

SMOKY LAKE COUNTY

AGENDA: County Council Meeting to be held on
Thursday, **December 10, 2020** at 9:00 A.M.

Virtual through Zoom Platform

Meeting ID: 847 1042 2994 Passcode: 310468

<https://us02web.zoom.us/j/84710422994?pwd=SFJwOWpVdkUwUGkyVUZvangxYktaQT09>

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

1. Meeting:

Call to Order

2. Agenda:

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

3. Minutes:

- 1. Minutes of October 8, 2020 – **County Council Committee of the Whole for the Purpose of Administration** Meeting. ©

Recommendation: Motion to Adopt.

- 2. Minutes of October 22, 2020 – **County Council** Meeting. ©

Recommendation: Motion to Adopt.

- 3. Minutes of October 22, 2020 – **County Council Organizational** Meeting. ©

Recommendation: Motion to Adopt.

- 4. Minutes of October 29, 2020 – **County Council Committee of the Whole for the Purpose of Planning** Meeting. ©

Recommendation: Motion to Adopt.

4. Request for Decision:

- 1. **Policy Statement No. 01-52-02:** Municipal Accountability Program (MAP). ©
- 2. **Bylaw No. 1385-20:** Designation of Ferry Crossing as Municipal Historic Area. ©
- 3. **Bylaw No. 1384-20:** Rubuliak Ukrainian House: A Municipal Historic Resource Designation. ©
- 4. **Bylaw No. 1386 -20:** Amending Land Use Bylaw 1272-14- Recreational Vehicles, Campgrounds, Campsites and Recreational Vehicle Parks, Shipping Containers, Tiny Homes. ©
- 5. **Dark Skies Designation.** ©
- 6. **Bylaw No. 1387-20:** Establish Fees for Planning and Development. ©
- 7. **Bylaw No. 1383-20:** Lamont County Intermunicipal Development Plan. ©

8. **Bylaw No. 1388-20:** Lamont County Intermunicipal Collaboration Framework. ©
9. **Bylaw No. 1371-20:** Smoky Lake County Regional Heritage Board. ©
10. Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M. ©
11. Harvest Gold Drive in the Town of Smoky Lake. ©
12. **Policy Statement No. 08-19-02:** Smoky Lake County Community Learning Council Program – Legal Host Agreement. ©
13. **Bylaw No. 1368-20:** Intermunicipal Collaboration Framework (ICF) -Smoky Lake County and Thorhild County. ©
14. County Dog Shelter Caretaker Service Agreement. ©
15. Municipal Election 2021 Update – Report No.1.©
16. Watershed Resiliency Grant. ©
17. Wetland Replacement Program Memorandum of Understanding. ©

5. **Issues for Information:**

1. Reports:
 - 5.1.1 Chief Administrative Officer:
 - a. Monthly Report: October 23, 2020 to December 3, 2020. ©
 - b. Financial Statement for the months of: **September/October 2020.** ©
 - c. Action List:
 - i. County Council Committee of the Whole for the Purpose of Administration Meeting – October 8, 2020. ©
 - ii. County Council Meeting – October 22, 2020. ©
 - iii. County Council Organizational Meeting – October 22, 2020. ©
 - iv. County Council Committee of the Whole for the Purpose of Planning Meeting – October 29, 2020. ©
 - 5.1.2 Municipal Finance:
 - a. Actual to Budget Review. ©
 - b. Accounts Receivable Aging Reports (*for Councillor's information*). ©
 - c. Cheques register for Councillor's information (*for Councillor's information*). ©
 - 5.1.3 Reeve's Report.
 - a. October 15, 2020 to November 30, 2020. ©
 - b. Councillor Division 2 Report. ©
 - 5.1.4 Manager's Reports.
 - a. Public Works Manager. ©
 - i. 2020 Road Projects. ©
 - ii. Council 2020 Request Summary. ©
 - b. Public Works Foreman. (*To be handed out at meeting*)
 - c. Public Works Shop Foreman. ©
 - d. Peace Officer. ©
 - e. Natural Gas Manager.
 - f. Environmental Operations.
 - g. Agricultural Service Board.
 - h. Planning and Development. ©

- i. Safety Officer. *(To be handed out at meeting)*
- j. Fire Chief.
- k. GIS. ©
- l. Communication Director. ©

5.1.5 Training Events – Reports.

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

2. Committee: Task Forces and Boards

5.2.1 Alberta Care

5.2.2 Corridor Communications Incorporated– *(In Executive Session)*

- a. **Minutes:** Special Shareholder Meeting – September 24, 2020
(Confidential). ©

5.2.3 Doctor Retention & Recruitment Committee

- a. Tina Warawa, Executive Assistant, Office of Shannon Stubbs, M.P.,
Shadow Minister of Public Safety and Emergency Preparedness,
dated November 14, 2020 – Re: Update on Dr. Lourens. ©

Recommendation: File for information.

5.2.4 Evergreen Regional Waste Management Commission

5.2.5 Family Community Support Services Committee

5.2.6 Fire and Rescue Liaison Committee

Smoky Lake:

Vilna:

Waskatenau:

5.2.7 Government Liaison Committee

5.2.8 Highway 28/63 Regional Water Commission

- a. Gene Sobolewski, Highway 28/63 Regional Water Services
Commission Manager, dated December 3, 2020 – Re: Commission
Organization Meeting and Smoky Lake County Memorandum of
Understanding. ©

Recommendation: Acknowledge receipt of information
and execute the Memorandum of
Understanding.

5.2.9 Joint Health and Safety Committee

- a. AMHSA 2021 Auditing Announcement. ©

5.2.10 Municipal Planning Commission:

5.2.11 Northeast Alberta Information HUB

- a. RMA Bulletin: November 19, 2020 -Re: RMA Launches Internet
Speed Testing Project. ©

Recommendation: Promote on social media for residents
to participate.

5.2.12 North East Muni-Corr. Ltd.

5.2.13 Northern Lights Library Board

- a. **Minutes:** August 21, 2020. ©
 - b. **Minutes:** November 20, 2020. ©
 - c. 2020 Alberta Library Trustees Association Memberships. ©
 - d. Interim Acting Director's Report: November 2020. ©
 - e. Library Manager's Council Report: November 20, 2020. ©
 - f. Plan of Service Chair Message. ©
- 5.2.14 Policy Committee
- 5.2.15 R.C.M.P. Liaison Committee
- 5.2.16 Regional Community Development Committee (RCDC)
- a. **Action List:** September 8, 2020. ©
- 5.2.17 Regional Emergency Management
- 5.2.18 Risk-Pro Control Management Committee
- Added Named Insured: Minutes:**

Waskatenau Pryveet Dance Club

- a. Minutes: November 4, 2020. ©
 - b. Annual Minutes: November 4, 2020. ©
- 5.2.19 Smoky Lake Community Day Care Cooperative Committee
- a. Melody Morton, Chair, The Pumpkin Patch Daycare, dated December 2, 2020 – Re: Microsite Request.

Recommendation: Approve at no cost to the Daycare.

- 5.2.20 Smoky Lake Foundation
- 5.2.21 Smoky Lake Region Fire and Rescue Committee
- 5.2.22 Smoky Lake Heritage Board
- a. **Minutes:** February 12, 2020. ©
- 5.2.23 Joint Municipalities:
- 5.2.24 Smoky Lake Agricultural Society
- 5.2.25 Intermunicipal Collaboration Framework Committee
- 5.2.26 Citizens-on-Patrol Association

6. Correspondence:

1. Ron Bobocel, Landowner, dated October 26, 2020 – Re: Thanking employees for assistance with backsloping. ©

Recommendation: Acknowledge receipt.
2. Bernice Macyk, Chief Administrative Officer, Village of Waskatenau, dated October 22, 2020 – Re: Culvert Encroachment. ©

Recommendation: Acknowledge permission given by Village of Waskatenau for the culvert encroachment onto the Village of Waskatenau Right-of-Way.
3. Jason Nixon, Minister of Alberta Environment and Parks, dated October 23, 2020 – Re: Preparation of a nomination document for the North Saskatchewan River after endorsement by the Canadian Heritage Rivers System Board of Directors. ©

Recommendation: Prepare a nomination document with the relevant information and background studies that are required as the next step after nominating the North Saskatchewan River.
4. Earla Wagner, Chief Administrative Officer, Village of Vilna, dated October 21, 2020 – Re: Boards and Committees. ©

Recommendation: Acknowledge receipt.

5. Bernice Macyk, Chief Administrative Officer, Village of Waskatenau, dated October 2020 -Re: Boards and Committees. ©

Recommendation: Acknowledge receipt.

6. COVID-19 Restrictions: Understanding Alberta's new temporary public health measures. ©

Recommendation: Acknowledge receipt.

7. 2021 Prime Minister's Awards – Nomination Deadline: January 12, 2021 (11:59 a.m. Pacific Time). ©

Recommendation: Advertise for Self-nominations.

8. Cheryl Semeniuk, President, Smoky Lake School of Dance, dated November 9, 2020 – Re: Financial Assistance. ©

Recommendation: Council's discretion.

9. Jordan Ruegg, Vice President, Education Co-Chair, Alberta Development Officers Association (ADOA), dated October 28, 2020 – Re: Alberta Development Officers Association 2020 Education Subsidy Awards. ©

Recommendation: Acknowledge receipt of the subsidy amount of \$573.00.

10. Rhonda Lafrance, Marketing Coordinator, MCSnet, dated November 19, 2020 – Re: Letter of Support for MCSnet application to universal broadband fund. ©

Recommendation: Council's discretion to schedule a delegation.

11. Veteran's Memorial Highway Association, dated November 2020 – Re: Membership. ©

Recommendation: Council's discretion.

*Renewed for years 2015: \$245.00/2016: \$245.90/2017: \$245.90

*Did not renew for 2018/2019

12. Summary: Thank You's received to Smoky Lake County for the Month of November 2020 – None Received.

13. **Information Releases:** Month of November 2020. ©

Recommendation: **October:** R65-20 and R68-20 be filed for information.
November: R69-20 to R70-20, R72-20 to R73-20, R75-20 to R76-20 be file for information and R71-20 and R74-20 be acknowledged receipt of information.

7. **Delegation(s):**

1. Allen Wayne Pirnak, Landowner @ **10:00 a.m.** – Re: Lack of access to property due to flooded road allowance. ©
2. Steven Leluik @ **11:00 a.m.** – Re: Waterfront Access Proposal (Planning Department will Present). ©
3. Mike Pecuh, Hardrock Contracting/Westload Transport @ **1:00 p.m.** – Re: Property Taxes. ©

4. Scott Franchuk and Amy Cherniwchan, Smoky Lake Curling Association @ 3:00 p.m. – Re: Requesting chiller for Curling Rink. ©

8. Executive Session:

1. Legal Land Issue: under the authority of the FOIP Section 27: Privileged Information, in regard to a Dangerous and Unsightly Properties.

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

10. Bills and Accounts:

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

Meetings to be Scheduled:

- January 2021 County Council Meeting
- February 2021 County Council Meeting

12. Adjournment

SMOKY LAKE COUNTY

Minutes of the County Council Committee of the Whole Meeting for the purpose of Administration on Thursday, October 8, 2020 at 1:02 P.M. held in County Council Chambers and virtually online through Electronic Communication Technology: Zoom Meeting.

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

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Thursday, Oct. 8, 2020</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Present Virtually

One Member of the Media was present: Smoky Lake Signal.

Steve T. Connors, Partner, Labour & Employment, Litigation, Brownlee LLP was virtually present as a delegation scheduled for 1:00 p.m. under Executive Session.

2. Agenda:

1184-20: Cherniwchan That the Agenda for the Smoky Lake County Council Committee of the Whole Meeting for the purpose of Administration, for October 8, 2020, be adopted, as presented.

Carried Unanimously.

3. Minutes:

No Minutes.

8. Executive Session:

Collective Agreement - International Union of Operating Engineers, Local Union No. 955
1185-20: Orichowski That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue: in respect to the Collective Agreement between Smoky Lake County and the International Union of Operating Engineers, Local Union No. 955 Bargaining, under the authority of FOIP Act: Section 27: Privileged Information and Section 24: Advice from Officials, time 1:03 p.m.

Carried.

Physically Present in Executive Session: All Council, Chief Administrative Officer, Assistant Chief Administrative Officer, and Finance Manager.

Virtually Present in Executive Session: Steve T. Connors, Partner, Labour & Employment, Litigation, Brownlee LLP.

Steve T. Connors, Partner, Labour & Employment, Litigation, Brownlee LLP virtually left the meeting, time 3:01 p.m.

1186-20: Halisky That Smoky Lake County Council go out of Executive Session, time 4:13 p.m..

Carried.

One member of the Public virtually joined the meeting, while Council was in executive Session and was virtually present at 4:13 p.m.

6. Correspondence:

Aspen View Public Schools – New H. A. Kostash School Project, Gymnasium Expansion

1187-20: Cherniwchan That Smoky Lake County Council recommend offering funding in the amount of \$85,000.00 to Aspen View Public Schools for 50% of the cost to extend the size of the Gymnasium being incorporated into the new H. A. Kostash School in Smoky Lake, from 595 square meters to 668 square meters, for the purpose of creating the ability to host Provincial Tournaments; **subject to** the Town of Smoky Lake contributing 50% of the funding in the same amount, for a combined County/Town total in the amount of \$170,000.00, **and if** the Town declines providing the said funding, the County will withdraw the funding offer; in response to the letter received from Neil O’Shea, Superintendent of Aspen View Public Schools, dated October 6, 2020.

Carried.

ADJOURNMENT

1188-20: Lukinuk

That the Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting, of Thursday, October 8, 2020, be adjourned, time 4:25 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **October 22, 2020** at 10:10 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Thursday, Oct. 22, 2020</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Present in Chambers & Virtually

Observers in Attendance Upon Call to Order:

Public Works Mgr.	Doug Ponich	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Plan/Dev Manager	Kyle Schole	Virtually Present
Ag. Fieldman	Carleigh McMullin	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present
Media	Smoky Lake Signal	Virtually Present
Media	Redwater Review	Virtually Present
Public		N/A

2. Agenda:

60-20: Halisky

That the Smoky Lake County Council Meeting Agenda for Thursday, October 22, 2020, be adopted, as amended:

Additions to the Agenda:

1. Metis Nation of Alberta - Climate Action Now Initiative Application.
2. Rural Crime Watch – Microsite Website Request.
3. Family and Community Support Services (FCSS) Year-2020 Grant Discernment.
4. Town of Smoky Lake Request Proposal for Additional Funding of the New H. A. Kostash School Gymnasium Expansion.
5. Request to Purchase Land 1955CL; 2; 250T within Spedden.

Carried Unanimously.

3. Minutes:

Minutes of September 4, 2020 – County Council Committee of the Whole – Administration
61-20: Gawalko

That the minutes of the **Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting** held on Friday, September 4, 2020, be adopted as presented.

Carried.

Minutes of September 9, 2020 – County Council Committee of the Whole - Administration
62-20: Halisky That the minutes of the **Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting** held on Wednesday, September 9, 2020, be adopted as presented.
Carried.

Minutes of September 10, 2020 – County Council Budget Meeting
63-20: Orichowski That the minutes of the **Smoky Lake County Council Budget Meeting** held on Thursday, September 10, 2020, be adopted as presented.
Carried.

Minutes of September 24, 2020 – County Council Meeting
64-20: Cherniwchan That the minutes of the **Smoky Lake County Council Meeting** held on Thursday, September 24, 2020, be adopted as presented.
Carried.

4. Request for Decision:

International Union of Operating Engineers (IUOE): Local No. 955 Negotiations
65-20: Orichowski That Smoky Lake County Negotiating Committee commence bargaining with the International Union of Operating Engineers (IUOE) Local No. 955, for the purpose of negotiating the renewal of the collective agreement, between Smoky Lake County and IUOE Local No. 955 Employees; and, notify the IUOE Local 955 Business Agent and Chief Steward for Smoky Lake County of same and propose the following dates for said negotiating: Friday, November 27, 2020, Monday, November 30, 2020, and Thursday, December 3, 2020, beginning at 10:00 a.m., to be held in County Council Chambers and/or virtually through electronic communication technology.
Carried.

Ukrainian Twinning Initiative: Memorandum of Understanding (MOU)
66-20: Halisky That Smoky Lake County acknowledge the Ukrainian Twinning initiative has been formalized through the Memorandum of Understanding on Cooperation between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region, which was executed by the Smoky Lake Region on January 27, 2020 and by the Kosiv District on September 30, 2020, with the said MOU valid for a period of five (5) years from the date of full execution and with an option to extend an additional period of time by mutual written consent.
Carried.

Ukrainian Twinning Initiative: Community Economic Development Officer's Involvement
67-20: Orichowski That Smoky Lake County approve of and acknowledge the Smoky Lake Region's Community Economic Development Officer's (CEDO's) additional time involved and required to facilitate the Ukrainian Twinning Initiative between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region, which currently remain under the Regional Community Development Committee's (RCDC's) portfolio.
Carried.

Ukrainian Twinning Initiative: Working Group

68-20

That Smoky Lake County approve forming a Ukrainian Twinning “Working Group”, until there is a term of reference established, for the purpose of implementing initiatives between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region, and approve to appoint Reeve Craig Lukinuk, to the said Working Group consisting of:
Pavlo Vandjurak – Head, Kosiv District Council,
Yuri Ploskonos – Mayor, City of Kosiv,
Andriy Yuzyuk, Director, Alberta Ukraine Chamber of Commerce,
Craig Lukinuk – Reeve, Smoky Lake County
Hank Holowaychuk – Mayor, Town of Smoky Lake,
Leo Chapdelaine – Mayor, Village of Vilna,
Casey Caron – Mayor, Village of Waskatenau,
Michelle Wright – Smoky Lake Region Community Economic Development Officer.

Carried.

Appointment of the Returning Officer and Substitute Returning Officer

69-20: Orichowski

That Smoky Lake County appoint Mrs. Delores Jarema as the Returning Officer for the Year-2021 general Municipal Election to be held on October 18, 2021.

Carried.

70-20: Gawalko

That Smoky Lake County appoint Mrs. Bernadette Dalpe as Substitute Returning Officer for the Year-2021 general Municipal Election to be held on October 18, 2021.

Carried.

Smoky Lake RCMP Detachment - Community Engagement

71-20: Halisky

That Smoky Lake County acknowledge the initiative taken by Smoky Lake RCMP Detachment and approve the action taken by Communications in promoting the said initiative titled: 2020 Smoky Lake RCMP Community Engagement, on the County’s social media; and continue to work together with the Smoky Lake RCMP to enhance Community Safety.

Carried.

Carole Dowhaniuk, GIS Technician, virtually joined the meeting, time 10:31 a.m.

New HAK Kostash School - Gymnasium Expansion Funding

72-20: Cherniwchan

That Smoky Lake County Council offer funding in the amount of \$85,000.00 to Aspen View Public Schools, for 50% of the cost to extend the size of the Gymnasium being incorporated into the new H. A. Kostash School in Smoky Lake, from 595 square meters to 668 square meters, for the purpose of creating the ability to host Provincial Tournaments; subject to the Town of Smoky Lake contributing 50% of the funding in the same amount, for a combined County/Town total in the amount of \$170,000.00, and if the Town declines providing the said funding, the County will withdraw the funding offer; in response to the letter received from Neil O’Shea, Superintendent of Aspen View Public Schools, dated October 6, 2020.

Gawalko requested a Recorded Vote:

<u>In Favour</u>	<u>Opposed</u>
Orichowski	Gawalko
Lukinuk	
Cherniwchan	
Halisky	

Carried.

New HAK Kostash School – Design Team

73-20: Orichowski That Smoky Lake County appoint Gene Sobolewski, Chief Administrative Officer to the H. A. Kostash School Replacement Project – Design Team, as a Community Stakeholder to provide input in respect to the Community’s needs within the limits of the municipal funding contribution.

Carried.

Two Members of the Public virtually joined the meeting, time 10:46 a.m.

Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)

74-20: Gawalko That Smoky Lake County proceed with advertising the lands legally described as Pt. SW-6-59-15-W4M, Property Tax Roll No. 15590622, containing 0.44 acres (more or less), for two (2) consecutive weeks in accordance with Policy No. 61-10-01: Disposition of County Owned Property.

Carried.

Addition to the Agenda:

Request to Purchase County Owned Land – Plan 1955CL, Block 1, Lot 25

75-20: Gawalko That Smoky Lake County accept the Expression of Interest in the amount of \$3,000.00 plus GST, for a total in the amount of \$3,150.00 and proceed to execute an Agreement to Purchase the said Lands legally described as Plan 1955CL, Block 1, Lot 25 in the Hamlet of Spedden, in accordance with Policy No. 61-10-01: Disposition of County Owned Property.

Carried.

One member of the public virtually joined the meeting, time 10:59 a.m.

New HAK Kostash School Gymnasium Expansion – Town of Smoky Lake Proposal

76-20: Orichowski That Smoky Lake County **decline the proposal from the Town of Smoky Lake** as per the Town of Smoky Lake Council’s October 20, 2020, Motion #764-2020:

“MOVED by Councillor Kotylak that Town Smoky Lake Council is offering funding in the amount of \$227,374.00 to Aspen View Public Schools in addition to the \$85,000 for 50% of the cost to extend the size of the Gymnasium being incorporated into the new H. A. Kostash School in Smoky Lake, from 659 square meters to 768 square meters, for the purpose of creating the ability to host Provincial Tournaments for Volleyball and Basketball; **subject to the Smoky Lake County contributing 50% of the funding in the same amount**, for a combined County/Town total in the amount of \$454,748.00, and if the County declines providing the said funding, the Town will withdraw the funding offer; in response to the letter received from Neil O’Shea, Superintendent of Aspen View Public Schools, dated October 6, 2020 and handout given “smokylake_gym layouts” at the October 20, 2020 meeting with Aspen View Public Schools, the Town of Smoky Lake and the Smoky Lake County.”

Carried.

Family and Community Support Services (FCSS) Grant

77-20: Halisky

That Smoky Lake County approve to allocate funding from the 2020 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows:

Community Group	Eligibility	Funding
Kinette Club of Smoky Lake	Advertising and outreach of Angel Tree Drive program	\$ 1,000.00
Smoky Lake Seniors Drop In Centre	Supplies for Seniors Drum Circle and Exercise program	\$ 2,450.00
Regional Community Development Committee	Research, create, and distribute a Services Brochure for residents	\$ 2,500.00
Vilna Veselka Dance Club	Volunteer Appreciation	\$ 1,000.00
	Dance outreach program for Seniors	\$ 1,500.00
Smoky Lake Holubka Dance Club	Volunteer Appreciation	\$ 1,000.00
	Dance outreach program for Seniors	\$ 1,500.00

Carried.

Metis Nation of Alberta Climate Action Now Initiative - Support

78-20: Halisky

That Smoky Lake County approve action taken in providing the Metis Nation of Alberta on October 16, 2020, in support of their Climate Action Now Initiative application.

Carried.

Smoky Lake County Rural Crime Watch Association

79-20: Gawalko

That Smoky Lake County approve to provide a AllNet basic micro-website through the County's website at no cost to the Smoky Lake County Rural Crime Watch Association, as requested in the letter received from the Smoky Lake County Rural Crime Watch Association, dated October 21, 2020.

Carried.

7. Delegation:

Dale Croswell Construction Co. Ltd. / DDC Sand & Gravel – Haul Road

Virtually present before County Council at 11:33 a.m. to 10:54 a.m. was Cam Croswell, representing Dale Croswell Construction Co. Ltd. / DDC Sand & Gravel, to discuss a Smoky Lake County Winter Haul Road Agreement.

80-20: Cherniwchan

That Smoky Lake County execute a Haul Road Agreement as per Policy Statement No. 03-14-12, for the period of December 15, 2020 to February 28, 2021 with Dale Croswell Construction Co. Ltd. / DDC Sand & Gravel to haul approximately 30,000 tonnes, provided the conditions are right, from Township Road 610 South on Range Road 181 to Township Road 604 and West to Highway 831.

Carried.

Cam Croswell, representing Dale Croswell Construction Co. Ltd. / DDC Sand & Gravel, left the meeting, time 11:40 a.m.

11:40 to 11:40 a.m.

9. Public Question and Answer Period:

None

5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer provided a report to Council for the period of September 25, 2020 to October 15, 2020:

Legislative/Governance:

- The Village of Vilna: Request for consideration of amalgamation – August 27, 2020: Motion 1057-20 “deferred”. Schedule a meeting date first with representatives of the RMA to gain insight and suggested recommendations from their perspective as to moving forward. Once completed, a second meeting with County Council to initiate the conversation regarding amalgamation and the legislation, process, requirements, study funding, options.
Recommendation: Schedule a Meeting with RMA representatives to discuss options and recommendations and once completed, schedule a Committee of the Whole Meeting – Administration.
- Northern Alberta Mayors & Reeves Caucus Meeting: Update: 2020 Annual fees collected will be forwarded to 2021. Planning 2021 with uncertainty of COVID-19. © L-1
Recommendation: Acknowledge receipt.
- RMA Long Service Awards & Memoriam at the Fall Virtual Convention: Smoky Lake County currently has no long service awards. Did forward submission in Memoriam for Cory Ollikka, Chief Administrative Officer, Smoky Lake County from October 25, 2001 to July 2, 2020.

Administrative:

- Participated in Toporoutz Road drainage issues with the Town and AT officials.
- Participated in Aspen School Division meeting to discuss the proposed expansion of school gym.
- Participated in Department Meetings with Council.
- Participated in Hwy 28/63 meetings regarding contract progress and emergent issues.

Financial:

- Participated in Departmental Budget Meetings.

Human Resources:

- Implemented additional COVID-19 measures Employees record their temperature reading every morning and “Return to Work Guidelines for Employees Who Are Unwell” were distributed.
- Commenced with review of OE #955 Collective Agreement in preparation of ingoing proposal for negotiations. Also attended an Executive session with Council to review the same.

Community:

- Update on the Waskatenau Highway 831 drainage: Twp Rd 592 Ditch work - the culvert installation. A signed application was submitted for Work/Access Permit to Adele Ammar, Utility Coordinator, CN to trim and excavate the ditch from the new culvert to the existing culvert crossing the tracks. An email notification was then sent back indicating she was on maternity leave and an alternate email was provided. I have since contacted CN for an update and advise of the pending cooler temperatures.
- Attended with the Reeve the ground-breaking ceremony of the new lodge at the Metis Crossing.
- Participated meetings regarding the Metis Crossing Working group.
- Attended the Smoky Lake Region and Ivano-Frankivska Virtual MOU signing.

- Smoky Lake County Community Learning Council Staff Employees received “Years of Service” Recognition from Community Learning Network: Christine Hominiuk, Executive Program Coordinator – 35 Years and Lydia Cielin, Secretary-Treasurer – 25 Years.
Recommendation: Send Letter of Congratulations from the Legal Host.

Training:

- Attended the PMH Insights – Planning Software Training.

Rural Municipalities of Alberta RMA

81-20: Orichowski

That Smoky Lake County Administration pursue a meeting with an amalgamation expert from Rural Municipalities of Alberta (RMA) to gain insight and recommendations in response to the Village of Vilna’s request to consider amalgamation, and further to County Council’s August 27, 2020, Motion #1057-20 to defer said request; and following the said meeting, schedule a second meeting with County Council and the Village of Vilna to initiate the conversation regarding amalgamation, in respect to the legislation, process, requirements, study funding, and options.

Carried.

Northern Alberta Mayors & Reeves Caucus Meeting

82-20: Orichowski

That Smoky Lake County acknowledge receipt of the email correspondence from Northern Alberta Mayors & Reeves Caucus, dated October 15, 2020, in regard to the Northern Alberta Mayors & Reeves Caucus Year-2020 Annual Fees being carried forward to Year-2021 due to the COVID-19 pandemic resulting in meeting cancellations in Year-2020.

Carried.

Return to Work Guidelines for Employees Who Are Unwell

83-20: Halisky

That Smoky Lake County acknowledge receipt of the additional measures implemented to reduce the spread of COVID-19 amongst Employees of recording their temperature reading every morning and distributing a “Return to Work Guidelines for Employees Who Are Unwell” as follows:

COVID-19 Return to Work Guidelines for Employees Who Are Unwell

Any employee with symptoms of COVID-19 must not attend work. But when is it safe to return? This resource helps you understand when you should stay home, and when it's safe to return to work.

Which are your symptoms?

<p>Do you have ANY of these symptoms?</p> <ul style="list-style-type: none"> • fever • cough (new cough or worsening chronic cough) • shortness of breath or difficulty breathing (new or worsening) • runny nose • sore throat <p>Yes, that's me. Now what? If you have any of the above symptoms that are not related to a pre-existing health condition, you are legally required to isolate for a minimum of 10 days or until symptoms resolve – whichever takes longer. Call Health Link 811 or your family doctor and fill out the AWS Online Self-Assessment tool to determine if you should be tested for COVID-19.</p> <p>When can I return to work? You may return to work: • when they have completed the 10-day isolation AND symptoms have resolved, OR • they have received a negative COVID-19 test AND symptoms have resolved.</p>	<p>Do you have ANY of these symptoms?</p> <ul style="list-style-type: none"> • chills • painful swallowing • stuffy nose • headache • muscle or joint aches • feeling unwell, fatigue or severe exhaustion • gastrointestinal symptoms (nausea, vomiting, diarrhea, unexplained loss of appetite) • loss of sense of smell or taste • conjunctivitis (pink eye) <p>Yes, that's me. Now what? If you have any of the above symptoms, you must stay home from work until symptoms resolve. You should also minimize contact with others.</p> <p>When can I return to work? Once symptoms resolve, you may return to work. There is no requirement to get a COVID-19 test or complete any paperwork before returning to work.</p>
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Please Remember:

Carried.

Smoky Lake County Community Learning Council

84-20: Orichowski That Smoky Lake County, as the legal host, send a letter of congratulations to the Smoky Lake County Community Learning Council Staff Employees who received "Years of Service" recognition from the Community Learning Network, as follows: Christine Hominiuk, Executive Program Coordinator, for 35-Years, and Lydia Cielin, Secretary Treasurer, for 25-Years.

Carried.

Financial Statements

As annexed to the minutes:

↳ none.

Action List(s)

Action Lists:

- i. County Council Committee of the Whole for the Purpose of Administration Meeting – September 4, 2020.
- ii. County Council Committee of the Whole for the Purpose of Administration Meeting – September 9, 2020.
- iii. County Council Budget Meeting – September 10, 2020.
- iv. County Council Meeting – September 24, 2020.

Chief Administrative Officer's Report

85-20: Orichowski That Smoky Lake County's Chief Administrative Officer report for the period of September 25, 2020 to October 15, 2020, be accepted and filed for information.

Carried.

5. Issues for Information:

Manager's Reports:

Public Works Manager

Culvert Replacement Township Road 602 and Range Road 195

86-20: Orichowski That Smoky Lake County Council approve to install two culverts: one being on Township Road 602, west of Range Road 195 and the second one being through a private approach in the same area adjacent to the land legally described as NE-07-60-19-W4, at no cost the property owner, to direct the water flow appropriately.

Carried.

Backsloping Program Application – SW-11-58-14-W4

87-20: Cherniwchan That Smoky Lake County approve the Year-2020 Backsloping Program Application, from Ron Bobocel, for a half mile of the road allowance bordering the lands legally described as SW-11-58-14-W4, alongside Range Road 142; and, after satisfactory completion of project, in accordance with Policy Statement No. 03-21-05: Backsloping Program, provide the applicant with the lesser amount of funds: up to a maximum in the amount of \$ 2,000.00 per half mile, or half of the total project cost.

Carried.

Meeting Recessed

Meeting recessed for Lunch, time 12:09 p.m.

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Craig Lukinuk at 1:13 p.m. in the presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Planning and Development Manager, Communications Technician, Recording Secretary, and one Member of the Media.

VIRTUAL PUBLIC HEARING:

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

1.0 Opening

The Virtual Public Hearing was called to order at 10:15 a.m. by the Reeve, Craig Lukinuk in the presence of all Council members, Planning and Development Manager, Planning and Development Assistant, Recording Secretary, one members of the public, and one member of the media.

Confirmation was provided by the Chief Administrative Officer, that the Public Hearing had been advertised and notice was provided in accordance with the applicable legislation.

The purpose of the hearing was summarized:

To obtain public input in regard to Bylaw No. 1380-20: A Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of closing to public travel, disposing of, and consolidating with River Lot 10, Victoria Settlement, portions of an undeveloped road allowance, located on the east side of River Lot 10, Victoria Settlement.

Leon Hunter-Boychuk, Métis Crossing Manager virtually, joined the meeting, time 1:16 p.m.

2.0 Staff Presentation

Jordan Ruegg, Planning and Development Manager provided the following information:

Proposed **Bylaw No. 1380-20** background:

- Bylaw No. 1380-20 was presented for 1st Reading on June 25, 2020.
- Notice of the proposed Bylaw was circulated to affected agencies for comment on July 22, 2020. Responses from said agencies is attached.
- A Notice has also been posted on the County's website since September 29, 2020.
- The Public Hearing Notices were advertised in the Smoky Lake Signal on October 6, 2020 and October 13, 2020, and in the Redwater Review on October 7, 2020 and October 14, 2020. The Hearing on the proposed Bylaw 1380-20 was advertised and Notice was given in accordance with Section 606 of the Municipal Government Act.
- This Hearing has been scheduled to obtain public input on proposed Bylaw 1380-20 in accordance with Section 230 of the Municipal Government Act.

3.0 Public Presentations Via Written Submissions

There was no written submission received.

4.0 Public Presentations at the Public Hearing

There was no Members of the Public virtually or otherwise present in opposition of proposed **Bylaw No. 1380-20**.

There was **one** Member of the Public virtually present who requested to speak in support of proposed **Bylaw No. 1380-20**:

Leon Boychuk-Hunter, Manager of Métis Crossing spoke in favour of **Bylaw No. 1380-20** including the following point:

- Amalgamating the land will allow for Métis Crossing to accommodate the bison which will attract visitors and benefit the local economy.

5.0 Questions and Answers

There were no questions.

6.0 Closing Remarks

There being no further presentations.

The public hearing and discussion on Smoky Lake County's proposed **Bylaw No. 1380-20: a bylaw for Road Closure – Undeveloped Government Road Allowance: East Side of River Lot 10 (Victoria Settlement)**, was declared closed, time 1:25 p.m.

County Council Meeting

The Smoky Lake County Council Meeting reconvened, at a call to order by Reeve Lukinuk, time 1:25 p.m.

Request for Decision

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

88-20: Halisky

That Smoky Lake County submit the proposed Bylaw No. 1380-20 for the Road Closure of Undeveloped Government Road Allowance: East side of River Lot 10 (Victoria Settlement), containing 2.32 hectares (5.73 acres) more or less for the purpose of closing to public travel and disposing of, portions of a public highway in accordance with section 22 of the Municipal Government Act, to the Minister of Transportation for approval consideration prior to Second and Third Readings.

Carried.

Finance Manager's Report: Actual to Budget Report

Brenda Adamson, Finance Manager provided an updated Financial Report for the period of September 17, 2020 to October 15, 2020.

Reserve Funds Allocations

89-20: Lukinuk

That Smoky Lake County, as a municipal shareholder of Corridor Communications Inc. (CCI) Wireless, allocate the funds received in the amount of \$2,491,365.38 from the October 2020 sale of CCI Wireless, in the amounts of:

- ✓ \$500,000.00 into the Connectivity Reserve,
- ✓ \$900,000.00 into the General Capital Reserve, and
- ✓ \$982,615.00 into the Building Reserve.

Carried.

Municipal Operating Support Transfer - Memorandum of Agreement COIVD-19

90-20: Halisky

That Smoky Lake County Council approve action taken by the Finance Manager in submitting the executed Municipal Operating Support Transfer Memorandum of Agreement between Municipal Affairs and Smoky Lake County, for the purpose of the Province of Alberta and Government of Canada supporting municipalities in safely restarting their local economies and in compensation resulting from COIVD-19 pandemic, which will remain in effect until March 31, 2022.

Carried.

Finance Manager's Report

91-20: Halisky

That the Smoky Lake County Financial Report prepared by Brenda Adamson, Finance Manager for the period of September 16, 2020, to October 15, 2020, be accepted for information.

Carried.

Reeve's Report:

Reeve Craig Lukinuk presented the following written report:



Reeve's Report

For September 16, 2020 to October 14, 2020

September 17, 2020 – Smoky Lake/Lamont Counties ICF/IDP Meeting held virtually: (Craig, Johnny, Danny)

- Jane Dauphinee, Principal & Senior Planner, Municipal Planning Services, presented information and the Committee held discussion regarding the following topics: Project Objectives, Proposed IDP structure, About the Plan Area, General Land Use & Development, Proposed Future Land Uses, Working Together, and the Timeline Next Steps.

September 21, 2020 – Joint Town/County Council Meeting held in Chambers/Virtual: (All Council)

- Agreed to consult the public through each respective municipality's Public Participation Policies: to provide 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.

September 21, 2020 – Tri Council Meeting Metis Crossing: (All Council)

- Discussion on the partnership between the Town, County and Metis Crossing on the proposed Smoky Lake Tourism Corporation.
- Metis Nation of Alberta agreed to provide \$600,000 towards the partnership.
- Reviewed a plan moving forward if the public input is positive.

September 23, 2020 – Elevate Wellness: (Craig, Lorne)

- Collected information on current policies\By-Laws for the Region and how to improve Healthier Living.
- Previous Survey was completed and reviewed from the Healthy Places Action Tool kit.
- Topics from the HPAT (Healthy Place Action Tool) are Community at Large, Facilities & Organization, Healthcare, Schools, and Workplace.

September 24, 2020 – Council Meeting held in Chambers/Virtual: (All Council)

- Appointed Mr. Gene Sobolewski as the Chief Administrative Officer (CAO) for Smoky Lake County.
- Deferred the Three-Year Road Plan Project of chip-sealing of Township Road 612 between Highway 855 and Range Road 174, to next year.
- Agreed to be open to accommodate the "Elevate Wellness" Regional Team for The Alberta Healthy Communities Initiative, as needed, and acknowledged Craig Lukinuk and Lorne Halisky will voluntarily participate in meetings in a non-elected capacity, as community members.
- Approve to advertise a Request for "Expressions of Interest" in purchasing municipally owned property at 4907 51 Avenue in Spedden.
- Approved action taken by the Interim CAO in providing a donation of \$300 to the Smoky Lake Holubka Dancers for lunch during the Annual Highway Cleanup.
- Approved to provide a AllNet basic micro-website through the County's website at no cost to the Smoky Lake County Community Learning Council (CLC) and the Kinetite Club of Smoky Lake.
- Approve to provide an in-kind donation of one tandem load (12 Tonnes) of reject sand valued in the estimated amount of \$180.00 including delivery in the amount of \$228.00 to the Descent of The Holy Spirit Ukrainian Catholic Church of Waskatenau.

- Accepted a flat fee in the amount of \$10,000 CLH Group Inc. to mine for sand and gravel within the municipally controlled road allowance adjacent to RL-10-58-17-W4M (Victoria Settlement).
- Approved \$2,000 of FCSS funding to Smoky Lake Minor Hocket Association for facilitating a "Respect in Sport Program".
- Agreed to provide a letter of support to Metis Nation Holdings Ltd. for their grant application to the Community Facility Enhancement Program (CFEP) Grant, for assistance of ongoing renovations to the Métis Crossing Nekinan (housing complex) at 4607-52nd Ave, Smoky Lake, and provide assistance in removing portions of fence and installing new fence posts at the location.
- Agreed to provide a joint letter of support from the County and Town to Portage College in respect to their Virtual Tourism Project: Whitefish Lake - Lac La Biche Region - Indigenous Virtual Tourism Action Plan.

September 30, 2020 – Ukrainian Twinning MOU Signing held in Chambers/Virtually: (Craig, Johnny, Lorne)

- Witnessed the Kosiv District, Ivano – Frankivska Oblast, Ukraine representatives execute the Memorandum of Understanding on Cooperation between Kosiv District, Ivano-Frankivska Oblast, Ukraine, and Smoky Lake Region, which was executed by Smoky Lake region on January 27, 2020.

October 1, 2020 – Meeting with Members of Parliament Shannon Stubbs and Lianne Rood: (Craig)

- Discussion on Smoky Lake County Declaration of Agriculture Natural Disaster.
- Gave Lianne Rood Shadow Minister for Agriculture Stats on unseeded and unharvested Crops.
- Discussion on Permanent Residency application for Dr. Lourens.

October 2, 2020 – Victoria District Economic Development Strategy Implementation Working Group meeting held Virtually: (Craig)

- Acknowledged the County Planning & Development Department, and Community Economic Development Officer prepare a public engagement and consultation strategy.
- Set up three new sub-committees: Public Engagement Sub-Committee, Corporate Structure and Partnership Agreements Sub-Committee, Funding Options Sub-Committee

October 5, 2020 – Metis Crossing Ground-breaking Ceremony: (Craig)

- Attended Ground-breaking ceremony for the new 40 suite Boutique Lodge currently being built at Metis Crossing.
- Rick Wilson, Alberta Minister of Indigenous Relations from the Province contributed 1 Million towards the new 40 Suite Boutique Lodge.
- Shae Bird of Indigenous Tourism Alberta spoke about the positive impact Metis Crossing will have for the Smoky Lake Region.
- Reviewed floor plans of the new Lodge being built.

October 8, 2020 – Committee of the Whole Meeting held in Chambers/Virtual: (All Council)

- Held Executive Session to discuss a Personnel: in respect to the Collective Agreement between Smoky Lake County and the International Union of Operating Engineers, Local Union No. 955 Bargaining, and Record of Communication, dated July 15, 2020, under the authority of FOIP Act: Section 27: Privileged Information and Section 24: Advice from Officials.
- Made a recommending motion to provide funding in the amount of \$85,000, if the Town of Smoky Lake provides the same amount to extend the size of the Gymnasium being incorporated into the new H. A. Kostash School in Smoky Lake, from 595 square meters to 668 square meters, for the purpose of creating the ability of hosting Provincial Tournaments.

October 9, 2020 – Victoria District Economic Development Strategy Implementation Working Group meeting held Virtually: (Craig)

- Discussed exploring value-added attractions.
- Discussed pursuing a developing an Infrastructure Plan which considers roads, water supply, wastewater management, waste management, telecommunication networks, and electricity, that will sustain the future tourism & community needs, and determine the cost for future years.

October 14, 2020 – County Agricultural Service Board Meeting held in Chambers/Virtually: (All Council)

- Received the finalized Mowing and Spraying maps of areas completed in 2020.
- Approved discouraging dumping of wire, rocks, etc. in road right of ways through Social Media.
- Received and a verbal update from the Cropping Coordinator, Lakeland Agricultural Research Association (LARA).

- Acknowledged receipt of the Minister, Agriculture and Forestry, email dated September 3, 2020, who wrote in response to the County's Declaration of a Municipal State of Agriculture Disaster, that a provincial re-assessment is to be done in the fall based on how existing programs respond to determine if there is further need for disaster programming.
- Agreed to write a letter to Association of Alberta Agricultural Fieldmen and cc the MLA regarding random unfulfilled ASB Grant Funding across the Province.

October 14, 2020 – Environmental Operations Meeting held in Chambers/Virtually: (All Council)

- Discussed an interested party's request for Water and Wastewater Services at the edge of Warspite as there is no current services close by to tie into.
- Received the cancellation announcement of the Solid Waste Association of North America (SWANA) Northern Lights Chapter (NLC) 26th Annual Conference, due to COVID-19.

October 14, 2020 – County Fire Protective Meeting held in Chambers/Virtually: (All Council)

- Agreed to cost share the Waskatenau Fire Hall Addition for the Rapid Attack Unit 462 Shelter based on a 50/50 funding formula with the County's portion in the total amount not to exceed \$15,000.
- Agreed in principal to support the increase of the Smoky Lake County Emergency Services Levels of Service to include Water Rescue and Ice Rescue, and will discuss further at the Regional Fire & Rescue Committee Meeting re-scheduled to November 12, 2020 at 1:00 p.m.
- Discussed Jack Pine Wildfire at Township Road 590A and Range Road 161 of October 6, 2020 to October 12, 2020 which burnt 12.91 hectares with ground fires 6-8 inches deep.

October 14, 2020 – County Natural Gas Meeting held in Chambers/Virtually: (All Council)

- Reviewed Policy Statement No. 09-18-02: Natural Gas Grain Dryer for amendment at the next Council Meeting.
- Approved to advertise the Federation of Alberta Gas Co-ops Ltd.'s Achievement Award in the amount of \$1,000.00 for eligible rural students entering post-secondary education who are Children of co-operative members of gas utilities within the Federation of Alberta Gas Co-ops, as well as, children or landowners who are serviced by gas member towns, villages, counties, or bands, on social media.

Sincerely,
Craig Lukinuk, Smoky Lake County Reeve

Reeve's Report
92-20: Halisky

That the Smoky Lake County Reeve's Report received for the period of September 16, 2020 to October 14, 2020, be accepted and filed for information.

Carried.

5. Issues for Information:

Manager's Reports
93-20: Orichowski

That the Smoky Lake County Management Reports received for the period between September 17, 2020, to October 15, 2020, from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Road Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Bylaw Enforcement Peace Officer / Parks and Recreation Manager; Jordan Ruegg, Planning and Development Manager; Trevor Tychkowsky, Safety Officer, and the Communications and GIS Department, be accepted and filed for information.

Carried.

Training Events – Report to Council
94-20: Halisky

That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from:

Environmental Operations:

- Alberta Water & Wastewater Operators Association (AWWOA) held in Edmonton, attended by Terry Bodnar, Environmental Operations Operator.

Carried.

Delegation:

Dandelion Renewables

Physically Present before Council was Mr. Mikhail Ivanchikov, President, Dandelion Renewables from 2:36 p.m. to 3:02 p.m. to provide information on a proposal to develop, permit, construct, commission and operate a 48KWp Solar Farm under the Alberta Municipal Solar Program (AMSP), with 48KW (AC) and 50KW (DC) capacities, and site footprint of -0.5 acres to be fenced with 6' chain-linked barbwire fence.

Committee Task Forces and Boards: Reports

Alberta CARE (Alberta Coordinated Action for Recycling Enterprises)

- No Report.

Corridor Communications Inc. (CCI) Wireless

- No Report.

Doctor Recruitment and Retention

- No Report.
- Next Meeting at the Call of the Chairperson.

Citizenship and Immigration Canada - Ministerial Enquiries Division

95-20: Halisky

That Smoky Lake County acknowledge receipt of the letter from F. Macmillan, Ministerial Enquiries Division, Citizenship and Immigration Canada, dated September 14, 2020, advising applicants themselves should direct information to the processing office in response to the County's letter to the Honourable Marco E. L. Mendicino, Minister of Immigration, Refugees and Citizenship, in support of progressing the Canadian Permanent Resident application submitted in February 2018 through the Alberta Immigrant Nominee Program for Doctor Hendrik Lourens and his family, as Dr. Lourens is currently working out of the Raubenheimer Clinic, Smoky Lake and is a tremendous asset in providing our community's family physician needs.

Carried.

Evergreen Regional Waste Management Services Commission

- Meeting held on October 21, 2020 and addressed in Councillor Orichowski's written report:
 - a "Zero Tolerance Policy" signs to be posted at all Evergreen Waste sites.
 - Looking into possible Drone survey of regional site. This calculates capacity and air space availability.
 - Holding off on GIC investments until after setting the 2021 operating budget.
 - A company doing work in the area under the "orphan well program" will be bringing soil to the regional site. They are also looking for clay on a return haul. Evergreen will over them clay from cell development at \$6.00 a yard.
 - Richmond Steele picked up scrap metal netting the commission about \$3000.00.
 - Cardboard recycling is once again showing to be profitable. The site manager will check into it and get more details.
 - The next board meeting as well as the organizational meeting is scheduled for November 25, 2020 at 10:00 a.m.

Family & Community Support Services

- No Report.

Domestic Violence Awareness - Jessica Martel Memorial Foundation

96-20: Cherniwchan That Smoky Lake County acknowledge resource materials received from Teena Hughson, B.A., Community Engagement Coordinator, Jessica Martel Memorial Foundation, dated September 29, 2020, in respect to not tolerating domestic violence were added to the information resource display rack at the County's Main Office.

Carried.

Fire and Rescue Liaison Committee

- Smoky Lake
- No Report.
- Vilna
- No Report.
- Waskatenau
- No Report.

Government Liaison Committee

- No Report.

Highway 28/63 Regional Water Services Commission

- Next meeting is scheduled for October 28, 2020 at 10:00 a.m.

Joint Health and Safety Committee

- Meeting held on October 21, 2020 and address in Councillor Halisky's written report:
 - 1 new Employee Orientation and 1 Office Ergonomic training were delivered. Other employee training will be lined up such as WHMIS and Mental Health First Aid.
 - Formal Safety Inspection at the White Earth Gravel Pit was conducted finding that a fire extinguisher was missing and an Emergency Response Plan needs to be prepared otherwise the area was clean and well maintained.
 - There was 1 incident reported for the period of September 18, 2020 to October 21, 2020: a Near Miss Injury occurred when workers were horse playing inside the Public Works Shop with a diluted spray cleaner and one employee was inadvertently sprayed in the eye; the employee washed their eyes and did not require any further aid; the Public Works Manager has since talked to the employees to deter similar situations.
 - A virtual Northern & Southern Alberta Safety Council Meeting held on September 22, 2020, which included the following points; received a presentation from Dr. Todd Conklin titled: Bouncing Forward from COVID-19, received an update presented by WCB, discussed COVID-19 impacts and available cost reliefs, received a presentation from the Board of Psychological Health and Safety, and discussed partnerships amongst committees and boards.
 - Everyone in the County Administration and Shop areas are still healthy and no one is off because of COVID. However, all employees must follow the Return to Work Guidelines.
 - Fire crews continue to be proactive and wear masks on all fire calls and are cleaning all apparatus that respond to each call with disinfectant.
 - An Air Quality test will be conducted in the Main Office due to employees experiencing throat irritation in the office.
 - Drive to the road conditions, be cautious of wildlife and if you see any road issues, report it to the Public Works Manager and/or Road Foreman.
 - Theft in the region continues so please ensure all vehicles/equipment whether County owned or personal are

- secured etc. and report all suspicious activities to the RCMP immediately.
- Keep your mind on task at all times, conduct hazard assessments, and report all incidents to help prevent loss.
 - The harvest season is nearing completion so please drive with caution and give the right of way for farm equipment/large loads and extra caution is needed in dusty conditions.
 - Big Game Hunting Season is starting soon so please be aware of discharging firearms.
 - Fire Drills need to be conducted for the Office(s) and Shop locations.
 - Winter season is upon us so please ensure your vehicles/equipment whether County owned or personal are winter ready and watch for icy conditions and controlled and uncontrolled intersections.
 - There is some great information coming forward on slips, trips and falls.
 - The Main Office parking lot is paved, there is water puddling in some areas and icing over so it must be sanded/maintained on a regular basis.
 - This year's Internal Audit will be written only and will need at least 60% to pass.
 - Next JH&S Meeting is scheduled for Thursday, November 19, 2020.

Municipal Planning Commission

- Addressed in the Reeve's Report.

Northeast Alberta Information HUB

- Meeting held on September 28, 2020 and address in Councillor Halisky's written report:
 - Welcome message delivered by Steve Upham including working with COVID-19 requirements.
 - MLA's were not present.
 - Financial report was given by Jennifer Leroux with all in good standing.
 - Alberta Hub sustainability was discussed with four proposed options; per capita adjustment options was not an option at this time, increased membership has potential with additional communities/ industries/ businesses, economic development services also has potential with sharing information which will be compensated for and other options such as keeping MLA's and Ministers abreast with all information/ activities etc.
 - Operations update with the Ag, Aerospace, Energy and Tourism sectors being focused on. All Provincial Ministers and Agencies were contacted to hold a collective meeting focusing on a regional approach for Broadband.
 - An Ec/Dev Officers meeting was held on September 17/20 to discuss the Ag, Aerospace, Energy and Tourism sectors opportunities etc.
 - MCSnet CEO Jerico VanBrabant stated that they are focusing on small urban centers and are willing to work with Municipalities.
 - A Waste to Energy Presentation will be hopefully set up for the next meeting.
 - A drone project promoting the Hub areas manufacturers etc. focusing on a regional approach is being looked into for a promotional aspect.
 - Next North East Alberta Hub Meeting is November 23/20.

North East Muni-Corr. Ltd.

- Meeting held on October 5, 2020 and address in Councillor Cherniwchan's written report:
 - Muni-Corr were pleased with the County grading the trail, appreciated the well-done job.
 - Smoky Lake adjacent landowner made two approaches off the trail without permission.
 - Regional Tourism Initiative Committee (Smoky Lake / St. Paul / Elk Point):
 - Local contractor still doing site visits and supplying buildings, photos, and video footage.
 - Day trip itineraries being finalized and will be sent to CDEA for translating into French.
 - Looking at participating in the Rumble Northeast - a motorcycle touring challenge.
 - Alberta's Lakeland Destination Marketing Organization:
 - Strong Coffee was out for their final summer/fall day and we captured photos and video on The Iron Horse Trail, Beaver River Trestle, Glendon paved section, Abilene Junction, Ultra 100 runners, Smoky Lake Market and the trail from Smoky Lake to Bellis.
 - Captured some great sturgeon fishing photos, video and blog with Lisa Roper.
 - Fishing photos, video and blog at Mons Lake and Bellis Beach Lake with Zach The Fisherman.
 - Kayak photos video and blog from Ross and Borden Lakes with Rylan McCarthy.
 - Talked to Travel Alberta about a September funding proposal for marketing and were told to submit it for the 2021 funding pool instead.
 - 10 Year Strategic Development Plan for the Iron Horse Trail:
 - Survey link has been re-activated and emails sent out to database.
 - RC Strategies Inc. scheduled for October 17 & 18, 2020 for trail assessment from Abilene Junction to Cold Lake.
 - Municipal sessions booking for October 19 and stakeholder sessions for October 20, 2020.
 - Submitted monthly report to the Trans Canada Trail.
 - Final report will be available by January 31, 2021.
 - Hosted Caleb Caswell, AMA Travel Writer for two days on the Iron Horse Trail. Results will be one article released online and a follow up in a month or so.
 - Completed nomination forms for Riverland Recreational Trail Society to receive the Alberta Snowmobile Association Excellence Award for Outstanding Promotion & Development of Snowmobiling.
 - Completed the trail inspection for the waterling from Smoky Lake to Bellis. This project is now complete.
 - Next Meeting is scheduled for November 5, 2020.

Northern Lights Library Board

- Addressed in the Reeve's Report.

Northern Lights Library Board Requisition

97-20: Orichowski

That Smoky Lake County accept the Northern Lights Library System Board (NLLS) Year-2021 requisition with a **zero percent increase** and acknowledge receipt of the NLLS Budget and requisition for Smoky Lake County in the amount of \$10.46 per capita based on a population of 2461 for a total levy in the amount of \$25,742.06 which is the same amount as the previous Year-2020.

Carried.

Policy Committee

- No Report.

R.C.M.P. Liaison Committee

- No Report.

Regional Community Development Committee (RCDC)

- Addressed in the Reeve's Report.

Regional Emergency Management Advisory Committee

- No Report.

Risk-Pro Control Management Committee

- No Report.

Smoky Lake Community Daycare Co-operative Committee

- Addressed in the Reeve's Report.

Smoky Lake Foundation

- Meeting held on October 20, 2020 and address in Councillor Orichowski's written report:
 - Indoor visitations allowed with 2 visitors per resident. They are directed to and from the resident's room.
 - All our facilities are almost full except for Vilna.
 - It was suggested that a blanket warmer be purchased and warm blankets be offered to residents of the DSL wings. After costing it out to be between \$8000 and \$20000 for the equipment plus supplying and cleaning of the blankets the idea was scratched.
 - Flu shot clinic for staff and residents was held on October 14th in Vilna and October 9th and 13th in Smoky Lake.
 - The annual Christmas Party at the lodges will not be held this year due to COVID-19.
 - There are still staffing issues with AHS on the DSL side. Some staff members are doing 16-hour shifts are still ongoing letter to minister and received no response.
 - A CAO evaluation date has been set for November 24th, 2020 at 9:00 a.m.
 - The next regular board meeting is scheduled for December 9th, 2020 at 9:00 a.m..

Smoky Lake Region Fire and Rescue Committee

- Address in the Reeve's Report.
- Next regular meeting is scheduled for November 12, 2020, 1:00 p.m.

Smoky Lake Heritage Board

- No Report.

Alberta Culture, Multiculturalism and Status of Women

98-20: Halisky

That Smoky Lake County acknowledge receipt of the correspondence received from Valerie Clark, Program Assistant, Alberta Culture, Multiculturalism and Status of Women, dated October 7, 2020, in regard to the executed Grant Funding Agreement with Her Majesty the Queen in Right of Alberta as represented by the Minister of Culture, Multiculturalism and Status of Women and Smoky Lake County Heritage Board, File No. HR-3635-195 for the Designated Municipal Historic Resource: Bellis Fire Hall in Bellis, Alberta, in the amount of \$870.00, with a term ending January 31, 2021.

Carried.

Joint Municipalities Meeting

- Address in the Reeve's Report.

Smoky Lake Agricultural Society

- Looking at a hosting a casino night, regular bingos, and managing the vending machines within the Complex to raise funds.
- Next meeting to be determined.

Intermunicipal Collaboration Framework (ICF) Committee

- Address in the Reeve's Report.
- The Thorhild County Intermunicipal Collaboration Framework (ICF) Committee meeting was scheduled for September 15, 2020, which was then rescheduled for October 8, 2020, and then again rescheduled for November 12, 2020, due to conflicting calendar commitments.

Alberta Municipal Affairs

99-20: Gawalko

That Smoky Lake County acknowledge receipt and comply with the correspondence received from Paul Wynnyk, Deputy Minister, Alberta Municipal Affairs, dated September 22, 2020, requesting Smoky Lake County complete all mandatory Intermunicipal Collaboration Frameworks by the deadline of April 1, 2021.

Carried.

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

- Meeting held on October 21, 2020 and address verbally due to being held the evening before the Council Meeting.
- Next Vilna/ Bellis Citizens on Patrol – C.O.P. Meeting date is to be determined.

Committee Task Force and Board Reports

100-20: Orichowski

That Smoky Lake County's Committee Task Force and Board Reports presented by Councillors as of October 22, 2020, be accepted for information.

Carried.

6. Correspondence:

Rural Municipalities of Alberta (RMA)

101-20: Halisky

That Smoky Lake County acknowledge receipt of the correspondence received from Gerald Rhodes, Executive Director, Rural Municipalities of Alberta (RMA), dated September 21, 2020, in regard to a Public Relations Campaign in respect to Rural Municipal Finances.

Carried.

Alberta Municipal Affairs - Municipal Accountability Program (MAP)

102-20: Cherniwchan

That Smoky Lake County acknowledge receipt of the correspondence received from Paul Wynnyk, Deputy Minister, Alberta Municipal Affairs, dated October 5, 2020, in regard to the Municipal Accountability Program (MAP) review being scheduled in Year-2021 for Smoky Lake County; and proceed in accordance with the County's Policy Statement No. 01-52-02: Municipal Accountability Program (MAP), Schedule "A": Checklist.

Carried.

Thank You's

None received for the Month of October 2020.

Information Releases

103-20: Halisky

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

- R58-20 - Craig Copeland, Mayor, City of Cold Lake, dated July 7, 2020 in regard to the Criminal Code Amendment.
- R59-20 - Gerald Rhodes, Executive Director, RMA, dated September 21, 2020, in regard to RMA Finances PR Campaign Update for the Assessment Model.
- R60-20 - RMA Bulletin - September 9, 2020, in regard to Registration for EOEP's Regional Partnerships and Collaboration Course.
- R61-20 - RMA: Contact Newsletter: September 25, 2020.
- R62-20 - Metis Crossing Harvest Dinner Invitation Scheduled for October 3, 2020 from 5:00 to 8:00 p.m.
- R64-20 - Aspen View Public School Board Highlights Newsletter dated October 8, 2020.

Carried.

Influenza Immunization in your Community

104-20: Halisky

That Smoky Lake County promote the "Influenza Immunization in your Community" poster received on October 21, 2020 from Dr. Kathryn Koliaska, North Zone Lead Medical Officer of Health North Zone-Central and Acting MOH, North Zone-West, and Dr. Kristin Klein, Medical Officer of Health, North Zone-East, on Social Media for awareness.

Carried.

10. Bills & Accounts:

105-20: Orichowski

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

County Council Meeting: Oct. 22nd, 2020

Batch #	Cheque Numbers	Total of Batch
51204	50262 to 50273	\$79,867.32
51270	50274 to 50275	\$10,106.02
51350	50276 to 50303	\$305,501.60
51400	50304 to 50337	\$130,810.18
51482	50338 to 50342	\$47,909.51
51559	50343 to 50379	\$142,739.56

Total Cheques from 50262 to 50379 \$716,934.19

Direct Debit Register

Batch #	Description	Total of Batch
51386	My HAS	\$215.48
51430	Vision XS Limited	\$10,000.00
51571	Smoky Lake County	\$376,254.24

Total Direct Debits \$386,469.72

Grand Total Bills and Accounts \$1,103,403.91

(Note: From General Account)

Carried.

County Council Meeting

106-20: Lorne The next Smoky Lake **County Council Meeting** is scheduled for Thursday, **December 10, 2020, at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

County Council Budget Meeting

107-20: Cherniwchan The next Smoky Lake **County Council Budget Meeting** is scheduled for Thursday, **November 26, 2020 at 9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

Dandelion Renewables

108-20: Orichowski That Smoky Lake County take no action to the delegation's presentation received on October 22, 2020, from Mr. Mikhail Ivanchikov, President of Dandelion Renewables, in regard to a proposal to develop, permit, construct, commission and operate a 48KWp Solar Farm under the Alberta Municipal Solar Program (AMSP), with 48KW (AC) and 50KW (DC) capacities, to be fenced with 6' chain-linked barbwire fence, due to the anticipated timelines of the said proposal not being aligned with the County's Public Consultation process.

Carried.

ADJOURNMENT:

109-20: Lukinuk That the Smoky Lake County Council Meeting of October 22, 2020, be adjourned, time 3:53 p.m..

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **Organizational Meeting** for the Council of Smoky Lake County held on Thursday, October 22, 2020 at 9:06 a.m. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in County Council Chambers.

The meeting was called to Order by the Chief Administrative Officer, Mr. Gene Sobolewski in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Thursday, Oct. 22, 2020</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Present in Chambers & Virtually

Observers in Attendance Upon Call to Order:

Plan/Dev Manager	Jordan Ruegg	Virtually Present
Plan/Dev Manager	Kyle Schole	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present
Media	Smoky Lake Signal	Virtually Present
Media	Redwater Review	Virtually Present
Public	None	N/A

ELECTION OF CHIEF ELECTED OFFICIAL:

The Chief Administrative Officer called first (1) time for nominations for the position of Chief Elected Official: Reeve of Smoky Lake County.

01-20: Orichowski

That Councillor Craig Lukinuk be nominated as Chief Elected Official: Reeve of Smoky Lake County, for the ensuing year.

The Chief Administrative Officer called second (2) time for nominations.

The Chief Administrative Officer called third (3) time for nominations.

NO FURTHER NOMINATIONS.

Mr. Craig Lukinuk was declared elected by acclamation by the Chief Administrative Officer as the Chief Elected Official: Reeve of Smoky Lake County for the ensuing year, executed an "Oath of Office" for the position and assumed the Chair.

ELECTION OF DEPUTY CHIEF ELECTED OFFICIAL:

The Reeve called first (1) time for nominations for the position of Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County.

02-20: Cherniwchan

That Councillor Randy Orichowski be nominated as Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County, for the ensuing year.

The Reeve called second (2) time for nominations.

The Reeve called third (3) time for nominations.

NO FURTHER NOMINATIONS.

Mr. Randy Orichowski was declared elected by acclamation by the Reeve as the Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County for the ensuing year, executed an "Oath of Office" for the position.

Code of Conduct and Oath of Confidentiality

03-20: Orichowski That Smoky Lake County Council acknowledge each respective member's October 25, 2018, execution of the "Code of Conduct" and the "Oath of Confidentiality", as per Bylaw No. 1320-18: Code of Conduct.

Carried Unanimously.

Appoint Municipal Solicitor(s)

04-20: Halisky That Smoky Lake County appoint Brownlee LLP and Reynolds Mirth Richards & Farmer LLP as the solicitors for Smoky Lake County, on an as needed basis.

Carried.

Remuneration: Public-at-Large Committee Members

05-20: Gawalko That Smoky Lake County Public-at-Large members appointed by Council for Committee representation, be paid at a rate of \$175.00 per day and the mileage and meal expenses be paid at the same rate as stated in the Council remuneration Policy.

Carried.

Regular County Council Meetings

06-20: Halisky That Smoky Lake County Council Regular Meetings be typically scheduled on the fourth (4th) Thursday of each month at 9:00 a.m. with the exception of July and November, unless otherwise stated by motion of Council, and be held simultaneously in County Council Chambers, 4612 McDougall Drive, Smoky Lake, and virtually, online through Electronic Communication Technology: Zoom Meeting.

Carried.

Financial Statements

07-20: Orichowski That Smoky Lake County's Audited Financial Statements, and Auditor's Report for the Year Ended December 31, 2020, be made available to the public on the County Website and be included in the Smoky Lake County Annual Booklet.

Carried.

Christmas Office Closures for Main Office and Public Works

08-20: Cherniwchan That Smoky Lake County Council approve to close the Main Office located at 4612 McDougall Drive, Smoky Lake and the Public Works Shop located at 5004 50 Street, Smoky Lake, from Friday, December 25, 2020 to Friday, January 1, 2021, and Thursday, January 7, 2021 as follows:

Statutory Holidays, Christmas Day and New Year's Day:

Friday, December 25, 2020, and Friday, January 1, 2021,

Statutory Holiday in Lieu of Boxing Day:

Monday, December 28, 2020,

Employee Vacation Days, with the understanding, employees will return to work as needed, in the event of an emergency during the three days:

Tuesday, December 29, 2020 to Thursday, December 31, 2020, and

Collective Agreements - Paid Holiday, Ukrainian Christmas:

Thursday, January 7, 2021.

Carried.

Appointments to Committees, Task Forces and Boards

GENERAL GOVERNMENT SERVICES:

Government Liaison Committee

09-20: Orichowski That the Smoky Lake County Reeve, Deputy Reeve and any other Councillors, as deemed necessary, be appointed to the **Government Liaison Committee**.

Carried.

Policy Committee

10-20: Halisky That all members of Smoky Lake County Council be appointed to the Smoky Lake County **Policy Committee**.

Carried.

ASSESSMENT AND TAXATION:

Local Assessment Review Board

11-20: Halisky That Smoky Lake County re-confirm the following **Local Assessment Review Board** appointments for the remaining four-year term to Year 2020 of Councillor Craig Lukinuk as member; Councillor Johnny Cherniwchan as alternate; and Sue Landiak and Grant Gillund as Public-at-Large; and the alternate public-at-large member be appointed when the vacant position is filled; as per Bylaw No. 1231-11.

Carried.

Composite Assessment Review Board

12-20: Halisky That Smoky Lake County re-confirm the following **Composite Assessment Review Board** appointments for the remaining four-year term to Year 2020 of Councillor Craig Lukinuk as member; Councillor Johnny Cherniwchan as alternate; and Sue Landiak and Grant Gillund as Public-at-Large; and the alternate public-at-large member be appointed when the vacant position is filled; as per Bylaw No. 1231-11.

Carried.

RISK MANAGEMENT:

Risk Pro Management Committee

13-20: Cherniwchan That the Smoky Lake County Reeve be appointed as member to the **Risk Pro Management Committee**; and the Deputy Reeve be appointed as the alternate.

Carried.

HUMAN RESOURCES:

Negotiating Committee

14-20: Cherniwchan That Smoky Lake County Councillors: Johnny Cherniwchan, Lorne Halisky and Craig Lukinuk be appointed as members to the **Negotiating Committee** to bargain the Collective Agreements with the **International Union of Operating Engineers Local No. 955** for the Public Works Employees; and with the **Canadian Union of Public Employees Local No. 4575** for the Main Office Staff and Custodian Staff; and that Councillors Randy Orichowski and Dan Gawalko be appointed as the alternates.

Carried.

PROTECTIVE SERVICES:

Fire Protective Services Committee

15-20: Gawalko That all members of Smoky Lake County Council be appointed to the **Fire Protective Services Committee**.

Carried.

Fire & Rescue Liaison Committee

16-20: Halisky That Smoky Lake County Council appointed to the **Fire and Rescue Liaison Committee** be as follows: Councillor Dan Gawalko be appointed as member and Councillor Johnny Cherniwchan as alternate to the **Vilna Fire Department**; and that Councillor Craig Lukinuk be appointed as member and Councillor Lorne Halisky be appointed as alternate to the **Smoky Lake Fire Department**; and Councillor Randy Orichowski be appointed as member and Councillor Lorne Halisky be appointed as alternate to the **Waskatenau Fire Department**.

Carried.

RCMP Liaison Committee

17-20: Orichowski That Smoky Lake County Councillor Lorne Halisky be appointed as member to the **RCMP Liaison Committee**; and Councillor Dan Gawalko be appointed as alternate.

Carried.

Regional Emergency Management Advisory Committee

18-20: Cherniwchan That the Smoky Lake County Reeve be appointed as member to the **Regional Emergency Management Advisory Committee**; and Deputy Reeve be appointed as an alternate.

Carried.

Smoky Lake Region Fire and Rescue Committee

19-20: Gawalko That Smoky Lake County Councillors Craig Lukinuk and Lorne Halisky be appointed as members to the **Smoky Lake Region Fire and Rescue Advisory Committee**; and Councillor Johnny Cherniwchan be appointed as alternate.

Carried.

Citizens On Patrol (C.O.P) Liaison Committee

20-20: Cherniwchan That the Smoky Lake County Councillor Lorne Halisky be appointed as member to the **Citizens On Patrol (C.O.P) Liaison Committee**; and Councillor Dan Gawalko be appointed as alternate.

Carried.

TRANSPORTATION SERVICES:

Road Ban Committee

21-20: Orichowski That the Smoky Lake County Reeve be appointed as member to the **Road Ban Committee** along with the Public Works Manager and Chief Administrative Officer; and the Deputy Reeve be appointed as alternate; and any two (2) members have the authority to sign for the Road Ban / Restriction Order and will inform all members of Council of the execution of same, as required by Bylaw No. 1225-11.

Carried.

North East Muni-Corr Ltd. Committee

22-20: Halisky That Smoky Lake County Councillor Johnny Cherniwchan be appointed as member to the **North East Muni-Corr Ltd. Committee** for the four-year term ending in Year 2024; and Councillor Craig Lukinuk be appointed as alternate.

Carried.

ENVIRONMENTAL HEALTH SERVICES:

Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Committee

23-20: Orichowski That Smoky Lake County Councillor Dan Gawalko be appointed as member to the **Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Committee**; and Councillor Randy Orichowski be appointed as alternate.

Carried.

Evergreen Regional Waste Management Commission

24-20: Gawalko That Smoky Lake County Councillor Randy Orichowski be appointed as member to the **Evergreen Regional Waste Management Commission**; and Councillor Dan Gawalko be appointed as alternate.

Carried.

Highway 28/63 Regional Water Services Commission

25-20: Gawalko That Smoky Lake County Councillors Dan Gawalko and Randy Orichowski be appointed as members to the **Highway 28/63 Regional Water Services Commission**; and that Councillors Lorne Halisky and Johnny Cherniwchan be appointed as alternates.

Carried.

PUBLIC HEALTH AND WELFARE SERVICES:

Joint Health & Safety Committee

26-20: Orichowski That Smoky Lake County Councillor Lorne Halisky be appointed as member to the **Joint Health & Safety Committee**; and Councillor Johnny Cherniwchan be appointed as alternate.

Carried.

Doctor Retention & Recruitment Committee

27-20: Cherniwchan That the Smoky Lake County Reeve be appointed as the member to the **Doctor Retention and Recruitment Committee**; and the Deputy Reeve be appointed as alternate.

Carried.

Family Community Support Services Committee

28-20: Halisky That all members of Smoky Lake County Council be appointed to the **Family Community Support Services Committee**.

Carried.

Smoky Lake Community Daycare Co-operative Committee

29-20: Orichowski That Smoky Lake County Councillor Craig Lukinuk be appointed as member to the **Smoky Lake Community Daycare Co-operative Committee**; and Councillor Lorne Halisky be appointed as alternate.

Carried.

Smoky Lake Foundation

30-20: Halisky That Smoky Lake County Councillors Dan Gawalko and Randy Orichowski be appointed as members to the **Smoky Lake Foundation Board**; and Councillors Lorne Halisky and Johnny Cherniwchan be appointed as alternates.

Carried.

PLANNING, DEVELOPMENT AND SUB-DIVISION CONTROL

Municipal Planning Commission

31-20: Gawalko That all members of Smoky Lake County Council be appointed to the **Municipal Planning Commission** – Development Authority, as required by Bylaw No. 1346-19.

Carried.

Subdivision and Development Appeal Board

32-20: Orichowski That Smoky Lake County re-appoint Members-at-Large: Grant Gillund, Christine Hansen, Richard Dubetz, Dominique Cere, Ross Whitelaw and Jerry Melnyk as members to the **Subdivision and Development Appeal Board**, as required by Bylaw No. 1347-19.

Carried.

Sub-Division Authority

33-20: Halisky That Smoky Lake County re-confirm **Jane Dauphinee, BA – Mplan – RPP – MCIP – Principal / Senior Planner, Municipal Planning Services (2009) Ltd.**, as the person appointed as the Sub-Division Authority for Smoky Lake County, as per Bylaw No. 996-95; and, on an as needed basis for the 2020-2021 year.

Carried.

Smoky Lake County Regional Heritage Board

34-20: Halisky That Smoky Lake County re-appoint the Public-at-Large members as per Bylaw No. 1236-11 to the **Smoky Lake County Regional Heritage Board** as follows: Noreen Easterbrook, Leon Boychuk-Hunter, Michelle Wright, Graham Dalziel, Christine Hansen, and Pamala Billey.

Carried.

CCI Wireless - Corridor Communications Inc.

35-20: Halisky That Smoky Lake County Councillor Craig Lukinuk be appointed as member to **CCI Wireless - Corridor Communications Inc.** and Councillor Johnny Cherniwchan be appointed as alternate.

Carried.

Regional Community Development Committee (RCDC)

36-20: Cherniwchan That Smoky Lake County Councillors Craig Lukinuk and Lorne Halisky be appointed as members to the **Regional Community Development Committee (RCDC)**; and Councillor Johnny Cherniwchan be appointed as alternate; and re-appoint Public-at-Large members: Perry Phillips and Leon Boychuk-Hunter.

Carried.

Intermunicipal Development Plan (IDP) – Town of Smoky Lake

37-20: Orichowski That Smoky Lake County appoint Division 4 Councillor: Lorne Halisky and Division 3 Councillor: Craig Lukinuk, as members to the Smoky Lake County / **Town of Smoky Lake Intermunicipal Development Plan (IDP) Committee**; and Division 2 Councillor: Johnny Cherniwchan, be the alternate member.

Carried.

Intermunicipal Development Plan (IDP) – Village of Waskatenau

38-20: Orichowski That Smoky Lake County appoint Division 5 Councillor: Randy Orichowski and Division 4 Councillor: Lorne Halisky, as members to the Smoky Lake County / **Village of Waskatenau Intermunicipal Development Plan (IDP) Committee**; and Division 1 Councillor: Dan Gawalko, be the alternate member.

Carried.

Intermunicipal Development Plan (IDP) – Village of Vilna

39-20: Halisky That all members of Smoky Lake County Council be appointed as members to the Smoky Lake County / **Village of Vilna - Intermunicipal Development Plan (IDP) Committee**.

Carried.

Intermunicipal Development Plan (IDP) – Thorhild County

40-20: Gawalko That Smoky Lake County appoint Division 5 Councillor: Randy Orichowski and Division 4 Councillor: Lorne Halisky, as members to the Smoky Lake County / **Thorhild County Intermunicipal Development Plan (IDP) Committee**; and Division 1 Councillor: Dan Gawalko, be the alternate member.

Carried.

Gene Sobolewski, Chief Administrative Officer, left the meeting, time 9:39 a.m.

Intermunicipal Development Plan (IDP) – Lamont County

41-20: Orichowski That Smoky Lake County Committee appoint Division 2 Councillor: Johnny Cherniwchan and Division 3 Councillor: Craig Lukinuk as members to the Smoky Lake County / **Lamont County** Intermunicipal Development Plan (IDP) Committee; and Division 1 Councillor: Dan Gawalko, be the alternate member.

Carried.

Intermunicipal Development Plan (IDP) – County of St. Paul No.19

42-20: Cherniwchan That Smoky Lake County appoint the Chief Administrative Officer and Planning and Development Manager, as members to the Smoky Lake County / **County of St. Paul No.19** Intermunicipal Development Plan (IDP) Committee.

Carried.

Intermunicipal Development Plan (IDP) – County of Two Hills No.21

43-20: Halisky That Smoky Lake County appoint the Chief Administrative Officer and Planning and Development Manager, as members to the Smoky Lake County / **County of Two Hills No. 21** Intermunicipal Development Plan (IDP) Committee.

Carried.

Intermunicipal Collaboration Committee (ICC) – Smoky Lake Region

44-20: Gawalko That Smoky Lake County appoint Division 4 Councillor: Lorne Halisky and Division 3 Councillor: Craig Lukinuk, as members to the Smoky Lake County / **Town of Smoky Lake / Village of Waskatenau / Village of Vilna** Smoky Lake Region Intermunicipal Collaboration Committee (ICC); and Division 2 Councillor: Johnny Cherniwchan, be the alternate member.

Carried.

Intermunicipal Collaboration Committee (ICC) – Thorhild County

45-20: Orichowski That Smoky Lake County appoint Division 5 Councillor: Randy Orichowski and Division 4 Councillor: Lorne Halisky, as members to the Smoky Lake County / **Thorhild County** Intermunicipal Collaboration Committee (ICC); and Division 1 Councillor: Dan Gawalko, be the alternate member.

Carried.

Gene Sobolewski, Chief Administrative Officer, re-joined the meeting, time 9:42 a.m.

Intermunicipal Collaboration Committee (ICC) – Lamont County

46-20: Halisky That Smoky Lake County appoint Division 2 Councillor: Johnny Cherniwchan and Division 3 Councillor: Craig Lukinuk, as members to the Smoky Lake County / **Lamont County** Intermunicipal Collaboration Committee (ICC); and Division 1 Councillor: Dan Gawalko, be the alternate member.

Carried.

Intermunicipal Collaboration Committee (ICC) – County of St. Paul No.19

47-20: Gawalko That all members of Smoky Lake County Council be appointed as members to the Smoky Lake County / **County of St. Paul No.19** Intermunicipal Collaboration Committee (ICC).

Carried.

Intermunicipal Collaboration Committee (ICC) – County of Two Hills No.21

48-20: Orichowski That all members of Smoky Lake County Council be appointed as members to the Smoky Lake County / **County of Two Hills No.21** Intermunicipal Collaboration Committee (ICC).

Carried.

Ukrainian Twinning Committee

49-20: Orichowski That Smoky Lake County appoint the Reeve as member and Deputy Reeve as alternate member, to the **Ukrainian Twinning Committee** upon the establishment of a Terms of Reference for the said committee, for the purpose of implementing initiatives between Kosiv District, Ivano-Frankivska Oblast, Ukraine and the Smoky Lake Region as per the Memorandum of Understanding on Cooperation between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region fully executed on September 30, 2020.

Carried.

AGRICULTURAL SERVICE BOARD:

Agricultural Service Board

50-20: Cherniwchan That all members of Smoky Lake County Council be appointed to the **Agricultural Service Board**, as required the Agricultural Service Board Act, and as per Smoky Lake County Bylaw No. 1357-19: Agricultural Service Board.

Carried.

Agricultural Issues Advisory Committee

51-20: Gawalko That the Smoky Lake County Agricultural Service Board Chairperson and Vice-Chairperson and any other member of Council affected by a specific issue be appointed to the **Agricultural Issues Advisory Committee**; and the Agricultural Issues Advisory Committee will call for "Public-at-Large" members, when required.

Carried.

Agricultural Service Board Independent Appeal Panel for Weed Control

52-20: Orichowski That Smoky Lake County re-appoint the Public-at-Large members to the **Agricultural Service Board Independent Appeal Panel for Weed Control**, as per Bylaw 1240-12, as follows: Barry Feniak, Norman Schmidt, and Robert Semeniuk; and Ed Doktor as alternate.

Carried.

Lakeland Agricultural Research Association (LARA)

53-20: Gawalko That the Smoky Lake County Agricultural Service Board Chairperson be appointed to the **Lakeland Agricultural Research Association (LARA)**; and the Smoky Lake County Agricultural Service Board Vice-Chairperson as alternate; and acknowledge LARA appointed Public-at-Large members: Barb Shapka and Charlie Leskiw.

Carried.

RECREATION AND CULTURAL SERVICES:

Northeast Alberta HUB

54-20: Orichowski That Smoky Lake County Councillor Lorne Halisky be appointed as member to the **Northeast Alberta HUB**; and that Councillor Dan Gawalko be appointed as alternate.

Carried.

Northern Lights Library System

55-20: Cherniwchan That Smoky Lake County Councillor Craig Lukinuk be appointed as board representative for the four-year term ending in Year 2024, to the **Northern Lights Library System**; and Councillor Randy Orichowski be appointed as alternate.

Carried.

Smoky Lake Agricultural Society

56-20: Halisky

That Smoky Lake County Councillor Lorne Halisky be appointed as representative to the **Smoky Lake Agricultural Society**; and Councillor Craig Lukinuk be appointed as alternate.

Carried.

RURAL UTILITIES:

Natural Gas Committee

57-20: Orichowski

That all members of Smoky Lake County Council be authorized as the **Natural Gas Committee** to exercise the Rural Gas Act and supplemental Bylaws thereto.

Carried.

Environmental Operations Committee

58-20: Orichowski

That all members of Smoky Lake County Council be authorized as the **Environmental Operations Committee** for the Management of Water, Wastewater and Waste.

Carried.

ADJOURNMENT:

59-20: Lukinuk

That the Organizational Meeting of October 22, 2020 be adjourned, time 9:50 a.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the County Council Committee of the Whole Meeting for the purpose of Planning on Thursday, October 29, 2020 at 9:10 A.M. held in County Council Chambers and virtually online through Electronic Communication Technology: Zoom Meeting.

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

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Thursday, Oct.29, 2020</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
Interim CAO	Lydia Cielin	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Present in Chambers
Plan & Dev Manager	Jordan Ruegg	Present in Chambers
Plan & Dev Assistant	Kyle Schole	Present in Chambers

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

2. Agenda:

110-20: Gawalko

That the Agenda for the Smoky Lake County Council - Committee of the Whole Meeting held for the purpose of Planning dated October 29, 2020, be adopted, as amended: correct the time from 10:00 a.m. to 9:00 a.m.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Decision:

No Request for Decision.

5. Issues for Information:

Canadian Heritage River System (CHRS)

111-20: Halisky

That Smoky Lake County Council recommend the work of the Smoky Lake County Regional Heritage Board, in pursuing a Canadian Heritage River under the Canadian Heritage Rivers System for the portion of the North Saskatchewan River flowing along 82 kilometers of the County's southern municipal boundary and the municipal boundaries of Lamont County and Two Hills County, be acknowledged.

Carried.

International Dark-Sky Association (IDA)

112-20: Halisky

That Smoky Lake County Council recommend pursuing a Nomination for an International Dark-Sky Association (IDA) Designation which recognizes exceptional dedication towards the preservation of the night sky through the implementation and enforcement of quality outdoor lighting ordinance, dark sky education and citizen support of dark skies, for the purpose of promoting responsible lighting and dark sky stewardship, and to set good examples for surrounding communities.

Carried.

Alberta Wetlands Replacement Program Memorandum of Understanding (MOU)

113-20: Lukinuk That Smoky Lake County Council recommend executing a Memorandum of Understanding (MOU) with Her Majesty The Queen in right of Alberta, as represented by the Minister of Environment and Parks, which will establish a cooperative process to identify appropriate Wetland Replacement Projects for the purpose of the Participants entering into related Service Contracts between the Province and the Municipality in respect to approved Proposals to undertake Wetland Replacement Projects; and seek potential Wetland Replacement Project Participants through the County's Social Media.

Carried.

Smoky Lake Signal, virtually joined the meeting, time 10:42 a.m.

Policy Statement No. 61-11-01: Planning and Development Fees

114-20: Cherniwchan That Smoky Lake County Council recommend drafting a Bylaw for the purpose of outlining Planning and Development Fees with no changes to the existing Fee Structure, which would replace Policy Statement No. 61-11-01: Planning and Development Fees; and bring the said draft bylaw forward to a future Meeting of Council.

Carried.

8. Executive Session:

Non-Conforming Usage and/or Non-Compliance under the Land Use Bylaw No. 1272-14

115-20: Halisky That Smoky Lake County Council go into Executive Session to discuss a Land and Legal Issue: in respect to specific properties which may have non-conforming land usage and/or non-compliance under the Land Use Bylaw No. 1272-14, under the authority of FOIP Act: Section 27: Privileged Information, Section 24: Advice from Officials, and Section 17: Third Party Personal Privacy, time 11:46 a.m..

Carried.

116-20: Cherniwchan That Smoky Lake County Council go out of Executive Session, time 12:07 p.m.

Carried.

5. Issues for Information:

Land Use Bylaw No. 1272-14 Amendment – RVs & Campsites

117-20: Gawalko That Smoky Lake County Council recommend the draft amendment to the Land Use Bylaw No. 1272-14, for the purpose of regulating Recreational Vehicles (RVs) and Campsites, be brought forward to the next County Council Meeting for consideration of First Reading.

Carried.

Land Use Bylaw No. 1272-14 Amendment – Shipping Containers

118-20: Orichowski That Smoky Lake County Council recommend the draft amendment to the Land Use Bylaw No. 1272-14 for the purpose of provisions relating to the use of shipping containers in respect to allowable placement, length, number of shipping containers permissible, and utilization of shipping containers as building material, which provides clarity, transparency, and fairness for prospective developers, be brought forward to the next Council Meeting for consideration of First Reading.

Carried.

Land Use Bylaw No. 1272-14 Amendment – Tiny Homes

119-20: Orichowski

That Smoky Lake County Council recommend drafting a Bylaw to amend the Land Use Bylaw No. 1272-14, for the purpose of adding a definition for “Dwelling, single detached, tiny” under Section 1.7 – Definitions/Interpretations; and to add “Dwelling, single detached, tiny” as a “Permitted Use” under the AG, A1, R1, R2, R3 & HG Land Use Districts; and to add “Dwelling, single detached, tiny” as a “Discretionary Use” under the C1 & C2 Land Use Districts; and to add a subsection for “Tiny Dwellings” under Section 7 – Special Provisions, containing specific provisions for the development of Tiny Dwellings, to provide increased clarity, transparency, and fairness for prospective Developers and allow the County’s Development Authority to respond favorably to an increasingly popular housing market trend, as well as to provide additional options for residential development that reflect changing consumer priorities and new economic realities; and bring the said draft bylaw forward to a future Meeting of Council.

Carried.

Land Use Bylaw No. 1272-14 Amendment – Small Livestock in Urban Areas

120-20: Lukinuk

That Smoky Lake County Council recommend the draft amendment to the Land Use Bylaw No. 1272-14 for the purpose of providing provisions relating to the licensing for, and keeping of, small livestock animal units in hamlet and residential districts; and bring the said draft bylaw forward to the next Committee of the Whole for the Purposes of Planning Meeting.

Carried.

7. Delegation:

No Delegation.

ADJOURNMENT

121-20: Lukinuk

That the Smoky Lake County Council Committee of the Whole for the purpose of Planning Meeting, of October 29, 2020, be adjourned, time 1:18 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION		DATE	December 10, 2020	4.1
TOPIC	Policy Statement No. 01-52-02: Municipal Accountability Program (MAP)			
PROPOSAL	<p><u>BACKGROUND:</u></p> <p>New Legislation Requirement under the MGA:</p> <ul style="list-style-type: none"> ■ RMA: Rural Municipalities of Alberta released a “BULLEIN” dated March 28, 2018 highlighting the following: Alberta Municipal Affairs has recently announced a new program to collaboratively foster effective local governance and build administrative capacity in Alberta’s municipalities. The Municipal Accountability Program (MAP) will review municipal processes and procedures to help develop knowledge of mandatory legislative requirements. This will support municipalities with their legislative compliance. <p>▶ County Council Meeting: April 19, 2018 - Motion #530-18</p> <p>“That Smoky Lake County acknowledge receipt of the letter from the Honourable Shaye Anderson, Minister of Municipal Affairs, dated March 27, 2018, in regard to the Municipal Accountability Program (MAP) commencing on <u>April 1, 2018</u>, created for select municipalities with a population of 5,000 or less to review their process and procedures in order to further develop the knowledge of mandatory legislation requirements, at no cost to the municipality; and, upon being selected within any multi-year cycle, participating municipalities will receive a customized MAP report identifying areas of compliance along with recommendations and resources to assist in remedying and legislative inconsistencies in order to become legislatively compliant.</p> <p><u>CURRENT:</u></p> <p>Policy Statement No. 01-52-01: Municipal Accountability Program (MAP).</p> <p><u>Policy Development:</u></p> <ul style="list-style-type: none"> ● The Municipal Government Act (MGA), which provides the legislative framework for local government in Alberta, has numerous mandatory requirements – MAP is one mandatory requirement, ordered by the Minister under Section 571 of the Municipal Government Act. ● The outcome of this program will be strong, well-managed County and a strong collaborative relationship between the CAOs and the ministry. <p><u>Purpose:</u> To promote an environment supportive of accountable, well-managed local government to display is compliance of <i>Municipal Government Act</i> and other statutes and regulations. This Policy will commit to present and future collaboration to foster effective local governance and build administrative capacity with Municipal Affairs.</p> <p>▶ County Council Meeting: October 22, 2020 - Motion #102-20</p> <p>“That Smoky Lake County acknowledge receipt of the correspondence received from Paul Wynnyk, Deputy Minister, Alberta Municipal Affairs, dated October 5, 2020, in regard to the Municipal Accountability Program (MAP) review being scheduled in Year-2021 for Smoky Lake County; and ensure the County’s Municipal Accountability Program (MAP) Checklist is up-to-date for 2021.”</p> <ul style="list-style-type: none"> ● An email was received from Desiree Kuori, Municipal Accountability Advisory, Alberta Municipal Affairs, dated October 26, 2020, regarding scheduling and a list of what the County needs to provide either electronically or paper prior to the date set. The date scheduled is for January 13, 2021 at 1:30 p.m. Attachment # 1 – County Checklist numbers referenced to the Review and Audit requested in the email. 			

PROPOSAL: For 2021 Audit

Policy Statement No. 01-52-02: Municipal Accountability Program (MAP).

Under "**Schedule A: Municipal Accountability Program (MAP) Checklist**" is where the following changes were made:

- 2018-2021 Column: Review 2020 changed to Review 2021.
- Under above column, check-marks with the word "online" were added to each topic showing that we have said document and it can be found on the Smoky Lake County website. Anything not online is stated in that column.
- (2) Updated Bylaw: Bylaw 1374-20: Borrowing Bylaw.
- (8) Updated Bylaw: Bylaw 1382-20: CAO Bylaw.
- (10) Updated Bylaw: Bylaw 1377-20: Agricultural Fieldman Designation.
- (24) Updated meeting date- Organizational Meeting: October 22, 2020.
- Inserted work "email" where items to be sent by email.
- Email copy of Bylaw Directory Listing

The above changes reflect changes made prior to the December 10, 2020 Council meeting. Any changes to the checklist after this date will be done so accordingly and recorded for future Request for Decisions.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

N/A

**LEGISLATIVE,
BYLAW and/or
POLICY
IMPLICATIONS**

MUNICIPAL GOVERNMENT ACT

Inspection

571(1) **The Minister may require any matter connected with the management, administration or operation of any municipality or any assessment prepared under Part 9 to be inspected**

- (a) **on the Minister's initiative,**
- (b) **on the request of the council of the municipality, or**
- (c) **if the Minister receives a sufficient petition requesting the inspection that is signed, (i) in the case of a municipality other than a summer village, by electors of the municipality equal in number to at least 20% of the population, and (ii) in the case of a summer village, by a number of electors of the summer village equal to at least 30% of the number of summer village residences in the summer village.**


(1.1) For the purposes of subsection (1), the management, administration or operation of a municipality includes

- (a) **the affairs of the municipality,**
- (b) **the conduct of a councillor or of an employee or agent of the municipality, and**
- (c) **the conduct of a person who has an agreement with the municipality relating to the duties or obligations of the municipality or the person under the agreement.**

(2) The Minister may appoint one or more persons as inspectors for the purpose of carrying out inspections under this section.

(3) An inspector

- (a) **may require the attendance of any officer of the municipality or of any other person whose presence the inspector considers necessary during the course of the inspection, and**
- (b) **has the same powers, privileges and immunities as a commissioner under the Public Inquiries Act.**

	<p>(4) When required to do so by an inspector, the chief administrative officer of the municipality must produce for examination and inspection all books and records of the municipality.</p> <p>(5) After the completion of the inspection, the inspector must make a report to the Minister and, if the inspection was made at the request of a council, to the council.</p>	
BENEFITS	<p>The Purpose of this Program is to:</p> <ul style="list-style-type: none"> • assist municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the MGA. • aid municipalities in achieving legislative compliance • support municipalities in being accountable and well-managed; and • provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist. 	
DISADVANTAGES	N/A - Practices established.	
ALTERNATIVES	N/A	
FINANCE/BUDGET IMPLICATIONS		
Operating Costs:	\$ _____	Capital Costs: _____
Budget Available:	\$ _____	Source of Funds: _____
Budgeted Costs:	\$ _____	Unbudgeted Costs: _____
	No budget implications.	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A	
COMMUNICATION STRATEGY	Advise Management of Policy.	
RECOMMENDATION		
That Smoky Lake County amend Policy Statement No. 01-52-02: Municipal Accountability Program (MAP).		
CHIEF ADMINISTRATIVE OFFICER	 for CAO	

From: Jenna Preston
Sent: November 26, 2020 3:02 PM
To: Jenna Preston
Subject: FW: Smoky Lake County 2021 MAP Review - scheduling

From: Lydia Cielin <lcielin@smokylakecounty.ab.ca>
Sent: October 27, 2020 8:24 AM
To: Jenna Preston <jenna.preston@smokylakecounty.ab.ca>
Cc: Patti Priest <patti.priest@smokylakecounty.ab.ca>
Subject: FW: Smoky Lake County 2021 MAP Review - scheduling

Hi Jenna:

Insert the email below which is our official response for the MAP Program into the RFD for December for the MAP. Please print me a copy.

Lydia

From: Gene Sobolewski <cao@smokylakecounty.ab.ca>
Sent: October-26-20 4:41 PM
To: Lydia Cielin <lcielin@smokylakecounty.ab.ca>
Subject: Fwd: Smoky Lake County 2021 MAP Review - scheduling

FYI

Gene

Sent from iPhone

From: Desiree Kuori <Desiree.Kuori@gov.ab.ca>
Sent: Monday, October 26, 2020 3:22:23 PM
To: cao@smokylakecounty.ab.ca <cao@smokylakecounty.ab.ca>
Subject: Smoky Lake County 2021 MAP Review - scheduling

Hi Gene,

Thank you for taking the time to speak with me today. As indicated in the Deputy Minister's letter and as we discussed during our phone call we are pleased to advise that Smoky Lake County has been selected for a 2021 Municipal Accountability Program (MAP) review.

A MAP is a proactive approach aimed at helping municipalities achieve legislative compliance. Although mandatory, a MAP is not invasive, nor is it a governance review. The review will include working collaboratively with you to ensure legislative non-compliance issues are identified and addressed in a timely and efficient manner. All municipalities with a population under 2,500 are required to complete this program and will have a review once every five years. After each review, we will provide a customized report documenting deficient areas as well as recommendations and actions for those areas. Resources will also be provided to assist you with responding to the legislative gaps identified. It is expected that the report will be shared at an open public council meeting.

I am confirming the date selected for the review is January 13, 2021 at 1:30pm. As I mentioned, I will connect with you a few weeks beforehand to confirm the time and forward to you a Zoom meeting invite. Below is the list I referred to if you are able to provide in electronic or paper form prior to our visit:

Bylaws:

- Bylaw index; **email- most recent copy**
- Code of conduct bylaw; **7**
- CAO bylaw; **8**
- Property tax bylaw and, if enacted, the assessment sub-class bylaw; **57**
- Assessment review board (ARB) bylaw, and any intermunicipal agreements (if any) associated with the ARB; **58**
- Bylaw enforcement officer bylaw; **6**
- Procedural bylaw (if enacted); **9**
- A borrowing bylaw, if the municipality has any outstanding debt; **2**
- Any bylaw(s) establishing positions as designated officers; **10**
- Municipal development plan and any amendments, as well as any advertising for public hearings; **71/77**
- Land use bylaw and most recent amendments, as well as any advertising for public hearings; **73**
- Subdivision authority bylaw; **68**
- Development authority bylaw; **68**
- Subdivision and development appeal (SDAB) board bylaw, and any intermunicipal agreements (if any) associated with the SDAB; **70**
- Municipal emergency management bylaw; and **41**
- Municipal library board bylaw. **42**

Minutes:

- Minutes from the past year of council meetings; **online for all**
- Minutes of the most recent organizational meeting; and
- Minutes of the most recent special meeting, advertisement/notice of the special meeting, and/or the signed waiver of council agreeing to the special meeting (if held within 24 hours notice).

Budget:

- Operating budget; **43**
- Capital budget; **44**
- 3 year operating plan; and **55**
- 5 year capital plan **56**

Council Resolutions

- Motion establishing the location of the municipal office; **22**
- Motion appointing the current CAO; **8**
- Motion appointing the current auditor; **51**
- Motion appointing SDAB and ARB clerk; **69**
- Motion appointing the director of emergency management; **41**
- Motion appointing the current assessor; and **58**
- Motion approving the municipality's banking institution(s). **47**

Other:

- Documentation that orientation training was offered to members of council following their election;
- Public participation policy; **33**
- Proof of municipal insurance; **50**
- A bank statement or other documentation confirming the municipality's banking institution(s); **47**
- Auditor's management letter; **54**
- A sample assessment notice (front and back) and a sample tax notice (front and back) OR a combined assessment and tax notice (front and back); **65/66**

- Tax arrears list sent to the Land Titles Registrar for the last 2 years; **63**
- Certification/notice of the date tax/assessment notices are sent; **65**
- (If applicable), information regarding the most recent tax recovery auction; **N/A**
- Confirmation of SDAB and ARB training;
- Nomination forms for the 2017 general election and the most recent by-election (if applicable); **83**
- The ballot account and result of vote from the 2017 general election (Form 13), as well as any subsequent by-elections (Form 19) **84**
- Affidavit of destruction of election records; and **86**
- Campaign financial disclosure statements (if applicable). **87**

Again, if any of the above documents are available on your website, please let me know and we would be happy to access the documents from there. Please feel free to contact me at 780-644-8528 should you require clarification or further information.

Thanks so much in advance,

Des

Desiree Kuori

Municipal Accountability Advisor
Alberta Municipal Affairs
Government of Alberta

17th floor, Commerce Place
10155 – 102 Street
Edmonton, AB T5J 4L4

Tel 780-644-8528

desiree.kuori@gov.ab.ca



Classification: Protected A

MUNICIPAL ACCOUNTABILITY PROGRAM (MAP) CHECKLIST



Legislation: Legend
 ALSA: Alberta Land Stewardship Act
 EMA: Emergency Management Act
 LAEA: Local Authorities Election Act
 MGA: Municipal Government Act
 LA: Libraries Act
 * Audit Requirement / ✓ County Information

Municipal Accountability Program (MAP) Checklist

MAP	TOPIC	LEGISLATION	STATUS	2018-2021	2022-2025	2026-2029
PART 1	BYLAWS	LEGEND		Review: 2021 *		
1	Municipal Accountability Program (MAP)	MGA: 571 - Approved in 2018	Policy Statement No. 01-52	✓ online		
2	Borrowing Bylaw	MGA: 251-259 Regulation: 255/2000	Bylaw No. 1374-20 Resolution: 720-20 – April 30, 2020 Bylaw No. 1316-18	✓ online		
3	Advertising / Notification	MGA: 180-181	Bylaw No. 1320-18: 5.1 to 5.4 / Bylaw No. 1303-17: 4.1 to 4.6 / Schedule C & D	✓ online		
4	Council Authority to Act	MGA: 172, 184, 185, 197, 208, 230	Bylaw No. 1303-17: 8.7 to 8.18	✓ online		
5	Council Meeting Minutes	MGA: 555-556	Bylaw No. 1366-20 Oath: Policy 15-05 Appointment: February 20, 2020 - Motion 498-20	✓ online		
6	Bylaw Enforcement Bylaw	MGA: 146.1 Regulation: 200/2017	Bylaw No. 1320-18 Resolution: 844-18 – August 30, 2018	✓ online		
7	Code of Conduct Bylaw	MGA: 205	Bylaw: 1382-20 Resolution: 1139-20 - September 24, 2020 (New CAO)	✓ online		
8	CAO Bylaw and Appointment	MGA: 145(b)	Bylaw No. 1303-17	✓ online		
9	Procedural Bylaw	MGA: 210, 284.2, 456.1, 627.1(3)	Assessor: Bylaw No.1235-11 / Appoint: February 16, 2017 – Motion 379-17 Also # 6 applies Bylaw NO. 1377-20 Agricultural Fieldman	✓ online		
10	Designated Officers	MGA: 167	Bylaw 1303-17: 6.1 to 6.4	✓ online		
11	Meeting Quorum	MGA: 63-69, 191	The County does not use revision bylaws. Other than statutory bylaw amendments, the County repeals and replaces any bylaws which require updating.	*		
12	Revision bylaws and bylaw amendment	MGA: 187-189	Bylaw No. 1303-17: Part Nine "Bylaws"	✓ online		
13	Procedure passing Bylaws	MGA: 182-185	Municipal Affairs: Petition to Your Council - Guide	✓		
14	Petitions	MGA: 172	Bylaw 1303-17: 6.5 to 6.22	✓ online		
15	Voting	MGA: 7	Bylaw No. 1320-18: 5.6 and Schedule "D"	✓ online		
16	Recording of Pecuniary Interest	Discretionary	See: Item #18, #19, #21	✓ online		
17	Discretionary Bylaws	Discretionary	Bylaw No. 1332-18	✓ online		
18	Utilities: Natural Gas	Discretionary	Bylaw No. 1318-18	✓ online		
19	Utilities: Water	MGA: 642.1 & 692.4	Organizational Mtg: October 22, 2020 – Motion 18-20.	✓ online		
20	Emergency Advisory Committee	Discretionary	Bylaw No. 1344-19	✓ online		
21	Animal Control			✓ online		

MAP PART 2	TOPIC	LEGISLATION		STATUS	2018-2021	2022-2025	2026-2029
		GOVERNANCE	LEGEND				
22	Location of Municipal Office	MGA: 204		Policy Statement No. 01-11	Review: 2021 * ✓ online		
23	Organizational Structure			Policy Statement No. 01-03	✓ online		
24	Organizational Meeting	MDG: 152, 192		Bylaw No. 1303-17: 5.1 to 5.6 / Schedule "B" Minutes: October 22, 2020 Organizational Mtg.	✓ online		
25	Council Orientation and Training	MGA: 201.1		Policy Statement No. 01-05 Minute: May 25, 2017 – CAO Report – Page 12687 Minutes: November 2, 2017: Finance/Budget	✓ online		
26	CAO Evaluation	MGA 205.1		Policy Statement No. 01-08 Minutes: 2019 / Action List	✓ online		
27	Council-CAO Covenant	County		Policy Statement No. 01-39	✓ online		
28	Provision of Information to Council by the CAO	MGA: 153.1		Policy Statement No. 01-26: Agenda Format Policy Statement No. 01-27: Request For Decision Policy Statement No. 01-28: Release Information Bylaw No. 1303-17: 4.19 to 4.26	✓ online		
29	Signing of Municipal Documents	MGA: 213		Signed in accordance with MGA	*		
30	Repairs of roads, public places and public works	MGA: 532		Policy 03-18: Three-Year Road Plan Policy 03-51: Road Maintenance Policy 03-35: Snow Removal Bylaw 1241-12: Respecting Road Right-of-Way Bylaw: 1225-11: Road Ban/Restriction	✓ online		
31	Public presence at meetings	MGA: 197(1)		All Council / Committee Meetings open to Public Bylaw No. 1303-17: 5.32 Policy Statement No. 01-49	✓ online		
32	Closed Meetings	MGA: 197 refers to closed to public – not closed session		Policy Statement No. 01-47 Bylaw No. 1303-17: 6.25 to 6.32	✓ online		
33	Public Participation	MGA: 216.1 Regulation: 192/2017		Policy Statement No. 01-51	✓ online		
34	Regular Meeting Change Notice	MGA: 193		Policy Statement No. 01-04 – by motion of Council	✓ online		
35	Special Meetings Procedures	MGA: 194		Bylaw No. 1303-17: 5.11 to 5.17 / Minutes: July 9, 2018	✓ online		
36	Meetings through Electronic Communication	MGA: 199		Bylaw No. 1303-17: 6.23	✓ online		
37	Document Security			Bylaw No. 1134-05	✓ online		
38	Fees and Charges			Policy Statement No. 01-48: Administration Policy Statement No. 61-11: Planning	✓ online		
39	Strategic Plan			Policy Statement No. 01-38 Resolution: 208-18 – January 25, 2018 Resolution: 57-18 – October 25, 2018	✓ online		
40	Policies			Policy Statement No. 01-40	✓ online		
41	Municipal Emergency Plan	EMA: 11-11.2 Regulation: 203/2018		Bylaw No. 1353-19 Appoint Members: Director Appointment:	✓ online		
42	Municipal and System Library Boards	LA: 3-5, 16 Regulation: 141/1998		County does not have a municipal library board. Resolution: 449-19 – February 21, 2019 County is a member of the Northern Light Library board System. Bylaw No. 937-93 Resolution: May 22, 2014 – Motion # 565-14 Policy: 07-04 Resolution: October 22, 2020 – Motion # 55-20	✓ online		

MAP PART 3	TOPIC	LEGISLATION		STATUS	2018-2021	2022-2025	2026 -2029
		LEGEND					
43	Operating Budget	MGA: 242-244		Financial Plan: 2018- 2022 / 2019-2023 / 2020-2024 Resolution: 849-18 – August 30, 2018 Resolution: 867-19 – June 27, 2019 Resolution: 1074-20 – August 27, 2020 See # 56 County uses Bellamy software for maintaining financial records, as well as Bellamy for budgeting purposes. Revenues and receipts are collected and issued from the County office. The CAO provides monthly Actual to Budget Report, Monthly Financial (Treasurer) reporting to Council. Policy Statement No. 01-16 names ATB Financial Institution. October 22, 2020 – Motion # Copy of 2020 bank statement Policy Statement No. 08-16 Policy Statement No. 08-16 Bylaw No. 1257-13 Policy Statement No. 01-16 listed in #46 The county holds a policy with RMA Jubilee Insurance Program. 2020 Copy of proof of insurance The municipality appointed their auditors from 2018-2022 by council resolution #301/18 adopted August 21, 2018. Resolution: 504-19 adopted on March 28, 2019. Resolution: October 24, 2019 – Motion # 08-19 The required salary disclosure is included in the municipality's annual financial statements, which are published on the county website. The county receives confidential recommendations from the auditor. Copy of most recent letter Resolution: 270-19 – January 29, 2019 Total Function Budget Resolution: 321-19 – December 20, 2019	Review: 2021 * √ online √ online *		
44	Capital Budget	MGA: 245-246					
45	Financial Records and Receipts	MGA: 268.1					
46	Financial Reporting to Council				*		
47	Designation of Financial Institutions	MGA: 270			√ online		
48	Purchasing Policy				√ online		
49	Procurement				√ online		
50	Fidelity bonds / insurance	MGA: 212.1			√ online		
51	Audit Appointment	MGA: 280.1			√ online		
52	Audited Financial Statements / Audit Report	MGA: 276 , 281			√ online		
53	Salary and benefit disclosure	MGA: 217 Regulation: 313/2000			√ online		
54	Auditor's Management letter	MGA: 281			email		
55	Three-year Operating Plan	MGA: 283.1 Regulation: 192/2017			√ online		
56	Five-year Capital Plan	MGA: 283.1 Regulation: 192/2017			√ online		

MAP PART 4	TOPIC	LEGISLATION	STATUS	2018-2021	2022-2025	2026 -2029
	TAXATION	LEGEND		Review: 2021 *		
57	Property Tax Bylaw Contents Matters Relating to Assessment Sub-Classes Regulation	MGA: 323,353-359 Regulation: 2021/2017	Bylaw No. 1375-20: 2020 Tax Rate Bylaw Resolution 785-20 - May 5, 2020	✓ online		
58	Assessment Review Board Bylaw	MGA: 454-456 Regulation: 201/2017	Bylaw No. 1231-11 Appointment: Resolution 11-20 and 12-20 October 22, 2020 Organizational Meeting - members appointment Appointment of Assessor- Bylaw 1235-11 Assessment review board clerk	✓ online		
59	Tax Notice: Preparation and Contents	MGA: 333-334	Tax notices are prepared annually and sent to taxpayers in accordance with MGA requirement.	*		
60	Tax Recovery	MGA: 413, 436.04	Tax Recovery in accordance with MGA requirement.			
61	Tax Agreement		Policy Statement No. 12-01	✓ online		
62	Assessment and Tax Roll	MGA: 284.2(1) 307, 327, 329	In accordance with MGA requirement	*		
63	Tax Arrears List	MGA: 412, 418, 436.03, 403.08	The county's tax arrears list has been prepared and submitted to the Registrar as required before the March 31 deadline.	email		
64	Tax Penalties	Discretionary	Copy of 2019 and 2020 arrears list.			
65	Certification of the date of mailing of assessment and tax notices	MGA: 310-311 335-336	The list is posted on the municipal in the county office. Bylaw No. 1309-18	✓ online		
66	Preparation and content of Assessment Notices	MGA: 308-309	Notice of preparation of the assessment roll and mailing of assessment and tax notices certified by the CAO, which was published in the local newspaper. May 12, 2020 - copy provided. Assessment Notices and Tax Notices are combined. Copy provided.	email		
67	Tax Sale	MGA 418, 436.08	The last tax sale followed the process outlined in legislation and the Municipal Affairs Tax Recovery manual. 2017 Property Tax Sale: Resolution 153-17 - December 14, 2017 Resolution: August 30, 2018 - Motion # 850-18	✓ online		

MAP PART 5	TOPIC	LEGISLATION	STATUS	2018-2021	2022-2025	2026 -2029
PLANNING		LEGEND		Review: 2021 *		
68	Subdivision Authority and Development Authority	MGA: 623-626	Bylaw No. 1345-19 Resolution 700-19 - May 23, 2019 Appoint: Resolution 36-19 – October 24, 2019 – annually at the Organizational Meeting	✓ online		
69	Subdivision and Development Appeal Board	MGA: 627, 628 Regulation: 195/2017	Bylaw No. 1347-19 Resolution 703-19 - May 23, 2019 Appoint: Resolution 35-19 – October 24, 2019 – annually at the Organizational Meeting: Members-at-Large	✓ online		
70	Subdivision Applications and decisions	MGA: 653, 653.1, 679 Regulation: 43/2002	Subdivision applications and decisions are performed by County Planning staff and the Municipal Planning Commission	*		
71	Municipal Development Plan	MGA: 230,606, 632, 641, 692	Bylaw No. 1249-12 Resolution 297-13 – January 31, 2013 Public hearing ad	✓ online		
72	Municipal Planning Commission	MGA: 626	Bylaw No. 1346-19 Resolution 701-19 - May 23, 2019 Appoint: Resolution 34-19 – October 24, 2019 – annually at the Organizational Meeting	✓ online		
73	Land Use Bylaw	MGA: 230, 606, 639, 640, 642(1), 692(4) Regulation: 43/2002	Bylaw No. 1272-14 Resolution 159-14 – December 4, 2014 Public Hearing Ad : Most Recent: August 10, 2020	✓ online		
74	IDP: Intermunicipal Development Plan(s)	MGA: 230, 606, 631, 636, 692, 708.28, 708.3	Exemption Letter: Lac La Biche Bylaw No. 1335-19: County of Two Hills No.21 Bylaw No. 1334-19: County of St. Paul No. 19 Bylaw No. 1290-16: Village of Vilna Bylaw No. 1304-17: Village of Waskatenau Bylaw No. 1289-16: Town of Smoky Lake	✓ online Lac La Biche Letter not online		
75	ICC: Intermunicipal Collaborative Committee	MGA: 708.33 Regulation: 191/2017	Bylaw No. 1359-19: Lac La Biche Bylaw No. 1360-19: County of Two Hills No. 21 Bylaw No. 1361-19: County of St. Paul No. 19 Bylaw No. 1365-20: Smoky Lake Region Policy Statement No. 61-03	✓ online		
76	Development Permits: Application and decisions	MGA: 683.1,686, 687		✓ online		
77	Public Hearing Procedures: Planning		Bylaw No. 1282-15	✓ online		
78	Alberta Land Stewardship Act Regional plans	MGA: 622, 630.2 ALSA: 20	No ALSA regional plan in effect.	*		
79	Growth Management Boards	MGA: 708.23	County is not a member of a Growth Management Board.	*		
80	Planning Policies: Publish List	MGA: 638.2	The County has a section on their website which includes all Policies relating to planning decisions.	*		

MAP	TOPIC	LEGISLATION	STATUS	2018-2021	2022-2025	2026-2029
PART 6	ELECTION	LEGEND		Review: 2020 *		
81	Returning Officer and Deputy Returning Officer Oath	LAEA: 16 Regulation: 106/2007	Resolution 368-17 – February 16, 2017 Upon appointment - Prior to the October 2017 general election, each election officer took the appropriate oath. Copies of the official oath retained by the County – Letter sent: February 22, 2017 Municipal File: 1-134I-2017	√ online Letter not online		
82	Substitute Returning Officer Appointment	LAEA: 13(2.1)	Resolution 369-17 – February 16, 2017 Letter sent: February 22, 2017	√ online		
83	Election nomination forms and procedures	LAEA: 27, 28.1, 34, 97	Bylaw #740-86, passed July 31, 1986 establishes a fee for submission of nomination papers.	√ online		
84	Ballot Account	LAEA: 88-89, 94, 100	The county retains a copy of the election's ballot account – Municipal File: 1-134I-2017	*		
85	Vote by Special Ballot		The County does not provide for special ballots.	*		
86	Disposition of elections materials	LAEA: 101	The election materials were destroyed and affidavits of destruction completed	*		
87	Election campaign disclosure statements	LAEA: 147.4	No campaign contributions are collected by County candidates.	*		
88	Proof of Elector Eligibility		The County does not have a Bylaw requiring additional identification for electors. Old Bylaw 381 passed on August 3, 1971.	*		
89	Joint Elections	LAEA: 2-3	Resolution: June 15, 2017 - Motion # 837-17 1995 Election Services Agreement	√ online		

Deputy Minister
18th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

RECEIVED
OCT 14 2020
SMOKY LAKE COUNTY

AR102252

October 5, 2020

Mr. Gene Sobolewski
Chief Administrative Officer
Smoky Lake County
PO Box 310
Smoky Lake Alberta T0A 3C0

Dear Mr. Sobolewski:

I wish to advise that your municipality has been selected to participate in a Municipal Accountability Program (MAP) review in 2021. Attached is a program summary.

The MAP process will include a meeting with you to review municipal documents and discuss policies, procedures, and processes.

A report identifying areas of legislative compliance and any gaps that may exist will be provided to you. In order to assist you in addressing any areas of non-compliance, the report will also include recommendations and resources specific to each matter identified. It is my expectation the report generated as a result of the MAP review will be shared with council at a public council meeting.

A municipal accountability advisor will be contacting you in the near future to provide further details regarding the program as well as discuss requirements and scheduling of the review. Scheduling will take into consideration your workload and availability.

If you have any questions or concerns, please contact a municipal accountability advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs toll-free at 310-0000, then 780-427-2225.

Sincerely,



Paul Wynnyk
Deputy Minister

Attachment: Municipal Accountability Program Summary

SMOKY LAKE COUNTY



Title: Municipal Accountability Program (MAP)		Policy No.: 52-01
Section: 01	Code: P-R	Page No.: 1 of 8

E

Legislation Reference:	MAP consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the <i>Municipal Government Act</i> . Municipalities with populations of 5,000 or less will participate in MAP.
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Purpose:	The Municipal Accountability Program (MAP) is designed to help municipal officials successfully meet the challenges involved in responding to a wide range of legislative needs to collaboratively foster effective local governance and build administrative capacity.
-----------------	---

Policy Statement and Guidelines:

1. **STATEMENT:**
 - 1.1 The Municipal Accountability Program (MAP) will review municipal processes and procedures to help develop knowledge of mandatory legislative requirements. This will support the County with its legislative compliance.
 - 1.2 Smoky Lake County with a population of 5,000 or less will automatically be scheduled for a visit once every four years under the purview of Municipal Affairs Ministry and Staff.
2. **OBJECTIVES:**
 - 2.1 To promote an environment supportive of accountable, well-managed local government is to be compliance of *Municipal Government Act* and other statutes and regulations is essential to good governance, the successful operation of a County and the viability, safety and well-being of a community.
 - 2.2 A proactive approach with the ministry working collaboratively with Chief Administrative Officer to develop a report for the Chief Administrative Officer that will contain recommendations and resources.
3. **GUIDELINES:**
 - 3.1 The primary contact for the ministry will be the Chief Administrative Officer (CAO). Ministry staff will co-ordinate the visit with the CAO and make document requests through the CAO, or their designate. The attached **Schedule "A": Municipal Accountability Program (MAP) Checklist** provides an overview of the type of information that will be reviewed.



Municipal Accountability Program (MAP) Checklist: Categories	
PART ONE: BYLAWS	PART FOUR: TAXATION
PART TWO: GOVERNANCE	PART FIVE: PLANNING
PART THREE: FINANCIAL	PART SIX: ELECTION

Title: Municipal Accountability Program (MAP)		Policy No.: 52-01
Section: 01	Code: P-R	Page No.: 2 of 8

E

Policy Statement and Guidelines:	
<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>4. PROCEDURES:</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>The Municipal Accountability Program (MAP) Checklist as per <i>Schedule "A"</i> shall be considered as a <u>living document</u> and information contained with the checklist categories will be updated as County legislative procedures by Council resolution are amended from time to time. The Policy will be reviewed by Council upon receiving notification from Alberta Municipal Affairs on future scheduled reviews.</p> <p>Working collaboratively with the CAO, a customized 'MAP' report will be provided to the CAO, which will identify areas of compliance, as well as include recommendations and resources to assist in remedying any legislative inconsistencies that may exist.</p> <p>Continued proactive contact, support, and relationship building between Municipal Affairs and the County as a collaborative partnership will be maintained throughout the four-year cycle with Smoky Lake County, as needed or as requested, regardless of compliance status.</p> <p>The report entitled "Municipal Accountability Review Report" in its entirety shall be shared with Council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance.</p> <p>The report will be used as a planning tool for addressing the compliance gaps identified and for future training purposes to aid the County in achieving legislative compliance.</p> <p>To demonstrate transparency and accountability to Smoky Lake County citizens, the Municipal Accountability Review Report results will be shared during a County Meeting and posted on the Municipal website.</p>

	Date	Resolution Number
Approved	January 23, 2020	# 361-20 - Page # 13966
Amended		
Amended		
Amended		
Amended		

MUNICIPAL ACCOUNTABILITY PROGRAM (MAP) CHECKLIST



Legislation: Legend
 ALSA: Alberta Land Stewardship Act
 EMA: Emergency Management Act
 LAEA: Local Authorities Election Act
 MGA: Municipal Government Act
 LA: Libraries Act

* Audit Requirement / ✓ County Information

Municipal Accountability Program (MAP) Checklist

MAP PART 1	TOPIC		LEGISLATION	STATUS	2018-2021	2022-2025	2026 -2029
	BYLAWS	LEGEND					
1	Municipal Accountability Program (MAP)	MGA: 571 - Approved in 2018	Policy Statement No. 01-52	Review: 2020 *	✓		
2	Borrowing Bylaw	MGA: 251-259 Regulation: 255/2000	Bylaw No. 1331-18 Resolution: 112-18 - December 6, 2018 Bylaw No. 1316-18	*	*		
3	Advertising / Notification				*		
4	Council Authority to Act	MGA: 180-181	Bylaw No. 1320-18: 5.1 to 5.4 / Bylaw No. 1303-17: 4.1 to 4.6 / Schedule C & D Bylaw No. 1303-17: 6.7 to 8.18	*	*		
5	Council Meeting Minutes	MGA: 172, 184, 185, 197, 208, 230		*	*		
6	Bylaw Enforcement Bylaw	MGA: 555-556	Appointment: February 16, 2006 - Motion 275-06 Bylaw No. 1320-18	*	*		
7	Code of Conduct Bylaw	MGA: 146.1 Regulation: 200/2017	Resolution: 844-18 - August 30, 2018	*	*		
8	CAO Bylaw and Appointment	MGA: 205	Bylaw: 975-95 Resolution: 651-09 / 652-09 - July 27, 2009 (New CAO)	*	*		
9	Procedural Bylaw	MGA: 145(b)	Bylaw No. 1303-17	*	*		
10	Designated Officers	MGA: 210, 284.2, 456.1, 627.1(3)	Assessor: Bylaw No.1235-11 / Appoint: February 16, 2017 - Motion 379-17 Also # 6 applies Bylaw NO. 1358-19 Agricultural Fieldman Bylaw 1303-17: 6.1 to 6.4	*	*		
11	Meeting Quorum	MGA: 167		*	*		
12	Revision bylaws and bylaw amendment	MGA: 63-69, 191	The County does not use revision bylaws. Other than statutory bylaw amendments, the County repeals and replaces any bylaws which require updating.	*	*		
13	Procedure passing Bylaws	MGA: 187-189	Bylaw No. 1303-17: Part Nine "Bylaws"	*	*		
14	Petitions		Municipal Affairs: Petition to Your Council - Guide	✓			
15	Voting	MGA: 182-185	Bylaw 1303-17: 6.5 to 6.22	*	*		
16	Recording of Pecuniary Interest	MGA: 172	Bylaw No. 1320-18: 5.6 and Schedule "D"	*	*		
17	Discretionary Bylaws	MGA: 7	See: item #18, #19, #21	*	*		
18	Utilities: Natural Gas	Discretionary	Bylaw No. 1332-18	✓			
19	Utilities: Water	Discretionary	Bylaw No. 1318-18	✓			
20	Emergency Advisory Committee	MGA: 642.1 & 692.4	Organizational Mtg: October 24, 2019 - Motion 21-19.	✓			
21	Animal Control	Discretionary	Bylaw No. 1344-19	✓			

MAP PART 2	TOPIC	LEGISLATION		STATUS	2018-2021 Review: 2020 *	2022-2025	2026 -2029
		GOVERNANCE	LEGEND				
22	Location of Municipal Office	MGA: 204		Policy Statement No. 01-11	*		
23	Organizational Structure			Policy Statement No. 01-03	✓		
24	Organizational Meeting	MDG: 152, 192		Bylaw No. 1303-17: 5.1 to 5.6 / Schedule "B" Minutes: October 24, 2019 Organizational Mtg.	*		
25	Council Orientation and Training	MGA: 201.1		Policy Statement No. 01-05 Minute: May 25, 2017 – CAO Report – Page 12687 Minutes: November 2, 2017: Finance/Budget	*		
26	CAO Evaluation	MGA 205.1		Policy Statement No. 01-08 Minutes: 2019 / Action List	*		
27	Council-CAO Covenant	County		Policy Statement No. 01-39	✓		
28	Provision of Information to Council by the CAO	MGA: 153.1		Policy Statement No. 01-26: Agenda Format Policy Statement No. 01-27: Request For Decision Policy Statement No. 01-28: Release Information Bylaw No. 1303-17: 4.19 to 4.26	*		
29	Signing of Municipal Documents	MGA: 213		Signed in accordance with MGA	*		
30	Repairs of roads, public places and public works	MGA: 532		Policy 03-18: Three-Year Road Plan Policy 03-51: Road Maintenance Policy 03-35: Snow Removal Bylaw 1241-12: Respecting Road Right-of-Way Bylaw: 1225-11: Road Ban/Restriction	*		
31	Public presence at meetings	MGA: 197(1)		All Council / Committee Meetings open to Public Bylaw No. 1303-17: 5.32	*		
32	Closed Meetings	MGA: 197 refers to closed to public – not closed session		Policy Statement No. 01-49	*		
33	Public Participation	MGA: 216.1 Regulation: 192/2017		Policy Statement No. 01-47 Bylaw No. 1303-17: 6.25 to 6.32	*		
34	Regular Meeting Change Notice	MGA: 193		Policy Statement No. 01-51	*		
35	Special Meetings Procedures	MGA: 194		Policy Statement No. 01-04 – by motion of Council	*		
36	Meetings through Electronic Communication	MGA: 199		Bylaw No. 1303-17: 5.11 to 5.17 / Minutes: July 9, 2018 Bylaw No. 1303-17: 6.23	*		
37	Document Security			Bylaw No. 1134-05	*		
38	Fees and Charges			Policy Statement No. 01-48: Administration Policy Statement No. 61-11: Planning	*		
39	Strategic Plan			Policy Statement No. 01-38 Resolution: 208-18 – January 25, 2018 Resolution: 57-18 – October 25, 2018	*		
40	Policies			Policy Statement No. 01-40	✓		
41	Municipal Emergency Plan	EMA: 11-11.2 Regulation: 203/2018		Bylaw No. 1359-20 Appointment Members: Director Appointment: March 26, 2015 – Motion 491-15	*		
42	Municipal and System Library Boards	LA: 3-5, 16 Regulation: 141/1998		County does not have a municipal library board. Resolution: 449-19 – February 21, 2019 County is a member of the Northern Light Library board System. Bylaw No. 937-93 Resolution: May 22, 2014 – Motion # 565-14 Policy: Resolution: October 24, 2019 – Motion # 57-19	*		

MAP PART 3	TOPIC	LEGISLATION		STATUS					
		FINANCIAL	LEGEND	2018-2021	2022-2025	2026-2029	2020-2021	2021-2025	
43	Operating Budget		MGA: 242-244						Review: 2020 *
44	Capital Budget		MGA: 245-246						*
45	Financial Records and Receipts		MGA: 268.1						*
46	Financial Reporting to Council								*
47	Designation of Financial Institutions		MGA: 270						*
48	Purchasing Policy								*
49	Procurement								*
50	Fidelity bonds / insurance		MGA: 212.1						*
51	Audit Appointment		MGA: 280.1						*
52	Audited Financial Statements / Audit Report		MGA: 276, 281						*
53	Salary and benefit disclosure		MGA: 217 Regulation: 313/2000						*
54	Auditor's Management letter		MGA: 281						*
55	Three-year Operating Plan		MGA: 283.1 Regulation: 192/2017						✓
56	Five-year Capital Plan		MGA: 283.1 Regulation: 192/2017						✓

MAP PART 4	TOPIC	LEGISLATION		STATUS	2018-2021 Review: 2020 *	2022-2025	2026-2029
		LEGEND					
57	Property Tax Bylaw Contents Matters Relating to Assessment Sub-Classes Regulation	MGA: 323,353-359 Regulation: 2021/2017	Bylaw No. 1349-19: 2019 Tax Rate Bylaw Resolution 716-19 - May 23, 2019		*		
58	Assessment Review Board Bylaw	MGA: 454-456 Regulation: 2011/2017	Bylaw No. 1231-11 Appointment: Resolution 12-19 and 13-19 October 24, 2019 Organizational Mtg		*		
59	Tax Notice: Preparation and Contents	MGA: 333-334	Tax notices are prepared annually and sent to taxpayers in accordance with MGA requirement.		*		
60	Tax Recovery	MGA: 413, 436.04	Tax Recovery in accordance with MGA requirement.				
61	Tax Agreement				✓		
62	Tax Agreement and Tax Roll	MGA: 284.2(1) 307, 327, 329	Policy Statement No. 12-01 In accordance with MGA requirement		*		
63	Tax Arrears List	MGA: 412, 418, 436.03, 403.08	The county's tax arrears list has been prepared and submitted to the Registrar as required before the March 31 deadline.		*		
64	Tax Penalties	Discretionary	The list is posted on the municipal in the county office.				
65	Certification of the date of mailing of assessment and tax notices	MGA: 310-311 335-336	Bylaw No. 1309-18 Notice of preparation of the assessment roll and mailing of assessment and tax notices certified by the CAO, which was published in the local newspaper. June 7, 2019.		*		
66	Preparation and content of Assessment Notices	MGA: 308-309	Assessment Notices and Tax Notices are combined.		*		
67	Tax Sale	MGA 418, 436.08	The last tax sale followed the process outlined in legislation and the Municipal Affairs Tax Recovery manual. 2017 Property Tax Sale: Resolution 153-17 - December 14, 2017 Resolution: August 30, 2018 - Motion # 850-18		*		

MAP PART 5	TOPIC	LEGISLATION		STATUS	2018-2021	2022-2025	2026-2029
		PLANNING	LEGEND				
68	Subdivision Authority and Development Authority	MGA: 623-626	Bylaw No. 1345-19 Resolution 700-19 - May 23, 2019 Appoint: Resolution 36-19 – October 24, 2019 – annually at the Organizational Meeting	Review: 2020 *			
69	Subdivision and Development Appeal Board	MGA: 627,628 Regulation: 195/2017	Bylaw No. 1347-19 Resolution 703-19 - May 23, 2019 Appoint: Resolution 35-19 – October 24, 2019 – annually at the Organizational Meeting: Members-at-Large	*			
70	Subdivision Applications and decisions	MGA: 653, 653.1, 679 Regulation: 43/2002	Subdivision applications and decisions are performed by County Planning staff and the Municipal Planning Commission	*			
71	Municipal Development Plan	MGA: 230,606, 632, 641, 692	Bylaw No. 1249-12 Resolution 297-13 – January 31, 2013	*			
72	Municipal Planning Commission	MGA: 626	Bylaw No. 1346-19 Resolution 701-19 - May 23, 2019 Appoint: Resolution 34-19 – October 24, 2019 – annually at the Organizational Meeting				
73	Land Use Bylaw	MGA: 230, 606, 639, 640, 642(1), 692(4) Regulation: 43/2002	Bylaw No. 1272-14 Resolution 159-14 – December 4, 2014	*			
74	IDP: Intermunicipal Development Plan(s)	MGA: 230, 606, 631, 636, 692, 708.28, 708.3	Bylaw No. -19: Lac La Biche Bylaw No. 1335-19: County of Two Hills No. 21 Bylaw No. 1334-19: County of St. Paul No. 19 Bylaw No. 1290-16: Village of Vilna Bylaw No. 1304-17: Village of Waskatenau Bylaw No. 1289-16: Town of Smoky Lake	*			
75	ICF: Intermunicipal Collaborative Framework(s)	MGA: 708.33 Regulation: 191/2017	Bylaw No. 1359-19: Lac La Biche Bylaw No. 1360-19: County of Two Hills No. 21 Bylaw No. 1361-19: County of St. Paul No. 19	*			
76	Development Permits: Application and decisions	MGA: 683.1,686, 687	Bylaw No. 0000-20: Smoky Lake Region Policy Statement No. 61-03	*			
77	Public Hearing Procedures: Planning		Bylaw No. 1282-15	✓			
78	Alberta Land Stewardship Act Regional plans	MGA: 622, 630.2 ALSA: 20	No ALSA regional plan in effect.	*			
79	Growth Management Boards	MGA: 708.23	County is not a member of a Growth Management Board.	*			
80	Planning Policies: Publish List	MGA: 638.2	The County has a section on their website which includes all Policies relating to planning decisions.	*			

MAP PART 6	TOPIC	LEGISLATION	STATUS		
			2018-2021	2022-2025	2026-2029
	ELECTION	LEGEND			
81	Returning Officer and Deputy Returning Officer Oath	LAEA: 16 Regulation: 106/2007	Resolution 368-17 – February 16, 2017 Upon appointment - Prior to the October 2017 general election, each election officer took the appropriate oath. Copies of the official oath retained by the County – Letter sent: February 22, 2017 Municipal File: 1-134I-2017	Review: 2020 *	
82	Substitute Returning Officer Appointment	LAEA: 13(2.1)	Resolution 369-17 – February 16, 2017 Letter sent: February 22, 2017	*	
83	Election nomination forms and procedures	LAEA: 27, 28.1, 34, 97	Bylaw #740-86, passed July 31, 1986 establishes a fee for submission of nomination papers.	*	
84	Ballot Account	LAEA: 88-89, 94, 100	The county retains a copy of the election's ballot account – Municipal File: 1-134I-2017	*	
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86	Disposition of elections materials	LAEA: 101	The election materials were destroyed and affidavits of destruction completed	*	
87	Election campaign disclosure statements	LAEA: 147.4	No campaign contributions are collected by County candidates.	*	
88	Proof of Elector Eligibility		The County does not have a Bylaw requiring additional identification for electors. Old Bylaw 381 passed on August 3, 1971.	*	
89	Joint Elections	LAEA: 2-3	Resolution: June 15, 2017 - Motion # 837-17 1995 Election Services Agreement	*	

REQUEST FOR DECISION	DATE	December 10, 2020 4.2
TOPIC	<p>Bylaw #1385-20: A Bylaw Designating Former Ferry Crossings adjacent the North Saskatchewan River as a Municipal Historic Area:</p> <ol style="list-style-type: none"> 1. Waskatenau Crossing, at NE-32-58-19-4 2. Warspite Crossing A, at River Lot 8 (Lobstick Settlement) 3. Warspite Crossing B, at River Lot 1 (Lobstick Settlement) 4. Pakan/Victoria Crossing, at River Lot 6 (Victoria Settlement) 5. Shandro Crossing, at NW and NE-34-57-15-4 6. Desjarlais Crossing, at SE-11-57-14-4 <p>(Portions of Road Plan 830 KS; Road Plan 3175 BM; Road Plan 782 2470; Road Plan 1357 CL; Road Plan 2245 JY; Road Plan 5022MC; Road Plan 5062 EO; Road Plan 2388 EO5; Road Plan 2065 CL; Road Plan 6060 CL; Road Plan 4486 TR;)</p>	
PROPOSAL	<p>Proposed Bylaw 1385-20 would designate six former ferry crossings adjacent the North Saskatchewan River as a Municipal Historic Area, in accordance with Section 27 of the <i>Alberta Historical Resources Act</i>, R.S.A. 2000, Chapter H-9 (the Act). © Attachment 1 BYLAW 1385-20</p> <p>BACKGROUND</p> <ul style="list-style-type: none"> • At the most recent meeting of the Smoky Lake County Regional Heritage Board (SLCRHB), a motion was adopted to recommend designation of the six ferry crossings. <ul style="list-style-type: none"> ○ Board Chairperson Noreen Easterbrook has provided a letter of support. © Attachment 2 Letter of Support • The Former Ferry Crossings represent a significant era relating to historical transportation and development in Alberta © Attachment 3 Smoky Lake Signal Article • Three (3) of the proposed sites are within the Victoria District National Historic Site, and three (3) others do not. • Under Section 27 of the Act, a municipality is not required to give 60-Day Notice of Intent to Designate, for a Municipal Historic <u>Area</u> as would be the case for a Municipal Historic <u>Resource</u>. • No privately owned lands are encompassed by the proposed Bylaw. <ul style="list-style-type: none"> ○ Roads are under the control and management of Smoky Lake County, in accordance with S.16 of the <i>Municipal Government Act</i>, R.S.A. 2000 Ch. M-26. • The proposed Bylaw 1385-20 is <u>commemorative</u>, meaning it does not inhibit Smoky Lake County's management of roads, or river accesses, nor does it add any new regulations or protections besides those which are vested in the Victoria District Area Structure Plan Bylaw 1305-17. 	

- Smoky Lake County Planning & Development Services has worked in conjunction with the Smoky Lake County Regional Heritage Board (SLCRHB) to prepare proposed Bylaw 1385-20 in accordance with relevant provisions of **Smoky Lake County Policy 61-15-01: Designation of Municipal Historic Resources**, though this policy does not specifically contemplate designation of a Municipal Historic Area.

- If Bylaw 1385-20 is adopted, this would be only the fourth Municipal Historic Area designation anywhere in the Province of Alberta.
 - In addition to Smoky Lake County's Victoria Trail Municipal Historic Area Bylaw 1370-20, the City of Medicine Hat has designated one municipal Park and one Streetscape.

All three of these prior designations are also commemorative; does not implement any additional regulations or policies.

- There are presently also two Provincial Historic Areas in Alberta, as contemplated under Section 24 of the Act:
 - Historic Downtown McLeod
 - Historic Downtown Old Strathcona

Both are commemorative, and neither implement any development controls, regulations, or policies.

- If designated, the Municipal Historic Area will be registered on the Alberta/Canada Register of Historic Places (HeRMIS)

ATTACHMENTS

- Proposed Bylaw 1385-20: Designating Former Ferry Crossings adjacent the North Saskatchewan River as a Municipal Historic Area
- Letter of Support, dated November 16, 2020, from Noreen Easterbrook, SLCRHB Chairperson
- Memories of the Ferry Crossing by John Papicki (October 20, 2020, reprint from May 2008) Smoky Lake Signal

CORRELATION TO BUSINESS (STRATEGIC) PLAN

Smoky Lake County 2018-2020 Strategic Plan:

Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom

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

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

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Alberta Municipal Government Act R.S.A. 2000 Ch. M-26

Title to roads

16(1) The title to all roads in a municipality, other than a city, is vested in the Crown in right of Alberta.

(2) The title to all roads in a city is vested in the city unless another Act or agreement provides otherwise.

(3) Nothing in this section gives a city title to mines and minerals.

1994 cM-26.1 s16

Control of roads

18(1) Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

(2) Subject to this or any other Act, a municipal district also has the direction, control and management of roads and road diversions surveyed for the purpose of opening a road allowance as a diversion from the road allowance on the south or west boundary of the district although the roads or road diversions are outside the boundaries of the municipal district.

(3) Nothing in this section gives a municipality the direction, control and management of mines and minerals.

1994 cM-26.1 s18

Alberta Historical Resources Act R.S.A. 2000 Ch. H-9

Designation as Municipal Historic Area

27(1) If it is of the opinion that the preservation of the historical character of any part of the municipality is in the public interest, a council may by bylaw

(a) designate that part of the municipality as a Municipal Historic Area, and

(b) prohibit or regulate and control the use and development of land and the demolition, removal, construction or reconstruction of buildings within the Municipal Historic Area.

(2) A bylaw under subsection (1) is deemed to form part of the land use bylaw of the municipality and Part 17 of the Municipal Government Act relating to a land use bylaw applies to the bylaw under subsection (1).

(3) Notwithstanding subsection (2), if the municipality has no land use bylaw, Part 17 of the Municipal Government Act is nevertheless applicable to the bylaw under subsection (1) as though a land use bylaw for the municipality were in existence and the bylaw under subsection (1) were part of that land use bylaw.

RSA 1980 cH-8 s23;1995 c24 s100

Compensation

28(1) If a bylaw under section 26 or 27 decreases the economic value of a building, structure or land that is within the area designated by the bylaw, the council shall by bylaw provide the

owner of that building, structure or land with compensation for the decrease in economic value.

(2) If the council and the owner can not agree on the compensation payable under subsection (1), the owner or the council may apply to the Land Compensation Board established under the Expropriation Act to determine the amount of compensation payable by the council to the owner for the decrease in economic value.

(3) When an application is made to the Land Compensation Board pursuant to subsection (2), the Expropriation Act and the regulations made under it respecting the determination of compensation, hearings and procedures, including interest, costs and appeals, apply to the application with all necessary modifications.

(4) The council may, with the agreement of the owner, provide the compensation under subsection (1) by grant, tax relief or any other means.

(5) This section does not apply with respect to a Municipal Historic Resource that is designated as part of a TDC scheme under the Alberta Land Stewardship Act.

RSA 2000 cH-9 s28;2009 cA-26.8 s79

Victoria District Commemorative Statement of Integrity (2008)

3.1 Designated Place

3.1.1 Description

Victoria District National Historic Site is situated in a river valley formed by the North Saskatchewan River. The river and the Victoria Trail, which run parallel to the riverbank, are key features that link the district together.

Historic Values

- The steep riverbank of the North Saskatchewan River and those locations along the river where the bank has been modified over time through use as a ford or a ferry landing site.
- The view of the district as seen from the river, with its dense overhanging bush interrupted by the occasional clearing to a farmhouse or ferry landing, and which captures a sense of the landscape as it would have appeared in the days of the fur trade.

SMOKY LAKE COUNTY POLICIES/BYLAWS

- Smoky Lake County **Policy Statement 61-20-01: *Heritage Management Plan Policy***, contains several actions that Smoky Lake County is responsible for, including assisting with the process of designating heritage assets as Municipal Historic Resources.
- Section 3.3 of Smoky Lake County Bylaw #1236-11: *Smoky*

	<p><i>Lake County Regional Heritage Board, states that one of the Board's purposes is: "To stimulate, in the general public, an appreciation and knowledge of heritage and heritage activities, end encourage, promote and advocate for the preservation and safeguarding of the integrity of landscape heritage, ecological heritage, cultural heritage events and built heritage in the Smoky Lake County."</i></p> <ul style="list-style-type: none"> • Section 4.9 of Smoky Lake County Bylaw #1236-11: <i>Smoky Lake County Regional Heritage Board, states that one of the Board's functions is to: "Assist in defining, identifying, evaluating and designating historical and heritage assets for inclusion in County, Provincial, National and Global inventories of heritage assets."</i>
BENEFITS	<ul style="list-style-type: none"> • Designation as a Municipal Historic Resource may unlock provincial and/or federal grant funding to maintain the building's historic integrity. • Designation as a Municipal Historic Resource helps protect and preserve local heritage sites, enriches local history, and can be leveraged as an economic development opportunity by driving heritage-based tourism. • "Clusters" of Historic Resource are attractive tourism destinations, as well as advantageous for granting purposes.
DISADVANTAGES	<ul style="list-style-type: none"> • Designation as a Municipal Historic Resources places certain restrictions on the use and development of the resource. • Once a heritage asset is designated as a Municipal Historic Resource, any repairs, additions, or other work altering the structure will require a Heritage Resource Intervention Permit to be issued by Smoky Lake County prior to work commencing. • Any proposed alterations, additions or any other work must conform to, and protect, the Character Defining Elements contained within the designating bylaw.
ALTERNATIVES	<ul style="list-style-type: none"> • Defer proposed Bylaw 1385-20 • Refuse proposed Bylaw 1385-20 and do not designate as a Municipal Historic Area.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Nil.
COMMUNICATION STRATEGY	Nil.
RECOMMENDATION	
<p>That Smoky Lake County Council give Bylaw 1385-20: A Bylaw Designating Former Ferry Crossings adjacent the North Saskatchewan River (Portions of Road Plan 830 KS; Road Plan 3175 BM; Road Plan 782 2470; Road Plan 1357 CL; Road Plan 2245 JY; Road Plan 5022MC; Road Plan 5062 EO; Road Plan 2388 EO5; Road Plan 2065 CL; Road Plan 6060 CL; Road Plan 4486 TR;) as a Municipal Historic Area, FIRST READING, SECOND READING, PERMISSION</p>	

for THIRD READING, and THIRD and FINAL READING.

CHIEF ADMINISTRATIVE OFFICER

[Handwritten signature] for CAO

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1385-20**

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO DESIGNATE SIX FORMER FERRY CROSSINGS ADJACENT THE NORTH SASKATCHEWAN RIVER AS A MUNICIPAL HISTORIC AREA.

WHEREAS Section 27(1) of the *Historical Resources Act*, R.S.A. 2000, c. H-9, (the "Act") as amended, permits the Municipal Council of a municipality to designate any heritage resource within a municipality whose preservation it considers to be in the public interest as a Municipal Historic Area, upon giving notice to the Owner of the Resource, Council may by bylaw designate that part of the municipality as a Municipal Historic Area and prohibit or regulate and control the use and development of land and the demolition, removal, construction, or reconstruction of buildings within that Municipal Historic Area;

WHEREAS the Victoria District was designated a National Historic of Canada by Ministerial Order in 2001, on the recommendation of the National Historic Sites and Monuments Board of Canada (NHSMBC);

WHEREAS the Commemorative Integrity Statement (CIS) of 2008 identifies the North Saskatchewan River is the spiritual centre of Victoria District National Historic Site of Canada.

WHEREAS the Council of Smoky Lake County is of the opinion that certain municipally controlled portions of road allowance immediately adjacent to the North Saskatchewan River, as more particularly described in Section 2 of this bylaw, possess historical character and preservation of that historical character is in the public interest;

WHEREAS a bylaw made under section 27(1) of the Act is deemed to form part of the County's Land Use Bylaw;

WHEREAS Part 17 of the Municipal Government Act, R.S.A. c. M-26 relating to a land use bylaw applies to a bylaw made under section 27(1) of the Act;

NOW THEREFORE THE MUNICIPAL CORPORATION OF SMOKY LAKE COUNTY, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:

1. TITLE

1.1 This Bylaw may be cited as the " **Former North Saskatchewan River Ferry Crossings Municipal Historic Area Designation Bylaw**".

2. DEFINITIONS

2.1 "Act" means the Alberta *Historical Resources Act*, R.S.A. 2000, Ch. H-9 and successive Acts and amendments thereto.

2.2 "Chief Administrative Officer" means the person, also known as the "CAO", appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for Smoky Lake County.

2.3 "Council" means the Reeve and Councillors duly elected in the Smoky Lake County and who are eligible to continue to hold office.

2.4 "County" means the geographic area contained within the boundaries of the municipality of Smoky Lake County.

2.5 "Ferry Crossing" means a site identified under this Bylaw which has formerly been utilized as a standard route for traversing the North Saskatchewan River.

2.6 "Municipal Historic Area" means a part of the County identified by this Bylaw under Section 27 of the Act.

2.7 "Road" means the definition under Section 1(1)(z) of the Alberta *Municipal Government Act*, R.S.A. 2000, Ch. M-26 and successive Acts and amendments thereto.

3. LAND DESIGNATED AS A MUNICIPAL HISTORIC AREA

3.1 For clarity, only the areas identified being encompassed by Smoky Lake County are designated as a Historic Area under this Bylaw.

3.2 For certainty, the Historic Area does not include or encompass any privately-owned lands.

3.3 Portions of the following comprise the Historic Area, inclusive as follows:

a. Desjarlais Ferry Site (within SE-11-57-14-4), 1901 – 1910 – 1962

Smoky Lake County, portions of - Road Plan 830 KS
Road Plan 3175 BM

Two Hills County, portions of - Road Plan 4082 CL
Road Plan 3175 BM

Note: A seventh ferry crossing (Paradis/Crooked Rapids, 1896-1900), was probably located on the river bend east of Victoria/Pakan and was replaced by the Desjarlais Crossing.

b. Pakan/Victoria Ferry Site (within NW-12-58-17-4 and River Lot 6 (Victoria Settlement)), 1892 – 1972

Smoky Lake County, portions of - Road Plan 782 2470
Road Plan 1357 CL

Lamont County, portions of - Road Plan 1208 CL

c. Shandro Ferry Site (within NW and NE-34-57-15-4), 1906 – 1962

Smoky Lake County, portions of - Road Plan 2245 JY
Road Plan 5022MC

Two Hills County, portions of - Road Plan 719 R

d. Warspite Ferry Site 'A' (within SW-16-58-4 and River Lot 8 (Lobstick Settlement)), 1920 – 1925

Smoky Lake County, portions of - Road Plan 5062 EO
Road Plan 2388 EO5

Lamont County, portions of - Road Plan 2353 MC

e. Warspite Ferry Site 'B' (within SE-19-58-18-4 and River Lot 1 (Lobstick Settlement)), 1925 – 1963

Smoky Lake County, portions of - Road Plan 2065 CL

Lamont County - Nil. (Road appears to have been closed)

f. Waskatenau Ferry (within NE-32-58-19-4), 1921 – 1963

Smoky Lake County, portions of - Road Plan 6060 CL

Lamont County -

Nil.

3.4 The historical character of the Historic Area is hereby described in the attached **Schedule "A"**, entitled the 'Historic Area Statement of Significance'.

3.5 An approximate outline of the Historic Area is detailed in the attached **Schedule "B"**, entitled 'Approximate Outline of the Historic Area'.

4. DESIGNATION

4.1 The Historic Area identified under this Bylaw is hereby designated as a Municipal Historic Area as defined in the Act.

5. REGULATED PORTIONS

5.1 The specific elements of the Historic Area considered to possess historical character are specifically described and identified in the attached **Schedule "C"**, entitled, 'The Regulated portions of the Historic Area', and are hereby known as the "Regulated Portions".

5.2 Council considers preservation of the historical character of the Regulated Portions to be in the public interest.

6 REPAIRS AND REHABILITATION OF REGULATED PORTIONS

6.1 Subject to **Schedule "C"**, no person shall destroy, disturb, alter, restore or repair or otherwise affect the identified Regulated Portions unless that person has obtained the prior written approval of the County's Chief Administrative Officer (CAO) or their designate.

6.2 Departments of Smoky Lake County may carry out any and all work that is necessary or desirable, in the opinion of the CAO or their designate, for the operation, maintenance, inspection, construction, installation, repair, upgrade, or replacement of any municipally owned lines, utilities, facilities, infrastructure, roads, vegetation, or Buildings located on, under, or over the Regulated Portions and for which that particular department is responsible.

6.3 When considering any application under this Section, the CAO shall take into consideration the terms of the 'Standards and Guidelines for the Conservation of Historic Places in Canada' (as replaced or amended from time to time) as referenced and summarized in the attached **Schedule "E"** entitled 'Standards and Guidelines for the Conservation of Historic Places in Canada'.

7 NON-REGULATED PORTIONS OF THE HISTORIC AREA

7.1 All portions or features of the Historic Area which are not specifically described or identified as Regulated Portions (the "Non-Regulated Portions"), even if such portion is a character-defining element of the Historic Area, may be disturbed, altered, restored, repaired, or otherwise affected provided that such action does not impact the Regulated Portions and that all permits or approvals required to do such work have been obtained from the authority having jurisdiction.

7.2 Any portion of the Historic Area that encroaches onto any adjacent land, other than land owned by Smoky Lake County, shall be considered Non-Regulated Portions. Any portion of any Building that encroaches onto the Historic Area shall not be affected by this Bylaw.

8 COMPENSATION

8.1 No compensation pursuant to the Act or otherwise is owing to the owner of the Historic Area or any other person.

9 RECITALS AND SCHEDULES

9.1 The following recitals and Schedules are attached to and form a part of this Bylaw:

Schedule "A" – Statement of Significance

Schedule "B" – Approximate Outline of The Historic Area

Schedule "C" – Regulated Portions of The Historic Area

Schedule "D" – Plans of Survey and Images showing former Ferry Crossings

Schedule "E" – Standards and Guidelines for The Conservation of Historic Places in Canada

10 INTERPRETATION & SEVERABILITY

10.1 The headings in this Bylaw are for ease of reference only and are not intended to be considered in the construction or interpretation of this Bylaw.

10.2 The term "Building" has the same meaning given to that term in the Smoky Lake County Land Use Bylaw.

10.3 It is the intention of Council that each provision of this Bylaw shall be deemed independent of all other provisions herein.

10.4 Further, it is the intention of Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid and enforceable.

10.5 A reference to a statute or regulation or a provision thereof means the statute or regulation, or provision as amended or superseded from time to time.

10.6 The administration of this bylaw shall be under the management and control of the Development Authority of Smoky Lake County.

11 COMING INTO FORCE

11.1 This Bylaw comes into effect upon it receiving third reading.

READ A FIRST TIME IN COUNCIL, THIS _____ DAY OF _____, AD 2020.

READ A SECOND TIME IN COUNCIL, THIS _____ DAY OF _____, AD 2020.

READ A THIRD AND FINAL TIME WITH UNANIMOUS CONSENT IN COUNCIL, THIS _____ DAY OF _____, AD 2020.

Craig Lukinuk
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer

SCHEDULE "A"
FORMER NORTH SASKATCHEWAN RIVER FERRY CROSSINGS
MUNICIPAL HISTORIC AREA
STATEMENT OF SIGNIFICANCE

Description of Heritage Resource

Within the Municipal Historic Area, there are six access points to the North Saskatchewan River that were sites for scow or ferry crossings during the 19th and early 20th centuries prior to widespread bridge construction which began post World War II. Primarily with picks, shovels, horses and wagons, early settlers accessing the shoreline at these places altered the natural topography to facilitate travel and connectivity between communities separated by the natural barrier of the river. Native trees and shrubs also often frame these sites.

Heritage Values:

Ferry crossings are significant because of the aesthetic, natural, cultural, spiritual and recreational values they embody. The crossings are a reminder that rivers can be obstacles as well as assets and they represent a significant heritage value because they speak to the enduring inter-community linkages important to early settlers.

In pre- and early settlement times, if people needed to cross the river, they chose a shallow place for fording. Ferry crossings were often established in the vicinity of these fords and, eventually, bridges joined the roadways serviced by the ferries. In this way, the river and ferry crossings influenced land-based transportation networks thereby affecting communication, trade, commerce, settlement patterns and religious/social life.

Ferry crossings became gathering places for social events such as corn/potato roasts, barbecues and square dances; the ferry deck was swept off for the dancing and tables of food were set up on the riverbank. Crossings were also convenient sites for river baptisms and berry pickers used the ferries in the autumn to access wild fruit on both sides of the river. Use of the crossings coincided with nature's cycles: winter freezing and spring break-up interrupted travel unless an ice bridge could be formed.

The natural landscape of terraces and slopes running toward the North Saskatchewan River at these sites also provides natural heritage value that complements the cultural landscape.

Character Defining Elements

- Physical nexus between land and water; proximity between the North Saskatchewan River, roads, trails, and communities such as the Victoria Trail Municipal Historic Area, Victoria Settlement, Warspite, Waskatenau, Smoky Lake, Saddle Lake, and Victoria District National Historic Site of Canada;
- Human or culturally modified topography of the riverbank; road/trail access and egress;
- Framed by foliage, vegetation, sometimes in proximity to berries, food-sources;

Sources:

- Smoky Lake County. *Victoria District Area Structure Plan (ASP) Bylaw 1305-17, 2017*. Print.
- North Saskatchewan Watershed Alliance. *The Story of this River is the Story of the West: Canadian Heritage Rivers System Background Study, 2005*. Print.
- Haestie, Elizabeth. *Ferries and Ferryman in Alberta*. Calgary: Glenbow Museum, 1986. Print.
- Waskatenau Districts Historical Society. Corporate. *By River and Trail: The History of Waskatenau and Districts. Vol. 1 (1986)*. Web.

SCHEDULE "B" APPROXIMATE OUTLINE OF THE HISTORIC AREA

The approximate Historic Ferry Sites are shown below in Red.

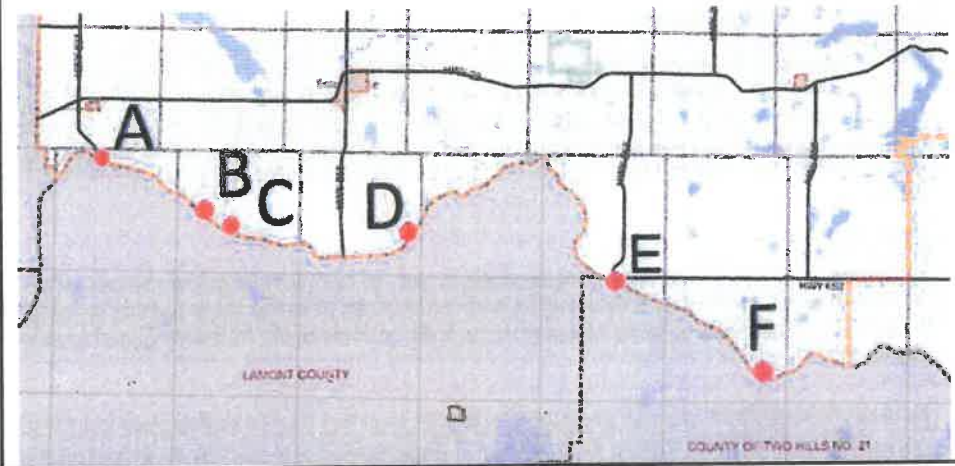
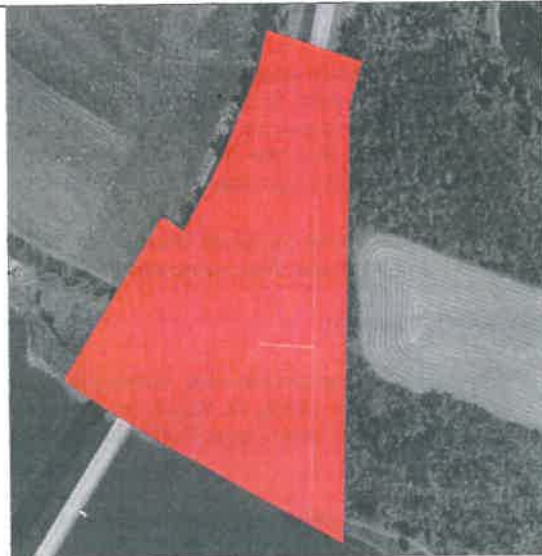


Figure 1 – Overview

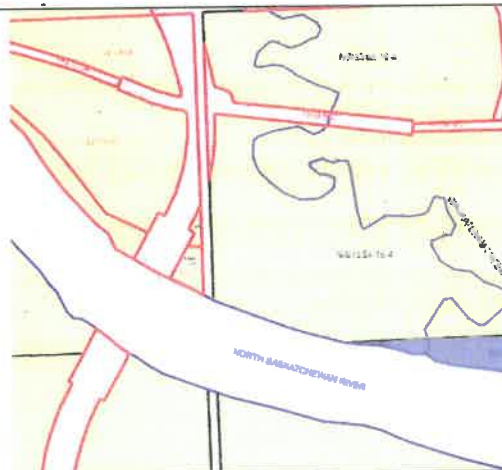
A. Waskatenau Ferry

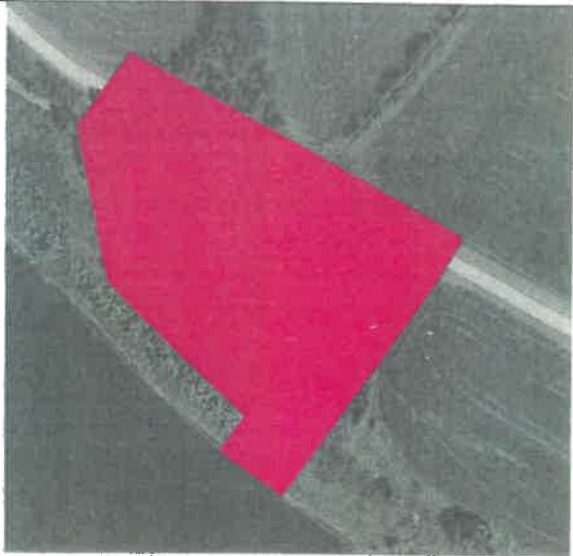

Decimal Degrees:
Latitude: 54.059360;
Longitude: -112.778269

Situated within
Rural Legal:
NE-32-58-19-4



Smoky Lake County Munisite Orthographic

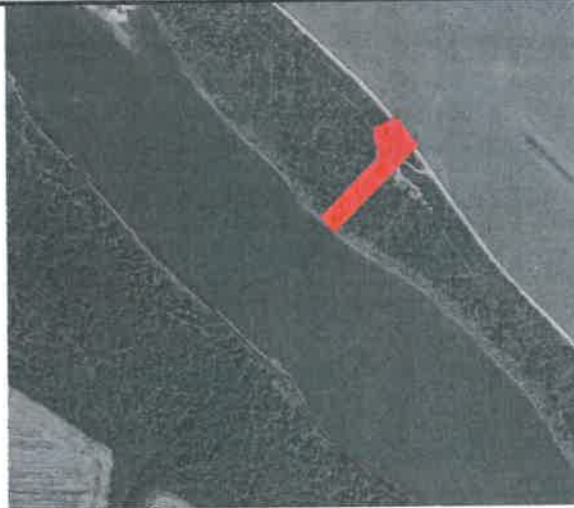


<p>B. Warspite Ferry A</p> <p>Decimal Degrees Latitude: 54.009123 Longitude: -112.620270</p> <p>Situated within Rural Legal: River Lots 7 and 8, 58-18-4</p>	<p style="text-align: center;">SpinII – Alberta Land Titles Map</p>  <p style="text-align: center;">Smoky Lake County Munsite Orthographic</p>  <p style="text-align: center;">SpinII – Alberta Land Titles Map</p>
---	---

C. Warspite Ferry B

**Decimal Degrees
Latitude: 54.026733
Longitude: -112.658782**

**Situated within
Rural Legal:
River Lot 1-58-18-4**



Smoky Lake County Munisite Orthographic

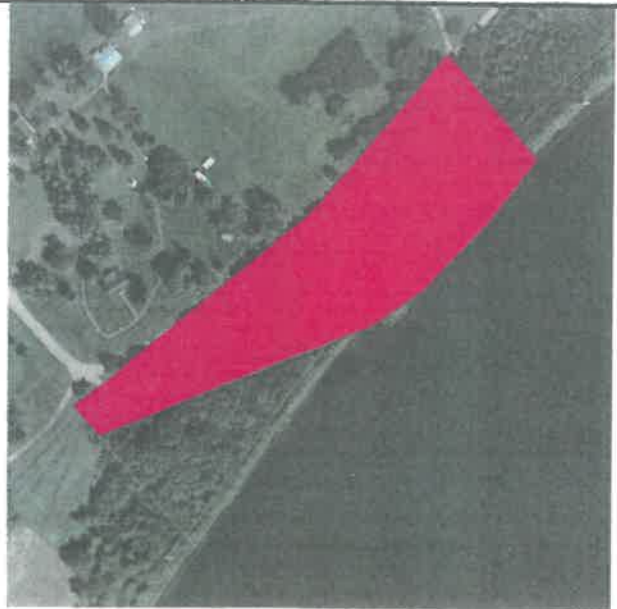


SpinII – Alberta Land Titles Map

D. Victoria/Pakan Ferry

**Decimal Degrees
Latitude: 54.003092
Longitude: -112.399299**

**Situated within Rural
Legal: River Lot 6-58-17-4**



Smoky Lake County Munisite Orthographic

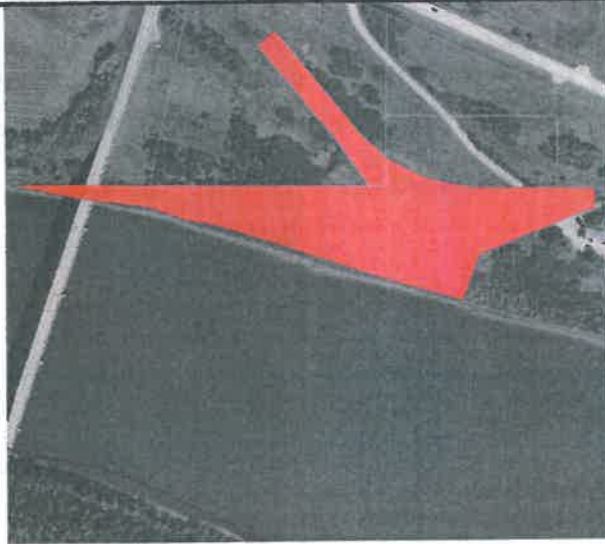


SpinII – Alberta Land Titles Map

E. Shandro Ferry

**Decimal Degrees
Latitude: 53.976692
Longitude: -112.147008**

**Situated within Rural
Legal: NW-34-57-15-4**



Smoky Lake County Munisite Orthographic



SpinII - Alberta Land Titles Map

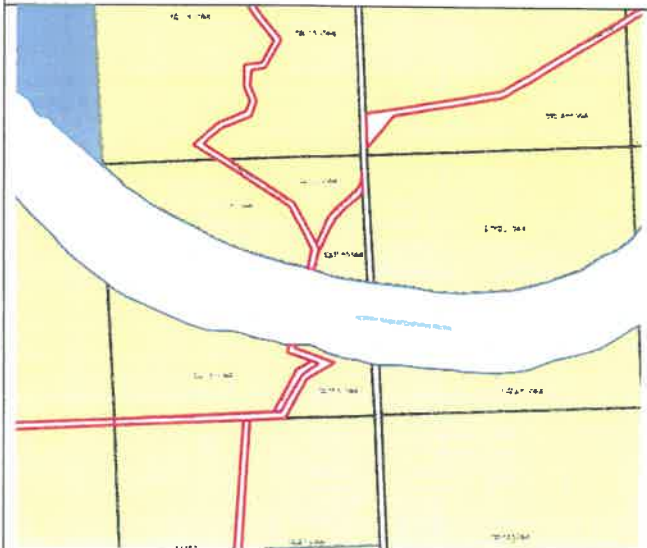
F. Desjarlais Ferry

Decimal Degrees
Latitude: 53.908537
Longitude: -111.963141

Situated within Rural
Legal: SE-11-57-14-4

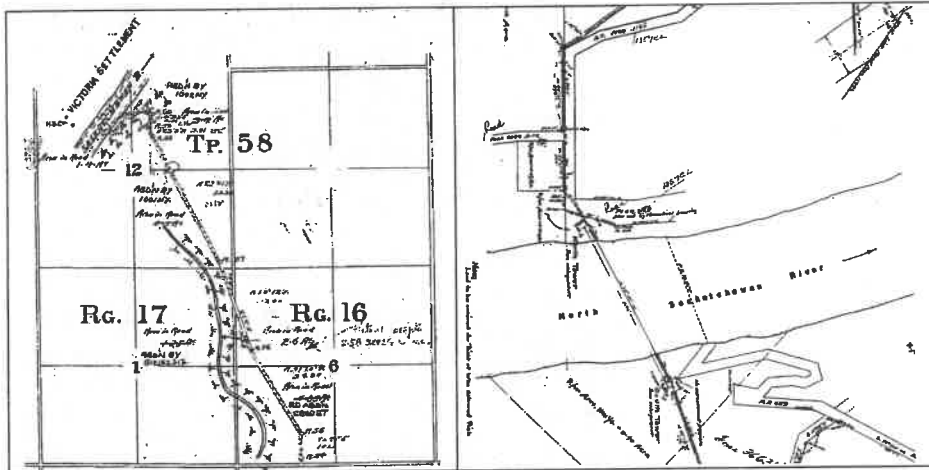


Smoky Lake County Munisite Orthographic

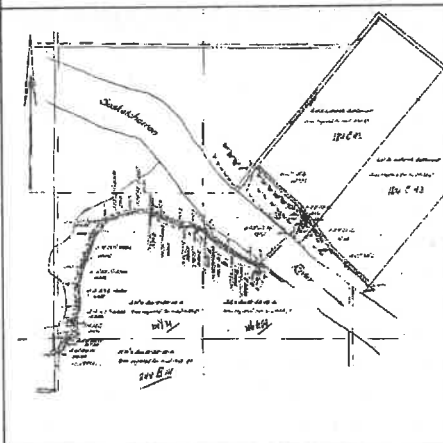


SpinII – Alberta Land Titles Map

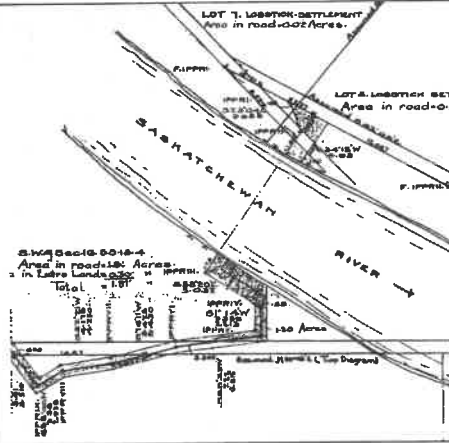
SCHEDULE "C"
SELECTED SURVEYS AND IMAGES
SHOWING THE FORMER FERRY CROSSING SITES



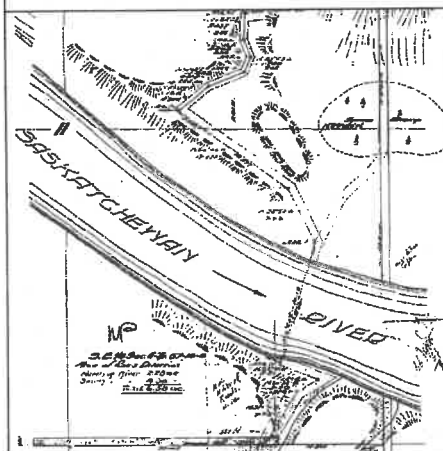
Pakan/Victoria Crossing



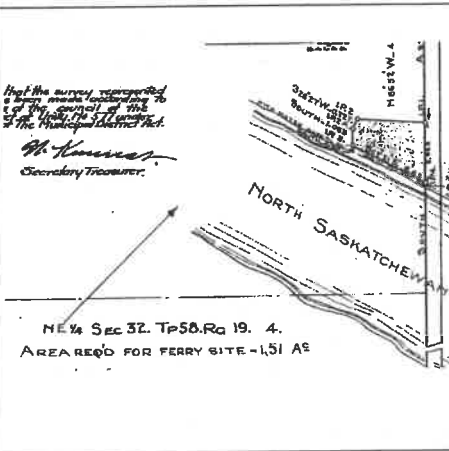
Warspite A Crossing



Warspite B Crossing



Desjarlais Crossing



Waskatenau Crossing

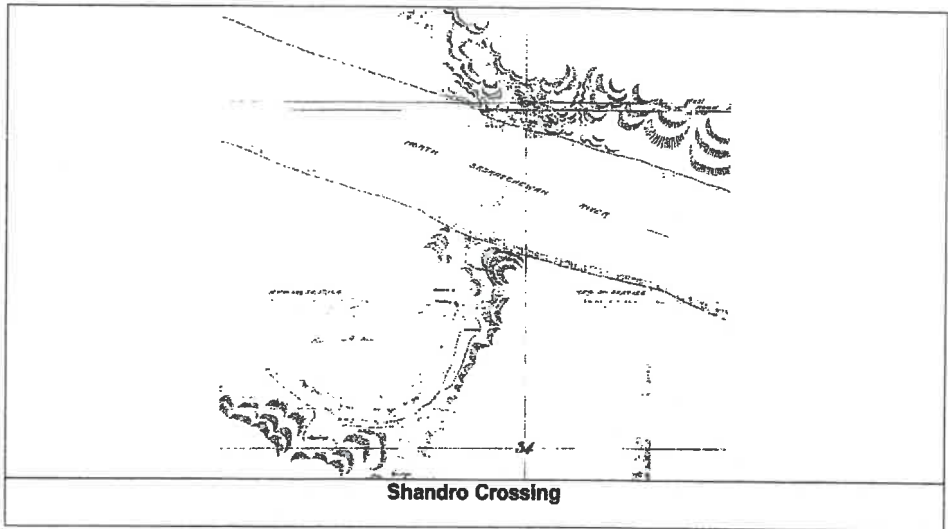


Fig. 2

Pakan Ferry, by Mary Mansfield (1930). Photo Courtesy of the Provincial Archives

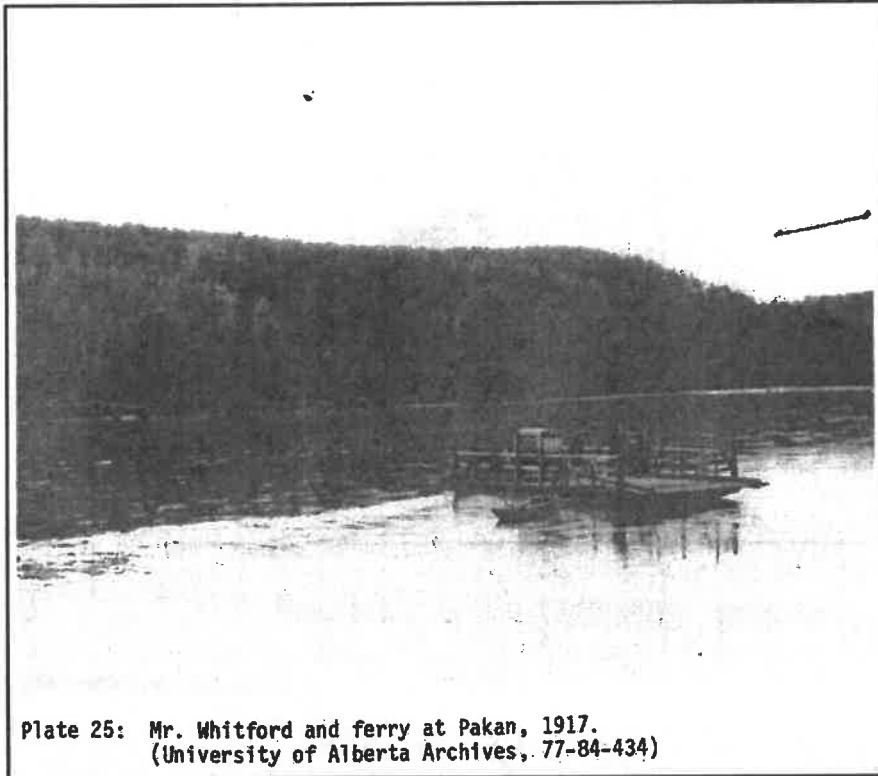


Plate 25: Mr. Whitford and ferry at Pakan, 1917.
(University of Alberta Archives, 77-84-434)

Fig. 3



Fig. 4

Pakan Ferry, by Nicholas W. Gavinchuk. (1928) Photo Courtesy of the Provincial Archives

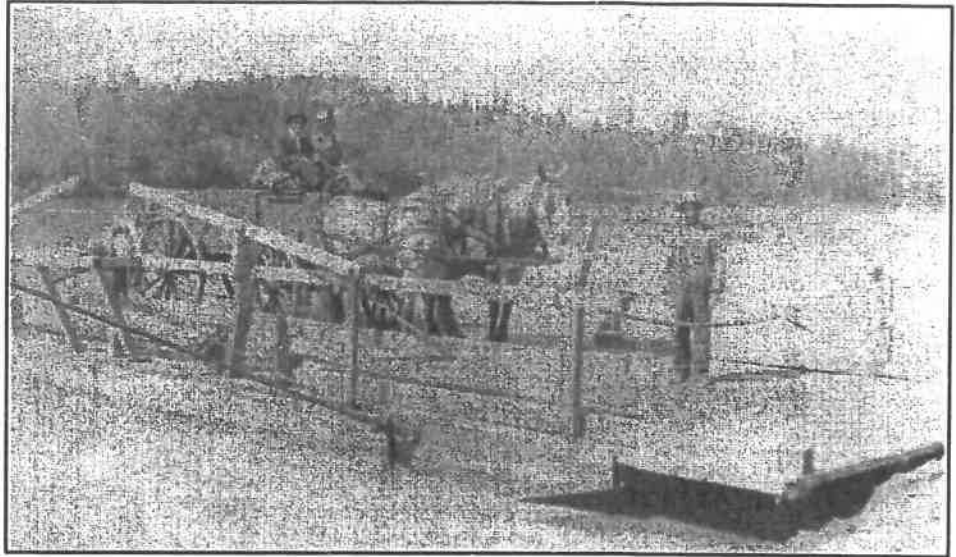


Fig. 5

Fred Henderson, ferryman, c. 1922; others unknown – pg. 151,
By river and trail: the history of Waskatenau and districts. Vol. 1



Fig. 6

c. 1926 – pg. 151, By river and trail: the history of Waskatenau and districts. Vol. 1

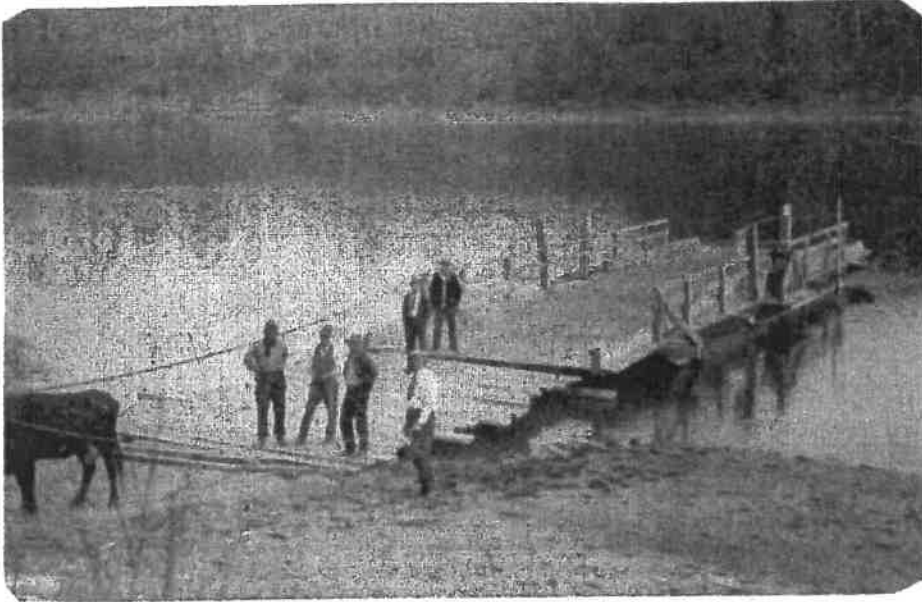


Fig. 7

c. 1926 – pg. 151, By river and trail: the history of Waskatenau and districts. Vol. 1

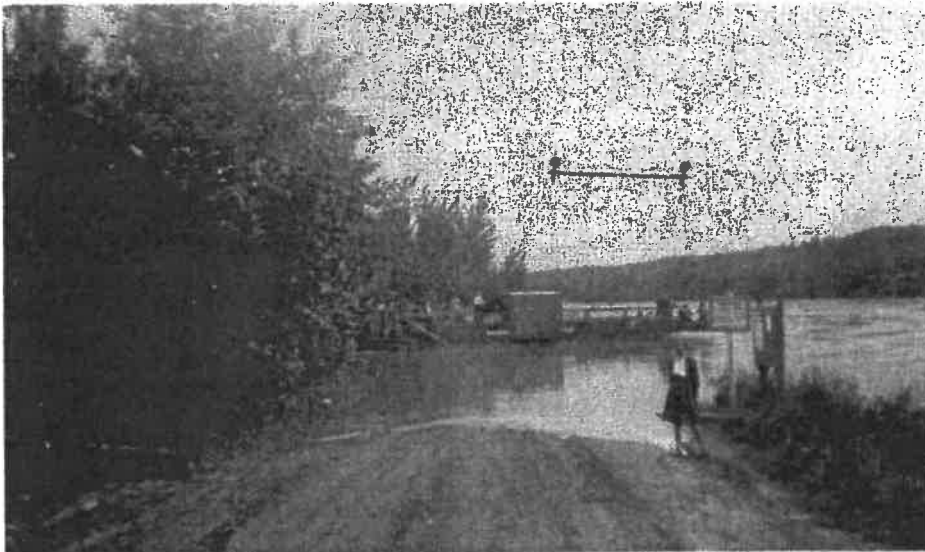


Fig. 8

North Saskatchewan River in Flood, June 1952. Deanna Petryk in foreground. - pg. 152, By river and trail: the history of Waskatenau and districts. Vol. 1

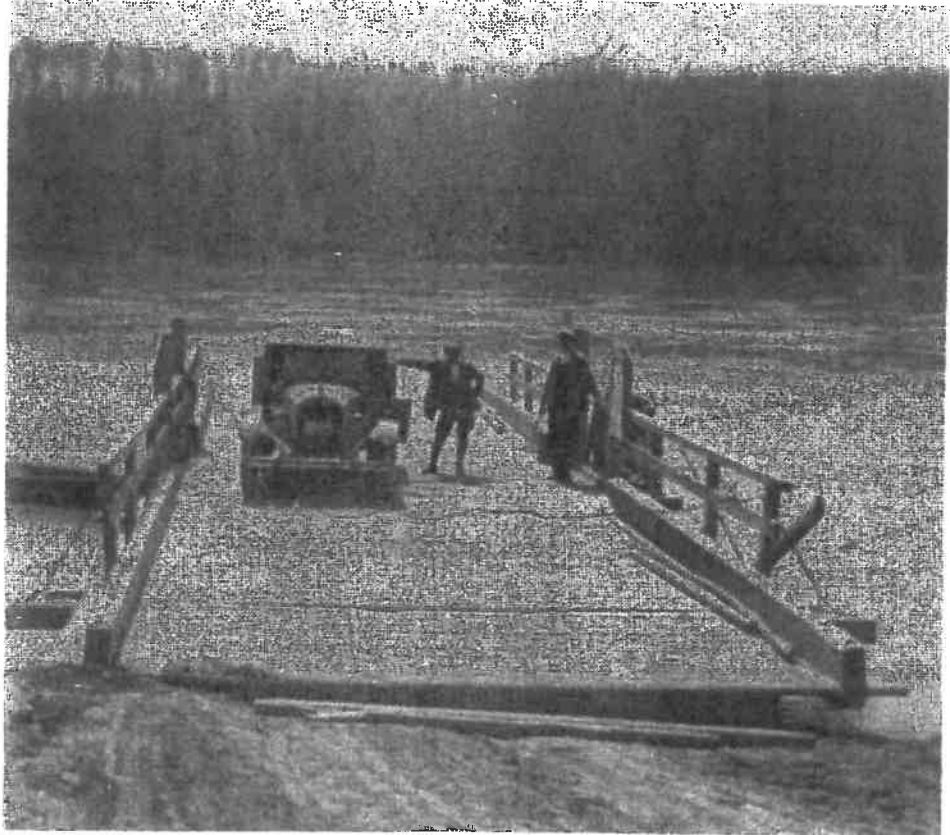


Fig. 9

c. 1930 - pg. 152, *By river and trail: the history of Waskatenau and districts. Vol. 1*

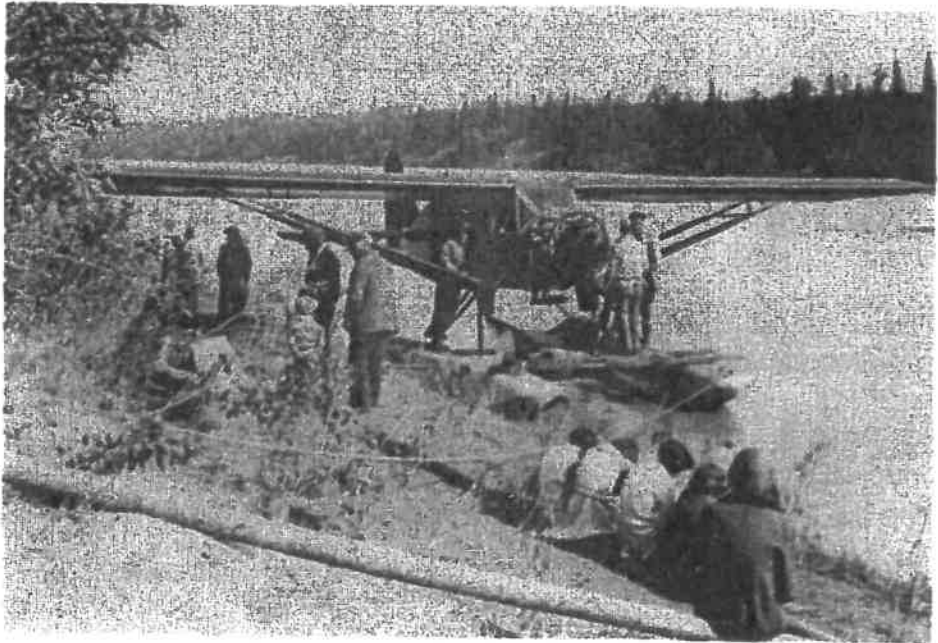


Fig. 10

Wop May and a Mr. Gilbert were flying over Smoky Lake to Yellowknife c. 1934 when a plane blew a piston. Fearing the mud flats on the lake, they landed on the river. - pg. 152, *By river and trail: the history of Waskatenau and districts. Vol. 1*

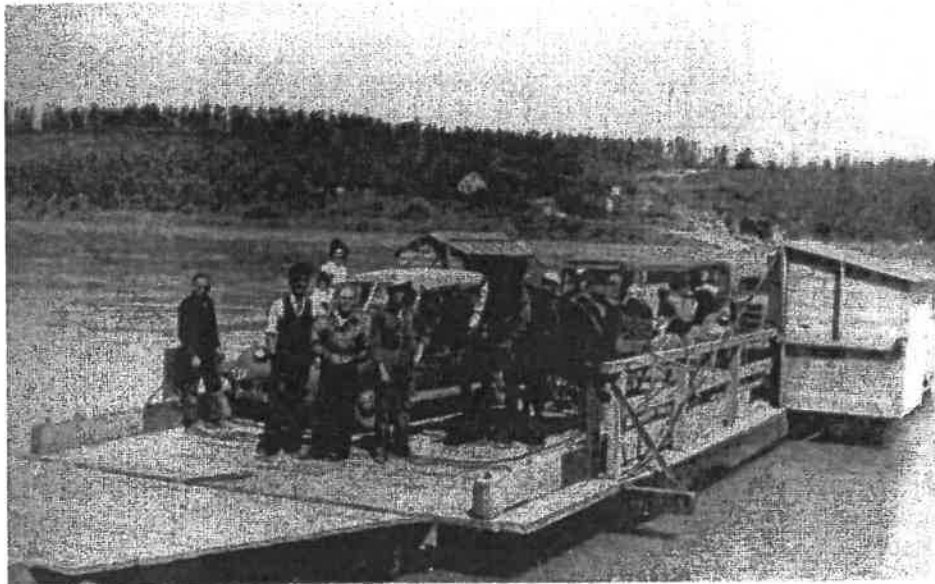


Fig. 11

c. 1945 - pg. 153, By river and trail: the history of Waskatenau and districts. Vol. 1



Fig. 12

Last crossing of the [Waskatenau] ferry, 1963; Joe Fedyniak - pg. 153, By river and trail: the history of Waskatenau and districts. Vol. 1

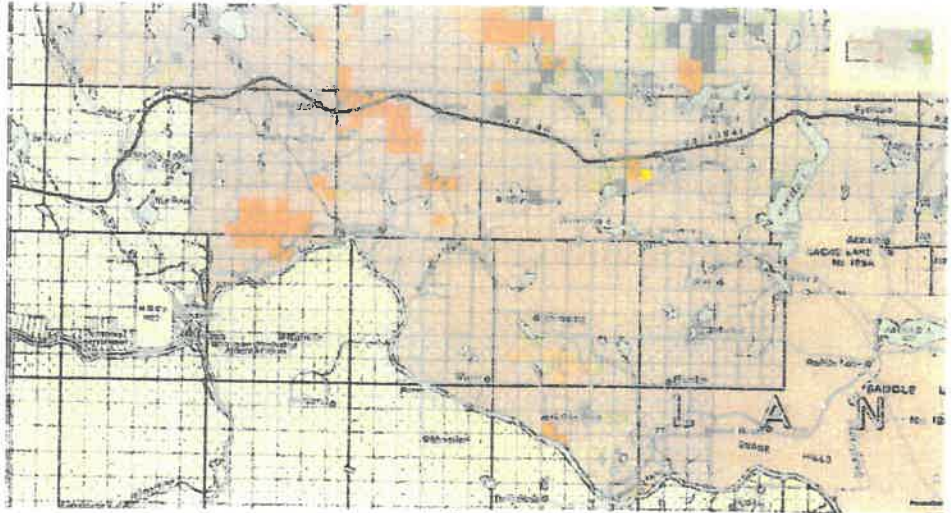


Fig. 13

Excerpt of 'Map 700' showing ferry crossings., *Map of St. Paul des Metis District, Province of Alberta classification of lands by quarter-section for settlement purposes, Ottawa Department of the Interior (1923), Courtesy of the University of Alberta Peel's Prairie Provinces Digital Library (www.peel.library.ualberta.ca/maps)*

SCHEDULE "D"
THE REGULATED PORTIONS OF THE HISTORIC AREA

The purpose of this Schedule is to identify by written description and photograph, those portions of the area known as the Victoria Trail Municipal Historic Area, which specifically must be preserved.

1. **None** of the Historic Area identified in this Bylaw shall be treated as Regulated Portions.
2. Regulations concerning land use, development, viewscales, and maintenance may be implemented through other statutory means such as but not limited to the:
 - a. Smoky Lake County Municipal Development Plan (MDP) Bylaw 1249-12, or its equivalent
 - b. Smoky Lake County Land Use (LUB) Bylaw 1272-14, or its equivalent
 - c. Smoky Lake County Victoria District Area Structure Plan (ASP) Bylaw 1305-17, or its equivalent

SCHEDULE "E"

STANDARDS AND GUIDELINES FOR THE CONSERVATION OF HISTORIC PLACES IN CANADA

The primary purpose of the 2003 Standards and Guidelines for the Conservation of Historic Places in Canada ('Standards and Guidelines') is to provide sound, practical guidance to achieve good conservation practice. They are used to assess proposed changes to designated Municipal Historical Resources and Municipal Historic Areas and form the basis for review and assessment for the approved rehabilitation program.

The Standards and Guidelines were developed by Parks Canada and have been adopted as national standards for the conservation of designated historic structures. They provide a philosophical consistency for project work; and while neither technical nor case-specific, they provide the framework for making essential decisions about those features of a historic place, which should be maintained and can be altered.

The Standards and Guidelines

The Standards and Guidelines are not presented in a sequential or hierarchical order, and as such, equal consideration should be given to each. All Standards and Guidelines for any given type of treatment must therefore be applied simultaneously to a project.

General Standards and Guidelines (all projects)

1. Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter its intact or repairable character-defining elements. Do not move a part of a historic place if its current location is a character-defining element.
2. Conserve changes to a historic place which, over time, have become character-defining elements in their own right.
3. Conserve heritage value by adopting an approach calling for minimal intervention.
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same Area that never coexisted.
5. Find a use for a historic place that requires minimal or no change to its character-defining elements.
6. Protect and, if necessary, stabilize a historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbance of archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8. Maintain character-defining elements on an on-going basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in-kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any intervention needed to preserve character-defining elements physically and visually compatible and identifiable upon close inspection and document any intervention for future reference.

Additional Standards and Guidelines Relating to Rehabilitation

10. Repair, rather than replace, character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.

11. Conserve the heritage value and character-defining elements when creating any new additions to a historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place.
12. Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.

Additional Standards and Guidelines Relating to Restoration

13. Repair, rather than replace, character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

Standards and Guidelines

The full text of the Standards and Guidelines for the Conservation of Historic Places in Canada is available from:

Smoky Lake County
4612 McDougal Drive, Box 310
Smoky Lake, AB T0A 3C0
www.smokylakecounty.ab.ca



Parks Canada National Office
25 Eddy Street
Gatineau, Quebec K1A 0M5
<https://www.historicplaces.ca/>



Smoky Lake County Regional Heritage Board
Box 310
Smoky Lake, AB
T0A 3C0



November 16, 2020

Smoky Lake County Council
SLC Administration
Box 310
Smoky Lake, AB T0A 3C0

RE: Municipal Historic Area Designation-Ferry Crossing

Established by Bylaw, the Smoky Lake County Regional Heritage Board (SLCRHB) is mandated to preserve and promote historical, cultural, natural, and built heritage, and advise County Council in these matters. To this end, the SLCRHB recommends that County Council should entertain designating the former ferry crossings/landings as a Municipal Historic Area under Section 27 of the Alberta *Historical Resources Act*, in order to commemorate and promote heritage along the extraordinary North Saskatchewan River (NSR).

Such a designation would also compliment the County's Victoria District Economic Development Strategy, as well as our initiative to designate a portion of the NSR under the Canadian Heritage Rivers System (CHRS). The sites in question include:

- Waskatenau Crossing, at NE-32-58-19-4
- Warspite Crossing A, at River Lot 8 (Lobstick Settlement)
- Warspite Crossing B, at River Lot 1 (Lobstick Settlement)
- Pakan/Victoria Crossing, at River Lot 6 (Victoria Settlement)
- Shandro Crossing, at NW and NE-34-57-15-4
- Desjarlais Crossing, at SE-11-57-14-4

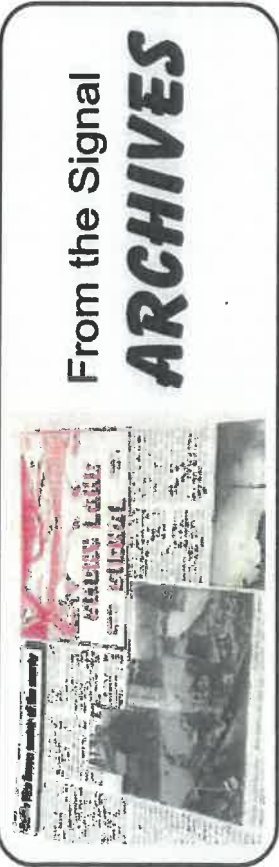
Furthermore, improvements to these areas with such as picnic sites, small watercraft accesses/approaches, and nature trails with interpretive signage would provide residents and visitors opportunities to gain appreciation of the County's river valley.

Since these ferry crossings incorporate history and natural areas along the river, we feel promoting and telling the stories of these landings can enhance the county's vision of tourism with improvement of the sites made to further enjoy the natural environment in order to utilize and enhance our heritage resources.

Sincerely,

A handwritten signature in black ink, appearing to read "Noreen", written over a horizontal line.

Noreen Easterbrook, Chair
Smoky Lake County Regional Heritage Board



From the Signal **ARCHIVES**

Memories of the Ferry Crossing

by John Kapicki

May 2008

It was always nice to live near the river but this also had its drawbacks and often the other side of the river was looked at like a foreign country. The only connector between the two lands was the ferry, which brings many memories.

Always, before the ferry, was a steep embankment that you had to navigate before you got onto it. In my early years, about ten years old, father sent me to get some bales from the Reserve. His equipment was never kept up unless, "it had to get fixed", and I never dared to question him. The tractors had no mufflers - the batteries were always dead, and brakes - yes, this old truck had no brakes just a block of wood to put in front or behind the tire - but I grew up with all this and could always compromise. Dad's friend was with me, but only I could drive the truck as

small as I was, because I knew what worked and what didn't. I was frightened long before the ferry crossing - but yes, this was normal for me. There was just a little brake on the hand emergency brake. I made sure I was in low gear, with the engine off and used the clutch as a brake. My passenger was outside putting the block of wood in front of the tire as need be. I got good at this after a few crossings and never did end up in the water.

Being so small, once on the ferry I could not see how far ahead to park - the operator had to guide me. When there was a line-up I was the center of attraction on the other side getting off and going up the embankment I just put the transmission in low gear - not risking changing gears until I got up to level ground. I pressed on the gas making lots of noise as often the muffler had fallen out years ago. Every time I cross the bridge now - these memories come back. At that time I learned to do things with what I had - always figuring out how to make things work - but never questioning Pa. That was always the scariest part - if I had to. I never got reported because Pa was a friend of the ferry operator.

It wasn't too often that we had to cross the river. In spring the river was high and often dangerous as there was a lot of floating debris. Often after heavy rains, the river was high and shut down. The ferry only ran on certain hours so you had to make sure you left that last beer or the last dance to head back across the river. Often on Sunday

(it was illegal to work on that day back in those days) or when there was a due on the other side there would be a two or three hour line-up to cross and get back home. Often operators were hired only because they were strong political supporters of the party in power. That part will never change. Often lots of drinking took place and I often found the operator very arrogant. He controlled a lot - so he had his own hours and was immune from losing his job. If he fell asleep in his shack you could blow the truck horn all you wanted (if it worked). He didn't get up until he was ready to get up - or maybe the other side was too far to hear the horn. If he was inebriated he slowly wobbled his way around, got you on the ferry, crossed the river and then got you off. At times he fell in the river but was always rescued. You never wanted to be on bad terms with him. Like Pa, you learned quickly never to question him, as you had to come back and you would need his services again. There were times especially in the berry-picking season on Sundays every one went to cross at once. This was when "road rage" was unheard of, you could wait for two hours to cross. Often someone would build a fire and have a wiener roast as everyone had a lunch pack - often with a bottle. People got together in groups and visited - and yes, many berries got picked right at the crossing. Some missed their turn and some just turned around and went home again after spending a nice afternoon at the crossing. It was a place to gather and just visit and maybe hope that your turn would never come. Some, waiting their turn, tried their luck at fishing as those years there were a lot of goldeye and they were easy to catch.

If we needed parts for our IH equipment we had to cross on the ferry. It now seemed agonizing to wait so

Ferry Crossing Con'd on page 10

Ferry Crossing Con'd from page 9

long to cross the river (on work days) but we had no choice and learned how to be patient. During spring break-up the ferry was closed – when the water was high and running fast it closed and in fall before the ice formed it was taken out of the river for the winter. Later in winter you could cross on the ice road. Most boys found a girlfriend on their side of river as who knows when he would see her again. At times I missed the ferry coming home in the evening but got home in the morning in time to do the chores – I was gazing at the stars myself all night.

The roads were poor – no pavement, only near the city. If you really needed to cross it was a long drive to Fort Saskatchewan and that was another country in itself.

You worked out your schedule around the time and season the ferry crossed and as much as you may have hated the operator – you never showed it and he always knew that.

When the Shandro Bridge opened – I was one of the first to cross it. I marched as a Corporal, member of the Andrew Air Cadets Squadron across it. At the same time I watched the R.C.A.F Red Knight do an airshow in his T33 that I enjoyed very much.

Life would never be the same again – and it wasn't. Now you can dance all you want – later gaze at the stars with your girlfriend, now it doesn't matter what side of the river she is from.

In those days people were more patient. They had time to visit when they met on the fence lines or at the ferry crossing.

~This was normal – we didn't feel that we were missing anything. It was the way life was here – yes, much different than the city. We were the hillbillies and didn't much care.

~People living on the north side of the river had their own story. Their land was poor and rocky – they were poor. Their lives were slower and they helped each other more – they also knew how to play and dance. On the south side – my furthest memories go back to a fierce competition and greed for more and more land. This land was rich and mostly free of rocks and most farmers were wealthy.

~It was often said, "The north did not need to cross to the south too often as they had all they needed in their own country (the south). They had the fish and the berries and lots of girls to have a good time with.

~As we competed and fought for more good land on the south, the poor farmers got along and helped each other on the north side.

~I was grown up to believe that we were two different countries – that is until the bridge came.

~A good book that I enjoyed was, "The Shandro Crossing." Today the Pakan Ferry is a tourist attraction at Smoky Lake and the Shandro Ferry was moved for further use elsewhere.

REQUEST FOR DECISION		DATE	December 10, 2020	4.3
TOPIC	Bylaw #1384-20: A Bylaw Designating the Rubuliak Ukrainian House a Municipal Historic Resource (Plan 9720834, Lot 2)			
PROPOSAL	<p>Proposed Bylaw 1384-20 would designate the Rubuliak Ukrainian House, located on the lands legally described as Plan 9720834, Lot 2, which is located within the Victoria District Area Structure Plan (ASP), as well as the Victoria District National Historic Site of Canada, as a Municipal Historic Resource in accordance with Section 26 of the <i>Alberta Historical Resources Act</i>, R.S.A. 2000 chapter H-9 (the Act). © Attachment 1 BYLAW 1384-20</p> <p>BACKGROUND</p> <ul style="list-style-type: none"> • June 2020, - at its regular meeting, the Smoky Lake County Regional Heritage Board adopted a motion recommending to Smoky Lake County Council that the Rubuliak Ukrainian House should be designated a Municipal Historic Resource. • August 28, 2020 – 60-Day Notice of Intent to Designate was given to the landowner, in accordance with S.26 of the Act. © Attachment 2 NOTICE OF INTENTION TO DESIGNATE <ul style="list-style-type: none"> ○ The expiry of said notice subsequently concluded on October 27, 2020. Smoky Lake County Council may now consider whether to proceed with Municipal Historic Resource Designation for the Ruthenia School. • Planning & Development Services has worked in conjunction with the Smoky Lake County Regional Heritage Board (SLCRHB) to prepare the application and the proposed Bylaw 1384-20 in accordance with Smoky Lake County Policy Statement No. 61-15-01: Designation of Municipal Historic Resources • If designated: <ul style="list-style-type: none"> ○ A Copy of the Bylaw will be registered on Title by way of Caveat ○ The Municipal Historic Resource will be registered on the Alberta/Canada Register of Historic Resources (HeRMIS) <p>ATTACHMENTS</p> <ul style="list-style-type: none"> • © Attachment 1 BYLAW 1384-20 • © Attachment 2 NOTICE OF INTENTION TO DESIGNATE 			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
<p>Smoky Lake County 2018-2020 Strategic Plan:</p> <p>Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom</p> <p>Vision: Leading the way in positive growth with healthy, sustainable, rural living.</p> <p>Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.</p>				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		HISTORICAL RESOURCES ACT		
		<p>Designation as Municipal Historic Resource 26(1) In this section, and in sections 27 and 28,</p>		

(a) "council" means the council of a city, town, village, summer village or municipal district;

(b) "municipality" means a city, town, village, summer village, municipal district, improvement district or special area.

(2) A council of a municipality, after giving the owner 60 days' Notice, may by bylaw designate any historic resource within the municipality whose preservation it considers to be in the public interest, together with any land in or on which it is located that may be specified in the bylaw, as a Municipal Historic Resource.

(3) A council that designates an historic resource as a Municipal Historic Resource under subsection (2) shall

(a) cause a copy of the bylaw to be served on the owner of the historic resource and on the owner of any land that will be subject to the bylaw, and

(b) if the bylaw relates to or includes and land, cause a certified copy of the bylaw to be registered at the appropriate land titles office.

(4) On the registration of a certified copy of the bylaw at the appropriate land titles office, the Registrar of Land Titles shall endorse a memorandum on the certificate or certificates of title to any land affected by the bylaw.

(5) Any bylaw under subsection (2) is effective when it is passed.

(6) Notwithstanding any other Act, no person shall

(a) destroy, disturb, alter, restore or repair an historic resource that has been designated under this section, or

(b) remove any historic object from an historic resource that has been designated under this section,

without the written approval of the council or person appointed by the council for the purpose.

(7) The council or the person appointed by the council, in its or the appointee's absolute discretion, may refuse to grant an approval under subsection (6) or may make the approval subject to any conditions it or the appointee considers appropriate.

(8) On the service of a notice of intention under subsection (2), subsection (6) applies to the historic resource and land as if a bylaw under subsection (2) has been passed until the council passes the bylaw or revokes the notice of intention or until the expiry of 120 days from the receipt of the notice.

(9) Notwithstanding subsection (8), a person who has been served with a notice of intention under subsection (2) may apply to the Court of Queen's Bench for an order shortening the period of 120 days mentioned in subsection (8).

(10) If the council repeals a bylaw made under subsection (2), it shall

(a) cause a copy of the repealing bylaw to be served on the owner, and

(b) if the bylaw under subsection (2) was registered against the certificate of certificates of title to any land, cause a certified copy of the repealing bylaw to be registered in the appropriate land titles office.

(11) On the registration of a certified copy of the repealing bylaw at the appropriate land titles office, the Registrar of Land Titles shall endorse a memorandum on the certificate or certificates of title to the land concerned cancelling the registration of the bylaw under subsection (2).

(12) A notice or bylaw under this section may be served on the owner by personal service or registered mail or in any other manners as the Court of Queen's Bench may direct.

SMOKY LAKE COUNTY POLICIES/BYLAWS

- Smoky Lake County **Policy Statement 61-20-01: *Heritage Management Plan Policy***, contains several actions that Smoky Lake County is responsible for, including assisting with the process of designating heritage assets as Municipal Historic Resources.

- The proposed designation also speaks to the mandate of the Smoky Lake County Regional Heritage Board. Specifically, Section 3.3 of Smoky Lake County Bylaw #1236-11: *Smoky Lake County Regional Heritage Board*, states that one of the Board's purposes is:

"To stimulate, in the general public, an appreciation and knowledge of heritage and heritage activities, and encourage, promote and advocate for the preservation and safeguarding of the integrity of landscape heritage, ecological heritage, cultural heritage events and built heritage in the Smoky Lake County."

- Furthermore, Section 4.9 of Smoky Lake County Bylaw #1236-11: *Smoky Lake County Regional Heritage Board*, states that one of the Board's functions is to:


"Assist in defining, identifying, evaluating and designating historical and heritage assets for inclusion in County, Provincial, National and Global inventories of heritage assets."

BENEFITS

- Designation as a Municipal Historic Resource may unlock provincial and/or federal grant funding to maintain the building's historic integrity.
- Designation as a Municipal Historic Resource helps protect and preserve local heritage sites, enriches local history and can be leveraged as an economic development opportunity by driving heritage-based tourism.
- "Clusters" of Historic Resource are attractive tourism destinations, as well as advantageous for granting purposes.

DISADVANTAGES

- Designation as a Municipal Historic Resources places certain restrictions on the use and development of the resource.
- Once a heritage asset is designated as a Municipal Historic Resource, any repairs, additions, or other work altering the structure will require a Heritage

	<p>Resource Intervention Permit to be issued by Smoky Lake County prior to work commencing.</p> <ul style="list-style-type: none"> Any proposed alterations, additions or any other work must conform to, and protect, the Character Defining Elements contained within the designating bylaw.
ALTERNATIVES	<ul style="list-style-type: none"> Defer the proposed Bylaw 1384-20 Refuse the proposed Bylaw 1384-20 and do not designate as a Municipal Historic Resource.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Nil.
COMMUNICATION STRATEGY	Nil.
RECOMMENDATION	
<p>That Smoky Lake County Council give Bylaw 1384-20: A Bylaw Designating the Rubuliak Ukrainian House (Plan 9720834, Lot 2) as a Municipal Historic Resource, FIRST READING, SECOND READING, PERMISSION for THIRD READING, and THIRD and FINAL READING.</p>	
CHIEF ADMINISTRATIVE OFFICER	

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW 1384-20**

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF
DESIGNATING THE RUBULIAK UKRAINIAN HOUSE AS A MUNICIPAL HISTORIC RESOURCE.

WHEREAS Section 26 and 27 of the Alberta *Historical Resources Act*, R.S.A. 2000, c. H-9, as amended, permits the Municipal Council of a municipality to designate any heritage resource within a municipality whose preservation it considers to be in the public interest as a Municipal Historic Resource, upon giving notice to the Owner of the Resource in accordance with the *Historical Resources Act*.

AND WHEREAS the Council of Smoky Lake County has determined that the property legally described as:

Land Title No. 112 411 042

Plan 9720834, Lot 2

EXCEPTING THEREOUT ALL MINES AND MINERALS

is a site of architectural, historical, cultural, environmental, archeological, paleontological, aesthetic and/or scientific value;

AND WHEREAS not less than sixty (60) days after notifying the resource owner of this bylaw, the Council of Smoky Lake County may by bylaw designate any historic resource within the municipality whose preservation it considers to be in the public interest, together with any land in or on which it is located that may be specified in the bylaw, as a Municipal Historic Resource. A Council that designates an historic resource as a Municipal Historic Resource shall:

- a) cause a copy of the bylaw to be served on the owner of the historic resource and on the owner of any land that will be subject to the bylaw; and
- b) if the bylaw relates to or includes any land, cause a certified copy of the bylaw to be registered at the land titles office.

NOW THEREFORE that the Council of Smoky Lake County in the Province of Alberta, having complied with the *Historical Resources Act*, and duly assembled, hereby enacts as follows:

1. The property known as the Rubuliak Ukrainain House, located on lands legally described as Plan 9720834, Lot 2 (1.21 hectares; 2.99 Acres more or less) is hereby designated a Municipal Historic Resource with the County as described in **Schedule "A"**.
2. Council wishes to protect and preserve the original character of the Rubuliak Ukrainian House, while encouraging changes that will make the related buildings and structures functional. The Historic Resource shall not be removed, destroyed, disturbed, altered, rehabilitated, repaired or otherwise permanently affected, other than in accordance with the terms outline in **Schedule "B"**.
3. The administration of this bylaw shall be under the management and control of the Development Authority of Smoky Lake County.
4. This bylaw shall come into effect after third and final reading.

NOTICE HAVING BEEN GIVEN THIS 28th DAY OF August, AD 2020.

READ A FIRST TIME IN COUNCIL THIS ___ DAY OF _____, AD 2020.

READ A SECOND TIME IN COUNCIL THIS ___ DAY OF _____, AD 2020.

READ A THIRD AND FINAL TIME WITH UNANIMOUS CONSENT IN COUNCIL THIS ___ DAY OF _____, AD 2020.

Craig Lukinuk
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer

SCHEDULE "A"

This Statement of Significance forms Schedule "A" to Bylaw 1369-20 and provides a *Description of the Historic Place*, explains the *Heritage Value* of the building and identifies, by written description and photographs, those *Character Defining Elements* of the Rubuliak Ukrainian House which are regulated by the "General Guidelines for Conservation" (Schedule "B") and must be preserved (the "Regulated Character Defining Elements").

STATEMENT OF SIGNIFICANCE

RUBULIAK UKRAINIAN HOUSE

Plan 9720834, Lot 2

1.21 hectares (2.99 acres more or less)

Description of Heritage Place

The Rubuliak house built in rural Ukrainian style (circa 1920) is located within the Victoria district National Historic Site in Smoky Lake County.

This pattern of design is characteristic of the Ukrainian homes with a rectangular shape, a central doorway with windows on either side on the long façade and a medium steep-pitched roof. Orientation of the house has the longer face running east west with the door facing south to guard against northwest winds, typical of Ukrainian rural farmhouses using knowledge about the environment. Construction was of round logs with chinking to fill gaps between logs. North and south facing facades were covered in straw and mud plaster while east and west walls with gable ends had vertical boards. This method of construction which guards against weather was typical of Ukrainian farmhouses in the early part of the twentieth century.

This one-and-a-half story rectangular house whose high-pitched gable roof encloses the rafter tails with projecting eaves. Two large rooms are separated by a central hallway.

Some construction details give clues to the background of the builder and evolution of Ukrainian vernacular architecture. One example is an angled overhang at the bottom of the gable, called a pent, extends precipitation run-off away from the outside wall. Unique elements can be seen in the exterior details such as molded lintels, a decorative piece above the windows.

Heritage Value

The farmhouse illustrates:

- pattern of settlement within the Victoria District representing the vernacular Ukrainian architecture, and
- evolution of construction after the small immediate shelter to a larger home built during the period of development as families grew in size and when quality of construction materials and time became available.

Though the house had to be moved to preserve its existence and stand as an excellent example of its type, this farmhouse directly relates to one of the reasons for national designation of Victoria District.

Character Defining Elements

Key elements that define the building's character are listed below.

Exterior:

- skirt roof
- pent around gable
- bellyboard around perimeter of building with drip ledge
- cedar shingles on gable
- clapboard siding
- moulded lintels

Interior:

- Wood plank and hardwood floors
- Original window casings and five panel doors
- Lime plaster walls
- Wood slat ceiling
- Steep stairway to attic
- Clay layer on attic floor presumed to be insulation

Sources:

- CDS Inc., Alberta Site Form June 12th 2011
- Survey and Inventory of Historical Assets of the Victoria District, March 2008
- Public Works and Government Services Canada, Cultural Landscape Inventory and Analysis
- John Lehr, Occasional Paper No. 1 Ukrainian Vernacular Architecture In Alberta 1976

Photographic Detail



SCHEDULE "B"

This is Schedule "B" to Bylaw 1384-20 and identifies the "General Guidelines for Conservation" for the Rubuliak Ukrainian House.

GENERAL GUIDELINES FOR CONSERVATION

1. Approval of Development Alterations

As per Section 26 (6) of the Alberta Historical Resources Act, notwithstanding any other Act, no person shall destroy, disturb, alter, restore or repair a Historic Resource or remove any historic object from a Historic Resource that has been designated under this Section, without the written approval from Council or a person appointed by Council for that purpose.

Council appoints an approving Authority to protect the integrity of this municipal heritage resource to whom the Applicant shall submit a Heritage Resource Intervention Permit Application for any proposed restoration/changes to the structure. Any development or alterations affecting the Bellis Firehall shall respect and conserve the heritage value and character defining elements identified in the Statement of Significance, in accordance with the below General Guidelines for Conservation and as recommended in the Standards and Guidelines for the Conservation of Historic Places.

2. Compatible Uses

Wherever possible, the use of the Municipal Historic Resource shall be compatible with the existing building such that minimal changes are required to the building. The use of the Municipal Historic Resource for its original purpose is desirable.

3. Original Character

The original distinctive qualities and character of the building as designated by the Municipal Historic Resource Bylaw should be preserved. The removal or alteration of any historical materials or features shall be avoided whenever possible.

4. The Historic Period

The Municipal Historic Resource should be recognized as a product of its own time. Alterations which are not based on historical fact or which recreate an earlier or later idiom shall be discouraged.

5. Witness to Change

Changes to the Municipal Historic Resource may have occurred over time. These alterations are evidence of the history and development of the building. Because this evolution may have acquired significance in its own right, alterations to the original building should be recognized and respected where indicated.

6. Repair and Replacement

Deteriorated architectural features shall be repaired rather than replaced wherever possible. Where replacement is necessary, the new material should match the original as to composition, colour, texture, design, etc. The repair or replacement of architectural features shall be based on a sound knowledge of the original characteristics of the features. Such knowledge shall be based on historical or pictorial evidence and not upon conjecture.

7. Style and Craftsmanship

Distinctive stylistic features and examples of skilled craftsmanship that have been designated by the Municipal Historic Resource Bylaw shall be preserved and treated sensitively.

8. Cleaning

In all cases, surface cleaning shall be undertaken with the gentlest means available. Sandblasting in particular, but also other cleaning methods, damage historic integrity and should not be undertaken without thorough testing prior to use on a building. Sandblasting is not recommended on brick, stone or wood. In all instances, it should be ascertained that a building exterior is really in need of cleaning

prior to undertaking the work.

9. Reversibility of Improvements

When the introduction of new elements or materials is necessary to stabilize or preserve a municipally designated Historic Resource, alterations shall be undertaken such that the new materials, should they fail, may be removed at a later date without damage to the original fabric of the Municipal Historic Resource. Where this is not possible (i.e. use of epoxy), only those methods and materials that have been thoroughly tested and found satisfactory in situ shall be used.

10. Recording

Prior to undertaking any alterations, particularly in cases where alterations may threaten the building fabric (underpinning and moving structures), the Applicant shall compile a complete record of the architectural features of the Municipal Historic Resource. Measured drawings and photographs of details may prove invaluable if major features are damaged or lost during the subsequent repair work.

11. Original Construction Details

In some historic structures, poor construction details or inappropriate materials resulted in rapid deterioration of certain building elements. In these instances, accurate restoration of the original detail will inevitably result in the failure of the element. Therefore, restoration of the resource should be undertaken in such a fashion as to duplicate the original appearance as closely as possible while using details based on sound construction practice.

12. Enforcement

This Bylaw may be enforced, and the contravention of any provisions contained herein restrained, by the Court of Queen's Bench of Alberta upon action brought by Council, whether or not any penalty has been imposed for contravention. If the Development Authority finds that a person is in contravention of this Bylaw, the Development Authority may, by written order, require the person responsible for the contravention to remedy it if the circumstances so require. The order may:

- (a) direct a person to stop doing something, or to change the way in which the person is doing it;
- (b) direct a person to take any action or measures necessary to remedy the contravention of the Bylaw, including the removal or demolition of a structure or part of a structure that has been erected or placed in contravention of the Bylaw, and, if necessary, to prevent a re-occurrence of the contravention;
- (c) state a time within which the person must comply with the directions;
- (d) state that if the person does not comply with the directions within a specified time, the municipality will take the action or measure at the expense of the person.

13. Improvements

Prior to undertaking any improvements, an Application for a Heritage Resource Intervention Permit must be submitted to Smoky Lake County. The Application shall include phasing of alterations where necessary due to program or budget restrictions. The type and timing of both short and long term maintenance work should also be included.

14. Codes

At no time should the life and safety of occupants of a Municipal Historic Resource be deemed of lesser importance than the preservation of the original fabric of the Municipal Historic Resource. The required life and safety standards are those required by the current Alberta Building Code. However, notwithstanding these Code requirements, where the essential character of the structure is threatened by changes for Code reasons, every effort shall be made to achieve an equivalent safety standard by alternate means so as to minimize the impact on the historic fabric.

15. Signs

As a general rule, signs should be limited to signs that were originally present on the building. In instances where new use or interpretive functions dictate the use of additional signs, these new elements should be integrated into the general design of the project. The size, typeface, graphics and materials should be chosen to suit the period of the Municipal Historic Resource, wherever possible. All signs must conform to the Smoky Lake County Land Use Bylaw.

16. Claims

All covenants, undertakings, obligations, and conditions set out in this Bylaw shall constitute covenants running with the Lands and the County may register a Caveat at the Land Titles Office against the Lands to protect its interest under this Bylaw. Smoky Lake County may grant a postponement of the caveat as to any of the land in development. Smoky Lake County will discharge the caveat promptly upon the acceptance of the various matters required to be performed by the Developer under this Bylaw.

The Developer shall indemnify and save harmless the County from any and all losses, costs, damages, actions, cause of actions, suits, claims and demands resulting from anything done or omitted to be done by the Developer in pursuance or purported pursuance of this Bylaw.

17. Consent

This bylaw is hereby agreed to by the Registered Owner of the Certificate of Title No. 112 411 042. Furthermore, the Registered Owner consents to having this bylaw registered by way of a caveat on said Certificate of Title.

NOREEN RUTH EASTERBROOK
OWNER

DONALD JAMES KLYM
OWNER



REQUEST FOR DECISION		DATE	December 10, 2020	4.4
TOPIC	Bylaw #1386-20: Amendment to Land Use Bylaw 1272-14 to address Recreational Vehicles (RVs), Campgrounds, Campsites, Recreational Vehicle Parks, Shipping Containers & Tiny Homes.			
PROPOSAL	<p>To amend Smoky Lake County Land Use Bylaw 1272-14 by revising the provisions pertaining to recreational vehicles (RVs), campgrounds, campsites, recreational vehicle parks, shipping containers & tiny homes, within Smoky Lake County. The proposed Bylaw 1386-20 is attached for reference.</p> <p>© Attachment 1</p>			
BACKGROUND	<p>The Planning and Development Department has been made aware of numerous examples of campsites/campgrounds/RV parks located throughout the County where no Development Permits have been issued. In many instances, these unauthorized developments are not able to be properly authorized via the Land Use Bylaw because these developments are not listed as a Permitted nor Discretionary Use in most Land Use Districts under the Land Use Bylaw.</p> <p>The Planning and Development Department has also spoken with a number of developers who wish to develop campgrounds/RV parks. © Attachment 2</p> <p>Smoky Lake County Council wishes to address these deficiencies by providing greater clarity around campsites/campgrounds/RV parks and recreational vehicles, and by establishing a process whereby the Development Authority would be able to consider applications for these uses, and to establish conditions that could be enforced for these types of developments.</p> <p>The Planning and Development Department has also experienced an increase in the number of development permit applications for shipping containers in recent months as many residents are responding to increased theft and are looking for more secure means of storing their property. Moreover, shipping containers are easily purchased and are structurally sound, making them a popular choice for storage and for the construction of dwellings. The current provisions in the Land Use Bylaw #1272-14 are convoluted and difficult to interpret. The Planning and Development Department proposes to revise these provisions to provide clarity to residents.</p> <p>The Planning and Development Department has also received a number of inquiries regarding the possibility of developing tiny homes within the County. Currently, the County's Land Use Bylaw #1272-14 requires a minimum ground floor area of between 600.0 square feet and 750.0 square feet, depending on dwelling type. The Planning and Development Department has received inquiries regarding whether smaller dwellings would be permissible. The Planning and Development Department proposes adding a definition for "tiny homes" and to eliminate the minimum ground floor area requirements for such dwellings.</p> <p><u>March 15, 2019 – Committee of the Whole Meeting for Planning</u></p> <ul style="list-style-type: none"> • A Committee of the Whole meeting was held to discuss complaints surrounding unauthorized campgrounds and noise issues respecting recreational vehicles. • Motion 496-19: <i>"That Smoky Lake County Council recommend administration to provide information on the current status of "makeshift" campgrounds first, prior to proceeding with a Noise Bylaw concept."</i> <p><u>April 9, 2019 – Committee of the Whole Meeting for Planning</u></p> <ul style="list-style-type: none"> • A Committee of the Whole meeting was held to discuss complaints surrounding unauthorized campgrounds and noise issues respecting recreational vehicles. • Motion 564-19: <i>"That Smoky Lake County Council defer further discussion in regard to addressing noise issues resulting from non-permitted campgrounds and recurring disruptive recreational gatherings within Smoky Lake County, to a future Council meeting."</i> 			
EXISTING LANGUAGE IN LAND USE				

BYLAW 1272-14

July 20, 2020 – Committee of the Whole Meeting for Planning

- A Committee of the Whole meeting was held to discuss complaints surrounding unauthorized campgrounds, recreational vehicles and temporary permitting.
- **Motion 947-20:** *“That Smoky Lake County Council recommend administration proceed to prepare an amendment to the Land Use Bylaw No. 1272-14, in regards to campgrounds and recreational vehicles, to include separate definitions for minor, intermediate, and major campgrounds, as well as to further define a recreational vehicle (RV) and RV storage facilities; and, recommend administration proceed to research and prepare information in regard to options for temporary permits for additional RVs placed on lake lots and fees for campground development permits.”*

October 29, 2020 – Committee of the Whole Meeting for Planning

- A Committee of the Whole meeting was held to discuss complaints surrounding unauthorized campgrounds and noise issues respecting recreational vehicles.
- A draft amendment (Bylaw 1386-20) to Land Use Bylaw 1272-14 was presented to the Committee for discussion.
- **Motion 117-20:** *“That Smoky Lake County Council recommend the draft amendment to Land Use Bylaw No. 1272-14 for the purpose of regulating Recreational Vehicles (RVs) and Campsites, be brought forward to the next County Council Meeting for consideration of First Reading.”*
- **Motion 118-20:** *“That Smoky Lake County Council recommend the draft amendment to the Land Use Bylaw No. 1272-14 for the purpose of provisions relating to the use of shipping containers in respect to allowable placement, length, number of shipping containers permissible, and utilization of shipping containers as building material, which provides clarity, transparency, and fairness for prospective developers, be brought forward to the next Council Meeting for consideration of First Reading.”*
- **Motion 119-20:** *“That Smoky Lake County Council recommend drafting a Bylaw to amend the Land Use Bylaw No. 1272-14, for the purpose of adding a definition for “Dwelling, single detached, tiny” under Section 1.7 – Definitions/Interpretations; and to add “Dwelling, single detached, tiny” as a “Permitted Use” under the AG, A1, R1, R2, R3 & HG Land Use Districts; and to add “Dwelling, single detached, tiny” as a “Discretionary Use” under the C1 & C2 Land Use Districts; and to add a subsection for “Tiny Dwellings” under Section 7 – Special Provisions, containing specific provisions for the development of Tiny Dwellings, to provide increased clarity, transparency, and fairness for prospective developers and allow the County’s Development Authority to respond favorably to an increasingly popular housing market trend, as well as to provide additional options for residential development that reflect changing consumer priorities and new economic realities; and bring the said draft bylaw forward to a future Meeting of Council.”*

Existing Provisions in the Land Use Bylaw #1272-14

1.7 INTERPRETATIONS/DEFINITIONS

42. “Camp site” means a specified area or site within a basic campground, recreational vehicle park, or other recreational area intended for occupancy by tents, or recreational vehicles on a limited, short-term basis. This does not include sites of parcels for manufactured homes, cabins, motels, hotels or boarding houses;

43. “Campground, basic” means a development consisting of four (4) or more camp sites used for a range of overnight accommodation, from tenting to un-serviced trailer sites, including accessory facilities that support the use, such as administration offices, laundry facilities, washrooms, support recreational facilities, but not including the use of manufactured homes, trailers or other forms of moveable shelter on a permanent year-round basis;

44. Campground – recreational vehicle” means a development consisting of sites for the location of four (4) or more recreational vehicles, to be used for overnight accommodation and may also include a development consisting of two (2) or more camp sites used for tenting, including accessory facilities that support the use, such as

administration offices, laundry facilities, washrooms, support recreational facilities, but not including the use of manufactured homes, trailers or other forms of moveable shelter on a permanent year-round basis;

209. "Recreational use" means a development providing for commercial or non-commercial leisure activities located to take advantage of the natural setting. Without restricting the generality of the foregoing, this shall include:

A. Non facility oriented recreational activities such as hiking, cross country skiing, rustic camping and other similar uses; and

B. Facility oriented recreational activities such as picnic grounds, swimming beaches, boat launches, parks and other similar uses.

Recreational uses may include, at the discretion of the Development Authority, active and passive recreation;

210. Recreational vehicle" means a vehicular type unit primarily designed as temporary living quarters for recreational camping, or travel use, which either has its own motor or is mounted or drawn by another vehicle. Among other vehicles, travel trailers, camping trailers, truck campers, fifth wheels, and motor homes are recreational vehicles;

211. "Recreational vehicle park" means any lot on which four (4) or more recreational vehicle sites are located, established or maintained for occupancy by recreational vehicles of the general public as temporary living quarters for recreation or vacation purposes. Occupancy of the recreational vehicles located within the park is not to exceed a maximum of six (6) months of any calendar year. The park may include accessory facilities for the use of the occupants as well as a permanent residence for the owner/operator of the park;

212. "Shipping container" means a container which is used as a storage vault and includes sea/land/rail containers.

7.2 BASIC CAMPGROUNDS

1. Where a campground proposal will ultimately exceed sixty (60) campsites and/or cabins and is located on a parcel greater than 8.0 ha (19.8 ac.), a development concept plan for the development of the entire tract of land shall be submitted and approved by the Development Authority prior to submitting a development permit application for any site specific development. The development concept plan shall include detailed plans and specifications (i.e. servicing, traffic, environmental considerations, etc.) for the initial stage, as well as any subsequent stages of development.

2. A minimum of 10% of the gross lot area of the campground shall be set aside for common recreation area and shall be developed and maintained as a park, playground or other usable open space. No portion of any other use and/or facility shall be included in this area.

3. Visitor parking shall be provided in common areas within a campground area, to the satisfaction of the Development Authority.

4. All campgrounds shall be provided with safe and convenient vehicular access and all roadways within a campground shall be of a surface and standard acceptable to a Development Officer for the purposes of accommodating emergency, fire and maintenance vehicles.

5. Within a campground development, the roadway system will be sensitive to the topography and site characteristics of the site and shall be "signed" to avoid confusion.

6. All campsites shall be accessible by means of an access at least 3.0 m (9.8 ft.) in width where the access is for one-way traffic, or at least 6.0 m (19.7 ft.) in width where the access is for two-way traffic.

7. Trees and natural vegetative cover shall not be removed without an approved development permit, or development concept plan. The Development Authority may prevent the removal of trees or shrubs adjacent to environmentally sensitive areas.

8. Any adjoining residential area(s) shall be screened by a solid fence or year-round vegetation with a minimum height of 2.0 m (6.6 ft.), to the satisfaction of the Development Authority.

9. Fires are permitted only in facilities which have been provided for such purpose or where open fires are allowed by the County's fire department.

10. Fireplaces, fire pits, charcoal and other barbecue equipment, wood burning stoves, or any other cooking facilities shall be located, constructed, maintained and used to minimize fire hazard and smoke nuisance in the campground and the neighbouring properties.

11. Fire extinguishers capable of dealing with electrical and wood fires shall be kept in all service buildings.

12. A suitable ingress and egress shall be provided so that every campground may be readily serviced in emergency situations. 24-hour emergency communications services (i.e. telephones) shall be provided.

13. Pedestrian walkways having a width of not less than 1.2 m (3.9 ft.) shall be provided from campground stalls to all service buildings, facilities, refuse collection areas and recreation areas. The walkways shall be well drained, well lighted, and the surface shall be constructed of a standard to the satisfaction of the Development Authority.

14. The storage, collection and disposal of solid waste in campgrounds shall be conducted as to create no health hazards, rodent harbourage, insect breeding areas, or accident or fire hazards. Individual or grouped refuse containers must be screened to the satisfaction of the Development Authority.

15. Campgrounds with less than sixty (60) campsites and no permanent cabins shall be required to provide sewage disposal and water service facilities to the satisfaction of the Development Authority.

16. Campgrounds with more than sixty (60) campsites and with permanent cabins shall provide onsite services as follows:

A. A water supply system shall be provided for each campsite designed to accommodate the campground user occupying a self-contained recreational vehicle or a cabin and shall be connected to a community water supply system. The water system for a campground shall be constructed to the satisfaction of the County Engineer and the Development Authority in accordance with all applicable Provincial and County Regulations.

B. Alternatively, a campground may provide one or more easily accessible water supply outlets for filling potable water storage tanks. The water supply outlets shall be located within 100.0 m (328.1 ft.) of the campsites. The water supply outlets shall be constructed to the satisfaction of the County Engineer and the Development Authority in accordance with all applicable Provincial and County regulations.

C. An adequate and safe sewage disposal system shall be provided in a campground for each campsite designed to accommodate the campground user occupying a self-contained vehicle or cabin and shall be connected to a community sewage system and/or sanitary dumping station, to the satisfaction of the Development Authority. The sewage disposal system in a campground shall be constructed to the satisfaction of the County Engineer and the Development Authority and shall comply with all applicable Provincial and County regulations, and shall be maintained to the standards of the regulatory approvals.

D. A campground shall be provided with sanitary dumping stations in the ratio of one for every one hundred recreational vehicles spaces or fractional part thereof. The sanitary dumping stations shall be designed and maintained to County regulations and standards to the satisfaction of the County Engineer and the Development Authority. Each station shall provide a water outlet, with the necessary appurtenances connected to the water supply system to permit periodic wash down of the immediate adjacent areas. A sign shall be posted near the water outlet indicating that this water is for flushing and cleaning purposes only. Sanitary stations shall be separated from any campsite or cabin by a distance of not less than 20.0 m (65.6 ft.).

E. In no case shall less than one (1) toilet and lavatory be provided for each gender for every ten (10) campsites.

17. Campgrounds, containing campsites, cabins, hotels and or motels are considered temporary occupancies, and subsequently, the maximum occupancy is two hundred and forty (240) days per calendar year.

18. The minimum size for a campsite is:

- A. 10.0 m (32. ft.) in width;
- B. 25.0 m (82.0 ft.) in depth; and
- C. 325.0 sq. m (3,500 sq. ft.) in area.

19. A recreation vehicle/travel trailer on a campsite shall be separated a minimum of 3.0 m (9.8 ft.) from:

- A. another recreation vehicle/travel trailer on an adjacent site;
- B. other structures; and
- C. an interior roadway.

20. Each campsite shall provide two parking spaces on the campsite.

21. All campsites shall be required to provide an acceptable form of ground cover to prevent erosion. Natural vegetation shall not be removed from campsites without an approved development permit. The Development Authority may prevent the removal of trees or shrubs adjacent to environmentally sensitive areas.

7.22 RECREATIONAL USES

1. Recreational development shall be require to:

- A. maintain an open space buffer of sufficient size and composition to act as a visual and noise barrier from adjacent uses which may be incompatible; and

B. install, when necessary, adequate on-site water supply and sewage disposal system which have been approved by the authority having jurisdiction.

7.23 RECREATIONAL VEHICLE CAMPGROUNDS

1. Development of roads, facilities, and recreational vehicle sites shall occupy no more than two-thirds of the proposed site, leaving a minimum of one-third of the site in its natural state (or landscaping one-third to the satisfaction of the Development Authority).
2. Campgrounds should be designed and landscaped to minimize disturbance to the natural environment and to protect heavy use areas from damage.
3. The entire site design shall be at the discretion of the Development Authority.
4. Where the campground directly adjoins a residential area, adequate screening or fencing shall be provided, to the satisfaction of the Development Authority.
5. A sufficient number of picnic tables, fire pits, and garbage cans shall be provided to accommodate the design capacity of the campground. Exact numbers shall be at the discretion of the Development Authority.
6. On recreational vehicle campgrounds located next to a lake, if boat launching and swimming facilities are not provided, alternative locations for same should be indicated on a map or sign on the site.
7. An adequate potable water supply and sewage disposal facilities shall be provided in accordance with Provincial regulations and/or the Safety Codes Act, as applicable.
8. A portion of the campsites should be serviced by electrical, water or sewage disposal hookups.

7.24 RECREATIONAL VEHICLE PARKS

1. Each recreational vehicle parking stall shall be a minimum width of 10.0 m (32.8 ft.) and a minimum area of 25.0 sq. m (2691.0 sq. ft.).
2. As a condition of approval, the Development Authority shall require the developer to obtain necessary permits and approvals from all regulatory authorities and agencies having jurisdiction, including and necessary approvals pursuant to the Alberta Safety Codes Act that may be applicable.
3. As a condition of approval, the Development Authority may require that the developer construct, upgrade, or pay to construct or upgrade necessary municipal infrastructure to service the development.
4. All internal roads shall be the responsibility of the Developer for both construction and future maintenance. Also, internal roads shall have a minimum of a 6.0 m (20.0 ft.) usable top, except for one-way roads, which shall have a minimum of a 3.7 m (12.0 ft.) usable top.
5. The developer shall provide on-site potable water supply which meets all applicable provincial water requirements.
6. The developer shall provide sewage disposal facilities in accordance with the County's servicing requirements as well as all applicable provincial regulations.
7. As a condition of approval, the Development Authority shall require the developer to

obtain any necessary permits and approvals from all regulatory authorities and agencies having jurisdiction over this type of development.

8. The developer shall be required to enter into a development agreement with the County as a condition of development approval. The development agreement will include provisions requiring the developer to construct, upgrade, or pay to construct or upgrade the necessary County roads to access the development when determined necessary by the Development Authority.

9. The developer shall designate an area equivalent to ten (10%) percent of the total recreational campground area as a playground. This area is to be clearly marked and free from all traffic hazards.

10. All stalls shall maintain a minimum setback of 30.0 m (98.4 ft.) from the shoreline of any body of water.

11. The maximum number of recreational vehicles permitted per stall shall be one (1).

12. A site plan detailing the protection of existing treed areas and site topography is required prior to issuance of a development permit.

13. Spaces for day use, picnicking and similar activities shall be suitably organized, clearly marked and constructed to the satisfaction of the Development Authority.

14. All other site requirements shall be as required by the Development Authority.

15. Minimum Yard Setbacks:

A. Front, side, corner and rear yard setbacks shall be 7.6 m (25.0 ft.) or 10% of the lot width, whichever is lesser.

7.25 RECREATIONAL VEHICLES

1. The year-round placement of 2 (two) recreational vehicles on a parcel in Multi-Lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential (R3) or Hamlet General (HG) Districts is allowed without a development permit.

2. Additional recreational vehicles shall be permitted within the Multi-Lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential (R3) or Hamlet General (HG) Districts for a maximum of four (4) consecutive days.

3. No recreational vehicle shall be permanently connected to any utility or municipal service, such as power, gas, water supply, or sanitary sewage disposal facilities unless the recreational vehicle is located in an approved recreational vehicle park.

4. This section does not apply to the placement of recreational vehicles in the Agriculture District (AG), Victoria Agriculture District (A1), Highway Commercial District (C1), Victoria Commercial District (C2), Industrial District (M1), Rural Industrial District (M2), Institutional & Community District (P), Direct Control District (DC), and Direct Control Landfill District (DC1).

7.26 RECREATIONAL VEHICLES LOCATED IN RECREATIONAL VEHICLE CAMPGROUNDS

1. No recreational vehicle, whether located within a recreational trailer park or on a lot, may have associated with it any more than two (2) accessory structures, buildings, or other paraphernalia, in addition to fences, benches, fire pits, and picnic tables. A small shed with a maximum size of 18.58 sq. m (200 sq. ft.), and a screened or roofed patio around or beside the recreational vehicle is permitted.

2. No structure accessory to a recreational vehicle shall be used as sleeping quarters.
3. Except for a recreational vehicle on a lot, the total gross floor area or ground area covered by all accessory structures, buildings or other paraphernalia (other than those indicated in subsection 7.26(1) shall not exceed 50% of the RV lot size.

7.34 SHIPPING CONTAINERS

1. A maximum of one (1) shipping container may be allowed, at the discretion of the Development Authority on residential use parcels 0.4 ha (1.0 ac) or smaller in area.
2. The placement of a shipping container on any residential use parcel 0.4 ha (1.0 ac) or smaller in area requires a development permit.
3. The maximum number of shipping containers that may be placed on an agricultural, commercial or industrial use parcel is at the discretion of the Development Authority.
4. Notwithstanding any other provision in this Bylaw, in the Agriculture District on parcels larger than 0.8 ha (2.0 ac) in area a maximum of two (2) shipping containers may be placed on a parcel without a development permit.
5. If a temporary development permit for a shipping container has been approved by the Development Authority then the shipping container may be placed on a site for a period of six (6) months. After that period has expired the developer will be required to apply to the County for an extension for the permit. Extensions may be issued for up to six (6) month intervals at the discretion of the Development Authority.
6. Shipping containers may not be stacked. The maximum height for a shipping container allowed on a parcel is 3.0 m (10.0 ft.).
7. Shipping containers located in a residential district may be a max of 6.0 m (20.0 ft.) in length.
8. The exterior finish of a shipping container sited within a commercial or residential district must be consistent with the finish of the primary building.
9. Shipping containers cannot be used as a dwelling, bunk house or a guest house within the County.
10. No human or animal habitation will be permitted within a shipping container.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

Smoky Lake County Strategic Plan 2018-2020
Strategic Priorities and Tactics

- 1.0 Good planning that supports growth
 - 1.1 – Land Use Bylaw Changes

The proposed Bylaw 1386-20 will address the uncertainty surrounding the current provisions for recreational vehicles (RVs), campgrounds, campsites and recreational vehicles parks in the County's Land Use Bylaw 1272-14, providing greater clarity to developers and the general public. The goal of the proposed Bylaw is allow for the development of campgrounds and recreational vehicles parks in an efficient manner, and to allow the County to place certain restrictions on the development of these uses to protect the environment and public safety.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Municipal Government Act

When to hold public hearing

230(1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,

- (a) before second reading of a the bylaw, or

(b) before council votes on the resolution.

(2) When this or another enactment requires a public hearing to be held on a proposed bylaw or resolution, council must

(a) give notice of the public hearing in accordance with section 606, and

(b) conduct the public hearing during a regular or special council meeting.

(3) A council may by bylaw establish procedures for public hearings.

(4) In the public hearing, council

(a) must hear from any person, group or persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and

(b) may hear any other person who wishes to make representations and whom the council agrees to hear.

(5) After considering representations made to it about a proposed bylaw or resolution at the public hearing and after considering any other matter it considers appropriate, the council may

(a) pass the bylaw or resolution,

(b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or

(c) defeat the bylaw or resolution.

(6) The minutes of the council meeting during which the public hearing is held must record the public hearing to the extent directed by the council.

Requirements for advertising

606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be

(a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution, or other thing relates, or in which the meeting or hearing is to be held,

(b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or

(c) given by a method provided for in a bylaw under section 606.1.

(3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.

(4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.

(5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

(6) A notice must contain

(a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,

(b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,

(c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and

(d) in the case of a meeting or public hearing, the date, time and place where it will be held.

(7) The certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.

(8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

Planning bylaws

692(1) Before giving second reading to

(a) a proposed bylaw to adopt an intermunicipal development plan,

(b) a proposed bylaw to adopt a municipal development plan,

(c) a proposed bylaw to adopt an area structure plan,

(d) a proposed bylaw to adopt an area redevelopment plan,

(e) a proposed bylaw to adopt a land use bylaw, or

(f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),

a council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with section 606.

(2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.

(3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,

(a) councils may hold a joint public hearing to which section 184 does not apply, and

(b) municipalities may act jointly to satisfy the advertising requirements of section 606.

(4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements of subsection (1),

(a) include in the notice described in section 606(2)

(i) the municipal address, if any, and the legal address of the parcel of land, and

(ii) a map showing the location of the parcel of land,

(b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown on the assessment roll of the municipality, and

(c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.

(5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.

(6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.

(6.1) Subsection (1)(f) does not apply in respect of a proposed bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.

(7) In this section,

(a) "adjacent land" means land this is contiguous to the parcel of land that is being redesignated and includes

(i) land that would be contiguous if not for a highway, road, river or stream, and

(ii) any other land identified in the land use bylaw as adjacent land for the purpose of notification under this section;

(b) "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.

(8) If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must

(a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and


(b) decide whether or not to proceed with consultation.

(9) If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.

BENEFITS

County will be able to:

- Provide clarity, transparency and fairness to prospective developers who wish to develop a campground or recreational vehicle park or tiny home, or place a shipping container.
- Ensure the efficient processing of development permit applications for campgrounds, recreational vehicle parks, tiny homes and shipping containers.
- Ensure that campgrounds and recreational vehicle park developments are developed in a way that is environmentally responsible and that protects public health and safety and the public interest.

DISADVANTAGES	<ul style="list-style-type: none"> Expanding the number of land use districts where campgrounds/recreational vehicle parks are "Discretionary Uses" may upset some landowners. "Discretionary Uses" are subject to a 21-day appeal period which may create challenges to developers and increase staff time/costs devoted to these applications.
ALTERNATIVES	<ul style="list-style-type: none"> Refuse the proposed amendment. Propose a different amendment that remains consistent with spirit of the intended outcomes of the proposed changes.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs:	\$1,000 advertising costs Capital Costs: _____
Budget Available:	_____ Source of Funds: _____
Budgeted Costs:	_____ Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> Nil.
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> If First Reading of the proposed bylaw is given, a Notice of Public Hearing will be advertised in the local newspapers (The Smoky Lake Signal & The Redwater Review) for two (2) consecutive weeks, as well as being posted on the County's website (www.smokylakecounty.ab.ca), the County's social media platforms and at the County office.
RECOMMENDATION	
<p>That Smoky Lake County Council give FIRST READING to Bylaw 1386-20: Amendment to Land Use Bylaw 1272-14 to address Recreational Vehicles (RVs), Campgrounds, Campsites & Recreational Vehicle Parks, and to schedule a Public Hearing to be held at the January, 2021 County Council meeting, once the date of said meeting has been determined, and to advertise said Public Hearing, in the local newspapers for two consecutive weeks, in accordance with section 230 and section 606 of the <i>Municipal Government Act</i>, and on the County's website, social media platforms and at the County office.</p>	
CHIEF ADMINISTRATIVE OFFICER	

Bylaw 1386-20

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1386-20**

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA,
TO AMEND BYLAW 1272-14 BEING THE LAND USE BYLAW FOR SMOKY LAKE COUNTY.**

WHEREAS Council has adopted Smoky Lake County Bylaw 1272-14 to be the Land Use Bylaw;

WHEREAS it is deemed expedient to amend Bylaw 1272-14 as set out in Section 692 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

WHEREAS a Public Hearing has been held pursuant to Section 230 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

WHEREAS said Public Hearing has been advertised pursuant to Section 606 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

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

RECREATIONAL VEHICLES & CAMPSITES

1. The following is to be deleted:

Section 1.7 Interpretation/Definitions

43. "Campground, basic" means a development consisting of four (4) or more camp sites used for a range of overnight accommodation, from tenting to un-serviced trailer sites, including accessory facilities that support the use, such as administration offices, laundry facilities, washrooms, support recreational facilities, but not including the use of manufactured homes, trailers or other forms of moveable shelter on a permanent year-round basis;

44. "Campground - recreational vehicle" means a development consisting of sites for the location of four (4) or more recreational vehicles, to be used for overnight accommodation and may also include a development consisting of two (2) or more camp sites used for tenting, including accessory facilities that support the use, such as administration offices, laundry facilities, washrooms, support recreational facilities, but not including the use of manufactured homes, trailers or other forms of moveable shelter on a permanent year-round basis;

and is to be replaced and renumbered accordingly, with:

"Campground, minor" means an area which has been planned and improved for the seasonal short-term occupancy of up to a maximum of six (6) holiday trailers, motor homes, tents, campers or similar recreational vehicles, and is not used as a year-round storage, or accommodation for residential use. Typical uses include tourist recreational vehicle parks, campsites and tenting grounds and recreational activities, such as picnic grounds, boating facilities and playgrounds.

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“Campground, intermediate” means an area which has been planned and improved for the seasonal short-term occupancy of up to a maximum of nineteen (19) holiday trailers, motor homes, tents, campers or similar recreational vehicles, and is not used as a year round storage, or accommodation for residential use. Typical uses include tourist recreational vehicle parks, campsites and tenting grounds and recreational activities, such as picnic grounds, boating facilities and playgrounds.

“Campground, major” means an area which has been planned and improved for the seasonal short term occupancy of more than twenty (20) holiday trailers, motor homes, tents, campers or similar recreational vehicles, and is not used as a year round storage, or accommodation for residential use. Typical uses include tourist recreational vehicle parks, campsites and tenting grounds and recreational activities, such as picnic grounds, boating facilities and playgrounds.

2. The following is to be deleted:

Section 1.7 Interpretation/Definitions

210. “Recreational vehicle” means a vehicular type unit primarily designed as temporary living quarters for recreational camping, or travel use, which either has its own motor power or is mounted or drawn by another vehicle. Among other vehicles, travel trailers, camping trailers, truck campers, fifth wheels, and motor homes are recreational vehicles;

211. “Recreational vehicle park” means any lot on which four (4) or more recreational vehicle sites are located, established, or maintained for occupancy by recreational vehicles of the general public as temporary living quarters for recreation or vacation purposes. Occupancy of the recreational vehicles located within the park is not to exceed a maximum of six (6) months of any calendar year; The park may include accessory facilities for the use of the occupants as well as a permanent residence for the owner/operator of the park;

and is to be replaced and renumbered accordingly, with:

RECREATION VEHICLE means a vehicle primarily designed as temporary living quarters for recreational camping or travelling, which either has its own motor power or is mounted onto or drawn by another vehicle.

RECREATIONAL VEHICLE – MOTORIZED OR TOWABLE means a recreational vehicle either built on or as an integral part of a self-propelled motor vehicle chassis combining transportation and living quarters in one unit or designed to be towed by a motorized vehicle (car, van or pickup truck). These recreational vehicles are designed to provide temporary living accommodation for travel, vacation or recreational use, which may include sleeping, kitchen, bathroom and systems for fresh and wastewater, electricity, propane, heating, air conditioning and entertainment. They shall have an overall width not exceeding 2.6 m (8 ft. 6 in.), where the width is the sum of the distance from the vehicle centre-line to the outmost projections on each side (including door handles, water connections, etc.) when the vehicle is folded or stowed away for transit.

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Such units include motorhomes, travel trailers, fifth-wheel trailers, folding camping trailers and truck campers.

RECREATIONAL VEHICLE PARK means the planned development used for the seasonal short-term use of recreational vehicles with a higher level of service provided than in a campground. The recreational vehicle park shall not be used as year-round storage, or accommodation for residential use. A Recreational Vehicle Park may be developed in association with related recreational activities; such as hiking or riding trails, picnic grounds, boating facilities and playgrounds.

RECREATIONAL VEHICLE – PARK MODEL RECREATIONAL UNIT (ALSO REFERRED TO AS A “COTTAGE MODEL”) means a recreational vehicle built on a single chassis mounted on wheels which may be removed. The unit is designed to facilitate occasional relocation, with living quarters for a temporary residence or seasonal use and must be connected to those utilities necessary for the operation of installed fixtures and appliances. This type of recreation vehicle has a width greater than 2.6 m (8 ft. 6 in.) in the transit mode. Park Model

Recreational Units require a special tow vehicle and a special permit to move on the road. They conform to the CSA Z-241 Standard for Park Model Recreational Units or another similar CSA standard to be approved by the Development Authority at its sole discretion.

RECREATIONAL VEHICLE – PARK MODEL TRAILER means a recreational vehicle designed to be towed by a heavy-duty tow vehicle but is of restricted size and weight so that it does not require a special highway movement permit. The maximum width when being towed is 2.6 m (8 ft. 6 in.). This type of recreational vehicle is designed for infrequent towing and is not fitted with a 12-volt system for fixtures and appliances. Once on site in the set-up mode, it must be connected to local utilities. The Park Model Trailer is built on a single chassis mounted on wheels and has one or more slide-outs and conforms to the CSA Z-240 Standard for Recreational Vehicles or another similar CSA standard to be approved by the Development Authority at its sole discretion.

RECREATIONAL VEHICLE SALES AND SERVICES means development used for the rental, lease, sale, storage, service, restoration and/or mechanical repair of recreation vehicles, snowmobiles, and all terrain vehicles, and boats.

3. The following is to be deleted:

7.2 BASIC CAMPGROUNDS

1. Where a campground proposal will ultimately exceed sixty (60) campsites and/or cabins and is located on a parcel greater than 8.0 ha (19.8 ac.), a development concept plan for the development of the entire tract of land shall be submitted and approved by the Development Authority prior to submitting a development permit application for any site specific development. The development concept plan shall

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include detailed plans and specifications (i.e. servicing, traffic, environmental considerations, etc.) for the initial stage, as well as any subsequent stages of development.

2. A minimum of 10% of the gross lot area of the campground shall be set aside for common recreation area and shall be developed and maintained as a park, playground or other useable open space. No portion of any other use and/or facility shall be included in this area.

3. Visitor parking shall be provided in common areas within a campground area, to the satisfaction of the Development Authority.

4. All campgrounds shall be provided with safe and convenient vehicular access and all roadways within a campground shall be of a surface and standard acceptable to a Development Officer for the purposes of accommodating emergency, fire and maintenance vehicles.

5. Within a campground development, the roadway system will be sensitive to the topography and site characteristics of the site and shall be "signed" to avoid confusion.

6. All campsites shall be accessible by means of an access at least 3.0 m (9.8 ft.) in width where the access is for one-way traffic, or at least 6.0 m (19.7 ft.) in width where the access is for two-way traffic.

7. Trees and natural vegetative cover shall not be removed without an approved development permit, or development concept plan. The Development Authority may prevent the removal of trees or shrubs adjacent to environmentally sensitive areas.

8. Any adjoining residential area(s) shall be screened by a solid fence or year-round vegetation with a minimum height of 2.0 m (6.6 ft.), to the satisfaction of the Development Authority.

9. Fires are permitted only in facilities which have been provided for such purpose or where open fires are allowed by the County's fire department.

10. Fireplaces, fire pits, charcoal and or other barbecue equipment, wood burning stoves, or any other cooking facilities shall be located, constructed, maintained and used to minimize fire hazard and smoke nuisance in the campground and the neighbouring properties.

11. Fire extinguishers capable of dealing with electrical and wood fires shall be kept in all service buildings.

12. A suitable ingress and egress shall be provided so that every campground may be readily serviced in emergency situations. 24-hour emergency communications service (e.g. telephones) shall be provided.

13. Pedestrian walkways having a width of not less than 1.2 m (3.9 ft.) shall be provided from campground stalls to all service buildings, facilities, refuse collection areas, and

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recreation areas. The walkways shall be well drained, well lighted, and the surface shall be constructed of a standard to the satisfaction of a Development Authority.

14. The storage, collection and disposal of solid waste in campgrounds shall be so conducted as to create no health hazards, rodent harbourage, insect breeding areas, or accident or fire hazards. Individual or grouped refuse containers must be screened to the satisfaction of a Development Authority.

15. Campgrounds with less than sixty (60) campsites and no permanent cabins shall be required to provide sewage disposal and water service facilities to the satisfaction of a Development Authority.

16. Campgrounds with more than sixty (60) campsites and with permanent cabins shall provide onsite services as follows:

A. A water supply system shall be provided for each campsite designed to accommodate the campground user occupying a self-contained recreational vehicle or a cabin and shall be connected to a community water supply system. The water system for a campground shall be constructed to the satisfaction of the County Engineer and the Development Authority in accordance with all applicable Provincial and County regulations.

B. Alternatively, a campground may provide one or more easily accessible water supply outlets for filling potable water storage tanks. The water supply outlets shall be located within 100.0 m (328.1 ft.) of the campsites. The water supply outlets shall be constructed to the satisfaction of the County Engineer and the Development Authority in accordance with all applicable Provincial and County regulations.

C. An adequate and safe sewage disposal system shall be provided in a campground for each campsite designed to accommodate the campground user occupying a self-contained vehicle or cabin and shall be connected to a community sewage system and/or sanitary dumping station, to the satisfaction of the Development Authority. The sewage disposal system in a campground shall be constructed to the satisfaction of the County Engineer and the Development Authority and shall comply with all applicable Provincial and County regulations, and shall be maintained to the standards of the regulatory approvals.

D. A campground shall be provided with sanitary dumping stations in the ratio of one for every one hundred recreational vehicle spaces or fractional part thereof. The sanitary dumping stations shall be designed and maintained to County regulations and standards to the satisfaction of the County Engineer and the Development Authority. Each station shall provide a water outlet, with the necessary appurtenances connected to the water supply system to permit periodic wash down of the immediate adjacent areas. A sign shall be posted near the water outlet indicating that this water is for flushing and cleaning purposes only. Sanitary stations shall be separated from any campsite or cabin by a distance of not less than 20.0 m (65.6 ft.).

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E. In no case shall less than one (1) toilet and lavatory be provided for each gender for every ten (10) campsites.

17. Campgrounds, containing campsites, cabins, hotels and or motels are considered temporary occupancies, and subsequently, the maximum occupancy is two hundred and forty (240) days per calendar year.

18. The minimum size for a campsite is:

- A. 10.0 m (32.8 ft.) in width;
- B. 25.0 m (82.0 ft.) in depth; and
- C. 325.0 sq. m (3500 sq. ft.) in area.

19. A recreation vehicle/travel trailer on a campsite shall be separated a minimum of 3.0 m (98 ft.) from:

- A. another recreation vehicle/travel trailer on an adjacent site;
- B. other structures; and
- C. an interior roadway.

20. Each campsite shall provide two parking spaces on the campsite.

21. All campsites shall be required to provide an acceptable form of ground cover to prevent erosion. Natural vegetation shall not be removed from campsites without an approved development permit. The Development Authority may prevent the removal of trees or shrubs adjacent to environmentally sensitive areas.

and is to be replaced and renumbered accordingly, with:

CAMPGROUNDS

(1) A comprehensive site plan shall be provided to the satisfaction of the Development Authority that shows the location, design standards and site requirements of any common accessory uses and services, such as washrooms, laundromat, recreational buildings, retail store, food concession, fire pits, fire wood storage, lighting, water supply, wastewater disposal facilities, solid waste collection facilities and any other similar uses or services that may be associated with or required within a campground. The following regulations shall be applied in designing the campground site plan:

- (a) a minimum site area of 0.40 ha (1 ac);
- (b) a minimum of 10% of the total site shall be set aside in a location acceptable to the Development Authority as a common open space recreation area;

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- (c) each stall shall be accessed by an internal road;
- (d) the road system shall be properly signed for users and for emergency response vehicles, and shall be sensitive to the topography and environmental characteristics of the site;
- (e) walkways with a minimum width of 1.62 m (4 ft) surfaced to the satisfaction of the Development Authority shall be provided from all stalls to all service buildings and facilities, refuse areas and recreation areas;
- (f) roads shall be hard surfaced or surfaced to the satisfaction of the Development Authority and shall be:
 - (i) 3.05 m (10 ft) in width for one-way traffic; and
 - (ii) 6.10 m (20 ft) in width for two-way traffic;
- (g) fires will be permitted only in designated fire pits or other such facilities;
- (h) potable water and wastewater disposal facilities are required to the satisfaction of the Development Authority;
- (i) all utility services and all utility wires and conduits shall be provided as required by the Development Authority and the utility companies;
- (j) fences shall be allowed within the recreational vehicle park only if they are erected and maintained by the park operator to a uniform standard throughout the park;
- (k) all stall boundaries shall be clearly defined on the ground by permanent flush stakes or markers, with a stall number or other identification system;
- (l) suitable ground cover and a flat area for each stall shall be provided;
- (m) minimum camping stall size shall be:
 - (i) 6.10 m (20 ft) in width;
 - (ii) 18.29 m (60 ft) in depth; and
 - (iii) 111.48 m² (1,200 ft²) in area;
- (n) minimum distance between camping stalls shall be 3.05 m (10 ft);
- (o) minimum campground front, side and rear yards shall be 3.05 m (10 ft) from all site boundaries;
- (p) one (1) parking stall per camping stall; and

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(q) visitor parking shall be provided in a common area to the satisfaction of the Development Authority

(2) A landscaping plan that retains natural vegetation shall be provided to the satisfaction of the Development Authority.

(3) Campgrounds are considered temporary occupancies.

(4) One on-site security/operator suite may be permitted.

4. The following is to be amended and renumbered accordingly:

i. Section 8.2 Agriculture AG District: 3. Discretionary Uses

is amended by adding:

"Campground, minor"
"Campground, intermediate"
"Campground, major"
"Recreational vehicle park"

ii. Section 8.3 Victoria Agriculture (A1) District: 3. Discretionary Uses

is amended by adding:

"Campground, minor"
"Campground, intermediate"
"Campground, major"
"Recreational vehicle park"

iii. Section 8.7 HG Hamlet General: 3. Discretionary Uses

is amended by deleting:

"Campground, Basic"

and is amended by adding:

"Campground, minor"
"Recreational vehicle park"

iv. Section 8.8 Highway Commercial (C1) District: 3. Discretionary Uses

is amended by adding:

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**“Campground, minor”
“Campground, intermediate”
“Campground, major”
“Recreational vehicle park”**

v. Section 8.9 Victoria Commercial (C2) District: 2. Permitted Uses

is amended by deleting:

“Campground, Recreational Vehicle”

vi. Section 8.9 Victoria Commercial (C2) District: 3. Discretionary Uses

is amended by deleting:

“Campground, Basic”

and is amended by adding:

**“Campground, minor”
“Campground, intermediate”
“Campground, major”
“Recreational vehicle park”**

SHIPPING CONTAINERS

5. The following is deleted:

Section 7.34 SHIPPING CONTAINERS

1. A maximum of one (1) shipping container may be allowed, at the discretion of the Development Authority on residential use parcels 0.4 ha (1.0 ac) or smaller in area.

2. The placement of a shipping container on any residential use parcel 0.4 ha (1.0 ac) or smaller in area requires a development permit.

3. The maximum number of shipping containers that may be placed on an agricultural, commercial or industrial use parcel is at the discretion of the Development Authority.

4. Notwithstanding any other provision in this Bylaw, in the Agriculture District on parcels larger than 0.8 ha (2.0 ac) in area a maximum of two (2) shipping containers may be placed on a parcel without a development permit.

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5. If a temporary development permit for a shipping container has been approved by the Development Authority then the shipping container may be placed on a site for a period of six (6) months. After that period has expired the developer will be required to apply to the County for an extension for the permit. Extensions may be issued for up to six (6) month intervals at the discretion of the Development Authority.
6. Shipping containers may not be stacked. The maximum height for a shipping container allowed on a parcel is 3.0 m (10.0 ft.).
7. Shipping containers located in a residential district may be a max of 6.0 m (20.0 ft.) in length.
8. The exterior finish of a shipping container sited within a commercial or residential district must be consistent with the finish of the primary building.
9. Shipping containers cannot be used as a dwelling, bunk house or a guest house within the County.
10. No human or animal habitation will be permitted within a shipping container.

And replaced with:

Section 7.34 SHIPPING CONTAINERS

1. The placement of a shipping container on any parcel located within the Multi-Lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential (R3), Hamlet General (HG), Highway Commercial (C1), Victoria Commercial (C2), Industrial (M1) and Rural Industrial (M2) Districts shall require a development permit.
2. A maximum of two (2) shipping containers may be placed on any parcel located within the Agriculture (AG) District without obtaining a development permit. The placement of a third or subsequent shipping container on a parcel located within the Agriculture (AG) District shall require a development permit.
3. A maximum of one (1) shipping container may be allowed, at the discretion of the Development Authority, on any parcel located within the Multi-Lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential (R3) and Hamlet General (HG) Districts.
4. The maximum number of shipping containers that may be located on a parcel located within the Agriculture (AG), Victoria Agriculture (A1), Highway Commercial (C1), Victoria Commercial (C2), Industrial (M1) and

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Rural Industrial (M2) Districts is at the discretion of the Development Authority.

5. The location of shipping container placement on any property is at the discretion of the Development Authority.
6. The maximum length for shipping containers located within the Multi-Lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential (R3) and Hamlet General (HG), Highway Commercial (C1) and Victoria Commercial (C2) Districts shall be twenty feet (20.0'). The maximum length for shipping containers located within the Agricultural General (AG), Industrial (M1) and Rural Industrial (M2) Districts shall be forty feet (40.0')
7. If a temporary development permit for a shipping container has been approved by the Development Authority, then the shipping container may be placed on a site for a period of six (6) months. After that period has expired the developer will be required to apply to the County for an extension for the permit. Extensions may be issued for up to six (6) month intervals at the discretion of the Development Authority.
8. The exterior finish of a shipping container sited on a parcel located within the Multi-Lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential (R3), Hamlet General (HG), Highway Commercial (C1) and Victoria Commercial (C2) Districts must be consistent with the finish of the primary building. The finish shall be made to consistent with the finish of the primary building within two (2) years of the placement of the shipping container.
9. No human or animal habitation will be permitted within a shipping container.
10. Shipping containers cannot be used as a dwelling, bunk house or a guest house within the County.
11. The maximum height for a shipping container allowed on a parcel is 3.0 m (10.0 ft.). Stacking of shipping containers which are used as building material may be permitted, at the desecration of the Development Authority.

TINY HOMES

6. **The following definition is to be added under Section 1.7 Interpretation/Definitions, and be renumbered accordingly:**

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“DWELLING, TINY” means a permanent residential building containing one (1) dwelling unit, less than 600.0 square feet in ground floor area, which can be constructed either on site or be pre-built and assembled at the residential site. The dwelling shall be supported on a permanent foundation or piling system and physically separated from any other dwelling units. The dwelling shall include cooking, eating, living, sleeping and sanitary facilities, but does not include Manufactured Homes, Recreational Vehicles, Cabins, park-model trailers or construction site trailers.

7. The following is to be amended and renumbered accordingly:

i. Section 8.2 Agriculture AG District: 2. Permitted Uses

is amended by adding:

“Dwelling, single detached, tiny”

ii. Section 8.3 Victoria Agriculture A1 District: 2. Permitted Uses

is amended by adding:

“Dwelling, single detached, tiny”

iii. Section 8.4 Multi-Lot Country Residential R1 District: 2. Permitted Uses

is amended by adding:

“Dwelling, single detached, tiny”

iv. Section 8.5 Residential (Cluster) Conservation R2 District: 2. Permitted Uses

is amended by adding:

“Dwelling, single detached, tiny”

v. Section 8.6 Victoria Residential R3 District: 2. Permitted Uses

is amended by adding:

“Dwelling, single detached, tiny”

vi. Section 8.7 Hamlet General HG District: 2. Permitted Uses

is amended by adding:

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“Dwelling, single detached, tiny”

vii. Section 8.8 Highway Commercial C1 District: 3. Discretionary Uses

is amended by adding:

“Dwelling, single detached, tiny”

viii. Section 8.9 Victoria Commercial C2 District: 3. Discretionary Uses

is amended by adding:

“Dwelling, single detached, tiny”

8. Severability:

- i. If any part of this Bylaw is found to be invalid, the remaining sections remain in force.

9. Effective Date:

- i. This Bylaw comes into force and effect upon it receiving Third Reading.

READ A FIRST TIME IN COUNCIL THIS _____ DAY OF _____, AD 2020.

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, AD 2020.

READ A THIRD AND FINAL TIME IN COUNCIL _____ DAY OF _____, AD 2020.

Craig Lukinuk
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer

September 17, 2020

INTRODUCTION

We are the current landowners of the property at 19080-TWP 590. We are interested in rezoning our land from Agricultural to Recreational. In doing so we would like to build a campground on our property with approximately 25 and up to possibly 50 stalls in the future depending on size.

Our goal is to promote people to come to the area to camp as well have people utilize the surrounding businesses and partake in the activities and events in the area. This will help promote the historical Victoria Trail and Metis Settlement.

We would like to build about 20 to 25 stalls to start with for yearly campers and leave some for other drop in campers to rent by the day or weekend.

With the pending development of the Metis Settlement we feel this would be a great opportunity for the County of Smoky Lake.

VICTORIA TRAIL CAMPGROUND - SEPT 17/2020

PROJECT: Campground

Goals and Objectives: Phase 1

- **Get approved to be rezoned and get a permit to build**
- **Survey and stake out where potential lots will be**
- **Remove trees and clear sites**
- **Level and gravel sites**
- **Purchase fire pits for each stall**
- **Garbage Disposal site (speak with potential businesses in area)**
- **Provide outhouses (according to code)**

Goals and Objectives: Phase 2

- **Provide water, septic services and power to stalls**
- **Erect a shower and flush toilets in a central bathroom facility**
- **Continue on progressing the campground roads and adding new roads and camp sites if needed**
- **Provide WiFi to campers**
- **Get a grant to restore the old farm house on property**

Goals and Objectives: Phase 3 & 4

- **Have a office on site to register or online on our developing website**
- **Have office with a small convenience store (dry goods)**
- **Sell handmade crafts from community members**
- **Help promote functions in the community and supply space for day rental for outdoor activities**
- **Erect a fish pond on site**
- **Repair old chicken coop, pig pen, and other out buildings on property so we can use as a petting zoo**

SUMMARY

Our mission in the future is to provide a safe fun and enjoyable camping experience for all who come.

We recognize this is a huge undertaking to get started and as needs and wants happen we will address them and reconsider our time frames and goals and objectives to deal with any problems or needs that may arise.

Long term we would like to have guests enjoying some horseshoes, horseback riding, fishing, boating and utilizing the trails in the areas.

We would like to also provide entertainment and special gatherings for the campers for all to enjoy while staying in our campground. (Monthly maybe)

We hope that we can work with the County of Smoky Lake to help us in any way possible with suggestions or feedback you may have to assist us.

Thanking you in advance for this opportunity and if you need more information you can contact us.


Randy Ludwig



Corinne Friedrich



Looking forward to hearing from you!!

REQUEST FOR DECISION		DATE	December 10, 2020	4.5
TOPIC	<p style="text-align: center;">International Dark-Sky Association (IDA) Designation</p> <div style="text-align: center;">  <p>IDA</p> <p>INTERNATIONAL DARK-SKY ASSOCIATION</p> </div>			
PROPOSAL	<p>That Smoky Lake County Council DIRECT that Administration to proceed in principal with investigating the feasibility and next steps of pursuing a Nomination and Designation as a Dark Sky Community under the International Dark-Sky Association (IDA).</p>			
BACKGROUND	<p><i>"An IDA International Dark Sky Community is a town, city, municipality or other legally organized community that has shown exceptional dedication to the preservation of the night sky through the implementation and enforcement of a quality outdoor lighting ordinance, dark sky education and citizen support of dark skies. Dark Sky Communities excel in their efforts to promote responsible lighting and dark sky stewardship and set good examples for surrounding communities." - Source: IDA Website</i></p> <p>International Dark-Sky Association (IDA)</p> <ul style="list-style-type: none"> • The IDA is the recognized authority on light pollution and is the leading organization combating light pollution worldwide. <ul style="list-style-type: none"> ○ Vision: The night sky, filled with stars, is celebrated and protected around the world as a shared heritage benefiting all living things. ○ Purpose: To protect the night from light pollution. ○ Approach: We will realize our vision by guiding strategy, monitoring results, and supporting aligned actions among IDA chapters, volunteers, and other stakeholders. By providing leadership, tools and resources for individuals, policymakers, and industry, we will reduce light pollution and promote responsible outdoor lighting that is beautiful, healthy, and functional. ○ Values: In all our words and deeds we are guided by our core values. ○ Passion: We are enthusiastic advocates for the night that benefits all living things, and its star-filled sky. ○ Credibility: We base our actions in evidence – where it is lacking, we proceed cautiously and support rigorous inquiry. ○ Relationships: We build enduring relationships to find solutions that benefit everyone. ○ Consensus: We strive for consensus and invite public participation. ○ Inclusion: We believe the night sky is a shared global heritage for every 			

	<p>person for all time.</p> <ul style="list-style-type: none"> ○ Nonpartisan: We work to advance public policy without regard to political ideology. ○ Celebration: Our spirit is enriched by the wonders of the night—from the star-studded sky to the flash of a firefly. <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> ● International Dark Sky Place (IDSP) Application Process © ATTACHMENT 1 ● International Dark Sky Community Program Guidelines © ATTACHMENT 2
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CORRELATION TO BUSINESS (STRATEGIC) PLAN

Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom

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

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

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p><u>Smoky Lake County Land Use Bylaw 1272-14</u></p> <p><u>Smoky Lake County Victoria District Area Structure Plan (ASP) Bylaw 1305-17</u></p> <p><u>Smoky Lake County Victoria District Economic Development Strategy Bylaw 1372-20</u></p>
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BENEFITS	<ul style="list-style-type: none"> ● International exposure for Smoky Lake County and the Region, enhanced marketability on-par with Lakeland Provincial Park, Wood Buffalo, Waterton, and Jasper National Parks ● Opportunities for unlocking of grants ● Enhanced community participation, awareness, and pride ● Nature and land-based tourism development
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DISADVANTAGES	<ul style="list-style-type: none"> ● Staff time ● Likely requires changes to Land Use Bylaw, and/or a Light Standards Bylaw
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ALTERNATIVES	<ul style="list-style-type: none"> ● Take not action/Defer
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FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> ● Potential Collaboration with/among: <ul style="list-style-type: none"> ○ Environment Canada ○ Travel Alberta ○ Alberta Environment and Parks (AEP) ○ Smoky Lake County Regional Heritage Board
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	(SLCRHB) <ul style="list-style-type: none"> o Victoria Home Guard Historical Society (VHGHS) o Metis Nation of Alberta (MNA)
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> • Grapevine • Website • Social Media • Media Release/News Article
RECOMMENDATION	
<p>That Smoky Lake County Council DIRECT that Administration to proceed in principal with investigating the feasibility and next steps of pursuing a Nomination and Designation as a Dark Sky Community under the International Dark-Sky Association (IDA).</p>	
CHIEF ADMINISTRATIVE OFFICER	<i>[Signature]</i> for CAO



INTERNATIONAL DARK-SKY ASSOCIATION

INTERNATIONAL DARK SKY PLACE (IDSP) APPLICATION PROCESS

PHASE I: INITIAL INQUIRY

Applicant reviews eligibility with IDA staff; notifies IDA of intent to pursue IDSP application

Average Timeline: 45 days*

STEP 1: The applicant reviews certification process; indicates interest in the program

> Anytime; via darksky.org

STEP 2: The applicant receives an assessment of site eligibility and IDSP category recommendation from IDA staff

> Within 30 days of initial inquiry submission; Via communication with IDSP staff

STEP 3: After eligibility is determined by IDA staff, the applicant notifies IDA of intent to pursue formal Dark Sky Place certification

> Timeline varies based on eligibility and guideline requirements; Applicant confirms intent with IDSP staff via written communication

PHASE II: FORMAL APPLICATION

With support from IDA staff, applicant actively works to meet the application requirements.

Average Timeline: 1-3 years

STEP 1: The applicant works closely with IDSP Manager to develop application in accordance with appropriate guidelines

> Anytime, ongoing; Via email with IDSP staff/manager

STEP 2: With IDSP Manager approval, the applicant submits an application for Dark Sky Places Committee (DSPC) review

> On or before submission deadline for review at the following committee meeting; Via submission to IDSP Program Manager

PHASE III: CERTIFICATION

Applicant waits while review is in process

Average Timeline: 90-150 days

STEP 1: Application is reviewed by DSPC. One of the following outcomes occur:

> Application is approved by DSPC - application is submitted for approval by IDA Board of Directors
> Application is approved by DSPC with conditions - application is revised, applicant may resubmit anytime for re-review by DSPC
> Application is rejected - updated application may be eligible for submission at future deadline

STEP 2: DSPC submits recommendations to IDA Board for final approval

> Board approves or returns the application 10 business days after DSPC approval

STEP 3: New IDSP is certified upon Board Approval

> Announcement is coordinated with IDA staff at the applicant's discretion

**Phase I timeline varies depending on eligibility status and complexity of proposed place*

INTERNATIONAL DARK-SKY ASSOCIATION

3223 N First Ave - Tucson Arizona 85719 USA - +1 520-293-3198 - www.darksky.org

*TO PRESERVE AND PROTECT THE NIGHTTIME ENVIRONMENT AND OUR HERITAGE OF DARK SKIES THROUGH
ENVIRONMENTALLY RESPONSIBLE OUTDOOR LIGHTING*



INTERNATIONAL DARK SKY COMMUNITIES

**International Dark Sky Community
Program Guidelines**

June 2018

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DEFINITION OF AN INTERNATIONAL DARK SKY COMMUNITY

An International Dark Sky Community (IDSC) is town, city, municipality or other similar political entity that has shown exceptional dedication to the preservation of the night sky through the implementation and enforcement of quality lighting policies, dark-sky education, and citizen support of the ideal of dark skies.

GOALS FOR IDSC CREATION

- To identify communities with exceptional commitment to and success in pursuing dark sky preservation and restoration, and their promotion of quality outdoor lighting
- To promote improved outdoor nighttime quality of life for residents and visitors
- To support protection of human health, nocturnal habitats, public enjoyment of the night sky and its heritage, and/or areas ideal for professional and amateur astronomy
- To provide local, national, and international recognition for such communities
- To promote the ideals of the International Dark-Sky Association (IDA) by encouraging communities to identify dark skies as a valuable community asset and aspiration

DESIGNATION BENEFITS

Achieving this designation brings recognition of the efforts made by the Community government, residents, and public and private organizations to protect the night sky and the nocturnal environment dependent on it. The IDSC designation enhances awareness of dark-sky matters on the part of Community residents and visitors.

Designation as an IDSC entitles the Community to display the International Dark Sky Community logo in official publications, promotions, signs at entrances or within the Community, and retain the use of this logo by other groups within the Community when identifying the area itself¹. IDA will promote and highlight ongoing Community ef-

¹ For instance, a Community can identify itself as “*Flagstaff, the world’s first IDA Dark Sky Community*” or other words to the same effect, or an organization within the Community can state “*located in Flagstaff, an IDA Dark Sky Community*”.

forts to protect night skies, and will maintain pages identifying and describing all IDSCs on its website.

ELIGIBILITY

The Community must have some type of legal organization that is officially recognized by outside groups. This can be in the form of a town, city, municipality, or other legally organized community (such as a urban neighborhoods and subdivisions), but need not be an incorporated entity. Unincorporated or otherwise informally organized communities are eligible for IDSC status if their governing jurisdictions enact public policy consistent with the requirements of “Minimum Requirements For All Communities” (below) that are legally binding in at least the territory of the Community.

MINIMUM REQUIREMENTS FOR ALL COMMUNITIES

- 1) A quality comprehensive lighting policy like the IDA/IES Model Lighting Ordinance² (MLO) that includes all of the following minimum standards for permanent lighting installations^{3,4}:
 - A) Full shielding⁵ of all lighting fixtures over 1000 initial lamp lumens⁶
 - B) A limit on the emission of short-wavelength light through one of the following restrictions:
 - i) The correlated color temperature (CCT) of lamps must not exceed 3000 Kelvins; **OR**

² <http://www.darksky.org/our-work/public-policy/mlo/>

³ More information on developing a lighting policy may be found on the IDA website.

⁴ Lighting required by law under the authority of any legal jurisdiction higher than that of the Community may be formally exempted from the requirements of this section.

⁵ “Fully shielded” is defined as a light source screened and its light directed in such a way that none is emitted above the horizontal plane passing through its lowest light-emitting part.

⁶ “Initial lamp lumens” is defined as the number of lumens of light emitted by a lamp when new and not counting any depreciation of output due to the age of the lamp. This information can be found in manufacturer data sheets.

- ii) Allowed lighting must not emit more than 25% of its total spectral power at wavelengths < 550 nanometers; **OR**
 - iii) The scotopic-to-photopic (S/P) ratio of allowed lighting must not exceed 1.3
- C) A restriction on the total amount of unshielded lighting, such as a limit on lumens per net acre or a total site lumen allowance in unshielded fixtures (or equivalent wattages)
- D) A policy to address over-lighting, such as lumens per net acre caps (irrespective of shielding state) or maximum illuminance specifications
- E) Regulations of new installations of publicly-owned outdoor lighting:
- i) A provision that clearly indicates where, when, and under what circumstances new publicly owned outdoor lighting, including street lighting, is warranted and will be permitted; **AND**
 - ii) A provision that requires that adaptive controls⁷ and/or curfews⁸ be employed in all future installations of public outdoor lighting
- F) Restrictions on the installation and operation of illuminated signs⁹:
- i) Luminance levels for operation between sunset and sunrise shall not exceed 100 nits (100 candelas per square meter) as measured under conditions of a full white display; **AND**
 - ii) Sign illumination shall be extinguished completely one (1) hour after sunset, and remain off until one (1) hour before sunrise; **AND**

⁷ "Adaptive controls" is defined as devices such as timers, motion-sensors, and light-sensitive switches used to actively regulate the emission of light from light fixtures.

⁸ "Curfew" is defined as a period of time at night during which lighting must be significantly dimmed in output or extinguished in accordance with an expected decrease in human presence.

⁹ "Illuminated sign" is defined as any informational or advertising sign that is illuminated by either internal or external means. Descriptive terms are adjusted here accordingly according to the type of illumination.

- iii) The luminous/illuminated surface area of an individual sign shall not exceed 200 square feet (18.6 square meters)
 - G) Outdoor recreational and/or athletic field lighting may be exempted from the strict shielding and short-wavelength emission requirements above provided that all of the following conditions are met:
 - i) Illuminating Engineering Society (IES) lighting guidelines (RP-6) are followed according to the appropriate class of play
 - ii) Field lighting is provided exclusively for illumination of the surface of play and viewing stands, and not for any other applications
 - iii) Illuminance levels must be adjustable based on the task (e.g., active play vs. field maintenance)
 - iv) Off-site impacts of the lighting will be limited to the greatest practical extent possible
 - v) A strict curfew requirement (e.g., lights must be extinguished by 10pm/2200h or one hour after the end of play, whichever is later) is observed
 - vi) Timers must be installed to prevent lights being left on accidentally overnight by automatically extinguishing them
 - H) Affects an amortization period, applicable to **ALL** publicly **AND** privately owned lighting, to end not more than ten (10) years from the effective date of the outdoor lighting policy, after which all non-conforming lighting extant at the time of enactment must be brought into compliance with the policy.
- 2) Community commitment to dark skies and quality lighting as shown by:
- A) City owned lighting conforming with, or committed to conforming with, the lighting policy (if the latter, a detailed plan with a timeline for completion in no more than five (5) years), **AND**

- B) Municipal support of dark skies and quality lighting as demonstrated by city publications, flyers, public service announcements, funding of lighting up-grades, etc.
- 3) Broad support for dark skies from a wide range of community organizations such as chambers of commerce, local electrical utilities, IDA chapters, lighting retailers, homeowners associations, and others.
- 4) Community commitment to dark skies and education as shown by at least one of the following:
- A) Planning and execution of at least two (2) community dark sky awareness events¹⁰ per year. This may be organized through a local astronomy club, municipality, school, etc.
 - B) Inclusion of dark sky awareness documents (IDA brochures or Community-created brochures) with other Community informational documents for residents and visitors.
 - C) Inclusion of dark sky education in Community schools and curriculum.
- 5) Success in light pollution control as demonstrated by at least one of the following:
- A) Examples of a number of construction projects appropriate to the Community population and amount of new construction and renovation activity, built under the lighting policy and demonstrating its effective application
 - B) Alternative evidence of success in light pollution control, to be discussed with the International Dark Sky Places Program Manager for compliance.
- 6) A sky brightness measurement program must be established and maintained either by the Community or by a public or private entity (e.g., university, research center, IDA chapter, astronomy club, etc.) to follow the evolution of light pollution in the IDSC. Applicants are encouraged, but not required, to submit their measurements

¹⁰ Note that astronomy education events such as star parties do NOT qualify as “community dark sky awareness events” unless the presentation explicitly includes a message relating to dark skies and outdoor lighting.

to the citizen science projects such as My Sky At Night (myskyatnight.com) and Globe At Night (globeatnight.org).

- 7) Once established, the Community must erect and maintain appropriate signage indicating the International Dark Sky Community designation along a roadway entrance, along a footpath entrance if no roadway exists, a public gathering place such as a square or common, or at a municipal government center such as a city or town hall. If approved by IDA, language as an alternative to “International Dark Sky Community” may appear on the signage and in Community communications regarding the IDSC status. Once the sign is erected, a photograph documenting it must be taken and sent to IDA along with a description of its location.

PROVISIONAL STATUS

In some cases, a Community interested in the program may lack all of the resources required to achieve a designation outright. If resource unavailability otherwise hinders the progress of a Community’s application, that Community may apply for and be granted Provisional status at the discretion of the IDA Board of Directors. Provisional status recognizes the Community’s ongoing work to become an International Dark Sky Community and is intended as a leverage point to successfully enable actions such as lighting upgrades/retrofits.

Provisional status expires after three (3) years. At any time before the end of this period, a Community may reapply for full status. Material submitted for the removal of Provisional status may be an addendum to the initial application as long as the material includes a current assessment of the goals, outreach efforts, and lighting policy listed in the original application and clearly demonstrates that any program requirements left unmet at receipt of the Provisional status have been satisfied.

To be considered for a Provisional status, send a nomination package to IDA that includes all of the following information:

- 1) Documented intent to create and support an IDA Dark Sky Community
- 2) An enacted and legally effective outdoor lighting policy, and summary of outreach efforts to date
- 3) A description of the circumstances that currently prevent the Community from meeting the minimum Dark Sky Community requirements
- 4) An action plan describing steps the aspiring Community will take to meet all program requirements in the specified Provisional status period

IDSC APPLICATION PROCESS

NOMINATION

The nomination may be initiated by an IDA qualified nominator¹¹ who has personally reviewed a Community's outdoor lighting and commitment to night sky preservation. Nominators are encouraged to correspond with IDA staff and the Community throughout this process. In addition, the application must include evidence, such as in the form of a letter of support, from the Community government (mayor, council, etc.) consenting to the nomination for IDSC status.

STEPS FOR APPLICANT

1. Make initial contact with IDA by phone or email to discuss the process and receive recommendations, followed by continued communications to update IDA staff on progress and receive continued assistance.
2. Designate a formal point of contact (POC) person, such as a project manager, and provide their telephone number, address and email address to IDA staff. Before and after designation, any changes to this POC, or their information, must be communicated to IDA immediately in order to ensure accurate communication at all times.
3. Obtain a letter of nomination from a qualified IDA member nominator, as well as a supporting letter from elected representatives of the Community, such as the mayor and/or council of a municipality. Solicit additional letters of support from Community organizations, clubs, groups, universities, etc.
4. Upon completion, send the application to IDA staff for review of the document at least one month before the chosen submission deadline date. IDA staff will confirm that the application is complete and ready for submission or return it with suggestions for improvements.
5. Submit the final application packet electronically in PDF and/or Microsoft Word (.doc) format to IDA staff for formal review. Submit in plenty of time for IDA staff

¹¹ An "IDA qualified nominator" is defined here as an individual or organization holding an IDA membership in good standing at the time that the IDSC application is submitted. The Community itself may join IDA as an organizational member and self-nominate.

to review and prepare your application to make the bi-monthly deadline that you prefer, as found on the IDA website. Requests to rush applications will **NOT** be honored; planning ahead is essential if the Community wishes to meet a specific deadline.

TO BE INCLUDED IN IDSC APPLICATION PACKAGE

1. Map of the Community clearly indicating its legal boundaries, and basic factual information about the Community
2. Letter of nomination support by IDA qualified nominator and elected representatives of the Community such as the mayor and/or council
3. The Community's lighting policy, meeting the minimum requirements as stated in the "Minimum Requirements For All Communities" section
4. Documentation of examples of Community commitment and construction/renovation projects demonstrating effective application of the lighting policy
5. Proposed alternative wording for a IDSC (e.g. Dark Sky Village, Starry Sky City, etc.), if desired, with a justification for the request

IDA REVIEW PROCESS

Six (6) application submission deadlines occur in each calendar year, commencing in January and continuing every other month. Before the Community's final application is submitted, it is highly recommended that the Community be in regular communication with the International Dark Sky Places Program Manager to perfect the application by the next application deadline.

The International Dark Sky Places Manager will forward applications to the IDA Dark Sky Places Committee (DSPC) for review. DSPC review lags the submission dates by one two-month cycle. The total elapsed time between deadline and final IDSC designation approval is approximately ten (10) weeks.

Endorsement of applications by the DSPC is by a 2/3 supermajority vote; otherwise, the DSPC will return applications with reasons for denial of an endorsement and specific recommendations for improvement. If endorsed, the applicants will be notified and the International Dark Sky Places Program Manager will present the application to the IDA Board of Directors (BOD) for final review and approval. A ten (10)-calendar-day

waiting period then commences during which the Board of Directors has the right to deny IDSC status should it determine that any problems with the application exist.

If the BOD registers no objection within the ten-calendar-day waiting period, the IDSC designation is considered immediately awarded by IDA. The Community has the right to choose when the designation is made public, but it must organize the announcement to be made at the same time as the IDA public notice unless otherwise agreed by both parties. Along with the announcement notice, IDA will publish the Community's application on its website; by submitting the application, the Community acknowledges in advance that the application will be made publicly available. If an application is denied final approval by the IDA BOD, a letter will be sent to the applicant outlining elements of the application that need improvement along with specific recommendations for ways to remedy any problems the BOD identifies. Applications may be resubmitted for future consideration after remediation is complete. Resubmitted applications will be considered without prejudice.

IDA realizes that certain circumstances surrounding an IDSC application may cause some potential authors of letters of support (or opposition) to feel uneasy about publicly declaring their opinions about the IDA designation. In the interest of providing the DSPC with as full a picture of Community sentiment about applications as possible, certain letters may be suppressed from online publication if it is felt that making the letters publicly available will subject their authors to retaliation or harassment. A prospective IDSC seeking this protection for letter-writers must make a formal written request. The International Dark Sky Places Program Manager must approve suppression of publication of any part of an application. Note that suppression of online publication does not prevent either the DSPC or the IDA BOD from reading all submitted letters.

POST-DESIGNATION REVIEW AND MAINTENANCE

The IDSC designation is not awarded in perpetuity. Rather, it is subject to regular review by IDA and possible revocation if the minimum program requirements are not maintained. More details may be found in the "Reassessment of IDSC designation" section below.

To ensure that Communities remain exemplary in their protection and restoration of natural nighttime darkness, IDA will periodically reevaluate each site in the International Dark Sky Places Program. This is done to confirm that the Community continues to meet the minimum requirements and is making adequate progress toward LMP compliance goals outlined in this document.

Each designated IDSC must submit to IDA a written report of its activities related to the maintenance of its designation on or before 1 October of each calendar year. The report is a short (typically less than ten-page) synopsis of the Community's activities and initiatives during the intervening year¹². The report should include dates and brief descriptions of any interpretive events, lighting retrofit projects, outreach efforts, etc. Samples of printed materials and press articles should also be included, if available.

Annual reports should not be burdensome to produce, as they are intended as a compilation of information accumulated throughout the year. Annual reports and supporting documentation must be submitted electronically to the International Dark Sky Places Program Manager in either PDF or Microsoft Word format. If the annual report is not received by IDA in a timely fashion, IDA may suspend the site's IDSC status until the annual reporting requirement has been met (see the following section). On or about 1 August and 1 September of each year, the International Dark Sky Places Program Manager will remind local contacts at each IDSC of the pending 1 October annual report submission deadline.

A designated IDSC is exempt from the annual reporting requirement in the calendar year in which the IDA designation was awarded. If the designation is received after 1 October of a given calendar year, the IDSC's first annual report to IDA will be due on 1 October of the following calendar year.

REASSESSMENT OF IDSC DESIGNATIONS

From time to time, IDA receives comments from visitors to Communities that raise concerns about the veracity and timeliness of information provided to IDA by site administrators. IDA may, at its discretion, investigate claims in which it is alleged that IDSCs are not adhering to commitments made to IDA and to the public in their applications to the Program. This section details the IDA procedure for carrying out such investigations, and the rights of IDSCs in such matters.

An allegation of impropriety concerning any of the elements of participation in the Program outlined in this document is subject to IDA investigation and potential remedial action including temporary suspension and/or permanent revocation of the IDSC designation. IDA staff shall perform due diligence in gathering facts concerning such allegations it deems credible, and will prepare a report of its findings for consideration by the DSPC. The DSPC commits to weighing the evidence fairly and impartially, and to

¹² Examples of acceptable annual reports are available on the individual IDSC pages on the IDA website.

seek to resolve disputes whenever possible through dialog. A Community subject to an investigation shall be notified in a timely manner and solicited for evidence contrary to the specifics of the allegation at hand. The Community will be given an opportunity to correct any deficiencies with regard to the Program guidelines established by the IDA investigation within a reasonable time period to be prescribed by the DSPC.

Failure to achieve consensus through these means risks a DSPC recommendation for suspension or revocation of the IDSC designation. If made, such a recommendation will be forwarded to the IDA Board of Directors for formal ratification before coming into force. The Board's decision on any disciplinary matters involving an IDSC shall be considered definitive and binding.

Any IDSC so investigated has the right to review the allegations against it and all factual information collected by IDA pertinent to the allegations.

REINSTATEMENT FOLLOWING SUSPENSION

If the DSPC recommends a suspension of a Community's IDSC designation and the Board ratifies the suspension, the Community administration shall be immediately notified. The status of a suspended IDSC shall be changed to "Provisional" in all IDA communications until the designation is reinstated or revoked; however, the process of obtaining reinstatement of a designation is not the same as that outlined in the "Provisional Status" section of these guidelines.

To obtain reinstatement of a suspended designation, the IDSC must provide evidence to the DSPC's satisfaction that the specific issues identified by the DSPC as grounds for the suspension have been corrected and that all Program guidelines are once again met. The DSPC will consider the evidence presented by the IDSC and render a judgment to either:

- Accept the reinstatement petition, **OR**
- Reject the petition and recommend revocation, **OR**
- Return the petition with further instructions and a defined deadline for a IDSC response.

REVOCAATION

A suspension left unresolved after one (1) year from the date of the Board's assent to the suspension automatically becomes a permanent revocation. Revocation entails removal of the IDSC from IDA's roll of approved International Dark Sky Places, and from mention on the IDA website and in member and external communications. IDA reserves the right to take legal action against any former IDSC whose designation is duly revoked but continues to use the IDA name/logo in advertising, communications,

and/or signage.



REQUEST FOR DECISION		DATE December 10, 2020	4.6								
TOPIC	Proposed Bylaw 1387-20: Planning & Development Fees										
PROPOSAL	<p>That Smoky Lake County Council give proposed Bylaw 1387-20: Planning & Development Fees © ATTACHMENT 1 FIRST READING, SECOND READING, PERMISSION for Third, and THIRD AND FINAL Reading.</p>										
BACKGROUND	<ul style="list-style-type: none"> • Per the Municipal Government Act Sec.8(c)(i): a council may by bylaw establish <i>fees for licences, permits and approvals, including fees for licences, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue.</i> © ATTACHMENT 2 • The existing Smoky Lake County Development Fees Policy 61.11 © ATTACHMENT 3 was first adopted om 2016 and has since been <u>amended four times</u>. • The policy dictates that it is to be reviewed every second year. <ul style="list-style-type: none"> ○ With 2020 being two years from the previous amendment in 2018, the policy is due to be revisited this year. • At the September 10, 2020 Budget Meeting, Council adopted Motion 1129-20: <p><i>That Smoky Lake County Council review the following Policy Statements and Bylaw at the next scheduled Policy Committee Meeting:</i></p> <ul style="list-style-type: none"> • <i>03-25-10: Sale of Gravel or Sand,</i> • <i>03-35-11: Snow Clearing,</i> • <i>61-05-04: Planning and Development Fees, and the</i> • <i>Land Use Bylaw in respect to make-shift campgrounds and amount of RV permissible at County Resorts.</i> • October 29, 2020 - Committee of the Whole for the Purposes of Planning <ul style="list-style-type: none"> ○ Survey of comparable Municipalities Development Fees <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">○ Athabasca County</td> <td style="width: 50%;">○ St. Paul County</td> </tr> <tr> <td>○ Lac La Biche County</td> <td>○ Sturgeon County</td> </tr> <tr> <td>○ Lamont County</td> <td>○ Two Hills County</td> </tr> <tr> <td>○ MD of Bonneyville</td> <td>○ Westlock County</td> </tr> </table> ○ Motion 114-20: <i>That Smoky Lake County Council recommend drafting a Bylaw for the purpose of outlining Planning and Development Fees with no changes to the existing Fee Structure, which would replace Policy Statement No. 61-11-01: Planning and Development Fees; and bring the said draft bylaw forward to a future Meeting of Council.</i> 			○ Athabasca County	○ St. Paul County	○ Lac La Biche County	○ Sturgeon County	○ Lamont County	○ Two Hills County	○ MD of Bonneyville	○ Westlock County
○ Athabasca County	○ St. Paul County										
○ Lac La Biche County	○ Sturgeon County										
○ Lamont County	○ Two Hills County										
○ MD of Bonneyville	○ Westlock County										

ATTACHMENTS:	
<ul style="list-style-type: none"> Proposed Bylaw 1387-20: Planning & Development Fees © ATTACHMENT 1 Municipal Government Act Section 8 © ATTACHMENT 2 Smoky Lake County Development Fees Policy 61.11.04 © ATTACHMENT 3 	
CORRELATION TO BUSINESS (STRATEGIC) PLAN	
<p>Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom</p> <p>Vision: Leading the way in positive growth with healthy, sustainable, rural living.</p> <p>Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.</p>	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<u>Municipal Government Act</u>
BENEFITS	<ul style="list-style-type: none"> Fees charged to be consistent and competitive with neighboring municipalities Clarity, transparency, and fairness for prospective developers
DISADVANTAGES	<ul style="list-style-type: none"> Nil.
ALTERNATIVES	<ul style="list-style-type: none"> Take no Action
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> Nil.
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> Update the County's website (www.smokylakecounty.ab.ca), and the Grapevine
RECOMMENDATION	
<p>That Smoky Lake County Council give proposed Bylaw 1387-20: Planning & Development Fees FIRST READING, SECOND READING, PERMISSION for Third, and THIRD AND FINAL Reading.</p>	
CHIEF ADMINISTRATIVE OFFICER	<i>[Signature]</i> for CAO

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1387-20**

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA,
TO ESTABLISH FEES FOR PLANNING AND DEVELOPMENT FOR SMOKY LAKE COUNTY.**

WHEREAS, Smoky Lake County deems it expedient to set and review, as necessary, from time to time various fees and fines related planning and development within the Municipality; and

WHEREAS Council has adopted Smoky Lake County Bylaw 1272-14 to be the Land Use Bylaw;

WHEREAS Council may in a bylaw provide for a system of licences, permits or approvals, including establishing fees for licences, permits and approvals, in accordance with Section 8 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

WHEREAS, the *Safety Codes Act*, R.S.A. 2000, c. S-1, as amended from time to time, authorizes an accredited municipality to make bylaws respecting fees for anything issued or any material or service provided pursuant to the *Safety Codes Act*;

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

1. NAME:

- i. This Bylaw may be referred to as the "Smoky Lake County Planning and Development Fees Bylaw."

2. FEES ESTABLISHED:

- i. **Schedule A** attached herein forms a part of this Bylaw.
- ii. The Subdivision Authority under the *Municipal Government Act* as appointed by Council may establish related fees.
- iii. The Accredited Agency under the *Safety Codes Act* as appointed by Council may establish related fees.

3. FINES RELATED TO OFFENCES AND PENALTIES:

a. Any person who:

- i. Contravenes or fails to comply with any provision of this Bylaw and/or the Smoky Lake County Land Use Bylaw 1274-12 the "Land Use Bylaw";
- ii. Uses land in a manner contrary to the provisions of this Bylaw or any subdivision or development permit for such land;

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1387-20**

- iii. Contravenes or fails to comply with any development permit or subdivision approval, or conditions forming part thereof;
 - iv. Contravenes or fails to comply with a decision of the Subdivision and Development Appeal Board;
 - v. Obstructs or otherwise hinders in any manner any person in the exercise or performance of that person's powers authorized under this or any other Bylaw or enactment; or,
 - vi. Contravenes or fails to comply with a stop order issued pursuant to the *Municipal Government Act*; is guilty of an offence and is liable on summary conviction to a fine.
- b. A person who contravenes or who fails to comply with any other provision of the Land Use Bylaw is guilty of an offence and is liable to a penalty for a first and each subsequent offence in the amount specified in **Schedule A** of this Bylaw.
- c. If a person is found guilty of an offence under the Land Use Bylaw, the court may, in addition to any other penalty imposed, order the person to comply with the Land Use Bylaw or a permit issued under that Bylaw, or a condition of any of them.
- d. A Peace Officer may issue a Municipal Tag where it is reasonably determined that a person has contravened any provision of the Land Use Bylaw.
- e. Where a contravention or offence is of a continuing nature, further Municipal Tags may be issued by a Peace Officer for each day the offence continues.
- f. A person named on a Municipal Tag may, in lieu of being prosecuted, plead guilty to the offence by signing the Municipal Tag and paying the specified penalty at the location indicated on the Municipal Tag.
- g. If payment of a Municipal Tag is not made within the time specified, a Peace Officer may issue a Violation Ticket under the *Provincial Offences Procedures Act* requiring the person named to appear in court on the date indicated in the Violation Ticket.
- h. Nothing in this Bylaw shall prevent or restrict a Peace Officer from immediately issuing a Violation Ticket under the *Provincial Offences Procedures Act* for a mandatory court appearance of any person who contravenes this Bylaw or the Land Use Bylaw.

4. RIGHT OF ENTRY

- i. For the purpose of entering and inspecting land or structures as described in section 542, Part 13, Division 4 of the *Municipal Government Act*, RSA 2000, Chapter M-26, a Development Officer or the Development Compliance Officer, and

Bylaw 1387-20

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1387-20**

any other persons appointed by Council, are hereby declared to be "designated officers"

5. REVIEW:

- i. This Bylaw shall be reviewed every two years or as deemed necessary from time to time.

6. SEVERABILITY:

- ii. If any part of this Bylaw is found to be invalid, the remaining sections remain in force.

7. EFFECTIVE DATE:

- i. This Bylaw comes into force and effect upon it receiving Third Reading.
- ii. **Smoky Lake County Planning & Development Fees Policy 61.11** is hereby rescinded.

READ A FIRST TIME IN COUNCIL THIS _____ DAY OF _____, AD 2020.

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, AD 2020.

READ A THIRD AND FINAL TIME IN COUNCIL _____ DAY OF _____, AD 2020.

Craig Lukinuk
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer

SCHEDULE A

ITEM DESCRIPTION	FEE
DEVELOPMENT PERMITS	
Permitted Use – Residential District	\$100.00
Permitted Use – Commercial / Industrial District / Public Institutional	\$1.00 / \$1,000.00 value of construction Minimum \$300.00
Discretionary Use / Variances	\$200.00
Extension Request / Renewals	\$50.00
Resource Extraction	\$750.00 / acre
Resource Extraction – Reclamation Fees (Reclamation Fees are exempt when the responsibility of Reclamation is of the Province of Alberta on Crown Land Only.)	\$2,000.00 / acre
Heritage Resource Intervention Permit	\$100.00
Landscaping, Deck, and Signs	\$100.00
Development Occurring prior to submitting Development Permit Application	\$500.00 <u>in addition</u> to the normal Permit Fee
AMENDMENTS	
Application to Amend the Land Use Bylaw (Map of Text Amendment)	\$1,000.00 + cost of advertising
Application to Amend the Municipal Development Plan	\$1,000.00 + cost of advertising
Application to Amend an Area Structure Plan	\$1,000.00 + cost of advertising
NEW STATUTORY PLANS	
New Area Structure Plan (proposed by a Developer)	\$2,000.00 + cost of advertising
OTHER	
Compliance Certificate	\$125.00
Letter confirming zoning of a parcel (Zoning can be confirmed without charge on Munisight ES)	\$50.00
Encroachment or License Agreement	\$500.00 or legal fees whichever is greater.
Road Closure	\$500.00 + cost of advertising
OTHER	
Business Licence	No Charge
WITHDRAWALS OR REFUNDS	
Development Permit Application Withdrawal	Before decision of Development Authority – 50% of Application Fee After decision of Development Authority – No refund
New Statutory Plan or Plan Amendment Withdrawal	Prior to 1 st reading – 75% of Application Fee Prior to advertising – 50% of Application Fee after Public Hearing

SCHEDULE A

	<p>After Public Hearing – No refund</p> <p>If the County incurs costs (planning, engineering, lawyer fees, etc.) – No refund</p>
APPEAL FEES	
Subdivision Appeal Fee	\$250.00
Development Appeal Fee	\$250.00
PLANNING DOCUMENTS COPY FEES	
Land Use Bylaw – Hard Copy	\$50.00
Municipal Development Plan – Hard Copy	\$50.00
Area Structure Plan – Hard Copy	\$25.00
USB drive with LUB / MDP / ASP(s) or any combination of more than 1 (one) Planning Document	\$ 25.00
<p>NOTE: The Planning Documents noted above are available electronically without charge on the County's website.</p>	

Alberta Municipal Government Act RSA 2000, Ch. M-26

Part 2 Bylaws

Division 1 General Jurisdiction

Powers under bylaws

8 Without restricting section 7, a council may in a bylaw passed under this Division

- (a) regulate or prohibit;
- (b) deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;
- (c) provide for a system of licences, permits or approvals, including any or all of the following:
 - i. establishing fees for licences, permits and approvals, including fees for licences, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;
 - ii. establishing fees for licences, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality;
 - iii. prohibiting any development, activity, industry, business or thing until a licence, permit or approval has been granted;
 - iv. providing that terms and conditions may be imposed on any licence, permit or approval, the nature of the terms and conditions and who may impose them;
 - v. setting out the conditions that must be met before a licence, permit or approval is granted or renewed, the nature of the conditions and who may impose them;
 - vi. providing for the duration of licences, permits and approvals and their suspension or cancellation for failure to comply with a term or condition or the bylaw or for any other reason specified in the bylaw;
- (c.1) establish and specify the fees, rates, fares, tariffs or charges that may be charged for the hire of taxis or limousines;
- (d) provide for an appeal, the body that is to decide the appeal and related matters.

SMOKY LAKE COUNTY



Title: Planning and Development Fees		Policy No.: 11-05
Section: 61	Code: P-A	Page No.: 1 of 3 <i>E</i>

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To establish procedures for the review and approval of Planning and Development, Smoky Lake County fees.
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Policy Statement and Guidelines:	
1. OBJECTIVES:	
1.1	It shall be the policy of Planning and Development Department of Smoky Lake County to provide information on all fees on services and products available to the public, as per <u>Schedule "A": Planning and Development Schedule of Fees.</u>
1.2	All fees shall be reviewed and updated, accordingly, to ensure that they are adequate and they relate to their associated program cost.
2. PROCEDURES:	
2.1	Every second year, the Planning and Development Manager shall review the fees and propose any modifications.
2.2	Upon completion of the review to the fees, all modifications will be forwarded to the Chief Administrative Officer for review. Any required modification of the fees will then be taken to the Council for final approval.
2.3	Any Development Permit Applications submitted by Smoky Lake County for County purposes shall have the fees waived.

	Date	Resolution Number
Approved	March 28, 2013	Motion # 498-13 - Page #10549
Amended	April 25, 2013	Motion # 606-13 - Page#10602
Amended	May 23, 2013	Motion # 679-13 - Page#10630
Amended	June 25, 2015	Motion # 714-15 - Page#11807
Amended	December 12, 2018	Motion # 241-18 - Page#13419

Section 61

Policy: 11-05



Schedule "A"

**PLANNING AND DEVELOPMENT
SCHEDULE OF FEES**

PLANNING AND DEVELOPMENT		
ITEM DESCRIPTION	FEE	CROSS-REFERENCE
DEVELOPMENT PERMITS		
Development Permit – Permitted Use – Residential District	\$100.00	Policy 61-03
Development Permit – Permitted Use – Commercial / Industrial District / Public Institutional	\$1.00 / \$1,000.00 value of construction Minimum \$300.00	Policy 61-03
Development Permit – Discretionary Use / Variances	\$200.00	Policy 61-03
Development Permit – Extension Request / Renewals	\$50.00	Policy 61-03
Development Permit – Resource Extraction	\$750.00 / acre	Policy 61-03
Development Permit – Resource Extraction – Reclamation Fees (Reclamation Fees are exempt when the responsibility of Reclamation is of the Province of Alberta on Crown Land Only.)	\$2,000.00 / acre	Policy 61-03
Development Permit – Heritage Resource Intervention Permit	\$100.00	
Development Permit – Landscaping, Deck, and Signs	\$100.00	Policy 61-03
Development prior to submitting Development Permit Application	\$500.00 in addition to the Permit Fee	Policy 61-03
AMENDMENTS		
Application to Amend the Land Use Bylaw (Map of Text Amendment)	\$1,000.00 + costs of advertising	Bylaw 1272-14 + amendments
Application to Amend the Municipal Development Plan	\$1,000.00 + costs of advertising	Bylaw 1249-12 + amendments
Application to Amend an Area Structure Plan	\$1,000.00 + costs of advertising	Applicable ASP Bylaw
NEW STATUTORY PLANS		
New Area Structure Plan (proposed by a Developer)	\$2,000.00 + costs of advertising	
OTHER		
Compliance Certificate	\$125.00	
Letter confirming zoning of a parcel (Zoning can be confirmed without charge on Munsight)	\$50.00	
Encroachment or Roadway License Agreement	\$500.00 or legal fees whichever is greater	
Road Closure	\$500.00 + costs of advertising	Policy 03-16

Section 61

Policy: 11-05

OTHER		
Business Licence	No Charge	
WITHDRAWALS OR REFUNDS		
Development Permit Application Withdrawal	Before decision of Development Authority – 50% of Application Fee After decision of Development Authority – No refund	
New Statutory Plan or Plan Amendment Withdrawal	Prior to 1 st reading – 75% of Application Fee Prior to advertising – 50% of Application Fee after Public Hearing After Public Hearing – No refund If the County incurs costs (planning, engineering, lawyer fees, etc.) – No refund	
SUBDIVISION		
Development Agreement – Less than three lots (Collected by the County prior to signing the agreement)	Residential: \$250.00 Commercial: \$500.00 Institutional: \$500.00 Industrial: \$1,000.00	Policy 61-09
APPEAL FEES		
Subdivision Appeal Fee	\$250.00	
Development Appeal Fee	\$250.00	
PLANNING DOCUMENTS COPY FEES		
Land Use Bylaw – Hard Copy	\$50.00	Bylaw 1272-14 + amendments
Land Use Bylaw – Disc	\$10.00	Bylaw 1272-14 + amendments
Municipal Development Plan – Hard Copy	\$50.00	Bylaw 1249-12 + amendments
Municipal Development Plan – Disc	\$10.00	Bylaw 1249-12 + amendments
Area Structure Plan – Hard Copy	\$25.00	
Area Structure Plan – Disc	\$10.00	
USB drive with LUB / MDP / ASP(s) or any combination of more than 1 (one) Planning Document	\$ 25.00	
NOTE: The Planning Documents noted above are available electronically without charge on the County's website.		



REQUEST FOR DECISION		DATE December 10, 2020	4.7
TOPIC	Bylaw No. 1383-20: Smoky Lake County and Lamont County Intermunicipal Development Plan		
PROPOSAL	To allow administration to conduct public engagement and consultation to obtain public feedback respecting the proposed Intermunicipal Development Plan between Smoky Lake and Lamont Counties prior to giving the proposed Bylaw First Reading. © Attachment 1		
BACKGROUND	<p><u>August 27, 2019 – Smoky Lake County & Lamont County Intermunicipal Collaboration Framework and Intermunicipal Development Plan Preliminary Meeting</u></p> <ul style="list-style-type: none"> • A meeting was held to discuss the requirements of Intermunicipal Collaboration Frameworks (ICFs) & Intermunicipal Development Plans (IDPs), as well as the ICF/IDP project objectives • Specifically, the following requirements pertaining to IDPs were discussed: <ul style="list-style-type: none"> ○ MGA requirements; ○ Land use planning; ○ Economic development; and ○ Transportation. • Specifically, the following objectives were identified for the IDP project: <ul style="list-style-type: none"> ○ Identification of the Plan's boundaries; ○ Identification of the preferred future land uses within the Plan boundary; ○ Identification of opportunities and constraints to long-range growth within the Plan boundary; and ○ Provide policies that guide land use and economic development that benefits both municipalities. <p><u>November 18, 2019 – Cost Estimate Received from Municipal Planning Services (MPS)</u></p> <ul style="list-style-type: none"> • Smoky Lake County received a cost estimate from Municipal Planning Services for consulting services related to the drafting of an Intermunicipal Development Plan and Intermunicipal Collaboration Framework between Smoky Lake and Lamont Counties © Attachment 2 <p><u>February 20, 2020 – Smoky Lake County Council Meeting</u></p> <ul style="list-style-type: none"> • Motion 519-20: <i>“That Smoky Lake County Council utilize the extension granted by the Minister of Municipal Affairs under the Ministerial Order No. MSL:047/18, to April 1, 2021, for the development of an Intermunicipal Development Plan with Lamont County, and that notice shall be sent to Lamont County, informing them of Smoky Lake County's motion, and requesting that Lamont County pass a motion to the same effect, and send notice of said motion to the Minister of Municipal Affairs.”</i> © Attachment 3 <p><u>September 17, 2020 – Smoky Lake County & Lamont County Intermunicipal Development Plan Steering Committee Meeting</u></p> <ul style="list-style-type: none"> • A meeting was held on September 17, 2020, to review the draft IDP that was prepared by MPS. • Following the meeting, the Planning and Development Department provided feedback to MPS on issues that Smoky Lake County would like to see address through the IDP. © Attachment 4 • MPS is currently working on revising the draft IDP to reflect the comments provided by Smoky Lake County and Lamont County. 		
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
• Nil.			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		<u>Municipal Government Act</u> Division 4 Statutory Plans	

Intermunicipal Development Plans

Intermunicipal Development Plans

631(1) Subject to subsections (2) and (3), 2 or more councils of municipalities that have common boundaries that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(2) Subsection (1) does not require municipalities to adopt an intermunicipal development plan with each other if they agree that they do not require one, but any of the municipalities may revoke its agreement at any time by giving written notice to the other or others, and where that notice is given the municipalities must comply with subsection (1) within one year from the date of the notice unless an exemption is ordered under subsection (3).

(3) The Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.

(4) Municipalities that are required under subsection (1) to adopt an intermunicipal development plan must have an intermunicipal development plan providing for all of the matters referred to in subsection (8) in place by April 1, 2020.

(5) If 2 or more councils that are required to adopt an intermunicipal development plan under subsection (1) do not have an intermunicipal development plan in place by April 1, 2020 because they have been unable to agree on a plan, they must immediately notify the Minister and the Minister must, by order, refer the matter to the Municipal Government Board for its recommendations in accordance with Part 12.

(6) Where the Minister refers a matter to the Municipal Government Board under this section, Part 12 applies as if the matter had been referred to the Board under section 514(2).

(7) Two or more councils of municipalities that are not otherwise required to adopt an intermunicipal development plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(8) An intermunicipal development plan

(a) must address

(i) the future land use within the area,

(ii) the manner of and the proposals for future development in the area,

(iii) the provision of transportation systems for the area, either generally or specifically,

(iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,

(v) environmental matters within the area, either generally or specifically, and

(vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary,

and

(b) must include

	<p>(i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,</p> <p>(ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and</p> <p>(iii) provisions relating to administration of the plan.</p> <p>(9) Despite subsection (8), to the extent that a matter is dealt with in a framework under Part 17.2, the matter does not need to be included in an intermunicipal development plan.</p> <p>(10) In creating an intermunicipal development plan, municipalities must negotiate in good faith.</p> <p>Order for Intermunicipal Development Plan 631.1(1) The Minister may make regulations</p> <p>(a) repealed 2019 c22 s10(21);</p> <p>(b) respecting the matters to be included in an intermunicipal development plan.</p> <p>(c) repealed 2019 c22 s10(21).</p> <p>(1.1) After considering the recommendations of the Municipal Government Board respecting a matter referred to the Board under section 631(5), the Minister may, by order, require 2 or more municipal authorities to establish an intermunicipal development plan in accordance with the order by a date specified in the order.</p> <p>(1.2) If the municipal authorities to whom an order under subsection (1.1) applies do not comply with the order, the Minister may make a further order establishing an intermunicipal development plan that is binding on the municipal authorities.</p> <p>(2) Repealed 2019 c22 s10(21).</p>
BENEFITS	<p>County will be able to:</p> <ul style="list-style-type: none"> • Improve regional collaboration in the areas of intermunicipal growth, land use, infrastructure, tourism, recreation, heritage, social and emergency services planning and joint service provision. • Develop a service delivery tool to determine the viability of regional service delivery. • Increase overall community and economic development capacity building. • Improve regional fiscal and financial sustainability.
DISADVANTAGES	<ul style="list-style-type: none"> • Individual goals of the County may be compromised by collaborative goals with the Lamont County. • Collaborative goals may require Smoky Lake County to participate in projects/agreements that are not supported by County ratepayers.
ALTERNATIVES	<ul style="list-style-type: none"> • Nil. (IDPs are statutorily mandated)
FINANCE/BUDGET IMPLICATIONS	
<p>Operating Costs: _____</p> <p>Budget Available: _____</p> <p>Budgeted Costs: _____</p>	<p>Capital Costs: _____</p> <p>Source of Funds: _____</p> <p>Unbudgeted Costs: _____</p>
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<p>The Council of Lamont County must also pass an identical version of the Bylaw for it to come into effect.</p>
COMMUNICATION STRATEGY	<p>Public notification of proposed Bylaw 1383-20 will be done by advertising in both the Smoky Lake Signal and the Redwater Review. The proposed Bylaw will also be advertised on the County's website and at the County office.</p>

RECOMMENDATION

That Smoky Lake County Council instruct administration to schedule a public engagement session, to be held virtually due to the ongoing COVID-19 pandemic, for January, 2021, and to advertise said public engagement session in the Smoky Lake Signal and the Redwater Review for two consecutive weeks, and to advertise said public engagement session on the County's website and at the County office.

CHIEF ADMINISTRATIVE OFFICER

[Handwritten signature] for CAO

Council Briefing Note | 20 November 2020

Lamont County & Smoky Lake County Intermunicipal Planning Committee

PROJECT OVERVIEW & BACKGROUND

Over the last 12 months the Lamont County and Smoky Lake County Intermunicipal Planning Committee has met to provide background information and direction to Municipal Planning Services (MPS), to guide the preparation of a draft Intermunicipal Development (IDP). The draft IDP affects lands within approximately 1.0 mile on either side of the North Saskatchewan River within both counties.

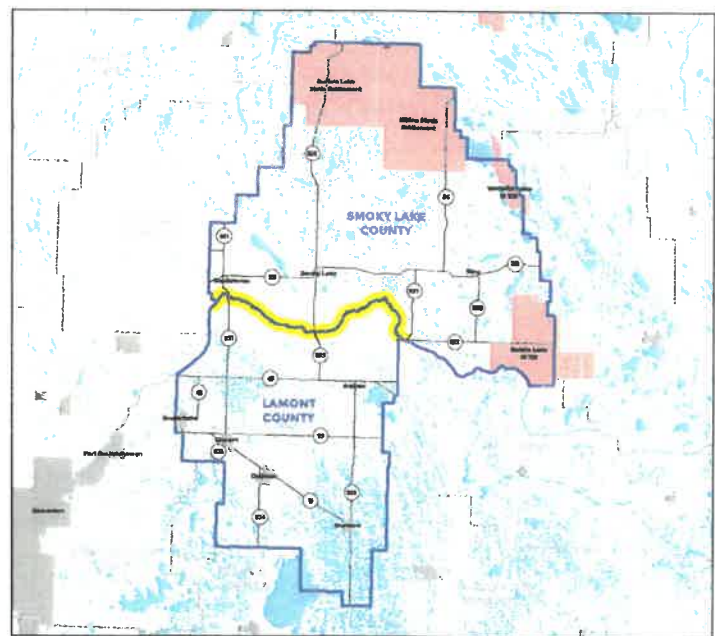
The committee structure provides a focused and collaborative forum for the municipalities to have their interests represented fairly and efficiently during the drafting of the IDP.

The project was initiated by Smoky Lake County and Lamont County in 2019 after the *Municipal Government Act*, R.S.A. 2000, c. M-26, (MGA) was amended to require all municipalities in Alberta with common boundaries, that are not members of a growth region to adopt an IDP. In late 2019, the MGA was further amended to make IDPs optional between municipalities if the affected municipalities agreed that an IDP is not necessary. When this amendment came into effect, the participating municipalities passed a motion indicating that it was their position that an IDP for the lands along the North Saskatchewan River would provide benefit to both municipalities. As a result, the municipalities are subject to s. 631(1) of the and an IDP is required to be adopted by the participating municipalities by April 1, 2021.

Land use, demographic and environmental data was collected and presented to the Committee to inform the goals, objectives and polices included in the draft Plan.

Over the past year the committee has met to discuss the project objectives, goals, and options for a plan area boundary. Consensus was achieved regarding the plan purpose, principles, and the plan area boundary. The Plan Area generally consists of all lands within approximately 1.6 km (1.0 mile) from the North Saskatchewan River, and includes the Victoria District National Historic Site of Canada, a nationally recognized historic location.

The draft IDP has been reviewed by the committee and revised by MPS to reflect the committee’s feedback.



Smoky Lake County & Lamont County

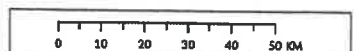
INTERMUNICIPAL DEVELOPMENT PLAN



7.1 REGIONAL LOCATION

	Intermunicipal Development Plan Area
	Urban Municipality
	First Nation/Metis Settlement
	Waterbody

Digital Information:
Geographic: Geodiscover, Alzattis
Projection: UTM NAD 83 12N



The IPC has recommended that the draft IDP be presented to Council for information and that the Public Engagement be scheduled. The Committee is exploring options for in person engagement or virtual engagement to be held in January of 2021.

NEXT STEPS

The committee met virtually on 17 September 2020 and directed MPS to take the following steps:

- Schedule a public engagement session for January 2021, to present the document to residents and provide an opportunity to community members to voice their feedback. Due to the ongoing COVID-19 public health emergency, it is anticipated that this engagement will be virtual, though options for the public engagement session to be held at Metis Crossing are being explored.
- Circulate the draft IDP to agencies for feedback
- Based on engagement, further revise the draft IDP as appropriate, and then review the summary of the engagement and proposed revisions with the IPC, and then formally present the IDP to Council for consideration of first reading.
- It is anticipated that the project shall remain on schedule to be completed prior to the 1 April 2021 deadline.



Smoky Lake County & Lamont County

INTERMUNICIPAL DEVELOPMENT PLAN



Smoky Lake County
Bylaw No. XXX



Lamont County
Bylaw No. XXX

ACKNOWLEDGEMENTS

The Smoky Lake County & Lamont County Intermunicipal Development Plan Area is located within Treaty 6 Territory, and is the traditional lands of the Cree, Blackfoot and Métis people.

Planning recognizes the interconnected nature of land use, water systems, and human culture.

Responsible land use and resource management of lands in the Intermunicipal Development Plan Area did not begin with this plan; Indigenous Peoples have been and continue to be stewards of the land, water, and resources.

COUNCILS AND PROJECT TEAM



SMOKY LAKE COUNTY

Craig Lukinuk	Mayor
Randy Orichowski	Deputy Mayor
Johnny Cherniwchan	Councillor
Dan Gawalko	Councillor
Lorne Halisky	Councillor



LAMONT COUNTY

David Diduck	Reeve
Roy Anaka	Deputy Reeve
Daniel Warawa	Councillor
Wayne Woldanski	Councillor
Neil Woitas	Councillor



CONSULTING TEAM

Jane Dauphinee	Principal & Senior Planner
Allison Rosland	Planner
Brad MacDonald	Planner

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1 INTRODUCTION

The Smoky Lake County & Lamont County Intermunicipal Development Plan (the IDP) is a statutory plan adopted by bylaw by the Councils of Smoky Lake County and Lamont County. The location of the IDP area within the Smoky Lake County and Lamont County regions is illustrated on **Map 7.1 – Regional Location**.

1.1 PURPOSE OF THE PLAN

An IDP is a statutory plan prepared by two or more municipalities that share a common border. The purpose of the IDP is to ensure that future development concepts and land use policies for areas of mutual interest are coordinated between the municipalities, and establish processes for communication, referral, and dispute resolution to mitigate the risk of future land use conflicts between the partnering municipalities. This IDP applies to lands within Smoky Lake and Lamont Counties. The Plan Area is identified on **Map 7.2 – Plan Area and Referral Area Boundaries**.

The municipal policy framework that supports the preparation of an IDP is contained within the Counties' respective Municipal Development Plans.

The Counties that all municipalities party to this IDP are equal and have a right to growth and development. The Counties have agreed that a negotiated IDP is the preferred method of addressing intermunicipal land use planning issues within the IDP area and that an IDP represents an opportunity for continuing a cooperative working relationship. Policies within this IDP are not intended nor shall be interpreted to fetter the discretion or autonomy of each municipality's Council.

1.1 PLAN PRINCIPLES

The IDP is guided by six planning principles. These principles are derived from the IDP requirements outlined in the MGA, as well as the Provincial Land Use Policies. These principles guided the development of plan policies and are fundamental to the interpretation and implementation of this IDP.

Principle 1	Principle 2	Principle 3
Maintain open, fair, and honest communication.	Ensure that future development is mutually beneficial and compatible.	Respect and maintain the local heritage and character of the region.
Principle 4	Principle 5	Principle 6
Ensure efficient use of land, infrastructure, public services, and public facilities.	Identify and protect environmentally sensitive features.	Provide for effective IDP administration and implementation mechanisms.

1.2 PLAN ORGANIZATION

The Smoky Lake County & Lamont County Intermunicipal Development (the IDP) has been organized into six parts:

PART 1	Introduction	Includes the purpose of the plan, history, plan principles, plan organization, legislative requirements for an IDP, and relationships to other plans.
PART 2	Plan Area Information	Information about the Plan Area's land use, transportation, and environmental features.
PART 3	Land Use and Development	Contains policies for all land use and development activities in the Plan Area.
PART 4	Future Land Use Areas	Contains policies for specific land uses areas identified on Map 7.3 - Future Land Use .
PART 5	Cooperation	Addresses the Intermunicipal Planning Committee, intermunicipal communication, circulation and referral procedures, amendment and repeal processes, and criteria for future annexation.
PART 6	Resolving Disputes	Outlines processes for resolving intermunicipal disputes related to the IDP.
PART 7	Maps	Maps that illustrate the location of the IDP area, and relate to specific policies in the IDP.
APPENDIX	A to C	Additional information (not approved as part of this IDP) that may be used to clarify questions about existing land uses, definitions, and provincial recommendations.

1.3 LEGISLATIVE REQUIREMENTS

Requirements for IDPs are outlined in Section 631(2) of the *Municipal Government Act*, R.S.A. 2000 c. M-26, as amended (MGA). The IDP is consistent with requirements for intermunicipal collaboration and IDPs identified within the MGA.

1.4 RELATIONSHIP WITH OTHER PLANS, FRAMEWORKS, AND BYLAWS

North Saskatchewan Regional Plan

The North Saskatchewan Regional Plan (NSRP) is currently being prepared by the Province of Alberta and is expected to come into effect in the future. The IDP plan area is located entirely within the proposed NSRP area.

The NSRP will use a cumulative effects management approach to set policy direction for municipalities to achieve environmental, economic, and social outcomes within the North Saskatchewan Region.

Pursuant to section 13 of the *Alberta Land Stewardship Act*, S.A. 2009, c. 26.8, as amended (ALSA), regional plans are legislative instruments. Pursuant to section 15(1) of ALSA, the Regulatory Details of the NSRP are enforceable as law and bind the Crown, decision makers, local governments and all other persons while the remaining portions are statements of policy to inform and are not intended to have binding legal effect.

The Alberta Land Use Framework sets out an approach to managing public and private lands and natural resources to achieve Alberta's long-term economic, environmental, and social goals. The Land Use Framework establishes the Alberta government's model for the NSRP and other regional plans, and identifies three desired outcomes:

- A healthy economy supported by our land and natural resources
- Healthy ecosystems and environment
- People-friendly communities with ample recreational and cultural opportunities.

The participating municipalities have worked closely to ensure that the IDP has been developed in a manner that adheres to the intended purpose of the regional plans, as identified in the Alberta Land Use Framework.

Intermunicipal Collaboration Framework

All municipalities in Alberta are required to adopt an Intermunicipal Collaboration Framework (ICF) with each municipality with whom they share a common border. **This IDP is consistent with the policies, communication and collaboration processes identified in the applicable ICF.**

Municipal Development Plan

A Municipal Development Plan (MDP) is a statutory plan that guides the future growth and development of a municipality. The MDP establishes a vision to accommodate growth responsibly and serves as an important decision-making tool for Council, administration, and all stakeholders. All MDPs must be consistent with an approved IDP.

The Counties respect that each municipality will identify their individual visions and priorities for future land use growth and development through their respective MDPs.

Area Structure Plans/Area Redevelopment Plans

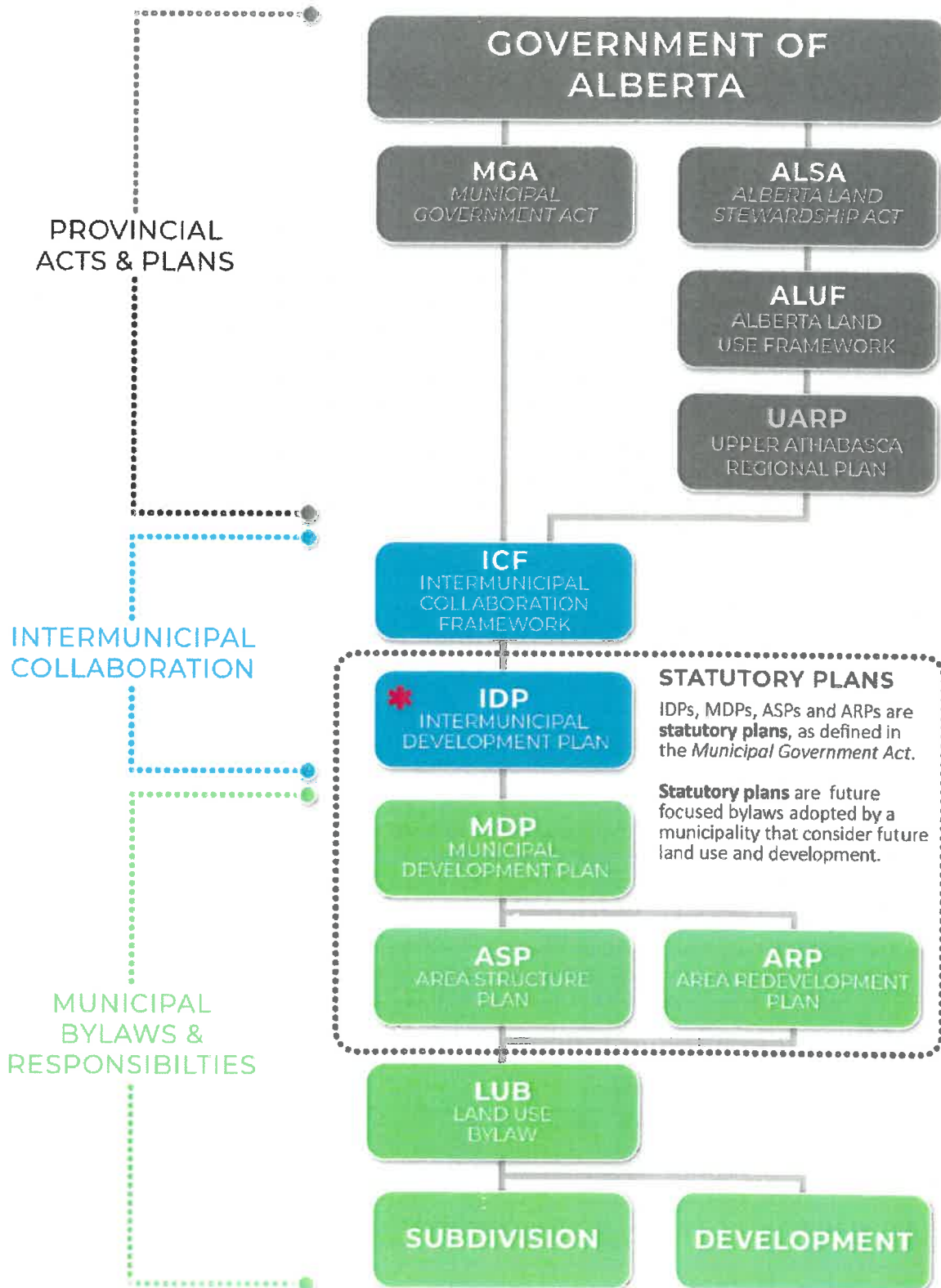
Area Structure Plans (ASP) and Area Redevelopment Plans (ARP) are statutory plans adopted by a municipality. They provide a policy framework for future subdivision and development for a particular area at a local level. They provide land use, access, and servicing policy direction for specific neighbourhoods or areas of a municipality. An ASP or an ARP must be consistent with an approved IDP and MDP.

Portions of the plan area within Smoky Lake County are within the Victoria District Area Structure Plan. The purpose of the Victoria District ASP is to guide growth and development within the Plan area, and to ensure that new development complements/enhances the natural beauty and historically significant features of the local landscape.

Currently, there are no ASPs or ARPs within the Lamont County portion of the IDP area.

Planning Hierarchy

The chart below identifies how an IDP relates to other provincial acts and regulations, intermunicipal collaboration efforts, statutory plans, and planning processes.



2 PLAN AREA INFORMATION

2.1 HISTORY AND CULTURE



FIGURE 1: NORTH SASKATCHEWAN RIVER AT THE MOUTH OF SMOKY CREEK

Lands and waterways within the IDP area have long been important to local Indigenous Peoples, Métis, and early European settlers. The banks of the North Saskatchewan River were used by Cree and Blackfoot peoples for travel routes, hunting, fishing, and cultural gathering. With the establishment of Hudson's Bay Company and North West Company trading posts, the North Saskatchewan River was similarly used for transportation beginning in 1795, as the fur trade drove settlement patterns. A 1,400 kilometre overland trail, linking Fort Garry in present-day Manitoba with Fort Edmonton, followed the North Saskatchewan River through the Victoria District (later becoming the Victoria Trail) on the north side of the river. The route provided an overland option for the movement of people and goods between the various settlements along the river and further north.

The first permanent settlement within the area was established in 1862 when Reverend George McDougall established a Methodist mission near the mouth of Smoky Creek. Two years afterwards, a Hudson's Bay Company trading post was established just east of the mission site. McDougall encouraged Métis families from the Red River area in Manitoba to settle Victoria. Between 1865 and 1870, the Métis population grew to 130, with the newly arrived families establishing river lot farms. The settlements extended 23 kilometres along the north bank of the river. Log farmsteads (some of which stand today) were established close to the river and Métis settlers began farming the fertile bench lands.

Many features of the Métis and Ukrainian settlement patterns remain on the north side of the river in Smoky Lake County, including hedgerows and shelterbelts consistent with the river lot system established between 1865 and 1870.

2.2 ENVIRONMENTAL FEATURES

All lands within the plan area are within the North Saskatchewan River watershed. Developed and undeveloped lands adjacent to the river form part of its natural riparian areas – an important transition area that affects the quality and quantity of overland water entering the river. The riparian areas also supports a wide diversity of plant and animal life.

Several quarter sections of land within the IDP area are identified as Environmentally Significant Areas (ESAs). The Alberta Merged Wetland Inventory also notes the presence of several wetland areas within (and immediately adjacent to) the IDP area. ESAs and wetlands are identified on **Map A.1 – Local Features**.

2.3 CURRENT LAND USE AND DEVELOPMENT

The majority of developed properties in the plan area are used for agricultural purposes. This includes crop cultivation, livestock foraging, and farmstead development.

Residential development in the IDP area is very limited; multi-lot country residential developments in Smoky Lake County are located within the north half of 12-58-18-W4. Where acreage residential developments exist, they are often in association with an existing farmstead or are surrounded by agricultural lands.

The Victoria District is located in the central portion of the IDP area, within Smoky Lake County. The Victoria District is a National Historic Site, recognized for its unique cultural landscape, through highly visible and intact physical attributes. The Victoria District represents an exceptional illustration in one concentrated area of major themes in Prairie settlement, including:

- The development of the fur trade;
- The establishment of the Métis river lot system;
- The arrival of missions;
- Prairie agricultural development; and
- The establishment of eastern European immigrants at the beginning of the 20th century.

Significant land use features within the Victoria District include the Victoria Settlement Provincial Historic Site, several preserved historical buildings, the Victoria Trail, the orientation, cultivation patterns, and shape of lots adjacent to the Victoria Trail, and Metis Crossing – an Alberta Metis cultural interpretative centre that provides space for cultural interpretation, education, gatherings, and business development on a 512 acre site. Future land use and development in the Victoria District is guided by Smoky Lake County's Victoria District ASP. The boundaries of the ASP are identified on **Map A.1 – Local Features**.

2.4 TRANSPORTATION

The north and south portions of the IDP area are connected via two provincial highway bridges: Highway 831 in the west, and 855 in the central portion of the plan area. In the southern portion of the IDP area, properties are accessed via unpaved County roads developed to a rural standard. In the northern portion of the IDP area, the Victoria Trail serves as a major east-west thoroughfare, generally following the course of the North Saskatchewan River. The Victoria Trail is predominately unpaved, and developed to a rural standard. Additional unpaved roads extend from the Victoria Trail to provide access to properties within the plan area.

2.5 AGGREGATE EXPLORATION AND EXTRACTION

Within (and adjacent to) the Plan Area on both sides of the North Saskatchewan River are several sites where aggregate resources are actively being explored and extracted. Existing and future aggregate exploration and extraction operations conform to municipal and provincial regulations. **Identify the legal descriptions of existing/planned operations?**

2.6 PLAN BOUNDARY

The Smoky Lake County & Lamont County IDP extends the entire length of the boundary between the two Counties, following the natural course of the North Saskatchewan River. Lands within 1.6 km of the boundary are included in the IDP area; where possible, existing property/quarter section boundaries are used to provide a more easily defined plan boundary. For more information, see **Map 7.22 – Plan Area and Referral Area Boundaries**

3 GENERAL LAND USE AND DEVELOPMENT

This section includes general policies that apply throughout the entire IDP area, in both Smoky Lake and Lamont Counties.

These policies address:

- Existing and planned developments;
- Environment and watershed management;
- The preservation and avoidance of historic resources;
- Transportation and signage;
- Natural resource exploration and extraction; and
- Requirements for local-scale planning.

Goal: Subdivision and development within the IDP area is orderly, efficient, environmentally responsible, and is consistent with approved statutory plans and Land Use Bylaws.

3.1 EXISTING AND PLANNED DEVELOPMENT

Policy 3.1.1	Where not explicitly indicated in the IDP, the policies and requirements in the respective MDPs shall take precedence.
Policy 3.1.2	The Counties shall provide development opportunities within their jurisdictions which maintain the character of their respective communities.
Policy 3.1.3	Essential public uses and utility services shall be allowed throughout the IDP area.
Policy 3.1.4	Seasonal camps, campgrounds, and institutional uses may be allowed within the IDP area on sites that do not exhibit the following features: <ul style="list-style-type: none"> a. Wetlands; b. Significant ecological features, significant habitat areas and/or protective notations; c. Steep slopes in excess of 15%; d. Significant recharge areas; <p>Where these features are present, the development footprint shall be designed to exclude these features and should meet the minimum buffering and setback requirement identified in the applicable County’s Municipal Development Plan (or Area Structure Plan), unless an alternative setback is recommended in a report prepared by a qualified professional.</p>

3.2 ENVIRONMENT AND WATERSHED MANAGEMENT

Policy 3.2.1	Low impact infrastructure and landscaping design shall be encouraged within the IDP area minimize impacts of development and redevelopment on the North Saskatchewan River.
Policy 3.2.2	The installation of erosion and sediment control shall be encouraged during construction and landscaping on private and public lands within the IDP area.
Policy 3.2.3	The Counties shall require landowners and development proponents to manage post-development activities on lots to prevent the degradation of surface water and ground water quality.
Policy 3.2.4	The Counties will encourage farmers to keep grazing animals away from watercourses and water bodies, including wetlands.
Policy 3.2.5	Development on lands identified as Environmentally Significant Areas (ESAs) by the Province of Alberta shall be required to include as an application requirement, an Environmental Impact Assessment or Biophysical Assessment which provides sufficient information to ensure that important ecological features on the site are maintained and protected, as outlined in the respective County MDP.
Policy 3.2.6	Setbacks from the North Saskatchewan River, water bodies, water courses, and wetlands, and other environmentally significant areas affecting new development shall generally be in accordance with the policies

	of the respective County's Municipal Development Plan and Land Use Bylaw and shall take into consideration the guidelines and/or recommendations of: <ol style="list-style-type: none"> a. Qualified professionals; and/or b. The Government of Alberta's Stepping Back from the Water: A Beneficial Management Practices Guide for New Development Near Water Bodies in Alberta's Settled Region; and/or c. ESRD Recommended Setbacks Chart (see Appendix C – Recommended Setbacks).
Policy 3.2.7	The dedication of Environmental or Municipal Reserve within the IDP area should be coordinated to promote maintenance contiguous wildlife corridors through undisturbed connected tree stands.
Policy 3.2.8	Environmental Reserve, Environmental Reserve Easements, and/or Conservation Reserves shall be established in accordance with Section 664 of the MGA. The boundaries of these area shall normally be defined using the recommendations from a Biophysical Assessment and/or wetland assessment, provided by the development proponent.
Policy 3.2.9	New developments in the IDP area shall be designed to reduce risk from wildfires. New development shall incorporate FireSmart Canada recommendations where appropriate into the site design, where appropriate.

3.3 HISTORIC RESOURCES

Policy 3.3.1	All applications for subdivision and new development on parcels identified by the Province as containing or potentially containing a historic resources must provide a Historic Resources Impact Assessment (HRIA) and letter of clearance from Alberta Culture, Multiculturalism and Status of Women. Where a HRIA has been waived by the department, a letter of clearance indicating that the HRIA is not required must be provided.
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3.4 TRANSPORTATION

Policy 3.4.1	The Counties will work collaboratively with Alberta Transportation and Alberta Infrastructure to ensure that highways and bridges in the IDP area are safe and efficient.
Policy 3.4.2	The Counties will work collaboratively to identify opportunities for the placement of signs along local roads and highways in each other's municipality that may promote local businesses, cultural sites, important landmarks, and regional wayfinding.

3.5 NATURAL RESOURCES

Policy 3.5.1	Aggregate resource extraction shall be guided by the policies and regulations in the applicable County's statutory plans and LUB, as well as applicable provincial and federal requirements.
Policy 3.5.2	Applications for subdivision and development in the Plan Area shall conform to setbacks established by the Alberta Energy Regulator (AER).
Policy 3.5.3	The Counties shall work with oil and gas infrastructure development proponents to discourage fragmentation of important natural features by proposed oil and gas infrastructure in the IDP area.

3.6 TOURISM AND RECREATION

Policy 3.6.1	Tourism and recreation opportunities in the region such as ecotourism, enhancements to existing trails, new trail development, staging areas and parks/campgrounds that respect agricultural land uses and environmentally sensitive lands, may be supported.
Policy 3.6.2	Collaboration with existing recreation and tourism groups to efficiently promote recreational tourism in the region will be encouraged.
Policy 3.6.3	Where appropriate, each municipality will endeavour to find efficiencies in bylaw enforcement through public education on recreational use near the North Saskatchewan River and the exploration of shared bylaw services.
Policy 3.6.4	The means of providing access to educational material regarding safe and responsible trail use, North Saskatchewan River health, off highway vehicle regulations, hunting regulations, and property ownership will be encouraged.

Policy 3.6.5	Public awareness of significant historic and cultural sites in the region will be promoted as part of heritage tourism efforts.
Policy 3.6.6	Both municipalities will work together to jointly advocate to the Province on issues related to tourism and recreation such as fishing to support tourism in the region.
Policy 3.6.7	Explore opportunities to work together on provincial and federal grant applications for recreation and tourism initiatives in the region.

3.7 REQUIREMENTS FOR AREA STRUCTURE PLANS

Policy 3.7.1	Requirements for when an ASP will be prepared for a planned development in the IDP area shall be as identified in the respective Counties' MDPs and LUBs.
Policy 3.7.2	<p>In consideration of a proposal for a redistricting, subdivision, or development permit application that requires Area Structure Plan the Approving Authority may require the following supporting studies and plans as part of the application:</p> <ol style="list-style-type: none"> a. Geotechnical & Groundwater Report to identify environmental hazard lands such as high water table, slope stability; b. Wetland Assessment to delineate and classify wetlands within the subject site; c. Biophysical Assessment to identify significant ecological features, water bodies and watercourses; d. Traffic impact assessment and circulation plan to ensure that the integrity of adjacent roads shall be maintained through the use of service roads and limited access points; e. Utility servicing plans which identifies location and facilities for servicing; f. Storm water management plans; g. Environmental Impact Assessment prepared in accordance with Alberta Environment and Parks (AEP) guidelines; h. Phase I environmental assessment to identify areas of potential contamination within the site; i. Development specific design standards including: architectural, landscaping and sign controls; j. Figures identifying suitable building sites; k. Historic Resources Impact Assessment (HRIA) or letter of clearance Alberta Culture, Multiculturalism and Status of Women if the proposed site contains a Historic Resource; l. Public consultation; m. Any other information or study determined necessary by the Subdivision and/or Development Authority for consideration of the application.

4 FUTURE LAND USE AREAS

Existing opportunities and constraints within the IDP area relating to the physical characteristics of the area, the location of existing municipal services, roadways, regional infrastructure, and the location of existing land uses were carefully reviewed to identify the preferred location for future development and land uses.

The Future Land Use Concept for the Smoky Lake County & Lamont County Intermunicipal Development Plan is established on **Map 7.3 – Future Land Use**. Development and subdivision within the IDP area shall be consistent with **Map 7.3 – Future Land Use** and the policies in this section.

Policies for specific land uses in the IDP area are provided for in the subsequent subsections. **Map 7.3 – Future Land Use** includes the following Future Land Use and Overlay Areas:

AGRICULTURE AND RURAL DEVELOPMENT AREA	Includes lands intended for agricultural and rural residential consistent with: <ol style="list-style-type: none"> a. The respective Municipal Development Plans and Land Use Bylaws; and b. Provincial plans for Crown Land in the IDP area.
CULTURE AND TOURISM DEVELOPMENT AREA	Includes historically and culturally significant lands that will be developed for a range of rural agricultural, residential, commercial, institutional, and recreational uses, supported by an approved Area Structure Plan. Victoria District? Adjacent or other lands within Lamont County?

Goal: Land use within the IDP area promotes sustainable rural economic development and incorporates design features that minimize negative impacts on significant historical and environmental features.

4.1 AGRICULTURE AND RURAL DEVELOPMENT AREA

The policies in this section apply to lands within the Agriculture and Rural Development Area on **Map 7.3 – Future Land Use**.

Policy 4.1.1	The continuation of existing agricultural uses shall be encouraged within this area to support the agricultural community.
Policy 4.1.2	Agricultural uses allowed within the Agriculture and Rural Development Area shall be those uses identified in the agricultural land use districts of the respective County's LUB.
Policy 4.1.3	The Counties will encourage the implementation of Best Management Practices (BMPs) in agricultural practices to limit nutrient from entering water courses (off-stream livestock watering, riparian areas vegetative buffers).
Policy 4.1.4	Subdivision and development for uses other than agricultural uses shall be designed to minimize the fragmentation of agricultural lands.
Policy 4.1.5	Subdivision of agricultural land shall comply with the respective County's MDP policies and the applicable provisions in County's LUB.
Policy 4.1.6	Multi-lot residential subdivision will be allowed only after the approval of an amendment to the respective County's MDP and LUB, placing the lands affected by the proposed subdivision or development into an appropriate residential land use district.
Policy 4.1.7	New multi-lot residential subdivision shall not be allowed unless an ASP has been approved by the respective County as per the requirements in the County's MDP. The ASP referral process shall be consistent with the referral policies in Section 5.4 .
Policy 4.1.8	New residential development shall be discouraged from locating on lands that are subject to slope instability or high water tables which would make the site hazardous or unsuitable for the construction of a dwelling.
Policy 4.1.9	The retention of vegetative cover shall be encouraged within residential developments in the Agriculture and Rural Development Area to control surface water runoff.
Policy 4.1.10	The maximum parcel density allowed per quarter section shall be in accordance with the respective County's MDP.

Policy 4.1.11	<p>Heavy industrial uses will only be allowed within the Agriculture and Rural Development Area if:</p> <ul style="list-style-type: none"> a. Developed and/or approved for development at the time of this IDP's adoption; or b. Provided for in the respective County's LUB; or c. Supported by an approved ASP or Conceptual Scheme.
Policy 4.1.12	<p>Land uses and developments that may create negative offsite impacts on surrounding properties by way of:</p> <ul style="list-style-type: none"> a. Noise; b. Pollution; c. Dust control; d. Smell; and/or e. Fragmentation of local viewsapes <p>shall be discouraged from being developed in portions of the Agriculture and Rural Development Area that may affect existing or proposed developments in the Culture and Tourism Area.</p>
Policy 4.1.13	<p>Proposals from subdivision and/or development described in Policy 5.1.13 shall be subject to the policies of Section 5.4 - Circulation and Referral.</p>

4.2 CULTURE AND TOURISM AREA

The policies in this section apply to lands within the Culture and Tourism Area on **Map 7.3 – Future Land Use**.

Policy 4.2.1	<p>The development of lands within the Culture and Tourism Area shall be guided by an approved Area Structure Plan or Conceptual Scheme.</p>
Policy 4.2.2	<p>Lands within the Culture and Tourism Area may be developed for a range of rural agricultural, residential, commercial, institutional, and recreational uses Recreational.</p>
Policy 4.2.3	<p>Confined feeding operations shall not be allowed within the IDP area in order to minimize negative impacts on adjacent properties and the water quality of the North Saskatchewan River.</p>

5 COOPERATION

5.1 PLAN ADMINISTRATION

Adoption

Policy 5.1.1	The Counties agree that the policies contained within this IDP apply to lands identified on Map 7.2 – Plan Area and Referral Area Boundaries and that this IDP does not have any jurisdiction on lands outside of the IDP area.
Policy 5.1.2	Any amendments to other statutory plans that are required to implement the policies of this IDP shall be done simultaneously with the adoption of this IDP.

Approving Authorities

Policy 5.1.3	Each County's Subdivision Authority and Development Authority shall ensure that their decisions are consistent with the IDP.
Policy 5.1.4	Smoky Lake County shall be responsible for the administration and decision on all statutory plans, LUB amendments thereto, and all subdivision applications falling within the IDP area within the boundaries of Smoky Lake County.
Policy 5.1.5	Lamont County shall be responsible for the administration and decision on all statutory plans, LUB amendments thereto, and all subdivision applications falling within the IDP area within the boundaries of Lamont County.

Enactment

Policy 5.1.6	The policies within this IDP come into force once the Counties have given third reading to the bylaws adopting the IDP.
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Amendment

Policy 5.1.7	Annually, the Administrations of the Counties and the Intermunicipal Planning Committee shall communicate and (if deemed necessary), meet to determine if any amendments to the IDP are required.
Policy 5.1.8	If an amendment is deemed necessary by the Counties then the results of the review shall be presented to each participating municipality's Council; either jointly or separately. The Councils shall determine if any amendments are to be proceeded with and direct municipal administration to commence with a public IDP amendment process.
Policy 5.1.9	Amendments to this IDP may also be initiated by individuals (e.g. residents, development proponents, etc.). When an amendment is proposed by an individual, it shall first be applied for to the municipality in which the subject property lies. If the proposed amendment affects only the text of the IDP, rather than a specific titled area within the plan boundary, the proposed amendment shall be made to both Counties concurrently.
Policy 5.1.10	The IDP shall be comprehensively reviewed every five years, from the date on which the IDP comes into effect, independently or as part of the review of the Intermunicipal Collaboration Framework shared between the Counties.

5.2 INTERMUNICIPAL PLANNING COMMITTEE

Policy 5.2.1	The Intermunicipal Planning Committee (IPC) will be established upon third reading of the Bylaw adopting the IDP.
Policy 5.2.2	The IPC will not be a decision-making body, but will submit recommendations to the approving bodies of the respective Counties, striving for consensus as much as possible.
Policy 5.2.3	The IPC will be comprised of: <ol style="list-style-type: none"> a. Two members of the Council of Smoky Lake County (voting members); b. Two members of the Council of Lamont County (voting members);

	<ul style="list-style-type: none"> c. The Chief Administrative Officer of Smoky Lake County, or their designate (non-voting member); d. The Chief Administrative of Lamont County, or their designate (non-voting member); and e. Other staff as required to provide technical support to the IPC (non-voting member(s)).
Policy 5.2.4	The Councils of each County may appoint alternative members, should any member not be able to attend an IPC meeting.
Policy 5.2.5	The Chief Administrative Officers of each municipality may appoint another member of their municipality's Administration to serve as an alternate non-voting member.
Policy 5.2.6	The IPC shall establish its own rules of procedure, including its own schedule of meetings.
Policy 5.2.7	Meetings should be called at the pleasure of the IPC Chair as required.
Policy 5.2.8	At minimum, The IPC shall communicate with all members via email on an annual basis to determine if a meeting of the IPC is requested by a member to discuss issues concerning the implementation of the IDP. If no request for a meeting is made, then a meeting of the IPC shall not be required.
Policy 5.2.9	The IPC shall not deal with all development matters within the IDP area. Rather, it will deal with all matters referred to it in the manner described in this IDP.
Policy 5.2.10	<p>The IPC has the following functions:</p> <ul style="list-style-type: none"> a. To clarify the intent and interpretation of the IDP; b. To develop specific strategies related to the provision of infrastructure, service provision, cost sharing, etc. for proposed subdivision and development in the IDP area that reflect the policies and guidelines set out in the IDP; c. To review and comment on applications to amend the IDP; d. To review and comment on development matters referred to the IPC in accordance with this IDP; e. To participate in the dispute resolution process, as outline in Section 6; and f. To undertake such other matters as it deems reasonable and as are referred to it by either County's Council or Administration.

5.3 COMMUNICATION

Policy 5.3.1	The Council and Administration of each County shall encourage and work to improve intermunicipal communication and cooperation.
Policy 5.3.2	The Counties will maintain open lines of communication to resolve misunderstandings and problems in order to capitalize on opportunities for mutual benefit.
Policy 5.3.3	The Counties may explore joint economic initiatives, joint servicing initiatives, and profit sharing agreements as the need arises to support development within the IDP area.

5.4 CIRCULATION AND REFERRAL

Referral Requirements

Policy 5.4.1	<p>The Counties agree that each County's Subdivision Authority and/or Development Authority will notify the other County's Administration of the following items which affect lands within the Referral Area identified on Map 7.2 – Plan Area and Referral Area Boundaries:</p> <ul style="list-style-type: none"> a. A proposed Municipal Development Plan, or amendment thereto; b. A proposed Land Use Bylaw, or amendment thereto; c. A proposed Area Structure Plan or Conceptual Scheme, or any amendment thereto; or d. A proposed subdivision or development permit application that would: <ul style="list-style-type: none"> i. Significantly impact local viewsapes within view of the Culture and Tourism Development Area; ii. Create significant negative offsite impacts (such as noise, odour, pollution, dust, etc.); iii. Create a significant impact on municipal or provincial infrastructure; or
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	<p>iv. Impact infrastructures system(s) within the adjacent County or operated as part of a regional system.</p> <p>Comments shall be sent by the responding municipality to the approving authority within 14 calendar days of the date of the referral, as identified in the Administration Review portion of Section 6.4 unless an alternate time period has been agreed to by both Counties.</p>
Policy 5.4.2	Depending on the nature of the proposed application for subdivision or development, and at the specific request of the respective County's Administrations, the IPC may provide recommendations related to the proposed application, as identified in the IPC Review portion of Section 6.4 .

Administration Review

Policy 5.4.3	Where a referral is required, the referring County shall provide complete information concerning the matter to the other County's Administration. The administrative review shall proceed according to the following process:
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STEP	TIMELINE	ACTION
1 Referral to Administration	As matters Arise	Where a referral is required, the referring municipality shall provide complete information concerning the matter to the responding municipality's administration.
☺ Resolution or Next Step ▼		
2 Evaluation of the referral by Administration	Within 14 days of receipt of the referral	<p>The Administration of the responding municipality will undertake an evaluation of the matter and provide comments in writing to the administration of the referring municipality within 14 days of receipt of the referral.</p> <p>Should no comments be received within the 14 days, the referring municipality may proceed with the issuance of a decision/next reading of the bylaw.</p>
☺ Resolution or Next Step ▼		
3 Meeting of Administrations	Within 7 days of receipt of comments	If there are any objections, the two administrations shall meet and discuss the issue and attempt to resolve the matter within 7 days of the referring municipality's receipt of the comments provided by the responding municipality.
☺ Resolution or Next Step ▼		
4 Resolution or referral to the IPC	Within 7 days of the meeting	<p>If the administrations resolve the objection, the responding municipality will formally notify the referring municipality in writing, within 7 days of the resolution. The referring municipality will proceed with the processing of the application and issue a decision within the legislated timeframe or proceed to the next reading of the bylaw adoption process.</p> <p>In the event that the objection is not resolved at the administrative level within 7 days of the meeting of administrations, the referring municipality's administration shall refer the matter to the Intermunicipal Planning Committee.</p>
☺ Resolution or Next Step ▼		

IPC Review

Policy 5.4.4

Matters referred to the IPC for review shall proceed according to the following process:

STEP	TIMELINE	ACTION
1 IPC Meeting	Within 30 days of a referral	Upon referral of a matter to the IPC, the IPC will schedule a meeting to be held within 30 days of the referral. The Administrations of the Counties will present their positions on the matter to the IPC.
☺ Resolution or Next Step ▼		
2 IPC Report	Within 7 days of IPC meeting	<p>After consideration of the matter, the IPC shall provide a recommendation report to the Counties that:</p> <ul style="list-style-type: none"> a. Provides recommendations to both administrations with respect to the matter that should be considered to make it more acceptable to the Counties; and b. Identifies whether a consensus position of the IPC in support of (or in opposition to) the matter has been reached. <p>If no consensus position is reached by the IPC, the IPC may request that the Counties employ a facilitator to assist the IPC to work towards a consensus position.</p> <p>If the matter cannot be satisfactorily resolved following the IPC review, the IPC may recommend that a decision in the matter be deferred until the matter can be reviewed by both Councils.</p>
☺ Resolution or Next Step ▼		
3 Counties' Responses to the IPC Report	Within 30 days of the IPC Report	<p>Within 30 days of receiving a recommendation report from the IPC, the Counties will each provide the IPC with written notices:</p> <ul style="list-style-type: none"> a. Acknowledging their respective Councils' receipt of the report; and b. Identifying how they intend to proceed with the referral issue. <p>The Counties will provide copies of their notice to the IPC and to one another, so that the referring County can determine how to proceed.</p>
☺ Resolution or Next Step ▼		

6 RESOLVING DISPUTES

Policy 6.1.1	The Counties agree that disputes relating to the IDP shall be restricted to the following: <ul style="list-style-type: none"> a. Lack of agreement on proposed amendments to the IDP; b. Lack of agreement on any proposed statutory plan, land use bylaw or amendment to either located within or affecting the IDP Area; or c. Lack of agreement on an interpretation of this IDP.
Policy 6.1.2	Lack of agreement pursuant to Policy 6.1.1 of this IDP is defined as a statutory plan, LUB, or amendment to either that is given first reading by a Council and the other Council deems to be inconsistent with the policies of this IDP or detrimental to their planning interests as a municipality.
Policy 6.1.3	A dispute shall be limited to the decisions on the matters listed in Policy 6.1.1 . Any other appeal shall be made to the appropriate approving authority or appeal board that deals with that issue.
Policy 6.1.4	The dispute resolution process may only be initiated by the Counties' Councils.
Policy 6.1.5	In the event the dispute resolution process is initiated, the County having authority over the matter shall not give any further approval in any way until the dispute has been resolved or the mediation process has been concluded.
Policy 6.1.6	The process for resolving intermunicipal disputes related to the IDP shall be in accordance with the figure below.

STEP	TIMELINE	ACTION
1 Administration Review	Up to 28 days	When a referral has been received, the Administration review shall be conducted as per the requirements of the Administration Review portion of Section 5.4 of this IDP. Failing resolution within 7 days of the meeting of Administrations, the dispute will be referred to the IPC.
☺ Resolution or Next Step ▼		
2 IPC Review	30 days to convene, 30 days to make a decision (unless an extension has been agreed to)	The IPC will convene to consider and attempt to resolve the dispute after conclusion of the Administration Review, as per the requirements of Policy 5.4.3 of this IDP.
☺ Resolution or Next Step ▼		
3 Request Facilitated Mediation	Within 15 days of IPC review	<p>If the dispute cannot be resolved through the IPC review, and the matter relates to one of the areas identified in Policy 6.1.1 of this IDP, then one or both of the Councils shall (by motion) initiate the dispute resolution process and provide notice to the other municipality upon receipt of the notice.</p> <p>The municipalities must appoint a mutually agreed upon mediator to attempt to resolve the dispute by mediation within 15 days of the conclusion of the IPC review.</p> <p>The initiating municipality must provide the mediator with an outline of the dispute.</p> <p>Mediation participants shall include one member of Council and one member of administration from each municipality.</p>

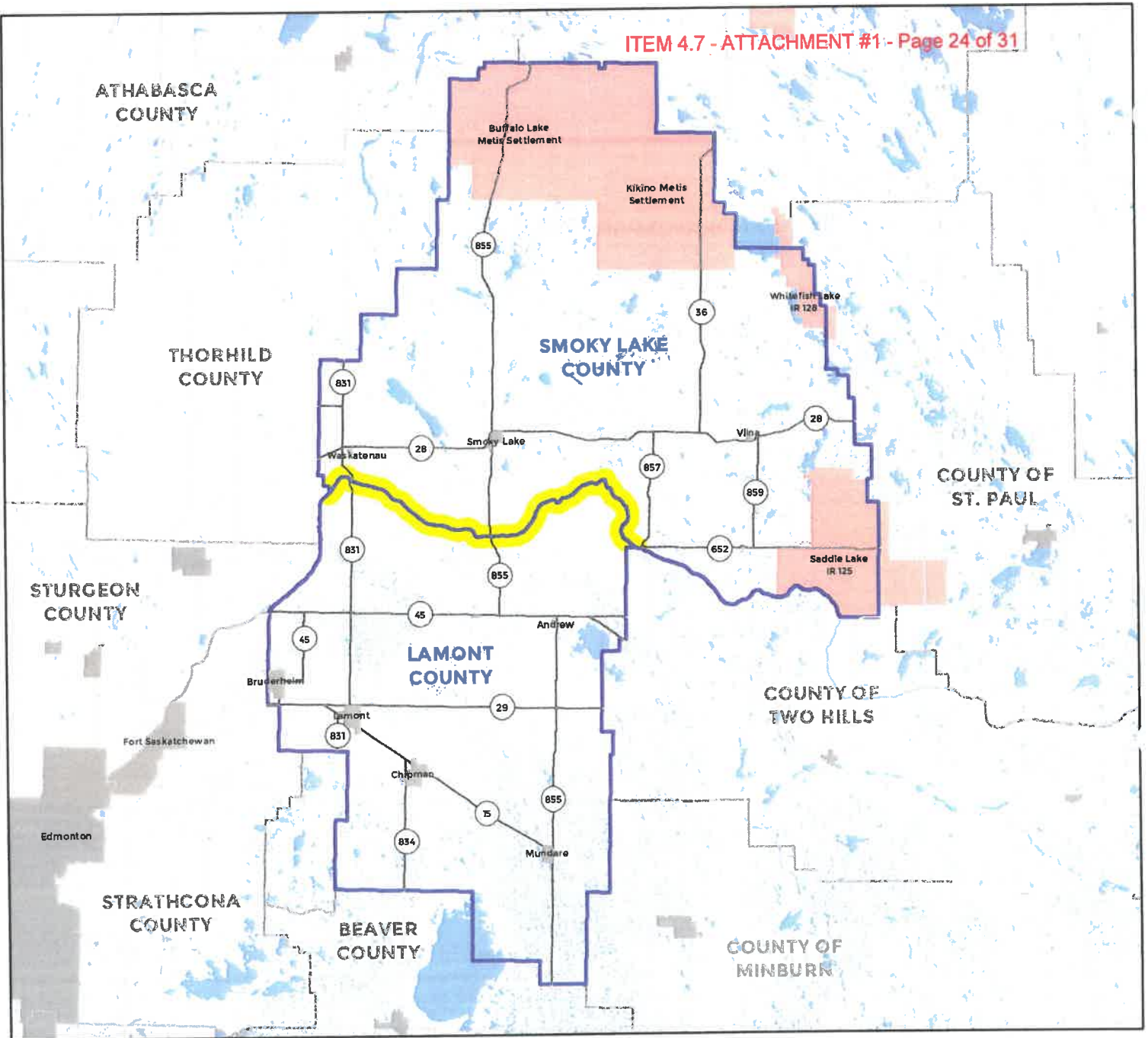
☺ Resolution or Next Step ▼		
4	Mediation	6 months from initial written notice (Step 1)
<p>The initiating County must provide the mediator with an outline of the dispute, and any agreed statements of facts.</p> <p>Mediator will be provided access to all records and documents that may be requested.</p> <p>The Counties must negotiate in good faith. Mediation costs will be shared equally.</p>		
☺ Resolution or Next Step ▼		
5	Mediation Report	21 days after mediation conclusion
<p>The initiating municipality provides a report to the responding municipality identifying areas of agreement and disagreement.</p>		
☺ Resolution or Next Step ▼		
6	Appoint Arbitrator	Within 30 days of a referral
<p>If the dispute has not been successfully resolved at the end of mediation, the Counties will appoint a mutually agreed-upon arbitrator or file an intermunicipal dispute with the Municipal Government Board.</p> <p>If the Counties cannot agree on an arbitrator, a request will be made by the initiating County to Alberta Municipal Affairs for one to be selected.</p> <p>The initiating County will provide the mediation report to the arbitrator.</p>		
☺ Resolution or Next Step ▼		
7	Binding Arbitration	1 year after initial written notice
<p>To be held in accordance with the Intermunicipal Collaboration Framework Regulation.</p> <p>Costs to be paid as per the Intermunicipal Collaboration Framework Regulation.</p> <p>The arbitrator's decision to be provided through an order.</p> <p>If the Counties resolve the dispute during arbitration, a report is required to be provided by the initiating County to the responding County.</p>		

7 MAPS

7.1 REGIONAL LOCATION

7.2 PLAN AREA AND REFERRAL AREA BOUNDARIES

7.3 FUTURE LAND USE

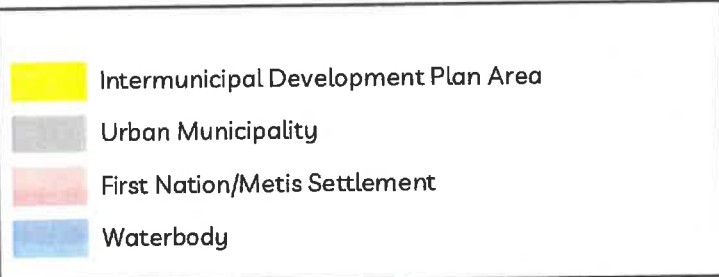


Smoky Lake County & Lamont County

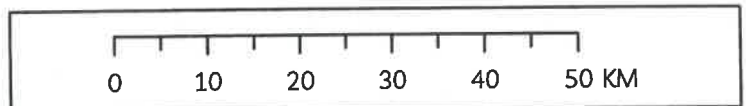
INTERMUNICIPAL DEVELOPMENT PLAN

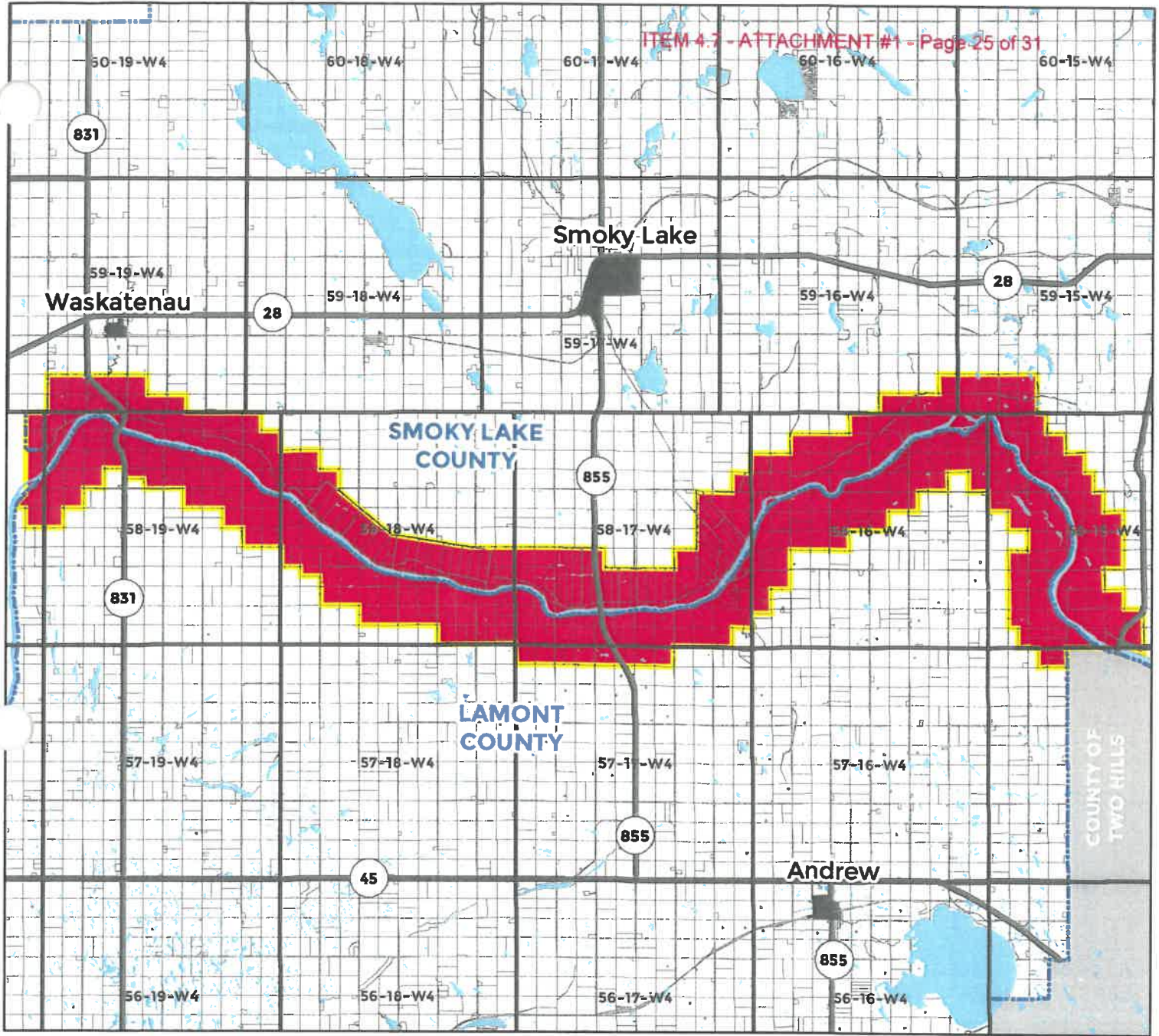


7.1 REGIONAL LOCATION



Digital Information:
Geogratis, Geodiscover, Altalist
Projection: UTM NAD 83 12N









Smoky Lake County & Lamont County

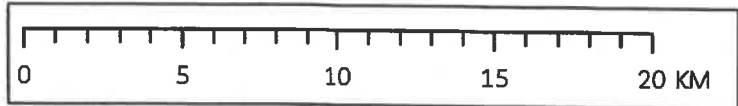
INTERMUNICIPAL DEVELOPMENT PLAN

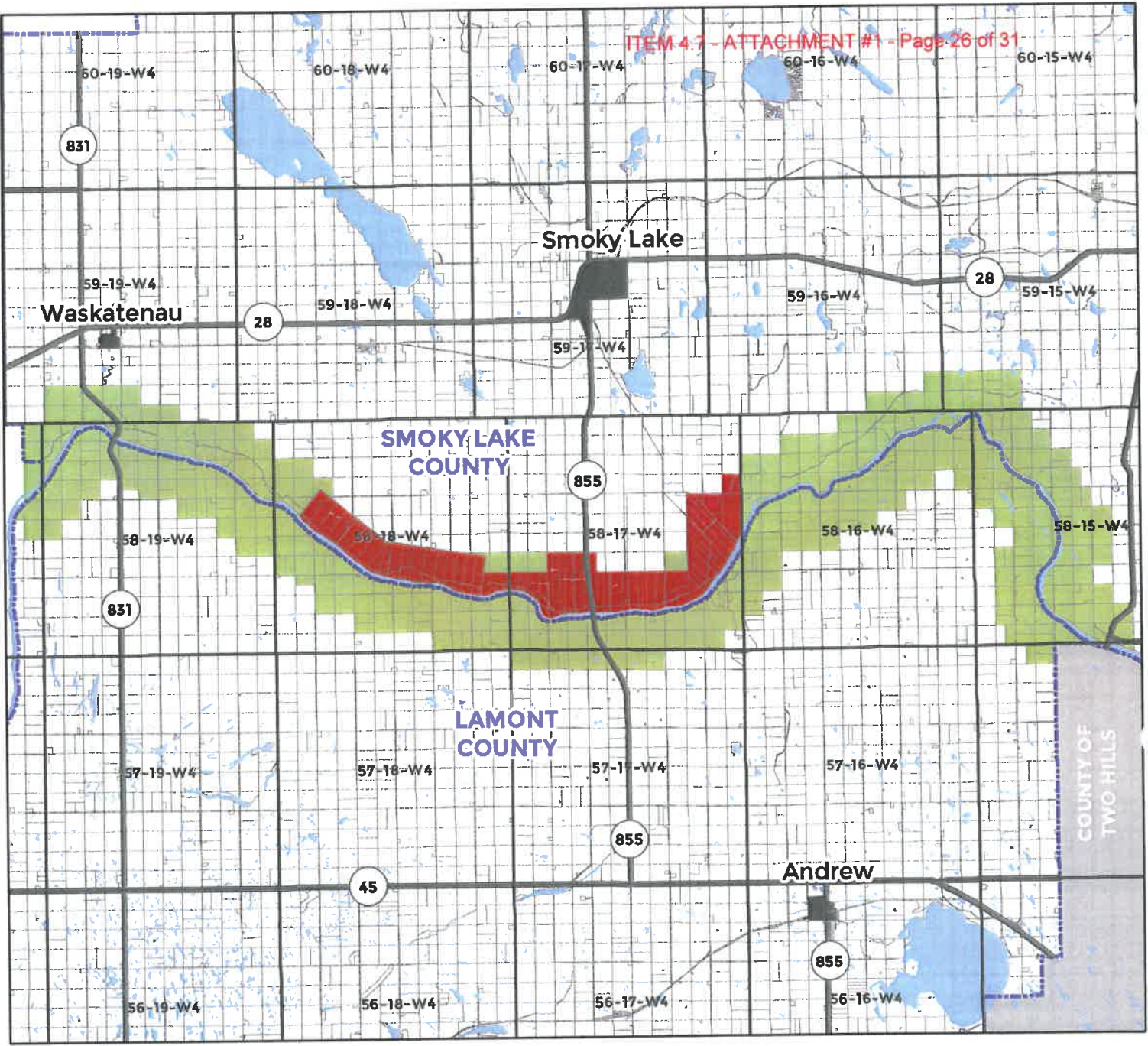


7.2 PLAN AREA AND REFERRAL AREA BOUNDARIES

-  Intermunicipal Development Plan Area
-  Referral Area
-  Urban Municipality
-  Waterbody

Digital Information:
Geogratis, Geodiscover, Altalist
Projection: UTM NAD 83 12N



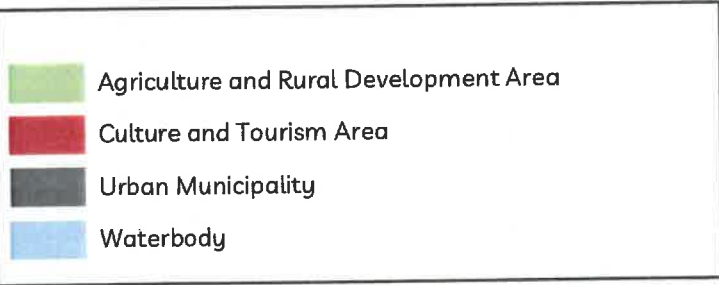


Smoky Lake County & Lamont County

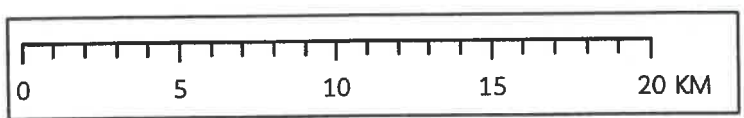
INTERMUNICIPAL DEVELOPMENT PLAN



7.3 FUTURE LAND USE



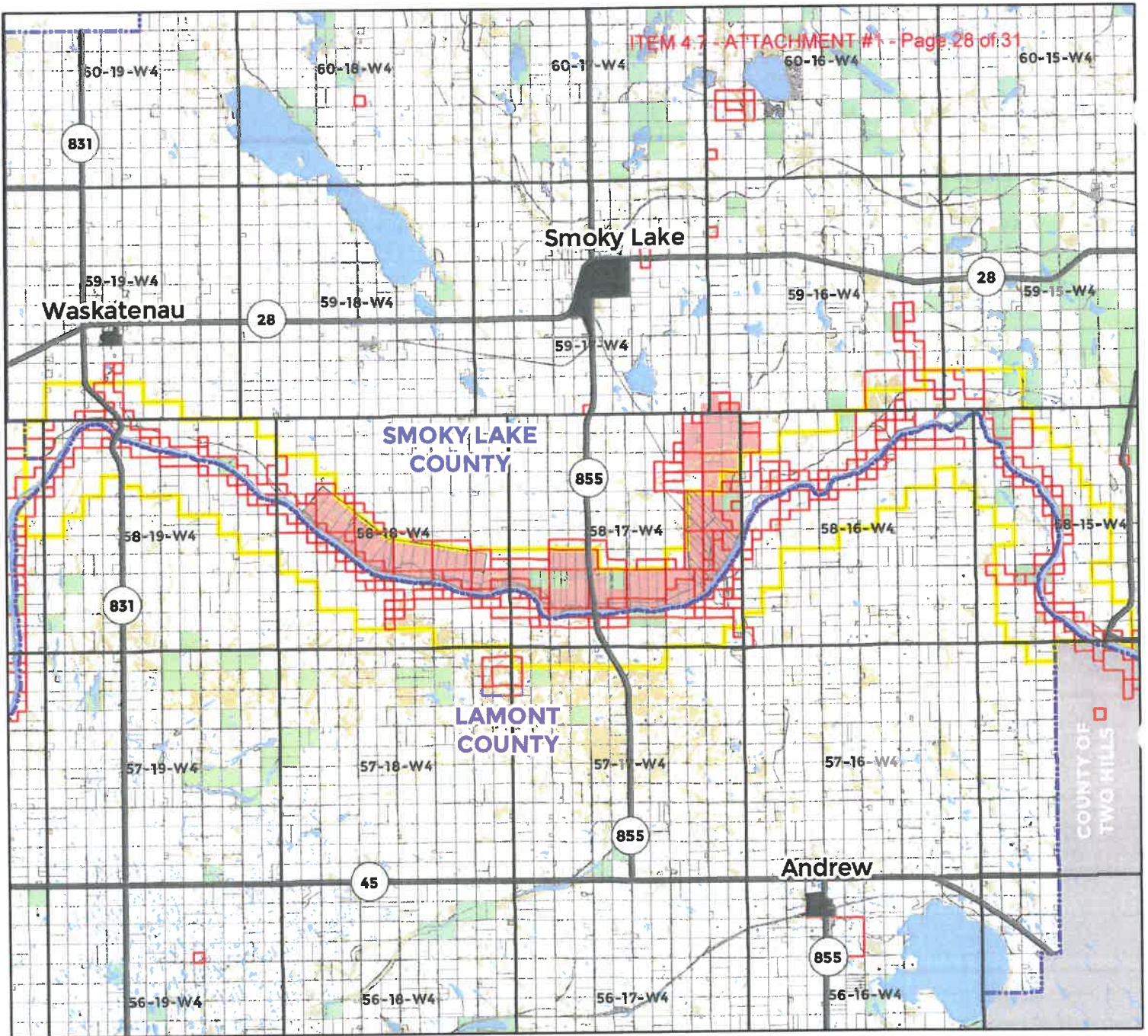
Digital Information:
 Geogatis, Geodiscover, Altalist
 Projection: UTM NAD 83 12N



APPENDIX A – INFORMATION MAPS

A.1 LOCAL FEATURES

A.2 NATURAL RESOURCE DEVELOPMENT










Smoky Lake County & Lamont County

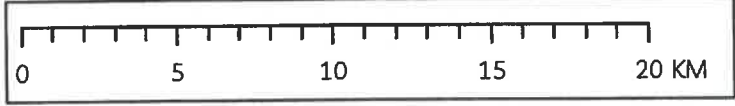
INTERMUNICIPAL DEVELOPMENT PLAN

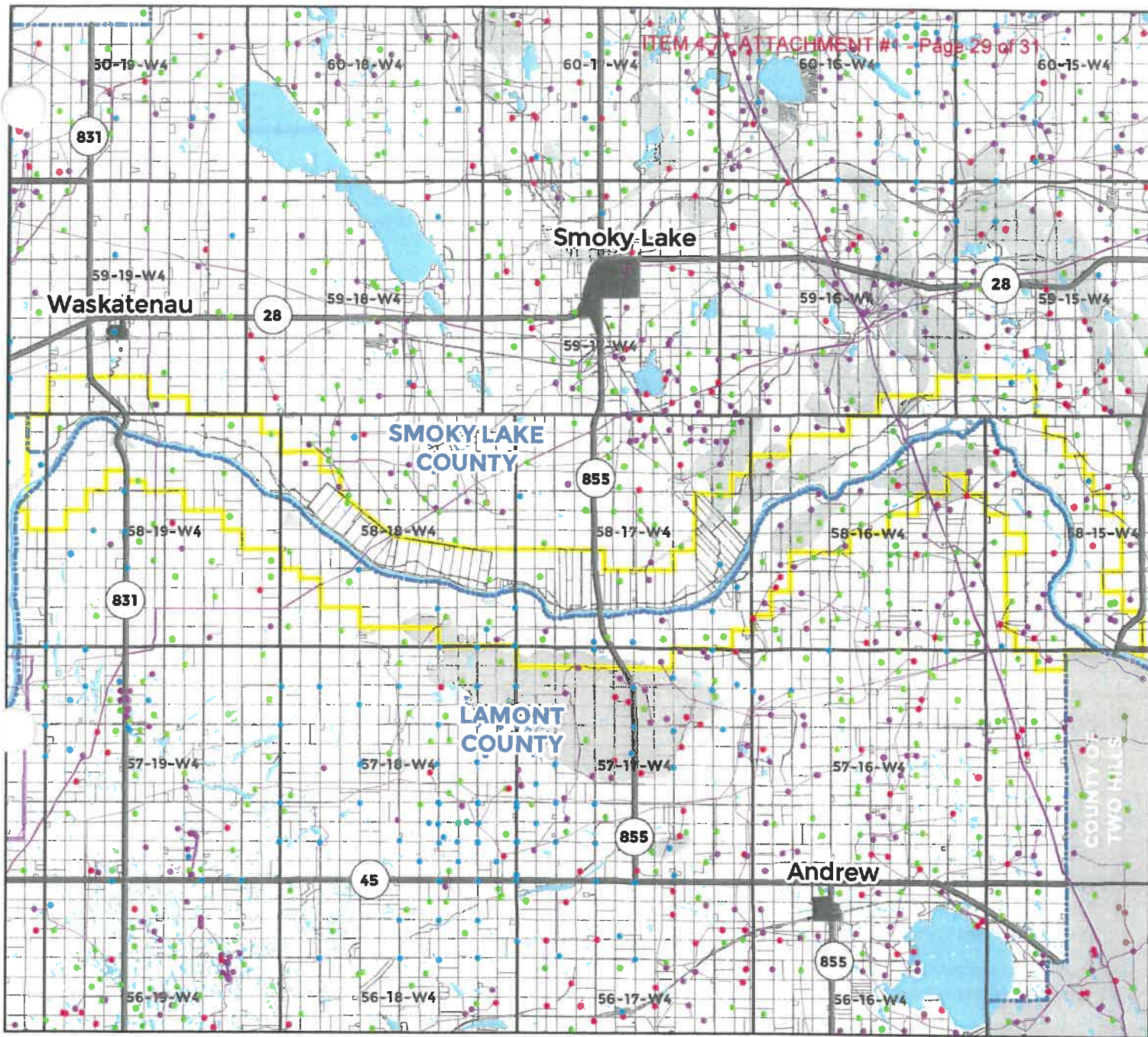


A.1 LOCAL FEATURES

	Plan Area Boundary		Env. Significant Area
	Urban Municipality		Wetland (AB Inventory)
	Waterbody		Victoria District ASP
	Historic Resources		

Digital Information:
Geogratis, Geodiscover, Altalist
Projection: UTM NAD 83 12N





Smoky Lake County & Lamont County

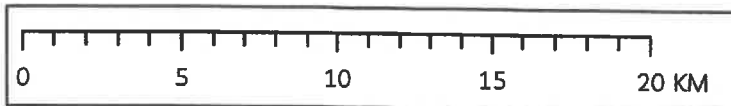
INTERMUNICIPAL DEVELOPMENT PLAN



A.2 NATURAL RESOURCE DEVELOPMENT

	Plan Area Boundary		Issued/Active Well
	Urban Municipality		Abandoned Well
	Waterbody		Rec. Certified Well
	Potential Sand and Gravel		Rec. Exempt Well
	Pipeline		

Digital Information:
Geogratis, Geodiscover, Aталist
Projection: UTM NAD 83 12N



APPENDIX B – INTERPRETATION

The Smoky Lake County & Lamont County Intermunicipal Development Plan has been written with the purpose of being document that can easily be read and used the Councils, Administrations, residents, and development proponents of both Counties. This section intends to provide greater clarity to the reader with respect to acronyms, common terms, actions, and the origins of key plan policies.

COMMON ABBREVIATIONS

ARP	Area Redevelopment Plan
ASP	Area Structure Plan
ESA	Environmentally Significant Area
ICF	Intermunicipal Collaboration Framework
IDP	Intermunicipal Development Plan
LUB	Land Use Bylaw
LUF	Land Use Framework
MDP	Municipal Development Plan
MGA	Municipal Government Act
NSRP	North Saskatchewan Regional Plan

COMMON ACTION VERBS

Policies are written in the active tense using **SHALL, MUST, WILL, SHOULD,** or **MAY** statements and are intended to be interpreted as follows:

Where **SHALL, MUST,** or **WILL** is used in a statement, the statement is considered **MANDATORY**, usually in relation to a declaration of action, legislative direction, or situation where a desired result is **REQUIRED**.

Where **SHOULD** is used in a statement, the intent is that the statement is strongly **ENCOURAGED**. Alternatives can be proposed where the statement is not reasonable or practical in a given situation, or where unique or unforeseen circumstances provide for courses of action that would satisfy the general intent of the statement. However, the general intent is for compliance.

Where **MAY** is used in a statement, it means there is a **CHOICE** in applying the statement and denotes discretionary compliance or the ability to alter the requirements as presented.

Any other terms or acronyms to be defined?

APPENDIX C – RECOMMENDED SETBACKS

Sustainable Resource Development Recommended Guidelines for Minimum Environmental Reserve/Easement Widths
 In reference to Section 664 of the *Municipal Government Act*, the following are recommended where a boundary to a proposed subdivision is a water body or watercourse.
 Table 1. Standard recommended minimum widths for Environmental Reserves or Environmental Reserve Easements based on type of water feature.

Water Feature	Minimum ER Width ¹	Notes
Reservoirs & Regulated Lakes	30 m from right of way or easement boundary	A regulated lake is a lake where water levels are established to a predetermined elevation and actively managed through use of a licensing requirement (e.g. to pump water into the water body).
Lake (natural & controlled) Swamp/wetland ²	30 m from natural boundary Variable, include wet meadow zone	On controlled lakes, 30 m from sill elevation of licensed control structure. Wet meadow zone can be extensive in some situations, and in these instances the ER should be wide enough to preserve ecological function.
Large River ($\geq 1.5m$ width)	30+ m	See additional requirements for hazardous lands.
Small River/Large Stream (6-15 m)	15 m	See additional requirements for hazardous lands.
Medium Stream (3 - 6 m)	10 m	See additional requirements for hazardous lands.
Small Stream (≤ 3 m)	6 m	See additional requirements for hazardous lands.
Ephemeral watercourse (no defined channel)	0 m	Use bylaw to regulate tree cutting within a defined distance from feature to maintain riparian vegetation and drainage.
Braided Stream	10 m from outside boundary of active floodway	

¹ Sustainable Resource Development views the term "swamp" to mean any area with hydrological conditions of sufficient duration to have developed saturated soils and hydrophytic vegetation (i.e. wetlands or peatlands).
² In addition to the recommended ER width for the water feature itself, associated landscape features may require the ER width to be modified to factor in additional inherent hazards to development.

For lands described in section 664(1)(b) of the *Municipal Government Act* (unsuitable for development because they are subject to flooding, have high risk of erosion, or have existing topographical or geo-technical constraints) the following are recommended.

Table 2. Additional factors that may necessitate an increase in the width of an Environmental Reserve or Environmental Reserve Easement.

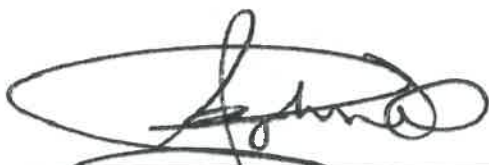
Hazardous Lands	ER Modifier	Notes
Floodplain	<ul style="list-style-type: none"> The width of the 1:100 year flood line or 30m from the natural boundary of a watercourse or lake, whichever is less. The width of meander belt for watercourses that tend to meander or entire floodplain if it is highly constrained within a confined valley. 	<ul style="list-style-type: none"> Residential development within a floodplain is discouraged. Development within flood fringe area should only be considered if flood proofing undertaken to reduce risk of flood damage. Flood risk mapping or delineation of the 1:100 year flood line generally defines the extent of expected flood occurrence (see Alberta Environment policy and guidelines). The width of a meander belt is determined by multiplying bankfull width by 20 for each reach, and is split equally on either side of creek along axis of meander belt.
Erosion prone areas Gully, ravine, coulee, or valley escarpments Steep Slopes ($>15\%$)	Provide for a toe erosion allowance. Provide for a stable slope allowance. Apply construction and building setbacks from this line. 3X escarpment height or as recommended by a geotechnical report on slope stability, rate of erosion, etc.	Consider highly erosive soils and annual recession rates. Boundary of stable slope allowance measured from top of crest of plateau (terrace), valley slope or tableland.

September 2007

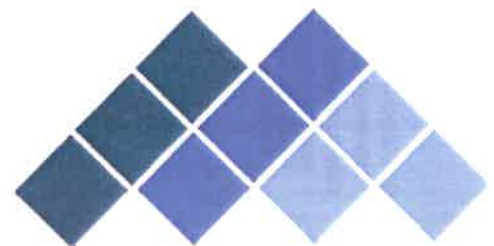
INTERMUNICIPAL COLLABORATION FRAMEWORK & INTERMUNICIPAL DEVELOPMENT PLAN COST ESTIMATE

18 NOVEMBER 2019 | SMOKY LAKE COUNTY & LAMONT COUNTY

It is the intent of Municipal Planning Services to enter into a formal agreement with Smoky Lake County and Lamont County based on the services described within this cost estimate.



Jane Dauphinee RPP, MCIP
Principal + Senior Planner



MUNICIPAL PLANNING SERVICES

THE PROJECT

Municipal Planning Services (2009) Ltd. (MPS) is pleased to prepare a cost estimate to prepare an Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) for Smoky Lake County and Lamont County.

This cost estimate is intended to provide each County's Council and Administration with the understanding of costs associated with completing this project, and our firm's estimation of resources needed to bring this project to a successful conclusion.

Should you wish to receive a full proposal from MPS for this project (describing project details such as our proposed methodology, approach, and work plan), we would be happy to provide you with this information.

THE WORK PLAN

This cost estimate is provided by MPS; our team will provide support to Administration and Council in gathering and analysing data, developing policies and regulations, and undertaking consultation with residents, agencies, and stakeholders as required.

This project cost estimate is based on a work plan that was developed specifically to:

- Meet and exceed provincial requirements for public consultation, notification, and participation;
- Ensure compliance with the Municipal Government Act and the Alberta Land Stewardship Act (both as amended);
- Ensure consistency with other the statutory plans and bylaws of the two Counties;
- Provide opportunities for thorough review of the ICF and IDP by municipal Administration, Council, and the Steering Committee during every phase of the project; and
- To ensure that readily available environmental, social, spatial, agreements, and demographic information provides a basis for policies and regulations.

The work plan is based on the following three phase approach:

Phase 1 – Issue Identification

- Start-up **meeting** with the project Steering Committee (e.g. members of Councils, Administrations, and MPS)
- Research and review of existing municipal policies and bylaws, agreements, and other background information
- Sharing background information findings with the project steering Committee

Phase 2 – Draft ICF and IDP

- Public Notification of the project and solicitation of ideas and focused feedback for inclusion in the IDP
- Preparation of draft ICF and IDP documents by MPS
- Review **meeting** to discuss the draft ICF and IDP with the Steering Committee; revision by MPS
- Review **meeting** to discuss the draft ICF and IDP with the Steering Committee; revision by MPS
- Public **Open House** to present the Draft IDP and gather feedback
- Review **meeting** to discuss Open House feedback with the Steering Committee; revision by MPS
- Review **meeting** to discuss the draft ICF and IDP with the Steering Committee; revision by MPS

Phase 3 – ICF and IDP Adoption

- Preparation of the finalized ICF and IDP by MPS as guided by the project Steering Committee
- 1st Reading of the IDP by County Councils
- **Joint Public Hearing for the IDP** (supported by a project review presentation by MPS)
- 2nd and 3rd Readings of the IDP by County Councils

COST ESTIMATE

	JANE DAUPHINEE	BRAD MACDONALD	ALLISON ROSLAND	KYLE MILLER	DISBURSEMENTS
	PLANNER	PLANNER	PLANNER	PLANNER	
BILLING RATE	\$140.00	\$120.00	\$110.00	\$100.00	
TRAVEL RATE (2/3)	\$93.33	\$80.00	\$73.33	\$66.67	
TRAVEL					
NUMBER OF TRIPS	7	0	4	1	
DURATION (HOURS)	14	0	8	2	
MILEAGE (\$100/TRIP)	\$700.00	\$0.00	\$0.00	\$0.00	\$0
TRAVEL COSTS	\$2,006.67	\$0.00	\$586.67	\$133.33	
TOTAL TRAVEL COSTS					\$2,726.67
IN PERSON MEETINGS (INCLUDING PUBLIC MEETINGS)					
NUMBER OF MEETINGS	7	0	4	1	
DURATION (HOURS)	21	0	12	3	\$200
MEETING COSTS	\$2,940.00	\$0.00	\$1,320.00	\$300.00	
TOTAL MEETING COSTS					\$4,760.00
PLANNING					
WRITING/REPORTS (HOURS)	20	30	40	10	
MAPPING/GRAPHICS (HOURS)	0	30	20	0	\$0
MEETING PREPARATION (HOURS)	10	15	15	5	
PLANNING COSTS	\$4,200.00	\$9,000.00	\$8,250.00	\$1,500.00	
TOTAL PLANNING COSTS					\$22,950.00
GST:					\$1,521.83
Total Cost Estimate (WITH GST):					\$31,958.50

This cost estimate is based on the following meeting plan:

MEETING #1	Project start-up meeting with project Steering Committee
MEETING #2	Draft ICF and IDP Review Meeting #1 with project Steering Committee
MEETING #3	Draft ICF and IDP Review Meeting #2 with project Steering Committee
MEETING #4	Public Open House for Draft IDP with project Steering Committee
MEETING #5	Open House Feedback Review Meeting with project Steering Committee
MEETING #6	Draft ICF and IDP Review Meeting #3 with project Steering Committee
MEETING #7	Joint Public Hearing for the IDP

This cost estimate also includes review meetings via phone/email with each County's Administration to review project findings, focused portions of the draft ICF and IDP, and to seek guidance on updated policies and regulations. MPS staff will remain in regular phone/email contact with each County's Administration to ensure that their respective Councils are informed of the project's status.

In order to maximize project resources, this cost estimate assumes that each County's Administration will assist MPS by calling all meetings of Council, organize the logistics of public meetings (e.g. venue booking, refreshments, etc.), and circulate all public meeting advertisements (MPS will provide content for the advertisements).

Smoky Lake County and Lamont County will make available to MPS all mapping information, statutory plans, bylaws, policies, reports, studies, agreements, and information relevant to the preparation of the ICF and IDP documents.

Should additional meetings (including public meetings) or project tasks be directed by the Counties, MPS reserves the right to bill for those meetings/tasks, in addition to the project cost estimates.

It is assumed that all meetings will be hosted at the Smoky Lake County or Lamont County offices.

Additional work or meetings will not be undertaken by MPS without written consent from both Counties.

The project cost estimate has been developed in accordance with the above described work plan that seeks to maximize available project resources. MPS is confident that this project can be undertaken and completed within the stated cost estimate.

CLOSURE

Thank you for the opportunity to prepare this cost estimate for Smoky Lake County and Lamont County. Should you require addition information, want to discuss elements of this cost estimate, wish to receive a detailed proposal for the described services please feel free to contact our office at any time.

Sincerely,



JANE DAUPHINEE, RPP, MCIP

Principal + Senior Planner

Phone: 780-486-1991

Email: j.dauphinee@munplan.ab.ca



Smoky Lake County

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta
T0A 3C0

Phone: 780-656-3730
1-888-656-3730

Fax: 780-656-3768
www.smokylakecounty.ab.ca

Lamont County
Attn: Alan Grayston
5303 – 50th Avenue
Lamont, AB T0B 2R0

February 21, 2020

Sent Via: E-Mail

Re: IDP/ICF Extension, Ministerial Order No. MSL:047/18

Good Afternoon,

Further to Ministerial Order No. MSL:047/18, rural municipalities which share a boundary may extend the deadline to adopt their Inter-Municipal Collaboration Framework (ICF) and Inter-Municipal Development Agreement (IDP) by one year, to April 1, 2021. In such cases, notice must be filed with Municipal Affairs to this effect.

As such, at the February 20, 2020 Meeting of Smoky Lake County Council, Motion ~~519~~⁵²⁰-20 was adopted:

That Smoky Lake County Council utilize the extension granted by the Minister of Municipal Affairs under Ministerial Order No. MSL:047/18, to April 1, 2021, for the development of an Intermunicipal Collaboration Framework with Lamont County, and that notice shall be sent to Lamont County, informing them of Smoky Lake County's motion, and requesting that Lamont County pass a motion to the same effect, and send notice of said motion to the Minister of Municipal Affairs.

We are requesting that Lamont County adopt a similar resolution, so that this may be communicated to Municipal Affairs, as we continue to work diligently towards completion of both an ICF and IDP between Smoky Lake County and Lamont County.

Please do not hesitate to contact us should you have any questions.

Best Regards,

A handwritten signature in black ink, appearing to read "Kyle Schole".

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

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

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cc: Municipal Planning Services (MPS)

Encl: Ministerial Order No. MSL:047/18
Bill 25 Summary of Changes to ICFs and IDPs

Kyle Schole

From: Kyle Schole
Sent: September 24, 2020 8:34 AM
To: Jane Dauphinee; k.miller@munplan.ab.ca; Allison Rosland; MPS Admin
Cc: Jordan Ruegg; Patti Priest; lydia cielin; clukinuk@smokylakecounty.ab.ca; Johnny Cherniwchan
Subject: Lamont County - Smoky Lake County IDP Summary Follow-up

Jane, et. all,

Thanks again for leading the discussion last week. We thought it was a deeply positive session, and you MPS folks have done some fantastic work on this file so far!

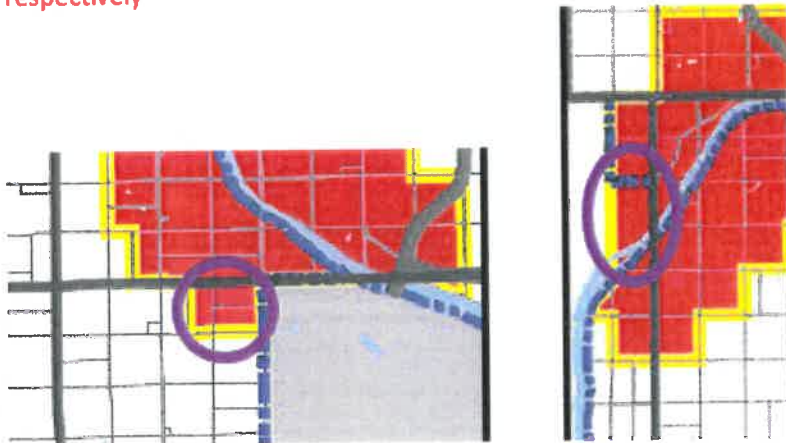
Further to the discussion, here is some material/notes for your integration:

- 1. Introduction

o 1.1 Purpose of the Plan

- The first sentence of the second paragraph does not make sense. Should read "The Counties acknowledge that all municipalities party to this IDP are equal and have a right to growth and development."

- o **Map 7.2 (pg. 23) Plan Area and Referral Boundaries** (this map and all others to be corrected/clarified)
- o **Highlighted area below falls beyond 1 mile from top of bank/boundary, or outside the municipalities respectively**



- o **Map 7.1 (pg. 22) Municipal Boundary** (to be corrected)
 - Currently, map shows SLC *encompassing* Whitefish/Saddle Lake Reserves and Kikino/Buffalo Lake Metis Settlements
- o **Map A.1**
 - Victoria District ASP policy area extends west of what is currently shown. (To be corrected!)

- 2. Plan Area Information

- 2.1 History & Culture

- o Additional imagery, ferry crossings, etc. (enclosure)
- o Add mention, the National Historic Site Designated by Minister of Canadian Heritage in 2001, on the advice of the National Historic Sites and Monuments Board of Canada, thanks primarily to the Victoria Home Guard Historical Society (VHGS).

- Add mention, Commemorative Statement of Integrity completed in 2008, describes the Heritage Values of the District
- Add image Victoria District National Historic Site map (enclosure)
- **2.2 Environmental Features**
 - Possibly specify that within the NSR Watershed, the plan area is entirely within the White Earth Sub-watershed (add language & map)
- **2.4 Transportation**
 - Possibly mention the Victoria Trail has been designated a Municipal Historic Area by Smoky Lake County, under Alberta *Historical Resources Act*.
 - Victoria Trail Municipal Historic Area Bylaw 1370-20 (enclosure)
 - Possibly make reference to historic ferry landings
 - Waskatenau, Warspite, Pakan/Victoria
- **2.5 Existing Gravel Activity**
 - SE-36-58-20-4
 - S. Pt. of RL-10-58-17-4 Victoria Settlement
 - SW-10-58-17-4 Victoria Settlement
 - HB-17-58-17-4 Victoria Settlement
 - RL-2-58-17-4 Victoria Settlement
 - NW-30-58-16-4
 - NE-30-58-16-4
 - SE-30-58-16-4
 - SW-29-58-16-4
 - NW-29-58-16-4
 - SE-29-58-16-4
- **3. General Land Use and Development**
 - **3.1 Existing and Planned Development**
 - **Policy 3.1.2**
 - "... which maintain and enhance the character of..."
 - **3.2 Environment and Watershed Management**
 - **Policy 3.2.6**
 - Possibly add language to have regard to *Municipal Guide, Planning for a Healthy and Sustainable North Saskatchewan River Watershed: NSWA* (enclosure)
 - **Policy 3.2.10 (proposed new)**
 - Possibly add an additional policy mentioning willingness for future collaboration for watershed management initiatives
 - **3.3 Historic Sites**
 - Possibly add to have regard to *Standards & Guidelines for the Conservation of Historic Places in Canada*
 - **3.6 Tourism & Recreation**
 - Possibly mention references to Metis Nation of Alberta/Metis Crossing, and Victoria Home Guard Historical Society (VGHHS)
 - Possibly mention willingness to explore future Culture and Tourism Areas in Lamont County
 - **Policy 3.6.3**
 - Possibly add language for water recreation safety
- **5. Cooperation**
 - **5.4 Circulation and Referral**

o **Policy 5.4.2**

- Reference to Section 6.4 but this Section does not exist.

- **NOTES:** discussion to extend the Culture and Tourism Area west along Victoria Trail...

The enclosures mentioned above can be accessed [HERE](#). Please let us know if you have any questions! We are very much looking forward to our next session, as well as going to the public for input.

Best Regards,

Kyle Schole

Planning, Development, & Heritage Assistant
Smoky Lake County



4612 - McDougall Drive, PO Box 310
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w: <http://www.smokylakecounty.ab.ca/>

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NOTE: The Smoky Lake County municipal office has re-opened with COVID measures in place. The Planning & Development Services Dept. continues to be hard at work, and available during regular business hours including by phone and electronically.

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 **Studies show trees live longer when they're not cut down.**
Please do not print this email unless you really need to.



REQUEST FOR DECISION		DATE	December 10, 2020	4.8
TOPIC	Smoky Lake County - Lamont County Intermunicipal Collaboration Framework (ICF) Proposed Smoky Lake County Bylaw 1388-20			
PROPOSAL	To provide an update to Smoky Lake County Council on the status of the development of an Intermunicipal Collaboration Framework (ICF) with Lamont County and to schedule a meeting of the Intermunicipal Collaboration Committee to review the draft ICF © Attachment 1			
BACKGROUND	<p><u>August 27, 2019 – Smoky Lake County & Lamont County Intermunicipal Collaboration Framework and Intermunicipal Development Plan Preliminary Meeting</u></p> <ul style="list-style-type: none"> • A meeting was held to discuss the requirements of Intermunicipal Collaboration Frameworks (ICFs) & Intermunicipal Development Plans (IDPs), as well as the ICF/IDP project objectives • Specifically, the following requirements pertaining to ICFs were discussed: <ul style="list-style-type: none"> ○ MGA requirements; ○ Service Areas that must be addressed; ○ Bilateral Agreement; ○ Intermunicipal Collaboration Committee (ICC); ○ Shared infrastructure between the two municipalities (none currently exists); ○ Major road networks (provincial highways outside of the jurisdiction of the municipalities); and ○ Potential collaboration in Heritage Resource Management, Planning and Development and Emergency Services. <p><u>November 18, 2019 – Cost Estimate Received from Municipal Planning Services (MPS)</u></p> <ul style="list-style-type: none"> • Smoky Lake County received a cost estimate from Municipal Planning Services for consulting services related to the drafting of an Intermunicipal Development Plan and Intermunicipal Collaboration Framework between Smoky Lake and Lamont Counties © Attachment 2 <p><u>February 20, 2020 – Smoky Lake County Council Meeting</u></p> <ul style="list-style-type: none"> • Motion 519-20: <i>“That Smoky Lake County Council utilize the extension granted by the Minister of Municipal Affairs under the Ministerial Order No. MSL:047/18, to April 1, 2021, for the development of an Intermunicipal Collaboration Framework with Lamont County, and that notice shall be sent to Lamont County, informing them of Smoky Lake County’s motion, and requesting that Lamont County pass a motion to the same effect, and send notice of said motion to the Minister of Municipal Affairs.”</i> © Attachment 3 <p><u>September 17, 2020 – Smoky Lake County & Lamont County Intermunicipal Collaboration Committee Meeting</u></p> <ul style="list-style-type: none"> • A meeting was held on September 17, 2020, to discuss the content of the ICF. • Following this meeting, a draft ICF was prepared by MPS for review by both councils. 			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
<ul style="list-style-type: none"> • Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom • Vision: Leading the way in positive growth with healthy, sustainable, rural living. • Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services. 				
Governance: Develop Intermunicipal Collaborative Frameworks: Q4 2018 – Q2 2020				

**LEGISLATIVE, BYLAW and/or
POLICY IMPLICATIONS**

Municipal Government Act RSA 2000, Ch. M-26.

**Part 17.2
Intermunicipal Collaboration**

Definitions

708.26(1) In this Part,

(a) "arbitrator" means a person who is chosen as an arbitrator under section 780.35;

(b) "framework" means an intermunicipal collaboration framework entered into between 2 or more municipalities in accordance with this Part, and includes any amendments to a framework;

(c) "servicing plan" means the servicing plan, if any, required by a regulation under section 708.02.

(2) A reference in this Part to a municipality includes an improvement district.

Purpose

708.27 The purpose of this Part is to provide for intermunicipal collaboration frameworks among 2 or more municipalities

(a) to provide for the integrated and strategic planning, delivery and funding of intermunicipal services,

(b) to steward scarce resources efficiently in providing local services, and

(c) to ensure municipalities contribute funding to services that benefit residents.

Division 1

Intermunicipal Collaboration Framework

Framework is mandatory

708.28(1) Municipalities that have common boundaries must create a framework with each other by April 1, 2020 unless they are members of a growth management board.

(2) Municipalities that are members of the same growth management board may create a framework with other members of the same growth management board in respect of matters that are not addressed in the growth plan or the servicing plan.

(3) Municipalities that do not have common boundaries may be parties to a framework.

(4) A municipality may be party to more than one framework.

(5) Despite subsection (1), the Minister may by order exempt, on any terms and conditions the Minister considers necessary, one or more municipalities from the requirement to create a framework.

(6) For greater certainty, a municipality that is a member of a growth management board must create a framework with a municipality that is not a member of the same growth management board if they have common boundaries.

Contents of the framework

708.29(1) A framework must describe the services to be provided under it that benefit residents in more than one of the municipalities that are party to the framework.

(2) In developing the content of the framework required by subsection (1), the municipalities must identify which municipality is responsible for providing which services and outline how the services will be delivered and funded.

(3) Nothing in this Part prevents a framework from enabling an intermunicipal service to be provided in only part of a municipality.

(3.1) Every framework must contain provisions establishing a process for resolving disputes that occur while the framework is in effect, other than during review under section 708.32, with respect to

(a) the interpretation, implementation or application of the framework, and

(b) any contravention or alleged contravention of the framework.

(4) No framework may contain a provision that conflicts or is inconsistent with a growth plan established under Part 17.1 or with an ALSA regional plan.

(5) The existence of a framework relating to a service constitutes agreement among the municipalities that are parties to the framework for the purposes of section 54.

Court order to comply

708.291 If a municipality that is party to an intermunicipal collaboration framework fails to participate in the dispute resolution process set out in the framework or fails to comply with an agreement reached by the parties as a result of that process, any other party to the framework may apply to the Court of Queen's Bench for an order directing the municipality to comply with the process or agreement.

Conflict or inconsistency

708.31 If there is a conflict or inconsistency between a framework and an existing agreement between 2 or more municipalities that are parties to that framework, the framework must address the conflict or inconsistency and, if necessary, alter or rescind the agreement.

Term and review

708.32(1) The municipalities that are parties to a framework must review the framework at least every 5 years after the framework is created, or within a shorter period of time as provided for in the framework.

(1.1) Unless a framework provides otherwise, it may be reviewed at any time by agreement of all the municipalities that are parties to it.

(2) Where, during a review, the municipalities do not agree that the framework continues to serve the interests of the municipalities, the municipalities must create a replacement framework in accordance with this Part.

(3) Subsection (2) applies only to municipalities that are required under section 708.28(1) to create a framework.

Participation by Indian Bands and Metis settlements

708.321 Municipalities that are parties to a framework may invite an Indian Band or Metis settlement to participate in the delivery and funding of services to be provided under the framework.

Method of creating framework

708.33(1) In order to create a framework, the municipalities that are to be parties to the framework must each adopt a bylaw or resolution that contains the framework.

(2) Repealed 2019 c22 s10(35).

(3) In creating or reviewing the a framework, the municipalities must negotiate in good faith.

(4) Once the municipalities have created a framework, the municipalities must notify the Minister of the framework within 90 days of its creation.

Application

708.34 This Division applies to municipalities that are required under section 708.28(1) to create a framework where

(a) the municipalities are not able to create the framework within the time required under section 708.28,

(b) when reviewing a framework under section 708.32, the municipalities do not agree that the framework continues to serve the interests of the municipalities and one of the municipalities provides written notice to the other municipalities and the Minister stating that the municipalities are not able to agree on the creation of a replacement framework, or

(c) the municipalities

(i) have an intermunicipal framework,

(ii) have attempted to resolve a dispute referred to in section 708.29(3.1) using the dispute resolution process under the framework, and

(iii) have been unsuccessful in resolving the dispute within one year after starting the dispute resolution process.

Arbitration

708.35(1) Where section 708.34(a), (b) or (c) applies, the municipalities must refer the matter to an arbitrator.

(2) The arbitrator must be chosen by the municipalities or, if they cannot agree, by the Minister.

(3) Any mediator who has assisted the municipalities in attempting to create a framework is eligible to be an arbitrator under this Division.

(4) In a case referred to in section 708.34(a) or (b), the arbitration process ends where the municipalities create a framework by agreement or the Minister terminates the arbitration and makes an order under section 708.412.

(5) In a case referred to in section 708.34(c), the arbitration process ends when the municipalities resolve their dispute by agreement, the arbitrator makes an award under section 708.36 or the Minister terminates the arbitration and makes an order under section 708.412.

(6) The *Arbitration Act* applies to an arbitration under this Division except to the extent of any conflict or inconsistency with this Division, in which case this Division prevails.

(7) No municipality may, by means of an intermunicipal collaboration framework or any other means, vary or exclude any provision of the *Arbitration Act* and, for greater certainty, section 3 of the *Arbitration Act* does not apply in respect of an arbitration under this Division.

(8) An arbitrator chosen by the Minister is not subject to challenge or removal under the *Arbitration Act* by the parties or any court, but any party may request the Minister to remove and replace the arbitrator and the Minister may do so if the Minister considers it appropriate and after considering the reasons for the request and any response by the parties and the arbitrator.

(9) Section 42(2)(b) of the *Arbitration Act* does not apply in respect of an arbitration under this Division but the Minister may, at the Minister's discretion or at the request of any party or the arbitrator, terminate the arbitration and make an order under section 708.412.

(10) For greater certainty, nothing in this Division applies to an arbitration that

occurs under the dispute resolution terms of a framework before the expiry of the year referred to in section 708.34(c)(iii).

Role of arbitrator

708.36(1) Where a dispute is referred to an arbitrator under section 708.35, the arbitrator must make an award that resolves the issues in dispute among the municipalities

(a) in the case of a framework that is required under section 708.28(1) to be created by April 1, 2020, within one year after that date, or

(b) in the case of a replacement framework, within one year from the date the arbitrator is chosen.

(2) Despite subsection (1), an arbitrator may, as part of the arbitration process,

(a) attempt mediation with the municipalities in an effort to resolve the issues in dispute, and

(b) if the mediation is successful, require the municipalities to complete the framework to reflect their resolution of the dispute within a specified time.

(3) An arbitrator's award may include provisions respecting the responsibility for parties to pay or to share in paying costs, fees and disbursements incurred in the arbitration process.

(4) An arbitrator may require a municipality to provide or to make available for the arbitrator's examination and inspection any books, records or other materials of the municipality, but nothing in this subsection requires the arbitrator to examine or inspect any books, records or other materials before making an award.

(5) Unless the arbitrator rules otherwise, hearings in the arbitration are open to the public.

(6) An arbitrator may solicit written submissions from the public and, if the arbitrator does so, the arbitrator must take into account any written submissions received.

(7) An arbitrator must not make an award

(a) that has the effect of granting, varying or otherwise affecting any licence, permit or approval that is subject to this Act or any other enactment,

(b) on any matter that is subject to the exclusive jurisdiction of the Municipal Government Board,

(c) that is contrary to the *Alberta Land Stewardship Act* or an ALSA regional plan,

(d) that is contrary to an intermunicipal development plan under Part 17 or a growth plan or servicing plan,

(e) that directs a municipality to raise revenue by imposing a specific tax rate, off-site levy or other rate, fee or charge, or

(f) that directs a municipality to transfer revenue to another municipality, unless

(i) the revenue transfer is directly related to services provided by a municipality that the revenue-transferring municipality derives benefit from, and

(ii) the arbitrator considers it equitable to do so.

Matters to be considered by an arbitrator

708.38(1) In resolving a dispute, an arbitrator may have regard to

- (a) the services and infrastructure provided for in other frameworks to which the municipalities are also parties,
- (b) consistency of services provided to residents in the municipalities,
- (c) equitable sharing of costs among municipalities,
- (d) environmental concerns within the municipalities,
- (e) the public interest, and
- (f) any other matters that the arbitrator considers relevant.

Municipalities must adopt framework and amend bylaws

708.4(1) Where an arbitrator makes an award respecting a framework, the municipalities are bound by the award and must, within 60 days after the date of the award, adopt a framework in accordance with the award.

(1.1) A municipality must amend its bylaws, other than its land use bylaw, as necessary to reflect the framework within 2 years after adopting the framework.

(1.2) If there is a conflict or inconsistency between a bylaw and the framework, the framework prevails to the extent of the conflict or inconsistency.

(2) A municipality must not amend, repeal or revise its land use bylaw in a manner that is inconsistent with an intermunicipal development plan under section 631 to which the municipality is a party.

(3) A municipality must not amend, repeal or revise its bylaws to be inconsistent with a framework to which it is a party or an award of an arbitrator applicable to it.

Costs of arbitrator

708.41(1) Subject to an award of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Part must be paid on a proportional basis by the municipalities that are to be parties to the framework as set out in subsection (2).

(2) Each municipality's proportion of the costs must be determined by dividing the amount of that municipality's equalized assessment by the sum of the equalized assessments of all the municipalities as set out in the most recent equalized assessment.

Remuneration of experts

708.411 Where an arbitrator appoints an expert, the expert must be paid on a proportional basis by the municipalities that are or will be parties to the framework, with each municipality's proportion of the costs to be determined in the same manner as is required under section 708.41(2) for an arbitrator.

Minister may make orders

708.412(1) Despite this Division or any arbitration occurring under this Division, the Minister may at any time make any order the Minister considers appropriate to further the development of a framework among 2 or more municipalities to carry out the purpose of this Part, including without limitation, an order establishing a framework that is binding on the municipalities.

(2) If there is a conflict or inconsistency between an order made by the Minister under this section and an action taken by a municipality or a growth management board, the Minister's order prevails to the extent of the conflict or inconsistency.

Measures to ensure compliance with award
 708.43(1) If a municipality fails to comply with section 708.4(1), any other municipality that is or will be a party to the framework may apply to the Court of Queen's Bench for an order requiring that municipality to comply with section 708.4(1).

(2) If the Minister considers that a municipality has not complied with a framework, the Minister may take any necessary measures to ensure that the municipality complies with the framework.

(3) In subsection (2), all necessary measures includes, without limitation, an order by the Minister

(a) suspending the authority of a council to make bylaws in respect of any matter specified in the order;

(b) exercising bylaw-making authority in respect of all or any of the matters for which bylaw-making authority is suspended under clause (a);

(c) removing a suspension of bylaw-making authority, with or without conditions;

(d) withholding money otherwise payable by the Government to the municipality pending compliance with an order of the Minister;

(e) repealing, amending and making policies and procedures with respect to the municipality;

(f) suspending the authority of a development authority or subdivision authority and providing for a person to act in its place pending compliance with conditions specified in the order;

(g) requiring or prohibiting any other action as necessary to ensure that the municipality complies with the framework.

BENEFITS	<ul style="list-style-type: none"> • Compliance with legislation • Avoid Arbitration • Formalization of existing agreements between the two municipalities • Framework for future collaboration and dispute resolution
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DISADVANTAGES	<ul style="list-style-type: none"> • Nil.
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ALTERNATIVES	<ul style="list-style-type: none"> • Take no action, or • Defer
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FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT /IMPLICATIONS	<ul style="list-style-type: none"> • Proposed Bylaw 1388-20 would establish a framework for collaboration, dispute resolution, & arbitration with neighboring Lamont County.
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COMMUNICATION STRATEGY	<ul style="list-style-type: none"> • Once the ICF has been adopted, a notice will be placed on the County's website and in the Grapevine.
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RECOMMENDATION

That Smoky Lake County Council instruct administration to schedule a meeting of the Intermunicipal Collaboration Committee, to be held concurrently with the public engagement session respecting the Intermunicipal Development Plan Bylaw #1383-20, for January 2021.

CHIEF ADMINISTRATIVE OFFICER	 for CAO
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Smoky Lake County & Lamont County

INTERMUNICIPAL COLLABORATION FRAMEWORK



Smoky Lake County
Bylaw No. XXX



Lamont County
Bylaw No. XXX

ACKNOWLEDGEMENTS

Smoky Lake County and Lamont County are located within Treaty 6 Territory, and the traditional lands of the Cree, Blackfoot and Métis people.

Collaboration recognizes the interconnected nature of human culture, land, water, and natural resources.

The municipalities are committed to exploring opportunities for collaboration with local First Nations and Metis people.

COUNCILS AND PROJECT TEAM



SMOKY LAKE COUNTY

Craig Lukinuk	Mayor
Randy Orichowski	Deputy Mayor
Johnny Cherniwchan	Councillor
Dan Gawalko	Councillor
Lorne Halisky	Councillor



LAMONT COUNTY

David Diduck	Reeve
Roy Anaka	Deputy Reeve
Daniel Warawa	Councillor
Wayne Woldanski	Councillor
Neil Woitas	Councillor



CONSULTING TEAM

Jane Dauphinee	Principal & Senior Planner
Allison Rosland	Planner
Brad MacDonald	Planner

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EXECUTIVE SUMMARY

Smoky Lake County and Lamont County have partnered to adopt a bi-lateral Intermunicipal Collaboration Framework. The Counties have entered into this Framework in good faith, and with a commitment to intermunicipal communication and collaboration that benefits the region's residents.

A Steering Committee comprised of representatives of the partnering municipalities was established in 2019 to guide the project and provide information and direction to the project consultant. Municipal Planning Services (2009) Ltd. was contracted to develop an Intermunicipal Development Plan, prepare an Intermunicipal Planning Committee Terms of Reference, create an inventory of municipal and intermunicipal services, develop processes for decision making, and develop dispute resolution procedures – to support the development of the Intermunicipal Collaboration Framework.

Intermunicipal Collaboration Frameworks were introduced by the Province of Alberta as part of the *Modernized Municipal Government Act* in 2018. All municipalities that share a common border are required to adopt an Intermunicipal Collaboration Framework; municipalities that do not have a common boundary may be a party to a framework.

The purpose of an ICF is to facilitate communication and cooperation between neighbouring municipalities to ensure municipal services are provided to residents in an efficient and cost effective manner.

The Smoky Lake County & Lamont County Intermunicipal Collaboration Framework consists of 5 Parts and includes 4 Schedules (documents and plans intended to provide further guidance/information).

INTERPRETATION

The Smoky Lake County & Lamont County Intermunicipal Collaboration Framework has been written with the purpose of being a document that can easily be read and used by the participating municipalities' Councils, Administration, residents, and development proponents. The purpose of this section is to provide greater clarity to the reader with respect to common terms and acronyms used in the document and accompanying schedules.

ACRONYM	TITLE
ARP	Area Redevelopment Plan
ASP	Area Structure Plan
IPC	Intermunicipal Planning Committee
ICF	Intermunicipal Collaboration Framework
IDP	Intermunicipal Development Plan
LUB	Land Use Bylaw
LUF	Land Use Framework
MDP	Municipal Development Plan
MGA	<i>Municipal Government Act, R.S.A. 2000, c. M-26, as amended</i>
TOR	Terms of Reference

PHRASE	DEFINITION
PARTICIPATING MUNICIPALITIES	Smoky Lake County and Lamont County.
INITIATING MUNICIPALITY	The municipality that is the primary proponent of a proposed intermunicipal collaboration project or opportunity, or the municipality that initiates a dispute resolution process.
RESPONDING MUNICIPALITY	The municipality that have been requested by an initiating municipality to be party to a proposed intermunicipal collaboration project or opportunity; or a municipality that have been issued notice of a dispute.

1 INTRODUCTION

1.1 PURPOSE

1. The purpose of the Smoky Lake County & Lamont County Intermunicipal Collaboration Framework (ICF) is to establish formalized protocols for intermunicipal cooperation, communication, and service delivery.

1.2 PARTICIPATING MUNICIPALITIES

1. The following municipalities are party to the ICF: Smoky Lake County and Lamont County. They may be referred to as “the participating municipalities,” “the Counties,” or “the municipalities” in this Intermunicipal Collaboration Framework.

1.3 SCHEDULES TO THE ICF

1. The following Schedules are referenced in the ICF, and included for information.

SCHEDULE	TITLE
A	Intermunicipal Planning Committee Terms of Reference
B	Discussion Protocols
C	Detailed Inventory of Services
D	Smoky Lake County & Lamont County Intermunicipal Development Plan

1.4 TERMS AND REVIEW

1. In accordance with the *Municipal Government Act*, the Smoky Lake County & Lamont County Intermunicipal Collaboration Framework shall come into effect on final passing of matching bylaws that contain the ICF by all participating municipalities.
2. The Intermunicipal Collaboration Framework may be amended by mutual consent by the participating municipalities, unless specified otherwise in this ICF.
3. It is agreed by the participating municipalities that the Intermunicipal Planning Committee shall undertake a formal review of the Intermunicipal Collaboration Framework at least once every five years, commencing no later than 2026.

1.5 DECISION MAKING PROCESS

1. Unless otherwise identified in this ICF, decision-making related to this ICF shall be vested in the participating municipalities’ Councils.
2. Together, the Intermunicipal Planning Committee (IPC) Terms of Reference included in Schedule A and the Discussion Protocols in Schedule B outline how the IPC will function, and guide how the participating municipalities determine what issues, projects, and initiatives are subject to this ICF.

1.6 COSTS FOR NEW INITIATIVES

1. Allocation of costs for the cost-sharing for new development of service agreements shall be determined by the Councils of each or all of the municipalities and shall take into consideration the recommendation of the Intermunicipal Planning Committee.

2 INTERMUNICIPAL PLANNING COMMITTEE

2.1 INTENT

1. In order to establish meaningful and ongoing intermunicipal communication, the participating municipalities agree to establish a joint Intermunicipal Planning Committee (IPC, or 'the Committee') with the intent of:
 - a. Fostering effective collaboration between the participating municipalities;
 - b. Ensuring the routine monitoring of intermunicipal relationships and agreements; and
 - c. Providing a forum for dealing with intermunicipal concerns and capitalizing on regional opportunities in a mutually beneficial and timely fashion.

2.2 EFFECTIVE DATE

1. The IPC is established as of the effective date of the ICF and subsequently renewed at the respective organizational meetings of each participating municipality on an annual basis as long as this ICF is in effect.

2.3 COMPOSITION

1. The composition of the IPC (including the identification of voting and non-voting members) is identified in the Intermunicipal Planning Committee Terms of Reference in Schedule A.
2. The IPC may be comprised of the same individual members as a committee established as part of an approved Intermunicipal Development Plan. However, the committees shall retain separate functions.

2.4 REPORTING AND MEETINGS

1. At minimum, the IPC shall report annually to the Councils of the participating municipalities in open sessions on the status of the participating municipalities' intermunicipal relationship and any cooperation agreements.
2. The IPC shall meet on an "as required" basis.

2.5 TERMS OF REFERENCE

1. The IPC shall be guided by the intent and provisions of the IPC Terms of Reference included as Schedule A, and the Discussion Protocols included as Schedule B.

3 INTERMUNICIPAL COOPERATION

3.1 PRINCIPLES

1. The participating municipalities agree to the following principles to guide regional communication and cooperation efforts:
 - a. To have defined communication channels to share information.
 - b. To encourage respect of different views and interests.
 - c. To pursue relations based on transparency and openness.
 - d. To work together to resolve issues.
 - e. To develop a consultative process to ensure shared goals and efforts.
 - f. To respect jurisdictional interests.
 - g. To acknowledge that not all parties need to be involved in each regional project.
 - h. To advance shared interests to other levels of government with a common voice.
 - i. To ensure public awareness of the progress and results of regional cooperation.

3.2 INVENTORY OF SERVICES

1. The participating municipalities have a history of working cooperatively and collaboratively to provide municipal services to their residents on an intermunicipal basis, with services being provided directly or indirectly to their residents.
2. An inventory containing information about these services is included in Schedule C of this ICF.

3.3 FUTURE COLLABORATION OPPORTUNITIES

1. In the event that a participating municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating municipality's Chief Administrative Officer will notify the other municipality's Chief Administrative Officers in writing.
2. The initial notification by the initiating municipality will include a general description of the project, estimated costs, and timing of expenditures. The responding municipalities will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Intermunicipal Planning Committee meeting.
3. The following criteria will be used when assessing the feasibility of proposed new projects/agreements, and determining if the proposed new project/agreement will be mutually beneficial to the participating municipalities:
 - a. Relationship of the proposed capital project to Intermunicipal Development Plan or any other regional long term planning document prepared by the participating municipalities;
 - b. The level of community support;
 - c. The nature of the project;
 - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
 - e. The projected operating costs for new capital projects;
 - f. Municipal debt limit; and
 - g. Projected utilization by residents of the participating municipalities in the region.
4. Once the municipalities have received written notice of new project, an Intermunicipal Planning Committee meeting must be held within thirty (30) calendar days of the date the written notice was received, unless all participating Chief Administrative Officers agree otherwise.

5. The IPC will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Intermunicipal Planning Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined in Part 4 – Dispute Resolution.
6. The participating municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.
7. The future service agreements and projects listed in Appendix C (subsection C.10) are not exhaustive. The future agreements and projects identified are collaboration priorities at the time of adoption of this ICF. The IPC and Councils can explore service agreements and opportunities not on this list.

4 DISPUTE RESOLUTION

4.1 PRINCIPLES

1. The dispute resolution process in this ICF relates to matters specific to the ICF.
2. The participating municipalities are committed to resolving any disputes in a non-adversarial, informal, and cost-effective manner.
3. The participating municipalities shall make all reasonable efforts to resolve disputes by negotiation and agree to provide (without prejudice) open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
4. In the event of a dispute, the participating municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following manner:
 - a. Negotiation;
 - b. Mediation;
 - c. Binding Arbitration.
5. If any dispute arises between the participating municipalities regarding the interpretation, implementation, or application of this ICF, the dispute will be resolved through the Dispute Resolution Process outlined herein.

4.2 PROCESS

1. The participating municipalities agree that disputes relating to the ICF shall be restricted to the following:
 - a. Lack of agreement on proposed amendments; and
 - b. Lack of agreement on interpretation of this ICF.
2. The participating municipalities shall undertake the dispute resolution process outlined in Figure 1.
3. If a dispute arises pertaining to a service agreement (or a lack of agreement on a proposed new agreement) that does not include all of the participating municipalities, only those municipalities that are (or proposed to be) party to the agreement will undertake the dispute resolution process.
4. If at any point in the dispute resolution process a resolution is achieved to the satisfaction of the participating municipalities, no further steps in the process shall be required.

Figure 1: Dispute Resolution Process

STEP		COMMUNICATION/ACTION	OUTCOME
NEGOTIATION	STEP 1: Issue Identification and Notice of Dispute	When a participating municipality (the initiating municipality) believes that there is a dispute under the ICF and wishes to engage in dispute resolution, the initiating municipality must provide written notice to the other municipality (the responding municipality) identifying area(s) of dispute and request negotiation. The issue of the dispute will not proceed further (or a decision rendered) until the dispute has been resolved.	▶
	STEP 2: Negotiation (Administrative Review)	Within 15 days after the notice is received by the participating municipalities, the CAO from each municipality shall participate in one or more meetings, in-person, to attempt to negotiate a resolution to the dispute. Failing resolution within the 15 days, the dispute will then be referred to the Intermunicipal Planning Committee (IPC). The 15-day time limit may be extended if it is mutually agreed upon by all representatives of the participating municipality.	▶
	STEP 3: Negotiation (IPC Review)	The IPC will convene to consider and attempt to resolve the dispute within 30 days of the conclusion of the Administrative Review. The 30-day time limit may be extended if it is mutually agreed upon by all voting members of the IPC.	▶
MEDIATION	STEP 4: Request Facilitated Mediation	If the dispute cannot be resolved through negotiations within the prescribed timeframe, the initiating municipality shall provide, within 15 days of the conclusion of the IPC Review, written notice to the responding municipality outlining the details of the dispute that are to be mediated and a list of nominees to act as mediator. The participating municipalities shall jointly appoint a mediator within 15 days of receiving the written notice of request for facilitated mediation.	▶
	STEP 5: Mediation	The initiating municipality must provide the mediator with an outline of the dispute, and any agreed statements of facts. The responding municipality must provide the mediator with access to all records, documents, and information that the mediator may reasonably request. The IPC shall meet at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve the dispute. All proceedings involving a mediator are without prejudice. The costs of mediation must be paid on an equal (50/50) basis by the participating municipalities.	▶
	STEP 6: Mediation Report	If the dispute has not been resolved within 6 months of the date that the initial written notice (provided in Step 1) is received, the initiating municipality shall, within 21 days, prepare and provide a report to the responding municipality. The report must include: 1. A list of matters agreed upon by the participating municipalities; 2. A list of matters on which there is no agreement between the participating municipalities; and 3. A list of nominees to act as arbitrator. The initiating municipality may prepare a report before the 6 months have elapsed if: 1. The participating municipalities agree; or 2. The participating municipalities are unable to appoint a mediator.	▶
ARBITRATION	STEP 7: Appoint Arbitrator	Within 15 days of receipt of the Mediation Report, the IPC must jointly appoint an arbitrator and provide the arbitrator with a copy of the report. If the IPC cannot agree on an arbitrator, the initiating municipality must forward a copy of the report to the Minister of Municipal Affairs with a request to appoint an arbitrator. In appointing an arbitrator, the Minister may place any conditions on the arbitration process as the Minister deems necessary, and may not hold to the requirements identified in the dispute resolution process of this ICF.	▶
	STEP 8: Binding Arbitration	When arbitration is used to resolve the dispute(s), the <i>Arbitration Act</i> , R.S.A. 2000, c. A-43, as amended, shall apply to arbitration proceedings commenced pursuant to this dispute resolution process.	▶
	STEP 9: Cost of Arbitration	If the arbitrator's order is silent as to costs, a participating municipality may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs. If the arbitrator's final order is silent as to costs, the costs of arbitration must be paid on a proportional basis by the participating municipalities. The costs of mediation must be paid on an equal (50/50) basis by the participating municipalities.	▶
			RESOLUTION OR NEXT STEP
			BINDING DECISION

5 CORRESPONDENCE

1. Written notice under this Intermunicipal Collaboration Framework shall be addressed as follows:

In the case of Smoky Lake County:

4612 McDougall Drive
PO Box 310
Smoky Lake, Alberta T0A 3C0

In the case of Lamont County:

5303 - 50th Avenue
Lamont, Alberta T0B 2R0

2. In addition to the above. Notices may be sent by e-mail to the municipalities' Chief Administrative Officers.

SCHEDULE A – IPC TERMS OF REFERENCE

A.1 ESTABLISHMENT

1. The Intermunicipal Planning Committee (IPC) is established to give expanded focus to intermunicipal opportunities and considerations. Although individual Councils maintain the authority for decisions in the respective municipalities, the IPC is seen to be the foundation for intermunicipal matters. Without interfering with the good work being accomplished in existing intermunicipal committees, the IPC has the following five primary functions:
 - a. Proactively identify new service areas or opportunities;
 - b. Address intermunicipal opportunities that arise on an as needed basis where no existing structure exists to deal with the matter;
 - c. Prioritize activities and develop appropriate measures, processes and subcommittees to address areas in consideration;
2. Represent the region locally and provincially; and
 - a. Address areas where intermunicipal differences in need of resolution may arise.
3. The IPC is a Committee of Council established under Section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, and meetings are to be held in accordance with Part 5, Division 9 of the MGA.

A.2 IPC COMPOSITION

1. The IPC will be composed of:

SMOKY LAKE COUNTY	Two elected officials
	Chief Administrative Officer, or their designate (non-voting member)
LAMONT COUNTY	Two elected officials
	Chief Administrative Officer, or their designate (non-voting member)

The IPC members will be as determined by the respective participating municipalities' Councils. The opportunity to rotate elected officials as alternates into the IPC will be at the discretion of each municipality.

A.3 IPC APPOINTMENT AND TERM

1. Appointment to the IPC shall be done annually at the participating municipalities' Organizational Meetings. When an elected official's term on Council has ended, the elected official's participation on the IPC shall be terminated.
2. Council may appoint alternate elected officials who may attend the meetings in cases where an appointed member is unable to attend a meeting. Should the Chief Administrative Officer be unable to attend, they may appoint an alternate.

A.4 IPC CHAIR

1. The IPC Chair and an alternate shall be elected by the members of the IPC from amongst the elected officials and shall normally serve for a term of one (1) year, with the position rotating among the participating municipalities. The IPC Chair shall be determined at the first meeting of the IPC each calendar year.

A.5 ADMINISTRATIVE SUPPORT

1. Unless otherwise determined by the IPC, administrative support for the IPC Chair shall be provided by the Chair's municipal Administration.

A.6 QUORUM

1. A quorum will consist of a minimum of one (1) elected official from each participating municipality attending the scheduled meeting. Attendance via phone or electronic means is acceptable.

A.7 ANON-IPC MEMBER ATTENDANCE

1. Other elected officials, administration or staff may attend as observers, if invited by the IPC.
2. Should presentations to the IPC be required, the invited parties will be agreed to and coordinated ahead of the meeting by the Chief Administrative Officers.

A.8 SCHEDULE

1. Meetings of the IPC will be held at the request of one of the municipalities, with recognition that more frequent meetings may need to be added as opportunities/issues arise and initiatives are developed and to address specific matters.
2. Notice of a meeting will be provided by the municipality of the Chair. The administration from the Chair's municipality will be responsible for preparing and circulating the meeting's agenda and minutes.
3. Parties will give thirty (30) calendar days of notice for a meeting. Meeting requests will be directed to the Chief Administrative Officer of the respective municipalities.

A.9 BUDGET

1. Operating costs shall be borne by each municipality.

A.10 PUBLIC PARTICIPATION

1. All IPC meetings are open to the public. Members of the public are not permitted to participate in IPC discussions but may appear as a delegation before the IPC. Delegations shall be for a maximum of 10 minutes, unless otherwise agreed to by the IPC. Those wishing to appear as a delegation at an IPC meeting must so advise the IPC's administrative support a minimum of five (5) working days prior to the meeting.
2. If the IPC passes a resolution to enter a closed session in accordance with Section 197 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, members of the public who are present at the meeting must leave the room in which the meeting is being held.

SCHEDULE B – DISCUSSION PROTOCOLS

B.1 PURPOSE

1. The following discussion protocols have been developed for the IPC to:
 - a. Respect the jurisdictional autonomy of each participating municipality;
 - b. Promote respectful and meaningful dialogue;
 - c. Establish consistency in meeting discussions and decision making processes; and
 - d. Seek consensus (where possible) on issues of regional or intermunicipal significance.

B.2 PARTICIPATING MUNICIPALITIES

1. The parties to this ICF and the discussions/negotiations flowing from it are Smoky Lake County and Lamont County (the participating municipalities).

B.3 DECISION MAKING AUTHORITIES

1. The participating municipalities acknowledge and agree that any issue agreed to in discussions/negotiations is an agreement in principle that is subject to approval by the Councils for the participating municipalities.

B.4 AGREEMENT TO NEGOTIATE

1. The parties agree that they will participate in good faith to discuss and negotiate ways to cooperate more effectively together while taking into account the interests of each municipality.

B.5 RIGHT TO INDEPENDENT AGREEMENTS

1. The parties to this ICF acknowledge the right of participating municipalities to enter into agreements with one or more of the participating municipalities when it cannot be demonstrated that there is regional benefit to entering into an agreement with all participating municipalities. The parties then agree to support agreements between some rather than all of the participating municipalities.

B.6 ROLE OF ADMINISTRATIVE SUPPORT/TECHNICAL ADVISORS

1. The participating municipalities may invite external consultants and/or administrative support to attend an IPC session with no less than seven (7) days' notice to the other party. In exceptional circumstances the requirement for seven days' notice may be waived by mutual agreement.
2. When possible, external attendees will be reflected on the meeting agenda.
3. External consultants and/or administrative support in attendance at a session will be subject to the provisions of the Discussion Protocols.

B.7 RESOLUTION OF ISSUES

1. The IPC will work to achieve consensus on the issues or package of issues before them. The parties agree that the IPC will own the consensus achieved through the discussion/negotiations and IPC members will represent it to their respective Councils.
2. For purposes of the discussions/negotiations consensus will be defined as "I/we can live with it".

B.8 FREEDOM TO SPEAK AND CONFIDENTIALITY

1. Except as set out elsewhere in these Protocols or unless the parties have specifically agreed to release information, all discussions/negotiations, summary notes of discussions/negotiations and all other records or information generated for the purposes of the discussions/negotiations are to be kept confidential recognizing that:
 - a. Other Council members will be informed about discussions/negotiations during closed session;
 - b. Communication within the IPC and to Councils and select administrative support may be by electronic means recognizing that such communication is to be treated as confidential if it pertains to the content of the discussions/negotiations and that further dissemination beyond the IPC or Councils and select administrative support by electronic means is not permitted;
 - c. Any information that is in the public domain but not the confidential negotiation discussions about that information, may be used by either party; and
 - d. Disclosure of information associated with the discussions/negotiations can be made to external consultants and/or administrative support. This will only be done on a "need to know basis" and the person(s) will be required to keep all associated information confidential in accordance with these Protocols.

B.9 COMMUNICATION WITH MEDIA

1. The participating municipalities may agree to prepare and distribute a joint media release at various times throughout the discussions/negotiations. The mayors/reeve of the participating municipalities will act as the spokesperson for each municipality. Key messages to be released to the media and/or to the public will be discussed and finalized at the end of each negotiation meeting as a standing agenda item.

B.10 COMMUNICATION WITH THE PUBLIC

1. Any consultation, communication or dissemination of information with or to the public will be done jointly. Each party's logos and authorized signatures will be required on each joint communication with the public. Each municipality will act as the distributor for joint communication to their respective residents/ratepayers.

B.11 RECORD KEEPING

1. At its first meeting one of the parties will agree to appoint a staff member to act as the Recording Secretary for the IPC sessions. The Recording Secretary will provide confidential meeting notes that will summarize the IPC's discussion within ten (10) calendar days of the end of a session. At the conclusion of each session, the Chair will review the items discussed and summarize the consensus achieved or still to be achieved by the IPC on the items discussed. In addition, if any information has been requested during a session, the Chair will outline the requests and specify responsibilities for providing the information requested.
2. The IPC will indicate their approval of this summary, or provide clarification at the conclusion of the session. The written meeting notes will be reviewed as one of the first orders of business at the next scheduled session.

SCHEDULE C – DETAILED INVENTORY OF SERVICES

C.1 SERVICING AND INFRASTRUCTURE						
DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	EXPIRY	OPPORTUNITY
Note: Would include: transportation, water, wastewater, and solid waste						
OPPORTUNITIES FOR FUTURE AGREEMENTS:						
C.2 EMERGENCY SERVICES						
DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	EXPIRY	OPPORTUNITY
Mutual Fire Aid Agreement	Intermunicipal	Smoky Lake County Lamont County	Smoky Lake County Lamont County	None specified	In full force until amended or terminated by either party (with 30 days' notice)	Inclusion of other municipalities within the Smoky Lake and Lamont County Regions
OPPORTUNITIES FOR FUTURE AGREEMENTS:						
C.3 RECREATION AND COMMUNITY SERVICES						
DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	EXPIRY	OPPORTUNITY
OPPORTUNITIES FOR FUTURE AGREEMENTS:						

C.4 PLANNING AND DEVELOPMENT						
DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	EXPIRY	OPPORTUNITY
OPPORTUNITIES FOR FUTURE AGREEMENTS:						

C.5 HERITAGE						
DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	EXPIRY	OPPORTUNITY
OPPORTUNITIES FOR FUTURE AGREEMENTS:						

C.6 ECONOMIC DEVELOPMENT						
DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	EXPIRY	OPPORTUNITY
OPPORTUNITIES FOR FUTURE AGREEMENTS:						

C.7 OTHER FUTURE PROJECTS/COLLABORATION OPPORTUNITIES						
DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	EXPIRY	OPPORTUNITY
OPPORTUNITIES FOR FUTURE AGREEMENTS:						

SCHEDULE D – INTERMUNICIPAL DEVELOPMENT PLAN

INTERMUNICIPAL COLLABORATION FRAMEWORK & INTERMUNICIPAL DEVELOPMENT PLAN COST ESTIMATE

18 NOVEMBER 2019 | SMOKY LAKE COUNTY & LAMONT COUNTY

It is the intent of Municipal Planning Services to enter into a formal agreement with Smoky Lake County and Lamont County based on the services described within this cost estimate.



Jane Dauphinee RPP, MCIP
Principal + Senior Planner



THE PROJECT

Municipal Planning Services (2009) Ltd. (MPS) is pleased to prepare a cost estimate to prepare an Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) for Smoky Lake County and Lamont County.

This cost estimate is intended to provide each County's Council and Administration with the understanding of costs associated with completing this project, and our firm's estimation of resources needed to bring this project to a successful conclusion.

Should you wish to receive a full proposal from MPS for this project (describing project details such as our proposed methodology, approach, and work plan), we would be happy to provide you with this information.

THE WORK PLAN

This cost estimate is provided by MPS; our team will provide support to Administration and Council in gathering and analysing data, developing policies and regulations, and undertaking consultation with residents, agencies, and stakeholders as required.

This project cost estimate is based on a work plan that was developed specifically to:

- Meet and exceed provincial requirements for public consultation, notification, and participation;
- Ensure compliance with the Municipal Government Act and the Alberta Land Stewardship Act (both as amended);
- Ensure consistency with other the statutory plans and bylaws of the two Counties;
- Provide opportunities for thorough review of the ICF and IDP by municipal Administration, Council, and the Steering Committee during every phase of the project; and
- To ensure that readily available environmental, social, spatial, agreements, and demographic information provides a basis for policies and regulations.

The work plan is based on the following three phase approach:

Phase 1 – Issue Identification

- Start-up **meeting** with the project Steering Committee (e.g. members of Councils, Administrations, and MPS)
- Research and review of existing municipal policies and bylaws, agreements, and other background information
- Sharing background information findings with the project steering Committee

Phase 2 – Draft ICF and IDP

- Public Notification of the project and solicitation of ideas and focused feedback for inclusion in the IDP
- Preparation of draft ICF and IDP documents by MPS
- Review **meeting** to discuss the draft ICF and IDP with the Steering Committee; revision by MPS
- Review **meeting** to discuss the draft ICF and IDP with the Steering Committee; revision by MPS
- Public **Open House** to present the Draft IDP and gather feedback
- Review **meeting** to discuss Open House feedback with the Steering Committee; revision by MPS
- Review **meeting** to discuss the draft ICF and IDP with the Steering Committee; revision by MPS

Phase 3 – ICF and IDP Adoption

- Preparation of the finalized ICF and IDP by MPS as guided by the project Steering Committee
- 1st Reading of the IDP by County Councils
- **Joint Public Hearing for the IDP** (supported by a project review presentation by MPS)
- 2nd and 3rd Readings of the IDP by County Councils

COST ESTIMATE

	JANE DAUPHINEE	BRAD MACDONALD	ALLISON ROSLAND	KYLE MILLER	DISBURSEMENTS
	PLANNER	PLANNER	PLANNER	PLANNER	
BILLING RATE	\$140.00	\$120.00	\$110.00	\$100.00	
TRAVEL RATE (2/3)	\$93.33	\$80.00	\$73.33	\$66.67	
TRAVEL					
NUMBER OF TRIPS	7	0	4	1	
DURATION (HOURS)	14	0	8	2	
MILEAGE (\$100/TRIP)	\$700.00	\$0.00	\$0.00	\$0.00	\$0
TRAVEL COSTS	\$2,006.67	\$0.00	\$586.67	\$133.33	
TOTAL TRAVEL COSTS					\$2,726.67
IN PERSON MEETINGS (INCLUDING PUBLIC MEETINGS)					
NUMBER OF MEETINGS	7	0	4	1	
DURATION (HOURS)	21	0	12	3	\$200
MEETING COSTS	\$2,940.00	\$0.00	\$1,320.00	\$300.00	
TOTAL MEETING COSTS					\$4,760.00
PLANNING					
WRITING/REPORTS (HOURS)	20	30	40	10	
MAPPING/GRAPHICS (HOURS)	0	30	20	0	
MEETING PREPARATION (HOURS)	10	15	15	5	\$0
PLANNING COSTS	\$4,200.00	\$9,000.00	\$8,250.00	\$1,500.00	
TOTAL PLANNING COSTS					\$22,950.00
GST:					\$1,521.83
Total Cost Estimate (WITH GST):					\$31,958.50

This cost estimate is based on the following meeting plan:

MEETING #1	Project start-up meeting with project Steering Committee
MEETING #2	Draft ICF and IDP Review Meeting #1 with project Steering Committee
MEETING #3	Draft ICF and IDP Review Meeting #2 with project Steering Committee
MEETING #4	Public Open House for Draft IDP with project Steering Committee
MEETING #5	Open House Feedback Review Meeting with project Steering Committee
MEETING #6	Draft ICF and IDP Review Meeting #3 with project Steering Committee
MEETING #7	Joint Public Hearing for the IDP

This cost estimate also includes review meetings via phone/email with each County's Administration to review project findings, focused portions of the draft ICF and IDP, and to seek guidance on updated policies and regulations. MPS staff will remain in regular phone/email contact with each County's Administration to ensure that their respective Councils are informed of the project's status.

In order to maximize project resources, this cost estimate assumes that each County's Administration will assist MPS by calling all meetings of Council, organize the logistics of public meetings (e.g. venue booking, refreshments, etc.), and circulate all public meeting advertisements (MPS will provide content for the advertisements).

Smoky Lake County and Lamont County will make available to MPS all mapping information, statutory plans, bylaws, policies, reports, studies, agreements, and information relevant to the preparation of the ICF and IDP documents.

Should additional meetings (including public meetings) or project tasks be directed by the Counties, MPS reserves the right to bill for those meetings/tasks, in addition to the project cost estimates.

It is assumed that all meetings will be hosted at the Smoky Lake County or Lamont County offices.

Additional work or meetings will not be undertaken by MPS without written consent from both Counties.

The project cost estimate has been developed in accordance with the above described work plan that seeks to maximize available project resources. MPS is confident that this project can be undertaken and completed within the stated cost estimate.

CLOSURE

Thank you for the opportunity to prepare this cost estimate for Smoky Lake County and Lamont County. Should you require additional information, want to discuss elements of this cost estimate, wish to receive a detailed proposal for the described services please feel free to contact our office at any time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jane Dauphinee', enclosed within a large, loopy, oval-shaped flourish.

JANE DAUPHINEE, RPP, MCIP

Principal + Senior Planner

Phone: 780-486-1991

Email: j.dauphinee@munplan.ab.ca



Smoky Lake County

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta
T0A 3C0

Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

Lamont County
Attn: Alan Grayston
5303 – 50th Avenue
Lamont, AB T0B 2R0

February 21, 2020

Sent Via: E-Mail

Re: IDP/ICF Extension, Ministerial Order No. MSL:047/18

Good Afternoon,

Further to Ministerial Order No. MSL:047/18, rural municipalities which share a boundary may extend the deadline to adopt their Inter-Municipal Collaboration Framework (ICF) and Inter-Municipal Development Agreement (IDP) by one year, to April 1, 2021. In such cases, notice must be filed with Municipal Affairs to this effect.

As such, at the February 20, 2020 Meeting of Smoky Lake County Council, Motion ~~519~~⁵³⁰-20 was adopted:

That Smoky Lake County Council utilize the extension granted by the Minister of Municipal Affairs under Ministerial Order No. MSL:047/18, to April 1, 2021, for the development of an Intermunicipal Collaboration Framework with Lamont County, and that notice shall be sent to Lamont County, informing them of Smoky Lake County's motion, and requesting that Lamont County pass a motion to the same effect, and send notice of said motion to the Minister of Municipal Affairs.

We are requesting that Lamont County adopt a similar resolution, so that this may be communicated to Municipal Affairs, as we continue to work diligently towards completion of both an ICF and IDP between Smoky Lake County and Lamont County.

Please do not hesitate to contact us should you have any questions.

Best Regards,

A handwritten signature in black ink, appearing to read "Kyle Schore".

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

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

ᑲᑎᑲ<Cᑦ ᑭᑲᑦᑲᑦᑲᑦ (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory



cc: Municipal Planning Services (MPS)

Encl: Ministerial Order No. MSL:047/18
Bill 25 Summary of Changes to ICFs and IDPs



REQUEST FOR DECISION		DATE December 10, 2020	4.9
TOPIC	Bylaw 1371-20: Joint Agreement for the Regionalization of the Smoky Lake County Regional Heritage Board (SLCRHB).		
PROPOSAL	That Smoky Lake County Council give First Reading to Smoky Lake County Bylaw 1371-20: Joint Agreement for the Regionalization of the Smoky Lake County Regional Heritage Board (SLCRHB) and schedule a meeting of the Smoky Lake County Intermunicipal Collaboration Committee (ICC) in accordance with Bylaw 1365-20 to continue work and further refinement of the proposed SLCRHB Bylaw 1371-20. @ Attachment 1 BYLAW 1371-20		
BACKGROUND	<ul style="list-style-type: none"> • Policy No. 61.20.01: Heritage Management Plan Policy <ul style="list-style-type: none"> ○ Smoky Lake County, in cooperation with the SLCRHB, has embarked on a 20-year implementation of the Heritage Management Plan (2012), including successfully steering and contributing to numerous heritage initiatives: <ul style="list-style-type: none"> ▪ Development of an interpretive heritage kit for classroom use. ▪ Victoria District NHSC Commemorative Plaque Site ▪ Restoration of the House in the Middle of the Road (HITMOR) ▪ Numerous new Municipal Historic Resource Designations (MHRDs): <ul style="list-style-type: none"> • House in the Middle of the Road Bylaw 1244-12 • Chahor Church Bylaw 1262-14 • Kulka House Bylaw 1297-16 • Bellis Firehall Bylaw 1350-19 • Freetrader's Cabin Bylaw 1354-19 • Victoria Trail Municipal Historic Area Bylaw 1370-20 • Ruthenia School Bylaw 1369-20 • <i>Rubuliak Ukrainian House Bylaw 1384-20*</i> • <i>Ferry Crossings Municipal Historic Area 1385-20*</i> <p style="text-align: center;">* not yet adopted</p> <ul style="list-style-type: none"> ▪ Victoria District Cultural Landscape Inventory and Analysis (2007, with Parks Canada) 		

- Victoria District Commemorative Integrity Statement (2008, with Parks Canada)
- Input on numerous Development Permit Applications and Heritage Resource Intervention Permits
- Input on the Victoria District Area Structure Plan (ASP) Bylaw 1305-17

Contributions to the Victoria District Economic Development Strategy
The Smoky Lake Heritage Board was established originally established in 2006 with Bylaw 1143-06.

- Bylaw 1143-06 was reviewed in detail in 2010, being updated and replaced by Bylaw 1206-10 in March.

November 2010 – Smoky Lake Regional Heritage Survey and Inventory Project

The Joint Municipalities recommended to respective Councils to budget for the Three-Year Option for the Smoky Lake Regional Heritage Survey and Inventory Project under the Province's Municipal Heritage Partnership Program (MHPP), a 50% funding grant in the Project Total Amount of \$120,000.00.

In March 2011, the Joint Municipalities in partnership proceeded with the Three-Year Option for the Smoky Lake Regional Heritage Survey and Inventory under the MHPP of 50% funding in the Project Total Amount of \$120,000.00, or a total municipal contribution of \$60,000.00 as per the application.

November 2017 – Heritage Board Name Change Requested

The Smoky Lake County Heritage Board requested a name change to become the Smoky Lake County Regional Heritage Board.

December 2011 – Existing Heritage Board Bylaw

The currently existing Smoky Lake County Regional Heritage Board (SLCRHB) Bylaw 1236-11 was adopted.

May 2012 – Smoky Lake Regional Heritage Survey, Inventory, and Heritage Management Plan Completed and Adopted

The Joint Municipalities recommended that each respective Council adopt the Smoky Lake Regional Heritage Survey, Inventory, and Heritage Management Plan.

- **March 26, 2018 Joint Municipalities Meeting** – SLCRHB Chairperson Noreen Easterbrook appeared as a delegation to

speaking to the true regionalization of the Board.

April 16, 2020 – Smoky Lake County Policy Committee

Adopted Recommending Motion 1365-20: That the Smoky Lake County Policy Committee recommend notice of intent be provided in accordance with Section 4.10.8 of the Intermunicipal Collaboration Framework Bylaw, in regard to a Joint Agreement for the Development of Proposed Projects and Services under proposed Bylaw 1365-20: Regionalizing the Smoky Lake County Regional Heritage Board; and recommend an Administrator's meeting be scheduled to initiate discussions toward an agreeable Joint Agreement for regionalization of the Smoky Lake County Regional Heritage Board; and, recommend the Administrator's committee forward the information to the Intermunicipal Collaboration Committee (ICC).

April 2020 – County Council Meeting

Adopted Motion 730-20:

*That Smoky Lake County provide a "Notice of Intent" in accordance with Section 4.10.8 of the Intermunicipal Collaboration Framework Bylaw, in regard to a Joint Agreement for the Development of Proposed Projects and Services under proposed Bylaw 1365-20 to regionalize the Smoky Lake County Regional Heritage Board; **and, recommend** an Administrator's meeting be scheduled to initiate discussions toward an agreeable Joint Agreement for regionalization of the Smoky Lake County Regional Heritage Board; **and, recommend** the Administrator's Meeting Committee forward the information to the Intermunicipal Collaboration Committee (ICC).*

Issuance of this Notice was put on hold in response to the COVID-19 Pandemic and the need to physically distance, and due to other priorities during the summer months.

November 16, 2020 – Administrator's Meeting

To tentatively address preliminary matters, the Municipal Administrators met for discussion:

- Board membership with respect to Elected Officials and Members-at-Large with Elected Official membership less than 50% and not a requirement to receive the benefits of heritage management.
- Duties of the Secretary, Treasurer and Administrative Support.
- Custody and control of records and documents.

- How often the Board is required to meet (quarterly at minimum).
- The power of County Council if the Board is not fulfilling its purpose.
- Remuneration recognizing members with a token honorarium at an amount left to the discretion of each respective member's municipality.
- Out of pocket expense mileage to include other related travel such as site visits.
- Sub-committees' purposes.
- Include clear processes and best practices.
- Budgets for administration purposes and projects purposes defined.
- The location of the project would determine which municipality pays.
- Insurance coverage.
- Define executive session.
- Yearend reporting to Councils through Joint Municipalities.
- Minutes provided to Councils.
- Support for the Heritage Board Society's applications for funding and managing partner support.

Said administrative discussion and changes have been and/or will be integrated into the proposed Bylaw 1371-20 to serve as a working document for further consideration prior to final adoption.

December 10, 2020 – County Council Meeting

Proposed Bylaw 1371-20 is provided for consideration of First Reading.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

Smoky Lake County 2018-2020 Strategic Plan:

Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom

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

Mission: Smoky Lake County strives for collaboration and excellence in the

provision of transparent and fiscally responsible governance and services.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Smoky Lake Regional Intermunicipal Collaboration Framework (ICF) Bylaw 1365-20

Smoky Lake Regional Protocol Bylaw 1367-20

Smoky Lake County Regional Heritage Board (SLCRHB) Bylaw 1236-11

Smoky Lake Regional Heritage Inventory & Survey

Smoky Lake County Policy No. 61.20.01: Heritage Management Plan

Smoky Lake County Policy No. 61.15.01: Designation of Municipal Historic Resources

BENEFITS

- Public awareness & Transparency as this initiative moves forward
- Capacity-building, additional volunteer access
- Unified and coordinated heritage communications
- Additional opportunities to recommend historic resource designations
- Inter-municipal collaboration, partnership, and relationship building
- Enhanced advocacy opportunities

DISADVANTAGES

- Nil

ALTERNATIVES

- Defer or refuse

FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS

- Nil

COMMUNICATION STRATEGY

- Nil

RECOMMENDATION

That Smoky Lake County Council give First Reading to Smoky Lake County Bylaw 1371-20: Joint Agreement for the Regionalization of the Smoky Lake County Regional Heritage Board (SLCRHB) and schedule a meeting of the Smoky Lake County Intermunicipal Collaboration Committee (ICC) in

accordance with Bylaw 1365-20 to continue work and further refinement of the proposed SLCRHB Bylaw 1371-20.

CHIEF ADMINISTRATIVE OFFICER

[Handwritten signature] for CAO

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1371-20**

BEING A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY, IN THE PROVINCE OF ALBERTA TO ESTABLISH AND GOVERN THE SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD.

WHEREAS the Heritage of Smoky Lake is the tangible expression of the intangible historical, cultural, aesthetic, and social values that gives our communities their sense of time and place and is the cultural expression of what that place is.

WHEREAS culture and art expression is an anchor for development.

WHEREAS the municipalities of the Smoky Lake Region enjoy a positive record of successful cooperation in Heritage Management Planning.

WHEREAS the Smoky Lake County Council as Managing Partner, and the Member Municipalities of the Smoky Lake Region each desire to establish the means to manage the heritage that belongs to the citizens of Smoky Lake Region.

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, Council may pass by-laws in relation to the establishment, functions, procedures, and conduct of Council committees.

NOW THEREFORE the Council of Smoky Lake County, in the Province of Alberta, hereby enacts as follows:

1. NAME & ESTABLISHMENT

- a. The **Smoky Lake County Regional Heritage Board** is hereby established and is referred to as the "Board" or the "SLCRHB" within in this Bylaw.

2. BRANDING & LOGO

- a. The Logo of the SLCRHB appears as follows:



The design is based on a drawing found on page 8 of *Between River and Lake*. Warspite Victoria Trail Historical Society, 1989., and depicts the distinctive 'House in the Middle of the Road' (HITMOR, or Anderson House) Municipal Historic Resource.



- b. The SLCRHB may vary, modify, or create such branding as it deems necessary from time to time.

3. DEFINITIONS

- a. **Advisory:** A function having to do with preparing and disseminating advice, which the recipient is free to accept in part or in whole, or to reject.
- b. **Built Heritage:** Heritage assets/resources in the form of constructed objects including buildings, forts, trails, roadways, ferry landings, cemeteries, and fence lines.
- c. **Cultural Heritage:** Artistic expression of values, emotions and entertainment rooted in communities' origins, including but not limited to, visual arts, poetry, prose, dance, music, theatre and other traditions and customs.
- d. **Board:** The Smoky Lake Heritage Board, a committee established to take responsible charge of community interest in a heritage asset or assets (property) distinct from the legal ownership thereof.
- e. **Ecological Heritage:** Ecological relationships among plants, animals, humans, the land, water and wetlands, and forests inherited from earlier generations of humans.
- f. **Heritage:** The tangible expression of the historical, cultural, aesthetic and social values that give communities their sense of time and place and are the cultural expression of what is that place.
- g. **Heritage Assets/Resources:** Assets or resources whether owned by the public or privately, that express the heritage of a community through historical, cultural, aesthetic and / or social value beyond their material value, whether captured by markets or not.
- h. **Landscape Heritage:** Topographic and land use patterns expressed as sight lines and horizons inherited from the land use practices and definitions of property rights of previous generations of people in a locality. This may also be referred to as a 'Cultural Landscape'
- i. **Managing Partner:** Smoky Lake County shall be the Managing Partner for the Smoky Lake County Regional Heritage Board.
- j. **Member Municipalities:** Those municipalities within the Smoky Lake Region which have adopted this bylaw.
- k. **Smoky Lake Region:** Encompasses all municipalities within the Smoky Lake area, including Smoky Lake County, the Town of Smoky Lake, the Village of Vilna, and the Village of Waskatenau.

4. PURPOSE AND MANDATE OF THE BOARD

The purpose and mandate of the Board are:

- a. To manage aspects of the survey, identification, evaluation, designation, preservation, restoration, planning, financing, and development of the heritage of Smoky Lake Region.
- b. To advise the Member Municipality Councils on any policy and regulatory matters relating to the heritage and heritage resources of the Region, including the 20-Year Heritage Management Plan.
- c. To stimulate public interest and an appreciation and knowledge of heritage, and heritage activities, and encourage, promote and advocate for the preservation and safeguarding of the integrity of landscape heritage, ecological heritage, cultural heritage events and built heritage in the Smoky Lake Region.
- d. To collaborate with any other partners, agencies, boards, commissions, departments, and municipalities, in the delivery of the aforementioned purposes.

5. FUNCTIONS

The Board will undertake the following functions, subject to the provisions of this Bylaw and all other regional bylaws and Provincial and Federal laws.

- a. Provide services and support, both expert and financial, to historical and heritage organizations and individuals to increase their capacity to contribute and encourage private initiative and investment in the heritage of the Smoky Lake Region.
- b. Serve as a focal point for volunteer historical and heritage interests in the Smoky Lake Region.
- c. Encourage and assist private owners to protect and restore designated heritage assets through projects, expert advice, recognition of initiative, conservation advice, and advocacy of public policies to provide incentives of all kinds including tax rebates and deferrals, financial inducements, grants, building codes, services of the public works department and infrastructure. The Board shall not, implicitly or explicitly, commit Member Municipalities to any expenditures.
- d. Work with the private sector to promote economic development based on the heritage resources of the Smoky Lake Region.
- e. Act as a resource and advisor to Member Municipality Councils and may be requested by other municipal councils to advise on all matters relating to heritage. Any efforts provided to other municipal councils shall be at no cost to Smoky Lake.
- f. Seek out expert talent and skills related to heritage issues as they may arise.
- g. On behalf of the Smoky Lake County Regional Heritage Board, and with the full knowledge of the Member Municipality Councils, and

Administration, solicit, apply for and receive grants or donations from foundations, other orders of government, the private sector and individuals to carry out specific projects and to support historical and heritage organizations.

- h. Ensure that any privately donated funds received are applied to the specific purpose designated by the donor.
- i. Assist in defining, identifying, evaluating and designating historical and heritage assets for inclusion in Member Municipality, Provincial, National and Global inventories of heritage assets.
- j. Publicly acknowledge the efforts of individuals, groups and businesses who have worked on and supported:
 - i. The preservation and promotion of the Region's heritage.
 - ii. Significant contributions to the restoration of the heritage of the Smoky Lake Region.
- k. Serve as an advocate respecting heritage issues within the Smoky Lake Region and Province.
- l. Provide advice to increase public knowledge and awareness of the heritage of the Smoky Lake Region through education and promotion.
- m. Invite, hear and consider representations by individuals and community groups on matters of the Smoky Lake Region's heritage.

6. STRUCTURE

- a. The Members of the Board, hereafter called the "Members", will consist of not less than three (3) and not more than nine (9) individuals appointed by Member Municipality Councils.
- b. Member Municipality Councils may engage an independent panel to examine nominations and make recommendations for appointment.
 - i. The Member Municipalities shall collaboratively share the membership of the Board as follows:
 - 1. Smoky Lake County: up to five (5) members
 - 2. Town of Smoky Lake: up to two (2) members
 - 3. Village of Waskatenau: up to one (1) member
 - 4. Village of Vilna: up to one (1) member
- c. Nothing shall prevent a Member Municipality from appointing one or more Councillors to the Board, if deemed appropriate.
 - i. Board membership with respect to Elected Officials and Members-at-Large with Elected Official membership less than 50% and not a requirement to receive the benefits of heritage management.
- d. The selection of appointees shall be from nominations, according to

three criteria:

- i. Commitment to the Smoky Lake Region's heritage.
 - ii. Talents and skills needed to achieve the purpose of the Heritage Board.
 - iii. Demonstrated ability to be team players.
- e. A Call for Nominations shall be triggered if Board membership falls below five (5) members.
 - f. A Call for Nominations shall be advertised in the local media at least fourteen (14) days prior to the closing date for nominations.
 - g. The Board will be composed of citizens-at-large.
 - h. The majority of Board members must reside in the Smoky Lake Region.
 - i. All appointments are for a term of one (1) year and shall be made at the Member Municipalities' Annual Organizational Meetings, or as required from time-to-time.
 - j. Any number of vacancies on the Board may be filled, at any time, by a resolution of a Member Municipality Council. Any members so appointed shall serve out the remainder of the year and then be eligible for reappointment at the next Annual Organizational Meeting.
 - k. The Members of the Board may request that Council terminate the appointment of any member who is absent for more than three consecutive meetings, or who misses three meetings within a six-month period unless such absence has been authorized by resolution of the Board.
 - l. A Member Municipality Council may terminate any of its member's appointment at any time.
 - m. Every Board Member must uphold and comply with this Bylaw.

7. EXECUTIVE OFFICERS

- a. The Election of Executive Officers shall be done at the first meeting following Council's Organizational Meeting.
- b. The Board members will select a Chair, Vice-Chair, Secretary-Treasurer from among their members and these persons shall be known as the Executive Officers of the Board.
- c. The Secretary and Treasurer positions may be held by the same person.
- d. The duties of the Chair will be to:
 - i. Call meetings of the Board.
 - ii. Act as chair at all meetings of the Board.
 - iii. Enforce the Bylaws.
 - iv. Represent the Heritage Board at meetings of Member Municipalities and at public functions.

- v. Be a leader and mediator.
- e. The duties of the Vice-Chair will be to:
 - i. Act as Chair in the absence of the Chair.
 - ii. Oversee the nomination and Board member selection procedure and submit the selected nominees to the Smoky Lake Council for ratification.
- f. The duties of the Secretary will be to:
 - i. Conduct the correspondence.
 - ii. Issue the notice of meetings.
 - iii. Keep minutes of all meetings.
 - iv. Have custody of all records and documents.
 - v. File documents and records as required by the County, grantors and private and corporate donors.
- g. The duties of the Treasurer will be to:
 - i. Keep or oversee the keeping of financial records.
 - ii. Carry out the banking.
 - iii. Prepare and sign cheques / cheque vouchers for co-signature.
 - iv. Report on the financial transactions and status of the Board at every Board meeting.
 - v. Ensure that the books of account are audited annually.
 - vi. Ensure that the Board makes no expenditure that is beyond budgeted limits, unless the prior authorization of the County is obtained.

7. PROCEDURES

- a. All meetings of the Board shall be open to the public, and no person shall be excluded except for disrespectful conduct or unless the Board meets within a Closed Session under the conditions and provisions of the *Municipal Government Act* and the *Freedom and Protection of Information (FOIP) Act*.
- b. The Board will meet at least quarterly, with at least seven (7) days public notice of meetings.
- c. Quorum for the Board is a three (3) member or simple majority of the existing members of the Board, whichever is greater and must be obtained within thirty (30) minutes from the advertised start of a Board meeting.
- d. The Board may solicit input from the public at any time and hold public meetings.
- e. The Board may engage staff and consultants, subject to approval and procedures established by Smoky Lake County.
- f. The Board may not incur deficits or debt on behalf of itself or the Member Municipalities.
- g. The Board shall not own property.

8. RELATIONSHIP TO MEMBER MUNICIPALITY COUNCILS

- a. Member Municipality Councils appoints members to the Board.
- b. A Member Municipality Council may designate heritage assets upon the recommendation of the Board, following identification and evaluation for merit according to provincial and / or national criteria.
- c. The Board shall report to Joint Municipalities on at least an annual basis about projects, programs, advice to Member Municipality Councils, financial transactions, and fund raising on an annual basis.

9. REMUNERATION

- a. Membership on the Board is primarily voluntary. Except by resolution of individual member municipalities, no remuneration will be paid for service as a member.
- b. Board Members shall be reimbursed for reasonable out-of pocket expenses and mileage to attend each meeting of the Board and committee meetings in accordance with prevailing Member Municipality policies.

10. COMMITTEES

- a. The Board may establish sub-committees as required, including but not limited to the following:
 - i. A panel to review and monitor heritage and historic resources identification, evaluation and designation.
 - ii. Heritage project and commemorative marker committee.
 - iii. A restoration, finance and grant review committee.
- b. The Board may appoint persons from outside the Board to a sub-committee and is encouraged to do so.
 - i. Sub-committee members will be reimbursed for reasonable out-of pocket expenses and mileage to attend each meeting of the Board and sub-committee meetings in accordance with prevailing Member Municipality policies.
- c. Sub-committees shall be chaired by a Board member, shall keep a record of meetings and meeting plans, and shall report back to the Board on a regular basis.
- d. Sub-committees may solicit public input at any time and hold public meetings.

11. BUDGET

- a. A budget for projected revenue and expenditures for the operations of the Board in the administration of this bylaw will be submitted to Member Municipality Councils.
- b. The revenue side of the Board's budget may include public sector grants, private contributions, and any amounts which the Member Municipalities allocate to the Board.
- c. The aim is for wherever possible, that the Board establish and sustain

financial independence from Member Municipalities.

- d. Budgeted revenues and expenditures will be administered by the Board and audited by the Member Municipality auditors according to municipal policies and practices.
- e. Monies contributed to the annual budget by Member Municipalities towards expenditures on projects, signage, etc., are to be allocated to projects located within that Member Municipality's boundaries.

12. CODE OF PRACTICES

- a. The following principles shall guide all operations of the Smoky Lake County Regional Heritage Board:
 - i. Transparency.
 - ii. Public accountability.
 - iii. Impartial and ethical relationships.
 - iv. Approachability.
 - v. Companion to organized and individual heritage initiatives, especially those taken by non-governmental organizations (volunteer organizations), to help get their job done.
 - vi. Respect for private property rights.
 - vii. Constructive contribution to Board and community cohesion.
 - viii. Simple processes and practices.
- b. The Smoky Lake County Regional Heritage Board shall not at any time act in a manner that is contrary to or inconsistent with any legal obligation(s) of the Member Municipalities.

13. INDEMNIFICATION

- a. The Board shall act in accordance with all provisions of the *Municipal Government Act* that apply to such municipal board.
- b. Subject to the provisions of the *Municipal Government Act*, each member of the Board or committee established by the Board shall be indemnified by the Member Municipality Council against expenses reasonably incurred by him or her in connection with any action, suit or proceeding to which he or she may be made a party by reason of his or her being or having been an officer or member of the Board or committee of the Board, except in relation to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to have not acted in good faith in the performance or intended performance of his or her functions and duties as an officer or member. This indemnity does not apply if the claim or action is in Private and corporate may be made to the Member Municipality as a donation to a municipality and shall in their entirety be credited to the revenue of the Board's budget.
- c. Subject to the provisions of the *Municipal Government Act*, no member or officer for the time being of the Board or Board committee shall be liable for the acts, neglects or defaults of any other member or officer of the Board or for joining in any act for conformity or for any loss, damages or expense happening to the Board through tortuous act of any person, firm, or corporation with whom or which any funds or property of the Board shall be lodged or deposited, or for any other loss, damage or misfortune whatsoever which may happen in the execution of the duties of his or her respective duties in relation thereto, unless all or any of the same shall happen by or through the willful act, default or neglect of such member, officer or committee member.
- d. The Member Municipalities shall apply to the Court for any approval of

the Court which may be required to make the indemnities herein effective and enforceable. Each member or officer of the Board or committee member on being appointed shall be deemed to have contracted with the Board upon the terms of the foregoing indemnities. Such indemnities shall continue in effect with regard to actions arising out of the term each member or officer held in such office notwithstanding that he or she no longer continues to hold such office.

- e. The Member Municipalities shall purchase and maintain insurance for the benefit of any or all members, officers or committee members against personal liability incurred by any such person as a member or officer.

14. SEVERABILITY

- a. If any portion or section of this Bylaw is found to be invalid, the remaining portions remain in force.

15. REPEAL AND EFFECTIVE DATE

- a. Smoky Lake County Bylaw No. 1236-11 is repealed upon the passing of this Bylaw.
- b. This Bylaw comes into effect on the date of Third Reading.

READ A **FIRST TIME** IN COUNCIL THIS ___ day of _____, AD 20__.

READ A **SECOND TIME** IN COUNCIL THIS ___ day of _____, AD 20__.

READ A **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS** ___ day of _____, AD 20__.

Smoky Lake County

Craig Lukinuk
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer



REQUEST FOR DECISION		DATE	December 10, 2020	4.10
TOPIC	Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.31 acres)			
PROPOSAL	<p>An expression of interest form was received from Peter Bubula, Property Agent, Properties Division – Realty Services Branch, Alberta Infrastructure, on October 13, 2020, to purchase the lands legally described as Pt. SW-6-59-15-W4M. Alberta Infrastructure intends to replace the existing wet well that supplies the Smoky Lake Tree Nursery with water with an upgraded wet well. The Province owns land adjacent to the west and east sides of the property in question and would like to consolidate the land together to facilitate the proposed wet well development.</p> <p>© Attachment 1</p>			
BACKGROUND	<p>In accordance with Policy 61-10-01: <i>Disposition of County Owned Property</i>, the Planning and Development Manager circulated this request internally to all Managers and Senior Administration on October 14, 2020. Comments received from the other departments are attached. © Attachment 2</p> <p>Attached is Policy 61-10-01: <i>Disposition of County Owned Property</i> for reference. © Attachment 3</p> <p>A copy of the Certificate of Title is attached for reference. © Attachment 4</p> <p>A General Location Map is attached for reference. © Attachment 5</p> <p>Pictures of the property and existing infrastructure are attached for reference © Attachment 6</p> <p>The zoning of the property is Agriculture District under Smoky Lake County Land Use Bylaw 1272-14 (AG). © Attachment 7</p> <p><u>October 22, 2020 – Smoky Lake County Council Meeting</u></p> <ul style="list-style-type: none"> • The expression of interest to purchase said lands was first considered at the October 22, 2020 Smoky Lake County Council meeting. • Motion 74-20: <i>“That Smoky Lake County proceed with advertising the lands legally described as Pt. SW-6-59-15-W4M, Property Tax Roll No. 15590622, containing 0.44 acres (more or less), for two consecutive weeks, in accordance with Policy No. 61-10-01: Disposition of County Owned Property.”</i> • NOTE: Since the October 22, 2020 Council meeting, the Planning and Development Manager has determined that the County’s records indicating the parcel encompassing 0.44 acres of land is inaccurate, and that the size of the parcel is actually 0.31 acres in size. <p><u>December 3, 2020 – Real Estate Appraisal – Harrison Bowker Valuation Group & Agreement for Purchase and Land Sale</u></p> <ul style="list-style-type: none"> • The Planning and Development Manager received an appraisal conducted on behalf of the Government of Alberta by Harrison Bowker Valuation Group. The appraisal concluded that land in the area is valued at \$2,275/acre. Using this valuation, the Government of Alberta values said lands at \$705 (\$2,275/acre x 0.31 acres). © Attachment 8 • The Planning and Development Manager also received an Agreement for Purchase and Land Sale from the Government of Alberta respecting the said lands. © Attachment 9 			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
Nil.				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		MGA Sections		
		<p><u>Section 70: Disposal of land</u></p> <p>(1) If a municipality proposes to transfer or grant an estate or interest in</p>		

- (a) land for less than its market value, or
- (b) a public park or recreation or exhibition grounds, the proposal must be advertised.

(2) The proposal does not have to be advertised if the estate or interest is

- (a) to be used for the purposes of supplying a public utility,
- (b) transferred or granted under Division 8 of Part 10 before the period of redemption under that Division, or
- (c) to be used by a non-profit organization as defined in Section 241(f).

Section 419: Reserve bid and conditions of sale

The council must set

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

Section 425: Right to dispose of parcel

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

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

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

(3) Repealed 1995 c24 s65.

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

Section 427: Separate account for sale proceeds

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

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

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

- (a) any remedial costs relating to the parcel;

(a.1) the tax arrears in respect of the parcel;

- (b) any lawful expenses of the municipality in respect of the parcel;

- (c) any expenses owing to the Crown that have been charged against the parcel of land under section 553;

	<p>(d) an administration fee of 5% of the amount paid for the parcel, payable to the municipality.</p> <p>(3) If there is any money remaining after payment of the tax arrears and costs listed in subsection (2), the municipality must notify the previous owner that there is money remaining.</p> <p>(3.1) Subject to subsection (3.3), if the municipality is satisfied that there are no debts that are secured by an encumbrance on the certificate of title for the parcel of land, the municipality may pay the money remaining to the previous owner.</p> <p>(3.2) If the municipality is not satisfied that there are not debts that are secured by an encumbrance on the certificate of title for the parcel of land, the municipality must notify the previous owner that an application has been made under section 428(1) to recover all or part of the money.</p> <p>(3.3) For the purpose of this Division, "previous owner" includes the Crown in right of Alberta if the municipality has been notified by the Minister responsible for the <i>Unclaimed Personal Property and Vested Property Act</i> that the land has vested in the Crown, and any money remaining after payment of the tax arrears and costs set out in subsection (2) must be paid to the Minister responsible for the <i>Unclaimed Personal Property and Vested Property Act</i>.</p> <p>(4) Money paid to a municipality under a lease, license or permit granted under section 425(2) must be placed in the account referred to in subsection (1) and distributed in accordance with this section and section 428.</p> <p>Section 428: Distribution of surplus sale proceeds</p> <p>(1) A person may apply to the Court of Queen's Bench for an order declaring that the person is entitled to a part of the money in the account referred to in section 427(1).</p> <p>(2) An application under this section must be made within 10 years after</p> <ul style="list-style-type: none"> (a) the date of the public auction, if the parcel was sold at a public auction, or (b) the date of a sale under section 425, if the parcel was sold at a sale under that section. <p>(3) The Court must decide if notice must be given to any person other than the applicant and in that event the hearing must be adjourned to allow notice to be given.</p> <p>(4) In making an order, the Court must have regard to the priorities in which sale proceeds are distributed in a foreclosure action.</p>
BENEFITS	<p>County will:</p> <ul style="list-style-type: none"> • assist Alberta Infrastructure with its proposed capital project which will benefit the Smoky Lake Tree Nursery's operations; • dispose of land not required for municipal use; and • eliminate public liability on the land.
DISADVANTAGES	Nil.
ALTERNATIVES	<ul style="list-style-type: none"> • Council may choose not to sell the property in question and decline the expression of interest to purchase the property.
FINANCE/BUDGET IMPLICATIONS	

Operating Costs:	<u>Advertising Costs</u>	\$1000.00	Capital Costs:
Budget Available:	_____		Source of Funds: _____
Budgeted Costs:	_____		Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Nil.		
COMMUNICATION STRATEGY	If Council decides to consider the request to purchase the lands in question, the Planning and Development Manager will advertise the County's intent to sell the lands in the local newspapers, and on the County's website, for two consecutive weeks.		
RECOMMENDATION			
<u>Recommendation:</u> That Smoky Lake County Council accept the Expression of Interest in the amount of \$705.00 from the Government of Alberta, and proceed to execute an Agreement to Purchase the said lands legally described as Pt. SW-6-59-15-W4M, in accordance with Policy No. 61-10-01: <i>Disposition of County Owned Property</i> , and to make the necessary arrangements to effect the transfer of the title of the said lands from Smoky Lake County to the Government of Alberta.			
CHIEF ADMINISTRATIVE OFFICER			

SCHEDULE A – EXPRESSION OF INTEREST FORM

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

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

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

Contact information

Required fields marked with asterisk ()*

Date*	October 13, 2020
Interested Purchaser's Name*	Alberta Infrastructure
Organization (if applicable)	Government of Alberta
Phone Number*	780-643-0874
E-mail address	peter.bubula@gov.ab.ca
Mailing Address*	3rd Floor, Infrastructure Building 6950-113 Street, Edmonton, Alberta T6H 5V7

Section 61

Policy 10-01

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

Infrastructure needs to acquire approximately 0.44 acres of land to enable the development of an approved wetwell capital project at the Alberta Tree Improvement and Seed Centre (ATISC). Part of the existing wetwell facility is located on Smoky Lake County land. Acquiring the County land will result in Infrastructure having consolidated ownership of the entire wetwell facility.

Realtor Name and Address (if applicable): N/A

Legal Description of property requesting to purchase

Lot:		Block:		Plan:	
Pt. SW	Sec. 6	Township 59	Range 15	W4M	
Size: 0.44 acres		Location/Area:			

What sale price are you prepared to pay?

Sale Price	\$ TBD by an appraisal of the property (Please indicate specific dollar amount)
Deposit (to be submitted with this form)	\$200.00 Alberta Infrastructure would like to ask for the deposit to be waived due to number of steps and amount of time
Total Price (before GST)	\$ required in order to get a cheque requisitioned.
GST (on sale price and deposit)	\$
Balance Due at Closing	\$

Closing Date

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

YYYY: 2020 MM: 12 DD: 20

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

Jordan Ruegg

From: Carleigh McMullin
Sent: October 14, 2020 10:08 AM
To: Jordan Ruegg; managers
Cc: Gene Sobolewski; Lydia Cielin; Kyle Schole
Subject: RE: Expression of Interest to Purchase County-Owned Property - Pt. SW-6-59-15-W4M

Good Morning Jordan,

I have no concerns with the purchase.

Thanks,



Carleigh McMullin
Agricultural Fieldman
p:780-656-3730 or toll free 1-888-656-3730
c:780-650-5409
4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta, T0A 3C0

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Studies show that trees live longer when they are not cut down. Please do not print this email unless you really need to.

From: Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Sent: Wednesday, October 14, 2020 9:13 AM
To: managers <managers@smokylakecounty.ab.ca>
Cc: Gene Sobolewski <cao@smokylakecounty.ab.ca>; Lydia Cielin <lielin@smokylakecounty.ab.ca>; Kyle Schole <kschole@smokylakecounty.ab.ca>
Subject: Expression of Interest to Purchase County-Owned Property - Pt. SW-6-59-15-W4M

Good morning everyone,

I have received an offer from Alberta Infrastructure to purchase County-owned land legally described as **Pt. SW-6-59-15-W4M (a portion of the road allowance adjoining this quarter section)** located near the tree nursery. As per *County Policy 61-10: Disposition of County-Owned Property*, I am required to circulate the Expression of Interest to Purchase to all of the managers in order to determine if the County has any future plans for the land, or if there are any issues or concerns you have regarding the proposed development of said land. Please see the attached copy of the Expression of Interest to Purchase and provide your comments to me. I'd like to take this request to Council on October 22nd, so if you could email me your comments (even if you don't have any concerns) as soon as possible I'd appreciate it.

Let me know if you have any questions.

Thanks,



Jordan Ruegg, B.A., MPlan
Planning and Development Manager
p:780-656-3730 or toll free 1-888-656-3730
c:780-650-5207
4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta, T0A 3C0

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Jordan Ruegg

From: Brenda Adamson
Sent: October 14, 2020 9:19 AM
To: Jordan Ruegg
Subject: RE: Expression of Interest to Purchase County-Owned Property - Pt. SW-6-59-15-W4M

Jordan,
I have no concerns or information to add regarding this parcel.

Brenda Adamson, CLGM, CAMP

Finance Manager
Smoky Lake County
Box 310, Smoky Lake, AB T0A 3C0
780-656-3730

From: Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Sent: October 14, 2020 9:13 AM
To: managers <managers@smokylakecounty.ab.ca>
Cc: Gene Sobolewski <cao@smokylakecounty.ab.ca>; Lydia Cielin <lcielin@smokylakecounty.ab.ca>; Kyle Schole <kschole@smokylakecounty.ab.ca>
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Jordan Ruegg

From: Daniel Moric
Sent: October 14, 2020 9:30 AM
To: Jordan Ruegg; managers
Cc: Gene Sobolewski; Lydia Cielin; Kyle Schole
Subject: RE: Expression of Interest to Purchase County-Owned Property - Pt. SW-6-59-15-W4M

No issues from the Natural Gas Dept.

Thank you



Daniel Moric
Natural Gas Manager
Smoky Lake County Natural Gas Dept
Office (780)656-3037
Cell (780)656-5734

From: Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Sent: October 14, 2020 9:13 AM
To: managers <managers@smokylakecounty.ab.ca>
Cc: Gene Sobolewski <cao@smokylakecounty.ab.ca>; Lydia Cielin <lcielin@smokylakecounty.ab.ca>; Kyle Schole <kschole@smokylakecounty.ab.ca>
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Jordan Ruegg

From: Carole Dowhaniuk
Sent: October 14, 2020 12:54 PM
To: Jordan Ruegg; managers
Cc: Gene Sobolewski; Lydia Cielin; Kyle Schole
Subject: RE: Expression of Interest to Purchase County-Owned Property - Pt. SW-6-59-15-W4M

Good afternoon Jordan,

No Issues here as well!

From: Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Sent: October 14, 2020 9:13 AM
To: managers <managers@smokylakecounty.ab.ca>
Cc: Gene Sobolewski <cao@smokylakecounty.ab.ca>; Lydia Cielin <lielin@smokylakecounty.ab.ca>; Kyle Schole <kschole@smokylakecounty.ab.ca>
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SMOKY LAKE COUNTY



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

Legislative Reference:	Alberta Provincial Statutes
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Purpose:	To outline the procedures and requirements for disposition of County owned lands not required for present or future County operations.
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Policy Statement and Guidelines:

1.0 STATEMENT

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

2.0 OBJECTIVE

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

3.0 GUIDELINES

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

4.0 REQUEST TO PURCHASE LAND:

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

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

Policy Statement and Guidelines:

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

5.0 REQUEST FOR PROPOSALS:

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

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

Policy Statement and Guidelines:

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

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

Policy Statement and Guidelines:

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

Procedures for Section 5.0 – Request For Proposals

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

6.0 ELIGIBILITY OF PROPERTY FOR SALE

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

7.0 TERMS OF SALE

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

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

Policy Statement and Guidelines:

- 7.2 Once all conditions have been completed as stated in the agreement the Chief Administrative Officer shall sign **Schedule D – Sample Notice** and forward the original signed document to the Purchaser. The Purchaser shall forward same to his/her solicitor.
- 7.3 Within 60 days of receiving the executed Schedule D, the purchaser shall arrange to have a solicitor of their choice complete the Transfer of Land. All costs associate with same shall be borne by the Purchaser.

8.0 WAIVER OF THIS POLICY

- 8.1 Advertising is not required for the sale of land in the following instances as per Section 70 (2) of the Municipal Government Act:
- 8.1.1 To be used for the purposes of supplying a public utility as defined in Section 1(1)(y)the Municipal Government Act,
- 8.1.2 Transferred or granted under Division 8 Part 10 of the Municipal Government Act before the period of redemption under that Division, or
- 8.1.3 To be used by a non-profit organization as defined in Section 241(f) of the Municipal Government Act.

9.0 OTHER

- 9.1 This policy does not apply to lands listed and/or sold at a Public Auction held by the municipality.
- 9.2 Smoky Lake County provides no representation or warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions, accessibility or suitability for development. Each Parcel (including any and all structures located thereon) is sold on an “as is” basis and the Purchaser is the purchasing the parcel(s) at his or her own risk.
- 9.3 All costs for servicing the lot shall be borne by the Purchaser.
- 9.4 The Purchaser shall be responsible for obtaining all necessary development, building, and other related permits if the Purchaser wishes to commence with the development on said lands.
- 9.5 The County reserves the right at its discretion to accept, reject or further negotiate with any and all applications and/or cancel a listing at any given time.
- 9.6 The County reserves the right to specify a reserve bid on the lands being offered for sale.
- 9.7 The proceeds from the sale of non-reserve lands shall be allocated to a County reserve as directed by Council.

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

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

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

SCHEDULE A – EXPRESSION OF INTEREST FORM

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

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

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

Contact information

Required fields marked with asterisk ()*

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

Section 61

Policy 10-01

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

--

Realtor Name and Address (if applicable): _____

Legal Description of property requesting to purchase

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

What sale price are you prepared to pay?

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

Closing Date

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

YYYY: _____ MM: _____ DD: _____

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

Section 61

Policy 10-01

SCHEDULE B – SAMPLE ADVERTISEMENT FOR SALE OF COUNTY OWNED PROPERTY

**PUBLIC NOTICE
SMOKY LAKE COUNTY**

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

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

<insert map>

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

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

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

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

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

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

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

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

Section 61

Policy 10-01

SCHEDULE C – SAMPLE AGREEMENT TO PURCHASE

AGREEMENT TO PURCHASE

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

BETWEEN:

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

OF THE FIRST PART

- AND -

PURCHASER'S NAME

_____ Mailing Address Phone Numbers: Residence Work Cellular

(hereinafter called "the Purchaser")

OF THE SECOND PART

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

Legal Land Description:

(hereinafter called "the Lands")

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

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

Section 61

Policy 10-01

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

Section 61

Policy 10-01

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

Name
Address

And

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

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

SMOKY LAKE COUNTY

CHIEF ADMINISTRATIVE OFFICER

REEVE

WITNESS

}

PURCHASER

WITNESS

}

PURCHASER

AFFIDAVIT OF EXECUTION

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

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

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

Section 61

Policy 10-01

SCHEDULE D – SAMPLE NOTICE

(to be printed on County letterhead)

NOTICE TO TRANSFER LAND

TO: Name of Purchaser

DATE: _____

FILE #: _____

RE: Land Sale of _____.

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

“state the motion as indicated in the Council minutes”

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

Thank you.

Cory Ollikka
Chief Administrative Officer



LAND TITLE CERTIFICATE

S		
LINC	SHORT LEGAL	TITLE NUMBER
0017 714 361	4;15;59;6;OT	782 055 897

LEGAL DESCRIPTION

ALL THAT PORTION OF THE STATUTORY ROAD ALLOWANCE ADJOINING THE WEST BOUNDARY OF THE SOUTH WEST QUARTER OF SECTION SIX (6) TOWNSHIP FIFTY NINE (59) RANGE FIFTEEN (15) WEST OF THE FOURTH MERIDIAN LYING NORTH OF THE NORTH SASKATCHEWAN RIVER AND SOUTH OF A LINE DRAWN WESTERLY AND AT RIGHT ANGLES TO THE SAID WEST BOUNDARY, THROUGH A POINT ON THE SAID WEST BOUNDARY, SAID POINT BEING TWO THOUSAND THREE HUNDRED AND THIRTY THREE (2333) FEET SOUTH OF THE NORTH WEST CORNER OF THE SAID QUARTER SECTION EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
782 055 897	20/03/1978			

OWNERS

THE COUNTY OF SMOKY LAKE NO. 13.
OF BOX 310, SMOKY LAKE
ALBERTA T0A 3C0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
912 184 395	17/07/1991	CAVEAT RE : RIGHT OF WAY AGREEMENT CAVEATOR - APACHE CANADA LTD. 2800, 421 - 7 AVE SW

(CONTINUED)

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

CALGARY
ALBERTA T2P4K9
AGENT - JIM SWETNAM
(DATA UPDATED BY: TRANSFER OF CAVEAT
002122593)
(DATA UPDATED BY: CHANGE OF ADDRESS 022044536)
(DATA UPDATED BY: TRANSFER OF CAVEAT
072319178)
(DATA UPDATED BY: CHANGE OF ADDRESS 132318973)

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 14 DAY OF
OCTOBER, 2020 AT 08:56 A.M.

ORDER NUMBER: 40307646

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

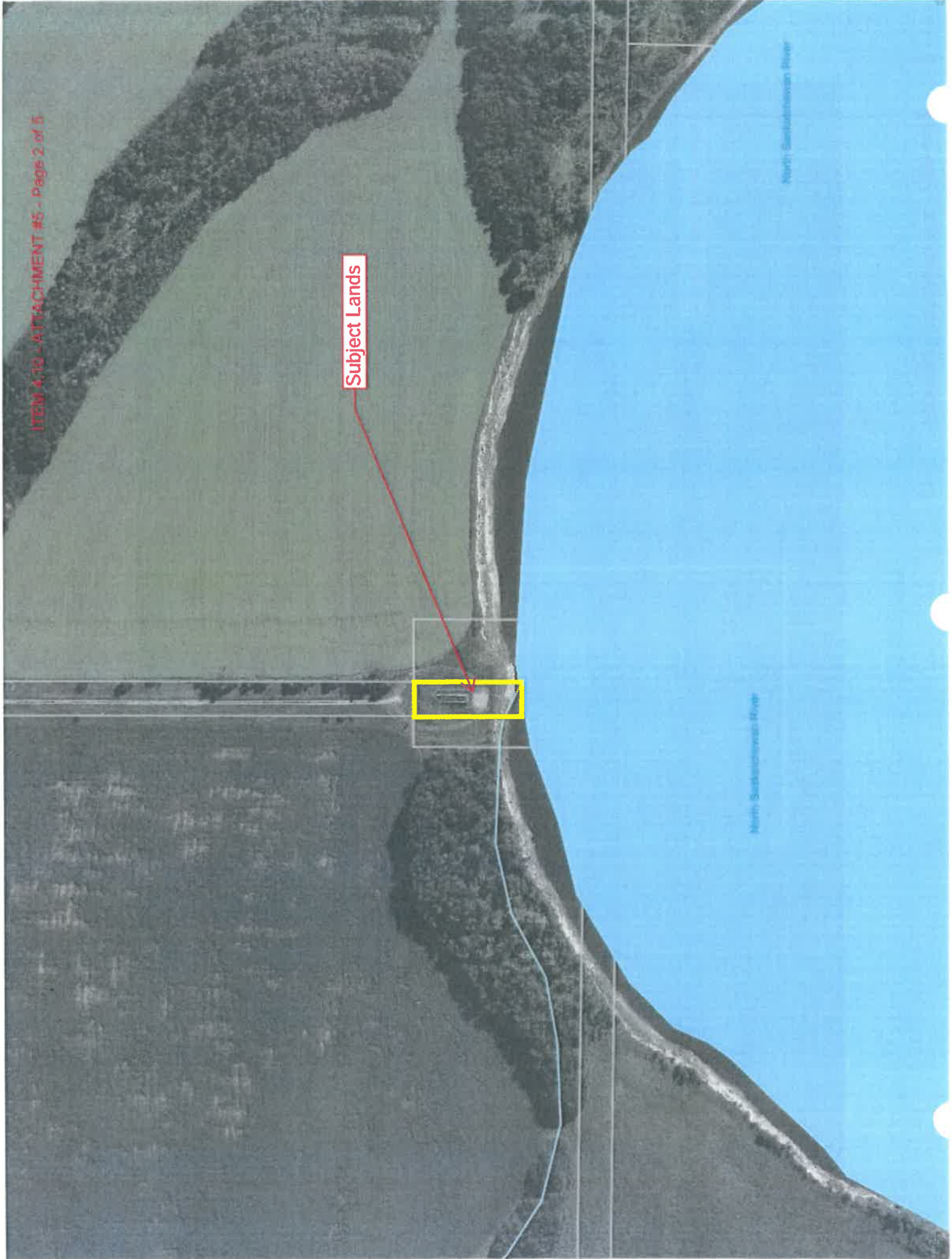


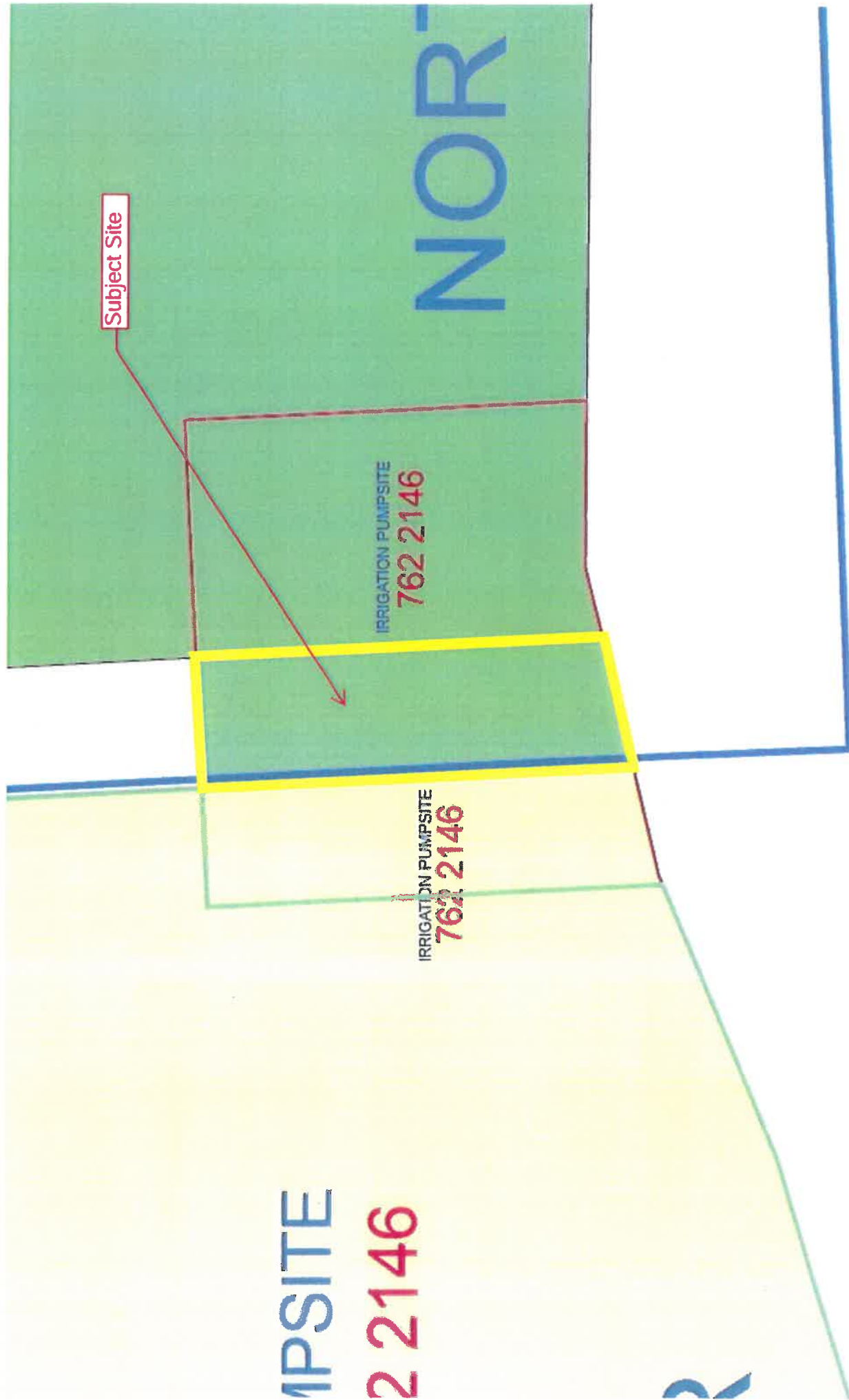
Subject Lands



North Saskatchewan River

North Saskatchewan River





Subject Site

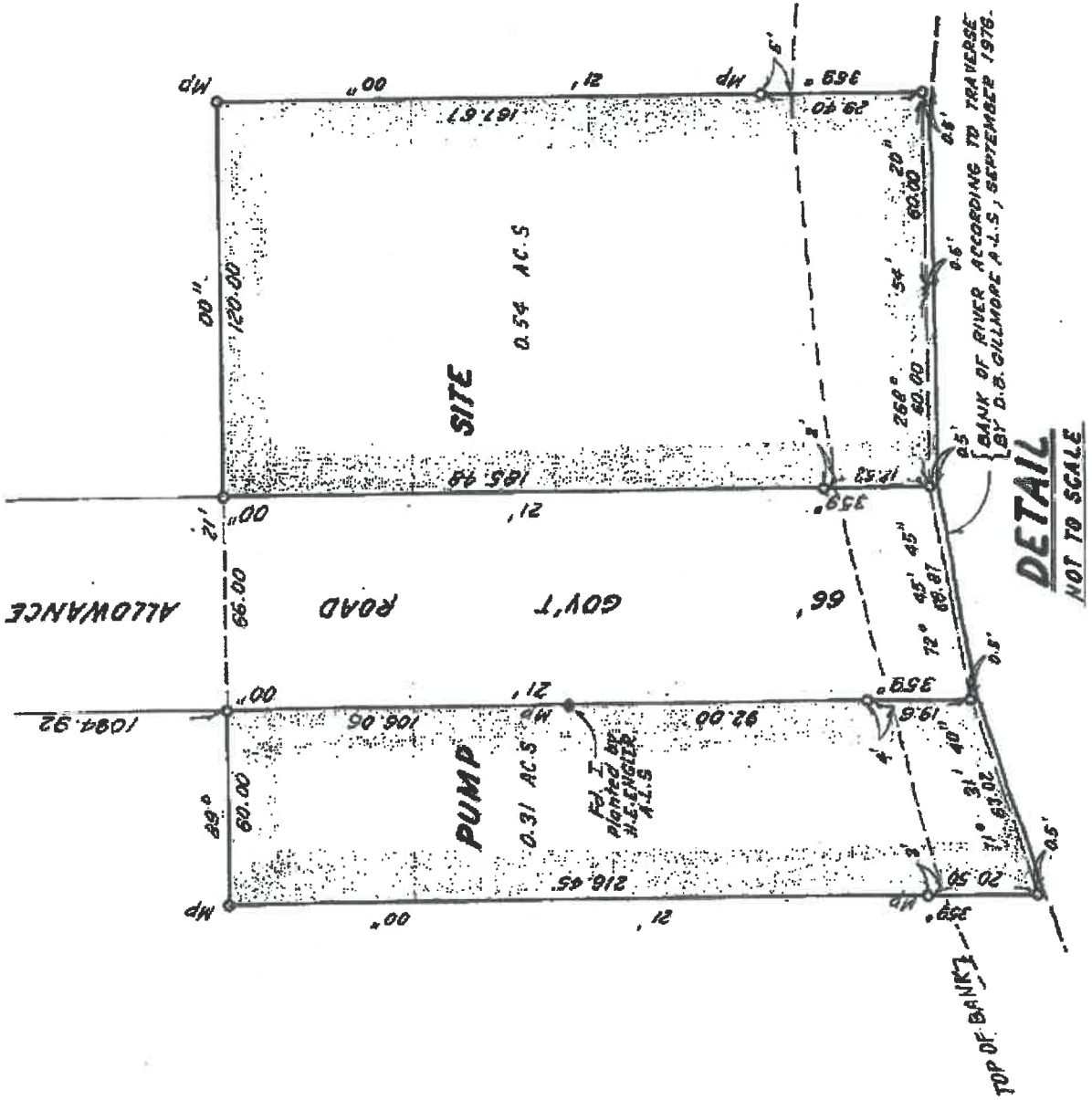
IRRIGATION PUMPSITE
762 2146

IRRIGATION PUMPSITE
762 2146

PUMPSITE
2 2146

NOR

S.W. 1/4 SEC. 6 - TP. 59 - RGE. 15 - W. 4 MER.



(SEE DETAIL)

ROAD 21'

GOV'T 369'

RGE. 15 - W. 4 MER.

ITEM 4.10 - ATTACHMENT #6 - P-189-5 OF

SURVEY APPROVED

BY THE SURVEYOR GENERAL OF ALBERTA

FOR THE PURPOSES OF THE LAND SURVEY ACT AND THE SURVEY REGULATIONS

FOR THE PROVINCE OF ALBERTA

DATE: 1978

BY: [Signature]

PLAN

SHOWING SURVEY OF

PUBLIC WORK (IRRIGATION PUMPSTATION)

SECS. 6 - TR. 59 - RGE. 15 - W. 4 M. 8

SEC. 1 - TR. 59 - RGE. 16 - W. 4 M. 8

NEAR

SMOKY LAKE - ALBERTA

SCALE: 1" = 200'

1978

D.B. GILLMORE A.L.S.

NOTES:

1. This plan is prepared in accordance with the provisions of the Land Survey Act and the Survey Regulations of the Province of Alberta.

2. The survey was conducted by the Surveyor General of Alberta, or his authorized agent, on the 15th day of August, 1978.

3. The survey was conducted in accordance with the provisions of the Land Survey Act and the Survey Regulations of the Province of Alberta.

4. The survey was conducted in accordance with the provisions of the Land Survey Act and the Survey Regulations of the Province of Alberta.

TESTIMONY:

I, D. Gillmore, of the City of Edmonton, Alberta, being duly sworn, depose and say that I am a duly qualified and licensed Surveyor in the Province of Alberta, and that I have personally conducted the survey herein shown, and that the same was conducted in accordance with the provisions of the Land Survey Act and the Survey Regulations of the Province of Alberta.

Subscribed and sworn to before me this 15th day of August, 1978.

[Signature]

Notary Public for Alberta

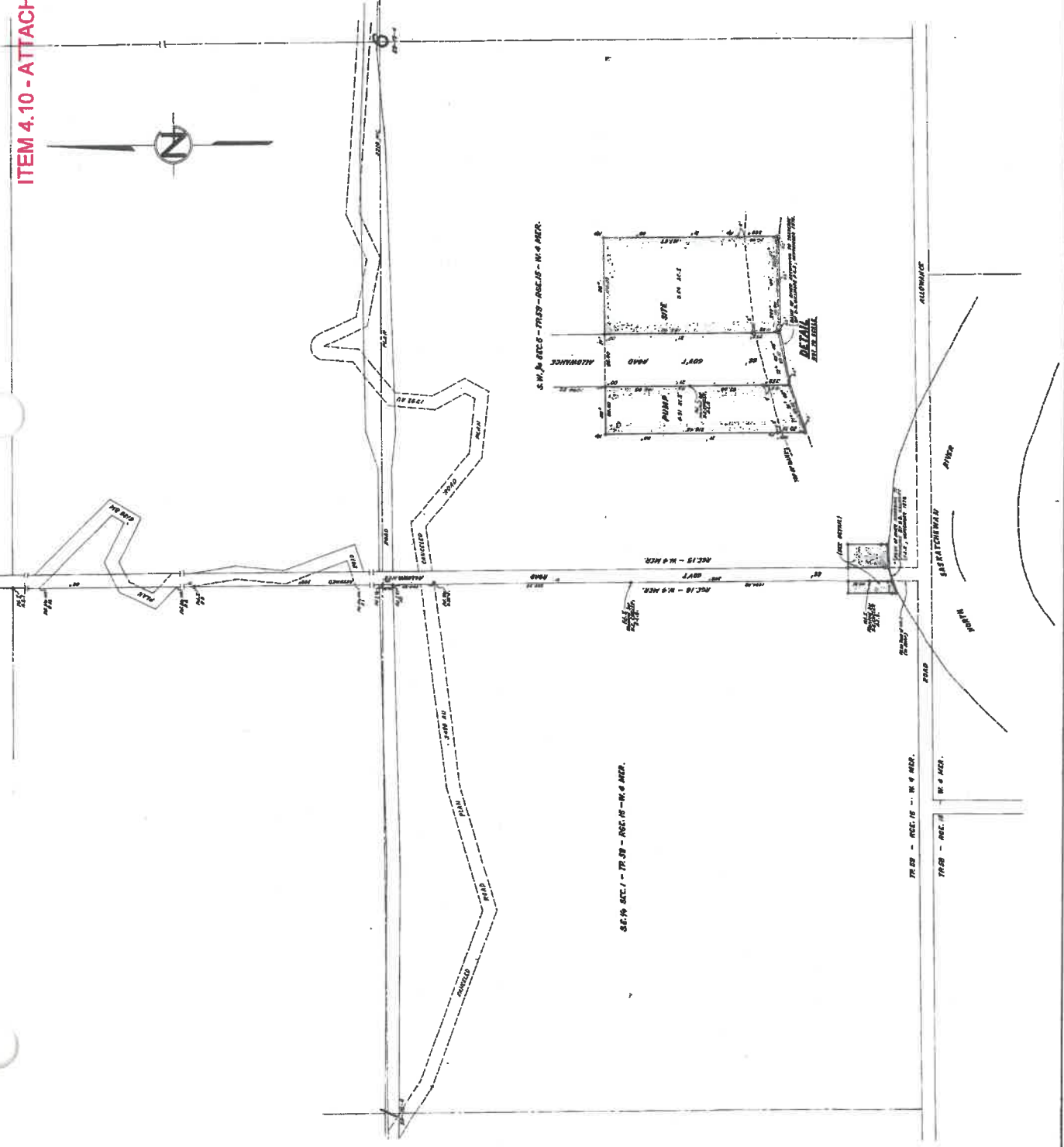
[Signature]

1978

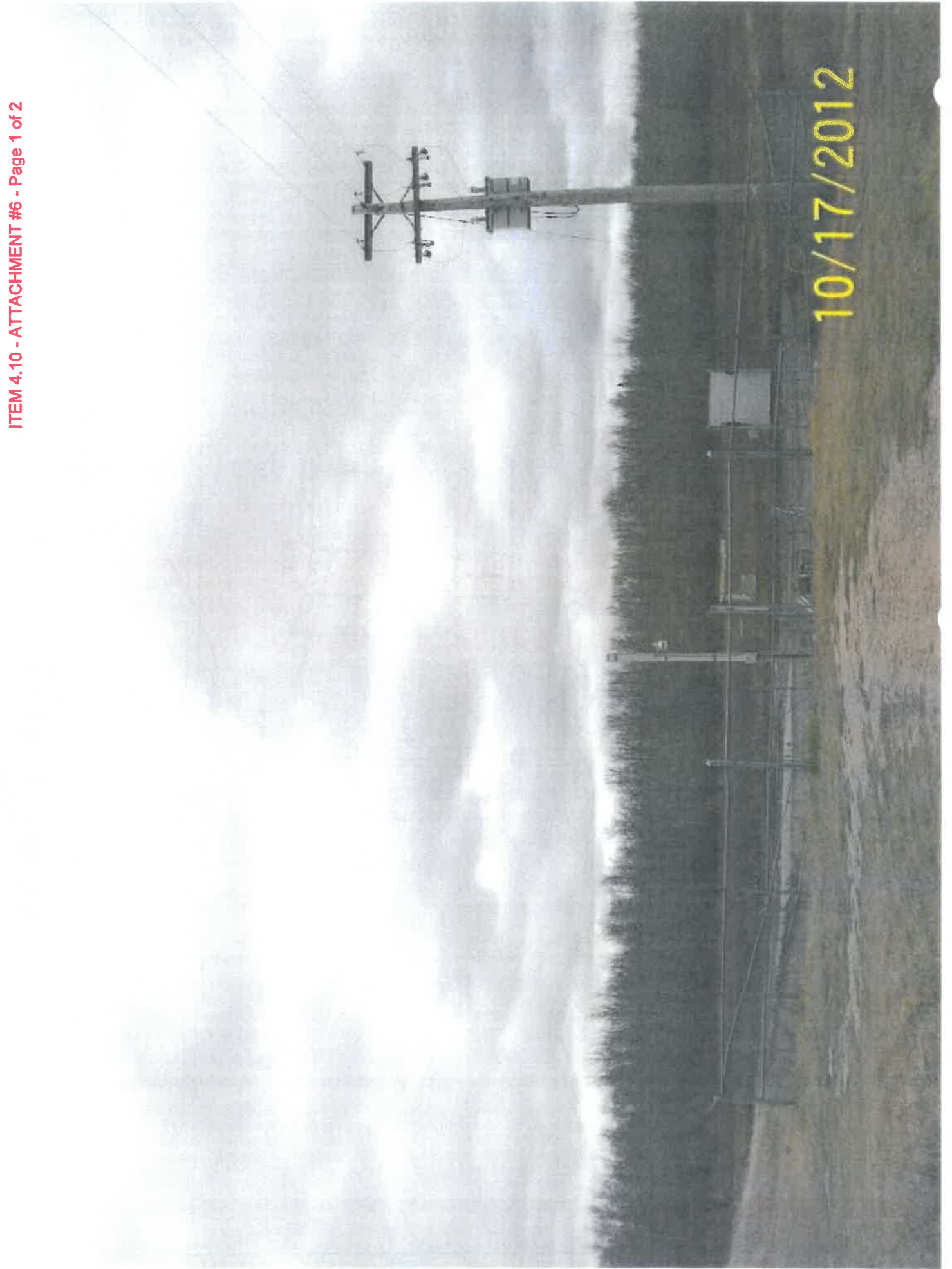
STANDARD SURVEY (PART) 178

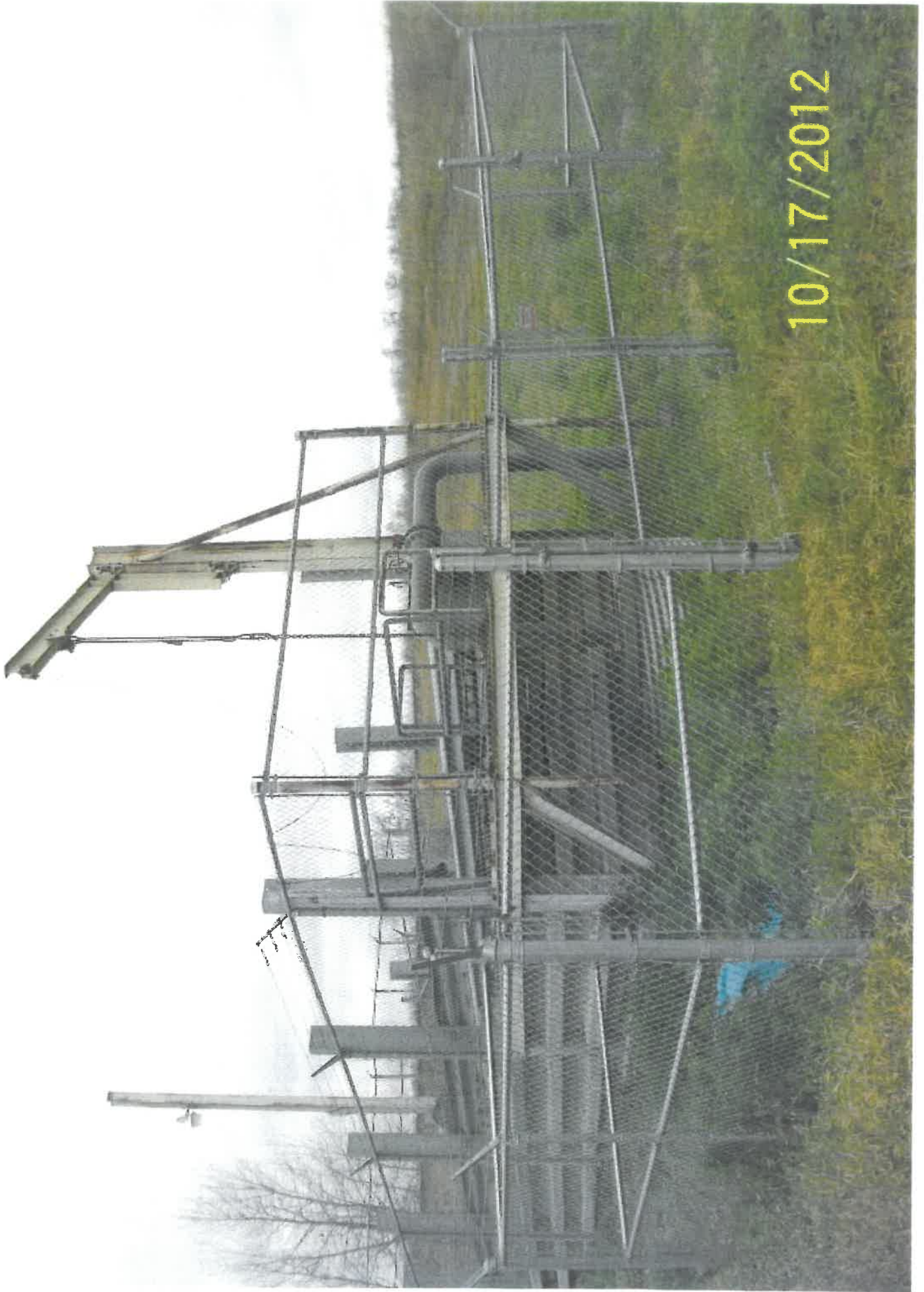
1978-08-15

178-08-15-178



10/17/2012





10/17/2012

8.2 AGRICULTURE (AG) DISTRICT

1. Purpose

The general purpose of this District is to allow a range of activities associated with working landscapes including agricultural uses and resource extraction uses that support the rural economy, rural lifestyle and discourage the fragmentation of the County's land base.

2. Permitted Uses

- A. Agricultural Support Service
- B. Basement Suite
- C. Bed and Breakfast Establishment
- D. Buildings and Uses Accessory to Permitted Uses
- E. Community Hall
- F. Day Home
- G. Dwelling, Single Detached
- H. Extensive Agriculture
- I. Garage Suite
- J. Garden Suite
- K. Guest House
- L. Home Occupation, Major
- M. Home Occupation, Minor
- N. In-law Suite
- O. Manufactured Home
- P. Modular Home
- Q. Natural Area
- R. Public Utility
- S. Secondary Suite
- T. Shipping Container
- U. Wind Energy Conversion System, Micro

3. Discretionary Uses

- A. Animal Breeding and/or Boarding Facility
- B. Animal Clinic
- C. Animal Hospital
- D. Animal Hospital, Large
- E. Boarding Facility
- F. Buildings and Uses Accessory to Discretionary Uses
- G. Cemetery
- H. Child Care Facility
- I. Communication Tower Facility
- J. Day Care Facility
- K. Duplex (Vertical and Side-by-Side)
- L. Family Care Facility
- M. Intensive Agriculture
- N. Kennel



- O. Natural Resource Extraction Industry
- P. Place of Worship
- Q. Public and Quasi-Public Building and Use
- R. Public Utility
- S. Recreational Use
- T. Relocated Building
- U. Secondary Commercial
- V. Sign
- W. Surveillance Suite
- X. Solar Energy Collection Systems
- Y. Small Radio Communication Facilities
- Z. Transfer Station
- AA. Utility Building
- BB. Wind Energy Conversion System, Small
- CC. Wind Energy Conversion System, Large
- DD. Workcamp, Short-Term
- EE. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A maximum of five (5) parcels per quarter section may be subdivided for agricultural, or residential uses including the subdivision of fragments. The following chart presents information by use type regarding the maximum number of parcels allowed per quarter section.

	Maximum Parcel Density Per Quarter Section By Use Type	Minimum Parcel Size	Maximum Parcel Size
Agricultural Use	2 parcels per quarter section	Normally 32.0 ha (80.0 ac.) however a single 16.0 ha (40.0 ac.) parcel may be subdivided if the proposed parcel conforms to 4(A)(ii)	At the Discretion of the Subdivision Authority
Residential Use	4 parcels per quarter section	0.8 ha (2.0 ac.)	8.0 ha (20.0 ac.)
Commercial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Community/ Institutional Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Industrial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority

A. Lot Area – Agricultural Use

- i. The **minimum** parcel size for extensive agricultural uses shall normally be 32.0

- ha (80.0 ac.) less any approved subdivisions.
- ii. Notwithstanding (A)(i) above, the subdivision of a single 16.0 ha (40.0 ac.) parcel for agricultural use may be permitted out of an **un-subdivided** quarter section if the following criteria are met to the satisfaction of the County:
- a. Legal and year round physical access to the proposed parcel and the remainder are developed to County standards;
 - b. The proposed use of the parcel will not adversely impact adjacent agricultural uses;
 - c. The parcel is should normally be located:
 - I. adjacent to or near quarter section boundaries;
 - II. in close proximity to existing residential parcels or farmsteads on adjacent quarter sections;
 - III. along a designated rural residential collector road;
 - d. The applicant demonstrates that the parcel can be serviced on-site as per provincial regulations;
 - e. If the parcel is to be used for an intensive agricultural operation or a value added agricultural industry¹, the use and size of the parcel is supported by a business plan that may include:
 - I. a financial plan to the satisfaction of the County;
 - II. a detailed site plan of the proposed operation including the required land area, expansion possibilities and possible effects on adjacent landowners, uses and municipal infrastructure;
 - III. information regarding potential traffic generation which may include a Traffic Impact Assessment;
 - IV. potential nuisance factors and any mitigation measures necessary to reduce nuisance factors; and
 - V. where necessary, a detailed site assessment which indicates the location, character and parcel coverage percentages of the environmentally sensitive areas and/or heritage features on the site.

¹ Value added industry in this context means: an industry which economically adds value to a product by changing it from its current state to a more valuable state.

B. Lot Area – Residential Use

- i. Normally, a **maximum** of 8.0 ha (20.0 ac.) per quarter section will be allowed for residential subdivisions.
- ii. Normally, the minimum lot area allowed for vacant residential parcels or for farmstead separations will be 0.8 ha (2.0 ac.) and the maximum lot area will be 8.0 ha (20.0 ac.).

C. Lot Area - Other Uses

The minimum parcel size for other uses shall be as provided for elsewhere in this Bylaw, in the County's Municipal Development Plan, in any relevant Area Structure Plan, or as required by the Development Authority.

5. Development Regulations

A. Minimum Yard Dimensions

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line
Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line

iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line
Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line

- iv. Notwithstanding **subsections (A), (B), and (C)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.

B. Minimum Floor Area

- i. Single detached dwellings – 69.7 sq. m (750.0 sq. ft.)
- ii. Manufactured and modular home units – 65.0 sq. m (700.0 sq. ft.)
- iii. All others uses at the discretion of the Development Authority

C. Maximum Site Coverage - 45%

Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings

D. Maximum Height

- i. 11.0 m (36.1 ft.)
- ii. In the case of buildings which are accessory to extensive agriculture and for discretionary uses, the maximum height shall be at the discretion of the Development Authority.

6. Other Regulations

A. Residential parcels in the Agriculture District will not be allowed:

- i. within required setbacks from a sewage treatment plant or lagoon or solid waste disposal site as specified by the appropriate guidelines or authority;
- ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;

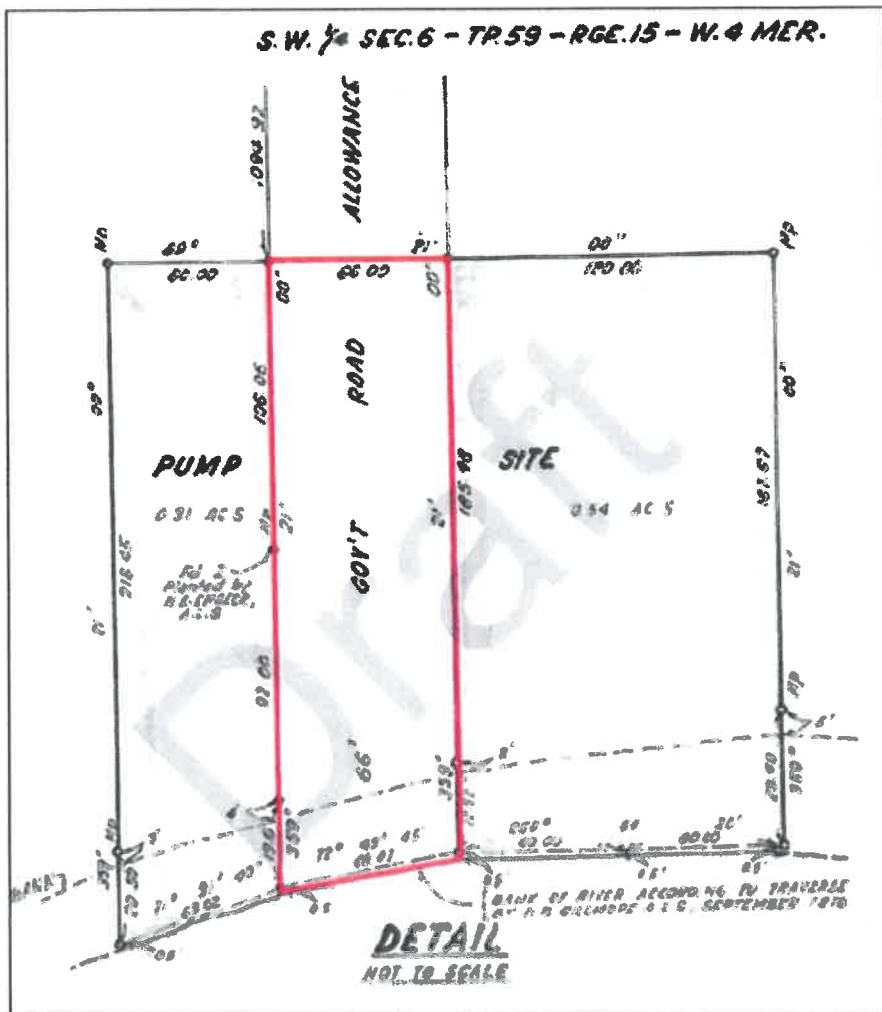
- iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
 - iv. within a 1 in 100 year flood plain.
- B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.
 - C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
 - D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
 - E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
 - F. The keeping of recreational vehicles shall be provided in accordance with **Section 7.23** of this Bylaw.
 - G. Shipping containers shall be developed in accordance with **Section 7.31** of this Bylaw
 - H. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.

Jordan Ruegg

From: Peter Bubula <peter.bubula@gov.ab.ca>
Sent: December 1, 2020 4:20 PM
To: Jordan Ruegg
Cc: Kyle Schole
Subject: Parcel size and contact info for lawyer

Hi Jordan,

I hope you are doing well. I received the draft appraisal. The value conclusion is \$2,275 per acre. I can share the appraisal once I receive the final PDF. The appraiser made a note that the county assessment lists the parcel size as 0.45 acres. Would you know where the size of 0.45 acres comes from? The size based on the legal survey (screen shot below) is calculated to 0.31 acres. Based on the size of 0.31 acres the value of the parcel would be \$705.



Also, would you have a name and contact for the County's lawyer? I need that information for our purchase document. If you guys don't have one I can take that section out.

Thanks,

Peter

Peter Bubula, B. Comm, AACI, P.App., SR/WA
Property Agent

 **Infrastructure**
Properties Division – Realty Services Branch
3rd Floor, Infrastructure Building
6950-113 Street, Edmonton, Alberta, T6H 5V7
Cell: (780) 643-0874 Fax: (780) 422-5419
E-mail: peter.bubula@gov.ab.ca

Classification: Public

Real Estate Appraisal

of

Linear Parcel of Land in Smoky Lake County, Alberta
OT 6-59-15-W4



Prepared For:

Alberta Infrastructure

Prepared By:

HarrisonBowker Valuation Group

Effective Date:

October 27, 2020

November 27, 2020

Alberta Infrastructure

Properties Division – Realty Services Branch
3rd Floor 6950 113 Street NW
Edmonton, Alberta T6H 5T6
Attention: Mr. Peter Bubula

Dear Mr. Bubula:

Re: Real estate appraisal of a former Road Allowance containing 0.31 acres in Smoky Lake County, Alberta.
Legally described as: OT 6-59-15-W4, excepting thereout all mines and minerals.

Pursuant to your instructions, we have appraised the above referenced property with the objective of estimating its current Market Value. Based on our investigations and analyses, we believe that the Market Value of the fee simple interest in the Subject Property as of October 27, 2020 may be fairly stated as: **\$705. Qualified: Subject to Extraordinary Assumptions and Hypothetical Conditions on Page 56.**

Values and opinions contained in this report are based on market conditions as at the time (effective date) of this report. This report does not provide a prediction of future values. In the event of market instability and/or disruption, values and opinions may change rapidly, and such potential future events have not been considered in this report. As this report does not and cannot consider any changes to the property or market conditions after the effective date, clients and intended users are cautioned in relying on the report after the effective date noted herein. Note that this valuation is premised on the Assumptions and Limiting Conditions on Pages 51 to 55. To ensure the context of the valuation is fully understood, the report is meant to be reviewed in its entirety.

The enclosed narrative appraisal report was prepared in accordance with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) of the Appraisal Institute of Canada (AIC). It contains data and analyses which, to the best of our knowledge and ability, are correct. Please review it for accuracy and completeness and advise our office of any errors or omissions found.

Neither possession of this report, or copy thereof, carries with it the right of publication. All copyright is reserved to the author and is considered confidential by the author and the client. It shall not be disclosed, quoted from or referred to, in whole or in part, or published in any manner, without the express written consent of the author. This is subject only to confidential review by the AIC as provided in the CUSPAP.

Thank you for this opportunity to be of service.

Yours respectfully,

HarrisonBowker Valuation Group

enclosure: Appraisal Report

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Executive Summary

The subject of this appraisal is a portion of former Road Allowance, consisting of a linear parcel of land with frontage along the North Saskatchewan River, rurally located in Smoky Lake County. This is primarily an agricultural area with beef and grain farmers both well represented. Surrounding land uses are a mix of agricultural lands, hobby farm properties, and country residential holdings. The Subject Property is somewhat remotely located and lacks direct access via a municipal roadway.

The location, river frontage and the lack of direct access via a municipal roadway were given appropriate consideration within the valuation. The Subject Property is utilized for public utility use and improved with related infrastructure. The site improvements have been excluded from the valuation as per the client's request.

The appraisal process was completed without undue difficulty and included the Direct Comparison Approach only. Neither the Cost nor Income Approaches to value were deemed applicable because of the nature of the property (vacant agricultural land). The reader is encouraged to review the Glossary of Terms appended in Annex B, as required. The salient facts and conclusions of the report are summarized as follows:

Appraiser(s): Steven N. Hill, BComm, AACI, P. App. and Pat Woodlock, B. Mgt., AACI, P. App.

Client: Alberta Infrastructure, represented by Peter Bubula.

Intended User: Same as above.

Municipal Address: Not assigned, Smoky Lake County, Alberta.

Legal Description: OT 6-59-15-W4.

Purpose and Use: To estimate the current market value of the Subject Property as of the effective date of the appraisal to assist in establishing a reasonable purchase price. All other uses are denied.

Interests Appraised: Estate in fee simple.

Effective Date: October 27, 2020.

Property Owner: The County of Smoky Lake No. 13.

Improvements: Assumed none.

Site Area: 0.31 acres (per legal plan).

Land Use District: AG -Agricultural District.

Property Use: Utilized for specialized public utility use.

Highest & Best Use: Amalgamated with larger parcel of farmland for agricultural purposes if not utilized for public utility use.

Key Factors: **Pros:** (1) Adequate demand for agricultural land in the area that is appropriately priced. (2) River frontage along the North Saskatchewan River.

Cons: (1) Linear parcel (narrow) shape, limits the potential uses as a stand-alone parcel. (2) Lacks direct access via municipal roadway. (3) Uncertain macro market conditions.

Qualifications: Note the Assumptions and Limiting Conditions on Pages 52 – 56 with respect to COVID-19.

Hypothetical Condition and Extraordinary Assumption: As per the client's instructions, it has been hypothetically assumed that significant site improvements on the Subject Property do not exist, including a pump infrastructure, chain link fencing and power service. The land parcel was appraised as if vacant. The contributory value of the excluded improvements is considered significant.

Extraordinary Assumption: The parcel size of the Subject Property indicated by the legal plan differs from the parcel size indicated by the county assessment record. It is assumed that the size indicated by the legal plan is correct. If the site size is found to be different than assumed, the value may need to be amended.

There are no other Extraordinary Assumptions, Hypothetical Conditions, or Extraordinary Limiting Conditions applicable to the valuation.

Direct Comparison: Quantitative Analysis
Range of \$1,750/acre to \$2,500/acre
Final unit value: \$2,275/acre
\$705

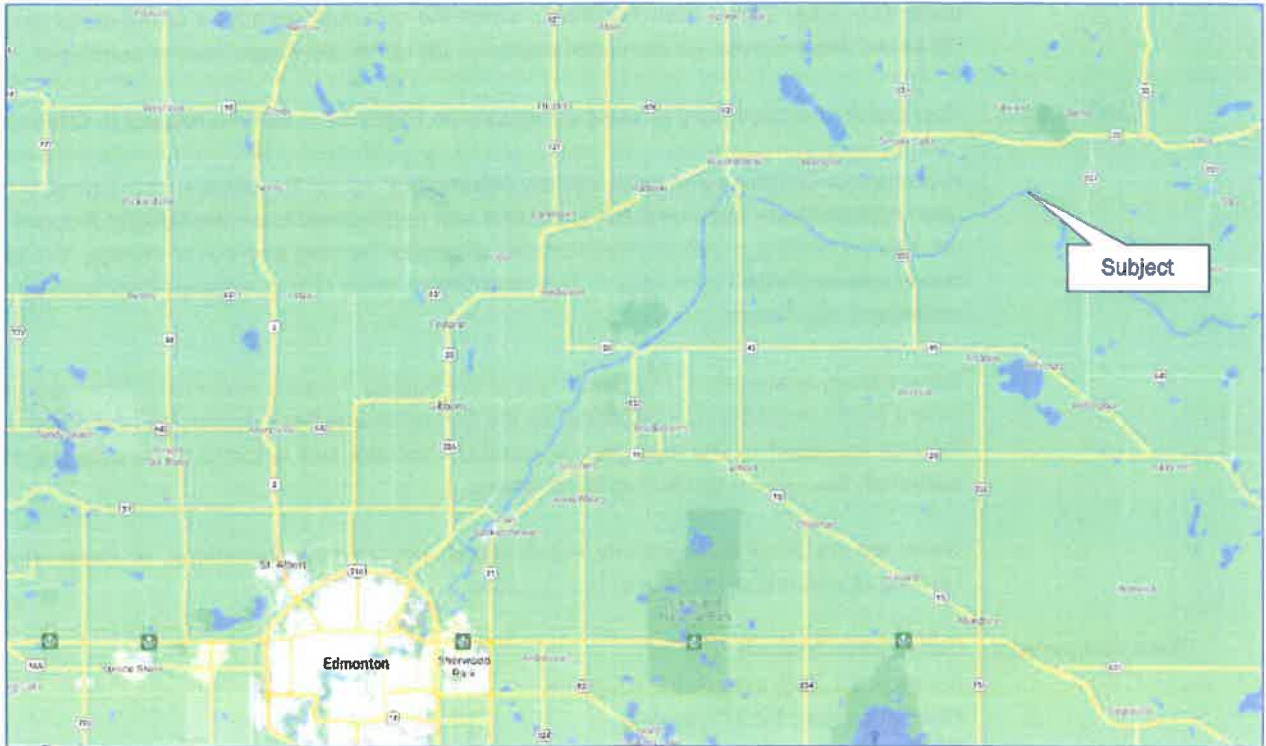
Income Approach: Not used

Cost Approach: Not used

Final Value: \$705

Qualified: Subject to Extraordinary Assumptions, Hypothetical Conditions, and Extraordinary Limiting Conditions on Page 56.

Maps



Maps: Top illustrates the Subject Property in relation to the largest nearby urban municipalities (per Google Maps). Bottom illustrates the property within the county as per the Land Ownership Map (per county website).

Photographs



Aerial photo (Abacus Datagraphics): The top photo illustrates the general area, and the bottom photo depicts the immediate area. Note that the Subject Property lack direct access via a municipal roadway. Note the location of Township Road 590A. The Subject is located in a river flat area along the North Saskatchewan River and is accessible via a dirt trail on adjacent land. The Subject Property is relatively long and narrow which limits its building envelope and potential uses.



Facing southwest from near the northeast corner of the Subject Property. As per instructions the site improvements on the Subject Property have been excluded from the valuation. Note the North Saskatchewan River in the background of the photo.



Facing north from near the south boundary of the Subject Property.



Facing northwest from near the southeast corner of the Subject Property.



Depicting the trail within the Road Allowance to the north of the Subject Property. Facing north from the north boundary of the Subject Property. The trail within the Road Allowance intersects with the trail (temporary access road) which transects the adjacent parcel of farmland allowing for access to the Subject Property.



Depicting the North Saskatchewan River facing east from the south boundary of the Subject Property.



Depicting the North Saskatchewan River facing west from the south boundary of the Subject Property.



Township Road 590A facing west. The roadway is the closest municipal road to the Subject Property.

Purpose and Use of the Appraisal

Appraiser(s): Steven N. Hill, BComm, AACI, P. App.

Client: Alberta Infrastructure, represented by Peter Bubula.

Purpose: To estimate the current Market Value of the Subject Property as of the Effective Date of the appraisal.

Use: To assist in establishing a reasonable purchase price. All other uses are denied.

Intended User: Client above.

Other Intended User: None noted.

Property Rights: Estate in fee simple.

Currency: Market Value estimated stated in Canadian dollars cash.

Other: No person other than the identified clients and intended users may rely upon this report for any purpose, including lending, without first obtaining written authorization from the appraiser. Without written permission, the appraiser shall not be held liable for any loss or damage that may occur to any person other than the client(s) by reason of their reliance on this report. The appraiser expressly disclaims legal liability for any un-authorized use of the report.

Pertinent Dates of the Appraisal

The pertinent dates of the appraisal are as follows:

Effective Date: October 27, 2020

Date of Inspection: October 27, 2020

Report Date: November 27, 2020

Scope of the Appraisal

The scope of the appraisal encompasses the research and analyses required to prepare the report in accordance with the CUSPAP of the AIC. This entailed the following steps:

Inspection: The Subject Property was physically inspected by Steven N. Hill, AACI on the date(s) noted above. The purpose of the physical inspection was to view the functional and physical state of the property. Pat Woodlock, AACI did not inspect the Subject Property but is familiar with the area and local market.

Type of Report: This narrative appraisal report was researched and developed in compliance with CUSPAP. If completed by an AACI Designated Member, the appraiser is qualified and competent to perform this type of appraisal assignment and has appraised a number of similar properties.

If co-signed, the CRA Designated Member or AIC Candidate Member, along with the review appraiser, are qualified and competent to perform this type of appraisal assignment and have appraised a number of similar properties. If co-signed, the CRA Designated Member or Candidate Member completed the investigations and preparation of the report. The review appraiser directly supervised the CRA Designated Member or Candidate Member who prepared this appraisal report.

Legal Descriptions: Information to verify and confirm ownership of the property, any restrictions to title, applicable land use regulations, and tax information was obtained from public records and other reliable sources.

Market Analysis: Regional and local market information was obtained from various reliable third-party sources including: the offices of the municipality, Multiple Listing Service (MLS) via applicable boards, Government of Alberta Land Titles, The Network, local property owners, developers, real estate brokers, and HarrisonBowker files. Due diligence regarding select sales and/or listings was conducted by the appraiser, which may have included site inspections, interviews with real estate brokers, parties to the transfer, and other knowledgeable individuals; as well as the analysis of registered documents, MLS records, and/or other pertinent data.

Technical Enquiries: Technical site investigations of the property were not completed, such as: an environmental review or audit, or investigations into the composition and bearing qualities of the soils on the site. In the absence of information to the contrary, and subject to the environmental related assumptions stated in the report, it is assumed there are no related issues that might influence value.

Property Description: Information relating to the history and the physical attributes of the Subject Property was obtained through the site inspection, interviews, and available data. The building description was compiled from the site inspection and/or plans and specifications provided (if applicable). Additional data was obtained from property management (if applicable). The information received has not been audited and is assumed to be accurate.

Direct Comparison: The Direct Comparison Approach (if applicable) was developed on the basis of market transactions and/or listings of similar properties found in comparable market areas. Sales data that was considered instructive was verified where practicable including a registry search and discussions with parties to the transaction.

Income Approach: The Income Approach was not deemed applicable because of the nature of the Subject Property (agricultural use with no quotas).

Cost Approach: The Cost Approach was not deemed applicable because of the nature of the property (vacant agricultural land).

Transaction Details: Title, transfer documents, and/or listing details were obtained if available for all primary sales data used within the valuation contained in this report. Whenever possible, parties to each transaction were contacted for confirmation, which may include vendors, purchasers, and/or real estate brokers involved with each sale, as applicable. The anecdotal nature of this data is acknowledged. If deemed appropriate, street inspections of the Value Indicators were conducted.

Authorization: This report was prepared at the request of the client. The client authorized the inspection of the property and the use of the photographs contained herein.

Identification of the Property and Related Data

Address, Legal Description, and Ownership Details



Source: SPIN 2 (Land Titles). The Subject Property is highlighted green.

Municipal Address: Not assigned, Smoky Lake County, Alberta.

Legal Description: OT 6-59-15-W4, excepting thereout all mines and minerals.

A copy of the certificate of title and the subdivision plan are attached in Annex D.

Title Number: 782 055 897.

Registered Owner: The County of Smoky Lake No. 12.

Ownership Type: Fee Simple Estate.

Date Registered: March 20, 1978.

Registrations: The title to the Subject Property was reviewed for value-related registrations. There are five registration on title. There is one caveat relating to a right of way agreement registered by an oil and gas company (Registration No. 912 184 395); this is typical for rural properties and is not expected to influence the marketability or value of the Subject Property.

The remaining four registrations relate to right of way agreement noted above. Two of the registrations are change of address for service, affecting Registration No. 912 184 395 and two registrations are transfers of caveat 912 184 395. None of which are expected to influence the marketability or value of the Subject Property.

An access agreement is registered on the adjacent quarter section (SE 1-59-16-W4) which allows access to the Subject Property via a trail on the quarter section; however, no registrations are noted on the Subject Title relating to access. This is discussed further in the Highest and Best Use Section of the report.

Nothing in this report is intended as a legal opinion as to the state of the subject title. This report was prepared on the premise that title to the land was free and clear.

Municipal Assessment and Taxes

The assessment record indicate that the Subject Property is assessed based on market value.

Assessed Value: \$12,250 (land).
\$7,980 (improvements).

Tax Levy: Not obtained.

There are no observed trends or anticipated changes in the assessment policies that would indicate a significant change in the future taxes applicable to the Subject Property.

Ownership History

CUSPAP requires the appraiser to analyze all agreements of sale, options, or listings of the Subject Property as of the Effective Date of the appraisal. Any sale of the Subject Property that occurred within three years prior to the Effective Date of the appraisal, and any listings, agreements for sale, or options that occurred within one year prior to the Effective Date of the appraisal, must be analyzed.

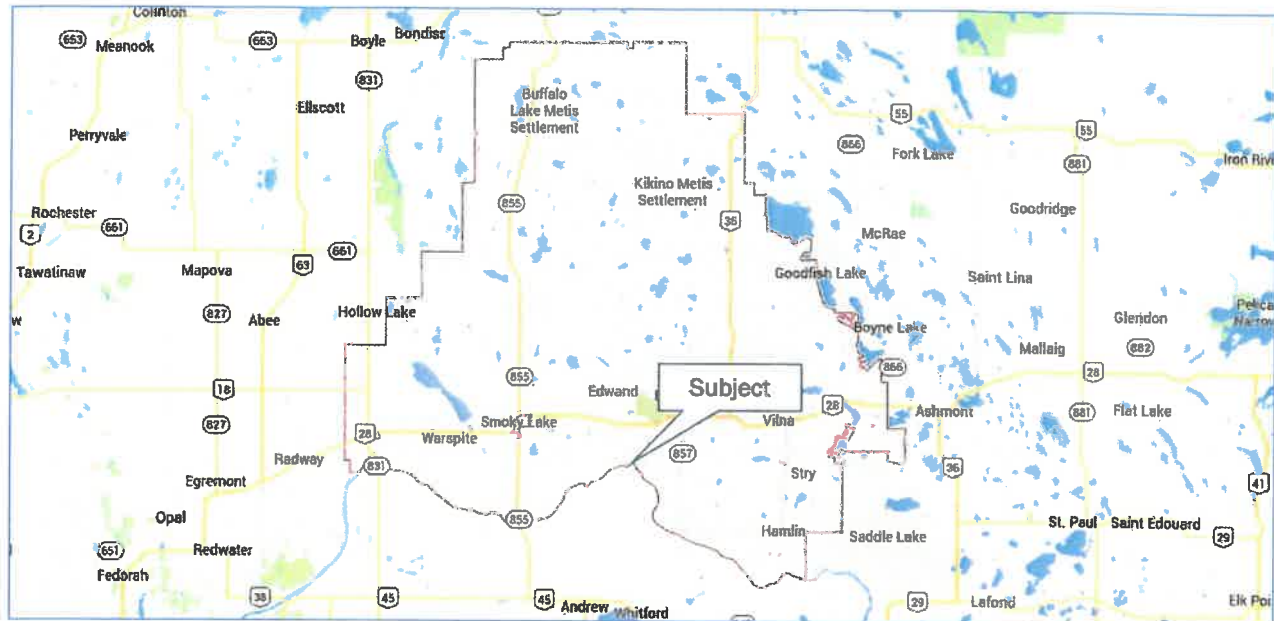
Listing History: There is no listing history known to have taken place concerning the Subject Property during the past three years (per MLS).

Sales History: There is no transfer history known to have taken place concerning the Subject Property during the past three years (per land titles). Review of the certificate of title indicates that the Subject Property has been owned by The County of Smoky Lake since at least 1978.

The client is reportedly negotiating with the county in regard to the purchase of the Subject Property. The appraisers have not been provided details of the negotiation.

Regional and Neighbourhood Description

Municipal Map



Map (Google Maps): Smoky Lake County is shaded pink.

General

Municipality: Smoky Lake County.

General Description: Smoky Lake County encompasses approximately 3,413 square kilometres of east-central Alberta, northeast of Edmonton. The North Saskatchewan River forms the southern boundary of the county. The Town of Smoky Lake in the southwest area of the county. Highway 28, which is the main route linking Bonnyville and Cold Lake with Edmonton, runs through the southern part of the county. Smoky Lake County includes the villages of Vilna and Waskatenau, the hamlets of Bellis, Edward, Spedden and Warspite, and the Métis settlements of Buffalo Lake and Kikino.

Population: 4,107, as per 2016 census conducted by Statistics Canada¹.

Economic Base: The land use patterns in the southern part of Smoky Lake County are dominated by agriculture. Favourable climatic conditions and productive soils in the local region have encouraged cash crop production, as well as mixed farming operations. Soil conditions in the north of the County are inferior, and the privately-owned land is mostly treed and used for recreational purposes. There are also large areas of Crown land, most of which is subject to grazing leases, and areas that belong to Métis settlements.

¹<https://www12.statcan.gc.ca/census-recensement/index-eng.cfm>

Locale

Subject Location: The Subject Property is situated approximately about 18 km by road southeast of the Town of Smoky Lake and approximately 118 km northeast of the City of Edmonton. The closest municipal roadway to the Subject Property is Township Road 590A. It is located approximately 0.7 km north of the Subject Property.

Nearest City/Town: The Town of Smoky Lake is located at the intersection of Highways 28 and 855 and is the nearest town to the Subject Property. It had a 2016 population of 964, and it provides full amenities. Development in the town is primarily residential in nature and is affected by the rural character of the surroundings.

Description of the Land

Introduction

The Subject Property is described and analyzed based on the following factors.

Size/Configuration: Size can affect value. Typically, agricultural parcels are full quarter-sections, or have irregular shapes due to subdivisions, severances, or natural features.

Easements / Encroachments: Easements or encroachments were investigated that could influence value or utility.

Topography: Ideal topography for agricultural use is typically flat to level, adequately drained, and with few lower lying areas and/or water draws. Rolling lands, slopes, and lower areas are sometimes suitable for pasture lands.

Access / Exposure: Access affects values. Agricultural lands can be gravel surfaced, paved, or land-locked. Land-locked lands can be accessed by way of easement or across adjacent parcels.

Exposure to highways can enhance values. Traffic volumes are typically expressed as Vehicles per Day ('VPD').

Services / Street Improvements: Services include the existence and or location of shallow utilities, such as power and natural gas; as well as deep services, which include municipal water supply and sometimes sanitary sewer (typically near urban areas). Unless otherwise stated, storm water drainage is overland and by ditch.

Unless otherwise stated, rural roadways are typically county-maintained, cleared in the winter, and not lit at night.

Agricultural Potential: Productive soils and favourable climatic conditions in the subject area are conducive to the production of a relatively wide range of field crops.

The productive capacity and agricultural potential of the subject land were evaluated using:

1. Soil capability data derived from Environment Canada's Canadian Land Inventory (CLI), Soil Capability for Agriculture map for the region.

2. Site-specific farmland assessment information prepared by the municipal assessors for the County (copies of the farmland sheets retained on file); and
3. Our own observations and investigations, including discussions with our client, local farmers and other knowledgeable individuals.

1. CLI Soil Ratings: CLI Soil Ratings: Environment Canada's CLI data for the region categorizes mineral soils into seven capability classes on the basis of published Alberta Soil Survey information.

CLI Class 1, 2, 3, and 4 soils are considered capable of sustained use for field crops, those in classes 5 and 6 are generally best suited to the production of perennial forage crops, and class 7 soils are considered to have no capability for cultivation or permanent pasture. While not placed in a specific capability class, soils classified as organic are generally considered inferior for agricultural purposes due to the presence of "meadow" or "peaty" soils, which are frequently associated with lower, poorly drained land. Meadow soils are typically cooler and more susceptible to frost than other soils, thus restricting the length of growing periods and the range of crops that can be grown.

A detailed description of each of the CLI soil classifications and sub-classifications is attached in the Addenda.

2. Farmland Assessment Data: County assessment records provide a second source of information for comparing and evaluating the productive potential of the land on a more site-specific basis. The assessed value of farmland provides a useful first indicator of comparative worth and agricultural potential. However, the actual condition and productivity of farmlands may vary from what is assessed due to differing management practices, and changes to the land made since the last physical inspection by an assessor.

Assessment data typically includes the following:

- Number of arable acres, per 'field'. Arable acres are typically utilized for cultivation.
- Types of soils present on arable lands.
- The Final Rating (FR) for each field. An FR can be converted to a CLI soils category.
- Any limitations to the land, such as poor sub-soils, existence of stones, adverse topography, severances, etc.

3. Other analysis: Other analysis includes:

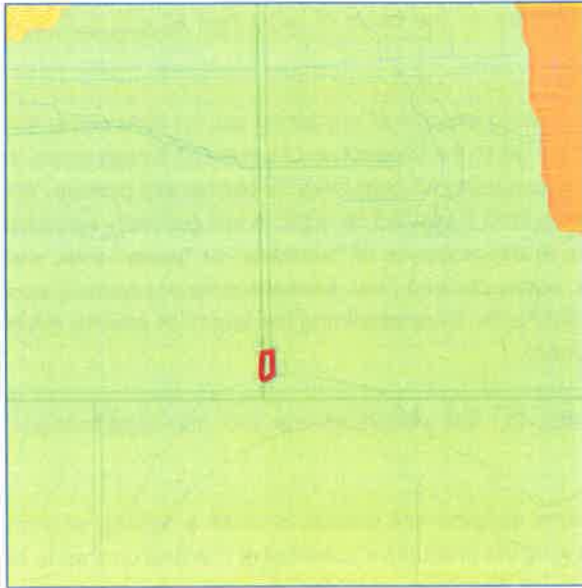
- Utilization of electronic mapping tools (overlaid on aerial photos) that can be used to sketch arable acres, show severances, lower lying areas, and other attributes. Aerial photo resources include comparing year-over-year satellite imagery.
- Discussions with the landowners and/or farmers, who typically track productive potential.
- On site observations by the appraiser.

Conclusion: The three sources of information are used for the basis of valuation. The conclusion typically reconciles:

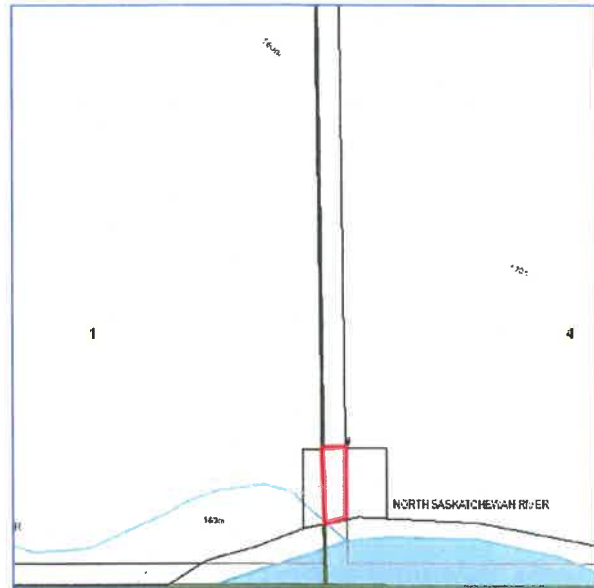
- The proportion of arable acres, pasture acres, and waste acres. Waste acres may have potential for recreation, homesteading, subdivision, or clearing; or they may have limited utility to the market.
- Types of soils.
- CLI class.

Surface Lease Revenue: 'SLR' relates to payments made to landowners for the surface lease or farmland for the purpose of oil and/or gas extraction, or other uses typically related to energy or utilities. SLR typically contributes to value as the income stream is deemed to be durable.

Subject Property



CLI Map.



Topographical Map.

Size: 0.31 acres as per legal plan. A copy of the legal plan is contained in Annex D.

Note that the site size indicated by the legal plan differs from the site size stated on county assessment records (0.45 acres). The site size from the legal plan is assumed correct and has been relied on for the purposes of the valuation.

Configuration: Generally rectangular shape. Within former Road Allowance.

Easements: Utility right of way, not expected to influence marketability or value.

Topography: The Subject Property slopes down to the south towards the North Saskatchewan River. It is at grade with adjacent land to the east and west which also slopes down to the south towards the river.

The Subject Property is within a river flat area which is significantly lower than the land to the north. Note the topographical map above, which illustrates that the land to the north of the river flat area drops from 880 m above sea level to 870 m above sea level. The change in elevation is fairly steep and encompasses the width of the two quarter sections adjacent to the Subject Property. As a result, of the steep grade, development of the Road Allowance to the north of the Subject Property has limited economic feasibility given the, topographical constraints, location and underlying land value of the Subject Property and surrounding land.

Access: The Subject Property lacks direct access via a municipal roadway. The nearest municipal roadway is gravel surfaced Township Road 590A. It is located approximately 0.7 km north of the Subject Property.

The Subject Property is currently accessed via adjacent land. A dirt trail is within a portion of the Road Allowance to the north of the Subject Property and also transects adjacent land to the west and northwest and provides access to the Subject Property. This is not considered a road constructed to municipal specifications.

Exposure: None.

Services: Assumed none. Note that power is installed on the Subject Property for use in relation to the infrastructure on the property. As per the client's instruction, the power service has been excluded from the valuation.

Street Improvements: Rural.

Agricultural Potential: **1. CLI Soil Ratings.** The CLI map shows the following:

Polygon 1 (±0.31 acres)

- CLI #6, Subclass T (topography), 80 percent.
- CLI #3, Subclass S (soil limitations), 20 percent.

The composition of the soil polygon is representative of the entire polygon and may not be reflective of the composition of the parcel within the polygon.

2. Farmland Assessment Data. Farmland detail sheets show the following:

- The Subject Property is assessed as market land value, as a result no farmland assessment data is available for the property.

3. Other analysis: Mapping tools (overlaid on aerial photos) show approximately 0.45 acres the Subject Property consists of open land.

Conclusion: The two sources of available information indicate that the parcel is comprised of:

- Approximately 0.31 acres of open land.
- Consists of essentially CLI #6 lands.
- Topography and soil limitations.

Note that the parcel size of the Subject Property is too small to be economically feasible for agricultural use as a stand-alone property. It would have to be amalgamated with adjacent land to be utilized for agricultural purposes. Based on the above analysis and review of the adjacent quarter sections, the Subject Property is comparable in terms of agricultural potential to the adjacent quarter sections.

SLR: None.

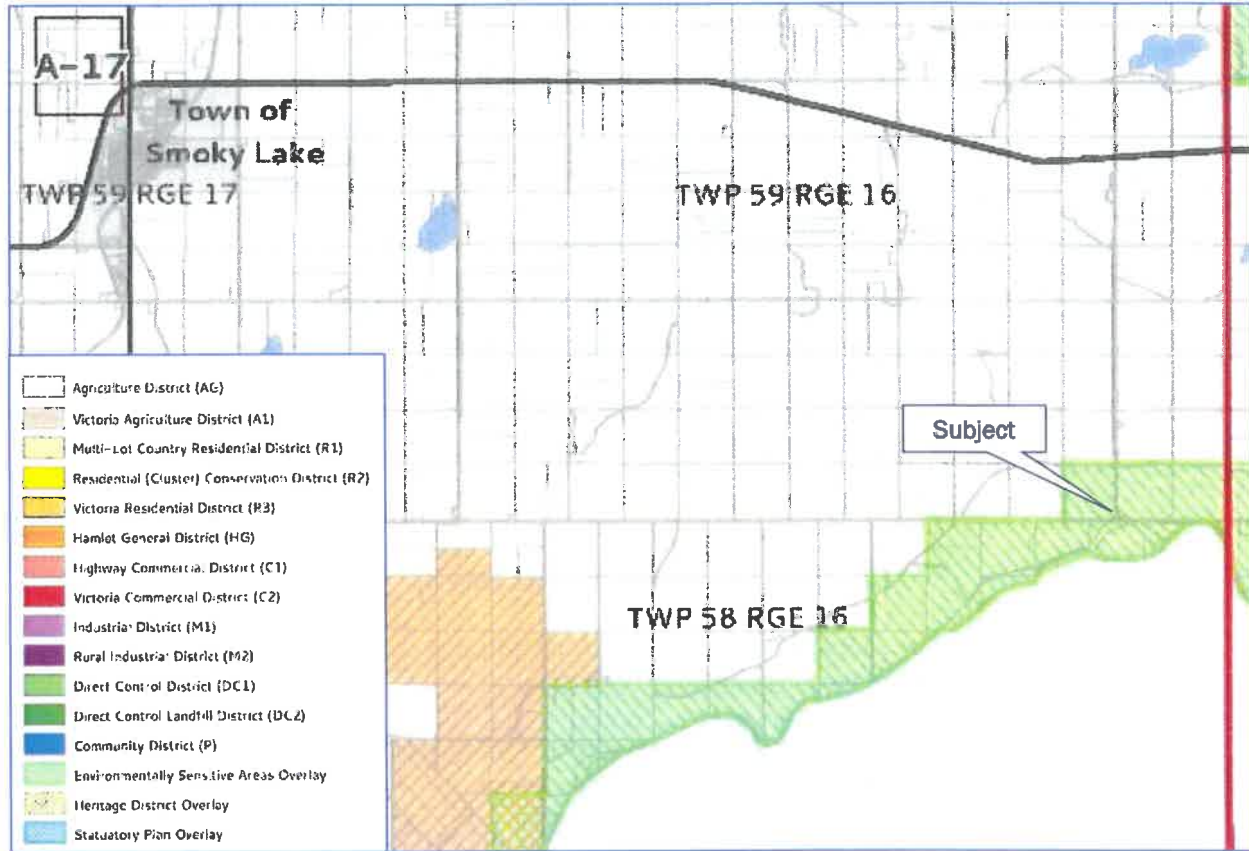
Description of the Improvements

The Subject Property is developed with specialized municipal infrastructure, chain link fencing and power service. As per instructions, the improvements on the Subject Property have been excluded from the valuation.

Land Use Controls

The property is regulated and controlled by the following planning documents:

Land Use Bylaw



Zoning Map: Depicting the subject area.

Authority: Smoky Lake County.

Bylaw No.: 1272-14.

Zoning: AG – Agricultural District. A copy of the AG Bylaw is in Annex E.

Purpose of Zoning: “The general purpose of this District is to allow a range of activities associated with working landscapes including agricultural uses and resource extraction uses that support the rural economy, rural lifestyle and discourage the fragmentation of the County’s land base.”

Current Use: Specialized public utility use (irrigation pump system).

Compliance: Yes. The use of the Subject Property is assumed to be a Discretionary Use (Public Utility).

Subdivision Potential: The county allows a maximum of five parcels per quarter section may be divided for agricultural or residential use. The Subject Property is a fragment of land and is believed to be maximally subdivided.

Overlay: The land use district map indicates that the Subject Property is within the Environmentally Sensitive Areas Overlay. The overlay provides regulations in addition to the requirements of the underlying land use districts.

The purpose of the overlay is "... to identify areas in the County where either:

- The physical characteristics of the land may make development difficult or unfeasible, or
- The land has been designated as environmentally sensitive or significant.

Permitted and Discretionary uses of the underlying land use district may be allowed; however, any proposal for development must be accompanied by either or both, of a flood susceptibility analysis or a bank stability analysis completed by a registered professional engineer that assess the suitability of the subject site and proposed development.

Conclusion

As assumed vacant, the use of the Subject Property would be expected to be agricultural, believed to be a legal, conforming use. The current use of the Subject Property for specialized public utility use and believed to be a legal, conforming use.

Market Analyses

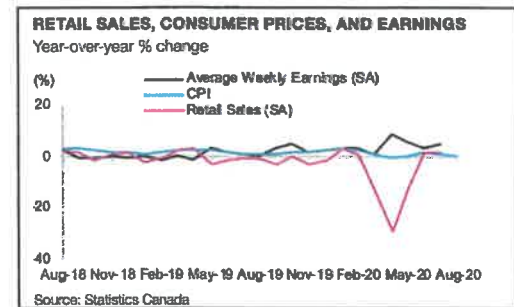
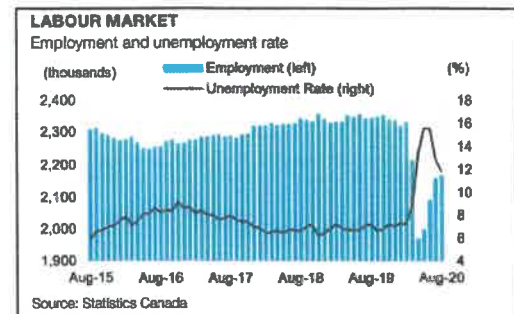
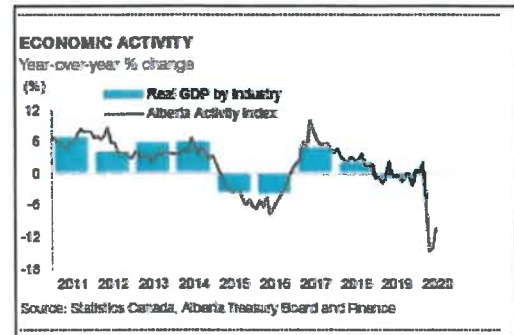
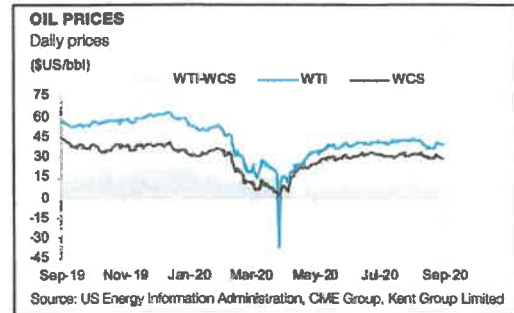
Alberta

As we are about to enter the fourth quarter of 2020, the ongoing battle with COVID-19 remains the major driving force behind the global economy. In Alberta, most schools and businesses have reopened, but fears of a second wave are mounting as COVID-19 infections are again on the rise. Economic activity in the third quarter has mostly rebounded from the spring shut down, and the majority of businesses have been able to resume operations under the “new normal”. However, the restaurant, tourist and hospitality sectors are still facing enormous difficulties due to the continuation of border closures, travel restrictions, and social distancing measures. Mortgage deferrals and government support programs have helped to limit the economic damage thus far but with many of these tools now coming to an end, the future is uncertain.

Prior to the global pandemic, the last decade in Alberta had been eventful. The economy peaked in 2014, followed by a two-year recession and subsequent slow recovery into 2018. In 2019 the provincial economy slowed in what most hoped would be a minor correction prior to a steadier increase in economic growth. However, with the economy already on precarious footing, the added shocks of COVID-19, and the collapse in oil prices, have brought the world and Alberta to the brink of a major recession.

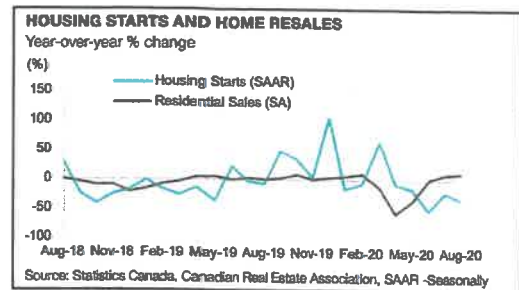
Energy: Alberta’s economy continues to exhibit its reliance on oil and gas. The reach of energy markets in the province is wide and deep and the trends are cyclical, resulting in boom-bust economics that are not always easy to predict.

The chart to the top right² compares West Texas Intermediate (WTI) and Western Canadian Select (WCS) crude oil prices. A two-year recovery from the 2014-2016 oil-price driven recession was slowed in 2019, as provincially mandated production cuts were implemented to ease pipeline bottlenecks. It is the WCS price that is germane to the Alberta economy. The cuts restored WCS temporarily but put a damper on the economy as a whole.



² All Charts sourced from the Province’s ‘Alberta Economy Indicators at a Glance’, which is a weekly publication.

In March 2020, OPEC and Russia lifted production limits which dropped oil prices globally. This, coupled with COVID-19 limiting demand, caused the price of oil to drop to its lowest level in over 20 years. Although prices have rebounded somewhat over the last quarter, they continue to remain at historic lows. In order for the energy sector to fully be restored, demand and prices will have to substantially increase.



Economic Growth: GDP growth slowed in 2019, largely stemming from the reliance of Alberta on energy markets and the subsequent effect on GDP. The charts previous highlight some economic statistics for the province as of September 2020.

- GDP growth was -0.6% year-over-year from 2019.
- The unemployment rate decreased by 1.0% from July to 11.8% in August. It was up 4.6% from a year ago.
- Retail sales increased 1.2% month to month to \$6.9 billion in July. Compared to a year ago, sales were up 1.7%.
- Alberta housing starts dropped 12% month to month in August to 19,982 units, which is down 34% from last year.
- The number of home sales in the resale market rose 1.4% month to month and is up 11% from last year.
- HarrisonBowker appraisers have experienced negative sentiment 'on-the-ground' this year, as many business owners continue to struggle with slow growth. Many businesses fear a second shut down could have a severe impact on their bottom line.

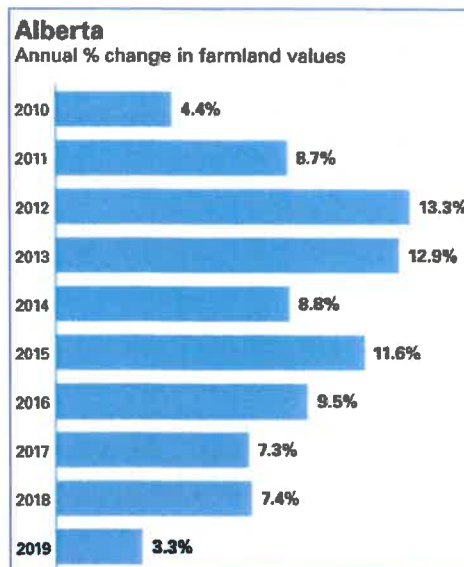
Real Estate: Market values for condos and multi-family dwellings continue to decline while values for single family dwellings appear to be relatively stable. Housing starts are down significantly but the number of resales is actually up from 2019. Small cities and towns, however, continued to face stagnant markets in the face of out-migration of residents to jobs in cities. Commercial real estate markets were relatively stable in Alberta, but indicators varied strongly from location to location and sector to sector.

As was expected, the lock down in the early-spring resulted in a significant drop in real estate activity. However, with the reopening of the economy a surge in residential real estate sales was seen throughout the summer. Whether or not this resurgence in real estate activity can continue into the fall and winter months remains to be seen. HarrisonBowker appraisers are now in a wait and see pattern, closely observing the fallout from collapsed global markets. As we enter the fourth quarter of 2020, it has become apparent that the severity and span of the current economic and public health crisis will likely take years to resolve.

Alberta Agricultural Land

Value Trends³:

- Agricultural land values increased at a much slower pace in 2019 at 3.3%, compared to 7.4% in 2018.
- FCC's historical trend lines for Alberta's farmlands are summarized in the adjoining Table. The year over year increase in values observed by FCC confirm patterns observed by HarrisonBowker appraisers in paired sale and re-sale analysis.
- Alberta agriculture faced several challenges in 2019 with weaker economic conditions, volatile commodity prices and adverse weather.
- Many areas of the province were impacted by a September 2019 snowfall, so harvest was delayed or never completed in some areas and the overall quality was down.
- Southern Alberta had an average increase in values in 2019 of 3.9% (down from a 12.7% increase in 2018).
- Northern Alberta values increased an average of 1.5% in 2019, (down from a 6.1% increase in 2018).
- Central Alberta values increased an average of 5.3% in 2019 (down from an increase of 5.9% in 2018).
- Peace region values increased an average of 1.1% in 2019 (down from an increase of 4.0% in 2018).



HB Observations:

- In terms of 'pure' agricultural land values, HarrisonBowker appraisers have observed strong, sporadic upwards pressure for cultivated acreage across central and north Alberta for the past five years. Those areas that had stable values played 'catch-up' to more active agricultural markets. This trend can lead to the appearance of alarming jumps in land values in more remote locations, as these micro-markets become aware of and adjust to larger macro-market trends in the industry.
- There appears to be a growing transfer of farmland to the next generation of farmers, who are inherently more aggressive as they attempt to consolidate acreage to exploit economies of scale that can make farming operations more profitable at current commodity prices. These local farmers are competing with expanding Hutterite/Mennonite colonies, dairies with quotas, and most recently, institutional investors (i.e.: pension and pooled funds). This second category of market participants do not require the same type of consistent returns due to their atypical investment parameters that are either very long term in nature (inter-generational), offset by quotas, and/or blended with other investments to smooth out annual variations. The broader market has become more 'equity-rich', which allows for higher ratio, low interest financing on each additional unit of farmland. Overall, there

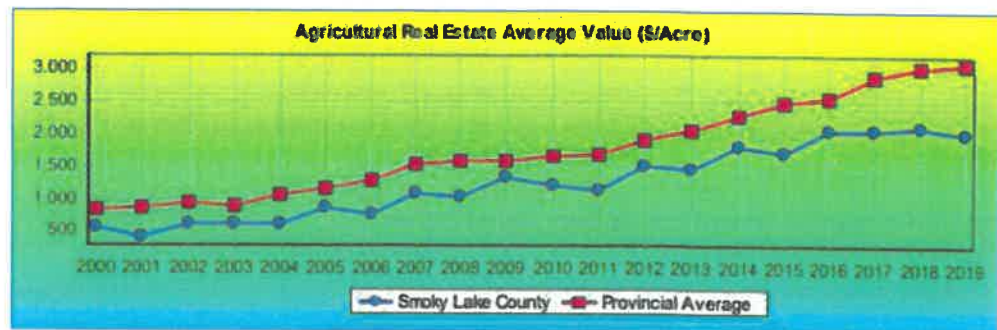
³ FCC - <https://www.fcc-fac.ca/en/ag-knowledge/ag-economics/farmland-values-report.html>.

appears to be good structural support for the new 'normal' for cultivated land values, which have generally doubled to tripled in value in the past five to ten years.

Smoky Lake County

Overall Value Trends:

- The chart below shows local land value trends in the county versus provincial averages.



Source: Alberta Agriculture and Forestry.

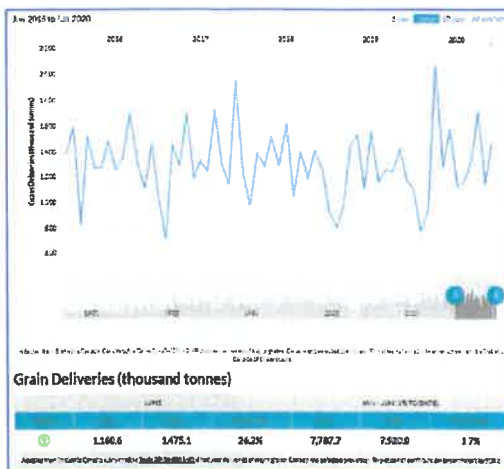
- Values in the county trended below the provincial marks throughout much of the period noted in the chart above. This is due to larger areas of inferior quality land within the county as well as the distance from the Edmonton CMA. Note that the chart illustrates general trends only and can be skewed by small sample sizes or outlier sales in a given year. Additional analysis is completed within the Direct Comparison Section of the appraisal report.

Crop Land⁴:

- Good cropland in the subject area currently sells in the **\$1,800 to \$2,600 per acre** plus range, with values at the upper end of the range noted for properties with more open land and better soil productivity.
- Consolidation continues in the local farm land market, with large cash crop producers buying up the better farm lands, with neighbouring farmers. Strong demand for canola and grain, coupled with the trend towards larger operators, suggest that values will continue to be strong in the future. Overall, there appears to be broad support for current farmland values in the region.

⁴ Statscan Grain - <https://economicdashboard.alberta.ca/GrainDeliveries#alberta>.

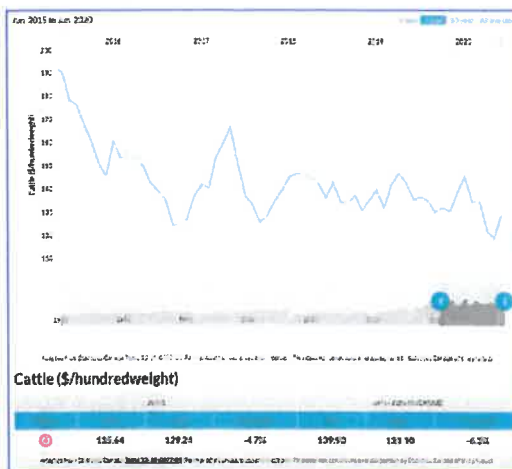
- As illustrated in the adjoining Chart (Statistics Canada, Cansim table 32-10-0351-01) grain deliveries in Alberta increased by 26.2% between June 2019 and June 2020, to 1.48 million tonnes. Canadian grain deliveries increased by 28.7% over the same period. In Alberta, non-durum wheat, which made up 51.2% of grain deliveries, increased by 42.5% while canola, which made up 32.5% of grain deliveries, increased by 1.0%.



Hay/Pasture Lands:

- Better hay and pasture lands sell locally in the **\$1,200 to \$1,800 per acre** range.
- In the past five to ten years, high input costs and uncertain cattle prices have systemically squeezed margins and quelled growth within the ranks of the small producers.

- Cattle prices recovered from lows experienced in the 2006 to 2010 period; to a peak in 2015 (\$193.01), after correcting to moderate prices that seem to now fluctuate seasonally. This pattern is detailed in the chart to the right (Statistics Canada, Cansim table 32-10-0077-01).
- Price of cattle in Alberta was \$129.24 per hundredweight in June 2020, down 4.7% from the same time period a year earlier.



- In a historical context, prices are still strong, but they are have fallen from that record.
- Calve prices have decreased 0.1% year-over-year to \$172.28/hundred weight from the same time period last year.

Recreational / Country-Residential:

- Bush-quarters with access in the subject area currently sell in the **\$800 to \$1,400 per acre** plus range with higher values associated with tracts that have high trees stands, water features, and good access.
- Depressed economic conditions in northern Alberta have led to tempered demand for larger tracts of land for recreational and country-residential uses. In these scenarios, a 'hobby farm' can be purchased for primarily country residential purposes, with the excess land typically rented to a local farmer if productive, with land having less potential left as rough grazing land or native bush/pasture for recreational pursuits.

- The subdivision of non-productive quarter-sections into smaller parcels is also a growing trend, with the resulting tracts of land being more affordable and more easily marketed.
- 'Recreational' land values are relatively stable and strongly affected by location and natural features such as water, view, tall trees, etc.

Conclusions

The economy in Alberta has been soft since 2014, underscoring a strong reliance on the energy industry in the province. Edmonton was somewhat insulated, with Calgary and rural areas harder hit. The most recent downtrend is sharp and severe, commencing in March 2020 with the COVID-19 pandemic and related collapse in oil prices. Global and local markets are now destabilized. The effect of the current economic landscape on the real estate sectors in Alberta is currently unknown, although intuitively, downward pressure on sale volumes and values will be evident in all property classes.

Highest and Best Use

Overview

Methodology: It is generally in the best interest of a landowner to maximize value by employing land to its Highest and Best Use. The most profitable and probable use of land is typically market determined on the basis of location, land use classification, and development potential.

The development potential of an undeveloped or an underutilized parcel of land is a function of current economic conditions, market expectations, and the demand for a particular type of development in the area. These factors are generally imputed in the Market Value of the land.

When a site has been improved with a permanent structure, the concept of Highest and Best Use takes a different perspective, as the land and improvements become a singular entity with the existing use usually the Highest and Best Use, since economic pressures generally dictate use.

An analysis of the Highest and Best Use definition suggests that for a parcel of land or a developed property to achieve its highest Market Value it should be:

1. Legally permissible
2. Physically possible
3. Financially feasible
4. Maximally productive

Highest and Best Use

Legally Permissible: The current actual use of the subject land public utility (specialized municipal / utility) purposes is believed to be legal and conforming, and in compliance with applicable land use regulations.

As if bare land, the Subject Property is assumed to be holding land, alternatively if it was amalgamated with a nearby quarter section of land it could be utilized for agricultural

purposes. These uses are believed to be legal and conforming, and in compliance with applicable land use regulations

It is unlikely that the county would approve the construction of dwelling on the Subject Property due to the lack of direct access via a municipal roadway. In addition, the lot shape is long and narrow with a limited building envelope, and most of the property is in close proximity to a river bank.

Physically Possible: The Subject Property lacks direct access via a municipal roadway. The nearest road is Township Road 590A, which is approximately 0.7 km to the north. The Subject Property is located adjacent to an essentially undeveloped Road Allowance (a dirt trail is located within a portion of the Road Allowance); however, the terrain / steep grade of a portion of the Road Allowance, use of the land and the underlying land value make it unlikely that it would be economically feasible to develop the Road Allowance.

As a result, the Subject Property is considered physically 'land locked'. Access could also be achieved over adjacent lands, either held in unison with the respective Subject Property, or through an access easement would have to be arranged with an adjacent landowner. The latter scenario can become problematic from a legal perspective. Legal access would be required prior to the granting of a development permit for a country residential use.

Currently the Subject Property is accessed via adjacent land (SE 1-59-16-W4) that is transected by a dirt trail and intersects the portion of the Road Allowance that also has a dirt trail. Review of the title of the adjacent land (SE 1-59-16-W4) found a caveat relating to an agreement of easement registered by Her Majesty the Queen in right of Alberta as represented by the Minister of Housing and Public Works. The agreement was made in October 1975. It relates to the construction, maintenance and repair of a temporary access road on the adjacent land.

Review of the sketch of the attached to the agreement indicates that the temporary access is the dirt trail transecting the adjacent land currently utilized to access the portion of the Road Allowance which is adjacent to the Subject Property. As a result, it appears that, aside from the "temporary" nature of the access road, the Subject Property has legal access for the current public utility use. However, it is likely that a new access agreement would have to be created if the Subject Property was utilized for a different use and it is uncertain that the owner would agree to providing access.

The size and shape of the parcel limit its potential use other than for specialized municipal / utility use. If it was amalgamated with other adjacent land the potential uses of the land would be expanded to include agricultural use.

The soil conditions are similar to surrounding larger parcels of land which are currently farmed. This provides support to the premise that if the Subject Property was amalgamated with nearby farmland it could be utilized for agricultural use. It consists of open land that slopes down towards the river. The land is generally adequately-drained.

Financially Feasible: Market analysis indicates limited demand for a parcel lacking in direct municipal road access, demand is also limited for stand-alone linear parcels the size and shape of Subject Property in the local market. The general market would look to amalgamate the parcel with adjacent farmland in order to facilitate the use of the Subject Parcel for agricultural purposes.

Demand continues for agricultural land in the local market therefore the utilization of the Subject Property in conjunction with a larger parcel of agricultural land is deemed to be financially feasible.

Maximally Productive: As noted above, there is minimal demand for the Subject Property as a stand-alone property, other than for municipal / specialized utility use. As a parcel to be amalgamated with adjacent farmland, demand is adequate, albeit limited for this category of property due to the limited number of potential purchasers (adjacent agricultural landowners). The Subject Property would be expected to be valued on a similar basis as larger parcels of farmland by the local market. Given the Subject Property's location and limited utility, it would not be expected to obtain value similar to typical smaller country residential acreage parcels. As such, the Subject Property should be marketable if listed at a competitive price.

Note that the land immediately adjacent to the east and west of the Subject Property also consists of smaller parcels of vacant land (0.30 acres and 0.54 acres), one of the parcels would likely have to be amalgamated with the neighbouring farmland in order to feasibly utilize the Subject Property for agricultural purposes. For the purposes of the valuation it is assumed that this is reasonable.

Conclusion: If not utilized for specialized public utility use, based on available information, the Highest and Best Use of the Subject Property would be achieved through its amalgamation with the adjacent farmland and utilized for agricultural purposes. As a result, the Subject Property has been compared to larger agricultural parcels and valued as such within the Direct Comparison Approach Section of the report.

The Valuation Process

There are three generally accepted approaches to estimating value, the Direct Comparison Approach, the Income Approach, and the Cost Approach are defined below as per the 'The Appraisal of Real Estate, Third Canadian Edition 2010':

Direct Comparison Approach: A set of procedures in which a value indication is derived by comparing the property being appraised to similar properties that have been sold recently, applying appropriate units of comparison, and making adjustments to the sale prices of the comparables based on the elements of comparison.

Income Approach: A set of procedures through which an appraiser derives a value indication for an income producing property by converting its anticipated benefits (cash flows and reversion) into property value. This conversion can be accomplished in two ways. One year's income expectancy can be capitalized at a market derived capitalization rate or at a capitalization rate that reflects a specified income pattern, return on investment, and change in the value of the investment. Alternatively, the annual cash flows for the holding period and the reversion can be discounted at a specified yield rate.

Cost Approach: A set of procedures through which a value indication is derived for the fee simple interest in a property by estimating the current cost to reconstruct a reproduction of, or replacement for, the existing structure; deducting accrued depreciation from the reproduction or replacement cost; and adding the estimated land value plus an entrepreneurial profit. Adjustments may then be made to the indicated fee simple value of the Subject Property to reflect the value of the property interest being appraised.

Approach(es) Used: Which of these approaches to value are most applicable to the valuation of a specific property is largely dependent upon the nature of the property being appraised and the quality and quantity of data available.

With respect to the valuation of the Subject Property, the relevant valuation approach is the Direct Comparison Approach. The Cost Approach and Income Approach were excluded because of the nature of the property (assumed vacant land).

Direct Comparison Approach

Using the Direct Comparison Approach, the value of a property is estimated by reference to sales or active listings of comparable properties in the marketplace. While historical in nature, this method generally provides a reliable indicator of value in an active real estate market.

After researching local and other similar markets, sales and listings of properties that exhibited characteristics similar to the assumed amalgamated Subject Property were identified and analyzed. As noted in the Highest and Best Use Section, the Subject Property was valued utilizing larger parcels of agricultural land as comparables. The following parameters were used in the selection process:

Location: Indicators were chosen from the Smoky Lake County and neighbouring Lamont County with a focus on sales with frontage along the North Saskatchewan River. Other sales were analysed in areas deemed to have similar value influences as the Subject Property, and provide secondary support.

Time: An extended window of time was required due to low sales volumes. The analysis considered sales of lands from mid-2016 forward, which is required in order to reflect the locational attributes of the Subject Property. Three of the sales were from 2018 onwards.

Land Use: Value Indicators were chosen that were deemed to have similar zoning designations and Highest and Best Use by the appraiser.

Units of Comparison: Value Indicators have been compared to the Subject Property on a **sale price/acre** basis, as is typical of the market.

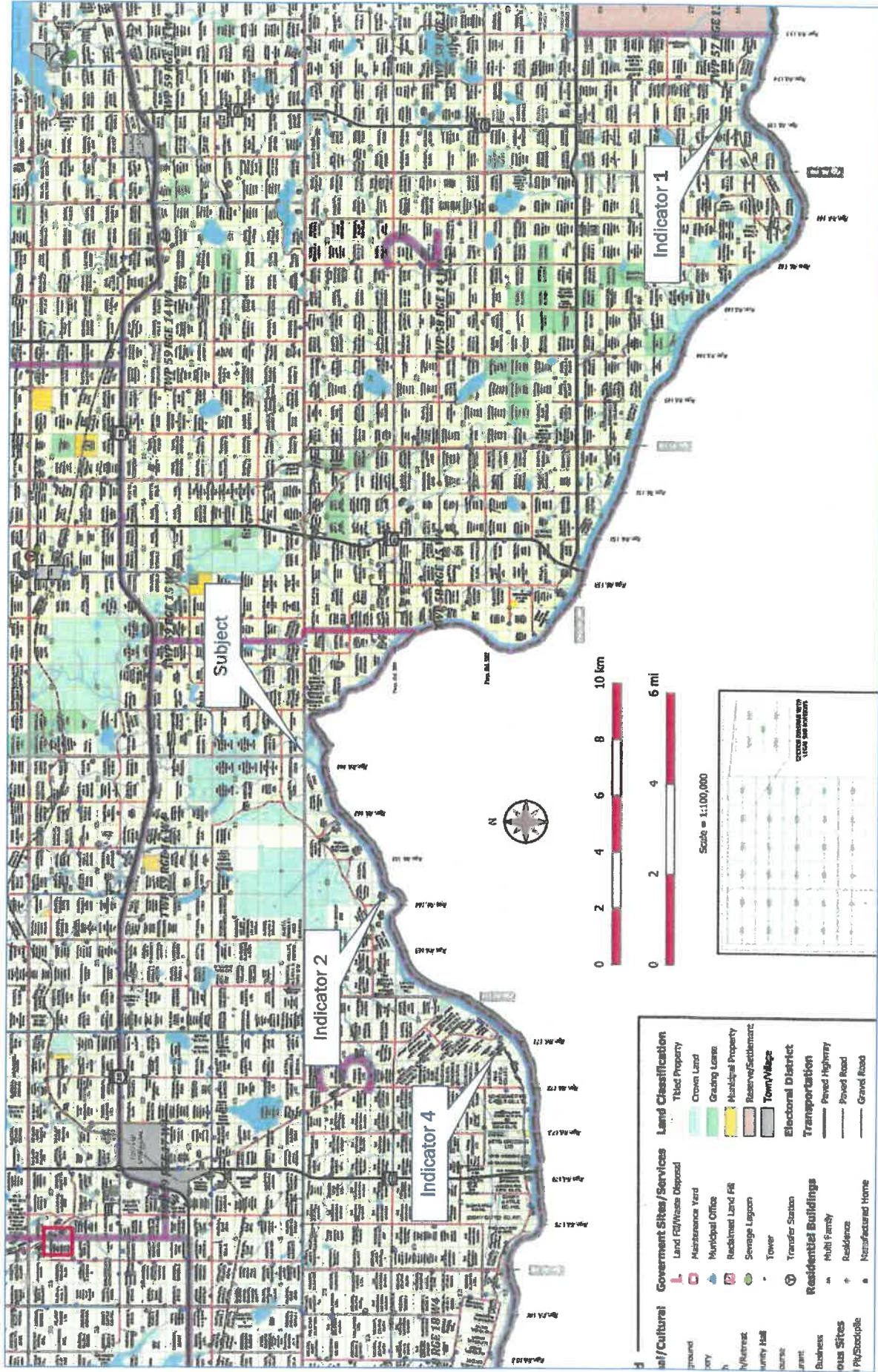
For valuation purposes, two approaches of comparison can be utilized:

Qualitative Analysis: This is a primary and intuitive method, well-known by most market participants.

Quantitative Analysis: Dollar or percentage adjustments are applied to the unit selling prices of the Value Indicators to reflect differences between the Subject Property and each Value Indicator. This method typically provides the strongest support for the Direct Comparison Approach when adequate market data exists to support quantitative adjustments.

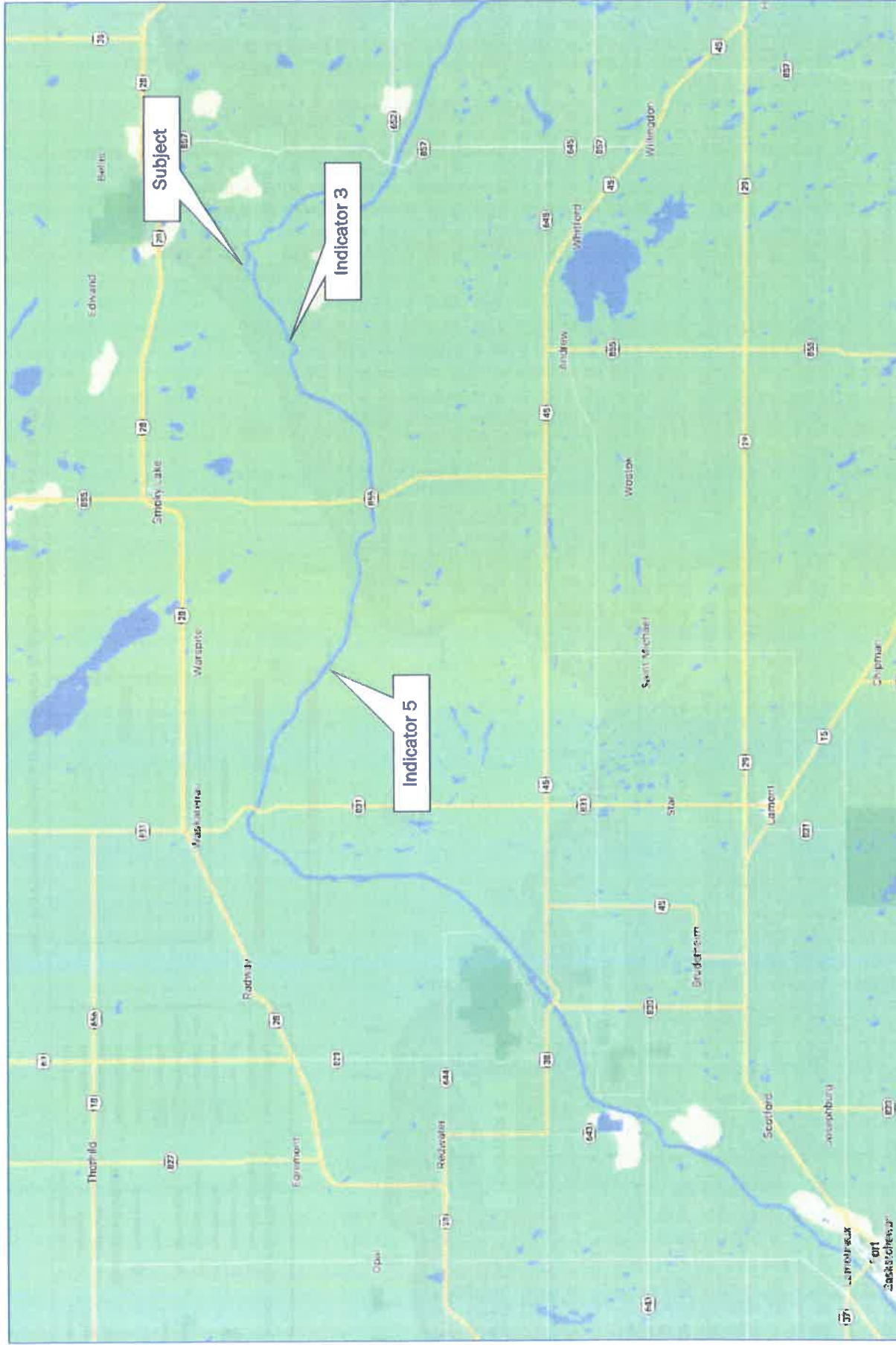
In the circumstances, a Quantitative Analysis was completed in respect to the differences between the amalgamated Subject Property and each comparable sale.

The locations of Value Indicators and a table of their salient facts as compared to the Subject Property are contained on the following pages. [Data sheets for each of the Value Indicators is located in Annex A.](#)



Map: Illustrating the locations of the Subject Property and Value Indicators 1, 2 and 4.

Real estate appraisal of a linear parcel of land in Smoky Lake County, Alberta.
 Prepared for Alberta Infrastructure.



Map: Illustrating the locations of the Subject Property and Value Indicators 3 and 5.

Bare Land Value Indicators						
Internal Property No.	Subject Property	Value Indicator 1	Value Indicator 2	Value Indicator 3	Value Indicator 4	Value Indicator 5
Municipality	n/a	111772	111775	111802	111773	110500
Legal Description	Smoky Lake County OT-659-15-W4	Smoky Lake County NW 17-57-13-W4	Smoky Lake County SW 25-58-16-W4	Lamont County SE 28-58-16-W4	Smoky Lake County Lot 8, Plan: Victori	Lamont County Ptn. NW/NE 10-58-18-W4
Sale Price	n/a	\$312,000	\$260,000	\$375,000	\$230,000	\$400,000
Sale Date (mm/dd/yy)	n/a	02-12-19	10-28-18	05-17-16	09-16-20	05-17-17
Sale Terms	n/a	MLS: E4123369 Cash / Mortgage	MLS: E4063176 Cash	Private Sale Cash	MLS: E4210353 Cash / Mortgage	Private Sale Cash
Vendor	n/a	Estate of M. Reeves	V. Rubulak	T. Warawa	Ed's Topline Trees Inc.	G. & D. Cossey
Purchaser	n/a	W. Machure	S. Power & J. Vleeming	CLH Group Inc.	M. Suchy	D. & C. Majesic
Land Area (Acres)	0.31	179.30	84.80	100.40	57.50	95.10
Zoning Class	AG	AG	AG	A	R3	A
CLI Map Rating	6	3 / 4	6	4 / 6	2 / 6	5
Farmland Assessment (\$/acre)	n/a	n/a	\$192	n/a	n/a	\$43
Improvements	Assumed none.	None of value	None of value	Dugout.	Old yard site with power, well and propane. Older mobile with no value.	None Noted.
Comments	The parcel is open. Undulating topography, sloping to the river. Frontage along the North Saskatchewan River. Within the Environmentally Sensitive Areas Overlay.	Approximately 85% treed and 15% open. Undulating topography, slopes down towards the river. Subdivision potential remaining. Lacks direct access via a municipal roadway. Appears to be access via a dirt trail. Approximately 800 metres of frontage along North Saskatchewan River. Within the Environmentally Sensitive Areas Overlay.	Approximately 70% of the parcel consists of open land with the balance being treed. Undulating gently rolling topography. Undersubdivided. Lacks direct access via a municipal roadway, appears to be accessed via a dirt trail. 4900 metres of frontage along the North Saskatchewan River.	Approximately 60% of the parcel consists of open land with the balance being treed. Undulating gently rolling topography. Undersubdivided. Access via municipal roadway to the southeast corner of the parcel. Approximately 830 metres of frontage along the North Saskatchewan River.	Approximately 60% open and 40% treed. Undulating topography, slopes down towards the river. Assumed to have subdivision potential remaining. Property is severed into two parcels by Victoria Trail. Approximately 230 metres of frontage along the North Saskatchewan River. Within the Environmentally Sensitive Areas Overlay and Heritage District Overlay.	Approximately 50% open with the balance of the parcel being treed/low-lying. Undulating to gently rolling topography. 1x subdivision potential remaining. Access via municipal roadway to the southwest corner of the property. Approximately 1,200 metres of frontage along the North Saskatchewan River. Two parcels sold together.
Unit Selling Price	n/a	\$1,740	\$3,068	\$3,735	\$4,000	\$4,162
Adjustments for Differences						
Financing/Motivation	As described	0%	0%	0%	0%	0%
Changing Market	As described	0%	0%	6%	0%	2%
Adjusted Price/Acre		\$1,740	\$3,066	\$3,948	\$4,000	\$4,237
Location	As described	10%	0%	0%	0%	0%
Access / Linear Parcel	As described	-10%	-10%	-35%	-45%	-35%
Land Area	As described	0%	-5%	-5%	-15%	-5%
Open Acres	As described	0%	0%	0%	0%	0%
Productive Potential	As described	0%	-10%	0%	-10%	0%
Utility / Other	As described	0%	0%	-2%	20%	0%
Adjusted Price/Acre	n/a	\$1,750	\$2,300	\$2,300	\$2,000	\$2,550



Quantitative Analysis and the Adjustment Process: Adjustments to the unit selling prices of the Value Indicators were applied to reflect the qualitative differences between the subject and each comparable sale.

Adjustments are typically derived from the reconciliation of market derivation, cost analysis, and the appraiser's own experience in a market sector. Adjustments were applied as follows:

Changing market: Farmland continued to appreciate in some areas of north-central Alberta. Farm Credit Canada (FCC) reports that farmland appreciation in Alberta increased at an average of 3.3% in 2019, 7.4% in 2018, 7.3% in 2017, 9.5% in 2016 and 11.6% in 2015. FCC has since indicated a slowing of appreciation through 2019.

In this area, the market for land appears to have been relatively stable since late 2017, with modest appreciation prior to late 2017 for the Subject Property category in the local area. An upwards time adjustment was applied to Value Indicators 3 and 5 to reflect the appreciation since their respective sale dates. The remaining Value Indicators sold subsequent to late 2017, as a result, no specific time adjustments are considered applicable. Market observation indicates a softening in demand through 2020. Market trends have been considered in the final reconciliation.

Financing/Motivation: The terms of the sale for the remaining Value Indicators are believed to be at arm's length, with no adjustments deemed warranted. Motivational factors were typical for farming areas where demand for land is good.

Location: Three influences affect location adjustments: (1) General market location relating to proximity to urban centres, (2) Close to Highway(s) location (gravel access); and, (3) River Frontage.

Generally, land values diminish somewhat as distance to towns, villages, and arterial roadways increases. A modest upwards adjustment was applied to Value Indicator 1 due to its greater distance from the Edmonton CMA, which is inferior as compared to the Subject Property. The remaining Value Indicators are relatively similar to the Subject Property in terms of general location and highway frontage, as a result, no other location adjustments for these attributes are considered applicable.

All five of the Value Indicators have river frontage along the North Saskatchewan River. Accurately quantifying specific adjustments for differences in amount of river frontage is difficult due to the limited amount of sales data. As a result, no specific adjustments have been applied in regard to differences in amount of river frontage; however, general trends have been considered in the final reconciliation.

Access / Linear Parcel: As noted in analysis starting on the following page, the individual influence of lack of direct access via a municipal roadway and linear parcel shape can be difficult to separate and is often overlapping. As a result, a blended adjustment has been applied. A downwards adjustment has been applied to Value Indicators 3 to 5 to reflect their superior access and that they are not linear parcels. Note the adjustment on Value Indicators 3 and 5 is slightly less than the baseline 45% downwards adjustment due to access being limited to the southeast corner of the parcel, which is inferior compared to typical access along the length of the parcel.

A modest downward adjustment was considered applicable to Value Indicators 1 and 2 as they lack direct access via a municipal roadway which offsets most of the baseline 45%

discount, with a downwards 10% adjustment remaining from the baseline discount to reflect that they are superior to Subject Property as they are not linear parcels.

A paired sales analysis was completed in order to estimate the magnitude of the baseline adjustment for lack off access and linear parcel shape, with the remaining adjustments derived from the baseline adjustment and market observation. This analysis is located subsequent to the discussion of the other adjustments.

Land Area: Land size differences: generally, smaller parcels sell for a higher unit value. As noted in the Highest and Best Use Section, the Subject Property has been compared to larger parcels of farmland on the assumption that it is amalgamated with a larger parcel of adjacent farmland. Modest land area adjustments have been applied on this basis as applicable.

Open Acreage: Adjustments were considered to reflect the open acreage on each of the Value Indicators as compared to the Subject Parcel. This adjustment reflects the relationship of the unit value of the various components of a quarter-section and its blended unit value over the entire quarter-section. Typically, market participants in the area assign a substantially lesser value to bush/waste acreage than they do to open, arable acreage and pasture.

However, in the local market for the Subject Property category of land with lesser agricultural potential, no differences are noted for differences in open acres versus treed acres. This is due to the limited agricultural potential of the underlying land, as well as the value-affect of the river frontage, which generally trumps value due to agricultural potential in this area. As a result, no adjustments are considered applicable to Value Indicators 1 to 5.

Production Potential: Differences in soil productivities and potential can account for significant variances in value. Modest adjustments were applied to Value Indicators 2 and 4 to reflect differences. Value Indicators 1, 3 and 5 are considered similar to the Subject Property with no adjustments applicable.

Utility/Other: Adjustments were applied as applicable for differences in the utility of the land, surface leases on comparable sales, and for minor improvements that may exist.

Downwards adjustments were applied to Value Indicators 3 and 4 to reflect minor improvements on the respective parcels. Additionally, an upwards adjustment was applied to Value Indicator 4 to reflect its inferior utility as it is severed by Victoria Trail into two components. As a result, the utility adjustment for Value Indicator 4 is a net upwards adjustment. No other adjustments were applicable to the remaining Value Indicators.

Additionally, adjustments can be applied for subdivided land – typically land that has been subdivided sells for a lower price, reflecting the loss of future revenue gained through further subdivision. In the case of the subject area, the current acreage market is experiencing softer demand. Review of sales indicates no discernable pattern in relation to the market value for subdivision potential. As a result, no specific adjustments for subdivision potential have been applied.

Lack of Access / Linear Parcel Discount Analysis

The Subject Property is a former Road Allowance consisting of a narrow strip of land. Due to its narrow shape and smaller size, it has limited utility as stand-alone agricultural parcel. As noted in the Highest and Best Use Section of this report, if not utilized for public utility purposes, the Highest and Best Use of the Subject Property is amalgamation with

adjacent farmland; however, a typical purchaser would likely expect a discounted purchase price due to the limited number of potential purchasers (adjacent owners).

Discount Analysis: Market observation indicates that linear shaped fragments typically sell for a discount compared to the market value of adjacent finished residential or commercial lots. As the addition of a linear fragment to a finished lot generally provides limited utility to the landowner.

Market observation indicates that linear parcels or fragments of farmland also sell for a discount due to the limited number of potential purchasers as well as often having limited access. The discount for linear parcels of farmland is often less than that of residential or commercial linear parcels due to the superior utility of a linear parcel or fragment of farmland as it can be more readily incorporated into a farmer's operation providing additional land for farming purposes.

No known recent sales of linear parcels were found within the subject area. Linear sales are often difficult to track due to simultaneous sale-consolidations. However, a review of decommissioned rail lines in north-central Alberta was completed with a limited number of rail lines noted in the past 20 years. Several decommissioned rail lines were noted in the subject area or other comparable rural areas including:

- Approximately 26 km of Canadian National rail line between Kerensky and Waskatenau in Smoky Lake County. The notice of discontinuance was filed in 2018; however, investigation indicates that parcels of former rail land are yet to be sold.
- Approximately 19 km of Canadian National rail line between Legal and Morinville in Sturgeon County. The notice of discontinuance was filed in 2016; however, investigation indicates that parcels of former rail land are yet to be sold.
- Iron Horse Trail is a section of rail line which transects Smoky Lake County, the County of St. Paul and the Municipal District of Bonnyville. The entire length of rail line was purchased by a non-profit organization to convert the former rail line into a recreational trail. The purchase is not relevant due to the larger size of the linear land involved.
- Approximately 42 km of Canadian National rail line between Carley Junction and the Town of Barrhead within the County of Barrhead. The notice of discontinuance was filled in 2000. Investigation indicated that linear parcels were sold to adjacent farmers commencing in 2006. These are the most recent known sales of linear parcels formerly utilized for rail lines in north-central Alberta.

Despite being dated, the sales of linear parcels from the rail line between Carley Junction and Barrhead are considered relevant as they illustrate the market trends for linear parcels in north-central Alberta. A paired sales analysis has been completed in order to estimate the market discount applied to linear parcels of agricultural land. The analysis involves comparing sales of linear parcels to sales of agricultural parcels.

In addition to the narrow shape and limited potential purchasers (typically adjacent land owners), often linear rail line parcels have limited or no direct access via a municipal roadway. This is also considered in the analysis and discussed further as the influence on value blends with the influence of the linear shape. In order to isolate the influence of the linear parcel and access attributes, several modest adjustments were applied to the agricultural parcels prior to calculating the discount (Index 1 an upwards time adjustment was applied, Index 3 an upwards location adjustment was applied). The sales and salient details are summarized in the following table.

Summary of Paired Sales Analysis - Linear Parcel Discount							
Sale	Legal Address	Municipality	Sale Date	Parcel Size (acres)	Agricultural Potential	Sale Price	Adj. Sale Price (\$/acre)
1	SE 29-59-4-W5	County of Barrhead	Jun-07	141.44	CLI #2/3, ±70% open	\$160,000	\$1,188
2	Ptn. of NE 14-59-3-W5	County of Barrhead	Aug-08	3.32	CLI #2/3, ±80% open	\$2,241	\$675
						Linear Parcel Discount	43%
3	NW 16-59-4-W4	County of Barrhead	Jun-07	118.88	CLI #2, ±95% open	\$144,000	\$1,332
4	Ptn. of SW 23-59-3-W4	County of Barrhead	Nov-07	2.47	CLI #2, ±95% open	\$1,667	\$675
						Linear Parcel Discount	49%
5	NE 18-58-2-W4	County of Barrhead	Nov-06	161.00	CLI #4, ±65% open	\$157,000	\$975
6	Ptn. of SE 10-59-2-W4	County of Barrhead	Nov-06	6.20	CLI #3/4, ±80% open	\$3,255	\$525
						Linear Parcel Discount	46%

The paired sales illustrate a discount in the range of 43% to 49% attributable to the linear attributes of the parcels. Given the limited or lack of direct access of the linear parcels within the analysis, the discount is also considered to be influenced by access limitations. As the Subject Property also has access issues, it is considered reasonable to utilize a blended adjustment (discount). Based on previous market observation and analysis, lack of direct access via a municipal access can result in a discount of 10% to 50% depending on the distance to a roadway, topographical considerations and location. The range indicated by the paired sales analysis is near the upper end of the market discount range expected for a lack of access, which is expected as it considers the linear parcel aspect as well as access limitations. Overall, a discount of 45% is considered reasonable for Value Indicators that have typical direct access via a municipal roadway along at least one side of the parcel and are not linear parcels. A 45% downwards adjustment is applicable to Value Indicator 4 as it has access via Victoria Trail along the width of the property.

Value Indicators 3 and 5 have access via a municipal roadway but access is only to a corner of the respective parcels rather than along the length of the parcel. This is considered inferior compared to a typical property which has a municipal road along the length of the parcel. Market observation indicates at a 10% discount is applicable for this type of limited corner access compared to typical access. As Value Indicators 3 and 5 have slightly inferior access compared to the baseline analysis in the paired sales analysis, a lesser discount is expected by the market. A net negative discount of 35% (45% - 10%) is considered applicable and was applied to Value Indicators 3 and 5.

Value Indicators 1 and 2 lack direct access via a municipal roadway similar to the Subject Property. As previously noted, it appears the much of the discount attributable to lack of access and linear shape overlaps in respect to the paired sales result of a 45% discount. As a result, only a modest discount is considered applicable to reflect the Indicator's superior parcel shape, as a more significant discount appears to be factored into their sale price due to the lack of direct access. A downwards adjustment of 10% is considered reasonable and has been applied to Value Indicators 1 and 2 reflect their superior parcel shape with the access component being offsetting.

Analysis and Reconciliation: After adjustments, Value Indicators 1 to 5 provided a unit value range of \$1,750/acre to \$2,600/acre with an average of \$2,180/acre. This is considered a relatively tight range considering the limited sales data available for land with frontage along the North Saskatchewan River and the unique attributes of this property. Despite being dated Value Indicators 3 and 5 are considered relevant to the analysis. Value Indicator 1 appears to be somewhat of an outlier, if it is excluded the range tightens to \$2,000/acre to 2,550/acre.

Of the five comparable sales presented and analysed, no one Value Indicator provides strong unilateral support for value, with all five providing some measure of value and corroborating the final value range. A unit value about the midpoint of the tightened range is considered reasonable for the Subject Property.

As such, a final vacant land unit value of **\$2,275/acre** for the Subject Property is deemed to be well supported in the circumstances, translating into the following value estimate:

Site Size:	0.31 Acres
Estimated Unit Value Range:	\$1,750/acre to \$2,550/acre
Estimated Unit Value:	\$2,275/acre

Subject Parcel 1 Value by the Direct Comparison Approach (rounded):	\$705
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Reconciliation and Final Valuation

The estimated value of the Subject Property was estimated solely by the Direct Comparison Approach because the Cost and Income Approaches are not typically used to value vacant land.

The strength of the Direct Comparison Approach lies in the fact that it reflects actual market behaviour of typical purchasers under current market conditions. Its weaknesses include the fact that each Value Indicator can vary widely in terms of agricultural potential, location, long-term uses, etc. Additionally, the motivation behind each market transaction is not always apparent, which can lead to wider value ranges. In the circumstances, we believe that available market data provides good support for the valuation of the Subject Property.

Exposure Time: The appraised value is based on a reasonable Exposure Time of up to 180 days, typical for a property of this type in the local market. The Exposure Time was estimated through analysis of market data, and assumes that the property was listed for sale at a reasonable asking price.

Based on the research and analyses completed herein, the current Market Value (as of October 27, 2020) of the identified interest in the Subject Property may be fairly stated as:

SEVEN HUNDRED FIVE (\$705) DOLLARS

Qualified: Subject to Extraordinary Assumptions, Hypothetical Conditions, and Extraordinary Limiting Conditions on Page 56.

Certificate of the Appraiser

Re: Real estate appraisal of a former Road Allowance containing 0.31 acres in Smoky Lake County, Alberta.
Legally described as: OT 6-59-15-W4, excepting thereout all mines and minerals.


I certify that, to the best of my knowledge and belief that:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions and are my impartial and unbiased professional analyses, opinions and conclusions.
- I have no past, present or prospective interest in the property that is the subject of this report and no personal and/or professional interest or conflict of with respect to the parties involved with this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in and compensation is not contingent upon developing or reporting predetermined results, the amount of value estimate, a conclusion favouring the client, or the occurrence of a subsequent event.
- My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the CUSPAP.
- I have the knowledge and experience to complete this assignment competently, and where applicable this report is co-signed in compliance with CUSPAP.
- Except as herein disclosed, no one has provided significant professional assistance to the person(s) signing this report.
- As of the date of this report the undersigned has fulfilled the requirements of the AIC's Continuing Professional Development Program.
- The undersigned is (are all) members in good standing of the Appraisal Institute of Canada.
- If an AIC appraiser has co-signed this appraisal report, he or she certifies and agrees that "I directly supervised the Candidate Member who prepared this appraisal report and, having reviewed the report, agree with the statements and conclusions of the Candidate Member, agree to be bound by the appraiser's certification and am taking full responsibility for the appraisal and the appraisal report." The undersigned is a licensed real estate appraiser with the Real Estate Council of Alberta (RECA) in the Province of Alberta, pursuant to the Real Estate Act of Alberta.

Based on the research and analyses completed herein, the current Market Value (as of October 27, 2020) of the identified interest in the Subject Property may be fairly stated as:

SEVEN HUNDRED FIVE (\$705) DOLLARS

Qualified: Subject to Extraordinary Assumptions, Hypothetical Conditions, and Extraordinary Limiting Conditions on Page 56.


Digitally signed by Steven Hill
Date: 2020-12-02 10:34:55
Foxit PhantomPDF
Version: 9.7.3


Digitally signed by Pat Woodlock
Location: St. Albert, AB
Date: 2020-12-02 10:39:43
Foxit PhantomPDF Version: 9.7.0

Steven N. Hill, BComm, AACI, P. App
Appraiser, AIC Membership No. 905312
Report Date: November 27, 2020
Inspection Date: October 27, 2020
License Info: Real Estate Council of Alberta (RECA)
Source of Digital Signature: Foxit


Pat Woodlock, BMgt, AACI, P. App
Appraiser, AIC Membership No. 902863
Report Date: November 27, 2020
Inspection Date: October 27, 2020
License Info: Real Estate Council of Alberta (RECA)
Source of Digital Signature: Foxit

NOTE: For this appraisal to be valid, an original or a password protected digital signature is required.


Annex A

- Data Sheets of Value Indicators used in the Direct Comparison Approach.


Value Indicator 1

HB		Agricultural Owner/User Land Sale		Zone 4 NE *
		Property Number 111772		
		Address		
		NW 17-57-13-W4		
		Subdivision:		
		Smoky Lake County		
		Legal Description:		
		NW 17-57-13-W4		
		Zoning Class: AG		
		Site Area:	179.30	Acres
		Sale Price:	\$312,000	
		Unit Value:	1,740.00	Acres
		Sale Date:	Feb 12, 2019	
		Transfer Number:	192049997	
		Urc #:	0023570493	
Sale Terms		Assessment		
MLS: E4123369		Total Year 0		
Cash / Mortgage		Roll#		
Vendor		Purchaser		
Estate of M. Reeves		W. Machura		
Access		Encumbrances		
Dirt road		None known		
Land Analysis		Improvements		
CLI Rating 3 5		None of value		
Farmland Assessment 0.00				
Farmland Assessment / Acre \$0.00				
Arable Acres 0.00	Waste/Bush Acres 149.00			
Pasture Acres 30.00				
Comments				
Approximately 85% treed and 15% open. Undulating topography, slopes down towards the river. Subdivision potential remaining. Lacks direct access via a municipal roadway. Appears to be access via a dirt trail. Approximately 0.8 km of frontage along North Saskatchewan River. Within the Environmentally Sensitive Areas Overlay.				
<p><small>Prepared by HarrisonBowker Valuation Group on Nov 27, 2020. All opinions, estimates, data, and statistics furnished by other sources is believed to be reliable. Possession of this report or copies thereof does not carry with it the right of publication. Visit http://www.harrisonbowker.com for more info.</small></p>				


Value Indicator 2

HB		Agricultural Owner/User Land Sale		Zone 4 NE ↓
		Property Number: 111775		
		Address: <u>SW 28-58-16-W4</u> Subdivision: <u>Smoky Lake County</u> Legal Description: <u>SW 28-58-16-W4</u> Zoning Class: <u>AG</u> Site Area: <u>64.80</u> Acres Sale Price: <u>\$260,000</u> Unit Value: <u>3,066.00</u> Acre Sale Date: <u>Oct 28, 2018</u> Transfer Number: <u>192096123</u> Line #: <u>0023505565</u>		
<u>Sale Terms</u> MLS: E4063176 Cash <u>Vendor:</u> V. Rubuliak		<u>Assessment</u> Total: _____ Year 0 Roll#: _____ <u>Purchaser:</u> S. Power & J. Veering		
<u>Access</u> Dirt trail.		<u>Encumbrances</u> None known		
<u>Land Analysis</u> CLI Rating: 6 Farmland Assessment: 16,260.00 Farmland Assessment / Acre: \$191.74 Arable Acres: 60.00 Waste/Bush Acres: 0.00 Pasture Acres: 25.00		<u>Improvements</u> None of value		
<u>Comments</u> Approximately 70% of the parcel consists of open land with the balance being treed. Undulating to gently rolling topography. Unsubdivided. Lacks direct access via a municipal roadway, appears to be accessed via a dirt trail. ±0.9 km of frontage along the North Saskatchewan River.				
Prepared by HarrisonBowker Valuation Group on Nov. 27, 2020. All opinions, estimates, data, and statistics furnished by other sources is believed to be reliable. Possession of this report or copies thereof does not carry with it the right of publication. Visit http://www.harrisonbowker.com for more info.				


Value Indicator 3

HB		Agricultural Owner/User Land Sale		Zone 4 NE *
				Property Number 111802
		Address		
		SE 28-S8-16-W4		
		Subdivision:		
		Lamont County		
		Legal Description:		
		SE 28-S8-16-W4		
		Zoning Class:		
		A		
Site Area:		100.40	Acres	
Sale Price:		\$375,000		
Unit Value:		3,735.00	Acre	
Sale Date:		May 17, 2016		
Transfer Number:		162173520		
Unc #:		0023504807		
Sale Terms		Assessment		
Private Sale		Total Year 0		
Cash		Roll#		
Vendor		Purchaser		
T. Wazawa		CLH Group Inc.		
Access		Encumbrances		
Gravel - at southeast corner		None known		
Land Analysis		Improvements		
CLI Rating 4 6		Dugout		
Farmland Assessment 0.00				
Farmland Assessment / Acre \$0.00				
Arable Acres 0.00	Waste/Bush Acres 40.00			
Pasture Acres 60.00				
Comments				
Approximately 60% of the parcel consists of open land with the balance being treed. Undulating to gently rolling topography. Un-subdivided. Access via municipal roadway to the southeast corner of the parcel. Approximately 630 metres of frontage along the North Saskatchewan River.				
Prepared by HarrisonBowker Valuation Group on Nov 27, 2020. All opinions, estimates, data, and statistics furnished by other sources is believed to be reliable. Possession of this report or copies thereof does not carry with it the right of publication. Visit http://www.harrisonbowker.com for more info.				

Value Indicator 4

HB		Agricultural Owner/User Land Sale		Zone 4 NE *
		Property Number 111773		
		Address _____ 17108 Victoria Trail		
		Subdivision: Smoky Lake County Legal Description: Lot 8, Plan: Victori Zoning Class: R3 Site Area: 57.50 Acres Sale Price: \$230,000 Unit Value: 4,000.00 Acre Sale Date: Sep 16, 2020 Transfer Number: 202230393 Line #: 0035156611		
Sale Terms M.L.S: E4210353 Cash / Mortgage		Assessment Total _____ Year 0 Roll# _____		
Vendor Ed's Topline Trees Inc.		Purchaser M. Suchy		
Access Paved		Encumbrances None known		
Land Analysis CLI Rating 2 6 Farmland Assessment 0.00 Farmland Assessment / Acre \$0.00 Arable Acres 34.00 Waste/Bush Acres 24.00 Pasture Acres 0.00		Improvements Old yard site with power, well and propane. Older mobile with no value.		
Comments Approximately 60% open and 40% treed. Undulating topography, slopes down towards the river. Assumed to have subdivision potential remaining. Property is severed into two parcels by Victoria Trail. Approximately 230 metres of frontage along the North Saskatchewan River. Within the Environmentally Sensitive Areas Overlay and Heritage District Overlay.				
Prepared by HarrisonBowker Valuation Group on Nov 27, 2020. All opinions, estimates, data, and statistics furnished by other sources is believed to be reliable. Possession of this report or copies thereof does not carry with it the right of publication. Visit http://www.harrisonbowker.com for more info.				

Value Indicator 5

HB		Agricultural Owner/User Land Sale		Zone 4 NE
				Property Number 110500
		Address Ptn. NW / NE 10-58-18-W4		
		Subdivision: Lamont County Legal Description: Ptn. NW/NE 10-58-18-W4 Zoning Class: A		
		Site Area: 96.10 Acres Sale Price: \$400,000 Unit Value: 4,162.00 Acres Sale Date: May 17, 2017 Transfer Number: 172142828 Linc #: 0023462055		
Sale Terms		Assessment		
Private Sale		Total Year 2019		
Cash		Roll#		
Vendor		Purchaser		
G. & D. Cossey		D. & C. Majaesic		
Access		Encumbrances		
Fair weather road.		None known		
Land Analysis		Improvements		
CLI Rating 5		None Noted.		
Farmland Assessment 400,000.00				
Farmland Assessment / Acre \$4,162.33				
Arable Acres 0.00		Waste/Bush Acres 48.00		
Pasture Acres 48.00				
Comments				
Approximately 50% open with the balance of the parcel being treed/low-lying. Undulating to gently rolling topography. 1x subdivision potential remaining. Approximately 1,200 metres of frontage along the North Saskatchewan River. Two parcels sold together.				
Prepared by HarrisonBowker Valuation Group on Nov 27, 2020. All opinions, estimates, data, and statistics furnished by other sources is believed to be reliable. Possession of this report or copies thereof does not carry with it the right of publication. Visit http://www.harrisonbowker.com for more info.				

Annex B

- Glossary of Terms

Glossary of Terms

The terms following have been sourced from the current version of CUSPAP, The Appraisal of Real Estate, Third Canadian Edition 2010, the HarrisonBowker library, and/or other sources deemed reliable.

Condominium Estate: A multi-unit structure or property in which persons hold fee simple title to individual units and undivided interest in common areas.

Currency: The final value estimate stated in this report is expressed in terms of Canadian dollars cash.

Effective Date: The date at which the analyses, opinions and conclusions in an assignment apply. The Effective Date may be different from the inspection date and/or the report date.

Exposure Time: The estimated length of time the property interest being appraised would have been offered on the market before the hypothetical consummation of a sale at the estimated value on the Effective Date of the appraisal.

Extraordinary Assumption: An assumption, directly related to a specific Assignment, which, if found to be false, could materially alter the opinions or conclusions. Extraordinary Assumptions presume as fact otherwise uncertain information about or anticipated changes in the physical, legal or economic characteristics of the Subject Property, or about conditions external to the Subject Property such as market conditions or trends, or the integrity of data used in an analysis.

Extraordinary Limiting Condition: A necessary modification to, or exclusion of, a Standard Rule which may diminish the reliability of the report.

Fee Simple Estate: An estate of absolute ownership unencumbered by any other interest or estate, subject only to the limitations by the four powers of government: taxation, expropriation, police power, and escheat.

Forced Sale Value: A Forced Sale Value implies a reduced selling period and a compulsion to sell Real Property. Also known as: "liquidation value", "distress sale" or "power of sale". A Forced Sale Value reflects a situation where:

- the seller is under compulsion to sell (and may be an unwilling seller);
- consummation of the sale is within a short period of time; and
- normal marketing time is not possible due to a brief Exposure Time.

A forced sale is a description of the situation under which a sale takes place, resulting in a value that does not fully meet the definition of Market Value.

Gross Building Area: Total floor area of a building, excluding unenclosed areas, measured from the exterior of the walls; includes both the superstructure floor area and the substructure or basement area.

Gross Leasable Area: Total floor area designed for the occupancy and exclusive use of tenants, including basements and mezzanines; measured from the centre of joint partitioning to the outside wall surfaces.

Highest and Best Use: The reasonably probable use of real property, that is physically possible, legally permissible, financially feasible, and maximally productive, and that results in the highest value.

Hypothetical Condition: Hypothetical Conditions are a specific type of an Extraordinary Assumption that presumes, as fact, simulated but untrue information about physical, legal or economic characteristics of the Subject Property or external conditions, and are imposed for purposes of reasonable analysis.

Leasehold Interest: The right held by the lessee to use and occupy real estate for a stated term under the conditions specified in the lease.

Leased Fee Estate: The ownership interest held by the lessor, which includes the right to the contract rent specified in the lease plus the reversionary right when the lease expires.

When (if) the lease(s) on the property expires, the property rights revert to a Fee Simple Estate.

Market Value: The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in precisely revealed terms, for which the specified property rights should sell under reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, and knowledgeably, and for self-interest, assuming that neither is under duress.

Net Effective Rent: The rental rate net of financial concessions such as period of no rent during the lease term and above- or below-market TIs [tenant improvement allowances, inducements, rent abatements, etc.].

Operating Expenses: The periodic expenditures necessary to maintain the real property and continue production of the effective gross income, assuming prudent and competent management.

Subject Property: Refers to the property (real estate) that has been appraised within this report. The term is intended to be generic and read in appropriate context.

Value Indicator(s): Consummated or pending sales, or active or expired listings, that have been selected and analyzed by the appraiser(s) for comparison to the Subject Property. The Value Indicators are utilized to provide an estimate of Market Value for the Subject Property via the Direct Comparison Approach. Also known as comparables or comparable sales.

Annex C

- Assumptions, Limiting Conditions, Disclosures, Limitations of Liability.
- Extraordinary Assumptions, Hypothetical Conditions, Extraordinary Limiting Conditions.

Assumptions, Limiting Conditions, Disclosures, Limitations of Liability

The report is subject to the following Assumptions, Limiting Conditions, Disclosures, and Limitations of Liability; and any others which may be stated elsewhere in the report. The list to follow contains 'Mandatory Clauses' as defined by the AIC. The certification that appears in this appraisal report is subject to compliance with the Personal Information and Electronics Documents Act (PIPEDA), Canadian Uniform Standards of Professional Appraisal Practice ("CUSPAP") and the following conditions:

1. HarrisonBowker Valuation Group is a trade name of HarrisonBowker Real Estate Appraisers Ltd. The opinions expressed in this report are those of the author and not necessarily those of HarrisonBowker Real Estate Appraisers Ltd.
2. This report is prepared only for the client and authorized users specifically identified in this report and only for the specific use identified herein. No other person may rely on this report or any part of this report without first obtaining consent from the client and written authorization from the authors. Liability is expressly denied to any other person and, accordingly, no responsibility is accepted for any damage suffered by any other person as a result of decisions made or actions taken based on this report. Liability is expressly denied for any unauthorized user or for anyone who uses this report for any use not specifically identified in this report. Payment of the appraisal fee has no effect on liability. Reliance on this report without authorization or for an unauthorized use is unreasonable.
3. Because market conditions, including economic, social and political factors, may change rapidly and, on occasion, without warning, this report cannot be relied upon as of any date other than the Effective Date specified in this report unless specifically authorized by the author(s).
4. The author will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The property is appraised on the basis of it being under responsible ownership. Unless otherwise noted within the report, no registry office search has been performed and the author assumes that the title is good and marketable and free and clear of all encumbrances. Matters of a legal nature, including confirming who holds legal title to the appraised property or any portion of the appraised property, are outside the scope of work and expertise of the appraiser. Any information regarding the identity of a property's owner or identifying the property owned by the listed client and/or applicant provided by the appraiser is for informational purposes only and any reliance on such information is unreasonable. Any information provided by the appraiser does not constitute any title confirmation. Any information provided does not negate the need to retain a real estate lawyer, surveyor or other appropriate experts to verify matters of ownership and/or title.
5. Verification of compliance with governmental regulations, bylaws or statutes is outside the scope of work and expertise of the appraiser. Any information provided by the appraiser is for informational purposes only and any reliance is unreasonable. Any information provided by the appraiser does not negate the need to retain an appropriately qualified professional to determine government regulation compliance.
6. No survey of the property has been made. Any sketch in this report shows approximate dimensions and is included only to assist the reader of this report in visualizing the property. It is unreasonable to rely on this report as an alternative to a survey, and an accredited surveyor ought to be retained for such matters.
7. If the Subject Property is a condominium Fee Simple Estate, it is assumed that there are no major costs currently required within the subject common area that cannot be covered by the existing contingency fund; that there are no legal actions outstanding or are contemplated against the subject complex; and, that there is a board of directors managing the affairs of the subject condominium association in a diligent manner. It is further assumed that monthly condominium fees and the balance contained in the capital reserve fund will be adequate to cover all costs of maintaining the common property and any capital items that will be required. It is assumed that Reserve Fund Studies are completed as per Alberta's Condominium Act. The review of the Reserve Fund Study is beyond the

Scope of this report. The appraiser will not be held liable if the balance in the reserve fund is inadequate to pay for required repairs and maintenance.

8. This report is completed on the basis that testimony or appearance in court concerning this report is not required unless specific arrangements to do so have been made beforehand. Such arrangements will include, but not necessarily be limited to: adequate time to review the report and related data, and the provision of appropriate compensation.
9. Unless otherwise stated in this report, the author has no knowledge of any hidden or unapparent conditions (including, but not limited to: its soils, physical structure, mechanical or other operating systems, foundation, etc.) of/on the Subject Property or of/on a neighbouring property that could affect the value of the Subject Property. It has been assumed that there are no such conditions. Any such conditions that were visibly apparent at the time of inspection or that became apparent during the normal research involved in completing the report have been noted in the report. This report should not be construed as an environmental audit or detailed property condition report, as such reporting is beyond the scope of this report and/or the qualifications of the author. The author makes no guarantees or warranties, express or implied, regarding the condition of the property, and will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. The bearing capacity of the soil is assumed to be adequate.
10. The author is not qualified to comment on detrimental environmental, chemical or biological conditions that may affect the Market Value of the property appraised, including but not limited to pollution or contamination of land, buildings, water, groundwater or air which may include but are not limited to moulds and mildews or the conditions that may give rise to either. Any such conditions that were visibly apparent at the time of inspection or that became apparent during the normal research involved in completing the report have been noted in the report. It is an assumption of this report that the property complies with all regulatory requirements concerning environmental, chemical and biological matters, and it is assumed that the property is free of any detrimental environmental, chemical legal and biological conditions that may affect the Market Value of the property appraised. If a party relying on this report requires information about or an assessment of detrimental environmental, chemical or biological conditions that may impact the value conclusion herein, that party is advised to retain an expert qualified in such matters. The author expressly denies any legal liability related to the effect of detrimental environmental, chemical or biological matters on the Market Value of the property.
11. The analyses set out in this report relied on written and verbal information obtained from a variety of sources the author considered reliable. Unless otherwise stated herein, the author did not verify client-supplied information, which the author believed to be correct.
12. The term "inspection" refers to observation only as defined by CUSPAP and reporting of the general material finishing and conditions observed for the purposes of a standard appraisal inspection. The inspection scope of work includes the identification of marketable characteristics/amenities offered for comparison and valuation purposes only.
13. The opinions of value and other conclusions contained herein assume satisfactory completion of any work remaining to be completed in a good and workmanlike manner. Further inspection may be required to confirm completion of such work. The author has not confirmed that all mandatory building inspections have been completed to date, nor has the availability/issuance of an occupancy permit been confirmed. The author has not evaluated the quality of construction, workmanship or materials. It should be clearly understood that this visual inspection does not imply compliance with any building code requirements as this is beyond the professional expertise of the author.
14. The contents of this report are confidential and will not be disclosed by the author to any party except as provided for by the provisions of the CUSPAP and/or when properly entered into evidence of a duly qualified judicial or quasi-

judicial body. The author acknowledges that the information collected herein is personal and confidential and shall not use or disclose the contents of this report except as provided for in the provisions of the CUSPAP and in accordance with the author's privacy policy. The client agrees that in accepting this report, it shall maintain the confidentiality and privacy of any personal information contained herein and shall comply in all material respects with the contents of the author's privacy policy and in accordance with the PIPEDA.

15. The author has agreed to enter into the assignment as requested by the client named in this report for the use specified by the client, which is stated in this report. The client has agreed that the performance of this report and the format are appropriate for the intended use.
16. This report, its content and all attachments/addendums and their content are the property of the author. The client, authorized users and any appraisal facilitator are prohibited, strictly forbidden, and no permission is expressly or implicitly granted or deemed to be granted, to modify, alter, merge, publish (in whole or in part) screen scrape, database scrape, exploit, reproduce, decompile, reassemble or participate in any other activity intended to separate, collect, store, reorganize, scan, copy, manipulate electronically, digitally, manually or by any other means whatsoever this appraisal report, addendum, all attachments and the data contained within for any commercial, or other, use.
17. If transmitted electronically, this report will have been digitally signed and secured with personal passwords to lock the appraisal file. Due to the possibility of digital modification, only originally signed reports and those reports sent directly by the author can be reasonably relied upon.
18. Where the intended use of this report is for financing or mortgage lending or mortgage insurance, it is a condition of reliance on this report that the authorized user has or will conduct lending, underwriting and insurance underwriting and rigorous due diligence in accordance with the standards of a reasonable and prudent lender or insurer, including but not limited to ensuring the borrower's demonstrated willingness and capacity to service his/her debt obligations on a timely basis, and to conduct loan underwriting or insuring due diligence similar to the standards set out by the Office of the Superintendent of Financial Institutions (OSFI), even when not otherwise required by law. Liability is expressly denied to those that do not meet this condition. Any reliance on this report without satisfaction of this condition is unreasonable.
19. The Cost Approach has only been developed by the appraiser(s) as an analysis to support their opinion of the property's Market Value. Use of this data, in whole or part, for other purposes is not intended by the appraiser(s). Nothing set forth in the appraisal should be relied upon for the purpose of determining the amount or type of insurance coverage to be placed on the Subject Property. The appraiser(s) assumes no liability for and does not guarantee that any insurable value estimate inferred from this report will result in the Subject Property being fully insured for any loss that may be sustained. Further, the Cost Approach may not be a reliable indication of replacement or reproduction cost for any date other than the Effective Date of this appraisal due to changing costs of labor and materials and due to changing building codes and governmental regulations and requirements.
20. The professional liability insurance of the appraiser(s) is limited to \$2,000,000; therefore, the appraiser(s) is exempt from any responsibility or loss for errors or omissions over and above this amount.
21. Significant Value Uncertainty: The outbreak of the Novel Coronavirus (COVID-19), declared by the World Health Organization as a "Global Pandemic" on 11 March 2020, has impacted global financial markets. Travel restrictions have been implemented by many countries.

Market activity is being impacted in many sectors. As at the valuation date (effective date), the appraiser considers that less weight can be attached to previous market evidence for comparison purposes, to inform opinions of value. Indeed, the current response to COVID-19 means that we are faced with an unprecedented set of circumstances on which to base a judgement.

Consequently, less certainty – and a higher degree of caution – should be attached to this valuation than would normally be the case. Given the unknown future impact that COVID-19 might have on the real estate market, it is recommended that the client and intended user(s) keep the valuation of this property under frequent review

Extraordinary Assumptions, Hypothetical Conditions, Extraordinary Limiting Conditions

The Extraordinary Assumption(s), Hypothetical Condition(s), and/or Extraordinary Limiting Conditions invoked for this assignment, as defined in the preceding Glossary, are presented in full below (if applicable).

Hypothetical Condition and Extraordinary Assumption: As per the client's instruction, it has been hypothetically assumed that significant site improvements on the Subject Property do not exist, including a pump infrastructure, chain link fencing and power service. The land parcel was appraised as if vacant. The contributory value of the excluded improvements is considered significant.

Extraordinary Assumption: The parcel size of the Subject Property indicated by the legal plan differs from the parcel size indicated by the county assessment record. It is assumed that the size indicated by the legal plan is correct. If the site size is found to be different than assumed, the value may need to be amended.

This valuation is not subject to any other Extraordinary Assumptions, Hypothetical Conditions, or Extraordinary Limiting Conditions.

Annex D

- Certificate of Title for the Subject Property
- Legal Plan



HISTORICAL LAND TITLE CERTIFICATE
CURRENT TITLE WITH HISTORICAL DATA

S		
LINC	SHORT LEGAL	TITLE NUMBER
0017 714 361	4;15;59;6;0T	782 055 897

LEGAL DESCRIPTION

ALL THAT PORTION OF THE STATUTORY ROAD ALLOWANCE ADJOINING THE WEST BOUNDARY OF THE SOUTH WEST QUARTER OF SECTION SIX (6) TOWNSHIP FIFTY NINE (59) RANGE FIFTEEN (15) WEST OF THE FOURTH MERIDIAN LYING NORTH OF THE NORTH SASKATCHEWAN RIVER AND SOUTH OF A LINE DRAWN WESTERLY AND AT RIGHT ANGLES TO THE SAID WEST BOUNDARY, THROUGH A POINT ON THE SAID WEST BOUNDARY, SAID POINT BEING TWO THOUSAND THREE HUNDRED AND THIRTY THREE (2333) FEET SOUTH OF THE NORTH WEST CORNER OF THE SAID QUARTER SECTION EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FREE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
782 055 897	20/03/1978			

OWNERS

THE COUNTY OF SMOKY LAKE NO. 13.
OF BOX 310, SMOKY LAKE
ALBERTA T0A 3C0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION	DATE (D/M/Y)	PARTICULARS
912 184 395	17/07/1991	CAVEAT RE : RIGHT OF WAY AGREEMENT CAVEATOR - APACHE CANADA LTD. 2800, 421 - 7 AVE SW

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION		PAGE 2
NUMBER	DATE (D/M/Y)	# 782 055 897

		CALGARY ALBERTA T2P4K9 AGENT - JIM SWETHAM (DATA UPDATED BY: TRANSFER OF CAVEAT 002122593) (DATA UPDATED BY: CHANGE OF ADDRESS 022044536) (DATA UPDATED BY: TRANSFER OF CAVEAT 072319178) (DATA UPDATED BY: CHANGE OF ADDRESS 132318973)
002 122 593	09/05/2000	TRANSFER OF CAVEAT 912184395 TRANSFEREE - CONOCO CANADA LIMITED. 3900 BOW VALLEY SQUARE 2, 205-5 AVE SW CALGARY ALBERTA T2P2V7
022 044 536	06/02/2002	CHANGE OF ADDRESS FOR SERVICE RE: CONOCO CANADA LIMITED. P.O. BOX 130, STATION M CALGARY ALBERTA T2P2E7 AFFECTS INSTRUMENT: 912184395
072 319 178	31/05/2007	TRANSFER OF CAVEAT 912184395 TRANSFEREE - APACHE CANADA LTD. 1200, 700-9 AVE SW CALGARY ALBERTA T2P3V4 AGENT - JIM SWETHAM
132 318 973	04/10/2013	CHANGE OF ADDRESS FOR SERVICE RE: APACHE CANADA LTD. 2800, 421 - 7 AVE SW CALGARY ALBERTA T2P4K9 AFFECTS INSTRUMENT: 912184395
TOTAL INSTRUMENTS: 005		
(CONTINUED)		

PAGE 3
782 055 897

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 23 DAY OF
OCTOBER, 2020 AT 02:55 P.M.

ORDER NUMBER: 40376977

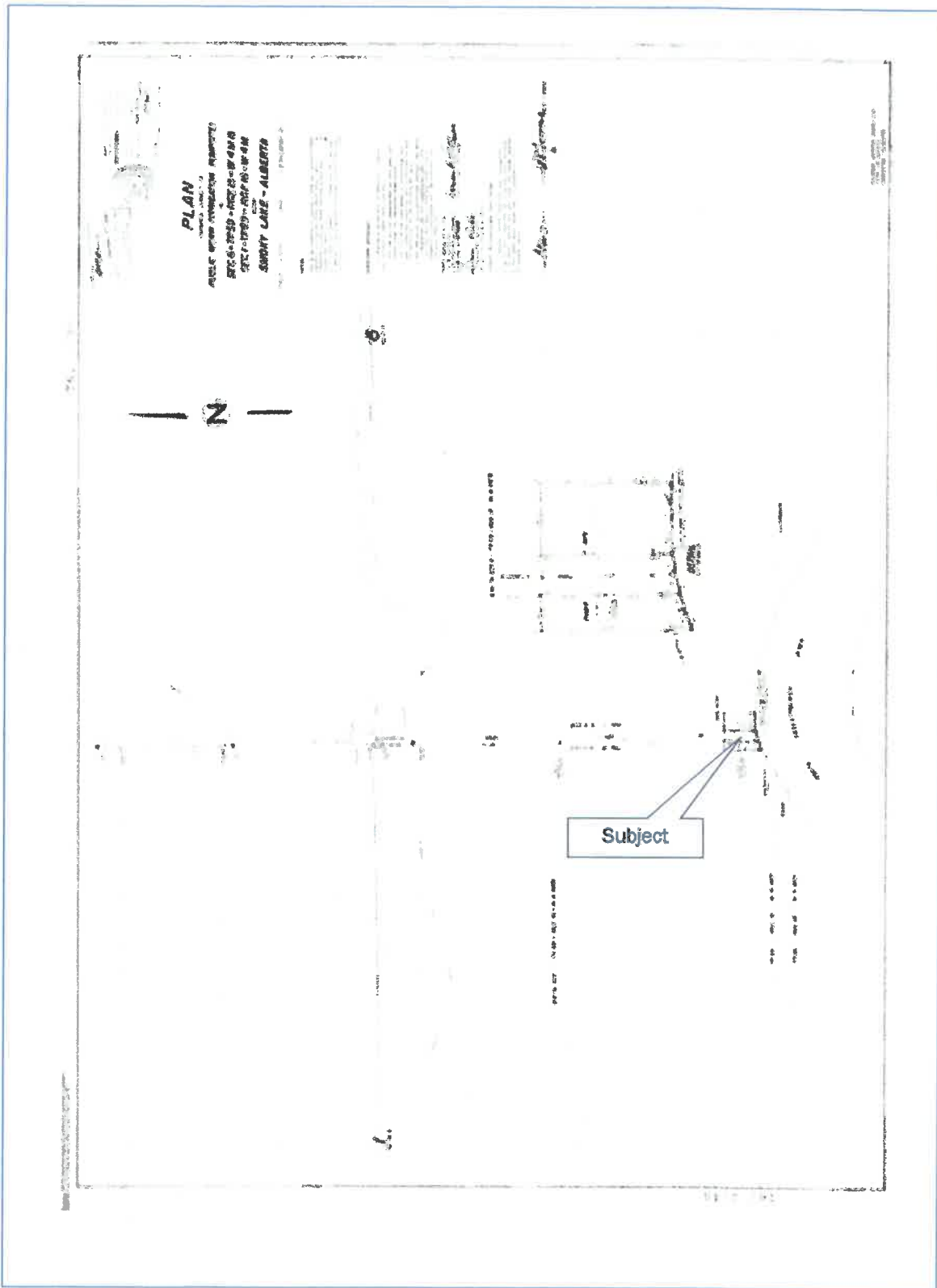
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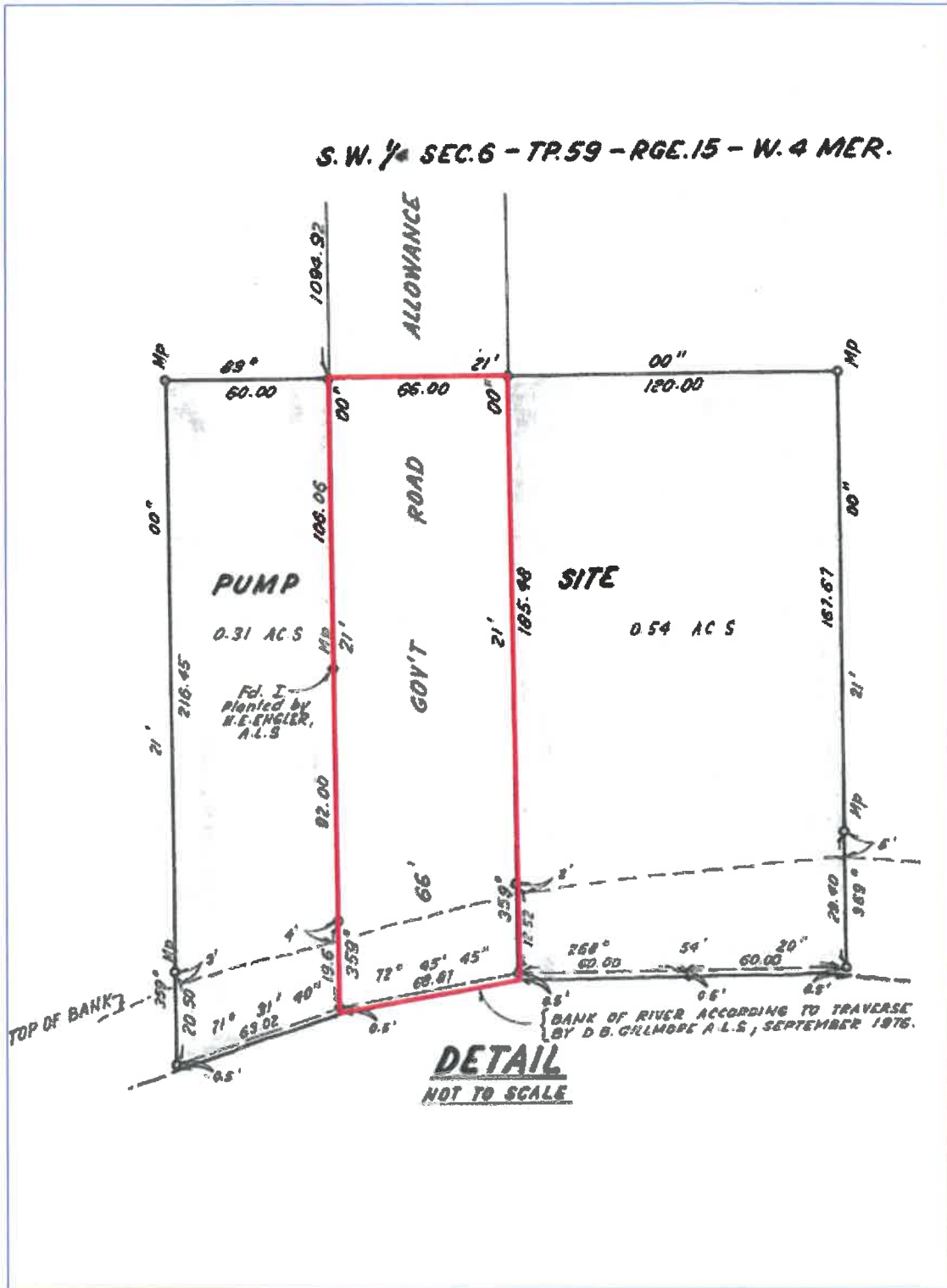


END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).





Annex E

- Excerpts from Appropriate Planning Documents.


 AG

8.2 AGRICULTURE (AG) DISTRICT

1. Purpose

The general purpose of this District is to allow a range of activities associated with working landscapes including agricultural uses and resource extraction uses that support the rural economy, rural lifestyle and discourage the fragmentation of the County's land base.

2. Permitted Uses

- A. Art, Craft and Photographic Studios
- B. Agricultural Support Service
- C. Basement Suite
- D. Bed and Breakfast Establishment
- E. Buildings and Uses Accessory to Permitted Uses
- F. Community Hall
- G. Day Home
- H. Dwelling, Single Detached
- I. Extensive Agriculture
- J. Garage Suite
- K. Garden Suite
- L. Guest House
- M. Home Occupation, Major
- N. Home Occupation, Minor
- O. In-law Suite
- P. Manufactured Home
- Q. Modular Home
- R. Natural Area
- S. Public Utility
- T. Secondary Suite
- U. Shipping Container
- V. Solar Energy Collection Systems
- W. Wind Energy Conversion System, Micro

3. Discretionary Uses

- A. Animal Breeding and/or Boarding Facility
- B. Animal Clinic
- C. Animal Hospital
- D. Animal Hospital, Large
- E. Boarding Facility
- F. Buildings and Uses Accessory to Discretionary Uses
- G. Cemetery
- H. Child Care Facility
- I. Day Care Facility
- J. Duplex (Vertical and Side-by-Side)
- K. Family Care Facility
- L. Intensive Agriculture
- M. Kennel



- N. Natural Resource Extraction Industry
- O. Place of Worship
- P. Public and Quasi-Public Building and Use
- Q. Public Utility
- R. Recreational Use
- S. Relocated Building
- T. Secondary Commercial
- U. Sign
- V. Surveillance Suite
- W. Transfer Station
- X. Utility Building
- Y. Wind Energy Conversion System, Small
- Z. Wind Energy Conversion System, Large
- AA. Workcamp; Short-Term
- BB. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A maximum of five (5) parcels per quarter section may be subdivided for agricultural, or residential uses including the subdivision of fragments. The following chart presents information by use type regarding the maximum number of parcels allowed per quarter section.

	Maximum Parcel Density Per Quarter Section By Use Type	Minimum Parcel Size	Maximum Parcel Size
Agricultural Use	2 parcels per quarter section	Normally 32.0 ha (80.0 ac.) however a single 16.0 ha (40.0 ac.) parcel may be subdivided if the proposed parcel conforms to 4(A)(ii)	At the Discretion of the Subdivision Authority
Residential Use	4 parcels per quarter section	0.6 ha (2.0 ac.)	6.0 ha (20.0 ac.)
Commercial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Community/ Institutional Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Industrial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority

A. Lot Area - Agricultural Use

- i. The minimum parcel size for extensive agricultural uses shall normally be 32.0 ha (80.0 ac.) less any approved subdivisions.


 AG

- i. Notwithstanding (A)(i) above, the subdivision of a single 16.0 ha (40.0 ac.) parcel for agricultural use may be permitted out of an un-subdivided quarter section if the following criteria are met to the satisfaction of the County:
- a. Legal and year round physical access to the proposed parcel and the remainder are developed to County standards;
 - b. The proposed use of the parcel will not adversely impact adjacent agricultural uses;
 - c. The parcel is should normally be located:
 - i. adjacent to or near quarter section boundaries;
 - ii. in close proximity to existing residential parcels or farmsteads on adjacent quarter sections;
 - iii. along a designated rural residential collector road;
 - d. The applicant demonstrates that the parcel can be serviced on-site as per provincial regulations;
 - e. If the parcel is to be used for an intensive agricultural operation or a value added agricultural industry¹, the use and size of the parcel is supported by a business plan that may include:
 - i. a financial plan to the satisfaction of the County.
 - ii. a detailed site plan of the proposed operation including the required land area, expansion possibilities and possible effects on adjacent landowners, uses and municipal infrastructure;
 - iii. information regarding potential traffic generation which may include a Traffic Impact Assessment;
 - iv. potential nuisance factors and any mitigation measures necessary to reduce nuisance factors; and
 - v. where necessary, a detailed site assessment which indicates the location, character and parcel coverage percentages of the environmentally sensitive areas and/or heritage features on the site.

B. Lot Area - Residential Use

¹ Value added industry in this context means, an industry which economically adds value to a product by changing it from its current state to a more valuable state.



- i. Normally, a maximum of 8.0 ha (20.0 ac.) per quarter section will be allowed for residential subdivisions.
- ii. Normally, the minimum lot area allowed for vacant residential parcels or for farmstead separations will be 0.8 ha (2.0 ac.) and the maximum lot area will be 8.0 ha (20.0 ac.).

C. Lot Area - Other Uses

The minimum parcel size for other uses shall be as provided for elsewhere in this Bylaw, in the County's Municipal Development Plan, in any relevant Area Structure Plan, or as required by the Subdivision Authority.

5. Development Regulations

A. Minimum Yard Dimensions

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line
Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line

iii. Minimum Rear Yards



From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line
Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line

iv. Notwithstanding subsections (A), (B), and (C) above, where there is an intersection or sharp curves, the minimum yard requirements shown on Figures 20 and 21 of this Bylaw shall apply.

B. Minimum Floor Area

- i. Single detached dwellings – 69.7 sq. m (750.0 sq. ft.)
- ii. Manufactured and modular home units – 65.0 sq. m (700.0 sq. ft.)
- iii. All others uses at the discretion of the Development Authority

C. Maximum Site Coverage - 45%

Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings

D. Maximum Height

- i. 11.0 m (36.1 ft.)
- ii. In the case of buildings which are accessory to extensive agriculture and for discretionary uses, the maximum height shall be at the discretion of the Development Authority.

6. Other Regulations

A. Residential parcels in the Agriculture District will not be allowed:

- i. within required setbacks from a sewage treatment plant or lagoon or solid waste disposal site as specified by the appropriate guidelines or authority;
- ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
- iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or

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- iv. within a 1 in 100 year flood plain.
- B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.
- C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
- D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
- E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
- F. The keeping of recreational vehicles shall be provided in accordance with **Section 7.23** of this Bylaw.
- G. Shipping containers shall be developed in accordance with **Section 7.31** of this Bylaw.
- H. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.

Annex F

- Canadian Land Inventory Soil Classification System.

Canadian Land Inventory Soil Classification System

Environment Canada, in cooperation with various government agencies, publishes a 1: 250,000 scale map series for Alberta that depicts soil capabilities by classification. While the limitations of scale are evident, the maps provide a good first indicator of local soil conditions and the prevailing soil characteristics across a region. The following description of the classification system was quoted verbatim from the legend of Environment Canada's *Canadian Land Inventory Soil Capability for Agriculture* series of maps.

Description Legend

In this classification the mineral soils are grouped into seven classes on the basis of soil survey information. Soils in classes 1, 2, 3 and 4 are considered capable of sustained use for cultivated field crops, those in classes 5 and 6 only for perennial forage crops and those in class 7 for neither.

Some of the important factors on which the classification is based are:

- The soils will be well managed and cropped, under a largely mechanized system.
- Land requiring improvements, including clearing that can be made economically by the farmer himself is classed according to its limitations or hazards in use after the improvements have been made. Land requiring improvements beyond the means of the farmer himself is classed according to its present condition.
- The following are not considered: distances to market, kind of roads, location, size of farms, type of ownership, cultural patterns, skill or resources of individual operators, and hazard of crop damage by storms.

The classification does not include capability of soils for trees, tree fruits, small fruits, ornamental plants, recreation, or wildlife.

The classifications are based on intensity, rather than kind, of their limitations for agriculture. Each class includes many kinds of soil, and many of the soils in any class require unlike management and treatment.

CLASS 1	SOILS IN THIS CLASS HAVE NO SIGNIFICANT LIMITATIONS IN USE FOR CROPS.
The soils are deep, are well to imperfectly drained, hold moisture well, and in the virgin state were well supplied with plant nutrients. They can be managed and cropped without difficulty. Under good management they are moderately high to high in productivity for a wide range of field crops.	
CLASS 2	SOILS IN THIS CLASS HAVE MODERATE LIMITATIONS THAT RESTRICT THE RANGE OF CROPS OR REQUIRE MODERATE CONSERVATION PRACTICES.
The soils are deep and hold moisture well. The limitations are moderate and soils can be managed and cropped with little difficulty. Under good management they are moderately high to high in productivity for a fairly wide range of crops.	
CLASS 3	SOILS IN THIS CLASS HAVE MODERATELY SEVERE LIMITATIONS THAT RESTRICT THE RANGE OF CROPS OR REQUIRE SPECIAL CONSERVATION PRACTICES.
The limitations are more severe than for Class 2 soils. They affect one or more of the following practices: timing and ease of tillage; planting and harvesting; choice of crops; and methods of conservation. Under good management they are fair to moderately high in productivity for a fair range of crops.	
CLASS 4	SOILS IN THIS CLASS HAVE SEVERE LIMITATIONS THAT RESTRICT THE RANGE OF CROPS OR REQUIRE SPECIAL CONSERVATION PRACTICES, OR BOTH.
The limitations seriously affect one or more of the following practices: timing and ease of tillage; planting and harvesting; choice of crops; and methods of conservation. The soils are low to fair in productivity for a fair range of crops but many have high productivity for a specially adapted crop.	

CLASS 5	SOILS IN THIS CLASS HAVE VERY SEVERE LIMITATIONS THAT RESTRICT THEIR CAPABILITY TO PRODUCING PERENNIAL FORAGE CROPS, AND IMPROVEMENT PRACTICES ARE FEASIBLE.
The limitations are so severe that the soils are not capable of use for sustained production of annual field crops. The soils are capable of producing native or tame species of perennial forage plants, and may be improved by use of farm machinery. The improvement practices may include clearing of bush, cultivation, seeding, fertilizing, or water control.	
CLASS 6	SOILS IN THIS CLASS ARE CAPABLE ONLY OF PRODUCING PERENNIAL FORAGE CROPS AND IMPROVEMENTS PRACTICES ARE NOT FEASIBLE.
The soils provide some sustained grazing for farm animals, but the limitations are so severe that improvement by use of farm machinery is impractical. The terrain may be unsuitable for use of farm machinery, or the soils may not respond to improvement, or the grazing season may be very short.	
CLASS 7	SOILS IN THIS CLASS HAVE NO CAPABILITY FOR ARABLE CULTURE OR PERMANENT PASTURE.
The soils provide some sustained grazing for farm animals, but the limitations are so severe that improvement by use of farm machinery is impractical. The terrain may be unsuitable for use of farm machinery, or the soils may not respond to improvement, or the grazing season may be very short.	
0	ORGANIC SOILS (Not placed in capability classes).

Subclasses

Excepting Class 1, the classes are divided into subclasses on the basis of kinds of limitation. The subclasses are as follows:

SUBCLASS C	Adverse climate - The main limitation is low temperature or low or poor distribution of rainfall during the cropping season, or a combination of these.
SUBCLASS D	Undesirable soil structure and/or low permeability - The soils are difficult to till, absorb water slowly or the depth of the rooting zone is restricted.
SUBCLASS E	Erosion damage - Past damage from erosion limits agricultural use of the land.
SUBCLASS F	Fertility - Low natural fertility due to lack of available nutrients, high acidity or alkalinity, low exchange capacity, high levels of calcium carbonate or presence of toxic compounds.
SUBCLASS I	Inundation - Flooding by streams or lakes limits agricultural use.
SUBCLASS M	Moisture - A low moisture holding capacity, caused by adverse inherent soil characteristics, limits crop growth. (Not to be confused with climatic drought).
SUBCLASS N	Salinity - The soils are adversely affected by soluble salts.
SUBCLASS P	Stoniness - Stones interfere with tillage, planting, and harvesting.
SUBCLASS R	Shallowness to solid bedrock - Solid bedrock is less than three feet from the surface.
SUBCLASS S	Soils limitations - A combination of two or more subclasses D, F, M and N.
SUBCLASS T	Adverse topography - Either steepness or the pattern of slopes limits agricultural use.

SUBCLASS W	Excess water - Excess water other than from flooding limits use for agriculture. The excess water may be due to poor drainage, a high water table, and seepage of runoff from surrounding areas.
SUBCLASS X	Minor cumulative limitations - Soils having a moderate limitation due to the cumulative effect of two or more adverse characteristics that individually would not affect the class rating. (This subclass is always used alone and only one class below the best possible in a climatic sub region).

AGREEMENT FOR PURCHASE AND SALE

BETWEEN:

**HER MAJESTY THE QUEEN in right of Alberta,
as represented by the
Minister of Infrastructure**

(the "Purchaser")

- AND -

THE COUNTY OF SMOKY LAKE NO. 13

(the "Seller")

RECITALS:

WHEREAS the Seller is the legal and beneficial owner of the Property as hereinafter defined;

AND WHEREAS the Seller has agreed to sell and the Purchaser has agreed to purchase the Property;

THEREFORE, in consideration of the mutual covenants contained herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Definitions

1.1 For the purposes of this Agreement each of the following capitalized words and expressions shall have the following meaning:

"Adjustment Charges" means all adjustable incomings and outgoings with respect to the Property, including Taxes, local improvement charges, levies, utilities, rents, deposits, interest and any Purchase Price adjustments, as applicable;

"Agreement" means this Agreement for Purchase and Sale, including the Recitals and the Schedules attached hereto;

"Alberta Time" means Mountain Standard Time or Daylight Saving Time, as the case may be, and as provided for in the *Daylight Saving Time Act*, R.S.A. 2000, c. D-5, as amended and revised from time to time;

“Business Day” means a day upon which the Land Titles Office in the City of Edmonton is open to the general public for business;

“Cash to Close” means the amount that is the Purchase Price plus or minus applicable Adjustment Charges;

“Closing Date” means _____;

“Excise Tax Act” means Part IX of the *Excise Tax Act*, R.S.C. 1985, c. E-15, as amended or revised from time to time;

“Freedom of Information and Protection of Privacy Act” means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, as amended or revised from time to time;

“Government Authority” means any federal, provincial, municipal or other government body, agency, tribunal or authority having jurisdiction and lawfully empowered to make or impose laws, bylaws, rules or regulations with respect to the Property, and the parties' obligations hereunder;

“GST” means the goods and services tax as established from time to time pursuant to the Excise Tax Act;

“Hazardous Substances” includes but is not limited to biological materials and agents (whether hazardous in fact, or not), any pollutant, contaminant, toxic or dangerous waste, substance, or material (including without limitation asbestos, urea formaldehyde, petroleum, petroleum by-products, polychlorinated biphenyls or products treated with polychlorinated biphenyls, radioactive substances, or any other substance which has been determined by any Government Authority to be injurious to human life or health) natural or man made, dangerous either alone or in any combination to public health, timber, crops, animals, water supplies, or soil quality (Hazardous Substances does not include any lawn garden fertilizer, household pesticide, household cleaning product, paint, varnish, lacquer, chlorine, bromine, or algacides used for a residential hot tub, or natural gas or propane used for heating or cooking purposes only);

“Income Tax Act” means the *Income Tax Act*, R.S.C. 1985, c. 1 (5th Supp.), as amended or revised from time to time;

“Land Titles Act” means the *Land Titles Act*, R.S.A. 2000, c. L-4, as amended or revised from time to time;

“Municipal Government Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or revised from time to time;

"Property" means the land legally described in Schedule "A" attached hereto;

"Permitted Encumbrances" means those interests and encumbrances set forth in Schedule "B" attached hereto;

"Purchase Price" means the sum of SEVEN HUNDRED AND FIVE DOLLARS (\$705.00) in Canadian currency (exclusive of GST);

"Purchaser's Caveat" means the caveat contemplated in section 3.2 of this Agreement;

"Schedules" means the following schedules attached to this Agreement:

Schedule "A" Legal Description
Schedule "B" Permitted Encumbrances

"Taxes" means the property taxes, charges and other fees imposed in respect of the Property or any part thereof normally the subject of adjustment in a conveyance of this type;

2. Purchase and Sale of the Property

- 2.1 (a) The Seller agrees to sell and the Purchaser agrees to purchase the Property free and clear of all encumbrances, except for the Permitted Encumbrances and the Purchaser's Caveat on the terms and conditions provided for in this Agreement.
- (b) The Seller and the Purchaser agree to act reasonably, diligently and in good faith, and to do all such acts, execute and deliver such documents and generally give such further assurances as may be necessary to give full effect to this Agreement.
- (c) The Seller hereby directs that any monies payable pursuant to this Agreement shall be made payable to:

THE COUNTY OF SMOKY LAKE NO. 13

3. Caveats

- 3.1 The Seller shall not register a caveat or other instrument in respect of this Agreement, including but not limited to an unpaid vendor's lien caveat.
- 3.2 The Purchaser may register a Purchaser's Caveat or other instrument in respect of this Agreement pertaining to the Purchaser's interest in the Property. The Purchaser agrees that this Agreement shall not be attached to the Purchaser's

Caveat. Should the Purchaser fail to perform this Agreement, the Purchaser agrees to forthwith discharge the Purchaser's Caveat.

4. Default

- 4.1 If the Seller shall default in any of its covenants or obligations or both under this Agreement at any time, the Purchaser may pursue any remedies available to it at law and in equity. In addition to the foregoing, at the Purchaser's sole and absolute discretion, the Purchaser may elect to terminate this Agreement and may recover from the Seller all out-of-pocket expenses incurred in relation to such default and termination.
- 4.2 If the Purchaser shall default in any of its covenants or obligations or both under this Agreement at any time, the Seller may pursue any remedies available to it at law and in equity.
- 4.3 This section shall survive this Agreement.

5. Representations and Warranties

- 5.1 The Seller hereby represents and warrants to the Purchaser that both now and as at the Closing Date:
- (a) the Seller is the sole and beneficial owner of the Property having a good and marketable title thereto;
 - (b) where the Seller is a corporation, the Seller is a corporation duly and validly constituted under the laws of the Province of Alberta, entitled to and having requisite corporate power, right and authority, having obtained all required corporate approvals, to sell the Property and to enter and complete this Agreement;
 - (c) the Seller is not a non-resident of Canada as defined under the Income Tax Act, including but not limited to section 116 thereof;
 - (d) the Seller has the power, authority, and capacity to enter into this Agreement and to perform its obligations to carry out the transaction as contemplated herein;
 - (e) neither the Seller nor, to the knowledge of the Seller, any of its predecessors in title has used in the construction of any building or emitted, discharged or deposited or caused or permitted to be emitted, discharged or deposited any Hazardous Substances in, on or under the Property; and

- (f) there are not, pertaining to the Property, any:
 - (i) leases, licenses or other agreements;
 - (ii) notices from a Government Authority regarding the breach of any law, bylaw, rule, regulation, ordinance or code; or
 - (iii) claims or litigation threatened, pending or commenced with respect to the Seller or the Property.

5.2 The Seller further represents and warrants to the Purchaser that:

- (a) the Property shall remain at the risk of the Seller until the Closing Date;
- (b) the Seller shall provide and the Purchaser shall be entitled to vacant possession of the Property on the Closing Date;
- (c) on the Closing Date the Property shall be in substantially the same condition as it was on the date that the Seller signed this Agreement; and
- (d) subject to any provision in this Agreement relating to clearing of title, the Property shall on the Closing Date be free and clear of all reservations, exceptions, encumbrances, charges, liens or interest whatsoever save and except the Permitted Encumbrances and the Purchaser's Caveat, if any.

5.3 The Purchaser hereby represents and warrants to the Seller that both now and as at the Closing Date:

- (a) the Purchaser is not obligated to pay GST under the Excise Tax Act and no amount payable by the Purchaser under this Agreement is subject to GST; and
- (b) the Purchaser is in compliance with all laws and legislation applicable to a purchaser of land in the Province of Alberta.

6. Seller's Conditions

6.1 *Intentionally Deleted.*

7. Purchaser's Conditions

7.1 *Intentionally Deleted.*

8. Closing and Adjustments

- 8.1 The Seller shall deliver to the Purchaser vacant possession of the Property on or before the Closing Date.
- 8.2 Any and all Adjustment Charges that are applicable to the Property shall be adjusted and mutually agreed upon between the Seller and the Purchaser as of noon on the Closing Date. The Purchaser shall assume payment responsibility for all Adjustment Charges as of such date and time.
- 8.3 The Seller shall deliver to the Purchaser, allowing sufficient time prior to the Closing Date to permit submission of the transfer documents to the appropriate Land Titles Office on or before the Closing Date, the following:
- (a) a duly executed and registerable Transfer of Land containing an acknowledgment that the Seller is not a non-resident of Canada for all purposes arising under the Income Tax Act, including, but not limited to section 116 thereof;
 - (b) evidence that all Taxes have been paid in full;
 - (c) a statement of adjustments; and
 - (d) such other documentation as may be reasonably necessary to convey the Property to the Purchaser free and clear of all encumbrances, except the Permitted Encumbrances and the Purchaser's Caveat.
- 8.4 Upon receipt of the closing documents listed in section 8.3 immediately above the Purchaser shall, on or before the Closing Date, submit the Transfer of Land to the appropriate Land Titles Office for registration.
- 8.5 If the Closing Date shall fall on a day that is not a Business Day, then the Closing Date shall be deemed postponed and extended to the next Business Day.
- 8.6 The Cash to Close shall be paid to the Seller as directed within 30 days from the date of production of a Certificate of Title to the Property in favour of the Purchaser, free and clear of all encumbrances, except for the Permitted Encumbrances and the Purchaser's Caveat.

9. Independent Legal Advice

- 9.1 This Agreement is intended to create binding legal obligations between the Seller and the Purchaser upon execution by both parties. The Seller acknowledges that it has obtained or has been given the opportunity to obtain independent legal advice.

Seller's Initials:

10. Notice

- 10.1 Any giving of notice required or permitted to be given under this Agreement shall be sufficiently given or made if hand delivered, emailed, faxed, sent by registered mail or delivered by a recognized courier service, receipt acknowledged, to the other party in writing at the email address, fax number or address as follows:

To the Seller:

The County of Smoky Lake No. 13
Box 310
Smoky Lake, Alberta T0A 3C0

To the Purchaser:

Alberta Infrastructure
3rd Floor, 6950 – 113th Street
Edmonton, Alberta T6H 5V7
c/o Director, Land Acquisition and Services
Phone: 780-427-3881
Fax: 780-422-5419

or such other email addresses, fax numbers or addresses as the party amending same shall designate in writing from time to time to the other party.

- 10.2 Any notice emailed, faxed, or hand delivered in entirety as aforesaid before 4:00PM, Alberta Time on any Business Day shall be deemed to be received on that day, and if emailed, faxed, or delivered after such time or on a non-Business Day shall be deemed to be received at 9:00AM Alberta Time on the next Business Day.
- 10.3 Any notice sent by fax must be evidenced by a fax confirmation time-stamped by the sender's or the receiver's fax machine. If a fax confirmation is not made available by the sender, notice is deemed to not have been delivered by fax.
- 10.4 Any notice sent by email must be evidenced by a delivery receipt sent to the party giving the notice by the party receiving the email. If a delivery receipt is not

provided by an email recipient, notice is deemed to not have been delivered by email.

- 10.5 Any notice sent by courier is deemed received on the date of delivery as evidenced by the courier's delivery log or receipt.
- 10.6 Any notice sent by registered mail is deemed received on the third Business Day after the registered mail has been deposited with the post office.

11. Confidentiality

11.1 Each party acknowledges that the provisions of this Agreement are confidential to the parties and constitute commercial and financial information that has been supplied in confidence. Accordingly the parties covenant to keep confidential the terms (but not the existence) of this Agreement, except that each may disclose same:

- (a) to their respective professional advisors;
- (b) to their respective lenders; and
- (c) as may be required by law, including without limitation the Freedom of Information and Protection of Privacy Act, the Municipal Government Act, and the Land Titles Act.

This section shall survive this Agreement.

12. General

- 12.1 Time shall in every respect be of the essence of this Agreement.
- 12.2 This Agreement may not be assigned by either party and each party covenants and agrees with the other that it shall not assign this Agreement.
- 12.3 All Schedules shall be incorporated into and form part of this Agreement. Headings used in this Agreement are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.
- 12.4 The terms and conditions of this Agreement are the full and complete terms of the purchase and sale of the Property as of the date hereof and there are no collateral warranties, representations or conditions, whether implied or not, other than those contained herein. The parties hereto agree that only those amendments to this Agreement and further agreements in writing signed by the parties shall be binding on them.

- 12.5 In the event that a court of competent jurisdiction finds that any term of this Agreement is void for uncertainty or otherwise unenforceable, then that term shall be severed and the remainder of this Agreement shall survive and be of full force and effect.
- 12.6 All changes of number and gender shall be made where required.
- 12.7 This Agreement shall be governed by the laws in force in the Province of Alberta and the parties hereby irrevocably attorn to the exclusive jurisdiction of the courts of the Province of Alberta. This section shall survive this Agreement.
- 12.8 The parties hereto each acknowledge and agree that no realtor has been involved in this transaction and no sales commission or brokerage fee is payable with respect to the purchase.
- 12.9 This Agreement may be executed in any number of counterparts, with the same force and effect as if all the parties had signed the same document.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

12.10 This Agreement may be transmitted by PDF or other electronic means and such electronic copies shall be considered to be originals with all of the same force and effect. If subsequently requested, each party agrees that it shall provide the other party with original, non-electronic copies.

Executed at _____ in the Province of Alberta this __ day of _____, 20__.

THE COUNTY OF SMOKY LAKE NO. 13

Per: _____
Signature of the duly authorized (Seal)
representative of the Seller who has
the authority to bind the Seller

Name and title of person signing above

Executed at Edmonton in the Province of Alberta this __ day of _____, 20__.

APPROVED
As to Contents Property Agent
As to Form Documentation
As to Principle Manager
Client Department Approval on File

**HER MAJESTY THE QUEEN in right of
Alberta, as represented by the Minister
of Infrastructure**

TRACY HAYDEN, Executive Director
Properties Division

Signed by the Minister of Infrastructure of
the Province of Alberta or her duly
authorized representative and sealed with
her Seal of Office.

SCHEDULE "A"

LEGAL DESCRIPTION

ALL THAT PORTION OF THE STATUTORY ROAD ALLOWANCE ADJOINING
THE WEST BOUNDARY OF THE SOUTH WEST QUARTER OF
SECTION SIX (6)
TOWNSHIP FIFTY NINE (59)
RANGE FIFTEEN (15)
WEST OF THE FOURTH MERIDIAN
LYING NORTH OF THE NORTH SASKATCHEWAN RIVER AND SOUTH OF A
LINE DRAWN WESTERLY AND AT RIGHT ANGLES TO THE SAID WEST
BOUNDARY, THROUGH A POINT ON THE SAID WEST BOUNDARY, SAID
POINT BEING TWO THOUSAND THREE HUNDRED AND THIRTY THREE (2333)
FEET SOUTH OF THE NORTH WEST CORNER OF THE SAID QUARTER SECTION
EXCEPTING THEREOUT ALL MINES AND MINERALS

SCHEDULE "B"

PERMITTED ENCUMBRANCES

Registration Number	Date (D/M/Y)	Particulars
912 184 395	17/07/1991	CAVEAT RE : RIGHT OF WAY AGREEMENT CAVEATOR - APACHE CANADA LTD. 2800, 421 - 7 AVE SW CALGARY ALBERTA T2P4K9 AGENT - JIM SWETNAM (DATA UPDATED BY: TRANSFER OF CAVEAT 002122593) (DATA UPDATED BY: CHANGE OF ADDRESS 022044536) (DATA UPDATED BY: TRANSFER OF CAVEAT 072319178) (DATA UPDATED BY: CHANGE OF ADDRESS 132318973)

REQUEST FOR DECISION

DATE

December 10, 2020**4.11**

TOPIC

Harvest Gold Drive in the Town Smoky Lake

PROPOSAL

BACKGROUND:**June 15, 2017, County Council Motion #807-17:**

That Smoky Lake County take no action to the letter request from Adam Kozakiewicz, Town of Smoky Lake Chief Administrative Officer, dated June 8, 2017, requesting the County's participation in a joint project to upgrade the access road: described as the road east of Highway 28 to Smoky Lake County's Public Works yard, going past the Carwash, between the lands legally described as Lots 13 & 14, Block 7, Plan 8721656, and NE-21-59-17-W4, within the Town of Smoky Lake; and, because the County has deferred several of their own road projects to meet the 2017 budget constraints and cannot undertake additional projects at this time; nor will the County provide any maintenance on the said road.

June 13, 2019, Town of Smoky Lake Letter to Smoky Lake County:

June 13, 2019

Email: collikka@smokyakecounty.ab.ca
lcietlin@smokyakecounty.ab.ca

Smoky Lake County
Attn: Council and CAO
P.O Box 310
Smoky Lake, AB. T0A 3C0

Dear Smoky Lake County Reeve, Council and CAO,

Re: Town of Smoky Lake Road Replacement Project - Harvest Gold Drive (North corner of the Shell Gas Station) to the Smoky Lake County Public Works Shop (West side entrance)

The road located on Harvest Gold Drive to the West entrance of the Smoky Lake County Public Works Shop has been in disrepair for quite some time and requires a complete refurbishment.

The Town is requesting a joint venture to collaborate with the County to assist with the preparation of the road prior to paving. This would require use of County equipment, labour and perhaps some material to create a base for the asphalt. The road is approximately 1,100 square meters.

The Town of Smoky Lake has committed to fund the cost of the asphalt along with the paving construction and would like to complete the project by August 31, 2019.

Please contact me at the office (780) 656-3674 or cell (780) 603-4565 if you have any questions.

Sincerely,

TOWN OF SMOKY LAKE

Per:



Adam Kozakiewicz
Chief Administrative Officer

AK/d

Enc: A map of the project area.

June 27, 2019, County Council Meeting Motion #910-19:

That Smoky Lake County provide, as part of municipal cooperation, in kind assistance to the Town of Smoky Lake of equipment, manpower and material to create a road base in preparation of paving approximately 1,100 square meters of Harvest Gold Drive at an estimated cost in the amount of \$4,475.00, in response to the letter received from Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake, dated June 13, 2019.

July 17, 2019, County Public Works completed the construction as per Motion #910-19.

October 15, 2019, Town of Smoky Lake Motion #700-19:

MOVED by Councillor Kotylak that the oral report given by Ed Shepel from Spectre System regarding an update on approved paving projects not completed in the Town of Smoky Lake and explained that due to weather conditions the paving projects will be postponed till Spring 2020 with a guarantee that costs will remain as quoted (no increase) unless there is an extreme increase in the cost of oil, be accepted for information.

*County Notes: The Town's Motion #700-19 was **not provided to Smoky Lake County** until October 21, 2020, although, due to Spectre Systems undertaking the paving of the County's Main Office Parking Lot, the County was indirectly aware of non-specific, delayed paving projects within the Town of Smoky Lake as discussed at the November 6, 2019 County Council Budget Meeting.*

June 2, 2020, Town of Smoky Lake Motion #311-2020:

(This motion was not provided to Smoky Lake County until October 21, 2020)

MOVED by Councillor Makowichuk that Town of Smoky Lake accept the oral report presented by Eddie Shepel, from Spectre Systems regarding the paving schedule to begin middle of June, weather permitting, for the upcoming approved paving projects in the Town of Smoky Lake.

*County Notes: The Town's Motion #311-2020 was **not provided to Smoky Lake County** until October 21, 2020.*

October 21, 2020, Town of Smoky Lake Letter to Smoky Lake County:

October 21, 2020

Smoky Lake County
Attn: Reeve, Council and CAO
Box 310
Smoky Lake, AB T0A 3C0

Re: Town of Smoky Lake Road Replacement Project - Paving Harvest Gold Drive (North corner of the Shell Gas Station) to the Smoky Lake County Public Works Shop (West side entrance).

Dear Smoky Lake County Reeve, Council and CAO,

The Town of Smoky sent a letter to Smoky Lake County, dated June 8, 2017 requesting Administration to create options for a joint project to repair and pave the access road from the Shell Gas Station to the Smoky Lake County Public Works Shop on Harvest Gold Drive in Smoky Lake. Smoky Lake County Council made a Motion (No. 807-17) at the June 15, 2017 Council meeting to take no action with the Town's request due to budget constraints and deferred road projects in the County.

The Town sent another letter request to Smoky Lake County, dated June 13, 2019 to assist with the preparation of the said road. Smoky Lake County Council made the following motion at the June 27, 2019 Meeting:

Motion 910-19: That Smoky Lake County provide, as part of municipal cooperation, in kind assistance to the Town of Smoky Lake of equipment, manpower and material to create a road base in preparation of paving approximately 1,100 square meters of Harvest Gold Drive at an estimated cost in the amount of \$4,475.00, in response to the letter received from Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake, dated June 13, 2019.

This motion indicated an estimate of \$4,475.00 that was provided by Doug Ponich, Manager of Public Works of Smoky Lake County, not the Town.

The Action List from the June 27, 2019 County Council Meeting confirms the reclamation had been completed on July 17, 2019. The Town did not receive any confirmation and was unaware it had been completed.

With the decline in weather conditions, Town Council made the following motion at the October 15, 2019 Regular Council meeting: *Motion 700-19: MOVED by Councillor Kotylak that the oral report given by Ed Shepel from Spectre System regarding an update on approved paving projects not completed in the Town of Smoky Lake and explained that due to weather conditions the paving projects will be postponed till Spring 2020 with a guarantee that costs will remain as*

quoted (no increase) unless there is an extreme increase in the cost of oil, be accepted for information.

The following year, 2020, Town Council made the following motion at the June 2, 2020 Regular Council meeting: *Motion No. 311-2020: MOVED by Councillor Makowichuk that Town of Smoky Lake accept the oral report presented by Eddie Shepel, from Spectre Systems regarding the paving schedule to begin middle of June, weather permitting, for the upcoming approved paving projects in the Town of Smoky Lake.*

Town Council made the following motion at the August 18, 2020 Regular Council meeting: *Motion No. 519-2020: MOVED by Councillor Makowichuk that Town of Smoky Lake Administration work with Smoky Lake County and Spectre Systems to discuss options to resolve the extra costs of asphalt for the paving located on Harvest Gold Drive, due to the road base deficiency.*

**** Enclosed: Timeline provided by Town Foreman, Billy McMullen with additional details of the communication between Spectre Systems, Town of Smoky Lake's Contractor and Mr. Doug Ponich, Smoky Lake County Public Works Manager.****

Town Council made the following motion at the September 1, 2020 Regular Council Meeting: *Motion 576-2020: MOVED by Councillor Morton that Town of Smoky Lake direct Administration to send an invoice to Smoky Lake County in the amount of \$50,000.00 to cover the cost of the extra preparation / base work that was done by Spectre Systems to pave the stretch of road located on Harvest Gold Drive (from the Car Wash to Smoky Lake County Public Works Shop) in Smoky Lake; and Administration provide the County with a copy of Spectre Systems invoice #1062, Contract #20-01-251D, and progress report, work completion to August 23, 2020; in reference to Smoky Lake County Motion No. 910-19: That Smoky Lake County provide, as part of municipal cooperation, in kind assistance to the Town of Smoky Lake of equipment, manpower and material to create a road base in preparation of paving approximately 1,100 square meters of Harvest Gold Drive at an estimated cost in the amount of \$4,475.00, in response to the letter received from Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake, dated June 13, 2019.*

The Town's invoice No. 20200178, addressed to Smoky Lake County in the amount of \$50,000.00, dated September 9, 2020 is enclosed with this letter, in reference to Town Council Motion #576-2020. If you have any questions or concerns, please contact me at (780) 656-3674.

Sincerely,

TOWN OF SMOKY LAKE

Per:



Adam Kozakiewicz
Chief Administrative Officer
AK/cljc



IN ACCOUNT WITH:	Smoky Lake County Box 310 Smoky Lake, AB T0A 3C0	Invoice #	20200178
		G.S.T #	108129826RT0001
		Date	2020-Sept-09
		Account #	28

AR Invoice

Description	Price	GST	Extended
<p>MOTION: 576-2020 MOVED by Councillor Morton that Town of Smoky Lake direct Administration to send an invoice to Smoky Lake County in the amount of \$50,000.00 to cover the cost of the extra preparation / base work that was done by Spectre Systems to pave the stretch of road located on Harvest Gold Drive (from the Car Wash to Smoky Lake County Public Works Shop) in Smoky Lake; and Administration provide the County with a copy of Spectre Systems invoice #1062, Contract #20-01-251D, and progress report, work completion to August 23, 2020; in reference to Smoky Lake County Motion No. 910-19: That Smoky Lake County provide, as part of municipal cooperation, in kind assistance to the Town of Smoky Lake of equipment, manpower and material to create a road base in preparation of paving approximately 1,100 square meters of Harvest Gold Drive at an estimated cost in the amount of \$4,475.00, in response to the letter received from Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake, dated June 13, 2019.</p>	\$50,000.00	\$0.00	\$50,000.00
	Subtotal		\$50,000.00
	Total GST		\$0.00
	Invoice Total		\$50,000.00

Due upon receipt.

October 29, 2020, County Letter to the Town of Smoky Lake:

Town of Smoky Lake
Attn: Mayor, Council and CAO

Sent Via Email: cao@smokylake.ca
hholowaychuk@smokylake.ca

October 29, 2020

RE: Harvest Gold Drive Reclamation Project

Town of Smoky Lake Mayor, Council and CAO.

The County is in receipt of your letter dated October 21, 2020, pursuant to the in-kind work undertaken by the County on Harvest Gold Drive in preparation for paving by the Town, and the Town's invoice #20200178 (in the amount of \$50,000) submitted to the County.

I provide the following for your consideration.

- 1) In my review of this matter, it became very clear that the scope of work to be undertaken by the County was not clearly outlined by the Town. This is particularly evident in the enclosures attached to your letter. Enclosure #1 references two options for the application of hot-mix pavement to the road. Enclosure #2 specifically references "...the County to assist with the preparation of the road prior to paving..." and further "perhaps some material to create a base for the asphalt...".
- 2) Enclosure #6 then provides a sketch of a road cross-section. This enclosure also specifies the Town's understanding of the scope of work as at October 21, 2020. This understanding (as shown on the enclosure) is a comprehensive reconstruction of the road.
- 3) Our records show that at the June 27, 2019 meeting, the County's understanding of the work was to undertake a reclamation of the existing coldmix and to add a small amount of gravel to firm up the road within localized softer spots. The understanding was that the road was to be prepared for immediate paving. The estimated cost for this work was approved at \$4,475. The work was requested by the County Council to be undertaken by the end of July, 2019.
- 4) The County was not advised by the Town as to the anticipated date the paving was to occur.
- 5) The prior practice was that the County would periodically maintain the road, which would include some patching.
- 6) The reclamation work completed by the County on July 17, 2019 were:
 - a. Scarify the existing base and recompact.
 - b. 47 m³ of gravel was added to the road to firm up localized soft spots.
 - c. Reclamation of the existing coldmix and relay on Harvest Gold Drive.
 - d. The base was proof-rolled with a loaded truck, and the base was firm at that time.
- 7) On October 15, 2019 the Town deferred the paving to spring of 2020. The paving was actually completed August 17, 2020, based on the information provided on Enclosure #7.
- 8) Prior to August 17, 2020, the County mobilized to provide additional reclamation work to the road, but found that there was a high moisture content in the road and surrounding area.

The County is particularly concerned the Town has taken a position of absolution of obligation and responsibility by simply deferring the paving portion of the project and then holding the unrealistic expectation that the road structure would somehow be sustained for over a year without paving, especially with the high precipitation experienced in 2020. In our discussion, there was a focus on the events immediately preceding the August 2020 work, but little consideration to the work the County had already completed.

The County also objects to the conclusion that the County is somehow now responsible or bound to the town for the reconstruction of subgrade, sub-base and base of Harvest Gold Drive. This issue is a clear example of a misunderstanding within the Town Administration as to the actual scope of work undertaken (reclamation) in July 2019 versus, as opposed to the work implied in prior discussions and the correspondence (as reclamation) and then later inferred to your latest 2020 letter (as a reconstruction).

The County, at all times sought to fulfill their role in the project as undertaking a reclamation of the coldmix as in-kind work as part of our ongoing municipal collaboration and cooperation efforts. It is my hope that, as a result of your letter and invoice, the Town and County will now have to migrate into more formalized arrangements to define scope, costs, schedule, pre-testing and unforeseen escalation as a result of unknowns.

I have been instructed to inform the Town that the County will decline to accept Invoice #20200178.



Gene Sobolewski,
Chief Administrative Officer

Cc: Smoky Lake County Reeve and Council
Brenda Adamson, Finance Manager, Smoky Lake County
Doug Ponich, Public Works Manager, Smoky Lake County
Crystal Letwin, Assistant CAO, Town of Smoky Lake

CORRELATION TO BUSINESS (STRATEGIC) PLAN	
N/A	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	
BENEFITS	By taking no action, there will not an unbudgeted expenditure.
DISADVANTAGES	<p>By taking no action, this may weaken the relationship between the Town of Smoky Lake and Smoky Lake County.</p> <p>By taking no action, County equipment may be forced to use the East entrance to the Public Works Yard (Hwy 855) which involves a School Zone to the North, whereby possible safety concerns have been raised in the past.</p>
ALTERNATIVES	Approve to contribute funds to the Town of Smoky Lake in respect to invoice #20200178, regarding paving Harvest Gold Drive, Smoky Lake.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A
COMMUNICATION STRATEGY	Through formal written communication via email and/or postal mail to Town of Smoky Lake.
RECOMMENDATIONS	
That Smoky Lake County take no action to the Town of Smoky Lake Invoice #20200178 issued to Smoky Lake County in the amount of \$50,000.00 pursuant to the Town's letter dated October 21, 2020 and their invoice #20200178 relating to Harvest Gold Drive in the Town of Smoky Lake.	
CHIEF ADMINISTRATIVE OFFICER	<i>[Signature]</i> for CAO

REQUEST FOR DECISION

DATE

December 10, 2020

4.12

TOPIC

Policy Statement No. 08-19-02: Smoky Lake County Community Learning Council Program – LEGAL HOST AGREEMENT

PROPOSAL

1. HISTORY:

- 1.1 Smoky Lake County has been committed to Community Learning Council for the past **45 years**; previously known as Smoky Lake Further Education Council which was originally established in November 17, 1975 under the County of Smoky Lake School Board of Education, by resolution.
- 1.2 On January 1, 1995: a change in Designated Hosting Authority to Smoky Lake County to continue support for the Program was made by resolution when the school boards amalgamated in 1995 and the Smoky Lake County Board of Education was dissolved.
- 1.3 The Alberta Advanced Education and Career Development was advised on March 28, 1995 by the County of Smoky Lake Community Learning Council Chairperson of the Hosting Authority change.

2. BACKGROUND:

- 2.1 There are **18 municipalities** that are Legal Hosts for the Community Adult Learning Program (CALP) Grant.
- Smoky Lake County Community Learning Council belongs to the East Central Region in Alberta, along with Bonnyville Community Learning Council and Elk Point and District Further Education Council.
- 2.2 Smoky Lake County and Smoky Lake County Community Learning Council adheres to the *CALP Guidelines* and an official Legal Host Agreement has been established since 2004 by the Smoky Lake County Community Learning Council, and amended by signing a new Legal Host Agreement when any party representative changes occur.
- 2.3 On September 25, 2017, Chief Administrative Officer, as the Legal Host representative received a letter from Alberta Advanced Education indicating that Advanced Education is completing a provincial review on the accountability and effectiveness of the Legal Host Model.
- 2.4 The Provincial Government want to focus on accountability of public funding to ensure that Service Organizations receiving the Community Adult Learning Program (CALP) Grant funding through a Legal Host have adequate clarity and documentation clearly articulating the roles and responsibilities of all parties – staff of the Service Organization, board/committee of the Service Organization, and board of the Legal Host.

- Smoky Lake County received the **2017/2018 Alberta Advanced Education Community Adult Learning Program Grant Agreement** on July 21, 2017 and by **Motion # 1077-17** on September 25 2017, the agreement was executed by County Council.

2.5 Both parties worked on the Performance Expectations to meet the December 1, 2017 deadline:

- The Interim Report was completed by the Smoky Lake County Community Learning Council at its November 6, 2017 Council Meeting and the Legal Host completed its portion and signed on November 20, 2017; and the Interim Report was mailed on November 24, 2017.

- Interim Report was successful which permitted Smoky Lake County to receive a **Three-Year Grant Commitment** for Community Learning Council:

August 30, 2018: Motion 896-18: That Smoky Lake County acknowledge receipt of the correspondence from Pamela Cunningham, Director, Indigenous and Community Connections, Alberta Advanced Education, dated July 18, 2018 in regard to the 2018/2021 Community Adult Learning Program (CALP) Grant agreement from July 1, 2018 to June 30, 2021, entitled "Alberta Advance Education Community Adult Learning Program Grant Agreement" #AR54574 between the Minister of Advanced Education and the Legal Host: Smoky Lake County in the amount of up to \$113,230.00; and execute the said agreement.

Three-Year Grant Commitment:

- 2018-2019: Year One
- 2019-2020: Year Two
- 2020-2021: Year Three

3. CURRENT:


3.1 At the September 24, 2020 County Council Meeting a new Chief Administrative Officer was Appointed:

County Council Meeting: September 24, 2020 - Motion #1139-20

"That Smoky Lake County appoint Mr. Gene Sobolewski as the Chief Administrative Officer (CAO) for Smoky Lake County, effective September 24, 2020 and, execute the CAO Employment Contract Agreement between Gene Sobolewski and the County; and, make an announcement of the said appointment through the County Grapevine and Social Media for the purpose of providing an introduction of the new CAO to the public."

4. PROPOSAL:

4.1 That Smoky Lake County amend the Policy entitled: Smoky Lake County Community Learning Program: Legal Host Agreement to update the **Schedule "A": Legal Host Agreement** portion of the policy formalizing the proper signature of the new Chief Administrative Officer.

<p>ATTACHMENT # 1: Policy 08-19-02 Smoky Lake County Community Learning Program – LEGAL HOST AGREEMENT. → Schedule "A": Legal Host Agreement within this Policy clearly defines and clarifies the relationship in terms of the roles and responsibilities between the Service Organization and the Legal Host.</p>	
CORRELATION TO BUSINESS (STRATEGIC) PLAN	
Section 1:	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	MUNICIPAL GOVERNMENT ACT Section 201: Policy Development.
BENEFITS	<ul style="list-style-type: none"> Clearly demonstrates support and the continuation of the Community Learning Council under the Legal Host Model under a Municipality. Consistent representation to the Community Learning Council will maintain integrity and compliance to the CALP regulations. Displays County's relationship to Community Learning Council – under a Policy that formalizes and clearly articulated in written format by outlining the framework for the continued fostering of lifelong adult foundational learning within our Community with defined roles and responsibilities.
DISADVANTAGES	N/A - Practices established.
ALTERNATIVES	Withdraw from the Program.
FINANCE/BUDGET IMPLICATIONS	
2020/2021 Grant Distribution:	
Operating Costs:	\$113,230.00
Budget Available:	_____
Budgeted Costs:	_____
Capital Costs:	_____
Source of Funds:	_____
Unbudgeted Costs:	_____
<p>No budget implications. Smoky Lake County as illustrated in the "Legal Host Agreement" is the Legal financial administrator that receives the Community Adult Learning Program (CALP) Grant, retains the amount required to administer the cost for the Payroll and benefits in the amount of \$ 80,619.00.</p> <p>The remaining funds in the amount of \$32,611.00 are transferred by a cheque written to Smoky Lake County Community Learning Council as needed to administer the Programming and Operations under the guidelines of the Community Adult Learning Program (CALP).</p>	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	With Alberta Advanced Education.
COMMUNICATION STRATEGY	Between Smoky Lake County Community Learning Council Decision-Making Body.
RECOMMENDATION	
That Smoky Lake County amend Policy Statement No. 08-19-02: Smoky Lake County Community Learning Council Program – LEGAL HOST AGREEMENT and Public Participation in not required, as this is a legislative requirement.	
CHIEF ADMINISTRATIVE OFFICER	 for CAO

SMOKY LAKE COUNTY



Title: Smoky Lake County Community Learning Council Program - LEGAL HOST AGREEMENT	Policy No: 19-02
Section: 08	Code: P-I
Page No.: 1 of 5 E	

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To establish a written agreement, referred to as the " Legal Host Agreement " between two Parties: Smoky Lake County Community Learning Council and the Legal Host – Smoky Lake County to receive grants from Government of Alberta, Advanced Education – Community Adult Learning Program (CALP) .
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Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	Smoky Lake County officiates as the LEGAL HOST (Local Hosting Authority) for the Smoky Lake County Community Learning Council since January 1, 1995: a change in Designated Hosting Authority to Smoky Lake County from previously known as Smoky Lake Further Education which was originally established in November 17, 1975 under the County of Smoky Lake School Board of Education.
1.2	Smoky Lake County as the Legal Host and Community Adult Learning Program (CALP) grant recipient for the Service Organization Smoky Lake County Community Learning Council.
2. OBJECTIVE:	
2.1	The intention of this Policy is to demonstrate the accountability and effectiveness of the Legal Host model for the Smoky Lake County Community Learning Council that contributes to the effective delivery of Literacy and Foundational Learning programming and support in our community.
2.2	To establish adequate clarity and documentation with regard to the expectations, roles and responsibilities and build an understanding relationship between both parties of the continuity of the Community Adult Learning Program (CALP) with the Smoky Lake Region.
3. DEFINITION:	
3.1	" Chief Administrative Officer " is the person appointed by Council as the Chief Administrative Officer pursuant of the Municipal Government Act .
3.2	Her Majesty the Queen in Right of Alberta: is the Minister of Alberta Advanced Education.
3.3	Legal Host: is the Smoky Lake County, as a legal entity approved by Advanced Education to act as the legal administrator for a Service Organization, and receive the Community Adult Learning Program (CALP) Grants on behalf of the Service Organization.
3.4	Service Organization: Is the Smoky Lake County Community Learning Council.

Title: Smoky Lake County Community Learning Council Program - LEGAL HOST AGREEMENT		Policy No: 19-02
Section: 08	Code: P-I	Page No.: 2 of 5 E

Policy Statement and Guidelines:	
4. GUIDELINES:	
4.1	The Chief Administrative Officer shall exercise the authority as the Legal Host for Smoky Lake County in the capacity of the County's responsibilities in accordance with the Government of Alberta, Advanced Education – Community Adult Learning Program (CALP) Guidelines, dated July 2016 , and as amended from time to time.
4.2	Smoky Lake County Council in accordance with Alberta Advanced Education Community Adult Learning Program shall by motion execute annually the Grant Agreement between Her Majesty the Queen in Right of Alberta, Minister of Advanced Education and Smoky Lake County.
4.3	Both parties: Smoky Lake County and Smoky Lake County Community Learning Council demonstrate commitment and clarity in the relationship to seriously undertake the conduct and performance expectations within their respective roles appropriately, as approved by the Minister and funded by Community Adult Learning Program (CALP) funding to delivery direct learning opportunities for lifelong literacy and foundational learning.
5. PROCEDURES:	
5.1	Smoky Lake County, as the Legal Host and Smoky Lake County Community Learning Council, as the Service Organization shall demonstrate their roles and responsibilities for effective governance and administration as illustrated in a written format as per Schedule "A": <u>Legal Host Agreement</u> .
5.2	The " Legal Host Agreement " shall be considered as a clearly articulated written form that demonstrates Community Adult Learning Program (CALP) funds are provided to a Legal Host and ensures that the status of the employer, financial and program responsibilities of both the Legal Host and the Smoky Lake County Community Learning Council are agreed to by both parties and any amendments thereafter shall be submitted to the Department of Alberta Advanced Education.

	Date	Resolution Number
Approved	December 14, 2017	# 130-17 - Page # 12901
Amended	December 10, 2020	
Amended		
Amended		
Amended		

LEGAL HOST AGREEMENT

Schedule "A"
Page 1 of 3.



Smoky Lake County
(hereinafter referred to as "County")
Legal Host
Box 310
Smoky Lake, Alberta T0A 3C0

AND



Smoky Lake County Community Learning Council
(hereinafter referred to as "Council")
Service Organization
Box 631
Smoky Lake, Alberta T0A 3C0

The Smoky Lake County officiates as the **LEGAL HOST** (Local Hosting Authority) for the Smoky Lake County Community Learning Council since January 1, 1995: a change in Designated Hosting Authority to Smoky Lake County from previously known as Smoky Lake Further Education which was originally established in November 17, 1975 under the County of Smoky Lake School Board of Education.

In this capacity the County's responsibilities are as outlined in the **Government of Alberta, Advanced Education – Community Adult Learning Program (CALP) Guidelines, dated July 2016**, and as amended from time to time.

Responsibilities of the County an Incorporated Legal Host:

A Legal Host is a member of the Community Adult Learning Program (CALP) and is approved by the Minister to receive Community Adult Learning Program (CALP) funding on behalf of the Council. The responsibilities of a Legal Host are:

1. To act as the legal employer of individuals hired to administer the Community Adult Learning Program (CALP) in the community and continue to provide employee benefit and payroll services.
2. To act as the legal financial administrator for Community Adult Learning Program (CALP) grant funds and ensure that the Community Adult Learning Program funds can be accounted for distinctly and separately from other funds received and conduct an annual review of the financial records on the basis as per Council fiscal year.
3. Provide a representative to serve as a member on the Council as a decision-making body.
4. To provide commercial general liability insurance coverage of not less than \$2,000,000.00 inclusive per occurrence, insuring against Bodily Injury, Personal Injury, and Property Damage, including lose of use, which will automatically fall under the County's main Liability Insurance Policy that will cover the Council and activities involved in the Community Adult Learning Program (CALP) in the community.
5. Provide Office and Meeting Space, IT Support Services, Photocopying Services and Postage Services (not bulk mailing) at no cost to the Council.
6. Provide County Cell Phone Coverage Plan at no cost. Cell Phone usage costs shall be reimbursed to the County.
7. To protect the personal information of learners in the collection, use and disclosure of information as stipulated in the *Freedom of Information and Protection of Privacy Act (FOIP)* and *Protection of Individual Privacy Act (PIPA)* and accommodate all formal requests.
8. This "**Legal Host Agreement**" shall be considered as a clearly articulated written form that demonstrates Community Adult Learning Program (CALP) funds are provided to a Legal Host and ensures that the status of the employer, financial and program responsibilities of both the Legal Host and the Smoky Lake County Community Learning Council are agreed to by both parties and any amendments thereafter shall be submitted to the Department.

Please note: Should any party representative change upon the execution of the agreement – a new Legal Host Agreement shall be executed.

LEGAL HOST AGREEMENT: Continued

Schedule "A"

Responsibilities of Council as the Service Organization:

As an eligible Service Organization of the Community Adult Learning Program (CALP) and is approved by the Minister to be funded by Community Adult Learning Program (CALP) funding on behalf of the County. The responsibilities of the Service Organization are:

1. To operate as an effective non-for-profit Service Organization with sound practices in governance and in the planning and management of its programs, finances, and personnel; and oversees the direct learning opportunities enabled and be in compliance with the Community Adult Learning Program (CALP) Grant and Guidelines.
2. Determine bylaws, structure and decision-making processes, and develop and adhere to operational policies and procedures, including conflict of interest guidelines, and examine and vote on matters in accordance to the written bylaws, policies and procedures of Council.
3. Ensure that the decision-making body consists of at least five (5) individuals from within the Community, including a representative of the Legal Host. No represented employer or organization can have more than one vote on the decision-making body, including the Legal Host.
4. Hold regular meetings and maintain a record of minutes documenting key decision made including personnel, program and funding allocations. Records Retention shall be in accordance with Council Policy.
5. Develop and submit annual grant applications and final reports, including financial statements, in a format specified by the Department, and approved by the Legal Host.
6. Ensure the learning opportunities, supports, and services supported by the Community Adult Learning Program meet needs, benefit learners, are provided in a cost-effective manner to maximize the use of public funds, and are provided in cooperation with other related organizations in the Community and provide the Legal Host at Council year-end with an Annual Summation Report of Programs and Courses.
7. Ensure criteria are in place for reducing the social and economic barriers facing learners and processes are in place for learners to participate in programs and courses.
8. Act as the main legal employer of individuals hired to administer the Community Adult Learning Program (CALP), and consult the Legal Host as necessary with documentation.
9. Act as the main legal financial administrator for Community Adult Learning Program (CALP) grant funds and ensure that the Community Adult Learning Program funds can be accounted for distinctly and separately from other funds received on an annually review basis as per Council fiscal year. Provide two Financial Statements and an Excel Spreadsheet Report to the Legal Host: one in the month of June and one in the month of December for the County's fiscal year.
10. Keep the Legal Host and the Department informed of changes to the current Council relationship and signing authorizes; and ensure the Department has current copies of bylaws, financial and personnel policies and procedures provided annually at Council's year-end.
11. Ensure that all staff and volunteers who work with or may have unsupervised access to children must provide the Council a current security clearance/criminal record check available through the local police department; and provide the original copy to the Legal Host.
12. Acknowledge that programs and services were made possible by funding from the **Government of Alberta** on all materials including the following, but not limited to that are printed and created, such as advertising, signage, brochures, Flyers, website, etc.
13. Smoky Lake County Community Learning Council requires for its record documentation acknowledging that Smoky Lake County will continue to serve as the Legal Host for our Council and upon the execution of the "Legal Host Agreement", it shall be considered as a written form that **Smoky Lake County as the Legal Host demonstrates commitment to lifelong foundational learning which is greatly appreciated.**

LEGAL HOST AGREEMENT: *Continued*

Schedule "A"

SMOKY LAKE COUNTY COMMUNITY LEARNING COUNCIL agrees with the terms of the **Legal Host Agreement** and will continue to be the **"SERVICE ORGANIZATION"** UNDER THE **LEGAL HOST** Authority.

Melody Kaban – Chairperson

Date

Christine Hominiuk – Executive Program Coordinator

Date

Lydia Cielin – Secretary-Treasurer

Date

SMOKY LAKE COUNTY agrees with the terms of the **Legal Host Agreement** and will continue to be the designated **"LEGAL HOST"** Authority.

Gene Sobolewski – Chief Administrative Officer

Date

REQUEST FOR DECISION		DATE December 10, 2020	4.13
TOPIC	Smoky Lake County - Thorhild County Intermunicipal Collaboration Framework (ICF) Proposed Smoky Lake County Bylaw 1368-20 and Thorhild County 014-2020		
PROPOSAL	That Smoky Lake County adopt Proposed Smoky Lake County Bylaw 1368-20: Thorhild County – Smoky Lake County Intermunicipal Collaboration Framework (ICF) © Attachment 1 by giving it FIRST, SECOND, PERMISSION FOR THIRD, and THIRD AND FINAL READINGS.		
BACKGROUND	<p><u>July 10, 2019 – Initial Meeting in Thorhild</u></p> <ul style="list-style-type: none"> • A successful initial meeting was held in Thorhild to begin discussions and establish a path forward in creation of an ICF and an IDP. • Thorhild County took the lead in preparing both documents based on templates and projects with other partners. <p><u>December 2020 – Bill 25, Alberta Red Tape Reduction Implementation Act</u></p> <ul style="list-style-type: none"> • Amended the Municipal Government Act, modifying several requirements of ICFs and IDPs. <p><u>January 23, 2020 – Smoky Lake County Council Meeting</u></p> <ul style="list-style-type: none"> • At the request of Thorhild County Council, the Smoky Lake County Council adopted a motion concurring to not enter into an Intermunicipal Development Plan between the two municipalities at this time, in accordance with amended Section 631(2) of the <i>Municipal Government Act</i>. • Thorhild County provided a first draft copy of the proposed Intermunicipal Collaboration Framework on February 10, 2020. • Ministerial Order No. MSL:047/18, issued on July 19, 2018 allowed for the possibility to request an extension to the deadline to complete all ICFs/IDPs. Instead of April 1, 2020, municipalities could mutually request an extension until April 1, 2021. <ul style="list-style-type: none"> ○ Smoky Lake County Council adopted a motion to utilize this option at its January 23 meeting, and Thorhild County followed suit. <p><u>March 25, 2020 – Ministerial Order No. MSD: 019/20</u></p> <ul style="list-style-type: none"> • In response to the COVID-19 Pandemic, this Order extended all timelines for all municipalities for all ICFs/IDPs from April 1, 2020 to be instead April 1, 2021. <p><u>May 4, 2020 – Administrative Meeting</u></p> <ul style="list-style-type: none"> • Administrations from both Counties met to discuss proposed changes to the draft ICF. <p><u>May 26, 2020 – Thorhild County Council Meeting</u></p> <ul style="list-style-type: none"> • Thorhild County Council declined to give First Reading to the Draft ICF, identifying two main concerns with clauses 5.1.2 and 7.25. • Specifically, Thorhild County Council felt that the Highway 28/63 Regional Water Services Commission is a region-wide service that is provide through the Commission and therefore does not belong in an ICF as it is not a municipally-provided service. A letter from Paul Wynnyk, Deputy Minister of Municipal Affairs, dated September 22, 2020, confirms that services delivered by third parties should not be included in an ICF because the municipalities that are party to the ICF do not govern nor operate these services directly. • Additionally, Thorhild County Council objected to the proposed sharing of costs arising from arbitration based on the municipalities' respective populations (Smoky Lake County = 43%, Thorhild County = 57%) and proposed an equal 50%-50% split. 		

November 12, 2020 – ICF Committee Meeting

- An ICF Committee meeting was held on November 12, 2020, to discuss the outstanding issues in the draft ICF.
- At the meeting, Smoky Lake County and Thorhild County Councils agreed to remove reference to the Highway 28/63 Regional Water Services Commission & further agreed to amend the arbitration cost sharing formula to reflect an equal 50%-50% split of costs.
- **Councillor Filipchuk Moved:** *"That the Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) meeting Committee acknowledge receipt of the letter received from Municipal Affairs Deputy Minister Paul Wynnyk, dated September 22, 2020, in regard to the April 1, 2021, mandatory deadline to complete all Intermunicipal Collaboration Frameworks.*
- **Councillor Halisky Moved:** *"That the Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) meeting Committee acknowledge Part 17.2 Intermunicipal Collaboration, of the Municipal Government Act, RSA 2000, Ch. M-26, dated current as of September 1, 2020, for reference.*
- **Councillor Pierce Moved:** *"That the Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) meeting Committee recommend each respective administration work collaboratively to develop an agreement outside of the ICF between Smoky Lake County and Thorhild County for the purpose of Transportation Services: Road Maintenance within each respective boundary to identify liability and severability; and agree to a 50/50 cost share for the legal review of the said agreement through the Municipal Solicitor: Brownlee LLP prior to being presented to each respective Council."*
- **Reeve Grumetza Moved:** *"That the Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) meeting Committee agree to amend each respective proposed ICF Bylaw: Smoky Lake County Bylaw 1386-20 and proposed Thorhild County Bylaw 014-2020, by:*
 1. removing reference to water services relating to the Highway 28/63 Regional Water Services Commission,
 2. adding an equal cost share of 50/50 for arbitration fees, and
 3. changing the quorum to the same as regular Council meetings.

ATTACHMENTS:

- Letter from Deputy Minister Wynnyk dated Sept. 22, 2020 © **ATTACHMENT 1**
- Proposed Draft Thorhild County – Smoky Lake County ICF Bylaw © **ATTACHMENT 2**

CORRELATION TO BUSINESS (STRATEGIC) PLAN

- **Values:** Integrity, Sustainability/Stability, Pride, Fairness, Freedom
- **Vision:** Leading the way in positive growth with healthy, sustainable, rural living.
- **Mission:** Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.

Governance: Develop Intermunicipal Collaborative Frameworks: Q4 2018 – Q2 2020

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Municipal Government Act RSA 2000, Ch. M-26.

**Part 17.2
Intermunicipal Collaboration**

Definitions
708.26(1) In this Part,

(a) "arbitrator" means a person who is chosen as an arbitrator under section 780.35;

(b) "framework" means an intermunicipal collaboration framework entered into between 2 or more municipalities in accordance with this Part, and includes any amendments to a framework;

(c) "servicing plan" means the servicing plan, if any, required by a regulation under section 708.02.

(2) A reference in this Part to a municipality includes an improvement district.

Purpose

708.27 The purpose of this Part is to provide for intermunicipal collaboration frameworks among 2 or more municipalities

(a) to provide for the integrated and strategic planning, delivery and funding of intermunicipal services,

(b) to steward scarce resources efficiently in providing local services, and

(c) to ensure municipalities contribute funding to services that benefit residents.

Division 1

Intermunicipal Collaboration Framework

Framework is mandatory

708.28(1) Municipalities that have common boundaries must create a framework with each other by April 1, 2020 unless they are members of a growth management board.

(2) Municipalities that are members of the same growth management board may create a framework with other members of the same growth management board in respect of matters that are not addressed in the growth plan or the servicing plan.

(3) Municipalities that do not have common boundaries may be parties to a framework.

(4) A municipality may be party to more than one framework.

(5) Despite subsection (1), the Minister may by order exempt, on any terms and conditions the Minister considers necessary, one or more municipalities from the requirement to create a framework.

(6) For greater certainty, a municipality that is a member of a growth management board must create a framework with a municipality that is not a member of the same growth management board of they have common boundaries.

Contents of the framework

708.29(1) A framework must described the services to be provided under it that benefits residents in more than one of the municipalities that are party to the framework.

(2) In developing the content of the framework required by subsection (1), the municipalities must identify which municipality is responsible for providing which services and outline how the services will be delivered and funded.

(3) Nothing in this Part prevents a framework from enabling an intermunicipal service to be provided in only part of a municipality.

(3.1) Every framework must contain provisions establishing a process for resolving disputes that occur while the framework is in effect, other than during review under section 708.32, with respect to

(a) the interpretation, implementation or application of the

framework, and

(b) any contravention or alleged contravention of the framework.

(4) No framework may contain a provision that conflicts or is inconsistent with a growth plan established under Part 17.1 or with an ALSA regional plan.

(5) The existence of a framework relating to a service constitutes agreement among the municipalities that are parties to the framework for the purposes of section 54.

Court order to comply

708.291 If a municipality that is party to an intermunicipal collaboration framework fails to participate in the dispute resolution process set out in the framework or fails to comply with an agreement reached by the parties as a result of that process, any other party to the framework may apply to the Court of Queen's Bench for an order directing the municipality to comply with the process or agreement.

Conflict or inconsistency

708.31 If there is a conflict or inconsistency between a framework and an existing agreement between 2 or more municipalities that are parties to that framework, the framework must address the conflict or inconsistency and, if necessary, alter or rescind the agreement.

Term and review

708.32(1) The municipalities that are parties to a framework must review the framework at least every 5 years after the framework is created, or within a shorter period of time as provided for in the framework.

(1.1) Unless a framework provides otherwise, it may be reviewed at any time by agreement of all the municipalities that are parties to it.

(2) Where, during a review, the municipalities do not agree that the framework continues to serve the interests of the municipalities, the municipalities must create a replacement framework in accordance with this Part.

(3) Subsection (2) applies only to municipalities that are required under section 708.28(1) to create a framework.

Participation by Indian Bands and Metis settlements

708.321 Municipalities that are parties to a framework may invite an Indian Band or Metis settlement to participate in the delivery and funding of services to be provided under the framework.

Method of creating framework

708.33(1) In order to create a framework, the municipalities that are to be parties to the framework must each adopt a bylaw or resolution that contains the framework.

(2) Repealed 2019 c22 s10(35).

(3) In creating or reviewing the a framework, the municipalities must negotiate in good faith.

(4) Once the municipalities have created a framework, the municipalities must notify the Minister of the framework within 90 days of its creation.

**Division 2
Arbitration**

Application

708.34 This Division applies to municipalities that are required under section 708.28(1) to create a framework where

(a) the municipalities are not able to create the framework within the time required under section 708.28,

(b) when reviewing a framework under section 708.32, the municipalities do not agree that the framework continues to serve the interests of the municipalities and one of the municipalities provides written notice to the other municipalities and the Minister stating that the municipalities are not able to agree on the creation of a replacement framework, or

(c) the municipalities

(i) have an intermunicipal framework,

(ii) have attempted to resolve a dispute referred to in section 708.29(3.1) using the dispute resolution process under the framework, and

(iii) have been unsuccessful in resolving the dispute within one year after starting the dispute resolution process.

Arbitration

708.35(1) Where section 708.34(a), (b) or (c) applies, the municipalities must refer the matter to an arbitrator.

(2) The arbitrator must be chosen by the municipalities or, if they cannot agree, by the Minister.

(3) Any mediator who has assisted the municipalities in attempting to create a framework is eligible to be an arbitrator under this Division.

(4) In a case referred to in section 708.34(a) or (b), the arbitration process ends where the municipalities create a framework by agreement or the Minister terminates the arbitration and makes an order under section 708.412.

(5) In a case referred to in section 708.34(c), the arbitration process ends when the municipalities resolve their dispute by agreement, the arbitrator makes an award under section 708.36 or the Minister terminates the arbitration and makes an order under section 708.412.

(6) The *Arbitration Act* applies to an arbitration under this Division except to the extent of any conflict or inconsistency with this Division, in which case this Division prevails.

(7) No municipality may, by means of an intermunicipal collaboration framework or any other means, vary or exclude any provision of the *Arbitration Act* and, for greater certainty, section 3 of the *Arbitration Act* does not apply in respect of an arbitration under this Division.

(8) An arbitrator chosen by the Minister is not subject to challenge or removal under the *Arbitration Act* by the parties or any court, but any party may request the Minister to remove and replace the arbitrator and the Minister may do so if the Minister considers it appropriate and after considering the reasons for the request and any response by the parties and the arbitrator.

(9) Section 42(2)(b) of the *Arbitration Act* does not apply in respect of an arbitration under this Division but the Minister may, at the Minister's discretion or at the request of any party or the arbitrator, terminate the arbitration and make an order under section 708.412.

(10) For greater certainty, nothing in this Division applies to an arbitration that occurs under the dispute resolution terms of a framework before the expiry of the year referred to in section 708.34(c)(iii).

Role of arbitrator

708.36(1) Where a dispute is referred to an arbitrator under section 708.35, the arbitrator must make an award that resolves the issues in dispute among the municipalities

(a) in the case of a framework that is required under section 708.28(1) to be created by April 1, 2020, within one year after that date, or

(b) in the case of a replacement framework, within one year from the date the arbitrator is chosen.

(2) Despite subsection (1), an arbitrator may, as part of the arbitration process,

(a) attempt mediation with the municipalities in an effort to resolve the issues in dispute, and

(b) if the mediation is successful, require the municipalities to complete the framework to reflect their resolution of the dispute within a specified time.

(3) An arbitrator's award may include provisions respecting the responsibility for parties to pay or to share in paying costs, fees and disbursements incurred in the arbitration process.

(4) An arbitrator may require a municipality to provide or to make available for the arbitrator's examination and inspection any books, records or other materials of the municipality, but nothing in this subsection requires the arbitrator to examine or inspect any books, records or other materials before making an award.

(5) Unless the arbitrator rules otherwise, hearings in the arbitration are open to the public.

(6) An arbitrator may solicit written submissions from the public and, if the arbitrator does so, the arbitrator must take into account any written submissions received.

(7) An arbitrator must not make an award

(a) that has the effect of granting, varying or otherwise affecting any licence, permit or approval that is subject to this Act or any other enactment,

(b) on any matter that is subject to the exclusive jurisdiction of the Municipal Government Board,

(c) that is contrary to the *Alberta Land Stewardship Act* or an ALSA regional plan,

(d) that is contrary to an intermunicipal development plan under Part 17 or a growth plan or servicing plan,

(e) that directs a municipality to raise revenue by imposing a specific tax rate, off-site levy or other rate, fee or charge, or

(f) that directs a municipality to transfer revenue to another municipality, unless

(i) the revenue transfer is directly related to services provided by a municipality that the revenue-transferring municipality derives benefit from, and

(ii) the arbitrator considers it equitable to do so.

Matters to be considered by an arbitrator

708.38(1) In resolving a dispute, an arbitrator may have regard to

(a) the services and infrastructure provided for in other frameworks to which the municipalities are also parties,

(b) consistency of services provided to residents in the municipalities,

- (c) equitable sharing of costs among municipalities,
- (d) environmental concerns within the municipalities,
- (e) the public interest, and
- (f) any other matters that the arbitrator considers relevant.

Municipalities must adopt framework and amend bylaws

708.4(1) Where an arbitrator makes an award respecting a framework, the municipalities are bound by the award and must, within 60 days after the date of the award, adopt a framework in accordance with the award.

(1.1) A municipality must amend its bylaws, other than its land use bylaw, as necessary to reflect the framework within 2 years after adopting the framework.

(1.2) If there is a conflict or inconsistency between a bylaw and the framework, the framework prevails to the extent of the conflict or inconsistency.

(2) A municipality must not amend, repeal or revise its land use bylaw in a manner that is inconsistent with an intermunicipal development plan under section 631 to which the municipality is a party.

(3) A municipality must not amend, repeal or revise its bylaws to be inconsistent with a framework to which it is a party or an award of an arbitrator applicable to it.

Costs of arbitrator

708.41(1) Subject to an award of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Part must be paid on a proportional basis by the municipalities that are to be parties to the framework as set out in subsection (2).

(2) Each municipality's proportion of the costs must be determined by dividing the amount of that municipality's equalized assessment by the sum of the equalized assessments of all the municipalities as set out in the most recent equalized assessment.

Remuneration of experts

708.411 Where an arbitrator appoints an expert, the expert must be paid on a proportional basis by the municipalities that are or will be parties to the framework, with each municipality's proportion of the costs to be determined in the same manner as is required under section 708.41(2) for an arbitrator.

Minister may make orders

708.412(1) Despite this Division or any arbitration occurring under this Division, the Minister may at any time make any order the Minister considers appropriate to further the development of a framework among 2 or more municipalities to carry out the purpose of this Part, including without limitation, an order establishing a framework that is binding on the municipalities.

(2) If there is a conflict or inconsistency between an order made by the Minister under this section and an action taken by a municipality or a growth management board, the Minister's order prevails to the extent of the conflict or inconsistency.

Measures to ensure compliance with award

708.43(1) If a municipality fails to comply with section 708.4(1), any other municipality that is or will be a party to the framework may apply to the Court of Queen's Bench for an order requiring that municipality to comply with section 708.4(1).

(2) If the Minister considers that a municipality has not complied with a

framework, the Minister may take any necessary measures to ensure that the municipality complies with the framework.

(3) In subsection (2), all necessary measures includes, without limitation, an order by the Minister

- (a) suspending the authority of a council to make bylaws in respect of any matter specified in the order;
- (b) exercising bylaw-making authority in respect of all or any of the matters for which bylaw-making authority is suspended under clause (a);
- (c) removing a suspension of bylaw-making authority, with or without conditions;
- (d) withholding money otherwise payable by the Government to the municipality pending compliance with an order of the Minister;
- (e) repealing, amending and making policies and procedures with respect to the municipality;
- (f) suspending the authority of a development authority or subdivision authority and providing for a person to act in its place pending compliance with conditions specified in the order;
- (g) requiring or prohibiting any other action as necessary to ensure that the municipality complies with the framework.

BENEFITS

- Compliance with legislation
- Avoid Arbitration
- Formalization of existing agreements between the two municipalities
- Framework for future collaboration and dispute resolution

DISADVANTAGES

- Nil.

ALTERNATIVES

- Take no action, or
- Defer

FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS

- Proposed Bylaw 1368-20 would establish a framework for collaboration, dispute resolution, & arbitration with neighboring Thorhild County.
- Thorhild County shares Smoky Lake County's the longest municipal boundary, at ~65 km.

COMMUNICATION STRATEGY

- Grapevine

RECOMMENDATION

That Smoky Lake County Council give Bylaw 1368-20: A Bylaw for the Purposes of Adopting an Intermunicipal Collaboration Framework (ICF) Between Smoky Lake County and Thorhild County, **FIRST READING**, and instruct administration to develop an agreement, in conjunction with Thorhild County administration, pertaining to road maintenance, identification of liability and severability, and to have said agreement reviewed by the Municipal Solicitor, Brownlee LLP, sharing the costs of said agreement 50/50 with Thorhild County, and that said agreement be presented to each respective Council prior to giving the ICF **SECOND & THIRD READING**.

CHIEF ADMINISTRATIVE OFFICER





Deputy Minister
 18th Floor, Commerce Place
 10155 - 102 Street
 Edmonton, Alberta T5J 4L4
 Canada
 Telephone 780-427-4826
 Fax 780-422-9561

AR101854

September 22, 2020

Dear Chief Administrative Officer:

With the revised April 1, 2021, completion date for intermunicipal collaboration frameworks (ICFs) and intermunicipal development plans (IDPs) approaching, I want to thank you for your municipality's ongoing work on this important initiative. The next several months will be a critical time as we near the legislated deadline.

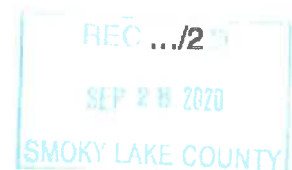
Intermunicipal Collaboration Frameworks

Our records indicate that your municipality has not completed all of its mandatory ICFs. If you have completed ICFs that you have not yet notified the ministry about, please send notification to icf@gov.ab.ca with a copy to Assistant Deputy Minister, Gary Sandberg at gary.sandberg@gov.ab.ca.

If you are still in the process of finalizing ICFs and IDPs with municipal neighbours, I want to reiterate the following information that may help with their completion. Municipalities remain able to fully negotiate the details of an acceptable agreement by April 1, 2021. I encourage municipalities that still have areas of disagreement to consider seeking additional support, such as mediation. I am pleased to note that intermunicipal mediations over the last 20 years have had very high success rates.

Alternatively, in order to meet the legislated timeline, two municipalities with remaining areas of disagreement could complete an ICF with a commitment to resume negotiations on the services within a specified timeline. For example, an ICF would state the maintenance of existing intermunicipal arrangements for a set period (e.g., one to two years), and commit to renegotiation of the terms of the specific service(s) within the specified period. This would allow the legislated deadline to be met and ensure mandatory arbitration is not triggered.

If an ICF is not completed by April 1, 2021, the municipalities will be required to jointly select an arbitrator; if they cannot agree, they can request the Minister appoint an arbitrator. The costs of an arbitration will be borne fully by the municipalities.



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There have been a number of inquiries to the ministry with respect to services delivered by third parties, such as library boards, regional services commissions, the RCMP, and the provincial government. Services delivered by third parties should not be included in ICFs, as the municipalities do not govern or operate these services directly. Conversely, an intermunicipal service operated by a municipality, such as a peace officer service, is required to be included in an ICF.

Intermunicipal Development Plans

Recent amendments to the *Municipal Government Act* have streamlined IDP requirements. Municipalities can now opt out of completing an IDP as long as the parties agree that one is not required. If one or both municipalities believe an IDP is required, the IDP must be in place by April 1, 2021. Please note that mediation may also benefit the negotiations of IDPs. If an IDP is determined to be required and is not completed by April 1, 2021, the Minister must refer the dispute to the Municipal Government Board for recommendations, and may subsequently order the municipalities to establish an IDP in accordance with those recommendations.

Timeline Extension Requests

Municipal Affairs is generally not prepared to support extensions to the ICF/IDP deadline, except in exceptional circumstances, or where municipalities simply need an additional one to two months to complete the process. I encourage all municipalities to act accordingly in order to avoid arbitration. Requests for extensions will only be considered if both municipalities indicate their support by council resolution.

Ministry Supports

The ministry remains steadfast in its support for municipalities in completing the first cycle of ICF/IDPs. If your municipality needs advice on the technical requirements, or is interested in facilitation or mediation support to complete ICFs or IDPs, please contact the Intermunicipal Relations team toll-free at 310-0000, then 780-427-2225, or at icf@gov.ab.ca.

.../3

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I wish to close with my hope that municipalities will, to every extent possible, complete ICFs and IDPs locally, proactively, and in a spirit of good faith and collaboration by the legislated deadline. Both mandatory arbitration for ICFs and review of the Municipal Government Board for IDPs are important contingencies; however, locally and autonomously developed ICFs and IDPs is the Government of Alberta's preferred outcome. As such, I encourage your municipality to progress with openness to reasonable compromise and a willingness to access advice and supports where needed.

I wish you every success in completing this important work.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Wynnyk".

Paul Wynnyk
Deputy Minister

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1368-20**

**BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE
OF ADOPTING THE SMOKY LAKE COUNTY AND THORHILD COUNTY INTERMUNICIPAL
COLLABORATION FRAMEWORK.**

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 Section 708.28(1) as amendments thereto, mandates that municipalities which share a common boundary must create an Intermunicipal Collaboration Framework with one another;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 Section 708.29 as amended thereto, establishes the content of a framework that must and may be considered, including identification of the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services provided on an intermunicipal basis will be delivered and funded;

AND WHEREAS, Smoky Lake County and Thorhild County share a common border;

AND WHEREAS, Smoky Lake County and Thorhild County share common interests and are desirous of working together to provide services to their residents.

NOW THEREFORE, be it resolved that the Council of Smoky Lake County in the Province of Alberta, duly assembled hereby enacts as follows:

THAT the Intermunicipal Collaboration Framework between Smoky Lake County and Thorhild County be adopted as per the attached "Schedule A" forming part of this Bylaw.

EFFECTIVE DATE

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

READ A **FIRST TIME** IN COUNCIL THIS ___th day of _____, AD 20___.

READ A **SECOND TIME** IN COUNCIL THIS ___th day of _____, AD 20___.

READ A **THIRD AND FINAL TIME**, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, ___th day of _____, AD 20___.

Reeve

S E A L

Chief Administrative Officer

SCHEDULE 'A'

INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN



SMOKY LAKE COUNTY

AND



THORHILD COUNTY

PREAMBLE

WHEREAS, Smoky Lake County and Thorhild County share a common border; and

WHEREAS, Smoky Lake County and Thorhild County share common interests and are desirous of working together to provide services to their residents; and

WHEREAS, the *Municipal Government Act* stipulates that Municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each Municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

NOW THEREFORE, be mutual covenant of the Parties hereto it is agreed as follows:

PART ONE: DEFINITIONS

1.1 In this Framework, words have the same meanings as set out in the *Municipal Government Act*, except that:

1.1.1 "**Committee**" means the Intermunicipal Committee established in Section 3 of this Framework.

1.1.2 "**Framework**" means this intermunicipal collaboration framework entered into by the Parties pursuant to part 17.2 of the *Municipal Government Act*.

1.1.3 "**Parties**" means Smoky Lake County and Thorhild County, and "**Party**" means any one of them

force on the passing of bylaws by the Parties that contain this Framework.

2.2 This Framework may be amended by mutual consent of the Parties and shall come into force on the passing of bylaws by the Parties that contain the Framework as amended.

2.3 It is agreed that the Parties shall:

2.3.1 meet at least once every five (5) years, or

2.3.2 upon request by either Party, commencing no earlier than 90 calendar days and no later than 180 calendar days after a municipal election

to review the terms and conditions of this Framework.

PART THREE: INTERMUNICIPAL COOPERATION

3.1 The Parties hereby establish a recommending body to be known as the Intermunicipal Committee.

3.2 The Committee shall consist of all qualified elected officials from each Party.

3.3 The quorum of the Committee is three (3) elected officials from each Party.

3.4 Annually, or when an Intermunicipal Committee Meeting is called, the Committee Membership shall elect a Chair and Vice-Chair for the ensuing year.

3.5 The mandate of the Committee shall be to develop recommendations to the respective Councils of the Parties regarding intermunicipal service delivery and funding.

3.6 The Committee will meet on an as required basis.

3.7 The Chief Administrative Officers or designate(s) of each Party will be advisory staff to the Committee and responsible to develop agendas and recommendations on all matters. The Chief Administrative Officers or designate(s) will be responsible for forwarding all recommendations from the Committee to their respective Councils.

3.8 A Party may request a meeting of the Committee by giving at least thirty (30) calendar days' notice. Meeting requests will be directed to the Chief Administrative Officer for the respective Party.

PART FOUR: GENERAL TERMS

4.1 The Parties have agreed that the best and most efficient way to provide services to residents is to continue providing services independently or through the various arrangements that each party currently has with their respective neighbours.

PART FIVE: INTERMUNICIPAL SERVICE PROVISION

Representative and Supplying Party provides Assistance, the Requesting Party shall compensate a Supplying Party for all applicable labour and equipment as per schedule "C" of the Agreement.

5.1.2 Transportation Services - DISCUSSION

Smoky Lake County and Thorhild County provide Grader Operation Service within each respective boundary for Road Maintenance, as per Smoky Lake County Bylaw XXXX-20 and Thorhild County Bylaw XXX-2020, as amended.

5.1.3 Other Services:

5.1.3.1 Intermunicipal Development Plan (IDP):

In accordance with motions adopted by Smoky Lake County Council and Thorhild County Council, the Parties agreed not to adopt an Intermunicipal Development Plan at this time.

Smoky Lake County: January 23, 2020 – Motion 364-20

Thorhild County: December 10, 2019 – Motion 770-2019

PART SIX: COLLABORATION PROCESS

- 6.1 There are currently no pending or planned project(s) or service(s) between the Parties, apart from mutual aid agreements that may be renewed or amended from time to time. However, if a circumstance arises that one Party wishes to enter into an intermunicipal Service Agreement, sections 6(2) to 6(10) of this Framework procedure shall dictate the process.
- 6.2 In the event either Party believes the development of a new project and/or service may benefit residents of the other Party and require a cost-sharing agreement, the initiating Party's Chief Administrative Officer shall notify the other Party's Chief Administrative Officer of such a development and/or service being considered for construction or development.
- 6.3 The initial notification, as referenced in section 6(2) of this Framework, will include a general description of the project, estimated costs and timing of expenditure.
- 6.4 Once either Party has received notice of a new project, an Intermunicipal Committee meeting must be held within thirty (30) calendar days of the date the notice was received, unless both Chief Administrative Officers agree otherwise.
- 6.5 The Intermunicipal Committee will be the forum used to address and develop future mutual aid agreements and/or cost-sharing agreements and bring forward recommendations to the Parties' respective Councils as the final decision-making authorities. Both Smoky Lake County and Thorhild County shall agree that time shall be of the essence throughout the Intermunicipal Committee meetings.

6.9 All future Service Agreements shall set out a time frame for the delivery of the service(s) been discussed including the start date of the service delivery.

6.10 In the event that the Intermunicipal Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section 7 of this document.

PART SEVEN: DISPUTE RESOLUTION

7.1 The Parties commit to resolving any disputes under the Intermunicipal Collaboration Framework in a non-adversarial, informal and cost-efficient manner.

7.2 The Parties agree to make all reasonable efforts to resolve any disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information and documents to facilitate negotiations.

7.3 In the event of a dispute, the Parties agree that they shall undertake a process to promote the resolution of the dispute in the following order:

5.1.3.1 negotiation;

7.3.2 mediation; and

7.3.3 binding arbitration.

7.4 If any dispute arises between the Parties regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding dispute resolution process outlined herein.

7.5 If the dispute resolution process is invoked, the Parties shall continue to perform their obligations described in this Framework until such time as the dispute resolution process is complete.

7.6 Despite section 7.4, where an existing intermunicipal agreement has a binding dispute resolution process included in said intermunicipal agreement, the dispute resolution process in the existing intermunicipal agreement shall be used instead of the dispute resolution process outlined in this Framework.

7.7 A Party shall provide written notice, to the other Party, of a dispute, and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the written notice, the Councils of the Parties shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed to by the Parties' respective Chief Administrative Officers. If the dispute is not resolved within sixty (60) days of the receipt of the written notice, the negotiations shall be deemed to have failed.

7.8 If the Parties cannot resolve the dispute through negotiation within the prescribed time

- 7.10 The Parties shall, within thirty (30) days of the receipt of the mediation notice, jointly nominate or agree upon a mediator.
- 7.11 Where a mediator is appointed, the Parties shall submit in writing, their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Parties shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the municipalities.
- 7.12 In the event that:
- 7.12.1 The Parties do not agree on the appointment of a mediator within thirty (30) days of the receipt of the mediation notice; or
 - 7.12.2 The mediation is not completed within sixty (60) days after the appointment of the mediator; or
 - 7.12.3 The dispute has not been resolved in ninety (90) days from the date of receipt of the mediation notice;
- either Party may by notice to the other Party, withdraw from the mediation process and in such event, the dispute shall be deemed to have failed to be resolved by mediation.
- 7.13 If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Parties may provide the other Party with a written arbitration notice specifying:
- 7.13.1 the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
 - 7.13.2 the nomination of an individual to act as an arbitrator.
- 7.14 Within thirty (30) days following the receipt of the written arbitration notice, the other Party shall, by written notice, advise as to which matters stated in the arbitration notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating Party or provide the name of one arbitrator nominated by that other Party.
- 7.15 The Parties shall, within thirty (30) days of the receipt of the written arbitration notice, jointly nominate or agree upon an arbitrator.
- 7.16 Should the Parties fail to agree on a single arbitrator within the prescribed time period, then either Party may apply to a Justice of the Court of Queen's Bench of Alberta to have an arbitrator appointed.

- 7.20 The arbitrator's decision is final and binding upon the Parties subject only to the Parties' right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.
- 7.21 If the Parties do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.
- 7.22 Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
- 7.23 If the arbitrator establishes, pursuant to Section 7.22, that hearings are open to the public, the arbitrator, at its sole discretion, may solicit written submissions. If the arbitrator requests written submissions, they must be considered in the decision.
- 7.24 The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared on a proportional basis by the Parties that are parties to the Framework, as set out in Section 7.25.
- 7.25 Each Party's portion of the arbitration costs shall be equally shared fifty-fifty (50%-50%). This share will remain for the duration of the term of this Framework.
- 7.26 On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Parties.

PART EIGHT: CORRESPONDENCE

8.1 Written notice under this Agreement shall be addressed as follows:

8.1.1 In the case of Smoky Lake County to:

**Smoky Lake County
c/o Chief Administrative Officer
Box 310, Smoky Lake, AB T0A 3C0**

8.1.2 In the case of Thorhild County to:

**Thorhild County
c/o Chief Administrative Officer
Box 10, Thorhild, AB T0A 3J0**

8.2 In addition to Section 8.1, notices may be sent by electronic mail to the Chief Administrative Officer.

IN WITNESS THEREOF the Parties have affixed their corporate seals as attested by the duly authorized signing officers of the Municipalities as of the first day above written.

SMOKY LAKE COUNTY, Bylaw Number: 1368-20

Signed this _____ day of _____, 2020 at _____, Alberta

THORHILD COUNTY, Bylaw Number: 14-2020

Signed this _____ day of _____, 2020 at _____, Alberta



Kevin Grumetza
Reeve

SEAL

Paul Hanlan
Chief Administrative Officer

REQUEST FOR DECISION

DATE

December 10, 2020**4.14**

TOPIC

County Dog Shelter Caretaker Service Agreement

PROPOSAL

BACKGROUND:Bylaw No. 1344-19: Section "3": County Dog Shelter

Indicates that "Council, by resolution, shall designate or enter into an Agreement to provide, a place or places to be operated as a **County Dog Shelter**. The SPCA shall be consulted with regards to the designation or Agreement of the County Dog Shelter.

Kountry Kennel c/o Diana Bochar has been our Dog Shelter Provider since 2004.

Council Motions:

On August 25, 2011 – Motion # 717-11 executed a 5 year agreement with Kountry Kennel

On January 22, 2016 – Motion # 317-16 executed a 5 year agreement with Kountry Kennel

Previous compensation: \$595.35 per month

Due to the increased costs of food and veterinary expenses, Caretaker indicated that she cannot operate the Shelter under the current compensation.

Revised Agreement: County Dog Shelter Caretaker Service Agreement. *Attachment 1.*

Term: 5-year Agreement: January 1, 2016 to December 31, 2020.

Fee: Monthly Installment: \$,1000.00

CURRENT:

County	Annual Dogs Numbers			
YEAR 2020	4	Covid-19 Year)	YEAR 2015	26
YEAR 2019	13		YEAR 2014	20
YEAR 2018	12		YEAR 2013	26
YEAR 2017	22		YEAR 2012	38
YEAR 2016	23		YEAR 2011	30
TOTAL of 20 cats				
Kountry Kennel provides the dog food, veterinary supplies: shots, flea control, de-worming, and euthanization.				

PROPOSAL:


Revised Agreement: County Dog Shelter Caretaker Service Agreement.

Term: 5-year Agreement: January 1, 2021 to December 31, 2025.

Fee: Monthly Installment: **\$1,000.00.**

Administration spoke with Diane Bochar on November 18, 2020 regarding agreement renewal.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		Bylaw No. 1344-19: Regulating and Confinement of Dogs. <i>Attachment 2.</i>
BENEFITS	<ul style="list-style-type: none"> ■ Cost effective: Taking animals to SPCA would require "numerous" trips to Edmonton and utilization of manpower. ■ Simplifies the process. 	
DISADVANTAGES		
ALTERNATIVES	<ul style="list-style-type: none"> ■ Transport stray animals to the Edmonton Humane Society at a cost of \$120.00 - \$160.00 surrender fee per dog. 	
FINANCE/BUDGET IMPLICATIONS		
Operating Costs:	<u>2020 - \$ 11,170.00 to date</u>	Capital Costs: \$ <u>N/A</u>
	<u>2019 - \$ 12,063.52</u>	
Budget Available:	\$ _____	
Budgeted Costs:	<u>\$ 12,000.00</u>	Revenue(Fines): <u>2020- \$ 0.00</u> <u>2019 - \$ 350.00 and 2018 - \$350.00</u>
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A	
COMMUNICATION STRATEGY	County and Caretaker	
RECOMMENDATION		
Smoky Lake County execute the County Dog Shelter Caretaker Service Agreement with Kountry Kennel c/o Diana Bochar as the County Dog Shelter place located on SE 1-61-18-W4 – 61014-RR180 for a Five (5) Year Term: January 1, 2021 to December 31, 2025.		
CHIEF ADMINISTRATIVE OFFICER		

COUNTY DOG SHELTER CARETAKER SERVICE AGREEMENT

THIS DOG SHELTER CARETAKER AGREEMENT IS ENTERED INTO AS OF January, 2016

BETWEEN:

KOUNTRY KENNEL
c/o Diana Bochar
Box 67
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3652 Cellular: 780-656-0315
Location: SE 1-61-18-W4 - 61014 - RR180
(hereinafter referred to as "Caretaker")

AND

SMOKY LAKE COUNTY
Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
(hereinafter referred to as the "County")

WHEREAS, the County deems it necessary to provide for the confinement and control of dogs within the said County and shall enter into an Agreement to provide a place to be operated as a **County Dog Shelter**, as per **Bylaw No. 1163-08: Regulating and Confinement of Dogs**.

WHEREAS, Smoky Lake County is willing to engage **KOUNTRY KENNEL** to provide the place to be operated as a County Dog Shelter located on SE 1-61-18-W4 – 61014 – RR180.; and the Caretaker to provide the services for the County Dog Shelter.

AGREEMENT

In consideration of the foregoing and of the mutual promises set forth herein, and intending to be legally bound hereby, the parties hereto agree as follows:

1. APPOINTMENT

- 1.1 The County hereby engages services of Diana Bochar c/o Kountry Kennel to be the Caretaker for the County Dog Shelter located on Property: SE 1-61-18-W4.
- 1.2 The services of the Caretaker shall be performed to the specifications and satisfaction of the County.

DOG SHELTER CARETAKER AGREEMENT

2. TERM

- 2.1 The term of the agreement shall for a **Five-Year Term** for the period from **January 1, 2016 to December 31, 2020**.
- 2.2 Either party, without cause, shall have the right to terminate this agreement, upon 30 days written notice.
- 2.3 In the event that the Caretaker is deemed to be in default of any obligations, the Caretaker shall be given notice of the default and have seven (7) days in which to correct such default. If the Caretaker fails to correct any default this agreement may be terminated by the County without notice.
- 2.4 In the event of termination of this agreement and/ all Kennel equipment supplied by the County, shall be returned to the County.

3. SERVICES

- 3.1 The Caretaker agrees to fulfill the duties of in accordance with the provisions of the Bylaw (*currently Bylaw No. 1163-08*), including but not limited to the following:
 - 3.1.1 The Caretaker shall Operate the Smoky Lake County Dog Shelter for the impoundment and care of dogs, comply with the provisions of the Bylaw, all applicable provincial statues, including the Animal Protection Act, as amended or replaced from time to time and any regulations thereunder; and any regulations supported by the Society for the Prevention of Cruelty to Animals.
 - 3.1.2 The Caretaker shall ensure that any dog impounded will be securely confined in the Dog Shelter.
 - 3.1.3 The Caretaker shall keep each dog properly impounded and unclaimed by the Owner for a period of **Seventy-Two (72) Hours**. Nothing shall prohibit the Caretaker impounding a dog which is unclaimed by its owner for a longer period.
 - 3.1.4 At the expiration of the Seventy-Two (72) Hour period, the County Dog Shelter Caretaker is authorized and responsible to:
 - 3.1.4.1 offer the Dog for sale.
 - 3.1.4.2 destroy the Dog in a humane manner.
 - 3.1.4.3 allow the Dog to be redeemed by its Owner.
 - 3.1.4.4 continue to impound the Dog for an indefinite period of time or for such further period at the Caretaker discretion.

DOG SHELTER CARETAKER AGREEMENT

3.1.5 The Caretaker shall provide all necessary facilities and equipment which may be required for the fulfillment of the duties.

3.2 The Caretaker shall indemnify and save harmless the Smoky Lake County from any and all losses, costs, damages, actions, causes of action, proceedings, suits, claims, demands and expenses resulting from anything done by the Caretaker of this Agreement; and whatsoever which the County may be brought or made against the County which the County may sustain or incur as a result of or in connection with the Breach by the Caretaker of any of its obligations under this Agreement, or as a result of or in connection with the operation of the Dog Shelter.

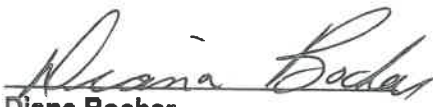
3.3 The County will collect all fines/penalties and shelter fees, from time to time or as requested by the Animal Control Officer.

4. COMPENSATION

4.1 In consideration of the services to be performed by the Caretaker, the County agrees to pay the Caretaker monthly installment in the amount of **\$1000.00.**

4.2 This compensation amount includes the facility maintenance and expense for food, shelter, care and any further Veterinary Expenses for medical attention for the care of the dogs.

IN WITNESS WHEREOF the parties hereto execute this Agreement.


Diana Bochar
Kountry Kennel

Feb 1, 2016
DATE


Cory Oilikka
Chief Administrative Officer
Smoky Lake County

Jan. 22, 2016
DATE

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1344-19

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATING AND CONFINEMENT OF DOGS.

WHEREAS, the Council of Smoky Lake County deems it necessary to provide for the confinement and control of dogs within the said County;

AS WHEREAS, the said *Municipal Government Act* provides that a Council of a Municipality may pass a Bylaw for the regulation of any matter or thing for the protection of life or property;

NOW THEREFORE, the Council of Smoky Lake County, in the Province of Alberta, duly assembled, and pursuant to the authority conferred upon it by the *Municipal Government Act*, RSA 2000, C-M-26, as amended, enacts as follows:

SECTION 1: NAME OF THIS BYLAW

1.1 This Bylaw may be cited as the "Dog Control Bylaw".

SECTION 2: DEFINITIONS

2.1 **Animal Control Officer:** means a Bylaw Enforcement Officer or Peace Officer of the County, member of the Royal Canadian Mounted Police, the Chief Administrative Officer or his designate.

2.2 **At Large:** means a Dog is at large when it is at any place other than:

2.2.1 A signed area designated as off-leash by the County, or

2.2.2 the property of the Dog Owner and is not being carried by any person or is not in direct control by the owner.

2.3 **Chief Administrative Officer:** means the person, also known as the "CAO", appointed by Council to the position of Chief Administrative Officer under the *Municipal Government Act* for Smoky Lake County.

2.4 **Controlled Confinement:** means when a dog is confined in a pen, cage or building or securely tethered in a manner that will not allow the Dog to bite or harm any person or animal.

2.5 **Council:** means the Reeve and Councillors duly elected in the Smoky Lake County and who are eligible to continue to hold office in the Province of Alberta.

2.6 **County:** means the geographic area contained within the boundaries of the municipality of Smoky Lake County.

2.7 **County Dog Shelter:** means the premises designated by the County for impoundment and care of dogs.

2.8 **Damage to Public or Private Property:** shall include defecating or urinating on such property.

2.9 **Dog or Dogs:** means either the male or female of any domesticated canine species.

2.10 **Distress:** has the same meaning as in the *Animal Protection Act*, RSA 2000, cA-41.

- 2.11 **Kennel:** means any place, owned by any person, group of persons, or corporation engaged in the commercial business or breeding, buying, selling, training, or boarding Dogs.
- 2.12 **Medical Officer of Health for the County:** means a physician appointed by the Health Unit or designated by the Minister under the *Public Health Act* as a Medical Officer of Health.
- 2.13 **Motor Vehicle:** means:
- 2.13.1 vehicle propelled by any power other than muscular power; or
- 2.13.2 moped; but does not include a bicycle, an aircraft, a tractor, whether equipped with rubber tires or not, an implement of husbandry or a motor vehicle that runs on rails.
- 2.14 **Nuisance:** means any Dog, which by reason of:
- 2.14.1 accumulation of waste.
- 2.14.2 accumulation of material contaminated by waste.
- 2.14.3 disposal of waste.
- 2.14.4 disposal of material contaminated by waste.
- 2.14.5 trespass upon property.
- 2.14.6 threat to public safety, or
- 2.14.7 noise (excessive barking).
- is, in the opinion of an Animal Control Officer and having regard for all circumstances, injurious or obnoxious or likely to unreasonably injure, endanger or detract from the comfort, repose, health, peace or safety of persons or property within the boundary of the County.
- 2.15 **Offspring:** means the progeny of any Dog while dependent upon its parents for the necessities of life, and which, without limiting the generality of the foregoing shall mean progeny under the age of six (6) months.
- 2.16 **Over-Limit Permit:** means a permit issued to an Owner pursuant to Section 5 of this Bylaw permitting the keeping or harbouring on land or premises by an Owner of Dogs in excess of the number permitted pursuant to Section 4 of this Bylaw.
- 2.17 **Owner:** means:
- 2.17.1 a person who has a care, charge, custody, possession or control of a Dog.
- 2.17.2 a person who owns or who claims by proprietary interest in a Dog.
- 2.17.3 a person who harbours, suffers or permits a Dog to be present on any property owned or under his control.
- 2.17.4 a person who claims and receives a Dog from the custody of the County Dog Shelter or an Animal Control Officer.
- 2.18 **Permitted Leash:** means a leash adequate to control the attached Dog, and which leash shall be no longer than eight meters.
- 2.19 **Police Service Dog:** means a Dog owned and utilized by the Royal Canadian Mounted Police or any other accredited police service within the Province of Alberta.

- 2.20 **Possession:** means:
- 2.20.1 having physical or effective control of a Dog.
 - 2.20.2 having given physical or effective control of a Dog to another person for the purpose of controlling the Dog for a period of time.
 - 2.20.3 where one of two or more persons, with the knowledge and consent of the rest, has physical or effective control of a Dog, it shall be deemed to be in the control of each and all of them.
- 2.21 **Private Property:** means any property within the County not owned by or occupied by the Government of Canada, Government of Alberta, or by the County or otherwise under the control and management of the County, except for property owned or occupied by an Owner.
- 2.22 **Property Owner:** means any person having a legal or equitable interest in any land or building and includes any resident, tenant or occupier of such land or building.
- 2.23 **Public Property Area:** means any property within the County owned by or occupied by the Government of Canada, Government of Alberta or by the County or otherwise under the control and management of the County.
- 2.24 **Secure Enclosure:** means a building, cage or fenced area of such construction that will not allow the confined Dog or Dogs to jump, climb, dig or force their way out, or allow the entry of young children.
- 2.25 **Serious Wound:** means an injury resulting from a Dog bite which causes the skin to be broken or the flesh to be torn.
- 2.26 **SPCA:** means the Society for the Prevention of Cruelty to Animals in the Province of Alberta.
- 2.27 **Vicious Dog:** means a Dog which in the opinion of the Animal Control Officer constitutes a Vicious Dog under Section 8.
- 2.28 **Violation Tag:** means a tag or similar document issued by the County pursuant to the *Municipal Government Act*, RSA 2000, c.M-26, as amended.
- 2.29 **Violation Ticket:** means a ticket issued pursuant to Part II of the *Provincial Offenses Procedure Act*, RSA 2000, c.P-34, as amended, and Regulations thereunder.

SECTION 3: COUNTY DOG SHELTER

- 3.1 The Council, by resolution, shall designate or enter into an Agreement to provide, a place or places to be operated as a **County Dog Shelter**. The SPCA shall be consulted with regards to the designation or Agreement of the County Dog Shelter.

SECTION 4: NUMBER OF DOGS

- 4.1 Unless an over-limit permit is issued to a person for a residence, that person may not keep, allow, suffer or permit more than the following number of dogs to reside or remain at a County residence:
- (a) not more than five (5) dogs for residences over ten (10) acres;
 - (b) not more than three (3) dogs for residences of ten (10) acres or less;
 - (c) not more than two (2) dogs for hamlets or country residential;
- and shall be harboured, suffered or permitted to remain upon or in any land, house, shelter, room or place, building, structure, or premises within the County unless:
- 4.1.1 the premises are lawfully used for the care and treatment of Dogs, operated by or under the charge of a licensed Veterinarian for the care and treatment of Dogs.

- 4.1.2 the premises are temporarily being used for the purpose of a Dog Show.
 - 4.1.3 the Owner is the holder of a valid and subsisting Development Permit to operate an Animal Breeding and Boarding facility, Animal Hospital and Shelter or other Dog operation as authorized by the Land Use Bylaw.
 - 4.1.4 the Owner is a not-for-profit association engaged in the provision of specialized Dog services, including but not limited to guide Dogs, Police Service Dogs, and search and rescue Dogs.
 - 4.1.5 the Owner is the holder of a valid Over-limit Permit issued under Section 5 of this Bylaw.
- 4.2 Any person who keeps or harbours any Dog to which this bylaw applies in contravention of this Section is guilty of an offence.

SECTION 5: OVER-LIMIT PERMITS

- 5.1 Notwithstanding Section 4, the Animal Control Officer may issue to an Owner an Over-limit Permit, as per **Schedule "C": Over-Limit Dog Permit**.
- 5.2 Any person wishing to obtain an Over-limit Permit must apply in person to the Animal Control Officer.
- 5.3 Upon receipt of a person applying for an Over-limit Permit, the Animal Control Officer shall consider the Over-limit Permit Application, and may, in their sole and absolute discretion:
- 5.3.1 refuse to grant an Over-limit Permit.
 - 5.3.2 grant an Over-Limit Permit.
 - 5.3.3 grant an Over-Limit Permit upon such additional terms and conditions as the Chief Administrative Officer or designate deems appropriate.
- 5.4 An Over-limit Permit shall not be transferable.
- 5.5 The Animal Control Officer may revoke an Over-limit Permit if:
- 5.5.1 a bona fide complaint from two or more residents living adjacent to the Over-limit Permit holder's residence, or
 - 5.5.2 the permit holder harbours Dogs in excess of the number permitted by the Over-limit Permit; or
 - 5.5.3 the Permit holder is guilty of an offence pursuant to Section 6 or 7 of this Bylaw.

SECTION 6: BYLAW ENFORCEMENT PROVISIONS

- 6.1 Except as provided in Section 6.10 herein, an Owner whose Dog is At-Large is guilty of an offence.
- 6.2 An Owner of a Dog is guilty of an offence if such Dog:
- 6.2.1 attacks any person;
 - 6.2.2 threatens any person;
 - 6.2.3 chases any person on bicycle, horseback, or while walking or running; or
 - 6.2.4 attacks, harasses, injures or kills livestock, poultry, or pets, belonging to other persons.

- 6.3 An Owner of a female Dog in heat shall:
- during the entire period that such Dog is in heat, keep such Dog confined in a manner as not to attract other Dogs;
 - where a Dog in heat is confined such Dog shall be permitted out of confinements for the sole purpose of permitting such Dog to urinate or defecate.
- 6.4 An Owner whose Dog barks or howls thereby disturbing the quiet or repose, quality of life of any person is guilty of an offence.
- 6.4.1 Any person that is disturbed by excessive barking or howling, and wants to file a complaint shall complete **Schedule "D": Excessive Barking Complaint Form** herein, so the Animal Control Officer can determine whether Barking is reasonably likely disturbing the quiet or repose, quality of life of that person. This form is necessary to help the Animal Control Officer, as it is very difficult to investigate without knowing times and location.
- 6.4.2 After the County receives the form report for the complaint, the Animal Control Officer will:
- contact complainant to discuss his/her concerns.
 - visit the owner of the barking dog to communicate the complaint and suggest ways to prevent nuisance barking or issue a violation tag/ticket to the dog owner if warranted.
- 6.5 An Owner of any Dog which has caused Damage to Public or Private Property in the County is guilty of an offence.
- 6.6 An Owner of any Dog shall not allow a Dog to be in distress.
- 6.7 If a Dog defecates on any Private Property or Public Property Area other than the property of its Owner, the Dog Owner shall cause such defecation to be removed immediately and an Owner who fails to cause such defecation to be removed immediately is guilty of an offence.
- 6.8 An Owner whose Dog is in an area where a sign prohibits the presence of Dogs, whether At-Large or under control of such Owner, is guilty of an offence.
- 6.9 The County may post signs indicating those Public Property Areas within the County where Dogs are not permitted.
- 6.10 No person shall interfere with, hinder or impede an Animal Control Officer in the performance of any duty authorized by this Bylaw.
- 6.11 The County may designate areas where Dogs are permitted to run off leash.
- 6.12 The County may designate areas where organized canine events may be held by causing signs to be posted in such areas indicating such designations.
- 6.13 No person shall operate a Kennel in any residential district of the County. Any person operating a Kennel shall be required to obtain a Development Permit, as defined under the County's Land Use Bylaw and amendments thereto.

SECTION 7: NUISANCE

- 7.1 Any person who keeps or harbours a Dog which constitutes a Nuisance is guilty of an offence.
- 7.2 Notwithstanding the provisions in Section 7.1, herein, nothing in this Bylaw shall preclude the operation of the *Stray Animals Act*, RSA 2000, c. S-20 as amended from time to time, or the operation of any applicable Alberta legislation.

SECTION 8: VICIOUS DOG PROVISIONS

- 8.1 The Animal Control Officer may deem a Dog Vicious if:
- 8.1.1 any Dog has a known propensity, tendency or disposition to attack, without provocation, other domestic animals or humans.
 - 8.1.2 any Dog has inflicted a Serious Wound upon another domestic animal or human without provocation.
 - 8.1.3 any Dog has been the subject of an order or direction of a Justice, under the *Dangerous Dogs Act*, RSA 1980 c. D-3.
 - 8.1.4 any Dog has been determined to be Vicious pursuant to the provisions of this Bylaw.
- 8.2 If the Animal Control Officer determines on reasonable grounds that a Dog is a Vicious Dog, either through personal observation or on the basis of facts determined after an investigation initiated by a complaint, he may:
- 8.2.1 give the Owner a written notice that the Dog has been determined to be a Vicious Dog; and
 - 8.2.2 require the Owner to keep such Dog in accordance with the provisions of Section 8.4 of this Bylaw upon the Owner's receipt of the notice; and
 - 8.2.3 inform the Owner that if the Vicious Dog is not kept in accordance with Section 8.4 of this Bylaw, the Owner will be fined, or subject to enforcement action pursuant to this Bylaw.
- 8.3 Where the Owner of a Dog that has been determined to be a Vicious Dog produces information to the Chief Administrative Officer that may alter a determination made under Subsection (2), the Chief Administrative Officer shall, as soon as it is reasonably possible, cause the matter to be reviewed and make a final determination.
- 8.4 An Owner of a Vicious Dog is guilty of an offence:
- 8.4.1 if such Dog is on any Public Property Area, or private property of which the Owner is not the Property Owner unless such Dog is on a Permitted Leash held and controlled by the Owner, or a person operating with the Owner's consent;
 - 8.4.2 unless; such Dog, at all times, while on property of which the Owner is the Property Owner, is confined within a Secure Enclosure and is not allowed out of such Secure Enclosure unless the Dog is on a Permitted Leash held and controlled by the Owner or a person operating with the Owner's consent.
- 8.5 An Owner shall not be required to leash a Vicious Dog while it is being shown or displayed at a Dog show.
- 8.6 The Chief Administrative Officer may, at his discretion, require the Owner of a Vicious Dog to post a sign at the entrance to his property stating "Vicious Dog".
- 8.7 An Owner of a Vicious Dog is guilty of an offence if such Vicious Dog:
- 8.7.1 attacks any persons.
 - 8.7.2 threatens any person.
 - 8.7.3 chases any person on bicycle, horseback, or while walking or running.
 - 8.7.4 attacks, harasses, injures or kills livestock, poultry or pets, belonging to other persons.
 - 8.7.5 is At-Large.

SECTION 9: CONTROLLED CONFINEMENT, RABIES OR QUARANTINE PROVISIONS

- 9.1 A person, who has received a Serious Wound and the Owner of a Dog which has inflicted the Serious Wound, shall promptly report the Dog to the Animal Control Officer who may thereupon place the Dog under Controlled Confinement and the Dog shall not be released from such Controlled Confinement except by written permission of a licensed Veterinarian. At the discretion of the Animal Control Officer, such Controlled Confinement may be on the premises of the Owner, a licensed Veterinarian within the County or the County Dog Shelter. In the case of stray Dogs whose ownership is not known, such Controlled Confinement shall be at the County Dog Shelter.
- 9.2 Upon demand made by the Animal Control Officer, the Owner shall forthwith surrender for quarantine, any Dog which has inflicted a Serous Wound to a human, or any Dog which the Animal Control Officer has reasonable and probable grounds to suspect of having been exposed to rabies, and the Dog may be reclaimed by the Owner if adjudged free of rabies, upon payment of confinement expenses and upon compliance with the provisions of this Bylaw.
- 9.3 In the event of an outbreak or a threatened outbreak of rabies or any disease affecting dogs which may be transmitted to human beings, Council may be resolution, order and direct that all Dogs shall be securely tied up on their "Owner's" property or shall be otherwise effectively confined and prevented from leaving such "Owner's" property. Any Dog found in contravention of this Section may be impounded, and at the discretion of the Animal Control Officer may be quarantined.
- 9.4 When a Dog under quarantine has been diagnosed as rabid, or suspected by a licensed Veterinarian as being rabid, and dies while under such observation, the Animal Control Officer may immediately arrange to have the head of such Dog removed and sent to the appropriate laboratory for a pathological examination and may provide the Medical Officer of Health for the County with the names of human contacts, the particulars of the suspect Dog, and any other information required by the Medical Officer of Health for the County.
- 9.5 Except as herein provided, no person shall kill, or cause to be killed, any rabid Dog, any Dog suspected of having been exposed to rabies, or any Dog which has bitten a human without immediately thereafter notifying the Animal Control Officer nor remove such Dog from the County limits without written permission from the Animal Control Officer.
- 9.6 The carcass of any Dog exposed to rabies shall, upon demand, be surrendered to the Animal Control Officer.

SECTION 10: POWERS OF AN ANIMAL CONTROL OFFICER

- 10.1 The Animal Control Officer is authorized to capture and impound in the County Dog Shelter, any Dog, Vicious Dog, which is At-Large. The Animal Control Officer is further authorized to take such reasonable measures as necessary to subdue any Dog, including the use of tranquilizer equipment and materials. If any Dog is injured, it may be taken to a Veterinarian for treatment to relieve pain or bleeding, then to the County Dog Shelter.
- 10.2 All impounded dogs may be kept in the County Dog Shelter for a period of **Seventy-Two (72) Hours**. During this period, any Dog may be redeemed by its Owner, except as otherwise provided in this Bylaw, upon payment to the County or its authorized agent of:
- 10.2.1 the appropriate impoundment fee as set by the County Dog Shelter; as set out in **Schedule "A": County Dog Shelter Fees** and;
- 10.2.2 the cost of any Veterinary treatment to relieve pain or bleeding of any Dog that is found to be injured when picked up or injured in the process of capture.

- 10.3 At the expiration of the Seventy-Two (72) Hour period, as prescribed in Section 10.2 herein, the County Dog Shelter Caretaker is authorized to:
- 10.3.1 offer the Dog for sale;
 - 10.3.2 destroy the Dog in a humane manner;
 - 10.3.3 allow the Dog to be redeemed by its Owner;
 - 10.3.4 continue to impound the Dog for an indefinite period of time or for such further period of time as the Animal Control Officer, in his or her discretion, may decide.

SECTION 11: PENALTIES

- 11.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable to penalty as set out in **Schedule "B": Penalties** herein.
- 11.2 Notwithstanding Section 11.1 of this Bylaw, any person who commits a second or subsequent offence under this Bylaw within one (1) year of committing the first offence may be liable to a fine of not less nor more than the sum as set out in **Schedule "B": Penalties** of this Bylaw.
- 11.3 Under no circumstances shall any person contravening any provision of this Bylaw be subject to the penalty of imprisonment.

SECTION 12: VIOLATION TAGS

- 12.1 An Animal Control Officer is hereby authorized and empowered to issue a Violation Tag to any person, who the Animal Control Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 12.2 A Violation Tag may be issued to such person:
- 12.2.1 either personally.
 - 12.2.2 by mailing a copy to such person at his last known post office address.
 - 12.2.3 upon retrieval of such person's Dog from the County Dog Shelter.
- 12.3 The Violation Tag shall be in a form approved by the Chief Administrative Officer and shall state:
- 12.3.1 the name of the Owner.
 - 12.3.2 the offence.
 - 12.3.3 the appropriate penalty for the offence as specified in **Schedule "B": Penalties** of this Bylaw.
 - 12.3.4 that the penalty shall be paid within 30 day of the issuance of the Violation Tag.
 - 12.3.5 any other information as may be required by the Chief Administrative Officer.
- 12.4 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the Animal Control Officer, provided however, that no more than one Violation Tag shall be issued for each day that the contravention continues.
- 12.5 Where a Violation Tag is issued pursuant to this Bylaw, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the County the penalty specified on the Violation Tag.

- 12.6 Nothing in this Bylaw shall prevent the Animal Control Officer from immediately issuing a Violation Ticket.

SECTION 13: VIOLATION TICKET

- 13.1 In those cases where a Violation Tag has been issued and if the penalty specified on a Violation Tag has not been paid within the prescribed time, then the Animal Control Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, RSA 2000, c. P-34, as amended.
- 13.2 Notwithstanding Section 13.1 of this Bylaw, the Animal Control Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, RSA 2000, c. P-34, as amended, to any person who the Animal Control Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

SECTION 14: SEVERABILITY PROVISION

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

SECTION 15: REPEAL OF PREVIOUS BYLAWS

- 15.1 Bylaw 1093-01 and Bylaw 1163-08 is hereby repealed.

SECTION 16: EFFECTIVE DATE OF BYLAW

- 16.1 This Bylaw shall take effect on the day of the Third and Final Reading.

READ FIRST TIME THIS 23rd DAY OF MAY, 2019.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 27th DAY OF JUNE, 2019.

READ A THIRD TIME AND FINAL PASSED THIS 27th DAY OF JUNE, 2019.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1344-19

SCHEDULE "A"

COUNTY DOG SHELTER: FEES

1. \$10.00 per day or any part thereof - Dogs

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1344-19**

SCHEDULE "B"

PENALTIES

OFFENCE	PENALTIES	SECTION
Dog At-Large	\$ 175.00	6.1
Vicious Dog At-Large	\$ 2,000.00	8.4
Dog: <ul style="list-style-type: none"> ■ attacking any person ■ threatening any person ■ chases any person on bicycle, horseback or while walking or running ■ attacking, harassing, injuring or killing livestock, poultry, or pets belonging to other persons 	<ul style="list-style-type: none"> \$ 350.00 \$ 200.00 \$ 200.00 \$ 300.00 	<ul style="list-style-type: none"> 6.2.1 6.2.2 6.2.3 6.2.4
Failure to confine a female Dog in heat	\$ 100.00	6.3
Dog barking or howling excessively	\$ 150.00	6.4
Dog damaging a Public Property Area or Private Property	\$ 150.00	6.5
Dog in distress	\$ 300.00	6.6
Failure to immediately remove a dog's defecation from Private or Public Property	\$ 150.00	6.7
Dog in an area where prohibited by sign	\$ 150.00	6.8
Harboring more <ul style="list-style-type: none"> (a) than five (5) dogs for residences over ten (10) acres; (b) than three (3) dogs for residences of ten (10) acres or less; (c) than two (2) dogs for hamlets or country residential; (without a permit)	\$ 250.00	4.1
Interference or impede with enforcement of this Bylaw	\$ 250.00	6.10
Failure to control off Owner's Property: Vicious Dog	\$ 1,000.00	8.4.1
Failure to confine a: Vicious Dog	\$ 1,000.00	8.4.2
Failure to Post Sign: "Vicious Dog"	\$ 250.00	8.6
Vicious Dog: <ul style="list-style-type: none"> ■ attacking any person ■ threatening any person ■ chasing any person on bicycle, horseback or while walking or running ■ attacking, harassing, injuring or killing livestock, poultry, or pets belonging to other persons ■ At-Large 	<ul style="list-style-type: none"> \$ 2,500.00 \$ 1,500.00 \$ 500.00 \$ 1,000.00 \$ 500.00 	<ul style="list-style-type: none"> 8.7.1 8.7.2 8.7.3 8.7.4 8.7.5
An offence for which a penalty is not otherwise provided	\$ 100.00	
Second or subsequent offences within one-year	\$ Double	11.2

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1344-19

SCHEDULE "C"

OVER-LIMIT DOG PERMIT

Permit Number: _____	Animal Control Officer: _____
Issue Date: _____	End Date: _____
Permit Holders Name: _____	
Permit Holders Phone Numbers: _____ Residence Business Cellular	
Property Address: _____	Subdivision: _____
Legal Description: _____ Lot Block Plan $\frac{1}{4}$ Section - Township - Range -W4	
The following Number and Breed of Dogs have been Approved for the Property: # _____ Dog(s) - Current Breed: _____ # _____ Dog(s) - New Breed: _____	
THE CHIEF ADMINISTRATIVE OFFICER OR DESIGNATE MAY WITHDRAW AT ANY TIME AN OVER-LIMIT PERMIT	
Permit Holder's Signature: _____	Date: _____
Animal Control Officer: _____	Date: _____

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1344-19**

SCHEDULE "D"

EXCESSIVE BARKING DOG COMPLAINT FORM

By submitting this form, you are allowing your personal information to be collected for possible use in legal proceedings relative to the filed complaint.

COMPLAINANT NAME AND CONTACT INFORMATION:							
Last Name:		First Name:					
Phone Number:		E-mail Address:					
Mailing Address: _____, Alberta _____							
Box		Town		Postal Code			
Legal Address:							
QTR/LSD	SECTION	TOWNSHIP	RANGE	W4	LOT	BLOCK	PLAN
CIVIC ADDRESS: _____							
COMPLAINT INFORMATION: Dog and Owner							
Name of Dog Owner (if known): _____							
Address: (required) _____ property address against which the complaint is being registered							
LEGAL DESCRIPTION							
QTR/LSD	SECTION	TOWNSHIP	RANGE	W4	LOT	BLOCK	PLAN
CIVIC ADDRESS: _____							
Description of barking Dog(s): (size/color/breed/gender)							
Have you approached the dog owner to discuss the problem? Yes____ No____							
If yes what action did they take? _____							
Date of Contact: _____ Name: _____							
Please provide the date, the start and stop times of the barking, duration and noise type of the barking using Schedule D.1							
Log the barking activity during a one-week period for possible legal action under this Bylaw.							
DATE	Barking started	Barking stopped	Duration	Type of Noise			
EXAMPLE: 1/5/19	10:05 P.M.	10:25 P.M.	20 MINUTES	Barking Howling Whine / Cry			
• Have you contacted the owner of the barking dog to explain that the barking is now being logged for possible legal action? Yes____ No____							
Are you willing to sign a witness statement and/or testify in court should it prove necessary?							
How does the barking disturb you? <input type="checkbox"/> Disturbed peace and quiet <input type="checkbox"/> Loss / Interruption of sleep <input type="checkbox"/> Other:							
DECLARATION:							
<input type="checkbox"/> I certify or declare under the laws of the Province of Alberta, that all statements in this form are true and correct to the best of my information and belief.							
<input type="checkbox"/> I also understand that if the dog owner appeals any actions resulting from this complaint, I will be required to appear at the court hearing and by checking this box I promise to appear at the hearing.							
COMPLAINANT: (PLEASE PRINT)		SIGNATURE		DATE			

REQUEST FOR DECISION	DATE	December 10, 2020	4.15
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TOPIC	Municipal Election 2021 Update - Report No. 1
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PROPOSAL

The purpose of this report is to update County Council on the planning and preparations underway in advance of the October 2021 Municipal Election.

<p>2021 General Election will be held on Monday, October 18, 2021.</p> <p><i>Please note:</i> Smoky Lake County has an agreement with Aspen View for School Trustee election since 1995.</p>	<p>Voters will elect:</p> <p>1 Councillor for each of the 5 Divisions.</p> <p>1 School Trustee – Aspen View Public Schools from each of the 2 wards.</p> <p>At this time – no knowledge of a possible Provincial Referendum Vote.</p>
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Local Authorities Election Act (LAEA)

<p>The <i>LAEA</i> governs municipal and school division elections in Alberta. It sets out rules and regulations for candidates, donors, electors, and election administrators that must be followed before, during and after an election.</p> <p>Few changes to the Local Authority Elections Act since the 2017 election. The first round of amendments came in 2018 and another set of amendments in 2020.</p>	<p>Note that the <i>LAEA</i> was updated on September 1, 2020 and includes amendments related to:</p> <ul style="list-style-type: none"> ▪ Nomination period ▪ Contributions to campaigns ▪ Advertising
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Below is a list of the changes that pertain to Smoky Lake County.

Nomination Period: Rather than nominations being restricted to a period of 2 hours, 4 weeks prior to election day, nomination papers will now be accepted by the municipality starting January 1 in the year of the election to four weeks prior to election day. Nomination packages and Candidate guides will be available by January 1st, 2021 on our website and printed copies will be available at the Administration – Main Office building by January 4, 2021.

Substitute Returning Officer: Along with the returning officer, the substitute returning officer must be appointed by Council.

Advance Votes: Local jurisdictions with populations greater than 5,000 are required to hold an advance vote for municipal Councillors or votes on a bylaw/question no longer need a resolution from Council to have an Advance Vote. Because Smoky Lake County has a population under 5,000 we are not required to hold an Advance Vote. Plan on having one Advance Vote opportunity at the next election, which could include weekend hours, evening hours and daytime hours. More voting opportunities can allow for more time for electors to vote and can assist with physical distancing due to the COVID-19 Pandemic.

Vote by Special Ballot: Council, by resolution, **may pass prior to nomination day**, to provide for Special Ballots. Special Ballots are used for when an elector who is unable to vote because of a physical disability, or absence from the local jurisdiction. **We did not provide this option at the last election.** However, Special Ballot would provide great opportunity for voters and it may decrease volumes for in-person voting.

Returning Officer: The Returning Officer can reject a nomination paper that does not have the correct number of signatures, has not been sworn/affirmed and/or is not accompanied by a deposit. It is the responsibility of the returning officer to accept the nominations.

Official Agent: The role of official agent is not mandatory.

Residency Requirement: The six-month residency requirement has been removed. The candidate needs to reside in the local jurisdiction on election day.

Third Party Advertising: Prior to 2018 the LAEA did not address this. Rules have now been added governing the finances and accountability of third parties that advertise to promote or oppose the election of a candidate during an election period.

Campaign Finance and Contribution Disclosure Requirements:

- Financial disclosure statements are required from all candidates, including self-funded campaigns.
- Fundraising Contributions- the previous requirement was set at a \$4,000 contribution limit, in the aggregate, per donor to candidates for election as Councillors and candidates could contribute \$4,000 to their own campaign. The new regulation amendments include individual contributions are limited to \$5,000 per candidate and the candidate may contribute up to \$10,000 of their own funds.
- Campaign Bank Accounts - The new regulation requires all candidates, including self-funded candidates, to open a bank account when at least \$1,000 in total contributions is received. The previous requirement was that a candidate open a bank account once total contributions received reach \$5,000.

Other Information: Elections Alberta have communicated that it will be up to municipalities to conduct the Senate and Referendum election in conjunction with the 2021 municipal general election. This possibly means that we will need to have polling stations in each electoral ward even if that ward has been acclaimed. Municipal Affairs will be providing reimbursement to municipalities for this service. Currently unsure of the reimbursement amount for these services as we are waiting on regulation to be passed by the province.

Smoky Lake County: Legislation

Smoky Lake County Bylaws have been reviewed.

2021 Budget: **\$25,000.00** for Election costs.

Bylaw No. 740-86: Deposit to accompany Nominations - \$100.00.

Bylaw No. 739-86: Modified Voting System – Returning Officer is permitted to designate more than one voting station in a voting division.

Bylaw No. 985-86: Dealing with the death(s) of (an) election candidate(s).

Nomination Process

If you wish to run as a candidate for County Councillor of Smoky Lake County, or Trustee of Aspen View Public Schools in the 2021 General Election, you **must** complete the nomination process.

The nomination processes for County Councillor, and School Division Trustee are **different**.

Nominations for the general election will be open between January 1, 2021 and September 20, 2021.

Candidates must complete the nominations process: This means:

- Meeting all eligibility requirements
- Completing the nomination papers and candidate's acceptance form.
- Paying the required deposit
- Collecting the required signatures from residents

Nomination papers can be filed during the nomination period: January 1, 2021 to September 20, 2021.

Next Steps

The following information can be found on **Alberta Municipal Affairs website - Elections:**

Implementation Fact Sheet: Campaign Finance and Contribution Disclosure Amendments.

Implementation Fact Sheet: General Clarifying and Technical Amendment.

Implementation Fact Sheet: Voter Accessibility Amendments.

Implementation Fact Sheet: Third Party Advertising

Implementation Fact Sheet- Accountability & Transparency Frequently Asked Questions LAEA 2018 and 2020 Amendments.

Given the continued impact on public health and civic participation, election planning for 2021 must now shift to acknowledge and accommodate the reality of COVID-19.

- Continue taking further Election Module Training.
- Schedule a meeting with Returning Officer in December.
- Meet with Communications to incorporate Municipal Election Profile on the County Website.
- Pre-planning for the possible challenges posed by the COVID-19 pandemic will have to be integrated and addressed within election programs and procedures (*rethinking the function and operation of voting places during an election*); as the COVID-19 pandemic is likely to have long-term impacts on the ways in which electors feel comfortable voting.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

N/A

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Local Authorities Election Act (LAEA)

BENEFITS

Legislated.

DISADVANTAGES

N/A

ALTERNATIVES

N/A

FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: <u>2021 - \$25,000.00</u>	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Legislated.
COMMUNICATION STRATEGY	Internal communication between Administration, Council and Returning Officer.
RECOMMENDATIONS	
That Smoky Lake County Council accept the Municipal Election 2021 Update - Report No. 1 dated November 30, 2020, for information.	
CHIEF ADMINISTRATIVE OFFICER	<i>Lydia [Signature] for CAO</i>



REQUEST FOR DECISION	DATE	December 10, 2020 4.16
TOPIC	WATERSHED RESILIENCY AND RESTORATION PROGRAM (2020-2021)	
PROPOSAL	<p>That Smoky Lake County authorize Administration to proceed with an application under the Watershed Resiliency and Restoration Program 2020-2021 © Attachment 1 – Program Guide through Alberta Environment and Parks (AEP), ahead of the upcoming January 4, 2021 deadline.</p> <p>BACKGROUND</p> <ul style="list-style-type: none"> • Alberta Environment and Parks established the Watershed Resiliency and Restoration Program in 2014. • GOALS OF PROGRAM: Improve flood and drought resiliency through restoration and enhancement of Alberta's watersheds. • The primary objective of the program is to increase the natural capacity of the Province's watersheds to reduce the intensity, magnitude, duration and effects from flooding and droughts for the benefit of Albertans and their communities. • Additionally, the program aims to address impacts of past flooding and drought through the restoration of degraded priority areas within Alberta's watersheds. This will be accomplished through non-structural mitigation measures, ongoing stewardship, and information to decision makers. • The WRRP focuses on projects that will contribute to meeting the following overall program outcomes: <ul style="list-style-type: none"> ○ Advancing flood and drought resiliency in priority areas within watersheds in Alberta; ○ Restoring and enhancing ecological connectivity and function in critical areas; ○ Increasing knowledge, awareness and tools that enhance watershed resiliency. <p>PROJECT SELECTION CRITERIA</p> <p>The following outlines a list of broad criteria that will be taken into consideration during the selection of eligible projects. These criteria, as well as their relative weighting, are subject to change and should only be considered guidance to applicants.</p> <p>PRIMARY <i>Flood and Drought Mitigation</i></p>	

- Degree the project mitigates the negative impacts from flood or drought

SECONDARY

Biodiversity

- Protection of species at risk
- Improving biodiversity
- Improving conditions for fish and wildlife

Additional Environmental Benefits

- Water quality
- Improved natural habitats

COMPLEMENTARY

Data Gathering

- Data related activities will ideally relate to the watershed as a whole and be of use to future projects and decision making in the watershed

Capacity Building

- Projects or elements of projects that improve the capabilities of authorities or bodies within watersheds, such as improved land-use decision making
- Ability of organizations to deliver programs that support the watershed restoration and resiliency outcomes

Outreach, Education and Stewardship

- Projects or elements of projects that improve the awareness and understanding of the importance and sensitivity of natural systems and riparian areas within a watershed.

ANCILLARY FACTORS

COST SHARING AND LEVERAGED FUNDING AND BENEFITS

Proposed projects should include a level of cost sharing and will ideally leverage funding or benefits from other programming. This is not a requirement of the WRRP; however, projects that bring additional resources outside of the WRRP will receive high priority.

COST/BENEFIT

The proposed project must provide good value for money and must justify the costs of the project in relation to the benefits that Albertan's and the watershed will receive.

CONSTRUCTION

Additional consideration will be given to proposed projects requiring limited construction activities and disturbances to natural environments.

LONGEVITY, SUSTAINABILITY AND MAINTENANCE

Proposed projects will ideally have a lasting impact on the watershed and require minimal ongoing or maintenance costs/efforts beyond the initial phase of the project.

REACH/SCALE OF EFFORT

Projects that have a positive impact on the entire watershed are favoured over those affecting a single water body.

COLLABORATION AND PARTNERSHIP
 Ideally, proposed projects will involve partnerships or collaboration with multiple actors within the watershed. Additionally, the level of community support for the proposed project will be taken into consideration.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom

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

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

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<ul style="list-style-type: none"> • Nil
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BENEFITS	<ul style="list-style-type: none"> • Positive ecological and environmental ramifications, improved drought/flood resiliency. • Dollar multiplication as compared to doing similar work in future without guaranteed grant dollars.
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DISADVANTAGES	<ul style="list-style-type: none"> • Staff time.
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ALTERNATIVES	<ul style="list-style-type: none"> • Take no action
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FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____	Capital Costs: _____
Budget Available: \$ _____	Source of Funds: _____
Budgeted Costs: \$ _____	Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> • Collaboration with Alberta Environment & Parks (AEP) • Potential partnering with: <ul style="list-style-type: none"> ○ North Saskatchewan Watershed Alliance (NSWA), Ducks Unlimited, Trout Unlimited, Cows & Fish
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COMMUNICATION STRATEGY	<ul style="list-style-type: none"> • Website & Grapevine
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RECOMMENDATION

That Smoky Lake County proceed to submit an application under the Watershed Resiliency and Restoration Program 2020-2021 through Alberta Environment and Parks (AEP), ahead of the upcoming January 4, 2021 deadline.

CHIEF ADMINISTRATIVE OFFICER	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
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**WATERSHED RESILIENCY AND
RESTORATION PROGRAM**

**2020-2021 OVERVIEW AND
APPLICATION GUIDE**

Photo: Trout Unlimited Canada



DOCUMENT INTENT

Alberta Environment and Parks established the Watershed Resiliency and Restoration Program in 2014 to build long-term resiliency to flood and drought events. This document describes and provides guidance on the current year of funding. **Applications for the fiscal year 2020-21 will be accepted for consideration for funding under the Watershed Resiliency and Restoration Program until January 4th, 2021.**

GOALS OF PROGRAM

Improve flood and drought resiliency through restoration and enhancement of Alberta's watersheds.

PROGRAM OVERVIEW

WATERSHED RESILIENCY AND RESTORATION PROGRAM (WRRP)

Alberta Environment and Parks (AEP) established and administers the Watershed Resiliency and Restoration Program (WRRP). The WRRP aims to promote the long-term ability of watersheds to mitigate the effects of future flood and drought events. The primary objective of the program is to increase the natural capacity of the Province's

watersheds to reduce the intensity, magnitude, duration and effects from flooding and droughts for the benefit of Albertans and their communities. Additionally, the program aims to address impacts of past flooding and drought through the restoration of degraded priority areas within Alberta's watersheds. This will be accomplished through non-structural mitigation measures, ongoing stewardship, and information to decision makers.



The WRRP focuses on projects that will contribute to meeting the following overall program outcomes:

- ▶ Advancing flood and drought resiliency in priority areas within watersheds in Alberta;
- ▶ Restoring and enhancing ecological connectivity and function in critical areas;
- ▶ Increasing knowledge, awareness and tools that enhance watershed resiliency.

More information regarding WRRP can be found on the AEP website at: www.alberta.ca

FUNDING PRIORITIES

- ▶ Activities that have a clear and demonstrable benefit to the watershed's flood or drought mitigation abilities;
- ▶ Education, outreach, data collection, research or other planning activities related to long-term projects that are directly tied to watershed restoration and resiliency, and on-the-ground projects;
- ▶ Projects developed as partnerships with non-governmental organizations, First Nations, local authorities, land owners and producers.

Priorities for short-term and long-term projects include:

- ▶ High-risk/contributing areas at the watershed level;
- ▶ Floodplain or channel naturalization;
- ▶ Bank stabilization through riparian enhancements or approved bio-engineering techniques;
- ▶ Wetland restoration and creation;
- ▶ Protection of existing natural features and key watershed functions;

- ▶ Projects that provide a high benefit to flood or drought resiliency; and/or
- ▶ Consideration of the secondary and complementary project selection criteria.

WHO IS ELIGIBLE TO RECEIVE FUNDS?

Applicants must be legal entities, such as:

- ▶ Non-governmental organizations;
- ▶ Municipalities;
- ▶ Indigenous communities;
- ▶ Incorporated watershed groups;
- ▶ Drainage/irrigation districts; and,
- ▶ Any other group registered under the provincial Societies Act.

WHAT PROJECTS ARE ELIGIBLE FOR FUNDING?

Examples of projects considered under the WRRP include:

- ▶ Riparian enhancements (e.g. watering systems, buffers, stream crossings, riparian fencing, riparian plantings);
- ▶ Wetland enhancements (e.g. wetland creation, enhancement or restoration);
- ▶ Floodplain/river improvements (e.g. channel naturalization, removal of old structures, removal of flow impediments, re-vegetation, floodplain storage capacity enhancements, winter site relocations);
- ▶ Creation/increase of absorptive capacities;
- ▶ Removal of existing drainage projects or works; and
- ▶ Onsite water retention efforts.

Applications may include projects for one individual site or multiple sites within a watershed under the same project plan. Data collection efforts for the purpose of research, evaluation and assessment, and education and outreach will be considered but must be directly tied to one of the above mentioned activities as part of an overall project plan.

Municipalities should seek funding for wetland restoration under the Wetland Replacement Program. Inquire by sending an email to AEP.WetlandReplacement@gov.ab.ca

WHAT PROJECTS ARE NOT ELIGIBLE FOR FUNDING?

Examples of ineligible projects under the WRRP include, but are not limited to, the following:

- ▶ Structural restoration or construction (e.g. dams, berms, dykes, tunnels, riprap, storm water ponds);
- ▶ Municipal infrastructure, such as stormwater ponds, etc.;
- ▶ Groyne and other in-stream structures;
- ▶ River training or realignment;
- ▶ “Hard armouring” erosion protection (e.g. non-bio-engineering projects, such as riprap and other river armouring)
- ▶ Projects that increase the development opportunities or liabilities within flood prone areas;
- ▶ Weed control projects/programs; and,
- ▶ Dugouts and water wells.

WHAT COSTS ARE ELIGIBLE FOR FUNDING?

Eligible project costs to the applicant funded under the WRRP include, but are not limited to, the following:

- ▶ Salaries and benefits directly tied to staff hired for project(s);
- ▶ Reasonable travel-related expenses as outlined by AEP;
- ▶ Cost of computer equipment together with software to be used for the eligible activities up to a maximum of \$3,000 unless otherwise approved;
- ▶ Speaker fees for workshops, conference or seminars related to watershed resiliency and restoration;

- ▶ Costs for development or delivery of eligible watershed education/engagement activities to support project development/delivery;
- ▶ Costs of goods and services to promote and deliver the eligible activities (including for WRRP administrative costs);
- ▶ Operating expenses related to the project;
- ▶ Equipment purchases and leases;
- ▶ Capital infrastructure directly tied to restoration or conservation projects;
- ▶ Materials and deliverables directly tied to the project;
- ▶ Technical consulting and professional services;
- ▶ Education, communication and outreach activities related to the project; and,
- ▶ Post project evaluation performed within the program term and directly linked to project deliverables.

WHAT COSTS ARE NOT ELIGIBLE FOR FUNDING?

Costs not eligible for funding under the WRRP include:

- ▶ Salary and benefits of existing staff that are funded by other sources;
- ▶ Expenditures or costs that are not approved by AEP;
- ▶ Expenses for the administration and coordination of activities to maintain a WRRP project in Alberta beyond the approved proposal;
- ▶ Expenses for a group proposal where implementation of projects designed to mitigate flood/drought is not the primary outcome;
- ▶ Goods and Services Tax (GST);
- ▶ Expenses incurred outside of the project term;
- ▶ Purchase of capital equipment not directly tied to the project;
- ▶ Purchase or construction of real property or structural works;
- ▶ Purchase of fleet (e.g. land, water, air vehicles);
- ▶ Land or wetland conservation offsets or compensation; and
- ▶ Academic research or education/outreach not tied to a specific approved WRRP project.



PROJECT SELECTION CRITERIA

The following outlines a list of broad criteria that will be taken into consideration during the selection of eligible projects. These criteria, as well as their relative weighting, are subject to change and should only be considered guidance to applicants.

PROJECT GOALS AND BENEFITS

PRIMARY

Flood and Drought Mitigation

- ▶ Degree the project mitigates the negative impacts from flood or drought

SECONDARY

Biodiversity

- ▶ Protection of species at risk
- ▶ Improving biodiversity
- ▶ Improving conditions for fish and wildlife

Additional Environmental Benefits

- ▶ Water quality
- ▶ Improved natural habitats

COMPLEMENTARY

Data Gathering

- ▶ Data related activities will ideally relate to the watershed as a whole and be of use to future projects and decision making in the watershed

Capacity Building

- ▶ Projects or elements of projects that improve the capabilities of authorities or bodies within watersheds, such as improved land-use decision making
- ▶ Ability of organizations to deliver programs that support the watershed restoration and resiliency outcomes

Outreach, Education and Stewardship

- ▶ Projects or elements of projects that improve the awareness and understanding of the importance and sensitivity of natural systems and riparian areas within a watershed.

ANCILLARY FACTORS

COST SHARING AND LEVERAGED FUNDING AND BENEFITS

Proposed projects should include a level of cost sharing and will ideally leverage funding or benefits from other programming. This is not a requirement of the WRRP; however, projects that bring additional resources outside of the WRRP will receive high priority.

COST/BENEFIT

The proposed project must provide good value for money and must justify the costs of the project in relation to the benefits that Albertan's and the watershed will receive.

CONSTRUCTION

Additional consideration will be given to proposed projects requiring limited construction activities and disturbances to natural environments.

LONGEVITY, SUSTAINABILITY AND MAINTENANCE

Proposed projects will ideally have a lasting impact on the watershed and require minimal ongoing or maintenance costs/efforts beyond the initial phase of the project.

REACH/SCALE OF EFFORT

Projects that have a positive impact on the entire watershed are favoured over those affecting a single water body.

COLLABORATION AND PARTNERSHIP

Ideally, proposed projects will involve partnerships or collaboration with multiple actors within the watershed. Additionally, the level of community support for the proposed project will be taken into consideration.

Alberta 



REQUEST FOR DECISION		DATE	December 10, 2020	4.17
TOPIC	WETLAND REPLACEMENT PROGRAM MOU			
PROPOSAL	<p>That Smoky Lake County authorize Administration to proceed to execute a Memorandum of Understanding (MOU) with Alberta Environment and Parks (AEP) <i>in Support of Identifying Potential Wetland Replacement Projects for the Purposes of the Wetland Replacement Program.</i> © Attachment 1 – MOU.</p> <p>BACKGROUND</p> <ul style="list-style-type: none"> • In the 2010s, Alberta Environment and Parks established a new wetland policy (replacing policy from the 1990’s). This was released in the white zone in 2015 and the green zone in 2016. • Between 2015 and 2018, wetland replacement fees that were collected were paid directly to Ducks Unlimited. • In 2018, those fees were collected by the Province and money that was previously given to DUC was transferred back. • Over the last (2019-20) year, AEP has built a program that will allow other partners to participate in the program, over a broader geographical region. • The program allows for wetlands to be replaced in the same watershed and municipality that they were lost. • Wetland Replacement Program Municipal Participant Information Session Presentation © ATTACHMENT 2 • October 29, 2020 - Committee of the Whole for Planning adopted the following Recommending Motion 113-20: <p><i>That Smoky Lake County Council recommend executing a Memorandum of Understanding (MOU) with Her Majesty The Queen in right of Alberta, as represented by the Minister of Environment and Parks, which will establish a cooperative process to identify appropriate Wetland Replacement Projects for the purpose of the Participants entering into related Service Contracts between the Province and the Municipality in respect to approved Proposals to undertake Wetland Replacement Projects; and seek potential Wetland Replacement Project Participants through the County’s Social Media.</i></p> <p>Program Vision: <i>Wetlands are a vital part of Alberta’s ecological landscape and necessary for a sustainable economy and healthy communities. The Wetland Replacement Program aims to re-establish wetlands in partnership with Albertans by providing resources for</i></p>			

collaborative replacement projects across the province.

Wetland Replacement:

- Returning natural / historical functions to a former or degraded wetland
- Re-establishment: Results in a gain of wetland area, with or without a gain in wetland function.

Wetland Construction:

- Creating a wetland on a site that was historically non-wetland.
- Establishment: results in a gain of wetland area and function.
- Expansion: results in a gain of wetland area with or without a gain in wetland function.

The MoU

- Overarching agreement, not binding.
 - MOU to establish relationship between the Municipality and AEP
 - Outlines roles and responsibilities
 - 3 year agreement, can be renewed
- Once an MoU is signed, the Municipality can submit a project for review. The project proposal needs to follow the Proposal Guide AEP has developed for this process.

Proposal Submission

- Proposals to meet AEP's Proposal Guide
 - Prepared by municipality and signed by an Authenticating Professional
 - Reviewed internally by Wetland Specialists
 - Need to be detailed and accurate – they become an appendix of the contract
- The Proposal Guide outlines information that must be provided to AEP for review.
 - AEP requires information about the project location and project design, maps and aerial imagery of the area as well as land ownership land use.
 - A proposal must also include information about the chosen location's hydrology and soils and include the entire project schedule, costs and payment milestones.
 - Proposals must be contain a multi disciplinary team of professionals and signed by an Authenticating Professional who is uniquely qualified in wetland science and design work.

Service Contract

- Contract document outlining the project services and payment milestones
- A Service Contract drafted for each project that is

accepted by Alberta Environment and Parks

- The contract for this process is called a Service Agreement.
- This contract outlines not only the project, but also agrees on payment milestones and deliverables.
- The Service Agreement speaks to the specifics of the contractual relationship between the Municipality and the Government of Alberta.
- If the project is on private land, a landowner agreement must be negotiated to allow access by the Municipality and AEP for the duration of the project (approx. 10 years).
- Landowner agreements can also include lease payments to the landowner.
- Landowner agreements must also indicate that the landowner acknowledges that the wetland is protected under provisions in the Water Act.

Service Agreement Deliverables

- Field-based wetland assessment
- Detailed wetland design plans, including engineering design drawings and specifications
- Complete wetland restoration or construction works
- Construction inspection completion
- Complete inspection and monitoring to demonstrate site establishment

Regulatory Considerations

- Projects will meet the new Code of Practice for Wetland Replacement Works OR require Water Act Approval
- Must adhere to all other regulatory requirements and legislation

CORRELATION TO BUSINESS (STRATEGIC) PLAN

Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom

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

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

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

- Alberta Water Act
 - Code of Practice for Wetland Replacement Works
 - Water (Ministerial) Regulation
- Alberta Wetland Policy

	<ul style="list-style-type: none"> ○ <u>Wetland Restoration and Replacement Fees Ministerial Order</u> ● <u>Alberta <i>Municipal Government Act</i> R.S.A. 2000 Ch. M-26</u>
BENEFITS	<ul style="list-style-type: none"> ● Positive ecological and environmental ramifications, improved drought/flood resiliency. ● Dollar multiplication as compared to doing similar work in future without guaranteed grant dollars.
DISADVANTAGES	<ul style="list-style-type: none"> ● Staff time.
ALTERNATIVES	<ul style="list-style-type: none"> ● Take no action
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: \$ _____	Source of Funds: _____
Budgeted Costs: \$ _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> ● Collaboration with Alberta Environment & Parks (AEP) ● Potential partnering with: <ul style="list-style-type: none"> ○ North Saskatchewan Watershed Alliance (NSWA), Ducks Unlimited, Trout Unlimited, Cows & Fish, etc.
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> ● Website & Grapevine
RECOMMENDATION	
<p>That Smoky Lake County authorize Administration to proceed to execute a Memorandum of Understanding (MOU) with Alberta Environment and Parks (AEP) in Support of Identifying Potential Wetland Replacement Projects for the Purposes of the Wetland Replacement Program</p>	
CHIEF ADMINISTRATIVE OFFICER	<i>[Signature]</i> for CAO

**MEMORANDUM OF UNDERSTANDING
IN SUPPORT OF IDENTIFYING POTENTIAL WETLAND REPLACEMENT PROJECTS
FOR PURPOSES OF WETLAND REPLACEMENT PROGRAM**

This Memorandum of Understanding is made effective the 1st of December, 2020.

BETWEEN:

HER MAJESTY THE QUEEN
in right of Alberta
as represented by the Minister of Environment and Parks
(the "Province")

-and-

Smoky Lake County

(the "Municipality")

(collectively referred to as "Participants")

WHEREAS the Province recognizes that wetlands are a vital part of Alberta's ecological landscape and necessary for a sustainable economy and healthy communities, and has accordingly established the WRP to meet the outcomes of the Alberta Wetland Policy.

WHEREAS through the WRP the Province utilizes Fees paid by persons under the Wetland Restoration and Replacement Fee Ministerial Order (35/2018) to fund Wetland Replacement Projects across the province.

WHEREAS a priority of the Alberta Wetland Policy and the WRP is to replace wetland area and function in watersheds where permanent wetland disturbances have been approved under the *Water Act*, and Fees have been paid to the Province.

WHEREAS the Municipality wishes to undertake Wetland Replacement Projects in order to achieve specific environmental outcomes, including but not limited to flood attenuation, drought resiliency, groundwater recharge, water quality improvement, habitat for wildlife and biodiversity, and for social, recreational and educational value to the public.

WHEREAS the Municipality is able to ensure that each Wetland Replacement Project component, including wetland assessment, design, construction, inspection and adaptive management, is supervised and authenticated by an Authenticating Wetland Professional.

THEREFORE this MOU establishes a cooperative process to identify appropriate Wetland Replacement Projects for the purpose of the Participants entering into related Service Contracts to undertake those Wetland Replacement Projects.

1. DEFINITIONS, PRINCIPLES, NATURE AND PURPOSE OF MOU

1.1 Definitions – In this MOU including the recitals:

- (a) “Authenticating Wetland Professional” means a professional member who meets the requirements set forth in *Professional Responsibilities in Completion and Assurance of Wetland Science, Design and Engineering Works in Alberta*, as amended or replaced from time to time.
- (b) “Effective Date” means the date first written above.
- (c) “Fees” means fees that have been paid by persons under the Wetland Restoration and Replacement Fee Ministerial Order (35/2018) to fulfill their wetland replacement obligations.
- (d) “MOU” means this Memorandum of Understanding.
- (e) “Proposal” means a proposal document prepared by the Municipality containing the specific details of a Wetland Replacement Project.
- (f) “Proposal Submission Requirements” means the Province’s submission requirements for a Proposal, attached as Schedule “A” to this MOU.
- (g) “Service Contract” means a contract entered into between the Province and the Municipality in respect of one or more approved Proposals, as further described in section 5.1.
- (h) “Wetland Replacement Project” means a project to restore or construct wetlands within Alberta.
- (i) “WRP” means the Province’s Wetland Replacement Program.

1.2 Principles of MOU – This MOU is based on the following principles shared by the Participants:

- (a) wetlands are a vital part of Alberta’s ecological landscape and necessary for a sustainable economy and healthy communities; and
- (b) through working together, the Participants will help to achieve shared outcomes for wetland replacement.

1.3 Purpose and Nature of MOU –

- (a) The purpose of this MOU is to establish a process for the Participants to identify appropriate Wetland Replacement Projects to restore and construct wetlands within the Municipality’s boundaries. Service Contracts entered into between the Participants, as outlined in section 5.1, will provide details of the services and deliverables for specific Wetland Replacement Projects.

- (b) This MOU represents a statement of general intention on the part of the Participants and is not intended to create any legally binding obligations between the Participants, or impose specific financial responsibilities on the Participants. However, each Participant will be responsible for any costs it incurs through its participation in this MOU.

2. TERM

- 2.1 **Term of MOU** – This MOU will take effect on the Effective Date and will be in effect for 3 years unless terminated earlier in accordance with the provisions of this MOU. The Participants may extend the term of this MOU by agreement of the Participants in writing.

3. RESPONSIBILITIES OF THE PROVINCE

- 3.1 **Proposal Submission Requirements** – The Province may update the Proposal Submission Requirements from time to time, in which case the Province shall provide a written copy of the updated Proposal Submission Requirements to the Municipality, and the updated Proposal Submission Requirements shall supersede and replace the previous version.

3.2 Approval of Proposals –

- (a) The Province will review and either approve or refuse Proposals submitted by the Municipality.
- (b) The Province may request additional information, clarification of, or amendments to Proposals submitted by the Municipality.
- (c) The Province will strive to review each Proposal within 30 days of its submission by the Municipality. The Province will advise the Municipality if a Proposal has been approved to proceed to a Service Contract.
- (d) In considering Proposals for approval, the Province will give priority to Wetland Replacement Projects that can be undertaken pursuant to the *Water Act* Code of Practice for Wetland Replacement Works.

4. RESPONSIBILITIES OF THE MUNICIPALITY

- 4.1 **Communication of Planned Activities** – the Municipality will provide a brief written summary document to the Province by February 1 of each year that includes projections for the Municipality's anticipated Wetland Replacement Projects for the upcoming fiscal year (April 1 to March 31) with the following information:
 - (a) the legal land location of each planned Wetland Replacement Project if available at time of summary submission;
 - (b) estimate of combined costs for anticipated Wetland Replacement Projects (eg. under \$100,000; \$100k – 500k; \$500k - \$1M; \$1-2M; or \$2-3 M);
 - (c) the type of each Wetland Replacement Project (restoration or construction);

- (d) the anticipated authorizations that will be required for each Wetland Replacement Project (*Water Act* Code of Practice versus *Water Act* approval; *Public Lands Act* approval) if known at the time of summary submission; and
- (e) the anticipated total gain in wetland area that will be delivered by the planned Wetland Replacement Projects.

It is understood and acknowledged that the Municipality may not have a finalized list of specific Wetland Replacement Projects confirmed for the upcoming fiscal year at the time of submission.

4.2 Proposals – the Municipality will:

- (a) submit a Proposal to the Province for each Wetland Replacement Project that the Municipality wishes to propose for the Province’s approval;
- (b) ensure that each Proposal meets the Proposal Submission Requirements (“Schedule A”); and
- (c) aim to submit at least one Proposal per year.

4.3 Wetland Replacement Project Components – the Municipality will be responsible for completing all components of an approved Wetland Replacement Project, in accordance with the related Service Contract.

4.4 Landowner Agreements – the Municipality will be responsible for:

- (a) obtaining the written consent of all affected landowners and third parties to complete the Wetland Replacement Projects;
- (b) securing Wetland Replacement Projects by negotiating and entering into formal written agreements with private landowners to secure lands for Wetland Replacement Projects as required;
- (c) ensuring that landowner agreements:
 - (i) provide unrestricted access to the Municipality and the Province (notwithstanding the Province not being party to the agreement) to the lands required for the purposes of the Wetland Replacement Project, for the entire duration of the landowner agreement;
 - (ii) address compensation to the landowner (including amount and payment structure) for the securement of the landowner’s lands;
 - (iii) address permissible activities within and immediately surrounding the wetland and timing of those activities;

- (iv) if the Municipality intends to enter into the landowner agreement prior to the Province and the Municipality entering into a Service Contract, the landowner agreement will be made subject to the condition precedent of the Municipality and the Province entering into a Service Contract for the Wetland Replacement Project;
- (v) permit early termination by the Municipality if the related Service Contract is terminated prior to its expiry date;
- (vi) have a minimum 10 year term, commencing on or about the commencement date of the Wetland Replacement Project;
- (vii) contain an acknowledgement by the landowner that:
 - a. any wetlands restored or constructed on the landowner's lands as part of the Wetland Replacement Project are protected by the restrictions in the Alberta *Water Act* and are subject to the *Water Act* and any other applicable acts, and
 - b. that any future activity that may impact the Wetland Replacement Project will require a wetland assessment and will be subject to the Alberta Wetland Policy; and
- (viii) are registered by the Municipality against the certificate of title to the landowner's land for the duration of the landowner agreement.
- (d) taking steps to address any landowner non-compliance with a landowner agreement; and
- (e) providing copies of landowner agreements to the Province upon request.

4.5 Legislative Requirements and Conservation Easements – The Municipality is responsible for ensuring:

- (a) that protection mechanisms such as conservation easements that add value to the long-term protection of the Wetland Replacement Project will be registered on titles as necessary to protect the wetland;
- (b) that all Wetland Replacement Projects approved by the Province meet or will meet applicable legislative requirements prior to project commencement, including but not limited to:
 - (i) the requirements of the Code of Practice for Wetland Replacement Works;
 - (ii) obtaining any required regulatory authorizations under the *Water Act*, as applicable; and
 - (ii) obtaining any required regulatory authorizations under the *Public Lands Act* or other legislation as applicable; and

9. GENERAL

9.1 General – The Participants agree:

- (a) that any reference to legislation shall mean that legislation as amended from time to time;
- (b) that this MOU may be signed in counterpart, in which case the counterparts together constitute one agreement, and communication of execution by e-mailed PDF shall constitute good delivery;
- (c) in this MOU words in the singular include the plural and words in the plural include the singular;
- (d) that this MOU does not affect any other responsibility, right or obligation of any Participant and addresses only their roles with respect to the implementation of this MOU; and
- (e) that nothing in this MOU fetters either of the Participant’s discretion or regulatory authority in any way.

THE PARTICIPANTS HAVE SIGNED THIS MOU ON THE DATES SET OUT BELOW:

HER MAJESTY THE QUEEN in right of Alberta, as represented by
the Minister of Environment and Parks

Per:

Lisa Sadownik
Assistant Deputy Minister
Lands Division

Date:

THE MUNICIPALITY by its authorized representatives

Per:

Signature

Gene Sobolewski

Print Name

Chief Administrative Officer

Title

Date

SCHEDULE A TO MOU

PROPOSAL SUBMISSION REQUIREMENTS

This schedule sets out the Proposal Submission Requirements for Proposals submitted by the Municipality (also referred to in this schedule as “Project Proponent”) under the MOU for the purpose of the Province identifying and selecting appropriate Wetland Replacement Projects, which includes projects for **wetland restoration** and **wetland construction** in priority watersheds in Alberta. **Wetland enhancement** projects are not eligible at this time.

Capitalized terms in this schedule shall have the same definition as in the MOU. The following additional definitions apply in these Proposal Submission Requirements.

DEFINITIONS

Wetland restoration is the manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural or historical area and functions to a former or degraded wetland. Wetland restoration projects may involve one or both of the following:

- Re-establishment of the natural or historical hydrology and resulting wetland area of a drained or partially drained wetland by blocking drainage ditches, rendering tile drainage systems ineffective, or removing berms or infill; or
- Rehabilitation of a degraded or impaired wetland by re-contouring the topography and repairing soils and vegetation. Rehabilitation results in a gain in wetland function but not area, and will only be eligible under WRP in urban areas.

Wetland construction is the manipulation of the physical, chemical, or biological characteristics of a site for the purpose of creating a wetland at a location that was historically upland or a non-wetland area. The following activities are examples of wetland construction:

- Construction of a new wetland area on an upland site;
- Retro-fitting portions of an existing storm water facility to create new functioning wetland area;
- Re-contouring a dugout or other excavated, non-wetland feature to create new functioning wetlands area; or
- Re-contouring upland areas adjoining wetlands to expand existing wetland areas.

Wetland enhancement is the manipulation of the physical, chemical or biological characteristics of a current wetland site to heighten, intensify, or improve specific wetland function(s) beyond the natural or historical level. The result is a change in wetland function(s) that can lead to a decline in other wetland functions, but does not result in a gain of wetland area. The following activities are examples of wetland enhancement:

- Creation of deeper pools in a wetland to enhance or introduce amphibian habitat;
- Installation of bird boxes within or adjacent to a wetland; or
- Construction of a boardwalk within a wetland to increase human use.

General Background

The Province requires the Project Proponent to identify Wetland Replacement Projects it is proposing to carry out as a contractor for the Province for the purposes of the WRP, as set out in the MOU. For all Wetland Replacement Projects the Project Proponent wishes to be considered for approval, the Project Proponent must prepare and submit a Proposal that includes the information set out in these Proposal Submission Requirements.

If approved by the Province, the Proposal, and these Proposal Submission Requirements, will form part of a Service Contract to be entered into between the Province and the Project Proponent, subject to agreement on the terms of the Service Contract. The Project Proponent will be responsible under the Service Contract for performing the services required to complete all components of the approved Wetland Replacement Project. Without limiting the scope of work to be performed, the Services under the Service Contract will include:

- (a) site selection and determining the location of the Wetland Replacement Project;
- (b) wetland Replacement Project design and planning;
- (c) responsibility for addressing ownership and land uses through negotiated landowner agreements, and obtaining written consent of third parties as necessary;
- (d) responsibility for obtaining all required regulatory authorizations;
- (e) addressing existing utilities at the location of the Wetland Replacement Project as applicable;
- (f) all services related to completion of wetland replacement works for the Wetland Replacement Project;
- (g) inspection after completion of the Wetland Replacement Project to confirm that it was executed according to the design plan;
- (h) vegetation planting as required;
- (i) any related activities required outside of the wetland boundary to complete the Wetland Replacement Project;
- (j) assessing the wetland after completion of the Wetland Replacement Project to confirm wetland delineated area, class, and any other necessary information;
- (k) adaptive management of the Wetland Replacement Project; and
- (l) periodic inspection and routine maintenance of the Wetland Replacement Project for the duration of the Service Contract.

Priority Area Designation

The WRP has assigned priority levels (high, medium and low) to watersheds based on the amount of recent and historical wetland loss that has occurred within its boundaries. The WRP uses the Hydrologic Unit Code (HUC) watersheds at two scales: HUC 4 and HUC 6, where HUC 4 watersheds are mostly larger than 500 square kilometers and HUC 6 watersheds are entirely nested within HUC 4 watersheds and mostly larger than 200 square kilometers. The WRP's designated priority areas will be posted on the Alberta Wetland Policy Implementation website.

Proponents should regularly review the most current priority areas as a guide to prioritize potential Wetland Replacement Projects that are within priority areas. Wetland Replacement Projects proposed in undesignated areas may not be approved due to limited available funds.

Each Proposal must include a map showing the location of the Wetland Replacement Project within the applicable priority area.

Regulatory Authorizations

If a regulatory authorization is required in order to undertake the proposed Wetland Replacement Project, the Project Proponent will be responsible to apply for and obtain all regulatory authorizations necessary for the Wetland Replacement Project, including but not limited to obtaining any authorizations and providing any notifications as required under the *Water Act* and the *Public Lands Act*. Project Proponents will need to independently determine and familiarize themselves with the regulatory requirements that will be applicable to the Wetland Replacement Project.

Project Proponents must be aware that the acceptance of a Proposal or the entering into a Service Contract with the Province does not guarantee that the Project Proponent will receive any or all of the required regulatory authorizations. All applications made by the Project Proponent for the regulatory authorizations necessary to perform the Services will be reviewed by the appropriate regulatory authority on their merits in the same manner as any other application received by that regulator. Special treatment or consideration will not be provided to the Project Proponent.

Obtaining Regulatory Authorizations

The Project Proponent will have six months from the date a Service Contract is entered into with the Province to apply for all necessary regulatory authorizations. If the Project Proponent does not apply for all necessary regulatory authorizations within that 6 month period, the Province may terminate the Service Contract in accordance with its terms.

1. Project Design and Location

Each Proposal must include information on the project design and location of the Wetland Replacement Project, including:

- (a) Project location information;
- (b) Wetland Replacement Project design(s); and
- (c) Ownership and any third party interests (eg. existing utilities).

(a) Project Location Information

Include the following project location information in the Proposal:

- a map with location of the Wetland Replacement Project;
- legal land location(s) of the Wetland Replacement Project;
- municipality that the Wetland Replacement Project is located within;
- Relative Wetland Value Assessment Unit of the Wetland Replacement Project;

- HUC 6 watershed¹ number and name; and
- HUC 4 watershed¹ number and name.

(b) Wetland Replacement Project Design

Include the following project design information in the Proposal:

- a general description of the Wetland Replacement Project, including type of project (whether it is restoration or construction);
- the restoration or construction conceptual design plan;
- all regulatory authorizations that will need to be obtained by the Project Proponent to complete the Wetland Replacement Project;
- a current, high resolution aerial or satellite image clearly showing land conditions overlain with polygons of each proposed replacement wetland;
- a figure and table clearly showing the total increase in wetland area, in hectares, that will result from the Wetland Replacement Project. For partially drained wetlands, calculate only the gain in wetland area, and exclude the current wetland area that still persists on the site;
- for restoration projects that will not result in a gain in wetland area, describe the current degraded condition and impaired functions of the wetland, how the project will restore those functions, and how the team will monitor and evaluate those functional improvements; and
- a general description of required construction activities to be undertaken to carry out the design of the Wetland Replacement Project.

(c) Ownership and Land Uses

Include the following ownership and land use information for any lands that may be impacted by the Wetland Replacement Project in the Proposal:

- land ownership, including identification of any public lands;
- identification and ownership of permanent and naturally occurring bodies of water;

¹ Government of Alberta. 2017. Hydrologic Unit Code Watersheds of Alberta. Alberta Environment and Parks. June 1, 2017 https://maps.alberta.ca/genesis/rest/services/Hydrologic_Unit_Code_Watersheds_of_Alberta/

- claims, interests or leases held by third parties, including existing utilities, public lands dispositions, encumbrances registered against title, conservation easements, or other;
- evidence of landowner and/or disposition holder consent and support for the Wetland Replacement Project, as applicable;
- list of anticipated landowner agreements required for the Wetland Replacement Project;
- proposed land transfers, or registrations against land titles (e.g., landowner agreement at a minimum, or conservation easements, environmental reserve designations), that will protect the wetland during and after completion of the Wetland Replacement Project; and
- the current and post-replacement land use category(ies) within each of the following areas, according to the categories listed in Table 1:
 - **Upland zone of influence** (for both restoration or construction projects) – 100 meters (m) from the boundary of the proposed replacement wetland. If multiple basins are being restored on the property, list all land uses on the property within 100 m of each proposed replacement wetland;
 - **Wetland edge** (if restoration) – within the historical edge of the wetland boundary, if applicable; and
 - **Within the wetland** (if restoration) – within the historical wetland boundary.

Table 1. Land Use Categories

Pavement / impermeable surface	Moderate grazing by livestock
Commercial Right of Way	Mowed or hayed, but uncultivated
Private Right of Way or unpaved driveway	Light grazing by livestock
Heavy grazing by livestock	Conservation easement
Annual crop production	Fallow, no cultivation or livestock for less than 10 years
Generalized soil disturbance	Undisturbed for 10 to 20 years
Residential or commercial lawn	Undisturbed for 20 years or more
Dry year crop production	Other – Requires description

2. Determining Ecological Suitability

The following categories address the ecological suitability of a Wetland Replacement Project. Include information pertaining to each of these areas in the Proposal in accordance with the requirements set out below.

- (a) Hydrology;
- (b) Soil Information;
- (c) Wetland Connectivity;
- (d) Wetland Diversity;
- (e) Project Constraints; and
- (f) Site Visit Observations.

(a) Hydrology

Hydrology is the primary driver of successful wetland restoration or construction. In wetland restoration, hydrology needs to be re-established, whereas in wetland construction a reliable water source is required to establish hydrology. Include the following information on hydrology in the Proposal:

- map(s) or figure(s) depicting the catchment area and drainage pathways of the replacement wetland;
- the water source and discharge point for the replacement wetland, including any proposed shallow groundwater and/or surface water connections to existing waterbodies; and
- classifications of the water regimes in the normative state (prior to anthropogenic disturbance), current state, and post-replacement state. The water regime refers to the surface water permanence in the deepest part of the wetland in most years, and can be classified as follows (adapted from Cowardin, et al²):
 - not flooded (less than 1 week flooded);
 - temporarily flooded (1 – 4 weeks flooded);
 - seasonally flooded (5 – 17 weeks flooded);
 - semi-permanently flooded (18 – 40 weeks flooded);

² Cowardin, L. M., V. Carter, F. C. Golet and E. T. LaRoe. 1979. Classification of Wetlands and Deepwater Habitats of the United States. U. S. Department of the Interior, Fish and Wildlife Service, Washington, DC, Jamestown, ND: Northern Prairie Wildlife Research Center. Available at: <http://www.npwrc.usgs.gov/resource/wetlands/classwet/>

- intermittently exposed (41 – 51 weeks flooded); or
- permanently flooded (52 weeks flooded).

(b) Soil Information

The existing topography and soil conditions will influence the potential to establish hydrology, as well as landscape factors such as the connectivity to other wetlands and adjacent upland habitat. Include, at a minimum, the following information on soils in the Proposal:

- AGRASID soil polygon identification and parent material information;
- Soil Landscapes of Canada polygon identification; and
- any relevant information from previous soil assessments in the Wetland Replacement Project area, if available.

(c) Wetland Connectivity

Include the following information on surface connectivity of wetlands in the Proposal:

- land uses and ownership classification (e.g. private, public, park, etc.) of the adjacent parcels of land surrounding the Wetland Replacement Project,
- a description of habitat quality and natural corridors connecting the Wetland Replacement Project to adjacent habitat and wetlands;
- a map depicting the approximate boundaries of any existing wetlands within 800 m of the proposed Wetland Replacement Project;
- the total area of wetlands within an 800 m radius; and
- any existing buffers with native perennial vegetation adjoining the Wetland Replacement Project, including both the percentage around each wetland and the average buffer width.

(d) Wetland Diversity

Variability in conditions within and between wetlands increases the available habitat and biodiversity. Include the following information related to wetland diversity in the Proposal:

- classification of each wetland as per the Alberta Wetland Classification System Guide (see Table 3 of Guide for reference). Include a description of the dominant normative, current and post-replacement wetland zones, including any historical wetland areas prior to anthropogenic disturbance (normative conditions); and

- identify the number of wetland zones that will exist within 100 m of the Wetland Replacement Project.

(e) Project Constraints

Include in the Proposal a description of any potential project constraints that may impact the ability to carry out the Wetland Replacement Project, and mitigation strategies to address those constraints.

Constraints may include, but are not limited to, the following:

- poor suitability of soils or limiting soil conditions;
- water quality issues;
- presence of historical resources;
- presence of Noxious or Prohibited Noxious weeds (as defined by the *Alberta Weed Control Act*);
- presence of sensitive species;
- third party interests, such as pipelines, transmission lines, dispositions, public interest, etc.;
- presence of wells, dugouts, existing *Water Act* authorizations or other water bodies that may impact downstream landowners;
- floodplains, floodways or other flooding considerations;
- federal lands, Native Reserve lands or Settlements;
- any additional authorizations or approvals required; or
- structures requiring operation or regular maintenance (e.g. control gates).

(f) Site Visit Observations

Include relevant information gathered from a site visit in the Proposal, such as the following:

- map(s) with spatially referenced locations of key information, including
 - ditches,
 - locations of headcuts,
 - soil and vegetation sampling locations,
 - proposed location of replacement works, and
 - elevation data, if collected.

- a brief description of available soils for the replacement works, including salvageable topsoil material and proposed location and estimated quantity of suitable material for construction of wetland restoration structures, (e.g., ditch plugs);
- a brief description of the existing vegetation, including the identification of Noxious and Prohibited Noxious weeds;
- confirmation of water sources and drainage pathways;
- several photographs of the site, including the overall wetland footprint, ditches, and headcut locations;
- a description of any opportunities or additional constraints observed during the site visit that may be important considerations for the Wetland Replacement Project design; and
- any other relevant observations.

3. Project Schedule

The Proposal must include a detailed work plan outlining the following:

- (a) the intended processes and workflows for the proposed Wetland Replacement Project;
- (b) time estimates for completion of **each** project component within each phase; and
- (c) a detailed schedule for the overall project.

In addition, include in the Proposal a copy of the **Services, Deliverables and Costs Pricing Form** attached as Appendix "1" to this schedule (the "Pricing Form") setting out the anticipated completion date of each phase of the Wetland Replacement Project, based on the expected final completion date of all of the key services and deliverables to be provided under that phase. If a phase has already been completed prior to the date the Proposal is submitted, provide the actual date of completion of that phase.

4. Project Costs

Costs in respect of a proposed Wetland Replacement Project will only be paid through a Service Contract entered into between the Province and the Project Proponent for an approved Wetland Replacement Project. Wetland Replacement Project costs that the Project Proponent wishes to propose for inclusion in a related Service Contract must be included in the Proposal. **All costs proposed by the Project Proponent for inclusion in a Service Contract are subject to the Province's review and approval.**

The Project Proponent must complete and include in the Proposal the Pricing Form, which includes a detailed breakdown of the services, deliverables, and costs for each of the following phases of the proposed Wetland Replacement Project:

- (a) Wetland Replacement Project Targeting and Communication Phase;
- (b) Preliminary Project Phase;
- (c) Design and Regulatory Authorization Phase;
- (d) Construction Phase;
- (e) Post-Construction Phase; and
- (f) Routine Maintenance Phase

A description of eligible costs under each of these phases is provided below.

(a) Initial Targeting Phase Costs

Wetland replacement project targeting and communication phase costs include reasonable costs directly related to initial identification of potential Wetland Replacement Projects including:

- staff time and consultant fees associated with initial targeting of potential Wetland Replacement Projects, such as:
 - office level mapping and identification of drained wetlands,
 - landowner engagement,
 - marketing and communication,
 - materials and equipment associated with office level targeting and initial landowner engagement (specify materials and equipment and charge out rates, e.g. trucks, survey equipment etc.),
 - marketing and communication materials and equipment (specify materials produced and equipment costs), and
- reasonable costs previously incurred by the Project Proponent for potential Wetland Replacement Projects that **did not proceed** (for reasons such as landowner withdrawal, third party permissions not attained, contaminated site issues, non-compliance issues, or not approved by the Province). For such costs to be considered by the Province for inclusion for reimbursement in a Service Contract for an approved Proposal:
 - the potential Wetland Replacement Project(s) that did not proceed should be located within the same priority area or watershed as the Wetland Replacement Project proposed in the Proposal,
 - the costs must have been incurred in the 24 months preceding the submission date of the Proposal, and
 - The Project Proponent must:
 - set out the costs in detail,
 - include a brief description of the Wetland Replacement Project(s) pursued to which the costs relate (including the specific geographical location), and
 - provide the reasons for not proceeding with such project(s).

(b) Final Site Selection and Securement Phase Costs

Final site selection and securement phase costs include reasonable costs incurred for selecting and securing the site of the Wetland Replacement Project that is the subject of the Proposal including:

- staff time and consultant fees associated with site selection and securement of Wetland Replacement Project, such as:
 - landowner engagement and agreements negotiated by the Project Proponent with the relevant landowners,
 - obtaining written consent from affected third parties, and
 - preparation and writing of the Proposal; and
- materials and equipment required for landowner engagement and preliminary site visits (specify materials and equipment and charge out rates, e.g. trucks, survey equipment etc.);
- all costs related to payments to landowners to secure lands, if required for the purposes of the Wetland Replacement Project.

(c) Design and Regulatory Authorization Phase Costs

Design and regulatory authorization phase costs include the Project Proponent's costs for all tasks, services and deliverables associated with the design and regulatory authorization phase of the Wetland Replacement Project, including but not limited to the following:

- Development of detailed construction or restoration design plans and drawings for the Wetland Replacement Project, including professional fees and other costs for:
 - site evaluation of existing conditions, including field assessments and elevation surveys of the adjacent land and existing and proposed wetland boundaries with a survey-grade laser level, at a minimum,
 - plan and cross-sectional view drawings of the Wetland Replacement Project with georeferenced locations of ditch plugs, weirs, vertical grade control structures, spillways, and any other structures or significant features, and
 - engineering drawings of structures, if required; and
- obtaining applicable regulatory authorizations, including but not limited to providing *Water Act* Code of Practice notification, and obtaining regulatory authorizations under the *Water Act* or *Public Lands Act*.

(d) Construction Phase Costs

Construction phase costs include a detailed breakdown of the Project Proponent's costs for all tasks, services and deliverables associated with the construction phase of the Wetland Replacement Project, including but not limited to the following:

- equipment required (e.g., backhoe, excavator, dozer, skid steer);
- equipment mobilization costs;
- costs to purchase and plant vegetation, including plugs and seed, as well as other materials (specify materials, e.g., woody debris, rock, liners)
- costs for seeding, planting, amending soils, placing woody debris or other activity;
- weed removal and management costs;
- equipment operator costs for installing replacement works, vertical grade control structures, rock spillways, berms, or any other structure, or for constructing a wetland via excavation and recontouring;
- costs for erosion and sediment control structures;
- construction supervision (number of hours and hourly rate);
- activities or infrastructure located outside of the wetland replacement or construction area but that will directly increase overall functions of the Wetland Replacement Project (e.g., vertical grade control structures downstream of outlet, or restoration of upland area adjoining the wetland, up to a distance of 10 m from the wetland boundary). If costs for restoration activities or infrastructure located within upland areas are included, describe how these assets will be protected with an easement or other mechanism. The Province will not pay for any costs associated with land protection, such as a conservation easements; and
- professional fees to confirm that works have been inspected and are completed in accordance with the design plans prepared under the Service Contract, including provision of a letter signed by an Authenticating Wetland Professional, and supporting documentation such as videos, photos, measurements and submission of as-built plans, if applicable.

(e) Post-construction Phase Costs

The post-construction phase timeframe will be determined by an Authenticating Wetland Professional based on each Wetland Replacement Project. The post-construction phase will require monitoring of the wetland and replacement structures to ensure they are in good condition and operating effectively, and the designed wetland area, class and function is establishing.

Post-construction phase costs are costs associated with services and deliverables to be performed at least one year after the wetland is constructed or restored, including the following:

- additional vegetation planting or weed management; and
- professional fees to confirm that the Wetland Replacement Project has established according to the wetland area, class and function anticipated in the design plans prepared under the Service Contract, including provision of a letter signed by an Authenticating Wetland Professional, and supporting documentation such as photos, videos, delineation field sheets, soil and vegetation plot information, and maps of plot locations.

(f) Routine Maintenance Phase Costs

The routine maintenance phase begins after the post-construction phase is completed (upon the wetland being deemed as functioning by an Authenticating Wetland Professional) and will continue until the end of the Service Contract. Routine maintenance costs are costs associated with services and deliverables to be performed by the Project Proponent, including the following:

- inspections and status reports every two years on the integrity of the wetland structures. Maintenance inspections and status reports are for the integrity of the structures only and do not need to be completed by an Authenticating Wetland Professional; and
- any routine maintenance on the wetland structures as may be required for their continuing functionality.

5. Value Considerations

The Proposal must identify any additional considerations that add value to the Wetland Replacement Project. This may include the following examples:

- Wetland Replacement Projects that include additional funding, in-kind resources or additional cost savings (e.g., land donations). If the added value is not a direct cash payment, determine the approximate cash value of all contributions. For example, provide the approximate value of the donated land or materials, or operator costs if time or equipment is being donated; or
- Protection mechanisms such as conservation easements (either pre-existing or to be added by the Project Proponent) that add value to the long-term protection of the Wetland Replacement Project.

6. Project Team

Wetland Replacement Projects are to be completed by a multi-disciplinary team of professionals, as set out below.

The key project team members must be identified in the Proposal and include at least one Authenticating Wetland Professional. Submit a summary of the individuals on the project team, including their qualifications and relevant experience. Team members with relevant and demonstrable experience in completing Wetland Replacement Projects are preferred.

In addition to Authenticating Wetland Professionals, Wetland Replacement Project teams may include:

- project manager;
- regulatory authorizations and permits expert;
- professional engineer;
- hydrologist and/or hydrogeologist;
- wetland restoration ecologist; and
- staff of the Project Proponent.

7. Sub-Contractors

Indicate in the Proposal what services, if any, will be provided through the use of sub-contractors. If known at the time of Proposal submission, include in the Proposal a list of any selected sub-contractors, or a short list of anticipated sub-contractors, and a brief description of their qualifications and relevant experience.

8. Freedom of Information and Protection of Privacy Act (Alberta) ("FOIP")

The purpose of collecting Personal Information (as that term is defined in FOIP) for these Proposal Submission Requirements is to enable the Province to ensure the accuracy and reliability of the information, to assess the Proposal, and for other related program purposes of the Province. Authority for this collection is the *Government Organization Act* (Alberta), as amended from time to time and section 33 (c) of FOIP. The Project Proponent may contact the Province's contact person identified in the MOU regarding any questions about collection of Personal Information pursuant to these Proposal Submission Requirements.

By submitting a Proposal the Project Proponent acknowledges that:

- (a) FOIP applies to all information and records relating to, or obtained, generated, created, collected or provided under, these Proposal Submission Requirements or which are in the custody or under the control of the Province. FOIP allows any person a right of access to records in the Province's custody or control, subject to limited and specific exceptions as set out in FOIP; and
- (b) If it considers portions of its Proposal to be confidential, the Project Proponent should identify those parts of its Proposal to the Province considered to be confidential and what harm could reasonably be expected from disclosure. The Province does not warrant that this identification will preclude disclosure under FOIP.

The Project Proponent consents, and obtained the written consent from any individuals identified in the Proposal as applicable, to the use of Personal Information in the Proposal by the Province to enable the Province to evaluate the Proposal and for other program purposes of the Province, and will provide those written consents to the Province upon request.

9. Conflict of Interest

Proponents must fully disclose to the Province, in writing, the circumstances of any actual, possible or perceived conflict of interest in relation to the Project Proponent, any of its team members, employees, sub-contractors or agents, if the Proposal were to be approved with the intention that the Proponent become the Province's contractor pursuant to a related Service Contract.

The Province may reject any Proposal where, in the opinion of the Province, the Proponent, any Proponent team member, employee, sub-contractor or agent is, could be, or could be perceived to be in a conflict of interest if the Proponent were to become a contractor in respect of the proposed Wetland Replacement Project.

10. Submission of Proposals

Completed Proposals must be sent to aep.wetlandreplacement@gov.ab.ca for review and evaluation. The Province may request more information or clarification before approving or refusing the Proposal.

Appendix 1 to Proposal Submission Requirements

Services, Deliverables and Costs Pricing Form

Project Proponents must complete and include the below form in the Proposal.

- Insert the fixed prices (the definite and predetermined price charged inclusive of expenses) for each of the services, deliverables and other costs as indicated for each phase; the total fixed price for all phases; and the price per hectare breakdown.
- Insert the anticipated completion date for each phase of the Wetland Replacement Project.

The Project Proponent may remove or add additional key services or deliverables under each phase as necessary depending on the specifics of the Wetland Replacement Project.

Service, Deliverables, and Costs	Fixed Price		Phase Completion Date
(a) Initial Targeting Phase Costs			
<i>Day rate costs for materials and equipment (specify materials and equipment, e.g., trucks, quads, survey, etc.) Add rows as necessary.</i>			
	<i>Rate/Day</i>	<i>Hours</i>	
i. <i>ATV</i>			
ii. <i>Trucks</i>			
iii. <i>Survey Equipment</i>			
iv. <i>other</i>			
v. <i>other</i>			
<i>Total:</i>	\$0.00		
Subtotal for Phase (a)			\$0.00
<i>Cont. on next page</i> (b) Final Site Selection and Securement Phase Costs			
<i>Staff costs and consultant fees associated with site selection and securement of Wetland Replacement Project, such as:</i>			
<i>(a) landowner engagement and agreements negotiated by the Project Proponent with the relevant landowners;</i>			
<i>(b) obtaining written consent from affected third parties; and</i>			
<i>(c) preparation and writing of the Proposal.</i>			
	<i>Rate/Hour</i>	<i>Hours</i>	
i. <i>Staff</i>			
ii. <i>Staff</i>			
iii. <i>Staff</i>			
<i>Total:</i>	\$0.00		

<p><i>Costs for materials and equipment required for landowner engagement and preliminary site visits (specify materials and equipment and charge out rates.</i></p>		
	<p><i>Rate/Day Hours</i></p>	
i. <i>Name of equipment</i>		
ii. <i>Truck</i>		
iii. <i>Survey Equipment</i>		
iv. <i>Other</i>		
v. <i>other</i>		
<i>Total:</i>		<i>\$0.00</i>
<p><i>All costs related to payments to landowners to secure lands, if required for the purposes of the Wetland Replacement Project</i></p>		
Subtotal for Phase (b)		\$0.00
(c) Design and Regulatory Authorization Phase		
<p><i>Development of detailed construction of restoration design plans and drawings for Wetland Replacement Project, including professional fees and other costs for:</i></p>		
<p><i>(a) site evaluation of existing conditions, including field assessments and elevation surveys of the adjacent land and existing and proposed wetland location with a survey-grade laser level, at a minimum;</i></p>		
<p><i>(b) plan and cross-sectional view drawings of Wetland Replacement Project with georeferenced locations of ditch plugs, weirs, vertical grade control structures, spillways, and other significant features; and</i></p>		
<p><i>(c) engineering drawings of structures, if required</i></p>		
<i>Total:</i>		<i>\$0.00</i>
<p><i>Obtaining applicable regulatory authorizations, including but not limited to providing Code of Practice notification, and obtaining regulatory authorisations under the Water Act or Public Lands Act.</i></p>		
<p><i>Cost of Registering landowner agreement against Title.</i></p>		
Subtotal for Phase (c)		\$0.00

(d) Construction Phase		
<i>Costs for equipment required (e.g., backhoe, excavator, dozer, skid steer, specify equipment)</i>		
	<i>Rate/Hour</i>	<i>Hours</i>
i. <i>Excavator</i>		
ii. <i>Truck</i>		
iii. <i>Bulldozer</i>		
iv. <i>Other</i>		
v. <i>other</i>		
<i>Total:</i>	<i>\$0.00</i>	
<i>Equipment mobilization costs</i>		
<i>Costs to purchase plant materials, including plugs and seed, as well as other materials (specify materials, e.g., woody debris, rock, liners)</i>		
	<i>Total Cost</i>	
<i>Wetland Plugs</i>		
<i>Native Seed</i>		
<i>Willow Staking</i>		
<i>Wheat and Straw Bales</i>		
<i>Stone</i>		
<i>Other</i>		
<i>Total:</i>	<i>\$0.00</i>	
<i>Costs for seeding, planting, amending soils, placing woody debris or other activity.</i>		
<i>Weed removal and management costs.</i>		
<i>Equipment operator costs for installing replacement works, vertical grade control structures, rock spillways, berms, or any other structure, or for constructing a wetland via excavation and recontouring</i>		
	<i>Rate/Hour</i>	<i>Hours</i>
i. <i>Staff</i>		
ii. <i>Staff</i>		
iii. <i>Staff</i>		
iv. <i>Staff</i>		
<i>Total:</i>	<i>\$0.00</i>	

<i>Costs, for erosion and sediment control structures</i>		
<i>Construction Supervision</i>		
	<i>Rate/Hour</i>	<i>Hours</i>
i. <i>staff</i>		
ii. <i>staff</i>		
iii. <i>staff</i>		
Total:		\$0.00
<i>Costs for activities or infrastructure located outside of the wetland replacement area but that will directly increase overall functions of the Wetland Replcement Project (specify activites and infrastructure.)</i>		
<i>Professional fees to confirm that works have been inspected and are completed in accordance with the design plans prepared under the Service Contract, including provision of a letter signed by Authenticating Weltand Professional, and supporting documentation such as videos, photos, measurement and submission of as-built plans if applicable.</i>		
Subtotal for Phase (d)		\$0.00
(e) Post-construction Phase		
<i>Costs for additional vegetation planting or week management</i>		
<i>Professional fees to confirm that the Wetland Replacement Project has established according to the wetland area, class and function anticipated in the design plans prepared under the Service Contract, including provision of a letter signed by an Authenticating Wetland Professional, and supporting documentation such as photos, videos, delineation field sheets, soil and vegataion plot information, maps of plot locations.</i>		
Subtotal for Phase (e)		\$0.00
(f) Routine Maintenance Phase		
<i>Any routine maintenance on the wetland structures as may be required for their continuing functionality</i>		
Subtotal for Phase (d)		\$0.00
Totals		
Total fixed price for all costs		\$0.00
Dollars per hectare breakdown		\$0.00

Wetland Replacement Program

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Municipal Participant Information Sessions

August 2020

Alberta

Agenda

Wetland Replacement Program Overview

Wetland Replacement Program process

Regulatory Considerations

Discussion

Wetland Replacement Program Overview

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Program Vision

Wetlands are a vital part of Alberta's ecological landscape and necessary for a sustainable economy and healthy communities. The Wetland Replacement Program aims to re-establish wetlands in partnership with Albertans by providing resources for collaborative replacement projects across the province.

Background

- *July 2016* – Implementation of the Alberta Wetland Policy in AB
- *December 2018* – Enactment of Wetland Restoration and Replacement Fees MO
- *December 2018* – Collection of wetland replacement fees
- *September 2019* – Transfer of monies held by DUC (\$18 M)
- *Sept 2019-present* – Development of program requirements and program implementation

Wetland Replacement Program Overview



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- Partner with stakeholders to complete
 - Wetland Restoration
 - Wetland Construction

Alberta

Wetland Restoration



- Returning natural / historical functions to a former or degraded wetland
- Re-establishment: Results in a gain of wetland area, with or without a gain in wetland function.

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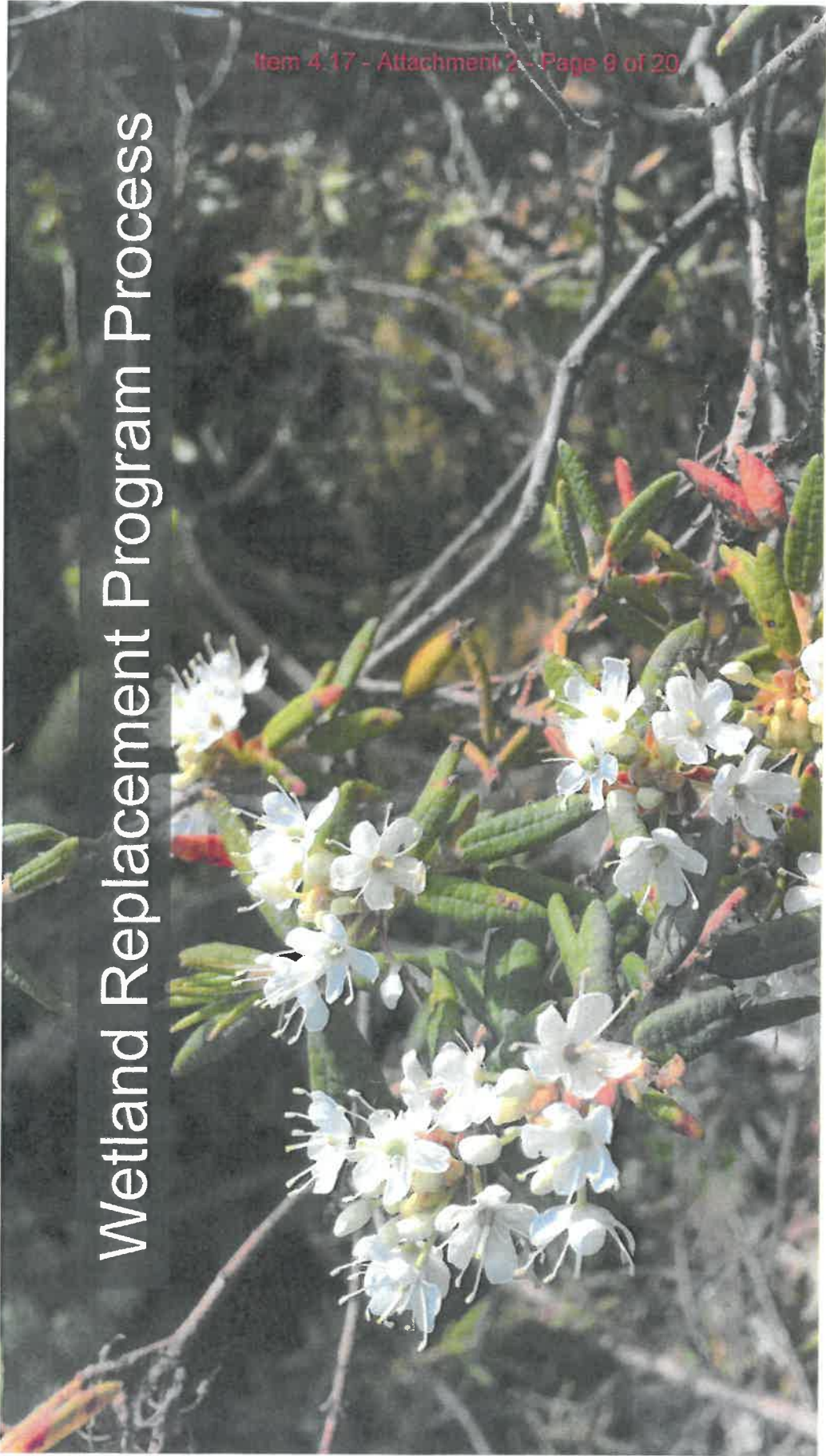
Wetland Construction

- Creating a wetland on a site that was historically non-wetland.
- Establishment: results in a gain of wetland area and function.
- Expansion: results in a gain of wetland area with or without a gain in wetland function.



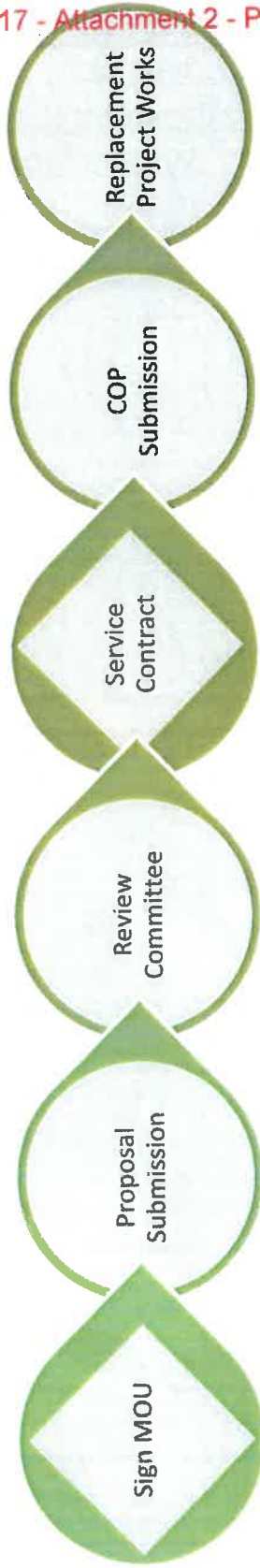
Alberta

Wetland Replacement Program Process



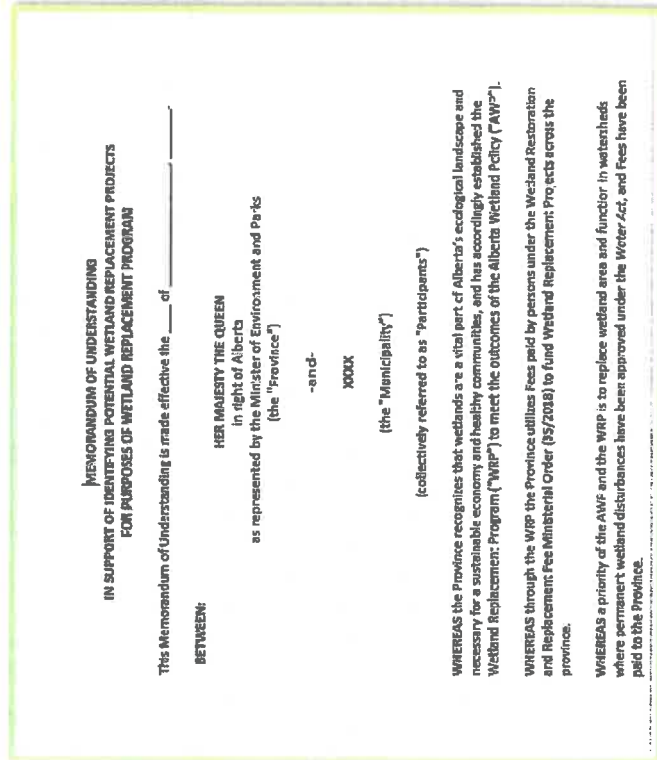
WRP Process

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Memorandum of Understanding

- Overarching agreement, not legally binding.
- MOU to establish relationship between the Municipality and AEP
- Outlines roles and responsibilities
- 3 year agreement, can be renewed



Service Contract



- Contract document outlining the project services and payment milestones
- A Service Contract drafted for each project that is accepted by Alberta Environment and Parks

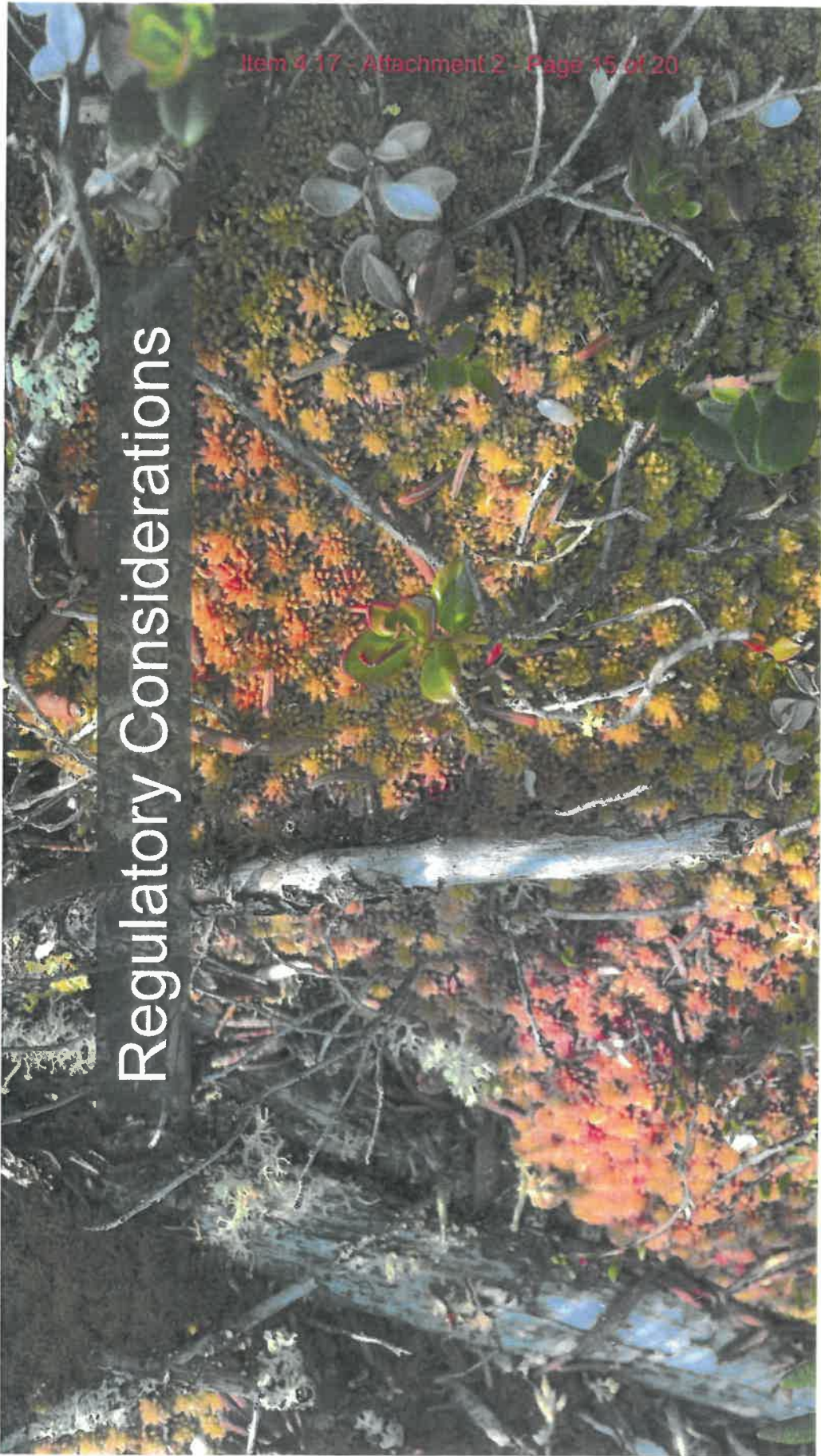
Service Agreement Deliverables

- Field-based wetland assessment
- Detailed wetland design plans, including engineering design drawings and specifications
- Complete wetland restoration or construction works
- Construction inspection completion
- Complete inspection and monitoring to demonstrate site establishment



Alberta

Regulatory Considerations



Regulatory Considerations

- Projects will meet the new Code of Practice for Wetland Replacement Works OR require Water Act Approval
- Must adhere to all other regulatory requirements and legislation

Code of Practice for Wetland Replacement Works

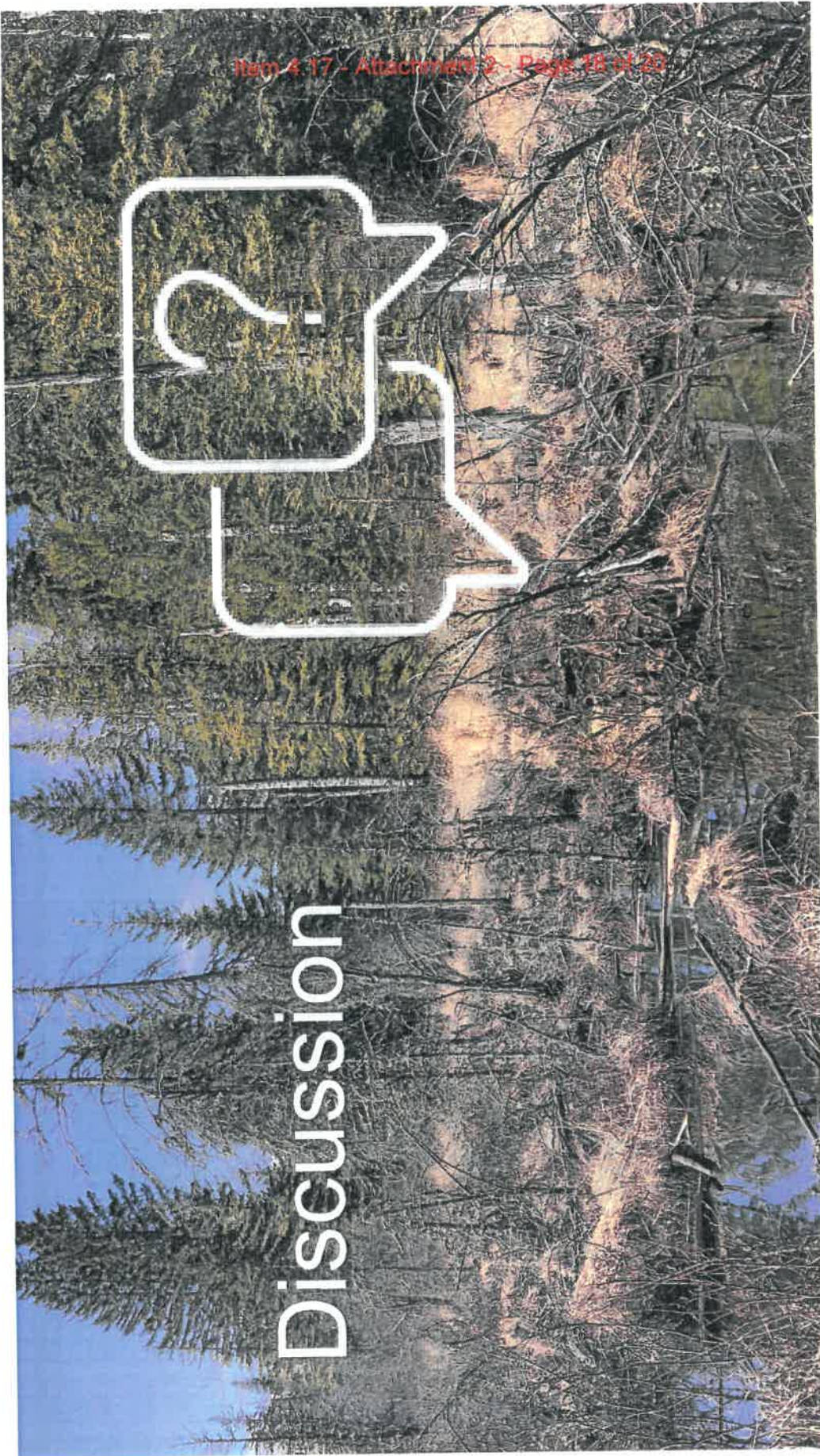
Made under the *Water Act* and the
Water (Ministerial) Regulation

Summary



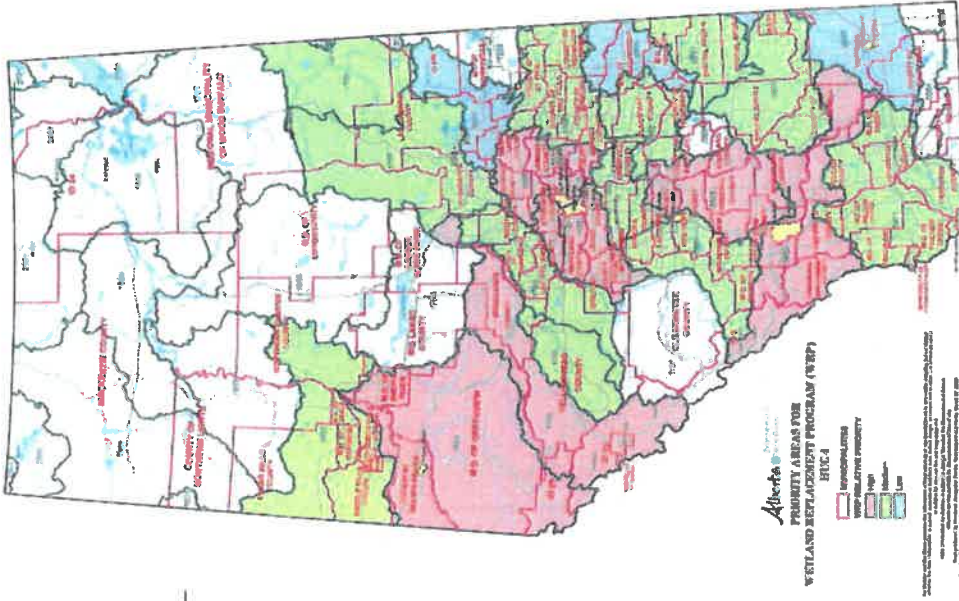
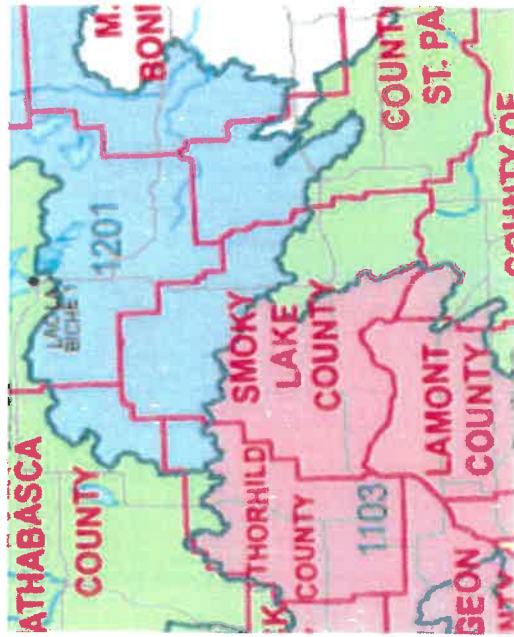


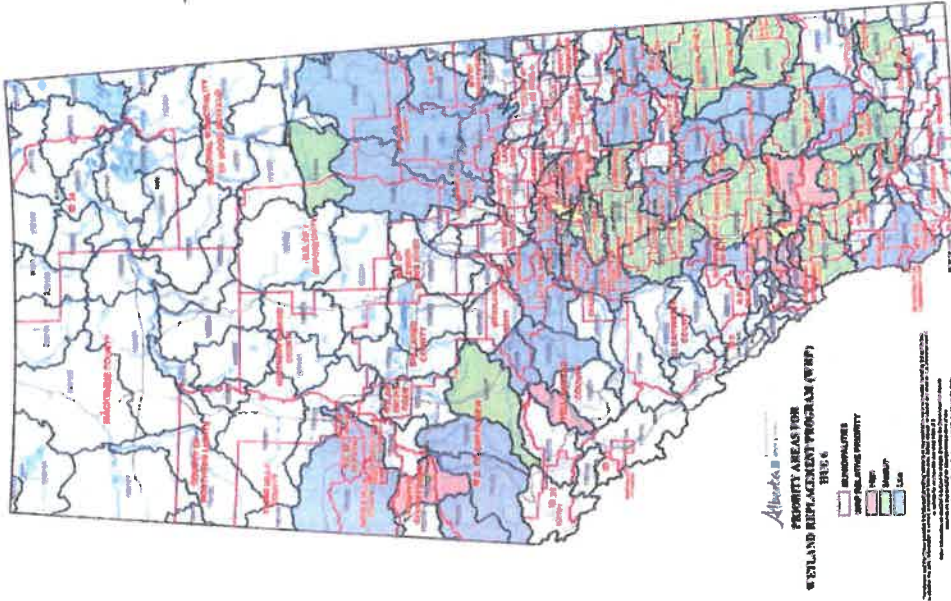
Discussion



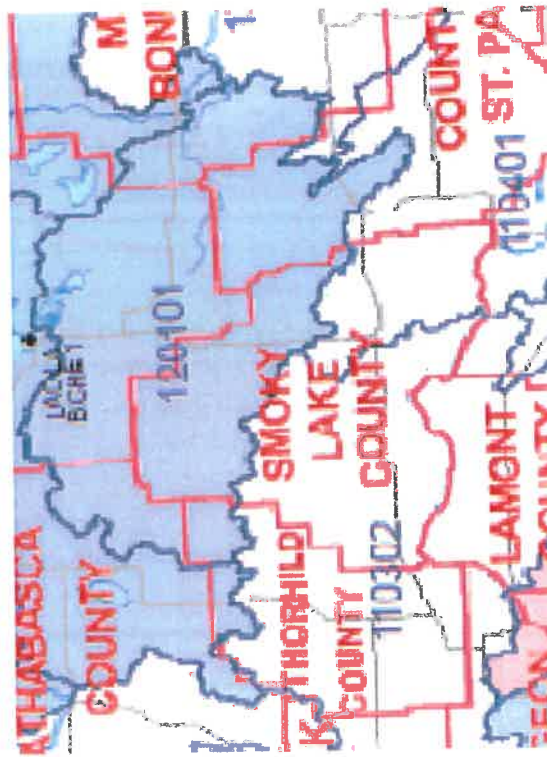


HUC 4 Map





HUC 6 Map





Chief Administrative Officer			
Report Period: <u>October 23, 2020 to December 4, 2020</u>			
LEGISLATIVE / GOVERNANCE			
Projects	Date In Progress	Date Outstanding	Date Completed
Met with RMA - conversation regarding amalgamation and the legislation, process, requirements, study funding, options, etc. Recommendation: To further discuss with Council and the Village.	Nov. 10'20		
Attended the 2020 Fall RMA Virtual Convention held on November 3 and 4, 2020 and the Reeves/Mayors Meeting on November 2, 2020.			
Access for Information: Third Request for 2020 received in Month of November.	Nov. 22' 20		
Various Commission meetings in regard to various legal issues.	Ongoing		
ADMINISTRATIVE			
Projects	Date In Progress	Date Outstanding	Date Completed
Remembrance Day Ceremonies: Donated \$200.00 to the Smoky Lake Legion Branch No. 227 and to the Waskatenau Legion Branch No. 261. Recommendation: Approve action taken.	Oct. 27'20	Oct.30'20	Nov. 11'20
Police Survey: Completed with Council – Submitted November 3, 2020	Oct. 15'20		Nov. 3'20
FINANCIAL			
Projects	Date In Progress	Date Outstanding	Date Completed
Plex-Glass Update: Material arrived November 24, 2020 – Installation in Council Chambers anticipated on December 09, 2020.	Nov. 19'20		
HUMAN RESOURCES			
Projects	Date In Progress	Date Outstanding	Date Completed
Implemented additional COVID-19 – <u>Notice to Employees: Wear Mask in the Workplace</u> – effective November 16, 2020. H-1 Recommendation: Approve Action taken.	Nov. 13'20		TBD
Memorandum sent to all Staff from CAO: County to follow recommendations in regard to the Chief Medical Officer – COVID Restrictions. H-2 Recommendation: Acknowledge Action taken by CAO.	Nov. 20'20		Nov. 23'20
Held at Staff Meeting. H-3 <i>Copy attached</i> of the discussion held.	Oct. 27'20		
Local Authorities Election Training for Year 2021 Module 2: Nominations was competed by three employees. Nominations Packages will be ready for release: January 4, 2021.	Nov. 19'20		Jan 4'21

Chief Administrative Officer

Report Period: October 23, 2020 to December 4, 2020

COMMUNITY

Projects	Date In Progress	Date Outstanding	Date Completed
National Aboriginal Veterans Day – Memorial Day observed in Canada in recognition of Aboriginal contributions to military service – Metis Crossing unveiling ceremony for November 8, 2020 of the Metis Veteran’s monument was postponed to June 6, 2021. Smoky Lake County did purchase a wreath in the amount of \$80.00 to participate in this ceremony.	Nov. 8’20	TBD	
Sent COVID protocols to staff in regard to latest requirements and recommendations from the Chief Medical Officer.			Nov. 12’ 20
Attended various Tourism meetings.	Ongoing		

TRAINING

<ul style="list-style-type: none"> Legislative Services: Lydia Cielin, Patti Priest and Jenna Pelech completed Election Training (free course) – Module on Nominations to be of assistance to the Returning Officer, when required. Legislative Services: Patti Priest received <u>Certificate of Completion on “Protecting Privacy in Alberta Public Bodies”: FOIP – Privacy Training Program</u> in November 2020 from Cenera. 	Nov. 19’20		
	Nov. 26’20		

COUNTY STRATEGIC PLAN

N/A

Signature:

Gene Sobolewski

County Council Meeting: December 10, 2020



NOTICE TO EMPLOYEES

In accordance with the targeted public health measures announced by the Province of Alberta on November 12, 2020;

Effective Monday, November 16, 2020

Smoky Lake County is strongly encouraging all employees to voluntarily wear a non-medical mask in all indoor work settings, except when alone in a workspace or an appropriate barrier is in place.

What this means....

If you are working in an area where there is no barrier between yourself and another employee (or the public) or are not working at a desk you are **strongly encouraged to wear a mask.**

COVID-19 INFORMATION

HOW TO WEAR A NON-MEDICAL MASK

Non-medical masks, including homemade cloth masks, can help prevent the spread COVID-19. They are another tool to use in places where it's difficult to keep two metres from other people for extended periods of time – such as public transit, grocery stores, pharmacies, hair salons, airplanes and some retail shops.

Masks do not replace proper hygiene, physical distancing or isolation to prevent the spread.

SAFELY PUTTING A MASK ON

- Wash/sanitize your hands.
- Inspect the mask, holding it by the ties or loops. Discard if damaged or dirty.
- Open fully to cover from the bridge of your nose to your chin.
- Adjust the mask to your face so there are no gaps on the side.
- If mask has stiff edge, pinch to close gaps between nose and mask.
- Keep your nose, mouth and chin covered at all times. Avoid touching the mask.

SAFELY TAKING OFF A MASK

- Wash/sanitize your hands.
- Remove it from the back by releasing ties or loops. Do not touch the front of the mask.
- Discard the mask immediately if disposable. Wash thoroughly if reusable.
- Wash/sanitize your hands.

FOR MORE INFORMATION ON WEARING AND CARING FOR YOUR MASK

alberta.ca/masks



Thank you for your continued efforts in keeping our workplace and community safe.

MEMORANDUM



Date: November 20, 2020

To: _____

From: Gene Sobolewski, C.E.T.

Subject: Chief Medical Officer - COVID Restrictions

As we are all aware by now, Smoky Lake County has been deemed to be in an “Enhanced” watch area since November 12 due to the number of active cases of individuals afflicted with COVID-19 in our region. In the last few days, we have also heard from our Premier and the Prime Minister, both of whom are stating that current projections show a steep escalation of cases to climb in Alberta and Canada until well after Christmas.

I have attached an excerpt of the current restrictions/recommendations provided to all Albertans in the “Enhanced” regions.

The big question in my mind always comes back to: “What does this all mean for us?” The answer, at least for me, is a bit overwhelming and frightening. Our actions today and tomorrow may possibly have a significant impact on the future of our family and co-workers.

To start with, COVID is nothing like the flu. For anyone with existing health issues, it is a virus which can bring dire consequences to anyone contracting it. This virus is opportunistic and does not distinguish between race, religion, sex or age. It loves us all and is very adept at reproducing and seeking new hosts indiscriminately. Once it finds a new host, it wastes no time to seek others.

Typically, a person is highly contagious for two to three days prior to showing any symptoms of infection. As we know, it does have a few significant weaknesses and under the right circumstances, it can be stopped. Stopping it tends to be our challenge as the social human beings most of us are, especially those whom are now COVID weary or fatigued.

With the recent order by Alberta’s Chief Medical Officer, the County will be following the recommendations and requirements as shown on the attachment, as follows:

- 1) Treat everyone you meet or interact with as though they are infected. Maintain a least 2.0 m distancing (6 feet) between persons. Please wear a mask when interacting in the public, or with co-workers.
- 2) When in your office or workspace area, wearing a mask is not mandatory, but when walking about in the office, the County requires that an individual is required to wear a mask.
- 3) For those entering the main office in the morning, please sanitize hands, take your temperature, and fill out the form located on the credenza outside of Brenda’s office. If you answer yes to any of the questions, please reconsider entering further into the office as you are not allowed to enter the office. Immediately notify your supervisor and quarantine/take a COVID test.
- 4) The Health Officer is recommending that the number of workers in a workplace be reduced either by rotating shifts or working from home where possible. Commencing Monday, November 23, 2020, the County will undertake to provide the following:
 - a. For those staff who would like to work from home and are able to do so, the staff member should firstly obtain approval from their manager. This is to ensure that the continuity of their work, critical tasks and work planning are maintained with minimal disruption and that the Manager can monitor progress of their work as well.
 - b. When working from home, the County will provide, similar to the office shut down in the spring, those employees with the appropriate devices (where possible) to undertake their work.
 - c. The Employee and Manager must work out a communication plan to ensure that their lines of communication stay open, particularly for those tasks requiring some form of direction or supervision.
 - d. There may be times where the employee will have to visit the office. In those instances, the protocols for wearing masks, sanitizing, and completing the form will be required.



Memo To: All Staff
November 20, 2020

- 2 -

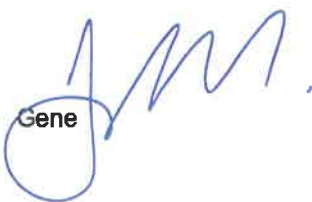
- 5) For those employees where their primary work is not inside the office (Public Works, Ag, Env. Services, the Gas Dept), the use of masks, hand sanitizing and maintaining social distancing wherever possible is extremely important.

Lastly, the other issue we are all facing is the stress due to COVID as a mental health issue. Some of us may have noticed that the public in general, have become a little more "grumpy" than normal. This also is noticed in our workplace where there are some employees whom are not as comfortable as they once were in a group setting, particularly with near constant rising of COVID cases since August, the fear of contraction of the virus, the fear of family members contracting the virus and their consequential stresses of all the changes (masks, distancing, etc.). Experts are now viewing this stress as a growing mental health concern as the pandemic continues to wind through the fabric of civilization.

I believe this mental health component is going to be an important issue for all of us before this pandemic is over. If working from home helps to reduce employee stress, even a little, then it will be to our benefit. I also encourage all of us to take time out to enjoy family, play games and just have a laugh or two. The comedian, Red Skelton used to say that when a person laughs, for that brief moment in time, all their worries, stresses and concerns are suspended and replaced with instantaneous happiness. There are many group activities (such as games) which we used to play at the kitchen table with friends and family that are now available in online formats. I encourage everyone to grab a favourite beverage, snack and check these sites out, or watch a favourite movie or comedian. Any activity which reduces stress is beneficial to the mind and body.

I am confident we can all get through this latest pandemic setback with a little diligence and caution.

Regards,


Gene

STAFF MEETING

Report: October 27, 2020 at 1:30 p.m.

OFFICE

County Parking Lot: We already encountered inclement weather that made it slippery and had few incidents. Public Works will sand the lot prior to office opening up from now on when necessary.

COVID-19: Discussion: any concerns or additional preventive measures needed? Questions: Staff Sign-In.

COVID-19 Preventive Measures: Researching into installing Plexi-glass in the Council Chambers. If all goes well, some staff will accommodate Council in the Chambers for meetings. Zoom Meeting access on the TV also has been set-up in the foyer of the Council entrance – if any public walks in and we can't socially distance. We are also going to do further re-arranging in the Chambers, ie. Removal of excess chairs, etc.

Christmas Office Staff Dinner: Discussion. Should we have a Meal and Social Distance? Pick a date if YES and let the Caterer know – so plenty of notice is provided.

LEGISLATIVE / GOVERNANCE

Organizational Meeting held on October 22, 2020: Reeve remains as Craig Lukinuk and Deputy Reeve: Randy Orichowski.

Council Committees: No change. One new Committee (a Working Group) for the Ukrainian Twinning was established – currently the Reeve is appointed until a formal Terms of Reference is established. A five-year agreement was signed (as published in papers). The three pillars of focus: Share resources, business education and facilitating business between regions.

Village of Vilna: The County's first step is to have a meeting with an RMA amalgamation expert to discuss options and after that, will have a Committee of the Whole Meeting with all parties.

County will start Negotiations next month with Union - Local 955.

2021 General Election: Appointed Delores Jarema as Returning Officer and Bernadette Dalpe was appointed as Substitute Returning Officer. They will be present in our office soon to start proceedings, as some new changes were made to the Election Act.

County is contributing additional funding: \$85,000.00 to the **New HAK School** towards the Gym expansion, along with the Town contribution of same, for the purpose of accommodating certain provincial tournaments and Archery.

MAP (Municipal Accountability Program) as per the new MGA legislation "Municipalities with populations of 5,000 or less will participate in the MAP (Municipal Accountability Program)". Smoky Lake County's MAP audit date is January 13, 2021.

COMMUNITY

The County Website's **mirco-site feature** has been added to accommodate non-profit groups upon approval by Council Motion. Approved so far is: RCDC, CLC, Kinettes, & Rural Crime Watch Association

HUMAN RESOURCES

New CAO: Staff Introduction. State you Name, Position and how long you have been with the County.

Legislative Services Clerk is back in the office for at least 90% of the time. But on occasion will work from home as well. **Communication Technician** will also continue to work between home and office. Both positions will always be sensitive – as to what happens within the school environment.

CEDO office has been re-located to where Bob was and Bob has been setup in the photocopier room. Hopefully this is work out for all parties involved.

ADDITIONAL INFORMATION?

CAO: Welcome to add information to this meeting.

Any Managers present: Welcome to add information to this meeting.

ACTION LIST:

October 8, 2020

Committee of the Whole Meeting – Administration

5.1.1.c.1



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
1187-20	<p>That Smoky Lake County Council recommend offering funding in the amount of \$85,000.00 to Aspen View Public Schools for 50% of the cost to extend the size of the Gymnasium being incorporated into the new H. A. Kostash School in Smoky Lake, from 595 square meters to 668 square meters, for the purpose of creating the ability to host Provincial Tournaments; subject to the Town of Smoky Lake contributing 50% of the funding in the same amount, for a combined County/Town total in the amount of \$170,000.00, and if the Town declines providing the said funding, the County will withdraw the funding offer; in response to the letter received from Neil O'Shea, Superintendent of Aspen View Public Schools, dated October 6, 2020.</p>	Legislative Services	<p>See October 22, 2020 Motion # 72-20: That Smoky Lake County Council offer funding in the amount of \$85,000.00 to Aspen View Public Schools, for 50% of the cost to extend the size of the Gymnasium being incorporated into the new H. A. Kostash School in Smoky Lake, from 595 square meters to 668 square meters, for the purpose of creating the ability to host Provincial Tournaments; subject to the Town of Smoky Lake contributing 50% of the funding in the same amount, for a combined County/Town total in the amount of \$170,000.00, and if the Town declines providing the said funding, the County will withdraw the funding offer; in response to the letter received from Neil O'Shea, Superintendent of Aspen View Public Schools, dated October 6, 2020.</p> <p>Also see October 22, 2020 Motion # 77-20: That Smoky Lake County decline the proposal from the Town of Smoky Lake as per the Town of Smoky Lake Council's October 20, 2020, Motion #764-2020: "MOVED by Councillor Kotylak that Town Smoky Lake Council is offering funding in the amount of \$227,374.00 to Aspen View Public Schools in addition to the \$85,000 for 50% of the cost to extend the size of the Gymnasium being incorporated into the new H. A. Kostash School in Smoky Lake, from 659 square meters to 768 square meters, for the purpose of creating the ability to host Provincial Tournaments for Volleyball and Basketball; subject to the Smoky Lake County contributing 50% of the funding in the same amount, for a combined County/Town total in the amount of \$454,748.00, and if the County declines providing the said funding, the Town will withdraw the funding offer; in response to the letter received from Neil O'Shea, Superintendent of Aspen View Public Schools, dated October 6, 2020 and handout given "smokylake_gym layouts" at the October 20, 2020 meeting with Aspen View Public Schools, the Town of Smoky Lake and the Smoky Lake County."</p>



COUNTY COUNCIL MEETING MOTIONS

Dec 3, 2020

5.1.1.e.ii

ACTION LIST

**October 22, 2020
Council Meeting**



- Draft
- Not started
- On Track
- Behind
- Overdue
- Complete → Direct Alignment
- Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN

COUNCIL MOTIONS 2020

Meeting Date	Council ...	Goal	Details	Owner	Progress Update	Current Co...
2020/10/22	No value	2020 10 22 County Council Meeting				On Track

2020/10/22 65-20

→ International Union of Operating Engineers (IUOE): Local No. 955 Negotiations

That Smoky Lake County Negotiating Committee commence bargaining with the International Union of Operating Engineers (IUOE) Local No. 955, for the purpose of negotiating the renewal of the collective agreement, between Smoky Lake County and IUOE Local No. 955 Employees; and, notify the IUOE Local 955 Business Agent and Chief Steward for Smoky Lake County of same and propose the following dates for said negotiating: Friday, November 27, 2020, Monday, November 30, 2020, and Thursday, December 3, 2020, beginning at 10:00 a.m., to be held in County Council Chambers and/or virtually through electronic communication technology.

CAO

Patti Priest:

Achievements: *NO value*

Challenges: *NO value*

Next Steps: Bargaining is scheduled to commence on December 3, 2020.

Patti Priest:

☞ IUOE Local 955 Negotiation Commencement Year-2020.pdf

Achievements: Attached is the letter sent by Email From: Gene Sobolewski

<cao@smokylakecounty.ab.ca>
Sent: October-26-20 1:46 PM

To: RSedrovic@oe955.com;

Jason Bochar

<jason@smokylakecounty.ab.ca>;
SCONNORS@brownleelaw.com

Cc: Craig Lukinuk

<clukinuk@smokylakecounty.ab.ca>;
Lydia Cielin

<lcielin@smokylakecounty.ab.ca>

Subject: IUOE Local 955
Negotiation Commencement
Year-2020

Challenges: *NO value*

Next Steps: *NO value*

Complete

2020/10/22 66-20

→ Ukrainian Twinning Initiative: Memorandum of Understanding (MOU)

That Smoky Lake County acknowledge the Ukrainian Twinning Initiative has been formalized through the Memorandum of Understanding on Cooperation between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region, which was executed by the Smoky Lake Region on January 27, 2020 and by the Kosiv District on September 30, 2020, with the said MOU valid for a period of five (5) years from the date of full execution and with an option to extend an additional period of time by mutual written consent.

Legislative Service Clerk

Patti Priest:

☞ MEMORANDUM OF UNDERSTANDING ON COOPERATION.pdf

Achievements: Motion #66-20, #67-20 & #68-20 was emailed to the CEDO and CEDO's Assistant on Nov.4'20, for Regional Community Development Committee (RCDC) documentation as this initiative originated from RCDC.

Complete

Municipal File: 7-50

Challenges: *NO value*

Next Steps: *NO value*

That Smoky Lake County acknowledge the Smoky Lake Region's Community Economic Development Officer's (CEDO's) additional time involved and required to facilitate the Ukrainian Twinning Initiative between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region, which currently remain under the Regional Community Development Committees (RCDC's) portfolio.

Legislative Service
Clerk

Patti Priest:

Achievements: Smoky Lake County as managing partner monitoring RCDC's work will clarify at next RCDC meeting, the schedule for No.2'20 Ukrainian Twinning Initiative will become priority for the CEDO's work plan.

Complete

Municipal File: 7-50

Challenges: *No value*

Next Steps: *No value*

2020/10/22

→ Ukrainian Twinning Initiative:
Working Group

That Smoky Lake County approve forming a Ukrainian Twinning "Working Group", until there is a term of reference established, for the purpose of implementing initiatives between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region, and approve to appoint Reeve Craig Lukinuk, to the said Working Group consisting of:
Pavlo Vandjurak – Head, Kosiv District Council,

Legislative Service
Clerk

Patti Priest:

Achievements: *No value*

Challenges: *No value*

Next Steps: Establish a Terms of Reference for the purpose of implementing initiatives between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region.

Complete

Patti Priest:

Achievements: Motion #66-20, #67-20 & #68-20 was emailed to the CEDO and CEDO's Assistant on Nov.4'20, for Regional Community Development Committee (RCDC) documentation as this initiative originated from RCDC.

The first Ukrainian Twinning Working Group meeting is scheduled for November 16, 2020, Organized by the CEDO.

Municipal File: 7-50

Challenges: *No value*

Next Steps: *No value*

2020/10/22	69-20	→Appointment of the Returning Officer	That Smoky Lake County appoint Mrs. Delores Jarema as the Returning Officer for the Year-2021 general Municipal Election to be held on October 18, 2021.	Legislative Service Clerk	Patti Priest: Achievements: A copy of Motion #69-20 was emailed to Mrs. Delores Jarema for her records.	Complete
2020/10/22	70-20	→Appointment of the Substitute Returning Officer	That Smoky Lake County appoint Mrs. Bernadette Dalpe as Substitute Returning Officer for the Year-2021 general Municipal Election to be held on October 18, 2021.	Legislative Service Clerk	Municipal File: 1134J – Election 2021. Challenges: <i>No value</i> Next Steps: <i>No value</i> Patti Priest: Achievements: A copy of Motion #70-20 was emailed to Mrs. Bernadette Dalpe for her records.	Complete
2020/10/22	71-20	→Smoky Lake RCMP Detachment - Community Engagement	That Smoky Lake County acknowledge the initiative taken by Smoky Lake RCMP Detachment and approve the action taken by Communications in promoting the said initiative titled: 2020 Smoky Lake RCMP Community Engagement, on the County's social media; and continue to work together with the Smoky Lake RCMP to enhance Community Safety.	Communications Technician	Municipal File: 1134J – Election 2021. Challenges: <i>No value</i> Next Steps: <i>No value</i> Patti Priest: Achievements: Completed microsite set up and turned over to Rural Crime Watch on November 6, 2020. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete

That Smoky Lake County Council offer funding in the amount of \$85,000.00 to Aspen View Public Schools, for 50% of the cost to extend the size of the Gymnasium being incorporated into the new H. A. Kostash School in Smoky Lake, from 595 square meters to 668 square meters, for the purpose of creating the ability to host Provincial Tournaments; subject to the Town of Smoky Lake contributing 50% of the funding in the same amount, for a combined County/Town total in the amount of \$170,000.00, and if the Town declines providing the said funding, the County will withdraw the funding offer; in response to the letter received from Neil O'Shea, Superintendent of Aspen View Public Schools, dated October 6, 2020.

Gawalko requested a Recorded Vote:

In Favour **Opposed**

Orichowski Gawalko

Lukinuk

Cherniwchan

Halisky

Finance Manager

Brenda Adamson:

Achievements: Contributions have been included in the 2021 budget.

Challenges: *No value*

Next Steps: *No value*

Patti Priest:

Achievements: A copy of Motions #72-20, #73-20 & #76-20 was emailed to the Assistant CAO for the Town of Smoky Lake on Nov.4'20.

A copy of Motions #72-20, #73-20 & #76-20 was emailed to Neil O'Shea, Superintendent of Aspen View Public Schools on Nov.5'20

The RFD was filed for reference, which outlines how Council reached their decision.

Municipal File: 17-7

Challenges: *No value*

Next Steps: Issue the funds to Aspen View Public Schools for 50% of the cost to extend the size of the Gymnasium being incorporated into the new H. A. Kostash School in Smoky Lake, subject to the Town of Smoky Lake contributing 50% of the funding in the same amount, for a combined County/Town total in the amount of \$170,000.00

On Track

2020/10/22	73-20	<p>→New HAK Kostash School – Design Team</p>	<p>That Smoky Lake County appoint Gene Sobolewski, Chief Administrative Officer to the H. A. Kostash School Replacement Project – Design Team, as a Community Stakeholder to provide input in respect to the Community's needs within the limits of the municipal funding contribution.</p>	<p>Legislative Service Clerk</p>	<p>Patti Priest: Achievements: A copy of Motions #73-20, #73-20 & #76-20 was emailed to the Assistant CAO for the Town of Smoky Lake on Nov.4'20. A copy of Motions #72-20, #73-20 & #76-20 was emailed to Neil O'Shea, Superintendent of Aspen View Public Schools on Nov.5'20</p>	<p>Complete</p>
2020/10/22	75-20	<p>→Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)</p>	<p>That Smoky Lake County accept the Expression of Interest in the amount of \$3,000.00 plus GST, for a total in the amount of \$3,150.00 and proceed to execute an Agreement to Purchase the said Lands legally described as Plan 1955CL, Block 1, Lot 25 in the Hamlet of Spedden, in accordance with Policy No. 61-10-01: Disposition of County Owned Property.</p>	<p>Planning & Development Manager</p>	<p>Jordan Ruegg: Achievements: The Planning and Development Department has Prepared the Agreement to Purchase for the lands legally described as Plan 1955CL, Block 1, Lot 23, for the amount of \$3,000.00 plus GST, for a total amount of \$3,150.00. The Planning and Development will have the Agreement executed by the County's Chief Administrative Officer and the Reeve once the prospective purchasers have signed, and will complete the Land Transfer documents and register them with the Alberta Land Titles Officer to effect the transfer. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	<p>Complete</p>

That Smoky Lake County did the proposal from the Town of Smoky Lake as per the Town of Smoky Lake Council's October 20, 2020, Motion #764-2020:

"MOVED by Councillor Kotylak that Town Smoky Lake Council is offering funding in the amount of \$227,374.00 to Aspen View Public Schools in addition to the \$85,000 for 50% of the cost to extend the size of the Gymnasium being incorporated into the new H. A. Kostash School in Smoky Lake, from 659 square meters to 768 square meters, for the purpose of creating the ability to host Provincial Tournaments for Volleyball and Basketball; **subject to the Smoky Lake County contributing 50% of the funding in the same amount, for a combined County/Town total in the amount of \$454,748.00, and if the County declines providing the said funding, the Town will withdraw the funding offer, in response to the letter received from Neil O'Shea, Superintendent of Aspen View Public Schools, dated October 6, 2020 and handout given "smokylake_gym layouts" at the October 20, 2020 meeting with Aspen View Public Schools, the Town of Smoky Lake and the Smoky Lake County."**

Legislative Service
Clerk

Patti Priest:

Achievements: The Assistant CAO for the town of Smoky Lake was emailed on Oct.23'20 stating "the County did not go for the additional funding for the school and are sticking with the \$85,000 amount."

And, a copy of Motions #72-20, #73-20 & #76-20 was emailed to the Assistant CAO for the Town of Smoky Lake on Nov.4'20.

A copy of Motions #72-20, #73-20 & #76-20 was emailed to Neil O'Shea, Superintendent of Aspen View Public Schools on Nov.5'20

Municipal File: 17-7

Challenges: *NO value*

Next Steps: *NO value*

Complete

→ Family and Community Support Services (FCSS) Grant
 That Smoky Lake County approve to allocate funding from the 2020 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows:

Community Group	Eligibility	Funding
Kinette Club of Smoky Lake	Advertising and outreach of Angel Tree Drive program	\$ 1,000.00
Smoky Lake Seniors Drop In Centre	Supplies for Seniors Drum Circle and Exercise program	\$ 2,450.00
Regional Community Development Committee	Research, create, and distribute a Services Brochure for residents	\$ 2,500.00
Vilna Veselka Dance Club	Volunteer Appreciation Dance outreach program for Seniors	\$ 1,500.00
Smoky Lake Holubka Dance Club	Volunteer Appreciation Dance outreach program for Seniors	\$ 1,500.00

Finance Manager

Patti Priest

Achievements: The following cheques were issued on November 23, 2020:
 Cheque No. 50581: Kinette Club - \$1,000

Cheque No. 50584: SL Holubka Dancers - \$2,500

Cheque No. 50585: SL Senior Citizens - \$2,450

Cheque No. 50587: Vilna Veselka - \$2,500

Challenges: *No value*

Next Steps: *No value*

Complete

→ Metis Nation of Alberta
Climate Action Now Initiative -
Support

That Smoky Lake County a... e action
taken in providing the Metis Nation of
Alberta on October 16, 2020, in support of
their Climate Action Now Initiative
application.

Legislative Service
Clerk

Patti Priest:
Metis Nation of Alberta
Climate Action Now Initiative -
Support.pdf

Achievements: Correspondence
retained for documentation
purposes and historical reference.

Complete

Municipal File: 7-25

Challenges: *No value*

Next Steps: *No value*

→ Smoky Lake County Rural
Crime Watch Association
Micro-Website Through the
County

79-20

2020/10/22

Communications
Technician

Patti Priest:
Achievements: Communications
contacted Rural Crime Watch for
contact and account user
information on October 29, 2020.

Communications completed
microsite set up and turned over
to Rural Crime Watch on
November 6, 2020

Complete

Municipal File: 1-102

Challenges: *No value*

Next Steps: *No value*

→ Dale Croswell Construction
Co. Ltd. / DDC Sand & Gravel
- Haul Road

80-20

2020/10/22

Public Works
Manager

Patti Priest:
Achievements: Haul Road
Agreement as per Policy
Statement No. 03-14-12, for the
period of December 15, 2020 to
February 28, 2021 with Dale
Croswell Construction Co. Ltd. /
DDC Sand & Gravel to haul
approximately 30,000 tonnes was
executed

Complete

Challenges: *No value*

Next Steps: *No value*

2020/10/22	81-20	<p>→ Rural Municipalities of Alberta RMA - Amalgamation Information</p> <p>That Smoky Lake County Administration pursue a meeting with an amalgamation expert from Rural Municipalities of Alberta (RMA) to gain insight and recommendations in response to the Village of Vilna's request to consider amalgamation, and further to County Council's August 27, 2020, Motion #1057-20 to defer said request; and following the said meeting, schedule a second meeting with County Council and the Village of Vilna to initiate the conversation regarding amalgamation, in respect to the legislation, process, requirements, study funding, and options.</p>	<p>Legislative Service Clerk</p> <p>Patti Priest: Achievements: RMA Representatives: Tasha Blumenthal, MBA, Director of External Relations & Advocacy & Gerald Rhodes, Executive Director are scheduled to meet virtually with the CAO & Assistant CAO on November 10, 2020. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	Complete
2020/10/22	82-20	<p>→ Northern Alberta Mayors & Reeves Caucus Meeting</p> <p>That Smoky Lake County acknowledge receipt of the email correspondence from Northern Alberta Mayors & Reeves Caucus, dated October 15, 2020, in regard to the Northern Alberta Mayors & Reeves Caucus Year-2020 Annual Fees being carried forward to Year-2021 due to the COVID-19 pandemic resulting in meeting cancellations in Year-2020.</p>	<p>Legislative Service Clerk</p> <p>Patti Priest: Achievements: Provided Accounts Payable the documentation by email on Oct.26'20 for accounting/payment purposes. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	Complete
2020/10/22	83-20	<p>→ COVID-19 Return to Work Guidelines for Employees Who Are Unwell</p> <p>That Smoky Lake County acknowledge receipt of the additional measures implemented to reduce the spread of COVID-19 amongst Employees of recording their temperature reading every morning and distributing a "Return to Work Guidelines for Employees Who Are Unwell" as follows:</p>	<p>Legislative Service Clerk</p> <p>Patti Priest: Achievements: Each County employee received a copy of the guidelines as an enclosure with their paystubs in October, 2020. Municipal File: 5-4 Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	Complete

That Smoky Lake County, a legal host, send a letter of congratulations to the Smoky Lake County Community Learning Council Staff Employees who received "Years of Service" recognition from the Community Learning Network, as follows: Christine Hominiuk, Executive Program Coordinator, for 35-Years, and Lydia Cielin, Secretary Treasurer, for 25-Years.

Legislative Service Clerk

Patti Priest:
CLC Long Service Recognition -2020.pdf

Achievements: Letter & Certificates were provided as attached.

Congratulations to Lydia Cielin & Christine Hominiuk was included in the November Grapevine.

Complete

86-20

→ Culvert Replacement
Township Road 602 and
Range Road 195

That Smoky Lake County Council approve to install two culverts: one being on Township Road 602, west of Range Road 195 and the second one being through a private approach in the same area adjacent to the land legally described as NE-07-60-19-W4, at no cost the property owner, to direct the water flow appropriately.

Public Works
Manager

Municipal File: 17-6
Challenges: *No value*
Next Steps: *No value*

On Track

87-20

→ Backsloping Program
Application – SW-11-58-14-
W4

That Smoky Lake County approve the Year-2020 Backsloping Program Application, from Ron Bobocel, for a half mile of the road allowance bordering the lands legally described as SW-11-58-14-W4, alongside Range Road 142; and, after satisfactory completion of project, in accordance with Policy Statement No. 03-21-05: Backsloping Program, provide the applicant with the lesser amount of funds: up to a maximum in the amount of \$ 2,000.00 per half mile, or half of the total project cost.

Public Works
Manager

Patti Priest:
Achievements: The Public Works Road Foreman provided Accounts Payable notice to pay Ron Bobocel \$2,000.00 on Oct.26'20.

Cheque #50403, Dated October 26, 2020.

Challenges: *No value*
Next Steps: *No value*

Complete

2020/10/22	88-20	<p>→ Bylaw No. 1380-20: Road Closure – Undeveloped Road Allowance; East Side of River Lot 10 (Victoria Settlement)</p>	<p>That Smoky Lake County submit the proposed Bylaw No. 1380-20 for the Road Closure of Undeveloped Government Road Allowance: East side of River Lot 10 (Victoria Settlement), containing 2.32 hectares (5.73 acres) more or less for the purpose of closing to public travel and disposing of, portions of a public highway in accordance with section 22 of the Municipal Government Act, to the Minister of Transportation for approval consideration prior to Second and Third Readings.</p>	<p>Planning & Development Manager</p>	<p>Jordan Ruegg: RC_029_Letter_to_Minister.pdf Achievements: The Planning and Development Department sent the proposed Bylaw 1380-20, as well as supporting documentation, to the Minister of Transportation, on October 27, 2020. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	Complete
2020/10/22	89-20	<p>→ Reserve Funds Allocations</p>	<p>That Smoky Lake County, as a municipal shareholder of Corridor Communications Inc. (CCI) Wireless, allocate the funds received in the amount of \$2,491,365.38 from the October 2020 sale of CCI Wireless, in the amounts of:</p> <ul style="list-style-type: none"> • \$500,000.00 into the Connectivity Reserve, • \$900,000.00 into the General Capital Reserve, and • \$982,615.00 into the Building Reserve. 	<p>Finance Manager</p>	<p>Brenda Adamson: Achievements: The funds have been invested in the ATB 90 day notice account. Journal entry #2543 (November) records the transfers to restricted surplus. Challenges: <i>NC value</i> Next Steps: <i>NC value</i></p>	Complete
2020/10/22	90-20	<p>→ Municipal Operating Support Transfer - Memorandum of Agreement COVID-19</p>	<p>That Smoky Lake County Council approve action taken by the Finance Manager in submitting the executed Municipal Operating Support Transfer Memorandum of Agreement between Municipal Affairs and Smoky Lake County, for the purpose of the Province of Alberta and Government of Canada supporting municipalities in safely restarting their local economies and in compensation resulting from COVID-19 pandemic, which will remain in effect until March 31, 2022.</p>	<p>Finance Manager</p>	<p>Brenda Adamson: Achievements: The signed Municipal Operating Support Transfer Grant Agreement was emailed to Municipal affairs on October 2, 2020. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	Complete
2020/10/22	94-20	<p>→ Training Events – Report to Council</p>	<p>That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from: Environmental Operations: Alberta Water & Wastewater Operators Association (AWWQA) held in Edmonton, attended by Terry Bodnar, Environmental Operations Operator.</p>	<p>Legislative Service Clerk</p>	<p>Patti Priest: Achievements: Reporting on Training Events is captured for other members to reference as an educational tool. Municipal File: 1-289 Challenges: <i>NO value</i> Next Steps: <i>NO value</i></p>	Complete

→ Dr. Lourens - Citizenship and Immigration Canada - Ministerial Enquiries Division

That Smoky Lake County acknowledge receipt of the letter from F. Macmillan, Ministerial Enquiries Division, Citizenship and Immigration Canada, dated September 14, 2020, advising applicants themselves should direct information to the processing office in response to the County's letter to the Honourable Marco E. L. Mendicino, Minister of Immigration, Refugees and Citizenship, in support of progressing the Canadian Permanent Resident application submitted in February 2018 through the Alberta Immigrant Nominee Program for Doctor Hendrik Lourens and his family, as Dr. Lourens is currently working out of the Raubenheimer Clinic, Smoky Lake and is a tremendous asset in providing our community's family physician needs.

Legislative Service Clerk

Patti Priest:

Achievements: A PDF copy of the letter as per Motion #95-20 was emailed to the Town of Smoky Lakes CAO & Assistant CAO on November 1, 2020 as managing partner of the Doctor Retention and Recruitment Committee, to be acknowledged at the next meeting.

The letter as per Motion #95-20 is a reply to County Council Motion 1064-20 made on Aug.27'20, and has been retained for Municipal purposes.

Municipal File: 5-20

Challenges: *No value*

Next Steps: *No value*

Complete

2020/10/22 96-20

→ Domestic Violence Awareness - Jessica Martel Memorial Foundation

That Smoky Lake County acknowledge resource materials received from Teena Hughson, B.A., Community Engagement Coordinator, Jessica Martel Memorial Foundation, dated September 29, 2020, in respect to not tolerating domestic violence were added to the information resource display rack at the County's Main Office.

Legislative Service Clerk

Patti Priest:

Achievements: Materials displayed for public awareness and retained for documentation purposes.

Municipal File: 5-38

Challenges: *No value*

Next Steps: *No value*

Complete

2020/10/22 97-20

→ Northern Lights Library Board Requisition

That Smoky Lake County accept the Northern Lights Library System Board (NLLS) Year-2021 requisition with a zero percent increase and acknowledge receipt of the NLLS Budget and requisition for Smoky Lake County in the amount of \$10.46 per capita based on a population of 2461 for a total levy in the amount of \$25,742.06 which is the same amount as the previous Year-2020.

Legislative Service Clerk

Patti Priest:

Achievements: The 2021 budget reflects 0% increase in levy to the Northern Lights Library System.

Motion #97-20 emailed to Terri Hampson, Finance Officer of NLLS on Oct.26'20 from Legislative Services.

Municipal File: 7-2

Challenges: *No value*

Next Steps: *No value*

Complete

2020/10/22	98-20	<p>→ Alberta Culture, Multiculturalism and Status of Women</p> <p>That Smoky Lake County acknowledge receipt of the correspondence received from Valerie Clark, Program Assistant, Alberta Culture, Multiculturalism and Status of Women, dated October 7, 2020, in regard to the executed Grant Funding Agreement with Her Majesty the Queen in Right of Alberta as represented by the Minister of Culture, Multiculturalism and Status of Women and Smoky Lake County Heritage Board, File No. HR-3635-195 for the Designated Municipal Historic Resource: Bellis Fire Hall in Bellis, Alberta, in the amount of \$870,00, with a term ending January 31, 2021.</p>	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: The original copy of the Grant Funding Agreement signed by all parties was retained for municipal files.</p> <p>Filed behind Bylaw 1350-19</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Complete
2020/10/22	99-20	<p>→ Alberta Municipal Affairs - Intermunicipal Collaboration Frameworks</p> <p>That Smoky Lake County acknowledge receipt and comply with the correspondence received from Paul Wynnyk, Deputy Minister, Alberta Municipal Affairs, dated September 22, 2020, requesting Smoky Lake County complete all mandatory Intermunicipal Collaboration Frameworks by the deadline of April 1, 2021.</p>	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: For awareness – Smoky Lake County will complete IDF with Thorhild and Lamont And IDP with Lamont prior to mandatory deadline of April 1, 2021.</p> <p>Municipal File: 12-3</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Complete
2020/10/22	101-20	<p>→ Rural Municipalities of Alberta (RMA)</p> <p>That Smoky Lake County acknowledge receipt of the correspondence received from Gerald Rhodes, Executive Director, Rural Municipalities of Alberta (RMA), dated September 21, 2020, in regard to a Public Relations Campaign in respect to Rural Municipal Finances.</p>	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: Correspondence retained for historical reference and as an information resource for Reserves / Taxation.</p> <p>Municipal File: 12-3</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Complete

→ Alberta Municipal Affairs -
Municipal Accountability
Program (MAP)

That Smoky Lake County a receipt of the correspondence from Paul Wynnyk, Deputy Minister, Alberta Municipal Affairs, dated October 5, 2020, in regard to the Municipal Accountability Program (MAP) review being scheduled in Year-2021 for Smoky Lake County; and proceed in accordance with the County's Policy Statement No. 01-52-02: Municipal Accountability Program (MAP), Schedule "A": Checklist.

Legislative Service
Clerk

Patti Priest:

Achievements: As part of the new legislation, Council was informed formally that Smoky Lake County will be undertaking a MAP Audit in January 2021.

December's Council meeting, Council will be provided an update on the Program check list through Policy 01-52-02.

Complete

Municipal File: 1-11

Challenges: *No value*

Next Steps: *No value*

→ Information Releases

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

Legislative Service
Clerk

Patti Priest:

Achievements: R58-20 – Municipal File: 1-107
R59-20 – Municipal File: 12-13

R60-20 – Municipal File: Agenda Package

R61-20 – Municipal File: Agenda Package

R62-20 – Municipal File: 1-90


R64-20 – Municipal File: 17-4

Challenges: *No value*

Next Steps: *No value*

Complete

- R58-20 - Craig Copeland, Mayor, City of Cold Lake, dated July 7, 2020 in regard to the Criminal Code Amendment.
- R59-20 - Gerald Rhodes, Executive Director, RMA, dated September 21, 2020, in regard to RMA Finances PR Campaign Update for the Assessment Model.
- R60-20 - RMA Bulletin - September 9, 2020, in regard to Registration for EOE's Regional Partnerships and Collaboration Course.
- R61-20 - RMA: Contact Newsletter: September 25, 2020.
- R62-20 - Metis Crossing Harvest Dinner Invitation Scheduled for October 3, 2020 from 5:00 to 8:00 p.m.
- R64-20 - Aspen View Public School Board Highlights Newsletter dated October 8, 2020.

2020/10/22	104-20	<p>→ Inﬂuenza Immunization in your Community</p> <p>That Smoky Lake County promote the "Inﬂuenza immunization in your Community" poster received on October 21, 2020 from Dr. Kathryn Koliaska, North Zone Lead Medical Officer of Health North West, and Dr. Kristin Klein, Medical Officer of Health, North Zone-East, on Social Media for awareness.</p>	<p>Communications Technician</p>	<p>Patti Priest: Achievements: Appeared on social media on November 5, 2020</p> <p>Municipal File: 5-20</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Complete
2020/10/22	108-20	<p>→ Dandelion Renewables - Solar Project Proposal</p> <p>That Smoky Lake County take no action to the delegation's presentation received on October 22, 2020, from Mr. Mikhail Ivanchikov, President of Dandelion Renewables, in regard to a proposal to develop, permit, construct, commission and operate a 48KWp Solar Farm under the Alberta Municipal Solar Program (AMSP), with 48KW (AC) and 50KW (DC) capacities, to be fenced with 6' chain-linked barbwire fence, due to the anticipated timelines of the said proposal not being aligned with the County's Public Consultation process.</p>	<p>Legislative Service Clerk</p>	<p>Patti Priest:  Solar Power Proposal - October 22, 2020.msg</p> <p>Achievements: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Complete



COUNTY COUNCIL ORGANIZATIONAL MEETING MOTIONS

Dec 2, 2020

ACTION LIST

October 22, 2020

Organizational Meeting

59 GOALS

100% GOAL COMPLETION

5.11.2020

● Draft
 ● Not started
 ● On Track
 ● Behind
 ● Overdue
 ● Complete
 → Direct Alignment
 ----> Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN

COUNCIL MOTIONS 2020

Meeting D...	Council Mo...	Goal	Details	Owner	Progress Update	Current Co...
2020/10/22	01-20	2020 10 22 County Council Organizational Meeting				Complete
		→ELECTION OF CHIEF ELECTED OFFICIAL	That Councilor Craig Lukinuk be nominated as Chief Elected Official: Reeve of Smoky Lake County, for the ensuing year.	Legislative Service Clerk	Patti Priest: Achievements: The Reeve is Craig Lukinuk. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete
2020/10/22	02-20	→ELECTION OF DEPUTY CHIEF ELECTED OFFICIAL	That Councilor Randy Orichowski be nominated as Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County, for the ensuing year.	Legislative Service Clerk	Patti Priest: Achievements: The Deputy Reeve is Randy Orichowski. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete
2020/10/22	03-20	→Code of Conduct and Oath of Confidentiality	That Smoky Lake County Council acknowledge each respective member's October 25, 2018, execution of the "Code of Conduct" and the "Oath of Confidentiality", as per Bylaw No. 1320-18: Code of Conduct.	Legislative Service Clerk	Patti Priest: Achievements: Acknowledgment of the execution of the "Code of Conduct" and the "Oath of Confidentiality", as per Bylaw No. 1320-18: Code of Conduct is Noted on the Action List for reference. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete

2020/10/22	04-20	→Appoint Municipal Solicitor(s)	That Smoky Lake County appoint Brownlee LLP and Reynolds Mirth Richards & Farmer LLP as the solicitors for Smoky Lake County, on an as needed basis.	Legislative Service Clerk	Patti Priest: Achievements: Brownlee LLP and Reynolds Mirth Richards & Farmer LLP are the County solicitors. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete
2020/10/22	05-20	→Remuneration: Public-at-Large Committee Members	Smoky Lake County Public-at-Large members appointed by Council for Committee representation, be paid at a rate of \$175.00 per day and the mileage and meal expenses be paid at the same rate as stated in the Council remuneration Policy.	Legislative Service Clerk	Patti Priest: Achievements: Accounts Payable was provided a copy of Motion #05-20 by email on Oct.2720. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete
2020/10/22	06-20	→Regular County Council Meetings	That Smoky Lake County Council Regular Meetings be typically scheduled on the fourth (4th) Thursday of each month at 9:00 a.m. with the exception of July and November, unless otherwise stated by motion of Council, and be held simultaneously in County Council Chambers, 4612 McDougall Drive, Smoky Lake, and virtually, online through Electronic Communication Technology: Zoom Meeting.	Legislative Service Clerk	Patti Priest: Achievements: County Council Meetings will be scheduled as per Motion #06-20 and advertised accordingly. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete
2020/10/22	07-20	→Financial Statements	That Smoky Lake County's Audited Financial Statements, and Auditor's Report for the Year Ended December 31, 2020, be made available to the public on the County Website and be included in the Smoky Lake County Annual Booklet.	Legislative Service Clerk	Patti Priest: Achievements: Preparation of booklet will begin in January 2020 and distributed when the Financial Statement for Year-End 2020 is adopted by County Council. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete

→ Christmas Office Closures for Main Office and Public Works

That Smoky Lake County Council approve

to close the Main Office located at 4612 McDougall Drive, Smoky Lake and the Public Works Shop located at 5004 50 Street, Smoky Lake, from Friday, December 25, 2020 to Friday, January 1, 2021, and Thursday, January 7, 2021 as follows:

Statutory Holidays, Christmas Day and New Year's Day:

Friday, December 25, 2020, and Friday, January 1, 2021,

Statutory Holiday in Lieu of Boxing Day: Monday, December 28, 2020,

Employee Vacation Days, with the understanding, employees will return to work as needed, in the event of an emergency during the three days:

Tuesday, December 29, 2020 to Thursday, December 31, 2020, and

Collective Agreements - Paid Holiday, Ukrainian Christmas:

Thursday, January 7, 2021.

That the Smoky Lake County Reeve, Deputy Reeve and any other Councillors, as deemed necessary, be appointed to the Government Liaison Committee.

→ Government Liaison Committee

09-20

2020/10/22

Legislative Service Clerk

Patti Priest:

Achievements: Advised the Payroll Clerk by email Oct.23'20

Management will advise County Employees of Council's direction in reference to the Christmas Holidays to be used as vacation days and to return to work in case of emergency purposes.

County operational hours will be advertised in the **December Grapevine**.

Challenges: *No value*

Next Steps: *No value*

Complete

→ Policy Committee

10-20

2020/10/22

That all members of Smoky Lake County Council be appointed to the Smoky Lake County Policy Committee.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.

Challenges: *No value*

Next Steps: *No value*

Complete

Complete

2020/10/22	11-20	→ Local Assessment Review Board	<p>That Smoky Lake County re-confirm the following Local Assessment Review Board appointments for the remaining four-year term to Year 2020 of Councillor Craig Lukinuk as member; Councillor Johnny Cherniwchan as alternate; and Sue Landiak and Grant Gillund as Public-at-Large; and the alternate public-at-large member be appointed when the vacant position is filled; as per Bylaw No. 1231-11.</p>	<p>Legislative Service Clerk</p> <p>Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	Complete
2020/10/22	12-20	→ Composite Assessment Review Board	<p>That Smoky Lake County re-confirm the following Composite Assessment Review Board appointments for the remaining four-year term to Year 2020 of Councillor Craig Lukinuk as member; Councillor Johnny Cherniwchan as alternate; and Sue Landiak and Grant Gillund as Public-at-Large; and the alternate public-at-large member be appointed when the vacant position is filled; as per Bylaw No. 1231-11.</p>	<p>Legislative Service Clerk</p> <p>Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	Complete
2020/10/22	13-20	→ Risk Pro Management Committee	<p>That the Smoky Lake County Reeve be appointed as member to the Risk Pro Management Committee; and the Deputy Reeve be appointed as the alternate.</p>	<p>Legislative Service Clerk</p> <p>Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	Complete
2020/10/22	14-20	→ Negotiating Committee	<p>That Smoky Lake County Councillors: Johnny Cherniwchan, Lorne Hailsky and Craig Lukinuk be appointed as members to the Negotiating Committee to bargain the Collective Agreements with the International Union of Operating Engineers Local No. 955 for the Public Works Employees; and with the Canadian Union of Public Employees Local No. 4575 for the Main Office Staff and Custodian Staff; and that Councillors Randy Orichowski and Dan Gawalko be appointed as the alternates.</p>	<p>Legislative Service Clerk</p> <p>Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	Complete

→ Fire Protective Services Committee

That all members of Smoky Lake County Council be appointed to the Fire and Rescue Protective Services Committee.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Challenges: *No value*

Next Steps: *No value*

Complete

→ Fire & Rescue Liaison Committee

That Smoky Lake County Council appointed to the Fire and Rescue Liaison Committee be as follows: Councillor Dan Gawaiko be appointed as member and Councillor Johnny Cherniwchan as alternate to the Vilna Fire Department; and that Councillor Craig Lukinuk be appointed as member and Councillor Lorne Halisky be appointed as alternate to the Smoky Lake Fire Department; and Councillor Randy Orichowski be appointed as member and Councillor Lorne Halisky be appointed as alternate to the Waskatenau Fire Department.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Challenges: *No value*

Next Steps: *No value*

Complete

→ RCMP Liaison Committee

That Smoky Lake County Councillor Lorne Halisky be appointed as member to the RCMP Liaison Committee; and Councillor Dan Gawaiko be appointed as alternate.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Complete

→ Regional Emergency Management Advisory Committee

That the Smoky Lake County Reeve be appointed as member to the Regional Emergency Management Advisory Committee; and Deputy Reeve be appointed as an alternate.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Challenges: *No value*

Next Steps: *No value*

Complete

2020/10/22	19-20	→ Smoky Lake Region Fire and Rescue Committee	That Smoky Lake County Councillors Craig Lukinuk and Lorne Halisky be appointed as members to the Smoky Lake Region Fire and Rescue Advisory Committee ; and Councillor Johnny Cherniwchan be appointed as alternate.	Legislative Service Clerk	Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete
2020/10/22	20-20	→ Citizens On Patrol (C.O.P) Liaison Committee	That the Smoky Lake County Councillor Lorne Halisky be appointed as member to the Citizens On Patrol (C.O.P) Liaison Committee ; and Councillor Dan Gawalko be appointed as alternate.	Legislative Service Clerk	Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete
2020/10/22	21-20	→ Road Ban Committee	That the Smoky Lake County Reeve be appointed as member to the Road Ban Committee along with the Public Works Manager and Chief Administrative Officer, and the Deputy Reeve be appointed as alternate; and any two (2) members have the authority to sign for the Road Ban / Restriction Order and will inform all members of Council of the execution of same, as required by Bylaw No. 1225-11.	Legislative Service Clerk	Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete
2020/10/22	22-20	→ North East Muni-Corr Ltd. Committee	That Smoky Lake County Councillor Johnny Cherniwchan be appointed as member to the North East Muni-Corr Ltd. Committee for the four-year term ending in Year 2024; and Councillor Craig Lukinuk be appointed as alternate.	Legislative Service Clerk	Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete

→ Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Committee

That Smoky Lake County Councillor Dan Gawalko be appointed as member to the Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Committee; and Councillor Randy Orichowski be appointed as alternate.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.

Complete

Committee Appointment Letters were PDF's and email out to the respective representative on Oct.27'20.

Challenges: *No value*

Next Steps: *No value*

2020/10/22

24-20

→ Evergreen Regional Waste Management Commission

That Smoky Lake County Councillor Randy Orichowski be appointed as member to the Evergreen Regional Waste Management Commission; and Councillor Dan Gawalko be appointed as alternate.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.

Complete

Committee Appointment Letters were PDF's and email out to the respective representative on Oct.27'20.

Challenges: *No value*

Next Steps: *No value*

2020/10/22

25-20

→ Highway 28/63 Regional Water Services Commission

That Smoky Lake County Councillors Dan Gawalko and Randy Orichowski be appointed as members to the Highway 28/63 Regional Water Services Commission; and that Councillors Lorne Halisky and Johnny Chermiwchan be appointed as alternates.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.

Complete

Committee Appointment Letters were PDF's and email out to the respective representative on Oct.27'20.

Challenges: *No value*

Next Steps: *No value*

2020/10/22	26-20	→ Joint Health & Safety Committee	That Smoky Lake County Councillor Lorne Halisky be appointed as member to the Joint Health & Safety Committee ; and Councillor Johnny Cherniwchan be appointed as alternate.	Legislative Service Clerk	Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.	Complete
2020/10/22	27-20	→ Doctor Retention & Recruitment Committee	That the Smoky Lake County Reeve be appointed as the member to the Doctor Retention and Recruitment Committee ; and the Deputy Reeve be appointed as alternate.	Legislative Service Clerk	Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.	Complete
2020/10/22	28-20	→ Family Community Support Services Committee	That all members of Smoky Lake County Council be appointed to the Family Community Support Services Committee .	Legislative Service Clerk	Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.	Complete
2020/10/22	29-20	→ Smoky Lake Community Daycare Co-operative Committee	That Smoky Lake County Councillor Craig Lukinuk be appointed as member to the Smoky Lake Community Daycare Co-operative Committee ; and Councillor Lorne Halisky be appointed as alternate.	Legislative Service Clerk	Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.	Complete

That Smoky Lake County Councillors Dan Gawalko and Randy Orichowski be appointed as members to the Smoky Lake Foundation Board; and Councillors Lorne Halisky and Johnny Cherniwchan be appointed as alternates.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Challenges: *No value*

Next Steps: *No value*

Complete

That all members of Smoky Lake County Council be appointed to the **Municipal Planning Commission** – Development Authority, as required by Bylaw No. 1346-19.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Challenges: *No value*

Next Steps: *No value*

Complete

That Smoky Lake County re-appoint Members-at-Large: Grant Gillund, Christine Hansen, Richard Dubetz, Dominique Cere, Ross Whitelaw and Jerry Melnyk as members to the **Subdivision and Development Appeal Board**, as required by Bylaw No. 1347-19.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Municipal File: 61-1

Challenges: *No value*

Next Steps: *No value*

Complete

That Smoky Lake County re-confirm Jane Dauphinee, BA – Mplan – RPP – MCIP – Principal / Senior Planner, Municipal Planning Services (2009) Ltd., as the person appointed as the Sub-Division Authority for Smoky Lake County, as per Bylaw No. 996-95; and, on an as needed basis for the 2020-2021 year.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Challenges: *No value*

Next Steps: *No value*

Complete

2020/10/22	34-20	→ Smoky Lake County Regional Heritage Board	That Smoky Lake County re-appoint the Public-at-Large members as per Bylaw No. 1236-11 to the Smoky Lake County Regional Heritage Board as follows: Noreen Easterbrook, Leon Boychuk-Hunter, Michelle Wright, Graham Dalziel, Christine Hansen, and Pamala Billey.	Legislative Service Clerk	Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete
2020/10/22	35-20	→ CCI Wireless - Corridor Communications Inc.	That Smoky Lake County Councillor Craig Lukinuk be appointed as member to CCI Wireless - Corridor Communications Inc. and Councillor Johnny Cherniwchan be appointed as alternate.	Legislative Service Clerk	Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete
2020/10/22	36-20	→ Regional Community Development Committee (RCDC)	That Smoky Lake County Councillors Craig Lukinuk and Lorne Halisky be appointed as members to the Regional Community Development Committee (RCDC); and Councillor Johnny Cherniwchan be appointed as alternate; and re-appoint Public-at-Large members: Perry Phillips and Leon Boychuk-Hunter.	Legislative Service Clerk	Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete
2020/10/22	37-20	→ Intermunicipal Development Plan (IDP) – Town of Smoky Lake	That Smoky Lake County appoint Division 4 Councillor: Lorne Halisky and Division 3 Councillor: Craig Lukinuk, as members to the Smoky Lake County / Town of Smoky Lake Intermunicipal Development Plan (IDP) Committee; and Division 2 Councillor: Johnny Cherniwchan, be the alternate member.	Legislative Service Clerk	Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete

2020/10/22

→ Intermunicipal Development Plan (IDP) – Village of Waskatenau

That Smoky Lake County appoint Division 5 Councillor: Randy Orichowski and Division 4 Councillor: Lorne Halisky, as members to the Smoky Lake County / Village of Waskatenau Intermunicipal Development Plan (IDP) Committee; and Division 1 Councillor: Dan Gawalko, be the alternate member.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.

Challenges: *No value*

Next Steps: *No value*

Complete

2020/10/22

→ Intermunicipal Development Plan (IDP) – Village of Vilna

That all members of Smoky Lake County Council be appointed as members to the Smoky Lake County / Village of Vilna - Intermunicipal Development Plan (IDP) Committee.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.

Challenges: *No value*

Next Steps: *No value*

Complete

2020/10/22

→ Intermunicipal Development Plan (IDP) – Thorhild County

That Smoky Lake County appoint Division 5 Councillor: Randy Orichowski and Division 4 Councillor: Lorne Halisky, as members to the Smoky Lake County / Thorhild County Intermunicipal Development Plan (IDP) Committee; and Division 1 Councillor: Dan Gawalko, be the alternate member.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.

Committee Appointment Letters were PDF's and email out to the respective representative on Oct.27'20.

Challenges: *No value*

Next Steps: *No value*

Complete

<p>2020/10/22</p> <p>41-20</p>	<p>→ Intermunicipal Development Plan (IDP) – Lamont County</p> <p>That Smoky Lake County Committee appoint Division 2 Councillor: Johnny Cherniwchan and Division 3 Councillor: Craig Lukinuk as members to the Smoky Lake County / Lamont County Intermunicipal Development Plan (IDP) Committee; and Division 1 Councillor: Dan Gawalko, be the alternate member.</p>	<p>Legislative Service Clerk</p> <p>Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.</p> <p>Committee Appointment Letters were PDF's and email out to the respective representative on Oct.27'20.</p> <p>Challenges: <i>No value</i> Next Steps: <i>NO value</i></p>	<p>Complete</p>
<p>2020/10/22</p> <p>42-20</p>	<p>→ Intermunicipal Development Plan (IDP) – County of St. Paul No.19</p> <p>That Smoky Lake County appoint the Chief Administrative Officer and Planning and Development Manager, as members to the Smoky Lake County / County of St. Paul No.19 Intermunicipal Development Plan (IDP) Committee.</p>	<p>Legislative Service Clerk</p> <p>Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.</p> <p>Committee Appointment Letters were PDF's and email out to the respective representative on Oct.27'20.</p> <p>Challenges: <i>No value</i> Next Steps: <i>NO value</i></p>	<p>Complete</p>
<p>2020/10/22</p> <p>43-20</p>	<p>→ Intermunicipal Development Plan (IDP) – County of Two Hills No.21</p> <p>That Smoky Lake County appoint the Chief Administrative Officer and Planning and Development Manager, as members to the Smoky Lake County / County of Two Hills No. 21 Intermunicipal Development Plan (IDP) Committee.</p>	<p>Legislative Service Clerk</p> <p>Patti Priest: Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.</p> <p>Committee Appointment Letters were PDF's and email out to the respective representative on Oct.27'20.</p> <p>Challenges: <i>No value</i> Next Steps: <i>NO value</i></p>	<p>Complete</p>

→ Intermunicipal Collaboration Committee (ICC) – Smoky Lake Region

That Smoky Lake County appoint Division 4 Councillor: Lorne Halisky and Division 3 Councillor: Craig Lukinuk, as members to the Smoky Lake County / Town of Smoky Lake / Village of Waskatenau / Village of Vilna Smoky Lake Region Intermunicipal Collaboration Committee (ICC); and Division 2 Councillor: Johnny Cherniwchan, be the alternate member.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Challenges: *No value*

Next Steps: *No value*

Complete

→ Intermunicipal Collaboration Committee (ICC) – Thorhill County

That Smoky Lake County appoint Division 5 Councillor: Randy Orichowski and Division 4 Councillor: Lorne Halisky, as members to the Smoky Lake County / Thorhill County Intermunicipal Collaboration Committee (ICC); and Division 1 Councillor: Dan Gawalko, be the alternate member.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Complete

Committee Appointment Letters were PDF's and email out to the respective representative on Oct.27'20.

Challenges: *No value*

Next Steps: *No value*

→ Intermunicipal Collaboration Committee (ICC) – Lamont County

That Smoky Lake County appoint Division 2 Councillor: Johnny Cherniwchan and Division 3 Councillor: Craig Lukinuk, as members to the Smoky Lake County / Lamont County Intermunicipal Collaboration Committee (ICC); and Division 1 Councillor: Dan Gawalko, be the alternate member.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Complete

Committee Appointment Letters were PDF's and email out to the respective representative on Oct.27'20.

Challenges: *No value*

Next Steps: *No value*

<p>2020/10/22</p> <p>47-20</p>	<p>→ Intermunicipal Collaboration Committee (ICC) – County of St. Paul No.19</p> <p>That all members of Smoky Lake County Council be appointed as members to the Smoky Lake County / County of St. Paul No.19 Intermunicipal Collaboration Committee (ICC).</p>	<p>Legislative Service Clerk</p> <p>Patti Priest:</p> <p>Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.</p> <p>Committee Appointment Letters were PDF's and email out to the respective representative on Oct.27'20.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	<p>Complete</p>
<p>2020/10/22</p> <p>48-20</p>	<p>→ Intermunicipal Collaboration Committee (ICC) – County of Two Hills No.21</p> <p>That all members of Smoky Lake County Council be appointed as members to the Smoky Lake County / County of Two Hills No.21 Intermunicipal Collaboration Committee (ICC).</p>	<p>Legislative Service Clerk</p> <p>Patti Priest:</p> <p>Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.</p> <p>Committee Appointment Letters were PDF's and email out to the respective representative on Oct.27'20.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	<p>Complete</p>
<p>2020/10/22</p> <p>49-20</p>	<p>→ Ukrainian Twinning Committee</p> <p>That Smoky Lake County appoint the Reeve as member and Deputy Reeve as alternate member, to the Ukrainian Twinning Committee upon the establishment of a Terms of Reference for the said committee, for the purpose of implementing initiatives between Kosiv District, Ivano-Frankivska Oblast, Ukraine and the Smoky Lake Region as per the Memorandum of Understanding on Cooperation between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region fully executed on September 30, 2020.</p>	<p>Legislative Service Clerk</p> <p>Patti Priest:</p> <p>Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	<p>Complete</p>

→ Agricultural Service Board
That all members of Smoky Lake County Council be appointed to the Agricultural Service Board, as required the Agricultural Service Board Act, and as per Smoky Lake County Bylaw No. 1357-19: Agricultural Service Board.

Legislative Service Clerk

Patti Priest:
Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20
Challenges: *No value*
Next Steps: *No value*

Complete

→ Agricultural Issues Advisory Committee

That the Smoky Lake County Agricultural Service Board Chairperson and Vice-Chairperson and any other member of Council affected by a specific issue be appointed to the Agricultural Issues Advisory Committee; and the Agricultural Issues Advisory Committee will call for "Public-at-Large" members, when required.

Legislative Service Clerk

Patti Priest:
Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20
Challenges: *No value*
Next Steps: *No value*

Complete

→ Agricultural Service Board Independent Appeal Panel for Weed Control

That Smoky Lake County re-appoint the Public-at-Large members to the Agricultural Service Board Independent Appeal Panel for Weed Control, as per Bylaw 1240-12, as follows: Barry Feniak, Norman Schmidt, and Robert Semeniuk; and Ed Doktor as alternate.

Legislative Service Clerk

Patti Priest:
Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20
Challenges: *No value*
Next Steps: *No value*

Complete

→ Lakeland Agricultural Research Association (LARA)

That the Smoky Lake County Agricultural Service Board Chairperson be appointed to the Lakeland Agricultural Research Association (LARA); and the Smoky Lake County Agricultural Service Board Vice-Chairperson as alternate; and acknowledge LARA appointed Public-at-Large members: Barb Shapka and Charlie Leskiw.

Legislative Service Clerk

Patti Priest:
Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20
Challenges: *No value*
Next Steps: *No value*

Complete

Committee Appointment Letters were PDF's and email out to the respective representative on Oct.27'20.

Challenges: *No value*
Next Steps: *No value*

2020/10/22	54-20	<p>→ Northeast Alberta HUB</p> <p>That Smoky Lake County Councillor Lorne Halisky be appointed as member to the Northeast Alberta HUB; and that Councillor Dan Gawalko be appointed as alternate.</p>	<p>Legislative Service Clerk</p>	<p>Patti Priest:</p> <p>Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.</p>	<p>Complete</p>
2020/10/22	55-20	<p>→ Northern Lights Library System</p> <p>That Smoky Lake County Councillor Craig Lukinuk be appointed as board representative for the four-year term ending in Year 2024, to the Northern Lights Library System; and Councillor Randy Orichowski be appointed as alternate.</p>	<p>Legislative Service Clerk</p>	<p>Patti Priest:</p> <p>Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.</p>	<p>Complete</p>
2020/10/22	56-20	<p>→ Smoky Lake Agricultural Society</p> <p>That Smoky Lake County Councillor Lorne Halisky be appointed as representative to the Smoky Lake Agricultural Society; and Councillor Craig Lukinuk be appointed as alternate.</p>	<p>Legislative Service Clerk</p>	<p>Patti Priest:</p> <p>Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDQ, And the Town & Village CAOs, on Oct.26'20 by email.</p>	<p>Complete</p>

2020/10/22

→ Natural Gas Committee

That all members of Smoky Lake County Council be authorized as the Natural Gas Committee to exercise the Rural Gas Act and supplemental Bylaws thereto.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Challenges: *No value*

Next Steps: *No value*

Complete

2020/10/22

→ Environmental Operations Committee

That all members of Smoky Lake County Council be authorized as the Environmental Operations Committee for the Management of Water, Wastewater and Waste.

Legislative Service Clerk

Patti Priest:

Achievements: The updated Municipal Committee Listing was distributed to Council, Managers, Communications, CEDO, And the Town & Village CAOs, on Oct.26'20 by email.

Challenges: *No value*

Next Steps: *No value*

Complete

S.L.L.C. TV

ACTION LIST
October 29, 2020
Committee of the
Whole - Planning

8
GOALS

31%
GOAL COMPLETION

● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment ---- Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN
COUNCIL MOTIONS 2020

Meeting Date	Council ...	Goal	Details	Owner	Progress Update	Current Co...
2020/10/29	112-20	→ International Dark-Sky Association (IDA)	That Smoky Lake County Council recommend pursuing a Nomination for an International Dark-Sky Association (IDA) Designation which recognizes exceptional dedication towards the preservation of the night sky through the implementation and enforcement of quality outdoor lighting ordinance, dark sky education and citizen support of dark skies, for the purpose of promoting responsible lighting and dark sky stewardship, and to set good examples for surrounding communities.	Planning & Development Manager	Jordan Ruegg: Achievements: The Planning and Development Department has opened an official file with the International Dark Skies Association in order to initiate the designation process. Currently, the P&D Department is reviewing the Program Guidelines in closer detail, and will bring forward recommendations to a future meeting for discussion.	Behind
					Challenges: <i>No value</i> Next Steps: <i>No value</i>	Behind

2020/10/29

→ Alberta Wetlands
Replacement Program
Memorandum of
Understanding (MOU)

That Smoky Lake County Council recommend executing a Memorandum of Understanding (MOU) with Her Majesty The Queen in right of Alberta, as represented by the Minister of Environment and Parks, which will establish a cooperative process to identify appropriate Wetland Replacement Projects for the purpose of the Participants entering into related Service Contracts between the Province and the Municipality in respect to approved Proposals to undertake Wetland Replacement Projects; and seek potential Wetland Replacement Project Participants through the County's Social Media.

Planning &
Development
Manager

Jordan Ruegg:

Achievements: At the October 29, 2020 Committee of the Whole Meeting for the Purposes of Planning, the following Motion was passed:

Motion 113-20: *"That Smoky Lake County Council recommend executing a Memorandum of Understanding (MOU) with Her Majesty The Queen in right of Alberta, as represented by the Minister of Environment and Parks, which will establish a cooperative process to identify appropriate Wetland Replacement Projects for the purpose of the Participants entering into related Service Contracts between the Province and the Municipality in respect to approved Proposals to undertake Wetland Replacement Projects; and seek potential Wetland Replacement Project Participants through the County's Social Media."*

On Track

The Planning and Development Department has prepared a Request For Decision for Council's consideration at the December 10, 2020 Smoky Lake County Council meeting, to execute the Memorandum of Understanding for the Wetland Replacement Program with the Government of Alberta (ITEM 4.17).

Challenges: *No value*

Next Steps: *No value*

That Smoky Lake County Council recommend drafting a Bylaw for the purpose of outlining Planning and Development Fees with no changes to the existing Fee Structure, which would replace Policy Statement No. 61-11-01: Planning and Development Fees; and bring the said draft bylaw forward to a future Meeting of Council.

Planning & Development Manager

Jordan Ruegg:

Achievements: At the October 29, 2020 Committee of the Whole Meeting for the Purposes of Planning, the following Motion was passed:

Motion 114-20: "That Smoky Lake County Council recommend drafting a Bylaw for the purpose of outlining Planning and Development Fees with no changes to the existing Fee Structure, which would replace Policy Statement No. 61-11-01: Planning and Development Fees; and bring the said draft bylaw forward to a future Meeting of Council."

Behind

The Planning and Development Department has prepared proposed Bylaw 1387-20 for the purpose of outlining Planning and Development Fees, to be considered at the December 10, 2020 Smoky Lake County Council meeting (ITEM 4.6).

Challenges: No value

Next Steps: No value

That Smoky Lake County Council recommend the draft amendment to the Land Use Bylaw No. 1272-14, for the purpose of regulating Recreational Vehicles (RVs) and Campsites, be brought forward to the next County Council Meeting for consideration of First Reading.

Planning & Development Manager

Patti Priest:

Achievements: Bylaw No. 1386-20: Amending Land Use Bylaw 1272-14- Recreational Vehicles, Campgrounds, Campsites and Recreational Vehicle Parks is on the December 10, 2020 Council Agenda for consideration.

Challenges: No value

Next Steps: No value

Complete

→ Land Use Bylaw No. 1272-14
Amendment – Shipping
Containers

That Smoky Lake County Council recommend the draft amendment to the Land Use Bylaw No. 1272-14 for the purpose of provisions relating to the use of shipping containers in respect to allowable placement, length, number of shipping containers permittable, and utilization of shipping containers as building material, which provides clarity, transparency, and fairness for prospective developers, be brought forward to the next Council Meeting for consideration of First Reading.

Planning &
Development
Manager

Jordan Ruegg:

Achievements: At the October 29, 2020 Committee of the Whole Meeting for the Purposes of Planning, the following Motion was passed:

Motion 118-20: *"That Smoky Lake County Council recommend the draft amendment to the Land Use Bylaw No. 1272-14 for the purpose of provisions relating to the use of shipping containers in respect to allowable placement, length, number of shipping containers permittable, and utilization of shipping containers as building material, which provides clarity, transparency, and fairness for prospective developers, be brought forward to the next Council Meeting for consideration of First Reading."*

Behind

The Planning and Development Department has prepared proposed Bylaw 1386-20 for the purpose of revising the provisions contained within Land Use Bylaw 1272-14 respecting shipping containers, to be considered at the December 10, 2020 Smoky Lake County Council meeting (ITEM 4.4).

Challenges: *No value*

Next Steps: *No value*

That Smoky Lake County recommend drafting a Bylaw to amend the Land Use Bylaw No. 1272-14, for the purpose of adding a definition for "Dwelling, single detached, tiny" under Section 1.7 – Definitions/Interpretations; and to add "Dwelling, single detached, tiny" as a "Permitted Use" under the AG, A1, R1, R2, R3 & HG Land Use Districts; and to add "Dwelling, single detached, tiny" as a "Discretionary Use" under the C1 & C2 Land Use Districts; and to add a subsection for "Tiny Dwellings" under Section 7 – Special Provisions, containing specific provisions for the development of Tiny Dwellings, to provide increased clarity, transparency, and fairness for prospective Developers and allow the County's Development Authority to respond favorably to an increasingly popular housing market trend, as well as to provide additional options for residential development that reflect changing consumer priorities and new economic realities; and bring the said draft bylaw forward to a future Meeting of Council.

Planning &
Development
Manager

Jordan Ruegg:

Achievements: The Planning and Development Department has prepared proposed Bylaw 1386-20 to revise the provisions contained in Land Use Bylaw 1272-14, respecting campgrounds, campsites, recreational vehicles and shipping containers, and adding provisions for tiny homes. **Bylaw 1386-20 will be brought forward to the December 10, 2020 Smoky Lake County Council meeting for consideration of First Reading (ITEM 4.4).**

Challenges: *No value*

Next Steps: *No value*

Behind

2020/10/29

↳ Land Use Bylaw No. 1272-14

Amendment – Small Livestock in Urban Areas
That Smoky Lake County Council recommend the draft amendment to the Land Use Bylaw No. 1272-14 for the purpose of providing provisions relating to the licensing for, and keeping of, small livestock animal units in hamlet and residential districts; and bring the said draft bylaw forward to the next Committee of the Whole for the Purposes of Planning Meeting.

Planning & Development Manager

Jordan Ruegg:

Achievements: At the October 29, 2020 Committee of the Whole Meeting for the Purposes of Planning, the following Motion was passed:

Motion 120-20: *"That Smoky Lake County Council recommend the draft amendment to the Land Use Bylaw No. 1272-14 for the purpose of providing provisions relating to the licensing for, and keeping of, small livestock animal units in hamlet and residential districts; and bring the said draft bylaw forward to the next Committee of the Whole for the Purposes of Planning Meeting."*

The Planning and Development Department will prepare a draft bylaw to amend the Land Use Bylaw 1272-14, to provide provisions related to the licensing and keeping of livestock, and will forward said bylaw to a future Committee of the Whole meeting.

Challenges: *No value*

Next Steps: *NC value*

Behind



FINANCE MANAGER REPORT

Dec 3, 2020

5.1.20.a

34
GOALS

71%
GOAL COMPLETION

BRENDA ADAMSON (FIN) GOVERNANCE

Goal	Progress Update	Current Compl...	Plan	Start Date	Due Date
Budget Activity: 100%			Finance Plan	2020/01/01	2020/12/30
→ 15 Year Capital and Infrastructure Plan		29% 28.77 / 100%	Smoky Lake County Plan		
→ Complete Budget Development		0%	Finance Plan	2020/01/01	2020/12/31
→ Complete Year 1 Budget Summary		58%	Smoky Lake County Plan	2020/08/31	2020/10/31
		76%	Finance Plan Manager's Plan		
			Smoky Lake County Plan	2020/08/01	2020/12/31

NEW

Achievements: A budget meeting was held on November 26, 2020. During the meeting, Council recommended some changes.

Challenges: *No value*

Next Steps: The changes proposed are being compiled and the updated budget will be reviewed with Council at the budget meeting scheduled for December 11, 2020

2020/12/03

Smoky Lake County Finance Plan Manager's Plan 2020/08/01 2020/12/31

Smoky Lake County Finance Plan Manager's Plan 2020/01/01 2020/09/30

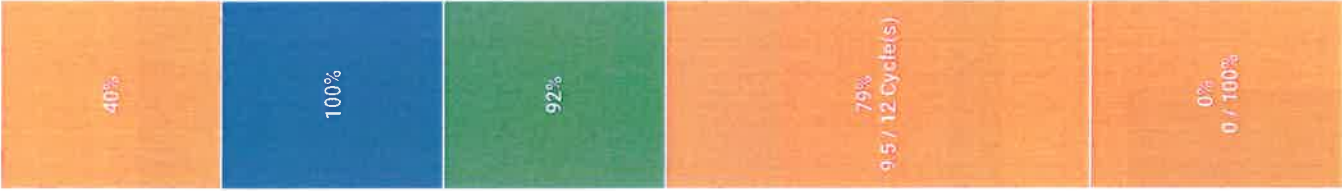
Smoky Lake County Finance Plan Manager's Plan 2020/01/01 2020/12/31

Smoky Lake County Finance Plan Manager's Plan 2020/01/01 2020/12/31

Smoky Lake County Finance Plan Manager's Plan 2020/01/01 2020/12/31

Smoky Lake County Finance Plan Manager's Plan 2020/01/01 2020/12/31

Finance Plan Smoky Lake County Plan 2017/12/31 2020/12/30



- Year 1 Budget Compilation
- Five Year Financial Plan
- Ensure that the budget is adhered to by reviewing actual expenditures as compared to budget
- Provide council with the Budget at a Glance Report monthly and point out any major budget variances: 12 Cycle(s)

NEW

Achievements: The December budget at a glance is attached.

Challenges:

\$31,388 has been budgeted for contingency. Since the budget has passed, council has committed further unbudgeted funds to three new projects:
 School contribution = \$360,000 budgeted for 2021
 J186-20 Victoria District Tourism = \$123,500 unbudgeted expenditure in 2020
 SLC189-20 Funding to Town (internet) = \$1,000 unbudgeted expenditure in 2020

Next Steps: Administration is forecasting a surplus of approximately \$500,000 (3%). This amount has been budgeted to carry forward to general revenue in 2021.
 2020/12/03

NEW

Achievements: We have purchased a couple more computers to enable working from home. Administration is in the process of preparing a request for proposal for a Financial ERP system. This will be presented to council for approval.†

Challenges: No value

Next Steps: No value

2020/12/03

Information Technology (IT):

100%

Assessment Activity: 100%

→ Asset Download

→ Enter Linear Assessment

→ Update Assessment

→ Assessment Complaints

→ Assessment Appeal Hearing

NEW

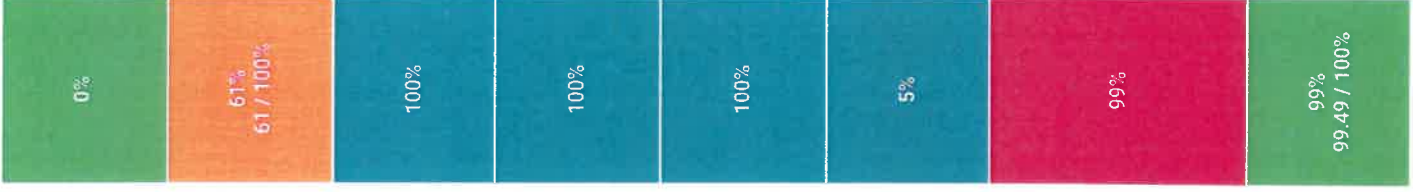
Achievements:

The Assessment Hearing was scheduled for November 25, 2020. The complainant withdrew on November 24, 2020

Challenges: No value

Next Steps: No value
2020/12/03

Taxation Activity: 100%



Finance Plan 2020/01/01 20/12/31

Smoky Lake County Plan

Finance Plan 2017/12/31 2020/12/30

Smoky Lake County Plan

Finance Plan 2020/01/01 2020/03/31

Smoky Lake County Plan

Finance Plan 2020/01/01 2020/03/31

Smoky Lake County Plan

Finance Plan 2020/01/01 2020/03/31

Smoky Lake County Plan

Finance Plan 2020/01/01 2020/08/31

Smoky Lake County Plan

Finance Plan 2020/01/01 2020/11/30

Smoky Lake County Plan

Finance Plan 2017/12/31 2020/12/30

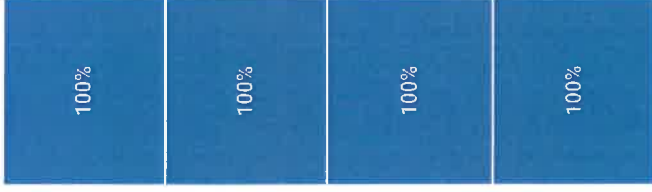
Smoky Lake County Plan

→ **Bellis Sewer Charges
Bylaw**

→ **Tax Notifications**

→ **Mill Rate Bylaw/Bill Taxes**

→ **Bill taxes**



Finance Plan 2020/01/01 2020/03/31
Smoky Lake County Plan

Finance Plan 2020/01/01 2020/03/31
Smoky Lake County Plan

Finance Plan 2020/01/01 2020/05/31
Smoky Lake County Plan

Finance Plan 2020/01/01 2020/06/30
Smoky Lake County Plan

Achievements: Achievements:

Taxes levied on May 31, 2020 were \$12,188,155.19. Tax arrears equals \$1,489,845 (\$1,159,499 from defunct oil companies). We have collected 96% of the taxes thus far.

Tax Write Off Requests:

1. Owner #13843 has written a letter asking council to cancel penalties on 5 properties. The owner states that a cheque was posted in the mail on October 1. We have not received the cheque. The outstanding taxes were paid when the request for penalties was delivered.

Option 1 That Smoky Lake County take no action regarding the request to write off penalties on tax rolls 14592030, 146007120, 14600840, 15601320, and 15601321

Option 2 That Smoky Lake County write off penalties in the amount of \$213.83 on Property Tax Roll Number 14592030, 14600710, 14600840, 15601320, and 15601321 in response to the letter received from the owners, dated November 24, 2020.

2. Owner #13871 has written a letter asking council to cancel penalties on 6 properties. The owner pays taxes on many properties under several different owner names and numbers. When he was in to pay, administration missed these six farm properties. The error was administrative.

That Smoky Lake County write off penalties in the amount of \$45.19 on Property Tax Roll Number 17620310, 17620320, 17620330, 17620340, 17620841, and 17621440, due to an administrative error at time of payment. In response to the request received from the owners, dated November 19, 2020.

Challenges: *No value*

Next Steps: *No value*

2020/12/03

97%
11.77m / \$12.19m

100%

NEW
→ Tax penalties 0 Penalties (\$)

Achievements: Penalties of \$23,036.88 were levied on November 1st

Challenges: *No value*

Next Steps: *No value*
2020/12/03

Finance Activity (FIN): 100%

→ Aggregate Levy

NEW

Achievements: Quarter three aggregate reports have been submitted. The business license collected thus far in 2020 is \$209,208.

Challenges: *No value*

Next Steps: *No value*
2020/12/03

→ Annual Grant Reporting

NEW

Achievements: FCSS Grants

There is one application for FCSS funding. There are \$6,377 funds available to donate and use towards County FCSS administration. The Victoria Trail Agricultural Society would like to offer free gym sessions to seniors. The program will be designed to help keep Seniors active and engaged, and offset the current feeling of isolation and helplessness.

Challenges: *No value*

Next Steps: **Motion:**
That Smoky Lake County approve to allocate funding from the 2020 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows: Victoria Trail Agricultural Society for \$2000 to provide free gym sessions to provide seniors the opportunity to engage in a safe group.
2020/12/03

→ Final Financial Statements

NEW

Achievements: The Auditors were in the office from November 18-20 to conduct the interim audit. Attached is the Audit Planning Letter from JMD Group LLP.

Motion:

Smoky Lake County acknowledge receipt of the Audit Planning Letter from JMD Group LLP dated November 10, 2020

Challenges: *No value*

Next Steps: *No value*
2020/12/03

Finance Plan 2020/01/01 2020/03/31

Smoky Lake County Plan

209.67k / 0 Penalties (\$)

Finance Plan 2017/12/31 2020/12/30

Smoky Lake County Plan

57%
57.14 / 100%

Finance Plan 2020/01/01 2020/12/31

Smoky Lake County Plan

0%

Finance Plan 2020/01/01 2020/03/31

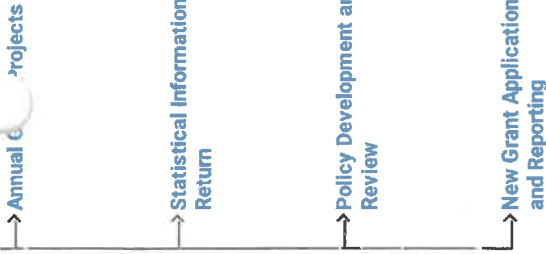
Smoky Lake County Plan

100%

Finance Plan 2020/01/01 2020/03/31

Smoky Lake County Plan

100%



Finance Plan	2020/01/01	2020/04/30
Smoky Lake County Plan		
Finance Plan	2020/01/01	2020/05/31
Smoky Lake County Plan		
Finance Plan	2020/01/01	2020/12/31
Smoky Lake County Plan		
Finance Plan	2020/01/01	2020/12/31
Smoky Lake County Plan		
Finance Plan	2020/01/01	2020/12/31
Smoky Lake County Plan		
Finance Plan	2020/01/01	2020/12/31
Smoky Lake County Plan		



NEW

Achievements:

The Municipal Stimulus Capital Grant Funds are expected to be provided in 2021

Municipal Operating Support Transfer Grant

Municipal affairs has forwarded the grant for \$254,198 to cover loss of revenue and increased costs due to COVID.

Challenges: These funds must be used by March, 2021. Administration is currently gathering information to quantify all costs (including staff sick time) and loss of revenue. We have incurred some extra costs for cleaning/ PPE and are in the process of purchasing more computers to enable working from home. In January, we will report to Council how much was spent in 2020.

Administration has also confirmed that if Council chooses, the funds can be distributed to non profit community run recreation facilities and halls to assist with their loss of revenue.

Next Steps: In January we will review costs to date and future expected costs.
2020/12/03

Training Activity (FIN): 100%

Council Member Inquiry (FIN): 100%

Finance Plan	2020/01/01	2020/12/30
Smoky Lake County Plan		
Finance Plan	2020/01/01	2020/12/30
Smoky Lake County Plan		



5.1.3 a

Reeve's Report

For October 15, 2020 to November 30, 2020

October 22, 2020 – Council Organizational Meeting held virtually: (All Council)

REEVE:	Craig Lukinuk (Division 3)	
DEPUTY REEVE:	Randy Orichowski (Division 5)	
COUNCILLORS:	Dan Gawalko (Division 1)	Johnny Cherniwchan (Division 2) Lorne Halisky (Division 4)
AGRICULTURAL SERVICE BOARD	All Councillors	
AGRICULTURAL ISSUES ADVISORY COMMITTEE	ASB Chair., ASB Vice-Chair., any Councillors, & call for Public-at-Large Members as required	
A.S.B. INDEPENDENT APPEAL PANEL FOR WEED CONTROL	Public-at-Large: Barry Feniak, Norman Schmidt & Robert Semeniuk, Alt.: Ed Doktor	
ALBERTA CARE (ALBERTA COORDINATED ACTION FOR RECYCLING ENTERPRISES) COMMITTEE	Dan Gawalko	Alt.: Randy Orichowski
CCI WIRELESS - CORRIDOR COMMUNICATIONS INCORPORATED	Craig Lukinuk	Alt.: Johnny Cherniwchan
CITIZENS ON PATROL (C.O.P.) LIAISON COMMITTEE	Lorne Halisky,	Alt.: Dan Gawalko
COMPOSITE ASSESSMENT REVIEW BOARD	Craig Lukinuk Alt.: Johnny Cherniwchan	Public-at-Large: Sue Landiak & Grant Gillund Alt.: Vacant
DOCTOR RETENTION & RECRUITMENT COMMITTEE	Reeve	Alt.: Deputy Reeve
ENVIRONMENTAL OPERATIONS COMMITTEE	All Councillors	
EVERGREEN REGIONAL WASTE MANAGEMENT COMMISSION	Randy Orichowski,	Alt.: Dan Gawalko
FAMILY COMMUNITY SUPPORT SERVICES COMMITTEE	All Councillors	
FIRE & RESCUE LIAISON COMMITTEE	Vilna Fire Dept.: Dan Gawalko Smoky Lake Fire Dept.: Craig Lukinuk Waskatenau Fire Dept.: Randy Orichowski	Alt.: Johnny Cherniwchan Alt.: Lorne Halisky Alt.: Lorne Halisky
FIRE PROTECTIVE SERVICES COMMITTEE	All Councillors	
GOVERNMENT LIAISON COMMITTEE	Reeve, Deputy Reeve & Councillors as deemed necessary	
HIGHWAY 28/63 REGIONAL WATER SERVICES COMMISSION	Randy Orichowski & Dan Gawalko	Alt.: Lorne Halisky & Johnny Cherniwchan
INTERMUNICIPAL COLLABORATION COMMITTEES (ICC)		
	With Town of Smoky Lake, Village of Waskatenau & Village of Vilna:	Lorne Halisky & Craig Lukinuk Alt.: Johnny Cherniwchan
	With Thorhild County:	Randy Orichowski & Lorne Halisky, Alt.: Dan Gawalko
	With Lamont County:	Johnny Cherniwchan & Craig Lukinuk, Alt.: Dan Gawalko
	With County of St. Paul No.19:	All Councillors
	With County of Two Hills No.21:	All Councillors
INTERMUNICIPAL DEVELOPMENT PLAN (IDP) COMMITTEES		
	With Town of Smoky Lake:	Lorne Halisky & Craig Lukinuk, Alt.: Johnny Cherniwchan
	With Village of Waskatenau:	Randy Orichowski & Lorne Halisky, Alt.: Dan Gawalko
	With Village of Vilna:	All Councillors
	With Thorhild County:	Randy Orichowski & Lorne Halisky, Alt.: Dan Gawalko
	With Lamont County:	Johnny Cherniwchan & Craig Lukinuk, Alt.: Dan Gawalko
	With County of St. Paul No.19:	CAO & Planning and Development Manager
	With County of Two Hills No.21:	CAO & Planning and Development Manager
JOINT HEALTH & SAFETY COMMITTEE	Lorne Halisky	Alt.: Johnny Cherniwchan
LAKELAND AGRICULTURAL RESEARCH ASSOCIATION (LARA)	ASB Chair., Alt.: ASB Vice-Chair., Public-at-Large: Barb Shapka & Charlie Leskiw	
LOCAL ASSESSMENT REVIEW BOARD	Craig Lukinuk, Alt.: Johnny Cherniwchan, Public-at-Large: Sue Landiak & Grant Gillund, Alt.: Vacant	
MUNICIPAL PLANNING COMMISSION	All Councillors	
NATURAL GAS COMMITTEE	All Councillors	
NEGOTIATING COMMITTEE	Craig Lukinuk, Johnny Cherniwchan, Lorne Halisky Alt.: Dan Gawalko & Randy Orichowski	
NORTHEAST ALBERTA HUB	Lorne Halisky,	Alt.: Dan Gawalko
NORTH EAST MUNI-CORR LTD.	Johnny Cherniwchan, Alt.: Craig Lukinuk	
NORTHERN LIGHTS LIBRARY SYSTEM	Craig Lukinuk,	Alt.: Randy Orichowski
POLICY COMMITTEE	All Councillors	
RCMP LIAISON COMMITTEE	Lorne Halisky,	Alt.: Dan Gawalko
REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC)	Lorne Halisky & Craig Lukinuk,	Alt.: Johnny Cherniwchan Public-at-Large: Leon Boychuk-Hunter & Perry Phillips
REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE	Reeve	Alt.: Deputy Reeve
RISK PRO MANAGEMENT COMMITTEE	Reeve	Alt.: Deputy Reeve
ROAD BAN COMMITTEE	Reeve	Alt.: Deputy Reeve Plus the Public Works Manager & CAO
SMOKY LAKE AGRICULTURAL SOCIETY	Lorne Halisky	Alt.: Craig Lukinuk
SMOKY LAKE COMMUNITY DAYCARE CO-OPERATIVE COMMITTEE	Craig Lukinuk, Alt.: Lorne Halisky	
SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD	Members-at-Large: Noreen Easterbrook, Graham Dalziel, Christine Hansen, Michelle Wright, Leon Hunter-Boychuk & Pamela Billey	
SMOKY LAKE FOUNDATION	Dan Gawalko & Randy Orichowski, Alt.: Lorne Halisky & Johnny Cherniwchan	
SMOKY LAKE REGION FIRE AND RESCUE COMMITTEE	Lorne Halisky & Craig Lukinuk, Alt.: Johnny Cherniwchan	
SUBDIVISION & DEVELOPMENT APPEAL BOARD	Members-at-Large: Grant Gillund, Christine Hansen, Richard Dubetz, Dominique Cere, & Jerry Melnyk	
UKRAINIAN TWINNING COMMITTEE	Craig Lukinuk	Alt.: Deputy Reeve



Reeve's Report

For October 15, 2020 to November 30, 2020

October 22, 2020 – Regular Council Meeting held in Chambers/Virtual: (All Council)

- Acknowledged the Memorandum of Understanding for the Ukrainian Twinning initiative for the Cooperation between Kosiv District, Ivano-Frankivska Oblast, Ukraine, and Smoky Lake Region, which is valid for five years to September 30, 2025 unless agreed upon to extend.
- Approved forming a Ukrainian Twinning "Working Group" until there are terms of reference established.
- Appointed the Returning Officer and Deputy Returning Officer for the 2021 Municipal Election.
- Approved to offer \$85,000 to Aspen View Public Schools, for 50% of the cost to extend the size of the Gymnasium being incorporated into the new H. A. Kostash School in Smoky Lake for the ability to host Provincial Tournaments.
- Agreed to advertising Pt. SW-6-59-15-W4M containing .044 acres for sale.
- Agreed to accept a purchase offer of \$3,000 for Plan 1955CL, Block 1, Lot 25 in the Hamlet of Spedden.
- Agreed to allocate funding from the 2020 Family and Community Support Services (FCSS) Grant to:
 - Kinette Club of Smoky Lake \$1,000
 - Smoky Lake Seniors' Drop-in Centre \$2,254
 - Regional Community Development Committee \$2,500
 - Vilna Veselka Dance Club \$2,500
 - Smoky Lake Holubka Dance Club \$2,500
- Approved to install two culverts: one being on Township Road 602, west of Range Road 195 and the second one being through a private approach in the same area adjacent to the land legally described as NE-07-60-19-W4, at no cost the property owner, to direct the water flow appropriately.
- Approved a backsloping application from Ron Bobocel for a payout of \$2,000.
- Agreed to submit the proposed Bylaw No. 1380-20 for the Road Closure of Undeveloped Government Road Allowance: East side of River Lot 10 (Victoria Settlement), containing 2.32 hectares (5.73 acres) more or less for the purpose of closing to public travel to the Minister of Transportation for approval consideration.
- Accepted the Northern Lights Library System Board (NLLS) Year-2021 requisition of a 0% increase.

October 23, 2020 – Council Workshop with Senior Management: (All Council)

- Discussion on the Organizational Chart.
- Talked about Smoky Lake County Level of Services being provided.
- Discussion on Capital Purchasing for upcoming budget.

October 27, 2020 – Northeast Regional Agricultural Service Board Conference: (All Council)

- Alberta Agriculture and Forestry update presented by Doug Macualay, Agriculture Service Board Unit.
- Emergency Preparedness for Communities presented by Katherine Altman, Agriculture, and Forestry-Emergency Management Services.
- Received an Alberta Emergency Management Association update by Ian Fox AEMA Northeast Region.
- FireSmart Alberta – Living Resiliently with Wildfire in Alberta.
- Emergency Planning for Livestock What Can a Municipality Do Presented by Brad Andres, Agriculture and Forestry, Emergency Management Services.
- Going Forward After Deregulation of Fusarium graminearum Presented the Alberta Wheat Commission.
- Reviewed the 2020 Report Card.

October 29, 2020 – Council Committee of the Whole - Planning: (All Council)

- Discussed and recommended:
 - Pursuing a designation of a Canadian Heritage River under the Canadian Heritage Rivers System for the portion of the North Saskatchewan River flowing through the County (82 kilometers).



Reeve's Report

For October 15, 2020 to November 30, 2020

- Pursuing a Nomination for an International Dark-Sky Association (IDA) Designation.
- Executing an Alberta Wetlands Replacement Program Memorandum of Understanding (MOU).
- Drafting a Bylaw for the purpose of outlining Planning and Development Fees with no changes to the existing Fee Structure, which would replace Policy Statement No. 61-11-01: Planning and Development Fees.
- Four Drafts Bylaw amendments to the Land Use Bylaw No. 1272-14, for the purpose of: regulating Recreational Vehicles (RVs) and Campsites, use of shipping containers, clarifying regulation surrounding tiny homes, & regulating small livestock in urban areas.

October 30, 2020 – Victoria District Economic Development Strategy Implementation Working Group meeting held Virtually: (Craig)

- Discussion held regarding the: Business Plan Public Consultation Update, Insurance issues for hospitality properties, and potential Signature Attractions.

November 2, 2020 – Regional Community Development Committee (RCDC) held in Chambers/Virtual: (Craig & Lorne)

- Organizational meeting held and Craig Lukinuk was acclaimed as Chairperson and Lorne Halisky was acclaimed as Vice-Chairperson.
- Agreed to identify changes needed to the RCDC terms of reference, and other related RCDC management system elements to optimize the Committee's activities, structures, and reporting.
- Recommended participating in the 2021 HUB CARES Investment Attraction Video project.
- Accepted the "Bring Them Home" social media campaign as information.

November 2, 2020 – Reeves and Mayors RMA Fall Meeting: (Craig)

- Election of the Chair by Acclamation Bart Guyon.
- Election of the Vice Chair by Acclamation Joe Blakeman.
- Impact of Assessment Changes on each Municipality.
- 92 Members Attended meeting.
- Discussion on the New Policing Model and the Impacts to Municipalities.

November 3 & 4, 2020 – Rural Municipalities of Alberta RMA Virtual Convention: (All Council)

- Received the RMA President's Update, RMA Business Services Report and Financials.
- Nominations for President were held – Paul McLauchlin was elected as President.
- Hon. Tracy Allard, Minister of Municipal Affairs provided a speech.
- Keynote Speaker was Arlene Dickinson who spoke on "Reinvention".
- Hon. Jason Kenney, Premier of Alberta provided a speech.
- Education Session included: Red Tape Reduction, Media Training 101, The Future of Healthcare in Rural Alberta, and The Business of Advocacy.
- 20 Resolutions were submitted prior to the convention and 17 of these passed.

November 5, 2020 – Joint Council Meeting w/Village of Waskatenau held in Chambers/Virtually: (All Council)

- Reviewed, for the purpose of updating, the Smoky Lake County Bylaw No. 1312-18, and Village of Waskatenau Bylaw No. 667-2018: Joint Operation Agreement for the provision of Fire Protection Services.

November 9, 2020 – Northern Lights Library Executive Meeting: (Craig)

- Dr. Margaret Zelmanaw was hired to do a complete organizational review of NLLS.
- Discussed topics for upcoming NLL Board Meeting.
- Plan of Service update.



Reeve's Report

For October 15, 2020 to November 30, 2020

- Discussion on creating a video on NLLS and how it operates from ordering Books all the way to delivery.
- In Closed Session to review Executive Directors Resume and Videos.

November 11, 2020 – Remembrance Day Smoky Lake Legion: (Craig, Johnny)

- Attended the Service that was held in front of the Legion to Remember our Veterans approximately 60 people attended the service outside while social distancing.

November 10, 2020 – Joint Council Meeting w/Village of Vilna held in Chambers/Virtually: (All Council)

- Reviewed, for the purpose of updating, the Smoky Lake County Bylaw No. 1313-18, and Village of Vilna Bylaw No. 539-18: Joint Operation Agreement for the provision of Fire Protection Services.

November 12, 2020 – ICF Meeting w/Thorhild County held in Chambers/Virtually: (All Council)

- Acknowledged the Municipal Affairs April 1, 2021, mandatory deadline to complete all Intermunicipal Collaboration Frameworks.
- Recommended to work collaboratively to develop an agreement outside of the ICF for boundary area Road Maintenance.
- Discussed and agreed to some changes to the respective proposed ICF Bylaws.

November 12, 2020 - Smoky Lake Region Fire and Rescue Committee Meeting held in Chambers/Virtually: (Craig, Johnny & Lorne)

- Organizational meeting held and Casey Caron was acclaimed as the Chairperson & Craig Lukinuk was acclaimed as the Vice-Chairperson.
- Discussed surplus Fire & Rescue equipment which could be shipped to the Kosiv District, Ivano-Frankivska Oblast, Ukraine through a humanitarian effort in respect to the Ukrainian Twinning MOU.
- Recommended each respective municipality adopt the Policy Statement No. 02-06-03: Years of Service Award Program for Volunteer Firefighters
- Recommended each respective municipality adopt the Management Policy Statement No. M01-44-01: District Fire Chief Job Description.
- Recommended Smoky Lake County Council approve to add the Volunteer Firefighter Member & Family Assistance Program (MFAP) Insurance coverage & cover the cost of approximately of \$1,340/year.
- Received a report on the Jack Pine Wildfire at Township Road 590A and Range Road 161 which occurred during October 6, 2020 to October 12, 2020.

November 13, 2020 – Victoria District Economic Development Strategy Implementation Working Group meeting held Virtually: (Craig)

- Held discussed on: Business Plan feedback, Legal feedback on fees and structure, potential Signature Attractions, and a booking system.

November 13, 2020 - Council Workshop with CAO: (All Council)

- Discussion on upcoming meetings.

November 16, 2020 – Ukrainian Twinning Working group meeting held in Chambers/Virtually: (Craig, Johnny, Lorne)

- This meeting was held informally to gain an understanding of expectations and opportunities, more information will be brought forward after the terms of reference for the committee is established.
- Topics discussed was Humanitarian, Agriculture, and Forestry.



Reeve's Report

For October 15, 2020 to November 30, 2020

November 18, 2020 – Joint Council Meeting w/Town of Smoky Lake held in Chambers/Virtually: (All Council)

- Reviewed, for the purpose of updating, the 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.
- Declare November 23-29, 2020 as National Holodomor Awareness Week, to bring awareness to the 87th anniversary of the "Holodomor" which was the Soviet Communist regime's genocide against the Ukrainian people.

November 20, 2020 – Northern Lights Library Board Meeting: (Craig)

- Dr. Margaret Zelmanaw Organizational Review Report to be completed by February.
- Working with PLSB on Supernet Bandwidth upgrades for libraries.
- Approved 12 Policies.
- 2020 ALTA Awards nominations are now open to recognize library boards and long serving trustees.
- PLSB Report by Jordan DeSousa.
- ALTA Report by Jennifer Anheliger and now sit on the Executive Board.
- Financial Update by Terri Hampson and Interim acting directors report.
- Plan of Service Update.

November 25, 2020 – Fire AGM: (Craig, Johnny)

- Presentation of the Audited Financial Statements for the year ending December 31, 2019.
- Appointed Metrix Group LLP as the auditor for the upcoming year.
- Fed Gas Reciprocal Exchange Business Activities Report for the fiscal year ending December 31, 2019.

November 26, 2020 – Council Budget Meeting held in Chambers/Virtually: (All Council)

- Discussed the Three-Year Road Plan, Five-Year Bridge Program, Capital Budget, Surplus Equipment, and Total Function budget.
- Agreed for Council to not receive any Cost of Living Allowance (COLA) in 2021.
- Agreed to close the County Offices during the lunch hour as well as on Tuesdays and Thursdays until further notice for reason associated with the COVID-19 pandemic.

November 26, 2020 – Joint Council Meeting w/Town of Smoky Lake held in Chambers/Virtually: (All Council)

- Public Hearing held to obtain public input regarding the proposed Victoria District Economic Development Strategy: Proposed Business Plan.
- There were up to 33 participants including 18 County and Town Elected Officials and Staff.
- Over 20 pages of correspondence was submitted with feedback and read into the record.
- Overall feedback was positive.

November 27, 2020 – Victoria District Economic Development Strategy Implementation Working Group meeting held Virtually: (Craig)

- Held discussed on: Business Plan feedback, Legal feedback on fees and structure, potential Signature Attractions, and the need for an Infrastructure Master Plan.

November 30, 2020 – Northern Lights Library Executive: (Craig)

- James McDonald signed Northern Lights Library Executive Director Contract and will be starting the beginning of February 2021.

Sincerely,
Craig Lukinuk, Smoky Lake County Reeve

N.E. Muni-Corr Ltd. Report – November 9, 2020

Unauthorized Access By Adjacent Landowners

- Administration reported on a telephone conversation with Mr. Trenchuk after he received his cease and desist letter. It was moved by Director Chapdelaine to have Administration and a representative from Smoky Lake County do a site visit with Mr. Trenchuk
- Administration brought forward another unauthorized access by landowner Levi Labant. Director Hedrick did a site visit with Levi and confirmed the work done on Muni-Corr Ltd. Property was to open a culvert and re-establish the existing drainage ditch to alleviate water being held back on his property. Mr. Labant was told, in the future, he would need to contact N.E. Muni-Corr Ltd. To obtain authorization to do anything within the right of way lands.
- Administration brought forward two more encroachment issues near Franchere. Scott Makaruk has unauthorized fencing and Brian Makaruk has equipment and a building encroaching on N.E. Muni-Corr Ltd. Property. Director Werstiuk volunteered to meet the two adjacent landowners and will report back to Administration and the Board.

Town of Elk Point Utility ROW Agreement - Culverts

- A revised plan was presented for the culvert installation project in the Town of Elk Point. Due to a shortage of correct concrete culvert, they will be going with a smaller grade which requires 2 feet of cover material. This results in needing to build up the trail by an additional foot over the top of the culverts. The plan includes proper side and approach sloping with guard railing on either side. Director Hedrick asked if that would be enough to support County grader and the groomer. It was moved by Director Hedrick to approve the amendment to the Right of Way Agreement with the Town of Elk Point provided the specs support the weight of the County grader.

Mallaig Snow Laydown Area

- Tim Mahdiuk presented a request by the St. Paul County to use the Mallaig staging area land as a snow laydown area, The area will be cleaned up each spring with garbage and gravel removed and, if no longer needed, will be put back to its original state. It was moved by Director Chapdelaine to approve the request as presented.

Smoky Lake Pumpkin Park

- Administration reported the Smoky Lake Pumpkin Growers Association were in contact with concerns about liability coverage at the Smoky Lake Pumpkin Park which is on N.E. Muni-Corr Ltd. Property. There is no agreement in place with the group or the Town of Smoky Lake. It was moved by Director Hedrick for Administration to bring a draft agreement forward to the next meeting.

Maintenance Agreement - Village of Glendon

- Administration presented a letter from the Village of Glendon outlining why they will not be entering into a Maintenance Agreement with N.E. Muni-Corr Ltd. And Riverland Recreational Trail Society for the section of paved trail running through their jurisdiction. Director Duchesne will communicate with the M.D. of Bonnyville and bring back to the December meeting.

License of Operation, Utility ROW and Crossing agreement Renewals

- Controller Tim Mahdiuk presented the list of License of Occupation renewals. Discussion included how the fee being paid for the License does not even cover the cost of managing the agreements and perhaps they should just be a one year lease as the Executive Committee is bringing forward some recommendations for the fee structure. The Controller reported the invoicing was already done and signed agreements and payments have been received. It was moved by Director Hedrick to renew the License of Occupation renewals for three years as presented.
- The Controller presented the Utility ROW Agreements for renewal. It was moved by Director Duchesne to approve the renewals as presented.
- The Controller presented the Crossing Agreement renewals. It was moved by Director Hedrick to approve the renewals as presented.

NEXT MEETING

- The next regular Board Meeting for N.E. Muni-Corr Ltd. is scheduled for Monday, December 14th at 10:00am.



DOUG - REPORT TO COUNCIL

Dec 2, 2020

10
GOALS

6%
GOAL COMPLETION

5114a

DOUG PONICH

Goal	Progress Update	Current Completion
Public Works Manager Work Plan → Public Works Department Daily/Weekly/Monthly Plan: 100% → Maintenance (PW Manager): 100%	<p>Doug Ponich: Achievements: Graders complete rounds of maintenance on Oct. 19. After this date, only washboard is being touched up where necessary. Oct. 27, 28</p> <p>Complete hauling winter sand to county shop yard for calcium treatment. Oct. 15</p> <p>Road repair at TWP 581, east of HWY 857. Oct. 15</p> <p>Road repair at RR 193B, south of HWY 28. (fill holes with calcium sand and compact; cold mix patch next spring) Nov. 3 Div. 5</p> <p>Fall sign inspection. Oct. 15, 19, 22, 23</p> <p>Tree and leaner removal:</p> <ul style="list-style-type: none"> - RR 174, TWP 592 - 582. Oct. 15 Div. 3 - TWP 582, RR 174 - 180. Oct. 15 Div. 3 - RR 180, south of HWY 28. Oct. 15 Div. 3 - RR 182, south of HWY 28. Oct. 15 Div. 3 - RR 181, TWP 590 - 582A. Oct. 15 Div. 3 - RR 183, north of TWP 582A. Oct. 15 Div. 3 	<p>3%</p> <p>94% behind</p> <p>4%</p> <p>4.31 / 100%</p> <p>93% behind</p> <p>50%</p> <p>50 / 100%</p> <p>47% behind</p>

- TWP 602, west of RR 164. Oct. 15 Div. 4
- RR 155, north of TWP 601. Oct. 19 Div. 4
- RR 181A, north of TWP 604. Oct. 21, 22 Div. 5
- RR 170, north of TWP 610. Oct. 21 Div. 4
- RR 164, north and south of TWP 602. Oct. 21 Div. 4
- TWP 604, west of RR 155. Oct. 21 Div. 4
- RR 171, south of TWP 595A. Oct. 22 Div. 4
- TWP 595A, west of RR 170. Oct. 22 Div. 4
- TWP 600, west of RR 153. Oct. 22 Div. 4
- TWP 602, west of RR 151. Oct. 22 Div. 4
- RR 151, south of TWP 595A. Oct. 22 Div. 4
- RR 193, south of TWP 602. Oct. 23 Div. 5
- Victoria Trail, west of HWY 831. Oct. 23 Div. 5 & 3
- TWP 600, west of RR 134. Oct. 23 Div. 1
- RR 145, north of TWP 601. Oct. 23 Div. 4
- TWP 582, east of RR 173A. Oct. 26 Div. 3
- RR 171, south of TWP 590. Oct. 26 Div. 3
- RR 172, north of TWP 582. Oct. 26 Div. 3
- RR 170, north of TWP 584A. Oct. 27 Div. 4
- RR 150, south of TWP 584. Oct. 27 Div. 2
- TWP 590, east of HWY 857. Oct. 27 Div. 2
- RR 150, south of HWY 28. Oct. 27 Div. 2
- RR 145, south of HWY 28. Oct. 27 Div. 2
- TWP 590, west of RR 145. Oct. 27 Div. 2
- TWP 572A, RR 135A - 141. Oct. 27 Div. 2
- TWP 590, east of RR 131. Oct. 27 Div. 2
- RR 130, south of TWP 594. Oct. 27 Div. 2
- RR 124, north of TWP 592. Oct. 27 Div. 1
- RR 141, south of TWP 590. Oct. 27 Div. 2
- TWP 582, west of RR 142. Oct. 27 Div. 2
- RR 150, north of TWP 592. Oct. 27 Div. 2
- TWP 592, east of RR 144. Oct. 27 Div. 2
- TWP 590A, west of RR 140. Oct. 27 Div. 2
- RR 183, north of TWP 584. Oct. 29 Div. 3

- TWP 602, west of RR 164. Oct. 31
- RR 164, north of TWP 602. Oct. 31 Div. 4
- TWP 590, HWY 859 - RR 130. Nov. 3 Div. 2
- RR 183, north of TWP 590. Nov. 4 Div. 3
- RR 184, north of TWP 590. Nov. 4 Div. 3
- RR 185, south of TWP 590. Nov. 4 Div. 3
- Victoria Trail, west of HWY 831. Nov. 4 Div. 5
- TWP 590, west of RR 195. Nov. 4 Div. 5
- RR 200, HWY 28 - TWP 590. Nov. 4 Div. 5
- TWP 592, west of HWY 831. Nov. 4 Div. 5
- Victoria Trail, west of RR 191. Nov. 4 Div. 5
- Victoria Trail, west of RR 180. Nov. 4 Div. 5
- 18559 - Victoria Trail. Nov. 4 Div. 5
- RR 183, north of TWP 604. Nov. 4 Div. 5
- TWP 610, west of RR 183. Nov. 4 Div. 5
- RR 175, north of TWP 612. Nov. 4 Div. 5
- TWP 594, east of RR 191. Nov. 5 Div. 5
- Intersection of TWP 602 & RR 165. Nov. 6 Div. 4
- RR 164, north of TWP 602. Nov. 6 Div. 4
- RR 165A, north and south of TWP 604. Nov. 6 Div. 4
- TWP 604, west of RR 165. Nov. 6 Div. 4
- RR 164, south of TWP 602. Nov. 6 Div. 4
- TWP 605, west of RR 155. Nov. 6 Div. 4
- RR 180, TWP 612 - 620. Nov. 9 Div. 5
- TWP 602, west of RR 164. Nov. 10 Div. 4
- Victoria Trail, east of RR 192. Nov. 10 Div. 5
- RR 175, north of TWP 612. Nov. 10 Div. 5
- RR 183, north of HWY 28. Nov. 13 Div. 5
- TWP 590, west of HWY 857. Nov. 16 Div. 2
- RR 142, south of TWP 590. Nov. 16 Div. 2
- RR 141, south of TWP 574. Nov. 16 Div. 2
- RR 134, TWP 584 - 590. Nov. 16 Div. 2
- TWP 600, RR 152 - 154. Nov. 17 Div. 4
- RR 162, TWP 594 - 600. Nov. 17 Div. 4

- RR 185, south of TWP 611. Nov. 17 Div. 5
- RR 170, north of TWP 611. Nov. 17 Div. 4
- TWP 613, east of RR 165. Nov. 17 Div. 4
- RR 183, north of TWP 604. Nov. 18 Div. 5
- TWP 590, west of RR 140. Nov. 18 Div. 2
- RR 141, south of TWP 590. Nov. 18 Div. 2
- RR 131, south of TWP 590. Nov. 18 Div. 2
- RR 170, south of TWP 604. Nov. 20 Div. 4
- TWP 604, east of RR 155. Nov. 20 Div. 4
- RR 140, south of TWP 602. Nov. 20 Div. 1
- TWP 573, east of RR 141. Nov. 20 Div. 2
- RR 131, north of TWP 584. Nov. 23 Div. 2
- RR 163, TWP 594 - 600. Nov. 23 Div. 4
- RR 175, north of TWP 602. Nov. 23 Div. 5
- RR 141, north of TWP 572. Nov. 30 Div. 2
- TWP 573, west of RR 135. Nov. 30 Div. 2
- RR 130, south of TWP 594. Nov. 30 Div. 1
- RR 184, north of TWP 610. Nov. 30 Div. 5
- TWP 612, west of RR 184. Nov. 30 Div. 5
- RR 185, south of TWP 612. Nov. 30 Div. 5
- TWP 594, west of RR 155. Dec. 1 Div. 4
- TWP 611, east of RR 190. Dec. 1 Div. 5
- Victoria Trail, RR 185 - 190. Dec. 1 Div. 5

Patching:

- TWP 604, east of RR 183. Oct. 15 Div. 5
- RR 181, north of TWP 604. Oct. 16 Div. 5

Culvert Installation:

- Approach at 17239 - TWP 602. Oct. 15 Div. 4
- RR 165, 1 km. north of TWP 613. Oct. 16 Div. 4
- Repair and extension at west side of RR 200, 350 m. north of TWP 594. Oct. 19 Div. 5
- West approach north of bridge on RR 171; north of TWP 584. Oct. 20 Div. 3

- NW-15-59-17; East of HWY 855, no. TWP 593. Oct. 22 Div. 3
- TWP 600, 650 m. east of RR 134. Oct. 26 Div. 1
- RR 183, 400 m. south of TWP 582A. Oct. 28 Div. 3

Ditching along north side of Victoria Trail, east of RR 185. (Grader) Oct. 19 Div. 3

Clean ditch (back-hoe) along south side of TWP 582A, west of RR 183. Oct. 20, 21 Div. 3

Build berm along south side of TWP 582A, 0.5 mile west of RR 182; stop water from entering field. Oct. 21 Div.3

Build berm at diagonal culvert along east side of RR 193A, south of TWP 590. Oct. 23 Div. 5

Clean east ditch along RR 180, 1 mile south of TWP 584. Oct. 23 Div. 3

Build berm along drainage ditch at old school property in Warspite; stop water from entering lots north of school property. Oct. 26 Div. 3

Clean and trim culvert ends:

- Div. 3 Oct. 28, 30, Nov. 3, 4, 5, 17, 24
- Div. 4 Oct. 29, Nov. 6, 24, 25
- Div. 2 Oct. 30, Nov. 4, 5, 6, 18, 25
- Div. 5 Nov. 4, 5, 17, 24
- Div. 1 Nov. 25

Culvert inventory at Bogdan Pit storage yard. Nov. 26

Hydro-axing :

- TWP 582A, west of RR 183. South ditch in order to clean ditch bottom to maintain drainage. Oct. 19 Div. 3
- TWP 582A, RR 183 - 180A. Oct. 20 Div. 3
- RR 180A, south of TWP 582A. Oct. 20, 21, 22 Div. 3
- SE intersection RR 181 & TWP 584. Oct. 22 Div. 3
- RR 172A, south of TWP 590. Oct. 22, 23, 26 Div. 3
- RR 172A, north of TWP 590. Oct. 26 Div. 3
- TWP 592, west of RR 174. Nov. 24 Div. 3
- RR 153, north of TWP 600. Dec. 1, 2

Skidsteer with brushing head:

- RR 124, north of TWP 602. Oct. 21, 22 Div. 1

- RR 130, north of TWP 600. Oct. 26 Div. 1
- RR 124, HWY 28 - TWP 600. Oct. 27, 28, 29 Div. 1
- Wayetenaw Estates (RR 132A south of TWP 615) Nov. 4, 5, Div. 1

Sign repair:

- Curve sign at TWP 582A, west of RR 183. Oct. 19 Div. 3
- Stop sign at RR 170 & TWP 602. Oct. 20 Div. 4
- Checker board at RR 184 & TWP 590. Oct. 20 Div. 3
- Road sign; RR 135 & TWP 590. Oct. 20 Div. 2
- No Exit at RR 143, south of HWY 652. Oct. 20 Div. 2
- Stop sign at RR 134 & TWP 594. Oct. 20 Div. 2
- Curve at RR 131, south of TWP 601A. Oct. 20 Div. 1
- 50 K. and curve sign at TWP 592, west of RR 123. Oct. 20 Div. 1
- Stop sign at TWP 602 & RR 153. Nov. 10 Div. 4
- Checker board at TWP 604 & RR 155. Nov. 10 Div. 4
- 30 K sign at RR 123, north of HWY 28. Nov. 10 Div. 1
- Stop sign at TWP 615 & RR 133. Nov. 10 Div. 1
- Flip over 75% road ban signs for the winter in all divisions. Nov. 12
- Stop sign at TWP 602 & RR 135. Nov. 20 Div. 1
- No Exit at RR 132, north of HWY 28. Nov. 20 Div. 1
- Stop sign at TWP 604 & RR 130. Nov. 20 Div. 1
- Stop sign at TWP 601A & RR131. Nov. 20 Div. 1
- Curve sign at RR 125, north of TWP 600. Nov. 20 Div. 1
- School bus stop ahead at TWP 585A, west of RR 162A. Nov. 18 Div. 3
- County road sign; TWP 620 & RR 180. Nov. 18 Div. 5
- Stop sign at TWP 604 & RR 170. Nov. 18 Div. 4
- Stop sign at TWP 595A & RR 151. Nov. 18 Div. 4
- Stop sign at Sunrise Resort and RR 124. Nov. 19 Div. 1
- Stop sign at RR 133 & TWP 615. Nov. 19 Div. 1
- Yield sign at RR 175 & TWP 584. Nov. 19 Div. 3
- County road sign; RR 172 & TWP 582. Nov. 19 Div. 3
- No exit sign at RR 141, south of HWY 28. Nov. 23 Div. 2
- Curve sign at RR 123, south of TWP 592. Nov. 23 Div. 1
- No exit sign at RR 151, south of HWY 652. Nov. 23 Div. 2

- Stop sign at TWP 610 & RR 192. Nov. 17 Div. 5
- Checker board at TWP 600, east of RR 134. Nov. 26 Div. 1
- Yield sign at RR 134 & TWP 600. Nov. 26 Div. 1
- 50 K. sign at south entrance to Bellis. Dec. 1 Div. 4
- Replace or straighten bridge markers:
 - BF849; Victoria Trail, east of HWY 831. Nov. 17 Div. 5
 - BF7479; TWP 594, west of RR 193. Nov. 17 Div. 5
 - BF1603; RR 193, north of HWY 28. Nov. 17 Div. 5
 - BF70497; RR 191, south of TWP 604. Nov. 17 Div. 5
 - BF70734; TWP 604, east of RR 170. Nov. 18 Div. 4
 - BF71556; RR 164, north of TWP 600. Nov. 18 Div. 4
 - BF9915; RR 164, south of TWP 595A. Nov. 18 Div. 4
 - BF7814; RR 163, south of TWP 600. Nov. 18 Div. 4
 - BF6872; RR 163, north of HWY 28. Nov. 18 Div. 4
 - BF75612; RR 163, north of TWP 604. Nov. 20 Div. 4
 - BF75347; RR 161, north of HWY 28. Nov. 20 Div. 4
 - BF7163; RR 170, south of TWP 600. Nov. 20 Div. 4
 - BF71556; RR 164, north of TWP 600. Nov. 20 Div. 4
 - BF70923; RR 155, north of HWY 28. Nov. 20 Div. 4
 - BF6774; RR 171, north of TWP 584. Nov. 20 Div. 3
 - BF74018; RR 170, north of TWP 584A. Nov. 20 Div. 3
 - BF490; TWP 590A, west of RR 155. Nov. 20 Div. 3
 - BF1774; TWP 584, west of HWY 857. Nov. 20 Div. 2
 - BF1772; RR 153, south of TWP 584. Nov. 20 Div. 2
 - BF7798; RR 174, north of TWP 594. Nov. 26 Div. 4

Beaver dam removal along ditches and culvert ends:

- Channel at Trans Canada NW of int. of TWP 592 & RR 162. Oct. 23 Div. 3
- Culvert at RR 174, north of TWP 610. Oct. 23 Div. 4
- Bridge at TWP 610, east of RR 181. Oct. 23 Div. 5
- 2 culverts at RR 181, south of TWP 610. Oct. 23 Div. 5
- Ditch and culvert at RR 180, north of TWP 604. Oct. 23 Div. 5
- Culvert at RR 130, north of TWP 604. Oct. 23 Div. 1

- 2 culverts at RR 132, south of TWP 594. Oct. 23 Div. 2
- RR 150A, east of RR 151. Oct. 23 Div. 2

Erect snow fence at Warspite old CN property, South of TWP 592, east of RR 183. Oct. 26 Div. 3
Re-install snow fence as someone took a detour and road over on the weekend. Nov. 4 Div. 3

Brushing:

- west ditch line along RR 193, south of TWP 602. Oct. 26 Div. 5
- NW intersection of RR 181 & TWP 584. Oct. 28 Div. 3
- SW intersection of RR 175 & TWP 592. Oct. 28 Div. 3
- All corners at intersection of RR 184 & TWP 592. Oct. 28 Div. 5
- NE & NW intersection of TWP 592 & RR 163. Oct. 28 Div. 3
- SE intersection of RR 181 & TWP 584
- Victoria Trail, west of RR 194. Oct. 29 Div. 5
- 16310- TWP 592. Oct. 30 Div. 3
- NE & NW intersection of RR 174 & TWP 590. Oct. 30 Div. 3
- SE intersection of RR 131 & TWP 590. Oct. 30 Div. 2
- NW & SW intersection of RR 172A & TWP 592. Oct. 30 Div. 3
- NE intersection of RR 181 & TWP 584. Oct. 30 Div. 3
- TWP 581A, west of RR 153. Nov. 2 Div. 2
- TWP 573, RR 135a - 141. Nov. 2 Div. 2
- TWP 574, east of RR 141. Nov. 2 Div. 2
- RR 145, south of TWP 590. Nov. 2 Div. 2
- TWP 590, west of HWY 857. Nov. 2 Div. 2
- RR 152, south of HWY 28. Nov. 2 Div. 2
- TWP 592, west of RR 124. Nov. 3 Div. 1
- RR 192, south of TWP 594. Nov. 5 Div. 5
- TWP 602A, west of RR 170. Nov. 23, 24, 25, 26, 27 Div. 4
- RR 131, HWY 28 - TWP 601A Nov. 24 Div. 1
- RR 131, north of TWP 602. Nov. 24 Div. 1
- RR 133A, TWP 620 north to Hillside Acres. Nov. 24 Div. 1
- Intersection of RR 151 & TWP 602. Nov. 27 Div. 4

Snow removal and sanding on oil-base and asphalt roads. Oct. 29, 30, 31

Snow removal and sanding at Lake R... Oct. 29, 30, 31, Nov. 1
Sanding after freezing rain. Nov. 5 Div. 4 and 1

Grader snow removal: Nov. 8, 9, 10, 12, 13

Tandem plow trucks sanding oil base and asphalt roads. Nov. 8, 9, 12, 13, 19, 20, 25, 26

Small plow truck removing snow and sanding at Lake resorts. Nov. 8, 9, 10, 12, 16, 19, 20, 25, 26

Tractor snow removal at hamlets. Nov. 9, 19

Tractor snow removal at "Flagged" driveways. Nov. 10, 12, 13

Tractor snow removal at east end "Flagged" driveways. Nov. 27

Skidsteer snow removal at:

County Main office and county shop yard. Nov. 9, 10, 19, 20

Main Office in preparation for Remembrance Day Ceremony. Nov. 1
Bellis Landfill. Nov. 16 Div. 4

Waskatenau Landfill. Nov. 17 Div. 5

Spedden transfer site. Nov. 25 Div. 1

Bellis water fill. Nov. 25 Div. 4

Gas Taps. Nov. 26, 27

Small plow truck sanding:

- Smoky Lake Landfill. Nov. 17 Div. 4

- Bellis Landfill. Nov. 17 Div. 4

- Spedden Landfill. Nov. 17 Div. 1

- Waskatenau Landfill. Nov. 17 Div. 5

- Hamlet of Warspite. Nov. 18 Div. 3

- Main Office. Nov. 19, 20

- Hamlet of Spedden. Nov. 20 Div. 1

- Hamlet of Bellis. Nov. 20 Div. 4

- Spedden water fill. Nov. 23 Div. 1

- Stry Road. Dec. 1 Div. 2

Grader snow removal in areas that experienced drifting. Nov. 16, 17, 18, 19 Divisions 3, 4 & 5.

Grader snow removal in the east end. (little or snow to move in the west end) Nov. 30, Dec. 1, 2

Tractor snow removal:

- Smoky Lake Golf Course entrance. Nov. 17 Div. 4
- Russo-Ukr. Orthodox church yard; TWP 594, west of HWY 855. Nov. 17 Div. 4
- Hamlets of Warspite, Edward, Bellis, and Spedden. Nov. 19

Approach repair at 15416- TWP 600; 2 loads of 1". Oct. 29 Div. 4

Clean ditches at RR 193A, south of TWP 590 (Elsie's Hill) and Victoria Trail, west of RR 193A. Nov. 4 Div. 5

Haul track-hoe to shop for service, cleaning and storage as rock excavation is shut down due to frozen ground conditions. Nov. 18

Haul snow from county shop yard to rodeo grounds. Nov. 19, 20

Cat pushing up garbage and Smoky Lake Landfill. Nov. 20, 21 Div. 4

Cat pushing up garbage at Spedden Landfill. Nov. 26, 27 Div. 1

Inspect and break apart natural spring areas:

- 17028 - TWP 584 Nov. 23, 30 Div. 3
- TWP 592A, east of RR 154. Nov. 23 Div. 2
- RR 165, south of TWP 602. Nov. 23 Div. 4
- Smoky Lake Landfill entrance. Nov. 23 Div. 4
- TWP 602, east of HWY 855. Nov. 23, 30 Div. 4
- TWP 600, west of RR 170. Nov. 30 Div. 4

Road inspections and evaluations: Nov. 16 - 20, Nov. 23 - 27, Nov. 30 - Dec. 2

Load and haul scrap metal from shop yard to Vilna scrap facility. Nov. 30

Move snow piles at Warspite; built up from snow removal; haul to old CN property. Nov. 30 Div. 3

Challenges: *Majority*

Next Steps: *No value*
2020/10/27

Doug Ponich:

Achievements: Road build-up at areas that were covered by water this past season:

- TWP 600, west of RR 170. Oct. 16, 19 Div. 4
- RR 165, south of TWP 602. Oct. 19, 20 div. 4

White Earth Pit rock excavation and stock piling, and pit maintenance. Oct 15, 16, 19, 20, 29, 30. Nov. 2, 3, 4, 5

Menabb Construction continuing gravel crushing.

- Crushing completed on Nov. 20
- Quantity survey of gravel stock piles: Nov. 30

Haul gravel and grader blade into holes along TWP 602, west of RR 192. Nov. 6 Div. 5

Challenges: *No value*

Next Steps: *No value*
2020/10/27

Doug Ponich:

Achievements: No update.

Challenges: *No value*

Next Steps: *No value*
2020/10/27

Doug Ponich:

Achievements: Safety Meeting Oct. 21

Council Meeting Oct. 22

Safety Meeting Nov. 19

Budget Meeting Nov. 26

Challenges: *No value*

Next Steps: *No value*
2020/10/27

---> **Gravel (PW Manager): 100%**

---> **Dust Control (PW Manager): 100%**

---> **Administrative (PW Manager): 100%**

0%
0 / 100%
97% behind

0%
0 / 100%
97% behind

0%
0 / 100%
97% behind

--- Training (PW Manager): 100%

---> Council Member Inquiry (PW Manager): 100%

---> Roads (PW Manager): 100%

Doug Ponich:

Achievements: No update.

Challenges: *No value*

Next Steps: *No value*

2020/10/28

Doug Ponich:

Achievements: Complete 5 Year road Plan.

Challenges: *No value*

Next Steps: *No value*

2020/10/28

Expand Public Works Yard as part of the 2018-2020 Strategic Priorities: 100%





2020 Road Projects

5.14.21

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Costs	Actual Cost	Funding
Bridge Coldmix Surfacing – 13 Bridges	BCM19			Carry over from 2019	\$ 23,263.50	14,937.38	MO
							MSI/MO
							MSI/MO
Total					\$ 23,263.50	\$14,937.38	

FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length/ Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 612 between Hwy 855- RR 174	FM2014	2	1.0	#1141-20	\$ 70,500.00		MSI/MO
		2			Total	\$ 70,500.00	\$

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 603- Twp 610	MG1911	5	3.0		\$ 85,000.00	11,861.64	MSI/MO
RR 124 between Twp 601- Twp 603A	MG2031	4	2.5		\$ 65,000.00	41,372.16	MSI/MO
Twp 592 between RR 183- RR 182A	MG2013	1	0.5		\$ 10,000.00	7,804.99	MSI/MO
RR 180 between Twp 594- Hwy 28	MG1735	2.5	1.5		\$ 33,000.00	22,052.95	MSI/MO
Twp 604 between RR 181- RR 184	MG2015	8	3.0		\$ 75,000.00	72,975.37	MSI/MO
		20.5			Total	\$ 268,000.00	\$ 156,067.11

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

MG HAUL ROADS - PW57							
Project Name	Code	# Days	Length/ miles		Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2023	4	5.5		\$ 121,000.00	63,373.44	Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 172A	MG2033	3	2.0		\$ 44,000.00	26,391.86	Aggregate Reserve
		7			Total	\$ 165,000.00	\$ 89,765.30

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

GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	38.5	6,673.5	\$ 140,143.50	5,227.03	\$ 109,767.63	RTG
218.5	PW46	85.5	13,865.0	\$ 318,895.00	12,659.66	\$ 291,172.18	RTG
159.5	PW47	41.5	6,675.5	\$ 93,457.00	6,029.06	\$ 84,406.84	RTG
167.0	PW48	49.5	7,985.5	\$ 119,782.50	6,868.49	\$ 103,027.35	RTG
219.0	PW49	70.0	11,168.0	\$ 167,520.00	9,545.93	\$ 143,188.95	RTG
908.0 miles		286.0 miles	46,367.5	\$ 839,798.00	40,330.17	\$ 731,562.95	
Contingency:			5,000.0	\$ 90,000.00	3,214.86	\$ 57,867.48	
Total			51,367.5	\$ 929,798.00	43,545.03	\$ 789,430.43	
Road Repair PW90:					25,643.92	\$ 480,823.50	Unbudgeted- Cost of gravel only

S.L.H. a.v.i

Council Requests

FOR YEAR 2020

	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
61	October 9 th	Ratepayer	Public Works	Trail maintenance and snow removal	Birchland Resort	Will get trail maintenance info for them. Snow removal practices outlined for them.	October 9 th - replied
62	October 13 th	2	Public Works	Check on road after cattle haul	Community Pasture – RR 155 and Twp 604	Bladed last week. Will continue to monitor road condition	October 14 th
63	October 17 th	2	Public works	Culvert	RR 134	Will add to list	October 17 th
64	October 19 th	5	Public works	Culvert request	19517 twp 602	Will ask for motion at next council meeting	October 19 th
65 * 81 culverts put in to date	October 19 th	4	Public works	Drainage issue	West side of RR 151 north of Hwy28	Inspection done and Emcon contacted about issue	October 19 th
66	October 22 nd	3	Public Works	Flooding in trench	Warspite	Will be done October 26 th /27 th	October 27 th
67	October 26 th	5	Public Works	Drainage issue	South of Hwy 28 on RR 184	Met with one land owner. Will meet with other land owner to resolve	October 26 th
68	October 30 th	4	Ag	Beaver issue	Hanmore	Trapper is aware and working on the problem area	October 30 th
69	November 2 nd	4	Public Works	Culvert repair	RR 174 North of Twp 594	Culvert will be done this week	November 4 th

**Council Requests
FOR YEAR 2020**

	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
70	November 5 th	5	Public Works	Road Repair	West of RR 192 on Twp 602	Section will be repaired tomorrow morning	November 5 th
71	November 14 th	5	Public Works	Grading request	Henry Zatorsky's	Road was bladed 2 days prior. Bladed afternoon of receiving this message	November 14 th
72	November 17 th	5	Public Works	Stop sign down	Hwy 831/Twp 602	Will call Emcon	December 1 st (message was not received)
73	November 25 th	4	Public Works	Grading request	Twp 610 east off Hwy 855	Grader was out on Nov. 26 th . Operators told to move over for traffic as well	November 26 th
74	November 27 th	2	Public Works	Grading	Hamlin	Grader snow removal began on Nov. 30 th	November 30 th (message was not received)
75							
76							
77							
78							

As of December 1, 2020



**PUBLIC WORKS PLAN
(PW) GOVERNANCE**

S.I.H.C

DAVID KULLY - REPORT TO COUNCIL
Dec 1, 2020

Goal	Progress Update	Current Complet...
<p>Equipment (PW Shop Foreman): 100%</p>	<p>David Kully: Achievements: 1. 509 - Install wing assembly. Oct 16. 2. 471 - Regular service and repair lights. Oct 16. 3. 164 - Winterize steamer. Oct 16. 4. 609 - Replace batteries and replace oil pressure sensor. Oct 19 - 20. 5. 455 - Regular service. Oct 19. 6. 508A - Perform winter service and install snow equipment. Oct 21 - 26. 7. 627 - Had crack on thumb mount repaired under warranty. Oct 26 - 27. 8. 471 - Replace wheel speed sensor and install snow blade. Oct 27. 9. 114 - Winterize street sweeper. Oct 27 10. 505 - Boost unit to start, bring to shop. Replace batteries, perform winter service and install snow Oct 27 - 29. 11. 511 - Perform winter service and install snow equipment. Oct 28 - 29. 12. 525 - Perform winter service and install snow equipment. Oct 28 - 29. 13. 502 - Perform winter service, install snow equipment, replace right side door glass and change tandem oils. Nov 2 - 4. 14. 507 - Perform winter service, install snow equipment, replace leaking dozer line, and replace missing wear strips on circle. Nov 5 - 9. 15. 240 - Replace leaking hydraulic line for bucket curl, clean out belly pan and tighten tracks. Nov 5. 16. 633 - Regular service, replace u-joints on front driveshaft and install snow blade. Nov 6 - 9 17. 472 - Install snow blade. Nov 8. 18. 455 - Install snow blade. Nov 8. 19. 508 - Perform winter service, install snow equipment, change tandem oils and replace 4 rear tires. Nov 9 - 12. 20. 502 - Change flat tire. Nov 12. 21. 938 - Repair electrical issues with pressure washer. Nov 12. 22. 939 - Repair electrical issues with pressure washer. Nov 12. 23. 633 - Replace fan belt and tensioner assembly. Nov 16. 24. 608 - Pump up flat tire and tighten valve stem. Nov 16. 25. 472 - Replace EGR cooler and wheel speed sensor. Nov 17. 26. 509 - Replace hydraulic lines for wing toe cylinder. Nov 23.</p>	<p>14% 14,29 / 100% 83% behind</p>

- 27. 622 - Repair beacon. Nov 23.
- 28. 640 - Rotate blades to other cutting surface. Nov 24.
- 29. 508 - Change moldboard blades. Nov 25.
- 30. 604G - Repair socket for beacon light plug. Nov 25.
- 31. 640 - Replace trailer breakaway switch and cable. Nov 25
- 32. 473 - Replace beacon light, repair lights and repair hydraulic oil leak. Nov 27 - Dec 1.
- 33. 474 - Replace protective shields over PTO shafts, replace gearbox cover replace missing safety chains on stub axle and hub, replace lid on toolbox and build up worn skid shoes. Nov 27 - Dec 1. deck, replace

Challenges:

Next Steps:

2020/12/07

Vehicle (PW Shop Foreman): 100%

David Kully:

Achievements: 1. 226 - Replace right hand driving light bulb. Oct 15.

2. 239 - Service transmission. Oct 17.

3. 101A - Repair right rear tire. Oct 17.

4. 476 - Regular service. Oct 19.

5. 420 - Regular service. Oct 19.

6. 724 - Regular service. Oct 19.

7. 435 - Winterize sprayer unit. Oct 20.

8. 452 - Repair tailgate latch. Oct 20.

9. 190 - Cut out rusted plate for tailgate air pot, install new plate and install air pot. Prepare unit for winter and conveyor chain. Oct 20 - 27. replace

10. 101 - Regular service and replace left rear ABS sensor. Oct 21.

11. 195 - Replace hoist cylinder. Oct 22.

12. 101A - Replace rear brake pads. Oct 22.

13. 115 - Regular service. Oct 23.

14. 208 - Repair lights. Oct 27.

15. 724 - Change flat tire. Oct 28.

16. 195 - Tighten side conveyor and replace hydraulic hose. Oct 29.

17. 203 - Replace front hubs. Nov 4.

18. 725 - Replace wiper blades. Nov 5

19. 226 - Replace left headlight bulb. Nov 5.

20. 743 - Regular service. Nov 6.

21. 410 - Regular service. Nov 10.

- 22. 206 - Regular service and replace battery. Nov 10.
- 23. 141 - Install flywheel, clutch and pressure plate. Install transmission. Nov 13 - 17
- 24. 112 - Regular service, repair coolant leak, replace quick release valves for diff lock, replace leaking hydraulic lines, and reseal front right hub. Nov 18 - 19.
- 25. 104 - Replace left inner door handle. Nov 19.
- 26. 109 - Replace heater motor. Nov 19.
- 27. 195 - Replace heater fan switch and resistor. Nov 20.
- 28. 117 - Replace all eight glow plugs. Nov 20 - 23.
- 29. 726 - Repair issues with ignition switch, replace heater motor, replace right door hinge, replace rear brake pads, and replace brake light switch. Nov 20 - 24.
- 30. 214 - Repair lights. Nov 23.
- 31. 112 - CVIP, replace spring brake valve repair mirror, replace rear tires, replace mud flaps, replace windshield, and service air dryer. Nov 24 - 26.
- 32. 190 - Lubricate and adjust clutch. Nov 24.
- 33. 105 - Regular service, and replace #8 glow plug. Nov 24.
- 34. 190 - Repair lights and change blades on plow and wing. Nov 25.
- 35. 108 - Replace turbo and necessary exhaust components. Nov 27 - Dec 1.
- 36. 452 - Regular service. Nov 27
- 37. 232 - Replace inner door handle on drivers side. Nov 27.
- 38. 180 - Repair signal light indicator. Dec 1.

Challenges: Replacing turbo on unit 108 is taking more time than usual as this is a sand truck and a lot of the fasteners are seized. Some of the bolts had to be cut off and because this truck is a 2007 parts are getting harder to access.

Next Steps:
2020-12/01

Protective Services Maintenance/Repair (PW Shop Foreman): 100%

David Kully:

Achievements:

- 1. 403 - Replace electric over air valve for pump engagement, and repair under body lights. Oct 21.
- 2. 401 - Remove motor for fan in pump heater box, lubricate bearings and reinstall motor. Nov 13.
- 3. 407 - Repair fuel leak on engine. Nov 17.

Challenges:

Next Steps:
2020-12/01

56%
50 / 100%
47% behind

Contract Work (Shop Foreman): 100%

David Kully:

Achievements:

1. The Village of Vilna has given the go ahead to complete the repairs to the seniors bus. Will begin ordering parts and when we have space in the shop we will begin repairs.
2. Disaster Services Water Pump - Assemble components for pump assembly and install back into housing. Service engine. Nov 20

-23

Challenges:

Next Steps:

2020/12/01

3%
2.94 / 100%
94% behind

Administrative (PW Shop Foreman): 100%

David Kully:

Achievements:

1. Review invoices, oil samples, purchase orders, vehicle and equipment check lists.
2. Attend managers meetings.
3. Compiled fleet summary for Enterprise. Oct 19.
4. Attend capital budget workshop. Oct 23.
5. Attend Joint Health and Safety meeting. Oct 15 and Nov 19.
6. Attend budget meeting. Nov 26.
7. Had meeting with Enterprise to go over fleet summary and discuss options for vehicles. Dec 1.

Challenges:

Next Steps:

2020/12/01

0%
0 / 100%
97% behind

Training (PW Shop Foreman): 100%

David Kully:

Achievements:

1. No training updates for this reporting period.

Challenges:

Next Steps:

2020/12/01

0%
0 / 100%
97% behind

Council Member Inquiry (PW Shop Foreman): 100%

David Kully:

Achievements:

1. No council inquiries for this reporting period.

Challenges:

Next Steps:

2020/12/01

0%
0 / 100%
97% behind



5.1.4.d.

EMERGENCY SERVICES PLAN
(ES) COMMUNITY SERVICES

Goal	Progress Update	Current Completi...
<p>Training Activity (PEACE): 100%</p> <p>Ed English: Achievements: Attended Joint Health and Safety meetings on Oct 21 and Nov 19 Challenges: <i>No value</i> Next Steps: <i>No value</i> 2020/12/03</p>		<p>0% 0 / 100% 98% behind</p>
<p>Council Member Inquiry (PEACE): 100%</p> <p>Enforcement Activity: 100%</p> <p>Ed English: Achievements: Working on annual report. Continue to patrol trouble areas Challenges: <i>No value</i> Next Steps: <i>No value</i> 2020/12/03</p>		<p>0% 0 / 100% 98% behind</p>
<p>and Use Development: 100%</p> <p>Ed English: Achievements: Took photos of 2 properties by Wayetenau Lake for Jordan on Oct 29 and Nov 12 Continue to follow up on development permits Challenges: <i>No value</i> Next Steps: <i>No value</i> 2020/12/03</p>		<p>0% 0 / 100% 98% behind</p>

Ed English:

Achievements: Dock was removed from water and stored at Whitefish Lake on Oct 20
Moved garbage can out of water at Shemeluk Lake on Oct 20

Gates were locked at campgrounds at Bellis Beach and Hanmore on Oct 22

Picnic tables were removed from Island Lake and taken to Bogdans on Oct 27

Toilets were pumped out on Oct 28 & 29 at Hanmore East and West and Main, Scale Shack, Island, 855, Victoria Trail, Smoky Lake Landfill, Warspite, Edward, Shemeluk, Bellis, Bellis Beach, Kaduk, Bellis Transfer, Belvil Campsite, Bonnie Lake Resorts, Spedden, Spedden Landfill and Mons.

Had ATCO repair 2 streetlights on Nov 6

Continue to remove snow at office and outhouses

Dead and fallen trees are being bucked up at Hanmore, Island and Bellis Beach

Challenges: *NO value*

Next Steps: *NO value*
2020/12/03

Animal Control: 100%

Ed English:

Achievements: Transported 1 dog to the pound from Viina area on October 19 - 20
Came across cow and calf that had broken through the ice south of Hamlin and notified owners on Oct 26

Had a report about a box of kittens left by Red Lake but was unable to locate.

Challenges: *NO value*

Next Steps: *NO value*
2020/12/03

Protective Services: 100%

Ed English:

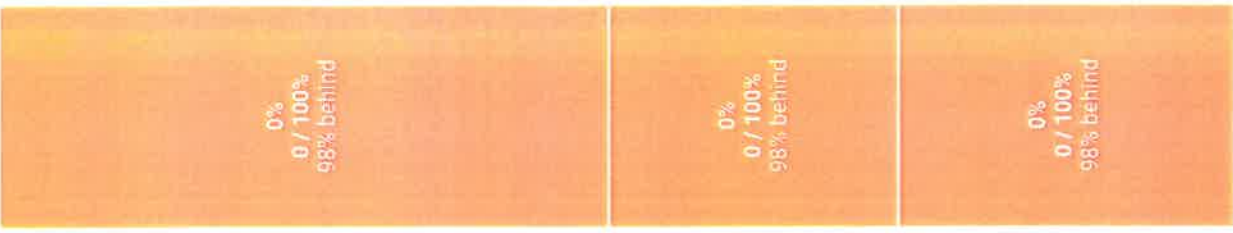
Achievements: Attended mvc on Hwy 28 at Rge Rd 141 on October 30
Attended mvc at Rge Rd 131 and Twp Rd 584 on November 11

Attended mvc on Hwy 652 at Rge Rd 145 on December 1

Continue to issue fire permits

Challenges: *NO value*

Next Steps: *NO value*
2020/12/03



ATV Trails: 100%

Ed English:

Achievements: Iron Horse Trail semi annual inspection was completed and gates were locked open on November 2 & 3 IHT corrections (mostly signs) were completed on November 4 - 6

I met with Marriane from Muni-Corr, Councilor Cherniwchan and William Trenchuk on IHT west of Range Road

164 regarding some trail issues on November 23.

I picked up free posts for IHT signage from Riverland Trail Society on November 10

Challenges: No value

Next Steps: No value

2020/12/03

Peace Officer Program: 100%

Ed English:

Achievements: Due to the province declaring a state of emergency, CPO's are again authorized to enforce the Public Health Act.

Challenges: No value

Next Steps: No value

2020/12/03

Administrative Activity (PEACE): 100%

Ed English:

Achievements: Working on reports

Flags were lowered on November 10 and raised again on November 13

Metis flag was flown at office November 16 - 20

Christmas lights were put up at Office, Shop, Warspite and Spedden for the November 27 light up

Bellis Christmas lights are put up by Bellis Board of Trade

Challenges: No value

Next Steps: No value

2020/12/03

Rural Addressing: 100%

Ed English:

Achievements: 2020 rural addresses were installed October 22 - 26 (19 signs) 4 addresses on the 2021 list (2 are replacements)

Challenges: No value

Next Steps: No value

2020/12/03

INFRASTRUCTURE

Goal

Progress Update

Current Completi...

North Saskatchewan Emergency River Access(es) Plan as part of the 2018-2020 Strategic Priorities: 100%

0%
0 / 100%
98% behind

PARKS & RECREATION PLAN (P&R) COMMUNITY SERVICES

Goal

Progress Update

Current Completi...



5.1.4.h

34
GOALS

56%
GOAL COMPLETION

JORDAN RUEGG BEHIND

Goal	Progress Update	Current Completion	Start Date	Due Date
Inter-municipal Collaborative Framework with the Counties of Lamont and Thorhild as part of the 2018-2020 Strategic Priorities: 100%	<p>NEW Jordan Ruegg: Achievements: Thorhild County: A meeting of the Intermunicipal Collaborative Framework Committee with Thorhild County was held on November 12, 2020, to discuss the outstanding issues with the draft ICF. At this meeting, the Councils of Smoky Lake and Thorhild Counties agreed to remove reference to the Highway 28/63 Regional Water Services Commission because it was determined that these types of services provided to a municipality on behalf of a Regional Services Commission are not within the purview of an ICF. At this meeting it was also resolved that the proposed arbitration cost sharing formula would be amended to reflect an equal 50%/50% sharing of any and all costs related to arbitration. Finally, it was also resolved at this meeting that the administrations for Smoky Lake and Thorhild Counties were requested to collaboratively develop an agreement outside of the ICF for the purposes of Transportation Services (road maintenance), and to forward said Agreement to Brownlee LLP for comment/review with the costs of such referral being split equally, 50%/50% between the two Counties. The ICF</p>	<p>60% 60 / 100% 38% behind</p>	2017/12/31	2020/12/30

Bylaw #1368-20 will be brought forward to the December 10, 2020 Smoky Lake County Council meeting for consideration of First Reading (ITEM 4.13).

Lamont County:

A meeting of the Smoky Lake County and Lamont County Intermunicipal Collaboration Committee was held on September 17, 2020, to discuss the content of the proposed ICF. Following this meeting, a draft ICF was prepared by the Counties' consultants, Municipal Planning Services (2009) Ltd. A copy of the draft ICF Bylaw #1388-20 will be brought to the December 10, 2020 Smoky Lake County Council meeting for information, and for Council to instruct administration to schedule a meeting of the Intermunicipal Collaboration Committee for January, 2021, to discuss the draft ICF (ITEM 4.13).

2020/12/02

**Planning and Development Manager
Work Plan: 100%**

NEW Jordan Ruegg:

Achievements: Smoky Lake County Council adopted Policy No. 61-01-09: *Planning and Development Manager: Work Plan* at the Departmental Meeting held on March 5, 2020. The Planning and Development Department will continue to work on the projects and tasks identified in the Policy throughout the remainder of 2020 and will provide regular updates to Council during Council meetings.

2020/12/02

2017/12/31

2020/12/30

13%
13.33 / 100%
84% behind

NEW Jordan Ruegg:**Achievements: ROAD CLOSURE FILE RC 029**

Following the Public Hearing on proposed Bylaw 1380-20, held on October 22, 2020, the Planning and Development Manager forwarded a copy of said Bylaw to Alberta Transportation for the Minister's approval. Once the Minister's approval is granted, the Bylaw will be brought back to Council for consideration of Second and Third Readings.

75%
75 / 100%
23% behind

OTHER ROAD CLOSURE FILES

The Planning and Development Department continues to work on a number of Road Closure files that are at various stages of completeness and will continue to process new applications as they arise.

2020/12/02

Land Use Planning/Development: 100%**NEW Jordan Ruegg:**

Achievements: The Planning and Development Department has prepared an amendment to the Land Use Bylaw #1272-14 (Bylaw 1386-20) containing provisions respecting campgrounds, campsites, recreational vehicle parks, shipping containers and tiny homes. **Bylaw 1386-20 will be brought to the December 10, 2020 Smoky Lake County Council meeting for First Reading (ITEM 4.4)**

2020/12/02

GIS Activity (P&D): 100%**NEW Jordan Ruegg:**

Achievements: The Planning and Development Department has worked in coordination with the GIS Technician to add/update data layers containing information on Provincially Designated Historic Sites and Municipally Designated Historic Sites.

2020/12/02

Heritage: Management: 100%**NEW Jordan Ruegg:**

Achievements: Smoky Lake County Regional Heritage Board

85%
85 / 100%
13% behind

2017/12/31

2020/12/30

2017/12/31

2020/12/30

2017/12/31

2020/12/30

The Smoky Lake County Regional Heritage Board met on October 28, 2020. Among the items discussed were the potential Municipal Historic Designation of ferry crossings/landings within Smoky Lake County, signage for the Victoria Trail Municipal Historic Area, signage at Metis Crossing, the restoration of the Ruthenia School, and upcoming projects for 2021.

The Planning and Development Assistant wrote an article for inclusion in the Victoria Home Guard Historical Society regarding the Victoria District National Historic Site and it's important role in economic development within the Smoky Lake Region.

An administrators' meeting was held on November 18, 2020, to discuss the possibility of regionalizing the Smoky Lake County Heritage Board. The Planning and Development Department has drafted a Bylaw to regionalize the Heritage Board. Bylaw 1371-20 will be brought to the December 10, 2020 Council meeting for consideration (ITEM 4.9).

Municipal Historic Resource Designations

Following Smoky Lake County Council giving notice of its Intention to Designate at its August 27, 2020 meeting, the Planning and Development Department has worked with the Smoky Lake County Regional Heritage Board to prepare a Designating Bylaw (Bylaw 1384-20) for the Rubuliak House, located on the lands legally described as Plan 9720834, Lot 2. Proposed Bylaw 1384-20 will be brought to the December 10, 2020 Smoky Lake County Council meeting for consideration for First, Second and Third Readings (ITEM 4.3).

2020/12/02

Subdivision Development Appeal Board Updates: 100%

NEW Jordan Ruegg:

Achievements: The Subdivision and Development Appeal Board has not held any Hearings in 2020. There are no outstanding Appeals before the SDAB at this time.

2020/12/03

Training Activity: 100%

NEW Jordan Ruegg:

Achievements: The Planning and Development Assistant has completed three courses in the NACLA program offered at the University of Alberta:

- Municipal Organizational Design
- Municipal Accounting
- Municipal Law I

2020/12/03

Council Member Inquiry (P&D): 100%

NEW Jordan Ruegg:

Achievements: No action was taken during this reporting period.

2020/12/03



2017/12/30

2017/12/31

2020/12/30

2017/12/31

2020/12/30

2017/12/31

Achievements: The Planning and Development Department has received an Expression of Interest to purchase County-owned property (legally described as Pt. SW-6-59-15-W4M), from the Government of Alberta, in order to facilitate the replacement of a wet well used to provide water to the Smoky Lake Tree Nursery. The Expression of Interest was first considered by Smoky Lake County Council at its October 22, 2020 meeting. The Expression of Interest was advertised as per Smoky Lake County Policy No. 61-10-01: *Disposition of County Owned Property*. No additional Expressions of Interest were received regarding this property after advertising. **The Expression of Interest will be brought forward to the December 10, 2020 Smoky Lake County Council meeting for consideration (ITEM 4.10).**

2020/12/03

70%
70 / 100%
28% behind

Victoria District Economic Development Plan part of the 2018-2020 Strategic Priorities: 100%

Achievements: The Planning and Development Department has been working with the Community Economic Development Officer to conduct public engagement regarding the Business Plan for the Victoria District Economic Development Strategy. A joint Council meeting between Smoky Lake County and the Town of Smoky Lake was held on November 26, 2020, and the Business Plan was accepted in principle by both Councils after a Public Hearing was held.

The Victoria District Economic Development Strategy Implementation Working Group met on November 13, 2020. At this meeting, the following items were discussed:

- Business Plan public consultation progress/feedback;
- Legal feedback on business license fee and SLTC corporate

50%
50 / 100%
48% behind

structure;

- Review of draft funding program;
- Proposed signature attractions update;
- Universal Broadband Fund; and
- Potential entertainment complex update.

The Victoria District Economic Development Strategy Implementation Working Group met on November 27, 2020. At this meeting, the following items were discussed:

- Metis Crossing operations/development update;
- Potential entertainment complex update;
- Business Plan public consultation progress/feedback;
- Legal feedback on business license fee and SLTC corporate structure;
- Review of draft funding program;
- Proposed signature attractions update;
- Tourism marketing discussion;
- SLTC staff/recruitment;
- Universal Broadband Fund; and
- Infrastructure Master Plan.

2020/12/03

Land Use Bylaw Changes as part of the 2018-2020 Strategic Priorities Planning and land development policies and regulations are streamlined for efficiency and regionally focused to encourage sustainable development within the region.: 100%

NEW Jordan Ruegg:

Achievements: The Planning and Development Department has prepared proposed Bylaw 1386-20 to revise the provisions contained in Land Use Bylaw 1272-14, respecting campgrounds, campsites, recreational vehicles and shipping containers, and adding provisions for tiny homes. **Bylaw 1386-20 will be brought forward to the December 10, 2020 Smoky Lake County Council meeting for consideration of First Reading (ITEM 4.4).**

2020/12/03

Nuisance Ground Study/Note: Strategic Priorities Chart Feb 6, 2017: 100%

NEW Jordan Ruegg:

Achievements: The reclamation work at the former Waskatenau Nuisance Ground commenced on October 5, 2020. To date, an approximate 1,800 tonnes of contaminated soil has been removed from the Landfill and disposed of at the Thorhild Waste Management Landfill.

The reclamation work was expected to be completed by the end of October, however, during the course of excavation, it was determined that there were traces of boron that required remediation. The County's contractor, Action Land & Environmental Services Ltd. has been working in coordination with representatives from Alberta Environment and Parks to determine the appropriate level of remediation required. Unfortunately, resolving this issue may require additional excavation at the site, and this work is unlikely to be completed by the end of the year as winter weather conditions may prevent the excavation from being completed.

2020/12/03

Industrial Park: 100%

NEW Jordan Ruegg:

Achievements: No action was taken during this reporting period.

2020/12/03

40%
40 / 100%
58% behind

80%
80 / 100%
18% behind

0%
0 / 100%
98% behind

2017/12/31

2020/12/30

2017/12/31

2020/12/30

2017/12/31

2020/12/30

Warspite Ironho... all RV Parkas part
of the 2018-2020 Strategic Priorities:
100%

NEW Jordan Ruegg:
Achievements: No action was
taken during this reporting period.
2020/12/03

(P&D) Attend Joint Health & Safety
Meetings: 12 Meeting(s)

NEW Jordan Ruegg:
Achievements: The Planning and
Development Manager and the
Assistant attended the Joint Health
& Safety Committee meeting on
November 19, 2020
2020/12/03

Intermunicipal Development Plan with
Lamont County

NEW Jordan Ruegg:
Achievements: September 17, 2020
- Smoky Lake County & Lamont
County Intermunicipal Development
Plan Steering Committee Meeting
• A meeting was held on September
17, 2020, to review the draft IDP
that was prepared by
MPS.
• Following the meeting, the
Planning and Development
Department provided feedback to
MPS on issues that Smoky Lake
County would like to see address
through the IDP. ©
• MPS is currently working on
revising the draft IDP to reflect the
comments provided by
Smoky Lake County and Lamont
County.

The Planning and Development
Department will be requesting
Smoky Lake County Council to set
a date for a public engagement
session on the proposed IDP for
January 2021, at the December 10,
2020 Council meeting (ITEM 4.7).
2020/12/03



2017/12/31

2020/12/



2020/01/01

2020/12/31



2019/08/27

2021/04/21

Achievements: The Planning and Development Department has taken the following actions in pursuit of achieving a designation under the Canadian Heritage Rivers System for the North Saskatchewan River:

- Currently seeking/obtaining municipal support for the Designation. To date, we have secured support from the Town of Rocky Mountain House, Parkland, Lamont, and Thorhild Counties (as well as Cows and Fish Alberta Riparian Habitat Management Society). The Planning and Development Department will be petitioning the Town of Devon, Sturgeon, Strathcona Counties (Q1 2020), City of Fort Saskatchewan (Jan 12), St. Paul (Dec 8), Vermillion River (Dec 8), and Saddle Lake IR, Two Hills (Dec 16), Clearwater, and Brazeau (Jan 19) Counties.
- Scheduled a phone-call for Dec 10 with the Alberta CHRS jurisdictional representative (Alberta Environment and Parks)
- The CHRS Board meets in September and February, and its executive meets in November and May
- Currently reviewing the CHRS Principles, Procedures, and Operational Guidelines (POG), Gap Analysis, Cultural Values Framework, and Natural Values Framework.
- Anticipated timeline is to Complete the Nomination Document in 2021, seek Designation in 2022.

2020/12/03



0%
5% behind

Achievements: The Planning and Development Department has opened an official file with the International Dark Skies Association in order to initiate the designation process. Currently, the P&D Department is reviewing the Program Guidelines in closer detail, and will bring forward recommendations to a future meeting for discussion.

2020/12/03

Policy Statement No. 61-11-01: Planning and Development Fees

Achievements: At the October 29, 2020 Committee of the Whole Meeting for the Purposes of Planning, the following Motion was passed:

Motion 114-20: *"That Smoky Lake County Council recommend drafting a Bylaw for the purpose of outlining Planning and Development Fees with no changes to the existing Fee Structure, which would replace Policy Statement No. 61-11-01: Planning and Development Fees; and bring the said draft bylaw forward to a future Meeting of Council."*

The Planning and Development Department has prepared proposed Bylaw 1387-20 for the purpose of outlining Planning and Development Fees, to be considered at the December 10, 2020 Smoky Lake County Council meeting (ITEM 4.6).

2020/12/03



2020/10/29

2020/12/



2020/10/29

2020/12/31

**Land Use Bylaw No. 1272-14
Amendment – Shipping Containers**

NEW Jordan Ruegg:

Achievements: At the October 29, 2020 Committee of the Whole Meeting for the Purposes of Planning, the following Motion was passed:

Motion 118-20: *"That Smoky Lake County Council recommend the draft amendment to the Land Use Bylaw No. 1272-14 for the purpose of provisions relating to the use of shipping containers in respect to allowable placement, length, number of shipping containers permittable, and utilization of shipping containers as building material, which provides clarity, transparency and fairness for prospective developers, be brought forward to the next Council Meeting for consideration of First Reading."*

25%
26% behind

2020/10/29

2020/12/31

The Planning and Development Department has prepared proposed Bylaw 1386-20 for the purpose of revising the provisions contained within Land Use Bylaw 1272-14 respecting shipping containers, to be considered at the December 10, 2020 Smoky Lake County Council meeting (ITEM 4.4).
2020/12/03

**Land Use Bylaw No. 1272-14
Amendment – Tiny Homes**

NEW Jordan Ruegg:

Achievements: The Planning and Development Department has prepared proposed Bylaw 1386-20 to revise the provisions contained in Land Use Bylaw 1272-14, respecting campgrounds, campsites, recreational vehicles and shipping containers, and adding provisions for tiny homes. **Bylaw 1386-20 will be brought forward to the December 10, 2020 Smoky Lake County Council meeting for consideration of First Reading (ITEM 4.4).**

25%
26% behind

2020/10/29

2020/12/31

2020/12/03

Achievements: At the October 29, 2020 Committee of the Whole Meeting for the Purposes of Planning, the following Motion was passed:

Motion 120-20: *That Smoky Lake County Council recommend the draft amendment to the Land Use Bylaw No. 1272-14 for the purpose of providing provisions relating to the licensing for, and keeping of, small livestock animal units in hamlet and residential districts; and bring the said draft bylaw forward to the next Committee of the Whole for the Purposes of Planning Meeting."*

The Planning and Development Department will prepare a draft bylaw to amend the Land Use Bylaw 1272-14, to provide provisions related to the licensing and keeping of livestock, and will forward said bylaw to a future Committee of the Whole meeting.

2020/12/03



0%
55% behind

COMPLETE

Goal	Progress Update	Current Completion	Start Date	Due Date
Inter-municipal Collaborative Frameworks with the Counties of St. Paul, Lac La Biche & Two Hills as part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100%	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Town of Smoky Lake as part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100%	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Village of Vilna part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100%	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Village of Waskatenau part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100%	2017/12/31	2020/12/30
(P&D) Complete Annual Work Plan		100%	2020/01/01	2020/02/28
(P&D) Prepare Annual Budget		100%	2020/01/01	2020/10/01

Request to Purchase County Owned Land -- Pt. SW-6-59-15-W4M (0.44 acres)

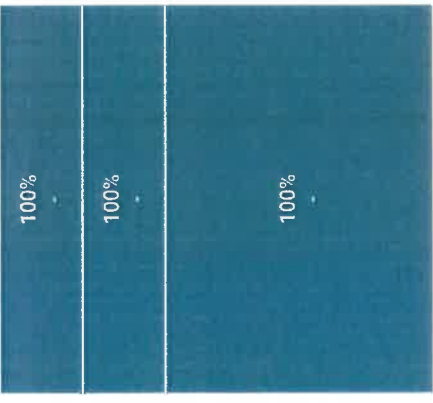
Bylaw No. 1380-20: Road Closure -- Undeveloped Road Allowance, East Side of River Lot 10 (Victoria Settlement)

Land Use Bylaw No. 1272-14 Amendment -- RVs & Campsites

NEW Patti Priest:

Achievements: Bylaw No. 1386 -20: Amending Land Use Bylaw 1272-14- Recreational Vehicles, Campgrounds, Campsites and Recreational Vehicle Parks is on the December 10, 2020 Council Agenda for consideration.
2020/12/02

2020/10/22
2020/10/22
2020/10/29



2020/12/31
2020/12/31
2020/12/31

NOT STARTED

Goal	Progress Update	Current Completion	Start Date	Due Date
Land Use Bylaw Amendments - Recreational Vehicles	Progress Update	40%	2021/01/01	2022/01/01
Goal	Progress Update	Current Completion	Start Date	Due Date

ON TRACK

Achievements: At the October 29, 2020 Committee of the Whole Meeting for the Purposes of Planning, the following Motion was passed:

Motion 113-20: *"That Smoky Lake County Council recommend executing a Memorandum of Understanding (MOU) with Her Majesty The Queen in right of Alberta, as represented by the Minister of Environment and Parks, which will establish a cooperative process to identify appropriate Wetland Replacement Projects for the purpose of the Participants entering into related Service Contracts between the Province and the Municipality in respect to approved Proposals to undertake Wetland Replacement Projects; and seek potential Wetland Replacement Project Participants through the County's Social Media."*

The Planning and Development Department has prepared a Request For Decision for Council's consideration at the December 10, 2020 Smoky Lake County Council meeting, to execute the Memorandum of Understanding for the Wetland Replacement Program with the Government of Alberta (ITEM 4.17).

2020/12/03

50%
1% behind



5.I.H.K

56
GOALS

7%
GOAL COMPLETION

GIS PLAN

Goal	Progress Update	Current Completion
<p>Create, Publish, and Distribute Annual Booklet: 100%</p> <p>GIS Tasks: 100%</p> <ul style="list-style-type: none"> → County Website Tool -- MuniSight 	<p>Carole Downhaniuk:</p> <p>Achievements: Review and make changes to Website:</p> <ul style="list-style-type: none"> • Living • Neighbors <ul style="list-style-type: none"> ◦ removed expired links attached to Town and Villages • removed old 2014 maps from Hamlets and Resorts, Evonne Set up new link on maps page will launch as soon as I get updated maps to Evonne • Put up new link for Public Regional and County MuniSight <p>Challenges: <i>None</i></p> <p>Next Steps: Send Evonne Fall 2020 Hamlet and Resort Maps for Maps page on website 2020/12/03</p>	<p>0%</p> <p>0 / 100%</p> <p>98% behind</p> <p>0%</p> <p>0 / 100%</p> <p>98% behind</p>
<ul style="list-style-type: none"> → Input Spatial Data -- MuniSight/Mobile App → Management Meeting 		<p>0%</p> <p>0%</p>

→ **County Website Tool MuniSight**

Carole Dowhaniuk:

Achievements: Smoky Lake County Website GIS/Maps: Verify/Check data on County and Regional Public Site

With Kyle and Evonne's assistance Victoria District Historic Site and Iron Horse Trail.

Challenges: *NC 1412e*

Next Steps: Smoky Lake County Website GIS/Maps: Add Fire Districts

Add (How to Video) for Maximizing MuniSight usage
2020/10/15

→ **GIS Data Reporting - Data Verification and data clean up**

Carole Dowhaniuk:

Achievements: Reviewed Queries with Environmental Operations
• Discussed data and attributes that needs to be updated
◦ Water Utilities, Regional Water Line, Wastewater Utilities
▪ will be worked on when spare time becomes available,

Challenges: Department is very busy out in the field.

Next Steps: Assist the department with updates - this will be an ongoing project over the next several months
2020/12/03

→ **GIS reporting and forecasting**

→ **GIS data validation**

→ **GIS Work Schedule -- for staff**

→ **GIS Data Analysis**

→ **Coordination of GIS Data Input**

→ **Verify Landownership Maps**

Carole Dowhaniuk:

Achievements: Fall Landownership maps have been completed and verified

Challenges: *NC 1412e*

Next Steps: Print

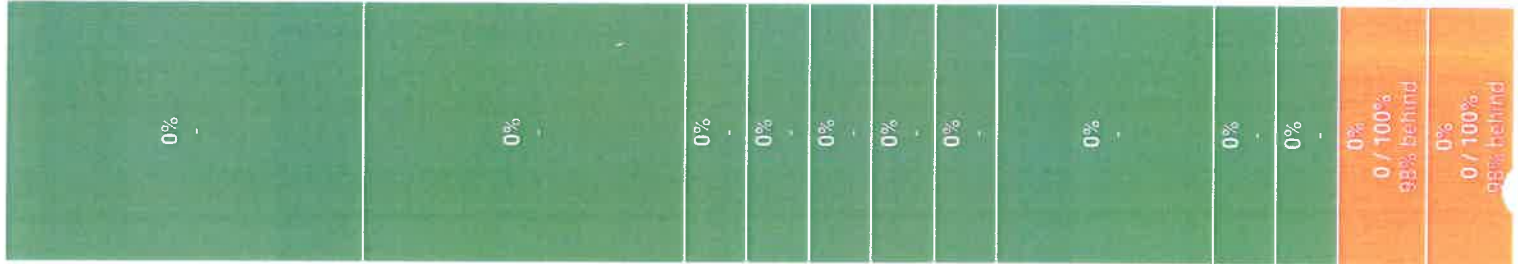
2020/10/15

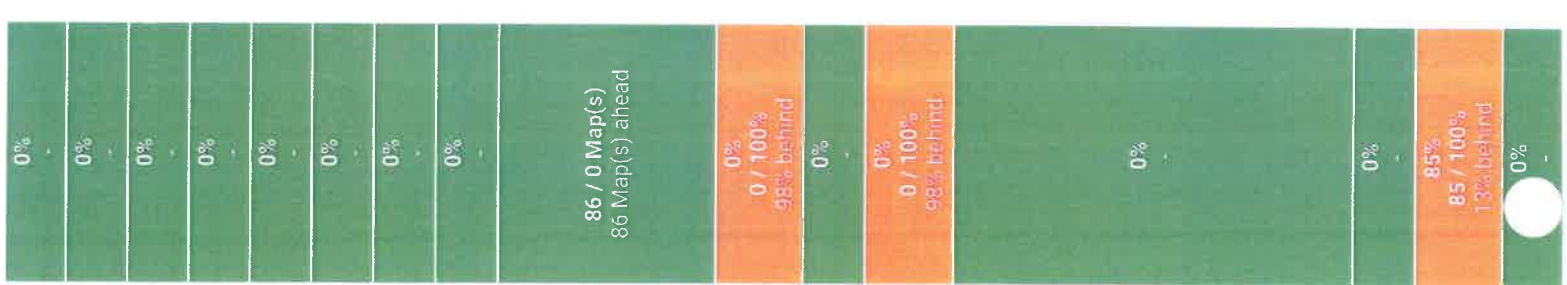
→ **GIS - Data collection MuniSight/Mobile App**

→ **County Website Tool - MuniSight- GIS Site Validation**

Communication (GIS): 100%

Smoky Lake Region (GIS): 100%





→ Monitor Contracts

→ GIS -- manage third party contract

→ MuniSight Security

→ Hardware Maintenance

→ Server Maintenance

→ Request from CAO and Managers

→ Request from CAO and Managers (AVL)

→ Public Information

→ Map Sales 0 Map(s)

Carole Dowhaniuk:
Achievements: 18 maps sold from October 15 - November 27th
Challenges: *No value*
Next Steps: *No value*
 2020/12/02

Legislative (GIS): 100%

→ Assist in GIS and AVL Policy Development

Training (GIS): 100%

→ Implement training and testing of workspaces

Carole Dowhaniuk:
Achievements: Train and Assist Ray(Park and Rec) out on the road . Adding new Address signs installed in 2020.
 Train and Assist Dwight(public works). Adding 2020 road inspections via mobile app. Editing Data in Munitsight on Desktop.

Challenges: Updating data collected out in the field could not be uploaded from Dwight's home once connected to wifi. Data base to big and signal not strong enough. Will have to sync data in the morning or evening at shop.

Next Steps: Assist Ray when he is ready to go back out in the field to capture outstanding address signs.
 Continues assisting Dwight
 2020/12/03

→ Drone Training

Council Member Inquiry (GIS): 100%

Council Meetings

(GIS) Human Resources / Training / OH&S

→ (GIS) Attend Joint Health & Safety Meetings: 12 Meeting(s)

→ (GIS) Attend Annual Safety Meeting

→ (GIS) Training Event Form 2020

(GIS) Financial Accountability

→ (GIS) Prepare a Draft 5 Year Function Budget

→ (GIS) Prepare Annual Budget

(GIS) Organizational Efficiency

→ (GIS) Complete Annual Work Plan

Seasonal Duties: 100%

Carole Dowhaniuk:

Achievements: *No value*

Challenges: cancelled due to Covid

Next Steps: *No value*
2020/12/03

Carole Dowhaniuk:

Achievements:

- Review 2020 budget and prepare proposed GIS budget for 2021.
- Review 2020 budget and Propose and approve 2021 with Brenda and Lydia

Challenges: *No value*

Next Steps: Council approve 2021 budget
2020/12/03

Carole Dowhaniuk:

Achievements: Completed 2020 work plan

Challenges: *No value*

Next Steps: *No value*
2020/06/22



→ Promotional Orders

Carole Dowhaniuk:

Achievements: Face mask and hand sanitizer have been distributed to staff. approx count of 80 Staff may by additional mask at a cost of \$2.00

100 Neck gaiters are ordered and should be delivered to Main Office December 3rd or 4th.

Challenges: 250 mask were ordered. With mask being mandatory, staff have purchased additional masks leaving our promotional supply low.

Next Steps: We have ordered another 250 Masks. December 1, 2020

2020/12/03

→ Office Landscape

Carole Dowhaniuk:

Achievements: moved 2 pots to front door and decorated for Christmas November 24

Challenges: *NO VALUE*

Next Steps: *NO VALUE*

2020/12/03



5.1.4.1



COMMUNICATIONS PLAN

BEHIND

Owner	Start Date	Due Date	Goal	Progress Update	Current Compl...
- -	2020/01/01	2020/12/31	COM - Human Resources Training - OH&S		
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	→ (COM) Attend Joint Health & Safety Meetings: 12 Meeting(s)	Evonne Zukiwski: Achievements: • Attended Organizational Joint Health & Safety meeting- November 19, 2020 2020/11/30	8% 1 / 12 Meeting(s) 9 Meeting(s) behind

COMPLETE

Owner	Start Date	Due Date	Goal	Progress Update	Current Compl...
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	FOIP Training	Evonne Zukiwski: Achievements: • Completed FOIP Training Course #1 prerequisite work- November 13, 2020 • Virtually attended FOIP Training Course #1- November 17, 2020 2020/11/30	100%

ON TRACK

Owner	Start Date	Due Date	Goal	Progress Update	Current Compl...

Achievements:

- Posted Environmental Farm Plan workshop series- October 9, 2020
- Shared RCMP Engagement notice- October 10, 2020
- Shared L.A.R.A water well workshops- October 13, 2020
- Posted Fed Gas Award- October 19, 2020
- Shared Budget 2021 survey link- October 19, 2020
- Scheduled Parks Canada survey- October 19, 2020
- Posted Heritage Board Meeting- October 19, 2020
- Posted No Dumping ad- October 20, 2020
- Posted updated Heritage Board meeting poster- October 22, 2020
- Posted Organizational election photos- October 22, 2020
- Posted Victoria District Business Planning notice- October 22, 2020
- Scheduled Taxes due- October 26, 2020
- Shared L.A.R.A webinar events- October 28, 2020
- Shared Government of Alberta safe Halloween tips & Happy Halloween ad- October 29, 2020
- Scheduled Daylight Savings ends post- October 29, 2020
- Scheduled Remembrance Day ad and office closed notices- November 2, 2020
- Posted Mooring Structure survey- November 5, 2020
- Scheduled Flu-shot poster- November 5, 2020
- Posted Winter Transfer Station hours- November 9, 2020
- Shared Remembrance Day ceremony pictures- November 12, 2020
- Shared L.A.R.A reference material link- November 16, 2020
- Shared Kinette Angle Tree fundraiser- November 19, 2020
- Scheduled Christmas office closure ad & Christmas wishes- November 23, 2020
- Posted and scheduled Temporary Office Hours ad- November 26, 2020
- Posted Heritage Board meeting- November 27, 2020
- Posted Alberta Recreation and Parks Association survey- November 30, 2020

2020/11/30

Communications
Technician

Achievements:

- Posted Fed Gas Award- October 19, 2020
- Added meeting dates and meeting links to website calendar- October 19, 2020
- Added Heritage Board meeting notice- October 19, 2020
- Created Environmental Operations webpage with Transfer Station Site hours- October 19, 2020
- Added 'Lake Life' webpage- October 20, 2020
- Updated Heritage Board meeting notice & calendar information- October 22, 2020
- Added additional Heritage page- October 22, 2020
- Removed Request for Proposal page- October 22, 2020
- Added Fall Landownership map- October 22, 2020
- Added Victoria District Business Plan notice- October 22, 2020
- Posted Reeve's Report- October 23, 2020
- Updated Bylaw 137-19- October 26, 2020
- Added November calendar- October 29, 2020
- Added meeting dates and Zoom links to website calendar- October 29, 2020
- Added new page for Planning department- October 30, 2020
- Removed Fed Gas bursary information- November 2, 2020
- Posted Grapevine- November 2, 2020
- Created Useful ASB links page- November 2, 2020
- Added Mooring Structures survey- November 5, 2020
- Updated Métis Crossing Remembrance Day event- November 6, 2020
- Added new page for Planning department and made live- November 12, 2020
- Updated Maps page- November 19, 2020
- Created notice for Christmas Holidays Office closure- November 24, 2020
- Added Planning award received- November 26, 2020
- Posted Temporary Office Hours ad- November 26, 2020
- Posted Heritage Board Meeting notice & added to calendar- November 27, 2020
- Posted Alberta Recreation and Parks Association survey- November 30, 2020

2020/11/30

Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	Communications for Departments 0 Ad(s) Created	<p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Created Fed Gas Award ad- October 19, 2020 Created No Dumping in Ditches ad- October 20, 2020 Created Remembrance Day ad- October 26, 2020 Created Christmas Holidays & Ukrainian Christmas office closed ads- November 12, 2020 Created Transfer Station Holiday Hours ad- November 30, 2020 <p>2020/11/30</p>	23 / 0 Ad(s) Created 23 Ad(s) Created ahead
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	Branding Development	<p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Created Water Commission email signature (similar to County branded signature) for CAO- November 9, 2020 Worked on created 60th Anniversary logo- November 16, 2020 <p>2020/11/30</p>	3% 3% ahead
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	Develop Advertisements and Information Publications 0 Ad(s) Created	<p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Created Notice to Employees: Mask Wearing and email distributed to all staff and Council- November 13, 2020 Created Mandatory Masks signs for Main Office & Shop entrances- November 23, 2020 Created Temporary Office Hours ad and email distributed to all staff and Council- November 26, 2020 <p>2020/11/30</p>	4 / 0 Ad(s) Created 4 Ad(s) Created ahead
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	County Website Maintenance	<p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Worked with Brian on Community Learning Council domain name address- November 5, 2020 Completed set up of Rural Crime Watch microsite and turned over to them- November 6, 2020 Worked on Micro-site contract- November 10, 2020 <p>2020/11/30</p>	10% 10% ahead
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	Council Meetings	<p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Communications Operational Budget meeting- October 13, 2020 Virtually attended County Council & Organizational meeting- October 22, 2020 Virtually attended Council Budget meeting- November 26, 2020 <p>2020/11/30</p>	2% 2% ahead

Evonne Zukiwski
|
Communications
Technician

2020/12/31

Produce & Distribute Grapevine: 12
Newsletter(s)

Evonne Zukiwski:
Achievements:
• Sent November Grapevine to papers- October 30, 2020
2020/11/30

Evonne Zukiwski
|
Communications
Technician

2020/12/31

County Annual Report 0 Report(s) Requested

Evonne Zukiwski:
Achievements:
• Printed 20 Annual Reports- October 13, 2020
2020/11/30

Evonne Zukiwski
|
Communications
Technician

2020/12/30

Training Activity (COM) 0 Event(s)

92%
11 / 12 Newsletter(s)
11 Newsletter(s) ahead
147 / 0 Report(s) Requested
147 Report(s) Requested ahead
0 / 0 Event(s)

Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY

DEPARTMENT: Administration

REPORT

EVENT	<p>NAME: <u>2021 Municipal Election Training Module 2: Nominations</u> DATE: <u>November 19, 2020</u></p> <p>ORGANIZATION: <u>Alberta Municipal Affairs and Elections Alberta</u> LOCATION: <u>Online</u></p> <p><input type="checkbox"/> Webinar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop</p>
SUMMARY	<p>Contents:</p> <p>Municipal Affairs and Elections Alberta provided this free online election training to local authorities through a live webinar to assist local jurisdictions in conducting an election in accordance with the Local Authorities Election Act (LAEA) and other relevant regulations and legislation. There are ten modules offered in total as a complete guide for municipal returning officers leading up to the 2021 municipal election. Module 2 focused on the topic of nominations.</p>
RESULTS	<p>What we took away:</p> <p>In the session we reviewed the Nomination Procedure including:</p> <ul style="list-style-type: none"> • Candidate Eligibility • Notice of Nomination Day • Nominations • Nomination Day • Deposits • Withdrawal of Nomination • Insufficient Nominations • Election by Acclamation • Candidate Nomination Information • Posting of Names • Retention of Nomination Papers • Notice of Election <p>We were also provided information regarding the Chief Electoral Officer & Election Commissioner, whose focus is on compliance (with enforcement used only as a last resort), to candidates comply with legislation such as Election Finances & Contributions Disclosure and Third Party Advertising. Also noted was the duties of registered candidates to:</p> <ul style="list-style-type: none"> • Open a bank account (at time of nomination or after receiving \$1,000+ in contributions) • Record contributions and expenditures • Issue receipts for contributions, and • Submit a Campaign Disclosure Statement to the Local Authority by March 1, 2022. <p>We noted the changes in legislation since 2017 which pertain to Smoky Lake County such as:</p> <ul style="list-style-type: none"> • Nomination Period: nomination papers will now be accepted by the municipality starting January 1 in the year of the election up to four weeks prior to election day. • Substitute Returning Officer: Along with the returning officer, the substitute returning officer must be appointed by Council. • Advance Votes: population under 5,000 are not required to hold an Advance Vote • Vote by Special Ballot: may be provided for by resolution of Council prior to nomination day. • Returning Officer: The Returning Officer can reject a nomination paper that does not have the correct number of signatures, has not been sworn/affirmed and/or is not accompanied by a deposit. • Official Agent: the role of official agent is not mandatory. • Residency Requirement: the six-month residency requirement has been removed. • Third Party Advertising: rules have now been added governing the finances and accountability of third parties that advertise to promote or oppose the election of a candidate.

	<ul style="list-style-type: none"> • Campaign Finance & Contribution Disclosure Requirements: financial disclosure statements are required from all candidates, including self-funded campaigns. • Fundraising Contributions: individual contributions are now limited to \$5,000 per candidate and the candidate may contribute up to \$10,000 of their own funds. • Campaign Bank Accounts: all candidates, including self-funded candidates, are required to open a bank account when at least \$1,000 in total contributions is received. • Other Information: Elections Alberta have communicated that it will be up to municipalities to conduct the Senate and Referendum election in conjunction with the 2021 municipal general election. 	
WHY DID YOU ATTEND	Benefits: Lydia, Patti and Jenna attended the free webinar to gain an understanding of the nomination process in the event that the Returning Officer or Deputy Officer required assistance fulfilling their duties in light of COVID-19 or for any unforeseen circumstances.	
Prepared by Employee: Patti Priest On behalf of: Patti Priest, Legislative Services Clerk Lydia Cielin, Assistant CAO Jenna Preston, Municipal Clerk	DATE: December 3, 2020	COUNCIL MEETING DATE: December 10, 2020

Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY
DEPARTMENT: Administration

REPORT

EVENT	NAME: <u>FOIP in Real Time: Managing Privacy</u> DATE: <u>November 17, 2020</u>
	ORGANIZATION: <u>Genera</u> LOCATION: <u>Online</u>
	<input type="checkbox"/> Webinar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop

SUMMARY	Contents: Genera presented the Freedom of Information and Protection of Privacy Act (FOIP) not just as legislative rules, but as a working program with the goal to equip participants with knowledge and strategies to implement FOIP in a way that: leads to the best outcome for all parties; takes less time and resources; and supports and builds trust between your organization and the community it serves. The cost of the course: \$375.00
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RESULTS	<p>What I took away: Prior to attending the main session, I had to watch a prerecorded presentation and complete a pre-course quiz which I passed with 83%.</p> <p>At the live session we reviewed the purpose of the FOIP which is:</p> <ul style="list-style-type: none"> To establish an individual's right of access to public body information, subject to specific exceptions; To regulate public body collection, use and disclosure of personal information; To provide individuals with a right of access to their own personal information held by public bodies, subject to specific exceptions; To provide individuals with a right to request corrections of their own personal information held by public bodies; and To establish a mandate and process for independent review of public bodies and to resolve complaints under the Act (Office of the Information and Privacy Commissioner). <p>The Act does not eliminate or replace other processes for access to information or records and does not prevent the lawful transfer or destruction of records according to legislation, regulation, resolution, by-law or other legal instruments under which a public body operates.</p> <p>We also reviewed Alberta's Access and Privacy Legislation and who it applies to:</p> <table border="1"> <thead> <tr> <th>Legislation</th> <th>Applies to</th> <th>Information Scope</th> </tr> </thead> <tbody> <tr> <td>Freedom of Information and Protection of Privacy Act (FOIP)</td> <td>Public Bodies Municipalities, Universities, Schools, Health Regions, Lodges, Nursing Homes.</td> <td>All records, including personal information.</td> </tr> <tr> <td>Health Information Act (HIA)</td> <td>Custodians/Trustees Health professionals, health regions, Ministry.</td> <td>Identifiable information about health, health care history and provision and/or payment of health services.</td> </tr> <tr> <td>Personal Information Protection Act (PIPA)</td> <td>Organizations Private sector organizations not covered by other privacy legislation.</td> <td>Personal information, including employee information.</td> </tr> <tr> <td>Privacy Act, Access to Information Act (ATIP)</td> <td>Federal Agencies Government of Canada departments, Crown Corporations, First Nations services.</td> <td>All records, including personal information.</td> </tr> <tr> <td>Personal Information Protection and Electronic Documents Act (PIPEDA)</td> <td>Canadian Private Sector Private sector organizations throughout Canada, except in provinces with similar legislation.</td> <td>Only personal information as part of "commercial activities", which does not include employment information. All personal information held by Federal Works and Undertakings (FWUBs), including banks, telecoms, transportation companies, some pipelines.</td> </tr> </tbody> </table> <p>Throughout the live interactive online course, we were put into breakout groups to discuss real-life situations to determine the applicable legislation.</p>	Legislation	Applies to	Information Scope	Freedom of Information and Protection of Privacy Act (FOIP)	Public Bodies Municipalities, Universities, Schools, Health Regions, Lodges, Nursing Homes.	All records, including personal information.	Health Information Act (HIA)	Custodians/Trustees Health professionals, health regions, Ministry.	Identifiable information about health, health care history and provision and/or payment of health services.	Personal Information Protection Act (PIPA)	Organizations Private sector organizations not covered by other privacy legislation.	Personal information, including employee information.	Privacy Act, Access to Information Act (ATIP)	Federal Agencies Government of Canada departments, Crown Corporations, First Nations services.	All records, including personal information.	Personal Information Protection and Electronic Documents Act (PIPEDA)	Canadian Private Sector Private sector organizations throughout Canada, except in provinces with similar legislation.	Only personal information as part of "commercial activities", which does not include employment information. All personal information held by Federal Works and Undertakings (FWUBs), including banks, telecoms, transportation companies, some pipelines.
Legislation	Applies to	Information Scope																	
Freedom of Information and Protection of Privacy Act (FOIP)	Public Bodies Municipalities, Universities, Schools, Health Regions, Lodges, Nursing Homes.	All records, including personal information.																	
Health Information Act (HIA)	Custodians/Trustees Health professionals, health regions, Ministry.	Identifiable information about health, health care history and provision and/or payment of health services.																	
Personal Information Protection Act (PIPA)	Organizations Private sector organizations not covered by other privacy legislation.	Personal information, including employee information.																	
Privacy Act, Access to Information Act (ATIP)	Federal Agencies Government of Canada departments, Crown Corporations, First Nations services.	All records, including personal information.																	
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WHY DID YOU ATTEND	Benefits: I gained a better understanding of FOIP as it relates to my activities as a Legislative Services Clerk and received valuable resources material including: a "FOIP in Real Time: Protecting Privacy" Course Guide, the Freedom of Information and Protection of Privacy Act, and the Freedom of Information and Protection of Privacy Regulation.
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Prepared by Employee: Patti Priest	DATE: December 3, 2020	COUNCIL MEETING DATE: December 10, 2020
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5.1.5m

Section 01-M

Policy 41-02

Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY

DEPARTMENT: Administration

REPORT

EVENT	NAME: Jenna Preston	DATE: November 19, 2020
	ORGANIZATION: Local Authorities Election Training - Module 2	LOCATION: County Office
	<input checked="" type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop	
SUMMARY	<p>Contents:</p> <p>Training included:</p> <ul style="list-style-type: none"> - Nomination Process - Candidate Eligibility - Nomination Forms - Post Nomination Day <p>Went through process of each topic with questions answered at the end of the training session.</p>	
RESULTS	<p>What I took away:</p> <p>The proper process of the Nomination portion of an election and what needs to be completed before nominations commence.</p>	
WHY DID YOU ATTEND	<p>Benefits:</p> <p>Having more that the Returning Officer/Substitute Returning Officer with nomination knowledge within the County to help with the election process.</p>	
COSTS	Mileage: \$ ⁰ _____	Meals: \$ ⁰ _____
	Lodging: \$ ⁰ _____	Registration: \$ ⁰ _____
	TOTAL: \$⁰ _____	
Prepared by Employee Jenna Preston		DATE: November 19, 2020
COUNCIL MEETING DATE: Dec.10/20		

5.15m

Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY

DEPARTMENT: Administration

REPORT

EVENT	NAME: Jenna Preston	DATE: December 2, 2020
	ORGANIZATION: Cascade Training	LOCATION: County Office
	<input checked="" type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop	
SUMMARY	<p>Contents:</p> <p>One training session was broken down into 2 half hour sessions due to work schedule. Covered site contents and how to manage such things as policies, agreements and bylaws.</p>	
RESULTS	<p>What I took away:</p> <ul style="list-style-type: none"> - How to manage the County agreements and policies in an organized fashion that every department can access and utilize. -Printing manager reports for Council meetings 	
WHY DID YOU ATTEND	<p>Benefits:</p> <p>Keeps everything up-to-date and organized.</p>	
COSTS	Mileage: \$0	Meals: \$0
	Lodging: \$0	Registration: \$0
	Other: \$0 TOTAL: \$0	
Prepared by Employee Jenna Preston		DATE: December 2, 2020
COUNCIL MEETING DATE: Dec.10/20		

Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY

DEPARTMENT: Communications**REPORT**

EVENT	NAME: <u>Evonne Zukiwski</u>	DATE: <u>November 17, 2020</u>
	ORGANIZATION: <u>Cenera</u>	LOCATION: <u>Virtual</u>
	<input type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input checked="" type="checkbox"/> Workshop	
SUMMARY	<p>Contents: Basic legislative concepts and provisions of the Alberta Freedom of Information and Protection of Privacy Act (FOIP). Examined and worked through criteria, policy, problem-solving, decision-making and strategies for collecting, using, disclosing and protecting personal information within your public body in alignment with the Alberta Freedom of Information and Protection of Privacy Act (FOIP).</p>	
RESULTS	<p>What I took away: Basic knowledge about FOIP legislative rules and things to consider with each scenario when a FOIP request is received. Better understanding of what kind of information can be collected, how it can be collected and how the information can be distributed.</p>	
WHY DID YOU ATTEND	<p>Benefits: To gain an understanding of what type of information can be collected and used in publications, on our social media platforms and website.</p>	
COSTS	Mileage: \$ <u>0</u>	Meals: \$ <u>0</u> Other: \$ <u>0</u>
	Lodging: \$ <u>0</u>	Registration: \$ <u>393.75</u>
	TOTAL: \$<u>393.75</u>	
Prepared by Employee Evonne Zukiwski		DATE: <u>November 17, 2020</u> COUNCIL MEETING DATE: <u>December 10, 2020</u>

Certificate of Completion

This document certifies that

Evonne Zukiwski

has successfully completed the course:

***Protecting Privacy in
Alberta Public Bodies***

FOIP - Privacy Training Program

November 2020

Date

Rick Klumpenhouwer

Instructor


cenera people • strategy • solutions

From: Craig Lukinuk
Sent: November-14-20 3:44 PM
To: Shannon.Stubbs.C1A@parl.gc.ca
Cc: Lydia Cielin
Subject: Re: 2 Things

Thank you for the update
 Craig

Get [Outlook for Android](#)

From: Shannon.Stubbs.C1A@parl.gc.ca <Shannon.Stubbs.C1A@parl.gc.ca>
Sent: Saturday, November 14, 2020 3:29:39 PM
To: clukinuk@smokylakecounty.ab.ca <clukinuk@smokylakecounty.ab.ca>
Cc: lcielin@smokylakecounty.ab.ca <lcielin@smokylakecounty.ab.ca>
Subject: RE: 2 Things

Good afternoon Craig,
 We will get comments to you this week no later than Wednesday we just need her final review on Tuesday. As to Dr. Lourens we have nothing positive yet and the Minister's office has said it is routine. We did get a reply from the western desk representative that agreed to look into the status and we included the letters to the Minister so if he gets us some updates we will get them to you hopefully before the end of the week.

Thank you
Tina Warawa
 Executive Assistant
 Office of Shannon Stubbs, M.P.
 Shadow Minister Public Safety and Emergency Preparedness
 Lakeland (Alberta)
 E: Shannon.Stubbs.C1A@parl.gc.ca
 T: 780-657-7075
 F: 780-657-7079



From: Craig Lukinuk <clukinuk@smokylakecounty.ab.ca>
Sent: Saturday, November 14, 2020 7:46 AM
To: Stubbs, Shannon - Riding 1A <Shannon.Stubbs.C1A@parl.gc.ca>

Cc: Lydia Cielin <lcieLin@smokylakecounty.ab.ca>

Subject: 2 Things

Is Shannon going to be sending anything written comments on the Victoria District Plan for our public participation this month the information was sent the other week if so that would be great.

Secondly, I have to see Dr. Lourens Next week is there any positive news that I could give him. I am not trying to be a pain but we really need to help this along this is ridiculous already I know you are doing what you can and I have confidence that Shannon will use her talent to get this done soon what a Great Christmas Gift this would be for our doctor.

Sincerely

Craig Lukinuk

5.2.8.c



HIGHWAY 28/63 REGIONAL WATER SERVICES COMMISSION

BOX 310, SMOKY LAKE, ALBERTA, T0A 3C0

PHONE: 780-656-3730

FAX: 780-656-3768

December 3, 2020

Smoky Lake County Council
Box 310
Smoky Lake AB T0A 3C0

Dear Council,

Re: Commission Organizational Meeting and Smoky Lake County MOU

For your reference, Mr. Randy Orichowski was once again acclaimed as the Chairperson for the Highway 28/63 Regional Water Services Commission and the following appointments were made by resolution at our October 28, 2020, Organizational Meeting for Year 2020-2021:

- ✓ Smoky Lake County as the Commission's Managing Entity,
- ✓ Mr. Gene Sobolewski, as the Commission Manager,
- ✓ Associated Engineering Alberta Ltd. as the Commission's engineering consultants,
- ✓ Brownlee LLP as the Commission's Legal Counsel,
- ✓ JMD Group LLP, as the Commission's financial auditor, and
- ✓ ATB Financial as the Commission's financial institution service provider.

Also, at the Regular meeting held on October 28, 2020 the following resolution was passed:

015-20: MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission execute the Memorandum of Understanding (MOU) with Smoky Lake County for the supply of information, goods, and services, with a Year-2020 scheduled of fees as follows:

POSITION	FEE (excl. GST, but incl. payroll costs)
Financial & Administrative Services (CAO, Finance Manager, Finance Clerk & Recording Secretary)	\$6,500.00/month
Utilities Manager	\$65.00/hour
Utilities Serviceman	\$48.00/hour Regular; \$72.00/hour OT
Mileage	Current per km rate of the Commission

The Commission would like to extend a sincere thank you to Brenda Adamson, Finance Manager, in handling business continuity while the Commission Manager position was vacant between July and October 2020, and for fulfilling the Interim Manager position.

Yours truly,

Gene Sobolewski,
Hwy 28/63 RWSC Manager

Attachment: *Memorandum of Understanding with Smoky Lake County.*

This Memorandum of Understanding (MOU) signed this _____ day of _____, 2020.

BETWEEN:

Highway 28/63 Regional Water Services Commission, a Municipal Corporation in the Province of Alberta, herein referred to as Commission,

AND

Smoky Lake County in the Province of Alberta, a Municipal Corporation in the Province of Alberta

1 PURPOSE OF THE MEMORANDUM OF UNDERSTANDING (MOU)

The purpose of the MOU is to set forth the general terms of mutual understanding between the parties which will allow the Commission Manager to execute his required duties in the daily operation of the Commission and to these ends, engage the services of Smoky Lake County staff, as stipulated herein; and to provide for the compensation to Smoky Lake County for these services. Compensation rates will be set forth in a Schedule of Fees for Service that shall be appended to this MOU and may be amended by mutual agreement of the parties from time to time.

2 SERVICES REQUIRED FROM SMOKY LAKE COUNTY TO THE COMMISSION

By mutual agreement, it is understood that Smoky Lake County will provide General Manager services vis-à-vis Gene Sobolewski, CAO, for the term of his employment with Smoky lake County. Should Gene Sobolewski cease for any reason to be employed by Smoky Lake County, his appointment as Commission Manager shall remain at the sole discretion of the Commission Board. Smoky Lake County shall also provide financial and administrative services and site-operational services for all Commission facilities and Equipment in the Smoky Lake County, to the Commission for the term of this MOU.

3 COMMISSION MANAGER

The Commission, by bylaw, is required to appoint a Manager to oversee and direct all facets of the administrative, financial, operation and business planning of the Commission. The Commission has appointed Gene Sobolewski, Chief Administrative Officer of Smoky Lake County, by resolution of the Board, to act as the Manager of the Commission for the term of this MOU.

Remuneration of the Commission Manager will be the responsibility of the Commission. The Commission Manager, through the Commission Board, will be solely responsible to manage and direct the general operations of the Commission infrastructure and ensure the reliable provision of water to all Commission members and customers is continually maintained, notwithstanding drought, directions from the Capital Region Northeast Water Services Commission or failure of infrastructure.

4 COMMUNICATION OF COMMISSION MANAGER TO SMOKY LAKE COUNTY

It is understood that the Commission Manager will be required to communicate with and, in specific circumstances, direct staff to undertake tasks and provide regular information relating to the regular operations of the Commission system.

Regular communication and standing direction and process is understood to be for the expressed purposes of executing all regular Commission business. This protocol shall be understood to remain in effect for the duration of the term of the MOU. Any contemplation of additional or expanded duties will be communicated to and requested through the Chief Administrative Officer of Smoky Lake County and, if necessary, be ratified by the Commission Board and the Council of Smoky Lake County. Commission direction of Smoky Lake County staff in Emergency or Force Majeure situations shall not constitute a breach of the terms or intent of this MOU.

5 ACCESS TO RECORDS

Smoky Lake County will reasonably provide access to the Commission records or Bylaws kept by Smoky Lake County including any necessary financial, operating and any other records applicable to the Commission.

6 DISPUTE RESOLUTION

In the event a dispute arises between the Commission and Smoky Lake County, the parties by mutual agreement may solicit the assistance of a mediator or arbitrator to assist in the resolution of a dispute. The terms of the mediation/arbitration will be mutually agreed upon by the parties prior to engaging in the dispute resolution process and will be mutually accepted as binding upon the Commission and Smoky Lake County for the term of this MOU.

7 AMENDMENT/TERMINATION OF MOU

This MOU shall take effect immediately upon execution by both parties and remain in effect indefinitely unless amended or terminated as set forth herein. This MOU may be reviewed and amended periodically by mutual agreement of the Commission and/or Smoky Lake County. Either party may terminate the term of this MOU at any time by giving six (6) months written notice to the other parties. All parties agree that the period of notice set forth constitutes reasonable notice of termination of the term of the MOU.

All notices in writing shall be deemed to be received by the addressee if delivered to an officer of the corporation for whom they are intended or if sent by prepaid Registered Mail addressed as follows:

Hwy 28/63 Regional Water Services Commission
PO Box 310
Smoky Lake, AB T0A 3C0

Smoky Lake County
PO Box 310
Smoky Lake, AB T0A 3C0

8 GENERAL

This MOU is not legally binding between the parties but instead serves as a statement of the Commission and Smoky Lake County of their mutual understanding with regard to the matters stated herein. Nothing in this MOU is intended to preclude or to be construed as an intention on the part of either party to act in contravention of any applicable legislation, regulation, decision or any other requirement of any governmental authority or board having jurisdiction over the parties or the subject matter hereof.

Although this MOU is not intended to give rise to binding legal obligations on the part of the Commission or Smoky Lake County, the parties acknowledge that the extent to which the Commission will be successful in continuing to manage and operate its system efficiently through the term of the MOU will be a direct result of the party's cooperation and will be to the mutual benefit of both parties.

IN WITNESS OF THE FOREGOING, the parties have reviewed and agree to the understanding of the terms and as of the aforementioned day and year.

**Hwy 28/63 Regional Water Services
Commission:**

Smoky Lake County:

Chairperson, Randy Orichowski

Reeve, Craig Lukinuk

Commission Manager, Gene Sobolewski

Chief Administrative Officer, Gene Sobolewski

Schedule of Fees

For the Memorandum of Understanding between Hwy 28/63 Regional Water Services Commission and Smoky Lake County. The amount in which Smoky Lake County may charge the Commission for the supply of information, goods and services shall be the fee amount set out opposite the position below plus GST where applicable.

POSITION	FEE (excl. GST, but incl. payroll costs)
Financial & Administrative Services (CAO, Finance Manager, Finance Clerk & Recording Secretary)	\$6,500.00/month
Utilities Manager	\$65.00/hour
Utilities Serviceman	\$48.00/hour Regular; \$72.00/hour OT
Mileage	Current per km rate of the Commission

Additionally, all third-party invoices paid by Smoky Lake County on behalf of the Commission will be billed back to the Commission at the amount equal to that of the original invoice plus a 5% administration fee and GST if applicable. Smoky Lake County will attempt to ensure that all Commission specific expenditures are appropriately billed to the Commission and not billed to Smoky Lake County to avoid this scenario, however, the 5% administration fee will cover the administrative costs in the event this does occur.

Jenna Preston

5.2.9.a


From: Lydia Cielin
Sent: November 24, 2020 11:05 AM
To: Jenna Preston
Subject: Fw: AMHSA 2021 Auditing Announcement

Agenda - 5: safety


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

From: communications@amhsa.net
Sent: November 24, 2020 11:02 AM
To: lcielin@smokylakecounty.ab.ca
Reply-to: communications@amhsa.net
Subject: AMHSA 2021 Auditing Announcement

AMHSA 2021 Auditing Announcement - November 2020

A banner for AMHSA Auditor Update. It features a central teal triangle with the text 'AMHSA AUDITOR UPDATE' in white. To the left, a woman in a black blazer stands in an industrial setting. To the right, a woman in a yellow hard hat and red safety vest holds a clipboard with 'Safety is My Work Place' written on it. Other workers in safety gear are visible in the background.

To all AMHSA COR-holders and Auditors

The logo for COR Certified, featuring the text 'COR CERTIFIED' in white on a green circular background. Below it is the AMHSA logo with the tagline 'Alberta Municipalities and Safety Association'.

AMHSA has been participating on a province-wide Certifying Partner subcommittee tasked with making recommendations related to the Partnerships in Injury Reduction (PIR) program and COR auditing for 2021. We recognize the challenges that municipalities have faced due to the COVID-19 pandemic in 2020 and that many of these challenges will remain in 2021.

Please share the following information with Auditors, Senior Management, and applicable staff.

Partnerships has recently announced:

Employers will have 2 options for completing external **COR Certification audits in 2021**:

1. **Documentation-only audit = one-year COR**
2. **Documentation and interviews audit = three-year COR**

This will be effective for all external COR Certification audits conducted from January 1 to December 31, 2021.

If an employer chooses option 2, it is strongly recommended that **interviews are set up to be conducted remotely** using web-based platforms (e.g., Teams, Skype, WebEx, etc.). Telephone calls will also be permitted for interviews as well as written questionnaires pending pre-approval by AMHSA.

This minimum standard may be exceeded if an employer and auditor agree that the audit can be done safely following safe auditing guidelines. A provincial subcommittee has been tasked with ensuring these guidelines are available to auditors and employers in a timely manner. Exceeding the minimum standard may include remote or on-site observations.

Partnerships has confirmed PIR refund eligibility for the 2021 external **COR Certification audit options** with the Workers' Compensation Board-Alberta.

We understand you may have questions and we will do our best to provide answers as soon as possible.

Questions

If you have questions, please contact Shannon Thomas, Program Evaluation Manager:

- Email shannon@amhsa.net
- Cell 780 691 6449

CONTACT US

To learn more about AMHSA's auditing program, and how we can assist with the Certificate of Recognition process, visit our website, or call our office and speak to one of our team members.

AMHSA

780.417.3900 | 1.800.267.9764

audits@amhsa.net

www.amhsa.net

Disclaimer

Please note, that while we do invite submissions, use of items sent are at the discretion of AMHSA. We are under no obligation to review, consider, publish, develop, provide compensation, or otherwise use the submission. You also agree that your submission in no way violates any copyright, trademark, or trade name; or the rights of any third party, including individuals, and is not otherwise unlawful.

Alberta Municipal Health and Safety Association | 21, 5720 Silver Springs Blvd. NW, Calgary, AB T3B 4N7 Canada

[Unsubscribe county@smokylakecounty.ab.ca](mailto:unsubscribe_county@smokylakecounty.ab.ca)

[Update Profile](#) | [About our service provider](#)

Sent by communications@amhsa.net powered by



Try email marketing for free today!

November 19, 2020

RMA Launches Internet Speed Testing Project

Data from rural internet speed test results will be used to inform RMA advocacy

RMA is excited to announce the launch of an [Internet Performance Test](#) program. This initiative involves RMA partnering with the [Canadian Internet Registration Agency \(CIRA\)](#) to measure internet speeds in rural Alberta.

Highspeed rural internet is critical for economic development, engaging in the digital economy, and working and learning from home. The Government of Canada has announced the goal of providing access to 50 Mbps download and 10 Mbps upload speeds to all Canadians by 2030. The internet speed test will allow RMA to demonstrate the current state of broadband in rural Alberta and use this information to drive advocacy for federal funding.

To test your internet speed, please [visit the CIRA Internet Performance Test page](#) and **review the testing protocol**, which is available at the top of the page. When you are ready to test your internet speed, click the “Test Your Internet Speed” button and follow the instructions.

Warren Noga
Policy Advisor
780.955.4079
warren@RMAlberta.com

Tasha Blumenthal
Director of External Relations and Advocacy
780.955.4094
tasha@RMAlberta.com

Northern Lights Library System Board
Regular Board Meeting
 Northern Lights Library System Via Zoom
 5615 - 48 Street, Elk Point, AB
 10:00 AM Friday Aug 21, 2020
Meeting Minutes

Present via Zoom

Amyotte, Laurent- County of St. Paul
 Fodness, Maxine (Alt) - County of St. Paul
 Acres, Judy - Town of Viking
 Bruce, Barry - Beaver County
 Shaw, Karen - Sturgeon County
 Frank, Daryl - Village of Kitscoty
 Griffin, Warren - Athabasca County (Vice-Chair)
 Swigart, Dana - M.D. of Bonnyville
 Lefebvre, Vicky - City of Cold Lake (Chair)
 Lukinuk, Craig - Smoky Lake County
 McLuckie, Jill - Village of Mannville
 Millante, Jaycynth - Town of Gibbons
 Arnold, Mary - Village of Paradise Valley
 Oudshoorn, Will - Village of Innisfree
 Anheliger, Jennifer - Town of Morinville/Alta Rep
 Dafoe, Stephen - (Alt) Town of Morinville
 Saskiw, Dianne - County of Two Hills
 May, Tanya - Town of Bon Accord

Foley, Bob - Town of Wainwright
 Smith, Barbara - Village of Boyle
 Brown, Cathy - Town of Tofield
 Coubrough, Doug - Village of Irma
 McRae, David - Town of Redwater
 Thompson, Justin - Town of Vermilion
 Heslin, Cyndy - Village of Ryley
 Lawrence, Tara - Village of Marwayne
 Berry, David - Town of Vegreville
 Sabo, Lillian - Town of Mundare
 McQuinn, Debra - Town of Elk Point
 Kaban, Melody - (Alt) Town of Smoky Lake
 Olechow, Wayne - Town of Bruderheim
 Gramlich, Val - Village of Chauvin
 Beniuk, Darlene - Lac La Biche County
 Rudolf, Donna - Village of Myrnam
 Storoschuk, Lorna - Town of Bonnyville
 Cherniwchan, Tannia - Town of Athabasca

Present Via Zoom by Phone

Tiedemann, Larry - S.V. of Mewatha Beach

Absent

Filipchuk, Richard - Thorhild County
 Hursin, Amelia (Myn) - S.V. of West Baptiste
 Stelmaschuk, Jason - County of Vermilion River
 Smith, Ina - S.V. of Pelican Narrows
 Tomaszuk, Ed - S.V. of Bondiss, Sunset Beach
 Noel, Norm - Town of St. Paul
 Binder, Duncan - S.V. of Island Lake
 Diduck, David - Lamont County

Lupul, Sheila - Village of Andrew
 Irving, Dennis - S.V. of Whispering Hills
 Romanko, Don - Village of Vilna
 Tarrant, Thomas - S.V. Island Lake South
 Krahulec, Julie - Village of Waskatenau
 Harvey, Al - Town of Lamont
 Reid, Tom - Village of Edgerton
 Morton, Melody - Town of Smoky Lake

Staff

Walker, Julie - Executive Director
 Kelly McGrath - IT Manager
 Hampson, Terri - Bibs Service/Finance Mgr/Recording Secretary
 Scott, Anna - Public Services Manager

Guests

Dahlgren, Jodi - LMC

1. Call to order via Zoom – Meeting called to order at 10:07am.
2. Introductions/Quorum confirmed.
3. Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre
4. Adoption of Agenda –
 - REMOVAL 6.1 PLSB Report

2020/08/21 -M1 – Debra McQuinn motions to accept the Agenda as amended - carried.

5. Minutes of May 23, 2020

2020/08/21 -M2 Barbara Smith motions to accept the Minutes of May 12, 2020 – carried

6. For Information

- 6.1. Library Managers Council Report – Jodi Dahlgren

2020/08/21 -M3 Wil Oudshoorn motions to accept the LMC report as presented -carried

6.2. ALTA report – Jen Anheliger

2020/08/21 -M4 Lorna Storoschuk motions to accept the ALTA report as presented – carried

6.3. Financials – Terri Hampson

2020/08/21 -M5 Jill McLuckie motions to accept the Financial report as presented -carried

6.4. Proposed 2021 Budget Presentation – Larry Tiedemann

- Presenting zero % increase to levy including no cola increase for staff
- This also includes not funding reserves for 2021

2020/08/21 -M6 Cyndy Heslin motions to accept the Financial report as presented -carried

6.5. Executive Director’s Report - Julie Walker

2020/08/21 -M7 Barbara Smith motions to accept the Executive Director’s report as presented – carried

6.6. Chairman’s Report – Vicky Lefebvre

- Will continue to do Municipal meetings as requested done via Zoom

6.7. Elections

EXECUTIVE COMMITTEE POSITIONS

Zone 2 Rep:

Debra McQuinn – Town of Elk Point

Laurent Amyotte – County of St. Paul

2020/08/21 -M8 Lorna Storoschuk motions to close nominations.

Nominees spoke

Voting results: Debra McQuinn

Zone 4 Rep:

Jill McLuckie – Village of Mannville

Justin Thompson – Town Vermilion

2020/08/21 -M9 Karen Shaw motions to close nominations, all in favor, motion carried.

Nominees spoke

Voting results: Jill McLuckie – Village of Mannville

Member at Large #2:

Barbara Smith – Village of Boyle

Justin Thompson – Town of Vermilion

Laurent Amyotte – County of St. Paul

2020/08/21 -M10 David McRae motions to close nominations, all in favor, motion carried.

Nominees spoke

Voting results: Laurent Amyotte – County of St. Paul

Member at Large #3:

Barbara Smith – Village of Boyle

Justin Thompson – Town of Vermilion

Jenn Anheliger – Town of Morinville

2020/08/21 -M11 Lorna Storoschuk motions to close nominations, all in favor, motion carried.

Nominees spoke

Voting results: Barbara Smith – Village of Boyle

Note: Alternates cannot run for committees but are welcome to attend any public meetings without participation or voting rights. Will check if this point is made in the upcoming Procedural Policy from the lawyer.

Grievance Committee – 5 members

Zone 1 – Barbara Smith (Alt Larry)

Zone 2 – Darlene Beniuk

Zone 3 – Wayne Olechow

Zone 4 – Jill McLuckie

5th Member – Vice Chair

Budget Committee – 5 members

Zone 1 -Larry Tiedemann

2 – Lorna Storoschuk

Zone 3 – Cyndy Heslin

Zone 4 – Justin Thompson

2020/08/21 -M12 Craig Lukinuk motions to close nominations, all in favor, motion carried.

5th Member – Laurent Amyotte

Building Committee – 5 members

Zone 1 – Craig Lukinuk

Zone 2 – Laurent Amyotte

Zone 3 – Karen Shaw

Zone 4 – David Berry

2020/08/21 -M13 Laurent Amyotte motions to close nominations, all in favor, motion carried

5th Member – Jill McLuckie

Policy Committee – 5 members

Zone 1 – Barb Smith

Zone 2 – Debra McQuinn

Zone 3 – Karen Shaw

Zone 4 – Will Oudshoorn

2020/08/21 -M14 Cyndy Heslin motions to close nominations, all in favor, motion carried

5th Member – Warren Griffin

Advocacy Committee – 5 members

Zone 1 – Larry Tiedemann

Zone 2 – Dianne Saskiw

Zone 3 – Cathy Brown

Zone 4 – Justin Thompson

2020/08/21 -M15 Will Oudshoorn motions to close nominations, all in favor, motion carried

5th Member – Elaine SoroChan

6.8 Policy Submission – Warren Griffin

Sec 1, 1M Sick/Personal Days and Short-Term Disability

2020/08/21 -M16 Cyndy Heslin motions to accept Sec 1, 1M Sick/Personal Days and Short-Term Disability policy as presented – carried

Sec 1, 2B Workplace Alone

2020/08/21 -M17 David McRae motions to accept Sec 1, 2B Workplace Alone policy as presented – carried

Sec 1, 2D Pandemic Situation

2020/08/21 -M18 Jill McLuckie motions to accept Sec 1, 2D Pandemic Situation as presented – carried

Sec 1, 3A Code of Ethics

2020/08/21 -M19 Barbara Smith motions to accept Sec 1, 3A Code of Ethics policy as presented – carried

Sec 1, 3L Social Media - Internal

2020/08/21 -M20 Jill McLuckie motions to accept Sec 1, 3L Social Media – Internal policy as presented – carried

Sec 1, 3S Workplace Violence and Harassment

2020/08/21 -M21 Laurent Amyotte motions to accept Sec 1, 3S Workplace Violence and Harassment policy as presented – carried

Sec 1, 3V Communication Protocol Library Manager

2020/08/21 -M22 Craig Lukinuk motions to accept Sec 1, 3V Communication Protocol Library Manager policy as presented – carried

Sec 2, 1B Governance

2020/08/21 -M23 David Berry motions to accept Sec 2, 1B Governance policy as presented – carried

Sec 2, 1O Election of Executive Committee

2020/08/21 -M24 Jill McLuckie motions to accept Sec 2, 1O Election of Executive Committee policy as amended - carried

Sec 3, 1I Request for Purchase

2020/08/21 -M25 David McRae motions to accept Sec 3, 1I Request for Purchase policy as presented – carried

Sec 3, 1N NLLS Funding Overview

2020/08/21 -M26 Melody Kaban motions to accept Sec 3, 1N NLLS Funding Overview policy as amended – carried

Sec 4, 1D Social Media - External

2020/08/21 -M27 Barbara Smith motions to accept Sec 4, 1D Social Media – External policy as presented – carried

6.8. Plan of Service Questionnaire

6.9. Adjournment 12:50pm

The next regular board meeting – Doodle poll to be sent

**Northern Lights Library System Board
Regular Board Meeting
Northern Lights Library System Via Zoom
5615 - 48 Street, Elk Point, AB
10:00 AM Friday Nov 20, 2020
Meeting Minutes**

Present via Zoom

Amyotte, Laurent - County of St. Paul
Fodness, Maxine (Alt) - County of St. Paul
Acres, Judy - Town of Viking
Bruce, Barry - Beaver County
Shaw, Karen - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County (Vice-Chair)
Jubenville, Marc - M.D. of Bonnyville
Lefebvre, Vicky - City of Cold Lake (Chair)
Lukinuk, Craig - Smoky Lake County
Schueler, Judy - Town of Bruderheim
Berry, Loraine - Town of Gibbons
Arnold, Mary - Village of Paradise Valley
Oudshoorn, Will - Village of Innisfree
Anheliger, Jennifer - Town of Morinville/Alta Rep
Dafoe, Stephen - (Alt) Town of Morinville
Saskiw, Dianne - County of Two Hills
May, Tanya - Town of Bon Accord
Noel, Norm - Town of St. Paul
Smith, Ina - S.V. of Pelican Narrows
Reid, Tom - Village of Edgerton
Valleau, Phil - MD of Wainwright

Foley, Bob - Town of Wainwright
Smith, Barbara - Village of Boyle
Brown, Cathy - Town of Tofield
Coubrough, Doug - Village of Irma
McRae, David (Alt) - Town of Redwater
Dorosh, Les - Town of Redwater
Heslin, Cyndy - Village of Ryley
Kayban, Melody (Alt) - Town of Smoky Lake
Berry, David - Town of Vegreville
Sabo, Lillian - Town of Mundare
McQuinn, Debra - Town of Elk Point
Diduck, David - Lamont County
Lupul, Sheila - Village of Andrew
Gramlich, Val - Village of Chauvin
Kowalski, Mathew (Alt) - Village of Ryley
Rudolf, Donna - Village of Myram
Storoschuk, Lorna - Town of Bonnyville
Cherniwchan, Tannia - Town of Athabasca
Stelmaschuk, Jason - County of Vermillion River
Sorooshan, Elaine - Town of Two Hills
Harvey, Al - Town of Lamont

Present Via Zoom by Phone

Bielesch, Shantell (Alt) - Village of Mannville
Beniuk, Darlene - Lac La Biche County

McLuckie, Jill - Village of Mannville
Thompson, Justin - Town of Vermilion

Absent

Filipchuk, Richard - Thórchild County
Hursin, Amelia (Myn) - S.V. of West Baptiste
Romanko, Don - Village of Vilna
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach
Binder, Duncan - S.V. of Island Lake

Krahulec, Julie - Village of Waskatenau
Irving, Dennis - S.V. of Whispering Hills
Tarrant, Thomas - S.V. Island Lake South
Lawrence, Tara - Village of Marwayne
Tiedemann, Larry - S.V. of Mewatha Beach

Staff

Hampson, Terri - Interim Director/Recording Secretary
Kelly McGrath - IT Manager
Elliott, Heather - Marketing Manager

Guests

Dahlgren, Jodi - LMC
DeSousa, Jordan - PLSB
Woloshyniuk, Tracy - ANE

1. Call to order via Zoom – Meeting called to order at 10:07 am.
2. Introductions/Quorum confirmed.
3. Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre
4. Adoption of Agenda –

2020/11/20 -M1- Lorna Storoschuk motions to accept the Agenda as amended - carried

5. Minutes of Aug 21, 2020

2020/11/20 -M2 -Karen Shaw motions to accept the Minutes of Aug 21, 2020 – carried

6. For Information

- 6.1. PLSB Report – Jordan DeSousa

2020/11/2020 – M3 -Barbara Smith motions to accept the PLSB Verbal report as presented – carried

6.2. Library Managers Council Report – Jodi Dahlgren

2020/11/20 – M4 –Melody Kaban motions to accept the LMC report as presented - carried

6.3. ALTA report – Jen Anheliger

2020/11/20 -M5 Les Dorosh motions to accept the ALTA report as presented – carried

6.4. Financials – Terri Hampson

2020/11/20 -M6 Will Oudshoorn motions to accept the Financial report as presented -carried

2020/11/20- M7 David Berry Motions to accept the 2021 Budget as distributed and approved – carried

6.5. Chairman’s Report – Vicky Lefebvre

2020/11/20 – M8- Debra McQuinn motions to accept the NLLS Chair Report as presented – carried

6.6. Interim Director Report – Terri Hampson

- Including other department reports

2020/11/20 -M9- Cyndy Heslin motions to accept the Interim Directors report as presented -carried

6.7. Organizational Review Updated – Vicky Lefebvre

2020/11/20 – M10-Loraine Berry motions to accept the Organizational review as presented – carried

6.8. Future General Board Meeting – Vicky Lefebvre

- Fri or Sat poll

2020/11/20 – M11- Justin Thompson motions the General Board Meeting be held on Friday’s for all 2021 scheduled dates – carried

6.9. Plan of Service Committee Update – Cyndy Heslin

2020/11/20 – M12- Daryl Frank motions to accept the 2021-2013 Plan of Service for NLLS – carried

6.10. Mentorship Discussion: Trustee Mentorship volunteers: Vicky Lefebvre, Barbara Smith, Larry Tiedemann. For those other trustees willing to put their name forward please send email to Terri Hampson.

6.11. Election for Member at Large #2 Position for the Executive Committee

Member at Large #2:

Jenn Anheliger – Morinville – self nomination

Warren Griffin nominates Will Oudshoorn from Village of Innisfree, accepts

Justin Thompson – Vermilion – self nomination

2020/11/20 -M13-Cyndy Heslin motions to close nominations, all in favor, motion carried.

Nominees spoke

Voting results: Jenn Anheliger has been voted in.

Poll results, Text and Paper noted votes were deleted/destroyed.

6.11. Frog Lake Library Board - update

6.12. NLLS Video

6.13. USB Board Member Orientation – Vicky Lefebvre

6.14. In Camera - Personnel

2020/11/20- M14 - Tom Reid motions to go into camera at 11:54, all in favor, motion carried.

2020/11/20- M15 – Will Oudshoorn motions to come out of camera at 11:57am, all in favor, motion carried.

The next regular board meeting: Friday February 26, 2021 at 10:00am

7. Adjournment

2020/11/20- M16 – Doug Coubrough motions to adjourn the meeting at 12:01pm, all in favor, motion carried.

DRAFT

5.2.13c



Alta November Report to NLLS – NLLS November 20, 2019
Jennifer Anheliger – Area 8 Director

2020 ALTA Memberships

Your 2020 Library Board membership campaign has begun. Invoices are available once you login, under my profile and then select my invoice.

At the ALTA AGM, a resolution to increase our fees for the first time in 9 years was passed. This increase is necessary for ALTA to continue to provide the services, digital spaces, and collections of educational material that our members rely on. It is imperative that we continue to evolve and excel and take meaningful steps to providing our members with valuable services.

ALTA strives to be attuned to our members and given the economic climate we have decided to limit our increase for boards serving populations greater than 5000. This modest increase will allow ALTA to continue services for its members and at the same time, recognizes the funding uncertainty that many library boards are facing. This means that the 2021 ALTA membership fee for NLLS will be \$800.00

As we move into 2021 we will undergo an organizational review and continue to monitor our initiatives closely with consistent member consultation so that we may refine and pursue those that prove to be successful and discontinue those that are not.

We are grateful to be able to rely on our members for support during a time where library organizations are faced with much ambiguity. By coming together at this critical juncture, we are confident that we can continue to provide trustees with the tools needed to translate their legislative responsibilities into the skills needed to shape the libraries and communities they serve.

Please keep an eye out for a member survey indicating education trustees would like to see from ALTA in the coming year. We value your input!

REMINDER: ALTA Trustee Forum is a great tool that allows you to connect with trustees across the province.

The Trustee Forum is our member only site. Your ALTA membership needs to be current and all library board members names and emails are listed on your ALTA membership to ensure your trustees have access to the trustee forum.



Emails have been sent out to all **REGISTERED** trustees. NLLS membership list administrator is Terri Hampson. You can access <https://librarytrustees.ab.ca/members/northern-lights-library-system/> to see if your email address is registered.

If it is registered and you have **NOT** received a welcome email with instructions, please go to login on the webpage and select forgotten password. This will send a new email with instructions on how to login. Please check your spam folder if necessary.

If you are not registered. Please contact the administrator with your current email address, and you will be added to the membership list and an email for login will be sent.

www.librarytrustees.ab.ca

2020 ALTA Awards

Nominations are open for the 2020 ALTA Awards, to recognize Library Boards and long serving trustees. This is a perfect opportunity for you to nominate your library board for the great work they do in the community. Recognition is an important part of the trustee work we do. Please nominate your peer library boards or your own!

Please continue to contact me with any questions or concerns you may have.

Anheligerj@gmail.com

780-340-7296

BOARD:**Meetings:**

- I have attended 19 meetings and 2 conferences directly relating to Director duties.
- I have attended the Grand Opening o EPL (Edmonton Public Library) with the Yellowhead and Parkland Regional Systems.
- Recorded my first podcast and we shot the NLLS video.
- Created Action list from various sources and give monthly updates
- Helpdesk ticket monitoring as directed.
- Weekly summary file reported to Executive Committee

Projects on the go:

- Plan of Service – completed
- Server Replacement – in progress
- Cyber Security – request for a sub-committee to be formed
- Phone project – in progress
- Board Member Orientation –completed
- Member Master Agreement review – working in conjunction with Org Review
- Organizational Review – in progress
- Statement of Savings presentations – in progress
- Supernet 2.0 Upgrade – in progress

OPERATIONS:**Staff:**

- We currently have total of 21 Staff, 19FT, 2 PT (includes the Myrnam Librarian) 2 Contract staff and 1 staff on Short Term Disability (possible return date Dec).
- Currently 1 vacancy of Public Services Manager
- Staff Performance reviews have been completed.

Budget/Funding:

- We have received the rest of our 2020 operational funding. The 2nd portion of the Board of Record payments have been completed, and Greg is working the Indigenous MOU renewals changing them to run Jan to Dec to parallel our fiscal year (easier to report).
- The Municipal letters have gone out, requesting council motion to approve Budget w/0% increase, and confirmation naming trustees after the organizational meeting. Further to that we have received over 2/3 approving the 2021 budget.
- New Van arrived and will be assessing the fleet as per our policy

Building:

- Work on the swale, has been completed.
- One internal office door has been fixed
- CO Monitor and Furnace motherboard repaired.
- The Board Room was rented out 5 times during this time



LIBRARY WORLD:

Libraries:

- Hosted 6 Coffee Chats with librarians
- Most libraries have re-opened their doors. Some now have re-opened to the public, some are still doing curbside pick-up, Lamont County Libraries remain closed to everything
- 8 Library Boards within our system have Plan of Service due in 2020.
- TRAC has approved their 2021 budget and continues to wait on a Library App to give patrons access in that forum.
- I visited 4 libraries during this time.
- Continue to build relationships and network contacts with other system counterparts

BIBS SERVICES DEPT:

- Setting up CCD Tool 3-month pilot project for 4 of our libraries. This is an on-line ordering tool for libraries back to NLLS Acquisitions.
- Floating Collections are underway to be transitioned into Blocks with the support of the Libraries involved.
- Continued communication with Libraries regarding packing totes IE: weight, zip ties etc.
- Bibs services heads up the Mask distribution project and some libraries have seen a steady uptake on the usage.
- Attend monthly BSG meetings with other TRAC system Bibs managers.
- This department was amazing in creating and implementing the NLLS Video so a big thank you to them for they help and involvement.

PUBLIC SERVICES DEPT:

- We are committed to find a strong manager for this department to ensure our promise to provide excellent library services moves forward.
- Winter Reading program information is well underway
- Floating Collections have been changed into blocks going forward
- We continue to work on the Indigenous file and ensure it is part of our conversation and we are committed to making further connections and provide library service to this underserved population within our system.
- We look forward to the New Consultant who starts on Jan 4, 2021.



Executive/Board Report

November 2020

- I.T. Blurbs have been going out for a little over a month now, and they seem to be well received.
- Meetings with Bell for the Supernet 2.0 project are ongoing bi-weekly. Email's have gone to Libraries for times and all TSO's are completed. The first library gets upgraded on the 16th of November.
- Working with ACSI on the server upgrades, we have purchased the hardware, we are just waiting for delivery. Software purchasing is in progress, the statement of work will be arriving in the next week or two.
- Groups.io for nllspartners listserv has been rolled out and is fully functional. It is setup to allow all library staff to upload documents to share resources, they can also use the calendar to share events in their libraries.
- As of this September, NLLS IT has taken on the maintenance of the library office 365 domains under our umbrella, box clever (TownLife) will no longer be involved. This will significantly reduce the amount of time for any office 365 changes for our libraries including changes of passwords or additions of email accounts.
- A request has been sent to Telus for a phone to test on our network, after we do testing, we will hopefully have a better idea on how things will function and any effects or issues on our network.
- Our last day to order computers for the libraries was on the 13th of November, we did get several orders. Though, it does seem that most will not be in until December due to availability and shipping during this time.
- The new TRACpac app project has been an ongoing project for over a year, it looks that we will officially be available on the 16th of November. The click and collect option is currently not available as it does not, at this time, work with the Polaris API. The Self serve option is available to any library that is interested.



LIBRARY MANAGER'S COUNCIL REPORT

NLLS Board Meeting – November 20, 2020

LMC Executive

- Jodi Dahlgren, Chair (Wainwright Public Library)
- Tracy Woloshyniuk, 1st Vice Chair (Newbrook Public Library)
- Donna Williams, 2nd Vice Chair (Vegreville Public Library)
- D'Arcy Evans, Secretary (Myrnam Community Library)
- Maureen Penn, Past Chair (Lac La Biche County Libraries)

LMC Meeting (September 30, 2020 via Zoom)

- 35 Library Managers, 5 NLLS staff, 1 PLSB staff and the NLLS Board Chair attended
- Terri gave feedback on the Public Services 6 Service Priorities.
- Since the module for floating collections is no longer available, the three floating collections that were currently in rotation will be dismantled and turned into blocks for libraries to borrow. The money that is currently in the romance floating collection account will be redistributed evenly to each of the participating library's book allotment accounts. The redistribution of funds has been completed.
- Library Manager's shared their COVID-19 procedures. It was evident that no two libraries are the same and procedures were customized to their communities.
- Financial implications of the TRAC decisions during the Covid-19 closure were discussed. Some libraries reported that the decision to reset due dates caused many items to be placed to lost or claimed returned causing an expense that the Library Board needs to cover. It was also disconcerting that TRAC made the decisions without consulting any of the libraries who own the items or manage the patrons.
- It was expressed that it can be frustrating if there is an immediate concern and no one is available at NLLS to answer the phone. Terri said that helpdesk is the best form of communication and an updated phone list (included cell numbers) will be sent out to libraries. This has been completed.
- It was decided that the method of sending mail only items to NLLS to be mailed would continue with NLLS covering the cost.
- Box Clever has created a Book Carousel for our websites, and it was decided it would located on the home page under the hours and be titled "Featured Items." The Book Carousel will be customizable (in Polaris) by the libraries but if they do not have time, the NLLS one will be displayed.
- It was asked if Polaris has a quarantine check in option. This would allow items to be checked in right away, thus removing from patron's accounts and not allowing them to fill holds. This is an option in other ILS software and Kelly is going to investigate for Polaris.
- Our next meeting will be held on February 24, 2021 and this will be our AGM.

General Updates

- I sent out the NLLS Plan of Service Questionnaire to the Library Managers and asked that they go through it out and bring it to their boards as well. I also held a Zoom meeting for Library Managers to gather feedback. Some libraries submitted their feedback directly to Anna and others submitted to me. The summary of all the submissions I had (from Library Managers and Library Boards) was sent to Anna.
- Relais (the province's Interlibrary Loan system) went live on September 1, 2020. There was a training on October 14th for library staff to process materials received through this new system.

Respectfully Submitted
Jodi Dahlgren, LMC Chair
librarian@wainwrightlibrary.ab.ca

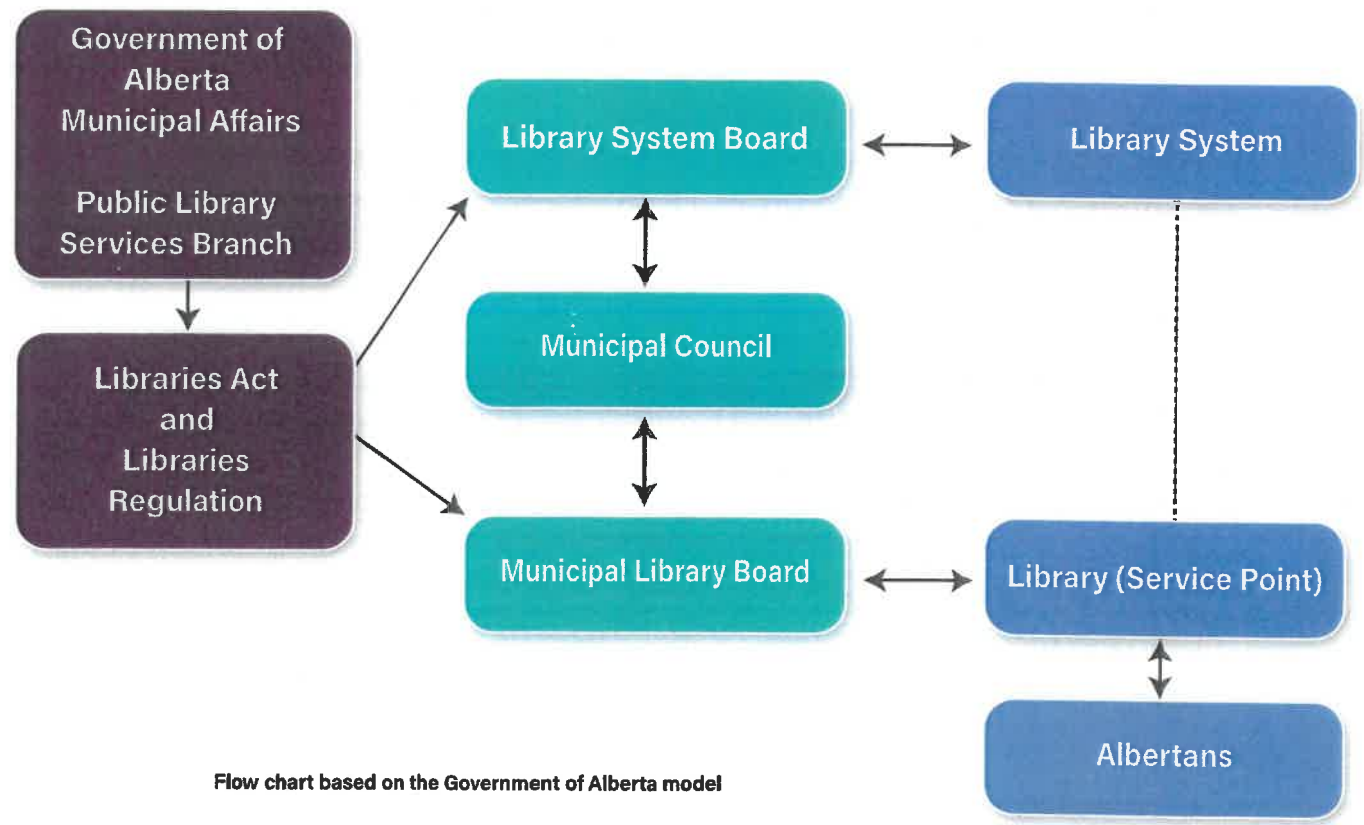
Plan of Service Chair Message - Vicky Lefebvre



On behalf of our executive, I would like to thank the Plan of Service Committee who had to work virtually on developing this plan. We would also like to thank the trustees and librarians who participated in our surveys, advising us what they wanted maintained and what they would like to see done and or changed over the next three years. Our surveys revealed a need for education in the understanding of our roles and responsibilities throughout the system. You will see an increased focus on professional development for our trustees, staff and librarians as well as clearly defined service agreements.

We have scheduled an organizational review which should be completed early in 2021. This will guide us in providing the most cost-efficient, effective services while meeting the needs of all our libraries during this time of fiscal uncertainty. We will look at all operations within our system and implement the recommended changes throughout the next few years. We will be doing this with a new management team.

We are excited about what our future holds. It may look different due to Covid. We are committed to ensuring our staff will be there to assist the libraries by having the resources and tools they need to bring the world to their communities.



Flow chart based on the Government of Alberta model

PLAN OF SERVICE

Bringing the world to our communities by collaboratively providing efficient, effective and exceptional library service



Professional Development

TRAINING for libraries for trustees for NLLS staff

- update system related training
- provide training opportunities to libraries and board members
- provide cost savings when offering professional development
- ensure timely communication to all partners of applicable rollouts and updates
- provide affordable technology for online professional development as required
- communication before system implementation

Stakeholder Relations

COMMUNICATION transparency strengthen relations

- advocate and communicate the value of libraries
- provide yearly reports to municipal and library boards
- update and rollout Master Agreement
- update Service Package for each NLLS department
- provide marketing tools through a variety of streams
- strengthen NLLS core services in assisting and referring library needs and requests
- investigate and share various grant writing and fundraising opportunities to library boards

System Best Practices

FOLLOW UP available resources pilot projects roll-outs

- providing transparency of sharable information within our system
- confirm and reinforce guidelines and expectation between all stakeholders
- match mentors for new librarians and new trustees within the NLLS system
- open the global door and share new and emerging concepts for all stakeholders
- uphold a NLLS culture to share in a respectful, inclusive and diverse environment



September 08, 2020 Regional Community Development Committee (RCDC) Meeting

MOTION NO.	RESOLUTION	DEPT	ACTION	STRATEGIC PLAN
214-20	That the Regional Community Development Committee (RCDC) approve the Community Economic Development Officer (CEDO) create a Regional awareness campaign on the value of co-operatives for investment, business ownership and community not-for-profits.	CEDO	Three articles about Co-operatives submitted by CEDO to Smoky Lake Signal for publication September 22, 29 and October 4, 2020.	2.8
217-20	That the Regional Community Development Committee (RCDC) approve the Community Economic Development Officer (CEDO) create a mock-up of a Regional Residents' Guide for review by the Advertising Subcommittee at the September 15, 2020 meeting.	CEDO & EDA	The Economic Development Assistant (EDA) prepared a mock-up Regional Residents' Guide with a table of contents for the Advertising Subcommittee to review at their meeting September 15, 2020.	4.11
218-20	That the Regional Community Development Committee (RCDC) approve the Community Economic Development Officer (CEDO) develop a contest for public participation for a new Smoky Lake Region logo including the tagline "Naturally Inviting".	CEDO	The Community Economic Development Officer (CEDO) incorporated the tagline "Naturally Inviting" into the new logo contest requirements.	3.1
219-20	That the Regional Community Development Committee (RCDC) members provide feedback on website content and styles and forward to the Community Economic Development Officer (CEDO) for inclusion in the new Regional microsite.	RCDC	Any feedback received will be incorporated by the Community Economic Development Officer (CEDO) into microsite development.	3.1
220-20	That the Regional Community Development Committee (RCDC) approve the Community Economic Development Officer (CEDO) obtain feedback on the Regional map from the Committee members.	CEDO	On September 24, 2020, the CEDO sent the Regional map by email to RCDC members, alternates and representatives, for their feedback. Feedback received to date from Dan Kotyjak, Village of Vilna, Perry Phillips and Patti Priest.	3.1
221-20	That the Regional Community Development Committee (RCDC) approve the Community Economic Development Officer (CEDO) send Alberta Bilingual Municipalities Association (ABMA) membership information to Village of Waskatenau and Village of Vilna for their Councils' consideration.	CEDO	On September 24, 2020 the Community Economic Development Officer (CEDO) sent by email the Alberta Bilingual Municipalities Association (ABMA) membership information to Villages of Waskatenau and Vilna for their Councils' consideration.	2.13

**WASKATENAU PRYVEET DANCE CLUB
GENERAL MEETING MINUTES
November 4, 2020**

Present : Erin Sauchuk, Jessica Ollikka, Farrah Ollikka, Wendy Dowhan

- 1) Erin called online meeting to order at 7:20pm.
- 2) Farrah moves the agenda to be adopted, 2nd by Jessica
- 3) Farrah moved the minutes from April 14, 2020 be adopted, 2nd by Jessica
- 4) **Treasurers Report:** General Account balance is \$10811.16
Casino Account balance is \$ 7841.59
GIC Account is 15,270.00

5) New Business:

5.1) Instructor Update - Dancers are doing well and Brianne is happy with the placement of kids in each group. She suggested that maybe Junior and Intermediate keep their dance from last year and learn 1 new dance this year. There will be no need for weekend workshops this year. Erin will talk to Bri about Kelsey's availability to instruct this year.

5.2) Costume Returns - Costumes to be returned at next meeting December 2nd at 6:00pm

5.3) Dance Fees - Beginners - \$200.00, Juniors \$250.00, Intermediates \$ 275.00, Half the fees are due by Dec 1, 2020 and the second half of fees are due Feb 1, 2021. There will be a certain refund on fees if needed due to Covid. Farrah makes motion on the 2020/2021 fees, 2nd by Jessica, all were in favour.

5.4) Fundraising - Parents to think about and look into ideas. Tabled to next meeting

5.5) Competitions/Festivals - Kalyna is in the starting stages of planning a virtual competition and putting feelers out to see if clubs would be interested. Erin had emailed them back saying our club would definitely be interested in more information.

5.6) Ukrainain Dance Show - Due to Covid and the current AHS regulations parents decided to let this idea go.

5.7) Spirit Wear - Parents decided not to worry about ordering spirit wear this season.

5.8) Pictures - Tabled until next meeting

Next Meeting December 2, 2020 at 6:00pm

Meeting adjourned 8:15pm

WASKATENAU PRYVEET DANCE CLUB
ANNUAL MEETING MINUTES
November 4, 2020

Present

Wendy Dowhan, Farrah Ollikka, Jessica Ollikka, Erin Sauchuk

- 1) Erin called the meeting to order at 7:01pm.
- 2) Erin appointed Farrah to chairperson for the meeting, all were in favour.
- 3) No introductions needed
- 4) Review agenda, Erin moved to adopt the agenda, 2nd by Jessica.
- 5) Review September 24, 2019 minutes, no errors, Jessica moved the minutes be adopted, 2nd by Wendy
- 6) **Treasurers report:** Jessica presented her treasurers report, 2nd by Erin
General Account - \$10,811.16 Casino Account - \$7841.59 and GIC - \$ 15,270.00
- 7) **Elections:**
 - 8.1) **President:**
Erin volunteered to keep position, Jessica motions Erin stays as president
2nd by Farrah, all in favour
 - 8.2) **Vice President:**
Farrah volunteered to keep position, Jessica motions Farrah stay as
Vice President, 2nd by Wendy, all were in favour
 - 8.3) **Secretary:**
Erin nominates Jami. Jessica motions Jami to become secretary, 2nd by Wendy, all in
favour
 - 8.4) **Treasurer:**
Jessica volunteered to keep position, Erin motions Jessica to stay as treasurer, 2nd by
Farrah, all were in favour
 - 8.5) **Directors (4):**
Jessica motions Wendy to become a director, 2nd by Erin, all were in favour.
- 8) **Appoint Auditor:** Erin motions we seek a auditor when we reach year end, 2nd by Farrah,
all were in favour
- 9) **Signing Authority:** We will stay with Alberta Treasury Branch and have 2 of either
President, Vice President or Treasurer be allowed to sign for the clubs financial matters and
once minutes are complete, past and present executive will sign a copy and it will be
presented to ATB to change signing authority.
- 10) Meeting is adjourned at 7:20pm

5.2.19.a



5019-50 St
Smoky Lake, AB T0A 3C0

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

December 2, 2020

Dear Smoky Lake County Council,

RE: Smoky Lake Community Daycare Cooperative – Microsite Request

The Smoky Lake Community Daycare Cooperative (The Pumpkin Patch Daycare) has been able to adapt, conform and flourish with all the changes and uncertainties that COVID-19 handed us. We currently have 42 families as Co-op members, totaling 52 children (part-time and full time) that receive care in our facility.

We are excitedly planning our new daycare center in the new school and are ready to keep building upon this successful community service.

The Pumpkin Patch Daycare would like to request a microsite website, hosted off the Smoky Lake County website at no cost. This would be a great addition to share information with our current cooperative membership and to showcase and market our facility to any potential members.

Thank you for your consideration,

Melody Morton
Chair
The Pumpkin Patch Daycare

Smoky Lake County Regional Heritage Board February 2020 Regular Meeting Minutes

Date: February 12, 2020
Location: Smoky Lake County Board Room

1.0 Call to Order

The meeting was called to order by the Chair, Noreen Easterbrook at 1:35 P.M.

Present:	Chair	Noreen Easterbrook
Present:	Treasurer	Graham Dalziel
Present:	Secretary	Christine Hansen
Present:	Director	Michelle Wright
Absent:	Director	Leon Boychuk-Hunter
Present	Guest	Pamela Billey
Present:	SLC Plan./Dev. Officer	Jordan Ruegg
Present:	SLC Plan./Dev Assistant	Kyle Schole

2.0 Agenda

Motion 20-01

Christine: That the agenda for the February 12, 2020 Smoky Lake County Regional Heritage Board Meeting be adopted with additions.

Carried.

3.0 Minutes

Motion 20-02

Michelle: That the minutes of the Smoky Lake County Regional Heritage Board Meeting held in December 2019 be adopted as with corrections.

Carried.

4.0 Correspondence

Received

- Dec 20, 2019 letter from Alberta Culture informing us of a conservation grant of \$870 for the Bellis FireHall.
- Jan 2, 2020 letter with terms and conditions of approved grant for Bellis Firehall
- Jan 28 letter from SLC Planning & Development Manager that council adopted a motion to approve relocation of Russ House at no cost to the county and a development permit will be required.
- Jan 29 letter of support from SLC council toward CFEP grant application for Russ House

Sent

- Dec 17, 2019 Joint Letter with County Council sent to Marvin Bidlock Re: request for donation of Ruthenia School.
- Jan 14, 2020 phone call between Marvin and Noreen that he would be happy to have a small portion of land with the school donated to the county or its society.
- Jan 14, Michelle with Noreen submitted a CFEP grant application for Russ House.
- Jan 17 Michelle Wright sent grant application to UFA for Russ House funding
- Jan 22, a draft letter was written for Marvin to use as a formal acceptance letter to the county.
- Email Jan 23 from Marvin to Noreen stating that he agrees as per letter
- Jan 24 email request for quote from two companies for Real Property Report and land survey

Smoky Lake County Regional Heritage Board

February 2020 Regular Meeting Minutes

- Jan 28 email from Kyle to Marvin with attached septic form asking about outhouse.
- Feb 2, 2020 grant application from SLHB to Heritage Preservation Partnership Program
- Feb 1 Statement of Significance sent from Noreen to HB members for review and editing and comments with received.

5.0 Financial

5.1 Current Bank Balance presented

Motion 20-03

Noreen: That the bank balance as of February 12, 2020, in the amount of \$ 1,1182.24 be accepted and filed for information.

Carried

5.2 Budget

The county council accepted our proposed budget. Noreen submitted an invoice to the county for \$13,500

6.0 Business

6.1 Historical Preservation

o Ruthenia School

The landowner, Marvin Bidlock, is willing to donate the property to the HB society. This will require subdividing the school with a small portion of land surrounding it out of his two acre property that he intends to put up for sale in spring. A survey with Real Property Report (RPR) will need to be done. A subdivision triggers inspection of a septic system. If the outhouse does not meet code, the sale would require a development agreement caveat on the land title. The SLC council made a motion to fund 50% of costs, the total of these items not exceeding \$5000. Cost estimates have come in at \$3500 for the survey and RPR, \$500 for the subdivision fee and about \$400 for the inspection. At \$4,400 the county will fund \$2,200 while the heritage board will fund \$2,200.

Action: Noreen and Kyle will continue progress for survey, inspection, gov. grant, documentation (ie subdivision, land title certificate and letter of approval by county).

o Russ house

The county has approved moving the Russ House from Bellis onto county property at the plaque site on Victoria Trail but states it will be at no cost to the county.

The landowners need time to remove portable items from the house and would like the building moved by the end of August. Therefore, we will need to find out as soon as possible whether or not the society can accept this depending on sufficient grant money available. If we do acquire enough money to fund this as a project, we need to schedule the building move as there is a waiting list of building moves with a wait time of several months and we need to have a frost footing and grade wall constructed as soon as we have sufficient funds.

o Bellis Fire Hall - Alberta Culture has approved a grant amount of \$870 from the \$1725 requested based on a cost estimate of \$3,450 for minor repairs.

Action: Noreen to oversee work at fire hall and report back to board.

Smoky Lake County Regional Heritage Board

February 2020 Regular Meeting Minutes

6.2 Fundraising and priority spending

- We applied for a grant through AB Culture called the Heritage Preservation Partnership Program (HPPP) for Ruthenia School's roof and windows.

Action: Noreen to follow up on AB government decision, report back and oversee conservation and paper work.

- We also applied for Community Facility Enhancement Program (CFEP) and UFA grants for the Russ house to build a frost footing with grade wall and have the building moved about 42 km to the county plaque site and its purpose will be an interpretive centre and tourist stop. We hope that county council may decide to assign money to these capital costs as it will be a boost to the economic development.

Action: Michelle to look for additional grant opportunities and follow up to determine timing of decisions and disbursements.

- AGLC will send us a package in May to begin planning for a casino for which we are scheduled in Q4 2020 meaning we'll receive funds in Q1 2021.

Action: Noreen to follow up and organize volunteers and arrange paperwork for casino.

- Donation campaign-Noreen suggested we write donation request letters and send out to local businesses. Michelle said she has a list of larger companies that either operated in the county or have some affiliation so she will provide the list and we'll write a letter for at the program level of heritage conservation rather than individual projects.

Action: Michelle to provide list of corporations to Kyle to draft a donation request letter.

- Priority spending decisions – We need to apply for more grants for funding the Russ House costs since that will be a better fit for a widespread number of grants where recreation and environmental objectives are criteria. Whereas the Ruthenia School whose objective is heritage with purposes for education, public awareness and tourism, there is a narrower range of funding opportunities. Priority is to safeguard buildings from further weather deterioration.

6.3 Ecological Preservation

- Kyle is attending a North Saskatchewan River (NSR) Alliance meeting as a SLC representative and advocate for the NSR to be a Canadian Heritage River
- Michelle contacted Portage College to find out if we can get a student to intern with us to do a survey of our county of wetlands and other ecological sites suitable to designate as protected areas. She was asked to create an integrative work plan for this proposed student project. Pam indicated she has been working on identifying wetlands in certain regions of Alberta and she may be able to help with this. Metis Crossing is also planning to reserve a wetland area on their property and they've been talking with elders to find important sites in this region that require protection.

Action: Michelle to work with Portage College and Pamela Billey to either bring in a student or work with Metis Crossing staff to identify wetland or other ecological sites for protection and conservation Michelle and Pam (if supervisor allows her time to be spent on this project) to identify and report to board on potential ecological sites for conservation and preservation.

Smoky Lake County Regional Heritage Board

February 2020 Regular Meeting Minutes

6.4 Heritage Promotion

- heritage recognition bronze plaques - Bellis Fire hall and Free Trader's Cabin interpretive plaques have been manufactured and will be installed in spring by SLC public works.
- Social media - there is a heritage board facebook page and the county hired a consultant to build a new website with a format that has microsites including one for heritage. It will be a few months before this is available.
- Interpretive Signage – Noreen talked to Bernice Macyk about the Waskatenau interpretive panel at which time she approved. Waskatenau and SLC will pay for it and decide its where they will place it, though we suggest somewhere it will be seen by travelers such as near Peppers just off the highway.

6.5 Education and Awareness

- Engage Youth is an objective in our Heritage Management Plan. The grade four interactive presentation is ready to be used and Noreen will arrange with teachers when this can be done in March. The grade five interactive program was completed and utilized two years ago and arrangements can be made to present that one also.

Action: Noreen will speak to teachers at H.A.Kostash and Waskatenau to arrange a presentation schedule. A second heritage board member will be needed to assist.

6.6 Heritage Site Evaluations /Designations

- Waskatenau Hardware Store – Erin Pearce, who recently purchased a building in Waskatenau that has heritage potential, contacted the heritage board and would like to have someone look at the building and provide options to decide what to do to preserve it.

Action: Noreen to go to Waskatenau to evaluate former hardware store.

- Ruthenia School
 - Donation agreement - draft complete between landowner and society
 - Historic Designation – county made a motion to designate
 - Statement of Significance – finalized by board members.
 - Bylaw – needs to be written and added to the package for the next council meeting.

Action: Kyle to draft bylaw for Ruthenia School

Motion 20-04

Noreen: That the Ruthenia School SOS written by CDS consulting, revised by Noreen, agreed upon by board members, be approved as final and included as part of the bylaw.

All in favour, carried.

7.0 Conclusion: Adjournment

Motion 20-05

Christine: That the next meeting be held at the call of the Chair in conjunction with the next Smoky Lake Heritage Board Society meeting and that this meeting be adjourned, 3:40

Carried.

Jenna Preston

6.1

From: Lydia Cielin
Sent: October 27, 2020 8:26 AM
To: Jenna Preston
Cc: Patti Priest
Subject: FW: Thank you

Jenna:
Please include this email for the Agenda Package under #6 – Acknowledge receipt.
L

From: Ron Bobocel <ronb@cciwireless.ca>
Sent: October-26-20 3:36 PM
To: Lydia Cielin <lcielin@smokylakecounty.ab.ca>
Subject: FW: Thank you

Thank you for all your help too Lydia....sorry I misspelled your last name when I sent this the first time.

As always
R&

From: Ron Bobocel [<mailto:ronb@cciwireless.ca>]
Sent: Monday, October 26, 2020 3:19 PM
To: county@smokylakecounty.ab.ca
Cc: lcielen@smokylakecounty.ab.ca
Subject: Thank you

Reeve, Council, and CAO Gene Sobolewski

I would like to extend a sincere THANK YOU to the Smoky Lake County municipal employees who helped with a couple of projects on my farm this year. Kirsten Watamaniuk, Dwight Pritchard, David Kully, Bob Novosiwsky, and Doug Ponich were all very helpful in the completion of my back sloping project and the delivery of sand and gravel to my farm yard. Their understanding of county policy and applications process is to be commended. I sincerely Thank them for their professionalism and courtesy guiding me through the process. 2020 has certainly been a very trying year, but working with these people under some tough circumstances has been a pleasure and I appreciate ALL their efforts.

Sincerely

Ron Bobocel

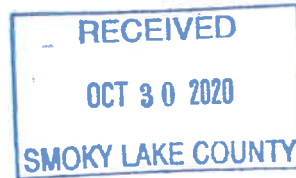


VILLAGE OF WASKATENAU

Box 99, Waskatenau, Alberta T0A 3P0

Phone: (780) 358-2208
Fax: (780) 358-2208
Email: waskvillage@mcnet.ca
Website: www.waskatenau.ca

October 22, 2020



Smoky Lake County
Box 310
Smoky Lake, Alberta
T0A 3P0

Attention: Gene Sobolewski

Re: Culvert Encroachment Range Road 592

In regards to your letter dated September 28, 2020 please be advised the Village of Waskatenau grants permission to the Smoky Lake County for the culvert encroachment onto the Village of Waskatenau Right of Way as described on the SPIN drawing proposed location you have provided to the Village.

Thank you for providing this information to our office for our storm water management drainage records.

Bernice Macyk, CAO
Village of Waskatenau

"Country living at its Best"



107863

ALBERTA
ENVIRONMENT AND PARKS

*Office of the Minister
Government House Leader
MLA, Rimbey-Rocky Mountain House-Sundre*

OCT 23 2020

Reeve Craig Lukinuk
Smoky Lake County
PO Box 310
4612 McDougall Driver
Smoky Lake AB T0A 3C0
craiglukinuk@smokylakecounty.ab.ca

Dear Reeve Lukinuk:

Thank you for your letter regarding the nomination of a portion of the North Saskatchewan River under the Canadian Heritage Rivers System.

Alberta Environment and Parks supports your group's effort to nominate this river and, as the jurisdictional representative, we will make the formal nomination on your behalf. A heritage river designation would reflect the care and stewardship that local governments and stakeholders have undertaken along the river corridor, and help local municipalities and businesses promote the natural beauty, rich cultural history, and myriad recreation and tourism opportunities in your region.

Once the nomination is endorsed by the Canadian Heritage Rivers System Board of Directors, the next step is for Smoky Lake County to prepare a nomination document with relevant information and background studies. The Canadian Heritage Rivers System is a grassroots, locally driven program in Alberta. Alberta Environment and Parks will support your efforts where possible, and share available data about natural, cultural and recreation/tourism values pertinent to the river.

I applaud your efforts in pursuing this nomination, and for assembling substantial local and regional support in this regard.

Sincerely,

Jason Nixon
Minister

cc: Tracy Draper, Alberta Environment and Parks
Brian Joubert, Alberta Environment and Parks

Jenna Preston

6.4

From: Lydia Cielin
Sent: October 21, 2020 11:54 PM
To: Patti Priest; Gene Sobolewski
Cc: Jenna Preston
Subject: Fw: Boards and Committees

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

From: vilna@mcsnet.ca
Sent: October 21, 2020 2:34 PM
To: lcielin@smokylakecounty.ab.ca
Subject: Boards and Committees

Hi Lydia,

Just a quick note to let you know that we have had no changes to our Board and Committee representations, except to add Leo Chapdelaine to the Working Group for Ukrainian Twinning. We have also appointed Leo Chapdelaine (Mayor) and Don Romanko (Deputy Mayor) to sit on a negotiations committee should the County be interesting in looking into the option of Amalgamation with us.

Earla



VILLAGE OF WASKATENAU

Box 99, Waskatenau, Alberta T0A 3P0

Phone: (780) 358-2208

Fax: (780) 358-2208

Email: waskvillage@mcsnet.ca

Website: www.waskatenau.ca

October 26, 2020

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

The Village of Waskatenau held an Organizational Meeting on October 22, 2020 and we wish to advise you of the following appointments.

Mayor
Deputy Mayor
Councillor

Mr. Casey Caron
Mr. Roy Krahulec
Mr. Richard Warren



Committee Appointments

Smoky Lake Foundation Foundation Alternate	Richard Warren Roy Krahulec
Evergreen Regional Waste Management Evergreen Alternate	Richard Warren Roy Krahulec
Regional Community Development (RCDC) RCDC Alternates	Roy Krahulec Casey Caron & Richard Warren
Hwy 28/63 Regional Water Services Commission (2 Directors) Hwy 28/63 Alternate	Casey Caron Roy Krahulec Richard Warren
Smoky Lake Region Emergency Advisory Emergency Advisory Alternates	Casey Caron Roy Krahulec & Richard Warren
Doctor Recruitment & Retention	Casey Caron
Smoky Lake Region Fire & Rescue Fire & Rescue Alternate	Casey Caron Roy Krahulec
Smoky Lake Region Inter-municipal Collaboration Framework (ICF) ICF Alternate	Roy Krahulec Richard Warren
Smoky Lake Region Ukraine Twinning Committee	Richard Warren

Bernice Macyk
Chief Administrative Officer
Village of Waskatenau

"Country living at its Best"

COVID-19 Restrictions Effective November 13

Understanding Alberta's new temporary public health measures

COVID-19 measures in Alberta

Alberta's chief medical officer of health, Dr. Deena Hinshaw, announced additional public health measures to respond to rising COVID-19 spread and protect the health of Albertans.

Together, these new measures will help protect our health care system, keep schools and businesses open, and protect vulnerable Albertans.

These measures affect Edmonton and surrounding areas, Calgary and surrounding areas, Grande Prairie, Lethbridge, Fort McMurray and Red Deer.

What is changing?

Effective November 13, the Alberta government is implementing new targeted measures to protect the health system and limit the spread of COVID-19.

- In all regions under watch or enhanced status, restaurants, bars, lounges and pubs will be required to stop liquor sales by 10 p.m. and close by 11 p.m.
 - This measure allows businesses to stay open but will help limit the duration of risky behaviour associated with social mingling, coupled with the consumption of alcohol.
 - Similar measures are in place in B.C., Saskatchewan, Manitoba, Ontario and Quebec.
 - This measure is mandatory and will be in effect from November 13-27.
- There will be a two-week ban on group fitness classes, team sport activities and group performance activities in Edmonton and surrounding areas, Calgary and surrounding areas, Grande Prairie, Lethbridge, Fort McMurray and Red Deer.
 - The ban does not include individual exercises, training or equipment use.
 - It also does not apply to junior/collegiate/university or professional sports, as they already have additional public health measures in place to limit the risk of exposure.
 - This measure – which includes practices, games and competition – is mandatory and will be in effect from November 13-27.
- Attendance at wedding or funeral ceremonies will also be limited to no more than 50 in these regions.
 - This measure will be in place until we see less stress on our healthcare system
- All faith-based leaders are asked to limit their gatherings to one-third capacity per service.
 - This measure will be in place until we see less stress on our healthcare system
- For offices that are able, please reduce the number of employees in the workplace at one time.
- Finally, we are asking all Albertans in communities with watch or enhanced status to avoid any social gatherings in their homes, and to avoid attending social gatherings outside their community.

For more information please visit www.alberta.ca/covid-19-information.aspx

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Why is this happening?

These measures are specifically targeted to reduce the spread of COVID-19 in areas where we are seeing an increase in cases.

These measures follow the same data-driven approach that has been used since the beginning of the pandemic.

There is evidence that the activities being restricted are those that have an inherent risk of large spreading events, and with positivity rates rising in the province, the risk of a single case transmitting to many must be reduced.

We must reduce the spread of COVID-19. We all must limit our interactions wherever possible. By working together, we can all protect each other, reduce the spread and lift these measures as soon as possible.

We need all Albertans help to follow these new measures as closely as possible in order to flatten the curve.

For up-to-date information on COVID-19 cases in Alberta, please visit <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

Supports for Alberta businesses

The COVID-19 pandemic has been an extremely difficult time for Albertans and Alberta-based businesses.

To help Alberta businesses survive during this trying time, the Government of Alberta has a number of programs and grants available to help offset costs associated with COVID-19. For a full list of supports for businesses, please visit <https://www.alberta.ca/biz-connect.aspx>

Small and Medium Enterprise Relaunch Grants

One of the government's Small and Medium Enterprise Relaunch Grant offers up to \$5,000 in funding for eligible small- and medium-sized businesses, cooperatives and non-profits to offset a portion of their relaunch costs.

Businesses and non-profits that were affected by COVID-related closures can use these funds as they see fit, including implementing measures to minimize the risk of virus transmission such as physical barriers, purchasing personal protective equipment and disinfecting supplies, paying rent and employee wages, replacing inventory and more.

Application intake is now open, and most payments are issued within 10 business days following submission. For information – including edibility and guidelines, visit <https://www.alberta.ca/sme-relaunch-grant.aspx>



Government
of Canada

Gouvernement
du Canada

Canada

6.7

2021
**PRIME
MINISTER'S
AWARDS**

**NOMINATE AN
EXCEPTIONAL
EDUCATOR
TODAY!**

**NOMINATION
DEADLINE:**

**JANUARY 12, 2021
11:59 A.M.
(PACIFIC TIME)**

- **Teaching Excellence**
- **Teaching Excellence in
Science, Technology, Engineering
and Math (STEM)**
- **Excellence in
Early Childhood Education**



**CANADA.CA/PM-AWARDS
#PMAWARDS**

Box 974
Smoky Lake, AB
T0A 3C0
780.554.9899

6.8



November 9, 2020

Attention to: The County of Smoky Lake

We are writing to you regarding the Smoky Lake School of Dance. This non-profit organization has been in operation for twenty plus years offering numerous varieties of modern-day dance. We provide a safe environment for members of our community and surrounding communities to bring their children to explore the fundamentals of dance. Not only does it provide a place to learn dance technique and experience the learning of choreography, but it gives our children a place to express their inner emotions and creativity in motions of dance. This allows for better well-being for our children and having this organization has made a place for our children to not only grow in learning the essentials of dance but to also learn to have the confidence to show their inner self.

The Smoky Lake School of dance has been able to sustain on its own for many years with the help of Casino funding and some fundraising. Unfortunately, our 2019/2020 dance season ended abruptly due to COVID-19. Our classes and competitions were stop immediately until we were guided otherwise by Alberta Health Services. With this we also experienced financial loss. Our main source of financial aide was canceled as well, being our Casino. We have been able to offer our families subsidized and affordable options for their children to be able to join our club and with losing our last years Casino we will not be able to offer this. The casino not only helped with the subsidy of instruction prices for students, it paid for rent of the facility to have our studio in. It also paid for the group's costumes, group festival fees, insurance, and the wages for our instructor.

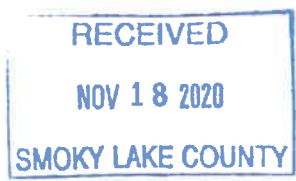
We are in a situation where the cost of running our organization may not be feasible and we may have to close our doors. The Smoky Lake School of Dance is writing to you in hopes to be able to receive some financial assistance. We would appreciate anything you would be able to give. This would be a huge loss to our community if we had to close the organization. Our children will lose out on so many opportunities and their place to have physical, social, and mental well-being will be lost. It is so important to have these activities in our community.

If you have any questions or concerns, please feel free to contact me at anytime at the address or phone number above.

Thank you for your support.


Cheryl Semeniuk

President of the Smoky Lake School of Dance





October 28, 2020

KYLE SCHOLE
 PLANNING AND DEVELOPMENT OFFICER
 SMOKY LAKE COUNTY
 BOX 310, 4612 MCDUGALL DRIVE
 SMOKY LAKE, AB
 T0A 3C0



Dear Kyle,

Re: Alberta Development Officers Association
 2020 Education Subsidy Awards

On behalf of the Alberta Development Officers Association I am pleased to advise that you have been awarded an Alberta Development Officers Association Education Subsidy. At the Board of Directors meeting on October 16, 2020, the Executive voted in favor of awarding you a Subsidy in the amount of \$573.00. The Subsidy is to be applied to the tuition costs for the courses you've taken under the ALUP, University of Alberta Faculty of Extension. A cheque in the amount of \$573.00 payable to Smoky Lake County is included with this letter.

Should you have any questions or concerns, you may contact the undersigned directly by email at jruegg@smokylakecounty.ab.ca

Sincerely,
 Alberta Development Officers Association

A handwritten signature in blue ink, appearing to read 'Jordan Ruegg', with a horizontal line underneath.

Jordan Ruegg
 Vice President
 Education Co-Chair

Jenna Preston

6.10

From: Lydia Cielin
Sent: November 19, 2020 3:34 PM
To: Jenna Preston; Patti Priest
Subject: Fw: Letter of Support for MCSnet application to universal broadband fund
Attachments: ISED Universal Broadband Fund Letter of Support Template.docx

Agenda - number 6 - Council discretion.

L

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

From: rhonda@corp.mcsnet.ca
Sent: November 19, 2020 3:31 PM
To: lcielin@smokylakecounty.ab.ca
Subject: Letter of Support for MCSnet application to universal broadband fund

Lydia,

MCSnet is applying to the newly announced \$1.75 billion Universal Broadband Fund to support high-speed internet projects in rural and remote communities. More info on the fund can be found here: https://www.ic.gc.ca/eic/site/139.nsf/eng/h_00006.html

As part of the application process, we are asking for a letter of support from your council. We understand there could be other local companies applying to this fund, and we encourage you to write letters of support for them in addition to ours, if asked. Our goal is to receive funding for this area so that rural Alberta receives the infrastructure it needs for reliable broadband.

MCSnet is proposing to install necessary transit fiber and upgrade its existing fixed wireless network within your municipality.

We have attached a letter template to use as you see fit. If your council decides to support our project, please email the letter back to me so that we can include it in our application. The application deadline is February 15, 2021 so please have your letter of support back to us by January 15, 2021.

If you have any questions, please let me know. Thank you!

--



Rhonda Lafrance

Marketing Coordinator
T. 866 390 3928 x266
C. 780 614 7521
rhonda@corp.mcsnet.ca

mcsnet.ca

Dear I.S.E.D.,

RE: Support for MCSnet's application to the I.S.E.D. Universal Broadband Fund

The [MUNICIPALITY NAME] would like to express its support for MCSnet and their application to the "I.S.E.D. Universal Broadband Fund". Through this program, MCSnet proposes to install necessary transit fiber and upgrade its existing fixed wireless network in order to further enhance rural broadband connectivity for the residents of our community.

Through our successful partnership with MCSnet, our ratepayers have received reliable, fixed wireless internet connectivity for many years. MCSnet has continued to provide our community with continuous growth in coverage and quality of services through their own investment and the aid of previous programs such as the "Connecting Canadians Program" and "Connect to Innovate". MCSnet has successfully utilized these government programs, in addition to their own capital expenditures, to continuously upgrade and install new tower infrastructure and broadband equipment throughout our community.

By using fiber backbones and upgrading limited-capacity backhaul radios, MCSnet will be able to help close the gap in connectivity for our rural and remote residents and businesses. These upgrades are essential in meeting the government's objectives of helping every Canadian receive access to high-speed internet at minimum speeds of 50/10 Mbps. These services are essential for meeting the rapid growth in bandwidth demands for our anchor institutions, residents, and businesses.

The [MUNICIPALITY NAME] therefore fully supports MCSnet's application to install necessary transit fiber backbone and upgrade its existing fixed wireless network.

Thank you for your consideration of this proposal.

Yours truly,

Jenna Preston

From: Lydia Cielin
Sent: November 26, 2020 6:18 PM
To: Jenna Preston
Subject: FW: Universal Broadband Fund letter from Minister of Service Alberta

Letter – Agenda - #6 Schedule delegation

From: Craig Lukinuk <clukinuk@smokylakecounty.ab.ca>
Sent: November 19, 2020 7:48 PM
To: Gene Sobolewski <cao@smokylakecounty.ab.ca>; Lydia Cielin <lcielin@smokylakecounty.ab.ca>; Patti Priest <patti.priest@smokylakecounty.ab.ca>; Brenda Adamson <badamson@smokylakecounty.ab.ca>
Cc: council <council@smokylakecounty.ab.ca>
Subject: RE: Universal Broadband Fund letter from Minister of Service Alberta

Sounds Good we can talk about this with council and try to arrange a meeting with Leo from MCSNET.
Craig

From: Gene Sobolewski <cao@smokylakecounty.ab.ca>
Sent: November 19, 2020 7:14 PM
To: Craig Lukinuk <clukinuk@smokylakecounty.ab.ca>; Lydia Cielin <lcielin@smokylakecounty.ab.ca>; Patti Priest <patti.priest@smokylakecounty.ab.ca>; Brenda Adamson <badamson@smokylakecounty.ab.ca>
Cc: council <council@smokylakecounty.ab.ca>
Subject: Re: Universal Broadband Fund letter from Minister of Service Alberta

I did. I think we may meet to speak with MCSnet sooner rather than later.

Gene

Sent from my iPhone

From: Craig Lukinuk <clukinuk@smokylakecounty.ab.ca>
Sent: Thursday, November 19, 2020 6:40:13 PM
To: Gene Sobolewski <cao@smokylakecounty.ab.ca>; Lydia Cielin <lcielin@smokylakecounty.ab.ca>; Patti Priest <patti.priest@smokylakecounty.ab.ca>; Brenda Adamson <badamson@smokylakecounty.ab.ca>
Cc: council <council@smokylakecounty.ab.ca>
Subject: FW: Universal Broadband Fund letter from Minister of Service Alberta

FYI

Just in case you haven't received this for information.

Craig

From: Warren Noga <warren@rmalberta.com>
Sent: November 19, 2020 11:12 AM
To: blair.painter@crowsnestpass.com; omer.moghrabi@laclabichecounty.com; josh@mackenziecounty.com; rod.frank@strathcona.ca; mayor@rmwb.ca; councillor.rafa@mdacadia.ab.ca; larmfelt@athabascacounty.com; info@countybarrhead.ab.ca; jkallal@beaver.ab.ca; ward3@biglakescounty.ca; dene.cooper@mdbighorn.ca; geraldm@birchhillscounty.com; gsawchuk@md.bonnyville.ab.ca; bguyon@brazeau.ab.ca;

ctroutman@county.camrose.ab.ca; randy.bullock@cardstoncounty.com; mironcroy@gmail.com;
divisiontwo@clearwatercounty.ca; Dan.Hamilton@cypress.ab.ca; peggyward4@mdfairview.ab.ca;
dkroetch@flagstaff.ab.ca; Suzanne.Oel@FoothillsCountyAB.ca; sswinks@shockware.com; lbeaupe@countygyp.ab.ca;
dale.smith@mdgreenview.ab.ca; jerry.wittstock@kneehillcounty.com; jblakeman@lsac.ca; plaw@lacombecounty.com;
david.d@lamontcounty.ca; tanni@leduc-county.com; murray.kerik@mdlsr.ca; lhickey@lethcounty.ca;
info@minburncounty.ab.ca; bbeattie@mvcountry.com; douglas@newellmail.ca;
UngarianT@countyofnorthernlights.com; ckolebaba@northernsunrise.net; marcel.auger@mdopportunity.ab.ca;
ssschulmeister@countypaintearth.ca; Rod.Shaigec@parklandcounty.com; rwilling@mdpeace.com;
CouncilDiv4@mdpinchercreek.ab.ca; paulmclauchlin@ponokacounty.com; mdprovost@mdprovost.ca;
cao@ranchland66.com; mayor@rdcounty.ca; DHenn@rockyview.ca; ahubert@saddlehills.ab.ca; Craig Lukinuk <clukinuk@smokylakecounty.ab.ca>;
rbrochu@mdsmokyriver.com; tvnrootselaar@mdspiriteriver.ab.ca;
supham@county.stpaul.ab.ca; swannstrom@starlandcounty.com; lclarke@stettlercounty.ca;
ahnatiw@sturgeoncounty.ca; mharris@mdtaber.ab.ca; Kevin.Grumetza@thorhildcounty.com;
dgulayec@thcounty.ab.ca; div2@county24.com; jason.schneider@vulcan.ca; bbarss@mdwainwright.ca;
rtaylor@warnercounty.ca; lhall@westlockcounty.com; tvandekraats@county.wetaskiwin.ab.ca;
amber.link@wheatlandcounty.ca; maryanne.sandberg@mdwillowcreek.com; john.burrows@woodlands.ab.ca;
jeglinski@yellowheadcounty.ab.ca; Jordon.christianson@specialareas.ab.ca; amitchell@lethcounty.ca;
Bwilliams@minburncounty.ab.ca; jholmes@mvcountry.com; stephensonk@newellmail.ca;
cao@countyofnorthernlights.com; cmillar@northernsunrise.net; cao@mdopportunity.ab.ca;
msimpson@countypaintearth.ca; laura.swain@parklandcounty.com; bjohnson@mdpeace.com;
CAO@mdpinchercreek.ab.ca; charliecutforth@ponokacounty.com; tlawrason@mdprovost.ca; cao@ranchland66.com;
cao@rdcounty.ca; ahoggan@rockyview.ca; cmerritt@saddlehills.ab.ca; **Gene Sobolewski**
gsobolewski@smokylakecounty.ab.ca; rtheriault@mdsmokyriver.com; ddibbelt@mdspiriteriver.ab.ca;
skitz@county.stpaul.ab.ca; Shirley@starlandcounty.com; ycassidy@stettlercounty.ca; rmccullough@sturgeoncounty.ca;
acrofts@mdtaber.ab.ca; cao@thorhildcounty.com; sdary@thcounty.ab.ca; hnorthcott@county24.com;
cao@vulcancounty.ab.ca; admin@mdwainwright.ca; shathaway@warnercounty.ca; cao@westlockcounty.com;
rhawken@county.wetaskiwin.ab.ca; brian.henderson@wheatlandcounty.ca; derrick@mdwillowcreek.com;
gordon.frank@woodlands.ab.ca; jramme@yellowheadcounty.ab.ca; Darcy.Ferguson@specialareas.ab.ca;
info@mdlsr.ca; patrick.thomas@crownsnestpass.com; Ken.vanbuul@laclabichecounty.com; cao@mackenziecounty.com;
darrell.reid@strathcona.ca; jamie.doyle@rmwb.ca; margo.firman@rmwb.ca; j.wallsmith@mdacadia.ab.ca;
cao@athabascacounty.com; doyarzun@countybarrhead.ab.ca; bbeck@beaver.ab.ca; jpanasiuk@biglakescounty.ca;
robert.ellis@mdbighorn.ca; cao@birchhillscounty.com; lmercier@md.bonnyville.ab.ca; jwhaley@brazeau.ab.ca;
pking@county.camrose.ab.ca; murray@cardstoncounty.com; allan@clearhillscounty.ab.ca;
remmons@clearwatercounty.ca; Tarolyn.Aaserud@cypress.ab.ca; sandra.fox@mdfairview.ab.ca;
sarmstrong@flagstaff.ab.ca; HarryRiva.Cambrin@FoothillsCountyAB.ca; keith.bodin@fortymile.ab.ca;
jwhittleton@countygyp.ab.ca; Denise.Thompson@mdgreenview.ab.ca; mike.haugen@kneehillcounty.com;
mprimeau@lsac.ca; ttimmons@lacombecounty.com; stephen.h@lamontcounty.ca; duanec@leduc-county.com

Subject: Universal Broadband Fund letter from Minister of Service Alberta

Hello Mayors, Reeves, and CAOs,

Please see the attached letter from the Minister of Service Alberta regarding the recently opened Universal Broadband Fund (UBF). The UBF is a federal fund administered by Innovation, Science and Economic Development (ISED).

Let me know if you have any questions.

Warren Noga, MSc

Policy Advisor



Office: 780.955.4079
RMAAlberta.com

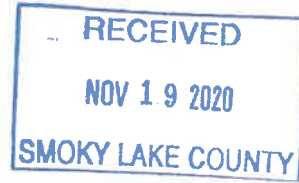
2510 Sparrow Drive, Nisku, Alberta T9E 8N5 780.955.3639



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**Veteran's Memorial Highway Association
Box 509
Castor, Alberta
T0C 0X0**

**County of Smokey Lake
Box 310
Smokey Lake, Alberta
T0A 3C0**



Date: 07-Nov-20

Membership Dues 2020/2021

Population:	2,459	0.10	\$ 245.90
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Thank you for your continued support

6.13



November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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INFORMATION RELEASED:

- October 22, 2020: **R65-20** - Alberta Health Services - Influenza Immunization in you Community. **F**
- October 26, 2020: **R66-20** - RMA Contact Newsletter: October 23, 2020. **F**
- October 26, 2020: **R67-20** - Tanya Thorn, Board Chair, Alberta Police Interim Advisory Board, October 20, 2020 - Re: Alberta Police Interim Advisory Board Quarterly Report. **F**
- October 28, 2020: **R68-20** - Aspen View Board Highlights - October 22, 2020. **F**

1	2	3	4	5	6	7
8	9 R69-20	10	11	12	13	14
15	16	17 R70-20	18 R71-20	19	20 R72-20	21
22	23	24 R73-20	25	26	27 R74-20	28
29	30 R75-20 R76-20					

Policy Statement: 01-28-01
Regular County Council Meeting:
Issue for Information and Information Releases

PROFESSIONAL DEVELOPMENT:
1

READING FILE:

- R69-20** - RMA: Contact Newsletter: November 6, 2020. **F**
- R70-20** - RMA: Contact Newsletter: November 6, 2020. **F**
- R71-20** - Norine Ambrose, Executive Director, Alberta Riparian Habitat Management Society - "Cows and Fish", dated November 17, 2020 - Re: Letter of Support for Nomination of the North Saskatchewan River, Canadian Heritage River System Designation. **A**
- R72-20** - Smoky Lake Chamber of Commerce Quarterly Newsletter: October 2020. **F**
- R73-20** - RMA: Contact Newsletter: November 20, 2020. **F**
- R74-20** - Laura Swain, MPA, Interim Chief Administrative Officer, Parkland County, dated November 19, 2020 - Re: Letter of Support for Nomination of the North Saskatchewan River, Canadian Heritage River System Designation. **A**
- R75-20** - Aspen View Board Highlights - November 19, 2020. **F**
- R76-20** - Ukrainian Canadian Congress, dated November 26, 2020—Re: E-Bulletin. **F**