

SMOKY LAKE COUNTY

AGENDA: County Council Budget Meeting to be held on
Thursday, September 10th, 2020, at 9:00 A.M.,
in the County Council Chambers, Smoky Lake.

1. Meeting:

Call to Order.

2. Agenda:

Acceptance of Agenda: As presented or subject to additions and/or deletions.

3. Request for Direction:

3.1 2021 Budget Guidelines. ©

4. Issues for Information:

4.1 Smoky Lake County Administration Building Assessment ©

5. Correspondence:

No Correspondence.

6. Delegation(s):

No Delegations.

7. Executive Session:

No Executive Session.

Date and Time of Next Meeting:

Adjournment:

Backgrounder Sheet for Council Discussion or Direction		DATE	September 10, 2020	3.1
SUBJECT <i>Discussion Topic</i>	2021 Budget Guidelines			
BACKGROUND				
DEFINE THE TOPIC				
Key Information <i>Key summary of existing information to understand the nature of the topic.</i>	<p>Policy 08-11-01 provides the guidelines for the budget process. The first step in budget creation is to get an understanding of Council's expectations for 2020 and future years. Items that need to be discussed are:</p> <ul style="list-style-type: none"> ❖ Expected changes to service levels ❖ Cost of Living increase for salaries ❖ The policies that council would like reviewed with budget implications. ❖ The priorities for the three year road plan ❖ The Municipal Tax Rate <ul style="list-style-type: none"> ✓ Proposed assessment changes ❖ Funding three major commitments currently under discussion <ul style="list-style-type: none"> ✓ Capital Contribution to School (motion J186-20) \$360,000 ✓ Investment in Victoria District Economic Development (proposed) \$600,000 ✓ Building capital repairs \$800,000 - \$2,300,000 <p>These guidelines along with the strategic plan and meetings will be used to compile the three year road plan, capital budget, and operating budget, and the five year financial plan.</p>			
Relevant Observations <i>Note issues or opportunities related to the complexity of the topic.</i>	<ul style="list-style-type: none"> ➤ The Canadian CPI as at Jul is 0.1% and for Alberta it is 0.9%. Gasoline is one of the main contributors to the higher CPI this year. ➤ Residential assessment is based on market value as at July 2020. We would estimate that overall the residential assessment to experience only minimal changes. ➤ Non-residential, industrial, machinery/equipment, and linear assessments continue to be a concern. Although the Minister of Municipal Affairs has "paused" the approvals for proposed changes, it is not yet known for how long. In light of this uncertainty, we should have a discussion regarding what we should begin the initial budget with. ➤ Contracts with IOE 955 will be negotiated this fall. We are asking 			

	<p>council for an estimate to incorporate into the budget.</p> <ul style="list-style-type: none"> ➤ In 2020 Council has not directed any changes to services or programming, however, there have been discussions and concerns raised. If Council is thinking of changes, now is the time to look at how they will affect the budget.
Strategic Questions	<p>There are many factors that will affect the 2021-2025 budgets including the union negotiations. The guidelines provided by council today will be used as a starting point to build a plan and budget for 2021, 2022, 2023, 2024, and 2025. Over the next three months, as more numbers become firm, they will be adjusted in the budget. In April, once we have the final assessment numbers and the school requisitions, we will be able to provide what will be the final budget for 2021 and then produce a 5 year plan.</p>
Essential Question	<p>Council needs to answer these questions:</p> <ul style="list-style-type: none"> ❖ What are the priorities in the three year road plan? ❖ What changes does council expect in programming/services? (mowing, snow removal, shared services, planning department, ect) ❖ What is the expected outcome of union negotiations? ❖ Which Policies does Council wish to review? ❖ How will we fund three major commitments currently under discussion <ul style="list-style-type: none"> ✓ Capital Contribution to School (motion J186-20) \$360,000 ✓ Investment in Victoria District Economic Development (proposed) \$600,000 ✓ Building capital repairs \$800,000 - \$2,300,000 ❖ How should we plan considering the Assessment uncertainty?
DETERMINE DESIRED OUTCOMES	
Key Result	2021 Budget and Five Year Financial Plan
Desired Benefits of Key Result	<ul style="list-style-type: none"> • The budget will be aligned with council priorities • The organization will know what tax increases are or are not required to balance • The County will be prepared with plans should further grants become available • The County will have a better sense of financial direction
Prerequisites	<ul style="list-style-type: none"> • Administration will hold several meetings to discuss capital and operating budgets

	<ul style="list-style-type: none"> • Public works will meet with council members to discuss the three year road plan • Council and administration will have meetings throughout October, November, and December to prepare and adopt the 3 year road plan, Five year capital budget, and 2021 total function budget • Final meetings will be held in April to review budget changes and to set the tax rate for 2021
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<p>Unintended Outcomes</p>	<ul style="list-style-type: none"> • Provincial changes, Union negotiations are examples of how the budget can change and be influenced • Expectations and guidelines may have to be changed to provide a balanced budget.
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RESPONSE OPTIONS

1. Requesting direction from Council

<p>CHIEF ADMINISTRATIVE OFFICER</p>	
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2020 – 2024 FINANCIAL PLAN

SMOKY LAKE COUNTY

BOX 310, Smoky Lake, AB T0A 3C0

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website: www.smokylakecounty.ab.ca

email: finance@smokylakecounty.ab.ca



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Introduction

The 2020 to 2024 financial plan provides the highlights of Smoky Lake County's Operating, Capital, and Road Plan budget. This document is divided into the following sections:

Strategic highlights: provides summary information on Smoky Lake County's strategic plan.

County Information: provides general information on Smoky Lake County and the services provided.

Budget Highlights: explains the process that Council goes through to create an approved budget, as well as the current financial status and outlook for the future.

Budget: provides information on the operating and capital budgets for 2020, 2021, 2022, 2023, and 2024.

Appendix: includes copies of related policies passed by council

- ✓ Budget Development Policy 08-11
- ✓ Revised Capital Budget
- ✓ Three-Year Road Plan Policy 03-18

Notes to the Reader

The Alberta Municipal Government Act (MGA s.283.1), requires each municipality to prepare a written three-year financial plan and a five-year capital plan, and Council is required to update the financial plan each year as per MGA s.283.1(6).

The current year's (2019) budget is used as a basis to predict estimated costs and revenues for the next four years. Annually, a detailed review of the Operating Budget, Road Plan and the 15-year Capital Replacement Plan takes place to ensure that the budgets are created based on the most up to date information.

A GUIDE TO THE NEW
LEGISLATIVE REQUIREMENTS
FOR MUNICIPAL FINANCIAL &
CAPITAL PLANS

Alberta
Government

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STRATEGIC PRIORITIES

The Financial Plan reflects the organizations values, priorities, and practices. Smoky Lake County adopted a Strategic Priorities Plan in 2018.

Values

- ❖ *Integrity*
- ❖ *Sustainability/Stability*
- ❖ *Pride*
- ❖ *Fairness*
- ❖ *Freedom*



2018- 2020 Strategic Priorities

Vision

Leading the way in positive growth with healthy, sustainable, rural living.



Mission Statement

Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.

The 2018-2020 Strategic Priorities Plan contains strategies under the following three areas:

- Governance
- Infrastructure
- Economic Development

Strategic Priorities

10 Strategies were developed for years 2018 to 2020

Economic Development

- ❖ Smoky Lake County diversifies its economy with innovative planning and by supporting infrastructure that encourages investment
 - Land Use bylaw changes Q4 2018-Q4 2019
 - The County is currently working on a number of incremental changes to the Land Use Bylaw that will address competing land uses and encourage economic development.
 - Victoria District Economic Development plan Q4 2018-Q3 2020
 - The Victoria District Economic Development Plan bylaw was given First Reading by Council in May and is currently in the public consultation and engagement phase prior to consideration for Second and Third readings.
- ❖ Creating growth through infrastructure
 - Warspite Ironhorse Trail RV Park Q1 2019-Q3 2020
 - The Warspite RV Park remains in the consultation phase with plans to host an open house post-COVID-19.
 - Industrial Park SWOT analysis Q3 2019
 - Administration has prepared a Land Use Bylaw amendment that would rezone lands for a possible industrial park to be considered at a future Council meeting.

Infrastructure

- ❖ Smoky Lake County ensures its municipal infrastructure meets residents' expectations for excellence in meeting service delivery and fiscal responsibility
 - Expand Public Works Yard – purchase agreement Q3 2018-Q3 2019
 - Ongoing – 0% complete
 - North Saskatchewan Emergency River Access(es) Plan Q4 2018-Q4 2019
 - Administration is working with Alberta Environment and Parks to develop a plan to obtain the necessary Water Act Approvals and Public Lands Act Dispositions for the North Saskatchewan River Emergency Accesses.

Governance

- ❖ Smoky Lake County delivers excellence in governance by managing strategic relationships and utilizing fiscal and human resources
 - Develop Intermunicipal Collaborative Framework(s) Q1 2019 – Q3 2020
 - Intermunicipal Collaborative Frameworks have been completed with the Town of Smoky Lake, the Villages of Vilna and Waskatenau, County of Two Hills, County of St. Paul and Lac La Biche County, and are in the process of being created with Thorhild County and Lamont County.
 - Develop High Priority HR Policies Q4 2018- Q1 2019
 - Several safety policies including a drug and alcohol policy are complete -70% complete.
 - Succession Planning Q 1 2019 – Q2 2020
 - The CAO has succession plans in place for most departments - 80% complete.

COUNTY INFORMATION

Smoky Lake County Statistics

Population: 2,461

Size: 283,526 Hectares

Geographic Location: 120 km northeast of Edmonton

Hamlets: Spedden, Bellis, Edward, and Warspite

Smoky Lake County Service Departments

Taxation

Legislative (Council Costs)

Administration

1. Legislative Services
2. Chief Administrator's Office
3. Financial Services
4. Information and Geographical
5. Information Systems Services
6. Communications

Other Government Services

7. Intergovernmental relations

Protective Services

8. Fire and Emergency Response
9. Disaster Management
10. Bylaw Enforcement

Transportation

11. Road Maintenance
12. Culvert Maintenance
13. Bridge Maintenance

Water and Sewer

14. Water Distribution Services in Warspite
15. Water Truck Fill Services
16. Sewer Services in Warspite and Bellis
17. Inter-municipal Contract Water Services

Waste/Landfill

18. Waste Transfer Stations

Family and Community Social Services (FCSS)

19. FCSS Grant Distributions

Planning

20. Development and Safety Codes Permits
21. Subdivisions
22. Compliance Certificates
23. Inter-municipal Initiatives
24. Business Licenses

Agriculture Service Board

25. Pest control
26. Weed Inspection
27. Spraying
28. Roadside Mowing
29. Lakeland Agricultural Research Association (LARA)

Economic Development

30. Intermunicipal Business Attraction & Retention

Recreation and Cultural Services

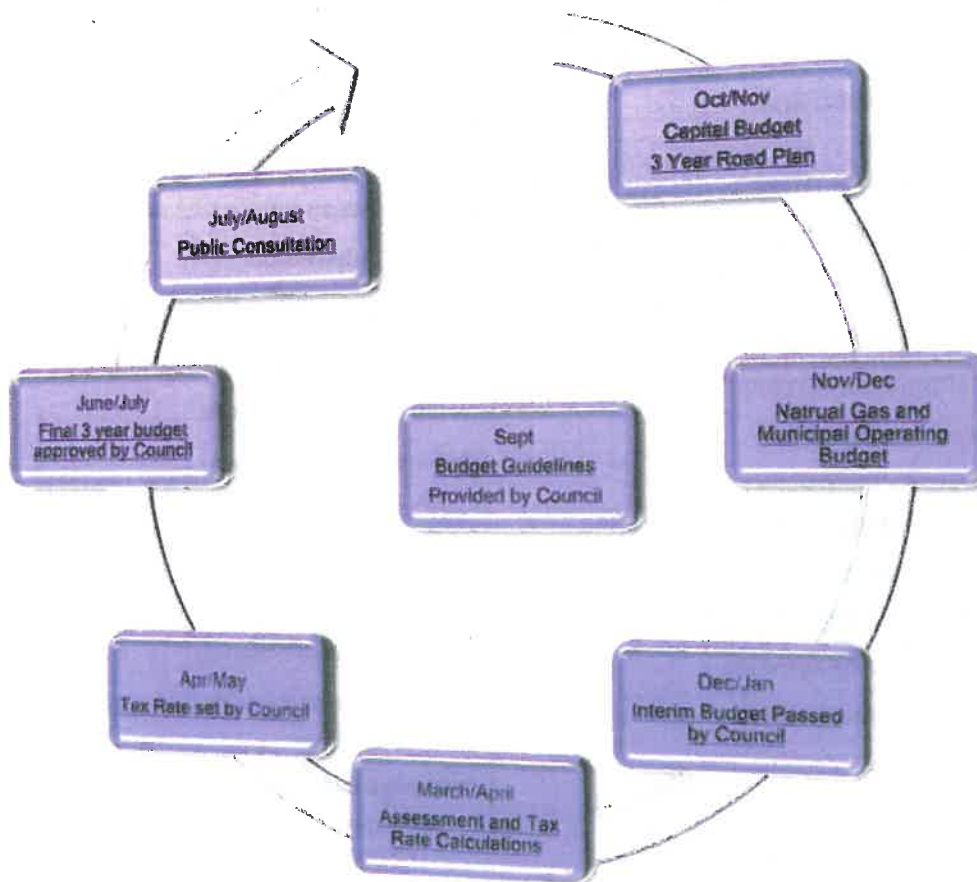
31. Campsite and Park Maintenance
32. Assist Non-Profit Groups
33. Iron Horse Trail
34. Heritage Board

Natural Gas

35. Natural Gas Services to County and Vilna Residents

BUDGET HIGHLIGHTS

Budget Process



Policy 08-11 guides the budget process. It was updated in 2019. Details can be found in Appendix #1. Budgeting takes place year-round starting with staff gathering information during the summer months. The five-year budget will be passed after the tax rate is set in June or July.

Public Consultation

In July and August this year, Smoky Lake County will be actively seeking public consultation for future budgets and financial plans. We are asking ratepayers to provide input through the following:

- ✓ Email feedback to finance@smokylakecounty.ab.ca
- ✓ Complete the survey posted on smokylakecounty.ab.ca
- ✓ Attend the 2020 budget planning meeting when scheduled in the fall
- ✓ Provide feedback to your Councillor

2020-2024 Budget

Budget Message

The 2020-2024 budget is based on the level of services approved in the 2020 budget. The budget has been prepared by administration with the following guidelines:

- Basic inflation of 2% per year (2020, 2021, 2022, 2023) on all costs except for those which we have more information on.
- Wage and salary increase are based on Union Contracts for 2019-2021:
 1. The 3-Year Collective Agreement with Canadian Union of Public Employees (CUPE) Local 4575 is for the period of January 1, 2019 to December 31, 2021. The increase for 2021 averages at 1.5%. 2022, 2023, and 2024 have budgeted salary increase based on basic inflation (2%)
 2. The Collective Agreement with International Union of Operating Engineers (IUOE Local 955) expires December 31, 2020. Wages are budgeted at 1.5% for 2021 and 2% for 2022, 2023, 2024.
- The Capital Plan as approved by Council May 5, 2020 has been adjusted based on new information.
- The Three-Year Road Plan as approved by Council November 29, 2019.
- No change to service levels in future years.
- No change to grant programs in future years.

Upcoming Projects have been included

1. In May, 2020 Council passed Motion J175-20: That the Smoky Lake County and Town of Smoky Lake Joint Council as community stakeholders be mutual third-party investment funding partners to contribute funding in the amount of \$600,000.00 based on a funding formula of sixty percent (60%) County and forty percent (40%) Town, for the purpose of incorporating a community daycare facility into the Aspen View Public Schools' H. A. Kostash School Replacement Project, in the Town of Smoky Lake.
2. The Victoria District Economic Development Plan is a plan to increase economic development through historic and rural tourism projects. The project is currently in planning stages. The business plan will be developed and then Smoky Lake County and the Town of Smoky Lake Councils will choose appropriate investment amounts. At this time this financial plan does not include any proposed investment or return values.

Fund Structure

The County has five funds, Municipal, Landfill, Fire, Policing, and Gas. The fund structure is used to ensure that costs for each fund are covered only by revenues belonging to that entity.

Municipal Fund

The municipal Fund is the primary fund used to manage the County's financial resources and obligations. All services are provided from this fund except for Landfill, Fire, and Natural Gas.

Landfill Fund

The Landfill Fund is a separate tax levy which covers all transfer station and waste costs. The annual surplus or deficit is transferred to/from the Landfill Reserve Fund.

Fire Services Fund

The Fire Services Fund is similar to the Landfill fund in that there is a separate tax levy which covers fire services costs. Any surplus/deficit is transferred to/from the Fire Reserve Fund.

Policing Services Fund

Effective April 2020, the Alberta Provincial Government will charge small municipalities policing costs based on a formula that weighs equalized assessment, population, and includes modifiers for crime severity, proximity to a detachment, and existing enhanced policing positions. The predicted charge is:

- ❖ 2020 \$ 63,702
- ❖ 2021 \$ 95,621
- ❖ 2022 \$127,404
- ❖ 2023 \$191,242

Gas Fund

The Natural Gas Utility is a user pay utility that supplies natural gas to Smoky Lake County and Vilna properties. It is 100% funded through user fees.

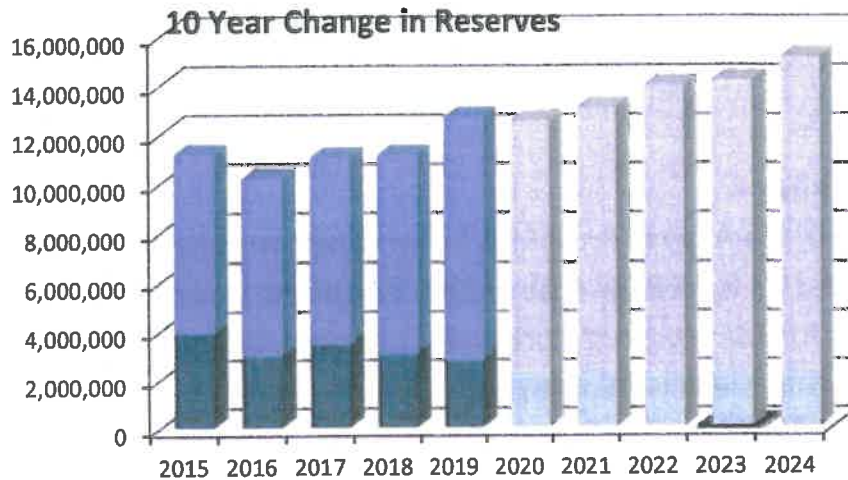
Smoky Lake County Financial Statements are consolidated and therefore include the accounts of all funds held by the County. The Financial Statements are audited annually and are available to the public by April of the following year.

Reserves and Surplus

The County keeps reserve funds set aside to provide funding for future expenditures and to ensure sufficient funds are available when required, and, where possible, to avoid the need to incur debt. On the financial statements, they are referred to as restricted surplus. Unrestricted surplus consists of surplus funds that were the result of past budget surpluses and may be used for capital or operating purposes as authorized by Council.

Smoky Lake County
2020-2024 Financial Plan

Council is dedicated to saving for future financial stability



Restricted surplus		2019	2020	2021	2022	2023	2024
Building	For building repairs - funding source - property	183,374	160,924	210,924	260,924	310,924	360,924
General	Primarily for specific purchases and projects - funding source - property taxes	2,436,505	2,361,505	2,366,505	2,371,505	2,376,505	2,381,505
Regional Landfill	For waste equipment and landfill improvements - funding source - landfill tax levy	527,946	527,946	272,946	317,946	362,946	407,946
Transportation	For specific public works projects and equipment - funding source - property taxes	1,205,170	1,385,170	1,627,670	1,927,670	1,883,670	2,099,670
Gravel Pit reclamation	For the reclamation of gravel pits - funding source - gravel sales to public	447,929	460,929	473,929	486,929	499,929	512,929
Gravel Pit development	For the development of new gravel pits - funding source - gravel sales to public	83,203	97,473	112,288	127,659	143,597	160,114
Fire	For Fire equipment and emergencies - funding source - property taxes	1,317,452	1,365,452	1,550,452	1,605,452	1,500,452	1,685,452
Street Sweeper	For the replacement of a joint Street Sweeper - funding source - fees charged for street sweeping services (funds added to this reserve depend on usage)	45,769	45,769	45,769	45,769	769	769
Connectivity	For the development of more internet towers - funding source - property taxes	-23,477	30,992	111,992	192,992	273,992	354,992
Agriculture	For Agricultural services equipment and vehicles - funding source - property taxes	0	0	0	0	0	0
Water	For water and sewer projects - funding source - property taxes	261,233	261,233	261,233	261,233	261,233	261,233
Road development	For roads damaged by natural resource extraction - funding source - aggregate license fee	1,484,363	1,496,099	1,700,099	1,908,179	2,120,421	2,336,908
Economic development	Funds collected from members of the Regional Community Development Committee (RCDC) members for future projects	59,223	59,223	59,223	59,223	59,223	59,223
Municipal	Funds collected in lieu of subdivision natural	41,762	41,762	41,762	41,762	41,762	41,762
Municipal General	Unfinished projects carried forward to the next year and emergencies	8,070,450	8,294,475	8,834,790	9,607,241	9,835,421	10,663,425
Gas	For natural gas projects - funding source - gas, odorant, and compressed natural gas sales	2,775,154	2,255,154	2,255,154	2,255,154	2,255,154	2,255,154
		1,919,255	2,049,255	2,029,255	2,149,255	2,129,255	2,249,255
Total Restricted Surplus (Reserves)		12,764,859	12,598,884	13,119,200	14,011,651	14,219,831	15,167,835

Budget Recommendations

Administration recommends that Smoky Lake County work towards full annual funding of operations, maintenance, growth, and asset depletion by applying the following measures:

- Ensure that the budget contains necessary inflationary increases to maintain services at a consistent level in future years.
- Set funds aside for long term infrastructure needs.
- Continue to pursue new sources of revenue.
- Use new revenues to reduce tax rates only when they are assured, sustainable, and stable.
- Ensure that funding towards capital exceeds annual amortization.

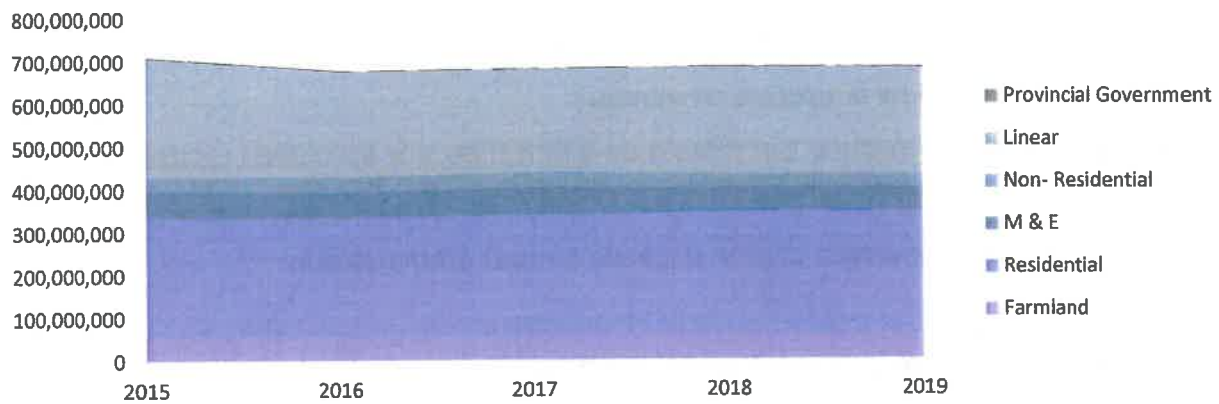
Future Outlook (opportunities & challenges)

The County has been able to maintain a solid financial position in spite of the economic challenges. We are prepared to face future challenges which include the ongoing downloading from the province in the areas of Financial, Protective, Transportation, and Agriculture Services.

Assessment changes continue to be a concern. In 2014 the taxable assessment peaked \$750,573,000. In 2016 and again in 2017, it declined drastically and now has stabilized in the \$680,000,000 to \$690,000,000 range. A majority of the decline has taken place in nonresidential properties reducing revenue by approximately \$1,500,000. Residential assessment has remained fairly stable however, it has not increased with inflation as expected. The chart on the next page provides a visual representation of the proportion of assessment allocated to each tax class.

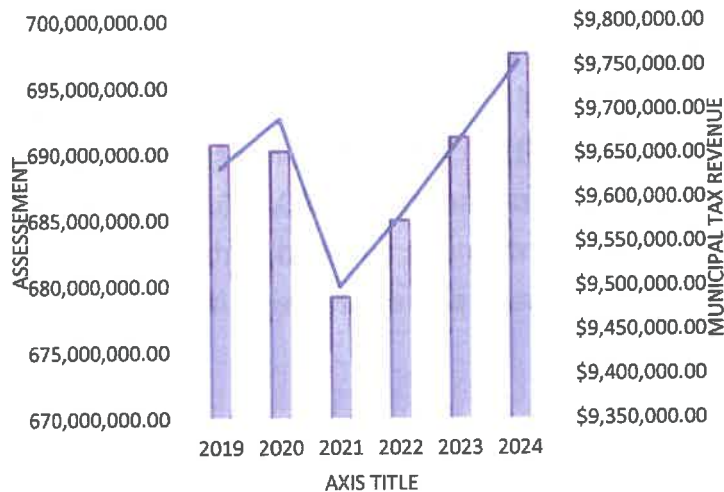
The chart also highlights how the assessment from linear has shifted over the years. In 2015 linear made up 39% of the assessment and residential was 39% of taxable assessment. Today, linear is 36% and residential is 42%. This means that Smoky Lake County relies more on residences (at a lower tax rate) to provide the revenue to continue basic services.

Assessment Totals



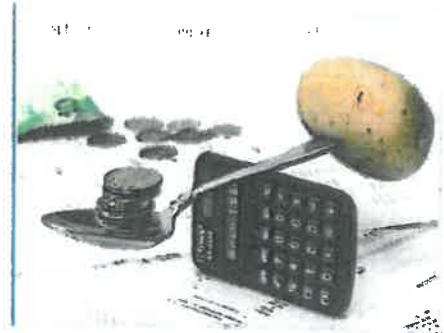
This year, we are experiencing several economic challenges. It is difficult to predict how the decline in the Alberta economy will affect assessments in the upcoming years. It is

Tax Revenue and Assessment



probable that the 2020 assessment will be lower than 2019 and it will take a year or two to recover. Nonresidential is expected to experience the most significant change. A rough forecast is that the total taxable assessment will decline at least 2% and will recover at a rate of 1% per year. If the tax rate remains the same, municipal tax revenue for 2021 is predicted to be \$200,000 lower than 2020.

BUDGET

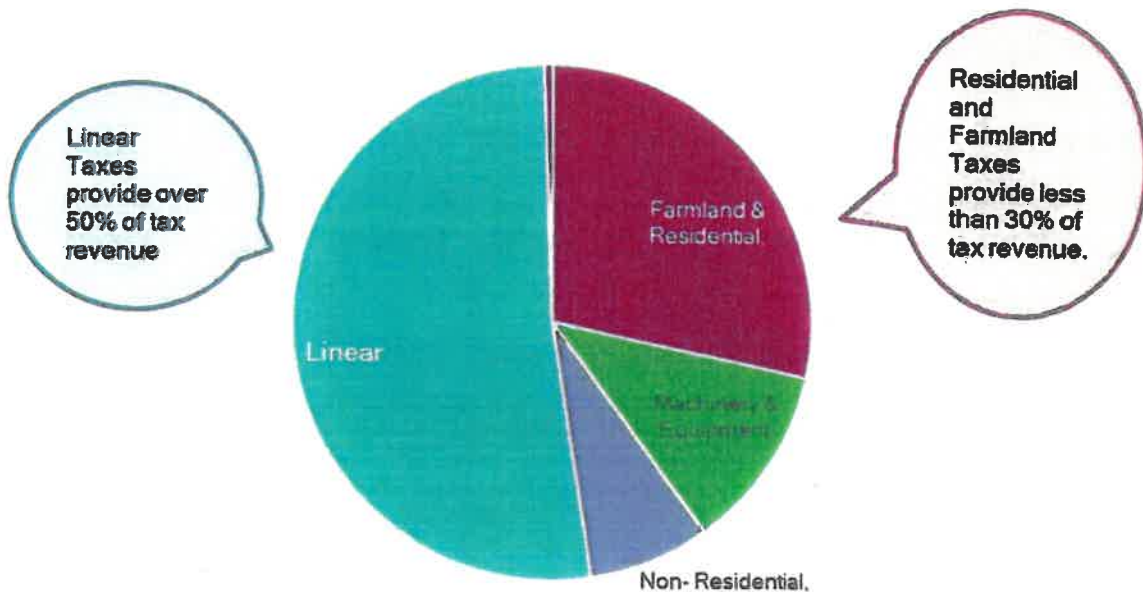


Revenues

Revenues come from three main sources:

Property Taxes

In 2020, the Net Property Taxes (Property Tax revenue less the Education and Seniors' Requisitions) provides 64% of the total operating revenue. This is down from 2019 (66%). Council considers the assessment, budget, and requisitions when setting the tax rate.



Smoky Lake County
2020-2024 Financial Plan

The 2020 tax rate has been set to minimize the impact of the additional policing charge of .0923 as much as possible. The current tax rates are:

MILL RATES	RESIDENTIAL		FARMLAND		NON RESIDENTIAL		MACHINERY AND EQUIPMENT	
	2019	2020	2019	2020	2019	2020	2019	2020
MUNICIPAL	4.0659	4.0457	11.1659	11.1457	19.9459	19.9257	19.9459	19.9257
REGIONAL LANDFILL	0.6817	0.6656	0.6817	0.6656	0.6817	0.6656	0.6817	0.6656
FIRE PROTECTION	0.837	0.836	0.837	0.836	0.837	0.836	0.837	0.836
POLICING	0	0.0923	0	0.0923	0	0.0923	0	0.0923
Municipal Rates <small>increase</small>	5.5846	5.6396 <small>0.055</small>	12.6846	12.7396 <small>0.055</small>	21.4646	21.5196 <small>0.055</small>	21.4646	21.5196 <small>0.055</small>
EDUCATION	2.5631	2.6012	2.5631	2.6012	3.8186	3.5785		
SENIORS FOUNDATION	0.7334	0.7048	0.7334	0.7048	0.7334	0.7048	0.7334	0.7048
Total Rates	8.8811	8.9456	15.9811	16.0456	26.0166	25.8029	22.198	22.2244
INCREASE		0.0645		0.0645		-0.2137		0.0264

User Fees

Municipal user fee revenue comes from water/sewer charges, sales of goods and services, campsite fees, and landfill fees. For 2020 the revenue budgeted from User fees (not including natural gas charges) is \$1.2 Million.

Grants

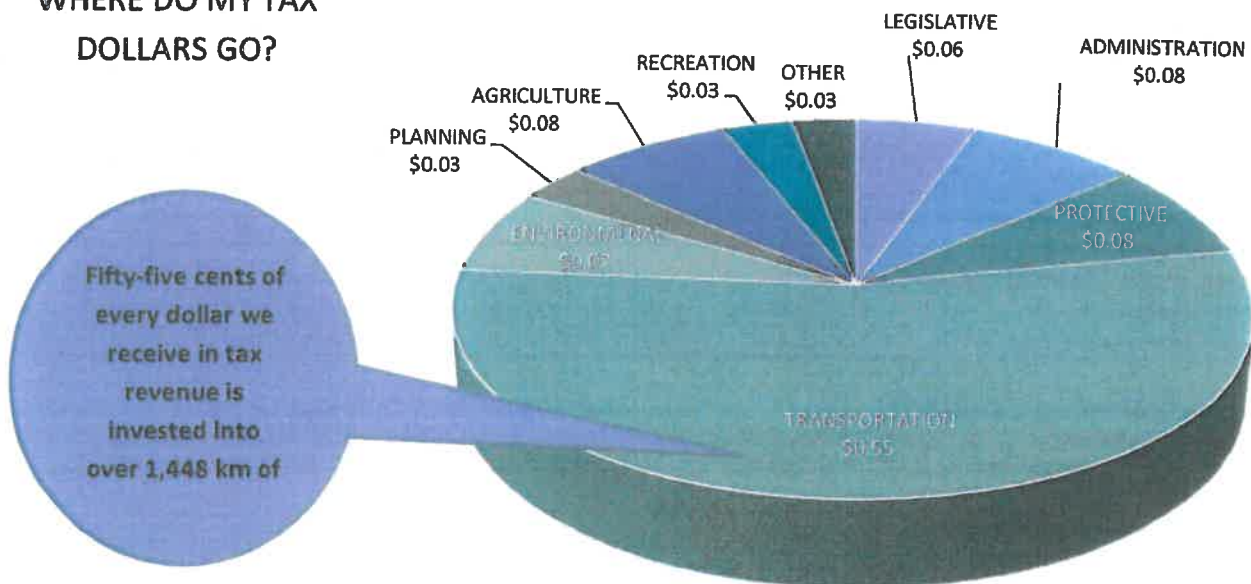
Estimated grants are included in the financial plan. We handle grants in two ways:

1. Annual grants like the Municipal Sustainability Initiative Grant and the Federal Gas Tax Grant are conservatively estimated based on what was provided in the previous year.
2. Specific grants for projects are estimated based on the current grant rules. If the County does not receive the grant, the project may be cancelled or postponed until further funding can be secured.

Expenses

Expenses are tracked per department. More detailed information on costs will follow. This chart shows the portion of tax revenue that is allocated to each department.

WHERE DO MY TAX DOLLARS GO?



Smoky Lake County
2020-2024 Financial Plan

Budget Summary

	2020	2021	2022	2023	2024
Revenues					
Sales of goods and services	1,002,729.00	1,022,785.00	1,046,652.00	1,067,586.00	1,088,938.00
Government transfers for operating	607,198.00	610,721.00	612,927.00	619,652.00	626,511.00
Investment income	356,312.00	363,438.00	370,707.00	378,121.00	385,683.00
Penalties and costs of taxes	74,095.00	75,577.00	77,089.00	78,631.00	80,204.00
Licenses and permits	27,000.00	27,540.00	28,091.00	28,653.00	29,226.00
Special levies and taxes	241,605.00	246,437.00	251,366.00	256,393.00	261,522.00
Natural Gas	2,691,150.00	3,012,265.00	3,033,659.00	3,084,168.00	3,142,815.00
Total Revenues	5,000,089.00	5,358,763.00	5,420,491.00	5,513,204.00	5,614,899.00
Expenses					
Legislative	541,793.00	550,809.00	561,825.00	573,061.00	584,523.00
Administration	1,795,800.00	1,828,265.00	1,864,829.00	1,942,126.00	1,980,167.00
Other Government Services	109,300.00	131,486.00	112,754.00	115,009.00	117,308.00
Protective Services	925,383.00	972,522.00	1,026,970.00	1,107,507.00	1,129,657.00
Transportation	6,458,023.00	6,324,361.44	6,450,849.00	6,579,866.00	6,711,465.00
Water/Sewer	553,846.00	563,833.00	575,112.00	586,614.00	598,343.00
Waste	551,892.00	561,705.00	572,939.00	584,396.00	596,086.00
FCSS	116,635.00	116,749.00	116,749.00	116,749.00	116,749.00
Planning	361,621.00	368,055.00	375,418.00	382,926.00	390,585.00
Agriculture Service Board	887,480.00	903,155.00	921,217.00	939,638.00	958,431.00
Economic Development	314,800.00	135,116.00	137,816.00	140,572.00	143,384.00
Recreation & Cultural Services	477,919.00	486,641.00	496,374.00	506,302.00	516,429.00
Natural Gas	2,652,150.00	3,011,331.00	3,040,014.00	3,100,814.00	3,162,830.00
Contingency	\$ 31,388.00	\$ -	\$ -	\$ -	\$ -
Total Expenses	15,778,030.00	15,954,028.44	16,252,866.00	16,675,580.00	17,005,957.00
Net Revenue (Expense) before reserve transfers	-10,777,941.00	-10,595,265.44	-10,832,375.00	-11,162,376.00	-11,391,058.00
Net Transfer To/From Op Reserves	\$ 158,261.00	-\$ 312,815.00	-\$ 317,451.00	-\$ 322,180.00	-\$ 327,004.00
Reverse Amortization	2,277,786.00	2,296,821.00	2,342,758.00	2,389,614.00	2,437,407.00
Net Operating Revenue (Expense)	-8,341,894.00	-8,611,259.44	-8,807,068.00	-9,094,942.00	-9,280,655.00
Non Operating Items:					
Net Contribution to Capital	1,525,372.00	4,536,283.00	5,073,030.00	3,903,293.00	2,377,597.00
Net Transfer To - From Reserves	-77,714.00	-152,500.00	575,000.00	-105,000.00	621,000.00
Debt Repayment	0	0	0	0	0
Total Cash Requirements (for tax bylaw)	-9,789,552.00	-12,995,042.44	-14,455,098.00	-12,893,235.00	-12,279,252.00

Capital Budget

A 15-year Vehicle and Equipment Replacement Plan is passed by council each year. Vehicle/Equipment replacement is scheduled so that we maximize use and minimize maintenance costs. Maintenance costs are reviewed on an ongoing basis and when possible, the purchase of replacement equipment or vehicles is postponed to future years.



	2020	2021	2022	2023	2024
Revenues					
Sale of Capital Assets	0.00	125,000.00	150,000.00	150,000.00	150,000.00
Provincial Grant	814,250.00	895,000.00	870,000.00	870,000.00	1,020,000.00
Federal Grant	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00
Long Term loan		743,800.00			
Transfer from Reserve	377,264.00	717,500.00	130,000.00	670,000.00	84,000.00
Gas	50,000.00	70,000.00	0.00	70,000.00	0.00
Total Revenues	1,371,514.00	2,681,300.00	1,280,000.00	1,890,000.00	1,384,000.00
Expenses					
Vehicles	167,000.00	1,207,970.00	908,520.00	967,356.00	421,700.00
Equipment Replacement	120,000.00	992,055.00	1,824,710.00	1,682,937.00	831,250.00
Equipment - New Initiatives	0.00	31,000.00	30,000.00	30,000.00	30,000.00
Bridge Repairs and Replacement	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Land Improvements	268,000.00	101,500.00	33,500.00	26,500.00	21,500.00
Buildings	84,000.00	1,103,800.00	1,505,500.00	180,700.00	300,000.00
Transfer to Reserves	299,550.00	585,000.00	585,000.00	585,000.00	585,000.00
Road - Oil Treatment/Paving	\$ 188,264.00	285,000.00	270,000.00	275,400.00	280,908.00
Road - Fibermat/Micro Surface	70,500.00	105,000.00	0.00	0.00	0.00
Road - Rehabilitation/Base Stabilization	268,000.00	234,000.00	455,000.00	464,100.00	473,382.00
Road - Construction	0.00	335,000.00	75,000.00	80,500.00	86,111.00
Road - Graveling	911,858.00	818,758.00	820,000.00	836,400.00	853,127.00
Principal on Long Term Debt	\$ -		-\$ 1,505,500.00	\$ 100,000.00	\$ 100,000.00
Gas	\$ 242,000.00	\$ 322,200.00	\$ 220,800.00	\$ 259,400.00	\$ 199,619.00
Total Expenses	2,819,172.00	6,321,283.00	5,422,530.00	5,688,293.00	4,382,597.00
Net Contribution to Capital / Reserves	1,447,658.00	3,639,983.00	4,142,530.00	3,798,293.00	2,998,597.00

Vehicles include everything that is licensed to drive down the highway (Pickup trucks, Tractor-trailer units, Emergency Service trucks, etc.). Equipment includes everything else (graders, tractors, mowers, etc.). Land Improvements include parks, reclamation, etc.. Engineering structures refer to the water, sewer, and gas infrastructure.

Budget Overview by Department

Legislative Services includes all Council costs (payroll, supplies, and expenses)

LEGISLATIVE SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Salaries	\$436,564	\$443,112	1.500%	\$451,975	2.000%	\$461,014	2.000%	\$470,234
Total Expenses	\$105,000	\$107,464	2.347%	\$109,613	2.000%	\$111,806	2.000%	\$114,042
Total Legislative	\$541,564	\$550,577	1.664%	\$561,588	2.000%	\$572,820	2.000%	\$584,276



Other Government Services includes intergovernmental relations and grants to organizations. The current plan is based on the existing budget with a 2% increase for inflation in future years, along with the costs for the election in 2021.

INTER_GOVT	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
WCB	\$56,000	\$57,120	2.000%	\$57,222	0.179%	\$58,366	1.999%	\$59,533
Contracted and general services	\$6,800	\$6,936	2.000%	\$7,154	3.143%	\$7,297	1.999%	\$7,442
Materials, goods and utilities	\$16,000	\$16,320	2.000%	\$16,646	1.998%	\$16,979	2.000%	\$17,319
Transfers to local boards and agencies	\$30,500	\$31,110	2.000%	\$31,732	1.999%	\$32,367	2.001%	\$33,014
Election Costs		\$20,000						
Net Costs for Taxation Purpose	\$109,300	\$131,486		\$112,754		\$115,009		\$117,308

Administration Services includes Costs for the finance and administration activities of the County, including the Information and Geographical Information Systems. For 2020 revenues include a \$500,000 surplus carried over from 2019. We do not anticipate a surplus in 2020 to carry to future years. No changes to service levels are proposed.



ADMINISTRATION	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Salaries, wages and benefits	\$916,925	\$931,813	1.624%	\$950,449	2.000%	\$969,458	2.000%	\$988,848
Contracted and general services	\$635,685	\$648,399	2.000%	\$661,366	2.000%	\$674,594	2.000%	\$688,084
Materials, goods and utilities	\$115,550	\$117,861	2.000%	\$120,218	2.000%	\$122,623	2.001%	\$125,075
Transfers to local boards and agencies	\$50,670	\$51,683	1.999%	\$52,717	2.001%	\$53,771	1.999%	\$54,846
Bank charges and short term interest	\$4,000	\$4,080	2.000%	\$4,162	2.010%	\$4,245	1.994%	\$4,330
Total Revenues	\$891,662	\$702,981	1.636%	\$714,527	1.642%	\$728,817	2.000%	\$743,393
Transfers to (from) reserves	\$542,981	\$214,000		\$136,000		\$136,000		\$136,000
Contribution to Capital	\$154,000	\$375,000		\$15,000		\$195,700		\$15,000
Long Term Debt Payment	\$0	\$0		\$0		\$140,000		\$140,000
Contingency	\$31,388	\$0		\$0		\$0		\$0
Net Costs for Taxation Purpose	\$673,575	\$1,211,855		\$1,225,385		\$1,567,574		\$1,408,790

Transfers to reserves and investments in capital planned are:

- ✓ Reserve for Capital Repairs to the Administration Building, \$31,550 in 2020 followed by \$50,000 per year.
- ✓ In 2019 Associated Engineering conducted a condition assessment on the Administration Building. The study had several recommendations for repairs and maintenance that will need to be complete over the next 20 years. The Capital budget includes the work recommended in 2020, 2021, 2022, and 2023. Although the current plan has the costs funded from tax revenue, Council will be evaluating other funding options during the next budget cycle.
- ✓ In 2018 Smoky Lake County had a Phase II study done on an old nuisance ground which was partially funded through an FCM grant. The phase 2 study was completed in 2019 and predicted a cost of \$200,000 for remediation. There is \$75,000 in reserves and Alberta Transportation has agreed to reimburse the County for 50% of the costs up to a maximum of \$100,000. The original budget passed on May 5th has been revised to reflect this change.
- ✓ \$5,000 will be transferred to reserves each year from 2021 to 2024 for new aerial photos to be taken in approximately 10 years.
- ✓ \$15,000 will be budgeted each year to ensure there are funds for heritage signs as needed.

Smoky Lake County
2020-2024 Financial Plan

Protective Services includes Fire and Emergency Response, Disaster Management, Contribution to Policing, and Bylaw Enforcement. Fire Services are tracked by department. Different agreements have been reached with each urban municipality establishing how much the County pays.



PROTECTIVE SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Vilna Fire Department	\$169,730	\$173,125	2.000%	\$176,587	2.000%	\$180,119	2.000%	\$183,721
Smoky Lake Fire Department	\$105,165	\$107,268	2.000%	\$109,414	2.000%	\$111,602	2.000%	\$113,834
Waskatenau Fire Department	\$64,350	\$65,637	2.000%	\$66,950	2.000%	\$68,289	2.000%	\$69,655
General Fire	\$274,749	\$280,242	1.999%	\$285,847	2.000%	\$291,564	2.000%	\$297,391
Fees Charged	-\$125,000	-\$127,500	2.000%	-\$130,050	2.000%	-\$132,651	2.000%	-\$135,304
Disaster Services	\$7,500	\$7,650	2.000%	\$7,803	2.000%	\$7,959	2.000%	\$8,118
Bylaw Enforcement	\$147,031	\$147,959	0.631%	\$156,046	5.465%	\$157,875	1.172%	\$164,860
Alberta Policing Fee	\$63,702	\$95,621	50.107%	\$127,404	33.239%	\$191,242	50.107%	\$191,242
Transfers to (from) reserves	\$48,000	\$175,000		\$55,000		\$105,000		\$185,000
Contribution to Capital	\$110,000	\$70,700		\$353,670		\$420,160		\$0
Net Costs for Taxation Purpose	\$866,227	\$995,702		\$1,208,670		\$1,191,158		\$1,078,517

Transfers to reserves have been budgeted to prevent the need for large fluctuations in the tax rate.

- ✓ In 2020, the reserve transfers consist of \$5,000 for equipment, \$70,500 for fire truck, and \$12,500 for a fire equipment storage shop.
- ✓ In future years, \$10,000 will be transferred for fire equipment, \$125,000 for fire truck replacement, \$25,000 for air bottle replacement, and \$25,000 for an Equipment Storage Building.
- ✓ In 2020 the Fire Chief vehicle, will be replaced.
- ✓ In 2021 the Bylaw Officer vehicle will be replaced.
- ✓ In 2022 the Smoky Lake Rescue truck, Smoky Lake Water truck, and Bylaw Officer ATV will be replaced.
- ✓ In 2023 the Waskatenau Fire truck is due for replacement.

Transportation Services covers all aspects of road maintenance. The transportation budget tracks road and bridge projects as well as road maintenance/operations. Large fluctuations in the budget are a result of the timing of equipment replacement.

TRANSPORTATION SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Operating and Maintenance	\$4,489,894	\$4,260,769	-5.103%	\$4,342,574	1.920%	\$4,429,425	2.000%	\$4,518,015
Bridge Projects	\$200,000	\$200,000		\$200,000		\$200,000		\$200,000
Oiling	\$188,264	\$285,000		\$270,000		\$275,400		\$280,908
Fibermat	\$70,500	\$105,000.00		\$		\$		\$0
Rehabilitation	\$268,000	\$234,000.00		\$455,000.00		\$464,100.00		\$473,382
Construction	\$0	\$335,000.00		\$75,000.00		\$80,500.00		\$86,111
Gravelling	\$911,858	\$818,758.00		\$820,000.00		\$836,400.00		\$853,127
Total Road Projects	\$1,438,622	\$1,777,768	23.574%	\$1,620,000	-8.874%	\$1,656,400	2.247%	\$1,693,528
MSI/FGT Grant	\$844,250	\$1,000,000		\$1,000,000		\$1,000,000		\$1,000,000
Transfers to (from) reserves	\$19,006	\$270,315		\$328,371		\$51,062		\$245,517
Contribution to Capital	\$137,000	\$1,546,486		\$2,180,065		\$1,947,996		\$1,075,200
Net Costs for Taxation Purpose	\$5,440,272	\$7,065,328	29.687%	\$7,671,010	8.726%	\$7,182,759	-6.365%	\$6,732,260

The detailed three-year road plan is attached in the Appendix. The capital costs for the next 5 years are for vehicle and equipment replacement as established in the 15-year replacement plan.

- ✓ No grader replacement is budgeted for in 2020. Each year thereafter a Grader is replaced at an estimated cost of \$580,000 - \$700,000.
- ✓ In 2020 \$57,500 will be transferred to reserves for grader replacement and \$12,500 for dozer replacement.
- ✓ One wobbly packer will be purchased per year beginning 2021 for a budget of \$30,000.
- ✓ Two trucks will be replaced in 2020, four in 2021, three in 2022, four in 2023, and three in 2024; the budget for trucks ranges from \$50,000 to \$62,000 depending on the size required.
- ✓ Three gravel trucks will be replaced in 2021, two in 2022, one in 2023, and one in 2024. A plow truck will be replaced in 2021. The forklift will be replaced in 2021.
- ✓ The dump truck and oil truck will be replaced in 2021.
- ✓ The oil tanker will be replaced in 2023.
- ✓ A gravel trailer is scheduled for replacement in 2021.
- ✓ The rock truck will need to be replaced in 2022.
- ✓ The excavator will need replacement in 2022.
- ✓ A gate/fence will be installed at public work in 2020.
- ✓ The street sweeper is scheduled for replacement in 2023.
- ✓ The reclaimer, a plow, pressure washer, and trailer are scheduled for replacement in 2023.

Environmental Services include the water, sewer, and waste services. This department manages water distribution in Warspite, the Truck fills located in Waskatenau, Warspite, Smoky Lake, Bellis, and Spedden. Both Warspite and Bellis have sewer services. As well the department contracts work out to the Highway 28/63 Regional Water Services Commission and occasionally to the Villages and Waste Services.



- ✓ The trucks for the Water Technicians are scheduled for replacement in 2021, and 2022.



Waste/Landfill Services covers all the waste removal, transfer station and landfill costs. A separate tax rate is levied to cover waste.

- ✓ In 2021 and 2023, the Waste Department will purchase more bear proof bins.
- ✓ Funds are being transferred to reserves each year for the Garbage Truck which is scheduled for replacement in 2022.

ENVIRONMENTAL SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Water - Supply & Distribution	\$259,809	\$262,690	1.109%	\$267,945	2.000%	\$278,303	3.866%	\$280,172
Truckfills	\$36,665	\$37,398	2.000%	\$38,146	2.000%	\$38,909	2.000%	\$39,687
Sewer Services	\$11,958	\$12,197	2.000%	\$12,441	2.000%	\$12,690	2.000%	\$12,944
Waste Collection & Hauling	\$208,709	\$212,883	2.000%	\$217,141	2.000%	\$221,484	2.000%	\$225,913
Transfer Sites	\$250,683	\$255,697	2.000%	\$260,811	2.000%	\$266,026	2.000%	\$271,346
Transfers to (from) reserves	\$0	\$255,000		\$45,000		\$45,000		\$45,000
Contribution to Capital	\$0	\$465,490		\$50,985		\$0		\$0
Net Costs for Taxation Purpose	\$694,494	\$916,559	31.98%	\$816,177	-10.95%	\$784,593	-3.87%	\$795,688

Smoky Lake County
2020-2024 Financial Plan

Family and Community Support Services (FCSS) supports the Family School Liaison Worker (FSLW) Program by allocating the provincial grant to it. Aspen View Public Schools Division oversees the FSLW program. Smoky Lake County is required to contribute municipal funds equal to 25% of the grant to the FCSS program. Council has chosen to use these funds to provide local groups and organizations with financial assistance when providing FCSS programs. Details can be found in Policy 08-17 FCSS Grants.

FAMILY AND COMMUNITY SOCIAL SERVICES (FCSS)	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Family School Liason	\$93,308	\$93,308	0.000%	\$93,308	0.000%	\$93,308	0.000%	\$93,308
Provincial Grant	\$93,308	\$93,308		\$93,308		\$93,308		\$93,308
FCSS Grants	\$23,327	\$23,327	0.000%	\$23,327	0.000%	\$23,327	0.000%	\$23,327
Net Costs for Taxation Purpose	\$23,327	\$23,327		\$23,327		\$23,327		\$23,327

Planning Services provides building & development permits, compliance certificates, etc. Changes in the Alberta Municipal Government Act require Inter-municipal Development plans and Inter-municipal Collaboration Frameworks with all neighboring municipalities. These projects, along with Area Structure Plans are accomplished by contracting consultants.



PLANNING SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Planning Administration	\$278,621	\$283,965	1.918%	\$289,646	2.001%	\$295,438	2.000%	\$301,348
Plans and Bylaw Revisions	\$23,000	\$23,000	0.000%	\$23,460	2.000%	\$23,929	2.000%	\$24,408
Appeal Board	\$5,500	\$5,500	0.000%	\$5,610	2.000%	\$5,722	2.000%	\$5,837
Transfers to (from) reserves	\$0	\$0		\$0		\$0		\$0
Contribution to Capital	\$0	\$0		\$0		\$0		\$0
Net Costs for Taxation Purpose	\$307,121	\$312,465	1.740%	\$318,716	2.001%	\$325,090	2.000%	\$331,592

Smoky Lake County
2020-2024 Financial Plan



Agriculture Service Board provides pest control, weed inspection/spraying, and roadside mowing. The department contributes to the Lakeland Agricultural Research Association (LARA) annually.

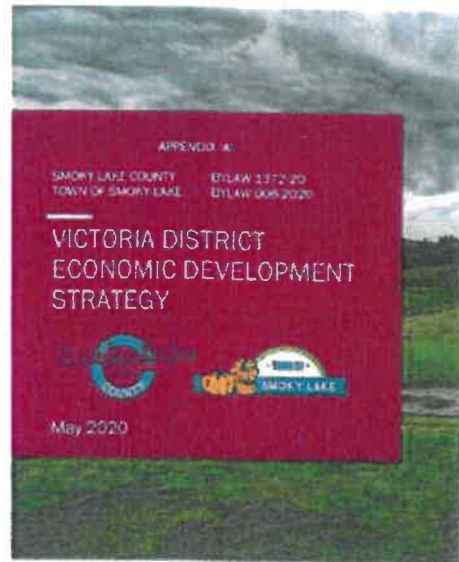
- ✓ In 2020 the mower and will be replaced.
- ✓ In 2023 a mower, trailer, and tractor are scheduled for replacement.

AGRICULTURAL SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Administration	\$511,829	\$522,031	1.993%	\$532,471	2.000%	\$543,117	1.999%	\$553,980
Grant	\$180,000	\$183,359	1.866%	\$183,359	0.000%	\$183,359	0.000%	\$183,359
Mowing	\$89,758	\$91,553	2.000%	\$93,384	2.000%	\$95,252	2.000%	\$97,157
Weed Control	\$166,258	\$169,583	2.000%	\$172,975	2.000%	\$176,434	2.000%	\$179,963
Beaver Control	\$57,831	\$58,988	2.000%	\$60,167	2.000%	\$61,371	2.000%	\$62,598
Gopher Control	\$504	\$514	2.000%	\$524	2.000%	\$535	2.000%	\$546
Council Costs	\$15,800	\$16,116	2.000%	\$16,438	2.000%	\$16,767	2.000%	\$17,102
Contribution to Capital	\$80,000	\$0		\$0		\$162,137		\$0
Net Costs for Taxation Purpose	\$741,980	\$675,426	-8.970%	\$692,601	2.543%	\$872,254	25.939%	\$727,987

Economic Development Services are provided inter-municipally through the Regional Community Development Committee (RCDC). The current funding formula for the committee requires 65% from Smoky Lake County. The financial plan is based on this agreement. Doctor Recruitment and Retention is also funded jointly.

In the strategic plan, Smoky Lake County prioritized economic development. An Economic Development Strategy focused on leveraging existing heritage assets within the Victoria District has been developed. Bylaw 1370-20: Victoria District Economic Development Strategy was passed in June 2020. The plan objectives were established to:

1. Arrest the declining population to protect municipal core services including hospitals and schools.
2. See property values gradually return to a positive-growth pattern.
3. Reduce the unemployment.
4. Facilitate career opportunities for young people so they do not have to leave the area.
5. Ensure wealth generation is shared around the region.
6. Contribute to the preservation of heritage values of both the Victoria District and the wider region.



Council has approved funding to proceed with an implementation plan with the Town of Smoky Lake. These funds (\$123,500) have been included in the budget along with a small amount for future years. As public consultation continues over the next several months, decisions will be made regarding how the plan will be implemented and what the costs will be, and how they will affect the budget from 2021-2024.

ECONOMIC DEVELOPMENT	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
County Development/Tourism	\$6,500	\$6,630	2.000%	\$6,763	2.000%	\$6,898	2.000%	\$7,036
Regional Economic Development	\$70,304	\$71,700	1.986%	\$73,132	1.997%	\$74,594	1.999%	\$76,087
Dr Recruitment/Retention	\$75,640	\$17,153	-77.323%	\$17,496	2.000%	\$17,846	2.000%	\$18,203
Smoky Lake Foundation	\$1,000	\$1,020	2.000%	\$1,040	2.000%	\$1,061	2.000%	\$1,082
Victoria District Economic Development	\$123,500	\$0		\$0		\$0		\$0
Transfers to (from) reserves								
Net Costs for Taxation Purpose	\$276,944	\$96,503	-65.154%	\$98,431	1.998%	\$100,399	1.999%	\$102,408

Smoky Lake County
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Recreation and Cultural Services include the maintenance of all county owned parks and campgrounds. The operations of the campgrounds are contracted out. This department also includes grants to the Agricultural Societies, maintenance of the Iron Horse Trail and costs of the Heritage Board

RECREATION & CULTURAL SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
General	\$255,169	\$261,396	2.440%	\$267,142	2.198%	\$273,955	2.551%	\$279,435
Recreation Trail	\$2,500	\$2,550	2.000%	\$2,601	2.000%	\$2,653	2.000%	\$2,706
Hanmore/Island Lake	\$34,500	\$35,190	2.000%	\$35,894	2.000%	\$36,612	2.000%	\$37,344
Heritage Board	\$30,000	\$30,600	2.000%	\$31,212	2.000%	\$31,836	2.000%	\$32,473
Agricultural Societies	\$95,000	\$95,000	0.000%	\$95,000	0.000%	\$95,000	0.000%	\$95,000
MSI Grant	\$95,000	\$95,000		\$95,000		\$95,000		\$95,000
Northern Lights Library System	\$25,750	\$26,265	2.000%	\$26,790	2.000%	\$27,326	2.000%	\$27,873
Transfers to (from) reserves	\$20,000	\$0		\$0		\$0		\$150,000
Contribution to Capital	\$58,000	\$84,849		\$47,010		\$6,500		\$364,250
Net Costs for Taxation Purpose	\$316,919	\$370,470	16.897%	\$338,861	-8.532%	\$305,659	-9.798%	\$519,393

- ✓ \$38,000 has been budgeted to finish two river boat launches.
- ✓ \$20,000 has been budgeted to fix erosion problems at Mons Lake.
- ✓ Each year from 2021 – 2024, \$6,500 will be spent on the installation of bear proof garbage bins in the campgrounds and parks.
- ✓ A pier will be replaced in 2022 (the location to be determined).
- ✓ Trailers will be replaced in 2021 and 2022.
- ✓ If we are able to secure grant funding, a playground replacement is scheduled for 2021.
- ✓ One mower will be replaced in 2021 and 2022.
- ✓ \$25,000 has been budgeted for trees along the trail in Warspite in 2021.



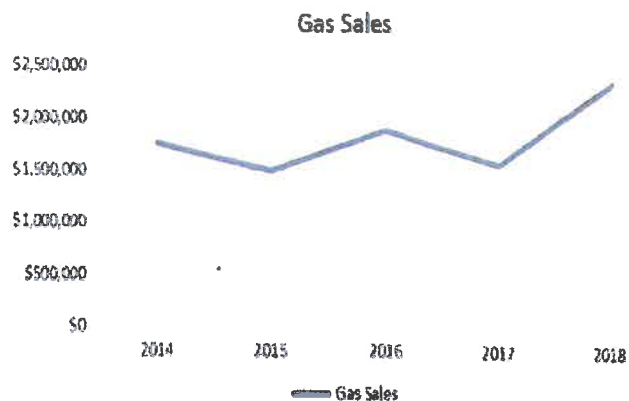
Smoky Lake County
2020-2024 Financial Plan

Natural Gas Services distribute natural gas to County and Vilna Residents. The department also supplies odorant and compressed natural gas to other gas co-ops. The Gas department operates financially independent of Smoky Lake County.

NATURAL GAS	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Bulk Odorant	-\$55,828	-\$56,945	2.000%	-\$58,083	2.000%	-\$59,245	2.000%	-\$60,430
CNG Trailer	-\$27,900	-\$28,458	2.000%	-\$29,027	2.000%	-\$29,608	2.000%	-\$30,200
Gross Margin - Sales less gas purchase	-\$1,223,778	-\$1,243,414	1.605%	-\$1,231,838	-0.931%	-\$1,220,659	-0.908%	-\$1,131,503
Legislative	\$9,000	\$9,180	2.000%	\$9,364	2.000%	\$9,551	2.000%	\$9,742
Administration	\$440,468	\$449,277	2.000%	\$458,263	2.000%	\$467,428	2.000%	\$476,777
Distribution- Operating & Maintenance	\$606,038	\$618,159	2.000%	\$630,522	2.000%	\$643,132	2.000%	\$655,995
Capital Assets	\$ 122,000.00	\$ 272,200.00		\$ 100,800.00		\$ 209,400.00		\$ 79,619.00
Reserve Transfers - System Capital	\$ 130,000.00	-\$ 20,000.00		\$ 120,000.00		-\$ 20,000.00		\$ 120,000.00
Total Natural Gas	\$0	-\$0	11.605%	\$0	9.069%	\$0	9.092%	-\$0

- ✓ Every year \$50,000 is budgeted for major line repairs. If the funds are not needed, they are transferred to reserves.
- ✓ Communication modems for the RMO (Regulating, Metering and Odorizing) stations will be upgraded in 2020, 2021, and 2022.
- ✓ A truck will be replaced each year beginning 2020
- ✓ In 2021 we will build a shed to protect pipe and other gas line supplies.
- ✓ Starting in 2019, we have established a plan to update the RMO stations. In 2020 we will put \$70,000 into reserves then the next year, we will replace the RMO station. This will take place until all stations are upgraded.
- ✓ A truck is scheduled for replacement each of the five years.

Gas sales are predicted using an average of the past 5 years volumes and an estimated minimal price change. Surpluses are added to reserves and deficits are covered by reserves. Average sales have stabilized at around \$2,000,000. This is because the price of natural gas has been consistently lower.



APPENDICES

Appendix 1: Policy 08-11 Budget Development

SMOKY LAKE COUNTY



Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 1 of 3
Legislation Reference:	<i>Municipal Government Act, Sections 242 – 246.</i>	
Purpose:	To provide an efficient and effective process for the development of the annual Total Function Budget and Five Year Financial Plan.	
Policy Statement and Guidelines:		
<p>1. STATEMENT OF INTENT:</p> <p>1.1 The Budget Development Policy provides a guideline for the activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital purchases. This policy along with Policy 08-30-01 Financial Management Policy provide for a consistent approach to the financial planning of Smoky Lake County.</p> <p>2. RESPONSIBILITIES:</p> <p>2.1 <u>Council</u> is responsible for the following:</p> <p>2.1.1 Providing Administration, in August each year, with direction as to its expectation for:</p> <ul style="list-style-type: none"> • The municipal tax rate • Percent increase (or decrease) for the next year in function or capital expenditures that are acceptable • Expected changes to service levels • Priorities in the Road Plan <p>2.1.2 Scheduling adequate meeting time to review budget documents using the following as a guideline.</p> <ul style="list-style-type: none"> • Directional Meeting – August • Capital Asset Meeting – October • Five-year Road Plan – October • Natural Gas – November • Complete Total Function Budget draft – November/December • Tax Rate Meeting(s) – April/May <p>2.1.3 Interim Budget Approval upon the incorporation of changes and modifications requested by council (target date: December 31)</p> <p>2.1.4 Final Budget Ratification upon the incorporation of further changes and modifications as a result of meetings setting the tax rate (target date: April 30)</p> <p>2.1.5 Five Year Financial Plan Ratification based on updated information (target date: July 31)</p>		

Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 2 of 3

Policy Statement and Guidelines:

2.2 **Administration** (led by the Finance Manager) is responsible for: ensuring that the Annual Budget and Five Year Financial Plans meet legislation requirements and follow industry best practices through the following activities.

2.2.1 Management Review of Department Budgets(to be complete by October 15):

- Based on the guidelines established by Council, each function group will prepare a draft five year Function Budget which contains the following items: Five Year Operating Budget, Ten-Year Capital Asset Plan, Road Plan, and other Project Plans as required.
- The Chief Administrative Officer will meet with each of the function groups to discuss their requests and needs and make appropriate changes where necessary.
- Budgets will be based on factors such as assessment growth, union collection agreement, provincial funding, and council direction.

2.2.2 Year 1 Budget Summary (to be complete by October 31): The Finance Manager will compile all the individual documents into a summary that Should contain the following:

- Summary of the budget guidelines adopted by Council for the proposed year.
- Summary of Administration's proposed budget items:
 - a. Wages and benefits % and \$ change
 - b. Estimated assessment % and \$ change
 - c. General % factor used for utilities or typical expenditures
 - d. Major dollar changes for "special" or known issues (e.g., insurance / debentures)
 - e. Proposed staffing changes and the corresponding wage and benefits, etc. costs
 - f. New reserves or recommended changes to existing reserves
 - g. The amount of engineering and project costs budgeted for projects that are pre-designed and will be completed in subsequent year(s)
 - h. Identified major increases or decreases for each function
 - i. Projected grant funding
 - j. Any other items that would provide Council with information to make its decision making more effective and efficient

Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 3 of 3

Policy Statement and Guidelines:	
<p>2.2.3 Year 1 Budget Compilation (to be complete by October 31) Administration to compile all the individual documents into the following budget documents:</p> <ul style="list-style-type: none"> • Revenue and expenditures by function • Ten Year Capital Replacement Plan • Road Plan • Summary of Reserve Balances • Any projects carry forwards (if known at this time) • Supporting charts or graphs for information that will prove beneficial for budget review • Where appropriate, information will be provided that shows previous year information, available current year information and percentage increases or decreases from one year to next. • Administration will incorporate and track all changes / modifications resulting from Budget meetings with Council. <p>2.2.4 Five Year Financial Plan (to be complete by July 15) The Finance Manager will compile all approved budget documents, along with Projections for years 2 to 5 into a Five Year Financial Plan. The Financial plan should identify upcoming changes, opportunities, and Challenges</p> <p>2.2.5 Ensure that the budget is adhered to by reviewing actual expenditures as compared to budget.</p> <p>2.2.6 Provide council with the Budget at a Glance Report monthly and point out any major budget variances.</p>	

	Date	Resolution Number
Approved	September 21, 2006	# 690-06 - Page # 8209
Amended	August 30, 2018	# 848-18 - Page # 13229
Amended		

Smoky Lake County
2020-2024 Financial Plan

Appendix 2: Revised Capital Budget

Smoky Lake County 2020 Capital Budget						
Dept	Item #	Budget 2020	Budget 2021	Budget 2022	Budget 2023	Budget 2024
ADMIN	ADMIN BUILDING RESERVE	1	31,550	35,000	50,000	50,000
ADMIN	NUISANCE GROUND	2	200,000			
ADMIN	BUILDING REPAIRS*		54,000	743,800	1,505,600	180,700
ADMIN	AERIAL PHOTO RESERVE	3	0	5,000	5,000	5,000
ADMIN	HERITAGE SIGNS	4	15,000	15,000	15,000	15,000
	CONTRIBUTION TO HAK SCHOOL BUILD		360,000			
PS	FIRE EQUIPMENT REPLACEMENT RESERVE	5	5,000	10,000	10,000	10,000
PS	FIRE TRUCK RESERVE	6	70,500	125,000	125,000	125,000
PS	FIRE EQUIPMENT STORAGE SHOP RESERVE	7	12,300	25,000	25,000	25,000
PS	AIR BOTTLE REPLACEMENT RESERVE		25,000	25,000	25,000	25,000
PS	AIR BOTTLE REPLACEMENT	8	40,000			
PS	REPLACE 403 WASK FIRE TRUCK	77			420,160	
PS	REPLACE 407 SMOKY LAKE RESCUE TRUCK	81			204,000	
PS	REPLACE 445 SMOKY LAKE WATER TRUCK	82			128,780	
PS	REPLACE 415 TRUCK	8	70,000			
PS	REPLACE 222 TRUCK (TD)	20		70,700		
PS	REPLACE 221 ATV FOR BYLAW	83			19,890	
PW	SHOP FENCE	11	10,000			
PW	REPLACE TRUCK 101	90		60,100		61,850
PW	REPLACE TRUCK 108	78			65,112	
PW	REPLACE TRUCK 106 SKID STEER CREW TRUCK	84		61,285		
PW	REPLACE TRUCK 126					64,000
PW	REPLACE TRUCK 107	81		61,000		
PW	DUMP TRAILER/BOX FOR 107	85		23,000		
PW	REPLACE TRUCK 108 FLOW TRUCK	80		80,000		
PW	REPLACE SNOW PLOW 188 (for 108)	87		18,454		
PW	REPLACE TRUCK 110 MECHANIC SERVICE TRUCK	88			61,285	
PW	REPLACE 111					83,000
PW	REPLACE 114 STREET SWEEPER (JOINT)	76			124,800	
PW	REPLACE TRUCK 113 CREW TRUCK	80		61,800		
PW	REPLACE TRUCK 118 CREW TRUCK	86		61,285		
PW	REPLACE CREW TRUCK 117	89			61,880	
PW	REPLACE TRUCK 118 with used	18	35,000			
PW	REPLACE TRUCK 119	81			61,880	
PW	REPLACE TRUCK 122 CREW TRUCK	82			61,880	
PW	REPLACE TRUCK 123 CREW TRUCK	73	40,000			
PW	REPLACE TRUCK 141 DUMP TRUCK	87		189,850		
PW	REPLACE 163 OIL TRUCK	88		169,600		
PW	REPLACE 170 TRUCK BOX	16	22,000			
PW	REPLACE 170 TRUCK	17				170,000
PW	REPLACE 180 TRUCK	83		195,840		
PW	REPLACE OIL TANKER 183	80			101,764	
PW	REPLACE 188 FIFTH WHEEL TRUCK	84			199,680	
PW	REPLACE 190 DUMP TRUCK SANDER/PLOW	87		300,000		
PW	REPLACE 180A PLOW	85		100,000		
PW	REPLACE 187 TRUCK	87		185,840		
	GRADER RESERVE		87,500			
PW	GRADER REPLACEMENT	19	0	580,000	685,000	590,000
PW	REPLACE 223 FLOW TRUCK	41		15,300		
PW	REPLACE 196 GRAVEL TRAILER	43		63,000		
PW	REPLACE TRUCK 210	88			113,888	
PW	REPLACE EXCAVATOR 627	71		465,430		
PW	REPAIR 601 DOZER - replace	11	12,500	100,000	100,000	100,000
PW	REPLACE 604 SKID STEER	72		85,000		
PW	REPLACE 626 VOVOLO PACKER	73			48,800	
PW	REPLACE 638 CAT COMPACTOR	80			187,200	
PW	REPLACE 136 TRAILER	87			38,400	
PW	REPLACE 108 PRESSURE WASHER	85			15,600	
PW	REPLACE 653 CAT RECLAIMER	80			620,000	
PW	REPLACE 622 BACKHOE LOADER	83				131,250
PW	WHEELY PACKER - replaced	77		31,000	30,000	30,000
PW	SHOP FLOORING	18	20,000			
PW	SHOP ROOF	18	16,500			
W	REPLACE TRUCK 226	20		50,000		
W	REPLACE TRUCK 227	45		50,482		
W	REPLACE TRUCK 227	74			50,985	
WASTE	REPLACE TRUCK 112 GARBAGE TRUCK	21		300,000		
WASTE	GARBAGE TRUCK RESERVE TRANSFER			45,000	45,000	45,000
WASTE	WASTE BIN			5,000	5,000	
AG	REPLACE MOWER/SPRAYER/CUTTER	82	80,000			
AG	REPLACE 484 TRAILER	81			18,137	
AG	REPLACE 495 JOHN DEER TRACTOR	82			150,000	
P&R	REPLACE 726	10				37,750
P&R	SHOWER HOUSE	100				300,000 ** try to get 50% grant
P&R	PIER				12,000	
P&R	TRAILER	40		11,000	11,000	
P&R	PLAYGROUND	47		65,000		
P&R	BEAR PROOF GARBAGE BINS	89	0	6,500	6,500	6,500
P&R	WARSPITE TREES			25,000		
P&R	MONS LAKE RETAINING WALL/BEACH		20,000			
P&R	REPLACE MOWER	46		17,340	17,510	
P&R	WARSPITE EMERGENCY BOAT LAUNCH		13,000			
P&R	PAKAM EMERGENCY BOAT LAUNCH CONCRETE		25,000			
MUNICIPAL CAPITAL			843,550	3,821,320	4,667,250	3,272,463
GAS	INFRASTRUCTURE LINE REPLACEMENT	94	50,000	80,000	50,000	50,000
GAS	RMO STATION REPLACEMENT PLAN RESERVE		70,000		70,000	70,000
GAS	RMO STATION REPLACEMENT PLAN			140,000		140,000
GAS	MAPPING UNIT				10,000	
GAS	MODEMS FOR RMO	85	22,000	22,000	22,500	
GAS	POLESHD FOR PIPE	88		42,000		
GAS	REPLACE TRUCK		50,000	61,200	61,800	62,400
GAS	REPLACE 233 TRAILER					63,000 * from reserve
GAS	REFURBISH TRUCK BOX			7,000	7,000	7,000
GAS	CARRY OVER RMO STATION PROJECT		50,000			
GAS	CAPITAL		249,000	322,200	220,800	260,400
TOTAL CAPITAL			1,092,550	4,142,620	4,928,050	3,532,863

Appendix 3: Policy 03-18 Three-Year Road Plan

SMOKY LAKE COUNTY

Title: Three-Year Road Plan		Policy No.: 18-15
Section: 03	Code: P-I	Page No.: 1 of 37 E

Legislation Reference:	<i>Municipal Government Act.</i>
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Purpose:	The intent of the three-year road plans is to identify and prioritize required roadway improvements on a long-term basis.
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Policy Statement and Guidelines:

GUIDELINES

1. The three-year road plan conforms with the objectives and criteria outlined, *as per Policy 03-15: Road Policy and Policy 03M-04: Road Project Profile.*
2. The plan is limited to the identification of specific annual projects for a future period of three-years based on anticipated revenue and/or other budget and capacity limitation.
3. The three-year plan are subject to an annual review and update.

ROAD PLANS: REVIEW AND UPDATE PROCESS

1. The Three-Year Road Plan will be reviewed, updated and accepted by Council *as per Policy 08-11: Budget Development* process during October and November of each year.
2. The review process will include past year's projects.
3. The development and approval of a "new" Three-Year Plan will primarily include:
 - uncompleted projects from the previous year, plus projects previously identified in plan.
 - projects for coming year (previously identified in the plan).
 - plus new proposed projects for third year.
4. The planned order of year-one construction projects will be determined every year with the setting of the Transportation Budget: Three-Year Road Plan, *as per Policy 03-15: Road Policy.*
5. Once the annual plan and construction schedule have been approved, additions or deletions of specific projects require approval by resolution of Council. Normally, changes to the above should be considered on the basis of persistent weather problems, major equipment problems or financial considerations only. Progress on the planned order of construction will be reported to Council by Public Works monthly.

Smoky Lake County
2020-2024 Financial Plan

Title: Three-Year Road Plan	Policy No.: 18-15
Section: 03	Page No.: 2 of 37 E

	Date	Resolution Number
Approved	December 7, 2005	# 148-05 - Page # 8062
Amended	January 18, 2007	# 178-07 - Page # 8272
Amended	November 13, 2007	# 092-07 - Page # 8543
Amended	January 10, 2008	# 168-08 - Page # 8571
Amended	February 23, 2009	# 303-09 - Page # 8904
Amended	January 26, 2010	# 342-10 - Page # 9256
Amended	January 5, 2011	# 234-11 - Page # 9595
Amended	December 8, 2011	# 164-11 - Page # 9909
Amended	December 20, 2012	# 267-12 - Page #10377
Amended	December 20, 2013	# 161-13 - Page #10979
Amended	January 13, 2015	# 283-15 - Page #11538
Amended	December 17, 2015	# 250-15 - Page #12026
Amended	October 20, 2016	#1125-16 - Page #12409
Amended	December 14, 2018	# 251-18 - Page #13429
Amended	November 29, 2019	# 135-19 - Page #13874

Smoky Lake County
2020-2024 Financial Plan

Section 3

Completed up to November 29, 2019

Policy 15-14



2019 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Start	Estimate Costs	Actual Cost	Funding
RR 152 between Twp 584- Twp 584A	P1912	1	0.5 miles		\$ 65,000.00	12,066.29	MSI/MO
Twp 594 between RR 174- RR 174A	P1814	1	0.5 miles	Moved to 2021	\$ 65,000.00		MSI/MO
Twp 594 between RR 174A- RR 175	P1815	1	0.5 miles	Moved to 2021	\$ 65,000.00		MSI/MO
Victoria Trail E of RR 172	P1913	1.5	0.56 miles		\$ 60,000.00	49,919.35	MSI/MO
Bridge Closures Surfacing - 10 Bridges	BCM19			Moved to 2020	\$ 17,895.00		MO
		4.5			Total \$ 272,895.00	\$ 62,015.64	

FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length	Start	Estimate Costs	Actual Cost	Funding
							MSI/MO
					Total \$	\$	

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Start	Estimate Costs	Actual Cost	Funding
RR 150 between Twp 603- Twp 611A	MG1911	6.5	4.25 miles	Moved to 2021	\$ 127,500.00		MSI/MO
RR 144 between Twp 585- Hwy 652	MG1912	5	5.0 miles		\$ 75,000.00	61,434.83	MSI/MO
Twp 606 between RR 152- RR 151	MG1924	2	1.0 miles		\$ 25,000.00	9,096.45	MSI/MO
Twp 602 between RR 174- RR 174A	MG1814	1	0.5 miles		\$ 12,500.00	8,989.77	MSI/MO
RR 152 between Twp 601A- Twp 603A	MG1914	3	2.0 miles		\$ 44,000.00	13,817.23	MSI/MO
Twp 594 between RR 175- RR 180	MG1915	2	1.0 miles		\$ 25,000.00	14,981.35	MSI/MO
Twp 612 between RR 174A- RR 180	MG1835	2	1.5 miles		\$ 33,000.00	25,827.88	MSI/MO
RR 180 between Twp 612A- Twp 614	MG1845	3	1.5 miles		\$ 32,000.00	26,928.16	MSI/MO
RR 164 between Hwy 28- Twp 584	MG1723	8.5	5.5 miles		\$ 123,750.00	63,378.55	MSI/MO
RR 185 between Twp 594- Twp 602	MG2011	6.5	4.0 miles		\$ 88,000.00	78,116.43	MSI/MO
Twp 602 between Hwy 831- RR 195	MG1923	2	1.0 miles		\$ 15,000.00	8,768.83	MSI/MO
Cemeteries MG90 (22 locations)	MGCEM	4			\$ 39,350.00	15,887.17	MSI/MO
		48.5			Total \$ 641,100.00	\$ 255,368.78	

CONSTRUCTION							
Project Name	Code	# Days	Length	Start	Estimate Costs	Actual Cost	Funding
RR 175 between Twp 595- Twp 595A	C1915	6	0.25 miles		\$ 40,000.00	51,591.70	MSI/MO
Twp 584 between RR 151- RR 151A	C1912	4	0.25 miles		\$ 25,000.00	17,508.93	MSI/MO
		10			Total \$ 65,000.00	\$ 69,100.63	

CONTRIBUTION TO CAPITAL RESERVE							
					Estimate Costs	Actual Cost	Funding
Transfer for Future Road Projects					\$ 182,105.00		MO

GRAVELLING								
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding	
144.0	PW45	43	7,391.0	\$ 155,211.00	7,556.73	\$ 764,991.32	RTG	
218.5	PW46	76.5	12,368.0	\$ 284,464.00	11,283.34	\$ 257,674.62	RTG	
158.5	PW47	43	6,770.0	\$ 94,780.00	4,170.82	\$ 86,391.48	RTG	
167.0	PW48	51	8,002.5	\$ 120,057.50	6,826.20	\$ 101,393.80	RTG	
212.0	PW49	60	9,484.0	\$ 142,260.00	9,759.94	\$ 131,399.10	RTG	
500.0 miles		274.5 miles	44,015.0	\$ 796,752.50	40,817.62	\$ 742,851.62		
Contingency:			5,000.0	\$ 80,000.00	2,882.79	\$ 80,480.22		
Total			49,015.0	\$ 886,752.50	43,699.91	\$ 793,381.74		
Road Expense PW90:						8,734.10	\$ 162,764.37	Unassigned - Capital projects

Three Year Road Plan: Year 2016-2021



2020 Road Projects Information

Calculation of 2020 year: Project(s) Workdays:

Project days: May to Mid-October 2020

5.5 months x 20 days = 110 days

Less 20 days: weather

and 20 days: moves/breakdowns, dust controls/road repairs

Equals 70 days

Maintenance Gravel:

46,367.5 tonnes to be distributed among all divisions

5,000.0 tonnes: Contingency Gravel

Grants Available for 2020:

☞	Base Municipal Transportation Grant	=	\$ 457,250.00
☞	Municipal Sustainability Initiative	=	\$ 964,000.00
☞	Federal Gas Tax	=	\$ 130,000.00

2020 Gravelling Projects Information

Road Categories	Description	Code	Rate of material/tonne	Yards	# of Years
Exceptional	Extreme traffic and heavy loads	E1	107	100	annual
Category #1	Paved, oiled and base stabilized roads	C1	—	—	—
Category #2	High usage arterial and feeder gravel roads	C2	897	100	2
Category #3	Moderate usage collector gravel roads with through traffic and serving several residents	C3	196	115	3
Category #4	Local work and dead-end roads	C4	125	100	1

Gravelling - Smoky Lake County

Miles per Category	Code	Recommended Miles	Recommended Gravel	Estimate Costs	Actual Cost
19.0	E1	11.5	2,150.5	44,319.00	
107.0	C1				
153.5	C2	77.5	14,492.5	272,178.50	
600.5	C3	104.5	26,662.0	446,238.00	
126.0	C4	32.5	4,062.5	77,062.50	
Total miles = 906	Total	236.0	46,367.50	639,798.00	

Section 3

Policy 10.14



2020 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length/ miles	Notes	Estimate Costs	Actual Cost	Funding
Bridge Columns 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	Notes	Estimate Costs	Actual Cost	Funding
Twp 612 between Hwy 855- RR 174	FM2014	2	1.0		\$ 70,500.00		MSI/MO
Total					\$ 70,500.00	\$	

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length/ miles	Notes	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 603- Twp 610	MG1911	5	3.0		\$ 85,000.00		MSI/MO
RR 124 between Twp 601- Twp 603A	MO2001	4	2.5		\$ 69,000.00		MSI/MO
Twp 592 between RR 183- RR 182A	MG2013	1	0.5		\$ 10,000.00		MSI/MO
RR 180 between Twp 594- Hwy 26	MO1735	2.5	1.5		\$ 33,000.00		MSI/MO
Twp 604 between RR 181- RR 174	MG2015	8	3.0		\$ 75,000.00		MSI/MO
Total					\$ 266,000.00	\$	

CONSTRUCTION							
Project Name	Code	# Days	Length/ miles	Notes	Estimate Costs	Actual Cost	Funding
							MSI/MO MSI/MO
Total					\$	\$	

MG HAUL ROADS - PW57							
Project Name	Code	# Days	Length/ miles	Notes	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165		4	5.5		\$ 121,000.00		Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 172A		3	2.0		\$ 44,000.00		Aggregate Reserve
Total					\$ 165,000.00	\$	

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
184.0	PW45	38.5	6,672.5	\$ 140,143.50			RTG
218.3	PW46	85.5	13,865.0	\$ 218,891.00			RTG
139.5	PW47	41.5	6,675.5	\$ 83,457.00			RTG
167.0	PW48	49.5	7,085.5	\$ 119,782.50			RTG
219.0	PW49	70.0	11,168.0	\$ 167,520.00			RTG
808.0 miles		285.0 miles	46,367.5	\$ 639,798.00			
Contingency			5,000.0	\$ 90,000.00			
Total				\$1,367.5	\$ 929,798.00		
Road Repair PW56							Aggregate Cost of gravel used

Three-Year Road Plan: Year 2019 2022

Smoky Lake County
2020-2024 Financial Plan

Section 3

July 18 14



2021 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length/ miles	Estimate	Estimate Costs	Actual Cost	Funding
Twp 594 between RR 174- RR 174A	P1814	1	0.5	From 2019	\$ 65,000.00		MSI/MO
Twp 594 between RR 174A- RR 175	P1815	1	0.5	From 2019	\$ 65,000.00		MSI/MO
Twp 594 between RR 175- RR 180	P1815	2	1.0		\$ 135,000.00		MSI/MO
		4		Total	\$ 265,000.00	\$	

FERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length/ miles	Estimate	Estimate Costs	Actual Cost	Funding
RR 170 between Twp 606- Twp 601	FM2114	2	1.0		\$ 70,000.00		MSI/MO
RR 170 between Twp 601A- Twp 602	FM2124	1	0.5		\$ 35,000.00		MSI/MO
		3		Total	\$ 105,000.00	\$	

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length/ miles	Estimate	Estimate Costs	Actual Cost	Funding
Twp 592 between RR 145- RR 150	R2112	2	1.0		\$ 22,000.00		MSI/MO
Twp 592 between RR 142- RR 143	R2122	2	1.0		\$ 22,000.00		MSI/MO
RR 124 between Twp 601- Twp 603A	MG2111	4	2.5		\$ 48,000.00		MSI/MO
Twp 606 between RR 140- RR 142	MG2121	3	2.0		\$ 50,000.00		MSI/MO
Twp 602 between RR 135- RR 133	MG2131	3	2.0		\$ 40,000.00		MSI/MO
Twp 596 between RR 174(a)-RR 180(a)	MG2113	2	1.25		\$ 28,000.00		MSI/MO
Twp 595A between RR 171- Hwy 28	MG2114	2.5	2.25		\$ 50,000.00		MSI/MO
Twp 602 between Hwy 85- RR 172	MG2124	2	1.0		\$ 20,000.00		MSI/MO
Cemeteries (MG)	NOCEMD1				\$ 40,000.00		MSI/MO
		21.5		Total	\$ 312,000.00	\$	

CONSTRUCTION							
Project Name	Code	# Days	Length/ miles	Estimate	Estimate Costs	Actual Cost	Funding
RR 171 between Twp 590- Twp 592	C1813	25	2.0		\$ 280,000.00		MSI/MO
Twp 590 between RR 150(a)- RR 150A	C2112	7	0.5		\$ 60,000.00		MSI/MO
		32		Total	\$ 340,000.00	\$	

CONTRIBUTION TO CAPITAL RESERVE							
					Estimate Costs	Actual Cost	Funding
Transfer for Future Road Projects					\$ 200,000.00		MO

GRAVELLING							
Miles per Station	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Spent	Actual Cost	Funding
144.0	PW45	41.0	6,851.0	\$ 144,081.00			RTG
218.5	PW46	82.0	13,009.0	\$ 239,207.00			RTG
159.5	PW47	32.5	5,132.0	\$ 71,048.00			RTG
167.0	PW48	37.0	5,818.5	\$ 87,277.50			RTG
219.0	PW49	53.0	8,423.0	\$ 126,345.00			RTG
868.0 miles		245.5	39,243.5	\$ 728,758.50			
Contingency:				\$ 0.00			
Total				44,243.5	\$ 819,788.40		
Road Repair PW50							Unallocated - Cost of Gravel mile

Three Year Road Plan: Year 2019-2021



2022 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Notes	Estimate Costs	Actual Cost	Funding
RR 190 between Twp 603- Twp 604	P2211	2	1.0		\$ 135,000.00		MSI/MO
Twp 590 between RR 174(a)- RR 180(a)	P1813	2	1.25		\$ 150,000.00		MSI/MO
		4			Total \$ 285,000.00	\$	

FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length	Notes	Estimate Costs	Actual Cost	Funding
							MSI/MO
					Total	\$	

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Notes	Estimate Costs	Actual Cost	Funding
RR 155 between Twp 601A- Twp 610	R2614	6	4.5		\$ 103,000.00		MSI/MO
Twp 594 between RR 194A- RR 200	R1425	2.5	1.5		\$ 35,000.00		MSI/MO
RR 191 between Twp 602- Twp 604	R1525	3	2.0		\$ 45,000.00		MSI/MO
Twp 602 between RR 195- RR 200	R2215	1.5	1.0		\$ 22,000.00		MSI/MO
Twp 620 between RR 134- RR 140	MG2211	3	2.0		\$ 50,000.00		MSI/MO
RR 144 between Twp 585- Hwy 652	MG2212	7	5.0		\$ 70,000.00		MSI/MO
Twp 592 between RR 183- RR 182A	MG2213	1	0.5		\$ 10,000.00		MSI/MO
Twp 592 between RR 171- RR 172	MG2223	2	1.0		\$ 25,000.00		MSI/MO
Twp 590 between Hwy 855- RR 170	MG2233	5	3.25		\$ 60,000.00		MSI/MO
Twp 600 between RR 181- RR 182	MG2215	2	1.0		\$ 25,000.00		MSI/MO
		33			Total \$ 445,000.00	\$	

CONSTRUCTION							
Project Name	Code	# Days	Length	Notes	Estimate Costs	Actual Cost	Funding
Twp 583A between RR 130- RR 131	C2212	6	0.5		\$ 60,000.00		MSI/MO
Twp 590 between RR 154(a)- RR 154A	C2222	4	0.25		\$ 15,000.00		MSI/MO
RR 200 between Twp 592- Twp 593	C1715	12	1.0		\$ 130,000.00		MSI/MO
Twp 592 between RR 200- RR 195A	C2215	6	0.5		\$ 50,000.00		MSI/MO
		28			Total \$ 255,000.00	\$	

CONTRIBUTION TO CAPITAL RESERVE							
					Estimate Costs	Actual Cost	Funding
Transfer for Future Road Projects					\$ 200,000.00		MO

GRAVELLING							
Miles per Section	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	44.5	7,422.5	\$ 155,872.50			RTG
218.3	PW46	78.5	12,835.0	\$ 295,105.00			RTG
128.5	PW47	46.5	7,455.5	\$ 184,177.00			RTG
167.0	PW48	58.0	9,218.5	\$ 198,277.50			RTG
219.0	PW49	64.0	10,332.0	\$ 153,480.00			RTG
985.0 miles		291.5	47,163.5	\$ 847,212.00			
Contingency			5,000.0	\$ 90,000.00			
Total			62,163.5	\$ 937,212.00			
Road Repair PW46							Labour - Cost of gravel only



Backgrounder Sheet for Council Information

DATE

September 10, 2020

4.1

SUBJECT

Smoky Lake County Administration Building Assessment

Discussion Topic

BACKGROUND

DEFINE THE TOPIC

Key Information
Key summary of existing information to understand the nature of the topic.

The administration building houses key staff and services for Smoky Lake County. The building was originally the hospital and was built in 1963. Smoky Lake County purchased the building in 1988. The Administration building is a critical asset that facilitates the execution of Smoky Lake County priorities.

The Strategic Plan identifies infrastructure as a key focus area. One strategic Priority is *“The County ensures its municipal infrastructure meets residents’ expectations for excellence in service delivery and fiscal responsibility.”* (Smoky Lake County, 2018) It is essential that the building is able to fulfill both employees and residents expectation for excellence as well as safety. Providing excellence in service delivery would mean that the building is a safe pleasing location in which all stakeholders can conduct municipal business

The Administrative Building is key to the management of Smoky Lake County. It is where the governance of the municipality takes place and where residents come to access the many services they require. A review was completed to ascertain what risks could prevent the asset from successfully meeting the organization’s needs. The top three risks to the strategic objectives identified are: the size of the building, the age of the building, and the condition of the building.

Building Size (low risk status)

Every room in the building is being used and there is no room to create more workspaces or offices. If there is a need to bring on more staff, additional space will need to be located. In the current economic climate, the County is not growing substantially; however it is highly likely that within the next five to ten years the villages will be amalgamated with the County. It is possible, but less likely that the Town of Smoky Lake will be amalgamated. As these changes take place, there will be a need for more administration and finance staff. This creates the potential of a space shortage.

There is a medium likelihood that the changes will have a large impact on our space needs within the next 10 years. If this should happen, it is possible to rent extra space, set up a work from home program, or add a small building on the land. It has been assigned a low consequence to our strategic objectives.

Building Age (low medium status)

The building is over 50 years old. The age poses two strategic risks; it does not meet safety codes, and components have a higher risk of failure. The assessment identified several code deficiencies and maintenance concerns. If the recommended maintenance and repairs are carried out, the likelihood that we experience the need for unexpected future repairs would be low. The consequences could be but are not necessarily costly so it would be a medium risk.

Background Sheet for Council Information

DATE

September 10, 2020

4.1

SUBJECT

Discussion Topic

2021 Budget Guidelines Smoky Lake County Administration Building Assessment

BACKGROUND

DEFINE THE TOPIC

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Building Condition (high risk status)

Without the recommended structural repairs and maintenance, major components are at risk of failing. The report has recommended some major repairs to the roof need to be done within 5 years. If the repairs are not done, the probability of a structural catastrophe is high. If the roof fails, there could be severe safety and financial consequences such as injury or death; therefore, the consequence rating is high

The list of recommendations with 2018 prices (\$2.3 million) are:

Table 8-1
Summary of Estimated Costs

Work Description	Priority	Estimated Cost
Janitor Room requires 1hr fire separation: Replace existing door with new fire-rated door, frame, and hardware, and apply fire stopping and fire sealant around openings	Immediate	\$3,500
Replace the existing access door in the Boiler Room to the crawlspace with new fire-rated door, frame, and hardware, and apply fire stopping and fire sealant around openings	Immediate	\$3,000
Replace the existing access door to lower Mechanical Room to the crawlspace with new fire-rated door, frame, and hardware, and apply fire stopping and fire sealant around openings	Immediate	\$3,000
Conduct investigation on fire blocks of crawlspace	Immediate	\$2,500
Testing and disposing of expelled masonry insulation and sealing the sources within masonry	Immediate	\$20,000
Repairs to the dislodging blocks on masonry walls	Immediate	\$10,000
Install a backflow preventer to meet CAN/CSA-B64.10 on the domestic water service	Immediate	\$3,500
Provide exhaust for ladies and men's washrooms located in north wing, and Janitor Room located in east wing	Immediate	\$1,500
Utility fuse box replacement*	Immediate	\$4,000
Move items in front of electrical equipment	Immediate	\$500
Repair exterior receptacles, install JB covers, secure EMT	Immediate	\$1,500
Secure wiring in basement crawlspace	Immediate	\$1,000
TOTAL IMMEDIATE PRIORITY ITEMS		\$54,000
Replace entire roof system including downspouts and splash pads and replace any unsuitable sheathing.	High	\$600,000



Work Description	Priority	Estimated Cost
Replace non-vented soffits with perforated prefinished metal soffits	High	\$50,000
Provide and install power door opener for the main entrance door	High	\$2,000
Replace existing wood siding and building paper with new near the main entrance	High	\$15,000
Patch missing exterior wall finishes with new, seal around wall penetrations and cracks on wall surfaces	High	\$2,500
Miscellaneous repairs to masonry walls including dislodged masonry blocks, sealing of cracks, re-pointing of joints as required, and patching of wide crack	High	\$20,000
X-ray the incoming water pipes examining the condition	High	\$1,000
Replacing incoming water pipe to CPVC including excavation and backfill	High	\$15,000
Install grates to missing floor drains	High	\$500
Provide concrete splash pad at storm downspouts	High	\$1,000
Replace heating distribution pumps with new variable flow pumps, total of 2	High	\$15,000
Replace washrooms exhaust fans with new fans, total of 5	High	\$2,500
Replace refrigerant in rooftop air conditioning units with R-410A, total of 5	High	\$5,000
Provide concrete pad for condenser unit on grade	High	\$500
Install UL-555 fire dampers on all duct penetrations of fire-rated walls	High	\$1,500
Replace existing receptacles within 1.5m of sink with GFI receptacle	High	\$1,000
Electrical support for rooftop HVAC unit replacement	High	\$1,500
Upgrade exterior lights to LED (c/w Photo Cell)	High	\$15,000
TOTAL HIGH PRIORITY ITEMS		\$748,800
Replace brick stone walkway with concrete sidewalks	Medium	\$20,000
Miscellaneous crack repairs to concrete sidewalks	Medium	\$2,000
Replace all existing wall finishes and building papers with new including 4" new rigid insulation and air/vapour barrier	Medium	\$500,000

Work Description	Priority	Estimated Cost
Replace all exterior wood doors and frames with new insulated hollow metal doors and frames including hardware	Medium	\$45,000
Replace all exterior windows and frames with new triple glazed windows and frames	Medium	\$120,000
Replace all interior floor finishes with new	Medium	\$270,000
Replace damaged ceiling tiles and plaster ceilings	Medium	\$3,000
Miscellaneous concrete repairs to strip footings	Medium	\$10,000
Concrete apron repairs	Medium	\$10,000
Replace heating terminal elements including baseboard heaters, force flow heaters, unit heaters and heating coils	Medium	\$120,000
Replace rooftop air conditioning units with new high efficiency units, total of 5	Medium	\$80,000
Building Electrical Load Assessment	Medium	\$6,000
Upgrade interior lights to LED	Medium	\$179,500
Upgrade Electrical Distribution Equipment (re-use existing cables)	Medium	\$160,000
TOTAL MEDIUM PRIORITY ITEMS		\$1,505,500

Relevant Observations <i>Note issues or opportunities related to the complexity of the topic.</i>	<ul style="list-style-type: none"> ➤ Life Cycle Costs – The expected life of a building is usually 50 years, therefore this building has exceeded its expected useful life. The repairs recommended, along with ongoing maintenance should provide another 20 to 30 years ➤ In 2018, Associated Engineering estimated the cost of a new building to be approximately \$3.9 million. ➤ Working from home is becoming a more accepted practice. Less building infrastructure is needed to accommodate staff. Management should take into consideration what the future work force needs will be when considering office rehabilitation or relocation. ➤ With building rehabilitations, there is a risk of exposing hazardous materials. There would be additional costs to have this corrected.
Strategic Questions	<p>How can we ensure that Smoky Lake County has a safe adequate building to provide services in and meet community needs over the long term for a manageable cost.</p>
Essential Question	<p>Council will need to resolve these questions:</p> <ol style="list-style-type: none"> 1. Is Building rehabilitation the best alternative? If so should it be done at once or staged based on priority? Should it be funded through debt, taxes, or reserves? 2. Is relocating or building a new building the best alternative? If so how should it be funded?

DETERMINE DESIRED OUTCOMES

Key Result	<p>Answering the above questions will allow us to plan, prepare, and budget appropriately and minimize the risk of responding ad hoc to emergencies.</p>
Desired Benefits of Key Result	<ul style="list-style-type: none"> • Capital Costs can be minimized • Ongoing maintenance costs can be minimized • Funding can be sourced
Prerequisites	<ul style="list-style-type: none"> • Direction will be needed for the 2021 budget
Unintended Outcomes	<ul style="list-style-type: none"> • Changes in regulations • Changes in financial status

RESPONSE OPTIONS

1. **Requesting direction from Council including funding preference.**

CHIEF ADMINISTRATIVE OFFICER



Associated
Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

REPORT

Smoky Lake County

County Office Building Assessment
Smoky Lake, Alberta



December 2018



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REPORT

Executive Summary

Associated Engineering Alberta Ltd. along with Grace Architecture carried out a visual review of the Smoky Lake County Office Building on October 24, 2018 with a focus on identifying deficiencies and Alberta Building Code compliances within architectural, structural, mechanical and electrical systems.

The following deficiencies were noted and ranked in order of priority as follows:

**Table ES-1
Deficiency Ranking Chart**

Rank	Urgency
Immediate Priority	Considered to be a risk to the public's safety, and are considered immediate
High Priority	Within 1 to 5 years
Medium Priority	Within 5 to 10 years
Low Priority	Within 15 to 20 years

Immediate Priority (approximately \$54,000)

- Replace existing door with new fire-rated door, frame, and hardware, and apply fire stopping and fire sealant around room openings.
- Replace the existing access door in the Boiler Room to the crawlspace with new fire-rated door, frame, and hardware, and apply fire stopping and fire sealant around room openings.
- Replace the existing access door to lower Mechanical Room to the crawlspace with new fire-rated door, frame, and hardware, and apply fire stopping and fire sealant around ceiling openings.
- Conduct investigation on fire blocks of crawlspace.
- Test and dispose of expelled masonry insulation and seal the sources within the masonry
- Repair dislodging blocks on masonry walls.
- Install a backflow preventer to meet CAN/CSA-B64.10 on the domestic water service.
- Provide exhaust for ladies and men's washrooms located in north wing, and Janitor Room located in east wing.
- Utility fuse enclosure replacement
- Move items in front of Electrical equipment in boiler room.
- Repair exterior receptacles, install junction box covers, secure electrical heat trace at downspout.
- Secure wiring in basement crawlspace.

High Priority (approximately \$748,800)

- Replace entire roof system including downspouts and splash pads and replace any unsuitable sheathing.
- Replace non-vented soffits with perforated prefinished metal soffits.
- Provide and install power door opener for the main entrance door.
- Replace existing wood siding and building paper with new on the wall near the main entrance.
- Patch damaged exterior wall finishes with new, seal around wall penetrations and cracks on wall surfaces.
- Miscellaneous repairs to masonry walls including sealing of cracks, re-pointing of joints as required, and patching of wide crack.
- X-ray the incoming water pipes to examine the condition. If required replacing incoming water pipe to CPVC including excavation and backfill.
- Install grates to missing floor drains.
- Replace heating distribution pumps with new variable flow pumps, total of 2.
- Replace washrooms exhaust fans with new fans, total of 5.
- Replace refrigerant in rooftop air conditioning units with R-410A, total of 5.
- Provide concrete pad for condenser unit on grade.
- Install UL-555 fire dampers on all duct penetrations of fire-rated walls.
- Replace existing receptacles within 1.5m of sink with GFI receptacle.
- Electrical support for rooftop HVAC unit replacement.
- Upgrade exterior lights to LED (c/w Photo Cell).

Medium Priority (approximately \$1,505,500)

- Replace brick stone walkway with concrete sidewalks.
- Miscellaneous crack repairs to concrete sidewalks.
- Replace all existing wall finishes and building papers with new including 4" new rigid insulation and air/vapour barrier.
- Replace all exterior wood doors and frames with new insulated hollow metal doors and frames including hardware.
- Replace all exterior windows and frames with new triple glazed windows and frames.
- Replace all interior floor finishes with new.
- Replace damaged ceiling tiles and plaster ceilings.
- Miscellaneous concrete repairs to strip footings.
- Concrete apron repairs.
- Replace heating terminal elements including baseboard heaters, force flow heaters, unit heaters and heating coils.
- Replace rooftop air conditioning units with new high efficiency units, total of 5.
- Building Electrical Load Assessment.
- Upgrade interior lights to LED.
- Upgrade Electrical Distribution equipment (re-use existing cables).

Low Priority (approximately \$180,700)

- Replace heating boilers within the next 15 years, total of 2.
- Replace fan coils unit with associated condenser unit within the next 12 years.
- Insulate domestic hot and cold water (optional).
- Test existing Ethernet outlets, replace faulty outlets and Ethernet cable (assuming a minimum of 10 runs to be replaced).
- Add new ceiling mounted receptacle at entrance.
- Replace exit lights with new "running man" lights.
- Fire Alarm system installed as per ULC-524.

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REPORT

1 Introduction

1.1 BACKGROUND

The Smoky Lake County Office was originally constructed in 1963 as the Smoky Lake Municipal Hospital. For 25 years, the building was used as a fully functioning hospital until a new hospital was constructed and the building was converted in 1988 to the Smoky Lake County Office.

The single-storey building comprises of four wings with an overall footprint of about 1,300 m². Its main purpose is to provide administration space for the County. The building comprises of employee offices, council chambers, a document vault, numerous general storage rooms and a boiler room. An unoccupied crawlspace is located beneath the majority of the main floor area.

The County had approached Associated Engineering (AE) to provide engineering services to address concerns of the overall performance of the building including a leaky roof system.

1.2 SCOPE OF WORK

Along with our partner Grace Architecture, AE carried out a visual review of the County Office on October 24, 2018 with a focus to identify building deficiencies and Alberta Building Code compliances within the architectural, structural, mechanical and electrical systems. Our team consolidated the site photos and field notes that have been compiled into this final report. The report also contains conceptual estimates of probable costs for the repair of deficiencies found within the facility and a priority ranking.

Two hard copies of record drawing packages were provided to AE for review. These drawings were titled as follows:

- Smoky Lake Municipal Hospital, Smoky Lake Alberta, dated April 1963; and
- Smoky Lake Municipal Hospital Proposed Conversion to County Offices, dated May 1988.

At the time of assessment, access to the crawlspace was limited due to health and safety restrictions, therefore, could not be reviewed thoroughly.

It shall be noted that hazardous materials testing was not included in the scope of work, although AE has identified potential asbestos containing materials and has provided recommendation in this report.

2 Civil

2.1 SITE GRADING

The building comprises of multiple wall faces, all of which have exterior site grading comprising of either grassy areas, rock landscaping, concrete sidewalk, brick walkway, and gravel or asphalt parking.

The surface grading around the structure was visually assessed for concerns in relation to the structure. The following was noted:

- The grading along the south wall of the Council Chambers has formed a depression under the building's overhang and appears to be a location for pooling water.
- Splash pads are missing from numerous roof drain locations and should be replaced to divert drainage away from the structure.
- A scour has developed at the north roof drain location and is not effective at draining water from the roof away from the structure.
- The grassed areas along the north and northeast portion of the structure appear to be sloping towards the building.

Insufficient grading can cause supersaturation of soils around and below the structure. Supersaturated soils are susceptible to frost heave and swelling of high plastic clays, which produce uplift forces on structural element of the building.

As site grading was not included in this scope of work, it is recommended that a grading professional perform a review of the grading around the structure.



Figure 2-1
Viewing Depression at South Wall
of Chambers



Figure 2-2
Missing Splash Pad Under Roof Drain
Near Main Entrance



Figure 2-3
Viewing Negative Grading at East Wall



Figure 2-4
Viewing Depression in Grade Along North Wall



Figure 2-5
Viewing Scour at North Roof Drain Location



Figure 2-6
Viewing Ponding Location at West Wall

2.2 SIDEWALKS AND WALKWAYS

The entrance to the council chambers area is provided by a paving stone walkway, concrete access ramp and entrance slab. The walkway shows signs of differential settlement and sloping towards the structure that diverts water towards the structure. The transition from the walkway to the concrete access ramp has a protruding edge that restricts wheel chair access/egress, and may serve as a public tripping hazard. It is recommended that the walkway either be replaced or regraded to provide accurate drainage and eliminate the elevation difference at the ramp.

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Concrete sidewalks are located along the south and northwest sides of the building. The concrete sidewalks are in generally good condition for their age, although wide transverse cracks have developed at numerous locations – with some having differential settlement at their locations. Cracking is typical in concrete sidewalks and is not seen as a high priority concern. The cracks should be sealed to reduce water infiltration to mitigate freeze thaw action and subgrade saturation. Lips should also be ground down to eliminate tripping hazard.



Figure 2-7
Viewing Brick Walkway and Access Ramp to Council Chambers



Figure 2-8
Viewing Portion of South Sidewalks



Figure 2-9
Viewing West Sidewalk

2.3 RECOMMENDATIONS

Recommendations accompanied by ranking priority and an estimated probable cost related to civil work are presented below in Table 2-1. The costs are inclusive of 15% consulting fee and 30% contingency. "Immediate" are considered risks to the public's safety, "high" is within 1 to 5 years, "medium" is within the next 5 to 10 years, and "low" is within the next 15 to 20 years. Values are probable costs in 2018 dollars and are assumed to be combined with other scope items.

Table 2-1
Estimated Costs for Civil Work Upgrades

Work Description	Priority	Estimated Cost
Replace brick stone walkway with concrete sidewalks	Medium	\$20,000
Miscellaneous crack repairs to concrete sidewalks	Medium	\$2,000
TOTAL		\$22,000

3 Architectural

3.1 BUILDING ENVELOPE

3.1.1 Exterior Walls

The exterior walls of the County Office consist of four different wall assemblies based on existing drawings and site observations. The majority of the walls comprise of insulated 2x4 stud framing with either a stucco, brick veneer, stone veneer, or wood siding exterior finish and either a drywall or plaster interior finish. The rest of walls are concrete masonry filled with insulation. Exterior walls are in acceptable condition overall except for deficiencies noted as follows:

- Insufficient insulation in all wall assemblies. The aged Zonolite insulation and 2" batt insulation can only provide an insulation value of about R8 which is about 27% required in the latest energy code. The building will have much more heat loss or heat gain through the exterior wall during heating or cooling seasons compared to a newer building. The insufficient wall insulation will also create a dewpoint within wall cavities. When the interior side of a wall surface has unsealed seams or openings, interior vapour will enter into the wall assemblies and experience freeze and thaw cycles during winter and spring seasons. Moisture could potentially build up in the wall cavities and cause mold to grow inside.
- Missing stucco finishes where the east entrance canopy abuts against the wall and the north wood fascia abuts against the east wall.
- Broken face bricks are located under the south exit canopy door opening and under the east exit canopy. Missing weep holes on all face bricks and screen block walls.
- Discoloured and deteriorated wood sidings on the west wall of the main entrance. The wall is missing flashing to protect the wood trim above the window openings and is also missing sealants on the vertical seams. There is also exposed and deteriorated building paper and missing base flashing at the base of wood sidings.
- Cracking is visible through out the stone veneer's surface. One veneer piece dismantled from the wall.
- Numerous electrical and mechanical pipe penetrations are unsealed.
- The louvre to mechanical room is not sealed properly.
- Unsealed holes on concrete wall of west smoke room.

Although not required at this time, it would be beneficial to upgrade the exterior walls for better thermal performance and air tightness by replacing all existing wall finishes and building papers with new wall cladding system on 4" new rigid insulation and air/vapour barrier on existing wall sheathings or concrete block wall. The replacement of the wall cladding system should be simultaneously undertaken with replacements of exterior windows, doors and louvres.



Figure 3-1
Missing Stucco at Canopy to Wall Location



Figure 3-2
Missing Stucco at Fascia to Wall Location



Figure 3-3
Broken Face Bricks at South Exit Door Opening



Figure 3-4
Broken Face Bricks Under East Exit Canopy



Figure 3-5
Discoloured and Deteriorated Wood Siding



Figure 3-6
Missing Metal Head Flashing Above Window Trim



Figure 3-7
Missing Sealants in Vertical Seam



Figure 3-8
Exposed and Deteriorated Building Paper, Missing Base Flashing



Figure 3-9
Cracks on Stone Veneer



Figure 3-10
Dismounted Stone Veneer

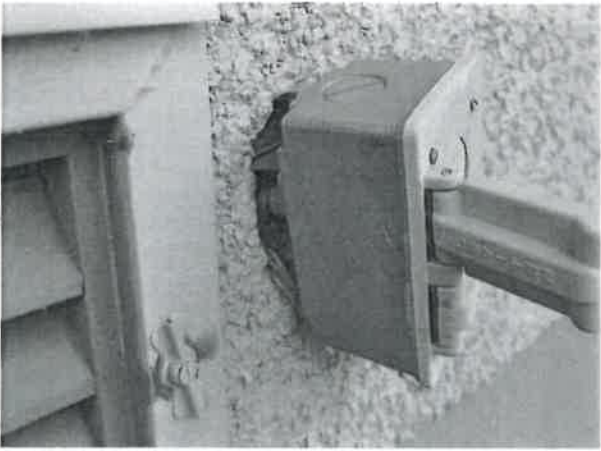


Figure 3-11
Unsealed Electrical Penetration



Figure 3-12
Unsealed Pipe Penetration

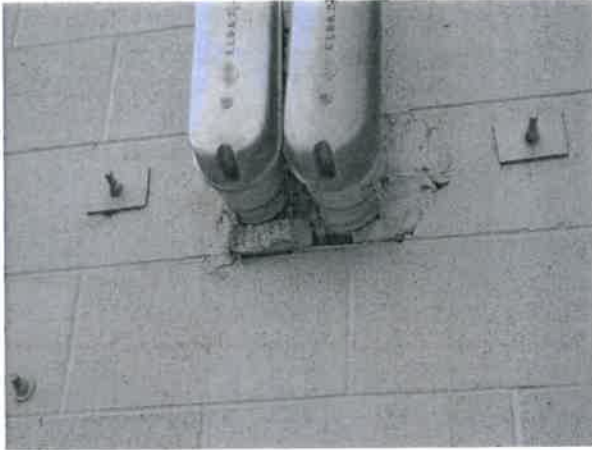


Figure 3-13
Unsealed Electrical Penetration



Figure 3-14
Unsealed Opening Around Louvre to Mechanical Room



Figure 3-15
Unsealed Hole on the Concrete Wall of Smoke Room

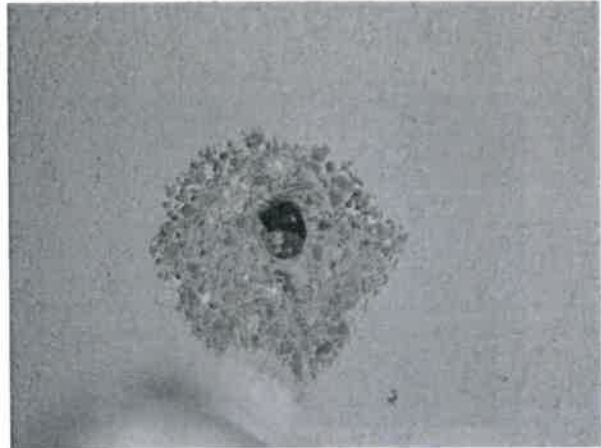


Figure 3-16
Unsealed Hole on the Concrete Wall of Smoke Room

3.1.2 Exterior Doors

The majority of the exterior exit doors are painted original solid core wood single doors with wood frames and wired glass. They are near the end of their lifecycles and in marginal condition with higher maintenance demands. Sealants around some doorframes are in poor condition. Although not required at this time, it

would be beneficial to replace all wood doors and frames with new insulated hollow metal doors and pressed steel frames. The new door could have R-value three times more than the existing wood doors.

The exterior door of the Mechanical Room and west exit door of the north wing are insulated hollow metal single flush doors with pressed steel frames. The door of the west vestibule is an insulated hollow metal double door with double glazing and a pressed steel frame. All steel doors and frames are in good condition.

The main entrance's single door and frame is aluminium with double glazing and is in acceptable condition, except for missing the power door opener for barrier-free access.

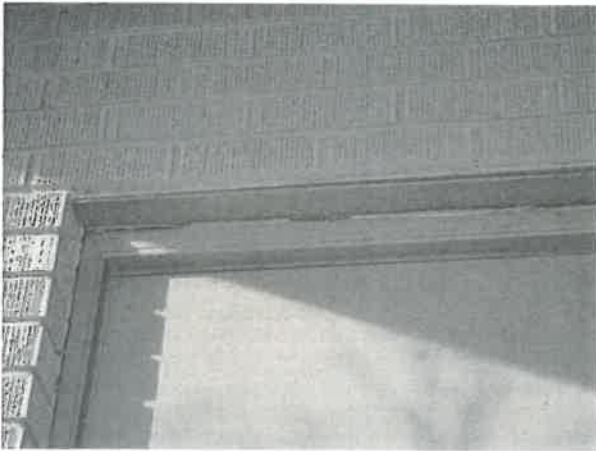


Figure 3-17
Broken Sealant Around Door Frames

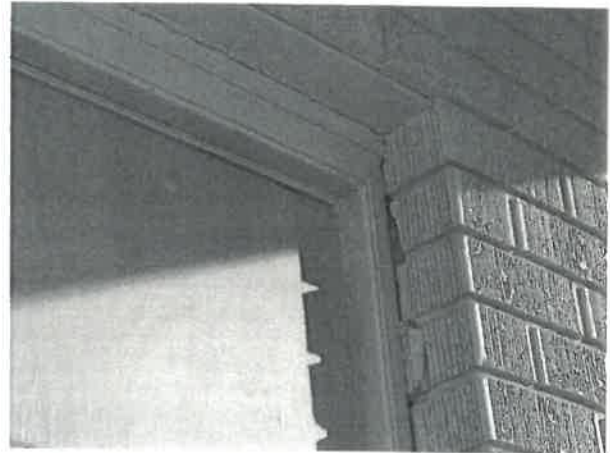


Figure 3-18
Broken Sealant Around Door Frames

3.1.3 Exterior Windows

The majority of the exterior windows are metal clad wood frame fixed windows with double glazing and aluminium vertical lift insert. Other windows are fibreglass window frames with double glazed sealed units and casement openers, as well as fixed aluminum windows and fixed pressed steel frame sidelight with double glazing beside the west vestibule entrance door.

The pressed steel frame sidelight and fibreglass windows are in acceptable condition; however, the rest of windows are at the end of their lifecycles and are in marginal condition. The seals around window frames are in poor condition; condensation is apparent between some of the wood frame window panes.

It would be beneficial to upgrade the exterior windows' thermal performance and air tightness by replacing all windows and frames with new triple glazed windows and frames. The new windows will have tremendous improvement on R-value and air tightness compared to the existing windows.

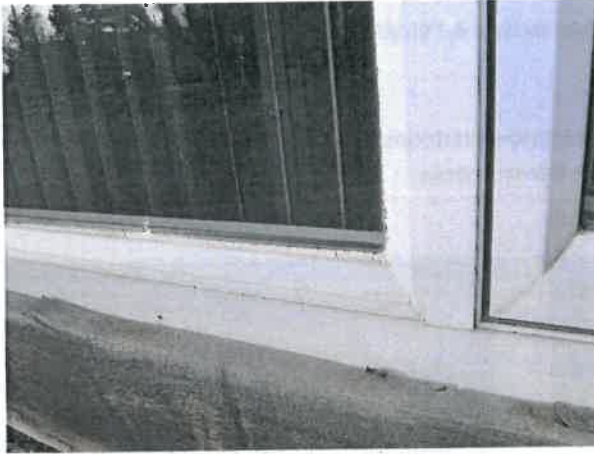


Figure 3-19
Deteriorated Sealant Around Fibreglass Formed Sealed Unit



Figure 3-20
Broken Sealant Around Fixed Aluminium Window Frames



Figure 3-21
Condensation Between Fixed Window Panes, Broken Sealant at Bottom of Vertical Lift Insert



Figure 3-22
Broken Sealant at Bottom of Sealed Unit

3.1.4 Roof

Based on the existing drawings and site observations, the roof is an SBS Modified Bitumen Membrane roof system with 1" rigid insulation, vapour barrier, roof sheathing, wood joist with 2" batt insulation inlay, vapour barrier and drywall or lath or plaster ceilings. The overall roof is in marginal condition with deficiencies noted as follows:

- The roof assembly has insufficient insulation in comparison to the latest energy code. The aged 1" rigid insulation and 2" batt insulation can only provide about R9 value which is about 25% of required in latest energy code. The building will have much more heat loss or heat gain through the roof assembly during heating or cooling seasons compared to a new building. The insufficient roof insulation will also create a dewpoint within the batt insulation. When the interior ceiling space has unsealed seams or openings, the interior vapour will enter into the roof assembly and experience freeze and thaw cycles during winter and spring seasons. Moisture could also build up in the roof assembly, saturate the batt insulation or have droplet accumulated on inside surfaces and cause mold to grow.
- It was observed that deposits appeared on the roof and around the roof drain at numerous locations indicating that roof ponding is occurring at those locations. Roof ponding, due to inappropriate slope to roof drains, could potentially cause water to seep through from under the roof material and into the roof system and building interior.
- Numerous blisters were observed underneath the roof membrane indicating water vapour is trapped within the roofing system.
- Moss was observed at the base of parapets over three or four spots, which indicates excessive moisture beneath the roof material due to leaking at those locations.
- Most of the parapet walls are approximately 300 mm thick. The top of the parapets is mostly flat and covered with a metal cap flashing. The possible 'S' lock seam of the cap metal flashing is loose at a few locations. Water ponding was observed over a few cap flashing sections. A wide, flat parapet allows rainwater to sit on its surface and potentially allow wind-driven rainwater to seep through under the metal cap flashing at loose locked seam locations and enter the roofing system and the building's interior.
- Blistering of paint was observed on the soffit of main entrance canopy indicating moisture behind the paint layer is causing it to delaminate from the soffit surface. The moisture is likely from the water vapour or water trapped in the canopy roof system due to the roof leaking.
- Several existing roof soffits are not vented. This could potentially trap the moisture inside and deteriorate the material.

The existing roofing system should be replaced with new by the following methods:

- Remove the existing roof membrane, rigid insulation, vapour barrier and roof sheathing and install a new SBS roofing, two layers of 4" rigid insulation with a minimum 2% insulation slope toward the roof drains, self-adhesive air & vapour barrier and new roof sheathing.
- Remove all existing metal cap flashing on the parapets, and build inward slope with minimum 10% slope to accept new metal cap flashing.

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- Remove non-vented soffits and replace with new perforated pre-finished metal soffits. It is also recommended that the area around the existing batt insulation be tested for hazardous materials prior to construction.

The new roofing assembly will have tremendous improvement on R-value and air tightness compared with the existing roof.



Figure 3-23
Water Ponding Deposits on Roof



Figure 3-24
Water Ponding Deposit Around Roof Drain



Figure 3-25
Blister Strips on the Roof



Figure 3-26
Moss at the Parapet Base on the Roof

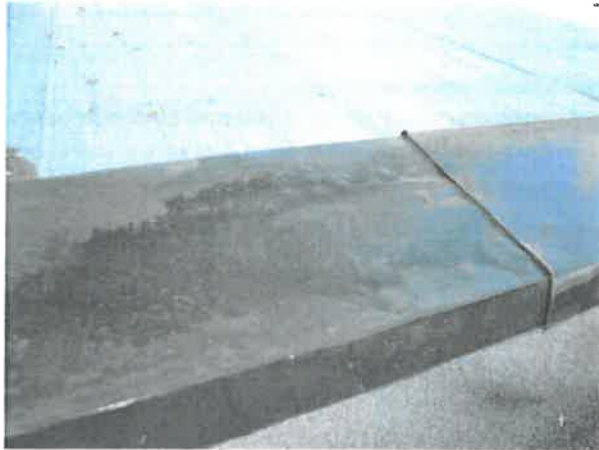


Figure 3-27
Pounding Water on Parapet Metal Cap Flashing

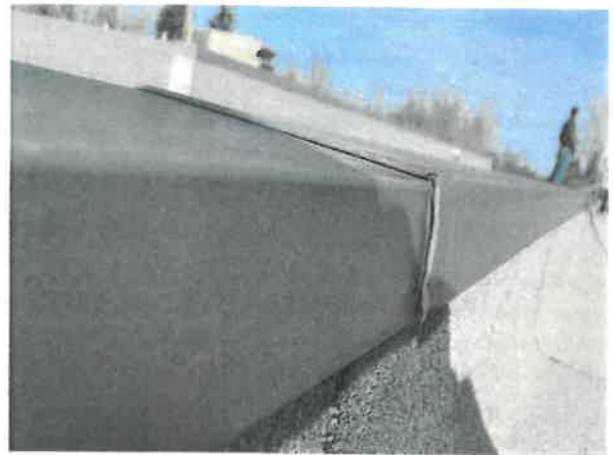


Figure 3-28
Loose and Rusted Cap Flashing Seam



Figure 3-29
Paint Blister on Soffit of the Main Entrance Canopy



Figure 3-30
Non-vented Soffit

3.2 INTERIOR FINISHES

3.2.1 Interior Partitions

All interior partitions are painted gypsum board, painted wallpaper or painted lath and plaster on 2x4 wood stud except for painted concrete block walls in the Mechanical Room, vault, storage rooms and painted plaster and wood panel in the Council Chamber at the west building wing. The interior partitions are in good condition except for severe water and rust stains around the roof drainpipe in the Smoking Room.

3.2.2 Interior Doors

All interior doors are painted wood solid core swing doors with wood frames except for fire-rated and painted hollow metal doors on pressed steel frames to the vault and Mechanical Room. All interior doors are in acceptable condition.

3.2.3 Interior Windows

All interior windows are fixed windows with painted wood frames and clear single pane glass. All interior windows are in good condition.

3.2.4 Floor Finishes

The condition of the floor finishes are as follows:

- Glue-down carpet with rubber bases are in all offices, meeting rooms, common areas and corridors. All carpets are in acceptable condition although they are near or at the end of their lifecycle.
- VCT tiles with rubber bases are in all Washrooms, Janitor Room, Storage Rooms, Photocopy Room, Coat Room, Server Room, corridor to vault, corridor to west exit door of north building wing, and two small offices at northwest corner of the central common area. All VCT tiles are in acceptable condition although they are near or at the end of their lifecycle.
- Resilient sheet flooring with rubber bases are in the vestibules, lobby pathway, and the storage room at the end of west wing corridor. All resilient sheet flooring is in acceptable condition although they are near or at the end of lifecycle.
- Painted concrete flooring in the Mechanical Room and Smoke Room and the storage room outside of west building wing's exit. The floor paint is in marginal condition. Concrete shows surface scaling with exposed aggregates in the west part of the Mechanical Room.



Figure 3-31
Concrete Scaling in Mechanical Room

3.2.5 Ceiling Finishes

The condition of the ceiling finishes are as follows:

- The painted wood ceiling slats in vestibules and lobby are in good condition.
- 2" x 4" acoustic ceiling tiles are in the corridors, central open office area, Council Chamber, Washrooms, and middle of the Photocopy Room. Numerous tiles have water stains throughout the corridors.
- Painted drywall ceilings are in all rooms at the building's north wing, all enclosed offices, Janitor Room, storage rooms and vault room. All drywall ceilings are in acceptable condition.
- Several water stains on plaster ceilings in Smoke Room and storage outside of the building's west wing exit were noted. Plaster ceilings in Smoke Room and the storage room are in poor condition.



Figure 3-32
Water Stain on Ceiling Tiles Over Corridor



Figure 3-33
Water Stain on Ceiling Around Roof Drain Over Smoke Room

3.3 BUILDING CODE VIOLATIONS

3.3.1 Fire Separations

Fire separation of the Janitor Room should be not less than one hour, in accordance with ABC 2014, Section 3.3.1.21 Janitor's Rooms.

- The existing wood door and frame is not fire-rated.
- Vent grill penetration on bulkhead is not fire-stopped in accordance with ABC 2014, Section 3.1.9 Penetrations in Fire Separations and Fire Rated Assemblies.

Fire separation of the Mechanical Room must be not less than one hour, in accordance with ABC 2014, Section 3.6.2.1 Fire Separations Around Service Rooms.

- Penetrations in Mechanical Rooms are not fire-stopped and fire-sealed in accordance with ABC 2014, Section 3.1.9 Penetrations in Fire Separations and Fire Rated Assemblies.
- Access doors and frames or panels to crawlspace are not fire-rated.

Existing basement was constructed with one-hour fire separation from the rest of building. Access door and pipe penetrations to the crawlspace are not.

- Penetrations to crawlspace are not fire sealed in accordance with ABC 2014, Section 3.1.9 Penetrations in Fire Separations and Fire Rated Assemblies.
- Access door and frame to crawlspace are not fire-rated.

Fire blocks in crawlspace are required to separate crawlspace into compartments not more than 600 m² in area with no dimension more than 30 m in accordance with ABC 2014, Section 3.1.11.6 Fire Blocks in Crawlspace. Without fully access to the crawlspace, further investigation on crawlspace's code compliance is required.



Figure 3-34
Wood Door and Frame to Janitor Room Not Fire-Rated



Figure 3-35
Vent in Janitor Room Not Fire-Stopped



Figure 3-36
Conduits' Wall Penetrations Requiring Fire Sealant in Mechanical Room



Figure 3-37
Pipe's Wall Penetrations Requiring Fire Stopping or Sealant



Figure 3-38
Opening on Ceiling Requiring Fire Sealant in Mechanical Room



Figure 3-39
Pipe's Ceiling Penetration Requiring Fire Sealant in Mechanical Room



Figure 3-40
Access Door and Frame to Crawlspace in Mechanical Room Not Fire-Rated

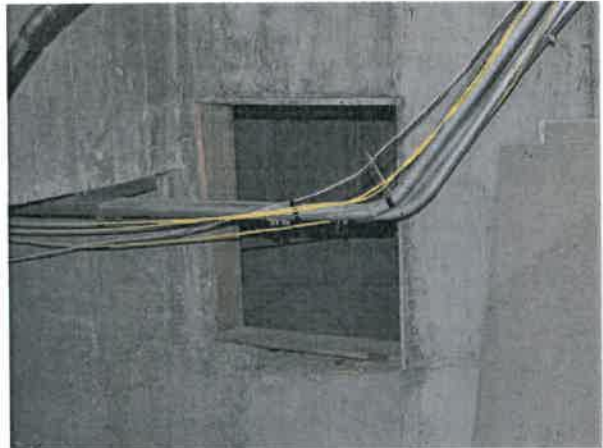


Figure 3-41
Access Panel to Crawlspace in Mechanical Room Not Fire-Rated

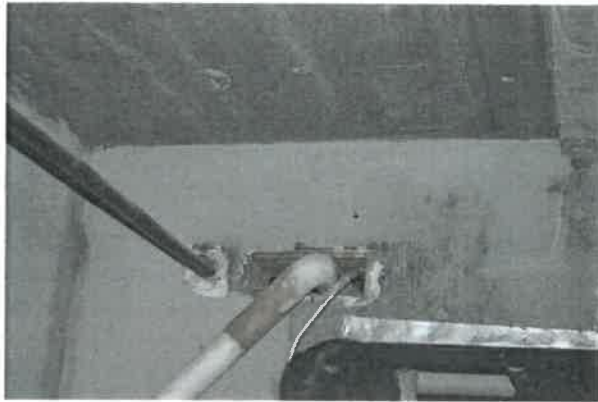


Figure 3-42
Pipe's Wall Penetrations to Crawlspace
Requiring Fire Sealant in Basement



Figure 3-43
Access Door and Frame to Crawlspace in
Basement Not Fire-Rated

3.3.2 Barrier Free Requirements

Main entrance door does not have a power door operator as required by ABC 2014, Section 3.8.3.3.5.

3.4 RECOMMENDATIONS

Recommendations accompanied by ranking priority and an estimated probable cost related to architectural work are presented below in Table 3-1. The costs are inclusive of 15% architectural consulting fee and 30% contingency. "Immediate" are considered risks to the public's safety, "high" is within 1 to 5 years, "medium" is within the next 5 to 10 years, and "low" is within the next 15 to 20 years. Values are probable costs in 2018 dollars and are assumed to be combined with other scope items.

**Table 3-1
Estimated Costs for Architectural Work Upgrades**

Work Description	Priority	Estimated Cost
Replace existing door with new fire-rated door, frame, and hardware, and apply fire stopping and fire sealant around room openings.	Immediate	\$3,500
Replace the existing access door in the Boiler Room to the crawlspace with new fire- rated door, frame, and hardware, and apply fire stopping and fire sealant around room openings	Immediate	\$3,000
Replace the existing access door to lower Mechanical Room to the crawlspace with new fire-rated door, frame, and hardware, and apply fire stopping and fire sealant around ceiling openings	Immediate	\$3,000
Conduct investigation on fire blocks of crawlspace	Immediate	\$2,500
Replace entire roof system including downspouts and splash pads and replace any unsuitable sheathing.	High	\$600,000
Replace non-vented soffits with perforated prefinished metal soffits.	High	\$50,000
Provide and install power door opener for the main entrance door	High	\$2,000
Replace existing wood siding and building paper with new on the wall near the main entrance	High	\$15,000
Patch missing exterior wall finishes with new, seal around wall penetrations and cracks on wall surfaces	High	\$2,500
Replace all existing wall finishes and building papers with new including 4" new rigid insulation and air/vapour barrier	Medium	\$500,000
Replace all exterior wood doors and frames with new insulated hollow metal doors and frames including hardware	Medium	\$45,000
Replace all exterior windows and frames with new triple glazed windows and frames	Medium	\$120,000
Replace all interior floor finishes with new	Medium	\$270,000
Replace damaged ceiling tiles and plaster ceilings.	Medium	\$3,000
TOTAL		\$1,619,500

4 Structural

4.1 SUBSTRUCTURE

4.1.1 Foundation

The original architectural drawings have confirmed that the foundation consists of concrete strip footings within the interior and perimeter of the building. By scaling the architectural drawing, the interior and perimeter footing are expected to be buried about 1725 mm and 2180 mm below the main floor. Numerous crawlspaces are located beneath the suspended floor, with limited access. These areas should be considered a restricted space due to access/egress, physical hazards, contaminants and air quality. Due to these hazards, only portions of the most central crawlspaces were visually assessed from the viewing ports located in the Boiler and Mechanical Rooms.

Our assessment of all of the visible strip footings, were that they appeared to be in good condition. We did observe the following deficiencies:

- The projecting end near the top of the footing wall has spalled at the west end of the south wall. Spalled concrete can be repaired by providing anchorage and recasting the area.
- The top corner of the strip footings has cracked at the northeast corner of the structure. The crack shall be monitored for worsening conditions and either the section be repaired by partial depth repairs or injected with epoxy resin.
- The exterior face of the strip footing at the northwest corner of the structure is severely stained with surface spalling at the masonry wall connection. The staining could be from a leaking roof drain located within the exterior room above. The staining shows signs of corrosion from the reinforcement in the masonry wall or upper portion of the strip footing. It is recommended that the leak be fixed if not done so already, and patching repairs be performed to any delaminated concrete. Cleaning and resealing of the concrete can follow the repairs.



Figure 4-1
Interior Strip Footings Appear to be in
Good Condition



Figure 4-2
Example of Spalled Termination End of Strip
Footing Near Main Entrance



Figure 4-3
Viewing NW Face with Corrosion Staining

4.2 SUPERSTRUCTURE

4.2.1 Roof

The roof structure consists of a built-up roof system on timber sheathing on dimensional timber joists.

A layer of drywall was installed to the underside of the joists and limited the access to anything above. Numerous leaks were observed throughout the ceiling tiles of the building. Common sources of leaks were mechanical and roof drain penetrations, but evidence of leaking was also observed at locations without penetrations. No evidence of rot was seen on the limited areas that were visible. Prolonged periods of dampness could lead to mold development and wood deterioration of the timber sheathing and joists.

As previously mentioned in Section 3.0, it is recommended to install a new roof system to protect the building and its wood elements. All existing wood decking and joists in an unsuitable condition shall be replaced during the roof replacement. A cost allowance for a portion of deck replacement has been included in the re-roofing estimate of the Architectural recommendations.



Figure 4-4
Viewing Staining on Wall in Boiler Room



Figure 4-5
Example of Leak at Roof Drain Location



Figure 4-6
Staining on Interior Masonry Wall of Vault Room



Figure 4-7
Viewing Staining on Drywall Ceiling Above Ductwork

4.2.2 Building Walls

The layout of the west wing of the building was originally constructed of exterior and interior masonry block walls and timber stud walls for the remainder of the building. When the building was converted to the office, additional timber stud walls were also constructed as partitions for new rooms.

4.2.2.1 Timber Walls

The visibility within timber stud walls was restricted due to surface finishes. Although no evidence was observed that would indicate deterioration, it can be common for rot to exist behind wall finishes where dampness is regular and unable to dry. Common locations for leaks and the accumulation of condensation are at improperly sealed openings such as windows, doors and mechanical and electrical openings. Staining was also seen at the bottom of window sills. Condensation build up at the bottom of windows can potentially leak into the interior of the wall and cause rot if not able to dry.

Several cracks were observed in the drywall finish of the storage area within the Photocopy Room as follows:

- Cracking in drywall finish on the masonry wall along the horizontal ceiling joint and vertical wall joint. No cracking was visible in the masonry wall directly behind the drywall.
- Cracking was observed in the drywall finish around the beam bulk beak connection of the masonry wall.
- Cracking was also observed in in the drywall finish at the connection of the beam to column location.
- Pushed out drywall screws were also visible in the drywall ceiling finish at the ceiling to beam joint.

There were no observations seen that indicated the defects are related to a structural failure and are likely caused by deflection and thermal movement between elements constructed of dissimilar materials. These items are considered an aesthetic defect and can be patched and repaired.

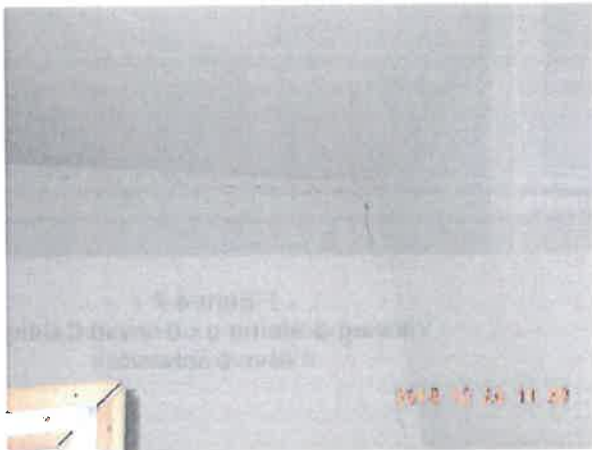


Figure 4-8
Viewing Cracking in Horizontal Ceiling Joint and Vertical Wall Joint



Figure 4-9
Viewing Other Side of Masonry Wall Within Oxygen Storage Room. No cracking visible.



Figure 4-10
Viewing Cracking at Beam Bulkhead



Figure 4-11
Viewing Cracking at Column Connection to
Beam and Screws Pushing Out at Ceiling

4.2.2.2 Masonry Walls

The exterior masonry walls within the west wing show the following defects:

- A horizontal crack has developed in the top mortar bed of the bond beam at the southeast corner of the Council Chambers. The end block has split vertically and is dislodged from the surface of the wall. Not only is this a structural concern, but if the block dislodges it may cause serious injury to anyone below. The blocks within the affected area shall be replaced and resealed as required.
- Wide vertical cracks have developed through the units of the masonry parapet and are dislodged from the surface of the wall at the northeast corner of the vault. The blocks within the affected area shall be replaced and resealed as required.
- The north wall has various vertical cracking throughout its surfaces, including minor cracking through block units and grout jointing. Cracks allow water to infiltrate the wall surface and contribute to corrosion and freeze thaw deterioration. Resealing of the walls is recommended along with re-pointing of the mortar joints.
- Wide vertical cracking was observed on the west side of the access door on the north wall. This should be considered a structural concern. The affected area should be replaced, or potentially be surface repaired since electrical equipment is mounted on the interior surface at this location.
- Numerous penetrations were observed within the masonry walls. Three of these locations show masonry fill being exposed or collecting below the areas. The drawings confirm that the fill is Zonolite; a vermiculite insulation product that is known to contain asbestos. If the material is contained and not disturbed, it is rarely considered hazardous. It is recommended that the expelled material be tested for asbestos, and be collected by someone trained in asbestos abatement. The holes in the masonry walls shall be adequately sealed so the insulation is not exposed.



Figure 4-12
Viewing Split Face of End Unit of Bond Beam
at SE Corner of Chamber



Figure 4-13
Viewing Horizontal Crack in Above Bond Beam
at SE Corner of Chamber

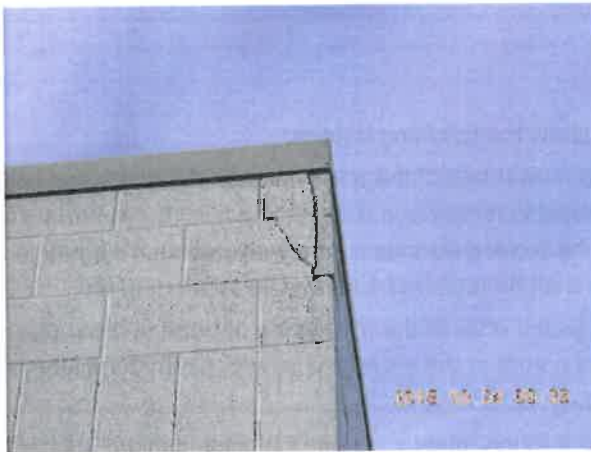


Figure 4-14
Viewing Blocks Requiring Repair at NW Corner
of Vault

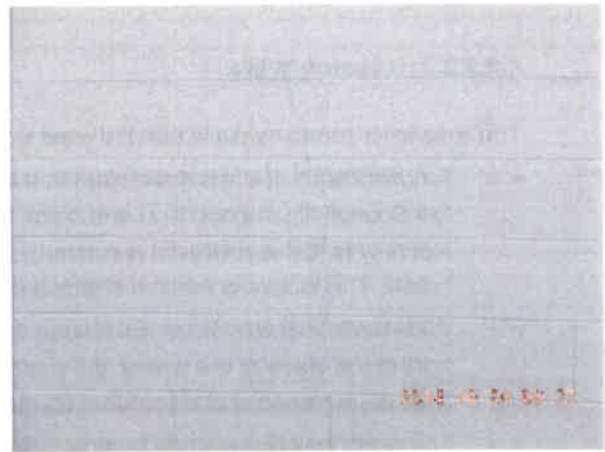


Figure 4-15
Example of Typical Vertical Cracking in
North Wall



Figure 4-16
Viewing Wide Cracking Through Joints at
NW Corner Boiler Room



Figure 4-17
Viewing Severe Crack Near Door in North Wall



Figure 4-18
Viewing Wide Crack in Interior Face of North
Wall of Boiler Room



Figure 4-19
Viewing Penetration with Vermiculite Fill Being
Expelled in the Original Incinerator Room



Figure 4-20
Viewing Vermiculite Fill at Conduit Penetration
Into Masonry Wall Within Boiler Room at the
SE Corner



Figure 4-21
Potential Vermiculite Fill in Oxygen
Storage Room

4.3 CONCRETE ENTRANCES

Concrete aprons and stairs are located at numerous entrance doors around the structure. The following was noted:

- The east apron to the original oxygen storage room has a large chip under the canopy column. The steel column has bulged and cracked at its base and is likely due to trapped water in freezing conditions. Although not an immediate concern, the concrete should be patched and the section of the column repaired.
- Horizontal cracking was visible on the north apron of the north wing. This should be sealed to prevent water ingress.
- The concrete stair apron to the west entrance of the north wing has cracked and settled. This is not a critical item for repair at this time, but if it creates a pedestrian trip hazard, it should be replaced.



Figure 4-22
Viewing Damage to Concrete and Steel Column
of East Apron



Figure 4-23
Viewing Horizontal Crack on North Apron of
North Wing



Figure 4-24
Viewing Vertical Crack under Column on
North Apron of North Wing



Figure 4-25
Viewing Wide Cracking in West Entrance of
North Wing

4.4 RECOMMENDATIONS

Recommendations, accompanied by ranking priority and an estimated probable cost related to structural work are presented below in Table 4-1. The costs are inclusive of 15% engineering consulting fee and 30% contingency. "Immediate" are considered risks to the public's safety, "high" is within 1 to 5 years, "medium" is within the next 5 to 10 years, and "low" is within the next 15 to 20 years. Values are probable costs in 2018 dollars and are assumed to be combined with other scope items.

Table 4-1
Estimated Costs for Structural Work Upgrades

Work Description	Priority	Estimated Cost
Test and dispose of expelled masonry wall insulation and seal the sources within the masonry	Immediate	\$20,000
Repairs to the dislodging blocks on masonry walls	Immediate	\$10,000
Miscellaneous repairs to masonry walls including, sealing of cracks, re-pointing of joints as required, and patching of wide crack	High	\$20,000
Miscellaneous concrete repairs to strip footings	Medium	\$10,000
Concrete apron repairs	Medium	\$10,000
TOTAL		\$70,000

5 Building Mechanical

The building mechanical assessment included the heating, ventilation and plumbing systems of the building. The mechanical review included age, function and general condition of the existing equipment and a general assessment of upgrades that may be required to improve space performance and comfort.

5.1 PLUMBING

5.1.1 Domestic Water

The domestic water consists of a single water meter for the building, located in the Boiler Room, which supplies domestic cold water to the building. There does not appear to be an approved backflow prevention device on the domestic water supply. It is recommended to install a backflow preventer in conformance with CAN/CSA-B64.10 to protect the municipal water supply against contamination.

The incoming water piping from underground appears to be steel piping and rusted, rust in water can cause problems such as pipe blockages and health issues. It is recommended to x-ray the incoming water pipes to examine its current condition, and upgrade incoming water piping to CPVC if the condition is poor, as per the National Plumbing Code 2015.

A single gas-fired domestic water tank heater, also located in the boiler room, provides the lavatories and sinks with domestic hot water. The domestic water heater is a John Wood model JW840S40N manufactured in 2014. The domestic water heater appears to be in good functioning condition with 20 years' service life with proper maintenance. A recirculation loop and recirculation pump maintain flow in the domestic hot water system. The recirculation pump is Grundfos UP10-16, and appears to be in good working condition.

The domestic water distribution piping runs in the crawlspace, and stubs up to plumbing fixtures on main floor with cold/hot water. The domestic water distribution system is copper piping and appears to be in good condition. The domestic hot and cold piping are not insulated. Adding insulation would be beneficial on cold piping to minimize development of condensation as well as on hot piping to reduce the load on the domestic water heater. However, this action should be considered optional as the energy savings will not offset the cost of additional insulation.



Figure 5-1
Incoming Water Service



Figure 5-2
Domestic Water Heater

The plumbing fixtures on the main floor of the building consist of manually operated lavatories, flush-tank water-closets in the seven washrooms, sinks in various rooms, and non-freeze hose bibbs on the building perimeter. All plumbing fixtures appear to be in good functioning condition.



Figure 5-3
Washroom Group



Figure 5-4
Double Compartment Sink

5.1.2 Sanitary Drainage

The existing sanitary drain system is routed through the crawlspace and connects to the municipal sewage system at the southwest. Floor drains in various locations are missing drain grates, these are intended to stop leaves and debris from entering the drainage system. These shall be reinstalled to protect the system from foreign debris.



Figure 5-5
Floor Drain Missing Grate



Figure 5-6
Floor Drain Missing Grate

5.1.3 Storm Drainage

The roof rainwater is collected in roof drains and discharge on grade through downspouts. The overall storm system appears to be in fair functioning condition. Downspouts at various locations are close to the building foundation, we recommend the addition of concrete splash pads to convey storm water away from the foundation walls.



Figure 5-7
Downspouts Close to Foundation

5.2 NATURAL GAS

The gas meter and regulator set that provides natural gas to the building is located on the north exterior wall, just outside the boiler room. The gas piping supplying the boilers, water heaters and BBQs is painted and appears to be in good condition. No required repairs or upgrades were identified for the gas system.



Figure 5-8
Gas Meter and Regulator

5.3 HVAC

5.3.1 Heating

The central boiler plant located in the boiler room, consist of two gas fired heating boilers, two heating distribution pumps, expansion tank and associated chemical treatment system to provide heating water serving:

- Baseboard radiant heaters along building perimeter
- Duct heating coils from rooftop units, total of 5
- Force flow cabinet heaters for entrance heating
- Unit heaters in Boiler room

The heating system was installed approximately in 1988.

Heating glycol is distributed via the crawlspace to heating elements on the main floor. The heating piping are insulated and generally appear to be in good condition.

The heating boilers are LAARS model HH0600IN11K1CCUH manufactured in 2008, each with a capacity of approximately 146 kw (500,000 Btu/hr), these appear to be in good functioning condition with 15 years of remaining service life with proper maintenance.

The heating distribution pumps are Bell & Gossett model 2/2.1 AB manufactured in 1988, each with a capacity of 7.5 L/s. These are at end of typical life expectancy. However, since these pumps appear to be in fair working order, replacement should be planned with next major upgrade or upon failure. The two pumps are currently operating at constant speed, when these pumps are replaced, we recommended that pumps shall vary flow in response to building load requirements using variable speed drives to save energy.

The terminal elements including baseboard heaters, force flow heaters, unit heaters and heating coils are reaching typical life expectancy within five years. However, since these terminals appear to be in fair working condition, replacement can be planned for the next major upgrade or upon failure.



Figure 5-9
Heating Boilers



Figure 5-10
Heating Water Pumps

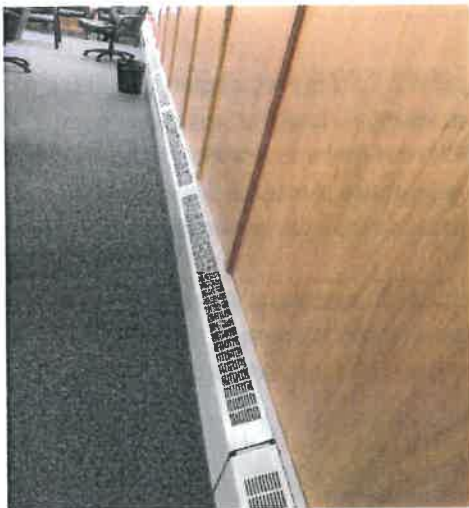


Figure 5-11
Baseboard Radiant Heater



Figure 5-12
Force Flow Heater

5.3.2 Ventilation

The building except north wing is serviced by five packaged roof top air-conditioning units (RTU) providing cooling / ventilation through distribution ductwork and diffusers/grilles to each space. Return air to the unit is drawing through the ceiling plenum. The system was installed approximately in 1988.

North wing is serviced by two indoor direct expansion fan coil units (FC) and associated outdoor condenser units providing cooling / ventilation through distribution ductwork and grilles to each space. This system was installed approximately in 2015.

Each washroom is equipped with ceiling fan exhausting air to the outside through the wall and roof, (total of five). Exhaust fans are at end of typical life expectancy. Since these appear to be in fair condition, they should be replaced at the next major upgrade or upon failure.

The RTU-1 serving central common admin area, is an Allied Commercial model TCA048 manufactured in 2007. It has a nominal cooling capacity of 4 tons, an air flow of 1000 l/s, and is reaching typical life expectancy within five years. The unit appears to be in fair condition and should be replaced upon failure or planned for replacement between a 5 to 10-year timeframe.

The RTU-2 serving south wing, is an Allied Commercial model TCA036 manufactured in 2007, it has a nominal cooling capacity of 3 tons, an air flow of 650 l/s, and is reaching typical life expectancy within five years. The unit appears to be in fair condition and should be replaced upon failure or planned for replacement between a 5 to 10-year timeframe.

The RTU-3 & RTU-4 serving east wing, are Allied Commercial model TCA048 manufactured in 2007, each has a nominal cooling capacity of 4 tons, an air flow of 800 l/s, and are reaching typical life expectancy within five years. The unit appears to be in fair condition and should be replaced upon failure or planned for replacement between a 5 to 10-year timeframe.

The RTU-5 serving west wing, is an Allied Commercial model TCA048 manufactured in 2007, it has a nominal cooling capacity of 4 tons, an air flow of 1000 l/s, is reaching typical life expectancy within five years. The unit appears to be in fair condition and should be replaced upon failure or planned for replacement between a 5 to 10-year timeframe.

The FC-1 & FC-2 serving north wing, are Payne model PF4MNA025 manufactured in 2015 and associated condenser units are Bryan model 113ANA048 manufactured in 2015. Each have a cooling capacity of approximately 2 tons. Both units appear to be in good functioning condition with 12 years' service life with proper maintenance.

All five RTUs currently contain refrigerant R-22. R-22 has been phasing out and will no longer be accessible for use at all by 2020. We recommend replace refrigerant using R-410A when the RTUs are replaced, units shall contain R-410A and high efficiency air conditioning units.

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The ladies' and men's washrooms located in north wing, and Janitor Room located in east wing are not equipped exhaust systems. The Alberta Building Code, through referencing ASHRAE Standard 62, requires ventilation to these rooms. We recommend a dedicated ceiling exhaust fan in each room to exhaust air to outside.

One of the condenser units is placed on grade and unsupported. This could cause excessive noise and the fan could wear if the unit does not sit level. It is recommended to install the unit on a concrete pad to keep it level through vibration and all-weather conditions.



Figure 5-13
Roof Top Unit



Figure 5-14
Direct Expansion Fan Coil



Figure 5-15
Condenser Unit Standing On Grade

5.4 FIRE PROTECTION

This building is equipped with standpipe system.

The fire water is supplied from the main water line in Boiler Room. Fire water pipes run in crawlspace to feed the four fire hose cabinets on main floor at various locations in the building.

Portable fire extinguishers are installed throughout the building including the boiler room and common corridors.

It is recommended to maintain, test and inspect the fire protection system in accordance with NFPA 10, NFPA 14 and the local authority having jurisdiction.



Figure 5-16
Fire Hose Cabinet with Fire Extinguisher

The Boiler Room is intended to be a fire-rated room, however, not all wall penetrations have proper fire stopping devices. We recommend that ULC-listed fire stopping devices be added to each penetration through fire-rated walls; the existing fire ratings should be maintained by following the recommendations in the architectural section of this report.

Fire dampers are required by the Alberta Building Code 2014 per UL-555 and at all air ducts passing through fire-rated walls. Fire dampers are required on the supply and return air ducts for the Janitor Room in east wing. The fire ratings should be maintained by following the recommendations in the architectural section of this report.

5.5 RECOMMENDATIONS

Recommendations have been prioritized in the following Table 5-1, accompanied by ranking priority and an estimated probable cost related to mechanical work. The costs are inclusive of 15% engineering consulting fee and 30% contingency. "Immediate" are considered risks to the public's safety, "high" is within 1 to 5 years, "medium" is within the next 5 to 10 years, and "low" is within the next 15 to 20 years. Costs are probable costs in 2018 dollars and are assumed to be combined with other scope items.

**Table 5-1
Estimated Costs for Mechanical Work Upgrades**

Work Description	Priority	Estimated Cost
Install a backflow preventer to meet CAN/CSA-B64.10 on the domestic water service	Immediate	\$3,500
Provide exhaust for ladies & men's washrooms located in north wing, and Janitor Room located in east wing	Immediate	\$1,500
X-ray the incoming water pipes to examine their condition.	High	\$1,000
If required after X-ray replace the incoming water pipe to CPVC including excavation and backfill	High	\$15,000
Install grates to missing floor drains	High	\$500
Provide concrete splash pad at storm downspouts	High	\$1,000
Replace heating distribution pumps with new variable flow pumps, total of 2	High	\$15,000
Replace washrooms exhaust fans with new fans, total of 5	High	\$2,500
Replace refrigerant in the rooftop air conditioning units with R-410A, total of 5	High	\$5,000
Provide concrete pad for the condenser unit on grade	High	\$500
Install UL-555 fire dampers on all duct penetrations of fire-rated walls	High	\$1,500
Replace heating terminal elements including baseboard heaters, force flow heaters, unit heaters and heating coils.	Medium	\$120,000
Replace rooftop air conditioning units with new high efficiency units, total of 5	Medium	\$60,000
Replace heating boilers within the next 15 years, total of 2	Low	\$90,000
Replace fan coil unit with associated condenser unit within the next 12 years	Low	\$20,000
Insulate domestic hot and cold water (optional)	Low	\$20,000
TOTAL		\$357,000

6 Electrical

6.1 GENERAL

The electrical assessment included all general electrical and lighting systems for end-of-life, functionality and general power distribution layout. Lighting systems were reviewed for power efficiencies with respect to chosen light systems. In general, there were not any substantial electrical deficiencies noted, however, there are items that are suggested and recommended to be completed.

Currently, the building contains fire alarm devices connected to and monitored by the security system. Based on the building classification, if the total occupant load is less than 150, single storey, the building will not require a fire alarm system installed as per ULC-524. A fire alarm system installed as per ULC-524 is recommended, although not required, as it provides asset protection.

If existing rooftop HVAC units are replaced, a local disconnect and dedicated 20A receptacle will need to be installed.

6.2 UTILITY POWER

The building utility meter is located on the northwest side of the building. The building is fed from a 120/208V, 3 phase service. It appears the building has a 600A service, but this would need to be confirmed with the utility. There is a utility fuse enclosure located inside the building that is connected to a manual main transfer switch with fuses. The main transfer switch gives the option to use utility power or generator power. A generator connection is located just outside the boiler room. It appears that the only method of shutting off power to the building is via the transfer switch.

The transfer switch feeds a 600A splitter, the splitter provides power to multiple downstream panels and disconnects throughout the building.

The utility fuse enclosure was unable to be accessed at the time of assessment, upon visual inspection it appears to have had electrical issues based on the black soot located on the exterior of the box. It is strongly recommended this enclosure is replaced, and an assessment of the building electrical load completed to ensure the upstream protection is sized appropriately.



Figure 6-1
Exterior Generator Connection JB



Figure 6-2
Black Substance Observed on Utility Fuse Box

6.3 120V/208V DISTRIBUTION

The 120/208V distribution appears to be in working order though they were not tested for functionality. The most recent renovations were in 1988, therefore the equipment is at least 30 years old. A rule of thumb for end of life is 30 years for breakers. Once equipment has reached their approximate end of life, the probability of failure increases with time. For example, after 30 years, approximately one out of 20 breakers may not function as intended. With proper maintenance, the electrical distribution equipment may remain operational for the next 20 years, but it is recommended to replace the main electrical distribution equipment (panels, disconnects, splitter, etc.) within the next 20 years. The existing cables can remain in place and be re-used as long as they are sized properly as per CEC.

Currently, there are items stored in front of the electrical equipment, this does not meet CEC. As per Section 2-308, there must be a minimum of 1.0 m working space in front of all electrical equipment, all the stored items will need to be moved. This is also a fire safety hazard as there are flammable items.



Figure 6-3
Insufficient Space in Front of Electrical Equipment



Figure 6-4
Insufficient Space in Front of Electrical Equipment

All exterior receptacles were a weather protected type. Based on the panel schedule, all exterior outlet receptacles are powered from a GFI breaker. Some exterior receptacles were missing the weatherproofing insulation, these receptacles should be replaced. An exterior receptacle by the north parking lot is damaged and should be replaced and properly secured to the building. New exterior receptacles must have a weatherproof cover, as per CEC section 26-708. A conduit junction box located on the north side of the building was missing a cover plate, which should be installed to meet code.



Figure 6-5
Cover Plate Missing on Conduit Junction Box



Figure 6-6
Damaged Exterior Receptacle



Figure 6-7
Missing Weatherproof Insulation



Figure 6-8
Exterior Receptacle Cover Missing

The existing heat trace installed on south side of building is plugged into a standard receptacle. As per CEC 62-116 (1), ground fault protection shall be provided for electric heating cable sets. Based on the panel schedule and observing the breakers in the panel, the exterior outlet is powered from a GFI breaker, which meets code. The heat trace should be secured to the splash pad, to ensure it does not come in contact with grass.

The electrical infrastructure located in the crawlspace appears to run within conduit and appropriately secured as per CEC. There was, however, some loose wiring which will require proper support as per CEC. Junction box covers were not in place, these should be installed to protect the wiring and meet CEC.



Figure 6-9
Exterior Heat Trace



Figure 6-10
JB Cover Missing

Receptacles located within 1.5 m of a sink must have GFI protection, currently none of the receptacles within 1.5 m have GFI protection. It is recommended to replace these receptacles with GFI type receptacles.

6.3.1 HVAC Power

All exterior AC units have a local disconnect installed as per CEC. HVAC units located on the roof do not meet current CEC 28-604 (5) and 26-710 requirements. When HVAC units are replaced a local disconnect must be installed within 3 m of each unit as well as a 20A dedicated receptacle (GFI protected) must be located within 7.5m of a roof top mounted HVAC unit.

6.4 SECURITY SYSTEM, FIRE ALARM DEVICES, AND COMMUNICATIONS

An existing security system is installed with motion detectors located in common areas. Door contacts appear to be in place, but not on all doors. Fire alarm devices are installed throughout the building and connected to the security system. the building is a group D classification with an occupant load less than 150. Based on Section 3.2.4.1 of the ABC, a ULC certified fire alarm system is not required. Although a fire alarm system is not required, it is always recommended as it provides asset protection.

A standpipe system is currently present in the building, it does not require electrical supervision of flow switches. If a full fire alarm system is installed as per ULC-524, the standpipe system will require electrical supervision and the existing fire alarm detectors will have to be installed as per ULC requirements.

Employees noted that there are networking issues throughout the building. The ethernet runs between a router/switch and should not be longer than 90 metres for ethernet cable, the existing cable lengths are unknown. It is recommended that the existing ethernet outlets are tested, and faulty outlets are replaced with new. For existing ethernet cables that are faulty, they should be replaced with new cat6 ethernet cable.

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For any ethernet runs longer than 90 metres, A router/switch should be installed to reduce ethernet run lengths between each router/switch.

6.5 LIGHTING

Multiple exterior lights have missing covers and bulbs, lights fixture above exit doorways should be replaced with new to provide adequate lighting. it was observed that 120V receptacle bulb plugs were used in the main entrance area, a ceiling mounted convenience receptacle should be installed. There does not appear to be any exterior automatic lighting controls, it is recommended that a photocell be installed to turn on the lights only when required which will reduce power consumption costs. Upgrading the exterior lighting to LED will also provide cost savings and reduce long term maintenance costs.

The light above the exterior stair access to the basement is not working, this should be fixed to meet section 3.2.7 of the Alberta Building Code (ABC). A light fixture in the basement room is not properly secured to the ceiling junction box, this is a simple item to address.

Currently, there is exposed wiring (unknown if powered) above the north parking lot exit door and the light above the barbeque is broken. these lights should be replaced to provide adequate lighting above exit doorway.



Figure 6-11
Main Entrance Lighting



Figure 6-12
Basement Stairwell Lighting

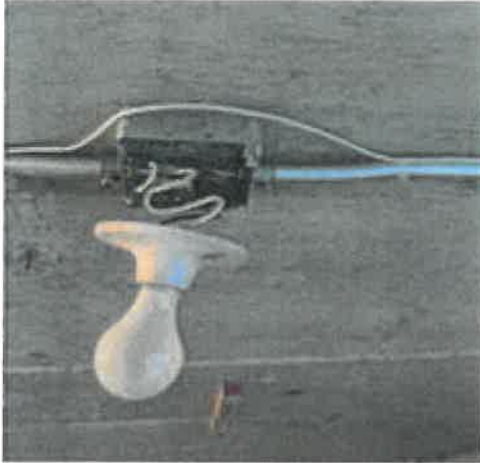


Figure 6-13
Basement Fixture Not Mounted to JB



Figure 6-14
Light Broken, Exposed Wiring Above Door

Overall, the interior lights appear to be in working order, however, some areas are underlit and some areas have flickering lights. Existing lights throughout the remainder of the building are a combination of fluorescent T8/T5 type, and 60W incandescent bulbs. The ballasts should be replaced every five to eight years. It is currently unknown when the fluorescent fixtures were last serviced. Some existing fluorescent lights are missing a protective cage or lens to adequately protect the fluorescent tubes from damage. A lens or protective cage should be installed on the fluorescent fixtures. The existing lights will begin to fail more frequently because of lamp and ballast failure. Upgrading the interior fixtures is recommended, but not required.

The costs for LED lighting has reduced greatly over the years. The cost difference between installing a T5 fixture compared to an LED fixture is minimal. The energy savings between a T12 and T5 can be up to 30%, and for LEDs it can be greater. Maintenance costs are also substantially less for LEDs compared to T5s. Over a 20-year period, relamping, ballast replacement, and cleaning costs for T5s are approximately four times as much as LED fixtures. It is recommended that the fixtures be replaced with LED fixtures to reduce energy and maintenance costs over a 20-year period.

6.5.1 Emergency Lighting and Exit Signs

Emergency Lighting is installed throughout the building, it appears to meet ABC Section 3.2.7.3 "Emergency Lighting".

Every exit has an exit sign installed as per ABC section 3.4.5 "Exit Signs". The existing exit signs can remain as is, but if the building is renovated the updated green "running man" style signs will be required as per ABC Section 3.4.5. Testing should be completed to ensure exit signs illuminate in the event of a power outage.

6.6 RECOMMENDATIONS

Recommendations, accompanied by ranking priority and an estimated probable cost related to electrical work are presented below in Table 4-1. The costs are inclusive of 15% engineering consulting fee and 30% contingency. "Immediate" are considered risks to the public's safety, "high" is within 1 to 5 years, "medium" is within the next 5 to 10 years, and "low" is within the next 15 to 20 years. Costs are probable costs in 2018 dollars and are assumed to be combined with other scope items.

**Table 6-1
Estimated Costs for Structural Work Upgrades**

Work Description	Priority	Estimated Cost
Utility fuse enclosure replacement*	Immediate	\$4,000
Move items in front of electrical equipment	Immediate	\$500
Repair exterior receptacles, install junction box covers, secure electrical heat trace	Immediate	\$1,500
Secure wiring in basement crawlspace	Immediate	\$1,000
Replace existing receptacles within 1.5m of sink with GFI receptacle	High	\$1,000
Electrical support for rooftop HVAC unit replacement	High	\$1,300
Upgrade exterior lights to LED (CW Photo Cell)	High	\$15,000
Building electrical load assessment	Medium	\$6,000
Upgrade interior lights to LED	Medium	\$179,500
Upgrade electrical distribution equipment (re-use existing cables)	Medium	\$160,000
Test existing ethernet outlets, replace faulty outlets and ethernet cable (assuming a minimum of 10 runs to be replaced)	Low	\$10,000
Add new ceiling mounted receptacle at entrance	Low	\$2,200
Replace exit lights with new "running man" lights	Low	\$3,500
Fire alarm system installed as per ULC-524	Low	\$35,000
TOTAL		\$420,500

*Utility fuse enclosure replacement costs may be partially covered by the utility company.

7 Asbestos and Hazardous Building Materials

It is common that older building constructions comprise of asbestos containing materials and other hazardous building materials. These materials require special attention during renovations and maintenance. If not done so already, it is recommended that a hazardous building materials assessment be performed to determine the presence of any hazardous materials such as:

- Asbestos containing materials (drawings indicate that Zonolite insulation, a vermiculite product is present in the block walls)
- Lead in paint, concrete, mortar and piping
- Mercury in thermometers, pressure gauges, electrical switches and relays
- Silica in concrete or masonry
- Polychlorinated biphenyls in fluorescent lights and other electrical equipment
- Mould contaminated building materials
- Ozone depleting substances in heating and cooling equipment

8 Summary of Recommendations

A summary of the prioritized recommendations and opinions of probable costs is presented below. "Immediate" are considered risks to the public's safety, "high" is within 1 to 5 years, "medium" is within the next 5 to 10 years, and "low" is within the next 15 to 20 years. Costs are probable costs in 2018 dollars and are assumed to be combined with other scope items.

Costs do not include investigation and remediation of asbestos and hazardous materials.

**Table 8-1
Summary of Estimated Costs**

Work Description	Priority	Estimated Cost
Replace existing door with new fire-rated door, frame, and hardware, and apply fire stopping and fire sealant around room openings	Immediate	\$3,500
Replace the existing access door in the Boiler Room to the crawlspace with new fire-rated door, frame, and hardware, and apply fire stopping and fire sealant around room openings	Immediate	\$3,000
Replace the existing access door to lower Mechanical Room to the crawlspace with new fire-rated door, frame, and hardware, and apply fire stopping and fire sealant around ceiling openings	Immediate	\$3,000
Conduct investigation on fire blocks of crawlspace	Immediate	\$2,500
Test and dispose of expelled masonry insulation and seal the sources within masonry	Immediate	\$20,000
Repairs to the dislodging blocks on masonry walls	Immediate	\$10,000
Install a backflow preventer to meet CAN/CSA-B64.10 on the domestic water service	Immediate	\$3,500
Provide exhaust for ladies and men's washrooms located in north wing, and Janitor Room located in east wing	Immediate	\$1,500
Utility fuse box replacement, may be covered by Utility provider.	Immediate	\$4,000
Move items in front of electrical equipment in boiler room	Immediate	\$500
Repair exterior receptacles, install JB covers, secure EHT	Immediate	\$1,500
Secure wiring in basement crawlspace	Immediate	\$1,000
TOTAL IMMEDIATE PRIORITY ITEMS		\$54,000

8 - Summary of Recommendations

Work Description	Priority	Estimated Cost
Replace entire roof system including downspouts and splash pads and replace any unsuitable sheathing	High	\$600,000
Replace entire roof system including downspouts and splash pads and replace any unsuitable sheathing.	High	\$600,000
Replace non-vented soffits with perforated prefinished metal soffits	High	\$50,000
Provide and install power door opener for the main entrance door	High	\$2,000
Replace existing wood siding and building paper with new near the main entrance	High	\$15,000
Patch damaged exterior wall finishes with new, seal around wall penetrations and cracks on wall surfaces	High	\$2,500
Miscellaneous repairs to masonry walls including dislodged masonry blocks, sealing of cracks, re-pointing of joints as required, and patching of wide crack	High	\$20,000
X-ray the incoming water pipes examining the condition	High	\$1,000
If required after X-ray replace the incoming water pipe to CPVC including excavation and backfill	High	\$15,000
Install grates to missing floor drains	High	\$500
Provide concrete splash pad at storm downspouts	High	\$1,000
Replace heating distribution pumps with new variable flow pumps, total of 2	High	\$15,000
Replace washrooms exhaust fans with new fans, total of 5	High	\$2,500
Replace refrigerant in the rooftop air conditioning units with R-410A, total of 5	High	\$5,000
Provide concrete pad for the condenser unit on grade	High	\$500
Install UL-555 fire dampers on all duct penetrations of fire-rated walls	High	\$1,500
Replace existing receptacles within 1.5m of sink with GFI receptacle	High	\$1,000
Electrical support for rooftop HVAC unit replacement	High	\$1,300
Upgrade exterior lights to LED (c/w Photo Cell)	High	\$15,000
TOTAL HIGH PRIORITY ITEMS		\$748,800

Smoky Lake County

Work Description	Priority	Estimated Cost
Replace the brick stone walkway with concrete sidewalks	Medium	\$20,000
Miscellaneous crack repairs to concrete sidewalks	Medium	\$2,000
Replace all existing wall finishes and building papers with new including 4" new rigid insulation and air/vapour barrier	Medium	\$500,000
Replace all exterior wood doors and frames with new insulated hollow metal doors and frames including hardware	Medium	\$45,000
Replace all exterior windows and frames with new triple glazed windows and frames	Medium	\$120,000
Replace all interior floor finishes with new	Medium	\$270,000
Replace damaged ceiling tiles and plaster ceilings	Medium	\$3,000
Miscellaneous concrete repairs to strip footings	Medium	\$10,000
Concrete apron repairs	Medium	\$10,000
Replace heating terminal elements including baseboard heaters, force flow heaters, unit heaters and heating coils	Medium	\$120,000
Replace rooftop air conditioning units with new high efficiency units, total of 5	Medium	\$60,000
Building Electrical Load Assessment	Medium	\$6,000
Upgrade interior lights to LED	Medium	\$179,500
Upgrade Electrical Distribution Equipment (re-use existing cables)	Medium	\$160,000
TOTAL MEDIUM PRIORITY ITEMS		\$1,505,500
Replace heating boilers within the next 15 years, total of 2	Low	\$90,000
Replace fan coils unit with associated condenser unit within the next 12 years	Low	\$20,000
Insulate domestic hot and cold water (optional)	Low	\$20,000
Test existing Ethernet outlets, replace faulty outlets and Ethernet cable (assuming a minimum of 10 runs to be replaced)	Low	\$10,000
Add new ceiling mounted receptacle at entrance	Low	\$2,200
Replace exit lights with new "running man" lights	Low	\$3,500
Fire Alarm system installed as per ULC-524	Low	\$35,000
TOTAL LOW PRIORITY ITEMS		\$180,700

*The presence of asbestos and hazardous materials is currently unknown. It is recommended that testing be performed by a hazardous materials consultant prior to design and construction.

9 Remaining Life

In general, a building of this construction typically has an expected life of approximately 50 years. It is AE's understanding that the building was constructed in the 1963. In comparison to its age, the building has exceeded its expected life at 110%. A building can exceed its expected life depending on quality of construction and maintenance history.

With the information gathered, it is estimated that the remaining life of the building is about 20 to 30 years, if the recommendations are followed and regular maintenance is continued.

Based on 2018 Yardstick for Costing Data, to construct a new building of similar size is estimated to cost approximately \$3.9 million.

REPORT

10 Closure

This report was prepared for and commissioned by the Smoky Lake County. All work was collaborated with Cory Ollikka, Chief Administration Officer.

The services provided by Associated Engineering Alberta Ltd. in the preparation of this report were conducted in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty expressed or implied is made.

Respectfully submitted,
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ASSOCIATED ENGINEERING QUALITY MANAGEMENT SIGN-OFF	
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Date:	December 20, 2018

APEGA Permit to Practice P 3979