

SMOKY LAKE COUNTY

AGENDA: County Council Meeting to be held on
Thursday, **August 27, 2020** at 9:00 A.M.
Virtual through Zoom Platform

<https://us02web.zoom.us/j/84112082528?pwd=eDNEUnlzL21aaFkzb1BRZG02VnI3Zz09>

And with Council physically present in the County Council Chambers, Smoky Lake.

1. Meeting:

Call to Order

2. Agenda:

Acceptance of Agenda:
as presented or
subject to additions or deletions

3. Minutes:

1. Minutes of June 25, 2020 – **County Council Meeting**. ©

Recommendation: Motion to Adopt.

2. Minutes of June 30, 2020 – **County Council Committee of the Whole for the Purpose of Administration Meeting**. ©

Recommendation: Motion to Adopt.

3. Minutes of July 13, 2020 – **Special County Council Meeting**. ©

Recommendation: Motion to Adopt.

4. Minutes of July 17, 2020 – **County Council Committee of the Whole for the Purpose of Administration Meeting**. ©

Recommendation: Motion to Adopt.

5. Minutes of July 20, 2020 – **County Council Committee of the Whole for the Purpose of Planning Meeting**. ©

Recommendation: Motion to Adopt.

6. Minutes of July 20, 2020 – **Special County Council Meeting**. ©

Recommendation: Motion to Adopt.

7. Minutes of August 14, 2020 – **County Council Committee of the Whole for the Purpose of Administration Meeting**. ©

Recommendation: Motion to Adopt.

4. Request for Decision:

1. **Policy Statement No. 03-25-10: Sale of Gravel or Sand. (With Public Participation Process)**. ©
2. **Policy Statement No. 01-03-27: Organizational Chart**. ©

3. **Municipal Stimulus Funding.** ©
4. **Bylaw No. 1382-20:** Chief Administrative Officer (CAO). ©
5. Exploration of the Village of Vilna's Amalgamation with Smoky Lake County. ©
6. **Request to Purchase County Owned Land** – Plan 314HW, Block 4, Lot 15 (5112-50th Avenue, Hamlet of Warspite). ©
7. Membership for Alberta Bilingual Municipalities Association (ABMA). ©

5. **Issues for Information:**

1. Reports:

5.1.1 Interim Chief Administrative Officer:

- a. Monthly Report: July 16, 2020 to August 20, 2020. ©
- b. Financial Statement for the months of: **May/June 2020.** ©
- c. Action List:
 - i. County Council Meeting – June 25, 2020. ©
 - ii. County Council Committee of the Whole for the Purpose of Administration Meeting – June 30, 2020. ©
 - iii. Special County Council Meeting – July 13, 2020. ©
 - iv. County Council Committee of the Whole for the Purpose of Administration Meeting – July 17, 2020. ©
 - v. County Council Committee of the Whole for the Purpose of Planning Meeting – July 20, 2020. ©
 - vi. Special County Council Meeting – July 20, 2020. ©
 - vii. County Council Committee of the Whole for the Purpose of Administrative Meeting – August 14, 2020. ©

5.1.2 Municipal Finance:

- a. Actual to Budget Review. ©
- b. Accounts Receivable Aging Reports (*for Councillor's information*). ©
- c. Cheques register for Councillor's information (*for Councillor's information*). ©

5.1.3 Reeve's Report.

- a. June 19, 2020 to August 19, 2020. ©

5.1.4 Manager's Reports.

- a. Public Works Manager. ©
 - i. **2020 Road Projects.** ©
- b. Public Works Foreman. ©
- c. Public Works Shop Foreman. ©
- d. Peace Officer. ©
- e. Natural Gas Manager.
- f. Environmental Operations.
- g. Agricultural Service Board.
- h. Planning and Development. ©
- i. Safety Officer. ©
- j. Fire Chief.
- k. GIS. ©
- l. Communication Director. ©

- 5.1.5 Training Events – Reports.
- a. Public Works Manager.
 - b. Public Works Foreman.
 - c. Public Works Shop Foreman.
 - d. Peace Officer.
 - e. Natural Gas Manager.
 - f. Environmental Operations.
 - g. Agricultural Service Board.
 - h. Planning and Development.
 - i. Safety Officer.
 - j. Emergency/Fire Protective Services.
 - k. GIS.
 - l. Finance.
 - m. Administration.
 - n. Communication.

2. Committee: Task Forces and Boards

- Councillor Dan Gawalko: Report for Committees represented. ©
- 5.2.1 Alberta Care
- 5.2.2 Corridor Communications Incorporated– *(In Executive Session)*
- 5.2.3 Doctor Retention & Recruitment Committee
- 5.2.4 Evergreen Regional Waste Management Commission
- 5.2.5 Family Community Support Services Committee
- 5.2.6 Fire and Rescue Liaison Committee
- Smoky Lake:**
- Vilna:**
- Waskatenau:**
- 5.2.7 Government Liaison Committee
- 5.2.8 Highway 28/63 Regional Water Commission
- 5.2.9 Joint Health and Safety Committee
- a. **Informal Meeting** Minutes: June 19, 2020. ©
- 5.2.10 Municipal Planning Commission:
- 5.2.11 Northeast Alberta Information HUB
- 5.2.12 North East Muni-Corr. Ltd.
- 5.2.13 Northern Lights Library Board
- 5.2.14 Policy Committee
- 5.2.15 R.C.M.P. Liaison Committee
- a. Smoky Lake RCMP Police Report: April – June 2020. ©
- 5.2.16 Regional Community Development Committee (RCDC)
- a. Action Lists:
- April 6, 2020
 - May 4, 2020
 - June 10, 2020
 - June 29, 2020
- b. Michelle Wright, Community Economic Development Officer, dated August 17, 2020 – Re: Virtual Entrepreneur Conference October 5-9, 2020. ©
- Recommendation:** Council’s discretion.
- c. Michelle Wright, Community Economic Development Officer, dated August 17, 2020 – Re: Requesting AllNet microsite to be associated with County Website. ©
- Recommendation:** Approve to provide RCDC a basic microsite at no cost.
- 5.2.17 Regional Emergency Management
- 5.2.18 Risk-Pro Control Management Committee
- Added Named Insured: Minutes:**
- 5.2.19 Smoky Lake Community Day Care Cooperative Committee
- 5.2.20 Smoky Lake Foundation

- 5.2.21 Smoky Lake Region Fire and Rescue Committee
- 5.2.22 Smoky Lake Heritage Board
 - a. Minutes: October 22, 2019. ©
 - b. Minutes: May 26, 2020. ©
 - c. Noreen Easterbrook, Chair, Smoky Lake County Regional Heritage Board, dated August 19, 2020 – Re: Municipal Historic Resource Designation – Rubuliak Ukrainian House. ©

Recommendation: That the Smoky Lake County approve the Municipal Historic Resource Designation of the Rubuliak Ukrainian House.

- 5.2.23 Joint Municipalities: **Schedule a Meeting**
 - a. **Recommendation:** Approve to host the next Joint Municipalities Meeting Virtually and Schedule the next Joint Municipalities Meeting.

- 5.2.24 Smoky Lake Agricultural Society
- 5.2.25 Intermunicipal Collaboration Framework Committee
- 5.2.26 Citizens-on-Patrol Association

6. Correspondence:

- 1. Aspen View Schools- H.A. Kostash Replacement Project.
 - a. Meeting Notes – August 12, 2020. ©
 - b. Town CAO Report on School Project. ©

Recommendation: Acknowledge receipt and retain for future reference.

- 2. Cindy and Doug Andruik, dated June 21, 2020 – Re: Mons Lake – Trailer Complaint. ©

Recommendation: Council's discretion

- 3. Cindy Millar, Chief Administrative Officer, Northern Sunrise County, dated July 28, 2020 – Re: Invitation to attend a demonstration at the Alberta Legislature Building on July 30, 2020 regarding opposition to the proposed assessment model changes. ©

Recommendation: Provide letter of support, as Council did not attend in person.

- 4.
 - a. RMA: Assessment Model Review Position Statement. ©
 - b. RMA: Assessment Model Review Impacts Report. ©
 - c. Al Kemmere, President, Rural Municipalities of Alberta, dated July 13, 2020 – Re: Impacts of Assessment Model Changes in Smoky Lake County. ©
 - d. RMA: Assessment Model Review – Outcomes Summary. ©
 - e. MLA template letter. ©

Recommendation: Acknowledge receipt of the following.

- 5. Jessica Kinsella, Volunteer Coordinator, Alberta Council on Aging, dated August 1, 2020 – Re: Declare October 1, 2020 as International Day of Older Persons. ©

Recommendation: Declare October 1, 2020 as International Day of Older Persons.

6. Marianne Janke, Travel Lakeland/Alberta's Iron Horse Trail, dated July 30, 2020 – Re: Promotion of Alberta's Iron Horse Trail. ©

Recommendation: Approve Action Taken by Administration in Promoting the Iron Horse Trail 10 Year Strategic Development Plan Survey with a closing date of August 13, 2020.

7. Proclamation of Alberta Development Officers Week 2020. ©

Recommendation: Proclaim September 20th to September 26th , 2020 – Alberta Development Officers Week.

8. Summary: Thank You's received to Smoky Lake County for the Months of July and August 2020 – None received.

9. **Information Releases:** Months of July and August 2020. ©

Recommendation: **July:** R38-20 and R41-20 to R43-20 be filed for information and R36-20 to R37-20 and R39-20 to R40-20, be acknowledged receipt of information.
August: R44-20 to R46-20, R49-20 and R51-20 be filed for information and R47-20 to R48-20 and R50-20 be acknowledged receipt of information.

7. **Delegation(s):**

8. **Executive Session:**

9. **Public Question and Answer Period: 11:30 a.m. – 12:00 noon**

10. **Bills and Accounts:**

11. **Date and time of Next Meeting(s):**

Meetings to be Scheduled:

- **Committee of the Whole: Administration – Re: Local 955**
- **County Council CAO Recruitment Committee**
- **County Council Organizational Meeting**
- **County Council Meeting: October 2020**

12. **Adjournment**

3.1

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **June 25, 2020** at 9:03 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting.

The meeting was called to order by the Reeve, Mr. Craig Lukinuk, in the presence of the following persons:

| <u>Div. No.</u> | <u>Councillor(s)</u> | <u>ATTENDANCE</u> <u>Thursday, June 25, 2020</u> |
|-----------------------|----------------------|---|
| 1 | Dan Gawalko | Virtually Present |
| 2 | Johnny Cherniwchan | Virtually Present |
| 3 | Craig Lukinuk | Virtually Present |
| 4 | Lorne Halisky | Virtually Present |
| 5 | Randy Orichowski | Virtually Present |
| CAO | Cory Ollikka | Virtually Present |
| Asst. CAO | Lydia Cielin | Virtually Present |
| Finance Manager | Brenda Adamson | Virtually Present |
| Legislative Svcs/R.S. | Patti Priest | Virtually Present |

Observers in Attendance Upon Call to Order:

| | | |
|-----------------------|-------------------|-------------------|
| Public Works Mgr. | Doug Ponich | Virtually Present |
| Plan/Dev Manager | Jordan Ruegg | Virtually Present |
| Communications Tech. | Evonne Zukiwski | Virtually Present |
| Agricultural Fieldman | Carleigh McMullin | Virtually Present |
| Media | Smoky Lake Signal | Virtually Present |
| Media | Redwater Review | Virtually Present |
| Public | None | N/A |

2. Agenda:

888-20: Gawalko

That the Smoky Lake County Council Meeting Agenda for Thursday, June 25, 2020, be adopted, as amended:

Additions to the Agenda

1. Letter from Roy & Judy Shupenia dated June 25, 2020 – Re: Shores of Whitefish Lake surrounding Hillside Acres Subdivision.
2. Email from David Noël dated June 23, 2020 – Re: Request for Culvert Installation on Private Land.
3. Property approach to SE-23-58-14-W4 on Range Road 141, ¾ of a mile South of Township Road 584.
4. Email Communication Protocol for Councillor Requests.

Carried Unanimously.

3. Minutes:

Minutes of May 28, 2020 – County Council Meeting

889-20: Cherniwchan

That the minutes of the **Smoky Lake County Council Meeting** held on Thursday, May 28, 2020, be adopted as presented.

Carried.

Kyle Schole, Planning and Development Assistant, virtually joined the meeting, time 9:10 a.m.

4. Request for Decision:

Policy Statement No. 03-16-04: Road Closure or Cancellation

890-20: Halisky

That Smoky Lake County Policy Statement No. 03-16-04: Road Closure or Cancellation, be amended:

| | | |
|---|------------------|--------------------------|
| Title: Road Closure or Cancellation | | Policy No.: 16-04 |
| Section: 03 | Code: P-R | Page No.: 1 of 11 |
| <i>E</i> | | |
| Legislation Reference: Alberta Provincial Statutes | | |
| Purpose: To provide a process to close a Government Road Allowance or cancel a surveyed Road Plan. | | |
| Policy Statement and Guidelines: | | |
| 1. DEFINITIONS | | |
| 1.1 Government Road Allowance – 66 feet wide | | |
| 1.1.1 in a north-south direction, with one mile between each column of sections east to west, commencing on the eastern range boundary. Also known as Range Roads. | | |
| 1.1.2 in an east-west direction, two miles between each 2 nd row of sections south to north, commencing on the southern township boundary. Also known as Township Roads. | | |
| 1.2 Road Plan – Surveyed areas acquired for public purposes such as new roads, road widening, diversion and drainage ditches which are undertaken by the municipality under the authority of the <i>Municipal Government Act</i> . | | |
| When a municipality or the Crown acquires land for a road or other public work by an agreement with the owner, title to the land is vested in the city, or in the case of any other municipality, the Crown in right of Alberta by filing a plan of survey at the Land Titles Office. | | |
| 1.3 Road – means land | | |
| 1.3.1 shown as a road on a plan of survey that has been filed or registered in a Land Titles Office, or | | |
| 1.3.2 used as a public road, | | |
| 1.3.3 as or within a Government road allowance, | | |
| and includes a bridge forming part of a public road and any other structure incidental to a public road. | | |
| 2. TEMPORARY ROAD CLOSURE | | |
| 2.1 Council, may by resolution or a Designated Officer authorized by Council resolution, temporarily close the whole or a part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard. | | |

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|--|------------------|--------------------------|
| Title: Road Closure or Cancellation | | Policy No.: 16-04 |
| Section: 03 | Code: P-R | Page No.: 2 of 11 |
| <i>E</i> | | |
| Policy Statement and Guidelines: | | |
| 3. PERMANENT ROAD CLOSURE / CANCELLATION BY RESOLUTION – <i>Municipal Government Act, Section 24</i> | | |
| Council, may by resolution, with the approval of the Minister of Transportation, close the whole or any part of a Road described in a surveyed Road Plan that the Council determines is no longer required for use by the travelling public owing to the existence of an alternative route. | | |
| PROCEDURE | | |
| 3.1 A Landowner may request the County to consider cancellation of the whole or any part of an undeveloped Road Plan or the County may initiate the action. | | |
| 3.2 A Request for Decision (<i>as per</i> Policy Statement No. 01-27: Request For Decision) shall be presented to Council for consideration for Road Closure by Resolution, see attached <i>Schedule "A": Sample Resolution</i> . | | |
| 3.3 The road is usually returned to the title from which it was excepted (i.e. the ¼ section). Consolidation with the adjacent land parcels may require a Descriptive Plan or a Plan of Survey. When using a Descriptive Plan, Land Titles should be consulted to ensure that the description is suitable for registration. | | |
| 3.4 No advertising is necessary, but an agreement or consent must be obtained from the landowner(s) affected. If there is more than one adjacent owner, direction from the municipality as to the disposition of the Road shall be provided to affected landowners, and consent from all affected landowners is required, see attached <i>Schedule "B": Sample Resolution Letter & Consent</i> . | | |
| 3.5 The municipality is responsible for ensuring that all third-party interests and the interests of anyone who might be adversely affected are protected. | | |
| A letter, as per <i>Schedule "C": Sample Letter of Referral</i> shall be sent to the following Referral Agencies, as per <i>Schedule "F": Referral List</i> : | | |
| 3.5.1 Telecommunication providers (Telus). | | |
| 3.5.2 Power Authority (ATCO). | | |
| 3.5.3 The owner/operator of any pipeline or right-of-way which crosses the subject closure area. | | |

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| Title: Road Closure or Cancellation | Policy No.: 16-04 |
| Section: 03 | Code: P-R |
| | Page No.: 3 of 11 |

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| Policy Statement and Guidelines: | |
| 3.6 | If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the "Minister of Transportation". |
| 3.7 | The complete package to be sent to Alberta Transportation shall include: <ul style="list-style-type: none"> 3.7.1 Original or certified copy of the Resolution; 3.7.2 Copies of the Notices sent to all Referral Agencies; 3.7.3 Copies of written consent by affected Landowner(s); and 3.7.4 Copies of written responses from all required Referral Agencies. And shall be sent to: District Operations Manager, Athabasca Unit Alberta Transportation Unit #2, Jewell Building 3603 - 53 Street Athabasca, Alberta T9S 1A9 |
| 3.8 | Alberta Transportation will prepare the documentation (Notification to Registrar) to transfer the Road to the appropriate adjacent landowner(s). |
| 4. | PERMANENT ROAD CLOSURE / CANCELLATION BY BYLAW: <i>Municipal Government Act, Section 22</i> Council may by Bylaw, with the approval of the Minister of Transportation, close the whole or any part of a Government Road Allowance (or a surveyed Road Plan, when preferred). PROCEDURE 4.1 Prior to First Reading of the Bylaw, the applicant shall provide a detailed sketch of the proposed closure area, which includes an approximate calculation of the area of land included in the proposed closure area. Following First Reading, and prior to a Public Hearing being held on the proposed Bylaw, the applicant shall provide a Plan of Survey or a Descriptive Plan, prepared by an Alberta Land Surveyor, showing the fully calculated closure area. Costs of the Plan of Survey or a Descriptive Plan shall be borne solely by the applicant. 4.2 A Request for Decision (as per Policy Statement No. 01-27: Request For Decision) shall be presented to Council for consideration for Road Closure by Bylaw, see attached <i>Schedule "D": Sample Bylaw</i> . Council must give First Reading to the Bylaw prior to a Public Hearing and prior to submitting it to Alberta Transportation for approval. |

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| Title: Road Closure or Cancellation | Policy No.: 16-04 |
| Section: 03 | Code: P-R |
| | Page No.: 4 of 11 |

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| Policy Statement and Guidelines: | |
| 4.3 | Following First Reading of the Road Closure Bylaw, advertisement requirements, as per <i>Municipal Government Act - Section 606</i> , for a Public Hearing must be followed, including the time and place for a Public Hearing, (as per Policy Statement No. 03-06: Public Hearing Procedures). |
| 4.4 | The Bylaw and advertising must state the ultimate purpose of the closure (i.e., to public travel only, for lease or for creation of a title), see attached <i>Schedule "E": Sample Advertisement</i> . |
| 4.5 | If objections are raised, either in writing or at the Public Hearing, Council should determine whether the objections are valid and whether they wish to continue in spite of the objections. If continuing, the rationale for the closure/cancellation must be made clear in the covering letter to Alberta Transportation. |
| 4.6 | The municipality is responsible for ensuring that all third parties' interests and the interests of anyone who might be adversely affected are protected. A letter, as per <i>Schedule "C": Sample Letter of Referral</i> , shall be sent to the following Referral Agencies, as per <i>Schedule "F": Referral List</i> : <ul style="list-style-type: none"> 4.6.1 Telecommunication providers (Telus); 4.6.2 Power Authority (ATCO); 4.6.3 Public Lands, Alberta Sustainable Resources, if a Government Road Allowance is for sale, or if adjacent to Crown Lands or a water body; and 4.6.4 Rural Utilities Branch, Alberta Agriculture and Rural Development; and 4.6.5 The owner/operator of any pipeline or right-of-way which crosses the subject closure area. |
| 4.7 | If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the "Minister of Transportation". |

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|--|--------------------------|
| Title: Road Closure or Cancellation | Policy No.: 16-04 |
| Section: 03 | Code: P-R |
| | Page No.: 5 of 11 |

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| <p>Policy Statement and Guidelines:</p> <p>4.8 The complete package to be sent to Alberta Transportation shall include:</p> <p>4.8.1 Original or certified copy of the Bylaw (after First Reading).</p> <p>4.8.2 Copies of the Notices sent to all Referral Agencies.</p> <p>4.8.3 Copy of the Notice published in the local newspaper.</p> <p>4.8.4 Copies of written consent by affected Landowner(s).</p> <p>4.8.5 Copies of written responses from all required interested parties.</p> <p>4.8.6 Copy of the meeting minutes when the Bylaw received First Reading.</p> <p>And shall be sent to:</p> <p>District Operations Manager, Athabasca Unit Alberta Transportation Unit #2, Jewell Building, 3603 - 53 Street Athabasca, Alberta T9S 1A9</p> <p>4.9 Alberta Transportation will review the package and if approved, the Minister of Transportation will sign the Original Bylaw and return to the Municipality.</p> <p>4.10 The Bylaw may then be presented to Council for consideration of Second and Third Readings. Second and Third Readings must be done within two years of First Reading.</p> <p>4.11 Once given Third and Final Reading, a duplicate original or certified copy of the Bylaw is to be sent to Alberta Land Titles for registration.</p> <p>4.12 Upon acceptance of the Road Closure Bylaw, Alberta Land Titles will issue a new Certificate of Title for the subject parcel of land, in the name of Smoky Lake County.</p> <p>4.13 The County may consolidate the parcel of land with an adjacent parcel of land upon a <u>Transfer of Title and Consolidation or Separation of Titles</u> being submitted to Alberta Land Titles.</p> |
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Section 3

Policy 16-04



Schedule "A"
Sample Resolution

Date: _____ Resolution Number: _____

WHEREAS, Smoky Lake County requires a resolution for the purpose of closing to public travel and cancelling a public highway in accordance with Section 24, of the *Municipal Government Act*, Chapter M26 Revised Statutes of Alberta, 2000, as amended; and

WHEREAS, the lands hereafter described are no longer required for public travel.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County does hereby close the following described road, subject to rights of access granted by other legislation.

Road Plan _____, within the land(s) legally described as:

Excepting Thereout All Mines and Minerals.

Chief Elected Official

- SEAL -

Chief Administrative Officer

Approved this _____ day of _____, 20____.

Minister of Transportation

Section 3

Policy 16-04



Schedule "B"
Sample Resolution Letter and Consent

Date:

Name
Address
Town, Alberta Postal Code

To Whom It May Concern:

RE: Proposed Road Plan Cancellation
Road Plan XXXXX in XX XX-XX-XX W4

Enclosed is a copy of the above mentioned Road Plan that is located on land registered in your name. Please be advised that Smoky Lake County proposes to cancel this Road Plan and that all lands from the cancelled road will revert to the Title from which it was exempted.

In order to proceed with the Road Plan cancellation, it is necessary for you to indicate your consent of the cancellation by signing and returning the duplicate of this letter.

Yours truly,

Chief Administrative Officer

.....

I, _____, landowner of _____
Name Section Township Range Meridian

hereby certify that I have no objections to the cancellation of Road Plan _____,

within the _____ W4.
Section Township Range Meridian

Date: _____ Signature: _____

Section 3

Policy 16-04



Schedule "C"
Sample Letter of Referral

Date:

Name
Address
Town, Alberta Postal Code

To Whom It May Concern:

RE: Proposed Road Cancellation and Closure

On behalf of Smoky Lake County, this letter serves as notification that "Smoky Lake County" intends to close to public travel and cancel a portion of public highway or roadway in accordance with Section 22 or 24 of the *Municipal Government Act*, M26, Revised Statutes 2000, and amendments thereto.

To be Cancelled: Road Plan _____, in the _____, as shown on the enclosed sketch.

If an easement is required to protect your interests within this road closure, please advise us. Alberta Transportation will be the GRANTOR for all easements. They will be registered at the Land Titles Office in conjunction with the other Road Closure documents.

Please return the following to our office by _____, 20__:

- o Three fully executed easement documents by your company. These documents will be forwarded to Alberta Transportation for final execution.
- o This letter signed, which shall grant approval of the Road Closure and Cancellation.

If you have any concerns or require any further information, please contact the undersigned.

Sincerely,

Enclosure(s)

| |
|---------------------------------------|
| APPROVAL GRANTED (Utility Company) |
| Signature _____ |
| Print Name _____ |
| Date _____ |

Section 3



Schedule "D"
Sample Bylaw

Policy 16-04

A BYLAW OF THE SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING PUBLIC TRAVEL AND (choose which one applies and insert: "creating title to", "disposing of" or "leasing of") PORTIONS OF A PUBLIC ROAD IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26, REVISED STATUTES OF ALBERTA, 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel, and

WHEREAS, a request has been made to Council to have the road closed, and

WHEREAS, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same, and

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel for the purpose of (choose which one applies and insert: "creating title to", "disposing of" or "leasing of") the following described roads, subject to rights of access granted by other legislation:

(insert proper description)

Excepting thereout all mines and minerals

Received first reading this ____ day of _____, 2____.

Chief Elected Official

- SEAL -

Chief Administrative Officer

Approved this ____ day of _____, 2____.

Minister of Transportation

Received second reading this ____ day of _____, 2____.

- SEAL -

Received third reading this ____ day of _____, 2____.

Page 9 of 11.

Section 3



Schedule "E"
Sample Advertisement

Policy 16-04

SMOKY LAKE COUNTY

BYLAW No. 1200-09: PUBLIC HEARING

The purpose of Bylaw No. 1200-09 is to close to public travel for the purpose of disposing of and consolidating the unused portion of road registered as

Road Plan 2463BM within
SE 02-58-13 W4
Excepting thereout all mines and minerals

AREA AFFECTED:

SE 02-58-13 W4 - 2.68 acres (1.036 hectare)

Copy of Bylaw No. 1200-09 is available at the County Administration Office in Smoky Lake, during regular business hours, for inspection at the following address:

Smoky Lake County Office
4612 McDougall Drive (Box 310)
Smoky Lake, Alberta T0A 3C0

Any person wishing to file a letter or comment on the proposed Bylaw is welcome to submit written correspondence prior to the Public Hearing or appear in person at the Public Hearing.

A Public Hearing has been scheduled for October 29, 2009 at 1:00 P.M., in the County Council Chambers, Smoky Lake, to provide the public with the opportunity to comment on Bylaw 1200-09 prior to its proposed adoption.

Cory Oisikka
Chief Administrative Officer



Page 10 of 11.



Schedule "F"
Referral List

| | | |
|---|--|--|
| Telus Communications Engineering OPS – Right of Ways 16 th Floor, 10020 – 100 Street Edmonton, Alberta T5J 0N5 | ATTENTION: Cindy Sparks Real Estate Agreements Assistant III Phone: (780) 493-4619 Phone: (780) 425-0843 | |
| ATCO Electric Land & Properties Acquisition 12 th Floor, 10035 – 105 Street Edmonton, Alberta T5J 2V6 | ATTENTION: Andy Sharun Phone: (780) 420-3748 Phone: (780) 420-5410 | |
| If affecting a water body or adjacent to Crown Land | | |
| Alberta Sustainable Resources Public Lands Division Roadway and Reservation Program 5 th Floor, 9915 – 108 Street South Petroleum Plaza Edmonton, Alberta T5K 2G8 | | Phone: (780) 427-3570 Fax: (780) 422-3120 |
| Only if selling a Government Road Allowance: | | |
| Alberta Sustainable Resource Development Technical and Logistics Unit 3 rd Floor, 9915 – 108 Street Edmonton, Alberta T5K 2G8 | ATTENTION: Bev Cormack Phone: (780) 422-4737 Phone: (780) 422-4251 | |
| NOTE: Because most Municipalities have a three month termination clause in their lease agreements, Alberta Environment and Pipeline Companies in the area do not need to be notified of leases on Statutory Road Allowances. | | |

Carried.

Randy Orichowski, Deputy Reeve, virtually left the meeting, time 9:29 a.m.

Randy Orichowski, Deputy Reeve, virtually re-joined the meeting, time 9:39 a.m.

Bylaw No. 1380-20 - Road Closure of Undeveloped Government Road Allowance: East Side of River Lot 10 (Victoria Settlement)

891-20: Lukinuk

That Smoky Lake County Council Bylaw No. 1380-20 for the Road Closure of Undeveloped Government Road Allowance: East side of River Lot 10 (Victoria Settlement), containing 2.51 hectares (6.21 acres) more or less, for the purpose of closing to public travel and disposing of, portions of a public highway in accordance with section 22 of the Municipal Government Act, Chapter m-26, Revised Statutes of Alberta 2000, as amended, be given **FIRST READING; and schedule Public Hearing** for a future County Council Meeting, subject to approval through ministerial order.

Carried.

Brenda Adamson, Finance Manager left the meeting, time 9:42 a.m.

Policy Statement No. 03-36-01: Roadside Brushing Program

892-20: Halisky

That Smoky Lake County Policy Statement No. 03-36-01: Roadside Brushing Program, be adopted:

| | |
|---|--------------------------|
| Title: Roadside Brushing Program | Policy No.: 36-01 |
| Section: 03 | Code: P-R |
| | Page No.: 1 of 36 |

Legislation Reference: Alberta Provincial Statutes

Purpose: To clearly establish a criteria to complete brushing projects within Smoky Lake County.

Policy Statement and Guidelines:

1. **STATEMENT:**
 - 1.1 Smoky Lake County has a responsibility to maintain its publicly travelled roadways and roadside allowances in a safe condition to accommodate public safety, road maintenance and movement of vehicles and equipment.
 - 1.2 Subject to budget allocation, the County will establish and maintain a Roadside Brushing Program with the intent to clear cut the municipal road allowance 60 foot right-of-way of all brush, shrubs, small trees, large trees and overhanging trees to address the above noted safety conditions.
2. **OBJECTIVE:**
 - 2.1 County Council is aware of the need to balance its responsibility to provide safe roads and clear site lines and the "Roadside Brushing Program" is designed to enhance roadway visibility and safety, and for the protection of County infrastructure.
 - 2.2 The Roadside Brushing Program is undertaken for the following reasons:
 - to provide clear visibility to drivers at road intersections, rail line crossings and views of traffic signs to reduce incidents. It is the County's intention to eventually remove all brush from the road ditches.
 - to ensure that snow can be properly winged back from the shoulder of the roads during winter to prevent excessive drifting of snow.
 - to enable the full ditch mowing program to assist the Agricultural Service Board with weed control by preventing the seed set of noxious weeds in the ditches and manage brush growth.
 - to enhance road maintenance to allow for better drainage/water flow during spring runoff and to allow road surface to dry more quickly as the snow melts during spring or following a rainfall.
 - to allow wide loads and wide farm machinery to safely travel on the municipal roads.
3. **DEFINITIONS:**
 - 3.1 **Brush:** all woody vegetation, trees, limbs or stumps considered as obstructions of vision and movement for the driving public. Brush is defined as small trees (2 to 4 inches) in diameter and large trees (over 4 inches) in diameter.

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| Title: Roadside Brushing Program | Policy No.: 36-01 |
| Section: 03 | Code: P-R |
| | Page No.: 2 of 36 |

Policy Statement and Guidelines:

- 3.2 **Brush Control:** Methods of Control as defined:
 - 3.2.1 **Machine Brush Control:** The use of mechanical means equipment used is the hydro-axe (trees maximum to 6 inches in diameter) and skid-steer with brush head (maximum 3 inches in diameter) to remove problem trees and shrubs with appropriate signage posted.
 - 3.2.2 **Hand Brush Control:** The use of manpower by hand with equipment such as chainsaws, pole saw and wood chipper accompanied by 2 workers with 1 truck for leasers, or 4-5 workers with 2 trucks and wood chipper with appropriate signage posted.
 - 3.2.3 **Chemical Brush Control:** The use of registered herbicides. Refer to *Policy Statement No. 62-15: Vegetation Management Plan* under the Agricultural Service Board for more specific guidelines.
- 3.3 **Brushing:** is considered the cutting of trees or brush by hand or machine methods.
- 3.4 **Removal:** is considered the cutting, shredding, chipping or otherwise separating a tree or brush from its roots and from the site.
- 3.5 **Road Allowances:** all range and township roads (referred to also a road right-of-way) within the jurisdiction of Smoky Lake County, including internal road systems within country residential subdivisions and hamlets.
- 3.6 **Undeveloped Road Allowance:** there is no existing road grade or ditch that was constructed at some point within the road allowance. A trail over natural ground would be considered undeveloped.

4. **GUIDELINES:**

Brushing Program:

 - 4.1 The Public Works Department maintains the County road and ditch network in accordance with *Policy Statement No. 01-15: Road Policy* and with *Policy Statement No. 03-51: Road Maintenance*.
 - 4.2 The bulk of the roadside brushing is conducted in the off-season, which normally runs from November to March, depending on favorable weather, for the Crew to complete, due to delays on other maintenance or construction projects being less than 18" of snow and not less than -20 degrees Celsius including the windchill factor for hand brushing leasers, and less than 2 feet of snow and not less than -25 degrees Celsius including the windchill factor for machine brushing.
 - 4.3 Brushing projects may be undertaken at any time of year if the equipment and manpower are available, subject to the *Migratory Bird Convention Act* and any Municipal Policies and Provincial and Federal Legislation.

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|---|--|--------------------------|
| Title: Roadside Brushing Program | | Policy No.: 36-01 |
| Section: 03 | Code: P-R | Page No.: 3 of 36 |
| E | | |
| Policy Statement and Guidelines: | | |
| 4.4 | The Roadside Brushing Program priority scheduling in accordance with Schedule "A": Brush Control Priority List will be prepared by the Public Works Manager annually for Council review and approval of the following: | |
| 4.4.1 | Roadside Brushing program for the current year to identify the areas of road allowance to be addressed by completing Schedule "A": Brush Control Priority List and a divisional map highlighting each area. | |
| 4.4.2 | Prepare a schedule of work to ensure that all of the road allowances are brushed on a rotational basis, unless otherwise directed by Council, so that they are maintained to a safe standard upon inspection. | |
| 4.4.3 | Post the approved Roadside Brushing Program schedule of brush and tree removal on the municipal website. | |
| 4.5 | When developing the brushing program schedule, the Public Works Manager or designate will endeavor to coordinate projects so as to minimize the cost of moving equipment. | |
| 4.6 | Public Works Manager or designate will contact Utility (Electrical) Company, as per the utility contractor's requirement if trees required to be removed are interfered with or in conflict with overhead utility wires. | |
| 4.7 | Public Works Manager or designate will record and provide the Agricultural Service Board with brushing activities to coordinate future spraying. The Agricultural Fieldman will coordinate chemical spraying to prevent regrowth of areas that have been brushed to be treated chemically, as required to maintain control of the brushed road allowances. | |
| 4.8 | Public Works Manager or designate shall provide follow-up inspections to ensure roads and roadsides are clear of brushing debris, stumps and mounds. | |
| 4.9 | Permission will be requested from adjacent landowners if it is deemed necessary for brush removal from private property in accordance with Policy Statement No. 03-02: Brushing Guidelines . | |
| 4.10 | No brushing will be done on undeveloped road allowance; unless deemed necessary as a benefit to the County. | |
| 4.11 | All brush control project requests on County road allowances, not determined in the annual scheduled priority list, will be inspected by the Public Works Manager or Designate and considered for brush control work. Upon completion of inspection, the request will be prioritized and scheduled for completion accordingly on approval by Council. | |

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| Title: Roadside Brushing Program | | Policy No.: 36-01 |
| Section: 03 | Code: P-R | Page No.: 4 of 36 |
| E | | |
| Policy Statement and Guidelines: | | |
| Brushing projects: | | |
| 4.12 | Brushing Program projects are defined as areas with sufficient trees or shrubs that will normally utilize a hydro-axe or a full crew and can include selective brushing of small areas including intersections and rail line crossings. | |
| 4.12.1 | In order to maximize county-wide use of the hydro-axe, brushing program projects will be organized into priority lists and shall be coordinated to be completed in roughly three (3) working week time-slots in a geographic area. | |
| 4.13 | The County will mechanically brush from the edge of the road surface to the property line where safe to do so. | |
| 4.14 | The County will conduct chemical brush control applications annually at the discretion of Agricultural Service Board staff. | |
| 4.15 | If brushing occurs adjacent to crop land where there is no fence line, brush control is 33 feet from the centre of the roadway into the road right-of-way. The Landowner is not allowed to farm the County road allowance unless Policy Statement No. 02-17: License of Occupation of Road Allowance for Ranching and Farming Purposes has been executed. | |
| 4.16 | Cleared trees or brush cannot be piled or stored on the travelled surface of the road and edge shoulders or road right-of-way on the day of brush clearing. The road allowance ditch areas are to be cleaned up soon as practical after the day of clearing as time and weather permits scheduling of work by the Public Works Manager or designate. | |
| 4.17 | Disposal of the brush will be accomplished using the best environmental practices available: | |
| 4.17.1 | Wood chipper is an acceptable method of disposal. | |
| 4.17.2 | Tree dimensions or quantity of trees too large for chipper to handle will be cut in appropriate lengths with chain saws and hauled away to waste sites for the taking. | |
| 4.17.3 | Burning of piles for the County is not an acceptable method of disposal. | |
| 4.18 | Projects that are currently on the brushing schedule will normally be given a higher priority and completed prior to any new projects | |
| Brushing Projects Criteria: | | |
| 4.19 | The following criteria will determine the priorities for the greatest need and of the most benefit when scheduling annual Brushing Projects : | |
| 4.19.1 | Safety: Brushing at Intersections (150 feet triangle of vision), curves, hills, approaches, access points and any other locations within the road allowance deemed to be a hazard to the traveling public. | |

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|---|--------------------------|
| Title: Roadside Brushing Program | Policy No.: 35-01 |
| Section: 03 | Code: P.R |
| | Page No.: 5 of 36 |

Policy Statement and Guidelines:

- 4.19.2 Road maintenance concerns.
- 4.19.3 Hazardous/overhanging trees (leaners) that could impair road traffic as well as along sidewalks within the Hamlets.
- 4.19.4 Interfere with utility right-of-ways within our County jurisdiction.
- 4.19.5 Accessibility for agricultural equipment: Brushing will be done on road allowances to allow the passage of larger, wider farm implements and wide loads.
- 4.19.6 Insufficient areas for snow windrows on roadside (areas that have snow drifting problems or concerns).
- 4.19.7 Compliance with road construction projects.

5. PROCEDURES:

- 5.1 The Public Works Manager, in conjunction with the Public Works Assistant/Road Industry Liaison are responsible for selecting the areas to be brushed.
- 5.2 All County staff (i.e., grader operators, labourers) are responsible to identify areas where brushing is required.
- 5.3 Inspections of County road allowances for brush control will be completed in conjunction with *Policy Statement No. 03-51: Road Maintenance*.
- 5.4 Machine Brush Control Method will be prioritized by the Public Works Manager in accordance with *Policy Statement No. 03-15: Road Policy* outlining the integrity of the County roadway classification system in respect to the general condition of the road and the traffic volumes and type of traffic existing.
- 5.5 Trees, brush and limbs that cannot be adequately removed by the Hydro-Axe will be completed by Hand Brush Control Method either trimmed with chainsaws immediately after the hydro-axe has completed work or at a future date, as determined by the Public Works Manager.

Carried.

Danny Gawalko, Councillor, left the meeting, time 9:59 a.m.

Brenda Adamson, Finance Manager, virtually re-joined the meeting, time 9:59 a.m.

Danny Gawalko, Councillor, virtually re-joined the meeting, time 10:00 a.m.

Brenda Adamson, Finance Manager, left the meeting, time 10:05 a.m.

Brenda Adamson, Finance Manager, virtually re-joined the meeting, time 10:05 a.m.

Kyle Schole, Planning and Development Assistant, left the meeting 10:06 a.m.

Bylaw No. 1368-20: Thorhild County Intermunicipal Collaboration Framework

893-20: Orichowski

That Smoky Lake County **defer** giving first reding to Bylaw No. 1368-20: Thorhild County Intermunicipal Collaboration Framework, **and pursue** a meeting with Thorhild County for the purpose of discussing sections of the bylaw including but not limited to:

5.1.2 Water: Smoky Lake County, Thorhild County, the Town of Smoky Lake and the Villages of Vilna and Waskatenau joined together to form the Highway 28/63 Regional Water Services Commission to provide water to the Thorhild and Smoky Lake Counties and the communities within these Counties.

7.25 Each Party's portion of the arbitration costs shall be determined by each respective Party's population. For greater certainty, this means that Smoky Lake County's portion of the costs would be 43% of the total and Thorhild County's portion of the costs would be 57% of the total, based on the 2019 Alberta Municipal Affairs Population List. These percentages will remain for the duration of the term of this Framework.

Carried.

Daniel Moric, Natural Gas Manager, virtually joined the meeting, time 10:23 a.m.

Municipal Agricultural Disaster

894-20: Orichowski That Smoky Lake County declare a Municipal Agricultural Disaster to bring awareness to the unseeded acres due to excessive moisture and/or the inability to complete the 2019 harvest, the loss of seeded acres due to excessive moisture, as well as pastureland and hay crops under water within Smoky Lake County in Year-2020; and notify Glenn van Dijken: MLA for Athabasca-Barrhead-Westlock, Devin Dreeshen, Minister of Agriculture and Forestry, and Shannon Stubbs, MP for Lakeland, for awareness and consideration of financial assistance programs.

Carried.

Farmer's and Rancher's Appreciation Day Lunch

895-20: Orichowski That Smoky Lake County Council rescind June 16, 2020, Motion #835-20 in regard to hosting a Farmer's and Rancher's Appreciation lunch event on July 23, 2020, due to COVID-19 restrictions.

Carried.

Addition to the Agenda:

Year-2020 Culvert Program Installation Addition - SE-23-60-19-W4 - Range Road 191

896-20: Orichowski That Smoky Lake County add the installation of two (2) culverts to the Year-2020 Culvert Program Installations on the land legally described as SE-23-60-19-W4 and supply reject sand and clay for the said project (with gravel at the owners expense) for the purpose of encouraging the natural waterflow and to abate flooding issues near the said location on Range Road 191; in response to the email from David Noël dated June 23, 2020 regarding same.

Carried.

Property Approach at SE-23-58-14-W4 on Rge Rd 141, ¾ of a mile South of Twp Rd 584

897-20: Cherniwchan That Smoky Lake County approve a culvert extension and widening of the property approach from Range Road 141, ¾ of a mile South of Township Road 584, to the land legally described as SE-23-58-14-W4; subject to the owner of the said lands paying for the culvert, and prior to the commencement of the Year-2020 Harvest, for the purpose of correcting the erosion issues as recommended by the Public Works Manager.

Carried.

Email Communication Protocol for Councillor Requests

898-20: Halisky That Smoky Lake County Council review Policy Statement No. 01-28-01: Regular County Council Meeting: Issue for Information and Information Releases, to incorporate digital communication protocol with respect to utilizing an email account accessible by all Councillors, CAO and Assistant CAO, for the purpose of Council communicating issues in a timely manner through the CAO with the ability to carbon copy County Managers if need be; and the ability for Managers to respond to Council through the CAO, directly.

Carried.

5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer provided a report to Council for the period of May 26, 2020 to June 24, 2020:

Legislative/Governance:

- While some quarters of the economy are starting to re-open, physical distancing remains imperative and a cornerstone of navigating the ongoing pandemic of COVID-19. County staff have all performed incredibly well in the "new normal". The public have had full access to all our services other than walk-in to front counter. Through telephone and zoom/whereby (virtual) meetings, we have effectively provided all services. We have recently allowed occasional staff other than the appointed shift staff to come to the office if deadlines require it as long as they maintain hygiene protocols and maintain social distance. Given the ongoing pandemic and need for social distancing, I suggest that the front-counter services be evaluated by Council after the summer (perhaps in September). In the meantime, we have managed to secure plastic "sneeze guards" at both offices and they have been installed this week at a cost of \$1000. This is overdue, as shipping/receiving has been a concern of mine for some time. This will, of course, be added to the pandemic-related costs that we are tracking.

Administrative:

- No Report.

Financial:

- No Report.

Human Resources:

- The absence of a mower operator (due to an emergency medical issue) will not be filled. While this loss of capacity is likely to have a negative impact on the mowing program (although it will save some money), the timing of getting a short-term employee in place quickly makes even a temporary replacement a difficult proposition. Plus, there is a slight chance that the operator may be able to return to work by August. In the meantime, we are cross training the weed inspector to do mowing, and he has already picked up the ditch clean up where the operator left off.
- We have finally re-interviewed for and hired the tax clerk that we had started interviewing for a few days before the COVID-19 office closure. While close-proximity training was the initial concern for the delay, we likely left this process a little too long, as we are drastically behind going into the summer season as a result. (Due to 2 Managers working some of the taxation work off the side of their desks, we are currently behind on FCSS reporting, billing garbage delivery to Villages, bank reconciliation, Treasurer's report for this meeting not prepared in time for agenda packages, draft 5 year financial plan was supposed to come to this meeting, Emergency Operations Centre (EOC) financial reporting, tax certificates which postpones land sales, Statistical Information Return to province, fixing online payment errors, fixing multiple mailing errors from tax notices, entering post-dated cheques, removing tax notifications when payments made on overdue accounts, and we have been paying a contractor to manage land title changes).

Community:

- Virtual town hall open house for the HAK replacement was held on June 23. Up to 42 virtual attendees were in the zoom call (and likely many attendees had multiple people watching in from their homes). Good ideas were shared.

Training:

- No Report.

Daniel Moric, Natural Gas Manager, left the meeting, time 11:16 a.m.

Daniel Moric, Natural Gas Manager, virtually re-joined the meeting, time 11:19 a.m.

One Member of the Public virtually joined the meeting, time 11:21 a.m.

Financial Statements

As annexed to the minutes:

↳ None.

Action List(s)

Action Lists:

- i. County Council Meeting – May 28, 2020.

Chief Administrative Officer's Report

899-20: Gawalko

That Smoky Lake County's Chief Administrative Officer report for the period of May 26, 2020 to June 24, 2020 be accepted and filed for information.

Carried.

11:29 to 11:34 a.m.

9. Public Question and Answer Period:

Hank Holowaychuk, Member of the Public and Mayor of Smoky Lake:

Q: When will the County Office be reopening?

Councils' Reply:

A: Sneeze shields have been installed at the front counters and a request will be going out to RMA to recommend compile a survey - & maybe September 1, 2020.

Finance Manager's Report:

Actual to Budget Report

Brenda Adamson, Finance Manager provided an updated Financial Report for the period of May 19, 2020 to June 17, 2020.

Fed GAS TAX

900-20: Halisky

That Smoky Lake County Council approve action taken by the Finance Manager in submitting applications to the Federal Gas Tax Grant Fund towards the County's 25% portion of costs not covered by Alberta Transportation for bridge repairs to Bridge Files (BF): BF77862, BF09975, BF74929, and BF78004; and, approve this budgeted cost and allocation of grant funds.

Carried.

Property Tax Request

901-20: Gawalko

That Smoky Lake County **deny** the request received from Tykewest Limited, dated June 5, 2020, in regard to a 15% discount to Property Tax Roll # 54000097; **and alternatively**, offer to enter into a tax agreement whereby the County will waive penalties subject to Tykewest Limited paying 50% of the Year-2020 Property Taxes for Roll # 54000097 by October 31, 2020 and pay the remaining balance in equal payments each month thereafter with full payment received by February 28, 2021.

Carried.

Finance Manager's Report

902-20: Orichowski That the Smoky Lake County Financial Report prepared by Brenda Adamson, Finance Manager for the period of May 19, 2020, to June 17, 2020, be accepted for information.

Carried.

Meeting Recessed Meeting recessed for Lunch, time 11:58 a.m.

Meeting Reconvened The meeting reconvened on a call to order by Reeve Craig Lukinuk at 12:23 p.m. in the presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Public Works Manager, Planning and Development Manager, Communications Technician, Agricultural Fieldman, Recording Secretary, one member of the public and one member of the media.

Reeve's Report: Reeve Craig Lukinuk presented the following written report:



Reeve's Report

For May 21, 2020 to June 18, 2020

- May 23, 2020 – Northern Lights Library Executive Meeting virtually: (Craig)
- PLSB Report, discussion on how many Library are opening and safety precautions in place.
 - Financial Report was received.
 - Reviewed Several Policies and passed by the board.
 - Went over NLLS Plan of Service.
- May 25, 2020 – Pumpkin Patch Day Care Meeting held virtually: (Craig)
- Pre- Planning discussion on relaunching the opening of the day care.
- May 27, 2020 – Aspen View Meeting: (All Council)
- GO Tech has been secured by Alberta Infrastructure.
 - RFP requests have been sent out to architect for new HAK School Build.
 - Communication on the new school design will be done by the CAO of the County and Town.
- May 28, 2020 – County Council Meeting held Virtually: (All Council)
- Resolved to direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Smoky Lake County, Policies and Systems Project, and agreed to commit \$11,200 towards the cost of this initiative.
 - Awarded McNabb Construction Ltd. from Forestburg, Alberta the contract for the 2020-2023 Gravel Crushing Tender.
 - Approved to open Campgrounds June 15, 2020 with some restrictions to comply with COVID-19 Public Health Recommendations.
 - Proclaimed Senior's Week – June 1 to 7, 2020.
 - Approved to provide a letter of support to the Town of Smoky Lake for their application to the CRTX Broadband Fund towards the Town's fiber to doorstep project.
 - Acknowledged the "Notification of Construction Operations" from Alberta Transportation for the Illumination Improvement at the Intersection of Highway 656 and 831, and Roundabout Improvement at the Intersection of Highway 28 and 831, scheduled to start on May 19, 2020 and scheduled to end on October 15, 2020.
 - Agreed to celebrate May 25-29, 2020 as "Alberta Rural Health Week".
 - Approved to provide \$2,500 for the Winter Maintenance Program of the Iron Horse Trail.
 - Approved to sponsor \$50 towards the H.A. Kostash School 2019-2020 Yearbook.
- May 29, 2020 – Joint Town of Smoky Lake and County Council Meeting held virtually: (All Council)
- Gave first reading to the Victoria District Economic Development Strategy Bylaw and scheduled a virtual Joint Public Hearing for Friday, June 26, 2020 at 10:00 am.
 - Accepted the proposed Victoria District Economic Development Strategy Pre-Financing Budget in the amount of \$247,000 and agreed to a 50/50 County/Town funding split.
 - Approve to provide the Town \$1,000 towards the Town's fiber to doorstep project.
 - Approved the Town of Smoky Lake to host a virtual Joint Town/County Public Consultation meeting in regard to a community component within the New H.A. Kostash School, to be held June 23, 2020 from 5:00 p.m. to 8:00 p.m..
- May 29, 2020 – Teleconference Call with the Minister of Transportation: (All Council)
- Received verbal confirmation that the Provincial funding towards the reclamation of the former Waskatenau Nuisance Grounds (and former Alberta Transportation Yard) will be 50%.



Reeve's Report

For May 21, 2020 to June 18, 2020

- June 3, 2020 – Policy Committee Meeting held virtually: (All Council)
- Recommended proceeding with issuing JMB Crushing Systems the maximum fines allowable under Bylaw No. 1306-17: Aggregate Extraction Business License, in response their delinquent Aggregate Extraction Business Licence fees.
 - Recommend Policy Statement No. 03-25-09: Sale of Gravel or Sand, be adopted at the next Council meeting to incorporate: a maximum of 10 Tandem Load Gravel Tickets per resident household, pre-pay purchase protocol, that all loading of Gravel shall be done by Smoky Lake County, and Residents must ensure the area(s) receiving gravel will be free of obstruction and safe for County crews and equipment to work.
 - Recommend Policy Statement No. 03-16-04: Road Closure or Cancellation, be adopted at the next Council meeting to incorporate additional requirements from the applicant, including a land survey funded by the applicant.
- June 4, 2020 – Tourism Strategy Meeting held virtually: (Craig)
- Discussion on Public Participation coming this month.
 - Discussion on what a partnership would look like after public participation approval.
- June 4, 2020 – NLLS Building Committee: (Craig)
- Reviewed flooding happening in NLLS Headquarters.
 - Reviewed bids for an electrical update.
- June 5, 2020 – Genesis Reciprocal Insurance Annual General Meeting: (Craig)
- Approved the 2019 Audited Financial Statement.
 - Approved the 2019 Actuarial Report.
 - Confirm Appointment of the Year-2020 Auditor.
 - Confirm Appointment of the Year-2020 Actuary.
 - Reviewed Claims from previous year.
 - Received the Attorney's Report.
- June 10, 2020 – Tourism Strategy Meeting held virtually: (Craig)
- Talked with Travel Alberta and discussed the excitement around the local Tourism Project: Victoria District Economic Development Strategy.
- June 10, 2020 – Regional Community Development Committee meeting held Virtually: (Craig & Lorne)
- Accepted the 2019 RCDC Priorities Workbook, Economic Development Work Plan, Opportunity Tracker, Economic Development Resource Summary and Fast Facts for Committee input.
 - Received a Joint Marketing proposal with Community Futures.
 - Discussed a "Bring Them Home" Marketing project.
 - Reviewed the Travel Alberta Partnership program recommended by Métis Crossing.
 - Received information on the Victoria District Economic Development Strategy.
- June 11, 2020 – Tourism Strategy Meeting held virtually: (Craig)
- Discussion held on public participation.
- June 13, 2020 – Alberta Library Trustees Association Annual General Meeting: (Craig)
- Passed the Alberta Library Trustees Association Financial Statement Year Ending December 31, 2019, Completed by KBH Chartered Accountant.
 - Election of Officers: all were Acclaimed.
- Page 2 of 3
- Received the President's Report for the previous year.
 - Alberta Library Trustees Association Website has been completely overhauled. Launching the new Trustee Connect. Collaborating with colleagues for web-base educational material.
 - The current President's term is over, and they will not be seeking Re-election.
- June 11, 2020 – Pumpkin Patch Daycare: (Craig)
- Discussed opening daycare first day will be June 15, 2020.
- June 16, 2020 – County Environmental Operations Meeting held Virtually: (All Council)
- Approve to send a letter to the County's insurer: Priddle and Gibbs Adjusters to respectfully suggest more details are included with claim denial letters stated in layman's terms including timelines of events.
 - Discussed plugging issues with the Warspite Sewage Lift Station pumps due residents flushing items which cannot break down and the flooding caused by Storm Drains being tied into the Sewage Lift Station with the excessive rainfall.
- June 16, 2020– County Fire Protective Meeting held Virtually: (All Council)
- Cancelled the Junior Firefighter Summer Day Camp scheduled for July 6-10, 2020 due to COVID.
 - Approved for the Fire Chief & Deputy Fire Chief to become Accredited Fire Safety Codes Officers.
 - Approved to provide a letter of support to Thorhild County to endorse the use of Alberta First Responders Radio Communications System (AFRRCS).
- June 16, 2020 – County Agricultural Service Board Meeting held Virtually: (All Council)
- Appointed Trevor Hedlund as a Weed Inspector for Smoky Lake County, effective June 16, 2020 to termination of employment.
 - Discussed declaring a Municipal Agricultural Disaster and decided further statistics are required before making a declaration.
 - Approved to host the Farmer's and Rancher's Appreciation lunch event of hamburgers and hotdogs at the Kinsman Park Gazebo in Smoky Lake, scheduled for July 23, 2020 from 11:00 a.m. to 2:00 p.m.
 - Acknowledged the Government of Alberta has amending the Pest and Nuisance Control Regulation by removing Fusarium head blight - Fusarium Graminearum.
- June 16, 2020 – County Natural Gas Meeting held Virtually: (All Council)
- Approved to donate \$250.00 to the Smoky Lake Food Bank and apply for matching funds from the Federation of Alberta Gas Co-ops Ltd.'s Local Donations Program.
 - Approved to donate \$1,000.00 on behalf of Smoky Lake County through the Federation of Alberta Gas Co-ops Ltd. to the MS Society, from the Year-2020 budget allocated to attend the 14th Annual Federation MS Golf Classic which has been cancelled due to COVID.

Sincerely,

Craig Lukhuk, Smoky Lake County Reeve

Reeve's Report

903-20: Cherniwchan That the Smoky Lake County Reeve's Report received for the period of May 21, 2020 to June 18, 2020 be accepted and filed for information.

Carried.

Daniel Moric, Natural Gas Manager, virtually joined the meeting, time 12:28 p.m.

Kyle Schole, Planning and Development Assistant, virtually joined the meeting, time 12:39 p.m.

Member of the Media, Redwater Review left the meeting, time 12:41 p.m.

Lydia Cielin, Assistant Chief Administrative Officer, left the meeting, time 1:00 p.m.

5. Issues for Information:

Manager's Reports:

Public Works Manager

Road Bans

904-20: Orichowski That Smoky Lake County implement a Road Ban on all County roads to restrict hauling axle weights to 75% effective June 25, 2020 at 11:00 a.m. until further notice.

Carried.

Manager's Reports

905-20: Halisky

That the Smoky Lake County Management Reports received for the period between May 20, 2020 to June 21, 2020 from; Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Road Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Bylaw Enforcement/Peace Officer/Parks and Recreation Manager; Carleigh McMullin, Agricultural Fieldman; Jordan Ruegg, Planning and Development Manager; Trevor Tychkowsky, Safety Officer Communications and GIS Department, be accepted and filed for information.

Carried.

Training Events – Reports

906-20: Cherniwchan That Smoky Lake County Council acknowledge there were no Reports received in respect to Management Policy Statement No. 01-M-41: Reporting on Training Events in the month of June 2020.

Carried.

5. Issues for Information:

Committee Task Forces and Boards: Reports

Alberta CARE (Alberta Coordinated Action for Recycling Enterprises)

- Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Conference is scheduled for September 9-11, 2020 in Pincher Creek, Alberta.
- The Annual General Meeting is scheduled for December 4, 2020 in Leduc.

Corridor Communications Inc. (CCI) Wireless

- Addressed in the Reeve's Report.

Doctor Recruitment and Retention

- Addressed in the Reeve's Report.

Evergreen Regional Waste Management Services Commission

- Meeting held on June 17, 2020 and addressed in Councillor Orichowski's written Report:
 - Richmond Steel's offer of \$35 per Tonne for scrap metal accepted and asked if they will offer that price towards fall as most transfer sites are not requiring removal yet.
 - The Commission operating license renewal was approved but appealed by a resident and legal representation has been retained to represent the Commission at the hearing.
 - Frog Lake First Nations is now hauling their own waste to Evergreen. An agreement regarding tonnage and tipping fees will have to be signed.
 - The board approved renting a tractor from the Waste manager as needed to operate the shredder for cell cover. Payments will be at Government rates.
 - Solid Waste Association of North America (SWANA) Northern Lights Chapter's conference is scheduled to go ahead on November 23-26, 2020 in Banff.
 - New rules for operating Commissions are coming down from the Provincial Government but have not received any literature of such yet.
 - Next meeting is scheduled for July 15, 2020, at 10:00 a.m.

Family Community Support Services Committee

907-20: Halisky

That the report received by Smoky Lake County from Jacob Fox, Family School Liaison Worker (FSLW), titled "Family School Liaison Program Smoky Lake County FCSS FSLW Case Report & Review", for the period of January 2020 to June 2020, along with an overview of activities report, be acknowledge as a program update.

Carried.

Fire and Rescue Liaison Committee

- Smoky Lake
- No Report.
- Vilna
- Smoky Lake County and Village of Vilna had a Joint Council Meeting held on June 22, 2020, to discuss a Personnel Issue in respect to Vilna & District Volunteer Fire Department, under the authority of FOIP Act: Section 18: Individual or Public Safety.
- Waskatenau
- No Report.

Government Liaison Committee

- Addressed in the Reeve's Report.

Highway 28/63 Regional Water Services Commission

- Meeting held on June 24, 2020 and addressed in Councillor Orichowski's written Report:
 - Thompson Bros. Construction company is completing deficiencies on the waterline project from Smoky to Bellis. Inspections are to be done mid-July.
 - A change order is being prepared to address cold mix repair to Range Road 170.
 - Armstrong Construction company's deficiency inspection is to be done June 30, 2020. And waiting for the go ahead to do cold mix repair to Range Road 130.
 - Construction of the WLFN water reservoir is continuing. Weather has been a factor but has not changed the completion date timeline.

- Rain has caused issues for hauling on equipment and material on Range Road 125 and 130. The contractor is working with the county to keep everyone moving.
- The Commission executed a Memorandum of Understanding (MOU) with Thorhild County for compensation from the Commission for work performed by Thorhild County staff on behalf of the Commission.
- A little more detail regarding the grant dollars used for the WLFN water project was requested. The Finance Manager will break it down and present it to the board at the next meeting.
- An email received from Councillor Gawalko regarding compensation for inconvenience to two landowners along the project was deferred to the next meeting.
- Next meeting is scheduled for August 26, 2020 at 10:00 a.m.

Joint Health and Safety Committee

- Minutes of May 15, 2020 included in this agenda package.
- An informal meeting was held on June 19, 2020 and the meeting notes will be included in the next Council Agenda Package including the Committee Member Reports and two incidents reported for the period of May 15, 2020 to June 19, 2020 as addressed in Councillor Halisky's written report:
 1. An Employee had a medical emergency while operating a tractor mower, a co-worker was able to bring the unit to a safe stop and called 911 – WCB was notified – the employee received medical attention in hospital and is doing well – there was damage to a fence and minimal crop damage, the County will repair the fence.
 2. A tractor mower Operator jumped off the unit twisting their right knee, felt pain, iced it, and was still sore the next day is sought medical attention – prevention would be to not jump off.
- Next Meeting is scheduled for August 13, 2020.

Municipal Planning Commission

- Addressed in the Reeve's Report.

Municipal Planning Commission Meeting

908-20: Halisky

That the next Smoky Lake County **Municipal Planning Commission Meeting** be scheduled for Tuesday, **June 30, 2020 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 and/or in County Council Chambers.

Carried.

Northeast Alberta Information HUB

- Meeting held on June 24, 2020 and address in Councillor Halisky's written report:
 - Welcome message delivered by Steve Upham which included working with COVID-19 requirements.
 - MLA David Hanson thanked everyone for their patience as the Government of Alberta works through COVID-19 pandemic. He also mentioned that the Government of Alberta is continuing to implement stimulus packages such as the recent \$150 million for water/waste water projects, that the Service Minister is pushing forward with broadband/connectivity and Highway 28 widening/resurfacing will likely take place in the next couple years.
 - The financial report was given by Richard Jean from JMD Group LLP with all in good standing.
 - Alberta Hub Operations was discussed with reduced core funding from the Government of Alberta. A three-year funding term is being brought forward to the provincial government.
 - Alberta HUB continues to work with all energy sectors including Oil & Gas, Agriculture, Aerospace and Tourism.

- Alberta HUB thanked MLAs, MPs and Government of Alberta for continued support.
- Alberta HUB Board of Directors Elections took place with all previous members winning by acclamation.
- Speaker Todd Hirsch Vice President & Chief Economist ATB Financial gave a “Learning to Live with COVID-19” presentation. Now businesses are working with the COVID-19 pandemic versus trying to work around it and that, in the second half of 2020 the economy is most likely going to be approached with caution following COVID-19 directives and a second COVID-19 wave will likely happen with little economic impact. He also stated that 2020 is compared to the 1930’s depression with a 7.5% decrease in economic growth and 2021 is expecting to have an economic growth of 2.5% to 3.5%.
- Next Meeting will be scheduled at the call of the Chairperson.

North East Muni-Corr. Ltd.

- Minutes of May 31, 2020 included in this agenda package.
- Meeting held June 24, 2020 and address in Councillor Cherniwchan’s written report:
 - Discussion on Maintenance: Beaver River Trestle gates are open and have been bent and wrecked by 4x4 ATVs. Lots of vehicle traffic on both sides of the river and across the trestle. Middle Creek culvert was washed out and the trail was impassable at that section for two weeks. There was flooding at Fontaine’s east of Edouardville and at Pomerleau’s west of Edouardville. The drainage channel that the County of St. Paul installed collapsed and caused the water to back up. The Ashmont ramp needs the decking replaced and trees around it trimmed back.
 - Received correspondence from the M.D. of Bonnyville regarding grading and mowing, as well as from the County of St. Paul regarding washout, flooding, collapsed ditch and potential washout at Boscombe.
 - The Town of Bonnyville is to ensure the waterline contractor has the detour signs properly in place.
 - An adjacent landowner near Bellis wants to install a fence & gates.
 - A motion was passed to allow the Town of St. Paul Peace Officers to drive and park on the trail for radar purposes and public safety compliance.
 - RMRF LLP and the MD of Bonnyville are to draft a maintenance agreement for the paved sections of the trail.
 - Met with Travel Alberta and will be preparing a grant proposal to further develop content and tourism product for the Regional Tourism Initiative Committee area (Smoky Lake, St. Paul, and Elk Point – Waskatenau to Heinsberg).
 - Next Meeting is scheduled virtually for July 13, 2020.

Northern Lights Library Board

- Addressed in the Reeve’s Report.

Northern Lights Library Board - Requisition

909-10: Halisky

That Smoky Lake County acknowledge receipt of the Northern Lights Library System “Rural Services Grant Disbursement” received from Julie Walker, Executive Director, received May 22, 2020, based on Smoky Lake County’s 2016 population of 2459 at a rate of \$5.55 per capita for a total in the amount of \$13,647.45 plus 1% Administration Fee for a total in the amount of \$13,510.98 disbursed as follows:

| | | |
|------------------------------|-------------|--------------------|
| Anne Chorney Library | 25% | \$3,377.74 |
| Smoky Lake Municipal Library | 50% | \$6,755.49 |
| Vilna Municipal Library | 25% | \$3,377.74 |
| TOTAL | 100% | \$13,510.98 |

Carried.

Policy Committee

- No Report.

Policy Committee Meeting

910-20: Halisky

That the Smoky Lake County **Policy Committee Meeting** scheduled for Tuesday, June 30, 2020 at 10:00 a.m., be **rescheduled** to **Thursday, July 16, 2020 at 10:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

R.C.M.P. Liaison Committee

- Next Meeting is scheduled for July 24, 2020 at 11:00 a.m.



Regional Community Development Committee (RCDC)

- Addressed in the Reeve's Report.
- Next Meeting is scheduled for June 30, 2020.

Policy Statement No. 61M-02-01: RCDC Work Plan

911-20: Cherniwchan

That Smoky Lake County adopt Policy Statement No. 61M-02-01: Regional Community Development Committee (RCDC): Work Plan, as recommended by the Regional Community Development Committee at their Meeting held on June 10, 2020 as follows:

| | | | | | |
|--|---|--------------------------|---|---|--|
|  | | SMOKY LAKE COUNTY | |  | |
| Title: Regional Community Development Committee (RCDC): Work Plan | | Policy No.: 02-01 | E | | |
| Section: 61 - M | Code: P - A | Page No.: 1 of 8 | | | |
| Purpose: | To establish a Regional Community Development Committee (RCDC) Work Plan for Smoky Lake County for the Smoky Lake County Regional Community Development Committee (RCDC) Program. | | | | |
| Policy Statement and Guidelines: | | | | | |
| STATEMENT: | | | | | |
| The Regional Community Development Committee (RCDC) Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, and periodic time frame which provides detailed work to be undertaken in the Regional Community Development Committee (RCDC) Program. | | | | | |
| BENEFITS: | | | | | |
| The Regional Community Development Committee (RCDC) Work Plan will provide the following benefits: | | | | | |
| <ul style="list-style-type: none"> ▪ Broaden the portfolio of the Regional Community Development Committee (RCDC). ▪ Good understanding of the process of the Regional Community Development Committee (RCDC). ▪ Increase efficiency and strengthen timeframe of deadlines. ▪ Establishes accountability of the Program. ▪ Communication and Cross-Training Tool. | | | | | |
| REVIEW: | | | | | |
| The Regional Community Development Committee (RCDC) Work Plan will be reviewed and presented to Council on an annual basis beginning of each year. | | | | | |

Section 61-11

Policy: 02-01

SCHEDULE "A"

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020

| TIME | WORK SCHEDULE PROJECTS | WORK DESCRIPTION PROJECTS | ELEMENTS/TASKS DUTIES | VERIFIED OUTCOME |
|--------------|---|--|--|--|
| DAILY | | | | |
| 1 hour | Correspondence: Email, phone, messaging | Address inquiries to RCDC and prepare correspondence to external parties | Record correspondence in Action List, Opportunity Tracker, CEDO Report or other documents as appropriate. | Inquiries resolved. |
| 1 hour | Opportunity Identification | Research opportunities. | Review current affairs and communications from Regional, Provincial and Federal economic development organizations | Retention, attraction and development actions taken. |
| 30 min | Local business interaction | Business Networking. | Closely liaise with local businesses and business groups and identify networks and implement networking opportunities. | RCDC economic development programming and priorities are targeted to the current and emerging regional business needs. |
| Variable | Public Interaction | Stakeholder Participation program. | Respond to information requests. | Public receives accurate and useful information. |
| 30 min | Event Promotion | Regional Promotion. | Promote Regional events via Social media and website. | Wide audience reached for local events. |
| variable | Community Engagement | Stakeholder Participation program. | Proactively seek out opportunities to be present in Regional communities. <ul style="list-style-type: none"> Establish an annual "Public Participation" mechanism: Open House / Forum / Information Sessions / Informal Meeting with the public for opinions to provide feedback and input on issues that concern them. Conduct surveys and/or studies that provide more research and statistical material. Communicate activities, processes on an ongoing basis to identify areas for improvement and to adjust as needed. Develop and maintain a database of existing businesses for regular contact. Stay apprised of real-estate availability for potential investor opportunities. | Improved community engagement |

Page 2 of 8

Regional Community Development Committee (RCDC): Work Plan COMMITTEE

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- Continued:

| TIME | WORK SCHEDULE PROJECTS | WORK DESCRIPTION PROJECTS | ELEMENTS/TASKS DUTIES | VERIFIED OUTCOME |
|----------------|---|--|--|---|
| WEEKLY | | | | |
| 30 min | Website | Communications, promotion and connection to stakeholders | Development / updating the "Smoky Lake Region" website to service various stakeholders in the community. Post up-to-date information and reports about RCDC's plans, programs and performance. 3 Be a resource for community statistical information, forms, and current matters which may need to be communicated urgently. | Communicate opportunities and information to community stakeholders in a timely and effective manner. |
| 30 min | Social Media | Communications, promotion and connection to stakeholders | Update Twitter and Facebook with current information and events. Create posts and tweets relevant to Regional audience. Seek out news relevant to community and share on website and social media. | Communicate opportunities and information to community stakeholders in a timely and effective manner. |
| 30 min | Weekly Report to RCDC | Timely Committee awareness of CEDO activities. | Report outlines accomplishments and areas for follow-up. Record activities, meetings, conferences, and hours. | RCDC is aware of Economic Development activities in a timely manner. |
| 1 hour | Managing Partner Meeting (EDA tasks) | Economic Development team meetings. | Review tasks and deliverables for past, current and following week for completion. Review and agree on timelines and quality of deliverables. Review work hours completed as scheduled. | Collaborative and signed working group. |
| 1 hour | Business Counseling | Regional Business sustainability. | During regular business hours and on an outreach and after-hours basis – ensure high quality business counselling services and support is available. Network with informal and external resources to provide business supports. | Meets needs of Business community. |
| MONTHLY | | | | |
| 30 min | Budget | Budget management. | Report to RCDC the current spending against budget and explain any over/under spending. Review accounting report for all items coded to RCDC. Compare to spend for each line and correct any miscodes. Identify over/under spending. | Compliance to budget. |
| 14 hours | Meeting Preparation (RCDC and its sub-committees) | Professional meeting processes. | Provide content for meetings. Review prior meeting minutes and action lists for accuracy. Prepare Agenda. Prepare Agenda packages. Send out meeting notices and calendar invites. Coordinate meeting catering. | RCDC alignment to objectives. |
| 1 hour | Stakeholder Participation | Meeting Agenda Item: Stakeholder Engagement. | RCDC meeting Standing Agenda item under "Other Business" Stakeholder Engagement, between 10:30 a.m. and 11:00 a.m., to gather input and feedback from Regional businesses, industries, and community groups. | Regular opportunity for public to inform RCDC of relevant issues and request RCDC action. |

Page 3 of 8

Regional Community Development Committee (RCDC): Work Plan COMMITTEE

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- Continued:

| TIME | WORK SCHEDULE PROJECTS | WORK DESCRIPTION PROJECTS | ELEMENTS: TASKS DUTIES | VERIFIED OUTCOME |
|---------------------------|--|--|---|--|
| MONTHLY -Continued | | | | |
| 5 hours | Meeting Recording (RCDC and its subcommittees) | Attend and Record. | Record motions, reports, and direction from meetings. Include motions from municipalities as appropriate. | Detailed record of RCDC activities. |
| 25 hours | Minutes and Action List | Complete Minutes and Action. | Prepare minutes/action lists including actions taken, for presentation to the following meeting. | To meet legislative requirements. |
| 1 hour | Opportunity Tracker (new business opportunities) | Regular summary of opportunities. | Record economic and community development relation, development and attraction inquiries and outreach activities. | Economic development matters are referred to RCDC for information, review, consideration and/or recommendations. |
| 1 hour | Media Releases | Promotion of RCDC work. | Prepare after each RCDC meeting if content is relevant to a release. | Community awareness of RCDC activities. |
| 5 hours | Smoky Lake Region Meetings | Promotion of RCDC to Regional stakeholders. | Attend and support business groups across Region including Chamber of Commerce. | RCDC aware of business activities and challenges across the Region. |
| 10 hours | External Meetings | Leverage support to RCDC and Regional stakeholders. | Attend HUB, Kalyna, Lakeland, Go East, and other Regionally related meetings. | RCDC is kept up to date on opportunities and activities of Regional groups. |
| 5 hours | Internal meetings | Collaboration with municipal activities. | Attend internal meetings as requested by municipal staff and elected. | RCDC aware of municipal activities and adds value to the discussion. |
| 2-8 hour | Issues for Decision or Discussion | RCDC Decision making. | Prepare Request for Decisions for RCDC to support implementation of the Strategic Priorities. | RCDC is active in the decisions regarding economic development priorities. |
| 30 min | Strategic Priorities Chart | 20 Year Strategic Plan. | Report on changes to the chart and add/edit chart as per RCDC recommendations. | Strategic Priorities Chart reflects current focus of RCDC. |
| 30 min | Media Release | Communication, promotion and connection to stakeholders. | Prepare news release after each RCDC meeting (or as required) to highlight the work of the RCDC. | Regional awareness of RCDC activities. |
| 2 hours | Heritage Board | Strategic Plan. | Attend meetings and identify tourism and economic development opportunities. | Awareness and collaboration across departments. |
| 15 min | Invoices | Financial Stewardship. | Review and approve EDA Invoices. Review and approve RCDC Invoices. | Budget compliance. |
| 1 hour | Office Safety Meeting | Safety. | Attend safety meetings and act as appropriate. | Ensure safe work environment. |
| 1 hour | Advocacy | Regional betterment. | Advocate on matters of interest to Region and RCDC. | Create environment for Regional improvements. |
| 1 hour | Business correspondence | Business attraction and retention | Send welcome, congratulatory or thank you letters as directed by RCDC. | File letters in Master RCDC Binder. |

Regional Community Development Committee (RCDC): Work Plan COMMITTEE

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- Continued:

| TIME | WORK SCHEDULE PROJECTS | WORK DESCRIPTION PROJECTS | ELEMENTS: TASKS DUTIES | VERIFIED OUTCOME |
|------------------|---------------------------|---------------------------|--|---|
| QUARTERLY | | | | |
| 30 min | Grant Matrix | Funding sustainability. | Track Grant opportunities and share with appropriate stakeholders. | Community stakeholders aware and able to take advantage of Grant opportunities. |
| 30 min | Real Estate | Property Inventory. | Update active Real estate listing binder. | Used at trade shows and other public events and for investment inquiries. |
| 2 hours | Management System | RCDC consistency. | Ensure minutes, binders, policies and other management system documents for RCDC are current and signed by appropriate authorities. Maintain digital and hardcopy versions. | Management system compliance. |
| 8 hours | Stakeholder Participation | RCDC sponsored events. | Showcases, Information Sessions, RCDC Tradeshow: 4x per year. Conferences, Forums, Seminars: 4x per year if timely topics arise. | Audience is informed on relevant topics. |
| 20 hours | Community Relations | RCDC Communications. | To build credibility and a positive reputation, relationships need to be cultivated with local Community agencies and organizations/clubs. Regional Contacts: Consult the Community by paying close attention to the resources and programs of other agencies and organizations already operating in the area, e.g., Chamber of Commerce, Community Futures, Northeast Alberta HUB. Public Meetings, Site Tours, Public Speaking, Educational Opportunities. | Positive reputation in RCDC communities and beyond. |
| YEARLY | | | | |
| 10 hours | Performance Appraisal | RCDC professionalism. | As per Policy, conduct Performance appraisal. Review with Economic Development contractor. Review with RCDC. | Alignment to Managing Partner processes. |
| 4 hours | RCDC Year End Report | RCDC Communications. | Prepare annual report to the four member Councils, and the Smoky Lake Region Joint Municipalities Committee, on the various initiatives and activities undertaken (includes RCDC Report Card). | Joint and RCDC alignment. |
| 25 hours | Strategic Plan Management | RCDC. | Update Schedules and Submit Schedule D to RCDC for approval. Publicly publish and promote annual Schedule 'D'. | Accountability to stakeholders on Strategic Planning Activities |
| 20 hours | RCDC Workbook | RCDC Accountability. | Submit completed Workbook to RCDC for approval. | Annual summary of activities documented. |

Regional Community Development Committee (RCDC): Work Plan COMMITTEE

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020 - *Continued.*

| TIME | WORK SCHEDULE PROJECTS | WORK DESCRIPTION PROJECTS | ELEMENTS: TASKS DUTIES | VERIFIED OUTCOME |
|------------------------------------|-------------------------------|------------------------------------|---|--|
| YEARLY-Continued | | | | |
| 40 hours | Management System | RCDC Effectiveness. | Update all documents, files, folders, policies as required to support RCDC activities. | Management system is efficient and effective. |
| 8 hours | RCDC Orientations | RCDC Committee effectiveness. | Consult with Committee members on active files and overall priority implementation. | Committee engagement in Department activities. |
| 18 hours | Strategic Planning | 20-year plan stewardship. | Lead the planning session for RCDC. | Strategic plan is current to environment. |
| 30 min | Memberships | RCDC Networking. | Maintain memberships in appropriate organizations. | Connections to current affairs for Economic Development. |
| 3 hours | Budget | Annual Budget. | Use action plan for following year, input from Committee, and create draft budget for Committee consideration. | Budget aligned to activities planned for following year. |
| 10 hours | Annual action summary | RCDC Management System. | Summarize action lists, including Strategic Priority number, for all RCDC Meetings, to create annual summary. | All actions in one document and action summary provides source information for workbook, Schedules B, C and D. |
| 4 hours | Rolling 3 Year Action Plan | RCDC 20-year plan stewardship. | Update 3 year rolling action plan. | RCDC able to plan for future years. |
| SEASONAL | | | | |
| 1 hour per week | Regional Tourist Outlets | Regional promotion consistency. | Ensure inventory of Regional materials is maintained at each location. | Materials available to visitors when needed. |
| 8 hours per month | Agricultural Producer events | Regional economic diversification. | Attend event to engage RCDC with agricultural producers. | Strategic Plan implementation. |
| PERIODIC | | | | |
| 20 hours | Grant application | RCDC sustainability. | Complete grants applicable to RCDC activities Define budget/basis, summarize outcomes and create application. | Grants submitted and managed. |
| 5 hours | Joint Municipalities Meetings | RCDC information sharing. | Attend and present, if applicable. | Integrate RCDC activities with J.M.A. |
| 40 hours | Grant reporting | RCDC sustainability. | As per individual grant, track all outputs and budget for required reporting. Report as per grant expectations the achieved outcomes and budgets. | Report accepted. |
| 18 hours prep, attendance variable | Tradeshows/ Events | Regional promotion. | Create Tradeshow/event tactic for RCDC approval – identify audience, materials, budget and report on outcomes. External Tradeshows and Conferences: 4x per year | Region promoted with relevant materials to specific audiences. |
| 1 hour | Proclamations | Regional communications. | Identify and share with municipalities proclamations for council consideration | Engagement at Council level with local groups proclaiming and celebrating accomplishments. |

Regional Community Development Committee (RCDC): Work Plan COMMITTEE

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020 - *Continued.*

| TIME | WORK SCHEDULE PROJECTS | WORK DESCRIPTION PROJECTS | ELEMENTS: TASKS DUTIES | VERIFIED OUTCOME |
|---------------------------|--|--|---|---|
| PERIODIC-Continued | | | | |
| Variable | Conferences | Economic Development continuous improvements | Attend as applicable. | Economic Development skills improved. |
| 2 hours | Joint Municipalities Issues Management | Regional alignment. | Respond to specific issues the Joint Municipalities Committee Council has requested be reviewed or consider in more detail. | Joint Municipalities informed and engaged on community economic development activities. |
| 18 hours | Public Information Sessions | Regional stakeholder engagement. | Prepare and host as appropriate to support Strategic Priorities. | Public engagement. |
| 8 hours | GIS | Information Management. | Create maps and other info for RCDC activities. Stay current on land sales. | Effective visuals to support messaging. |
| 8 hours | Event support | Stakeholder engagement. | Attend and support local group events in the Region. | Awareness of RCDC mandate and activities, creating additional engagement in programs. |
| 4 hours | Tenders | Business support. | Review information received on Tenders (government and other parties) and forward to appropriate Regional Businesses. | Businesses granted access to opportunities within and beyond Region. |
| 10 hours | Contracts and Hiring | RCDC resource management. | Identify and acquire resources to support RCDC activities. | Ensure right resources are engaged. |
| 3 hours per ad | Advertising | Regional communications. | Newspaper articles published in the newspaper highlighting the RCDC work to inform and serve the Smoky Lake Region. Development of various brochures/banners which highlight Economic Development or programs, services, or attractions offered. Displays on development and delivery of various education programs for businesses. | Current information available to stakeholders. |
| 18 hours | Promotion – Business | Regional promotion. | Ensure business attraction packages and brochures are current. | Recipients know about our current offerings. |
| 18 hours | Promotion – Residents | Resident attraction and retention. | Ensure community directory is current. | Recipients know about our current offerings. |
| 18 hours | Promotion – Tourism | Regional attraction. | Ensure tourism attraction packages and brochures are current. | Recipients know about our current offerings. |
| 2 hours | Branding | RCDC consistency. | Ensure consistent use of RCDC branding. | Stakeholder awareness. |
| 8 hours per Policy | Policy and Bylaws | RCDC Management System. | Develop new or update existing policies. Advise Municipalities on Economic Development relevant bylaws, policies or procedures. | Alignment to current expectations. |

Regional Community Development Committee (RCDC): Work Plan COMMITTEE

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- Continued

| TIME | WORK SCHEDULE PROJECTS | WORK DESCRIPTION PROJECTS | ESSENTIAL TASKS DUTIES | VERIFIED OUTCOME |
|----------------------------|------------------------|--|---|--|
| PERIODIC- Continued | | | | |
| 2 hours | Annual Work Plan | RCDC Management System. | Update Economic Development Department Annual Work Plan to reflect activities. | Support to contract and performance expectations. |
| 2 hours | Office Administration | RCDC resource management. | Inventory materials, archive materials, organize space to suit activities. Order supplies as needed. | Efficient workspaces. |
| 2020 PROJECTS | | | | |
| May 4, 2020 | Motion 152-20 | Business (and Trades) Directory. | Foundation created for Resident Guide (and Welcome Wagon). Quick access to business information for inquiries. | Business support, resident attraction and retention. |
| May 4, 2020 | Motion 152-20 | Regional Transportation Strategy | Transportation assets and needs quantified and recommendations presented to Committee for consideration. | Resident attraction and retention; employee retention. |
| May 4, 2020 | Motion 152-20 | Victoria District Economic Development Strategy. | Provide insights and identify opportunities to support strategy development and plan implementation. | RCDC perspective included in strategy. |
| May 4, 2020 | Motion 152-26 | COVID19 Response and Recovery. | Respond to ongoing COVID19 measures and identify impacts to business. Provide supports as available from Federal, Provincial and other organizations. | Businesses have best chance of success to remain open. |
| May 4, 2020 | Motion 153-20 | Year 1 of 3 Year Rolling Action Plan. | Execute Strategic Plan as defined in RCDC planning session (February) and outlined in 2020 Action Plan (May). Create alignment with SPC Goals, Objectives, Now, Next and Advocacy activities. | Progressing RCDC Strategic Plan. |

Carried.

Regional Emergency Management Advisory Committee

- No Report.

Risk-Pro Control Management Committee

- Added Named Insured Minutes Received:
 - None.

Smoky Lake Community Daycare Co-operative Committee

- Addressed in the Reeve's Report.

Smoky Lake Foundation

- Meeting held on June 23, 2020 and addressed in Councillor Orichowski written report:
 - Continue to deal with COVID-19 restrictions.
 - Residents are now able to leave the lodge for essential business and appointments with strict guidelines.
 - Allowing outdoor visitation in designated areas with a maximum of 2 visitors and one of those visitors must be a designated, essential visitor.
 - Policy #HS-231, regarding the use of an Automated External Defibrillator (AED) within the facilities was reviewed and passed. The Foundation will now purchase and install 2 AEDs in Bar V Nook Manor and 1 in Vilna Lodge.
 - It is expected that COVID-19 could have a financial impact to the Foundation in the amount of \$300,000 plus. Administration is confident that financial relieve from the Government will offset those expenses.
 - All facilities remain relatively full. There is finally an interest in the Waskatenau self-contained units, with 3 move-ins likely within the next month.
 - Vilna Lodge is undergoing a face lift of the front entrance and parking lot with flower barrels, concrete work, etc..
 - The six-month probation period has expired for the new CAO. The board and staff are very pleased. Ms. Loni Leslie will now be given the permanent position. A performance review will be conducted annually.
- Next regular meeting is scheduled for July 21,2020 at 9:00 a.m.

Smoky Lake Region Fire and Rescue Committee

- Address in the Reeve's Report.
- Next regular meeting is scheduled for July 24, 2020.

Smoky Lake Heritage Board

- Meeting held May 26, 2020, attend by the Planning and Development Manager and Assistant.
- Discussion held on the regionalization of the Board, an update on the North Saskatchewan River being nominated as a potential Canadian Heritage River, installation of interpretive plaques at the Bellis Fire Hall and the Free Trader's Cabin, the Victoria Trail Municipal Historic Area designation and the Victoria District Caveat Program.

Smoky Lake Heritage Board President's Report

912-20: Halisky That Smoky Lake County acknowledge receipt of the Smoky Lake Heritage Board President's Report, dated May 26, 2020 submitted by the Chairperson: Noreen Easterbrook, in accordance with Bylaw No. 1236-11, and retained for future reference.

Carried.

Municipal Historic Designation - Waskatenau General Store

913-20: Orichowski That Smoky Lake County assist the Village of Waskatenau in the preparation of a Municipal Historic Resource Designation Bylaw for the Waskatenau General Store, located within the Smoky Lake Region at 5034 50 Street, Waskatenau, Alberta, legally described as Plan 4934CD, Block 1, Lot 6, in accordance with Policy Statement No. 61-15-01: Designation of Municipal Historic Resources, and as recommended by the Smoky Lake County Regional Heritage Board, as per the letter received from the Board Chair, Noreen Easterbrook, dated June 17, 2020.

Carried.

Joint Municipalities Meeting

- No Report.

Smoky Lake Agricultural Society

- No Report.
- Next meeting will be scheduled at the call of Chairperson.

Intermunicipal Collaboration Framework Committee

- No Report.
- Next meeting will be scheduled at the call of Chairperson.

Citizens-on-Patrol (C.O.P.) Association

- Meeting held June 23, 2020.
- Councillor Halisky verbally reported that approval has been received to start patrolling within the Provincial COVID-19 health guidelines.
- Next meeting will be scheduled at the call of Chairperson.

Committee Task Force and Board Reports

914-20: Orichowski That Smoky Lake County's Committee Task Force and Board Reports presented by Councillors as of June 25, 2020, be accepted for information.

Carried.

6. Correspondence:

Alberta Union of Provincial Employees

915-20: Orichowski That the letter received by Smoky Lake County from Kevin Barry and Mike Dempsey, Alberta Union of Provincial Employees (AUPE), dated May 15, 2020 in regard to a call on the Government of Alberta to stop with job cuts in Alberta Health Services, be filed for information.

Carried.

Craig Lukinuk, Reeve, virtually left the meeting, and the Deputy Reeve assumed the chair, time 2:07 p.m.

Craig Lukinuk, Reeve, virtually re-joined the meeting, and assumed the chair, time 2:10 p.m.

Garner Lake Birchland Resort – Trail Access and

916-20: Cherniwchan That Smoky Lake County **defer** the email received from Ron and Christine Hammermaster, dated June 10, 2020 in regard to trail accesses and tax dollars spent at Garner Lake, Birchland Resort, to allow time for further investigation of the access trails and potential access trails, as well as to allow time to compile a response in regard to the tax dollars spent.

Carried.

Information Releases

917-20: Halisky

That following correspondence released to Smoky Lake County Council in accordance with Policy Statement No. 01-28-01: Regular County Council Meeting: Issues for Information and Information Releases, for the month of June 2020, be **filed for information**:

- R23-20: Rural Municipalities of Alberta RMA Contact Newsletter, dated May 29, 2020.
- R24-20: Aspen View Public Schools Board Highlights Newsletter, dated May 28, 2020.
- R25-20: Letter from Omer Moghrabi, Mayor, Lac La Biche County, dated May 15, 2020, postponing the 2020 Healthier Communities Golf Tournament to September 18, 2020.
- R26-20: Presentation slides from Rural Municipalities of Alberta RMA “Ask the Expert” in regard to what a “relaunch” means to municipal and community services.
- R29-20: Letter from Nancy Broadbend, President and CEO, Portage College, dated May 19, 2020 along with a copy of a report publication called “Voyage - Portaging Together” highlighting positive experiences while collaborating with corporate partners.
- R31-20: Letter from the Honourable Kaycee Madu, Minister of Municipal Affairs, dated June 2020 along with a document titled “Questions and Answers: Town Hall Teleconferences” which includes information on provincial initiatives and funding programs to overcome the negative effects of the pandemic.
- R33-20: Aspen View Public Schools Board Highlights Newsletter, dated June 11, 2020.
- R35-20: Rural Municipalities of Alberta RMA Contact Newsletter, June 12, 2020.

and, Council **acknowledge receipt** of the following correspondence released in accordance with same:

- R27-20: Letter from the Honourable Kaycee, Madu, Minister of Municipal Affairs, dated June 10, 2020, in regard to the 2020 Gas Tax Fund (GTF) allocation for Smoky Lake County being in the amount of \$140,773.00.
- R28-20: Letter from Ric McIver, Minister of Transportation, dated May 1, 2020, confirming the Bridge Projects BF: 77862, 09975, 74929, and 78004 will be funded under the Strategic Transportation Infrastructure Program (STIP).
- R30-20: Notice letter from the Owners and Manager of the Super 8 hotel in Smoky Lake notice regarding COVID 19 and the extra measures taken to keep guest and employees safe.
- R32-20: Response letter from Inspector Jeremie Landry, Operations Officer, Eastern Alberta District, RCMP “K” Division, dated June 10, 2020, providing an update on the Eastern Alberta District Rural Crime Reduction Unit (EAD-RCRU).
- R34-20: Letter from Neil O’Shea, Superintendent, Aspen View Public Schools, dated June 18, 2020, rescheduling visits to Council meetings and an invitation for the County to attend regular Board of Trustees meetings.

Carried.

Addition to the Agenda:

Whitefish Lake, Hillside Acres Subdivision – Shoreline and Docks

918-20: Gawalko That Smoky Lake County respond to the letter received from Roy and Judy Shupenia dated June 25, 2020, in regard to the shores of Whitefish Lake, Hillside Acres Subdivision, in respect to dock permits, with information outlining the County's obligations to the Province along with the Provincial Contact for reporting concerns.

Carried.

10. Bills & Accounts:

919-20: Orichowski That all the Smoky Lake County Bills and Accounts approved for payment, including the bills and accounts recommended for payment by the Natural Gas Council, and including transfers to the Payroll Account, be filed for information:

County Council Meeting: June 25, 2020

| Batch # | Cheque Numbers | Total of Batch |
|---------|----------------|----------------|
| 49785 | 49486 to 49516 | \$62,343.57 |
| 49805 | 49517 to 49540 | \$267,086.40 |
| 49918 | 49541 to 49565 | \$75,340.18 |
| 49984 | 49566 to 49594 | \$32,310.73 |

Total Cheques from 49486 to 49594 **\$437,080.88**

Direct Debit Register

| Batch # | Description | Total of Batch |
|---------|-------------------|----------------|
| 49854 | Smoky Lake County | \$353,218.71 |

Total Direct Debits **\$353,218.71**

Grand Total Bills and Accounts **\$790,299.59**

(Note: From General Account)

Carried.

Committee of the Whole for the purpose of Administration

920-20: Gawalko That the next Smoky Lake **County Council Committee of the Whole for the purpose of Administration** be scheduled for Tuesday, **June 30, 2020 at 10:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

Regional Fire & Rescue Committee Meeting

921-20: Halisky That Smoky Lake County **reschedule the Regional Fire & Rescue Committee Meeting** from June 17, 2020 at 1:00 p.m. to **Friday, July 24, 2020 at 1:00 p.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

County Council Departmental Meeting

922-20: Orichowski That the next Smoky Lake County Council Departmental Meeting be scheduled for Tuesday, **July 28, 2020 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

County Council Meetings

923-20: Halisky That the next Smoky Lake County Council Meeting be scheduled for Thursday, **August 27, 2020 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

County Council Meetings

924-20: Cherniwchan That the next Smoky Lake County Council Meeting be scheduled for Thursday, **September 24, 2020 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

County Council Committee of the Whole – Planning Meeting

925-20: Halisky That the next Smoky Lake County Council Committee of the Whole for the purpose of Planning be scheduled for Monday, **July 20, 2020 at 10:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

ADJOURNMENT:

926-20: Lukinuk That the Smoky Lake County Council Meeting of June 25, 2020, be adjourned, time 2:33 p.m..

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the County Council Committee of the Whole Meeting for the purpose of Administration on Tuesday, June 30, 2020 at 10:10 A.M. held in County Council Chambers and virtually online through Electronic Communication Technology: Zoom Meeting.

The meeting was called to Order by the Reeve Mr. Craig Lukinuk, in the presence of the following persons:

| | | <u>ATTENDANCE</u> |
|-----------------------|----------------------|-------------------------------|
| | | <u>Tuesday, June 30, 2020</u> |
| <u>Div. No.</u> | <u>Councillor(s)</u> | |
| 1 | Dan Gawalko | Present in Chambers |
| 2 | Johnny Cherniwchan | Present in Chambers |
| 3 | Craig Lukinuk | Present in Chambers |
| 4 | Lorne Halisky | Present in Chambers |
| 5 | Randy Orichowski | Present in Chambers |
| CAO | Cory Ollikka | Absent |
| Asst. CAO | Lydia Cielin | Absent |
| Legislative Svcs/R.S. | Patti Priest | Present Virtually |
| ***** | | |

No Members of the Media or Public were present.

2. Agenda:

927-20: Orichowski

That the Agenda for the Smoky Lake County Council – Committee of the Whole Meeting held for the purpose of Administration, dated June 30, 2020, be adopted, as presented.

Carried Unanimously.

3. Minutes:

No Minutes.

8. Executive Session:

928-20: Halisky

That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue in respect to the Collective Agreement between Smoky Lake County and the International Union of Operating Engineers, Local Union No. 955 prior to bargaining upon its expiration date of December 31, 2020, under the authority of FOIP Act: Section 27: Privileged Information., time 10:10 a.m..

Carried.

Council virtually left the Zoom Meeting electronic platform to continue the Executive Session physically within the County Council Chambers, in the presence of all Council, and in the absence of any Administration, time 10:10 a.m.

Patti Priest, Legislative Services Recording Secretary was not physically in the County Council Chambers and maintained the virtual platform outside the physical meeting for the purpose of being virtually open to the public, should any public choose to virtually join outside of Council's physical Executive Session, time 10:10 a.m.

929-20: Halisky

That Smoky Lake County Council go out of Executive Session, time 3:38 p.m..

Carried.

Next Meeting

Schedule Committee of the Whole for the purpose of Administration

930-20: Orichowski That the next Smoky Lake County Council Committee of the Whole for the purpose of Administration be scheduled for Friday, July 17, 2020 at 9:00 a.m., to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 and/or in County Council Chambers.

Carried.

ADJOURNMENT

931-20: Lukinuk That the Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting, of Tuesday, June 30, 2020, be adjourned, time 3:42 p.m.

Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **Special County Council Meeting** held on Monday, **July 13, 2020** at **1:00 P.M.** held in County Council Chambers as well as virtually online through Electronic Communication Technology: Zoom Meeting.

The meeting was called to Order by the Reeve, Mr. Craig Lukinuk, in the presence of the following persons:

| <u>Div. No.</u> | <u>Councillor(s)</u> | <u>ATTENDANCE</u> <u>Monday, July 13, 2020</u> |
|-----------------------|----------------------|---|
| 1 | Dan Gawalko | Present |
| 2 | Johnny Cherniwchan | Present |
| 3 | Craig Lukinuk | Present |
| 4 | Lorne Halisky | Present |
| 5 | Randy Orichowski | Present |
| CAO | Vacant | N/A |
| Asst. CAO | Lydia Cielin | Present |
| Legislative Svcs/R.S. | Patti Priest | Virtually Present |

No Members of the Public were present.
No Members of the Media were present.

Sargant Tina Chan, Smoky Lake RCMP Detachment, was present in Council Chambers as an observer.

WAIVER NOTICE

County Councillors signed a "Waiver Notice" as per accompanying attendance sheet, and displayed below:

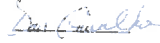
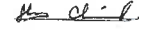
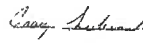


SMOKY LAKE COUNTY

WAIVER NOTICE of a Special Meeting of the County Council of the Smoky Lake County called under authority of Section 194 of the Municipal Government Act

.....
We, the undersigned members of the County Council of Smoky Lake County, hereby Waive Notice of a Special Meeting of the County Council to be held in Smoky Lake County Council Chambers on Monday, July 13, 2020, commencing at 1:00 P.M., to hold a Regular County Meeting for the purpose of discussing and acting on:

1. Re-opening County Offices to the Public: Relaunch from COVID-19 Pandemic.
2. Appointment of Interim Chief Administrative Officer.
3. Recruitment of Chief Administrative Officer.

.....

| COUNCILLOR: | SIGNATURE: | DATE: |
|--------------------|---|---------------|
| Dan Gawalko |  | July 13, 2020 |
| Johnny Cherniwchan |  | July 13, 2020 |
| Craig Lukinuk |  | July 13, 2020 |
| Lorne Halisky |  | July 13, 2020 |
| Randy Orichowski |  | July 13, 2020 |

2. Agenda:

Agenda: As per Waiver Notice

932-20: Orichowski

That the Smoky Lake County Agenda as listed on the "Waiver Notice" for Monday, July 13, 2020 Special Council Meeting be adopted as presented for the purpose of discussing and acting on:

1. Re-opening County Offices to the Public: Relaunch from COVID-19 Pandemic.
2. Appointment of Interim Chief Administrative Officer.
3. Recruitment of Chief Administrative Officer.

Carried Unanimously.

3. **Minutes:**

No Minutes.

4. **Request for Decision:**

Re-opening County Offices to the Public: Relaunch from COVID-19 Pandemic

933-20: Halisky

That Smoky Lake County Council approve to re-open the County Main Office and Public Works Shop Office to the Public, effective Tuesday, August 4, 2020; and continue to adhere to all COVID-19 (Corona Virus) pandemic measures as set forth by the Province of Alberta including, but not limited to maintaining 2 meters of space between people and encouraging everyone to wear a face mask where social distancing is not possible; and, for the protection, health, and safety of the public and staff, continue to:

- ensure hygiene is reinforced with morning and afternoon disinfection County office surfaces,
- encourage internal and external communications to be done through virtual video conferencing, electronic messaging, and telephone,
- utilize the “Zoom Meeting” electronic video meeting platform for meetings as a means for public participation and attendance, and
- provide an option for approved Staff to either work from home or in the office to ensure for the continuity of County operations,

and, going forward,

- close all public restrooms, until further notice, label standing placement on the floor showing 2 meters apart, remove all chairs from reception areas,
- encourage the behavior of utilizing hand sanitizer by making it available for use and provide face masks and gloves while supplies last for the attending Public,
- post notices explaining expected behavior from the Public on the County’s entrance doors, and
- acknowledge County Staff has the right to refuse unsafe work and may refuse to serve any customer not following protective protocol.

Carried Unanimously.

Sargant Tina Chan, Smoky Lake RCMP Detachment, left the meeting, time 1:34 p.m.

Appointment of Interim Chief Administrative Officer (Interim CAO)

934-20: Orichowski

That Smoky Lake County Council appoint Ms. Lydia Cielin as the Interim Chief Administrative Officer (Interim CAO), until a suitable candidate has filled the Chief Administrative Officer (CAO) position.

Carried Unanimously.

Executive Session:

Compensation Relating to the Appointment of Interim Chief Administrative Officer

935-20: Orichowski

That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue, in respect to the amount of monetary compensation to be paid to Ms. Lydia Cielin while fulfilling the Interim Chief Administrative Officer (Interim CAO) position, under the authority of the FOIP Act, Section 24: Advice from Officials, time 2:08 p.m..

Carried.

Lydia Cielin, Interim Chief Administrative Officer and Patti Priest, Legislative Services, both left the meeting, time 2:08 p.m.

936-20: Cherniwchan That Smoky Lake County Council go out of Executive Session, time 2:45 p.m.

Carried.

Lydia Cielin, Interim Chief Administrative Officer and Patti Priest, Legislative Services, re-joined the meeting, time 2:47 p.m.

Compensation to the Interim Chief Administrative Officer

937-20: Cherniwchan That Smoky Lake County Council approve variance pay in the amount of \$2,000.00 each month as compensation to be awarded to Ms. Lydia Cielin, while fulfilling the Interim Chief Administrative Officer (Interim CAO) position.

Carried.

Recruitment of Chief Administrative Officer (CAO)

938-20: Gawalko That Smoky Lake County utilize the Redwater Review newspaper, Rural Municipalities of Alberta (RMA), Alberta Urban Municipalities Association (AUMA), Federation of Canadian Municipalities (FCM), County Website and County Social Media to advertise the employment opportunity of Chief Administrative Officer (CAO) for Smoky Lake County, with resume submission deadline of Tuesday, August 4, 2020, and note the competition will remain open until a suitable candidate is found.

Carried.

5. Issue for Information:

No Issues for Information.

6. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

8. Executive Session:

No Executive Session.

ADJOURNMENT:

939-20: Lukinuk That the Smoky Lake County Special Council meeting of July 13, 2020, be adjourned, time 3:15 p.m.

Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the County Council Committee of the Whole Meeting for the purpose of Administration on Friday, July 17, 2020 at 9:18 A.M. held in County Council Chambers and virtually online through Electronic Communication Technology: Zoom Meeting.

The meeting was called to Order by the Reeve Mr. Craig Lukinuk, in the presence of the following persons:

| <u>Div. No.</u> | <u>Councillor(s)</u> | <u>ATTENDANCE</u> <u>Friday, July 17, 2020</u> |
|-----------------------|----------------------|---|
| 1 | Dan Gawalko | Present in Chambers |
| 2 | Johnny Cherniwchan | Present in Chambers |
| 3 | Craig Lukinuk | Present in Chambers |
| 4 | Lorne Halisky | Present in Chambers |
| 5 | Randy Orichowski | Present in Chambers |
| Interim CAO | Lydia Cielin | Absent |
| Legislative Svcs/R.S. | Patti Priest | Present Virtually |
| ***** | | |

No Members of the Media or Public were present.

2. Agenda:

940-20: Cherniwchan That the Agenda for the Smoky Lake County Council – Committee of the Whole Meeting held for the purpose of Administration, dated July 17, 2020, be adopted, as amended:

Addition to the Agenda:

1. Invitation to Minister of Agricultural and Forestry – Re: Municipal Agricultural Disaster.
2. Waste Transfer Site Land at SE-33-59-12-4, Lot E, Plan 7921604, Spedden.

Carried Unanimously.

3. Minutes:

No Minutes.

Additions to the Agenda:

Invitation to Minister of Agricultural and Forestry – Municipal Agricultural Disaster

941-20: Halisky That Smoky Lake County Council recommend a written invitation be extended to the Honourable Devin Dreeshen, Minister of Agricultural and Forestry, to tour Smoky Lake County for the purpose of understanding the full impact of the devastating state of agriculture in our region in respect to the Municipal Agricultural Disaster declared on June 25, 2020, to bring awareness to the unseeded acres due to excessive moisture and/or the inability to complete the 2019 harvest, the loss of seeded acres due to excessive moisture, as well as pastureland and hay crops under water; and carbon copy Glenn van Dijken, MLA for Athabasca-Barrhead-Westlock, as well as Shannon Stubbs, MP for Lakeland.

Carried.

Waste Transfer Site Land at SE-33-59-12-4, Lot E, Plan 7921604, Spedden

Discussed under Executive Session.

8. Executive Session:

**Collective Agreement - International Union of Operating Engineers, Local Union No. 955
Waste Transfer Site Land at SE-33-59-12-4, Lot E, Plan 7921604, Spedden**

942-20: Gawalko

That Smoky Lake County Council go into Executive Session to discuss the following two issues:

1. a Personnel Issue in respect to the Collective Agreement between Smoky Lake County and the International Union of Operating Engineers, Local Union No. 955 prior to bargaining upon its expiration date of December 31, 2020, under the authority of FOIP Act: Section 27: Privileged Information., and
2. a Land and Legal Issue in regard to the land legally described as SE-33-59-12-4, Lot E, Plan 7921604, commonly known as the Waste Transfer Site and Staging Area in the Hamlet of Spedden, under the authority of the FOIP Section 27: Privileged Information, time 9:22 a.m..

Carried.

Council virtually left the Zoom Meeting electronic platform to continue the Executive Session physically within the County Council Chambers, in the presence of all Council, and in the absence of any Administration, time 9:22 a.m.

Patti Priest, Legislative Services Recording Secretary was not physically in the County Council Chambers and maintained the virtual platform outside the physical meeting for the purpose of being virtually open to the public, should any public choose to virtually join outside of Council's physical Executive Session, time 9:22 a.m.

943-20: Cherniwchan

That Smoky Lake County Council go out of Executive Session, time 1:20 p.m..

Carried.

ADJOURNMENT

944-20: Lukinuk

That the Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting, of Friday, July 17, 2020, be adjourned, time 1:27 p.m.

Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the County Council Committee of the Whole Meeting for the purpose of Planning on Monday, July 20, 2020 at 10:12 A.M. held in County Council Chambers and virtually online through Electronic Communication Technology: Zoom Meeting.

The meeting was called to Order by the Reeve Mr. Craig Lukinuk, in the presence of the following persons:

| ATTENDANCE | | |
|------------------------------|----------------------|---------------------|
| <u>Monday, July 20, 2020</u> | | |
| <u>Div. No.</u> | <u>Councillor(s)</u> | |
| 1 | Dan Gawalko | Present in Chambers |
| 2 | Johnny Cherniwchan | Present in Chambers |
| 3 | Craig Lukinuk | Present in Chambers |
| 4 | Lorne Halisky | Present in Chambers |
| 5 | Randy Orichowski | Present in Chambers |
| Interim CAO | Lydia Cielin | Virtually Present |
| Legislative Svcs/R.S. | Patti Priest | Virtually Present |
| Plan & Dev Manager | Jordan Ruegg | Present in Chambers |
| Plan & Dev Assistant | Kyle Schole | Present in Chambers |
| ***** | | |

No Members of the Media were present.

One Member of the Public was virtually present.

2. Agenda:

945-20: Orichowski

That the Agenda for the Smoky Lake County Council - Committee of the Whole Meeting held for the purpose of Planning dated July 20, 2020, be adopted, as presented.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Decision:

No Request for Decision.

An additional member of the public virtually joined the meeting, time 10:57 a.m.

5. Issues for Information:

Land Use Bylaw Amendment – Shipping Containers

946-20: Halisky

That Smoky Lake County Council recommend Administration proceed to prepare an amendment to the Land Use Bylaw No. 1272-14, for the purpose of addressing development which involves Shipping Containers, including but not limited to the following points:

- esthetics of shipping containers which are used for storage must be made to match or compliment surrounding buildings, and this work, along with appropriate landscaping must be completed within two (2) years of placement,
- the location of shipping container placement on any property is at the discretion of the development authority,
- the maximum length for shipping containers on residential property shall be twenty feet (20'), and the maximum length for shipping containers on farmland shall be forty feet (40') with a maximum of up to three (3) shipping containers per farmland parcel,
- stacking of shipping containers which are used as building material may be permitted, at the desecration of the development authority.

Carried.

An additional member of the public virtually joined the meeting, time 11:29 a.m.

A member of the public virtually left the meeting, time 11:59 a.m.

Land Use Bylaw Amendment – Campgrounds and Recreational Vehicles

947-20: Gawalko

That Smoky Lake County Council recommend Administration proceed to prepare an amendment to the Land Use Bylaw No. 1272-14, in regard to Campgrounds and Recreational Vehicles, to include separate definitions for: minor, intermediate, and major campgrounds, as well as to further define a recreational vehicle (RV) and RV storage facilities; **and**, recommend Administration proceed to research and prepare information in regard to options for temporary permits for additional RVs placed on lake lots and fees for campground development permits.

Carried.

A member of the public virtually left the meeting, time 12:12 p.m.

Public Land Sale RL-10-58-17-W4 Victoria Settlement

948-20: Halisky

That Smoky Lake County Council recommend Administration proceed, at no cost to the County, with a Public Land Sale (PLS) application as a co-applicant with the Métis Nation of Alberta (MNA) or its designate, for the Crown Land (Grazing Permit 787758) encompassed within the lands legally described as RL-10-58-17-W4, more specifically, the North Part of River Lot 10 (Victoria Settlement) thereabout encompassing ~47 acres, in accordance with applicable legislation, including the Alberta Public Lands Act RSA 2000, Ch. P-40.

Carried.

7. **Delegation:**

No Delegation.

8. **Executive Session:**

No Executive Session.

ADJOURNMENT

949-20: Lukinuk

That the Smoky Lake County Council Committee of the Whole for the purpose of Planning Meeting, of Monday, July 20, 2020, be adjourned, time 12:28 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

3.6

SMOKY LAKE COUNTY

Minutes of the **Special County Council Meeting** held on Monday, **July 20, 2020** at **12:51 P.M.** held in County Council Chambers as well as virtually online through Electronic Communication Technology: Zoom Meeting.

The meeting was called to Order by the Reeve, Mr. Craig Lukinuk, in the presence of the following persons:

| <u>Div. No.</u> | <u>Councillor(s)</u> | <u>ATTENDANCE</u> <u>Monday, July 20, 2020</u> |
|-----------------------|----------------------|---|
| 1 | Dan Gawalko | Present in Chambers |
| 2 | Johnny Cherniwchan | Present in Chambers |
| 3 | Craig Lukinuk | Present in Chambers |
| 4 | Lorne Halisky | Present in Chambers |
| 5 | Randy Orichowski | Present in Chambers |
| Interim CAO | Lydia Cielin | Virtually Present |
| Legislative Svcs/R.S. | Patti Priest | Virtually Present |
| Plan & Dev Manager | Jordan Ruegg | Present in Chambers |
| Plan & Dev Assistant | Kyle Schole | Present in Chambers |

No Members of the Public were present.
 No Members of the Media were present.

WAIVER NOTICE

County Councillors signed a "Waiver Notice" as per accompanying attendance sheet, and displayed below:

SMOKY LAKE COUNTY

WAIVER NOTICE of a Special Meeting of the County Council of the Smoky Lake County called under authority of Section 194 of the Municipal Government Act

.....
 We, the undersigned members of the County Council of Smoky Lake County, hereby Waive Notice of a Special Meeting of the County Council to be held in Smoky Lake County Council Chambers on Monday, July 20, 2020, commencing at 12:45 P.M., to hold a Regular County Meeting for the purpose of discussing and acting on:

- Proposed Bylaw 1381-20, being a Bylaw to amend the Smoky Lake County Land Use Bylaw 1272-14

| <u>COUNCILLOR:</u> | <u>SIGNATURE</u> | <u>DATE</u> |
|--------------------|---|---------------|
| Den Gawalko |  | July 20, 2020 |
| Johnny Cherniwchan |  | July 20, 2020 |
| Craig Lukinuk |  | July 20, 2020 |
| Lorne Halisky |  | July 20, 2020 |
| Randy Orichowski |  | July 20, 2020 |

Agenda:

Agenda: As per Waiver Notice
 950-20: Halisky

That the Smoky Lake County Agenda as listed on the "Waiver Notice" for Monday, July 13, 2020 Special Council Meeting be adopted as presented for the purpose of discussing and acting on a Land Use Bylaw amendment.

Carried Unanimously.

Minutes:

No Minutes.

Request for Decision:

Bylaw No. 1381-20: a Bylaw to Amend the Land Use Bylaw 1272-14

951-20: Cherniwchan That Smoky Lake County Bylaw No. 1381-20: a Bylaw to Amend Land Use Bylaw 1272-14 to provide definitions for a range of accommodation types, and to allow for these accommodation types to be located within the Victoria Commercial (C2) District, Hamlet General (HG) District, and Highway Commercial (C1) District, as Permitted or Discretionary Uses, be given **FIRST READING; and, schedule a Council meeting for Monday, August 10, 2020, at 10:00 a.m., and a Public Hearing, on Monday, August 10, 2020, at 10:15 a.m.**, and advertise in local newspapers, the said Public Hearing in accordance with section 230 and section 606 of the Municipal Government Act; with both meetings to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 and in County Council Chambers.

Carried.

ADJOURNMENT:

952-20: Lukinuk

That the Smoky Lake County Special Council meeting of July 20, 2020, be adjourned, time 1:09 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the County Council Committee of the Whole Meeting for the purpose of Administration on Friday, August 14, 2020 at 9:04 A.M. held in County Council Chambers and virtually online through Electronic Communication Technology: Zoom Meeting.

The meeting was called to Order by the Reeve Mr. Craig Lukinuk, in the presence of the following persons:

| <u>Div. No.</u> | <u>Councillor(s)</u> | <u>ATTENDANCE</u> <u>Friday, August 14, 2020</u> |
|-----------------------|----------------------|---|
| 1 | Dan Gawalko | Present in Chambers |
| 2 | Johnny Cherniwchan | Present in Chambers |
| 3 | Craig Lukinuk | Present in Chambers |
| 4 | Lorne Halisky | Present in Chambers |
| 5 | Randy Orichowski | Present in Chambers |
| Interim CAO | Lydia Cielin | Present Virtually |
| Legislative Svcs/R.S. | Patti Priest | Present Virtually |

No Members of the Media or Public were present.

2. Agenda:

984-20: Orichowski That the Agenda for the Smoky Lake County Council Committee of the Whole Meeting for the purpose of Administration, for August 14, 2020, be adopted, as presented.

Carried Unanimously.

3. Minutes:

No Minutes.

8. Executive Session:

Collective Agreement - International Union of Operating Engineers, Local Union No. 955
985-20: Cherniwchan That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue in respect to the Collective Agreement between Smoky Lake County and the International Union of Operating Engineers, Local Union No. 955 prior to bargaining upon its expiration date of December 31, 2020, under the authority of FOIP Act: Section 27: Privileged Information, time 9:05 a.m.

Carried.

Patti Priest, Legislative Services Recording Secretary virtually left the meeting, time 9:06 a.m.

Meeting Recessed Meeting recessed for Lunch, time 12:00 p.m.

Meeting Reconvened The meeting reconvened under executive session, on a call to order by Reeve Craig Lukinuk at 12:30 p.m. in the presence of all Council members and in the virtual presence of the Interim Chief Administrative Officer.

986-20: Gawalko That Smoky Lake County Council go out of Executive Session, time 2:12 p.m..

Carried.

Collective Agreement - International Union of Operating Engineers, Local Union No. 955
987-20: Orichowski That Smoky Lake County Council recommend the questions arising from discussions held under executive session on June 30, 2020, July 20, 2020 and August 14, 2020, in regard to the Collective Agreement between Smoky Lake County and the International Union of Operating Engineers, Local Union No. 955, be compiled in preparation for the collective bargaining process and be discussed with the County Solicitor for the purpose of clarification, at the next Council Committee of the Whole for the purpose of Administration Meeting.

Carried.

ADJOURNMENT

988-20: Lukinuk That the Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting, of Friday, August 14, 2020, be adjourned, time 2:15 p.m.

Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER





| | | | |
|-----------------------------|--|--------------------------------|------------|
| REQUEST FOR DECISION | | DATE August 27, 2020 | 4.1 |
| TOPIC | Policy Statement No. 03-25-10: Sale of Gravel or Sand | | |
| PROPOSAL | <p style="text-align: center;"><u>THE PUBLIC PARTICIPATION PROCESS</u></p> <p>STEP ONE: A Public Participation Plan was created to provide a clear overview of the Opportunity: <u>Policy on the Sale of Gravel or Sand</u> for Public Engagement. See Attachment # 1 - Administration will provide an overview.</p> <p>STEP TWO: REPORT distributed at today's meeting to PROVIDE the listing of all proceedings, findings and recommendations pertaining to the Public Participation on the County's process on the <u>Sale of Gravel or Sand</u>. See Attachment # 2 - Administration will present the report. See Attachment # 3 - Public Participation Advertisement and Draft Policy</p> <p>Moving Forward: COUNCIL</p> <ul style="list-style-type: none"> ■ Prior to the "amendment" of this Policy, Council will "NOW" provide the opportunity to engage the public to provide feedback or comments: <div style="border: 2px solid black; background-color: yellow; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><u>"Invitation to Public Participation."</u></p> <p>Anyone today who virtually wishes to provide input or comment to Policy Statement No. 03-25-10: Sale of Gravel or Sand</p> <p>IF "YES": Please state your name for the record and we welcome for hear your comments.</p> <p style="text-align: center;">↕</p> <p>NOTE: If comments are provided – Council will hold discussion.</p> <p>IF "NO": Proceed to the amendment of Policy Statement No. 03-25-10: Sale of Gravel or Sand.</p> </div> <p>BACKGROUND:</p> <p>Policy Statement No. 03-25: Sale of Gravel or Sand was originally adopted on May 11, 1988 to provide a service to sell gravel and sand to the public.</p> <p><u>Policy amendments to date are indicated on the following page.</u></p> | | |

Open to Public

- (01) **May 11, 1988:** Policy also stated: \$3.50 per yard from the Sokalski Pit – SW 2-61-13-4.
- (02) **January 10, 2008:** Policy also stated: May sell twice the annual basis to a resident or taxpayer for a special project. Larger quantities of material purchases by others at the decision of the CAO or Council. **Policy only this time included Sale of Pit Run.**
- (03) **November 4, 2008:** Policy also stated: May sell twice the annual basis to a resident or taxpayer for a special project. Larger quantities of material purchases by others at the decision of the CAO or Council.
- (04) **November 12, 2009:** Policy also stated: May sell twice the annual basis to a resident or taxpayer for a special project. **Any amounts above the 125 tonnes shall be at a rate of 30% higher than the current price charged for the first 125 tonnes.** Larger quantities of material purchases by others at the decision of the CAO or Council.
- (05) **January 26, 2010:** Policy also stated: May sell twice the annual basis to a resident or taxpayer for a special project. Larger quantities of material purchases at the decision of the CAO or Council. Any amounts above the 125 tonnes shall be at a rate of 30% higher than the current price charged for the first 125 tonnes. Larger quantities of material purchases by others at the decision of the CAO or Council. **Any amounts above the 125 tonnes shall be at a rate of 30% higher than the current price charged for the first 125 tonnes.**
- (06) **November 16, 2012:** Policy also stated: May sell twice the annual basis to a resident or taxpayer for a special project. Larger quantities of material purchases at the decision of the CAO or Council. Any amounts above the **115 tonnes** shall be at a rate of 30% higher than the current price charged for the first 115 tonnes. Larger quantities of material purchases by others at the decision of the CAO or Council. Any amounts above the **115 tonnes** shall be at a rate of 30% higher than the current price charged for the first **115 tonnes**.
- (07) **January 22, 2016:** Policy also stated: May sell twice the annual basis to a resident or taxpayer for a special project. Larger quantities of material purchases at the decision of the CAO or Council. Any amounts above the 115 tonnes shall be at a rate of 30% higher than the current price charged for the first 115 tonnes. Larger quantities of material purchases by others at the decision of the CAO or Council. Any amounts above the 115 tonnes shall be at a rate of 30% higher than the current price charged for the first 115 tonnes.
- (08) **September 13, 2016:** Policy also stated: May sell twice the annual basis to a resident or taxpayer for a special project. Larger quantities of material purchases at the decision of the CAO or Council. Any amounts above the 115 tonnes shall be at a rate of 30% higher than the current price charged for the first 115 tonnes. Larger quantities of material purchases by others at the decision of the CAO or Council. Any amounts above the 115 tonnes shall be at a rate of 30% higher than the current price charged for the first 115 tonnes.
- (09) **February 14, 2018:** Policy also stated: May sell twice the annual basis to a resident or taxpayer for a special project. Larger quantities of material purchases at the decision of the CAO or Council. Any amounts above the 115 tonnes shall be at a rate of 30% higher than the current price charged for the first 115 tonnes. Larger quantities of material purchases by others at the decision of the CAO or Council. Any amounts above the 115 tonnes shall be at a rate of 30% higher than the current price charged for the first 115 tonnes. County projects requiring Gravel and Sand Hauling are first priority. **No changes to policy wording.**

| | |
|---|--|
| <p>CURRENT: Policy Committee Meeting: June 3, 2020 – Motion 190-20 That the Smoky Lake County Policy Committee recommend Policy Statement No. 03-25-09: Sale of Gravel or Sand, be brought forward to the next Regular County Council meeting for amendment to incorporate the following as per discussion:</p> <ul style="list-style-type: none"> ✓ A maximum of 10 Tandem Load Gravel Tickets per resident household of Gravel and/or Sand material to be used within the Smoky Lake County boundaries. ✓ Gravel Tickets must be pre-purchased in person at the County Office between 8 a.m. and 4:00 p.m., Monday to Friday (excludes Statutory Holidays). Payment may be made by cash, debit, cheque, or Mastercard/Visa and proof of identity (e.g. Driver's Licence) and proof of residency (Property Tax Notice) is required at time of purchase. ✓ All Loading of Gravel shall be done by Smoky Lake County. ✓ Residents have the option to have the gravel stockpiled or spread as needed. Residents must ensure the area(s) gravel will be delivered to be free of obstruction and safe for County crews and equipment to work. | |
| <p>Proposed Policy Committee Meeting: July 16, 2020: Policy Statement No. 03-25-10: Sale of Gravel or Sand That the Smoky Lake County Policy Committee recommend Policy Statement No. 03-25-10: Sale of Gravel or Sand, be brought forward to the next Regular County Council meeting for amendment.</p> | |
| CORRELATION TO BUSINESS (STRATEGIC) PLAN | |
| N/A | |
| LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS | |
| BENEFITS | <ul style="list-style-type: none"> ▪ Demonstrates fiscal responsibility by setting the price of sand and gravel within the range of cost-recovery for this service. |
| DISADVANTAGES | N/A |
| ALTERNATIVES | N/A |
| FINANCE/BUDGET IMPLICATIONS | |
| Operating Costs: _____ | Capital Costs: _____ |
| Budget Available: _____ | Source of Funds: _____ |
| Budgeted Costs: _____ | Unbudgeted Costs: _____ |
| INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS | N/A |
| COMMUNICATION STRATEGY | As indicated in the "REPORT" submitted to Council on the Public Participation Process for Sale of Gravel and Sand Policy. |
| RECOMMENDATION | |
| That Smoky Lake County Policy Statement No. 03-25-10: Sale of Gravel or Sand, be amended. | |
| CHIEF ADMINISTRATIVE OFFICER | |

| | | | | | | | | | | | | |
|---|---|--|--------------------------------------|----------------------------------|---|---|---|--|---|---|--------------------------------------|----------------------------------|
|  <h2 style="margin: 0;">PUBLIC PARTICIPATION PLAN</h2> | | <h3 style="margin: 0;">SCHEDULE "A"</h3> | | | | | | | | | | |
| <p>Project Title: <u>Policy Statement No. 03-25-10: Sale of Gravel and Sand</u></p> | | | | | | | | | | | | |
| STEP ONE | <p>Prepare a Public Participation Plan:</p> | | | | | | | | | | | |
| | <p>Public Participation Opportunity Number: <u>4.3.1: Bylaw and Regulations</u> Policy Section: 4.3.1</p> | | | | | | | | | | | |
| STEP TWO | <p>IMPLEMENT THE PUBLIC PARTICIPATION PLAN</p> | | | | | | | | | | | |
| A | <p>Identify Public Participation Goal and determine level of public participation for the project: To determine the appropriate level of public participation, it is important to assess the degree to which the public considers the issue significant. Policy Section: 4.3.2</p> | | | | | | | | | | | |
| <p>Establish the Goal and Level of Public Participation</p> | <p>LEVEL:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> Inform</td> <td style="text-align: center;"><input checked="" type="checkbox"/> Consult</td> <td style="text-align: center;"><input checked="" type="checkbox"/> Involve</td> <td style="text-align: center;"><input type="checkbox"/> Collaborate</td> <td style="text-align: center;"><input type="checkbox"/> Empower</td> </tr> </table> <p>What is to be achieved: <u>Awareness for the Public to recognize that Smoky Lake County is amending its Policy to provide guidance and protocol for the sale of Municipal Gravel or Sand Material within the County – as this Policy provides a service to residents.</u></p> | | 1 | 2 | 3 | 4 | 5 | <input checked="" type="checkbox"/> Inform | <input checked="" type="checkbox"/> Consult | <input checked="" type="checkbox"/> Involve | <input type="checkbox"/> Collaborate | <input type="checkbox"/> Empower |
| 1 | 2 | 3 | 4 | 5 | | | | | | | | |
| <input checked="" type="checkbox"/> Inform | <input checked="" type="checkbox"/> Consult | <input checked="" type="checkbox"/> Involve | <input type="checkbox"/> Collaborate | <input type="checkbox"/> Empower | | | | | | | | |
| B | <p>Describe the Project: Provide a clear description to lay the foundation for a successful and achievable public participation process within the timeline, geographic area, staff and budget limitations of the overall project. This information will be used to explain the project and communicate the boundaries of public participation in planning, program development or decision processes.</p> | | | | | | | | | | | |
| <p>Description: Clear overview of Opportunity</p> | <p>Describe the Project: (Key Issue)</p> <p>Smoky Lake County Council recognizes that many ratepayers require gravel for yards, approaches or other purposes and this policy provides a service to residents.</p> <p>The County's Accounts Receivable Collection of outstanding invoices not paid has been increasing. The Policy did include a section where "The County may not sell gravel to customers with a history of delayed or non -Payment as per Policy Statement No. 08-02: Accounts Receivable Collection". But re-occurring accounts still happened.</p> <p>Therefore, this Policy has been amended that reflects: Gravel and Sand requests from residents of Smoky Lake County must be pre-purchased with advanced payment of Gravel Tickets by completing a Pre-Authorization Gravel Request Form.</p> | | | | | | | | | | | |
| | <p>Budget Costs at the time of preparing this report:</p> <p>Smoky Lake County Grapevine is an annual budgetary item; the "Notice" for Invitation for Public Participation was incorporate into the Grapevine – therefore there is no cost preparing this report.</p> | | | | | | | | | | | |
| C | <p>Create a Work Plan Schedule: Any public participation plan should include a detailed timeline of the planning, program development or decision-making processes as well as the public participation activities within that process. Public information and input need to be timed early enough to provide the public adequate opportunity to influence the decision.</p> | | | | | | | | | | | |
| <p>Outline Work Plan</p> | <p>Roles and Responsibilities Designated Department Manager Team Members</p> | <p>Timeline Include stages of Public Engagement (if more than one)</p> | | | | | | | | | | |
| | <p>Assistant Chief Administrative Officer</p> <p>Legislative Services Clerk</p> | <p>August 2020 - Advertise in the Grapevine.</p> <p>Post on the Website on July 22, 2020.</p> <p>August 18, 2020: Public submission deadline for comments.</p> | | | | | | | | | | |
| | <p>Information Include Background, history and previous engagements</p> <p>County Council Meeting: August 27, 2020</p> <p>SEE Request For Decision 4.1</p> <p>Information on the background, history and engagement process on the amendment for Policy Statement 03-25-10 is detailed.</p> | | | | | | | | | | | |

|  PUBLIC PARTICIPATION PLAN | | PAGE TWO |
|--|--|---|
| STEP THREE | ENCOURAGE THE PUBLIC | |
| D Determine the method of Public Participation Tools | Select Tools: Different public participation goals typically require different tools and approaches. Policy Section: 4.3.3 <input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Digital <input checked="" type="checkbox"/> Written <input type="checkbox"/> Representation | |
| | Tool Activities: <u>Newspaper: Redwater Review and Signal</u> <u>County Website</u> <u>Advertisement: Public Notice in Grapevine</u> | |
| E Public Participation Notice | Public Notification Process: advertised in order to notify the public of an issue and with a time frame of a 30-day public comment period will be provided prior to a decision being made. Policy Section: 4.6.1 | |
| | Advertise: Complete Schedule "B": Public Participation Notice. ✓ Attached | |
| | Gather Inputs and Disseminate Results for Reporting: (Concerns and Impact) Attached is the report presented today to Council on August 27, 2020 with the complete summary of Public Engagement from August 18, 2020 deadline submission. | |
| STEP FOUR | REPORTING | |
| F Follow-up | Communicate feedback of the outcome to Council and Public. Policy Section: 4.7 | |
| | Complete Schedule "C": Public Participation Report. ATTACHMENT # 2. | |
| | Council Meeting Date: <u>August 27, 2020</u> Request for Decision - Agenda Item: 4.1 after 9:00 a.m. | |
| STEP FIVE | EVALUATE THE PROCESS | |
| Evaluation measures the effectiveness of your public involvement process - Public Feedback and Public Participation Outcomes. Evaluate and report to Council. Policy Section: 4.8 | | |
| Complete Schedule "D": Internal Evaluation | | |
| Evaluation summary will be provided through the Interim Chief Administrative Officer's Report after the Public Participation Engagement Meeting with Council has been completed. To the following Council Meeting for Review. Council Meeting Date: <u>September 24, 2020.</u> | | |
| SMOKY LAKE COUNTY: Engagement Coordinator Name: <u>Lydia Cielin</u> Title: <u>Interim Chief Administrative Officer</u> | | DEPARTMENT: <u>Senior Administration - Legislation</u> DATE: <u>August 19, 2020.</u> |

Schedule "A": Public Participation PLAN: Page 2 of 2.



Public Participation

REPORT

Public Participation Opportunity

NAME: *Policy Statement No. 03-25-10: Sale of Gravel or Sand*

PAGE TWO

SUMMARY OF PUBLIC COMMENTS:

FINDING: Result of Involvement

RECOMMENDATION: Analysis of results

The Public Participation Plan outlines the purpose, and process to initiate communication as a tool to interact between the County and its' residents.

Proposal:

- The Policy Statement No. 03-25-10: Sale of Gravel or Sand be amended.

As no concerns received from the Public Engagement Process.

COMPLETE AFTER OUTCOME

COUNCIL MEETING: DECISION:

Provide an outline of decisions made

Provide a record of how the final decision was reached

Council Meeting Date: August 27, 2020

Request For Decision: # 4.1

Approval: Motion Number: _____

WHAT WORKED WELL AND WHY? Satisfaction with the process, success with the conclusion of the work

WHAT SHOULD BE DONE DIFFERENTLY NEXT TIME?

HOW WAS SUCCESS MEASURED? How do we know that the engagement as successful?

Evaluation Completed: _____

Comments:

COMMUNICATE DECISION:

Advise Public of the final outcome

Report Release Date:

_____ posted on website.

How was the Public advised of Decision?

RETENTION OF RECORD: All correspondence submitted to Smoky Lake County will form part of the public record and will be retained in accordance with Bylaw No. 1134-05: Records Retention. File No.: PP-2020-02

SIGN-OFF:

DEPARTMENT MANAGER NAME:

Lydia Cielin

SIGNATURE

DATE

August 19, 2020

CHIEF ADMINISTRATIVE OFFICER NAME:

SIGNATURE

DATE

Schedule "C": Public Participation REPORT: Page 2 of 2.

Invitation for Public Participation

NOTICE



**Your relationship with your Municipal Government
"It's Your County – Engage"**

The Public is hereby provided NOTICE of the following for Public Inspection:

Amended Policy Statement No. 03-25-10: Sale of Gravel or Sand

Policy Statement No. 03-25-10: Sale of Gravel or Sand - Purpose: To provide a guideline and protocol for the sale of Municipal Gravel or Sand (aggregate) Material.

The County retains aggregate material for the purpose of supporting road construction or maintenance activities and will provide the opportunity, as a service to its residents, to sell gravel or sand material within the boundaries of Smoky Lake County to its' residents.

By amending this Policy, all customers will be required to pre-pay before any aggregate is received.

The Public Participation Reporting will be held as follows:

Date: August 27, 2020

Time: 9:00 a.m. - Agenda Item: Request For Decision # 4.1

Location: Virtual, through Zoom Meeting (see County website for details)

Anyone who is interested in providing formal comments or feedback on the proposed Policy is encouraged to attend the Council Meeting, or alternatively present a written submission at the Smoky Lake County Office prior to **12:00 p.m. (noon) on Wednesday, August 18, 2020.**

A copy of the information can be obtained at www.smokylakecounty.ab.ca

For further information please contact **Lydia Cielin**, Interim Chief Administrative Officer at 780-656-3730.

Lydia Cielin
Interim Chief Administrative Officer
Smoky Lake County

This notice was posted on the County Website on July 22, 2020.

SMOKY LAKE COUNTY

NEW



| | | |
|---|--|--------------------------|
| Title: Sale of Gravel or Sand | | Policy No.: 25-10 |
| Section: 03 | Code: P-I | Page No.: 1 of 5 |
| Legislation Reference: Alberta Provincial Statutes | | |
| Purpose: | To provide a guideline and protocol for the sale of Municipal Gravel or Sand Material. | |

Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 The County retains aggregate material for the purpose of supporting road construction or maintenance activities and will provide the opportunity, as a service to its residents, to sell gravel or sand material within the boundaries of Smoky Lake County to its' residents.

2. DEFINITIONS:

- 2.1 **"Aggregate Material"** means a collection of granular material, such as gravel and reject sand.
- 2.2 **"Aggregate Ticket"** describes one Tandem Load of aggregate material delivered by a County Gravel Truck.
- 2.3 **"Tandem Load"**: describes an average load of 12 Tonne.
- 2.4 **"Others"**: describes a customer purchasing aggregate for use within the Smoky Lake Region who is not a County Ratepayer.

3. OBJECTIVE:

- 3.1 The County may sell per resident household customer up to **10 Aggregate Tickets** or up to a maximum total weight of no greater than **120 Tonnes** of Gravel and/or Sand material **per year** at the current commodity price to be used within the Smoky Lake County boundaries.
- 3.2 The County, in selling this material, does so without warranty and may, at its sole discretion, decide to retain (or not sell) aggregate dependent upon its availability to sustain an adequate supply, as determined by the Public Works Manager or designate, for supporting County operations.
- 3.3 The County may allow the sale of gravel from its gravel pits located at NW-02-61-18-W4 at the White Earth Creek Gravel Pit and from any County leased gravel pits; however, these sales will occur in accordance with the guidelines and procedures outlined within this Policy.
- 3.4 County projects requiring gravel and/or sand hauling will receive priority over any sale deliveries.

Policy Statement and Guidelines:

4. GUIDELINES:

SALE OF GRAVEL OR SAND:

4.1 The rate for the sale of gravel or sand is at the current commodity price which includes costs of crushing, reclamation, loading, hauling, and royalty, as applicable:

| GRAVEL | | |
|------------------------|-------------------|-----------------|
| | Ratepayers | Others |
| Royalty | \$ 5.00 | \$ 6.00 |
| Crushing Cost | \$12.00 | \$12.00 |
| Reclamation | \$ 2.00 | \$ 2.00 |
| Loading | \$ 0.00 | \$ 2.00 |
| Hauling | \$15.00 | N/A |
| TOTAL Per Tonne | \$34.00 | \$ 22.00 |

| SAND | | |
|------------------------|-------------------|----------------|
| | Ratepayers | Others |
| Royalty | \$ 1.00 | \$ 3.00 |
| Reclamation | \$ 2.00 | \$ 2.00 |
| Loading | \$ 0.00 | \$ 2.00 |
| Hauling | \$ 15.00 | N/A |
| TOTAL Per Tonne | \$18.00 | \$ 7.00 |

- 4.2 The County permits the sale of gravel and/or sand in bulk hauled by County equipment. Aggregate Tickets are nontransferable and for personal use only, one Aggregate Ticket represents one tandem load; partial loads delivered by the County are not permitted.
- 4.3 The County may sell up to twice the annual allowable amount (as per section 3.1) of material, at the discretion of the Public Works Manager or designate, to a resident household customer for a special project. However, any amounts delivered above 120 Tonnes per customer, per year, shall be sold at the current commodity price plus an additional 30%.
- 4.4 Larger quantities of material greater than 240 Tonnes purchased by others within the Smoky Lake County boundaries requires a decision from the Chief Administrative Officer or designate or by motion of Council; and any amounts delivered above 120 Tonnes per customer, per year, shall be sold at the current commodity price plus an additional 30%.
- 4.5 Gravel will not be sold for commercial re-sale, or to any commercial enterprise, unless approved by motion of Council in response to a formal written request.
- 4.6 The County reserves the **right to refuse** delivery of aggregate to any resident customer if the delivery location is deemed unsafe or difficult to access. A pre-inspection may be necessary by the Public Works manager of designate to ensure the delivery location is free of obstructions and safe for County crews and equipment to work.

| | | |
|--------------------------------------|------------------|--------------------------|
| Title: Sale of Gravel or Sand | | Policy No.: 25-10 |
| Section: 03 | Code: P-I | Page No.: 3 of 5 |

Policy Statement and Guidelines:

PURCHASE OF GRAVEL:

- 4.7 Upon completion of **Schedule "A": Pre-Authorized Gravel Request Form**, a **"Aggregate Ticket"** will be issued as a Receipt for Payment made. Each load of aggregate requires a separate Aggregate Ticket.
- 4.8 Aggregate Ticket payments must be received in full prior to aggregate delivery and made in person at the Public Works Office located at 5004 50 Street, Smoky Lake, between 8:00 a.m. and 4:00 p.m., Monday to Friday (excluding Statutory Holidays). Proof of identity and County land ownership is required at the time of purchase, e.g., driver's license or government issued photo identification along with a property tax notice, land title or utility bill.
- 4.9 Aggregate Tickets must be used by October 31st of the year the ticket was purchase and are non-refundable.
- 4.10 Residents have the option to have each load of the aggregate stockpiled or spread at one delivery location on the resident's property. Residents must ensure the delivery location is free from obstructions and is safe for County crews and equipment to work.

GRAVEL PICK-UP SERVICE:

- 4.11. Smoky Lake County may allow a two-day per week schedule of Tuesday and Thursday, between 9:00 a.m. and 3:00 p.m., beginning June 1st to September 30th of each year for Private/Public Gravel Haulers' gravel pick up service at White Earth Creek Gravel Pit, located on lands legally described as NW-02-61-18-W4.
- 4.12 Aggregate Ticket payments must be received in full prior to aggregate pick up and made in person at the Public Works Office located at 5004 50 Street, Smoky Lake, between 8:00 a.m. and 4:00 p.m., Monday to Friday (excluding Statutory Holidays). Proof of identity and County land ownership is required at the time of purchase, e.g., driver's license or government issued photo identification along with a property tax notice, land title or utility bill.
- 4.13 Aggregate Tickets for smaller volumes of aggregate material to be loaded onto resident's pick-up trucks or small trailers may be permitted.
- 4.14 All loading of aggregate material shall be done solely by Smoky Lake County and the County reserves the **right to refuse** loading if the load appears unsecured or unsafe.

5. PROCEDURES:

- 5.1 **Schedule "A": Pre-Authorized Gravel Request Form** must be completed in its entirety.
- 5.2 All requests for aggregate material must be handled through the Public Works Office to determine the current commodity cost, to allow for recordkeeping and numbering of Aggregate Tickets (as outlined in section 5.5), and for the purpose of obtaining a signature as a statement from the purchaser acknowledging this Policy and execution of a hold harmless agreement.

| | | |
|--------------------------------------|------------------|--------------------------|
| Title: Sale of Gravel or Sand | | Policy No.: 25-10 |
| Section: 03 | Code: P-I | Page No.: 4 of 5 |

Policy Statement and Guidelines:

5.3 The bottom portion of the Pre-Authorized Gravel Request form is the **Aggregate Ticket** and is to be provided to the purchaser as a Receipt of proper verification of aggregate purchased.

5.4 The top portion of the Pre-Authorized Gravel Request form shall be submitted to the Public Works Gravel Shack for operational purposes to schedule gravel delivery or as notification of a pick-up service.

5.5 For the purpose of tracking the annual aggregate sales, Aggregate Tickets shall be numbered with a prefix of one letter to indicate the type of aggregate material followed by a two digit number indicating the year that the ticket was sold, and then followed by a three digit sequential tracking number, for example, in Year-2020, the tickets numbers would start and continue as follows:
G20-001, G20-002, G20-003, G20-004, and so on, for Gravel, and
S20-001, S20-002, S20-003, S20-004, and so on, for Sand.

5.6 During gravel deliveries, the County hauler will have the discretion to determine if conditions permit the gravel to be spread, if requested, and if the delivery location is difficult to access or other safety concerns are present, the County will deliver the aggregate in a pile and will not spread the aggregate.

| | Date | Resolution Number |
|----------|---------------------------|------------------------|
| Approved | May 11, 1988 | # 476 - Page 4916 |
| Amended | January 10, 2008 | # 167-08 - Page 8570 |
| Amended | November 4, 2008 | # 67-08 - Page 8798 |
| Amended | November 12, 2009 | # 127-09 - Page 9161 |
| Amended | January 26, 2010 | # 346-10 - Page 9261 |
| Amended | November 16, 2012 | # 123-12 - Page 10308 |
| Amended | January 22, 2016 | # 314-16 - Page 12053 |
| Amended | September 13, 2016 | # 1005-16 - Page 12376 |
| Amended | February 14, 2018 | # 302-18 - Page 12954 |
| Amended | August 27, 2020 | |

OLD

SMOKY LAKE COUNTY



| | | |
|--------------------------------------|------------------|--------------------------|
| Title: Sale of Gravel or Sand | | Policy No.: 25-09 |
| Section: 03 | Code: P-I | Page No.: 1 of 2 |

| | |
|-------------------------------|------------------------------|
| Legislation Reference: | Alberta Provincial Statutes. |
|-------------------------------|------------------------------|

| | |
|-----------------|---|
| Purpose: | To provide a guideline for the sale of Gravel or Sand Material. |
|-----------------|---|

Policy Statement and Guidelines:

The County will sell on an annual basis the equivalent of a maximum **115 tonnes** total per resident household of Gravel and/or Sand material to be used within the Smoky Lake County boundaries.

1. At the current commodity price of royalty, crushing cost, reclamation, loading, and hauling:

| GRAVEL | | |
|---------------|------------------------|-----------------|
| Per Tonne | Ratepayers | Others |
| Royalty | \$ 5.00 | \$ 6.00 |
| Crushing Cost | \$12.00 | \$12.00 |
| Reclamation | \$ 2.00 | \$ 2.00 |
| Loading | \$ 0.00 | \$ 2.00 |
| Hauling | \$15.00 | |
| TOTAL | Tandem: \$34.00 | \$ 22.00 |

| SAND | | |
|--------------|------------------------|----------------|
| Per Tonne | Ratepayers | Others |
| Royalty | \$ 1.00 | \$ 3.00 |
| Reclamation | \$ 2.00 | \$ 2.00 |
| Loading | \$ 0.00 | \$ 1.00 |
| Hauling | \$ 15.00 | |
| TOTAL | Tandem: \$18.00 | \$ 6.00 |

| | | |
|--------------------------------------|------------------|--------------------------|
| Title: Sale of Gravel or Sand | | Policy No.: 25-09 |
| Section: 03 | Code: P-I | Page No.: 2 of 2 |

Policy Statement and Guidelines:

2. The County will haul the material at the current uniform price.
3. The County may sell twice the annual basis material to a resident household for a special project at the discretionary decision of the Public Works Manager. However, any amounts above the 115 tonnes shall be at a rate of 30% higher than the current price charged for the first 115 tonnes.
4. Larger quantities of material purchases by others within the Smoky Lake County boundaries may require the decision of the Chief Administrative Officer or Council. However, any amounts above the 115 tonnes shall be at a rate of 30% higher than the current price charged for the first 115 tonnes.
5. County projects requiring Gravel and Sand Hauling are first priority.
6. The County may not sell gravel to customers with a history of delayed or non Payment as per *Policy Statement No. 08-02: Accounts Receivable Collection*.
7. Smoky Lake County implement a two-day per week schedule: Tuesday and Thursday, between the time of 9:00 a.m. to 3:00 p.m., beginning June 1st to September 30th of each current year for Private/Public Gravel Haulers' gravel pick up service at White Earth Creek Gravel Pit, located on lands legally described as NW 02-61-18-W4.

| | Date | Resolution Number |
|-----------------|---------------------------|--------------------------|
| Approved | May 11, 1988 | # 476 - Page 4916 |
| Amended | January 10, 2008 | # 167-08 - Page 8570 |
| Amended | November 4, 2008 | # 67-08 - Page 8798 |
| Amended | November 12, 2009 | # 127-09 - Page 9161 |
| Amended | January 26, 2010 | # 346-10 - Page 9261 |
| Amended | November 16, 2012 | # 123-12 - Page 10308 |
| Amended | January 22, 2016 | # 314-16 - Page 12053 |
| Amended | September 13, 2016 | # 1005-16 - Page 12376 |
| Amended | February 14, 2018 | # 302-18 - Page 12954 |

| | | | | |
|--|---|--|--------------------------------|------------|
| REQUEST FOR DECISION | | DATE | August 27, 2020 | 4.2 |
| TOPIC | Policy Statement No: 01-03-27: Organizational Chart | | | |
| PROPOSAL | <p>Currently: Policy Statement 01-03-26: Organizational Chart was originally passed September 24, 1990. © Attachment #2</p> <p>BACKGROUND:</p> <p>To update the organizational chart with position changes, reclassifications and deletions to ensure that the information is current with any changes that occur.</p> <p>CURRENT:</p> <p>All amendments to date listed on Attachment #1</p> <p>PROPOSAL:</p> <p>July 16, 2020 – Policy Committee Meeting</p> <p>That the Smoky Lake County Policy Committee recommend Policy Statement No. 01-03-27: Organizational Chart, be brought forward to the next Regular County Council meeting for amendment.</p> <p>Amendments:</p> <ol style="list-style-type: none"> 1. GIS/Communications supervisor position removed. 2. GIS Operator position was moved under Finance Manager/Assistant CAO/CAO. 3. Communications Technician was put under Chief Administrative Officer 4. Colour coded into following categories: Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Managers, Supervisors, Employees (Non-union), Employees (Union- Local 955 or 4575) 5. Legend added. 6. GIS/Communications Director taken out of Salary Ranges listing. 7. Ranges adjusted. <p>Updated version showing changes proposed at the July 16, 2020 Policy Committee Meeting. Attachment #3</p> | | | |
| CORRELATION TO BUSINESS (STRATEGIC) PLAN | | | | |
| N/A | | | | |
| LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS | | Municipal Government Act: Section 201: Policy Development. | | |
| BENEFITS | <ul style="list-style-type: none"> ■ Structure for orderly provision of County functions. ■ Maintain appropriate and competitive wages. ■ To strive for logic and consistency while taking into account actual Smoky Lake County Managers duties and workloads. ■ Provide financial incentive for Employees to improve, learn, and grow professionally. | | | |
| DISADVANTAGES | N/A | | | |
| ALTERNATIVES | | | | |
| FINANCE/BUDGET IMPLICATIONS | | | | |
| Operating Costs: | \$ _____ | | Capital Costs: \$ _____ | |

| | | | |
|--|---|--------------------------------|--|
| Budget Available: \$ _____ | | Source of Funds: _____ | |
| Budgeted Costs: _____ | | Unbudgeted Costs: _____ | |
| INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS | Specific responsibility levels of interaction with Federal, Provincial and other Municipal Governments. | | |
| COMMUNICATION STRATEGY | | | |
| RECOMMENDATIONS | | | |
| That Policy Statement No: 01-03-27: Organizational Chart be amended to update the position titles. | | | |
| CHIEF ADMINISTRATIVE OFFICER | <i>[Signature]</i> | | |

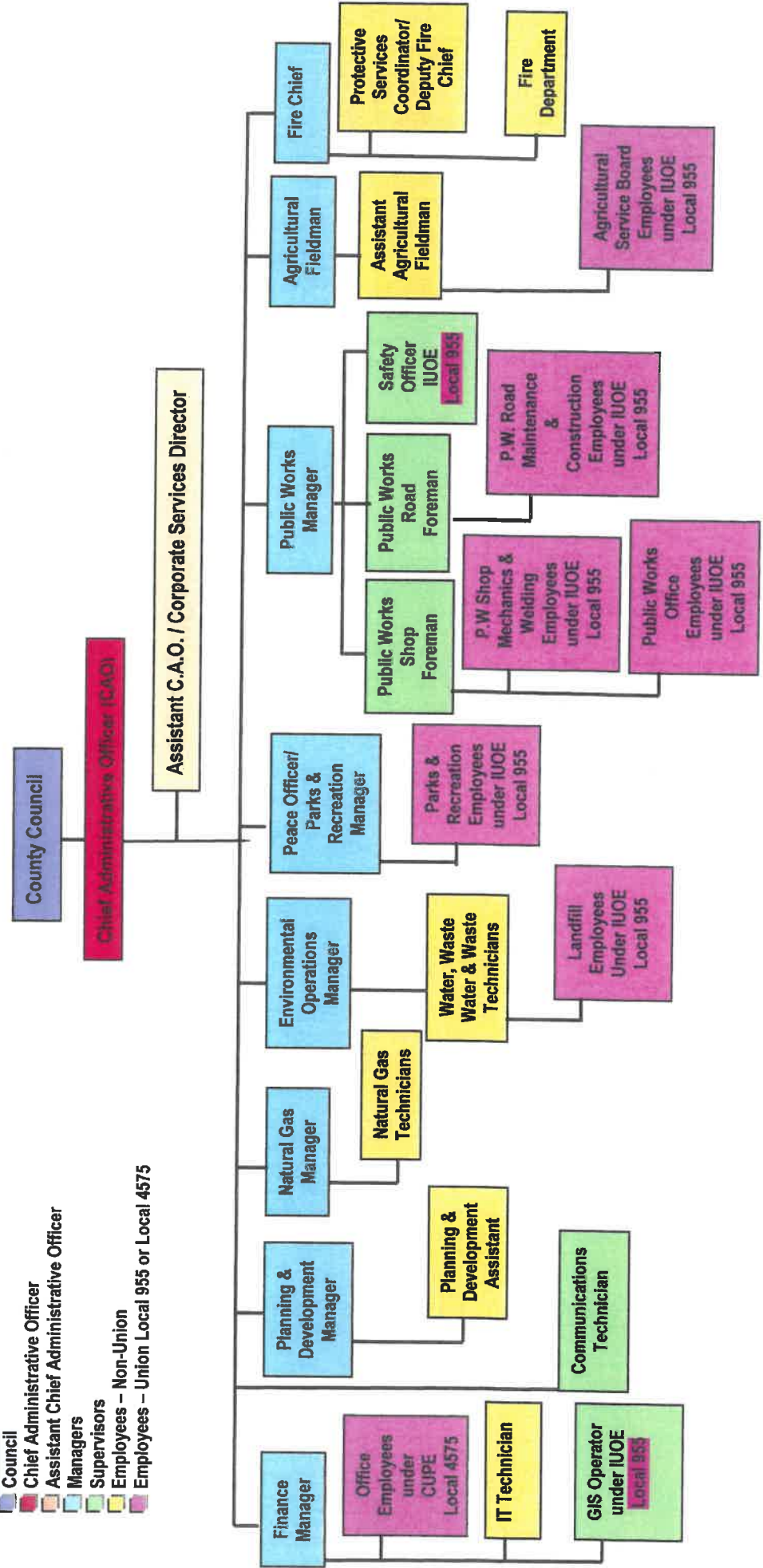
SMOKY LAKE COUNTY



| | |
|------------------------------------|--------------------------|
| Title: Organizational Chart | Policy No.: 03-27 |
| Section: 01 | Page No.: 1 of 3 |
| Code: P-I | |

Legislation Reference: *Municipal Government Act*

- LEGEND:**
- Council
 - Chief Administrative Officer
 - Assistant Chief Administrative Officer
 - Managers
 - Supervisors
 - Employees – Non-Union
 - Employees – Union Local 955 or Local 4575



Title: Organizational Chart**Section: 01****Code: P-J****Policy No.: 03-27****Page No.: 2 of 3****1. SALARY RANGES:**

| <u>Position Title</u> | <u>Salary Range</u> |
|---|-------------------------|
| Chief Administrative Officer | 128,031.06 – 182,629.38 |
| Assistant Chief Administrative Officer / Corporate Services Director | 89,777.25 – 141,960.00 |
| Finance Manager | 78,847.60 – 122,566.20 |
| IT Technician | 67,917.94 - 89,777.26 |
| Communications Technician | 61,564.74 – 88,485.08 |
| Planning and Development Manager | 78,847.60 – 106,171.74 |
| Planning and Development Officer | 51,523.46 - 73,382.77 |
| Peace Officer / Recreation Manager | 73,382.77 – 100,706.91 |
| Agricultural Fieldman | 73,382.77 – 106,171.74 |
| Assistant Agricultural Fieldman | 62,453.11 – 89,777.26 |
| Fire Chief | 78,847.60 – 109,450.64 |
| Protective Services Coordinator/Deputy Fire Chief | 51,523.46 - 73,382.77 |
| Natural Gas Manager | 79,003.60 – 106,327.74 |
| Natural Gas Technician(s) | 62,609.11 – 89,933.26 |
| Environmental Operations Manager | 78,925.60 – 106,327.74 |
| Water/Sewer Technician(s) | 51,679.46 – 89,933.26 |
| Public Works Manager | 89,933.26 – 128,187.06 |
| Shop Foreman | 79,003.60 – 106,327.74 |
| Road Foreman | 79,003.60 – 106,327.74 |

| | | |
|------------------------------------|------------------|--------------------------|
| Title: Organizational Chart | | Policy No.: 03-27 |
| Section: 01 | Code: P-I | Page No.: 3 of 3 |

2. Cost of living adjustments are not restricted by this Policy.
3. Salary Ranges within this Policy to be reviewed by County Council in the Month of May every three-years.

| | Date | Resolution Number | |
|----------|--------------------|-------------------|--------------|
| Approved | September 24, 1990 | # 538 | Page # 5223 |
| Amended | February 25, 1992 | # 245 | Page # 5408 |
| Amended | December 19, 1996 | # 133 | Page # 6134 |
| Amended | March 6, 2000 | # 310 | Page # 6820 |
| Amended | January 15, 2004 | # 255 | Page # 7686 |
| Amended | January 20, 2005 | #168 | Page # 7869 |
| Amended | November 2, 2005 | # 83 | Page # 8038 |
| Amended | August 17, 2006 | # 621-06 | Page # 8186 |
| Amended | June 14, 2007 | # 468-07 | Page # 8388 |
| Amended | December 11, 2007 | # 118-07 | Page # 8555 |
| Amended | February 21, 2008 | # 319-08 | Page # 8612 |
| Amended | February 19, 2009 | # 288-09 | Page # 8895 |
| Amended | June 18, 2009 | # 592-09 | Page # 9014 |
| Amended | December 8, 2009 | # 173-09 | Page # 9177 |
| Amended | June 24, 2010 | # 687-10 | Page # 9375 |
| Amended | February 17, 2011 | # 333-11 | Page # 9640 |
| Amended | September 22, 2011 | # 809-11 | Page # 9831 |
| Amended | October 28, 2011 | # 93-11 | Page # 9880 |
| Amended | October 24, 2013 | #1071-13 | Page # 10886 |
| Amended | May 22, 2014 | # 562-14 | Page # 11257 |
| Amended | August 28, 2014 | # 739-14 | Page # 11356 |
| Amended | August 24, 2016 | # 926-16 | Page # 12352 |
| Amended | June 15, 2017 | #802-17 | Page # 12707 |
| Amended | April 19, 2018 | #498-18 | Page # 13083 |
| Amended | January 31, 2019 | #286-19 | Page # 13447 |
| Amended | Jun 27, 2019 | #819-19 | Page #13694 |

Policy Information - Details

Policy Statement No. 01-03: Organizational Chart. BACKGROUND - Page Two:

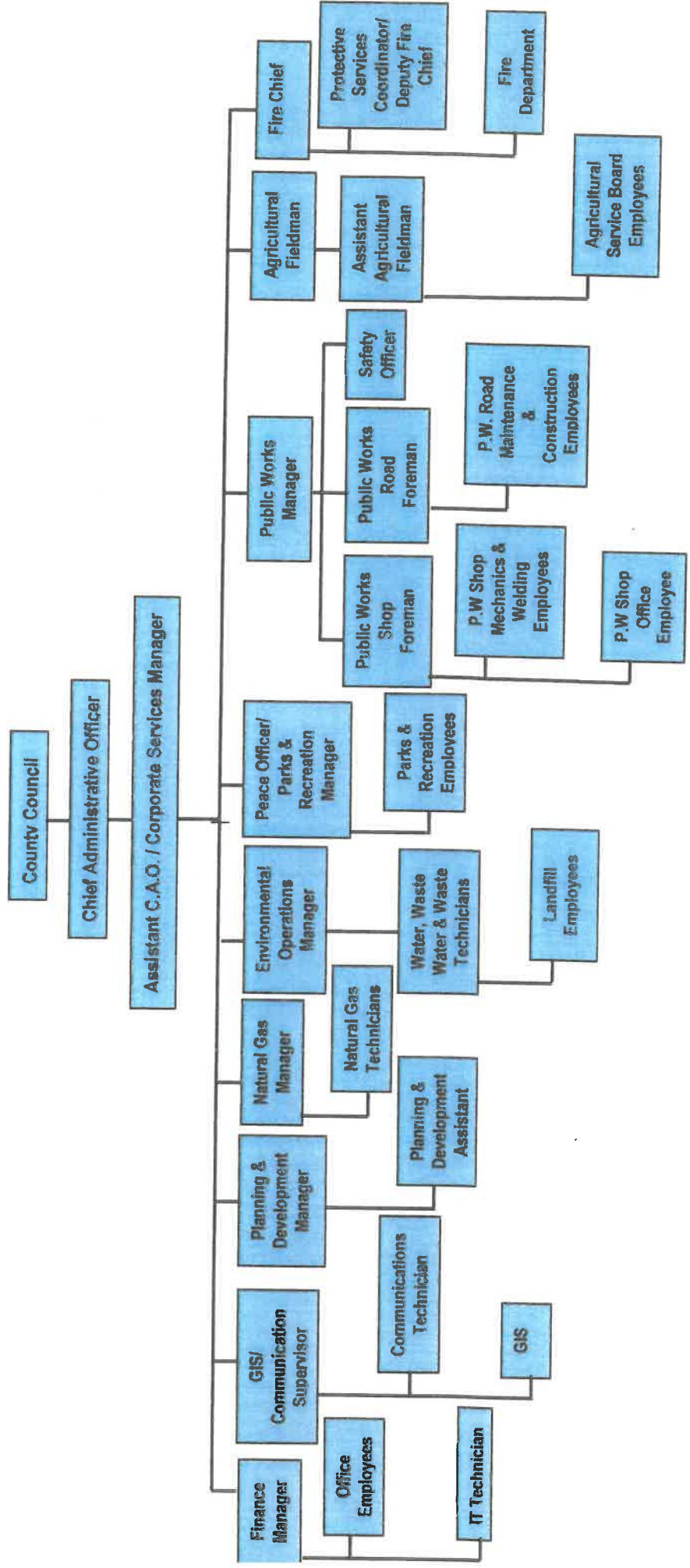
| Number | Date | Motion | Amendment |
|--------|--------------------|----------|--|
| 1 | September 24, 1990 | #538 | Original adoption of the Organization Chart: Municipal Including School. |
| 2 | February 25, 1992 | #245 | To include category: County of Smoky Lake Fire Department. |
| 3 | December 19, 1996 | #133 | School portion removed. County Manager to Chief Administrative Officer - name change, Economic Development Officer removed. |
| 4 | March 6, 2000 | #310 | Comptroller Position established. Office staff under the supervision of Assistant CAO. |
| 5 | January 15, 2004 | #255 | Comptroller Position re-allocated under the supervision of Assistant CAO. |
| 6 | January 20, 2005 | #168 | Comptroller Position re-allocated - same status as management. |
| 7 | November 2, 2005 | #83 | Assistant CAO re-allocated to the status of supervision of managers. Office staff re-allocated under the supervision of Comptroller. Salary Ranges were incorporated into Policy Format versus individual motion format process. |
| 8 | August 17, 2006 | #621-06 | Planning/Communication position established with salary range: \$45,000.00 to \$70,000.00. |
| 9 | June 14, 2007 | #468-07 | Peace Officer Position established. |
| 10 | December 11, 2007 | #118-07 | Recreation Position removed from Utilities Manager to Peace Officer's responsibility. |
| 11 | February 21, 2008 | #319-08 | Utilities Department re-structured: Two positions- Natural Gas Manager and Water, Wastewater and Waste Management. |
| 12 | February 19, 2009 | #288-09 | CAO salary range incorporated: \$105,000.00 to \$125,000.00. |
| 13 | June 18, 2009 | #592-09 | Finance Manager name change from Comptroller. Tax/Accounting Clerk position established. Added Deputy Fire Chief duties under the Peace Officer and Recreation Manager. |
| 14 | December 8, 2009 | #173-09 | IT Technician Position established under Planning & Communication Manager. |
| 15 | June 24, 2010 | #667-10 | Position Name Change: Environmental Operations Manager from Water, Wastewater, Waste Management. |
| 16 | February 17, 2011 | #333-11 | Agricultural Department Employees: Two positions of Assistant Agricultural Fieldman Environmental Services and Field Services. |
| 17 | September 22, 2011 | #809-11 | Position Name Change: Planning & Communication Manager to Planning and Development Manager. New position established: Communication Services Coordinator. |
| 18 | October 28, 2011 | #93-11 | Split positions: Agricultural Fieldman and Fire Chief. Position of Assistant Agricultural Fieldman (FS) eliminated. |
| 19 | October 27, 2013 | #1071-13 | Position Communications Services Coordinator eliminated. New position GIS/Communications Director created. |
| 20 | May 22, 2014 | #562-14 | Non-Union (Out-of-Scope) Personnel - Salary Ranges were amended. |
| 21 | August 28, 2014 | #739-14 | Amend to include positions: Planning and Development Officer and Fire Protective Services Assistant. |
| 22 | August 24, 2016 | #926-16 | The salary range of the Chief Administrative Officer position to be adjusted. |
| 23 | June 15, 2017 | #802-17 | Small salary range changes for Out-of-Scope employees on the bottom end, salary change for GIS/Communications to meet market standards. |
| 24 | April 19, 2018 | #498-18 | New Position: Communication Technician and the range was established: 59,224.74 to 86,145.08 |
| 25 | January 31, 2019 | #286-19 | Ranges adjust to reflect the 2019 Cost-of-Living Allowance (COLA) Rates. |
| 26 | June 27, 2019 | #819-19 | Update the position titles |

SMOKY LAKE COUNTY



| | |
|------------------------------------|--------------------------|
| Title: Organizational Chart | Policy No.: 03-26 |
| Section: 01 | Page No.: 1 of 3 |
| Code: P-I | |

Legislation Reference: *Municipal Government Act*



Title: Organizational Chart**Section: 01****Code: P-1****Policy No.: 03-26****Page No.: 2 of 3****1. SALARY RANGES:**

| <u>Position Title</u> | <u>Salary Range</u> |
|--|-------------------------|
| Chief Administrative Officer | 126,861.06 – 152,990.52 |
| Assistant Chief Administrative Officer / Corporate Services Manager | 88,607.26 – 137,790.71 |
| Finance Manager | 77,677.60 – 121,396.23 |
| IT Technician | 66,747.94 - 88,607.26 |
| GIS/Communication Director | 55,818.29 – 88,607.26 |
| Communications Technician | 60,394.74 – 87,315.08 |
| Planning and Development Manager | 77,677.60 – 105,001.74 |
| Planning and Development Officer | 50,353.46 - 72,212.77 |
| Peace Officer / Recreation Manager | 72,212.77 – 99,536.91 |
| Agricultural Fieldman | 72,212.77 – 105,001.74 |
| Assistant Agricultural Fieldman | 61,283.11 – 88,607.26 |
| Fire Chief | 77,677.60 – 108,280.64 |
| Protective Services Coordinator/Deputy Fire Chief | 50,353.46 - 72,212.77 |
| Natural Gas Manager | 77,755.60 – 105,079.74 |
| Natural Gas Technician(s) | 61,361.11 – 88,685.26 |
| Environmental Operations Manager | 77,755.60 – 105,079.74 |
| Water/Sewer Technician(s) | 50,431.46 – 88,685.26 |
| Public Works Manager | 88,685.26 – 126,939.06 |
| Shop Foreman | 77,755.60 – 105,079.74 |
| Road Foreman | 77,755.60 – 105,079.74 |

| | | |
|-----------------------------|-----------|-------------------|
| Title: Organizational Chart | | Policy No.: 03-26 |
| Section: 01 | Code: P-1 | Page No.: 3 of 3 |

2. Cost of living adjustments are not restricted by this Policy.
3. Salary Ranges within this Policy to be reviewed by County Council in the Month of May every three-years.

| | Date | Resolution Number | |
|----------|--------------------|-------------------|--------------|
| Approved | September 24, 1990 | # 538 | Page # 5223 |
| Amended | February 25, 1992 | # 245 | Page # 5408 |
| Amended | December 19, 1996 | # 133 | Page # 6134 |
| Amended | March 6, 2000 | # 310 | Page # 6820 |
| Amended | January 15, 2004 | # 255 | Page # 7686 |
| Amended | January 20, 2005 | #168 | Page # 7869 |
| Amended | November 2, 2005 | # 83 | Page # 8038 |
| Amended | August 17, 2006 | # 621-06 | Page # 8186 |
| Amended | June 14, 2007 | # 468-07 | Page # 8388 |
| Amended | December 11, 2007 | # 118-07 | Page # 8555 |
| Amended | February 21, 2008 | # 319-08 | Page # 8612 |
| Amended | February 19, 2009 | # 288-09 | Page # 8895 |
| Amended | June 18, 2009 | # 592-09 | Page # 9014 |
| Amended | December 8, 2009 | # 173-09 | Page # 9177 |
| Amended | June 24, 2010 | # 687-10 | Page # 9375 |
| Amended | February 17, 2011 | # 333-11 | Page # 9640 |
| Amended | September 22, 2011 | # 809-11 | Page # 9831 |
| Amended | October 28, 2011 | # 93-11 | Page # 9880 |
| Amended | October 24, 2013 | #1071-13 | Page # 10886 |
| Amended | May 22, 2014 | # 562-14 | Page # 11257 |
| Amended | August 28, 2014 | # 739-14 | Page # 11356 |
| Amended | August 24, 2016 | # 926-16 | Page # 12352 |
| Amended | June 15, 2017 | #802-17 | Page # 12707 |
| Amended | April 19, 2018 | #498-18 | Page # 13083 |
| Amended | January 31, 2019 | #286-19 | Page # 13447 |
| Amended | Jun 27, 2019 | #819-19 | Page #13694 |



| REQUEST FOR DECISION | | DATE | August 27, 2020 | 4.3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|--|----------------|------------------------|-----|---------|----------|----------------|-----------------|--|-----------|-----------------|---|----------|------------------|---|----------|------------------|---|----------|------------------|--|-----------|-----------------|--|-----------|------------------|----------------------------|-----------|------------------|--|-----------|-----------------|---|-----------|------------------|-------------------------------|-----------|------------------|--------------------------------|-----------|--------------------|-------------------------------|-----------|-------------------------|-------------------------------|-----------|-------------------------|--------------------------------|----------|-------------------|---|--------------|-------------------|-------------------------------|-------------|-------------|--|-----------|----------------------|--|-------------|
| TOPIC | Municipal Stimulus Funding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROPOSAL | <p>In April, 2020, the Minister of Municipal Affairs requested lists of shovel ready projects from Alberta municipalities. A letter was sent on April 21, 2020 with a list of projects. ©a</p> <p>On April 30, 2020 the following motion was made by Council 737-20 That Smoky Lake County approve action taken in administration forwarding a list of "shovel-ready" projects as listed below, to Municipal Affairs with a carbon copy to our MLA, in response to the letter received from Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock Constituency, dated April 15, 2020, requesting same:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Project</th> <th style="text-align: left;">Location</th> <th style="text-align: right;">Estimated Cost</th> </tr> </thead> <tbody> <tr><td>Bridge # BF8201</td><td>SE-26-59-14-W4M on Twp Rd 594 near Vilna</td><td style="text-align: right;">\$137,940</td></tr> <tr><td>Bridge # BF1603</td><td>SW-22-59-19-W4M on Rge Rd 193 near Waskatenau</td><td style="text-align: right;">\$59,000</td></tr> <tr><td>Bridge # BF74018</td><td>NW-30-58-16-W4M on Rge Rd 170 near Smoky Lake</td><td style="text-align: right;">\$84,368</td></tr> <tr><td>Bridge # BF77862</td><td>SW-06-59-18-W4M on Twp Rd 590 near Waskatenau</td><td style="text-align: right;">\$55,900</td></tr> <tr><td>Bridge # BF78004</td><td>NE-31-58-19-W4M on Twp Rd 585A near Waskatenau</td><td style="text-align: right;">\$175,000</td></tr> <tr><td>Bridge # BF9975</td><td>NE-31-58-19-W4M on Twp Rd 585A near Waskatenau</td><td style="text-align: right;">\$106,260</td></tr> <tr><td>Bridge # BF79429</td><td>NW-06-60-13-W4M near Vilna</td><td style="text-align: right;">\$103,500</td></tr> <tr><td>Bridge # BF13398</td><td>NW-07-60-12-W4M on Rge Rd 130 near Vilna</td><td style="text-align: right;">\$902,000</td></tr> <tr><td>Bridge # BF1772</td><td>NW-22-58-15-W4M on Rge Rd 153 near Bellis</td><td style="text-align: right;">\$902,000</td></tr> <tr><td>Rge Rd 181 Rehab</td><td>From Twp Rd 604 to Twp Rd 605</td><td style="text-align: right;">\$350,000</td></tr> <tr><td>Rge Rd 170 Rehab</td><td>From Twp Rd 595A to Twp Rd 600</td><td style="text-align: right;">\$450,000</td></tr> <tr><td>Twp Rd 594 Oil Mix</td><td>From Rge Rd 174 to Rge Rd 175</td><td style="text-align: right;">\$265,000</td></tr> <tr><td>Rge Rd 171 Construction</td><td>From Twp Rd 590 to Twp Rd 592</td><td style="text-align: right;">\$280,000</td></tr> <tr><td>Twp Rd 590 Construction</td><td>From Rge Rd 150 to Rge Rd 150A</td><td style="text-align: right;">\$60,000</td></tr> <tr><td>Rge Rd 130 Paving</td><td>From Hwy 28 north to Good Fish Lake 8.5 miles</td><td style="text-align: right;">\$15,000,000</td></tr> <tr><td>Twp Rd 604 Paving</td><td>From Rge Rd 181 to Rge Rd 184</td><td style="text-align: right;">\$5,450,000</td></tr> <tr><td>Reclamation</td><td>SE-16-59-19-W4M Old Waskatenau Nuisance Ground</td><td style="text-align: right;">\$200,000</td></tr> <tr><td>County Admin. Office</td><td>Replace roof, insulation, air/vapour barrier, lights, flooring</td><td style="text-align: right;">\$2,600,000</td></tr> </tbody> </table> <p>On July 30, 2020 Municipal Affairs released the guidelines and application information for the Municipal Stimulus Program ©b</p> <p>Smoky Lake County may receive \$292,537 for a qualifying project ©c</p> <p>A summary of the rules regarding this grant program are:</p> <ul style="list-style-type: none"> • Constructions must begin in 2020 or 2021 • Projects cannot have been submitted under previous grant requests • Projects contracted out are preferred. To use county forces, we must certify that there are no private forces available to carry out the project. • We must certify that the project would not have gone ahead in 2020 or 2021 without the funding • We must certify that the municipal portion of funding to the project will not be funded through an increase in property taxes | | | | Project | Location | Estimated Cost | Bridge # BF8201 | SE-26-59-14-W4M on Twp Rd 594 near Vilna | \$137,940 | Bridge # BF1603 | SW-22-59-19-W4M on Rge Rd 193 near Waskatenau | \$59,000 | Bridge # BF74018 | NW-30-58-16-W4M on Rge Rd 170 near Smoky Lake | \$84,368 | Bridge # BF77862 | SW-06-59-18-W4M on Twp Rd 590 near Waskatenau | \$55,900 | Bridge # BF78004 | NE-31-58-19-W4M on Twp Rd 585A near Waskatenau | \$175,000 | Bridge # BF9975 | NE-31-58-19-W4M on Twp Rd 585A near Waskatenau | \$106,260 | Bridge # BF79429 | NW-06-60-13-W4M near Vilna | \$103,500 | Bridge # BF13398 | NW-07-60-12-W4M on Rge Rd 130 near Vilna | \$902,000 | Bridge # BF1772 | NW-22-58-15-W4M on Rge Rd 153 near Bellis | \$902,000 | Rge Rd 181 Rehab | From Twp Rd 604 to Twp Rd 605 | \$350,000 | Rge Rd 170 Rehab | From Twp Rd 595A to Twp Rd 600 | \$450,000 | Twp Rd 594 Oil Mix | From Rge Rd 174 to Rge Rd 175 | \$265,000 | Rge Rd 171 Construction | From Twp Rd 590 to Twp Rd 592 | \$280,000 | Twp Rd 590 Construction | From Rge Rd 150 to Rge Rd 150A | \$60,000 | Rge Rd 130 Paving | From Hwy 28 north to Good Fish Lake 8.5 miles | \$15,000,000 | Twp Rd 604 Paving | From Rge Rd 181 to Rge Rd 184 | \$5,450,000 | Reclamation | SE-16-59-19-W4M Old Waskatenau Nuisance Ground | \$200,000 | County Admin. Office | Replace roof, insulation, air/vapour barrier, lights, flooring | \$2,600,000 |
| Project | Location | Estimated Cost | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bridge # BF8201 | SE-26-59-14-W4M on Twp Rd 594 near Vilna | \$137,940 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bridge # BF1603 | SW-22-59-19-W4M on Rge Rd 193 near Waskatenau | \$59,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bridge # BF74018 | NW-30-58-16-W4M on Rge Rd 170 near Smoky Lake | \$84,368 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bridge # BF77862 | SW-06-59-18-W4M on Twp Rd 590 near Waskatenau | \$55,900 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bridge # BF78004 | NE-31-58-19-W4M on Twp Rd 585A near Waskatenau | \$175,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bridge # BF9975 | NE-31-58-19-W4M on Twp Rd 585A near Waskatenau | \$106,260 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bridge # BF79429 | NW-06-60-13-W4M near Vilna | \$103,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bridge # BF13398 | NW-07-60-12-W4M on Rge Rd 130 near Vilna | \$902,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bridge # BF1772 | NW-22-58-15-W4M on Rge Rd 153 near Bellis | \$902,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rge Rd 181 Rehab | From Twp Rd 604 to Twp Rd 605 | \$350,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rge Rd 170 Rehab | From Twp Rd 595A to Twp Rd 600 | \$450,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Twp Rd 594 Oil Mix | From Rge Rd 174 to Rge Rd 175 | \$265,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rge Rd 171 Construction | From Twp Rd 590 to Twp Rd 592 | \$280,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Twp Rd 590 Construction | From Rge Rd 150 to Rge Rd 150A | \$60,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rge Rd 130 Paving | From Hwy 28 north to Good Fish Lake 8.5 miles | \$15,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Twp Rd 604 Paving | From Rge Rd 181 to Rge Rd 184 | \$5,450,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reclamation | SE-16-59-19-W4M Old Waskatenau Nuisance Ground | \$200,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| County Admin. Office | Replace roof, insulation, air/vapour barrier, lights, flooring | \$2,600,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

- The municipality must provide a report answering the following
 - What steps have been taken to make it easier to start up a new business in the municipality?
 - What steps have been taken to streamline processes and shorten timelines for development and permit approvals?
 - What steps have been taken to make the municipally a more attractive destination for new investment and/or tourism?

Doug has reviewed the list of projects provided to the Minister. We can apply for up to 5 projects up to \$292,537. The recommended projects from the list above that would meet the criteria (and have reserve funding available for the municipal contribution) are:

- | | | |
|---|-------------------|-----------|
| 1. BF8201/ BF1603/BF74018 | Reserve \$145,261 | \$281,308 |
| 2. BF13398 | | \$902,000 |
| 3. BF01772 | | \$902,000 |
| 4. Repair & paving RR170 from highway 28- Twp 600 | | \$450,000 |
| 5. Repair & paving RR 181 from Twp 604-605 | | \$350,000 |
| 6. Reconstruction RR 171 between twp 590-592 | | \$280,000 |
| 7. Reconstruction Twp 590 between RR 150-150A | | \$60,000 |

| |
|-------------------|
| Reserve \$531,358 |
|-------------------|

Next Steps:

1. Council will need to authorize the execution of the attached Memorandum of Agreement
2. Council will need to provide direction regarding what project(s) to apply for.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

The County ensures its municipal infrastructure meets residents' expectations for excellence in service delivery and fiscal responsibility.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

BENEFITS

- Carry out a project that would not otherwise be funded
- Local economic stimulation

DISADVANTAGES

- Use some reserve funds to fund county portion

ALTERNATIVES

Do not submit an application

FINANCE/BUDGET IMPLICATIONS

Operating Costs: \$ _____

Capital Costs: \$ _____

| | | |
|---|-------------|---------------------------|
| Budget Available: \$ 292,537 _____ | | Source of Funds: \$ _____ |
| Budgeted Costs: \$ ____ | | Unbudgeted Costs: _____ |
| INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS | n/a | |
| COMMUNICATION STRATEGY | n/a | |
| RECOMMENDATION | | |
| <p>Motion #1 That Smoky Lake County Execute the <u>Municipal Stimulus Program Memorandum of Agreement</u> with Her Majesty the Queen, in right of the Province of Alberta as represented by the <u>Minister of Municipal Affairs</u>.</p> | | |
| <p>Motion #2 That Smoky Lake County submit application(s) for</p> | | |
| CHIEF ADMINISTRATIVE OFFICER- <i>interim</i> | <i>Hydi</i> | |

a

Smoky Lake County

Box 310, Smoky Lake, AB, T0A 3C0

780-656-3730



The Honourable Kaycee Madu
Minister of Municipal Affairs
132 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6
Email: minister.municipalaffairs@gov.ab.ca

Re: Shovel Ready Projects

Minister Madu;

Smoky Lake County has several projects that are critical to maintaining Smoky Lake County infrastructure. These are projects that we have previously identified as necessary, but have not been able to complete due a lack financial resources. With over one million dollars in delinquent non residential property taxes, the municipality is in dire need of provincial contribution to these projects.

The shovel ready projects are listed in order of criticality. Further detail is enclosed.

Shovel Ready:

Bridge Repair and Replacement

| | | | |
|---------------|----------------------------|-----------------|-----------|
| 1. | BF8201 Bridge Repair | 594, W. OF 141 | \$137,940 |
| 2. | BF1603 Bridge Repair | 193, N OF #28 | 59,000 |
| 3. | BF74018 Bridge Repair | 170, N. OF 594A | 84,368 |
| ✓4. | BF77862 Culvert Repair | | 55,900 |
| ✓5. | BF78004 Culvert Repair | | 175,000 |
| ✓6. | BF09975 Culvert Repair | | 106,260 |
| ✓7. | BF79429 Culvert Repair | | 103,500 |
| 8. | BF13398 Bridge Replacement | 130, S. OF 602 | 902,000 |
| 9. | BF01772 Bridge Replacement | 153, S. OF 584 | 902,000 |
| Totals | | | |

*high traffic
so they shouldn't
wait another
1-3 yrs
for STIP*

\$2,525,968

Smoky Lake County

Box 310, Smoky Lake, AB, T0A 3C0

780-656-3730

Road Projects

| | |
|--|------------|
| 10. RR 170 from Highway 28- Twp 600 repair and paving | \$450,000 |
| 11. RR 181 from Twp 604-605 repair and paving | 350,000 |
| 12. Twp 594 between RR 174-174A, 174A-175, and 175-178 Repair and oil treatment | 265,000 |
| 13. RR 171 between Twp 590-592 reconstruction | 280,000 |
| 14. Twp 590 between RR 150-150A reconstruction | 60,000 |
| 15. RR 130 | 15,000,000 |
| 16. Township Road 604 between RR 181-184 | 5,450,000 |
| Totals | |

*reconst + paving
paving*

\$21,855,000

Other Infrastructure Projects

| | |
|--|-------------|
| 17. Reclamation of Waskatenau Nuisance Ground | \$200,000 |
| 18. Repairs to correct Administration Building deficiencies | \$2,600,000 |
| Totals | |

\$2,800,000

We look forward to working with Municipal Affairs to provide necessary infrastructure projects and jobs to rural Albertans.

Please contact either myself or Brenda Adamson for further information or clarification.

Sincerely,



CO

Cory Ollikka

Chief Administrative Officer

/ba

Enc (1)

Cc: ma.geptbranch@gov.ab.ca

Athabasca.Barrhead.Westlock@assembly.ab.ca

*project is needed
to go
& must imp.*

Municipal Stimulus Program

Summary

- \$500-million allocation-based program structured on the Municipal Sustainability Initiative (MSI), for construction of capital projects before December 31, 2021.
- Funding is distributed based on the Gas Tax Fund (GTF) allocation formula (largely per capita with a \$50,000 minimum; summer villages receive a base of \$5,000 plus the per capita amount).
- Project eligibility based on MSI guidelines, modified to exclude categories and activities with minimal contribution to economic recovery.
- Municipalities have broad discretion to apply for projects within the eligibility criteria, but Minister retains authority to approve projects.
- Municipalities will be required to report on progress in reducing municipal red tape.

Objectives

- Sustain and create local jobs.
- Enhance provincial competitiveness and productivity.
- Position communities to participate in future economic growth.
- Reduce municipal red-tape to promote job-creating private sector investment.

Program Overview

- Program is open to municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows.
- Municipalities must commit to submitting an annual Red Tape Reduction report for each of 2020 and 2021. They will be required to indicate to the Minister's satisfaction how they have made progress in the following areas since the stimulus program was announced:
 - What steps have been taken to make it easier to start up a new business in the municipality?
 - What steps have been taken to streamline processes and shorten timelines for development and permit approvals?
 - What steps have been taken to make the municipality a more attractive destination for new investment and/or tourism?
- The red tape reduction report template will require municipalities to identify how they have reduced red tape from among several provided options, or they may identify their own actions. They will also be required to provide relevant metrics and/or a qualitative description of specific actions they have taken.
- Projects must begin construction in 2020 or 2021, and all funds must be expended before December 31, 2021, or repaid to the province. However, projects may continue past this date using other sources of funding.
- Municipalities must indicate the amount of funding required in both 2020 and 2021 for each project.
 - Payments for 2020 expenditures will be issued once municipalities sign the conditional grant agreement and receive approval on their project application(s).
 - Payments for 2021 expenditures will be issued in May 2021, unless municipalities identify a requirement to receive funding earlier.

- Projects must result in the construction or major rehabilitation of a capital asset that falls within one of the eligible categories.
 - Project categories are based on modified MSI project categories.
 - Some MSI eligible projects, such as rolling stock, equipment purchases, and infrastructure management systems are not be eligible, as they do not support economic development or job creation.
- Projects *must* not create new operational funding requirements for the province and *must* not, as a result of the projects, lead to higher/increased municipal taxes.
- Projects previously approved for MSI or GTF funding are not eligible and municipalities will not be permitted to withdraw and resubmit MSI or GTF projects to gain eligibility.
- Proponent must attest that the project would not go ahead this year or next year in the absence of support through the stimulus program.

Allocations

- Funding is allocated using the Gas Tax Fund (GTF) formula (per capita with a minimum funding amount of \$50,000; summer villages receive \$5,000 plus the per capita amount.)
 - Approximately 30.6% will go to Calgary, 23.1% will go to Edmonton, and 46.3% will go to other municipalities.
- This allocation formula favours more populous urban municipalities, but, previously announced stimulus funding delivered through the Strategic Transportation Infrastructure Program, the Alberta Water/Wastewater Partnership, and the First Nations Water Tie In benefits primarily rural and small urban municipalities.

| Municipality | Allocations | |
|-----------------------------|----------------------|---------------|
| | \$ | % |
| Calgary | \$152,831,311 | 30.6% |
| Edmonton | \$115,567,274 | 23.1% |
| Other Municipalities | \$231,601,415 | 46.3% |
| <i>Other Cities</i> | <i>\$83,401,530</i> | <i>16.7%</i> |
| <i>Towns</i> | <i>\$56,781,658</i> | <i>11.4%</i> |
| <i>Villages</i> | <i>\$5,337,096</i> | <i>1.1%</i> |
| <i>Summer Villages</i> | <i>\$873,117</i> | <i>0.2%</i> |
| <i>Rurals</i> | <i>\$59,567,950</i> | <i>11.9%</i> |
| <i>Strathcona County</i> | <i>\$11,694,461</i> | <i>2.3%</i> |
| <i>RM of Wood Buffalo</i> | <i>\$13,276,133</i> | <i>2.7%</i> |
| <i>Metis Settlements</i> | <i>\$669,470</i> | <i>0.1%</i> |
| Total | \$500,000,000 | 100.0% |

Administration Process and Timing

| Process Step | Estimated Timing |
|---|--|
| Program Introduction <ul style="list-style-type: none"> - Application process, program guidelines, and allocation amounts are posted on a program website - Municipal Affairs hosts webinar for municipalities to provide additional details | <ul style="list-style-type: none"> - Program materials available by July 28, 2020 |
| First Project Intake Period <ul style="list-style-type: none"> - Municipalities prepare and submit applications - Submitted applications uploaded into SharePoint - Project reviews - Project approvals | <ul style="list-style-type: none"> - Until October 1, 2020 - Project approvals on a rolling basis, as soon as reviewed - Project reviews continue until complete |
| Re-allocation Period <ul style="list-style-type: none"> - Funds uncommitted by municipalities to an approved project re-allocated by the Minister | <ul style="list-style-type: none"> - Fall 2020 |
| Second Project Intake Period (if required) <ul style="list-style-type: none"> - Second intake opened if substantial amounts of funding remain unallocated after first intake | <ul style="list-style-type: none"> - February 1, 2021, to April 1, 2021 - Project reviews continue until complete, approvals issued as decisions are made |
| Project Initiation <ul style="list-style-type: none"> - Notification letters sent to successful applicants - Recipients sign conditional grant agreements | <ul style="list-style-type: none"> - Following project approval |
| Project Administration <ul style="list-style-type: none"> - Payments to recipients - Project construction | <ul style="list-style-type: none"> - Payments following signing of conditional grant agreements and approval of project applications - Payments complete by October 2021 |
| Reporting Requirements <ul style="list-style-type: none"> - 2020 reporting - 2021 reporting | Red Tape Reduction Reporting <ul style="list-style-type: none"> - February 1, 2021 (2020 progress) - February 1, 2022 (2021 progress) Financial Reporting <ul style="list-style-type: none"> - May 1, 2021 (2020 reporting) - May 1, 2022 (2021 reporting) |

Municipal Stimulus Program (MSP)

Program Guidelines

Municipal Affairs, Government of Alberta

July 2020

Municipal Stimulus Program

www.alberta.ca/municipal-stimulus-program.aspx

Table of Contents

| | |
|--|-----------|
| 1. Guidelines | 4 |
| 2. Program Objectives | 4 |
| 3. Key Dates and Contacts | 4 |
| 4. Submission Method | 5 |
| 5. Funding Formula and Allocations | 5 |
| 6. Program Eligibility and Conditions | 6 |
| 6.1) Eligible Applicants | 6 |
| 6.2) Eligible Projects | 6 |
| 6.3) Red Tape Reduction | 7 |
| 7. Application Process | 8 |
| 7.1) Grouping Similar Assets | 9 |
| 7.2) Use of Municipal Forces | 9 |
| 7.3) Joint Projects | 9 |
| 7.4) Use of Other Grants | 10 |
| 8. Review and Approval Process | 10 |
| 8.1) Provincial Standards | 11 |
| 8.2) Requirements for Award of Contracts | 11 |
| 9. Payment Process | 12 |
| 10. Financial Reporting Requirements | 12 |
| 10.1) Statement of Funding and Expenditures (SFEs) | 12 |
| 10.2) Carrying Forward Funds | 13 |
| 10.3) Credit Items | 13 |
| 10.4) Income Earned | 14 |
| 11. Site Visits | 14 |
| 12. Communications and Project Recognition Requirements | 14 |
| Schedule 1: Entities Eligible for a Contribution | 15 |

| | |
|---|-----------|
| Schedule 2: Eligible Capital Project Activities | 16 |
| 2.a) Construction and Development | 16 |
| 2.b) Betterment | 17 |
| 2.c) Rehabilitation | 17 |
| 2.d) Non-routine Maintenance | 17 |
| 2.e) Other | 18 |
| Schedule 3: Eligible Capital Project Assets | 18 |
| 3.a) Municipal Roadways, Bridges, and Related Facilities and Equipment | 18 |
| 3.b) Public Transit Facilities | 19 |
| 3.c) Water Supply, Treatment, and Distribution Systems..... | 19 |
| 3.d) Wastewater Collection and Treatment Systems | 19 |
| 3.e) Storm Water Drainage Systems and Facilities | 20 |
| 3.f) Solid Waste Management Facilities and Equipment | 20 |
| 3.g) Police, Fire and Emergency Services..... | 20 |
| 3.h) Disaster Mitigation | 21 |
| 3.i) Regional and Community Airport Facilities and Equipment | 21 |
| 3.j) General Government and Administration | 21 |
| 3.k) Public Health and Welfare | 22 |
| 3.l) Parks, Recreation, Sports, and Other Community Facilities | 22 |
| 3.m) Libraries | 22 |
| Schedule 4: Ineligible Capital Projects Activities | 23 |
| 4.a) Acquisition | 23 |
| 4.b) Functional Planning, Studies, and Infrastructure Management Systems..... | 24 |
| 4.c) General Government and Administration | 24 |
| 4.d) Operating Support | 24 |
| 4.e) Other | 25 |

1. Guidelines

These guidelines are intended to assist local governments in participating in the Municipal Stimulus Program (MSP) and in complying with the program terms and conditions. Local governments include municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows (referred to as 'municipalities' in these guidelines).

2. Program Objectives

Through the MSP, the Government of Alberta (GOA) is providing additional capital infrastructure funding to municipalities with the primary objective to sustain and create local jobs; enhance provincial competitiveness and productivity; position communities to participate in future economic growth; and reduce municipal red-tape to promote job-creating private sector investment.

3. Key Dates and Contacts

| ACTIVITY | TIMELINE |
|---|--|
| Project Application Submission | Submit by October 1, 2020 |
| Executed Memorandum of Agreement | Submit with first project application (by October 1, 2020) |
| 2020 Payment | Upon project acceptance (payments anticipated to commence in September 2020) |
| 2021 Payment | Once reporting requirements are met (anticipated to commence in May 2021) |
| Statement of Funding and Expenditures (SFE) | Due May 1, 2021 for 2020 expenditures Due May 1, 2022 for 2021 expenditures |
| Red Tape Reduction Report | Due Feb 1, 2021 for progress made in 2020 Due Feb 1, 2022 for progress made in 2021 |

Please contact a Grant Advisor at 780-422-7125 (toll-free 310-0000) or email MA.Municipalstimulus@gov.ab.ca if you have any questions or concerns.

4. Submission Method

The project application form and the Memorandum of Agreement (MOA) will be emailed to municipalities.

The application form(s) must be signed by the Chief Administrative Officer (CAO) or an authorized representative before being returned to Municipal Affairs. Municipalities are strongly encouraged to sign the forms with a digital signature and return them in their original PDF format by e-mail to MA.MunicipalStimulus@gov.ab.ca.

The MOA must be signed by the Chief Elected Official and CAO or duly authorized signing officer. Municipalities should complete the MOA, including witnesses for each signatory, and scan and submit them via email to MA.MunicipalStimulus@gov.ab.ca. **Project applications will not be forwarded to the Minister until an executed MOA is received.**

Municipalities are strongly encouraged to submit all project applications at one time.

The SFE form and the outline for the Red Tape Reduction report will be made available to municipalities at a later date.

Questions related to the submission of the application, the Memorandum of Agreement, or reporting documents can be directed to a Grant Advisor by calling 780-422-7125 (toll-free 310-0000) or MA.MunicipalStimulus@gov.ab.ca.

5. Funding Formula and Allocations

MSP funding is allocated to municipalities based on a funding formula. Municipalities must commit their funding allocation to one or more projects by October 1, 2020, or risk losing access to their allocation. Municipalities must also spend all allocated funding on an accepted project(s) by December 31, 2021 (see Section 10.2).

Each municipality active as of July 1, 2020, will have access to a funding amount allocated on a per capita basis, according to the 2019 Municipal Affairs Population List. Municipalities with smaller populations will have access to a minimum allocation of \$50,000, with the exception of summer villages, which will have access to a base allocation of \$5,000, in addition to the per capita amount. The Minister retains the authority to exclude Improvement Districts that do not have advisory councils and have limited capital infrastructure needs from the funding allocation formula.

Municipalities will lose access to any portion of their allocation that is not committed to an accepted project submitted as of October 1, 2020. The disposition of any uncommitted funding after October 1, 2020, will be at the discretion of the Minister.

6. Program Eligibility and Conditions

6.1) Eligible Applicants

For program purposes, an eligible applicant is referred to as a 'municipality' and includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, Metis settlement, and the Townsite of Redwood Meadows Administration Society.

Applicants may contribute funds to other eligible entities for eligible MSP projects that provide a municipal service or benefit and do not limit public access. A list of entities eligible for a contribution is provided in Schedule 1. If a municipality contributes funds to such an entity, the municipality remains responsible for all program terms and conditions described in these guidelines, including the need to report on project expenditures.

6.2) Eligible Projects

MSP funding is limited to projects that would not go forward in the absence of support through the stimulus program.

Project eligibility is similar to the Municipal Sustainability Initiative (MSI), with modifications to ensure projects meet stimulus program objectives. Eligible project categories include construction, betterment, rehabilitation and non-routine maintenance of roads, bridges, water and wastewater systems, public transit, and recreation. A detailed list of eligible activities and project categories is provided in Schedules 2 and 3.

Land acquisition costs, system-wide infrastructure studies and management software, functional planning, and purchase of rolling stock and other equipment are not eligible for MSP funding. For a list of ineligible expenditures, see Schedule 4.

Construction of eligible projects must begin in calendar year 2020 or 2021. Projects do not need to be complete by the end of 2021. MSP funds must be expended by the end of 2021, but longer-term projects can continue with funding from other sources.

Projects previously submitted under the MSI and/or federal Gas Tax Fund (GTF) are not eligible for MSP funding. Municipalities are not permitted to withdraw MSI and GTF projects to gain eligibility for the MSP.

In addition, operation of assets constructed with support from the MSP must not require dedicated funding from the province (for example, affordable housing projects with provincial operating funding implications).

6.3) Red Tape Reduction

Municipalities must commit to submitting an annual Red Tape Reduction report for each of 2020 and 2021 indicating how they have made progress in at least one of the following areas, including a qualitative description of specific actions taken:

- What steps have been taken to make it easier to start up a new business in the municipality?
- What steps have been taken to streamline processes and shorten timelines for development and permit approvals?
- What steps have been taken to make the municipality a more attractive destination for new investment and/or tourism?

Red tape reduction reports are separate from the Statement of Funding and Expenditures described in section 10. Municipalities will be required to submit the annual red tape reduction report in a prescribed format, which will require municipalities to identify how they have reduced red tape from among several provided options, or they may identify their own actions. Municipalities will also be required to provide relevant metrics and/or a qualitative description of specific actions they have taken. The template for the red tape reduction report will be made available to municipalities at a later date.

The first red tape reduction report must be signed by the CAO and submitted to the province by February 1, 2021, describing progress in the above categories in the 2020 calendar year.

The second red tape reduction report must be signed by the CAO and submitted to the province by February 1, 2022, describing progress in the above categories in the 2021 calendar year. All municipalities, including those that completed and fully funded all of their projects in 2020, must submit the 2021 report.

While municipalities may undertake actions based on their own circumstances and priorities, the Minister retains authority to require a refund for any funding provided if municipalities fail to undertake and report on satisfactory actions to reduce red tape.

7. Application Process

Each eligible applicant may submit a maximum of five project applications. The total amount of funding sought from the MSP must not exceed the initial allocation amount.

All project applications must be submitted on the prescribed application form by October 1, 2020. If a municipality does not have sufficient accepted projects submitted as of October 1, 2020, any uncommitted portion of funding remaining may be reallocated or otherwise disposed of at the discretion of the Minister.

Project applications should include sufficient information to determine project eligibility and must include an attestation that the projects would not go ahead this year or next year in the absence of support through the MSP.

Municipalities must also attest that the project will not result in municipal tax increases, whether through a municipal contribution to the construction of the project or through increased operating costs associated with the resulting capital asset. Municipalities may be asked to demonstrate how they intend to fund a municipal contribution to the project, or how they will support operating expenses associated with the resulting capital asset. These must be funded through means other than increasing property taxes, such as through budget reductions in other areas, user fees, or other grant programs.

For each project, the application form must be fully completed and must include the following information:

- a description of the project (including the proper name of the resulting asset, a summary of project activities, and sufficient detail to determine that the project meets eligibility requirements);
- a description of how the project aligns with the MSP objectives (identified in section 2);
- project timelines (including estimated project start and completion dates);
- estimated project costs by year of expenditure; and
- where applicable, partnerships (including municipal partner names).

Applications must be signed by the CAO, or duly authorized authority, who certifies that the information is correct and in accordance with the program guidelines and funding agreements. Digital signatures are encouraged.

Project amendments are not permitted under the MSP.

If an accepted project is completed at a lower cost and requires less MSP funding, the funding reduction must be indicated at the time the completed project is reported on the Statement of Funding and Expenditures and the over-funded amount must be applied to other accepted MSP projects or refunded to the GOA.

If costs for an accepted project increase and the municipality has sufficient MSP funding remaining from other MSP projects completed under budget (i.e., funding that has already been paid to the municipality), available MSP funding can be applied to the project with increased costs. If such funding is not available, the project cost increase must be fully covered using funding sources other than MSP.

7.1) Grouping Similar Assets

A separate application is required for each capital asset, except where assets can be grouped together because they are related to the same system (road construction and replacement of associated sidewalks, water and wastewater lines). A system is a group of independent but interrelated elements that share functional or structural relationships, which comprise a unified capital asset, and where the function of an independent component impacts the functioning of the entire system.

See Schedule 2 and 3 for a complete list of project activities and assets that qualify for MSP funding. Schedule 4 outlines ineligible activities.

7.2) Use of Municipal Forces

Costs related to the use of municipal forces (i.e., staff and equipment) is not eligible for MSP funding, unless the municipality is unable to secure a private sector vendor to carry out the project.

In the event that no reasonable alternative vendor is available to carry out the project and municipal forces will be required, the municipality must declare so on the project application. In these circumstances, eligible costs can include all labour costs, including benefits, attributable to work carried out on- and off-site (see Schedule 2). Labour costs associated with general municipal administration of the project are not eligible.

7.3) Joint Projects

Projects that involve funding from more than one municipality should identify all contributing parties in the application.

Each municipality must submit an application for its own portion of the project to be funded by MSP. The municipality that is directly responsible for the project should include the complete

financial information (total project costs), listing the contributions of the other municipality(ies) in the "Other Funding Sources" line of the application financial grid. The other contributing municipality(ies) should include only its portion/contribution of these costs.

7.4) Use of Other Grants

Use of other grants is not permitted under the MSP, unless the municipality applied for funding under the other grant program after the MSP project has been accepted, and doing so is allowed by that program.

For example, a municipality may supplement MSP funding with MSI or GTF funding but only if the MSI/GTF application is submitted after the MSP project is accepted. For example, if the total project costs are \$1 million, and the project was accepted under MSP for \$800,000, the municipality may subsequently submit an MSI and/or GTF project application to fund the remaining \$200,000.

When choosing to use multiple grant funding sources, it is the municipality's responsibility to understand the separate requirements of each grant program. More information about the requirements of other provincial grant programs can be found on the Municipal Grants Web Portal at www.alberta.ca/municipalities-funding.aspx.

8. Review and Approval Process

Program staff will review each project to ensure it meets the requirements outlined in these guidelines.

Municipalities should ensure all relevant sections of the application form are completed to facilitate a faster and more efficient review process. Municipalities will be contacted by a Grant Advisor if the project review process warrants follow-up and will be required to respond within 10 business days or by October 1, whichever is earlier. If a response is not received within 10 business days, the project in question will be withdrawn and the municipality will be notified of the project withdrawal by email.

Project recommendations will be forwarded to the Minister once the submitted project applications are reviewed and an executed Memorandum of Agreement is received. **The Minister will review all projects against the program objectives and eligibility criteria. Decisions by the Minister regarding project status are final.**

Municipalities will be advised of project status via email.

Municipalities may proceed with a project in anticipation that it will be accepted for MSP funding. However, if the project is deemed ineligible, the municipality remains responsible for all financial obligations it has undertaken with respect to the project.

8.1) Provincial Standards

It is expected that MSP-funded projects undertaken by municipalities will comply with provincially regulated standards. For example, MSP-funded projects involving regional water and wastewater systems should appropriately align with the *Environmental Protection and Enhancement Act*, administered by Alberta Environment and Parks. Where an MSP project includes work on a highway under provincial jurisdiction, the municipality must enter into a separate agreement with Alberta Transportation to carry out the work and/or receive permission to access the highway right-of-way. Grant advisors may request confirmation of the agreement.

8.2) Requirements for Award of Contracts

All calls for proposals or tenders for projects to be funded under MSP shall be carried out in accordance with the rules, regulations, and laws governing such activities and in accordance with the best current practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (NWPTA) (www.newwestpartnershiptrade.ca), effective July 2010, and the Canadian Free Trade Agreement (CFTA) (www.cfta-alec.ca/agreement-on-internal-trade).

The municipality may award contracts for planning, design, engineering, and architectural services for a municipal capital infrastructure project based on best overall value consistent with the municipality's policies.

The municipality may award contracts for the construction of a municipal capital infrastructure project by public tender based on either unit prices or lump sum amounts. The MSP does not require municipalities to award projects to the lowest tender and does not prohibit municipalities from using a process that qualifies suppliers prior to the close of call for tenders where the process is consistent with the CFTA and NWPTA.

Where a municipality has been unable to secure a private sector vendor, or anticipates that this will be the case, the municipality may utilize its own forces, including municipal staff and equipment, in accordance with section 7.2.

9. Payment Process

MSP payments are based on annual cash flow requirements for accepted projects, meaning that if payment conditions are met, the amount paid in 2020 is based on the cash flow required in 2020 and the amount paid in 2021 is based on the cash flow required in 2021. Municipalities with cash flow requirements in 2020 will be paid shortly after project acceptance.

MSP payments are conditional on execution of the MSP Memorandum of Agreement governing the funding process, and the 2021 payment is also conditional on receiving the red tape reduction report (due February 1, 2021) and certification of the 2020 SFE (due May 1, 2021).

For example, a municipality has been allocated \$1 million in MSP funding and has two accepted projects: one with MSP funding of \$600,000 to be completed in 2020 and the other with MSP funding of \$400,000, with \$50,000 in design costs to be incurred in 2020 and \$350,000 in construction costs to be incurred in 2021.

- The total payment to this municipality in 2020 will be \$650,000, conditional on execution of the funding agreement.
- The remaining \$350,000 will be paid in May of 2021, conditional on certification of the 2020 Statement of Funding and Expenditures and receipt of the 2020 Red Tape Reduction report.

10. Financial Reporting Requirements

10.1) Statement of Funding and Expenditures (SFEs)

By May 1 of the following program year, each municipality is required to submit an SFE that reports the previous program year's expenditures (e.g., the 2020 SFE is due by May 1, 2021).

The SFE form will be made available to municipalities at a later date, and will capture information such as the amount of MSP funding spent on each approved MSP project in the preceding year.

Municipalities will be required to report on the amount of MSP funding spent on the approved capital asset, regardless of whether the project is undertaken by the municipality, a different municipality, or a different entity listed in Schedule 1.

For example, if a municipality contributes funds to a Regional Service Commission to undertake a water distribution project, the municipality must report on how much funding was spent on the project and not on the amount of funding contributed to the Regional Service Commission.

As part of the SFE, municipalities will also be required to provide basic information regarding the resulting capital asset for each completed project, which the government will use in measuring the performance of the program.

All projects listed on the SFE must be accepted by the Minister.

The municipality must maintain separate accounting records for MSP grant funds.

All supporting documentation, such as reports, drawings, and invoices for each project must be retained by the municipality for a minimum of three years following completion of the project. SFEs may be subject to a review by the Provincial Auditor General.

SFEs must be submitted electronically by the CAO or an authorized representative of the municipality. SFE reporting requirements are separate from the Red Tape Reduction report described in section 6.3.

10.2) Carrying Forward Funds

MSP funding paid to municipalities in 2020 and not expended in the current year may be carried forward to 2021. **Any funding carried forward to 2021 must be expended on an accepted project before December 31, 2021.**

If any MSP funding paid to municipalities has not been fully expended by December 31, 2021, it must be refunded to the GOA.

Time extensions for unspent MSP funds will not be granted.

10.3) Credit Items

When MSP funding results in net proceeds to the municipality, within five years of project completion, these proceeds will have to be returned to the GOA.

These credit items can include:

- net proceeds (to a maximum of grant applied) from the sale of land bettered (i.e., rehabilitated, reclaimed or remediated) with MSP funds;
- appraised value of unsold land bettered (i.e., rehabilitated, reclaimed or remediated) with MSP funds, but not required for the project;
- net proceeds (to a maximum of the grant amount applied) from the sale of capital assets constructed with MSP funds;
- net proceeds from an insurance claim on capital assets constructed with MSP funds; and

- net salvage value (to a maximum of grant applied) on disposal of any asset purchased with MSP funds, or from any material obtained from removal or demolition of any structure or any part of a facility constructed with MSP funds.

10.4) Income Earned

The municipality may invest and earn income on all unexpended MSP funds, subject to the provisions of Section 250 of the *Municipal Government Act*. The amount of income earned on these funds must be applied to eligible costs of accepted MSP projects.

11. Site Visits

Following program completion, Municipal Affairs program representatives may select and visit a number of municipalities to discuss the MSP specific to a completed project and the overall experience with the program.

12. Communications and Project Recognition Requirements

Signage for MSP funded projects must follow the GOA signage guidelines found at www.alberta.ca/goa/standards/standards-and-reference-documents.aspx (refer to the Capital project signage section of the Visual Identity Manual).

Costs associated with communications and project recognition required to meet GOA signage guidelines are eligible for MSP funding (see Schedule 2e).

To discuss project recognition options or communications requirements, please call Municipal Affairs at 780-422-7125, toll free by first dialing 310-0000, or email MA.MunicipalStimulus@gov.ab.ca.

Schedule 1:

Entities Eligible for a Contribution

Applicants may contribute funds to the following eligible entities:

- non-profit organizations, as defined in Section 241 of the *Municipal Government Act (MGA)* (i.e., a society, credit union or co-operative established under a law of Canada or Alberta; a corporation that is prohibited from paying dividends to its members and distributing the assets to its members on a winding up; or any other entity established under a law of Canada or Alberta for a purpose other than to make a profit).
- libraries and library systems established under the *Libraries Act*;
- regional services commissions established under Part 15.1 of the *MGA*;
- controlled corporations as defined in Section 241 of the *MGA*; and
- provincial agencies, crown-controlled school jurisdictions, universities, colleges, technical institutes, the Alberta Health Services Board, and other health boards, excluding charter schools and school societies that are included in the GOA annual report.

When contributing to a non-profit organization, the municipality must bind the organization to all MSP conditions and obligations that apply to the municipality with respect to the project, including adherence to provincial regulations/standards and Municipal Affairs access to project records; and maintain adequate control over public access to the asset, or over the municipal service that it provides.

It is recommended the municipality enter into a binding legal agreement with the non-profit organization to protect the municipal interest in the asset or facility and to meet the obligations of the certification. Municipal Affairs does not require a copy of this agreement.

Schedule 2:

Eligible Capital Project Activities

Costs directly related to, and in support of the following activities are eligible for MSP capital funding, where the activity is associated with an eligible asset defined in Schedule 3.

2.a) Construction and Development

- Engineering and architecture, including design, tender preparation and advertising, if part of an accepted construction project.
- Construction supervision. Where capital projects are constructed or developed using municipal staff, all labour costs, including benefits, attributable to work carried out on and off the construction site, as follows:
 - On-site costs: site supervision; operating, leasing, maintenance, and insurance costs attributable to municipal construction equipment used at the construction site; and equipment mobilization and demobilization costs.
 - Off-site costs: staff and space costs associated with off-site design and construction of project components that are subsequently installed on site; off-site construction supervision, material requisitioning and site monitoring; and off-site general project management including contract management, purchasing and procurement of materials and services, project scheduling, and budget monitoring.
- Where capital projects are constructed or developed using construction equipment that is owned or leased by the municipality, the following costs are eligible:
 - costs of locating the equipment at and removing the equipment from the construction site (mobilization and demobilization).
 - all operating, leasing, maintenance, and insurance costs attributable to the use of the construction equipment at the construction site.
- Restoration of grass standard landscaping in areas disturbed by construction or reconstruction of infrastructure facilities.

2.b) Betterment

The enhancement of the service potential of a capital asset (including land) that results in an increase in physical output or service capacity, lowering of associated operating costs, extension of the useful life, or improvement in the quality of output, including:

- Land betterment (i.e. rehabilitation, reclamation, and remediation) on land owned by a municipality or eligible entity, where the land is intended for a specific, eligible capital asset; or the betterment activities are intended to address/mitigate health and safety concerns (with or without a resulting capital asset).
- Significant enhancements or improvements for the safety of users of transportation or other municipal infrastructure system.
- Energy efficiency upgrades.

2.c) Rehabilitation

The complete replacement or rebuilding of a major component of a capital asset (including land) to extend its useful life beyond the original expected or design life. Project examples include:

- Repaving or re-gravelling a road surface.
- Replacing or re-lining a section of water or wastewater line between logical system nodes or intersections.
- Replacing the roof or the heating, ventilation and air conditioning (HVAC) system of a building.
- Substantial reconstruction of the interior of a building.

2.d) Non-routine Maintenance

Any non-routine, but recurring activity necessary to ensure that an asset reaches its normal design life and/or retains an acceptable appearance throughout its life, such as:

- Painting or refinishing of building components.
- Repair or replacement of individual parts of an infrastructure asset's major components or systems, such as repairing cracks and holes in a road, repairing or replacing sections of water or wastewater lines, replacing the compressor in a building's air conditioning system.
- Aggregate loss activities such as dust abatement, or sealant application.

2.e) Other

- Relocation and adjustment of associated utilities, including gas and electric utilities.
- Communications and project recognition costs for MSP-funded projects required to meet GOA signage guidelines.
- Other capital infrastructure costs as may be deemed appropriate by Municipal Affairs.

Schedule 3: Eligible Capital Project Assets

Costs directly related to, and in support of the following assets are eligible for MSP capital funding, where the asset is associated with an eligible activity defined in Schedule 2.

The Minister will assess all projects against the program objectives and eligibility criteria when reviewing project applications. Regardless of the examples below, final decisions on project eligibility are at the Minister's sole discretion.

3.a) Municipal Roadways, Bridges, and Related Facilities and Equipment

- Roadways, bridges, and related structures [including costs associated with aggregate purchase, abatement, hauling, crushing and storage (pit or facility), and the application of new gravel to roadways and/or non-routine re-grading of existing gravel back onto roadways]
- Railway or Light Rail Transit (LRT) grade separations and roadway crossings
- Other ancillary works such as sidewalks, commuter bikeways, lighting and energy efficient retrofitting, traffic control signals, pedestrian signals, storm drainage, and utility relocations
- Traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
- Noise attenuation devices as a part of a qualifying project, and rehabilitation of existing noise attenuation devices on qualifying roadways or transit ways, consistent with the municipality's noise attenuation policy
- Pedestrian trail systems along roadways

- Parking facilities
- Snow dump sites and snow storage facilities

3.b) Public Transit Facilities

- LRT lines, station structures, park and ride facilities, and LRT maintenance facilities. LRT lines must be designated in the municipality's transportation system bylaw
- Major public transit terminals and transit garages
- Comprehensive transit-stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services
- System-wide capital transit improvement or betterment projects
- Major capital transit security devices, communication equipment, and other public safety enhancements

3.c) Water Supply, Treatment, and Distribution Systems

- Raw-water supply lines and storage facilities (reservoirs)
- Water treatment facilities
- Water quality management and monitoring systems (e.g. SCADA system), if part of a larger project
- Water pumping facilities
- Treated-water supply lines, storage facilities and related works
- Water distribution system extensions, betterment, and replacements, including individual services to the property line

3.d) Wastewater Collection and Treatment Systems

- Wastewater collection system extensions, betterment, and replacements, including service mains to the property line
- Wastewater pumping facilities and lift stations
- Wastewater lines from the collection system to the wastewater treatment facilities

- Wastewater treatment facilities
- Outfall wastewater lines from wastewater treatment facilities to the point of discharge or disposal and related works

3.e) Storm Water Drainage Systems and Facilities

- Storm water ditches and major relocation of existing storm water ditches
- Storm water or waterway flooding containment structures
- Storm water collection lines including service lines, and catch basins
- Storm water retention ponds and treatment facilities
- Outfall storm water to the point of discharge or disposal and related works

3.f) Solid Waste Management Facilities and Equipment

- Waste collection depots
- Recycling and material recovery facilities
- Organics management systems
- Thermal treatment systems
- Waste disposal landfills

3.g) Police, Fire and Emergency Services

- Police stations
- Police training facilities
- Fire halls
- Fire training facilities
- Emergency operations centres
- Emergency vehicle storage and administration facilities
- Multi-service emergency response facilities

- Rural signage systems
- Ambulance stations

3.h) Disaster Mitigation

- Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters, for example:
 - Infrastructure to manage and control flood water movement, including floodwalls and flood gates
 - River stabilization infrastructure, including spurs, berms and ripraps
 - Development of fire breaks

Note: excludes normal routine, maintenance and operational work (e.g., dredging of sediment, gravel removal, debris traps, etc.)

3.i) Regional and Community Airport Facilities and Equipment

- Primary runway, cross-wind runways, secondary runways and taxiways, and runway extensions
- Aprons
- Primary taxiway from main/terminal apron to runway
- Airport buildings, including terminals and storage areas/sheds
- Development areas, access roads, fencing and drainage
- Lighting and navigation equipment

3.j) General Government and Administration

- Public works facilities
- Maintenance equipment buildings
- Sand and salt storage sheds
- Animal control facilities and shelters

- Fuel storage tanks
- Operational services buildings
- Telecommunication infrastructure (e.g., fibre optic or copper cable, radio, cell towers, satellite links)

3.k) Public Health and Welfare

- Daycare centres
- Seniors' centres
- Family and community support facilities
- Youth centres
- Cemeteries

3.l) Parks, Recreation, Sports, and Other Community Facilities

- Recreational and sports facilities; including baseball diamonds, swimming pools, ski areas (except for those that serve professional or semi-professional sport facilities that are primarily commercial operations)
- Campground facilities
- Playgrounds and equipment
- Permanent park facilities
- Public wharves, docks, and piers
- Trail systems
- Other projects may be eligible at the Minister's sole discretion.

3.m) Libraries

- Library buildings

Schedule 4:

Ineligible Capital Projects Activities

The following activities whether related to, or in support of a capital asset are not eligible for MSP capital funding. See Schedule 2 for eligible capital project activities and Schedule 3 for eligible capital assets.

4.a) Acquisition

- Purchase or replacement of vehicles and equipment including:
 - Transit vehicles, LRT vehicles, "low-floor" standard buses, "low-floor" articulated buses, and accessible community public transit vehicles
 - Solid waste and recycling collection container systems, Waste transfer vehicles, landfill compactors, loaders, and material handlers
 - Fixed central communications and computerized information management hardware and software that is integral to the delivery of police services, Peace officer vehicles, Police vehicles under municipal jurisdiction
 - Specialized firefighting and rescue vehicles, specialized firefighting and rescue protective equipment, and fixed central communications and computerized information management hardware and software that is integral to the delivery of fire services
 - Emergency response telephone systems, portable emergency power generators, and fixed central communications and computerized information management hardware and software that is integral to the delivery of emergency services
 - Ground ambulances, as well as basic on-board equipment necessary for vehicle functionality
 - Fixed central communications and computerized information management hardware and software that is integral to the delivery of ambulance services
- Purchase or replacement of heavy equipment
- Purchase or replacement of ancillary or small equipment used to provide services in connection with an infrastructure asset, such as appliances, furniture, remote data access terminals, meter reading devices, radios, equipment location devices, and geographic positioning systems

- Purchase or replacement of cars and other fleet vehicles
- Purchase of land and rights-of-way, and any associated legal and survey fees

4.b) Functional Planning, Studies, and Infrastructure Management Systems

- Functional plans, studies, and system-wide reviews that directly relate to capital infrastructure
- Infrastructure management systems capable of recording and retrieving information on various types of infrastructure, including key infrastructure characteristics and condition, on a consistent basis to assist systematic infrastructure planning and management, and collection and input of data

4.c) General Government and Administration

- Construction, betterment, rehabilitation and non-routine maintenance of municipal halls or administrative buildings
- General municipal administration activities
- Planning expenditures not directly related to specific capital infrastructure
- Public relations, stakeholder relations, partnership and governance development, communication/media services, and grant funding application and reporting activities
- Management of programs to monitor/maintain existing facilities and components of facilities

4.d) Operating Support

- Routine maintenance, including any routinely scheduled, recurring, or superficial activity necessary to ensure that an asset reaches its normal design life and/or retains an acceptable appearance throughout its life, such as:
 - vehicle servicing or oil changes
 - snow sweeping/removal (including provincial highways)
 - cleaning of buildings or facilities
 - the operation of facility mechanical systems
- IT software purchases i.e. Muniware

- Goods and Services Tax (GST)
- Depreciation or amortization
- Loan Fees
- Operating costs

4.e) Other

- Land betterment (i.e., rehabilitation, reclamation, remediation) where the land is intended for resale
- Land betterment where the land is not intended for a specific eligible capital asset, nor is the land being bettered to mitigate/address health and safety concerns
- Constructing or developing subdivisions, except for some typical subdivision development costs, such as road and sidewalk construction, water and wastewater lines to the property lines, and purchase of transportation and utility corridor rights-of-way
- Project costs structured to be financed by an established, long-term funding strategy (e.g. Off-site or Community Revitalization levies)
- Borrowing costs
- Water license costs
- Costs funded under other grant programs
- Beautification and cosmetic activities, including fixed permanent artistic components of buildings and facilities, community welcome signs, and decorative lighting
- Professional or semi-professional sport facilities that are primarily commercial operations, such as those that serve major junior hockey leagues
- Relocation and adjustment of associated utilities, including gas and electric utilities
- Projects previously submitted under the MSI or GTF
- Projects that will create new operational funding requirements for the province
- Projects that will require dedicated operational funding from the province

| Municipality | Allocated MSP Funding |
|-------------------------------------|-----------------------|
| BONNYVILLE NO. 87, M.D. OF | \$1,516,770 |
| BRAZEAU COUNTY | \$923,732 |
| CAMROSE COUNTY | \$1,029,400 |
| CARDSTON COUNTY | \$532,652 |
| CLEAR HILLS COUNTY | \$359,341 |
| CLEARWATER COUNTY | \$1,420,129 |
| CYPRESS COUNTY | \$910,778 |
| FAIRVIEW NO. 136, M.D. OF | \$190,666 |
| FLAGSTAFF COUNTY | \$444,333 |
| FOOTHILLS COUNTY | \$2,706,174 |
| FORTY MILE NO. 8, COUNTY OF | \$425,670 |
| GRANDE PRAIRIE NO. 1, COUNTY OF | \$2,674,793 |
| GREENVIEW NO. 16, M.D. OF | \$1,142,926 |
| KNEEHILL COUNTY | \$594,464 |
| LACOMBE COUNTY | \$1,229,463 |
| LAC STE. ANNE COUNTY | \$1,295,554 |
| LAMONT COUNTY | \$463,471 |
| LEDUC COUNTY | \$1,638,016 |
| LESSER SLAVE RIVER NO. 124, M.D. OF | \$334,141 |
| LETHBRIDGE COUNTY | \$1,230,652 |
| MINBURN NO. 27, COUNTY OF | \$378,955 |
| MOUNTAIN VIEW COUNTY | \$1,554,095 |
| NEWELL, COUNTY OF | \$894,371 |
| NORTHERN LIGHTS, COUNTY OF | \$434,585 |
| NORTHERN SUNRISE COUNTY | \$224,781 |
| OPPORTUNITY NO. 17, M.D. OF | \$378,123 |
| PAINTEARTH NO. 18, COUNTY OF | \$249,863 |
| PARKLAND COUNTY | \$3,815,342 |
| PEACE NO. 135, M.D. OF | \$207,664 |
| PINCHER CREEK NO. 9, M.D. OF | \$352,447 |
| PONOKA COUNTY | \$1,165,630 |
| PROVOST NO. 52, M.D. OF | \$262,106 |
| RANCHLAND NO. 66, M.D. OF | \$60,000 |
| RED DEER COUNTY | \$2,322,821 |
| ROCKY VIEW COUNTY | \$4,684,275 |
| SADDLE HILLS COUNTY | \$264,484 |
| SMOKY LAKE COUNTY | \$292,537 |
| SMOKY RIVER NO. 130, M.D. OF | \$240,472 |
| SPIRIT RIVER NO. 133, M.D. OF | \$83,208 |
| ST. PAUL NO. 19, COUNTY OF | \$768,845 |
| STARLAND COUNTY | \$245,584 |
| STETTLE NO. 6, COUNTY OF | \$661,625 |
| STURGEON COUNTY | \$2,437,530 |
| TABER, M.D. OF | \$852,648 |
| THORHILD COUNTY | \$386,800 |
| TWO HILLS NO. 21, COUNTY OF | \$432,802 |
| VERMILION RIVER, COUNTY OF | \$982,691 |

d

MUNICIPAL STIMULUS PROGRAM

MEMORANDUM OF AGREEMENT (hereinafter called "the Agreement")

BETWEEN:

HER MAJESTY THE QUEEN, in right of the
Province of Alberta, as represented by the
Minister of Municipal Affairs (hereinafter called
"the Minister")

AND

Smoky Lake County
(hereinafter called "the Municipality")

hereinafter jointly called "the Parties"

Preamble:

WHEREAS the Municipal Stimulus Program represents the Province of Alberta's commitment to support economic growth and local jobs;

WHEREAS the Municipal Stimulus Program will make infrastructure funding available to the Municipality to use on approved infrastructure projects that support the provincial and local economies;

WHEREAS under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000), the Minister is authorized to make grants and to enter into an agreement with respect to any matters relating to the payment of a grant;

WHEREAS these funds are to be used by the Municipality for eligible expenditures incurred on projects accepted by the Minister.

NOW THEREFORE in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

1. The preamble is incorporated as an integral part of this Agreement.
2. In this Agreement, unless the context requires otherwise "Program Guidelines" means the guidelines for actions, events, criteria, report formats, and other directions applicable to the Municipal Stimulus Program as may be prescribed or

determined by the Minister and as may be amended from time to time by the Minister.

3. The Parties shall execute this Agreement and the Municipality shall return an executed Agreement to the Minister prior to the Minister transferring any funds to the Municipality under this Agreement.
4. The Minister agrees to provide funds to the Municipality under the Municipal Stimulus Program subject to the following:
 - (i) Sufficient approved funding appropriated by the Legislature;
 - (ii) Sufficient accepted eligible Municipal Stimulus Program projects as defined in the Program Guidelines;
 - (iii) Completion of reporting requirements as outlined in the Program Guidelines; and
 - (iv) Compliance with all other terms of the Agreement.
5. The Municipality agrees to provide to the Minister:
 - (i) A project application for each project to be initiated under this program;
 - (ii) An annual report of the initiatives undertaken by the Municipality to reduce administrative burden ("red tape") and encourage investment as described in the Program Guidelines; and
 - (iii) An annual summary of the actual grant expenditures on each project undertaken in that year and the year-end grant balance on hand (Statement of Funding and Expenditures), including certification by the Municipality that it is in compliance with the terms and conditions of this Agreement

all in a format as prescribed in the Program Guidelines for this grant program.

6. The Municipality agrees to accept the funds provided by the Minister in accordance with the following additional terms and conditions:
 - (i) The Municipality shall maintain a separate accounting for the funds provided;
 - (ii) The Municipality shall ensure that expenditures accounted for against the principal amount of the funds provided, income earned, and other credits as described in the Program Guidelines are applied only to projects accepted by the Minister;
 - (iii) All funds provided to the Municipality, not expended prior to December 31, 2020 may be carried forward to the next year and must be expended on an accepted project before December 31, 2021. Thereafter, all unexpended funds shall be returned to the Government of Alberta;
 - (iv) The Municipality shall undertake actions to encourage investment and/or reduce the administrative burden ("red tape") imposed on local businesses and residents to the satisfaction of the Minister or the Municipality will be required to repay the funding;
 - (v) All projects under this Agreement shall be carried out in accordance with the rules, regulations and laws governing such works and in accordance with the best general practices then current at the time of the construction of the project; and
 - (vi) This Agreement does not replace, supersede, or alter the terms of any other existing funding Agreement between the Minister and the Municipality.
7. The Municipality shall adhere to all project eligibility criteria, project credits, project tendering requirements, and other items or directions as outlined in the Program Guidelines.
8. The Municipality agrees that the funding provided under this program is for capital expenditures as outlined in the Program Guidelines.
9. The Municipality agrees to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to the project site; any engineering drawings or documents; any

books of accounts relating to funding and expenditures claimed under this Agreement; and any other such project related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this Agreement. All project related documents shall be kept by the Municipality for a minimum of three years following completion of the project.

10. The Municipality shall indemnify and save harmless the Minister, his servants, agents and employees, from and against all actions, claims and demands arising directly or indirectly from the preparation for or implementation of the projects, whether or not the damage arose as a result of the actions or omissions of third parties.
11. Where the Municipality enters into contracts with third parties for the implementation of a project, such contracts shall include provision that the third party shall be solely responsible for and save harmless and indemnify the Minister, and his officers, employees and agents from and against all claims, liabilities, and demands of any kind with respect to any injury to persons (including without limitation) death, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from i) the project; ii) the performance of the contract or the breach of any term or condition of the contract by the third party or its officers, employees or agents; iii) the on-going operation, maintenance and repair of the project; or iv) any omission or any willful or negligent act of the third party or its officers, employees or agents.
12. The Municipality agrees that it is not entitled to claim compensation for its costs, expenses, inconvenience or time expended in relation to the administration of the funds provided under this Agreement nor in respect to this Agreement.
13. The Parties agree to give this Agreement a fair and reasonable interpretation and, when required, to negotiate with fairness and candour any modifications or alteration thereof for the purpose of carrying out the intent of this Agreement and/or rectifying any omission in any of these provisions.
14. Notwithstanding the date for completion of all projects and the expending of funds under section 6(iii) of this Agreement, this Agreement shall continue in effect until March 31, 2023.
15. The Agreement may be renewed or extended thereafter, for a further one (1) year period, if mutually agreed to in writing. In the event that this Agreement is not renewed or extended, the Municipality shall return all uncommitted funds as of the termination date to the Government of Alberta.

16. Any notice, demand or other document required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party to whom it is addressed if personally delivered, sent by prepaid registered mail, or e-mailed to the addresses as follows:

The Minister: Municipal Affairs
 15th Floor, Commerce Place
 10155 – 102 Street
 Edmonton, AB T5J 4L4

Attention: Director, Grant Program Delivery

Telephone: 780-422-7125

E-mail: ma.municipalstimulus@gov.ab.ca

The Municipality: Smoky Lake County
 PO Box 310
 Smoky Lake, AB T0A 3C0

Attention: Chief Administrative Officer

Telephone: 780-656-3730

E-mail: county@smokylakecounty.ab.ca

or to such address as either party may furnish to the other from time to time.

17. Any dispute between the Minister and the Municipality on any question of law or fact arising out of this Agreement shall be submitted to and determined by the Court having jurisdiction over this Agreement.
18. The rights, remedies and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
19. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
20. This Agreement is binding upon the Parties and their successors.
21. The Parties agree that the laws of the Province of Alberta will govern this Agreement.

The Parties have therefore executed the Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs

Per: 
_____ **MINISTER**

Date: July 28, 2020

SMOKY LAKE COUNTY

Witness

Per: _____
CHIEF ELECTED OFFICIAL

Date: _____

Witness

Per: _____
DULY AUTHORIZED SIGNING OFFICER

Date: _____

| | | | | |
|--|---|---|------------------------|------------|
| REQUEST FOR DECISION | | DATE | August 27, 2020 | 4.4 |
| TOPIC | Bylaw No. 1382-20: Chief Administrative Officer (CAO) | | | |
| PROPOSAL | <p>HISTORY: The original Smoky Lake County's Chief Administrative Officer (CAO) Bylaw No. 606 was adopted January 29, 1988.</p> <p>BACKGROUND: In 1994 A major consolidation of municipal legislation took place giving municipalities greater autonomy in local decision making and Bylaw No. 606 was repealed and replaced with an undated Chief Administrative Officer (CAO) Bylaw No. 975-95 on March 21, 1995.</p> <p>CURRENT: Beginning in 2012, the Government of Alberta worked with municipalities, industry, and citizens to determine what changes were needed to modernize the Municipal Government Act (MGA). This review resulted in several amendments, which have transformed and updated the MGA to better reflect the current needs of municipalities and people of Alberta. The CAO Bylaw therefore requires to be amended to incorporate new requirements.</p> <p><u>Resource:</u> CAO Handbook for Alberta Municipal Chief Administrative Officers – May 2017 document released by Alberta Municipal Affairs</p> <p>Administration drafted a new Chief Administrative Officer Bylaw (No. 1382-20) and presented it to Council at the Policy Committee Meeting held on July 16, 2020, where Council <u>reviewed the bylaw in detail</u> and recommended that the bylaw be brought forward to the next regular Council Meeting. (Attachment 4.4. #1)</p> <p>PROPOSAL: That Bylaw No. 1382-20: Chief Administrative Officer Bylaw, be given three readings for the purpose of establishing and defining the power, duties and functions for the CAO. Legislation requirement (Mandatory) as Council has only one employee.</p> | | | |
| CORRELATION TO BUSINESS (STRATEGIC) PLAN | | | | |
| N/A | | | | |
| LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS | | MUNICIPAL GOVERNMENT ACT Section 205(1): Every council must establish by bylaw a position of chief administrative officer. | | |
| BENEFITS | Provides Council clear expectations a baseline to ensure the CAO performs their powers, duties, and functions established through the CAO Bylaw. | | | |
| DISADVANTAGES | N/A | | | |
| ALTERNATIVES | N/A | | | |
| FINANCE/BUDGET IMPLICATIONS | | | | |
| Operating Costs: | _____ | Capital Costs: | _____ | |
| Budget Available: | _____ | Source of Funds: | _____ | |
| Budgeted Costs: | \$ _____ | Unbudgeted Costs: | _____ | |
| INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS | N/A | | | |
| COMMUNICATION STRATEGY | N/A | | | |
| RECOMMENDATION | | | | |
| That Smoky Lake County Council give Bylaw No. 1382-20: Chief Administrative Officer Bylaw, 1st Reading, 2nd Reading, Permission for 3rd Reading, and 3rd and Final Reading. | | | | |
| CHIEF ADMINISTRATIVE OFFICER | | | | |

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1382-20**

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING AND DEFINING THE POWER, DUTIES AND FUNCTIONS OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 and amendments thereto, Council is authorized to pass a Bylaw to establish the position of Chief Administrative Officer and appoint a person to carry out the powers, duties and functions of such position; and

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 and amendments thereto, Council may give the position of Chief Administrative Officer any title the Council considers appropriate; and

WHEREAS sections 207 and 208, *Municipal Government Act*, R.S.A. 2000 c. M-26 and amendments thereto, set forth the mandatory statutory responsibilities and major administrative duties of the Chief Administrative Officer; and

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, and by virtue of all other powers enabling it, the Council of Smoky Lake County, hereby assembled, enacts as follows:

PART ONE: INTERPRETATION

- 1.1 The purpose of this bylaw is to establish the position of Chief Administrative Officer for Smoky Lake County and shall be cited as the "**Chief Administrative Officer Bylaw**".
- 1.2 The headings in the Bylaw have been inserted for reference purposes as a matter of convenience only and in no way define, limit, or enlarge to scope or meaning of this Bylaw or any provisions thereof.
- 1.3 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
- 1.4 Words in the singular gender shall include the plural or vice versa whenever the context so requires.
- 1.5 Where an Act is referred to in the Bylaw it shall include amendments thereto.

PART TWO: DEFINITIONS

- 2.1 "**Act**": means the *Municipal Government Act*, RSA 2000, c-M-26 and successive Act and amendments thereto.
- 2.2 "**Acting CAO**": means the individual acting under a delegation of authority from the Chief Administrative Officer (CAO) who is appointed by resolution of Council as to be the Acting CAO.
- 2.3 "**Administration**": means the general operations of the County, including the Chief Administrative Officer or an employee accountable to the Chief Administrative Officer, financial and other related resources as permitted by the *Municipal Government Act*.
- 2.4 "**Agreement**": means a written accord such as a contract wherein the parties to the accord exchange mutually enforceable promises for consideration with the intention to create legally binding obligations.
- 2.5 "**Bylaw**": means this Chief Administrative Officer Bylaw for Smoky Lake County.
- 2.6 "**Chief Administrative Officer**": means the person appointed by Council to the position of Chief Administrative Officer (hereinafter may be referred to as "CAO") for Smoky Lake County, under the *Municipal Government Act*.

- 2.7 **“Council”**: means the Reeve and Councillors duly elected in the Smoky Lake County who are eligible to continue to hold office.
- 2.8 **“County”**: means the geographic area contained within the boundaries of the municipality of Smoky Lake County.
- 2.9 **“Designated Officer”**: means a Designated Officer as defined by the *Municipal Government Act*.
- 2.10 **“Enactment”**: means an Act of the Legislature of Alberta, a regulation made under an Act of the Legislature of Alberta, and Act of the Parliament of Canada, and a statutory instrument made under the Act of the Parliament of Canada.

PART THREE: OFFICE, APPOINTMENT AND CONTINUATION

- 3.1 Council hereby establishes the position of CAO and the individual appointed to that position shall have the title of “Chief Administrative Officer”.
- 3.2 Council shall by resolution appoint an individual to the position of CAO and establish the terms and conditions of the CAO's employment agreement.
- 3.3 The CAO is the head of the County and is accountable to Council for the exercise of all powers, duties, and functions. The CAO must remain transparent to all Members of Council.
- 3.4 The CAO is a designated officer for the County for all purposes; unless Council establishes another designated officer position by bylaw, appoints an individual to that position, and prescribes specific powers, duties, and functions for that position.
- 3.5 If the CAO is going to be temporarily absent, the appointed Acting CAO shall perform the CAO's duties and functions and exercise the CAO's powers on a temporary basis. The Acting CAO may receive appropriate compensated if approve by resolution of Council.
- 3.6 Pursuant to the Act, Council must provide the CAO with an annual written performance evaluation, as outlined in accordance with **Policy Statement No. 01-08: Chief Administrative Officer - Performance Appraisal**.
- 3.7 In the event of a vacancy in the position of CAO for any reason, Council may by resolution, appoint a person as an Interim CAO under this Bylaw.
- 3.8 The CAO shall carry out their powers, duties, and functions in compliance with:
 - 3.8.1 The Municipal Government Act.
 - 3.8.2 This Bylaw.
 - 3.8.3 Any other enactment.
 - 3.8.4 Any other bylaw, resolution, policy, or procedure adopted by Council.
 - 3.8.5 Any contract binding the County.And, the CAO shall exercise such other powers, duties, and functions as may be required by Council for time to time.
- 3.9 The CAO's signature, and the signatures of any other County employee who has the power of signing authority, may be printed, lithographed, or otherwise reproduced electronically in accordance with the Government of Canada's electronic signature guidelines.

PART FOUR: GENERAL POWER, AUTHORITY AND DUTIES

In addition to the powers, duties, and functions of the CAO under the *Municipal Government Act* or any other Act, the CAO will carry out:

- 4.1 **General Administration and Operations:**
 - 4.1.1 Report to Council, all changes to the organizational structure of the municipal administration. Major organizational changes shall be reported prior to implementation and include, but are not limited to merging, dividing, and eliminating departments and

amendments to the managerial hierarchy.

- 4.1.2 Forward all requests for new permanent positions to Council for budget approval.
 - 4.1.3 Within the parameters of the Human Resource Policies established by Council, establish procedures for hiring employees of the County to carry out, as necessary, the powers, duties and functions assigned.
 - 4.1.4 Ensure that the policies and programs of the County are implemented.
 - 4.1.5 Advise and inform Council in the operations and affairs of the County.
 - 4.1.6 Supervise, direct, recruit, terminate, discipline, demote, transfer, and direct all employees of the County.
 - 4.1.7 Direct, supervise and review the proponents of all departments of the County.
 - 4.1.8 Ensure the corporate seal is kept in the custody of the Chief Administrative Officer.
 - 4.1.9 Determine the sufficiency of any petitions to Council, as set out in the *Municipal Government Act*.
 - 4.1.10 Accept service of all notices and documents on behalf of the County.
 - 4.1.11 Provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required by the *Municipal Government Act*.
 - 4.1.12 To review all requests of any person to obtain information in possession of the County and to provide such information in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act* and any other applicable Act.
 - 4.1.13 Authorize a temporary road closure in whole, or in part, at any time that a construction project, maintenance project, or force majeure, has caused a hazard on or adjacent to, the road.
 - 4.1.14 Authorize the placement from time to time of traffic control devices, including traffic control devices restricting the speed of vehicles at any locations considered necessary for controlling highways and roads subject to the direction, management and control of the County and provide for a record of all locations placed, which shall be open to public inspection during normal business hours.
 - 4.1.15 Inform the County Solicitor of any matters involving any potential legal and/or administrative proceedings involving the Municipality.
- 4.2 **Financial Matters:**
- 4.2.1 Prepare and submit to Council Budget Meetings, the estimates of revenue and expenditures and capital programs annually, or as required by Council.
 - 4.2.2 Monitor and control municipal spending within the budgets established by Council.
 - 4.2.3 Advise Council and make recommendations about the financial conditions of the County and the policies and programs as may be necessary or desirable to carry out the powers, duties, and functions of the County.
 - 4.2.4 Ensure the revenues of the County are collected and controlled and receipts are issued in the manner directed by Council.
 - 4.2.5 Ensure all money belonging to or held by the County is deposited in the bank, credit union, loan corporation, treasury branch, or trust corporation designated by Council.

Bylaw 1382-20
Chief Administrative Officer

- 4.2.6 Ensure the accounts for authorized expenditures referred to in Section 248 of the *Municipal Government Act* are paid.
 - 4.2.7 Ensure accurate records and accounts are kept of the financial affairs of the County, including the things on which a County's debt limit is based and the things included in the definition of debt for the County.
 - 4.2.8 Ensure the actual revenues and expenditures of the County compare with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs.
 - 4.2.9 Ensure money invested by the County is invested in accordance with Section 250 of the *Municipal Government Act*.
 - 4.2.10 Ensure assessments, assessment rolls and tax rolls for the purpose of Parts 9 and 10 of the *Municipal Government Act* are prepared.
 - 4.2.11 Ensure public auctions held to recover taxes are carried out in accordance with Part 10 of the *Municipal Government Act*.
 - 4.2.12 Authorize for the entering into of contracts and/or the expenditures of funds where such contracts or expenditure has been approved by Council, either in the budget or otherwise.
 - 4.2.13 Ensure all contracts and agreements are signed with any other person authorized by Council to sign them.
- 4.3 **Legislative Matters:**
- 4.3.1 Attend all meetings of Council and committees of Council and meetings of such boards, authorities and other bodies as are required by Council or Council committees.
 - 4.3.2 Prepare and submit to Council such reports and recommendations as may be required by Council or Council Committees.
 - 4.3.3 Delegate all the powers, duties, and functions of a Designated CAO as required, under the *Municipal Government Act* or any other Act, to the appointed Acting CAO while absent.
 - 4.3.4 Ensure all minutes of Council meetings are recorded in the English language, without note or comment.
 - 4.3.5 Ensure the names of Councillors present at Council meetings are recorded.
 - 4.3.6 Ensure the minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting.
 - 4.3.7 Ensure the bylaws and minutes of Council meetings and all other records and documents of the County are kept safe.
 - 4.3.8 Ensure the Minister is sent a list of the Councillors and any other information the Minister requires within five (5) days after the term of the Councillors begin.
 - 4.3.9 Ensure that all minutes of Council meetings are signed in conjunction with the person presiding at the meetings.
 - 4.3.10 Ensure that all bylaws are signed in conjunction with the Chief Elected Official.
 - 4.3.11 Ensure that all bylaws of the County are consolidated as authorized by Council.
 - 4.3.12 Ensure Administration is proactive when requesting a decision from Council, in providing a full range of information, background, issues defined, available options, and implications in accordance with **Policy Statement No. 01- 27: Issues for Decision**.

- 4.3.13 Be the Head of the County who is responsible for all decisions made under the *Freedom of Information and Protection of Privacy Act*.
- 4.3.14 Ensure that in the event where one or more Councillors obtain information about the operation or administration of the municipality from the CAO or a person designated by the CAO, the information must be provided to all other Councillors as soon as practicable in accordance with Section 153.1 of the Act and **Policy Statement No. 01-28: County Council Issue for Information and Information Releases**.

PART FIVE: REFERENCES:

- 5.1 Any reference within any bylaw, resolution, policy, agreement, or regulation, referring to the County Manager, Municipal Manager, or County Administrator which has been passed, adopted or entered into prior to this Bylaw coming into effect shall be deemed for all purposes to refer to the position of Chief Administrative Officer (CAO) established and continued under this Bylaw.

PART SIX: SEVERABILITY

- 6.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid and enforceable.

PART SEVEN: REPEAL OF PREVIOUS BYLAW

- 7.1 Bylaw 975-95 is hereby repealed.

PART EIGHT: EFFECTIVE DATE

- 8.1 This Bylaw comes into effect on the date of final passing.

READ A **FIRST TIME** IN COUNCIL THIS ____ day of ____, AD 2020.

READ A **SECOND TIME** IN COUNCIL THIS ____ day of ____, AD 2020.

READ A **THIRD AND FINAL TIME** IN COUNCIL THIS ____ day of ____, AD 2020.

Craig Lukinuk, Reeve

SEAL

Interim Chief Administrative Officer

| | | | |
|-----------------------------|---|---------------------------------------|------------|
| REQUEST FOR DECISION | | DATE August 27, 2020 | 4.5 |
| TOPIC | Exploration of the Village of Vilna's Amalgamation with Smoky Lake County | | |
| PROPOSAL | <p>HISTORY: The Village of Vilna conducted a non-binding vote of the electors of the Village of Vilna on February 16, 2010 to ask the question "Are you in favour of dissolving the Village of Vilna to become a part of Smoky Lake County?" to which, the electors opposed.</p> <p>BACKGROUND: Why is this being brought forward now? Although the Village's financial position has improved since 2010, they are currently without a Chief Administrative Officer (CAO) and are struggling with the prospect of hiring a qualified CAO and offering a competitive salary package, in light of this, the Village of Vilna Council passed the following resolutions on August 6, 2020:</p> <p>#148-20: Moved by Deputy Mayor Romanko that the Council of the Village of Vilna approach Smoky Lake County Council asking them to consider the possibility of the Village of Vilna amalgamating with Smoky Lake County.</p> <p>#149-20: Move by Mayor Chapdelaine that the Village of Vilna partner with Smoky Lake County for an ACP Grant application for a Municipal Collaboration Study, with the Village of Vilna being the Managing Partner; further, that a Joint Public Announcement be made as soon as possible by the Chief Elected Officials of each municipality.</p> <p>What this means is the Village of Vilna has initiated the process of amalgamation as per the written notice dated August 10, 2020 to Smoky Lake County. (attachment 4.5.a)</p> <p>What is the Next Step? A viability review will determine Vilna's ability to continue as a municipality or develop a plan that leads to municipal success. The viability review process brings decision makers together and empowers communities to make decisions about their future through collaboration and cooperation.</p> <p>How will be this funded? If both municipalities are in cooperation of jointly exploring amalgamation they can be eligible, according to the most recent guidelines, for 100% funding of the maximum Alberta Community Partnership (ACP) grant's Municipal Restructuring (MR) Component: to explore regional governance and minimize costs associated with municipal restructuring processes such as amalgamation, dissolution, or viability reviews. The 2020/2021 ACP guidelines have not yet been finalized; however Municipal Affairs does not anticipate huge changes for the 2020/2021 year as per Mamie Lee, Municipal Viability Advisor, Municipal Capacity and Sustainability, Municipal Affairs email dated August 10, 2020.</p> <p>The Municipal Restructuring (MR) component provides financial support to municipalities for projects associated with regional governance and municipal restructuring processes such as amalgamation, dissolution, or viability reviews. The objectives of MR funding are to assist municipalities with the cost of:</p> <ul style="list-style-type: none"> • completing studies that may result in municipal restructuring or regional governance; • infrastructure studies for municipalities undergoing a viability review or following a dissolution; • transition following a dissolution or amalgamation; and • debt servicing and critical infrastructure upgrades following a dissolution. | | |

The viability review and the development of the viability plan will be led by a Viability Review Team, which will include representatives from Alberta Municipal Affairs, elected officials and administrators from the affected municipalities, and municipal associations.

TO JOINTLY EXPLORE AMALGAMATION:

- Each municipality has to approve to proceed with Amalgamation.
- **Viability Study Review required:** An application (jointly) needs to be prepared for submission to the Alberta Community Partnership (ACP) for maximum funding in the amount of \$200,000.00 (two hundred thousand dollars) through the ACP program's Municipal Restructuring (MR) Component, upon the opening of Year-2020/2021 intake for applications with a **Project Titled: "Exploration of the Village of Vilna's Amalgamation with Smoky Lake County"** for the purpose of exploring regional governance, restructuring processes, and a Village of Vilna viability review. Also suggestion will be that the Village of Vilna be the managing partner in this said application. **This will allow for 100% funding, otherwise if Vilna only initiates the study – they will be eligible for 10% of the Grant.**

Please Note: With the assistance from the County Planning Department we have engaged in discussed on the options available for Municipal Restructuring Stream: **Email of August 5, 2020 below**

From: Marnie Lee <Marnie.Lee@gov.ab.ca>
To: Kyle Schole <kschole@smokylakecounty.ab.ca>
Cc: Roy Bedford <Roy.Bedford@gov.ab.ca>
Subject: Amalgamation Information

Hi Kyle,
 As we discussed this afternoon (Date was August 15, 2020) I wanted to follow up with a bit more information that I hope you will find helpful.

The most recent Alberta Community Partnership (ACP) grant guidelines can be found here. <https://open.alberta.ca/dataset/94c57a7d-eb8c-4691-b044-1b946d7f385c/resource/db6b6084-33c6-430b-9de5-2030edc79b75/download/ma-alberta-community-partnership-program-guidelines-effective-april-2019.pdf>
 These are the most recent guidelines, as the 2020/2021 guidelines have not yet been finalized. They are, of course, subject to change, although we don't anticipate huge changes for the 2020/2021 year. The area you would be looking at falls within the 'municipal restructuring stream'.

We talked a lot about the restructuring study stream, which entails a regional governance/amalgamation study. You'll see there that if all municipalities are in cooperation of jointly exploring amalgamation through the study they are eligible for 100% of the maximum grant. If it is just one municipality initiating the study they are eligible for 10% of the maximum grant. Again, as I mentioned, participating in a regional governance/amalgamation study does not mean that amalgamation is a forgone conclusion. As we talked about the MGA outlines steps before an amalgamation can occur. The ACP guidelines also outline the grant options available should a municipality dissolve, as well as what may be available for a municipality post-amalgamation.

Below is a comparison chart that we often use in presentations that highlights some of the key differences between viability reviews (dissolution) and amalgamation.

| | Dissolution | Amalgamation |
|-----------------------------------|---|--|
| Process | Minister determines viability review process | Municipalities negotiate, resulting in a report / application to the Minister for amalgamation |
| Scope | Village/town | Village/town and county |
| Focus / goals | Options and alternatives, including long term viability of the Village/town | Structure and governance of amalgamated municipality |
| Involvement | Village/town, county, municipal associations, Municipal Affairs | Village/town and County |
| Consultation | Public engagement and binding public vote, in village/town only | Engagement of public and local authorities in both village/town and county; public vote an option but not legislatively required |
| Control over timeline and process | Ministry | Village/town and county |

| | | |
|--|---|---|
| | | <p>PROPOSAL:</p> <ul style="list-style-type: none"> • Exploring regional governance processes of restructuring requires detailed discussion as the changes are meant to assist the needs of both communities and its residents to operate better as one municipality. • Municipal Affairs is available to provide a presentation about restructuring options, which would be very valuable to initiate prior to a decision made, attention and time on this type of concept is necessary to lead to municipal success and remain sustainable |
| CORRELATION TO BUSINESS (STRATEGIC) PLAN | | |
| N/A | | |
| LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS | | <p>MUNICIPAL GOVERNMENT ACT MGA s. 101, s. 102, s. 103, s. 105, s. 106.1, and s. 110. (Amalgamation) MGA s. 130 to 130.3 (Viability Reviews) Alberta Government: Jointly Initiated Amalgamation Regulation.</p> |
| BENEFITS | A municipal amalgamation binds two or more municipalities to centralize administration, improve financial efficiency, and simplify government structure and the benefits can be an increased tax base, improved capacity to borrow funds, and strengthened financial stability. | |
| DISADVANTAGES | Amalgamations may result in reduced citizen representation, loss of municipal autonomy, heavy transition costs and increased debt, especially when input from ratepayers and other municipalities are not carefully considered. | |
| ALTERNATIVES | N/A | |
| FINANCE/BUDGET IMPLICATIONS | | |
| Operating Costs: _____ Budget Available: _____ Budgeted Costs: _____ | | Capital Costs: _____ Source of Funds: Alberta Community Partnership (ACP) Unbudgeted Costs: _____ |
| INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS | Village of Vilna, Alberta Municipal Affairs, Rural Municipalities of Alberta (RMA) and Alberta Urban Municipalities Association (AUMA). | |
| COMMUNICATION STRATEGY | Advertise in the County Grapevine, and County Social Media for transparency to the public that amalgamation is being explored. | |
| RECOMMENDATION | | |
| <p>That Smoky Lake County defer the letter from Mayor Leo Chapdelaine, Village of Vilna, dated August 10, 2020, in regard to requesting consideration of amalgamation for the Village of Vilna with Smoky Lake County, to a Council Committee of the Whole for the purpose of Administration Meeting, to jointly engage in the discussion of exploring amalgamation and other options available for Municipal Restructuring for municipal success and sustainability; and, extend an initiation to Marnie Lee, Municipal Viability Advisor, Municipal Capacity and Sustainability with Alberta Municipal Affairs to be a virtual delegation at the said Committee of the Whole meeting once the date has been scheduled.</p> | | |
| INTERIM CHIEF ADMINISTRATIVE OFFICER | | |

Historic Village Of Vilna



HISTORIC VILNA

A true Alberta boomtown...

August 10, 2020

Reeve & Council
Smoky Lake County
Box 310
Smoky Lake, AB
T0A 3C0

Dear Reeve Lukinuk and Council;

RE: Amalgamation

At our Regular Council meeting on August 6th, 2020 the state of our municipality was discussed. Although we are in a far better financial position in 2020 than we were in 2010, the prospect of hiring a qualified CAO and offering a competitive salary package is challenging. It was with this in mind that the following two resolutions were passed.

a. Amalgamation Consideration

RES: 148-20 Moved by Deputy Mayor Romanko that the Council of the Village of Vilna approach Smoky Lake County Council asking them to consider the possibility of the Village of Vilna amalgamating with Smoky Lake County. **CARRIED**

RES: 149-20 Moved by Mayor Chapdelaine that the Village of Vilna partner with Smoky Lake County for an ACP Grant application for a Municipal Collaboration Study, with the Village of Vilna being the managing partner. Further, that a joint public announcement be made as soon as possible by the Chief Elected Officials of each municipality. **CARRIED**

We have been in touch with Municipal Affairs and they have indicated that if both parties are interested in looking into this option, there is funding available through the ACP program to conduct a viability study.

Please consider this proposal and if you feel it is worth considering, we shall proceed with the grant application.

Yours truly,



Leo Chapdelaine,
Mayor

jenna preston

From: lydia cielin
Sent: August 20, 2020 12:27 PM
To: jenna preston
Cc: Patti Priest; Kyle Schole
Subject: Fw: Vilna

Sent from my BlackBerry - the most secure mobile device - via the TELUS Network

From: vilna@mcsnet.ca
Sent: August 20, 2020 12:14 PM
To: lcielin@smokylakecounty.ab.ca; patti.priest@smokylakecounty.ab.ca
Subject: FW: Vilna

From: Marnie Lee <Marnie.Lee@gov.ab.ca>
Sent: August 11, 2020 9:30 AM
To: ! VILNA <VILNA@MCSNET.CA>
Subject: RE: Vilna

Hi Earla,

Thank you for sharing this information. We don't actually have to inform the Minister of anything at this point because it is not a formal notification of amalgamation. The Minister will be made aware of the exploration of amalgamation when an application is made for an ACP grant.

I have to let you know that the ACP program is not yet accepting applications for the 2020-2021 year. We are expecting that it will open soon and do not anticipate it will be significantly different from the guidelines from 2019-2020. However, the application is now done entirely online so it is not possible to submit until those guidelines are confirmed. If you and Smoky Lake County decide to move forward with the grant application please review the 2019-2020 application and you can prepare your application based on those questions. When the application opens I believe all municipalities will be emailed, however, I will make a note to follow up with you as well as soon as I am aware of the application process being open.

As I had mentioned at this point, without formal notification of amalgamation, the municipalities working in cooperation would be eligible for up to \$100,000 of the grant for a restructuring study. If at the point the municipalities wish to formally notify the Minister of amalgamation then you would be eligible for the remaining \$100,000 of the \$200,000 grant to assist with the negotiation process. Also, to be clear an amalgamation study grant falls under the 'restructuring study stream', which is under the municipal restructuring setting.

I hope this helps for now and I will follow up as soon as I hear more about the grant.

Thank you again for keeping us in the loop,

Marnie Lee
Municipal Viability Advisor
Municipal Capacity and Sustainability

Municipal Affairs
825-468-4274 marnie.lee@gov.ab.ca



Classification: Protected A

From: Village of Vilna <vilna@mcsnet.ca>

Sent: August-10-20 4:04 PM

To: Marnie Lee <Marnie.Lee@gov.ab.ca>

Subject: Vilna

Hi Marnie,

Attached is the letter is being sent to the County. Do you notify the minister or do I?

Earla



| | | | | |
|---|--|------|-----------------|-----|
| REQUEST FOR DECISION | | DATE | August 27, 2020 | 4.6 |
| TOPIC | Request to Purchase County Owned Land – Plan 314HW, Block 4, Lot 15 (5112-50 th Avenue, Hamlet of Warspite) | | | |
| PROPOSAL | An expression of interest form was received from Bruce Morton, on July 9, 2020, in which Mr. Morton has provided an Offer to Purchase land owned by Smoky Lake County, legally described as: Plan 314HW, Block 4, Lot 15 (Roll #40300415), in the amount of \$10,500.00 (\$10,000 + \$500 GST) . Mr. Morton proposes to construct a mobile home on piles within 2-years of purchase. © Attachment 1 | | | |
| BACKGROUND | <p>In accordance with Policy 61-10-01: <i>Disposition of County Owned Property</i>, the Planning and Development Manager has obtained the current assessed value of the property. The current assessed value of the property is \$12,800.00.</p> <p>In accordance with Policy 61-10-01: <i>Disposition of County Owned Property</i>, the Planning and Development Manager circulated this request internally to all Managers and Senior Administration on July 16, 2020. Comments received from the other departments are attached. © Attachment 2</p> <p>Attached is Policy 61-10-01: <i>Disposition of County Owned Property</i> for reference. © Attachment 3</p> <p>A General Location Map is attached for reference. © Attachment 4</p> <p>The zoning of the property is Hamlet General (HG). © Attachment 5</p> <p>July 28, 2020 – Smoky Lake County Council Meeting</p> <ul style="list-style-type: none"> • The expression of interest was considered by Council at the July 28, 2020 Council meeting and the following motion was adopted: <p style="margin-left: 40px;"><i>“That Smoky Lake County proceed with advertising the lands legally described as Plan 314HW, Block 4, Lot 15, Property Tax Roll #19591614, located at 5112 50 Avenue, Warspite, for two (2) consecutive weeks in accordance with Policy No. 61-10-01: Disposition of County Owned Property.”</i></p> • The expression of interest was advertised in the Smoky Lake Signal and the Redwater Review for two consecutive weeks (August 10th and August 17th, 2020). © Attachment 6 • No additional expressions of interest have been received by administration. | | | |
| CORRELATION TO BUSINESS (STRATEGIC) PLAN | | | | |
| Nil. | | | | |
| LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS | <p style="text-align: center;"><u>MGA Sections</u></p> <p>Section 70: Disposal of land</p> <p>(1) If a municipality proposes to transfer or grant an estate or interest in</p> <ul style="list-style-type: none"> (a) land for less than its market value, or (b) a public park or recreation or exhibition grounds, the proposal must be advertised. <p>(2) The proposal does not have to be advertised if the estate or interest is</p> <ul style="list-style-type: none"> (a) to be used for the purposes of supplying a public utility, (b) transferred or granted under Division 8 of Part 10 before the period of redemption under that Division, or | | | |

- (c) to be used by a non-profit organization as defined in Section 241(f).

Section 419: Reserve bid and conditions of sale

The council must set

- (a) for each parcel of land to be offered for sale at a *public auction*, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (c) any conditions that apply to the sale.

Section 425: Right to dispose of parcel

(1) A municipality that becomes the owner of a parcel of land pursuant to section 424 may dispose of the parcel

- (a) by selling it at a price that is as close as reasonably possible the market value of the parcel, or
- (b) by depositing in the account referred to in section 427(1)(a) an amount of money equal to the price at which the municipality would be willing to sell the parcel under clause (a)

(2) The municipality may grant a lease, license or permit in respect to the parcel.

(3) Repealed 1995 c24 s65.

(4) If a parcel of land is disposed of under subsection (1), the municipality must request the Registrar to delete the words "Tax Forfeiture" from the certificate of title issued in the name of the municipality for that parcel.

Section 427: Separate account for sale proceeds

(1) The money paid for a parcel of land at a public auction or pursuant to section 425

- (a) must be deposited by the municipality in an account that is established solely for the purpose of depositing money from the sale or disposition of land under this Division, and
- (b) must be paid out in accordance with this section and section 428.

(2) The following must be paid first and in the following order:

- (a) any remedial costs relating to the parcel;
- (a.1) the tax arrears in respect of the parcel;
- (b) any lawful expenses of the municipality in respect of the parcel;
- (c) any expenses owing to the Crown that have been charged against the parcel of land under section 553;
- (d) an administration fee of 5% of the amount paid for the parcel, payable to the municipality.

(3) If there is any money remaining after payment of the tax arrears and costs listed in subsection (2), the municipality must notify the previous owner that there is money remaining.

(3.1) Subject to subsection (3.3), if the municipality is satisfied that there are no debts that are secured by an encumbrance on the

| | |
|------------------------------------|--|
| | <p>certificate of title for the parcel of land, the municipality may pay the money remaining to the previous owner.</p> <p>(3.2) If the municipality is not satisfied that there are not debts that are secured by an encumbrance on the certificate of title for the parcel of land, the municipality must notify the previous owner that an application has been made under section 428(1) to recover all or part of the money.</p> <p>(3.3) For the purpose of this Division, "previous owner" includes the Crown in right of Alberta if the municipality has been notified by the Minister responsible for the <i>Unclaimed Personal Property and Vested Property Act</i> that the land has vested in the Crown, and any money remaining after payment of the tax arrears and costs set out in subsection (2) must be paid to the Minister responsible for the <i>Unclaimed Personal Property and Vested Property Act</i>.</p> <p>(4) Money paid to a municipality under a lease, license or permit granted under section 425(2) must be placed in the account referred to in subsection (1) and distributed in accordance with this section and section 428.</p> <p>Section 428: Distribution of surplus sale proceeds</p> <p>(1) A person may apply to the Court of Queen's Bench for an order declaring that the person is entitled to a part of the money in the account referred to in section 427(1).</p> <p>(2) An application under this section must be made within 10 years after</p> <ul style="list-style-type: none"> (a) the date of the public auction, if the parcel was sold at a public auction, or (b) the date of a sale under section 425, if the parcel was sold at a sale under that section. <p>(3) The Court must decide if notice must be given to any person other than the applicant and in that event the hearing must be adjourned to allow notice to be given.</p> <p>(4) In making an order, the Court must have regard to the priorities in which sale proceeds are distributed in a foreclosure action.</p> |
| BENEFITS | <p>County will:</p> <ul style="list-style-type: none"> • accommodate prospective land owners; • start to generate some tax revenue from sales and / or development; • dispose of land not required for municipal use; • reduce public liability of the vacant land; and • reduce the use of County resources required to maintain this land (grass-cutting, etc.) <p>Reasons to sell the lands:</p> <ul style="list-style-type: none"> • The longer that the County holds on to the property may make it harder to sell in the future. • The County has not collected any taxes on the property since 2010. |
| DISADVANTAGES | Nil. |
| ALTERNATIVES | <ul style="list-style-type: none"> • Council may choose not to sell the property in question and decline the expression of interest to purchase the property. |
| FINANCE/BUDGET IMPLICATIONS | |
| Operating Costs: | <p><u>Advertising Costs</u> \$500.00 Capital Costs:</p> |
| Budget Available: | Source of Funds: |

| | | | |
|---|--|-------------------------|--|
| Budgeted Costs: _____ | | Unbudgeted Costs: _____ | |
| INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS | Nil. | | |
| COMMUNICATION STRATEGY | If Council decides to consider the request to purchase the lands in question, the Planning and Development Manager | | |
| RECOMMENDATION | | | |
| <u>Recommendation:</u> Council's discretion. | | | |
| CHIEF ADMINISTRATIVE OFFICER | <i>[Signature]</i> | | |

Section 61

Policy: 10-01

SCHEDULE A – EXPRESSION OF INTEREST FORM

ATTENTION: PLANNING AND DEVELOPMENT MANAGER
 EXPRESSION OF INTEREST
 TO PURCHASE PROPERTY FROM SMOKY LAKE COUNTY

The information below is not an offer or a contract and does not constitute an interest in land. The purpose of this Expression of Interest is to provide information regarding a desire to purchase property owned by Smoky Lake County prior to negotiation of a formal agreement of purchase and sale. The completion and submission of the Expression of Interest in no way obligates the applicant to purchase the property in question and is not in any way binding upon Smoky Lake County. The Expression of Interest is for information purposes only.

Expressions of Interest will not be reviewed until after any stated deadline date. Where no deadline date is stated, expressions of Interest will be reviewed as received. Smoky Lake County reserves the right to negotiate with only those parties that Smoky Lake County so determines in its sole discretion.

Contact information*Required fields marked with asterisk (*)*

| | |
|------------------------------|----------------------------|
| Date* | 09 JULY 2020 |
| Interested Purchaser's Name* | Bruce MORTON |
| Organization (if applicable) | — |
| Phone Number* | 780-717-2064 |
| E-mail address | ecurbnotrom@gmail.com |
| Mailing Address* | P.O. Box 713 SMOKY LAKE |

Section 61

Policy 10-01

Description of proposed development, including specific uses anticipated for the site (for information purposes only):

INSTALL MOBILE HOME ON
PINES WITHIN 2 YEARS

Realtor Name and Address (if applicable): _____

Legal Description of property requesting to purchase

| | | |
|------------------|-------------------------------------|--------------------------|
| Lot: 15 | Block: 4 | Plan: 314HW |
| Pt. NW | Sec. 10 | Township 59 Range 18 W4M |
| Size: 580.63 sqm | Location/Area: 5112 90 AVE WARSPITE | |

What sale price are you prepared to pay?

| | |
|---|--|
| Sale Price 10,000 | \$ (Please indicate specific dollar amount) |
| Deposit (to be submitted with this form) | \$200.00 |
| Total Price (before GST) | \$ 10,000.00 |
| GST (on sale price and deposit) | \$ 500.00 |
| Balance Due at Closing | \$ 10,300.00 |

Closing Date

What is your preferred date to complete the transaction, take possession and have any adjustments made?

YYYY: 2020 MM: ASAP DD: _____

This information is collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and for the purpose of property sale transactions with Smoky Lake County. It is protected by the privacy provisions of the *Freedom of Information Act*.

SMOKY LAKE COUNTY
BOX 310 ITEM 4.6 - ATTACHMENT #1 - Page 3 of 3
SMOKY LAKE, AB TOA 3C0
PHONE: (780)656-3730 (780)424-7103
FAX: (780)656-3768

OFFICIAL RECEIPT

*** COPY ***

BRUCE MORTON

Reg. #: R121665640
Receipt #: 0302912
Date: 2020/07/10

| Account # | Description | Payment |
|---------------------|--------------------------|---------|
| 1-1-431-12-00-00-00 | OTHER REVENUE - ADMIN | 200.00 |

** Payment Total: 200.00

Cheque 200.00

Kyle Schole
Planning, Development, & Heritage Assistant
Smoky Lake County



4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta T0A 3C0
e: kschole@smokylakecounty.ab.ca
p: (780) 656-3730 ext. 2234 / c: (780) 650-2059
w: <http://www.smokylakecounty.ab.ca/>

ᑭᑭᑭᑭᑭᑭ ᑭᑭᑭᑭᑭᑭ (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory

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From: Kyle Schole
Sent: July 16, 2020 3:35 PM
To: bob novosiwsky <bnovosiwsky@smokylakecounty.ab.ca>; brenda adamson <badamson@smokylakecounty.ab.ca>; Carleigh McMullin <cmcmullin@smokylakecounty.ab.ca>; carole dowhaniuk <cdowhaniuk@smokylakecounty.ab.ca>; cory ollikka <collikka@smokylakecounty.ab.ca>; Daniel Moric <dmoric@smokylakecounty.ab.ca>; dave franchuk <dfranchuk@smokylakecounty.ab.ca>; dave kully <dkully@smokylakecounty.ab.ca>; doug ponich <dponich@smokylakecounty.ab.ca>; ed english <eenglish@smokylakecounty.ab.ca>; evonne zukiwski <ezukiwski@smokylakecounty.ab.ca>; jordan ruegg <jruegg@smokylakecounty.ab.ca>; lydia cielin <lcielin@smokylakecounty.ab.ca>; scott franchuk <sfranchuk@smokylakecounty.ab.ca>; trevor tychkowsky <ttychkowsky@smokylakecounty.ab.ca>
Subject: Reply Required: Application for Disposition of County Land
Importance: High

Folks,

We have received an application to purchase County owned land in Warspite, at 5112 50 Avenue (Plan 34HW, Block 4, Lot 15).



Per Policy 61.10, we're bringing the application forward to the July 28th Departmental. Could you please reply to the P&D Depart. on or before July 24th with any concerns?

Best Regards,

Kyle Schole
Planning, Development, & Heritage Assistant
Smoky Lake County



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Smoky Lake, Alberta T0A 3C0
e: kschole@smokylakecounty.ab.ca
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jordan ruegg

From: Kyle Schole
Sent: July 20, 2020 1:24 PM
To: jordan ruegg
Subject: FW: Reply Required: Application for Disposition of County Land

Kyle Schole
Planning, Development, & Heritage Assistant
Smoky Lake County



4612 - McDougall Drive, PO Box 310
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From: brenda adamson <badamson@smokylakecounty.ab.ca>
Sent: July 16, 2020 4:02 PM
To: Kyle Schole <kschole@smokylakecounty.ab.ca>
Subject: RE: Reply Required: Application for Disposition of County Land

Thanks Kyle,
FYI, in 2014 Smoky Lake County did some demo work on that lot and it is charged to the property taxes. The balance that would need to be paid from proceeds is \$6,219.06

| | | | | | |
|------------|----------|----------------------|------|----------|----------|
| 2014/11/17 | I0453878 | LOT CLEANUP HOUSE DE | 2014 | 4,000.00 | 6,219.06 |
|------------|----------|----------------------|------|----------|----------|

Brenda Adamson, CLGM, CAMP
Finance Manager
Smoky Lake County
(780) 656-3730

From: Kyle Schole <kschole@smokylakecounty.ab.ca>

Sent: July 16, 2020 3:35 PM

To: bob novosiwsky <bnovosiwsky@smokylakecounty.ab.ca>; brenda adamson <badamson@smokylakecounty.ab.ca>; Carleigh McMullin <cmcmullin@smokylakecounty.ab.ca>; carole dowhaniuk <cdowhaniuk@smokylakecounty.ab.ca>; cory ollikka <collikka@smokylakecounty.ab.ca>; Daniel Moric <dmoric@smokylakecounty.ab.ca>; dave franchuk <dfranchuk@smokylakecounty.ab.ca>; dave kully <dkully@smokylakecounty.ab.ca>; doug ponich <dponich@smokylakecounty.ab.ca>; ed english <eenglish@smokylakecounty.ab.ca>; evonne zukiwski <ezukiwski@smokylakecounty.ab.ca>; jordan ruegg <jruegg@smokylakecounty.ab.ca>; lydia cielin <lcielin@smokylakecounty.ab.ca>; scott franchuk <sfranchuk@smokylakecounty.ab.ca>; trevor tychkowsky <ttychkowsky@smokylakecounty.ab.ca>

Subject: Reply Required: Application for Disposition of County Land

Importance: High

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Best Regards,

Kyle Schole
Planning, Development, & Heritage Assistant
Smoky Lake County



4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta T0A 3C0
e: kschole@smokylakecounty.ab.ca

p: (780) 656-3730 ext. 2234 / c: (780) 650-2059
w: <http://www.smokylakecounty.ab.ca/>

ᑲᑎᑲ<Cu ᑲᑲΔg<ᑭ (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory

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jordan ruegg

From: Kyle Schole
Sent: July 20, 2020 1:25 PM
To: jordan ruegg
Subject: FW: Reply Required: Application for Disposition of County Land

Kyle Schole
Planning, Development, & Heritage Assistant
Smoky Lake County



4612 - McDougall Drive, PO Box 310
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From: Daniel Moric <dmoric@smokylakecounty.ab.ca>
Sent: July 17, 2020 8:13 AM
To: Kyle Schole <kschole@smokylakecounty.ab.ca>
Subject: RE: Reply Required: Application for Disposition of County Land

Hi Kyle

Please find that the Gas Dept has no concerns with the potential property sale.

Thank you



Daniel Moric
Natural Gas Manager
Smoky Lake County Natural Gas Dept
Office (780)656-3037

Cell (780)656-5734

From: Kyle Schole

Sent: July-16-20 3:54 PM

To: bob novosiwsky <bnovosiwsky@smokylakecounty.ab.ca>; brenda adamson <badamson@smokylakecounty.ab.ca>; Carleigh McMullin <cmcmullin@smokylakecounty.ab.ca>; carole dowhaniuk <cdowhaniuk@smokylakecounty.ab.ca>; cory ollikka <collikka@smokylakecounty.ab.ca>; Daniel Moric <dmoric@smokylakecounty.ab.ca>; dave franchuk <dfranchuk@smokylakecounty.ab.ca>; dave kully <dkully@smokylakecounty.ab.ca>; doug ponich <dponich@smokylakecounty.ab.ca>; ed english <eenglish@smokylakecounty.ab.ca>; evonne zukiwski <ezukiwski@smokylakecounty.ab.ca>; jordan ruegg <jruegg@smokylakecounty.ab.ca>; lydia cielin <lcielin@smokylakecounty.ab.ca>; scott franchuk <sfranchuk@smokylakecounty.ab.ca>; trevor tychkowsky <ttychkowsky@smokylakecounty.ab.ca>

Subject: RE: Reply Required: Application for Disposition of County Land

Sorry for the multiple emails – for greater clarity, the Parcel is: Plan 314HW, Block 4 Lot 15

Kyle Schole

Planning, Development, & Heritage Assistant
Smoky Lake County



4612 - McDougall Drive, PO Box 310

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Subject: Reply Required: Application for Disposition of County Land

Importance: High

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Best Regards,

Kyle Schole
Planning, Development, & Heritage Assistant
Smoky Lake County



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jordan ruegg

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To: jordan ruegg
Subject: FW: Reply Required: Application for Disposition of County Land

Kyle Schole
Planning, Development, & Heritage Assistant
Smoky Lake County



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From: ed english <eenglish@smokylakecounty.ab.ca>
Sent: July 17, 2020 8:50 AM
To: Kyle Schole <kschole@smokylakecounty.ab.ca>
Subject: RE: Reply Required: Application for Disposition of County Land

Hey Kyle,
Parks and Recreation has no concerns in regards to the selling of this property. (less grass to mow)
Ed English

From: Kyle Schole
Sent: July-16-20 3:35 PM
To: bob novosiwsky <bnovosiwsky@smokylakecounty.ab.ca>; brenda adamson <badamson@smokylakecounty.ab.ca>; Carleigh McMullin <cmcmullin@smokylakecounty.ab.ca>; carole dowhaniuk <cdowhaniuk@smokylakecounty.ab.ca>; cory ollikka <collikka@smokylakecounty.ab.ca>; Daniel Moric <dmoric@smokylakecounty.ab.ca>; dave franchuk <dfranchuk@smokylakecounty.ab.ca>; dave kully <dkully@smokylakecounty.ab.ca>; doug ponich <dponich@smokylakecounty.ab.ca>; ed english <eenglish@smokylakecounty.ab.ca>; evonne zukiwski <ezukiwski@smokylakecounty.ab.ca>; jordan ruegg <jruegg@smokylakecounty.ab.ca>; lydia cielin <lcielin@smokylakecounty.ab.ca>; scott franchuk <sfranchuk@smokylakecounty.ab.ca>; trevor tychkowsky <ttychkowsky@smokylakecounty.ab.ca>

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Smoky Lake County



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NOTE: While COVID-19 has forced the closure of the Smoky Lake County Office until further notice, we remain hard at work. The County, and the Planning & Development Services Dept. continue to be available during regular business hours by phone and electronically.

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SMOKY LAKE COUNTY



| | | |
|--|------------------|----------------------------|
| Title: Disposition of County Owned Property | | Policy No: 10-01 |
| Section: 61 | Code: P-R | Page No.: 1 of 14 E |

| | |
|-------------------------------|-----------------------------|
| Legislative Reference: | Alberta Provincial Statutes |
|-------------------------------|-----------------------------|

| | |
|-----------------|--|
| Purpose: | To outline the procedures and requirements for disposition of County owned lands not required for present or future County operations. |
|-----------------|--|

Policy Statement and Guidelines:

1.0 STATEMENT

Smoky Lake County owns a variety of land assets, some of which the County acquired through tax forfeiture. The County recognizes that these lands are deemed as surplus and wishes to dispose of same with a consistent and transparent process at a fair market value whenever possible.

2.0 OBJECTIVE

On behalf of County Council, administration is to receive and coordinate all requests to dispose of surplus property in accordance with federal, provincial, and municipal laws.

3.0 GUIDELINES

It shall be the policy of Council to consider the sale of municipally owned land when requests are received or when land is no longer required for municipal purposes.

4.0 REQUEST TO PURCHASE LAND:

- 4.1 An individual wishing to purchase land owned by Smoky Lake County must complete the **Schedule A - Expression of Interest Form** in its entirety and submit a cash deposit of \$200.00.
- 4.2 Upon receipt of the "Expression of Interest", the Planning and Development Manager will:
 - 4.2.1 Circulate the legal land description to the management team to determine if the County has a potential for future use of said lands.
 - 4.2.2 Obtain a current assessed value for the said lands from the County's assessor.
 - 4.2.3 Prepare a report and recommendation to be presented to Council for consideration attaching the compiled comments from the management team.
 - 4.2.4 If County Council agrees to proceed with the sale of the said lands by resolution, an advertisement will be placed in the local newspaper for (2) two consecutive weeks.

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|--|----------------------------|
| Title: Disposition of County Owned Property | Policy No: 10-01 |
| Section: 61 | Code: P-R |
| | Page No.: 2 of 14 E |

Policy Statement and Guidelines:

- 4.2.5 Develop and maintain a list of County owned lands for sale to be reviewed by County Council by December 31st of each calendar year.
- 4.2.6 The listing will be made available on Webmap and the County's website.
- 4.3 If a decision is made not to sell the land in question, the \$200.00 cash deposit shall be refunded in its entirety.
- 4.4 If the Administration advertises (sample attached as **Schedule B – Sample Advertisement For Sale of County Owned Property**) as per Council direction for the sale of the land, and if the applicant is the successful bidder or if a decision is made pursuant to Section (8) hereof to waive this policy and sell directly to the applicant, then the \$200.00 cash deposit shall be applied to the price of the land.
- 4.5 If the applicant is not the successful bidder for the land, the \$200.00 cash deposit will be returned to the applicant.
- 4.6 If the applicant is the only bidder (and the bid is accepted by County Council) for the land in question, the \$200.00 cash deposit will be applied to the price of the land.
- 4.7 Interested Purchaser(s) are responsible for obtaining the following documents: Certificate of Title, Caveats registered on the land title, Property Dimensions, Zoning, Aerial Photo, Tax Certificate at his or her own costs. Alternatively, some of this information may be obtained free of charge by accessing the County's Geographical Information Systems (GIS) on the County's website at <http://webmap.smokylakecounty.ab.ca>. This information can be obtained by an interested Purchaser prior to submitting an "Expression of Interest".

5.0 REQUEST FOR PROPOSALS:

- 5.1 Council may consider, from time to time, the sale of certain parcels of municipally owned land by way of "Request For Proposals" which shall be advertised in a local paper for a period of not less than (3) three consecutive weeks and the County's website.
- 5.2 Proposals submitted to the County for the purchase of municipally owned land may include but not be limited to the following information:
 - 5.2.1 Detailed description of economic impact of the project including number of jobs created both part-time and full-time.
 - 5.2.2 Detailed description of the development proposed;
 - 5.2.3 Detailed plot plan showing specific location of any buildings, structures or developments (including parking area) within the site;
 - 5.2.4 Schedule for the construction of all components of the proposed development;

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|--|-----------------------------------|
| Title: Disposition of County Owned Property | Policy No: 10-01 |
| Section: 61 | Code: P-R |
| | Page No.: 3 of 14 E |

Policy Statement and Guidelines:

- 5.2.5 Detailed description of the building design and other components such as exterior building materials, façade, signage, landscape and other aesthetics impacting on the area where the development will occur;
 - 5.2.6 Amount offered for land on a per acre basis and an estimate of total value of project when complete; and,
 - 5.2.7 Detailed description of economic impact of the project including number of jobs created both part-time and full-time.
- 5.3 Criteria for rating proposals shall be as follows:
- 5.3.1 Suitability of Development Rating 20 pts.
 - 5.3.1.1 Land Use Planning compatibility
 - 5.3.1.2 Accessibility
 - 5.3.1.3 Complimentary to existing uses in the area
 - 5.3.1.4 Aesthetic impact (ie. structure, landscape, signage, etc.)
 - 5.3.2 Economic Development Rating 20 pts.
 - 5.3.2.1 Employment opportunities
 - 5.3.2.2 Tax base impact (displacement)
 - 5.3.2.3 Need for service
 - 5.3.2.4 Competitiveness to Community
 - 5.3.3 Infrastructure Benefits Rating 20 pts.
 - 5.3.3.1 Potential to improve sewer service.
 - 5.3.3.2 Potential to improve road/access service.
 - 5.3.3.3 Potential to improve other provincial or municipal services.
 - 5.3.3.4 Potential to allow for improved communication services.
 - 5.3.4 Community Benefits Rating 20 pts.
 - 5.3.4.1 Provides for needs of local residents.
 - 5.3.4.2 Reduces need to seek services outside local area.
 - 5.3.4.3 Enhances the building compliment in the area.
 - 5.3.4.4 Supports or encourages tourism.
- 5.4 Council is not bound to accept any proposal, and may accept a proposal in whole or in part.
- 5.5 The Transfer of Land will be made subject to the conditions of a land sale agreement which shall be negotiated between the developer and County Council.

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|--|------------------|----------------------------|
| Title: Disposition of County Owned Property | | Policy No: 10-01 |
| Section: 61 | Code: P-R | Page No.: 4 of 14 E |

Policy Statement and Guidelines:

- 5.6 Provision for Transfer of Land back to the County based upon project timelines not being met will be considered.
- 5.7 Pursuant to the provisions of the Municipal Government Act the County must receive at least market value for land sold.

Procedures for Section 5.0 – Request For Proposals

- 5.8 All Request For Proposals for the purchase of land shall be accompanied by a cash or cheque deposit equal to ten percent (10%) of the bid price, or such other amount as the Council may have determined. Failure to enclose the required deposit will result in rejection of the bid.
- 5.9 The County reserves the right to reject any or all proposals received. Should the County decide that it is in the best interest of the County to retain the subject lands, the bidders shall have no claim against the County.
- 5.10 Only those bids received on or before the deadline date advertised for the submission of Request For Proposals will be considered by the County.
- 5.11 If a proposal is withdrawn following acceptance by the County, the accepted deposit shall be forfeited to and retained by the County as liquidated damages, with the County reserving the right to proceed against the bidder for additional expenses and damages incurred and the bidder deemed not to have been received.
- 5.12 The County accepts no responsibility for damage to the tendered land after the date of notification of acceptance of the proposals to the successful bidder.

6.0 ELIGIBILITY OF PROPERTY FOR SALE

- 6.1 Council shall investigate and verify the ownership of land before offering land for sale. Ownership will be determined by the completion of a title search by the Planning & Development Manager.
- 6.2 Council may request a valuation of the land (appraisal) to be sold at any time.
- 6.3 All sales of municipally owned land shall comply with the provisions set out in Section 70 of the Municipal Government Act and amendments thereto for the sale of municipal land.

7.0 TERMS OF SALE

- 7.1 A **Schedule C - Agreement To Purchase** shall be signed by all parties within 30 days of a Council resolution attached hereto as.

| | | |
|--|------------------|----------------------------|
| Title: Disposition of County Owned Property | | Policy No: 10-01 |
| Section: 61 | Code: P-R | Page No.: 5 of 14 E |

Policy Statement and Guidelines:

7.2 Once all conditions have been completed as stated in the agreement the Chief Administrative Officer shall sign **Schedule D – Sample Notice** and forward the original signed document to the Purchaser. The Purchaser shall forward same to his/her solicitor.

7.3 Within 60 days of receiving the executed Schedule D, the purchaser shall arrange to have a solicitor of their choice complete the Transfer of Land. All costs associate with same shall be borne by the Purchaser.

8.0 WAIVER OF THIS POLICY

8.1 Advertising is not required for the sale of land in the following instances as per Section 70 (2) of the Municipal Government Act:

8.1.1 To be used for the purposes of supplying a public utility as defined in Section 1(1)(y)the Municipal Government Act,

8.1.2 Transferred or granted under Division 8 Part 10 of the Municipal Government Act before the period of redemption under that Division, or

8.1.3 To be used by a non-profit organization as defined in Section 241(f) of the Municipal Government Act.

9.0 OTHER

9.1 This policy does not apply to lands listed and/or sold at a Public Auction held by the municipality.

9.2 Smoky Lake County provides no representation or warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions, accessibility or suitability for development. Each Parcel (including any and all structures located thereon) is sold on an “as is” basis and the Purchaser is the purchasing the parcel(s) at his or her own risk.

9.3 All costs for servicing the lot shall be borne by the Purchaser.

9.4 The Purchaser shall be responsible for obtaining all necessary development, building, and other related permits if the Purchaser wishes to commence with the development on said lands.

9.5 The County reserves the right at its discretion to accept, reject or further negotiate with any and all applications and/or cancel a listing at any given time.

9.6 The County reserves the right to specify a reserve bid on the lands being offered for sale.

9.7 The proceeds from the sale of non-reserve lands shall be allocated to a County reserve as directed by Council.

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|--|------------------|----------------------------|
| Title: Disposition of County Owned Property | | Policy No: 10-01 |
| Section: 61 | Code: P-R | Page No.: 6 of 14 E |

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| Policy Statement and Guidelines: | |
| 9.8 | The proceeds from sales of Municipal Reserves (MR) and/or, Municipal and School Reserves shall be allocated to the Cash in Lieu of Municipal Reserve Account. |
| 10.0 | PENDING LAND SALES |
| 10.1 | Any land sale pending prior to the adoption of this policy shall be considered null and void unless a written extension has been agreed to by County Council on or before the adoption of this policy. |

| | Date | Resolution Number |
|-----------------|-----------------------|-------------------------------|
| Approved | March 28, 2014 | # 368-14 - Page #11163 |
| Approved | | |
| Amended | | |
| Amended | | |

SCHEDULE A – EXPRESSION OF INTEREST FORM

**ATTENTION: PLANNING AND DEVELOPMENT MANAGER
EXPRESSION OF INTEREST
TO PURCHASE PROPERTY FROM SMOKY LAKE COUNTY**

The information below is not an offer or a contract and does not constitute an interest in land. The purpose of this Expression of Interest is to provide information regarding a desire to purchase property owned by Smoky Lake County prior to negotiation of a formal agreement of purchase and sale. The completion and submission of the Expression of Interest in no way obligates the applicant to purchase the property in question and is not in any way binding upon Smoky Lake County. The Expression of Interest is for information purposes only.

Expressions of Interest will not be reviewed until after any stated deadline date. Where no deadline date is stated, expressions of Interest will be reviewed as received. Smoky Lake County reserves the right to negotiate with only those parties that Smoky Lake County so determines in its sole discretion.

Contact information

Required fields marked with asterisk ()*

| | |
|------------------------------|--|
| Date* | |
| Interested Purchaser's Name* | |
| Organization (if applicable) | |
| Phone Number* | |
| E-mail address | |
| Mailing Address* | |

Section 61

Policy 10-01

Description of proposed development, including specific uses anticipated for the site (for information purposes only):

| |
|--|
| |
|--|

Realtor Name and Address (if applicable): _____

Legal Description of property requesting to purchase

| | | | | | |
|-------|------|----------------|-------|-------|--|
| Lot: | | Block: | | Plan: | |
| Pt. | Sec. | Township | Range | W4M | |
| Size: | | Location/Area: | | | |

What sale price are you prepared to pay?

| | |
|---|--|
| Sale Price | \$ (Please indicate specific dollar amount) |
| Deposit (to be submitted with this form) | \$200.00 |
| Total Price (before GST) | \$ |
| GST (on sale price and deposit) | \$ |
| Balance Due at Closing | \$ |

Closing Date

What is your preferred date to complete the transaction, take possession and have any adjustments made?

YYYY: _____ MM: _____ DD: _____

This information is collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and for the purpose of property sale transactions with Smoky Lake County. It is protected by the privacy provisions of the *Freedom of Information Act*.

Section 61

Policy 10-01

SCHEDULE B – SAMPLE ADVERTISEMENT FOR SALE OF COUNTY OWNED PROPERTY

**PUBLIC NOTICE
SMOKY LAKE COUNTY**

NOTICE is hereby given that Smoky Lake County is offering for sale, by Public Bid, lands described as:

| Roll # | Legal Description: | Area of Development: | Title Number: | Size: | Electoral Division: | Zoning: |
|--------|--------------------|----------------------|---------------|-------|---------------------|---------|
|--------|--------------------|----------------------|---------------|-------|---------------------|---------|

<insert map>

TERMS: Cash plus G.S.T. Each parcel offered for sale is subject to Council acceptance and to the reservations and conditions contained in the existing Certificate Of Title including Caveats and/or Easements. The purchaser is responsible for the cost of all services including water, sewer, roads, power, natural gas, sanitary and storm sewer where applicable and necessary access to the property, and for any and all other costs associated with the sale of the lands (including Transfer of Land).

The minimal accepted bid shall be \$ _____ (excluding GST).

Person(s) interested must submit the required Expression Of Interest Form in a sealed envelope marked **“EXPRESSION OF INTEREST FORM TO PURCHASE PROPERTY”**.

The aforementioned property is being offered for sale on an “AS IS” basis and the County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, absence or presence of environmental contamination or the development ability of the subject lands for any intended use by the Purchaser.

No offer will be accepted where the Purchaser attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County.

Smoky Lake County Council has the full right to reject any or all Expression(s) Of Interest(s).

Deadline for submitting an interest is _____ at 12:00:00 Noon.

Please submit to: Cory Ollikka, Chief Administrative Officer
Smoky Lake County
Box 310
Smoky Lake County, Alberta T0A 3C0

Section 61

Policy 10-01

SCHEDULE C – SAMPLE AGREEMENT TO PURCHASE

AGREEMENT TO PURCHASE

THIS AGREEMENT made this _____ day of _____, A.D., 20__.

BETWEEN:

SMOKY LAKE COUNTY
a Municipal Corporation
Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
(hereinafter called "the County")

OF THE FIRST PART

- AND -

PURCHASER'S NAME

_____ Mailing Address Phone Numbers: Residence Work Cellular

(hereinafter called "the Purchaser")

OF THE SECOND PART

WHEREAS, the Purchaser agrees to purchase the lands legally described as:

Legal Land Description:

(hereinafter called "the Lands")

AND WHEREAS the County and the Developer wish to enter into an Agreement regarding the sale of said Lands.

THE PARTIES of this Agreement, in consideration of the promises and the mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

Section 61

Policy 10-01

1. Smoky Lake County provides no representation or warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions, or suitability for development. Each Parcel is sold on an "as is" basis and the Purchaser is purchasing the Parcel(s) at its own risk.
2. No terms or conditions of final sale will be considered other than those specified by Smoky Lake County in this agreement.
3. The Purchaser shall pay the County the full purchase price is full at the time of signing this agreement. Purchase price: \$ _____.
4. The Land Transfer must be completed prior to the acceptance of a development permit, subdivision application, rezoning application, and/or any safety codes permits.
5. The purchaser is responsible for the cost of all services including water, sewer, roads, power, natural gas, sanitary and storm sewer where applicable and necessary access to the property and for any other costs associated with the sale.
6. Applicants who rescind their land purchase application after it has been accepted (by resolution of Council) will be subject to an administrative processing fee of \$200.00.
7. Applicants owing overdue debts with the municipality will not be considered for approval until all debts have been paid to the County.
8. Applicants who are under litigation with the municipality will not be considered for approval until the case has been resolved with the County.
9. All fees, including hiring a solicitor to transfer said lands, are to be paid by the purchaser.
10. The purchaser will be responsible for obtaining all necessary development, building, and other related permits if the purchaser desires to proceed with development on said lands.
11. Failure to adhere to all conditions outlined in this agreement will result in a non-refundable administrative fee as stated in Section 6.
12. This Agreement shall not be assignable by the Purchaser.
13. The County has the legal right to sell the said property.
14. This Agreement is for the benefit of and shall be binding upon heirs, executors, administrators and assigns of the individual parties and the successors and assigns of corporate parties.

Section 61

Policy 10-01

15. Any notices required by one party to be given to the other shall be given at the following address:

Name
Address

And

Smoky Lake County
Box 310
Smoky Lake, Alberta T0A 3C0

IN WITNESS WHEREOF the Parties here have caused their signatures to be hereunto affixed the day and year first above written.

SMOKY LAKE COUNTY

CHIEF ADMINISTRATIVE OFFICER

REEVE

WITNESS

}

PURCHASER

WITNESS

}

PURCHASER

Section 61

Policy 10-01

AFFIDAVIT OF EXECUTION

CANADA) I, _____,
 PROVINCE OF ALBERTA) of the Smoky Lake County,
 TO WIT:) in the Province of Alberta,
) MAKE OATH AND SAY:

1. THAT I was personally present and did see **NAME(S)**, named in the within instrument, on the basis of the identification provided to me, duly sign and execute the same for the purpose named therein;
2. THAT the instrument was executed at the Smoky Lake County, Alberta and that I am the subscribing witness thereto;
3. THAT I believe the person(s), whose signature(s) I witnessed, is (are) at least eighteen (18) years of age.

Sworn before me at the Smoky Lake County,)
 in the Province of Alberta)
 this ____ day of _____, 20__)
) _____)
))
))
 _____)
 A Commissioner for Oaths in and for the)
 Province of Alberta)

Section 61

Policy 10-01

SCHEDULE D – SAMPLE NOTICE

(to be printed on County letterhead)

NOTICE TO TRANSFER LAND

TO: Name of Purchaser

DATE: _____

FILE #: _____

RE: Land Sale of _____.

I, Cory Ollikka, Chief Administrative Officer of Smoky Lake County, hereby authorize for the Transfer of Land to be completed on behalf of the Purchaser. The Purchaser shall be responsible for any and all costs associated with the Transfer of Land. Motion No. was passed on _____ authorizing said transfer as follows:

“state the motion as indicated in the Council minutes”

Please prepare all necessary documentation for Smoky Lake County’s signature and seal.

Thank you.

Cory Ollikka
Chief Administrative Officer

TWP RD 592

50 AVENUE

RCE RD 183

Plan 314HW, Block 4, Lot 15

1919

Warespl



8.7 HAMLET GENERAL (HG) DISTRICT

1. Purpose

The general purpose of this district is to permit and regulate development within the Hamlets of Bellis, Edward, Spedden and Warspite.

2. Permitted Uses

- A. Agricultural Support Service
- B. Automobile Repair Shop, Major
- C. Automobile Repair Shop, Minor
- D. Automobile Sales
- E. Bakery
- F. Bank
- G. Basement Suites
- H. Bed and Breakfast Establishment
- I. Buildings and Uses Accessory to Permitted Uses
- J. Business Office
- K. Child Care Facility
- L. Clinic
- M. Club or Lodge
- N. Community Hall
- O. Commercial Uses
- P. Convenience Retail Service
- Q. Day Care Facility
- R. Day Home
- S. Dwelling, Single Detached
- T. Drive-in Business
- U. Eating and Drinking Establishment
- V. Extensive Agriculture
- W. Home Occupation, Minor
- X. Home Occupation, Major
- Y. In-law Suite
- Z. Neighbourhood Park
- AA. Protective or Emergency Services
- BB. Public or Quasi-Public Services
- CC. Public Park
- DD. Retail Store
- EE. Secondary Suite
- FF. Solar Energy Conversion System
- GG. Wind Energy Conversion System, Micro

3. Discretionary Uses

- A. Amusement Establishment, Indoor
- B. Amusement Establishment, Outdoor
- C. Animal Clinic

- D. Animal Hospital
- E. Animal Hospital, Large
- F. Apartment
- G. Auctioneering Facility
- H. Bakery, Large
- I. Bed and Breakfast Establishments
- J. Buildings and Uses Accessory to Discretionary Uses
- K. Building Supply and Lumber Outlet
- L. Bulk Fuel Storage and Sales
- M. Day Care Facility
- N. Duplex (Side-by-side and vertical)
- O. Campground, Basic
- P. Car wash Establishment
- Q. Cemetery
- R. Communication Tower Facility
- S. Drinking Establishment
- T. Drive-in Business
- U. Dwellings within buildings in which the predominant use is one or more of the listed permitted or discretionary uses, provided, however, that the dwellings have direct access to the outside of the building
- V. Family Care Facility
- W. Garage Suite
- X. Garden Suite
- Y. Group Care Facility
- Z. Guest House
- AA. Entertainment Establishment
- BB. Liquor sales/distribution Service
- CC. Manufactured Home
- DD. Modular Home
- EE. Motel
- FF. Multi-Unit Dwelling
- GG. Multi-Use Development
- HH. Natural Area
- II. Neighbourhood Convenience (or retail) Store
- JJ. Outdoor Eating Establishment
- KK. Places of Worship
- LL. Private Club or Lodge
- MM. Public Utilities
- NN. Public Utility building
- OO. Rural Commercial
- PP. Servicing Establishment
- QQ. Shipping Container
- RR. Shopping Centre
- SS. Small Radio Communication Facilities
- TT. Surveillance Suite
- UU. Transfer Station
- VV. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A. Minimum Lot Area for Low Density Residential Uses (Single Detached Dwellings, Manufactured and Modular Homes)

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum and maximum lot dimensions for residential uses shall be as follows:

| | | Minimum Lot Frontage | Minimum Lot Area |
|------|---------------------------------------|----------------------|-------------------------------|
| i. | Un-serviced | 30.5 m (100.0 ft.) | 1858.0 sq. m (20,000 sq. ft.) |
| ii. | Serviced (Municipal Sewer & Water) | 15.2 m (50.0 ft.) | 557.4 sq. m (6,000 sq. ft.) |
| iii. | Municipal Sewer Only | 30. m (100.0 ft.) | 929.0 sq. m (10,000 sq. ft.) |
| iv. | Municipal Water Only | 30.5 m (100.0 ft.) | 1393.5 sq. m.(15,000 sq. ft.) |

B. Minimum Site Area for Medium Density Residential Uses and High Density Residential Uses – as required by the Development Authority

C. Minimum Site Area for all other uses – as required by the Development Authority

- i. Where shopping centres or groups of shops are to be built on a site, developers shall provide a Development Concept Plan identifying the proposed parcel boundaries, location(s) of building(s), access, parking and specific commercial uses, and any other matter required by the Development Authority, to the satisfaction of the Development Authority.

5. Development Regulations

A. Minimum Ground Floor Area

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum ground floor area for residential and non-residential developments shall be as follows:



| Minimum Ground Floor Area | | |
|---------------------------|--------------------------------------|---|
| i. | Single Detached Residential | 69.7 sq. m (750.0 sq. ft.) |
| ii. | Duplexes (side-by-side and vertical) | 55.7 sq. m (600.0 sq. ft.) for each dwelling unit |
| iii. | Manufactured Home | 55.7 sq. m (600.0 sq. ft.) |
| iv. | Modular Home | 65.0 sq. m (700.0 sq. ft.) |
| v. | All other residential uses | As required by the Development Authority |
| vi. | All other non-residential uses | As required by the Development Authority |

B. Minimum Yard Requirements

i. Minimum Yards – Single Detached Dwellings, Manufactured and Modular Homes

| Minimum Yard Requirements - Single Detached Dwellings, Manufactured and Modular Homes | |
|---|--|
| Front | 7.6 m (25.0 ft.) |
| Rear | 7.6 m (25.0 ft.) |
| Side | 10% of the lot width but not less than 1.5 m (5.0 ft.) |

- ii. Minimum Yards - All other residential uses – as required by the development authority
- iii. Notwithstanding **subsections (i), and (ii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.
- iv. Minimum Yards – Commercial Uses

| Minimum Yard Requirements – Commercial Uses | |
|---|---|
| Front | No front yard setback is required except where the Development Authority may deem it necessary to conform to existing development setbacks. |
| Rear | Minimum 7.6 m (25.0 ft.) or as required by the Development Authority. |
| Side | 10% of the lot width but not less than 1.5 m (5.0 ft.) |
| When bounded by Commercial Lots and a lane | No setback is required |
| When bounded by Commercial Lots and no lane | 4.5 m (15.0 ft.) |
| When adjacent to a residential lot | 1.5 m (5.0 ft.) |

- v. Minimum Yard Requirements - All Other Non-Residential Uses – As required by the Development Authority

C. Maximum Site Coverage –

| Maximum Site Coverage | | |
|-----------------------|------------------|--|
| i. | Residential Uses | 45% Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings. |
| ii. | Commercial Uses | 80% provided that provisions have been made for on-site parking, loading, storage and waste disposal to the satisfaction of the Development Authority. |
| iii. | All other uses | At the discretion of the Development Authority |

D. Maximum Height

| Maximum Height | | |
|----------------|--|--|
| i. | Single Detached Dwellings and Modular Homes | Maximum 10.0 m (33.0 ft.) |
| ii. | Manufactured Homes | Maximum 10.0 m (33.0 ft.) |
| iii. | Buildings Which are Accessory to Single Family Dwellings, Modular Homes and Manufactured Homes | Maximum 10.0 m (33.0 ft.) |
| iv. | Uses All Other Uses | At the discretion of the Development Authority |
| v. | Buildings Which are Accessory to Discretionary | At the discretion of the Development Authority |

6. Other Regulations

- A. Residential parcels will not be allowed:
- i. within required setbacks from a sewage treatment plant or lagoon or solid waste disposal site as specified by the appropriate guidelines or authority;
 - ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
 - iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
 - iv. within a 1 in 100 year flood plain.
- B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.
- C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
- D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.

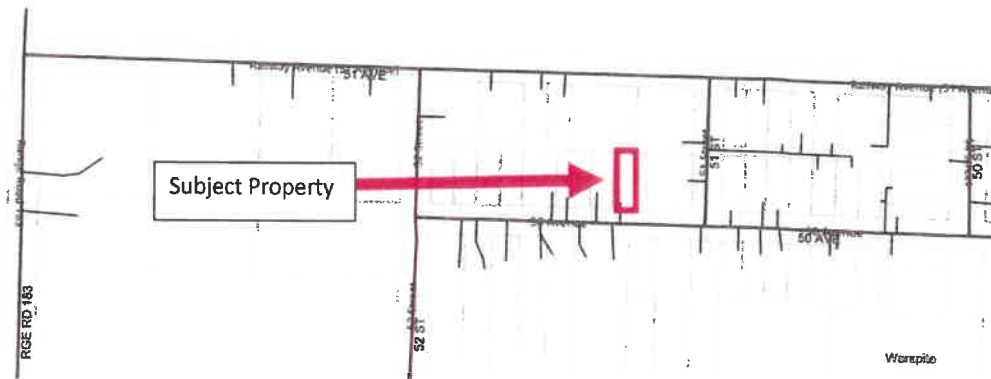
- E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
- F. Grading and drainage of the site shall be provided in accordance with **Section 6.11** of this Bylaw.
- G. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.
- H. Motels shall be developed in accordance with **Section 6.22** of this Bylaw.
- I. Vehicle Washing Establishments (carwashes) shall be developed in accordance with **Section 7.35** of this Bylaw.
- J. Places of Worship shall be developed in accordance with **Section 6.29** of this Bylaw.
- K. Private Liquor Stores and Storage Facilities shall be developed in accordance with **Section 7.19** of this Bylaw.
- L. Private swimming pools and hot tubs shall be developed in accordance with **Section 2.2** of this Bylaw.
- M. Service Stations and Gas Stations shall be developed in accordance with **Section 7.30** of this Bylaw.
- N. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.
- O. Small Radio Communication Facilities shall be developed in accordance with **Section 7.32** of this Bylaw.
- P. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw.
- Q. Wind Energy Conversion Systems shall be developed in accordance with **Section 2.9** of this Bylaw.



PUBLIC NOTICE LAND SALE

NOTICE is hereby given that Smoky Lake County is offering for sale, by Public Bid, lands described as follows:

| Roll # | Legal Description: | Area: | Title No.: | Size: | Electoral Division: | Zoning: |
|----------|---------------------------------|-----------------------|-------------|-------------------|---------------------|---------------------------|
| 40300415 | Plan 314HW Block 4 Lot 15 | Hamlet of Warspite | 102 427 035 | +/- 0.14 acres | 3 | HG – Hamlet General |



TERMS: Cash plus G.S.T. Each parcel offered for sale is subject to approval by Council, and to the reservations and conditions contained in the existing Certificate of Title including caveats and/or easements. The purchaser is responsible for the cost of all services including water, sewer, roads, power, natural gas, sanitary and storm sewer where applicable, and for any and all other costs associated with the sale of the lands (including Transfer of Land).

The minimal accepted bid shall be **\$10,000.00** (plus GST).

Person(s) interested must submit the required Expression of Interest Form in a sealed envelope marked **"EXPRESSION OF INTEREST FORM TO PURCHASE PROPERTY"**.

The aforementioned property is being offered for sale on an "AS IS" basis and the County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, absence or presence of environmental contamination or the developability of the subject lands for any intended use by the Purchaser.





No offer will be accepted where the Purchaser attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County.

Smoky Lake County Council has the full right to reject any or all Expressions of Interest.

Note: A copy of the Expression of Interest Form can be obtained at the Smoky Lake County Office during normal business hours. For further information please contact Jordan Ruegg, Planning & Development Manager at 780-656-3730 or 780-650-5207.

Deadline for submitting an interest is Tuesday August 25, 2020 at 12:00:00 noon.

Please submit to: Lydia Cielin, Interim Chief Administrative Officer
Smoky Lake County
4612, McDougall Drive, Box 310
Smoky Lake County, Alberta T0A 3C0

| | | | | | |
|--|--|-----------------|------------|--|---|
| REQUEST FOR DECISION | DATE | August 27, 2020 | 4.7 | | |
| TOPIC | <p style="text-align: center;">Membership for Alberta Bilingual Municipalities Association (ABMA)</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> | | | | |
| PROPOSAL BACKGROUND | <p>That Smoky Lake County Council APPROVE that administration secure membership in the Alberta Bilingual Municipalities Association (ABMA) for 2020-21, and to attend the forthcoming strategic planning session.</p> <p>ABMA is a Conseil de développement économique de l'Alberta (CDEA) initiative that began in November 2010 (Formerly known as the Concerto Network). The ABMA brings together bilingual municipalities in Alberta to highlight the added value of bilingualism for sustainable economic development. ABMA does this through social and cultural contributions of which enhance the reach within these communities to a larger economy.</p> <p>VISION: To be the leader in support of Francophone economic development in Alberta.</p> <p>MISSION: Support the development of an autonomous, dynamic and innovative French-speaking economic power.</p> <p>WHAT ARE THE BENEFITS OF JOINING THE ABMA</p> <ul style="list-style-type: none"> • Contributing to the attractiveness and competitiveness of local municipalities • Infusing knowledge of French facts into the municipal economy's • Encouraging economic vitality and sustainable growth of municipalities • Highlight the presence of entrepreneurs and increase new business synergies • Ensure provincial, national and international visibility <p>WHAT ARE THE IMPACTS OF BEING ABMA MEMBER?</p> <ul style="list-style-type: none"> • Tourism development • Attracting Investors and Bilingual Skilled Workers • Developing initiatives in green economy <p>CURRENT ABMA MEMBERS</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Beaumont • Bonnyville </td> <td style="vertical-align: top; padding-left: 20px;"> <ul style="list-style-type: none"> • Legal • McLennan </td> </tr> </table> | | | <ul style="list-style-type: none"> • Beaumont • Bonnyville | <ul style="list-style-type: none"> • Legal • McLennan |
| <ul style="list-style-type: none"> • Beaumont • Bonnyville | <ul style="list-style-type: none"> • Legal • McLennan | | | | |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Donnelly • Falher • Grande Prairie • Girouxville • Lac la Biche <ul style="list-style-type: none"> • Morinville • Northern Sunrise County • Plamondon • Saint-Paul • Smoky River • Town of Smoky Lake <ul style="list-style-type: none"> • The Town of Smoky Lake adopted its membership in AMBA at their August 18, 2020 Council. • A presentation package has been prepared by ABMA for additional information. © ATTACHMENT 1 • A summary of the Tourism Development Meeting which took place at Metis Crossing in February 2020 is included as © ATTACHMENT 2 • Membership forms are included as © ATTACHMENT 3 |
|--|--|

CORRELATION TO BUSINESS (STRATEGIC) PLAN

Victoria District Economic Development Strategy Bylaw 1372-20.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Municipal Government Act

Part 1
Purposes, Powers and Capacity of Municipalities
Municipal purposes

3 The purposes of a municipality are

(a) to provide good government,

(a.1) to foster the well-being of the environment,

(b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality,

(c) to develop and maintain safe and viable communities, and

(d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

RSA 2000 cM-26 s3;2016 c24 s6;2017 c13 s1(3)

BENEFITS

- Enhanced communications exposure for the County
- COVID-19 Recovery & resilience
- Tourism Development

| | |
|--|--|
| | <ul style="list-style-type: none"> • Translation & Communications Development • Enhanced Coordination |
| DISADVANTAGES | <ul style="list-style-type: none"> • Staff time |
| ALTERNATIVES | <ul style="list-style-type: none"> • Take not action/Defer |
| FINANCE/BUDGET IMPLICATIONS | |
| Operating Costs: _____ | Capital Costs: _____ |
| Budget Available: _____ | Source of Funds: _____ |
| Budgeted Costs: _____ | Unbudgeted Costs: _____ |
| INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS | <ul style="list-style-type: none"> • New relationship with member municipalities • New relationship with Conseil de développement économique de l'Alberta (CDEA) |
| COMMUNICATION STRATEGY | <ul style="list-style-type: none"> • Grapevine • Website |
| RECOMMENDATION | |
| <p>That Smoky Lake County Council APPROVE that administration secure membership in the Alberta Bilingual Municipalities Association (ABMA) for 2020-21, and to attend the forthcoming strategic planning session.</p> | |
| CHIEF ADMINISTRATIVE OFFICER | |

**ALBERTA
BILINGUAL
MUNICIPALITIES
ASSOCIATION**



**ASSOCIATION
BILINGUE DES
MUNICIPALITÉS DE
L'ALBERTA**

VISION AND MISSION

- ▶ To unite municipalities that have or are interested in promoting their **economic prosperity through bilingualism** (official languages of ABMA).
- ▶ Foster collaboration among member municipalities around common goals for **economic growth** in their respective regions.

The term « bilingual » is used here to describe those municipalities who acknowledge the Francophone presence in their community and who will seek to reap the economic and social benefits associated with that presence.

HISTORIC

- ▶ The concept of the ABMA was inspired by Association of Manitoba Bilingual Municipalities (AMBMM), which has a strong presence in their province. Their member municipalities are directly recognized by their provincial government as being bilingual.
- ▶ In fall 2010, the CDÉA launched the “Concerto” initiative, known today as ABMA.
- ▶ Brings together 13 municipalities that highlight the added value of bilingualism for sustainable economic development.



GOALS

- ▶ The ABMA aims to increase the competitiveness of member municipalities compared to unilingual municipalities by recognizing the added value of being bilingual.
- ▶ By helping to attract investment by demonstrating openness to collaborative ventures.
- ▶ It could allow francophone and bilingual entrepreneurs greater access to funding for start-ups and/or growth.
- ▶ Attract qualified bilingual workers to the area.
- ▶ The recognition of being bilingual would also benefit municipalities by helping them attract tourists either from within Canada or internationally.

GOALS

- ▶ Supporting the creation and consolidation of bilingual community projects, we not only aim to increase economic growth, but increase our scope of influence at the Provincial and Federal Levels.
- ▶ One of our goals for our member municipalities is to be directly recognized as being bilingual by our provincial government. This would open the door to so many more partnerships and funding opportunities. It would also allow the association to be an independent group, as we currently are supported by the CDEA.

MUNICIPALITIES MEMBERS

Central

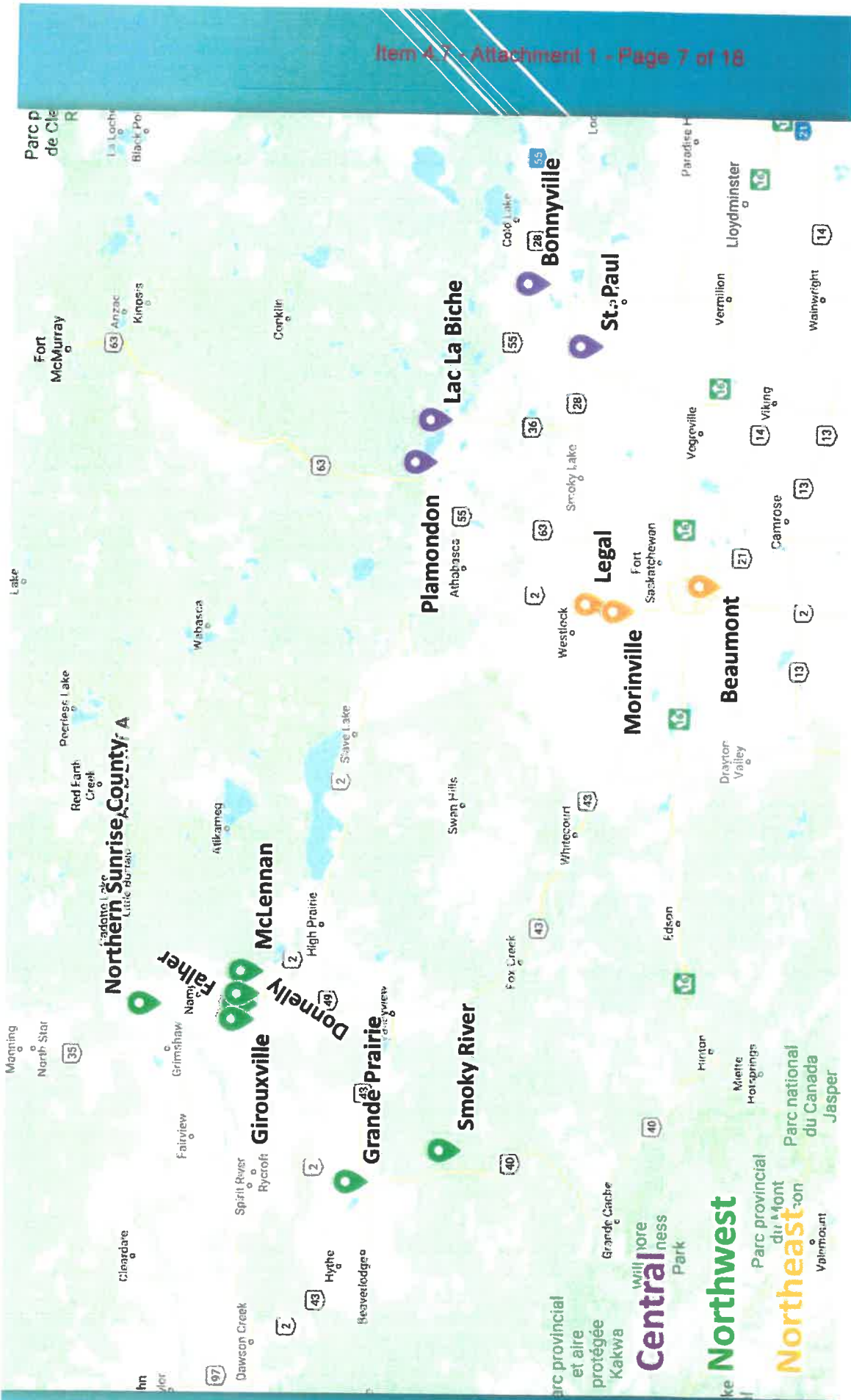
- Beaumont
- Legal
- Morinville

North West

- Donnelly
- Girouxville
- Grande Prairie
- Falher
- McLennan
- Northern Sunrise County
- Smoky River

North East

- Bonnyville
- Lac La Biche
- Plamondon
- St. Paul



ABMA COMPONENTS

Tourism Development

- We are promoting each of the members to our target audiences, namely Francophones outside of the province and francophone countries.
- We are currently initiating the project « Northern Alberta Bilingual Tourism Network ». The future vision of this project is to bring the Network across the entire province.

Recruitment and Employability

- Alberta continues to face real needs for qualified labor. We are working with our partners to facilitate the provision of qualified bilingual people to try to meet the real needs in terms of recruiting.

ABMA COMPONENTS

Attraction of Francophone/Bilingual Business Investors

- Alberta's economic vitality and the strength of its market have propelled it into an advantageous position for investors. We do our utmost, firstly, to facilitate and keep these investors informed of the potential of network members, and secondly, of the opportunities offered by other municipalities.

Sustainable Development and Green Energy Project

- In the face of energy challenges and climate change, supporting network municipality members and their businesses in taking the green path is of utmost importance in maintaining the sustainability of communities and businesses.

BENEFITS FOR MEMBERS



INCREASES THE COMPETITIVENESS OF THE MUNICIPALITY COMPARED TO UNILINGUAL MUNICIPALITIES



INCREASES THE REGIONS' ATTRACTIVENESS TO INVESTMENT BY DEMONSTRATING OPENNESS TO COLLABORATIVE VENTURES



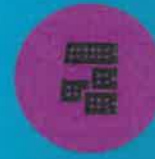
GREATER ACCESS TO FRANCOPHONE AND BILINGUAL ENTREPRENEURS (BUSINESS COMMUNITY)



INCREASES THE REGIONS' SCOPE OF INFLUENCE AT THE PROVINCIAL AND FEDERAL LEVELS



ENCOURAGES BUSINESS START-UPS AND GROWTH



SUPPORTS THE CREATION AND CONSOLIDATION OF COMMUNITY PROJECTS



INCREASES THE ECONOMIC GROWTH

PROJECTS COMPLETED AND IN PROGRESS

- ▶ A municipality took advantage of a CN program to receive funds to improve a park in their community due to ABMA member partnership opportunities (\$18,500).
- ▶ Community Capacity-Building Program and assessment tools were offered to members (value of \$14,000).
- ▶ A municipality also took advantage of its connection with ABMA to conduct a waste management analysis (\$490,000).
- ▶ Several members were accepted to take part in a study to review the inventory of greenhouse gas emissions (project amount: \$54,500).

PROJECTS COMPLETED AND IN PROGRESS

- ▶ Hemp Alberta Northern Advantage (HANA) : manufacture of hemp-fibre products (\$200,000)
- ▶ In 2017, the CDÉA received financial support from the Government of Alberta (CARES Program) to explore the possibility of developing the hemp fibre industry in Alberta. The project is called "HANA" for Hemp Alberta Northern Advantage.
- ▶ Following this initiative, another provincial alliance was created : the Alberta Hemp Alliance (AHA), a trade association that was formed by the merger of Alberta Hemp Alliance and HANA.
- ▶ HANA final business plan and project were completed in September 2019.
- ▶ For more information : <http://hana-alberta.ca/>

PROJECTS COMPLETED AND IN PROGRESS

- ▶ Four municipalities took advantage of their connection with ABMA to apply as a group to FCM Climate Change Staff program and received \$108,000. With the staff provided by the program, the municipalities received free energy audit and other programs, and the Town of Falher has just been part of a pilot Municipal Energy Champions Program.
- ▶ The same four municipalities took advantage of their connection with ABMA to apply as a group to the Energy Efficiency Education program and received \$59,000.
- ▶ The ABMA provided translation for the websites of all municipalities members. The same opportunity is available to all new members.
- ▶ We are currently initiating the project « Northern Alberta Bilingual Tourism Network », for which we received \$130,000 from Western Economic Development.

NORTHERN ALBERTA BILINGUAL TOURISM NETWORK

- ▶ This project aims to help our bilingual micro-businesses and craft businesses showcase their skills and know-how in order to offer the public a quality tourism service point, thanks to the concept of “Économusée”, which aims to support entrepreneurs in creating a network and strengthening their Francophone and Bilingual footprint in their respective region.
- ▶ This project supports community capacity building through the tourism sector while promoting the economic well-being of businesses and communities through innovation and the diversification of their activities through new partnerships. The project also aims to develop and promote the discovery of local culture and to contribute significantly to the preservation of the intangible cultural heritage.

PREVIOUS NETWORKING OPPORTUNITIES

- ▶ In November 2019, we met with Laila Goodridge, MLA for Fort McMurray-Lac La Biche, and Parliamentary Secretary for the Francophonie, to lobby for greater support for bilingual municipalities of Alberta.
- ▶ In 2019, we attended the RVFFA conference in New Brunswick. It was a great opportunity to strengthen the partnership with RVFFA, and to connect with other leaders and organizations across North America to introduce and discuss ABMA. There, we met the President of the Association of Francophone Municipalities in New Brunswick and a board member for the Francophone network of the FCM. We have since kept in contact; and he has lobbied for the support and promotion of bilingualism in Western Canada to his board with FCM.

RÉSEAU DES VILLES FRANCOPHONES ET FRANCOPHILES D'AMÉRIQUE (RVFFA)

- ▶ The RVFFA (Francophone and Francophile Cities Network) is an international network that is an innovative vehicle for economic, linguistic, cultural, and tourism development.
- ▶ The ABMA was present in the RVFFA annual meeting in Grande Prairie last September and we took the opportunity to sign a collaborative agreement :
 - ▶ Create a collaborative table with partners and development organizations (tourism, economy, culture, heritage and youth), to ensure synergistic, harmonious and dynamic development of tourist routes and circuits,
 - ▶ Promote the ABMA's participation in national meetings.
- ▶ All ABMA members municipalities have the opportunities of becoming members of the International Network with no cost.

NEXT STEPS

- ▶ Secure funding (federal level) to achieve our goals with the help of FCM Francophone Network
- ▶ In the spring of 2020, the ABMA will be hosting a strategic planning session where we will determine the next stages; and the possibilities to help our bilingual municipalities and community leaders to better innovate, compete, and grow.
- ▶ In June 2020, we will be attending FCM and continue our lobbying efforts for the recognition of francophone and bilingual municipalities in Alberta.
- ▶ Fall 2020 : Coordinate the Alberta delegation for the RVFFA meeting in Winnipeg
- ▶ Continue to promote ABMA to potentials members (Hinton, Edmonton, Red Deer, Wood Buffalo, MD of Bonnyville, and more to come)

CONTACT

For more information, please contact us!

Étienne Alary

- CEO, CDEA
- etienne.alary@lecdea.ca
- 780-414-6125, poste 101

Suzanne Prévost

- Director, Rural Development and ABMA Coordinator
- suzanne.prevost@lecdea.ca
- 780-573-4516

Diane Chiasson

- Specialist, Rural Development and Entrepreneurship
- diane.chiasson@lecdea.ca
- 780-837-6630

Elisa Brosseau

- Chair of the ABMA
- ebrosseau@town.bonnyville.ab.ca

Colette Borgun

- Vice-Chair of the ABMA
- colette.borgun@laclabichecounty.com



Tourism: a successful exploratory mission!

From February 4th to 6th, 2020, an “Exploratory mission” organized by the Conseil de développement économique de l’Alberta (CDEA) took place in the Northeast region of the province. Its goal is the creation of the “Northern Alberta Bilingual Tourism Network”.



For the occasion, the CDEA was accompanied by two key partners: the Économusée Network Society (represented by the general manager, Carl-Éric Guertin) and the Francophone and Francophile Cities Network (represented by the general manager, Dominique Sarny, and the project manager, Élise Bégin).



Dominique and Elise from FFCN

This tour started off from Cold Lake where the partners had the opportunity to visit a potential site that could eventually become an *Économusée*: the Cold Lake Brewing and Distilling Co.

Later in the evening, the Shaw House (Bonnyville and District Chamber of Commerce) hosted twenty-three people, including mainly municipal elected officials from the region

(Town of Bonnyville, MD of Bonnyville, City of Cold Lake and Smoky Lake County). The CDEA succeeded in raising awareness for its initiatives.

First, the President of the Alberta Bilingual Municipalities Association (ABMA), Elisa Brosseau, who is also a councillor in the Town of Bonnyville, presented what the ABMA is and how the association could contribute to the municipalities in their desire to recognize the French-speaking presence in their community, all while seeking to reap, in the medium term, the economic and social benefits with this membership. Mrs. Brosseau was supported by the presence of the Vice-president, Colette Borgun, from the Lac La Biche County.



This activity also allowed the Francophone and Francophile Cities Network (FFCN) to present its initiatives and to invite the municipalities to join in their network. The FFCN recalled their agreement with the CDEA signed in September 2018. Their goal is to collaborate together on various initiatives, including the creation of a “Northern Alberta Bilingual Tourism Network”.

On February 5th, 33 people gathered in Bonnyville, in the ACFA Bonnyville-Cold Lake offices for a seminar. First, Carl-Éric Guertin was able to tickle the curiosity of several entrepreneurs with his presentation about the *Économusée* concept and its benefits.

Let's recall that the mission of the *Économusées* is to preserve, develop and present traditional trades and to set up a national network in order to provide the public with quality cultural tourism products. An *Économusée* is a small-scale production of goods in an artisanal environment, where

the focus is on the preservation and transmission of traditional skills and crafts. On this day, there are about a hundred Économusées in the world.

This contextualization of the concept was followed by a truly inspiring presentation by Patrick Dupuis, co-owner and operator of the Old School Cheesery. This small business from Vermillion became the first Économusée in Alberta in September 2018 and couldn't share enough about the importance and benefits of joining the Économusées.



Patrick Dupuis from Old School Cheesery, the first Économusée of Alberta

In the afternoon, the FFCN presented how they can help support the development of touristic circuits in order to promote French-speaking and bilingual municipalities and communities.

In the evening, the delegation travelled

to Lac La Biche in order to share good practices and see how the partners could collaborate with Lac La Biche Mission.

Carl-Éric Guertin, CEO of Economusées, present to the Lac La Biche.

On February 6th, the partners had the chance to stop by Smoky Lake to see how a collaboration with the Metis Nation of Alberta, and more superficially Metis Crossing, could fit into the project.





The delegates at Metis Crossing At the end of these very positives meetings, the delegates set off for Calgary to participate in the CDEA Rendez-vous d'affaires. As a reminder, this Exploratory Mission was made possible thanks to funding obtained by the CDEA from the Western Economic Diversification Canada (WD) for its project *Developing Francophone and Indigenous Tourism Experiences in Northern Alberta*. This investment for

this project comes from the Canada Experiences Fund (CEF), which supports Canadian businesses and organizations seeking to create, improve or modernize tourism products, facilities and experiences.

10 February 2020 | [News](#), [Tourism](#)

Partagez cette histoire, choisissez votre plate-forme!





The ABMA network brings together municipalities where Francophones contributes significantly to the local economy and the economic development of the region. The goal of the ABMA is to help foster more economic development initiatives in the following ways: Increase the competitiveness of your region:

- Give your region a unique feature and a competitive advantage
- Attract more tourists and new permanent residents
- Increase the region's attractiveness to investment
- Increase the region's sphere of influence
- Stimulate business start-ups
- Support the creation and consolidation of community projects

SECTION A : MUNICIPALITY INFORMATION

| | | |
|------------------------|--------|------------|
| Name of Municipality : | | |
| Address : | | |
| Postal Code : | City : | Province : |

SECTION B : REPRESENTATIVE INFORMATION

| | | |
|------------------|-------------------|------------|
| Name and title : | | |
| Address : | | |
| Postal Code : | City : | Province : |
| Office phone : | Cell (optional) : | |

SECTION C : DESCRIBE YOUR INTEREST TO THE NETWORK (OPTIONAL)

**ALBERTA
BILINGUAL
MUNICIPALITIES
ASSOCIATION**



**ASSOCIATION
BILINGUE DES
MUNICIPALITÉS DE
L'ALBERTA**



conseil de
développement
économique
de l'Alberta

140 – 8627, 91^e Rue
Edmonton, T6C 3N1
direction@lecdea.ca

Please indicate which of the following items are available in your community.

- | | | |
|---|---|---|
| <input type="checkbox"/> Bilingual health services | <input type="checkbox"/> Francophone arts and cultural groups | <input type="checkbox"/> Partnering with local organization for a major event/initiatives |
| <input type="checkbox"/> Francophone schools | <input type="checkbox"/> Attending Francophone events (Flag raising ceremony, etc.) | <input type="checkbox"/> Historical monuments |
| <input type="checkbox"/> Immersion school | <input type="checkbox"/> Offering bilingual programming for Canada day | <input type="checkbox"/> Bilingual signage (street) |
| <input type="checkbox"/> Francophone community organization | <input type="checkbox"/> Francophone Festival/celebrations | <input type="checkbox"/> Bilingual Municipal customer service agent |
| <input type="checkbox"/> French-language religious Congregations | <input type="checkbox"/> Offering bilingual information at historical sites | <input type="checkbox"/> Bilingual Municipal communication |
| <input type="checkbox"/> Francophone/bilingual businesses | <input type="checkbox"/> Collaboration with the Regional ACFA | <input type="checkbox"/> Bilingual Municipal website or partially translated |
| <input type="checkbox"/> Municipality has a Francophone sister city | <input type="checkbox"/> Municipality has a Francophone theme tourist attractions | <input type="checkbox"/> Municipality has bilingual by-laws |
| <input type="checkbox"/> Other: _____ | | |

We thank you for completing this application. Upon analysis of your responses, a member of our team will discuss the level you will fit under (Municipal Continuum). Once agreed, a simple agreement will be drafted and the CDÉA, in collaboration with your municipality, will organize a ceremony or an event where a certificate of recognition will be presented to your municipality

SECTION D : REPRESENTATIVE SIGNATURE

I hereby declare that I am applying for the ABMA network membership on behalf to the Municipality of

Signature :

Print your name :



Date :

ACTION LIST:

June 25, 2020 County Council Meeting

5-11-c-1



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN GOAL | | | | | | | | | | |
|-------------------------------------|---|-------------------------------------|--|---------------------|-------------|-----------|-------------------|------------------------|-----------------------------|----------|---|---------------------------------|--|--|
| 890-20 | <p>That Smoky Lake County Policy Statement No. 03-16-04: Road Closure or Cancellation, be amended:</p> <table border="1" data-bbox="268 391 787 451"> <tr> <td colspan="2">Title: Road Closure or Cancellation</td> <td>Policy No.: 16-04</td> </tr> <tr> <td>Section: 03</td> <td>Code: P-R</td> <td>Page No.: 1 of 11</td> </tr> </table> <p style="text-align: right; margin-right: 20px;">E</p> <table border="1" data-bbox="268 456 787 480"> <tr> <td>Legislation Reference:</td> <td>Alberta Provincial Statutes</td> </tr> </table> <table border="1" data-bbox="268 488 787 526"> <tr> <td>Purpose:</td> <td>To provide a process to close a Government Road Allowance or cancel a surveyed Road Plan.</td> </tr> </table> | Title: Road Closure or Cancellation | | Policy No.: 16-04 | Section: 03 | Code: P-R | Page No.: 1 of 11 | Legislation Reference: | Alberta Provincial Statutes | Purpose: | To provide a process to close a Government Road Allowance or cancel a surveyed Road Plan. | Assistant CAO & Municipal Clerk | Policy Statement No. 03-16-04: Road Closure or Cancellation, was incorporated into the "Governance Policy Manual". | |
| Title: Road Closure or Cancellation | | Policy No.: 16-04 | | | | | | | | | | | | |
| Section: 03 | Code: P-R | Page No.: 1 of 11 | | | | | | | | | | | | |
| Legislation Reference: | Alberta Provincial Statutes | | | | | | | | | | | | | |
| Purpose: | To provide a process to close a Government Road Allowance or cancel a surveyed Road Plan. | | | | | | | | | | | | | |
| 891-20 | <p>That Smoky Lake County Council Bylaw No. 1380-20 for the Road Closure of Undeveloped Government Road Allowance: East side of River Lot 10 (Victoria Settlement), containing 2.51 hectares (6.21 acres) more or less, for the purpose of closing to public travel and disposing of, portions of a public highway in accordance with section 22 of the Municipal Government Act, Chapter m-26, Revised Statutes of Alberta 2000, as amended, be given FIRST READING; and schedule Public Hearing for a future County Council Meeting, subject to approval through ministerial order.</p> | Planning & Dev | <p>The P&D Manager sent an email with letter as below, on Jun.30'20, P&D Manager also sent an email to Cody Hrehorets from CLH Group Inc. requesting a meeting to discuss the potential extraction of gravel from the undeveloped road allowance.</p> <p>June 30, 2020</p> <p>METIS CROSSING ATTN: RYANITA MAROIS BOX 548 SMOXY LAKE, AB T0A 3C0</p> <p>Email: rmarois@metis.org</p> <p style="text-align: right;">Sent Via: E-Mail</p> <p>RE: Road Closure File RC-029 (Proposed County Bylaw 1380-20) Proposed Closure of Undeveloped Road Allowance Located Adjacent to River Lot 10, Victoria Settlement</p> <p>Dear Ms. Marois,</p> <p>In response to the letter dated April 27, 2020, from Audrey Poltras, President Metis Nation of Alberta, this letter serves to inform you Smoky Lake County Council passed the following motion at its June 25, 2020 Council meeting:</p> <p>Motion 891-20: "That Smoky Lake County Council Bylaw No. 1380-20, for the Road Closure of Undeveloped Government Road Allowance: East side of River Lot 10 (Victoria Settlement), containing 2.51 hectares (6.21 acres more or less), for the purpose of closing to public travel and disposing of, portions of a public highway in accordance with section 22 of the Municipal Government Act, Chapter m-26, Revised Statutes of Alberta 2000, as amended, be given FIRST READING; and schedule a Public Hearing for a future County Council meeting."</p> <p>As per Section 4.3 of Smoky Lake County Policy No. 03-16: Road Closure or Cancellation (see attached), prior to a Public Hearing being scheduled, the applicant requesting a road closure must provide a Plan of Survey or a Descriptive Plan, prepared by an Alberta Land Surveyor, showing the fully-calculated closure area so that said plan can be incorporated into the proposed Bylaw. In addition, an Alberta Land Surveyor must provide an acceptable legal description of the proposed closure area that will satisfy the Registrar of Alberta Land Titles for inclusion in the proposed Bylaw. Once both of these conditions have been satisfied, please submit the required information to the Development Authority for Smoky Lake County so that a Public Hearing can be scheduled.</p> <p>Should you have any questions or concerns, please feel free to contact me at 780-656-5750 or mpass@smokylakecounty.ab.ca. Thank you.</p> <p>Best Regards,</p> <p> Jordan Rugg, B.A., MPlan Planning & Development Manager Smoky Lake County ᑭᓄᓐᑕᑕᑦ ᑭᓄᓐᑭᓄᓐ ᑭᓄᓐᑭᓄᓐ / Smoky Lake) on Treaty & Territory</p> <p></p> <p>Enc: Smoky Lake County Policy No. 03-16: Road Closure or Cancellation cc: Kyle Scholz, Smoky Lake County Planning, Development & Heritage Assistant</p> | | | | | | | | | | | |

ACTION LIST:

June 25, 2020 County Council Meeting



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN GOAL | | | | | | | | | | | | |
|--|---|----------------------------------|--|---------------------|-----------|--|-------------------|---|--|--|--|--|--|---------------------------------|---|--|
| 892-20 | <p>That Smoky Lake County Policy Statement No. 03-36-01: Roadside Brushing Program, be adopted:</p> <table border="1" data-bbox="268 386 926 500"> <tr> <td>Title: Roadside Brushing Program</td> <td>Policy No.: 36-01</td> </tr> <tr> <td>Section: 03</td> <td>Code: P-R</td> </tr> <tr> <td></td> <td>Page No.: 1 of 36</td> </tr> <tr> <td colspan="2">E</td> </tr> <tr> <td colspan="2">Legislation Reference: Alberta Provincial Statutes</td> </tr> <tr> <td colspan="2">Purpose: To clearly establish a criteria to complete brushing projects within Smoky Lake County.</td> </tr> </table> | Title: Roadside Brushing Program | Policy No.: 36-01 | Section: 03 | Code: P-R | | Page No.: 1 of 36 | E | | Legislation Reference: Alberta Provincial Statutes | | Purpose: To clearly establish a criteria to complete brushing projects within Smoky Lake County. | | Assistant CAO & Municipal Clerk | Policy Statement No. 03-36-01: Roadside Brushing Program, was incorporated into the "Governance Policy Manual". | |
| Title: Roadside Brushing Program | Policy No.: 36-01 | | | | | | | | | | | | | | | |
| Section: 03 | Code: P-R | | | | | | | | | | | | | | | |
| | Page No.: 1 of 36 | | | | | | | | | | | | | | | |
| E | | | | | | | | | | | | | | | | |
| Legislation Reference: Alberta Provincial Statutes | | | | | | | | | | | | | | | | |
| Purpose: To clearly establish a criteria to complete brushing projects within Smoky Lake County. | | | | | | | | | | | | | | | | |
| 893-20 | <p>That Smoky Lake County defer giving first reading to Bylaw No. 1368-20: Thorhild County Intermunicipal Collaboration Framework, and pursue a meeting with Thorhild County for the purpose of discussing sections of the bylaw including but not limited to:</p> <p>5.1.2 Water: Smoky Lake County, Thorhild County, the Town of Smoky Lake and the Villages of Vilna and Waskatenau joined together to form the Highway 28/63 Regional Water Services Commission to provide water to the Thorhild and Smoky Lake Counties and the communities within these Counties.</p> <p>7.25 Each Party's portion of the arbitration costs shall be determined by each respective Party's population. For greater certainty, this means that Smoky Lake County's portion of the costs would be 43% of the total and Thorhild County's portion of the costs would be 57% of the total, based on the 2019 Alberta Municipal Affairs Population List. These percentages will remain for the duration of the term of this Framework.</p> | Planning & Dev | The Planning Development Manager sent an email, dated June 30, 2020, to Wayne Shanks, Planning and Development Manager, Thorhild County and Paul Hanlan, CAO, Thorhild County, informing them of Council's decision to defer first reading of proposed Bylaw 1368-20, and to request that a joint meeting of Smoky Lake County Council and Thorhild County Council be scheduled at the earliest convenience. | | | | | | | | | | | | | |

ACTION LIST:

June 25, 2020 County Council Meeting



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN GOAL |
|------------|--|-----------------------|---|---------------------|
| 894-20 | That Smoky Lake County declare a Municipal Agricultural Disaster to bring awareness to the unseeded acres due to excessive moisture and/or the inability to complete the 2019 harvest, the loss of seeded acres due to excessive moisture, as well as pastureland and hay crops under water within Smoky Lake County in Year-2020; and notify Glenn van Dijken: MLA for Athabasca-Barrhead-Westlock, Devin Dreeschen, Minister of Agriculture and Forestry, and Shannon Stubbs, MP for Lakeland, for awareness and consideration of financial assistance programs. | ASB | <p style="text-align: center;">NEWS RELEASE: DECLARATION OF STATE OF AGRICULTURAL DISASTER</p> <p>On June 25th, 2020 Smoky Lake County Council declared a Municipal Agricultural Disaster for Smoky Lake County. This declaration was made to call attention to the severe moisture conditions seen throughout the County. This declaration is to bring awareness to the unseeded acres due to excessive moisture and/or the inability to complete the 2019 harvest, the loss of seeded acres due to excessive moisture as well as pastureland and hay crops under water within Smoky Lake County. As stated in the RMA Guide for Declaring Municipal Agricultural Disasters, 'Municipal declarations do not automatically trigger access to increased funding programs, provincially or federally.' Please visit the link below to view the most up-to-date weather maps for Alberta. Producers are encouraged to consult AFSC or visit their website for updated information on assistance programs. http://agriculture.alberta.ca/acis/climate-maps.jsp</p> <p><i>To our valued Farmers & Ranchers, We appreciate you and we celebrate all your hard work and dedication! We regret not being able to have our annual BBG this year and we hope to see you all next year.</i></p> <p>Redwater Review July 1, 2020, Vol.29 Article 33.</p> <p>Municipal File: 62-40</p> | |
| 895-20 | That Smoky Lake County Council rescind June 16, 2020, Motion #835-20 in regard to hosting a Farmer's and Rancher's Appreciation lunch event on July 23, 2020, due to COVID-19 restrictions. | ASB Communications | June 16, 2020, RESCINDED Motion #835-20: That Smoky Lake County host a Farmer's and Rancher's Appreciation lunch event of hamburgers and hotdogs at the Kinsman Park Gazebo in Smoky Lake, scheduled for July 23, 2020 from 11:00 a.m. to 2:00 p.m. in conjunction with the Lakeland Agricultural Research Association (LARA) Agricultural Field Day scheduled in the Waskatenau are for July 23, 2020; and, pursue utilizing Kortech Calcium Services Ltd.'s barbeque unit. | |

ACTION LIST:

June 25, 2020 County Council Meeting



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN GOAL |
|------------|--|---------------|--|---------------------|
| 896-20 | That Smoky Lake County add the installation of two (2) culverts to the Year-2020 Culvert Program Installations on the land legally described as SE-23-60-19-W4 and supply reject sand and clay for the said project (not including gravel) for the purpose of encouraging the natural waterflow and to abate flooding issues near the said location on Range Road 191; in response to the email from David Noël dated June 23, 2020 regarding same. | Public Works | 2 culverts were installed at the said location on July 16/20 60302- RR 191. Sand and clay were supplied for installation. | |
| 879-20 | That Smoky Lake County approve a culvert extension and widening of the property approach from Range Road 141, ¾ of a mile South of Township Road 584, to the land legally described as SE-23-58-14-W4; subject to the owner of the said lands paying for the culvert, and prior to the commencement of the Year-2020 Harvest, for the purpose of correcting the erosion issues as recommended by the Public Works Manager. | Public Works | Mr. Rohatynchuk approved payment for the new culvert for the purpose of widening the approach at SE-23-58-14-W4. The installation will take place prior to 2020 harvest season. | |
| 898-20 | That Smoky Lake County Council review Policy Statement No. 01-28-01: Regular County Council Meeting: Issue for Information and Information Releases, to incorporate digital communication protocol with respect to utilizing an email account accessible by all Councillors, CAO and Assistant CAO, for the purpose of Council communicating issues in a timely manner through the CAO with the ability to carbon copy County Managers if need be; and the ability for Managers to respond to Council through the CAO, directly. | Assistant CAO | An amended Policy Statement No. 01-28-01: Regular County Council Meeting: Issue for Information and Information Releases, will be brought forward to a future Policy Committee Meeting for review. | |

ACTION LIST:


June 25, 2020 County Council Meeting



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN GOAL |
|------------|--|------------------------------|---|---------------------|
| 900-20 | That Smoky Lake County Council approve action taken by the Finance Manager in submitting applications to the Federal Gas Tax Grant Fund towards the County's 25% portion of costs not covered by Alberta Transportation for bridge repairs to Bridge Files (BF): BF77862, BF09975, BF74929, and BF78004; and, approve this budgeted cost and allocation of grant funds. | Finance Manager | Project applications were submitted through MA Connect on June 11, 2020. | |
| 901-20 | That Smoky Lake County deny the request received from Tykewest Limited, dated June 5, 2020, in regard to a 15% discount to Property Tax Roll # 54000097; and alternatively , offer to enter into a tax agreement whereby the County will waive penalties subject to Tykewest Limited paying 50% of the Year-2020 Property Taxes for Roll # 54000097 by October 31, 2020 and pay the remaining balance in equal payments each month thereafter with full payment received by February 28, 2021. | Finance Manager Tax Clerk | Letter sent to Tykewest Limited on June 25, 2020, from Brenda Adamson, Finance Manager, stating: "Although Council understands the current economic climate and the strain that property taxes add to your financial situation, they do not feel that Smoky Lake County is in a position to discount taxes at this time. They have, however; authorized a payment option to help reduce the immediate cash burden. If you pay 50% (\$3,301.12) by October 31, 2020 and the remaining 50% (\$3,301.11) by February 28, 2021; Council will waive penalties." | |

ACTION LIST:
June 25, 2020 County Council Meeting



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN GOAL |
|------------|---|----------------|---|---------------------|
| 904-20 | That Smoky Lake County implement a Road Ban on all County roads to restrict hauling axle weights to 75% effective June 25, 2020 at 11:00 a.m. until further notice. | Communications | <p>Road Ban ad on the website and on social media on June 26, 2020 and it will appear in the July edition of the Grapevine:</p> <div data-bbox="1213 448 1759 1084" style="border: 1px solid black; padding: 10px;">  <p style="text-align: center;">NOTICE: ROAD BANS</p> <p>Due to above average precipitation and fragile road conditions, effective JUNE 25, 2020 at 11:00 AM the following road restrictions are in place until further notice:</p> <p><u>Gravel Roads</u> 75% Axle Weight Assigned Designated Routes according to Conditions; Prior to any type of hauling, Public Works must be contacted as several gravel roads may be banned from any type of hauling.</p> <p><u>Posted Oil Based and Paved Roads</u> 75 % Axle Weight</p> <p>Any and all proposed hauling activity must be reported by contacting: Bob Novosiwsky, Public Works Foreman 780-850-5100 Doug Ponich, Public Works Manager 780-850-5101</p> <p><i>We kindly request your continued support and to please contact Bob or Doug for designated routes and restrictions on gravel roads so we can keep road damage to a minimum.</i></p> </div> | |
| 907-20 | That the report received by Smoky Lake County from Jacob Fox, Family School Liaison Worker (FSLW), titled "Family School Liaison Program Smoky Lake County FCSS FSLW Case Report & Review", for the period of January 2020 to June 2020, along with an overview of activities report, be acknowledge as a program update. | Assistant CAO | <p>Update was acknowledged for documentation & monitoring purpose as a partner of FSLW program under the Smoky Lake County FCSS grant.</p> <p>Municipal File: 9-3</p> | |

ACTION LIST:

June 25, 2020 County Council Meeting



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN GOAL | | | | | | | | | | | | |
|------------------------------|--|--|--|---------------------|------------------------------|-----|------------|-------------------------|-----|------------|--------------|-------------|--------------------|-----------------|---|--|
| 909-10 | <p>That Smoky Lake County acknowledge receipt of the Northern Lights Library System "Rural Services Grant Disbursement" received from Julie Walker, Executive Director, received May 22, 2020, based on Smoky Lake County's 2016 population of 2459 at a rate of \$5.55 per capita for a total in the amount of \$13,647.45 plus 1% administration fee for a total in the amount of \$13,510.98 disbursed as follows:</p> <table border="1" data-bbox="247 560 940 695"> <tr> <td>Anne Chorney Library</td> <td>25%</td> <td>\$3,377.74</td> </tr> <tr> <td>Smoky Lake Municipal Library</td> <td>50%</td> <td>\$6,755.49</td> </tr> <tr> <td>Vilna Municipal Library</td> <td>25%</td> <td>\$3,377.74</td> </tr> <tr> <td>TOTAL</td> <td>100%</td> <td>\$13,510.98</td> </tr> </table> | Anne Chorney Library | 25% | \$3,377.74 | Smoky Lake Municipal Library | 50% | \$6,755.49 | Vilna Municipal Library | 25% | \$3,377.74 | TOTAL | 100% | \$13,510.98 | Finance Manager | <p>Information retained for documentation and future reference, as required.</p> <p>Municipal File: 7-2</p> | |
| Anne Chorney Library | 25% | \$3,377.74 | | | | | | | | | | | | | | |
| Smoky Lake Municipal Library | 50% | \$6,755.49 | | | | | | | | | | | | | | |
| Vilna Municipal Library | 25% | \$3,377.74 | | | | | | | | | | | | | | |
| TOTAL | 100% | \$13,510.98 | | | | | | | | | | | | | | |
| 911-20 | That Smoky Lake County as managing partner of the Regional Community Development Committee (RCDC), adopt Policy Statement No. 61M-02-01: Regional Community Development Committee (RCDC): Work Plan: | <p>Municipal Clerk</p> <p>Legislative Services</p> | <p>Policy Statement No. 61M-02-01: Regional Community Development Committee (RCDC): Work Plan, was incorporated into the "Governance Policy Manual".</p> <p>Legislative Services emailed the CEDO to notify her of adoption of Policy Statement No. 61M-02-01: Regional Community Development Committee (RCDC): Work Plan by Motion #911-20, on June 29, 2020.</p> | | | | | | | | | | | | | |
| 912-20 | That Smoky Lake County acknowledge receipt of the Smoky Lake Heritage Board President's Report, dated May 26, 2020 submitted by the Chairperson: Noreen Easterbrook, in accordance with Bylaw No. 1236-11, and retained for future reference. | Assistant CAO | <p>Bylaw No. 1236-11: Smoky Lake County Regional Heritage Board, it is required to provide County Council an update on Heritage Board Activities, as communication and awareness of county heritage.</p> <p>Municipal File: 7-5</p> | | | | | | | | | | | | | |

ACTION LIST:

June 30, 2020 Committee of the Whole Meeting – Administration

5-11-20




| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION |
|------------|------------|------------|---------------------|
| N/A | N/A | N/A | No Action Required. |

ACTION LIST:

July 13, 2020 County Council Meeting



5.1.1.c.iii

| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRAT PLAN GOAL |
|------------|--|----------------|---|-----------------|
| 933-20 | <p>That Smoky Lake County Council approve to re-open the County Main Office and Public Works Shop Office to the Public, effective Tuesday, August 4, 2020; and continue to adhere to all COVID-19 (Corona Virus) pandemic measures as set forth by the Province of Alberta including, but not limited to maintaining 2 meters of space between people and encouraging everyone to wear a face mask where social distancing is not possible; and, for the protection, health, and safety of the public and staff, continue to:</p> <ul style="list-style-type: none"> ▪ ensure hygiene is reinforced with morning and afternoon disinfection County office surfaces, ▪ encourage internal and external communications to be done through virtual video conferencing, electronic messaging, and telephone, ▪ utilize the "Zoom Meeting" electronic video meeting platform for meetings as a means for public participation and attendance, and ▪ provide an option for approved Staff to either work from home or in the office to ensure for the continuity of County operations, <p>and, going forward,</p> <ul style="list-style-type: none"> ▪ close all public restrooms, until further notice, label standing placement on the floor showing 2 meters apart, remove all chairs from reception areas, ▪ encourage the behavior of utilizing hand sanitizer by making it available for use and provide face masks and gloves while supplies last for the attending Public, ▪ post notices explaining expected behavior from the Public on the County's entrance doors, and ▪ acknowledge County Staff has the right to refuse unsafe work and may refuse to serve any customer not following protective protocol. | Communications | <p>Office reopening to public notices posted on social media on July 21, 2020.</p> <p>Office reopening to public notice posted on the Smoky Lake County website on July 21, 2020</p> <p>Ad will be placed in the August Grapevine (published the week of August 10... this is a week later as the Smoky Lake Signal is on holidays until August 3)</p> <p>Also scheduled to appear on social media Jul.14'20.</p>  <p>Smoky Lake County will be reopening the Main Office and Public Works Shop Office to the Public, effective TUESDAY, AUGUST 4, 2020</p> <p>HOW WE ARE KEEPING EVERYONE SAFE:</p> <ul style="list-style-type: none"> • Signage has been posted reminding residents to not enter the building if experiencing any COVID symptoms and maintain physical distancing of at least 2 meters, • Limiting the number of residents in the reception area at a time in order to maintain proper social distancing, marks have been placed on the floor to indicate proper distancing; • Enhanced cleaning of public use items and high contact surfaces throughout the day, • Providing hand sanitizer at office entry points, • Public restrooms have been closed to the public, • Meetings will still be held through the virtual platform 'Zoom' as a means for public participation and attendance, • We encourage wearing a face mask in places where keeping physical distance of 2 meters is difficult, • Electronic payments are still strongly encouraged (online banking, cheque or Option Pay) <p>PLEASE DO NOT ENTER OUR OFFICES IF:</p> <ul style="list-style-type: none"> • Have a fever, cough, sore throat, runny nose, or shortness of breath • Are a close contact of a person who tested positive for COVID-19 <p><i>All other visitors, please clean your hands with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.</i></p> <p><i>Smoky Lake County remains committed to the welfare and safety of all staff and it's residents. We will continue to monitor the COVID-19 pandemic and will adhere to all public health measures as set forth by the Province of Alberta.</i></p> <p><i>Thank you for your continued patience and support as we all work through this unprecedented situation together.</i></p> <p>The Interim CAO did discuss this with the Managers on</p> | |

ACTION LIST:

July 13, 2020 County Council Meeting



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRAT PLAN GOAL |
|------------|---|----------------|--|-----------------|
| 934-20 | That Smoky Lake County Council appoint Ms. Lydia Cielin as the Interim Chief Administrative Officer (Interim CAO), until a suitable candidate has filled the Chief Administrative Officer (CAO) position. | Payroll | <p>As per Legislative Regulations: Municipal Government Act, Section 205(1): Every council must establish by bylaw a position of chief administrative officer.</p> <p>Due to the vacant position of The Smoky Lake County Chief Administrative Officer position is vacant as of July 3, 2020, due to the sudden passing of Cory Ollikka; Lydia Cielin was therefore appointed as Interim Chief Administrative Officer.</p> | |
| 937-20 | That Smoky Lake County Council approve variance pay in the amount of \$2,000.00 each month as compensation to be awarded to Ms. Lydia Cielin, while fulfilling the Interim Chief Administrative Officer (Interim CAO) position. | Payroll | The compensation for fulfilling the position as Interim CAO came into effect as of July 2020. | |
| 938-20 | That Smoky Lake County utilize the Redwater Review newspaper, Rural Municipalities of Alberta (RMA), Alberta Urban Municipalities Association (AUMA), Federation of Canadian Municipalities (FCM), County Website and County Social Media to advertise the employment opportunity of Chief Administrative Officer (CAO) for Smoky Lake County, with resume submission deadline of Tuesday, August 4, 2020, and note the competition will remain open until a suitable candidate is found. | Communications | <p>Posted on the Smoky Lake County website July 14, 2020 and scheduled to appear on social media on July 15 and July 23, 2020</p> <p>Short ad emailed to the Redwater Review for publishing in the editions during the weeks of July 20 and July 27, 2020</p> <p>Full ad emailed to the RMA Digital Communications Coordinator on July 14, 2020</p> <p>Filled out job posting form and information on AUMA's and FCM websites on July 14, 2020.</p> <p>Short job ad was posted in Twitter on July 15</p> <p>41 Applications were received.</p> | |

ACTION LIST:

July 17, 2020 Committee of the Whole Meeting – Administration

S.L.L.C.I.V



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION |
|------------|---|----------------|--|
| 941-20 | That Smoky Lake County Council recommend a written invitation be extended to the Honourable Devin Dreeshen, Minister of Agricultural and Forestry, to tour Smoky Lake County for the purpose of understanding the full impact of the devastating state of agriculture in our region in respect to the Municipal Agricultural Disaster declared on June 25, 2020, to bring awareness to the unseeded acres due to excessive moisture and/or the inability to complete the 2019 harvest, the loss of seeded acres due to excessive moisture, as well as pastureland and hay crops under water; and carbon copy Glenn van Dijken, MLA for Athabasca-Barrhead-Westlock, as well as Shannon Stubbs, MP for Lakeland. | Ag. Department | <p>Letter signed and mailed on August 17, 2020, to Honourable Devin Dreeshen, Minister of Agriculture and Forestry Office of the Minister, 229 Legislature Building 10800-97 Avenue, Edmonton, AB T5K 2B6:</p> <p>Invitation to Tour - State of Agricultural Disaster</p> <p>Honourable Devin Dreeshen,</p> <p>Further to our declaration of a State of Agricultural Disaster within Smoky Lake County and our letter dated July 20, 2020, Smoky Lake County Council passed the following resolution #941-20, July 17, 2020:</p> <p>That Smoky Lake County Council recommend a written invitation be extended to the Honourable Devin Dreeshen, Minister of Agricultural and Forestry, to tour Smoky Lake County for the purpose of understanding the full impact of the devastating state of agriculture in our region in respect to the Municipal Agricultural Disaster declared on June 25, 2020, to bring awareness to the unseeded acres due to excessive moisture and/or the inability to complete the 2019 harvest, the loss of seeded acres due to excessive moisture, as well as pastureland and hay crops under water; and carbon copy Glenn van Dijken, MLA for Athabasca-Barrhead-Westlock, as well as Shannon Stubbs, MP for Lakeland.</p> <p>We respectfully urge to tour our area to see firsthand the devastation caused by the persistent and excessive precipitation which has caused: the inability to complete the 2019 harvest, failure to complete 2020 seeding, flooded pasture and hay crops, livestock displacement, inability to use productive land, loss of farm income, and increased expenses for rehabilitating the land.</p> <p>We would be pleased to meet with you or your staff to further discuss this issue. On behalf of Smoky Lake County Council, we thank you in advance for your consideration of this urgent matter.</p> <p>Sincerely,</p> <p>Craig Lukinuk Reeve, Smoky Lake County</p> <p>Cc: Mr. Glenn van Dijken, MLA for Athabasca-Barrhead-Westlock Ms. Shannon Stubbs, MP for Lakeland</p> |

ACTION LIST:

July 20, 2020 Committee of the Whole Meeting – Administration



5.1.1.v

| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION |
|------------|---|------------------------|---|
| 946-20 | <p>That Smoky Lake County Council recommend Administration proceed to prepare an amendment to the Land Use Bylaw No. 1272-14, for the purpose of addressing development which involves Shipping Containers, including but not limited to the following points:</p> <ul style="list-style-type: none"> • esthetics of shipping containers which are used for storage must be made to match or compliment surrounding buildings, and this work, along with appropriate landscaping must be completed within two (2) years of placement, • the location of shipping container placement on any property is at the discretion of the development authority, • the maximum length for shipping containers on residential property shall be twenty feet (20'), and the maximum length for shipping containers on farmland shall be forty feet (40') with a maximum of up to three (3) shipping containers per farmland parcel, • stacking of shipping containers which are used as building material may be permitted, at the desecration of the development authority. | Planning & Development | The Planning and Development Department is currently drafting language to be incorporated into an amendment to the Land Use Bylaw 1272-14, with respect to provisions related to the siting, length, aesthetics and use of shipping containers. The proposed amendment will be brought to a future Committee of the Whole meeting for discussion. |
| 947-20 | <p>That Smoky Lake County Council recommend Administration proceed to prepare an amendment to the Land Use Bylaw No. 1272-14, in regard to Campgrounds and Recreational Vehicles, to include separate definitions for: minor, intermediate, and major campgrounds, as well as to further define a recreational vehicle (RV) and RV storage facilities; and, recommend Administration proceed to research and prepare information in regard to options for temporary permits for additional RVs placed on lake lots and fees for campground development permits.</p> | Planning & Development | The Planning and Development Department is currently drafting language to be incorporated into an amendment to the Land Use Bylaw 1272-14, with respect to provisions related to campgrounds and recreation vehicle placement and permitting. The proposed amendment will be brought to a future Committee of the Whole meeting for discussion. |

ACTION LIST:

July 20, 2020 Committee of the Whole Meeting – Administration



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION |
|------------|---|------------------------|--|
| 948-20 | That Smoky Lake County Council recommend Administration proceed, at no cost to the County, with a Public Land Sale (PLS) application as a co-applicant with the Métis Nation of Alberta (MNA) or its designate, for the Crown Land (Grazing Permit 787758) encompassed within the lands legally described as RL-10-58-17-W4, more specifically, the North Part of River Lot 10 (Victoria Settlement) thereabout encompassing ~47 acres, in accordance with applicable legislation, including the Alberta Public Lands Act RSA 2000, Ch. P-40. | Planning & Development | Planning & Development Services has been cooperating with Metis Crossing to complete the Public Land Sale (PLS) Application, which has been begun. It is the department's intention to complete the document this month, and submit to AEP in short-order. |

ACTION LIST:

July 20, 2020 County Council Meeting

S.I.L.C vi



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRAT PLAN GOAL |
|------------|---|--|---|-----------------|
| 951-20 | <p>That Smoky Lake County Bylaw No. 1381-20: a Bylaw to Amend Land Use Bylaw 1272-14 to provide definitions for a range of accommodation types, and to allow for these accommodation types to be located within the Victoria Commercial (C2) District, Hamlet General (HG) District, and Highway Commercial (C1) District, as Permitted or Discretionary Uses, be given FIRST READING; and, schedule a Council meeting for Monday, August 10, 2020, at 10:00 a.m., and a Public Hearing, on Monday, August 10, 2020, at 10:15 a.m., and advertise in local newspapers, the said Public Hearing in accordance with section 230 and section 606 of the Municipal Government Act; with both meetings to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 and in County Council Chambers.</p> | <p>Planning & Development</p> | <p>The Public Hearing was held for Bylaw No. 1381-20 and the bylaw was given SECOND and THIRD & FINAL reading on August 10, 2020.</p> <p>A digital copy of the consolidated Land Use Bylaw 1272-14, which includes the amendments adopted under Bylaw 1381-20, was uploaded to the County's website on August 11, 2020.</p> | |

ACTION LIST:

August 14, 2020 Committee of the Whole Meeting - Administration

S.L.C. vii



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION |
|------------|--|---------------|--|
| 987-20 | That Smoky Lake County Council recommend the questions arising from discussions held under executive session on June 30, 2020, July 20, 2020 and August 14, 2020, in regard to the Collective Agreement between Smoky Lake County and the International Union of Operating Engineers, Local Union No. 955, be compiled in preparation for the collective bargaining process and be discussed with the County Solicitor for the purpose of clarification, at the next Council Committee of the Whole for the purpose of Administration Meeting. | Assistant CAO | The list of questions will be compiled and discussed as per Motion #987-20 at the next Council Committee of the Whole for the purpose of Administration Meeting to be scheduled at the August 27, 2020 Regular County Council Meeting. |



Reeve's Report

For June 19, 2020 to August 19, 2020

July 2, 2020 – Victoria District Economic Development Strategy Working Group: (Craig)

- Reviewed of the Public input form June 26, 2020.
- Discussed Membership of Working Group & subcommittees to engage other stakeholders.
- Discussed funding models and creation of a business plan.

July 2, 2020 – Northern Lights Library Executive Committee: (Craig)

- Discussed approval of phone system upgrade.
- Discussed Executive Director Evaluation.
- Reviewed Board honorarium.
- Reviewed Finance Funds and Accounts

July 2, 2020- Northern Lights Building Committee: (Craig)

- The New Phone System costs \$2000 to set up and will reduce monthly billing by \$50.
- Landscaping is necessary to help with Flooding water coming into building.
- The furnace needs replacing as its motherboard crashed and is obsolete and non-replaceable.

July 13, 2020 – Muni-Corr Ltd. Meeting: (Craig)

- Reviewed Iron Horse Trail Strategic Plan.
- Discussed the value of the Iron Horse Trail for each municipality.
- Historical signage is needed for awareness.
- Talked about one strategic plan for Muni-Corr to be shared by all Municipalities.

July 13, 2020 – Special Council Meeting: (All Council)

- Approved to re-open the County Main Office and Public Works Shop Office to the Public, effective Tuesday, August 4, 2020.
- Appointed Ms. Lydia Cielin as the Interim Chief Administrative Officer (Interim CAO).
- Approved additional variance pay as compensation to Ms. Lydia Cielin for fulfilling the Interim CAO position.
- Approved to advertise the employment opportunity of Chief Administrative Officer (CAO) with a resume submission deadline of August 4, 2020 and noted the competition will remain open until a suitable candidate is found.

July 14, 2020 - Regional Community Development Committee (RCDC) Advertising Meeting: (Craig & Lorne)

- Reviewed 3 brochures and contents in Regional Guides.
- Recommended to have a contest for a new design for the RCDC Logo.
- Recommended Committee Members research other Regional Sites content, styles.

July 16, 2020 – Victoria District Economic Development Strategy Working Group: (Craig)

- Received an update on Métis Crossing's accommodations project development.
- Discussed plans for the next public consultation.
- Discussed funding models.

July 16, 2020 – Policy Committee Meeting: (All Council)

- Reviewed and recommended amending Policy 03-25-10: Sale of Gravel or Sand.
- Reviewed and recommended amending Policy 01-03-27: Organizational Chart.
- Recommended lifting the 75% Road Ban.
- Reviewed and recommended amending Policy 61-02-02: Resource Extraction Development Permit Application.



Reeve's Report

For June 19, 2020 to August 19, 2020

- Review and recommended the proposed Bylaw No. 1382-20: Chief Administrative Officer Bylaw, be given 3 readings.

July 17, 2020 – Committee of the Whole, Administration Meeting: (All Council)

- Recommended inviting the Minister of Agricultural and Forestry, to tour Smoky Lake County to see first-hand, the full impact of the devastating state of agriculture in our region.
- Discussed a Personnel Issue in Executive Session, regarding the Collective Agreement between Smoky Lake County and the International Union of Operating Engineers, Local Union No. 955, under the authority of FOIP Act: Section 27: Privileged Information.
- Discussed a Land and Legal Issue in Executive Session, regarding the Waste Transfer Site and Staging Area in the Hamlet of Spedden, under the authority of the FOIP Section 27: Privileged Information.

July 20, 2020 – Committee of the Whole, Planning Meeting: (All Council)

- Recommended Administration prepare an amendment to the Land Use Bylaw No. 1272-14, in regard to Campgrounds and Recreational Vehicles, to include separate definitions for: minor, intermediate, and major campgrounds, as well as to further define a recreational vehicle (RV) and RV storage facilities.
- Recommended, at no cost to the County, to proceed with a Public Land Sale (PLS) application as a co-applicant with the Métis Nation of Alberta (MNA) or its designate, for the Crown Land (Grazing Permit 787758) on RL-10-58-17-W4, Victoria Settlement.

July 20, 2020 – Special Council Meeting: (All Council)

- Gave first reading to Bylaw No. 1381-20: a Bylaw to Amend Land Use Bylaw 1272-14 to provide definitions for a range of accommodation types, and to allow for these accommodation types to be located within the Victoria Commercial (C2) District, Hamlet General (HG) District, and Highway Commercial (C1) District, as Permitted or Discretionary Uses.
- Scheduled a Council Meeting and Public Hearing for Monday, August 10, 2020, at 10:15 a.m.

July 22, 2020 – Joint Council Meeting with Town of Smoky Lake: (All Council)

- Discussed the Victoria District Economic Development Strategy.
- Acknowledged receipt of letters supporting the Victoria District Economic Development Strategy from Travel Alberta and Portage College.
- Agreed for the Town and County Administrations to research and compile information for the purpose of reviewing the history, including land use planning, to determine who is responsible for what and to work towards a cost effective solution that would reduce future flooding, mitigate impacts and address water management going forward on flooding of areas such as at Toporetz Road and Highway 855.

July 24, 2020 – Smoky Lake Region Fire & Rescue Committee Meeting: (Craig, Lorne, Johnny)

- Agreed to advertise for tender surplus Very High Frequency (VHF) Radio Equipment.
- Approve to replace all Automatic External Defibrillators (AEDs) with new models as recommended by Alberta Health Services for first responders.
- Discussed funding a Regional Fire Department Storage Building.

July 27, 2020 – Meeting with Vilna: (Craig)

- Discussed the idea of amalgamation.



Reeve's Report

For June 19, 2020 to August 19, 2020

July 28, 2020 – Council Departmental Meeting: (All Council)

- Approved to advertise for a Secondary Trapper to assist with additional beaver trapping to abate flooding and washouts on County roads.
- Approved to advertise for sale County-Owned Land: Plan 314HW, Block 4, Lot 15.
- Approved to advertise for tender, surplus County equipment.
- Acknowledged Alberta Transportation's commitment to fund 50% of the cost, up to the maximum amount of \$100,000 for the remediation of the former Waskatenau Nuisance Ground.
- Approved to proceed, at no cost to the County, with a Public Land Sale (PLS) Application as a co-applicant with the Metis Nation of Alberta (MNA) or its designate, for the Crown Land (Grazing Permit #787758) encompassed within the North Part of River Lot 10 (Victoria Settlement).
- Approved to purchase an add-on package from our website provider to host micro-websites through the County Website for non-profit organizations within the Smoky Lake County Region.
- Acknowledged Smoky Lake County's Victoria Economic Development Strategy has been chosen to be presented at the 2020 Association for Preservation Technology (APT) / National Trust (NT) Joint Conference for Canada.
- Approved to advertise the County's draft 5-Year Financial Plan to encourage Public Input.
- Approved to offer \$13,000 to purchase the Waste Transfer Site in Spedden.
- Approved to provide a letter of support to the Town of Smoky Lake in proposing to rezone the lands legally described as Plan 8621882; Lot 1, Smoky Lake, from "Institutional District" to "Residential High-Density District".

July 30, 2020 – Victoria District Economic Development Strategy Working Group: (Craig)

- Discussed: creating a condensed version of the Strategy, providing a letter of support to Métis Crossing for potentially managing the Victoria Settlement, providing an update to Heritage Board and Victoria Home Guard, creating a diagram of groups involved in the community, drafting the Business Plan, and sending the Business Plan for review by Provincial Representatives.

July 30, 2020 – Regional Community Development Committee (RCDC) Meeting: (Craig & Lorne)

- Received a presentation from Alberta Health Services, RhPAP, Lakeland Primary Care Network, and Primary Care Network - North Zone, in regard to the Alberta Healthy Community Initiative.
- Recommend that each respective municipality have further discussion on a possible Healthy Community Initiative Committee.

August 6, 2020 – Rural Municipalities of Alberta District 5 Meeting: (All Council)

- Discussed the impact of the Assessment Model Review and the proposed changes for oil and gas properties, with respect to the negative impacts.

August 10, 2020 – Council Meeting & Public Hearing for Bylaw 1381-20: (All Council)

- Gave final readings to Bylaw No. 1381-20: a Bylaw to Amend Land Use Bylaw 1272-14 to provide definitions for a range of accommodation types, and to allow for these accommodation types to be located within the Victoria Commercial (C2) District, Hamlet General (HG) District, and Highway Commercial (C1) District, as Permitted or Discretionary Uses.
- Agreed to proceed with the Request for Proposals (RFP) for the old Waskatenau Nuisance Grounds Reclamation and Remediation Plan 5225CL; OT (Pt. SE-16-59-19-W4M).
- Agreed to Sponsor \$200 cash and give \$50 County Promo items towards the Annual Charity Golf Tournament scheduled for August 30, 2020, at the Smoky Lake Town & Country Golf Course.



Reeve's Report

For June 19, 2020 to August 19, 2020

August 11, 2020 – Committee of the Whole, Administration Meeting: (All Council)

- Discussed a Personnel Issue in Executive Session, regarding the Collective Agreement between Smoky Lake County and the International Union of Operating Engineers, Local Union No. 955, under the authority of FOIP Act: Section 27: Privileged Information.

August 12, 2020 – Assessment Meeting MLA Glen van Dijken: (Craig, Randy)

- Impact of the Government of Alberta Assessment Review on Municipalities.
- Discussion on Police Funding.
- Discussion on Agriculture disaster.

August 13, 2020 – Victoria District Economic Development Strategy Working Group: (Craig)

- Received an updated timetable for Key Activities towards implementing the strategy.
- Agreed to engage the Hutterite Colony to determine the extent of Colony's desire to become involved in the Victoria District Economic Development Strategy.
- Agreed to provide Information Releases on the County website to communicate the progress of Victoria District Economic Development Strategy to the Public approximately every 6 weeks.

August 14, 2020 – Committee of the Whole: (All Council)

- Local 955 Collective Agreement review.

August 17, 2020 – Tri-Council Meeting with Town of Smoky Lake & Métis Crossing: (All Council)

- Received an update on the Métis Nation of Alberta (MNA) Métis Crossing Solar project.
- Received a presentation from the Alberta Community and Cooperatives Association (ACCA) on Investment Co-operatives.
- Received an update on the MNA's Nekinan residence in the former nursing home in Smoky Lake.
- Received an update from Métis Crossing on the road allowance, Lot 10 public lands, lodge, and bison paddocks.
- Received 3.9 Million towards 4.86 MW solar project - construction starts August 2021 for completion by April 2022.
- Construction on the 40-suite hotel begins September 2020 to be completed by August 2021.

August 18, 2020 – County Fire Protective Meeting held Virtually: (All Council)

- Approve a funding formula of a 60/40 split, being 60% County and 40% Town to fund a proposed \$400,000 project: Regional Fire Department Storage Building, which would be built adjacent to existing fire hall in Smoky Lake.

August 18, 2020 – County Agricultural Service Board Meeting held Virtually: (All Council)

- Received the 2020 Updates for Pest Monitoring, Weed Inspections, Mowing Progress & spraying.
- Approve to invite Minister of Agricultural and Forestry, to tour Smoky Lake County for the purpose of understanding the full impact of the devastating state of agriculture in our region in respect to the Municipal Agricultural Disaster declared on June 25, 2020.

August 18, 2020 – County Natural Gas Meeting held Virtually: (All Council)

- Received the Natural Gas Rates for July and August.
- Discussed the Natural Gas Manager's Report of activities.

August 18, 2020 – County Environmental Operations Meeting held Virtually: (All Council)

- Received an update on the costs to date of the Warspite Water and Sewage Lift Station upgrades.



Reeve's Report

For June 19, 2020 to August 19, 2020

- Approved participating in the Alberta Recycling Registered Electronics Municipal Collection Site Pilot Program.
- Discussed the Spedden Waste Transfer Site land and agreed to counteroffer \$14,500 to purchase the parcel.

August 19, 2020 – Northern Lights Library Executive Meeting: (Craig)

- Received Committee Reports & Executive Director Report.
- Discussed Plan of Service Questionnaire.
- AUMA Resolution Village of Ryley on Library Act Review.
- Received the Financial Update.
- The Election will be held this fall for committee members and executive.

Sincerely,

Craig Lukinuk, Smoky Lake County Reeve

5.1.H.a



Public Works Manager

Report Created On: Aug 18, 2020

Action 5.2.9

On Track

Roads

Update provided by Doug Ponich on Aug 18, 2020 16:14:46

MG1911 - RR 130, TWP 603 - 610. Complete reclaiming old cold mix from TWP 604 - 610. July 27, 28 Div. 1

Road repair in preparation for asphalt; TWP 592, east of HWY 831 intersection. Aug. 5 Div. 5

Road shaping in preparation for asphalt; Smoky Lake car wash road. Aug. 5

MG2015 - TWP 604, RR 181 -184. Work on RR 183 - 184. Aug. 10, 11, 14 Div. 5

Apply MG30 to TWP 604, RR 183-184. Aug. 20 Div. 5

Reclaim TWP 600, RR 180 - 181. Asphalt sections were breaking apart creating dangerous driving conditions and the road was beyond the point of more patching.

Approve Action Taken: Defer a portion of MG2015 - TWP 604, RR 183 - 182 to the 2021 Three Year Road Plan in order to cover the unbudgeted expense

of rehabilitation on TWP 600, RR 180 - 181. This portion of road has deteriorated to the point it became a liability to the county.

Armstrong Construction began patching RR 130, north of HWY 28; part of the deficiency list after water line installation. Aug. 17, 18, 19. Div. 1

Next Period:

Complete MG2015- TWP 604, RR 182 - 181

MG2013- TWP 592; RR 183 - 182A

Bridge Coldmix Surfacing

Action 5.2.10

On Track

Maintenance

Update provided by Doug Ponich on Aug 18, 2020 16:15:01

Washout repair:

- Shoulder along culvert at RR 170, north of TWP 600. July 22 Div. 4
- TWP 611, 400 m. east of RR 170. July 22 Div. 4
- West approach @ RR 170, south of TWP 590. July 22 Div. 3
- TWP 602A, 800 m. east of RR 151. July 23 Div. 4
- RR 170, north of TWP 595A. July 24, 30 Div. 4
- TWP 620, west of RR 133A. July 28, 29 Div. 1
- Hillside Acres. Aug. 4 Div. 1
- Repair washout over south end of culvert on TWP 602, 150 m. east of RR 163. Aug. 13 Div. 4

Patching:

- RR 163, north of HWY 28 (north side of bridge) July 23 Div. 4
- Bridge deck at BF6872; RR 163, north of HWY 28. July 23 Div. 4
- RR 193, south of HWY 28. July 27 Div. 5
- RR 193B, south of HWY 28. July 27 Div. 5
- RR 183, south of TWP 592. July 27 Div. 3
- RR 130, north of TWP 600. July 31 Div. 1
- Dust control at 60469 - RR 130. July 31 Div. 1
- RR 163, north of HWY 28. July 31 Div. 4
- Dust control at 61335 - RR 132. July 31 Div. 1
- TWP 592, east of HWY 831. Aug. 4 Div. 5
- TWP 594, east of RR 135. Aug. 10, 13 Div. 1
- Saw-cut for patching at RR 183, TWP 600 - 602. Aug. 10 Div. 5
- TWP 600, east of RR 152. Aug. 10 Div. 4
- RR 183, TWP 600 - 602. Cut out broken asphalt and fill with gravel ; cold mix overlay next week. Aug. 7, 10, 11, 12 Div. 5
- 60256 - RR 163. Aug. 11 Div. 4
- 59443 - RR 175. Aug. 11 Div. 5
- RR 180, north of TWP 594. Aug. 11, 13 Div. 5
- Sandy Lane. Aug. 11 Div. 4
- 61325 - RR 132. Aug. 11 Div. 1
- TWP 593A, west of HWY 859. Aug. 13 Div. 2
- RR 183, north of TWP 600. Begin filling with cold mix. Aug. 17, 18 Div. 5
- TWP 600, west of RR 181. Aug. 17 Div. 5
- TWP 600, east of RR 183. Aug. 17 Div. 5

Continue Sowka Lake Pit preparation. July 24, 27, 28, 30, Aug. 6, 7, 12, 13, 14

Brushing:

- old road allowance along east side of RR 155, north of TWP 604 to allow traffic flow around flooded slough area on RR 155. July 23 Div. 4

- Leaners on TWP 595A, west of RR 170. July 24 Div. 4

- Leaners at TWP 594, east of RR 162. July 31 Div. 4

- Leaners on TWP 604, east of RR 170. July 31 Div. 4

- Leaner on RR 142, south of TWP 584. July 31 Div. 2

- Remove tree across RR 180, north of TWP 600. Aug. 4 Div. 5

- Remove tree across Victoria Trail, east of RR 194. Aug. 7 Div. 5

- Remove trees from TWP 604, west of RR 155. Aug. 10 Div. 4

- Leaners on TWP 604, east of RR 170. Aug. 10 Div. 4

- Leaners on RR 172, south of TWP 604. Aug. 10 Div. 4

- Leaners on Victoria Trail, west of HWY 855. Aug. 12 Div. 3

Culverts installed this period:

- TWP 602A, 950 m. east of RR 151. (install grates in front of culvert ends) July 23 Div. 4

- RR 165, 800 m. south of TWP 613A. July 22 Div. 4

- West approach along RR 170, 150 m. north of HWY 28. July 27 Div. 4

- RR 180, 200 m. south of TWP 614. July 30 Div. 5

- Approach along west side of RR 194, 1.1 km. south of HWY 831. Aug. 5 Div. 5

- Approach at 59403 - RR 170. Aug. 6 Div. 4

- RR 135, 600 m. south of TWP 603A. Aug. 14 Div. 1

- TWP 595A, 500 m. west of RR 171. Aug. 17 Div. 4

Clear culvert ends; debris and beaver dams:

- TWP 590, east of RR 165. July 24 Div. 3

- TWP 585A, west of RR 162. July 24 Div. 3

- RR 162, south of HWY 28. July 24, Aug. 12 Div. 3

- RR 162, north of HWY 28. July 24, Aug 12 Div. 4

- TWP 611, east of RR 170. July 24 Div. 4

- RR 165, north & south of TWP 615A. July 24 Div. 4

- All approaches along RR 193, TWP 604 - 602. July 31 Div. 5
- Beaver dam along west ditch on RR 194, south of HWY 831. Aug. 6 Div. 5
- Clean debris from culverts along TWP 594, west and east of RR 161. Aug. 14 Div. 4
- RR 135, 600 m. & 750 m. south of TWP 603A. Aug. 14 Div. 1
- RR 193A, south of TWP 590. Aug. 18 Div. 5

Track-hoe dam removal:

- TWP 611, east of RR 170. July 22, 27 Div. 4
- RR 165 & TWP 620. July 22 Div. 4
- RR 140, north of TWP 600. July 22 Div. 1
- RR 150A, south of TWP 590. July 22 Div. 2
- TWP 610, east of RR 170. July 27 Div. 4
- RR 141, south of TWP 590. July 27 Div. 2
- TWP 620, east of HWY 36. July 27 Div. 1
- RR 132, 1 mile south of HWY 28. Aug. 14 Div. 2
- TWP 594, east of RR 162. Aug. 14 Div. 4
- TWP 610, 400 m. east of RR 132. Aug. 14 Div. 1
- RR 132, 1 mile north of TWP 610. Aug. 14 Div. 1
- Int. TWP 620 & RR 135. Aug. 14 Div. 1
- RR 165, north of TWP 611. Aug. 14 Div. 4
- RR 130, south of TWP 602 at bridge. Aug. 14 Div. 1
- RR 140, north of TWP 600. Aug. 14 Div. 1
- RR 172, north of Twp 584. Aug. 14 Div. 3
- Twp 620, 400 m. east of Hwy 36. Aug. 14 Div. 1

Set up 10" pump and 400 m. of discharge pipe and pump water at RR 155, north of TWP 604. Aug. 5, 6, 7 Div. 4

Set up 10" pump at RR 165, south of TWP 602 and pump water from road surface. Aug. 12, 13, 14 Div. 4

Flush 2 culverts at approaches along RR 193, south of TWP 604. Aug. 14 Div. 5

Repair 2 holes caused by split couplers in culverts on TWP 602, west of RR 165. Aug 6 Div. 4

Prepare cold mix at Bogdan Pit storage yard. Aug. 6

Western Asphalt Pugmill Mixing of Cold Mix.

Cost Estimate to mix 2000 tonne of cold mix - \$106,000.00

Cost of oil for 2000 tonne of cold mix - \$68,550.00

In essence Smoky Lake County cost for mixing is - \$37,450.00

Public Works Cost to mix 2,000 tonne:

Reclaimer, grader, and oil truck - \$80,000.00

As presented, Smoky Lake County would be far more efficient along with cost savings to utilize the Pugmill.

Next Period:

Continue Culvert installation.

Continue patching.

Brushing program.

Continue to monitor beaver issues.

Complete Sowka Lake Pit Preparation.

Continue grader road maintenance.

Action 5.2.11

On Track

Gravel

Update provided by Doug Ponich on Aug 18, 2020 16:21:25

Continue Divisional and Private gravel hauling.

Contract gravel hauling will continue until projected date of August 28.

2020 Crushing to begin Sept. 14.

No update on SML Application.

Next Period:

Continue Divisional and Private gravel hauling.

Stock pile rock at White Earth Pit.

Action 5.2.12

On Track

Dust Control

Update provided by Doug Ponich on Aug 17, 2020 21:58:33

No update for this period.

Next month: provide second application of MG30 to all dust controls.

Action 5.2.13 On Track

Administrative

Update provided by Doug Ponich on Aug 17, 2020 13:37:10

County Departmental Meeting. July 28

Joint Health and Safety Meeting. August 13

Action 5.2.14 On Track

Training

Update provided by Doug Ponich on Aug 17, 2020 13:37:24

No update.

Action 5.2.16 On Track

Council Member Inquiry

Update provided by Doug Ponich on Jan 09, 2020 15:35:27

No updates.



2020 Road Projects

5.1.4.a;

| OIL TREATMENT / PAVING | | | | | | | |
|---------------------------------------|-------|--------|------------------|-------------------------|---------------------|----------------|---------|
| Project Name | Code | # Days | Length/ miles | Res #'s | Estimate Costs | Actual Cost | Funding |
| Bridge Coldmix Surfacing – 13 Bridges | BCM19 | | | Carry over from 2019 | \$ 23,263.50 | | MO |
| | | | | | | | MSI/MO |
| | | | | | | | MSI/MO |
| Total | | | | | \$ 23,263.50 | \$ | |

| FIBERMAT / MICRO SURFACE | | | | | | | |
|---------------------------------|--------|----------|------------------|---------|-------------------|---------------------|-----------|
| Project Name | Code | # Days | Length/ Miles | Res #'s | Estimate Costs | Actual Cost | Funding |
| Twp 612 between Hwy 855- RR 174 | FM2014 | 2 | 1.0 | | \$ 70,500.00 | | MSI/MO |
| | | 2 | | | Total | \$ 70,500.00 | \$ |

| REHABILITATION / BASE STABILIZATION | | | | | | | |
|-------------------------------------|--------|-------------|------------------|---------|----------------|----------------------|---------------------|
| Project Name | Code | # Days | Length/ miles | Res #'s | Estimate Costs | Actual Cost | Funding |
| RR 130 between Twp 603- Twp 610 | MG1911 | 5 | 3.0 | | \$ 85,000.00 | 10,755.82 | MSI/MO |
| RR 124 between Twp 601- Twp 603A | MG2031 | 4 | 2.5 | | \$ 65,000.00 | 23,133.10 | MSI/MO |
| Twp 592 between RR 183- RR 182A | MG2013 | 1 | 0.5 | | \$ 10,000.00 | 962.62 | MSI/MO |
| RR 180 between Twp 594- Hwy 28 | MG1735 | 2.5 | 1.5 | | \$ 33,000.00 | 20,236.45 | MSI/MO |
| Twp 604 between RR 181- RR 184 | MG2015 | 8 | 3.0 | | \$ 75,000.00 | 7,011.95 | MSI/MO |
| | | 20.5 | | | Total | \$ 268,000.00 | \$ 62,099.94 |

| CONSTRUCTION | | | | | | | |
|--------------|------|--------|------------------|---------|----------------|----------------|---------|
| Project Name | Code | # Days | Length/ miles | Res #'s | Estimate Costs | Actual Cost | Funding |
| | | | | | | | MSI/MO |
| | | | | | | | MSI/MO |
| Total | | | | | \$ | \$ | |

| MG HAUL ROADS - PW57 | | | | | | | |
|---|--------|----------|------------------|---------|----------------|----------------------|---------------------|
| Project Name | Code | # Days | Length/ miles | Res #'s | Estimate Costs | Actual Cost | Funding |
| Twp 584 between Hwy 855- RR 165 | MG2023 | 4 | 5.5 | | \$ 121,000.00 | 51,328.25 | Aggregate Reserve |
| Twp 582A & 582 between Hwy 855- RR 172A | MG2033 | 3 | 2.0 | | \$ 44,000.00 | 24,308.61 | Aggregate Reserve |
| | | 7 | | | Total | \$ 165,000.00 | \$ 75,636.86 |

| CONTRIBUTION TO CAPITAL RESERVE | | | Estimate Costs | Funding |
|-----------------------------------|--|--|----------------|---------|
| Transfer for Future Road Projects | | | \$ 200,000.00 | MO |

| GRAVELLING | | | | | | | |
|-----------------------|------|----------------------|--------------------|----------------------|------------------|----------------------|------------------------------------|
| Miles per Division | Code | Recommended miles | Recommended Gravel | Estimate Costs | Actual Gravel | Actual Cost | Funding |
| 144.0 | PW45 | 38.5 | 6,673.5 | \$ 140,143.50 | 4,903.71 | \$ 102,977.91 | RTG |
| 218.5 | PW46 | 85.5 | 13,865.0 | \$ 318,895.00 | 9,200.46 | \$ 211,610.58 | RTG |
| 159.5 | PW47 | 41.5 | 6,675.5 | \$ 93,457.00 | 1,802.59 | \$ 25,236.26 | RTG |
| 167.0 | PW48 | 49.5 | 7,985.5 | \$ 119,782.50 | 998.58 | \$ 14,978.70 | RTG |
| 219.0 | PW49 | 70.0 | 11,168.0 | \$ 167,520.00 | 2,647.99 | \$ 39,719.85 | RTG |
| 908.0 miles | | 286.0 miles | 46,367.5 | \$ 839,798.00 | 19,553.33 | \$ 394,532.30 | |
| Contingency: | | | 5,000.0 | \$ 90,000.00 | 2,057.08 | \$ 37,027.44 | |
| Total | | | 51,367.5 | \$ 929,798.00 | 21,610.41 | \$ 431,559.74 | |
| Road Repair PW90: | | | | | 20,910.32 | \$ 392,068.50 | Unbudgeted- Cost of gravel only |



Public Works Foreman

Report Created On: Aug 21, 2020

Action 5.2.2

Completed

Haul Roads - Industrial Liaison work - Completed by the Public Works Foreman

Update provided by Bob Novosiwsky on Aug 21, 2020 14:28:19

August 21 / 2020

Tree Tech Enterprises are still have logs to be hauled in the Vilna area.

Thorhild Aggregate Ltd. are not hauling from NE-25-59-16-W4 to Hwy. 28 at this time.

Still waiting for things to straighten out with JMB before doing Aggregate Agreement for 2020 for their pits N of 610 W side of 181.

Hardrock are shut down for now; but they will continue with reclamation and crushing at the Hutterite Pit later.

Slash Ventures will be logging at NW-3-60-14-W4 off of Hwy. 36.

Slash Ventures will be logging at NW-20-60-13-W4 / NW-9-60-13-W4 to and from Hwy. 36 on 602 and 135.

Sky Logging will be logging at NE=31-59-12-W4 to and from Hwy. 28 on 131 and 600.

Sky Logging will be logging at NE-34-59-14-W4 to and from Hwy. 28 on 594.

Sky Logging will be logging at NE-12-60-14-W4 to and from Hwy. 36 140 and 602.

There has being a few moves for the oil companies for maintenance and service. Any moves are being done in the mornings.

Jay's Salvage Cats Ltd. will be logging at NE-30-60-18-W4 on 185, 605A, 191, 610 to and from 192A.

Thompson Infrastructure Ltd. will be hauling to NW-35-59-15-W4 (Bellis Lagoon) on 600, 151 to and from Hwy. 28. (With Vac truck)

PCL Construction has signed an agreement to use 125, 604 and 130 to and from Hwy. 28 / SW-31-60-12-W4 to get equipment and supplies in and out.

PCL Construction has signed an agreement to use 130 to and from 611A (Goodfish Lake Road)/ SW-31-60-12-W4 to get cement products to site (Water Reservoir)

Spur Resources and Caltex have not being hauling oil this spring but will let know when they will start again.

Croswell is active north of 610/181.

CLH is not hauling at this time.

Have been working with farmers to use designated routes when roads aren't to wet and soft to allow them to get grain hauled to fulfill their contracts

Action 5.2.3

On Track

Assistance provided to the Public Works Manager - Completed by the Public Works Foreman

Update provided by Bob Novosiwsky on Aug 21, 2020 14:32:12

Assist with work supervision. Follow up on road sign repairs, water problem areas and repairs to roads.

If there is an emergency where FIRE/RESQUE, AMBULANCE OR RCMP need to get to; when notified, we will do whatever possible to assist.

If any one sees any problems; let us know so we can check it out and address them.

Dealing with punch outs on roads due to the extra activity this spring. (Silage and the hauling of grain and bales)

Dealing with water sitting across roads in different areas.

Action 5.2.4 On Track

Approaches - Completed by the Public Works Foreman - Inter-Departmental Work - Approaches

Update provided by Bob Novosiwsky on Aug 21, 2020 14:45:22

Have approved improving access N of 602 on 141.

Approved driveway extension at #8 Willow Drive at Mons Lake for a home to be brought in.

Need to follow up on access for new yard site NW=18=60=17-W4.

Action 5.2.5 On Track

Blasting - Completed by the Public Works Foreman -Inter-Departmental Work

Update provided by Bob Novosiwsky on Aug 21, 2020 14:54:44

The spring that flows from NW of 592A between 153 and 154 seems to be working fine since the new culvert was put in.

There is a spring on the west side of the entrance to Smoky Lake Landfill that needs to be monitored.

Larry has been very good at making grates to put in front of various size of culvert and will be making more so we have them on hand for next spring. (They vary 1 foot to 16 feet.) This helps tremendously as it stops them from plugging inside the culvert or under a bridge. This makes it easier to clean by hand or with the back-hoe.

These locations are being monitored this spring. (162 between Hwy.28 / 592, 595A just W of 171, 123 S of 592, at bridge on Iron Horse Trail W of 125 (3 dams there) E of 855 on Island Lake road, 140 between 600/602, 170 between 584A/590, 132 S of 594, 170 S of 610, at the bridge along 153 S of 584 and other areas as they come up.

The removal of dams and trapping has shown a benefit this spring. Some areas will need to be followed up more as we are seeing a backup of water in some places.

Our trapper continues to trap problem areas and open dams where possible.

The beavers have become very active since the water flow has slowed down; so we will have to continue to monitor and deal with problem areas.

THE WET SPRING AND CONTINUOUS RAINS HAS BECOME HEAVEN FOR BEAVER ACTIVITY. TRAPPING FULL TIME AND SHOOTING IS HELPING TO CONTROL PROBLEM SPOTS FOR A FEW DAYS UNTIL OTHER BEAVERS MOVE IN. THERE WILL CONTINUE TO BE A PROBLEM AS LONG AS WE HAVE THE RAINS THAT ALLOWS THE WATER TO FLOW SLOWLY.

We have used a contractor with a small track-hoe that has a thumb on it to remove dams as reported by Doug.

LET US KNOW IF YOU SEE ANY PROBLEMS.

Trapper continues to have to trap and open culverts in problem areas. We are looking to install pond levelers in sum of these areas and repair areas that all ready have them.

Action 5.2.6 On Track

Fire permits - Completed by the Public Works Foreman - Inter-Departmental Work - Fire Permits

Update provided by Bob Novosiwsky on Aug 21, 2020 14:54:24

Have not issued any Fire Permits.

Action 5.2.7 On Track

Administrative Projects - Done by the Public Works Foreman

Update provided by Bob Novosiwsky on Aug 21, 2020 14:55:34

Assisted Doug with checking of roads and driveways.

Following up on haul roads and working on updating Agreements.

Dealing roads and water problem areas.

Followed up on trucks speeding and using Jake-brakes on 610 from Hwy. 855 to and from 181.

Follow up on Logging activity.

Helping to deal with washouts plugged culverts from beavers.

Doug has been doing extra work that I would do as I have been dealing with a lot of extra beaver problems. Trevor has continued to trap and open dams by hand where possible. I continue to check problem areas and follow up on dealing with them.

MORE WATER THAN USUAL THIS YEAR.

Action 5.2.8

On Track

Training - Taken or provided by the Public Works Foreman

Update provided by Bob Novosiwsky on Jul 23, 2020 19:13:29

No training.



Public Works Shop Foreman

Report Created On: Aug 19, 2020

Action 1.5.2

On Track

Equipment

Update provided by David Kully on Aug 19, 2020 16:12:33

- 111 - Repair cables and pulleys for tarp. July 21 - 22
- 472 - Repair coolant leak. July 21
- 483 - Change flat tire. July 22
- 472 - Regular service. July 27
- 481 - Change flat tire. July 27
- 508 - Replace receiver dryer assembly and recharge A/C system. July 27
- 471 - Regular service. July 28
- 505 - Blow out radiator. July 28
- 502 - Blow out radiator. July 28
- 629R - replace o-ring on hydraulic fitting. July 28
- 158 - Replace broken air fitting. July 29
- 228 - Prepare unit for sale. July 29
- 465 - Regular service and tune up. July 29
- 722 - Replace circuit breaker. July 30
- 622 - Recharge A/C system. July 30
- 509 - Repair hydraulic leak. July 30
- 194 - Replace cables for tarp. July 31
- 622 - Repair lights. Aug 4
- 466 - Change blades. Aug 4
- 181 - Replace tarp. Aug 5 - 6
- 466 - Replace skid shoes. Aug 5
- 509 - Repair wire to fuel temperature sensor. Aug 6
- 502 - Blow out radiator and clean tandem breathers. Aug 6
- 505 - Blow out radiator. Aug 6
- 511 - Blow out radiator. Aug 6
- 601 - Blow out radiator. Aug 6
- 622 - Repair beacon. Aug 7
- 481 - Pull unit over and out of ditch. Aug 7
- 140 - Repair tire. Aug 10
- 525 - Regular service and change tire. Aug 12
- 158 - CVIP. Aug 17 - 18
- 181 - Replace one tire. Aug 18

Action 1.5.3

On Track

Vehicle

Update provided by David Kully on Aug 19, 2020 16:11:23

- 106 - Replace transfer pump between fuel tanks. July 21
- 232 - Replace alternator and battery. July 22
- 743 - Regular service. July 22
- 198 - Regular service, rotate drive tires, repair exhaust. July 23
- 195 - Replace front hubs, brake drums and rims. July 23 - 27
- 108 - Repair issues with ABS and electric motor for brakes. Repair issues with fuel system losing prime. July 23 - 27
- 188 - Replace right convex mirror. July 24
- 107 - Recharge A/C system. July 24
- 106A - Install 2 way radio with LAD channels. July 27
- 204 - Replace front caliper mounting brackets and brake pads. July 27 - 28
- 107 - Replace front left axle shaft, and replace park brake cables. July 28 - 31
- 112 - Repair leaking coolant pipe. July 29
- 226 - Replace power steering hose. July 29
- 118 - Prepare unit for sale. July 29
- 188 - Clean fuel tank vents. July 30
- 208 - Regular service. July 31
- 476 - Replace front and rear calipers and brake pads, replace rotors. Aug 4 - 10
- 190 - CVIP, replace exhaust system, recharge A/C system, replace front shocks, regular service. Aug 5 - 14
- 726 - Replace rear calipers and brake pads. Aug 6
- 101A - Replace water pump. Aug 7 - 10
- 107 - Repair tire. Aug 7
- 197 - Replace air compressor, water pump, thermostats and have rad cleaned out. Aug 10 - 19
- 198 - Repair air leak. Aug 12
- 116 - Replace right rear wheel seal. Aug 18
- 198 - Recharge A/C system. Aug 18

Action 1.5.4

On Track

Protective Services Maintenance/Repair

Update provided by David Kully on Aug 19, 2020 16:13:34

408 - Replace batteries and check charging system. July 31

Action 1.5.5 On Track

Contract Work

Update provided by David Kully on Aug 19, 2020 16:21:45

308 - CVIP and repair issues with parasitic draw on batteries. July 22 - 28

Disaster Services Water Pump - Remove radiator and have it rebuilt then install it and check for leaks. Aug 4 - 11

Action 1.5.6 On Track

Administrative

Update provided by David Kully on Aug 19, 2020 16:30:22

Review invoices, oil samples, purchase orders, vehicle and equipment check lists.

Attend managers meetings

Picked up unit with patcher body and had orientation on operation of unit. July 23

Compiled list of units to be sold. July 28

Attend departmental meeting. July 28

Attend Joint Health and Safety Meeting. Aug 13

Action 1.5.7

On Track

Training

Update provided by David Kully on Aug 19, 2020 16:30:32

No training during this reporting period.

Action 1.5.8

On Track

Council Member Inquiry

Update provided by David Kully on Aug 19, 2020 16:30:45

No requests from council at this time



Bylaw Officer / Parks & Recreation Manager

Report Created On: Aug 20, 2020

Action 2.2.2

On Track

Land Use Development

Update provided by Ed English on Aug 20, 2020 15:13:14

Informed land owner about a road allowance open to the public near Bonnie Lake on July 22 & 23

Met with Mons Lake resident about ER and RV concerns on August 6

Picked up old fridge and garbage dumped by Dickie Bush church on August 17

Investigated report of weed spraying by beach in Birchland on August 18. unfounded

Action 2.2.3

On Track

Resorts

Update provided by Ed English on Aug 20, 2020 15:27:10

Grass mowing continues at office, resorts, hamlets, hwy signs, V.T., and day use areas

Replaced a broken picnic table at Bellis Beach on July 22

Removed broken trees at Bellis Beach on July 22 & 23

Attended Birchland trails with Doug and took photos on July 27

The 2 culvert wells at Hillside are to be locked closed by owner

Campgrounds are allowing the number of campers allowed in the bylaw after consulting AHS on August 5

Repaired broken flag pole at Warspite on August 11 & 17

Moved dock back again at Whitefish Lake (rising water levels)

Removed fallen tree and repaired outhouse at Hanmore on August 19

Action 2.2.4

On Track

Animal Control

Update provided by Ed English on Aug 20, 2020 15:06:02

Unable to catch stray dog around Vilna area. Will set a trap when it settles at one location July 27

Fielding a few questions about lost dogs in the area

Action 2.2.5

On Track

Protective Services

Update provided by Ed English on Jul 22, 2020 17:11:55

Attended mvc/deer on Hwy 28 and RR 130 on June 28

Attended mvc on Hwy 855 and TR 624 on July 16. I notified landowner that his fence was damaged

Continue to issue fire permits

Action 2.2.6 On Track

ATV Trails

Update provided by Ed English on Aug 20, 2020 14:52:05

Junior Forest Wardens from Lac La Biche completed painting and brushing at Belvil campsite on July 29

I removed chains on texas gates by Rge Rd 122 on August 14

IHT has lots of activity

Action 2.2.7 On Track

Peace Officer Program

Update provided by Ed English on Jun 17, 2020 17:53:24

Due to the Province lifting the state of emergency, CPO's are no longer authorized to enforce the Public Health Act.

Action 2.2.8 On Track

Administrative

Update provided by Ed English on Aug 20, 2020 15:00:53

Attended the RCMP/Fish and Wildlife/Emergency Services meeting on July 24

Attended the Joint Health and Safety meeting on August 13

Installed X's on office floor to promote social distancing on August 3

1 STEP worker returned to school on August 14

Remaining STEP workers (4) will be completed work on August 28

Action 2.2.9 On Track

Rural Addressing

Update provided by Ed English on Aug 20, 2020 14:47:33

12 addresses on the 2020 list (2 are replacements)

Action 2.2.10

On Track

Training

Update provided by Ed English on Jun 17, 2020 18:02:48

Attending health and safety meetings (zoom)

Action 2.2.11

On Track

Council Member Inquiry

Update provided by Ed English on Jun 19, 2019 16:40:31

Installed "use respect " signage at Hwy 855 day use area

Ordered "pick up after your dog" signage for Bellis playground

Action 2.2.12

On Track

Enforcement

Update provided by Ed English on Aug 20, 2020 15:03:05

Investigated complaint about quads going through fields by Rge Rd 195 on August 11



15
GOALS

62%
GOAL COMPLETION

5.1.4.h

**PLANNING & DEVELOPMENT PLAN
(P&D) GOVERNANCE**

| Goal | Progress Update | Current Completion | Start D... | Due Date |
|---|--|--------------------|------------|------------|
| Inter-municipal Collaborative Frameworks with the Counties of St. Paul, Lac La Biche & Two Hills as part of the 2018-2020 Strategic Priorities: 100% | Jordan Ruegg: Achievements: Completed! 2020/08/19 | 100% 100 / 100% | 2017/12/31 | 2020/12/30 |
| Inter-municipal Collaborative Framework with the Village of Vilna as part of the 2018-2020 Strategic Priorities: 100% | Jordan Ruegg: Achievements: Summary of Work Completed During 2020 <ul style="list-style-type: none"> Administration received the latest draft ICFs from Municipal Planning Services (2009) Ltd. on January 6, 2020. Administration is conducting a final review of the ICFs and the updated Protocol for Regional Cooperation Bylaw before forwarding the documents to Council for consideration. An administrator's meeting was held on February 5th to discuss edits made to the proposed ICF between Smoky Lake County and the Village of Vilna. A copy of the proposed Regional Protocol Bylaw was also reviewed. It is anticipated that the ICF and the Regional Protocol Bylaw will be brought to the March, 2020 Smoky Lake County Council meeting for adoption. Bylaw 1365-20: Smoky Lake Region Intermunicipal Collaboration Framework (ICF) was adopted by Council on February 20, 2020. Adoption of this Bylaw concludes the ICF process with the Village of Vilna. 2020/08/19 | 100% 100 / 100% | 2017/12/31 | 2020/12/30 |

Inter-municipal Collaborative Framework with the Village of Waskatenau part of the 2018-2020 Strategic Priorities: 100%

Jordan Ruegg:

Achievements: Summary of Work Completed During 2020

- Administration received the latest draft ICFs from Municipal Planning Services (2009) Ltd. on January 6, 2020. Administration is conducting a final review of the ICFs and the updated Protocol for Regional Cooperation Bylaw before forwarding the documents to Council for consideration.
- An administrator's meeting was held on February 5th to discuss edits made to the proposed ICF between Smoky Lake County and the Village of Vilna. A copy of the proposed Regional Protocol Bylaw was also reviewed. It is anticipated that the ICF and the Regional Protocol Bylaw will be brought to the March, 2020 Smoky Lake County Council meeting for adoption.
- **Bylaw #1367-20:** Protocol for Regional Cooperation was **adopted** by Council on **February 20, 2020** (Motion No. 500-20)
- **Bylaw #1365-20:** Smoky Lake Region Intermunicipal Collaboration Framework (ICF) was **adopted** by Council on **February 20, 2020** (Motion No. 506-20).
Adoption of these Bylaws concludes the ICF process with the Village of Waskatenau.

2020/08/19

Inter-municipal Collaborative Framework with the Counties of Lamont and Thorhildas part of the 2018-2020 Strategic Priorities: 100%

Jordan Ruegg:

Achievements: Thorhild County IDP

- Smoky Lake County Council passed a motion at its **January 23, 2020** meeting concurring with Thorhild County's request to **not enter into an Intermunicipal Development Plan** between the two municipalities at this time, in accordance with Section 631(2) of the Municipal Government Act. A letter was sent on January 27, 2020, informing Thorhild County of Smoky Lake County's decision on the matter. There is no requirement to file copies of said motions with the Minister of Municipal Affairs.

ICF

- Smoky Lake County received a **draft** copy of the proposed **Intermunicipal Collaboration Framework from Thorhild County on February 10, 2020**. Administration is currently reviewing the proposed ICF and will be recommending edits to Thorhild County prior to proceeding.
- Smoky Lake County received a **letter from Thorhild County, dated March 11, 2020**, informing Smoky Lake County that Thorhild County Council has adopted a Motion **requesting an extension of the ICF until April 1, 2021**.
- Subsequently, on March 31, 2020, the Minister of Municipal Affairs issued Ministerial Order MSD: 019/20 which extends the deadline for ICFs for all municipalities until April 1, 2021. There is no requirement to inform Municipal Affairs if we plan to utilize the extension.
- The Planning and Development Department had a meeting with Wayne Shanks, Planning and Development Manager, Thorhild County, on May 4, 2020, to discuss changes that Smoky Lake County had made to the proposed ICF between Smoky Lake County and Thorhild County. Mr. Shanks indicated to the Department that Thorhild County Council would be giving consideration to the proposed changes at an upcoming Council meeting, and that Smoky Lake County would be notified of results of their discussion.
- The Planning and Development Manager received an email, dated May 26, 2020, from Wayne Shanks, Manager of Planning & Development, Thorhild County, informing Smoky Lake County of the outcome of Thorhild County's May 26, 2020 Council meeting, during which, the ICF between Smoky Lake County and Thorhild County was presented for First Reading. Mr Shanks informed Smoky Lake County that Thorhild County Council deferred First Reading of the proposed ICF for the following reasons:
 - Clause 5.1.2. (Highway 28/63 Regional Water Services Commission) - Thorhild County Council feels that due to the Commission providing a region-wide service and not specifically an intermunicipal service between Smoky Lake County and Thorhild County, that it does not belong in an ICF, and therefore should be removed.

2017/1 2020/12/30

100%
100 / 100%

2017/12/31 2020/12/30

40%
40 / 100%
48% behind

- Clause 7.25 (determination of payment of costs of ar. on) - Thorhild County Council believes that the costs should be shared 50/50 and not 43% Smoky Lake County/57% Thorhild County as the draft ICF stipulates. Thorhild County requests that a 50/50 split be considered or removal of Clause 7.24 and Clause 7.25.
- Subsequently, Smoky Lake County Council adopted **Motion 1368-20 on June 25, 2020**, instructing administration to schedule a meeting between Smoky Lake County and Thorhild County Councils and administration to discuss the proposed ICF.
- The Planning and Development Department informed Mr. Shanks of Council's Motion by email on **July 10th and July 16th, 2020**, and is awaiting for Mr. Shanks to provide possible dates for a meeting that would suit Thorhild County Council.

Lamont County

IDP/ICF

On February 12, 2020, Smoky Lake County received a copy of a letter sent by Lamont County to the Minister of Municipal Affairs requesting an extension of the ICF deadline until April 1, 2020.

Subsequently, on March 31, 2020, the Minister of Municipal Affairs issued Ministerial Order MSD: 019/20 which extends the deadline for ICFs for all municipalities until April 1, 2021. There is no requirement to inform Municipal Affairs if we plan to utilize the extension.

Administration will continue to work with Lamont County administration to finalize the proposed ICF to be brought to Council for consideration at a future County Council meeting.

2020/08/19

**Planning and Development Manager
Work Plan: 100%**

Jordan Ruegg:

Achievements: Smoky Lake County Council adopted Policy No. 61-01-09: *Planning and Development Manager: Work Plan* at the Departmental Meeting held on March 5, 2020. The Planning and Development Department will continue to work on the projects and tasks identified in the Policy throughout the remainder of 2020 and will provide regular updates to Council during Council meetings.

2020/08/19

Road Closures: 100%

Jordan Ruegg:

Achievements: ROAD CLOSURE FILE RC 029

A request to close portions of the undeveloped government road allowance adjacent to River Lot 10 (located on Victoria Trail) has been made and was considered by Council at the May 28, 2020 Council meeting. Juanita Marois, Executive Director, Metis Crossing, appeared as a delegation at the same meeting to discuss the request in more detail.

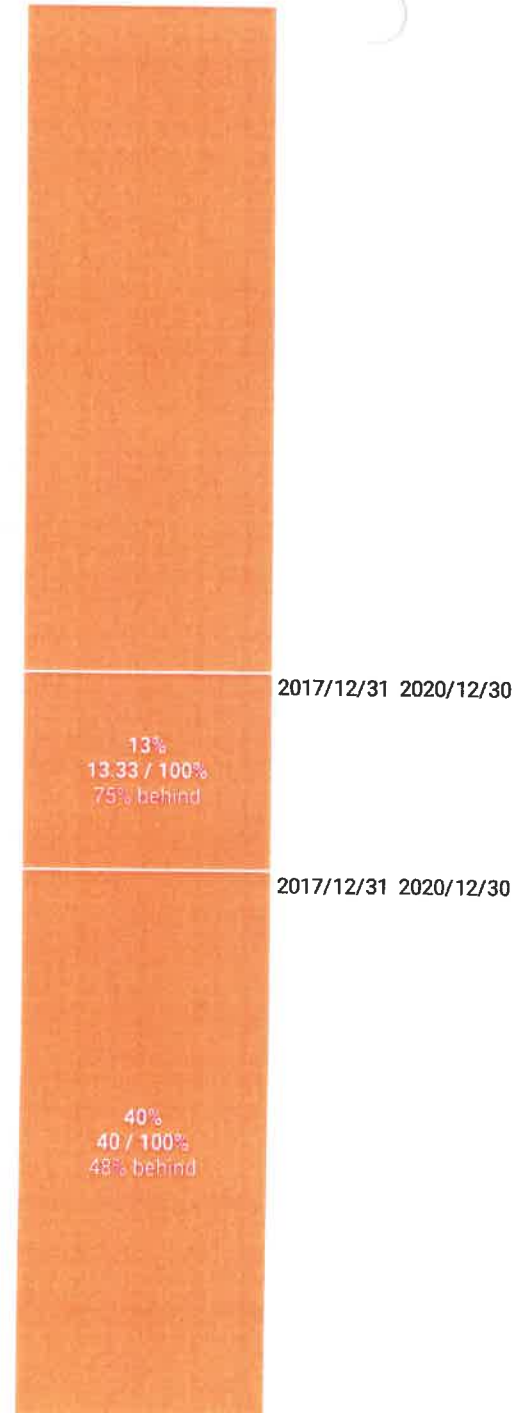
A request to close portions of the undeveloped government road allowance adjacent to River Lot 10 (located on Victoria Trail) has been made and a bylaw has been prepared and was given First Reading by Council at the June 25, 2020 Council meeting.

The Planning and Development Manager has sent the required notifications to relevant utilities and is awaiting responses. The applicant is currently in the process of preparing a survey of the proposed closure area to be included in the proposed Bylaw before a Public Hearing can be scheduled on the proposed Bylaw.

OTHER ROAD CLOSURE FILES

The Planning and Development Department continues to work on a number of Road Closure files that are at various stages of completeness and will continue to process new applications as they arise.

2020/08/19



Land Use Planning/Development: 100% Jordan Ruegg:

Achievements: A Public Hearing on Bylaw 1381-20, an amendment to Land Use Bylaw 1272-14, was held on Monday, August 10, 2020. Bylaw 1381-20, which includes amendments to allow for various accommodation uses within several land use districts and established a number of definitions for other uses, was adopted by Council following the Public Hearing on August 10, 2020.

The Planning and Development Department attended a Committee of the Whole meeting on July 20, 2020, to discuss changes to the County's Land Use Bylaw with respect to Recreational Vehicles, Campgrounds/Campsites, Shipping Containers. The Department is currently working on amendments to the Land Use Bylaw pursuant to the discussion at this Meeting for consideration at a future Committee of the Whole meeting.

2020/08/19

GIS Activity (P&D): 100%

Jordan Ruegg:

Achievements: The Planning and Development Department has worked with the GIS Technician to add the following layers to the County's GIS and populate these layers with data:

1. The Victoria Trail Municipal Historic Area Layer;
2. Layer displaying other historical trails in the County;
3. Layer showing Pioneer Schools located in the County;
4. Layer showing the boundaries of the former Bear's Ear Reserve;
5. Intermunicipal Development Plan Layer;
6. Watershed Layer (2 watershed and 4 sub-watersheds);
7. Cadastre/Zoning Layers updated;
8. "Subdivision Notes" menu; and
9. "Heritage" drop-down menu.

2020/08/19

Heritage: Management: 100%

Jordan Ruegg:

Achievements: The Planning and Development Assistant has forwarded signed copies of Bylaw 1262-14: Chahor Church Municipal Historic Designation, Bylaw 1369-20: Ruthenia School Municipal Historic Resource Designation & Bylaw 1370-20: Victoria Trail Municipal Historic Area Designation to the Heritage Resources Management Information System for registration on the Alberta Registry of Historic Places. The Planning and Development Manager and Assistant attended the May 26, 2020 Smoky Lake Regional Heritage Board meeting. During the meeting, the P&D Department provided an update to the Board regarding the proposed Victoria District Economic Development Strategy. Other items discussed were the regionalization of the Board, an update on the North Saskatchewan River being nominated as a potential Canadian Heritage River, installation of interpretive plaques at the Bellis Fire Hall and Free Trader's Cabin, the Victoria Trail Municipal Historic Area designation and the Victoria District Caveat Program.

At the April 30, 2020 Smoky Lake County Council meeting, the following items were adopted:

Bylaw 1370-20: Victoria Trail Municipal Historic Area Designation;

Policy Statement No. 61-24-01: Victoria District National Historic Site Caveat Program;

Intermunicipal Collaboration Committee: Notice of intent - Rationalization of the Smoky Lake County Regional Heritage Board;

Bylaw 1369-20: Ruthenia School Municipal Historic Resource Designation

Policy Statement No. 07-05-01: Victoria Settlement Advisory Committee

2017/12/31 2020/12/30

50%
50 / 100%
38% behind

2017/12/31 2020/12/30

60%
60 / 100%
28% behind

2017/12/31 2020/12/30

75%
75 / 100%
13% behind

Smoky Lake County Council also appointed Pam Billey to the Smoky Lake County Regional Heritage Board at the April 30, 2020 Council meeting.

The Planning and Development Department is also working on other projects in conjunction with the Smoky Lake County Regional Heritage Board (Municipal Historic Resource Designation Plaques; investigating grant opportunities for the Rubilak House; interpretive signage)

Smoky Lake County Regional Heritage Board

The Smoky Lake County Regional Heritage Board held a meeting on July 28, 2020. At this meeting, the following topics were discussed:

Shevchenko Church & Cemetery

- In response to an inquiry from the landowners, the Board discussed a possible designation of the Shevchenko Barn as a Municipal Historic Resource.
- The landowners had indicated they had a letter from Council dated 1989, stating that Council had designated the site as a historic site.
- The 1989 letter does not meet the requirements of the *Historical Resources Act* for designating a property as a Municipal Historic Resource as this process requires a designating bylaw to be adopted by Council.
- Unfortunately, upon an inspection of the property, it was determined that the church would unlikely be able to be saved and preserved.

Ruthenia School

- The Board was updated on the County's plans to provide 50% of funding (up to a total of \$2,500.00) towards the subdivision and surveying costs associated with the Ruthenia School site. The Smoky Lake Heritage Board Society will be taking ownership of the land/School once the subdivision process has been completed.
- P&D Department met with the owners of the property where the Ruthenia School is located on August 5th. The subdivision application was submitted to the Subdivision Authority on August 5, 2020.

Russ House

- The Board was updated on the County's decision to allow the Smoky Lake Heritage Board Society to relocate the Russ House to the County-owned land legally described as RL 10-58-17-W4M, at no cost to the County. The Society will make the necessary arrangements to have the House moved and will keep the County informed of these plans.

Bellis Fire Hall

- The Board was informed of the letter received from Leela Aheer, Minister of Culture, Multiculturalism and Status of Women, dated December 19, 2019, announcing that the Smoky Lake County Regional Heritage Board has been successful in obtaining \$870.00 towards conservation of the Bellis Fire Hall. The Board has until December 31, 2022 to claim the Grant and complete its conservation project.

Ecological Preservation

- The Board discussed its role in assisting the proposal of nominating the North Saskatchewan River as a Canadian Heritage River
- The Board discussed potential sites to be protected for ecological purposes

Heritage Promotion

- The Board discussed its plans for bronze plaques to be located at the Bellis Fire Hall and Free Trader's Cabin, two properties recently designated as Municipal Historic Resources. The proposed plaques will be of the same style as the previous plaques that have been installed at the County's other designated Municipal Historic Resources.
- The Board also discussed increasing its presence on various social media platforms as well as on the County's new website which is currently under development. The goal is for the Board to be more proactive in its approach to promoting the heritage assets within the County in hopes of attracting tourism and investment.
- The Board also discussed its plans for developing interpretative signage within the Victoria District.

Education and Awareness

- The Board discussed potential ways of engaging more youth in heritage-related activities.

Other Initiatives

Progress continues to be made toward a new national historic designation in Smoky Lake County.

In October 2019, Council approved to send a Letter of Support to the two Watershed Planning and Advisory Councils (WPAC) (the North Saskatchewan Watershed Alliance (NSWA) in Alberta and the North Saskatchewan River Basin Council (NSRBC) in Saskatchewan) for an inter-provincial Nomination of the North Saskatchewan River to the Canadian Heritage Rivers System (CHRS). Subsequently, Smoky Lake County has been cc'd to 22 other Letters, including the Smoky Lake County Regional Heritage Board (SLCRHB), Victoria Home Guard Historical Society (VHGHS), and numerous other municipalities.

Further to a meeting with the NSWA Board in February 2020 and follow-up phone-calls with the NSWA Executive Director Leah Kongsrude and separately with NSRBC General Manager Katherine Finn, and separately with AEP Senior Parks Planner Brian Joubert, **it will be most straightforward and feasible to consider designation of a shorter reach of the River (such as either the extent within Smoky Lake County, or adjacent to the Victoria District National Historic site of Canada, TBD)** as opposed the entire extent inter-provincially. AEP is presently in the process of determining the next steps (notifying the CHRS Board), which will be brought forward to County Council for discussion at a future meeting.

2020/08/19

Subdivision Development Appeal Board Jordan Ruegg:
Updates: 100%

Achievements: The Subdivision and Development Appeal Board has not held any Hearings in 2020. There are no outstanding Appeals before the SDAB at this time.

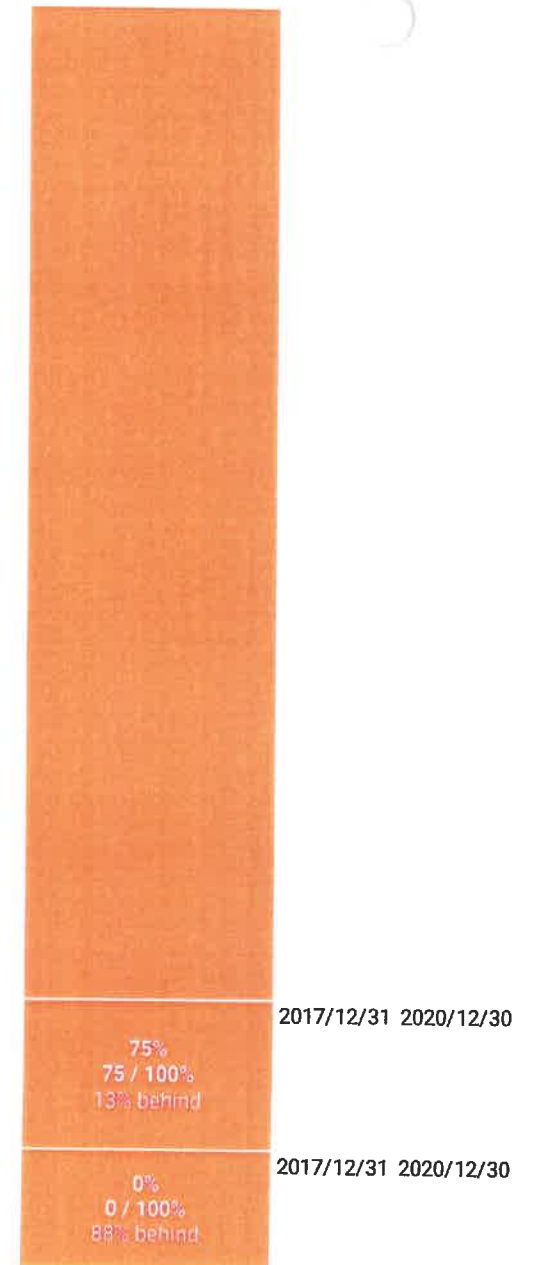
2020/08/19

Council Member Inquiry (P&D): 100%

Jordan Ruegg:

Achievements: No action was taken during this reporting period.

2020/08/19



Sales of Municipally-Owned Land:
100%

Jordan Ruegg:

Achievements: Council considered a request to purchase the lands legally described as Plan 5225CL: Block OT, at the April 30, 2020 County Council meeting. At this meeting, Council decided to defer advertising the potential sale of the land until the County has received clarity around the Province's potential partial funding of the reclamation of the site. A meeting is scheduled with Minister McIver for Friday, May 29, 2020, to discuss the issue further.

The Planning and Development Manager attend a virtual meeting with the Minister of Transportation and the Minister of Infrastructure on May 29, 2020, to discuss potential funding being provided by the Province with respect to reclamation of the former Waskatenau Nuisance Grounds. During this meeting, the Minister of Transportation announced that the Province had decided to fund 50% of the costs of reclamation.

The Planning and Development Department received an Expression of Interest to Purchase County-Owned Property, legally described as Plan 314HW, Block 4, Lot 15, on July 9, 2020. The Expression of Interest was circulated to other departments for comments as per County Policy No. 61-10: *Disposition of County-Owned Property* and was considered by Council at the July 28, 2020 Departmental Meeting. Following said meeting, a Notice of Public Land Sale was advertised in the Smoky Lake Signal and the Redwater Review for two consecutive weeks and will be brought forward for Council's consideration on August 27, 2020.

2020/08/19

2017/12/31 - 2020/12/30



(P&D) ECONOMIC DEVELOPMENT

| Goal | Progress Update | Current Completion | Start D... | Due Date |
|------|-----------------|--------------------|------------|----------|
|------|-----------------|--------------------|------------|----------|

- A Public Hearing on Bylaw 1372-20: *Victoria District Economic Development Strategy* was held on June 26, 2020. Following the Hearing, the Bylaw was adopted jointly by the County and the Town of Smoky Lake.

SLTC Working Group

The Smoky Lake County Tourism Company Working Group has met several times during this reporting period. Among the items discussed are:

- Updates on the Metis Crossing development
 - Metis Crossing lodge;
 - Solar project; and
 - Synergies with Victoria Settlement
- Milestone map
 - Outline of the activities completed to-date and the next steps contemplated to put the Strategy into action
- Funding Model/Business Plan

A more detailed summary of the Working Group's activities will be provided at the next Joint County-Town Council meeting.

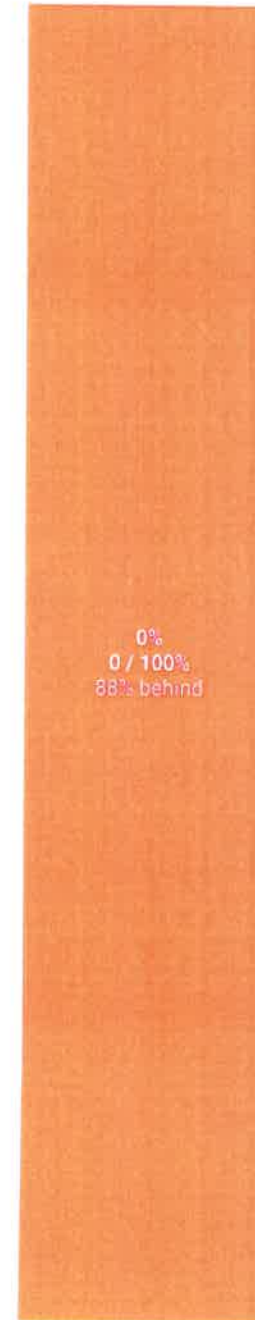
August 17, 2020 - Tri-Council Meeting (County/Town/MNA)

- A Tri-Council meeting was held at Metis Crossing on August 17, 2020, to discuss the future plans for Metis Crossing. Included in the discussion were the future development plans for the Crossing, including their lodge and solar project. Paul Cabaj of the Alberta Community and Co-operatives Association gave a presentation on co-operatives in Alberta and how a co-op model could be utilized to help fund the solar project and other initiatives contemplated by the Victoria District Economic Development Strategy.

August 19, 2020 - Meeting with Minister of Economic Development, Trade and Tourism and MLA

- The Planning and Development Department attended a meeting with Minister Fir and MLA Van Dijken regarding the Victoria District Economic Development Strategy and the County's partnership with the Metis Nation of Alberta and the Town of Smoky Lake.
- The Minister and the MLA were excited to hear about the Strategy and the plans for future tourism development in the Region.

2020/08/19



(P&D) MANAGER'S PLAN

| Goal | Progress Update | Current Completion | Start D... | Due Date |
|---------------------------------|-----------------|--------------------|------------|------------|
| (P&D) Organizational Efficiency | | 100% | 2020/01/01 | 2020/12/31 |





Safety Officer

Report Created On: Aug 21, 2020

Action 1.6.1 Some Disruption

Public Works Department: Safety Officer

Daily/Weekly/Monthly Plan detail kept in the Additional details section.

Update provided by Trevor Tychkowsky on Aug 21, 2020 04:38:53

- Fuel entries/dipped fuel tanks
- performed 6 site inspections on construction sites
- Aug 13 safety committee meeting virtual
- dealing with 6 Kyetch calls

Action 1.6.2 On Track

Safety

Update provided by Trevor Tychkowsky on Aug 21, 2020 04:28:52

- July 27 dealing with insurance for stolen truck and had towed back to shop
- July 29 did up paperwork for WCB on employee that was sprayed by pepper spray
- July 30 RUSA meeting virtual
- Aug 5 helped Planning Dept prepare RFD for clean up at landfill
- Aug 6 went to Edmonton to deal with phone and also pick up parts
- Aug 7 repair of broken phones
- Aug 17 contacted Telus for billing of damaged pedestal but no report of damage, more investigation when telus returns call

Action 1.6.3 On Track

Disaster Services

Update provided by Trevor Tychkowsky on Aug 21, 2020 04:26:18

- July 29 ASIST meeting Virtual
- Aug 7 got generators up and running at office and shop due to power outage
- Aug 11 went over to Lac La Biche County to deliver more sandbags and watch sandbagger unit at work. they need them and will be billed for the sandbags they received 8000 sandbags
- Aug 12 contacted provincial stock pile on water pumps borrowed and repaired they will be billed for the repair

Action 1.6.4 On Track

Risk Pro

Update provided by Trevor Tychkowsky on Jul 22, 2020 19:55:32

No update.

Action 1.6.5 On Track

Public Works

Update provided by Trevor Tychkowsky on Aug 21, 2020 04:09:38

July 30 traveled to Buffalo Lake to pick up water pump

July 31 traveled to Okatoks to pick up extra hose for pump

Aug 4 traveled back to Buffalo Lake to pick up another pump

Aug 5 helped set up pump to pump out flooding on roads

Aug 5 took pictures of items for sale to get into papers

Aug 10 went to Edmonton to pick up Radiator for water pumps

Aug 11 helped P,W, pick up employee from construction site

Aug 11 delivered one pump back to Buffalo Lake

Action 1.6.6 On Track

Administrative

Update provided by Trevor Tychkowsky on Aug 21, 2020 04:02:14

Aug 5 Cascade training

Action 1.6.7 On Track

Training

Update provided by Trevor Tychkowsky on Aug 21, 2020 04:29:42

July 30 completed Job demands course online

Aug 17 orientation for office staff

Action 1.6.8 Council Direction

Council Member Inquiry

Update provided by Trevor Tychkowsky on Aug 21, 2020 04:34:45

question on bills from employee from incident

1) tow bill for personal vehicle from Smoky Lake to Westlock due to keys stolen and no extra key to move vehicle

2) cost associated to stolen personal keys and cost of new key cut and programed

3) cost of new driver Licence as result of stolen wallet

*will provide receipts for council meeting upon request

5.1.4.k



GIS 2020

Jul 18 – August 19, 2020

- Weekly Grader Maps.
- Distribute Land Ownership Maps throughout the office.
- Review GIS Layers and update data layers information sheet for all sites.
- Review monthly General Service Hours.
- Assist Emergency services with new routing program coming in late fall through MuniSight and Titan.
- Adding utility information tab - Utility Integration from Bellamy.
- Follow up for ACP Grants: (data exports, collect and locate blueprints)
 - Regional GIS – Infrastructure Data Integration
 - Regional Storm water Management Plan
 - Regional Municipal Infrastructure Assessment Study (County 26 buildings)
- Data entry and data verification
- Data Sharing Agreements for the Town of Smoky Lake

Administrative

- Review GIS financial transactions
- Review and code monthly invoices
- Respond to emails and phone calls
- File information
- Assist front with phone calls, gas and tax inquires.
- Monitor AVL
- Maintain user and Passwords for GIS
- Maintain GIS Layer Inventory
- Attend weekly manager meeting
- Council Reports
- Promotional Orders

Updates

- Land Ownership Maps sold in our office: Month of January 3, February 6, March 2, April 1, May 33, June 3, July 3 total of 51 sold
- Login Statistics on Munisight from May 31, 2018–August 19, 2020 (Public) total visits

| | | | | |
|---------------------|--------|-----------------------|-----------------------|--------|
| Smoky Lake County | Public | 8/19/2020 10:17:44 AM | 8/19/2020 10:20:12 AM | 134551 |
| Smoky Lake Regional | Public | 8/18/2020 7:00:34 PM | 8/18/2020 7:02:22 PM | 101212 |

New Features (GIS Layers)

- None for this report

Training

- None for this report

Up Coming Training

-

2020 Objectives

- Collect and update Address Signs Data in field – outstanding data from 2008
- Collect and update old and missing Culvert Data.
- Have our staff trained on The Mobile App so Data can be added to our GIS the day work is complete.

Goals

- Encourage growth, training and technical advancement.
- Employee training program (2020)
- Public engagement for use of MuniSight (2020)



5.1.4.1

COMMUNICATIONS PLAN ON TRACK

| Owner | Start Date | Due Date | Goal | Progress Update | Current Compl... |
|---|------------|------------|-----------------------------|--|--|
| Evonne Zukiwski Communications Technician | 2020/01/01 | 2020/12/31 | Website Updates 0 Update(s) | <p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> • Posted Heritage Board Meeting on Website- July 22, 2020 • Posted Land Use Public Hearing Notice to website- July 22, 2020 • Posted Re-Opening of RR 170 notice on website- July 24, 2020 • Posted Secondary Trapper Ad on website Employment page- July 30, 2020 • Posted the August Grapevine on the website- August 4, 2020 • Posted Ag Fieldmans Bursary opportunity on Bursary page- August 4, 2020 • Added County Calendar and Zoom meeting links to website- August 4, 2020 • Posted the 2020-2024 Financial Plan on the website - August 4, 2020 • Posted Equipment for Sale on website- August 10, 2020 • Posted Request for Proposal: Waskatenau Nuisance Grounds on website- August 11, 2020 • Posted Métis Crossing Solar Project on website- August 13, 2020 <p>Next Steps:</p> <ul style="list-style-type: none"> • Create Microsites and add to County website • Create list of Helpful Reference Links under Ag Department page <p>2020/08/18</p> | 11 / 0 Update(s) 11 Update(s) ahead |

| | | | | | |
|---|------------|------------|--|---|--|
| Evonne Zukiwski Communications Technician | 2020/01/01 | 2020/12/31 | Communications for Departments 0 Ad(s) Created | <p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Created 'Farming the Web' ad- July 23, 2020 Created and printed Office Reopening to the Public posters for office placement- July 28, 2020 Submitted Secondary Trapper ad to newspapers- July 30, 2020 Created Beaver Management ad- August 4, 2020 Created 'Thank You' to the Junior Forest Rangers- August 10, 2020 Created Equipment for Sale listing and sent to newspapers- August 10, 2020 Created 'Crop Surveys' ad- August 11, 2020 Created Notice of Construction ad (RR 130; Waterline)- August 13, 2020 <p>Next Steps: <i>No value</i> 2020/08/18</p> | 8 / 0 Ad(s) Created 8 Ad(s) Created ahead |
| Evonne Zukiwski Communications Technician | 2020/01/01 | 2020/12/31 | Respond/ assist with concerns that arise | <p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Sent 'Thank You' for condolences messages- July 23, 2020 <p>Next Steps: <i>No value</i> 2020/08/18</p> | 0% |
| Evonne Zukiwski Communications Technician | 2020/01/01 | 2020/12/31 | County Website Maintenance | <p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Contacted All-Net to add microsite option onto website- August 10, 2020 <p>Next Steps:</p> <ul style="list-style-type: none"> Set up microsite for RCDC and any additional requests received. <p>2020/08/18</p> | 0% |
| Evonne Zukiwski Communications Technician | 2020/01/01 | 2020/12/31 | Produce & Distribute Grapevine | <p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Sent August Grapevine to the newspapers- August 4, 2020 <p>Next Steps: <i>No value</i> 2020/08/18</p> | 0% |
| Evonne Zukiwski Communications Technician | 2017/12/31 | 2020/12/30 | Training Activities - 2017-2020 Events | | 0% |
| Evonne Zukiwski Communications Technician | 2020/01/01 | 2020/12/31 | ↳ Participate in Training: 100% | <p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Completed Cascade Training (Part 2)- August 5, 2020 <p>Next Steps:</p> <ul style="list-style-type: none"> Complete follow-up training on September 1, 2020 <p>2020/08/18</p> | 0% 0 / 100% |

August 15/20

5.2

Evergreen Regional waste management meeting held on August 12 2020 at Lafond site

- Repairs on the way to repair under carriage on track loader.
- working on road repairs.
- going to waive the tipping fee on Town of St. Paul mulch as they can use it for cover.
- starting a 2 year pilot project on recycling small electronics
- Alberta Care Conference Sept 9-11 2020 in pincher creek and the AGM will be in Leduc on Dec 4 2020
- Swana Conference is Nov 23-26 2020 in Banff this year.
- Next meeting Sept 16 2020 10:00 AM St. Paul county.

Dan GAWALTO
councillor division one

Hilroy

5.29.20



SMOKY LAKE COUNTY

NOTES of the Joint Health & Safety Committee **Informal Meeting** of Friday, June 19, 2020 at 8:09 A.M. held virtually through Electronic Communication Technology: Zoom Meeting.

| | <u>Name</u> | <u>Position/Title</u> | <u>Attendance</u> |
|----------------------------|--------------------|---------------------------------|-------------------|
| Staff Members: | | | |
| Ag. Service Board | Amanda Kihn | Assist. Ag. Fieldman | Absent |
| Parks & Recreation | Vacant | Laborer | Vacant |
| Public Works | Eddy Pirzek | Mechanic | Absent |
| Public Works | Hank Kwasnycia | Laborer | Absent |
| Administration | Patti Priest | Leg. Services Clerk / Rec. Sec. | Virtually Present |
| Enviro. Operations | Terry Bodnar | Water, Wst. Wrt. & Waste Tech. | Absent |
| Fire Protect. Svcs. | Spencer Kotylak | Deputy Fire Chief | Absent |
| Public Works | Doug Cherniwchan | Truck Driver | Absent |
| Public Works | Kirstin Watamaniuk | Scale Operator | Absent |
| Planning & Development | Kyle Schole | Planning & Dev. Assistant | Absent |
| Natural Gas | Will Gray | Natural Gas Operator | Absent |
| Management Members: | | | |
| Public Works | Bob Novosiwsky | Road Foreman | Absent |
| Natural Gas | Daniel Moric | Manager | Absent |
| Enviro. Operations | Dave Franchuk | Manager | Virtually Present |
| Public Works | David Kully | Shop Foreman | Virtually Present |
| Public Works | Doug Ponich | Manager | Absent |
| Bylaw Enforcement | Ed English | Peace Officer/Rec. Manager | Virtually Present |
| Fire Protect. Svcs. | Scott Franchuk | Fire Chief | Absent |
| Ag. Service Board | Carleigh McMullin | Agricultural Fieldman | Absent |
| Planning & Development | Jordan Ruegg | Manager | Absent |
| Smoky Lake Region - RCDC | Michelle Wright | Community Ec. Dev. Officer | Virtually Present |
| Non-Voting: | | | |
| Administration | Cory Ollikka | Chief Administrative Officer | Virtually Present |
| Elected Official | Lorne Halisky | Councillor | Virtually Present |
| Administration | Lydia Cielin | Assist. CAO | Absent |
| Elected Official | Craig Lukinuk | Reeve | Absent |
| Elected Official | Johnny Cherniwchan | Councillor (Alternate) | Virtually Present |
| Safety | Trevor Tychkowsky | Safety Officer | Virtually Present |

Agenda:

The Joint Health & Safety Committee members who were present reviewed the Agenda for Friday, June 19, 2020.

Minutes:

Minutes of the Joint Health & Safety Committee Meeting

The Minutes of the Joint Health & Safety Committee Regular Meeting held on Friday, May 15, 2020, will be adopted as presented or amended at the next regular meeting.

Action List - Joint Health & Safety Committee

The Action List from the Joint Health & Safety Committee Meeting updated as of June 17, 2020, will be accepted for information at the next regular meeting.

Training Updates:

Training Updates from the Safety Officer

No training was reported from May 15, 2020 to June 19, 2020.

Incidents:

Incidents for the period between May 15, 2020 to June 19, 2020

There were **2 incidents** for the period of **May 15, 2020 to June 19, 2020, which will be reported** at the next regular meeting:

1. An Employee had a medical emergency while operating a tractor mower, a co-worker was able to bring the unit to a safe stop and called 911 – WCB was notified – the employee received medical attention in hospital and is doing well – there was damage to a fence and minimal crop damage – the County will repair the fence.
2. A tractor mower Operator jumped off the unit twisting their right knee, felt pain, iced it, and was still sore the next day is seeking medical attention June 19, 2020 – prevention would be to not jump.

Committee Member Reports:

Public Works Shop Foreman – Dave Kully

- Everyone at the shop is still healthy and no one has been off sick.
- Once shop is reopened to the public an inspection will need to be done on the overhead crane and an inspection will also be required on the floor hoist.
- Continuing with repairs and any issues that arise.

Public Works Road Foreman – Bob Novosiwsky

- Not in Attendance - No Report Submitted.

Public Works Manager – Doug Ponich

- Roads within the county have been greatly affected by the amount of rainfall, creating washouts, and plugging culverts.

- Repair to these areas has been ongoing.
- Along with contending with mother nature, beavers are creating dams at culvert ends flooding roadways & adjoining properties.
- Dealing with these beaver issues has become a daily project inspecting and breaking apart the dams.
- Graveling and grader blading these roadways continue as conditions allow.

Public Works Staff - Doug Cherniwchan, Kirstin Watamaniuk, Eddy Pirzek

- Not in Attendance - No Report.

Main Office Staff – Patti Priest

- County Meetings continue to be held virtually in part or in whole to encourage social distancing for COVID prevention purposes.

Planning & Development Staff – Kyle Schole

- The department has recently fielded an email inquiry from a counterpart at another municipality regarding inspections/site visits during COVID, specifically, entering the interior of a premises. In our case, we very seldom have need to do so, and in such cases, would practice distancing, wear masks, disinfect, and take any other necessary measures. It appears of the small email cc sample, this is a similar practice to most other similar regional municipalities at this time.

Planning & Development Manager – Jordan Ruegg

- Nothing additional to report.

Natural Gas Department Manager – Daniel Moric

- Submitted – “No Report.”

Environmental Operations Department Manager – Dave Franchuk

- The waterline contractors are currently reclaiming deficiencies on the MuniCorr Trail.
- We have been busy improving the operation of the Warspite Sewage lift station. A high number of disinfectant wipes are accumulating in the pumps, causing the pumps to quit. And had experienced a high volume going through the system due to the heavy rains we had.

Parks and Recreation Department Staff – Vacant

- Vacant.

Bylaw Enforcement Officer / Parks and Recreation Manager – Ed English

- Fallen and leaning trees have been removed in campgrounds
- COVID-19 signs have been erected at campgrounds, outhouses, and playgrounds.
- Campgrounds opened on June 15 (with restrictions).

- Faded stop signs on the Iron Horse Trail have been replaced.
- Investigating old well on Twp Rd 602 that might be a hazard.
- Highway signs have been replaced.

Agricultural Service Board (ASB) Assistant Ag Fieldman – Amanda Kihn

- Spraying brush for sightlines as weather permits
- Weed Inspector Trevor Hedlund started on June 1st
- Mowing has begun it is very wet; ditches are slippery be careful!
- Had a medical incident with a mower.

Agricultural Service Board (ASB) Agricultural Fieldman – Carleigh McMullin

- Nothing further to add.

Fire Protective Services, Fire Chief – Scott Franchuk

- Physical distancing has been challenging for fire department members due to responding to emergency calls.
- Fire Department members are using masks when possible.
- Spray 9 disinfectant was purchased, and apparatus is cleaned after every call.
- PPE supplies are still good for all 3 departments.
- Might look into getting thermometers for firefighter quick checks for fevers and Covid-19 symptoms.

Community Economic Development Officer, Smoky Lake Region – Michelle Wright

- Submitted – “No Report.”

Chief Administrative Officer - Cory Ollikka

- No Report.

Assistant Chief Administrative Officer – Lydia Cielin

- Not in Attendance - No Report.

Council Representative, Division Four – Lorne Halisky

- COVID-19 continues so please do your part to ensure your and others safety by not letting your guard down as the reopening of businesses etc. takes place.
- Drive to the road conditions as we are experiencing a very wet spring season making the roads extremely soft etc.
- Theft is an ongoing issue so please ensure your vehicles/ equipment are secure etc. and report suspicious activities.
- Wildlife strikes is even more of an issue lately with the new offspring being born so drive with caution.
- Please keep your mind on task at all times and report all incidents and hazards to prevent loss.

Council Representative, Division Two – Johnny Cherniwchan

- No Report.

Safety Officer – Trevor Tychkowsky

- Submitted – “No Report.”

Committee Member Reports

The Joint Health & Safety Committee Member Reports, for June 19, 2020, will be accepted for information at the next regular meeting.

Correspondence:

Occupational Health and Safety (OHS) and Employment Standards (ES) eNews Letter

The eNews Letter included in the June 19, 2020 Joint Health & Safety Committee agenda package from the Government of Alberta titled: “OHS/ES eNews” outlining the latest developments in Occupational Health and Safety (OHS) and Employment Standards (ES), dated June 12, 2020, will be accepted for information at the next regular meeting.

Covid-19 Information Working from Home During A Pandemic

The pamphlet included in the June 19, 2020 Joint Health & Safety Committee agenda package from the Government of Alberta titled: “COVID-19 Information Working from Home During A Pandemic” outlining examples of occupational health and safety (OHS) best practices employers for workers to follow if working from home during the COVID-19 pandemic, will be accepted for information at the next regular meeting.

COVID-19 Information Guidance for Wearing of Non-Medical Face Masks

The pamphlet included in the June 19, 2020 Joint Health & Safety Committee agenda package from the Government of Alberta titled: “COVID-19 Information Guidance for Wearing of Non-Medical Face Masks for The General Public”, will be accepted for information at the next regular meeting.

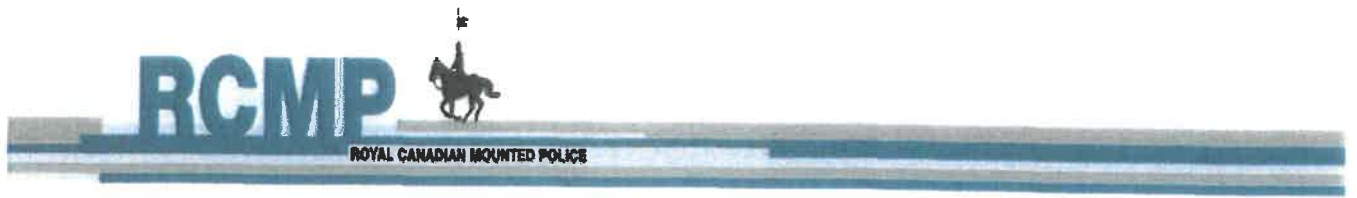
Date and Time of Next Meeting:

The next Joint Health & Safety Committee Meeting will be scheduled for **Thursday, August 13, 2020 at 8:00 a.m.**, to be held virtually and/or in County Council Chambers.

ADJOURNMENT:

The Joint Health & Safety Committee **Informal** Meeting of June 19, 2020, ended at 8:31 a.m.

5.2.15.a



Smoky Lake RCMP

Police Report

Quarter 1

April - June 2020



Prepared: July 13, 2020

By: Tina Chan, Sgt

Human Resources:

- The RCMP Municipal Detachment normal complement is 5 personnel (consisting of 1 Sergeant and 4 Constables). Officers are supported by 2 full-time Federal Public Servant (PS) Clerks.
- Smoky Lake RCMP Detachment remains at full capacity with the following posted members: Constables Chris McKERRACHER, James QUIGLEY, Damen THORNE, Brett THIESSEN and Sgt Tina CHAN.

Financial Report:

- No major concerns, overtime is projected to be more than last year and this is for operational reasons.

Crime Report:

- Please see the enclosed Crime Statistics for 2016-2020 Quarter 1 (Actual) Comparisons for the County of Smoky Lake for January to June.
- Change noted in person(s) crimes from the previous year but noted to be a decline and below par for the 5-year average.
- Property crimes are down from the previous year by 27% and above par for the 5-year average. As noted in this report, Break and Enter, Theft of Motor Vehicle, Theft over/under \$5000, Possession of Stolen Goods, Fraud, Arson and Mischief to Property are the top contributors and reflective in the local statistics in the county.
- Notation of the decrease in specific offences from 2019 to 2020 compared to that of the 5-year average, overall, the trend has leveled off in criminal activity.
- Members continue to conduct patrols at sporadic hours in high incident areas. Public education and advisements are utilized to encourage people to not leave valuables in their vehicles, to lock their cars, utilize steering wheel clubs and vehicle immobilizing units and report suspicious vehicles / persons and activities in their areas. Further recommendations have been made to secure homes and properties, forage friendships with neighbors, to make properties look lived-in and to join and participate in Rural Crime Watch and Citizens on Patrol.

Annual Performance Plan (APP) - Police Priorities

In continuation to promote safer communities, the top priorities of focus remain as Crime Reduction, Traffic Enforcement and Community Engagement.

The following is the Quarter progress report on each identified priorities and encompasses all the communities in the County of Smoky Lake.

- **Crime reduction** – Crime reduction continues to be a police priority for 2020-2021. Cst James Quigley remains as our assigned Crime Reduction Coordinator. Smoky Lake RCMP Detachment continue to made extensive patrol plans and operational plans in combating rural property crimes. These efforts anticipate to work towards a reduction in property crimes.

- **Rural Crime Watch:** Liaison officer, Cst Thorne will continue to work with the Rural Crime Watch group. Rural Crime Watch members are active and support the detachment in public education, sharing information and reporting. Community members are encouraged to continue reporting suspicious persons, vehicles and incidents to the Smoky Lake RCMP Detachment. The Rural Crime Watch group continues to encourage local citizens and rural property reps/owners to join and increase their membership and community participation.
 - **Vilna/Bellis Citizens on Patrol:** Smoky Lake RCMP members and Liaison Officer, Cst Damen Thorne continue to work with the Vilna/Bellis Citizens on Patrol (COP). Vilna/Bellis COP group continue to provide good support to their communities with their hard work, being visible in the community and encouraging local citizens to join and increase their membership by seeking out volunteers. The RCMP are looking forward to working with the newly elected COP board.
 - **Smoky Lake/Waskatenau Citizens on Patrol:** No further updates on the potential COP programs in Smoky Lake and Waskatenau. The Smoky Lake RCMP will continue to lend support in the start up of the COP programs for both communities pending start up initiatives in the towns / hamlets.
- **Traffic** – Traffic enforcement and police visibility continues to be a community priority in the County of Smoky Lake to promote public safety. Smoky Lake RCMP and Redwater Traffic Unit continuously conduct patrols on the Highway 28, primary and secondary highways and roads in the county. Public support continues to be a major contributor to road safety.
 - **Community Engagement** - Smoky Lake RCMP members have been actively attending public events and functions in the county to increase police and public engagement. Increased efforts have been made by the Smoky Lake members to “get to know our local citizens” and encourage open dialect on police enforcement and involvement within the communities.
 - Since March 2020, due to the COVID-19 pandemic crisis, front line workers, provincial employees and citizens of Alberta had been instructed to abide to the restrictions as designated by the Alberta Health Services and national Public Health;
 - Throughout this period, Smoky Lake RCMP members continued to provide policing service to the County of Smoky Lake. Although some services were scaled back, calls to service were completed by way of telephone calls and utilizing social distancing and protective measures of PPE (Personal Protection Equipment – gloves, masks, etc);
 - Although limited in social activities, Smoky Lake RCMP members continued to interact with the public when the opportunity was offered to maintain a sense of connection within the community;
 - As of June 2020, the province of Alberta slowly initiated re-launch phases to open up businesses and social interactions. County of Smoky Lake have been respectful of the phases and, to date, have no reported COVID-19 cases.

- **Police / Community Relations – Youths, Elders and Community** - For the upcoming 2020-2021 school year, RCMP members will continue to participate and be more involved with the local schools. Designated school liaisons are as follows:
 - **Vilna School** - Cst. Thiessen / Cst. Quigley
 - **H.A. Kostash School** - Cst. Thorne / Cst. McKerracher
 - **Waskatenau Catholic School** - Cst. McKerracher / Cst. Quigley
 - **Hutterite Colony School** – Cst. Thorne / Cst. Thiessen

In an effort to re-connect with the community and County/Town Offices, I have taken the opportunities to attend Council meetings at the Waskatenau, Vilna and County and Town of Smoky Lake offices.



Tina CHAN, Sgt.
Detachment Commander
NCO i/c Smoky Lake RCMP Detachment

RCMP-GRC

Smoky Lake Provincial Detachment

ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA



June: 2016 - 2020

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

July-06-20

| CATEGORY | Trend | 2016 | 2017 | 2018 | 2019 | 2020 | % Change 2016 - 2020 | % Change 2019 - 2020 | Avg File +/- per Year |
|---------------------------------------|-------|-----------|-----------|-----------|-----------|-----------|-------------------------|-------------------------|--------------------------|
| Homicides & Offences Related to Death | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Robbery | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Sexual Assaults | | 0 | 1 | 0 | 0 | 0 | N/A | N/A | -0.1 |
| Other Sexual Offences | | 0 | 0 | 0 | 1 | 1 | N/A | 0% | 0.3 |
| Assault | | 6 | 6 | 4 | 8 | 2 | -67% | -75% | -0.6 |
| Kidnapping/Hostage/Abduction | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Extortion | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Criminal Harassment | | 1 | 2 | 0 | 2 | 4 | 300% | 100% | 0.6 |
| Uttering Threats | | 2 | 3 | 0 | 2 | 0 | -100% | -100% | -0.5 |
| TOTAL PERSONS | | 9 | 12 | 4 | 13 | 7 | -22% | -46% | -0.3 |
| Break & Enter | | 1 | 4 | 10 | 15 | 3 | 200% | -80% | 1.5 |
| Theft of Motor Vehicle | | 7 | 2 | 7 | 4 | 5 | -29% | 25% | -0.2 |
| Theft Over \$5,000 | | 0 | 0 | 1 | 1 | 0 | N/A | -100% | 0.1 |
| Theft Under \$5,000 | | 10 | 12 | 7 | 7 | 5 | -50% | -29% | -1.5 |
| Possn Stn Goods | | 1 | 1 | 7 | 6 | 2 | 100% | -67% | 0.7 |
| Fraud | | 3 | 2 | 2 | 1 | 2 | -33% | 100% | -0.3 |
| Arson | | 0 | 1 | 0 | 0 | 0 | N/A | N/A | -0.1 |
| Mischief To Property | | 9 | 4 | 11 | 16 | 10 | 11% | -38% | 1.4 |
| TOTAL PROPERTY | | 31 | 26 | 45 | 50 | 27 | -13% | -46% | 1.6 |
| Offensive Weapons | | 0 | 1 | 0 | 1 | 1 | N/A | 0% | 0.2 |
| Disturbing the peace | | 2 | 1 | 4 | 5 | 1 | -50% | -80% | 0.2 |
| Fail to Comply & Breaches | | 1 | 1 | 6 | 9 | 3 | 200% | -67% | 1.2 |
| OTHER CRIMINAL CODE | | 3 | 6 | 3 | 4 | 2 | -33% | -50% | -0.4 |
| TOTAL OTHER CRIMINAL CODE | | 6 | 9 | 13 | 19 | 7 | 17% | -63% | 1.2 |
| TOTAL CRIMINAL CODE | | 46 | 47 | 62 | 82 | 41 | -11% | -50% | 2.5 |

RCMP-GRC

Smoky Lake Provincial Detachment



CRIME STATISTICS / STATISTIQUES CRIMELLES POLICE • GENDARMERIE ROYALE DU CANADA

June: 2016 - 2020

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

July-06-20

| CATEGORY | Trend | 2016 | 2017 | 2018 | 2019 | 2020 | % Change 2016 - 2020 | % Change 2019 - 2020 | Avg File +/- per Year |
|--|-------|------|------|------|------|------|----------------------|----------------------|-----------------------|
| Drug Enforcement - Production | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Possession | | 0 | 0 | 3 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Trafficking | | 0 | 0 | 1 | 0 | 1 | N/A | N/A | 0.2 |
| Drug Enforcement - Other | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Total Drugs | | 0 | 0 | 4 | 0 | 1 | N/A | N/A | 0.2 |
| Cannabis Enforcement | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Federal - General | | 0 | 0 | 0 | 2 | 0 | N/A | -100% | 0.2 |
| TOTAL FEDERAL | | 0 | 0 | 4 | 2 | 1 | N/A | -50% | 0.4 |
| Liquor Act | | 3 | 1 | 1 | 1 | 2 | -33% | 100% | -0.2 |
| Cannabis Act | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Mental Health Act | | 9 | 4 | 10 | 7 | 7 | -22% | 0% | -0.1 |
| Other Provincial Stats | | 11 | 10 | 5 | 9 | 5 | -55% | -44% | -1.3 |
| Total Provincial Stats | | 23 | 15 | 16 | 17 | 14 | -39% | -18% | -1.6 |
| Municipal By-laws Traffic | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Municipal By-laws | | 3 | 1 | 2 | 3 | 1 | -67% | -67% | -0.2 |
| Total Municipal | | 3 | 1 | 2 | 3 | 1 | -67% | -67% | -0.2 |
| Fatals | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Injury MVC | | 2 | 2 | 1 | 3 | 1 | -50% | -67% | -0.1 |
| Property Damage MVC (Reportable) | | 17 | 20 | 11 | 8 | 10 | -41% | 25% | -2.6 |
| Property Damage MVC (Non Reportable) | | 1 | 4 | 0 | 5 | 1 | 0% | -80% | 0.1 |
| TOTAL MVC | | 20 | 26 | 12 | 16 | 12 | -40% | -25% | -2.6 |
| Provincial Traffic | | 46 | 47 | 145 | 252 | 128 | 178% | -49% | 36.9 |
| Other Traffic | | 0 | 1 | 1 | 2 | 1 | N/A | -50% | 0.3 |
| Criminal Code Traffic | | 4 | 2 | 4 | 11 | 8 | 100% | -37% | 1.7 |
| Common Police Activities | | | | | | | | | |
| False Alarms | | 5 | 6 | 10 | 6 | 8 | 60% | 33% | 0.6 |
| False/Abandoned 911 Call and 911 Act | | 13 | 5 | 11 | 17 | 6 | -54% | -65% | -0.2 |
| Suspicious Person/Vehicle/Property | | 3 | 2 | 4 | 19 | 15 | 400% | -21% | 4.1 |
| Persons Reported Missing | | 3 | 4 | 1 | 3 | 0 | -100% | -100% | -0.7 |
| Search Warrants | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Spousal Abuse - Survey Code (Reported) | | 7 | 5 | 3 | 2 | 1 | -86% | -50% | -1.5 |
| COVID-19 Files (Reported) | | - | - | - | - | 0 | - | - | - |



Smoky Lake Provincial Crime Gauge

2020 vs. 2019
January to June

Criminal Code Offences



**Total
Criminal Code
Offences:**

21%

Decrease

When compared to
January to June, 2019

Select Property Crime



NOTE: If in both 2019 and 2020 a category had fewer than 20 offences, a percent change is not shown. All numbers without a '%' beside them represent counts.

RCMP-CRC

Smoky Lake Provincial Detachment

ROYAL CANADIAN MOUNTED POLICE

GENDARMERIE ROYALE DU CANADA

January to June: 2016 - 2020



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

July-06-20

| CATEGORY | Trend | 2016 | 2017 | 2018 | 2019 | 2020 | % Change 2016 - 2020 | % Change 2019 - 2020 | Avg File +/- per Year |
|---------------------------------------|-------|------------|------------|------------|------------|------------|-------------------------|-------------------------|--------------------------|
| Homicides & Offences Related to Death | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Robbery | | 1 | 0 | 0 | 0 | 0 | -100% | N/A | -0.2 |
| Sexual Assaults | | 2 | 4 | 3 | 1 | 2 | 0% | 100% | -0.3 |
| Other Sexual Offences | | 0 | 1 | 1 | 2 | 2 | N/A | 0% | 0.5 |
| Assault | | 26 | 33 | 24 | 31 | 24 | -8% | -23% | -0.6 |
| Kidnapping/Hostage/Abduction | | 0 | 1 | 0 | 0 | 0 | N/A | N/A | -0.1 |
| Extortion | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Criminal Harassment | | 1 | 6 | 6 | 9 | 13 | 1200% | 44% | 2.7 |
| Uttering Threats | | 12 | 13 | 8 | 7 | 11 | -8% | 57% | -0.8 |
| TOTAL PERSONS | | 42 | 58 | 42 | 50 | 52 | 24% | 4% | 1.2 |
| Break & Enter | | 25 | 25 | 39 | 49 | 29 | 16% | -41% | 3.2 |
| Theft of Motor Vehicle | | 21 | 19 | 26 | 39 | 26 | 24% | -33% | 3.0 |
| Theft Over \$5,000 | | 1 | 0 | 1 | 4 | 4 | 300% | 0% | 1.0 |
| Theft Under \$5,000 | | 21 | 28 | 32 | 36 | 28 | 33% | -22% | 2.2 |
| Possn Stn Goods | | 5 | 1 | 12 | 19 | 17 | 240% | -11% | 4.2 |
| Fraud | | 13 | 6 | 22 | 25 | 19 | 46% | -24% | 3.1 |
| Arson | | 0 | 2 | 8 | 3 | 6 | N/A | 100% | 1.3 |
| Mischief To Property | | 32 | 19 | 48 | 55 | 40 | 25% | -27% | 5.2 |
| TOTAL PROPERTY | | 118 | 100 | 188 | 230 | 169 | 43% | -27% | 23.2 |
| Offensive Weapons | | 0 | 2 | 2 | 2 | 4 | N/A | 100% | 0.8 |
| Disturbing the peace | | 13 | 8 | 15 | 18 | 7 | -46% | -61% | -0.2 |
| Fail to Comply & Breaches | | 10 | 15 | 18 | 34 | 33 | 230% | -3% | 6.5 |
| OTHER CRIMINAL CODE | | 17 | 12 | 10 | 14 | 9 | -47% | -36% | -1.4 |
| TOTAL OTHER CRIMINAL CODE | | 40 | 87 | 45 | 68 | 53 | 33% | -22% | 5.7 |
| TOTAL CRIMINAL CODE | | 200 | 195 | 275 | 348 | 274 | 37% | -21% | 30.1 |

RCMP-GRC

Smoky Lake Provincial Detachment

CRIME STATISTICS REPORT

January to June: 2016 - 2020



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

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

July-05-20

| CATEGORY | Trend | 2016 | 2017 | 2018 | 2019 | 2020 | % Change 2016 - 2020 | % Change 2019 - 2020 | Avg File +/- per Year |
|--|-------|-----------|------------|-----------|------------|-----------|-------------------------|-------------------------|--------------------------|
| Drug Enforcement - Production | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Possession | | 2 | 2 | 7 | 1 | 2 | 0% | 100% | -0.1 |
| Drug Enforcement - Trafficking | | 0 | 3 | 1 | 0 | 2 | N/A | N/A | 0.1 |
| Drug Enforcement - Other | | 0 | 0 | 1 | 0 | 0 | N/A | N/A | 0.0 |
| Total Drugs | | 2 | 5 | 9 | 1 | 4 | 100% | 300% | 0.0 |
| Cannabis Enforcement | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Federal - General | | 2 | 0 | 0 | 3 | 0 | -100% | -100% | -0.1 |
| TOTAL FEDERAL | | 4 | 5 | 9 | 4 | 4 | 0% | 0% | -0.1 |
| Liquor Act | | 20 | 3 | 2 | 5 | 5 | -75% | 0% | -2.8 |
| Cannabis Act | | 0 | 0 | 0 | 3 | 1 | N/A | -67% | 0.5 |
| Mental Health Act | | 28 | 25 | 24 | 20 | 21 | -25% | 5% | -1.9 |
| Other Provincial Stats | | 49 | 35 | 30 | 49 | 50 | 2% | 2% | 1.6 |
| Total Provincial Stats | | 97 | 63 | 56 | 77 | 77 | -21% | 0% | -2.6 |
| Municipal By-laws Traffic | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Municipal By-laws | | 5 | 2 | 7 | 4 | 5 | 0% | 25% | 0.2 |
| Total Municipal | | 5 | 2 | 7 | 4 | 5 | 0% | 25% | 0.2 |
| Fatals | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Injury MVC | | 4 | 6 | 7 | 8 | 4 | 0% | -50% | 0.2 |
| Property Damage MVC (Reportable) | | 66 | 84 | 71 | 78 | 67 | 2% | -14% | -0.4 |
| Property Damage MVC (Non Reportable) | | 16 | 17 | 11 | 21 | 18 | 13% | -14% | 0.8 |
| TOTAL MVC | | 86 | 107 | 89 | 107 | 89 | 3% | -17% | 0.6 |
| Provincial Traffic | | 309 | 364 | 791 | 1,353 | 478 | 55% | -65% | 132.7 |
| Other Traffic | | 2 | 2 | 3 | 10 | 5 | 150% | -50% | 1.4 |
| Criminal Code Traffic | | 22 | 25 | 14 | 30 | 36 | 73% | 27% | 3.7 |
| Common Police Activities | | | | | | | | | |
| False Alarms | | 41 | 49 | 46 | 25 | 39 | -5% | 56% | -2.8 |
| False/Abandoned 911 Call and 911 Act | | 48 | 36 | 37 | 63 | 32 | -33% | -49% | -0.7 |
| Suspicious Person/Vehicle/Property | | 29 | 23 | 42 | 82 | 99 | 241% | 21% | 19.9 |
| Persons Reported Missing | | 9 | 9 | 7 | 8 | 3 | -67% | -63% | -1.3 |
| Search Warrants | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Spousal Abuse - Survey Code (Reported) | | 43 | 21 | 21 | 15 | 10 | -77% | -33% | -7.2 |
| COVID-19 Files (Reported) | | - | - | - | - | 1 | - | - | - |

**Smoky Lake County - Smoky Lake Detachment
Crime Statistics (Actual)**

January to June: 2017 - 2020

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

July-07-20

| CATEGORY | Trend | 2017 | 2018 | 2019 | 2020 | % Change 2017 - 2020 | % Change 2019 - 2020 | Avg File +/- per Year |
|---------------------------------------|-------|-----------|------------|------------|------------|-------------------------|-------------------------|--------------------------|
| Homicides & Offences Related to Death | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Robbery | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Sexual Assaults | | 3 | 2 | 0 | 0 | -100% | N/A | -1.1 |
| Other Sexual Offences | | 1 | 0 | 0 | 2 | 100% | N/A | 0.3 |
| Assault | | 12 | 11 | 12 | 10 | -17% | -17% | -0.5 |
| Kidnapping/Hostage/Abduction | | 1 | 0 | 0 | 0 | -100% | N/A | -0.3 |
| Extortion | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Criminal Harassment | | 3 | 1 | 5 | 4 | 33% | -20% | 0.7 |
| Uttering Threats | | 5 | 4 | 1 | 3 | -40% | 200% | -0.9 |
| TOTAL PERSONS | | 25 | 18 | 18 | 19 | -24% | 6% | -1.8 |
| Break & Enter | | 17 | 30 | 31 | 22 | 29% | -29% | 1.6 |
| Theft of Motor Vehicle | | 13 | 15 | 20 | 17 | 31% | -15% | 1.7 |
| Theft Over \$5,000 | | 0 | 1 | 3 | 4 | N/A | 33% | 1.4 |
| Theft Under \$5,000 | | 15 | 18 | 23 | 16 | 7% | -30% | 0.8 |
| Possn Stn Goods | | 0 | 4 | 8 | 12 | N/A | 50% | 4.0 |
| Fraud | | 1 | 9 | 9 | 7 | 600% | -22% | 1.8 |
| Arson | | 2 | 7 | 3 | 2 | 0% | -33% | -0.4 |
| Mischief To Property | | 10 | 19 | 23 | 24 | 140% | 4% | 4.6 |
| TOTAL PROPERTY | | 58 | 103 | 120 | 104 | 79% | -13% | 15.5 |
| Offensive Weapons | | 0 | 1 | 1 | 3 | N/A | 200% | 0.9 |
| Disturbing the peace | | 1 | 4 | 10 | 4 | 300% | -60% | 1.5 |
| Fail to Comply & Breaches | | 5 | 7 | 9 | 5 | 0% | -44% | 0.2 |
| OTHER CRIMINAL CODE | | 6 | 7 | 8 | 5 | -17% | -38% | -0.2 |
| TOTAL OTHER CRIMINAL CODE | | 12 | 19 | 28 | 17 | 42% | -39% | 2.4 |
| TOTAL CRIMINAL CODE | | 95 | 140 | 166 | 140 | 47% | -16% | 16.1 |

**Smoky Lake County - Smoky Lake Detachment
Crime Statistics (Actual)
January to June: 2017 - 2020**

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

July-07-20

| CATEGORY | Trend | 2017 | 2018 | 2019 | 2020 | % Change 2017 - 2020 | % Change 2019 - 2020 | Avg File +/- per Year |
|--------------------------------------|-------|------|------|-------|------|-------------------------|-------------------------|--------------------------|
| Drug Enforcement - Production | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Possession | | 2 | 1 | 0 | 0 | -100% | N/A | -0.7 |
| Drug Enforcement - Trafficking | | 1 | 1 | 0 | 2 | 100% | N/A | 0.2 |
| Drug Enforcement - Other | | 0 | 1 | 0 | 0 | N/A | N/A | -0.1 |
| Total Drugs | | 3 | 3 | 0 | 2 | -33% | N/A | -0.6 |
| Cannabis Enforcement | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Federal - General | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| TOTAL FEDERAL | | 3 | 3 | 0 | 2 | -33% | N/A | -0.6 |
| Liquor Act | | N/A | 1 | 3 | 4 | N/A | 33% | 1.5 |
| Cannabis Act | | N/A | 0 | 3 | 1 | N/A | -67% | 0.5 |
| Mental Health Act | | N/A | 9 | 11 | 7 | N/A | -36% | -1.0 |
| Other Provincial Stats | | N/A | 19 | 30 | 28 | N/A | -7% | 4.5 |
| Total Provincial Stats | | N/A | 29 | 47 | 40 | N/A | -15% | 5.5 |
| Municipal By-laws Traffic | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Municipal By-laws | | N/A | 0 | 2 | 2 | N/A | 0% | 1.0 |
| Total Municipal | | N/A | 0 | 2 | 2 | N/A | 0% | 1.0 |
| Fatals | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Injury MVC | | 5 | 7 | 6 | 4 | -20% | -33% | -0.4 |
| Property Damage MVC (Reportable) | | N/A | 67 | 70 | 59 | N/A | -16% | -4.0 |
| Property Damage MVC (Non Reportable) | | N/A | 10 | 18 | 16 | N/A | -11% | 3.0 |
| TOTAL MVC | | N/A | 84 | 94 | 79 | N/A | -16% | -2.5 |
| Provincial Traffic | | N/A | 735 | 1,265 | 453 | N/A | -64% | -141.0 |
| Other Traffic | | N/A | 2 | 10 | 5 | N/A | -50% | 1.5 |
| Criminal Code Traffic | | 24 | 13 | 17 | 31 | 29% | 82% | 2.5 |
| Common Police Activities | | | | | | | | |
| False Alarms | | N/A | 14 | 9 | 15 | N/A | 67% | 0.5 |
| False/Abandoned 911 Call and 911 Act | | N/A | 29 | 37 | 18 | N/A | -51% | -5.5 |
| Suspicious Person/Vehicle/Property | | N/A | 22 | 49 | 58 | N/A | 18% | 18.0 |
| Persons Reported Missing | | N/A | 3 | 0 | 2 | N/A | N/A | -0.5 |

**Town of Smoky Lake - Smoky Lake Detachment
Crime Statistics (Actual)
January to June: 2017 - 2020**

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

July-07-20

| CATEGORY | Trend | 2017 | 2018 | 2019 | 2020 | % Change 2017 - 2020 | % Change 2019 - 2020 | Avg File +/- per Year |
|---------------------------------------|-------|-----------|-----------|------------|-----------|-------------------------|-------------------------|--------------------------|
| Homicides & Offences Related to Death | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Robbery | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Sexual Assaults | | 1 | 1 | 0 | 1 | 0% | N/A | -0.1 |
| Other Sexual Offences | | 0 | 1 | 0 | 0 | N/A | N/A | -0.1 |
| Assault | | 9 | 5 | 3 | 7 | -22% | 133% | -0.8 |
| Kidnapping/Hostage/Abduction | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Extortion | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Criminal Harassment | | 0 | 2 | 1 | 1 | N/A | 0% | 0.2 |
| Uttering Threats | | 4 | 2 | 1 | 2 | -50% | 100% | -0.7 |
| TOTAL PERSONS | | 14 | 11 | 5 | 11 | -21% | 120% | -1.5 |
| Break & Enter | | 2 | 2 | 5 | 0 | -100% | -100% | -0.3 |
| Theft of Motor Vehicle | | 3 | 6 | 13 | 5 | 67% | -62% | 1.3 |
| Theft Over \$5,000 | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Theft Under \$5,000 | | 9 | 10 | 9 | 6 | -33% | -33% | -1.0 |
| Possn Strn Goods | | 1 | 3 | 3 | 1 | 0% | -67% | 0.0 |
| Fraud | | 3 | 11 | 12 | 6 | 100% | -50% | 1.0 |
| Arson | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Mischief To Property | | 5 | 16 | 21 | 11 | 120% | -48% | 2.3 |
| TOTAL PROPERTY | | 23 | 48 | 63 | 29 | 26% | -54% | 3.3 |
| Offensive Weapons | | 1 | 1 | 1 | 0 | -100% | -100% | -0.3 |
| Disturbing the peace | | 6 | 7 | 3 | 2 | -67% | -33% | -1.6 |
| Fall to Comply & Breaches | | 6 | 9 | 25 | 14 | 133% | -44% | 4.0 |
| OTHER CRIMINAL CODE | | 5 | 0 | 4 | 1 | -80% | -75% | -0.8 |
| TOTAL OTHER CRIMINAL CODE | | 18 | 17 | 33 | 17 | -6% | -48% | 1.3 |
| TOTAL CRIMINAL CODE | | 55 | 76 | 101 | 57 | 4% | -44% | 3.1 |

Town of Smoky Lake - Smoky Lake Detachment
Crime Statistics (Actual)
January to June: 2017 - 2020

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

July-07-20

| CATEGORY | Trend | 2017 | 2018 | 2019 | 2020 | % Change 2017 - 2020 | % Change 2019 - 2020 | Avg File +/- per Year |
|--------------------------------------|-------|------|------|------|------|-------------------------|-------------------------|--------------------------|
| Drug Enforcement - Production | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Possession | | 0 | 5 | 0 | 0 | N/A | N/A | -0.5 |
| Drug Enforcement - Trafficking | | 1 | 0 | 0 | 0 | -100% | N/A | -0.3 |
| Drug Enforcement - Other | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Total Drugs | | 1 | 5 | 0 | 0 | -100% | N/A | -0.6 |
| Cannabis Enforcement | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Federal - General | | 0 | 0 | 1 | 0 | N/A | -100% | 0.1 |
| TOTAL FEDERAL | | 1 | 5 | 1 | 0 | -100% | -100% | -0.7 |
| Liquor Act | | N/A | 0 | 1 | 1 | N/A | 0% | 0.5 |
| Cannabis Act | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Mental Health Act | | N/A | 6 | 3 | 8 | N/A | 167% | 1.0 |
| Other Provincial Stats | | N/A | 5 | 7 | 14 | N/A | 100% | 4.5 |
| Total Provincial Stats | | N/A | 11 | 11 | 23 | N/A | 109% | 6.0 |
| Municipal By-laws Traffic | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Municipal By-laws | | N/A | 4 | 1 | 2 | N/A | 100% | -1.0 |
| Total Municipal | | N/A | 4 | 1 | 2 | N/A | 100% | -1.0 |
| Fatals | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Injury MVC | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Property Damage MVC (Reportable) | | N/A | 5 | 7 | 5 | N/A | -29% | 0.0 |
| Property Damage MVC (Non Reportable) | | N/A | 1 | 1 | 2 | N/A | 100% | 0.5 |
| TOTAL MVC | | N/A | 6 | 8 | 7 | N/A | -13% | 0.5 |
| Provincial Traffic | | N/A | 14 | 30 | 13 | N/A | -57% | -0.5 |
| Other Traffic | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Criminal Code Traffic | | 0 | 0 | 6 | 3 | N/A | -50% | 1.5 |
| Common Police Activities | | | | | | | | |
| False Alarms | | N/A | 15 | 13 | 19 | N/A | 46% | 2.0 |
| False/Abandoned 911 Call and 911 Act | | N/A | 5 | 11 | 4 | N/A | -64% | -0.5 |
| Suspicious Person/Vehicle/Property | | N/A | 8 | 15 | 29 | N/A | 93% | 10.5 |
| Persons Reported Missing | | N/A | 2 | 4 | 0 | N/A | -100% | -1.0 |

Village of Waskatenau - Smoky Lake Detachment
Crime Statistics (Actual)
January to June: 2017 - 2020

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

July-07-20

| CATEGORY | Trend | 2017 | 2018 | 2019 | 2020 | % Change 2017 - 2020 | % Change 2019 - 2020 | Avg File +/- per Year |
|---------------------------------------|-------|-----------|----------|-----------|-----------|-------------------------|-------------------------|--------------------------|
| Homicides & Offences Related to Death | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Robbery | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Sexual Assaults | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Other Sexual Offences | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Assault | | 2 | 1 | 2 | 2 | 0% | 0% | 0.1 |
| Kidnapping/Hostage/Abduction | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Extortion | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Criminal Harassment | | 1 | 1 | 2 | 6 | 500% | 200% | 1.6 |
| Uttering Threats | | 1 | 0 | 1 | 1 | 0% | 0% | 0.1 |
| TOTAL PERSONS | | 4 | 2 | 5 | 9 | 125% | 80% | 1.8 |
| Break & Enter | | 1 | 1 | 1 | 0 | -100% | -100% | -0.3 |
| Theft of Motor Vehicle | | 1 | 1 | 1 | 0 | -100% | -100% | -0.3 |
| Theft Over \$5,000 | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Theft Under \$5,000 | | 3 | 0 | 2 | 0 | -100% | -100% | -0.7 |
| Possn Str Goods | | 0 | 0 | 2 | 0 | N/A | -100% | 0.2 |
| Fraud | | 0 | 2 | 1 | 3 | N/A | 200% | 0.8 |
| Arson | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Mischief To Property | | 0 | 1 | 1 | 0 | N/A | -100% | 0.0 |
| TOTAL PROPERTY | | 5 | 5 | 8 | 3 | -40% | -63% | -0.3 |
| Offensive Weapons | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Disturbing the peace | | 0 | 0 | 2 | 0 | N/A | -100% | 0.2 |
| Fail to Comply & Breaches | | 2 | 0 | 0 | 0 | -100% | N/A | -0.6 |
| OTHER CRIMINAL CODE | | 0 | 1 | 0 | 0 | N/A | N/A | -0.1 |
| TOTAL OTHER CRIMINAL CODE | | 2 | 1 | 2 | 0 | -100% | -100% | -0.5 |
| TOTAL CRIMINAL CODE | | 11 | 8 | 15 | 12 | 9% | -20% | 1.0 |

Village of Waskatenau - Smoky Lake Detachment
Crime Statistics (Actual)
January to June: 2017 - 2020

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

July-07-20

| CATEGORY | Trend | 2017 | 2018 | 2019 | 2020 | % Change 2017 - 2020 | % Change 2019 - 2020 | Avg File +/- per Year |
|--------------------------------------|-------|------------|----------|----------|----------|-------------------------|-------------------------|--------------------------|
| Drug Enforcement - Production | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Possession | | 0 | 0 | 0 | 1 | N/A | N/A | 0.3 |
| Drug Enforcement - Trafficking | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Other | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Total Drugs | | 0 | 0 | 0 | 1 | N/A | N/A | 0.3 |
| Cannabis Enforcement | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Federal - General | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| TOTAL FEDERAL | | 0 | 0 | 0 | 1 | N/A | N/A | 0.3 |
| Liquor Act | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Cannabis Act | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Mental Health Act | | N/A | 0 | 1 | 1 | N/A | 0% | 0.5 |
| Other Provincial Stats | | N/A | 0 | 2 | 0 | N/A | -100% | 0.0 |
| Total Provincial Stats | | N/A | 0 | 3 | 1 | N/A | -67% | 0.5 |
| Municipal By-laws Traffic | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Municipal By-laws | | N/A | 2 | 0 | 0 | N/A | N/A | -1.0 |
| Total Municipal | | N/A | 2 | 0 | 0 | N/A | N/A | -1.0 |
| Fatals | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Injury MVC | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Property Damage MVC (Reportable) | | N/A | 1 | 1 | 0 | N/A | -100% | -0.5 |
| Property Damage MVC (Non Reportable) | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| TOTAL MVC | | N/A | 1 | 1 | 0 | N/A | -100% | -0.5 |
| Provincial Traffic | | N/A | 1 | 2 | 0 | N/A | -100% | -0.5 |
| Other Traffic | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Criminal Code Traffic | | 0 | 0 | 2 | 0 | N/A | -100% | 0.2 |
| Common Police Activities | | | | | | | | |
| False Alarms | | N/A | 8 | 1 | 1 | N/A | 0% | -3.5 |
| False/Abandoned 911 Call and 911 Act | | N/A | 1 | 2 | 0 | N/A | -100% | -0.5 |
| Suspicious Person/Vehicle/Property | | N/A | 1 | 6 | 2 | N/A | -67% | 0.5 |
| Persons Reported Missing | | N/A | 0 | 1 | 0 | N/A | -100% | 0.0 |

Village of Vilna - Smoky Lake Detachment
Crime Statistics (Actual)
January to June: 2017 - 2020

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

July-07-20

| CATEGORY | Trend | 2017 | 2018 | 2019 | 2020 | % Change 2017 - 2020 | % Change 2019 - 2020 | Avg File +/- per Year |
|---------------------------------------|-------|-----------|-----------|-----------|-----------|-------------------------|-------------------------|--------------------------|
| Homicides & Offences Related to Death | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Robbery | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Sexual Assaults | | 0 | 0 | 0 | 1 | N/A | N/A | 0.3 |
| Other Sexual Offences | | 0 | 0 | 1 | 0 | N/A | -100% | 0.1 |
| Assault | | 10 | 4 | 14 | 5 | -50% | -64% | -0.5 |
| Kidnapping/Hostage/Abduction | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Extortion | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Criminal Harassment | | 2 | 0 | 0 | 1 | -50% | N/A | -0.3 |
| Uttering Threats | | 3 | 2 | 4 | 4 | 33% | 0% | 0.5 |
| TOTAL PERSONS | | 15 | 6 | 19 | 11 | -27% | -42% | 0.1 |
| Break & Enter | | 4 | 5 | 7 | 5 | 25% | -29% | 0.5 |
| Theft of Motor Vehicle | | 2 | 3 | 3 | 1 | -50% | -67% | -0.3 |
| Theft Over \$5,000 | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Theft Under \$5,000 | | 1 | 4 | 3 | 4 | 300% | 33% | 0.8 |
| Possn Stn Goods | | 0 | 4 | 3 | 2 | N/A | -33% | 0.5 |
| Fraud | | 2 | 0 | 2 | 2 | 0% | 0% | 0.2 |
| Arson | | 0 | 0 | 0 | 3 | N/A | N/A | 0.9 |
| Mischief To Property | | 4 | 10 | 8 | 3 | -25% | -63% | -0.5 |
| TOTAL PROPERTY | | 13 | 26 | 26 | 20 | 54% | -23% | 2.1 |
| Offensive Weapons | | 0 | 0 | 0 | 1 | N/A | N/A | 0.3 |
| Disturbing the peace | | 1 | 4 | 3 | 1 | 0% | -67% | -0.1 |
| Fail to Comply & Breaches | | 2 | 2 | 0 | 4 | 100% | N/A | 0.4 |
| OTHER CRIMINAL CODE | | 1 | 0 | 1 | 2 | 100% | 100% | 0.4 |
| TOTAL OTHER CRIMINAL CODE | | 4 | 6 | 4 | 8 | 100% | 100% | 1.0 |
| TOTAL CRIMINAL CODE | | 32 | 38 | 49 | 39 | 22% | -20% | 3.2 |

**Village of Vilna - Smoky Lake Detachment
Crime Statistics (Actual)
January to June: 2017 - 2020**


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

July-07-20

| CATEGORY | Trend | 2017 | 2018 | 2019 | 2020 | % Change 2017 - 2020 | % Change 2019 - 2020 | Avg File +/- per Year |
|--------------------------------------|-------|------------|-----------|-----------|----------|-------------------------|-------------------------|--------------------------|
| Drug Enforcement - Production | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Possession | | 0 | 1 | 1 | 0 | N/A | -100% | 0.0 |
| Drug Enforcement - Trafficking | | 1 | 0 | 0 | 0 | -100% | N/A | -0.3 |
| Drug Enforcement - Other | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Total Drugs | | 1 | 1 | 1 | 0 | -100% | -100% | -0.3 |
| Cannabis Enforcement | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Federal - General | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| TOTAL FEDERAL | | 1 | 1 | 1 | 0 | -100% | -100% | -0.3 |
| Liquor Act | | N/A | 1 | 1 | 0 | N/A | -100% | -0.5 |
| Cannabis Act | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Mental Health Act | | N/A | 7 | 4 | 4 | N/A | 0% | -1.5 |
| Other Provincial Stats | | N/A | 3 | 6 | 4 | N/A | -33% | 0.5 |
| Total Provincial Stats | | N/A | 11 | 11 | 8 | N/A | -27% | -1.5 |
| Municipal By-laws Traffic | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Municipal By-laws | | N/A | 1 | 0 | 0 | N/A | N/A | -0.5 |
| Total Municipal | | N/A | 1 | 0 | 0 | N/A | N/A | -0.5 |
| Fatals | | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Injury MVC | | 0 | 0 | 1 | 0 | N/A | -100% | 0.1 |
| Property Damage MVC (Reportable) | | N/A | 0 | 0 | 1 | N/A | N/A | 0.5 |
| Property Damage MVC (Non Reportable) | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| TOTAL MVC | | N/A | 0 | 1 | 1 | N/A | 0% | 0.5 |
| Provincial Traffic | | N/A | 0 | 3 | 5 | N/A | 67% | 2.5 |
| Other Traffic | | N/A | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Criminal Code Traffic | | 1 | 1 | 3 | 3 | 200% | 0% | 0.8 |
| Common Police Activities | | | | | | | | |
| False Alarms | | N/A | 7 | 1 | 2 | N/A | 100% | -2.5 |
| False/Abandoned 911 Call and 911 Act | | N/A | 1 | 7 | 6 | N/A | -14% | 2.5 |
| Suspicious Person/Vehicle/Property | | N/A | 5 | 7 | 6 | N/A | -14% | 0.5 |
| Persons Reported Missing | | N/A | 1 | 2 | 1 | N/A | -50% | 0.0 |



April 06, 2020 Regional Community Development Committee (RCDC) Meeting

| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|--|--|------------------------------------|---|----------------|
| 120-20 | That the Regional Community Development Committee (RCDC) meeting will be conducted virtually due to Covid19 social distancing measures until further notice. | Smoky Lake County Managing Partner | Will continue until Alberta Health Services (AHS) removes Social Distancing Measures or changes protocol. | N/A |
| 121-20 | That the Regional Community Development Committee (RCDC) acknowledge receipt of the Regional Community Development Committee (RCDC) Information Contact List updated as of April 2020. | EDA | Email sent on April 1, 2020 to RCDC Committee Members to update their manuals. | N/A |
|  | | | | |
| 128-20 | That the Regional Community Development Committee (RCDC) approve the purchase of the domain "Smokylakeregion.com" for 10 years, in the amount of \$314.48. | CEDO | Payment sent to DNS Canada on March 28, 2020 in the amount of \$314.48. | 3.8 |



April 06, 2020 Regional Community Development Committee (RCDC) Meeting

| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|------------|---|----------------|--|----------------|
| 129-20 | That the Regional Community Development Committee (RCDC) approve the CEDO temporarily be assigned the role of Information Officer for the Regional EOC. | CEDO | The Community Economic Development Officer (CEDO) to aid the Smoky Lake Regional Emergency Operations Centre (EOC) for as long as required. | N/A |
| 131-20 | That the Regional Economic Development Committee (RCDC) recommend each respective municipality to adopt a "NEW REVISED" Regional Economic Development Committee (RCDC) Bylaw: Joint Agreement - Terms of Reference which includes the incorporated percentage funding formula, changes to the responsibility involvement at the Joint Municipalities Meetings and a schedule "C" for Public-at-Large reimbursement of expenses. | Municipalities | <p>SMOKY LAKE COUNTY April 30, 2020 Bylaw – 1379-20 Motion- 726-20</p> <hr/> <p>TOWN OF SMOKY LAKE April 20, 2020 Bylaw – 004-2020 Motion- 114-2020</p> <hr/> <p>VILLAGE OF WASKATENAU April 23, 2020 Bylaw - #680-2020 Motion- #102-2020</p> <hr/> <p>VILLAGE OF VILNA June 15, 2020 Bylaw - #553-20 Motion- 084-20</p> | 1.1 |





April 06, 2020 Regional Community Development Committee (RCDC) Meeting

| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN | | | | | | | | | | | | | | | | | | | | |
|---|--|--|---|--------------------------|--|---------------------|-----------------|------------------|-------------------------|-----------------|--|-----------------------------|--|---|--|--|--|--|--|--|--|------------------------------------|--|-----|
| 132-20 | <p>That the Regional Community Development Committee (RCDC) reviewed the 20-Year Strategic Plan as per Policy Statement 61-04-03: Smoky Lake Region Strategic Plan to reflect municipal and CEDO responsibilities as prepared by the managing partner, Smoky Lake County and recommend that each respective municipality amend its Policy Statement on the Smoky Lake Region 2007 – 2027 Strategic Plan; and to adopt the Regional Community Development Committee (RCDC) 3 year rolling action plan for the Strategic Plan Year 2020 to 2023.</p> | Municipalities | <p>SMOKY LAKE COUNTY April 30, 2020 Motion -</p> <hr/> <p>TOWN OF SMOKY LAKE April 28, 2020 Motion -</p> <hr/> <p>VILLAGE OF WASKATENAU April 23, 2020 Motion-</p> <hr/> <p>VILLAGE OF VILNA April 30, 2020 Motion-</p> | 1.3 | | | | | | | | | | | | | | | | | | | | |
| 133-20 | <p>That the Regional Community Development Committee (RCDC) accept the Economic Development Assistant (EDA) Job Description outlining the Scope of Work as prepared by managing partner, Smoky Lake County, as Policy Statement No. 1-M-42-01.</p> <div data-bbox="346 1079 934 1356" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">SMOKY LAKE COUNTY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Title: Economic Development Assistant (EDA)</td> <td colspan="2">Policy No.: 42-01</td> </tr> <tr> <td>Section: 1-M</td> <td>Job Description</td> <td>Code: P-A</td> <td>Page No.: 1 of 3</td> </tr> <tr> <td colspan="2">Classification:</td> <td colspan="2">Part-Time Contract Position</td> </tr> <tr> <td colspan="4">Purpose: The Economic Development Assistant (EDA) shall report directly to the Community Economic Development Officer (CEDO) and is primarily responsible to the Regional Community Development Committee (RCDC) for Administrative support.</td> </tr> <tr> <td colspan="4">The Managing Partner, Smoky Lake County's Chief Administrative Officer and Assistant Chief Administrative Officer is to be the liaison in providing support services, as required.</td> </tr> </table> </div> | Title: Economic Development Assistant (EDA) | | Policy No.: 42-01 | | Section: 1-M | Job Description | Code: P-A | Page No.: 1 of 3 | Classification: | | Part-Time Contract Position | | Purpose: The Economic Development Assistant (EDA) shall report directly to the Community Economic Development Officer (CEDO) and is primarily responsible to the Regional Community Development Committee (RCDC) for Administrative support. | | | | The Managing Partner, Smoky Lake County's Chief Administrative Officer and Assistant Chief Administrative Officer is to be the liaison in providing support services, as required. | | | | Smoky Lake County Managing Partner | <p>Policy Statement No. 1-M-42-01: Economic Development Assistant (EDA) Job Description was amended on April 6, 2020 and will be incorporated into the RCDC Members binders.</p> <p>Smoky Lake County, as managing partner will acknowledge receipt of the Policy and incorporate in its Management Policy Manual at its County Council Meeting scheduled for April 30, 2020.</p> <p>SMOKY LAKE COUNTY April 30, 2020 Motion – 758-20</p> | N/A |
| Title: Economic Development Assistant (EDA) | | Policy No.: 42-01 | | | | | | | | | | | | | | | | | | | | | | |
| Section: 1-M | Job Description | Code: P-A | Page No.: 1 of 3 | | | | | | | | | | | | | | | | | | | | | |
| Classification: | | Part-Time Contract Position | | | | | | | | | | | | | | | | | | | | | | |
| Purpose: The Economic Development Assistant (EDA) shall report directly to the Community Economic Development Officer (CEDO) and is primarily responsible to the Regional Community Development Committee (RCDC) for Administrative support. | | | | | | | | | | | | | | | | | | | | | | | | |
| The Managing Partner, Smoky Lake County's Chief Administrative Officer and Assistant Chief Administrative Officer is to be the liaison in providing support services, as required. | | | | | | | | | | | | | | | | | | | | | | | | |

ACTION LIST:

April 06, 2020 Regional Community Development Committee (RCDC) Meeting



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN | | | | | | | | | | | | |
|---|--|--|--------|-------------------------|--------------------|------------------|-------------------------|---|--|--|---|--|--|--|---|------------|
| <p>134-20</p> | <p>That the Regional Community Development Committee (RCDC) accept and recommend Smoky Lake County, as managing partner of the Regional Community Development Committee (RCDC) adopt Policy Statement No. 61-23-01: Regional Community Development Committee: Contractor Performance Appraisal Economic Development Assistant (EDA).</p> <div style="text-align: center; margin-top: 20px;">  <p>SMOKY LAKE COUNTY</p>  </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td colspan="2">Title: Regional Community Development Committee (RCDC): Contractor Performance Appraisal - Economic Development Assistant (EDA)</td> <td>Policy No: 23-01</td> </tr> <tr> <td>Section: 61</td> <td>Code: P-A</td> <td>Page No.: 1 of 7</td> </tr> <tr> <td colspan="3">Legislative Reference: Alberta Provincial Statutes</td> </tr> <tr> <td colspan="3">Purpose: To establish a clear process and understanding of conducting a formal performance appraisal for the Regional Community Development Committee Contract Position of the Economic Development Assistant (EDA).</td> </tr> </table> | Title: Regional Community Development Committee (RCDC): Contractor Performance Appraisal - Economic Development Assistant (EDA) | | Policy No: 23-01 | Section: 61 | Code: P-A | Page No.: 1 of 7 | Legislative Reference: Alberta Provincial Statutes | | | Purpose: To establish a clear process and understanding of conducting a formal performance appraisal for the Regional Community Development Committee Contract Position of the Economic Development Assistant (EDA). | | | <p>Smoky Lake County Managing Partner</p> | <p>Smoky Lake County, as Managing Partner adopt Policy Statement No. 61-12-01 title "Performance Appraisal Economic Development Assistant (EDA)."</p> <p>SMOKY LAKE COUNTY April 30, 2020 Motion – 757-20</p> | <p>N/A</p> |
| Title: Regional Community Development Committee (RCDC): Contractor Performance Appraisal - Economic Development Assistant (EDA) | | Policy No: 23-01 | | | | | | | | | | | | | | |
| Section: 61 | Code: P-A | Page No.: 1 of 7 | | | | | | | | | | | | | | |
| Legislative Reference: Alberta Provincial Statutes | | | | | | | | | | | | | | | | |
| Purpose: To establish a clear process and understanding of conducting a formal performance appraisal for the Regional Community Development Committee Contract Position of the Economic Development Assistant (EDA). | | | | | | | | | | | | | | | | |



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|------------|--|------------|---|----------------|
| 135-20 | <p>That the Regional Community Development Committee (RCDC) accept the Business Recovery Interim Strategy to assist businesses and rate payers during the COVID-19 crisis, as amended.</p> <p>3. Detailed Plan Recommend the following actions be taken during COVID response and recovery.</p> <p>COVID Response Action</p> <p>Financial Support – Connecting Businesses to Federal and Provincial Programs Create business hotline and recovery centre to assist businesses and to provide access to up-to-date information Compile technical and financial resources Create case files for each business selected (submitted for support, case management) Develop financial support programs for businesses (a) needs beyond Federal and Provincial programs) – work with local lenders to create Case health checks Resource matching Direct business counselling (RCDC resources and financial/institutional network) Advisors – implement and refine advisory needs Technical Assistance – online resources, virtual workshops Community Engagement Share local messages (RCDC, SP 2 14) Create opportunities for non-traditional lending by community to businesses, as required Align economic development actions with community resources (FOSS, non-profits) Information Management Understand baseline economic data before event Keep business directory up to date Manage social channels and website to promote business engagements Address Role or Responsibility of RCDC members Assign appropriate authority for CEO or job description, if necessary (Section 4)</p> <p>4. Economic Development Roles and Responsibilities – Normal and Above Normal</p> <p>Normal Understand strengths, weaknesses, and comparative advantages of local economy and local business climate. Provides quantitative and qualitative information as decision makers. Develop programs to support business retention and new investment. Facilitate business community health and vitality. Keep public officials and the general public adequately informed on costs and benefits of economic development initiatives. Act as visionary leader who paves the economic business to see what partnerships can be formed as economic working relationships in the future. Engage key stakeholders in visioning process to identify goals, strategies, and resources for economic development. Provides incentives to leverage the investment of entrepreneurs of different public and private sectors. Act as a catalyst and connector who involves stakeholders and implement the projects that can bring positive change to a community's future. Provide assistance where the private sector cannot or will not enter government and business sectors. Leverages financing to facilitate enterprise development, assist existing business with expansion, and assist to attract new businesses. Source: International Economic Development Council</p> <p>Above Normal Stays on individual vulnerabilities and risks to critical industries and businesses within the community The crisis and disruption business recovery guide and mission damage and business interruption impacts. Facilitates communication of accurate response and recovery information between local business and local government and communication dual messages, "We are open for business" and "we need help and recovery" in appropriate industries/businesses. Facilitates economic recovery program to identify immediate and long-term recovery resources and strategies. Evaluates how the community can build back to be stronger and more resilient. Creates a strategic plan for economic recovery endorsed by community. Connects public/private resources for building back better. Conducts conceptual business recovery efforts outreach to reconnect with investors and identify at-risk companies. Assists with client- and long-term financial and business consulting, particularly for small and at-risk business, and develops programs to support long-term recovery.</p> | CEDO | The Business Recovery Interim Strategy has been incorporated into the April 2020 Strategic Priorities Chart. | SPC |
| 136-20 | That the Regional Community Development Committee (RCDC) approve the amount of \$1250.00 to be paid to The Smoky Lake and District Chamber of Commerce to support the Keynote speaker at the Annual General Meeting held on January 20, 2020. | EDA | Beth Kydd submitted a cheque request on April 17, 2020. | 3.8 |
| 137-20 | That the Regional Community Development Committee (RCDC) refer the request received from Smoky Lake and District Chamber of Commerce additional funds for the electronic sign to Smoky Lake County on April 24, 2020 in the amount of \$605.58. | CEDO | The Smoky Lake and District Chamber of Commerce advised of the requirement to send a letter for funding request to Smoky Lake County Council. | 3.8 |



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|------------|---|------------|---|----------------|
| 138-20 | <p>That the Regional Community Development Committee (RCDC) acknowledge receipt of the email from Economic Development Trade and Tourism (EDTT) Cares Response Team dated March 11, 2020 indicating that the 2020-2021 RCDC grant application was unsuccessful.</p> <p>From: EDTT Cares Program <edt.caresprogram.@gov.ab.ca> Sent: March 11, 2020 11:03 AM To: EDTT Cares Program Cc: Ksenia Kavoun Subject: CARES Program - Winter 2019 Intake Application Status</p> <p>Good morning, Thank you for submitting your application to the Community and Regional Economic Support (CARES) Program. Your application for the Winter 2019 intake was evaluated on a complete basis. The review is now complete and I regret to inform you that your application was not selected for program funding. Ksenia Kavoun, CARES Program Manager, be reaching out to you by phone to provide feedback on your application.</p> <p>Please share this email with the appropriate contacts within your organization, as this notification is only sent to the project manager listed on your application.</p> <p>Regards, CARES Program Team Cares.program@gov.ab.ca This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.</p> | CEDO | CARES III was removed from the Strategic Priorities Chart on May 4, 2020. | SPC |
| 139-20 | <p>That the Regional Community Development Committee (RCDC) defer 2019 Regional Strategic Plan Report Card to the next RCDC Meeting.</p> | CEDO | 2019 Regional Strategic Plan Report Card to the next RCDC Meeting on May 4, 2020. | 1.4 |

ACTION LIST:

April 06, 2020 Regional Community Development Committee (RCDC) Meeting



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|------------|---|------------------------------------|---|----------------|
| 142-20 | That the Regional Community Development Committee (RCDC) acknowledge that no public was in attendance for the "Stakeholder" Engagement from 10:30-11:00 a.m. at the April 6, 2020 RCDC meeting. | Smoky Lake County Managing Partner | No action required- Policy Statement 61-19: RCDC Stakeholder Participation addresses the purpose. For monitoring purpose- to track attendance record in respect to Policy Section 5.3.4 - "0" in attendance. | 1.5 |

ACTION LIST:

May 04, 2020 Regional Community Development Committee (RCDC) Meeting



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|------------|--|------------|---|----------------|
| 149-20 | That the Regional Community Development Committee (RCDC) approve payment made to WIX in the amount of \$211.92 for the domain name www.smokylakeregion.com. | CEDO | Payment sent to WIX on April 9, 2020 in the amount of \$211.92. | 3.5 |
| 150-20 | That the Regional Community Development Committee (RCDC) purchase a wireless Internet HUB to assist the Economic Development Assist to work remotely from home; and allocate funds from the RCDC Budget. | EDA | Economic Development Assistant (EDA) Beth Kydd contacted Telus on May 8, 2020. She was told that there was no service out at her residence. | N/A |
| 151-20 | <p>That the Regional Community Development Committee (RCDC) remove from the Regional Strategic Priorities Chart the following items located under "Advocacy" category:</p> <ul style="list-style-type: none"> - Cares III - Tree Nursery Infrastructure - Tree Nursery Seed Subsidy - Daycare \$25/day spaces - Vilna X Ray - and advise the Village of Vilna at the next Joint Municipalities Meeting scheduled in regards to the removal of Vilna Hospital X-Ray. - Hemp Health Canada - PCN (within Dr. Recruitment mandate) | CEDO | The Strategic Priorities Chart was updated May 4, 2020 as per Motion 151-20 . (chart included in next action item). | N/A |



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|------------|--|------------|--|----------------|
| 152-20 | <p>That the Regional Community Development Committee (RCDC) adopt the Regional Strategic Priorities Chart for May 2020; as amended:</p> <ul style="list-style-type: none"> CARES III: Removed - grant unsuccessful. Regional Community Alternative Transportation for Seniors and Medically-at-Risk Strategy reallocated from Advocacy to NEXT | CEDO & EDA | The Strategic Priorities Chart was updated May 4, 2020 as per Motion 152-20 and provided to RCDC members for their binders. | N/A |

| RCDC PRIORITIES | |
|---|---|
| NOW | Strategic Priority |
| BUSINESS DIRECTORY | 2.8, 2.14 |
| VICTORIA DEVELOPMENT EC DEY STRATEGY | 3.10, 4.1 |
| COVID19 BUSINESS RECOVERY INTERIM STRATEGY | Stewardship and execution of plan supports multiple goals |
| NEXT | ADVOCACY |
| <ul style="list-style-type: none"> FCSS SERVICE INVENTORY FUTURE FACILITY PARTNERSHIPS REGIONAL TRANSPORTATION FOR SENIORS AND MEDICALLY-AT-RISK STRATEGY TWINNING WITH UKRAINE HAK 3 WELCOME WAGON INITIATIVE | <ul style="list-style-type: none"> Mental Health Services (RCDC Goal 5) Broadband access (Goal 2) Lending Barriers REDA Funding |
| RCDC STRATEGIC PLAN 2020 Goals and Activities | |
| Goal 1: Improve the Region's Economic Development Capacity | |
| Ensure the Joint Municipalities Committee works towards the implementation of the Smoky Lake Region Strategic Plan. | |
| Retain full-time economic and community development officer for the Region to lead the ongoing implementation of the Plan. | |
| Create and adopt rolling three-year action plans to implement the Strategic Plan over the next 21 years. | |
| Goal 2: Diversify the Region's Economy | |
| Undertake a Regional opportunity identification exercise for business attraction, retention, and expansion. Identify and pursue value-added agricultural opportunities in the Region. Ensure the identified opportunities are relevant and respond to regional and global trends. | |
| Identify and eliminate impediments to economic development and business growth in the Region. | |
| Work with tourism partners to encourage networking within Region's tourism sector. | |
| Encourage "buy local" campaigns. Develop an inventory of businesses in the Region. Encourage procurement practices that support these businesses. | |
| Goal 3: Promote the Region | |
| Develop and integrated marketing plan to attract visitors, business and residents to the Region. | |
| Work with the provincial government to ensure adequate signage is available along major transportation routes to increase visitation to Regional tourism and recreational sites. | |
| Encourage the development of outdoor recreation and adventure tourism products within the Region. | |
| Goal 4: Attract New Residents to the Region | |
| Develop and implement a marketing plan. Focus the plan on attracting residents to existing urban areas on waterfront properties. | |
| Identify and communicate with former residents of the Region. | |
| Encourage people to "come home" to live or visit. | |
| Develop and implement a Regional "Welcome Package" for new and prospective residents. | |
| Goal 6: Protect the Region's Natural and Historic Assets | |
| Support the development of tourism products to improve awareness and visitation of the Region's cultural and historic assets. | |
| KEY: | |
| GREEN Capitala = RCDC NOW Priorities | |
| BLUE Capitala = RCDC (Councils) NEXT Priorities | |
| itabcs = RCDC Advocacy Issues | |
| January 20, 2020 | RCDC Motion 91-20 - Adopted |
| May 4, 2020 | RCDC Motion 152-20 Adopted |
| NOTE: Strategic Priorities chart: Developed in accordance with the 2016 standards Letter. | |



155-20

That the Regional Community Development Committee (RCDC) accept for information the April 30, 2020 Grant Matrix as amended by removing the grant entitled MSI from the list.

CEDO

MSI Grant was removed by the CEDO from the Grant Matrix.

2.8

Grant Amendment Matrix - Revised April 30, 2020 - Summary Report

| Grant Title | Grant Number | Grant Description | Grant Status | Grant Type | Grant Period | Grant Amount | Grant Location |
|-------------|--------------|-------------------|--------------|------------|--------------------------|--------------|----------------|
| MSI | MSI-2020-001 | MSI Grant | Removed | MSI | 2020-01-01 to 2020-12-31 | \$100,000 | MSI |
| MSI | MSI-2020-002 | MSI Grant | Removed | MSI | 2020-01-01 to 2020-12-31 | \$100,000 | MSI |
| MSI | MSI-2020-003 | MSI Grant | Removed | MSI | 2020-01-01 to 2020-12-31 | \$100,000 | MSI |
| MSI | MSI-2020-004 | MSI Grant | Removed | MSI | 2020-01-01 to 2020-12-31 | \$100,000 | MSI |
| MSI | MSI-2020-005 | MSI Grant | Removed | MSI | 2020-01-01 to 2020-12-31 | \$100,000 | MSI |

Grant Amendment Matrix - Revised April 30, 2020 - Summary Report

| Grant Title | Grant Number | Grant Description | Grant Status | Grant Type | Grant Period | Grant Amount | Grant Location |
|-------------|--------------|-------------------|--------------|------------|--------------------------|--------------|----------------|
| MSI | MSI-2020-001 | MSI Grant | Removed | MSI | 2020-01-01 to 2020-12-31 | \$100,000 | MSI |
| MSI | MSI-2020-002 | MSI Grant | Removed | MSI | 2020-01-01 to 2020-12-31 | \$100,000 | MSI |
| MSI | MSI-2020-003 | MSI Grant | Removed | MSI | 2020-01-01 to 2020-12-31 | \$100,000 | MSI |
| MSI | MSI-2020-004 | MSI Grant | Removed | MSI | 2020-01-01 to 2020-12-31 | \$100,000 | MSI |
| MSI | MSI-2020-005 | MSI Grant | Removed | MSI | 2020-01-01 to 2020-12-31 | \$100,000 | MSI |



156-20

That the Regional Community Development Committee accept receipt of the 2019 RCDC Report Card and recommend each respective municipality and Smoky Lake Region incorporate the 2019 RCDC Report Card into their websites.

Schedule "D"
Smoky Lake Regional Community Development Committee
Strategic Plan

2019

Report Card

| Goals | Key Commitments | Key Achievements | Going Forward |
|---|--|--|---|
| 1. Improve the Region's Economic Development Capacity | 2.2 Full time CEO 2.3 Three year rolling action plan 2.5 Stakeholder Engagement 2.7 First Nation and Metis Partnerships | Full time CEO hired July 2018 Strategic Planning process initiated for late in early 2020. Stakeholder policy and meeting processes created and approved. Committed to First Nations and Metis through Regional meetings and ongoing networking and meeting interaction. | Complete Economic Development Management System Conduct Strategic Plan review with 2020 goals and create 3 year rolling action plan. |
| 2. Diversify the Region's Economy. | 3.1 Regional opportunity identification, sales and Agricultural, digital brands 3.3 Economic opportunities to increase employment 3.6 Identify and subsidize business and economic development impediments 3.14 Encourage "buy local", develop business identity. | Opportunity Tracker established; inquiry response process created. Connecting with businesses to identify both challenges and selling through advisory or program development for support. Collaboration with Chamber as Precursor, Cuckoo Walk and social media promotions. | Develop Regional Chamber organization Create worker readiness (journey) program Visitor attraction program (touring) Business, Tables and Resident Information brochures |
| 3. Promote the Region. | 8.5 Implement branding for Region 8.6 Tourism collaborations 8.8 Regional website content 9.10 Encourage outdoor recreation and sustainable tourism products | Established promotion tactics – signage, materials, and communication policy updated Event distribution process established; Facebook, Regional website, media outlets, community influencers. | Partnership partnerships with others in Region. Website move to County intranet; enhance content Regional Trail project Iron Horse Trail guide and services marketing material and implementation. |
| 4. Attract New Residents to the Region. | 11 Marketing Plan 12 Ensure infrastructure in place to attract new residents 13 Support transition of youth employment 11 Develop and implement Regional Workforce Partner | Supported Victoria Trail Agricultural Society on these healthy Victoria Trail Running Event Playground development support | Resident, Investment and Tourist Guide and distribution plan. Change with Fortage College on Experiential learning opportunities |
| 5. Maintain the Region's Quality of Life. | 13 Work with Regional Health Authority 17 Encourage development of facilities for youth. | Municipality led through Doctor Recruitment Committee and First Health Professionals Action Plan (RHPAP). | Regional event promotion and support |
| 6. Protect the Region's Natural & Historic Assets | No objectives in 2019 | Submitted grant application for Heritage Board Victoria District Economic Development Strategy development Heritage River designation support | Victoria District Economic Development Strategy continuation |

Schedule "D": Strategic Plan: Report Card & Annual Score Page 3 of 2

Schedule "D"
Smoky Lake Regional Community Development Committee
Strategic Plan
2007-2027

Annual Score

The RCDC Report Card highlights overall, but not all, initiatives under each goal area of the Strategic Plan. For more detail on RCDC or specific initiatives please contact the RCDC Community Economic Development Officer (RCDCO)

| GOALS | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 |
|---|----------|----------|-----------|----------|-----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------|------|------|------|------|------|------|------|
| 1. Improve the Region's Economic Development Capacity | 1 | 2 | 4 | 1 | 4 | 1 | 2 | 6 | 5 | 4 | 3 | 16 | 13 | | | | | | | | |
| 2. Diversify the Region's Economy. | 0 | 0 | 2 | 1 | 4 | 2 | 3 | 4 | 2 | 2 | 4 | 8 | 8 | | | | | | | | |
| 3. Promote the Region. | 0 | 1 | 2 | 0 | 4 | 0 | 2 | 7 | 3 | 3 | 4 | 7 | 11 | | | | | | | | |
| 4. Attract New Residents to the Region. | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 1 | | | | | | | | | |
| 5. Maintain the Region's Quality of Life. | 0 | 0 | 2 | 1 | 3 | 0 | 5 | 2 | 1 | 1 | 6 | 8 | 2 | | | | | | | | |
| 6. Protect the Region's Natural & Historic Assets | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 2 | | | | | | | | |
| TOTAL SCORE | 1 | 3 | 10 | 3 | 16 | 3 | 12 | 20 | 11 | 12 | 17 | 41 | 37 | | | | | | | | |

(Maximum per Objective)

Schedule "D": Strategic Plan: Report Card & Annual Score Page 2 of 2

CEDO & EDA

2019 RCDC Report Card was posted on websites for all respected municipalities.

Smoky Lake County
Date: May 5, 2020
Motion: no motion

Town of Smoky Lake
Date: May 7, 2020
Motion: 276-2020

MOVED by Councillor Kotylak that Town of Smoky Lake advertise the Regional Community Development Committee's (RCDC) Amended 2019 Strategic Plan Report Card on the Town of Smoky Lake's Website (www.smokylake.ca); in reference to the email from Michelle Wright, Community Economic Development Officer for the Smoky Lake Region.

Village of Waskatenau
Date: May 21, 2020
Motion: 156-20

Village of Vilna
Date:
Motion:

1.4



May 04, 2020 Regional Community Development Committee (RCDC) Meeting

| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|------------|---|---|---|----------------|
| 158-20 | That the Regional Community Development Committee (RCDC) re-confirm Pappy's Parcel Pitstop Inc. c/o Michelle Wright as the "Contractor" for the position as Community Economic Development Officer (CEDO) in conjunction with the "Contract Agreement" signed June 30, 2020 for a one-year term: June 30, 2020 to June 30, 2021. | Smoky Lake County Managing Partner | The contract for a one year-year term to be executed with Pappy's Parcel Pitstop Inc. c/o Michelle Wright as the "Contractor" for the position as Community Economic Development Officer (CEDO) will be completed following the next scheduled RCDC meeting, after compensation negotiation have been confirmed on June 10, 2020. | 1.2 |
| 159-20 | That the Regional Community Development Committee (RCDC) approve to extend the present service contract agreement for the Economic Development Assistant with Beth Kydd for a 6-month term, current status from July 1, 2020 to December 31, 2020. | Smoky Lake County Managing Partner | The Managing Partner, Assistant Chief Administrator Officer executed the Economic Development Assistant Contract Agreement with Beth Kydd on May 22, 2020. The RCDC Chairperson signed the agreement on Date: May 26, 2020 Municipal File: 18-20 | N/A |
| 162-20 | That the Regional Community Development Committee (RCDC) acknowledge that no public was in attendance for the "Stakeholder" Engagement from 10:30-11:00 a.m. at the May 4, 2020 RCDC meeting. | Smoky Lake County Managing Partner | No action required- Policy Statement 61-19: RCDC Stakeholder Participation addresses the purpose. For monitoring purpose- to track attendance record in respect to Policy Section 5.3.4 - "0" in attendance | 1.5 |

ACTION LIST:



June 10, 2020 Regional Community Development Committee (RCDC) Meeting



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|------------|--|---|---|----------------|
| 169-20 | That the Regional Community Development Committee (RCDC) acknowledge that no public was in attendance for the "Stakeholder" Engagement from 10:30-11:00 a.m. at the June 10, 2020 RCDC meeting. | Smoky Lake County Managing Partner | No action required - Policy Statement No. 61.19.01: RCDC Stakeholder Participation addresses the purpose. For monitoring purpose- to track attendance record in respect to Policy Section 5.3.4 - "0" in attendance | 1.5 |
| 172-20 | That the Regional Community Development Committee (RCDC) recommend that the Community Economic Development Officer (CEDO) set up a LinkedIn Business page for the Regional Community Development Committee (RCDC). | CEDO | LinkedIn page for Smoky Lake Region created July 7, 2020. | 2.1 |





June 10, 2020 Regional Community Development Committee (RCDC) Meeting

| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|------------|---|------------|---|----------------|
| 173-20 | That the Regional Community Development Committee (RCDC) recommend that the Community Economic Development Officer (CEDO, Michelle Wright prepare an advertisement thanking the Community for their effort during COVID-19. | CEDO | <p>Published in Smoky Lake Signal on June 30, 2020</p> <div data-bbox="1192 396 1745 1123" style="border: 1px solid black; padding: 10px;">  <p>Smoky Lake Region is grateful for all the efforts our businesses, residents, groups, and neighbours have exerted over the past several months in response to the COVID19 pandemic.</p> <p>We are working together to stay safe and well and we are growing stronger too.</p> <p>We appreciate all that you do, #staystrongsmokylake</p>  <p><small>The Smoky Lake Regional Economic Development Committee is a collaboration between the Village of Vilna, the Village of Waskatensis, Town of Smoky Lake and Smoky Lake County</small></p> </div> | 2.8 |
| 177.20 | That the Regional Community Development Committee (RCDC) recommended that the Community Economic Development Officer (CEDO) and the Economic Development Assistant (EDA) research the cost of cell booster and forward a recommendation to the next RCDC meeting for consideration. | CEDO & EDA | Booster and accessory quote received, \$679.35 plus tower and cabling at site (estimate \$200); currently EDA is working at office and prefers to do so, will look to procure and install if environment changes and work from home is dictated by COVID measures or other requirements. | N/A |

ACTION LIST:

June 10, 2020 Regional Community Development Committee (RCDC) Meeting



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN | | | | | | | | |
|--|--|--|----------|--------------------------|----------|------------------------|--------------------|-------------------------|--|---|--|------------|
| 178-20 | <p>That the Regional Community Development Committee (RCDC) accept and recommend Smoky Lake County, as managing partner of the Regional Community Development Committee adopt Policy Statement No. 61-M-02-01: Regional Community Development Committee (RCDC) Economic Work Plan as follows:</p> <div style="text-align: center;">  SMOKY LAKE COUNTY  </div> <table border="1" data-bbox="281 621 930 703"> <tr> <td colspan="2">Title: Regional Community Development Committee (RCDC): Work Plan</td> <td>Policy No.: 02-01</td> <td>E</td> </tr> <tr> <td>Section: 61 - M</td> <td>Code: P - A</td> <td colspan="2">Page No.: 1 of 8</td> </tr> </table> <p>Purpose: To establish a Regional Community Development Committee (RCDC) Work Plan for Smoky Lake County for the Smoky Lake County Regional Community Development Committee (RCDC) Program.</p> | Title: Regional Community Development Committee (RCDC): Work Plan | | Policy No.: 02-01 | E | Section: 61 - M | Code: P - A | Page No.: 1 of 8 | | <p>Smoky Lake County Managing Partner</p> | <p>Smoky Lake County June 25, 2020 Motion 911-20</p> <hr/> <p>The County of Smoky Lake Adopted: Policy Statement No. 61M-02-01: Regional Community Development Committee (RCDC): Work Plan, at their June 25, 2020 Council meeting by Motion #911-20.</p> | <p>N/A</p> |
| Title: Regional Community Development Committee (RCDC): Work Plan | | Policy No.: 02-01 | E | | | | | | | | | |
| Section: 61 - M | Code: P - A | Page No.: 1 of 8 | | | | | | | | | | |



| STRATEGIC PRIORITIES | | | |
|---|--|--|---|
| | | | <p>The Regional Community Development Committee (RCDC) issued the initial report prepared by the Strategic Economic Development Office in support of the 2017-2021 Community and Regional Economic Report Program (CARE2) Report. The report was published on the website on June 12, 2019.</p> <p>RCDC - July 29, 2019 - Motion 54-19 The Regional Community Development Committee (RCDC) accept for information CARE2 8 Business Development Grant Fund Report submitted on June 28, 2019.</p> <p>RCDC - November 18, 2019 - Motion 48-19 The Regional Community Development Committee (RCDC) acknowledge receipt of final draft November 18, 2019, in support of the CARE2 8 Business Development Grant Fund Report.</p> |
| <p>CARE2 - Community and Regional Economic Report Program Grant</p> <p>SECTION 8 RCDC 2019 Strategic Plan/Info - Finance</p> | | | <p>RCDC - October 28, 2019 - Motion 53-19 The RCDC request a waiver of the CARE2 grant program and an application for the 2020 Budget and forward to municipal members to accept and advise on their participation in a joint grant application by November 20, 2019.</p> <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) present with the 2020-2021 CARE2 Grant application for the December 2, 2019 intake.</p> <p>RCDC - November 18, 2019 - Motion 48-19 The Regional Community Development Committee (RCDC) recommend that each respective municipality present letters of support to CEO by November 27, 2019 for inclusion in the CARE2 December 2, 2019 application.</p> <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) recommend the Strategic Partners provide a letter confirming the funding funding to be prior to CEO by November 27, 2019 for the CARE2 December 2, 2019 application.</p> <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) approve the CEO to support applications for the CARE2 December 2, 2019 intake.</p> <p>RCDC - November 18, 2019 - Motion 48-19 The RCDC request a waiver of the CARE2 grant program and an application for the 2020 Budget and forward to municipal members to accept and advise on their participation in a joint grant application by November 20, 2019.</p> |
| <p>1. ECONOMIC PARTICIPATION</p> <p>• Equip Urban Forming • Informative • Create Interest</p> | | | <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) recommend the Strategic Partners provide a letter confirming the funding funding to be prior to CEO by November 27, 2019 for the CARE2 December 2, 2019 application.</p> <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) approve the CEO to support applications for the CARE2 December 2, 2019 intake.</p> <p>RCDC - November 18, 2019 - Motion 48-19 The RCDC request a waiver of the CARE2 grant program and an application for the 2020 Budget and forward to municipal members to accept and advise on their participation in a joint grant application by November 20, 2019.</p> |
| STRATEGIC PRIORITIES HOME PLUS | | | |
| | | | <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) recommend the Strategic Partners provide a letter confirming the funding funding to be prior to CEO by November 27, 2019 for the CARE2 December 2, 2019 application.</p> <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) approve the CEO to support applications for the CARE2 December 2, 2019 intake.</p> <p>RCDC - November 18, 2019 - Motion 48-19 The RCDC request a waiver of the CARE2 grant program and an application for the 2020 Budget and forward to municipal members to accept and advise on their participation in a joint grant application by November 20, 2019.</p> |
| <p>1. HOUSING AFFORDABILITY</p> <p>• Study with diverse profiles for property to provide feedback and input on issues • Be able to "test" investment and identify by opportunity necessary and/or needed INTEGRATE 2019</p> | | | <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) recommend the Strategic Partners provide a letter confirming the funding funding to be prior to CEO by November 27, 2019 for the CARE2 December 2, 2019 application.</p> <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) approve the CEO to support applications for the CARE2 December 2, 2019 intake.</p> <p>RCDC - November 18, 2019 - Motion 48-19 The RCDC request a waiver of the CARE2 grant program and an application for the 2020 Budget and forward to municipal members to accept and advise on their participation in a joint grant application by November 20, 2019.</p> |
| <p>2. HOUSING AFFORDABILITY</p> <p>• Study with diverse profiles for property to provide feedback and input on issues • Be able to "test" investment and identify by opportunity necessary and/or needed INTEGRATE 2019</p> | | | <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) recommend the Strategic Partners provide a letter confirming the funding funding to be prior to CEO by November 27, 2019 for the CARE2 December 2, 2019 application.</p> <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) approve the CEO to support applications for the CARE2 December 2, 2019 intake.</p> <p>RCDC - November 18, 2019 - Motion 48-19 The RCDC request a waiver of the CARE2 grant program and an application for the 2020 Budget and forward to municipal members to accept and advise on their participation in a joint grant application by November 20, 2019.</p> |
| <p>3. HOUSING AFFORDABILITY</p> <p>• Study with diverse profiles for property to provide feedback and input on issues • Be able to "test" investment and identify by opportunity necessary and/or needed INTEGRATE 2019</p> | | | <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) recommend the Strategic Partners provide a letter confirming the funding funding to be prior to CEO by November 27, 2019 for the CARE2 December 2, 2019 application.</p> <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) approve the CEO to support applications for the CARE2 December 2, 2019 intake.</p> <p>RCDC - November 18, 2019 - Motion 48-19 The RCDC request a waiver of the CARE2 grant program and an application for the 2020 Budget and forward to municipal members to accept and advise on their participation in a joint grant application by November 20, 2019.</p> |
| STRATEGIC PRIORITIES COMMUNITY | | | |
| | | | <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) recommend the Strategic Partners provide a letter confirming the funding funding to be prior to CEO by November 27, 2019 for the CARE2 December 2, 2019 application.</p> <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) approve the CEO to support applications for the CARE2 December 2, 2019 intake.</p> <p>RCDC - November 18, 2019 - Motion 48-19 The RCDC request a waiver of the CARE2 grant program and an application for the 2020 Budget and forward to municipal members to accept and advise on their participation in a joint grant application by November 20, 2019.</p> |
| <p>4. COMMUNITY COLLABORATION</p> <p>• Study with diverse profiles for property to provide feedback and input on issues • Be able to "test" investment and identify by opportunity necessary and/or needed INTEGRATE 2019</p> | | | <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) recommend the Strategic Partners provide a letter confirming the funding funding to be prior to CEO by November 27, 2019 for the CARE2 December 2, 2019 application.</p> <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) approve the CEO to support applications for the CARE2 December 2, 2019 intake.</p> <p>RCDC - November 18, 2019 - Motion 48-19 The RCDC request a waiver of the CARE2 grant program and an application for the 2020 Budget and forward to municipal members to accept and advise on their participation in a joint grant application by November 20, 2019.</p> |
| <p>4. COMMUNITY COLLABORATION</p> <p>• Study with diverse profiles for property to provide feedback and input on issues • Be able to "test" investment and identify by opportunity necessary and/or needed INTEGRATE 2019</p> | | | <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) recommend the Strategic Partners provide a letter confirming the funding funding to be prior to CEO by November 27, 2019 for the CARE2 December 2, 2019 application.</p> <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) approve the CEO to support applications for the CARE2 December 2, 2019 intake.</p> <p>RCDC - November 18, 2019 - Motion 48-19 The RCDC request a waiver of the CARE2 grant program and an application for the 2020 Budget and forward to municipal members to accept and advise on their participation in a joint grant application by November 20, 2019.</p> |
| <p>4. COMMUNITY COLLABORATION</p> <p>• Study with diverse profiles for property to provide feedback and input on issues • Be able to "test" investment and identify by opportunity necessary and/or needed INTEGRATE 2019</p> | | | <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) recommend the Strategic Partners provide a letter confirming the funding funding to be prior to CEO by November 27, 2019 for the CARE2 December 2, 2019 application.</p> <p>RCDC - November 18, 2019 - Motion 48-19 That the Regional Community Development Committee (RCDC) approve the CEO to support applications for the CARE2 December 2, 2019 intake.</p> <p>RCDC - November 18, 2019 - Motion 48-19 The RCDC request a waiver of the CARE2 grant program and an application for the 2020 Budget and forward to municipal members to accept and advise on their participation in a joint grant application by November 20, 2019.</p> |


ACTION LIST:

June 10, 2020 Regional Community Development Committee (RCDC) Meeting




| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|------------|---|------------|--------|----------------|
| | <p>STRATEGIC PLAN #1: ECONOMIC DEVELOPMENT AND INVESTMENT</p> <p>responsibilities in regards to those affected by this initiative and help, monthly assignments and advisory committees and being forward by the use and provided RCDC meeting on May 8, 2019</p> <p>87-48: That the Regional Community Development Committee (RCDC) accept and recommend Seelye Lake County, its managing partner of the Regional Community Development Committee about Policy Statement No. 87-48: Regional Community Development Committee (RCDC) Community Economic Development Office (CEDO) - Reporting Structure</p> <p>88-48: That the Regional Community Development Committee (RCDC) support Seelye Lake County, in accepting petition to amend the Contract Agreement for the Seelye Lake Region, Contract Position Community Economic Development Office (CEDO) with Seelye Lake Region for a One-Year Term July 8, 2019 to June 30, 2020</p> <p>87-48: That the Regional Community Development Committee (RCDC) support the CEDO Performance Evaluation for Seelye Lake County Annual CMO by December 8, 2019 by appointment and job in the CEDO Performance Review scheduled for December 15, 2019</p> <p>79-48: That the Regional Community Development Committee (RCDC) acknowledge the Performance Agreement that have received for JPMorgan Chase Bank's First Printing Inc. and schedule an Executive Session at the next RCDC Meeting to discuss the Performance Evaluation Agreement with the Contractor</p> <p>Develop and adopt rolling three-year action plans to implement the Strategic Plan over the next 20 years.</p> <p>Establish committees to address the Region's conditions and address in possible input into the economic development process.</p> | | | |
| | <p>STRATEGIC PLAN #2: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>Dear City Council</p> <p>78-48: That the Regional Community Development Committee (RCDC) approve for the Economic Development Office located in the Seelye Lake County and office at 8122 McDonald Drive to be open 9 day per week from 8:30 am to 4:00 pm, effective January 2020 to provide the public the opportunity to</p> <p>89-48: That the Regional Community Development Committee (RCDC) support Third Mile's Cooperative Marketing Program and Marketing Plan to be funded in the amount of \$250,000 for the program's cost.</p> <p>89-48: That the Regional Community Development Committee (RCDC) support Third Mile's Cooperative Marketing Program and Marketing Plan to be funded in the amount of \$250,000 for the program's cost.</p> <p>88-48: That the Regional Community Development Committee (RCDC) acknowledge receipt of the first meeting of a small business advisory high available for April 8, 2019 from 7:30 am to 9:30 am to be held at the Seelye Lake Regional Center approved by RCDC and the Seelye Lake Region Director of Commerce</p> <p>89-48: That the Regional Community Development Committee (RCDC) support Seelye Lake County with other members of Third Mile County at the Columbia Energy Trade Mission (CETM) in Calgary, in November 2019 to increase the Region's economic performance and create demand at the Seelye Lake County office for the Region.</p> <p>89-48: That the Regional Community Development Committee (RCDC) support the Seelye Lake Regional Center by advertising employment and opportunities on RCDC website and social media. This is to be the Seelye Lake Regional Center for the opportunity of being open daily on May 8, 2019</p> <p>88-48: That the Regional Community Development Committee (RCDC) support the Seelye Lake Regional Center by advertising employment and opportunities on RCDC website and social media. This is to be the Seelye Lake Regional Center for the opportunity of being open daily on May 8, 2019</p> <p>88-48: That the Regional Community Development Committee (RCDC) acknowledge receipt of the first meeting of a small business advisory high available for April 8, 2019 from 7:30 am to 9:30 am to be held at the Seelye Lake Regional Center approved by RCDC and the Seelye Lake Region Director of Commerce</p> <p>88-48: That the Regional Community Development Committee (RCDC) acknowledge receipt of the first meeting of a small business advisory high available for April 8, 2019 from 7:30 am to 9:30 am to be held at the Seelye Lake Regional Center approved by RCDC and the Seelye Lake Region Director of Commerce</p> | | | |
| | <p>STRATEGIC PLAN #3: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #4: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #5: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #6: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #7: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #8: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #9: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #10: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #11: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #12: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #13: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #14: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #15: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #16: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #17: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #18: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #19: COMMUNITY DEVELOPMENT AND INVESTMENT</p> <p>STRATEGIC PLAN #20: COMMUNITY DEVELOPMENT AND INVESTMENT</p> | | | |



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|------------|---|------------|---|----------------|
| 182-20 | <p>That the Regional Community Development Committee (RCDC) accept the Smoky Lake Region Fast Facts and recommend the Community Economic Development Officer (CEDO) add it the Smoky Lake Region website for easy access by Committee Members.</p>  | CEDO | Added to website by CEDO July 28, 2020. | 3.1 |
| 183-20 | Regional Community Development Committee (RCDC) approve participation in the 2020 Community Futures Retro Travel collaboration which will create video, images and content for use during summer 2020 promotion and future Regional use and contribute \$500 to the program. | CEDO | Retro-Travel itineraries developed and provided to Community Futures July 23, 2020.for contractor to undertake. | 2.13 |



June 10, 2020 Regional Community Development Committee (RCDC) Meeting

| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|------------|---|------------------------------------|--|----------------|
| 184-20 | Regional Community Development Committee (RCDC) approve a budget of \$500 to create and execute a "Bring them Home" marketing campaign providing Regional residents and real estate sites with content to promote relocation to Smoky Lake Region to their friends, families and customers. The promotion would focus on our existing and planned amenities (new schools, local food offerings, broadband, hospital, care centre, daycare, etc. and the tourism strategy) and our wide-open spaces and would run July 1, 2020 to August 31, 2020 with an option to renew. | CEDO | Bring them Home schedule of posts created and program launched July 7, 2020 on Facebook, LinkedIn and Twitter to run twice per week until September 7, 2020. | 3.1 |
| 185-20 | That the Regional Community Development Committee (RCDC) approve a letter of support for Metis Crossing and Travel Alberta Cooperative Marketing application. | Smoky Lake County Managing Partner |  <p>Box 310, 4633 MacDougal Drive Smoky Lake, AB T0A 3C0 smoky.lakeregion.ca</p> <p>June 8, 2020 Christopher Smith Manager, Cooperative Marketing Program Travel Alberta Cooperative Investment Program</p> <p>Dear Mr. Smith,</p> <p>Re: Support for the Metis Crossing application to the Summer Travel Alberta Cooperative Investment Program.</p> <p>The Smoky Lake Region, a collaboration of Smoky Lake County, Town of Smoky Lake, Village of Waskahewan and Village of Vilma, are pleased to support and participate with Metis Crossing's application for the Travel Alberta Cooperative Investment Program. Metis Crossing plays a vital role in the development of a vibrant tourism economy in the Smoky Lake region, as their guests are our visitors.</p> <p>For the last year, Smoky Lake County and the Town of Smoky Lake have led the development of a tourism strategy that will see significant investment in the tourism economy in the Smoky Lake Region. Metis Crossing is the anchor of this strategy and its success is the Region's success. The strategy includes investments in infrastructure, tourism products and experiences, as well as regional marketing and promotion.</p> <p>COVID 19 has had a significant impact on the tourism sector around the world and Smoky Lake is no different. This Cooperative Investment Program will help Metis Crossing and Smoky Lake reach out to local and hyper local people looking for safe places to visit near home.</p> <p>If you have questions, please contact our Community Economic Development Officer, Michelle Wright at 780 656 5398 or cedo@smoky.lakeregion.ca.</p> <p>Sincerely,</p> <p>Craig Lubinuk Chair, Regional Community Development Corporation</p> | 6.4 |

June 29, 2020 Regional Community Development Committee (RCDC) Meeting
 Resumption of June 10, 2020



| MOTION NO. | RESOLUTION | DEPARTMENT | ACTION | STRATEGIC PLAN |
|---|--|---|---|----------------|
| <p>188-20 adjust motion number once minutes are corrected</p> | <p>That the Regional Community Development Committee (RCDC) re-confirm Pappy's Parcel Pitstop Inc. c/o Michelle Wright as the "Contractor" for the position of Community Economic Development Officer (CEDO) and extend the "Contract Agreement" signed July 24, 2020 for an additional one-year term to June 30, 2021 and approve compensation increase in the amount of \$5,000.00 effective July 1, 2020 from \$55,000.00 to \$60,000.00 per year.</p> | <p>Smoky Lake County Managing Partner</p> | <p>Managing Partner executed the Contract Agreement – Amendment with the CEDO on July 24, 2020. RCDC Chair signed the agreement on July 24, 2020. Municipal File: 18-21</p> | <p>1.2</p> |

5.2.16.6



Box 310, 4612 McDougall Drive
Smoky Lake, AB T0A 3C0
Smokylakeregion.ca

August 17, 2020

Smoky Lake County Council

Smoky Lake Region, in partnership with St. Paul Community Futures is hosting a virtual Entrepreneur Conference **October 5 to 9, 2020**. We are looking for a venue in Smoky Lake Region to host our viewing centre and are **requesting the County Chambers from 9am to 12pm** each day of the Power Up week and support from the County IT department if required for setup and troubleshooting.

The 2020 event is broken into the following themes:

1. Entrepreneurship – general sessions on what it takes to become and stay a successful entrepreneur.
2. Resiliency/Adaptability – with a focus on learning through the difficult times we have experienced the past few months and how to cope and deal with change
3. Women in Business – with a focus on women entrepreneurs and the men who support them on their business journey.
4. Tourism in the Northeast – a focus on the various tourism projects in the Northeast and the opportunities there are for more tourism businesses in our region.
5. Value Added Agriculture – looking at how to have the best Farmers Market table to getting that product on the grocery store shelves and to organizations that can support you.

The viewing centre will host local participants who choose to join with the group or who do not have sufficient internet access to view from their home or office. All COVID19 distancing protocols will be followed, and pre-registration is required to ensure our space will support those requirements.

Council members are welcome to attend any or all of the sessions.

Sincerely,

Michelle Wright

Michelle Wright
Community Economic Development Officer (CEDO)



Box 310, 4612 McDougall Drive
Smoky Lake, AB T0A 3C0
Smokylakeregion.ca

5.2.16.c

August 17, 2020

Smoky Lake County Council

As per Regional Community Development Committee (RCDC) Motion 204-20: **That the Regional Community Development Committee (RCDC) request a microsite for Regional Community Economic Committee (RCDC) at no cost, from Smoky Lake County**, RCDC is formally requesting an AllNet microsite to be associated with the County website, at no cost to RCDC for the basic microsite.

Additional modules such as a Business Directory, will be paid by RCDC and potentially cost shared with others if they require the same modules.

Sincerely,

Michelle Wright

Michelle Wright
Community Economic Development Officer (CEDO)

Smoky Lake County Regional Heritage Board

October 2019 Meeting Minutes

Date: October 22, 2019

Location: Smoky Lake County Council Chambers/Board Room

1.0 Call to Order

The meeting was called to order by the Chair, Noreen Easterbrook at 2:26 P.M.

| | | |
|----------|-------------------------|---------------------|
| Present: | Chair | Noreen Easterbrook |
| Present: | Treasurer | Graham Dalziel |
| Present: | Secretary | Christine Hansen |
| Present: | Director | Michelle Wright |
| Absent: | Director | Leon Boychuk-Hunter |
| Present: | SLC Plan./Dev. Officer | Jordan Ruegg |
| Present: | SLC Plan./Dev Assistant | Kyle Schole |
| Absent: | Director | Leon Boychuk Hunter |

2.0 Agenda

Motion 19-09

Christine: That the agenda for the October 22, 2019 Smoky Lake County Regional Heritage Board Meeting be adopted with additions.

All in favour, Carried

3.0 Minutes Christine Hansen read the July minutes.

Motion 19-10

Michelle: That the minutes of the Smoky Lake County Regional Heritage Board Meeting held July 9, 2019 be adopted as with corrections.

All in favour, Carried

4.0 Correspondence

Received

- July 18, 2019: Municipal Government Board Notice of Decision MGB 024/19 regarding Harvey Prockiw's subdivision.
- August 26, 2019: House-Livingstone Thank You Letter for the commemorative plaque and tree planting at Metis Crossing.

5.0 Financial

5.1 Current Bank Balance presented by Graham Dalziel

Motion 19-11

Michelle: That the bank balance as of September 30, 2019, in the amount of \$ 3,483.94 be accepted and filed for information.

All in favour, Carried

Motion 19-12

Noreen: To approve action taken to transfer \$4,000 to the Casino Account in accordance with AGLC requirements.

All in favour, Carried

6.0 Business

6.1 Signage

Smoky Lake County Regional Heritage Board

October 2019 Meeting Minutes

- Members of the Heritage Board wrote text for Bellis Firehall and Freetrader's Cabin commemorative bronze plaques. The order has been placed to Behrends Bronze. Once complete, they will be installed by County Public Works team as their schedule allows.
- Kyle has created a draft text for the Original Victoria Trail historic interpretive sign. Text and photos were created and approved two years ago for a sign focusing on Waskatenau.
- Kyle has investigated documentation indicating an error in the national historic district map as the National Historic Sites and Monuments Board (HSMB) had adjusted boundaries in 2011 that had not been passed along to the local people here who had the map printed on signage.

Action: Kyle to send email to key members of VHGH board to seek permission for map replacement at the Victoria District Commemorative Plaque Site, and Red River Cart.

Motion 19-13

Noreen: That the Heritage Board proceed with obtaining quotes from Behrends for installation of heritage panels/signage for Waskatenau and Original Victoria Trail and that the said quote be forwarded to the appropriate parties, possibly the Regional Economic Development Committee (RCDC), for consideration and funding.

All in favour, Carried

6.2 Free Trader's Cabin

- Members of the Heritage Board wrote a Statement of Significance for the Free Trader's Cabin on River Lot 3 and recommends to county council that this building be granted municipal historic designation. A 60-Day Landowner Notice has been given, and the designation Bylaw will be considered at the December 12th meeting of County Council.

6.3 Bellis Firehall

Motion 19-14

Michelle: That the Heritage Board draft a letter to the County outlining the plan for conservation at Bellis Firehall.

All in favour, Carried

6.4 Ruthenia School

Motion 19-15

Graham: That the Heritage Board send a letter to Smoky Lake County Council regarding a Year-End Summary of the Board's activities and request support to approach the landowner of Ruthenia School, and explore either the sale, lease, or donation of the site in order to enable designation and conservation efforts.

All in favour, Carried

6.5 Chahor Church

- Mary-Ann Boychuk has approached Kyle & Noreen regarding seeking Provincial Historic Resource Designation. Noreen will assist in completing this application.
- The Smoky Lake Signal has been requested to cover the 100th anniversary celebration.

Smoky Lake County Regional Heritage Board

October 2019 Meeting Minutes

Motion 19-16

Michelle: That the Heritage Board provide a certificate of congratulations to Chahor Church commemorating the 100th anniversary.

All in favour, Carried

6.6 Bellis United Church

Motion 19-17

Noreen: That the Heritage Board NOT proceed with recommending Municipal Historic Resource Designation, and that the chairperson will follow-up with Eva Farmer to this effect.

All in favour, Carried

6.7 St. Elias Church

Motion 19-18

Christine: That the Heritage Board NOT proceed with recommending Municipal Historic Resource Designation, on the basis that it is not the original structure, which previously burnt down.

All in favour, Carried

6.8 Regionalization of Heritage Board

- Kyle provided an update on the other municipalities within the county joining the SLCRHB. Kyle has been revisiting the Heritage Board Bylaw 1236-11 noting changes to be made when we partner with the Town and Villages. A funding formula will also be needed. Most likely, this process will ramp-up following conclusion of the Inter-municipal Collaboration Framework (ICF), anticipated April 2020.

6.9 Letter of Support, Canadian Heritage River System

Motion 19-19

Noreen: That the Heritage Board send a letter of support to the North Saskatchewan River Alliance for an Inter-Provincial nomination of the North Saskatchewan River in the Canadian Heritage River System (CHRS), in supplement to a forthcoming letter of support for the same from Smoky Lake County Council.

All in favour, Carried

Conclusion

Motion 19-20

Christine: That the next meeting be held at the call of the Chair in conjunction with the next Smoky Lake Heritage Board Society meeting and that this meeting be adjourned, time 3:58 p.m.

All in favour, Carried

Smoky Lake County Regional Heritage Board

May 2020 Regular Meeting Minutes

Date: May 26, 2020

Location: SLC Administration building and teleconference from homes

1.0 Call to Order

The meeting was called to order by the Chair, Noreen Easterbrook at 2:51 P.M.

| | | |
|----------|-------------------------|---------------------|
| Present: | Chair | Noreen Easterbrook |
| Present: | Treasurer | Graham Dalziel |
| Present: | Secretary | Christine Hansen |
| Present: | Director | Michelle Wright |
| Absent: | Director | Leon Boychuk-Hunter |
| Present: | SLC Plan./Dev. Officer | Jordan Ruegg |
| Present: | SLC Plan./Dev Assistant | Kyle Schole |
| Present: | Admin Assistant | Amy Cherniwchan |

2.0 Agenda

Motion 20-06

Graham: That the agenda for the May 26, 2020 Smoky Lake County Regional Heritage Board Meeting be adopted.

Carried.

3.0 Minutes

Motion 20-07

Christine: That the minutes of the Smoky Lake County Regional Heritage Board Meeting held in February 2020 be adopted.

Carried.

4.0 Correspondence

Received

- March 6, 2020 from Metis Nation of Alberta Letter of Support, Pamela Billey Nomination for SLCRHB
- April 2, 2020 from Metis Nation of Alberta Letter of Support, Victoria Trail Municipal Historic Area Bylaw 1370-20
- March 23, 2020 from Metis Crossing Letter of Support, Victoria Trail Municipal Historic Area Bylaw 1370-20

Sent

- March 27, 2020 SLCRHB Letter of Support, Victoria Trail Municipal Historic Area Bylaw 1370-20
- March 13, 2020 an application for subdivision was sent to Marvin Bidlock at his Calgary address along with a sales agreement and bylaw.
- May 22, 2020 emails to Saddle Lake Cultural Museum to discuss possible date for about ten people from county administration and heritage board to visit.

5.0 Financial

5.1 Bank Balance

Graham Dalziel presented the current bank balances

Motion 20-08

Christine: That the balance as of May 26, 2020, in the amount of \$ 13,938.94 in the general account and \$4,000.02 in the casino account be accepted and filed for information.

Carried

Smoky Lake County Regional Heritage Board

May 2020 Regular Meeting Minutes

5.2 Year-End Financial Report

Noreen presented the income statement and balance sheet for the 2019 year.

Motion 20-09

Graham: That the Year-End Financial report of the Smoky Lake County Regional Heritage Board as of December 2019 be accepted.

Carried

6.0 Business

6.1 Administration

- Heritage Board Regionalization –An Intermunicipal Collaboration Framework has been adopted to expand the geographic boundaries of the heritage boards mandate including not only the County of Smoky Lake but also the town of SL and the villages of Vilna and Waskatenau. Last county meeting there was notice given to regional partners to discuss the proposal of joint agreements. The plan is to refine pieces of existing bylaws and then using them to incorporating a new bylaw. The challenge will be to include members of other municipalities for representation and the decision of what the financial contributions of each municipality will be. The timeline of this process will be approximately 6 months.

6.2 Financial Management

- Priority Decisions- Ruthenia School's roof is a priority but will cost more than \$7000 that is allotted out of our budget but with the Russ House being delayed by a year due to Covid-19 restrictions we may be able to adjust the budget.

6.3 Ecological Preservation

The county initiated nomination of the North Saskatchewan River to be a Canadian Heritage River. North Saskatchewan River Alliance (NSWA) will be having their AGM next month and discussions will move the process forward. Kyle attended a recent meeting to represent the SLC as we continue to advocate for the river's designation.

- Michelle has contacted Portage College about getting a student to intern with us to do a survey within our county of wetlands and other ecological sites suitable to designate as protected areas. Due to Covid-19 the college is not able to have any group interactions so this will be revisited when interactions are possible. Michelle will also have conversations with Pam to discuss if any wetlands have been identified in the Metis Crossing area. Possibly a mapping survey could be conducted with ground truthing to occur next year.
- Other suitable ecologically sensitive sites or uncommon ecosites within the county may also be sought for both protection and utilization for educational purposes.

6.3 Heritage Promotion

- Heritage recognition bronze plaques – The Bellis Fire Hall and Free Trader's Cabin interpretive plaques have been manufactured but Jordan will be discussing with Doug to see the status of installation. It is has also been noted that an existing plaque may need to be removed. Graham will be looking to see the work required to have this done.

Action: Jordan will contact Doug to find out the status of the installation of the plaques.

Smoky Lake County Regional Heritage Board

May 2020 Regular Meeting Minutes

Action: Graham will look at removing existing plaque at the Free Trader's Cabin.

- Social media - Kyle and Michelle are continually updating and contributing regularly to the Victoria District Facebook page and currently have 140 followers to date. There is an option of spending a few dollars a month to have Facebook which would promote heritage to more followers.. Noreen has been responsible for the Smoky Lake County Regional Heritage Board Facebook Page and was looking for ways to share the pages with her followers to increase awareness of the Heritage Board.
- Events
 - Metis Day was proclaimed by the county but the “Grand Opening” was cancelled due to Covid-19
 - “Matthew’s Run” was organized by a group of residents to have a walk/run on Victoria Trail in memory of Matthew Melnyk, however is has been postponed to June 2021 because of the Covid-19 pandemic.
 - Saddle Lake cultural museum has also been closed for the same reason. Kyle has been arranging for a visit which is postponed until further notice.

Action: Kyle will confirm a date with Calvin Cardinal to see cultural museum.

- Victoria Trail Municipal Historic Area – bylaw was adopted by the county and it was suggested that commemorative signage should be made by the Alberta Traffic Safety to help promote Victoria Trail.
- Victoria District Caveat Program – Letters of acknowledgment have been sent out to notify land owners of this designated district and having caveats put onto land titles would serve as a mechanism to inform potential new landowners. It has been outlined that there will not be any development restrictions but would be of value to the municipal historic resources and would help maintain the value of their land.

6.5 Education and Awareness

- Engage Youth is an objective in our Heritage Management Plan but visits to the school for an interactive presentation have been postponed due to Covid-19. This will be revisited in September 2020. It has also been suggested to possibly have a link on the School Media web page.

Action: Noreen to contact H.A.Kostash and Waskatenau schools to see if having a link that would engage students in the history of the Heritage Board is a possibility.

6.6 Heritage Site Evaluations /Designations

- Waskatenau General Store – Noreen and Christine went to evaluate the building and it was assessed to be an original building from the 1940’s. A Statement of significance (SOS) was completed and board members need to approve it to make it official. Require to put forward a recommendation for designation before the next county meeting on June 25, 2020.

Motion 20-010

Noreen: to approve recommending historic designation of the Waskatenau Store.

carried

Smoky Lake County Regional Heritage Board

May 2020 Regular Meeting Minutes

Action: Write a recommendation for designation before June 25, 2020.

- Ruthenia School
 - Donation agreement - Kyle is working on an agreement with Marvin Bidlock who is donating the school to the heritage board. It states that we build a fence that would identify area donated within five years or before we open it to visitors.
 - Historic Designation, Statement of Significance and bylaw – all have been completed and passed on April 30, 2020.
 - Survey – Has been completed and bill paid to Krawchuk land survey.
 - Septic Inspection – Jordan will inquire if assessment of land is clay or sand and what the next steps will be to move forward (ie land purchaser will be required to meet code).

Action: Jordan to inquire about field inspection for septic/outhouse.

- Rubuliak House
 - Evaluation of historic Designation –statement of significance is completed but it needs to be evaluated by someone other than Noreen (owner) to prevent bias.
 - AB culture stated that it was up to the board to recommend the building to be designated even though it has been moved which impacts integrity. Prior to that we would need a couple of board members to assess the building. Christine and Graham have agreed to assess the building. Date to be determined.

**Action: Noreen to provide assessment form and completed survey of the house.
Graham and Christine to assess the Rubuliak House.**

6.7 Historical Preservation

- Ruthenia School
- Bellis Fire Hall
 - It was suggested approval is needed for amount required to finish work at the fire hall and the county has increased funds as we requested for our budget.

Motion 20-011

Michelle: To approve an additional \$2400 to finish the preservation of the Bellis Fire Hall.

Carried.

7.0 Conclusion: Adjournment

Motion 20-012

Graham: That the next meeting be held at the call of the Chair in conjunction with the next Smoky Lake Heritage Board Society meeting and that this meeting be adjourned, 4:16pm.

Carried.

Smoky Lake County Regional Heritage Board
Box 310
Smoky Lake, AB
T0A 3C0

5.2.22c



August 19, 2020

Smoky Lake County Council
SLC Administration
Box 310
Smoky Lake, AB T0A 3C0

RE: Municipal Historic Resource Designation-Rubuliak Ukrainian House

A Ukrainian house was recently saved from demolition by moving it to a safe and accessible location within the Victoria District, where it underwent major conservation and restoration. Two members of the Smoky Lake County Regional Heritage Board (SLCRHB) completed an evaluation of the house and determined that it would be beneficial to the public to give it historic designation and legal protection as it represents an important component in the evolutionary story of the Victoria District National Historic Site. The house is an excellent example of vernacular Ukrainian architecture and, since its restoration, is structurally sound. Because most other original Ukrainian houses in the county are deteriorating rapidly, the SLCRHB recommends that county council designate this building a municipal historic resource to ensure that a typical Ukrainian immigrant home remains standing in the Victoria District.

Sincerely,

A handwritten signature in dark ink, appearing to read "N. Easterbrook", written in a cursive style.

Noreen Easterbrook, Chair
Smoky Lake County Regional Heritage Board

Meeting Notes

Design Meeting No.2

SMOKY LAKE – H.A. KOSTASH SCHOOL REPLACEMENT / 144213725

- Date/Time:** August 12, 2020 / 9:00 AM
- Place:** Video Conference (Teams)
- Next Meeting:** August 20, 2020 / 9:00 AM
- Attendees:**
- Hersh Taheem – Alberta Infrastructure (AI) – hersh.taheem@gov.ab.ca
 - Carri Fjell – Alberta Infrastructure (AI) – Carri.Fjell@gov.ab.ca
 - Neil O’Shea – Aspen View Public Schools (AV) – Neil.Oshea@aspensview.org
 - Aimee Hirtle – Aspen View Public Schools (AV) – Aimee.Hirtle@aspensview.org
 - Dick Richards – Aspen View Public Schools (AV) – dick.richards@aspensview.org
 - Tom Mykytiuk – Aspen View Public Schools (AV) – Tom.Mykytiuk@aspensview.org
 - Donna Cherniwchan – Aspen View Public Schools (AV) – donna.cherniwchan@aspensview.org
 - Dave Johnston – Aspen View Public Schools (AV) – dave.johnstone@aspensview.org
 - Archibald Sangrador – Alberta Education (AE) – Archibald.Sangrador@gov.ab.ca
 - Peter Burgess – Alberta Education (AE) – Peter.Burgess@gov.ab.ca
 - Heather Bretz – Stantec Architecture (SAL) – heather.bretz@stantec.com
 - Claire Cowling – Stantec Architecture (SAL) – claire.cowling@stantec.com
 - Adam Kozakiewicz – Smokey Lake (SL) – cao@smokylake.ca
 - Jordan Ruegg – Smokey Lake County (SLC) – jruegg@smokylakecounty.ab.ca
- Absentees:**
- Kyna Low – Stantec Architecture (SAL) – kyna.low@stantec.com
 - Rory Smith – Stantec Structural – rory.smith@stantec.com
 - Neal Bourassa – Stantec Architecture (SAL) – neal.bourassa@stantec.com
- Distribution:** Attendees and Absentees

| Item: | Description: | Action: |
|------------|---|-------------|
| | Notes, July 13, 2020: | |
| 2.0 | Agenda for Meeting | Info |
| | <ul style="list-style-type: none"> • Project Updates • Design Options Review (Site and Plan Bubble Diagrams) | |
| 2.1 | Project Updates | Info |
| | <ul style="list-style-type: none"> • AI expressed that the project team needs to use our time wisely, as changes later in the process can be costly. We don't want to rush and we want to get it right, but we need to make swift decisions to meet our tight timelines. | |
| 2.2 | Design Options Review | Info |
| | <ul style="list-style-type: none"> • Meeting Mark-ups attached (Options 1-5 – plans and sections (bubble diagrams)) • Town willing to transfer strip of land along 54 Ave. and whole ball diamond to AV – will begin process immediately (vote on this item is planned for Tuesday's Council Meeting) <ul style="list-style-type: none"> ○ When approved/confirmed, SAL can look into site access options from 54 Ave ○ SAL to review servicing options from 54 Ave. | SL |

-
- Water service to site is only at existing school location – extension is a large expense – off property is Town cost, on property project cost. Town to investigate internally. Town to provide available GIS info.
 - AV inquired about a design deadline. The original schedule had SD submitted August 21st. Stantec expressed that the most important deadlines are DD and DP. To be discussed further. AI/SAL
 - AV and Town to provide feedback Tuesday next week prior to Thursday morning meeting. AV/SL
 - Existing small gym to be retained for all design options. Scope is not included in project – Town may provide funding
 - In general:
 - Site access from 50th St to be reviewed – Alberta Transportation regulations will apply
 - Two-storey and “hill build” options typically more expensive to construct without extra funding (no extra funding available)
 - Option #1 provides more current and future opportunities as well as good construction isolation
 - Building could be shifted south to reduce servicing costs
 - Any of the plan diagrams/concepts or pieces could be used in the Option #1 site plan
 - Daylight remains a priority to AV
 - AI to discuss options to get costing at this stage with consultant and confirm with design team AI
 - Request for modular classroom funding to be transferred into permanent space is in for approval
 - No problem to incorporate at this stage (SD) in design (can alter flex space and classroom layout)
 - Approx \$1 million. AE advised that in these circumstances the move is usually cost neutral
 - SAL to send general dimensions of site and building – SAL noted that the accuracy/scale of bubble diagrams will result in a large plus/minus
 - Daycare requirements
 - Washroom, outdoor play space, storage, separate entrance
 - No kitchen required, only fridge for cold snacks. AV to confirm
 - AV to speak with Daycare group and provide info AV
 - Library space will not be increased with outside funding AV
 - Climbing wall will be partner funded – to be formalized
 - AI requested that 3rd party agreements be secured prior to tender
 - AV may also receive outdoor space sponsorship
 - These extra funding elements may trigger additional design fees
 - Following discussions next week and a design option selection, SAL will provide more detailed floor plans with doors, including overhead doors and sliding glass partitions
 - As a group, we need to determine the priorities for tender, to get the appropriate items in the package
 - Solar funding – Town to send info (Marc Baxter with MCCAC)
-

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.



August 12, 2020
Design Meeting No.2
Page 3 of 3

Stantec Architecture Ltd.

Claire Cowling Architect, AAA
Associate

Direct: 403-356-3497

Cell: 403-392-7584

claire.cowling@stantec.com

Attachment: Meeting Mark-up

c. Cc List

LEGEND

- K-12 ONE STOREY HIGH SCHOOL [4192M²+150M²]
- OUTDOOR PLAZA
- OUTDOOR DAYCARE PLAYGROUND
- SPORT FIELD
- BUS
- GARBAGE
- MODULAR CLASSROOM
- STAFF ENTRY
- STUDENT ENTRY
- MAIN ENTRANCE
- PARKING
- SCHOOL FLAG
- PROPERTY LINE
- ACCESS ROAD -DECORATIVE PAVERS
- COMMUNITY FUNDED DAYCARE
- EXISTING PLAYGROUND
- FENCE FOR CONSTRUCTION
- EXISTING SCHOOL
- DROP-OFF LANE



**SITE ADJACENCIES ANALYSIS-CONCEPT DESIGN
SMOKY LAKE K-12 SCHOOL
OPTION 1 - 2020.08.10**

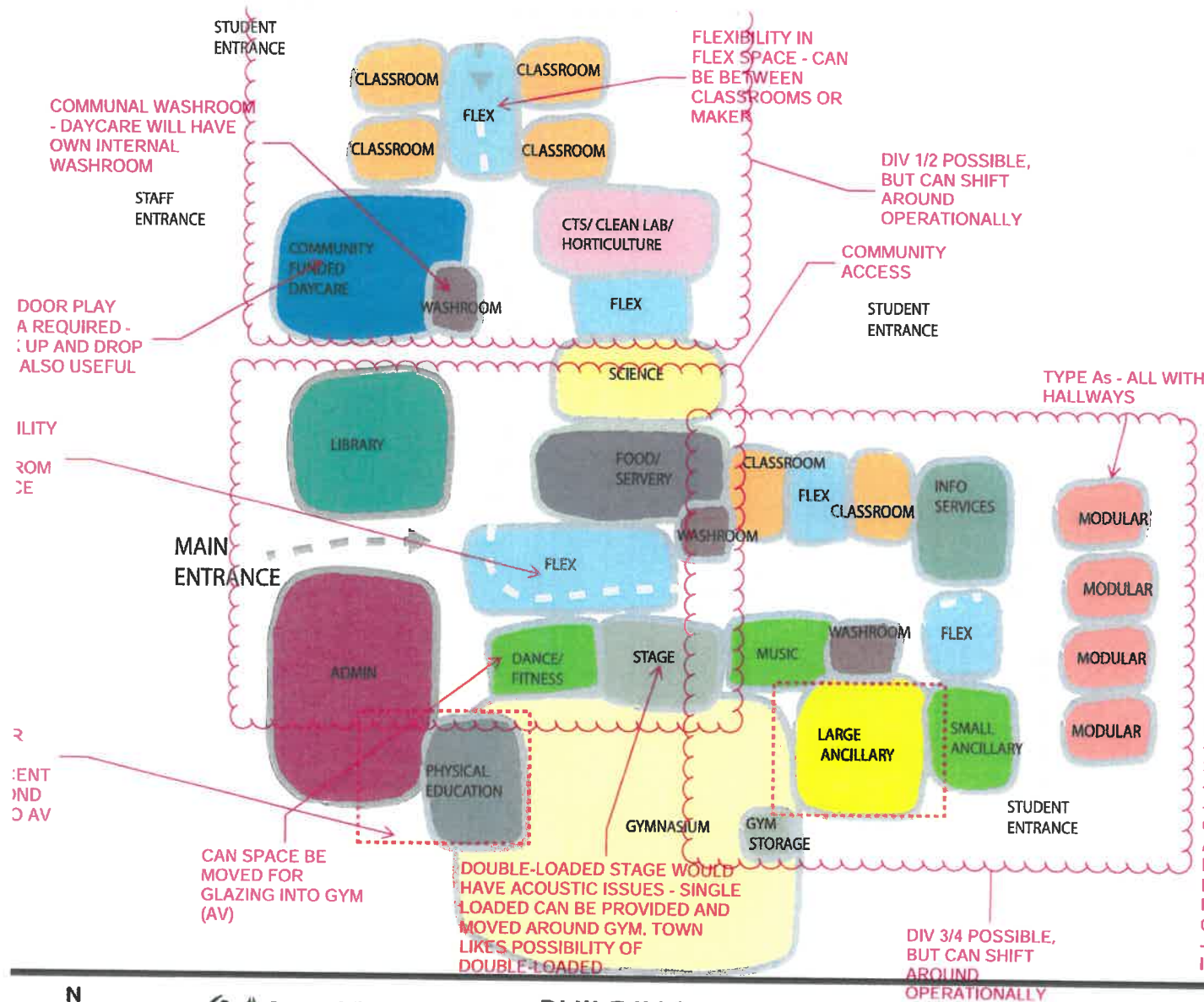


AREA DETAILS

- Classroom : 6 x 80 Sqm = 480 Sqm
- Modulars: 4 x 80 Sqm = 320 Sqm
- Science : 120 Sqm
- CTS/ Clean Lab/ Horticulture: 120 Sqm (Science)
- Large Ancillary: 130 Sqm
- Small Ancillary: 3 x 90 Sqm= 270 Sqm (Dance , Small ancillary, Music)
- Info Services: 2 x 115 Sqm= 230 Sqm (Stage)
- CTS: 142 Sqm (Food & Servery)
- Gymnasium: 595 Sqm
- Gymnasium Storage: 60 Sqm
- Library 188 Sqm
- Admin: 307 Sqm
- Phys Edu: 130 Sqm
- Washrooms: 56 Sqm

Community funded Daycare: 150 Sqm

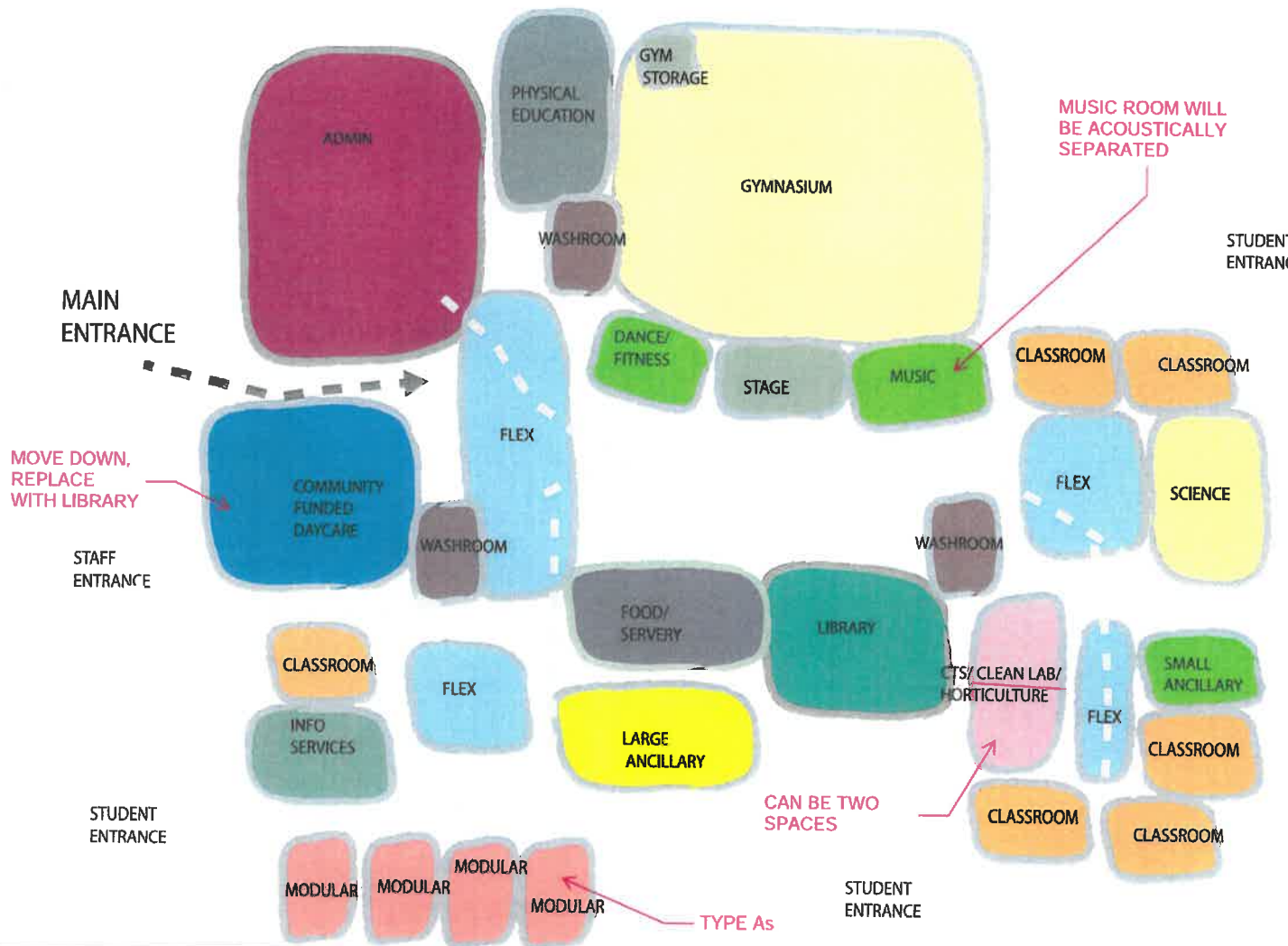
- DIV 1/2 AND DIV 3/4 - FLEX SPACES CAN LOOK DIFFERENT FOR STUDENTS "GROWING"
- AV CONSIDERED INDUSTRIAL ED SPACE (CTS)
- CLEAN LAB FLEXIBLE SPACE WITH LOTS OF POWER - AUTO AN WOODS NEED SPECIFIC VENTILATION THAT SHOULD BE PLANNED
- AV WILL HAVE SOME WELDING AND WOODS - ROBOTICS COULD BE IN FLEX
- FOOD/SERVERY IS LARGE ENOUGH FOR CLASSROOM - 4 STATIONS
- AV TO CONFIRM SPECIFIC PROGRAMMING
- LOCAL GROUP WOULD LIKE A CLIMBING WALL - THERE ARE CONSIDERATIONS NOW - STRUCTURAL REINFORCING IN WALL AND ROOF - AV TO CONFIRM. LIKELY SPACE FRAME WITH PLYWOOD RATHER THAN POURED CONCRETE - FLEXIBILITY DESIRED BY AV - STRUCTURAL MODIFICATIONS IN PROJECT FUNDING TO BE CONFIRMED BY AI (DIFFERENTIAL FUNDING COULD BE PROVIDED BY SCHOOL BOARD)
- ROOMS CAN BE "MULTI-PURPOSE" - CLIMBING WALL COULD BE IN DANCE - AV TO CONFIRM



BUILDING ADJACENCIES ANALYSIS-CONCEPT DESIGN

SMOKY LAKE SCHOOL K-12 SCHOOL
OPTION 1 - 2020.08.10

AREA DETAILS






















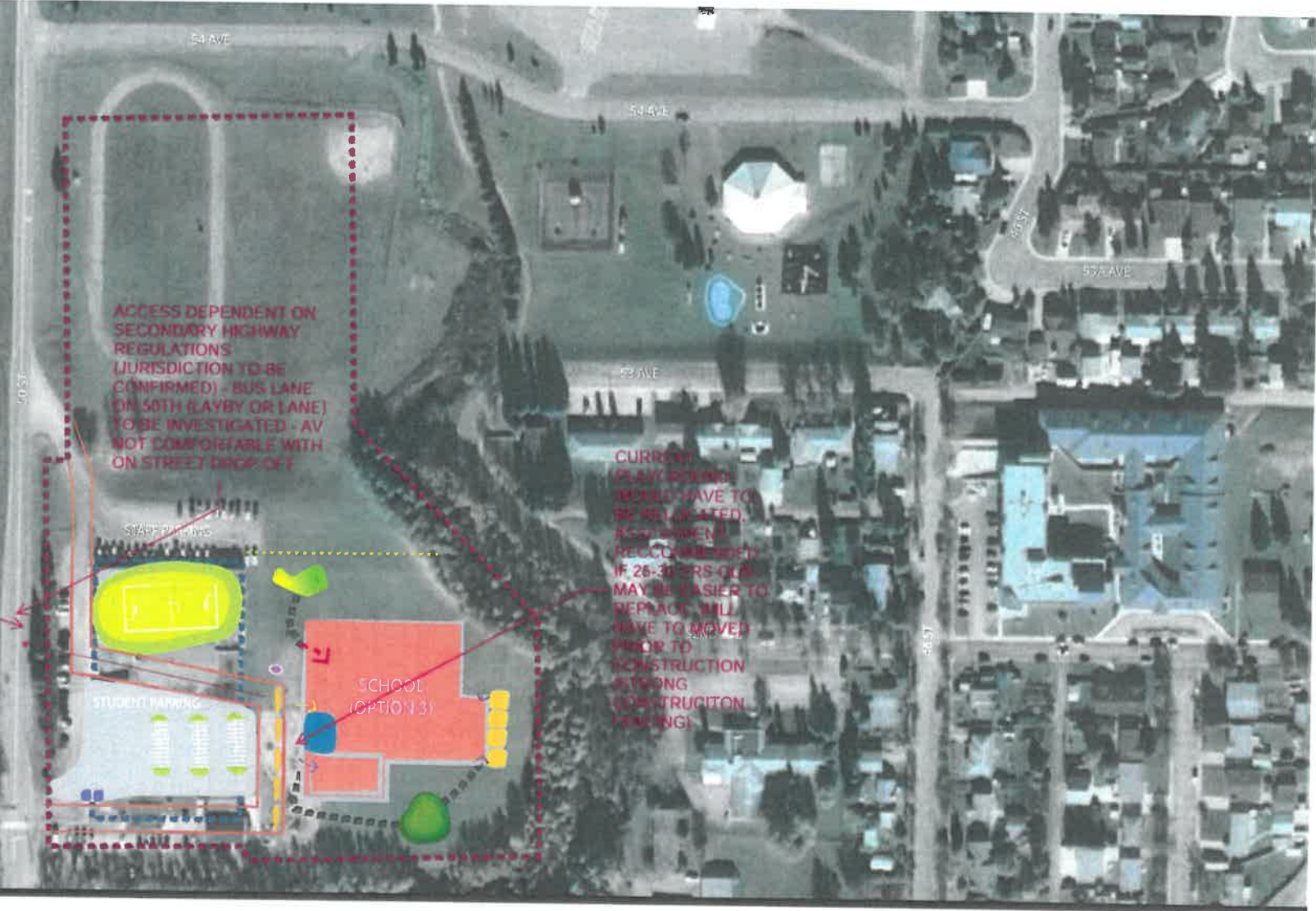
- Classroom : 6 x 80 Sqm = 480 Sqm
- Modulars: 4 x 80 Sqm = 320 Sqm
- Science : 120 Sqm
- CTS/ Clean Lab/ Horticulture: 120 Sqm (Science)
- Large Ancillary: 130 Sqm
- Small Ancillary: 3 x 90 Sqm= 270 Sqm (Dance , Small ancillary, Music)
- Info Services: 2 x 115 Sqm= 230 Sqm (Stage)
- CTS: 142 Sqm (Food & Servery)
- Gymnasium: 595 Sqm
- Gymnasium Storage: 60 Sqm
- Library 188 Sqm
- Admin: 307 Sqm
- Phys Edu: 130 Sqm
- Washrooms: 56 Sqm

Community funded Daycare: 150 Sqm

- CAN MOVE CLASSROOMS IF DIV ALLOCATIONS ARE NOT FUNCTIONAL
- CLEAN LAB FUNCTIONS - CAN HAVE "WET" FUNCTIONS - LARGELY MULTI-PURPOSE - WOODS SHOP HAS TO BE SEPARATE FOR DUST COLLECTION (FIRE HAZARD) AND FLOORING. WELDING CAN BE CONTAINED IN A BOOTH
- TRADITIONAL WOODS WOULD NEED ACCESS FROM OUTSIDE (DELIVERIES ETC.) - CAN BE MOVED TO LARGE ANCILLARY
- AV LIKES LIBRARY UP FRONT TO ALLOW FOR COMMUNITY ACCESS

LEGEND

-  K-12 ONE STOREY HIGH SCHOOL [4192M²+150M²]
-  OUTDOOR PLAZA
-  OUTDOOR DAYCARE PLAYGROUND
-  SPORT FIELD
-  BUS
-  GARBAGE
-  MODULAR CLASSROOM
-  STAFF ENTRY
-  STUDENT ENTRY
-  MAIN ENTRANCE
-  PARKING
-  SCHOOL FLAG
-  PROPERTY LINE
-  ACCESS ROAD -DECORATIVE PAVERS
-  COMMUNITY FUNDED DAYCARE
-  EXISTING PLAYGROUND
-  FENCE FOR CONSTRUCTION
-  EXISTING SCHOOL
-  DROP-OFF LANE



**SITE ADJACENCIES ANALYSIS-CONCEPT DESIGN
SMOKY LAKE K-12 SCHOOL
OPTION 3 - 2020.08.10**

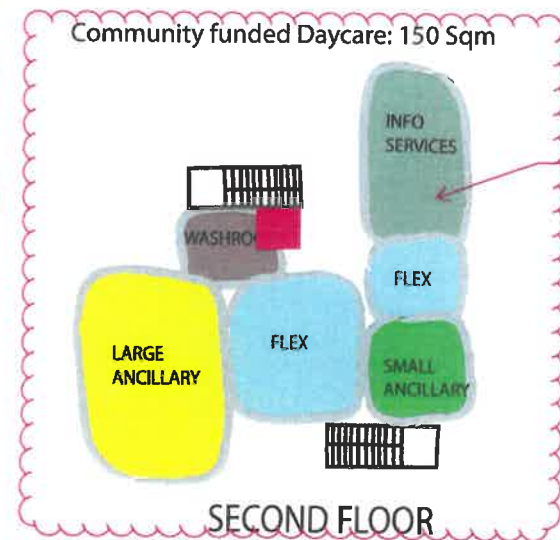
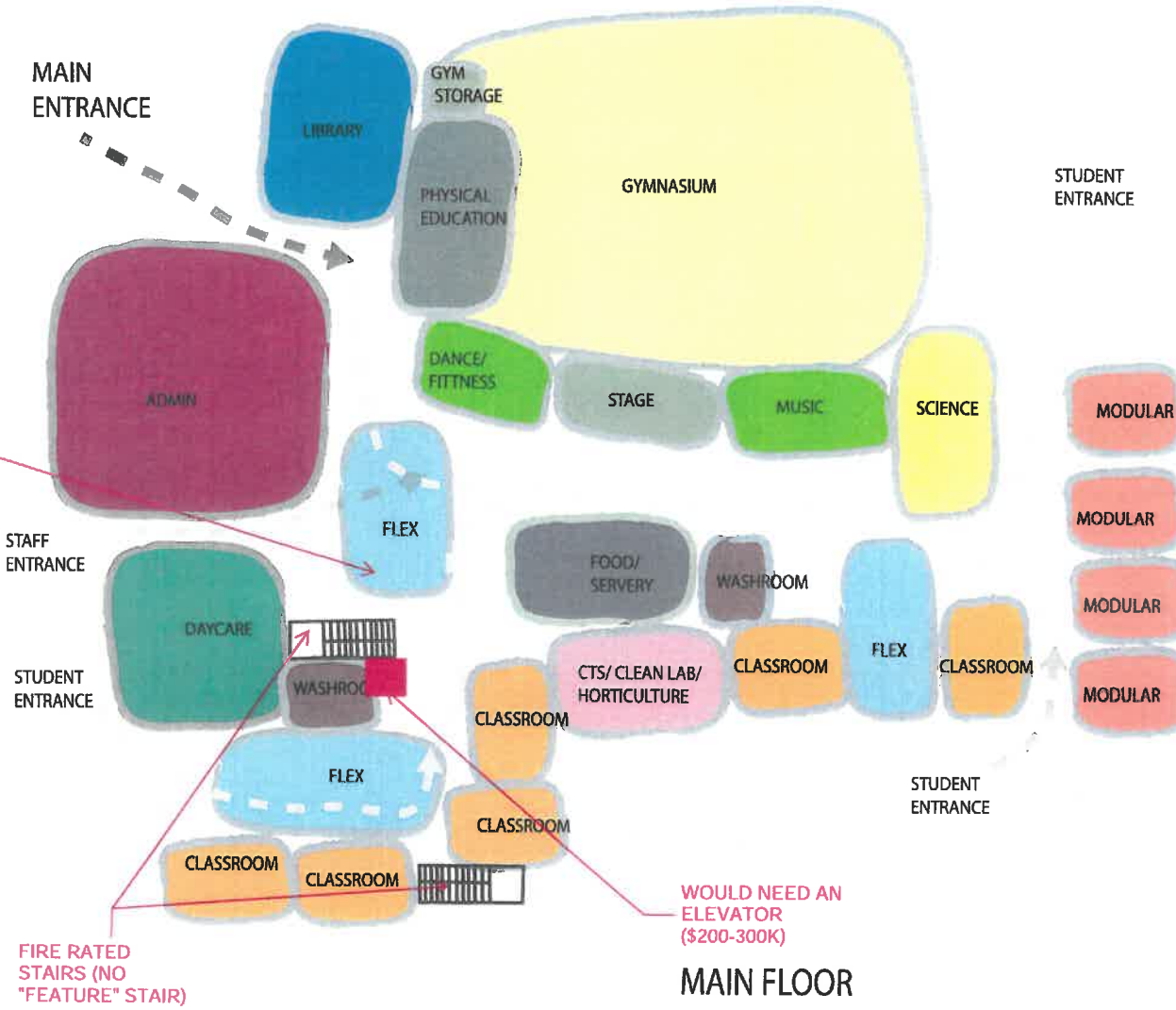
AREA DETAILS

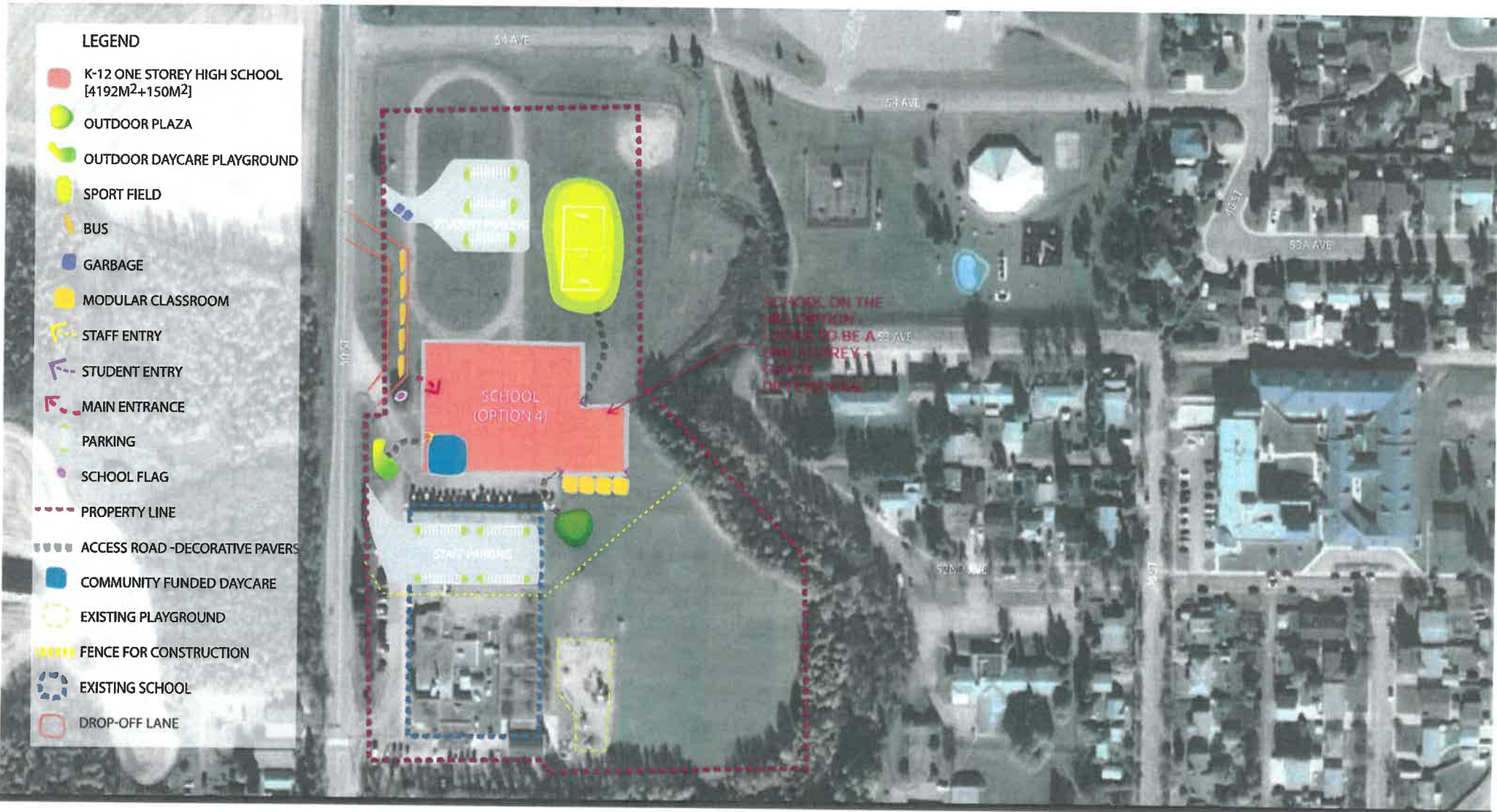
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- CTS: 142 Sqm (Food & Servery)
- Gymnasium: 595 Sqm
- Gymnasium Storage: 60 Sqm
- Library 188 Sqm
- Admin: 307 Sqm
- Phys Edu: 130 Sqm
- Washrooms: 56 Sqm

LIMITED FUNCTION CAN GO ONTO THE 2ND FLOOR - CTS SPACES ARE 1.5 STOREYS TYPICALLY

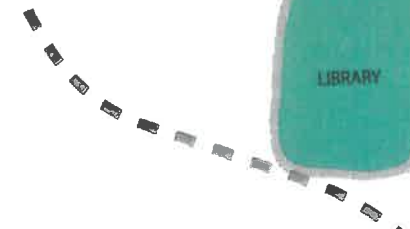
Community funded Daycare: 150 Sqm

WILL LIKELY BECOME CLASSROOMS



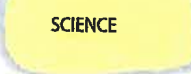
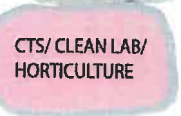
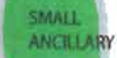
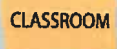


MAIN ENTRANCE



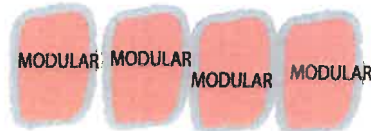
STUDENT ENTRANCE

Lower side of the Hill
Upper side of the Hill



STAFF ENTRANCE

STUDENT ENTRANCE



STUDENT ENTRANCE

AREA DETAILS

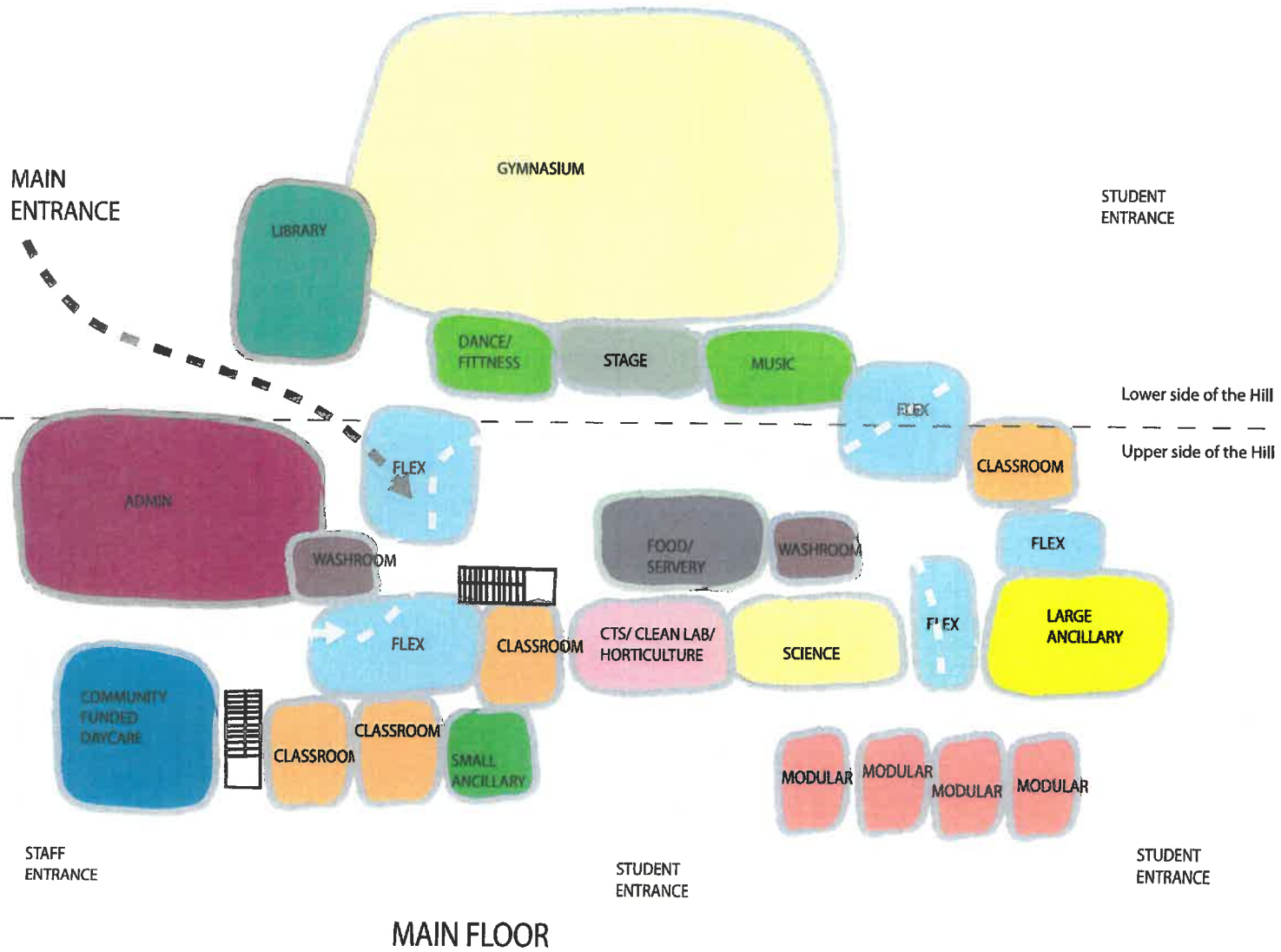
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 - Gymnasium: 595 Sqm
 - Gymnasium Storage: 60 Sqm
 - Library 188 Sqm
 - Admin: 307 Sqm
 - Phys Edu: 130 Sqm
 - Washrooms: 56 Sqm
- Community funded Daycare: 150 Sqm



SITE ADJACENCIES ANALYSIS-CONCEPT DESIGN
 SMOKY LAKE K-12 SCHOOL
 OPTION 5 - 2020.08.11



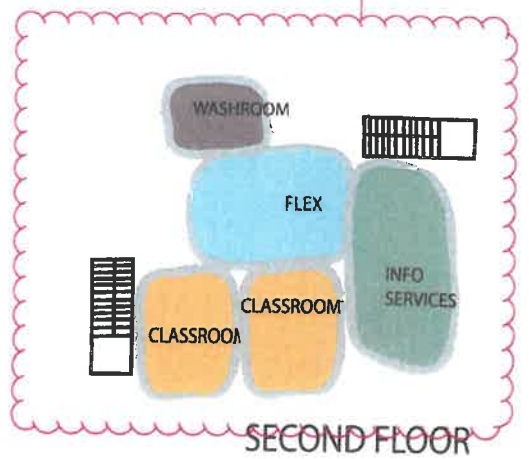
PROJECT NUMBER: 144213725

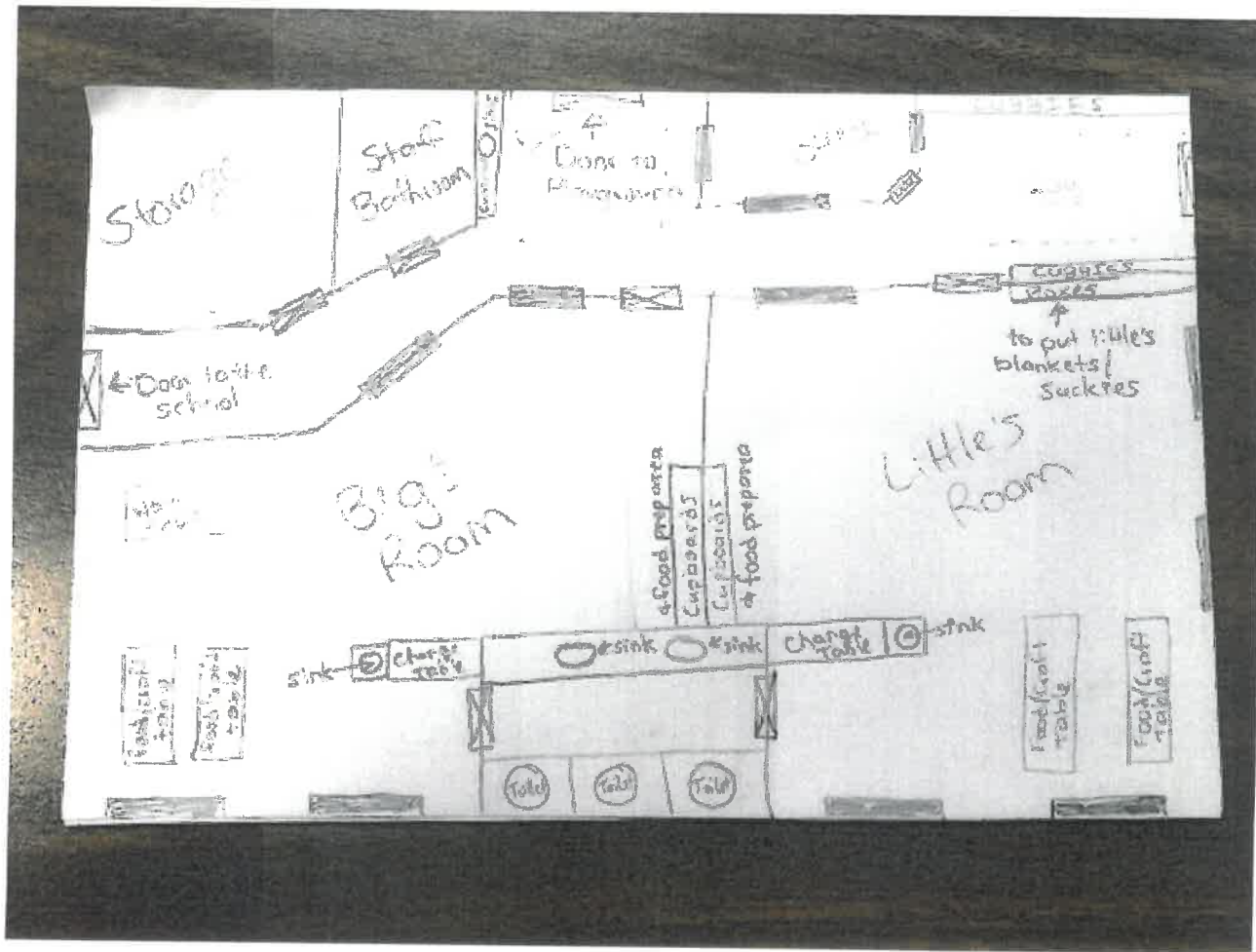


AREA DETAILS

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 - Modulars: 4 x 80 Sqm = 320 Sqm
 - Science : 120 Sqm
 - CTS/ Clean Lab/ Horticulture: 120 Sqm (Science)
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 - Gymnasium: 595 Sqm
 - Gymnasium Storage: 60 Sqm
 - Library 188 Sqm
 - Admin: 307 Sqm
 - Phys Edu: 130 Sqm
 - Washrooms: 56 Sqm
- CAN BE UP OR DOWN**

Community funded Daycare: 150 Sqm





Town CAO Report on School Project

6.16

-Review minutes for the and deliverables for the new school meeting August 12 Notes from
forwarded email regarding Solar program to Neil as Alberta infrastructure claimed there was no program
From: Marc Baxter <mbaxter@mccac.ca>
Sent: Monday, July 13, 2020 2:42 PM
To: Adam Kozakiewicz <cao@smokylake.ca>
Subject: Solar for Schools Program - Smoky Lake

Hey Adam,

As per our call today I am sending over some information on the [Solar for Schools Program](#) which will hopefully be helpful for you in considering whether installing a solar PV system on the new school in Smoky Lake will be possible. The SFS Program provides financial rebates to Alberta Public School Authorities who install grid-connected solar photovoltaic (PV) systems on new or existing school facilities or land in their jurisdiction and complete a student education initiative as part of the project. I did not catch the name of the particular School Authority in question building the new school was, but you can confirm their eligibility in the program by visiting [this link](#) and ensuring they are classified as Public, Separate, Francophone, or Charter.

In terms of the incentive itself, it is calculated on a dollar-per-watt basis following the table below, up to a maximum of 50% of total eligible expense.

| Total Installed Capacity (DC) | Rebate |
|--------------------------------|-------------|
| <10 kilowatts | \$1.50/watt |
| 10 kilowatts to <150 kilowatts | \$1.25/watt |
| 150 kilowatts to <2 Megawatts | \$1.10/watt |
| 2 Megawatts to 5 Megawatts | \$1.00/watt |

Essentially the way the program works is that once a School Authority has decided to install a solar PV system on one of their schools, they submit the [SFS Application](#) providing us detailed information about who they are working with and the system specifications. We review the application and once approved issue a Funding Agreement which indicates we are formally allocating an incentive to the project to be paid out upon completion of the installation with a timeline of up to 8 months. At the end of construction we verify a few more documents and would then issue payment. The [Program Guidebook](#) describes the full participation process and terms and conditions in greater detail, so I encourage you to read through that as well.

If you determine the program may be a fit for this project, feel free to submit an [Expression of Interest](#) and we can begin to formally track it in our system as well.

Here is a case study we have written on one of the completed projects through the program from [Canadian Rockies Regional School Division](#).

If you have any questions or want to chat further please feel free to reach out.

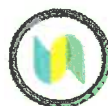
ers,

Marc Baxter | Program Lead, Renewables

D: 780.643.5639 | C: 780.940.6927 | E: mbaxter@mccac.ca

Alberta Municipal Place | 300-8616 51 Ave, Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | 877-421-6644 | www.mccac.ca



Municipal
Climate Change
Action Centre

From: Neil OShea <Neil.OShea@asperview.org>

Sent: Sunday, August 16, 2020 7:48 AM

To: 'Bretz, Heather' <Heather.Bretz@stantec.com>; Hersh Taheem <hersh.taheem@gov.ab.ca>

Tom Mykytiuk <Tom.Mykytiuk@asperview.org>; Dick Richards <dick.richards@asperview.org>; Donna Cherniwchan <Donna.Cherniwchan@asperview.org>; David Kwiatkowski <David.Kwiatkowski@asperview.org>; Aimee Hirtle <Aimee.Hirtle@asperview.org>; Adam Kozakiewicz <cao@smokylake.ca>; Jordan Ruegg <jruegg@smokylakecounty.ab.ca>

Subject: POSSIBLE_SPAM_OPEN_WITH_CAUTION Preferred Design

Heather and Hersh – I trust this email finds you well. I want to thank you for the meeting on August 12 and the follow up conversations that I have had with each of you. I continually hear that both of you are dedicated to getting us the school we want respecting that it needs to be on time and on budget. I am grateful for the messaging and am excited to work with both of you. I believe that the prep work that our design committee completed in the spring has resulted in well thought out design components that you are able to work with. Our committee feels their voice has been heard to this point and are excited to continue the process.

On behalf of the committee I am presenting 3 options below in order of preference. Regardless of the location I have highlighted some important features we would like to see incorporated. Please understand this is not the entire list, however elements that we think need to be considered in the design stage.

- Entrance to the school either off of 54 street or at the northwest corner of the lot so the entrance is visible from Highway 28 and 50 street.
- Having the library that spills out into the foyer through a retractable glass door or a garage door, as a part of the front entrance is desirable.
- Walking into the building and seeing the library, gym and admin suite is desirable.
- The two sided stages that opens to the foyer for smaller productions
- Servery placed to provide service to the front foyer for events, daily hot lunch,
- Separate daycare entrance. Community access to the fitness room and the library.

The following are our preferred options:

1. North location – 2 story – with elements of design 1 – good sightlines from the admin suite – shifting Design 1 clockwise 90 degrees would get the front entrance closer to where we want it

The shift from option 1 to option 2 would occur if the cost of the utilities prohibited the ability to have a two story.

2. North location – one story – due to utility cost – design 1 was popular and again shifting it clockwise could get the entrance closer to where we want it.
3. East of existing school – 2 story – design 3 holds lots of promise

Important Notes:

The cost of the utilities is crucial to us making a location decision. However I am used to finding creative solutions to get what I want.

I have been in touch with members from the daycare society and requested a more detailed sketch of their plan.

I have put in a request to our insurer around liability with climbing walls and wait to hear back from them.

Cheers

Neil O'Shea

Superintendent

Aspen View Public Schools

780-675-7080 (11)

780-720-2712

From: Neil OShea <Neil.OShea@asperview.org>

S Friday, August 14, 2020 2:05 PM

To: Dick Richards <dick.richards@asperview.org>; Adam Kozakiewicz <cao@smokylake.ca>; Jordan Ruegg <jruegg@smokylakecounty.ab.ca>

Subject: POSSIBLE_SPAM_OPEN_WITH_CAUTION Daycare Space

I trust this finds you all well.

I am reaching out to the 3 of you as Dick you sit on the daycare board and Jordan and Adam you gentleman are funding the daycare space. The 600,000 will buy 150sqm at \$3700 per = \$555,000. This leaves \$45,000 for design and consultant fees and a contingency should cost exceed the 3700 per sqm.

Research needs to be done on the requirement for the daycare. How big of a washroom? Does it need a 3 sink washing station? Is two smaller rooms 70 and 80 sqm preferable? Storage space? Cooking and eating?

The plan needs to meet the expectations of the funders (T/C); the government standards and codes; and the expertise of the present daycare board. We need to have a conceptual idea of the space with perhaps even a rough sketch.

Thanks in advance for your help with this.

Neil O'Shea

Superintendent



Aspen View PUBLIC SCHOOLS

3600 – 48th Avenue
Athabasca, Alberta T9S 1M8
Phone: 780-675-7080; Toll Free 1-888-488-0288
info@asperview.org www.asperview.org

August 14, 2020

Adam Kozakiewicz
CAO
Town of Smoky Lake
56 Wheatland Avenue
Smoky Lake, AB

Dear Adam:

I trust this letter finds you well.

Further to our August 13th conversation, I am requesting that the Town of Smoky Lake transfer the 1.19 acres of land that is located between the Aspen View Public Schools property and 54 Avenue to Aspen View Public Schools. The legal land description according to the documentation provided is 75208222B NW-22-59-17-4.

This transfer is necessary as we consider all our options for the location of the new school.

If you require any further information, please contact me. I look forward to your response.

Sincerely

A handwritten signature in blue ink that reads "Neil O'Shea".

Neil O'Shea

Superintendent of Schools

Town of Smoky Lake

Summary Report

Year of General Assessment: 2018

Roll: 5000042
 Legal: 7520822 B NW-22-59-17-4

Description: Ball Diamond
 Address: 4815 - 54 Avenue
 Zoning: I-Institutional
 Actual Use: Primary: P00000
 Market Loc: 5510 Institutional
 Econ.Zone: 3-Institutional
 Assbl.Party: M Municipal

Community: 1 Insp. C. 2011/2016
 Assbl. Land Area: 1.19 Acres



Market Value Land

| LandID | Base Code | Site Area | Services | Location Adj. | Asmt Code | Value |
|----------|------------------|------------|----------|---------------|-----------|--------|
| 84200401 | 50 Institutional | 1.19 Acres | 0% | 100% | 824 100% | 48,000 |

Assessment Totals

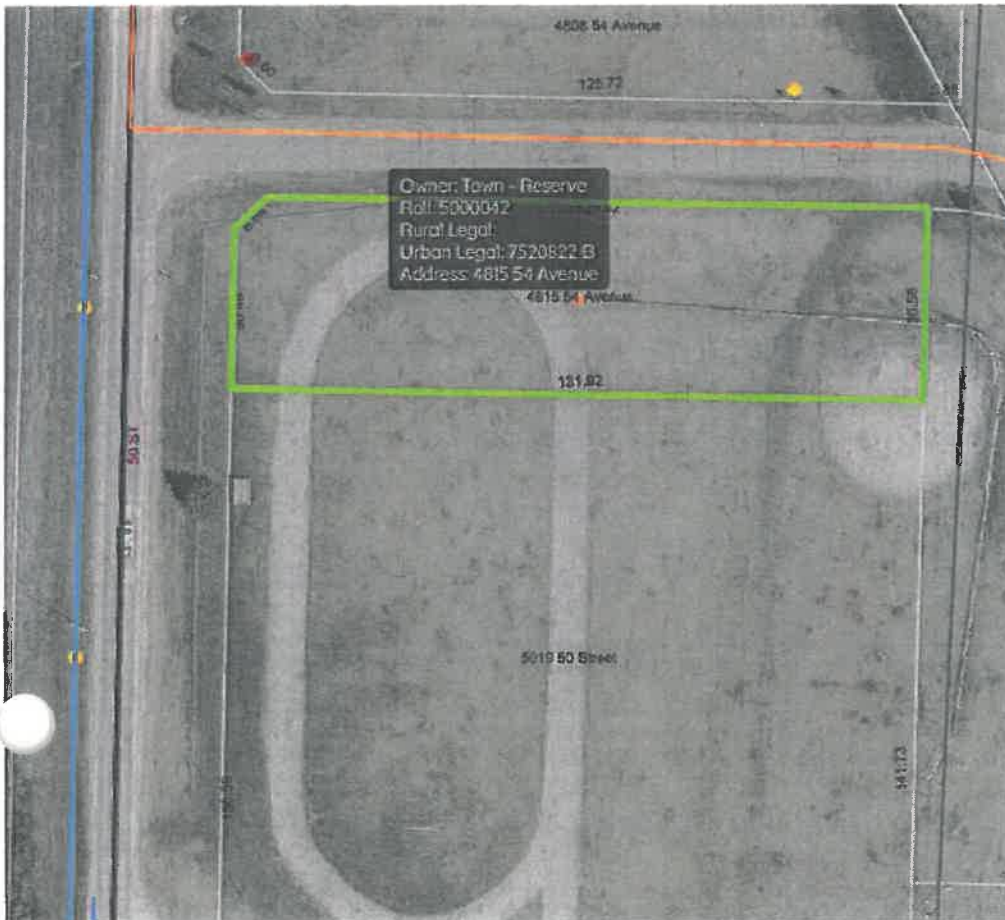
| Tax Status | Code | Description | Land | Improvement | Other | Assessment |
|---------------|------|--------------------------|--------|-------------|-------|------------|
| E | 824 | Town Park Reserve EXEMPT | 48,000 | 0 | 0 | 48,000 |
| Grand Totals: | | | 48,000 | 0 | 0 | 48,000 |

Inspections

| | | | |
|-----------------|------------|--------------------|-------------------------|
| Visual Exterior | 01-19-2017 | VAN LANGEN, Jackie | 2016 - Rotational - N/C |
| Visual Exterior | 08-05-2010 | LEROUX, Paul | 2010 - 20% Inspection |
| Property | 04-12-2006 | BAYNES, Jason | 2006 Rotational - N/C |

Assessments

| | | | |
|-----------|------------|----------------|------------------------|
| MGA305(1) | 05-21-2003 | MCNAUGHTON, AI | Change Assessment Code |
|-----------|------------|----------------|------------------------|



Good Morning,

Last week I received some information from Tenille, that included a diagram of a new daycare, as well as some specifications. I shared this with Neil, and I wanted to share it with you, as the Town and County are providing the funds. Let me know your thoughts.

Thanks

Dick Richards

-----Original Message-----

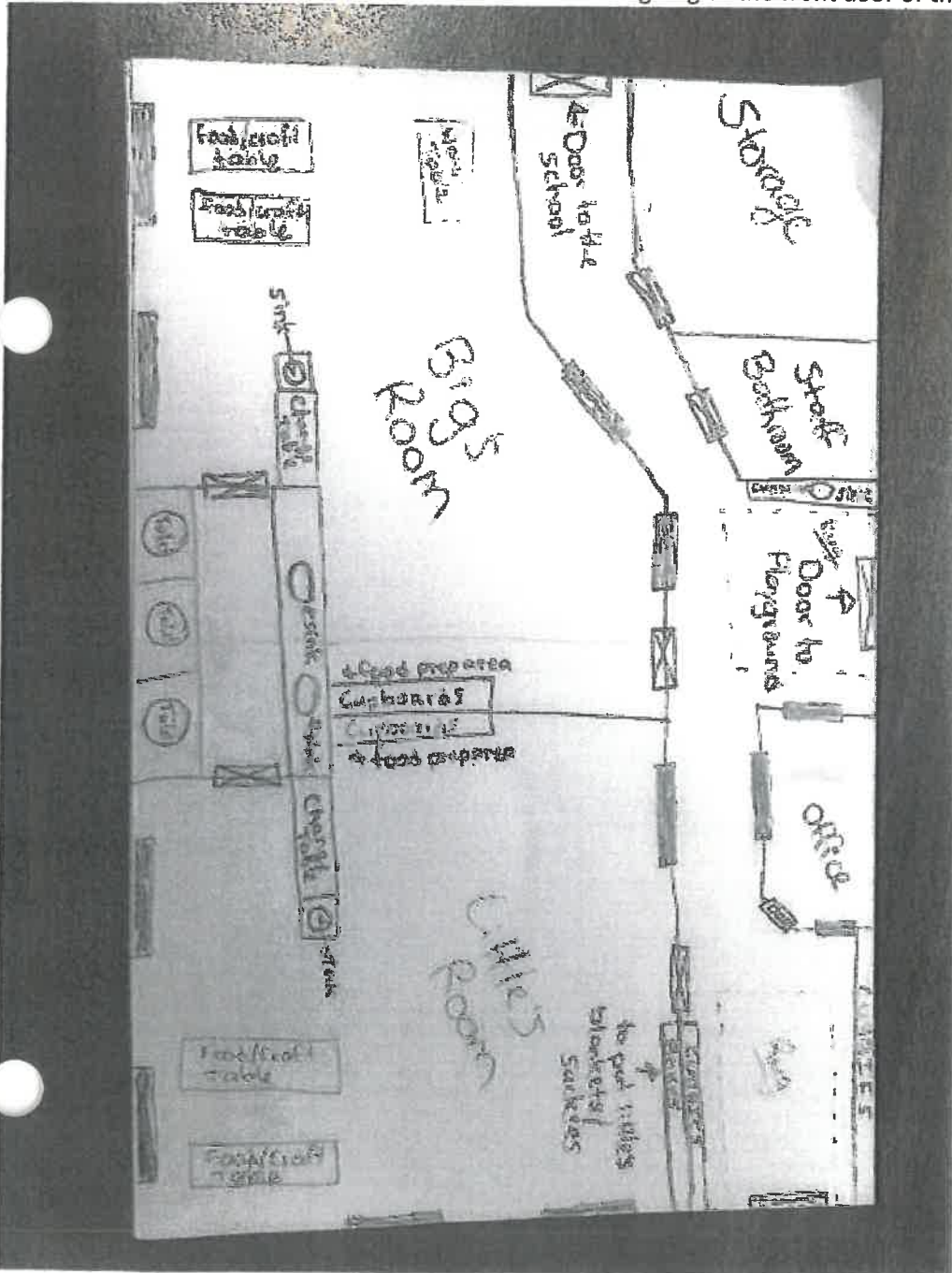
From: Dick Richards <dick.richards@asperview.org>

Sent: Monday, August 17, 2020 10:06 AM

Subject: Daycare

Good morning,

I received some information from the daycare. They provided me with a sketch of an "ideal spot." We also discussed:
-the sketch includes two separate rooms with a bathroom connected to both -an office separate from the rooms -a keypad by an outside door that would allow them to enter without going to the front door of the school



June 21, 2020

Attn: Lorne Halisky

Re: Mon's Lake - Trailer Complaint

Hi Lorne;

As per our conversation, Friday, June 19th, I am forwarding this e-mail as requested in hopes that you will be able to bring this to council's attention seeking a positive solution,

Friday, June 19th Ed English - County Bi-Law stopped in to advise us that he had received a complaint from someone regarding different lots at Mon's Lake who apparently have too many trailers on their lot. He informed me that the by-laws currently in place only allow two trailers per lot. I read these by-laws which indicate referring to individual campsites, excluding group campsites.

We currently own and pay taxes on two properties at Mons Lake zoned Vacant Recreational Residential property, the lots are side by side however, they are not adjoining as the lots are divided by a creek. As a result, having two lots and legally allowed four trailers, as advised by by-law, we didn't think it would be an issue if we chose to put the four trailers on one lot.

Three of the trailers on the main lot never leave the lot and are never pulled, (we don't even have a 5th wheel to move them as they were delivered to the lot) we identify them to be the same as our cabins.

The two trailers in question are for our kids who come out to stay and help us, as their Dad has some health issues. Which one do you tell they have to leave after 25 years of being at Mons Lake.

The fourth trailer parked on the lot can be moved if required, but I would ask that my kids trailers be allowed to stay on our main lot with us. If it is determined that we can't have four trailers, would it be possible to buy a permit for the two extra trailers for the season. We are willing to work with you to come up with a positive solution.

I understand that the Smoky Lake County by-laws # 1362-19 Control & Operation of County Parks and Campgrounds that are in place from 2019 indicate **campsites** however, on our Property Assessment/ Taxes, we are classified as Vacant Recreational Residential and paying taxes which include School, Municipal, Fire, Smoky Lake Foundation, Landfill & Policing. I can provide a copy if required. Perhaps the by-laws need to be amended to cover Residential Recreational Landowners, not campsites. Being categorized the same as a campsite doesn't seem to fit as property owners. Campsite bylaw seems more directed for people paying a nightly fee in a public/county campground.

Thank-you for your assistance and bringing this forward to council for their attention and consideration, we hope for a positive solution. We look forward to hearing back from you.

Cindy & Doug Andruik
#32, 60219 RR 164
#34, 60223 RR 164
Mon's Lake
780-953-5804

jenna preston

From: lydia cielin
Sent: June 23, 2020 1:38 PM
To: jenna preston
Subject: FW: Mons Lake - Cindy Andruik
Attachments: Recreational Vehicles.pdf

From: jordan ruegg <jruegg@smokylakecounty.ab.ca>
Sent: June-23-20 11:56 AM
To: ed english <eenglish@smokylakecounty.ab.ca>; Kyle Schole <kschole@smokylakecounty.ab.ca>
Cc: lydia cielin <lcielin@smokylakecounty.ab.ca>; cory ollikka <collikka@smokylakecounty.ab.ca>; Patti Priest <patti.priest@smokylakecounty.ab.ca>; lorne halisky <lhalisky@smokylakecounty.ab.ca>
Subject: RE: Mons Lake - Cindy Andruik

Good morning Ed,

Lorne is correct that the Bylaw to which the resident is referring to is not the Bylaw that restricts the number of RVs on a residential parcel. Section 7.23 from the County's Land Use Bylaw No. 1272-14 (see attached) limits the year-round placement of RVs to two (2) on lots zoned as Multi-Lot Country Residential (R1), which is what both of these lots are zoned as. The residents appear to be confusing the tax assessment code with the zoning, as "Vacant Recreational Residential" is not a land use district under the Land Use Bylaw.

I hope this helps clarify the rules surrounding RV placement on these lots. If you could please provide a copy of the attached section from the Land Use Bylaw to the residents I would appreciate it. If they have any questions regarding the zoning or the RV provisions, please have them contact myself or Kyle.

Thanks,

Jordan Ruegg, B.A., MPlan
Planning & Development Manager
Smoky Lake County
Vice-President ADOA



4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta T0A 3C0
e: jruegg@smokylakecounty.ab.ca
p: (780) 656-3730 / c: (780) 650-5207
w: <http://www.smokylakecounty.ab.ca/>

ᑭᑭᑭᑭᑭᑭ ᑭᑭᑭᑭᑭᑭ (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory

NOTE: Due to the COVID-19, Smoky Lake County is implementing various measures to slow the spread of the virus, including staggered shifts. At this time, Planning & Development Services will remain functioning, and a staff member will be accessible during regular Office Hours to assist you as rapidly as possible.

This email is intended only for the use of the party to which it is addressed and for the intended purpose. This email contains information that is privileged, confidential, and/or protected by law and is to be held in strict confidence. If you are not the intended recipient you are hereby notified that any dissemination,

copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

From: Patti Priest <patti.priest@smokylakecounty.ab.ca>
Sent: June 22, 2020 11:16 AM
To: jordan ruegg <jruegg@smokylakecounty.ab.ca>; Kyle Schole <kschole@smokylakecounty.ab.ca>
Cc: ed english <eenglish@smokylakecounty.ab.ca>; lydia cielin <lcielin@smokylakecounty.ab.ca>; cory ollikka <collikka@smokylakecounty.ab.ca>
Subject: FW: Mons Lake - Cindy Andruik

Good Morning Jordan & Kyle, please see below & attached...
Thanks!
P

From: lorne halisky <lhalisky@smokylakecounty.ab.ca>
Sent: June 22, 2020 10:47 AM
To: ed english <eenglish@smokylakecounty.ab.ca>; lydia cielin <lcielin@smokylakecounty.ab.ca>; cory ollikka <collikka@smokylakecounty.ab.ca>
Cc: Patti Priest <patti.priest@smokylakecounty.ab.ca>
Subject: Fw: Mons Lake - Cindy Andruik

Hi Ed, I believe we have a different bylaw that covers RV trailers on resorts, acreages etc not only dealing with campsites as this complainant is indicating? And if so we should forward the correct bylaw to the complainant for clarification etc.

Maybe we can possibly look at reviewing the bylaw and include a permitting system with a fee to generate revenue for the County if property owners want to have more than 2 RV trailers on their property with a limit of possibly 3 or 4 as it seems like there is quite a few of these situations throughout the County?

Thanks
Lorne

Sent from my BlackBerry - the most secure mobile device - via the TELUS Network

From: cinderlou_63@hotmail.com
Sent: June 21, 2020 4:09 PM
To: lhalisky@smokylakecounty.ab.ca
Subject: Mons Lake - Cindy Andruik

Hi Lorne;

Please find attached my e-mail regarding trailers on my lot at Mons Lake as discussed.

Let me know if you think I need to add anything further.

Thanks for your time and assistance.

Cindy & Doug Andruik
[780-953-5804](tel:780-953-5804) or [780-973-5070](tel:780-973-5070) Hm

13. Spaces for day use, picnicking and similar activities shall be suitably organized, clearly marked and constructed to the satisfaction of the Development Authority.
14. All other site requirements shall be as required by the Development Authority.
15. Minimum Yard Setbacks:
 - A. Front, side, corner and rear yard setbacks shall be 7.6 m (25.0 ft.) or 10% of the lot width, whichever is lesser.

7.23 RECREATIONAL VEHICLES

1. The year round placement of 2 (two) recreational vehicles on a parcel in Multi-lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential(R3) or Hamlet General (HG) Districts is allowed without a development permit.
2. Additional recreational vehicles shall be permitted within the Multi-lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential (R3) or Hamlet General (HG) Districts for a maximum of four (4) consecutive days.
3. No recreational vehicle shall be permanently connected to any utility or municipal service, such as power, gas, water supply, or sanitary sewage disposal facilities unless the recreational vehicle is located in an approved recreational vehicle park.
4. This section **does not** apply to the placement of recreational vehicles in the Agriculture District (AG), Victoria Agriculture District (A1), Highway Commercial District (C1), Victoria Commercial District (C2), Industrial District (M1), Rural Industrial District (M2), Institutional & Community District (P), Direct Control District (DC), and Direct Control Landfill District (DC1).

7.24 RECREATIONAL VEHICLES LOCATED IN RECREATIONAL VEHICLE CAMPGROUNDS

1. No recreational vehicle, whether located within a recreational trailer park or on a lot, may have associated with it any more than two (2) accessory structures, buildings, or other paraphernalia, in addition to fences, benches, fire pits, and picnic tables. A small shed with a maximum size of 18.58 sq. m (200 sq. ft.), and a screened or roofed patio around or beside the recreational vehicle is permitted.
2. No structure accessory to a recreational vehicle shall be used as sleeping quarters.
3. Except for a recreational vehicle on a lot, the total gross floor area or ground area covered by all accessory structures, buildings or other paraphernalia (other than those indicated in **subsection 6.16(1)**) shall not exceed 50% of the RV lot size.

7.25 RELOCATION OF BUILDINGS OTHER THAN MANUFACTURED HOMES

1. No person shall alter the location on a parcel of a building already constructed on that parcel, unless a development permit has been issued.

jenna preston

From: lydia cielin
Sent: July 29, 2020 1:10 PM
To: jenna preston
Cc: Patti Priest
Subject: FW: Invite from Northern Sunrise County - Legislature Grounds - July 30, 2020 @ 1:00 PM

Agenda: August Council Meeting #6.

Rec. Provide letter of support.

L

Please note: Council is not attending in person.

From: craig lukinuk <clukinuk@smokylakecounty.ab.ca>
Sent: July-29-20 11:13 AM
To: council <council@smokylakecounty.ab.ca>; lydia cielin <lcieLin@smokylakecounty.ab.ca>; Patti Priest <patti.priest@smokylakecounty.ab.ca>
Subject: FW: Invite from Northern Sunrise County - Legislature Grounds - July 30, 2020 @ 1:00 PM

This is happening tomorrow short notice I have a meeting so I can't attend let me know if anyone will attend.

Craig

From: Carolyn Kalebaba <ckalebaba@northernsunrise.net>
Sent: July 29, 2020 10:58 AM
To: Yvette Cassidy <ycassidy@stettlercounty.ca>
Cc: Cindy Millar <cmillar@northernsunrise.net>; blair.painter@crowstnestpass.com; omer.moghrabi@laclabicherecounty.com; josh@mackenziecounty.com; rod.frank@strathcona.ca; mayor@rmwb.ca; councillor.rafa@mdacadia.ab.ca; larmfelt@athabascacounty.com; info@countybarrhead.ab.ca; jkallal@beaver.ab.ca; ward6@biglakescounty.ca; dene.cooper@mdbighorn.ca; geraldm@birchhillscounty.com; gsawchuk@md.bonnyville.ab.ca; bguyon@brazeau.ab.ca; ctrautman@county.camrose.ab.ca; randy.bullock@cardstoncounty.com; mironcroy@gmail.com; Timothy Hoven - Division Six <thoven@clearwatercounty.ca>; Dan.Hamilton@cypress.ab.ca; peggyward4@mdfairview.ab.ca; dkroetch@flagstaff.ab.ca; Suzanne.Oel@FoothillsCountyAB.ca; sswinks@shockware.com; lbeauvre@countypg.ab.ca; dale.smith@mdgreenview.ab.ca; jerry.wittstock@kneehillcounty.com; iblakeman@lsac.ca; plaw@lacombecounty.com; david.d@lamontcounty.ca; tanni@leduc-county.com; murray.kerik@mdlsr.ca; hickey@lethcounty.ca; info@minburncounty.ab.ca; bbeatie@mvcounty.com; douglassm@newellmail.ca; UngarianT@countyofnorthernlights.com; marcel.auger@mdopportunity.ab.ca; ssschulmeister@countypaintearth.ca; Rod.Shaigec@parklandcounty.com; rwilling@mdpeace.com; CouncilDiv4@mdpinchercreek.ab.ca; paulmclauchlin@ponokacounty.com; mdprovost@mdprovost.ca; cao@ranchland66.com; mayor@rdcounty.ca; gboehlke@rockyview.ca; ahubert@saddlehills.ab.ca; craig lukinuk <clukinuk@smokylakecounty.ab.ca>; rbrochu@mdsmokyriver.com; tvanrootselaar@mdspiriteriver.ab.ca; supham@county.stpaul.ab.ca; swannstrom@starlandcounty.com; Larry Clarke <lclarke@stettlercounty.ca>; ahnatiw@sturgeoncounty.ca; Brian Brewin - External <bbrewin@mdtaber.ab.ca>; Kevin.Grumetza@thorhildcounty.com; dgulayec@thcounty.ab.ca; div2@county24.com; jason.schneider@vulcan.ca; bbarss@mdwainwright.ca; rtaylor@warnercounty.ca; lhall@westlockcounty.com; tvandekraats@county.wetaskiwin.ab.ca; amber.link@wheatlandcounty.ca; maryanne.sandberg@mdwillowcreek.com; john.burrows@woodlands.ab.ca; Jim Eglinski <jeglinski@yellowheadcounty.ab.ca>; Jordon.christianson@specialareas.ab.ca; patrick.thomas@crowstnestpass.com; Ken.vanbuul@laclabicherecounty.com; cao@mackenziecounty.com; darrell.reid@strathcona.ca; jamie.doyle@rmwb.ca;

margo.firman@rmwb.ca; j.wallsmith@mdacadia.ab.ca; cao@athabascacounty.com; doyarzun@countybarrhead.ab.ca; bbeck@beaver.ab.ca; jpanasiuk@biglakescounty.ca; robert.ellis@mdbighorn.ca; shelleyb@birchhillscounty.com; Imercier@md.bonnyville.ab.ca; jwhaley@brazeau.ab.ca; pking@county.camrose.ab.ca; murray@cardstoncounty.com; allan@clearhillscounty.ab.ca; remmons@clearwatercounty.ca; Tarolyn.Aaserud@cypress.ab.ca; sandra.fox@mdfairview.ab.ca; sarmstrong@flagstaff.ab.ca; HarryRiva.Cambrin@FoothillsCountyAB.ca; keith.bodin@fortymile.ab.ca; jwhittleton@countypg.ab.ca; Denise.Thompson@mdgreenview.ab.ca; mike.haugen@kneehillcounty.com; mprimeau@lsac.ca; ttimmons@lacombecounty.com; stephen.h@lamontcounty.ca; duanec@leduc-county.com; allan.winarski@mdlsr.ca; amitchell@lethcounty.ca; Bwilliams@minburncounty.ab.ca; jholmes@mvcountry.com; stephensonk@newellmail.ca; cao@countyofnorthernlights.com; cao@mdopportunity.ab.ca; msimpson@countypaintearth.ca; Mike.Heck@parklandcounty.com; bjohnson@mdpeace.com; CAO@mdpincercreek.ab.ca; charliecutforth@ponokacounty.com; tlawrason@mdprovost.ca; cao@rdcounty.ca; ahoggan@rockyview.ca; cmerritt@saddlehills.ab.ca; [cory.ollikka <collikka@smokylakecounty.ab.ca>](mailto:cory.ollikka@smokylakecounty.ab.ca); rtherriault@mdsmokyriver.com; skitz@county.stpaul.ab.ca; Shirley@starlandcounty.com; rmcullough@sturgeoncounty.ca; acrofts@mdtaber.ab.ca; cao@thorhildcounty.com; sdary@thcounty.ab.ca; hnorthcott@county24.com; cao@vulcancounty.ab.ca; admin@mdwainwright.ca; shathaway@warnercounty.ca; cao@westlockcounty.com; rhawken@county.wetaskiwin.ab.ca; brian.henderson@wheatlandcounty.ca; derrick@mdwillowcreek.com; gordon.frank@woodlands.ab.ca; jramme@yellowheadcounty.ab.ca; Darcy.Ferguson@specialareas.ab.ca; [cao <cao@birchhillscounty.com>](mailto:cao@birchhillscounty.com); [Merrill Harris <MHarris@mdtaber.ab.ca>](mailto:Merrill.Harris@mdtaber.ab.ca); [Tasha Blumenthal <tasha@rmalberta.com>](mailto:Tasha.Blumenthal@rmalberta.com); [Wyatt Skovron <wyatt@rmalberta.com>](mailto:Wyatt.Skovron@rmalberta.com); [Gerald Rhodes <gerald@rmalberta.com>](mailto:Gerald.Rhodes@rmalberta.com); akemmere@rmalberta.com; kwesterlund@rmalberta.com; pmclauchlin@rmalberta.com; bbrewin@rmalberta.com; krooyakkers@rmalberta.com; [Tom Burton <tburton@rmalberta.com>](mailto:Tom.Burton@rmalberta.com); sodegard@rmalberta.com; [Jocelyn Gagnon <jgagnon@northernsunrise.net>](mailto:Jocelyn.Gagnon@northernsunrise.net); [Olive Toews <otoews@northernsunrise.net>](mailto:Olive.Toews@northernsunrise.net); [Keagan Andrew <kandrew@northernsunrise.net>](mailto:Keagan.Andrew@northernsunrise.net); [Audrey Gall <dagall@telus.net>](mailto:Audrey.Gall@telus.net); [Corinna Williams <cwilliams@northernsunrise.net>](mailto:Corinna.Williams@northernsunrise.net); [Dan Boisvert <danboisvert2013@gmail.com>](mailto:Dan.Boisvert@gmail.com); [Gaylene Whitehead <gaylene.whitehead@yahoo.ca>](mailto:Gaylene.Whitehead@yahoo.ca); [Norm Duval <n_duval@hotmail.com>](mailto:Norm.Duval@hotmail.com)

Subject: Re: Invite from Northern Sunrise County - Legislature Grounds - July 30, 2020 @ 1:00 PM

We will attend tomorrow press will be there so the event will be seen by the government there is strength in numbers so please ensure all councillors attend this is huge for all municipalities as you know see you all tomorrow cheers

Sent from my iPhone

On Jul 29, 2020, at 10:50 AM, Yvette Cassidy <ycassidy@stettlercounty.ca> wrote:

Hi Cindy:

The County of Stettler is planning to attend tomorrow but the Premier just wrap up the Spring/Summer Session. Will anyone be there tomorrow?

Thank you.

Yvette Cassidy
Chief Administrative Officer
County of Stettler

t: 403-742-4441 x 127

c: 403-742-9492

f: 403-742-1277

e: ycassidy@stettlercounty.ca

w: www.stettlercounty.ca

 Please consider the environment before printing this email.

From: Cindy Millar <cmillar@northernsunrise.net>

Sent: Tuesday, July 28, 2020 7:11 PM

To: blair.painter@crownsnestpass.com; omer.moghrabi@laclabichedcounty.com;

josh@mackenziecounty.com; rod.frank@strathcona.ca; mayor@rmwb.ca;

councillor.rafa@mdacadia.ab.ca; larmfelt@athabascacounty.com; info@countybarrhead.ab.ca;

jkallal@beaver.ab.ca; ward6@biglakescounty.ca; dene.cooper@mdbighorn.ca;

geraldm@birchhillscounty.com; gsawchuk@md.bonnyville.ab.ca; bguyon@brazeau.ab.ca;

ctrautman@county.camrose.ab.ca; randy.bullock@cardstoncounty.com; mironcroy@gmail.com;

Timothy Hoven - Division Six <thoven@clearwatercounty.ca>; Dan.Hamilton@cypress.ab.ca;

peggyward4@mdfairview.ab.ca; dkroetch@flagstaff.ab.ca; Suzanne.Oel@FoothillsCountyAB.ca;

sswinks@shockware.com; lbeauvre@countygyp.ab.ca; dale.smith@mdgreenview.ab.ca;

jerry.wittstock@kneehillcounty.com; jblakeman@lsac.ca; plaw@lacombecounty.com;

david.d@lamontcounty.ca; tanni@leduc-county.com; murray.kerik@mdlsr.ca; lhickey@lethcounty.ca;

info@minburncounty.ab.ca; bbeattie@mvcountry.com; douglassm@newellmail.ca;

UngarianT@countyofnorthernlights.com; marcel.auger@mdopportunity.ab.ca;

sschulmeister@countypaintearth.ca; Rod.Shaigec@parklandcounty.com; rwilling@mdpeace.com;

CouncilDiv4@mdpincercreek.ab.ca; paulmclauchlin@ponokacounty.com; mdprovost@mdprovost.ca;

cao@ranchland66.com; mayor@rdcounty.ca; gboehlke@rockyview.ca; ahubert@saddlehills.ab.ca;

clukinuk@smokylakecounty.ab.ca; rbrochu@mdsmokyriver.com; tvannrootselaar@mdspiritriver.ab.ca;

supham@county.stpaul.ab.ca; swannstrom@starlandcounty.com; Larry Clarke

<lclarke@stettlercounty.ca>; ahnatiw@sturgeoncounty.ca; Brian Brewin - External

<bbrewin@mdtaber.ab.ca>; Kevin.Grumetza@thorhildcounty.com; dgulayec@thcounty.ab.ca;

div2@county24.com; jason.schneider@vulcan.ca; bbarss@mdwainwright.ca; rtaylor@warnercounty.ca;

lhall@westlockcounty.com; tvandekraats@county.wetaskiwin.ab.ca; amber.link@wheatlandcounty.ca;

maryanne.sandberg@mdwillowcreek.com; john.burrows@woodlands.ab.ca; Jim Eglinski

<jeglinski@yellowheadcounty.ab.ca>; Jordon.christianson@specialareas.ab.ca;

patrick.thomas@crownsnestpass.com; Ken.vanbuul@laclabichedcounty.com; cao@mackenziecounty.com;

darrell.reid@strathcona.ca; jamie.doyle@rmwb.ca; margo.firman@rmwb.ca;

j.wallsmith@mdacadia.ab.ca; cao@athabascacounty.com; doyarzun@countybarrhead.ab.ca;

bbeck@beaver.ab.ca; jpanasiuk@biglakescounty.ca; robert.ellis@mdbighorn.ca;

shelleyb@birchhillscounty.com; lmercier@md.bonnyville.ab.ca; jwhaley@brazeau.ab.ca;

pkling@county.camrose.ab.ca; murray@cardstoncounty.com; allan@clearhillscounty.ab.ca;

remmons@clearwatercounty.ca; Tarolyn.Aaserud@cypress.ab.ca; sandra.fox@mdfairview.ab.ca;

sarmstrong@flagstaff.ab.ca; HarryRiva.Cambrin@FoothillsCountyAB.ca; keith.bodin@fortymile.ab.ca;

jwhittleton@countygyp.ab.ca; Denise.Thompson@mdgreenview.ab.ca;

mike.haugen@kneehillcounty.com; mprimeau@lsac.ca; ttimmons@lacombecounty.com;

stephen.h@lamontcounty.ca; duanec@leduc-county.com; allan.winarski@mdlsr.ca;

amitchell@lethcounty.ca; Bwilliams@minburncounty.ab.ca; jholmes@mvcountry.com;

stephensonk@newellmail.ca; cao@countyofnorthernlights.com; cao@mdopportunity.ab.ca;

msimpson@countypaintearth.ca; Mike.Heck@parklandcounty.com; bjohnson@mdpeace.com;

CAO@mdpincercreek.ab.ca; charliecutforth@ponokacounty.com; tlawrason@mdprovost.ca;

cao@rdcounty.ca; ahoggan@rockyview.ca; cmerritt@saddlehills.ab.ca;

collikka@smokylakecounty.ab.ca; rtherriault@mdsmokyriver.com; skitz@county.stpaul.ab.ca;

Shirley@starlandcounty.com; Yvette Cassidy <ycassidy@stettlercounty.ca>;

rmcullough@sturgeoncounty.ca; acrofts@mdtaber.ab.ca; cao@thorhildcounty.com;

sdary@thcounty.ab.ca; hnorthcott@county24.com; cao@vulcancounty.ab.ca;

admin@mdwainwright.ca; shathaway@warnercounty.ca; cao@westlockcounty.com;

rhawken@county.wetaskiwin.ab.ca; brian.henderson@wheatlandcounty.ca;

derrick@mdwillowcreek.com; gordon.frank@woodlands.ab.ca; jramme@yellowheadcounty.ab.ca;

Darcy.Ferguson@specialareas.ab.ca; cao <cao@birchhillscounty.com>; Merrill Harris <MHarris@mdtaber.ab.ca>

Cc: Tasha Blumenthal <tasha@RMAAlberta.com>; Wyatt Skovron <wyatt@RMAAlberta.com>; Gerald Rhodes <gerald@rmaalberta.com>; akemmere@rmaalberta.com; kwesterlund@rmaalberta.com; pmclauchlin@rmaalberta.com; bbrewin@rmaalberta.com; krooyakkers@rmaalberta.com; Tom Burton <tburton@RMAAlberta.com>; sodegard@rmaalberta.com; Jocelyn Gagnon <jgagnon@northernsunrise.net>; Olive Toews <otoews@northernsunrise.net>; Keagan Andrew <kandrew@northernsunrise.net>; Audrey Gall <dagall@telus.net>; Carolyn Kolebaba <ckolebaba@northernsunrise.net>; Corinna Williams <cwilliams@northernsunrise.net>; Dan Boisvert <danboisvert2013@gmail.com>; Gaylene Whitehead <gaylene_whitehead@yahoo.ca>; Norm Duval <n_duval@hotmail.com>

Subject: Invite from Northern Sunrise County - Legislature Grounds - July 30, 2020 @ 1:00 PM

An invite on behalf of the Council of Northern Sunrise Council:

Northern Sunrise County would like to invite all rural municipalities to attend a physically distanced outside demonstration at the front of the Alberta Legislature Building on Thursday July 30, 2020 at 1:00 p.m.

The purpose of this demonstration is to show the provincial government that municipalities will be adversely impacted by the proposed assessment model changes.

We encourage all elected officials to stand with us.

Due to the tight timelines of the proposed assessment model changes and the Legislative Assembly expected to end by July 31, 2020, there has not been time to go through the Alberta Legislature application process to hold an event on their grounds. Therefore, this will be a demonstration only and we have attached the Guidelines for use of the Alberta Legislature Grounds. Councils may wish/choose to bring a municipal flag or banner.

In keeping with the current provincial health guidelines, we would encourage the use of masks.

Reeve Carolyn Kolebaba, Deputy Reeve Norm Duval and Councillors Dan Boisvert, Audrey Gall, Gaylene Whitehead and Corinna Williams

Cindy Millar | Chief Administrative Officer | Northern Sunrise County

Bag 1300 | Peace River | AB | Canada | T8S 1Y9
Office: 780.625.3290 | Cell: 780.625.6154 | Fax: 780.624.0023

cmillar@northernsunrise.net | www.northernsunrise.net

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Assessment Model Review

Alberta's assessment model is intended to provide a means for all properties in the province to be assigned an objective annual value for the purposes of property taxation and to inform municipal grants and requisitions. While most properties are assessed based on their market values, designated industrial properties such as wells and pipelines are assessed based on several regulated factors linked to depreciation, size, materials, etc. By attempting to use the assessment system to enhance industry competitiveness, the 2020 review and subsequent changes to how these regulated properties are assessed has compromised the objectivity of the regulated assessment model, and will result in serious fiscal impacts to municipalities, while actually compromising the competitiveness of many small oil and gas companies.

What is RMA's position on the role of Alberta's assessment system?

- Alberta's assessment model is intended to provide an objective and data-driven method to valuing properties in the province.
- Any changes to the regulated assessment models should be based on new information, new methodology, and accurately assessing new technology and equipment.
- Alberta's assessment system should not be modified or amended to address short-term challenges of a specific industry or property type.
- Tax exemption policies should not be built into the assessment system. Such policies should be implemented in a transparent and targeted manner.

What are the risks and challenges associated with using the regulated assessment system to enhance industry competitiveness?

- The regulated assessment model is highly complex and not designed to be used to provide targeted support to specific industries or property types. As such, any attempts at targeted industry support through assessment manipulation will have unintended impacts on both property owners and municipalities.
- "Ability to pay" is not a factor in the assessment process for any regulated and non-regulated property in Alberta, and should not be built into the model for wells, pipelines, and other oil and gas equipment. This should be addressed through other provincial policy tools.

- Manipulating the assessment system to support industry competitiveness will have a wide range of impacts on municipal assessment values, which affect municipal revenues, grant distribution, requisition calculations, and will have both local and regional impacts across Alberta.
- A reduction in assessment will force municipalities to make a range of revenue-generation and spending changes, including some combination of raising tax rates on residential and non-residential property classes, reducing service levels, revising or cancelling intermunicipal agreements, or potentially facing non-viability. The actual impacts of the proposed changes will vary widely by municipality.
- There is no mechanism to require the oil and gas industry re-invest any cost savings received through changes to the assessment model in Alberta in the form of job creation and/or capital investment.

What is RMA's position on the outcomes of the 2020 assessment model review for regulated oil and gas properties?

- The final scenarios recommended to provincial ministers based on the review process will have severe negative impacts on rural municipalities in the form of reduced assessment values and taxation revenues.
- The final scenarios recommended to provincial ministers based on the review process have not been adequately evaluated in relation to enhancing industry competitiveness and supporting municipal viability, which the Government of Alberta identified as the two review priorities.
- The final scenarios recommended to provincial ministers based on the review process will have widely different impacts on municipalities in different regions of the province. Municipalities that primarily host older oil and gas infrastructure will be much more negatively impacted than municipalities that host newer oil and gas infrastructure.
- The data used to develop the final scenarios recommended to provincial decision-makers is incomplete, as it is based on only one year of impacts. Due to the significant changes to depreciation curves used in each scenario, the multi-year impacts of the changes will be much more impactful and must be considered in a final decision on changes to the assessment model.
- The final scenarios recommended to provincial ministers based on the review process will have significantly different impacts on oil and gas companies of different sizes. The largest oil and gas companies operating in Alberta will benefit significantly, while the smallest oil and gas companies will, in many cases, face significantly higher assessments.

How will the outcomes of the 2020 assessment model review impact municipal sustainability?

- Municipalities rely on fair, objective and consistent property assessment system to adequately plan and budget.
- Under the four scenarios proposed by the Government of Alberta, Alberta municipalities will lose between \$109 million and \$291 million in tax revenue in 2021, with likely increases each year as assessable property depreciates.
- Under the scenario favored by the oil and gas industry, the average rural municipality will lose over 12% of its revenues in 2021, and 10 municipalities will lose over 20% of their revenues.
- Municipalities have limited tools to generate revenue. Significantly reducing property assessments will force municipalities to increase non-residential and residential tax rates, reduce service levels, eliminate staff positions, and/or consider dissolution. A rural dissolution would have significant cost and service implications, as the average rural municipality manages 1955 kilometres of road over 120 bridges, most of which exist to provide industry access to natural resources and markets.
- Industry has formally requested that municipal tax rates be frozen for non-residential properties. This, along with the changes to the assessment model favored by industry, would require municipalities to raise their residential tax rate by an average of 199% to offset revenue losses.
- Including capital and infrastructure investment, the average municipality would be required to reduce expenses by over 16% to offset revenue losses in the oil and gas industry's preferred scenario.
- When combined with increased policing costs, reduced grant funding, and COVID-19-related property tax deferrals, many rural municipalities will lack the ability to adapt to the revenue reductions that will be the result of the scenarios proposed by the Government of Alberta.

How will the outcomes of the 2020 assessment model review impact oil and gas industry competitiveness?

- Throughout the review process, no data or information linking assessment reductions to competitiveness enhancements was provided by industry stakeholders or the Government of Alberta.
- Although the oil and gas industry as a whole will receive modest cost reductions through the reduction of

property assessment, there is absolutely no requirement or incentive that will ensure any savings benefit Alberta in the form of increased industry investment and job creation.

- Based on the Government of Alberta's proposed scenarios, the largest oil and gas companies operating in the province will receive a disproportionate share of benefits from changes to the assessment model. Small and locally-owned companies will, on average, receive significantly less benefit, and in many cases will face significant assessment increases.
- Many of the companies that will benefit most from the assessment model review have holdings worldwide and are under no obligation to reinvest savings in Alberta.
- Under the proposed changes to the assessment model favored by industry, over one-third of all oil and gas companies would face assessment increases, while the largest oil and gas companies would receive benefits that greatly exceed their share of the assessment base.

What alternatives would better enhance oil and gas industry competitiveness while supporting municipal sustainability?

- There are a wide variety of tax and policy tools available to enhance oil and gas industry competitiveness.
- Any tool to enhance industry competitiveness should be evaluated on five principles:
 - Equitable in cost-sharing – are the costs of supporting industry shared equitably among different levels of government?
 - Equitable in benefits-sharing – are the benefits of an incentive or support distributed equitably within industry and do they reach the sub-sets of industry that need it the most?
 - Tangibility - Do the benefits of the tool lead to direct, observable action by industry that provides an overall provincial benefit (capital investment, job creation, etc.)?
 - Sustainability – Does the tool prioritize long-term growth and investment for industry and is it adjustable or cancellable if it is no longer needed?
 - Transparency – Is the tool understandable to taxpayers? Are the province-wide benefits easily observable? Does the tool have a built-in means for regular review and modification?

Contact

Gerald Rhodes
Executive Director
gerald@RMAAlberta.com

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639
FAX: 780.955.3615
RMAAlberta.com



POSITION STATEMENT

Tasha Blumenthal

Director of External Relations and Advocacy

tasha@RMAAlberta.com

Wyatt Skovron

Senior Policy Advisor

wyatt@RMAAlberta.com

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639
FAX: 780.955.3615
RMAAlberta.com

Assessment Model Review IMPACTS REPORT

SMOKY LAKE COUNTY

The Government of Alberta is proposing assessment model changes, which could affect your municipality's revenue.

TOTAL REVENUE MAY
CHANGE BY AS MUCH AS

↓ 31%

For more context and scenarios, please review the back.

To compensate, you may need to adjust:

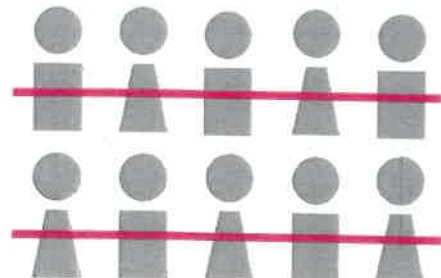
RESIDENTIAL MILL RATE
BY AS MUCH AS

↑ 134.4%



OR

FULL-TIME STAFF
BY AS MUCH AS 100%



For more context and scenarios, please review the back.

MUNICIPAL IMPACTS

Based on the assessment model review scenarios provided by the Government of Alberta and financial data from the MFIS database, RMA's models make the following municipal predictions. Due to the limits of data provided, we are unable to project past the first year of implementation. Because of the significant changes to the depreciation curves under most of the models, there will be increased impacts in the future as assets age.

| SCENARIO TAX IMPACTS | SCENARIO A | SCENARIO B | SCENARIO C | SCENARIO D |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Total Assessment Base Loss | \$-110,018,495 (-16%) | \$-114,406,873 (-17%) | \$-118,593,717 (-17%) | \$-135,128,601 (-20%) |
| M&E Assessment Base Loss (%) | -15% | -15% | -15% | -15% |
| LP Assessment Base Loss (%) | -41% | -43% | -45% | -51% |
| M&E Tax \$ Loss (2019 Mill Rate) | \$-162,868 | \$-162,868 | \$-162,868 | \$-162,868 |
| Linear Tax \$ Loss (2019 Mill Rate) | \$-2,031,550 | \$-2,119,080 | \$-2,202,590 | \$-2,532,394 |
| Percent Loss of Total Revenue | -25% | -26% | -27% | -31% |

MUNICIPAL RESPONSE OPTIONS

The response options below demonstrate how significant non-residential assessment and taxation is for rural municipalities. Even a modest reduction in oil and gas assessment may require municipalities to drastically increase tax rates or reduce expenses. In other words, changes to assessment have significant domino effects on rural municipalities. These illustrate hypothetical impacts that the changes may have on operations based on available data. These should not be seen as recommendations, as they are only provided for context.

| POTENTIAL RURAL MUNICIPALITY RESPONSE IMPACTS | SCENARIO A | SCENARIO B | SCENARIO C | SCENARIO D |
|---|------------|------------|-------------|-------------|
| Residential Mill Rate Increase | 109.5% | 113.8% | 118.0% | 134.4% |
| OR | | | | |
| Non-Residential Mill Rate Increase (Excluding 5:1 limits) | 48.2% | 51.1% | 54.0% | 66.5% |
| Tax capacity shortfall due to 5:1 ratio (includes tax capacity loss still required to achieve 5:1) | \$828,760 | \$957,180 | \$1,079,703 | \$1,563,574 |
| OR | | | | |
| Workforce cuts to cover losses (% of total FTE's) | 100.0% | 100.0% | 100.0% | 100.0% |
| FTE's at risk | 62.00 | 62.00 | 62.00 | 62.00 |
| OR | | | | |
| Total Expense Reduction % (including capital infrastructure investment) | 208.67% | 216.99% | 224.93% | 256.30% |
| OR | | | | |
| Time shortfall can be covered by Unallocated Reserves (Months) | 1 | 1 | 1 | 1 |



July 13, 2020

Reeve Craig Lukinuk
Smoky Lake County

Via email to clukinuk@smokylakecounty.ab.ca & collikka@smokylakecounty.ab.ca

Dear Reeve Lukinuk,

Re: Impacts of Assessment Model Changes in Smoky Lake County

As you are aware, the Government of Alberta is currently considering changes to the assessment model for regulated properties such as oil and gas wells and pipelines. RMA was involved in the review that led to these changes, and vocally opposed the focus of the review and outcomes. According to the stakeholder engagement plan, the intent of the review was to “enhance industry competitiveness while concurrently ensuring the ongoing viability of municipalities.” After engaging in the review and being apprised of the recommended changes currently being considered by provincial decision-makers, RMA is extremely concerned that the review outcomes will achieve neither of the above intents. RMA repeatedly voiced their opposition to the models proposed and to the use of the assessment model to enhance industry competitiveness, but this concern did not impact the final proposed changes to the model.

Although the Government of Alberta has not yet finalized changes, RMA is aware of four options currently being considered. Depending on the option selected, the changes will reduce the overall assessed value of oil and gas property in rural Alberta by between \$8.9 billion and \$26.7 billion and result in rural municipalities losing a combined total of between \$108.7 million and \$291.2 million in property tax revenue in the first year in which the changes are implemented.

The impacts of the changes vary widely in different regions of the province with some municipalities projected to lose as much as 49% of their current non-residential assessment value and 40% of their overall revenue in the first year of implementation under the most extreme scenario. For some municipalities, this loss in revenue may impact their ongoing viability. RMA expects impacts to worsen following the first year of implementation but was not provided access to the detailed assessment information necessary to conduct a multi-year impact assessment.

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In terms of industry competitiveness, the proposed changes will mean that as a whole, the oil and gas industry will save the same amount that municipalities will not be collecting in tax revenue. Presumably, this will enhance industry competitiveness by reducing operating costs. However, RMA's analysis of the data provided by the Government of Alberta indicates that the competitiveness benefits will disproportionately favor Alberta's largest oil and gas companies, while on average, Alberta's smallest

companies will see little impact, and some will see a significant increase in assessment. Additionally, the review has included no analysis or data on how reduced assessment will translate to increased competitiveness given other factors impacting the oil and gas industry, such as market access and low commodity prices. The changes will also hinder broader economic development efforts by simply shifting the property taxes from the oil and gas industry to other small businesses and residents.

While the specific changes to the assessment model are highly concerning, RMA is opposed to the overall concept of manipulating the assessment system to support industry competitiveness. **This approach includes no incentives or requirements that industry use property tax savings to invest in Alberta or create jobs.** As most of the savings will go to large companies with holdings around the world, it is likely that such savings will not be used in Alberta. While the change in the assessment model may make large oil and gas companies more profitable, **there has been absolutely no link established between the assessment model changes and making Alberta's oil and gas industry more competitive.**

Due to strict confidentiality requirements, RMA was not able to share updates of the review process with members as it was occurring. As the recommended changes currently under consideration by ministers and provincial decision-makers are now publicly available, RMA is requesting the assistance of members in informing government of the significant impacts these changes will have on rural municipalities.

Please find attached to this letter information highlighting the province-wide municipal and industry impacts of the proposed assessment changes, as well as an outline of how the changes impact your municipality. All figures are based on data provided by the Government of Alberta, either through the assessment model review or through general municipal reporting. The "municipal response options" are hypothetical scenarios based on public municipal financial information. If, after reviewing the assessment changes with your staff and council, you have additional information related to how the changes will impact your municipality, we strongly encourage you to share this with your MLA and with RMA. Also please note that the same information (about your municipality and others in the relevant riding) has been sent directly from RMA to the MLAs representing the riding (or ridings) in which your municipality is located.

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FAX: 780.955.3615
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Please complete and submit to your local MLA the letter template provided by RMA. We encourage you to modify the language in the template to suit your local position and reflect the voices of your council. RMA would also encourage you to share your concerns with the changes with the Minister of Municipal Affairs and Premier.

The implementation of these changes has the potential to cause irreparable harm to many rural municipalities. Regardless of the extent to which your municipality is impacted by the changes, we urge you to use the attached information and other resources provided by RMA to advocate to your local MLA that the Government of Alberta not use the assessment system as an industry competitiveness tool, and not support industry on the backs of municipalities. This solution is unfair, ineffective, and unsustainable.

Please feel free to contact me by phone (403-507-3345) or email (akemmere@RMAAlberta.com) to discuss this issue further.

Sincerely,

A handwritten signature in black ink, appearing to read "Al Kemmere", written over a light blue horizontal line.

Al Kemmere, President

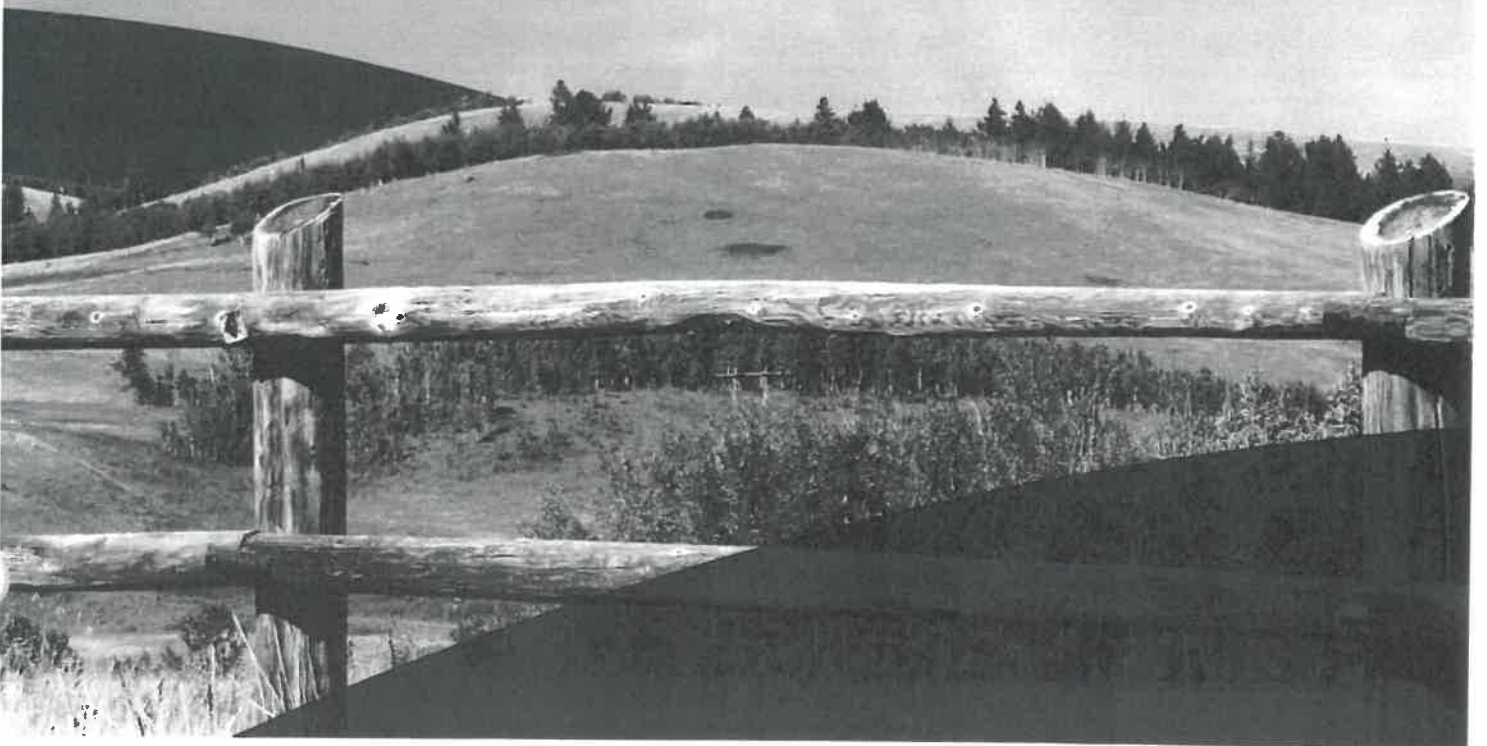
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2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639
FAX: 780.955.3615
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Rural Municipalities of Alberta
**Assessment Model Review –
Outcomes Summary**



Over the past several months, RMA has participated in a Government of Alberta-led review of the assessment model for oil and gas properties such as wells and pipelines. In addition to RMA, the following organizations participated in the review:

- Alberta Urban Municipalities Association
- Canadian Association of Petroleum Producers
- Explorers and Producers Association of Canada
- Canadian Energy Pipeline Association
- Canadian Property Taxpayers Association

According to the Government of Alberta, the review was intended to “modernize” the assessment model for oil and gas properties to enhance industry competitiveness while ensuring municipal viability.

Due to strict confidentiality requirements, RMA has been unable to provide members with an update on the review process. At this point, the Government of Alberta has finalized recommended changes to the model and have briefed relevant provincial ministers and decision-makers on the recommendations. RMA (and the other organizations involved in the review) now have an opportunity to advocate to those same ministers and decision-makers on the impacts of the recommended changes.

The review concluded with four scenarios to be presented to provincial decision-makers, each of which represents different changes to the assessment model and different impacts on municipalities and industry. All scenarios reduce overall assessment values of the property impacted by the review, with province-wide reductions ranging from 7% in scenario A to 20% in scenario D. However, the impacts of the changes vary among municipalities and companies. Some municipalities will lose significant assessment value, while others will see their assessment increase. Similarly, some companies will benefit greatly from each scenario in the form of reduced assessments, while others (mainly small companies) will see massive increases in assessment. This document shows the province-wide impacts of each scenario. RMA is not aware of whether the Government of Alberta favors a specific scenario. Industry representatives have vocally supported scenario D, which most drastically reduces assessment.

Unfortunately, no multi-year impact analysis has been shared for the scenarios. All data focuses only on the first year of implementation, though due to steeper depreciation curves and other changes, municipal impacts will become more severe as assets age. It is important to note that even municipalities that are minimally impacted in year one may face much more serious impacts in year five or ten.

As will be evident in this document and other information shared with members, RMA is strongly opposed to the recommended changes to the assessment model and their impacts on both municipal viability and industry competitiveness. The remainder of this document will summarize key points from various RMA input during the review process that demonstrates the impacts of the recommended changes on municipalities and industry and proposes alternative approaches to enhancing industry competitiveness that are more transparent, targeted and effective than the proposed assessment model changes. This information was provided to the Government of Alberta during the review process and has been submitted formally to the Minister of Municipal Affairs in advance of the internal provincial minister and decision-maker briefings.

Technical Summary of Proposed Changes

The Government of Alberta has based the review process around four scenarios for changes to various aspects of the assessment model, with each resulting in a different level of impact to municipalities and industry in the form of overall assessment reductions. The review process was focused primarily on discussing the impacts of the various scenarios rather than the technical details. However, the Government of Alberta revised the scenarios repeatedly throughout the review process based mainly on ongoing data, information and suggestions received from industry. Unfortunately, RMA was not provided this data or detailed information on why the scenarios were continually changed.

As RMA was not involved in the year-long technical reviews that preceded the current review, it is unknown the extent to which the changes in each scenario are informed by the work of the technical reviews. Specific technical questions about the rationale behind the changes in each scenario should be direct to Alberta Municipal Affairs.

The technical changes in each scenario are summarized below (based on summary information provided to RMA by the Government of Alberta):

Current

Wells

- Base costs - Follows CCRG
- Depreciation - A set factor of 0.67 (67% asset value applied)
- Additional Depreciation - Production
- Land Assessment - 1766 to 12,792
- Statutory Level or Adjustment Factor - None

Pipelines

- Base Costs - Follows CCRG
- Depreciation - A straight factor of 0.67 (67% asset value applied for all pipe types [less than 10 inches or greater than 10 inches])
- Multi line adjustment - Not applicable
- Additional Depreciation - Production
- Land Assessment - Not applicable
- Statutory Level or Adjustment Factor - Not applicable
- Age - Not applicable

Scenario A – 7% overall assessment decrease

Wells

- Base costs - All costs designated by the CCRG are removed, and stimulation costs are removed.

- Depreciation - Begins at 10% and ends at 90%, dropping 5% per year until maximum depreciation (factor of 0.10) is reached in 16 years.
- Additional Depreciation - None applied.
- Land Assessment - No changes to the current land assessment listed in the Minister's Guidelines.
- Statutory Level or Adjustment Factor - A factor of 0.65 is applied to deep horizontal wells.

Pipelines

- Base Costs - All costs designated by the CCRG are removed, and a straight cut is used for crossings.
- Depreciation - For all pipe types less than 10 inches, depreciation begins at 10% and ends at 90%, dropping 5% per year until maximum depreciation (factor of 0.10) is reached in 16 years. For all pipe types greater than 10 inches, depreciation begins at 10% and ends at 90%, dropping 3% per year until maximum depreciation (factor of 0.10) is reached in 26 years.
- Multi line adjustment - A factor of 0.80 is applied to all pipe greater than 10 inches.
- Additional Depreciation - 0.95 for CFB Suffield.
- Land Assessment - Not applicable.
- Statutory Level or Adjustment Factor - Not applied.
- Age - Updated to reflect new information.

Machinery and Equipment – Well Sites

- Base Costs - All costs designated by the CCRG are removed.
- Depreciation - Depreciation begins at 25% and ends at 90%, holding 25% for the first four years, and dropping 5% per year until maximum depreciation (factor of 0.10) is reached in 16 years.
- Additional Depreciation - Loss in value from site-specific causes.
- Land Assessment - Included in the well assessment.
- Statutory Level or Adjustment Factor - Legislated 77%.

Machinery and Equipment – Facilities

- No change from the current
- Statutory Level or Adjustment Factor - Legislated 77%.

Scenario B – 9% overall assessment decrease

Wells

- Base Costs - All costs designated by the CCRG are removed, and stimulation costs are removed.
- Depreciation - Begins at 25% and ends at 90%, holding at 25% for the first four years, and dropping 5% per year until maximum depreciation (factor of 0.10) is reached in 16 years.
- Additional Depreciation - None applied.
- Land Assessment - Maintain current land assessment listed in the Minister's Guidelines, except the land assessment is reduced to zero when maximum depreciation is achieved.
- Statutory Level or Adjustment Factor: - A factor of 0.65 is applied to deep horizontal wells. A factor of 0.80 is applied to SAGD wells.

Pipelines

- Base Costs - All costs designated by the CCRG are removed, and a straight cut is used for crossings.
- Depreciation - For all pipe types less than 10 inches, depreciation begins at 10% and ends at 90%, dropping 5% per year until maximum depreciation (factor of 0.10) is reached in 16 years. For all pipe greater than 10 inches, depreciation begins at 10% and ends at 90%, dropping 3% per year until maximum depreciation (factor of 0.10) is reached in 26 years.
- Multi line adjustment - A factor of 0.80 is applied to all pipe greater than 10 inches.
- Additional Depreciation - 0.95 for CFB Suffield.
- Land Assessment - Not applicable.
- Statutory Level or Adjustment Factor - Not applied.
- Age - Updated to reflect new information.

Machinery and Equipment – Well Sites

- As described in Scenario A.

Machinery and Equipment – Facilities

- No change from the current.

Scenario C – 14% overall assessment decrease

Wells

- Base Costs - All costs designated by the CCRG are removed, and stimulation costs are removed.
- Depreciation - Begins at 25% and ends at 90%, holding at 25% for the first 4 years, and dropping 5% per year until maximum depreciation (factor of 0.10) is reached in 16 years.
- Additional Depreciation - None applied.
- Land Assessment – Maintain current land assessment listed in the Minister’s Guidelines, except the land assessment is reduced to zero when maximum depreciation is achieved.
- Statutory Level or Adjustment Factor - A factor of 0.65 is applied to SAGD wells.

Pipelines

- Base Costs - All costs designated by the CCRG are removed, and a straight cut is used for crossings.
- Depreciation - For all pipe sizes less than 10 inches, depreciation begins at 25% for the first four years and ends at 90%, dropping 5% per year until maximum depreciation (factor of 0.10) is reached in 16 years. For sizes greater than 10 inches, depreciation begins at 25% for the first four years and ends at 90%, dropping 3% per year until maximum depreciation (factor of 0.10) is reached in 26 years.
- Multi line adjustment - Factor of 0.80 is applied to all pipe greater than 10 inches.
- Additional Depreciation - 0.95 for CFB Suffield.
- Land Assessment - Not applicable.
- Statutory Level or Adjustment Factor - Not applied.
- Age - Updated to reflect new information.

Machinery and Equipment – Well Sites

- As described in Scenario A.

Machinery and Equipment – Facilities

- No change from the current.

Scenario D – 20% overall assessment decrease

Wells

- Base Costs - All costs designated by the CCRG are removed, and stimulation costs are removed.
- Depreciation - Begins at 25% and ends at 90%, and dropping 8% between year zero and year one, and by 4 % per year thereafter until maximum depreciation (factor of 0.10) is reached in 16 years.
- Additional Depreciation - 0.10 for zero production. Maximum depreciation is 0.10.
- Land Assessment - The land assessments are as follows:

| Zone | Land Value – Single Pad | Land Value – Multi Pad |
|---------|-------------------------|------------------------|
| Central | 3,838 | 512 |
| NE | 2,164 | 288 |
| NW | 1,589 | 212 |
| SE | 2,781 | 371 |
| SW | 2,424 | 323 |
| Other | 0 | 0 |

- Statutory Level or Adjustment Factor - SAGD receives a 0.65 factor

Pipelines

- Base Costs - All the costs designated by the CCRG are removed, and a straight cut is used for crossings.
- Depreciation - For all pipe sizes less than 10 inches, depreciation begins at 25 % for the first four years and ends at 90%, dropping 5% per year until maximum depreciation (factor of 0.10) is reached in 16 years. For sizes greater than 10 inches, depreciation begins at 25% for the first four years and ends at 90%, dropping 3% per year until maximum depreciation (factor of 0.10) is reached in 26 years.
- Multi line adjustment - A factor of 0.70 is applied to all pipe greater than 10 inches.
- Additional Depreciation - 0.95 for CFB Suffield.
- Land Assessment - Not applicable.
- Statutory Level or Adjustment Factor - Not applied.
- Age - Updated to reflect new information.

Machinery and Equipment – Well Sites

- As described in Scenario A.

Machinery and Equipment – Facilities

- No change from the current.

RMA's Response to Proposed Technical Changes

As noted, RMA was not involved or provided any information from the technical review processes that informed the development of the scenarios. Notably, every iteration of each scenario focused on increased tax relief to industry. Given the lack of available technical information, detailed data or methodology for the calculations used it is difficult to form an opinion on the scenarios outside of the reality that they will all negatively impact rural municipalities and will only become worse as assets continue to age. The proposed scenarios read as a wish list of industry and will cause significant harm to rural municipalities who have been strong partners to industry development for decades.

Further, these scenarios add even more tax policy items into the assessment model, which already includes many **existing** issues and challenges, including:

- Some of the excluded costs under the CCRG would not be excluded under the cost approach to value, and have been excluded under the CCRG to reflect historic negotiated decisions.
- The yearly setting of the assessment year modifier in Schedule B is not transparent and is not data driven based on changes to construction costs.
- The setting of the assessment year modifier is subject to ministerial discretion as impacted by the advocacy of industry groups.
- The age lives of machinery and equipment are set between 15 – 20 years at which time the equipment is fully depreciated; these artificially shortened age lives contrast with the actual life of a facility at 40 – 60 or more years.
- During the first five years equipment is assessed it receives an immediate 25% depreciation (the purpose of this tax policy was to provide an incentive to construct new machinery and equipment, however, there is no data to track whether this policy achieved this goal).
- The depreciation in Schedule C for machinery and equipment reaches a floor of 40% remaining; the purpose of this policy dating from the mid 1980s was to provide consistency and stability for municipalities.
- The statutory factor contained in the *Matters Relating to Assessment and Taxation Regulation*, further reducing the M&E assessment by a factor of 23%; the statutory factor represents a historical policy which should be reconsidered to see if it is still relevant.

As shown, many existing tax policies within the assessment model are still in existence despite their original intent (often investment incentive programs) having long since passed. This highlights the danger of the 'permanence' and lack of transparency of using the assessment model to engage in obvious tax policy initiatives, which is the primary intent of the current review.

Despite the “unknowns” in the proposed scenarios and lack of detail in the review process, there are a number of observations RMA has made about the suitability of the proposed changes:

Major Concerns

▶ **Base Costs Exclusions**

The rates in the *Minister’s Guidelines* should reflect the typical cost to construct, or in this case drill, the well. Construction costs include both labour and equipment. The only costs which can be excluded are those under the *Construction Cost Reporting Guide (CCRG)*.

Absent any additional information from the technical reviews, it is impossible to evaluate specific changes to base costs in these scenarios. However, they appear to be a departure from the intended value of reflecting accurate costs of construction, appear to arbitrarily exclude costs, and are potentially an embedded tax policy for industry.

▶ **Depreciation**

The scenarios include the introduction of depreciation of wells and pipelines, where the current assessment model uses a fixed rate of 0.67 (67%) asset value at all asset ages. The new scenarios add an age table for depreciation for pipelines and wells. The depreciation ranges from a high of 90% asset value or 75% asset value when new (depending on the scenario), to a floor of 10% asset value once fully depreciated. The asset life of depreciation is either 16 or 26 years depending the asset type and the scenario.

In the absence of technical review information, and based on conversations during the review process, it appears that this new depreciation approach is based on the economic profitability of the assets. This represents a marked departure from the current regulated valuation approach, which focuses on typical wear and tear (physical depreciation) and typical technological changes over time (functional depreciation) rather than market value.

These new scenarios are contrary to the principles underlying regulated assessment, and imports market value principles into the regulated assessment process. Depreciating wells and pipelines on the premise of profitability solely for the purpose of reducing assessment is one-sided, as the proposed scenarios do not include a mechanism to increase the assessment during healthy economic times.

▶ **Land Assessment**

Scenarios B and C set the land component at zero to when a well has reached maximum depreciation. Scenario D introduces set land value rates based on the region and well characteristics, though the proposed values are well below the current land value ranges, which are already nominal and do not reflect market value.

Land typically does not depreciate and should reflect market values, so this can only be considered an additional tax policy to benefit industry.

▶ **Other Adjustments, Statutory Factors and Depreciations**

The scenarios include a range of additional adjustments, statutory factors and depreciations. This includes a 0.75 factor for SAGD wells, a 0.70 factor for a multi-line adjustment, a 0.10 factor for zero production, among others. Again, without technical review information provided, it appears that these adjustments are actually very specific tax reduction policy initiatives to support particular asset types, that are being embedded into the assessment model. RMA is concerned that if the additional tax policy incentives are embedded in the assessment model then there will be no mechanism to know whether the policies have achieved their objectives and no mechanism to remove them after the objectives have been achieved. This phenomenon can be seen in the large amount of historical tax initiatives that are currently embedded in the assessment model. If history repeats itself, these adjustments (which are a clear response to current market factors) will remain in the assessment model for decades, with no ability to dial them back when market conditions correct.

Areas of Support

▶ ***Base Costs - Updating***

As noted above, the base cost rates should reflect the typical cost to construct, or in this case drill, a well. In this spirit, RMA supports the need to regularly review and update base costs to accurately reflect changes in construction costs, technological advances, and other necessary changes.

RMA would support a meaningful review process, undertaken by objective experts, and using detailed data. While RMA is hopeful this accurately describes the work conducted in the technical reviews, the work of the technical review has not been shared, so it is impossible to know what process was followed.

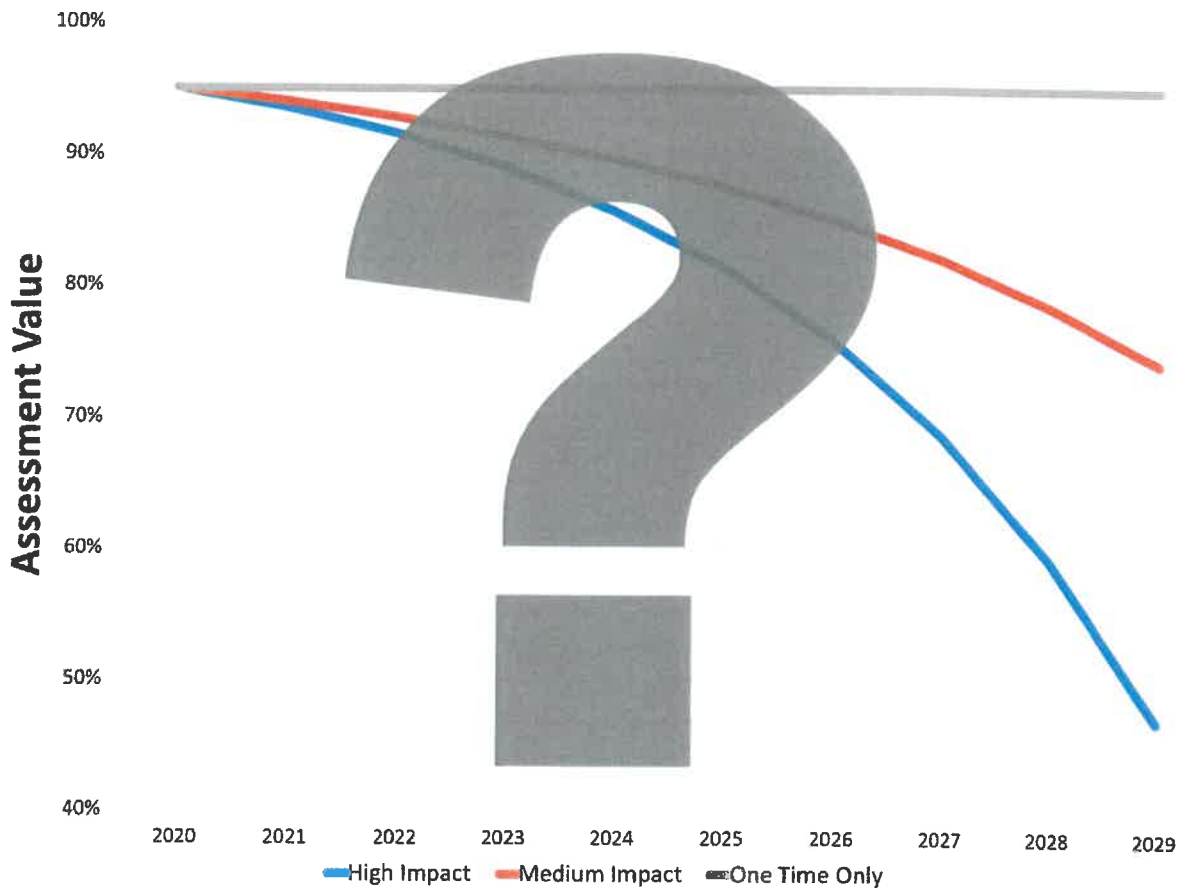
▶ ***Changes to the Assessment Year Modifier***

It appears that the review will include a move to an open, transparent, specified formula and data sources for the Schedule B Assessment Year Modifier being set out in the *Minister's Guidelines*. In the past, this modifier has not been transparent on how it was calculated. The inclusion of the formula, with reference to the public data sources, would increase transparency, predictability and consistency for all stakeholders.

Municipal Impacts of Proposed Changes

Each of the four scenarios proposed by the Government of Alberta would significantly reduce the overall rural municipal assessment base. This section will provide an overview of municipal fiscal impacts and potential municipal response mechanisms to the changes. It is important to note that the impacts of the scenarios vary significantly by region: a few municipalities actually benefit from the changes in some scenarios, while many lose huge amounts of assessment value and associated tax revenue. The analysis below shows average impacts as well as impact range to provide further support to the unpredictable and drastically different impacts that the changes produce across the province.

Due to limitations on the data provided during the review, RMA is only able to accurately model the impacts of the change in 2021. Due to changes to asset depreciation curves, it is likely that reductions will become more severe in each year beyond 2021. The lack of a long-term impact analysis is an extremely serious flaw of the review process. Due to the more aggressive depreciation curves inserted into all models, even municipalities who are relatively unaffected by the scenarios in 2021, will see the value of assessed value of existing property decrease much more rapidly than under the current model. Unfortunately, due to the lack of data provided during the review process, it is impossible to know how significant long-term impacts will be, as this is dependent on the age and type of each municipality's asset base.



What is known is that proceeding with such significant change with no knowledge of the long-term impacts it will have on the assessment base is highly concerning, which is why RMA has repeatedly called for a long-term impact analysis of the changes on both municipalities and industries prior to implementation.

It is important to continue to note that the data below is for 2021 only.

Overall municipal assessment base change (\$) – RMA members

| Scenario Tax Impacts | Scenario A | Scenario B | Scenario C | Scenario D |
|--|----------------|----------------|----------------|----------------|
| Average among all rural municipalities | -126,863,993 | -174,416,214 | -277,155,495 | -\$382,073,334 |
| Least impacted municipality | +1,844,854,368 | +1,510,074,086 | +38,816,782 | -5,088,160 |
| Most impacted municipality | -1,059,619,509 | -1,258,803,514 | -1,495,636,950 | -2,175,007,683 |

While average assessment base losses worsen somewhat consistently across the four scenarios, the actual individual municipal impacts of each scenario vary significantly. While many rural municipalities may be able to adapt to an assessment base loss between \$100 - \$400 million, for the several in each scenario that would face losses near or exceeding \$1 billion in assessment, the consequences may be much more extreme.

While the dollar amount losses paint a concerning picture, an even more impactful way to consider the scenarios is by looking at the percentage of assessment lost.

Overall municipal assessment base change (%) – RMA members

| Scenario Tax Impacts | Scenario A | Scenario B | Scenario C | Scenario D |
|--|------------|------------|------------|------------|
| Average among all rural municipalities | -14 | -16 | -19 | -24 |
| Least impacted municipality | +16 | +13 | +1 | -1 |
| Most impacted municipality | -52 | -52 | -53 | -56 |

A major weakness of using the assessment model to support industry competitiveness is that its complexity results in widely different regional impacts of any changes. The scenarios proposed by the Government of Alberta are no different. The chart below looks at the percentage of municipalities that will experience assessment base losses in excess of 10% under each scenario, divided by RMA district.

Percentage of municipalities with assessment base loss above 10% - by RMA district

| District | Scenario A | Scenario B | Scenario C | Scenario D |
|-------------------------|------------|------------|------------|------------|
| 1- Foothills-Little Bow | 92% | 100% | 100% | 100% |

| District | Scenario A | Scenario B | Scenario C | Scenario D |
|-------------------|------------|------------|------------|------------|
| 2 – Central | 62% | 69% | 85% | 85% |
| 3 – Pembina River | 46% | 54% | 54% | 77% |
| 4 – Northern | 53% | 60% | 73% | 93% |
| 5 – Edmonton East | 77% | 85% | 85% | 92% |
| Overall | 62% | 68% | 80% | 88% |

While rural municipalities across the province are severely impacted by the proposed changes, large reductions in revenue are most widespread across all scenarios in RMA’s district one, which consists of thirteen municipalities in the far south of the province. Many of these municipalities are already suffering from unpaid taxes on oil and gas properties. The disproportionate regional impacts, and lack of mitigation strategies on the part of the Government of Alberta demonstrate the inequities built into the review process and proposed changes.

The information above speaks to the severe and inequitable impacts that the proposed scenarios have on the assessment bases of rural municipalities. While this is important, to adequately understand the consequences of these reductions, it is important to consider how they will impact municipal revenues and service delivery. Because each municipality will be impacted to different extents and select different responses, the information below provides hypothetical “average” rural municipal responses based on the impacts of the various scenarios and publicly available municipal data.

Potential Response Options – Average Rural Municipality

| | Scenario A | Scenario B | Scenario C | Scenario D |
|--|-------------|-------------|-------------|-------------|
| Residential mill rate increase | 85.78% | 106.63% | 148.23% | 199.43% |
| | Or | | | |
| Non-residential mill rate increase (excluding 5:1 limits) | 15.63% | 19.33% | 22.76% | 31.89% |
| Tax capacity shortfall due to 5:1 ratio (includes tax capacity loss still required to achieve 5:1) | \$4,806,050 | \$4,952,061 | \$5,093,415 | \$5,608,241 |
| | Or | | | |
| Workforce cuts to cover losses (% of total FTEs) | 11.52% | 14.82% | 21.59% | 28.82% |
| Total rural municipal FTEs at risk | 957 | 1,231 | 1,793 | 2,394 |
| | Or | | | |
| Average total expense reduction % (including capital infrastructure investment) | 9.28% | 10.78% | 12.82% | 16.24% |
| | Or | | | |

| | Scenario A | Scenario B | Scenario C | Scenario D |
|---|------------|------------|------------|------------|
| % of rural municipalities that could not cover shortfall for one year with unrestricted reserves | 44.9% | 40.6% | 42.0% | 50.7% |
| % of rural municipalities that could not cover shortfall for two years with unrestricted reserves | 60.8% | 57.9% | 63.7% | 73.9% |

In reality, most municipalities will react to the loss in revenue through a combination of tax rate increases, service level reductions, and debt. However, the examples above show how significant the reductions in assessment will be for rural municipalities.

More importantly, it shows the likelihood that other commercial property owners and residents will “pay the price” in subsidizing a property tax break to the oil and gas industry in the form of increased non-residential and residential tax rates or reduced services. The assessment approach for other commercial and residential properties is not being reviewed to give property owners “a break” during these challenging economic times; this manipulation of the assessment model is only being offered to the oil and gas industry. All other properties will be assessed in the same manner, and either receive a lower level of service or pay higher taxes to subsidize the municipal revenue lost from the oil and gas industry. **In other words, the tax burden will simply be shifted away from the oil and gas industry and on to all other businesses and residents. Most municipalities will simply have no other choice.**

Industry Impacts of Proposed Changes

*****Please note** – The Government of Alberta has indicated that the data used to determine tax impacts of each scenario on specific companies may not be fully accurate. As RMA must rely on the Government of Alberta to provide this level of detailed information, the conclusions below are reflective of the data provided during the review, and any inaccuracies are the result of the information provided.

Both RMA and its members have a long history of supporting and collaborating with Alberta's oil and gas industry. The final section of the report will propose an array of options to support industry competitiveness that are both fairer and more effective than manipulating the assessment model. This section will focus on evaluating the Government of Alberta's claim that the assessment model review is intended to enhance industry competitiveness and consider the extent to which it meets this priority.

"Industry competitiveness" was never defined during the review process, and the industry stakeholder representatives involved in the review (Canadian Association of Petroleum Producers [CAPP], Canadian Energy Pipelines Association [CEPA] and the Explorers and Producers Association of Canada [EPAC]) provided no evidence as to how reduced property assessments would enhance competitiveness in comparison to other industry cost drivers. There was also no consideration or respect afforded by industry to the important role that municipal infrastructure and services play in supporting oil and gas industry competitiveness by providing safe and reliable access to natural resources.

In addition to a lack of evidence as to the link between assessment and competitiveness, the recommended scenarios result in shockingly different outcomes for different oil and gas companies. While the overall oil and gas industry would see assessment reductions under each model, those benefits are not distributed equitably.

RMA has divided the 750 oil and gas companies that own property impacted by the review into the following categories based on the overall value of their assessed assets:

- Tier 1 (assessed asset value over \$500 million) – 27 companies
- Tier 2 (assessed asset value \$100 million - \$500 million) – 63 companies
- Tier 3 (assessed asset value \$20 million - \$100 million) – 98 companies
- Tier 4 (assessed asset value (\$1 million - \$20 million) – 227 companies
- Tier 5 (assessed asset value under \$1 million) – 335 companies

The table below shows how companies of different sizes would be impacted by assessment scenario D, which is favored by industry.

Industry Assessment Impacts – by Company Size – Scenario D

| | Percent of Total firms | Percent of Total Assessment Base | Average Savings | Percent of total savings | Percent of firms with tax increases |
|--------|------------------------|----------------------------------|-----------------|--------------------------|-------------------------------------|
| Tier 1 | 3.60 | 62.14 | -\$7,184,488 | 71.72 | 0 |
| Tier 2 | 8.40 | 26.55 | -\$868,011 | 20.22 | 6 |
| Tier 3 | 13.07 | 8.83 | -\$176,215 | 6.38 | 8 |
| Tier 4 | 30.27 | 2.32 | -\$18,828 | 1.58 | 16 |
| Tier 5 | 44.67 | 0.16 | -\$819 | 0.10 | 29 |

For comparison purposes, the impacts in the table below are for scenario B, which still has major revenue implications for municipalities but has been dismissed by industry as not meaningful in enhancing competitiveness.

Industry Assessment Impacts – by Company Size – Scenario B

| | Percent of Total firms | Percent of Total Assessment Base | Average Savings | Percent of total savings | Percent of firms with tax increases |
|--------|------------------------|----------------------------------|-----------------|--------------------------|-------------------------------------|
| Tier 1 | 3.60 | 62.14 | -\$4,358,795 | 108.88 | 19 |
| Tier 2 | 8.40 | 26.55 | +\$51,529 | -3.00 | 46 |
| Tier 3 | 13.07 | 8.83 | +\$49,230 | -4.46 | 47 |
| Tier 4 | 30.27 | 2.32 | +\$5,380 | -1.13 | 40 |
| Tier 5 | 44.67 | 0.16 | +\$928 | -0.29 | 41 |

What is significant about both scenarios is the disproportionate benefit that the largest oil and gas companies in the province receive. In each scenario, Tier 1 is the only group of companies who receive benefits that exceed their share of the actual assessment base. In scenario D, which has the most extreme negative impacts on municipal viability, all tiers benefit, though the extent of benefits decrease as company size decreases. In scenario B, tiers 2-5, which comprise 723 of 750 companies impacted by the review, collectively face increased costs, while the 27 tier 1 companies receive huge assessment and tax relief. Additionally, in both scenarios, many of the smallest companies (tiers 4 and 5) would face assessment increases.

What does this mean? Industry is arguing that scenario D is the only option to truly enhance competitiveness, and that may be true given the options developed. Scenarios A, B and C would hurt municipalities and hurt most oil and gas companies, while scenario D would decimate municipalities and provide at least modest relief to all company tiers (though again, even under scenario D, 145 companies would face assessment increases). The only groups that win in every scenario are the

largest oil and gas companies operating in Alberta, many of which have holdings worldwide and would be under no obligation to reinvest savings in the province.

What this industry analysis shows is that the assessment model review is not meeting its mandate of enhancing competitiveness and supporting municipal viability. It is reducing assessments for the largest and most well-connected companies on the backs of small oil and gas producers and municipalities.

RMA supports an assessment model review, but this analysis proves that the current process is inequitable. A review should focus on updating data and methodology to maintain an objective assessment system, and industry competitiveness should be address using the alternatives on the following page.

Alternative Approaches to Enhancing Industry Competitiveness

Although not part of the review process, RMA conducted an analysis of alternative approaches to enhancing industry competitiveness and evaluated them based on the following five principles:

| Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency |
|--|--|--|--|--|
| All activities enacted to support oil and gas competitiveness should be equitably born through a partnership between the Government of Alberta and Alberta municipalities and reflect the relative powers and financial tools available to each level of government to support industry. | All activities enacted to support oil and gas competitiveness should equitably benefit companies in the oil and gas sector and not be focused on large companies to the detriment of smaller entities. | Financial contributions to industry either through direct investment or tax reduction should be designed to elicit direct, observable action by industry in the form of capital investment or employment creation. | Solutions cannot be solely focused on short-term gains or impacts but should put in place mechanisms that consider the potential for times of greater prosperity. Sustainability to municipalities means that revenue over the taxable life of the asset justifies infrastructure investments to support industrial development. | The goals, contributions, benefits and mechanisms put in place to support industry must be reported in a manner that is understandable to provincial taxpayers and municipal ratepayers. Mechanisms have built-in means for regular review and potential revision to maintain equitability and fairness. |

Based on these principles, RMA analyzed 13 options (including manipulation of the assessment model) to support industry competitiveness and assigned each a score out of five – a high score indicates a strong option based on RMA’s principles. Options and scoring were as follows:

| Policy Alternatives | Scoring Factors | | | | | Total Score |
|--|-----------------|------------------|-------------|----------------|--------------|-------------|
| | Cost Sharing | Benefits Sharing | Tangibility | Sustainability | Transparency | |
| Tax and Royalty Forgiveness | | | | | | |
| Assessment Manipulation (Current Review) | 1 | 2 | 1 | 1 | 1 | 1.2 |
| Municipal Tax Rebate Policy | 1 | 3 | 1 | 2 | 3 | 2.0 |
| Tax Rebate Policy on New Investment | 3 | 3 | 4 | 2 | 3 | 3.0 |
| Education Property Tax Requisition Adjustments | 5 | 3 | 1 | 3 | 3 | 3.0 |
| Oil & Gas Royalties Reduction | 5 | 3 | 2 | 3 | 4 | 3.2 |
| Additional Mill Rate Categories | 3 | 4 | 1 | 3 | 3 | 2.8 |
| Property Tax Incentives Expansion | 2 | 2 | 4 | 1 | 4 | 2.6 |

| | | | | | | |
|--|---|---|---|---|---|-----|
| Mill Rate Ratio Adjustment | 2 | 3 | 1 | 2 | 3 | 2.2 |
| Downtime and Production Tax Rebates | 2 | 2 | 2 | 2 | 1 | 1.8 |
| Income Tax Reduction / Tax Credits | 5 | 4 | 5 | 3 | 4 | 4.2 |
| Direct Incentives | | | | | | |
| Environmental Remediation | 5 | 2 | 4 | 4 | 3 | 3.6 |
| Incentive Based Grants / Shared Investment | 4 | 4 | 5 | 4 | 4 | 4.2 |
| Direct Infrastructure Investment Program | 5 | 3 | 4 | 4 | 4 | 4.0 |

What this analysis shows is that making changes to the assessment model to support industry competitiveness during a difficult economic time is a poor option by all measures, and there are many other approaches the province could take that would better support competitiveness. Changing the assessment model is inequitable, as it places the entire burden for industry savings onto municipalities. It is also inequitable in how the benefits are distributed, as the section above demonstrates that large companies receive significant assessment reductions, while assessment will increase for many small companies. The approach lacks tangibility in that there is no link between any cost savings provided to industry and capital investment or job creation in Alberta. The approach is also not sustainable as the aggressive depreciation curves proposed will have long-term impacts on municipalities that are even more serious than the immediate impacts summarized above. Finally, the approach is not transparent as any industry incentives are “baked” into the assessment model in a way that is not easily visible, and very difficult to change or remove when they are no longer required.

On the other hand, many alternatives in the table above score much higher in all principle categories. For example, incentive based grants/shared investments (in which government provides financial support based on a company meeting specific targets or committing to particular levels of investment) score highly in all categories, as it fairly shared the cost burden and benefits, provides a direct link between the incentive given and measurable actions taken on the part of the company, is sustainable in the sense that the incentive would not be provided if the company’s action did not lead to a long-term benefit to the province, and is highly transparent as the incentive is only provided based on the company undertaking a specific action.

RMA’s full submission to the Government of Alberta includes a complete analysis of all the options above. **What is important for members to consider is that the province’s stated goal of using the assessment system for industry competitiveness fails in meeting every principle identified by RMA as characteristic of an effective industry competitiveness enhancement tool.** RMA can provide members with more detailed information on the tools and analysis upon request.



RMA
RURAL MUNICIPALITIES
of ALBERTA

Rural Municipalities of Alberta

Summary of Alternative Industry Support Approaches

Assessment Model Review

August 2020



According to the Government of Alberta, the changes currently being recommended to the assessment model for regulated oil and gas properties are intended to enhance industry competitiveness while maintaining municipal sustainability.

RMA and its members have focused on the severe impacts that the proposed changes will have on municipal operations and viability due to reduced tax revenues, and the domino effects that the changes will have on other taxpayers within rural municipalities in the form of increased taxes or reduced services, and on neighbouring towns and villages in the form of reduced intermunicipal collaboration and increased provincial requisition or invoice amounts related to education, seniors housing, and policing.

This document shifts from the focus on municipal impacts to examine a variety of alternative approaches that would enhance industry competitiveness. The document shows that not only is manipulating the assessment model harmful for municipalities, the extent to which it supports industry is also unclear. More importantly, there is no evidence available to indicate that any benefits industry does receive will be reinvested in the province in the form of jobs or capital investment. This document will show that other support approaches are much more effective in ensuring industry and the province as a whole benefit, and municipalities are not unfairly targeted.

RMA and its members fully endorse supporting Alberta's oil and gas industry, but the assessment model is simply the wrong tool to do so.

Analysis Principles

To evaluate how effective various options are in balancing industry support with province-wide value, while not unfairly targeting municipalities, RMA has developed five principles that reflect an effective industry incentive, and that are used throughout the analysis:

| Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency |
|---|--|--|--|---|
| All activities enacted to support oil and gas competitiveness should be equitably born through a partnership between the Government of Alberta and Alberta municipalities and reflect the relative powers and financial tools available to provincial and municipal levels of government to support industry. | All activities enacted to support oil and gas competitiveness should equitably benefit companies in the oil and gas sector and not be focused on large companies to the detriment of smaller entities. | Financial contributions to industry either through direct investment or tax reduction should be designed to elicit direct, observable action by industry in the form of capital project investment or employment creation. | Solutions cannot be only focused on short-term gains or impacts but rather should put in place mechanisms that will consider the potential for times of greater prosperity. Sustainability to municipalities means that the revenue over the taxable life of the asset justifies local infrastructure investments to support industrial development. | The goals, contributions, benefits and mechanisms in place to support industry must be reported in a manner that is understandable to provincial taxpayers and municipal ratepayers. Mechanisms have built-in means for review and revision to maintain alignment with overall objectives of equitability and fairness. |

Option Evaluation

Each option explored below includes:

- an explanation of the option (what is it?),
- a qualitative assessment of the option’s alignment with the principles stated above (how does it align with principles?),¹ and
- a narrative outlining the scoring (rationale).

The options below include approaches such as direct financial support to industry, tax policy to encourage industry growth, direct investment into industry by the Government of Alberta, and other approaches. Most options are already in practice in some form in other jurisdictions.

Also note that RMA is not in support of all options presented below but believe that all possible alternatives to manipulating the assessment model should at least be considered.

¹ The scoring provided is on a 1 to 5 scale for each principle with detailed descriptions of the scales provided on page 21. A higher score indicates a greater alignment with the principle.

Option 1: Assessment Manipulation (Current Process)

▶ **What is it?**

The assessment model review is intended to modernize the assessment model to better support industry competitiveness without impacting municipal sustainability. This occurs through changes to how asset values are determined to support assessment reductions for industry.

In the proposed scenarios, reductions have predominantly occurred by implementing aggressive depreciation curves to linear property, removing some base costs from wells, adjusting land assessment values (primarily for older well sites), introducing assessment depreciation factors on deep horizontal wells and SAGD sites, and other changes to how assets are assessed, most of which reduce asset values.

▶ **How does it align with principles?**

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|--------------------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score ² | 1 | 2 | 1 | 1 | 1 | 1.2 |

▶ **Rationale**

The primary intent of the assessment model changes is to reduce tax burden on industry. The rushed engagement process, lack of transparency of information, lack of detailed technical review information provided, and substantially skewed municipal and corporate impacts clearly point to a process that prioritizes a reduction of industry’s tax burden over all other factors, including municipal sustainability.

The scoring is based on the following conclusions:

- The process places the cost burden only on municipalities. There are no changes to education property tax requisitions to off-set decreased municipal revenues.
- The process does not effectively distribute benefits, as large companies benefit much more than smaller firms under all scenarios.
- The process will lead to no assurances of tangible economy-wide benefits, as there is no mandate for firms to invest savings in capital projects or increased employment.
- The aggressive depreciation curves do not provide a stable, predictable tax base for municipalities and will require those with room to sharply increase mill rates or reduce services.
- ‘Baking’ reductions into the assessment base through arbitrary depreciation, land value reductions and statutory factors is not transparent and such reductions are not likely to be removed during more prosperous times

Option 2: Municipal Tax Rebate Policy

▶ **What is it?**

² Scoring scale explained in Appendix 1 – Principle Scoring Scales

Instead of adjusting assessments to reduce taxes on wells and conventional oil and gas, the Government of Alberta could apply a targeted tax reduction policy to specific asset classes, companies, etc. to encourage investment decisions that are beneficial for industry and broader economic development.

The Government of Alberta would implement a tax reduction policy on certain asset classes for a prescribed amount of time. This could be addressed in the *Matters Relating to Assessment and Taxation Regulation* through the inclusion of a new Part, which would set the specific incentives for a designated time period.

This option has recent precedent as it is comparable to the shallow gas tax relief granted in 2019 in anticipation of reduced schedule A rates for shallow gas wells.

► **How does it align with principles?**

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|-------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score | 1 | 3 | 1 | 2 | 3 | 2.0 |

► **Rationale**

The scoring is based on the following conclusions:

- Cost and benefit sharing scoring is dependent on targeted reductions for at-risk asset types but can be equitable if implemented properly.
- This option is a more transparent approach than using the assessment function.
- This alternative lacks the ability to target specific investment activity.
- There are no mechanisms to limit companies from using savings for non-investment activity, such as stock buybacks or executive bonuses, or investment into projects in other jurisdictions.
- This option would place a disproportionate burden on municipalities, resulting in a lack of equitable cost sharing.
- Depending on the targeting of the tax policy, there may be similar regional disparity issues between municipalities that are present in the assessment model review scenarios.
- The cost sharing score could be improved if the province provided a full or partial rebate on education property tax requisitions to proportionately offset losses in municipal revenue.

Option 3: Tax Rebate Policy on New Investment

► **What is it?**

This option is similar to the option above, though it would specifically apply to new linear property and M&E assessment growth based on company investment. The new assessment would be provided a full or partial tax rebate for designated period to encourage investment.

This policy would provide similar incentives to the *Municipal Government (Property Tax Incentives) Amendment Act* and *Municipal Government (Machinery and Equipment Tax Incentives) Amendment Act*

but would be implemented for a set period of time, could be targeted to specific asset classes or project types to enhance tangibility, and would apply province-wide, rather than at a local level.

▶ **How does it align with principles?**

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|-------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score | 3 | 3 | 4 | 2 | 3 | 3.0 |

▶ **Rationale**

The scoring is based on the following conclusions:

- This alternative scores similarly to the previous option.
- The difference is that the tangibility score is increased, as rebates focus on new development.
- The establishment of a specific timeframe on the initiative further enhances its transparency and sustainability ensuring that it is implemented only for the period required for necessary support.
- The cost sharing score could be improved if the province was to provide a full or partial rebate on education property tax requisitions to proportionately offset municipal revenue reductions.

Option 4: Education Property Tax Requisition Adjustments

▶ **What is it?**

The province has an opportunity to reduce its education property tax requisition to share the burden of supporting industry competitiveness through reduced tax levels. The province already excludes M&E assessment from the education property tax requisition and could expand this to linear property or implement more targeted exclusions.

It is important that an actual reduction, not a shift, of the education property tax burden occurs. The proposed assessment base reductions will substantially shift the education property tax burden onto urban municipalities. Any reductions applied under this option would need to include a province-wide reduction of the education property tax burden, instead of simply passing it on to other municipal types.

It is further critical to ensure a designated timeframe and review period for such a shift. There are multiple examples of M&E and power-generation linear property exemptions that were implemented to spur investment and were never revoked when investment was achieved. The tangibility of this alternative could be improved by outlining specific capital investments, or industry performance targets to achieve, and establishing set timelines for the program to end or require review and renewal

▶ **How does it align with principles?**

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|-------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score | 5 | 3 | 1 | 3 | 3 | 3.0 |

► **Rationale**

The scoring is based on the following conclusions:

- This option has similar strengths and challenges to the tax rebate policy above, but scores higher on equitable cost sharing, as long as the province reduces (not shifts) the education tax burden.
- If shifted, this will have a substantial impact on municipalities and the remaining provincial tax base, including potentially compromising the viability of many small urban municipalities not directly impacted by this review.
- The overarching nature of the policy will make it less tangible to stakeholders, but this can be mitigated somewhat if a more targeted approach is developed.
- The set timeframe component significantly enhances the sustainability and transparency scoring.

Option 5: Oil & Gas Royalties Reduction

► **What is it?**

Royalties are paid across a wide range of producing conventional oil and gas projects, as well as oil sands facilities in the province. Royalty payments make up a substantial amount of industry’s tax burden, and are a much more substantial component of marginal effective tax rate (METR) than local property taxes. Royalty rates are largely market driven, and each project pays an individual rate based on production factors. A royalty reduction program could target specific projects and asset classes that most require competitiveness improvements.

Royalty rates for projects under the Oil Sands Royalty Framework, and for crude oil and gas projects under the Crude Oil and Gas Royalty Framework include reduced royalty structures for projects that have not paid off their initial investment, before increasing once those investments have been realized. This structure has been important for spurring investment, with the trade-off of long-term government revenue.

Note: The *2019 Royalty Guarantee Act*, which specified no major changes to the current oil and gas royalty structure would be made for at least 10 years, was conducted in the spirit of ensuring royalties would not increase, but certainly temporary, emergency exemptions could be made within the Act. Further to this point, the Act amended the *Mines and Minerals Act* to allow government to provide incentives related to royalties.

► **How does it align with principles?**

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|-------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score | 5 | 3 | 2 | 3 | 4 | 3.4 |

► **Rationale**

The scoring is based on the following conclusions:

- This option balances cost sharing by having the province take on a higher burden more in line with METR calculations.
- It scores highly on transparency, with clear review cycles in place.
- It still suffers from a low tangibility score, as it is difficult to target royalty reductions to increased investment outside of a few larger industry targets for capital investment (i.e. royalty reductions could be put in place for X number of years, or until X amount of capital investment occurs).

Option 6: Additional Mill Rate Categories

▶ **What is it?**

This option would require MGA changes, but would introduce new tax tools and flexibility to municipalities to absorb some of the proposed assessment base loss, or to reduce taxes for some assessment classes if they have been hesitant to utilize the *Municipal Government (Property Tax Incentives) Amendment Act* or *Municipal Government (Machinery and Equipment Tax Incentives) Amendment Act* measures. Introducing more mill rate categories is a similar approach to that in British Columbia, which has nine categories, and would provide additional non-residential tax classes to balance the tax burden. For example, BC has non-residential classes for utilities, major industry, light industry, and business/other.

Additional mill rate categories would allow municipalities greater flexibility to increase, or decrease, mill rates on certain asset classes and to more fairly distribute their local tax burden to different tax classes.

▶ **How does it align with principles?**

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|-------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score | 3 | 4 | 1 | 3 | 3 | 2.8 |

▶ **Rationale**

The scoring is based on the following conclusions:

- Equitability in cost sharing is enhanced through a mitigation factor to provide additional tax flexibility for municipalities needing to deal with revenue shortfalls.
- Conversely, this option does not provide any tangible incentives for municipal participation.
- Equitability in benefits sharing is also enhanced by providing further tax flexibility to industry.
- This option has scores high in transparency, though it is difficult to provide specific outcomes from different tax classes.
- The tangibility factor is low, as it is difficult to tie mill rate changes to direct investment.

Option 7: Property Tax Incentives Expansion

▶ **What is it?**

The *Municipal Government (Property Tax Incentives) Amendment Act* and the *Municipal Government (Machinery and Equipment Tax Incentives) Amendment Act* have been implemented by the province to provide additional tax reduction flexibility to municipalities when attracting new investment.

The acts allow for municipalities to decide if, and how, to implement the tax incentives by passing a single bylaw that will offer incentives to reduce, exempt or defer the collection of property taxes for non-residential and machinery and equipment properties for up to 15 years, with the option for renewal.

This approach could be expanded to introduce additional legislation to allow for property tax incentives on linear property, or for targeted sites and assets classes, with similar terms and mechanisms included in the previous acts.³

► **How does it align with principles?**

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|-------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score | 2 | 2 | 4 | 1 | 4 | 2.6 |

► **Rationale**

The scoring is based on the following conclusions:

- This policy places pressure on municipalities to bear the burden of tax reduction to incent development.
- This option scores low on equitable benefits sharing as there is a substantial risk that larger companies will benefit more by having more leverage in property tax incentive negotiations with municipalities.
- It provides a greater tangibility than previous alternatives, as it is directly tied to new investment.
- The option contains requirements for municipal council decision on each instance of use, providing significant transparency.
- It scores low on sustainability as it will have a long-term impacts on municipal financial well-being and could exacerbate existing regional disparities, as large municipalities will be able to leverage their sizeable assessment base to offer greater incentives compared to municipalities with limited fiscal capacities.

Option 8: Mill Rate Ratio Adjustment

► **What is it?**

Currently, the province has mandated a 5:1 maximum ratio of non-residential mill rates to residential mill rates for municipalities. A number of municipalities (several of which have large industrial tax bases)

³ Though the measures have been introduced as voluntary tools, many municipalities, and both associations, have expressed concern about the Acts as potential ‘races to the bottom,’ by fostering unhealthy and unsustainable competition between municipalities over the long-term. Expanding these tools to include LP could have additional serious, long-term implications to municipal sustainability and poses a real threat to municipal collaboration efforts.

are in the process of reducing their ratio to comply with the 5:1 requirement. The province could implement additional mill rate adjustment tools to ensure more balance between classes.

One option would be to adopt a sliding scale ratio that is weighted based on the size of a municipality’s equalized M&E and linear property assessment base. Municipalities with large assessment bases would have additional mill rate restrictions, while not imposing harsh inflexibility on municipalities that require additional tax tools to remain viable. For example, this model could mandate a sliding scale of ratios between 4:1 for the largest assessment bases, to 6:1 for smaller ones. There is a risk that any reductions to the mill rate ratio could further limit municipalities’ tax flexibility; a sliding scale ratio provides a balance between industry competitiveness and municipal flexibility. Any other changes outside of the proposed model could limit municipalities’ ability to absorb other competitiveness initiatives.

Another mechanism to achieve this policy is to adopt a model similar to Ontario, which provides average mill rate levels and acceptable ranges above and below those averages that municipalities can fall into. However, this model depends on introducing additional tax classes (see policy option *Additional Mill Rate Categories* above). Ontario has multiple non-residential assessment tax rate classes for commercial, industrial, and pipelines, and municipalities have the ability to introduce additional classes, and each have acceptable ranges provided to guide municipal rate setting.

▶ **How does it align with principles?**

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|-------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score | 2 | 3 | 1 | 2 | 3 | 2.2 |

▶ **Rationale**

The scoring is based on the following conclusions:

- This policy will place a substantial burden on municipalities but is specifically designed to place it on those that should be able to best absorb the impact.
- This option has a relatively high benefits equity score, as it ensures all firm sizes receive benefits from the changes.
- As with other broad class-based policy alternatives, it is impossible to target for investment benefit, reflecting the low tangibility score.
- Sustainability scoring is deemed lower as it would take a conscious council decision to adjust, though transparency would be elevated due to the public nature of these decisions.

Option 9: Downtime and Production Consideration Tax Rebates

▶ **What is it?**

This option would introduce a downtime allocation for under-utilized properties due to market factors. This tool is used in Saskatchewan, where it provides an assessment reduction for “oil and gas well resource production equipment to account for loss in value due to under-utilization of the resource production equipment.” The downtime allowance is relatively minor (10% plus additional considerations

for depreciation). Saskatchewan also has a Production Adjustment Factor which applies an additional 0.75 factor for qualifying properties due to under-utilization.

In the proposed changes found within the current review, underutilized end of life wells are addressed with additional depreciation and reduced land value. This would artificially depreciate properties and land without a clear understanding of what is “typical” and how the subject property compares to the typical property.⁴ Wells with low production volumes may also receive additional depreciation under Schedule D of the *Linear Property Minister’s Guidelines*.

It is difficult to understand why pipelines would receive additional depreciation related to productivity when there is currently a shortage of pipeline capacity in the province. One of the core principles of regulated assessment for wells and pipelines is that the data used to prepare assessments is obtained from the records of the Alberta Energy Regulator (AER). It is our understanding that the AER does not have a data element which would record pipeline through put.

Before considering any type of productivity factor for M&E located in facilities, considerable research is required to gather information on the following:

- The historic production levels for various types of facilities
- The change in production levels as the facility ages and the reservoir depletes
- Typical production levels and how a particular facility compares to the typical facility
- If individual facilities gone through a de-bottlenecking process
- The impact of lower commodity prices on the level of production of a facility (is the lower productivity related to aging equipment or are there business reasons)?

▶ **How does it align with principles?**

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|-------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score | 2 | 2 | 2 | 2 | 1 | 1.8 |

▶ **Rationale**

The scoring is based on the following conclusions:

- This option places substantial burden on municipalities and will disproportionately impact already-struggling areas of the province based on its focus on gas and conventional oil well sites.

⁴ The existing Alberta legislation already contains many provisions which recognize productivity concerns. In determining the Schedule A Base Cost, the CCRG allows for excluded costs due to lower than typical labour productivity issues. For M&E that is disconnected, it no longer meets the definition of machinery and equipment (i.e. it is no longer used or intended to be used and may no longer be an integral part of the operational unit). When this occurs the assessment of the machinery and equipment in question is reduced to zero. Take for example the equipment on the surface at a well site, if the equipment is disconnected, the assessment of the equipment goes to zero. If there is a compressor site with 6 compressors and 2 of them are out of service, then the assessment of those two compressors goes to zero.

- There is concern with the equity of benefits sharing, as anecdotal observations have noted many larger, mature producers have high concentrations of these types of assets and have advocated for these types of reductions in the past.
- It also scores very low on transparency, as the calculations and baselines used are highly complex and difficult to understand and would require significant additional study to determine.
- This complexity also leaves room for manipulation. As noted above, the assessment would have to be based on technical research to determine fair productivity factors.
- The option ranks low on tangibility as it is difficult to tie to direct investment. As with other alternatives above, the cost sharing score could be improved if the province provided a full or partial rebate on education property tax requisitions to offset losses in municipal revenue.
- Overall, this alternative would not be preferred. Even cost sharing measures from the province would not lift this alternative to a viable option moving forward.

Option 10: Income Tax Reduction / Tax Credits

► What is it?

Corporate income tax relief has already been provided by the current government through a reduction in the corporate tax rate by 1% per year, from 12% (spring 2019) to 8% (originally by January 2022, since accelerated to 2020). In total, there are an estimated savings of \$4.3 billion over the course of the reduction.⁵ While these measures are substantial, further adjustments (or targeted reductions in the form of tax credits) could have a more substantial impact on industry competitiveness.

In a comparison of income tax reductions versus tax credits, the latter is far more tangible and can be tied directly to investment, employment or other valued economic outcomes. A hybrid model of a universal reduction, with more targeted tax credit policies, could provide general cost relief to industry as well as more targeted economic benefits. Further, recent analysis by the Parkland Institute shows the criticality of ensuring savings are not passed through to shareholders through buybacks, dividend increases, or arbitrary debt reduction. Again, tax credits are a more useful tool to ensure savings are only realized by firms actively investing in the province.

► How does it align with principles?

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|-------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score | 5 | 4 | 5 | 3 | 4 | 4.2 |

► Rationale

The scoring is based on the following conclusions:

- This option is a strong alternative that scores highly across most categories.

⁵ “The Future of Alberta’s Oils Sands Industry”, Ian Hussey, Parkland Institute, March 2020, pg. 3.

- It reasonably balances the provincial burden with municipalities.
- It provides tax credits that can be specifically targeted to firms in distress.
- It directly encourages capital investment.
- It results in strong transparency and tangibility scores.

Option 11: Environmental Remediation

▶ What is it?

This option would increase the amount of direct investment into environmental remediation, particularly for end-of-life sites. This is already in place through the Orphan Well Association (OWA) for bankrupt companies, which has received substantial additional investment through a \$100 million loan from the Government of Alberta to the OWA, and Bill 12: *Liabilities Management Statutes Amendment Act*, which increases the jurisdiction of the OWA to work with active firms on remediation efforts.

An expansion of this approach would utilize the new authorities outlined in Bill 12 and add additional funding, encouraging the OWA to work with active firms. Alternatively, the province could provide additional direct funding or tax credits for remediation work outside of the OWA mandate. A more dramatic version of this option would be for the province to assume partial or full environmental liabilities and clean-up costs for certain asset classes and sites to increase industry competitiveness.

▶ How does it align with principles?

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|-------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score | 5 | 2 | 4 | 4 | 3 | 3.6 |

▶ Rationale

The scoring is based on the following conclusions:

- This is a strong alternative in terms of cost sharing and tangibility, as it can be directly tied to remediation projects.
- It works to resolve a tangible risk issue for the province and municipalities.
- The benefit to industry could be skewed towards larger firms who are in a strong financial position to deal with environmental liabilities, unless the program was directly targeting smaller, financially stressed firms.
- Being tied directly to measurable projects enhances the option’s transparency, though limited to broad public understanding of the issue.

Option 12: Incentive Based Grants / Shared Investment

▶ What is it?

A program of direct government investment into capital projects through shared investments, or project-specific grants to encourage new capital development and job creation. This would likely entail shared grants and/or supporting infrastructure investments for new potential projects between the province and the hosting municipality to ensure proportional investment for shared benefits. A recent example of this process is the Inter Pipeline Heartland Petrochemical Complex, where Inter Pipeline quotes approximately \$250 million in funding support from the federal and provincial governments.⁶

These types of direct investments can be made with specific job or investment targets, ensuring benefits can be realized for the province, and municipalities, for the money invested.

▶ **How does it align with principles?**

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|-------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score | 4 | 4 | 5 | 4 | 4 | 4.2 |

▶ **Rationale**

The scoring is based on the following conclusions:

- A very strong option that scores highly across the board.
- This option provides a proportional cost sharing burden between the province and municipalities.
- It has extremely strong linkages to direct investment outcomes
- The projects could continue to be targeted to benefit those in industry with need.
- Results in higher scoring than any other alternative.

Option 13: Direct Infrastructure Investment Program

▶ **What is it?**

This option is similar to that above but involves the development of an infrastructure investment program targeted to industrial development focused infrastructure programs. Municipalities in Alberta, and particularly rural municipalities, have a long and successful history of making public infrastructure investments to support industrial development. This program would provide matching capital grants to municipalities looking to support industry through infrastructure development. Similarly, these funds could be used for larger provincial infrastructure projects for highways, bridges, etc. to support industry.

A critical element required for this program’s success is the selection of funded projects through collaboration by the Government of Alberta, industry and municipalities to priority areas to ensure equity in project funding disbursement.

⁶ http://www.interpipeline.com/files/pdf/fact-sheets/q4_2019/IPL - Heartland Complex - Fact Sheet - Q4 2019 - FINAL.pdf

Both this policy, and the incentive-based grants/shared investment policy above, will reduce the overall cost of development, improving industry’s METR calculations.

Tying approvals of infrastructure funding to new “shovel ready” projects would support better tangibility of this alternative, and more closely link funding to direct capital investment.

▶ **How does it align with principles?**

| | Equitable in Cost Sharing | Equitable in Benefits Sharing | Tangibility | Sustainability | Transparency | Avg Score |
|-------|---------------------------|-------------------------------|-------------|----------------|--------------|-----------|
| Score | 5 | 3 | 4 | 4 | 4 | 4.0 |

▶ **Rationale**

The scoring is based on the following conclusions:

- Another strong scoring option that scores highly in all criteria.
- The option is less directly tied investment and job creation outcomes, so it scores lower on the tangibility factor.
- Industry benefits, though equitable, are not as closely linked to investment.
- The matching nature of the grants could provide a proportional cost sharing burden between the province and municipalities.

Other Policy Areas for Consideration

Removal of Production Quotas

The province has implemented, continued and extended oil production limits through 2020, though with possible earlier termination. The limits are carefully monitored and updated monthly. Some exemptions are in place for new conventional wells and for operators with approved monthly special exemptions. While there are concerns about lifting the production limits including reduced pricing from additional supply and transport capacity, there may be an opportunity to increase quotas to allow for more production.

Industry Promotion

The Government of Alberta implemented the Canadian Energy Centre, as a provincial corporation partly funded by industry, to promote the oil and gas industry. An expansion of this program could include additional funding and promotion, and focused coordination with municipal economic development efforts to promote the industry and show the benefits of local industry investment.

Technology Development

Continued improvements in technology to enhance industry efficiency and cost avoidance support long-term industry competitiveness. Alberta has history of supporting various industry clusters through expert advice, training, skill development and innovation programs that have secured advantages for industries as diverse as nanotechnology and oil sands extraction. In the early 2000s, TR Labs was an ICT research consortium that fuelled the growth of Telus and Shaw Communications through shared research investments with the Government of Alberta. The province could use a similar approach to support innovation in the energy sector.

Supplemental Policy Areas for Consideration

There several other policy areas and initiatives that should be considered and potentially implemented in addition to the policy alternatives above. We have not evaluated these based on the high degree of 'unknowns' involved at this time. These areas are:

- Consideration and implementation of industry-related red tape reduction initiatives.
- The ongoing Alberta Energy Regulator review process, with a focus on streamlining the regulatory system. Potential for reduced compliance and reporting requirements for companies with a strong history of adherence to environmental and operational requirements.
- Legislative changes to allow higher priority on municipal tax collection, and MGA adjustments to introduce additional tax collection tools

Scoring Overview

The following table shows an overview of the policy alternative scoring, including a view of overall total, average scores for each alternative.

| Option # | Policy Alternative | Scoring Factors | | | | | Total Score |
|----------|--|-----------------|------------------|-------------|----------------|--------------|-------------|
| | | Cost Sharing | Benefits Sharing | Tangibility | Sustainability | Transparency | |
| 1 | Assessment Manipulation (Current Process) | 1 | 2 | 1 | 1 | 1 | 1.2 |
| 2 | Municipal Tax Rebate Policy | 1 | 3 | 1 | 2 | 3 | 2.0 |
| 3 | Tax Rebate Policy on New Investment | 3 | 3 | 4 | 2 | 3 | 3.0 |
| 4 | Education Property Tax Requisition Adjustments | 5 | 3 | 1 | 3 | 3 | 3.0 |
| 5 | Oil & Gas Royalties Reduction | 5 | 3 | 2 | 3 | 4 | 3.2 |
| 6 | Additional Mill Rate Categories | 3 | 4 | 1 | 3 | 3 | 2.8 |
| 7 | Property Tax Incentives Expansion | 2 | 2 | 4 | 1 | 4 | 2.6 |
| 8 | Mill Rate Ratio Adjustment | 2 | 3 | 1 | 2 | 3 | 2.2 |
| 9 | Downtime and Production Tax Rebates | 2 | 2 | 2 | 2 | 1 | 1.8 |
| 10 | Income Tax Reduction / Tax Credits | 5 | 4 | 5 | 3 | 4 | 4.2 |
| 11 | Environmental Remediation | 5 | 2 | 4 | 4 | 3 | 3.6 |
| 12 | Incentive Based Grants / Shared Investment | 4 | 4 | 5 | 4 | 4 | 4.2 |
| 13 | Direct Infrastructure Investment Program | 5 | 3 | 4 | 4 | 4 | 4.0 |

Ranked Scoring

The ranked scoring of all alternatives is included below. Based on their alignment with the principles summarized earlier in the report, the ranking shows the preferred order of alternatives to RMA.

Note: Any alternative that has individual scoring factors at a “1” or “2” (red font below) should be considered to have significant challenges that would require substantial mitigation efforts to address their respective weaknesses.

| Rank | Alternative | Average Score |
|---------|--|---------------|
| 1 (tie) | Incentive Based Grants / Shared Investment | 4.2 |
| 1 (tie) | Income Tax Reduction / Tax Credits | 4.2 |
| 3 | Direct Infrastructure Investment Program | 4.0 |
| 4 | Environmental Remediation | 3.6 |
| 5 | Oil & Gas Royalties Reduction | 3.2 |
| 6 (tie) | Education Property Tax Requisition Adjustments | 3.0 |
| 6 (tie) | Tax Rebate Policy on New Investment | 3.0 |
| 8 | Additional Mill Rate Categories | 2.8 |
| 9 | Property Tax Incentives (Municipal Government (Property Tax Incentives) Amendment Act and Municipal Government (Machinery and Equipment Tax Incentives) Amendment Act) Expansion | 2.6 |
| 10 | Mill Rate Ratio Adjustment | 2.2 |
| 11 | Municipal Tax Rebate Policy | 2.0 |
| 12 | Downtime and Production Tax Rebates | 1.6 |
| 13 | Assessment Manipulation (Current State) | 1.2 |

Conclusions

Conclusion 1: Municipal participation in a competitiveness enhancement program will provide limited impact to industry with catastrophic impact to municipalities.

There are significant impacts on the first year of implementation of any of the proposed scenarios presented in the assessment model review. The data cannot identify an option that would provide competitive enhancement to industry and not present disastrous impacts to rural municipalities.⁷

Under all scenarios, the average rural municipality may be required to shift revenue requirements onto other taxpayers. Another alternative would be substantial reductions in service levels to residents to allow for dramatic cuts in municipal workforce. Similar impacts would likely result from other municipally focused approaches in this report, including tax rebates, and property tax incentive expansions, although these approaches are more targeted and transparent than the assessment model manipulation.

Conclusion 2: Policy options utilizing assessment base reductions are not targeted and are too complex to be transparent.

One of the most significant challenges of basing industry support on changing the assessment value of M&E and linear property is the inability to address specific changes in the oil and gas sector. Inflated construction-based cost estimates may be a useful proxy for value when the cost of construction increases over time, but there are many instances of technology, innovation or market forces disjuncting the construction costs from the actual value of many assets. The attempt to reconcile this disparity through broad asset grouping produces less accurate assessments and unintended impacts to municipalities and industry. As well, such exercises - at a time when the public is demanding more transparency from all orders of government - exacerbates the lack of understanding of the assessment process and confounds government's ability to explain the equitability of tax systems.

Conclusion 3: Targeted competitive measures are required to support junior firms who are particularly in need.

The analysis of the scenarios has led RMA to question the extent to which they will support the oil and gas companies that are most struggling. Notably, all scenarios disproportionately drive tax savings to large companies at the expense of the smaller players in the industry who anecdotally seem to be the hardest hit by recent economic trends.

In fact, smaller companies are negatively impacted in most of these scenarios and may face significant business risk as a result of the proposed scenarios due to property tax increases. Even the most

⁷ Scenario A does provide the most manageable impact but based on our analysis would require most industry participants to pay more in non-residential tax, defeating the purpose of the changes. Scenario A is not considered in the statement of Conclusions.

aggressive, Scenario D, has relatively minimal positive impact on junior companies, especially in comparison to the relative harm to the municipalities they are operating in.

This pattern is more concerning based on recent research showing the relative financial well-being of large oil and gas producers, and their recent pattern of passing savings along to shareholders at the expense of capital investment and job creation. These proposed changes may have substantial negative impact on competitiveness and employment in Alberta, and potentially exacerbate the already critical issues related to unpaid property taxes and orphan wells.

Conclusion 4: Many tax/assessment incentive programs have a risk of making regional disparities between municipalities worse.

Similar to the impact on industry, not all municipalities have been impacted by the current economic downturn in the same way. Some rural municipalities, mostly larger centres with a high degree of oilsands and refining activity, have seen continued industrial development and a healthy, expanding tax base. Others who rely on older, largely conventional oil and natural gas industrial bases have seen contraction, unpaid property taxes and a lack of new development. These factors have already created substantial regional disparities between the 'have' and the 'have-not' rural municipalities. The proposed assessment model changes will certainly exacerbate these impacts, and many of the other potential tax/assessment incentive policy options explored in this analysis could as well. It is important to craft any changes to industrial competitiveness in a way that does not unduly burden already struggling municipalities any further.

Principle Scoring Scales

- **Equitable in Cost Sharing**

| 1 | 2 | 3 | 4 | 5 |
|--|---|--|--|---|
| Municipalities are mandated to solely support industry in an arbitrary manner that places unrealistic or unsustainable risk to their survival. | Municipalities solely support industry incentives, but the program is designed to target specific industry areas and asset types to limit the impact on municipalities. | Municipalities solely support industry incentives, but the program is designed to scale contributions to municipalities who are best financially able to absorb it to reduce regional disparities. | Industrial tax relief is jointly funded by the GOA and municipalities, but reductions are not calculated base on relative industry tax payment. Municipalities forego a substantially greater proportion of industry tax payments. | Industrial tax relief is proportionally balanced between the GOA and municipalities to reflect the relative tax payments of industry to represent a fair partnership. |

- **Equitable in Benefits Sharing**

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|--|
| Only the largest industrial players benefit under this program. | The large industry players receive a disproportionately higher share of relief/benefit than smaller industry players. | There is an equitable division of benefit across all sizes of industry firms. | The program is structured in a 'needs-based' fashion to ensure that the most challenged industry participants receive the majority of the benefits. | Programs create substantial economic growth that industry, all levels of government and communities benefit from in a fair manner. |

- **Tangibility**

| 1 | 2 | 3 | 4 | 5 |
|--|--|---|---|---|
| A pure 'trickle down' approach is employed. Tax reduction or benefit with only a hope that companies will use the resources to invest in Alberta-based projects and/or jobs. | Benefits and/or reductions are provided 'up front' but accompanied by a formal agreement as to an understanding of activities that will be undertaken by industry members. | All benefits and/or reductions are put in place before investment or job creation are undertaken but are tied to contractual understanding that they will be forfeited if specific activities are not | Some benefits and/or reductions are put in place before investment or job creation activities commence. Some are delayed until evidence is provided. Concessions are governed by formal agreements that allow for | Tax reductions or benefits are tied to investment or job creation in Alberta. Payments or benefits are only enjoyed after concrete proof of company action is provided. |

| | | | | |
|--|--|--|---|--|
| | | undertaken under an agreed upon timeframe. | government repatriation if they do not occur over an agreed upon timeframe. | |
|--|--|--|---|--|

- Sustainability**

| 1 | 2 | 3 | 4 | 5 |
|---|--|--|---|--|
| Solutions only address the immediate crisis in oil pricing by providing financial relief to companies. They do not consider impacts to industry or municipalities in subsequent years of operation or incentivize long-term growth or economic development. | Concerns and potential implications of decision for the mid-term are captured and incorporated through anecdotal discussion and applied in a cursory manner when designing and delivering solutions. | Evidence-based analysis is conducted to determine the ramifications of reductions and benefits over a complete business cycle to ensure there is a clear, shared projection of mid-term results. | Impacts of decisions are viewed in a timeframe beyond the current business cycle. Long-term impacts should be projected with the best available evidence to mitigate unintended consequences. | Long term analyses of program impacts are considered through not just a financial lens but through a view of environmental and social impacts as well to provide a holistic assessment of impacts. |

- Transparency**

| 1 | 2 | 3 | 4 | 5 |
|--|---|--|--|--|
| Proposals are undertaken with limited public discourse or documentation. Albertans may understand the programs at a high-level but do not have ready access to the details or analysis that shaped them. | Documentation of initiatives are available to the general public, but limited efforts are put in place to support Albertans' understanding of the reasons or projected consequences of these courses of action. | Programs are announced with full details and reasons for action provided but lack publication of projected outcomes. Transparency plans do not account for formal review or reporting of project progress. | Programs are announced with full details, reasons for action and projected outcomes. Transparency plans account for formal review and reporting of project progress. | Measurable actions are planned to ensure Albertans understand the scope, rationale and implications of the solution. Mechanisms are in place to gather and apply public sentiment to adjust the benefit and/or reduction programs, if conditions change in the future. |



Rural Municipalities of Alberta

Summary of Changes to Depreciation

Assessment Model Review

August 2020



To date, most of the information RMA has provided to members related to the assessment model review has focused on the impacts of the proposed changes on municipal revenue in the first year of implementation. This information is based on the estimates of changes in the value of (and corresponding changes in tax revenue from) non-residential properties prepared based on data provided by the Government of Alberta.

For most municipalities, these projections are daunting. Even more concerning is that the changes specific to asset depreciation will have even more significant impacts beyond the first year of implementation. During the review process, RMA requested the detailed models forming the basis of each scenario, as well as the assessment data sets used to calculate the first-year impacts in an attempt to better understand the long-term ramifications of the proposed changes. To this point, the province has declined to provide this data.

Historically, many of the assets impacted by the review have been valued using a proxy for original construction cost set in 2005 through the *Construction Cost Reporting Guide* (CCRG) multiplied by cost adjustment factors in a table based on year of construction. The values are then further lowered based on either a set depreciation factor or a schedule of depreciation based on age of the asset.¹ Without the detailed assessment data required to model these changes (particularly the age of specific assets), RMA can only make general comments on the long-term effects of the proposed changes.

In an effort to offset this lack of data and assist members in better understanding how they may be impacted in the long-term, this brief focuses on explaining what RMA views as one of the most concerning aspects of the proposed changes: artificially reducing the value of M&E and linear assets through accelerated depreciation.

Below is a summary of the Government of Alberta's proposed changes to depreciation for three components of the assessment model:

- Linear assessment of wells
- Linear assessment of pipelines
- Machinery & equipment on well sites.²

Note that the document reflects changes proposed in scenario D, but all scenarios have similar or in some cases identical depreciation approaches.

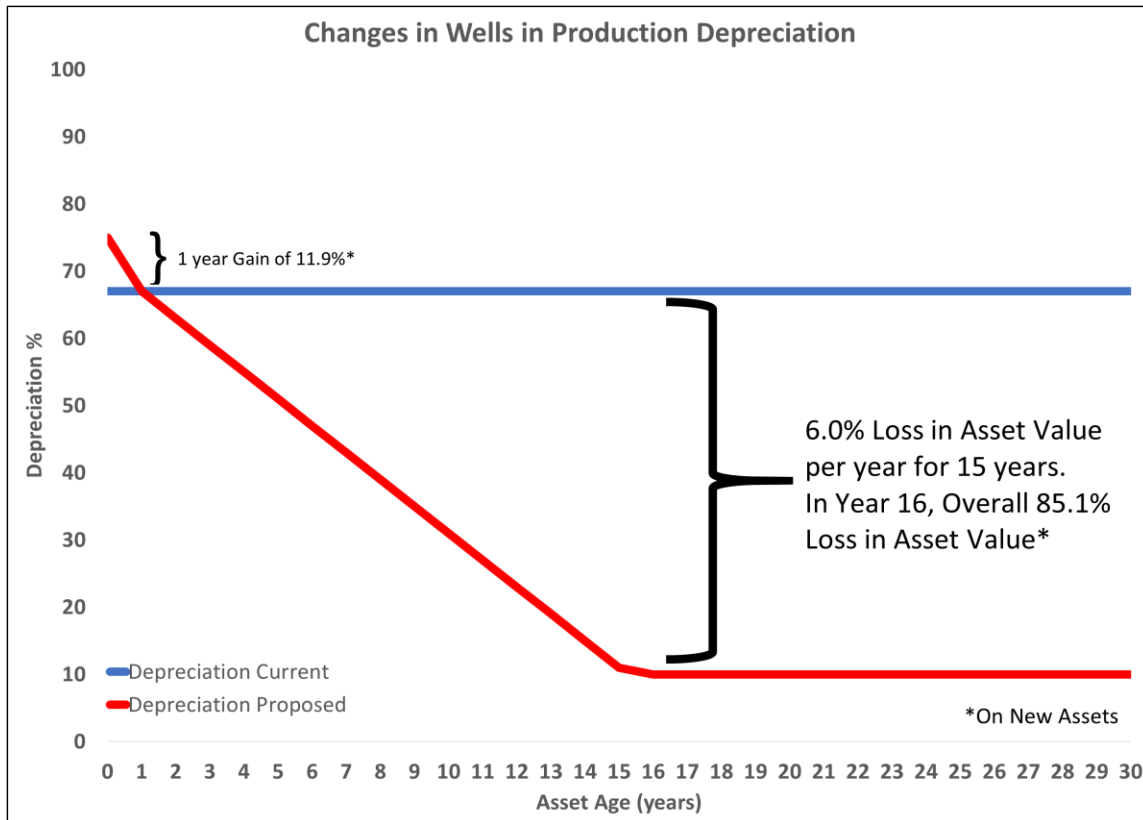
¹ Depreciation is calculated based on effective age of an asset, rather than its chronological age. Maintenance investment in the asset should increase or maintain an asset's effective life. Additional changes to assessment practices, including changes to reporting, or a reduction of in-person inspections could also have significant impacts on the depreciation of assets.

² It should be noted that all charts and examples provided are based on the proposed changes under Scenario D provided by MA. This is the most extreme alternative, in terms of impact in Year 1, but it is also the option being most strongly supported by industry advocates. In fact, the Canadian Association of Petroleum Producers (CAPP) has endorsed Scenario D, stating publicly that "no other option is acceptable."

Linear Assessment of Wells

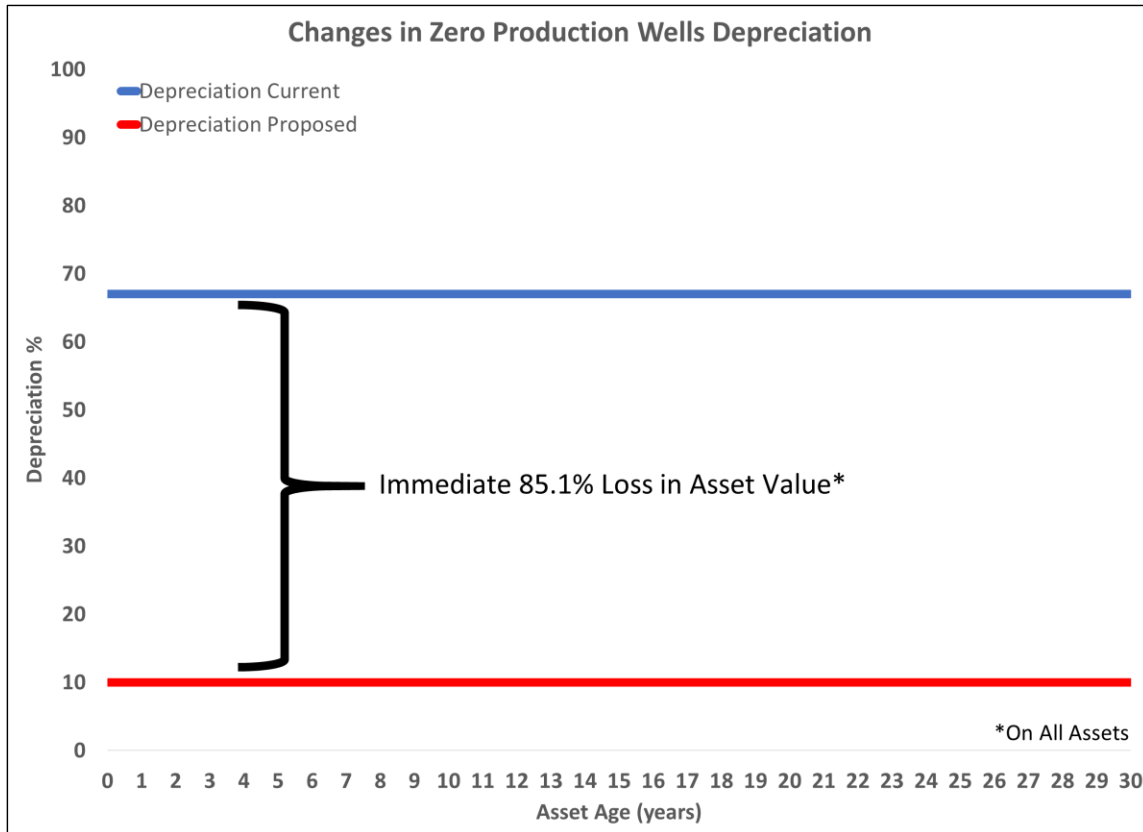
Overview

All of the proposed scenarios introduce a straight-line model for depreciation of wells to replace the existing statutory factor of 0.67. The result is that rather than assessing a well based on a worth that is 67% of its construction cost (further adjusted with other factors) and maintaining that level for its life, depreciation will now be treated using a much more aggressive approach, which eventually results in the well being assessed at a value of 10% of its construction cost in 16 years.



After a brief assessment increase in the first year, the impact of this change is staggering, as the well would lose 85.1% of its asset value (compared to the current model) in 16 years.

An even more dramatic approach is proposed if the well goes out of production. It would immediately shift to 10% of its construction cost regardless of asset age.



Change Summary

| | Current Model | Scenario D |
|---|--|--|
| Depreciation | A set factor of 0.67 (67% asset value applied) | Begins at 25% and ends at 90%, and dropping 8% between year zero and year one, and by 4% per year thereafter until maximum depreciation (factor of 0.10) is reached in 16 years. |
| Additional Depreciation | Production | 0.10 for zero production. Maximum depreciation is 0.10. |
| Statutory Level or Adjustment Factor | | SAGD receives a 0.65 factor |

Example

A company has an operating five-year old well that after costing, assessment year modifier (AYM) and any special depreciation (ministerial prerogative) has a remaining value of \$30,000.

Under the current model, a standard 0.67 depreciation factor would be applied, allowing a municipality to apply their mill rate on \$20,100 of value. Under the new model, the straight-line depreciation would apply. This change would result in a factor of 0.51 for a five-year old well, making the value for taxation

purposes \$15,300; a significant but somewhat manageable drop in tax revenue of 23.5% (\$264 to \$201 in tax)³ compared to a five-year old well under the current model.

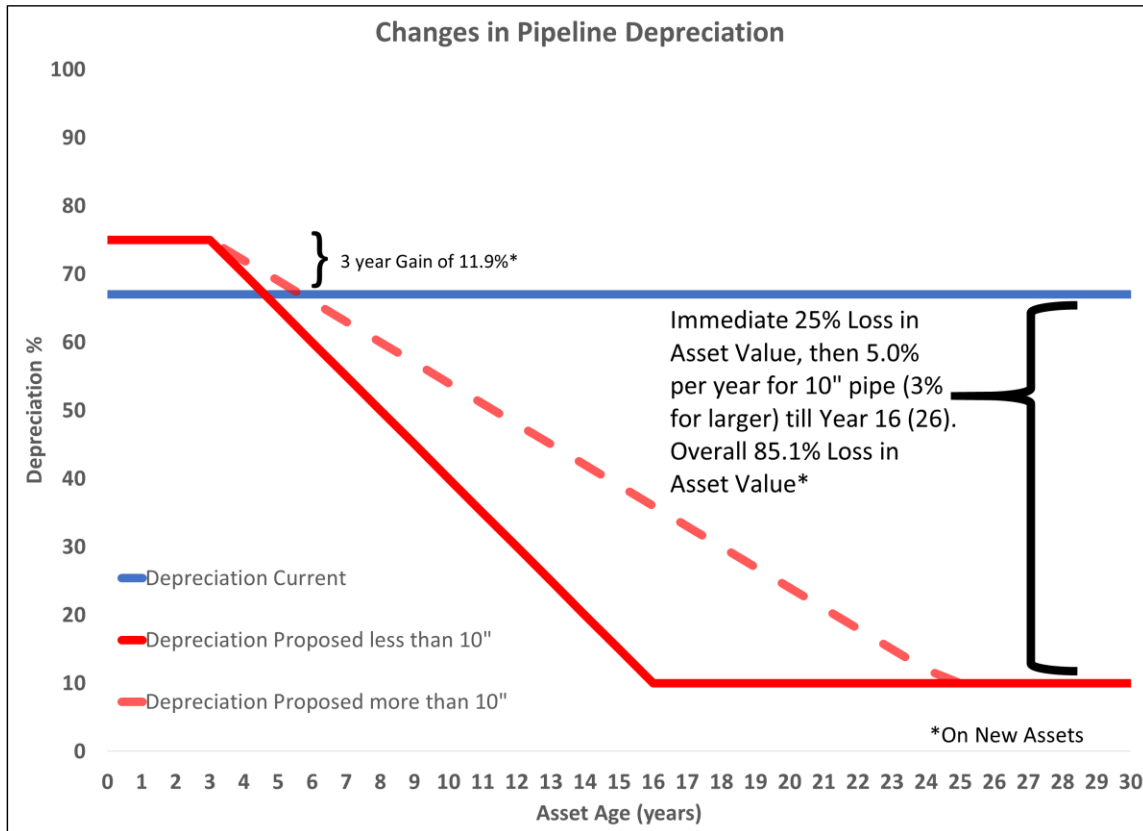
However, if this new depreciation model is applied to a 16-year old well, the depreciation factor would be 0.10, reducing the taxable value to \$3000, resulting in a reduction in tax revenue of 85% (\$264 to \$39) compared to the current model.

³ Assumes a non-residential mill rate of 0.01311659 which is the average of RMA members.

Linear Assessment of Pipelines

Overview

Depreciation of pipeline assets would be treated similarly to wells, moving from a set factor of 0.67 to a straight-line depreciation model. Again, this would result in a brief (three-year) assessment increase compared to the status quo followed by a sharp decrease in value (the extent dependent on whether it is larger or smaller than 10-inch pipe) resulting in the 85.1% loss compared to current at 16 or 26 years of life.



Change Summary

| | Current Model | Scenario D |
|---------------------|--|--|
| Depreciation | A set factor of 0.67 (67% asset value applied) | For all pipe sizes less than 10 inches, depreciation begins at 25% for the first four years and ends at 90%, dropping 5% per year until maximum depreciation (factor of 0.10) is reached in 16 years. For sizes greater than 10 inches, depreciation begins at 25% for the first four years and ends at 90%, dropping 3% per year until maximum depreciation (factor of 0.10) is reached in 26 years. |

| | | |
|--------------------------------|-----|------------------------|
| Additional Depreciation | n/a | 0.95 for CFB Suffield. |
|--------------------------------|-----|------------------------|

Example

A company installs a new 8” pipeline that after costing, assessment year modifier (AYM) and any special depreciation (ministerial prerogative) had a remaining value of \$30,000.

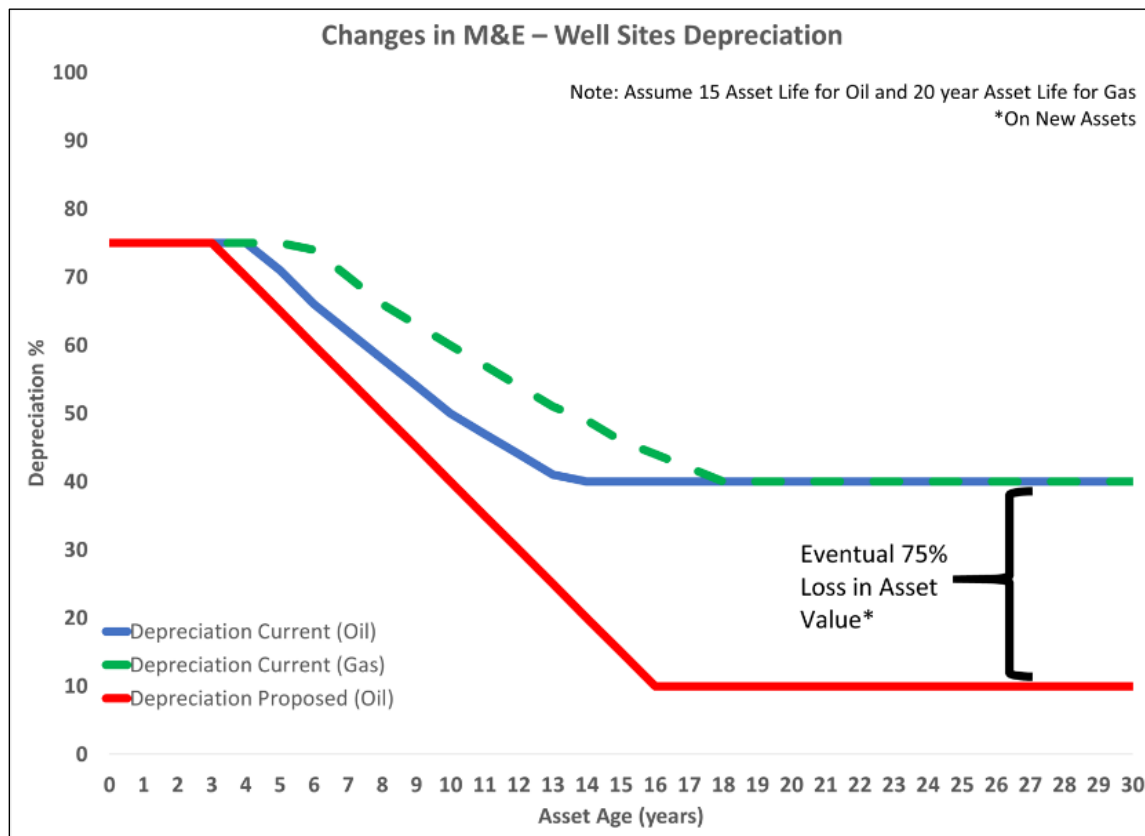
Under the current model, a standard 0.67 depreciation factor would be applied to the pipeline, allowing a municipality to apply their mill rate on \$20,100 of value. Under the new model, straight-line depreciation would be applied and the initial (three-year) factor of 0.75 would provide a modest improvement in valuation allowing the municipality to tax a value of \$22,500, an increase in tax revenue of 12.5% (\$295 instead of \$264) for the first three years of the pipeline’s life.

However, when the pipeline is 10 years old, the depreciation factor would be 0.40, reducing the taxable value to \$12,000, a drop in tax revenue of 40%. The corresponding calculation for a 16-year old pipeline would result in the use of 0.10 as a factor resulting in a taxable value of \$3000 and an 85% drop in tax revenue (\$264 to \$39) from the a 16-year old pipeline under the current model.

Machinery & Equipment (M&E) on Well Sites

Overview

M&E on well sites is currently assessed using a series of schedules based on the expected life of the asset from 10 years to 60 years. All tables provide an immediate 25% reduction in adjusted construction cost, then decrease over the estimated life of the asset (not actual production) until reaching 40% of adjusted value, where depreciation remains until the asset is decommissioned. The proposed changes would maintain 25% depreciation for the first four years of an asset's life but would then drop dramatically over the next 12 years before reaching a floor of 10% of adjusted cost regardless of productivity or value.



Change Summary

| | Current Model | Proposed Scenario D |
|---|--|--|
| Depreciation | Depreciation schedules are set for assets based on their expected life from 10 years to 60 years. All eventually have a maximum depreciation of 40%. | Depreciation begins at 25% and ends at 90%, holding 25% for the first four years, and dropping 5% per year until maximum depreciation (factor of 0.10) is reached in 16 years. |
| Additional Depreciation | n/a | Loss in value from site-specific causes. |
| Statutory Level or Adjustment Factor | | Legislated 77%. |

For older assets, the changes may appear to result in a 30% drop in assessment value (from 40% to 10%). However, this actually would immediately remove 75% of the asset's assessed value (and associated tax revenue).

Conclusion

This brief has focused on only the depreciation aspects of the Government of Alberta's proposed changes to the assessment model of regulated oil and gas properties. Depreciation was highlighted to provide insight into the likely long-term impacts of the adoption of any of the proposed scenarios. However, even with the limited information that has been shared, RMA is confident that the long-term impacts of the depreciation model changes alone will be very detrimental to members, regardless of which scenario is selected for implementation. RMA is also confident that due to the proposed changes to depreciation, the long-term impacts of the changes will impact nearly all rural municipalities even more substantially than the single-year snapshots that have been developed based on available data.

It must be stressed that the analysis above applies to only one of the four schedules attached to the Minister's Guidelines. Without access to actual municipal assessment data, RMA has no way to project the full impacts of these complex adjustments. This complexity and confusion not only reflects the lack of transparency of the current review process, but reinforces the rationale for RMA's opposition to the use of assessment valuation as a means to implement tax policy.



RMA Assessment Model Review Ratepayer Resource Document

August 2020

Since releasing information related to the assessment model review and the potential changes that the Government of Alberta is considering to the model, RMA has received several member requests for how to best frame the issue to municipal ratepayers, including residents and non-oil and gas business owners.

As municipalities may approach communication with ratepayers in a variety of ways (formal letters, webpages, casual conversations, individual information requests, etc.) RMA has not provided a template for municipalities to follow. Rather, this document provides possible areas of focus that municipalities may wish to incorporate in their communication with ratepayers, as well as suggested local information or statistics that municipalities should consider sharing with ratepayers when addressing this issue.

Area of Focus 1: The municipality has a long history of working with the oil and gas industry, and plans to continue to do so

Speaking points:

- The oil and gas industry is critical to rural Alberta, as they are a major source of economic activity, jobs, and municipal tax revenue. However, this is not a one-way street, as municipalities play an important role in supporting the industry.
- Alberta's rural municipalities manage over 75% of Alberta's roads, many of which provide the industry with access to natural resources. Taxes paid by industry go towards maintaining this infrastructure and other services provided by the municipality.
- Our municipality wants to continue to work with the provincial government and industry to support struggling oil and gas companies. This could take the form of tax incentives for industry investments in Alberta, partnerships between the province and industry to encourage investment, and other forms.

Local examples:

- Kilometres of roads managed
- Previous tax breaks, incentives, etc. provided to industry

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2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639

FAX: 780.955.3615

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Area of Focus 2: Impacts of the proposed assessment model changes to the municipality and ratepayers

Speaking points:

- Municipalities set tax rates based on the funds needed to provide services and build and maintain infrastructure each year.
- A major reduction in the assessment value of oil and gas property will require our municipality to either lower costs through reductions in service levels, or generate the revenue needed through higher tax rates for other classes, such as residential, to offset the lower value of oil and gas property under the proposed changes to the assessment model.
- Although we all want the oil and gas industry in Alberta to be strong, our municipality does not believe it is fair for the government to give a property tax break to one industry and force all other taxpayers to either receive lower levels of service or pay more in taxes to offset their tax break.
- Rural municipalities are already struggling to recover unpaid property taxes from oil and gas companies. While municipalities have tools to require most property owners to pay taxes or face penalties or property seizures, these tools do not apply to most oil and gas property, meaning that many companies can choose to not pay their taxes with no consequences.
- When residents or local businesses struggle, the province does not artificially change the assessed value of their property to provide tax relief. It is not fair for the province to do this for the oil and gas industry, especially since assessments did not increase during good economic times.

Local examples:

- Possible residential and non-residential tax rate increases required to offset oil and gas savings based on potential assessment model changes.
- Possible service eliminations or reductions due to assessment model changes.
- Amount of unpaid property taxes from oil and gas companies owed to municipalities.
- Possible impacts on intermunicipal collaboration and service delivery.

RESOURCEFUL. RESPONSIVE. RESILIENT.

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639

FAX: 780.955.3615

RMAAlberta.com



Area of Focus 3: Intermunicipal/regional impacts

Speaking Points:

- Although rural municipalities will be most directly impacted by the changes being proposed because they host most of the province's oil and gas properties, our municipality works closely with our urban neighbours to deliver services which may be impacted for everyone in the region.
- Over the past several years, we have been working with urban neighbours on intermunicipal collaboration frameworks (ICFs) which establish how we work together to deliver services such as recreation and waste collection. These agreements were based on current tax revenue for each municipality. If our municipality loses significant tax revenue due to the assessment changes, we may have no choice but to change or back out of these agreements, which will impact services for both rural and urban residents.
- In addition to shared services, the province collects requisitions from municipalities for costs related to education, seniors housing and policing. The amount each municipality must contribute is based partially on their assessment. If assessment levels drop for our municipality and other rural municipalities, many small urban municipalities will be required to pay more of these costs as a result. For some villages and towns in our region, this could be a major challenge and impact the services they deliver, and potentially their viability.

Local examples:

- Intermunicipal agreements that could be impacted by a loss in assessment
- Joint advocacy/messaging with urban neighbours as to impacts of loss in assessment
- Quantification of portion of property taxes collected that are sent to province (potentially comparison of status quo and impacts of assessment reduction)

As a reminder, the points above are general ideas that may help municipalities to communicate this issue to local ratepayers. For more information or assistance in developing local communication materials, contact RMA.

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August 1, 2020

Greetings,

Alberta Council on Aging calls on Albertan municipalities and their various organizations to join in celebrating [International Day of Older Persons](#) on October 1, 2020.

This year marks the 75th Anniversary of the United Nations and the 30th Anniversary of the International Day of Older Persons (UNIDOP). This year has also seen the emergence of COVID-19 which has caused an upheaval across the world. It has also raised the question: **How do pandemics change how we address age and ageing?**

Marking this day emphasizes the value of seniors and raises awareness about the inequalities and barriers older adults face. **Let us also recognize and celebrate positive age and honor the older adults in our communities.**

Alberta Council on Aging thanks the following communities that declared International Day of Older Persons in 2019: Province of Alberta, Sexsmith, Grande Prairie, Bonnyville, St. Paul, Lac la Biche, Legal, Red Deer, Barrhead, Drayton Valley, Calmar, Ponoka, Calgary, Edmonton (Sage Seniors Association), Okotoks, Medicine Hat (Chinook Village), Bruderheim

Our hope this year is all communities will commemorate International Day of Older Persons. How might you do this?

Declare International Day of Older Persons

Make a proclamation to declare October 1 as International Day of Older Persons.

Host an Event

Celebrate age in your community showcasing your older adults through local and social media

Let us celebrate together! I look forward to hearing from you.

Jessica

Jessica Kinsella
Volunteer Coordinator
Alberta Council on Aging
780.977.7462 (Office Cell)
coordinator@acaging.ca
www.acaging.ca

International Day of Older Persons Declaration October 1, 2020

Pandemics: Do They Change How We Address Age & Ageing?



DECLARATION

WHEREAS the [INSERT CITY, TOWN, MUNICIPALITY] recognizes and values the experience, contributions, and wisdom of seniors; and

WHEREAS the declaration of International Day of Older Persons would give us the opportunity to build greater awareness, understanding and appreciation of seniors; and

WHEREAS an International Day of Older Persons will stand as an important annual occasion to celebrate the strength and community connections of seniors in our province.

THEREFORE, I, [INSERT NAME AND TITLE] DO HEREBY DECLARE OCTOBER 1, 2020 AS INTERNATIONAL DAY OF OLDER PERSONS IN THE [INSERT CITY/TOWN/MUNICIPALITY]

[Name and Title]

[City, Town, Municipality]

Click or tap to enter a date.

Patti Priest

From: info@ironhorsetrail.ca
Sent: July 30, 2020 9:16 AM
To: Patti Priest
Subject: Help to promote the Iron Horse Trail Survey?
Attachments: Alberta's Iron Horse Trail Project Announcement.docx; 2020-07-13 Iron Horse Trail Poster.pdf; Alberta's Iron Horse Trail Website Post.docx

Good Morning Patti,

I wonder if it would be possible for the County to help us get the word out about the Iron Horse Trail 10 Year strategic development plan survey? We are trying to get as much public input as possible and our online survey is open until August 13th. I've attached some documents and how the County may be able to assist:

- 1) Project Announcement – Would it be possible to have this inserted (page 1 only) with the County's utility bills?
- 2) Poster – Could this be printed and hung in the office?
- 3) Website Post – Could this be posted on the County website?
- 4) Post on Social Media:

[Alberta's Iron Horse Trail](#)

is asking for your input, ideas and suggestions for their 10 Year Development Plan.

Complete the survey by August 13th and you could win some trail swag.

<https://ca.surveygizmo.com/s3/50079943/Iron-Horse-Public-Survey>

Thanks!

Marianne Janke
Travel Lakeland / Alberta's Iron Horse Trail
Email: info@ironhorsetrail.ca
Phone: (780) 645-2913
Cell: (780) 645-8090



"It seems fitting that a railway meant to unite a nation would still, even stripped of its iron and ties, be connecting communities and people close to a century later"

Shelley Bindon, Edmonton Journal
June 7, 2007 Article about Alberta's Iron Horse Trail

Project Announcement: Alberta's Iron Horse Trail Strategic Plan

Riverland Recreational Trail Society (RRTS) is pleased to announce it has secured a grant from the Trans Canada Trail to complete a 10 Year Strategic Development Plan for the Iron Horse Trail. This strategic plan will guide future investment and management for the section of trail between Waskatenau and Heinsburg.

Key outcomes of the project will include:

- An assessment the current state of the trail
- The identification of key issues and opportunities for enhancement
- Strategies to optimize the management of the trail
- The identification of future projects

We Want To Hear From You!

Garnering feedback and perspectives from regional residents, trail users, and stakeholders is a key aspect of the project. There are two easy ways to provide input:

Complete our survey and you could win some Iron Horse Trail swag!

Go to www.ironhorsetrail.ca

The survey will be open until August 13, 2020.

AND

Use our online mapping tool. Share your ideas about where and how the trail can be improved through our fun and easy to use interactive online mapping tool. You can easily drag and drop your ideas to tell us exactly where and what types of improvements you would like to see along the trail. You can try out the mapping tool here:

<https://vertisee.mcelhanney.com/ironhorsetrail/>

Let us know what needs to be done as we move forward with the Iron Horse Trail!

For more information, please contact Marianne Janke with Alberta's Iron Horse Trail at (780) 645-2913 / (877) 645-4521 or email info@ironhorsetrail.ca

About Alberta's Iron Horse Trail

Boreal forest, wetlands, rolling prairies—our landscape is a part of the history of Alberta. Alberta's Iron Horse Trail has been an integral part of that history since the 1700s. From the Aboriginal and Métis people of Canada who used this trail, to the early fur traders traversing this land towards the trading posts of Fort George and Buckingham House, to the Red River Cart brigades that are a symbol of our settler history.

From 1927 – 2000, this great trail in Alberta was the vital rail link that fostered the growth of settler populations and rural economic growth as these settlers fed the nation from this fertile land. Along the Trail you can see the historic train stations that are still standing—from Heinsburg to Smoky Lake—and take a step back in time.

In 1999, a legacy began in Canada's Lakeland—the legacy of Alberta's Iron Horse Trail. From across the Lakeland people came together to preserve this historic route so that enjoyment of this trail and park system could last for generations. NE Muni-Corr Ltd., a not-for-profit entity made up of representation from 10 municipalities in the region, acquired the rail right of way from CNR which enabled the Iron Horse Trail to become a reality. The Riverland Recreational Trail Society (RRTS) was formed to coordinate the development, maintenance, and ongoing operation of the trail with support from NE Muni-Corr Ltd. Today, the 300 km trail accommodates horses, ATV's, snowmobilers, wagons, bicycles, hikers, and runners and provides one of Alberta's most diverse trail experiences.



Interested in the Future of Alberta's Iron Horse Trail?

The Riverland Recreational Trail Society is preparing a 10-year Strategic Development Plan for Alberta's Iron Horse Trail. To help shape this plan, we are seeking input and ideas from everyone who is interested in the future of the trail.

To Share Your Ideas...

Visit www.ironhorsetrail.ca and complete our interactive online mapping tool and our online survey. Those who complete the survey can have their name entered for some trail swag and gift certificates.

Or scan our QR Code



For more information, call
(780) 645-2913 / (877) 645-4521 or
email info@ironhorsetrail.ca

Image Source: [facebook.com/AlbertasIronHorseTrail/](https://www.facebook.com/AlbertasIronHorseTrail/)



Alberta's Iron Horse Trail Wants To Hear From You!

The trail is working a 10 Year Strategic Development Plan. Garnering feedback and perspectives from regional residents, trail users, and stakeholders is a key aspect of the project. There are two easy ways to provide input:

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PROCLAMATION
ALBERTA DEVELOPMENT OFFICERS WEEK
SEPTEMBER 20th TO SEPTEMBER 26th, 2020

WHEREAS, A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

WHEREAS the Alberta Development Officers Association, representing professional Development Officers in Alberta, endorses Alberta Development Officers Week to recognize sound development and planning practices and the contribution made by Development Officers to the quality of development within our communities and environment; and,

WHEREAS Alberta Development Officers Week helps us to publicly recognize the work of our municipal colleagues in planning and development for the improvement of Smoky Lake County; and,

WHEREAS we recognize Development Officers and their commitment to public service; and,

NOW, THEREFORE, I, _____, do hereby proclaim the week of September 20th to September 26th, 2020, to be designated as Alberta Development Officers Week in Smoky Lake County

Proclaimed this ____ day of _____, 2020

SEAL

Mayor

July 2020

6.9



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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|--------|--------|---------|-----------|----------|--------|----------|

INFORMATION RELEASED:

R35-20 RMA: Contact Newsletter. June 12, 2020. F

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| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 R36-20 R37-20 R38-20 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 R39-20 R40-20 R41-20 R42-20 R43-20 | 31 | |

Policy Statement: 01-28-01
Regular County Council Meeting:
Issue for Information and Information Releases

PROFESSIONAL DEVELOPMENT:

1

READING FILE:

- R36-20 - Mike Primeau, County Manager, Lac Ste Anne County, dated July 10, 2020 - Re: Condolences. A
- R37-20 - Tammy Burke, Mayor, Town of Rocky Mountain House, dated June 17, 2020 - Re: Letter of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). A
- R38-20 Neil O'Shea, Superintendent, Aspen View Schools, dated June 18, 2020 - Re: Re-scheduling meetings due to COVID-19 and appreciation of information sharing. F
- R39-20 Glenda Farnen, Sr. Municipal Relations Liaison, STARS Foundation, dated July 29, 2020—Re: Thank-you for devotion to STARS Foundation. A
- R40-20 Andrew Pillman, Director, Permitting and Approvals, TRANS Permitting Approvals, dated July 29, 2020—Re: Commercial Carrier Permit Reduction. A
- R41-20 Shannon Stubbs, MP for Lakeland - Re: COVID-19 Update. F
- R42-20 RMA: Contact Newsletter: June 26, 2020. F
- R43-20 RMA: Contact Newsletter: July 24, 2020. F

F: File for Information
A: Acknowledge receipt

August 2020



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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INFORMATION RELEASED:

R43-20 RMA: Contact Newsletter: July 24, 2020. **F**

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|-----------|-----------|--|-----------|---|---|-----------|
| | | | | | | 1 |
| 2 | 3 | 4 R44-20 R45-20 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 R46-20 | 14 R47-20 R48-20 | 15 |
| 16 | 17 | 18 R49-20 | 19 | 20 R50-20 R51-20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Policy Statement: 01-28-01
Regular County Council Meeting:
Issue for Information and Information Releases

PROFESSIONAL DEVELOPMENT:

1

READING FILE:

R44-20 - Lisa Murphy, Executive Director, Lakeland Centre for Fetal Alcohol Spectrum Disorder (FASD), dated July 20, 2020 - Re: 2019-2020 Annual Report: **F**

R45-20 - RMA: Contact Newsletter: July 31, 2020. **F**

R46-20 - Nelson Ching, Public Affairs, Canada West, TC Ennergy, dated August 13, 2020 - Re: NOVA Gas Transmission Ltd. 2018 Meter Stations and Laterals Abandonment Program. **F**

R47-20 - Lars De Pauw, Executive Director, Orphan Well Association, dated July 20, 2020 - Re: 2019/20 Orphan Well Association (OWA) Annual Report. **A**

R48-20 - Letters Regarding Assessment Model Changes for Oil and Gas: County of Newell, Lac Ste. Anne County, Municipal District of Bonnyville / Brenda Adamson, Finance Manager, Smoky Lake County, dated August 7, 2020 - Re: Analysis of the Impact of Assessment Changes/ Craig Lukinuk, Reeve, Smoky Lake County, dated August 12, 2020 - Re: Letter to Glen Van Dijken, MLA for Athabasca-Barrhead-Westlock concerning impact of Assessment model changes to Smoky Lake County. **A**

R49-20 - Ukrainian Canadian Congress, dated August 13, 2020—Re: E-Bulletin. **F**

R50-20 - Letter of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS): Town of Rocky Mountain House. **A**

R51-20 - Bob Beck, Chief Administrative Officer, Beaver County, dated August 20, 2020 - Re: District 5 Resolutions. **F**

F: File for Information
A: Acknowledge receipt