showcase from Grand Tour 360.

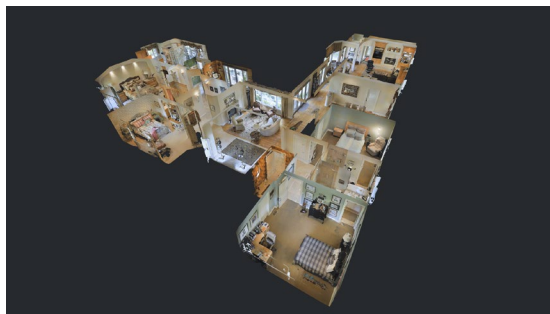
Museums. Heritage sites. First Nations and Metis Settlements. Historical buildings. Churches. Even whole towns! We can bring the world **TO YOU!**

## What is a Heritage Series Showcase?

The Heritage Series Showcase was created to help promote the online presence of museums and heritage and historical sites.

It consists of 3 components:

- **Immersive 3D Virtual Tours:** We use Matterport technology to create 3D immersive models of "spaces" that allow viewers to explore the model at their own pace. The models contain Mattertag "Points of Interest" that can contain text or multi-media information to enhance the viewing experience.
- **Video Presentation:** Grand Tour 360 will create a professionally produced feature video of your heritage project, created with broadcast quality video including high-definition aerial videography. Fully edited with music, graphics, and voice-over, this short feature can tell your story with sight and sound.
- **Webpage or Landing Page:** We will create a unique web page to contain these components that will link directly to your current website.



## What is a Matterport 3D Virtual Tour?

Grand Tour 360 was one of the first companies in Alberta to invest in a Matterport 3D Camera in 2017. Matterport's 3D technology provides one of the freshest and most engaging methods of showcasing a physical environment online. Welcome to the technology of virtual touring, a 360-degree high-definition voyage that immerses your audience into your physical space!

A Grand Tour 360 3D Virtual Tour is a complete, immersive virtual experience that transports visitors to the property, right from their web and mobile device. Created from real 2D and 3D data about a property, a Grand Tour 360 3D Tour feels incredibly real, and is the only way to give online and remote visitors a true sense of being at your heritage site, from wherever they may be!

This state-of-the-art technology provides stunningly accurate imagery and multimedia to maximize your heritage site's appeal. So, if it's a benefit to have people see your space, then you owe it to yourself to give them the Grand Tour!

### Did you know...

...you have the potential for thousands of visitors online when you provide them with the opportunity to tour your site in such detail?

...informative showcases can encourage "in person" visits as well as potential philanthropy in support of your heritage or historical site?

...that we have flexible **0% interest financing options** to get your showcase created and delivered to your audience within your budgeting means?

...there are a number of grant streams available from the federal and provincial governments that could potentially assist in funding your investment in a **Grand Tour 360 Heritage Series Showcase?** Here are a couple of examples of government funding that could possibly be used to develop your online presence:

🔗 [Alberta Heritage Awareness Grants](#)

🔗 [Digital Museums Canada](#)

**Let's talk about YOUR Heritage Series Showcase!**



REQUEST A CONSULTATION HERE:

<https://www.grandtour360.net/the-heritage-series/>

Grand Tour 360 Inc.  
36330 Rng. Rd 45.,  
Red Deer County, Alberta T4G 0N2  
Dwain Sands (587) 877-2323





**Mackenzie County**

# REQUEST FOR DIRECTION

<b>Meeting:</b>	<b>Committee of the Whole</b>
<b>Meeting Date:</b>	<b>August 16th, 2022</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>DELEGATION Royal Canadian Mounted Police (RCMP) – Crime Statistics</b>

## **BACKGROUND / PROPOSAL:**

Members of the Fort Vermilion RCMP will be present to discuss crime statistics for Fort Vermilion and Mackenzie County.

A copy of the crime statistics are attached for information.

## **OPTIONS & BENEFITS:**

## **COSTS & SOURCE OF FUNDING:**

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

## **POLICY REFERENCES:**

N/A

**Author:** D. Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the RCMP crime statistics reports be received for information.

**Author:** D. Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters



July 27th, 2022

S/Sgt. Jesse Gilbert  
Detachment Commander  
Fort Vermilion, Alberta

Dear Mackenzie County Council,

Please find attached the quarterly Community Policing Report that covers the April 1<sup>st</sup> to June 30<sup>th</sup>, 2022 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for Fort Vermilion Detachment.

In addition to the local priorities established collaboratively between your community and our local Detachment team, the Alberta RCMP has developed broader priorities for the provincial police service. Also attached as an appendix is the Alberta RCMP/Alberta Justice and Solicitor General 2022-2025 Joint Business Plan (JBP), which has been finalized and is now in effect. Created through a united effort between the Alberta RCMP and Justice and Solicitor General, this three-year plan is focused on ensuring Albertans are safe and protected.

Meetings with subject matter experts from the Alberta RCMP, Justice and Solicitor General, and community partners were a foundational aspect in developing collective priorities for the next three years. These meetings, in addition to recommendations from the Interim Police Advisory Board, helped identify emerging trends and best practices while providing clarity on the needs of our communities.

The 2022-2025 Joint Business Plan is focused on the following six priorities:

- **Enhancing Engagement and Communication with Communities and Stakeholders:** Engaging with our communities to collectively develop policing priorities that are community-led and enhancing communication about matters related to local policing services.
- **Community Safety and Well-Being:** Working with partners in an integrated, multifaceted manner to interrupt the cycle of crime and victimization.
- **Indigenous Communities:** Strengthening relationships, working together in support of Reconciliation, and responding to the needs of Indigenous communities in Alberta.



- **Equity, Diversity, and Inclusion:** Promoting inclusion and building trust with diverse communities by addressing the behaviours that threaten their sense of safety and belonging.
- **Crime Reduction:** Understanding the drivers of crime and focusing on priority offenders to increase community safety.
- **Enhancing Service Delivery:** Ensuring service delivery models and strategies effectively meet the policing needs of our communities.

The Alberta RCMP is committed to a transparent and collaborative approach in assessing performance, including establishing appropriate indicators to track progress in achieving these goals. As such, the Alberta RCMP has secured an external Consultant to assist in developing performance metrics with ongoing consultations with the Rural Municipalities of Alberta and Alberta Municipalities to ensure alignment with the needs and expectations of our communities.

The result of our collaborative efforts is a plan that is robust, responsive to community needs, and in alignment with Ministry and partner plans and priorities. You can download a full copy of the 2022-2025 Joint Business Plan at: <https://www.rcmp-grc.gc.ca/ab/publications/joint-business-plan-2022-25-plan-d'activites-conjoint-eng.htm>.

As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Sincerely,

S/Sgt. Jesse Gilbert  
Detachment Commander  
Fort Vermilion RCMP Detachment





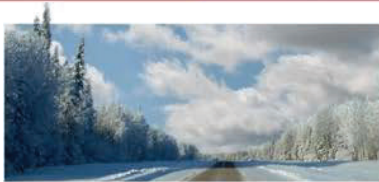
## RCMP Provincial Policing Report

<b>Detachment</b>	Fort Vermilion/Fox Lake Provincial
<b>Detachment Commander</b>	S/Sgt. Jesse Gilbert
<b>Quarter</b>	Q1 2022
<b>Date of Report</b>	2022-07-28

### Community Consultations

<b>Date</b>	2022-04-26
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Reporting and Information Sharing, Annual Planning
<b>Attendees</b>	
<b>Notes/Comments</b>	Meeting with Mackenzie County Council. Present were Sgt. BUTT, Sgt. BURNS(High Level), Sgt. SHERRARD (Chateh) and Constables Jarrod and Meagan Drennan who just arrived at the Detachment. Sgt. BUTT shared the past quarter of the APP and Sgt.'s BURNS and SHERRARD spoke about the some of the staff changes occurring at their Detachments. Councilor Dreiger of La Crete expressed a desire for increased police visibility in La Crete during the weekend evenings. Reeve KNELSEN stated that he was happy with the work of the Detachment in the County.

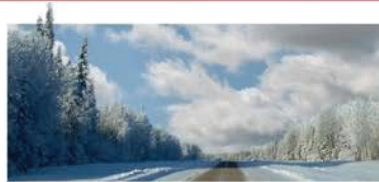
<b>Date</b>	2022-06-09
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Annual Planning
<b>Attendees</b>	
<b>Notes/Comments</b>	<p>Sgt. BUTT met with Gloria Letendre (Health Director - Tallcree Tribal Government) to introduce himself and speak with her around some of the community issues the RCMP could help with. Letendre took Sgt. BUTT around the health centre and introduced all the staff (one of whom joined for the remainder of the hour long meeting).</p> <p>Letendre explained that drugs and domestic violence are topics she sees as priorities in the community. She also explained that a weeklong cultural event was being planned in Tallcree for September and invited Sgt. BUTT and Staff Gilbert to attend a planning meeting next week.</p>



Fort Vermilion's relationship with Tallcree has been strained over the pandemic, so this offer was appreciated.

<b>Date</b>	2022-06-09
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Reconciliation, Annual Planning
<b>Attendees</b>	
<b>Notes/Comments</b>	<p>Sgt. BUTT met with Mike Cardinal, Band Manager of Tallcree.</p> <p>Mr. Cardinal outlined some of the issues facing his community and explained that there was frustration with the RCMP's lack of presence in the community. Sgt. BUTT explained that many of the members at Fort Vermilion joined the organization during the pandemic and were unaccustomed to interacting directly with the community. Sgt. BUTT agreed that this needed to change and outlined his plan to do so - primarily with putting the Tallcree CTA members on their own schedule and ensuring that members made proactive patrols to the community to interact in the schools, band office and health centre in order to become better ingrained in the community.</p> <p>Mr. Cardinal explained that there had been an office at the Band office before Covid but that when members stopped coming, the office had ben re-purposed. It is Sgt. BUTT's understanding that members were not being permitted into the community during the pandemic except for emergencies but did not push the issue. Sgt. BUTT did assure Mr. Cardinal they would do better.</p>

<b>Date</b>	2022-06-13
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Reconciliation
<b>Attendees</b>	
<b>Notes/Comments</b>	<p>Sgt. BUTT and S/Sgt. GILBERT attended a "St. Henry's Mission Survivors Gathering &amp; Ground Search Presentation" at the Royal Canadian Legion in Fort Vermilion. 100+ persons from Little Red River, Tallcree and Beaver First Nations as well as school aged children Grades 7-9 were in attendance. Both members attended an opening prayer, fed the fire and were smudged. Discussion were had with Rupert Meneen (Tallcree), Gary Kipling (Beaver) and Conroy Sewepegham (LRRCN). Steve Coutrielle, CEO of the North Peace Tribal Council, thanked the RCMP for their attendance.</p>



## Community Priorities

<p><b>Priority 1</b></p>	<p>Crime Reduction</p>
<p><b>Current Status &amp; Results</b></p>	<p>Currently the SRO position is vacant since the last week of March this year, the position is going to be filled by September for start of school year. Members did 3 days (June 6, 7 &amp; 8th) of rapport building in conjunction with the La Crete Fire department with the younger aged school kids.</p>
<p><b>Priority 2</b></p>	<p>Enhance Public Confidence and Engagement</p>
<p><b>Current Status &amp; Results</b></p>	<p>There has been two reports submitted to Mackenzie County and Beaver First Nation for this quarter. There has been 1 pro-active patrol this quarter in Beaver First Nation as there is still the transition from Fort Vermilion member still assisting with John D'Or Prairie calls. Expecting the next quarter to have more pro-active patrols as JDP will be fully online.</p>
<p><b>Priority 3</b></p>	<p>Enhance Road Safety</p>
<p><b>Current Status &amp; Results</b></p>	<p>Members in total issued 129 traffic related charges and 131 traffic warnings. Four of the tickets were liquor related tickets and the rest were driving infractions. There was a total of 1 impaired charge laid and 1 check stop conducted this quarter. Looking to have more impaired investigations/charges next quarter with the John D'Or Prairie members being fully up and running.</p>



## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2021	2022	% Change Year-over-Year	2020	2021	% Change Year-over-Year
<b>Total Criminal Code</b>	451	447	-1%	1,691	1,445	-15%
<i>Persons Crime</i>	157	139	-11%	529	481	-9%
<i>Property Crime</i>	155	183	18%	677	584	-14%
<i>Other Criminal Code</i>	139	125	-10%	485	380	-22%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	48	21	-56%	216	148	-31%
<i>Provincial Code Traffic</i>	296	365	23%	763	955	25%
<i>Other Traffic</i>	5	1	-80%	32	14	-56%
<b>CDSA Offences</b>	4	0	-100%	10	11	10%
<b>Other Federal Acts</b>	7	2	-71%	15	21	40%
<b>Other Provincial Acts</b>	153	158	3%	434	545	26%
<b>Municipal By-Laws</b>	4	3	-25%	20	10	-50%
<b>Motor Vehicle Collisions</b>	54	40	-26%	192	229	19%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest

2022 is the most significant year for staff turnover since 2019. Four NCO's will be rotated out (Jesse, Mike, Adam, James) and a large percentage of the Constables both in Fort Vermilion and in Fox Lake. Similar to in 2019 a large majority of the replacements will be recruits from Depot.

The satellite office in JDP now has three members posted there with the fourth due shortly. This has resulted in a much more even distribution of police resources in the area which allows more proactive work such as with the road safety initiative.



## Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	13	11	1	1
Detachment Support	5	3	0	2

<sup>2</sup>Data extracted on June 30th, 2022 and is subject to change over time.

<sup>3</sup>Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

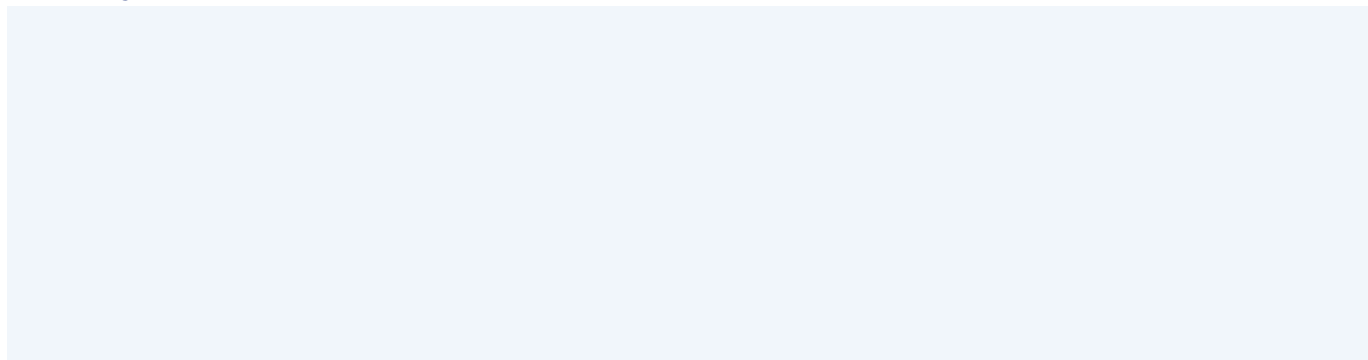
<sup>4</sup>Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

## Comments

Police Officers - Of the 13 established positions, 11 are currently working and 1 is on Parental leave. There is 1 hard vacancy. 1 position has 2 officers assigned to it.

Detachment Support - Of the 5 established positions, 3 resources are currently working.

## Quarterly Financial Drivers







## Fort Vermilion Provincial Detachment Crime Statistics (Actual) April to June (Q1): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

July 7, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	1	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		4	6	4	9	5	25%	-44%	0.5
Other Sexual Offences		3	5	2	12	1	-67%	-92%	0.3
Assault		113	94	92	92	103	-9%	12%	-2.2
Kidnapping/Hostage/Abduction		0	2	1	1	1	N/A	0%	0.1
Extortion		0	0	1	0	1	N/A	N/A	0.2
Criminal Harassment		9	9	9	5	7	-22%	40%	-0.8
Uttering Threats		16	11	24	38	21	31%	-45%	3.7
<b>TOTAL PERSONS</b>		<b>145</b>	<b>127</b>	<b>134</b>	<b>157</b>	<b>139</b>	<b>-4%</b>	<b>-11%</b>	<b>1.8</b>
Break & Enter		12	6	6	5	9	-25%	80%	-0.7
Theft of Motor Vehicle		6	15	6	10	14	133%	40%	1.1
Theft Over \$5,000		0	0	0	0	2	N/A	N/A	0.4
Theft Under \$5,000		11	10	11	4	12	9%	200%	-0.4
Possn Stn Goods		1	2	1	1	2	100%	100%	0.1
Fraud		4	2	7	5	4	0%	-20%	0.3
Arson		10	3	4	3	1	-90%	-67%	-1.8
Mischief - Damage To Property		0	2	41	43	43	N/A	0%	12.7
Mischief - Other		119	148	77	84	96	-19%	14%	-11.0
<b>TOTAL PROPERTY</b>		<b>163</b>	<b>188</b>	<b>153</b>	<b>155</b>	<b>183</b>	<b>12%</b>	<b>18%</b>	<b>0.7</b>
Offensive Weapons		19	24	32	9	12	-37%	33%	-2.9
Disturbing the peace		42	73	16	52	55	31%	6%	0.5
Fail to Comply & Breaches		197	148	62	60	39	-80%	-35%	-40.4
<b>OTHER CRIMINAL CODE</b>		<b>13</b>	<b>22</b>	<b>11</b>	<b>18</b>	<b>19</b>	<b>46%</b>	<b>6%</b>	<b>0.8</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>271</b>	<b>267</b>	<b>121</b>	<b>139</b>	<b>125</b>	<b>-54%</b>	<b>-10%</b>	<b>-42.0</b>
<b>TOTAL CRIMINAL CODE</b>		<b>579</b>	<b>582</b>	<b>408</b>	<b>451</b>	<b>447</b>	<b>-23%</b>	<b>-1%</b>	<b>-39.5</b>



## Fort Vermilion Provincial Detachment Crime Statistics (Actual) April to June (Q1): 2018 - 2022

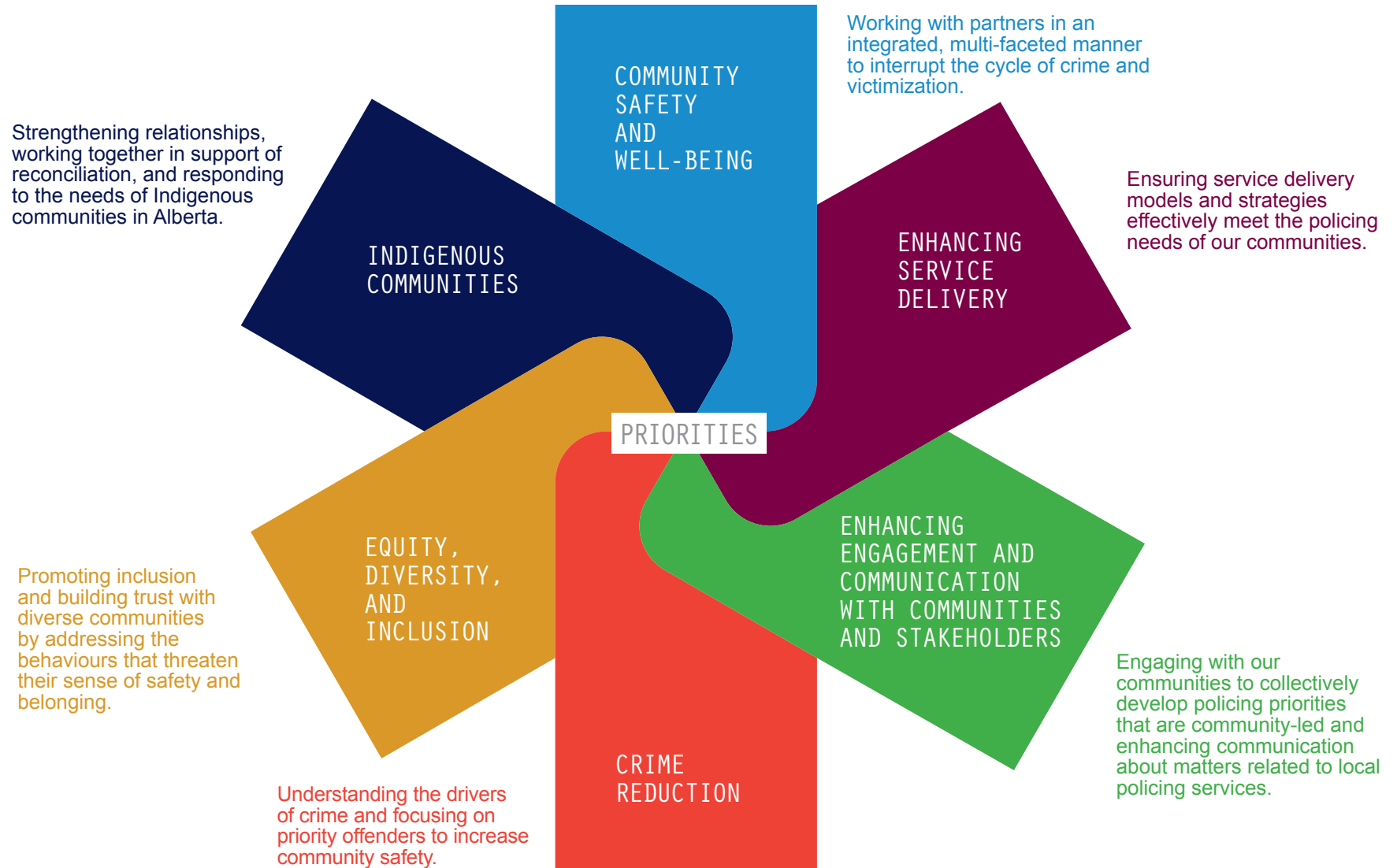
All categories contain "Attempted" and/or "Completed"

July 7, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	0	1	0	0	-100%	N/A	-0.2
Drug Enforcement - Trafficking		1	2	2	4	0	-100%	-100%	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>2</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.2</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	4	0	3	2	0%	-33%	-0.1
<b>TOTAL FEDERAL</b>		<b>4</b>	<b>6</b>	<b>3</b>	<b>7</b>	<b>2</b>	<b>-50%</b>	<b>-71%</b>	<b>-0.3</b>
Liquor Act		16	23	15	22	15	-6%	-32%	-0.3
Cannabis Act		0	1	1	1	1	N/A	0%	0.2
Mental Health Act		33	33	27	43	34	3%	-21%	1.2
Other Provincial Stats		61	81	66	87	108	77%	24%	10.0
<b>Total Provincial Stats</b>		<b>110</b>	<b>138</b>	<b>109</b>	<b>153</b>	<b>158</b>	<b>44%</b>	<b>3%</b>	<b>11.1</b>
Municipal By-laws Traffic		2	1	1	0	1	-50%	N/A	-0.3
Municipal By-laws		9	13	5	4	2	-78%	-50%	-2.3
<b>Total Municipal</b>		<b>11</b>	<b>14</b>	<b>6</b>	<b>4</b>	<b>3</b>	<b>-73%</b>	<b>-25%</b>	<b>-2.6</b>
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		13	14	9	7	4	-69%	-43%	-2.5
Property Damage MVC (Reportable)		32	34	24	38	31	-3%	-18%	0.2
Property Damage MVC (Non Reportable)		4	6	4	9	5	25%	-44%	0.5
<b>TOTAL MVC</b>		<b>50</b>	<b>54</b>	<b>37</b>	<b>54</b>	<b>40</b>	<b>-20%</b>	<b>-26%</b>	<b>-2.0</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	6	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>185</b>	<b>326</b>	<b>195</b>	<b>296</b>	<b>365</b>	<b>97%</b>	<b>23%</b>	<b>33.0</b>
<b>Other Traffic</b>		<b>25</b>	<b>29</b>	<b>8</b>	<b>5</b>	<b>1</b>	<b>-96%</b>	<b>-80%</b>	<b>-7.2</b>
<b>Criminal Code Traffic</b>		<b>61</b>	<b>100</b>	<b>72</b>	<b>48</b>	<b>21</b>	<b>-66%</b>	<b>-56%</b>	<b>-13.2</b>
<b>Common Police Activities</b>									
False Alarms		16	19	9	10	9	-44%	-10%	-2.3
False/Abandoned 911 Call and 911 Act		21	48	58	31	33	57%	6%	0.7
Suspicious Person/Vehicle/Property		17	6	11	19	19	12%	0%	1.7
Persons Reported Missing		9	9	5	6	2	-78%	-67%	-1.7
Search Warrants		1	1	2	1	0	-100%	-100%	-0.2
Spousal Abuse - Survey Code (Reported)		72	58	60	47	80	11%	70%	0.5
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0

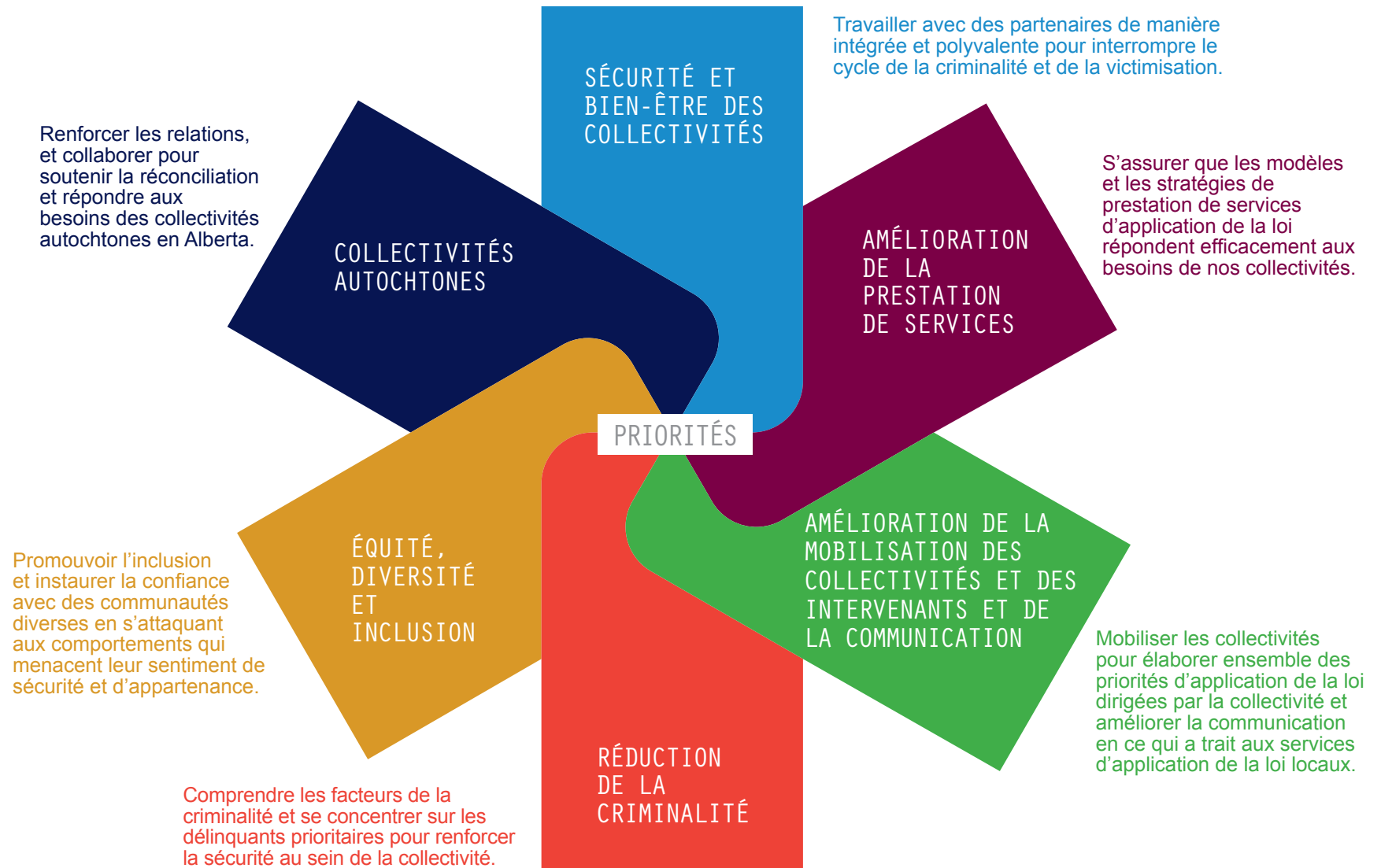


## Alberta Provincial Police Service Priorities Alberta RCMP and JSG Joint Business Plan (2022-2025)



For more information about the Alberta RCMP's provincial policing priorities, please visit:  
<https://www.rcmp-grc.gc.ca/ab/publications/joint-business-plan-2022-25-plan-d-activites-conjoint-eng.htm>

**Priorités des services de police provinciaux de l'Alberta**  
**Plan d'activités conjoint de la GRC en Alberta et du ministère de la Justice et du Solliciteur général (2022-2025)**



Pour obtenir des renseignements sur les priorités de la GRC en Alberta en matière de services de police provinciaux, voir le site suivant :

<https://www.rcmp-grc.gc.ca/ab/publications/joint-business-plan-2022-25-plan-d'activites-conjoint-fra.htm>



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole</b>
<b>Meeting Date:</b>	<b>August 16, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Alberta Winter &amp; Summer Games Update</b>

**BACKGROUND / PROPOSAL:**

Administration was directed to begin the process of preparing a bid for the 2026 Alberta Winter or Summer Games. After consulting with Alberta Multisport Games, Administration was informed that they are in the process of a performance review on the Games and there could be significant changes to the 2026 bid packages. Administration was forwarded the previous bid packages as a reference for information with the understanding some criteria and/or requirements could change. The new bid information may be available in late 2023 or early 2024.

The Winter and Summer Games have similar criteria from the current packages we received. Some of the selection criteria that will be considered are:

- Physical Facilities; accommodations, food service, sport venues, medical, hotels
- Financial Resources: commitment from municipality and raising adequate funds
- Human Resources: community support, evidence of leadership and organizational ability, past experience in hosting major events, support by local media, capable of providing 1,000-2,000 volunteers depending on if it's Summer or Winter Games

Travel time between sport venues and accommodation site should not exceed one hour. Accommodations for a minimum of 3,000 athletes, coaches and officials. Athletes and coaches are usually housed in school classrooms (12-15 per room). Gymnasiums, computer and science labs are not considered adequate housing facilities. There should be a ratio of 1 shower for 30 persons and 1 toilet for 20 persons.

Technical officials (approximately 200) will stay in hotels, motels or college dorms. A full description of available hotels and motels for officials, spectators and special guests must be provided.

**Author:** S Gibson      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters

Food service facilities for the Summer Games must be large enough to seat 1,000-1,200 participants at one seating, with adequate space for 6-8 serving lines. For the Winter Games it must be large enough for 1,000 participants in a traditional model and 700 in a modified model at one time and still requires the 6-8 serving lines.

Approximately 15-20 sports are generally included in the Summer Games and 12-18 sports for the Winter Games.

Municipal Council should appoint interested individuals to serve on a "Bid Committee".

Multisport Games staff will review submissions, tour selected bid communities and make their recommendation based on the established Selection Criteria. Tours will be conducted during a certain month to assess the strength and weaknesses of each bid. Tours usually last approximately 3 hours on the appointed day.

### **OPTIONS & BENEFITS:**

Smaller communities can resort to a modified participants program for the Winter Game with a minimum of 1800 athletes compared to a traditional model of 2800 athletes. Communities that do not have the adequate amount of housing and feeding for 3000 Summer Games participants should plan to stage a two shift Games rather than a one shift Games.

### **COSTS & SOURCE OF FUNDING:**

An operating grant of \$420,000 will be provided for operational expenses of the Games. The budget will be agreed upon by the Multisport Games unit and the host society. The Multisport Games unit will advance these funds to the host society as outlined in the "Grant Funding Agreement".

Host societies are eligible to apply for provincial casinos and other government grants such as the CIP Community Initiative Program-Project based. Adequate funds must be raised to offset expenses.

The host must provide the required insurance for the Games that meets the requirements of the Multisport Games unit.

Host Societies will be required to provide ongoing financial reports and audited financial statement at the conclusion of the Games. In the bid submission, the bidding municipality(s) must acknowledge that, the ultimate responsibility for the cost of the staging the Games rests with the municipality(s).

### **SUSTAINABILITY PLAN:**

N/A

Author: S Gibson Reviewed by: \_\_\_\_\_ CAO: B Peters

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Alberta Winter & Summer Games update be received for information.

Author: S Gibson      Reviewed by: \_\_\_\_\_      CAO: B Peters



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# 2024

## ALBERTA SUMMER GAMES

### BID GUIDELINES

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**ALBERTA  
GAMES**



# 2024 ALBERTA SUMMER GAMES BID GUIDELINES

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**Note: Please use and include Appendix V - Budget Worksheet and Appendix VI - Bid Submission Checklist with your bid submission.**



# CRITERIA FOR SELECTING ALBERTA SUMMER GAMES HOST COMMUNITIES

## POLICY STATEMENT

The "Alberta Summer Games" is a program of the Ministry of Alberta Culture & Status of Women and is intended to provide a competitive opportunity in a multi-sport festival for "developing" athletes eleven (11) to sixteen (16) years of age.

The Government of Alberta believes that all communities within the Province of Alberta, that are capable of appropriately accommodating up to 3,000 participants {athletes, coaches, chaperones & technical officials} and providing adequate sport facilities, should be given the opportunity to bid to host an Alberta Summer Games.

In the selection of a host community, the primary consideration is the potential benefit to the developing athlete.

Other considerations include the benefit to the host community and to sport in the province.

Communities with populations less than 10,000 are encouraged to join together with neighboring communities to submit a joint bid.

Athletes in the Alberta Games will have advanced to the Alberta Games through either a zone playoff or Zone Camp.

## GUIDELINES AND PROCEDURES

### Selection Process

Staff within the Multisport Games unit of Sport, Physical Activity and Recreation (SPAR) will assess and tour bidding communities that qualify under the guidelines.

### Selection Criteria

The following criteria will be considered in the selection of a host community:

#### 1. Physical Facilities

- a) Capability of accommodating a minimum of approximately 3,000 athletes, coaches and officials
- b) Availability of food service facilities for up to a minimum of 1000-1200 at one seating
- c) Capacity to host a full complement of sport events
- d) Availability of medical facilities
- e) Availability of adequate hotel/motel facilities to accommodate Games visitors

## **2. Financial Resources**

- a) Commitment of the municipality
- b) Capability of raising adequate funds, gifts-in-kind, and services, to offset expenses

## **3. Human Resources**

- a) Evidence of community support
- b) Evidence of leadership and organizational ability
- c) Past experience in hosting major events, including previous Alberta Summer, Winter Games
- d) Support by the local media
- e) Capability of providing 1,500 – 2,000 volunteers

# PROCEDURE FOR SELECTING HOST COMMUNITY

## 1. Bid Invitation

An "Invitation to Bid" is sent to Alberta Municipal and Band Councils in January 2022.

Communities with populations under 10,000 are advised to consider regional or joint bids involving neighboring municipalities.

## 2. Letter of Intent to Bid

The bid process requires that a letter outlining your community's interest in bidding to host the 2024 Alberta Summer Games, together with a resolution of support from your Municipal Council(s), must be received by **March 25, 2022**.

Please forward the "Letter of Intent to Bid" to:

**Don S. Wilson**  
**Director, Multisport Games**  
**Sport, Physical Activity and Recreation**  
**Alberta Culture and Status of Women**  
**620, 615 Macleod Trail SE**  
**Calgary, Alberta T2G 4T8**  
**Phone: (403) 297-2729                      E-mail: don.wilson@gov.ab.ca**

## 3. Bid Committee

Municipal Council should appoint interested individuals to serve on a "Bid Committee".

The Bid Committee is responsible for preparing the bid document and presenting it to the Multisport Games unit.

## 4. Bid Preparation and Submission

Bid submissions must be no more than twenty (20) pages in length.

*Refer to Guidelines for Preparing Your Bid Submission, page 7 and Bid Submission Checklist, page 27.*

The Bid submission may include letters of support, etc. in addition to the twenty (20) pages.

Please include the Bid Submission Checklist and Budget Worksheet with your submission.

Assistance in the preparation of bid submissions, or additional information on any facet of the Alberta Summer Games, is available from the Multisport Games unit.

**Bid submissions must be forwarded to the Multisport Games unit by April 29, 2022.** *Refer to address above.*

## 5. Bid Selection

Multisport Games unit staff, will review the submissions, tour selected bid communities and recommend selection of the host community based on the established Selection Criteria.

The bid tour will be conducted in **May 2022** and is an opportunity for an assessment of the strengths and weaknesses of each bid, relative to the basic requirements for hosting the Games and relative to other bids.

Multisport Games unit staff will be available for approximately three (3) hours on the appointed day.

## **6. Bid Award**

The successful host community will be officially announced approximately **June 2022** by the Minister of Culture & Status of Women.

Representatives of the host community will be invited to attend the **2023 Alberta Summer Games**, to be staged by **Okotoks/Black Diamond July 20 - 23, 2023**.

# GUIDELINES FOR PREPARING BID SUBMISSIONS

## BID SUBMISSIONS MUST CONTAIN THE FOLLOWING INFORMATION:

Please also include **Appendix V - Budget Worksheet, page 21, and Appendix VI - Bid Submission Checklist, page 27, with your bid submission.**

### 1. Municipal Support

A statement of support and commitment from the local municipal council and any other co-operating municipalities is required. There should be clarification if the bid is a joint municipal bid or not. The bidding municipality(s) must acknowledge that, the ultimate financial responsibility for the cost of staging the Games rests with the municipality(s).

### 2. Previous Event Experience

Indicate past experience hosting zone, provincial, national events hosted in recent years.

### 3. Proposed Dates of your Games

The dates for the 2024 Alberta Summer Games have tentatively been planned ideally for the third weekend of July 2024.

Changes to the tentative dates will require the approval of the Multisport Games unit.

### 4. One-Shift or Two-Shift Games Format

Indicate if you are planning a one-shift or two-shift Games, for example:

- A one-shift Games format involves 4 days and 3 overnights
- A two-shift Games format involves 7 days total. The total number of athletes is divided into two equal groups. Each group competes for 3 days with one-day overlapping.

#### One-Shift Games Format

<b>Day 1</b>	Noon – 4 pm	Athletes arrive and register
	7 pm	Opening Ceremonies
<b>Day 2</b>	8 am – 6 pm	Competition
<b>Day 3</b>	8 am – 6 pm	Competition
<b>Day 4</b>	8 am – 11 am	Competition
	2 pm	Closing Awards
	3 pm	Athletes depart

## Two-Shift Games Format

<b>Day 1</b>	Noon – 4 pm	Arrival of Shift 1 athletes
	7 pm	Opening Ceremonies
<b>Day 2</b>	8 am – 6 pm	Competition
<b>Day 3</b>	8 am – 6 pm	Competition
<b>Day 4</b>	8 am – 3 pm	Competition concludes for Shift 1 athletes
	4 pm	Departure of Shift 1 athletes
	10 am – 3 pm	Arrival of Shift 2 athletes
	5 pm	Welcoming supper for Shift 2 athletes
<b>Day 5</b>	8 am – 6 pm	Competition
<b>Day 6</b>	8 am – 6 pm	Competition
<b>Day 7</b>	8 am – 11 am	Competition
	2 pm	<b>Closing Ceremony</b>
	3 pm	Departure of Shift 2 athletes

## 5. Host Organizing Committee

Include a proposed organizational structure.

*Refer to Appendix I - Recommended Organizational Structure, page 15.*

Include the proposed procedure the municipality would undertake to select the Games Chairperson and Board of Directors.

**Note: It is not necessary to identify a Board of Directors for the purpose of bidding since the Games Chairperson, once appointed by the Mayor, is responsible for selecting the Board.**

Provide assurance that your community can form an organization capable of properly hosting the Games.

## 6. Proposed Budget

Bid submissions must outline the proposed cost of operating the Games and construction or renovation of facilities.

*Refer to Appendix IV - Sample Games Budget, page 20.*

**When preparing a budget, please use the attached Budget Worksheet and include this document in your bid submission.**

*Refer to Appendix V - Budget Worksheet, page 21.*

Please substantiate figures wherever possible. (e.g. meals, accommodation, etc.)

*Detailed financial information from previous Alberta Games is available on request to assist you in preparing a budget.*

## 7. Proposed Sports

Approximately 15 - 20 sports are generally included in the Alberta Summer Games.

*Refer to Appendix II – Projected number of Participants, page 16 and Appendix III - Proposed Sports, Tournament Format & Facility Requirements, page 17.*

List those activities that you would be prepared to host and a rationale for selecting them (i.e. local interest, support from local organizations, excellent facilities, etc.).

Provide a tentative sport schedule based on your chosen Games format (i.e. one-shift or two-shift Games).

Note: No sport is assured of participation in the Alberta Summer Games as applications must be submitted by the provincial sport governing bodies and approved by the Multisport Games unit in cooperation with the host community.

The Multisport Games unit must approve the “technical package”.

## 8. Number of Participants

As a general rule a host community will be handling approximately 3,000 athletes, coaches, chaperones and officials per day (based on a one-shift Games format).

**Communities not capable of adequately housing and feeding 3,000 participants in one-shift Games format should plan to stage two-shift Games.**

## 9. Food Services

The Food Centre must be large enough to seat 1,000 - 1200 participants at one time and provide adequate space for 6 to 8 food service lines.

Include a description of the Food Centre including:

- \* Proposed location of Food Centre
- \* Seating capacity
- \* Plans to feed athletes, coaches and technical officials

Include a documented per diem rate for feeding athletes, coaches and technical officials.

## 10. Transportation

Include provisions for movement of participants within the community (i.e. number of buses, frequency of service, general movement of athletes from venue to venue)

Note: At certain points it may be necessary to provide buses to move all participants at once. (e.g. following Opening Ceremonies and the athlete entertainment evening)

## 11. Proposed Facilities

Bid submissions must include a detailed description of the sport facilities that are available for staging each of the proposed sports.

Each sport has minimum facility requirements, e.g. maximum or minimum length of a soccer pitch, width of lines on a tennis court, number of basketball courts, etc. Sport specific “field of play” requirements for each facility are available from the Provincial Sport Organization.

*Refer to Appendix III – Proposed Sports, Tournament Format & Facility Requirements, page 17.*

Regulation size competition areas are expected wherever possible. Some leeway is acceptable, providing the Provincial Sport Organization gives its approval to any modification.

All facilities must meet minimum safety requirements as established by the sport governing body.

It is important to note that the athletes and public’s perception of the quality of the Games is very much shaped by the quality of the facilities provided.

**The following checklist should be addressed for each proposed facility:**

- \* Facility description (size, number of lanes/courts/diamonds etc., floor type)
- \* Does the facility meet the minimum requirements outlined by the Provincial Sport Organization?
- \* Include a facility sketch (where appropriate) indicating the “playing area” for that sport (i.e. court dimensions, ceiling height, wall/spectator clearance, etc.)
- \* What is the seating capacity for spectators? Parking capacity?
- \* What equipment is available within your community, if applicable? (i.e. timing equipment, targets, mats, etc.)?
- \* What is travel time from proposed participant accommodation to sport venues (i.e. out-of-town venues)?
- \* Is the facility wheelchair accessible?
- \* Number of washrooms/change rooms/showers?
- \* Contingency plans

The location of all Games facilities (including Opening Ceremonies and the Food Centre) should be shown on an accompanying map of the community.

Travel time between sport venues and accommodation sites should not exceed one (1) hour.

Major facilities should not be constructed solely for the Alberta Games competition. The Multisport Games unit encourages the use of existing facilities or the upgrading of existing facilities within the community.

The bid submission should include the plan and budget for any facility construction or upgrading.

**Note: The successful host community will be expected to provide all publicly owned facilities at no cost to the Games Society.**



## 12. Accommodation

Athletes and coaches are generally housed in school classrooms (12 - 15 per room), using foam mattresses supplied by the Multisport Games unit. Gymnasiums are not considered adequate housing facilities. **All calculations of school classroom requirements should be based on 3,000 athletes and coaches. Technical officials (approximately 200) are accommodated in beds (college dorms, hotels/motels rooms)**

Include location and description (including number of schools and classrooms) that will house the athletes and coaches. (note: some school classrooms, eg science and computer labs will not be suitable for accommodation use)

Outline shower arrangements. Recommended minimum plumbing fixture requirements are as follows, but should be checked with local health officials:

- \* 1 shower for 30 persons
- \* 1 toilet for 20 persons

Include a description of all available accommodations: hotel/motel facilities (i.e. number of rooms available) and camping facilities available for technical officials, Mission staff, special guests and spectators.

## 13. Medical Staff and Facilities

Include availability of medical staff, treatment and location for a Games Polyclinic.

Include provisions for first aid treatment at competition sites.

## 14. Media

List local television and radio stations, newspapers and other media and provide an indication of support and involvement of local media.

Indicate services to be provided for members of the press and media prior to the Games and during the Games.

## 15. Support Letters

Include an indication of support and commitment from local organizations and agencies.

## 16. Additional Information

Include population of community, visitor accommodation, other items of interest, etc.

## 17. Bid Committee

List names, addresses, and telephone numbers of Bid Committee and include a brief biography of each member.

Indicate name of key contact person on Bid Committee.

# ROLES, RESPONSIBILITIES AND FUNDING

## MULTISPORT GAMES UNIT RESPONSIBILITIES

The Multisport Games unit is mandated with the overall responsibility of administering and facilitating the staging of the Alberta Games.

The Multisport Games unit believe that the Alberta Games is a program belonging to Albertans and that the success of the program is dependent upon the ongoing involvement and cooperation of all its key partners. Therefore a major role of the Multisport Games unit involves working with communities, businesses, sponsors, volunteers, Provincial Sport Organizations and government in all aspects of Games development, administration and operations.

### Multisport Games unit Responsibilities include:

#### 1. Games Standards

The Multisport Games unit selects the host community as the organization responsible for staging the 2024 Alberta Summer Games.

The Multisport Games unit establishes the philosophy, standards and guidelines of the Alberta Summer Games.

In conjunction with its Games Partners, the Multisport Games unit has set high standards for Games operations, including:

- a) Financial and administrative operations
- b) Communications utilized during the Games
- c) Security and safety of athletes while at the Games
- d) Transportation, accommodation and subsistence provided for athletes participating at the Games
- e) Competition format, rules and facilities

The Multisport Games unit will provide an Alberta Games Operations Manual to the host society that provides vital information regarding the staging of the Alberta Games.

#### 2. Financial Support

##### Operating Grant - \$420,000

An Operating Grant of \$420,000 will be provided for operational expenses of the Games, on the basis of a budget agreed upon by the Multisport Games unit and the host society. The Multisport Games unit will advance these funds to the host society as outlined in the “Grant Funding Agreement” signed by a representative of the Minister of Culture & Status of Women and the host society.

##### Other Sources of Funding

Host societies are eligible to apply for provincial casinos and other government grants ie. CIP Community Initiatives Program – Project based

### **3. Sport Selection**

The Multisport Games unit in consultation with the host society and the Provincial Sport Organizations chooses the sports to be included in the Games and facilitates the development of the overall sport "technical package".

*Refer to Appendix III – Proposed Sports, Tournament Format & Facility Requirements, page 17.*

### **4. Insurance Coverage**

All matters relating to the insurance coverage for the Games must meet the requirements of the Multisport Games unit.

### **5. Alberta Games Logo**

The Multisport Games unit will provide the official Alberta Games logo and branding guidelines for the host community/society for promotional purposes.

### **6. External Transportation**

The Multisport Games unit is responsible for all external transportation of participants to and from the host community.

### **7. Registration Fee**

The Multisport Games unit will levy and collect a registration fee from athletes who attend the Alberta Summer Games.

Any additional participant charges must be approved by the Multisport Games unit.

## **HOST COMMUNITY RESPONSIBILITIES**

### **Responsibilities of the Host Community and the Games Organizing Committee**

The Mayor/Reeve and Council of the host community will select the Games Chairperson.

The Games Chairperson, with input from the municipal council, will choose the Board of Directors.

The host community is responsible to provide competition facilities at no cost to the Games organizing committee.

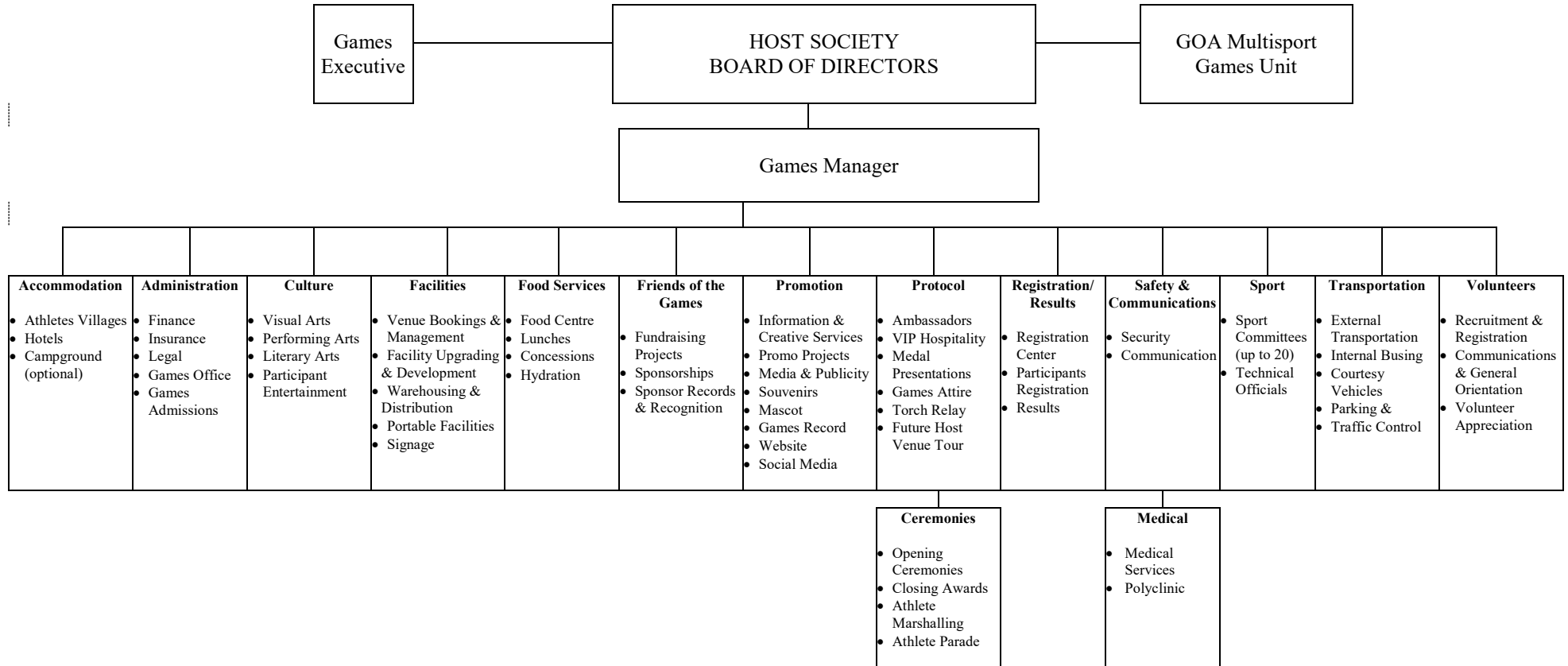
The host community traditionally provides cash and gifts in kind towards the operation and staging of the Games. These commitments should be outlined in the bid submission.

### **Responsibilities of the Games Organizing Committee**

The Games Chairperson and Board of Directors will be responsible for all Games operations in the host community, under the guidelines established by the Multisport Games unit including:

1. Forming a registered society to undertake the staging of the 2024 Alberta Summer Games;
2. Planning and executing the Games and related events within the framework of the Multisport Games unit goals, guidelines, and standards;
3. Developing and controlling the Games budget, all major incomes, expenditures, and cash flow;
4. Raising adequate funds to offset expenses;
5. Providing resources, both volunteer and professional, to successfully stage the Games;
6. Providing the required insurance for the Games;
7. Providing input into the selection of sports for the Games;
8. Providing adequate competition, accommodation and food services for approximately 3,000 participants;
9. Ensuring all aspects of the competitions are planned in consultation with the participating Provincial Sport Organizations including venue preparation, equipment and supplies, schedules, results, protest procedures, and volunteer requirements;
10. Providing adequate medical, security, communications, and internal transportation services;
11. Establishing early communication with local sport clubs and Provincial Sport Organizations where necessary;
12. Liaison and coordinating planning with all Games partners;
13. Providing regular ongoing financial reports and an audited financial statement at the conclusion of the Games;
14. Ensuring that final Games records are submitted to the Multisport Games unit including written reports, pictorial records, and economic impact studies.

## APPENDIX I - RECOMMENDED ORGANIZATIONAL STRUCTURE



Note: - Ceremonies may remain in Protocol or established as a separate portfolio with the Director represented on the Board.

- Medical may remain in Safety & Communication or be established as a separate portfolio with the Director represented on the Board.

**APPENDIX II –  
PROJECTED NUMBER OF PARTICIPANTS**

**MAXIMUM NUMBER OF PARTICIPANTS PER ZONE  
(SUBJECT TO CHANGE)**

(Based on 2023 Alberta Summer Games – Okotoks/Black Diamond)

<b>Activity</b>	<b>Max. Number per Zone (includes athletes, coaches &amp; chaperones)</b>	<b>Total (8 Zones)</b>	<b>Technical Officials</b>
Athletics	56	448	35
Baseball	19	152	11
Basketball	28	224	22
BMX	19	152	10
Canoeing (Whitewater)	10	80	18
Football	42	336	25
Lacrosse	23	184	14
Mountain Bike	11	88	4
Rugby	30	240	12
Soccer	44	352	22
Softball	18	144	16
Swimming	36	288	50
Triathlon	10	80	7
Volleyball (Beach)	6	48	8
<b>Total (per Zone)</b>	<b>352</b>	<b>2816</b>	<b>254</b>
<b>Total Participants (athletes, coaches, officials)</b>	<b>3070</b>		

Note: Maximum numbers are indicated; however, not all sports are able to attain maximum numbers. Based on previous Games, the attrition rate is approximately 8%.

## APPENDIX III – SPORTS, TOURNAMENT FORMAT AND FACILITY REQUIREMENTS

The following is a list of minimum facility requirements and typical competition format for sports that MAY BE included in the 2024 Alberta Summer Games.

Sport	Minimum Facility Requirements	Estimated Hours (over 2½ days)	Typical Format
Athletics	<ul style="list-style-type: none"> <li>• 8 lane 400m track (ideally Certified Track Synthetic rubber surface)</li> <li><u>Long Jump/Triple Jump</u> <ul style="list-style-type: none"> <li>• 2 Runways &amp; 2 pits – 40m x 1.22m (ideally synthetic surface and double pits)<u>Or</u></li> <li>• 1 Runway with two opposing pits – 60m x 1.22 m <u>Or</u> 1 Runway &amp; 1 pit – 40m x 1.22m</li> </ul> </li> <li>• Landing area(pit) – 8m or 9m x 2.75m or larger</li> <li><u>High Jump</u> <ul style="list-style-type: none"> <li>• High jump or D-zone or adjacent pad with minimum dimension 20m x 20m</li> <li>• Landing area – 5m x 3m landing mats</li> </ul> </li> <li><u>Throws</u> <ul style="list-style-type: none"> <li>• Shot put circle 2.135 m diameter, landing area 20m</li> <li>• Discus circle 2.5m diameter, landing area 50m</li> <li>• Javelin Runway 20m x 4m, landing area 70m</li> <li>• Hammer throw area with screens</li> </ul> </li> </ul>	16 hours	Trials & Finals
Baseball	<ul style="list-style-type: none"> <li>• 2 diamonds (male)</li> <li>• Base paths 90 ft (male)</li> <li>• Pitching Distance 60 ft 6 in (male)</li> <li>• Foul Line 250 feet (male)</li> <li>• Centre Field 300 feet (male)</li> <li>• Back Stops 35 feet</li> </ul>	30 hours 3 hours per game	Eight Team Tournament; Two pools with crossover playoffs
Basketball	<ul style="list-style-type: none"> <li>• Ideally 2 courts (male); 2 courts (female)</li> <li>• Length 28m x 15m</li> <li>• 2-3 m surrounding the court</li> <li>• Ceiling height 7m</li> <li>• Glass backboards</li> <li>• Seating for 400</li> </ul>	69 hours 1hr, 30 min per game	Eight Team Tournament; Two pools with crossover playoffs

<b>Sport</b>	<b>Minimum Facility Requirements</b>	<b>Estimated Hours (over 2½ days)</b>	<b>Typical Format</b>
BMX	<ul style="list-style-type: none"> <li>• 50m x 60m track</li> <li>• UCI track length minimum 300m; maximum 400m</li> </ul>	15 hours	Time Trials BMX race, heats and finals
Canoe/Kayak (Whitewater)	<ul style="list-style-type: none"> <li>• Slalom - 1 x 250 meter – 15-18 gate slalom course over a creek, narrow river channel or flatwater lagoon</li> <li>• Down River - 2 km long river, creek, lake or lagoon suitable for a 10-12 minute long distance race</li> <li>• Canoe Polo – lake/pond, 2 - 50m x 25m pitches complete with docks, nets, lane ropes, scoreboards, spectator stands on a pond, swimming pool or lagoon</li> </ul>	8 hours  3 hours  8 hours	Lake or river timed race events, single competitor / team on course at 1 minute intervals.  Round robin team tournament with playoffs
Field Hockey	<ul style="list-style-type: none"> <li>• 2 modified fields (55m x 42m) for 6x6 play</li> <li>• Grass or artificial turf</li> <li>• Goals &amp; field markings for field hockey</li> <li>• For more info: <a href="http://www.fieldhockey.ab.ca">www.fieldhockey.ab.ca</a></li> </ul>	24 hours	Eight Team Tournament; Two pools with crossover playoffs
Football *	<ul style="list-style-type: none"> <li>• Standard football field lined as per Canadian Amateur Tackle Football Rulebook(150 x 65 yd), 2 preferred</li> <li>• Spotters box at midfield at least 10 yds off sidelines &amp; 25 ft at the base</li> <li>• Dressing rooms/storage for 8 teams</li> <li>• Public address system, score clock &amp; timing mechanism</li> <li>• Seating for 400 spectators</li> <li>• Lights (optional), required with one field</li> </ul>	32 hours	Eight Team Tournament; Two pools with crossover playoffs
Lacrosse (Box)	<ul style="list-style-type: none"> <li>• 1 regulation sized indoor hockey arena with concrete floor &amp; appropriate lacrosse line markings, 2 lacrosse nets, 2 shot clocks &amp; penalty clock</li> <li>• Plexiglass enclosed</li> <li>• Preferred higher ceiling</li> </ul>	30 hours 1.5 hours per game	Eight team tournament; Two pools with crossover playoffs
Mountain Bike	<ul style="list-style-type: none"> <li>• Conducted on an undulating course (hills &amp; bumps are not optional)</li> <li>• Course length approximately 35 -45 minutes of racing time</li> <li>• Generally a course length of 6 – 8 km</li> </ul>	10 – 13 hours	Race event and team relay
Rugby	<ul style="list-style-type: none"> <li>• Ideally 2 fields; (1 male &amp; 1 female) Maximum 100m x 70m</li> <li>• Warm-up field or areas adjacent</li> </ul>	9 hours Approx 20 minutes per game (with warm-up)	Eight team tournament; Pool Games, then top 4 & bottom 4/Semis & Finals
Soccer	<ul style="list-style-type: none"> <li>• 2 fields (males); 2 fields (females)</li> <li>• 120 m x 90 m (minimum 90 m x 45 m)</li> <li>• Grass or artificial turf</li> </ul>	56 hours 30 minutes warm up; 70 minute games/5 min halftime	Eight team tournament; Two pools with crossover playoffs



Softball	<ul style="list-style-type: none"> <li>• 2 diamonds (female)</li> <li>• Outfield fence (female) min. 180ft &amp; max. 210ft</li> <li>• Basepath 60ft</li> <li>• Pitching Distance 42ft (male); 40ft (female)</li> <li>• Backstop minimum 25 ft from home plate (maximum 30 ft)</li> </ul> <a href="http://www.softball.ca/english/about/regulations/playing-field.html">http://www.softball.ca/english/about/regulations/playing-field.html</a> (Click on Fast Pitch for diagrams)	72 hours; 2 hour game slots	Eight team tournament; Two pools with crossover playoffs
Swimming	<ul style="list-style-type: none"> <li>• Minimum 6 lane 25m pool</li> <li>• Depth minimum 1.35m (diving end)</li> <li>• Depth minimum 1.0m (non-diving end)</li> <li>• Seating for minimum 300</li> <li>• Appropriate starting blocks &amp; timing system</li> </ul>	18 hours	Timed Finals
Triathlon	<ul style="list-style-type: none"> <li>• Swim up to 300m; Bike one lane dedicated minimum 5km - 10km (all right turns preferred); &amp; Run (sidewalk or flat grass) minimum .5km – 1.5km with 50m straightaway to finish chute</li> <li>• 25 m pool or swimmable open water</li> <li>• Cycle &amp; run course closed to traffic</li> <li>• Secured 150m x 150m transition area</li> </ul>	6 – 8 hours over 2 days	Individual Race Event & Zone team relay event
Volleyball (Beach)	<ul style="list-style-type: none"> <li>• 4 regulation –sized outdoor (beach) courts</li> <li>• 3m of free space around entire court</li> <li>• 3m of space between courts</li> <li>• 1 grass court for warm-up</li> <li>• 50 seating</li> </ul>	30 hours	Eight team tournament; Two pools with crossover playoffs

## APPENDIX IV - SAMPLE GAMES BUDGET

### STATEMENT OF REVENUE AND EXPENDITURES

#### I. REVENUE

Multisport Games		
- Operating Grant	\$	420,000
Donations - Cash/Sponsorships		300,000
- Gifts-in-kind		230,000
Fundraising Projects		250,000
Interest Revenue		10,000
Souvenirs		40,000
Admissions		150,000
Municipal Support/Other Revenue		300,000
	<b>TOTAL</b>	<b><u>\$ 1,700,000</u></b>

#### II. EXPENDITURES

Administration	\$	350,000
Sport		90,000
Facilities		240,000
Culture		50,000
Food		400,000
Accommodation		40,000
Registration & Results		40,000
Protocol		130,000
Safety & Communications		50,000
Transportation		75,000
Promotion		120,000
Volunteers		60,000
Friends of the Games		55,000
	<b>TOTAL</b>	<b><u>\$ 1,700,000</u></b>

**NOTE: THE SAMPLE BUDGET IS AN ESTIMATE OF THE TOTAL GAMES COSTS AND REVENUES. EACH COMMUNITY'S NEEDS MAY VARY, AND COSTS AND REVENUES IN ANY PARTICULAR AREA OF THE GAMES OR OVERALL MAY VARY FROM THE ABOVE AMOUNTS.**

**HOST COMMUNITIES ARE ENCOURAGED TO REFER TO PAST ALBERTA GAMES AUDITED FINANCIAL STATEMENTS.**

## APPENDIX V – SAMPLE GAMES BUDGET

### I. REVENUE

#### REVENUE

GOA Operating Grant	\$ 420,000	
Municipal Grants	_____	
Other Grants	_____	
Interest Revenue	_____	
Souvenir Sales	_____	
Games & Ceremonies Admissions	_____	
Culture event admissions	_____	
Friends of the Games fundraising projects	_____	
Cash donations/sponsorships	_____	
Gifts in kind	_____	
Expenses Recovered	_____	
Other (please specify)	_____	
<b>TOTAL REVENUE</b>	<b>\$ _____</b>	<b>\$ _____</b>

### II. EXPENDITURES

Administration	\$ _____	
Friends of the Games	_____	
Promotions	_____	
Volunteers	_____	
Sport	_____	
Culture	_____	
Protocol	_____	
Safety & Communication	_____	
Facilities	_____	
Food	_____	
Accommodation	_____	
Transportation	_____	
Registration & Results	_____	
<b>TOTAL EXPENDITURES</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>TOTAL</b>		<b>\$ _____</b>

**III. DETAILED EXPENDITURES BUDGET**

**ADMINISTRATION**

Finance (accounting services, bank charges, audit costs)	\$ _____	
Legal Services (Incorporation of Society, etc.)	_____	
Insurance	_____	
Games Admissions	_____	
Games Office Operations:		
Office rent	_____	
Leasehold improvements	_____	
Furniture and equipment	_____	
Office supplies & stationary	_____	
Printing	_____	
Computer software & services	_____	
Equipment servicing and repairs	_____	
Postage, courier and freight	_____	
Utilities	_____	
Snacks and refreshments	_____	
Cleaning and janitorial	_____	
Personnel (salaries & benefits)	_____	
Staff travel & expenses	_____	
Economic Impact Study	_____	
Board Expenses (Board retreat, travel/meeting expenses)	_____	
<b>TOTAL</b>	\$ _____	\$ _____

**FRIENDS OF THE GAMES**

Committee expenses	\$ _____	
Expenses for fundraising projects	_____	
Other Expenses (printing, postage, etc.)	_____	
Donor Recognition (certificates, reception, etc.)	_____	
<b>TOTAL</b>	\$ _____	\$ _____

**VOLUNTEERS**

Committee Expenses	\$ _____	
Recruitment and Registration	_____	
Communication/Orientation (newsletters, etc.)	_____	
Appreciation (certificates, party, etc.)	_____	
<b>TOTAL</b>	\$ _____	\$ _____

**PROMOTIONS**

Committee expenses	\$ _____	
Promotional Projects	_____	
Publicity & Media (Media Centre, kits, etc.)	_____	
Mascot	_____	
Souvenirs	_____	
Information and Creative Services (event schedules, etc.)	_____	
Games Records (photographs, etc.)	_____	
Website	_____	
<b>TOTAL</b>	\$ _____	\$ _____

**SPORTS** (Refer to list of 2023 Alberta Summer Games sports included in *Appendix II, Projected Numbers of Participants*, page16.)

Committee Expenses	\$ _____
Clinics/Workshops	_____
Sports:	
Athletics	
equipment and equipment rental	_____
operating expense	_____
Baseball	
equipment and equipment rental	_____
operating expense	_____
Basketball	
equipment and equipment rental	_____
operating expense	_____
BMX	
equipment and equipment rental	_____
operating expense	_____
Canoeing (Whitewater)	
equipment and equipment rental	_____
operating expense	_____
Football	
equipment and equipment rental	_____
operating expense	_____
Mountain Biking	
equipment and equipment rental	_____
operating expense	_____
Lacrosse	
equipment and equipment rental	_____
operating expense	_____

Rugby		
equipment and equipment rental		_____
operating expense		_____
Soccer		
equipment and equipment rental		_____
operating expense		_____
Softball		
equipment and equipment rental		_____
operating expense		_____
Swimming		
equipment and equipment rental		_____
operating expense		_____
Volleyball - Beach		
equipment and equipment rental		_____
operating expense		_____
Triathlon		
equipment and equipment rental		_____
operating expense		_____

**CULTURE** (Each culture event should be budgeted separately.)

Visual Arts (total)		\$ _____	
Event # 1	_____		
Event # 2	_____		
Performing Arts (total)		_____	
Event # 1	_____		
Event # 2	_____		
Literary Arts (total)		_____	
Event # 1	_____		
Event # 2	_____		
Historic & Ethno Cultural (total)		_____	
Event # 1	_____		
Event # 2	_____		
Participant Entertainment		_____	
Cultural Promotion		_____	
<b>TOTAL</b>		\$ _____	\$ _____

**PROTOCOL**

Directors' Uniforms	\$ _____	
Games Ambassadors Uniforms	_____	
VIP Hospitality	_____	
Medal Presentations	_____	
Opening Ceremonies	_____	
Closing Awards	_____	
Torch Relay	_____	
Future Host	_____	
Games Attire	_____	
<b>TOTAL</b>	\$ _____	\$ _____

**SAFETY AND COMMUNICATIONS**

Medical Services	\$ _____	
Security	_____	
Communications	_____	
<b>TOTAL</b>	\$ _____	\$ _____

**FACILITIES (Outline separate budget for each facility)**

Total Facility Rental (if any)	\$ _____	
Facility # 1	_____	
Facility # 2 (etc.)	_____	
Total Facility Upgrading	_____	
Facility # 1	_____	
Facility # 2 (etc.)	_____	
Facility Development and Construction (if any)	_____	
Portable Facilities (tents, bleachers, stages, etc.)	_____	
Facility Clean-up	_____	
Warehousing	_____	
Equipment Delivery	_____	
Signage	_____	
<b>TOTAL</b>	\$ _____	\$ _____

**FOOD**

Food Centre Meals (Breakfast & Supper)	\$ _____	
Box Lunches (incl. post ceremonies light meal and Day 4 Travel home meal)	_____	
Concessions	_____	
Other Food Requirements	_____	
<b>TOTAL</b>	\$ <u>_____</u>	\$ _____

**ACCOMMODATION**

Athlete Village	\$ _____	
Hotels (Officials Accommodation)	_____	
<b>TOTAL</b>	\$ <u>_____</u>	\$ _____

**TRANSPORTATION**

Internal Busing	_____	
Courtesy Vehicles	_____	
Parking and Traffic Control	_____	
<b>TOTAL</b>	\$ <u>_____</u>	\$ _____

**REGISTRATION & RESULTS**

Identification Tags and Supplies	\$ _____	
Registration Kits (bags/folders)	_____	
Registration Centre	_____	
Results Centre	_____	
<b>TOTAL</b>	\$ <u>_____</u>	\$ _____

**TOTAL EXPENDITURES BUDGET** \$ \_\_\_\_\_



## APPENDIX VI - BID SUBMISSION CHECKLIST

Please ensure the following information is incorporated into your bid submission.

Note: This checklist should be part of your bid submission

<u>ITEM INCLUDED</u> (please ✓)		<u>LOCATION IN SUBMISSION</u> (page # and/or section)
_____	<b>1. Municipal Support</b> - Statements of support and commitment from the Municipal Council and any other co-operating municipalities	Page _____
_____	<b>2. Proposed dates for the Games</b> - One or two shift Games format	Page _____
_____	<b>3. Previous Event Experience</b> - List of zone, provincial or national events hosted in recent years	Page _____
_____	<b>4. Host Organizing Committee</b> - Assurance the community can form an organization capable of hosting the Games - Proposed organizational structure - Proposed method to select Games Chairperson & Board of Directors	Page _____ Page _____ Page _____
_____	<b>5. Listing of sports you are prepared to host</b>	Page _____
_____	<b>6. Facilities</b> - Description of the facilities for the proposed sports - Contingency plans (where applicable to accommodate proposed sports) - Map of community indicating the location of the facilities - Plan for construction or upgrading of facilities	Page _____ Page _____ Page _____ Page _____
_____	<b>7. Food Services</b> - Guaranteed per diem rate for feeding 3,000 participants - Method of feeding athletes, coaches and officials - Description of food centre (location, seating capacity, etc.)	Page _____ Page _____ Page _____
_____	<b>8. Transportation:</b> - Description of plans to move the athletes from venue to venue within the community	Page _____

**ITEM INCLUDED**  
(please ✓)

**LOCATION IN SUBMISSION**  
(page # and/or section)

_____	<b>9. Accommodation:</b>	
_____	- Description (including number of classrooms) and location of accommodation facilities for athletes and coaches	Page _____
_____	- Description of hotel/motel facilities for officials, special guests and spectators	Page _____
_____	<b>10. Medical Facilities:</b>	
	- Description of medical facilities	Page _____
	- Plans for first aid treatment at competition sites	Page _____
_____	<b>11. Media:</b>	
_____	- Description of local media	Page _____
_____	- Indicate location of Media Centre	Page _____
_____	- Services to be provided to members of the media	Page _____
_____	- Indication of support and involvement from local media during the Games	Page _____
_____	<b>12. Proposed Budget:</b>	
	- Outline of the proposed costs of operating the Games, including meals, accommodation, cost of construction and renovation of facilities, etc. <i>(Please complete Appendix V and incorporate into bid submission)</i>	Page _____
_____	<b>13. Support Letters:</b>	
	- Indication of the support and commitment from community organizations and agencies	Page _____
_____	<b>14. Additional Information:</b>	
	- General information on your community, e.g. population, areas of interest, etc.	Page _____
_____	<b>15. Bid Committee:</b>	
_____	- Listing of Bid Committee members including, name, address, telephone numbers and brief biography	Page _____
_____	- Indicate name of key contact person on Bid Committee	

**BID SUBMISSION**

Completed bids must be received by **April 29, 2022.**

Please email bid submission to:

**Don S. Wilson**  
**Director, Multisport Games**  
**Sport, Physical Activity & Recreation**  
**#620, 615 Macleod Trail SE**  
**Calgary, Alberta T2G 4T8**  
**Phone: (403) 297-2729**  
**E-mail: don.wilson@gov.ab.ca**

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# 2024

# ALBERTA WINTER GAMES

# BID GUIDELINES

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# ALBERTA GAMES



# 2024 ALBERTA WINTER GAMES BID GUIDELINES

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**Note: Please use and include Appendix V - Budget Worksheet and Appendix VI - Bid Submission Checklist with your bid submission.**

# CRITERIA FOR SELECTING ALBERTA WINTER GAMES HOST COMMUNITIES

The "Alberta Winter Games" is a program of the Ministry of Alberta Culture & Status of Women and is intended to provide a competitive opportunity in a multi-sport festival for "developing" athletes eleven (11) to sixteen (16) years of age.

The Government of Alberta believes that all communities within the Province of Alberta, that are capable of appropriately accommodating all participants and providing adequate sport facilities should be given the opportunity to bid to host an Alberta Winter Games.

In the selection of a host community, the primary consideration is the potential benefit to the developing athlete.

Other considerations include the benefit to the host community and to sport in the province.

Communities with populations less than 10,000 are encouraged to join together with neighboring communities to submit a joint bid.

Athletes in the Alberta Games will have advanced to the Alberta Games through either a zone playoff or Zone Camp.

## GUIDELINES AND PROCEDURES

### Selection Process

Staff within the Multisport Games unit of Sport, Physical Activity and Recreation (SPAR) will assess and tour bidding communities that qualify under the guidelines.

### Selection Criteria

The following criteria will be considered in the selection of a host community:

#### 1. Physical Facilities

- a) Capability of accommodating the athletes, coaches and officials
- b) Availability of food service facilities for all participants
- c) Capacity to host selected sport events
- d) Availability of medical facilities
- e) Availability of adequate hotel/motel facilities to accommodate Games visitors

## **2. Financial Resources**

- a) Commitment of the municipality
- b) Capability of raising adequate funds, gifts-in-kind, and services, to offset expenses

## **3. Human Resources**

- a) Evidence of community support
- b) Evidence of leadership and organizational ability
- c) Past experience in hosting major events, including previous Alberta Summer and Winter Games
- d) Support by the local media
- e) Capability of providing 1000 - 2000 volunteers

# PROCEDURE FOR SELECTING HOST COMMUNITY

## 1. Bid Invitation

An "Invitation to Bid" is sent to Alberta municipalities and Band Councils in January 2022.

Communities with populations under 10,000 are advised to consider regional or joint bids involving neighboring municipalities.

## 2. Letter of Intent to Bid

The bid process requires that a letter outlining your community's interest in bidding to host the 2024 Alberta Winter Games, together with a resolution of support from your Municipal Council(s), must be received by **March 25, 2022**.

Please forward the "Letter of Intent to Bid" to:

**Don S. Wilson**  
**Director, Multisport Games**  
**Sport, Physical Activity and Recreation**  
**Alberta Culture and Status of Women**  
**#620, 615 Macleod Trail SE**  
**Calgary, Alberta T2G 4T8**  
**Phone: (403) 297-2729 E-mail: don.wilson@gov.ab.ca**

## 3. Bid Committee

Municipal Council should appoint interested individuals to serve on a "Bid Committee".

The Bid Committee is responsible for preparing the bid document and presenting it to the Multisport Games unit.

## 4. Bid Preparation and Submission

Bid submissions must be no more than twenty (20) pages in length.

*Refer to Guidelines for Preparing Your Bid Submission, page 7 and Bid Submission Checklist, page 30.*

The Bid submission may include letters of support, etc. in addition to the twenty (20) pages.

Please include the Bid Submission Checklist and Budget Worksheet with your submission.

Assistance in the preparation of bid submissions, or additional information on any facet of the Alberta Winter Games, is available from the Multisport Games unit.

**Bid submissions must be forwarded to the Multisport Games unit by April 29, 2022.**

*Refer to address above.*

## 5. Bid Selection

Multisport Games staff, will review the submissions, tour selected bid communities and recommend selection of the host community based on the established Selection Criteria.

The bid tour will be conducted in **May 2022** and is an opportunity for an assessment of the strengths and weaknesses of each bid, relative to the basic requirements for hosting the Games and relative to other bids.

Multisport Games staff will be available for approximately three (3) hours on the appointed day.

## 6. Bid Award

The successful host community will be officially announced approximately **June 2022** by the Minister of Culture & Status of Women.

Representatives of the host community will be invited to attend the **2023 Alberta Summer Games**, to be staged in **Okotoks/Black Diamond July 20-23, 2023**.



# GUIDELINES FOR PREPARING BID SUBMISSIONS

## BID SUBMISSIONS MUST CONTAIN THE FOLLOWING INFORMATION:

Please also include Appendix V - Budget Worksheet, page 23 and Appendix VI - Bid Submission Checklist, page 30, with your bid submission.

### 1. Municipal Support

A statement of support and commitment from the local municipal council and any other co-operating municipalities is required. There should be clarification if the bid is a joint municipal bid or not. The bidding municipality(s) must acknowledge that, the ultimate financial responsibility for the cost of staging the Games rests with the municipality(s).

### 2. Previous Event Experience

Indicate past experience hosting zone, provincial, national events hosted in recent years.

### 3. Proposed Dates of your Games

The dates for the 2024 Alberta Winter Games have tentatively been planned ideally for the second week of February 2024.

Changes to the tentative dates will require the approval of the Multisport Games unit.

### 4. Games Format

**Games Format (eg. February 8 - 11)**

<b>Day 1</b>	12 pm – 4 pm	Athletes arrive and register
	7 pm	Opening Ceremonies
<b>Day 2</b>	8 am – 6 pm	Competition
<b>Day 3</b>	8 am – 6 pm	Competition
<b>Day 4</b>	8 am – 11 am	Competition
	2 pm	Closing Award Presentations
	3 pm	Athletes depart

## 5. Host Organizing Committee

Include a proposed organizational structure.

*Refer to Appendix I - Recommended Organizational Structure, page 15.*

Include the proposed procedure the municipality would undertake to select the Games Chairperson and Board of Directors.

**Note: It is not necessary to identify a Board of Directors for the purpose of bidding since the Games Chairperson, once appointed by the Mayor, is responsible for selecting the Board.**

Provide assurance that your community can form an organization capable of properly hosting the Games.

## 6. Proposed Budget

Bid submissions must outline the proposed cost of operating the Games and construction or renovation of facilities.

*Refer to Appendix IV - Sample Games Budget, page 21.*

**When preparing budget, please use the attached Budget Worksheet and include this document in your bid submission.**

*Refer to Appendix V - Budget Worksheet, page 23.*

Please substantiate figures wherever possible. (e.g. meals, accommodation, etc.)

*Detailed financial information from previous Alberta Games is available on request to assist you in preparing a budget.*

## 7. Proposed Sports

Approximately 12 - 18 sports are generally included in the Alberta Winter Games.

*Refer to Appendix II – Projected number of Participants, Page 16 and Appendix III –Sports, Tournament Format & Facility Requirements, page 18.*

List those sports that you would be prepared to host and a rationale for selecting them (i.e. local interest, support from local organizations, excellent facilities, etc.).

Note: No sport is assured of participation in the Alberta Winter Games as applications must be submitted by the provincial sport governing bodies and approved by the Multisport Games unit in cooperation with the host community.

The Multisport Games unit must approve the “competition package”.

## 8. Number of Participants

In a traditional model a full complement of sports are being hosted with approximately 2,800 athletes, coaches and officials attending.

Smaller communities may wish to host a modified Games model with a minimum of 1800 athletes, coaches and officials attending.

## 9. Food Services

The Food Centre must be large enough to seat 1,000 participants in a traditional model and 700 in a modified model at one time and provide adequate space for 6 to 8 food service lines.

Include a description of the Food Centre including:

- \* Proposed location of Food Centre
- \* Seating capacity
- \* Plans to feed athletes, coaches and technical officials

Include a documented per diem rate for feeding athletes, coaches and technical officials.

## 10. Transportation

Include provisions for movement of participants within the community (i.e. number of buses, frequency of service, general movement of athletes from venue to venue)

Note: At certain points it may be necessary to provide buses to move all participants at once. (e.g. following Opening Ceremonies and the athlete entertainment evening)

## 11. Proposed Facilities

Bid submissions must include a detailed description of the sport facilities that are available for staging each of the proposed sports.

Each sport has minimum facility requirements, e.g. maximum or minimum length of a soccer pitch, width of lines on a badminton court, number of basketball courts, etc. Sport specific “field of play” requirements for each facility are available from the Provincial Sport Organization.

*Refer to Appendix III –Sports, Tournament Format & Facility Requirements, page 18.*

Regulation size competition areas are expected wherever possible. Some leeway is acceptable, providing the Provincial Sport Organization gives its approval to any modification.

All facilities must meet minimum safety requirements as established by the sport governing body.

It is important to note that athlete and public perception of the quality of the Games is very much shaped by the quality of the facilities provided.

**The following checklist should be addressed for each proposed facility:**

- \* Facility description (size, number of lanes/courts/diamonds etc., floor type)
- \* Does the facility meet the minimum requirements outlined by the Provincial Sport Organization?
- \* Include a facility sketch (where appropriate) indicating the “playing area” for that sport (i.e. court dimensions, ceiling height, wall/spectator clearance, etc.)
- \* What is the seating capacity for spectators? Parking capacity?
- \* What equipment is available within your community, if applicable? (i.e. timing equipment, targets, mats, etc.)?
- \* What is travel time from proposed participant accommodation to sport venues (i.e. out-of-town venues)?
- \* Is the facility wheelchair accessible?
- \* Number of washrooms/change rooms/showers?
- \* Contingency plans

The location of all Games facilities (including Opening Ceremonies and the Food Centre) should be shown on an accompanying map of the community.

Travel time between sport venues and accommodation sites should not exceed one (1) hour.

Major facilities should not be constructed solely for the Alberta Games competition. The Multisport Games unit encourages the use of existing facilities or the upgrading of existing facilities within the community.

The bid submission should include the plan and budget for any facility construction or upgrading.

**Note: The successful host community/municipality will be expected to provide all publicly owned facilities at no cost to the Games Society.**

## 12. Accommodation

Athletes and coaches are generally housed in school classrooms (12 - 15 per room), using foam mattresses supplied by the Multisport Games unit. Gymnasiums are not considered adequate housing facilities. All calculations of school classroom requirements should be based on;

- **2,600 athletes and coaches in a traditional format** or
- **1600 in a modified format.**

**Technical officials (approximately 200) are accommodated in beds (college dorms, hotel/motel rooms).**

Include location and description (including number of schools and classrooms) that will house the athletes and coaches.

Note: some school classrooms, eg science and computer labs will not be suitable for accommodation use.

Outline shower arrangements. Recommended minimum plumbing fixture requirements are as follows, but should be checked with local health officials:

- \* 1 shower for 30 persons
- \* 1 toilet for 20 persons

Include a description of all available accommodations- hotel/motels (i.e. number of rooms available) available for technical officials, Mission Staff, special guests and spectators.

## 13. Medical Facilities

Include availability of medical treatment and location for a Games Polyclinic

Include provisions for first aid treatment at competition sites

## 14. Media

List local television and radio stations, newspapers and other media and provide an indication of support and involvement of local media

Indicate services to be provided for members of the press and media prior to the Games and during the Games.

## 15. Support Letters

Include an indication of support and commitment from local organizations and agencies.

## 16. Additional Information

Include population of community, visitor accommodation, other items of interest, etc.

## 17. Bid Committee

List names, addresses, and telephone numbers of Bid Committee and include a brief biography of each member. Indicate name of key contact person on Bid Committee.

# ROLES, RESPONSIBILITIES AND FUNDING

## MULTISPORT GAMES UNIT RESPONSIBILITIES

The Multisport Games unit is mandated with the overall responsibility of administering and facilitating the staging of the Alberta Games.

The Government of Alberta believes that the Alberta Games is a program belonging to Albertans and that the success of the program is dependent upon the ongoing involvement and cooperation of all its key partners. Therefore a major role of Multisport Games unit involves working with communities, businesses, sponsors, volunteers, Provincial Sport Organizations and government in all aspects of Games development, administration and operations.

### Multisport Games unit Responsibilities include:

#### 1. Games Standards

Multisport Games unit selects the host community as the organization responsible for staging the 2024 Alberta Winter Games.

The Multisport Games unit establishes the philosophy, standards and guidelines of the Alberta Winter Games.

In conjunction with its Games Partners, the Multisport Games unit has set high standards for Games operations, including:

- a) Financial and administrative operations
- b) Communications utilized during the Games
- c) Security and safety of athletes while at the Games
- d) Transportation, accommodation and subsistence provided for athletes participating at the Games
- e) Competition format, rules and facilities

The Multisport Games unit will provide an Alberta Games Operations Manual to the host society that provides vital information regarding the staging of the Alberta Games.

#### 2. Financial Support

##### Operating Grant - \$420,000

An Operating Grant of \$420,000 will be provided for operational expenses of the Games, on the basis of a budget agreed upon by the Multisport Games unit and the host society.

The Multisport Games unit will advance these funds to the host society as outlined in the “Grant Funding Agreement” signed by a representative of the Minister of Culture & Status of Women and the host society.

##### Other Sources of Funding

Host societies are eligible to apply for provincial casinos and other government grants ie CIP Community Initiatives Program – Project based

### **3. Sport Selection**

The Multisport Games unit, in consultation with the host society and the Provincial Sport Organizations, chooses the sports to be included in the Games and facilitates the development of the overall sport "technical package".

*Refer to Appendix II Projected number of Participants, Page 16 and Appendix III –Sports, Tournament Format & Facility Requirements, page 18.*

### **4. Insurance Coverage**

All matters relating to the insurance coverage for the Games must meet the requirements of the Multisport Games unit.

### **5. Alberta Games Logo**

The Multisport Games unit will provide the official Alberta Games logo and branding guidelines for the host community/society for promotional purposes.

### **6. External Transportation**

The Multisport Games unit is responsible for all external transportation of participants to and from the host community.

### **7. Registration Fee**

The Multisport Games unit will levy and collect a registration fee from athletes who attend the Alberta Winter Games.

Any additional participant charges must be approved by the Multisport Games unit.

## HOST COMMUNITY RESPONSIBILITIES

### Responsibilities of the Host Community:

The Mayor/Reeve and Council of the host community will select the Games Chairperson.

The Games Chairperson, with input from the municipal council, will choose the Board of Directors.

The host community is responsible to provide competition facilities at no cost to the Games organizing committee.

The host community traditionally provides cash and gifts in kind towards the operation and staging of the Games. These commitments should be outlined in the bid submission.

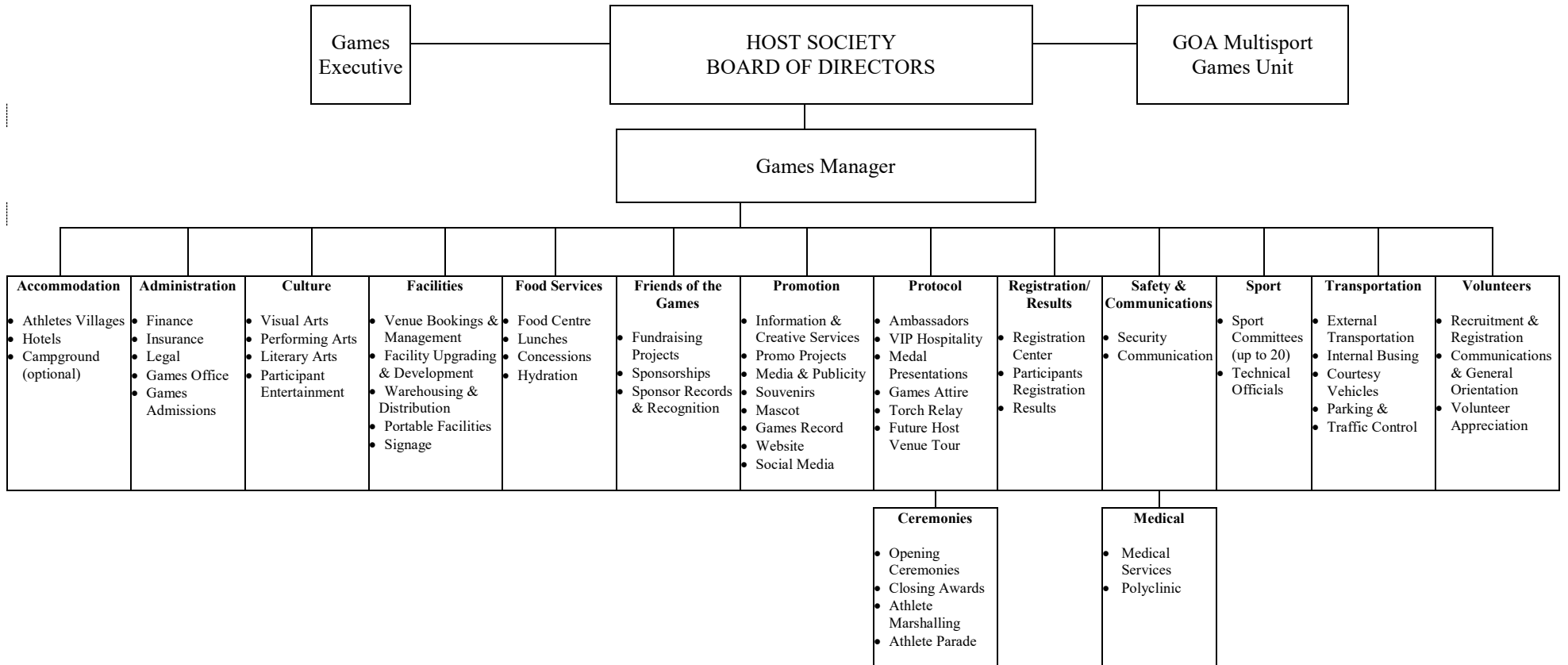
### Responsibilities of the Games Organizing Committee:

The Games Chairperson and Board of Directors will be responsible for all Games operations in the host community, under the guidelines established by the Multisport Games unit including:

1. Forming a registered society to undertake the staging of the 2024 Alberta Winter Games;
2. Planning and executing the Games and related events within the framework of the Multisport Games unit goals, guidelines, and standards;
3. Developing and controlling the Games budget, all major incomes, expenditures, and cash flow;
4. Raising adequate funds to offset expenses;
5. Providing resources, both volunteer and professional, to successfully stage the Games;
6. Providing the required insurance for the Games;
7. Providing input into the selection of sports for the Games.
8. Providing adequate competition, accommodation and food services for all participants;
9. Ensuring all aspects of the competitions are planned in consultation with the participating Provincial Sport Organizations including venue preparation, equipment and supplies, schedules, results, protest procedures, and volunteer requirements;
10. Providing adequate medical, security, communications, and internal transportation services;
11. Establishing early communication with local sport clubs and Provincial Sport Organizations where necessary;
12. Liaison and coordinating planning with all Games partners;
13. Providing regular ongoing financial reports and an audited financial statement at the conclusion of the Games;
14. Ensuring that final Games records are submitted to the Multisport Games unit including written reports, pictorial records, and economic impact studies.



## APPENDIX I - RECOMMENDED ORGANIZATIONAL STRUCTURE



Note: - Ceremonies may remain in Protocol or established as a separate portfolio with the Director represented on the Board.

- Medical may remain in Safety & Communication or be established as a separate portfolio with the Director represented on the Board.

## APPENDIX II - PROJECTED NUMBER OF PARTICIPANTS

### TRADITIONAL MODEL OF ALBERTA GAMES – 18 SPORTS

#### MAXIMUM NUMBER OF PARTICIPANTS PER ZONE

(SUBJECT TO CHANGE)

(Based on 2020 Alberta Winter Games)

Activity	Max. Number per Zone (includes athletes & coaches)	Total (8 zones)	Technical Officials
Alpine Skiing	14	112	30
Archery	10	80	5
Artistic Gymnastics	11	88	10
Artistic Swimming	11	88	20
Badminton	10	80	15
Biathlon	16	128	20
Cross Country Skiing	20	160	20
Curling	10	80	7
Fencing	8	64	11
Figure Skating	12	96	18
Freestyle Skiing	11	88	13
Hockey (Male)	26	208	25
Hockey (Female)	26	208	25
Judo	19	152	12
Ringette	21	168	10
Snowboarding	11	88	11
Speed Skating	16	128	30
Volleyball – Indoor (Male)	14	112	7
Volleyball – Indoor (Female)	14	112	7
Wrestling	24	192	10
<b>Total</b>	<b>304</b>	<b>2432</b>	<b>306</b>
<b>Total Participants [athletes, coaches/chaperones &amp; technical officials ]</b>	<b>2736</b>		

Note: Maximum numbers are indicated, however not all sports may attain maximum numbers. Based on previous Games, the attrition rate is approximately 8%

## MODIFIED MODEL OF ALBERTA WINTER GAMES – 12 SPORTS

### MAXIMUM NUMBER OF PARTICIPANTS PER ZONE

(SUBJECT TO CHANGE)

(Based on 2020 Alberta Winter Games)

<b>Activity</b>	<b>Max. Number per Zone (includes athletes &amp; coaches)</b>	<b>Total (8 zones)</b>	<b>Technical Officials</b>
Archery	10	80	5
Artistic Gymnastics	11	88	10
Artistic Swimming	11	88	20
Badminton	10	80	15
Curling	10	80	7
Figure Skating	12	96	18
Hockey (Male)	26	208	25
Hockey (Female)	26	208	25
Judo	19	152	12
Ringette	21	168	10
Speed Skating	16	128	30
Volleyball – Indoor (Male)	14	112	7
Volleyball – Indoor (Female)	14	112	7
Wrestling	24	192	10
<b>Total</b>	<b>224</b>	<b>1792</b>	<b>201</b>
<b>Total Participants [athletes, coaches/chaperones &amp; technical officials ]</b>	<b>1993</b>		

Note: A minimum of 12 sports should be hosted. Communities can add sports from the traditional list such as; Alpine Skiing, Biathlon, Cross Country Skiing, Fencing, Freestyle Skiing, Snowboarding

Note: Maximum numbers are indicated, however not all sports may attain maximum numbers. Based on previous Games, the attrition rate is approximately 8%

## APPENDIX III – SPORTS, TOURNAMENT FORMAT AND FACILITY REQUIREMENTS

The following is a list of minimum facility requirements and typical competition format for sports that MAY BE included in the Games.

Activity	Minimum Facility Requirements	Estimated Hours (over 3 days)	Typical Format
Alpine Skiing	<ul style="list-style-type: none"> <li>• Capacity to make snow</li> <li>• Functional uphill lift</li> <li>• Electronic timing</li> <li>• Fenced start and finish corral</li> <li>• Hill space for two training courses</li> <li>• Wax room for ski preparation</li> <li>• Set completion - slalom course should take 20 seconds to complete (40+ m vertical drop)</li> <li>• Set completion - giant slalom course should take 20 seconds to complete (60+ m vertical drop)</li> <li>• For more info: <a href="http://www.albertaalpine.ca">www.albertaalpine.ca</a></li> </ul>	18 hours over 3 days of Games	Slalom Giant slalom Dual slalom
Archery	<ul style="list-style-type: none"> <li>• School gymnasium (20m x 30m) with bleacher behind waiting area</li> <li>• Buttress 50cm x 20m long</li> <li>• Shooting area (13m x 25m)</li> <li>• Netting to protect walls</li> <li>• For more info: <a href="http://www.archeryalberta.ca">www.archeryalberta.ca</a></li> </ul>	24 hours	3 days of competition; 1 day of elimination
Artistic Gymnastics	<ul style="list-style-type: none"> <li>• Large gymnasium</li> <li>• 300 spectator seats preferred</li> <li>• Ceiling height minimum 6.5 M</li> <li>• Perimeter 30M x 160M = 1800M<sup>3</sup>; Acceptable 26M x 56M = 1456M<sup>3</sup></li> <li>• For more info: <a href="http://www.abgym.ab.ca">www.abgym.ab.ca</a></li> </ul>	14 hours	Day 1 – Team competition Day 2 – Individual All round
Artistic Swimming	<ul style="list-style-type: none"> <li>• Routine Section - swimming pool (15m x 25m) with 12m x 12m area having depth of 2.5m</li> <li>• Figure Section - 2 areas (10m x 3m each), long ends parallel and close to wall of pool (one area 3m minimum depth; the other area 2.5m minimum)</li> <li>• 400 spectator seats preferred</li> <li>• For more info: <a href="http://www.albertaartisticswimming.ca">www.albertaartisticswimming.ca</a></li> </ul>	6 hours warm up; 10 hours of competition	Figures, Duet, and Team Competition
Badminton	<ul style="list-style-type: none"> <li>• 8 courts</li> <li>• 2 feet between courts and 3 feet between wall and court</li> <li>• Ceiling height 30 feet (free from obstructions)</li> <li>• 100 spectators</li> <li>• For more info: <a href="http://www.badmintonalberta.ca">www.badmintonalberta.ca</a></li> </ul>	29 hours	Team and Individual competition; Series format
Biathlon	<ul style="list-style-type: none"> <li>• Cross Country ski trail loops of 2km, 1.5km, 1km.</li> <li>• Start/Finish stadium</li> <li>• Room for 150m penalty ski loop</li> <li>• 50m Small Bore Shooting range with 16-20 firing points</li> <li>• Groomed trails</li> <li>• Specific biathlon facility information here: <a href="http://www5.biathlonworld.com/media/files/rules_2014/BU_Rules_2014_e_cap3.pdf">www5.biathlonworld.com/media/files/rules_2014/BU_Rules_2014_e_cap3.pdf</a></li> </ul>	16 hours	Individual, Sprint, and Mass Start at various distances

Cross Country Skiing	<ul style="list-style-type: none"> <li>Trail system of a minimum of 1km to 5km recommended for distance events &amp; 250m to 600m for sprint events</li> <li>Separate warm-up &amp; cool down area from the competitive racing trails</li> <li>Waxing facilities for 8 separate teams</li> <li>Warming facility for athletes &amp; coaches before, during &amp; after the event (up to 200 people)</li> <li>Trails should be adequate for skating/classic racing and need to be wide enough to allow passing (min. 5 m). It would be desirable for the courses to be approximately 1/3 uphill, 1/3 downhill and 1/3 flat terrain (rolling)</li> <li>Stadium area that will allow for adequate spacing and lines of site for timing control. Stadium to accommodate space for up to 8 teams for the relays - start/finish &amp; exchange zones</li> <li>Lodge/Trailer with electricity &amp; heating available for the following: 1) Competition Office equipped with Photocopier, computer, printer, fax, 2) Results &amp; calculation set up.</li> <li>For more info: <a href="http://www.xcountryab.net">www.xcountryab.net</a></li> </ul>	20 hours	Classical individual; Free Technique individual; Relays
Curling	<ul style="list-style-type: none"> <li>8 sheets preferred</li> <li>100 - 200 spectator seats preferred</li> <li>Lockers</li> <li>Officials room</li> <li>Locked equipment room</li> <li>For more info: <a href="http://www.albertacurling.ab.ca">www.albertacurling.ab.ca</a></li> </ul>	~ 20 hours Day 1 & 2: 8-9 hours Day 3: 4 hours	Male & Female teams of four - 16 teams ; 4 pool round robin with playoffs (Top teams in pool advance to medal round, with consolations to determine final standings)
Fencing	<ul style="list-style-type: none"> <li>Large gymnasium 90' x 60'</li> <li>Accommodate 6-7 pistes</li> <li>(1 piste = 17m x 1.5m)</li> <li>Pistes spaced 3m apart</li> <li>300 spectator seats preferred</li> <li>For more info: <a href="http://www.fencing.ab.ca">www.fencing.ab.ca</a></li> </ul>	23 hours Day 1: 8 - 5:30, Day 2: 8 - 5:30, Day 3: 8 - 11:30	Team Event (disciplines of epee, foil & sabre); Round Robin
Figure Skating	<ul style="list-style-type: none"> <li>One ice surface (minimum 85' x 185')</li> <li>150 spectator seats minimum</li> <li>For more info: <a href="http://skateabnwtun.ca">http://skateabnwtun.ca</a></li> </ul>	16 hours	Free skate or combined competition for each event
Freestyle Skiing	<ul style="list-style-type: none"> <li>Mogul: 200 ± 20m length 20 ± 5m width 25° ± 3° steepness</li> <li>Table Top (Aerials): In run Angle 20° ± 2° In run Length 60m</li> <li>15M table, 20M landing</li> <li>For more info: <a href="http://abfreestyle.com">http://abfreestyle.com</a></li> </ul>	16 hours	Mogul - 2 runs; Big Air – 3 runs Slopestyle - ???
Hockey	<ul style="list-style-type: none"> <li>1 ice surface (200' x 85') preferred for female competition</li> <li>2 ice surfaces (200' x 85') preferred for male competition</li> <li>500 spectator seats preferred</li> <li>For more info: <a href="http://www.hockeyalberta.ca">www.hockeyalberta.ca</a></li> </ul>	Male; 2.5hrs/Game Female; 2.5hrs/Game	2 division round robin Male - 3 round robin games, seeding game & a placing games (5 total for all) Female - set up as 2 round robin games, seeding game & medal games (3-4 total games) Top 2 teams in each division advance to crossover semi-final

Judo	<ul style="list-style-type: none"> <li>• Room for warm up area, head table, bleachers, scoreboards</li> <li>• School gymnasium</li> <li>• 14m x 14m mat area</li> <li>• 200 spectator seats preferred</li> <li>• 8 x 8M Warm up area</li> <li>• Ceiling Height 15 ft.</li> <li>• For more info: <a href="http://www.judoalberta.com">www.judoalberta.com</a></li> </ul>	20 hours	Double Knockout
Ringette	<ul style="list-style-type: none"> <li>• One arena ice surface; 60.96m (200 ft.) long &amp; 25.91m (85 ft.) wide. Corners shall be rounded in the arc of a circle with a radius of 8.53m (28 ft.) (2<sup>nd</sup> available ice surface for consolation games)</li> <li>• For ringette crease and free play lines visit: <a href="http://ringette.ca/Portals/295/RC%20Line%20Markings%20eng.pdf">http://ringette.ca/Portals/295/RC%20Line%20Markings%20eng.pdf</a> For line markings</li> <li>• <a href="http://www.officiatingringette.ca/pdfs/image205_0_english.pdf">http://www.officiatingringette.ca/pdfs/image205_0_english.pdf</a></li> <li>• 50 - 100 spectator seats preferred</li> <li>• For more info: <a href="http://www.ringettealberta.com">www.ringettealberta.com</a></li> </ul>	24 hours; 1.25 hours per game	2 division round robin; Top 2 teams in each division advance to semi-final crossover
Snowboarding	<ul style="list-style-type: none"> <li>• Slopestyle- intermediate features</li> <li>• course 250m in length and 30-50m wide</li> <li>• 3-6 rail/boxes combination with 3 jump line</li> <li>• For more info: <a href="http://www.albertasnowboarding.com">www.albertasnowboarding.com</a></li> </ul>	18 hours	Slopestyle and snowboarder cross
Speed Skating	<ul style="list-style-type: none"> <li>• One regulation ice surface (56m x 25m)</li> <li>• 111m double radius track</li> <li>• 100 spectator seats preferred</li> <li>• For more info: <a href="http://www.albertaspeedskating.ca">www.albertaspeedskating.ca</a></li> </ul>	16 hours per day	Time Trials and then Finals
Volleyball (Indoor)	<ul style="list-style-type: none"> <li>• 4 regulation indoor courts</li> <li>• 2m of free space around entire court</li> <li>• Minimum 8m ceiling height</li> <li>• 500 seats preferred</li> <li>• For more info: <a href="http://www.albertavolleyball.com">www.albertavolleyball.com</a></li> </ul>	30 hours	Two pool round robin
Wrestling	<ul style="list-style-type: none"> <li>• Gymnasium (120' x 90')</li> <li>• 3 (40' x 40') mats</li> <li>• Classroom for officials, volunteers and medical staff</li> <li>• Weigh-in area</li> <li>• 300 spectator seats preferred</li> <li>• For more info: <a href="http://www.albertaamateurwrestling.ca">www.albertaamateurwrestling.ca</a></li> </ul>	16 hours	Round Robin Team Event

## APPENDIX IV - SAMPLE GAMES BUDGET

### TRADITIONAL MODEL OF ALBERTA GAMES – 18 SPORTS

#### STATEMENT OF REVENUE AND EXPENDITURES

#### I. REVENUE

Alberta Government		
- Operating Grant	\$	420,000
Donations - Cash/Sponsorships		300,000
- Gifts-in-kind		230,000
Fundraising Projects (including Casinos)		250,000
Interest Revenue		10,000
Souvenirs		40,000
Admissions		150,000
Municipal Support		300,000
<b>TOTAL</b>		<b><u>\$ 1,700,000</u></b>

#### II. EXPENDITURES

Administration		\$ 350,000
Sport		90,000
Facilities & Warehousing		240,000
Culture		50,000
Food		400,000
Accommodation		40,000
Registration & Results		40,000
Protocol		130,000
Safety & Telecommunications		50,000
Transportation		75,000
Promotion		120,000
Volunteers		60,000
Friends of the Games		55,000
<b>TOTAL</b>		<b><u>\$ 1,700,000</u></b>

**NOTE: THE SAMPLE BUDGET IS AN ESTIMATE OF THE TOTAL GAMES COSTS AND REVENUES. EACH COMMUNITY'S NEEDS MAY VARY, AND COSTS AND REVENUES IN ANY PARTICULAR AREA OF THE GAMES OR OVERALL MAY VARY FROM THE ABOVE AMOUNTS.**

**HOST SOCIETIES ARE ENCOURAGED TO REFER TO PAST ALBERTA GAMES AUDITED FINANCIAL STATEMENTS.**

**MODIFIED MODEL OF ALBERTA GAMES – 12 SPORTS**

**STATEMENT OF REVENUE AND EXPENDITURES**

**I. REVENUE**

Alberta Government	
- Operating Grant	\$ 420,000
Donations - Cash/Sponsorships/Grants	150,000
- Gifts-in-kind	100,000
Fundraising Projects (including Casinos)	140,000
Interest Revenue	10,000
Souvenirs	20,000
Admissions	60,000
Municipal Support	<u>300,000</u>
<b>TOTAL</b>	<b><u>\$ 1,200,000</u></b>

**II. EXPENDITURES**

Administration	\$ 280,000
Sport	50,000
Facilities & Warehousing	150,000
Culture	30,000
Food	300,000
Accommodation	40,000
Registration & Results	30,000
Protocol	100,000
Safety & Telecommunications	20,000
Transportation	60,000
Promotion	60,000
Volunteers	40,000
Friends of the Games	<u>40,000</u>
<b>TOTAL</b>	<b><u>\$ 1,200,000</u></b>

**NOTE: THE SAMPLE BUDGET IS AN ESTIMATE OF THE TOTAL GAMES COSTS AND REVENUES. EACH COMMUNITY'S NEEDS MAY VARY, AND COSTS AND REVENUES IN ANY PARTICULAR AREA OF THE GAMES OR OVERALL MAY VARY FROM THE ABOVE AMOUNTS.**

**HOST SOCIETIES ARE ENCOURAGED TO REFER TO PAST ALBERTA GAMES AUDITED FINANCIAL STATEMENTS**



## APPENDIX V - BUDGET WORKSHEET

### I. REVENUE

#### REVENUE

GOA Operating Grant	\$ 420,000	
Municipal Grants	_____	
Other Grants	_____	
Interest Revenue	_____	
Souvenir Sales	_____	
Games & Ceremonies Admissions	_____	
Culture Event Admissions	_____	
Friends of the Games fundraising projects	_____	
Cash donations/sponsorships	_____	
Gifts in kind	_____	
Expenses Recovered	_____	
Other (please specify)	_____	
<b>TOTAL REVENUE</b>	<b>\$ _____</b>	<b>\$ _____</b>

### II. EXPENDITURES

Administration	\$ _____	
Friends of the Games	_____	
Promotions	_____	
Volunteers	_____	
Sport	_____	
Culture	_____	
Protocol	_____	
Safety & Communication	_____	
Facilities & Warehousing	_____	
Food	_____	
Accommodation	_____	
Transportation	_____	
Registration & Results	_____	
<b>TOTAL EXPENDITURES</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>TOTAL</b>		<b>\$ _____</b>

**III. DETAILED EXPENDITURES BUDGET**

**ADMINISTRATION**

Finance (accounting services, bank charges, audit costs)	\$ _____	
Legal Services (Incorporation of Society, etc.)	_____	
Insurance	_____	
Games Admissions	_____	
Games Office Operations:		
- Office rent	_____	
- Leasehold improvements	_____	
- Furniture and equipment	_____	
- Office supplies & stationary	_____	
- Printing	_____	
- Computer software & services	_____	
- Equipment servicing and repairs	_____	
- Postage, courier and freight	_____	
- Utilities	_____	
- Snacks and refreshments	_____	
- Cleaning and janitorial	_____	
- Personnel (salaries & benefits)	_____	
- Staff travel & expenses	_____	
Economic Impact Study	_____	
Board Expenses (Board retreat, travel & meeting expenses)	_____	
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

**FRIENDS OF THE GAMES**

Committee expenses	\$ _____	
Expenses for fundraising projects	_____	
Other Expenses (printing, postage, etc.)	_____	
Donor Recognition (certificates, reception, etc.)	_____	
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

**VOLUNTEERS**

Committee Expenses	\$ _____	
Recruitment and Registration	_____	
Communication/Orientation (newsletters, etc.)	_____	
Appreciation (party, etc.)	_____	
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

**PROMOTIONS**

Committee expenses	\$ _____	
Promotional Projects	_____	
Publicity & Media (Media Centre, kits, etc.)	_____	
Mascot	_____	
Souvenirs	_____	
Information and Creative Services (event schedules, etc.)	_____	
Games Records (photographs, etc.)	_____	
Website	_____	
<b>TOTAL</b>	\$ _____	\$ _____

**SPORTS** (Refer to list of 2020 Alberta Winter Games sports included in Appendix III, Projected Numbers of Participants, page 16.)

Committee Expenses	\$ _____
Clinics/Workshops	_____
Sports:	
Alpine Skiing	
equipment and equipment rental	_____
operating expense	_____
Archery	
equipment and equipment rental	_____
operating expense	_____
Artistic Gymnastics	
equipment and equipment rental	_____
operating expense	_____
Artistic Swimming	
equipment and equipment rental	_____
operating expense	_____
Badminton	
equipment and equipment rental	_____
operating expense	_____
Biathlon	
equipment and equipment rental	_____
operating expense	_____
Cross Country Skiing	
equipment and equipment rental	_____
operating expense	_____
Curling	
equipment and equipment rental	_____
operating expense	_____

**Sports, continued**

Fencing			
equipment and equipment rental		_____	
operating expense		_____	
Figure Skating			
equipment and equipment rental		_____	
operating expense		_____	
Freestyle Skiing			
equipment and equipment rental		_____	
operating expense		_____	
Hockey (Male and Female)			
equipment and equipment rental		_____	
operating expense		_____	
Judo			
equipment and equipment rental		_____	
operating expense		_____	
Ringette			
equipment and equipment rental		_____	
operating expense		_____	
Snowboarding			
equipment and equipment rental		_____	
operating expense		_____	
Speed Skating			
equipment and equipment rental		_____	
operating expense		_____	
Volleyball – Indoor (Male and Female)			
equipment and equipment rental		_____	
operating expense		_____	
Wrestling			
equipment and equipment rental		_____	
operating expense		_____	
<b>TOTAL</b>		\$ _____	\$ _____

**CULTURE (Each culture event should be budgeted separately.)**

Visual Arts (total)		\$ _____
Event # 1	_____	
Event # 2	_____	
Performing Arts (total)		_____
Event # 1	_____	

Event # 2	_____		
Literary Arts (total)		_____	
Event # 1	_____		
Event # 2	_____		
Historic & Ethno Cultural (total)		_____	
Event # 1	_____		
Event # 2	_____		
Participant Entertainment		_____	
Cultural Promotion		_____	
<b>TOTAL</b>		\$ _____	\$ _____

**PROTOCOL**

Directors' Uniforms		\$ _____	
Games Ambassadors Uniforms		_____	
VIP Hospitality		_____	
Medal Presentations		_____	
Opening Ceremonies		_____	
Closing Awards		_____	
Torch Relay		_____	
Future Host		_____	
Games Attire		_____	
<b>TOTAL</b>		\$ _____	\$ _____

**SAFETY AND COMMUNICATIONS**

Medical Services		\$ _____	
Security		_____	
Communications		_____	
<b>TOTAL</b>		\$ _____	\$ _____

**FACILITIES AND WAREHOUSE** (Outline separate budget for each facility)

Total Facility Rental (if any)	\$ _____	
Facility # 1	_____	
Facility # 2 (etc.)	_____	
Total Facility Upgrading	_____	
Facility # 1	_____	
Facility # 2 (etc.)	_____	
Facility Development and Construction (if any)	_____	
Portable Facilities (tents, bleachers, stages, etc.)	_____	
Facility Clean-up	_____	
Warehousing	_____	
Equipment Delivery	_____	
Signage	_____	
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

**FOOD**

Food Centre Meals (Breakfast & Supper)	\$ _____	
Box Lunches	_____	
Concessions	_____	
Other Food Requirements	_____	
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

**ACCOMMODATION**

Athlete Village	\$ _____	
Hotels/Motels (Officials Accommodation)	_____	
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

**APPENDIX V - BUDGET WORKSHEET (continued)**

**TRANSPORTATION**

Internal Busing	_____	
Courtesy Vehicles	_____	
Parking and Traffic Control	_____	
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

**REGISTRATION & RESULTS**

Identification Tags and Supplies	\$ _____	
Registration Kits (bags/folders)	_____	
Registration Centre	_____	
Results Centre	_____	
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

**TOTAL EXPENDITURES BUDGET** \$ \_\_\_\_\_

# APPENDIX VI - BID SUBMISSION CHECKLIST

Please ensure the following information is incorporated into your bid submission.

Note: This checklist should be part of your bid submission

<u>ITEM INCLUDED SUBMISSION</u> (please ✓)	<u>LOCATION IN</u>  (page # and/or section)
<p>_____ <b>1. Municipal Support</b></p> <ul style="list-style-type: none"> <li>- Statements of support and commitment from the Municipal Council and any other co-operating municipalities</li> </ul>	<p>Page _____</p>
<p>_____ <b>2. Proposed dates for the Games</b></p>	<p>Page _____</p>
<p>_____ <b>3. Previous Event Experience</b></p> <ul style="list-style-type: none"> <li>- List of zone, provincial or national events hosted in recent years</li> </ul>	<p>Page _____</p>
<p>_____ <b>4. Host Organizing Committee</b></p> <ul style="list-style-type: none"> <li>- Assurance the community can form an organization capable of hosting the Games</li> <li>- Proposed organizational structure</li> <li>- Proposed method to select Games Chairperson &amp; Board of Directors</li> </ul>	<p>Page _____</p> <p>Page _____</p> <p>Page _____</p>
<p>_____ <b>5. Listing of sports you are prepared to host</b></p>	<p>Page _____</p>
<p>_____ <b>6. Facilities</b></p> <ul style="list-style-type: none"> <li>- Description of the facilities for the proposed sports</li> <li>- Contingency plans (where applicable to accommodate proposed sports)</li> <li>- Map of community indicating the location of the facilities</li> <li>- Plan for construction or upgrading of facilities</li> </ul>	<p>Page _____</p> <p>Page _____</p> <p>Page _____</p> <p>Page _____</p>
<p>_____ <b>7. Food Services</b></p> <ul style="list-style-type: none"> <li>- Guaranteed per diem rate for feeding all participants</li> <li>- Method of feeding athletes, coaches and officials</li> <li>- Description of food centre (location, seating capacity, etc.)</li> </ul>	<p>Page _____</p> <p>Page _____</p> <p>Page _____</p>
<p>_____ <b>8. Transportation:</b></p> <ul style="list-style-type: none"> <li>- Description of plans to move the athletes from venue to venue within the community</li> </ul>	<p>Page _____</p>



**ITEM INCLUDED**  
**SUBMISSION**  
(please ✓)

**LOCATION IN**  
(page # and/or section)

- \_\_\_\_\_ **9. Accommodation:**
- Description (including number of classrooms) and location of accommodation facilities for athletes and coaches Page \_\_\_\_\_
  - Description of hotel/motel facilities for officials, special guests and spectators Page \_\_\_\_\_
- \_\_\_\_\_ **10. Medical Facilities:**
- Description of medical facilities Page \_\_\_\_\_
  - Plans for first aid treatment at competition sites Page \_\_\_\_\_
- \_\_\_\_\_ **11. Media:**
- Description of local media Page \_\_\_\_\_
  - Indicate location of Media Centre Page \_\_\_\_\_
  - Services to be provided to members of the media Page \_\_\_\_\_
  - Indication of support and involvement from local media during the Games Page \_\_\_\_\_
- \_\_\_\_\_ **12. Proposed Budget:**
- Outline of the proposed costs of operating the Games, including meals, accommodation, cost of construction and renovation of facilities, etc. Page \_\_\_\_\_  
*(Please complete Appendix V and incorporate into bid submission)*
- \_\_\_\_\_ **13. Support Letters:**
- Indication of the support and commitment from community organizations and agencies Page \_\_\_\_\_
- \_\_\_\_\_ **14. Additional Information:**
- General information on your community, e.g. population, areas of interest, etc. Page \_\_\_\_\_
- \_\_\_\_\_ **15. Bid Committee:**
- Listing of Bid Committee members including, name, address, telephone numbers and brief biography Page \_\_\_\_\_
  - Indicate name of key contact person on Bid Committee

**BID SUBMISSION**

Completed bids must be received by **April 29, 2022.**

Please email bid submission to:

**Don S. Wilson**  
**Director, Multisport Games**  
**Sport, Physical Activity & Recreation**  
**#620, 615 Macleod Trail SE**  
**Calgary, Alberta, T2G 4T8**  
**Phone: (403) 297-2729**  
**E-mail: don.wilson@gov.ab.ca**





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee Of the Whole</b>
<b>Meeting Date:</b>	<b>August 16, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Traffic Count Data</b>

## **BACKGROUND / PROPOSAL:**

Administration took the initiative to obtain two traffic counters from ATS Traffic for the months of May, June and first few days of July. The traffic counters were placed in various areas in Mackenzie County, in specific locations along roads deemed the best placement for vehicle data collection. Please see attached map for locations.

Asset Management summer staff were in charge of moving the traffic counters on average of every two days. There were dates because of stat and religious holidays that counters were left longer at their current location. The counters collected a broad range of information. Administration will be presenting location, dates and days of the week along with total number of vehicles and the Annual Average Daily Traffic (AADT). When the traffic count is of a shorter duration, AADT is calculated using the following formula:

$$\text{AADT} = \frac{\text{Total Number of Vehicles}}{\text{Time in Minutes}/1440}$$

The other data collected by location was, average and max speeds, size of vehicles and peak times in the morning and afternoon.

## **OPTIONS & BENEFITS:**

The data collected gives an accurate snapshot of the number of vehicles that are travelling on County roads. Using this information along with the Rural Road Study that is being conducted will help with Asset Management’s long-term planning and maintenance requirements on County roads.

**Author:** S Gibson      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters

**COSTS & SOURCE OF FUNDING:**

The total cost for renting two Armadillo Traffic Counters was approximately \$9300. Costs were covered under the Operating budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the traffic count data be received for information.

Author: S Gibson      Reviewed by: \_\_\_\_\_      CAO: B Peters

LOCATION	TOTAL VEHICLES	AADT	DATE (D/M/Y)	DAYS OF THE WEEK
27TH BASELINE	496	242	9/5/22-11/5/22	M T W
WILSON PRAIRIE	775	379	9/5/22-11/5/22	M T W
SAVAGE PRAIRIE	789	402	11/5/22-13/5/22	W T H F
WEST LC ROAD	511	250	11/5/22-13/5/22	W T H F
NORTH WEST LC RD	1555	504	13/5/22-16/5/22	F S S U M
FOSTER ROAD #1	582	186	13/5/22-16/5/22	F S S U M
RIVER ROAD NORTH LC	847	451	16/5/22-18/5/22	M T W
SOUTH OF CRESTVIEW	372	194	16/5/2-18/5/22	M T W
BLUE HILLS ROAD	681	308	18/5/22-20/5/22	W T H F
AJA ROAD WEST	503	246	18/5/22-20/5-22	W T H F
WOLF LAKE RD WEST	624	159	20/5/22-24/5/22	F S S U M
AJA ROAD EAST	687	181	20/5/22-24/5/22	F S S U M
WOLF LAKE RD EAST	322	286	24/5/22-25/5/22	T W
BLUMENORT WEST	385	342	24/5/22-25/5/22	T W
ANGLE ROAD	629	308	25/5/22-27/5/22	W T H F
HELIPORT ROAD	555	277	25/5/22-27/5/22	W T H F
6 MILE RD NORTH	457	156	27/5/22-30/5/22	F S S U M
HWY 58/RR 17-3 NORTH	222	75	27/5/22-30/5/22	F S S U M
HWY 58/RR 17-1 SOUTH	185	164	30/5/22-31/5-22	M T
11 MILE (RR 17-5)	42	37	30/5/22-31/5/22	M T
ELESKIE ROAD	507	169	31/5/22-3/6/22	T W T H F
HWY 58/RR 14-0	74	25	31/5/22-3/6/22	T W T H F
BLUMENORT EAST	1134	238	3/6/22-8/6/22	F S S U M T W
FV AIRPORT RD	207	118	13/6/22-15/6/22	M T W
FOSTER ROAD #2	146	89	13/6/22-15/6/22	M T W
LC AIRPORT ROAD	343	178	15/6/22-17/6/22	W T H F
88 CONNECTOR TWP 106-2	625	312	15/6/22-17/6/22	W T H F
EAGLES NEST ROAD	53	17	17/6/22-20/6/22	F S S U M
ROCKY LANE RR 155	47	16	17/6/22-20/6/22	F S S U M
ZAMA ROAD	45	22	21/6/22-23/6/22	T W T H
ATLAS LANDING #1	1483	487	24/6/22-27/6/22	F S S U N M
94TH AVE WEST	3145	1020	24/6/22-27/6/22	F S S U N M
113TH ST (NORTH 100 AVE)	1058	540	27/6/22-29/6/22	M T W
109TH ST (BASEBALL DIAMONDS)	1397	713	27/6/22-29/6/22	M T W
RR 155 (TWP 1060-1061)	95	78	29/6/22-30/6/22	W T H
ATLAS LANDING #2	209	172	29/6/22-30/6/22	W T H

M- MONDAY T-TUESDAY W- WEDNESDAY TH- THURSDAY F- FRIDAY S- SATURDAY SU-SUNDAY

Author: S Gibson Reviewed by: \_\_\_\_\_ CAO: B Peters





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>August 16, 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Cheque Registers – July 11, 2022 – August 12, 2022</b>

**BACKGROUND / PROPOSAL:**

At the request of Council cheque registers, are to be viewed by Council during Committee of the Whole meetings.

All invoices are authorized by Managers, Directors, and or the CAO in accordance with the Purchasing Policy. Cheques are released on a weekly or bi-weekly basis unless otherwise required for operational needs. Copies of the July 11, 2022 – August 12, 2022 cheque registers, and June and July 2022 online payments will be available on meeting day..

**OPTIONS & BENEFITS:**

Administration will continue to present all new cheque registers at each Committee of the Whole meeting.

**COSTS & SOURCE OF FUNDING:**

2022 Budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Author: J.Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

N/A

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the cheque registers, from July 11, 2022 – August 12, 2022, and June and July 2022 online payments be received for information.

Author: J.Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole</b>
<b>Meeting Date:</b>	<b>August 16, 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>MasterCard Statements – June 2022</b>

## **BACKGROUND / PROPOSAL:**

Mastercard statements are reviewed by Council at the Committee of the Whole Meetings.

A copy of the June 2022 MasterCard statements will be made available at the meeting.

## **OPTIONS & BENEFITS:**

## **COSTS & SOURCE OF FUNDING:**

2022 Operating Budget

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

Author: J.Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**POLICY REFERENCES:**

Policy FIN028 Credit Card Use

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the MasterCard statements for June, 2022 be received for information.

Author: J.Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_