



TOWN OF SMOKY LAKE AND SMOKY LAKE COUNTY JOINT COUNCIL COMMITTEE MEETING



AGENDA: Town of Smoky Lake and Smoky Lake County Joint Council Meeting

to be held on Wednesday, **November 18, 2020** at **2:00 p.m.** through Zoom:

<https://us02web.zoom.us/j/82453070621?pwd=aUJKdTJ6L2tRQS91NDVodHUvQndvdz09>

Or, by dialing in at 1-877-853-5257, Meeting ID: 824 5307 0621 Passcode: 105027

1. Meeting:

Call to Order.

2. Agenda:

Adoption of Agenda: as presented or subject to additions or deletions.

3. Minutes:

- 3.1 Minutes of the Joint Council Meeting held on: September 16, 2020. ©.....
- 3.2 Action List of the Joint Council Meeting held on: September 16, 2020. ©.....
- 3.3 Minutes of the Joint Council Meeting held on: September 21, 2020. ©.....
- 3.4 Action List of the Joint Council Meeting held on: September 21, 2020. ©.....
- 3.5 Meeting Notes Victoria District Economic Development Strategy
Implementation Working Group:
 - ✓ October 2, 2020. ©.....
 - ✓ October 9, 2020. ©.....
 - ✓ October 30, 2020. ©.....
 - ✓ November 13, 2020. ©.....

4. Issues for Discussion:

- 4.1 Vision XS Ltd. Scope of Work – Draft Memorandum of Understanding. ©
- 4.2 Victoria District Economic Development Plan Actual to Budget Update. ©
- 4.3 Smoky Lake County Bylaw No. 1311-18 and Town of Smoky Lake Bylaw No. 001-18: Joint Operation Agreement for the provision of Fire Protection Services. ©
- 4.4 2021 Operating Training & Supplies Budget for the Smoky Lake Fire Department. ©
- 4.5 Smoky Lake Fire Department Storage Building Update. ©

5. Other Business:

6. Correspondence:

7. Delegations:

8. Executive Session:

9. Next Meeting:

Date and time of Next Meeting.

Adjournment.



**SMOKY LAKE COUNTY AND TOWN OF SMOKY LAKE
 JOINT COUNCIL MEETING**



Minutes of the **Smoky Lake County and Town of Smoky Lake** Joint Council Meeting held on Wednesday, **September 16, 2020** at 5:06 p.m. in the National Hall, Smoky Lake to accommodate COVID-19 Social Distancing protocol.

The meeting was called to Order by the Smoky Lake County Reeve Craig Lukinuk in the presence of the following persons:

<u>Division</u>	<u>Name</u>	<u>ATTENDANCE</u> <u>Wednesday, Sept. 16, 2020</u>
1	Dan Gawalko	Present
2	Johnny Cherniwchan	Present
3	Craig Lukinuk	Present
4	Lorne Halisky	Present
5	Randy Orichowski	Present
Interim C.A.O.	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
Recording Secretary	Patti Priest	Present
P&D Manager	Jordan Ruegg	Present
P&D Assist. Manager	Kyle Schole	Present
CEDO	Michelle Wright	Present
Town of Smoky Lake	Hank Holowaychuk – Mayor	Present @ 5:08 p.m.
Town of Smoky Lake	Melody Morton – Councillor	Present
Town of Smoky Lake	Dan Kotylak – Councillor	Present
Town of Smoky Lake	Ross Whitelaw – Deputy Mayor	Present
Town of Smoky Lake	Terry Makowichuk – Councillor	Absent
Town of Smoky Lake	Adam Kozakiewicz - C.A.O.	Present
Town of Smoky Lake	Crystal Letwin – Fin.Leg.Srv.	Present

2. AGENDA:

Agenda - September 16, 2020

J213-20: Halisky

That the **Smoky Lake County and Town of Smoky Lake** Joint Council Meeting Agenda for Wednesday, September 16, 2020 be adopted, as presented.

Town of Smoky Lake: motion moved by Kotylak.

Carried Unanimously.

Reschedule Meeting

J214-20: Cherniwchan

That the **Smoky Lake County and Town of Smoky Lake** Joint Council Meeting scheduled for Monday, August 31, 2020 at 1:00 p.m., be rescheduled to Wednesday, September 16, 2020 at 5:00 p.m. to be held in the National Hall Smoky Lake.

Town of Smoky Lake: motion moved by Morton.

Carried Unanimously.

3. MINUTES:

Minutes - July 22, 2020

J215-20: Orichowski

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Council Meeting Minutes of **July 22, 2020** be adopted, as presented.

Town of Smoky Lake: motion moved by Kotylak.

Carried.

Hank Holowaychuk, Town of Smoky Lake Mayor, joined the meeting, time 5:08 p.m.

Meeting Notes Victoria District Economic Development Strategy Implementation Working Group

J216-20: Halisky

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Council acknowledge receipt of the “Meeting Notes” from the Victoria District Economic Development Strategy Implementation Working Group Meetings which were held on July 30, 2020, August 13, 2020 and August 28, 2020, and accepted the said “Meeting Notes” for information.

Town of Smoky Lake: motion moved by Whitelaw.

Carried.

4. ISSUES FOR DISCUSSION:

Vision XS – Tony Sefton

J217-20: Halisky

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Councils recommend the Victoria District Economic Development Strategy Implementation Working Group formalize the scope of work beyond the work already done by Tony Sefton, CEO of Vision XS Ltd. of gathering research, statistics, and background information/data in conjunction with the Town, County, and other Community Stakeholders resulting in a model forming the foundation of the Victoria District Economic Development Strategy, for the purpose of the said Strategy’s implementation, by drafting a Memorandum of Understanding agreement to be executed by Mr. Sefton who was originally engaged by the County for project assistance towards the development of the said Strategy on December 12, 2019, as Mr. Sefton was already engaged by Métis Crossing and the Métis Nation of Alberta and therefore engaging Mr. Sefton was an opportunity to take advantage of the synergies associated with the Métis Crossing development, and the cost savings of work already completed within the district.

Town of Smoky Lake: motion moved by Holowaychuk.

Carried.

Budget to Actual Financial Report Victoria District Economic Development Strategy

J218-20: Orichowski

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Councils acknowledge receipt of the Victoria District Economic Development Strategy Budget to Actual Financial Report dated September 14, 2020 as follows:

	Budget	Actual Costs To Date
Advertising		\$ 729.56
Printing/Binding		\$ -
Consulting		\$ 5,000.00
Legal		\$ 32,705.65
	\$ 247,000.00	\$ 38,435.21

Town of Smoky Lake: motion moved by Morton.

Carried.

5. CORRESPONDENCE:

Travel Alberta – Letter of Support

J219-20: Cherniwchan

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Councils acknowledge receipt of the letter received from Tanya Fir, Minister of Economic Development, Trade and Tourism, dated August 6, 2020, in regard to a congratulatory message on developing the Victoria District Economic Development Strategy.

Town of Smoky Lake: motion moved by Whitelaw.

Carried.

Action List – July 22, 2020

J220-20: Gawalko

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Council Meeting Action List from **July 22, 2020** be accepted for information.

Town of Smoky Lake: motion moved by Holowaychuk.

Carried.

8. EXECUTIVE SESSION:

Victoria District Economic Development Strategy Financing

J221-20: Gawalko

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Councils go into Executive Session to discuss a Legal Issue in respect to the Victoria District Economic Development Strategy Financing, under the Authority of the FOIP Act, Section 27: Privileged Information, time 5:53 p.m..

Town of Smoky Lake: motion moved by Kotylak.

Carried.

J222-20: Halisky

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Councils go out of Executive Session, time 7:06 p.m..

Town of Smoky Lake: motion moved by Kotylak

Carried.

Victoria District Economic Development Strategy Financing

J223-20: Halisky

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Councils agree in principal for each respective municipality to invest Six Hundred Thousand Dollars (\$600,000.00), for a combined total of One Million Two Hundred Thousand Dollars (\$1,200,000.00), as majority shareholders of a municipally owned Joint Venture Tourism Corporation.

Town of Smoky Lake: motion moved by Morton

Carried.

Next Meeting

The next **Smoky Lake County** and **Town of Smoky Lake** Joint Council Meeting will be scheduled at the call of the Reeve or Mayor.



Adjournment

J224-20: Lukinuk

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Council Meeting of September 16, 2020 adjourn, time 7:08 p.m.



ACTION LIST:

September 16, 2020 Joint Council Meeting: Smoky Lake County and Town of Smoky Lake

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION																		
J216-20	That the Smoky Lake County and Town of Smoky Lake Joint Council acknowledge receipt of the “Meeting Notes” from the Victoria District Economic Development Strategy Implementation Working Group Meetings which were held on July 30, 2020, August 13, 2020 and August 28, 2020, and accepted the said “Meeting Notes” for information.	Administration	  <p>Motion #J216-20 is listed on the Action List for transparency purposes as a reminder to Elected that the information was officially acknowledged and shared.</p> <p>SLC's Municipal File: 61-8</p>																		
J217-20	That the Smoky Lake County and Town of Smoky Lake Joint Councils recommend the Victoria District Economic Development Strategy Implementation Working Group formalize the scope of work beyond the work already done by Tony Sefton, CEO of Vision XS Ltd. of gathering research, statistics, and background information/data in conjunction with the Town, County, and other Community Stakeholders resulting in a model forming the foundation of the Victoria District Economic Development Strategy, for the purpose of the said Strategy's implementation, by drafting a Memorandum of Understanding agreement to be executed by Mr. Sefton who was originally engaged by the County for project assistance towards the development of the said Strategy on December 12, 2019, as Mr. Sefton was already engaged by Métis Crossing and the Métis Nation of Alberta and therefore engaging Mr. Sefton was an opportunity to take advantage of the synergies associated with the Métis Crossing development, and the cost savings of work already completed within the district.	Vic. Dis. Ec. Dev. Strat. Imp. Working Group	Motion # J217-20 was provided to Tony Sefton on October 21, 2020. An MOU is being crafted and will be completed by the end of November, 2020.																		
J218-20	<p>That the Smoky Lake County and Town of Smoky Lake Joint Councils acknowledge receipt of the Victoria District Economic Development Strategy Budget to Actual Financial Report dated September 14, 2020 as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: right; width: 20%;">Budget</th> <th style="text-align: right; width: 20%;">Actual Costs To Date</th> </tr> </thead> <tbody> <tr> <td>Advertising</td> <td></td> <td style="text-align: right;">\$ 729.56</td> </tr> <tr> <td>Printing/Binding</td> <td></td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Consulting</td> <td></td> <td style="text-align: right;">\$ 5,000.00</td> </tr> <tr> <td>Legal</td> <td></td> <td style="text-align: right;">\$ 32,705.65</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$ 247,000.00</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$ 38,435.21</td> </tr> </tbody> </table>		Budget	Actual Costs To Date	Advertising		\$ 729.56	Printing/Binding		\$ -	Consulting		\$ 5,000.00	Legal		\$ 32,705.65		\$ 247,000.00	\$ 38,435.21	Administration	<p>The Budget to Actual report was prepared as per the Joint Town/County's July 22, 2020, Motion #J211-20.</p> <p>Motion #J218-20 is listed on the Action List for transparency purposes as a reminder to Elected that the information was officially acknowledged and shared.</p> <p>SLC's Municipal File: 61-8</p>
	Budget	Actual Costs To Date																			
Advertising		\$ 729.56																			
Printing/Binding		\$ -																			
Consulting		\$ 5,000.00																			
Legal		\$ 32,705.65																			
	\$ 247,000.00	\$ 38,435.21																			

ACTION LIST:

September 16, 2020 Joint Council Meeting: Smoky Lake County and Town of Smoky Lake

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
J219-20	That the Smoky Lake County and Town of Smoky Lake Joint Councils acknowledge receipt of the letter received from Tanya Fir, Minister of Economic Development, Trade and Tourism, dated August 6, 2020, in regard to a congratulatory message on developing the Victoria District Economic Development Strategy.	Administration	  <p>The correspondence from Tanya Fir, Minister of Economic Development, Trade and Tourism, dated August 6, 2020 has been retained for documentation and historical reference purposes.</p> <p>SLC's Municipal File: 61-8</p>
J223-20	That the Smoky Lake County and Town of Smoky Lake Joint Councils agree in principal for each respective municipality to invest Six Hundred Thousand Dollars (\$600,000.00), for a combined total of One Million Two Hundred Thousand Dollars (\$1,200,000.00), as majority shareholders of a municipally owned Joint Venture Tourism Corporation.	Administration	Motion J223-20 is noted on the Action List for documentation purposes and historical refernce.



**SMOKY LAKE COUNTY AND TOWN OF SMOKY LAKE
 JOINT COUNCIL MEETING**



Minutes of the **Smoky Lake County and Town of Smoky Lake** Joint Council Meeting held on Monday, **September 21, 2020** at 10:01 a.m. held virtually online through Electronic Communication Technology: Zoom Meeting.

The meeting was called to Order by the Smoky Lake County Reeve Craig Lukinuk with the following attendance:

	<u>Position</u>	<u>Name</u>	<u>ATTENDANCE</u> <u>Monday, Sept.21, 2020</u>
Smoky Lake County:	Div.1 Councillor	Dan Gawalko	Present in SLC Chambers
	Div.2 Councillor	Johnny Cherniwchan	Present in SLC Chambers
	Div.3 Councillor	Craig Lukinuk	Present in SLC Chambers
	Div.4 Councillor	Lorne Halisky	Present in SLC Chambers
	Div.5 Councillor	Randy Orichowski	Present in SLC Chambers
	Interim C.A.O.	Lydia Cielin	Present Virtually
	Finance Manager	Brenda Adamson	Present Virtually
	Recording Secretary	Patti Priest	Present Virtually
	P&D Manager	Jordan Ruegg	Present Virtually
	P&D Assist. Manager	Kyle Schole	Present Virtually
	Smoky Lake Region:	CEDO	Michelle Wright
Town of Smoky Lake:	Mayor	Hank Holowaychuk	Present Virtually
	Councillor	Melody Morton	Present Virtually
	Councillor	Dan Kotylak	Present Virtually
	Deputy Mayor	Ross Whitelaw	Present Virtually
	Councillor	Terry Makowichuk	Absent
	C.A.O.	Adam Kozakiewicz	Present Virtually
	Fin/Legislative Srv.	Crystal Letwin	Absent

Aspen View Public Schools:	Superintendent	Neil O'Shea	Present Virtually
	Trustee	Tom Mykytiuk	Present Virtually
	Secretary Treasurer	Aimee Hirtle	Present Virtually
Members of the Public:	None		N/A
Members of the Media:	None		N/A

2. AGENDA:

Agenda - September 21, 2020

J225-20: Halisky That the **Smoky Lake County and Town of Smoky Lake** Joint Council Meeting Agenda for Monday, September 21, 2020 be adopted, as presented.

Town of Smoky Lake: motion moved by Holowaychuk.

Carried Unanimously.

3. MINUTES:

No Minutes.

DELEGATIONS:

Aspen View Public Schools

Present before the **Smoky Lake County and Town of Smoky Lake** Joint Council from 10:03 a.m. to 11:24 a.m. was Aspen View Public Schools (AVPS) representatives: Neil O'Shea, Superintendent, and Tom Mykytiuk, Trustee, to provide an update on the new HAK School, also in attendance was Aimee Hirtle, Secretary Treasurer, of Aspen View Public Schools, as an information resource. The following points were included in the information provided:

- The new schools' floor plan will be reviewed later this afternoon, September 21, 2020.
- AVPS Board has committed \$100,000.00 dollars from their reserves towards the estimated \$1,000,000.00 expense to connect to the sewer to the new school, as the very high cost of utility service has not been contemplated by the Alberta Government in their funding formula and any funds which would be spent on the utility would take away from school itself.
- AVPS is open to further funding contributions and is open to partnerships.
- The total project funding from the Province is \$15 Million based on a 478-student population.
- Screen share:

August 26, 2020

The design committee has been working diligently with our architect for the project (Stantec). The focus at this point is looking at options around the building placement on the property. The initial approval was for the building to the east of the current school (behind). After further discussion and investigation, there is a second option to place the new school to the north of the existing school (on the lower section). There are several things that the committee has been considering in determining the placement of the new school.

Option 1 is the new school to the north of the existing site. The cost of the installation of sewer and water is \$1,063,681.

Option 2 is the new school to the east of the existing site. The cost of the installation of sewer and water is \$849,188.75.

In discussion with the Town of Smoky Lake and Smoky Lake County, there is a willingness to discuss off-setting the cost of utilities if the north location is selected.

Attachments:

Maps of potential locations of the school

Submitted by:

N. O'Shea, Superintendent

Recommendation or Action Requested:

That the Board of Trustees of Aspen View Public Schools allocate \$100,000 from capital reserves to offset the utility costs if the north location is selected;

Further

That the Board of Trustees of Aspen View Public Schools agree in principle to remediate the current HA Kostash site to grass play fields with other possibility activity enhancements.

- The utility costs are higher in Option 1 due the topography of the land and the need for additional manholes and a mini lift-station for the sewer.
- Furniture, Fixtures and Equipment could be compromised if too much is spent on utilities.
- AVPS has about 1 Million in capital reserves and about 2 million in operating reserves and will be holding onto that for other purposes.
- The demolition of the old school is not included in the 15 Million budget.

- The current gymnasium size is 412 square meters and the new gymnasium would be 595 square meters – in order to host provincial tournaments there is a requirement to have 6 feet of space around the volleyball courts, and a 595 square meter gymnasium would not accommodate that. We would need to find additional funding for a bigger gymnasium if we wanted to host provincial tournaments.
- AVPS provides the public with updates and FAQs through: https://hak.aspenview.org/new_h_a_k below is an excerpt:

#newHAK H.A. Kostash School Replacement Project,
Last updated: June 23, 2020

What's new?

On November 1, 2019, the Government of Alberta approved the replacement of the current H.A. Kostash School. Alberta Infrastructure has issued an Request for Proposals (RFP) for a Bridge Consultant. The role of the Bridge Consultant is to work with Aspen View Public Schools and Alberta Infrastructure throughout the project, including design of the school, securing architects and builders, and seeing the project through to completion. The RFP is expected to be awarded during the summer of 2020.

The Town and County of Smoky Lake have committed \$600,000 towards community-use space within the new school project, which they have identified as daycare space. Administrators from both municipalities will serve on the project design committee to provide input on how best to facilitate the community-use space within the project.

FAQs

Where will the new school be built?

The new school will be built on the current HAK property. The actual site and orientation of the building will depend on the building layout developed in consultation with the architect and Alberta Infrastructure.

When will the new school be built?

Construction is currently scheduled to start in late spring 2021, with completion slated for late 2022.

How big will the new school be?

The new school is planned for 4,192 square metres of permanent space, plus four modular classrooms, for a total capacity of 473 students (K-12). For comparison, the current HAK is 6,175 square metres with a maximum capacity of 630.

Why is the new school smaller than the current school?

New school projects are sized according to recent enrollment history and projections. Student enrolment throughout rural Alberta, including Aspen View, has been consistently declining for several years. However, over that time HAK's enrollment has remained the most stable of all Aspen View schools.

How much will the new school cost? Who is paying for it?

All new school projects are funded by Alberta Infrastructure. The budget for the new HAK project is approximately \$15 million.

Will there be community use space within the new school?

Alberta Infrastructure only funds the new school project itself. However, there is an opportunity for independently-funded community-use spaces to be integrated into the school project. The Town and County of Smoky Lake have committed \$600,000 to integrate a daycare space into the school project.

Who determines what the new school will look like?

Alberta Infrastructure has established guidelines for how space should be allocated within new school projects based on current and projected enrollments. There is flexibility for Aspen View, working with Alberta Infrastructure and the project architect, to make adjustments to these allocations to meet unique needs. As well, there is flexibility for Aspen View to work with the architect to determine how space will be configured within the new school project, as part of its design. Aspen View Public Schools has formed a design committee of two school board trustees; the superintendent and secretary-treasurer; and the school principal to work with Alberta Infrastructure and the architect to develop the layout and design of the new school. The committee will also develop mechanisms to gather input into the design from stakeholders including students, staff and parents. Representatives from the Town and County of Smoky Lake will also work with the design committee around the integration of the community-use daycare space into the school project. The design committee has gathered input from current staff at HAK, visited a number of new school sites, consulted with Alberta Infrastructure and have recently launched a survey to gather input from students and their families.

What happens to the current school building?

Due to its age, current condition and lack of accessibility, most of the current building is slated for demolition. Funding for demolition is included in the project budget.

Will there be a playground?

Every effort will be made to retain or, if necessary, relocate the existing playground equipment. Playgrounds are not funded by Alberta Infrastructure as part of the new school project. However, the Government of Alberta has a separate grant program that provides up to \$250,000 for playground projects. Aspen View Public Schools will apply to this program if needed.

- Thank you to both councils for being open and for considering some options, AVPS appreciates your cooperation and support.

Meeting Recessed for lunch, time 11:24 a.m.

Meeting Reconvened on a call to order by Smoky Lake County Reeve: Craig Lukinuk, from the Cultural Gathering Centre, Métis Crossing (MC) at 1:33 p.m. with the following attendance:

			Afternoon ATTENDANCE
			<u>Monday, Sept.21, 2020</u>
	<u>Position</u>	<u>Name</u>	
Smoky Lake County:	Div.1 Councillor	Dan Gawalko	Present at MC
	Div.2 Councillor	Johnny Cherniwchan	Present at MC
	Div.3 Councillor	Craig Lukinuk	Present at MC
	Div.4 Councillor	Lorne Halisky	Present at MC
	Div.5 Councillor	Randy Orichowski	Present at MC
	Interim C.A.O.	Lydia Cielin	Present Virtually
	Finance Manager	Brenda Adamson	Present Virtually
	Recording Secretary	Patti Priest	Present Virtually
	P&D Manager	Jordan Ruegg	Present at MC
	P&D Assist. Manager	Kyle Schole	Present at MC
Smoky Lake Region:	CEDO	Michelle Wright	Present at MC
Town of Smoky Lake:	Mayor	Hank Holowaychuk	Present at MC
	Councillor	Melody Morton	Present at MC
	Councillor	Dan Kotylak	Present at MC
	Deputy Mayor	Ross Whitelaw	Present at MC
	Councillor	Terry Makowichuk	Absent
	C.A.O.	Adam Kozakiewicz	Present at MC
	Fin/Legislative Srv.	Crystal Letwin	Absent

Métis Nation of Alberta:	Prov. President	Audrey Poitras	Present at MC
	Prov. Vice-President	Daniel Cardinal	Present at MC
	Region 2 President	Duane Zaraska	Present at MC
Round Table Consulting Inc.	President	Art Cunningham	Present at MC
Métis Crossing:	Executive Director	Juanita Marois	Present at MC
Vision XS Ltd.	CEO	Tony Sefton	Present Virtually
Members of the Public:	None		N/A
Members of the Media:	None		N/A



(Photo taken on September 21, 2020 at the Cultural Gathering Centre, Métis Crossing. Photo Credit: Adam Kozakiewicz, CAO, Town of Smoky Lake)



Victoria District Economic Development Strategy Implementation

OUR VALUES

We believe in the preservation and promotion
of our heritage and ecological assets

We want to enhance the experiences of our visitors
by sharing our assets in an authentic way

We want to maintain our community identity and lifestyle
while sharing our assets

THE PARTNERS

FROM CO-EXISTANCE TO PARTNERSHIP



VDEDS: Business Plan



Outcomes



Resources



Action



Outcomes

LEGACY RELATIONSHIPS

Trust

- top-notch shared expertise
- willingness to learn from each other

Compatibility

- complement each other's offerings
- common belief in the "product"

Transparency

- spell out everything so that there are no surprises or conflicts

Shared Vision and Clear Objectives

- each partner shares their value
- more successful together

Partners' 10 Year Return on Investment

	Investment	10 year return
Métis Nation of Alberta, Town of Smoky Lake and Smoky Lake County	\$1.8 MM	\$ 9.9 MM
Community Fund	n/a	\$ 6.2 MM
New Project Investment	n/a	\$ 6.2 MM
Reserves	n/a	\$2.5 MM

Tourism Corporation Outcomes

Market assets

Develop assets

Build Infrastructure to support assets

Regional Tourism 10 Year Economic Outlook

\$7-8 million to \$60+ million

600 new jobs

Population grows 4200 to 4700+.

1200+ accommodation units

125,000 travellers, \$200-\$300 per day, 3+ nights

170,000 day trippers, \$40-\$60 per day

Regional Economic Impacts

Tourism Operator revenue increase

Municipal Infrastructure funding

Resident attraction and retention

Project attraction

Community Engagement

Resources

Partner Investment

Initial Capital and Operating

Smoky Lake County \$600K
Town of Smoky Lake \$600K
Métis Nation of Alberta \$600K

Other Funding

\$ 43 million

community bonds, partnerships,
commercial secured and unsecured loans,
and grants

Leveraged through initial \$1.8 MM
from 3 partners

Developer Funds

\$15 million

Either entertainment complex option or
Converted to a loan
(Impacts to debt ratio)

Differential Business License Fee

6% on tourist goods and services

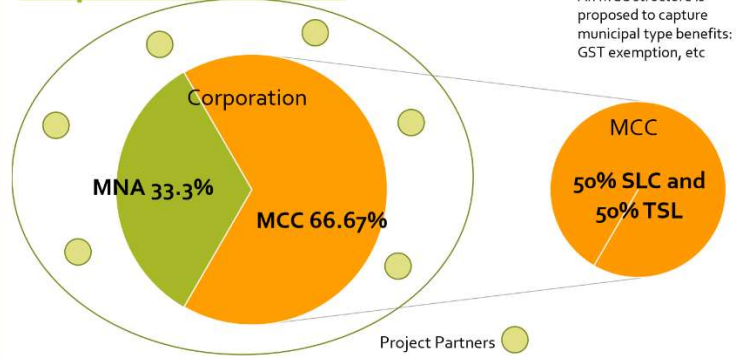
Operators increase prices by 6%

Residents receive 6% discount

Fees remitted based on gross profit scale
(Business input during Public Engagement)

Potential Revenue 2022: \$125K, 2031: \$1.36 MM

Corporate Structure



Action

Key Collaboration



Smoky Lake
Tourism
Corporation

Business Actions 2020-2021

Pre-Launch Marketing Activities

Interim Management Team sets up Corporation

Funding Agreements with 3rd parties

Business Actions 2021 - 2022

Marketing Strategy

Human Resources including housing

Accommodation acquisition and renovations

Project Lending

Signage and Wayfinding (I)

Signature Experience 1

Victoria Settlement upgrades

Technology – booking system

Event Strategy

Business Actions 2021 - 2022

Infrastructure:

**Broadband links for Tourism assets
Link Bellis to Victoria Trail**

Business Actions 2022 - 2025

**Signature Experience 2
Signage and Wayfinding (II)
Smoky Lake Museum expansion**

Business Actions 2022 - 2025

Infrastructure:

**Sewer/Water
Loans for Services
Waskatenau to Victoria Trail Link**

Business Actions 2025 - 2026

**Major RV Expansion
Entertainment Complex
Agri Tourism centre**



Discussion

VICTORIA DISTRICT ECONOMIC DEVELOPMENT STRATEGY

Business Plan, Funding Model and Corporate
Structure

September 21, 2020



Tony Sefton, CEO of Vision XS Ltd. virtually left the meeting, time 3:18 p.m.

Victoria District Economic Development Strategy Business Plan – Public Consultation

J226-20: Halisky

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Council proceed to consult the public through each respective municipality's Public Participation Policies: County's Policy Statement No. 01-51-01 and Town's Policy Statement No. A18, for the purpose of providing the Public with sufficient access to information to allow the public to become informed and to provide the Public the opportunity to participate, be involved, and provide input into the decision-making process in respect to the Victoria District Economic Development Strategy Business Plan.

Town of Smoky Lake: motion moved by Morton.

Carried.

Next Meeting

The next **Smoky Lake County** and **Town of Smoky Lake** Joint Council Meeting will be scheduled at the call of the Reeve or Mayor.



Adjournment

J227-20: Lukinuk

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Council Meeting of September 21, 2020 adjourn, time 4:15 p.m.

ACTION LIST:

September 21, 2020 Joint Council Meeting: Smoky Lake County and Town of Smoky Lake

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
<p>J226-20</p>	<p>That the Smoky Lake County and Town of Smoky Lake Joint Council proceed to consult the public through each respective municipality's Public Participation Policies: County's Policy Statement No. 01-51-01 and Town's Policy Statement No. A18, for the purpose of providing the Public with sufficient access to information to allow the public to become informed and to provide the Public the opportunity to participate, be involved, and provide input into the decision-making process in respect to the Victoria District Economic Development Strategy Business Plan.</p>	<p>Municipalities</p> <p>Communications</p> <p>Town</p>	  <p>The County P&D Department, in conjunction with the Community Economic Development Officer, have prepared a public engagement and consultation strategy and have begun implementing the first steps. These include:</p> <ul style="list-style-type: none"> • Identification of audience/stakeholder groups & the level of engagement that will be undertaken with each group; • First contact with these audience/stakeholder groups includes: <ul style="list-style-type: none"> ○ District landowners sent notice by mail; ○ Emails sent to school divisions, Portage College, Alberta Snowmobile Association, CDEA, Go East, chamber of commerce, local businesses & local trades people; ○ In-person meetings were also conducted with a number of local businesses & tradespeople. <p>A Strategy-specific webpage has also been established: http://www.smokylakecounty.ab.ca/p/victoria-district-economic-development-strategy which contains information on the Strategy and on how the public can share their feedback.</p> <p>The Business Plan has been advertised in the following mediums:</p> <p>Advertised on the County's Social Media beginning on October 22, 2020. Advertised in the County's Grapevine on October 6, 2020. Advertised on Town's Website beginning on October 23, 2020. Advertised in the Smoky Lake Signal and the Redwater Review during the weeks of October 26, 2020, and November 2, 2020.</p>

SMOKY LAKE REGION

Victoria District Economic Development Strategy Implementation Working Group

October 2, 2020

SMOKY LAKE REGION

Meeting Notes of the **Victoria District Economic Development Strategy Implementation Working Group** meeting held virtually on **Friday, October 2, 2020** at **8:30 A.M.** through Electronic Communication Technology: Zoom Meeting.

The meeting commenced with the virtual attendance as follows:

Members:

Tony Sefton	Vision XS CEO & Chairperson of this Working Group	Absent
Gene Sobolewski	Smoky Lake County CAO	Present
Adam Kozakiewicz	Town of Smoky Lake CAO	Absent
Jordan Ruegg	Smoky Lake County Planning & Development Manager	Present
Juanita Marois	Metis Crossing Executive Director	Present@ ^{9am}
Aaron Barner	Metis Nation of Alberta Senior Executive Officer	Absent

Ex-officio Resources

Craig Lukinuk	Smoky Lake County Reeve	Present
Hank Holowaychuk	Town of Smoky Lake Mayor	Present
Rodd C Thorkelsson	Brownlee LLP Partner	Present
Bob Black	MLT AIKINS LLP Partner	Absent
John McDonnell	Brownlee LLP Partner	Present
Lydia Cielin	Smoky Lake County Assistant CAO	Present
Brenda Adamson	Smoky Lake County Finance Manager	Present
Michelle Wright	Smoky Lake Region Community Economic Development Officer	Present
Kyle Schole	Smoky Lake County Planning Development & Heritage Assistant	Present
Crystal Letwin	Town of Smoky Lake Assistant Chief Administrative Officer	Present
Patti Priest	Smoky Lake County Legislative Services – Recording Secretary	Present

Discussion:

Smoky Lake County and Town of Smoky Lake Joint Council Meeting - Resolutions Passed

September 16, 2020, Motion J223-20:

That the Smoky Lake County and Town of Smoky Lake Joint Councils agree in principal to each respectively invest Six Hundred Thousand Dollars (\$600,000.00), for a combined total of One Million Two Hundred Thousand Dollars (\$1,200,000.00), as majority shareholders of a municipally owned Joint Venture Tourism Corporation.

September 21, 2020, Motion J226-20:

That the Smoky Lake County and Town of Smoky Lake Joint Councils proceed to consult the public through each respective municipality’s Public Participation Policies: County’s Policy Statement No. 01-51-01 and Town’s Policy Statement No. A18, for the purpose of providing the Public with sufficient access to information to allow the public to become informed and to provide the Public the opportunity to participate, be involved, and provide input into the decision-making process in respect to the Victoria District Economic Development Strategy Business Plan.

Business Plan Public Engagement Plan and Other Activities

Business Plan Version 6, presented to Joint Councils included the following Key Activities for Public engagement:

<i>Key Activities</i>	<i>Required Completion Date</i>
Disclosure of Public Hearing Documents	No later than October 22, 2020
Public Engagement	October 22 to November 23, 2020
Public Hearings	November 23, 2020

ACTION The County Planning & Development Department, in conjunction with the Community Economic Development Officer, prepare a public engagement and consultation strategy including:

- Updating the Business Plan based on Council and Métis Nation of Alberta feedback received.
- Modifying the Business plan to remove reference to yet incomplete portions of the strategy: differential business licensing and corporate structures.
- Identification of stakeholder groups & the level of engagement that will be undertaken with each group.
- Establish contact with these audience/stakeholder groups by the following methods: Mail, Email, Virtual meetings; and In-person meetings.
- Establish a Business Plan specific website.
- Create social and print media communications.
- Create contact tracking tool.
- Publish Notice of Public Hearing for November 23, 2020.

RECOMMENDATIONS from Public Engagement Subcommittee to Steering Committee:

ACTION Set up three new sub-committees with members as follows:

1. Public Engagement Sub-Committee Members:
Jordan Ruegg, Kyle Schole, Michelle Wright, Juanita Marois, and Crystal Letwin.
2. Corporate Structure and Partnership Agreements Sub-Committee Members:
Brenda Adamson, Adam Kozakiewicz, Gene Sobolewski, Crystal Letwin, and Juanita Marois.
 - To be completed prior to end of 2020, with intent to setup Corporation(s) and other entities by January 15, 2021.
3. Funding Options Sub-Committee Members:
Brenda Adamson, Adam Kozakiewicz, Gene Sobolewski, and Crystal Letwin,
 - With completion anticipated for mid to late 2021 for implementation thereafter (not required for Business Plan engagement activities).

Next Meeting:

Next Victoria District Economic Development Strategy Implementation Working Group meeting is to be held virtually on Friday, October 9, 2020 at 8:30 a.m.

Adjournment:

The Victoria District Economic Development Strategy Implementation Working Group virtual meeting of Friday, October 2, 2020, adjourned at 9:26 a.m.

SMOKY LAKE REGION

Victoria District Economic Development Strategy Implementation Working Group

October 9, 2020

SMOKY LAKE REGION

Meeting Notes of the **Victoria District Economic Development Strategy Implementation Working Group** meeting held virtually on **Friday, October 9, 2020 at 8:30 A.M.** through Electronic Communication Technology: Zoom Meeting.

The meeting commenced with the virtual attendance as follows:

Members:

Tony Sefton	Vision XS CEO & Chairperson of this Working Group	Present
Gene Sobolewski	Smoky Lake County CAO	Present
Adam Kozakiewicz	Town of Smoky Lake CAO	Present
Jordan Ruegg	Smoky Lake County Planning & Development Manager	Absent
Juanita Marois	Metis Crossing Executive Director	Present
Aaron Barner	Metis Nation of Alberta Senior Executive Officer	Absent

Ex-officio Resources

Craig Lukinuk	Smoky Lake County Reeve	Present
Hank Holowaychuk	Town of Smoky Lake Mayor	Present
Rodd C Thorkelsson	Brownlee LLP Partner	Absent
Bob Black	MLT AIKINS LLP Partner	Absent
John McDonnell	Brownlee LLP Partner	Absent
Lydia Cielin	Smoky Lake County Assistant CAO	Absent
Brenda Adamson	Smoky Lake County Finance Manager	Absent
Michelle Wright	Smoky Lake Region Community Economic Development Officer	Present
Kyle Schole	Smoky Lake County Planning Development & Heritage Assistant	Present
Crystal Letwin	Town of Smoky Lake Assistant Chief Administrative Officer	Absent
Patti Priest	Smoky Lake County Legislative Services – Recording Secretary	Present

Discussion:

Métis Crossing Update

- Footings are being poured for the new Boutique Lodge at Métis Crossing.
- Posts and fencing are on site for the Bison Paddock which will be erected soon, and the corrals are in place for the Petting Zoo.
- A roof-top micro-generator is being installed on the Cultural Gathering Centre.
- The water wells continue to be investigated and still need to confirm the aquifer can sustain the volume of water needed, which will be approximately 40,000 cubes of water a day. The current water-supply plan does not service beyond the Métis Crossing and would like to explore the possibility of Regional Water.
- Exploring an internet fiber connection stemming from the Smoky Lake Colony for approximately \$250,000.
- The current funding in place does include water & wastewater infrastructure. The Canada Infrastructure Bank (a federal Crown Corporation of Canada tasked with financially supporting revenue-generating infrastructure projects that are "in the public interest" through public-private partnerships) has shown an openness to Indigenous engagement.

ACTION Juanita Marois is to set up a follow-up meeting with The Canada Infrastructure Bank and Métis Nation of Alberta and Tony Sefton.

Smoky Lake County Infrastructure Plan

ACTION Pursue developing an Infrastructure Plan which considers roads, water supply, wastewater management, waste management, telecommunication networks, and electricity, that will sustain the future tourism and community needs, and determine what the estimated cost would be for future years. Key contacts for this will be: Gene Sobolewski, Michelle Wright, and Juanita Marois.

Differential Business License Fee

Based the proposed Differential Business License Fee as presented to the Town & County Council on September 16, 2020, the income of the Town & County has the potential to increase from \$1 million to \$3 million for the Town and \$10 million to \$14 million for the County.

ACTION Michelle Wright is to provide Councils with regular progress updates, when feasible, to ensure each respective Council has a clear understanding of the activities and progress of the Victoria District Economic Development Strategy Implementation Working Group and its sub-committees.

Business Plan Update

The Métis Nation of Alberta's President & Vice-President have no concerns about the Business Plan and are in strong support of it.

Public Consultation for the Business Plan will begin on October 19, 2020.

A sensitivity analysis may be done from an economic development perspective to determine the outcome thresholds.

Value Added Attractions

ACTION Set up a new sub-committee working group consisting of Tony Sefton, and privileged business contacts along with Michelle Wright for exploring Value Added Attractions for the Region, such as an entertainment complex.

Other potential value-added attractions such as the Tree Nursery will need to develop a business case.

Potential Grant Funding through Mitacs

There is potential grant funding through Mitacs which is a nonprofit national research organization that, in partnerships with Canadian academia, private industry and government, operates research and training programs in fields related to industrial and social innovation, and connects municipalities with post-secondary researchers for innovative projects.

Approved proposals receive a minimum of 50% of the project cost from Mitacs.

Proposals are accepted by Mitacs at any time and must be submitted by November 2 of each year.

Funding Meeting Schedule

Next 6 weeks will be updating on the progress of Business Plan and corporation set up along with more details of funding requirements.

ACTION Following up with conversations from Public Consultation.

Next Meeting:

Next Victoria District Economic Development Strategy Implementation Working Group meeting is to be held virtually on Friday, October 30, 2020 at 9:00 a.m.

Adjournment:

The Victoria District Economic Development Strategy Implementation Working Group virtual meeting of Friday, October 9, 2020, adjourned at 9:33 a.m.

SMOKY LAKE REGION

Victoria District Economic Development Strategy Implementation Working Group

October 30, 2020

SMOKY LAKE REGION

Meeting Notes of the **Victoria District Economic Development Strategy Implementation Working Group** meeting held virtually on **Friday, October 30, 2020 at 9:00 A.M.** through Electronic Communication Technology: Zoom Meeting.

The meeting commenced with the virtual attendance as follows:

Members:

Tony Sefton	Vision XS CEO & Chairperson of this Working Group	Present
Gene Sobolewski	Smoky Lake County CAO	Present
Adam Kozakiewicz	Town of Smoky Lake CAO	Present
Jordan Ruegg	Smoky Lake County Planning & Development Manager	Present
Juanita Marois	Metis Crossing Executive Director	Present
Aaron Barner	Metis Nation of Alberta Senior Executive Officer	Absent

Ex-officio Resources

Craig Lukinuk	Smoky Lake County Reeve	Present
Hank Holowaychuk	Town of Smoky Lake Mayor	Present
Rodd C Thorkelsson	Brownlee LLP Partner	Absent
Bob Black	MLT AIKINS LLP Partner	Absent
John McDonnell	Brownlee LLP Partner	Absent
Lydia Cielin	Smoky Lake County Assistant CAO	Present
Brenda Adamson	Smoky Lake County Finance Manager	Present
Michelle Wright	Smoky Lake Region Community Economic Development Officer	Present
Kyle Schole	Smoky Lake County Planning Development & Heritage Assistant	Present
Crystal Letwin	Town of Smoky Lake Assistant Chief Administrative Officer	Absent
Patti Priest	Smoky Lake County Legislative Services – Recording Secretary	Present

Discussion:

Metis Crossing Update

Juanita Marois, Executive Director provided a verbal update:

- The Lodge Boutique foundation walls are up, construction is progressing well.
- Elk Island National Park is transferring 20 bison to Métis Crossing in 2021.
- Met with representatives from the Victoria Settlement Provincial Historic Site in regard to a contract for site operation.
- Will accommodate the Victoria Settlement with our booking service for a fee in harmony with Metis Crossing.

Business Plan Public Consultation Update

A Strategy-specific webpage has been established which contains information on the Strategy and on how the public can share their feedback:

<http://www.smokylakecounty.ab.ca/p/victoria-district-economic-development-strategy>

This week over 200 copies of the Business Plan was distributed to stakeholders and another 30 hard copies will be made available to the community. It has also been available electronically through

So far, the feedback has been very positive.

Western Financial Group WFG - Insurance

Western Financial Group WFG has decided to not offer insurance to many rural hospitality properties including ones within the Smoky Lake Region starting December 1st, 2020. The Alberta Hotel Association has attempted to find another insurance company. Without insurance, bank loans will be called, VLTs will be pulled, and the businesses may be lost.

Update from the Lawyers on the Differential Business License Fee and alternative options

The CAOs from Smoky Lake County and Town of Smoky Lake have not yet met yet to discuss alternative options for funding.

The lawyers at Brownlee LLP, currently have the most recent copy of the business plan along with the written potential funding options, and are expected to provide feedback as to what we can and cannot move forward on; we have not received feedback to date.

ACTION Brenda will meet within the next two weeks with Gene, Adam & the Solicitors to go over differential business license fees and alternative options.

Entertainment Complex - update on Deloitte Discussions

Discussions were held with Deloitte to provoke interest in a possible Entertainment Complex. There has been no proposal received to date however, it remains a possibility to gain funding.

Getting Projects Going - meetings schedule

ACTION Michelle is to set up meetings with the potential signature attraction stakeholders: Tree Nursery and Fish Farm to start conversations.

ACTION Hank is to set up a meeting with the Smoky Lake Museum president for Tony to explain: the strategy, how they will fit in, and what opportunities there are for them, as well as for Tony to go over their current visitation statistics and finances.

ACTION Michelle is to prepare for workshops in the new-year for other potential signature attraction tours possibly involving:

- Agritourism,
- Cattle Feedlot,
- Peat Moss plant,
- Hutterite Colony,
- Lonesome Pine Cattle Co.,
- Boat Tours along the River,
- Fishing,
- Hunting Camps,
- Greenhouse Tours

Financial Update

Victoria District Economic Development Plan

	Budget	Actual Costs To Date
Advertising		\$ 729.56
Printing/Binding		\$ -
Consulting		\$ 15,000.00
Legal		\$ 32,705.65
Supplies	<u>\$ 247,000.00</u>	<u>\$ 48,435.21</u>

Next Meeting:

Next Victoria District Economic Development Strategy Implementation Working Group meeting is to be held virtually on Friday, November 13, 2020 at 9:00 a.m.

Adjournment:

The Victoria District Economic Development Strategy Implementation Working Group virtual meeting of Friday, October 30, 2020, adjourned at 10:02 a.m.

SMOKY LAKE REGION

Victoria District Economic Development Strategy Implementation Working Group

November 13, 2020

SMOKY LAKE REGION

Meeting Notes of the **Victoria District Economic Development Strategy Implementation Working Group** meeting held virtually on **Friday, November 13, 2020** at **9:00 A.M.** through Electronic Communication Technology: Zoom Meeting.

The meeting commenced with the virtual attendance as follows:

Members:

Tony Sefton	Vision XS CEO & Chairperson of this Working Group	Present
Gene Sobolewski	Smoky Lake County CAO	Present
Adam Kozakiewicz	Town of Smoky Lake CAO	Present
Jordan Ruegg	Smoky Lake County Planning & Development Manager	Present
Juanita Marois	Metis Crossing Executive Director	Absent
Aaron Barner	Metis Nation of Alberta Senior Executive Officer	Absent

Ex-officio Resources

Craig Lukinuk	Smoky Lake County Reeve	Present
Hank Holowaychuk	Town of Smoky Lake Mayor	Present
Rodd C Thorkelsson	Brownlee LLP Partner	Absent
John McDonnell	Brownlee LLP Partner	Absent
Lydia Cielin	Smoky Lake County Assistant CAO	Present
Brenda Adamson	Smoky Lake County Finance Manager	Present
Michelle Wright	Smoky Lake Region Community Economic Development Officer	Present
Kyle Schole	Smoky Lake County Planning Development & Heritage Assistant	Present
Adam Kozakiewicz	Town of Smoky Lake Chief Administrative Officer	Present
Patti Priest	Smoky Lake County Legislative Services – Recording Secretary	Present

Discussion:

Metis Crossing Update

No update. Juanita Marois, Executive Director was unable to attend.

Business Plan Public Consultation Update

Any feedback received so far on the Business Plan has been overwhelmingly positive, including feedback from the new group engaged with and Ukraine.

Prior to the Public Hearing scheduled for November 26, 2020, the Engagement team will prepare a summary report of feedback for Councils.

Western Financial Group WFG - Insurance

The local hospitality property owners are actively seeking quotes from other insurance providers due to Western Financial Group WFG no longer offering insurance to many rural hospitality properties including ones within the Smoky Lake Region starting December 1st, 2020. So far, the quotes have been significantly higher.

Legal Feedback on Business License Fee and Company Structure

Brenda Adamson, Gene Sobolewski, Adam Kozakiewicz, are meeting with the solicitors: Rodd C Thorkelsson and John McDonnell at 10:30 a.m. today, November 13, 2020 to go over differential business license fees and company structure.

Entertainment Complex - Update on Deloitte Discussions

Deloitte has engaged in a high-level feasibility study and have been asked to prepare a proposal outlining: what it would be for, what funds might be generated from it, and who the potential partners may be that would come forward.

Review Draft Funding Program

Other fees such as a recreational user fees may be explored.

Proposed Signature Attractions and Progress

Tony Sefton will be developing a marketing timeline for capitalizing on the current and potential attractions. Business plan models will need to be built to start engaging and organizing funds, for example:

- Fish Farm and Aquarium – has potential including but not limit to: fish farm tours, fish restaurant, cooking classes, and fresh fish market,
- Smoky Lake Museum – has potential to “tell the signature story of the region”.

Proposed Premium Activities/Attractions and Progress

Deferred to next meeting.

Capital Program

Upon public approval of the Business Plan, the corporation will determine a detailed budget plan and actual costs such as developing the loop road/path network that link the Iron Horse trail to the Victoria Trail in order to be project ready for any upcoming grants that may be announced. A 5-year capital plan will also be developed with the emphasis on year one.

Universal Broadband Fund

The Universal Broadband Fund from Innovation, Science and Economic Development Canada is for eligible applicants having the ability to design, build and run broadband infrastructure and who must identify who will build, own and operate the broadband network. The deadline to apply is February 21, 2021.

- ACTION** Jordan Ruegg will request feedback or a short presentation from MCSnet (the Alberta-Grown rural highspeed internet provider) to determine their interest in participating in preparing a strategy and in an application to the Universal Broadband Fund.

Marketing Discussion – Booking System

The booking system should be a one stop system for the region’s attractions.

- ACTION** Explore Métis Crossing’s booking system’s potential to possibly be scaled up.

Tony Sefton Visit

An extended visit from Tony Sefton will be occurring after COVID-19 vaccination certificates are issued and accepted for travel, to move forward with business development and forming of the corporation.

P3 Consulting

Michelle Wright presented Victoria District Economic Development Strategy to the P3 Capital Partners Inc. partners: Doug Horner, Jeff Johnson and Monica Barclay. The P3 Capital Partners Inc. is a partnership company who liaise with the key stakeholders and private enterprises to explore possible collaborations.

The next step would be to review any potential project partner proposals as they arise.

Other Business

With the Victoria District Economic Development Strategy progress, we are set to be at the front of the queue with our plan when provincial or federal funding programs are announced.

Next Meeting:

Next Victoria District Economic Development Strategy Implementation Working Group meeting is to be held virtually on Friday, November 27, 2020 at 9:00 a.m.

Adjournment:

The Victoria District Economic Development Strategy Implementation Working Group virtual meeting of Friday, November 13, 2020, adjourned at 10:02 a.m.

Letter of Appointment for Vision XS to support Smoky Lake County and Smoky Lake Town to deliver the initial fund raising phase of the Victoria Economic Strategy

Parties: Vision XS Ltd, The Old Counting House, 82e High Street, Wallingford, OXON, OX10 0BS, UK

Smoky Lake County: [ADDRESS]

Smoky Lake Town: [ADDRESS]

Term: 18 months

Start Date: July 2020

Aims of the Work

1. To develop the business models so that funding for the Victoria and District Economic Strategy can be raised through a range of sources that include social enterprise/crowd funding platforms, equity, debt and other forms of funding.
2. To work with potential partners to bring about the signature projects to fruition

Scope of Work

1. Attend and lead Steering Group Meetings
2. Meet with prospective signature attraction operators
3. Update and develop the business models as projects progress, change or are added
4. Identify potential sources of funding, outside grants, and make initial contact
5. Keep the funding register
6. Meet with potential sources of funding
7. Give feedback to the three principal partners when needed
8. Attend legal meetings as necessary to support and structural or taxation requirements
9. Additional services to this list as per agree by both parties by exchange of email

Exclusions:

Grant applications

Payment for the services in the Scope of Work

A monthly retainer of \$5,000 Canadian will be paid as a contribution for the time and serviced of Tony Sefton from Vision XS Ltd to carry out the services. Additional travel expenses will be added to for travel to and from Smoky Lake by prior agreement before travel commences.

The monthly retainer does not cover the time it takes to help raise the funds needed therefore Smoky Lake Town and Smoky Lake County agree to pay Vision XS Ltd a further success fee 1% of monies raised for the Victoria and District Economic Strategy from the following sources:

Economic Development Funds

Developers

Private businesses

Federal and Provincial Economic Development Agencies

Infrastructure Debt Funds

Commercial Debt

Crowd Funding/Social Enterprise funding

It excludes any equity or debt put in by the two partners and also by the Metis Nation of Alberta.

Signed: Tony Sefton

date:

CEO Vision XS Ltd

Signed:

date:

Smoky Lake Town

Signed

date:

Smoky Lake County

Victoria District Economic Development Plan

	Budget	Actual Costs To Date
Advertising		\$ 729.56
Printing/Binding		\$ -
Consulting		\$ 15,000.00
Legal		\$ 32,705.65
Supplies	<u>\$ 247,000.00</u>	<u>\$ 48,435.21</u>

Agenda Item #4.3

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1311-18

Being a Bylaw of Smoky Lake County in the Province of Alberta, for the purpose to enter into a **JOINT OPERATION AGREEMENT** for the provision of **Fire Protection Services** with the **Town of Smoky Lake**.

WHEREAS, pursuant to the provisions of Section 54 of the *Municipal Government Act*, R.S.A. 2000 c. M-26 a Municipality may provide any service or thing that it provides in all or part of the Municipality in another municipal authority with the agreement of the other municipal authority; and

AND WHEREAS, the Council of Smoky Lake County has determined it in the best interests as a municipal corporation to establish a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency services in both Smoky Lake County and the Town of Smoky Lake, and

AND WHEREAS, the Council of Smoky Lake County and the Town of Smoky Lake have a longstanding fruitful, relationship and since 1981 have operated under a mutual aid agreement by which the County and Town already respond jointly to calls for fire and emergency services; and

AND WHEREAS, the Council of Smoky Lake County wishes to enter into an Joint Operation Agreement with the Town of Smoky Lake to provide services and personnel for Fire Protection Services to maintain a viable fire service within the Smoky Lake County, and to provide for efficient operation of such a fire service, all pursuant to the laws of the Province of Alberta, and operate such undertaking as per "**Schedule A**" attached to this Bylaw.

NOW THEREFORE, the Council of Smoky Lake County duly assembled, in consideration of the mutual covenants contained herein, agrees to a **Joint Operation for Fire Protection Services**, as jointly executed, by the municipalities of Smoky Lake County and Town of Smoky Lake.

REPEAL

That Bylaw NO. 1276-15, known as the "Fire Bylaw" be and is hereby repealed.

EFFECTIVE DATE

This Bylaw shall come into force and effect on the final date of passing thereof.

Read a First time this 17th day of April , 2018.

Read a Second time this 17th day of April , 2018.

**Read a Third and Final time this 17th day of April , 2018
and finally passed.**

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

Schedule "A"

Joint Operation Agreement for Fire Protection Services

BETWEEN:

SMOKY LAKE COUNTY - Bylaw 1311-18
a Municipal Corporation, in the Province of Alberta
Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
(hereinafter referred to as "County")

OF THE FIRST PART

AND

TOWN OF SMOKY LAKE - Bylaw 001-18
a Municipal Corporation, in the Province of Alberta
Box 460
56 Wheatland Avenue
Smoky Lake, Alberta T0A 3C0
(hereinafter referred to as the "Town")

OF THE SECOND PART

WHEREAS the Town owns, operates and manages a Fire Department for the residents of the Town of Smoky Lake; and

AND WHEREAS, both parties have a need for Emergency Fire Suppression and Rescue Service, year-round, twenty-four (24) hours per day, seven (7) days per week within the boundaries of Smoky Lake County; and

NOW THEREFORE, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the parties agree as follows:

AGREEMENT

1. DEFINITIONS

The following terms are defined as follows in the Agreement:

- 1.1 **"County"** means the municipality of Smoky Lake County.
- 1.2 **"Emergency"** means a sudden unexpected happening or unexpected occasion for action; events or unexpected occasions requiring trained Firefighters to use their skill and judgement in the application of firefighting equipment and techniques to manage or properly extinguish fires and to provide emergency rescue services.
- 1.3 **"Fire Department"** means the one operating Fire Department located in the Town of Smoky Lake at the Fire Hall legal property: 246 – West Railway Drive.
- 1.4 **"Fire Protection"** means all aspects of Fire safety, including but not limited to, Fire prevention, Firefighting or suppression, pre-Fire planning, Fire inspection, Fire investigation, public education and information, training or other staff development, advising, and responding to a request for Fire Protection (including legitimate emergencies and False Alarms).
- 1.5 **"Fire Suppression"** includes, but is not limited to emergency rescue services where in the opinion of the Town such services are applicable.
- 1.6 **"Party"** means the County or the Town.

1.7 "Town" means the municipality of the Town of Smoky Lake.

2. TERM

This agreement shall be effective upon execution by both Parties, and shall continue to be effective until it is mutually terminated by the Parties. In addition, a Party may unilaterally terminate this agreement by providing written notice to the other Party. Such unilateral termination shall become effective one-year after written notice has been provided to the other party. Renewal of the **Joint Operation Agreement for Fire Protection Services** will be Two (2) Years from the date of execution.

3. ENTITY STATUS

This agreement is a joint cooperative undertaking.

4. PURPOSE

The purpose of this agreement is to establish a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both Municipalities.

5. CAPITAL ASSETS

It is hereby agreed by all the parties to this Agreement that the following vehicles/units used by the Parties are wholly owned as follows:

5.1 Smoky Lake County

- 5.1.1 Unit 320: 1979 GMC crew bus
- 5.1.2 Unit 414A: 2008 Keystone Sprinter Command Post Trailer
- 5.1.3 Unit 424: Command Post Trailer
- 5.1.4 Unit 431: Rapid Attack Skid
- 5.1.5 Unit 445: 1997 Ford F700 Rapid Attack Unit
- 5.1.6 Unit 470: 2002 Ford F550 Rapid Attack Unit
- 5.1.7 2006 Jordair: Air – Kat6 Compressor and Jordair Fill Station

5.2 Town of Smoky Lake

- 5.2.1 No Units.

5.3 Smoky Lake County and Town of Smoky Lake

- 5.3.1 Unit 405: 1997 Freightliner Fire Truck –
County: Sixty (60%) Percent and Town: Forty (40%) Percent
- 5.3.2 Unit 407: 2001 Ford 550 Rescue Truck -
County: Ninety (90%) Percent and Town: Ten (10%) Percent
- 5.3.3 Jaws of Life: 2010 -
County: Fifty (50%) Percent and Town: Fifty (50%) Percent
- 5.3.4 Unit 458: 2001 Dodge Ram 1500 4x4 Truck -
County: Sixty (60%) Percent and Town: Forty (40%) Percent
- 5.3.5 Unit 459: 2014 Freightliner 4x4 Fire Truck -
County: Sixty (60%) Percent and Town: Forty (40%) Percent

5.4 It is agreed that any Capital Purchases (new units) provided by Smoky Lake County and the Town of Smoky Lake will be purchased at a percentage basis of 60/40: County at Sixty (60%) Percent and Town at Forty (40%)

Percent; and will be located at the premises owned by the Town of Smoky Lake.

- 5.5 County and Town agree that the newest truck will be the First Response Truck.
- 5.6 County and Town agree that sale proceeds from any jointly purchased truck/equipment sold will be reimbursed as per 5.3 or 5.4 above, as circumstances warrant.
- 5.7 Any Capital Purchases (value over \$5,000.00) shall be purchased in accordance to the Fire Department Standard Operating Guidelines.

6. OPERATIONAL COST SHARING ALLOCATION

The basis for deriving the sharing of costs at the date of this Agreement is related to the following:

6.1 Supplies, Training and Meetings:

All Supplies, Training and Meetings will be cost shared between the County at Sixty (60%) Percent and the Town at Forty (40%) Percent.

6.2 Motor Vehicle Collision

6.2.1 The County will be responsible to invoice and collect all revenue from the motor vehicle collisions outside the Town boundaries.

6.2.2 The County will be responsible for invoicing motor vehicle collisions in the Town and the Town will collect all revenue.

6.3 Vehicle and Equipment Maintenance:

6.3.1 All Maintenance and Labour costs on Equipment used to perform the services under this agreement: minor and moderate repairs/parts, lubricants, and major repairs (pump tests, air compressor, air quality tests) will be apportioned and cost shared between the County and Town according to the percentage share of ownership as detailed in Section 5, herein.

6.4 Phones:

6.4.1 County is responsible for the cell phones issued to Unit 407; Unit 459, as well, the back-up phone line for dispatching; and phone line at the tower.

6.4.2 Town is responsible for the landlines and the fax line located at the Fire Hall.

6.5 Fuel:

The County will pay One Hundred (100%) Percent for all the fuel costs for the units used in emergency situations.

6.6 Utilities:

The County agrees to pay to Town \$900.00 per month towards utility costs (gas, heat and power) for the Fire Hall operations.

6.7 Inspections and Permits:

6.7.1 Vehicle re-certification for all units will be paid by the County.

6.7.2 Radio Towers, Rental and back-up Phone line will be paid by the County (NE 19-60-16-W4).

6.7.3 Radio Frequency Licenses will be cost-shared with County at Sixty (60%) Percent and Town at Forty (40%) Percent.

6.7.4 Fire Extinguisher Inspections in the Fire Hall and Fire Units will be paid by the Town.

6.7.5 GIS, GPS and IT Service will be paid by the County.

6.7.6 Internet at the Fire Hall will be paid by the Town.

6.8 **Advertising:**

All advertising will be cost-shared with County at Sixty (60%) Percent and Town at Forty (40%) Percent. County will initiate all advertising.

6.9 **Equipment Marking**

6.9.1 All equipment purchased jointly by the County and Town shall bear the markings **Smoky Lake Fire Rescue**.

6.9.2 The County will be responsible for the Inventory and Capitalization of all joint purchases annually.

6.10 **Workers Compensation:**

6.10.1 The County and the Town will each provide Workers Compensation to the Smoky Lake Fire Department and each respective municipality shall pay Workers Compensation premiums for to the Smoky Lake Fire Department.

6.11 **Insurance:**

Property Coverage:

6.11.1 Insurance premiums for all vehicles and equipment will be covered by County.

6.11.1.1 The County shall maintain at its own expense the insurance with insurers allowed by the laws of the Province of Alberta to issue insurance policies in Alberta and in forms satisfactory to the Town.

6.11.1.2 An All Risk Property insurance policy covering the full replacement value for physical damage to specified vehicles and equipment, relevant to this Agreement. Such policy shall include the Town as a Loss Payee relating loss of or damage to all property supplied by the Town and which is in the care, custody and control of the County.

6.11.2 Property Insurance for the Fire Hall will be the responsibility by the Town.

6.11.2.1 Property Content Insurance for the Fire Hall will be the responsibility of the Town; and the County

will supply a list of purchases for the year. Such policy shall include the County as a Loss Payee relating loss of or damage to all property supplied by the County and which is in the care, custody and control of the Town.

6.11.2.2 Town of Smoky Lake will be the Policy Holder.

Automobile Coverage:

6.11.3 An Automobile Third Party liability insurance policy (Owner's Form) for bodily injury (including death) and property damage in an amount of not less than Five Million Dollars (5,000,000.00) inclusive limit per occurrence covering all automobiles relevant to this agreement.

Liability Coverage:

6.11.4 Comprehensive General Liability Insurance for Fire Fighters will be paid by the Town at Forty (40%) Percent and County will pay Sixty (60%) Percent of these premiums for Liability Coverage. Such policy shall name the County as an Additional Named Insured and the insurer agrees to endeavour to give the County at least (30) days written notice prior to cancellation.

6.10.4.1 Town of Smoky Lake will be the Policy Holder.

VFIS (Volunteer Firefighter Insurance) Coverage:

6.11.5 Fire Fighter Member Insurance will be paid as follows: County at One-third (1/3) cost, Town at one-third (1/3) cost and Fire Fighter Member at one-third (1/3) cost.

6.11.6 The conditions imposed by VFIS have granted preferential status to Jubilee Insurance (the County's insurer), therefore the Town of Smoky Lake would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.

6.11.6.1 Smoky Lake County will be the Policy Holder.

7. Fire Department

- 7.1 Level of Services: The Fire Department shall deliver an adequate level of service as established by each Party through the Standard Operations Guidelines.
- 7.2 Administration: The County will provide the Fire Department \$150.00 per month for all paperwork relating to Fire Suppression and Emergency Calls. County will withhold payment for the month if all paperwork is not completed within 10 days from the first of each month.
- 7.3 Remuneration: The County and Town will compensate the Fire Department members for Fire and Emergency Calls in accordance with the remuneration and expense rates set by each municipality, from time to time.
- 7.4 Training and Meeting: The County and Town will compensate the Fire

Department Members for Informal Training and Meeting at the rate of \$15.00 per hour. The Training and Meeting rates will be paid by the Town at Forty (40%) Percent and County will pay Sixty (60%) Percent.

- 7.5 Formal Training: The County and Town will compensate the Fire Department Members for Formal Training (Certified instructor and Certificate) at the rate of \$20.00 per hour. The Formal Training be paid by the Town Forty (40%) Percent and County will pay Six (60%) Percent.
- 7.6 Recognition:
- 7.6.1 Social Fund: County and Town will each donate to the Fire Department the amount of \$600.00 towards the event annually.
- 7.6.2 Years of Service Recognition: As per County policy.
- 7.7 Fire Chiefs Convention: The County will pay for one fire department member to attend the annual Fire Chiefs Convention.
- 7.8 Membership Fees: The County and the Town will cost-share the Alberta Fire Chief Association membership fees for the Fire Chief and Deputy Fire Chief of the Fire Department on a Sixty (60%) Percent County and Forty (40%) Percent Town.
- 7.9 Safety Training: The County will provide their Safety Officer to the Fire Department and invoice the Town for Forty (40%) Percent of the cost.
- 7.10 Clothing: County will provide the Dress Uniform for the Fire Chief and Deputy Fire Chief at One Hundred (100%) Percent cost and the Station Gear Uniform for the Firefighter members (one-time only) on a cost-shared basis of 50/50 as part of the Department's Uniform Incentive Program.

8. INVOICING

- 8.1 The Fire Department is responsible to submit all operational and administrative requirements to the County within 10 days of the event or upon request.
- 8.2 The Parties shall invoice on a quarterly basis for all costs incurred as per this agreement.
- 8.2.1 The County will provide the Town copies of all Fire Calls, Expenses, and Capital purchases on a quarterly basis.

9. HOLD HARMLESS

9.1 Indemnity by the County

The County shall indemnify and hold harmless the Town, its Councillors, directors, officers, employees, agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the Town or

such individuals including costs as between solicitor and client) which may be brought or made against the Town or such individual or which the Town or such individual may pay or incur as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept, observed or performed by the County or any negligent act or omission of the County, its directors, officers, employees, agents and representatives in connection with or arising out of this Agreement or the performance of the Agreement.

9.2 Indemnity by the Town

The Town shall indemnify and hold harmless the County, its Councillors, directors, officers, employees, agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the County or such individuals including costs as between solicitor and client) which may be brought or made against the County or such individual or which the County or such individual may pay or incur as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept, observed or performed by the Town or any negligent act or omission of the Town, its directors, officers, employees, agents and representatives in connection with or arising out of this Agreement or the performance of the Agreement.

10. ASSISTANCE FOR EMERGENCIES

Additional Emergency Services

Either party may assist the other in an emergency situation upon the following conditions:

- 10.1 upon receiving request from the Chief Administrative Officer for assistance.
- 10.2 all costs will be invoiced to the requesting party.

11. AMENDMENTS

This Agreement and any of its provisions may be altered or amended when any such changes are submitted by the Parties in writing and subject to full negotiations and mutual ratification thereof, but not otherwise.

12. SEVERABILITY

If any provision of this agreement or its application is held invalid, then the remainder of the agreement or the application of the remainder of the agreement shall not be affected.

13. APPLICABLE LAW

This agreement shall be subject to and governed with all Federal, Provincial, and Municipal laws, rules, regulations and guidelines that apply.

14. HEADINGS

The headings in the Agreement have been inserted for reference in **Schedule "B": Table of Contents** as a matter of convenience only and in no way define, limit or enlarge to scope or meaning of this Agreement or any provisions thereof.

IN WITNESS WHEREOF the parties hereto execute this Agreement and affixed their corporate seals of its proper signing officers duly authorized:

SMOKY LAKE COUNTY

DATE: _____

Reeve
Smoky Lake County

Chief Administrative Officer
Smoky Lake County

TOWN OF SMOKY LAKE

DATE: _____

Mayor
Town of Smoky Lake

Chief Administrative Officer
Town of Smoky Lake

Schedule "B"

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