

LAC LA BICHE COUNTY
REGULAR COUNCIL MEETING

DATE: March 25, 2014
TIME: 10:00 a.m.
PLACE: Council Chambers
County Centre

AGENDA

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1 March 10, 2014 Special Council Meeting – Budget;
 - 3.2 March 11, 2014 Regular Council Meeting;
 - 3.3 March 12, 2014 Special Council Meeting – Budget.
4. UNFINISHED BUSINESS
5. URGENT MATTERS
6. PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS
 - 6.1 1:30 p.m. Delegation – AltaLink – Electrical Transmission;
 - 6.2 2:00 p.m. Public Input Session;
 - 6.3 3:00 p.m. Delegation – Lac La Biche Pow Wow and Fish Derby Association.
7. DISPOSITION OF DELEGATION BUSINESS
 - 7.1 Delegation – AltaLink – Electrical Transmission;
 - 7.2 Public Input Session;
 - 7.3 Delegation – Lac La Biche Pow Wow and Fish Derby Association.

8. NEW BUSINESS

- 8.1 RFD – Member at Large Appointments to the Subdivision and Development Appeal Board;
- 8.2 RFD – Event Sponsorship Program;
- 8.3 RFD – Bold Center – Additional Space Development;
- 8.4 RFD – Request for First Extension – Subdivision Approval for File 2012-S-044; Proposed Subdivision of Lot 2, Block 1, Plan 1223374;
- 8.5 RFD – Subdivision File No. 2013-S-051; Elinor Lake Resort; Plan 0825293, Unit A;
- 8.6 RFD – Application for Development – File 2014-029; Galas, Curtis; Plan 0825293, Lot A;
- 8.7 RFD – Rezoning Bylaw 14-011; Taha, Yussof and Heyam; Lot 2, Block 1, Plan 0722784; from Agricultural District (AG) to Highway Commercial District (HWC) – 1st Reading;
- 8.8 RFD – Rezoning Bylaw 14-012; Martushev, Nick and Vassa; Pt. SE 4-68-16-W4M; from Agricultural District (AG) to On-Site Estate Residential District (OE1) – 1st Reading;
- 8.9 Budget Deliberations;
- 8.10 RFD – Security Deposit on the Old Conklin Trail (Inter-pipeline Ltd.) (addition to agenda);
- 8.11 CAO Recruitment Follow Up (addition to agenda);
- 8.12 Discussion on BNR Plant (addition to agenda);
- 8.13 Information – Cameras (addition to agenda);
- 8.14 Information – Grants (addition to agenda);
- 8.15 Street Sweeping (addition to agenda).

9. IN CAMERA SESSION

- 9.1 RFD – Lac La Biche Feed Mill and Farm Supply Endeavour to Assist Agreement – Ramada Development (section 27 FOIP).

10. ADJOURNMENT

**LAC LA BICHE COUNTY
REGULAR COUNCIL MEETING
COUNTY CENTRE, LAC LA BICHE**

March 25, 2014 – 10:00 a.m.

Minutes of the Lac La Biche County Regular Council Meeting held on March 25, 2014 at 10:00 a.m.

CALL TO ORDER Mayor Langevin called the meeting to order at 10:02 a.m.

PRESENT	Aurel Langevin	Mayor
	Wanda Austin	Councillor
	Robert Richard	Councillor / Deputy Mayor
	Richard Olson	Councillor
	Tim Thompson	Councillor
	Hajar (Jerry) Haymour	Councillor
	John Nowak	Councillor
STAFF IN ATTENDANCE	Gordon Frank	Acting CAO/General Manager, Development & Community Service
	Joanne Onciul	Legislative Services Coordinator
	Lonna Hoggan	Legislative Services Liaison
	Julie MacIsaac	Communications Coordinator (in part)
REGRETS	MJ Siebold	Councillor
	David Phillips	Councillor

ADOPTION OF AGENDA

14.247 Motion by Councillor Richard to approve the March 25, 2014 Regular Council Meeting agenda as amended:

- Addition of Item 8.10 RFD – Security Deposit on the Old Conklin Trail (Inter-pipeline Ltd.);
- Addition of Item 8.11 CAO Recruitment Follow Up;
- Addition of Item 8.12 Discussion on BNR Plant;
- Addition of Item 8.13 Information – Cameras;
- Addition of Item 8.14 Information – Grants;
- Addition of Item 8.15 Street Sweeping.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 March 10, 2014 – Special Council Meeting – Budget;

14.248 Motion by Councillor Austin to adopt the minutes of the March 10, 2014 Special Council Meeting – Budget as circulated.

CARRIED UNANIMOUSLY

3.2 March 11, 2014 – Regular Council Meeting;

14.249 Motion by Councillor Haymour to adopt the minutes of the March 11, 2014 Regular Council Meeting as circulated.

CARRIED UNANIMOUSLY

3.3 March 12, 2014 – Special Council Meeting – Budget;

14.250 Motion by Councillor Richard to adopt the minutes of the March 12, 2014 Special Council Meeting – Budget as circulated.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

4.1 Plamondon District Community Development Society (PDCDS) Liquor Licence.

Gordon Frank, Acting Chief Administrative Officer and General Manager, Development & Community Services, advised Council that a letter of support has been sent to Alberta Gaming and Liquor Control for PDCDS to obtain a special liquor licence. Mr. Frank will forward an email to Council regarding the above noted.

NEW BUSINESS

8.1 RFD – Member at Large Appointments to the Subdivision and Development Appeal Board;

A discussion ensued regarding the responsibilities and functions of the Subdivision and Development Appeal Board and the Municipal Planning Commission.

14.251 Motion by Councillor Haymour that Council votes by secret ballot for the selection of two members to serve on the Subdivision Development Appeal Board.

CARRIED UNANIMOUSLY

8.1 RFD – Member at Large Appointments to the Subdivision and Development Appeal Board (continued);

A secret vote was administered. Gordon Frank, Acting Chief Administrative Officer/General Manager, Development & Community Services, and Joanne Onciul, Legislative Services Coordinator, counted the secret ballots. Mr. Frank advised Council that the successful candidates were Guy Piquette and Richard Mahe.

14.252 Motion by Councillor Haymour to appoint Guy Piquette and Richard Mahe to the Subdivision Development Appeal Board, effective immediately and for a term ending March 31, 2017.

CARRIED UNANIMOUSLY

14.253 Motion by Councillor Austin to destroy the secret ballots from the Subdivision Development Appeal Board member selection vote.

CARRIED UNANIMOUSLY

14.254 Motion by Councillor Thompson to direct Administration to research the different models for the operation of the Subdivision Development Appeal Board.

CARRIED UNANIMOUSLY

14.255 Motion by Councillor Thompson that Administration sends a letter of thank you to Garnet Robinson and Jamie Anfiloff for their application to the Subdivision Development Appeal Board.

CARRIED UNANIMOUSLY

8.2 RFD – Event Sponsorship Program;

14.256 Motion by Councillor Richard that the new Event Sponsorship Program Policy CM-71-015 be adopted as presented, that policies CM-71-003 and CM-71-007 be rescinded, and further that the Event Sponsorship Program Policy be brought forward to Council for review by December 31, 2014.

CARRIED UNANIMOUSLY

RECESS

Mayor Langevin called a recess at 11:20 a.m.

RECONVENE

Mayor Langevin reconvened the meeting at 11:29 a.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

8.3 RFD – Bold Center – Additional Space Development;

14.257 Motion by Councillor Haymour that Administration not proceed with the open space development for the Bold Center and High School Joint Developed Area.

CARRIED UNANIMOUSLY

Administration will send a letter to Northern Lights School Division and to Clark Builders advising them of Council's decision on this matter.

8.4 RFD – Request for First Extension – Subdivision Approval for File 2012-S-044; Proposed Subdivision of Lot 2, Block 1, Plan 1223374;

14.258 Motion by Councillor Nowak that Lac La Biche County Council approves an extension to the subdivision approval for file 2012-S-044 until November 21, 2014.

CARRIED UNANIMOUSLY

8.5 RFD – Subdivision File No. 2013-S-051; Elinor Lake Resort; Plan 0825293, Unit A;

14.259 Motion by Councillor Nowak that Lac La Biche County approves the application for Subdivision File 2013-S-051, Elinor Lake Resort with conditions.

CARRIED UNANIMOUSLY

8.6 RFD – Application for Development – File 2014-029; Galas, Curtis; Plan 0825293, Lot A;

14.260 Motion by Councillor Haymour that Lac La Biche County approves the application for Development File 2014-029 with conditions.

CARRIED UNANIMOUSLY

NEW BUSINESS

8.7 RFD – Rezoning Bylaw 14-011; Taha, Yussof and Heyam; Lot 2, Block 1, Plan 0722784; from Agricultural District (AG) to Highway Commercial District (HWC) – 1st Reading;

14.261 Motion by Councillor Haymour that Bylaw 14-011 be given first reading this 25th day of March, 2014.

CARRIED UNANIMOUSLY

8.8 RFD – Rezoning Bylaw 14-012; Martushev, Nick and Vassa; Pt. SE 4-68-16-W4M; from Agricultural District (AG) to On-Site Estate Residential District (OE1) – 1st Reading;

14.262 Motion by Councillor Thompson that Bylaw 14-012 be given first reading this 25th day of March, 2014.

CARRIED UNANIMOUSLY

8.9 Budget Deliberations;

Discussion ensued regarding budget deliberations. The March 26, 2014 Special Council Meeting – Budget was cancelled and the March 27, 2014 Special Council Meeting – Budget will proceed at 10:00 a.m. in Council Chambers, as previously scheduled.

14.263 Motion by Councillor Olson to accept the budget deliberation as information.

CARRIED UNANIMOUSLY

RECESS

Mayor Langevin called a recess at 12:08 p.m.

RECONVENE

Mayor Langevin reconvened the meeting at 1:02 p.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

8.11 CAO Recruitment Follow Up (addition to agenda);

Discussion ensued regarding an update on the CAO Recruitment Committee. The Committee will be meeting on March 26, 2014 at 10:00 a.m. in Council Chambers.

8.10 RFD – Security Deposit on the Old Conklin Trail (Interpipeline Ltd.) (addition to agenda) (hand-out);

14.264 Motion by Councillor Haymour that Lac La Biche County obtains an agreement and a security deposit from Interpipeline Ltd. on the Old Conklin Trail from kilometer 18 to kilometer 118 in the amount of \$1,500 per kilometer, and further, that Interpipeline Ltd. keeps up the maintenance on the said road.

CARRIED UNANIMOUSLY

8.12 Discussion – BNR Plant (addition to agenda);

Discussion ensued regarding the BNR Plant rates for sewage dumping.

14.265 Motion by Councillor Thompson that Administration bring forward a Briefing that provides a review of the County's Sewer Bylaw 12-002 and the County's Water Bylaw 12-003 including the current and proposed rates, and that the same be brought forward to the April 1, 2014 Policy & Priorities Committee meeting.

CARRIED UNANIMOUSLY

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.1 Delegation – AltaLink – Electrical Transmission;

Council introduced themselves to the delegation, and Ed Toupin, Representative of AltaLink, introduced himself to all those present.

Mr. Toupin noted that AltaLink's goal is to provide access to safe, reliable, cost effective energy to Alberta.

A PowerPoint presentation was presented by Mr. Toupin highlighting who AltaLink is, what AltaLink does, the major transmission projects that AltaLink is currently involved in and those that are upcoming, and how AltaLink is a partner in the Lac La Biche community.

Discussion ensued regarding potential partnerships between AltaLink and Lac La Biche County.

Mayor Langevin thanked Mr. Toupin for his presentation.

RECESS

Mayor Langevin called a recess at 1:54 p.m.

RECONVENE

Mayor Langevin reconvened the meeting at 2:01 p.m. with all those Members of Council previously listed in attendance.

6.2 Public Input Session.

Mayor Langevin declared the public input session open at 2:01 p.m.

Mr. Jim McLean, resident of Blais Resort, expressed his concern and requested clarification on the reasons why he is getting charged more for dumping waste.

Mayor Langevin confirmed that this matter is being looked into for several residents of the County.

Mayor Langevin asked if there was anyone else wishing to speak at the public input session.

There was no one else present for the public input session.

Mayor Langevin thanked Mr. McLean for his comments, and declared the public input session closed at 2:05 p.m.

DISPOSITION OF DELEGATION BUSINESS

7.1 Delegation – AltaLink – Electrical Transmission;

14.266 Motion by Councillor Nowak that a letter be sent to Mr. Toupin thanking him for his presentation.

CARRIED UNANIMOUSLY

7.2 Public Input Session;

14.267 Motion by Councillor Richard to send a letter of thank you to Mr. McLean for attending as a delegation at the Public Input Session.

CARRIED UNANIMOUSLY

NEW BUSINESS

8.14 Information – Grant (addition to agenda);

A discussion ensued regarding the Town of St. Paul hiring Mesa Canada to do grant research for the Town.

8.13 Information – Cameras (addition to agenda);

Discussion ensued regarding the proposed purchase of security cameras and the process of the same.

8.15 Street Sweeping (addition to agenda).

Discussion ensued regarding the schedule for street sweeping in Lac La Biche County.

RECESS Mayor Langevin called a recess at 2:28 p.m.

RECONVENE Mayor Langevin reconvened the meeting at 2:31 p.m. with all those Members of Council previously listed in attendance.

IN CAMERA SESSION

14.268 Motion by Councillor Austin to go in camera at 2:31 p.m.

CARRIED UNANIMOUSLY

9.1 RFD – Lac La Biche Feed Mill and Farm Supply Endeavour to Assist Agreement – Ramada Development (section 27 FOIP).

Council will continue with Item 9.1 after Item 6.3 Delegation – Lac La Biche Pow Wow and Fish Derby Association delegation.

RETURN TO REGULAR MEETING

14.269 Motion by Councillor Austin to proceed with the meeting out of camera at 2:59 p.m.

CARRIED UNANIMOUSLY

RECESS Mayor Langevin called a recess at 2:59 p.m.

RECONVENE Mayor Langevin reconvened the meeting at 3:02 p.m. with all those Members of Council previously listed in attendance.

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.3 Delegation – Lac La Biche Pow Wow and Fish Derby Association.

Lenora Lemay, Colleen Pierce and Al Beniuk, Representatives of the Lac La Biche Pow Wow and Fish Derby Association (the “Association”) introduced themselves to all those present.

The delegation provided an overview of the successes of the 2013 Lac La Biche Pow Wow Days and the accomplishments of the 2014 Volunteer Executive and Directors. The Association would like to develop a more formalized, collaborative working relationship with the Lac La Biche County.

The following discussion and requests ensued:

- Letter from Mayor to CFB Cold Lake regarding a flyby request;
- Letter from Mayor to Sustainable Resource Development (SRD) requesting permission for water bombers;
- Booking of County facilities;
- Banners for banner holders;
- Ownership of Pow Wow hut;
- Financial support from County - leverage for other grants;
- Council and Administration representation on the Association;
- Roles and responsibilities of Association and County Administration.

Mayor Langevin thanked the delegation for their presentation.

DISPOSITION OF DELEGATION BUSINESS

7.3 Delegation – Lac La Biche Pow Wow and Fish Derby Association.

14.270 Motion by Councillor Haymour to send a letter of thanks to the Pow Wow delegation for their presentation, and further note that the County supports their efforts.

CARRIED UNANIMOUSLY

Administration is to look into the ownership of the Pow Wow building.

IN CAMERA SESSION

14.271 Motion by Councillor Thompson to go in camera at 3:24 p.m.

CARRIED UNANIMOUSLY

9.1 RFD – Lac La Biche Feed Mill and Farm Supply Endeavour to Assist Agreement – Ramada Development (section 27 FOIP) (continued).

RETURN TO REGULAR MEETING

14.272 Motion by Councillor Thompson to proceed with the meeting out of camera at 3:57 p.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF “IN CAMERA SESSION”

9.1 RFD – Lac La Biche Feed Mill and Farm Supply Endeavour to Assist Agreement – Ramada Development (section 27 FOIP).

14.273 Motion by Councillor Olson that Lac La Biche County Council directs Administration to replace the October 31, 2012 Endeavour to Assist Agreement with a new or amending Endeavour to Assist Agreement between the Lac La Biche Feed Mill and Farm Supply and Lac La Biche County.

CARRIED UNANIMOUSLY

ADJOURNMENT

14.274 Motion by Councillor Thompson to adjourn the Regular Council Meeting of March 25, 2014 at 3:59 p.m.

CARRIED UNANIMOUSLY

Aurel Langevin, Mayor

**Gordon Frank
Acting Chief Administrative Officer**



LAC LA BICHE COUNTY POLICY

TITLE: EVENT SPONSORSHIP	POLICY NO: CM-71-015
RESOLUTION: 14.256	EFFECTIVE DATE: MARCH 25, 2014
LEAD ROLE: MANAGER, SOCIAL PLANNING	NEXT REVIEW DATE: DECEMBER 31, 2014
SPECIAL NOTES/CROSS REFERENCE: CM-71-015 EVENT SPONSORSHIP PROCEDURE	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County believes that as a good corporate citizen, sponsoring community-based events will add value to the community. The County will be acknowledged for these sponsorships thus raising the profile of Lac La Biche County and promoting Council's priorities as it relates to supporting the community, marketing and tourism.

Council shall budget for sponsorship opportunities and requests on an annual basis that will provide good value for Lac La Biche County's corporate name.

Administration may approve sponsorship requests up to a maximum of ten thousand dollars (\$10,000.00). Requests that exceed that amount shall be forwarded to Council for consideration.

Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Chief Administrative Officer

Date

Mayor

Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: EVENT SPONSORSHIP

PROCEDURE NO: CM-71-015

SPECIAL NOTES/CROSS REFERENCE:
CM-71-015 EVENT SPONSORSHIP POLICY

AMENDMENT DATE:

PROCEDURE:

1.0 GENERAL PRINCIPLES

- 1.1 All interested parties seeking sponsorship must submit a completed Sponsorship Request package to the County with the required information, as stated in this document.
- 1.2 Eligible Projects: Sponsorship is available to a variety of events including sporting, tourism, cultural and general community events and conferences.
- 1.3 Submission timelines: As much as possible, funding requests should be submitted by September 30th for inclusion in the municipal budget process:
 - Event sponsorship requests exceeding \$10,000 must be submitted by September 30th of the year preceding the event, to be included in the municipal budget process;
 - Event sponsorship requests of up to \$10,000 may be submitted through the course of the year but must be submitted a minimum of 60 days before the event;
 - Event sponsorship requests for promotional items, if this constitutes the entire request, must be submitted a minimum of 30 days before the event.
- 1.4 Requests submitted during the course of the year will be considered based on criteria identified in this policy, and available budget.
- 1.5 Sponsorship requests for Categories A and B will be reviewed through Council's annual budget process. Sponsorship requests for Categories C and D will be reviewed by an Administrative committee of a minimum three (3) and maximum of five (5) people.
- 1.6 Projects not funded:
 - Individuals
 - Private functions
 - Political parties, lobby groups or religious groups
- 1.7 County sponsorship funding for any event will not exceed fifty percent (50%) of the event net expenditures.
- 1.8 Applicants will be notified by Administration of the final decision in writing within ten (10) business days of the County receiving the sponsorship request for Categories C and D.

Applicants submitting for Categories A or B sponsorship will receive notification in writing within ten (10) business days of Council's annual budget approval.

- 1.9 Sponsorship funds will be provided in full upon notice of approval, or within 60 days of the event, whichever is closest to the event date.
- 1.10 The County reserves the right to accept or refuse any sponsorship requests and to limit the number of sponsorship requests provided in a calendar year.

2.0 ASSESSMENT CRITERIA

- 2.1 The following criteria must be addressed and will be taken into account in assessing the priority of the application.

The event must:

- Raise the profile of Lac La Biche County through prominent acknowledgement of their support and assistance.
- Be compatible with Council priorities.
- Show a benefit to the residents of Lac La Biche County.

3.0 DEFINITIONS

3.1 Major National and International Events:

A major national or international event is an event that draws a national audience. Typically more than 40% of attendees reside outside of the province. The event must also have local organizing support and community interest.

3.2 Major Provincial Events:

A major provincial event is an activity that draws a provincial audience. Typically more than 40% of attendees reside outside a radius of 200 km. The event must also have local organizing support and community interest.

3.3 Major Local Events:

A major local event is an activity with a target market of Lac La Biche County and neighbouring municipalities. The event must also have local organizing support and community interest.

3.4 Local Events:

A local event has an intended audience of Lac La Biche County residents or neighbouring communities within close proximity to the hosting organization.

4.0 LEVEL OF ASSISTANCE AVAILABLE

- 4.1 Event sponsorship may be given in the form of a monetary value, County promotional materials, and in-kind support including but not limited to manpower/administration hours and materials/supplies. All components of a sponsorship request must be included in one (1) document; for example, requests for funding, silent auction item, moving picnic tables, facilities must all be included on the sponsorship request form.

5.0 COUNTY PROMOTIONAL MATERIAL

5.1 If the request is for a door prize, silent auction item or other similar promotional item, a written or verbal request is required. Administration may authorize the support in accordance with the assessment criteria, inventory or promotional materials and within the budget approved by Council as defined below and will maintain a record of the item(s) given:

- i. Door / Raffle Prizes: Value up to \$100.00
- ii. Silent Auction Items: Value up to \$150.00
- iii. Special Functions: Value up to \$200.00
- iv. Bold Center or Pool passes: Value up to \$1,000.00

6.0 MONETARY VALUE

- 6.1 Category A Major National / International Events
Maximum Event Sponsorship or In-Kind Support: \$25,000.00
Sponsorship Criteria:
- Events must have a major national / international component (refer to 3.1)
 - Events must take place within the area of Lac La Biche County
 - Events must show a benefit to Lac La Biche County in terms of tourism and market opportunities and target audiences
 - The event Organizing Committee will prepare and present a detailed Sponsorship Package and Business Plan which:
 - Demonstrate the credentials of the people involved
 - Board motion supporting the funding application
 - Outlines the goals and objectives of the event
 - Includes an event execution plan
 - Includes an event budget and how the Council funds will be spent and why they are needed
 - Outlines potential partnership opportunities with Lac La Biche County in terms of websites, marketing, advertising, on-site recognition and communication programs
 - Outlines other promotional and marketing initiatives as a result of county sponsorship of the event
 - Includes documentation of the promotional exposure that Lac La Biche County is to receive from the sponsorship

All requests for assistance under Category “A” Sponsorship are subject to budget availability and shall be considered by Council.

- 6.2 Category B Major Provincial Events
Maximum Event Sponsorship or In-Kind Support: \$15,000.00
Sponsorship Criteria:
- Events must have a major provincial component (refer to 3.2)
 - Events must take place within the area of Lac La Biche County
 - Events must show a benefit to Lac La Biche County in terms of tourism and market opportunities and target audiences
 - Board motion supporting the funding application

- All requests for sponsorship must be made to Lac La Biche County in writing and must address the following:
 - Event Name:
 - Years event has been produced:
 - Estimated attendance for this year’s event:
 - Target audience:
 - Location:
 - Date: _____ Time: _____
 - Brief description of the event and who is the beneficiary
 - Board motion supporting the funding application
 - Specific sponsorship you are requesting
 - How will Lac La Biche County be recognized as a sponsor? Please estimate a total value
 - Event budget including how the Council funds will be spent and why they are needed
 - Other sponsors confirmed or pending

All requests for assistance under Category “D” Sponsorship are subject to budget availability and shall be considered by Administration.

7.0 ACKNOWLEDGEMENT

- 7.1 All sponsorship recipients must agree to acknowledge Lac La Biche County’s contribution in all publicity relating to the event or activity. This includes logos and statements in all advertising and promotional material, media releases and in other promotional contexts.
- 7.2 Use of the County logo must be in accordance with Lac La Biche County logo standards.

8.0 FOLLOW UP

- 7.1 All parties that received sponsorship must submit a final report to Lac La Biche County within 90 days of the event. This report shall include a copy of the financial accounting of funds and details which demonstrate how Lac La Biche County was promoted at the event.
- 8.2 Future sponsorship funding will be dependent on the submission of complete accountability reports.
- 8.3 Should an organization experience unforeseen delays in submitting a final report, a written explanation must be provided as soon as possible, but no later than one week before the submission is due. The explanation must provide the reason for the delay and the expected submission date.

Chief Administrative Officer

Date