

## SMOKY LAKE COUNTY

**A G E N D A:** County Council Meeting to be held on  
Thursday, **January 28, 2021** at 9:00 A.M.  
Virtual through Zoom Platform

Meeting ID: 882 6375 9866 Passcode: 893627

<https://us02web.zoom.us/j/88263759866?pwd=MDRrYm5YVXFTUUNESk9TT2NvS1FWQT09>

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

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### 1. Meeting:

Call to Order

### 2. Agenda:

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

### 3. Minutes:

1. Minutes of November 26, 2020 – **County Council Budget Meeting.** ©

Recommendation: Motion to Adopt.

2. Minutes of December 10, 2020 – **County Council Meeting.** ©

Recommendation: Motion to Adopt.

3. Minutes of December 11, 2020 – **County Council Budget Meeting.** ©

Recommendation: Motion to Adopt.

4. Minutes of January 12, 2021 – **County Council Budget Meeting.** ©

Recommendation: Motion to Adopt.

### **Public Hearing - Bylaw 1386-20:**

**A G E N D A:** Public Hearing to be held on  
Thursday, January 28, 2021 at 9:15 A.M.  
Virtual through Zoom Platform

<https://us02web.zoom.us/j/88263759866?pwd=MDRrYm5YVXFTUUNESk9TT2NvS1FWQT09>

Meeting ID: 882 6375 9866 Passcode: 893627

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

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### 1. Opening:

- Public Hearing is called to order.
- Public wishing to be heard sign in on the sign-in sheet.
- Confirmation is provided that the Public Hearing was advertised and notice was provided in accordance with the applicable legislation.
- Purpose of the hearing is summarized:  
  - **To obtain public input in regard to Bylaw No. 1386-20: a bylaw to amend the Land Use Bylaw 1272-14.**
- Ground rules of the hearing and order of speaking are reviewed.

**2. Staff Presentation:**

- Smoky Lake County Planning Staff make their presentation(s).  
**Bylaw 1386-20: was given first reading on December 10, 2020.**
- Council asks questions and/or request points of clarity.

**3. Public Presentations via Written Submissions:**

- Written submissions are read.
- Council asks questions and/or request points of clarity.

**4. Public Presentations at the Public Hearing:**

- Persons signed in whom are **in opposition** to the proposed bylaw are called upon to speak.
- Council asks questions and/or request points of clarity.
- Persons signed in whom are **in support** of the proposed bylaw are called upon to speak.
- Council asks questions and/or request points of clarity.
- Anyone else who has not spoken and wishes to speak is called upon to speak.
- Council asks questions and/or request points of clarity

**5. Questions and Answers:**

- Any Council member having any additional questions of any speaker or of the staff or those who have spoken may speak.

**6. Closing Remarks:**

- Declare the Public Hearing closed.

**4. Request for Decision:**

1. **Policy Statement No. 02-11-14:** Peace Officer: Annual Reporting. ©
2. Municipal Election 2021 Update – Report No.2.©
3. Appointment of the Returning Officer. ©
4. Heritage Board Volunteer Recognition Certificates. ©
5. Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M. ©
6. **Alberta Community Partnership (ACP) – Grant Applications 2020/2021.** ©
7. **Bylaw No. 1386-20:** Amending Land Use Bylaw 1272-14- Recreational Vehicles, Campgrounds, Campsites and Recreational Vehicle Parks, Shipping Containers, Tiny Homes. ©
8. Discharge of Caveat – NW-4-59-15-W4M. ©
9. Letter of Support for Heritage Grant Applications. ©
10. Canadian Heritage Rivers System Contribution Agreement. ©
11. Recreational Lease Disposition Renewal – REC Lease 170005 (NW-24-60-17-W4M). ©
12. Recreational Lease Disposition Renewal – REC Lease 170007 (NE-34-61-17-W4M). ©
13. Department License of Occupation (DLO) Renewal – DLO 170189 (NE-20-61-17-W4M). ©
14. **Bylaw No. 1383-20:** Smoky Lake County & Lamont County Intermunicipal Development Plan First Reading. ©

## 5. Issues for Information:

### 1. Reports:

#### 5.1.1 Chief Administrative Officer:

- a. Monthly Report: December 4, 2020 to January 22, 2021. ©
- b. Financial Statement for the months of: **November 2020.** ©
- c. Action List:
  - i. County Council Budget Meeting – November 26, 2020. ©
  - ii. County Council Meeting – December 10, 2020. ©
  - iii. County Council Budget Meeting – December 11, 2020. ©
  - iv. County Council Budget Meeting – January 12, 2021. ©

#### 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. December 1, 2020 to January 21, 2021

#### 5.1.4 Councillor Reports.

- a. Division One.
- b. Division Two.
- c. Division Three.
- d. Division Four.
- e. Division Five.

Addressed and reported  
during Committee: Task  
Forces and Boards  
(Section 5.2)

#### 5.1.5 Manager's Reports.

- a. Public Works Manager. ©
  - i. 2021 Road Projects.
  - ii. Council 2021 Request Summary. ©
  - iii. 2021 Culverts. ©
- b. Public Works Foreman. ©
- c. Public Works Shop Foreman. ©
- d. Peace Officer. ©
- e. Natural Gas Manager.
- f. Environmental Operations.
- g. Agricultural Service Board.
- h. Planning and Development. ©
- i. Safety Officer. ©
- j. Fire Chief.
- k. GIS. ©
- l. Communication Director. ©

#### 5.1.6 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 (Alberta Coordinated Action for Recycling Enterprises) Committee
- 5.2.2 Corridor Communications Incorporated– *(In Executive Session)*
- 5.2.3 Doctor Retention & Recruitment Committee
- 5.2.4 Evergreen Regional Waste Management Commission
- 5.2.5 Family Community Support Services Committee
- 5.2.6 Fire and Rescue Liaison Committee

**Smoky Lake:**

**Vilna:**

**Waskatenau:**

- 5.2.7 Government Liaison Committee
  - a. Alex Mochid, Policy Advisory, Rural Municipalities of Alberta (RMA), dated January 5, 2021 – Re: RMA Board Governance Review Survey. ©

**Recommendation:** That Smoky Lake County acknowledge Council as a whole has completed and submitted the Rural Municipalities of Alberta (RMA), Board Governance Review Member Survey, on January 19, 2021, as every four years, the RMA undertakes a board governance review to examine and update the association’s governance process to ensure alignment with its strategic plan and meet the needs of the RMA membership through a series of questions pertaining to the six primary categories with Smoky Lake County’s abbreviated responses as follows:

- 1. Membership: no need to realign,
- 2. Board Structure: no need to restructure,
- 3. Board Roles and Responsibilities: should remain as is,
- 4. Board Election Processes: District voting should be a stand-alone process by electronic clicker apart from education sessions,
- 5. Member Input: the resolution process is effective, Committees should be formed on need and merit, Administration’s role should be advisory and voiced through the Elected Officials, RMA is representing the Districts well,
- 6. Board Compensation: is adequate.

- b. Warren Noga, Policy Advisory, Tasha Blumenthal, Director of External Relations and Advocacy, Rural Municipalities of Alberta (RMA), dated January 6, 2021 – Re: Facility-Based Continuing Care Survey Now Open. ©

**Recommendation:** That Smoky Lake County acknowledge Council, as a whole, and as an organization affiliated with facility-based care (via appointments of County Council members to

the Smoky Lake Foundation Board), completed and submitted the Alberta Health, Facility-Based Continuing Care Review Survey, on January 19, 2021, prior to the deadline of January 29, 2021, for the purpose of identifying opportunities for enhancing and improving designated supportive living and long-term care in Alberta, with the ultimate goal of improving the lives of continuing care residents and their families, resident care outcomes, the satisfaction and quality of work environment of staff, and the cost effectiveness of facility-based continuing care service delivery.

5.2.8 Highway 28/63 Regional Water Services Commission

a. **Minutes:** December 16, 2020. ©

b. **Minutes:** January 20, 2021. ©

5.2.9 Joint Health and Safety Committee

5.2.10 Municipal Planning Commission:

5.2.11 Northeast Alberta Information HUB

5.2.12 North East Muni-Corr. Ltd.

a. Report: December 14, 2020. ©

b. Report: January 11, 2021. ©

c. 2021 Meeting Schedule. ©

d. Budget to Actual: December 31, 2020. ©

*\*Note: letter of support given- under "Release of Information"*

5.2.13 Northern Lights Library Board

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:** November 2, 2020. ©

b. **Action List:** December 7, 2020. ©

c. **Action List:** 2020 Summary. ©

5.2.17 Regional Emergency Management

5.2.18 Risk-Pro Control Management Committee

**Added Named Insured: Minutes:**

**Waskatenau Pryveet Dance Club**

a. Minutes: December 2, 2020. ©

5.2.19 Smoky Lake Community Day Care Cooperative Committee

a. Melody Morton, Chair, The Pumpkin Patch Daycare, dated January 14, 2021 – Re: Reallocation of Funds Request. ©

**Recommendation:** Council's discretion.

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:** July 28, 2020. ©

b. **Minutes:** October 28, 2020. ©

5.2.23 Joint Municipalities:

5.2.24 Smoky Lake Agricultural Society

5.2.25 Intermunicipal Collaboration Committee

5.2.26 Citizens-on-Patrol Association

5.2.27 Ukrainian Twinning Committee

a. **Meeting Notes:** November 16, 2020. ©

## 6. Correspondence:

1. Craig Copeland, Mayor, City of Cold Lake, dated December 3, 2020 – Re: Concerns regarding access to the Government of Canada’s “COVID-19 Alert” mobile application. ©  

Recommendation: Acknowledge receipt.
2. Victoria Home Guard Historical Society: Victoria Mission No. 60 – November 2020. ©  

Recommendation: File for information.
3. Graham Fleet, Senior Manager, Government and Public Affairs Alberta, Xplornet Communications Inc., dated December 24, 2020 – Re: Xplornet Communications Inc. Letter of Support Request for Upcoming UBF Application. ©  

Recommendation: That Smoky Lake County provide a letter of support to Xplornet Communications Inc. for their grant application to the Universal Broadband Fund, for funding assistance for the improvement of connectivity and high-speed internet in rural Alberta.
4. Local Authorities Election Forms Amendment Regulation and Frequently asked Questions dated December 11<sup>th</sup> and 18<sup>th</sup>, 2020. ©  

Recommendation: Acknowledge receipt.
5. Maureen Bracke, Wellbeing Coach, Living Strong Program Lead, Alberta Council on Aging, dated December 22, 2020 – Re: Living Strong Program. ©  

Recommendation: Promote and support the Living Strong Program.
6. Federation of Canadian Municipalities (FCM) Membership Invoice 2021-2022. ©  

Recommendation: Renew membership for 2021-2022 in the amount of \$730.08.
7. Reynolds, Mirth, Richards and Farmer LLP (RMRF) 36<sup>th</sup> Annual Law Seminar – February 4-5, 2021 (Virtual). ©  

Recommendation: Who can attend-attend.
8. Lindsay Skoreyko, Senior Surface Land Administrator, Paramount Resources Ltd., dated December 18, 2020 – Re: Surrender Notice of Surface Rights. ©  

Recommendation: Acknowledge receipt of surrender notice.
9. Danny and Kathy Bittner, dated January 2021 – Re: Approval Request for access and tree clearing of undeveloped Road Allowance. ©  

Recommendation: To allow Mr. Bitner to clear a 5.0 metre wide path (see attached sketch) within the undeveloped road allowance, commencing at the northern property line of the lands legally described as NE-31-60-15-W4, in a northerly direction, for the purpose of erecting a fence on his northern property line.
10. Summary: Thank You’s received to Smoky Lake County for the Months of December 2020 and January 2021 – None received.

11. **Information Releases:** Months of December 2020 and January 2021. ©

Recommendation: **December:** R77-20 to R79-20 and R81-20 to R82-20 be filed for information. R80-20 be acknowledged receipt of information.

**January:** R02-21 to R03-21 and R05-21 to R07-21 be filed for information and R01-21 and R04-21 be acknowledged receipt of information.

7. **Delegation(s):**

1. Steven Leliuk @ 10:00 a.m. – Re: Waterfront access proposal. ©
2. Graham Fleet, Senior Manager, Government and Public Affairs Alberta, Xplornet Communications Inc. @ 1:00 p.m. – Re: UBF Application. ©

8. **Executive Session:**

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

10. **Bills and Accounts:**

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

12. **Adjournment**



Public Hearing Date: January 28, 2021  
Public Hearing Time: 9:15 a.m.

### VIRTUAL PUBLIC HEARING BACKGROUND

**PROPOSED BYLAW NAME & NO.:** Proposed Smoky Lake County Bylaw 1386-20

**APPLICANTS:** N/A

**PROPOSAL:** A Bylaw amending the Smoky Lake County Land Use Bylaw 1272-14 to provide provisions for campgrounds, campsites, recreational vehicle parks, shipping containers & tiny homes.

#### **BACKGROUND:**

- The Smoky Lake County Planning and Development Department has been made aware of numerous examples of campsites/campgrounds/recreational vehicle 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 types of development are not listed as a Permitted nor Discretionary Use in most of the Land Use Districts under the Land Use Bylaw.
- **CAMPsites/CAMPgrounds/RECREATIONAL VEHICLE PARKS**
  - The Planning and Development Department has also spoken with a number of developers who have shown an interest in developing campgrounds and recreational vehicle parks within Smoky Lake County.
  - Smoky Lake County wishes to address these deficiencies by providing greater clarity regarding provisions pertaining to campsites, campground and recreational vehicle parks, and by establishing a process whereby the Development Authority would be able to consider applications for these types of uses, and to establish conditions that could be enforced for these types of developments.
- **SHIPPING CONTAINERS**
  - The Planning and Development Department has experienced an increase in the number of Development Permit applications for shipping containers in recent months as many residents are responding to increased property theft and are looking for more secure means of storing their property. Moreover, shipping containers are easily acquired, are relatively cheap, 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 are convoluted and difficult to interpret. Smoky Lake County proposes to revise these provisions to provide greater clarity to residents.
- **TINY HOMES/DWELLINGS**
  - 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 requires



a minimum ground floor area of between 600 square feet and 750 square, depending on dwelling type and Land Use District. The Planning and Development Department has received a number of inquiries regarding whether small dwellings would be permissible. Smoky Lake County proposes adding a definition for “tiny homes” to the Land Use Bylaw and to eliminate the minimum ground floor area requirements for dwellings.

**SUMMARY OF EXISTING PROVISIONS IN THE LAND USE BYLAW:**

▪ **CAMP SITES/CAMPGROUNDS/RECREATIONAL VEHICLE PARKS**

○ **DEFINITIONS**

- **“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 or parcels for manufactured homes, cabins, hotels or boarding houses.
- **“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.
- **“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.
- **“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. Noon 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.
- **“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.
- **“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.

- **“Shipping container”** means a container which is used as a storage vault and includes sea/land/rail containers.

○ **PROVISIONS – 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 specification (i.e. servicing, traffic, environmental considerations, etc.) for the initial stage, as well as any subsequent stage 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 purpose 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 within 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 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.).

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 (32.0 ft.) in width;
- B. 25.0 m (82.0 ft.) in depth; and
- C. 325.0 sq. m (3,500.0 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.

○ **PROVISIONS – RECREATIONAL USES**

1. Recreational development shall be required 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.

○ **PROVISIONS – 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.

○ **PROVISIONS – 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 may require that the developer construct, upgrade, or pay to construct or upgrade necessary municipal infrastructure to service the development.

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 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 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.

▪ **SHIPPING CONTAINERS**

○ **DEFINITIONS**

- **“Shipping Container”** means a container which is used as a storage vault and includes sea/land/rail containers.

○ **PROVISIONS**

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.

**NOTICE:**

- Public Notice has been advertised for two weeks consecutively on social media and in newsprint in the Redwater Review on **December 23, 2020 and January 6, 2021**.
- Public Notice has also been posted on the Smoky Lake County website since **December 15, 2020**.
- The proposed changes to the Land Use Bylaw are included in the attached copy of Bylaw 1386-20.

**ATTACHMENTS:**

1. Proposed Bylaw 1386-20
2. Relevant Legislation
3. Notice of Public Hearing

Bylaw 1386-20

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

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**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.**

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**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 m<sup>2</sup> (1,200 ft<sup>2</sup>) 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



Public Hearing Date: January 28, 2021  
Public Hearing Time: 9:15 a.m.

## VIRTUAL PUBLIC HEARING – RELEVANT LEGISLATION

### Proposed Bylaw 1386-20: Amendment to Smoky Lake County Land Use Bylaw 1272-14

#### PUBLIC HEARINGS

*Municipal Government Act, R.S.A. 2000*

**Section 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 the bylaw, or
  - (b) before council votes on the resolution.
- (2) If a public hearing is held on a proposed bylaw or resolution, council must conduct the hearing during a regular or special council meeting.
- (3) A council by bylaw establish procedures for public hearings.
- (4) In the public hearing, council
- (a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outline 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 the representations made to it about a proposed bylaw or resolution at a public hearing and after considering any other matter it considers appropriate, 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 a public hearing is held must record the public hearing to the extent directed by council.

### **REQUIREMENTS FOR ADVERTISING**

*Municipal Government Act, R.S.A. 2000*

**Section 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, or
  - (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.
- (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) A 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**

*Municipal Government Act, R.S.A. 2000*

**Section 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 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 role 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 role 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 or 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 that is contiguous to the parcel of land that is being re-designated 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 notifications 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.





4612 McDougall Drive, PO Box 310, Smoky Lake, AB T0A 3C0  
Phone: 780-656-3730 Fax: 780-656-3668  
Email: [county@smokylakecounty.ab.ca](mailto:county@smokylakecounty.ab.ca) Website: [www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)

**NOTICE OF PUBLIC HEARING**  
**Land Use Bylaw Amendment**

Pursuant to Sections 230, 606 & 692 of the *Municipal Government Act*, R.S.A. 2000, Ch. M-26, Smoky Lake County Council hereby gives notice of its intention to adopt Proposed Bylaw 1386-20.

The purpose of the Proposed Bylaw 1386-20 is to amend the Smoky Lake County Land Use Bylaw 1272-14, to address Campgrounds, Campsites, Recreational Vehicle Parks, Shipping Containers & Tiny Homes.

**THEREFORE, TAKE NOTICE THAT pursuant to Sections 606 and 692 of the *Municipal Government Act*, a Public Hearing to consider the proposed Bylaw will be held:**

**The Public Hearing will be held as follows:**

**Place:** Online: <https://us02web.zoom.us/j/88263759866?pwd=MDRrYm5YVXFTUUNESk9TT2NvS1FWQT09>

**Phone:** 1-877-853-5257; **Meeting ID:** 882 6375 9866; **Passcode:** 893627

**Date:** Thursday, January 28, 2021

**Time:** 9:15 a.m.

**AND FURTHER TAKE NOTICE THAT anyone wishing to make a verbal or written representation may do so at the Hearing, or by providing the representation to the County's Chief Administrative Officer before 4:00 p.m. on Thursday, January 21, 2021. It would be beneficial for individuals to provide advance notice to the County at (780) 656-3730 of their intention to make a presentation at the hearing.**

**AND FURTHER TAKE NOTICE THAT a copy of the proposed Bylaws may also be inspected on the County's website [www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)**

**More information regarding the proposed Bylaw, please contact:**

Jordan Ruegg

Planning & Development Manager

Office: 780-656-3730

Cell: 780-65-5207

Email: [jruegg@smokylakecounty.ab.ca](mailto:jruegg@smokylakecounty.ab.ca)



**REEVE'S SCRIPT FOR VIRTUAL PUBLIC HEARING  
THURSDAY JANUARY 28, 2021 AT 9:15 A.M.**

Held online:

<https://us02web.zoom.us/j/88263759866?pwd=MDRrYm5YVXFTUUNESk9TT2NvS1FWQT09>

**Proposed Bylaw 1386-20: Amendment to Smoky Lake County Land Use Bylaw 1272-14**

Action	✓	Statements
<b>1.0 Opening</b>		
<b>Reeve:</b>		<p>I, <b>Craig Lukinuk</b>, the Reeve for Smoky Lake County, will preside over this Virtual Public Hearing regarding Proposed County Bylaw No. 1386-20: A Bylaw amending the Smoky Lake County Land Use Bylaw 1272-14 to provide provisions respecting campgrounds, campsites, recreational vehicle parks, shipping containers &amp; tiny homes.</p> <p>I declare this Virtual Public Hearing open at _____ (any time after 9:15 a.m. <u>not</u> before).</p> <p>Municipal Administration advice will be provided by <b>Jordan Ruegg, Planning and Development Manager, Smoky Lake County.</b></p> <p>Until such a time as it is your turn to speak, please remain muted, or the Recording Secretary may mute your microphone so as to not disrupt whoever is speaking.</p>
<b>Reeve:</b>		<p>I would, at this time, ask the CAO to confirm whether or not this Public Hearing has been advertised and Notice provided in accordance with the applicable legislation.</p>
<b>CAO:</b>		<p>Yes, it has Mr. Chairman.</p>
<b>Reeve:</b>		<p>I would ask the CAO to summarize the purpose of the Hearing.</p>
<b>CAO:</b>		<p>The purpose of this hearing is to consider the Proposed Bylaw 1386-20 which would amend the Smoky Lake County Land Use Bylaw 1272-14, adding provisions respecting campgrounds, campsites, recreational vehicle parks, shipping containers &amp; tiny homes.</p> <p align="center"><b>(Read into record the Public Hearing Background.)</b></p>
<b>Reeve:</b>		<p>The ground rules of the Hearing and the order of speaking will be:</p> <ol style="list-style-type: none"> <li>1) First, municipal administration will speak first to outline facts and present their recommendation on the proposed Bylaw;</li> </ol>

Action	✓	Statements
		<p>2) Second, members of the public will be given the opportunity to speak.</p> <p>3) Third, Municipal Administration staff will be given the opportunity to present closing remarks or address any of the issues or concerns presented;</p> <p>4) Fourth, Councillors will be given the opportunity to ask questions of Municipal Administration;</p> <p>Only Councillors may ask questions of speakers during the Hearing. If any persons wish to ask questions of a speaker, they must ask Council to ask the question on their behalf during their presentation, and Council will only ask the question if a Councillor wishes to have an answer;</p> <p>5) Finally, Council will then end the Hearing and consider the information received during the Hearing;</p> <p>Council will consider the representations made regarding the Bylaw and any other matter Council considers appropriate.</p>
<p><b>2.0 Staff Presentation</b></p>		
<p>Reeve:</p>		<p>Before hearing from the public, I would ask <b>Jordan Ruegg, Planning and Development Manager, Smoky Lake County</b>, to present a report on the proposed Bylaw.</p> <p><b>(Pause to allow Municipal Administrative Staff Presentation.)</b></p>
<p>Reeve:</p>		<p>Does Council have any questions or points of clarification they wish to ask of the municipal staff?</p> <p><b>(Pause to allow questions for Municipal Administrative Staff.)</b></p>
<p><b>3.0 Public Presentations via Written Submissions</b></p>		
<p>Reeve:</p>		<p>Before hearing from the members of the public present today, I would ask <b>Jordan Ruegg, Planning and Development Manager</b> to advise of any <u>written submissions</u> received.</p> <p><b>(Pause to allow Staff to read all written submissions into the record.)</b></p>
<p><i>After Municipal Staff is finished,</i></p> <p>Reeve:</p>		<p>Does Council have any questions or points of clarification they wish to ask of the planner and/or planning staff?</p> <p><b>(Pause to allow questions to Staff.)</b></p>

Action	✓	Statements
<b>4.0 Public Presentations at the Public Hearing</b>		
<b>Reeve:</b>		<p>We are now at the stage of receiving Presentations from the Public.</p> <p>Those wishing to speak will be signed in by the Recording Secretary, and called upon in the order in which they are signed in.</p> <p>All persons wishing to be heard at this Public Hearing <b>must</b>:</p> <ol style="list-style-type: none"> <li>I. <b>Introduce</b> yourself, giving both first and last name,</li> <li>II. <b>Indicate</b> whether you are speaking as an individual, as a business, or a community group,</li> <li>III. <b>Indicate</b> whether you are speaking in <b>Opposition</b> or in <b>Support</b>.</li> </ol> <p>Persons who do not properly introduce themselves, may be cut-off, and asked to do so.</p> <p>Again, until such a time as it is your turn to speak, please remain muted, or the Recording Secretary may mute your microphone so as to not disrupt whoever is speaking.</p> <p>In order to ensure that we hear from all parties, please limit your speaking time to no more than five/ten <b>(Reeve's choice)</b> minutes per person. If someone goes beyond this time, I may ask you to allow opportunity for someone else to speak.</p>
<b>Reeve:</b>		<p>I will now call upon persons who are wishing to speak to the proposed Bylaw.</p> <p>Please remember to introduce yourself by stating:</p> <ol style="list-style-type: none"> <li>1) your <b>name</b>,</li> <li>2) whether you are speaking as an individual, business, or community group, and</li> <li>3) confirm whether you are speaking in <b>OPPOSITION</b> or <b>SUPPORT</b>, of the Bylaw for the record.</li> </ol> <p>Council may ask presenters questions for the purpose of clarifying the speaker's comments. Council will not debate this matter during the Hearing.</p> <p>The decision regarding whether or not to approve further readings of the</p>

Action	✓	Statements
		Bylaw will be dealt with later on in the Council meeting.
<i>Public</i>		Record names here: _____ _____ _____ _____ _____ _____
<i>After each speaker is finished, Reeve asks Council:</i>		Does Council have any questions or points of clarification?  <b>(Pause to allow for questions.)</b>
<i>After all who signed in have spoken, Reeve:</i>		Is there anyone else who has joined or was <u>not signed in</u> AND <u>has not spoken</u> and wishes to speak?  <b>(Pause to allow for reply. Yes/No.)</b>  The Recording Secretary will sign in any additional speakers.  <b>(Pause to allow for questions.)</b>
<i>Public – Additional Speakers who have not already spoken:</i>		Record names here: _____ _____ _____ _____ _____ _____
<i>After each speaker, Reeve asks Council:</i>		Does Council have any questions or points of clarification?  <b>(Pause to allow for questions.)</b>
<b>5.0 Questions and Answers</b>		
<i>Following all comments from the public,</i>		At this time, does any Council member have any additional questions of any speaker or of the Planning & Development Manager or staff?

Action	✓	Statements
<i>Reeve asks Council:</i>		<b>Pause to allow for questions.</b>
<b>6.0 Closing Remarks</b>		
<i>Reeve:</i>		<p>There being no further presentations, I would like to thank all of the presenters for their comments. Council will take your comments into consideration when deciding upon this matter.</p> <p>I hereby declare this Virtual Public Hearing for the Proposed County Bylaw 1386-20: amending the Smoky Lake County Land Use Bylaw 1272-14, closed at _____ a.m.</p>

# VIRTUAL PUBLIC HEARING SIGN-IN SHEET

## PROPOSED SMOKY LAKE COUNTY BYLAW 1386-20

Thursday, January 28, 2021 AT 9:15 A.M.

**\*\*Speakers will introduce themselves after being called upon by the chairperson to speak to the proposed Bylaw\*\***

Name	I – Individual G – Group B – Business O – Other	Support/Opposed

**SMOKY LAKE COUNTY**

Minutes of the County Council Budget Meeting held on Thursday, November 26, 2020 starting at 9:09 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, Nov.26, 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	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present

\*\*\*\*\*

Members of Administrative Staff in attendance:

Doug Ponich – Public Works Manager	Virtually Present
Dave Kully – Public Works Shop Foreman	Virtually Present
Bob Novosiwsky – Public Works Foreman	Absent
Trevor Tychkowsky – Safety Officer	Virtually Present
Ed English – Peace Officer/Rec. Manager	Absent
Jordan Ruegg, Planning & Dev. Manager	Virtually Present
Kyle Schole, Planning & Dev. Assistant	Virtually Present
Carleigh McMullin – Ag. Fieldman	Virtually Present
Evonne Zukiwski – Communications Tech.	Virtually Present
Carole Dowhaniuk – GIS Tech.	Virtually Present
Scott Franchuk – Fire Chief	Virtually Present
Dave Franchuk – Env. Operations Manager	Virtually Present
Daniel Moric –Natural Gas Manager	Virtually Present

One Member of the Media: Smoky Lake Signal, was in attendance.

No Members of the Public were in attendance.

**2. Agenda:**

122-20: Orichowski

That the Smoky Lake County Council Budget Meeting Agenda for Thursday November 26, 2020 be adopted, as amended:

Additions to the Agenda:

1. COVID-19 Temporary Restricted Office Hours Open to Public.
2. Discussion: COVID-19 Measures Relating to Fire Permits.

Carried Unanimously.

**3. Minutes:**

No Minutes.



**4. Request for Decision:**

**Three Year Road Plan**

123-20: Orichowski

That Smoky Lake County Council **defer** further discussion of Policy Statement No. 03-18: 2021-2023 Three-Year Road Plan, for the purpose of incorporating a **Five-Year** Road Plan and possibly deferring the following Year-2021 Road Projects to Year-2022:

- Project No. R2112: Township Road 592 between Range Road 145 and Range Road 150 for 1.0 Mile at an estimated cost in the amount of \$22,000.00, and
- Project No. R2122: Township Road 592 between Range Road 142 and Range Road 143 for 1.0 Mile at an estimated cost in the amount of \$22,000.00,

to a future Budget Meeting.

Carried.

Jen Plamondon, P.Eng. Project Engineer, Associated Engineering Alberta Ltd., virtually joined the meeting, time 9:49 a.m.

Sara Wadlow, P.Eng. P.Eng. Project Manager, Associated Engineering Alberta Ltd., virtually joined the meeting, time 9:51 a.m.

**7. Delegation:**

**Associated Engineering Alberta Ltd.**

Virtually Present before Council from 9:51 a.m. to 10:21 a.m., was Jen Plamondon, P.Eng. Project Engineer, and Sara Wadlow, P.Eng. Project Manager, both of Associated Engineering Alberta Ltd. to discuss and present the Bridge Priority Plan for Years 2021-2025.

**Five-Year Bridge Priorities Program**

124-20: Orichowski

That Smoky Lake County Council approve the Bridge Priority Plan for Years 2021-2025, and acknowledge the bridge plan for Year-2020 in the amount of \$602,000.00 which was funded through the Strategic Transportation Infrastructure Program (STIP) and the Federal Gas Tax (FGT) fund, will be carried over to Year-2021 as there were not enough bids received for the bridge projects; and proceed to apply for the Year-2021 STIP funding for the following bridges:

Bridge File # BF	Location	Sufficiency/ Structural Rating	Investigations / Inspections / Design Status
13398	NW 07-60-12-W4M Range Road 130 South of Township Rd.602	44.9%/27.78% (29-July-2020)	- Preliminary Design completed in April 2016 - STIP application submitted in 2018 denied - STIP application to be submitted 2020 - Replace 2021
01772	NW 22-58-15-W4M Range Road 153 South of Township Rd. 584	48.9%/38.9% (26-Apr-2018)	- Preliminary Design completed in April 2016 - STIP application submitted in 2018 denied - STIP application to be submitted 2020 - Replace 2021
72828	NW 13-60-13-W4M Range Road 131 North of Township Rd. 602	59.0%/38.9% (11-Aug-2017)	- L2 Timber Coring Completed In 2010 - L2 Timber Coring Completed in 2019 - Assessment completed 2019 - STIP application to be submitted 2020 - Major Bridge Rehabilitation 2021
00849	NW 33-58-19-W4M Township Rd. 585A East of Highway 831	48.2%/38.9% (18-Feb-2016)	- Timber Coring completed 2010 - Timber Coring completed 2019 - Assessment letter updated 2019 - STIP application to be submitted 2020 - Major Bridge Rehabilitation 2021
70923	NW 20-59-15-W4M Range Road 155 North of Highway 28	48.2%/38.9% (18-Feb-2016)	- L2 Timber Coring Completed In 2010 - L2 Timber Coring Completed in 2019 - Assessment completed 2019 - STIP application to be submitted 2020 - Bridge Rehabilitation 2021

Carried.

Jen Plamondon, P.Eng. Project Engineer, Associated Engineering Alberta Ltd., virtually left the meeting, time 10:21 a.m.

Sara Wadlow, P.Eng. Project Engineer, Associated Engineering Alberta Ltd., virtually left the meeting, time 10:21 a.m.

One member of the Public virtually joined the meeting, time 11:05 a.m.

One member of the Public virtually joined the meeting, time 11:47 a.m.

### Draft Capital Budget

The Finance Manager presented the following Draft Capital Budget:

The Five-Year Capital Budget identifies the capital projects to be budgeted for in 2021, 2022, 2023, 2024, and 2025.

The **PROPOSED** 2021 plan will be funded by:

TOTAL FROM RESERVES	\$1,321,000
TOTAL FROM GRANTS	1,100,000
TOTAL FROM SALE OF ASSETS	218,500
<b>TOTAL FROM MUNICIPAL OPERATIONS</b>	<b>\$1,642,000</b>
TOTAL FROM GAS OPERATIONS	125,000

It consists of:

<b>Vehicle Replacement</b>	<b>842,000</b>
<b>Equipment Replacement</b>	<b>1,664,000</b>
<b>Building/Structure (new and capital repairs)</b>	<b>1,183,000</b>
<b>New Project/Assets</b>	
Finance Software	280,000
Mons Lake Beach	20,000
Heritage Signs	15,000
RR130 Widening Analysis	57,000
	<b>\$372,000</b>
<b>Transfer to reserve for future</b>	
Aerial Photos	15,000
Fire Equipment Replacement	10,000
Fire Truck	125,000
Fire Equipment Storage Shop	75,000
Infrastructure Line Replacement	50,000
RMO Station Replacement	70,000
	<b>\$ 345,000</b>
<b>Total Capital</b>	<b>\$4,406,000</b>

**Meeting Recessed** Meeting recessed for Lunch, time 12:05 p.m.

**Meeting Reconvened** The meeting reconvened on a call to order by Reeve Craig Lukinuk at 1:05 p.m. in the presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Planning and Development Assistant, Communications Technician, Agricultural Fieldman, Public Works Shop Foreman, Fire Chief, Natural Gas Manager, GIS Technician, Safety Officer, Environmental Operations Manager, Fire Chief, Recording Secretary, One Member of the Media and One Member of the Public.

One Member of the Public virtually joined the meeting, time 1:58 p.m.

**Five-Year Capital Budget**

- 125-20: Halisky That Smoky Lake County Council **Defer** the 2021 – 2025 Five-Year Capital Project Budget to the next scheduled Budget Meeting to allow time to incorporate changes including, but not limited to the following:
- reduce the Fire Truck Reserve contribution from 125,000 to 80,000,
  - reduce the Fire Building Reserves from 75,000 to 25,000,
  - remove the Public Works Wobbly Packer Purchase 33,000,
  - reexamine the sale prices of items to be sold,
  - retain the Agricultural Department's Spray Truck,
  - consider a 30x50' Natural Gas Pipe Shed.

Carried.

**Cost of Living (COLA)**

- 126-20: Gawalko That Smoky Lake County Council approve to not receive any Cost of Living (COLA) increment in Year-2021; in accordance with Policy Statement No. 08-18-07: Council Remuneration and Expenses, Section 3.1.2: Effective January 1st of each year, a Cost of Living increment rate (as established in the Statistics Canada - Consumer Price Index for the province of Alberta in the month of October from the previous year), will be automatically applied to Elected Officials salaries or R.R.S.P. unless a motion of Council determines otherwise.

Carried.

**Total Function Budget Year-2021**

- 127-20: Lukinuk That Smoky Lake County **defer** the Total Function Budget Year-2021 to the next scheduled Budget Meeting and to allow time to incorporate the changes to bring the budget down to a zero deficit as discussed at the November 26, 2020 Council Budget Meeting.

Carried.

**Addition to the Agenda:**

**COVID-19 Restricted Office Hours Open to Public**

- 128-20: Cherniwchan That Smoky Lake County Council in accordance with Policy Statement No. 01-11-04: Municipal Offices, approve the Main Office and Public Works Shop Office to be closed to the Public on Tuesdays and Thursdays, and from 12 Noon to 1:00 p.m. on Monday, Wednesday and Friday, effective November 30, 2020, for the purpose of accommodating staff shortages associated with the COVID-19 pandemic in response to mandatory public health measures as announced through Alberta's State of Public Health Emergency, declared on November 24, 2020; with the exception of prearranged scheduled appointments and with the understanding of regular internal business being continued behind closed doors.

Carried.

**Discussion on COVID-19 Measures Relating to Fire Permits**

Smoky Lake County Council held a brief discussion on COVID-19 concerns and measures impacting Fire Permit in respect to site inspections.

**Policy Statement No. 03-21-04: Backsloping Program**

- 129-20: Orichowski That Smoky Lake County Council defer discussion on Policy Statement No. 03-21-04: Backsloping Program to explore the implications of possibly increasing the amount which the applicant would receive for half of the cost of the project by an additional \$500.00 to a proposed maximum amount of \$2,500.00 per half mile, up to a maximum of 1 (one) mile, per year.

Carried.

**8. Executive Session:**

No Executive Session.

6. Correspondence:

No Correspondence

**Next County Council Budget Meeting**

130-20: Gawalko

The next Smoky Lake County Council Budget Meeting be scheduled for Friday, **December 11, 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.

Adjournment:

131-20: Lukinuk

That the Smoky Lake County Council Budget Meeting of November 26, 2020, be adjourned, time 3:13 p.m..

Carried.

\_\_\_\_\_  
REEVE

**S E A L**

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **December 10, 2020** at 9:05 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>ATTENDANCE</u>
		<u>Thursday, Dec. 10, 2020</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	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	Virtually Present
*****		

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
Communications Tech.	Evonne Zukiwski	Virtually Present
Regional Ec. Dev. Officer	Michelle Wright	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
Media	Smoky Lake Signal	Virtually Present
Media	Redwater Review	Absent
Public		None

**2. Agenda:**

204-20: Orichowski That the Smoky Lake County Council Meeting Agenda for Thursday, December 10, 2020, be adopted, as amended:

**Addition to the Agenda:**

1. Delegation: Mike Pelech, Westload Transport Ltd., Request for Reduction on Property Taxes.

Carried Unanimously.

**3. Minutes:**

**Minutes of October 8, 2020 – County Council Committee of the Whole - Administration**

205-20: Cherniwchan That the minutes of the **Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting** held on Thursday, October 8, 2020, be adopted as presented.

Carried.

**Minutes of October 22, 2020 – County Council Meeting**

206-20: Halisky That the minutes of the **Smoky Lake County Council Meeting** held on Thursday, October 22, 2020, be adopted as presented.

Carried.

**Minutes of October 22, 2020 – County Council Organizational Meeting**

207-20: Orichowski That the minutes of the **Smoky Lake County Council Organizational Meeting** held on Thursday, October 22, 2020, be adopted as presented.

Carried.

**Minutes of October 29, 2020 – County Council Committee of the Whole - Planning**

208-20: Gawalko

That the minutes of the **Smoky Lake County Council Committee of the Whole for the purpose of Planning Meeting** held on Thursday, October 29, 2020, be adopted as presented.

Carried.

**4. Request for Decision:**

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

209-20: Halisky

That Smoky Lake County Policy Statement No. 01-52-02: Municipal Accountability Program (MAP), be amended:

<b>Title: Municipal Accountability Program (MAP)</b>		<b>Policy No.: 52-02</b>
<b>Section: 01</b>	<b>Code: P-R</b>	<b>Page No.: 1 of 8</b>

<b>Legislation Reference:</b>	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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<b>Purpose:</b>	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.
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<b>Policy Statement and Guidelines:</b>	
<p><b>1. STATEMENT:</b></p> <p>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.</p> <p>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.</p> <p><b>2. OBJECTIVES:</b></p> <p>2.1 To promote an environment supportive of accountable, well-managed local government is to be compliance of <i>Municipal Government Act</i> 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.</p> <p>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.</p> <p><b>3. GUIDELINES:</b></p> <p>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 <i>Schedule "A": Municipal Accountability Program (MAP) Checklist</i> provides an overview of the type of information that will be reviewed.</p>	

<b>Title: Municipal Accountability Program (MAP)</b>		<b>Policy No.: 52-02</b>
<b>Section: 01</b>	<b>Code: P-R</b>	<b>Page No.: 2 of 8</b>

<b>Policy Statement and Guidelines:</b>	
<p>3.2 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>3.3 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>3.4 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><b>4. PROCEDURES:</b></p> <p>4.1 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>4.2 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>4.3 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>	

Section #1

Schedule "A"

Policy 52-02

MUNICIPAL ACCOUNTABILITY PROGRAM (MAP) CHECKLIST

**Legend**  
 A.M. All Municipal Accountabilities  
 B.M. Budgetary Management Act  
 C.M. Local Authorities Statutes Act  
 D.M. Strategic Management Act  
 E.M. Public Accession Act  
 F.M. County Information Act

TOPIC	LEGISLATION	STATUS	2019-2021	2022-2023	2024-2026
1 Municipal Accountability Program (MAP)	MOA: 271 - Approved in 2018	Public Statement No. 01-02	✓ online		
2 Reporting Bylaws	MOA: 265-270 (Regulation: 2002006)	Bylaw No. 107-02 Resolution: 175-02 - April 28, 2002	✓ online		
3 Advertising / Notification	MOA: 186-197	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
4 Council Adherence to Act	MOA: 186-197	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
5 Council Meeting Minutes	MOA: 172, 164, 165, 167, 204, 220	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
6 Bylaw Enforcement Bylaws	MOA: 193-208	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
7 Code of Conduct Bylaws	MOA: 148-1 Regulation: 2002017	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
8 CAO Bylaws and Appointment	MOA: 205	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
9 Procurement Bylaws	MOA: 143(3)	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
10 Designated Officers	MOA: 216, 254.3, 458.1, 827.1(2)	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
11 Meeting Orders	MOA: 187	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
12 Resolution bylaws and bylaw amendment	MOA: 65-88, 191	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
13 Procedural meeting Bylaws	MOA: 147, 188	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
14 Petitions	MOA: 182-185	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
15 Voting	MOA: 182-185	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
16 Resolving of Proprietary Interest	MOA: 172	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
17 Discretionary Bylaws	MOA: 7	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
18 Utilities - Natural Gas	Discretionary	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
19 Utilities - Water	Discretionary	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
20 Emergency Advisory Committee	MOA: 842.1 & 842.4	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
21 Animal Control	MOA: 147, 188	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		

MUNICIPAL ACCOUNTABILITY PROGRAM (MAP) Checklist: Page 1 of 6.

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TOPIC	LEGISLATION	STATUS	2019-2021	2022-2023	2024-2026
22 Location of Municipal Office	MOA: 204	Public Statement No. 01-01	✓ online		
23 Organizational Structure	MOA: 182, 183	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
24 Organizational Meeting	MOA: 182, 183	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
25 Council Orientation and Training	MOA: 261.1	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
26 CAO Evaluation	MOA: 264.1	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
27 Council-CAO Oversight	MOA: 183.1	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
28 Provision of Information to Council by the CAO	MOA: 183.1	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
29 Signage of Municipal Government	MOA: 213	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
30 Signage of roads, public places and public works	MOA: 182	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
31 Public presence at meetings	MOA: 187(1)	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
32 Closed Meetings	MOA: 187	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
33 Public Participation	MOA: 216.1 Regulation: 1832017	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
34 Request Meeting Change Notice	MOA: 183	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
35 Special Meeting Procedures	MOA: 194	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
36 Meetings through Electronic	MOA: 189	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
37 Consent Resolutions	MOA: 187	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
38 Fees and Charges	MOA: 216.1 Regulation: 1832017	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
39 Strategic Plan	MOA: 194	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
40 Policies	MOA: 189	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
41 Municipal Emergency Plan	EMA: 11-11.2 Regulation: 2002019	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
42 Municipal and Bylaws Library Boards	L.A. 54, 19 Regulation: 1411999	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		

MUNICIPAL ACCOUNTABILITY PROGRAM (MAP) Checklist: Page 2 of 6.

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TOPIC	LEGISLATION	STATUS	2019-2021	2022-2023	2024-2026
43 Operating Budget	MOA: 243-244	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
44 Capital Budget	MOA: 243-244	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
45 Financial Records and Receipts	MOA: 288.1	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
46 Financial Reporting to Council	MOA: 229	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
47 Designation of Financial Institutions	MOA: 229	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
48 Procurement Policy	MOA: 212.1	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
49 Procurement	MOA: 212.1	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
50 Policy Items / Insurance	MOA: 212.1	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
51 Audit Appointment	MOA: 288.1	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
52 Audited Financial Statements / Audit Report	MOA: 278, 291	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
53 Salary and benefit disclosure	MOA: 217 Regulation: 1920009	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
54 Auditor's Management Letter	MOA: 281	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
55 Three-year Operating Plan	MOA: 285.1 Regulation: 1820017	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		
56 Five-year Capital Plan	MOA: 285.1 Regulation: 1820017	Bylaw No. 108-01, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7 Bylaw No. 102-12, 1 to 6 & 7	✓ online		

MUNICIPAL ACCOUNTABILITY PROGRAM (MAP) Checklist: Page 3 of 6.

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TOPIC	LEGISLATION	STATUS	2018-2021	2022-2025	2026-2029
37 Property Tax Bylaw Contents Review Meeting to Assessment Sub-Committee Report	MGA: 323,333-338 Regulation: 282/2017	Bylaw No. 1234-20 Resolution 255-20 - May 6, 2020	Review: 2021		
38 Assessment Review Board Bylaw	MGA: 454-456 Regulation: 291/2017	Bylaw No. 1231-17 Appointments: Resolutions 11-20 and 13-20 October 23, 2020 Organizational Meeting - members appointment Appointment of Assessment - Bylaw 1235-11 Assessment review board's work			
39 Tax Roll: Preparation and Contents	MGA: 283-334	Tax roll: preparation completed and sent to taxpayers in accordance with MGA requirement.			
40 Tax Recovery	MGA: 413, 458, 504	Tax recovery in accordance with MGA requirement.			
41 Tax Agreement	MGA: 284,2(1)	Policy document No. 12-21			
42 Assessment and Tax Roll	MGA: 284,2(1) 307, 307, 328	In accordance with MGA requirement			
43 Tax Arrears List	MGA: 412, 418, 458, 503, 503, 508	The county's tax arrears list has been prepared and submitted to the Registrar as required before the March 31 deadline.  Copy of 2019 and 2020 arrears list.  The list is posted on the municipal in the county office.			
44 Tax Penalties	Discretionary	Bylaw No. 1139-13			
45 Certification of the date of mailing of assessment and tax rolls	MGA: 310-211 333-338	Notice of preparation of the assessment roll and mailing of assessment and tax rolls carried by the CAO, which was published in the local newspaper. (Page 12, 2020) - copy provided.			
46 Preparation and content of Assessment Notices	MGA: 308-308	Assessment Notices and Tax Notices are prepared. Copy provided.			
47 Tax Sale	MGA 416, 438, 508	The last tax sale followed the process outlined in legislation and the Municipal Office Tax Recovery manual. 2021 Property Tax Sale: Resolutions 123-17 - December 14, 2017 Resolutions: August 28, 2018 - Motion 1 889-18			

MUNICIPAL ACCOUNTABILITY PROGRAM (MAP) Checklist: Page 4 of 6.

TOPIC	LEGISLATION	STATUS	2018-2021	2022-2025	2026-2029
58 Subdivision Authority and Development Authority	MGA: 623-628	Bylaw No. 1244-18 Resolution 128-19 - May 28, 2019 Applicable: Resolutions 10-18 - December 24, 2018 - annually at the Organizational Meeting	Review: 2021		
59 Subdivision and Development Appeal Board	MGA: 627,628 Regulation: 182/2017	Bylaw No. 1241-18 Resolution 105-18 - May 23, 2019 Applicable: Resolutions 10-18 - October 14, 2018 - annually at the Organizational Meeting; Members: 6-18			
76 Subdivision Applications and Decisions	MGA: 653, 653, 1, 670 Regulation: 432/2013	Subdivision applications and decisions are processed by County Planning staff and the Municipal Planning Commission.			
71 Municipal Development Plan	MGA: 290,606, 632, 641, 662	Bylaw No. 1348-12 Resolution 201-12 - January 31, 2012 Public Hearing: 12-12			
72 Municipal Planning Commission	MGA: 628	Bylaw No. 1241-18 Resolution 128-19 - May 28, 2019 Applicable: Resolutions 10-18 - October 14, 2018 - annually at the Organizational Meeting			
73 Land Use Bylaw	MGA: 250, 458, 458, 640, 640, 640(1), 662(1) Regulation: 422/2013	Resolution 105-14 - December 4, 2014 Public Hearing: Ad - West Roscoe August 18, 2014			
74 IDP: Inter-municipal Development Plan(s)	MGA: 226, 508, 631, 638, 682, 702, 28, 708, 3	Development Letter: Lax Lake Station Bylaw No. 1238-18 - County of Peace Hills No. 21 Bylaw No. 1234-18 - County of St. Paul No. 19 Bylaw No. 1236-18 - Village of Westlock Bylaw No. 1234-17 - Village of Westlock Bylaw No. 1238-18 - Village of Westlock			
78 IDC: Inter-municipal Collaborative Committee	MGA: 708,33 Regulation: 191/2017	Bylaw No. 1238-18 - Lax Lake Station Bylaw No. 1238-18 - County of Peace Hills No. 21 Bylaw No. 1234-18 - County of St. Paul No. 19 Bylaw No. 1236-18 - Village of Westlock			
79 Development Permits: Application and Decisions	MGA: 682,1,688, 697	Bylaw No. 1235-13			
77 Public Hearing Procedures: Planning	MGA: 682, 692, 2	No ILCM required plan is filed.			
79 Alberta Land Stewardship Act Regional Plans	MGA: 708,33	County is not a member of a Smoky Mountains Regional Council.			
79 Growth Management Boards	MGA: 658,1	The County has a number of Growth Management Boards.			
80 Planning Policies: Public List	MGA: 658,1	The County has a number of Growth Management Boards.			

MUNICIPAL ACCOUNTABILITY PROGRAM (MAP) Checklist: Page 5 of 6.

TOPIC	LEGISLATION	STATUS	2018-2021	2022-2025	2026-2029
81 Returning Officer and Deputy Returning Officer Cuts	LAEC: 19 Regulation: 106/2007	Resolution 388-07 - February 18, 2007 Bylaw appointment - Post by the County 2017 Bylaw election, and election officer took the responsibility with. Copies of the official cuts retained by the County - Letter sent: February 22, 2017 Municipal Plan: 4-126-2017	Review: 2021		
82 Substitute Returning Officer Appointment	LAEC: 19(2.1)	Bylaw 47-06-06, passed July 31, 1988 substitutes a fee for withdrawal of nomination papers.			
83 Election nomination forms and procedures	LAEC: 27, 28, 1, 54, 67	The county issues a copy of the election ballot return - Municipal Plan: 4-126-2017			
84 Ballot Account	LAEC: 66-66, 64, 100	The county issues and provides specific ballot return - Municipal Plan: 4-126-2017			
85 Vote by Mail Ballot	LAEC: 101	The county does not provide specific ballot return - Municipal Plan: 4-126-2017			
86 Disposition of election materials	LAEC: 147.4	No campaign contributions are collected by County candidates.			
87 Election campaign disclosure statements	LAEC: 147.4	The County does not issue a notice requiring additional disclosures to election candidates.			
88 Proof of Eligibility	LAEC: 9-8	Old Form 281 (revised on August 8, 1971) Resolution: June 10, 2017 - Motion 8 827-17 1995 Election Services Act			

MUNICIPAL ACCOUNTABILITY PROGRAM (MAP) Checklist: Page 6 of 6.

Carried.

**Bylaw No. 1385-20: Designation of Ferry Crossing as a Municipal Historic Area**

210-20: Halisky

That Smoky Lake County Bylaw No. 1385-20: Designation of Ferry Crossing as Municipal Historic Area, being a bylaw for the purpose of designating six former Ferry Crossings as Municipal Historic Areas along the North Saskatchewan River, described as: **Waskatenau Crossing**, at NE-32-58-19-W4, **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-W4, and **Desjarlais Crossing**, at SE-11-57-14-W4, be given **FIRST READING**.

Carried.



Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1385-20: Designation of Ferry Crossing as Municipal Historic Area**, being a bylaw for the purpose of designating six former Ferry Crossings as Municipal Historic Areas along the North Saskatchewan River, described as: **Waskatenau Crossing**, at NE-32-58-19-W4, **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-W4, and **Desjarlais Crossing**, at SE-11-57-14-W4, be given **SECOND READING**.

Carried.

Moved by Councillor Orichowski that Smoky Lake County **Bylaw No. 1385-20: Designation of Ferry Crossing as Municipal Historic Area**, being a bylaw for the purpose of designating six former Ferry Crossings as Municipal Historic Areas along the North Saskatchewan River, described as: **Waskatenau Crossing**, at NE-32-58-19-W4, **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-W4, and **Desjarlais Crossing**, at SE-11-57-14-W4, be given **PERMISSION for THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Cherniwchan that Smoky Lake County **Bylaw No. 1385-20: Designation of Ferry Crossing as Municipal Historic Area**, being a bylaw for the purpose of designating six former Ferry Crossings as Municipal Historic Areas along the North Saskatchewan River, described as: **Waskatenau Crossing**, at NE-32-58-19-W4, **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-W4, and **Desjarlais Crossing**, at SE-11-57-14-W4, be given the **THIRD and FINAL READING** and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

**Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation**

211-20: Orichowski

That Smoky Lake County **Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation**, being a bylaw for the purpose of designating the Rubuliak Ukrainian House on the lands legally described as Plan 9720834, Lot 2, in accordance with the Section 26 and 27 of the Alberta Historical Resources Act, R.S.A. 2000, c. H-9, as amended, be given **FIRST READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation**, being a bylaw for the purpose of designating the Rubuliak Ukrainian House on the lands legally described as Plan 9720834, Lot 2, in accordance with the Section 26 and 27 of the Alberta Historical Resources Act, R.S.A. 2000, c. H-9, as amended, be given **SECOND READING**.

Carried.

Moved by Councillor Cherniwchan that Smoky Lake County **Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation**, being a bylaw for the purpose of designating the Rubuliak Ukrainian House on the lands legally described as Plan 9720834, Lot 2, in accordance with the Section 26 and 27 of the Alberta Historical Resources Act, R.S.A. 2000, c. H-9, as amended, be given **PERMISSION for THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation**, being a bylaw for the purpose of designating the Rubuliak Ukrainian House on the lands legally described as Plan 9720834, Lot 2, in accordance with the Section 26 and 27 of the *Alberta Historical Resources Act, R.S.A. 2000, c. H-9, as amended*, be given the **THIRD and FINAL READING** and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

**Bylaw No. 1386-20: Land Use Bylaw 1272-14 Amendment for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes**  
212-20: Halisky

That Smoky Lake County **Bylaw 1386-20: Land Use Bylaw 1272-14 Amendment for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes**, being a bylaw for the purpose of amending the Land Use Bylaw No. 1271-14, be given **FIRST READING**, and schedule a **Public Hearing** for the said bylaw **at the January 28, 2021 County Council meeting**, and advertise the said Public Hearing, in the local newspapers for two consecutive weeks, in accordance with section 230 and section 606 of the *Municipal Government Act*, as well as on the County's website, social media platforms and at the County office.

Carried.

One member of the Media: The Review, virtually joined the meeting, time 9:42 a.m.

**International Dark-Sky Association (IDA) - Dark Skies Nomination and Designation**

213-20: Lukinuk

That Smoky Lake County proceed with investigating the feasibility and next steps of pursuing a Nomination of, and Designation as, a Dark Sky Community under the International Dark-Sky Association (IDA), for the purpose of providing leadership in reducing light pollution and promote responsible outdoor lighting that is beautiful, healthy, and functional.

Carried.

Two members of the Public, virtually joined the meeting, time 10:01 a.m.

#### 7. **Delegation:**

**Allen Wayne Pirnak, Landowner – Access to Land**

Virtually Present before Council was Mr. Allen Wayne Pirnak, Landowner along with Roman Konowalec, Adjacent Landowner from 10:04 a.m. to 10:25 a.m. to request reasonable access to Mr. Pirnak's land, legally described as NW-1-60-17-W4, via the County's undeveloped road allowance.

**Bylaw No. 1387-20: Planning and Development Fees**

214-20: Orichowski That Smoky Lake County **Bylaw No. 1387-20: Planning and Development Fees**, being a bylaw for the purpose of establishing fees for Development Permits, Land Use Bylaw Amendments, New Statutory Plans, and other Planning and Development related activity, be given **FIRST READING**.

Carried.

Moved by Councillor Cherniwchan that Smoky Lake County **Bylaw No. 1387-20: Planning and Development Fees**, being a bylaw for the purpose of establishing fees for Development Permits, Land Use Bylaw Amendments, New Statutory Plans, and other Planning and Development related activity, be given **SECOND READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1387-20: Planning and Development Fees**, being a bylaw for the purpose of establishing fees for Development Permits, Land Use Bylaw Amendments, New Statutory Plans, and other Planning and Development related activity, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1387-20: Planning and Development Fees**, being a bylaw for the purpose of establishing fees for Development Permits, Land Use Bylaw Amendments, New Statutory Plans, and other Planning and Development related activity, be given the **THIRD and FINAL READING** and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

**Policy Statement No. 61-05-05: Planning and Development Fees**

215-20: Halisky That Smoky Lake County Policy Statement No. 61-05-05: Planning and Development Fees, be **RESCINDED** due to the fees being legislated through Bylaw No. 1387-20: Planning and Development Fees, as of December 10, 2020.

Carried.

**Lamont County Intermunicipal Development Plan (IDP) Proposed Bylaw No. 1383-20**

216-20: Halisky That Smoky Lake County proceed with the Public Participation process in accordance with Policy Statement No. 01-51-01, for the proposed Bylaw No. 1383-20: Lamont County Intermunicipal Development Plan (IDP), and determine a date, in early 2021, for the public to *virtually* participate due to the ongoing COVID-19 pandemic; and advertise the Public Notice in regard to same, accordingly in the Smoky Lake Signal and the Review newspapers for two consecutive weeks, as well as on the County's website, social media and at the County office.

Carried.

**Lamont County - Intermunicipal Collaboration Committee (ICC) Meeting**

217-20: Cherniwchan That Smoky Lake County schedule a meeting on a mutually agreed upon date to be determined in early 2021, in conjunction with Lamont County for an Intermunicipal Collaboration Committee (ICC) Meeting, to be held concurrently with the virtual public participation for proposed Bylaw No. 1383-20: Lamont County Intermunicipal Development Plan (IDP).

Carried.

**Bylaw No. 1371-20: Smoky Lake County Regional Heritage Board**

218-20: Gawalko That Smoky Lake County Council **Bylaw No. 1371-20: Joint Agreement for the Regionalization of the Smoky Lake County Regional Heritage Board (SLCRHB)**, for the purpose of establishing and governing the Smoky Lake County Regional Heritage Board, be given **FIRST READING**; and schedule a Smoky Lake Region Intermunicipal Collaboration Committee (ICC) meeting on a mutually agreed upon date to be determined congruently with each respective municipality, to jointly continue work and further refinement of Bylaw No. 1371-20.

Carried.

Scott Franchuk, County Fire Chief, virtually joined the meeting, time 10:57 a.m.

**7. Delegation:**

**Steven Leluik, Landowner - Waterfront Access Proposal**

Virtually Present before Council from 11:00 a.m. to 11:21 a.m. was Mr. Jordan Ruegg, Planning and Development Manager, as requested on behalf of, and in the absence of, Steven Leluik, Landowner, to share Mr. Leluik's power point presentation proposing waterfront access.

219-20: Lukinuk

That Smoky Lake County thank Mr. Steve Leluik, Landowner, for his proposal requesting waterfront access to his lake lot property, dated December 10, 2020, and notify him of the Council's decision to take no action until further information is available from the province in respect to provincial approvals of mooring structures, and advise him of the public waterfront access from Lot 28.

Carried.

**Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.31 acres)**

220-20: Lukinuk

That Smoky Lake County defer to Administration to seek a reasonable market value of the land legally described as Pt. SW-6-59-15-W4M, Property Tax Roll No. 15590622, containing 0.31 acres (more or less), prior to considering the Expression of Interest, dated October 13, 2020, received from the Alberta Infrastructure, Government of Alberta, in the amount of \$705.00 to purchase the said lands in accordance with County Policy Statement No. 61-10-01: Disposition of County Owned Property.

Carried.

11:43 to 11:48 a.m.

**9. Public Question and Answer Period:**

Hank Holowaychuk, Member of the Public:

With the Environmental Reserve at Whitefish Lake is there an Area Structure Plan for that? And how much public involvement is there for determining Environmental Reserve? And what is the amount of employment that Smoky Lake Tree Nursery has brought to the region?

Gene Sobolewski, Chief Administrative Officer:

Determining Environmental Reserve does not require a public hearing, but the subdivision process does. The Act is clear that the intent of Environmental Reserve is to maintain the land in a natural state.

Kyle Schole, Planning and Development Assistant:

There is an Area Structure Plan for Whitefish Lake.

The amount of employment that Smoky Lake Tree Nursery has brought to the region is unknown but has been significant over time.

**Town of Smoky Lake - Harvest Gold Drive**

221-20: Gawalko

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.

Carried.

**Policy Statement No. 08-19-02: Smoky Lake County Community Learning Council Program – Legal Host Agreement**

222-20: Halisky

That Smoky Lake County Policy Statement No. 08-19-02: Smoky Lake County Community Learning Council Program – LEGAL HOST AGREEMENT be amended; and acknowledge Public Participation is not required as the amendment is a legislative requirement:

<b>Title:</b> Smoky Lake County Community Learning Council Program - LEGAL HOST AGREEMENT	<b>Policy No.:</b> 19-02
<b>Section:</b> 08	<b>Code:</b> P-1
<b>Page No.:</b> 1 of 5	<b>E</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	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 to 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.

<b>Title:</b> Smoky Lake County Community Learning Council Program - LEGAL HOST AGREEMENT	<b>Policy No.:</b> 19-02
<b>Section:</b> 08	<b>Code:</b> P-1
<b>Page No.:</b> 2 of 5	<b>E</b>


**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 2018, 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": Legal Host Agreement.
  - 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.

Section 08 Policy: 19-02


**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, 1875 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 as 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 loss 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 hereafter 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.

Schedule "A": Legal Host Agreement Page 3 of 5.

Section 08 Policy: 19-02

**LEGAL HOST AGREEMENT: Continued** **Schedule "A"**

Page 2 of 3

**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 authorities; 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.

Schedule "A": Legal Host Agreement Page 4 of 5.

Section 08 Policy: 19-02

**LEGAL HOST AGREEMENT - Continued** **Schedule "A"**

Page 3 of 3.

**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 Horniuk – Executive Program Coordinator	Date
Lydia Ciekin – 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
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Schedule "A": Legal Host Agreement Page 3 of 3.

Carried.

**Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) - Thorhild County**

223-20: Orichowski

That Smoky Lake County Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) Between Smoky Lake County and Thorhild County, for the purpose of adopting the ICF, be given **FIRST READING**; and proceed in conjunction with Thorhild County to develop an agreement outside of the ICF in respect to road maintenance, which identifies liability and severability, and cost share the fees for legal review of the said agreement at 50/50 with Thorhild County, and engage the mutual Municipal Solicitor: Brownlee LLP to perform the legal review which is to be presented to each respective Council prior to giving Bylaw 1368-20 Second Reading.

Carried.

**Meeting Recessed**

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

**Meeting Reconvened**

The meeting reconvened on a call to order by Reeve Craig Lukinuk at 12:44 p.m. in the presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager; and virtual presence of the Planning and Development Manager, Planning and Development Assistant, Communications Technician, Community Economic Development Officer, Public Works Manager, Natural Gas Manager, GIS Technician, Recording Secretary, one member of the Public and two Members of the Media.

**County Dog Shelter Caretaker Service Agreement**

224-20: Cherniwchan That Smoky Lake County, in accordance with Bylaw No. 1344-19: Dog Control, execute an agreement with Kountry Kennel c/o Diana Bochar, to designate a County Dog Shelter with animal caretaking services on the lands legally described as SE 1-61-18-W4, 61014 Range Road 180, for a Five (5) Year Term: January 1, 2021 to December 31, 2025 including yearly reporting protocol outlining the number of animals surrendered to the said shelter and mandatory inspections performed by the County's Animal Control Officer.

Carried.

**Addition to the Agenda:**

**Delegation: Mike Pecuh, Hardrock Contracting / Westload Transport**

Virtually Present before Council was Mr. Mike Pecuh, Owner, Hardrock Contracting / Westload Transport, from 1:13 p.m. to 1:23 p.m. to request a property tax reduction due to a change of his mailing address.

**Municipal Election 2021 Update – Report No. 1**

225-20: Halisky That Smoky Lake County Council acknowledge receipt of the Municipal Election 2021 Update - Report No. 1, prepared by the Assistant Chief Administrative Officer, dated November 30, 2020, outlining the planning and preparations underway in advance of the October 2021 Municipal Election, and the changes to the Local Authorities Election Act (LAEA) which are relevant to Smoky Lake County.

Carried.

**Watershed Resiliency and Restoration Program**

226-20: Orichowski That Smoky Lake County prepare and submit, an application to the Watershed Resiliency and Restoration Program 2020-2021 through Alberta Environment and Parks (AEP), prior to the application deadline of January 4, 2021, for the purpose of improving flood and drought resiliency, through restoration and enhancement of watersheds; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds, should the said application be successful.

Carried.

**Wetland Replacement Program Memorandum of Understanding**

227-20: Halisky 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.

Carried.

**Property Tax Write Off Request for Rolls 17593620 & 17593630**

**Delegation: Mike Pecuh, Hardrock Contracting / Westload Transport**

228-20: Gawalko That Smoky Lake County Council deny the request from the December 10, 2020, delegation: Mr. Mike Pecuh, Owner, Hardrock Contracting / Westload Transport, for a property tax penalty cancellation in the total combined amount of \$338.64 for Property Tax Rolls 17593620 & 17593630, claiming his tax notice was not received due to a change in his mailing address of which, no notice was submitted to the County, and as per the Municipal Government Act, Section 337, a tax notice is deemed to have been received 7 days after it is sent.

**Defeated**

**Defeated.**



**Property Tax Write Off Request for Rolls 17593620 & 17593630**

**Delegation: Mike Pecuh, Hardrock Contracting / Westload Transport**

229-20: Lukinuk

That Smoky Lake County Council reduce the amount of penalties on Property Tax Rolls 17593620 & 17593630, by 50%, in the total combined amount from \$338.64 to the amount of \$169.32, in response to the December 10, 2020 delegation: Mr. Mike Pecuh, Owner, Hardrock Contracting / Westload Transport, as Council considers it equitable to do so.

Carried.

**5. Issues for Information:**

**Chief Administrative Officer's Report**

The Chief Administrative Officer provided a report to Council for the period of October 15, 2020 to December 4, 2020:

**Legislative/Governance:**

- Met with RMA - conversation regarding amalgamation and the legislation, process, requirements, study funding, options, etc..
- 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 November.
- Various Commission meetings in regard to various legal issues.

**Administrative:**

- Remembrance Day Ceremonies: Donated \$200.00 to the Smoky Lake Legion Branch No. 227 and to the Waskatenau Legion Branch No. 261.
- Police Survey: Completed with Council - Submitted November 3, 2020.

**Financial:**

- Plex-Glass Update: Material arrived November 24, 2020 Installation in Council Chambers anticipated on December 09, 2020.

**Human Resources:**

- Implemented additional COVID-19 - Notice to Employees: Wear Mask in the Workplace - effective November 16, 2020.
- Memorandum sent to all Staff from CAO: County to follow recommendations in regard to the Chief Medical Officer – COVID Restrictions.
- Held at Staff Meeting, October 27, 2020.
- Local Authorities Election Training for Year 2021 Module 2: November 19, 2020.
- Nominations was competed by three employees. Nominations
- Packages will be ready for release: January 4, 2021.

**Community:**

- 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.
- Sent COVID protocols to staff in regard to latest requirements and recommendations from the Chief Medical Officer.
- Attended various Tourism meetings.

**Training:**

- Legislative Services: Lydia Cielin, Patti Priest and Jenna Pelech completed a free Election Training Module on Nominations to be

of assistance to the Returning Officer, when required.

- Legislative Services: Patti Priest received a Certificate of Completion on "Protecting Privacy in Alberta Public Bodies": FOIP – Privacy Training Program in November 2020 from Cenera.

**Village of Vilna – Amalgamation**

230-20: Orichowski That Smoky Lake County continue discussions with the Village of Vilna in early 2021, in respect to the verbal information received by the County's Chief Administrative Officer, Assistant Chief Administrative Officer and Finance Manager while attending a virtual meeting held on November 10, 2020, with representatives from Rural Municipalities of Alberta (RMA), in regard to amalgamation legislation, process, requirements, study funding, options, etc.

Carried.

**Smoky Lake Legion Branch No. 227 and to the Waskatenau Legion Branch No. 261**

231-20: Halisky That Smoky Lake County Council approve action taken in donate funding in the amount of \$200.00 to each of the Royal Canadian Legion Halls: Smoky Lake Legion Branch No. 227 and Waskatenau Legion Branch No. 261, for the Reembrace Day Ceremonies held on November 11, 2020, which were held with restricted attendance and outdoors to accommodate social distancing measures due to the COVID-19 pandemic.

Carried.

**COVID-19 - Wear Mask in the Workplace**

232-20: Cherniwchan That Smoky Lake County Council approve action taken in implementing an additional COVID-19 pandemic measure, effective November 16, 2020, including wearing a non-medical mask when walking about inside County offices to reduce the spread of COVID-19.

Carried.

**COVID-19 - Memorandum to all Staff**

233-20: Orichowski That Smoky Lake County Council acknowledge action taken by the Chief Administrative Officer in providing a memorandum, dated November 20, 2020, to all staff in regard to following all recommendations from the Chief Medical Officer of Alberta, in respect to the COVID-19 pandemic restrictions.

Carried.

**Financial Statements**

As annexed to the minutes:

↳ September/October 2020.

**Action List(s)**

Action Lists:

- 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.

**Chief Administrative Officer's Report**

234-20: Halisky That Smoky Lake County's Chief Administrative Officer report for the period of October 16, 2020 to December 4, 2020, be accepted and filed for information.

Carried.

**5. Issues for Information:**

**Finance Manager's Report:  
Actual to Budget Report**

Brenda Adamson, Finance Manager provided an updated Financial Report for the period of October 16, 2020 to December 3, 2020.

**Property Tax Write Off Request**

235-20: Lukinuk That Smoky Lake County Council take no action to the Owner's request to write off penalties on their Property Tax Roll numbers: 14592030, 14600710, 14600840, 15601320, and 15601321, and the Owner's claim of their cheque being posted in the mail on October 1, 2020, as the County has not received the cheque and the outstanding taxes have been paid.

Carried.

**Property Tax Write Off Request**

236-20: Gawalko That Smoky Lake County write off penalties in the amount of \$45.19 on Property Tax Roll numbers: 17620310, 17620320, 17620330, 17620340, 17620841, and 17621440, due to an administrative error at the time of payment, and in response to the Owner's request dated November 19, 2020.

Carried.

**Family and Community Support Services (FCSS) Grant**

237-20: Orichowski 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
The Victoria Trail Agricultural Society	to offer free gym sessions to seniors to help keep Seniors active and engaged and offset the current feeling of isolation and helplessness.	\$2,000.00

Carried.

**JMD Group LLP – Smoky Lake County Audit**

238-20: Halisky That Smoky Lake County acknowledge receipt of the letter from JMD Group LLP, dated November 10, 2020, in regard to the Yearend 2020 Audit Planning and the interim audit conducted on November 18-20, 2020.

Carried.

**Councillor Cherniwchan's RRSP Contribution**

239-20: Orichowski That Smoky Lake County Council approve to discontinue contributing Councillor Johnny Cherniwchan's Year-2021 Registered Retirement Savings Plan (RRSP) remuneration and alternatively direct the said remuneration into a Tax-Free Savings Account, due age ineligibility to contribute to RRSPs.

Carried.

**Finance Manager's Report**

240-20: Orichowski That the Smoky Lake County Financial Report prepared by Brenda Adamson, Finance Manager for the period of October 16, 2020 to December 3, 2020 be accepted for information.

Carried.

Reeve's Report:

Reeve Craig Lukinuk presented the following written report:



**Reeve's Report**  
For October 15, 2020 to November 30, 2020

October 22, 2020 – Council Organizational Meeting held virtually: (All Council)

<b>REEVE</b>	Craig Lukinuk (Chairman)	Alt:	
<b>DEPUTY REEVE</b>	Randy Orlichowski (Deputy)	Alt:	
<b>COUNCILLORS</b>	Craig Lukinuk (Deputy)	Lorne Halsky (Deputy)	Johnny Cherniwchan (Deputy)
<b>AGRICULTURAL SERVICE BOARD</b>	All Councillors		
<b>AGRICULTURAL ISSUES ADVISORY COMMITTEE</b>	ASB Chair, ASB Vice-Chair, any Councillors, & call for Public-at-Large Members as required		
<b>A.S.B. INDEPENDENT APPEAL PANEL FOR WEED CONTROL</b>	Public-at-Large: Barry Feniak, Norman Schmidt & Robert Samenjuk, Alt: Ed Doktor		
<b>ALBERTA CARE (ALBERTA COORDINATED ACTION FOR RECYCLING ENTERPRISES) COMMITTEE</b>	Dan Gawalko	Alt:	Randy Orlichowski
<b>CCI WIRELESS - CORRIDOR COMMUNICATIONS INCORPORATED</b>	Craig Lukinuk	Alt:	Johnny Cherniwchan
<b>CITIZENS ON PATROL (C.O.P.) LIAISON COMMITTEE</b>	Lorne Halsky,	Alt:	Dan Gawalko
<b>COMPOSITE ASSESSMENT REVIEW BOARD</b>	Craig Lukinuk Alt: Johnny Cherniwchan Public-at-Large: Sue Landiak & Grant Gillund Alt: Vacant		
<b>DOCTOR RETENTION &amp; RECRUITMENT COMMITTEE</b>	Reeve	Alt:	Deputy Reeve
<b>ENVIRONMENTAL OPERATIONS COMMITTEE</b>	All Councillors		
<b>EVERGREEN REGIONAL WASTE MANAGEMENT COMMISSION</b>	Randy Orlichowski,	Alt:	Dan Gawalko
<b>FAMILY COMMUNITY SUPPORT SERVICES COMMITTEE</b>	All Councillors		
<b>FIRE &amp; RESCUE LIAISON COMMITTEE</b>	Vilna Fire Dept.: Dan Gawalko	Alt:	Johnny Cherniwchan
	Smoky Lake Fire Dept.: Craig Lukinuk	Alt:	Lorne Halsky
	Waslatenau Fire Dept.: Randy Orlichowski	Alt:	Lorne Halsky
<b>FIRE PROTECTIVE SERVICES COMMITTEE</b>	All Councillors		
<b>GOVERNMENT LIAISON COMMITTEE</b>	Reeve, Deputy Reeve & Councillors as deemed necessary		
<b>HIGHWAY 28/68 REGIONAL WATER SERVICES COMMISSION</b>	Randy Orlichowski & Dan Gawalko	Alt:	Lorne Halsky & Johnny Cherniwchan
<b>INTERMUNICIPAL COLLABORATION COMMITTEES (ICC)</b>			
	With Town of Smoky Lake, Village of Waslatenau & Village of Vilna: Lorne Halsky & Craig Lukinuk Alt: Johnny Cherniwchan		
	With Thorhild County: Randy Orlichowski & Lorne Halsky,	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		
<b>INTERMUNICIPAL DEVELOPMENT PLAN (IDP) COMMITTEES</b>			
	With Town of Smoky Lake: Lorne Halsky & Craig Lukinuk	Alt:	Johnny Cherniwchan
	With Village of Waslatenau: Randy Orlichowski & Lorne Halsky,	Alt:	Dan Gawalko
	With Village of Vilna: All Councillors		
	With Thorhild County: Randy Orlichowski & Lorne Halsky,	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		
<b>JOINT HEALTH &amp; SAFETY COMMITTEE</b>	Lorne Halsky,	Alt:	Johnny Cherniwchan
<b>LABELAND AGRICULTURAL RESEARCH ASSOCIATION (LARA) ASS CHAIR</b>	Alt: ASB Vice-Chair, Public-at-Large: Barb Shapiro & Charlie Leslie		
<b>LOCAL ASSESSMENT REVIEW BOARD</b>	Craig Lukinuk, Alt: Johnny Cherniwchan, Public-at-Large: Sun Landiak & Grant Gillund, Alt: Vacant		
<b>MUNICIPAL PLANNING COMMISSION</b>	All Councillors		
<b>NATURAL GAS COMMITTEE</b>	All Councillors		
<b>NEGOTIATING COMMITTEE</b>	Craig Lukinuk, Johnny Cherniwchan, Lorne Halsky Alt: Dan Gawalko & Randy Orlichowski		
<b>NORTHEAST ALBERTA HUB</b>	Lorne Halsky,	Alt:	Dan Gawalko
<b>NORTH EAST MUNI-CORR LTD.</b>	Johnny Cherniwchan, Alt: Craig Lukinuk		
<b>NORTHERN LIGHTS LIBRARY SYSTEM</b>	Craig Lukinuk,	Alt:	Randy Orlichowski
<b>POLICY COMMITTEES</b>	All Councillors		
<b>RCMP LIAISON COMMITTEE</b>	Lorne Halsky,	Alt:	Dan Gawalko
<b>REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC)</b>	Lorne Halsky & Craig Lukinuk,	Alt:	Johnny Cherniwchan
	Public-at-Large: Leon Boychuk-Hunter & Perry Phillips		
<b>REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE</b>	Reeve	Alt:	Deputy Reeve
<b>RISK PRO MANAGEMENT COMMITTEE</b>	Reeve	Alt:	Deputy Reeve
<b>ROAD BAN COMMITTEE</b>	Reeve	Alt:	Deputy Reeve
			Plus the Public Works Manager & CAO
<b>SMOKY LAKE AGRICULTURAL SOCIETY</b>	Lorne Halsky	Alt:	Craig Lukinuk
<b>SMOKY LAKE COMMUNITY DAYCARE CO-OPERATIVE COMMITTEE</b>	Craig Lukinuk, Alt: Lorne Halsky		
<b>SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD</b>	Members-at-Large: Noreen Easterbrook, Graham Dalziel, Christine Hansen, Michelle Wright, Leon Hunter-Boychuk & Pamela Billey		
<b>SMOKY LAKE FOUNDATION</b>	Dan Gawalko & Randy Orlichowski, Alt: Lorne Halsky & Johnny Cherniwchan		
<b>SMOKY LAKE RESCUE FIRE AND RESCUE COMMITTEE</b>	Lorne Halsky & Craig Lukinuk, Alt: Johnny Cherniwchan		
<b>SUBDIVISION &amp; DEVELOPMENT APPEAL BOARD</b>	Members-at-Large: Grant Gillund, Christine Hansen, Richard Dubets, Dominique Cera, & Jerry Meirink		
<b>UKRAINIAN TWINNING COMMITTEE</b>	Craig Lukinuk		
		Alt:	Deputy Reeve

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:
  - o Knette Club of Smoky Lake \$1,000
  - o Smoky Lake Seniors' Drop-in Centre \$2,254
  - o Regional Community Development Committee \$2,500
  - o Vilna Veselka Dance Club \$2,500
  - o 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 backslipping 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 Maculalay, 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).
  - 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 Halsky 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 McLaughlin 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. 567-2018: Joint Operation Agreement for the provision of Fire Protection Services.

November 9, 2020 – Northern Lights Library Executive Meeting: (Craig)

- Dr. Margaret Zelmanow was hired to do a complete organizational review of NLLS.
- Discussed topics for upcoming NLL Board Meeting.
- Plan of Service update.
- 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-Frankivka 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.

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

### Reeve's Report

241-20: Cherniwchan

That the Smoky Lake County Reeve's Report received for the period of October 15, 2020 to November 30, 2020, be accepted and filed for information.

Carried.

### 7. Delegation:

#### Smoky Lake Curling Association

Virtually Present before Council was Smoky Lake Curling Association Members: Scott Franchuk and Amy Cherniwchan, from 3:03 p.m. to 3:28 p.m. to request funding for a new chiller at the Smoky Lake curling rink.

242-20: Lukinuk

That the Smoky Lake County Council approve to contribute, in the amount of \$12,881.00 allocated from the Municipal Sustainability Initiative (MSI) Operating funds, to the Smoky Lake Curling Association, stipulating the said funds **must** be utilized to sustain the curling rink facility operating fees; and recommend the Smoky Lake Curling Association request matching funds from the Town of Smoky Lake.

Carried.

Smoky Lake Curling Association Members: Scott Franchuk and Amy Cherniwchan, left the meeting, time 3:28 p.m.

**5. Issues for Information:**

**Manager's Reports:**

**Planning & Development**

**Intermunicipal Collaboration Committee (ICC) Meeting with Lamont County**

243-20: Orichowski That the Smoky Lake County Council propose the following possible dates of **January 18, 2021, January 19, 2021, January 20, 2021, January 21, 2021 or January 22, 2021** for an Intermunicipal Collaboration Committee (ICC) Meeting with Lamont County, to be held concurrently with the virtual public participation for proposed Bylaw No. 1383-20: Lamont County Intermunicipal Development Plan (IDP).

Carried.

**Manager's Reports**

244-20: Cherniwchan That the Smoky Lake County Management Reports received for the period between October 16, 2020 to December 3, 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**

245-20: Orichowski 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:

Administration:

- Local Authorities Election Training – Module Two: Nominations, online, attended by Lydia Cielin, Assistant CAO, Jenna Preston, Municipal Clerk and Patti Priest, Legislative Services Clerk.

Communications:

- Protecting Privacy in Alberta Public Bodies: FOIP Privacy Training Program, held online, attended by Evonne Zukiwski, Communications Technician and Patti Priest, Legislative Services Clerk.

Carried.

**Committee Task Forces and Boards: Reports**

**Alberta CARE (Alberta Coordinated Action for Recycling Enterprises)**

- Meeting held on December 4, 2020, and addressed in Councillor Gawalko's written report:
  - Tire Program: An additional processor near Calgary. Which will mean increased service for municipalities.
  - Paint Fees: New fees coming for paint containers in October 2021. Currently Albertans pay \$0.10-\$2.00.
  - Electronics: Updated us on the e-pilot program information packages - advertising tool kit and post cards.
  - Used oil Program: Trying to expand it to include DEF, W washer, Antifreeze, and container size from 30L to 50L.
  - HHW Hazardous Household Waste:
  - Alberta Government looking to convert HHW programs to EPR more info on this coming mid - December 2020.

- After December 31, 2020 Swan Hills will no longer be accepting HHW. ARMA is looking for alternate private solutions for HHW.
- Alberta Care conference was in Pincher Creek this fall 78 attended.
- Alberta Care trained 30 people, in HHW. Wheatland County, Vulcan and district community and Beaver Municipal Solutions in Riley AB.
- Art Sawatzky gave an overview of a new waste to energy project/Peace River. 1.6 million Budget. [www.pwmc.ca](http://www.pwmc.ca) for more information.
- COVID-19 directive attached. Tom Moore reported.
- Overview of stake holder input into new regulations into hydro-vac waste and facility by Carol Nelson.
- Alberta Government passes an EPR feasibility study to implement an Alberta EPR Program.
- Alberta Care website now has a tab for policies under resource.
- Alberta Care spring seminar is February 24-26 2021 in the town of Stony Plain.
- Alberta Care fall Conference 2021 is in the MD of Bonnyville AB. Pending

#### **Corridor Communications Inc. (CCI) Wireless**

- No Report.

#### **Doctor Recruitment and Retention**

- Next Meeting at the Call of the Chairperson.

#### **Shannon Stubbs, M.P., Shadow Minister of Public Safety and Emergency Preparedness**

246-20: Halisky

That Smoky Lake County acknowledge receipt of the email from Tina Warawa, Executive Assistant, Office of Shannon Stubbs, M.P., Shadow Minister of Public Safety and Emergency Preparedness, dated November 14, 2020, in respect to an update of “no progress” on Dr. Lourens’s immigration status, be filed for information.

Carried.

#### **Evergreen Regional Waste Management Services Commission**

- Next Regular and Organizational meeting is scheduled for December 17, 2020.

#### **Family & Community Support Services**

- No Report.

#### **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**

- Smoky Lake County Councillor Randy Orichowski was once again acclaimed as the Chairperson for the Highway 28/63 Regional Water Services Commission.
- The following appointments were made by resolution at the 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.
- Next meeting is scheduled for December 16, 2020 at 10:00 a.m.



**Highway 28/63 Regional Water Services Commission - MOU**

247-20: Gawalko

That Smoky Lake County execute the Memorandum of Understanding (MOU) with the Highway 28/63 Regional Water Services Commission for the County to supply information, goods, and services, for a term effect immediately upon execution by both parties, and to remain in effect indefinitely unless duly amended or terminated, with a scheduled of fees payable to Smoky Lake County as follows:

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

Carried.

**Joint Health and Safety Committee**

- Meeting held on November 19, 2020 and address in Councillor Halisky's written report:
  - 2 employees trained on ICS 100, 4 employees trained on Winter Ready and 1 employee trained on De Escalating Potential Violent situations.
  - Formal Safety Inspections were conducted at the following locations: Spedden Water Station – area was clean, some water on floor from dehumidifier was cleaned up, the first aid kit was not in line of sight and brought forward, and the fire extinguisher was out of date, Smoky Lake Transfer Site – the small amount of cash kept onsite will no longer be kept on sight, a portable eyewash station is needed and would have to be brought to site each so it does not freeze in winter, and Spedden Landfill – site is organized, secure and labelled, emergency procedures need to be posted with the land location and address.
  - There were 4 incidents reported for the period October 21, 2020 to November 19, 2020:
    - An employee slipped and fell on the Main Office parking lot due to icy conditions, the employee did have a sore back and neck and was seen by a doctor, near miss slip with no injuries on Main Office parking lot due to icy conditions, another near miss slip with no injuries on Main Office parking lot due to icy conditions, and the unit pulling the CNG trailer travelling south on highway 855 struck a deer on the driver's side front bumper causing \$1,800.00 worth of damage to the vehicle with no personal injuries – better headlights may be required.
  - 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.
  - Mold Air Quality test is being conducted first week in December in the Main Office due to employees experiencing throat irritation in the office.
  - Ensure your extension cords are in good condition for your vehicles and Christmas lights.
  - Keep your vehicles fueled up and Equip your vehicles with basic winter survival gear such as a flashlight, batteries, blanket, snacks, gloves, boots, first-aid kit, etc.
  - Since the time change, we have less daylight to drive in so please remember to turn your lights on and drive with care.
  - Please continue to drive to the road conditions and report all hazardous road conditions including fallen or leaning trees, missing road signs etc. to County Public Works.
  - 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.
  - Hunting season is here so please drive with caution, don't put yourself in harm's way and report all unlawful/ suspicious activities to the local Fish and Wildlife Office or the Report a Poacher Line.
  - Winter season is upon us so please ensure your vehicles/equipment whether County owned or personal are winter ready and always remove all snow, slush etc. from your windows, lights and mirrors etc.
  - Increased wildlife vehicle collisions occur at this time of year and have already proven that so please drive with caution, learn the high wildlife travelled areas and use more caution through those areas.
  - When using portable heaters in offices, make sure they are place away from flammables and turned off when out of the office.
  - Working on internal safety audit paperwork.
  - Fire drills must be done soon – be prepared.
  - Toolbox meetings were going to start but with the COVID-19 restrictions they have been held off until further notice.
  - Next JH&S Meeting is scheduled for Thursday, December 17/20.

**Municipal Planning Commission**

- Addressed in the Reeve's Report.

### **Northeast Alberta Information HUB**

- Meeting held on November 23, 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 by Bob Bezpalko in the absence of Jennifer Leroux, with all in good standing.
  - A meeting with Minister Schweitzer and Alberta HUB Chair Steve Upham is taking place on December 1st regarding the value of REDAs.
  - Alice Stewart spoke on the work of Lakeland College to get the attention of the Government of Alberta when it comes to the capability of the college in the diversity of Alberta Ag research.
  - Operations update was given on the Ag, Aerospace, Energy and Tourism sectors.
  - The current state of Broadband development was discussed with the frustration of the Government of Alberta not giving any direction or assistance.
  - A letter of support from Alberta Hub was discussed for the MCSnet Application for Universal Broadband Funding.
  - Greg Harasym and Eric Freisen from Cool Green Solutions gave a presentation on Waste to Energy but have little to few operations in Canada.
  - Next North East Alberta Hub Meeting is Monday January 25th, 2021.

### **Internet Speed Testing Project**

248-20: Halisky

That Smoky Lake County promote on social media, the Internet Performance Test Program launched by Rural Municipalities of Alberta (RMA) in conjunction with the Canadian Internet Registration Agency (CIRA), which measures internet speeds in rural Alberta to collect data to demonstrate the current state of broadband in rural Alberta for the purpose of using the information to drive advocacy for federal funding.

Carried.

### **North East Muni-Corr. Ltd.**

- Meeting held on November 5, 2020.

### **Northern Lights Library Board**

- Addressed in the Reeve's Report.
- Included in this Agenda Package:
  - Minutes: August 21, 2020.
  - Minutes: November 20, 2020.
  - 2020 Alberta Library Trustees Association Memberships.
  - Interim Acting Director's Report: November 2020.
  - Library Manager's Council Report: November 20, 2020.
  - Plan of Service Chair Message.

### **Policy Committee**

- No Report.

### **R.C.M.P. Liaison Committee**

- Meeting held on November 12, 2020 and addressed in Bobocel Gawalko's written report:
  - Sgt. Tina Chan reported on how many officers are in the Smoky Lake Detachment. 3 + Sgt and a reserve coming in for 6 shifts at a time they stay in town. Redwater members are assisting talked about security cameras if you have them learn how to use them. 34 stolen vehicles this year lower then compared to last year. Do not leave keys in vehicles, use the club and, lock-lock-lock.
  - Ed English county peace officer talked about the IHT. He said it has been repaired and signs put up.
  - Scott Franchuk County Fire Chief talked about water and ice rescue for the region and that council is on board with it and government cutting some training grants.
  - Eric from Fish and Wildlife enforcement services reported on ongoing training, helping out with ice and rescue, dealing with trespassing during hunting season. Landowner has to support the charges and the fine is \$600.00.
- Next meeting is scheduled for February 24, 2021.

### **Regional Community Development Committee (RCDC)**

- Addressed in the Reeve's Report.
- Included in this Agenda Package:
  - Regional Community Development Committee (RCDC) September 8, 2020 Action List.

**Regional Emergency Management Advisory Committee**

- No Report.

**Risk-Pro Control Management Committee**

Added Named Insured: Minutes:

- Waskatenau Pryveet Dance Club
  - a. Minutes: November 4, 2020.
  - b. Annual Minutes: November 4, 2020.

**Smoky Lake Community Daycare Co-operative Committee**

- Addressed in the Reeve's Report.

**Smoky Lake Community Daycare Co-operative Committee – Micro-Website Request**

249-20: Orichowski

That Smoky Lake County Council approve action taken in granting the request from the Smoky Lake Community Daycare Co-operative Committee for the County to provide an AllNet basic micro-website through the County's website at no cost to the Co-operative, as per the letter received from Melody Morton, Committee Chair, dated December 2, 2020.

Carried.

**Smoky Lake Foundation**

- Meeting held on December 9, 2020.
- The next regular board meeting is scheduled for February 18, 2021.

**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**

- Included in this agenda package:
- Smoky Lake Heritage Board Minutes: February 12, 2021.

**Joint Municipalities Meeting**

- No Report.

**Smoky Lake Agricultural Society**

- Meeting held on November 11, 2020 and addressed in Councillor Halisky's written report:
  - Smoky Lake Agricultural Society facility and highway signs purchased, and installation is in process.
  - Due to having too many keys not accounted for re-keying and setting up a key management system for the facility doors is being looked at.
  - Security cameras are being looked into in conjunction with the security system.
  - Downspout concrete splash guards are being looked at to prevent washouts near facility.
  - Treasurer update was presented with all in good standing.
  - New stove and dishwasher install are near completion.
  - Bingo operations are going okay.
  - CFEP Grant was discussed with having a covered gathering area attached to facility as a possibility.
  - Non - profit grants were submitted.
  - Vending machines are presently being managed by the Ag Society and all seems to be working well.
  - Jody Carrington function was cancelled and is tentatively set up for April 1st, 2021.
  - Fun Casino Night was rebooked for April 17th, 2021.
  - Ag Society members worker bee is taking place to clean up unrequired materials in the facility kitchen.
  - Open Farm Days reimbursement is being followed up with.
  - Next Smoky Lake Agricultural Society Meeting is December 10th, 2020.

**Intermunicipal Collaboration Framework (ICF) Committee**

- Address in the Reeve's Report.

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

- Next Vilna/ Bellis Citizens on Patrol – C.O.P. Meeting date is to be determined.

**Committee Task Force and Board Reports**

250-20: Cherniwchan That Smoky Lake County's Committee Task Force and Board Reports presented by Councillors as of December 10, 2020, be accepted for information.

Carried.

**6. Correspondence:**

**Ron Bobocel, Landowner – Thank you**

251-20: Orichowski That Smoky Lake County acknowledge receipt of the correspondence received from Ron Bobocel, Landowner, dated October 26, 2020, thanking County Employees for their expertise with a backsloping project adjacent to his property and delivery of sand and gravel.

Carried.

**Village of Waskatenau – Culvert Encroachment Range Road 592**

252-20: Halisky That Smoky Lake County acknowledge receipt of the correspondence received from Bernice Macyk, Chief Administrative Officer, Village of Waskatenau, dated October 22, 2020, providing the County permission for a Culvert Encroachment at Range Road 592 onto the Village of Waskatenau road Right-of-Way.

Carried.

**Alberta Environment and Parks**

253-20: Orichowski That Smoky Lake County acknowledge receipt of the correspondence received from Jason Nixon, Minister of Alberta Environment and Parks, dated October 23, 2020, supporting the County's nomination of a portion of the North Saskatchewan River under the Canadian Heritage Rivers System, and announcing Alberta Environment and Parks, as the jurisdictional representative, will make the formal nomination on the County's behalf; and once the nomination is endorsed by the Canadian Heritage Rivers System Board of Directors, the next step is for the County to prepare a nomination document with relevant information and background studies.

Carried.

**Village of Vilna**

254-20: Cherniwchan That Smoky Lake County acknowledge receipt of the correspondence received from Earla Wagner, Chief Administrative Officer, Village of Vilna, dated October 21, 2020, in regard to the Village Councillor appointments to Boards and Committees as per their Year-2020 Organizational Meeting.

Carried.

**Village of Waskatenau**

255-20: Gawalko That Smoky Lake County acknowledge receipt of the correspondence received from Bernice Macyk, Chief Administrative Officer, Village of Waskatenau, dated October 2020 in regard to the Village Councillor appointments to Boards and Committees as per their Year-2020 Organizational Meeting.

Carried.

**COVID-19 Restrictions**

256-20: Orichowski That Smoky Lake County acknowledge receipt of the Government of Alberta publication, dated November 2020, titled: COVID-19 Restrictions, effective November 13, 2020, Understanding Alberta's new temporary public health measures.

Carried.

**2021 Prime Minister's Awards**

257-20: Halisky

That Smoky Lake County advertise for self-nominations, in response to the correspondence received from the Government of Canada, in regard to the Year-2021 Prime Minister's Awards, with a nomination deadline of January 12, 2021.

Carried.

**Smoky Lake School of Dance**

258-20: Halisky

That Smoky Lake County contribute funding in the amount of \$1,500.00 allocated from Grants to Individuals and Organizations, to the Smoky Lake School of Dance, in response to the correspondence received from Cheryl Semeniuk, President, Smoky Lake School of Dance, dated November 9, 2020, requesting financial assistance to help sustain the organization due to the COVID-19 pandemic and loss of Casino fund raising.

Carried.

**Alberta Development Officers Association (ADOA)**

259-20: Halisky

That Smoky Lake County acknowledge receipt of the correspondence received from Jordan Ruegg, Vice President, Education Co-Chair, Alberta Development Officers Association (ADOA), dated October 28, 2020, advising Kyle Schole is the successful recipient of a subsidy award in the amount of \$573.00 from the Alberta Development Officers Association's Year-2020 Education Subsidy Awards.

Carried.

**MCSnet**

260-20: Lukinuk

That Smoky Lake County provide a letter of support to the Innovation, Science and Economic Development (ISED) Canada for MCSnet's application to the ISED Universal Broadband Fund, in response to the correspondence received from Rhonda Lafrance, Marketing Coordinator, MCSnet, dated November 19, 2020; and extend an invitation to MCSnet representatives to attend a future Council meeting as a delegation for an update.

Carried.

**Veteran's Memorial Highway Association**

261-20: Cherniwchan

That Smoky Lake County take no action to the Veteran's Memorial Highway Association, Membership Dues for 2020/2021 invoice dated November 7, 2020, as Smoky Lake County has not been a member since 2017.

Carried.

**Thank You's**

Addressed through Correspondence.

**Information Releases**

262-20: Gawalko

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 November 2020, be filed for information or acknowledged as follows:

- R69-20 - RMA Contact Newsletter, November 6, 2020 - *be filed for information,*
- R70-20 - RMA Contact Newsletter, November 6, 2020 - *be filed for information,*
- R71-20 - Norine Ambrose, Executive Director, Alberta Riparian Habitat Management Society "Cows and Fish", November 17, 2020, Letter of Support for the County's Nomination of the North Saskatchewan River, Canadian Heritage River System Designation - *acknowledge receipt,*

- R72-20 - Smoky Lake Chamber of Commerce Quarterly Newsletter for October 2020 - *be filed for information,*
- R73-20 - RMA Contact Newsletter, November 20, 2020 - *be filed for information,*
- R74-20 - Laura Swain, MPA, Interim Chief Administrative Officer, Parkland County, November 19, 2020, Letter of Support for the County's Nomination of the North Saskatchewan River, Canadian Heritage River System Designation - *acknowledge receipt,*
- R75-20 - Aspen View Board Highlights, November 19, 2020 - *be filed for information,*
- R76-20 - Ukrainian Canadian Congress, E-Bulletin, November 26, 2020 - *be filed for information.*

Carried.

**County Council Meeting**

263-20: Orichowski The next Smoky Lake County Council Meeting is scheduled for Thursday, **January 28, 2021, at 9:00 a.m.**, and Thursday, **February 25, 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.

**10. Bills & Accounts:**

264-20: 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: Dec. 10, 2020**

Batch #	Cheque Numbers	Total of Batch
51671	50380 to 50401	\$143,993.66
51792	50402 to 50435	\$67,456.87
51879	50436 to 50462	\$222,162.66
52011	50463 to 50501	\$206,551.82
52018	50502	\$20,212.50
52043	50503 to 50516	\$31,983.12
52118	50517 to 50547	\$189,202.06
52167	50548 to 50575	\$126,253.04
52234	50576 to 50587	\$88,703.48
52304	50588 to 50610	\$296,937.13
52353	50611 to 50634	\$26,177.52

**Total Cheques from 50380 to 50634 \$1,419,633.86**

**Direct Debit Register**

Batch #	Description	Total of Batch
51974	Smoky Lake County	\$375,429.11
52000	My HAS	\$129.30
52002	My HAS	\$658.80
52003	My HAS	\$215.48

**Total Direct Debits \$376,432.69**

**Grand Total Bills and Accounts \$1,796,066.55**  
(Note: From General Account)

Carried.

**8. Executive Session:**

**Dangerous and Unsightly Property**

265-20: Gawalko

That Smoky Lake County go into Executive Session to discuss a Legal Land Issue in regard to a dangerous and unsightly property, under the authority of the FOIP Section 27: Privileged Information, time 4:21 p.m.

Carried.

266-20: Orichowski

That Smoky Lake County go out of Executive Session, time 4:44 p.m.

Carried.

**ADJOURNMENT:**

267-20: Orichowski

That the Smoky Lake County Council Meeting of December 10, 2020, be adjourned, time 4:44 p.m..

\_\_\_\_\_  
REEVE

**S E A L**

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**SMOKY LAKE COUNTY**

Minutes of the **County Council Budget Meeting** held virtually online on **Friday, December 11, 2020** starting 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>Friday, Dec.11, 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	Virtually Present

\*\*\*\*\*

Members of Administrative Staff in attendance:

Doug Ponich – Public Works Manager	Virtually Present @9:20am
Dave Kully – Public Works Shop Foreman	Virtually Present
Bob Novosiwsky – Public Works Foreman	Absent
Trevor Tychkowsky – Safety Officer	Virtually Present
Ed English – Peace Officer/Rec. Manager	Virtually Present
Jordan Ruegg, Planning & Dev. Manager	Virtually Present
Kyle Schole, Planning & Dev. Assistant	Virtually Present
Carleigh McMullin – Ag. Fieldman	Virtually Present
Evonne Zukiwski – Communications Tech.	Virtually Present
Carole Dowhaniuk – GIS Tech.	Virtually Present
Scott Franchuk – Fire Chief	Virtually Present
Spencer Kotylak – Deputy Fire Chief	Absent
Dave Franchuk – Env. Operations Manager	Virtually Present
Daniel Moric –Natural Gas Manager	Virtually Present

No Members of the Media were in attendance.

One Member of the Public was virtually in attendance.

**2. Agenda:**

268-20: Orichowski

That the Smoky Lake County Council Budget Meeting Agenda for Friday December 11, 2020 be adopted, as amended:

Addition to the Agenda:

1. Nuisance and Unsightly Properties.

Carried Unanimously.

**3. Minutes:**

No Minutes.



Addition to the Agenda:

**Nuisance and Unsightly Properties**

269-20: Gawalko

That Smoky Lake County take no action based on legal advice received from Brownlee LLP, to the letter received from the Royal Canadian Mounted Police (RCMP) dated October 19, 2020, requesting County assistance with enforcement measures under Bylaw 1169-08: Nuisance and Unsightly Premises for a particular property in the Wayetenau area, as there is no obvious contraventions of for the County to enforce and the RCMP have mechanisms available to them under the Safer Communities and Neighbourhoods (SCAN) unit of the Alberta Sheriffs which would allow the RCMP to take positive action to address criminality originating from the lands.

Carried.

Doug Ponich, Public Works Manager, virtually joined the meeting, time 9:20 a.m.

**4. Request for Decision:**

**Natural Gas Budget**

270-20: Orichowski

That Smoky Lake County adopt the 2021 Natural Gas System Budget: total revenue in the amount of \$2,836,744 and expenditures in the amount of \$3,066,744 (including amortization).

Carried.

**Five-Year Road Plan**

That Smoky Lake County Council reviewed Policy Statement No. 03-18: Five-Year Road Plan, and agreed to defer the following Year-2021 Road Projects to Year-2022:

- Project No. R2112: Township Road 592 between Range Road 145 and Range Road 150 for 1.0 Mile at an estimated cost in the amount of \$22,000.00, and
- Project No. R2122: Township Road 592 between Range Road 142 and Range Road 143 for 1.0 Mile at an estimated cost in the amount of \$22,000.00,

And correct:

- MG2131 from Township Road 602 between ~~Range Road 135 and Range Road 133 to Township Road 602~~ to Highway 36 and Range Road 140,
- heading from FIBERMAT / MICRO SURFACE to CHIP-SEAL

And remove:

- The Contribution to Capital Reserve: Transfer for Future Road Projects in the amount of \$200,000.00

**Policy Statement No. 03-18-16: Five-Year Road Plan**

271-20: Halisky

That Smoky Lake County Policy Statement No. 03-18-16: Five-Year Road Plan, be amended:

<b>Title:</b> Five-Year Road Plan	<b>Policy No.:</b> 18-16
<b>Section:</b> 03	<b>Code:</b> P-I
	<b>Page No.:</b> 1 of 9 E

<b>Legislation Reference:</b>	<i>Municipal Government Act.</i>
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<b>Purpose:</b>	The intent of the Five-Year road plans is to identify and prioritize required roadway improvements on a long-term basis.
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Policy Statement and Guidelines:	
<b>GUIDELINES</b>	
<ol style="list-style-type: none"> <li>The Five-Year road plan conforms with the objectives and criteria outlined, <i>as per Policy 03-15: Road Policy and Policy 03M-04: Road Project Profile.</i></li> <li>The plan is limited to the identification of specific annual projects for a future period of Five-Years based on anticipated revenue and/or other budget and capacity limitation.</li> <li>The Five-Year plan are subject to an annual review and update.</li> </ol>	
<b>ROAD PLANS: REVIEW AND UPDATE PROCESS</b>	
<ol style="list-style-type: none"> <li>The Five-Year Road Plan will be reviewed, updated and accepted by Council <i>as per Policy 08-11: Budget Development</i> process during October and November of each year.</li> <li>The review process will include past year's projects.</li> <li>The development and approval of a "new" Five-Year Plan will primarily include: <ul style="list-style-type: none"> <li>uncompleted projects from the previous year, plus projects previously identified in plan.</li> <li>projects for coming year (previously identified in the plan).</li> <li>plus new proposed projects for third, fourth and fifth year.</li> </ul> </li> <li>The planned order of year-one construction projects will be determined every year with the setting of the Transportation Budget: Five-Year Road Plan, as per <i>Policy 03-15: Road Policy.</i></li> <li>Once the annual plan and construction schedule have been approved, additions or deletions of specific projects require approval by resolution of Council. Normally, changes to the above should be considered on the basis of persistent weather problems, major equipment problems or financial considerations only. Progress on the planned order of construction will be reported to Council by Public Works monthly.</li> </ol>	



**2021 Road Projects  
Information**

Calculation of 2021 year: Project(s) Workdays:	
Project days: May to Mid-October 2021	
5.5 months x 20 days = 110 days	
Less 20 days: weather	
and 20 days: moves/breakdowns, dust controls/road repairs	
Equals 70 days	
Maintenance Gravel:	
39,243.5 tonnes to be distributed among all divisions	
5,000.0 tonnes: Contingency Gravel	
Grants Available for 2021:	
☞	Base Municipal Transportation Grant = \$ 457,250.00
☞	Municipal Sustainability Initiative = \$ 964,000.00
☞	Federal Gas Tax = \$ 130,000.00

**2021 Graveling Projects  
Information**

Road Categories	Description	Code	Rate of material mls/tonnes	# of Year's	
Exceptional	Extreme traffic and Heavy loads	Exc	187 - 198	annual	
Category #1	Paved, sealed and base stabilized roads	C1	---	---	
Category #2	High usage arterial and feeder gravel roads	C2	187 - 198	2	
Category #3	Moderate usage collector gravel roads with through traffic and serving several residents	C3	194 - 125	3	
Category #4	Low usage and dead end roads	C4	111 - 108	4	
Graveling - Snake Lake County					
Miles per Category	Code	Recommended Mln	Recommended Gravel	Estimate Cost	Actual Cost
19.0	Exc	11.5	2,190.5	\$ 44,190.00	
107.0	C1				
183.5	C2	61.0	11,407.0	\$ 221,068.00	
506.5	C3	131.0	26,436.0	\$ 359,668.00	
128.0	C4	42.0	8,190.0	\$ 101,812.50	
<b>Total miles = 908</b>	<b>Total</b>	<b>248.0</b>	<b>39,143.50</b>	<b>\$ 728,758.50</b>	

Section 3



2021 Road Projects

Policy 18-16

Pavement							
Project Name	Code	# Days	Length/ miles	Estimate Costs	Actual Cost	Funding	
Twp 594 between RR 174- RR 174A	P1814	1	0.5			\$ 65,000.00	MS/MO
Twp 594 between RR 174A- RR 175	P1815	1	0.5			\$ 65,000.00	MS/MO
Twp 594 between RR 175- RR 180	P1915	2	1.0			\$ 135,000.00	MS/MO
<b>Total</b>						<b>\$ 265,000.00</b>	<b>\$</b>

Gravel							
Project Name	Code	# Days	Length/ miles	Estimate Costs	Actual Cost	Funding	
RR 170 between Twp 600- Twp 601	FM2114	2	1.0			\$ 97,160.00	MS/MO
RR 170 between Twp 601A- Twp 602	FM2124	1	0.5			\$ 33,500.00	MS/MO
Twp 612 between Hwy 855- RR 174	FM2014	2	1.0			\$ 70,500.00	MS/MO
<b>Total</b>						<b>\$ 171,160.00</b>	<b>\$</b>

Rehabilitation / Base Stabilization							
Project Name	Code	# Days	Length/ miles	Estimate Costs	Actual Cost	Funding	
RR 124 between Twp 601- Twp 603A	MG2111	4	2.5			\$ 40,000.00	MS/MO
Twp 630 between RR 135- RR 141	MG2121	3	2.0			\$ 50,000.00	MS/MO
Twp 602 between Hwy 245- RR 140	MG2131	5	3.0			\$ 75,000.00	MS/MO
RR 122 between Twp 591- Twp 592	MG2141	2	1.0			\$ 15,000.00	MS/MO
Twp 590 between RR 174(n)- RR 180(g)	MG2113	2	1.25			\$ 28,000.00	MS/MO
Twp 595A between RR 171- Hwy 28	MG2114	3.5	2.25			\$ 20,000.00	MS/MO
Twp 602 between Hwy 855- RR 172	MG2124	2	1.0			\$ 20,000.00	MS/MO
RR 181 between Twp 604- Twp 605	MG2115	2	1.0			\$ 30,000.00	MS/MO
<b>Total</b>						<b>\$ 318,000.00</b>	<b>\$</b>

Construction							
Project Name	Code	# Days	Length/ miles	Estimate Costs	Actual Cost	Funding	
Twp 583A between RR 130- RR 131	C2112	6	0.5			\$ 60,000.00	MS/MO
Twp 592 between RR 171- RR 172	C2113	12	1.0			\$ 150,000.00	MS/MO
<b>Total</b>						<b>\$ 190,000.00</b>	<b>\$</b>

Miscellaneous Roadwork							
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	Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 172A	MG2033	3	2.0			\$ 44,000.00	Aggregate Reserve
<b>Total</b>						<b>\$ 165,000.00</b>	<b>\$</b>

Graveling							
Blades per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	41.0	6,861.0	\$ 144,081.00			RTG
218.5	PW46	82.0	13,009.0	\$ 299,207.00			RTG
159.5	PW47	32.5	5,137.0	\$ 71,948.00			RTG
167.0	PW48	37.0	5,818.5	\$ 87,277.50			RTG
219.0	PW49	53.0	8,423.0	\$ 126,345.00			RTG
988.0 miles		245.5	39,243.5	\$ 728,758.50			
Contingency			5,000.0	\$ 90,000.00			
<b>Total</b>			44,243.5	<b>\$ 818,758.50</b>			

Section 3



2022 Road Projects

Policy 18-16

Pavement							
Project Name	Code	# Days	Length	Estimate Costs	Actual Cost	Funding	
RR 130 between Twp 605- Twp 604	P2211	2	1.0			\$ 135,000.00	MS/MO
Twp 590 between RR 174(n)- RR 180(g)	P1813	2	1.25			\$ 150,000.00	MS/MO
<b>Total</b>						<b>\$ 285,000.00</b>	<b>\$</b>

Gravel							
Project Name	Code	# Days	Length	Estimate Costs	Actual Cost	Funding	
<b>Total</b>							

Rehabilitation / Base Stabilization							
Project Name	Code	# Days	Length	Estimate Costs	Actual Cost	Funding	
Twp 592 between RR 148- RR 150	R2212	2	1.0			\$ 23,000.00	MS/MO
Twp 592 between RR 142- RR 143	R2214	2	1.0			\$ 22,000.00	MS/MO
RR 155 between Twp 601A- Twp 610	R2214	6	4.5			\$ 103,000.00	MS/MO
Twp 594 between RR 194A- RR 200	R1425	2.5	1.5			\$ 35,000.00	MS/MO
RR 191 between Twp 602- Twp 604	R1525	3	2.0			\$ 45,000.00	MS/MO
Twp 602 between RR 195- RR 200	R2215	1.5	1.0			\$ 23,000.00	MS/MO
Twp 620 between RR 141- RR 142	MG2211	2	1.0			\$ 25,000.00	MS/MO
RR 144 between Twp 585- Hwy 852	MG2212	7	5.0			\$ 70,000.00	MS/MO
Twp 592 between RR 184- RR 182A	MG2213	1	0.5			\$ 10,000.00	MS/MO
Twp 590 between Hwy 855- RR 170	MG2233	5	3.25			\$ 60,000.00	MS/MO
Twp 600 between RR 181- RR 182	MO2215	2	1.0			\$ 25,000.00	MS/MO
<b>Total</b>						<b>\$ 439,000.00</b>	<b>\$</b>

Construction							
Project Name	Code	# Days	Length	Estimate Costs	Actual Cost	Funding	
Twp 590 between RR 150(n)- RR 150A	C2212	7	0.5			\$ 60,000.00	MS/MO
Twp 590 between RR 154(n)- RR 154A	C2222	4	0.25			\$ 15,000.00	MS/MO
RR 200 between Twp 592- Twp 593	C1715	12	1.0			\$ 130,000.00	MS/MO
Twp 592 between RR 200- RR 195A	C2215	6	0.5			\$ 50,000.00	MS/MO
<b>Total</b>						<b>\$ 255,000.00</b>	<b>\$</b>

Miscellaneous Roadwork							
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	Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 172A	MG2033	3	2.0			\$ 44,000.00	Aggregate Reserve
<b>Total</b>						<b>\$ 165,000.00</b>	<b>\$</b>

Graveling							
Blades per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	44.5	7,422.5	\$ 155,872.50			RTG
218.5	PW46	78.5	12,835.0	\$ 295,205.00			RTG
159.5	PW47	46.5	7,457.5	\$ 104,277.00			RTG
167.0	PW48	58.0	9,118.5	\$ 138,277.50			RTG
219.0	PW49	64.0	10,212.0	\$ 153,660.00			RTG
988.0 miles		291.5	47,145.5	\$ 947,112.00			
Contingency			5,000.0	\$ 90,000.00			
<b>Total</b>			52,163.5	<b>\$ 937,112.00</b>			



Section 3



**2025 Road Projects**

Policy 18-16

CONCRETE PAVING							
Project Name	Code	# Days	Length	Est. Pk	Estimate Costs	Actual Cost	Funding
RR 174 between Twp 612- Twp 613A	P2514	3	1.5		\$ 200,000.00		MSI/MO
					<b>Total</b>	\$ 200,000.00	\$

PAVING							
Project Name	Code	# Days	Length	Est. Pk	Estimate Costs	Actual Cost	Funding
<b>Total</b> \$							

RECONSTRUCTION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Est. Pk	Estimate Costs	Actual Cost	Funding
RR 174 between Twp 612- Twp 613A	R2514	3	1.5		\$ 35,000.00		MSI/MO
RR 190 between Hwy 28- Twp 600	R2515	6	3.5		\$ 85,000.00		MSI/MO
Twp 594 between RR 185- RR 190	R2525	2	1.0		\$ 24,000.00		MSI/MO
Twp 620 between RR 135- RR 142	MG2511	5	3.0		\$ 75,000.00		MSI/MO
Twp 590 between RR 181(a)- RR 184(a)	MG2513	5	3.0		\$ 70,000.00		MSI/MO
RR 163 between Twp 595- Twp 600	MG2514	2	1.0		\$ 25,000.00		MSI/MO
					<b>Total</b>	\$ 314,000.00	\$

CONCRETE CURB							
Project Name	Code	# Days	Length	Estimate Costs	Actual Cost	Funding	
RR 171 between Twp 591- Twp 592	C2513	13	1.0		\$ 140,000.00		MSI/MO
					<b>Total</b>	\$ 140,000.00	\$

MATERIALS / OTHER							
Project Name	Code	# Days	Length	Estimate Costs	Actual Cost	Funding	
Twp 584 between Hwy 855- RR 165	MG2023	4	5.5		\$ 121,000.00		Aggregate Reserve
Twp 582A & 583 between Hwy 855- RR 172A	MG2033	3	2.0		\$ 44,000.00		Aggregate Reserve
					<b>Total</b>	\$ 165,000.00	\$

GRAVELLING							
Miles per Section	Days	Recommended	Recommended Gravel	Ballistics Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	45	7,641.0	\$ 140,461.00			RTG
218.0	PW46	83.5	13,243.0	\$ 304,589.00			RTG
159.5	PW47	43.0	6,770.0	\$ 94,780.00			RTG
167.0	PW48	51.0	8,002.5	\$ 120,037.50			RTG
219.0	PW49	59	9,359.0	\$ 140,385.00			RTG
<b>908.0 miles</b>	<b>291.5</b>	<b>45,015.5</b>	<b>\$ 820,252.50</b>				
Contingency			\$ 5,000.00	\$ 96,000.00			
<b>Total</b>			<b>\$ 9,015.5</b>	<b>\$ 910,252.50</b>			
Road Repair PW90: Unallocated Cost of road sale							

Carried.

**Five-Year Capital Budget**

The Finance Manager presented a revised draft Five-Year Capital Budget which identified **proposed** capital projects for Years 2021, 2022, 2023, 2024, and 2025 for Council discussion.

272-20: Halisky

That Smoky Lake County Council defer the 2021 – 2025 Five-Year Capital Project Budget to the next scheduled Budget Meeting to allow time to further explore efficiencies in respect to the Total Function Budget.

Carried.

**Meeting Recessed**

Meeting recessed for Lunch, time 12:02 p.m.

**Meeting Reconvened**

The meeting reconvened on a call to order by Reeve Craig Lukinuk at 12:47 p.m. in the presence of all Council members, the Interim Chief Administrative Officer, Finance Manager, Planning and Development Assistant, Communications Technician, Agricultural Fieldman, Public Works Shop Foreman, Fire Chief, Deputy Fire Chief, Park and Recreation Manager/Peace Officer, Natural Gas Manager, GIS Technician, Community Economic Development Officer, Recording Secretary, and One Member of the Public.

**Total Function Budget for Year-2021**

Following Council's expectation of no property tax increase as well as cutting expenses wherever possible, the proposed projected deficit would be \$907,403. Smoky Lake County is required by legislation to create a balanced budget.

Council further reviewed the line items as well as recommendations made by Administration to reduce the Year-2021 Total Function Budget, including but not limited to the following:

- increase tax revenue by 1.5% (inflation),
- remove all transfers to reserves on the capital plan,
- fund Unit 222 (bylaw) from general reserve,
- fund Rapid Attach (fire) from fire reserve,
- fund Unit 633 from general reserve,
- remove bridges that do not have approved grants, and
- a 25% reduction of the budget for Council conventions, mileage, meals and lodging due to the ongoing COVID-19 pandemic.

273-20: Gawalko

That Smoky Lake County Council **defer** final approval of the Total Function Budget for Year-2021 to a future Budget Meeting.

Carried.

**Council Budget Meeting**

274-20: Cherniwchan

The next Smoky Lake County Council Budget Meeting be scheduled for Tuesday, **January 12, 2021, 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.

**8. Executive Session:**

No Executive Session.

**6. Correspondence:**

No Correspondence

**Adjournment:**

275-20: Lukinuk

That the Smoky Lake County Council Budget Meeting of December 11, 2020, be adjourned, time 1:51 p.m..

Carried.

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REEVE

S E A L

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CHIEF ADMINISTRATIVE OFFICER

3.4

**SMOKY LAKE COUNTY**

Minutes of the **County Council Budget Meeting** held virtually online on **Tuesday, January 12, 2021** starting at 9:03 A.M. held in County Council Chambers and virtually online through Electronic Communication Technology: Zoom Meeting.

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

		<u>ATTENDANCE</u>
		Tuesday, Jan. 12, 2021
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	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	Virtually Present

\*\*\*\*\*

Members of Administrative Staff in attendance:

Doug Ponich – Public Works Manager	Virtually Present
Dave Kully – Public Works Shop Foreman	Virtually Present
Bob Novosiwsky – Public Works Foreman	Absent
Trevor Tychkowsky – Safety Officer	Virtually Present
Ed English – Peace Officer/Rec. Manager	Virtually Present
Jordan Ruegg, Planning & Dev. Manager	Virtually Present
Kyle Schole, Planning & Dev. Assistant	Virtually Present @9:51am
Carleigh McMullin – Ag. Fieldman	Virtually Present
Evonne Zukowski – Communications Tech.	Virtually Present @9:07am
Carole Dowhaniuk – GIS Tech.	Virtually Present
Scott Franchuk – Fire Chief	Virtually Present
Spencer Kotylak – Deputy Fire Chief	Absent
Dave Franchuk – Env. Operations Manager	Absent
Daniel Moric – Natural Gas Manager	Virtually Present

One Member of the Media was virtually in attendance: Smoky Lake Signal.

No Member of the Public were in attendance.

**2. Agenda:**

276-21: Orichowski

That the Smoky Lake County Council Budget Meeting Agenda for Tuesday, January 12, 2021, be adopted, as presented.

Carried Unanimously.

**3. Minutes:**

No Minutes.

**4. Request for Decision:**

**Five-Year Capital Budget**

The Finance Manager presented a revised draft Five-Year Capital Budget which identified **proposed** capital projects for Years 2021, 2022, 2023, 2024, and 2025 for Council's discussion.

Administration and Council reviewed the proposed plan in December and made the following changes:

- Remove purchase of Garbage Truck (funded from reserves),
- Increase reserve funding for the replacement of unit 222, 633, and the new Rapid Attack unit,
- Remove transfers to reserves,
- Decrease budget amounts for units 222, 101, and 226 as per proposal from Enterprise,
- Transfer unused grant funds to fund a portion of Unit 190 dump truck.

Changes from December to January						
Desc	Cost	Reserves	Grants	Sale of Asset	Gas Operations	Municipal General Fund
Dec totals	4,037,500	1,268,000	1,100,000	205,000	125,000	1,339,500
Remove Garbage Truck	-360,000	-360,000				0
<b>Enterprise Agreement:</b>						
Unit 222	-5,000	50,000				-55,000
Unit 101	-12,000					-12,000
Unit 226	-5,000					-5,000
<b>Remove transfers to reserves</b>						
ariel photo	-15,000					-15,000
fire equip	-10,000					-10,000
fire truck	-80,000					-80,000
fire bldg	-25,000					-25,000
<b>Changes to funding</b>						
transf grant to fund 190 dump truck			200,000			-200,000
fund 633 from reserve		125,000				-125,000
fund rapid attack from reserve		38,500				-38,500
Jan Totals	3,525,500	1,121,500	1,300,000	205,000	125,000	774,000

The proposed 2021 plan will be funded by:

TOTAL FROM RESERVES	\$1,121,500
TOTAL FROM GRANTS	1,300,000
TOTAL FROM SALE OF ASSETS	205,000
<b>TOTAL FROM MUNICIPAL OPERATIONS</b>	<b>\$ 774,000</b>
TOTAL FROM GAS OPERATIONS	125,000

It consists of:

<b>Vehicle Replacement</b>	<b>408,000</b>
<b>Equipment Replacement</b>	<b>1,442,500</b>
<b>Building/Structure (new and capital repairs)</b>	<b>1,183,000</b>
<b>New Project/Assets</b>	
Finance Software	280,000
Mons Lake Beach	20,000
Heritage Signs	15,000
RR130 Widening Analysis	57,000
	<b>\$372,000</b>
<b>Transfer to reserve for future</b>	
Aerial Photos	0
Fire Equipment Replacement	0
Fire Truck	0
Fire Equipment Storage Shop	0
Infrastructure Line Replacement	50,000
RMO Station Replacement	70,000
	<b>\$120,000</b>
<b>Total Capital</b>	<b>\$3,525,500</b>



Kyle Schole, Planning and Development Assistant, virtually joined the meeting, time 9:51 a.m.

Council held discussion for Administration to investigate:

- the price of a brand new 6130R ag/pw tractor Unit 633,
- the trade in value of Unit 455,
- the value of selling the old ASB sprayer,
- the value of selling the old gravel trailer Unit 196,
- adding a line item of \$12,000 funded through property tax revenue for a plow blade (no sander) to be installed on the ASB ford diesel truck,
- possibly not increasing property taxes reflecting on a tough year due to COVID-19, and
- confirmation of the garbage truck being a leased unit.

**2021 – 2025 Interim Five-Year Capital Budget**

277-21: Orichowski That Smoky Lake County Council approve the 2021 – 2025 Interim Five-Year Capital Project Budget of expenditures as follows:  
 \$3,537,500 for Year-2021,  
 \$3,797,540 for Year-2022,  
 \$4,082,751 for Year-2023,  
 \$3,425,179 for Year-2024, and  
 \$1,634,785 for Year-2025.

Carried.

**Total Function Budget for Year-2021**

During the budget meeting in December, Council and Administration reviewed and discussed potential changes to arrive at a balanced budget:

	Operations	Road	Bridge	Capital	2021 PROPOSED BUDGET
<b>NET Cash Deficit Presented December</b>	<b>1,316,847</b>	<b>-684,750</b>	<b>-200,000</b>	<b>-1,339,500</b>	<b>-907,403</b>
Increase Total Property Tax Revenue	183,768				183,768
Planning grant for NS river designation	5,000				5,000
Increase Planning cost for NS river designation	-1,000				-1,000
Transfer to operating reserve for garbage truck rental	114,000				114,000
Increase Waste expense for garbage truck rental	-114,000				-114,000
Decrease Council Travel Costs	31,135				31,135
Decrease STIP revenue for bridge			-2,255,684		-2,255,684
Decrease STIP Grant for bridge			2,578,684		2,578,684
Reallocate MSI and FTG grant		123,000	-323,000	200,000	0
Net Reduction in Capital budget costs				365,500	365,500
<b>NET</b>	<b>1,535,750</b>	<b>-561,750</b>	<b>-200,000</b>	<b>-774,000</b>	<b>0</b>

**Total Function Budget Interim for Year-2021**

278-21: Cherniwchan That Smoky Lake County Council approve the Year-2021 Interim Total Function Budget, with Revenue in the amount of \$20,651,590 and total Expenditures in the amount of \$20,651,590 not including amortization in the amount of \$2,059,800.

Carried.

**Council Committee of the Wole Meeting for the Purpose of Administration**

279-21: Halisky

The next Smoky Lake County **Council Committee of the Wole Meeting for the Purpose of Administration** be scheduled for Tuesday, **January 19, 2021, 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.

**8. Executive Session:**

No Executive Session.

**6. Correspondence:**

No Correspondence

**Adjournment:**

280-21: Lukinuk

That the Smoky Lake County Council Budget Meeting of January 12, 2021 be adjourned, time 12:03 p.m..

Carried.

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REEVE

S E A L

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CHIEF ADMINISTRATIVE OFFICER

<b>REQUEST FOR DECISION</b>		<b>DATE</b>	<b>January 28, 2021</b>	<b>4.1</b>
<b>TOPIC</b>	<b>Policy Statement No: 02-11-14: Peace Officer: Annual Reporting.</b>			
<b>PROPOSAL</b>	<p>Alberta Solicitors General's office is requiring authorized employers to submit a written report to the Director on an annual basis.</p> <p><b>Policy 02-11-01: Peace Officer: Annual Reporting – Originally adopted: March 27, 2008</b>  New Policy: This is a requirement for the Peace Officer Agency Office (Smoky Lake County) to comply, in accordance with Peace Officer Acts Regulations.  Old Policy.</p> <p>Updated the Policy format to be consistent with Policy Statement 01-40: Governance Policies.</p> <p><b>Amendments:</b>  <u>Statement:</u> New – outlines the history  <u>Preamble:</u> changed to <u>objectives</u>.  <u>Annual Report</u> changed to <u>Guidelines</u>  <u>Procedures:</u> is Schedule "A"</p> <p>Upon amendment of Policy, Smoky Lake County as the Peace Officer Agency will forward the Annual Report to the <b>Solicitor General Department</b> to ensure the department that Smoky Lake County as a Peace Officer Agency is meeting the necessary requirements of the Public Security Peace Officer Program Policy and Procedure – Section 22.</p>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
Strategic Plan references the following County priorities:				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		<b>Alberta Provincial Statutes:</b> Peace Officers Act, Peace Officers Regulation Peace Officers (Ministerial) Regulation.		
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>■ Annual report ensures consistency across the Province of the Peace Officer Program.</li> <li>■ Ensures accountability as the Peace Officer Agency.</li> </ul>			
<b>DISADVANTAGES</b>	■ N/A			
<b>ALTERNATIVES</b>	■ N/A			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
<b>Operating Costs:</b>	\$ _____	<b>Capital Costs:</b>	\$ _____	
<b>Budget Available:</b>	\$ _____	<b>Source of Funds:</b>	_____	
<b>Budgeted Costs:</b>	_____	<b>Unbudgeted Costs:</b>	_____	
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Requires active, ongoing training, as well as reporting to the Province.			
<b>COMMUNICATION STRATEGY</b>				
<b>RECOMMENDATION</b>				

That Smoky Lake County:

**Amend - Policy Statement No: 02-11-14: Peace Officer: Annual Reporting**

And

**forego the "Public Participation" process due to the Annual Reporting being legislatively controlled through the Public Security Peace Officer Program.**

**CHIEF ADMINISTRATIVE OFFICER**

*Wade ... SW CAD*

# SMOKY LAKE COUNTY



<b>Title: Peace Officer: Annual Reporting</b>		<b>Policy No.: 11-14</b>
<b>Section: 02</b>	<b>Code: P-I</b>	<b>Page No.: 1 of 7</b>

*E*

<b>Legislation Reference:</b>	Peace Officer Ministerial Regulations Act
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<b>Purpose:</b>	To submit a written report to the Alberta Solicitor General on an annual basis on the Peace Officer Program.
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## **Policy Statement and Guidelines:**

### **1. STATEMENT**

- 1.1 Smoky Lake County submitted an Application to the Alberta Justice and Solicitor General and Public Security on August 17, 2006 – Motion 627-06 for “Authorization to Employ a Special Constable.”
- 1.2 Under the Public Security Division – Peace Officer Program, Smoky Lake County was authorized as of January 2007 to be an Employer of a Peace Officer Appointment by the director of Law Enforcement.

### **2. OBJECTIVE**

- 2.1 An annual written report is a requirement designed to facilitate communication with the Director of the Alberta Solicitor General.
- 2.2 The annual report includes areas such as the service provided operational practices of the Peace Officer and enforcement related activities.

### **3. GUIDELINES**

The Annual report must include:

- 3.1 The general nature of the services provided by the peace officer.
- 3.2 Operational practices of the peace officer.
- 3.3 Enforcement and enforcement-related activities of the peace officer.
- 3.4 Name and position of the agency contact person in a senior management position.
- 3.5 Statistical data related to offences and tickets issued (summaries only) required by the director.
- 3.6 An updated list of peace officers employed and their positions in the agency.

<b>Title: Peace Officer: Annual Reporting</b>		<b>Policy No.: 11-14</b>
<b>Section: 02</b>	<b>Code: P-I</b>	<b>Page No.: 2 of 7</b>

**E**

**Policy Statement and Guidelines:**

**4. PROCEDURES**

- 4.1 The Annual Written Report format will be in accordance with **Schedule "A":Peace Officer Annual Report.**
- 4.2 The Peace Officer employed by Smoky Lake County will complete the Annual Report by **January 31<sup>st</sup>** each year and submit to the Director of Law Enforcement, Public Security Peace Officer Program.

	<b>Date</b>	<b>Resolution Number</b>
Approved	<b>March 27, 2008</b>	# 367-08 - Page # 8639
Amended	<b>February 19, 2009</b>	# 250-09 - Page # 8862
Amended	<b>January 21, 2010</b>	# 261-10 - Page # 9217
Amended	<b>January 27, 2011</b>	# 262-11 - Page # 9612
Amended	<b>February 23, 2012</b>	# 316-12 - Page # 9971
Amended	<b>March 1, 2013</b>	# 468-13 - Page # 10504
Amended	<b>February 20, 2014</b>	# 253-14 - Page # 11086
Amended	<b>March 26, 2015</b>	# 490-15 - Page # 11716
Amended	<b>February 18, 2016</b>	# 377-16 - Page # 12076
Amended	<b>February 16, 2017</b>	# 367-17 - Page # 12517
Amended	<b>January 25, 2018</b>	# 206-18 - Page # 12923
Amended	<b>January 31, 2019</b>	# 280-19 - Page # 13443
Amended	<b>January 23, 2020</b>	# 360-20 - Page # 13962
Amended	<b>January 28, 2021</b>	

*Schedule "A"*



**SMOKY LAKE COUNTY**

**ENFORCEMENT SERVICES**

**ANNUAL REPORT  
2020**

**PEACE OFFICER PROGRAM**

**Submit to:  
Tammy Spink  
Manager  
Public Security Peace Officer Program**

<b>PEACE OFFICER: ANNUAL REPORT</b>		<b>EMPLOYEE FILE NUMBER: APPOINTMENT NO: 12013</b>
<b>1. General Nature of the Services provided by the Peace Officer:</b>		
<b><u>Program Overview:</u></b>		
1.	The Peace Officer is responsible for the enforcement and investigation of Municipal Bylaw and Provincial Statutes for Smoky Lake County.	
2.	As a Peace Officer, the overall duty is to protect and educate people and property; and to preserve and maintain the public peace.	
3.	The Peace Officer reports to the Smoky Lake County, Chief Administrative Officer (C.A.O.)	
<b>2. Operational Practices of the Peace Officer:</b>		
<b><u>Key Areas:</u></b>		
■	Ensuring public compliance with various County bylaws.	
■	Provide information and interpretation of Municipal bylaws and Provincial Statutes requirements to the Smoky Lake County residents and community groups.	
■	Develop and implement to educate on public awareness programs and maintain positive public relations.	
■	Conducts highly visible mobile patrols of the County for the purpose of preventing and detecting violations of Municipal Bylaws and selected Provincial statutes.	



## PEACE OFFICER: Annual Report

Page 2

**3. Enforcement and Enforcement-related activities of the Peace Officer:****ENFORCEMENT:****Responsibilities: Public Safety:**

3.1 As a Peace Officer appointed under the *Peace Officer Act*, enforce the following Provincial Statutes and Regulations, including:

- The Animal Protection Act.
- The Dangerous Dogs Act.
- The Environmental Protection and Enhancement Act.
- The Fuel Tax Act.
- The Gaming, Liquor, and Cannabis Act.
- The Petty Trespass Act.
- The Provincial Offences Procedure Act.
- The Stray Animals Act.
- The Traffic Safety Act.

3.2 As the Enforcement Officer appointed under the *Municipal Government Act*, enforce Municipal Bylaws, including:

- The Animal Control Bylaw.
- The Corridor Regulation Bylaw.
- The Land Use Bylaw.
- The Off Highway Vehicles Bylaw.
- The Parks Control Bylaw.
- The Fire Bylaw
- The Road Right Of Way Bylaw
- The Nuisance and Unsightly Premises Bylaw
- The Weight Restrictions For Vehicles Bylaw

3.3. In accordance with the *Municipal Government Act*, the Bylaw Enforcement Officer is a Designated Officer. The Enforcement Officer time is to be equally divided between patrolling and enforcing.

## PEACE OFFICER: Annual Report

Page 3

### 3. Enforcement and Enforcement-related activities of the Peace Officer:

#### ENFORCEMENT-RELATED ACTIVITIES:

##### Enforcing Duties:

- 3.4
- Receiving complaints and inquires.
  - Investigation of complaints.
  - Advising responsible parties of infractions, and taking remedial actions and/or following enforcement procedures.
  - Advising responsible parties of infractions and laying of charges if founded.
  - Educating and/or prosecuting violators.
  - Conducts patrols of the trail systems, roads and hamlets within the corporate limits of Smoky Lake County.
  - Receives and documents evidence relating to investigation and ensures that continuity of such evidence is maintained, stored and destroyed accordance with Provincial County Regulations and/or County policies.
  - Prepares prosecutor information sheets and court briefs concerning a charge or ticket.

##### Other Duties:

- Assist R.C.M.P., as required.
- Prepare Monthly reports and distribute to Council, Chief Administrative Officer.
- Report at weekly Management meetings.
- To be familiar with the Policies of the Smoky Lake County and the mandate of the Peace Officer Program.
- Personnel conduct to enhance the image of Peace Officer in the Smoky Lake County.
- Attendance at conference and training programs that are pre-approved by the Chief Administrative Officer.
- Preparation and revision of Municipals Bylaws.
- Issue various letters of Permission and Permits relating to Municipal Bylaws.
- Participation with community interest groups as requested.
- Develop and/or take part in public awareness programs and maintain positive public relations.
- Conducts other related duties as required.

## PEACE OFFICER: Annual Report

Page 4

### 3. Enforcement and Enforcement-related activities of the Peace Officer:

#### ENFORCEMENT-RELATED ACTIVITIES: *Continued*

##### Working Relationship:

- To be accessible, approachable and helpful to the residents and public who require information or assistance.
- To establish and maintain a positive working relationship with Smoky Lake County employees.
- To continue and enhance communication to the Chief Administrative Officer to be informed on all issues or concerns that could affect the Peace Officer Program.

##### Decision Making: Independence of Action:

- Works under minimal supervision while on patrol.
- Deals with the public in confrontational situations and must use own judgment to resolve them, based on instant decisions relating to knowledge of laws and regulations.

### 4. Name of the Agency Contact Person in a Senior Management Position:

Smoky Lake County: Gene Sobolewski, Chief Administrative Officer  
 Box 310  
 4612 McDougall Drive Phone: 780-656-3730  
 Smoky Lake, Alberta Fax: 780-656-3768  
 T0A 3C0 E-Mail: cao@smokylakecounty.ab.ca


### 5. Statistical Data Required by the Director:

Types of Incidents	2020
Animal Control:	16
Unsightly Premises:	2
Land Use Issues:	12
Road Right of Way:	12
Traffic Safety Issues:	2
Iron Horse Trail	3
Campgrounds	1
Noise	1
<b>TOTAL</b>	<b>49</b>

Combined complaints, written warnings, and violation tickets.

### 6. An updated List of Peace Officer Employed and their Position in the Agency:

**Name:** James E. English Phone: 780-656-3730  
**Title:** Peace Officer Fax: 780-656-3768  
**Agency:** Smoky Lake County Cellular: 780-650-5429  
**Address:** Box 310, 4612 McDougall Drive  
 Smoky Lake Alberta T0A 3C0 E-Mail: [eenGLISH@smokylakecounty.ab.ca](mailto:eenGLISH@smokylakecounty.ab.ca)

<b>REQUEST FOR DECISION</b>		DATE	<b>January 28, 2021</b>	<b>4.2</b>				
TOPIC	Municipal Election 2021 Update - Report No. 2							
PROPOSAL	<div style="text-align: center;">  <b>REPORT TO COUNCIL</b>  <b>2021 ELECTION – Update – Report # 2</b> </div> <p style="background-color: yellow; text-align: center;"><b>The purpose of this report is to update County Council on the planning and preparations underway of the October 2021 Municipal Election.</b></p> <p style="background-color: #1a3d54; color: white; text-align: center;"><b>Local Authorities Election Act (LAEA)</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>On December 14, 2020: Honourable Tracy Allard, Minister of Municipal Affairs, signed <b><u>Ministerial Order No. MSD: 103/20.</u></b></p> <p>This modification is only for the 2021 general election year.</p> <p><b>To amend specific requirements under Section 30(1):</b></p> <p><b>Allows deposits for nominations to be provided to the returning officer by in-person payments using a debit card or a credit card, in addition to the current cash, certified cheque or money order options.</b></p> </td> <td style="width: 50%; vertical-align: top;"> <p>Ministerial Orders <b>do not</b> amend local bylaws.</p> <p>Smoky Lake County Bylaw No. <b>Bylaw No. 740-86:</b> Deposit to accompany Nominations - \$100.00 – cash.</p> <p>If a municipality's local bylaw includes provisions that limit the way in which payments can be made, the bylaw would need to be amended to enable debit and credit card payments for <b>2021 only.</b></p> </td> </tr> </table> <p style="background-color: #1a3d54; color: white; text-align: center;"><b>County Administration Office</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>On December 14, 2020, Email from Delores Jarema</b></p> <p>Delores Jarema notified the County on December 14, 2020 through an email to Lydia Cielin, Assistant CAO that she regretfully needed to decline from the position of Returning Officer</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>LOCAL AUTHORITIES ELECTION ACT Revised Statutes of Alberta 2000 Chapter L-21, Current as of November 22, 2019:</b></p> <p><b><u>Appointment of returning officer</u> and substitute returning officer</b></p> <p>13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.</p> </td> </tr> </table> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- <b>Published in Grapevine – Month of December: <u>Short version of the Ad to recruit a Returning Officer and a detailed long version of the Ad was posted on the County website, as listed below timeframe.</u></b></li> </ul> <p style="padding-left: 40px;">An ad was created for the Returning Officer – Temporary Contract Position and posted to the County website on December 16, 2020, published in the Redwater Review for the week of January 11, 2021 (the first edition of the Smoky Lake Signal was January 19 and therefore not advertised in the Signal), and it appeared on Facebook on December 17 and January 12, 2021.</p> <p style="text-align: center;"><b>To be addressed at the County Council Meeting: January 28, 2021.</b></p>				<p>On December 14, 2020: Honourable Tracy Allard, Minister of Municipal Affairs, signed <b><u>Ministerial Order No. MSD: 103/20.</u></b></p> <p>This modification is only for the 2021 general election year.</p> <p><b>To amend specific requirements under Section 30(1):</b></p> <p><b>Allows deposits for nominations to be provided to the returning officer by in-person payments using a debit card or a credit card, in addition to the current cash, certified cheque or money order options.</b></p>	<p>Ministerial Orders <b>do not</b> amend local bylaws.</p> <p>Smoky Lake County Bylaw No. <b>Bylaw No. 740-86:</b> Deposit to accompany Nominations - \$100.00 – cash.</p> <p>If a municipality's local bylaw includes provisions that limit the way in which payments can be made, the bylaw would need to be amended to enable debit and credit card payments for <b>2021 only.</b></p>	<p><b>On December 14, 2020, Email from Delores Jarema</b></p> <p>Delores Jarema notified the County on December 14, 2020 through an email to Lydia Cielin, Assistant CAO that she regretfully needed to decline from the position of Returning Officer</p>	<p><b>LOCAL AUTHORITIES ELECTION ACT Revised Statutes of Alberta 2000 Chapter L-21, Current as of November 22, 2019:</b></p> <p><b><u>Appointment of returning officer</u> and substitute returning officer</b></p> <p>13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.</p>
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**Alberta Government: Municipal Governance - Updates**

**Sections highlighted: Pertaining to the Election**

Municipal Governance –  
During a COVID-19  
Pandemic –  
December 18, 2020:

**Question:** Can our municipal office remain open to accept nomination forms?

**YES.** Employers shall require employees to work from home, unless their physical presence is required to effectively operate the workplace. Municipal offices could remain open to accept nominations papers. Determining what constitutes an essential service remains a local operational decision, and individual municipalities are encouraged to choose a process for accepting nomination forms that they deem appropriate. Nomination forms can be accepted at specific times set by the returning officer, by appointment, or at a secure drop box.

Municipal Governance –  
During a COVID-19  
Pandemic –  
December 11, 2020:

**Question:**

**As the 2021 election nomination period begins January 1, 2021, are candidates able to submit their nominations while still adhering to the social distancing requirements?**

**YES.** Section 28 of the LAEA states that “nominations shall be submitted at the local jurisdiction office at any time during the nomination period”. Ultimately, it is the responsibility of the candidate to ensure their nomination requirements are complete in all aspects, including the inclusion of a deposit, if a municipality has a bylaw requiring deposits.

In addition to being delivered in person, the specific requirement of section 28 to submit nomination forms to the local jurisdiction office can be met by having forms mailed or delivered by courier. However, this could pose a risk for candidates if the information is not submitted to the local jurisdiction office by the deadline on nomination day.

**Question:**

**We have candidates that are eager to start incurring campaign expenses and raise funds so they want to submit nomination forms as soon as possible in January. Given that candidates can mail or send by courier, and the forms must be signed by a returning officer, are there alternative options available if the returning officer is unavailable or working from home?**

**YES.** The order states employees should work from home “where operationally feasible”, so nomination forms can be accepted at specific times set by the returning officer, by appointment, or at a secure drop box. Municipalities have the authority to determine options that safely enable the submission of nomination forms.

**Question:**

**Is there a contingency plan for the 2021 municipal elections if the pandemic is still ongoing?**

**YES.** Municipal Affairs has met with key municipal stakeholders to discuss potential risks relating to the 2021 municipal general election, and have identified a number of temporary modifications that could be made, if needed, to specific requirements under the Local Authorities Elections Act (LAEA). These modifications, if needed, will provide municipalities with additional flexibility and greater ability to align election operations with public health orders or recommendations.

Municipal Governance –  
During a COVID-19  
Pandemic –

January 8, 2021:

**Question:**

**Due to the ongoing pandemic, are legislative changes being considered for the Local Authorities Election Act (LAEA) for the upcoming municipal elections?**

**YES.** Municipal Affairs has met with key municipal stakeholders to discuss potential risks relating to the 2021 municipal general election and have identified some temporary modifications that could be made, if needed, to specific requirements under the LAEA. An example is the approval of Ministerial Order No. MSD: 130/20, enabling nomination deposits to also be paid by debit or credit card. The need for certain modifications will continue to be monitored and reviewed to ensure municipalities will have the appropriate ability to align election operations with public health orders or recommendations.

**Question:**

**The nomination period began January 1, 2021. As a way to avoid in-person contact, can candidates submit nomination papers electronically?**

**NO.** Currently, nomination papers cannot be submitted electronically. In addition to being delivered in person, the specific requirement of section 28 of the LAEA to submit nomination forms to the local jurisdiction office can be met by having forms mailed or delivered by courier. Nomination forms can also be accepted at specific times set by the returning officer, by appointment, or at a secure drop-off box.

**Next Steps**

**NEW: Regulation released**

**LOCAL AUTHORITIES ELECTION ACT LOCAL  
AUTHORITIES ELECTION FORMS REGULATION  
Alberta Regulation 106/2007**

**With amendments up to and including Alberta  
Regulation 298/2020**

**Current as of January 1, 2021**

**Local Authorities Election Forms Regulation**

This regulation creates a number of forms for use in a municipal or school board election under the Local Authorities Election Act. These forms include Oath of Returning Officer, Notice of Election, Campaign Worker Proof of Identification, and Statement of Elector Eligibility (Voting Register).

- Schedule a meeting with Returning Officer after appointment by Council is made.

▪ Order: LOCAL AUTHORITIES ELECTION ACT LOCAL AUTHORITIES ELECTION FORMS REGULATION.

- 

**Recommendation:**

Accept the received **Election 2021 Report #2** for information, dated January 21, 2021.

**The Assistant Chief Administrative Officer will continue to report to Council with updates resulting from this process.**

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

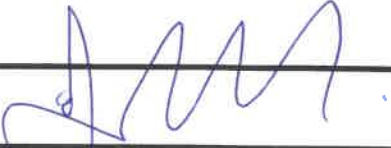
N/A


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

Local Authorities Election Act (LAEA)

**BENEFITS**

Legislated.

<b>DISADVANTAGES</b>	N/A
<b>ALTERNATIVES</b>	N/A
<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b>	<b>Capital Costs:</b>
<b>Budget Available:</b> <u>2021 - \$25,000.00</u>	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> _____	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Legislated.
<b>COMMUNICATION STRATEGY</b>	Internal communication between Administration, Council and Returning Officer.
<b>RECOMMENDATIONS</b>	
That Smoky Lake County Council accept the Municipal Election 2021 Update - Report No. 2 dated January 21, 2021, for information.	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	

<b>REQUEST FOR DECISION</b>		DATE	<b>January 28, 2021</b>	<b>4.3</b>
<b>TOPIC</b>	<b>Appointment of the Returning Officer.</b>			
<b>PROPOSAL</b>	<p><b>LEGISLATION:</b></p> <p>Section 13(1) of the Local Authorities Election Act states: An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act.</p> <p>Section 17 of the Local Authorities Election Act states that the Chief Elected Official of the Municipality may appoint a person to act in the place of the Returning Officer if the Returning Officer cannot complete his/her duties.</p> <p><b>BACKGROUND:</b></p> <p>Delores Jarema, who was the previous Substitute Returning Officer, verbally agreed to be the Returning Officer.</p> <p><b>October 22, 2020, County Council Meeting Motion #69-20:</b> 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.</p> <p><b>December 14, 2020, Email from Delores Jarema</b> Delores Jarema notified the County on December 14, 2020 through an email to Lydia Cielin, Assistant CAO that she regretfully needed to decline from the position of Returning Officer.</p> <p><b>CURRENT:</b></p> <p>Bernadette Dalpe who was the Returning Officer in 2017 remains agreeable to be the Substitute Returning Officer.</p> <p>An ad was created for the Returning Officer – Temporary Contract Position and posted to the County website on December 16, 2020, published in the Redwater Review for the week of January 11, 2021 (the first edition of the Smoky Lake Signal was January 19 and therefore not advertised in the Signal), and it appeared on Facebook on December 17 and January 12, 2021.</p> <p>There were two ads: a <u>short ad</u> as follows and a <u>long version</u> (further below) which was on the website:</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 20px; text-align: center;"> <p><b>Short AD</b></p> </div> <div style="border: 1px solid black; padding: 10px; width: 600px;"> <div style="background-color: #4F81BD; color: white; padding: 5px; text-align: center; font-weight: bold;">                 SMOKY LAKE COUNTY IS RECRUITING A  <b>RETURNING OFFICER</b> </div> <div style="text-align: center; margin-top: 5px;">  <p><b>Smoky Lake County is seeking applicants to fulfill the temporary contract position of Returning Officer for the 2021 Municipal Election.</b></p> </div> <p>Applicants must be able to work flexible daytime and evening hours.</p> <p><b>Responsibilities Include:</b></p> <ul style="list-style-type: none"> <li>Ensuring that election events across Smoky Lake County are fair, accessible, and comply with the <i>Local Authorities Election Act</i>;</li> <li>Review, update and develop election materials;</li> <li>Conducting the administration of election events prior, during, and after the event;</li> <li>Managing the office, leasing polling stations, recruiting and hiring of enumeration and Election Day staff, and</li> <li>Assisting candidates, official agents and electors.</li> </ul> <p>Interested candidates are invited to submit their Letter of Interest in strict confidence by 4:00 P.M. on January 18, 2021.</p> <p>For details on how to apply and a complete job posting visit:  <a href="http://www.smokylakecounty.ab.ca/p/employment-opportunities">www.smokylakecounty.ab.ca/p/employment-opportunities</a> </p> </div> </div>			



## Returning Officer – Temporary Contract Position

**Position Reports To:** Assistant Chief Administrative Officer, Smoky Lake County

**Subordinate Positions:** Smoky Lake County Municipal Election Workers

**Deadline:** Monday, **January 18, 2021** at 4:00 p.m.

To apply, please submit a letter of interest which outlines your skills and qualifications.



**Detailed  
Version AD**



### Position Summary:

Reporting to the Assistant Chief Administrative Officer, the Returning Officer is responsible for conducting the 2021 Smoky Lake County Municipal Election ensuring all activities are conducted in compliance with the *Local Authorities Election Act (LAEA)*.

### Key Responsibilities:

Conduct the 2021 Smoky Lake County Municipal Election ensuring all activities are conducted in compliance with the *LAEA*, including but not limited to:

- Serve as the Returning Officer for the 2021 Smoky Lake County Municipal Election.
- Attend Returning Officer training (if required).
- Review, update and develop elections materials.
- Serve as the primary contact for the public and candidates through the election process.
- Ensure a prospective candidate's package is available and outline the campaign regulations and requirements for candidates (as per the *LAEA*).
- Ensure an adequate number of polling stations are set up within the County's five divisions and properly staff.
- Collect candidate nomination papers.
- Declare any acclaimed candidates.
- Recruit and train a sufficient number of election workers for advance polls and Election Day.
- Work with municipal staff to obtain necessary supplies.
- Elections advertising coordination and placement.
- Recounts as required.
- Coordinate with School Division for trustees' vote.
- Ensuring all aspects of the Election (including those as described above) are conducted in accordance with the *LAEA*.
- Post-Election Day materials coordination.
- Compile results for tracking and data integrity.
- Working cohesively with Smoky Lake County staff.
- Ensure compliance with OH&S and ensuring work is completed in a safe manner.

*Please note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.*

### Qualifications:


- Minimum Grade 12 education or equivalent.
- Previous Returning Officer experience is preferred.
- Previous supervisory/leadership experience is preferred.
- Valid Class 5 Alberta Driver's License.


### Expected Skills and Attributes:

- Knowledge of the *LAEA* is preferred.
- Superior interpersonal skills including the ability to provide effective feedback and direction.
- High degree of professionalism, courteousness, and respect.
- Experience dealing with the media is considered an asset.
- Good communication skills with the ability to communicate effectively in written and verbal form.
- Strong technical abilities and basic computer skills.
- Ability to work in a fast-paced environment with minimal supervision.
- Ability to exercise sound judgment under a variety of situations.
- Ability and desire to provide leadership and supervision.

### Working Conditions

- Typical office conditions.
- Long periods of sitting, reading and concentration.
- Ability to work in a high-pressure and at times high-stress environment.

		<p><b>Two (2) Resumes have been received as of January 18, 2021.</b></p> <ul style="list-style-type: none"> <li>Upon reviewing the two applicant's resumes submitted, Administration is recommending <u>Michelle Wright</u> to be appointed as the Returning Officer.</li> </ul>	
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>			
N/A			
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		<p><b>LOCAL AUTHORITIES ELECTION ACT Revised Statutes of Alberta 2000 Chapter L-21, Current as of November 22, 2019:</b></p> <p><b>Appointment of returning officer and substitute returning officer</b></p> <p>13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.</p> <p>(2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.</p> <p>(2.1) An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs or, for a by-election, in the resolution or bylaw that fixes the day for the by-election.</p> <p>(3) The returning officer or substitute returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.</p> <p>(4) If, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties, functions and powers of a returning officer for the purposes of conducting elections under this Act.</p> <p style="text-align: right;">RSA 2000 cL-21 s13;2018 c23 s7</p> <p><b>Impartiality</b></p> <p>13.1(1) A returning officer must be independent and impartial when performing the duties of a returning officer.</p> <p>(2) No local jurisdiction, its officers or any other person shall obstruct or attempt to influence the returning officer in the carrying out of the duties of a returning officer.</p> <p style="text-align: right;">2006 c22 s8</p>	
<b>BENEFITS</b>		<ul style="list-style-type: none"> <li>Required by Legislation.</li> <li>Performs the duties required of conducting the election.</li> <li>Orderly and transparency in Election of Municipal Councillors.</li> <li>Fills the election day if anything should happen that the Returning Officer cannot fulfill their duties.</li> </ul>	
<b>DISADVANTAGES</b>		N/A	
<b>ALTERNATIVES</b>		<ul style="list-style-type: none"> <li>Appoint CAO to be the Returning Officer.</li> <li>Appoint a staff member to be a Returning Officer.</li> </ul>	
<b>FINANCE/BUDGET IMPLICATIONS</b>			
<b>Operating Costs:</b>		\$ _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b>		\$ _____	<b>Source of Funds:</b> <u>Operating</u>
<b>Budgeted Costs:</b>		<u>\$25,000.00</u>	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>		N/A	
<b>COMMUNICATION STRATEGY</b>		Appointments will be noted in the minutes.	
<b>RECOMMENDATION</b>			
<b>MOTIONS:</b>			
<ol style="list-style-type: none"> <li>That Smoky Lake County accept, with regret, the email received by Lydia Cielin, Assistant Chief Administrative Officer from Delores Jarema on December 14, 2020 notifying the County that regretfully is declining from the position of appointment of Returning Officer.</li> <li>That Smoky Lake County Council approve action taken in advertising for a Returning Officer – Temporary Contract Position for the 2021 general Municipal Election.</li> <li>That Smoky Lake County appoint <b>Michelle Wright</b> as the Returning Officer for the 2021 general Municipal Election to be held on October 18, 2021.</li> </ol>			
<b>CHIEF ADMINISTRATIVE OFFICER</b>			

<b>REQUEST FOR DECISION</b>		<b>DATE</b> January 28, 2021	<b>4.4</b>
<b>TOPIC</b>	Smoky Lake County Regional Heritage Board (SLCRHB) Volunteer Appreciation  		
<b>PROPOSAL</b>	That Smoky Lake County Council direct the Reeve to execute the Volunteer Appreciation Certificates for members of the Smoky Lake County Regional Heritage Board. @ <b>Attachment 1</b>		
<b>BACKGROUND</b>	<ul style="list-style-type: none"> <li>• The Smoky Lake Heritage Board was established originally established in 2006 with Bylaw 1143-06, which was reviewed in detail, updated, and replaced by Bylaw 1206-10 in March 2010, which in turn was replaced by Bylaw 1236-11 in 2011.</li> <li>• Since 2006, volunteers of the Smoky Lake County Regional Heritage Board have contributed significantly to Heritage endeavors and awareness in the Smoky Lake Region.</li> <li>• Recognition of volunteers is consistent with Smoky Lake County <b>Policy No. 61.20.01: Heritage Management Plan:</b> <ul style="list-style-type: none"> <li>○ <b>Objective #1:</b> Engage and integrate heritage conservation into the broader community.                             <ul style="list-style-type: none"> <li>▪ <b>Strategy 2:</b> Engage the community to participate in heritage conservation and promotion activities.                                     <ul style="list-style-type: none"> <li>• <b>Task 1:</b> Encourage residents to volunteer on the Smoky Lake County Regional Heritage Board or Committee(s).</li> </ul> </li> </ul> </li> <li>○ <b>Objective #4:</b> Engage all levels of government and community members in the conservation of historic sites in the County.                             <ul style="list-style-type: none"> <li>▪ <b>Strategy 2:</b> Develop a volunteer recognition program.                                     <ul style="list-style-type: none"> <li>• <b>Task 1:</b> Recognize our volunteers.</li> <li>• <b>Task 2:</b> Place media releases or advertisements in the local newspapers recognizing the contributions of</li> </ul> </li> </ul> </li> </ul> </li> </ul>		

	<p>volunteers.</p> <ul style="list-style-type: none"> <li>• <b>Task 3:</b> Explore the possibility of a Volunteer Appreciation Night.</li> </ul> <p><i>“Heritage conservation promotes social equity in that it provides an abundance of opportunity for public service and volunteerism, fosters a sense of place and pride in the community’s uniqueness, and improves social responsibility in all ages.”</i></p> <ul style="list-style-type: none"> <li>• Four current members of the SLCRHB have served for more than five years, and two of them for more than ten.</li> </ul>
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**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.

<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	<p><u>Smoky Lake County Regional Heritage Board (SLCRHB) Bylaw 1236-11</u></p> <p><u>Smoky Lake Regional Heritage Inventory &amp; Survey</u></p> <p><u>Smoky Lake County Policy No. 61.20.01: Heritage Management Plan</u></p>
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<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Making volunteers aware that their ongoing contributions do not go unnoticed, and that they are highly valued.</li> <li>• Public awareness of volunteerism opportunities with the Smoky Lake County Regional Heritage Board.</li> <li>• Capacity-building, additional volunteer access</li> </ul>
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<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
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<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>• Defer or Take no action</li> </ul>
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**FINANCE/BUDGET IMPLICATIONS**

<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> _____	<b>Unbudgeted Costs:</b> _____

<b>INTERGOVERNMENTAL</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
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INVOLVEMENT/IMPLICATIONS	
COMMUNICATION STRATEGY	<ul style="list-style-type: none"><li>• Grapevine &amp; Social Media Release</li></ul>
RECOMMENDATION	
<p><b>That Smoky Lake County Council direct the Reeve to execute the Volunteer Appreciation Certificates for members of the Smoky Lake County Regional Heritage Board.</b></p>	
CHIEF ADMINISTRATIVE OFFICER	 Sw CAD

# Certificate of Appreciation

In grateful recognition of

**MICHELLE WRIGHT,**

For five years of community service with the  
Smoky Lake County Regional Heritage Board (SLCRHB).

Thank you. Smoky Lake County has benefited immensely, and been made a better place and stronger community because of your leadership and volunteerism. On behalf of Smoky Lake County Council,



CRAIG LUKINUK, REEVE  
This 28<sup>th</sup> Day of January 2021



# Certificate of Appreciation

In grateful recognition of

**NOREEN EASTERBROOK,**

For fifteen years of community service with the  
Smoky Lake County Regional Heritage Board (SLCRHB).

Thank you. Smoky Lake County has benefited immensely, and been made a better place and a stronger community because of your leadership and volunteerism. On behalf of Smoky Lake County Council,



CRAIG LUKINUK, REEVE  
This 28<sup>th</sup> Day of January 2021



# Certificate of Appreciation

In grateful recognition of

LEON BOYCHUK-HUNTER,

For two years of community service with the

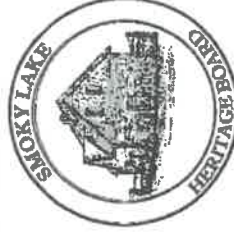
Smoky Lake County Regional Heritage Board (SLCRHB).

Thank you. Smoky Lake County has benefited immensely, and been made a better place and stronger community because of your leadership and volunteerism. On behalf of Smoky Lake County Council,



CRAIG LUKINUK, REEVE

This 28<sup>th</sup> Day of January 2021





# Certificate of Appreciation

In grateful recognition of

PAMELA BILLEY,

For one year of community service with the  
Smoky Lake County Regional Heritage Board (SLCRHB).

Thank you. Smoky Lake County has benefited immensely, and been made a better place and stronger community because of your leadership and volunteerism. On behalf of Smoky Lake County Council,



CRAIG LUKINUK, REEVE

This 28<sup>th</sup> Day of January 2021



# Certificate of Appreciation

In grateful recognition of

GRAHAM DALZIEL,

For fifteen years of community service with the  
Smoky Lake County Regional Heritage Board (SLCRHB).

Thank you. Smoky Lake County has benefited immensely, and been made a better place and a stronger community because of your leadership and volunteerism. On behalf of Smoky Lake County Council,



CRAIG LUKINUK, REEVE  
This 28<sup>th</sup> Day of January 2021



# Certificate of Appreciation

In grateful recognition of

**CHRISTINE HANSEN,**

For eight years of community service with the  
Smoky Lake County Regional Heritage Board (SLCRHB).

Thank you. Smoky Lake County has benefited immensely, and been made a better place and a stronger community because of your leadership and volunteerism. On behalf of Smoky Lake County Council,



CRAIG LUKINUK, REEVE

This 28<sup>th</sup> Day of January 2021





<b>REQUEST FOR DECISION</b>		<b>DATE</b>	January 28, 2021	<b>4.5</b>
<b>TOPIC</b>	<b>Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.31 acres)</b>			
<b>PROPOSAL</b>	<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>© <b>Attachment 1</b></p>			
<b>BACKGROUND</b>	<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. © <b>Attachment 2</b></p> <p>Attached is Policy 61-10-01: <i>Disposition of County Owned Property</i> for reference. © <b>Attachment 3</b></p> <p>A copy of the Certificate of Title is attached for reference. © <b>Attachment 4</b></p> <p>A General Location Map is attached for reference. © <b>Attachment 5</b></p> <p>Pictures of the property and existing infrastructure are attached for reference © <b>Attachment 6</b></p> <p>The zoning of the property is Agriculture District under Smoky Lake County Land Use Bylaw 1272-14 (AG). © <b>Attachment 7</b></p> <p><b><u>October 22, 2020 – Smoky Lake County Council Meeting</u></b></p> <ul style="list-style-type: none"> <li>• The expression of interest to purchase said lands was first considered at the October 22, 2020 Smoky Lake County Council meeting.</li> <li>• <b>Motion 74-20:</b> <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></li> <li>• <b>NOTE:</b> 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.</li> </ul> <p><b><u>December 3, 2020 – Real Estate Appraisal – Harrison Bowker Valuation Group &amp; Agreement for Purchase and Land Sale</u></b></p> <ul style="list-style-type: none"> <li>• 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 <b>\$705 (\$2,275/acre x 0.31 acres)</b>. © <b>Attachment 8</b></li> <li>• The Planning and Development Manager also received an Agreement for Purchase and Land Sale from the Government of Alberta respecting the said lands. © <b>Attachment 9</b></li> </ul> <p><b><u>December 10, Smoky Lake County Council Meeting</u></b></p> <ul style="list-style-type: none"> <li>• The expression of interest to purchase said lands was considered by Smoky Lake County Council at its December 10, 2020 regular meeting.</li> <li>• <b>Motion 220-20:</b> <i>“That Smoky Lake County defer to administration to seek a reasonable market value of the land legally described as Pt. SW-6-59-15-W4M, Property Tax Roll No. 15590622, containing 0.31 acres (more or less), prior to considering the Expression of</i></li> </ul>			

*Interest, dated October 13, 2020, received from Alberta Infrastructure, Government of Alberta, in the amount of \$705.00 to purchase the said lands in accordance with County Policy Statement No. 61-10-01: Disposition of County Owned Property."*

**December 17, 2020 – Email Sent to Alison Reid, County Assessor, Re: Assessed Value**

- The Planning and Development Manager sent an email to Alison Reid, Smoky Lake County's assessor, to request an assessment of the value of said lands. © Attachment 10

**December 29, 2020 – Email Received from Alison Reid, County Assessor, Re: Assessed Value**

- The Planning and Development Manager received a response from Alison Reid regarding the assessed value of said lands.
- Ms. Reid assessed the value of said lands at \$6,800.00. © Attachment 11

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

Nil.

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

**MGA Sections**

**Section 70: Disposal of land**

- (1) If a municipality proposes to transfer or grant an estate or interest in
  - (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;
  - (d) an administration fee of 5% of the amount paid for the parcel, payable to the municipality.

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

(3.1) Subject to subsection (3.3), if the municipality is satisfied that there are no debts that are secured by an encumbrance on the certificate of title for the parcel of land, the municipality may pay the money remaining to the previous owner.

(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.

(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 *Unclaimed Personal Property and Vested Property Act* 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 *Unclaimed Personal Property and Vested Property Act*.


(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.

**Section 428: Distribution of surplus sale proceeds**

(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).

(2) An application under this section must be made within 10 years after

- (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.
		(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.
		(4) In making an order, the Court must have regard to the priorities in which sale proceeds are distributed in a foreclosure action.
<b>BENEFITS</b>	County will: <ul style="list-style-type: none"> <li>assist Alberta Infrastructure with its proposed capital project which will benefit the Smoky Lake Tree Nursery's operations;</li> <li>dispose of land not required for municipal use; and</li> <li>eliminate public liability on the land.</li> </ul>	
<b>DISADVANTAGES</b>	Nil.	
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>Council may choose not to sell the property in question and decline the expression of interest to purchase the property.</li> </ul>	
<b>FINANCE/BUDGET IMPLICATIONS</b>		
<b>Operating Costs:</b>	<u>Advertising Costs</u>	<b>\$1000.00</b>
<b>Budget Available:</b>	_____	<b>Capital Costs:</b>
<b>Budgeted Costs:</b>	_____	<b>Source of Funds:</b> _____
		<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Nil.	
<b>COMMUNICATION STRATEGY</b>	Nil.	
<b>RECOMMENDATION</b>		
<p><b>Recommendation:</b>  That Smoky Lake County Council make a counter-proposal, in the amount of \$6,800.00, to Alberta Infrastructure, Properties Division – Realty Services Branch, Government of Alberta, to sell and transfer the lands legally described as Pt. SW-6-59-15-W4M (Certificate of Title # 782055897), containing 0.31 acres, more or less.</p>		
<b>CHIEF ADMINISTRATIVE OFFICER</b>	 CAO	

**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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**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,

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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:** Dave Franchuk  
**Sent:** October 14, 2020 9:28 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

He Jordan,  
No issues here.

Cheers,



**Dave Franchuk**  
*Environmental Operations Manager*  
p:780-656-3730 or toll free 1-888-656-3730  
c:780 650-1800  
4612 - McDougall Drive, PO Box 310  
Smoky Lake, Alberta, T0A 3C0

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**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>  
**Subject:** Expression of Interest to Purchase County-Owned Property - Pt. SW-6-59-15-W4M

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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**

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**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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Let me know if you have any questions.

Thanks,



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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:** 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**

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**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 <lcielin@smokylakecounty.ab.ca>; Kyle Schole <kschole@smokylakecounty.ab.ca>  
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**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:** Ed English  
**Sent:** October 14, 2020 2:10 PM  
**To:** Jordan Ruegg  
**Subject:** RE: Expression of Interest to Purchase County-Owned Property - Pt. SW-6-59-15-W4M

No Worries from Parks and Recreation.  
Ed

**From:** Jordan Ruegg  
**Sent:** October-14-20 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>  
**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 22<sup>nd</sup>, 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

[kaskapatau sakahigan / Smoky Lake](#) on Treaty 6 Territory

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## SMOKY LAKE COUNTY



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

<b>Legislative Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	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.

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

**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 31<sup>st</sup> 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;

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

### Policy Statement and Guidelines:

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

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**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.

<b>Title: Disposition of County Owned Property</b>		<b>Policy No: 10-01</b>
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### **Policy Statement and Guidelines:**

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

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

### **8.0 WAIVER OF THIS POLICY**

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

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

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

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

### **9.0 OTHER**

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

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

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

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

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

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

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



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<b>Policy Statement and Guidelines:</b>	
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.
<b>10.0</b>	<b>PENDING LAND SALES</b>
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.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>March 28, 2014</b>	<b># 368-14 - Page #11163</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		

Section 61

Policy: 10-01

**SCHEDULE A – EXPRESSION OF INTEREST FORM**

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

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

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

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

Date*	
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*.

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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

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**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.

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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

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**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

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2  
# 782 055 897

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).

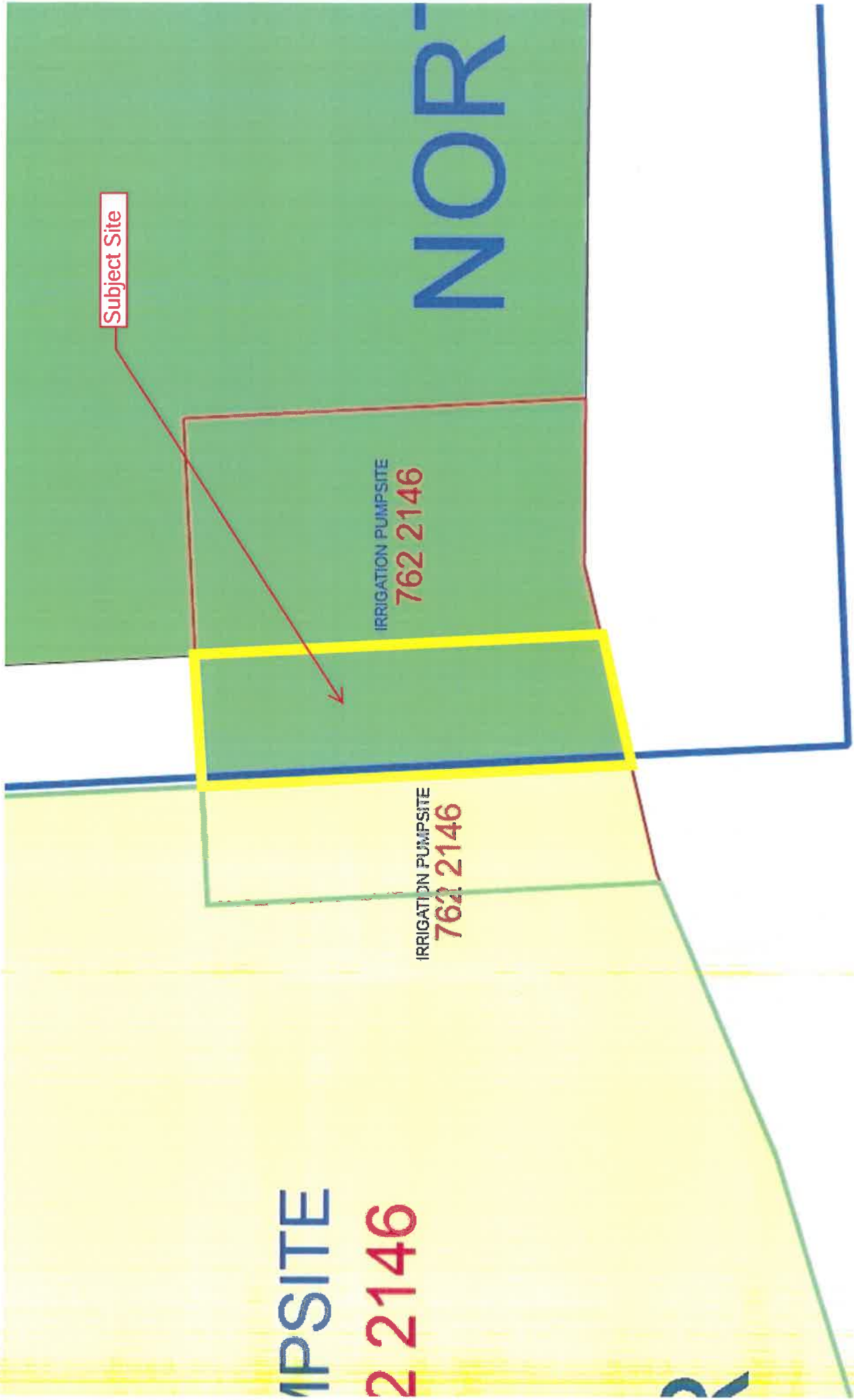




Subject Lands

North Saskatchewan River

North Saskatchewan River



Subject Site

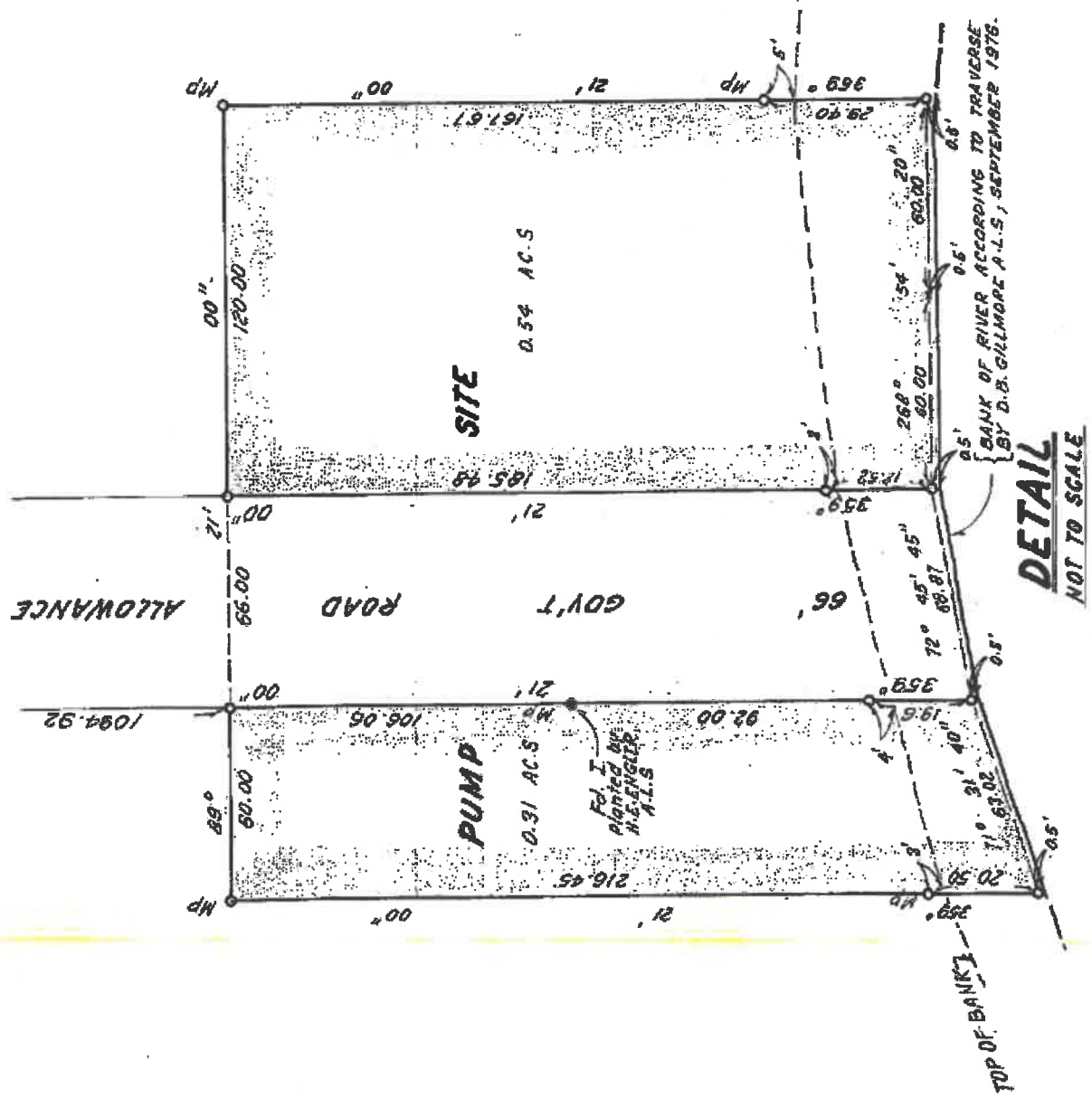
IRRIGATION PUMPSITE  
762 2146

IRRIGATION PUMPSITE  
762 2146

PUMPSITE  
762 2146

NOR

S.W. 1/4 SEC. 6 - TP. 59 - RGE. 15 - W. 4 MER.



RGE. 15 - W. 9 MER.

ROAD 21'

GOV'T 359°

66'

(SEE DETAIL)

**ITEM 4.5 - ATTACHMENT #5 of P 888.5 of 8**  
**PLAN**  
 SHOWING SURVEY OF  
**PUBLIC WORK (IRRIGATION PUMPSITE)**  
 IN  
**SEC. 6 - T259 - RGE. 15 - W. 4 M. 8**  
**SEC. 1 - T259 - RGE. 16 - W. 4 M.**  
 NEAR  
**SMOKY LAKE - ALBERTA**  
 1976 S.O. GILLMORE A.L.S.  
 SCALE: 1" = 200'

**PLAN**  
 SHOWING SURVEY OF  
**PUBLIC WORK (IRRIGATION PUMPSITE)**  
 IN  
**SEC. 6 - T259 - RGE. 15 - W. 4 M. 8**  
**SEC. 1 - T259 - RGE. 16 - W. 4 M.**  
 NEAR  
**SMOKY LAKE - ALBERTA**  
 1976 S.O. GILLMORE A.L.S.  
 SCALE: 1" = 200'

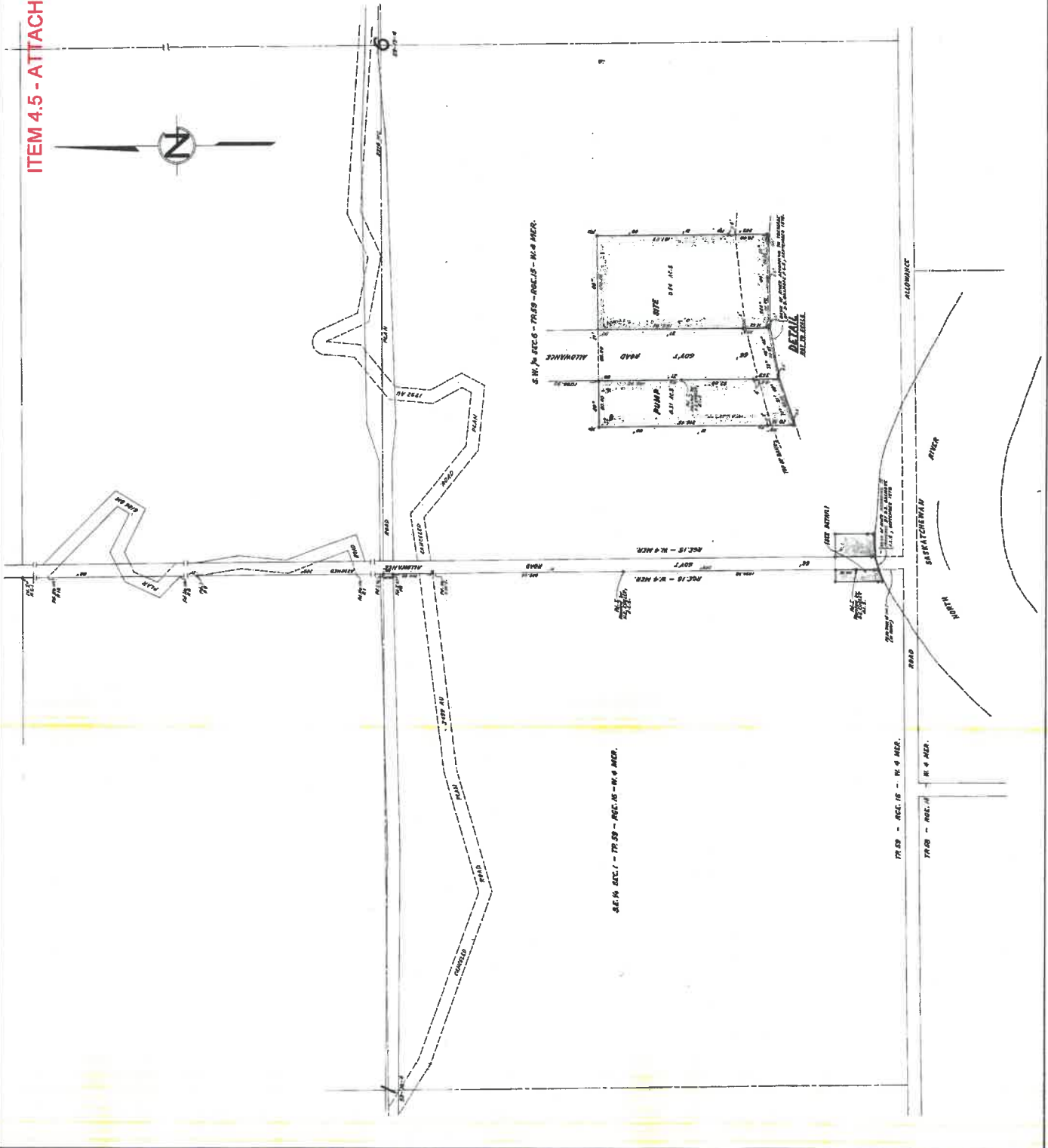
**NOTES:**  
 1. This plan is required to establish a PWS and existing rights in the land shown thereon. It is not to be construed as a conveyance of any interest in the land shown thereon.  
 2. The land shown thereon is the land owned by the Crown in Right of Alberta and is shown as being in the possession of the Crown in Right of Alberta.  
 3. The land shown thereon is shown as being in the possession of the Crown in Right of Alberta.  
 4. The land shown thereon is shown as being in the possession of the Crown in Right of Alberta.  
 5. The land shown thereon is shown as being in the possession of the Crown in Right of Alberta.  
 6. The land shown thereon is shown as being in the possession of the Crown in Right of Alberta.  
 7. The land shown thereon is shown as being in the possession of the Crown in Right of Alberta.  
 8. The land shown thereon is shown as being in the possession of the Crown in Right of Alberta.  
 9. The land shown thereon is shown as being in the possession of the Crown in Right of Alberta.  
 10. The land shown thereon is shown as being in the possession of the Crown in Right of Alberta.

**REVISIONS:**  
 1. A correction of the City of Edmonton, Alberta Land Survey, made with the original plan was made under the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(1) and the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(2).  
 2. The survey was prepared in accordance with the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(1) and the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(2).  
 3. The survey was prepared in accordance with the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(1) and the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(2).  
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 5. The survey was prepared in accordance with the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(1) and the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(2).  
 6. The survey was prepared in accordance with the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(1) and the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(2).  
 7. The survey was prepared in accordance with the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(1) and the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(2).  
 8. The survey was prepared in accordance with the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(1) and the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(2).  
 9. The survey was prepared in accordance with the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(1) and the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(2).  
 10. The survey was prepared in accordance with the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(1) and the provisions of the Land Survey Act, R.S.A. 1978, c. S-26, s. 10(2).

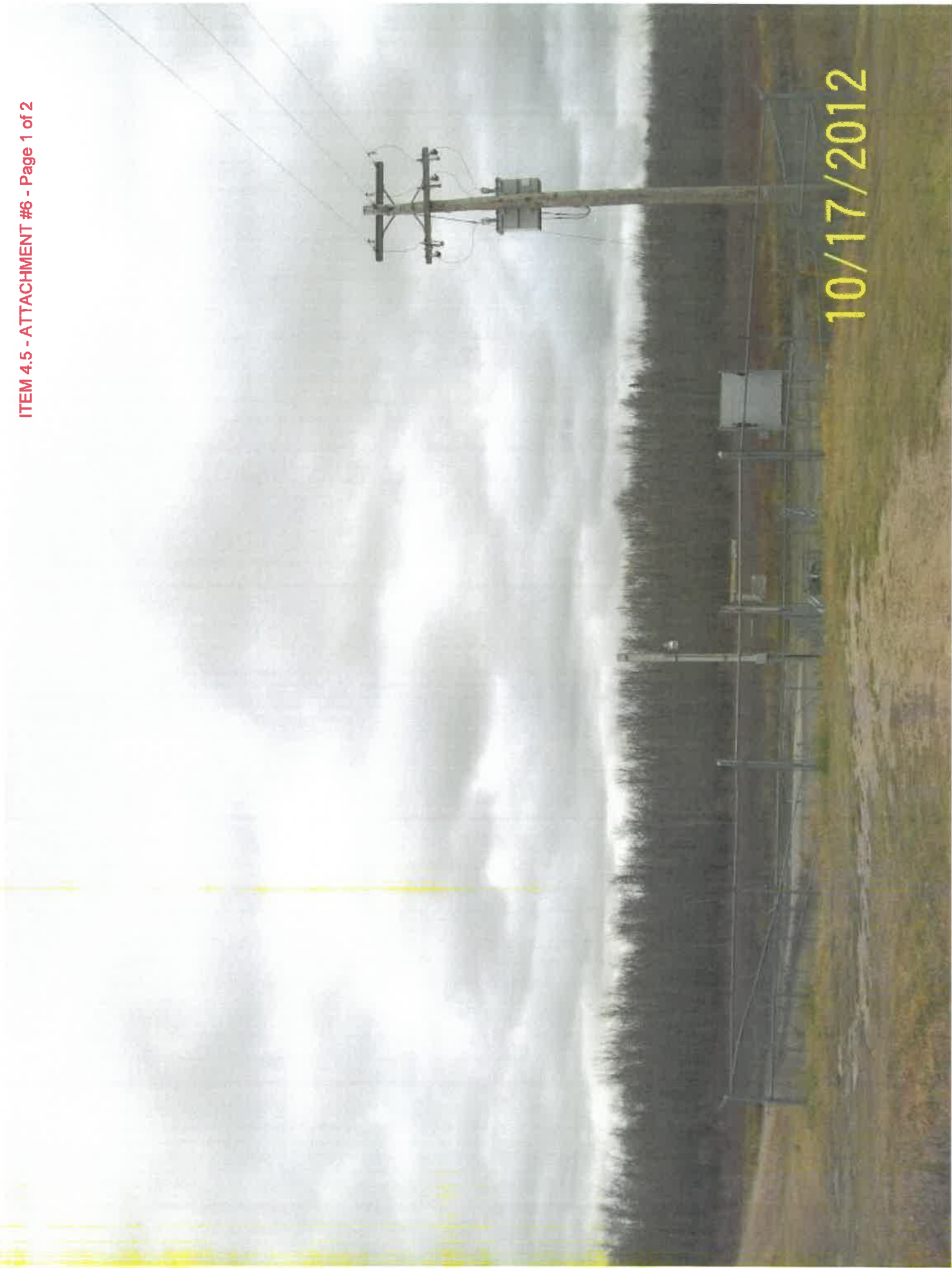
*Approved by*  
**Robert S. Gillmore**  
 ALBERTA LAND SURVEYOR

*Approved by*  
**Robert S. Gillmore**  
 ALBERTA LAND SURVEYOR

762 2146







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 industry<sup>1</sup>, 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.

---

<sup>1</sup> 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.



## 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  
3<sup>rd</sup> 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**

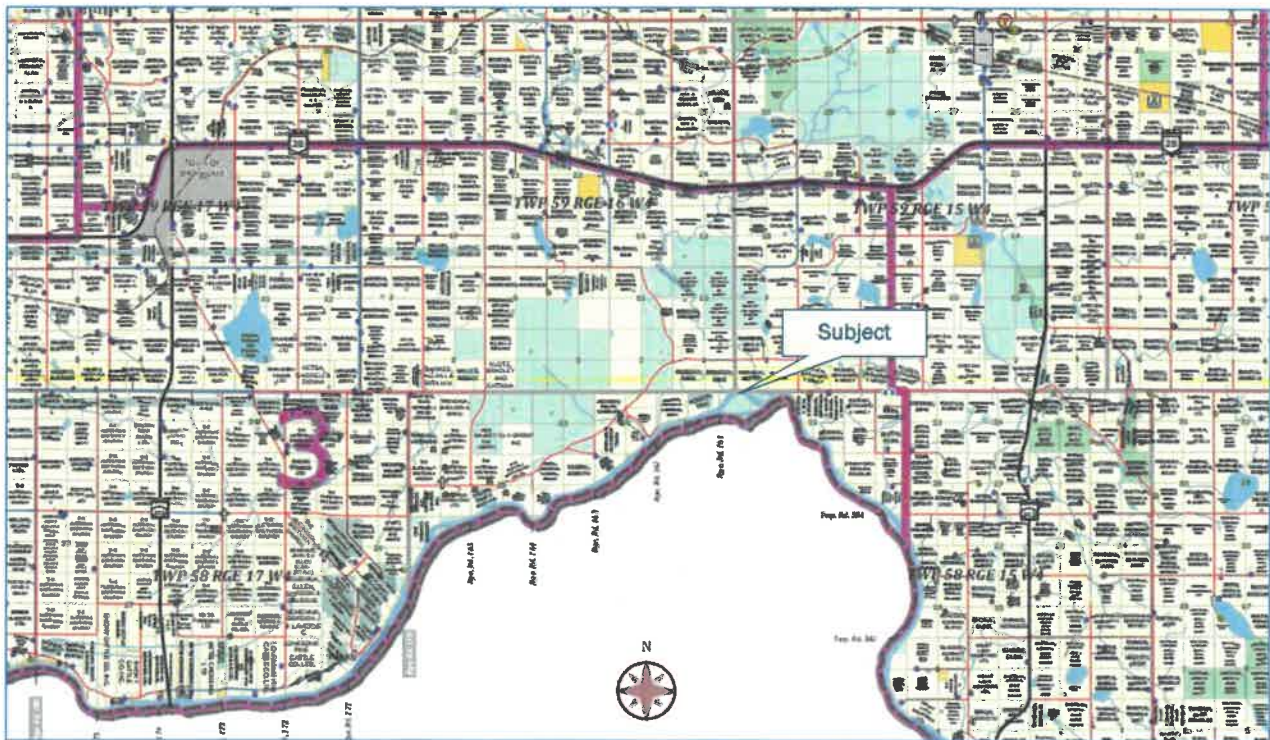
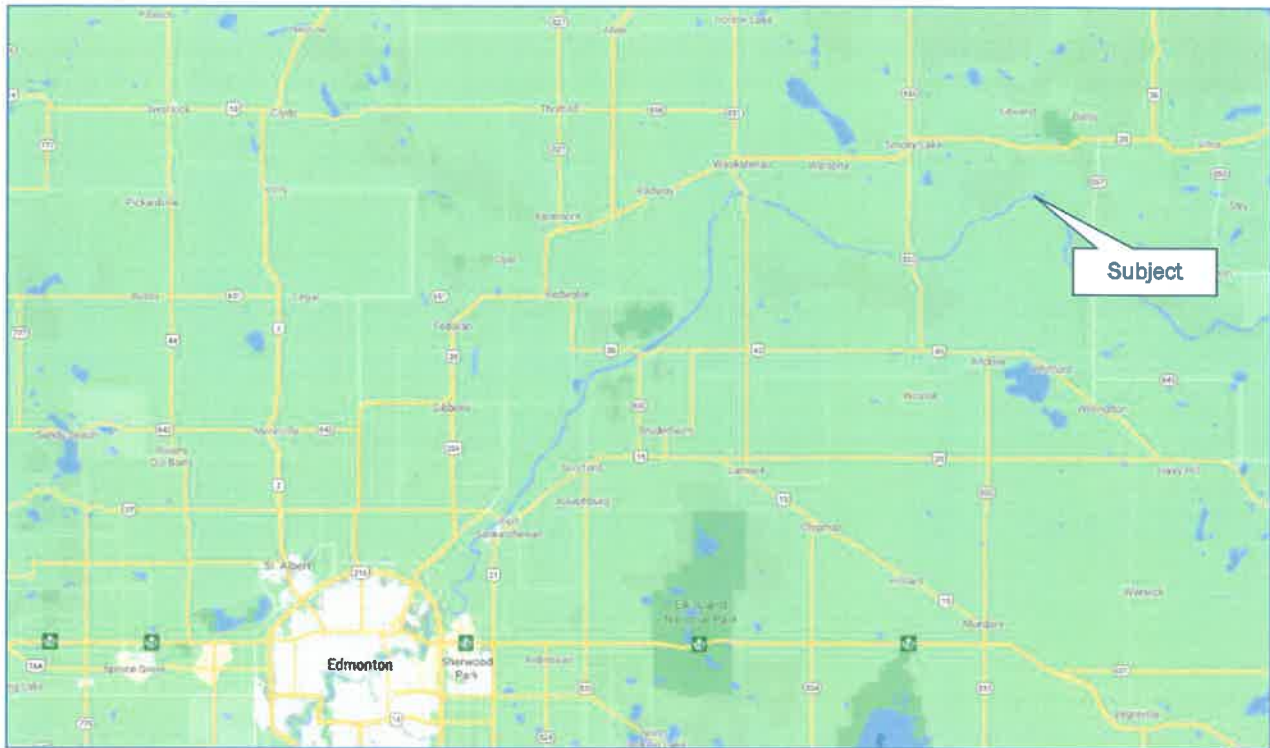
**Income Approach:** Not used

**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 Canada<sup>1</sup>.

**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.

<sup>1</sup><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:

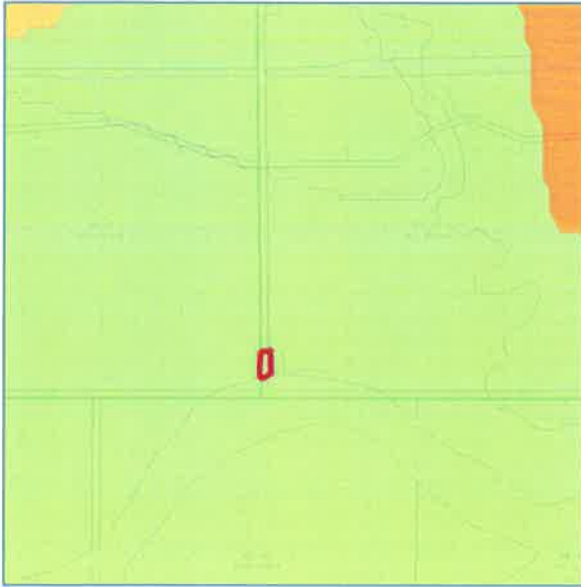
- Utilization of electronic mapping tools (overlaid on aerial photos) that can be used to sketch arable acres, show severances, lower lying areas, and other attributes. Aerial photo resources include comparing year-over-year satellite imagery.
- Discussions with the landowners and/or farmers, who typically 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:

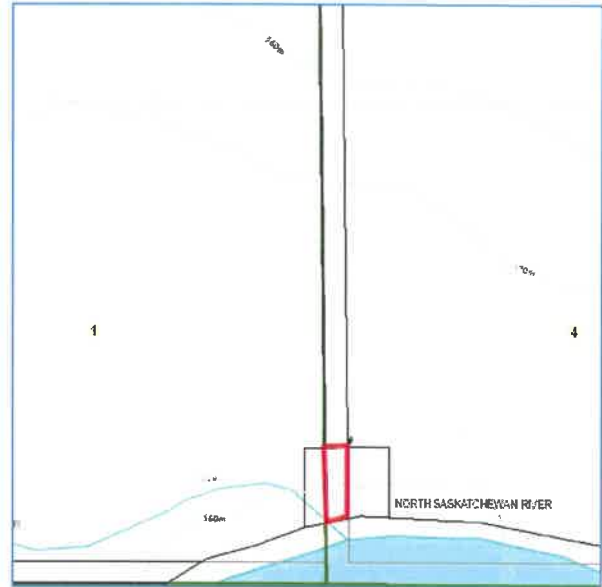
- The proportion of arable acres, pasture acres, and waste acres. Waste acres may have potential for recreation, homesteading, subdivision, or clearing; or they may have limited utility to the market.
- Types of soils.
- CLI class.

**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 ( $\pm 0.31$  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.

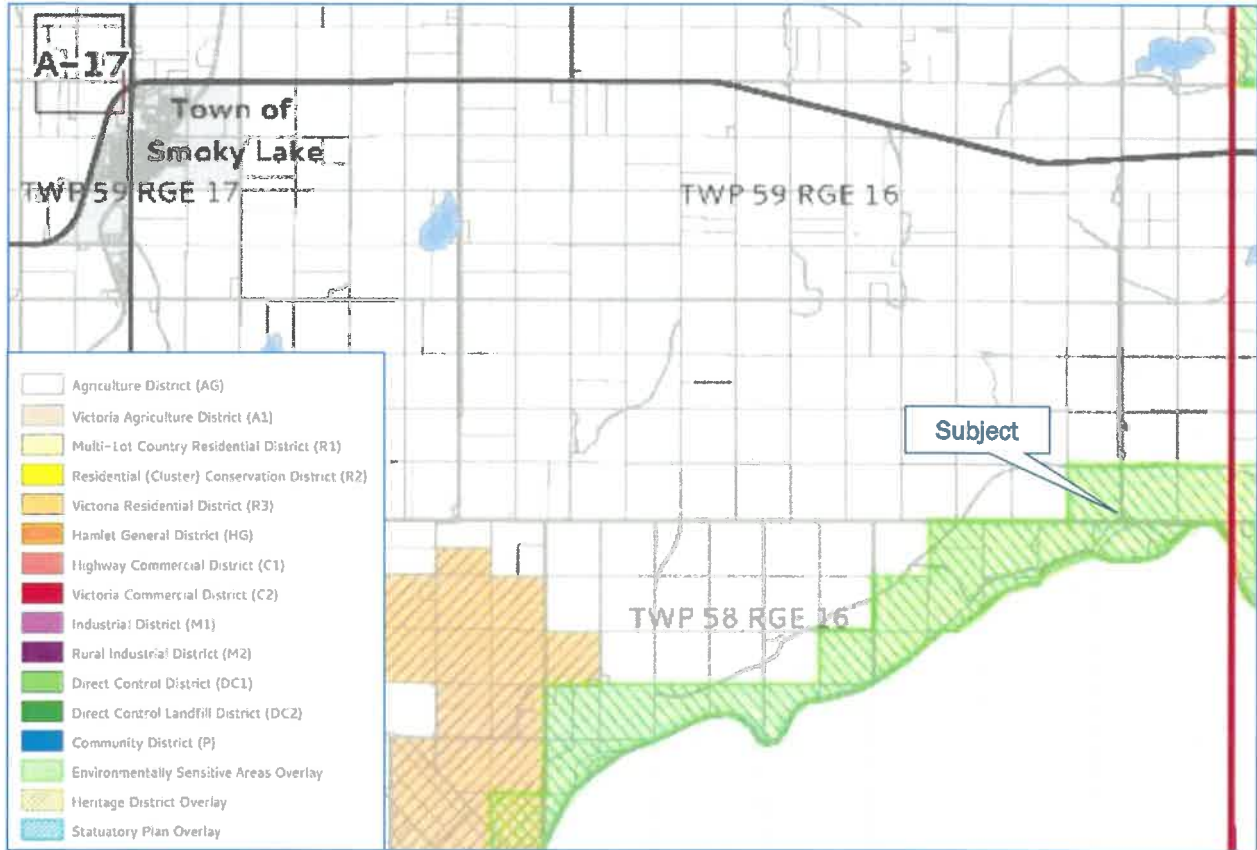
## Description of the Improvements

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

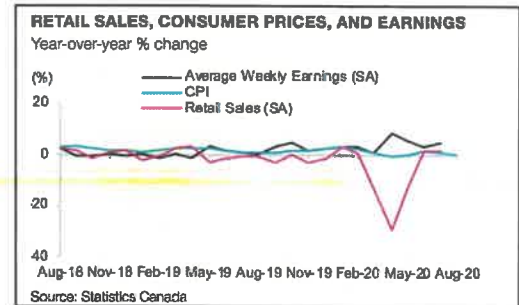
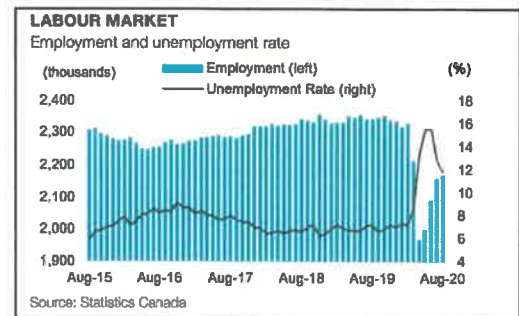
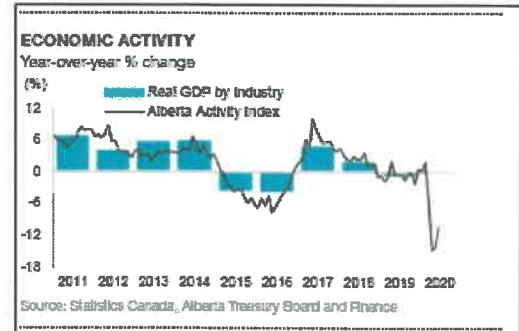
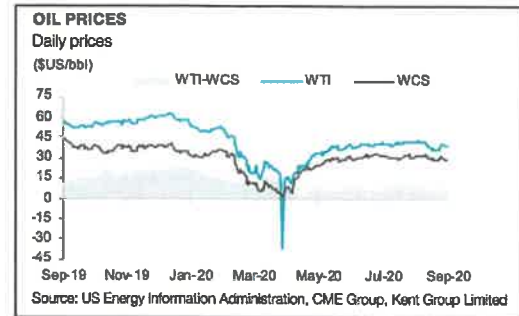
### Alberta

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.

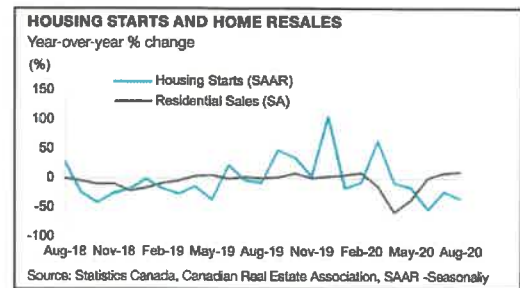
The chart to the top right<sup>2</sup> compares West Texas Intermediate (WTI) and Western Canadian Select (WCS) crude oil prices. A two-year recovery from the 2014-2016 oil-price driven recession was slowed in 2019, as provincially mandated production cuts were implemented to ease pipeline bottlenecks. 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.



<sup>2</sup> 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.

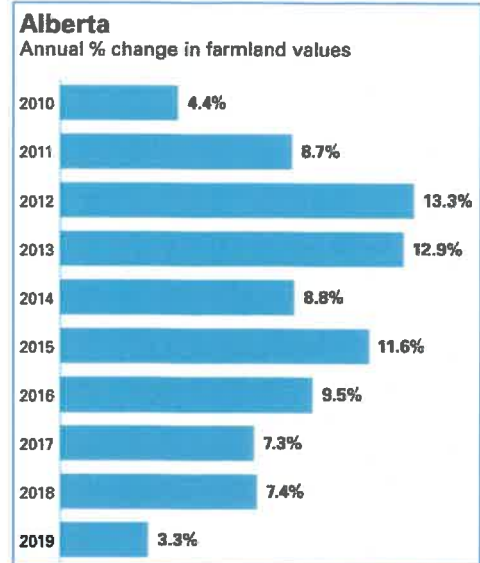
**Real Estate:** Market values for condos and multi-family dwellings continue to decline while values for single family dwellings appear to be relatively stable. Housing starts are down significantly but the number of resales is actually up from 2019. Small cities and towns, however, continued to face 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 Trends<sup>3</sup>:**

- 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

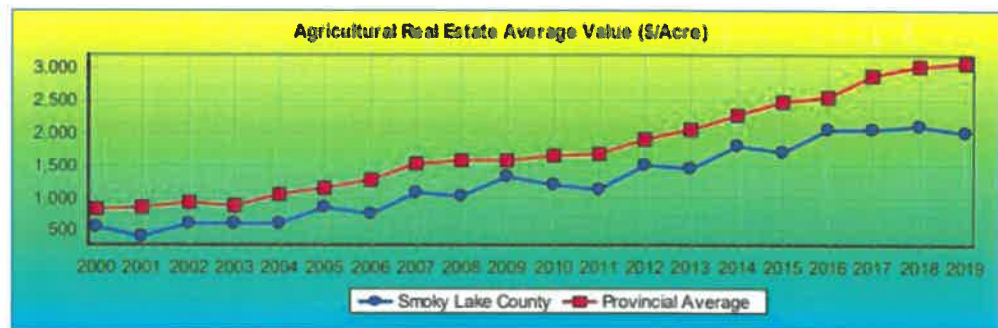
<sup>3</sup> FCC - <https://www.fcc-fac.ca/en/ag-knowledge/ag-economics/farmland-values-report.html>.

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 Land<sup>4</sup>:

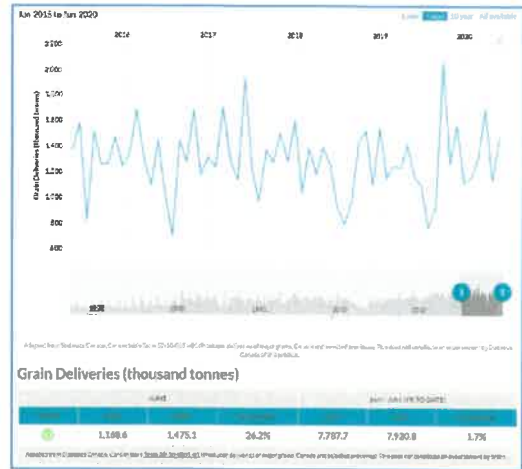
- Good cropland in the subject area currently sells in the **\$1,800 to \$2,600 per acre** plus range, with values at the upper end of the range noted for properties with more open land and better soil productivity.
- Consolidation continues in the local farm land market, with large cash crop producers 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.

<sup>4</sup> Statscan Grain - <https://economicdashboard.alberta.ca/GrainDeliveries#alberta>.

Real estate appraisal of a linear parcel of land in Smoky Lake County, Alberta.

Prepared for Alberta Infrastructure.

- 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:

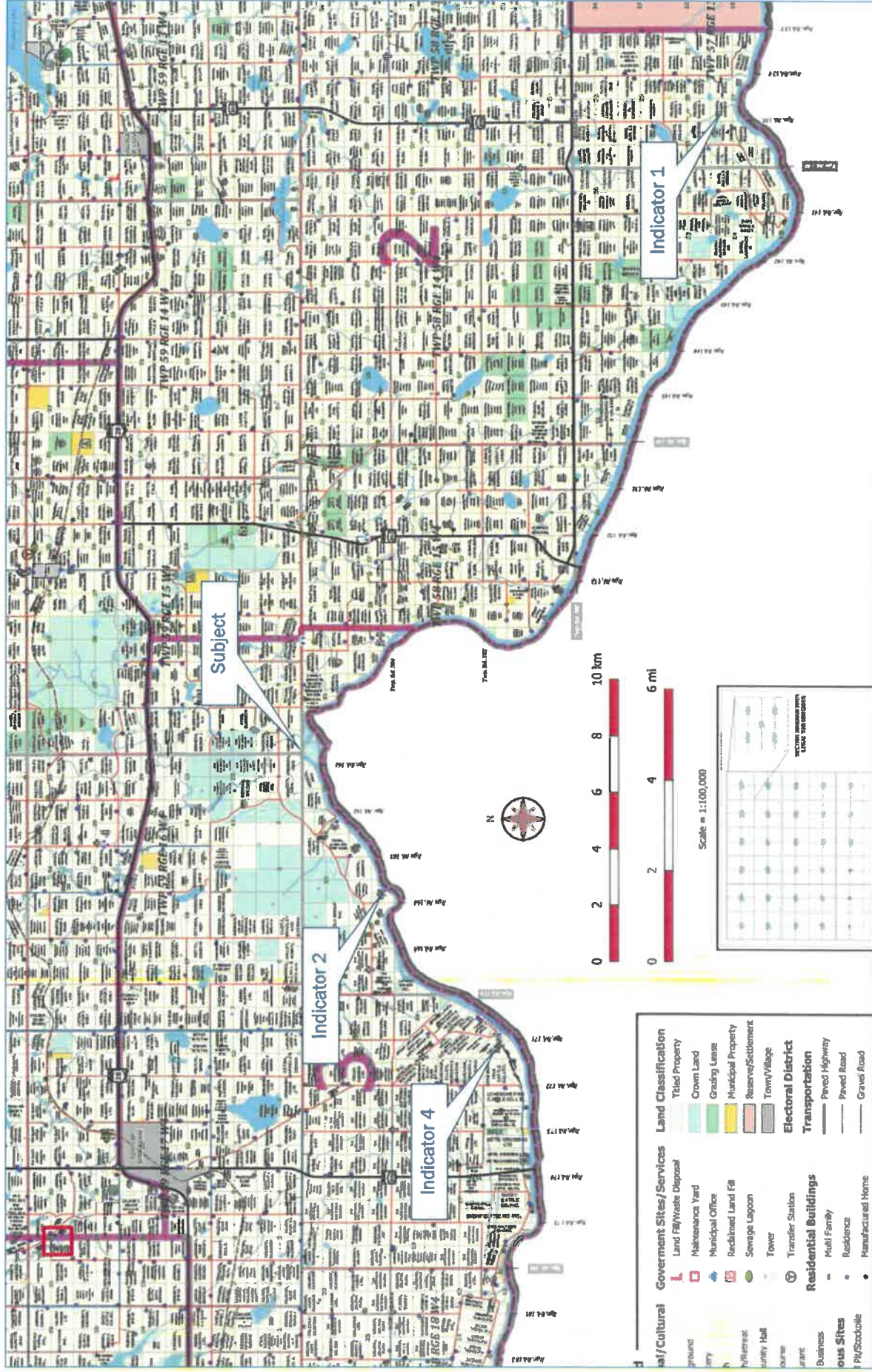
**Qualitative Analysis:** This is a primary and intuitive method, well-known by most market participants.

**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.

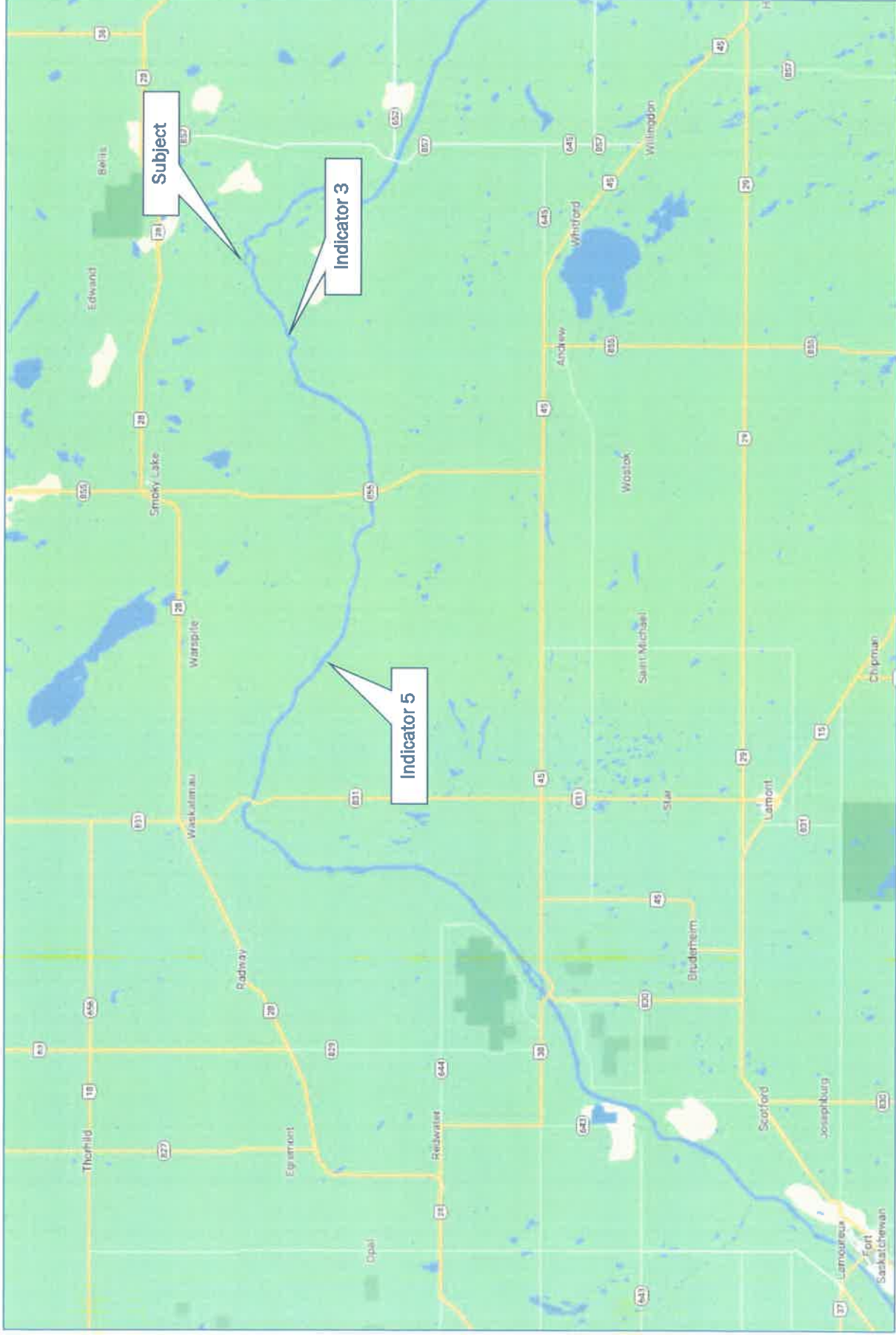
In the circumstances, a Quantitative Analysis was completed in respect to the differences between the amalgamated Subject Property and each comparable sale.

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.



Map: Illustrating the locations of the Subject Property and Value Indicators 3 and 5.

Bare Land Value Indicators						
	Subject Property	Value Indicator 1	Value Indicator 2	Value Indicator 3	Value Indicator 4	Value Indicator 5
Internal Property No.	n/a	111772	111775	111802	111773	110500
Municipality	Smoky Lake County	Smoky Lake County	Smoky Lake County	Lamont County	Smoky Lake County	Lamont County
Legal Description	OT 6-59-15-W4	NW 17-57-13-W4	SW 28-58-16-W4	SE 28-58-16-W4	Lot 8, Plan: Victori	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. Rubullak	T. Warawa	Ed's Topline Trees Inc.	G. & D. Cossey
Purchaser	n/a	W. Machura	S. Power & J. Veerning	CLH Group Inc.	M. Suchy	D. & C. Majaesic
Land Area (Acres)	0.31	179.30	84.80	100.40	57.50	96.10
Zoning Class	AG	AG	AG	A	R3	A
CLI Map Rating	6	3 / 4	6	4 / 6	2 / 6	5
Farmiland 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 accessed via a dirt trail. 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 to gently rolling topography. Undersubdivided. Lacks direct access via a municipal roadway, appears to be accessed via a dirt trail. 8900 metres of frontage along the North Saskatchewan River.	Approximately 60% of the parcel consists of open land with the balance being treed. Undulating to 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	\$3,066	\$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
Access / Linear Parcel	As described	10%	0%	0%	0%	0%
Land Area	As described	-10%	-10%	-35%	-45%	-35%
Open Acres	As described	0%	-5%	-5%	-15%	-5%
Productive Potential	As described	0%	0%	0%	0%	0%
Utility / Other	As described	0%	-10%	0%	-10%	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 of 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
						<b>Linear Parcel Discount</b>	<b>43%</b>
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
						<b>Linear Parcel Discount</b>	<b>49%</b>
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
						<b>Linear Parcel Discount</b>	<b>46%</b>

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:

<b>Site Size:</b>	<b>0.31 Acres</b>
<b>Estimated Unit Value Range:</b>	<b>\$1,750/acre to \$2,550/acre</b>
<b>Estimated Unit Value:</b>	<b>\$2,275/acre</b>
<b>Subject Parcel 1 Value by the Direct Comparison Approach (rounded):</b>	<b>\$705</b>



## 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

<b>HB</b>		<b>Agricultural Owner/User Land Sale</b>		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 Acre		
Sale Date: Feb 12, 2019				
Transfer Number: 192049997				
Lic #: 0023570493				
<u>Sale Terms</u>		<u>Assessment</u>		
MLS: E4123369		Total Year 0		
Cash / Mortgage		Roll#		
<u>Vendor</u>		<u>Purchaser</u>		
Estate of M. Reeves		W. Machura		
<u>Access</u>		<u>Encumbrances</u>		
Dirt road		None known		
<u>Land Analysis</u>		<u>Improvements</u>		
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				
<u>Comments</u>				
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.				
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 <a href="http://www.harrisonbowker.com">http://www.harrisonbowker.com</a> for more info.				

Value Indicator 2


<b>HB</b>		<b>Agricultural Owner/User Land Sale</b>		Zone 4 NE *
				Property Number 111775
		Address _____ SW 28-58-16-W4		
		Subdivision: Smoky Lake County		
		Legal Description: SW 28-58-16-W4		
		Zoning Class:           AG		
		Site Area:               84.80               Acres		
		Sale Price:             \$260,000		
		Unit Value:            3,066.00           Acre		
		Sale Date:             Oct 28, 2018		
		Transfer Number:    192096123		
		Linc #:                 0023505565		
Sale Terms _____ MLS: E4063176 Cash		Assessment _____ Total                    Year 0 Roll#		
Vendor _____ V. Rubuliak		Purchaser _____ S. Power & J. Vleeming		
Access _____ Dirt trail.		Encumbrances _____ None known		
Land Analysis _____ 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		Improvements _____ None of value		
Comments _____ 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 <a href="http://www.harrisonbowker.com">http://www.harrisonbowker.com</a> for more info.				

Value Indicator 3

HB

### Agricultural Owner/User Land Sale

Zone 4 NE \*  
Property Number 111802



**Address**  
SE 28-58-16-W4

**Subdivision:**  
Lamont County

**Legal Description:**  
SE 28-58-16-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

<u>Sale Terms</u>	<u>Assessment</u>
Private Sale	Total Year 0
Cash	Roll#
<u>Vendor</u>	<u>Purchaser</u>
T. Warawa	CLH Group Inc.

<u>Access</u>	<u>Encumbrances</u>
Gravel - at southeast corner	None known

<u>Land Analysis</u>	<u>Improvements</u>
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. Unsubdivided. Access via municipal roadway to the southeast corner of the parcel. Approximately 830 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

<b>Agricultural Owner/User Land Sale</b>		Zone 4 NE * Property Number 111773															
		<b>Address</b> 17108 Victoria Trail  <b>Subdivision:</b> Smoky Lake County <b>Legal Description:</b> Lot 8, Plan: Victori <b>Zoning Class:</b> R3 <b>Site Area:</b> 57.50 Acres <b>Sale Price:</b> \$230,000 <b>Unit Value:</b> 4,000.00 Acre <b>Sale Date:</b> Sep 16, 2020 <b>Transfer Number:</b> 202230393 <b>Line #:</b> 0035156611															
<b>Sale Terms</b> MLS: E4210353 Cash / Mortgage  <b>Vendor</b> Ed's Topline Trees Inc.	<b>Assessment</b> Total Year 0 Roll#  <b>Purchaser</b> M. Suchy																
<b>Access</b> Paved	<b>Encumbrances</b> None known																
<b>Land Analysis</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>CLI Rating</td> <td colspan="2" style="text-align: center;">2 6</td> </tr> <tr> <td>Farmland Assessment</td> <td colspan="2" style="text-align: right;">0.00</td> </tr> <tr> <td>Farmland Assessment / Acre</td> <td colspan="2" style="text-align: right;">\$0.00</td> </tr> <tr> <td>Arable Acres</td> <td style="text-align: right;">34.00</td> <td>Waste/Bush Acres 24.00</td> </tr> <tr> <td>Pasture Acres</td> <td colspan="2" style="text-align: right;">0.00</td> </tr> </table>		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		<b>Improvements</b> Old yard site with power, well and propane. Older mobile with no value.
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																
<b>Comments</b> 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 <a href="http://www.harrisonbowker.com">http://www.harrisonbowker.com</a> for more info.																	

Value Indicator 5

<b>HB</b>	<b>Agricultural Owner/User Land Sale</b>	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													
	Sale Area:               96.10           Acres													
	Sale Price:               \$400,000													
	Unit Value:              4,162.00        Acres													
	Sale Date:               May 17, 2017													
	Transfer Number:       172142828 Line #:                    0023462055													
<hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Sale Terms</u></td> <td style="width: 50%;"><u>Assessment</u></td> </tr> <tr> <td>Private Sale</td> <td>Total                           Year 2019</td> </tr> <tr> <td>Cash</td> <td>Roll#</td> </tr> <tr> <td><u>Vendor</u></td> <td><u>Purchaser</u></td> </tr> <tr> <td>G. &amp; D. Cossey</td> <td>D. &amp; C. Majaesic</td> </tr> </table>			<u>Sale Terms</u>	<u>Assessment</u>	Private Sale	Total                           Year 2019	Cash	Roll#	<u>Vendor</u>	<u>Purchaser</u>	G. & D. Cossey	D. & C. Majaesic		
<u>Sale Terms</u>	<u>Assessment</u>													
Private Sale	Total                           Year 2019													
Cash	Roll#													
<u>Vendor</u>	<u>Purchaser</u>													
G. & D. Cossey	D. & C. Majaesic													
<hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Access</u></td> <td style="width: 50%;"><u>Encumbrances</u></td> </tr> <tr> <td>Fair weather road.</td> <td>None known</td> </tr> </table>			<u>Access</u>	<u>Encumbrances</u>	Fair weather road.	None known								
<u>Access</u>	<u>Encumbrances</u>													
Fair weather road.	None known													
<hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Land Analysis</u></td> <td style="width: 50%;"><u>Improvements</u></td> </tr> <tr> <td>CLJ Rating                   5</td> <td>None Noted.</td> </tr> <tr> <td>Farmland Assessment           400,000.00</td> <td></td> </tr> <tr> <td>Farmland Assessment / Acre   \$4,162.33</td> <td></td> </tr> <tr> <td>Arable Acres               0.00    Waste/Bush Acres       48.00</td> <td></td> </tr> <tr> <td>Pasture Acres               48.00</td> <td></td> </tr> </table>			<u>Land Analysis</u>	<u>Improvements</u>	CLJ 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	
<u>Land Analysis</u>	<u>Improvements</u>													
CLJ Rating                   5	None Noted.													
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Farmland Assessment / Acre   \$4,162.33														
Arable Acres               0.00    Waste/Bush Acres       48.00														
Pasture Acres               48.00														
<hr/> <u>Comments</u> 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.														
<hr/> <p style="font-size: 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 <a href="http://www.harrisonbowker.com">http://www.harrisonbowker.com</a> for more info.</p>														



## 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**

<b>S</b>		
<b>LINC</b>	<b>SHORT LEGAL</b>	<b>TITLE NUMBER</b>
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 )			

-----		
ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION		PAGE 2
NUMBR	DATE (D/M/Y)	# 782 055 897
-----		
		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)
002 122 593	09/05/2000	TRANSFER OF CAVEAT 912184395 TRANSFEEE - 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 T2P2H7 AFFECTS INSTRUMENT: 912184395
072 319 178	31/05/2007	TRANSFER OF CAVEAT 912184395 TRANSFEEE - APACHE CANADA LTD. 1200, 700-9 AVE SW CALGARY ALBERTA T2P3V4 AGENT - JIM SWETNAM
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

CUSTOMER FILE NUMBER: sh

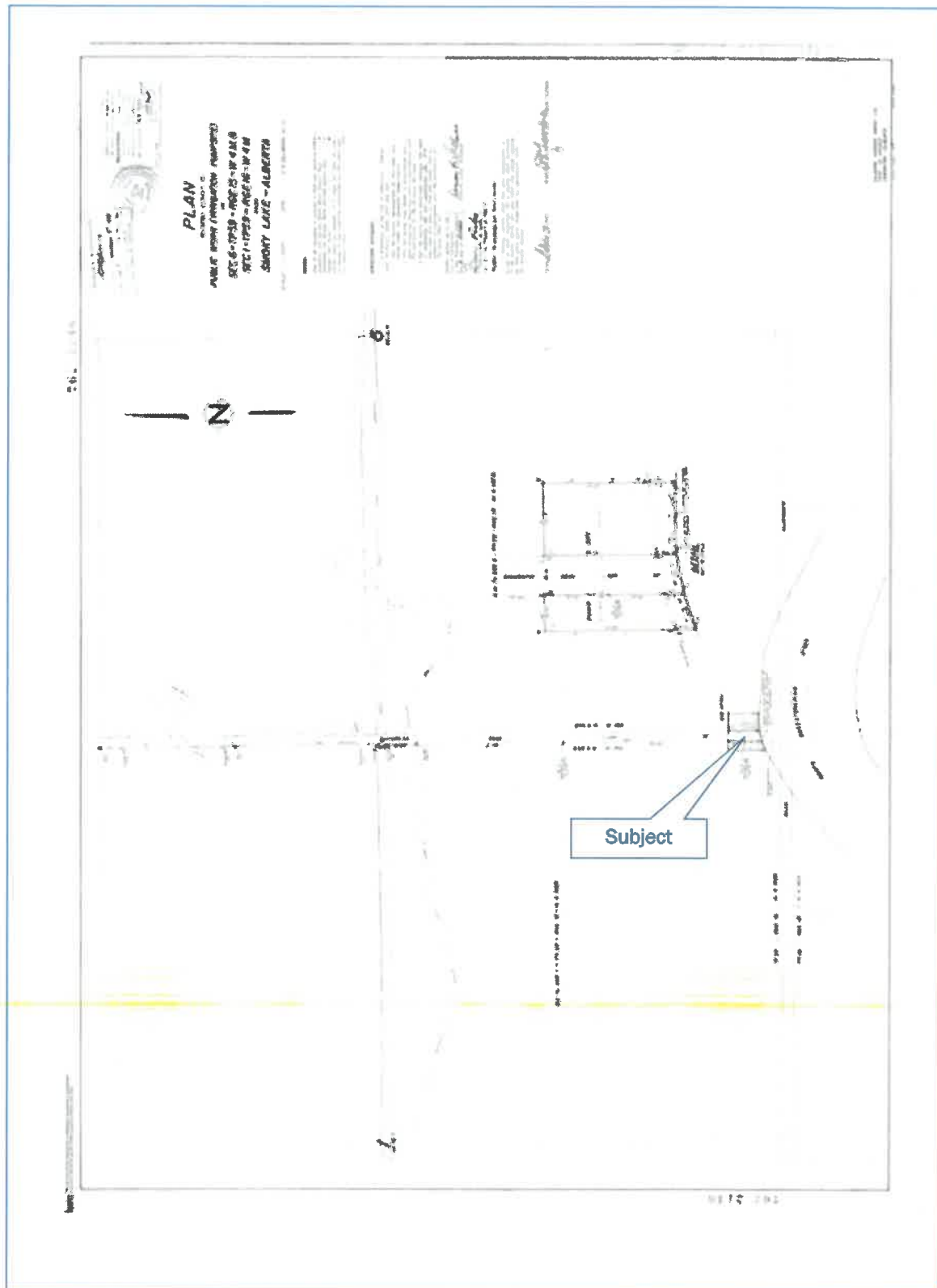


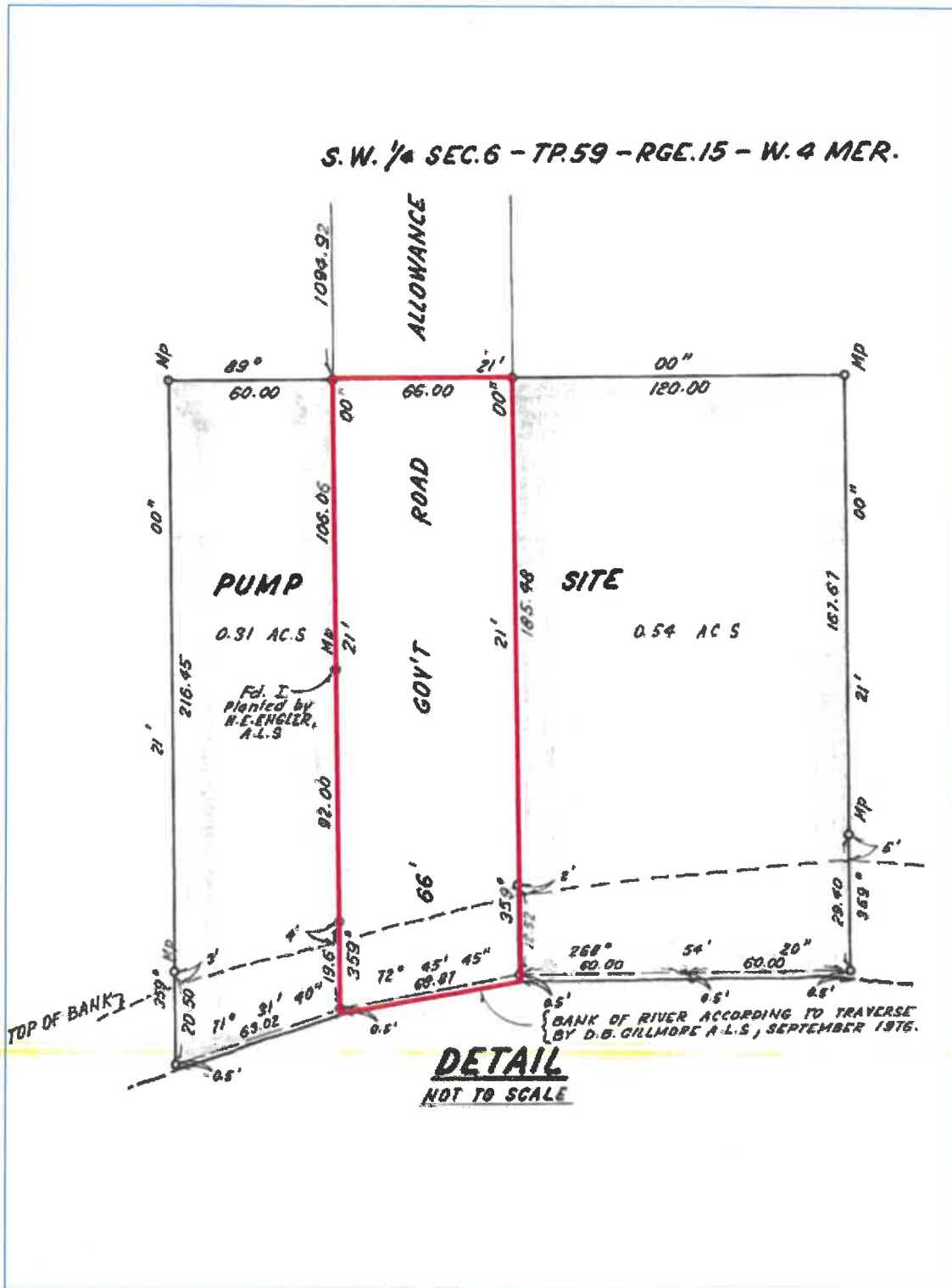
\*END OF CERTIFICATE\*

---

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.



## 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)(a)	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.


 AG

- 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 industry<sup>1</sup>, 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

<sup>1</sup> 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 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

AG

- 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.

<b>CLASS 1</b>	<b>SOILS IN THIS CLASS HAVE NO SIGNIFICANT LIMITATIONS IN USE FOR CROPS.</b>
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.	
<b>CLASS 2</b>	<b>SOILS IN THIS CLASS HAVE MODERATE LIMITATIONS THAT RESTRICT THE RANGE OF CROPS OR REQUIRE MODERATE CONSERVATION PRACTICES.</b>
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.	
<b>CLASS 3</b>	<b>SOILS IN THIS CLASS HAVE MODERATELY SEVERE LIMITATIONS THAT RESTRICT THE RANGE OF CROPS OR REQUIRE SPECIAL CONSERVATION PRACTICES.</b>
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.	
<b>CLASS 4</b>	<b>SOILS IN THIS CLASS HAVE SEVERE LIMITATIONS THAT RESTRICT THE RANGE OF CROPS OR REQUIRE SPECIAL CONSERVATION PRACTICES, OR BOTH.</b>
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.	

<b>CLASS 5</b>	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.
<b>CLASS 6</b>	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.
<b>CLASS 7</b>	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.
<b>0</b>	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:

<b>SUBCLASS C</b>	Adverse climate - The main limitation is low temperature or low or poor distribution of rainfall during the cropping season, or a combination of these.
<b>SUBCLASS D</b>	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.
<b>SUBCLASS E</b>	Erosion damage - Past damage from erosion limits agricultural use of the land.
<b>SUBCLASS F</b>	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.
<b>SUBCLASS I</b>	Inundation - Flooding by streams or lakes limits agricultural use.
<b>SUBCLASS M</b>	Moisture - A low moisture holding capacity, caused by adverse inherent soil characteristics, limits crop growth. (Not to be confused with climatic drought).
<b>SUBCLASS N</b>	Salinity - The soils are adversely affected by soluble salts.
<b>SUBCLASS P</b>	Stoniness - Stones interfere with tillage, planting, and harvesting.
<b>SUBCLASS R</b>	Shallowness to solid bedrock - Solid bedrock is less than three feet from the surface.
<b>SUBCLASS S</b>	Soils limitations - A combination of two or more subclasses D, F, M and N.
<b>SUBCLASS T</b>	Adverse topography - Either steepness or the pattern of slopes limits agricultural use.



<b>SUBCLASS W</b>	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.
<b>SUBCLASS X</b>	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 algaecides 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 (5<sup>th</sup> 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  
3<sup>rd</sup> Floor, 6950 – 113<sup>th</sup> 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\_\_.

<b>APPROVED</b>
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**

<b>Registration Number</b>	<b>Date (D/M/Y)</b>	<b>Particulars</b>
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)

**Jordan Ruegg**

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**From:** Jordan Ruegg  
**Sent:** December 17, 2020 12:50 PM  
**To:** Alison Reid  
**Cc:** kschole@smokylakecounty.ab.ca  
**Subject:** Assessment - Pt. SW-6-59-15-W4M (Roll # 15590622)

Good afternoon Alison,

I hope all is well with you as you wind down towards your retirement!

I was hoping that you would be able to provide us with an assessment of a piece of County-owned land (Pt. SW-6-59-15-W4M - Roll # 15590622) as we have received an offer to purchase said land by the Province. Their appraiser valued the parcel at \$705.00 but Council believes it is worth more based on their recollection of anecdotal accounts of land sales adjacent to the North Saskatchewan. The parcel in question has a wet well located on it which is used to pump water to the Smoky Lake Tree Nursery, which is located on lands owned by the Province. The appraisal did not factor in this infrastructure as the intent of the Province is to replace the existing infrastructure with a new wet well. Also of note, the County's GIS incorrectly lists the parcel area as 0.45 acres when it is in fact 0.31 acres in size.

Please 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

ᑭᓴᑭᓱᓱᓱ ᓴᑭᓱᓱᓱ (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory

This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your system.

*Studies show that trees live longer when they are not cut down. Please do not print this email unless you really need to.*

**Jordan Ruegg**

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**From:** Alison Reid <alison@aag-gis.com>  
**Sent:** December 29, 2020 5:39 PM  
**To:** Jordan Ruegg  
**Subject:** RE: Assessment - Pt. SW-6-59-15-W4M (Roll # 15590622)

Hey Jordan,

I thought I had replied to you but I see I didn't. Sorry.

I pulled the title on this one and I see how 0.45 acres was likely calculated.

Since the description in 2,333 feet south of the NW corner that would leave 307' x 66' width at the end. But if you have determined it to be 0.31 acres, I will use that value.

So based on that and taking into account a shape adjustment factor, I come up with a market value for 0.31 acres of \$6,800.

I hope this is helpful.

Thanks

Alison

**Alison Reid**  
Senior Assessor  
Accurate Assessment Group Ltd.

Main: 1.780.723.4000                      Mobile: 1.780.728.9058  
E-mail: [alison@aag-gis.com](mailto:alison@aag-gis.com)                      Website: [www.aag-gis.com](http://www.aag-gis.com)

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**From:** Jordan Ruegg [mailto:jruegg@smokylakecounty.ab.ca]  
**Sent:** December 17, 2020 12:50 PM  
**To:** Alison Reid <alison@aag-gis.com>  
**Cc:** Kyle Schole <kschole@smokylakecounty.ab.ca>  
**Subject:** Assessment - Pt. SW-6-59-15-W4M (Roll # 15590622)

Good afternoon Alison,

I hope all is well with you as you wind down towards your retirement!

I was hoping that you would be able to provide us with an assessment of a piece of County-owned land (Pt. SW-6-59-15-W4M - Roll # 15590622) as we have received an offer to purchase said land by the Province. Their appraiser valued the parcel at \$705.00 but Council believes it is worth more based on their recollection of anecdotal accounts of land sales adjacent to the North Saskatchewan. The parcel in question has a wet well located on it which is used to pump water to the Smoky Lake Tree Nursey, which is located on lands owned by the Province. The appraisal did not factor in this infrastructure as the intent of the Province is to replace the existing infrastructure **with a new wet well**. Also of note, the County's GIS incorrectly lists the parcel area as 0.45 acres when it is in fact 0.31 acres in size.

Please 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

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

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**REQUEST FOR DECISION**

DATE

**January 28, 2021****Agenda Item # 4.6**

TOPIC

**Alberta Community Partnership (ACP) – Grant Applications 2020/2021**

PROPOSAL

**December 17, 2020:**

Administrator's Meeting held to discuss concepts projects eligible for the ACP Funding. Prior to the January 5, 2021 ACP application deadline, Ronda Morgan, Grant Specialist MPE Engineering Ltd. (the Town of Smoky Lake's engineering firm) prepared 4 applications to submit to the 2020/2021 – Alberta Community Partnership (ACP) program by each respective managing partner, as follows:

**Managing Partner: Smoky Lake County****Participating Municipalities: Town of Smoky Lake; Village of Vilna; Village of Waskatenau****Project Title: Regional Fire Services**

Item Description	Est. Item Cost
Stakeholder engagement and data collection	\$30,000
Regional fire service delivery cost and funding models	\$35,000
Regional fire service delivery options analysis and recommendations	\$65,000
Development of regional fire service delivery agreement framework	\$55,000
Draft updates to policies, bylaws, and procedures	\$15,000
<b>Total Project Costs</b>	<b>\$200,000</b>

**Managing Partner: Village of Waskatenau****Participating Municipalities: Town of Smoky Lake; Village of Vilna; Smoky Lake County****Project Title: Regional Recreational Services and Facilities Assessment**


Item Description	Est. Item Cost
Data collection and analysis	\$35,000
Stakeholder engagement	\$15,000
Rec. facility infrastructure engineering analysis, hazard assessment, & development of cost models	\$52,500
Development of regional rec. asset inventory & integration into the regional GIS.	\$32,500
Regional rec. service & program review & feasibility analysis of a regional rec. director position	\$35,000
Regional recreational programming gaps, and risk and liability analysis.	\$15,000
Regional recreational service & infrastructure options & recommendations report	\$15,000
<b>Total Project Costs</b>	<b>\$200,000</b>

**Managing Partner: Village of Vilna****Participating Municipalities: Town of Smoky Lake; Village of Waskatenau; Smoky Lake County****Project Title: Regional Service Delivery Options Study**

Item Description	Est. Item Cost
Data collection and analysis	\$35,000
Stakeholder engagement	\$15,000
Regional municipal services current state analysis	\$32,500
Regional municipal services delivery options & recommendations, & supporting cost & funding models report	\$52,500
Regional roles & responsibilities, terms of reference, & collaboration protocols	\$35,000
Regional service delivery agreements	\$30,000
<b>Total Project Costs</b>	<b>\$200,000</b>

**Managing Partner: Town of Smoky Lake****Participating Municipalities: Village of Vilna; Village of Waskatenau; Smoky Lake County****Project Title: Regional Road Network Study**

Item Description	Est. Item Cost
Data collection and land use analysis	\$22,000
Stakeholder engagement	\$40,000
Location Study	\$45,000
Geotechnical and Environmental Impact Review	\$15,000
Road Network Alignment Study	\$53,000
Development of road network study and recommendations	\$25,000
<b>Total Project Costs</b>	<b>\$200,000</b>

<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>	
N/A	
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	<b>Municipal Government Act:</b> Intermunicipal Collaboration Framework.
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>▪ Strengthen intermunicipal relationships.</li> <li>▪ Expand the GIS data available for the region.</li> <li>▪ Create a data resource to aid in long term planning for capital infrastructure replacement.</li> <li>▪ Determine the viability of Regional Fire Services.</li> <li>▪ Determine the Regional Recreational Services and Facility needs and recommendations.</li> </ul>
<b>DISADVANTAGES</b>	A possible unbudgeted cost in an amount to be determined.
<b>ALTERNATIVES</b>	Take no action.
<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b>	\$ _____
<b>Budget Available:</b>	\$ _____
<b>Budgeted Costs:</b>	_____
<b>Capital Costs:</b>	_____
<b>Source of Funds:</b>	_____
<b>Unbudgeted Costs:</b>	_____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Intermunicipal Collaboration Framework (ICF).
<b>COMMUNICATION STRATEGY</b>	Email Communication.
<b>RECOMMENDATIONS</b>	
<p><b>Motion #1</b> That Smoky Lake County in partnership with the Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project Titled: <b>Regional Fire Services</b> under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve <b>Smoky Lake County to be the Managing Partner</b> under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p> <p><b>Motion #2</b> That Smoky Lake County in partnership with the Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project Titled: <b>Regional Recreational Services and Facilities Assessment</b> under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve the <b>Village of Waskatenau to be the Managing Partner</b> under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p> <p><b>Motion #3</b> That Smoky Lake County in partnership with the Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project Titled: <b>Regional Service Delivery Options Study</b> under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve the <b>Village of Vilna to be the Managing Partner</b> under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p> <p><b>Motion #4</b> That Smoky Lake County in partnership with the Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project Titled: <b>Regional Road Network Study</b> under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve the <b>Town of Smoky Lake be the Managing Partner</b> under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p>	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	



<b>REQUEST FOR DECISION</b>		<b>DATE</b>	January 28, 2021	<b>4.7</b>
<b>TOPIC</b>	Bylaw #1386-20: Amendment to Land Use Bylaw 1272-14 to address Recreational Vehicles (RVs), Campgrounds, Campsites, Recreational Vehicle Parks, Shipping Containers & Tiny Homes.			
<b>PROPOSAL</b>	<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 &amp; tiny homes, within Smoky Lake County. The proposed Bylaw 1386-20 is attached for reference.</p> <p>© <b>Attachment 1</b></p>			
<b>BACKGROUND</b>	<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. © <b>Attachment 2</b></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><b>March 15, 2019 – Committee of the Whole Meeting for Planning</b></p> <ul style="list-style-type: none"> <li>• A Committee of the Whole meeting was held to discuss complaints surrounding unauthorized campgrounds and noise issues respecting recreational vehicles.</li> <li>• <b>Motion 496-19:</b> <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></li> </ul> <p><b>April 9, 2019 – Committee of the Whole Meeting for Planning</b></p> <ul style="list-style-type: none"> <li>• A Committee of the Whole meeting was held to discuss complaints surrounding unauthorized campgrounds and noise issues respecting recreational vehicles.</li> <li>• <b>Motion 564-19:</b> <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></li> </ul>			
<b>EXISTING LANGUAGE IN LAND USE</b>				

**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.”*

**December 10, 2020 – Smoky Lake County Council Meeting**

**Motion 118-20:** *“That Smoky Lake County Bylaw 1386-20: Land Use Bylaw 1272-14 Amendment for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes, being a bylaw for the purpose of amending the Land Use Bylaw No. 1272-14, be given FIRST READING, and to schedule a Public Hearing for the said Bylaw at the January 28, 2021 County Council meeting, and advertise the said Public Hearing, in the local newspapers for two consecutive weeks, in accordance with section 230 and section 606 of the Municipal Government Act, as well as on the County’s website, social media platforms and at the County office.”*

**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 that 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.
<b>BENEFITS</b>	County will be able to: <ul style="list-style-type: none"> <li>• Provide clarity, transparency and fairness to prospective developers whom wish to develop a campground or recreational vehicle park or tiny home, or place a shipping container.</li> <li>• Ensure the efficient processing of development permit applications for campgrounds, recreational vehicle parks, tiny homes and shipping containers.</li> <li>• 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.</li> </ul>	
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>• Expanding the number of land use districts where campgrounds/recreational vehicle parks are "Discretionary Uses" may upset some landowners.</li> <li>• "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.</li> </ul>	
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>• Refuse the proposed amendment.</li> <li>• Propose a different amendment that remains consistent with spirit of the intended outcomes of the proposed changes.</li> </ul>	
<b>FINANCE/BUDGET IMPLICATIONS</b>		
<b>Operating Costs:</b>	<b>\$1,000 advertising costs</b>	<b>Capital Costs:</b> _____
<b>Budget Available:</b>	_____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b>	_____	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT /IMPLICATIONS</b>	<ul style="list-style-type: none"> <li>• Nil.</li> </ul>	
<b>COMMUNICATION STRATEGY</b>	<ul style="list-style-type: none"> <li>• If adopted, a copy of Bylaw 1386-20 will be posted to the County's website and consolidated with Land Use Bylaw 1272-14, to provide clarity to ratepayers and prospective developers.</li> </ul>	
<b>RECOMMENDATION</b>		
<p><b>That Smoky Lake County Council give Bylaw 1386-20: Amendment to Land Use Bylaw 1272-14 to address Recreational Vehicles (RVs), Campgrounds, Campsites &amp; Recreational Vehicle Parks, SECOND READING and THIRD and FINAL READING, this 28<sup>th</sup> day of January, 2021, and that the Reeve and the Chief Administrative Officer are hereby authorized to affix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed necessary.</b></p>		
<b>CHIEF ADMINISTRATIVE OFFICER</b>		

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**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.**

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**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.

**“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.



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

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

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.).

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;

- (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 m<sup>2</sup> (1,200 ft<sup>2</sup>) 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

(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:

**“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.

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



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 discretion of the Development Authority.

#### **TINY HOMES**

6. **The following definition is to be added under Section 1.7 Interpretation/Definitions, and be renumbered accordingly:**

**“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:

**“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!!**

<b>REQUEST FOR DECISION</b>		<b>DATE</b> January 28, 2021	<b>4.8</b>
<b>TOPIC</b>	Discharge of Caveat – 2389EW (NW-4-59-15-W4M)		
<b>PROPOSAL</b>	<ul style="list-style-type: none"> <li>To discharge a caveat (Document #2389EW) from the lands legally described as NW-4-59-15-W4M (Certificate of Title #142392468) © <b>Attachment 1</b></li> </ul>		
<b>BACKGROUND</b>	<ul style="list-style-type: none"> <li>The Planning and Development Manager received an email from Maryann Bonar, Kzyk &amp; MoI Law Office, representing the current landowner, Wendy Lee Kostuk-Howe, of the lands legally described as NW-4-59-15-W4M, requesting the discharge of a caveat (Document #2389EW), respecting costs related to hospitalization. © <b>Attachment 2</b></li> <li>The caveat was executed on September 29, 1936, and registered with the Registrar of the Alberta Land Titles Office on October 30, 1936. © <b>Attachment 3</b></li> <li>Pursuant to section 150(1) of the <i>Municipal Districts Act, 1926</i>, the council of every municipal district was required to provide treatment and care for its indigent residents when sick. Section 150(9) allowed the council of a municipal district to add any unpaid debt incurred pursuant to assistance provided under section 150(1) to be added to the taxes levied against any land of which the debtor owned. Section 150(10) allowed a municipal district to file a caveat against said land respecting this outstanding debt. © <b>Attachment 4</b></li> <li>A letter dated June 26, 1973, from John Skuba, Secretary-Treasurer, Smoky Lake County, indicating that the County would consider the outstanding debt as settled if the original debt owing of \$41.05 was paid. Upon receipt of payment, the caveat would be discharged by the County. © <b>Attachment 5</b></li> <li>Section 137 of the <i>Land Titles Act, RSA 2000, Chapter L-4</i>, as amended, allows for the discharge of a caveat by the caveator. © <b>Attachment 6</b></li> <li>The process and procedures for removing a caveat are described in the Alberta Land Titles Procedures Manual (Procedure # CAV-2). © <b>Attachment 7</b></li> <li>The County must submit a Discharge of Caveat Form to Alberta Land Titles in order to discharge the caveat. © <b>Attachment 8</b></li> </ul>		
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>			
<ul style="list-style-type: none"> <li>Nil.</li> </ul>			
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	<p><u><i>Land Titles Act, RSA 2000, Ch. L-4</i></u>  <b>Withdrawal of CAveat</b>            137(1) Subject to subsection (2), a caveat may be withdrawn by the caveator or by the agent for the caveator who signed the caveat.</p> <p>(2) In the case of a caveat in which</p> <p style="padding-left: 40px;">(a) the nature of the interest in which</p> <p style="padding-left: 80px;">(i) an easement,</p> <p style="padding-left: 80px;">(ii) a party wall agreement,</p> <p style="padding-left: 80px;">(iii) an encroachment agreement, or</p> <p style="padding-left: 80px;">(iv) a restrictive covenant running with or capable of being annexed to land,</p> <p style="padding-left: 40px;">and</p> <p style="padding-left: 40px;">(b) the dominant tenement is identified,</p> <p>the caveat may be withdrawn only by the registered owner of the dominant tenement or, if the registered owner of the dominant tenement is the caveator and the caveat was signed by an agent, by the registered owner or the agent.</p>		

<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>Assist the landowner with discharging the caveat which will help facilitate a land sale.</li> </ul>
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>Refuse the request to discharge the caveat.</li> </ul>
<b>FINANCE/BUDGET IMPLICATIONS</b>	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	<ul style="list-style-type: none"> <li>Nil.</li> </ul>
<b>COMMUNICATION STRATEGY</b>	<ul style="list-style-type: none"> <li>Nil.</li> </ul>
<b>RECOMMENDATION</b>	
<p>That Smoky Lake County Council direct administration to proceed with filing the necessary paperwork to discharge the caveat, registered as Document #2389EW, from the lands legally described as NW-4-59-15-W4M (Certificate of Title #142392468), with the Alberta Land Titles office.</p>	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	<i>[Signature]</i> for CAO





## LAND TITLE CERTIFICATE

S  
 LINC                      SHORT LEGAL                      TITLE NUMBER  
 0017 710 674            4;15;59;4;NW                      142 392 468

## LEGAL DESCRIPTION

THE NORTH WEST QUARTER OF SECTION FOUR (4)  
 TOWNSHIP FIFTY NINE (59)  
 RANGE FIFTEEN (15)  
 WEST OF THE FOURTH MERIDIAN  
 CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS.  
 EXCEPTING THEREOUT:  
 0.413 HECTARES (1.02 ACRES) MORE OR LESS AS SHOWN  
 ON ROAD PLAN 1307AU.  
 EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FREE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REFERENCE NUMBER: 082 093 875

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
142 392 468	19/11/2014	AFFIDAVIT OF SURVIVING JOINT TENANT		

## OWNERS

WENDY LEE KOSTIUK  
 OF 247 RIVER POINT NW  
 EDMONTON  
 ALBERTA T5A 4E2

## ENCUMBRANCES, LIENS &amp; INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
2389EW	30/10/1936	CAVEAT CAVEATOR - MD OF VILNA NO. 575. "REGISTRATION NO. CORRECTED BY 942304758 19940930" ( CONTINUED )

-----  
**ENCUMBRANCES, LIENS & INTERESTS**

**PAGE 2**  
**# 142 392 468**

**REGISTRATION**  
**NUMBER      DATE (D/M/Y)      PARTICULARS**

-----

**TOTAL INSTRUMENTS: 001**

**THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 25 DAY OF  
NOVEMBER, 2020 AT 07:45 A.M.**

**ORDER NUMBER:    40575874**

**CUSTOMER FILE NUMBER:    17512**



**\*END OF CERTIFICATE\***

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**THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
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PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).**

**Jordan Ruegg**

---

**From:** Maryann Bodnar <maryann@kmlawyers.net>  
**Sent:** December 9, 2020 8:24 AM  
**To:** Jordan Ruegg  
**Cc:** Janet Mihalcheon  
**Subject:** Discharge of Caveat 2389EW - NW-4-59-15-W4th/Registered owner: Wendy Lee Kostiuk  
**Attachments:** Maryann Bodnar\_ Paralegal.vcf; DOC120920.pdf

Good morning Jordan

We confirm we act on behalf of Wendy Lee Kostiuk.

Further to our telephone conversation; attached please find a copy of the current title and a copy of Caveat No. 2389EW.

Once you have reviewed same, please advise if you will be able to provide us with a Discharge of same.

For convenience, you can forward to our offices the registrable Discharge and we can submit same to Land Titles for registration.

Thank you.

**Maryann Bodnar, Paralegal**  
Kuzyk & Mol Law Office

Phone: (780) 632-4552  
Fax: (780) 632-4553  
1-877-220-4437  
maryann@kmlawyers.net  
5038 - 50 Avenue  
Postal Drawer 929  
Vegreville, Alberta T9C 1S1

**Covid 19:**

*As news continues to make the rounds about the worldwide effect of COVID-19 on our every day life and work and in conjunction with the directives and recommendations of the federal and provincial governments, we have made the decision to close our doors to the public effective 8:00am, March 18, 2020.*

*Our priority is the health and well-being of our staff and our clients and we will be actively monitoring the situation and relying on guidance from the CDC, WHO and local health authorities to decide when we will reopen our doors.*

*Our staff will continue to work in the office and answer the phones during regular business hours and will determine on a case by case basis on what process will be best to assist our clients.*

*Thank you in advance for your understanding and continued support during this interim period.*

**ITEM 4.8 - ATTACHMENT #2 - Page 2 of 2**

*The information contained in this transmission is solicitor-privileged and confidential. It is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and return the original message to us at the above address.*

**ALBERTA GOVERNMENT SERVICES  
LAND TITLES OFFICE**

**IMAGE OF DOCUMENT REGISTERED AS:**

**2389EW**

**ORDER NUMBER: 40641326**

**ADVISORY**

**This electronic image is a reproduction of the original document registered at the Land Titles Office. Please compare the registration number on this coversheet with that on the attached document to ensure that you have received the correct document. Note that Land Titles Staff are not permitted to interpret the contents of this document.**

**Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.**

Canada  
Province of Alberta

To Wit:

I, **Herbert John Duffy**,  
of the **Village** of **Vilna**  
in the Province of Alberta, **Secretary Treasurer**

make oath and say:

1. That I am agent for the above-named Caveator.
2. That I believe that the said Caveator has a good and valid claim upon the said lands and I say that this Caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal therewith.

Re - Sworn before me at the **Village**  
of **Vilna**

in the Province of Alberta.

*1000*  
this <sup>28<sup>th</sup></sup> ~~27<sup>th</sup>~~ day of <sup>October</sup> ~~September~~

A.D. 19 **26**

*W. J. ...*

A. Commissioner  
in and for the Province of Alberta

*H. J. Duffy*  
*Secretary*

*2389 E.W.*

March Sept. 29th A.D. 1926

M. D. **Village 1478**  
**12744** Ex. Ref.  
**John W. ...**  
**H. W. 4-15921-1478.**

**Caveat**

THE WILLIAMS PATENT CO., LTD.

I certify that the within instrument is duly entered and registered in the Land Titles Office for the North Western Land Registration District of the Province of Alberta on the 29th day of September A.D. 1926.

*W. J. ...*

*John D. of Vilna. 1655*

Canada  
Province of Alberta

To Wit:

I, \_\_\_\_\_  
of the \_\_\_\_\_  
in the Province of Alberta,

make oath and say:

1. That I was personally present and did see \_\_\_\_\_ named in the within Instrument, who is personally known to me to be the person named therein, duly sign, and execute the same for the purposes named therein.

2. That the same was executed at the \_\_\_\_\_ in the Province of Alberta, Canada, and that I am the subscribing witness thereto.

and That I personally know the said \_\_\_\_\_ is in my belief of the full age of twenty-one years.

and Sworn before me at the \_\_\_\_\_ in the Province of Alberta this \_\_\_\_\_ day of \_\_\_\_\_

# Caveat

4-15-59

To the Registrar of THE LAND REGISTRATION DISTRICT OF NORTH ALBERTA

Take Notice that I, The Municipal District of Vilna #575  
(Name in Full)

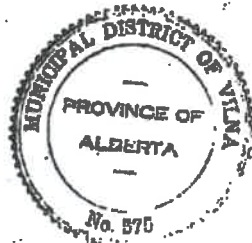
of Vilna in the Province of Alberta,  
claim an interest under the provisions of section 150 of the Municipal  
District Act, being chapter 41 of the Statutes of Alberta 1926  
as amended, for hospitalization

in. The North West quarter of section Four (4) Township Fifty nine  
(59) Range Fifteen (15) West of the 4th Meridian in the  
Province of Alberta Containing 160 acres more or less,  
Excepting thereout all mines and minerals

Being lands described in Certificate of Title, standing in the register in  
the name of ANNA ~~John~~ Werenka and I forbid the  
registration of any person as transferee or owner of or of any instrument affecting the said estate or interest,  
unless such instrument be expressed to be subject to my claim.

I appoint office of the Municipal District of Vilna #575  
at Vilna in the Province of Alberta, as the place at which notice of  
proceedings relating hereto may be served

Dated this 29th day of September A.D. 1959



*H. J. Duff*  
*Sec. Treas.*

Canada  
Province of Alberta }  
I, \_\_\_\_\_  
of the \_\_\_\_\_ of  
the \_\_\_\_\_ in the Province of Alberta,

make oath and say:

1. That I am the above-named Caveator.
2. That I believe that I have a good and valid claim upon the said lands and I say this Caveat is not being filed for the purpose of delaying or embarrassing any person interested therein or proposing to deal therewith.

Sworn before me at the  
of \_\_\_\_\_  
in the Province of Alberta  
this \_\_\_\_\_ day of \_\_\_\_\_  
A.D. 1959

In and for the Province of Alberta

tions, and to give instructions and advice on all matters of public health and authorizing arrangements with the Department of Public Health and with any city, town, village or other municipal district and with the Minister in respect of any improvement district as to the sharing of expenses in connection with the employment of such nurses.

*Nuisance Grounds.*

**147.** The council may pass a by-law for the purpose of regulating nuisance grounds and making provision for the disposal of the refuse of hamlets by licensed scavengers or otherwise.

Nuisance grounds

*Burials and Cemeteries.*

**148.** The council may pass a by-law for the prevention of the burial of the dead in hamlets, or other localities.

Burials and cemeteries

*Water Supply.*

**149.** The council may pass a by-law, subject to the provisions of *The Public Health Act*, for the purpose of making provision for a supply of water for the municipal district or any portion thereof, and of regulating the use of the same and preventing the placing of anything prejudicial to health in any stream or body of water.

Water supply

*Indigents.*

**150.—(1)** The council of every municipal district, shall, subject to the other subsections of this section, make provision for the maintenance or partial maintenance of its indigent residents and for their care and treatment when sick.

Provision for the poor and sick poor

(2) The council of every municipal district may in cases of sudden and urgent necessity make similar provisions for indigent and indigent sick persons who are temporarily within the municipal district but are not resident therein.

Provision for temporary resident

(3) For the purposes of this section—

(a) "Hospital" shall mean a hospital approved by the Minister of Health under the provisions of *The Hospitals Act*;

Hospital

(b) "Indigent person" shall mean a person who is actually destitute of means from his own resources of obtaining the food, clothing, shelter and medical attendance necessary for his immediate wants;

Indigent person

(c) "Resident" shall mean any person who has had his home in the municipal district for at least three successive months during the six months immediately prior to the date of his receiving assistance from the council.

Resident



40            Cap. 41            MUNICIPAL DISTRICTS            1926

Necessity of  
written order

(4) All such provision for the relief of indigent persons shall be made by means of a written order.

(5) Such written order may be dispensed with in respect of medical advice, attendance or medicines given by a medical practitioner at a first visit, if the medical practitioner concerned certifies that the case was, or that he was informed that the case was, one of sudden and urgent necessity.

Liability for  
hospital  
treatment

(6) The liability of the council for the hospital treatment of indigent sick persons shall be governed by the provisions of *The Hospitals Act*.

Delegation of  
duties to  
committee

(7) A council may delegate its duties under this section to a committee consisting of one or more of its members and may authorize each member of any such committee to issue the written orders hereinbefore referred to.

Assistance  
to non-  
resident

(8) Where the council, under the provisions of this section, assists any indigent or causes any indigent sick person to be treated, otherwise than in a hospital, who is not a resident of the municipal district, then the city, town, village or other municipal district of which the said person is a resident at the time of such assistance or treatment being given, or the Minister of Public Works upon the direction of the Minister if the said person is a resident at such time of an improvement district, shall upon demand repay the actual expenses incurred by the council.

Recovery of  
amount ex-  
pended

(9) The value of any assistance given under the provisions of this Act shall constitute a debt due to the municipal district from any person for whose relief it was paid or who was legally responsible for the maintenance of the person for whose relief it was paid, and may be recovered from him by action or by distraint upon any of his goods found within the Province, or, if deemed advisable by the council, it may be added to the taxes levied by the municipal district against any land of which the said person is the owner, and shall be collected and enforced by any of the modes by which taxes may be collected and enforced.

Charge upon  
lands

(10) The municipal district shall have a charge upon the lands owned by any such person and situate within the Province for the expenses incurred under this section and may lodge a caveat for the protection of such charge in the proper land titles office.

Effect of  
removal of  
poor resident

(11) If any resident of a municipal district, whilst receiving relief under the provisions of this Act or of *The Hospitals Act* or of *The Mothers' Allowance Act* by reason of his indigency or straitened circumstances, or within three months after receiving any such relief, moves into some other municipality, that municipality shall not be liable to provide for the maintenance, care or treatment of such person, but the first mentioned municipal district shall continue to be liable as if such person continued to be resident therein.

EDA 3CO

June 26, 1973.

Farmers' Advocate of Alberta,  
705 Agriculture Building,  
9718-107 Street, Edmonton, Alberta.

Dear Sirs:

Re: Mr. & Mrs. William Verenka, Bellis, Alberta,  
Land Location - N.W. 4-59-15-4

Your letter of June 22, 1973, together with the photostatic copy of Mrs. McCutcheon's letter, were both presented to today's meeting of the County Council.

The Council instructed me to advise you that they will be prepared to accept the original amount of \$41.05 (and forego the interest from 1936 to the present) as full settlement of this account.

On receipt of the above mentioned amount, Caveat No. 2389 E.A. will be discharged.

Yours truly,

SECRETARY-TREASURER.

JS/md

**Withdrawal of caveat**

**137(1)** Subject to subsection (2), a caveat may be withdrawn by the caveator or by the agent for the caveator who signed the caveat.

(2) In the case of a caveat in which

- (a) the nature of the interest claimed is
  - (i) an easement,
  - (ii) a party wall agreement,
  - (iii) an encroachment agreement, or
  - (iv) a restrictive covenant running with or capable of being annexed to land,

and

- (b) the dominant tenement is identified,

the caveat may be withdrawn only by the registered owner of the dominant tenement or, if the registered owner of the dominant tenement is the caveator and the caveat was signed by an agent, by the registered owner or the agent.

RSA 1980 cL-5 s136;1982 c23 s24;1988 c27 s52;1996 c32 s5(23)

**Lapse of caveat**

**138(1)** Except as otherwise provided in this section and except in the case of a caveat lodged by the Registrar, as provided in this Act, every caveat lodged against any land, mortgage or encumbrance shall be lapsed by the Registrar on application made after the expiration of 60 days after notice, in the prescribed form, to take proceedings in court on the caveator's caveat has been either

- (a) served as process is usually served, or
- (b) sent by registered mail to the caveator at or to the address stated in the caveat or, if a notice of change of address for service has been filed with the Registrar, then at or to the address stated in the last notice of change of address for service filed in the Land Titles Office,

unless the caveator takes proceedings in court by application, subject to the *Alberta Rules of Court*, to substantiate the title, estate, interest or lien claimed by the caveator's caveat and a certificate of lis pendens in the prescribed form has been filed with the Registrar.

- (2) Notwithstanding subsection (1), the court may on an ex parte application shorten the period of 60 days to a period it specifies in the order, and a copy of the order shall be served or mailed with the notice.
- (3) In the case of a caveat registered to protect an easement, a party wall agreement or an encroachment agreement,
- (a) if the dominant tenement is not identified in the caveat, subsection (1) applies, and
  - (b) if the dominant tenement is identified in the caveat, subsection (1) applies only if, instead of the notice's being served on or sent to the caveator, the notice is
    - (i) served as process is usually served on the registered owner of the dominant tenement, or
    - (ii) sent by registered mail to the registered owner of the dominant tenement at or to the address stated on the certificate of title or, if a notice of change of address for service has been filed with the Registrar, then at or to the address stated in the last notice of change of address for service filed in the Land Titles Office.
- (4) The service or sending of the notice shall be proved to the satisfaction of the Registrar.
- (5) No caveat is deemed to have lapsed pursuant to subsection (1) unless the person who caused the notice to be served or sent proves to the satisfaction of the Registrar that the person has an interest in the land, mortgage or encumbrance against which the caveat was lodged.

RSA 2000 cL-4 s138;2009 c53 s95

**Caveat to protect restrictive covenant**

- 139(1)** In the case of a caveat that is registered to protect a restrictive covenant running with or capable of being annexed to land,
- (a) section 138 does not apply, and
  - (b) where the dominant tenement is not identified in the caveat, section 137(1) does not apply.
- (2) Subject to section 137(2), a caveat referred to in subsection (1) may be modified or discharged only by an order of the court made under section 48.

1988 c27 s54

**Extension of time for proceeding on caveat**

**140** On application to a judge at any time before the expiration of the time limited for proceeding on a caveat, the judge, for sufficient cause shown and subject to any conditions that seem proper, may extend the time for proceeding on the caveat for a further period to be specified in the order.

RSA 2000 cL-4 s140;2009 c53 s95

**Application to discharge caveat**

**141(1)** In the case of a caveat filed, except a caveat filed by the Registrar as hereinafter provided, the applicant or owner may at any time apply to the court, subject to the *Alberta Rules of Court*, calling on the caveator to show cause why the caveat should not be discharged, and on the hearing of the application the court may make any order in the premises and as to costs that the court considers just.

**(2)** If a caveat has been filed with the Registrar pursuant to section 130 and the caveat is based on an unregistered mortgage or encumbrance, the Registrar shall cancel the memorandum of it

- (a) on the certificate of title to the land affected by the caveat on the production of a certificate signed by a judge certifying that the judge is satisfied of the payment of all money secured by the mortgage or encumbrance and that the mortgagee or encumbrancee is living, or if dead, that no succession duty or other tax is payable to the Crown in right of Alberta with respect to the mortgage or encumbrance, or
- (b) on production of a certificate signed by a judge certifying that all obligations, the performance of which has been secured by the mortgage or encumbrance, have been performed and have come to an end.

RSA 2000 cL-4 s141;2009 c53 s95

**Order for security**

**142** In any proceedings in respect of a caveat the court

- (a) may order that the caveator give an undertaking or security that the court considers sufficient to indemnify every person against any damage that may be sustained by reason of any disposition of the property being delayed or to answer the costs of the caveatee,
- (b) may direct the Registrar to delay registering any instrument dealing with the land, mortgage or encumbrance during the time the order of the court provides,



## Procedures Manual

Procedure # **CAV-2**

Page **1** of **7**

Subject: **REMOVAL OF CAVEATS**

Date Issued **2017 09 01**

### BACKGROUND

The Land Titles Act provides that a caveat may be voluntarily withdrawn pursuant to section 137, lapsed pursuant to section 138 or discharged upon application pursuant to section 141. These procedures provide all parties concerned with a method to deal with the caveat in a quick and simple manner. "A summary caveat removal procedure increases facility of transfer for the benefit of both the owner of an interest subject to a caveat and a potential purchaser from him." (1)

If it is determined that a caveat (other than a Registrar's Caveat) was filed or continued without reasonable cause and its filing has caused damage to any person, the court may award compensation. (2)

### REGISTRATION PROCEDURE

#### A. WITHDRAWAL (OR DISCHARGE) OF A CAVEAT (S. 137)

1. The withdrawal must contain the following to be registrable:
  - a) sufficient particulars to identify the caveat and any transfers of the caveat being withdrawn,
  - b) the current legal descriptions for the parcels affected by the withdrawal of the caveat, in the case of a partial withdrawal. If the caveat is being wholly withdrawn, no legal description is required.
  - c) except for a caveat referred to in item 2., the signature of
    - the caveator or original agent, or
    - the transferee or agent where the caveat has been transferred, or
    - an attorney pursuant to a power of attorney, see procedure under [POA-1](#) for the requirements with respect to use of a power of attorney. or
    - a solicitor who has been appointed as the custodian of the law practice of the solicitor who originally acted as agent, and
  - d) if the withdrawal is executed by an individual, the signature of a witness and an affidavit of execution; if the caveat was signed by a corporation, the corporate seal or the signature of a witness together with an affidavit of execution and an affidavit verifying corporate signing authority.
  - e) two forms have been developed ([FORM B](#) & [FORM C](#)) for use when withdrawing a caveat.
  
2. Where the nature of the interest claimed in a caveat is an easement, a party wall agreement, an encroachment agreement or a restrictive covenant and the dominant tenement is identified in the caveat or an attachment to the caveat, the withdrawal must be signed by
  - a) the registered owner of the dominant tenement, or

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Procedure # CAV-2

- b) if the registered owner of the dominant tenement is the caveator and the caveat was signed by an attorney or agent, by the registered owner or the attorney or agent.
- c) for Caveats re easement, encroachment or party wall agreements, if the dominant tenement is not ascertainable from the caveat we will accept a discharge executed by the caveator. (3)

Where a restrictive covenant caveat does not identify the dominant tenement, the caveat can only be discharged by an order of the court (see procedure under RES-1).(4)

Caveats in respect of restrictive covenants and encroachment agreements registered pursuant to sections 651.1(2) and 651.2(2) of the Municipal Government Act respectively, can only be discharged by the municipality, or by order of a court and cannot be lapsed.

A caveat re environmental reserve easement cannot be discharged (see procedure under ERE-1)

A caveat re undermining and related conditions cannot be discharged. (5)

3. Where there is more than one caveator, any of the caveators may submit a withdrawal as to all of his interest in the caveated claim.

4. When a withdrawal of caveat is registered without a withdrawal of a certificate of *lis pendens* ("C.L.P.") relating to the caveat, a note should be made on the Customer Registration Notice advising the registrant that the C.L.P. is still registered against the title.

5. Before an executor or administrator may withdraw a caveat filed by the deceased, the caveat must be transmitted into the name of the personal representative (see procedure under TRA-1). This procedure also applies where the caveators have claimed a life interest and joint tenancy has not been specified. The withdrawal must be accompanied by appropriate evidence under section 120 of the Land Titles Act, concerning minors interested in the estate. Caveats re: unpaid vendor's lien do not require compliance with section 120 of the Land Titles Act.

6. Where the caveators have claimed a life interest but joint tenancy has not been specified, then the discharge must be signed by the personal representative with the probate or letters of administration attached. Section 120 of the Land Titles Act concerning minors must be complied with.

7. A surviving joint tenant may withdraw the caveat where:

- a) the caveators have claimed their interest as joint tenants on the caveat or an attached agreement, and
- b) satisfactory proof of death is provided (see procedure under TEN-1).

A statutory declaration by the surviving joint tenant or some other person having knowledge of the facts may be accepted as evidence of the creation and continuation of the joint tenancy. Where an interest has been granted to the caveators as joint tenants under an agreement attached to the caveat, the attachment may also be accepted as evidence of the joint tenancy.

8. **Fees - Tariff item 11(5)** is charged.

#### B. **LAPSE OF CAVEAT (S. 138)**

1. Every caveat, other than those outlined in item B. 5 or B. 6, may be lapsed on application made after the expiration of 60 days after the caveator has been served with notice to take proceedings on the caveat in the prescribed form (FORM 29), unless proceedings have been taken and a C.L.P. in the prescribed form (FORM 30) has been filed with the Registrar.

The 60-day time period may be shortened by order of the court. (6) In calculating the expiry date the 60 day or other time period does not include the day on which the notice was served.

A judge at any time prior to the expiration of the time limit for proceeding on a caveat may extend the time for proceeding on it by a further period to be specified in the order. (7) The order may be registered at the Land Titles Offices and thereafter the caveat is not to be lapsed except in accordance with the provisions of the order.

2. A statutory declaration (FORM A) has been developed which outlines what is required before a caveat may be lapsed but any documentation which provides all the necessary information can be accepted. The essential criteria are:

- a) proof of service of the notice and a true copy of the court order shortening time, if applicable, on the caveator by an acceptable method, (8)
- b) proof that the person causing the notice to be served has an interest in the land, mortgage or encumbrance against which the caveat was filed, and
- c) expiration of the 60-day time period or such other period prescribed by court order.

#### 3. **Acceptable Methods of Service**

##### a) **Service on an individual caveator**

- (i) Registered mail to the caveator at the address stated in the caveat or in the most recent registered Notice of Change of Address for Service. The time period commences the day after the notice was mailed. (9)
- (ii) Personal service on the caveator. The time period commences the day after the date of service indicated in the affidavit of personal service.
- (iii) Courier service on the caveator (this is considered personal service). The time period commences the day after the date of service indicated in the affidavit of personal service.



- (iv) A notice sent via facsimile is not an acceptable method for service.
- b) **Service on a corporate caveator**
- (i) Registered mail to the caveator at the address stated in the caveat or in the most recent registered Notice of Change of Address for Service. The time period commences the day after the notice was mailed.
- (ii) Courier service on the caveator (this is considered personal service). The time period commences the day after the date of service indicated in the affidavit of personal service.
- (iii) If the corporation is governed by the Business Corporations Act, service by delivery to the registered office in which case the time period commences the day after the date of delivery; registered mail in which case the time period commences the day after the date it would be received in the ordinary course of mail as indicated in the affidavit of service or statutory declaration. (Definition of, "ordinary course of mail" is 7 days in Alberta and 14 days outside Alberta.) (10) If the material submitted indicates that the notice was returned, service has not been effected and the caveat cannot be lapsed. The affidavit of service or statutory declaration must confirm that the corporation is governed by the Business Corporations Act and that the address served is the registered office or the post office box designated as its address for service by mail. (11)
- (iv) If the corporation is incorporated under an Act which does not have any specific provisions relating to service, personal service on someone who works for the corporation in one of the following capacities: president, chairman or other head officer by whatever title he is known, manager, office manager or the agent designated in the caveat. Service may be effected on the mayor or reeve of a municipal corporation. (12) The affidavit of service must indicate the name and office of the person served and must confirm that service was effected pursuant to Rule 15 of the Rules of Court as the manner of service on the corporation is not provided by statute. The time period commences the day after the date of personal service.
- (v) If the manner of service is governed by some other specific statutory provision, service in accordance with the provision. The statute must be checked to verify that service has been effected properly.
- (vi) A notice sent via facsimile is not an acceptable method for service.

Where service is effected by registered mail, the post office receipt or a photocopy of the receipt must be submitted and examined to verify the date of service. An address in the receipt is not essential if it is declared in the statutory declaration that the address in the notice was served. Either the postal receipt or a statement in the statutory declaration should indicate that the notice was sent to each caveator, or if caveators have the same address it can be served as one notice. It is not acceptable to send the notice to the agent of the caveator.

Notices sent to the caveator by registered mail are accepted for lapsing even if it appears that the notice was returned. Once a person has sent the notice to the appropriate address, it is not necessary to ensure that the caveator in fact received the notice. (13) There is provision in the Land Titles Act for the caveator to file a Notice of

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Change of Address for Service (14) and it is the caveator's responsibility to ensure that the title is updated accordingly (see CAV-1, item 7).

4. **Calculating Expiry Date** - As indicated in the methods of service above, the 60-day or other time period does not include the day on which the notice was served. (15) Although the declarant of the statutory declaration (FORM A) is to state in the declaration that the time period has expired, the declarant's calculation of time must be checked to ensure that it is correct and that the time period expired before the application to lapse was submitted to the Land Titles Office. If the time period expires after the documents are submitted to the Land Titles Office but before the documents are examined, the documents are placed with documents submitted after the expiry date to ensure that any C.L.P. submitted before the expiry date is dealt with. If the time period does not expire before the documents are examined, the application to lapse must be rejected.

5. The following caveats cannot be lapsed pursuant to the above proceedings:

- a) a Registrar's caveat (see procedure under CAV-3), (16)
- b) a caveat registered to protect a restrictive covenant running with or capable of being annexed to land, (17)
- c) a caveat filed pursuant to the Maintenance Enforcement Act, (18)
- d) a caveat filed pursuant to the Public Health Act (19)
- e) a caveat filed pursuant to the Income Support Recovery Act (20)
- f) a caveat re order under the Environmental Protection and Enhancement Act (21)
- g) a caveat re an environmental reserve easement (22) and
- h) a caveat re undermining and related conditions (23)
- i) a caveat re a restrictive covenant under the Municipal Government Act (24)
- j) a caveat re an encroachment agreement under the Municipal Government Act (25)
- k) a caveat filed pursuant to the Safer Communities and Neighbourhoods Act (26)
- l) a caveat filed pursuant to the Unclaimed Personal Property and Vested Property Act, (27)
- m) a caveat pursuant to the Seniors' Home Adaptation and Repair Act

6. If a caveat has been registered to protect an easement, a party wall agreement or an encroachment agreement and the dominant tenement is identified in the caveat or an attachment to the caveat, the notice to take proceedings on the caveat must be served on the registered owner of the dominant tenement. If dominant tenement not identified follow procedure under item B. LAPSE OF CAVEAT.

For acceptable methods of service, see item 3 above and substitute:

- a) "caveator" with "registered owner of the dominant tenement", and
- b) "address stated in the caveat" with "address stated on the certificate of title for the dominant tenement".(28)

7. **Fees** - **Tariff item 5(2)** is charged.

**C. COURT ORDER DISCHARGING A CAVEAT**

For all caveats except a Registrar's caveat, an application may be made to the court to have the caveator show cause why his caveat should not be discharged (see procedure under **CAV-3**).<sup>(29)</sup> A certified copy of the court order discharging the caveat is registrable.

The requirements of section 191 of the Land Titles Act must be complied with.

#### **D. REMOVAL OF A CAVEAT BASED ON AN UNREGISTERED MORTGAGE OR ENCUMBRANCE**

The caveat is removed in the same manner as a mortgage when the following is registered:

- a) a certificate signed by a judge certifying that
  - (i) the judge is satisfied of the payment of all money secured by the mortgage or encumbrance, and
  - (ii) the mortgagee or encumbrancee is living, or if dead, that no succession duty or other tax is payable to the Crown in right of Alberta with respect to the mortgage or encumbrance, or
- b) a certificate signed by a judge certifying that all obligations, the performance of which has been secured by the mortgage or encumbrance, have been performed and have come to an end. <sup>(30)</sup>

The requirements of section 191 of the Land Titles Act must be complied with.

#### **STATUTE AND CASE REFERENCES**

Statute references are to the Land Titles Act, R.S.A. 2000, c. L-4, unless otherwise indicated.

1. Thomas Mapp, *Torrens' Elusive Title*, Alberta Law Review Supplement, vol. 1, p. 157
2. s. 144
3. s. 137
4. s. 139
5. s. 694(5.4), Municipal Government Act, R.S.A. 2000, c. M-26
6. s. 138(2)
7. s. 140
8. s. 138(2)
9. when notice is given pursuant to s. 138(1)(b), the 60-day time period runs from when the notice was sent and not from when it was served. Therefore, the deemed service provisions of s. 23 of the Interpretation Act, R.S.A. 2000, c. I-8 do not apply.
10. s. 23(1)(a) and (b), Interpretation Act
11. s. 256, Business Corporations Act, R.S.A. 2000, c. B-9
12. Rule 15(2)(b)
13. *Ex Parte Little*, [1958] S.R. (N.S.W.) 173
14. s. 132; Form 28
15. s. 23(6), Interpretation Act

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16. s. 138(1)
17. s. 139(1)(a)
18. s. 23, Maintenance Enforcement Act, R.S.A. 2000, c. M-1
19. s. 64(2), Public Health Act, R.S.A. 2000, c. P-37
20. s. 29(4), Income Support Recovery Act, R.S.A. 2000, c. I-1
21. s. 224(4), Environmental Protection and Enhancement Act, R.S.A. 2000, c. E-12
22. s. 664, Municipal Government Act
23. s. 694(5.4), Municipal Government Act
24. s. 651.1(3)(d), Municipal Government Act
25. s. 651.2(3)(d), Municipal Government Act
26. s. 22(5) and 47(5) Safer Communities and Neighbourhoods Act, R.S.A. 2008, c.S-0.5
27. s. 26(2), Unclaimed Personal Property and Vested Property Act, R.S.A. 2007
28. s. 138(3)
29. s. 141(1)
30. s. 141(2)



**FORM B**  
**Discharge of Caveat**  
**Land Titles Act, Section 137**  
**(Not more than 7 instruments may be included in this Form)**

TO THE REGISTRAR OF THE ALBERTA LAND REGISTRATION DISTRICT:

**TAKE NOTICE** that \_\_\_\_\_,

do hereby acknowledge that they have no further interest under the caveat made by

which caveat was registered in the Land Titles Office as instrument number

and that the same is hereby withdrawn and discharged.

In witness whereof, I have hereunto subscribed my name this \_\_\_\_\_.

**SIGNED** by the above named

\_\_\_\_\_

\_\_\_\_\_

*(Signature of Caveator or Agent)*

in the presence of

\_\_\_\_\_

\_\_\_\_\_

*(Witness Sign Here)*

\_\_\_\_\_

*(Signature of Caveator or Agent)*

**Affidavit of Attestation of an Instrument**

Form 31  
Land Titles Act  
Sections 155 and 156

I, \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_

make oath and say:

1. I was personally present and did see

who is (are) known to me to be the person(s) named in the within instrument, duly sign the instrument;

OR

I was personally present and did see

who, on the basis of the identification provided to me, I believe to be the person(s) named in the within instrument, duly

sign the instrument;

2. The instrument was signed at \_\_\_\_\_, in the \_\_\_\_\_  
and I am subscribing witness thereto;

3. I believe the person(s) whose signature I witnessed is (are) at least eighteen (18) years of age.

SWORN before me at \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Witness Sign Here)*

\_\_\_\_\_

\_\_\_\_\_

*(Print or Stamp Name of Commissioner)*

*(Expiry Date of Commission or Office)*



<b>REQUEST FOR DECISION</b>		<b>DATE</b>	January 28, 2020	<b>4.9</b>
<b>TOPIC</b>	<b>HERITAGE GRANTS</b>			
<b>PROPOSAL</b>	<p>That Smoky Lake County approve action taken in applying for a series of Heritage Grants and providing a Letter of Support for Conservation of the Ruthenia School Municipal Historic Resource:</p> <ul style="list-style-type: none"> <li>• Alberta Heritage Preservation Partnership Program                             <ul style="list-style-type: none"> <li>○ Alberta Awareness, Publication, and Research Grants for the Canadian Heritage Rivers System (CHRS) © <b>Attachment 1</b></li> <li>○ Letter of Support for Smoky Lake County Regional Heritage Board (SLCRHB) to apply for the Alberta Heritage Conservation Grant for the Ruthenia School Municipal Historic Resource © <b>Attachment 2</b></li> </ul> </li> <li>• Alberta Conservation Association (ACA) Conservation, Community, and Education Grant © <b>Attachment 3</b></li> </ul> <p>and that Smoky Lake County apply for the 2021 Environmental Damages Fund (EDF), due by February 24, 2021. © <b>Attachment 4</b></p>			
<b>BACKGROUND</b>	<p><b>ALBERTA HERITAGE PRESERVATION PARTNERSHIP PROGRAM</b></p> <ul style="list-style-type: none"> <li>• Dollars under this grant are up to 50% matching funds;</li> </ul> <p><b>AWARENESS</b></p> <ul style="list-style-type: none"> <li>• Provide funding to various forms of initiatives that preserve, interpret, promote awareness, produce new understanding, or add to the knowledge base of Alberta's history.</li> <li>• The maximum matching grant is \$15,000.</li> </ul> <p><b>PUBLICATION</b></p> <ul style="list-style-type: none"> <li>• Support the production of books or brochures / pamphlets that preserve, interpret, promote awareness, produce new understanding, or add to the knowledge base of Alberta's history.</li> <li>• The maximum matching grant is \$10,000 for books and \$3,000 for brochures and pamphlets.</li> </ul> <p><b>RESEARCH</b></p> <ul style="list-style-type: none"> <li>• Support research that will preserve, interpret, produce new understanding, or add to the knowledge base of Alberta's history.</li> </ul>			

- The maximum matching grant is \$25,000.

#### **CONSERVATION (LETTER OF SUPPORT)**

- Historic Resource Conservation Grants provide matching grants to individuals and organizations for:
  - 1) the conservation of Alberta's historic places, (up to a max of \$100,000 for a Provincial Historic Resource or up to \$50,000 for a Municipal Historic Resource, and/or
  - 2) studies and professional services for the conservation of historic places (up to \$25,000).

#### **ACA CONSERVATION, COMMUNITY AND EDUCATION GRANT**

- Dollars under this grant are up to 100% matching funds;
- The ACA Conservation, Community and Education Grants aim is to aid and fund conservation activities by individuals (with appropriate insurance coverage), organizations, and communities that contribute to healthy fish and wildlife populations, to a healthy environment for fish and wildlife in Alberta, and to the understanding, appreciation and use of that environment.
  - Two funding streams, Small: <\$3,000, and Large: >\$3,000.
  - This grant program will also fund projects which increase the level of attendance and awareness of outdoor opportunities, while developing knowledge and respect for conservation (formerly covered by The Hunter, Trapper and Angler Retention, Recruitment and Conservation Education grant program).

#### **ENVIRONMENTAL DAMAGES FUND**

- Dollars under this grant are up to 100% matching funds;
- The Environmental Damages Fund (EDF) is a specified purpose account that manages monies received from successful prosecutions under Canadian environmental legislation.
  - Through its support of priority projects, the EDF program helps ensure environmental good follows environmental harm. Funds may be received through fines, court-ordered payments, out-of-court settlements, voluntary payments, and international liability funds.
  - Environment and Climate Change Canada (ECCC) administers the EDF on behalf of the Government of Canada. ECCC collaborates with the Department of Fisheries and Oceans Canada, Parks Canada, and Transport Canada to deliver the program.
- The primary goal of EDF-funded projects is to restore the environment and conserve wildlife and habitats in a scientifically sound, cost-effective, and



	technically feasible way.
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>	
<p><b>Values:</b> Integrity, Sustainability/Stability, Pride, Fairness, Freedom</p> <p><b>Vision:</b> Leading the way in positive growth with healthy, sustainable, rural living.</p> <p><b>Mission:</b> Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.</p>	
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Leveraging grant dollars to further unlock additional grant dollars</li> <li>• Positive ecological and environmental ramifications, improved drought/flood resiliency.</li> <li>• Dollar multiplication as compared to doing similar work in future without guaranteed grant dollars.</li> </ul>
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>• Take no action</li> </ul>
<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> \$ _____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> \$ _____	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	<ul style="list-style-type: none"> <li>• Collaboration with Alberta Environment &amp; Parks (AEP) and Parks Canada</li> <li>• Potential for partnering with North Saskatchewan Watershed Alliance (NSWA), Ducks Unlimited, Trout Unlimited, Cows &amp; Fish, etc.</li> </ul>
<b>COMMUNICATION STRATEGY</b>	<ul style="list-style-type: none"> <li>• Nil.</li> </ul>
<b>RECOMMENDATIONS</b>	
<ol style="list-style-type: none"> <li>1. That Smoky Lake County Approve Action Taken in applying for the 2021 Alberta Heritage Preservation Partnership Program: Awareness, Publication, and Research Grants for the North Saskatchewan Canadian Heritage River System (CHRS) Nomination.</li> <li>2. That Smoky Lake County Approve Action Taken in providing a Letter of Support for the Smoky Lake County Regional Heritage Board in applying for the 2021 for the Alberta Heritage Conservation Grant for the Ruthenia School Municipal Historic Resource.</li> <li>3. That Smoky Lake County Approve Action Taken in applying for the 2021 Alberta</li> </ol>	

**Conservation Association (ACA) Conservation, Community and Education Grant for the North Saskatchewan Canadian Heritage River System (CHRS) Nomination.**

- 4. That Smoky Lake County apply for the 2021 Environmental Damages Fund, due by February 24, 2021.**

**CHIEF ADMINISTRATIVE OFFICER**

*Hydro-CO for CAO*

## HERITAGE PRESERVATION PARTNERSHIP PROGRAM

### Heritage Awareness, Publication and Research Grants

The Heritage Preservation Partnership Program is the principal heritage funding program of the Government of Alberta. The program provides matching grants and scholarship funds to support initiatives that preserve and interpret Alberta's rich heritage.

Submitted to: Heritage Preservation Partnership Program,  
Old St. Stephen's College Building,  
8820-112 Street,  
Edmonton, AB T6G 2P8

Contact: Carina Naranjilla, Program Coordinator  
Phone: 780-431-2305  
Email: [carina.naranjilla@gov.ab.ca](mailto:carina.naranjilla@gov.ab.ca)

On behalf of: Smoky Lake County  
4612 McDougall Drive, Box 310  
Smoky Lake, AB TOA 3C0

Contact: Kyle Schole, Planning, Development, & Heritage Assistant  
Phone: 780-656-3730  
Email: [kschole@smokylakecounty.ab.ca](mailto:kschole@smokylakecounty.ab.ca)

RESPECTFULLY SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_



Canadian  
Heritage  
Rivers  
System



Réseau  
des rivières  
du patrimoine  
canadien

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NSR, Smoky Lake County, Kyle Schole Photo



Metis Crossing Cultural Gathering Center seen from NSR, Kyle Schole Photo

## General Project Overview

### North Saskatchewan Heritage River: Nomination and Management Plan Canadian Heritage Rivers System

A partnership between the provincial and federal governments, the Canadian Heritage Rivers System (CHRS) is a model of stewardship, cooperation, and participation; one that engages the public in valuing the natural and cultural heritage of rivers and river communities as essential to the identity, health, and quality of life of Canadians.

Canada's 40 heritage rivers are recognized nationally for their outstanding natural, cultural, and recreational heritage. From coast to coast to coast, Heritage Rivers offer Canadians and visitors a chance to experience great waterways, learn about their rich history, and share in their stewardship. The System helps recognize and conserve these outstanding rivers that are an enduring part of our national heritage and identity.

Designation under the CHRS does not impose new restrictions on a municipality, nor does it affect a municipality's right to exercise its traditional responsibilities. Similarly, the rights of property owners and other stakeholders do not change, nor are municipalities that lie along a River corridor responsible for additional development referrals or any extra expenses associated with CHRS status. From the CHRS Charter, 2013: *"Participation in the Canadian Heritage Rivers System is voluntary. ...Participants retain their jurisdictional powers over rivers in the Canadian Heritage Rivers System, including ownership of land."*

Being a part of the Canadian Heritage Rivers System means an opportunity to:

- foster cooperative river management that unites communities;
- celebrate and support the cultural connections of Indigenous Peoples with rivers;
- tell the stories of our nation, building sense of identity and pride;
- stimulate adventure travel and sustainable tourism;
- help Canadians connect to history, nature and cultural traditions;
- promote stewardship and citizen engagement;
- engage new Canadians and youth in river education, conservation, and recreation;
- encourage the protection of water resources to improve public health, well-being, and quality of life.

Minister of Environment Jason Nixon has committed to supporting this project (**Appendix A**), and it is through Alberta Environment to the CHRS Board that the Nomination and Designation will be completed.



Explore Edmonton Photo



## HERITAGE AWARENESS GRANT

- Provide funding to various forms of initiatives that preserve, interpret, promote awareness, produce new understanding, or add to the knowledge base of Alberta's history.
  - The maximum matching grant is \$15,000.
- 

### Project Proposal

#### A. Public Participation and Education

As an aspect of completing the Nomination and Designation process for the North Saskatchewan River to the Canadian Heritage Rivers System (CHRS), Smoky Lake County will undertake a public participation program to continue to grow broad support, public awareness, and education about Alberta's rich history, including cultural, recreational, and natural values associated with the River.

The project will focus on a webinar series, including production of multimedia and participatory seminars that will promote awareness of Alberta's North Saskatchewan River history. The webinar series will be recorded and made available for broadcast.

#### Components:

- a. Webinars/Broadcast Software - \$500
- b. Speaker Honorariums - \$500
- c. Indigenous Elders & Knowledge Keepers Protocol - \$500

**Project Total: \$1,500**



North Sask., Thorhild County River Looking South, Kyle Schole Photo



#### PUBLICATION GRANT

- Support the production of books or brochures / pamphlets that preserve, interpret, promote awareness, produce new understanding or add to the knowledge base of Alberta's history.
- The maximum matching grant is \$10,000 for books and \$3,000 for brochures and pamphlets.

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## Project Proposal

### A. Nomination Document (Book) Design & Printing - \$500

Serving as an educational tool and in follow-up to the existing North Saskatchewan Watershed Alliance's (NSWA) Heritage River Background Study (2005), the Nomination Document will describe the specific heritage values (i.e. Cultural, recreational, and natura) which make the North Saskatchewan River exceptional and deserving to be conserved through responsible landowner stewardship and management.

### B. Designation Document (Book) Design & Printing - \$500

The Designation Document goes beyond describing the exceptional historic values of the river and provides a framework or management plan for the ongoing stewardship of the river and its features.

### C. Additional Printing & Promotion - \$500

In addition to the Nomination and Designation Documents, Smoky Lake County will undertake a series of fact sheets, FAQs, and informational brochures about the North Saskatchewan River, and the CHRS program, which will be made available in hardcopy and digital format.

**Project Total: \$1,500**



Looking East, Smoky Lake County, Kyle Schole Photo



### RESEARCH GRANT

- Support research that will preserve, interpret, produce new understanding, or add to the knowledge base of Alberta's history.
- The maximum matching grant is \$25,000.

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## PROJECT PROPOSAL

### A. Nomination Document – Category Total \$5,000

Outstanding Canadian heritage value is obtained when it has been determined that a river is an outstanding representative of or is unique in Canada or a province or territory. By the inclusion of such rivers in a single national system, they become representative of Canada's river heritage, thus reflecting a "Canadian value".

- a. Natural Values - \$2,500
- b. Cultural Values - \$2,500
- c. Recreational Values - \$500
- d. Indigenous Elders & Knowledge Keepers Protocol - \$500

### B. Management Plan - \$15,000

Designation is the formal proclamation of a nominated river to the CHRS based on an approved nomination document. The document must be of professional quality in terms of form and content and sufficient to demonstrate a clear commitment to managing the river's outstanding heritage values according to CHRS objectives and values frameworks.

The primary basis and philosophy of the Management Plan is to be used as a vehicle for public pride and education for land-owner level decision-making and stewardship decisions.

**Project Total: \$20,000**



Explore Edmonton Photo



## MATCHING FUNDING

Though not yet adopted, Smoky Lake County has itself tentatively budgeted \$5,000 in 2021 toward this project and has also been working to secure additional matching funding from several other sources. As of the date of application, this includes:

### Secured:

- Parks Canada Funding Contribution Agreement: Nomination Document - \$5,000

### Tentative/strongly probable:

- Parks Canada Funding Contribution Agreement: Designation Document - \$45,000

### Applied for and under review:

- Alberta Environment and Parks (AEP) Watershed Resiliency and Restoration Program Grant (WRRP) - \$50,000
- Alberta Conservation Association (ACA): Conservation, Community and Education Grants Application - \$15,000



'Paddle into the Past' Metis Crossing, Explore Edmonton Photo

## LETTERS OF SUPPORT

As of the date of this application, Smoky Lake County has received over fifty (+50) letters of support for this North Saskatchewan River Canadian Heritage River System (CHRS) initiative, including many municipalities, community groups, and the Metis Nation of Alberta. Supporters include:

- Smoky Lake County Regional Heritage Board (SLCRHB)
- Smoky Lake Regional Economic Development Committee (RCDC)
- Victoria Home Guard Historical Society (VHGHS)
- City of Spruce Grove
- Metis Nation of Alberta (MNA)
- Paddle Alberta
- Paddle Canada
- Town of Marshall, SK
- Town of Stony Plain
- Travel Alberta
- Alberta HUB
- Village of Clyde
- Village of Marwayne, SK
- Westlock County
- Edmonton Heritage Council
- Municipal Planning Services (MPS) Ltd.
- CPP Environmental Ltd.
- Edmonton District Historical Society
- River Valley Conservation Society
- Town of Rocky Mountain House
- Parkland County
- Thorhild County
- Cows and Fish, Alberta Riparian Management Society
- St. Paul County
- Alberta Bilingual Municipalities Association (ABMA)
- Conseil de Développement Économique de l'Alberta (CEDA)
- Lamont County
- Lakeland Agricultural Research Association (LARA)
- Ceyana Canoe Club
- Travel Lakeland
- Northeast Muni-Corr Ltd.
- Riverland Recreational Trail Society
- Agro-Forestry Woodlot Extension Society (AWES)
- Two Hills County
- Village of Vilna
- Lac Ste. Anne County
- Portage College
- Village of Waskatenau
- Camrose County
- Beaver County
- City of Fort Saskatchewan
- Aquality Ltd.

- Yellowhead County
- Vermillion River
- MD of Bonnyville
- Town of Smoky Lake
- County
- Town of Elk Point



Metis Crossing Photo



NSR seen from Metis Crossing, Kyle Schole Photo

## CONCLUSION

Previous studies by the Government of Alberta in the 1990s, the North Saskatchewan Watershed Alliance (NSWA) in the 2000s, and the Canadian Heritage Rivers System (CHRS) in the 2010s has deemed that the North Saskatchewan River displays exceedingly outstanding values which qualifies it for inclusion to the CHRS. The river deserves to be commemorated, celebrated, safeguarded, and shared with and for Albertans, Canadians, and visitors.

The two-stage designation process is already well-underway, with dozens of municipalities along the river lending their support. Designation of the entire Alberta portion of the North Saskatchewan River has potential to be a major win for the stewardship of the cultural, recreational, and natural values of the river. It will garner significant media attention both provincially and nationally and instill additional pride for Albertans in their environment and heritage. The enduring benefits will display a ripple effect for decades to come.

Numerous relevant background documents are available. If additional information would be of assistance in rendering a decision for this grant application, please contact:

Kyle Schole  
Planning, Development, & Heritage Assistant, Smoky Lake County  
cell: 780-650-2059  
office: 780-656-3730  
email: [kschole@smokylakecounty.ab.ca](mailto:kschole@smokylakecounty.ab.ca)



House in the Middle of the Road (Victoria Trail), seen from NSR, Smoky Lake County, Kyle Schole Photo

Appendix A – Minister Nixon Letter



107863

ALBERTA  
ENVIRONMENT AND PARKS

OCT 23 2020

*Office of the Minister  
Government House Leader  
MLA, Rimbey-Rocky Mountain House-Sundre*

Reeve Craig Lukinuk  
Smoky Lake County  
PO Box 310  
4612 McDougall Driver  
Smoky Lake AB T0A 3C0  
[craiglukinuk@smokylakecounty.ab.ca](mailto: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,

A handwritten signature in blue ink, appearing to read 'Jason Nixon', written over a white background.

Jason Nixon  
Minister

cc: Tracy Draper, Alberta Environment and Parks  
Brian Joubert, Alberta Environment and Parks

Appendix B – LakelandTODAY Article

1 [HOME](#) -> [LOCAL NEWS](#)

# North Saskatchewan River could become part of Canadian Heritage Rivers System

Dec 12, 2020 8:00 AM By: [Janice Huser](#)



*A view of the North Saskatchewan River is seen. Kyle Schole photo.*

**LAKELAND** - The North Saskatchewan River - or at least a portion of it - could one day become part of the Canadian Heritage Rivers System (CHRS), the country's national river conservation program.

Smoky Lake County is spearheading the initiative. Jordan Ruegg and Kyle Schole both work in the planning and development department with the municipality. On Dec. 8, they spoke with County of St. Paul council about their goal to have the North Saskatchewan River become part of the CHRS.

The CHRS program began in 1984, with Alberta joining in 1994. The program is commemorative in nature, and does not impact development along the river, explained Ruegg. He noted that there would be no obligations or restrictions imposed if the river does become part of the CHRS. There also is no financial obligation to supporting the initiative.

The initiative is purely grassroots driven, and focuses on working with landowners and agriculture instead of any type of enforcement, said Ruegg. The initiative is "exclusively commemorative."

Victoria Settlement is located within Smoky Lake County, and is a point of pride for the municipality. The provincial historic site offers visitors a glimpse at the past, and is located on the bank of the North Saskatchewan River. Ruegg explained how the visitor economy is moving toward people seeking out experiences - specifically cultural experiences.

When asked what portion exactly is being sought for designation into the program, Ruegg said that was yet to be determined, and would be reliant on participation from area municipalities.

Coun. Laurent Amyotte asked if there was any connection in the work being done at Métis Crossing.

Métis Crossing is the first major Métis cultural interpretive centre in Alberta and is also located along the river. This year, a Cultural Gathering Centre was completed at the site. Métis Crossing is run by a board of directors, which is chaired by Audrey Poitras, Métis Nation of Alberta (MNA) President.

Schole noted that Métis Crossing is aware of the initiative to have the North Saskatchewan River be included in the CHRS.

"They are aware of the project. They are very supportive," said Schole.

Along with natural and cultural values, the initiative also considering recreational opportunities. Some sort of public participation is likely to occur as the initiative moves ahead, but exactly what that will look like is still uncertain. Smoky Lake County is willing to facilitate those conversations though.

Reeve Steve Upham said he thought the initiative was a great idea, and didn't see an issue with offering a letter of support. Later in the meeting, council approved a motion to provide a letter of support for the North Saskatchewan River's nomination into the CHRS.

"Overall, this initiative has been tremendously well received by landowners and other river stakeholders," said Schole, when reached for comment after the meeting. "Previous studies have already identified the North Saskatchewan River as being one of the most culturally significant in Canada. It represents exceptional value, deserving to be celebrated and shared."

Over 20 letters of support have already been received.



Courtesy of Government of Alberta, Victoria Settlement Provincial Historic Site



# HERITAGE PRESERVATION PARTNERSHIP PROGRAM

## Heritage Awareness, Publication and Research Grants

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The Heritage Preservation Partnership Program is the principal heritage funding program of the Government of Alberta. The program provides matching grants and scholarship funds to support initiatives that preserve and interpret Alberta's rich heritage. It is administered by the Historic Resources Management Branch of Alberta Culture, Multiculturalism and Status of Women.

The annual application deadline is the first working day of February.

Guidelines and application forms are available at:

[Heritage Awareness Grants](#), [Publication Grants](#), [Research Grants](#)

For more information on these guidelines, contact the Program Coordinator at [carina.naranjilla@gov.ab.ca](mailto:carina.naranjilla@gov.ab.ca) or 780-431-2305 (toll-free by first dialing 310-0000). Office hours are Monday to Friday, 8:15 a.m. to 12:00 and 1:00 to 4:30 pm.

Submit applications to the Heritage Preservation Partnership Program, Old St. Stephen's College Building, 8820-112 Street, Edmonton, AB T6G 2P8 or to [cmsw.hppp@gov.ab.ca](mailto:cmsw.hppp@gov.ab.ca).

## HERITAGE AWARENESS GRANTS

provide funding to various forms of initiatives that preserve, interpret, promote awareness, produce new understanding or add to the knowledge base of Alberta's history. The maximum matching grant is \$15,000.

### Eligible Projects and Expenses

- Design, fabrication and installation of heritage markers, plaques, cairns, monuments, interpretive displays that provide substantial information about Alberta's history

*A copy of interpretive text must accompany the application.*

- Production of multimedia or participatory projects that will promote awareness of Alberta's history, such as historical videos, broadcasts, walking tours, plays and the heritage component of websites

*Content must be provided. The cost of maintaining websites is not eligible.*

- Delivery of public educational programs that will increase knowledge and understanding of Alberta's history

*Content of the program must be provided.*

- Professional development opportunities within the field of heritage preservation such as attending workshops, seminars or conferences relating to the preservation and interpretation of historic resources

*Applicant must provide evidence that attendance is vital to his/her career in heritage preservation.*

- Projects that encourage public involvement in heritage preservation issues and promote knowledge about Alberta's history such as the organization and presentation of local or provincial workshops, seminars, conferences or lectures

*National or international events that take place in Alberta will be reviewed on a case-by-case basis.*

*Eligible costs include conference materials, speaker's honorarium and travel expenses.*

- Costs associated with cultural protocols such as gifting to Elders and knowledge keepers and organizing sharing circles at standard Government of Alberta rates

The project must have substantial Alberta heritage content and will be assessed for its ability to interpret and promote Alberta's heritage.

### Ineligible Projects and Expenses

- research or writing phases of the project
- reunions, homecomings, anniversary celebrations and similar events that are not centrally focused on heritage preservation and appreciation
- commemorative markers that contain limited interpretive content
- murals (plaques or markers with historical information related to the mural may be eligible)

## PUBLICATION GRANTS

support the production of books or brochures / pamphlets that preserve, interpret, promote awareness, produce new understanding or add to the knowledge base of Alberta's history. The maximum matching grant is \$10,000 for books and \$3,000 for brochures and pamphlets.

### Eligible Projects and Expenses

The publication must have substantial Alberta heritage content. Brochures and pamphlets must be interpretive and educational rather than promotional.

Eligible expenses include: copyediting, indexing, proofreading, photo copyright fees, bibliography writing, digital conversion, design, layout and printing.

Any concerns regarding the publication of sensitive cultural knowledge should be discussed with the Grant Program Coordinator.

For books, submitted manuscripts must have been through substantive or developmental editing.

For brochures/pamphlets, the text with layout and photographs must be submitted with the application.

### Ineligible Projects and Expenses

- substantive or developmental editing (for purposes of these guidelines; refers to editing the overall structure and organization of the manuscript)
- producing illustrations or maps
- selecting photos
- translating text
- researching, writing
- preparing or producing copy of the manuscript
- marketing, promotion, distribution
- personal or family histories
- reprinting of publication already funded by the grant program

Printers are not eligible to apply.

## RESEARCH GRANTS

support research that will preserve, interpret, produce new understanding or add to the knowledge base of Alberta's history. The maximum matching grant is \$25,000.

### Eligible Projects and Expenses

Projects include research on Alberta heritage topics, oral history projects, historic building surveys and inventories and heritage management plans.

Eligible cash expenses and in-kind contributions include those that are directly associated with research activities such as researching, writing and editing of resulting manuscript, researcher's travel expenses and materials/supplies.

Eligible travel expenses are for non-local travel only. These include meals (excluding alcoholic beverages), mileage and accommodations.

Costs associated with cultural protocols such as gifting to Elders and knowledge keepers and organizing sharing circles will be considered at standard Government of Alberta rates.

The project must have a research plan that includes the research methods, sources of primary and secondary information, archival repositories to be consulted, the historical argument to be addressed and other information identified on the application form.

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## GENERAL GUIDELINES

### Heritage Awareness, Publication, Research Grants

#### Application Deadline

The application deadline is the first working day of February.

#### Applicant Eligibility

Eligible applicants include individuals that reside in Alberta or have a permanent Alberta address and registered organizations in Alberta. Organizations include non-profit organizations, corporations, municipalities, churches, schools and other educational institutions, First Nations and Metis Settlements.

Ineligible applicants include provincial government departments and Friends organizations associated with government owned and/or operated historic sites and interpretive centres.

### Other Ineligible Projects and Expenses

Other ineligible projects and expenses in all grant categories include, but are not limited to:

- projects and applicants who are eligible to apply for grants to the Provincial Heritage Organizations that the ministry supports (Alberta Museums Association, Archives Society of Alberta, Historical Society of Alberta, Alberta Genealogical Society, Archaeological Society of Alberta)
- expenses already incurred at the time the application was submitted, including donated materials, labour, services or equipment for tasks already completed at the time of application
- projects seeking debt reduction, such as repayment of loans or shortfalls on completed projects
- projects that have already been funded by the grant program
- books; equipment such as cameras, computers and related hardware, tools, machinery
- administration, financial reporting, fundraising, grant application preparation, planning, attending meetings and similar activities
- expenses that are not directly and not solely for the project such as cost of utilities (telephone, internet, cell phone), use of office equipment and office space
- expenses associated with volunteer appreciation such as gifts, thank you cards (however, honoraria, gifts to Elders and knowledge keepers are eligible)
- hosting expenses (food and beverages), alcoholic beverages
- subsistence costs/living expenses
- donated labor, materials, supplies or equipment associated with ineligible tasks/costs

### Application Requirements

The proposed project and project expenses are expected to be completed and accounted for by February 28 of the following year.

Applicants must ensure that the most current application form is used, that the application is complete and that all required attachments are submitted by the application deadline.

For a complete list of requirements, refer to the application form.

Incomplete applications may be returned which could result in a delayed funding decision.

### Applicant Contribution and Provincial Government Funding

This is a matching grant program. Applicants are required to contribute at least 50% of the eligible project costs and may request funding of up to 50% of eligible project costs, subject to the grant maximums.

Eligible project costs consist of cash costs (excluding GST) and in-kind costs that are directly associated with the project. In-kind costs are donated labour, materials, services or equipment.

The applicant's contribution may be in the form of cash and in-kind contributions.

Total provincial government funding can be up to 50% of the total eligible project cost. Funds from other provincial government funding agencies are not considered part of the applicant's contribution.

Grants of more than 50% of eligible project costs may be awarded to non-profit organizations that can demonstrate financial need.

The Project Budget section of the application form will guide the applicant in calculating these amounts.

### **Application Assessment and Funding Decisions**

Grant applications are assessed using a number of factors including: project approach and strategy (includes the ability of the project to preserve, interpret, promote awareness of Alberta's heritage), experience/qualifications of the project proponents and the project budget.

The level of funding will further be determined by evaluating applications against the grant program's budget, the project's individual merits and in comparison with other applications.

Staff of the Historic Resources Management Branch, Alberta Culture, Multiculturalism and Status of Women, will assess the applications and provide the funding recommendations to the Minister.

The Minister will make the funding decisions. The Minister may award grants greater than the stated maximums for each category.

Applicants will be notified of funding decisions in April or May. Funding decisions are final.

### **Grant Conditions and Grant Payments**

Grants are administered according to the terms and conditions outlined in the Funding Agreement (part of the application form) and the grant award letter.

Successful applicants will receive the full amount of the approved grant upon initiation of their project.

To account for the grant received, grant recipients must submit the Record of Project Expenses form, report on project outcomes and submit project deliverables (such as copy of the publication or resulting manuscript, research materials, photos of installed markers or copy of video).

Travel expenses (non-local travel only) will be accounted for using standard Government of Alberta rates.

Grant recipients have until February 28 of the following year to complete the project and submit reporting requirements.

Unclaimed grants (i.e. project was not initiated) will be decommitted. Grants received that are not accounted for are repayable to the Government of Alberta.

Delinquent grant recipients may be ineligible to reapply until the delinquency is resolved.

It is the applicant's responsibility to ensure timely and proper payments to suppliers and contractors.

The grant program is authorized to review all project financial records in connection with its contribution to the project, through its appointed auditors, at no cost to the applicant.

### **Public Acknowledgement of Financial Support**

Grant recipients are required to publicly acknowledge the Government of Alberta's financial support. This recognition provides an opportunity for public awareness of the ministry's programs and support for heritage preservation.

Public acknowledgement of financial support may be through:

- the project deliverable such as publication, video, heritage marker
- print materials such as newsletters, annual reports, brochures, feature articles, banners, posters
- online (website)
- media outlets (print, TV, radio)
- event opportunities

Acknowledgement of support will include the Government of Alberta logo with the statement of acknowledgement as follows: "This project was funded in part by the Government of Alberta." Copy of the logo will be provided upon request.



## 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](http://www.smokylakecounty.ab.ca)

Government of Alberta  
Heritage Division  
Old St. Stephen's College Building  
8820-112 Street  
Edmonton, Alberta T5T 5W2

January 12, 2021

**Re: Letter of Support, Ruthenia School Municipal Historic Resource  
Alberta Heritage Conservation Grant**

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Good Afternoon,

At its December 10, 2020 Council Meeting, Smoky Lake County designated the Ruthenia School a Municipal Historic Resource under the Alberta *Historical Resources Act*. It is our sincere hope to conserve this building, which contributed significantly to the development the area.

Further to these efforts, and on behalf of County Council, I am pleased to provide this Letter of Support for the Smoky Lake County Regional Heritage Board (SLCRHB) under the Alberta Historic Resource Conservation Grant Program 2021.

Please do not hesitate to contact us should you have any questions.

Best Regards,

A handwritten signature in black ink that reads "Craig Lukinuk".

**Craig Lukinuk**  
**Reeve, Smoky Lake County**

cc: Noreen Easterbrook, Chairperson, Smoky Lake County Regional Heritage Board



# Conservation, Community and Education Grants Application Form 2021 – 2022

Large Grant  
(for requests of over \$3,000)

Please submit your digital application to [amy.mackinven@ab-conservation.com](mailto:amy.mackinven@ab-conservation.com)

Applications accepted from January 1<sup>st</sup> to 22<sup>nd</sup>, 2021

(NO later than 16:30 local time Friday, January 22<sup>nd</sup>, 2021)

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT. ALL SECTIONS MUST BE FILLED IN.

Hard copies also accepted:

**Alberta Conservation Association**  
#101, 9 Chippewa Rd,  
Sherwood Park, AB,  
Canada, T8A 6J7

Toll Free: 1.877.722.4323

Facsimile: 780.464.0990

A maximum page limit of 8 pages has been introduced for ACA Conservation, Community and Education Grant applications (excluding the cover page, please use a legible font size, i.e. nothing smaller than Arial 9)

*Conserving Alberta's Wild Side*

#101 - 9 Chippewa Road, Sherwood Park, AB T8A 6J7 • ph: 780-410-1999 • fax: 780-464-0990 • toll free: 1-877-969-9091

**APPLICANT INFORMATION**

Principal Applicants Name	Kyle Schole
Organization	Smoky Lake County
Mailing Address	4612 McDougal Drive, Box 310, Smoky Lake, AB T0A 3C0
Email Address	<a href="mailto:kschole@smokylakecounty.ab.ca">kschole@smokylakecounty.ab.ca</a>
Telephone Number	cell: 780-650-2059 / office: 780-656-3730
Project Manager/Co-applicants (if different than applicant)	Nil. Numerous (+50) supporting parties.
Not-for-profit Business Number (if applicable)	Nil. (Municipality)

**PROJECT INFORMATION**

Project Title	North Saskatchewan Canadian Heritage Rivers System (CHRS)			
Project Location (please append map, if available)	North Saskatchewan River Watershed (see map)			
Project Duration	Start date dd/mm/yyyy	15/04/2021	End date dd/mm/yyyy	30/09/2022
<b>Project Summary</b>				
<p>Smoky Lake County is leading an initiative to complete the designation of the Alberta portion of the North Saskatchewan River to the Canadian Heritage Rivers System (CHRS). We have received +47 Letters of Support from river communities across Alberta, and Minister Nixon has committed to supporting the project.</p> <p>Heritage Rivers offer Canadians and visitors a chance to experience great waterways, learn about their rich history, and share in their stewardship. Designation under the CHRS does not impose new restrictions, nor affect the rights of property owners and other stakeholders.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• build a coalition of communities desiring to educate residents and visitors;</li> <li>• foster cooperative river management that unites communities;</li> <li>• celebrate and support the cultural connections of Indigenous Peoples with rivers;</li> <li>• tell the stories of our nation, building sense of identity and pride;</li> <li>• stimulate adventure travel and sustainable tourism;</li> <li>• help Albertans and Canadians connect to history, nature and cultural traditions;</li> <li>• promote stewardship and citizen engagement;</li> <li>• engage new Canadians and youth in river education, conservation, and recreation;</li> <li>• encourage the protection of water resources to improve public health, well-being, and quality of life.</li> </ul> <p>Activities: Public participation and education webinars, and evaluation of exceptional values, enabling planning of ongoing stewardship activities.</p>				



Project Deliverables: Completion and publication of a North Saskatchewan Heritage River Nomination Document, based off of which, we will create a Management Plan which will serve to inform, educate, and empower river users and general public.	
Amount Requested from ACA (in CDN Dollars)	\$15,000.00

Has this project received financial or administrative support from the ACA in the past? (If yes, list grants & please highlight the results of the work previously supported by the ACA. How does the present funding request build on that work? Note: It is important to demonstrate evidence of progress if this is a request for repeat funding.)

No, there has not previously been financial or administrative support from the ACA.

Long Term Requirements (Is the project on-going? Does this project require subsequent ACA funding to reach project objectives? If applicable, explain how this project will continue after being funded by ACA.)

A successful CHRS Designation for the North Saskatchewan River will require both annual and 10-year reporting to review any positive or negative changes or threats to the state or condition of the values for which the river was originally designated.

It is not requested that ACA be committed to contributing toward these ongoing activities. Annual reports are relatively modest in scope, and ten-year reporting will be contemplated on a case-by-case basis.

## PROJECT DESCRIPTION

Project Background/Project Rationale:

Heritage Rivers offer Canadians and visitors a chance to experience great waterways, learn about their rich history, and share in their stewardship. The System helps recognize and conserve these outstanding rivers that are an enduring part of our provincial and national heritage and identity.

A partnership between the Provincial and Federal Governments, the 40 heritage rivers currently recognized under CHRS from coast to coast to coast and across Canada are exceptional rivers because of their outstanding natural, cultural, and recreational heritage.

Designation under the CHRS does not impose new use or development restrictions nor affects the rights of property owners and other stakeholders but serves as a fantastic vehicle for public engagement and education.

Project Objectives: (Clearly state the project's specific objectives, i.e. what is your project trying to achieve?)

- build a coalition of communities desiring to educate residents and visitors;
- foster cooperative river management that unites communities;
- celebrate and support the cultural connections of Indigenous Peoples with rivers;
- tell the stories of our nation, building sense of identity and pride;
- stimulate adventure travel and sustainable tourism;
- help Albertans and Canadians connect to history, nature and cultural traditions;
- promote stewardship and citizen engagement;
- engage new Canadians and youth in river education, conservation, and recreation;

- encourage the protection of water resources to improve public health, well-being, and quality of life.

**Project Activities (What are you going to do to achieve the above objectives?):**

There has been considerable public support so far for this initiative. We intend to build on this support by hosting a series of public participation webinars during Summer 2021.

This will allow us to both educate members of the public about the North Saskatchewan River, and the Canadian Heritage Rivers System, as well as gain additional information to inform the forthcoming Nomination Document and Management Plan.

This project especially holds potential to integrate river-based recreation groups such as anglers and hunters, paddle clubs, and Indigenous communities. It is proposed that these groups are emphasised as potential participants.

**Deliverables:** (List anticipated products and completion dates resulting from your project, including reports, videos, publications, structures built, promotional material, # of events with dates and locations, # of educated participants/campers, # of people reached, km of wildlife friendly fencing, ha sustainably managed, etc.).

There are two major Project Deliverables associated with this initiative, first being the completion and publication of a North Saskatchewan Heritage River Nomination Document in by Fall 2021, and second, a subsequent Management Plan in 2022. Both of these reports will serve to inform, educate, and empower river users and general public.

Over 1.5 million people live work and play within the North Saskatchewan River Watershed, across 57,000 square kilometers in Alberta. Many more visit from across the province, from elsewhere in Canada, and around the world. Designation under the CHRS would greatly enhance the responsible, respectful, and sustainable management of this watershed over time.

The goal of public participation during Summer 2021 is to engage several hundred people across both the Provinces of Alberta and Saskatchewan through a series of at least five webinars hosted in partnership and promoted with our Project Partners.

**List Project Partners (Project Partners must be aware they are listed here and be involved with this specific project. Do not include organization partners if they are not involved with the project):**

Metis Nation of Alberta (MNA), Alberta Environment and Parks (AEP), Parks Canada, Smoky Lake County Regional Heritage Board (SLCRHB), Victoria Home Guard Historical Society (VHGHS), Partners FOR the Saskatchewan River, Cows and Fish Riparian Management Society, Agro-Forestry Woodlot Extension Society (AWES), North Saskatchewan Watershed Alliance (NSWA), North Saskatchewan River Basin Council (NSRBC);

## **LINK WITH ACA**

State how this project meets the ACA Mission and the Funding Priorities as outlined in Section 3 of the Project Submission Guidelines (Please use the Funding Priority Number so it is clear):

The goals and purposes of the CHRS are consistent with the ACA mission and philosophy. CHRS does not place rivers or their watersheds "off-limits" to use and development but encourages responsible behaviour at the land-owner level to conserve, protect, and enhance fish and wildlife populations, as well as cultural/recreational practices and knowledge (including hunting, angling, and trapping).

Specifically, Funding Priorities #3, #4, #5, and #6 are particularly applicable.

Explain how your project will benefit hunters, anglers or trappers in Alberta (Maximum of 250 words)

Hunters, anglers, and trappers are often among the most highly responsible river-users. This project proposes to highlight this fact and articulate the ways in which said users actively contribute to a healthy river environment. CHRS is a fantastic vehicle to inspire self-help and public awareness of the role individuals have in contributing to watershed wellness.

Indeed, the two reports (a Nomination Document and a Management Plan) will yield an ongoing legacy and encourage long term awareness and best practices.

## DETAILED BUDGET

Category	Description	Amount Requested From ACA	Confirmed Partner Funding	In Kind Support	Total
<b>Materials &amp; Supplies</b>					
	<b>Zoom Webinar Platform</b>	\$500	\$1,000	\$500	\$2,000
	<b>Paid Advertising, online, newsprint, etc.</b>	\$250	\$750	\$0	\$1,000
<b>Equipment</b>					
	<b>Nil.</b>				\$0
<b>Salaries &amp; Wages</b>					
	<b>Smoky Lake County Staff time</b>	\$0	\$750	\$3,500	\$4,250
<b>Contract Services</b>					
	<b>Natural, Cultural, and Recreational Values Framework Review</b>	\$3,000	\$3,000	\$0	\$6,000
	<b>Nomination Document Production</b>	\$250	\$250	\$250	\$750
	<b>Management Plan Production</b>	\$10,750	\$45,000	\$10,000	\$65,750
<b>Travel</b>					
	<b>Nil.</b>				\$0
<b>Honorariums</b>					
	<b>Indigenous Elders Knowledge, etc.</b>	\$250	\$250	\$0	\$500
<b>Capital Assets</b>					
	<b>Nil.</b>				\$0
<b>Other</b>					

	<b>Nil.</b>				\$0
<b>TOTAL COSTS</b>		\$15,000	\$51,000	\$14,250	\$80,250.00

Capital Assets are items >\$500 that can be reused on other projects. Capital equipment purchases may remain the property of ACA upon project completion. Please Note: the ACA Grants do not cover overhead costs. See Guidelines Section 4 Budget Notes for more information.

## PROJECT BUDGET COMMENTARY

### BUDGET COMMENTARY:

Provide details on capital asset expenditures >\$500 and provide breakdown of salary costs/honoraria (number of staff, rate, etc.), equipment (unit cost, etc). Please list financial contributions by participants/campers (are participants paying something to attend the camp, workshop, or other event?); this should be shown in the Partner Funding column. Include other details that may assist with the evaluation of your budget.

One key aspect of the project is to be the public participation occurring during the summer of 2021 (which will be conducted electronically, Zoom webinar software subscription: \$500).

Another important expenditure is the analysis of the natural values of the North Saskatchewan River by a qualified professional, in conformance with the CHRS Natural Values Framework document (\$3,000).

Most proposed expenditures are focused to the Management Plan (\$10,750). Based on the values contemplated in the Nomination Document, the Management Plan will articulate a strategy for the ongoing stewardship. This will provide an enduring legacy of the project, serving as a durable vehicle for ongoing public education for decades to come.

In terms of salary costs/honoraria, Smoky Lake County is contributing significant staff time to the project, and a small amount of money (\$250) is also earmarked for honoraria related to Indigenous participation.

There is not anticipated to be any capital assets obtained because of this project.

**Summarize any Partner Funding Dollars** (Please indicate if the partner funds are confirmed or pending approval. Confirmed partner funding should be listed in the budget. If there is no partner funding, please explain why not.):

Though not yet adopted, Smoky Lake County has budgeted to contribute \$5,000 to this project in 2021 provide in-kind contributions such as staff time in the amount of at least \$3,500 toward the Nomination Document and activities thereof.

Likewise, Parks Canada has provided a confirmed Funding Contribution of \$5,000 towards the Nomination Document and upon completion of the same, will likely also provide a \$45,000 contribution towards the Management Plan.

**Summarize any Public Involvement in the Project** (Such as In-kind support, number of volunteers, etc.):

To-date, we have received more than fifty (+50) Letters of Support from numerous municipalities and community groups across the watershed, with additional support continuing to grow. It is anticipated that significant in-kind support such as conservation and stewardship expertise will also be provided by various stakeholders during the project.

**PROJECT COMMUNICATION**

How will ACA be recognized for its funding support?

ACA will be acknowledged as a funding partner at any opportunity, such as mention at public participation webinars, within each of the Nomination Document and the Management Plan, as well as receive a news release announcing any financial support for the project.

How will you share the results of the project with others?

The scope of this project is significant and will generate province-wide and national media exposure. Further, the completed designation will have positive ripple effects in the coming decades, as a vehicle for ongoing public education and engagement.

The project will be widely promoted by Smoky Lake County, partner municipalities, the Province of Alberta, Parks Canada, and the Government of Canada including media releases, social media.

Does your organization have a web page? YES  NO

(If yes, will you create a reciprocal link with the ACA website?) YES  NO

URL	<a href="http://www.smokylakecounty.ab.ca">www.smokylakecounty.ab.ca</a>
-----	--

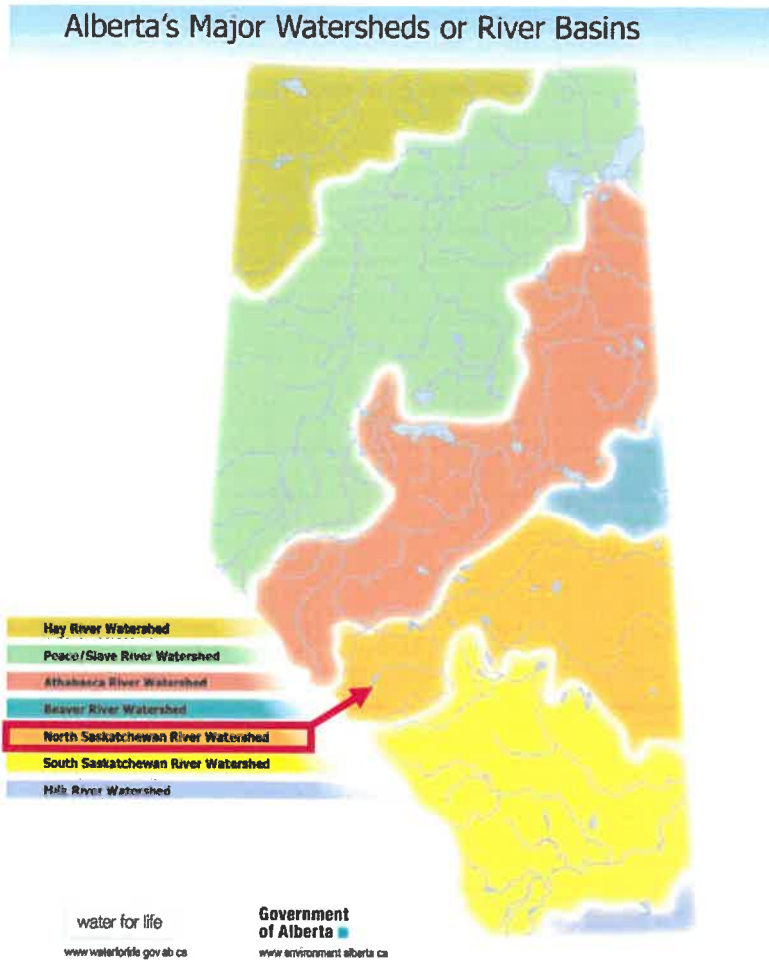
Please Note: Successful applicants will be expected to follow the ACA Cooperative Project Agreement, which for 2021/22 includes a clause relating to the COVID-19 pandemic. In applying to the ACA Conservation, Community and Education Grants, you are agreeing to use ACA's Cooperative Project Agreement. A copy of the ACA Cooperative Project Agreement can be requested from the ACA Grants Coordinator.

I have all the proper licenses and approvals required to carry out the project and have complied with all the requirements of my organization. YES  NO

**Appendices**

**North Saskatchewan River Basin** –the North Saskatchewan River Basin covers approximately 80,000 km<sup>2</sup>. The basin begins in the ice fields of Banff and Jasper National Parks and generally flows eastward towards the Alberta-Saskatchewan border. The Brazeau, Nordegg, Ram, Clearwater, Sturgeon and Vermilion rivers all flow into the North Saskatchewan River. The Battle River also forms part of the basin and joins with the North Saskatchewan River in Saskatchewan. Major centres within the basin include Rocky Mountain House, Drayton Valley, Edmonton, Fort Saskatchewan, Camrose and Lloydminster.

Map 1 – Watersheds of Alberta



Map 2 – North Saskatchewan Watershed



**Minister Nixon Letter of Support**



ALBERTA  
ENVIRONMENT AND PARKS

107863

OCT 23 2020

*Office of the Minister  
Government House Leader  
M.L.A., Rimbey-Rocky Mountain House-Sundre*

Reeve Craig Lukinuk  
Smoky Lake County  
PO Box 310  
4612 McDougall Driver  
Smoky Lake AB T0A 3C0  
[craiglukinuk@smokylakecounty.ab.ca](mailto: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



# Project Submission Guidelines for Funding in 2021–2022

## ACA Conservation, Community and Education Grants

At **Alberta Conservation Association (ACA)**, we believe it is our responsibility to join and support the collective effort to conserve, protect and enhance Alberta's fish, wildlife and habitat. In addition to delivering conservation programs throughout the province, we administer a fund that has been awarding conservation grants since 1997. Funded by the province's anglers, hunters and other conservationists, ACA's grants support projects that benefit Alberta's wildlife and fish populations, and the habitat they depend on.

ACA is proud to enter into its 24th year of Conservation Funding. Project funding will be available via the **ACA Conservation, Community and Education Grants** during the 2021-22 funding cycle.

These guidelines contain information to help you apply for funding from ACA Conservation, Community and Education Grants.

- Section 1: About the ACA Conservation, Community and Education Grants**
- Section 2: Eligibility**
- Section 3: Major Funding Priorities 2021 – 2022**
- Section 4: Application Instructions**
- Section 5: Grant Application Screening & Decision Process**

**IMPORTANT:** Please read the Guidelines carefully and ensure you are using the correct application form.

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## Section 1:

### About the ACA Conservation, Community and Education Grants

#### Purpose

The **ACA Conservation, Community and Education Grants** aim is to aid Alberta Conservation Association (ACA) in the delivery of its mission. Grants made to partners are intended to enhance and supplement ACA activities.

**ACA Conservation, Community and Education Grants** fund conservation activities by individuals (with appropriate insurance coverage), organizations, and communities that contribute to healthy fish and wildlife populations, to a healthy environment for fish and wildlife in **Alberta**, and to the understanding, appreciation and use of that environment. This grant program will also fund projects which increase the level of attendance and awareness of outdoor opportunities, while developing knowledge and respect for conservation (formerly covered by **The Hunter, Trapper and Angler Retention, Recruitment and Conservation Education** grant program).

#### Who Can Apply?

Any organization or individual (with appropriate insurance coverage) can apply if they have a suitable project, with the exception of a Federal or Provincial Government staff and ACA staff. ACA does not fund applications where the Federal or Provincial Government employee is the principal applicant (Principal applicant is considered the lead on a project) or the principal applicant is a Federal or Provincial ministry. Federal or Provincial Government employees may be part of the project, but must not be responsible for the majority of the project. ACA will not normally allow for applicants that are supported through other means by ACA to receive funds through this granting process.

Successful applicants will be expected to follow the ACA Cooperative Project Agreement, which includes the requirement to submit two reports to ACA (a copy of the Cooperative Project Agreement can be requested from the Grants Program Administrator). Please check that your organization is willing to use our Cooperative Project Agreement before applying.

#### How to Apply?

Read the *Project Submission Guidelines* carefully to determine if your project is eligible for funding prior to preparing a formal submission to ACA.

Download the appropriate ACA Conservation, Community and Education Grants application form based on the funding request, and then submit your application by e-mailing it to ACA in January 2021 before the deadline **Friday, January 22, 2021**. Ensure that all sections of the application are complete, clear and thorough. *Please do not append supporting documents.*

ACA Conservation, Community and Education Grants has two application forms:

- Small Grant Application Form – requests of \$3,000 and under.
- Large Grant Application Form – requests over \$3,000.

Please contact Amy MacKinven by telephone **Toll-Free on 1-877-722- 4323** or by email [amy.mackinven@ab-conservation.com](mailto:amy.mackinven@ab-conservation.com), if you have any questions regarding your application to the ACA Conservation, Community and Education Grants.

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## Where to Apply?

Submit completed **ACA Conservation, Community and Education Grants** applications by email to:  
[amy.mackinven@ab-conservation.com](mailto:amy.mackinven@ab-conservation.com)

In an effort to reduce paper consumption, we appreciate your effort to provide your completed application electronically. However, if you do not have access to the internet, please send a hard copy application to:

Alberta Conservation Association,  
Attention: ACA Grants Administrator,  
#101, 9 Chippewa Road,  
Sherwood Park, AB, T8A 6J7

Or by fax:        **780.464.0990**

***IMPORTANT NOTICE: upon receiving your application, we will send you an acknowledgment receipt by e-mail or telephone within five business days. It is your responsibility to contact the ACA Grants Administrator if you have not received acknowledgement of receipt, as the application may not have been received in good order.***

## When to Apply?

ACA will receive **ACA Conservation, Community and Education Grants** applications from January 1 to 22, 2021 for funding consideration in the 2021-2022 fiscal year. Applications postmarked or emailed after **16:30 local time on Friday, January 22, 2021** will not be accepted.

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## Section 2: Funding Eligibility

With the exception of ACA, and **Federal and Provincial Government** staff, any organization or individual (with appropriate insurance coverage) may apply to the ACA Conservation, Community and Education Grants if they have a suitable project.

### Grants are available for:

- Projects that meet and further the ACA mission:  
***ACA conserves, protects and enhances fish and wildlife populations and their habitats for Albertans to enjoy, value and use.***
- Projects that contribute to the priorities as outlined in the funding priorities section of this document
- Priority is given to projects that demonstrate a "self-help" attitude, i.e., partner contributions, matched funding dollars, and public involvement

### ACA Conservation, Community and Education Grants does not provide funding for:

- Projects outside of Alberta
- ACA and Federal and Provincial Government staff projects. See section Who Can Apply?
- Research projects (Applications for research projects may go to only one of the two ACA grant programs supporting research, either ACA Research Grants or the ACA Grants in Biodiversity Program, [www.acabiodiversity.ca](http://www.acabiodiversity.ca), for graduate student projects.)
- Grants are not normally offered towards profit-making activities
- Overhead costs
- Emergency funds or deficit financing
- Travel to conferences and seminars, unless part of a larger project supported by the Association
- General fundraising
- Land acquisition (Land acquisition applications can be submitted to the ACA Habitat Securement Program)

### Important Granting Information:

- Successful applicants will be expected to follow the ACA Cooperative Project Agreement (a copy can be requested from the Grant Program Administrator) and adhere to the reporting schedule identified in the Cooperative Project Agreement.
- Please note the 2021/22 ACA Cooperative Project Agreement contains the following clause, by applying to the CCEG you are agreeing to this clause. ***"COVID-19: During the COVID 19 outbreak the future of many companies and institutions in Canada and around the world is in question. ACA believes we have the financial stability to weather this crisis and continue to fund a wide range of conservation related projects. However, owing to the rapidly changing environment, there is the potential that ACA may find itself in a situation where significant cost cutting must occur in order to ensure the long-term viability of the organization. By accepting this Cooperative Project Agreement, the Recipient acknowledges and accepts that funding may be terminated with 30-days notice. All expense incurred as part of the project as of the date of the termination will be covered by ACA. ACA will make all reasonable effort to avoid having to terminate funding. The COVID 19 outbreak may impact many projects planned for 2021/22. ACA will issue extensions for up to one year for projects which cannot proceed as planned this year due to recommendations put in place to reduce spread of the virus. Recipients will inform ACA immediately of any delays or potential for cancellation of the project so that appropriate mechanisms for project extension can be implemented where appropriate."***
- Payment of grants is normally made in one, two or three payments, depending on grant size. *Please note the initial payment can be delayed, due to time it takes to sign and process new Cooperative Project Agreements; applicants should be aware that the first grant payments will not be made before June.*
- Project activities must occur between April 1, 2021 and March 31, 2022.

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- Grants cannot be made retrospectively, that is for work started prior to the current fiscal year, i.e. before April 1, 2021.
- If this is a request for repeat funding from ACA and your current 2020-21 project will not be completed as of March 31, 2021, you should extend your current project by contacting the ACA Grants Coordinator rather than reapplying for the same project in 2021-22
- ACA may charge an administration fee for any monies held in trust.
- Capital equipment purchases in excess of \$500 may remain the property of ACA upon project completion.
- Your information will be used only for the purpose for which it was originally collected, and it will be disclosed only on a strict "need-to-know" basis. Be assured that we manage the information contained in your submission in manner commensurate with its sensitivity.
- Applicants are responsible for ensuring they have the proper licenses and approvals required to carry out the project and have complied with all the requirements of their organization.

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## Section 3: Major Funding Priorities 2021 – 2022

### Funding Priorities

All applicants to the ACA Conservation, Community and Education Grants should be aware that this grant is fully funded by the hunters and anglers of Alberta. All proposals should be able to demonstrate how the proposed project will aid ACA in meeting its mission of conserving, protecting and enhancing fish, wildlife and habitat for all Albertans to enjoy, value and use. To help direct potential applicants the following list of priority areas has been developed. While the ACA Conservation, Community and Education Grants will accept applications that do not relate to these suggested areas, projects that address one or more of these priority areas will have a higher probability of being funded than those that do not.

Although the priorities are numbered, the number should not be considered an indication of the relative importance of one priority over another. All priorities are considered equal with respect to the review process.

1. Habitat enhancement activities specifically listed on provincial recovery plans for Alberta's endangered species (to be done in cooperation with recovery teams). (See: [www.alberta.ca/species-at-risk-resources.aspx](http://www.alberta.ca/species-at-risk-resources.aspx) )
2. Site specific enhancements of habitat, structures and facilities aimed at increasing recreational angling or hunting opportunities, improving habitat or increasing wildlife/fish productivity on the site (planting/seeding vegetation, development of new fisheries access sites, nest box initiatives, food plot trials and cover plot trials, spawning bed enhancement, culvert removals, fishing docks, etc.).  
  
Stewardship Initiatives (e.g., on-going maintenance of conservation sites or fisheries access sites; adopt a fence; property inspections for invasive weeds; manual weed control; grass mowing).
3. Fisheries development, including: initial evaluation of water quality aspects of existing ponds to determine their suitability for fish stocking; purchase of equipment required to ensure suitable water quality for fish stocking (e.g., aeration equipment); fish stocking in public ponds; promotion of urban and rural fisheries (including natural water bodies).
4. Impacts of non-native species on the persistence of native species.
5. Projects related to the retention, recruitment and education of hunters, anglers or trappers (including attracting new mentors, training mentors and providing mentors for new hunters/anglers/trappers; sharing information in schools and with the general public about the link between conservation and hunters/anglers/trappers; this category also includes educating new hunters/anglers/trappers; fishing and archery events for kids). Generate awareness of the hunting/angling/trapping opportunities available to the public.
6. Projects related to outdoor conservation education.

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## Section 4: Application Instructions:

Most of the application form is self-explanatory, however some additional notes have been provided to help you with completing the application form. **A maximum page limit of 8 pages has been introduced for ACA Conservation, Community and Education Grant applications (excluding the cover page, please use a legible font size).** All the text boxes expand. Do NOT append supplementary information other than the project location map, e.g. resumes, publications, etc. If you would like to submit photos, please do so within the page limit.

### How much?

How much can be applied for? There is no maximum specified, but special justification would be expected if over \$40,000 was requested. Last year, the average large grant awarded was approximately \$14,000.

### Previous funding from ACA

If this is a request for repeat funding from ACA, make sure you demonstrate evidence that you have made progress with your project, e.g. preliminary results, deliverables, etc. and justify why another year of funding is necessary to the project. There is a box provided in the application form for this.

If your 2020-21 project will not be completed as of March 31, 2021, you should extend your current project by contacting the ACA Grants Coordinator rather than reapplying for the same project in 2021-22

### Link with ACA

Be specific as to which funding priority or funding priorities (listed in previous section) your project addresses and describe the link. If your project doesn't address one of the funding priorities, make sure you demonstrate how your project will support ACA's mission, ***ACA conserves, protects, and enhances fish, wildlife and habitat for all Albertans to enjoy, value and use.***

The grant money is generated through the fishing and hunting license fees collected in Alberta, therefore we ask you to explain how your project will benefit hunters, anglers or trappers in Alberta.

### Budget Notes

We expect that project spending will match the budget provided in the application. If your proposed project is approved for funding, budget changes without prior approval are not allowed under the Cooperative Project Agreement.

**Contract Services:** Mention in the budget commentary section who will be contracted for the services required and provide a breakdown of the payment, e.g. cost per sample, rate per hour, etc. For example, if your project requires water testing, please specify what you are testing for and the number of samples required and how much it costs per sample.

**Honoraria:** Provide a breakdown for any honoraria, e.g. amount per volunteer.

**Mileage:** The maximum allowed mileage is based on current CRA rates.

**Capital Assets:** Items > \$500 that can be reused on other projects. Capital assets may remain the property of ACA upon project completion.

**Other:** Overhead costs or unforeseen/contingency budget lines are not eligible under the ACA Conservation, Community and Education Grants. We consider office rental, on-going office bills, etc. as overhead expenses.

**Partner Funding:** Be sure to itemize partner funding dollars and public involvement in your proposed project in the appropriate boxes; projects that have no partner or matching funding will benefit from an explanation as to why they don't have any. In-kind contributions can be listed in the in-kind column of the budget. Make sure any revenue that is generated by the project (e.g. participant contribution to an event or course) is clearly listed in the budget (as co-funding) and in the budget notes.

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## Section 5:

### Grant Application Screening & Decision Process:

The ACA receives funding requests far in excess of our financial resources and often must decline funding to worthy projects and programs.

The ACA Board of Directors appoints an Adjudication Committee comprised of two ACA board member, an ACA staff member and **five to seven citizens of Alberta** having conservation backgrounds, that referee and assess the grant applications based on the established funding criteria and funding priorities. An adjudication meeting will be held and chaired by a non-voting ACA Board Member. Please do not send supporting documents. *Supporting documents submitted with grant applications are not circulated to the Adjudication Committee.*

Applicants will be notified of status of their submission by March 31, 2021. Successful grant applicants will be expected to sign and follow the ACA Cooperative Project Agreement.

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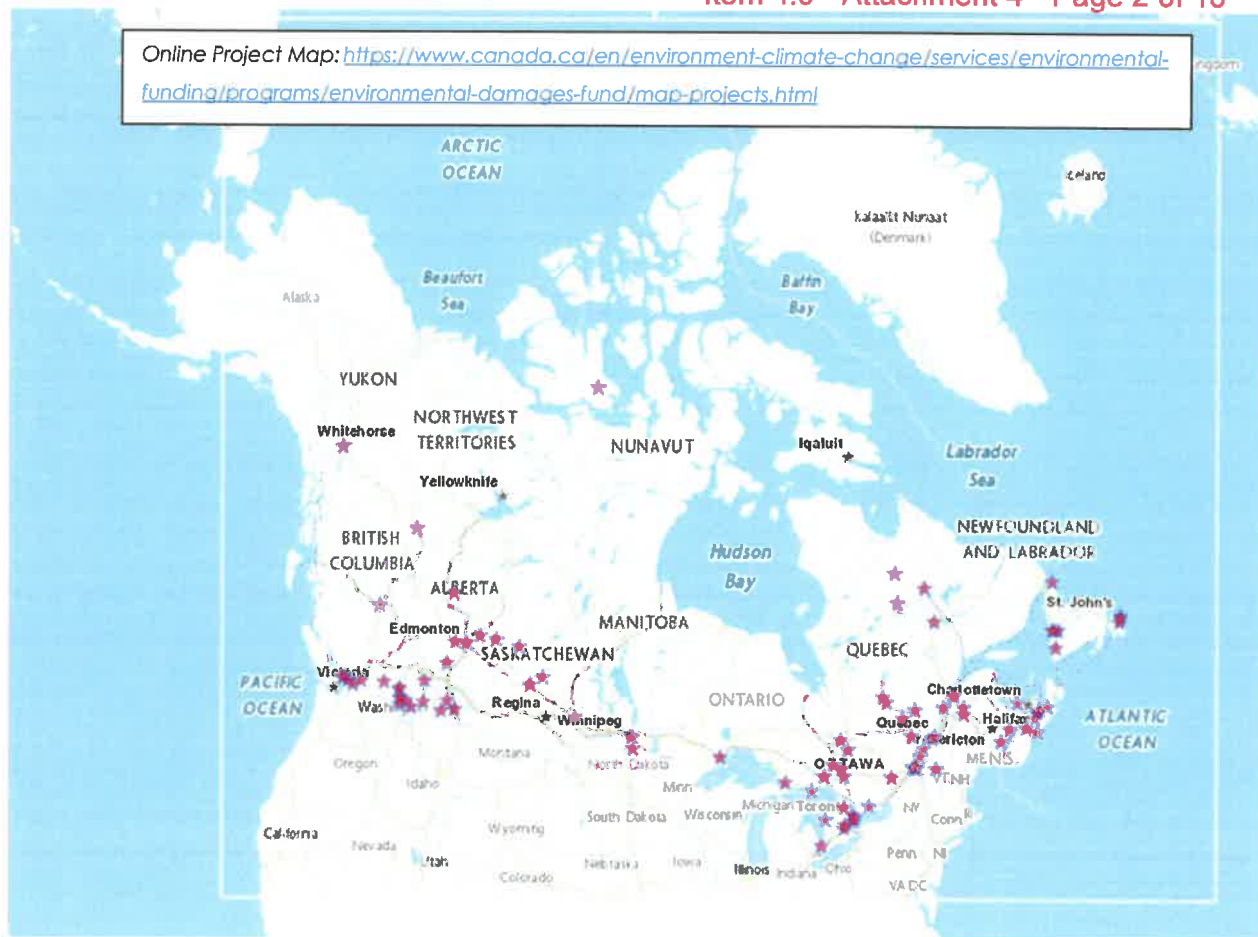
# Environmental Damages Fund (EDF)

Applicant Guide 2021





Online Project Map: <https://www.canada.ca/en/environment-climate-change/services/environmental-funding/programs/environmental-damages-fund/map-projects.html>



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## WHAT IS THE ENVIRONMENTAL DAMAGES FUND?

The Environmental Damages Fund (EDF) is a specified purpose account that manages monies received from successful prosecutions under Canadian environmental legislation. Through its support of priority projects, the EDF program helps ensure environmental good follows environmental harm. Funds may be received through fines, court-ordered payments, out-of-court settlements, voluntary payments, and international liability funds. Environment and Climate Change Canada (ECCC) administers the EDF on behalf of the Government of Canada. ECCC collaborates with the Department of Fisheries and Oceans Canada, Parks Canada, and Transport Canada to deliver the program. Federal departments are responsible for the enforcement of legislation that may be used to direct funds to the EDF such as, the *Fisheries Act*, the *Canadian Environmental Protection Act 1999*, the *Migratory Birds Convention Act 1994*, and the *Canada Shipping Act 2001*.

The primary goal of EDF-funded projects is to restore the environment and conserve wildlife and habitats in a scientifically sound, cost-effective, and technically feasible way.

## WHAT IS THE PURPOSE OF THIS GUIDE?

---

This guide includes general EDF program information, specific information on how to complete an application for EDF funding, and guidance on how to apply using the online Grants and Contributions Enterprise Management System ([GCEMS](#)).

Please contact the EDF office in your region to discuss project ideas and learn more about available funds in your area (see the end of this guide for contact information).

## WHO CAN APPLY?

---

Eligible groups include:

- non-profit non-governmental groups and organizations (e.g. community-based environmental groups)
- Indigenous communities and organizations. The EDF defines Indigenous organizations as:
  - National, provincial, and territorial Indigenous organizations
  - Tribal councils, and
  - Indigenous communities
- universities and academic organizations (e.g. community colleges)
- provincial, territorial and municipal governments

Individuals, businesses, and federal government departments and agencies are not eligible applicants but may partner with eligible organizations leading the project. Offenders are not eligible to apply directly, or to partner with eligible organizations for funding from fines or monetary payments they have made that were directed to

the EDF. International entities are not eligible funding recipients, but they may partner with or support a project. Projects must take place within Canada and/or the benefits of the project activities must accrue to Canadians. Applicants must provide an identification number for their organization in their proposal, such as a Charitable Number, Non-Profit Organization Registration Number or First Nations Band Number.

## WHAT PROJECTS MAY BE FUNDED?

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EDF funding is available for projects that address one or more of the program's priority areas.

Priority is given to projects that **restore the natural environment and conserve wildlife**, followed by:

- environmental quality improvement initiatives
- research and development on environmental restoration and improvement
- education and awareness on issues affecting the health of the natural environment

All project applications must clearly show how they satisfy the fund's use requirement ([EDF Available Funds page](#)), which is listed with each available funding amount. Projects that do not clearly show that they satisfy all aspects of the fund's use requirement will not be eligible for funding. For examples of previous funding, see our [EDF project map](#).

### A strong EDF proposal:

- addresses one or more of EDF's four priority areas noted above
- satisfies all fund use requirements as listed on the [EDF Available Funds page](#)
- is scientifically sound and technically feasible
- is cost-effective in achieving goals, objectives and results
- measures results using EDF performance indicators (page 10)
- explains how project activities will meet project objectives and results
- shows that the environment will benefit from the project
- demonstrates that the applicant and/or their partners possess the necessary experience, knowledge and skills required to undertake the project
- includes objectives that are realistic, achievable and measurable
- involves individuals and communities with local experience and knowledge
- includes all necessary information and supporting documentation required to evaluate project proposals
- provides evidence of matching funds or demonstrates the ability to raise non-federal funds (this is an asset and is not mandatory)

EDF requests for proposals are competitive processes; please clearly explain all details and expected results. The level of detail provided in your application must support the complexity of your project.

## WHAT PROJECTS AND ACTIVITIES WILL NOT BE FUNDED?

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The following types of projects and activities are not eligible to receive funding from the EDF:

- activities required by law and/or mandated by other levels of government
- containment and clean-up of environmental spills
- restoration of contaminated sites
- infrastructure<sup>1</sup>, particularly related to municipal, provincial, and federal government program areas
- lobbying or advocacy activities
- recreation and tourism projects or beautification initiatives
- preparation of formal curriculum materials
- core organization functions and activities such as meetings, maintenance, and administration (however, project specific administrative support is eligible)
- annual or regular organization events/campaigns
- expenses to attend general conferences and workshops (project specific conferences and workshops are eligible)
- projects and activities already underway
- continuation of projects previously funded by the EDF
- projects outside of Canada
- bursaries or cash incentives

Please note that this is not a comprehensive list. If you are unsure about any of the examples listed above or the eligibility of your project and activities, please contact the EDF office in your region.

## WHAT FUNDING IS AVAILABLE?

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Available funding varies according to the number of court awards and voluntary contributions directed to the EDF. In its sentencing decision, the court may recommend the recipient, location and scope of a project funded by the fine. This information is considered in the assessment of the fine and in the definition of the appropriate fund use requirement.

To determine if funds are available in your area, visit the [EDF Available Funds page](#), the online application portal ([GCEMS](#)), or contact the EDF office in your region (details on page 17). To receive email notification when new EDF funding is available, please ask the EDF office in your region to add you to the distribution list.

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<sup>1</sup> Expenses related to assembly of infrastructure (i.e., including labour costs and equipment rental) are ineligible. However, a project could use funding sources outside of this request for proposals to fund assembly of the infrastructure, and utilize funding from this request for proposals for the following expenses:

- dismantling of existing infrastructure in a state of disrepair;
- removal of the dismantled materials;
- disposal of the old materials;
- planning of new infrastructure (i.e., engineering contracts for planning purposes, legal expenses);
- acquisition of new materials; and transport of materials related to the infrastructure.

EDF funding is available to cover up to 100% of eligible project costs. The EDF **does not require matching funds**; however, evidence of other funding sources (i.e. matching contributions) and the respective amounts or demonstration of your organization's ability to raise funds from sources other than the federal government (i.e. in a past project) **will be considered an asset at the proposal evaluation stage**. Evidence of matching funds can include signed/dated letters of cash and/or in-kind support, as well as confirmation through email messages. It is recommended that matching contribution values are indicated in these letters, but it is not required. Applicants can demonstrate their ability to raise non-federal funds by providing reliable evidence from past projects (i.e. letters, budget summaries).



## WHAT IS THE MAXIMUM DURATION OF AN EDF PROJECT?

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There is no maximum EDF project duration.

## WHEN ARE THE APPLICATION DEADLINES?

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Funding deadlines take place twice annually. The deadline for submitting a project is **12:00 pm Pacific Standard Time (PST)**, on the date indicated. Please consult the [Available Funds page](#) and [GCEMS](#) for application deadlines.

## HOW DO YOU APPLY?

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### **STEP 1:** Confirm available funds and project eligibility

Review funding opportunities, and confirm funds are available in your project's location. Review fund use requirements associated with each available fund and ensure your project's activities satisfy all of those requirements.

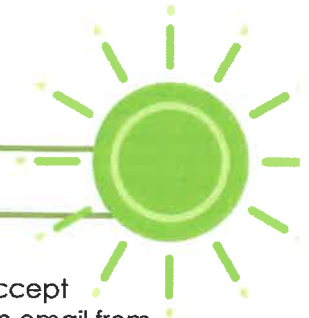
[Log into GCEMS](#). Ensure all proposed project activities are eligible EDF expenditures. For questions or clarification, please contact an EDF office in your region.

### **STEP 2:** Prepare your funding application using the Grants and Contributions Enterprise Management System (GCEMS)

Using the GCEMS online portal, develop your EDF funding proposal. Visit the [GCEMS application instructions page](#) for technical assistance documents, tutorials, and support throughout your application preparation. As the website will automatically log applicants out after 15 minutes of inactivity, you are strongly advised to save your draft proposal in GCEMS frequently or to copy and paste content from an external document to avoid losing your work.

If desired, contact the EDF office in your region prior to the application deadline to discuss your project application with an EDF Program Officer. Officers can also help provide advice/information on:

- the EDF program
- the funding process
- official languages requirements



### STEP 3: Submit your application

Your application must be submitted in GCEMS before the stated deadline. The EDF does not accept applications via email, mail, or fax. Once you have submitted your proposal, you will receive an email from GCEMS acknowledging the receipt of your submission. Following the project review phase, you will receive notification on the funding decision of your proposal.

## APPLYING ONLINE

The following information will enable you to complete an online project application for the EDF. Note that the EDF Applicant Guide is not a technical guide for navigating GCEMS, but rather provides EDF program-specific information in order to ensure project proposals meet program criteria.

### A) Tombstone Data

Tombstone Data is a summary of organizational and contact information that auto-populates various sections of your GCEMS application based on previous applications to the EDF. It is necessary to complete all fields:

- organization name, address, email and phone number
- contact information for the principal applicant representative (individual representing the project, responsible and knowledgeable about the project and application)
- select your organization type, provide an organization identification number, and provide a brief description of your organization (including mandate); please prove your organization is an eligible EDF funding recipient
- identify the funding experience your organization has had with ECCC, or other federal departments

### PROJECT SUMMARY:

**Project Summary:** This section provides an overview of your project. All information is mandatory.

**Project Title:** It is recommended that you use a short title to identify your project.

**Project Start Date/End Date:** When determining the project start date, please allow a minimum of 12 weeks following the funding deadline for project funding decisions and initiation of funding agreement negotiation with the EDF. Please contact the EDF office in your region should you require further details or clarification.

**Project Location:** Provide project location, including information that links your project to any geographic priority regions or areas identified in the fund use requirement. Latitude and longitude coordinates are mandatory. If your project has multiple activity sites or is national in scope, please note this in your application and provide the coordinates for your organization's head office or primary office location.

**Project Goals/Objectives:** Clearly state the goal(s) and objective(s) of the project and how it will benefit the environment. Provide a clear description of specific and measurable (performance indicator) objectives that are achievable and realistic during the timeframe of the project.

**Project Description:** Provide a summary description of your project, showing the link between the project, the stated goals, and the program criteria. Identify the main purpose of your project by describing the environmental issue that the project will address and why it is important. Please provide baseline information about the issue that needs to be addressed.

Explain how the project links to the priorities of the EDF, and its connection to the fund use requirements. It is important that your summary be concise and include the key (performance indicator) results you expect to achieve with your project.

**Project Team Experience:** Please describe any relevant qualifications and experience of the project team members that could demonstrate the organization's experience and capacity to carry out the proposed project.

**Project Delivery Experience:**

**Financial Capacity:** Please describe your organization's financial capacity to manage this project. This could include outlining other sources of funding for the project in the project budget.

**Project Management Capacity:** Please describe your organization's experience in managing and delivering projects. Provide details on the duties and responsibilities of the position(s) identified in the human resources section of the budget. Who will work on the project (project coordinator, volunteers, consultants, technical experts, etc.) and what are their roles/qualifications? Identify relevant qualifications and experiences of the project team. This section is an opportunity to demonstrate your organization's experience and capacity to carry out the proposed project.



## **B) EDF Specific Priorities, Indicators, Environmental Responsibility, and Permits**

### **EDF ENVIRONMENTAL PRIORITIES**

Identify the primary EDF environmental priority the project will address by selecting one (1) priority result from the drop-down list. Use the details and project examples below to help determine your project's EDF priority.

#### **EDF PRIORITIES (RANKED FROM HIGHEST TO LOWEST):**

##### **#1: RESTORATION PROJECTS**

Restoration of damage to the natural environment, including:

- restoring the same type of natural resource damaged, same quality and value in the locale in which the incident occurred
- restoring the same type of natural resource damaged, same quality and value in another locale
- restoring the same type of natural resource damaged, but of different quality in the locale where the incident occurred

##### *Examples:*

- re-establishing potential spawning and rearing habitat for Brook Trout and Atlantic Salmon
- stabilizing stream banks and plant trees along a river's edge to restore disturbed habitat

##### **#2: ENVIRONMENTAL QUALITY IMPROVEMENT PROJECTS**

Environmental quality is improved in areas where damage to the environment or nuisance to wildlife occurred, including:

- improving different natural resources in the locale in which the incident occurred
- improving different natural resources in a different geographic area
- improving environments previously degraded by pollutant discharges or other human induced alterations

##### *Examples:*

- improving riparian zones to restore streams that were compromised by terrestrial activities
- restoring streams for overall water quality improvement and better habitat for aquatic species
- improving wildlife habitat
- reducing the quantity of toxins entering waterways

##### **#3: RESEARCH AND DEVELOPMENT PROJECTS**

Knowledge is improved related to cumulative impacts, long-term environmental damage OR nuisance wildlife, including:

- undertaking the assessment or research of environmental damage in support of restoration planning, including the long-term effects and cumulative impacts of pollutant discharges or for increased understanding of limiting factors for migratory bird populations
- developing environmental damage assessment and restoration methods, including techniques for the valuation of damage or restoration alternatives (example: environmental management plans)



Examples:

- investigating the impacts of offshore oil and gas activities on seabirds
- gathering baseline data on a marine species for the purpose of damage assessment in the event of habitat contamination
- constructing and installing an artificial reef to study how artificial aquatic habitat can be colonized following habitat disturbances

**#4: EDUCATION & AWARENESS PROJECTS**

Awareness and knowledge of restoration of environmental damage or compliance with environmental regulations is increased, including:

- promoting education related to environmental damage restoration, including training for the assessment and restoration of damage, or for increased awareness and compliance with environmental regulations
- promoting community capacity building and environmental stewardship in support of environmental damage restoration

Examples:

- training local groups and volunteers in restoration activities to protect the environment in the event of an oil spill or other environmental disaster
- raising public awareness of environmental regulations to improve compliance

**EDF Funds Applied For:** Please list the specific EDF cash funding for which you are applying. Include the location, funds available, fund use requirements, and the funding deadline. Information on the available funds and proposal deadline can be found on the [EDF Available Funds page](#).

Applicants may submit one funding application that will use multiple available funds in the same project. It is the applicant's responsibility to clearly articulate how the proposed project respects the fund use requirements of all the available funds for which they are applying.

**EDF Performance Indicators:** Performance indicators are measurable results that demonstrate how your project objectives are met.

Please select all EDF Performance Indicators that apply to your project and present a target value for each of the selected performance indicators. All projects must include at least one (1) EDF performance indicator as per the tables of performance indicators and must include a target value. **Project applications that do not contain this information will be ineligible.**



Please refer to the following table to identify and learn about EDF Performance Indicators:

<b>INDICATOR – Restoration</b>			
<b>Performance Indicator</b>	<b>Description</b>	<b>Target</b>	<b>Units</b>
Number of hectares where restoration activities have been implemented	Total Area (in hectares) of natural environment where restoration of natural resources of similar ecological function to those affected has been implemented.  Convert linear kilometres to area by capturing the depth of work and not just the shoreline.		# of hectares
<b>INDICATORS – Environmental Quality Improvement</b>			
<b>Performance Indicator</b>	<b>Description</b>	<b>Target</b>	<b>Units</b>
Number of hectares where environmental quality activities have been implemented	Total Area (in hectares) of natural environment where the environmental quality of different natural resources than those affected is improved.  Convert linear kilometres to area by capturing the depth of work and not just the shoreline.		# of hectares
Number of kilograms of toxic or harmful substances diverted or reduced	Measured by weight (in kilograms) of material sent to hazardous waste collection, items not used, and/or items properly disposed of.  A substance is toxic if it is entering or may enter the environment in a quantity or concentration or under conditions that: 1. have or may have an immediate or		# of kilograms

	<p>long-term harmful effect on the environment or its biological diversity;</p> <ol style="list-style-type: none"> <li>2. constitute or may constitute a danger to the environment on which life depends; or</li> <li>3. constitute or may constitute a danger in Canada to human life or health.</li> </ol>		
Number of tonnes reduced of greenhouse gas emissions	<p>Calculated per year in CO<sub>2</sub> equivalent using department approved GHG/Air Pollutant calculator.</p> <p>Includes: Carbon Dioxide (CO<sub>2</sub>); Methane (CH<sub>4</sub>); Nitrous Oxide (N<sub>2</sub>O); HFCs, PFCs and SF<sub>6</sub>.</p>		# tonnes
Number of tonnes of emissions of Air Pollutants reduced	<p>Calculated per year using department approved GHG/Air Pollutant calculator.</p> <p>Includes: Sulphur Oxides (SO<sub>x</sub>); Nitrogen Oxides (NO<sub>x</sub>); Particulate Matter (PM); Volatile Organic Compounds (VOC); Carbon Monoxide (CO); and, Ammonia (NH<sub>3</sub>).</p>		# tonnes

**INDICATORS – Research and Development**

Performance Indicator	Description	Target	Units
Number of methods, tools, and/or techniques developed to restore environmental damage	Total number of methods, tools, and/or techniques developed that restore environmental damage.		# methods/tools/ techniques
Number of methods, tools, and/or techniques developed to assess environmental damage	Total number of methods, tools, and/or techniques developed that can be used to assess environmental damage.		# methods/tools/ techniques
Number of methods, tools, and/or techniques applied to restore environmental damage	Total number of methods, tools, and/or techniques applied to restore environmental damage.		# methods/tools/ techniques
Number of methods, tools, and/or techniques applied to assess environmental damage	Total number of methods, tools, and/or techniques applied to assess environmental damage.		# methods/tools/ techniques
Area of habitat where monitoring/assessments/studies have been undertaken	<p>Total Area (in hectares) of natural environment where monitoring/assessments/studies have been undertaken.</p> <p>Convert linear kilometres to area by capturing the depth of work and not just the shoreline.</p>		# hectares
Number of studies/reports/plans/publications developed and distributed	Studies, reports, management plans or publications must be related to the development of methods or improved techniques for the assessment and measurement of environmental damage and the means to restore it.		# of Studies/ Reports/Plans/ Publications
Number of recommendations from studies, reports or management plans implemented	<p>Studies, reports or management plans must relate to the use of methods or improved techniques for the assessment and measurement of environmental damage and means to restore it.</p> <p>Proponents must provide a copy of the study/report/plan and report on what is being implemented.</p>		# of recommendations implemented

Number of partners engaged	Includes partnerships with various levels of government, individual researchers, non-profits, academia and industry to build capacity for restoration and improved environmental quality.		# partners
<b>INDICATORS – Education and Awareness</b>			
Performance Indicator	Description	Target	Units
Percentage of target audience that confirmed modification in behavior as a result of project activities	Target audience's awareness and understanding related to preventing or restoring environmental damage is increased as a result of project activities.  Pre and post surveys or other acceptable measurement methodologies are included as part of the project.		% of target audience
Number of participants attending project activity(ies)	Total number of individuals reached via project activities, including people attending the workshops, training sessions and other events organized.		# of people

**Environmental Responsibility:** In this section, explain what measures will be undertaken to ensure the natural environment will not be negatively affected by project activities. Groups must conduct activities in a manner that does not harm the natural environment and must explain how the natural environment will benefit from the project.

We may request additional information required for technical review and/or for an environmental assessment under the *Impact Assessment Act*, if applicable.



**Permits:** Explain the necessary permits and authorizations needed to carry out project activities. It is your responsibility to verify requirements and obtain any permits and/or approvals from other federal, provincial/territorial and/or municipal governments prior to the commencement of activities. Any potential required permits and authorizations for the project must be identified in this section.

Start by confirming the requirement for any permits and authorizations by selecting “Yes” or “No” in the drop-down menu. If you select “yes,” list the permits and authorizations below and indicate whether they have been obtained. If not yet obtained, please ensure the timeline for obtaining approval is included in your project work plan. Activities undertaken on private land may also require a permit and/or approval. **Successful applicants will be asked to supply authorization or permit copies to their regional EDF office.**

### C) Project Budget

This section will present the project's financial details. Please clearly state the total amount of EDF cash funding being requested for your project.

You will be asked to provide a Contributor Type in the Project Budget Table, including your funding request from ECCC through this request for proposals and your own organization's contribution to the project. Other

optional contributor types include any other ECCC support for your project, Other Federal Department, Provincial Government, Municipal Government or Other. Under each Contributor Type, please provide a "contributor name" in the text field.

Cash funding requests from the EDF should be shown in the budget template under "ECCC" in the cash column.

Please note that you will not be able to proceed to the next section if the "Amount Requested" does not match what is stated in the project budget template. Prepare a budget using the budget tables provided in the online application. Please consider the following elements:

- fair market value represents the standard rate for a product or service in your area
- provide the best estimates of all expenses at fair market value
- volunteer time is valuable; calculate all volunteer time at fair market value and include it in your budget as an in-kind contribution
- expected revenue generated by the project must be included in the budget. Provide an approximate value of the expected revenue. Any revenue generated by the project is expected to be used toward project activities
- you must present a balanced budget
- if you indicate ECCC in-kind participation (e.g. professional advice, laboratory analysis, etc.), please provide letters from the supporting organization to confirm this participation. Including in-kind or cash contribution values is recommended, but not required in these letters.
  - the EDF does not provide in-kind services and should not be listed as an in-kind supporter

#### **What project costs are eligible?**

Costs related to the following types of expenses are eligible under the EDF program:

- human resources involved for the project realization, including employees' salaries and benefits who are dedicated to the project (biologists, technicians, bookkeeper accounting, etc.)
- contract and professional services, including accounting, auditing where EDF funding is more than \$100,000, contractors or other professional fees
- travel and mileage, required for the achievement of fieldwork (Please refer to the National Joint Council's [website](#) for your province/territory kilometric rates)
- materials and supplies required for the achievement of fieldwork
- printing and production (for example, project awareness tools)
- communications and distribution linked to the communication of project activities
- equipment rentals and purchases, including research equipment, laboratories or a vehicle rental
- translation required (of Canada's two official languages) to enable the participation of linguistic minority communities (see G – Official Languages)
- a reasonable share of overhead and/or administrative expenditures directly attributed to carrying out the project (for example, rentals and operating offices, liability insurance)

- purchase of capital assets<sup>2</sup>, if the project does not focus primarily on the purchase or installation of capital assets or equipment.

### **Independently Verified Financial Audit**

If your project is requesting \$100,000 or more in one fiscal year, your project may be required to submit an Independently Verified Financial Audit upon completion of the project. The cost of the audit is an eligible expenditure if required by the program, and must be included in your budget. Please contact your regional office if you have any questions regarding the audit.

Please note that this is not a comprehensive list. You can contact an EDF office in your region for any matter relating to this list or the eligibility of your project and activities.

## **D) Project Work Plan**

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**Please complete the table to explain the activities that will be undertaken throughout the project. Indicate a title for each activity.**

Include a general "activity category" to frame the description of each activity. Provide details of the activities to be undertaken, timelines, techniques or methods, and the goals for each activity.

The work plan must include information on site-specific details (description), event schedules, seasonal timelines (start and end dates), etc. You may consider organizing activities and targets into quarters according to the following breakdown: April to June, July to September, October to December, and January to March.

Remember that you need to clearly describe the link between your activities and the budget in your project proposal.

Possible risks to health and safety must be outlined, as well as the mitigation measures you will put in place.

- Proposals must address the management of external risks, including an appropriate implementation plan given the **COVID-19 pandemic**.

Identify your project's communication activities and how the public will be informed of the project results achieved. Communications material may include news releases, public events, posters, and social media.

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<sup>2</sup> If, in the course of the EDF agreement, it becomes necessary to acquire capital assets, the ownership of such assets purchased in whole, or in part, with federal money may, if agreed to, rest with the Recipient. Acknowledgment of the federal funding shall be indicated in such fashion as the affixing of a federal identity mark in accordance with the federal identity program.

## E) Evaluation Plan and Performance Indicators

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### Evaluation

Please describe how you will measure the expected results and successes of your project. It is important to clearly demonstrate how overall project results will be captured.

Identify a specific evaluation plan to measure the progress and success of your project and the methodology that will be used to capture results. The evaluation plan must include the methodology used to measure results based on the EDF performance indicators (Applicant Guide page 10).

## F) Other Supporting Information

The following supporting information is highly recommended but not required. It may be required at a later date:

- dated and signed letters from other funding sources confirming cash and in-kind contributions
- dated and signed supporting letters from landowners where restoration activities are occurring on private property, stating that your group has permission to undertake activities on their property and whether the landowner is providing any monetary and/or in-kind support
- community support letters endorsing the project; these letters are different from partner letters confirming their monetary and/or in-kind contribution
- any information essential to understanding your submitted project, such as pictures of the environmental damage, or maps of the area
- any additional information you think will enhance your proposal (photos, sketches, etc.)
- if applicable, copies of permits or approvals, species lists, etc.

Letters confirming other funding (both cash and in-kind) may be requested from successful applicants before a funding agreement can be signed and funds are provided.

Any information submitted after the deadline will NOT be considered in the application evaluation process.

## G) Official Languages

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Please complete the Official Languages section of the application. It is a mandatory requirement for all applications to ECCC funding programs. If your project is approved, this section will form the basis of the Official Languages Clauses to add to Section 14 in Appendix A of the funding agreement. Each question is yes or no, and all applying organizations must respond to the questions.

Information Required :
Is the organization international, national, provincial or territorial in scope?
Is the project international, national, provincial, or territorial in scope?
Is the project delivered in a geographic area with <a href="#">official language minority communities</a>

(OLMCs)?
Is the project's target audience composed of individuals or groups belonging to both official language communities?
Is the target audience composed of individuals or groups belonging exclusively to an OLMC?
Do the project activities include any public events, signage, promotional or other communication activities?
Is there an opportunity for involvement of OLMCs to participate?

Depending on your project's audience, and in accordance with the *Official Languages Act*, you may need to offer products and/or services to the public in both official languages. Please ensure any associated costs (e.g. translation) pertaining to project delivery and/or promotion is included in the budget.

## H) Certification

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Certification that the information stated in the application is complete and accurate is required.

- Once you complete your application, submit online.

Please note that the EDF will **not** accept project applications by email, fax, or mail.

## WHAT WILL HAPPEN AFTER YOU SUBMIT A PROJECT APPLICATION?

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### Acknowledgment of Receipt

Acknowledgment of receipt is automatically generated by GCEMS. If you did not receive an acknowledgment of receipt, we recommend that you contact your regional office to confirm that your application was received.

### Review

Your application is reviewed to verify eligibility and to assess technical and scientific merit. All project proposals are subject to the same evaluation criteria. Project applications are reviewed by EDF regional teams to confirm:

- the project is eligible for funding
- the project addresses one or more of the EDF's four priority areas
- the proposal includes one or more the EDF performance indicators
- the proposal demonstrates how the project fully satisfies fund use requirements
- the proposal describes realistic and eligible activities; and
- the proposal has been submitted by an eligible EDF applicant

Following this administrative assessment, your project proposal is examined by a technical review team, which



is made up of experts from ECCC (and may include other government departments) in order to evaluate your application for its scientific and technical merit. EDF regional teams will finalize the overall analysis of each of the project applications received.

If your project application is approved in principle, you will be contacted through a notification letter to negotiate a funding agreement that outlines the terms and conditions of the funding. Federal MPs and/or their team may be advised about the approval in principle of a project and may be provided with information provided in this Application including applicant's name, project title, project description, project location, funding amounts and contact information.

If your application is not approved, you will also be informed of this decision in writing.

Any questions or comments may be directed to an EDF office in your region. Good luck!

## CONTACT US!

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### **Quebec, New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island**

E-mail: [ec.fdeqa-edfaa.ec@canada.ca](mailto:ec.fdeqa-edfaa.ec@canada.ca)

### **Ontario**

E-mail: [ec.fdeon-edfon.ec@canada.ca](mailto:ec.fdeon-edfon.ec@canada.ca)





### **Alberta, British Columbia, Manitoba, Saskatchewan, Northwest Territories, Nunavut, and Yukon**

E-mail: [ec.fdeouestnord-edfwestnorth.ec@canada.ca](mailto:ec.fdeouestnord-edfwestnorth.ec@canada.ca)

### **National EDF Office**

E-mail: [ec.fdenational-edfnational.ec@canada.ca](mailto:ec.fdenational-edfnational.ec@canada.ca)



<b>REQUEST FOR DECISION</b>		<b>DATE</b>	January 28, 2021	<b>4.10</b>
<b>TOPIC</b>	<p><b>Canadian Heritage Rivers System (CHRS) Parks Canada Funding Contribution Agreement</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Canadian Heritage Rivers System</p> </div> <div style="text-align: center;">  <p>Réseau des rivières du patrimoine canadien</p> </div> <div style="text-align: center;">  <p>Parks Canada</p> </div> <div style="text-align: center;">  <p>Parcs Canada</p> </div> </div>			
<b>PROPOSAL</b>	<p>That Smoky Lake County execute the proposed Parks Canada (PC) Funding Contribution Agreement <b>ATTACHMENT 1</b> in an amount totaling five-thousand dollars (\$5,000.00) in relation to developing a Nomination Document for the North Saskatchewan River under the Canadian Heritage Rivers System (CHRS), to be completed on or before February 18, 2022.</p>			
<b>BACKGROUND</b>	<p><b>FUNDING CONTRIBUTION AGREEMENT</b></p> <ul style="list-style-type: none"> <li>• \$5,000 is the amount typically eligible to complete a Nomination Document, in accordance with the CHRS Principles, Procedures and Operational Guidelines (PPOG, 2017)</li> <li>• This Agreement has a term to complete the Nomination On or before February 18, 2022. It is anticipated that the project can be completed in 2021.</li> <li>• In any promotion programs, advertising and publicity for the activities funded under the Agreement, acknowledgement shall be given to Parks Canada in a manner reflecting Canada's contribution. This acknowledgement shall be in both official languages, where possible.</li> <li>• No later than 30 days before the end of the Agreement, the Smoky Lake County will submit to Parks Canada a final narrative project report summarizing the activities conducted and results achieved, and a final financial report detailing all project expenditures incurred for the Project.</li> <li>• Once the Nomination Document has been completed, there would typically be a subsequent \$45,000 available to complete the Designation Document through another Funding Contribution Agreement.</li> </ul> <p><b>CANADIAN HERITAGE RIVERS SYSTEM (CHRS)</b></p> <ul style="list-style-type: none"> <li>• Canada's national program for recognizing Canada's important rivers. It is a cooperative initiative of the federal, provincial, and territorial governments in conjunction with local communities and citizens, who play a key role in the program.             <ul style="list-style-type: none"> <li>○ Established in 1984, Alberta joined in 1994.</li> <li>○ Designated Rivers:                 <ul style="list-style-type: none"> <li>▪ 1989: Headwaters of the North Saskatchewan (48km within National Park)</li> <li>Headwaters of the Athabasca (~168km within National Park)</li> </ul> </li> </ul> </li> </ul>			

- 2003: Clearwater River (~326km from Fort McMurray, into Saskatchewan)

- The objectives of the Canadian Heritage Rivers program are to give national recognition to Canada's outstanding rivers as part of a comprehensive and representative system and to encourage long-term management that will conserve their **natural, cultural, and recreational values** for the benefit and enjoyment of Canadians and visitors, now and in the future.
- The Canadian Heritage Rivers System is a model of stewardship, cooperation and participation; one that engages society in valuing the natural and cultural heritage of rivers and river communities as essential to the identity, health and quality of life of Canadians.
- As of 2016, forty-two rivers have been nominated to the system, totaling almost 12,000 kilometers.
  - Thirty-nine of these have been designated as Canadian Heritage Rivers, which signifies that a designation document (management plan or heritage strategy) has been tabled with the Canadian Heritage Rivers Board (CHRB) providing direction on how heritage values associated with the river will be conserved and communicated.
  - Designation also signifies that the Minister responsible for Parks Canada has approved the designation, on the advice of the CHRB and the recommendation and Ministerial approval of the province(s) or territory(s) in which the river is located.
- Alberta's representation to the CHRS is presently administered through Alberta Environment and Parks.

**Designation under the CHRS does NOT impact or increase development restrictions along the River. No new rules or restrictions are created as a result of designation.**

- The standard process for Selection, Nomination, and Designation of Rivers to participate in the CHRS is summarized in the CHRS Principles, Procedures and Operational Guidelines (PPOG, 2017).
  - Supplementary to the PPOG are the Natural Values Framework and Cultural Values Framework documents.
- Once nominated, the Board reviews the nomination and, if it meets selection guidelines for the System, recommends it to the responsible Provincial/Federal Ministers.
  - A nominated river becomes designated once a designation document or management plan/strategy, that ensures the river will be managed to conserve its outstanding natural, cultural, and/or recreational values, is submitted to the Board by the nominating government(s).

**PROJECT TO-DATE SUMMARY**

- **Early-Mid 2000s** – the North Saskatchewan Watershed Alliance (NSWA) completed much of the necessary research and work to obtain CHRS designation.
- **2010s** – due largely to an ill-timed Provincial Cabinet Shuffle, and NSWA Board transitions, the CHRS project languished.
- **2017** – the North Saskatchewan River Basin Council (NSRBC) in the Province of

Saskatchewan completed a CHRS Background Study required for the portion of the NSR within that Province.

- **October 29, 2019** – Smoky Lake County adopted a Motion to send a Letter of Support to the NSWA, NSRBC, AEP, as well as river communities in favor of completing the CHRS Designation for the North Saskatchewan River
- **February 2020** – Planning & Development Services presented to the NSWA Board
- **Throughout 2020** – Smoky Lake County received dozens of subsequent Letters of Support calling for CHRS Designation for the NSR.
- **October 23, 2020**, the County received a letter © **ATTACHMENT 2** from the Hon. Jason Nixon, Alberta Environment Minister, confirming AEPs intent to support Nomination/Designation on this basis.
- **November/December 2020 & January 2021** – To-date, Smoky Lake county has obtained +47 letters of support. Since November, Planning and Development Services has been at work securing remaining municipal endorsements along the North Saskatchewan River.
  - **Recently Complete:** Thorhild County, Vermillion River County, Parkland County, St. Paul County (Lakeland Today ©**ATTACHMENT 3**), Lamont County, Two Hills County, Brazeau County, and the City of Fort Saskatchewan. (Sturgeon County scheduled for January 26, 2021)
  - **In-progress:** Clearwater County, Leduc County, Town Devon, City of Edmonton.

*Projected Next Steps:*

- *Summer 2021 – Complete a series of public participation opportunities such as webinars. ©**ATTACHMENT 4***
- *Fall 2021 – Submit the Nomination Document via AEP to the CHRS Board*
- *2022 – Complete the Designation Document*

**\*\*\*\*\***

**ATTACHMENTS:**

- Proposed Parks Canada (PC) Funding Contribution Agreement ©**ATTACHMENT 1**
- Letter from the Hon. Jason Nixon, Alberta Environment Minister, dated October 23, 2020 confirming AEPs intent to support a CHRS Nomination/Designation. ©**ATTACHMENT 2**
- Huser, J. (December 2020). 'North Saskatchewan River could become part of Canadian Heritage Rivers System' *Lakeland TODAY*. ©**ATTACHMENT 3**
- Public Participation Plan ©**ATTACHMENT 4**
- The CHRS Charter speaks to the structure, Vision, Purpose, and Principals of the program. © **ATTACHMENT 5**

**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**

**Parks Canada Guiding Principles and Operational Policies, Part II - Activity Policies: Canadian Heritage Rivers Policy**

**Smoky Lake County Regional Heritage Board Bylaw 1236-11**

**Smoky Lake County Victoria District Area Structure Plan (ASP) Bylaw 1305-17**

**Smoky Lake County Victoria District Economic Development Strategy Bylaw 1372-20**

**BENEFITS**

- Agreement allows 50% matching (inclusive of in-kind, claiming of staff-time, etc.)
- International exposure for Smoky Lake County and the Region, enhanced marketability on-par with Lakeland Provincial Park, or Wood Buffalo, Waterton, Banff, and Jasper National Parks
- Opportunities for unlocking of grants, etc.
- Natural, land, and river-based tourism development opportunities
- Opportunities for the unlocking of additional grants, etc. (such as Watershed Resiliency, etc.)
- Enhanced community participation, awareness, and pride

**DISADVANTAGES**

- Nil.

**ALTERNATIVES**

- Take not action/Defer

**FINANCE/BUDGET IMPLICATIONS**

**Operating Costs:** \_\_\_\_\_

**Capital Costs:** \_\_\_\_\_

**Budget Available:** \_\_\_\_\_


**Source of Funds:** \_\_\_\_\_

**Budgeted Costs:** \_\_\_\_\_

**Unbudgeted Costs:** \_\_\_\_\_

**INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS**

- **Collaboration with/among:**
  - River-adjacent Municipalities
  - Canadian Heritage Rivers System (CHRS) Board
  - Environment Canada
  - Alberta Environment and Parks (AEP)
  - Alberta Culture & Multi-culturalism
  - North Saskatchewan Watershed Alliance (NSWA)
  - North Saskatchewan River Basin Council (NSRBC)
  - Smoky Lake County Regional Heritage Board (SLCRHB)
  - Victoria Home Guard Historical Society (VHGHS)
  - Metis Nation of Alberta (MNA) & other First Nations

<b>COMMUNICATION STRATEGY</b>	<ul style="list-style-type: none"> <li>• Appearances before other municipal Councils</li> <li>• Webinars to occur during Summer 2021 <ul style="list-style-type: none"> <li>○ Grapevine</li> <li>○ Website</li> <li>○ Social Media</li> <li>○ Media Release/News Article</li> </ul> </li> </ul>
<b>RECOMMENDATION</b>	
<p>That Smoky Lake County execute the proposed Parks Canada (PC) Funding Contribution Agreement in an amount totaling five-thousand dollars (\$5,000.00) in relation to developing a Nomination Document for the North Saskatchewan River under the Canadian Heritage Rivers System (CHRS), to be completed on or before February 18, 2022.</p>	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	



**CONTRIBUTION AGREEMENT – GC-XXX**

**Parks Canada General Class Contributions Program**

This Contribution Agreement (“Agreement”) made in duplicate on \_\_\_\_\_.

**BETWEEN:**            Parks Canada Agency a body corporate established under section 3 of the *Parks Canada Agency Act* (“Parks Canada”) represented by the President and Chief Executive Officer;

**AND:**                    Smoky Lake County (“the Recipient”), a legal entity having its head office / principal place of business at:

4612 McDougall Dr  
PO 310 Smoky Lake, AB T0A 3C0

**WHEREAS**            the Recipient wishes to implement a project or initiative (“Project”) as described in Annex “B”;

**AND WHEREAS**    Parks Canada wishes to make a contribution to the Recipient toward the implementation of the Project entitled “Nomination Document for the North Saskatchewan River [\(Alberta Portion\)](#)”, in Alberta.

**Therefore,**    Parks Canada and the Recipient agree as follows:

**1.    Purpose and Maximum Amount of Contribution**

1.1 Parks Canada hereby makes a contribution to the Recipient (“contribution”) solely for the implementation of the Project in accordance with the terms specified in this Agreement.

1.2 Subject to the terms of this Agreement, Parks Canada agrees to make a contribution to the Recipient of an amount not exceeding \$5,000 over fiscal years 2020-21 to 2021-22 towards the eligible expenditures as described in Annex A of this Agreement.

*1.2.1 The maximum amount payable by fiscal year is as follows:  
2020-21: \$4,500; and  
2021-22: \$500.*

*1.2.2 The maximum amount payable by fiscal year may be modified by amending the Contribution Agreement.*



## **CONTRIBUTION AGREEMENT – GC-XXX**

### **Parks Canada General Class Contributions Program**

#### **2. Payment**

In consideration of the implementation of the Project and the fulfillment of all of the Recipient's other obligations pursuant to this Agreement, Parks Canada agrees to pay a contribution to the Recipient in accordance with the following:

- 2.1 Upon receipt of a request for advance payment, Parks Canada agrees to provide an initial advance of up to \$4,500 covering the cash flow requirements of the Recipient for the Project for fiscal year 2020-21.
- 2.2 Parks Canada agrees to provide a second advance in 2021-22 covering the cash flow requirements of the Recipient for the Project for the fiscal year. The advance will be for an amount of up to \$450. A holdback of \$50 is to be released upon completion of the project by the Recipient.
- 2.3 If the amount of the advances exceeds the eligible costs incurred for which the advance was approved, the Recipient shall reimburse the difference to Parks Canada or Parks Canada shall recover the surplus from any sums payable to the Recipient, at Parks Canada's discretion.
- 2.4 Advance payments made during a fiscal year will not exceed the Recipient's estimated cash flow requirements with respect to Parks Canada's share of eligible expenditures incurred by the Recipient in that fiscal year. However, an advance payment may be made in one fiscal year to cover Parks Canada's share of expected eligible expenditures to be incurred by the Recipient during the month of April of the following fiscal year.
- 2.5 On or before February 18, 2022, the Recipient shall submit to Parks Canada's satisfaction a request for a final payment of up to \$50 accompanied by final financial and final narrative reports as described in Annex B. Upon Parks Canada's approval of the final reports, Parks Canada will release the final payment under this Agreement.
- 2.6 All payment requests should include the Recipient's name and address, the Agreement number, the type of payment (advance or final payment) and the period covered. Advance requests must be accompanied by an estimate of eligible costs to be incurred during the period of the advance.

#### **3. Duration**

This Agreement comes into effect on the date of signature of both parties. Unless sooner terminated as provided for in the Agreement, the Agreement shall remain in effect until March 31, 2022.





## CONTRIBUTION AGREEMENT – GC-XXX

### Parks Canada General Class Contributions Program

#### 4. Applicable Laws

This Agreement shall be governed by and construed in accordance with the laws in force in the Province of Alberta and the laws of Canada if applicable.

#### 5. Notice or Communication

Any notice, information or document required under this Agreement shall make reference to the title of the Project and be deemed to have been given if it is delivered, sent by facsimile, email or mail (stamped or prepaid). Any notice delivered, sent by facsimile or e-mail shall be deemed to have been received one working day after it is sent. Any notice that is mailed shall be deemed to have been received eight (8) calendar days after it is mailed.

Either Party may change the address shown in this Agreement by informing the other Party of the new address, and such change shall take effect fifteen (15) days after the notice is received.

All notices must be sent to the following addresses:

To Parks Canada: Ashley Campbell  
Director, Heritage Designations, Heritage Designations and  
Programs Branch  
Parks Canada / Government of Canada  
30 Victoria Street, (PC-03-M), Gatineau QC J8X 0B3  
[Ashley.campbell@canada.ca](mailto:Ashley.campbell@canada.ca)  
Tel: 819-420-9258

To the Recipient: Gene Sobolewski  
Chief Administrative Officer, Smoky Lake County  
4612 McDougall Dr  
PO 310 Smoky Lake, AB T0A 3C0  
E-mail: [cao@smokylakecounty.ab.ca](mailto:cao@smokylakecounty.ab.ca)  
Telephone number: 780-656-3730

#### 6. Public Acknowledgement

In any promotion programs, advertising and publicity for the activities funded under this Agreement, acknowledgement shall be given to Parks Canada in a manner reflecting Canada's contribution. This acknowledgement shall be in both official languages, where possible. Timing and location of recognition events will be agreed to between the two



**CONTRIBUTION AGREEMENT – GC-XXX**

**Parks Canada General Class Contributions Program**

Parties. Parks Canada reserves the right to waive this requirement at its discretion.

The Recipient’s name, the amount of the contribution and the general nature of the activities supported may be made publicly available by the Government of Canada.

**7. Evaluation**

The Recipient will cooperate fully with Parks Canada to provide all required information that may be necessary for the proper conduct of any evaluation of the contribution. The criteria to be used to assess the effectiveness of the contribution relative to its objectives will be determined by Parks Canada.

**8. Entire Agreement**

This Agreement together with Annexes “A”, “B”, and the “General Clauses” constitute the entire Agreement between the Parties with respect to the Project and supersede all previous negotiations and communications and other agreements relating to it, unless they are expressly incorporated by reference.

**9. Signatures**

Signed on behalf of Smoky Lake County:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: Gene Sobolewski Title: Chief Administrative Officer, Smoky Lake County

Signed on behalf of the **Parks Canada Agency**:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: Ashley Campbell Title: Director, Heritage Designations and Programs Branch



## CONTRIBUTION AGREEMENT – GC-XXX

### Parks Canada General Class Contributions Program

#### ANNEX A

#### A.1 ESTIMATE OF ELIGIBLE EXPENDITURES

Amount per fiscal year, over 2 years (2020-21 to 2021-22) :

<b>Project Activity Breakdown OR Cost Item</b>	<b>Parks Canada</b>	<b>Recipient</b>	<b>Project Total</b>
	Dollar Amount	Dollar Amount	Dollar Amount
Natural Values Review – subcontractor fees	\$750	\$500 (in-cash)	\$1,250
Cultural Values Review – subcontractor fees	\$500	\$500 (in-cash)	\$1,000
Recreational Values Review – subcontractor fees	\$250	\$500 (in-cash)	\$750
Public Participation – Communication Software	\$1,000	Nil	\$1,000
Advertising – Facebook, Newsprint, Etc.	\$750	Nil	\$750
Document Production – Printing, etc.	\$250	\$250 (in-kind)	\$500
Indigenous Consultation – honoraria, etc.	\$750	\$250 (in-cash)	\$1,000
Salaries/Staff Time	\$750	\$3,500 (in-kind)	\$4,250
<b>Sub-Total</b>	<b>\$5,000</b>	<b>\$1,750 (in-cash) \$3,750 in-kind)</b>	<b>\$10,500</b>
<b>Total</b>	<b>\$5,000</b>	<b>\$5,500</b>	<b>\$10,500</b>

FY 2021-22

<b>Project Activity Breakdown OR Cost Item</b>	<b>Parks Canada</b>	<b>Recipient</b>	<b>Project Total</b>
	Dollar Amount	Dollar Amount	Dollar Amount
It is not presently anticipated that the project requires a second year, however, if this becomes necessary, it would be to conclude the activities of Year 1.			



## CONTRIBUTION AGREEMENT – GC-XXX

### Parks Canada General Class Contributions Program

<b>Sub-Total</b>			
<b>Total</b>			
<b>Grand Total</b>			

*Note: For the Recipient and Other Funding sources, include both cash and in-kind contributions. Identify in-kind contributions with (in-kind). Add up cash contributions separately from in-kind contributions in the Project Total column. Note that Parks Canada does not provide in-kind contributions.*

#### A.2 LIST OF ELIGIBLE EXPENDITURES

The following expenditures for the implementation of the Project described in this Agreement are eligible for reimbursement by Parks Canada:

- (A) Remuneration: Rate (per hour, day, month or year) applicable to employees of the Recipient for time spent working on the implementation of the Project. Rates include:
- (i) Direct salaries: actual sums paid to employees for the time directly spent on the implementation of Project activities described in the Agreement and not exceeding the market rates for the specific type of services;
  - (ii) Fringe benefits including paid absences for statutory holidays, annual vacation and sick leave at the rate the paid leave is earned and not at the point of consumption; and
  - (iii) Paid benefits such as the employer's contribution to employment insurance and workers' compensation plans (where applicable), etc. in accordance with the Recipient's policies.
- (B) Reimbursable expenditures: The following actual and reasonable expenditures directly related to the implementation of the Project:
- (i) Actual cost of subcontractor's fees. Individual rates shall not exceed the market rates that apply to the specific type of service;
  - (ii) Actual and reasonable honoraria costs;
  - (iii) Actual and reasonable travel costs not exceeding the rates permissible under the Treasury Board travel policy;
  - (iv) Actual costs arising from the purchase, rental, maintenance and transportation of goods, equipment, vehicles and supplies;
  - (v) Communication costs, such as telephone, facsimile, mail and messenger services, translation and word processing costs, printing and production costs (such as photocopying, printing, etc.); and
  - (vi) Other actual expenses required to implement the Project as approved in advance



## CONTRIBUTION AGREEMENT – GC-XXX

### Parks Canada General Class Contributions Program

by Parks Canada.

The Recipient shall not include profit, directly or indirectly, in the calculation of remuneration or in any other of the costs except when the profit is included in an acceptable subcontractor agreement with a for-profit entity with which the Recipient does not hold any direct or indirect interest.

Parks Canada will not contribute to the indirect costs of the Recipient such as a general administrative or overhead cost applied as a percentage to other project expenses.

Expenditures incurred before the signing of the Agreement are not eligible for reimbursement.

### A.3 OTHER SOURCES OF FUNDING FOR THE PROJECT

In addition to Parks Canada's contribution, the Recipient undertakes to contribute an amount of \$1,750 (in-cash), and \$3,750 in-kind), totaling \$5,500 from its own funds or other sources for the implementation of the Project. *This amount (specify if in-cash and/or in-kind) should be included in the Recipient column in A.1. and cover the same period, either the total project budget or the amount per fiscal year. This amount reflects estimates by the Recipient and includes their own funds and any other sources of funding. If none, insert \$0.)*

Where the Recipient receives additional funding for the same expenses as referred to above, Parks Canada may at its discretion: (a) reduce the contribution by such amount as it considers appropriate, up to the amount of additional funding received; or (b) if the contribution has already been paid, require repayment of a portion or all of the contribution, as it considers appropriate.

The Recipient shall repay all amounts claimed pursuant to the paragraph above, within the time specified in the notice requesting such repayments. The amounts that the Recipient shall repay pursuant to this paragraph constitute debts to Her Majesty.



## **CONTRIBUTION AGREEMENT – GC-XXX**

### **Parks Canada General Class Contributions Program**

#### **ANNEX B**

##### **Project Description**

This contribution supports the development of a nomination document for the Alberta portion of the North Saskatchewan River. A nomination document is required in order to proceed in designating this river to the Canadian Heritage Rivers System (CHRS.)

##### **Background**

The Canadian Heritage Rivers System (CHRS) is a federal-territorial-provincial conservation program led by Parks Canada that encompasses 40 rivers with a combined length of close to 10,000 kilometres.

A small section of the North Saskatchewan River within Banff National Park has already been designated to the Canadian Heritage Rivers System. Parks Canada does not have any management responsibilities for the section of the North Saskatchewan River associated with this contribution agreement. The section of the river covered under this agreement falls under the jurisdiction of the Government of Alberta, which participates actively in the CHRS program through the Ministry of Environment and Parks.

A third section of the North Saskatchewan River, located within the boundaries of the province of Saskatchewan, was moving through the designation process under the leadership of the North Saskatchewan River Basin Council, but was unable to complete the nomination and withdrew the submission in 2018.

##### **Parks Canada Agency Result Supported by this Project**

Canada's cultural heritage is protected for future generations.

##### **Expected Results**

- 1) Preparation of a nomination document for the Alberta portion of the North Saskatchewan River as prescribed by the Canadian Heritage Rivers Board;
- 2) Submitting a draft nomination document via Alberta Environment and Parks (AEP) to the CHRS Technical Planning Committee for review and the submission of the final version of the document to the Canadian Heritage Rivers Board.

##### **Key Activities**

In its work to produce the CHRS nomination document for the Alberta portion of the North Saskatchewan River, Smoky Lake County will undertake the following tasks:



## CONTRIBUTION AGREEMENT – GC-XXX

### Parks Canada General Class Contributions Program

- a) Structuring information from the background study to fit the nomination document form prescribed by the CHRS;
- b) Undertake public consultations of the proposed nomination, including with municipalities, community groups, and Indigenous communities; and
- c) Consult, and where possible, collaborate with
  - a. the North Saskatchewan Watershed Alliance (NSWA) in Alberta, which authored the Background Study;
  - b. the North Saskatchewan River Basin Council (NSRBC) in Saskatchewan, which has already drafted their own nomination document for the Saskatchewan portion of the North Saskatchewan River.

Identify the key activities to be undertaken **by the Recipient** in order to achieve the results listed above. The budget should be assessed as reasonable against these activities. The Recipient must report on the implementation status of activities in their narrative report(s).

#### **Reporting**

No later than 30 days before the end of the Agreement, the Recipient will submit to Parks Canada a final narrative project report summarizing the activities conducted and results achieved, and a final financial report detailing all project expenditures incurred for the Project.



## **CONTRIBUTION AGREEMENT – GC-XXX**

### **Parks Canada General Class Contributions Program**

#### **GENERAL CLAUSES**

The “General Clauses” shall form an integral part of this Agreement.

#### **1. DEFINITIONS**

- 1.1 “Agreement” means the Contribution Agreement; the “General Clauses” and such amendments and appendices which are or may be expressed to form part of the Agreement;
- 1.2 “Recipient” means the organization or person receiving the contribution and being responsible for the performance and administration of the Agreement;
- 1.3 “Financial Audit” means any examination of the accounts and records of a “Recipient” or other information deemed necessary in the circumstances;
- 1.4 “Fiscal Year” refers to the fiscal year of the Government of Canada spanning April 1 of one year until March 31 the following year.

#### **2. REPRESENTATIONS BY THE RECIPIENT**

- 2.1 The Recipient represents:
  - 2.1.1 that it has the capacity and authority to enter into this Agreement to carry out the Project and that it knows of no reason, fact or event, current, imminent or probable, that would diminish this capacity and authority;
  - 2.1.2 that payments to the Recipient by way of advance payments are essential for the timely carrying out of the Project;
  - 2.1.3 that it is in compliance with the laws that govern it;
  - 2.1.4 that it has no interest, pecuniary or otherwise, in any business matter that would put it in an actual or apparent conflict of interest in carrying out the Project.

#### **3. AMENDMENTS**

- 3.1 This Agreement may be amended by the mutual written consent of the Parties. To be valid, any amendment to this Agreement shall be in writing and signed by the Parties within the duration of the Agreement.





## CONTRIBUTION AGREEMENT – GC-XXX

### Parks Canada General Class Contributions Program

#### 4 ADVANCE PAYMENTS

- 4.1 Where the terms of the Agreement permit advance payments to be made, such advance payments shall be considered debts owed to Canada until such time as the Recipient has accounted for the said advance payments in accordance with the terms of the Agreement and to Parks Canada's satisfaction.
- 4.2 Advance payments made under this Agreement shall be deposited in an interest-bearing bank account of a commercial banking establishment and accounted for separately by the Recipient. Interest on outstanding balances will be calculated and compounded monthly in accordance with the Treasury Board *Interest and Administrative Charges Regulations*. Any interest accumulated by the Recipient is to be used for activities related to the achievement of project results or be subtracted from the maximum amount payable under this Agreement.

#### 5 OVERPAYMENT

- 5.1 In the event that payments made to the Recipient under this Agreement exceed the amount thereof required or expended by the Recipient in accordance with this Agreement, any such surplus is payable forthwith to Parks Canada. Where any surplus payable has not been repaid,
- 5.1.1 an amount equal to the surplus may be retained by way of deduction from or set-off against any sum of money that may be due or payable to the Recipient; or
- 5.1.2 the Recipient shall repay all amounts claimed pursuant to paragraph 5.1, within the time specified in the notice requesting such repayments. The amounts that the Recipient shall repay pursuant to paragraph 5.1 constitute debts to Her Majesty. The Recipient shall issue repayment cheques to the Receiver General of Canada and forward them to Parks Canada. Interest will be charged on all overdue repayments in accordance with the Treasury Board *Interest and Administrative Charges Regulations*.

#### 6 DISPOSAL OF ASSETS

- 6.1. The Recipient agrees that, at the end of the Project or upon termination of this Agreement if earlier, and if directed to do so by Parks Canada, any capital assets that have been preserved by the Recipient shall be:



## **CONTRIBUTION AGREEMENT – GC-XXX**

### **Parks Canada General Class Contributions Program**

- 6.1.1 sold at fair market value and the funds realized from such a sale applied to the eligible expenditures of the Project to offset its contribution to the eligible costs of the Project;
  - 6.1.2 turned over to another organization or person designated or approved by Parks Canada; or
  - 6.1.3 disposed of in such other manner as may be determined by Parks Canada.
- 6.2 Any intellectual property created as a result of this Project will remain the property of the Recipient.

## **7 MEMBERS OF THE SENATE OR THE HOUSE OF COMMONS**

- 7.1 No member of the Senate or the House of Commons shall be admitted to any share or part of the Agreement, or to any benefit arising from it, that is not otherwise available to the general public.

## **8 ASSIGNMENT**

- 8.1 The Recipient shall not assign this Agreement or any part thereof or any payments to be made thereunder without the written permission of Parks Canada, but nothing shall preclude the Recipient from enlisting the assistance of others in carrying out the obligations under this Agreement.

## **9 RELATIONSHIP**

- 9.1 The Parties acknowledge that no principal-agent, employer-employee, partnership or joint venture relationship is created by virtue of this Agreement. The Recipient will not represent itself as an agent, employee or partner of the Crown, including in any agreement with a third party.

## **10 CERTIFICATION - CONTINGENCY FEES**

- 10.1 The Recipient certifies that it has not directly or indirectly paid or agreed to pay any covenants that it will not directly or indirectly pay a contingency fee for the solicitation, negotiation or obtaining of this Agreement to any person other than an employee acting



## CONTRIBUTION AGREEMENT – GC-XXX

### Parks Canada General Class Contributions Program

in the normal course of the employee's duties. All accounts and records pertaining to payments of fees or other compensation for the solicitation, obtaining or negotiation of the Agreement shall be subject to the Accounts and Audit provisions of the Agreement.

- 10.2 If the Recipient certifies falsely under this section or is in default of the obligations contained therein, Parks Canada may either terminate this Agreement for default as per the provisions of the Agreement or recover from the Recipient by way of reduction to the contribution or otherwise the full amount of the contingency fee.

## 11 APPLICABLE LEGISLATION

- 11.1 The Recipient shall ensure that the activities or programs will be conducted in compliance with applicable laws.
- 11.2 The Recipient agrees to comply with the spirit and intent of the *Employment Equity Act* and the *Canadian Multiculturalism Act*.
- 11.3 The Recipient agrees to comply with the spirit and intent of Part VII of the *Official Languages Act* of Canada.
- 11.4 The Recipient shall ensure that the Recipient or any person lobbying on behalf of the Recipient to obtain funding is in compliance with the *Lobbying Act*.
- 11.5 The Recipient shall meet any applicable requirements of the *Impact Assessment Act*.
- 11.6 The Recipient shall ensure that any information which may be brought to the attention of the Recipient and its employees or agents will be dealt with according to the provisions of the *Privacy Act*.

## 12 CONFIDENTIALITY

- 12.1 The Recipient shall ensure that any information of a confidential nature, relating to the affairs of Parks Canada, or Her Majesty, to which the Recipient or its officers, servants or agents become privy, shall be treated as confidential and shall not disclose such information to third parties without obtaining the prior written consent of Parks Canada.

## 13 CONFLICT OF INTEREST



## CONTRIBUTION AGREEMENT – GC-XXX

### Parks Canada General Class Contributions Program

- 13.1 The Recipient confirms that no current or former federal public servant or public office holder to whom the *Conflict of Interest Act*, *Conflict of Interest and Post-Employment Code for Public Office Holders* or *The Values and Ethics Code for the Public Service* applies shall derive direct benefit from this Agreement, unless the provision or receipt of such benefits is in compliance with such legislation and codes.
- 13.2 The Recipient shall at no time during the duration of this Agreement pursue interests that are inconsistent with the interests served by this Agreement.

## 14 OBLIGATIONS OF THE RECIPIENT

- 14.1 During the term of this Agreement the Recipient shall:
  - 14.1.1 take all necessary action to maintain itself in good standing, to preserve its legal capacity and to inform Parks Canada without delay of any failure to do so;
  - 14.1.2 complete the Project and take all necessary action to carry it out successfully within the limits and the agreed budget in accordance with good business practice and using qualified staff;
  - 14.1.3 disclose to Parks Canada, without delay, any fact or event that would or might compromise the Project's chance of success or its ability to carry out any of the terms and conditions of this Agreement, either immediately or in the long term, including, but not limited to, pending or potential lawsuits and audits;
  - 14.1.4 in the acquisition of assets and the letting of service contracts for the execution of the Project, the Recipient shall call upon professionals, merchants and subcontractors to the extent that they are competitive and available; and
  - 14.1.5 declare any amounts owing to the federal government under legislation or contribution agreements and recognize that amounts due to the Recipient may be set-off against amounts owing to the government.
- 14.2 The Recipient agrees to give access to Parks Canada and/or its representatives as well as to representatives of the Auditor General of Canada to visit the premises or site where the activities funded under this Agreement are being carried out and to review documents for the purpose of conducting an audit or monitoring compliance with the Agreement.



## **CONTRIBUTION AGREEMENT – GC-XXX**

### **Parks Canada General Class Contributions Program**

#### **15 LIABILITY**

- 15.1 Her Majesty the Queen in Right of Canada and Parks Canada, their officers, employees or agents, shall not be liable for any injury or death caused to the person of any agent, official or employee of the Recipient or for loss or damage to property or the same, unless resulting from a negligence of an officer, employee or agent of Parks Canada or of the Government of Canada in the exercise of their office.

#### **16 INDEMNIFICATION**

- 16.1 The Recipient agrees to indemnify and save harmless Her Majesty the Queen in Right of Canada and Parks Canada, their officers and agents from and against all claims, damages, loss, costs and expenses (including reasonable legal fees) which they or any of them may at any time incur or suffer as a result or arising directly or indirectly out of the carrying out of this Agreement, except to the extent caused by a breach of duty on the part of Parks Canada, its officers, employees or agents.
- 16.2 Further, the Recipient agrees to indemnify and save harmless Her Majesty and Parks Canada, their officers, employees and agents for any deficit incurred by the Recipient during the term of this Agreement.

#### **17 DEFAULT AND REMEDIES**

- 17.1 The following constitute events of default:
- 17.1.1 the Recipient becomes bankrupt or insolvent or is placed in receivership or takes the benefit of any statute relating to bankrupt and insolvent debtors;
  - 17.1.2 an order is made or a resolution passed for the winding-up of the Recipient or the Recipient is dissolved, or the Recipient dies;
  - 17.1.3 if in Parks Canada's opinion, there is a change in risk which would jeopardize the successes of the Project;
  - 17.1.4 the Recipient, either directly or through its representatives, makes or has made a false or misleading statement to Parks Canada;
  - 17.1.5 in Parks Canada's opinion, a term or condition or a commitment provided for in the Agreement has not been respected;



## **CONTRIBUTION AGREEMENT – GC-XXX**

### **Parks Canada General Class Contributions Program**

- 17.1.6 the Recipient is no longer eligible under the “Eligibility Criteria” of the Program.
- 17.2 Where there is an event of default or where, in Parks Canada’s opinion, there is likely to be a default under this Agreement, Parks Canada may avail itself of one or more of the following remedies:
- 17.2.1 reduce the level of the contribution and inform the Recipient accordingly;
  - 17.2.2 suspend any payment of the contribution, either with respect to sums already owing or future payments;
  - 17.2.3 rescind this Agreement and immediately terminate any financial obligation arising out of it;
  - 17.2.4 by written demand, require any guarantee or security from the Recipient that Parks Canada considers appropriate within a set time limit;
  - 17.2.5 by written demand, require repayment of amounts already paid which were spent contrary to the terms of the Agreement; the amount claimed becoming a debt owing to the Crown as soon as the demand is made on the Recipient. The Recipient shall immediately comply with such a written demand.
- 17.3 The fact that Parks Canada refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred on it shall not prevent it in any way from later exercising any other right or remedy under this Agreement or other applicable law.

## **18 DISPUTE RESOLUTION**

- 18.1 In the event of a dispute arising under the terms of this Agreement, the Parties agree to make a good faith attempt to settle the dispute. In the event that the Parties could not resolve the dispute through negotiation, they agree to submit to mediation. The Parties will bear the costs of mediation equally.

## **19 ACCOUNTS, FINANCIAL STATEMENTS AND OTHER DOCUMENTS**



## **CONTRIBUTION AGREEMENT – GC-XXX**

### **Parks Canada General Class Contributions Program**

- 19.1 The Recipient agrees to keep proper accounts and records of the revenues and expenditures for the subject matter of the Agreement, including all invoices, receipts and vouchers relating thereto. The Recipient will provide financial statements and other documents stipulated in the Agreement and as required from time to time by Parks Canada, and shall conduct its financial affairs according to generally accepted accounting principles and practices. For the purposes of this Agreement, the Recipient will keep all financial accounts and vouchers and other records for a period of at least seven years after the expiry of the Agreement.
- 19.2 The Recipient shall ensure that all costs for the implementation of the Project include, where applicable, the GST, HST and provincial sales tax that the Recipient shall pay on all goods and services, less any credits or reimbursements to which it is entitled.

## **20 AUDIT**

- 20.1 Parks Canada and/or the Auditor General of Canada reserves the right to audit or cause to have audited the accounts and records of the Recipient to ensure compliance with the terms and obligations of the Agreement, and the Recipient shall make available to such auditors any records, documents and information that the auditors may require. The scope, coverage and timing of such audit shall be as determined by Parks Canada and/or the Auditor General of Canada and if conducted may be carried out by employees of Parks Canada, the Auditor General of Canada or its agent(s).

## **21 AUDIT RESULTS**

- 21.1 Parks Canada agrees to inform the Recipient of the financial results of any audit, and to pay to the Recipient as soon as possible after the completion of the audit any monies that the audit may show to be then due and owing to the Recipient. The Recipient agrees to pay to Parks Canada, on being informed of the results of such audit, any monies which the audit may show to be then due and owing to Parks Canada.

## **22 APPROPRIATION**

- 22.1 The payment of any money under this Agreement is subject to there being an appropriation by Parliament for the fiscal year in which the payment is to be made. Parks Canada may also cancel or reduce the contribution amount in the event that the Agency's funding levels are reduced by Parliament.



## **CONTRIBUTION AGREEMENT – GC-XXX**

### **Parks Canada General Class Contributions Program**

#### **23 TERMINATION**

- 23.1 Parks Canada reserves the right to terminate this Agreement for convenience, without cause or due to the default of the Recipient.
- 23.2 The Recipient may terminate this Agreement at any time prior to receiving any part of the contribution by giving written notice of termination to Parks Canada, in which case the parties shall be relieved of all obligations under the Agreement, and in particular and without affecting the generality, Parks Canada shall have no obligation to pay to the Recipient the contribution or any part thereof.
- 23.3 Where the Recipient has received payment of part of the contribution, it may give notice in writing to Parks Canada that it does not wish to receive further payment of the contribution, in which case the Agreement shall remain in effect with regard to the reporting and audit requirements for the portion of the contribution already received.

#### **24 SURVIVAL OF TERMS**

- 24.1 All obligations of the Recipient (or of the Parties) herein, including, without limitation, clause 7, Annex A.3, and General Clauses 5,12,15,16,19, 20, 21 and 24 shall, expressly or by their nature, survive termination or expiry of this Agreement, until or unless they are fulfilled or by their nature expire.





ALBERTA

ENVIRONMENT AND PARKS

107863

OCT 23 2020

*Office of the Minister  
Government House Leader  
MLA, Rimbey-Rocky Mountain House-Sundre*

Reeve Craig Lukinuk  
Smoky Lake County  
PO Box 310  
4612 McDougall Driver  
Smoky Lake AB T0A 3C0  
[craiglukinuk@smokylakecounty.ab.ca](mailto: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,

A handwritten signature in blue ink, appearing to read 'Jason Nixon'.

Jason Nixon  
Minister

cc: Tracy Draper, Alberta Environment and Parks  
Brian Joubert, Alberta Environment and Parks

<https://www.lakelandtoday.ca/local-news/north-saskatchewan-river-could-become-part-of-canadian-heritage-rivers-system-3172944>

1. [HOME](#) -> [LOCAL NEWS](#)

# North Saskatchewan River could become part of Canadian Heritage Rivers System

Dec 12, 2020 8:00 AM By: [Janice Huser](#)



*A view of the North Saskatchewan River is seen. Kyle Schole photo.*

**LAKELAND** - The North Saskatchewan River - or at least a portion of it - could one day become part of the Canadian Heritage Rivers System (CHRS), the country's national river conservation program.

Smoky Lake County is spearheading the initiative. Jordan Ruegg and Kyle Schole both work in the planning and development department with the municipality. On Dec. 8, they spoke with County of St. Paul council about their goal to have the North Saskatchewan River become part of the CHRS.

The CHRS program began in 1984, with Alberta joining in 1994. The program is commemorative in nature, and does not impact development along the river, explained Ruegg. He noted that there would be no obligations or restrictions imposed if the river does become part of the CHRS. There also is no financial obligation to supporting the initiative.

The initiative is purely grassroots driven, and focuses on working with landowners and agriculture instead of any type of enforcement, said Ruegg. The initiative is "exclusively commemorative."

Victoria Settlement is located within Smoky Lake County, and is a point of pride for the municipality. The provincial historic site offers visitors a glimpse at the past, and is located on the bank of the North Saskatchewan River. Ruegg explained how the visitor economy is moving toward people seeking out experiences - specifically cultural experiences.

When asked what portion exactly is being sought for designation into the program, Ruegg said that was yet to be determined, and would be reliant on participation from area municipalities.

Coun. Laurent Amyotte asked if there was any connection in the work being done at Métis Crossing.

Métis Crossing is the first major Métis cultural interpretive centre in Alberta and is also located along the river. This year, a Cultural Gathering Centre was completed at the site. Métis Crossing is run by a board of directors, which is chaired by Audrey Poitras, Métis Nation of Alberta (MNA) President.

Schole noted that Métis Crossing is aware of the initiative to have the North Saskatchewan River be included in the CHRS.

"They are aware of the project. They are very supportive," said Schole.

Along with natural and cultural values, the initiative also considering recreational opportunities. Some sort of public participation is likely to occur as the initiative moves ahead, but exactly what that will look like is still uncertain. Smoky Lake County is willing to facilitate those conversations though.

Reeve Steve Upham said he thought the initiative was a great idea, and didn't see an issue with offering a letter of support. Later in the meeting, council approved a motion to provide a letter of support for the North Saskatchewan River's nomination into the CHRS.

"Overall, this initiative has been tremendously well received by landowners and other river stakeholders," said Schole, when reached for comment after the meeting. "Previous studies have already identified the North Saskatchewan River as being one of the most culturally significant in Canada. It represents exceptional value, deserving to be celebrated and shared."

Over 20 letters of support have already been received.

# THE CANADIAN HERITAGE RIVERS SYSTEM CHARTER

WHEREAS freshwater is essential to life on earth and Canada is blessed with a vast supply of freshwater, approximately one-fifth of the world's total; and

WHEREAS rivers are a priceless and enduring part of Canada's national heritage and identity; and

WHEREAS rivers are central to the overall health and well-being of Canadians; and

WHEREAS participating governments on the Canadian Heritage Rivers Board have agreed to renew and strengthen their participation in the Canadian Heritage Rivers System by administering the program through a strategic plan, which serves as the principal operating document for the Board;

THEREFORE, IT IS UNDERSTOOD that the federal, provincial and territorial Ministers responsible for the Canadian Heritage Rivers System, do, by this Charter, reaffirm their governments' commitment to the System, and, by this Charter, describe its main principles of operation, vision, and governance, as follows:

## I VISION

This Charter affirms the vision of the Canadian Heritage Rivers Board that:

The Canadian Heritage Rivers System is a model of stewardship, cooperation and participation; one that engages society in valuing the natural and cultural heritage of rivers and river communities as essential to the identity, health and quality of life of Canadians.

## II PURPOSE OF THE CANADIAN HERITAGE RIVERS SYSTEM CHARTER

This Charter sets out a framework for cooperation between Canada and the participating Provinces and Territories (hereinafter referred to as "the Participants") to recognize, conserve and manage, in a sustainable manner, Canada's designated heritage rivers and their natural qualities, cultural/historical heritage, and recreational values. The Charter provides a tangible public expression by governments in Canada of their support for and participation in the Canadian Heritage Rivers System and acknowledges the operation of the program through a strategic plan.

## III PRINCIPLES OF THE CANADIAN HERITAGE RIVERS SYSTEM

This Charter serves to emphasize the following principles, which form part of a strategic plan of the Canadian Heritage Rivers Board:

- i) Participation in the Canadian Heritage Rivers System is voluntary.
- ii) The Participants retain their jurisdictional powers over rivers in the Canadian Heritage Rivers System, including ownership of land, the choice to nominate a river, and the right to continue to operate and manage designated rivers in accordance with the goals of the System.
- iii) The Canadian Heritage Rivers System respects Aboriginal peoples, community, landowner and individual rights and interests in the nomination, designation and management of heritage rivers.

- iv) Rivers, or sections of rivers, included in the Canadian Heritage Rivers System will meet the spirit of the heritage and recreational value selection guidelines as set out by the Canadian Heritage Rivers Board.

- v) River nominations and designations will be jointly approved, on the recommendation of the Canadian Heritage Rivers Board, by the Minister(s) of the nominating jurisdiction(s) and the Minister responsible for the Parks Canada Agency.

- vi) The Parks Canada Agency will continue to be the lead federal agency for the Canadian Heritage Rivers System and will, through a secretariat operated on behalf of the Canadian Heritage Rivers Board, provide technical and financial support for the nomination and designation of rivers to the System, for promotion of the System both nationally and internationally, and for co-ordination of the ongoing monitoring of designated rivers.

- vii) River nominations and designations in Northwest Territories and Nunavut must be jointly approved by the Minister responsible for Indian and Northern Affairs Canada and the responsible territorial minister. This approval is to be obtained by the Canadian Heritage Rivers Board prior to a final recommendation going forward to the Minister responsible for the Parks Canada Agency.

- viii) Should territorial devolution occur in the Northwest Territories and Nunavut, as it has in Yukon, the federal authorities for the management of land, waters, and natural resources would be transferred to territorial governments. This Charter recognizes final devolution agreements between Canada and the territorial governments.

- ix) Provincial and territorial governments will continue their commitment to the Canadian Heritage Rivers System, assuming the long-term operations and management of rivers within their jurisdictions designated to the System.

## IV THE CANADIAN HERITAGE RIVERS BOARD

The Canadian Heritage Rivers System is administered by the Canadian Heritage Rivers Board, which is composed of members from the government, public, not for profit or private sector who are appointed by the Participants. The Board administers the Canadian Heritage Rivers System for the benefit of the people of Canada, and is accountable to the signatories of the Charter for the effective management of resources and processes that conserve and present heritage rivers.

## V DURATION OF TERM

Unless otherwise agreed to in writing by the Participants, the cooperation contemplated in this Charter shall be for a period of twenty years, commencing on April 1, 2011, and ending on April 1, 2031.

## VI SCOPE OF THIS CHARTER

- x) Nothing in this Charter is to be interpreted as establishing a partnership, joint venture, agency relationship or commercial association between the Participants.
- xi) Each Participant shall retain exclusive responsibility for its undertakings.
- xii) This Charter shall not be interpreted to create any legal right or obligation between the Participants.

## VII MODIFICATIONS

It is understood that this Charter may be modified at any time by written agreement of all Participants.

IN WITNESS WHEREOF the Participants hereto have executed this Charter by their Ministers' signatures, signed in counterpart, as of the day and year written below.

**December 24, 2013**

<b>REQUEST FOR DECISION</b>		<b>DATE</b>	January 28, 2021	<b>4.11</b>
<b>TOPIC</b>		<b>Recreational Lease Disposition (REC 170005) Renewal (NW-24-60-17-W4M)</b>		
<b>PROPOSAL</b>	<p>To renew Recreation Lease Disposition REC 170005, for the Brodyk Lake recreation area, for a period of 25 years. A renewal of REC 170005 for a period of 25 years will require a survey to be prepared and submitted as part of the renewal application.</p>			
<b>BACKGROUND</b>	<p>The Brodyk Lake Recreation Lease (REC 170005) is located on Crown Land, legally described as NW 24-60-17-W4M, and consists of 4.0 hectares (9.89 acres) of pre-disturbed/developed recreational day-use area, trails, access roads and outhouse facilities. This site was previously leased by Smoky Lake County under Recreation Lease REC 940011.</p> <p>On January 11, 2021, Smoky Lake County received a notification from Alberta Environment and Parks that REC Lease 170005 is set to expire on January 24, 2023. © <b>Attachment 1</b></p> <p><b>November 20, 2017 – Application for REC Lease</b></p> <ul style="list-style-type: none"> <li>An application for a REC Lease for the lands legally described as NW 24-60-17-W4M was submitted by CPP, on behalf of Smoky Lake County, to Alberta Environment and Parks. © <b>Attachment 2</b></li> </ul> <p><b>January 25, 2019 – REC Lease 170005 Disposition Approved by the Province</b></p> <ul style="list-style-type: none"> <li>Smoky Lake County received the Alberta Government Recreational Lease Disposition number REC 170005 for the purpose of recreational development and activity of Day Use Area, held in the name of Smoky Lake County.</li> <li>The effective date of the Disposition is January 25, 2019 and the <b>expiry date is January 24, 2023</b>, under plan number 145823MS, dated January 25, 2019.</li> </ul> <p><b>February 21, 2019 – Smoky Lake County Council Meeting</b></p> <ul style="list-style-type: none"> <li><b>Motion 432-19:</b> <i>“That Smoky Lake County Bylaw No. 1336-19: Recreational Lease Disposition No. REC170005 for Brodyk Lake Day Use Area/Cabin, a bylaw to track and secure Recreation Lease Disposition No. REC170005, Plan 145823MS, from the Province of Alberta, expiring on January 24, 2023, be given FIRST READING. Moved by Councillor Orichowski that Smoky Lake County Bylaw No. 1336-19: Recreational Lease Disposition No. REC170005 for Brodyk Lake Day Use Area/Cabin, be given the SECOND READING. Moved by Councillor Gawalko that Smoky Lake County Bylaw No. 1336-19: Recreational Lease Disposition No. REC170005 for Brodyk Lake Day Use Area/Cabin, be given PERMISSION for THIRD AND FINAL READING. Moved by Councillor Orichowski that Smoky Lake County Bylaw No. 1336-19: Recreational Lease Disposition No. REC170005 for Brodyk Lake Day Use Area/Cabin, be given the THIRD and FINAL READING and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed necessary.</i></li> <li>Bylaw No. 1336-19: Recreational Lease Disposition for Brodyk Lake Day Use Area is attached for reference. © <b>Attachment 3</b></li> </ul>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
Nil.				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		Public Lands Act R.S.A. 2000, c.P-40, as amended		
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>Continue to provide day use and recreation opportunities at Brodyk Lake</li> </ul>			
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>The County will incur costs of maintenance and operations at the Brodyk Lake day use area</li> </ul>			
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>Allow the Recreation Lease to expire on January 24, 2023, thereby forfeiting the County's use of said lands covered by the Lease (NOTE: this alternative would require the County to remove any existing improvements on said lands, incurring further costs).</li> </ul>			

<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> <u>\$4,500.00 (surveying costs)</u>	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Smoky Lake County will work with Alberta Environment and Parks to ensure that the County's obligations pursuant to REC Lease Disposition 170005 are met to the satisfaction of Alberta Environment and Parks
<b>COMMUNICATION STRATEGY</b>	N/A
<b>RECOMMENDATION</b>	
That Smoky Lake County proceed with preparing an application to Alberta Environment and Parks to apply for a 25-year Recreation Lease for the lands legally described as NW-24-60-17W4M (Brodyk Lake Recreation Area), to include the area of land currently covered by REC LEASE 170005.	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	<i>Hydia ... for CAO</i>

**0012266-001** 005 **SMOKY LAKE COUNTY**  
PO BOX 310  
SMOKY LAKE, Alberta, T0A 3C0



You are being sent this notification as you hold a disposition(s) with Environment and Parks (AEP) that is nearing the end of the disposition(s) term. Please note that under section 18(1) of the Public Lands Administration Regulation you are required to submit an application to renew your disposition in order to retain the disposition for another term.

A renewal application must be submitted at least one half of the term of the disposition but **no later than one year prior to the expiry date**. If an application for renewal is not submitted within these timelines, the disposition may be subject to cancellation.

It is the responsibility of the disposition holder to ensure all of the requirements are met prior to applying for renewal.

Please note there are two options available for renewal:

**Option 1: Disposition Renewal Application with Statutory Declaration**

This renewal option is only to be used if the previous plan submitted and approved is a survey plan. If the plan is not a survey, and a survey plan is required, please see **Option 2**.

To initiate the renewal process, please utilize the Electronic Disposition System (EDS). An EDS user account is required to submit applications electronically. A copy of the EDS User Request form to acquire an EDS user account can be found on the Environment and Parks website: <http://aep.alberta.ca/forms-maps-services/forms/lands-forms/aep-forms/default.aspx> under the heading "User IDs and Client IDs for access to Industry Online Services".

The form is called **User ID Request Form-EDS-LAT-PCS-IWCP-FireWeb-PHAP**. You will need to complete the EDS User Request Form and submit it to [AEP.AccountMgt@gov.ab.ca](mailto:AEP.AccountMgt@gov.ab.ca).

Once the request is processed you will receive an email notification requesting you to activate the EDS user account. If you already have a current EDS User ID you do not need to complete this step.

The renewal application is available on the Environment and Parks website, under the category of Commercial, Industrial & Personal. The form is called **Disposition Renewal Application**.  
<http://aep.alberta.ca/forms-maps-services/forms/lands-forms/aep-forms/default.aspx>.

Prior to completing the on-line form through the EDS portal you will need to have the following information available:

1. EDS user ID and password
2. Disposition (lease) number – is in the format ABC123456
3. Client ID: found before your name on the address line of this letter
4. Client Email: this is your email address

5. Formal disposition was entered on date – applicable to industrial/commercial leases  
 6. Notification of Entry Number – (if applicable)

The website link is provided to access EDS to renew the identified disposition(s):  
[https://securexnet.env.gov.ab.ca/eds\\_login.html](https://securexnet.env.gov.ab.ca/eds_login.html)

Note: Purpose/activities that only require a sketch plan (i.e. certain bed and shore dispositions) will still need to submit a renewal application through EDS and attach the Disposition Renewal Application form. However, the Statutory Declaration that is required for all other activities is not required. Plan requirements are also outlined in the Public Lands Administration Regulation Tables A1  
<http://aep.alberta.ca/lands-forests/public-lands-administration-regulation/default.aspx>

**Option 2: Amendment Application (Plan Replacement)**

This will be required when the disposition plan approved was a sketch and a survey is now required. If the plan associated with the disposition requires a new sketch or survey plan, a plan replacement amendment needs to be submitted using EDS. This will typically be required when the disposition plan approved was a sketch and a survey is now required. In addition, if the location, dimension or purpose have changed, an amendment is required.

Note: In situations where a sketch is an acceptable final plan submission, the type or location of an activity may warrant the need for a higher class of plan upon the request of the regulatory body. In these cases the applicant will be notified of this requirement.

All renewal applications will be subject to an administrative and merit review. Additional information may be requested by AEP during its review of the renewal application.

If you have previously submitted a renewal application and have received a Completeness Review Acceptance letter please DO NOT reapply, as your renewal application has been accepted and therefore would be under further review.

If you no longer require your disposition(s) please notify AEP that you wish to cancel your disposition(s). Please note that reclamation requirements will need to be met before a reclamation certificate can be issued.

If you require assistance in using EDS or acquiring an EDS user account please contact the AEP Information Centre at 310-3773 or toll free at 1-877-944-0313 and ask to speak to someone in EDS Support or email [EDS.Support@gov.ab.ca](mailto:EDS.Support@gov.ab.ca).

The following disposition(s) will expire on the dates provided:

Disposition Number	Purpose	Client File Id	Key Land Id	Business Area	Expiry Date
REC 170005			W4-17-060-24-NW		2023-01-24

WARNING: The client 0012266-001 does not have any associated email addresses. No email could be sent to the client.



November 20, 2017

Alberta Environment and Parks  
Main Floor, Great West Life Building  
9920 108 Street  
Edmonton AB Canada T5K 2M4

Dear Alberta Environment and Parks:

**LAT#00004DBB0**  
**FNC#201709080-001**  
**Supplement#AS201700565**

**Re: Smoky Lake County Recreation Development Application NW 24-60-17 W4M**

CPP Environmental has been contracted by Smoky Lake County to submit an application for a Recreation Development (M/NP) for Day use area/cabin on their behalf.

The recreation development is located on crown land in the NW 24-60-17 W4M and consists of 9.89 acres of pre disturbed/developed recreational day use area. The site has been in operation for many years and has history which can be found under REC940011. The original REC application could not move forward as an agreement with the grazing lease could not be reached. The grazing lease expired in June 2017 and cannot be renewed as per PNT790492.

The recreation area consists of two outhouses, two garbage bins, one picnic table, one fire pit, access to a boat launch area and an unpaved parking area. Garbage is picked up a minimum of twice per week and more often during the busy season. Sewage will be monitored and removed as required, therefore on the application supplement the amount of sewage waste is put as 0 as the amount of sewage waste is variable depending on season and number of users.

A DLO Boat Launch application will be submitted concurrent to this application. Both the Recreation development and boat launch areas have been in use and maintained by Smoky Lake County for many years. Smoky Lake County is submitting these applications so that they are under a formal public lands disposition.

If you require further information, please feel free to contact myself at our office at 780-570-5818.

**Leslie McCormack, Regulatory Administrator**

CPP Environmental  
#154 - 150 Chippewa Road - Sherwood Park AB T8A 6A2  
[leslie@cppenv.ca](mailto:leslie@cppenv.ca)

Bylaw No. 1336-19

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1336-19**

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF HOLDING A DISPOSITION WITH THE PROVINCE OF ALBERTA FOR A RECREATIONAL LEASE AT BRODYK LAKE PURSUANT TO THE PROVISIONS UNDER THE PUBLIC LANDS ACT R.S.A. 2000, C.P-40, AS AMENDED.

\*\*\*\*\*

WHEREAS Smoky Lake County has secured for lease the Disposition of Recreational Lease No. REC170005 for the purpose of Recreational Development, for the activity of a Day Use Area with the Province of Alberta effective January 25, 2019, expiring January 24, 2023, Disposition Plan No. 145823MS.

NOW THEREFORE, Smoky Lake County does hereby lease from the Province of Alberta the public lands known as Recreational Lease No. REC170005 within the North West Quarter of Section 24, Township 60, Range 17, West of the 4<sup>th</sup> Meridian, commonly known as Brodyk Lake as per Schedule "A": Alberta Government Disposition Plan No. 145823MS, Plan Version Dated January 25, 2019.

READ A FIRST TIME IN COUNCIL THIS 21 day of February, AD 2019.

READ A SECOND TIME IN COUNCIL THIS 21 day of February, AD 2019.

READ A THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 21 day of February, AD 2019.

  
Craig Lukinuk, Reeve

SEAL

  
Cory Ollikka,



# **DISPOSITION**

**PROVINCE OF ALBERTA**

***PUBLIC LANDS ACT***

**R.S.A. 2000, c.P-40, as amended**

DISPOSITION TYPE

**Recreation Lease**

DISPOSITION NUMBER

**REC170005**

PURPOSE

**Recreational Development (M/NP)**

ACTIVITY

**Day Use Area / Cabin**

DISPOSITION HOLDER

**SMOKY LAKE COUNTY**

EFFECTIVE DATE

**2019-01-25**

EXPIRY DATE

**2023-01-24**

PLAN NUMBER

**145823 MS**

PLAN VERSION DATE

**2019-01-25**

## ADMINISTRATIVE CONDITIONS

### Definitions

- 001** All definitions in the *Public Lands Act*, RSA 2000, c P-40 and regulations apply except where expressly defined in this Disposition.

Where a definition is not provided for in the *Public Lands Act*, RSA 2000, c P-40 and regulations or this Disposition, the definition contained in the ***Alberta Public Lands Glossary of Terms*** shall apply.

In this Disposition,

**“Act”** means the *Public Lands Act*, RSA 2000, c P-40, as amended;

**“Activity”** means the construction, operation, use and reclamation associated with the purpose for which this disposition has been granted.

**“Director”** means the “director” duly designated under the Act;

**“Disposition”** means this disposition, granted pursuant to the Act, which includes this document in its entirety, including all recitals, indices and Schedules;

**“Disposition Holder”** means the holder of a disposition according to the records of the Regulatory Body;

**“Effective Date”** means the date referred to as such on the first page of this Disposition;

**“Expiry Date”** means the date referred to as such on the first page of this Disposition;

**“Lands”** means those lands as identified in the approved Plan which forms part of this Disposition;

**“Personal Information”** has the meaning as set out in the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25, as amended;

**“Regulatory Body”** means the Department of Environment and Parks or the Alberta Energy Regulator;

**“Regulation”** means all regulations, as amended, under the Act.

**“Term”** has the meaning set forth in section 5 of this Disposition.

### Grant of Disposition

- 002** The Regulatory body issues this Disposition to the Disposition Holder, in accordance with the Act/ Regulation subject to the terms and conditions contained in this Disposition.

- 003** The Disposition Holder must only enter, occupy and use the Lands for the purpose\* and activity as referred to as such on the first page of this Disposition.

- 004** Notwithstanding any references in this Disposition, the Act, or the Regulation, this Disposition is not intended to be, nor shall it be interpreted as or deemed to be a lease of real property at common law.

## **Term**

- 005** The term of this Disposition means the period of time commencing on the Effective Date and ending on the Expiry Date, unless otherwise changed in accordance with this Disposition (the "Term").

## **Disposition Fees and Other Financial Obligations**

- 006** The Disposition Holder must pay all fees, rents, charges, security and other amounts payable in accordance with the Act and Regulations.
- 007** The Disposition Holder must be responsible for the payment of, and must pay promptly and regularly as they become due and payable, any tax, rent, rate or assessment that is duly assessed and charged against the Disposition Holder, including but not limited to property taxes and local improvement charges with respect to the municipality in which the Lands are located.

Notwithstanding that this Disposition has expired, the Disposition Holder remains liable for the amount of rent, property taxes and local improvement charges.

Notwithstanding that this Disposition has been cancelled, the Disposition Holder remains liable for the amount of the property taxes and local improvement charges, as calculated on a pro-rated basis from January 1st of the last year of the Term to the date of cancellation of the Disposition.

- 008** The Disposition Holder must be responsible for the payment of all costs to the appropriate service provider or to the Regulatory Body charges with respect to the supply and consumption of any utility services and the disposal of garbage.

## **Compliance**

- 009** The Disposition Holder must obtain federal, provincial, municipal, and other permits and approvals, as applicable, with respect to activities that may take place on the Lands.

## **Condition of the Lands**

- 010** The Disposition Holder accepts the Lands on an "as is" basis.

## **Improvements to the Lands**

- 011** The Lands and buildings, structures and equipment erected thereon must be used by the Disposition Holder solely for the purposes permitted by this Disposition, the Act, and the Regulations.

## **Impact on Other Disposition Holders**

- 012** The Disposition Holder shall be responsible for damage to improvements or to the Lands in which prior rights have been issued, including damage to traps, snares or other improvements.

- 013** The disposition holder is required to contact the registered trapper(s) identified on an Activity Standing Search Report by registered mail at least ten days prior to commencing any activity.

### **Province's Use of the Lands**

- 014** The Province may reconstruct, expand or alter its facilities on the Lands in any manner. The Disposition Holder must, if directed by the Regulatory Body, relocate the Disposition Holder's improvements at the Disposition Holder's expense in order to facilitate reconstruction, expansion or alteration of the Province's facilities.
- 015** The Disposition Holder acknowledges that:
- a) the Regulatory Body may issue additional dispositions to any person authorizing that person to enter onto, use and occupy the Lands for various purposes including, but not limited to, the extraction and removal of merchantable resources, or to conduct development, including, but not limited to mineral resource development;
  - b) the Regulatory Body may retain revenues from such additional dispositions; and
  - c) the Disposition Holder is not entitled to any reduction in its fees, rents, charges or other amounts payable on the basis that additional dispositions relating to the Lands have been issued.

### **Assignment, Subletting and Encumbrances**

- 016** The Disposition Holder must not:
- a) Permit any builder's liens or other liens for labour or material relating to work to remain filed against the Lands; or
  - b) Register, cause or allow to be registered, or permit to remain registered any caveat or encumbrance against the title to the Lands, without first obtaining the prior written consent of the Regulatory Body, which may be arbitrarily withheld.

### **Default and Termination**

- 017** The Regulatory Body may cancel this Disposition immediately if:
- a) a creditor lawfully seizes any of the Disposition Holder's property on the Land;
  - b) the Disposition Holder is adjudged bankrupt or makes a general assignment for the benefit of creditors;
  - c) a receiver of any type is appointed for the Disposition Holder's affairs;
  - d) in the Regulatory Body's opinion, the Disposition Holder is insolvent;
- 018** When a Disposition has been terminated, the Regulatory Body may cancel any associated dispositions.
- 019** The Regulatory Body may, upon written notice to the Disposition Holder of not less than 60 days, cancel this Disposition or withdraw any part of the Lands from this Disposition as the Regulatory Body considers necessary to construct banks, drains, dams, ditches, canals, turnouts, weirs, spillways, roads or other structures necessary or incidental to those works.

## Indemnification and Limitation of Liability

- 020** The Disposition Holder must indemnify and hold harmless the Province and/or the Regulatory Body, its employees, and agents against and from all actions, claims, demands, or costs (including legal costs on a solicitor-client basis) to the extent arising from:
- a) the Disposition Holder's breach of this Disposition, or
  - b) any actions or omissions, negligence, other tortious act, or willful misconduct of the Disposition Holder, or of those for whom the Disposition Holder is legally responsible, in relation to the exercise of the rights, powers, privileges or duties under this Disposition.
- 021** The Disposition Holder will not be entitled to any damages, costs, losses, disbursements, or compensation whatsoever from the Province or the Regulatory body, regardless of the cause or reason therefore, on account of:
- a) partial or total failure of, damage caused by, lessening of the supply of, or stoppage of utility services or any other service;
  - b) the relocation of facilities or any loss or damage resulting from flooding or water management activities;
  - c) the relocation of facilities or any loss or damage resulting from wildfire or wildfire management activities;
  - d) any damage or annoyance arising from any acts, omissions, or negligence of owners, occupants, or tenants of adjacent or contiguous property; or
  - e) the making of alterations, repairs, improvements or structural changes to the utility services, if any, anywhere on or about the Lands provided the same, must be made with reasonable expedition.

## Insurance

- 022** The Disposition Holder must at all times during the Term, at its own expense and without limiting the Disposition Holder's liabilities therein, maintain the following insurance coverage in compliance with the *Insurance Act*, RSA 2000, c I-3, with carriers, on forms, and with coverage and endorsements satisfactory to the Regulatory Body in its sole discretion:
- i. General or commercial liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury, and property damage including loss of use thereof. That includes employees and members as additional insureds, products and completed operations liability if applicable; sudden and accidental pollution coverage if applicable; and watercraft liability if applicable;
  - ii. Automobile liability insurance on all vehicles owned, operated or licensed in the name of the Disposition Holder and used on or taken onto the Lands or used in carrying out the obligations under this Disposition in an amount not less than \$2,000,000;
  - iii. "All risk" property insurance insuring the Disposition Holder's personal property on the Lands against accidental loss or damage; and
  - iv. Such additional insurance policies and coverage as the Regulatory Body reasonably requires from time to time, including, but not limited to, wildfire expense coverage in an amount not less than \$250,000

- 023** The Disposition Holder must on request of the Regulatory Body, provide the Regulatory Body with acceptable evidence of insurance, in the form of a detailed certificate of insurance, prior to using or occupying the Lands and at any other time upon request of the Regulatory Body. On request, the Disposition Holder must promptly provide the Regulatory Body with a certified true copy of each policy.
- 024** Any insurance called for under this Disposition must be endorsed to provide the Regulatory Body with at least 30 days advance written notice of cancellation or material change.

### **Notices**

- 025** The Disposition Holder must maintain current contact information with the Regulatory Body.

### **Interpretation**

- 026** The headings used throughout this Disposition are inserted for convenience of reference only and do not form part of the Disposition.
- 027** A reference to any federal or provincial law or regulation or to any municipal bylaw shall be deemed to be a reference to the law, regulation or bylaw as may be amended, revised, repealed and replaced, or substituted from time to time.

### **General**

- 028** For greater certainty, the Disposition Holder must comply with the terms of the attached indices, supplements, addendums and schedules, including:
- a) Landscape Analysis Tool Report
  - b) Supplements
  - c) Condition Addendum (if applicable)
  - d) Or otherwise identified by the regulatory body
- 029** Should any term of the disposition be invalid or not enforceable, it must be severed from the Disposition and the remaining terms of the disposition must remain in full force and effect.
- 030** The Disposition Holder must:
- a) generate and receive an Entry Confirmation Number through the Electronic Disposition System (EDS) within 72 hours of commencing the activity; and
  - b) provide other notifications in relation to the status of the activity as directed in writing by the Regulatory Body.



- 031** The Disposition Holder must comply with the direction as provided within the *Pre-Application Requirements for Formal Dispositions* document as amended and in effect on the date of issuance of this Disposition.

# Landscape Analysis Tool (LAT) Report

Recreational Development

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<b>LAT Number:</b>	0000051E4E	<b>LAT Date:</b>	2018-07-03	15:11:48
<b>Project Name:</b>	REC170005_Amendment			
<b>Project Description:</b>	Day Use area including picnic tables, Fire Pits, Portable toilets, parking, unimproved boat launch			
<b>Disposition Type:</b>	REC	Recreational Development		
<b>Purpose Type:</b>	RDMN	Recreational Development (M/NP)		
<b>Activity Type:</b>	RDMN03RECP	Day Use Area / Cabin		

## Responsibility of Applicants:

It is the applicant's responsibility to conduct a full review of the generated LAT Report, ensuring that you are aware and have a full understanding of the identified standards and conditions, and any additional limitations that may also be imposed by an approved higher level plan, reservation or notation or any other law or Order of the Province or the Government of Canada that may impact the placement, construction or operation of the proposed disposition, purpose and activity.

The applicant must assess if the proposed disposition, purpose and activity can meet the applicable standards, conditions and any limitations which will subsequently determine if the application can be submitted to the regulatory body. Applicants should complete a thorough review of regulatory and application processes including supporting procedural documents and the generated LAT Reports prior to making this determination.

Where the applicant chooses not to meet, or is not able to meet, one or more Approval Standards or higher level plans within the generated LAT Report as submitted as part of the application, or any affected reservations as identified within the land status report, the applicant is required to complete the appropriate mitigation as part of their supplement submission that addresses individually each of the items not being met.

The information provided within the LAT Tool is a spatial representation of features provided to the applicant for activity and land use planning. The accuracy of these layers varies depending on the resource value being represented. The regulatory body insists that site visits, wildlife surveys and groundtruthing efforts are completed to ensure that you, the applicant can meet the procedures detailed within the *Pre-Application Requirements for Formal Dispositions*, the identified approval standards, operating conditions and *Best Management Practices* as represented within the *Master Schedule of Standards and Conditions*.

## Proximity to Watercourse/Waterbodies:

Applicants will ensure that standards or conditions for Watercourse/Waterbody features as identified within the generated LAT Report are followed. It is the responsibility of the applicant to ensure the identified setbacks and buffers are properly established through a pre-site assessment and maintained.

**NOTE:** Be aware that the submission of a LAT Report as part of an application submission does not infer approval of the activity. The standards and conditions identified within the LAT Report may be subject to change based on regulatory review.

# Landscape Analysis Tool (LAT) Report

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Base Features	
Green/White Area	White Area
Municipality	Smoky Lake County
FMA	
FMU	LO1
Provincial Grazing Reserve	
Rocky Mountain Forest Reserve	
PLUZ Areas	

Provincial Sanctuaries	
Wildlife Corridors	
Restricted Area	
Game Bird	Zone 1
Seasonal	

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## Higher Level Plans

Integrated Resource Plan  
(Local)

Integrated Resource Plan  
(Subregional)

Access Management Plan

Landscape Management Plan

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## Additional Application Requirements

Wildlife Survey

DND Area

## Historical Resources

HRV Rating

Category

**Historic Resources Application Required: No**

While no specific historic resource concerns have been identified within the proposed activity area, Section 31 of the *Historical Resources Act* states that "a person who discovers a historic resource in the course of making an excavation for a purpose other than for the purpose of seeking historic resources shall forthwith notify the Minister of the discovery." Should a historic resource be encountered with the construction or operation of this disposition, information on who to contact can be found on the Ministry of Culture and Tourism's website in; Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources.

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<b>Sensitive Features</b>	
<b>Wildlife and Other Sensitive Species</b>	
	<b>Intersected</b>
Burrowing Owl Range	
Caribou Range	
Colonial Nesting Birds	
Eastern Short-horned Lizard Range	
Endangered and Threatened Plants Ranges	
Greater Sage Grouse Range	
Greater Sage Grouse Leks and Buffer	
Grizzly Bear Zone	
Key Wildlife and Biodiversity Areas	
Mountain Goat and Sheep Areas	
Ord's Kangaroo Rat Range	
Other Sensitive and Endangered Species	
	<b>Intersected</b>
Piping Plover Waterbodies	
Sensitive Amphibians Ranges	
Sensitive Raptor Range	
Sensitive Snake Species Range	
Sharp-tailed Grouse Leks and Buffer	
Sharp-tailed Grouse Survey	
Special Access Zone	
Swift Fox Range	
Trumpeter Swan Buffer	
Trumpeter Swan Waterbodies/Watercourse	
<b>Federal Orders:</b>	
	<b>Intersected</b>
Greater Sage Grouse	
<b>Grassland and Parkland Natural Region:</b>	
	<b>Intersected</b>
Grassland and Parkland Natural Region	

# Landscape Analysis Tool (LAT) Report

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## Alberta Township System (ATS) Land List

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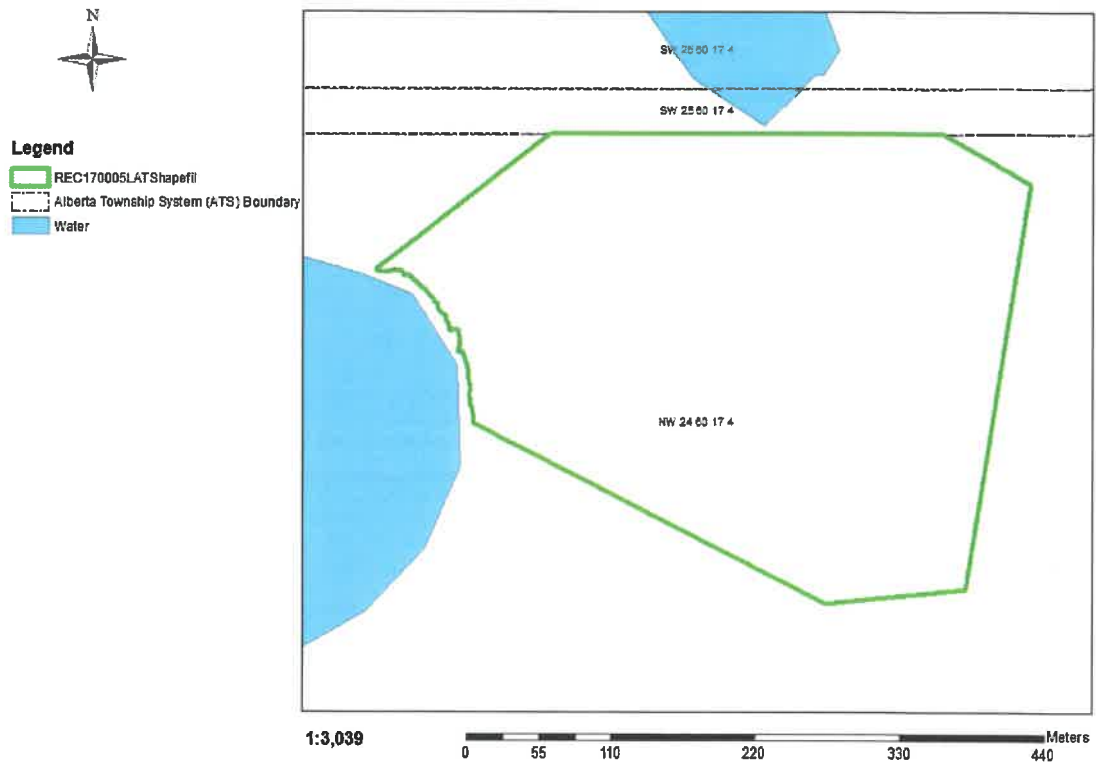
Quarter	Section	Township	Range	Meridian	Road Allow.	Sensitive Features Identified
NW	24	60	17	4		

# Landscape Analysis Tool (LAT) Report

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# Landscape Analysis Tool (LAT) Report

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Land Management		
Report ID	Approval	Condition
1	1011-AS	Incidental Activities as referenced on the associated supplement that fall within the sizing parameters, as defined within the PLAR Approvals and Authorizations Administrative Procedure's as amended, identified at the time of application are subject to the conditions of the associated disposition and shall be available for use for a term of four years from date of disposition approval.
2	1013-AS	Where an Integrated Resource Plan or a Reservation/Protective Notation identifies a greater set back, the greater set back shall prevail.
3	1014-AS	Additional applications for access will not be permitted if access under disposition already exists.
4	1015-AS	Where a Higher Level Plan exists, the direction provided within that plan shall be followed.
5	1017-AS	For activities that fall within any Protective Notation (PNT) lands with a purpose code 400 Series encompassing a section of land (259 hectares) or less, located in the Provincial White Area (i.e., Provincial settled lands), all construction activities shall be built and occur within lands developed as range improvement. Where no range improvement exists, activities shall occur within 100 metres of the perimeter (i.e., outside boundary), with the following exceptions: <ul style="list-style-type: none"> <li>• pipeline construction activities</li> </ul>
6	1023	The disposition holder shall repair or replace any identified improvements (e.g., fences, water control structures, and signage) that were damaged as a result of industry activities on the land to pre-existing condition within 30 days of entry or immediately if occupied by livestock.
7	1024	The disposition holder shall maintain all activities for proper drainage of surface water.
8	1026	For activities that occur on Canadian Forces Bases, the disposition holder shall coordinate all activities through Energy Industry Control at (780) 842-5850 for activity on Canadian Forces Base/Area Support Unit, Wainwright, and (780) 573-7206 for activity on Canadian Forces Base/Area Support Unit, Cold Lake.
9	1028	The disposition holder shall comply with all requirements and direction as defined within the Pre-Application Requirements for Formal Dispositions as amended.
10	1030	The disposition holder shall not cause surface disturbance in coulees or through river benchland areas-excluding access, pipelines and linear easements crossing the watercourse feature..
11	1032	In addition to complying with Federal, provincial and local laws and regulations respecting the environment, including release of substances, the disposition holder shall, to the regulatory body's satisfaction, take necessary precautions to prevent contamination of land, water bodies and the air with particulate and gaseous matter, which, in the opinion of the regulatory body in its sole discretion, is or may be harmful.

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12	1033	The disposition holder shall remove all garbage and waste material from this site to the satisfaction of the regulatory body, in its sole discretion.
13	1034	The disposition holder shall ensure any garbage remaining on site overnight is placed in secure bear resistant containers. The disposition holder shall ensure that these containers are emptied on a regular basis to avoid excess garbage being present on the land or when the disposition holder will be off the land for more than two days.
14	1035	As public access is a central feature and is consistent with the intent and purpose of the disposition, the disposition holder shall ensure public accessibility, deemed reasonable to the Department, to all common recreational/cultural facilities approved under the disposition.
15	1037	Entry is not allowed within the boundaries of any research or sample plot.
16	1038	When planned activities cross designated or recreation trail(s) or when operations encroach on those trail(s), the disposition holder shall ensure that: <ul style="list-style-type: none"> <li>• Lines crossing trail(s) are constructed in a manner that will not remove snow from the trail(s), produce ruts in the trail(s), or otherwise adversely affect travel.</li> <li>• No mechanical equipment is permitted to travel along the trail(s), unless approved in writing by an officer of the regulatory body.</li> <li>• Warning signs are posted along trail(s) during construction and reclamation activities advising trail users of the upcoming crossing location.</li> <li>• Any recording devices or equipment laid along the trail(s) are placed off of the travel portion so that the geophones do not interfere with travel.</li> </ul>
17	1046	Where a Wildfire Prevention Plan and/or FireSmart Plan is required for review and approval by the Wildfire Management Branch, the disposition holder shall ensure any proposed clearing on public land has been agreed to by the regulatory body.

### Vegetation

Report ID	Approval	Condition
18	1101	Manage all weeds as per the Weed Control Act.
19	1105	Chemical application for the purpose of vegetation control, shall occur in accordance with the Pesticide Regulation and Environmental Code of Practice for Pesticides.
20	1106	The disposition holder shall salvage all merchantable timber and haul to the location of end use unless a request for waiver is approved under the Forests Act.
21	1107	The disposition holder shall salvage timber according to the utilization standards for the overlapping timber disposition(s) (i.e., FMA, CTL, DTL) or, where no overlapping timber disposition exists, as per the approved forest management plan.
22	1108	The disposition holder must slash, limb and buck flat to the ground all woody debris and leaning trees created by the activity. The length of slashed woody debris shall not exceed 2.4 metres.

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23	1109	On forested lands, the disposition holder shall dispose of excess coarse woody debris remaining after rollback or stockpiling for interim/final reclamation.
24	1110	The disposition holder shall dispose of coarse woody debris within FireSmart Community Zones by burning unless a Debris Management Plan has been approved under the Forest and Prairie Protection Act.
25	1112	The disposition holder shall not allow timber storage piles or windrows to encroach into standing timber.
<b>Soil</b>		
Report ID	Approval	Condition
26	1130-AS	Permafrost degradation is not permitted. Onsite permafrost depth must be maintained to the same depth as offsite control.
27	1131-AS	In permafrost areas, surface stripping shall not occur.
28	1133	The Disposition holder shall suspend all activities during adverse ground conditions.
29	1134	The disposition holder shall prevent and control erosion (surface and subsurface) and sedimentation on all disturbed lands.
30	1135	The disposition holder must install and maintain erosion control measures (e.g., silt fences, matting, gravel, and check dams).
31	1136	The disposition holder shall not remove soil from the disposition unless authorized. This includes all soil horizons and all soil types (e.g. leaf litter, organic soils such as muskeg, and clay fill material are all included).
32	1137	The Disposition holder must not bury topsoil.
33	1138	Where soil disturbance occurs from site construction or linear trenching of a minimum of 12 inches or greater, the disposition holder must salvage all topsoil if present (topsoil includes the leaf litter layer (LFH) and the A horizon) as follows; <ul style="list-style-type: none"> <li>• Where two-lift stripping occurs, topsoil and part or all of the upper subsoil (B horizon) must be stripped and stored separately.</li> <li>• Where topsoil is less than 15 centimetres, conservation shall include the topsoil plus part of the upper subsoil (B horizon) up to a total depth of 15 centimetres (unless the B horizon is considered chemically unsuitable as outlined in the May 2001 Salt Contamination Assessment Guidelines, as amended).</li> </ul>
34	1139	The disposition holder shall store reclamation materials separately (topsoil, subsoil,) on the disposition, such that it can be distributed evenly over the disturbed area for progressive (interim) and/or final reclamation. LFH and coarse woody debris are suitable for storage with topsoil. Reclamation materials must not be buried.
35	1140	Wood chips shall not be mixed with forest floor and/or surface soil. It cannot be spread to a depth greater than 5 cm as defined in the directive ID 2009-01 Management of Wood Chips on Public Land.

# Landscape Analysis Tool (LAT) Report

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36	1141	Storage piles/windrows of reclamation material shall not encroach into standing timber.
37	1142	Soil sterilants are prohibited.
38	1144	In permafrost areas, the disposition holder shall utilize snow (natural or man-made) to establish a level surface.
<b>Watercourse / Waterbody</b>		
<b>Report ID</b>	<b>Approval</b>	<b>Condition</b>
39	1171-AS	The disposition holder shall not interrupt natural drainage (including ephemeral and fens), block water flow or alter the water table.
40	1173-AS	The disposition holder shall construct activities outside the appropriate watercourse setbacks, except for vehicle or pipeline crossings: a) Intermittent watercourses and springs shall have a setback of at least 45 metres from the top of the break. b) Small Permanent watercourses shall have a setback of at least 45 metres from the top of the break. c) Large Permanent watercourses shall have a setback of at least 100 metres from the top of the break.
41	1174-AS	The disposition holder shall maintain the following waterbody setbacks from the disposition edge for all site activities, or paralleling linear dispositions, or pipeline bore site: a) A minimum setback of 45 metres of undisturbed vegetation shall be maintained from non-permanent seasonal wetlands. b) A minimum setback of 100 metres from the bed and shore of semi-permanent and permanent ponds/wetlands, shallow open water ponds and lakes.
42	1179	The disposition holder shall not deposit or place debris, soil or other deleterious materials into or through any watercourse and/or waterbody, or on the ice of any watercourse and/or waterbody.
43	1184	Access (off-disposition) for water withdrawal requires an Approval or Authorization from the regulatory body.
44	1186	Where surface disturbance will occur and a risk of surface erosion exists, the disposition holder shall install and maintain sediment control structures to dissipate the flow of water and capture sediment prior to it entering a watercourse or waterbody.
45	1194	The disposition holder shall not remove or use water from dugouts, surface ponds, springs, or water wells within the grazing disposition unless an approval is issued from the Environment and Parks (GoA) agrologist.

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46	1196	<p>All licences, authorizations and approvals issued under the Alberta Environmental Protection and Enhancement Act, Water Act or Public Lands Act should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Habitat Management, Fisheries and Oceans in relation to the application of federal laws relating to the Fisheries Act (Canada).</p> <p>Fisheries Protection Program, Fisheries and Oceans Canada 867 Lakeshore Road, Burlington, Ontario, L7R 4A6 Telephone: 1-855-852-8320 Email: Fisheriesprotection@dfo-mpo.gc.ca Web address: www.dfo-mpo.gc.ca</p> <p>Proponents should also contact the Navigation Protection Program, Canadian Coast Guard, 4253-97 Street, Edmonton, Alberta, T6E 5Y7, phone: (780) 495-4220, relating to the Navigation Protection Act.</p>
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## Reclamation

Report ID	Approval	Condition
47	1202	<p>The disposition holder shall utilize natural recovery, on all native landscapes (forested, wetlands, riparian, and peatlands) for all areas of the site, not required for operations or padded with clay. Natural recovery is to be implemented within 1 growing season of completions (post-drill) or for sites that are not drilled within 1 growing season of construction. Assisted natural recovery is allowed on high erosion sites, sites prone to weeds, agronomic invasion, or padded sites (forested and peatland).</p> <p>a) During assisted natural recovery when reseeding with herbaceous seed native to the Natural Subregion or agronomic annuals and seed mixes as approved by the regulatory body, shall be free of the species listed in the Weed Control Act. A seed certificate (under the rules and regulation of the Canada Seeds Act) for each species shall be provided to the regulatory body upon request.</p> <p>b) Assisted natural recovery can be used for planting woody species for the purpose of accelerated reclamation. The woody species must be native to the Natural Subregion and follow the Alberta Forest Genetic Resource Management and Conservation Standards as amended.</p>
48	1203	<p>The disposition holder shall when seeding pasture or cultivated lands, use agronomic or forage seed that meets or exceeds Certified #1 as outlined in the Canada Seeds Act and Seeds Regulations. Seed mixes are to be free of species listed in the Weed Control Act. A seed certificate (under the rules and regulation of the Canada Seeds Act) for each species shall be provided to the regulatory body upon request.</p>
49	1204	<p>Revegetation with trees or shrubs within the Green Area shall be consistent with the Alberta Forest Genetic Resource Management and Conservation Standards document.</p>
50	1206	<p>Coarse woody debris that is stored for final reclamation for greater than 12 months must be mixed with the top soil (LFH/Ae).</p>
51	1207	<p>Slash and rollback accumulations are not permitted within 5 meters of the perimeter of the disposition boundary greater than what is already occurring on the surrounding undisturbed forest floor.</p>

## Landscape Analysis Tool (LAT) Report

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52	1210	Upon cancellation and abandonment, the disposition holder shall contour the disturbed land to an acceptable land form using chemically suitable overburden and/or subsoil. The disposition holder shall replace topsoil and restore the natural drainage by removing any culverts and fills.
53	1211	Upon abandonment or as directed by the regulatory body, the disposition holder shall reclaim the disposition to the pre-disturbance land use (forested, grassland, cultivated, mineral wetland and peatlands) unless a change in land use is approved in writing by the regulatory body.

### Wildlife

Report ID	Approval	Condition
54	1280	The disposition holder is required to conduct a wildlife sweep of the immediate area (site plus 100 metres) prior to entry and construction to identify wildlife features. All observations must be reported to the regional AEP Wildlife Biologist, the issuing regulatory body, and entered into the Fisheries and Wildlife Management Information System (FWMIS).
55	1281-AS	Where the presence of an important wildlife feature including; mineral licks, raptor nests, active den sites, and hibernacula, is known or identified through a Wildlife Sweep, the disposition holder shall leave a buffer zone of a minimum width of 100m undisturbed vegetation, where an established buffer does not already exist (e.g. Species at Risk). If species are identified during the wildlife sweep, the disposition holder must produce the Wildlife Sweep to the regulatory body for review before continuing with the approved activity. Results from Wildlife Sweeps must be provided to the regulatory body upon request.
56	1286	All licences, authorizations and approvals issued under the Alberta Environmental Protection and Enhancement Act, Water Act or Public Lands Act should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Environment Canada, Canadian Wildlife Service in relation to the application of federal laws relating to the Migratory Birds Convention Act (protection of eggs and nests) and the Species at Risk Act.  Environmental Stewardship Branch   Prairie & Northern Region Environment Canada Eastgate Offices, 9250 – 49th Street Edmonton, Alberta T6B 1K5 Telephone: 1-780-951-8600 Email: <a href="mailto:Enviroinfo@ec.gc.ca">Enviroinfo@ec.gc.ca</a> Web address: <a href="http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&amp;n=AB36A082-1">http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&amp;n=AB36A082-1</a> Web address: <a href="http://www.sararegistry.gc.ca/">http://www.sararegistry.gc.ca/</a>

## LAND DESCRIPTION

**PURPOSE:** Recreational Development (M/NP)

**ACTIVITY:** Day Use Area / Cabin

**PLAN NUMBER:** 145823 MS

**PLAN VERSION DATE:** 2019-01-25

### AFFECTED LANDS:

Qtr/LS	Sec	Twp	Rge	Mer	Qtr/LS	Sec	Twp	Rge	Mer
NW	24	60	17	4					

# Application Supplement - Recreation

Submitted Date:	2018-07-04 12:46:01	Application Supplement Number:	AS2018004440
Disposition Type:	REC	Purpose Assigned Code:	RDMN03RECP
Purpose/Activity Type:	Recreational Development (M/NP) - Day Use Area / Cabin		
Project Name:	REC170005_Amendment		

## A. Project/Construction Description

1. Was an economic business plan developed for this proposal?

If No, explain why:

This recreational site is already developed previously under REC940011 now cancelled. Smoky Lake County is amending the new REC170005 application to include lands that are being amended from GRL36724.

If Yes, provide a copy of the business plan to the department.

2. Did any public consultation or engagement occur?

If Yes, provide a copy of those documented sessions and feed back (if any) to the department.

3. Has an operations management plan for the proposed activity been developed?

If Yes, provide a copy to the department.

For any documents to be provided to the department based on the above questions, submit those documents to: [EDS-CommWorkflow@gov.ab.ca](mailto:EDS-CommWorkflow@gov.ab.ca)

4. Does the proposed activity generate any sewage?

If Yes, indicate the amount of waste in M3:

If Yes, describe the disposal method:

5. Identify all aspects of vegetation removal/management:

a) Is merchantable timber present?

b) Describe your method of site clearing:

The recreational site is previously disturbed, no new clearing required. Currently no future plans to expand the site.

c) Brush disposal: (select all that apply)

Rollback  Mulch  Spread  Pile & Burn  N/A  Other:

6. Topsoil Handling:

Method:

Describe soil storage and potential debris storage for site clearing:



No new clearing required.

7. Site Profile (Upland/Wetland area): Define in hectares the amount of Upland and Wetland area that is present within the proposed disposition area prior to construction:

Upland area:  (ha) Wetland area:  (ha)

**B. Land Standing Review**

1. Based on the Detailed Lands Standing search of the affected lands, were any reservations/notations identified?

Reservation Number		Purpose Code	Restriction Code	Contact Required with Reservation/Notation Holder	Date of Contact	Response Recieved from Reservation/Notation Holder	Were Concerns Noted	Were Concerns Accommodated by the Applicant prior to application	Application Options
Type	Number								
PNT	790492	0110	3	No					Routine or Non-Routine

2. Based on the LAT Report and the Detailed Land Standing search of the affected lands, were any government approved higher level plans identified?

No

If Yes, identify the government approved higher level plan within the table below, identify the direction as identified within Table 5 of the Pre-Application Requirements for Formal Dispositions and when contact was made, if required.

Higher Level Plan Name	
Table 5 Direction	Date of Contact (if required)

Higher Level Plan Name	
Table 5 Direction	Date of Contact (if required)

**Note:** Approving staff may request the notification or referral response documents at any time to support land use decisions or compliance and assurance purposes.

3. Based on the LAT Report, is an approval under the Historical Resources Act Required?

No

Historical Resources Application Number:

Date Application was Submitted:

### C. Site Sensitivity

1. Was a Wildlife Survey required for this activity based on the LAT Report?

No

If Yes, complete the next question.

2. Did the Wildlife Survey identify any of the sensitive species listed below?

If Yes, select all that apply:

Sensitive Raptor Nest

Sharp Tailed Grouse Lek

Burrowing Owl Den/Nest

Active Swift Fox Den

Sensitive Snake Rookery

Ord's Kangaroo Rat Den

Sensitive Snake Hibernacula

Eastern Short-Horned Lizard Coulee or Valley Edge

Endangered/threatened plant species:

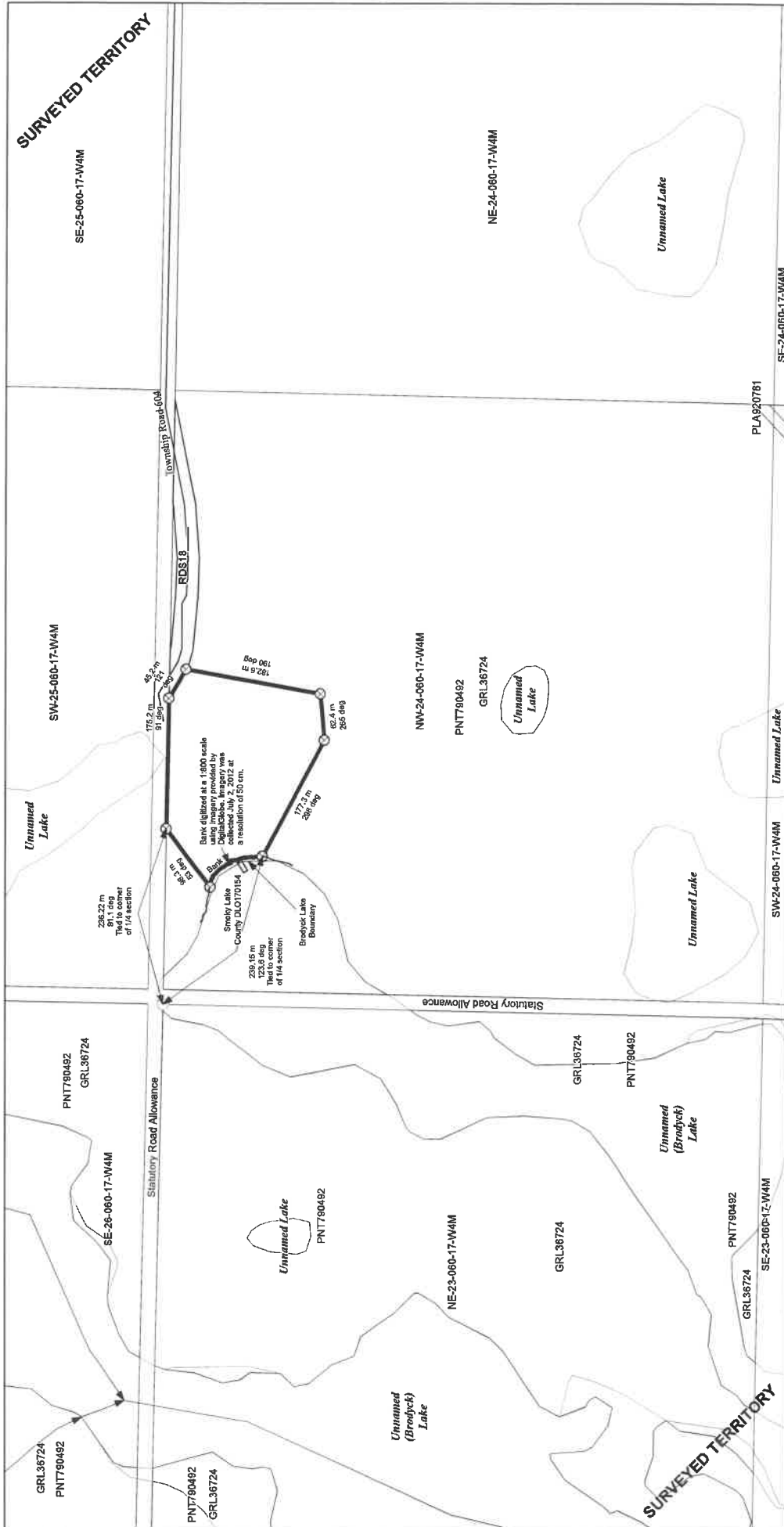
### D. Incidental Activities

The details of all incidental activities identified on your application plan must be provided in the following table. All fields must be filled out properly in order to be processed by the regulating body.

NOTE: Incidental activities shown on the authorized plan that comply with the PLAR Approval and Authorizations Procedures shall be permitted during the term of a Short Term Disposition. This approval is limited to: borrow pits, log decks, temporary work spaces, push outs and bank stabilization, within identified sizing limits.

**The disposition holder must obtain a separate TFA before commencing any incidental activities or temporary uses which are not shown on the authorized plan or those that do not comply with the *PLAR Approval and Authorizations Procedures*.**

REC170005 AEP Plan: 145823 MS, 2019-01-25, JM



**REC170005 SKETCH PLAN AMENDMENT**  
 NW-24-060-17-W4M  
 SURVEYED TERRITORY  
 TOTAL AREA: 10.67 ACRES / 4.32 HECTARES  
 PREPARED FOR: SMOKY LAKE COUNTY  
 PREPARED BY: CPP ENVIRONMENTAL  
 PURPOSE: RECREATIONAL DEVELOPMENT (MNP) - DAY USE AREA/CABIN ACCESS VIA STATUTORY ROAD ALLOWANCE WITHIN: SMOKY LAKE COUNTY

**AREA IN EACH 1/4 SEC:**  
 NW-24-060-17-W4M: 10.67 ACRES / 4.32 HECTARES  
 THE GEO-REFERENCED POINT IS LOCATED AT NE CORNER OF NE-23-060-17-W4M  
 COORDINATE SYSTEM: NAD83, UTM ZONE 12  
 COORDINATES: 407005.67 m E / 6007791.02 m N

REFERENCE POINT  
 DEFLECTION POINT

**Conditions Addendum**

1. 1055 The Disposition Holder must treat all liquid effluents and waste or dispose of at an authorized waste disposal facility.
2. 1056 The Disposition Holder must not dispose of any treated fluids off disposition without written approval of the Regulatory Body.
3. 1060 The Disposition Holder must ensure public accessibility to the Disposition and the associated facilities.
4. 1083 The Disposition Holder must use only existing clearings/trails\* and not clear any new areas unless otherwise approved by the Regulatory Body.
5. 1092 For all trail\* maintenance or construction, the Disposition Holder must follow the guidance provided in *'Exceptional Trails' a Guide to Trail Classification, Design and Construction on Alberta's Public Land* as amended from time to time.
6. 1200 The Disposition Holder must manage all weeds as per the *Weed Control Act*.
7. 1202 When conducting vegetation control outside and adjacent\* to the approved disposition boundary, the Disposition Holder is limited to the removal of hazard trees\* only, notwithstanding the requirement to control weeds as per the *Weed Control Act*.
8. 1212 The Disposition Holder must not cut or clear the vegetative cover (trees, shrubs, grasses, etc.) on the land unless otherwise approved by the Regulatory Body.
9. 1257 The Disposition Holder must conduct all activity to prevent and control erosion\* and sedimentation on or adjacent\* to the Lands.
10. 1259 The Disposition Holder must not transport from the Lands topsoil\* or subsoil\* unless authorized in writing by the Regulatory Body.
11. 1271 The Disposition Holder must not use soil sterilants for any activities on the Lands.
12. 1310 The Disposition Holder must not deposit or place debris\*, soil or other deleterious materials\* into or through any watercourse\* and/or waterbody\*, or on the ice of any watercourse\* and/or waterbody\*.
13. 1350 The Disposition Holder must reclaim the Lands in accordance with the *Reclamation Criteria for Wellsites and Associated Facilities* documents, for Cultivated, Forested, Native Grasslands\* and Peatlands\* as amended or replaced from time to time.
14. 1355 The Disposition Holder must only conduct seeding in accordance with the written request for seeding as approved by the Regulatory Body.

15. 9186 The holder shall conduct operations in accordance with the attached site development/management plan titled Brodyk Recreation Plan November 2018.

All licences, authorizations and approvals issued under the *Alberta Environmental Protection and Enhancement Act*, *Water Act* or *Public Lands Act* should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Habitat Management, Fisheries and Oceans in relation to the application of federal laws relating to the *Fisheries Act (Canada)*.

Fisheries Protection Program, Fisheries and Oceans Canada

867 Lakeshore Road, Burlington, Ontario, L7R 4A6

Telephone: 1-855-852-8320

Email: [fisheriesprotection@dfo-mpo.gc.ca](mailto:fisheriesprotection@dfo-mpo.gc.ca)

Web address: [www.dfo-mpo.gc.ca](http://www.dfo-mpo.gc.ca)

Proponents should also contact the Navigation Protection Program, Canadian Coast Guard, 4253-97 Street, Edmonton, Alberta, T6E 5Y7, phone: (780) 495-4220, relating to the *Navigation Protection Act*.

/j



# Brodyk Lake Recreation Plan

**REC 170005**

*Prepared for:* Smoky Lake County  
November 2018

**CPP**  
ENVIRONMENTAL

*Charette  
Pell  
Poscente*

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# 1 Project Overview

## 1.1 Applicant

Smoky Lake County  
4612 – McDougall Drive  
PO Box 310  
Smoky Lake, Alberta T0A 3C0  
Telephone: (780) 656-3730  
Fax: (780) 656-3768  
Contact Person: Jordan Ruegg, Planning & Development Manager  
E-mail: jruegg@smokylakecounty.ab.ca

This Recreation Plan has been prepared on behalf of Smoky Lake County by Brad Van Hecke with senior review by Candace Serben (RPF #1742) of Charette Pell Poscente Environmental Corp. (CPP Environmental).

## 1.2 Overview

Smoky Lake County is proposing the Brodyk Lake Recreational Site (REC) 170005 application for the continued day use by the public. The site is located on the east side of Brodyk Lake.

This REC 170005 lease was previously listed as REC 940011. The site was developed under the previous application with one day use site, trails, access roads, and outhouse facilities. An unimproved boat launch has been developed on Brodyk Lake that is an associated disposition (DLO 170154). The public utilizes the site all year round. REC 170005 is located on 4.0 hectares (9.89 acres) of public land. The lifespan of the REC is estimated for approximately 20 years.

The REC is located in the NW 24-060-17 W4M. The REC is approximately 17 kilometers north of Smoky Lake, Alberta within Smoky Lake County. See Appendix 1 – Overview Map.

The REC boundary has been adjusted to align with existing fence line along the northwest and northeast portions of the site to reduce the amount of new land clearing and fencing installation.

## 1.3 Background

The recreational development of REC 170005 will support the public demand for day use recreation areas within Smoky Lake County. The site is an important aspect for tourism development within Smoky Lake County and creating positive economic impact within the area (photo 1).

Veronika Homolova (Land Officer) and Christine Buchanan (Rangeland Agrologist), with Alberta Environment and Parks (AEP) in the Lower Athabasca Region were contacted regarding the condition of this site. Some site specific concerns were identified by AEP.

Table 1. AEP Concerns

Concerns identified by AEP	Proposed Mitigation
ATV/ORV management to limit degradation of natural areas	Cement barricades will be erected around the high erosion area for a short term solution and seeding will take place for a long term solution. See Appendix 2 – Current Development Map and Appendix 3 – Erosion Control Signage will be erected as needed and enforced as per county bylaw 1252-13, Section 3.1
Management of prohibited noxious and noxious weeds	Weed Monitoring and subsequent control measures will occur as per Appendix 5
Fence maintenance and monitoring	A survey of fence condition will be completed and a maintenance schedule will be development.
Site maintenance	Smoky Lake County will manage all site maintenance

A site assessment was completed on May 10<sup>th</sup> and 11<sup>th</sup> 2018 by Candace Serben of CPP Environmental. The assessment included an evaluation of the current biophysical and land use conditions of the site.

## 1.4 Land Use and Stakeholders Assessment

The site has two surrounding land use dispositions; GRL 36724, a grazing lease held by Leonard Jarema, and PNT 790492, held by the Department of Sustainable Resources Development, Athabasca Office as erosion hazard and a no agriculture area disposition. Portions of the GRL will be adjusted to remove areas of overlap between the recreation site and the grazing lease. Smoky Lake County has been in communications with Mr. Jarema and the AEP staff regarding the adjustment of the GRL boundary. Smoky Lake County will work with Mr. Jarema to ensure fencing conditions will meet grazing lease holder requirements.

## 2 Regulatory Reviews

As part of the application for REC 170005 a review of applicable legislation was conducted.

### 2.1 Species at Risk Act

*Alberta Conservation Information Management System (ACIMS)*<sup>1</sup> and the *Fish and Wildlife Internet Mapping Tool (FWIMT)*<sup>2</sup> are provincial searches completed to assess the risks to sensitive species under the *Species at Risk Act*<sup>3</sup>.

<sup>1</sup> <http://www.albertaparks.ca/acims-data#>.

<sup>2</sup> [https://maps.srd.alberta.ca/FWIMT\\_Pub/?TermsOfUseRequired=true&Viewer=FWIMT\\_Pub](https://maps.srd.alberta.ca/FWIMT_Pub/?TermsOfUseRequired=true&Viewer=FWIMT_Pub).

<sup>3</sup> Government of Canada. 2002. Species At Risk Act. S.C. 2002, c. 29. Amended February 2, 2018. Current to February 15, 2018.

The purpose of the *Species at Risk Act* is to protect and assist in the recovery of wildlife species at risk. The following searches were completed:

- The FWIMT search identified the area as having no sensitive wildlife or fish species within the area including a 1 kilometer buffer outside of the REC area.
- There was no sensitive element occurrence found as per the ACIMS search.
- No wildlife and other sensitive species were identified in the Landscape Analysis Tool (LAT) Report.

See Appendix 4 – ACIMS and FWIMT and Appendix 5 - Landscape Analysis Tool (LAT) Report.

## 2.2 Weed Control Act

The *Weed Control Act*<sup>4</sup> governs legislation of prohibited noxious and noxious weeds in Alberta. The Act requires that the occupant or owner of the land to destroy all prohibited noxious weeds and to control all noxious weeds. The Act also prohibits the movement of any vehicles or machinery that are likely to spread prohibited noxious or noxious weeds.

## 2.3 Municipal Bylaws

Smoky Lake County's Parks Control Bylaw No. 1252-13, Section 3.1 is applicable to the recreation site.

# 3 Biophysical Assessment

Site assessments were conducted on May 10<sup>th</sup> and 11<sup>th</sup> 2018 which included vegetation, wetlands, soils, and a passive wildlife sweep. Three plots were completed during the assessment.

## 3.1 Topography

The natural topography of REC 170005 is primarily hummocky with no distinct pattern of inclines or depressions. The whole site has a marginal slope of approximately 0- 10% towards Brodyk Lake. (photo 2).

## 3.2 Watersheds, Wetlands, and Waterbodies

The site is located within the North Saskatchewan River watershed in the White Earth Creak subwatershed. There are no watercourses located within the site boundaries.

Desktop assessment, in association with 2018 site visit documentation, verified the presence of wetlands within and near the recreations site. The desktop assessment included a review of imagery, water flow, topography, and site assessment findings to delineate the wetlands as classified according to the *Alberta Wetland Classification System*<sup>5</sup>.

<sup>4</sup> Government of Alberta. 2008. *Weed Control Act*. Current as of October 1, 2011. Alberta Queen's Printer.

<sup>5</sup> Alberta Environment and Sustainable Resources Development. 2015. *Alberta Wetland Classification System*. Water Policy Branch, Policy and Planning Division. Edmonton, AB.

Five wetlands were identified during the site assessment. The wetlands consist of three seasonal shrubby swamps (photo 3) and two wooded deciduous swamps (photo 4). Most of the wetlands had an overstory and understory comprised of willows (*Salix* spp.) and paper birch (*Betula papyrifera*), and ground vegetation comprised of Northwest Territory sedge (*Carex utriculata*), bluejoint (*Calamagrostis canadensis*), and wild raspberry (*Rubus idaeus*).

### 3.3 Vegetation

REC 170005 is located in the Central Parkland Natural Subregion. The ecosites within the site were classified as “b3” (photo 5) (aspen, green alder, prickly rose, white spruce, saskatoon and marsh reed grass) in the western and southeastern areas and “b1” (photo 6) (jack pine, aspen, green alder, Saskatoon, prickly rose and hairy wild rye) according to *Field Guide to Ecosites of Northern Alberta*<sup>6</sup>.

Forest cover consisted of trembling aspen (*Populus tremuloides*), jack pine (*Pinus banksiana*), paper birch (*Betula papyrifera*), and white spruce (*Picea glauca*). Diameter at breast height (DBH) and tree height (HT) of the merchantable timber varies between species.

Table 2. Forest Cover Characteristics

Species	Diameter at breast height (cm)	Tree height (m)
<b>Trembling aspen</b>	14 - 31	12 – 14
<b>Jack pine</b>	14 - 26	14 – 16
<b>White spruce</b>	25 - 31	14 - 16

Shrubs consisted of prickly rose (*Rosa acicularis*), green alder (*Alnus crispa*), wild red raspberry (*Rubus idaeus*), common snowberry (*Symphoricarpos albus*), and saskatoon (*Amelanchier alnifolia*).

Herbaceous vegetation consisted of bunchberry (*Cornus canadensis*), marsh reed grass (*Calamagrostis canadensis*), pink wintergreen (*Pyrola asarifolia*), yarrow (*Achillea millefolium*), Schreber’s moss (*Pleurozium schreberi*), reindeer lichen (*Cladina* spp.), wild strawberry (*Fragaria virginiana*), meadow sedge (*Carex praticola*), *Aster* spp., hairy wild rye (*Elymus innovates*), and various *Fescue* and *Poa* spp.

No rare plants or weeds were identified on site.

### 3.4 Soils

Soil assessments were completed in three locations. The site had evidence of soil instability due to wind erosion and ATV/ORV disturbance. The site had rapidly draining soils with a xeric to subxeric moisture regime. The soil profile is classified as a Gray Luvisol (photo 7).

<sup>6</sup> Beckingham, J.D.; Corns, I.G.W.; Archibald, J.H. 1996. Field Guide to Ecosites of West-Central Alberta. Natural Resources Canada, Canadian Forest Service, Northern Forestry Centre, Edmonton, Alberta. Special Report 9.

Table 3. Soil Characteristics based on field assessment.

Soil Layer	Thickness (cm)	Texture
LFH	1 – 5	-
Topsoil	7 – 10	Sandy loam
Subsoil	15 – 25	Sand

### 3.5 Wildlife

Searches were conducted on June 4<sup>th</sup>, 2018 for both *Alberta Conservation Information Management System (ACIMS)* and the *Fish and Wildlife Internet Mapping Tool (FWIMT)*. There was no sensitive element occurrences found as per the ACIMS search.

A passive wildlife sweep was conducted as part of the site assessment on May 10<sup>th</sup> and 11<sup>th</sup> 2018. The sweep encompassed the REC area and within the 100 m buffer around the lease area. Signs of ungulate activity (browsing/ scat) was documented within the fenced area along with cattle grazing. Moose scat was identified in the western portion of the REC lease (photo 8).

Multiple avian species were documented (songs and calls) including Wilson's snipe (*Gallinago delicata*), White throated sparrow (*Zonotrichia albicollis*), American red squirrel (*Tamiasciurus hudsonicus*), blue heron (*Ardea Herodias*), and Loons (*Gavia spp.*) on the lake. There was also signs of wood pecker (*Picidae*) evidence and cavities on living and snag trees within the site. No amphibians were encountered during the site assessment.

See Appendix 4 – ACIMS and FWIMT.

## 4 Operations and Development

### 4.1 Current Development

Development has occurred on the site under the previous disposition (REC 940011). Current infrastructure within REC 170005 is comprised of the following (photos 9, 10 & 11):

- One boat launch (DLO 170154)
- One fire pit and picnic table
- Three garbage cans. All were identified as non-bear proof.
- Fencing in the northeast and northwest of the lease and a gated entry onto the access to Brodyk Lake
- Two outhouse facilities

See Appendix 2 – Current Development Map

## 4.2 Site Management

Overall site management will be done by Smoky Lake County. Site operations include waste collection and disposal, sewage management and disposal from outhouses, hazardous tree removal, and maintenance of current infrastructure. Smoky Lake County will ensure all operations and activities within REC 170005 are in accordance with the approved Recreation Development Plan and conditions identified within the signed lease agreement.

## 4.3 Waste Management

Smoky Lake County will ensure waste in the form of domestic garbage is managed on site to prevent wildlife interactions within the day use. Domestic garbage collection and disposal will be completed by Smoky Lake County. Frequency of garbage removal is dependent on public use. In general, garbage removal will occur at minimum twice per week with increased frequency during the busy season.

### 4.3.1 Sewage Management

Sewage removal and disposal will be completed by Smoky Lake County. The amount of sewage waste released from the site will be zero as it will all be collected and disposed of at an approved location offsite. Sewage is removed from the site a minimum of once per year (at the end of summer season) or as necessary. All toilets are equipped with an alarm system that alerts the county when the toilets are nearing full capacity.

## 4.4 Weed Control

Weeds refer to plants identified in *Part 2; Section 8* of the *Weed Control Regulation*<sup>7</sup>. The holder of this REC is legally responsible to control weeds within the project area. No prohibited noxious or noxious weeds were documented during the site assessment. Smoky Lake County will manage weeds on the site as per the County Vegetation Management Plan (Appendix 3).

## 4.5 Signage and Enforcement

Due to significant erosion issues near Brodyk Lake, Smoky Lake County will erect signage throughout the REC lease to prevent further degradation. As per the Smoky Lake County, Parks Control Bylaw No. 1252-13, Section 3.1<sup>8</sup>, enforcement can then be applied to any users not conforming to the posted signage.

## 4.6 Wetland Mitigation

The connectivity of one wetland adjacent to Shemeluk Lake may have been impeded as a result of the construction of the historical access road into Brodyk Lake. Further investigation will be completed and all necessary permits will be obtained as required. Wetland mitigation will be implemented as required.

<sup>7</sup> Government of Alberta. 2010. Weed Control Regulation. 19/2010. Alberta Queen's Printer.

<sup>8</sup> Smoky Lake County Bylaw 1252-13: Parks Control Bylaw

## 4.7 Future Development

Smoky Lake County will ensure the lease boundary is surveyed within four years upon approval. In addition, Smoky Lake County will install and repair fence lines along the site boundary to prevent cattle grazing and limit ATV/ORV disturbance. Until fencing can be installed, Smoky Lake County will erect additional signage to mitigate and manage ATV/ORV use of the area in accordance with County Bylaws (photo 12). Cement barricades will also be placed around the high erosion area to limit further degradation in the short term (1-2 years), but will seek a long term (3-5 years) solution by seeding grass species to mitigate the erosion problem. The seed mix will be approved by the lands officer before seeding commences, see Appendix 3 – Erosion Control. Additionally, all non-bear proof garbage cans (photo 13) will be removed and replaced with bear proof garbage cans by October 1<sup>st</sup>, 2018.

## **Appendix 1 – Overview Map**

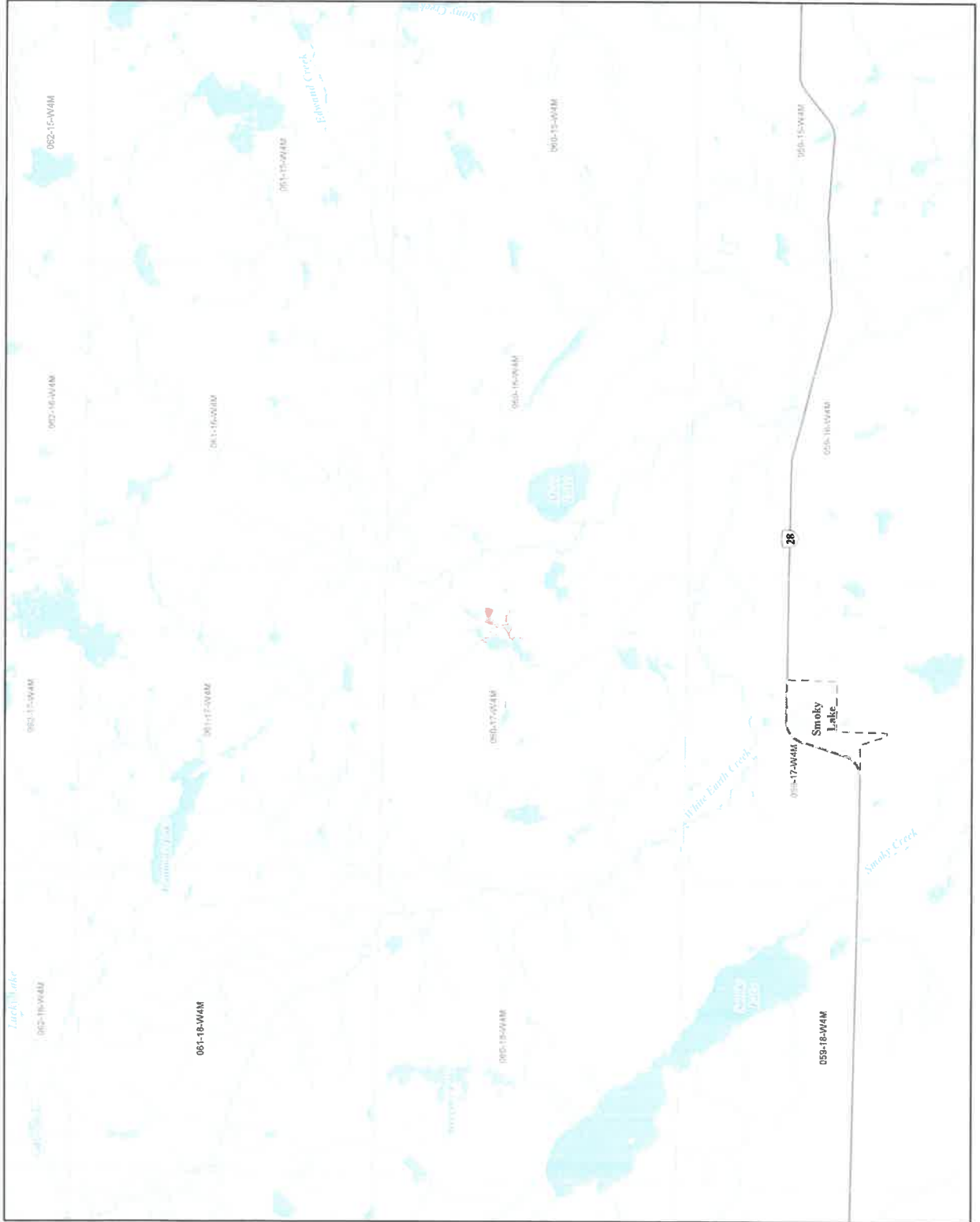




# Brodyck Lake Recreation Lease

Overview  
2018

 Current Recreation Area



Sources: Combina Information licensed under the Open Government Licences – Canada and Alberta  
Coordinates system: NAD 1983 UTM Zone 12N



1:120,000



Date: July 13, 2018  
Prepared by: G. Couture



## **Appendix 2 – Current Development Map**



**Brodyck Lake Recreation Lease**  
Proposed Development  
2018

Boal Launch (DLO170154)

**Site Component**

- Boal Launch (DLO170154)
- Campsite
- Garbage Bin (Replaced by Bear Proof)
- Outhouse
- Access Road
- Current Fence
- Trail

**Wetland Class**

- Shrubby Swamp
- Wooded Coniferous Swamp
- High Erosion
- Proposed Recreation
- Disposition

Source: Contains information licensed under the Open Government Licences – Canada and Alberta, DigitalGlobe  
Imagery Acquisition Date: July 2, 2012  
Coordinates system: NAD 1983 UTM Zone 12N



1:1,700



Date: November 2, 2018  
Prepared by: G. Couture



## **Appendix 3 – Vegetation Management Plan and Erosion Control**



# SMOKY LAKE COUNTY

<b>Title: Vegetation Management Plan</b>	<b>Policy No.: 15-03</b>
<b>Section: 62</b>	<b>Page No.: 1 of 6 E</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
-------------------------------	-----------------------------

<b>Purpose:</b>	To carry out Vegetation Management Program under the provisions of the Weed Control Act, and the direction of the Agricultural Fieldman. All programs will be implemented in accordance with budget, manpower and weather.
-----------------	--

<b>Policy Statement and Guidelines:</b>	
<b>1. <u>Operational Guidelines:</u></b>	
1.1	The Agricultural Fieldman must be a certified pesticide applicator and sprayer operators must be authorized assistants as a minimum.
1.2	Sprayer operators must follow all legislative requirements and all relevant acts and laws.
1.3	All areas of the Vegetation Management policy fall under the discretion of the Agricultural Fieldman.
1.4	Applicators must keep accurate spray records as follows: <ul style="list-style-type: none"> <li>1.4.1 Name of unwanted vegetation for which herbicide was applied.</li> <li>1.4.2 Date of application and dimensions of application area.</li> <li>1.4.3 Exact location.</li> <li>1.4.4 Trade name of herbicide and PCP registration number.</li> <li>1.4.5 Application rate and amount of herbicide used.</li> <li>1.4.6 Temperature, wind speed, and wind direction at the time of application.</li> <li>1.4.7 Method of application.</li> <li>1.4.8 Applicators name.</li> <li>1.4.9 Records must be kept for a minimum three (3) years.</li> </ul>
1.5	Weather conditions: Applicator will cease spray operations if wind speed is greater than 16 km/hr. Wind measurements will be taken during spray operations and recorded. In temperatures below 5 degrees Celsius and above 25 degrees Celsius, and in weather conditions which are conducive to temperature inversions spraying operations will cease.

<b>Title: Vegetation Management Plan</b>	<b>Policy No.: 15-03</b>
<b>Section: 62</b>	<b>Page No.: 2 of 6 E</b>

**Policy Statement and Guidelines:**

**2. Blanket Spray:**

- 2.1 Divide County into Three Zones as follows:
  - 2.1.1 **Zone 1:**  
West County Line of Range Road 200 to Highway 855.
  - 2.1.2 **Zone 2:**  
Highway 855 to Range Road 150.
  - 2.1.3 **Zone 3:**  
Range Road 150 to East County Line of Range Road 120.
- 2.2 Spray all road allowances, one third of each zone per year, spraying the entire County in a three -year rotation.
- 2.3 Spray one third of each zone per year using a residual herbicide; Chemical choice will be at the discretion of the Agricultural Fieldman as environmental, climatic, technical and legal factors may change.
- 2.4 Conduct blanket spraying, targeting the whole ROW where possible. Where crops, pasture or brush are encroaching spray as close to edge as possible to gain best control. If brush is small enough to be controlled then it should be sprayed as well.
- 2.5 Blanket spray should be started **June 1<sup>st</sup>** as long as growing conditions permit.

**3. Weed Inspections and Spot Spray:**

- 3.1 Spot Spraying will coincide with weed inspections. Weed inspectors will start roadside weed inspections as soon as possible; e.g., when weed identification becomes possible, as well as weed inspections on private land. Problem areas will be dealt with on a case by case basis.
- 3.2 Historical data (weed maps/GIS data) will be used to conduct weed inspections and spot spraying in problem areas.
- 3.3 Conduct blanket weed inspections as time and manpower permits.
- 3.4 Conduct weed inspections in response to complaints as they may arise.
- 3.5 An effort will be made to rectify weed problems on private land emphasizing cooperation between the Agricultural Service Board and the landowner as per *Policy Statement No. 62-14: Weed Inspection and Notice*. If the landowner is not willing to participate then, at the discretion of the Agricultural Fieldman, weed notices shall be issued and proper steps will be taken to rectify situation.
- 3.6 Spot Spraying may take place on private land at the discretion of the Agricultural Fieldman if it is in the best interests of the County's Vegetation Management Plan. There may or may not be a charge to the landowner and this will be determined on a case by case basis. Landowners will be required to sign a chemical release form as per **Schedule "A": Chemical Release Form**.

<b>Title: Vegetation Management Plan</b>	<b>Policy No.: 15-03</b>
<b>Section: 62</b>	<b>Page No.: 3 of 6 E</b>

**Policy Statement and Guidelines:**

3.7 Landowners may apply to participate in a “Reverse Fenceline Program” at the direction or request of the Agricultural Fieldman or at the request of the landowner. This program will allow Agricultural Service Board staff to apply herbicide from the landowner’s property into the County Right-of Way thereby controlling invasive species on fencelines and field margins. Landowners interested in participating in the “Reverse Fenceline Program” must sign **Schedule “B”: Reverse Fenceline Spray Program – Application Form.**

**4. Brush Spraying:**

- 4.1 Brush spraying will commence once brush has “greened up” in late spring and continue until leaf color changes in fall.
- 4.2 Brush spraying will be coordinated with Public Works Department, following brushing easements to administer brush control program.
- 4.3 Re-growth is to be sprayed where hydro axing brushing was carried out the year prior as re-growth permits. Trees greater than five feet of height will need to be removed by mechanical means.
- 4.4 Landowners must be contacted and **Schedule “A” Chemical Release Form** sought for signature where application on private land takes place.
- 4.5 A non residual “brush” control chemical will be used (e.g. Garlon) at the discretion of the Agricultural Fieldman.

**5. Public Works/ Road Construction:**

- 5.1 The Agricultural Service Board and the Public Works Department will coordinate to control vegetation where road construction is to take place and where road construction took place the year prior.
- 5.2 The Public Works Department will submit to the Agricultural Service Board a schedule for the current years’ construction projects to allow glyphosate application for non-selective vegetation control.
- 5.3 Glyphosate must be applied a minimum of 14 days prior to construction up to a maximum of 30 days.
- 5.4 At the request of the Public Works Department the Agricultural Service Board may conduct other spray operations at the discretion of the Agricultural Fieldman.

**6. Hamlets, Resorts, Subdivisions, Other:**

- 6.1 Hamlets and resorts will be sprayed at the discretion of the Agricultural Fieldman.
- 6.2 All proper legislation must be followed when applying pesticides in populated areas.

<b>Title: Vegetation Management Plan</b>	<b>Policy No.: 15-03</b>
<b>Section: 62</b>	<b>Page No.: 4 of 6 E</b>

<b>Policy Statement and Guidelines:</b>	
6.3	Proper signage must be displayed where applicable.
6.4	Other spraying operations can take place at the discretion of the Agricultural Fieldman; e.g. Spraying around shop, spraying around office, spraying around gas dept. meter station etc.).
6.5	The Agricultural Service Board may take applications from the public, as required, to conduct spraying for noxious weeds on private land as manpower and budget permit. Landowners interested in herbicides applied on private land must sign <b>Schedule "A": Chemical Release Form.</b>

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>January 14, 2010</b>	<b>Motion # 234-10 - Page # 9204</b>
<b>Amended</b>	<b>May 23, 2013</b>	
<b>Amended</b>		
<b>Amended</b>		



**SCHEDULE "A"**



**CHEMICAL RELEASE FORM**

<b>DETAILS</b>	Property Owner: Name: _____
	Address: _____
	Telephone Number: _____ Fax Number: _____ Cell Number: _____

<b>LEGAL DETAILS</b>	Legal Description (hereinafter referred to as the "Lands":
	Location: LEGAL, LAND LOCATION:
	1/4 _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M
	1/4 _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M
	1/4 _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M

<b>PERMISSION</b>	<p>I (We), do hereby grant permission to <b>SMOKY LAKE COUNTY</b> and its employees or agents, to enter upon the "Land(s)" and use such equipment and material as considered necessary for the application of <u>Herbicides</u>.</p> <p>List and rate of Herbicides to be used:</p> <hr/>
	<p>I (We) hereby agree to, in consideration of the benefit derived by me (us) from the work description above shall indemnify and save harmless the <b>SMOKY LAKE COUNTY</b>, its Councillors, officers, employees, and agents from any claim, damages, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person or death (including, without limitation to, legal fees of <b>SMOKY LAKE COUNTY</b> on a solicitor-client full indemnity basis), that may arise directly or indirectly out of the performances of the above described work(s).</p>

**I, THE UNDERSIGNED, HAVE READ THIS APPLICATION AND AM AWARE OF ITS CONTENTS AND AGREE TO THE CONDITONS.**

SIGNATURE OF OWNER: _____	DATE: _____
SIGNATURE OF SMOKY LAKE COUNTY: _____	DATE: _____



# REVERSE FENCELINE SPRAY PROGRAM APPLICATION FORM

**SCHEDULE "B"**

Date: \_\_\_\_\_

I, \_\_\_\_\_  
**APPLICANT NAME**

- Owner
- Lessee

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_

DO HEREBY apply for the Reverse Fence Line Spray Program and give SMOKY LAKE COUNTY and its employees or agents access to parcels below to spray Herbicides as per **Schedule "A": Chemical Release Form**, along the County road allowance on farmland that I own, rent, or control.

**Legal Description**

Location: **LEGAL, LAND LOCATION:**

- 1/4 \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_ W4M
- 1/4 \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_ W4M
- 1/4 \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_ W4M

I (We) hereby agree to, in consideration of the benefit derived by me (us) from the work description above shall indemnify and save harmless the Smoky Lake County, its Councillors, officers, employees and agents from any claim, damages, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person or death (including, without limitation to, legal fees of Smoky Lake County on a solicitor-client full indemnity basis), that may arise directly or indirectly out of the performance of the above described work(s).

**SIGNATURES**

SIGNATURE OF OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF LESSEE: \_\_\_\_\_

DATE: \_\_\_\_\_



## 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](http://www.smokylakecounty.ab.ca)

**November 29, 2018**

**Alberta Environment and Parks  
9915-108 Street  
Edmonton, AB  
T5K 2G8**

**RE: REC170005-Brodyk Lake**

Pending approval of the disposition, Smoky Lake County will undertake the Brodyk Lake requirements to hinder any future erosion of the site. Once approval is granted we will begin work in April of 2019, we will restrict access to the area to foot only, using a combination of barbed wire fence and cement blocks, as we re-establish native grasses and forbs to the eroding hill. We will consult Alberta Innovates Native Plant experts out of the Vegreville office and Lands officer to assist us with species selection. We plan on utilizing our current equipment Smoky Lake County has, such as our broadcast seeder and harrows. We will also continue to monitor the site to ensure proper ground cover establishment occurs and ensure no future erosion transpires.

If you have any further questions contact the undersigned, -

A handwritten signature in blue ink, appearing to read "C. Ollikka".

**Cory Ollikka  
Chief Administrative Officer  
Smoky Lake County**

## **Appendix 4 – Alberta Conservation Information Management System (ACIMS) and Fish and Wildlife Internet Mapping Tool (FWIMT) Maps**

# Search ACIMS Data

Date: 28/6/2018

Requestor: Consultant

Reason for Request: Land Use Planning

SEC: 24 TWP: 060 RGE: 17 MER: 4



Non-sensitive EOs: 0 (Data Updated: October 2017 )

M-RR-TTT-SS	EO_ID	ECODE	S_RANK	SNAME	SCOMNAME	LAST_OBS_D
-------------	-------	-------	--------	-------	----------	------------

**No Non-sensitive EOs Found: Next Steps - [See FAQ](#)**

Sensitive EOs: 0 (Data Updated: October 2017)

M-RR-TTT	EO_ID	ECODE	S_RANK	SNAME	SCOMNAME	LAST_OBS_D
----------	-------	-------	--------	-------	----------	------------

**No Sensitive EOs Found: Next Steps - [See FAQ](#)**

Protected Areas: 0 (Data Updated: October 2017 )

M-RR-TTT-SS	PROTECTED AREA NAME	TYPE	IUCN
-------------	---------------------	------	------

**No Protected Areas Found**

Crown Reservations/Notations: 0 (Data Updated: October 2017 )

M-RR-TTT-SS	NAME	TYPE
-------------	------	------

**No Crown Reservations/Notations Found**

# Fish and Wildlife Internet Mapping Tool (FWIMT)

(source database: Fish and Wildlife Management Information System (FWMIS))

## Species Summary Report

Report Created: 4-Jul-2018 09:34

### Species present within the current extent :

#### Fish Inventory

BROOK STICKLEBACK  
LAKE CHUB  
NORTHERN PIKE  
RAINBOW TROUT  
YELLOW PERCH

#### Wildlife Inventory

No Species Found in Search Extent

#### Stocked Inventory

NORTHERN PIKE  
RAINBOW TROUT  
WALLEYE  
YELLOW PERCH

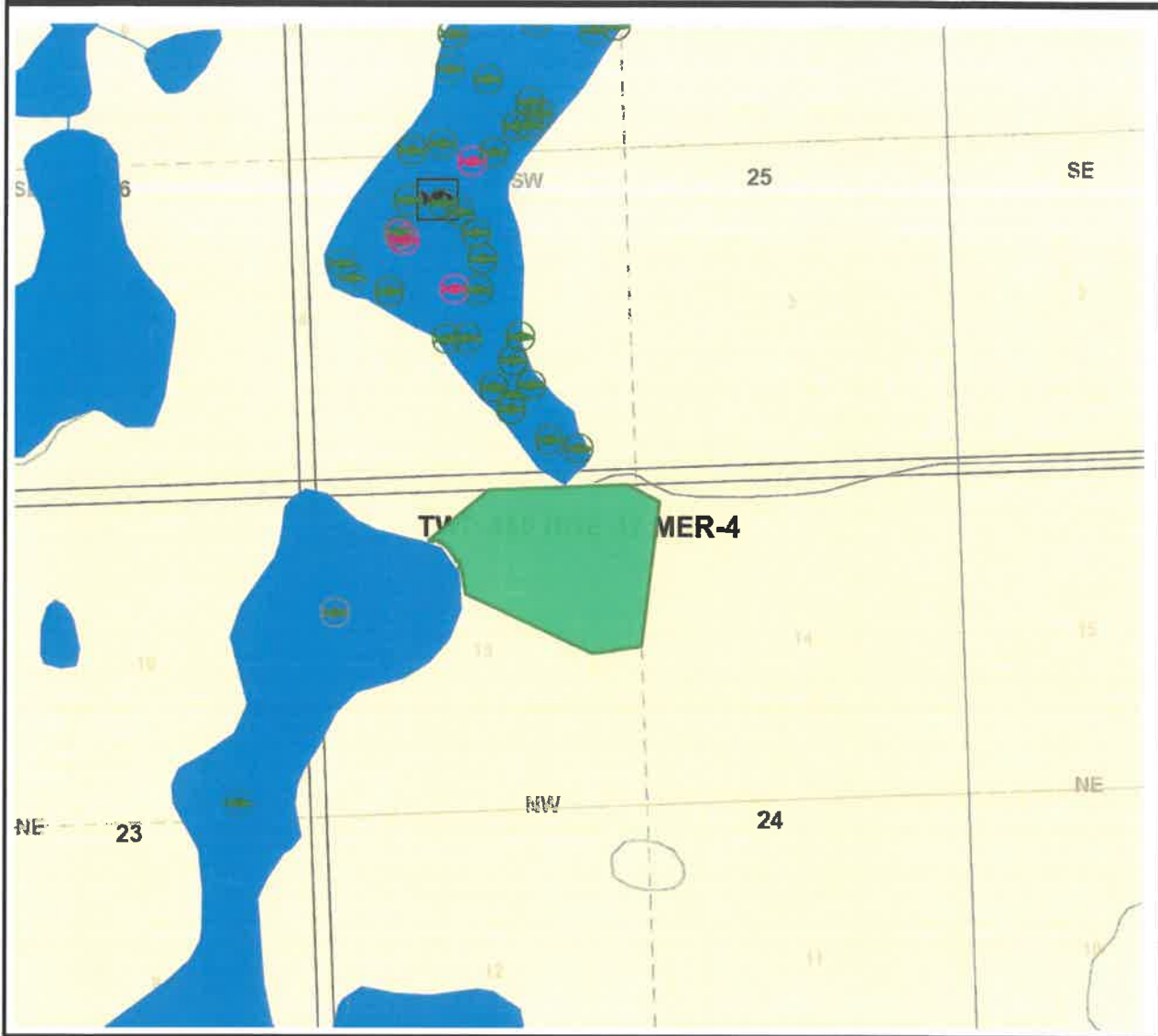
### Buffer Extent

Centroid (X,Y):	Projection	Centroid: (Qtr Sec Twp Rng Mer)	Radius or Dimensions
668118, 6007427	10-TM AEP Forest	NW 24 60 17 4	2 kilometers

### Contact Information

For contact information, please visit:

<http://aep.alberta.ca/about-us/contact-us/fisheries-wildlife-management-area-contacts.aspx>



Display may contain: Base Map Data provided by the Government of Alberta under the Alberta Open Government Licence. Cadastral and Dispositions Data provided by Alberta Data Partnerships. ©GeoEye, all rights reserved. Information as depicted is subject to change, therefore the Government of Alberta assumes no responsibility for discrepancies at time of use.

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## **Appendix 5 – Landscape Analysis Tool (LAT) Report**



# Landscape Analysis Tool (LAT) Report

Recreational Development

0000051E4E

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<b>LAT Number:</b>	0000051E4E	<b>LAT Date:</b>	2018-07-03	15:11:48
<b>Project Name:</b>	REC170005_Amendment			
<b>Project Description:</b>	Day Use area including picnic tables, Fire Pits, Portable toilets, parking, unimproved boat launch			
<b>Disposition Type:</b>	REC	Recreational Development		
<b>Purpose Type:</b>	RDMN	Recreational Development (M/NP)		
<b>Activity Type:</b>	RDMN03RECP	Day Use Area / Cabin		

## Responsibility of Applicants:

It is the applicant's responsibility to conduct a full review of the generated LAT Report, ensuring that you are aware and have a full understanding of the identified standards and conditions, and any additional limitations that may also be imposed by an approved higher level plan, reservation or notation or any other law or Order of the Province or the Government of Canada that may impact the placement, construction or operation of the proposed disposition, purpose and activity.

The applicant must assess if the proposed disposition, purpose and activity can meet the applicable standards, conditions and any limitations which will subsequently determine if the application can be submitted to the regulatory body. Applicants should complete a thorough review of regulatory and application processes including supporting procedural documents and the generated LAT Reports prior to making this determination.

Where the applicant chooses not to meet, or is not able to meet, one or more Approval Standards or higher level plans within the generated LAT Report as submitted as part of the application, or any affected reservations as identified within the land status report, the applicant is required to complete the appropriate mitigation as part of their supplement submission that addresses individually each of the items not being met.

The information provided within the LAT Tool is a spatial representation of features provided to the applicant for activity and land use planning. The accuracy of these layers varies depending on the resource value being represented. The regulatory body insists that site visits, wildlife surveys and groundtruthing efforts are completed to ensure that you, the applicant can meet the procedures detailed within the *Pre-Application Requirements for Formal Dispositions*, the identified approval standards, operating conditions and *Best Management Practices* as represented within the *Master Schedule of Standards and Conditions*.

## Proximity to Watercourse/Waterbodies:

Applicants will ensure that standards or conditions for Watercourse/Waterbody features as identified within the generated LAT Report are followed. It is the responsibility of the applicant to ensure the identified setbacks and buffers are properly established through a pre-site assessment and maintained.

**NOTE:** Be aware that the submission of a LAT Report as part of an application submission does not infer approval of the activity. The standards and conditions identified within the LAT Report may be subject to change based on regulatory review.

# Landscape Analysis Tool (LAT) Report

Recreational Development

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<b>Base Features</b>	
Green/White Area	White Area
Municipality	Smoky Lake County
FMA	
FMU	LO1
Provincial Grazing Reserve	
Rocky Mountain Forest Reserve	
PLUZ Areas	
<b>Provincial Sanctuaries</b>	
Wildlife Corridors	
Restricted Area	
Game Bird	Zone 1
Seasonal	

# Landscape Analysis Tool (LAT) Report

Recreational Development

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## Higher Level Plans

Integrated Resource Plan  
(Local)

Integrated Resource Plan  
(Subregional)

Access Management Plan

Landscape Management Plan

# Landscape Analysis Tool (LAT) Report

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## Additional Application Requirements

Wildlife Survey

DND Area

## Historical Resources

HRV Rating

Category

**Historic Resources Application Required: No**

While no specific historic resource concerns have been identified within the proposed activity area, Section 31 of the *Historical Resources Act* states that "a person who discovers a historic resource in the course of making an excavation for a purpose other than for the purpose of seeking historic resources shall forthwith notify the Minister of the discovery." Should a historic resource be encountered with the construction or operation of this disposition, information on who to contact can be found on the Ministry of Culture and Tourism's website in; Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources.

# Landscape Analysis Tool (LAT) Report

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<b>Sensitive Features</b>	
<b>Wildlife and Other Sensitive Species</b>	
	<b>Intersected</b>
Burrowing Owl Range	Piping Plover Waterbodies
Caribou Range	Sensitive Amphibians Ranges
Colonial Nesting Birds	Sensitive Raptor Range
Eastern Short-horned Lizard Range	Sensitive Snake Species Range
Endangered and Threatened Plants Ranges	Sharp-tailed Grouse Leks and Buffer
Greater Sage Grouse Range	Sharp-tailed Grouse Survey
Greater Sage Grouse Leks and Buffer	Special Access Zone
Grizzly Bear Zone	Swift Fox Range
Key Wildlife and Biodiversity Areas	Trumpeter Swan Buffer
Mountain Goat and Sheep Areas	Trumpeter Swan Waterbodies/Watercourse
Ord's Kangaroo Rat Range	
Other Sensitive and Endangered Species	
<b>Federal Orders:</b>	
	<b>Intersected</b>
Greater Sage Grouse	
<b>Grassland and Parkland Natural Region:</b>	
	<b>Intersected</b>
Grassland and Parkland Natural Region	

# Landscape Analysis Tool (LAT) Report

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Recreational Development

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## Alberta Township System (ATS) Land List

---

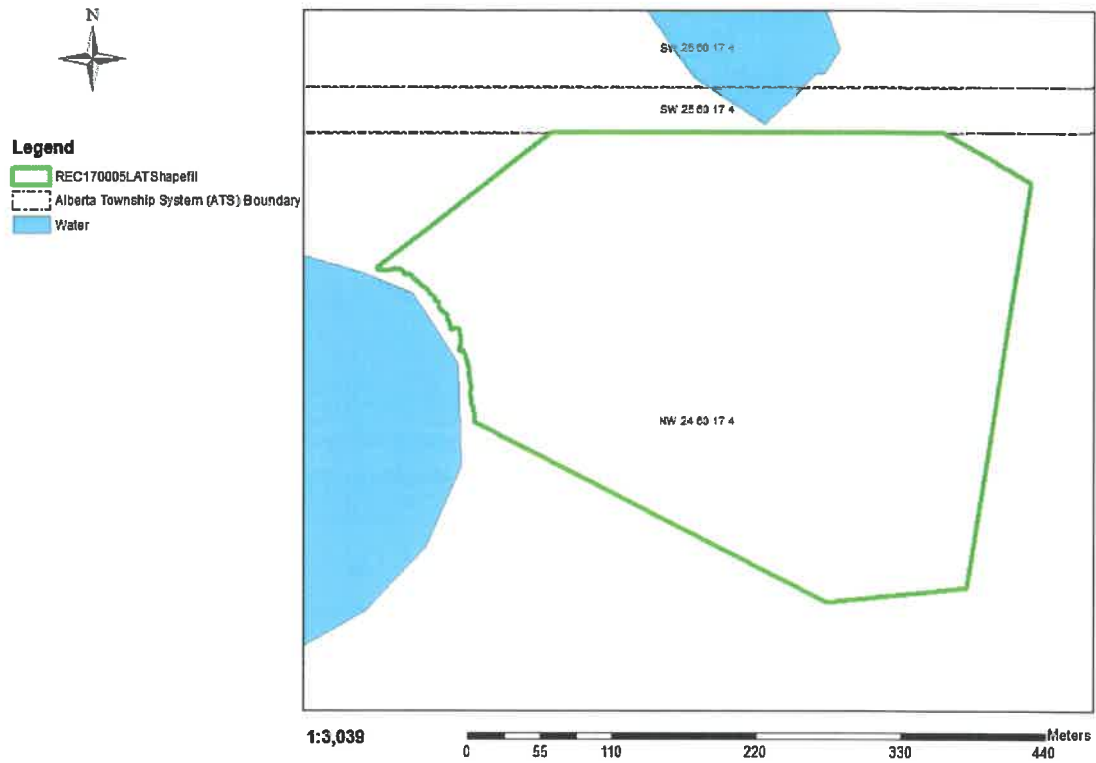
Quarter	Section	Township	Range	Meridian	Road Allow.	Sensitive Features Identified
NW	24	60	17	4		

# Landscape Analysis Tool (LAT) Report

Recreational Development

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# Landscape Analysis Tool (LAT) Report

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Land Management		
Report ID	Approval	Condition
1	1011-AS	Incidental Activities as referenced on the associated supplement that fall within the sizing parameters, as defined within the PLAR Approvals and Authorizations Administrative Procedure's as amended, identified at the time of application are subject to the conditions of the associated disposition and shall be available for use for a term of four years from date of disposition approval.
2	1013-AS	Where an Integrated Resource Plan or a Reservation/Protective Notation identifies a greater set back, the greater set back shall prevail.
3	1014-AS	Additional applications for access will not be permitted if access under disposition already exists.
4	1015-AS	Where a Higher Level Plan exists, the direction provided within that plan shall be followed.
5	1017-AS	For activities that fall within any Protective Notation (PNT) lands with a purpose code 400 Series encompassing a section of land (259 hectares) or less, located in the Provincial White Area (i.e., Provincial settled lands), all construction activities shall be built and occur within lands developed as range improvement. Where no range improvement exists, activities shall occur within 100 metres of the perimeter (i.e., outside boundary), with the following exceptions: • pipeline construction activities
6	1023	The disposition holder shall repair or replace any identified improvements (e.g., fences, water control structures, and signage) that were damaged as a result of industry activities on the land to pre-existing condition within 30 days of entry or immediately if occupied by livestock.
7	1024	The disposition holder shall maintain all activities for proper drainage of surface water.
8	1026	For activities that occur on Canadian Forces Bases, the disposition holder shall coordinate all activities through Energy Industry Control at (780) 842-5850 for activity on Canadian Forces Base/Area Support Unit, Wainwright, and (780) 573-7206 for activity on Canadian Forces Base/Area Support Unit, Cold Lake.
9	1028	The disposition holder shall comply with all requirements and direction as defined within the Pre-Application Requirements for Formal Dispositions as amended.
10	1030	The disposition holder shall not cause surface disturbance in coulees or through river benchland areas-excluding access, pipelines and linear easements crossing the watercourse feature..
11	1032	In addition to complying with Federal, provincial and local laws and regulations respecting the environment, including release of substances, the disposition holder shall, to the regulatory body's satisfaction, take necessary precautions to prevent contamination of land, water bodies and the air with particulate and gaseous matter, which, in the opinion of the regulatory body in its sole discretion, is or may be harmful.



# Landscape Analysis Tool (LAT) Report

Recreational Development

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12	1033	The disposition holder shall remove all garbage and waste material from this site to the satisfaction of the regulatory body, in its sole discretion.
13	1034	The disposition holder shall ensure any garbage remaining on site overnight is placed in secure bear resistant containers. The disposition holder shall ensure that these containers are emptied on a regular basis to avoid excess garbage being present on the land or when the disposition holder will be off the land for more than two days.
14	1035	As public access is a central feature and is consistent with the intent and purpose of the disposition, the disposition holder shall ensure public accessibility, deemed reasonable to the Department, to all common recreational/cultural facilities approved under the disposition.
15	1037	Entry is not allowed within the boundaries of any research or sample plot.
16	1038	When planned activities cross designated or recreation trail(s) or when operations encroach on those trail(s), the disposition holder shall ensure that: <ul style="list-style-type: none"> <li>• Lines crossing trail(s) are constructed in a manner that will not remove snow from the trail(s), produce ruts in the trail(s), or otherwise adversely affect travel.</li> <li>• No mechanical equipment is permitted to travel along the trail(s), unless approved in writing by an officer of the regulatory body.</li> <li>• Warning signs are posted along trail(s) during construction and reclamation activities advising trail users of the upcoming crossing location.</li> <li>• Any recording devices or equipment laid along the trail(s) are placed off of the travel portion so that the geophones do not interfere with travel.</li> </ul>
17	1046	Where a Wildfire Prevention Plan and/or FireSmart Plan is required for review and approval by the Wildfire Management Branch, the disposition holder shall ensure any proposed clearing on public land has been agreed to by the regulatory body.

## Vegetation

Report ID	Approval	Condition
18	1101	Manage all weeds as per the Weed Control Act.
19	1105	Chemical application for the purpose of vegetation control, shall occur in accordance with the Pesticide Regulation and Environmental Code of Practice for Pesticides.
20	1106	The disposition holder shall salvage all merchantable timber and haul to the location of end use unless a request for waiver is approved under the Forests Act.
21	1107	The disposition holder shall salvage timber according to the utilization standards for the overlapping timber disposition(s) (i.e., FMA, CTL, DTL) or, where no overlapping timber disposition exists, as per the approved forest management plan.
22	1108	The disposition holder must slash, limb and buck flat to the ground all woody debris and leaning trees created by the activity. The length of slashed woody debris shall not exceed 2.4 metres.

# Landscape Analysis Tool (LAT) Report

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23	1109	On forested lands, the disposition holder shall dispose of excess coarse woody debris remaining after rollback or stockpiling for interim/final reclamation.
24	1110	The disposition holder shall dispose of coarse woody debris within FireSmart Community Zones by burning unless a Debris Management Plan has been approved under the Forest and Prairie Protection Act.
25	1112	The disposition holder shall not allow timber storage piles or windrows to encroach into standing timber.
<b>Soil</b>		
Report ID	Approval	Condition
26	1130-AS	Permafrost degradation is not permitted. Onsite permafrost depth must be maintained to the same depth as offsite control.
27	1131-AS	In permafrost areas, surface stripping shall not occur.
28	1133	The Disposition holder shall suspend all activities during adverse ground conditions.
29	1134	The disposition holder shall prevent and control erosion (surface and subsurface) and sedimentation on all disturbed lands.
30	1135	The disposition holder must install and maintain erosion control measures (e.g., silt fences, matting, gravel, and check dams).
31	1136	The disposition holder shall not remove soil from the disposition unless authorized. This includes all soil horizons and all soil types (e.g. leaf litter, organic soils such as muskeg, and clay fill material are all included).
32	1137	The Disposition holder must not bury topsoil.
33	1138	Where soil disturbance occurs from site construction or linear trenching of a minimum of 12 inches or greater, the disposition holder must salvage all topsoil if present (topsoil includes the leaf litter layer (LFH) and the A horizon) as follows; <ul style="list-style-type: none"> <li>• Where two-lift stripping occurs, topsoil and part or all of the upper subsoil (B horizon) must be stripped and stored separately.</li> <li>• Where topsoil is less than 15 centimetres, conservation shall include the topsoil plus part of the upper subsoil (B horizon) up to a total depth of 15 centimetres (unless the B horizon is considered chemically unsuitable as outlined in the May 2001 Salt Contamination Assessment Guidelines, as amended).</li> </ul>
34	1139	The disposition holder shall store reclamation materials separately (topsoil, subsoil,) on the disposition, such that it can be distributed evenly over the disturbed area for progressive (interim) and/or final reclamation. LFH and coarse woody debris are suitable for storage with topsoil. Reclamation materials must not be buried.
35	1140	Wood chips shall not be mixed with forest floor and/or surface soil. It cannot be spread to a depth greater than 5 cm as defined in the directive ID 2009-01 Management of Wood Chips on Public Land.

# Landscape Analysis Tool (LAT) Report

Recreational Development

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36	1141	Storage piles/windrows of reclamation material shall not encroach into standing timber.
37	1142	Soil sterilants are prohibited.
38	1144	In permafrost areas, the disposition holder shall utilize snow (natural or man-made) to establish a level surface.
<b>Watercourse / Waterbody</b>		
Report ID	Approval	Condition
39	1171-AS	The disposition holder shall not interrupt natural drainage (including ephemeral and fens), block water flow or alter the water table.
40	1173-AS	The disposition holder shall construct activities outside the appropriate watercourse setbacks, except for vehicle or pipeline crossings: a) Intermittent watercourses and springs shall have a setback of at least 45 metres from the top of the break. b) Small Permanent watercourses shall have a setback of at least 45 metres from the top of the break. c) Large Permanent watercourses shall have a setback of at least 100 metres from the top of the break.
41	1174-AS	The disposition holder shall maintain the following waterbody setbacks from the disposition edge for all site activities, or paralleling linear dispositions, or pipeline bore site: a) A minimum setback of 45 metres of undisturbed vegetation shall be maintained from non-permanent seasonal wetlands. b) A minimum setback of 100 metres from the bed and shore of semi-permanent and permanent ponds/wetlands, shallow open water ponds and lakes.
42	1179	The disposition holder shall not deposit or place debris, soil or other deleterious materials into or through any watercourse and/or waterbody, or on the ice of any watercourse and/or waterbody.
43	1184	Access (off-disposition) for water withdrawal requires an Approval or Authorization from the regulatory body.
44	1186	Where surface disturbance will occur and a risk of surface erosion exists, the disposition holder shall install and maintain sediment control structures to dissipate the flow of water and capture sediment prior to it entering a watercourse or waterbody.
45	1194	The disposition holder shall not remove or use water from dugouts, surface ponds, springs, or water wells within the grazing disposition unless an approval is issued from the Environment and Parks (GoA) agrologist.

# Landscape Analysis Tool (LAT) Report

Recreational Development

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46	1196	<p>All licences, authorizations and approvals issued under the Alberta Environmental Protection and Enhancement Act, Water Act or Public Lands Act should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Habitat Management, Fisheries and Oceans in relation to the application of federal laws relating to the Fisheries Act (Canada).</p> <p>Fisheries Protection Program, Fisheries and Oceans Canada              867 Lakeshore Road, Burlington, Ontario, L7R 4A6              Telephone: 1-855-852-8320              Email: Fisheriesprotection@dfo-mpo.gc.ca              Web address: www.dfo-mpo.gc.ca</p> <p>Proponents should also contact the Navigation Protection Program, Canadian Coast Guard, 4253-97 Street, Edmonton, Alberta, T6E 5Y7, phone: (780) 495-4220, relating to the Navigation Protection Act.</p>
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## Reclamation

Report ID	Approval	Condition
47	1202	<p>The disposition holder shall utilize natural recovery, on all native landscapes (forested, wetlands, riparian, and peatlands) for all areas of the site, not required for operations or padded with clay. Natural recovery is to be implemented within 1 growing season of completions (post-drill) or for sites that are not drilled within 1 growing season of construction. Assisted natural recovery is allowed on high erosion sites, sites prone to weeds, agronomic invasion, or padded sites (forested and peatland).</p> <p>a) During assisted natural recovery when reseeding with herbaceous seed native to the Natural Subregion or agronomic annuals and seed mixes as approved by the regulatory body, shall be free of the species listed in the Weed Control Act. A seed certificate (under the rules and regulation of the Canada Seeds Act) for each species shall be provided to the regulatory body upon request.</p> <p>b) Assisted natural recovery can be used for planting woody species for the purpose of accelerated reclamation. The woody species must be native to the Natural Subregion and follow the Alberta Forest Genetic Resource Management and Conservation Standards as amended.</p>
48	1203	<p>The disposition holder shall when seeding pasture or cultivated lands, use agronomic or forage seed that meets or exceeds Certified #1 as outlined in the Canada Seeds Act and Seeds Regulations. Seed mixes are to be free of species listed in the Weed Control Act. A seed certificate (under the rules and regulation of the Canada Seeds Act) for each species shall be provided to the regulatory body upon request.</p>
49	1204	<p>Revegetation with trees or shrubs within the Green Area shall be consistent with the Alberta Forest Genetic Resource Management and Conservation Standards document.</p>
50	1206	<p>Coarse woody debris that is stored for final reclamation for greater than 12 months must be mixed with the top soil (LFH/Ae).</p>
51	1207	<p>Slash and rollback accumulations are not permitted within 5 meters of the perimeter of the disposition boundary greater than what is already occurring on the surrounding undisturbed forest floor.</p>

# Landscape Analysis Tool (LAT) Report

Recreational Development

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52	1210	Upon cancellation and abandonment, the disposition holder shall contour the disturbed land to an acceptable land form using chemically suitable overburden and/or subsoil. The disposition holder shall replace topsoil and restore the natural drainage by removing any culverts and fills.
53	1211	Upon abandonment or as directed by the regulatory body, the disposition holder shall reclaim the disposition to the pre-disturbance land use (forested, grassland, cultivated, mineral wetland and peatlands) unless a change in land use is approved in writing by the regulatory body.

## Wildlife

Report ID	Approval	Condition
54	1280	The disposition holder is required to conduct a wildlife sweep of the immediate area (site plus 100 metres) prior to entry and construction to identify wildlife features. All observations must be reported to the regional AEP Wildlife Biologist, the issuing regulatory body, and entered into the Fisheries and Wildlife Management Information System (FWMIS).
55	1281-AS	Where the presence of an important wildlife feature including; mineral licks, raptor nests, active den sites, and hibernacula, is known or identified through a Wildlife Sweep, the disposition holder shall leave a buffer zone of a minimum width of 100m undisturbed vegetation, where an established buffer does not already exist (e.g. Species at Risk). If species are identified during the wildlife sweep, the disposition holder must produce the Wildlife Sweep to the regulatory body for review before continuing with the approved activity. Results from Wildlife Sweeps must be provided to the regulatory body upon request.
56	1286	All licences, authorizations and approvals issued under the Alberta Environmental Protection and Enhancement Act, Water Act or Public Lands Act should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Environment Canada, Canadian Wildlife Service in relation to the application of federal laws relating to the Migratory Birds Convention Act (protection of eggs and nests) and the Species at Risk Act.  Environmental Stewardship Branch   Prairie & Northern Region Environment Canada Eastgate Offices, 9250 – 49th Street Edmonton, Alberta T6B 1K5 Telephone: 1-780-951-8600 Email: Enviroinfo@ec.gc.ca Web address: <a href="http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&amp;n=AB36A082-1">http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&amp;n=AB36A082-1</a> Web address: <a href="http://www.sararegistry.gc.ca/">http://www.sararegistry.gc.ca/</a>

## **Appendix 6 – Site Photos**



**Photo 2: Site aspect looking west towards Brodyk Lake**



**Photo 1: Entrance to REC site with signage**



**Photo 4: Wooded deciduous swamp**



**Photo 3: Seasonal shrubby swamp**





**Photo 5: Ecosite – b3**



**Photo 6: Ecosite – b1**



Photo 7: Soil pit



Photo 8: Moose scat



**Photo 9: Boat launch (DLO 170154)**



**Photo 10: Fire pit and picnic table**



**Photo 11: Outhouse facilities**



**Photo 12: ATV/ORV disturbance**



Photo 13: Non-bear proof garbage can

Signature Page

NOW THEREFORE the director under the *Public Lands Act* has executed this disposition on the date noted below.

UserName: jon.murray

Title: Team Lead, Approvals & Disp

Date: Friday, 25 January 2019, 05:57 PM Mountain Daylight Time

Meaning:

=====

<b>REQUEST FOR DECISION</b>		<b>DATE</b>	January 28, 2021	<b>4.12</b>
<b>TOPIC</b>	<b>Recreational Lease Disposition (REC 170007) Renewal (NE-34-61-17-W4M)</b>			
<b>PROPOSAL</b>	To renew Recreation Lease Disposition REC 170007, for the Island Lake recreation area, for a period of 25 years. A renewal of REC 170007 for a period of 25 years will require a survey to be prepared and submitted as part of the renewal application.			
<b>BACKGROUND</b>	<p>The Island Lake Recreation Lease (REC 170007) is located on Crown Land, legally described as NE 34-61-17-W4M, and consists of 14.7 hectares (36.32 acres) of pre-disturbed/developed recreation area, campsites, trails, access roads and outhouse facilities. The public utilizes the site on a year-round basis. This site was previously leased by Smoky Lake County under Recreation Lease REC 2842.</p> <p>In 2017, Smoky Lake County began the process to renew the existing Recreation Lease 2842. At the time, the County had a number of REC Leases that were expiring and prioritized the Hanmore Lake Recreation Lease for a 25-year renewal, while the Island Lake Recreation Lease was renewed for a 4-year term.</p> <p>On November 10, 2020, Smoky Lake County received a notification from Alberta Environment and Parks that REC Lease 170007 is set to expire on November 13, 2022. © <b>Attachment 1</b></p> <p><b>December 19, 2017 – Application for REC Lease</b></p> <ul style="list-style-type: none"> <li>An application for a REC Lease for the lands legally described as NE 34-61-17-W4M was submitted by CPP, on behalf of Smoky Lake County, to Alberta Environment and Parks. © <b>Attachment 2</b></li> </ul> <p><b>November 14, 2018 – REC Lease 170007 Disposition Approved by the Province</b></p> <ul style="list-style-type: none"> <li>Smoky Lake County received the Alberta Government Recreational Lease Disposition number REC 170007 for the purpose of recreational development and activity of a Recreational Use Campground, held in the name of Smoky Lake County.</li> <li>The effective date of the Disposition is November 14, 2018 and the <b>expiry date is November 13, 2022</b>, under plan number 145992MS, dated November 9, 2018.</li> </ul> <p><b>December 6, 2018 – Smoky Lake County Council Meeting</b></p> <ul style="list-style-type: none"> <li><b>Motion 111-18:</b> <i>“That Bylaw 1328-18: Recreational Lease Disposition for Island Lake Campground, a bylaw to track and secure Recreational Lease Disposition No. REC170007 from the Province of Alberta for the public lands known as within North East quarter of Section 34, Township 6, Range 17, West of the 4<sup>th</sup> Meridian, commonly known as Island Lake Campground, be given FIRST READING.</i>  Moved by Councillor Gawalko that Bylaw 1328-18: Recreational Lease Disposition for Island Lake Campground, be given SECOND READING.  Moved by Councillor Cherniwchan that Bylaw 1328-18: Recreational Lease Disposition for Island Lake Campground, be given PERMISSION for THIRD and FINAL READING.  Moved by Councillor Halisky that Bylaw 1328-18: Recreational Lease for Island Lake Campground, be given THIRD and FINAL READING and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.</li> <li>Bylaw No. 1328-18: Recreational Lease Disposition for Island Lake Day Campground is attached for reference. © <b>Attachment 3</b></li> </ul>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
Nil.				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		Public Lands Act R.S.A. 2000, c.P-40, as amended		

<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>Continue to provide day use and recreation opportunities at Island Lake</li> </ul>
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>The County will incur costs of maintenance and operations at the Island Lake day use area</li> </ul>
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>Allow the Recreation Lease to expire on November 13, 2022, thereby forfeiting the County's use of said lands covered by the Lease (NOTE: this alternative would require the County to remove any existing improvements on said lands, incurring further costs).</li> </ul>
<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> <u>\$7,800.00 (surveying costs)</u>	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Smoky Lake County will work with Alberta Environment and Parks to ensure that the County's obligations pursuant to REC Lease Disposition 170007 are met to the satisfaction of Alberta Environment and Parks
<b>COMMUNICATION STRATEGY</b>	N/A
<b>RECOMMENDATION</b>	
<p><b>That Smoky Lake County proceed with preparing an application to Alberta Environment and Parks to apply for a 25-year Recreation Lease for the lands legally described as NE-34-61-17W4M (Island Lake Campground), to include the area of land currently covered by REC LEASE 170007.</b></p>	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	<i>Hydra CC for CAO</i>



**0012266-001** 006 SMOKY LAKE COUNTY  
PO BOX 310  
SMOKY LAKE, Alberta, T0A 3C0



You are being sent this notification as you hold a disposition(s) with Environment and Parks (AEP) that is nearing the end of the disposition(s) term. Please note that under section 18(1) of the Public Lands Administration Regulation you are required to submit an application to renew your disposition in order to retain the disposition for another term.

A renewal application must be submitted at least one half of the term of the disposition but **no later than one year prior to the expiry date**. If an application for renewal is not submitted within these timelines, the disposition may be subject to cancellation.

It is the responsibility of the disposition holder to ensure all of the requirements are met prior to applying for renewal.

Please note there are two options available for renewal:

**Option 1: Disposition Renewal Application with Statutory Declaration**

This renewal option is only to be used if the previous plan submitted and approved is a survey plan. If the plan is not a survey, and a survey plan is required, please see **Option 2**.

To initiate the renewal process, please utilize the Electronic Disposition System (EDS). An EDS user account is required to submit applications electronically. A copy of the EDS User Request form to acquire an EDS user account can be found on the Environment and Parks website: <http://aep.alberta.ca/forms-maps-services/forms/lands-forms/aep-forms/default.aspx> under the heading "User IDs and Client IDs for access to Industry Online Services".

The form is called **User ID Request Form-EDS-LAT-PCS-IWCP-FireWeb-PHAP**. You will need to complete the EDS User Request Form and submit it to [AEP.AccountMgt@gov.ab.ca](mailto:AEP.AccountMgt@gov.ab.ca).

Once the request is processed you will receive an email notification requesting you to activate the EDS user account. If you already have a current EDS User ID you do not need to complete this step.

The renewal application is available on the Environment and Parks website, under the category of Commercial, Industrial & Personal. The form is called **Disposition Renewal Application**. <http://aep.alberta.ca/forms-maps-services/forms/lands-forms/aep-forms/default.aspx>.

Prior to completing the on-line form through the EDS portal you will need to have the following information available:

1. EDS user ID and password
2. Disposition (lease) number – is in the format ABC123456
3. Client ID: found before your name on the address line of this letter
4. Client Email: this is your email address

5. Formal disposition was entered on date – applicable to industrial/commercial leases - Page 2 of 2

6. Notification of Entry Number – (if applicable)

The website link is provided to access EDS to renew the identified disposition(s):

[https://securexnet.env.gov.ab.ca/eds\\_login.html](https://securexnet.env.gov.ab.ca/eds_login.html)

Note: Purpose/activities that only require a sketch plan (i.e. certain bed and shore dispositions) will still need to submit a renewal application through EDS and attach the Disposition Renewal Application form. However, the Statutory Declaration that is required for all other activities is not required. Plan requirements are also outlined in the Public Lands Administration Regulation Tables A1 <http://aep.alberta.ca/lands-forests/public-lands-administration-regulation/default.aspx>

**Option 2: Amendment Application (Plan Replacement)**

This will be required when the disposition plan approved was a sketch and a survey is now required. If the plan associated with the disposition requires a new sketch or survey plan, a plan replacement amendment needs to be submitted using EDS. This will typically be required when the disposition plan approved was a sketch and a survey is now required. In addition, if the location, dimension or purpose have changed, an amendment is required.

Note: In situations where a sketch is an acceptable final plan submission, the type or location of an activity may warrant the need for a higher class of plan upon the request of the regulatory body. In these cases the applicant will be notified of this requirement.

All renewal applications will be subject to an administrative and merit review. Additional information may be requested by AEP during its review of the renewal application.

If you have previously submitted a renewal application and have received a Completeness Review Acceptance letter please DO NOT reapply, as your renewal application has been accepted and therefore would be under further review.

If you no longer require your disposition(s) please notify AEP that you wish to cancel your disposition(s). Please note that reclamation requirements will need to be met before a reclamation certificate can be issued.

If you require assistance in using EDS or acquiring an EDS user account please contact the AEP Information Centre at 310-3773 or toll free at 1-877-944-0313 and ask to speak to someone in EDS Support or email [EDS.Support@gov.ab.ca](mailto:EDS.Support@gov.ab.ca).

The following disposition(s) will expire on the dates provided:

Disposition Number	Purpose	Client File Id	Key Land Id	Business Area	Expiry Date
REC 170007			W4-17-061-34-NE		2022-11-13

WARNING: The client 0012266-001 does not have any associated email addresses. No email could be sent to the client.

Unit 154 Heritage Court  
150 Chippewa Road  
Sherwood Park, Alberta T8A 6A2

December 19, 2017

Alberta Environment and Parks  
Main Floor, Great West Life Building  
9920 108 Street  
Edmonton AB Canada T5K 2M4

Dear Alberta Environment and Parks:

**LAT#00004E526**  
**FNC#201710005-001**  
**Supplement#AS2017006445**

**Re: Smoky Lake County Recreation Development Application NE 34-61-17 W4M**

CPP Environmental has been contracted by Smoky Lake County to submit an application for a Recreation Development (M/NP) for Recreation Campground on their behalf.

The recreation development is located on crown land in the NE 34-61-17 W4M and consists of 36.32 acres of pre disturbed/developed recreational campground area. The site has been in operation for many years and has history which can be found under REC2842. The previously lease was cancelled and this application is to re-register the interest in the land.

The recreation campground area is already developed and consists of 9 stall campgrounds, picnic tables, fire pits, portable toilets, and parking. Garbage is picked up a minimum of twice per week and more often during the busy season. Sewage will be monitored and removed as required, therefore on the application supplement the amount of sewage waste is put as 0 as the amount of sewage waste is variable depending on season and number of users.

The Recreation development campground area has been in use and maintained by Smoky Lake County for many years. Smoky Lake County is submitting these applications so that they are under a formal public lands disposition as previous REC2842 was cancelled.

If you require further information, please feel free to contact myself at our office at 780-570-5818.

**Leslie McCormack, Regulatory Administrator**

CPP Environmental  
#154 - 150 Chippewa Road - Sherwood Park AB T8A 6A2  
[leslie@cppenv.ca](mailto:leslie@cppenv.ca)

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1328-18**

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF HOLDING A **DISPOSITION WITH THE PROVINCE OF ALBERTA FOR A RECREATIONAL LEASE AT ISLAND LAKE** PURSUANT TO THE PROVISIONS UNDER THE PUBLIC LANDS ACT R.S.A. 2000, C.P-40, AS AMENDED.

\*\*\*\*\*

**WHEREAS** Smoky Lake County has secured for lease the disposition of Recreational Lease No. REC170007 for the purpose of recreational development, for the activity of a recreational campground with the Province of Alberta effective November 14, 2018, **expiring November 13, 2022**, Disposition Plan No. 145993MS.

**NOW THEREFORE**, Smoky Lake County does hereby lease from the Province of Alberta the public lands known as Recreational Lease No. REC170007 within the North East quarter of Section 34, Township 61, Range 17, West of the 4<sup>th</sup> Meridian, commonly known as Island Lake Campground as per **Schedule "A": Alberta Government Disposition Plan No. 145993MS, Plan Version Dated November 9, 2018.**

READ A **FIRST TIME** IN COUNCIL THIS 6<sup>th</sup> day of December, AD 2018.

READ A **SECOND TIME** IN COUNCIL THIS 6<sup>th</sup> day of December, AD 2018.

READ A **THIRD AND FINAL TIME**, WITH THE **UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT**, THIS 6<sup>th</sup> day of December, AD 2018.

  
Craig Lukinuk, Reeve

SEAL   
Cory Ollikka,  
Chief Administrative Officer



# DISPOSITION

PROVINCE OF ALBERTA

*PUBLIC LANDS ACT*

R.S.A. 2000, c.P-40, as amended

DISPOSITION TYPE

**RECREATIONAL LEASE**

DISPOSITION NUMBER

**REC 170007**

PURPOSE

**RECREATIONAL DEVELOPMENT(M/NP)**

ACTIVITY

**RECREATIONAL CAMPGROUND**

DISPOSITION HOLDER

**SMOKY LAKE COUNTY**

EFFECTIVE DATE

**11/14/2018**

EXPIRY DATE

**11/13/2022**

PLAN NUMBER

**145992 MS**

PLAN VERSION DATE

**2018-11-09**

NOW THEREFORE the director under the Public Lands Act has executed this disposition on the date noted above.

**Jon Murray**  
Digitally signed by Jon Murray  
DN: cn=Jon Murray, o=Alberta Environment and  
Parks, ou=Approvals and Disposition Services Unit,  
email=Jon.Murray@gov.ab.ca, c=US

The director, *Public Lands Act*

## ADMINISTRATIVE CONDITIONS

### Definitions

- 1 All definitions in the *Public Lands Act*, RSA 2000, c P-40 and regulations apply except where expressly defined in this Disposition.

Where a definition is not provided for in the *Public Lands Act*, RSA 2000, c P-40 and regulations or this Disposition, the definition contained in the ***Alberta Public Lands Glossary of Terms*** shall apply.

In this Disposition,

“**Act**” means the Public Lands Act, RSA 2000, c P-40, as amended;

“**Activity**” means the construction, operation, use and reclamation associated with the purpose for which this disposition has been granted.

“**Director**” means the “director” duly designated under the Act;

“**Disposition**” means this disposition, granted pursuant to the Act, which includes this document in its entirety, including all recitals, indices and Schedules;

“**Disposition Holder**” means the holder of a disposition according to the records of the Regulatory Body;

“**Effective Date**” means the date referred to as such on the first page of this Disposition;

“**Expiry Date**” means the date referred to as such on the first page of this Disposition;

“**Lands**” means those lands as identified in the approved Plan which forms part of this Disposition;

“**Personal Information**” has the meaning as set out in the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, as amended;

“**Regulatory Body**” means the Department of Environment and Parks or the Alberta Energy Regulator;

“**Regulation**” means all regulations, as amended, under the Act.

“**Term**” has the meaning set forth in section 5 of this Disposition.

### Grant of Disposition

- 2 The Regulatory Body issues this Disposition to the Disposition Holder, in accordance with the Act/Regulation subject to the terms and conditions contained in this Disposition.
- 3 The Disposition Holder must only enter, occupy and use the Lands for the purpose/activity as referred to as such on the first page of this Disposition.
- 4 Notwithstanding any references in this Disposition, the Act, or the Regulation, this Disposition is not intended to be, nor shall it be interpreted as or deemed to be a lease of real property at common law.

## **Term**

- 5** The term of this Disposition means the period of time commencing on the Effective Date and ending on the Expiry Date, unless otherwise changed in accordance with this Disposition (the “**Term**”).

## **Disposition Fees and Other Financial Obligations**

- 6** The Disposition Holder must pay all fees, rents, charges, security and other amounts payable in accordance with the Act and Regulations.
- 7** The Disposition Holder must be responsible for the payment of, and must pay promptly and regularly as they become due and payable, any tax, rent, rate or assessment that is duly assessed and charged against the Disposition Holder, including but not limited to property taxes and local improvement charges with respect to the municipality in which the Lands are located.

Notwithstanding that this Disposition has expired, the Disposition Holder remains liable for the amount of rent, property taxes and local improvement charges.

Notwithstanding that this Disposition has been cancelled, the Disposition Holder remains liable for the amount of the property taxes and local improvement charges, as calculated on a pro-rated basis from January 1st of the last year of the Term to the date of cancellation of the Disposition.

- 8** The Disposition Holder must be responsible for the payment of all costs to the appropriate service provider or to the Regulatory Body charges with respect to the supply and consumption of any utility services and the disposal of garbage.

## **Compliance**

- 9** The Disposition Holder must obtain federal, provincial, municipal, and other permits and approvals, as applicable, with respect to activities that may take place on the Lands.

## **Condition of the Lands**

- 10** The Disposition Holder accepts the Lands on an “as is” basis.

## **Improvements to the Lands**

- 11** The Lands and buildings, structures and equipment erected thereon must be used by the Disposition Holder solely for the purposes permitted by this Disposition, the Act, and the Regulations.

### **Impact on Other Disposition Holders**

- 12** The Disposition Holder must be responsible for damage to improvements or to the Lands in which prior rights have been issued, including damage to traps, snares or other improvements.
- 13** The disposition holder is required to contact the registered trapper(s) identified on an Activity Standing Search Report by registered mail at least ten days prior to commencing any activity.

### **Province's Use of the Lands**

- 14** The Province may reconstruct, expand or alter its facilities on the Lands in any manner. The Disposition Holder must, if directed by the Regulatory Body, relocate the Disposition Holder's improvements at the Disposition Holder's expense in order to facilitate reconstruction, expansion or alteration of the Province's facilities.
- 15** The Disposition Holder acknowledges that:
  - a) the Regulatory Body may issue additional dispositions to any person authorizing that person to enter onto, use and occupy the Lands for various purposes including, but not limited to, the extraction and removal of merchantable resources, or to conduct development, including, but not limited to mineral resource development;
  - b) the Regulatory Body may retain revenues from such additional dispositions; and
  - c) the Disposition Holder is not entitled to any reduction in its fees, rents, charges or other amounts payable on the basis that additional dispositions relating to the Lands have been issued.

### **Assignment, Subletting and Encumbrances**

- 16** The Disposition Holder must not:
  - a) Permit any builder's liens or other liens for labour or material relating to work to remain filed against the Lands; or
  - b) Register, cause or allow to be registered, or permit to remain registered any caveat or encumbrance against the title to the Lands, without first obtaining the prior written consent of the Regulatory Body, which may be arbitrarily withheld.



## **Default and Termination**

- 17** The Regulatory Body may cancel this Disposition immediately if:
- a) a creditor lawfully seizes any of the Disposition Holder's property on the Land;
  - b) the Disposition Holder is adjudged bankrupt or makes a general assignment for the benefit of creditors;
  - c) a receiver of any type is appointed for the Disposition Holder's affairs;
  - d) in the Regulatory Body's opinion, the Disposition Holder is insolvent;
- 18** When a Disposition has been terminated, the Regulatory Body may cancel any associated dispositions.
- 19** The Regulatory Body may, upon written notice to the Disposition Holder of not less than 60 days, cancel this Disposition or withdraw any part of the Lands from this Disposition as the Regulatory Body considers necessary to construct banks, drains, dams, ditches, canals, turnouts, weirs, spillways, roads or other structures necessary or incidental to those works.

## **Indemnification and Limitation of Liability**

- 20** The Disposition Holder must indemnify and hold harmless the Province and/or the Regulatory Body, its employees, and agents against and from all actions, claims, demands, or costs (including legal costs on a solicitor-client basis) to the extent arising from:
- a) the Disposition Holder's breach of this Disposition, or
  - b) any actions or omissions, negligence, other tortious act, or willful misconduct of the Disposition Holder, or of those for whom the Disposition Holder is legally responsible, in relation to the exercise of the rights, powers, privileges or duties under this Disposition.
- 21** The Disposition Holder will not be entitled to any damages, costs, losses, disbursements, or compensation whatsoever from the Province or the Regulatory body, regardless of the cause or reason therefore, on account of:
- a) partial or total failure of, damage caused by, lessening of the supply of, or stoppage of utility services or any other service;
  - b) the relocation of facilities or any loss or damage resulting from flooding or water management activities;
  - c) the relocation of facilities or any loss or damage resulting from wildfire or wildfire management activities;
  - d) any damage or annoyance arising from any acts, omissions, or negligence of owners, occupants, or tenants of adjacent or contiguous property; or
  - e) the making of alterations, repairs, improvements or structural changes to the utility services, if any, anywhere on or about the Lands provided the same, must be made with reasonable expedition.

## **Insurance**

- 22** The Disposition Holder must at all times during the Term, at its own expense and without limiting the Disposition Holder's liabilities therein, maintain the following insurance coverage in compliance with the *Insurance Act*, RSA 2000, c 1-3, with carriers, on forms, and with coverage and endorsements satisfactory to the Regulatory Body in its sole discretion:
- i. General or commercial liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury, and property damage including loss of use thereof. That includes employees and members as additional insureds, products and completed operations liability if applicable; sudden and accidental pollution coverage if applicable; and watercraft liability if applicable;
  - ii. Automobile liability insurance on all vehicles owned, operated or licensed in the name of the Disposition Holder and used on or taken onto the Lands or used in carrying out the obligations under this Disposition in an amount not less than \$2,000,000;
  - iii. "All risk" property insurance insuring the Disposition Holder's personal property on the Lands against accidental loss or damage; and
  - iv. Such additional insurance policies and coverage as the Regulatory Body reasonably requires from time to time, including, but not limited to, wildfire expense coverage in an amount not less than \$250,000
- 23** The Disposition Holder must on request of the Regulatory Body, provide the Regulatory Body with acceptable evidence of insurance, in the form of a detailed certificate of insurance, prior to using or occupying the Lands and at any other time upon request of the Regulatory Body. On request, the Disposition Holder must promptly provide the Regulatory Body with a certified true copy of each policy.
- 24** Any insurance called for under this Disposition must be endorsed to provide the Regulatory Body with at least 30 days advance written notice of cancellation or material change.

## **Notices**

- 25** The Disposition Holder must maintain current contact information with the Regulatory Body.

## **Interpretation**

- 26** The headings used throughout this Disposition are inserted for convenience of reference only and do not form part of the Disposition.
- 27** A reference to any federal or provincial law or regulation or to any municipal bylaw shall be deemed to be a reference to the law, regulation or bylaw as may be amended, revised, repealed and replaced, or substituted from time to time.

## **General**

- 28** For greater certainty, the Disposition Holder must comply with the terms of the attached indices, supplements, addendums and schedules, including:
- a) Landscape Analysis Tool Report
  - b) Supplements
  - c) Condition Addendum (if applicable)
  - d) Or otherwise identified by the regulatory body
- 29** Should any term of the disposition be invalid or not enforceable, it must be severed from the Disposition and the remaining terms of the disposition must remain in full force and effect.
- 30** The Disposition Holder must:
- a) generate and receive an Entry Confirmation Number through the Electronic Disposition System (EDS) within 72 hours of commencing the activity; and
  - b) provide other notifications in relation to the status of the activity as directed in writing by the Regulatory Body.
- 31** The Disposition Holder must comply with the direction as provided within the *Pre-Application Requirements for Formal Dispositions* document as amended and in effect on the date of issuance of this Disposition.

# Landscape Analysis Tool (LAT) Report

Recreational Development

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<b>LAT Number:</b>	00000523E9	<b>LAT Date:</b>	2018-07-24	13:40:14
<b>Project Name:</b>	REC170007 Amendment			
<b>Project Description:</b>	campsites, garbage, outhouse facilities registration station; fenced with Texas gate at entry			
<b>Disposition Type:</b>	REC	Recreational Development		
<b>Purpose Type:</b>	RDMN	Recreational Development (M/NP)		
<b>Activity Type:</b>	RDMN10RECP	Recreational Campground		

## Responsibility of Applicants:

It is the applicant's responsibility to conduct a full review of the generated LAT Report, ensuring that you are aware and have a full understanding of the identified standards and conditions, and any additional limitations that may also be imposed by an approved higher level plan, reservation or notation or any other law or Order of the Province or the Government of Canada that may impact the placement, construction or operation of the proposed disposition, purpose and activity.

The applicant must assess if the proposed disposition, purpose and activity can meet the applicable standards, conditions and any limitations which will subsequently determine if the application can be submitted to the regulatory body. Applicants should complete a thorough review of regulatory and application processes including supporting procedural documents and the generated LAT Reports prior to making this determination.

Where the applicant chooses not to meet, or is not able to meet, one or more Approval Standards or higher level plans within the generated LAT Report as submitted as part of the application, or any affected reservations as identified within the land status report, the applicant is required to complete the appropriate mitigation as part of their supplement submission that addresses individually each of the items not being met.

The information provided within the LAT Tool is a spatial representation of features provided to the applicant for activity and land use planning. The accuracy of these layers varies depending on the resource value being represented. The regulatory body insists that site visits, wildlife surveys and groundtruthing efforts are completed to ensure that you, the applicant can meet the procedures detailed within the *Pre-Application Requirements for Formal Dispositions*, the identified approval standards, operating conditions and *Best Management Practices* as represented within the *Master Schedule of Standards and Conditions*.

## Proximity to Watercourse/Waterbodies:

Applicants will ensure that standards or conditions for Watercourse/Waterbody features as identified within the generated LAT Report are followed. It is the responsibility of the applicant to ensure the identified setbacks and buffers are properly established through a pre-site assessment and maintained.

**NOTE:** Be aware that the submission of a LAT Report as part of an application submission does not infer approval of the activity. The standards and conditions identified within the LAT Report may be subject to change based on regulatory review.

# Landscape Analysis Tool (LAT) Report

Recreational Development

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## Base Features

Green/White Area	White Area
Municipality	Smoky Lake County
FMA	
FMU	LO1
Provincial Grazing Reserve	
Rocky Mountain Forest Reserve	
PLUZ Areas	

## Provincial Sanctuaries

Wildlife Corridors	
Restricted Area	
Game Bird	Zone 1
Seasonal	

# Landscape Analysis Tool (LAT) Report

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## Higher Level Plans

Integrated Resource Plan  
(Local)

Integrated Resource Plan  
(Subregional)

Access Management Plan

Landscape Management Plan

# Landscape Analysis Tool (LAT) Report

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## Additional Application Requirements

Wildlife Survey

DND Area

## Historical Resources

HRV Rating

Category

**Historic Resources Application Required:** No

While no specific historic resource concerns have been identified within the proposed activity area, Section 31 of the *Historical Resources Act* states that "a person who discovers a historic resource in the course of making an excavation for a purpose other than for the purpose of seeking historic resources shall forthwith notify the Minister of the discovery." Should a historic resource be encountered with the construction or operation of this disposition, information on who to contact can be found on the Ministry of Culture and Tourism's website in; Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources.

# Landscape Analysis Tool (LAT) Report

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<b>Sensitive Features</b>	
<b>Wildlife and Other Sensitive Species</b>	
	<b>Intersected</b>
Burrowing Owl Range	Piping Plover Waterbodies
Caribou Range	Sensitive Amphibians Ranges
Colonial Nesting Birds	Sensitive Raptor Range
Eastern Short-horned Lizard Range	Sensitive Snake Species Range
Endangered and Threatened Plants Ranges	Sharp-tailed Grouse Leks and Buffer
Greater Sage Grouse Range	Sharp-tailed Grouse Survey
Greater Sage Grouse Leks and Buffer	Special Access Zone
Grizzly Bear Zone	Swift Fox Range
Key Wildlife and Biodiversity Areas	Trumpeter Swan Buffer
Mountain Goat and Sheep Areas	Trumpeter Swan Waterbodies/Watercourse
Ord's Kangaroo Rat Range	
Other Sensitive and Endangered Species	
<b>Federal Orders:</b>	
	<b>Intersected</b>
Greater Sage Grouse	
<b>Grassland and Parkland Natural Region:</b>	
	<b>Intersected</b>
Grassland and Parkland Natural Region	



# Landscape Analysis Tool (LAT) Report

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Recreational Development

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## Alberta Township System (ATS) Land List

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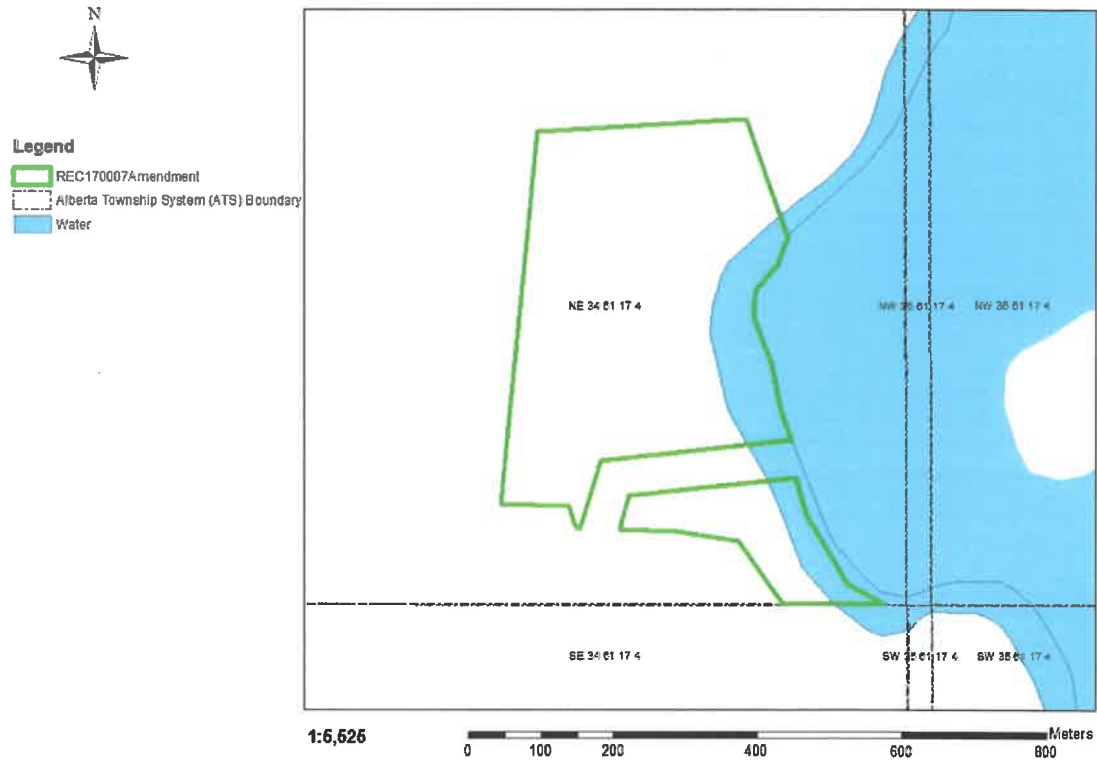
Quarter	Section	Township	Range	Meridian	Road Allow.	Sensitive Features Identified
NE	34	61	17	4		

# Landscape Analysis Tool (LAT) Report

Recreational Development

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# Landscape Analysis Tool (LAT) Report

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Land Management		
Report ID	Approval	Condition
1	1011-AS	Incidental Activities as referenced on the associated supplement that fall within the sizing parameters, as defined within the PLAR Approvals and Authorizations Administrative Procedure's as amended, identified at the time of application are subject to the conditions of the associated disposition and shall be available for use for a term of four years from date of disposition approval.
2	1013-AS	Where an Integrated Resource Plan or a Reservation/Protective Notation identifies a greater set back, the greater set back shall prevail.
3	1014-AS	Additional applications for access will not be permitted if access under disposition already exists.
4	1015-AS	Where a Higher Level Plan exists, the direction provided within that plan shall be followed.
5	1017-AS	For activities that fall within any Protective Notation (PNT) lands with a purpose code 400 Series encompassing a section of land (259 hectares) or less, located in the Provincial White Area (i.e., Provincial settled lands), all construction activities shall be built and occur within lands developed as range improvement. Where no range improvement exists, activities shall occur within 100 metres of the perimeter (i.e., outside boundary), with the following exceptions: • pipeline construction activities
6	1023	The disposition holder shall repair or replace any identified improvements (e.g., fences, water control structures, and signage) that were damaged as a result of industry activities on the land to pre-existing condition within 30 days of entry or immediately if occupied by livestock.
7	1024	The disposition holder shall maintain all activities for proper drainage of surface water.
8	1026	For activities that occur on Canadian Forces Bases, the disposition holder shall coordinate all activities through Energy Industry Control at (780) 842-5850 for activity on Canadian Forces Base/Area Support Unit, Wainwright, and (780) 573-7206 for activity on Canadian Forces Base/Area Support Unit, Cold Lake.
9	1028	The disposition holder shall comply with all requirements and direction as defined within the Pre-Application Requirements for Formal Dispositions as amended.
10	1030	The disposition holder shall not cause surface disturbance in coulees or through river benchland areas-excluding access, pipelines and linear easements crossing the watercourse feature..
11	1032	In addition to complying with Federal, provincial and local laws and regulations respecting the environment, including release of substances, the disposition holder shall, to the regulatory body's satisfaction, take necessary precautions to prevent contamination of land, water bodies and the air with particulate and gaseous matter, which, in the opinion of the regulatory body in its sole discretion, is or may be harmful.

# Landscape Analysis Tool (LAT) Report

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12	1033	The disposition holder shall remove all garbage and waste material from this site to the satisfaction of the regulatory body, in its sole discretion.
13	1034	The disposition holder shall ensure any garbage remaining on site overnight is placed in secure bear resistant containers. The disposition holder shall ensure that these containers are emptied on a regular basis to avoid excess garbage being present on the land or when the disposition holder will be off the land for more than two days.
14	1035	As public access is a central feature and is consistent with the intent and purpose of the disposition, the disposition holder shall ensure public accessibility, deemed reasonable to the Department, to all common recreational/cultural facilities approved under the disposition.
15	1037	Entry is not allowed within the boundaries of any research or sample plot.
16	1038	When planned activities cross designated or recreation trail(s) or when operations encroach on those trail(s), the disposition holder shall ensure that: <ul style="list-style-type: none"> <li>• Lines crossing trail(s) are constructed in a manner that will not remove snow from the trail(s), produce ruts in the trail(s), or otherwise adversely affect travel.</li> <li>• No mechanical equipment is permitted to travel along the trail(s), unless approved in writing by an officer of the regulatory body.</li> <li>• Warning signs are posted along trail(s) during construction and reclamation activities advising trail users of the upcoming crossing location.</li> <li>• Any recording devices or equipment laid along the trail(s) are placed off of the travel portion so that the geophones do not interfere with travel.</li> </ul>
17	1046	Where a Wildfire Prevention Plan and/or FireSmart Plan is required for review and approval by the Wildfire Management Branch, the disposition holder shall ensure any proposed clearing on public land has been agreed to by the regulatory body.

## Vegetation

Report ID	Approval	Condition
18	1101	Manage all weeds as per the Weed Control Act.
19	1105	Chemical application for the purpose of vegetation control, shall occur in accordance with the Pesticide Regulation and Environmental Code of Practice for Pesticides.
20	1106	The disposition holder shall salvage all merchantable timber and haul to the location of end use unless a request for waiver is approved under the Forests Act.
21	1107	The disposition holder shall salvage timber according to the utilization standards for the overlapping timber disposition(s) (i.e., FMA, CTL, DTL) or, where no overlapping timber disposition exists, as per the approved forest management plan.
22	1108	The disposition holder must slash, limb and buck flat to the ground all woody debris and leaning trees created by the activity. The length of slashed woody debris shall not exceed 2.4 metres.

# Landscape Analysis Tool (LAT) Report

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23	1109	On forested lands, the disposition holder shall dispose of excess coarse woody debris remaining after rollback or stockpiling for interim/final reclamation.
24	1110	The disposition holder shall dispose of coarse woody debris within FireSmart Community Zones by burning unless a Debris Management Plan has been approved under the Forest and Prairie Protection Act.
25	1112	The disposition holder shall not allow timber storage piles or windrows to encroach into standing timber.
<b>Soil</b>		
Report ID	Approval	Condition
26	1130-AS	Permafrost degradation is not permitted. Onsite permafrost depth must be maintained to the same depth as offsite control.
27	1131-AS	In permafrost areas, surface stripping shall not occur.
28	1133	The Disposition holder shall suspend all activities during adverse ground conditions.
29	1134	The disposition holder shall prevent and control erosion (surface and subsurface) and sedimentation on all disturbed lands.
30	1135	The disposition holder must install and maintain erosion control measures (e.g., silt fences, matting, gravel, and check dams).
31	1136	The disposition holder shall not remove soil from the disposition unless authorized. This includes all soil horizons and all soil types (e.g. leaf litter, organic soils such as muskeg, and clay fill material are all included).
32	1137	The Disposition holder must not bury topsoil.
33	1138	Where soil disturbance occurs from site construction or linear trenching of a minimum of 12 inches or greater, the disposition holder must salvage all topsoil if present (topsoil includes the leaf litter layer (LFH) and the A horizon) as follows; <ul style="list-style-type: none"> <li>• Where two-lift stripping occurs, topsoil and part or all of the upper subsoil (B horizon) must be stripped and stored separately.</li> <li>• Where topsoil is less than 15 centimetres, conservation shall include the topsoil plus part of the upper subsoil (B horizon) up to a total depth of 15 centimetres (unless the B horizon is considered chemically unsuitable as outlined in the May 2001 Salt Contamination Assessment Guidelines, as amended).</li> </ul>
34	1139	The disposition holder shall store reclamation materials separately (topsoil, subsoil,) on the disposition, such that it can be distributed evenly over the disturbed area for progressive (interim) and/or final reclamation. LFH and coarse woody debris are suitable for storage with topsoil. Reclamation materials must not be buried.
35	1140	Wood chips shall not be mixed with forest floor and/or surface soil. It cannot be spread to a depth greater than 5 cm as defined in the directive ID 2009-01 Management of Wood Chips on Public Land.

# Landscape Analysis Tool (LAT) Report

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36	1141	Storage piles/windrows of reclamation material shall not encroach into standing timber.
37	1142	Soil sterilants are prohibited.
38	1144	In permafrost areas, the disposition holder shall utilize snow (natural or man-made) to establish a level surface.
<b>Watercourse / Waterbody</b>		
Report ID	Approval	Condition
39	1171-AS	The disposition holder shall not interrupt natural drainage (including ephemeral and fens), block water flow or alter the water table.
40	1173-AS	The disposition holder shall construct activities outside the appropriate watercourse setbacks , except for vehicle or pipeline crossings: a) Intermittent watercourses and springs shall have a setback of at least 45 metres from the top of the break. b) Small Permanent watercourses shall have a setback of at least 45 metres from the top of the break. c) Large Permanent watercourses shall have a setback of at least 100 metres from the top of the break.
41	1174-AS	The disposition holder shall maintain the following waterbody setbacks from the disposition edge for all site activities, or paralleling linear dispositions, or pipeline bore site: a) A minimum setback of 45 metres of undisturbed vegetation shall be maintained from non-permanent seasonal wetlands. b) A minimum setback of 100 metres from the bed and shore of semi-permanent and permanent ponds/wetlands, shallow open water ponds and lakes.
42	1179	The disposition holder shall not deposit or place debris, soil or other deleterious materials into or through any watercourse and/or waterbody, or on the ice of any watercourse and/or waterbody.
43	1184	Access (off-disposition) for water withdrawal requires an Approval or Authorization from the regulatory body.
44	1186	Where surface disturbance will occur and a risk of surface erosion exists, the disposition holder shall install and maintain sediment control structures to dissipate the flow of water and capture sediment prior to it entering a watercourse or waterbody.
45	1194	The disposition holder shall not remove or use water from dugouts, surface ponds, springs, or water wells within the grazing disposition unless an approval is issued from the Environment and Parks (GoA) agrologist.

# Landscape Analysis Tool (LAT) Report

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46	1196	<p>All licences, authorizations and approvals issued under the Alberta Environmental Protection and Enhancement Act, Water Act or Public Lands Act should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Habitat Management, Fisheries and Oceans in relation to the application of federal laws relating to the Fisheries Act (Canada).</p> <p>Fisheries Protection Program, Fisheries and Oceans Canada              867 Lakeshore Road, Burlington, Ontario, L7R 4A6              Telephone: 1-855-852-8320              Email: Fisheriesprotection@dfo-mpo.gc.ca              Web address: www.dfo-mpo.gc.ca</p> <p>Proponents should also contact the Navigation Protection Program, Canadian Coast Guard, 4253-97 Street, Edmonton, Alberta, T6E 5Y7, phone: (780) 495-4220, relating to the Navigation Protection Act.</p>
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## Reclamation

Report ID	Approval	Condition
47	1202	<p>The disposition holder shall utilize natural recovery, on all native landscapes (forested, wetlands, riparian, and peatlands) for all areas of the site, not required for operations or padded with clay. Natural recovery is to be implemented within 1 growing season of completions (post-drill) or for sites that are not drilled within 1 growing season of construction.</p> <p>Assisted natural recovery is allowed on high erosion sites, sites prone to weeds, agronomic invasion, or padded sites (forested and peatland).</p> <p>a) During assisted natural recovery when reseeding with herbaceous seed native to the Natural Subregion or agronomic annuals and seed mixes as approved by the regulatory body, shall be free of the species listed in the Weed Control Act. A seed certificate (under the rules and regulation of the Canada Seeds Act) for each species shall be provided to the regulatory body upon request.</p> <p>b) Assisted natural recovery can be used for planting woody species for the purpose of accelerated reclamation. The woody species must be native to the Natural Subregion and follow the Alberta Forest Genetic Resource Management and Conservation Standards as amended.</p>
48	1203	<p>The disposition holder shall when seeding pasture or cultivated lands, use agronomic or forage seed that meets or exceeds Certified #1 as outlined in the Canada Seeds Act and Seeds Regulations. Seed mixes are to be free of species listed in the Weed Control Act. A seed certificate (under the rules and regulation of the Canada Seeds Act) for each species shall be provided to the regulatory body upon request.</p>
49	1204	<p>Revegetation with trees or shrubs within the Green Area shall be consistent with the Alberta Forest Genetic Resource Management and Conservation Standards document.</p>
50	1206	<p>Coarse woody debris that is stored for final reclamation for greater than 12 months must be mixed with the top soil (LFH/Ae).</p>
51	1207	<p>Slash and rollback accumulations are not permitted within 5 meters of the perimeter of the disposition boundary greater than what is already occurring on the surrounding undisturbed forest floor.</p>

## Landscape Analysis Tool (LAT) Report

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52	1210	Upon cancellation and abandonment, the disposition holder shall contour the disturbed land to an acceptable land form using chemically suitable overburden and/or subsoil. The disposition holder shall replace topsoil and restore the natural drainage by removing any culverts and fills.
53	1211	Upon abandonment or as directed by the regulatory body, the disposition holder shall reclaim the disposition to the pre-disturbance land use (forested, grassland, cultivated, mineral wetland and peatlands) unless a change in land use is approved in writing by the regulatory body.
<b>Wildlife</b>		
Report ID	Approval	Condition
54	1280	The disposition holder is required to conduct a wildlife sweep of the immediate area (site plus 100 metres) prior to entry and construction to identify wildlife features. All observations must be reported to the regional AEP Wildlife Biologist, the issuing regulatory body, and entered into the Fisheries and Wildlife Management Information System (FWMIS).
55	1281-AS	Where the presence of an important wildlife feature including; mineral licks, raptor nests, active den sites, and hibernacula, is known or identified through a Wildlife Sweep, the disposition holder shall leave a buffer zone of a minimum width of 100m undisturbed vegetation, where an established buffer does not already exist (e.g. Species at Risk). If species are identified during the wildlife sweep, the disposition holder must produce the Wildlife Sweep to the regulatory body for review before continuing with the approved activity. Results from Wildlife Sweeps must be provided to the regulatory body upon request.
56	1286	All licences, authorizations and approvals issued under the Alberta Environmental Protection and Enhancement Act, Water Act or Public Lands Act should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Environment Canada, Canadian Wildlife Service in relation to the application of federal laws relating to the Migratory Birds Convention Act (protection of eggs and nests) and the Species at Risk Act.  Environmental Stewardship Branch   Prairie & Northern Region Environment Canada Eastgate Offices, 9250 – 49th Street Edmonton, Alberta T6B 1K5 Telephone: 1-780-951-8600 Email: <a href="mailto:Enviroinfo@ec.gc.ca">Enviroinfo@ec.gc.ca</a> Web address: <a href="http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&amp;n=AB36A082-1">http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&amp;n=AB36A082-1</a> Web address: <a href="http://www.sararegistry.gc.ca/">http://www.sararegistry.gc.ca/</a>



# Application Supplement - Recreation

Submitted Date:	2018-07-24 11:51:14	Application Supplement Number:	AS2018004526
Disposition Type:	REC	Purpose Assigned Code:	RDMN10RECP
Purpose/Activity Type:	Recreational Development (M/NP) - Recreational Campground		
Project Name:	Island Lake_REC170007 Amendment		

## A. Project/Construction Description

1. Was an economic business plan developed for this proposal?

If No, explain why:

existing campground previously under REC2842

If Yes, provide a copy of the business plan to the department.

2. Did any public consultation or engagement occur?

If Yes, provide a copy of those documented sessions and feed back (if any) to the department.

3. Has an operations management plan for the proposed activity been developed?

If Yes, provide a copy to the department.

For any documents to be provided to the department based on the above questions, submit those documents to: [EDS-CommWorkflow@gov.ab.ca](mailto:EDS-CommWorkflow@gov.ab.ca)

4. Does the proposed activity generate any sewage?

If Yes, indicate the amount of waste in M3:

If Yes, describe the disposal method:

5. Identify all aspects of vegetation removal/management:

a) Is merchantable timber present?

b) Describe your method of site clearing:

Site is previously disturbed, no new clearing required

c) Brush disposal: (select all that apply)

Rollback  Mulch  Spread  Pile & Burn  N/A  Other:

6. Topsoil Handling:

Method:

Describe soil storage and potential debris storage for site clearing:

Site is existing soil or woody debris storage is not required

7. Site Profile (Upland/Wetland area): Define in hectares the amount of Upland and Wetland area that is present within the proposed disposition area prior to construction:

Upland area:  (ha) Wetland area:  (ha)

**B. Land Standing Review**

1. Based on the Detailed Lands Standing search of the affected lands, were any reservations/notations identified?

Reservation Number		Purpose Code	Restriction Code	Contact Required with Reservation/Notation Holder	Date of Contact	Response Recieved from Reservation/Notation Holder	Were Concerns Noted	Were Concerns Accommodated by the Applicant prior to application	Application Options
Type	Number								
PNT	776150	0154	3	No					Routine or Non-Routine

2. Based on the LAT Report and the Detailed Land Standing search of the affected lands, were any government approved higher level plans identified?

If **Yes**, identify the government approved higher level plan within the table below, identify the direction as identified within Table 5 of the Pre-Application Requirements for Formal Dispositions and when contact was made, if required.

Higher Level Plan Name	
Table 5 Direction	Date of Contact (if required)

Higher Level Plan Name	
Table 5 Direction	Date of Contact (if required)

**Note:** Approving staff may request the notification or referral response documents at any time to support land use decisions or compliance and assurance purposes.

3. Based on the LAT Report, is an approval under the Historical Resources Act Required?

Historical Resources Application Number:

Date Application was Submitted:

### C. Site Sensitivity

1. Was a Wildlife Survey required for this activity based on the LAT Report?

If Yes, complete the next question.

2. Did the Wildlife Survey identify any of the sensitive species listed below?

If Yes, select all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Sensitive Raptor Nest                | <input type="checkbox"/> Sharp Tailed Grouse Lek                           |
| <input type="checkbox"/> Burrowing Owl Den/Nest               | <input type="checkbox"/> Active Swift Fox Den                              |
| <input type="checkbox"/> Sensitive Snake Rookery              | <input type="checkbox"/> Ord's Kangaroo Rat Den                            |
| <input type="checkbox"/> Sensitive Snake Hibernacula          | <input type="checkbox"/> Eastern Short-Horned Lizard Coulee or Valley Edge |
| <input type="checkbox"/> Endangered/threatened plant species: | <input type="text"/>   |

### D. Incidental Activities

The details of all incidental activities identified on your application plan must be provided in the following table. All fields must be filled out properly in order to be processed by the regulating body.

NOTE: Incidental activities shown on the authorized plan that comply with the PLAR Approval and Authorizations Procedures shall be permitted during the term of a Short Term Disposition. This approval is limited to: borrow pits, log decks, temporary work spaces, push outs and bank stabilization, within identified sizing limits.

**The disposition holder must obtain a separate TFA before commencing any incidental activities or temporary uses which are not shown on the authorized plan or those that do not comply with the *PLAR Approval and Authorizations Procedures*.**

**Conditions Addendum**

1. 9186 The holder shall conduct operations in accordance with the attached site development/management plan.
2. 1031 The disposition holder shall utilize impermeable tanks to collect all liquid effluents and dispose of at an authorized waste disposal facility.
3. 1059 The disposition holder shall use only existing clearings/trails and not clear any new areas unless otherwise approved by the regulatory body.
4. 1103 Vegetation control outside and adjacent to the approved disposition boundary shall be limited to the removal of hazard trees only, notwithstanding the requirement to control weeds as per the *Weed Control Act*.
5. 1180 The disposition holder shall maintain the access (e.g. crossing structures, ditches, etc.) to ensure proper drainage.
6. \*\*\*\* The disposition holder must remove all garbage and waste material from this site to the satisfaction of the regulatory body, in its sole discretion.
7. \*\*\*\* The disposition holder must manage all weeds as per the *Weed Control Act*.

All licences, authorizations and approvals issued under the *Alberta Environmental Protection and Enhancement Act*, *Water Act* or *Public Lands Act* should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Habitat Management, Fisheries and Oceans in relation to the application of federal laws relating to the *Fisheries Act (Canada)*.

Fisheries Protection Program, Fisheries and Oceans Canada

867 Lakeshore Road, Burlington, Ontario, L7R 4A6

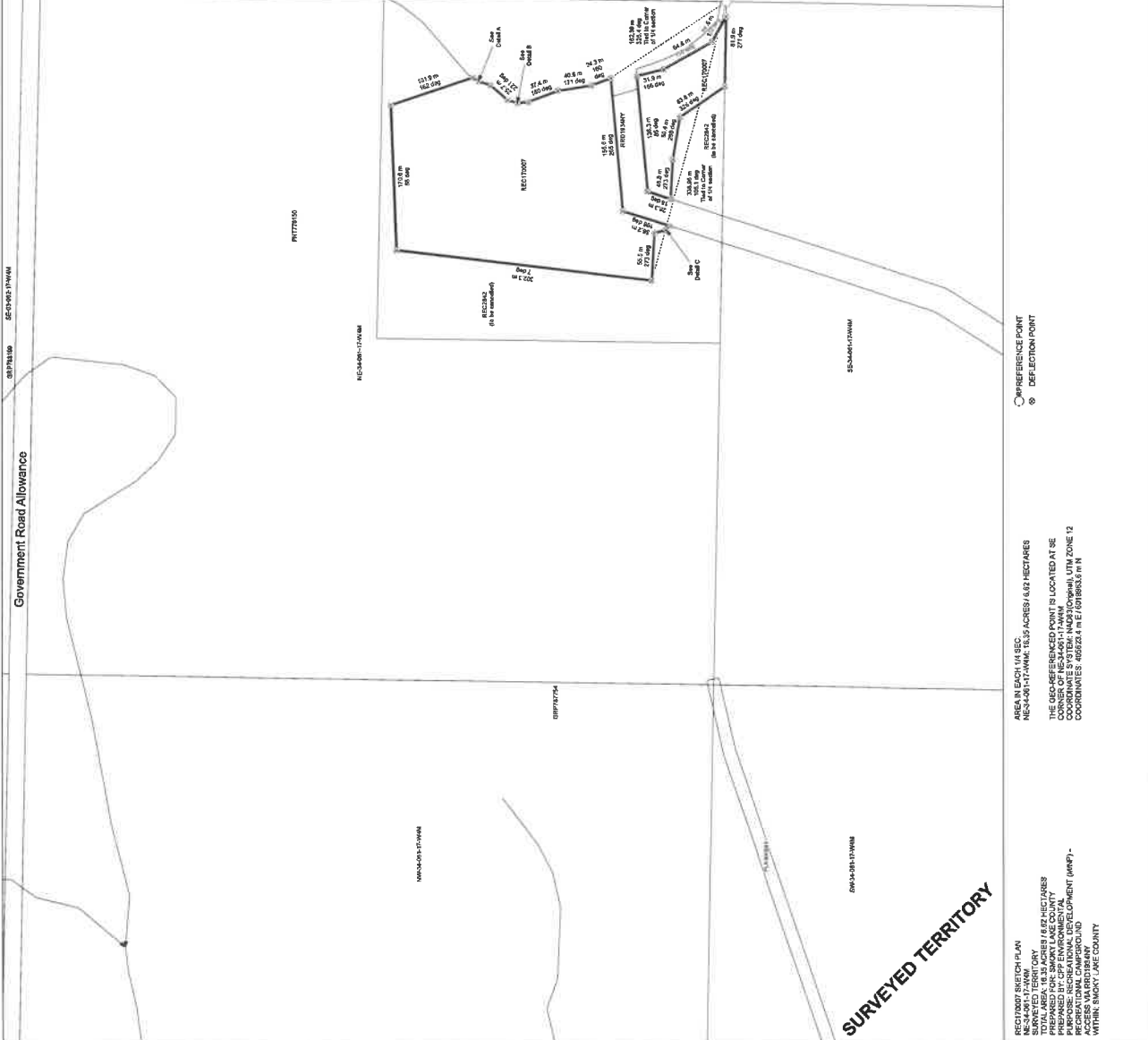
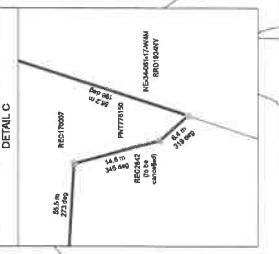
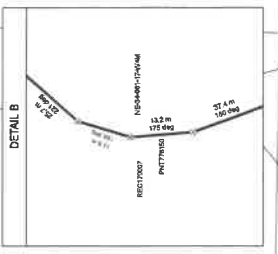
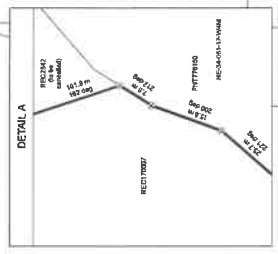
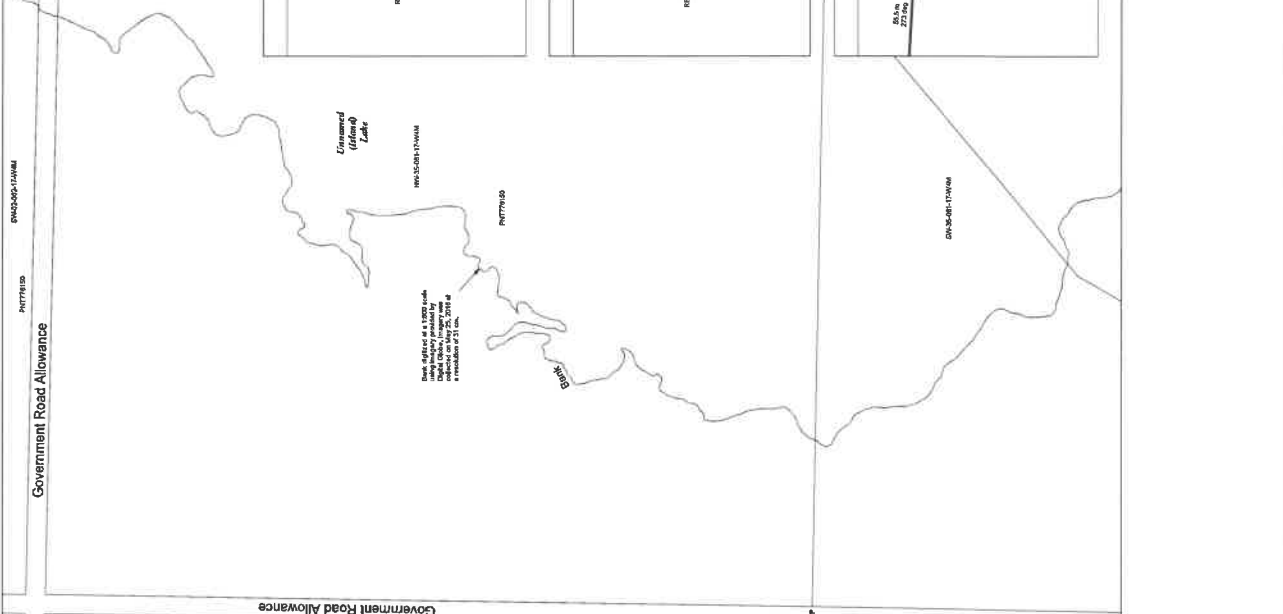
Telephone: 1-855-852-8320

Email: [fisheriesprotection@dfo-mpo.gc.ca](mailto:fisheriesprotection@dfo-mpo.gc.ca)

Web address: [www.dfo-mpo.gc.ca](http://www.dfo-mpo.gc.ca)

Proponents should also contact the Navigation Protection Program, Canadian Coast Guard, 4253-97 Street, Edmonton, Alberta, T6E 5Y7, phone: (780) 495-4220, relating to the *Navigation Protection Act*.

**SURVEYED TERRITORY**



**SURVEYED TERRITORY**

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REC170007 AEP Plan: 145992 MS, 2016-11-09, CH

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REC170007 AEP Plan: 145992 MS, 2016-11-09, CH

- REFERENCE POINT
- ⊙ DEFLECTION POINT

AREA IN DECA: 14.565  
 AREA IN ACRES: 4.62 HECTARES  
 THE GEO-REFERENCED POINT IS LOCATED AT SE CORNER OF THE PLOT. THE COORDINATE SYSTEM IS UTM ZONE 12. COORDINATES: 46522.4 m E / 601883.0 m N

PREPARED FOR: SWIFT LAKE COUNTY  
 PREPARED BY: SWIFT LAKE COUNTY  
 PREPARED FOR: SWIFT LAKE COUNTY  
 PREPARED BY: SWIFT LAKE COUNTY  
 PREPARED FOR: SWIFT LAKE COUNTY  
 PREPARED BY: SWIFT LAKE COUNTY



# Island Lake Recreation Plan

REC 170007

*Prepared for:* Smoky Lake County  
July 2018

**CPP**  
ENVIRONMENTAL

Charette  
Pell  
Poscente

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# 1 Project Overview

## 1.1 Applicant

Smoky Lake County  
4612 – McDougall Drive  
PO Box 310  
Smoky Lake, Alberta T0A 3C0  
Telephone: (780) 656-3730  
Fax: (780) 656-3768  
Contact Person: Jordan Ruegg, Planning and Development Manager  
E-mail: jruegg@smokylakecounty.ab.ca

This Recreation Plan (REC) has been prepared on behalf of Smoky Lake County by Brad Van Hecke with senior review by Candace Serben (RPF #1742) of Charette Pell Poscente Environmental Corp. (CPP Environmental).

## 1.2 Overview

Smoky Lake County is proposing the Island Lake Recreational Site (REC) 170007 for the continued day use and camping by the public (photo 1). The site is located on the west side of Island Lake.

REC 170007 lease was previously listed as REC 2842. The site was developed under the previous application with campsites, trails, access roads, and outhouse facilities. The public utilizes the site all year round. REC 170007 is located on 14.7 hectares (36.32 acres) of public land. The lifespan of the REC is estimated for approximately 20 years.

The REC is located in the NE 34-061-17 W4M and is approximately 22 kilometers north of Smoky Lake, Alberta within Smoky Lake County. See Appendix 1 – Overview Map.

## 1.3 Background

The recreational development of REC 170007 will support the public demand for day use and camping within Smoky Lake County. The site is an important aspect for tourism development within Smoky Lake County and creating positive economic impact within the area (Photo 2).

Veronika Homolova (Land Officer) and Christine Buchanan (Rangeland Agrologist), with Alberta Environment and Parks (AEP) in the Lower Athabasca Region were contacted regarding the development of this plan. Some site specific concerns were identified by AEP.

Table 1. AEP Concerns

Concerns identified by AEP	Proposed Mitigation
ATV/ORV management to limit degradation of natural areas	Signage will be erected as needed and enforced as per the County Bylaw 1252-13, Section 3.1
Management of prohibited noxious and noxious weeds	Weed Monitoring and subsequent control measures will occur as per Appendix 5



Fence maintenance and monitoring	A survey of fence condition will be completed and a maintenance schedule will be development.
----------------------------------	---

A site assessment was completed on May 17<sup>th</sup> and 18<sup>th</sup> 2018 by Candace Serben of CPP Environmental. The assessment included an evaluation of the current biophysical and land use conditions of the site.

## 1.4 Land Use and Stakeholders Assessment

There are two surrounding land use dispositions; GRP 787754, a grazing permit held by D&L Ranches Inc., and PNT 776150, held by Department of Sustainable Resources Development-Athabasca Office as a lakeshore protection area and a no agriculture area disposition. Site operations are not expected to affect these dispositions.

## 2 Regulatory Reviews

As part of the application for REC 170007 a review of applicable legislation was conducted.

### 2.1 Species at Risk Act

Alberta Conservation Information Management System (ACIMS)<sup>1</sup> and the Fish and Wildlife Internet Mapping Tool (FWIMT)<sup>2</sup> are provincial searches completed to assess the risks to sensitive species under the *Species at Risk Act*<sup>3</sup>.

The purpose of the *Species at Risk Act* is to protect and assist in the recovery of wildlife species at risk. The following searches were completed:

- The FWIMT search identified the area as having no sensitive wildlife or fish species within the area including a 1 kilometer buffer outside of the REC area.
- There was one sensitive element occurrence found as per the ACIMS search. Long-leaved bluets (*Houstonia longifolia*) which was last observed on August 2<sup>nd</sup> 2006. However, the search area extent was all sections within RGE 17 TWP 061, therefore Long-leaved bluets may not be within the exact disposition area.
- No wildlife and other sensitive species were identified in the Landscape Analysis Tool (LAT) Report.

See Appendix 4 – ACIMS and FWIMT and Appendix 5 - Landscape Analysis Tool (LAT) Report.

### 2.2 Weed Control Act

The *Weed Control Act*<sup>4</sup> governs legislation of prohibited noxious and noxious weeds in Alberta. The Act requires that the occupant or owner of the land to destroy all prohibited noxious weeds and to control all

<sup>1</sup> <http://www.albertaparks.ca/acims-data#>.

<sup>2</sup> [https://maps.srd.alberta.ca/FWIMT\\_Pub/?TermsOfUseRequired=true&Viewer=FWIMT\\_Pub](https://maps.srd.alberta.ca/FWIMT_Pub/?TermsOfUseRequired=true&Viewer=FWIMT_Pub).

<sup>3</sup> Government of Canada. 2002. *Species At Risk Act*. S.C. 2002, c. 29. Amended February 2, 2018. Current to February 15, 2018.

<sup>4</sup> Government of Alberta. 2008. *Weed Control Act*. Current as of October 1, 2011. Alberta Queen's Printer.

noxious weeds. The Act also prohibits the movement of any vehicles or machinery that are likely to spread prohibited noxious or noxious weeds.

## 2.3 Municipal Bylaws

Smoky Lake County's Parks Control Bylaw No. 1252-13, Section 3.1<sup>6</sup> is applicable to the recreation site.

# 3 Biophysical Assessment

Site assessments were conducted on May 17<sup>th</sup> and 18<sup>th</sup> 2018 which included vegetation, wetlands, soils, and a passive wildlife sweep.

## 3.1 Topography

The natural topography of REC 170007 is primarily level. However, there is a mild decline sloping east towards Island Lake, and rolling terrain (NW portion) undulating gradually northeast towards Island Lake..

## 3.2 Watersheds, Wetlands, and Waterbodies

Island Lake flows easterly into the White Earth Creek (HUC 8, ID:11030205), flowing then into the Beaverhill-North Saskatchewan River (HUC 4, ID:1103).

Desktop assessment, in association with 2018 site visit documentation, verified the presence of wetlands within and near the recreations site. The desktop assessment included a review of imagery, water flow, topography, and site assessment findings to delineate the wetlands as classified according to the *Alberta Wetland Classification System*<sup>5</sup>.

Six wetlands were delineated at Island Lake during the site assessment. The wetlands consisted of one temporary shrubby swamp (photo 3), two seasonal shrubby swamps (photo 4), and three wooded deciduous swamps (photo 5). Vegetation and environmental conditions varied among the sites. Most of the wetlands had an overstory comprised of willows (*Salix* spp.) and paper birch (*Betula papyrifera*). Ground vegetation is comprised of Northwest Territory sedge (*Carex utriculata*), bluejoint (*Calamagrostis canadensis*), and wild raspberry (*Rubus ideaus*).

## 3.3 Vegetation

REC 170007 is located in the Central Parkland Natural Subregion. The ecosites within the site were classified as "d1" (photo 6) in the majority of the site (aspen, beaked hazelnut, prickly rose, Saskatoon, low-bush cranberry, dewberry, bunchberry, and marsh reed grass) and "e1" (photo 7) along the east portion (white birch, bracted honeysuckle, prickly rose, tall lungwort, sweet-scented bedstraw, and marsh reed grass) according to the *Field Guide to Ecosites of Northern Alberta*<sup>6</sup>.

<sup>5</sup> Alberta Environment and Sustainable Resources Development. 2015. Alberta Wetland Classification System. Water Policy Branch, Policy and Planning Division. Edmonton, AB.

<sup>6</sup> Smoky Lake County. Bylaw 1252-13: Parks Control Bylaw.

<sup>7</sup> Beckingham, J.D.; Corns, I.G.W.; Archibald, J.H. 1996. Field Guide to Ecosites of West-Central Alberta. Natural Resources Canada, Canadian Forest Service, Northern Forestry Centre, Edmonton, Alberta. Special Report 9.

In general the site has forest cover consisting of trembling aspen (*Populus tremuloides*) and white birch (*Betula papyrifera*). Diameter at breast height (DBH) and tree height (HT) of the merchantable timber varies between species;

Table 2. Forest Cover Details

Species	Diameter at breast height (cm)	Tree height (m)
Trembling aspen	9 - 33	10 - 17
White birch	7 - 15	7 - 10

Shrubs and understory include prickly rose (*Rosa acicularis*), bracted honeysuckle (*Lonicera involucrata*), and willow (*salix spp.*), beaked hazelnut (*Corylus cornuta*), low bush cranberry (*Viburnum edule*), Saskatoon (*Amelanchier alnifolia*), white spruce (*Picea glauca*), and willow species (*Salix spp.*).

Herbaceous species include dewberry (*Rubus pubescens*), bunchberry (*Cornus canadensis*), marsh reed grass (*Calamagrostis canadensis*), pink wintergreen (*Pyrola asarifolia*), tall lungwort (*Mertensia paniculata*), sweet scented bedstraw (*Galium triflorum*), cream-colored vetchling (*Lathyrus ochroleucus*), American vetch (*Vicia americana*), dewberry (*Rubus pubescens*), common dandelion (*Taraxacum officinale*), American twinflower (*Linnaea borealis*), wild strawberry (*Fragaria virginiana*), common yarrow (*Achillea millefolium*) and grass species.

No rare plants or weeds were identified on site.

### 3.4 Soils

Soil assessments were completed in two locations for topsoil and subsoil characteristics to a depth of 30 cm. No evidence of soil instability was observed on site. The site had well to moderately well-drained soils with a mesic-subhygric moisture regime. The soil profile was classified as a Dark Gray Luvisol (Photo 8).

Table 3. Soil characteristics based on field assessment

Soil Layer	Thickness (cm)	Texture
LFH	2 - 10	-
Top Soil	12 - 20	Silty Clay Loam
Subsoil	14 - 16	Silty Clay Loam

### 3.5 Wildlife

Searches were conducted on July 4<sup>th</sup>, 2018 for both *Alberta Conservation Information Management System* (ACIMS) and the *Fish and Wildlife Internet Mapping Tool* (FWIMT). One sensitive element occurrence was found as per the ACIMS search. Long-leaved bluets (*Houstonia longifolia*) which was last observed on August 2<sup>nd</sup> 2006.

A passive wildlife sweep was conducted as part of the site assessment on May 17<sup>th</sup> and 18<sup>th</sup> 2018. Signs of ungulate and bear (browsing/scat) and cattle grazing within the fenced area were observed during the site assessment (photo 9 &10).

Multiple avian species were documented (songs and calls) including Willson's snipe (*Gallinago delicata*), White throated sparrow (*Zonotrichia albicollis*), Oven bird (*Seiurus aurocapilla*), grouse (*Tetraoninae*), Eastern phoebe (*Sayornis phoebe*) and Loons (*Gavia spp.*) on the lake. There was also signs of wood pecker evidence and cavities on living and snag trees within the site. Amphibians that were heard on site included Wood frogs (*Lithobates sylvatica*) and Boreal chorus frogs (*Pseudacris maculate*). Both are listed as secure in Alberta (photo 11).

See Appendix 4 – ACIMS and FWIMT.

## 4 Operations and Development

### 4.1 Current Development

Development has occurred on the site under the previous disposition (REC 2842). Current infrastructure within REC 170007 is comprised of the following (photos 12, 13 &14)

- 9 fully developed campsites that are accessible by a gravel access road
- 5 garbage cans. All were identified as bear proof.
- Fencing all around the site which borders a grazing permit and a Texas gate for entry to campground
- three outhouse facilities
- camp registration station
- 4 old campsites in the northern part of REC lease

See Appendix 2 – Current Development Map

### 4.2 Site Management

Overall site management will be done by Smoky Lake County. Site operations include waste collection and disposal, sewage management and disposal from outhouses, hazardous tree removal, and maintenance of current infrastructure. Smoky Lake County will ensure all operations and activities within REC 170007 are in accordance with the approved Recreation Development Plan and conditions identified within the signed lease agreement.

### 4.3 Waste Management

Smoky Lake County will ensure waste in the form of domestic garbage is managed on site to prevent wildlife interactions within the campsite. Domestic garbage collection and disposal will be completed by Smoky Lake County. Frequency of garbage removal is dependent on public use. In general, garbage removal will occur at minimum, twice per week with increased frequency during the busy season.

#### **4.3.1 Sewage Management**

Sewage removal and disposal will be completed by Smoky Lake County. The amount of sewage waste released from the site will be zero as it will all be collected and disposed of at an approved location offsite. Sewage is removed from the site a minimum of once per year (at the end of summer season) or as necessary. All toilets are equipped with an alarm system that alerts the county when the toilets are nearing full capacity.

#### **4.4 Weed Control**

Weeds refer to plants identified in *Part 2; Section 8* of the *Weed Control Regulation*<sup>7</sup>. The holder of this REC is legally responsible to control weeds within the project area. No prohibited noxious or noxious weeds were documented during the site assessment. Smoky Lake County will manage weeds on the site as per the County Vegetation Management Plan (Appendix 3).

#### **4.5 Possible Future Development**

At this time, there are no plans for future development on the site. However, some possible opportunities for the future includes development of additional fencing along the eastside of the REC lease. Smoky Lake County will ensure the lease boundary is surveyed within four years upon approval. In addition, Smoky Lake County will repair and/or install fence lines along the site boundary within four years upon approval (photo 15).

---

<sup>8</sup> Government of Alberta. 2010. Weed Control Regulation. 19/2010. Alberta Queen's Printer.

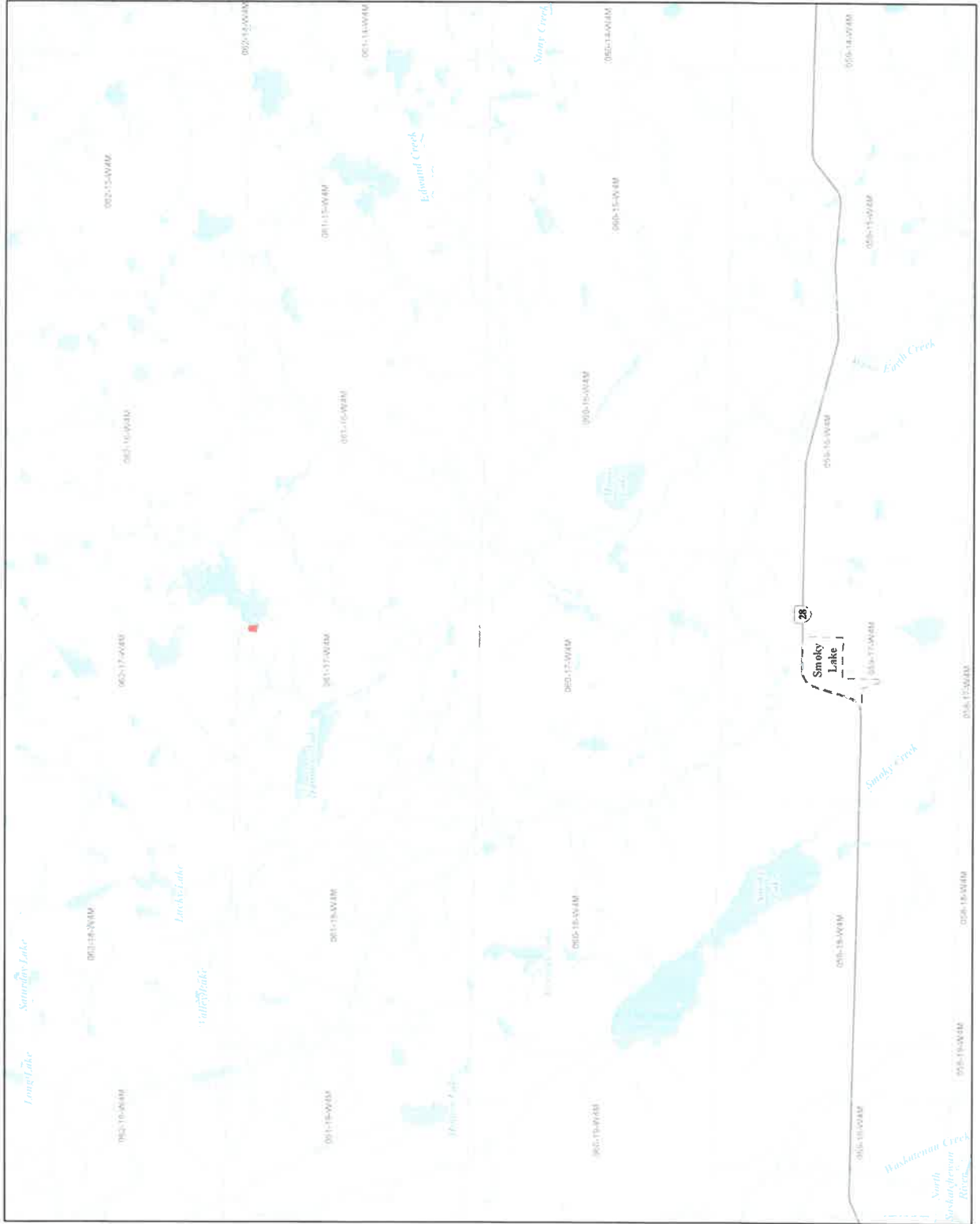
## **Appendix 1 – Overview Map**



# Island Lake Recreation Lease

Overview  
2018

Proposed Recreation Area



Source: Contains information licensed under the Open Government Licences - Canada and Alberta  
 Coordinates system: NAD 1983 UTM Zone 12N



Date: July 13, 2018  
 Prepared by: G. Couture



## **Appendix 2 – Current Development Map**





# Island Lake Recreation Lease Current Development 2016

## Site Component

- Bear Proof Garbage Bin
- Camp Map Sign
- Camp Registration Station
- Campsite
- Outhouse
- Texas Gate
- Water Well
- Wood Shed

Current Fence

Trail

## Wetland Class

- Shrubby Swamp
- Wooded Coniferous Swamp

Proposed Recreation Area

Disposition



Source: Contains information licensed under the  
Open Government Licenses - Canada and  
Alberta, DigitalGlobe  
Imagery Acquisition Date: 07/25, 2016  
Coordinates System: NAD 1983 UTM Zone 12N

1:3,000



Date: July 13, 2016  
Prepared by: G. Courne



## **Appendix 3 – Vegetation Management Plan**



## SMOKY LAKE COUNTY

<b>Title: Vegetation Management Plan</b>	<b>Policy No.: 15-03</b>
<b>Section: 62</b>	<b>Page No.: 1 of 6 E</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
-------------------------------	-----------------------------

<b>Purpose:</b>	To carry out Vegetation Management Program under the provisions of the Weed Control Act, and the direction of the Agricultural Fieldman. All programs will be implemented in accordance with budget, manpower and weather.
-----------------	--

<b>Policy Statement and Guidelines:</b>	
<b>1. <u>Operational Guidelines:</u></b>	
1.1	The Agricultural Fieldman must be a certified pesticide applicator and sprayer operators must be authorized assistants as a minimum.
1.2	Sprayer operators must follow all legislative requirements and all relevant acts and laws.
1.3	All areas of the Vegetation Management policy fall under the discretion of the Agricultural Fieldman.
1.4	Applicators must keep accurate spray records as follows: <ul style="list-style-type: none"><li>1.4.1 Name of unwanted vegetation for which herbicide was applied.</li><li>1.4.2 Date of application and dimensions of application area.</li><li>1.4.3 Exact location.</li><li>1.4.4 Trade name of herbicide and PCP registration number.</li><li>1.4.5 Application rate and amount of herbicide used.</li><li>1.4.6 Temperature, wind speed, and wind direction at the time of application.</li><li>1.4.7 Method of application.</li><li>1.4.8 Applicators name.</li><li>1.4.9 Records must be kept for a minimum three (3) years.</li></ul>
1.5	Weather conditions: Applicator will cease spray operations if wind speed is greater than 16 km/hr. Wind measurements will be taken during spray operations and recorded. In temperatures below 5 degrees Celsius and above 25 degrees Celsius, and in weather conditions which are conducive to temperature inversions spraying operations will cease.

<b>Title: Vegetation Management Plan</b>	<b>Policy No.: 15-03</b>
<b>Section: 62</b>	<b>Page No.: 2 of 6 E</b>

**Policy Statement and Guidelines:**

**2. Blanket Spray:**

- 2.1 Divide County into Three Zones as follows:
  - 2.1.1 **Zone 1:**  
West County Line of Range Road 200 to Highway 855.
  - 2.1.2 **Zone 2:**  
Highway 855 to Range Road 150.
  - 2.1.3 **Zone 3:**  
Range Road 150 to East County Line of Range Road 120.
- 2.2 Spray all road allowances, one third of each zone per year, spraying the entire County in a three -year rotation.
- 2.3 Spray one third of each zone per year using a residual herbicide; Chemical choice will be at the discretion of the Agricultural Fieldman as environmental, climatic, technical and legal factors may change.
- 2.4 Conduct blanket spraying, targeting the whole ROW where possible. Where crops, pasture or brush are encroaching spray as close to edge as possible to gain best control. If brush is small enough to be controlled then it should be sprayed as well.
- 2.5 Blanket spray should be started **June 1<sup>st</sup>** as long as growing conditions permit.

**3. Weed Inspections and Spot Spray:**

- 3.1 Spot Spraying will coincide with weed inspections. Weed inspectors will start roadside weed inspections as soon as possible; e.g., when weed identification becomes possible, as well as weed inspections on private land. Problem areas will be dealt with on a case by case basis.
- 3.2 Historical data (weed maps/GIS data) will be used to conduct weed inspections and spot spraying in problem areas.
- 3.3 Conduct blanket weed inspections as time and manpower permits.
- 3.4 Conduct weed inspections in response to complaints as they may arise.
- 3.5 An effort will be made to rectify weed problems on private land emphasizing cooperation between the Agricultural Service Board and the landowner as per *Policy Statement No. 62-14: Weed Inspection and Notice*. If the landowner is not willing to participate then, at the discretion of the Agricultural Fieldman, weed notices shall be issued and proper steps will be taken to rectify situation.
- 3.6 Spot Spraying may take place on private land at the discretion of the Agricultural Fieldman if it is in the best interests of the County's Vegetation Management Plan. There may or may not be a charge to the landowner and this will be determined on a case by case basis. Landowners will be required to sign a chemical release form as per **Schedule "A": Chemical Release Form**.

<b>Title: Vegetation Management Plan</b>	<b>Policy No.: 15-03</b>
<b>Section: 62</b>	<b>Page No.: 3 of 6 E</b>

**Policy Statement and Guidelines:**

3.7 Landowners may apply to participate in a “Reverse Fenceline Program” at the direction or request of the Agricultural Fieldman or at the request of the landowner. This program will allow Agricultural Service Board staff to apply herbicide from the landowner’s property into the County Right-of Way thereby controlling invasive species on fencelines and field margins. Landowners interested in participating in the “Reverse Fenceline Program” must sign ***Schedule “B”: Reverse Fenceline Spray Program – Application Form.***

**4. Brush Spraying:**

- 4.1 Brush spraying will commence once brush has “greened up” in late spring and continue until leaf color changes in fall.
- 4.2 Brush spraying will be coordinated with Public Works Department, following brushing easements to administer brush control program.
- 4.3 Re-growth is to be sprayed where hydro axing brushing was carried out the year prior as re-growth permits. Trees greater than five feet of height will need to be removed by mechanical means.
- 4.4 Landowners must be contacted and ***Schedule “A” Chemical Release Form*** sought for signature where application on private land takes place.
- 4.5 A non residual “brush” control chemical will be used (e.g. Garlon) at the discretion of the Agricultural Fieldman.

**5. Public Works/ Road Construction:**

- 5.1 The Agricultural Service Board and the Public Works Department will coordinate to control vegetation where road construction is to take place and where road construction took place the year prior.
- 5.2 The Public Works Department will submit to the Agricultural Service Board a schedule for the current years’ construction projects to allow glyphosate application for non-selective vegetation control.
- 5.3 Glyphosate must be applied a minimum of 14 days prior to construction up to a maximum of 30 days.
- 5.4 At the request of the Public Works Department the Agricultural Service Board may conduct other spray operations at the discretion of the Agricultural Fieldman.

**6. Hamlets, Resorts, Subdivisions, Other:**

- 6.1 Hamlets and resorts will be sprayed at the discretion of the Agricultural Fieldman.
- 6.2 All proper legislation must be followed when applying pesticides in populated areas.

<b>Title: Vegetation Management Plan</b>	<b>Policy No.: 15-03</b>
<b>Section: 62</b>	<b>Page No.: 4 of 6 E</b>

<b>Policy Statement and Guidelines:</b>	
6.3	Proper signage must be displayed where applicable.
6.4	Other spraying operations can take place at the discretion of the Agricultural Fieldman; e.g. Spraying around shop, spraying around office, spraying around gas dept. meter station etc.).
6.5	The Agricultural Service Board may take applications from the public, as required, to conduct spraying for noxious weeds on private land as manpower and budget permit. Landowners interested in herbicides applied on private land must sign <b>Schedule "A": Chemical Release Form.</b>

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>January 14, 2010</b>	<b>Motion # 234-10 - Page # 9204</b>
<b>Amended</b>	<b>May 23, 2013</b>	
<b>Amended</b>		
<b>Amended</b>		

**SCHEDULE "A"**



**CHEMICAL RELEASE FORM**

<b>DETAILS</b>	Property Owner: Name: _____
	Address: _____
	Telephone Number: _____ Fax Number: _____ Cell Number: _____

<b>LEGAL DETAILS</b>	<b>Legal Description (hereinafter referred to as the "Lands"):</b>
	Location: <b>LEGAL, LAND LOCATION:</b>
	1/4 _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M
	1/4 _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M
	1/4 _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M

<b>PERMISSION</b>	<p>I (We), do hereby grant permission to <b>SMOKY LAKE COUNTY</b> and its employees or agents, to enter upon the "Land(s)" and use such equipment and material as considered necessary for the application of <b>Herbicides</b>.</p> <p>List and rate of Herbicides to be used:</p> <hr/>
	<p>I (We) hereby agree to, in consideration of the benefit derived by me (us) from the work description above shall indemnify and save harmless the <b>SMOKY LAKE COUNTY</b>, its Councillors, officers, employees, and agents from any claim, damages, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person or death (including, without limitation to, legal fees of <b>SMOKY LAKE COUNTY</b> on a solicitor-client full indemnity basis), that may arise directly or indirectly out of the performances of the above described work(s).</p>

**I, THE UNDERSIGNED, HAVE READ THIS APPLICATION AND AM AWARE OF ITS CONTENTS AND AGREE TO THE CONDITONS.**

SIGNATURE OF OWNER: _____	DATE: _____
SIGNATURE OF SMOKY LAKE COUNTY: _____	DATE: _____



**REVERSE FENCELINE SPRAY PROGRAM  
APPLICATION FORM**

**SCHEDULE "B"**

Date: \_\_\_\_\_

I, \_\_\_\_\_  Owner  
**APPLICANT NAME**  Lessee

ADDRESS: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_  
 \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

DO HEREBY apply for the Reverse Fence Line Spray Program and give SMOKY LAKE COUNTY and its employees or agents access to parcels below to spray Herbicides as per **Schedule "A": Chemical Release Form**, along the County road allowance on farmland that I own, rent, or control.

**Legal Description**

Location: LEGAL, LAND LOCATION:  
 ¼ \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_ W4M  
 ¼ \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_ W4M  
 ¼ \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_ W4M

I (We) hereby agree to, in consideration of the benefit derived by me (us) from the work description above shall indemnify and save harmless the Smoky Lake County, its Councillors, officers, employees and agents from any claim, damages, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person or death (including, without limitation to, legal fees of Smoky Lake County on a solicitor-client full indemnity basis), that may arise directly or indirectly out of the performance of the above described work(s).

**SIGNATURES**

SIGNATURE OF OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF LESSEE: \_\_\_\_\_ DATE: \_\_\_\_\_



## **Appendix 4 – Alberta Conservation Information Management System (ACIMS) and Fish and Wildlife Internet Mapping Tool (FWIMT) Maps**

# Search ACIMS Data

Date: 4/7/2018

Requestor: Consultant

Reason for Request: Land Use Planning

SEC: 34 TWP: 061 RGE: 17 MER: 4



■ Non-sensitive EOs: 0 (Data Updated: October 2017 )

M-RR-TTT-SS	EO_ID	ECODE	S_RANK	SNAME	SCOMNAME	LAST_OBS_D
-------------	-------	-------	--------	-------	----------	------------

■ No Non-sensitive EOs Found: **Next Steps - See FAQ**

■ Sensitive EOs: 1 (Data Updated: October 2017)

M-RR-TTT	EO_ID	ECODE	S_RANK	SNAME	SCOMNAME	LAST_OBS_D
4-17-061	16324	PDRUB1T0E0	S3	Houstonia longifolia	long-leaved bluets	2006-08-02

■ **Next Steps: See FAQ**

■ Protected Areas: 0 (Data Updated: October 2017 )

M-RR-TTT-SS	PROTECTED AREA NAME	TYPE	IUCN
-------------	---------------------	------	------

■ No Protected Areas Found

■ Crown Reservations/Notations: 0 (Data Updated: October 2017 )

M-RR-TTT-SS	NAME	TYPE
-------------	------	------

■ No Crown Reservations/Notations Found



# Fish and Wildlife Internet Mapping Tool (FWIMT)

(source database: Fish and Wildlife Management Information System (FWMIS))

## Species Summary Report

Report Created: 4-Jul-2018 13:41

### Species present within the current extent :

#### Fish Inventory

IOWA DARTER  
NORTHERN PIKE  
SMALLMOUTH BASS  
SPOTTAIL SHINER  
YELLOW PERCH

#### Wildlife Inventory

AMERICAN WHITE PELICAN  
BALD EAGLE  
BLACK TERN  
GREAT BLUE HERON  
OSPREY  
SANDHILL CRANE

#### Stocked Inventory

SMALLMOUTH BASS  
SPOTTAIL SHINER  
WALLEYE  
YELLOW PERCH

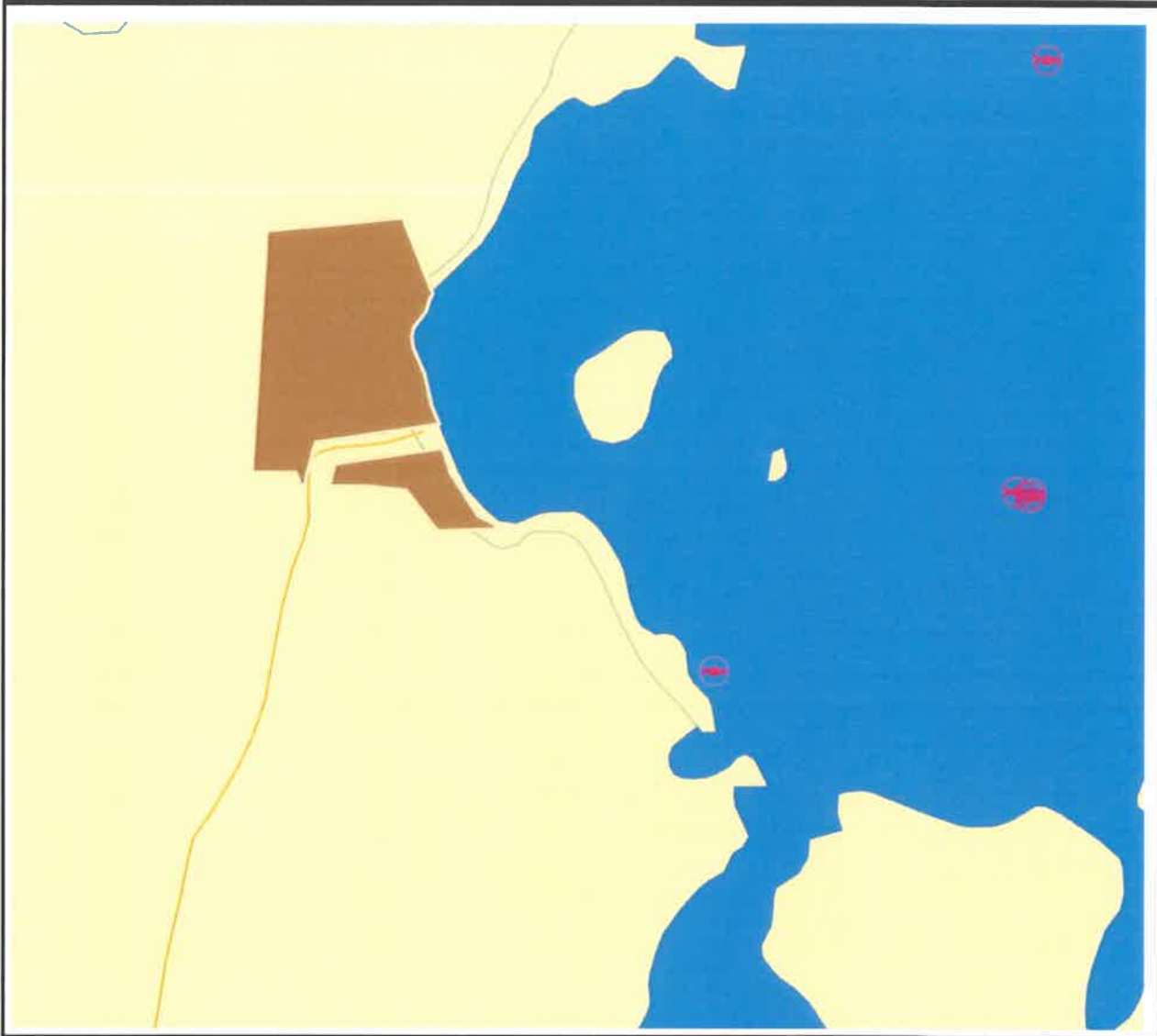
### Buffer Extent

Centroid (X,Y):	Projection	Centroid: (Qtr Sec Twp Rng Mer)	Radius or Dimensions
665502, 6019821	10-TM AEP Forest	NE 34 61 17 4	2 kilometers

### Contact Information

For contact information, please visit:

<http://aep.alberta.ca/about-us/contact-us/fisheries-wildlife-management-area-contacts.aspx>



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## **Appendix 5 – Landscape Analysis Tool (LAT) Report**

# Landscape Analysis Tool (LAT) Report

Recreational Development

0000051EA9

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<b>LAT Number:</b>	0000051EA9	<b>LAT Date:</b>	2018-07-04	13:13:04
<b>Project Name:</b>	Island Lake_REC170007 Amendment			
<b>Project Description:</b>	campsites, trails, access roads, and outhouse facilities			
<b>Disposition Type:</b>	REC	Recreational Development		
<b>Purpose Type:</b>	RDMN	Recreational Development (M/NP)		
<b>Activity Type:</b>	RDMN03RECP	Day Use Area / Cabin		

## Responsibility of Applicants:

It is the applicant's responsibility to conduct a full review of the generated LAT Report, ensuring that you are aware and have a full understanding of the identified standards and conditions, and any additional limitations that may also be imposed by an approved higher level plan, reservation or notation or any other law or Order of the Province or the Government of Canada that may impact the placement, construction or operation of the proposed disposition, purpose and activity.

The applicant must assess if the proposed disposition, purpose and activity can meet the applicable standards, conditions and any limitations which will subsequently determine if the application can be submitted to the regulatory body. Applicants should complete a thorough review of regulatory and application processes including supporting procedural documents and the generated LAT Reports prior to making this determination.

Where the applicant chooses not to meet, or is not able to meet, one or more Approval Standards or higher level plans within the generated LAT Report as submitted as part of the application, or any affected reservations as identified within the land status report, the applicant is required to complete the appropriate mitigation as part of their supplement submission that addresses individually each of the items not being met.

The information provided within the LAT Tool is a spatial representation of features provided to the applicant for activity and land use planning. The accuracy of these layers varies depending on the resource value being represented. The regulatory body insists that site visits, wildlife surveys and groundtruthing efforts are completed to ensure that you, the applicant can meet the procedures detailed within the *Pre-Application Requirements for Formal Dispositions*, the identified approval standards, operating conditions and *Best Management Practices* as represented within the *Master Schedule of Standards and Conditions*.

## Proximity to Watercourse/Waterbodies:

Applicants will ensure that standards or conditions for Watercourse/Waterbody features as identified within the generated LAT Report are followed. It is the responsibility of the applicant to ensure the identified setbacks and buffers are properly established through a pre-site assessment and maintained.

**NOTE:** Be aware that the submission of a LAT Report as part of an application submission does not infer approval of the activity. The standards and conditions identified within the LAT Report may be subject to change based on regulatory review.

# Landscape Analysis Tool (LAT) Report

Recreational Development

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## Base Features

Green/White Area	White Area
Municipality	Smoky Lake County
FMA	
FMU	LO1
Provincial Grazing Reserve	
Rocky Mountain Forest Reserve	
PLUZ Areas	

## Provincial Sanctuaries

Wildlife Corridors	
Restricted Area	
Game Bird	Zone 1
Seasonal	



# Landscape Analysis Tool (LAT) Report

Recreational Development

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## Higher Level Plans

Integrated Resource Plan  
(Local)

Integrated Resource Plan  
(Subregional)

Access Management Plan

Landscape Management Plan

# Landscape Analysis Tool (LAT) Report

Recreational Development

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## Additional Application Requirements

Wildlife Survey

DND Area

## Historical Resources

HRV Rating

Category

**Historic Resources Application Required: No**

While no specific historic resource concerns have been identified within the proposed activity area, Section 31 of the *Historical Resources Act* states that "a person who discovers a historic resource in the course of making an excavation for a purpose other than for the purpose of seeking historic resources shall forthwith notify the Minister of the discovery." Should a historic resource be encountered with the construction or operation of this disposition, information on who to contact can be found on the Ministry of Culture and Tourism's website in; Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources.

# Landscape Analysis Tool (LAT) Report

Recreational Development

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## Sensitive Features

### Wildlife and Other Sensitive Species

	Intersected		Intersected
Burrowing Owl Range		Piping Plover Waterbodies	
Caribou Range		Sensitive Amphibians Ranges	
Colonial Nesting Birds		Sensitive Raptor Range	
Eastern Short-horned Lizard Range		Sensitive Snake Species Range	
Endangered and Threatened Plants Ranges		Sharp-tailed Grouse Leks and Buffer	
Greater Sage Grouse Range		Sharp-tailed Grouse Survey	
Greater Sage Grouse Leks and Buffer		Special Access Zone	
Grizzly Bear Zone		Swift Fox Range	
Key Wildlife and Biodiversity Areas		Trumpeter Swan Buffer	
Mountain Goat and Sheep Areas		Trumpeter Swan Waterbodies/Watercourse	
Ord's Kangaroo Rat Range			
Other Sensitive and Endangered Species			

### Federal Orders:

	Intersected
Greater Sage Grouse	

### Grassland and Parkland Natural Region:

	Intersected
Grassland and Parkland Natural Region	

# Landscape Analysis Tool (LAT) Report

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Recreational Development

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## Alberta Township System (ATS) Land List

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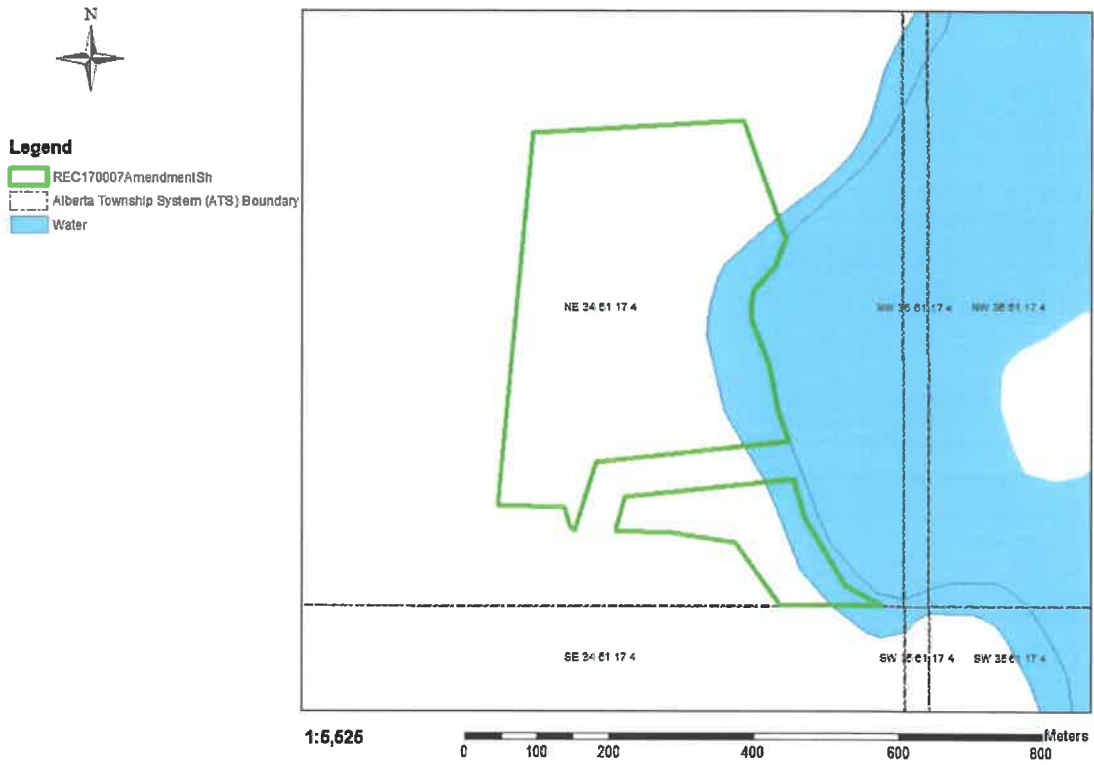
Quarter	Section	Township	Range	Meridian	Road Allow.	Sensitive Features Identified
NE	34	61	17	4		

# Landscape Analysis Tool (LAT) Report

Recreational Development

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# Landscape Analysis Tool (LAT) Report

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## Land Management

Report ID	Approval	Condition
1	1011-AS	Incidental Activities as referenced on the associated supplement that fall within the sizing parameters, as defined within the PLAR Approvals and Authorizations Administrative Procedure's as amended, identified at the time of application are subject to the conditions of the associated disposition and shall be available for use for a term of four years from date of disposition approval.
2	1013-AS	Where an Integrated Resource Plan or a Reservation/Protective Notation identifies a greater set back, the greater set back shall prevail.
3	1014-AS	Additional applications for access will not be permitted if access under disposition already exists.
4	1015-AS	Where a Higher Level Plan exists, the direction provided within that plan shall be followed.
5	1017-AS	For activities that fall within any Protective Notation (PNT) lands with a purpose code 400 Series encompassing a section of land (259 hectares) or less, located in the Provincial White Area (i.e., Provincial settled lands), all construction activities shall be built and occur within lands developed as range improvement. Where no range improvement exists, activities shall occur within 100 metres of the perimeter (i.e., outside boundary), with the following exceptions: <ul style="list-style-type: none"> <li>• pipeline construction activities</li> </ul>
6	1023	The disposition holder shall repair or replace any identified improvements (e.g., fences, water control structures, and signage) that were damaged as a result of industry activities on the land to pre-existing condition within 30 days of entry or immediately if occupied by livestock.
7	1024	The disposition holder shall maintain all activities for proper drainage of surface water.
8	1026	For activities that occur on Canadian Forces Bases, the disposition holder shall coordinate all activities through Energy Industry Control at (780) 842-5850 for activity on Canadian Forces Base/Area Support Unit, Wainwright, and (780) 573-7206 for activity on Canadian Forces Base/Area Support Unit, Cold Lake.
9	1028	The disposition holder shall comply with all requirements and direction as defined within the Pre-Application Requirements for Formal Dispositions as amended.
10	1030	The disposition holder shall not cause surface disturbance in coulees or through river benchland areas-excluding access, pipelines and linear easements crossing the watercourse feature..
11	1032	In addition to complying with Federal, provincial and local laws and regulations respecting the environment, including release of substances, the disposition holder shall, to the regulatory body's satisfaction, take necessary precautions to prevent contamination of land, water bodies and the air with particulate and gaseous matter, which, in the opinion of the regulatory body in its sole discretion, is or may be harmful.

# Landscape Analysis Tool (LAT) Report

Recreational Development

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12	1033	The disposition holder shall remove all garbage and waste material from this site to the satisfaction of the regulatory body, in its sole discretion.
13	1034	The disposition holder shall ensure any garbage remaining on site overnight is placed in secure bear resistant containers. The disposition holder shall ensure that these containers are emptied on a regular basis to avoid excess garbage being present on the land or when the disposition holder will be off the land for more than two days.
14	1035	As public access is a central feature and is consistent with the intent and purpose of the disposition, the disposition holder shall ensure public accessibility, deemed reasonable to the Department, to all common recreational/cultural facilities approved under the disposition.
15	1037	Entry is not allowed within the boundaries of any research or sample plot.
16	1038	When planned activities cross designated or recreation trail(s) or when operations encroach on those trail(s), the disposition holder shall ensure that: <ul style="list-style-type: none"> <li>• Lines crossing trail(s) are constructed in a manner that will not remove snow from the trail(s), produce ruts in the trail(s), or otherwise adversely affect travel.</li> <li>• No mechanical equipment is permitted to travel along the trail(s), unless approved in writing by an officer of the regulatory body.</li> <li>• Warning signs are posted along trail(s) during construction and reclamation activities advising trail users of the upcoming crossing location.</li> <li>• Any recording devices or equipment laid along the trail(s) are placed off of the travel portion so that the geophones do not interfere with travel.</li> </ul>
17	1046	Where a Wildfire Prevention Plan and/or FireSmart Plan is required for review and approval by the Wildfire Management Branch, the disposition holder shall ensure any proposed clearing on public land has been agreed to by the regulatory body.

## Vegetation

Report ID	Approval	Condition
18	1101	Manage all weeds as per the Weed Control Act.
19	1105	Chemical application for the purpose of vegetation control, shall occur in accordance with the Pesticide Regulation and Environmental Code of Practice for Pesticides.
20	1106	The disposition holder shall salvage all merchantable timber and haul to the location of end use unless a request for waiver is approved under the Forests Act.
21	1107	The disposition holder shall salvage timber according to the utilization standards for the overlapping timber disposition(s) (i.e., FMA, CTL, DTL) or, where no overlapping timber disposition exists, as per the approved forest management plan.
22	1108	The disposition holder must slash, limb and buck flat to the ground all woody debris and leaning trees created by the activity. The length of slashed woody debris shall not exceed 2.4 metres.

# Landscape Analysis Tool (LAT) Report

Recreational Development

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23	1109	On forested lands, the disposition holder shall dispose of excess coarse woody debris remaining after rollback or stockpiling for interim/final reclamation.
24	1110	The disposition holder shall dispose of coarse woody debris within FireSmart Community Zones by burning unless a Debris Management Plan has been approved under the Forest and Prairie Protection Act.
25	1112	The disposition holder shall not allow timber storage piles or windrows to encroach into standing timber.
<b>Soil</b>		
Report ID	Approval	Condition
26	1130-AS	Permafrost degradation is not permitted. Onsite permafrost depth must be maintained to the same depth as offsite control.
27	1131-AS	In permafrost areas, surface stripping shall not occur.
28	1133	The Disposition holder shall suspend all activities during adverse ground conditions.
29	1134	The disposition holder shall prevent and control erosion (surface and subsurface) and sedimentation on all disturbed lands.
30	1135	The disposition holder must install and maintain erosion control measures (e.g., silt fences, matting, gravel, and check dams).
31	1136	The disposition holder shall not remove soil from the disposition unless authorized. This includes all soil horizons and all soil types (e.g. leaf litter, organic soils such as muskeg, and clay fill material are all included).
32	1137	The Disposition holder must not bury topsoil.
33	1138	Where soil disturbance occurs from site construction or linear trenching of a minimum of 12 inches or greater, the disposition holder must salvage all topsoil if present (topsoil includes the leaf litter layer (LFH) and the A horizon) as follows; <ul style="list-style-type: none"> <li>• Where two-lift stripping occurs, topsoil and part or all of the upper subsoil (B horizon) must be stripped and stored separately.</li> <li>• Where topsoil is less than 15 centimetres, conservation shall include the topsoil plus part of the upper subsoil (B horizon) up to a total depth of 15 centimetres (unless the B horizon is considered chemically unsuitable as outlined in the May 2001 Salt Contamination Assessment Guidelines, as amended).</li> </ul>
34	1139	The disposition holder shall store reclamation materials separately (topsoil, subsoil,) on the disposition, such that it can be distributed evenly over the disturbed area for progressive (interim) and/or final reclamation. LFH and coarse woody debris are suitable for storage with topsoil. Reclamation materials must not be buried.
35	1140	Wood chips shall not be mixed with forest floor and/or surface soil. It cannot be spread to a depth greater than 5 cm as defined in the directive ID 2009-01 Management of Wood Chips on Public Land.



# Landscape Analysis Tool (LAT) Report

Recreational Development

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36	1141	Storage piles/windrows of reclamation material shall not encroach into standing timber.
37	1142	Soil sterilants are prohibited.
38	1144	In permafrost areas, the disposition holder shall utilize snow (natural or man-made) to establish a level surface.
<b>Watercourse / Waterbody</b>		
Report ID	Approval	Condition
39	1171-AS	The disposition holder shall not interrupt natural drainage (including ephemeral and fens), block water flow or alter the water table.
40	1173-AS	The disposition holder shall construct activities outside the appropriate watercourse setbacks, except for vehicle or pipeline crossings: a) Intermittent watercourses and springs shall have a setback of at least 45 metres from the top of the break. b) Small Permanent watercourses shall have a setback of at least 45 metres from the top of the break. c) Large Permanent watercourses shall have a setback of at least 100 metres from the top of the break.
41	1174-AS	The disposition holder shall maintain the following waterbody setbacks from the disposition edge for all site activities, or paralleling linear dispositions, or pipeline bore site: a) A minimum setback of 45 metres of undisturbed vegetation shall be maintained from non-permanent seasonal wetlands. b) A minimum setback of 100 metres from the bed and shore of semi-permanent and permanent ponds/wetlands, shallow open water ponds and lakes.
42	1179	The disposition holder shall not deposit or place debris, soil or other deleterious materials into or through any watercourse and/or waterbody, or on the ice of any watercourse and/or waterbody.
43	1184	Access (off-disposition) for water withdrawal requires an Approval or Authorization from the regulatory body.
44	1186	Where surface disturbance will occur and a risk of surface erosion exists, the disposition holder shall install and maintain sediment control structures to dissipate the flow of water and capture sediment prior to it entering a watercourse or waterbody.
45	1194	The disposition holder shall not remove or use water from dugouts, surface ponds, springs, or water wells within the grazing disposition unless an approval is issued from the Environment and Parks (GoA) agrologist.

# Landscape Analysis Tool (LAT) Report

Recreational Development

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46	1196	<p>All licences, authorizations and approvals issued under the Alberta Environmental Protection and Enhancement Act, Water Act or Public Lands Act should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Habitat Management, Fisheries and Oceans in relation to the application of federal laws relating to the Fisheries Act (Canada).</p> <p>Fisheries Protection Program, Fisheries and Oceans Canada              867 Lakeshore Road, Burlington, Ontario, L7R 4A6              Telephone: 1-855-852-8320              Email: Fisheriesprotection@dfo-mpo.gc.ca              Web address: www.dfo-mpo.gc.ca</p> <p>Proponents should also contact the Navigation Protection Program, Canadian Coast Guard, 4253-97 Street, Edmonton, Alberta, T6E 5Y7, phone: (780) 495-4220, relating to the Navigation Protection Act.</p>
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## Reclamation

Report ID	Approval	Condition
47	1202	<p>The disposition holder shall utilize natural recovery, on all native landscapes (forested, wetlands, riparian, and peatlands) for all areas of the site, not required for operations or padded with clay. Natural recovery is to be implemented within 1 growing season of completions (post-drill) or for sites that are not drilled within 1 growing season of construction. Assisted natural recovery is allowed on high erosion sites, sites prone to weeds, agronomic invasion, or padded sites (forested and peatland).</p> <p>a) During assisted natural recovery when reseeding with herbaceous seed native to the Natural Subregion or agronomic annuals and seed mixes as approved by the regulatory body, shall be free of the species listed in the Weed Control Act. A seed certificate (under the rules and regulation of the Canada Seeds Act) for each species shall be provided to the regulatory body upon request.</p> <p>b) Assisted natural recovery can be used for planting woody species for the purpose of accelerated reclamation. The woody species must be native to the Natural Subregion and follow the Alberta Forest Genetic Resource Management and Conservation Standards as amended.</p>
48	1203	<p>The disposition holder shall when seeding pasture or cultivated lands, use agronomic or forage seed that meets or exceeds Certified #1 as outlined in the Canada Seeds Act and Seeds Regulations. Seed mixes are to be free of species listed in the Weed Control Act. A seed certificate (under the rules and regulation of the Canada Seeds Act) for each species shall be provided to the regulatory body upon request.</p>
49	1204	<p>Revegetation with trees or shrubs within the Green Area shall be consistent with the Alberta Forest Genetic Resource Management and Conservation Standards document.</p>
50	1206	<p>Coarse woody debris that is stored for final reclamation for greater than 12 months must be mixed with the top soil (LFH/Ae).</p>
51	1207	<p>Slash and rollback accumulations are not permitted within 5 meters of the perimeter of the disposition boundary greater than what is already occurring on the surrounding undisturbed forest floor.</p>

## Landscape Analysis Tool (LAT) Report

Recreational Development

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52	1210	Upon cancellation and abandonment, the disposition holder shall contour the disturbed land to an acceptable land form using chemically suitable overburden and/or subsoil. The disposition holder shall replace topsoil and restore the natural drainage by removing any culverts and fills.
53	1211	Upon abandonment or as directed by the regulatory body, the disposition holder shall reclaim the disposition to the pre-disturbance land use (forested, grassland, cultivated, mineral wetland and peatlands) unless a change in land use is approved in writing by the regulatory body.
<b>Wildlife</b>		
Report ID	Approval	Condition
54	1280	The disposition holder is required to conduct a wildlife sweep of the immediate area (site plus 100 metres) prior to entry and construction to identify wildlife features. All observations must be reported to the regional AEP Wildlife Biologist, the issuing regulatory body, and entered into the Fisheries and Wildlife Management Information System (FWMIS).
55	1281-AS	Where the presence of an important wildlife feature including; mineral licks, raptor nests, active den sites, and hibernacula, is known or identified through a Wildlife Sweep, the disposition holder shall leave a buffer zone of a minimum width of 100m undisturbed vegetation, where an established buffer does not already exist (e.g. Species at Risk). If species are identified during the wildlife sweep, the disposition holder must produce the Wildlife Sweep to the regulatory body for review before continuing with the approved activity. Results from Wildlife Sweeps must be provided to the regulatory body upon request.
56	1286	All licences, authorizations and approvals issued under the Alberta Environmental Protection and Enhancement Act, Water Act or Public Lands Act should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Environment Canada, Canadian Wildlife Service in relation to the application of federal laws relating to the Migratory Birds Convention Act (protection of eggs and nests) and the Species at Risk Act.  Environmental Stewardship Branch   Prairie & Northern Region Environment Canada Eastgate Offices, 9250 – 49th Street Edmonton, Alberta T6B 1K5 Telephone: 1-780-951-8600 Email: <a href="mailto:Enviroinfo@ec.gc.ca">Enviroinfo@ec.gc.ca</a> Web address: <a href="http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&amp;n=AB36A082-1">http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&amp;n=AB36A082-1</a> Web address: <a href="http://www.sararegistry.gc.ca/">http://www.sararegistry.gc.ca/</a>

## **Appendix 6 – Site Photos**



Photo 2: Entrance sign



Photo 1: Site entrance



**Photo 3: Temporary shrubby swamp**



**Photo 4: Seasonal shrubby swamp**



Photo 5: Wooded deciduous swamp



Photo 6: Ecosite - d1



Photo 8: Soil Pit



Photo 7: Ecosite -- e1





Photo 9: Bear scat



Photo 10: Cattle scat



Photo 11: Amphibian on site



Photo 12: Campsite



Photo 13: Bear proof garbage can




Photo 14: Outhouse



**Photo 15: Fencing condition on site**

<b>REQUEST FOR DECISION</b>		DATE	January 28, 2021	<b>4.13</b>
TOPIC	Department License Occupation (DLO 170189) Renewal – Hanmore Lake Boat Launch (NE-20-61-17-W4M)			
PROPOSAL	To renew Department License Occupation DLO 170189, for the Hanmore Lake boat launch, for a period of 25 years. A renewal of DLO 170189 for a period of 25 years will require a survey to be prepared and submitted as part of the renewal application.			
BACKGROUND	<p>The Hanmore Lake Boat Launch Department License Occupation (DLO 170189) is located on Crown Land, legally described as NE 20-61-17-W4M, and consists of a 0.004 hectare (0.009 acre) area developed as a boat launch. The boat launch area site was previously leased by Smoky Lake County under Recreation Lease REC 28003.</p> <p>In 2017, Smoky Lake County began the process to renew the existing Recreation Lease 2842. At the time, the County had a number of REC Leases that were expiring and prioritized the Hanmore Lake Recreation Lease for a 25-year renewal, while the Island Lake Recreation Lease was renewed for a 4-year term.</p> <p><b><u>December 19, 2017 – Application for DLO</u></b></p> <ul style="list-style-type: none"> <li>An application for a REC Lease for the lands legally described as NE 34-61-17-W4M was submitted by CPP, on behalf of Smoky Lake County, to Alberta Environment and Parks. © Attachment 1</li> </ul> <p><b><u>September 4, 2018 – DLO 170189 Approved by the Province</u></b></p> <ul style="list-style-type: none"> <li>Smoky Lake County received the Alberta Government Recreational Lease Disposition number REC 170007 for the purpose of recreational development and activity of a Recreational Use Campground, held in the name of Smoky Lake County.</li> <li>The effective date of the Disposition is September 4, 2018 and the expiry date is <b>September 9, 2022</b>, under plan number 32462TL, dated September 4, 2018.</li> </ul> <p><b><u>February 21, 2019 – Smoky Lake County Council Meeting</u></b></p> <ul style="list-style-type: none"> <li><b>Motion 435-19:</b> <i>“That Smoky Lake County Bylaw No. 1339-19: Recreational Lease Disposition No. DLO170189 for the Hanmore Lake Boat Launch, a bylaw to track and secure Recreational Lease Disposition No. DLO170189, Plan 32462TL, from the Province of Alberta, expiring on September 3, 2022, be given FIRST READING. Moved by Councillor Gawalko that Smoky Lake County Bylaw No. 1339-19: Recreational Lease Disposition No. DLO170189 for the Hanmore Lake Boat Launch, be given the SECOND READING. Moved by Councillor Cherniwchan that Smoky Lake County Bylaw No. 1339-19: Recreational Lease Disposition No. DLO170189 for the Hanmore Lake Boat Launch, be given PERMISSION for THIRD and FINAL READING. Moved by Councillor Halisky that Smoky Lake County Bylaw No. 1339-19: Recreational Lease Disposition No. DLO170189 for the Hanmore Lake Boat Launch, be given THIRD and FINAL READING and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.”</i></li> <li>Bylaw No. 1339-19: Recreational Lease Disposition for Island Lake Day Campground is attached for reference. © Attachment 2</li> </ul>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
Nil.				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>			Public Lands Act R.S.A. 2000, c.P-40, as amended	
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>Continue to provide day use and recreation opportunities at Hanmore Lake.</li> </ul>			
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>The County will incur costs of maintenance of the boat launch area at Hanmore Lake.</li> </ul>			

<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>Allow the Departmental License of Occupation (DLO) to expire on September 3, 2022, thereby forfeiting the County's use of said lands covered by the Lease (NOTE: this alternative would require the County to remove any existing improvements on said lands, incurring further costs).</li> </ul>
<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> <u>\$3,200.00 (surveying costs)</u>	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Smoky Lake County will work with Alberta Environment and Parks to ensure that the County's obligations pursuant to DLO 170189 are met to the satisfaction of Alberta Environment and Parks
<b>COMMUNICATION STRATEGY</b>	N/A
<b>RECOMMENDATION</b>	
<p>That Smoky Lake County proceed with preparing an application to Alberta Environment and Parks to apply for a 25-year Department License of Occupation (DLO) for the lands legally described as NE-20-61-17W4M (Hanmore Lake Boat Launch), to include the area of land currently covered by DLO 170189.</p>	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	 for CAO.

Unit 154 Heritage Court  
150 Chippewa Road  
Sherwood Park, Alberta T8A 6A2

December 19, 2017

Alberta Environment and Parks  
Main Floor, Great West Life Building  
9920 108 Street  
Edmonton AB Canada T5K 2M4

Dear Alberta Environment and Parks:

**LAT#00004E4FA**  
**FNC#201710008-002**  
**Supplement#AS2017006421**

**Re: Smoky Lake County Boat Launch Application NE 20-61-17 W4M**

CPP Environmental has been contracted by Smoky Lake County to submit an application for a Department License of Occupation for a Boat Launch on their behalf.

The Boat Launch is located on crown land in the NE 20-61-17 W4M and consists of 0.0043 hectares of bed and shore. The Boat launch area is pre-existing previously under REC28003, therefore on the application supplement the construction commencement and completion dates have been entered as December 19, 2017. There are no immediate plans to improve the boat launch area at this time unless required by AEP to bring it to current approval standards.

A Recreation Lease will also be submitted concurrent to this application. Both the boat launch and recreation leases have been in use and maintained by Smoky Lake County for many years. Smoky Lake County is submitting these applications so that they are under a formal public lands disposition as previous REC2803 was cancelled.

If you require further information, please feel free to contact myself at our office at 780-570-5818.

**Leslie McCormack, Regulatory Administrator**

CPP Environmental  
#154 - 150 Chippewa Road - Sherwood Park AB T8A 6A2  
[leslie@cppenv.ca](mailto:leslie@cppenv.ca)



# **DISPOSITION**

**PROVINCE OF ALBERTA**

***PUBLIC LANDS ACT***

**R.S.A. 2000, c.P-40, as amended**

DISPOSITION TYPE

**Licence of Occupation**

DISPOSITION NUMBER

**DLO170189**

PURPOSE

**Bed and Shore**

ACTIVITY

**Boat Launch – Municipalities**

DISPOSITION HOLDER

**SMOKY LAKE COUNTY**

EFFECTIVE DATE

**2018-09-04**

EXPIRY DATE

**2022-09-03**

PLAN NUMBER

**32462 TL**

PLAN VERSION DATE

**2018-09-04**



## ADMINISTRATIVE CONDITIONS

### Definitions

- 001** All definitions in the Public Lands Act, RSA 2000, c P-40 and regulations apply except where expressly defined in this Disposition.

Where a definition is not provided for in the Public Lands Act, RSA 2000, c P-40 and regulations or this Disposition, the definition contained in the *Alberta Public Lands Glossary of Terms* shall apply.

In this Disposition,

“**Act**” means the Public Lands Act, RSA 2000, c P-40, as amended;

“**Activity**” means the construction, operation, use and reclamation associated with the purpose for which this disposition has been granted.

“**Director**” means the “director” duly designated under the Act;

“**Disposition**” means this disposition, granted pursuant to the Act, which includes this document in its entirety, including all recitals, indices and Schedules;

“**Effective Date**” means the date referred to as such on the first page of this Disposition;

“**Expiry Date**” means the date referred to as such on the first page of this Disposition;

“**Lands**” means those lands as identified in the approved Plan which forms part of this Disposition;

“**Personal Information**” has the meaning as set out in the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25, as amended;

“**Regulatory body**” means the Department of Environment and Parks or the Alberta Energy Regulator;

“**Regulation**” means all regulations, as amended, under the Act.

“**Term**” has the meaning set forth in section 5 of this Disposition.

### Grant of Disposition

- 002** The Regulatory body issues this Disposition to the Disposition Holder, in accordance with the Act/Regulation subject to the terms and conditions contained in this Disposition.
- 003** The Disposition Holder shall only use the Lands for the purpose/activity as referred to as such on the first page of this Disposition.
- 004** Notwithstanding any references in this Disposition, the Act, or the Regulation, this Disposition is not intended to be, nor shall it be interpreted as or deemed to be a lease of real property at common law.

## **Term**

- 005** The term of this Disposition means the period of time commencing on the Effective Date and ending on the Expiry Date, unless otherwise changed in accordance with this Disposition (the "Term").

## **Disposition Fees and Other Financial Obligations**

- 006** The Disposition Holder shall pay all fees, rents, charges, security and other amounts payable in accordance with Act and Regulations.
- 007** The Disposition Holder shall be responsible for the payment of, and shall pay promptly and regularly as they become due and payable, any tax, rate or assessment that is duly assessed and charged against the Disposition Holder, including but not limited to property taxes and local improvement charges with respect to the municipality in which the Lands are located.

Notwithstanding that this Disposition has expired, the Disposition Holder remains liable for the amount of the property taxes and local improvement charges.

Notwithstanding that this Disposition has been cancelled, the Disposition Holder remains liable for the amount of the property taxes and local improvement charges, as calculated on a pro-rated basis from January 1st of the last year of the Term to the date of cancellation of the Disposition.

- 008** The Disposition Holder shall be responsible for the payment of all costs to the appropriate service provider or to the Regulatory body charges with respect to the supply and consumption of any utility services and the disposal of garbage.

## **Compliance**

- 009** The Disposition Holder shall enter on and occupy the Lands only for the Activity authorized under this Disposition.
- 010** The Disposition Holder shall obtain federal, provincial, municipal, and other permits and approvals, as applicable, with respect to activities that may take place on the Lands.

## **Condition of the Lands**

- 011** The Disposition Holder accepts the Lands on an "as is" basis.

## **Improvements to the Lands**

- 012** The Lands and buildings, structures and equipment erected thereon shall be used by the Disposition Holder solely for the purposes permitted by this disposition, the Act, and the Regulations.

### **Impact on Other Disposition Holders**

- 013** The Disposition Holder shall be responsible for damage to improvements or to the Lands in which prior rights have been issued, including damage to traps, snares or other improvements.
- 014** The disposition holder is required to contact the registered trapper(s) identified on an Activity Standing Search Report by registered mail at least TEN DAYS PRIOR TO COMMENCING ANY ACTIVITY. This report can be requested along with the trapper's name and address from Alberta Energy, Crown Land Data Support (Telephone: 780-422-1395). For other information concerning registered traplines, contact the Client and Licensing Service, Environment and Parks, Edmonton, Alberta (Telephone: 780-427 5185).

Where applicable, the department may, in addition to any other charges, assess a further charge of 50 cents per acre (\$1.24 per hectare) on every acre or part acre in this disposition to fund the Trapper's Compensation Program.

### **Province's Use of the Lands**

- 015** The Province may reconstruct, expand or alter its facilities on the Lands in any manner. The Disposition Holder shall, if directed by the Province, relocate the Disposition Holder's improvements at the Disposition Holder's expense in order to facilitate reconstruction, expansion or alteration of the Province's facilities.
- 016** The Disposition Holder acknowledges that:
- a) the regulatory body may issue additional dispositions to any person authorizing that person to enter onto, use and occupy the Lands for various purposes including, but not limited to, the extraction and removal of merchantable resources, or to conduct development, including, but not limited to mineral resource development;
  - b) the regulatory body may retain revenues from such additional dispositions; and
  - c) the Disposition Holder is not entitled to any reduction in its fees, rents, charges or other amounts payable on the basis that additional dispositions relating to the Lands have been issued.

### **Assignment, Subletting and Encumbrances**

- 017** The Disposition Holder shall not:
- a) Permit any builder's liens or other liens for labour or material relating to work to remain filed against the Lands; or
  - b) Register, cause or allow to be registered, or permit to remain registered any caveat or encumbrance against the title to the Lands, without first obtaining the prior written consent of the regulatory body, which may be arbitrarily withheld.

## **Default and Termination**

- 018** The regulatory body may cancel this Disposition immediately if:
- a) a creditor lawfully seizes any of the Disposition Holder's property on the Land;
  - b) the Disposition Holder is adjudged bankrupt or makes a general assignment for the benefit of creditors;
  - c) a receiver of any type is appointed for the Disposition Holder's affairs;
  - d) in the regulatory body's opinion, the Disposition Holder is insolvent;
- 019** The Regulatory body may, upon written notice to the Disposition Holder of not less than 60 days, cancel this Disposition or withdraw any part of the Lands from this Disposition as the Province considers necessary to construct banks, drains, dams, ditches, canals, turnouts, weirs, spillways, roads or other structures necessary or incidental to those works.

## **Reclamation**

- 020** On or before the expiry or termination of this disposition, the Regulatory body, in its sole discretion, may order the Disposition Holder to:
- a) Remove all equipment, personal property, fixtures, structures, buildings or improvements of any sort that the Disposition Holder constructed, erected, placed, or brought onto the Lands or that the Disposition Holder caused or allowed to be constructed, placed, or brought onto the Lands (the "Holder's Items"), failing which the Holder's Items shall become the property of the Province;
  - b) Vacate the Lands and any of the Holder's Items not removed free from any encumbrance;
  - c) Reclaim the Lands to an equivalent land capability, as defined in the Regulation; and
  - d) Vacate the Lands

## **Indemnification and Limitation of Liability**

- 021** The Disposition Holder shall indemnify and hold harmless the Province and/or the regulatory body, its employees, and agents against and from all actions, claims, demands, or costs (including legal costs on a solicitor-client basis) to the extent arising from:
- a) the Disposition Holder's breach of this Disposition, or
  - b) any actions or omissions, negligence, other tortious act, or wilful misconduct of the Disposition Holder, or of those for whom the Disposition Holder is legally responsible, in relation to the exercise of the rights, powers, privileges or duties under this Disposition.

- 022** The Disposition Holder shall not be entitled to any damages, costs, losses, disbursements, or compensation whatsoever from the Province or the Regulatory body, regardless of the cause or reason therefore, on account of:
- a) partial or total failure of, damage caused by, lessening of the supply of, or stoppage of utility services or any other service;
  - b) the relocation of facilities or any loss or damage resulting from flooding or water management activities;
  - c) the relocation of facilities or any loss or damage resulting from wildfire or wildfire management activities;
  - d) any damage or annoyance arising from any acts, omissions, or negligence of owners, occupants, or tenants of adjacent or contiguous property; or
  - e) the making of alterations, repairs, improvements or structural changes to the utility services, if any, anywhere on or about the Lands, provided the same shall be made with reasonable expedition.

### **Insurance**

**023** The Disposition Holder shall at all times during the Term, at its own expense and without limiting the Disposition Holder's liabilities therein, maintain the following insurance coverage in compliance with the Insurance Act, RSA 2000, c I-3, with carriers, on forms, and with coverage and endorsements satisfactory to the regulatory body in its sole discretion:

- i. General or commercial liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury, and property damage including loss of use thereof. That includes employees and members as additional insureds, products and completed operations liability if applicable; sudden and accidental pollution coverage if applicable; and watercraft liability if applicable;
- ii. Automobile liability insurance on all vehicles owned, operated or licensed in the name of the Disposition Holder and used on or taken onto the Lands or used in carrying out the obligations under this Disposition in an amount not less than \$2,000,000;
- iii. "All risk" property insurance insuring the Disposition Holder's personal property on the Lands against accidental loss or damage; and
- iv. Such additional insurance policies and coverage as the Province reasonably requires from time to time, including, but not limited to, wildfire fights expense coverage in an amount not less than \$250,000

**024** The Disposition Holder shall, on request of the regulatory body, provide the regulatory body with acceptable evidence of insurance, in the form of a detailed certificate of insurance, prior to using or occupying the Lands and at any other time upon request of the Province. On request the Disposition Holder shall promptly provide the regulatory body with a certified true copy of each policy.

- 025** Any insurance called for under this Disposition shall be endorsed to provide the Regulatory body with at least 30 days advance written notice of cancellation or material change.

### **Notices**

- 026** The Disposition Holder shall maintain current contact information with the Regulatory body.

### **Interpretation**

- 027** The headings used throughout this Disposition are inserted for convenience of reference only and do not form part of the Disposition.
- 028** A reference to any federal or provincial law or regulation or to any municipal bylaw shall be deemed to be a reference to the law, regulation or bylaw as may be amended, revised, repealed and replaced, or substituted from time to time.

### **General**

- 029** For greater certainty, the Disposition Holder shall comply with the terms of the attached indices, supplements, addendums and schedules, including:

- a) Administrative Conditions
- b) Landscape Analysis Tool Report
- c) Legal Land Description
- d) Supplements
- e) Conditions Addendum (if applicable)
- f) Plan
- g) Or otherwise identified by the regulatory body
- h) Signature Page.

- 030** Should any term of the disposition be invalid or not enforceable, it shall be severed from the Disposition and the remaining terms of the disposition shall remain in full force and effect.

- 031** The Disposition Holder shall:

- a) generate and receive an Entry Confirmation Number through the Electronic Disposition System (EDS) within 72 hours of commencing the activity; and
- b) provide other notifications in relation to the status of the activity as directed in writing by the regulatory body.

- 032** The disposition holder shall comply with the direction as provided within the Pre-Application Requirements for Formal Dispositions document as amended and in effect on the date of issuance of this formal disposition.

# Landscape Analysis Tool (LAT) Report

License of Occupation

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<b>LAT Number:</b>	000004E4FA	<b>LAT Date:</b>	2017-12-19	10:36:52
<b>Project Name:</b>	Hanmore Lake_Boat Launch			
<b>Project Description:</b>				
<b>Disposition Type:</b>	DLO	License of Occupation		
<b>Purpose Type:</b>	BDSH	Bed and Shore		
<b>Activity Type:</b>	BDSH18DLOP	Boat Launch - Municipalities		

## Responsibility of Applicants:

It is the applicant's responsibility to conduct a full review of the generated LAT Report, ensuring that you are aware and have a full understanding of the identified standards and conditions, and any additional limitations that may also be imposed by an approved higher level plan, reservation or notation or any other law or Order of the Province or the Government of Canada that may impact the placement, construction or operation of the proposed disposition, purpose and activity.

The applicant must assess if the proposed disposition, purpose and activity can meet the applicable standards, conditions and any limitations which will subsequently determine if the application can be submitted to the regulatory body. Applicants should complete a thorough review of regulatory and application processes including supporting procedural documents and the generated LAT Reports prior to making this determination.

Where the applicant chooses not to meet, or is not able to meet, one or more Approval Standards or higher level plans within the generated LAT Report as submitted as part of the application, or any affected reservations as identified within the land status report, the applicant is required to complete the appropriate mitigation as part of their supplement submission that addresses individually each of the items not being met.

The information provided within the LAT Tool is a spatial representation of features provided to the applicant for activity and land use planning. The accuracy of these layers varies depending on the resource value being represented. The regulatory body insists that site visits, wildlife surveys and groundtruthing efforts are completed to ensure that you, the applicant can meet the procedures detailed within the *Pre-Application Requirements for Formal Dispositions*, the identified approval standards, operating conditions and *Best Management Practices* as represented within the *Master Schedule of Standards and Conditions*.

## Proximity to Watercourse/Waterbodies:

Applicants will ensure that standards or conditions for Watercourse/Waterbody features as identified within the generated LAT Report are followed. It is the responsibility of the applicant to ensure the identified setbacks and buffers are properly established through a pre-site assessment and maintained.

**NOTE:** Be aware that the submission of a LAT Report as part of an application submission does not infer approval of the activity. The standards and conditions identified within the LAT Report may be subject to change based on regulatory review.



# Landscape Analysis Tool (LAT) Report

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## Base Features

Green/White Area:	White Area	FMA:	
Municipality:	Smoky Lake County		
Higher Level Plans:		FMU:	LO1
		Provincial Grazing Reserve:	
		Rocky Mountain Forest Reserve:	
		PLUZ Areas:	

## Provincial Sanctuaries

Wildlife Corridors:		Game Bird:	Zone 1
Restricted Area:		Seasonal:	

# Landscape Analysis Tool (LAT) Report

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<b>Additional Application Requirements</b>	
Wildlife Survey	DND Area
<b>Sensitive Features</b>	
<b>Wildlife and Other Sensitive Species</b>	
	<b>Intersected</b>
Burrowing Owl Range	Piping Plover Waterbodies
Caribou Range	Sensitive Amphibians Ranges
Colonial Nesting Birds	Sensitive Raptor Range
Eastern Short-horned Lizard Range	Sensitive Snake Species Range
Endangered and Threatened Plants Ranges	Sharp-tailed Grouse Leks and Buffer
Greater Sage Grouse Range	Sharp-tailed Grouse Survey
Greater Sage Grouse Leks and Buffer	Special Access Zone
Grizzly Bear Zone	Swift Fox Range
Key Wildlife and Biodiversity Areas	Trumpeter Swan Buffer
Mountain Goat and Sheep Areas	Trumpeter Swan Waterbodies/Watercourse
Ord's Kangaroo Rat Range	
Other Sensitive and Endangered Species	
<b>Federal Orders:</b>	
	<b>Intersected</b>
Greater Sage Grouse	
<b>Grassland and Parkland Natural Region:</b>	
	<b>Intersected</b>
Grassland and Parkland Natural Region	

# Landscape Analysis Tool (LAT) Report

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## Alberta Township System (ATS) Land List

---

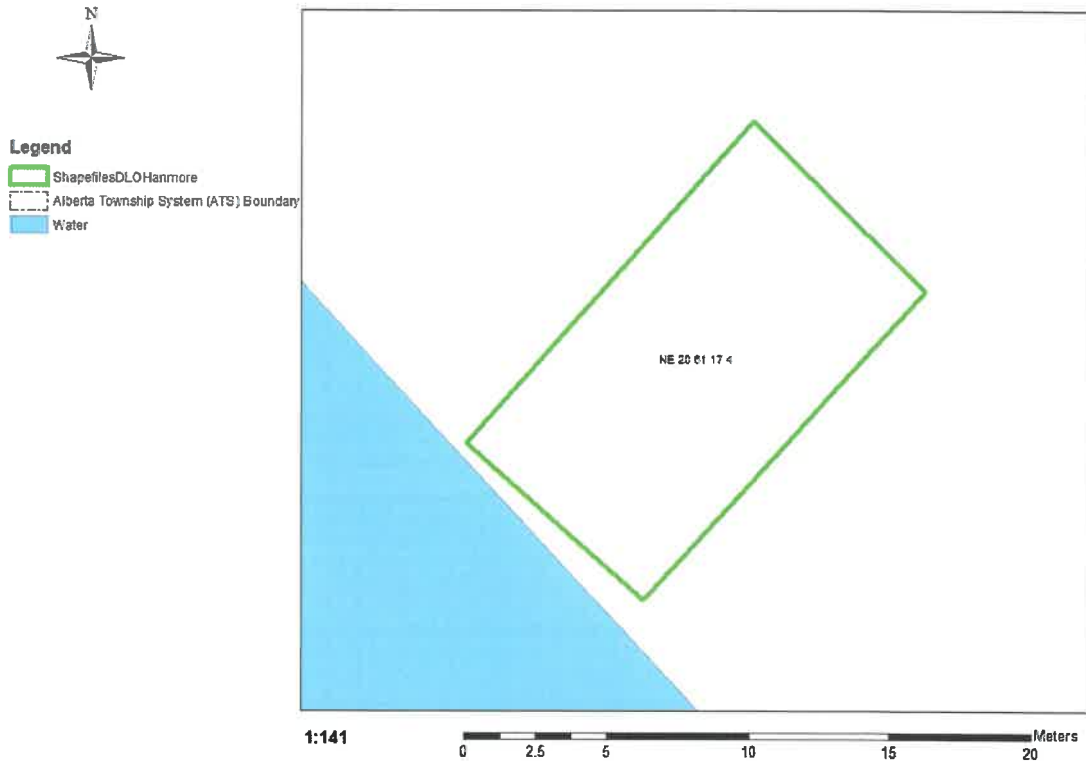
Quarter	Section	Township	Range	Meridian	Road Allow.	Sensitive Features Identified
NE	20	61	17	4		

# Landscape Analysis Tool (LAT) Report

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# Landscape Analysis Tool (LAT) Report

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## Land Management

Report ID	Approval	Condition
1	1011-AS	Incidental Activities as referenced on the associated supplement that fall within the sizing parameters, as defined within the PLAR Approvals and Authorizations Administrative Procedure's as amended, identified at the time of application are subject to the conditions of the associated disposition and shall be available for use for a term of four years from date of disposition approval.
2	1013-AS	Where an Integrated Resource Plan or a Reservation/Protective Notation identifies a greater set back, the greater set back shall prevail.
3	1014-AS	Additional applications for access will not be permitted if access under disposition already exists.
4	1015-AS	Where a Higher Level Plan exists, the direction provided within that plan shall be followed.
5	1017-AS	For activities that fall within any Protective Notation (PNT) lands with a purpose code 400 Series encompassing a section of land (259 hectares) or less, located in the Provincial White Area (i.e., Provincial settled lands), all construction activities shall be built and occur within lands developed as range improvement. Where no range improvement exists, activities shall occur within 100 metres of the perimeter (i.e., outside boundary), with the following exceptions: <ul style="list-style-type: none"> <li>• pipeline construction activities</li> </ul>
6	1023	The disposition holder shall repair or replace any identified improvements (e.g., fences, water control structures, and signage) that were damaged as a result of industry activities on the land to pre-existing condition within 30 days of entry or immediately if occupied by livestock.
7	1024	The disposition holder shall maintain all activities for proper drainage of surface water.
8	1026	For activities that occur on Canadian Forces Bases, the disposition holder shall coordinate all activities through Energy Industry Control at (780) 842-5850 for activity on Canadian Forces Base/Area Support Unit, Wainwright, and (780) 573-7206 for activity on Canadian Forces Base/Area Support Unit, Cold Lake.
9	1028	The disposition holder shall comply with all requirements and direction as defined within the Pre-Application Requirements for Formal Dispositions as amended.
10	1030	The disposition holder shall not cause surface disturbance in coulees or through river benchland areas-excluding access, pipelines and linear easements crossing the watercourse feature..
11	1032	In addition to complying with Federal, provincial and local laws and regulations respecting the environment, including release of substances, the disposition holder shall, to the regulatory body's satisfaction, take necessary precautions to prevent contamination of land, water bodies and the air with particulate and gaseous matter, which, in the opinion of the regulatory body in its sole discretion, is or may be harmful.

# Landscape Analysis Tool (LAT) Report

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12	1033	The disposition holder shall remove all garbage and waste material from this site to the satisfaction of the regulatory body, in its sole discretion.
13	1037	Entry is not allowed within the boundaries of any research or sample plot.
14	1038	When planned activities cross designated or recreation trail(s) or when operations encroach on those trail(s), the disposition holder shall ensure that: <ul style="list-style-type: none"> <li>• Lines crossing trail(s) are constructed in a manner that will not remove snow from the trail(s), produce ruts in the trail(s), or otherwise adversely affect travel.</li> <li>• No mechanical equipment is permitted to travel along the trail(s), unless approved in writing by an officer of the regulatory body.</li> <li>• Warning signs are posted along trail(s) during construction and reclamation activities advising trail users of the upcoming crossing location.</li> <li>• Any recording devices or equipment laid along the trail(s) are placed off of the travel portion so that the geophones do not interfere with travel.</li> </ul>
15	1046	Where a Wildfire Prevention Plan and/or FireSmart Plan is required for review and approval by the Wildfire Management Branch, the disposition holder shall ensure any proposed clearing on public land has been agreed to by the regulatory body.

## Vegetation

Report ID	Approval	Condition
16	1101	Manage all weeds as per the Weed Control Act.
17	1105	Chemical application for the purpose of vegetation control, shall occur in accordance with the Pesticide Regulation and Environmental Code of Practice for Pesticides.
18	1106	The disposition holder shall salvage all merchantable timber and haul to the location of end use unless a request for waiver is approved under the Forests Act.
19	1107	The disposition holder shall salvage timber according to the utilization standards for the overlapping timber disposition(s) (i.e., FMA, CTL, DTL) or, where no overlapping timber disposition exists, as per the approved forest management plan.
20	1108	The disposition holder must slash, limb and buck flat to the ground all woody debris and leaning trees created by the activity. The length of slashed woody debris shall not exceed 2.4 metres.
21	1109	On forested lands, the disposition holder shall dispose of excess coarse woody debris remaining after rollback or stockpiling for interim/final reclamation.
22	1110	The disposition holder shall dispose of coarse woody debris within FireSmart Community Zones by burning unless a Debris Management Plan has been approved under the Forest and Prairie Protection Act.
23	1112	The disposition holder shall not allow timber storage piles or windrows to encroach into standing timber.

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<b>Soil</b>		
Report ID	Approval	Condition
24	1130-AS	Permafrost degradation is not permitted. Onsite permafrost depth must be maintained to the same depth as offsite control.
25	1131-AS	In permafrost areas, surface stripping shall not occur.
26	1133	The Disposition holder shall suspend all activities during adverse ground conditions.
27	1134	The disposition holder shall prevent and control erosion (surface and subsurface) and sedimentation on all disturbed lands.
28	1135	The disposition holder must install and maintain erosion control measures (e.g., silt fences, matting, gravel, and check dams).
29	1136	The disposition holder shall not remove soil from the disposition unless authorized. This includes all soil horizons and all soil types (e.g. leaf litter, organic soils such as muskeg, and clay fill material are all included).
30	1137	The Disposition holder must not bury topsoil.
31	1138	Where soil disturbance occurs from site construction or linear trenching of a minimum of 12 inches or greater, the disposition holder must salvage all topsoil if present (topsoil includes the leaf litter layer (LFH) and the A horizon) as follows; <ul style="list-style-type: none"> <li>• Where two-lift stripping occurs, topsoil and part or all of the upper subsoil (B horizon) must be stripped and stored separately.</li> <li>• Where topsoil is less than 15 centimetres, conservation shall include the topsoil plus part of the upper subsoil (B horizon) up to a total depth of 15 centimetres (unless the B horizon is considered chemically unsuitable as outlined in the May 2001 Salt Contamination Assessment Guidelines, as amended).</li> </ul>
32	1139	The disposition holder shall store reclamation materials separately (topsoil, subsoil,) on the disposition, such that it can be distributed evenly over the disturbed area for progressive (interim) and/or final reclamation. LFH and coarse woody debris are suitable for storage with topsoil. Reclamation materials must not be buried.
33	1141	Storage piles/windrows of reclamation material shall not encroach into standing timber.
34	1142	Soil sterilants are prohibited.
35	1144	In permafrost areas, the disposition holder shall utilize snow (natural or man-made) to establish a level surface.
<b>Watercourse / Waterbody</b>		
Report ID	Approval	Condition
36	1171-AS	The disposition holder shall not interrupt natural drainage (including ephemeral and fens), block water flow or alter the water table.

# Landscape Analysis Tool (LAT) Report

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37	1179	The disposition holder shall not deposit or place debris, soil or other deleterious materials into or through any watercourse and/or waterbody, or on the ice of any watercourse and/or waterbody.
38	1184	Access (off-disposition) for water withdrawal requires an Approval or Authorization from the regulatory body.
39	1186	Where surface disturbance will occur and a risk of surface erosion exists, the disposition holder shall install and maintain sediment control structures to dissipate the flow of water and capture sediment prior to it entering a watercourse or waterbody.
40	1194	The disposition holder shall not remove or use water from dugouts, surface ponds, springs, or water wells within the grazing disposition unless an approval is issued from the Environment and Parks (GoA) agrologist.
41	1196	All licences, authorizations and approvals issued under the Alberta Environmental Protection and Enhancement Act, Water Act or Public Lands Act should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Habitat Management, Fisheries and Oceans in relation to the application of federal laws relating to the Fisheries Act (Canada). Fisheries Protection Program, Fisheries and Oceans Canada 867 Lakeshore Road, Burlington, Ontario, L7R 4A6 Telephone: 1-855-852-8320 Email: Fisheriesprotection@dfo-mpo.gc.ca Web address: www.dfo-mpo.gc.ca Proponents should also contact the Navigation Protection Program, Canadian Coast Guard, 4253-97 Street, Edmonton, Alberta, T6E 5Y7, phone: (780) 495-4220, relating to the Navigation Protection Act.

## Reclamation

Report ID	Approval	Condition
42	1202	The disposition holder shall utilize natural recovery, on all native landscapes (forested, wetlands, riparian, and peatlands) for all areas of the site, not required for operations or padded with clay. Natural recovery is to be implemented within 1 growing season of completions (post-drill) or for sites that are not drilled within 1 growing season of construction. Assisted natural recovery is allowed on high erosion sites, sites prone to weeds, agronomic invasion, or padded sites (forested and peatland). a) During assisted natural recovery when reseeding with herbaceous seed native to the Natural Subregion or agronomic annuals and seed mixes as approved by the regulatory body, shall be free of the species listed in the Weed Control Act. A seed certificate (under the rules and regulation of the Canada Seeds Act) for each species shall be provided to the regulatory body upon request. b) Assisted natural recovery can be used for planting woody species for the purpose of accelerated reclamation. The woody species must be native to the Natural Subregion and follow the Alberta Forest Genetic Resource Management and Conservation Standards as amended.



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43	1203	The disposition holder shall when seeding pasture or cultivated lands, use agronomic or forage seed that meets or exceeds Certified #1 as outlined in the Canada Seeds Act and Seeds Regulations. Seed mixes are to be free of species listed in the Weed Control Act. A seed certificate (under the rules and regulation of the Canada Seeds Act) for each species shall be provided to the regulatory body upon request.
44	1204	Revegetation with trees or shrubs within the Green Area shall be consistent with the Alberta Forest Genetic Resource Management and Conservation Standards document.
45	1210	Upon cancellation and abandonment, the disposition holder shall contour the disturbed land to an acceptable land form using chemically suitable overburden and/or subsoil. The disposition holder shall replace topsoil and restore the natural drainage by removing any culverts and fills.
46	1211	Upon abandonment or as directed by the regulatory body, the disposition holder shall reclaim the disposition to the pre-disturbance land use (forested, grassland, cultivated, mineral wetland and peatlands) unless a change in land use is approved in writing by the regulatory body.

## Wildlife

Report ID	Approval	Condition
47	1280	The disposition holder is required to conduct a wildlife sweep of the immediate area (site plus 100 metres) prior to entry and construction to identify wildlife features. All observations must be reported to the regional AEP Wildlife Biologist, the issuing regulatory body, and entered into the Fisheries and Wildlife Management Information System (FWMIS).
48	1281-AS	Where the presence of an important wildlife feature including; mineral licks, raptor nests, active den sites, and hibernacula, is known or identified through a Wildlife Sweep, the disposition holder shall leave a buffer zone of a minimum width of 100m undisturbed vegetation, where an established buffer does not already exist (e.g. Species at Risk). If species are identified during the wildlife sweep, the disposition holder must produce the Wildlife Sweep to the regulatory body for review before continuing with the approved activity. Results from Wildlife Sweeps must be provided to the regulatory body upon request.

## Landscape Analysis Tool (LAT) Report

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All licences, authorizations and approvals issued under the Alberta Environmental Protection and Enhancement Act, Water Act or Public Lands Act should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Environment Canada, Canadian Wildlife Service in relation to the application of federal laws relating to the Migratory Birds Convention Act (protection of eggs and nests) and the Species at Risk Act.

Environmental Stewardship Branch | Prairie & Northern Region  
Environment Canada  
Eastgate Offices, 9250 – 49th Street  
Edmonton, Alberta T6B 1K5  
Telephone: 1-780-951-8600  
Email: [Enviroinfo@ec.gc.ca](mailto:Enviroinfo@ec.gc.ca)  
Web address: <http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&n=AB36A082-1>  
Web address: <http://www.sararegistry.gc.ca/>

## LAND DESCRIPTION

**PURPOSE:** Bed and Shore

**ACTIVITY:** Boat Launch – Municipalities

**PLAN NUMBER:** 32462 TL

**PLAN VERSION DATE:** 2018-09-04

### AFFECTED LANDS:

Qtr/LS	Sec	Twp	Rge	Mer	Qtr/LS	Sec	Twp	Rge	Mer
NE	20	61	17	4					

# Application Supplement - Bed and Shore

Submitted Date:	2017-12-19 11:08:42	Application Supplement Number:	AS2017006421
Disposition Type:	DLO	Purpose Assigned Code:	BDSH18DLOP
Purpose/Activity Type:	Bed and Shore - Boat Launch - Municipalities		
Project Name:	Hanmore Lake DLO		

## A. Project/Construction Description

1. Identify the dates of construction from commencement to completion:

2017-12-19	2017-12-19
commencement	completion

2. Is the purpose/activity selected for this application, Beach Modification/Development, Watercourse Bank Stabilization or Watercourse Realignment/Reconstruction?

If Yes, provide additional detailed information about the specifics of the activity including, construction methods, equipment used and materials being used.

3. Has a Water Act approval been issued for this activity?

If No, has a Water Act application been submitted?

If Yes - Identify the Water Act Authorization number:

4. Identify all aspects of vegetation removal/management:

a) Is merchantable timber present?

b) Describe your method of site clearing:

Existing Boat Launch, no new clearing required.

c) Brush disposal: (select all that apply)

Rollback
  Mulch
  Spread
  Pile & Burn
  N/A
  Other:

5. Topsoil Handling:

Method:

Describe soil storage and potential debris storage for site clearing:

No storage of soil or woody debris required.

6. Site Profile (Upland/Wetland area): Define in hectares the amount of Upland and Wetland area that is present within the proposed disposition area prior to construction:

Upland area:  (ha) Wetland area:  (ha)

**B. Land Standing Review**

1. Based on the Detailed Lands Standing search of the affected lands, were any reservations/notations identified?

Reservation Number		Purpose Code	Restriction Code	Contact Required with Reservation/ Notation Holder	Date of Contact	Response Recieved from Reservation/ Notation Holder	Were Concerns Noted	Were Concerns Accommodated by the Applicant prior to application	Application Options
Type	Number								
CNT	850272	0700	1	Yes	2017-12-19	No	N/A	N/A	

2. Based on the LAT Report and the Detailed Land Standing search of the affected lands, were any government approved higher level plans identified?

If **Yes**, identify the government approved higher level plan within the table below, identify the direction as identified within Table 5 of the Pre-Application Requirements for Formal Dispositions and when contact was made, if required.

Higher Level Plan Name	
Table 5 Direction	Date of Contact (if required)

Higher Level Plan Name	
Table 5 Direction	Date of Contact (if required)

**Note:** Approving staff may request the notification or referral response documents at any time to support land use decisions or compliance and assurance purposes.

3. Identify the date your Historical Resources search was completed:

If present, what is the Historical Resource Value (HRV) of the affected lands?

If HRV is 1-5, an "Application for Historical Resources Act Clearance" must be submitted to the Cultural Facilities and Historical Resource Division (CFHRD) of Alberta Community Development.

Date Application was Submitted:

Note: Activities on land that has an HRV of 4 or 5 may require a Historical Resources Impact Assessment (HRIA).

### C. Site Sensitivity

1. Was a Wildlife Survey required for this activity based on the LAT Report?

If Yes, complete the next question.

2. Did the Wildlife Survey identify any of the sensitive species listed below?

If Yes, select all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Sensitive Raptor Nest                | <input type="checkbox"/> Sharp Tailed Grouse Lek                           |
| <input type="checkbox"/> Burrowing Owl Den/Nest               | <input type="checkbox"/> Active Swift Fox Den                              |
| <input type="checkbox"/> Sensitive Snake Rookery              | <input type="checkbox"/> Ord's Kangaroo Rat Den                            |
| <input type="checkbox"/> Sensitive Snake Hibernacula          | <input type="checkbox"/> Eastern Short-Horned Lizard Coulee or Valley Edge |
| <input type="checkbox"/> Endangered/threatened plant species: | <input type="text"/>   |

## **D. Incidental Activities**

The details of all incidental activities identified on your application plan must be provided in the following table. All fields must be filled out properly in order to be processed by the regulating body.

NOTE: Incidental activities shown on the authorized plan that comply with the PLAR Approval and Authorizations Procedures shall be permitted during the term of a Short Term Disposition. This approval is limited to: borrow pits, log decks, temporary work spaces, push outs and bank stabilization, within identified sizing limits.

**The disposition holder must obtain a separate TFA before commencing any incidental activities or temporary uses which are not shown on the authorized plan or those that do not comply with the *PLAR Approval and Authorizations Procedures*.**





Signature Page

NOW THEREFORE the director under the *Public Lands Act* has executed this disposition on the date noted below.

UserName: jon.murray

Title: Team Lead, Approvals & Disp

Date: Tuesday, 04 September 2018, 01:08 PM Mountain Daylight Time

Meaning:

=====



<b>REQUEST FOR DECISION</b>		<b>DATE</b>	January 28, 2021	<b>4.14</b>
<b>TOPIC</b>	Bylaw No. 1383-20: Smoky Lake County and Lamont County Intermunicipal Development Plan			
<b>PROPOSAL</b>	For Smoky Lake County Council to give Bylaw 1383-20: Smoky Lake County and Lamont County Intermunicipal Development Plan First Reading.			
<b>BACKGROUND</b>	<p><b><u>August 27, 2019 – Smoky Lake County &amp; Lamont County Intermunicipal Collaboration Framework and Intermunicipal Development Plan Preliminary Meeting</u></b></p> <ul style="list-style-type: none"> <li>• A meeting was held to discuss the requirements of Intermunicipal Collaboration Frameworks (ICFs) &amp; Intermunicipal Development Plans (IDPs), as well as the ICF/IDP project objectives</li> <li>• Specifically, the following requirements pertaining to IDPs were discussed:                             <ul style="list-style-type: none"> <li>○ MGA requirements;</li> <li>○ Land use planning;</li> <li>○ Economic development; and</li> <li>○ Transportation.</li> </ul> </li> <li>• Specifically, the following objectives were identified for the IDP project:                             <ul style="list-style-type: none"> <li>○ Identification of the Plan's boundaries;</li> <li>○ Identification of the preferred future land uses within the Plan boundary;</li> <li>○ Identification of opportunities and constraints to long-range growth within the Plan boundary; and</li> <li>○ Provide policies that guide land use and economic development that benefits both municipalities.</li> </ul> </li> </ul> <p><b><u>November 18, 2019 – Cost Estimate Received from Municipal Planning Services (MPS)</u></b></p> <ul style="list-style-type: none"> <li>• 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  <span style="color: red;">© Attachment 1</span></li> </ul> <p><b><u>February 20, 2020 – Smoky Lake County Council Meeting</u></b></p> <ul style="list-style-type: none"> <li>• <b>Motion 519-20:</b> <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> <span style="color: red;">© Attachment 2</span></li> </ul> <p><b><u>September 17, 2020 – Smoky Lake County &amp; Lamont County Intermunicipal Development Plan Steering Committee Meeting</u></b></p> <ul style="list-style-type: none"> <li>• A meeting was held on September 17, 2020, to review the draft IDP that was prepared by MPS.</li> <li>• 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.  <span style="color: red;">© Attachment 3</span></li> </ul> <p><b><u>December 10, 2020 – Smoky Lake County Council Meeting</u></b></p> <ul style="list-style-type: none"> <li>• <b>Motion 216-20:</b> <i>“That Smoky Lake County proceed with Public Participation process in accordance with Policy Statement No. 01-51-01, for the proposed Bylaw No. 1383-20: Lamont County Intermunicipal Development Plan (IDP), and determine a date, in early 2021, for the public to virtually participate due to the ongoing COVID-19 pandemic; and advertised the Public Notice in regard to same, accordingly in the Smoky Lake Signal and the Review newspapers for two consecutive weeks, as well as on the County’s website, social media and at the County office.</i></li> </ul>			

- MPS has prepared a revised draft IDP to reflect the comments provided by Smoky Lake County and Lamont County ahead of the public participation to be held on February 3, 2021.  
© Attachment 4

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

- Nil.

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

**Municipal Government Act**

**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,

	<p>(v) environmental matters within the area, either generally or specifically, and</p> <p>(vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary, and</p> <p>(b) must include</p> <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><b>Order for Intermunicipal Development Plan</b> 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>
<b>BENEFITS</b>	<p>County will be able to:</p> <ul style="list-style-type: none"> <li>• Improve regional collaboration in the areas of intermunicipal growth, land use, infrastructure, tourism, recreation, heritage, social and emergency services planning and joint service provision.</li> <li>• Develop a service delivery tool to determine the viability of regional service delivery.</li> <li>• Increase overall community and economic development capacity building.</li> <li>• Improve regional fiscal and financial sustainability.</li> </ul>
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>• Individual goals of the County may be compromised by collaborative goals with the Lamont County.</li> <li>• Collaborative goals may require Smoky Lake County to participate in projects/agreements that are not supported by County ratepayers.</li> </ul>
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>• Nil. (IDPs are statutorily mandated)</li> </ul>
<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____	<b>Source of Funds:</b> _____

<b>Budgeted Costs:</b> _____		<b>Unbudgeted Costs:</b> _____	
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	The Council of Lamont County must also pass an identical version of the Bylaw for it to come into effect.		
<b>COMMUNICATION STRATEGY</b>	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.		
<b>RECOMMENDATION</b>			
That Smoky Lake County Council give <b>FIRST READING</b> to Bylaw 1383-20: Smoky Lake County and Lamont County Intermunicipal Development Plan, and to schedule a Public Hearing to be held on February 25, 2021, at 9:15 a.m., 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 advertise said Public Hearing on the County's website, social media platforms and at the County office.			
<b>CHIEF ADMINISTRATIVE OFFICER</b>			

# **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

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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

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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	
<b>BILLING RATE</b>	\$140.00	\$120.00	\$110.00	\$100.00	
<b>TRAVEL RATE (2/3)</b>	\$93.33	\$80.00	\$73.33	\$66.67	
<b>TRAVEL</b>					
<b>NUMBER OF TRIPS</b>	7	0	4	1	
<b>DURATION (HOURS)</b>	14	0	8	2	
<b>MILEAGE (\$100/TRIP)</b>	\$700.00	\$0.00	\$0.00	\$0.00	\$0
<b>TRAVEL COSTS</b>	\$2,006.67	\$0.00	\$586.67	\$133.33	
			<b>TOTAL TRAVEL COSTS</b>		<b>\$2,726.67</b>
<b>IN PERSON MEETINGS (INCLUDING PUBLIC MEETINGS)</b>					
<b>NUMBER OF MEETINGS</b>	7	0	4	1	
<b>DURATION (HOURS)</b>	21	0	12	3	\$200
<b>MEETING COSTS</b>	\$2,940.00	\$0.00	\$1,320.00	\$300.00	
			<b>TOTAL MEETING COSTS</b>		<b>\$4,760.00</b>
<b>PLANNING</b>					
<b>WRITING/REPORTS (HOURS)</b>	20	30	40	10	
<b>MAPPING/GRAPHICS (HOURS)</b>	0	30	20	0	\$0
<b>MEETING PREPARATION (HOURS)</b>	10	15	15	5	
<b>PLANNING COSTS</b>	\$4,200.00	\$9,000.00	\$8,250.00	\$1,500.00	
			<b>TOTAL PLANNING COSTS</b>		<b>\$22,950.00</b>
			<b>GST:</b>		<b>\$1,521.83</b>
<b>Total Cost Estimate (WITH GST):</b>					<b>\$31,958.50</b>

This cost estimate is based on the following meeting plan:

<b>MEETING #1</b>	Project start-up meeting with project Steering Committee
<b>MEETING #2</b>	Draft ICF and IDP Review Meeting #1 with project Steering Committee
<b>MEETING #3</b>	Draft ICF and IDP Review Meeting #2 with project Steering Committee
<b>MEETING #4</b>	Public Open House for Draft IDP with project Steering Committee
<b>MEETING #5</b>	Open House Feedback Review Meeting with project Steering Committee
<b>MEETING #6</b>	Draft ICF and IDP Review Meeting #3 with project Steering Committee
<b>MEETING #7</b>	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](mailto: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](http://www.smokylakecounty.ab.ca)

Lamont County  
Attn: Alan Grayston  
5303 – 50<sup>th</sup> 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~~<sup>520</sup>-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 Schote".

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

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

ᑭᑭᑭᑭᑭᑭ ᑭᑭᑭᑭᑭᑭ (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

## 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!

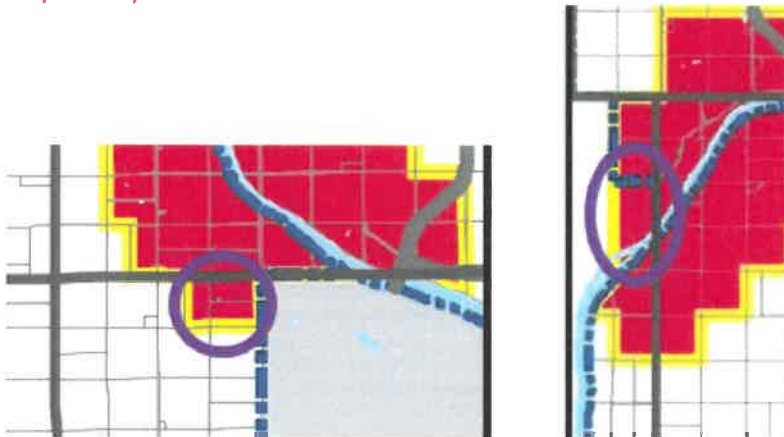
Further to the discussion, here is some material/notes for your integration:

### - 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 (VGHHS).

- 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 (VHGHS)
    - 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**

- 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



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p: (780) 656-3730 ext. 2234 / c: (780) 650-2059  
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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Smoky Lake County & Lamont County

**INTERMUNICIPAL DEVELOPMENT PLAN**



Smoky Lake County  
Bylaw No. XXX



Lamont County  
Bylaw No. XXX

DRAFT



## ACKNOWLEDGEMENTS

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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.

<b>Principle 1</b>	<b>Principle 2</b>	<b>Principle 3</b>
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.
<b>Principle 4</b>	<b>Principle 5</b>	<b>Principle 6</b>
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:

<b>PART 1</b>	Introduction	Includes the purpose of the plan, history, plan principles, plan organization, legislative requirements for an IDP, and relationships to other plans.
<b>PART 2</b>	Plan Area Information	Information about the Plan Area's land use, transportation, and environmental features.
<b>PART 3</b>	Land Use and Development	Contains policies for all land use and development activities in the Plan Area.
<b>PART 4</b>	Future Land Use Areas	Contains policies for specific land uses areas identified on <b>Map 7.3 - Future Land Use</b> .
<b>PART 5</b>	Cooperation	Addresses the Intermunicipal Planning Committee, intermunicipal communication, circulation and referral procedures, amendment and repeal processes, and criteria for future annexation.
<b>PART 6</b>	Resolving Disputes	Outlines processes for resolving intermunicipal disputes related to the IDP.
<b>PART 7</b>	Maps	Maps that illustrate the location of the IDP area, and relate to specific policies in the IDP.
<b>APPENDIX</b>	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

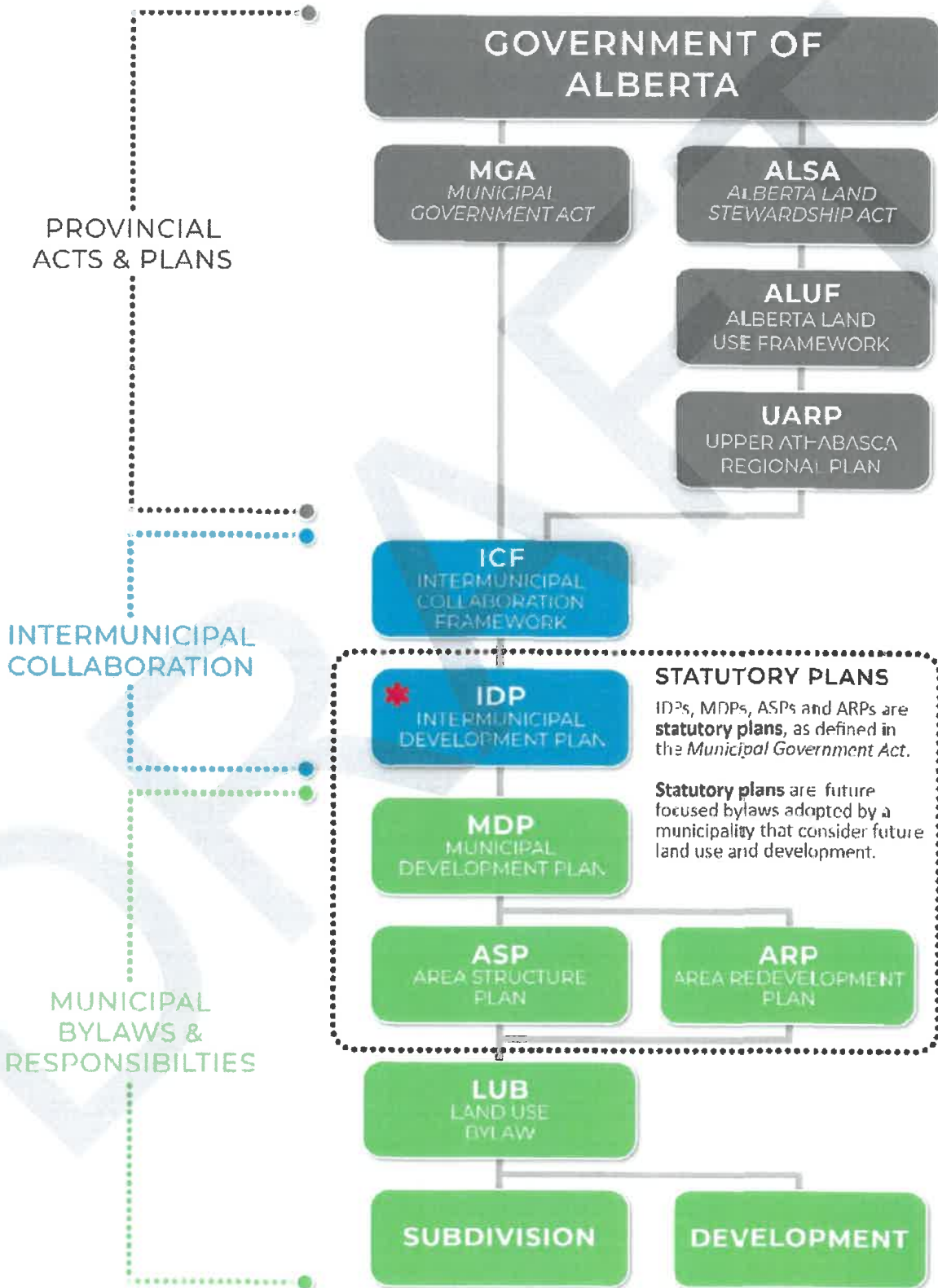
Area Structure Plans (ASP) and Area Redevelopment Plans (ARP) are statutory plans adopted by a municipality. They provide a policy framework for future subdivision and development for a particular area at a local level. They provide land use, access, and servicing policy direction for specific neighbourhoods 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

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.



FIGURE 2: OLD FERRY AT PAKAN  
NORTH SASKATCHEWAN RIVER

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.

The Victoria District was designated a National Historic Site by the Minister of Canadian Heritage in 2001, on the advice of the National Historic Sites and Monuments Board of Canada. A Commemorative Statement of Integrity that describes the heritage values of the Victoria District was completed in 2008.

## 2.2 ENVIRONMENTAL FEATURES

All lands within the plan area are within the White Earth subwatershed of the larger 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 residential developments exist in the IDP area 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 20<sup>th</sup> 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. Metis Crossing is the first major Métis cultural interpretive destination in Alberta and represents a significant attraction and destination with the IDP area. The Alberta Metis Cultural Interpretative Centre provides space for cultural interpretation, education, gatherings, and business development on the 512 acre site. The next phase of development includes a 40 room boutique lodge which will provide visitors to the area with overnight accommodations, a fine dining venue to showcase traditional Metis cuisine, and experience additional cultural and tourism activities within the Smoky Lake and Lamont County regions.

Future land use and development in the Victoria District is guided by Smoky Lake County's Victoria District ASP. The boundaries of the ASP and the location of the noted historic sites are identified on **Map A.3 – Historic and Cultural Features**.

Within the Lamont County portion of the IDP area (within LSD 12 in SW 18-58-W4) is the Presentation of the Blessed Virgin Mary Ukrainian Catholic Church. The Church is a wood frame structure constructed on a cruciform plan with a large central onion-shaped dome in the Byzantine tradition. It faces west on a slight rise on a landscaped site, less than a mile north of the crossroads that mark the site of the former rural community of Delph, in Lamont County.

## 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. The Victoria Trail has been designated a Municipal Historic Area by Smoky Lake County, under the *Alberta Historical Resources Act* (Bylaw 1370-20). 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. The location of current (and past) aggregate operations in the IDP area include:

LEGAL LOCATION	MUNICIPALITY	STATUS
Pt. SW 25-57-18-W4	Lamont County	Not in Operation
NE and NW 28-57-18-W4	Lamont County	In Operation
SE 36-58-20-W4	Smoky Lake County	In Operation
Pt. RL-10-58-17-W4	Smoky Lake County	In Operation
SW-10-58-17-W4	Smoky Lake County	In Operation
HB-17-58-17-W4	Smoky Lake County	In Operation
RL-2-58-17-W4	Smoky Lake County	In Operation
NW-30-58-16-W4	Smoky Lake County	In Operation
NE-30-58-16-W4	Smoky Lake County	In Operation
SE-30-58-16-W4	Smoky Lake County	In Operation
SW-29-58-16-W4	Smoky Lake County	In Operation
NW-29-58-16-W4	Smoky Lake County	In Operation
SE-29-58-16-W4	Smoky Lake County	In Operation

## 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 and enhance 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	<p>If provided for in the applicable municipality's Land Use Bylaw, seasonal camps, campgrounds, and institutional uses may be allowed within the IDP area on sites that do not exhibit the following features:</p> <ol style="list-style-type: none"> <li>a. Wetlands;</li> <li>b. Significant ecological features, significant habitat areas and/or protective notations;</li> <li>c. Steep slopes in excess of 15%; and</li> <li>d. Significant recharge areas.</li> </ol> <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) and Land Use Bylaw, 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, watercourses, and wetlands, and other environmentally significant areas affecting <b>new development</b> 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"> <li>a. Qualified professionals; and/or</li> <li>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</li> <li>c. The North Saskatchewan Watershed Alliance’s Municipal Guide, Planning for a Healthy and Sustainable North Saskatchewan River Watershed;</li> <li>d. ESRD Recommended Setbacks Chart (see Appendix C – Recommended Setbacks).</li> </ol>
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.
Policy 3.2.10	The Counties may explore opportunities for intermunicipal collaboration on watershed management initiatives that protect and enhance the North Saskatchewan River.

### 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.
Policy 3.3.2	When reviewing proposals for new development applications within portions of the IDP area that are also within the Victoria District Area Structure Plan, the Development Authority shall have regard for potential impacts on the designation of the Victoria District National Historic Site.

### 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 or agricultural lands 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.
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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 by bylaw services and existing mutual aid agreements.
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.
Policy 3.6.8	Lamont County will explore opportunities to identify and promote the municipality's cultural and historic resources within the Plan Area.

### 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"> <li>a. Geotechnical &amp; Groundwater Report to identify environmental hazard lands such as high water table, slope stability;</li> <li>b. Wetland Assessment to delineate and classify wetlands within the subject site;</li> <li>c. Biophysical Assessment to identify significant ecological features, water bodies and watercourses;</li> <li>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;</li> <li>e. Utility servicing plans which identifies location and facilities for servicing;</li> <li>f. Storm water management plans;</li> <li>g. Environmental Impact Assessment prepared in accordance with Alberta Environment and Parks (AEP) guidelines;</li> <li>h. Phase I environmental assessment to identify areas of potential contamination within the site;</li> <li>i. Development specific design standards including: architectural, landscaping and sign controls;</li> <li>j. Figures identifying suitable building sites;</li> <li>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;</li> <li>l. Public consultation;</li> <li>m. Any other information or study determined necessary by the Subdivision and/or Development Authority for consideration of the application.</li> </ol>

## 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:

**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.**

<b>AGRICULTURE AND RURAL DEVELOPMENT AREA</b>	Includes lands intended for agricultural and rural residential consistent with: <ol style="list-style-type: none"> <li>a. The respective Municipal Development Plans and Land Use Bylaws; and</li> <li>b. Provincial plans for Crown Land in the IDP area.</li> </ol>
<b>CULTURE AND TOURISM DEVELOPMENT AREA</b>	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.

### 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 watercourses (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 <b>Section 5.4</b> .
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	Heavy industrial uses will only be allowed within the Agriculture and Rural Development Area if: <ol style="list-style-type: none"> <li>a. Developed and/or approved for development at the time of this IDP's adoption; or</li> </ol>

	<ul style="list-style-type: none"> <li>b. Provided for in the respective County’s LUB; or</li> <li>c. Supported by an approved ASP or Conceptual Scheme.</li> </ul>
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"> <li>a. Noise;</li> <li>b. Pollution;</li> <li>c. Dust control;</li> <li>d. Smell; and/or</li> <li>e. Fragmentation of local viewscales</li> </ul> <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 <b>Policy 5.1.13</b> shall be subject to the policies of <b>Section 5.4 - Circulation and Referral</b>.</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.</p>
Policy 4.2.3	<p>Confined feeding operations shall not be allowed within the Culture and Tourism 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 <b>Map 7.2 – Plan Area and Referral Area Boundaries</b> 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"> <li>a. Two members of the Council of Smoky Lake County (voting members);</li> <li>b. Two members of the Council of Lamont County (voting members);</li> </ol>

	<ul style="list-style-type: none"> <li>c. The Chief Administrative Officer of Smoky Lake County, or their designate (non-voting member);</li> <li>d. The Chief Administrative of Lamont County, or their designate (non-voting member); and</li> <li>e. Other staff as required to provide technical support to the IPC (non-voting member(s)).</li> </ul>
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"> <li>a. To clarify the intent and interpretation of the IDP;</li> <li>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;</li> <li>c. To review and comment on applications to amend the IDP;</li> <li>d. To review and comment on development matters referred to the IPC in accordance with this IDP;</li> <li>e. To participate in the dispute resolution process, as outline in <b>Section 6</b>; and</li> <li>f. To undertake such other matters as it deems reasonable and as are referred to it by either County's Council or Administration.</li> </ul>

### 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 <b>Map 7.2</b></p> <p><b>– Plan Area and Referral Area Boundaries:</b></p> <ul style="list-style-type: none"> <li>a. A proposed Municipal Development Plan, or amendment thereto;</li> <li>b. A proposed Land Use Bylaw, or amendment thereto;</li> <li>c. A proposed Area Structure Plan or Conceptual Scheme, or any amendment thereto; or</li> <li>d. A proposed subdivision or development permit application that would: <ul style="list-style-type: none"> <li>i. Significantly impact local viewscales within view of the Culture and Tourism Development Area;</li> <li>ii. Create significant negative offsite impacts (such as noise, odour, pollution, dust, etc.);</li> <li>iii. Create a significant impact on municipal or provincial infrastructure; or</li> </ul> </li> </ul>
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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 <b>Administration Review</b> portion of <b>Section 6.4</b> 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 <b>IPC Review</b> portion of <b>Section 5.4.4</b> .

## 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> <ol style="list-style-type: none"> <li>Provides recommendations to both administrations with respect to the matter that should be considered to make it more acceptable to the Counties; and</li> <li>Identifies whether a consensus position of the IPC in support of (or in opposition to) the matter has been reached.</li> </ol> <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> <ol style="list-style-type: none"> <li>Acknowledging their respective Councils' receipt of the report; and</li> <li>Identifying how they intend to proceed with the referral issue.</li> </ol> <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: <ol style="list-style-type: none"> <li>Lack of agreement on proposed amendments to the IDP;</li> <li>Lack of agreement on any proposed statutory plan, land use bylaw or amendment to either located within or affecting the IDP Area; or</li> <li>Lack of agreement on an interpretation of this IDP.</li> </ol>
Policy 6.1.2	Lack of agreement pursuant to <b>Policy 6.1.1</b> 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 <b>Policy 6.1.1</b> . 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 <b>Administration Review</b> portion of <b>Section 5.4</b> 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 <b>Policy 5.4.3</b> 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 <b>Policy 6.1.1</b> 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. The initiating municipality must provide the mediator with an outline of the dispute. 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

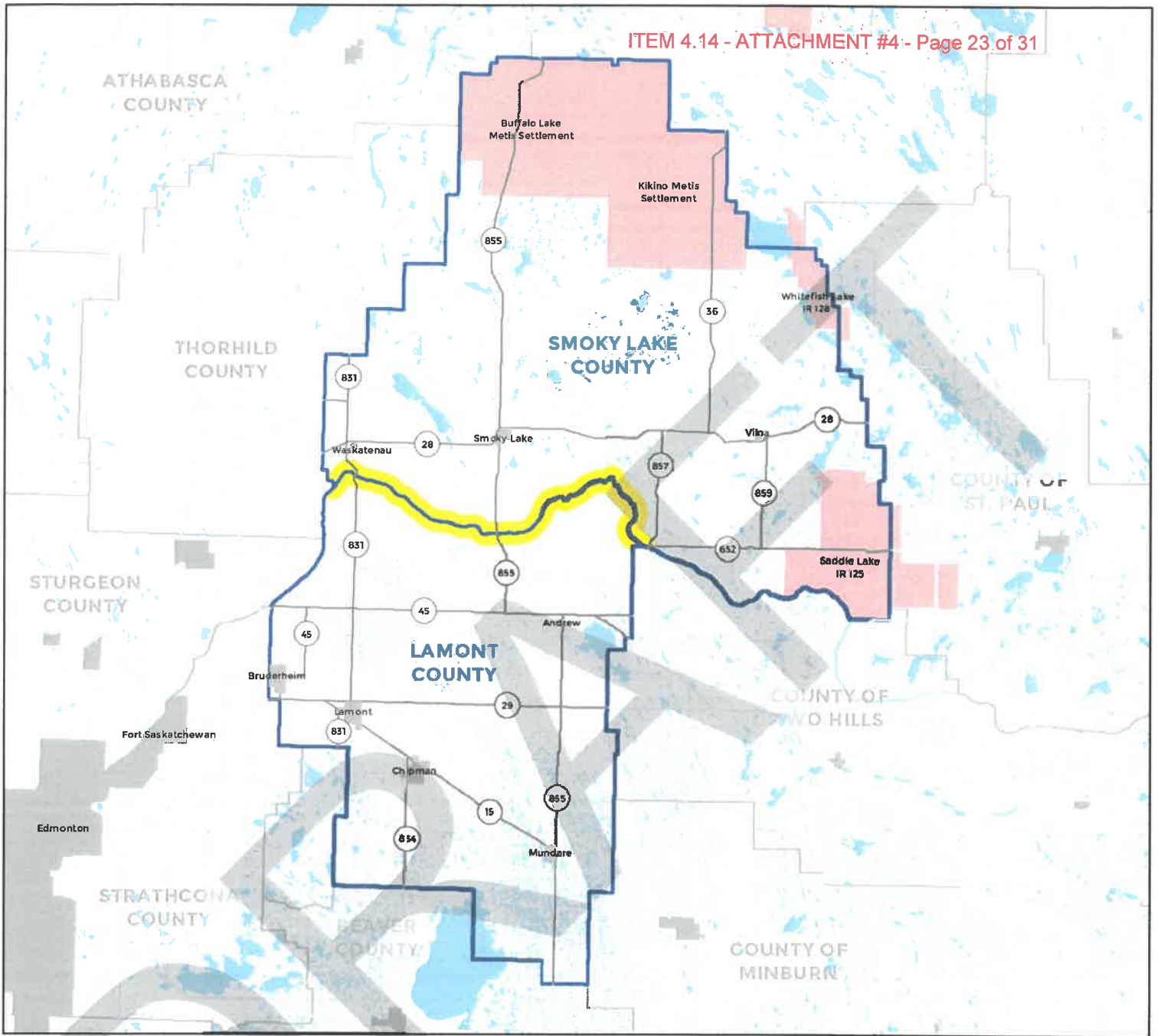
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### 7.1 REGIONAL LOCATION

### 7.2 PLAN AREA AND REFERRAL AREA BOUNDARIES

### 7.3 FUTURE LAND USE

DRAFT

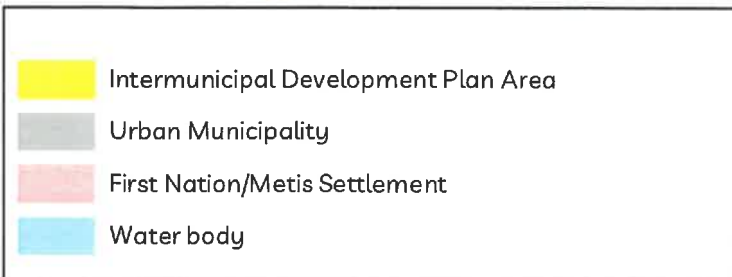


Smoky Lake County & Lamont County

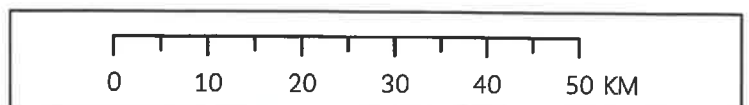
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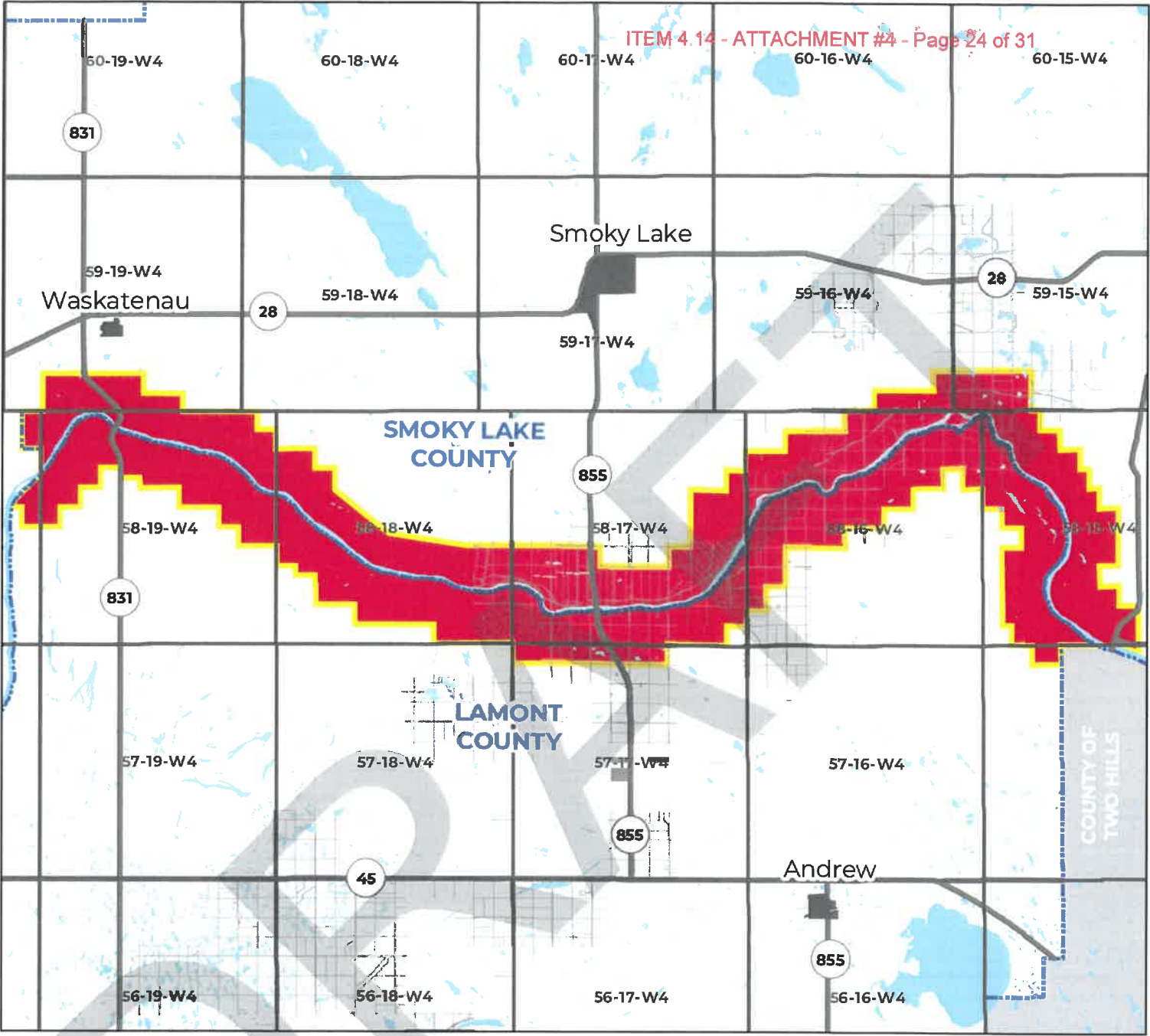


## 7.1 REGIONAL LOCATION



Digital Information:  
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Projection: UTM NAD 83 12N





Smoky Lake County & Lamont County

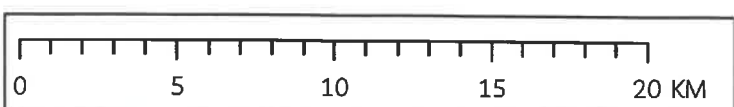
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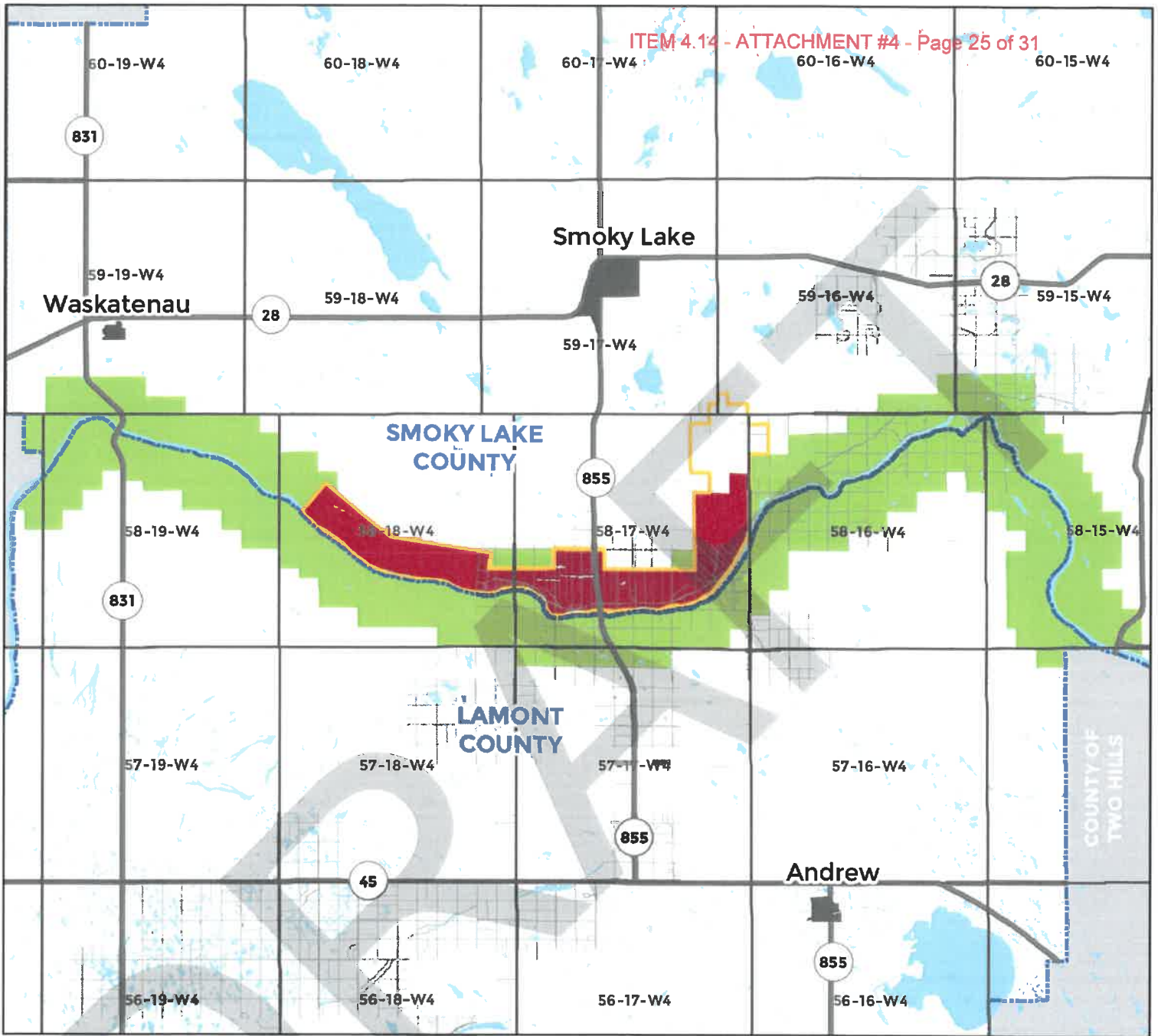


## 7.2 PLAN AREA AND REFERRAL AREA BOUNDARIES

	Intermunicipal Development Plan Area
	Referral Area
	Urban Municipality
	Waterbody

Digital Information:  
Geogatis, Geodiscover, Altalist  
Projection: UTM NAD 83 12N










Smoky Lake County & Lamont County

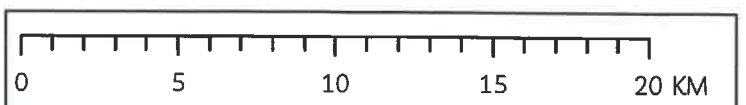
# INTERMUNICIPAL DEVELOPMENT PLAN



## 7.3 FUTURE LAND USE

	Agriculture and Rural Development Area
	Culture and Tourism Area
	Urban Municipality
	Victoria District ASP
	Water body

Digital Information:  
Geogatis, Geodiscover, Altalist  
Projection: UTM NAD 83 12N



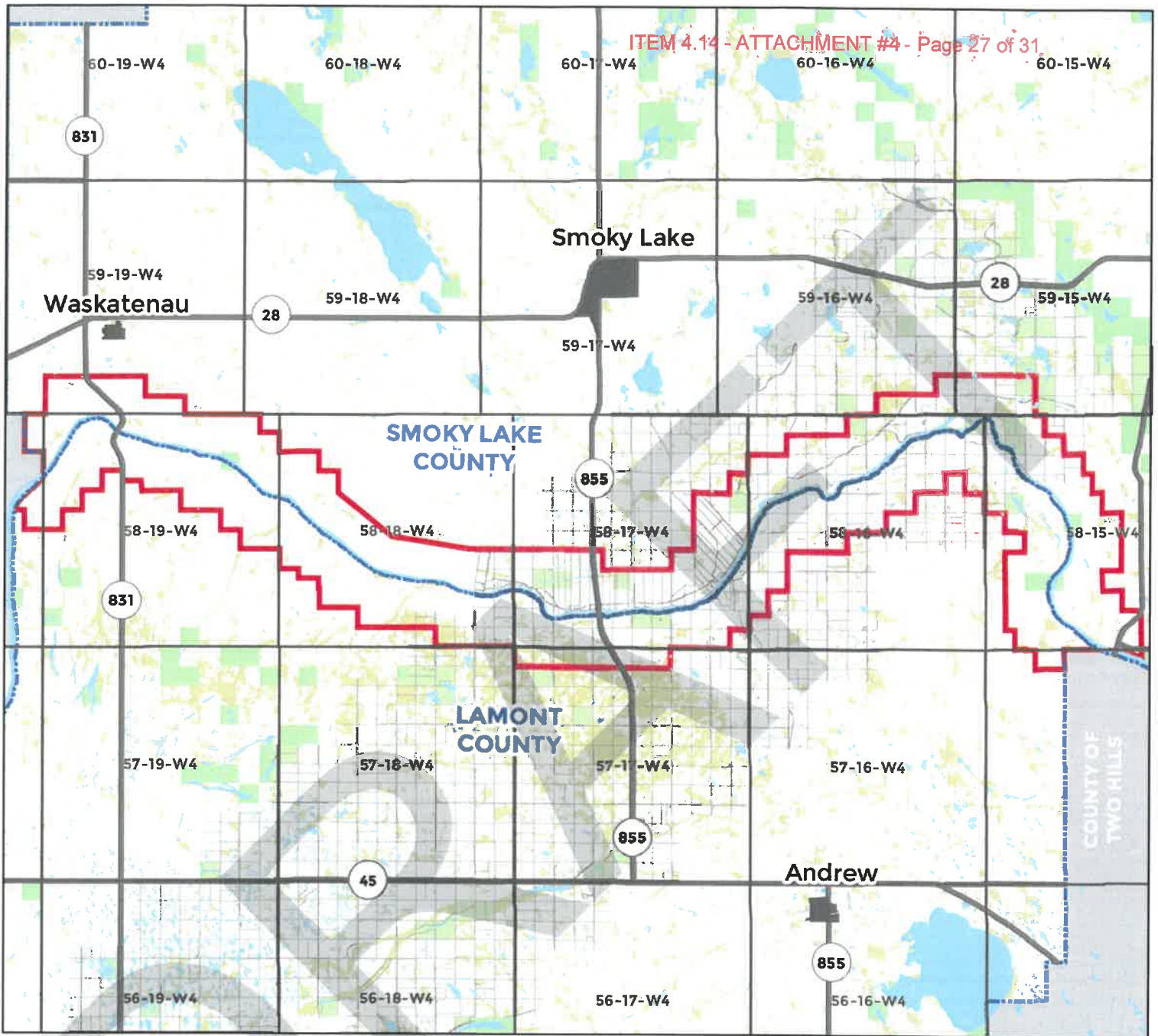
## APPENDIX A – INFORMATION MAPS

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- A.1 LOCAL FEATURES**
- A.2 NATURAL RESOURCE DEVELOPMENT**
- A.3 HISTORIC AND CULTURAL FEATURES**

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Smoky Lake County & Lamont County

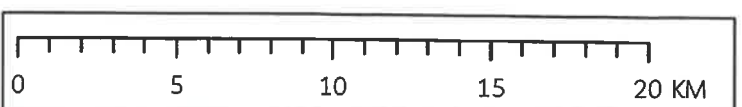
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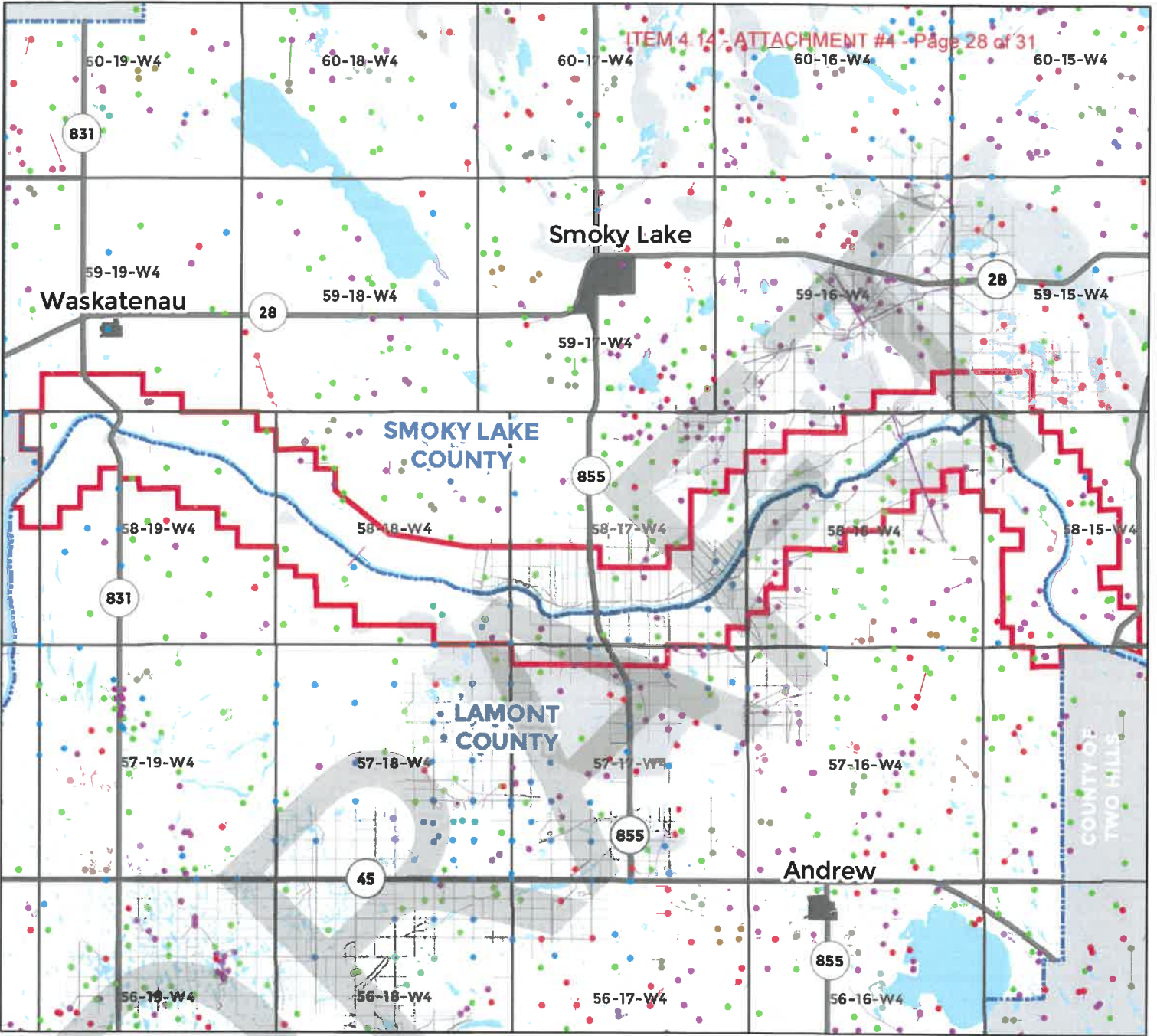


## A.1 LOCAL FEATURES

	Plan Area Boundary		Env. Significant Area
	Urban Municipality		Wetland (AB Inventory)
	Water body		

Digital Information:  
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Projection: UTM NAD 83 12N





Smoky Lake County & Lamont County

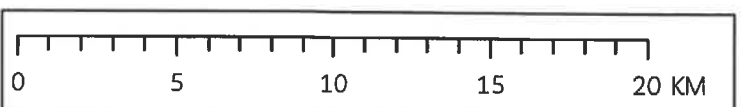
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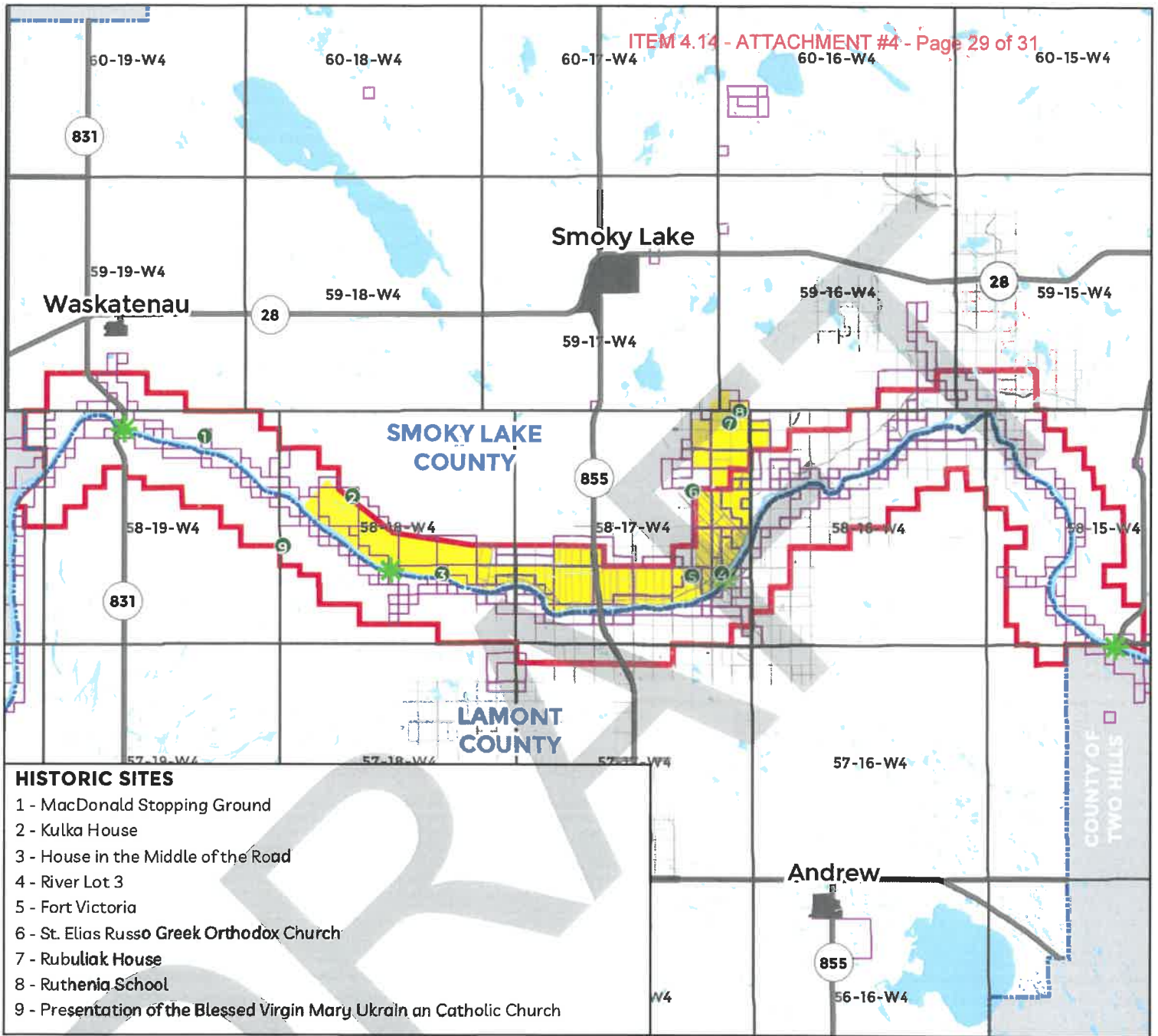


## A.2 NATURAL RESOURCE DEVELOPMENT

	Plan Area Boundary		Issued/Active Well
	Urban Municipality		Abandoned Well
	Waterbody		Rec. Certified Well
	Potential Sand and Gravel		Rec. Exempt Well
	Pipeline		

Digital Information:  
Geogatis, Geodiscover, Altalist  
Projection: UTM NAD 83 12N





**HISTORIC SITES**

- 1 - MacDonald Stopping Ground
- 2 - Kulka House
- 3 - House in the Middle of the Road
- 4 - River Lot 3
- 5 - Fort Victoria
- 6 - St. Elias Russo Greek Orthodox Church
- 7 - Rubuliak House
- 8 - Ruthenia School
- 9 - Presentation of the Blessed Virgin Mary Ukrain an Catholic Church

Smoky Lake County & Lamont County

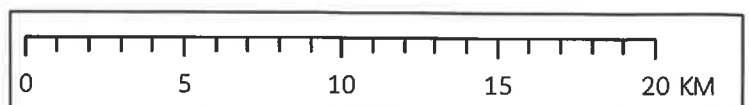
**INTERMUNICIPAL DEVELOPMENT PLAN**



**A.3 HISTORIC AND CULTURAL RESOURCES**

	Plan Area Boundary		Historic Site
	Urban Municipality		Former Ferry Crossing
	Victoria District ASP		Water body
	Historic Resources		

Digital Information:  
Geogatis, Geodiscover, Altalist  
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

<b>ARP</b>	Area Redevelopment Plan
<b>ASP</b>	Area Structure Plan
<b>ESA</b>	Environmentally Significant Area
<b>ICF</b>	Intermunicipal Collaboration Framework
<b>IDP</b>	Intermunicipal Development Plan
<b>LUB</b>	Land Use Bylaw
<b>LUF</b>	Land Use Framework
<b>MDP</b>	Municipal Development Plan
<b>MGA</b>	Municipal Government Act
<b>NSRP</b>	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.

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 <sup>1</sup>	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)	30 m from natural boundary	On controlled lakes, 30 m from sill elevation of licensed control structure.
Swamp/wetland <sup>2</sup>	Variable, include wet meadow zone	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 (≥ 15m 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	

<sup>1</sup> 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).  
<sup>2</sup> 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"> <li>The width of the 1:100 year flood line or 30m from the natural boundary of a watercourse or lake, whichever is less.</li> <li>The width of meander belt for watercourses that tend to meander or entire floodplain if it is highly constrained within a confined valley.</li> </ul>	<ul style="list-style-type: none"> <li>Residential development within a floodplain is discouraged.</li> <li>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).</li> <li>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.</li> </ul>
Erosion prone areas	Provide for a toe erosion allowance.	Consider highly erosive soils and annual recession rates.
Gully, ravine, coulees, or valley escarpments	Provide for a stable slope allowance. Apply construction and building setbacks from this line.	Boundary of stable slope allowance measured from top of crest of plateau (terrace), valley slope or tableland.
Steep Slopes (>15%)	3X escarpment height or as recommended by a geotechnical report on slope stability, rate of erosion, etc.	

5.1.1.a



**Chief Administrative Officer**  
 Report Period: **December 4, 2020 to January 22, 2021**

**LEGISLATIVE / GOVERNANCE**


Projects	Date In Progress	Date Outstanding	Date Completed
Discussion held at the Regional Economic Development Committee (RCDC) Meeting in regards to COVID-19 Pandemic Restrictions and its impact on Community Businesses. <b>L-1</b> <b>Recommendation:</b> Approve action taken by the Reeve in writing a letter to the MLA to express concern in regards to the current COVID-19 pandemic restrictions have impacted the sustainability of small business in our community, c.c. Premier, and Smoky Lake regional municipalities.	Jan 15'21		Jan 28'21
Request for a County <u>Departmental Meeting</u> : 2021 Workplans. <b>Recommendation:</b> Schedule a meeting on .....	Jan. 11'21		
RMA Virtual – District “5” Meeting scheduled for January 22, 2021. <b>Recommendation:</b> Council approve attending virtual Meeting.	Jan. 22'21		
Municipal Accountability Program (MAP) was held on Monday, January 18, 2021: The review was over an hour long and report will be released by end of January.			

**ADMINISTRATIVE**

Projects	Date In Progress	Date Outstanding	Date Completed																																																
<b>2020 Legislative Stats Summary:</b> <table border="1"> <tr><td>Meeting Minutes</td><td>138</td></tr> <tr><td>Bylaws</td><td>27</td></tr> <tr><td>Council Resolutions voted on</td><td>1301</td></tr> <tr><td>Public Hearings</td><td>4</td></tr> <tr><td>Public Participation Engagement</td><td>2</td></tr> <tr><td>Aggregate Business License</td><td>9</td></tr> <tr><td>Policies: Adopted</td><td>9</td></tr> <tr><td>Policies: Amended</td><td>33</td></tr> <tr><td>Approaches</td><td>2</td></tr> <tr><td>Agreements executed</td><td>17</td></tr> <tr><td>Haul Road Agreements</td><td>7</td></tr> <tr><td>In-kind Gravel: 12 tonnes reject sand (\$228.00)</td><td>1</td></tr> <tr><td>In-kind Assistance: Matthews Run - manpower</td><td>Cancelled</td></tr> <tr><td colspan="2"><b>Training Expenses:</b></td></tr> <tr><td colspan="2"><b>Departments</b></td></tr> <tr><td>Administration:</td><td>\$ 393.75</td></tr> <tr><td>Agriculture:</td><td>\$ 150.00</td></tr> <tr><td>Communication:</td><td>\$ 393.75</td></tr> <tr><td>Environmental :</td><td>\$ 3,665.55</td></tr> <tr><td>Finance:</td><td>\$ 480.69</td></tr> <tr><td>Planning:</td><td>\$ 538.15</td></tr> <tr><td>Public Works:</td><td>\$ 989.36</td></tr> <tr><td>Safety:</td><td>\$ 850.80</td></tr> <tr><td><b>TOTAL</b></td><td><b>\$ 7,462.05</b></td></tr> </table>	Meeting Minutes	138	Bylaws	27	Council Resolutions voted on	1301	Public Hearings	4	Public Participation Engagement	2	Aggregate Business License	9	Policies: Adopted	9	Policies: Amended	33	Approaches	2	Agreements executed	17	Haul Road Agreements	7	In-kind Gravel: 12 tonnes reject sand (\$228.00)	1	In-kind Assistance: Matthews Run - manpower	Cancelled	<b>Training Expenses:</b>		<b>Departments</b>		Administration:	\$ 393.75	Agriculture:	\$ 150.00	Communication:	\$ 393.75	Environmental :	\$ 3,665.55	Finance:	\$ 480.69	Planning:	\$ 538.15	Public Works:	\$ 989.36	Safety:	\$ 850.80	<b>TOTAL</b>	<b>\$ 7,462.05</b>	Jan. 4'21		
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<b>Recommendation:</b> Acknowledge the 2020 Legislative summary update.																																																			
2020 Christmas Listing received/sent by Smoky Lake County. <b>A-1</b>	Dec. '20		Dec. 23'20																																																

**Chief Administrative Officer**

Report Period: **December 4, 2020 to January 22, 2021**

Year 2021 is <b>County 60<sup>th</sup> Anniversary</b> :   <p>A digital logo created that will be utilized with email correspondence to promote the anniversary.</p> <p><b>Recommendation:</b> Acknowledge action taken by Administration in promoting awareness of Year 2021 as the County's 60<sup>th</sup> Anniversary.</p>	Nov. 19'20		Jan. 6'21
Working on <b>County Policy</b> for Undeveloped Road Allowances.	Jan. 4' 21		

**FINANCIAL**

Projects	Date In Progress	Date Outstanding	Date Completed
Working on the roof repairs – Quotation document, budget	Jan 15'21		

**HUMAN RESOURCES**

Projects	Date In Progress	Date Outstanding	Date Completed
<b>Long Service Award Pins and Certificates</b> of County Employees for 2020 - 14 employees ranging from 5 years to 30 years. <b>H-1</b>	Dec. 22'20		Dec. 22'20
Scheduled meeting to commence Bargaining with Local 955. <b>Recommendation:</b> Commence bargaining on March 1 and 2, 2021 commencing at 9:00 am each day.	Dec 4'20	Jan. 15'21	
As managing partner, addressed RCDC action in terminating the Economic Development Assistant Service Contract.	Jan. 15'21		
Working on Organizational Structure Review.	Dec 15'20		Mar 15'20
Continuing to work to complete the WFL project with the Commission as the Manager.	Ongoing		

**COMMUNITY**

Projects	Date In Progress	Date Outstanding	Date Completed
Inquiring into six complaints received from landowners in regard to the Smoky Lake Trail Twisters in respect to undeveloped road allowances.	Jan. 13'21	TBD	
Working on the revision of a Undeveloped Road Allowance policy.	Jan 15'21		
Working on a true costing analysis of the cost of gravel in the County.	Jan 15'21		Feb 15'21
Receiving inquires/complaints in general about undeveloped road allowances.	Dec. 14'20		

**TRAINING**

Looking at setting up some training for Managers in regard to the various considerations required in the decision making process.	Jan 15'21		
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**COUNTY STRATEGIC PLAN**

**Chief Administrative Officer**

Report Period: December 4, 2020 to January 22, 2021

N/A

**Signature:**  
*Gene Sobolewski*

**County Council Meeting:** January 28, 2021







# 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

January 19, 2021

Via email: Athabasca.Barrhead.Westlock@assembly.ab.ca

Glenn van Dijken, MLA for Athabasca-Barrhead-Westlock  
5106-50 Street  
Barrhead AB T7N 1A3

Dear Mr. van Dijken:

## **RE: Business Community Pandemic Restrictions**

Current COVID-19 pandemic restrictions have severely impacted the livelihood and sustainability of many small businesses in Alberta, especially in rural, outlying communities. The closure and loss of just one of these businesses can mean the loss of their specific goods and services across a region. The closure of businesses also forces our residents to travel elsewhere, which therefore further reduces our local economic position. In these times, travelling outside of our communities further increases the risk of the spread of COVID into our region.

Smoky Lake County has heard the concerns and worries of many business owners in the Smoky Lake Region who are on the verge of collapse. They just cannot withstand the business closure restrictions much longer and, furthermore, neither can our local economies. This week, the Province announced the relaxation of access to therapeutic massage and aesthetic services. Restaurants and recreation/physical fitness facilities are still restricted and are businesses which are highly susceptible to reductions in visitations by the public. To that end, our Council believes that there is a way that municipalities such as ourselves can help contribute to a solution.

We understand the pandemic has created an overwhelming challenge for the provincial government. We assert that the Province must allow all businesses to open immediately subject to the implementation of the established provincial safe distancing guidelines. With that initiated, we, along with many other municipalities, would happily contribute our resources towards the proactive enforcement of these guidelines at the local level.

Let municipalities help you re-establish demonstrated support of small businesses in rural, outlying communities. Your support of this innovative solution would be truly valued, and we look forward to hearing back from you at your earliest possible convenience.

Yours truly,

A handwritten signature in black ink that reads "Craig Lukinuk".

Craig Lukinuk,  
Reeve

cc. Premier Jason Kenney, Government of Alberta  
Mayor Hank Holowaychuk, Town of Smoky Lake  
Mayor Leo Chapdelaine, Village of Vilna  
Mayor Casey Caron, Village of Waskatenau  
David Hanson, MLA for Bonnyville-Cold Lake-St. Paul  
Michelle Wright, Community Economic Development Officer, Smoky Lake Region

**Christmas Cards 2020**

Lamont County

Vilna

Waskatenau

Town of Smoky Lake

MPE engineering

Associated Engineering

Glen Armstrong construction

RMRF

Smoky Lake Foundation

Accurate Assessment

Morrow and Tchir

Scheffer Andrew Ltd

Rodata services ltd

Aspen View Public Schools

Rob Gray Asset Management

Formula Alberta Ltd.

MPS

Lac la Biche county

The inspections Group inc.

Glen van dijen

Brownlee LLP

The Gathering Place Co-op

Smoky Lake Auxiliary

Quadient

**Smoky Lake County  
Long Service Award Pins & Certificates  
2020**

2015 - 5 Year Service Pins plus \$100.00 Gift Certificate

*Jordan Ruegg - 2015-02-02 —  
Sydney Kuryliw - 2015-07-21*

2010 - 10 Year Service Pins plus \$200.00 Gift Certificate

*Brian Niziol - 2010-02-01 —  
Rick Smith - 2010-04-26*

2005 - 15 Year Service Pins plus \$300.00 Gift Certificate

*Dan Kapicki - 2005-05-24  
Erven Kellar - 2005-06-04  
John Podloski - 2005-06-23  
Ed English - 2005-11-07  
Scott Franchuk - 2005-12-15 —*

2000 - 20 Year Service Pins plus \$450.00 Gift Certificate

*Carole Dowhaniuk - 2000-06-27 —  
Jason Bochar - 2000-07-20  
Eddie Kuchera - 2000-12-01*

1995 - 25 Year Service Pins plus \$600.00 Gift Certificate

*Ken Garner - 1995-07-04*

1990 - 30 Year Service Pins plus \$750.00 Gift Certificate

*Barry Dowhaniuk - 1990-07-11*



**November 26, 2020  
Budget Meeting  
Action List**

7

GOALS

100%

GOAL COMPLETION

**COUNCIL MOTIONS/INQUIRY PLAN  
COUNCIL MOTIONS 2020**

Goal	Owner	Co-owners	Details	Progress Update	Current...	Meetin...								
2020 11 26 Council Budget Meeting														
→ Three Year Road Plan	Finance Manager	-	<p>That Smoky Lake County Council defer further discussion of Policy Statement No. 03-18: 2021-2023 Three-Year Road Plan, for the purpose of incorporating a Five-Year Road Plan and possibly deferring the following Year-2021 Road Projects to Year-2022:</p> <ul style="list-style-type: none"> <li>Project No. R2112: Township Road 592 between Range Road 145 and Range Road 150 for 1.0 Mile at an estimated cost in the amount of \$22,000.00, and</li> <li>Project No. R2122: Township Road 592 between Range Road 142 and Range Road 143 for 1.0 Mile at an estimated cost in the amount of \$22,000.00, to a future Budget Meeting.</li> </ul>	<p><b>NEW Patti Priest:</b>  <b>Achievements:</b> Policy Statement No. 03-18: 2021-2023 Three-Year Road Plan is on the December 11, 2020 Budget meeting Agenda.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>            2020/12/09</p>	100%	2020/11/26								
→ Five-Year Bridge Priorities Program	Finance Manager	-	<p>That Smoky Lake County Council approve the Bridge Priority Plan for Years 2021-2025, and acknowledge the bridge plan for Year-2020 in the amount of \$602,000.00 which was funded through the Strategic Transportation Infrastructure Program (STIP) and the Federal Gas Tax (FGT) fund, will be carried over to Year-2021 as there were not enough bids received for the bridge projects; and proceed to apply for the Year-2021 STIP funding for the following bridges:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Bridge File #</th> <th>Location</th> <th>Sufficiency/Structural Rating</th> <th>Investigations / Inspections / Design Status</th> </tr> </thead> <tbody> <tr> <td>13398</td> <td>NW 07-60-12-W4M Range Road 130 South of Township</td> <td>44.9%/27.78 % (29-July-2020)</td> <td>- Preliminary Design completed in April 2016 - STIP application submitted in 2018 denied</td> </tr> </tbody> </table>	Bridge File #	Location	Sufficiency/Structural Rating	Investigations / Inspections / Design Status	13398	NW 07-60-12-W4M Range Road 130 South of Township	44.9%/27.78 % (29-July-2020)	- Preliminary Design completed in April 2016 - STIP application submitted in 2018 denied	<p><b>NEW Brenda Adamson:</b>  <b>Achievements:</b> Strategic Transportation Infrastructure Grant Applications were submitted November 27, 2020  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> If the grants are approved work will be tendered out by Associated Engineering.            2020/12/23</p>	100%	2020/11/26
Bridge File #	Location	Sufficiency/Structural Rating	Investigations / Inspections / Design Status											
13398	NW 07-60-12-W4M Range Road 130 South of Township	44.9%/27.78 % (29-July-2020)	- Preliminary Design completed in April 2016 - STIP application submitted in 2018 denied											

	Rd. 602			<ul style="list-style-type: none"> <li>- STIP application to be submitted 2020</li> <li>- Replace 2021</li> </ul>
01772	NW 22-58-15-W4M Range Road 153 South of Township Rd. 584	48.9%/38.9% (26-Apr-2018)	<ul style="list-style-type: none"> <li>- Preliminary Design completed in April 2016</li> <li>- STIP application submitted in 2018 denied</li> <li>- STIP application to be submitted 2020</li> <li>- Replace 2021</li> </ul>	
72828	NW 13-60-13-W4M Range Road 131 North of Township Rd. 602	59.0%/38.9% (11-Aug-2017)	<ul style="list-style-type: none"> <li>- L2 Timber Coring Completed in 2010</li> <li>- L2 Timber Coring Completed in 2019</li> <li>- Assessment completed 2019</li> <li>- STIP application to be submitted 2020</li> <li>- Major Bridge Rehabilitation 2021</li> </ul>	
00849	NW 33-58-19-W4M Township Rd. 585A East of Highway 831	48.2%/38.9% (18-Feb-2016)	<ul style="list-style-type: none"> <li>- Timber Coring completed 2010</li> <li>- Timber Coring completed 2019</li> <li>- Assessment letter updated 2019</li> <li>- STIP application to be submitted 2020</li> <li>- Major Bridge Rehabilitation 2021</li> </ul>	
70923	NW 20-59-15-W4M Range Road 155 North of Highway 28	48.2%/38.9% (18-Feb-2016)	<ul style="list-style-type: none"> <li>- L2 Timber Coring Completed in 2010</li> <li>- L2 Timber Coring Completed in 2019</li> <li>- Assessment completed 2019</li> <li>- STIP application to be submitted 2020</li> <li>- Bridge Rehabilitation 2021</li> </ul>	

<p>→ Capital Budget</p>	<p>Finance Manager</p>	<p>-</p>	<p>That Smoky Lake County Council <b>Defer</b> the 2021 – 2025 Five-Year Capital Project Budget to the next scheduled Budget Meeting to allow time to incorporate changes including, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• reduce the Fire Truck Reserve contribution from 125,000 to 80,000,</li> <li>• reduce the Fire Building Reserves from 75,000 to 25,000,</li> <li>• remove the Public Works Wobbly Packer Purchase 33,000,</li> <li>• reexamine the sale prices of items to be sold,</li> <li>• retain the Agricultural Department's Spray Truck,</li> <li>• consider a 30x50' Natural Gas Pipe Shed.</li> </ul>	<p>2020/11/26</p>
<p>→ Total Function Budget Year-2021</p>	<p>Finance Manager</p>	<p>-</p>	<p>That Smoky Lake County <b>defer</b> the Total Function Budget Year-2021 to the next scheduled Budget Meeting and to allow time to incorporate the changes to bring the budget down to a zero deficit as discussed at the November 26, 2020 Council Budget Meeting.</p>	<p>2020/11/26</p>
<p>→ COVID-19 Restricted Office Hours Open to Public</p>	<p>Communications Technician</p>	<p>-</p>	<p>That Smoky Lake County Council in accordance with Policy Statement No. 01-11-04: Municipal Offices, approve the Main Office and Public Works Shop Office to be closed to the Public on Tuesdays and Thursdays, and from 12 Noon to 1:00 p.m. on Monday, Wednesday and Friday, effective November 30, 2020, for the purpose of accommodating staff shortages associated with the COVID-19 pandemic in response to mandatory public health measures as announced through Alberta's State of Public Health Emergency, declared on November 24, 2020; with the exception of prearranged scheduled appointments and with the understanding of regular internal business being continued behind closed doors.</p>	<p>2020/11/26</p>
<p>→ Policy Statement No. 03-21-04: Backsloping Program</p>	<p>Legislative Service Clerk</p>	<p>Brenda Adamson</p>	<p>That Smoky Lake County Council <b>defer</b> Policy Statement No. 03-21-04: Backsloping Program to explore the implications of possibly increasing the amount which the applicant would receive for half of the cost of the project by an additional \$500.00 to a proposed maximum amount of \$2,500.00 per half mile, up to a maximum of 1 (one) mile, per year.</p>	<p>2020/11/26</p>

**NEW Patti Priest:**  
**Achievements:** The Capital Budget is on the agenda for the December 11, 2020 Budget Meeting.  
**Challenges:** *No value*  
**Next Steps:** *No value*  
 2020/12/09

**NEW Patti Priest:**  
**Achievements:** The Total Function Budget is on the Budget Meeting Agenda for December 11, 2020.  
**Challenges:** *No value*  
**Next Steps:** *No value*  
 2020/12/09

**NEW Patti Priest:**  
**Achievements:** The Communications Technician emailed the temporary office closure information to all staff on November 26, 2020 and posted information on Social Media, County Website and December Grapevine, as well as on County entrance doors.  
**Challenges:** *No value*  
**Next Steps:** *No value*  
 2020/12/09

**NEW Patti Priest:**  
**Achievements:** Discussion on Policy Statement No. 03-21-04: Backsloping Program will be re-examined by Council after Administration has determined the implications of increasing the amount which the applicant would receive for half of the cost of the project by an additional \$500.00 to a proposed maximum amount of \$2,500.00 per half mile, up to a maximum of 1 (one) mile, per year; and will be brought forward to a future meeting of Council.  
**Challenges:** *No value*  
**Next Steps:** *No value*  
 2021/01/08





**December 10, 2020  
Council Meeting  
Action List**

**COUNCIL MOTIONS/INQUIRY PLAN  
COUNCIL MOTIONS 2020**

Goal	Owner	Co-owners	Details	Progress Update	Current...	Meetin...
<b>2020 12 10 County Council Meeting</b> → Policy Statement No. 01-52-02: Municipal Accountability Program (MAP).	Municipal Clerk	-	That Smoky Lake County Policy Statement No. 01-52-02: Municipal Accountability Program (MAP), be amended.	<b>NEW Patti Priest:</b> Achievements: Policy was incorporated into the "Governance Policy Manual" and posted to the website.  <b>Challenges:</b> No value  <b>Next Steps:</b> No value 2021/01/14	95% 90% ahead	2020/12/10
→ Bylaw No. 1385-20: Designation of Ferry Crossing as a Municipal Historic Area	Planning & Development Manager	-	That Smoky Lake County Bylaw No. 1385-20: Designation of Ferry Crossing as Municipal Historic Area, being a bylaw for the purpose of designating six former Ferry Crossings as Municipal Historic Areas along the North Saskatchewan River, described as: <b>Waskatenau Crossing</b> , at NE-32-58-19-W4, <b>Warspite Crossing A</b> , at River lot 8 (Lobstick Settlement), <b>Warspite Crossing B</b> , at River lot 1 (Lobstick Settlement), <b>Pakan/Victoria Crossing</b> , at River lot 6 (Victoria Settlement), <b>Shandro Crossing</b> , at NW and NE-34-57-15-W4, and <b>Desjarlais Crossing</b> , at SE-11-57-14-W4, be given <b>FIRST READING</b> ...	<b>NEW Jordan Ruegg:</b> <b>Achievements:</b> The Planning and Development Department has sent a copy of the signed Bylaw No. 1385-20: Designation of Ferry Crossing as a Municipal Historic Area, to the Alberta Land Titles Office for Registration. The Planning and Development Department has also sent a copy of the Bylaw to Alberta Culture and Tourism, Heritage Resources Management Information System (HeRMIS) for inclusion on the Alberta Register of Historic Places.  <b>Challenges:</b> No value  <b>Next Steps:</b> No value 2021/01/19	100%	2020/12/10



<p>→ <b>Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation</b></p>	<p>Planning &amp; Development Manager</p>	<p>That Smoky Lake County Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation, being a bylaw for the purpose of designating the Rubuliak Ukrainian House on the lands legally described as Plan 9720834, Lot 2, in accordance with the Section 26 and 27 of the Alberta Historical Resources Act, R.S.A. 2000, c. H-9, as amended, be given <b>FIRST READING</b>....</p> <p>...be given the <b>THIRD and FINAL READING</b> and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.</p>	<p>100%</p>
<p>→ <b>Bylaw No. 1386-20: Land Use Bylaw 1272-14 Amendment for Recreational Vehicles, Campsites &amp; Recreational Vehicle Parks, Shipping Containers, Tiny Homes</b></p>	<p>Planning &amp; Development Manager</p>	<p>That Smoky Lake County Bylaw 1386-20: Land Use Bylaw 1272-14 Amendment for Recreational Vehicles, Campgrounds, Campsites &amp; Recreational Vehicle Parks, Shipping Containers, Tiny Homes, being a bylaw for the purpose of amending the Land Use Bylaw No. 1271-14, be given <b>FIRST READING</b>, and schedule a <b>Public Hearing</b> for the said bylaw at the <b>January 28, 2021 County Council meeting</b>, and advertise the 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>, as well as on the County's website, social media platforms and at the County office.</p>	<p>100%</p>
<p>→ <b>International Dark-Sky Association (IDA) - Dark Skies Nomination and Designation</b></p>	<p>Planning &amp; Development Manager</p>	<p>That Smoky Lake County proceed with investigating the feasibility and next steps of pursuing a Nomination of, and Designation as, a Dark Sky Community under the International Dark-Sky Association (IDA), for the purpose of providing leadership in reducing light pollution and promote responsible outdoor lighting that is beautiful, healthy, and functional.</p>	<p>100% 5% ahead</p>

**NEW Jordan Ruegg:**

**Achievements:** The Planning and Development Department has sent a signed copy of Bylaw 1384-20 to the Alberta Land Titles Office for registration. The Planning and Development Department has also sent a copy of the Bylaw to Alberta Culture and Tourism, Heritage Resources Management Information System (HerMIS) for inclusion on the Alberta Register of Historic Places.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/19

**NEW Jordan Ruegg:**

**Achievements:** The Planning and Development Department has scheduled a Public Hearing, to be held virtually, on January 28, 2021, at 9:15 a.m., and has provided notice of said Public Hearing in the Redwater Review during the weeks of December 23, 2020 and January 6, 2021. Notice was also posted on the County's website beginning on December 15, 2020 and at the County office.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/19

**NEW Jordan Ruegg:**

**Achievements:** The Planning and Development Department has continued to investigate the next steps required to pursue a nomination and designation as a Dark Sky Community under the International Dark-Skies Association (IDA). The Planning and Development Department has received additional information and will bring forward this information at a future Committee of the Whole Meeting.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/19

<p>→ <b>Bylaw No. 1387-20: Planning and Development Fees</b></p>	<p>- Planning &amp; Development Manager</p>	<p>That Smoky Lake County <b>Bylaw No. 1387-20: Planning and Development Fees</b>, being a bylaw for the purpose of establishing fees for Development Permits, Land Use Bylaw Amendments, New Statutory Plans, and other Planning and Development related activity, be given <b>FIRST READING</b>....</p> <p>...be given the <b>THIRD and FINAL READING</b> and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.</p>	<p><b>NEW Jordan Ruegg:</b>  <b>Achievements:</b> The Planning and Development Department has prepared copies of Bylaw No. 1387-20: Planning and Development Fees for signature by the Reeve and the Chief Administrative Officer. The Bylaw was signed on January 19, 2021. The Planning and Development Department has worked with the Communications Department to replace Smoky Lake County Policy No. 61-11: <i>Planning and Development Fees</i>, with said Bylaw on the County's website, as the Bylaw effectively rescinds the Policy. The Bylaw was uploaded to the County's website on January 19, 2021.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>                  2021/01/19</p>	<p>100%</p>
<p>→ <b>Policy Statement No. 61-05: Planning and Development Fees</b></p>	<p>- Jenna Preston                  Planning &amp; Development Manager</p>	<p>That Smoky Lake County Policy Statement No. 61-05-05: Planning and Development Fees, be <b>RESCINDED</b> due to the fees being legislated through Bylaw No. 1387-20: Planning and Development Fees, as of December 10, 2020.</p>	<p><b>NEW Patti Priest:</b>  <b>Achievements:</b> Policy Statement NO. 61-11: Planning and Development Fees was removed from the "Governance" Policy Manual. Documented in the Governance Policy Manual under section "Rescinded" the Policy, Date and Motion and reason why this Policy was rescinded.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>                  2021/01/05</p>	<p>100%</p>
<p>→ <b>Lamont County Intermunicipal Development Plan (IDP) Proposed Bylaw No. 1383-20</b></p>	<p>- Planning &amp; Development Manager</p>	<p>That Smoky Lake County proceed with the Public Participation process in accordance with Policy Statement No. 01-51-01, for the proposed Bylaw No. 1383-20: Lamont County Intermunicipal Development Plan (IDP), and determine a date, in early 2021, for the public to <i>virtually</i> participate due to the ongoing COVID-19 pandemic; and advertise the Public Notice in regard to same, accordingly in the Smoky Lake Signal and the Review newspapers for two consecutive weeks, as well as on the County's website, social media and at the County office.</p>	<p><b>NEW Patti Priest:</b>  <b>Achievements:</b> Lamont County &amp; Smoky Lake County ICF &amp; IDP - Meeting is scheduled for February 3, 2021 at 9am &amp; Public Participation at 1pm.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>                  2021/01/18</p>	<p>100%</p>
<p>→ <b>Lamont County - Intermunicipal Collaboration Committee (ICC) Meeting</b></p>	<p>- Planning &amp; Development Manager</p>	<p>That Smoky Lake County schedule a meeting on a mutually agreed upon date to be determined in early 2021, in conjunction with Lamont County for an Intermunicipal Collaboration Committee (ICC) Meeting, to be held concurrently with the virtual public participation for proposed Bylaw No. 1383-20: Lamont County Intermunicipal Development Plan (IDP).</p>	<p><b>NEW Patti Priest:</b>  <b>Achievements:</b> Lamont County &amp; Smoky Lake County ICF &amp; IDP - Meeting is scheduled for February 3, 2021 at 9am &amp; Public Participation at 1pm.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>                  2021/01/18</p>	<p>100%</p>

**Bylaw No. 1371-20:**  
Smoky Lake County Regional Heritage Board

That Smoky Lake County Council Bylaw No. 1371-20: **Joint Agreement for the Regionalization of the Smoky Lake County Regional Heritage Board (SLCRHB)**, for the purpose of establishing and governing the Smoky Lake County Regional Heritage Board, be given **FIRST READING**; and schedule a Smoky Lake Region Intermunicipal Collaboration Committee (ICC) meeting on a mutually agreed upon date to be determined congruently with each respective municipality, to jointly continue work and further refinement of Bylaw No. 1371-20.

Planning & Development Manager

Bylaw No. 1371-20: Smoky Lake County Regional Heritage Board

**NEW Jordan Ruegg:**

**Achievements:** The Planning and Development Department has contacted the members of the Smoky Lake Region Intermunicipal Collaboration Committee (ICC) to schedule a meeting of the Committee to discuss the proposed Bylaw No. 1371-20: Joint Agreement for the Regionalization of the Smoky Lake County Regional Heritage Board (SLCRHB) and will hold the meeting as soon as possible.

25%  
20% ahead

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/19

That Smoky Lake County thank Mr. Steve Leliuk, Landowner, for his proposal requesting waterfront access to his lake lot property, dated December 10, 2020, and notify him of the Council's decision to take no action until further information is available from the province in respect to provincial approvals of mooring structures, and advise him of the public waterfront access from Lot 28.

Planning & Development Manager

Steven Leliuk, Landowner - Waterfront Access Proposal

**NEW Jordan Ruegg:**

**Achievements:** The Planning and Development Manager sent Mr. Leliuk an email, dated December 14, 2020, informing him of Council's decision to take no action on his request, dated December 10, 2020, until further information from the Province has been provided to Council by Mr. Leliuk. Mr. Leliuk will be appearing at the January 28, 2021 County Council meeting as a delegation to further discuss his request with Council.

100%

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/19

That Smoky Lake County defer to Administration to seek a reasonable market value of the land legally described as Pt. SW-6-59-15-W4M, Property Tax Roll No. 15590622, containing 0.31 acres (more or less), prior to considering the Expression of Interest, dated October 13, 2020, received from the Alberta Infrastructure, Government of Alberta, in the amount of \$705.00 to purchase the said lands in accordance with County Policy Statement No. 61-10-01: Disposition of County Owned Property.

Planning & Development Manager

Request to Purchase County Owned Land - Pt. SW-6-59-15-W4M (0.31 acres)

**NEW Jordan Ruegg:**

**Achievements:** The Planning and Development Manager sent an email to Allison Reid, Smoky Lake County's Assessor, dated December 17, 2020, requesting an assessment of the lands legally described as Pt. SW-6-59-15-W4M. Ms. Reid responded by email on December 29, 2020, informing the County that she had assessed the value of said lands at \$6,800.00. This information will be brought to Council on January 28, 2021 for discussion.


100%

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/19

<p>→ Town of Smoky Lake - Harvest Gold Drive</p>	<p>Legislative Service Clerk</p>	<p>- 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.</p>	<p>2020/12/10</p>
<p>→ Policy Statement No. 08-19-02: Smoky Lake County Community Learning Council Program - Legal Host Agreement</p>	<p>Municipal Clerk</p>	<p>- That Smoky Lake County Policy Statement No. 08-19-02: Smoky Lake County Community Learning Council Program - LEGAL HOST AGREEMENT be amended; and acknowledge Public Participation is not required as the amendment is a legislative requirement:</p>	<p>2020/12/10</p>
<p>→ Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) - Thorhild County</p>	<p>Planning &amp; Development Manager</p>	<p>- That Smoky Lake County Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) Between Smoky Lake County and Thorhild County, for the purpose of adopting the ICF, be given <b>FIRST READING</b>; and proceed in conjunction with Thorhild County to develop an agreement outside of the ICF in respect to road maintenance, which identifies liability and severability, and cost share the fees for legal review of the said agreement at 50/50 with Thorhild County, and engage the mutual Municipal Solicitor: Brownlee LLP to perform the legal review which is to be presented to each respective Council prior to giving Bylaw 1368-20 Second Reading.</p>	<p>2020/12/10</p>
<p>→ County Dog Shelter Caretaker Service Agreement</p>	<p>Peace Officer / Parks &amp; Recreation</p>	<p>Jenna Preston - That Smoky Lake County, in accordance with Bylaw No. 1344-19: Dog Control, execute an agreement with Kountry Kennel c/o Diana Bochar, to designate a County Dog Shelter with animal caretaking services on the lands legally described as SE 1-61-18-W4, 61014 Range Road 180, for a Five (5) Year Term: January 1, 2021 to December 31, 2025 including yearly reporting protocol outlining the number of animals surrendered to the said shelter and mandatory inspections performed by the County's Animal Control Officer.</p>	<p>2020/12/10</p>

<p>→ Watershed Resiliency and Restoration Program</p>	<p>Planning &amp; Development Manager</p>	<p>-</p> <p>That Smoky Lake County prepare and submit, an application to the Watershed Resiliency and Restoration Program 2020-2021 through Alberta Environment and Parks (AEP), prior to the application deadline of January 4, 2021, for the purpose of improving flood and drought resiliency, through restoration and enhancement of watersheds; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds, should the said application be successful.</p>	<p><b>NEW</b> Jordan Ruegg:   <a href="#">Watershed_Resiliency___Restoration_Program_Grant_Application.pdf</a></p> <p><b>Achievements:</b> The Planning and Development Department submitted an application to the Watershed Resiliency and Restoration Program on January 4, 2021.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/01/19</p>	<p>100%</p>	<p>2020/12/10</p>
<p>→ Wetland Replacement Program Memorandum of Understanding</p>	<p>Planning &amp; Development Manager</p>	<p>Jenna Preston</p> <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>	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> The Planning and Development Department received a signed and executed copy of the Memorandum of Understanding between Smoky Lake County and the Alberta Environment and Parks in support of the Wetland Replacement Program on December 12, 2020. The Planning and Development Department will work with other County departments and stakeholders to identify possible locations where wetlands can be either restored or constructed.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/01/19</p>	<p>100%</p>	<p>2020/12/10</p>
<p>→ Property Tax Write Off Request for Rolls 17593620 &amp; 17593630 Delegation: Mike Pecuh, Hardrock Contracting / Westload Transport</p>	<p>Finance Manager</p>	<p>Doug Ponich Debbie Hackman</p> <p>That Smoky Lake County Council reduce the amount of penalties on Property Tax Rolls 17593620 &amp; 17593630, by 50%, in the total combined amount from \$338,64 to the amount of \$169,32, in response to the December 10, 2020 delegation: Mr. Mike Pecuh, Owner, Hardrock Contracting / Westload Transport, as Council considers it equitable to do so.</p>	<p><b>NEW</b> Debbie Hackman:</p> <p><b>Achievements:</b> Penalties reduced by 50% on roll #'s 17593620 &amp; 17593630, effective Dec. 31/20</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/01/05</p>	<p>100%</p>	<p>2020/12/10</p>
<p>→ Village of Vilna – Amalgamation</p>	<p>Assistant Chief Administrative Officer</p>	<p>Gene Sobolewski Brenda Adamson</p> <p>That Smoky Lake County continue discussions with the Village of Vilna in early 2021, in respect to the verbal information received by the County's Chief Administrative Officer, Assistant Chief Administrative Officer and Finance Manager while attending a virtual meeting held on November 10, 2020, with representatives from Rural Municipalities of Alberta (RMA), in regard to amalgamation legislation, process, requirements, study funding, options, etc.</p>	<p><b>NEW</b> Patti Priest:</p> <p><b>Achievements:</b> As per Motion, Smoky Lake County will continue discussions with the Village of Vilna in early 2021.</p> <p>There are no formal meeting dates set to date.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/01/21</p>	<p>55% 50% ahead</p>	<p>2020/12/10</p>

<p>Smoky Lake Legion Branch No. 227 and to the Waskatenau Legion Branch No. 261</p>	<p>Finance Manager</p>	<p>That Smoky Lake County Council approve action taken in donate funding in the amount of \$200.00 to each of the Royal Canadian Legion Halls: Smoky Lake Legion Branch No. 227 and Waskatenau Legion Branch No. 261, for the Reembrace Day Ceremonies held on November 11, 2020, which were held with restricted attendance and outdoors to accommodate social distancing measures due to the COVID-19 pandemic.</p>	<p><b>NEW Patti Priest:</b>  <b>Achievements:</b> Smoky Lake Legion: Cheque No. 50460 dated Oct. 28/20  Waskatenau Legion: Cheque No. 50462 dated Oct. 28/20  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/04</p>	<p>100%</p>	<p>2020/12/10</p>
<p>Property Tax Write Off Request</p>	<p>Finance Manager</p>	<p>That Smoky Lake County Council take no action to the Owner's request to write off penalties on their Property Tax Roll numbers: 14592030, 14600710, 14600840, 15601320, and 15601321, and the Owner's claim of their cheque being posted in the mail on October 1, 2020, as the County has not received the cheque and the outstanding taxes have been paid.</p>	<p><b>NEW Debbie Hackman:</b>  <b>Achievements:</b> Penalty write-offs completed effective Dec 31/20  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/05</p>	<p>100%</p>	<p>2020/12/10</p>
<p>Property Tax Write Off Request</p>	<p>Finance Manager</p>	<p>That Smoky Lake County write off penalties in the amount of \$45.19 on Property Tax Roll numbers: 17620310, 17620320, 17620330, 17620340, 17620841, and 17621440, due to an administrative error at the time of payment, and in response to the Owner's request dated November 19, 2020.</p>	<p><b>NEW Debbie Hackman:</b>  <b>Achievements:</b> Penalty write-offs completed effective Dec. 31/20  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/05</p>	<p>100%</p>	<p>2020/12/10</p>
<p>Family and Community Support Services (FCSS) Grant</p>	<p>Finance Manager</p>	<p>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:</p>	<p><b>NEW Patti Priest:</b>  <b>Achievements:</b> Cheque No 50793, issued Jan 6, 2021 for \$2,000  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/06</p>	<p>100%</p>	<p>2020/12/10</p>
<p>Councillor Cherniwchan's RRSP Contribution</p>	<p>Finance Manager</p>	<p>That Smoky Lake County Council approve to discontinue contributing Councillor Johnny Cherniwchan's Year-2021 Registered Retirement Savings Plan (RRSP) remuneration and alternatively direct the said remuneration into a Tax-Free Savings Account, due age ineligibility to contribute to RRSPs.</p>	<p><b>NEW Patti Priest:</b>  <b>Achievements:</b> A copy of Motion # 239-20 was emailed to Payroll on Jan. 18'21 from Legislative Services for the personnel records.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/18</p>	<p>100%</p>	<p>2020/12/10</p>

<p>→ Smoky Lake Curling Association</p>	<p>Finance Manager</p>	<p>-</p> <p>That the Smoky Lake County Council approve to contribute, in the amount of \$12,881.00 allocated from the Municipal Sustainability Initiative (MSI) Operating funds, to the Smoky Lake Curling Association, stipulating the said funds must be utilized to sustain the curling rink facility operating fees; and recommend the Smoky Lake Curling Association request matching funds from the Town of Smoky Lake.</p>	<p><b>NEW Patti Priest:</b>  <b>Achievements:</b> Cheque Number 50884 dated January 21, 2021.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/21</p>	<p>2020/12/10</p>
<p>→ Intermunicipal Collaboration Committee (ICC) Meeting with Lamont County</p>	<p>Planning &amp; Development Manager</p>	<p>-</p> <p>That the Smoky Lake County Council propose the following possible dates of <b>January 18, 2021, January 19, 2021, January 20, 2021, January 21, 2021 or January 22, 2021</b> for an Intermunicipal Collaboration Committee (ICC) Meeting with Lamont County, to be held concurrently with the virtual public participation for proposed Bylaw No. 1383-20: Lamont County Intermunicipal Development Plan (IDP).</p>	<p><b>NEW Patti Priest:</b>  <b>Achievements:</b> Lamont County &amp; Smoky Lake County ICF &amp; IDP - Meeting is scheduled for February 3, 2021 at 9am &amp; Public Participation at 1pm.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/18</p>	<p>2020/12/10</p>
<p>→ Training Events – Report to Council</p>	<p>Legislative Service Clerk</p>	<p>-</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:</p> <p>Administration:</p> <p>Local Authorities Election Training – Module Two: Nominations, online, attended by Lydia Cielin, Assistant CAO, Jenna Preston, Municipal Clerk and Patti Priest, Legislative Services Clerk.</p> <p>Communications:</p> <p>Protecting Privacy in Alberta Public Bodies: FOIP Privacy Training Program, held online, attended by Evonne Zukiwski, Communications Technician and Patti Priest, Legislative Services Clerk.</p> <p>That Smoky Lake County acknowledge receipt of the email from Tina Warawa, Executive Assistant, Office of Shannon Stubbs, M.P., Shadow Minister of Public Safety and Emergency Preparedness, dated November 14, 2020, in respect to an update of “no progress” on Dr. Lourens’s immigration status, be filed for information.</p>	<p><b>NEW Patti Priest:</b>  <b>Achievements:</b> Reporting on Training Events is captured for other members to reference as an educational tool, and also transparently tracks that personnel received Professional Development.  Municipal File: 1-289  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/18</p>	<p>2020/12/10</p>
<p>→ Shannon Stubbs, M.P., Shadow Minister of Public Safety and Emergency Preparedness - Doctor Lourens</p>	<p>Legislative Service Clerk</p>	<p>-</p> <p>That Smoky Lake County acknowledge receipt of the email from Tina Warawa, Executive Assistant, Office of Shannon Stubbs, M.P., Shadow Minister of Public Safety and Emergency Preparedness, dated November 14, 2020, in respect to an update of “no progress” on Dr. Lourens’s immigration status, be filed for information.</p>	<p><b>NEW Patti Priest:</b>  <b>Achievements:</b> This letter stems from County Council Motion 1064-20 made on Aug.27’20, and has been retained for Municipal purposes.  Municipal File: 5-20  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/14</p>	<p>2020/12/10</p>

**NEW Patti Priest:**  
**Achievements:** The MOU as per Motion #247-20 was fully executed on Dec.10'20.

Municipal File: 4-30

**Challenges:** *No value*

Financial & Administrative Services (CAO, Finance Manager, Finance Clerk & Recording Secretary)	\$6,500.00/mo**** <b>Next Steps:</b> <i>No value</i> 2021/01/18
Utilities Manager	\$65.00/hour
Utilities Serviceman	\$48.00/hour Regular; \$72.00/hour OT
Mileage	Current per km rate of the Commission

100%

That Smoky Lake County execute the Memorandum of Understanding (MOU) with the Highway 28/63 Regional Water Services Commission for the County to supply information, goods, and services, for a term effect immediately upon execution by both parties, and to remain in effect indefinitely unless duly amended or terminated, with a scheduled of fees payable to Smoky Lake County as follows:

**NEW Evonne Zukiwski:**  
**Achievements:**  
 • Promoted on social media on January 6, 2021

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/06

That Smoky Lake County promote on social media, the Internet Performance Test Program launched by Rural Municipalities of Alberta (RMA) in conjunction with the Canadian Internet Registration Agency (CIRA), which measures internet speeds in rural Alberta to collect data to demonstrate the current state of broadband in rural Alberta for the purpose of using the information to drive advocacy for federal funding.

100%

**NEW Evonne Zukiwski:**  
**Achievements:**  
 • Microsite set up for the Pumpkin Patch Daycare and turned over site administration- January 19, 2021

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/19

That Smoky Lake County Council approve action taken in granting the request from the Smoky Lake Community Daycare Co-operative Committee for the County to provide an AllNet basic micro-website through the County's website at no cost to the Co-operative, as per the letter received from Melody Morton, Committee Chair, dated December 2, 2020.

100%

**NEW Patti Priest:**  
**Achievements:** E-Constructions completed the installation in 2020. The correspondence from the Village of Waskatenau is retained for documentation purposes.

Municipal File: 1-114

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/18

That Smoky Lake County acknowledge receipt of the correspondence received from Bernice Macyk, Chief Administrative Officer, Village of Waskatenau, dated October 22, 2020, providing the County permission for a Culvert Encroachment at Range Road 592 onto the Village of Waskatenau road Right-of-Way.

100%

Highway 28/63 Regional Water Services Commission - MOU  
 Legislative Service Clerk  
 Gene Sobolewski  
 Jenna Preston  
 Lydia Cielin

Internet Speed Testing Project  
 Communications Technician

Smoky Lake Community Daycare Co-operative Committee - Micro-Website Request  
 Communications Technician

Village of Waskatenau - Culvert Encroachment Range Road 592  
 Public Works Manager



<p>→ Alberta Environment and Parks</p> <p>Planning &amp; Development Manager</p>	<p>-</p>	<p>That Smoky Lake County acknowledge receipt of the correspondence received from Jason Nixon, Minister of Alberta Environment and Parks, dated October 23, 2020, supporting the County's nomination of a portion of the North Saskatchewan River under the Canadian Heritage Rivers System, and announcing Alberta Environment and Parks, as the jurisdictional representative, will make the formal nomination on the County's behalf; and once the nomination is endorsed by the Canadian Heritage Rivers System Board of Directors, the next step is for the County to prepare a nomination document with relevant information and background studies.</p>	<p><b>NEW Jordan Ruegg:</b>  <b>Achievements:</b> The Planning and Development Department has filed a copy of the letter dated October 23, 2020, from Jason Nixon, Minister of Alberta Environment and Parks, regarding the potential designation of the North Saskatchewan River as a Canadian Heritage River. The Planning and Development Department will continue to work with the Minister to prepare a nomination document with the necessary information and background studies.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/19</p>	<p>100%</p> <p>2020/12/10</p>
<p>→ 2021 Prime Minister's Awards</p> <p>Communications Technician</p>	<p>-</p>	<p>That Smoky Lake County advertise for self-nominations, in response to the correspondence received from the Government of Canada, in regard to the Year-2021 Prime Minister's Awards, with a nomination deadline of January 12, 2021.</p>	<p><b>NEW Evonne Zukiwski:</b>  <b>Achievements:</b>  <ul style="list-style-type: none"> <li>Prime Minister's Award promoted on social media on January 6, 2021</li> </ul> <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/07</p>	<p>100%</p> <p>2020/12/10</p>
<p>→ Smoky Lake School of Dance</p> <p>Finance Manager</p>	<p>-</p>	<p>That Smoky Lake County contribute funding in the amount of \$1,500.00 allocated from Grants to Individuals and Organizations, to the Smoky Lake School of Dance, in response to the correspondence received from Cheryl Semeniuk, President, Smoky Lake School of Dance, dated November 9, 2020, requesting financial assistance to help sustain the organization due to the COVID-19 pandemic and loss of Casino fund raising.</p>	<p><b>NEW Patti Priest:</b>  <b>Achievements:</b> Cheque No. 50791, issued Jan 6, 2021 for \$1500  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/06</p>	<p>100%</p> <p>2020/12/10</p>
<p>→ Alberta Development Officers Association (ADOA)</p> <p>Planning &amp; Development Manager</p>	<p>Brenda Adamson</p>	<p>That Smoky Lake County acknowledge receipt of the correspondence received from Jordan Ruegg, Vice President, Education Co-Chair, Alberta Development Officers Association (ADOA), dated October 28, 2020, advising Kyle Schole is the successful recipient of a subsidy award in the amount of \$573.00 from the Alberta Development Officers Association's Year-2020 Education Subsidy Awards.</p>	<p><b>NEW Jordan Ruegg:</b>  <b>Achievements:</b> The Planning and Development Manager has filed a copy of the letter, dated October 28, 2020, from Jordan Ruegg, Vice President of the Alberta Development Officers Association, regarding the award of \$573.00 for education subsidy, to Kyle Schole, in the employee's personnel file.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/01/19</p>	<p>100%</p> <p>2020/12/10</p>

- That Smoky Lake County provide a letter of support to the Innovation, Science and Economic Development (ISED) Canada for MCSnet's application to the ISED Universal Broadband Fund, in response to the correspondence received from Rhonda Lafrance, Marketing Coordinator, MCSnet, dated November 19, 2020; and extend an invitation to MCSnet representatives to attend a future Council meeting as a delegation for an update.

**NEW Patti Priest:**

**Achievements:** Letter dated December 15, 2020 to Innovation, Science and Economic Development Canada, Re: Support for MCSnet's application to the I.S.E.D. Universal Broadband Fund, was prepared for Reeve Craig Lukinuk's signature and sent accordingly.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/05

**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 November 2020, be filed for information or acknowledged as follows:

- R69-20 - RMA Contact Newsletter, November 6, 2020 - *be filed for information,*
- R70-20 - RMA Contact Newsletter, November 6, 2020 - *be filed for information,*
- R71-20 - Norine Ambrose, Executive Director, Alberta Riparian Habitat Management Society "Cows and Fish", November 17, 2020, Letter of Support for the County's Nomination of the North Saskatchewan River, Canadian Heritage River System Designation - *acknowledge receipt,*
- R72-20 - Smoky Lake Chamber of Commerce Quarterly Newsletter for October 2020 - *be filed for information,*
- R73-20 - RMA Contact Newsletter, November 20, 2020 - *be filed for information,*
- R74-20 - Laura Swain, MPA, Interim Chief Administrative Officer, Parkland County, November 19, 2020, Letter of Support for the County's Nomination of the North Saskatchewan River, Canadian Heritage River System Designation - *acknowledge receipt,*
- R75-20 - Aspen View Board Highlights, November 19, 2020 - *be filed for information,*
- R76-20 - Ukrainian Canadian Congress, E-Bulletin, November 26, 2020 - *be filed for information.*

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/19



**December 11, 2020  
Council Meeting  
Action List**

**6**  
GOALS

**100%**  
GOAL COMPLETION

**COUNCIL MOTIONS/INQUIRY PLAN  
COUNCIL MOTIONS 2020**

Goal	Owner	Co-owners	Details	Progress Update	Current...	Meetin...
<b>2020 12 11 Council Budget Meeting</b>						
Nuisance and Unsightly Properties	Planning & Development Manager	-	That Smoky Lake County take no action based on legal advice received from Brownlee LLP; to the letter received from the Royal Canadian Mounted Police (RCMP) dated October 19, 2020, requesting County assistance with enforcement measures under Bylaw 1169-08: Nuisance and Unsightly Premises for a particular property in the Wayetenau area, as there is no obvious contraventions of for the County to enforce and the RCMP have mechanisms available to them under the Safer Communities and Neighbourhoods (SCAN) unit of the Alberta Sheriffs which would allow the RCMP to take positive action to address criminality originating from the lands.	<b>NEW Patti Priest:</b> <b>Achievements:</b> The Safer Communities and Neighbourhoods (SCAN) unit of the Alberta Sheriffs obtained a court order against the owners of a property in Smoky Lake County, northeast of Edmonton. The community safety order granted in Court of Queen's Bench places the property at 12-13239 Township Road 615 under supervision for five years, and includes a 90-day closure that began at noon on Dec. 15. Crews have boarded up the home, changed the locks and erected a fence around the property to prevent anyone from entering until March 11, 2021. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/01/18	100%	2020/12/11
Natural Gas Budget	Finance Manager	-	That Smoky Lake County adopt the 2021 Natural Gas System Budget: total revenue in the amount of \$2,836,744 and expenditures in the amount of \$3,066,744 (including amortization).	<b>NEW Brenda Adamson:</b> <b>Achievements:</b> The 2021 Natural Gas Budget will be included in the Five Year Financial Plan. It will be monitored and reported on to council at Council meetings. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/01/05	100%	2020/12/11

Finance Manager

Doug Ponich

That Smoky Lake County Council approve the amendments to Policy Statement No. 03-18: 2021-2023 Three-Year Road Plan, of deferring the following Year-2021 Road Projects to Year-2022:

- Project No. R2112: Township Road 592 between Range Road 145 and Range Road 150 for 1.0 Mile at an estimated cost in the amount of \$22,000.00, and
- Project No. R2122: Township Road 592 between Range Road 142 and Range Road 143 for 1.0 Mile at an estimated cost in the amount of \$22,000.00,

And correcting:

- MG2131 from Township Road 602 between Range Road 135 and Range Road 133 to Township Road 602 to Highway 36 and Range Road 140,
- heading from FIBERMAT / MICRO SURFACE to CHIP-SEAL

And removing:

- The Contribution to Capital Reserve: Transfer for Future Road Projects in the amount of \$200,000.00

100%

**NEW** Patti Priest:

**Achievements:** The changes have been incorporated into the Five Year Road Plan Policy.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/19

Finance Manager

-

That Smoky Lake County Council defer the 2021 – 2025 Five-Year Capital Project Budget to the next scheduled Budget Meeting to allow time to further explore efficiencies in respect to the Total Function Budget.

**NEW** Brenda Adamson:

**Achievements:** The Five Year Capital Budget has been adjusted to reflect discussed changes and new information. It will be presented to Council at the budget meeting scheduled for January 12, 2021

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/06

100%

Finance Manager

-

That Smoky Lake County Council defer final approval of the Total Function Budget for Year-2021 to a future Budget Meeting.

**NEW** Brenda Adamson:

**Achievements:** The total function budget has been adjusted to reflect discussions and new information. It will be presented to council at the budget meeting scheduled for January 12, 2021

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/06

100%



S.I.I.C. IV

**January 12, 2021  
Budget Meeting  
Action List**

**3**  
GOALS

**100%**  
GOAL COMPLETION

**COUNCIL MOTIONS/INQUIRY PLAN  
COUNCIL MOTIONS 2021**

Goal	Owner	Co-owners	Details	Progress Update	Current...	Meetin...
<b>2021 01 12 Council Budget Meeting</b>						
→ 2021 – 2025 Interim Five-Year Capital Budget	Finance Manager	-	That Smoky Lake County Council approve the 2021 – 2025 Interim Five-Year Capital Project Budget of expenditures as follows: \$3,537,500 for Year-2021, \$3,797,540 for Year-2022, \$4,082,751 for Year-2023, \$3,425,179 for Year-2024, and \$1,634,785 for Year-2025.	<b>NEW Brenda Adamson:</b> 2021 Approved Interim Capital.pdf <b>Achievements:</b> The 2021 Approved Interim Capital Budget was provided to Communication January 20, 2021 to be posted on the Smoky Lake County Website. <b>Challenges:</b> No value <b>Next Steps:</b> No value 2021/01/20	100%	2021/01/12
→ Total Function Budget Interim for Year-2021	Finance Manager	-	That Smoky Lake County Council approve the Year-2021 Interim Total Function Budget, with Revenue in the amount of \$20,651,590 and total Expenditures in the amount of \$20,651,590 not including amortization in the amount of \$2,059,800.	<b>NEW Brenda Adamson:</b> 2021 Approved Interim Budget..Jan.pdf <b>Achievements:</b> The 2021 Approved Interim Budget was provided to communications on January 20, 2020 to be posted on the website. <b>Challenges:</b> No value <b>Next Steps:</b> No value 2021/01/20	100%	2021/01/12



# FINANCE MANAGER REPORT

Jan 20, 2021

5.1.2.a

33 GOALS

17% GOAL COMPLETION

## BRENDA ADAMSON

Goal	Progress Update	Current Compl...	Plan	Start Date	Due Date
<b>Training Activity (FIN): 100%</b>		61% 61 / 100%	Finance Plan Smoky Lake County Plan	2020/01/01	2021/12/31
<b>Council Member Inquiry (FIN): 100%</b>	<b>NEW</b> <b>Achievements:</b> I looked into the Pumpkin Patch taxation status at the request of Reeve Lukinuk. It is not clear if they need to file a corporate tax return. I have advised the organization to contact CRA and ask for a ruling for their protection. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/01/20	100% 100 / 100%	Finance Plan Smoky Lake County Plan	2021/01/01	2021/12/31
<b>Assessment Activity: 100%</b>	<b>NEW</b> <b>Achievements:</b> There has been no assessment activity this month. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/01/20	0% 0 / 100%	Finance Plan Smoky Lake County Plan	2021/01/01	2021/12/31
		0%	Finance Plan Smoky Lake County Plan	2021/01/01	2021/03/31

Asset Download



Finance Plan 2020/01/01 2021/03/31  
 Smoky Lake County Plan  
 Finance Plan 2021/01/01 2021/03/31  
 Smoky Lake County Plan  
 Finance Plan 2020/01/01 2021/08/31  
 Smoky Lake County Plan  
 Finance Plan 2021/01/01 2021/11/30  
 Smoky Lake County Plan  
 Finance Plan 2021/01/01 2021/12/31  
 Smoky Lake County Plan  
 Finance Plan 2021/01/01 2021/05/31  
 Smoky Lake County Plan  
 Smoky Lake County Plan 2021/01/01 2021/03/31  
 Finance Plan  
 Finance Plan 2021/01/01 2021/11/30  
 Smoky Lake County Plan  
 Finance Plan 2020/01/01 2021/06/30  
 Smoky Lake County Plan

→ Update Assessment  
 → Enter Linear Assessment  
 → Assessment Complaints  
 → Assessment Appeal Hearing  
**Taxation Activity: 100%**  
 → Mill Rate Bylaw/Bill Taxes  
 → Tax Notifications  
 → Tax arrears property sale  
 → Bill taxes

→ Tax penalties 0 Penalties (\$)

→ Bellis Sewer Charges Bylaw

→ Taxes Due \$0

**NEW**

**Achievements:** All taxes owing are now considered arrears. Tax arrears equals \$1,822,727.73 (\$1,159,499 from defunct oil companies). This is comparable to the arrears of \$1.85 m in January 2020.

**Tax Write Off Requests:**

1. Owner #15281 has written a letter asking council to cancel penalties \$108.67 on tax roll 23090116. The owner states that a cheque was posted in the mail when she received her notice. We had not received the cheque. Full payment was made in December after receiving the penalty invoice. A similar request was made in 2016. At that time Council made motion 316-16 to cancel penalties. In 2017 and 2018, taxes were paid on time. In 2019 they were late and payment was made in November.

**Option 1** That Smoky Lake County take no action regarding the request to write off penalties on tax rolls 23090116

**Option 2** That Smoky Lake County write off penalties in the amount of \$108.67 on Property Tax Roll Number 23090116 in response to the letter received from the owner, dated January 14, 2021

**Challenges:** No value

**Next Steps:** No value  
2021/01/20

**Budget Activity: 100%**

→ 15 Year Capital and Infrastructure Plan







**NEW** [year end to council.xlsx](#)

**Achievements:** Attached is the Budget at a Glance for December 31, 2020 with a summary of the highlights for each department. There are still invoices to pay and charge as well as adjustments.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/20

**Information Technology (IT): 100%**

**Achievements:** The auto attendant for the phone system has been activated. The intent is to allow calls to go directly to the intended persons. If an individual is working from home and has a county cell phone, they are able to have their extension forwarded to the cell phone so that they are able to easily communicate with customers.

We have been having issues with the system since Christmas. Cellular service issues in Smoky Lake last week, some problems with the Telus line, and power outages have made the entire phone system unstable. We are continuing to work with Nutec to ensure that we get a stable/reliable service.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/20

**Alberta Purchasing Connection**

**New Financial System**

**Achievements:** Administration is working on a request for proposal for Council to authorize.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/20

**Finance Activity (FIN): 100%**

→ Annual Grant Reporting

→ Aggregate Levy

**NEW**

**Achievements:** Some of quarter 4 Aggregate reports have been turned in. The business license collected thus far for 2020 is \$289,808.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/20

→ Final Financial Statements

**NEW**

**Achievements:** We are currently working on the 2020 year end financial statements. The audit is scheduled to be in person on February 17, 18, and 19, 2021. Financial statements are expected March, 2021

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/20

→ Statistical Information Return

→ Annual Grant Projects

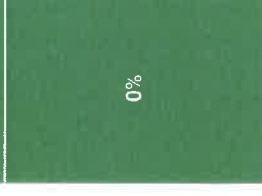
Smoky Lake County Finance Plan 2021/01/01 2021/03/31



Finance Plan 2021/01/01 2021/12/31



Finance Plan 2021/01/01 2021/03/31



Finance Plan 2021/01/01 2021/05/31



Smoky Lake County Finance Plan 2021/01/01 2021/04/30



**NEW**  
**Achievements: Disaster Relief Program**  
 As per Council request, the revised Disaster Recovery Program Applications for flooding due to spring runoff in March and flooding due to high rainfalls in June were submitted to Alberta Emergency Management Agency On December 21, 2020

(Show history)

**COVID Relief Grant**

Smoky Lake County received \$254,198.00 for operational costs related to COVID.

We have spent: \$22,105.63 on Cleaning and Personal Protective Supplies,  
 \$26,651.77 on hardware and software to enable virtual meetings and work from home capacity

\$32,074.83 on wages for employees wages when isolating (and unable to work from home)

\$10,000.00 lost Fire Protection Revenue

**Total claim to date \$90,832.23**

\$163,000 must be spent by March. We are currently awaiting quotes to install automation into the bathrooms.

**Challenges:** *No value*

**Next Steps:** *No value*  
 2021/01/20

0%

**Alberta Purchasing Connection**

0%

**Tax penalties 0 Penalties (\$)**

0 / 0 Penalties (\$)



# Reeve's Report

For December 1, 2020 to January 21, 2021

December 2, 2020 – RMA Member Update viewed virtually in Council Chambers: (All Council)

- Topics discussed included: COVID-19, Municipal Budgeting, Municipal Measurement Index (MMI), Assessment Model Review, Unpaid Taxes from Oil and Gas, RMA Spring Convention, District Meetings, Broadband/Internet Speed Test, and FCM/Federal Update.

December 2, 2020 – Smoky Lake Community Daycare Cooperative held virtually: (Craig)

- Annual General Meeting held, Melody Morton was acclaimed as Chairperson, Lauren Melnyk as Vice Chairperson, and all other Board Members were Acclaimed.
- Held budget discussions and noted 42 families registered and 20 part time.

December 7, 2020 – Regional Community Development Committee held in Chambers/Virtual: (Craig, Lorne & Johnny)

- Received the monthly activities report from the CEDO and roundtable reports from the committee.
- Approve the 2021 RCDC Budget at \$100,000 and agreed to adjust the municipal funding formula to account for the withdrawal of the Village of Waskatenau from the Committee.

December 7, 2020 – Municipal planning Commission held in Chambers/Virtual: (all Council)

- Mr. Lorne Halisky was declared elected by acclamation as the Chairperson Mr. Randy Orichowski was acclaimed as the Vice-Chairperson.
- Approved Development Permit No. 046-20: SE-7-60-15-W4M & NE-6-60-15-W4M for Natural Resource Extraction / Processing Facility (Sand and Gravel), (10.87 Acres +/-), subject to conditions.

December 8, 2020 – County Agricultural Service Board (ASB) Meeting held in Chambers/Virtually: (All Council)

- Mr. Dan Gawalko was declared elected by acclamation as the Chairperson and Mr. Johnny Cherniwchan was acclaimed as the Vice-Chairperson.
- Amended Policy Statement No. 62-22-05 Northlands Farm Family Award.
- Amended Policy Statement No. 62-10-06: Agricultural Service Board Business Plan.
- Acknowledged the 2020 ASB Grant Reporting Data Overview provided to Alberta Agriculture.
- Agreed to execute the Operational Funding Agreement with Lakeland Agricultural Research Association (LARA) with a County contribution for Extension Programming funding of 55,000.
- Recommended Charlie Leskiw & Barba Shapka as the Farm Member for LARA.
- Received the 2020 Insect Survey Results.
- Review agreed to support the 2020 Provincial ASB Conference Resolutions.
- Reviewed information on department activities.

December 8, 2020 – County Environmental Operations Meeting held in Chambers/Virtually: (All Council)

- Mr. Lorne Halisky was declared elected by acclamation as the Chairperson, and Mr. Randy Orichowski was acclaimed as Vice-Chairperson.
- Reviewed information on department activities, Alberta CARE conference and a SWANA Workshop.

December 8, 2020 – County Fire Protective Meeting held in Chambers/Virtually: (All Council)

- Mr. Craig Lukinuk declared elected by acclamation and Mr. Lorne Halisky was acclaimed Vice-Chairperson.
- Approved the Volunteer Firefighter Member and Family Assistance Program (MFAP) coverage.
- Amended Policy Statement No. 02-06-03: Years of Service Program for Volunteer Firefighters.
- Adopted Management Policy Statement No. M 01-44-01: District Fire Chief Job Description.
- Passed Bylaw No. 1388-20: Joint Operations Agreement – Fire Protection Services with Village of Waskatenau and Passed Bylaw No. 1389-20: Joint Operations Agreement – Fire Protection Services with Village of Vilna.



# Reeve's Report

**For December 1, 2020 to January 21, 2021**

December 8, 2020 – County Natural Gas Meeting held in Chambers/Virtually: (All Council)

- Mr. Lorne Halisky declared elected by acclamation as Chairperson and Mr. Randy Orichowski was acclaimed as the Vice-Chairperson.
- Amended Policy Statement No. 09-18-03: Natural Gas Grain Dryer.
- Reviewed information on department activities.

December 10, 2020 – Regular Council Meeting held in Chambers/Virtual: (All Council)

- Amended Policy Statement No. 01-52-02: Municipal Accountability Program (MAP).
- Passed Bylaw No. 1385-20: Designation of Ferry Crossing as Municipal Historic Area.
- Passed Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation.
- Gave First Reading to Bylaw 1386-20: Land Use Bylaw 1272-14 Amendment for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes, and scheduled a Public Hearing for it.
- Approved to proceed with investigating the feasibility and next steps of pursuing a Nomination of, and Designation as, a Dark Sky Community under the International Dark-Sky Association (IDA).
- Passed Bylaw No. 1387-20: Planning and Development Fees and rescinded Policy Statement No. 61-05-05: Planning and Development Fees.
- Approved to proceed with the Public Participation process for the proposed Bylaw No. 1383-20: Lamont County Intermunicipal Development Plan (IDP).
- Gave First Reading to Bylaw No. 1371-20: Joint Agreement for the Regionalization of the Smoky Lake County Regional Heritage Board (SLCRHB).
- Amended Policy Statement No. 08-19-02: Smoky Lake County Community Learning Council Program – Legal Host Agreement.
- Gave First Reading to Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) Between Smoky Lake County and Thorhild County.
- Agreed to execute the County Dog Shelter agreement with Kountry Kennel c/o Diana Bochar.
- Approved \$2,000 of FCSS funds to The Victoria Trail Agricultural Society.
- Approved to contribute, in the amount of \$12,881 allocated from the Municipal Sustainability Initiative (MSI) Operating funds to the Smoky Lake Curling Association.
- Agreed to execute the Memorandum of Understanding (MOU) with the Highway 28/63 Regional Water Services Commission for the County to supply information, goods, and services.
- Approved \$1,500 from Grants to Individuals and Organizations, to the Smoky Lake School of Dance.

December 11, 2020 – Victoria District Economic Development Strategy Implementation Working Group meeting held Virtually: (Craig)

- Received a draft Phases and Budgets document for 2021-2022 for review and asked for an interim plan on how resources will be used.

December 11, 2020 – Council Budget Meeting held in Chambers/Virtually: (All Council)

- Adopted the 2021 Natural Gas System Budget.
- Reviewed and revised Policy Statement No. 03-18: Five-Year Road Plan.
- Discussed the 2021 – 2025 Five-Year Capital Project Budget and the Total Function Budget for Year

December 16, 2020 - Joint Council Meeting w/Town of Smoky Lake held in Chambers/Virtually: (All Council)

- Passed Bylaw No. 1390-20: Victoria District Economic Development Strategy Business Plan, which outlines the goals of adding to the visitor economy, increasing the visitor audience from Metis Crossing and other attractions, diversifying the Region's economy, and supporting Municipal sustainability.



# Reeve's Report

**For December 1, 2020 to January 21, 2021**

- Approved for administration to prepare the necessary documents associated with establishing a Municipally Controlled Corporation.
- Approved to provide financial assistance as part of municipal cooperation, in the amount of \$10,000.00 to the Town of Smoky Lake for the Harvest Gold Drive Road completed project.

December 18, 2020 – Victoria District Economic Development Strategy Implementation Working Group meeting held Virtually: (Craig)

- Identified the need to Educate Councils on the process and structure of a MCC to prepare them for consideration of a resolution agreeing to form an MCC, which would need to be passed by late February 2021 and to have a very clear Communications Plan which breaks down the business plan into chunks with a timeline, costs, etc. as to what is coming down to Council and what will be on other entities.

January 5, 2021 - Joint Council Meeting w/Town of Smoky Lake held in Chambers/Virtually: (All Council)

- Completed the review of the Joint Operation Agreement for the provision of Fire Protection Services Bylaw and confirmed changes to be brought forward as a new Bylaw.
- Adopted the Smoky Lake Fire Department's Operational Budget & Training Budget for 2021.

January 12, 2021 – Council Budget Meeting held in Chambers/Virtually: (All Council)

- Approved the 2021 – 2025 Interim Five-Year Capital Project Budget.
- Approved the Year-2021 Interim Total Function Budget.

January 15, 2021 – Regional Community Development Committee (RCDC) held in Chambers/Virtual: (Craig & Johnny & Lorne)

- Re-Budget discussion due to Waskatenau's withdrawal from RCDC.
- The Economic Development Assistant's contract has ended.
- Held discussion on the economic effects of Covid-19.
- Held discussion about "Unstoppable Conversations" consulting company.

January 19, 2021 – Council Committee of the Whole – Administration held in Chambers/Virtual: (All Council)

- Completed the RMA surveys for Board Governance Review and Facility-Based Continuing Care.
- AHS Facility-Based Continuing Care Survey.
- Discussion on Trail Twisters Trails.

Sincerely,  
Craig Lukinuk, Smoky Lake County Reeve



5.1.5.a

17  
GOALS

3%  
GOAL COMPLETION

## DOUG PONICH

Goal	Progress Update	Current Completion
<b>Public Works Manager Work Plan</b> → Public Works Department Daily/Weekly/Monthly Plan: 100% → Maintenance (PW Manager): 100%	<b>Doug Ponich:</b> <b>Achievements:</b> Grader snow removal: East end of county- Dec. 1, 2 West end of county; drifting and full ditches after Dec. 17 winds. Dec. 18 Complete rounds by all graders. Jan. 14, 15,16,17  Graders winging Lake Resorts. Jan. 19, 20  Graders shaving ice in Divisions 1 & 3 - Dec. 2, 3 & 4  Small plow truck snow removal/ sanding: - Smoky Lake Water Fill. Dec. 8 - Waskatenau streets and hall parking lot. Dec. 14 - Mons Lake and Sandy Lane Resorts. Dec. 21, Jan. 4 Div. 4 - Birchland, Sunrise, Garner, Parkview and Hillside Resorts. Dec. 22, 23, Jan. 5 Div. 1 - Smoky Lake Landfill. Dec. 23 Div. 4 - County Main Office. Dec. 23 - West end Lake Resorts. Jan. 14 - East end Lake Resorts. Jan. 15	2% 98% behind  4% 3.94 / 100% 96% behind  50% 50 / 100% 50% behind

Plow truck snow removal and sanding:

- TWP 610, west of HWY 855 Dec. 10, 22 Div. 5
- RR 181, TWP 610 - 604. Dec. 10, 22 Div. 5
- TWP 604, RR 181 - 192. Dec. 10, 22 Div. 5
- TWP 620, east of HWY 36. Dec. 22 Div. 1
- Division 1 black top roads. Jan. 5, 6
- Complete rounds of oil-base and asphalt roads. Jan. 14, 15
- Complete rounds of oil-base and asphalt roads. Jan. 18, 19
- Sand oil-base and asphalt roads after rain, snow and wind ( evening of Jan. 19 ) Jan. 20

Tractor snow removal:

- Spedden Water fill. Dec. 2 Div. 1
- Spedden Greek Orthodox Cemetery. Dec. 2, 11 Div. 1
- Edward Church yard. Dec. 7, Jan. 14 Div. 4
- Bogdan Pit yard. Dec. 7 Div. 3
- Polish Boy Scout Camp at Garner Lake. Dec. 8 Div. 1
- Hamlet of Spedden; drifting. Dec. 18 Div. 1
- Vilna Ukrainian Catholic Cemetery. Dec. 30 Div. 1
- Dickie bush church yard. Jan. 5, 14 Div. 2
- All county villages. Jan. 14
- "Flag" driveways. Jan. 15, 16, 17
- Spedden Catholic Cemetery. Jan. 18 Div. 1
- Stry Orthodox Cemetery. Jan. 18 Div. 2
- All entrances at Lake Resorts; follow-up on graders winging shoulders. Jan. 19, 20
- Mons Lake Campground and boat launch area. Jan. 19
- Smoky Lake Golf course entrance. Jan. 19 Div. 4
- Hanmore Lake East ; main beach parking area. Jan. 19 Div. 4

Skidsteer snow removal:

- County shop parking areas. Dec. 2, Jan. 14
- County Main Office. Dec. 22, 23, Jan. 14, 18
- Vilna Landfill. Jan. 15 Div. 1
- Spedden Landfill. Jan. 15 Div. 1



- Bellis Landfill. Jan. 18 Div. 4
- Bonnie Lake transfer site. Jan. 18 Div. 1
- Hamlin transfer site. Jan. 18 Div. 2
  
- Skidsteer ice removal along old shop. Dec. 14
  
- Road inspections and evaluations. Dec. 2, 3, 7, 8, 9, 10, 14, 15, 16, 17, 18, 21, 22, 23, Jan. 4, 5, 6, 18, 19
  
- Prepare and obtain axing easements. Jan. 11
  
- Tree and leaner removal:
  - RR 200, north of HWY 28. Dec. 2 Div. 5
  - RR 161A, south of TWP 592. Dec. 2 Div. 3
  - TWP 591, east of RR 155. Dec. 2 Div. 3
  - Kaduk Lake. Dec. 2 Div. 4
  - Bellis Beach. Dec. 2 Div. 3
  - RR 163, north of TWP 592. Dec. 2 Div. 3
  - RR 154, north of TWP 590. Dec. 2 Div. 3
  - RR 143, south of HWY 28. Dec. 2 Div. 2
  - TWP 574, west of RR 141. Dec. 2 Div. 2
  - RR 133, south of TWP 584. Dec. 2 Div. 2
  - TWP 590, east of RR 141. Dec. 2 Div. 2
  - RR 165A, north of TWP 604. Dec. 4 Div. 4
  - TWP 605A, east of RR 165A. Dec. 4 Div. 4
  - RR 170, south of TWP 590. Dec. 4 Div. 3
  - Victoria Trail, east of HWY 855. Dec. 11 Div. 3
  - TWP 590, west of RR 194A. Dec. 14 Div. 5
  - RR 134, south of TWP 582. Dec. 14 Div. 2
  - RR 131, TWP 584 - 582. Dec. 14 Div. 2
  - RR 132, TWP 584 - 580. Dec. 14 Div. 2
  - RR 132, south of TWP 594. Dec. 14 Div. 2
  - RR 131, south of TWP 590. Dec. 15 Div. 2
  - TWP 590, west of RR 142. Dec. 15 Div. 2

- RR 171, north of TWP 584. Dec. 15 Div. 3
- RR 170, south of TWP 590. Dec. 15 Div. 3
- Victoria Trail, west of HWY 855. Dec. 15, 21 Div. 3
- TWP 602, west of RR 151. Dec. 16 Div. 4
- TWP 602, west of RR 152. Dec. 16 Div. 4
- RR 150, north of HWY 28. Dec. 16 Div. 4
- RR 132, north of HWY 652. Dec. 16 Div. 2
- RR 131, north of HWY 28. Dec. 16 Div. 1
- TWP 620, west of RR 133. Dec. 16 Div. 1
- RR 184, south of TWP 602. Dec. 17 Div. 5
- RR 124, north of HWY 28. Dec. 18 Div. 1
- TWP 592, west of RR 175. Dec. 21 Div. 3
- TWP 592, east of RR 182. Dec. 21 Div. 3
- TWP 590, west of RR 193. Dec. 21 Div. 5
- RR 180, south of TWP 590. Dec. 21 Div. 3
- RR 173A, south of TWP 582. Dec. 21 Div. 3
- RR 184, south of TWP 602. Dec. 21 Div. 5
- TWP 590A, west of RR 155. Dec. 22 Div. 3
- RR 155, north of TWP 590A. Dec. 22 Div. 3
- RR 150, south of HWY 28. Dec. 22 Div. 2
- TWP 590, west of RR 142. Dec. 22 Div. 2
- TWP 574, west of RR 135A. Dec. 22 Div. 2
- RR 183 & 184, north of TWP 604. Dec. 23 Div. 5
- RR 165, north of TWP 590. Dec. 23 Div. 3
- RR 170 & 171, north of TWP 584. Dec. 23 Div. 3
- TWP 610, west of RR 183. Dec. 23 Div. 5
- RR 184, north of TWP 595A. Dec. 23 Div. 5
- RR 164, north of TWP 603. Jan. 4 Div. 4
- RR 165, north of TWP 602. Jan. 4 Div. 4
- RR 175, south of TWP 604. Jan. 4 Div. 5
- TWP 612, west of RR 175. Jan. 4 Div. 5
- Victoria Trail, HWY 855 - RR 183. Jan. 5 Div. 3
- RR 132, south of TWP 594. Jan. 5, 6 Div. 2
- TWP 594, west of RR 123. Jan. 6 Div. 1

- TWP 590, east of RR 141. Jan. 6 Div. 2
- RR 150A, south of TWP 590. Jan. 6 Div. 2
- TWP 600, east & west of RR 180. Jan. 6 Div. 5
- RR 180, north of TWP 600. Jan. 6 Div. 5
- RR 182, north of TWP 600. Jan. 6 Div. 5
- RR 182, north of TWP 584. Jan. 8 Div. 3
- RR 180, north of TWP 582. Jan. 8 Div. 3
- TWP 590, west of RR 183. Jan. 8 Div. 4
- RR 124, north of HWY 28. Jan. 8 Div. 1
- TWP 600, e\west of RR 124. Jan. 8 Div. 1
- RR 175, north of TWP 602. Jan. 11 Div. 5
- RR 174, south of TWP 610. Jan. 11 Div. 4
- RR 151, north of HWY 28. Jan. 11 Div. 4
- RR 153, south of TWP 602A. Jan. 11, 12, 13 Div. 4
- RR 153, north and south of TWP 600. Jan. 14 Div. 4
- TWP 602, RR 153 - 154. Jan. 14 Div. 4
- RR 144, south of HWY 28. Jan. 14 Div. 2
- RR 150, south of HWY 28. Jan. 14 Div. 2
- TWP 594, RR 160 - 155. Jan. 15 Div. 4
- RR 154, TWP 601A - 600. Jan. 15 Div. 4
- RR 155, TWP 601A - 604. Jan. 15 Div. 4
- RR 131, north of HWY 28. Jan. 15 Div. 1
- RR 132, north of TWP 610. Jan. 15 Div. 5
- RR 133, north of TWP 620. Jan. 15 Div. 1
- RR 125, south of TWP 604. Jan. 18 Div. 1
- RR 131, south of TWP 604. Jan. 18 Div. 1
- TWP 604, east of RR 125. Jan. 18 Div. 1
- TWP 592, west of RR 134. Jan. 18 Div. 2
- RR 184, north of HWY 28. Jan. 18 Div. 5
- RR 184, north of TWP 602. Jan. 18 Div. 5
- RR 191, south of TWP 604. Jan. 18 Div. 5
- 59514 - RR 191. Jan. 18 Div. 5
- 60125 - RR 192. Jan. 18 Div. 5
- RR 191, north of TWP 612. Jan. 18 Div. 5

- RR 185, south of TWP 611. Jan. 18 Div. 5
- RR 194, north of Victoria Trail. Jan. 18 Div. 5

Hydro-axing:

- RR 153, north of TWP 600. Dec. 3, 4, 7, 8, 9, 10, 11 Div. 4
- TWP 601A, east of RR 153. Dec. 14, 15, 16, 17 Div. 4
- RR 152, south of TWP 601A. Dec. 18, Jan. 4, 5, 6 Div. 4
- NE, NW, SE, SW intersection of RR 153 & TWP 592A. Jan. 6, 8 Div. 2
- Undeveloped road allowance east of 16252 - TWP 585A. Jan. 8 Div. 3
- RR 144, north of HWT 652. Jan. 11, 12, 13, 14, 15 Div. 2
- TWP 582, east of RR 143. Jan. 15, 18, 19 Div. 2

Skidsteer with brushing head:

- NE, SE, & SW intersection of RR 191 & TWP 594. Dec. 4 Div. 5
- TWP 600, RR 124-123. Dec. 7, 8, 9, 10
- RR 124, south of TWP 600. Jan. 5 Div. 1
- RR 130, south of TWP 600. Jan. 5 Div. 1
- NW intersection of RR 165A & TWP 604. Jan. 6 Div. 4
- TWP 604, west of RR 165A. Jan. 6 Div. 4
- TWP 600, RR 124 - 125. Jan. 12 Div. 1

Brushing:

- SW intersection of RR 192 & TWP 604. Dec. 3 Div. 5
- Bellis Beach. Dec. 3, 4, 7, 8 Div. 2
- SW intersection of TWP 590 & RR 192. Dec. 7 Div. 5
- Intersection of RR 174A & TWP 600. Dec. 8 Div. 5
- TWP 612, east of RR 180. Dec. 8 Div. 5
- Hanmore Lake East camping ground. Dec. 8, 9, 10 Div. 4
- SE intersection of RR 175 & TWP 610. Dec. 9 Div. 5
- NE intersection of RR 175 & TWP 610. Dec. 10 Div. 5
- NE intersection of RR 194A & Victoria Trail. Dec. 10 Div. 5
- NE intersection of RR 191 & TWP 590. Dec. 14 Div. 5
- SW intersection of TWP 590 & RR 193A. Dec. 15 Div. 5
- TWP 590, west of RR 193. Dec. 15, 16 Div. 5

- RR 175, north of TWP 610. Dec. 16 Div. 5
- TWP 612, east of RR 180. Dec. 16 Div. 5
- SE intersection of TWP 602 & HWY 36. Dec. 17 Div. 1
- SE intersection of TWP 600 & RR 130. Dec. 17 Div. 1
- SW intersection of TWP 600 & RR 124. Dec. 17 Div. 1
- RR 184, south of TWP 602. Dec. 21 Div. 5
- SW. intersection of TWP 602 & RR 164. Jan. 4 Div. 4
- TWP 600, east of RR 163. Jan. 4 Div. 4
- NW intersection of TWP 604 & RR 165A. Jan. 5 Div. 4
- Intersection of HWY 36 & TWP 602 (east side) Jan. 6 Div. 1
- TWP 600, RR 152 - 153. Jan. 6, 11 Div. 1
- TWP 600, west of RR 153. Jan. 12 Div. 4
- NW intersection of TWP 590 & RR 181. Jan. 13 Div. 3
- TWP 590, east of RR 182. Jan. 13 Div. 3
- NE intersection of RR 154A & TWP 590. Jan. 19 Div. 3
- RR 172A, south of TWP 592. Jan. 19 Div. 3

Obtain brushing easements. Jan. 13, 14.

Widen approach at 60564 - RR 181; entrance to Sowka Lake Pit. Dec. 3 Div. 5

Wash belly-dump trailers in preparation for inspections. Dec. 2, 4, 7, 8

Wash walls in wash-bay after completing belly dump trailers. Dec. 10

Inspect and remove ice from natural spring areas:

- 17028 - TWP 584. Dec. 4, 8, 11, 15, 21 Div. 3
- TWP 585A, west of RR 162A. Dec. 4, 11 Div. 3
- TWP 592A, RR 154 - 153. Dec. 4, 11, Jan. 13 Div. 3
- TWP 582, east of RR 153. Dec. 4 Div. 2
- Smoky Lake Landfill entrance. Dec. 4, 15, 21 Div. 4
- TWP 595A, west of RR 171. Dec. 4 Div. 4
- RR 165, south of TWP 602. Dec. 4, 8, 15 Div. 4
- TWP 602, east of HWY 855. Dec. 4, 21 Div. 4

- RR 180, north of TWP 610. Dec. 4, 21 Div. 5
  - TWP 582, west of HWY 857. Dec. 11, 21 Div. 2
  - TWP 620, west of RR 133A. Dec. 16 Div. 1
- Natural spring culvert steaming and ice removal:
- Smoky Lake Landfill entrance culvert. Dec. 22, Jan. 5, 12 Div. 4
  - #204, #206, #308; Mons Lake Resort culverts at entrances. Dec. 22, Jan. 5, 12 Div. 4
  - RR 164, 400 m. north of TWP 602 culvert. Dec. 22, Jan. 5, 12 Div. 4
  - 17028 - TWP 584 ( steam ) Dec. 23, Jan. 6, 12 Div. 3
  - TWP 595A, 2 km. west of RR 171. (2 culverts) Jan. 5, 12 Div. 4
  - TWP 612, east of RR 175. Jan. 6 Div. 5
  - RR 170, north of TWP 600. Jan. 11 Div. 4
  - RR 170, north of TWP 610. Jan. 11 Div. 4
  - RR 180, north of TWP 610. Jan. 11 Div. 5
  - RR 164, 800 m. north of TWP 602. Jan. 12 Div. 4

Finalize 2020 culvert list of installations. Dec. 6

Prepare 2021 proposed culvert installation list. Dec. 6

Sign repair, straightening, and installation:

- Curve sign at TWP 582A, west of RR 185. Dec. 3 Div. 3
- Stop sign at TWP 602A & RR 185. Dec. 3 Div. 5
- Bridge markers at BF8030, TWP 600, west of RR 174A. Dec. 3 Div. 5
- Road address sign at TWP 583A & RR 171. Dec. 4 Div. 3
- Yield sign at TWP 592 & RR 181. Dec. 4 Div. 3
- Yield sign at RR 184 & TWP 592. Dec. 4 Div. 3
- Curve sign at RR 175, north of TWP 582. Dec. 4 Div. 3
- Stop sign at TWP 590 & RR 192(S). Dec. 7 Div. 5
- Yield sign at TWP 590 & RR 190(N). Dec. 7 Div. 5
- Curve sign at TWP 590 & RR 140(S). Dec. 7 Div. 2
- Yield sign at TWP 592 & RR 133. Dec. 7 Div. 2
- Yield sign at TWP 590 & RR 182(S). Dec. 9 Div. 3
- Checker Board at TWP 590 & RR 184(S). Dec. 9 Div. 3
- Stop sign at TWP 600 & RR 191. Dec. 9 Div. 5
- Stop sign at TWP 592 & RR 172A. Dec. 9 Div. 3

- Yield sign at RR 190 & TWP 594. Dec. 9 Div. 5
- Stop sign at TWP 584 & RR 150. Dec. 14 Div. 2
- Road address at RR 154A & TWP 592A. Dec. 14 Div. 3
- No Exit at RR 155, north of TWP 604. Dec. 14 Div. 4
- Stop sign at TWP 600 & RR 174. Dec. 14 Div. 4
- BF70734; bridge markers at TWP 604, east of RR 170. Dec. 14 Div. 4
- Curve sign at RR 163, south of TWP 610. Dec. 15 Div. 4
- Curve sign at TWP 605, west of RR 163A. Dec. 15 Div. 4
- Curve sign at RR 165, south of TWP 604. Dec. 15 Div. 4
- Stop sign at RR 164 & TWP 592A. Dec. 15 Div. 3
- BF75347; Bridge marker at RR 161, north of HWY 28. Dec. 16 Div. 4
- Yield sign at TWP 594 & RR 141. Dec. 16 Div. 1
- Stop sign at TWP 594 & RR 132. Dec. 16 Div. 2
- Stop sign at RR 131 & TWP 610. Dec. 16 Div. 1
- Stop sign at TWP 620A & RR 133. Dec. 16 Div. 1
- Curve sign at RR 131, north of TWP 600. Dec. 16 Div. 1
- Road address; TWP 584 & HWY 855. Dec. 22 Div. 3
- Yield sign at RR 155 & TWP 595A. Dec. 23 Div. 4
- Jackfish Place at Sandy Lane. Jan. 4 Div. 4
- Checker board at RR 191 & TWP 605A. Jan. 4 Div. 5
- Checker board at TWP 610 & RR 175. Jan. 4 Div. 5
- Checker board at RR 163 & TWP 600. Jan. 4 Div. 4
- Road address; RR 124 & TWP 591. Jan. 4 Div. 1
- Stop sign at TWP 595A & RR 164. Jan. 6 Div. 4
- Yield sign at RR 153 & TWP 584. Jan. 6 Div. 2
- Checker board at RR 144 & TWP 590. Jan. 8 Div. 2
- Road ban at RR 163, south of TWP 600. Jan. 8 Div. 4
- Checker board at TWP 600 & RR 163. Jan. 8 Div. 4
- Road address; TWP 600 & RR 163. Jan. 8 Div. 4
- Stop sign at TWP 600 & RR 163. Jan. 8 Div. 4
- Checker board at TWP 605A & RR 191. Jan. 8 Div. 5
- Road address; RR 144 & TWP 590. Jan. 8 Div. 2
- Checker board and road address at TWP 582 & RR 134. Jan. 8 Div. 2
- Yield sign at RR 161 & TWP 594. Jan. 11 Div. 4

- Road address: TWP 600 & RR 154. Jan. 11 Div. 4
- Stop sign at RR 151 & TWP 600. Jan. 11 Div. 4
- Yield sign at TWP 602A & RR 152. Jan. 11 Div. 4
- Yield sign at RR 151 & TWP 602. Jan. 12 Div. 4
- Road address: TWP 602A & RR 151. Jan. 12 Div. 4
- Curve at TWP 604, east of RR 152. Jan. 12 Div. 4
- No exit sign at TWP 584, east of RR 131. Jan. 12 Div. 2
- Stop sign at RR 150 & TWP 591. Jan. 12 Div. 2
- Checker board at RR 143 & TWP 590. Jan. 12 Div. 2
- Bridge marker signs:
  - BF6872 at RR 163, north of HWY 28. Jan. 8 Div. 4
  - BF75347 at RR 161, south of TWP 594. Jan. 8 Div. 4
  - BF70734 at TWP 604, west of RR 165A. Jan. 8 Div. 4
  - BF9915 at RR 164, south of TWP 595A. Jan. 8 Div. 4
  - BF7163 at RR 170, south of TWP 600. Jan. 8 Div. 4
  - BF7814 at RR 163, south of TWP 600. Jan. 8 Div. 4

Sowka Lake pad repair; cat maintenance. Dec. 7, 8,

Remove Flags from driveways no longer in the driveway snow removal program. Dec. 17, 18

Pick up skidsteer in Edmonton; warrantee work on injector harness complete. Dec. 21

Haul furniture left at dumpster along HWY 855, south of TWP 584 to Smoky Landfill. Jan. 4 Div. 3

Repair and stand-up snow fence at Warspite old CN property. Jan. 14 Div. 3

Tree removal after Jan. 19 evening wind; send 5 crews out to cover all areas of the county. Jan. 20

2020 Summary:

Culvert Installation:



Division 1 - 8  
Division 2 - 19  
Division 3 - 20  
Division 4 - 14  
Division 5 - 24  
Total= 85

"Flag" Driveways - 276

**Challenges:** *No value*

**Next Steps:** *No value*  
2020/12/07

→ Gravel (PW Manager): 100%

**Doug Ponich:**

**Achievements:** Expand the stripping area at Sowka Lake Pit for future crushing purposes. Dec. 10, 11, 15, 16, 17, 18, 21, 22, Jan. 4, 5

Take inventory of gravel stock piles at White Earth Pit and assure piles are properly marked with appropriate signage. Dec. 11, 14

Gravel Exploration:

SME 190052 - NE-2-61-18 W4 (Adjacent to White Earth Pit)

Smoky Lake county had approval for the SME submitted but on December 17, 2020, Smoky Lake County was notified that Alberta Transportation

will be taking over this mining area. We are currently in conversation with Sustainable Resources, Transportation and Alberta Environment as to the justification of having this area taken from Smoky Lake County. (See attachment #1)

Public Works is currently scheduling exploration in the area of Section 27- 60-16 W4.

**Challenges:** *No value*

**Next Steps:** *No value*  
2020/12/10

0%  
0 / 100%  
100% behind

→ Dust Control (PW Manager): 100%

**Doug Ponich:**  
**Achievements:** Dust controls completed in 2020:  
MG30 application - 10  
Oil application - 2  
**Challenges:** *No value*  
**Next Steps:** *No value*  
2021/01/06

0%  
0 / 100%  
100% behind

→ Administrative (PW Manager): 100%

**Doug Ponich:**  
**Achievements:** Council Meeting. Dec. 10

Budget Meeting. Dec. 11, Jan. 12

0%  
0 / 100%  
100% behind

→ Training (PW Manager): 100%

**Doug Ponich:**  
**Achievements:** No update.  
**Challenges:** *No value*  
**Next Steps:** *No value*  
2020/10/28

0%  
0 / 100%  
100% behind

→ Council Member Inquiry (PW Manager): 100%

0%  
0 / 100%  
100% behind

→ Roads (PW Manager): 100%

**Doug Ponich:**

**Achievements:** Prepare an evaluation of expenditures on road repairs due to flooding and washouts of county road ways during the spring of 2020. Dec. 8, 9

Prepare 2021 Construction Easements Jan. 12, 13

- C2112 - TWP 583A; RR 130 - 131

- C2113 - TWP 592; RR 171 - 172

2020 Summary

- All road projects except for FM2014 ( Chipseal of TWP 612; HWY 855 - RR 174) were completed. This project has been moved to the 2021 Project Plan as requested.

- 18 miles of MG30 was applied.

- 11 of 13 Bridge Structures had coldmix surfacing. 2 bridges were not completed as spacing on the concrete deck was too wide allowing for coldmix to fall through; Public Works will attempt to adjust the concrete structure of BF1603; RR 193, north of HWY 28 and

BF06774; RR 171, north of TWP 584 , this spring and then complete the coldmix placement.

**Challenges:** *No value*

**Next Steps:** *No value*  
2020/12/10

→ Administrative (PW Manager): 100%

→ Council Member Inquiry (PW Manager): 100%

→ Dust Control (PW Manager): 100%

→ Gravel (PW Manager): 100%

→ Maintenance (PW Manager): 100%

→ Roads (PW Manager): 100%

→ Training (PW Manager): 100%

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5% behind

**Expand Public Works Yard as part of the 2018-2020 Strategic Priorities: 100%**

**Doug Ponich:**

**Achievements:** Smoky Lake County received positive news on January 6 regarding the purchase of land adjacent to the Public Works yard; see attached email. Probate has been granted and Mr. Dubetz is awaiting paper work to be finalized at which time we can get into sale discussions.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/18

0%  
0 / 100%  
100% behind

## Doug Ponich

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**From:** Minchau, Warren <Warren.Minchau@wsp.com>  
**Sent:** December 17, 2020 9:56 AM  
**To:** Doug Ponich  
**Subject:** SME 190052

Hello Doug,

I spoke with Luc Boulianne of AEP. He said he discussed the issue of the SME internally with his colleagues at AEP and confirmed that Alberta Transportation will get that site based on the DRS disposition AT has on it.

He said the submission for a SME we filed should have been rejected by AEP, but it was missed by their approver. I asked how it is that we can be approved for an Aggregate Land Review Request (ALR) without this being red-flagged. Based on this it should have never got to the SME stage.

I'm sorry for the unfortunate news.

Kind regards  
Warren

**Warren Minchau**  
T +1 587-756-4075  
M +1 780-233-0722



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**Doug Ponich**

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**From:** A. D. <arnold.dubetz@gmail.com>  
**Sent:** January 6, 2021 4:47 PM  
**To:** Doug Ponich  
**Subject:** Re: County Property Interest

I believe that we should be able to do something, probate has been granted, however with covid it seems that the paper work required for us to deal with the properties seems to be held up - I will let you know when we are able to move ahead with a deal.

On Wed, Jan 6, 2021 at 8:13 AM Doug Ponich <[dponich@smokylakecounty.ab.ca](mailto:dponich@smokylakecounty.ab.ca)> wrote:

Good morning Arnold,

Hope all is well in these crazy Covid times.

Smoky Lake County is still interested in purchasing a portion of the Dubetz property adjacent to the County Shop Yard.

Could you please provide me with an update as to whether this is possible?

Thankyou.

Stay healthy – Doug Ponich

5.1.5a.ii

**Council Requests  
FOR YEAR 2021**

	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
1	January 4 <sup>th</sup>	4	Public Works	Repair grader gouges	RR160 north of Hwy 28	Will be inspected in the afternoon	January 4 <sup>th</sup>
2	January 4 <sup>th</sup>	1	Public Works	Road damage from ratepayer	RR 124	Talk to ratepayer tomorrow and discuss payment for damage	January 4 <sup>th</sup>
3	January 14 <sup>th</sup>	5	Public Works	Drifts on road	RR 183 north of Hwy 28	Snow plows are out- will get there as soon as possible	January 14 <sup>th</sup>
4							
5							
6							
7							
8							
9							
10							
11							
12							

Updated January 2021

Not completed

Completed

## 2021 Culverts

### Division 1

Replace culvert across RGE RD 122, 1mile South of HWY 28 – 600mm x 15m

New culvert on RGE RD 131, 200m South of TWP RD 610 – 400mm x 10m

Replace culvert across TWP RD 602, 50m East of RGE RD 141 – 400mm x 10m

Replace culvert across RGE RD 125, 500m North of TWP RD 602

New culvert on RGE RD 131, 900m South of TWP RD 600 – 600mm x 15m

Replace culvert on TWP RD 600, 650m East of RGE RD 134 – 600mm

### Division 2

Replace culvert across RGE RD 133, 200m North of TWP RD 584 – 400mm x 10m

Replace culvert across TWP RD 582, 800m West of RGE RD 141 – 400mm x 10m

New culvert on RGE RD 145 South of TWP RD 590 – 400mm x 10m

New culvert on RGE RD 135, 300m South of HWY 28 – 400mm or 500mm

New culvert on RGE RD 134, 500m North of TWP RD 584 – 500mm x 15m

Replace culvert on TWP RD 590, 700m West of HWY 857 – 400mm x 10m

New culvert across RGE RD 144, 300m North of TWP RD 584

Replace culvert on TWP RD 584, 800m West of RGE RD 150 – 500mm or 600mm

Replace culvert on TWP RD 584 West of 141 – 500mm or 600mm

New culvert on RGE RD 151, 100m North of TWP RD 581

New culvert on TWP RD 574, 800m East of RGE RD 141

New culvert on the West side of RGE RD 150 & TWP RD 583



### **Division 3**

Replace culvert across TWP RD 592A, 500m West of RGE RD 154

New culvert in approach on South side of TWP RD 590, 800m East of RGE RD 181 – 400mm or 500mm

New culvert in driveway; 17447 TWP RD 592

New culvert on RGE RD 165 North of TWP RD 590 – 400mm

New culvert on RGE RD 180, 350m South TWP RD 584 – 600mm (2 places)

New culvert on South approach; 59331 RGE RD 170

New culvert on West approach, North of 59505 RGE RD 175

### **Division 4**

New culvert across TWP RD 600, 800m West of RGE RD 153 – 400mm x 12m

Replace culvert in approach; 17429 TWP RD 594

Fix culvert in driveway; #307 Mons Lake

Replace culvert in driveway; 60105 RGE RD 170 – 300mm

New culvert on TWP RD 600, 100m West of RGE RD 154 – 500mm x 10m

Replace culvert on TWP RD 602 West of RGE RD 165, 2 places

Replace culvert on RGE RD 164, 800m North of TWP RD 600, 2 places

Replace culvert across RGE RD 165, 2.2km North of TWP RD 602

Replace culvert on TWP RD 600, 800m West of RGE RD 170 – 400mm or 500mm

New culvert on RGE RD 174 North of TWP RD 594

New culverts @ Mons Lake in 2 locations

## **Division 5**

Replace culvert across RGE RD 180 South of TWP RD 614

Replace culvert on RGE RD 180 North of RGE RD 180A

Replace culvert across TWP RD 590, 75m East of RGE RD 191N

Replace culvert across RGE RD 184, 1.6km North of TWP RD 602

New culverts on RGE RD 200, 350m North of TWP RD 592 – 600mm, side by side

New culvert on TWP RD 602, 400m West of RGE RD 195 – 500mm x 10m

New culvert in driveway 19517 TWP RD 602

New culvert on TWP RD 594 West of RGE RD 181

New culvert in driveway 60102 RGE RD 183

New culvert on RGE RD 200, ¾ mile South of TWP RD 604

5.1.5.6

JAN 21/21

- FOLLOW UP ON CLEARING OF SNOW.
- ISSUED 5 FIRE PERMITS.
- FOLLOW UP ON LOG HAULING WITHIN COUNTY
- ONLY CROSWELL HAULING GRAVEL AT THIS TIME.
- DEATH WITH WATER AND ICE PROBLEM AT 592A W OF 153 ON N SIDE.
- DEATH WITH WATER PROBLEM AT W.E. PIT.
- WORKING ON GETTING DETOUR AGREEMENT SIGNED WITH EMEON FOR 170 / 600 TO AND FROM HWY 855 and Hwy 28. (BECAUSE OF BRIDGE WORK ON 855,
- TRACTORS WERE BUSY WITH DRIVWAYS AND CLEANING CEMETARIES FOR FUNERALS.

BOB NOVOSIWSKY





**PUBLIC WORKS PLAN  
(PW) GOVERNANCE**

**DAVID KULLY - REPORT TO COUNCIL**  
Jan 21, 2021

S.I.S.c

Goal	Progress Update	Current Completi...
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Equipment (PW Shop Foreman): 100%

David Kully:

**Achievements:**

1. 140A - Replace trailer brake assemblies and hubs. Dec 3.
2. 158 - Replace 6 slack adjusters. Dec 4.
3. 502 - Weld up chain on wing push pole. Dec 4.
4. 472 - repair coolant leak and replace light bulb. Dec 7 - 8.
5. 211 - **Remove front backfill blade and mount. Have to take trencher to machine shop to line bore front blade pivot bracket. Will finish putting back together once machining is complete. Dec 8 - 20.**
6. 615 - Replace tooth holder on mulching head. Dec 9 - 10.
7. 615 - Replace failed gasket on top of orbit motor on flail head. Dec 11 - 14.
8. 604E - Repair holes on brush mower deck. Dec 11.
9. 525 - Replace batteries. Dec 11.
10. 158 - Replace dolly legs on lowboy. Dec 14 - 17.
11. 640 - Replace tires and broken wheel stud. Repack wheel bearings. Dec 17 - 18.
12. 525 - Tighten wing pivot bolt. Dec 18.
13. 509 - Tighten rear wing block. Dec 21.
14. 217 - Replace trailer break away battery and charger assembly. Rewire trailer plug. Dec 22.
15. 614 - Replace batteries. Dec 22.
16. 194 - CVIP. Replace tires, unseize S-cams, replace 2 brake pots. Jan 8 - 14.
17. **601 - Remove dozer tilt cylinders, remove dozer push arms, remove rods from lift cylinders. Sent items to machine shop for machining to make a tighter fit to the ball studs. Repair blade and install hard surface plates on front of blade. Jan 11 - 20.**
18. 505 - Go out and boost grader, batteries were weak from sitting too long. Check charging system. Ok. Jan 11
19. 167 - Tighten conveyor chain. Jan 12.
20. 111 - CVIP. Replace walking beam bushings, replace brake shoes and drums. Replace 3 tires. Jan 15 - 20.
21. 508 - Secure pin for wing lift cylinder. Jan 15
22. 604A - weld up cracks on bucket. Jan 15.
23. 507 - Replace ether canister. Jan 17.
24. 240 - Rotate cutting edge. Jan 19.
25. 604 - Install master switch and replace battery. Jan 20.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/21

8%  
8.33 / 100%  
92% behind

**Vehicle (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

1. 108 - Complete replacement of turbo and exhaust pipes, regular service. Dec 2 - 4.
2. 726 - Regular service, change transmission and differential oils. Dec 2 - 3.
3. 109 - Regular service, change differential oils, replace center bearing, replace DPF pressure differential sensor. Dec 4.
4. 190 - Regular service. Dec 7.
5. 214 - CVIP. Regular service, change front and rear differential oils, change transfer case oil. Dec 10.
6. 190 - Make up Joystick bypass switch for front blade lift. Dec 18.
7. 117 - Replace fuel filter, bleed fuel system, check for engine codes. Dec 22.
8. 202 - Replace headlight bulb. Dec 22.
9. 110 - Regular service. Dec 23.
10. 725 - Regular service, charge battery on trickle charge. Jan 4.
11. 227 - Replace starter, regular service, replace rear brake pads. Jan 5 - 6.
12. 208 - Replace trailer brake controller. Jan 5.
13. 101A - Repair tail lights. Jan 5.
14. 112 - Replace starter, replace leaking steel hydraulic lines to hopper cylinder. Jan 5 - 6.
15. 108 - Replace u-joints on front driveshaft. Jan 11.
16. 102 - Replace battery. Jan 11.
17. 112 - Replace mirror. Jan 11.
18. 108 - Repair coolant leak. Jan 12.
19. 118A - Regular service. Jan 14.
20. 107 - Repair lights. Jan 15.
21. 101A - Replace front right hub. Jan 15.
22. 214 - Change transmission oil and filter. Jan 18.
23. 112 - Scan engine and transmission for codes. Repair issues with aftertreatment. Jan 19.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

**Protective Services Maintenance/Repair  
(PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

1. 401 - CVIP and regular service. Dec 9.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

0%  
0 / 100%  
100% behind

33%  
33.33 / 100%  
67% behind

**Contract Work (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

1. No repairs in this reporting period. Received some of the parts for the Vilna seniors bus, still waiting on a few more before we begin repairs.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

**Administrative (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

1. Review invoices, oil samples, purchase orders and vehicle and equipment checklists.
2. Attend managers meetings
3. Attend budget meetings Dec 11th and Jan 12th.
4. Attend Joint Health and Safety meetings, Dec 17th and Jan 20th.
5. Had flooring replace in lunchroom and upstairs washrooms. Dec 19 -22
6. Had floor hoist repairs completed Dec 22.
7. Ordered snow blade for Unit 435, ag department 550. Jan 12.
8. Checked on pricing out different tractors.
9. Complete all scheduled services and repairs to vehicle and equipment that were anticipated to be done as well as numerous unscheduled repairs during this past year

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

**Training (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

1. Apprentice is attend Vermillion College for his third year technical training. Jan 4 - Feb 26

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

**Council Member Inquiry (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

1. No council inquiries for this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

3%  
2.94 / 100%  
97% behind

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind



5.1.5.d

**EMERGENCY SERVICES PLAN  
(ES) COMMUNITY SERVICES**

Goal	Progress Update	Current Completi...
<p><b>Training Activity (PEACE): 100%</b></p> <p><b>Ed English:</b>  <b>Achievements:</b> Attended Health and Safety meeting on Dec 17 and January 21  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>                      2021/01/21</p>		<p>0% 0 / 100% 100% behind</p>
<p><b>Council Member Inquiry (PEACE): 100%</b></p>		<p>0% 0 / 100% 100% behind</p>
<p><b>Enforcement Activity: 100%</b></p> <p><b>Ed English:</b>  <b>Achievements:</b> Followed up on a tracked vehicle damaging Rge Rd 124 on January 5 and 6                      Monitoring compliance of Alberta Health orders  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>                      2021/01/21</p>		<p>0% 0 / 100% 100% behind</p>
<p><b>Land Use Development: 100%</b></p> <p><b>Ed English:</b>  <b>Achievements:</b> Confirmed house south of Smoky Lake had been removed on January 4                      Took photos of fence across Rge Rd 164 near the river on January 19  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>                      2021/01/21</p>		<p>0% 0 / 100% 100% behind</p>
<p><b>Resorts Activity: 100%</b></p> <p><b>Ed English:</b>  <b>Achievements:</b> Continue to remove fallen trees at Bellis Beach, Hanmore and Island lakes                      Repairing broken picnic tables                      Continue to shovel snow at office and outhouses at Spedden and Highway 855 day use                      Reported burnt out street light in Bellis on December 23                      Christmas lights at Office, Spedden, and Warspite are being taken down  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>                      2021/01/21</p>		<p>0% 0 / 100% 100% behind</p>



**Animal Control: 100%**

**Ed English:**

**Achievements:** Located owner of stray dog in the Hamlin area on December 23  
New contract with kennel operator is being worked on

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/21

**Protective Services: 100%**

**Ed English:**

**Achievements:** Continue to issue fire burn permits

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/21

**ATV Trails: 100%**

**Ed English:**

**Achievements:** Snowmobile activity is increasing with more snow

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/21

**Peace Officer Program: 100%**

**Ed English:**

**Achievements:** Completed Peace Officer annual report

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/21

**Administrative Activity (PEACE): 100%**

**Ed English:**

**Achievements:** Attended budget meetings on December 11 and January 12  
Completing inventory for Parks and Recreation

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/21

**Rural Addressing: 100%**

**Ed English:**

**Achievements:** There are 5 addresses on the 2021 list (2 are replacements)

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/21

**(ES) INFRASTRUCTURE**

Goal

North Saskatchewan Emergency River  
Access(es) Planas part of the 2018-2020  
Strategic Priorities: 100%

Progress Update

Current Completi...

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind

**PARKS & RECREATION PLAN  
(P&R) COMMUNITY SERVICES**

Goal

Progress Update

Current Completi...

**Parks and Recreation Work Plan: 100%**

0%  
0.404 / 100%  
5% behind



5,115, h

58  
GOALS

66%  
GOAL COMPLETION

### JORDAN RUEGG BEHIND

Goal	Progress Update	Current Completion	Start Date	Due Date
Planning and Development Manager Work Plan: 100%	<b>NEW</b> Jordan Ruegg: Achievements: The Planning and Development Manager is currently preparing the Department's Work Plan which will be brought to a future Departmental Meeting for review and adoption. 2021/01/20	13% 13.33 / 100% 9% behind	2021/01/01	2021/04/01
Industrial Park: 100%	<b>NEW</b> Jordan Ruegg: Achievements: No action was taken during this reporting period. 2021/01/21	0% 0 / 100% 6% behind	2021/01/01	2021/12/31
Warspite Ironhorse Trail RV Parkas part of the 2018-2020 Strategic Priorities: 100%	<b>NEW</b> Jordan Ruegg: Achievements: No action was taken during this reporting period. 2021/01/21	0% 0 / 100% 76% behind	2017/12/31	2021/12/31
(P&D) Attend Joint Health & Safety Meetings: 12 Meeting(s)	<b>NEW</b> Jordan Ruegg: Achievements: The Planning and Development Manager and the Assistant attend the monthly Joint Health and Safety Meetings and report to the Committee as necessary. 2021/01/21	10% 1.2 / 12 Meeting(s) 10 Meeting(s) behind	2021/01/01	2021/12/31
Intermunicipal Development Plan with Lamont County		65% 19% behind	2019/08/27	2021/04/21

COMPLETE

Goal	Progress Update	Current Completion	Start Date	Due Date
<p>Inter-municipal Collaborative Frameworks with the Counties of St. Paul, Lac La Biche &amp; Two Hills as part of the 2018-2020 Strategic Priorities: 100%</p>		100% 100 / 100%	2017/12/31	2020/12/30
<p>Inter-municipal Collaborative Framework with the Town of Smoky Lake as part of the 2018-2020 Strategic Priorities: 100%</p>		100% 100 / 100%	2017/12/31	2020/12/30
<p>Inter-municipal Collaborative Framework with the Village of Vilina part of the 2018-2020 Strategic Priorities: 100%</p>		100% 100 / 100%	2017/12/31	2020/12/30
<p>Inter-municipal Collaborative Framework with the Village of Waskatenau part of the 2018-2020 Strategic Priorities: 100%</p>		100% 100 / 100%	2017/12/31	2020/12/30
<p>(P&amp;D) Complete Annual Work Plan</p>		100%	2020/01/01	2020/02/28
<p>(P&amp;D) Prepare Annual Budget</p>		100%	2020/01/01	2020/10/01
<p>Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)</p>		100%	2020/10/22	2020/12/31
<p>Bylaw No. 1380-20: Road Closure – Undeveloped Road Allowance; East Side of River Lot 10 (Victoria Settlement) Canadian Heritage River System (CHRS)</p>		100%	2020/10/22	2020/12/31
<p>International Dark-Sky Association (IDA)</p>	<p><b>NEW</b> Patti Priest:  <b>Achievements:</b> December 10, 2020 Council Motion #213-20: That Smoky Lake County proceed with investigating the feasibility and next steps of pursuing a Nomination of, and Designation as, a Dark Sky Community under the International Dark-Sky Association (IDA), for the purpose of providing leadership in reducing light pollution and promote responsible outdoor lighting that is beautiful, healthy, and functional.</p> <p>2021/01/14</p>	100%	2020/12/02	2020/12/31
			2020/10/29	2020/12/31

**Alberta Wetlands Replacement Program Memorandum of Understanding (MOU)**

**NEW Patti Priest:**

**Achievements:** December 10, 2020 Council approved execution of MOU by Motion # 227-20: 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.

2021/01/14

2020/10/29

2020/12/31

100%

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

**NEW Patti Priest:**

**Achievements:** December 10 2020 Council Motion #214-20: Moved by Councillor Halisky that Smoky Lake County Bylaw No. 1387-20: Planning and Development Fees, being a bylaw for the purpose of establishing fees for Development Permits, Land Use Bylaw Amendments, New Statutory Plans, and other Planning and Development related activity, be given the THIRD and FINAL READING and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

2020/10/29

2020/12/31

100%

December 10, 2020 Council Motion # 215-20: That Smoky Lake County Policy Statement No. 61-05-05: Planning and Development Fees, be RESCINDED due to the fees being legislated through Bylaw No. 1387-20: Planning and Development Fees, as of December 10, 2020.

2021/01/14

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

2020/10/29

2020/12/31

100%

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

**NEW Patti Priest:**

**Achievements:** December 10, 2020 Council Motion #212-20: That Smoky Lake County Bylaw 1386-20: Land Use Bylaw 1272-14 Amendment for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes, being a bylaw for the purpose of amending the Land Use Bylaw No. 1271-14, be given FIRST READING, and schedule a Public Hearing for the said bylaw at the January 28, 2021 County Council meeting, and advertise the said Public Hearing, in the local newspapers for two consecutive weeks, in accordance with section 230 and section 606 of the Municipal Government Act, as well as on the County's website, social media platforms and at the County office.

2021/01/14

2020/10/29

2020/12/31



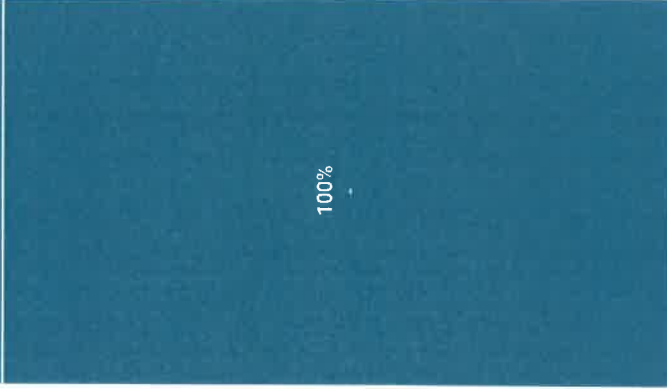
**Land Use Bylaw No. 1272-14  
Amendment – Tiny Homes**

**NEW Patti Priest:**

**Achievements:** December 10, 2020 Council Motion #212-20: That Smoky Lake County Bylaw 1386-20: Land Use Bylaw 1272-14 Amendment for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes, being a bylaw for the purpose of amending the Land Use Bylaw No. 1271-14, be given FIRST READING, and schedule a Public Hearing for the said bylaw at the January 28, 2021 County Council meeting, and advertise the said Public Hearing, in the local newspapers for two consecutive weeks, in accordance with section 230 and section 606 of the Municipal Government Act, as well as on the County's website, social media platforms and at the County office.

2020/10/29

2020/12/31



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

2021/01/14

2020/10/29

2020/12/31



**Bylaw No. 1385-20: Designation of Ferry Crossing as a Municipal Historic Area**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department has sent a copy of the signed Bylaw No. 1385-20: Designation of Ferry Crossing as a Municipal Historic Area, to the Alberta Land Titles Office for Registration. The Planning and Development Department has also sent a copy of the Bylaw to Alberta Culture and Tourism, Heritage Resources Management Information System (HerMIS) for inclusion on the Alberta Register of Historic Places.

2021/01/19

**Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department has sent a signed copy of Bylaw 1384-20 to the Alberta Land Titles Office for registration. The Planning and Development Department has also sent a copy of the Bylaw to Alberta Culture and Tourism, Heritage Resources Management Information System (HerMIS) for inclusion on the Alberta Register of Historic Places.

2021/01/19

**Bylaw No. 1386-20: Land Use Bylaw 1272-14 Amendment for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department has scheduled a Public Hearing, to be held virtually, on January 28, 2021, at 9:15 a.m., and has provided notice of said Public Hearing in the Redwater Review during the weeks of December 23, 2020 and January 6, 2021. Notice was also posted on the County's website beginning on December 15, 2020 and at the County office.

2021/01/19

100%

2020/12/10

2021/12/31

100%

2020/12/10

2021/12/31

100%

2020/12/10

2021/12/31

**Bylaw No. 1387-20: Planning and Development Fees**

**NEW Jordan Ruegg:**  
**Achievements:** The Planning and Development Department has prepared copies of Bylaw No. 1387-20: Planning and Development Fees for signature by the Reeve and the Chief Administrative Officer. The Bylaw was signed on January 19, 2021. The Planning and Development Department has worked with the Communications Department to replace Smoky Lake County Policy No. 61-11: *Planning and Development Fees*, with said Bylaw on the County's website, as the Bylaw effectively rescinds the Policy. The Bylaw was uploaded to the County's website on January 19, 2021.

2021/01/19

**Policy Statement No. 61-05-05: Planning and Development Fees**

**NEW Patti Priest:**  
**Achievements:** Policy Statement NO. 61-11: Planning and Development Fees was removed from the "Governance" Policy Manual. Documented in the Governance Policy Manual under section "Rescinded" the Policy, Date and Motion and reason why this Policy was rescinded.

2021/01/05

**Lamont County Intermunicipal Development Plan (IDP) Proposed Bylaw No. 1383-20**

**NEW Patti Priest:**  
**Achievements:** Lamont County & Smoky Lake County ICF & IDP - Meeting is scheduled for February 3, 2021 at 9am & Public Participation at 1pm.

2021/01/18

**Lamont County - Intermunicipal Collaboration Committee (ICC) Meeting**

**NEW Patti Priest:**  
**Achievements:** Lamont County & Smoky Lake County ICF & IDP - Meeting is scheduled for February 3, 2021 at 9am & Public Participation at 1pm.

2021/01/18

100%

100%

100%

100%

2020/12/10

2021/12/31

2020/12/10

2021/12/31

2020/12/10

2021/12/31

2020/12/10

2021/12/31



**Steven Leliuk, Landowner - Waterfront Access Proposal**

**NEW** Jordan Ruegg

[Email\\_to\\_Steven\\_Leliuk\\_Re\\_Council\\_Decision\\_December\\_14\\_2020.pdf](#)

**Achievements:** The Planning and Development Manager sent Mr. Leliuk an email, dated December 14, 2020, informing him of Council's decision to take no action on his request, dated December 10, 2020, until further information from the Province has been provided to Council by Mr. Leliuk. Mr. Leliuk will be appearing at the January 28, 2021 County Council meeting as a delegation to further discuss his request with Council.

2021/01/19

**Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.31 acres)**

**NEW** Jordan Ruegg

**Achievements:** The Planning and Development Manager sent an email to Allison Reid, Smoky Lake County's Assessor, dated December 17, 2020, requesting an assessment of the lands legally described as Pt. SW-6-59-15-W4M. Ms. Reid responded by email on December 29, 2020, informing the County that she had assessed the value of said lands at \$6,800.00. This information will be brought to Council on January 28, 2021 for discussion.

2021/01/19

**Watershed Resiliency and Restoration Program**

**NEW** Jordan Ruegg

[Watershed\\_Resiliency\\_Restoration\\_Program\\_Grant\\_Application.pdf](#)

**Achievements:** The Planning and Development Department submitted an application to the Watershed Resiliency and Restoration Program on January 4, 2021.

2021/01/19

2020/12/10

2021/12/31

2020/12/10

2021/12/31

2020/12/10

2021/12/31

100%

100%

100%

**Wetland Replacement Program  
Memorandum of Understanding**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department received a signed and executed copy of the Memorandum of Understanding between Smoky Lake County and the Alberta Environment and Parks in support of the Wetland Replacement Program on December 12, 2020. The Planning and Development Department will work with other County departments and stakeholders to identify possible locations where wetlands can be either restored or constructed.

2021/01/19

**Intermunicipal Collaboration Committee  
(ICC) Meeting with Lamont County**

**NEW** Patti Priest:

**Achievements:** Lamont County & Smoky Lake County ICF & IDP - Meeting is scheduled for February 3, 2021 at 9am & Public Participation at 1pm.

2021/01/18

**Alberta Environment and Parks**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department has filed a copy of the letter dated October 23, 2020, from Jason Nixon, Minister of Alberta Environment and Parks, regarding the potential designation of the North Saskatchewan River as a Canadian Heritage River. The Planning and Development Department will continue to work with the Minister to prepare a nomination document with the necessary information and background studies.

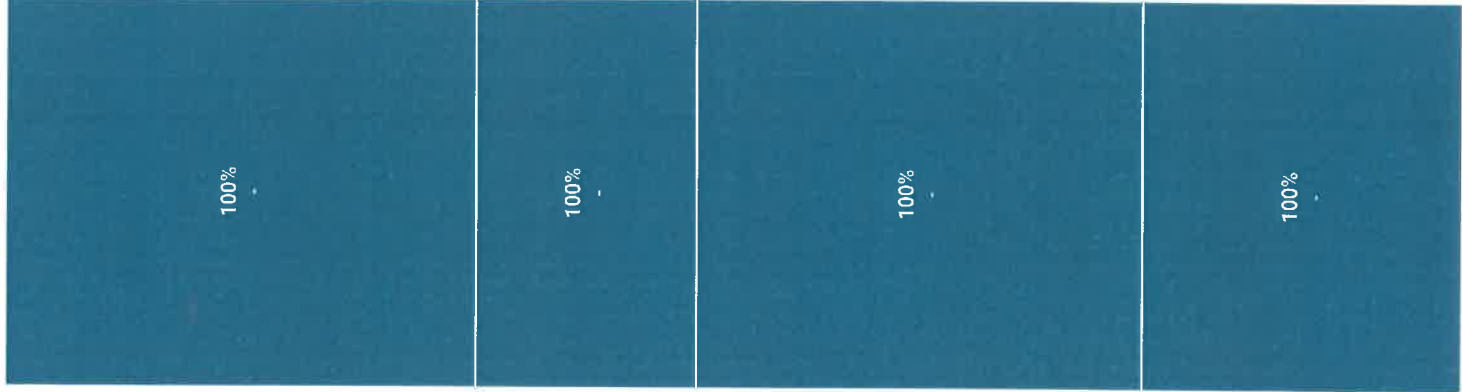
2021/01/19

**Alberta Development Officers  
Association (ADOA)**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Manager has filed a copy of the letter, dated October 28, 2020, from Jordan Ruegg, Vice President of the Alberta Development Officers Association, regarding the award of \$573.00 for education subsidy, to Kyle Schole, in the employee's personnel file.

2021/01/19



2021/12/31

2020/12/10

2021/12/31

2020/12/10

2021/12/31

2020/12/10

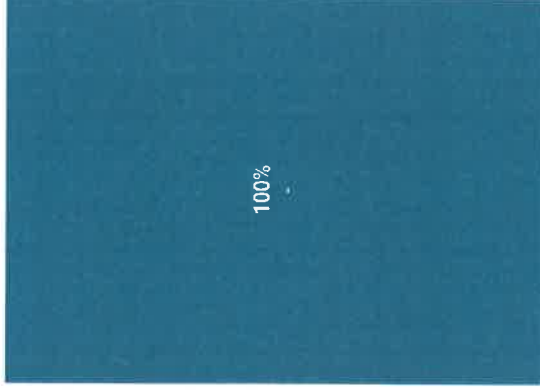
2021/12/31

2020/12/10

**Victoria District Economic Development Strategy: Business Plan**

2020/11/26

2021/12/31



**NEW Patti Priest:**  
**Achievements:** Joint Town/County Council Meeting Motion # SLC252-20:

**Bylaw No. 1390-20: Victoria District Economic Development Strategy Business Plan**, for the purpose of adopting the said plan dated December 16, 2020, outlining goals of adding to the visitor economy, increasing the visitor audience from Metis Crossing and other attractions, diversifying the Region's economy, and supporting Municipal sustainability, be given **FIRST READING** .....

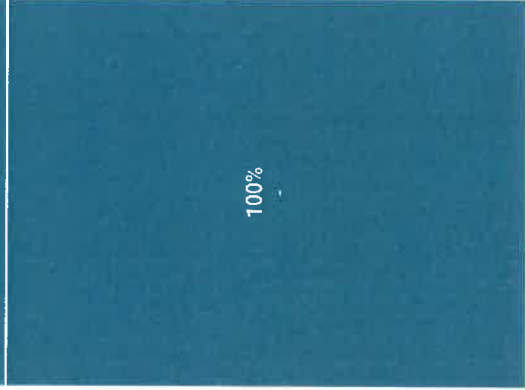
...be given **THIRD AND FINAL READING**.

2021/01/18

**Nuisance and Unightly Properties**

2020/12/31

2020/12/11



**NEW Patti Priest:**

**Achievements:** The Safer Communities and Neighbourhoods (SCAN) unit of the Alberta Sheriffs obtained a court order against the owners of a property in Smoky Lake County, northeast of Edmonton. The community safety order granted in Court of Queen's Bench places the property at 12-13239 Township Road 615 under supervision for five years, and includes a 90-day closure that began at noon on Dec. 15. Crews have boarded up the home, changed the locks and erected a fence around the property to prevent anyone from entering until March 11, 2021.

2021/01/18

**ON TRACK**

Goal	Progress Update	Current Completion	Start Date	Due Date
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**Inter-municipal Collaborative Framework with the Counties of Lamont and Thorhild as part of the 2018-2020 Strategic Priorities: 100%**

**NEW Jordan Ruegg:**

**Achievements: Thorhild County:** Bylaw #1368-20 was given First Reading at the December 10, 2020 Smoky Lake County Council meeting and Thorhild County gave First Reading to its version of the Bylaw at the January 12, 2021 Thorhild County Council meeting.

The Public Works Departments of each respective municipality are working together to draft a road maintenance agreement that will fall outside of the ICF and will be reviewed by legal counsel prior to adoption of the ICF.

**Lamont County:**

A meeting of the Intermunicipal Collaboration Committee (ICC) is scheduled for February 3, 2021, to discuss the draft ICF Bylaw 1388-20.

*2021/01/19*

**Road Closures: 100%**

**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.

**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.

*2021/01/20*

2017/12/31

2021/04/01

90%  
90 / 100%  
4% behind

2021/01/01

2021/12/31

15%  
15 / 100%  
9% ahead

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 January 28, 2021 Smoky Lake County Council meeting where a Public Hearing on the proposed Bylaw will be held. Following the Public Hearing, Council will consider giving Second and Third Readings of the Bylaw.**

2021/01/20

Land Use Bylaw Amendments -  
Recreational Vehicles

GIS Activity (P&D): 100%

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development has been working with the GIS Technician to add a data layer for the Municipal Historic Area for the Ferry Landings. The Planning and Development Department has also been working with the GIS Technician to develop a series of map-insets for the subdivision signage that will be installed later this year.

2021/01/20



2021/01/01

2021/12/01

2021/01/01

2022/01/01

2021/01/01

2021/12/31

**Achievements: Smoky Lake County**

**Regional Heritage Board:**

The Smoky Lake County Regional Heritage Board has created a "Designation Priorities Committee" that will guide decisions on and prioritize which heritage resources should be considered for designation as Municipal Historic Resources.

The Planning and Development Department has contacted the administrators for the Town of Smoky Lake and the Villages of Waskatenau and Vilna to ask for a meeting to discuss the regionalization of the Smoky Lake County Regional Heritage Board, pursuant to Bylaw 1371-20.

**Municipal Historic Resource Designations**

*Bylaw 1385-20: Ferry Crossings  
Municipal Historic Area*

The Planning and Development Department has forwarded a signed copy of Bylaw 1385-20 and the necessary documents to the Alberta Land Titles Office for registration.

*Bylaw 1384-20: Rubuliak Ukrainian  
House - Municipal Historic  
Resource Designation*

The Planning and Development Department will forward a copy of the Bylaw and the necessary documents to the Alberta Land Titles Office for registration once the Bylaw has been signed and executed.

2021/01/20

19%  
19 / 100%

**Subdivision Development Appeal Board  
Updates: 100%**

**NEW** Jordan Ruegg:

**Achievements:** The Subdivision and Development Appeal Board has not held any Hearings in 2021.

There has been an Appeal of Subdivision File 20-R-209, dated December 2, 2020. However, the Appeal lies with the Municipal Government Board (MGB) rather than the Subdivision and Development Appeal Board as the proposed subdivision is located adjacent to Highway 855. As per Section 678(2)(a) of the *Municipal Government Act* and Section 22 of the *Subdivision and Development Regulations*, appeals for such subdivisions lie with the MGB. A date for the Hearing has not yet been determined, however, the MGB must hold a hearing within 60-days or receiving the notice of appeal.

2021/01/20

**Training Activity: 100%**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Assistant has enrolled in 3 courses in the NACLA program offered through the University of Alberta's Faculty of Extension. He is currently enrolled in the following courses:

- Public Administration Professionalism;
- Organizational Behaviour and Leadership; and
- Local Government Finance.

2021/01/20

**Council Member Inquiry (P&D): 100%**

**NEW** Jordan Ruegg:

**Achievements:** No action was taken during this reporting period.

2021/01/20

15%  
15 / 100%  
9% ahead

25%  
25 / 100%  
19% ahead

10%  
10 / 100%  
4% ahead

2021/01/01

2021/01/01

2021/01/01

2021/12/31

2021/12/31

2021/12/31

**Sales of Municipally-Owned Land: 100%**

**NEW** Jordan Ruegg:

**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. 6.1-10-01: *Disposition of County Owned Property*. No additional Expressions of Interest were received regarding this property after advertising.

Smoky Lake County Council considered the Expression of Interest at its December 10, 2020 Council meeting. Council deferred making a decision until an assessed value was obtained by the Planning and Development Manager. According to the County's assessor, the market value of the property is \$6,800. A Request for Decision has been prepared for Council's consideration at the January 28, 2021 Council meeting.

2021/01/20

2021/01/01

2021/12/31



**Victoria District Economic Development Plan as part of the 2018-2020 Strategic Priorities: 100%**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department has been working with senior administration and the County's legal counsel to review documents related to the structure of a potential municipally-controlled corporation that will guide the implementation of the Victoria District Economic Development Strategy.

The Victoria District Economic Development Strategy Implementation Working Group has not met during this reporting period due to the holiday break.

2021/01/20

2021/01/01

2021/12/31





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 a 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 bought to the January 28, 2021 Smoky Lake County Council meeting where a Public Hearing on the proposed Bylaw will be held. Following the Public Hearing, Council will consider giving Second and Third Readings of the Bylaw.**  
 2021/01/20

→ Land Use Bylaw Amendments - Recreational Vehicles

**Nuisance Ground Study/Note: Strategic Priorities Chart Feb 6, 2017: 100%**

**NEW Jordan Ruegg:**  
**Achievements:** The Planning and Development Manager received an email from Action Land & Environmental on December 18, 2020, which provided an update from Alberta Environment and Parks. The update indicated that a small amount of additional excavation will be required prior to being able to fill the site. It is anticipated that this work will commence in the coming weeks as weather conditions allow.  
 2021/01/21

**Field Work/Research**

**NEW Jordan Ruegg:**  
**Achievements:** The Planning and Development Department will conduct site inspections as necessary to ensure compliance with County bylaws and policies.  
 2021/01/21

**Manager's Meetings**

**NEW Jordan Ruegg:**  
**Achievements:** The Planning and Development Manager will attend the weekly Managers' Meeting to provide an update of the Department's weekly activities to the management team.  
 2021/01/21

2021/01/01

2021/12/01



2021/01/01

2022/01/01



2021/01/01

2021/07/01



2020/01/01

2021/12/31



2021/01/01

2021/12/31



**Heritage Resources**

**NEW Jordan Ruegg:**  
**Achievements:** The Planning and Development Department will work with the Smoky Lake Regional Heritage Board to identify potential heritage resources for municipal historic designation in 2021.  
2021/01/21

2021/01/01

2021/12/01



**Enforcement Actions**

**NEW Jordan Ruegg:**  
**Achievements:** The Planning and Development Department will respond to complaints as they are received and take the appropriate enforcement actions, pursuant to the County's Land Use Bylaw and the *Municipal Government Act*.  
2021/01/21

2021/01/01

2021/12/31



**International Dark-Sky Association and (IDA) - Dark Skies Nomination and Designation**

**NEW Jordan Ruegg:**  
**Achievements:** The Planning and Development Department has continued to investigate the next steps required to pursue a nomination and designation as a Dark Sky Community under the International Dark-Skies Association (IDA). The Planning and Development Department has received additional information and will bring forward this information at a future Committee of the Whole Meeting.  
2021/01/19

2020/12/10

2021/12/31



**Bylaw No. 1371-20: Smoky Lake County Regional Heritage Board**

**NEW Jordan Ruegg:**  
**Achievements:** The Planning and Development Department has contacted the members of the Smoky Lake Region Intermunicipal Collaboration Committee (ICC) to schedule a meeting of the Committee to discuss the proposed Bylaw No. 1371-20: Joint Agreement for the Regionalization of the Smoky Lake County Regional Heritage Board (SLCRHB) and will hold the meeting as soon as possible.  
2021/01/19

2020/12/10

2021/12/31



**Bylaw No. 1368-20: Intermunicipal  
Collaboration Framework (ICF) -  
Thorhild County**

**NEW Jordan Ruegg:**

**Achievements:** The Public Works Department of both Smoky Lake County and Thorhild County are working together on drafting a road maintenance agreement which will fall outside of the ICF. The agreement will be presented to Council once it has been drafted.

2021/01/19



2020/12/10

2021/12/31



**PUBLIC WORKS PLAN  
(PW) GOVERNANCE**

**TREVOR TYCHKOWSKY - REPORT TO COUNCIL**  
Jan 21, 2021

5.1.5.1

Goal	Progress Update	Current Completi...
<p><b>Safety (Safety Officer): 100%</b></p> <p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Dec 14 arrange for fire extinguishers to be inspected            Dec 17 Safety Committee meeting            Dec 23 meeting with town on safety program            Jan 11 did clarification for staff in contact with someone tested positive for COVID            Jan 19 worked on correction from internal audit and send back to AMHSA            Jan 21 answered 16 called from Kyetech  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>            2021/01/21</p>		<p>0% 0 / 100% 100% behind</p>
<p><b>Disaster Services (Safety Officer): 100%</b></p> <p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Dec 16 DEM's meeting plus provincial update for COVID virtual            Dec 22 DEM's meeting plus provincial update for COVID virtual            Jan 12 DEM's meeting plus provincial update for COVID virtual            Jan 19 DEM's meeting plus provincial update for COVID virtual            Jan 18 meeting with ASIST team  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>            2021/01/21</p>		<p>0% 0 / 100% 100% behind</p>

**Risk Pro (Safety Officer): 100%**

**Trevor Tychkowsky:**

**Achievements:** Dec 14 arrange for phones to be fixed and also billing switchovers for fire service  
Dec 16 started internal audit

Dec 16 filled out slipping incident

Dec 23 completed internal audit and sent off to AMHSA

Jan 15 asked question to insurance on liability

Jan 15 went to investigate incident for ANI damage

Jan 18 contacted insurance on ANI damage

Jan investigated claim on damaged property by Spedden still under investigation

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

33%  
33.33 / 100%  
67% behind

**Public Works (Safety Officer): 100%**

**Trevor Tychkowsky:**

**Achievements:** Jan 5 - 18 year end fuel entries  
Jan 6 went to city for phone supplies, computer supplies and parts for PW

Jan 13 fixed back gate stuck open

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

0%  
0 / 100%  
100% behind

**Administrative (Safety Officer): 100%**

**Trevor Tychkowsky:**

**Achievements:** Dec 11 budget meeting  
Jan 12 budget meeting

Jan 13 worked with Lydia on Harassment and Violence policy

Jan 21 safety committee

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

10%  
9.52 / 100%  
90% behind

**Training (Safety Officer): 100%**

**Trevor Tychkowsky:**

**Achievements:** Jan 13 Webinar from RMA of fleet management  
Jan 20 webinar for winter ready leaders

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

3%  
3.03 / 100%  
97% behind

**Council Member Inquiry (Safety Officer): 100%**

0%  
0 / 100%  
100% behind

**Administrative (Safety Officer): 100%**

0%  
0 / 100%  
5% behind





60  
GOALS

10%  
GOAL COMPLETION

5.1.5.k

### GIS PLAN

Goal	Progress Update	Current Completion
<p><b>Create, Publish, and Distribute Annual Booklet: 100%</b></p> <p><b>GIS Tasks: 100%</b></p> <ul style="list-style-type: none"> <li>→ County Website Tool -- MuniSight</li> </ul>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b> <i>Smoky Lake County Public Website</i> - online public connection with MuniSight has had 158,477 visits from May 31, 2018 – January 21, 2021. <i>From December 2, 2020 - January 21, 2020(50 days) total visits 8,179.</i></p> <p><b>Regional Public Website</b> - online public connection with MuniSight has had 102,618 visits from May 31, 2018 – January 21, 2021. <i>From December 2, 2020 - January 21, 2020(50 days) total visits 606.</i></p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2021/01/21</p>	<p>0% 0 / 100% 100% behind</p> <p>7% 6.67 / 100% 1% ahead</p> <p>100%</p>
<ul style="list-style-type: none"> <li>→ Input Spatial Data -- MuniSight/Mobile App</li> </ul>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b> Input Road Use Agreements</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2021/01/21</p>	<p>0% 100% behind</p>
<ul style="list-style-type: none"> <li>→ Management Meeting</li> </ul>		<p>0% 100% behind</p>

→ County Website Tool MuniSight	<p><b>Carole Dowhaniuk:</b></p> <p><b>Achievements:</b> The GIS Operators is currently working on a HOW TO Document for Public Interaction on MuniSight. Currently reviewing the Resort and Hamlet maps.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> Update County Website Forward Updated Maps to Planning and Development</p> <p>2021/01/21</p>	0% 100% behind
→ GIS Data Reporting - Data Verification and data clean up	<p><b>Carole Dowhaniuk:</b></p> <p><b>Achievements:</b> Reviewed Queries with Environmental Operations</p> <ul style="list-style-type: none"> <li>• Discussed data and attributes that needs to be updated <ul style="list-style-type: none"> <li>◦ Water Utilities, Regional Water Line, Wastewater Utilities <ul style="list-style-type: none"> <li>▪ will be worked on when spare time becomes available,</li> </ul> </li> </ul> </li> </ul> <p><b>Challenges:</b> Department is very busy out in the field.</p> <p><b>Next Steps:</b> Assist the department with updates - this will be an ongoing project over the next several months</p> <p>2020/12/03</p>	0% 100% behind
→ GIS reporting and forecasting		0% 100% behind
→ GIS data validation		0% 100% behind
→ GIS Work Schedule -- for staff		0% 100% behind
→ GIS Data Analysis		0% 100% behind
→ Coordination of GIS Data Input		0%
→ Verify Landownership Maps	<p><b>Carole Dowhaniuk:</b></p> <p><b>Achievements:</b> Fall Landownership maps have been completed and verified</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> Print</p> <p>2020/10/15</p>	0% 100% behind
→ GIS - Data collection MuniSight/Mobile App		0% 100% behind
→ County Website Tool - MuniSight- GIS Site Validation		0% 100% behind
→ County Website Tool - MuniSight- GIS Site Validation (Copy)		0% 5% behind
→ GIS - Data collection MuniSight/Mobile App (Copy)	<p><b>Carole Dowhaniuk:</b></p> <p><b>Achievements:</b> Assist Dwight in PW through the Mobile App with Road Inspections</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/01/21</p>	0%



**Carole Dowhaniuk:**

**Achievements:** The Regional GIS has had great progress:

- Integration of new data into the Regional Partners Individual WebMap.
- The Region was able to acquire new orthophotography through the ACP Grant(Regional GIS - Infrastructure Data Integration).
- The Internal Regional site is used steady by Emergency Services, RCDC, and Planning & Development.
- Our Internal Regional Site is available to support in decision making, assisting Disaster Services.
- Our Public Regional Site has had many visits with assisting Relators, Visitors, and Residents.

**Challenges:** Challenges faced by all Partners in the Region:

- shortage of staff to capture and maintain up to date data.

**Next Steps:**

- Update zoning in the Regional Site
- Infrastructure Data Integration ACP Grant Regional GIS

2021/01/21



**Carole Dowhaniuk:**

**Achievements:** December 1, 2020 GIS Admin Meeting was held at 10 am

- MPE provided an update on the current Regional GIS Projects
  - each municipality is to review the flooding maps and provide Mirek with any missing area. Mirek requires new ortho's and most recent lidar.
- I updated the Region on the Ortho Progress. Town and Villages; Acquisition and production are complete and paid for. County's Acquisition is complete and paid for, production is in process.
  - I updated the Region with GSH left and proposed features that they may want to collect, that could be done to utilize those hours
    - flooding, Electoral Districts, Road Inspections, update Assessment Data, and Updating the Regional Site for Regional use only

**Challenges:** *No value*

**Next Steps:**

- December 1st, set up a share file from Munisight for Mirek; Orthos and Lidar. Transfer completed in the afternoon
- Requested a quote from Munisight; Update the Town and Villages Assessment Data
- Requested a quote from Munisight; Update the Regional Site
- Forward flooding maps to Doug Ponich Public Works and provide Mirek with any missing area

2020/12/03

**Administration (GIS): 100%**

→ Complete Administration

→ Assist with issues that come up

→ Weekly Council Report – Titan GPS

→ On Screen Fleet Summary – Titan GPS

→ Office Duties

→ Council Report Titan GPS: 100%

→ New Ideas

→ Review Finance

→ Meeting with County Managers on GIS needs.

0%  
100% behind

11%  
11.11 / 100%  
89% behind

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100% behind

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100% behind

→ Monitor Contracts

**Carole Dowhaniuk:**

**Achievements:** Review and validate Region General Service Hours

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

100%

→ GIS -- manage third party contract

**Carole Dowhaniuk:**

**Achievements:** Renew Municipal Data Sharing Agreements for 2021:

- Municipal Planning Services Ltd.
- MPE Engineering Ltd.
- Associated Engineering Alberta Ltd.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

0%

→ MuniSight Security

**Carole Dowhaniuk:**

**Achievements:** Manage User Accounts:

- user role and permissions.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

0%

→ Hardware Maintenance

**Carole Dowhaniuk:**

**Achievements:** Manage Users and logins Assist IT with updates:

- GIS IPad updates.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

0%  
100% behind

→ Server Maintenance

**Carole Dowhaniuk:**

Request from CAO and Managers

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

0%  
100% behind

→ Request from CAO and Managers (AVL)

**Carole Dowhaniuk:**

**Achievements:** Assist COA with AVL Report:

- Location Audit Twp 572A

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

0%

→ Public Information

**Carole Dowhaniuk:**

0%  
100% behind

↳ Map Sales 0 Map(s)

**Carole Dowhaniuk:**

**Achievements:** November 28 - December 31, 2020

- 9 maps sold

**2020 County Map Annual Report - Inside Outside Studios Inc and the iHunter Alberta app**

- Attached letter, Report, and map royalty payment

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

**Legislative (GIS): 100%**

↳ Assist in GIS and AVL Policy Development

**Carole Dowhaniuk:**

**Achievements:** No Action was taken during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

**Training (GIS): 100%**

↳ Implement training and testing of workspaces

**Carole Dowhaniuk:**

**Achievements:** No Action was taken during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

**Council Member Inquiry (GIS): 100%**

↳ Drone Training

**Carole Dowhaniuk:**

**Achievements:** No Action was taken during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

**Council Meetings**

**(GIS) Human Resources / Training / OH&S**

↳ (GIS) Attend Joint Health & Safety Meetings: 12 Meeting(s)

**Carole Dowhaniuk:**

**Achievements:** No Action was taken during this report.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/21

86 / 0 Map(s)

0%  
0 / 100%  
100% behind

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100% behind

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0 / 100%  
81% behind

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100% behind

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100% behind

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85 / 100%  
15% behind

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100% behind

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100% behind

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0 / 12 Meeting(s)  
12 Meeting(s) behind

→ (GIS) Attend Annual Safety Meeting

→ (GIS) Training Event Form 2020

→ (GIS) Training Event Form 2020 (Copy)

**(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%**

→ Promotional Orders

→ Office Landscape

**Carole Dowhaniuk:**

**Achievements:** No action taken during this report.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/21

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**Carole Dowhaniuk:**

**Achievements:** Prepare 2021 Budget

**Challenges:** *No value*

**Next Steps:** Approve 2021 budget  
2021/01/21

**Carole Dowhaniuk:**

**Achievements:** GIS Work Plan will be brought to the future Departmental Meeting for review.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/21

**Carole Dowhaniuk:**

**Achievements:** No Action was taken during this report.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/21

**Carole Dowhaniuk:**

**Achievements:** No Action was taken during this report.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/01/21

Inside Outside Studios Inc  
County Map Sales Annual Report  
info@ihunterapp.com  
January 11, 2021

## 2020 County Map Sales Annual Report

Greetings,

Inside Outside Studios and the iHunter Alberta app team would like to thank you once again for your continued participation in the landownership map program. We have continued to receive outstanding feedback from users, law enforcement, and landowners. As we are always trying to improve, please do let us know if you hear of any negative experiences or notable feedback.

Sales have increased for most counties compared to previous years, with an 37% average increase across all counties. Please see the data included below to see how your county map sales are comparing to other counties and to previous years.

Thanks again for your continued participation. Let us know if there are any questions or concerns about the sales, revenues, or pricing for the upcoming year. Finally, if you have a new map available, please send it our way and we will get it integrated into the app within a few days.

Thanks,

Mark Stenroos

Inside Outside Studios Inc (iHunter Alberta)

	2020	2019	2018	2017
<b><i>Acadia</i></b>	165	106	126	99
<b><i>Beaver</i></b>	593	433	326	327
<b><i>Bonnyville</i></b>	559	361	331	283
<b><i>Brazeau</i></b>	523	365	342	306
<b><i>Camrose</i></b>	492	420	301	314
<b><i>Cardston</i></b>	576	426	403	404
<b><i>Clear Hills</i></b>	393	310	216	208
<b><i>Clearwater</i></b>	1435	705	773	741
<b><i>Flagstaff</i></b>	587	456	384	350
<b><i>Kananaskis I.D.</i></b>	395	0	0	0
<b><i>Lac Ste Anne</i></b>	624	413	393	334
<b><i>Lacombe</i></b>	424	368	282	300
<b><i>Lethbridge</i></b>	375	249	163	179
<b><i>Minburn</i></b>	276	0	0	0
<b><i>Northern Sunrise</i></b>	268	256	199	179
<b><i>Paintearth</i></b>	404	280	191	215
<b><i>Peace</i></b>	191	137	122	101
<b><i>Ponoka</i></b>	437	359	214	268
<b><i>Red Deer</i></b>	654	490	443	353
<b><i>Saddle Hills</i></b>	1038	806	669	580
<b><i>Smoky Lake</i></b>	333	226	165	156
<b><i>Stettler</i></b>	606	539	292	374
<b><i>Sturgeon</i></b>	424	253	277	234
<b><i>Taber</i></b>	366	295	263	215
<b><i>Wainwright</i></b>	489	403	308	305
<b><i>Warner</i></b>	536	424	392	306
<b><i>Wheatland</i></b>	461	301	298	260
<b><i>Woodlands</i></b>	704	596	454	399

SMOKY LAKE COUNTY  
BOX 310  
SMOKY LAKE, AB T0A 3C0  
PHONE: (780)656-3730 (780)424-7103  
FAX: (780)656-3768

OFFICIAL RECEIPT  
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INSIDE OUTSIDE STUDIOS LTD.  
408 RANCH ESTATE PL N.W.  
CALGARY, AB T3G 1L9

Reg. #: R121665640  
Receipt #: 0313652  
Date: 2021/01/13

Account #	Description	Opening Bal	Payment	Amount Due
1-1-416-12-00-00-02	MAP ROYALTIES		1,832.17	
	** Payment Total:		1,832.17	
	Cheque			1,832.17





5.1.5.1



COMMUNICATIONS PLAN  
COMPLETE

Owner	Start Date	Due Date	Goal	Progress Update	Current Compl...
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	Social Media 0 Post(s)	<p><b>Evonne Zukiwski:</b></p> <p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Shared Alberta Environment survey- December 3, 2020</li> <li>• Posted 'RCMP Inquiries' ad- December 3, 2020</li> <li>• Promoted and scheduled Transfer Station Holiday Hours ad- December 3, 2020</li> <li>• Shared Canadian River Systems post- December 14, 2020</li> <li>• Posted Land Use Bylaw Public Hearing and scheduled posts- December 15, 2020</li> <li>• Posted Returning Officer ad- December 16, 2020</li> <li>• Created and scheduled 'nomination packages available' post for release- December 16, 2020</li> <li>• Promoted Government of Alberta crop insect page- January 5, 2021</li> <li>• Promoted Young Agarians Apprenticeship program- January 5, 2021</li> <li>• Shared RMA Rural Internet survey- January 6, 2021</li> <li>• Promoted Prime Ministers Award- January 6, 2021</li> <li>• Scheduled Working Well Workshop posts (x4)- January 11, 2021</li> <li>• Posted Statistics Canada jobs- January 14, 2021</li> <li>• Posted notice about office phones not working- January 15, 2021</li> </ul>	89 / 0 Post(s)

2021/01/18

<p>Evonne Zukiwski Communications Technician</p>				<p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>Added December calendar meeting dates &amp; meeting links- December 1, 2020</li> <li>Removed 'Land for Sale' notice and information from website- December 2, 2020</li> <li>Added Transfer Station Holiday Hours- December 3, 2020</li> <li>Created Election 2021 webpages- December 7, 2020</li> <li>Made edits to Election 2021 pages and turned pages active- December 8, 2020</li> <li>Added Candidate Guide to Election pages- December 9, 2020</li> <li>Added Wetland page- December 14, 2020</li> <li>Worked on updating ASB pages- December 15, 2020</li> <li>Posted Grapevine- December 15, 2020</li> <li>Added Land Use Bylaw notice- December 15, 2020</li> <li>Posted Returning Officer ad- December 16, 2020</li> <li>Updated Elections page- December 17, 2020</li> <li>Posted Reeve's Report- December 21, 2020</li> <li>Added more legislation documents to Election pages- December 21, 2020</li> <li>Launched new Election 2021 page with nomination packages- January 1, 2021</li> <li>Added new election documents- January 4, 2021</li> <li>Posted January calendar- January 4, 2021</li> <li>Added January meeting dates and meeting links to website calendar- January 4, 2021</li> <li>Created 'Elections 2021' image for website notice use- January 4, 2021</li> <li>Added phone extension numbers to contact listing- January 5, 2021</li> <li>Added Working Well Workshop event to web calendar- January 11, 2021</li> <li>Updated fire rating messaging- January 11, 2021</li> <li>Updated policies (x7)- January 11, 2021</li> <li>Added LARA notice with LARA website links- January 11, 2021</li> </ul>				
<p>Evonne Zukiwski Communications Technician</p>	<p>2020/01/01</p>	<p>2020/12/31</p>	<p>Communications for Departments 0 Ad(s) Created</p>					
<p>Evonne Zukiwski Communications Technician</p>	<p>2020/01/01</p>	<p>2020/12/31</p>	<p>Branding Development</p>					

Owner	Start Date	Due Date	Goal	Progress Update	Current Compl...
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	Publications 0 Ad(s) Created	<p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>Created 'RCMP Inquiries' ad- December 3, 2020</li> <li>Created Returning Officer short ad and sent to Redwater Review for publishing- December 10, 2020</li> <li>Created Notice of Municipal Elections ad- December 16, 2020</li> </ul>	7 / 0 Ad(s) Created
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	County Website Maintenance	<p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>Completed microsite set up for Victoria District Economic Strategy and turned over to them- December 7, 2020</li> </ul>	100%
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	Council Meetings	<p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>Virtually attended County Council Meeting- December 10, 2020</li> <li>Virtually attended County Budget Meeting- December 11, 2020</li> <li>Virtually attended Budget Meeting- January 12, 2021</li> </ul>	100%
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	Produce & Distribute Grapevine: 12 Newsletter(s)	<p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>Sent December Grapevine to papers for publishing- December 15, 2020</li> </ul>	100% 12 / 12 Newsletter(s)
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	FOIP/ Access to Information Requests 0 Request(s)	<p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>Replied to ratepayers inquiry about FOIP- December 11, 2020</li> </ul>	0 / 0 Request(s)
Evonne Zukiwski Communications Technician	2020/01/01	2020/12/31	County Annual Report 0 Report(s) Requested	<p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>Printed 6 Annual Reports- December 1, 2020</li> </ul>	153 / 0 Report(s) Requested
Evonne Zukiwski Communications Technician	2017/12/31	2020/12/30	Training Activity (COM) 0 Event(s)	<p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>Registered for Access to Information in Alberta Public Bodies (FOIP Training course #2)- December 1, 2020</li> </ul>	0 / 0 Event(s)

**OVERDUE**

Evonne Zukiwski  
|  
Communications  
Technician

2020/01/01

2020/12/31

↳ (COM) Attend Joint Health & Safety  
Meetings: 12 Meeting(s)

**Evonne Zukiwski:**

**Achievements:**

- Attended Joint Health & Safety Meeting- December 17, 2020  
2021/01/18

17%  
2 / 12 Meeting(s)  
10 Meeting(s)  
behind

## Schedule "A"

## TRAINING EVENT



SMOKY LAKE COUNTY

DEPARTMENT: Agriculture**REPORT**

EVENT	NAME: <u>2020 In Service Training</u>	DATE: <u>December 1 &amp; 2, 2020</u>
	ORGANIZATION: <u>Association of Alberta Agricultural Fieldmen</u>	LOCATION: <u>Virtual</u>
	<input type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input checked="" type="checkbox"/> Conference <input type="checkbox"/> Workshop	
SUMMARY	<b>Contents:</b> "Halt! You may proceed but animal diseases will need to stay outside the farm" - Dr. Ana Ulmer-Franco Alberta Agriculture and Forestry Conflict Resolution - Julianna Cantwell JUNA Consulting Vegetation Management - Darrell Chambers Bayer Water Qualities in Alberta Lakes - Bradley Peter Alberta Lake Management Society Application and Herbicide Technology - Geoff Thompson Advantage VM Harvest Weed Seed Control in Western Canada - Dr. Brianne Tidemann Agriculture and Agri-Food Canada Fieldman Showcases: Difficulties/Success Stories With Weed Notices - Strathcona, Wetaskiwin and Northern Sunrise County Horsehoe Canyon Tour and Market- local food market - Kneehill County Busting Myths Behind the Livestock Industry Environmental Footprint - Dr. Reynold Bergen Beef Cattle Research Council Alberta Agriculture Update Issuing a Weed Notice - Doug Macaulay & Gayah Sieusahai Alberta Agriculture and Forestry	
RESULTS	<b>What I took away:</b> Updates from Integrated Pest Management industry experts. Alberta Agriculture spoke on the threat of African Swine fever to the Canadian pork industry - this is why it is so important to control the wild boar population in Alberta as they will be carriers of this disease to domestic pork. Various herbicide companies and suppliers spoke on new product updates and sprayer technology. We heard from speakers on both the crop production side and the beef production side on is "meatless" meat really better for the environment? Several Fieldman Showcases were especially valuable this year in the absence of in person networking between Fieldmen. Of particular interest to us was the counties that spoke on their weed notice enforcements being appealed by landowners and going to the minister, with the adjudicator siding with the landowners and the municipality being out for the cost of weed enforcement.	
WHY DID YOU ATTEND	<b>Benefits:</b> To obtain continuing education credits to maintain our Pesticide Applicator Licenses.	
COSTS	Mileage: \$ _____      Meals: \$ _____      Other: \$ _____ Lodging: \$ _____      Registration: \$ <u>75</u> <p style="text-align: right;"><b>TOTAL: \$ <u>150</u></b></p>	
<b>Prepared by Employee</b> Amanda Kihn & Carleigh McMullin		DATE: December 1 & 2, 2020 COUNCIL MEETING DATE:

January 9, 2021

## RMA Board Governance Review Survey

*The RMA Board Governance Review committee is encouraging members to complete the survey by January 21*

The Rural Municipalities of Alberta undertakes a Board Governance Review process every four years. This process allows RMA members to review how the RMA Board of Directors functions and ensures it operates in the best interests of members and supports board accountability to members. The review culminates in the committee providing a report to members, with recommendations to be voted on by the membership at the RMA 2021 Spring Convention.

To facilitate this practice, the RMA has formed a Board Governance Review Committee (BGRC) comprised of one representative from each RMA district and a non-voting chairperson. The committee is comprised of the following:

- ◆ Chair: Bob Barss, Past RMA President (2012-2014), Reeve, MD of Wainwright
- ◆ District 1: Robin Kurpuweit, District 1 Chair, Councillor, Cypress County
- ◆ District 2: Bruce Beattie, District 2 Chair, Reeve, Mountain View County
- ◆ District 3: Kelly Vandenberghe, District 3 Chair, Councillor, Leduc County
- ◆ District 4: Leanne Beaupre, District 4 Representative, Reeve, County of Grande Prairie
- ◆ District 5: Gene Hrabec, District 5 Chair, Deputy Reeve, Beaver County

Member feedback is an essential component to this process. To enable input, the BGRC has developed and distributed a survey focused on the following governance themes:

- ◆ Membership
- ◆ Board Structure
- ◆ Board Roles and Responsibilities
- ◆ Board Election Processes
- ◆ Member Input
- ◆ Board Compensation

The survey deadline is **January 21, 2021**. The survey was sent by email on December 21, 2020 to all RMA mayors / Reeves and CAOs. If you have not received the link for the survey, please contact your mayor / reeve or CAO. The BGRC is asking that municipal councils work together to complete the survey, although surveys completed by individual elected officials will be accepted as well.

If you have any questions on the BGR survey, please contact RMA Policy Advisor Alex Mochid at [alex@RMAAlberta.com](mailto:alex@RMAAlberta.com).

**Alex Mochid**  
Policy Advisor  
780.955.4085  
[alex@RMAAlberta.com](mailto:alex@RMAAlberta.com)

## Facility-Based Continuing Care Survey Now Open

*Survey for Alberta Health open until January 29*

Alberta Health is looking for ways to better support care facility operators and improve the lives of both continuing care residents and their families. To do this, the organization is seeking input from stakeholders in review of the facility-based continuing care system. The review will identify opportunities for improving the system (designated supportive living and long-term care). It will also consider how best to prevent and manage episodes of transmittable illnesses that affect residents such as influenzas, the annual flu season, and pandemics.

In addition to the Facility-Based Continuing Care Review, the Government of Alberta is also developing a new *Continuing Care Act* intended to streamline and consolidate the many pieces of legislation that currently oversee the whole system, not just facility-based continuing care. Alberta Health will use findings from the review engagement to inform the new act, while also conducting small-scale targeted engagement with key stakeholders.

Municipalities are invited to [complete the survey by January 29, 2021](#). Note there are multiple versions of the survey available for different stakeholders. Municipalities with experience working directly with continuing care facilities may wish to complete the “organizations affiliated with facility-based care” option available at the bottom of the page. For those with less direct experience, there is also a public survey available.

**Warren Noga**

*Policy Advisor*

780.955.4079

[warren@RMAAlberta.com](mailto:warren@RMAAlberta.com)

**Tasha Blumenthal**

*Director of External Relations and Advocacy*

780.955.4094

[tasha@RMAAlberta.com](mailto:tasha@RMAAlberta.com)



**HIGHWAY 28/63 REGIONAL WATER SERVICES  
COMMISSION  
REGULAR MEETING**

Wednesday, December 16, 2020 at 10:00 a.m.  
held Virtually Online through Zoom Meeting:

<https://us02web.zoom.us/j/89660197303?pwd=TXc1Y1NYQldycFQxbnYyYjUZFkZz09>

Meeting ID: 896 6019 7303 Passcode: 659259

**AGENDA**

- 1. Call to Order
- 2. Adoption of Agenda
- 3. Adoption of Minutes:
  - 3.1 Organizational Commission Meeting – October 28, 2020..... Page 2-5
  - 3.2 Action List – October 28, 2020 – Organizational Meeting..... Page 6
  - 3.3 Regular Commission Meeting – October 28, 2020..... Page 7-15
  - 3.4 Action List – October 28, 2020 – Regular Meeting..... Page 16-18
- 4. Reports:
  - 4.1 Commission Manager, Gene Sobolewski - Update.
  - 4.2 Finance Manager, Brenda Adamson
    - 4.2.1 Financial Report..... Page 19-20
    - 4.2.2 Budget to Actual Report..... Page 21
    - 4.2.3 Grant Spending Update..... Page 22
    - 4.2.4 Audit planning letter from JMD Group LLP..... Page 23-25
    - 4.2.5 Bylaw 006-2020: Water Rates..... Page 26-31
    - 4.2.6 Year 2021 Proposed Budget..... Page 32-37
  - 4.3 Associated Engineering Alberta Ltd. – Report #23..... Page 38-39
  - 4.4 Provincial Representative Update - Update.
- 5. New Business:
  - Nil.
- 6. Correspondence:
  - 6.1 Village of Waskatenau Letter dated October 26, 2020 – Re: Organizational Meeting Appointments to Hwy 28/63 RWSC..... Page 40
  - 6.2 Town of Smoky Lake Letter dated November 4, 2020 – Re: Organizational Meeting Appointments to Hwy 28/63 RWSC..... Page 41
  - 6.3 County of St. Paul Email dated October 30, 2020 – Re: Organizational Meeting Appointments to Hwy 28/63 RWSC..... Page 42
- 7. Delegations:
  - Nil.
- 8. In Camera:
- 9. Next Meeting
- 10. Adjournment





## Highway 28/63 Regional Water Services Commission Organizational Meeting

Wednesday, October 28, 2020 at 10:00 a.m.

virtually held in Smoky Lake County Council Chambers

### MINUTES

**ATTENDANCE:**

<u>From:</u>	<u>Title:</u>	<u>Name:</u>	<u>Status:</u>	<u>Attendance:</u>
Managing Body	CAO	Gene Sobolewski	Manager	Virtually Present
Smoky Lake County	Finance Manager	Brenda Adamson	Finance Manager	Virtually Present
Smoky Lake County	Legislative Services	Patti Priest	Recording Secretary	Virtually Present
Smoky Lake County	Enviro. Op. Manager	Dave Franchuk	Utilities Manager	Virtually Present
Alberta Transportation	Program Advisor	Barry Pape	Provincial Rep.	Absent
Associated Engineering	Project Manager	Ryan Krausher	Project Manager	Virtually Present
Associated Engineering	Engineer	Alan Lui	Engineer	Virtually Present
Smoky Lake County	Reeve	Craig Lukinuk	Non-Voting Member	Absent
Smoky Lake County	Deputy Reeve	Randy Orichowski	<b>Voting Member</b>	Virtually Present
Smoky Lake County	Councillor	Dan Gawalko	<b>Voting Member</b>	Virtually Present
Smoky Lake County	Councillor	Lorne Halisky	<b>Alt. Voting Member</b>	Absent
Smoky Lake County	Councillor	Johnny Cherniwchan	<b>Alt. Voting Member</b>	Virtually Present
Smoky Lake County	Water	Dave Franchuk	Interested Party	Virtually Present
Thorhild County	Councillor	Wayne Croswell	<b>Voting Member</b>	Virtually Present
Thorhild County	Councillor	Joyce Peirce	<b>Alt. Voting Member</b>	Absent
Thorhild County	Reeve	Kevin Grumetza	<b>Voting Member</b>	Virtually Present
Thorhild County	CAO	Paul Hanlan	Non-Voting Member	Virtually Present
Thorhild County	Utilities Manager	Ed Kneller	Non-Voting Member	Virtually Present @10:10
Town of Smoky Lake	Mayor	Hank Holowaychuk	<b>Voting Member</b>	Virtually Present
Town of Smoky Lake	Councillor	Dan Kotylak	<b>Voting Member</b>	Absent
Town of Smoky Lake	Councillor	Terry Makowichuk	<b>Alt. Voting Member</b>	Absent
Town of Smoky Lake	CAO	Adam Kozakiewicz	Non-Voting Member	Absent
Village of Vilna	Mayor	Leo Chapdelaine	<b>Voting Member</b>	Virtually Present
Village of Vilna	Deputy Mayor	Don Romanko	<b>Voting Member</b>	Virtually Present
Village of Vilna	Councillor	Roy Dyck	<b>Alt. Voting Member</b>	Absent
Village of Vilna	CAO	Earla Wager	Non-Voting Member	Absent
Village of Waskatenau	Mayor	Casey Caron	<b>Voting Member</b>	Virtually Present
Village of Waskatenau	Deputy Mayor	Roy Krahulec	<b>Voting Member</b>	Absent
Village of Waskatenau	Councillor	Richard Warren	<b>Alt. Voting Member</b>	Absent
Village of Waskatenau	CAO	Bernice Macyk	Non-Voting Member	Absent
<b><u>Others in Attendance:</u></b>				
County of St. Paul No.19	Reeve	Steve Upham	Interested Party	Absent
County of St. Paul No.19	CAO	Sheila Kitz	Interested Party	Absent
County of St. Paul No.19	Councillor	Dale Hedrick	Interested Party	Absent
Indigenous & Northern Affairs Canada	Water Strategy Manager	Merv Clark	Interested Party	Virtually Present
Indigenous & Northern Affairs Canada	Senior Engineer	Adam Kuehnbaum	Interested Party	Absent
White Fish Lake First Nation #128	Councillor	Greg Sparklingeyes	Interested Party	Absent

**1. Call to Order** The Interim Commission Manager, Brenda Adamson, called the meeting to order at 10:02 a.m.

**2. Appointment of Chair & Vice Chair**

**2.1 Election of Chairperson** The Interim Commission Manager called for nominations for Chairperson of the Highway 28/63 Regional Water Services Commission.

Casey Caron nominated Randy Orichowski for Chairperson.

The Interim Commission Manager called for nominations a second and third time, and hearing no other nominations:

Resolution 001-20

**Nominations Cease** MOVED by Hank Holowaychuk that the October 28, 2020, Organizational Meeting nominations for Chairperson of the Highway 28/63 Regional Water Services Commission cease.

MOTION CARRIED.

Mr. Randy Orichowski, Deputy Reeve, Smoky Lake County, was declared acclaimed by the Interim Commission Manager as the Chairperson of the Highway 28/63 Regional Water Services Commission for the ensuing year and assumed the Chair.

**2.2 Election of Vice-Chairperson**

Chairperson Randy Orichowski called for nominations for Vice-Chairperson of the Highway 28/63 Regional Water Services Commission.

Leo Chapdelaine nominated Don Romanko for Vice-Chairperson.

The Commission Chairperson called for nominations a second and third time, and hearing no other nominations:

Resolution 002-20

**Nominations Cease** MOVED by Wayne Crosswell that the October 28, 2020, Organizational Meeting nominations for Vice-Chairperson of the Highway 28/63 Regional Water Services Commission cease.

MOTION CARRIED.

Mr. Don Romanko, Councillor, Village of Vilna, was declared acclaimed by the Chairperson as the Vice-Chairperson of the Highway 28/63 Regional Water Services Commission for the ensuing year.

**3. Adoption of Agenda** Resolution 003-20

MOVED by Kevin Grumetza that the Agenda for Wednesday, October 28, 2020, Highway 28/63 Regional Water Services Commission Organizational Meeting be adopted, as presented.

MOTION CARRIED UNANIMOUSLY.

**4. Other  
Appointments**

**4.1 Appointment  
of Managing  
Entity**

Resolution 004-20

MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission Board re-confirm the appointment of Smoky Lake County as the Commission's Managing Entity for Year 2020-2021.

MOTION CARRIED.

**4.2 Appointment  
of Commission  
Manager**

Resolution 005-20

MOVED by Don Romanko that the Highway 28/63 Regional Water Services Commission Board appoint Smoky Lake County's Chief Administrative Officer: Mr. Gene Sobolewski, as the Commission Manager for Year 2020-2021.

MOTION CARRIED.

**4.3 Appointment  
of Engineering  
Consultation  
Services**

Resolution 006-20

MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission Board re-confirm the appointment of Associated Engineering Alberta Ltd. as the Commission's engineering consultants for Year 2020-2021.

MOTION CARRIED.

**4.4 Appointment  
of Legal  
Counsel  
Services**

Resolution 007-20

MOVED by Kevin Grumetza that the Highway 28/63 Regional Water Services Commission Board re-confirm the appointment of Brownlee LLP as the Commission's Legal Counsel for Year 2020-2021.

MOTION CARRIED.

**4.5 Appointment  
of Auditing  
Services**

Resolution 008-20

MOVED by Dan Gawalko that the Highway 28/63 Regional Water Services Commission Board confirm the appointment of chartered accounting firm: JMD Group LLP, as the Commission's financial auditor for 2020-2021.

MOTION CARRIED.

**1.1 Appointment  
of Financial  
Services  
Provider**

Randy Orichowski declared pecuniary interest due to his spouse being employed by ATB Financial and the Vice-Chairperson called the question.

Resolution 009-20

MOVED by Leo Chapdelaine that the Highway 28/63 Regional Water Services Commission Board re-confirm ATB Financial as the Commission's financial institution service provider for Year 2020-2021.

MOTION CARRIED.

**1.1 Approval of  
Signing  
Authorities**

Resolution 010-20

MOVED by Casey Caron that the Highway 28/63 Regional Water Services Commission Board approve for one of either the: Chairperson or Vice-Chairperson, and one of either the: Commission Manager or Commission Financial Manager, as the Commission's signing authorities for Year 2020-2021.

MOTION CARRIED.

**2. Policies**

**2.1 Review of  
Policy 001 -  
Board Member  
Remuneration**

Resolution 011-20

MOVED by Wayne Crowell that the Highway 28/63 Regional Water Services Commission Board acknowledge review of Policy 001 - Board Member Remuneration on October 28, 2020, and confirm no changes are required at this time.

MOTION CARRIED.

**Adjournment**

The Chairperson declared the Organizational Meeting of October 28, 2020, adjourned, time 10:11 a.m.

These minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
MANAGER

**Agenda Item #3.2**



**ACTION LIST:**

October 28, 2020

**Highway 28/63 Regional Water Services Commission Organizational Meeting**

MOTION NO.	RESOLUTION	ACTION
	Mr. Randy Orichowski, Deputy Reeve, Smoky Lake County, was acclaimed as the Chairperson of the Highway 28/63 Regional Water Services Commission for 2020-2021.	No Action Required, noted for information purposes.
	Mr. Don Romanko, Councillor, Village of Vilna, was declared acclaimed as the Vice-Chairperson of the Highway 28/63 Regional Water Services Commission for 2020-2021.	No Action Required, noted for information purposes.
004-20	MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission Board re-confirm the appointment of Smoky Lake County as the Commission's Managing Entity for Year 2020-2021.	Acknowledged by Smoky Lake County Council's Dec.10'20 Motion # 247-20.
005-20	MOVED by Don Romanko that the Highway 28/63 Regional Water Services Commission Board appoint Smoky Lake County's Chief Administrative Officer: Mr. Gene Sobolewski, as the Commission Manager for Year 2020-2021.	Acknowledged by Smoky Lake County Council's Dec.10'20 Motion # 247-20.
006-20	MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission Board re-confirm the appointment of Associated Engineering Alberta Ltd. as the Commission's engineering consultants for Year 2020-2021.	A letter including resolution 006-20 to Associated Engineering Ltd. was emailed to Alan Lui and Ryan Krausher for their records on Dec.14'20.
007-20	MOVED by Kevin Grumetza that the Highway 28/63 Regional Water Services Commission Board re-confirm the appointment of Brownlee LLP as the Commission's Legal Counsel for Year 2020-2021.	A letter including resolution 007-20 to Brownlee LLP was mailed attention Rodd Thorkelsson for their records on Dec.14'20.
008-20	MOVED by Dan Gawalko that the Highway 28/63 Regional Water Services Commission Board confirm the appointment of chartered accounting firm: JMD Group LLP, as the Commission's financial auditor for 2020-2021.	A letter including resolution 008-20 to JMD Group LLP was mailed attention Barbara McCarthy for their records on Dec.14'20.
009-20	MOVED by Leo Chapdelaine that the Highway 28/63 Regional Water Services Commission Board re-confirm ATB Financial as the Commission's financial institution service provider for Year 2020-2021.	No Action Required, noted for information purposes.
010-20	MOVED by Casey Caron that the Highway 28/63 Regional Water Services Commission Board approve for one of either the: Chairperson or Vice-Chairperson, and one of either the: Commission Manager or Commission Financial Manager, as the Commission's signing authorities for Year 2020-2021.	The signatures will remain the same as on the original forms sent to update the signing authority with the appointed financial services provider: ATB, submitted on December 5, 2017.
011-20	MOVED by Wayne Crowell that the Highway 28/63 Regional Water Services Commission Board acknowledge review of Policy 001 - Board Member Remuneration on October 28, 2020, and confirm no changes are required at this time.	Oct.28'20 Resolution 011-20 was noted on Policy 001 under "Reviewed & Approved by The Board".



**Highway 28/63 Regional Water Services Commission  
Wednesday, October 28, 2020, Regular Meeting (following the Organizational Meeting), held virtually, online through Zoom meeting.**

**MINUTES**

**ATTENDANCE:**

<u>From:</u>	<u>Title:</u>	<u>Name:</u>	<u>Status:</u>	<u>Attendance:</u>
Smoky Lake County	CAO	Gene Sobolewski	Manager	Virtually Present
Smoky Lake County	Finance Manager	Brenda Adamson	Finance Manager	Virtually Present
Smoky Lake County	Legislative Services	Patti Priest	Recording Secretary	Virtually Present
Smoky Lake County	Enviro. Op. Manager	Dave Franchuk	Utilities Manager	Virtually Present
Alberta Transportation	Program Advisor	Barry Pape	Provincial Rep.	Absent
Associated Engineering	Project Manager	Ryan Krausher	Project Manager	Virtually Present
Associated Engineering	Engineer	Alan Lui	Engineer	Virtually Present
Smoky Lake County	Reeve	Craig Lukinuk	Non-Voting Member	Absent
Smoky Lake County	Deputy Reeve	Randy Orichowski	Voting Member	Virtually Present
Smoky Lake County	Councillor	Dan Gawalko	Voting Member	Virtually Present
Smoky Lake County	Councillor	Lorne Halisky	Alt. Voting Member	Absent
Smoky Lake County	Councillor	Johnny Cherniwchan	Alt. Voting Member	Virtually Present
Smoky Lake County	Water	Dave Franchuk	Interested Party	Virtually Present
Thorhild County	Councillor	Wayne Croswell	Voting Member	Virtually Present
Thorhild County	Councillor	Joyce Peirce	Alt. Voting Member	Absent
Thorhild County	Reeve	Kevin Grumetza	Voting Member	Virtually Present
Thorhild County	CAO	Paul Hanlan	Non-Voting Member	Virtually Present
Thorhild County	Utilities Manager	Ed Kneller	Non-Voting Member	Virtually Present
Town of Smoky Lake	Mayor	Hank Holowaychuk	Voting Member	Virtually Present
Town of Smoky Lake	Councillor	Dan Kotylak	Voting Member	Virtually Present
Town of Smoky Lake	Councillor	Terry Makowichuk	Alt. Voting Member	Absent
Town of Smoky Lake	CAO	Adam Kozakiewicz	Non-Voting Member	Absent
Village of Vilna	Mayor	Leo Chapdelaine	Voting Member	Virtually Present
Village of Vilna	Deputy Mayor	Don Romanko	Voting Member	Virtually Present
Village of Vilna	Councillor	Roy Dyck	Alt. Voting Member	Absent
Village of Vilna	CAO	Earla Wager	Non-Voting Member	Absent
Village of Waskatenau	Mayor	Casey Caron	Voting Member	Virtually Present
Village of Waskatenau	Deputy Mayor	Roy Krahulec	Voting Member	Absent
Village of Waskatenau	Councillor	Richard Warren	Alt. Voting Member	Absent
Village of Waskatenau	CAO	Bernice Macy	Non-Voting Member	Absent
<b><u>Others in Attendance:</u></b>				
County of St. Paul No.19	Reeve	Steve Upham	Interested Party	Absent
County of St. Paul No.19	CAO	Sheila Kitz	Interested Party	Absent
County of St. Paul No.19	Councillor	Dale Hedrick	Interested Party	Absent
Indigenous & Northern Affairs Canada	Water Strategy Manager	Merv Clark	Interested Party	Virtually Present
Indigenous & Northern Affairs Canada	Senior Engineer	Adam Kuehnbaum	Interested Party	Absent
White Fish Lake First Nation #128	Councillor	Greg Sparklingeyes	Interested Party	Absent

**1. Call to Order** Chairperson, Randy Orichowski, called the meeting to order at 10:11 a.m.

**2. Adoption of Agenda** Resolution 012-20

MOVED by Leo Chapdelaine that the Agenda for Wednesday, October 28, 2020, Highway 28/63 Regional Water Services Commission Regular Meeting be adopted, as presented.

MOTION CARRIED UNANIMOUSLY.

**3. Adoption of Minutes**

**Minutes from August 26, 2020 Regular Meeting**

Resolution 013-20

MOVED by Casey Caron that the Minutes of the Highway 28/63 Regional Water Services Commission Regular Meeting held on Wednesday, August 26, 2020, be adopted as presented.

MOTION CARRIED.

**Action List from August 26, 2020 Regular Meeting**

Resolution 014-20

MOVED by Don Romanko that the Action List from the Highway 28/63 Regional Water Services Commission Regular Meeting held on Wednesday, August 26, 2020, be filed for information.

MOTION CARRIED.

**4. Reports**

**Commission Manager's Report**

Commission Manager, Gene Sobolewski, gave a verbal report as of October 28, 2020, including the following points:

- A large number of tasks have been undertaken in respect to the coordination of the WFLFN#128 water reservoir project and resolving of finance issues. As we are reaching the finish line, engineering costs have gone up due to the attention on field work.
- Next month there will be resolution of agreements, as we excel to get the project completed. A resolution has been passed by the WFLFN#128 Band to approve the reservoir agreement however, it has not been sent to the Commission's solicitor for review.

Dan Kotylak, Councillor, Town of Smoky Lake, virtually joined the meeting, time 10:16 a.m.

**Memorandum of Understanding  
Smoky Lake County**

**Resolution 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, effect immediately upon execution by both parties, and to remain in effect indefinitely unless duly amended or terminated, with a scheduled of fees as follows:

<u>POSITION</u>	<u>FEE (excl. GST, but incl. payroll costs)</u>
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

MOTION CARRIED.

**Commission Manager's Report**

**Resolution 016-20**

MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission accept the Commission Manager's verbal report as of October 28, 2020, as presented.

MOTION CARRIED.

**Financial Report Budget to Actual**

**Resolution 017-20**

MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission Board accept the Finance Manager's Financial Report and Budget to Actual Report prepared for October 28, 2020, as follows:

**Budget Report**

Attached is a financial update to October 21, 2020

Attachment is a breakdown of the costs between the two grants a requested by ISC

**Whitefish Lake Project**

A summary of the grants and costs for Whitefish are in the table.

<u>Whitefish Lake Water Project</u>	<u>Project To Date Total</u>
<b>Revenue</b>	
Provincial Grant	\$24,158,350
Provincial Grant Interest	\$132,478
Federal Grant	\$5,000,000
Federal Grant Interest	\$129,663
<b>Grant/Interest Revenue</b>	<b>\$29,420,490</b>
<b>Expenses</b>	
Whitefish Lake Line	\$24,647,450.18
Whitefish Lake Reservoir	\$ 3,212,570.77
<b>Total Project Costs</b>	<b>\$ 27,860,021</b>
Unspent Grant Balance	1,560,469

A request was submitted to Alberta Transportation for additional funds on October 21, 2020

Submitted By: B. Adamson, Hwy 28/63 RWSC Finance Manager





Highway 28/63 Regional Water Services Commission  
2020 Budget to Actual

	2020 ACTUAL TO DATE	2020 APPROVED BUDGET	2020 Variance	Notes
Water Sales	\$ 631,886	\$ 795,010	\$ (163,124)	
Water Purchases	(467,046)	(570,093)	103,047	Over 11,000 cm was lost in March with as a result of the Whitefish Extension Line. Thompson will reimburse 9,563 cm
Net Water Sales	26% \$ 164,840	\$ 224,917	\$ (60,077)	
Administration Fee Revenue	\$ -	\$ 118,450	\$ (118,450)	
Member Debenture Payments	61,260	122,520	(61,260)	
Interest and Other	137,034	25,000	112,034	
Total Admin Revenue	\$ 198,294	\$ 265,970	\$ (67,676)	
<b>Total Net Revenue</b>	<b>\$ 363,134</b>	<b>\$ 490,887</b>	<b>\$ (127,753)</b>	
Meeting Fees, Mileage & Meals	\$ -	\$ (27,000)	\$ 27,000	
Contracted Services:				
Contract Operational Fees	(82,123)	(80,000)	(2,123)	
Audit Fees	(5,500)	(6,000)	500	
Legal Fees	(1,036)	(15,000)	13,964	
Alberta One-Call & Other Contracted Services	(1,551)	(2,400)	849	
Contract Engineering	(15,709)	(54,000)	38,291	
General Services		(2,000)	2,000	
Telephone	(1,460)	(2,500)	1,040	
Utilities	(34,872)	(38,000)	3,128	
Advertising	-	-	-	
Freight, Materials, Goods & Supplies	(18,986)	(24,000)	5,014	
Rail Crossings	(4,433)	(840)	(3,593)	We received bills for several years from Railroad Mgmt Co that should have been paid
Licences & Permits	(1,043)	(1,000)	(43)	
Memberships & Registrations	-	(300)	300	
Insurance	(15,180)	(16,250)	1,070	
Public Relations		-	-	
Bank Fees	15	(200)	215	
Total Operational Expenses	\$ (181,877)	\$ (269,490)	\$ 87,613	
Administration Fees	(58,500)	(78,000)	19,500	
WCB Expense	(135)	-	(135)	
Transfer of funds		-	-	
Debenture Payments	(61,260)	(122,520)	61,260	
Transfer to Reserves	-	(20,000)	20,000	
Total Contract & Debenture Expenses	\$ (119,895)	\$ (220,520)	\$ 100,625	
<b>Total Expenditures</b>	<b>\$ (301,772)</b>	<b>\$ (490,010)</b>	<b>\$ 188,238</b>	
<b>Net Profit/(Loss)</b>	<b>\$ 61,362</b>	<b>\$ 877</b>	<b>\$ 60,485</b>	
<b>Whitefish Lake Water Project</b>	<b>Project To Date Total</b>			
Revenue				
Provincial Grant	\$24,158,350			
Provincial Grant Interest	\$132,478			
Federal Grant	\$5,000,000			
Federal Grant Interest	\$129,663			
Grant/Interest Revenue	<b>\$29,420,490</b>			
Expenses				
Whitefish Lake Line	\$24,647,450.18			
Whitefish Lake Reservoir	\$ 3,212,570.77			
Total Project Costs	<b>\$ 27,860,021</b>			
Unspent Grant Balance			<b>1,560,469</b>	

MOTION CARRIED.

**Grant Spending Update**

**Resolution 018-20**

MOVED by Dan Kotylak that the Highway 28/63 Regional Water Services Commission Board accept the Finance Manager’s Grant Spending Update as of October 21, 2020, as follows:

Highway 28/63 Water Services Commission  
Grant Spending Update  
21-Oct-20

		Alberta Transportation			ISC			Grand Total Total
		Whitefish First Nations	Whitefish First Nations Water Treatment Reservoir	Whitefish First Nations Water Treatment Reservoir Total	Whitefish First Nations Water Treatment Reservoir	Whitefish First Nations Water Treatment Reservoir Total	Whitefish First Nations Water Treatment Reservoir Total	
		In	Reservoir	Total	In	Reservoir	Total	
<b>2017-2019</b>								
Grant Revenue	2019	\$23,158,350.00		\$23,158,350.00	\$ 49,095.00	\$4,950,905.00	\$5,000,000.00	\$ 28,158,350.00
Interest		\$ 136,661.31		\$ 136,661.31		\$ 92,356.95	\$ 92,356.95	\$ 229,018.26
<b>Total Grant</b>		<b>\$23,295,011.31</b>	<b>\$ -</b>	<b>\$23,295,011.31</b>	<b>\$ 49,095.00</b>	<b>\$5,043,261.95</b>	<b>\$5,092,356.95</b>	<b>\$ 28,387,368.26</b>
<b>Expenditures</b>								
Total Costs	2019	\$22,918,225.27	\$ 64,983.50	\$22,983,208.77	\$ 49,095.00	\$ 307,201.49	\$ 356,296.49	\$ 23,339,505.26
		\$2,918,225.27	\$ 64,983.50	\$2,983,208.77	\$ 49,095.00	\$ 307,201.49	\$ 356,296.49	\$ 23,339,505.26
Deferred Grant Revenue	<b>2020</b>	\$ 176,786.04	\$ 64,983.50	\$ 311,802.54	\$ -	\$4,736,060.46	\$4,736,060.46	\$ 5,047,863.00
<b>Revenue</b>								
	2020	\$ -	\$ 1,000,000.00	\$ 1,000,000.00			\$ -	\$ 1,000,000.00
Interest		\$ 166.67		\$ 166.67		\$ 32,955.21	\$ 32,955.21	\$ 33,121.88
<b>Total Grant</b>		<b>\$ 166.67</b>	<b>\$ 1,000,000.00</b>	<b>\$ 1,000,166.67</b>	<b>\$ -</b>	<b>\$ 32,955.21</b>	<b>\$ 32,955.21</b>	<b>\$ 1,033,121.88</b>
<b>Expenditures</b>								
Total Costs	2020	\$ 1,680,129.91	\$ 495,931.36	\$ 2,176,061.27	\$ -	\$2,344,454.42	\$2,344,454.42	\$ 4,520,515.69
		\$ 1,680,129.91	\$ 495,931.36	\$ 2,176,061.27	\$ -	\$2,344,454.42	\$2,344,454.42	\$ 4,520,515.69
Current Deferred Grant Revenue		\$ 1,381,177.20	\$ 499,061.34	\$ 1,880,238.54	\$ -	\$1,424,561.25	\$1,424,561.25	\$ 1,566,469.19

MOTION CARRIED.

**Public Request for Reimbursement of Expense – Ed Huk**

**Resolution 019-20**

MOVED by Casey Caron that the Highway 28/63 Regional Water Services Commission Board take no action, due to the absence of policy in regard to matters which adequately deal with claims arising from nuisance or inconvenience, to Mr. Eddy Huk’s request to be reimbursed in the total amount of \$212.50 for carwash expenses incurred on August 21 and 22, 2020 to clean his vehicle(s) after travelling on Range Road 130 following road repairs while the road’s surface oil was still “wet”.

MOTION CARRIED.

**Engineer’s Report      Resolution 020-20**

MOVED by Dan Kotylak that the Highway 28/63 Regional Water Services Commission Board accept the Engineer’s Report #22 Projects Update, for October 28, 2020, prepared by Gene Sobolewski, C.E.T., Project Manager, Associated Engineering Alberta Ltd. as follows:



**Date:** Oct 28, 2020      **File:** 2017-3034.00.04.00  
**To:** Highway 28/63 Regional Water Services Committee  
**From:** Gene Sobolewski – Associated Engineering  
**Project:** Highway 28/63 Regional Water.  
 Whitefish #128 Off-Reserve Reservoir  
**Subject:** Projects Update

**MEMO – Report #22**

**Whitefish #128 Twinning**  
**WARRANTY**

**Thompson – Smoky to Bellis:**

- Repaired water leak at coupler.
- Pipeline to be retested this week to verify repair.
- Warranty monitoring – Utilities may suspect water loss elsewhere in the line.
  - Once repair test is done, utilities to monitor over following days/weeks to determine if any further action is required.
- Final inspection was completed, all deficiencies rectified.
- Holdback releases, CCC upcoming.

**Armstrong – Bellis to WLFN:**

- Warranty monitoring.
- Holdback releases, CCC upcoming.

**Warspite Booster Station**

**WARRANTY**

- No new items noted this period.

**Edward Booster Station**

- Utilities discovered a loose part inside one of the pumps.
- Follow-up to be had on potential damages as a result, and any actions required.

**Whitefish #128 Reservoir (Off Reserve)**

**CONSTRUCTION**

- Concrete strength issues repaired, awaiting verification of strength results by PCL engineer and Geotech.
  - Multiple follow-ups by AE.
- Leak testing completed. Superchlorination of tank to begin shortly. Water volume will be required within the next week to fill the tank for final Bac-T analysis. No further water required pending successful analysis.
- Exterior waterproof membrane and insulation being installed.
- Backfilling process underway. Area for strength test left open until results received.
- Work continuing on access road.
- Internal process piping/electrical/mechanical/etc all underway. Process inspection this week.
- Pre-Commissioning scheduled for October 28th with all parties.
- Commissioning may start first week of November.
- Awaiting AEP approval for ATCO power. ATCO seems to be confused as to disposition owner, AE/Commission Mgr to speak with AEP to clarify.
  - PCL will be in delay situation. AE advised to prepare costs for a generator to allow commissioning to proceed, and forward details for review.
- Brownlee has prepared the draft transfer agreements, but still requires information from WFL prior to submission for reviews. We understand that WFL has approved their lawyer to review, but nothing submitted by Brownlee to date.
- Restoration plan for over-cleared area has been approved by AEP and Grazing Lease holder.
  - To be forwarded this week to PCL for action.
  - Log deck to be removed off-site.
- Cashflow is updated. Anticipate additional engineering costs due to AEP/legal/Construction and WFL issues.
- PCL targeting ready-to-operate by week of November 16th.
- Total completion – Dec 31, 2020, with expectation of seasonal cleanup in spring/summer 2021.

**-END-**

**MOTION CARRIED.**

**Cash Flow  
Summary Table**

**Resolution 21-20**

MOVED by Leo Chapdelaine that the Highway 28/63 Regional Water Services Commission Board acknowledge receipt of the Hwy 28/63 Regional Water Services Commission, Water Projects, Cash Flow Summary Table, as prepared by Ryan Krausher, dated October 27, 2020 as follows:

Hwy 28/63 Regional Water Services Commission  
Water Projects  
Cash Flow Summary Table

27-Oct-20

Item	Description	Costs
1.0	Whitefish Off-Reserve Reservoir - Contract 1 - PCL	\$ 4,294,290.00
1.1	Projected Costs	\$ -
1.2	Recommended Contingency on Changes (10%)	\$ -
1.3	SubTotal New Contract Value	\$ 4,294,290.00
2.0	Whitefish Off-Reserve Reservoir - Contract 1 - AE	\$ 587,000.00
2.1	Projected Additional Engineering Fees	\$ 284,000.00
2.2	Recommended Contingency on Changes (10%)	\$ 28,400.00
2.3	SubTotal New Contract Value	\$ 999,400.00
Total Projected Budget - As of October 27, 2020		\$ 5,293,690.00
AT Portion (17% of Contract 1)		\$ 899,927.30
ISC Portion (83% of Contract 1)		\$ 4,393,762.70
3.0	Smoky to Bells Twinning - Contract 1 - Thompson	\$ 9,539,386.08
3.1	Current Progress Total	\$ 9,303,545.44
3.2	Projected Costs	\$ -
3.3	SubTotal New Contract Value	\$ 9,539,386.08
3.4	Surplus Budget	\$ 235,840.64
4.0	Bells to Whitefish Twinning - Contract 2 - Armstrong	\$ 12,413,193.10
4.2	Current Progress Total	\$ 12,056,022.34
4.3	Projected Costs	\$ -
4.4	SubTotal New Contract Value	\$ 12,413,193.10
4.5	Surplus Budget	\$ 357,170.76
3.0	Warspite Booster Station - Contract 3 - Nova	\$ 1,078,262.10
3.1	Current Progress Total	\$ 1,042,742.24
3.2	Projected Costs	\$ -
3.3	SubTotal New Contract Value	\$ 1,078,262.10
3.4	Surplus Budget	\$ 35,519.86
5.0	Smoky to Whitefish Twinning - All Construction Contracts - AE	\$ 2,170,000.00
5.1	Current Progress Total	\$ 2,452,178.56
5.2	Projected Costs	\$ 15,000.00
5.3	SubTotal New Contract Value	\$ 2,467,178.56

	Original Contract Values	Actual Spent Values
	\$9,316,497.48	\$9,303,545.44
	\$12,189,040.00	\$12,056,022.34
	\$1,000,772.00	\$1,042,742.24
	\$2,170,000.00	\$2,467,178.56
<b>Subtotal AT Original Contracts</b>	<b>\$24,676,309.48</b>	<b>\$24,869,488.58</b>
<b>Subtotal AT Actual Contracts</b>		<b>\$24,869,488.58</b>
<b>Net Difference</b>		<b>-\$193,179.10</b>

MOTION CARRIED.

**Provincial  
Representative's  
Report**

**Resolution 022-20**

MOVED by Leo Chapdelaine that the Highway 28/63 Regional Water Services Commission acknowledge the Provincial Representative was absent; and write provide the Barry Pape a letter introducing the Commissions new manager: Gene Sobolewski and extend an invitation to meet.

MOTION CARRIED.

**5. New Business**

No New Business.

## 6. Correspondence

### **Indigenous Services Canada,**

Resolution 023-20

MOVED by Kevin Grumetza that the Highway 28/63 Regional Water Services Commission Board acknowledge receipt of the letter from Indigenous Services Canada (ISC), dated September 11, 2020, regarding ISC's review of a portion of the Highway 28/63 Regional Water Services Commission audited financial statements for the period of January 1, 2019 to March 31, 2019 as Indigenous Services Canada's audit cycle is based on a year end of March 31<sup>st</sup>, and therefore ISC has recorded the full amount of the funding as a carryover to the next ISC fiscal period.

MOTION CARRIED.

### **WFLN#128 Project Ribbon Cutting Ceremony**

Resolution 024-20

MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission explore opportunities for coordinating a ribbon cutting ceremony in celebration of the White Fish Lake First Nation #128 – Water Project completion in conjunction with the Provincial and Federal Government, Indigenous Services Canada, White Fish Lake First Nation Band.

MOTION CARRIED.

### **Indigenous & Northern Affairs Canada Water Strategy Manager**

#### Resolution 025-20

MOVED by Don Romanko that the Highway 28/63 Regional Water Services Commission acknowledge Indigenous & Northern Affairs Canada, Water Strategy Manager, Merv Clark was present and provided a brief verbal update.

MOTION CARRIED.

### **Smoky Lake County**

#### Resolution 026-20

MOVED by Dan Gawalko that the Highway 28/63 Regional Water Services Commission Board acknowledge receipt of the letter from Smoky Lake County, dated October 31, 2019 in regard to Councillors Dan Gawalko and Randy Orichowski being appointed as members to the Highway 28/63 Regional Water Services Commission; and Councillors Lorne Halisky and Johnny Cherniwchan being appointed as alternates.

MOTION CARRIED.

## 7. Delegations

No Delegations.

**8. In Camera**

No In Camera Session.

**9. Next Meeting Date**    Resolution 027-20

MOVED by Kevin Grumetza that the next Highway 28/63 Regional Water Services Commission Regular meeting be scheduled for **Wednesday, December 16, 2020 at 10:00 a.m.**, to be held virtually, online through Zoom meeting and/or in Smoky Lake County Council Chambers.

MOTION CARRIED.

**Adjournment**

The Chairperson declared the Highway 28/63 Regional Water Services Commission meeting of October 28, 2020, be adjourned, time 11:28 a.m.

These minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_

CHAIR

MANAGER

**Agenda Item #3.4**

**ACTION LIST:**

October 28, 2020

**Highway 28/63 Regional Water Services Commission Regular Meeting**





MOTION NO.	RESOLUTION	ACTION										
015-20	<p>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, effect immediately upon execution by both parties, and to remain in effect indefinitely unless duly amended or terminated, with a scheduled of fees as follows:</p> <table border="1" data-bbox="224 926 690 1119"> <thead> <tr> <th>POSITION</th> <th>FEE (excl. GST, but incl. payroll costs)</th> </tr> </thead> <tbody> <tr> <td>Financial &amp; Administrative Services (CAO, Finance Manager, Finance Clerk &amp; Recording Secretary)</td> <td>\$6,500.00/month</td> </tr> <tr> <td>Utilities Manager</td> <td>\$65.00/hour</td> </tr> <tr> <td>Utilities Serviceman</td> <td>\$48.00/hour Regular; \$72.00/hour OT</td> </tr> <tr> <td>Mileage</td> <td>Current per km rate of the Commission</td> </tr> </tbody> </table>	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	<p>Smoky Lake County Council approved to execute the MOU at their December 10, 2020 Council Meeting by Motion #247-20.</p>
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											
019-20	<p>MOVED by Casey Caron that the Highway 28/63 Regional Water Services Commission Board take no action, due to the absence of policy in regard to matters which adequately deal with claims arising from nuisance or inconvenience, to Mr. Eddy Huk's request to be reimbursed in the total amount of \$212.50 for carwash expenses incurred on August 21 and 22, 2020 to clean his vehicle(s) after travelling on Range Road 130 following road repairs while the road's surface oil was still "wet".</p>	<p>A letter dated December 14, 2020, including motion # 019-20 was mailed to Mr. Huk for his records.</p> <p>The matter was dealt with by Ryan Krausher, Associated Engineering Ltd. and the contractor: Armstrong.</p>										

**ACTION LIST:**

October 28, 2020

**Highway 28/63 Regional Water Services Commission Regular Meeting**



MOTION NO.	RESOLUTION	ACTION
022-20	<p>MOVED by Leo Chapdelaine that the Highway 28/63 Regional Water Services Commission acknowledge the Provincial Representative was absent; and write provide the Barry Pape a letter introducing the Commissions new manager: Gene Sobolewski and extend an invitation to meet.</p>	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <p><b>HIGHWAY 28/63</b> REGIONAL WATER SERVICES COMMISSION</p> </div> <div style="text-align: right;"> <p><b>HIGHWAY 28/63 REGIONAL WATER SERVICES COMMISSION</b>                      BOX 310, SMOKY LAKE, ALBERTA, T0A 3C0                      PHONE: 780-656-3730                      FAX: 780-656-3768</p> </div> </div> <p>October 29, 2020</p> <p style="text-align: right;">Sent via Email: <a href="mailto:barry.pape@row.ab.ca">barry.pape@row.ab.ca</a></p> <p>Barry Pape, Team Lead, Water / Wastewater and Grant - Grants Administration -Transportation                      3rd fl Twin Atria Building - 4999 - 98 Avenue                      Edmonton, AB T6B 2X3</p> <p>RE: Commission Manager - Meeting Request</p> <p>Barry,</p> <p>As you may be aware, on September 24, I was appointed to the position of CAO of Smoky Lake County. At the October 28, 2020, Commission meeting, I was also appointed as the Highway 28/63 Regional Water Services Commission Manager.</p> <p>As you are aware, the Commission agreed to act as the construction manager to construct the pipeline and reservoir for the White Fish Lake First Nations #128 Regional Tie-In project at no net cost to the Commission. This term was agreed to by the Province of Alberta at the outset of the project. We are now closing in on our completion and commissioning of the reservoir in mid-November. There are some issues which we need to discuss and bring to resolution, as follows:</p> <ol style="list-style-type: none"> <li>1) The Grazing lease, AEP and outstanding agreement issues with WFL#128 have resulted in increased costs with project coordination management, project management, site personnel and legal fees.</li> <li>2) The pipeline project incurred additional costs in regard to the trail and unexpected construction issues.</li> <li>3) The connection fee, to be paid by the Province, has not yet been received by the Commission.</li> <li>4) The Commission has not received anything formal as to the final approved percentage split of the costs of the reservoir between AT and ISC.</li> <li>5) The Commission did not ever get a final determination as to the approved budget for the project from AT. We have estimated the project budget, based on Associated Engineering's estimates, however, as per discussions with Mike Yakemchuk and Dean Litke, we are anticipating some additional costs, as escalation and unexpected costs (such as COVID costs), we are anticipating that we will be exceeding our estimated project costs. We have not been informed as to the estimated contingency allocated by AT for this project.</li> </ol> <p>Accordingly, we are requesting a meeting with yourself (or your designate) to begin to wrap up this project and reconcile our budgets such that we can receive further project allocations to continue to pay the construction, engineering and legal bills.</p> <p style="text-align: center;">               Gene         </p> <p>Cc. Mervin Clarke, Water Strategy Manager, Indigenous &amp; Northern Affairs Canada - <a href="mailto:mervin.clarke@canada.ca">mervin.clarke@canada.ca</a></p>




**ACTION LIST:**

October 28, 2020

**Highway 28/63 Regional Water Services Commission Regular Meeting**



MOTION NO.	RESOLUTION	ACTION
023-20	MOVED by Kevin Grumetza that the Highway 28/63 Regional Water Services Commission Board acknowledge receipt of the letter from Indigenous Services Canada (ISC), dated September 11, 2020, regarding ISC's review of a portion of the Highway 28/63 Regional Water Services Commission audited financial statements for the period of January 1, 2019 to March 31, 2019 as Indigenous Services Canada's audit cycle is based on a year end of March 31st, and therefore ISC has recorded the full amount of the funding as a carryover to the next ISC fiscal period.	Motion #023-20 has been acknowledged for informational purposes and historical reference.
024-20	MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission explore opportunities for coordinating a ribbon cutting ceremony in celebration of the White Fish Lake First Nation – Water Project completion in conjunction with the Provincial and Federal Government, Indigenous Services Canada, White Fish Lake First Nation Band.	A ribbon cutting ceremony in celebration of the White Fish Lake First Nation – Water Project completion will be explored as per Motion #024-20 once an official completion date is determined and will be subject to the COVID-19 Pandemic measures in place at that time.

	<p>Hwy 28/63 Regional Water Services Commission Financial Report October 28, 2020 Regular Meeting</p>
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**Budget Report**

Attached is a financial update to December 8, 2020 ©1

Attachment ©2 is a breakdown of the costs between the two grants a requested by ISC

**Whitefish Lake Project**

A summary of the grants and costs for Whitefish are in the table.

<b>Revenue</b>	
Provincial Grant	\$24,158,350
Provincial Grant Interest	\$132,478
Federal Grant	\$5,000,000
Federal Grant Interest	\$129,663
	<b>\$29,420,490</b>
<b>Grant/Interest Revenue</b>	
<b>Expenses</b>	
Whitefish Lake Line	\$ 24,954,674.70
Tie in Fee	\$ 765,564.00
Whitefish Lake Reservoir	\$ 3,766,053.55
<b>Total Project Costs</b>	<b>\$ 29,486,292</b>
Unspent Grant Balance	(65,802)

These numbers include the tie in fee of \$765,564 as per the water supply agreement. If we exclude that cost; the water commission has only \$699,762 left in the bank to spend on the project.

We have not received a response to the request submitted to Alberta Transportation for additional funds on October 21, 2020.

## **2020 Audit**

Attached ©3 is the Audit Planning letter from JMD Group LLP

Motion: That Highway 28/63 Regional Water Services Commission acknowledge receipt of the Audit planning letter from JMD Group LLP dated November 16, 2020

## **2021 Budget**

The proposed budget will be presented to the board at this meeting.

Submitted By: B. Adamson, Hwy 28/63 RWSC Finance Manager



Highway 28/63 Regional Water Services Commission  
2020 Budget to Actual

**Agenda Item #4.2.2**

	2020 ACTUAL TO DATE	2020 APPROVED BUDGET	2020 Variance	Notes
Water Sales	\$ 695,621	\$ 795,010	\$ (99,389)	
Water Purchases	(514,719)	(570,093)	55,374	<i>Over 11,000 cm was lost in March with as a result of the Whitefish Extension Line. Thompson will reimburse 9,563 cm</i>
Net Water Sales	26% \$ 180,902	\$ 224,917	\$ (44,015)	
Administration Fee Revenue	\$ -	\$ 118,450	\$ (118,450)	
Member Debenture Payments	61,260	122,520	(61,260)	
Interest and Other	139,409	25,000	114,409	
Total Admin Revenue	\$ 200,669	\$ 265,970	\$ (65,300)	
<b>Total Net Revenue</b>	<b>\$ 381,571</b>	<b>\$ 490,887</b>	<b>\$ (109,315)</b>	
Meeting Fees, Mileage & Meals	\$ -	\$ (27,000)	\$ 27,000	
Contracted Services:	-	-	-	
Contract Operational Fees	(92,210)	(80,000)	(12,210)	
Audit Fees	(5,500)	(6,000)	500	
Legal Fees	(1,036)	(15,000)	13,964	
Alberta One-Call & Other Contracted Services	(1,662)	(2,400)	738	
Contract Engineering	(17,793)	(54,000)	36,207	
General Services	-	(2,000)	2,000	
Telephone	(1,640)	(2,500)	860	
Utilities	(40,734)	(38,000)	(2,734)	
Advertising	-	-	-	
Freight, Materials, Goods & Supplies	(27,132)	(24,000)	(3,132)	
Rail Crossings	(5,116)	(840)	(4,276)	<i>We received bills for several years from Railroad Mgmt Co that should have been paid</i>
Licences & Permits	(1,100)	(1,000)	(100)	
Memberships & Registrations	-	(300)	300	
Insurance	(15,180)	(16,250)	1,070	
Public Relations	-	-	-	
Bank Fees	15	(200)	215	
Total Operational Expenses	\$ (209,088)	\$ (269,490)	60,402	
Administration Fees	(58,500)	(78,000)	19,500	
WCB Expense	(135)	-	(135)	
Transfer of funds	-	-	-	
Debenture Payments	(61,260)	(122,520)	61,260	
Transfer to Reserves	-	(20,000)	20,000	
Total Contract & Debenture Expenses	\$ (119,895)	\$ (220,520)	\$ 100,625	
<b>Total Expenditures</b>	<b>\$ (328,982)</b>	<b>\$ (490,010)</b>	<b>\$ 161,027</b>	
<b>Net Profit/(Loss)</b>	<b>\$ 52,589</b>	<b>\$ 877</b>	<b>\$ 51,712</b>	

Whitefish Lake Water Project	Project To Date Total
<b>Revenue</b>	
Provincial Grant	\$24,158,350
Provincial Grant Interest	\$132,478
Federal Grant	\$5,000,000
Federal Grant Interest	\$129,663
<b>Grant/Interest Revenue</b>	<b>\$29,420,490</b>
<b>Expenses</b>	
Whitefish Lake Line	\$24,954,674.70
Tie in Fee	\$ 765,564.00
Whitefish Lake Reservoir	\$ 3,766,053.55
<b>Total Project Costs</b>	<b>\$ 29,486,292</b>
Unspent Grant Balance	(65,802)

## Agenda Item #4.2.3

Highway 28/63 Water Services Commissi  
 Grant Spending Updat  
 09-Dec-20

		Alberta Transportation			ISC			
		\$25,075,457.00			\$5,000,000.00			
		Whitefish First Nations Water In	Whitefish First Nations Water Reservoir	Total	Whitefish First Nations Water In	Whitefish First Nations Water Reservoir	Total	Grand Total Total
<b>2017-2019</b>								
Grant Revenue	2019	\$23,158,350.00		\$23,158,350.00	\$ 49,095.00	\$4,950,905.00	\$5,000,000.00	\$ 28,158,350.00
Interest		\$ 136,661.31		\$ 136,661.31		\$ 92,356.95	\$ 92,356.95	\$ 229,018.26
<b>Total Grant</b>		<b>\$23,295,011.31</b>	<b>\$ -</b>	<b>\$23,295,011.31</b>	<b>\$ 49,095.00</b>	<b>\$5,043,261.95</b>	<b>\$5,092,356.95</b>	<b>\$28,387,368.26</b>
Expenditure:	2019	\$22,918,225.27	\$ 64,983.50	\$22,983,208.77	\$ 49,095.00	\$ 307,201.49	\$ 356,296.49	\$ 23,339,505.26
<b>Total Cost</b>		<b>\$22,918,225.27</b>	<b>\$ 64,983.50</b>	<b>\$22,983,208.77</b>	<b>\$ 49,095.00</b>	<b>\$ 307,201.49</b>	<b>\$ 356,296.49</b>	<b>\$23,339,505.26</b>
Deferred Grant Revenue		\$ 376,786.04	-\$ 64,983.50	\$ 311,802.54	\$ -	\$4,736,060.46	\$4,736,060.46	\$ 5,047,863.00
<b>2020</b>								
Revenue	2020	\$ 1,000,000.00		\$ 1,000,000.00			\$ -	\$ 1,000,000.00
Interest		\$ 166.67		\$ 166.67		\$ 32,955.21	\$ 32,955.21	\$ 33,121.88
<b>Total Grant</b>		<b>\$ 1,000,166.67</b>	<b>\$ -</b>	<b>\$ 1,000,166.67</b>	<b>\$ -</b>	<b>\$ 32,955.21</b>	<b>\$ 32,955.21</b>	<b>\$ 1,033,121.88</b>
Expenditure:	2020	\$ 2,752,918.43	\$ 592,569.45	\$ 3,345,487.88	\$ -	\$2,801,299.11	\$2,801,299.11	\$ 6,146,786.99
<b>Total Cost</b>		<b>\$ 2,752,918.43</b>	<b>\$ 592,569.45</b>	<b>\$ 3,345,487.88</b>	<b>\$ -</b>	<b>\$2,801,299.11</b>	<b>\$2,801,299.11</b>	<b>\$ 6,146,786.99</b>
<b>TOTAL SPENT TO DATE</b>		<b>\$25,671,143.70</b>	<b>\$ 657,552.95</b>		<b>\$ 49,095.00</b>	<b>\$3,108,500.60</b>		<b>\$29,486,292.25</b>
<b>Current Deferred Grant Revenue</b>		<b>-\$ 1,375,965.72</b>	<b>-\$ 657,552.95</b>	<b>-\$ 2,033,518.67</b>	<b>\$ -</b>	<b>\$1,967,716.56</b>	<b>\$1,967,716.56</b>	<b>-\$ 65,802.11</b>



November 16, 2020

Highway 28/63 Regional Water Services Commission  
Box 310  
Smoky Lake, Alberta T0A 3C0

Dear Members:

**Re: Audit Planning**

We are writing this letter in connection with our audit of the financial statements of the Highway 28/63 Regional Water Services Commission for the year ending December 31, 2020.

Our purpose in writing is to ensure effective two-way communication between us in our role as auditors and yourselves with the role of overseeing the financial reporting process. In this letter we will:

- a) Address our responsibilities as independent auditors and provide information about the planned scope and timing of our audit.
- b) Request a response to some audit questions and any additional information you may have that could be relevant to our audit.

**Auditor Responsibilities**

The respective responsibilities of ourselves and of management in relation to the audit of the financial statements are set out in the engagement letter.

**Planned Scope and Timing of Our Audit**

Our objective as auditors is to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with Canadian public sector accounting standards.

In developing our audit plan, we work with management to understand the operations of Highway 28/63 Regional Water Services Commission and to identify and assess the risks of material misstatement in the financial statements, whether due to fraud or error. Our audit plan has been designed to focus on the identified areas of risk.

**Materiality**

For the current period, we have determined an overall materiality amount of \$20,000. This amount will be used to:

- a) plan and perform the audit; and,
- b) evaluate the effects of identified and uncorrected misstatements on the audit procedures performed as well as on the financial statements.

The materiality amount will be reassessed at period end to ensure it remains appropriate.

**Significant Changes During the Period**

There were no significant changes in operations, or accounting and auditing standards that need to be addressed in planning the audit for the current period.

**Internal Control**

To help identify and assess the risks of material misstatement in the financial statements, we obtain an understanding of internal control relevant to the audit. This understanding is used in the design of appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control. Should we identify any significant deficiencies in the internal control and accounting systems, we will communicate them to you in our audit findings letter.

**Significant Risks**

In planning our audit, we identify significant financial reporting risks that, by their nature, require special audit consideration. The significant risks we have identified and our proposed audit response is outlined below:

Significant Risks	Proposed Audit Response
Revenue – accuracy and completeness	Analytical procedures Substantive testing
Debt – completeness	Confirm debentures with ACFA
Tangible Capital Assets – existence, completeness and valuation	Substantive testing of additions General ledger review for missed additions Discussion with management and review of minutes Recalculation of amortization

If there are specific areas that warrant our particular attention during the audit or where you would like us to undertake some additional procedures, please let us know.

**Uncorrected Misstatements**

Where we identify uncorrected misstatements during our audit, we will communicate them to management and request that they be corrected. If not corrected by management, we will then request that you correct them. If not corrected by you, we will also communicate the effect that they may have individually, or in aggregate, on our audit opinion.

**Audit Findings**

At the conclusion of our audit, we will prepare an audit findings letter to assist you with your review of the financial statements. This letter will include our views and comments on matters such as:

- significant matters, if any, arising from the audit that were discussed with management;
- significant difficulties, if any, encountered during the audit;
- qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures;
- uncorrected misstatements; and
- any other audit matters of governance interest.

## **Audit Questions and Requests**

### ***Fraud***

To help us in identifying and responding to the risks of fraud within the entity, we would appreciate your responses to the following questions:

1. What oversight, if any, do you provide over management's processes for identifying and responding to fraud risks? Management's processes could include policies, procedures, programs or controls that serve to prevent, detect and deter fraud.
2. Do you have any knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements, affecting the organization? If so, please provide details and how the fraud or allegations of fraud were addressed.

### ***Other Matters***

Would you please bring to our attention any significant matters or financial reporting risks, of which you are aware, that may not have been specifically addressed in our proposed audit plan. This could include such matters as future plans, contingencies, events, decisions, non-compliance with laws and regulations, potential litigation, specific transactions (such as with related parties or outside of the normal course of business) and any additional sources of audit evidence that might be available.

We recognize your significant role in the oversight of the audit and would welcome any observations on our audit plan.

This letter was prepared for the sole use of those charged with governance of the Highway 28/63 Regional Water Services Commission to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,

*JMD Group LLP*

JMD Group LLP

Chartered Professional Accountants





**HIGHWAY 28/63 REGIONAL WATER SERVICES  
COMMISSION**

**REQUEST FOR DECISION**

<b>Date:</b>	<b>December 16, 2021</b>
<b>To:</b>	<b>Hwy 28/63 RWSC Board Members</b>
<b>From:</b>	<b>Brenda Adamson, Finance Manager</b>
<b>Subject:</b>	<b>Bylaw No 006-2020 Water Rates</b>

**1.0 PURPOSE**

To seek the Board's pass bylaw 006-2020 authorizing the Commission to charge water rates to Board Members and Customers.

**2.0 BACKGROUND**

The Highway 28/63 RWSC purchases its water from the CRNWSC (Capital Region North West Services Commission). The proposed 2021 budget includes an increase in the water rate (resulting from an increase in cost) from \$2.3660m<sup>3</sup> to 2.4575m<sup>3</sup>. This consists of \$1.7375m<sup>3</sup> paid to CRNWSC for the cost of water and \$0.72 m<sup>3</sup> operating/maintenance costs.

**3.0 ALTERNATIVES**

- 3.1** The Board passes bylaw 006-2020 to authorize the Commission to charge the rates as per the approved budget
- 3.2** The Board approves 1<sup>st</sup> reading of bylaw 006-2020 to allow members time to review the information.
- 3.3** The Board passes bylaw 006-2020 to authorize the Commission to charge an alternate rate.

**4.0 DISCUSSION**

When developing recommended water rates for the Commission, all costs are taken into consideration including the purchase of water, operation and maintenance costs, mileage and meeting fees, materials, goods, supplies and

utilities. The estimated volumes of water sold is used calculate the operating/maintenance cost.

**5.0 FINANCIAL IMPLICATIONS**

The rate bylaw provides authorization to levy rates as per the budget and as required by the auditors.

**6.0 INTERDEPARTMENTAL IMPLICATIONS- N/A**

**7.0 INTERGOVERNMENTAL IMPLICATIONS- N/A**

**8.0 POLITICAL/PUBLIC IMPLICATIONS- N/A**

The water rates set by the Commission will be charged to Commission members. Each member chooses their own rates to charge out.

**9.0 OTHER COMMENTS - N/A**


**10.0 RECOMMENDATIONS**

The Board gives 1<sup>st</sup>, 2<sup>nd</sup>, permission for 3<sup>rd</sup> and 3<sup>rd</sup> and final readings to Bylaw 006-20 Water Rates.

**Prepared By:**

\_\_\_\_\_  
*Brenda Adamson, Hwy 28/63 RWSC Financial Manager*

**Approved By:**

  
\_\_\_\_\_  
*Gene Sobolewski, Hwy 28/63 RWSC Manager*

# **HWY 28/63 REGIONAL WATER SERVICES COMMISSION**

## **BYLAW NO. 006-2020**

**A Bylaw of the Highway 28/63 Regional Water Services Commission of the Province of Alberta to establish rates and fees for the delivery of water services from the Highway 28/63 Regional Water Services Commission system to members and other customers of the Commission.**

**WHEREAS** the Commission has, within the Hwy 28/63 Regional Water Services Commission budget, calculated and set out the fees for water services to be charged to the Members and Customers, and

**WHEREAS** the provisions, terms and obligations for the payment to the Commission for services provided to the Members and Customers have been set out in the Water Supply Agreement between the Commission and the Members and Customers, and

**WHEREAS**, pursuant to the *Municipal Government Act* c. M-26m R.S.S. 2000, s. 602-07(1), the Commission must pass a bylaw governing the fees to be charged for services provided, and

**NOW THEREFORE** the Board of the Commission Enacts as follows:

1. This Bylaw shall be referred to as the "Rate and Fees Bylaw".
2. Definitions In this Bylaw:
  - a. "Commission" shall mean the Highway 28/63 Regional Water Services Commission as incorporated under Alberta Regulation No. 136/2011.
  - b. "Customer" shall mean an entity that receives water services directly from the Commission.
  - c. "Member" shall mean a municipality that is a member of the Commission.
  - d. "System" shall mean the Highway 28/63 Regional Water Services Commission.
3. Members and/or Customers receiving the services of the System for the supply of water shall have water delivered to the System in the manner set out and in accordance with the terms of the Water Supply Agreement in force between the Member and the Commission.
4. For general supply services, Members and/or Customers shall be charged within each calendar year the per cubic meter rate as set out in **Schedule A**. A minimum volume requirement will be requested for the Commission from the Member and/or Customer every October on a yearly basis.
5. Charges for general water supply services shall be to the Customer and/or Member on a monthly basis on actual volumes of water delivered to the System with any adjustment that may be required to meet the minimum revenue based upon volume set out in Section 5 may be made on the final monthly billing of the calendar year.

**HWY 28/63 REGIONAL WATER SERVICES COMMISSION  
BYLAW NO. 006-2020**

6. In addition to the charges for general water supply services, the Member and/or Customer shall be responsible for the rates and fees for applicable special services as set out in **Schedule B**.
7. The rates and fees set out in Sections 5 and 6 of the Bylaw are in addition to any obligations by the Members and/or Customers for direct contribution to the Commission for the Members and/or Customers proportionate share, if any, of Governance, Administration and Debt Repayment costs of the System.
8. **Schedule A** and **Schedule B** are attached and form part of this Bylaw.
9. Rates in **Schedule A** and **Schedule B** may be amended from time to time by resolution of the Commission.
10. This Bylaw shall take effect the 1<sup>st</sup> day of January, 2020.
11. That By-law No 05-2020 is hereby repealed.

Read a **FIRST** time this 16<sup>th</sup> day of December, 2020.

Read a **SECOND** time this 16<sup>th</sup> day of December, 2020.

Read a **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL BOARDMEMBERS PRESENT** this 16<sup>th</sup> day of December, 2020.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MANAGER

**HWY 28/63 REGIONAL WATER SERVICES COMMISSION  
BYLAW NO. 006-2020**

**SCHEDULE A**

**Rate for General Water Supply Services January 1, 2021**

1. The rate for general water supply services to Members of the Hwy 28/63 Regional Water Services Commission to be charged under Section 5 of the Bylaw shall be:

\$2.4575 per cubic meter.

2. The rate for general water supply services to Customers of the Hwy 28/63 Regional Water Services Commission to be charged under Section 5 of the Bylaw shall be:

\$2.4575 per cubic meter.

**HWY 28/63 REGIONAL WATER SERVICES COMMISSION  
BYLAW NO. 006-2020**

**SCHEDULE B**

**Fees for Special Services**

1. The rate for special services to Members and/or Customers to be charged under Section 7 of the Bylaw may be:
  - a. Debt Services to the Members and/or Customers percentage of the allocation on the System.
2. The rate for special services to Members and/or Customers to be charged under Section 8 of the Bylaw may be:
  - a. Common Administrative Fee
3. The rate for special services to Members and/or Customers to be charged under Section 8 of the Bylaw may be:
  - a. Capital Rate Rider – Infrastructure Reserve Fund



**HIGHWAY 28/63 REGIONAL WATER SERVICES  
COMMISSION**

**REQUEST FOR DECISION**

<b>Date:</b>	<b>December 16 2020</b>
<b>To:</b>	<b>Hwy 28/63 RWSC Board Members</b>
<b>From:</b>	<b>Brenda Adamson, Finance Manager</b>
<b>Subject:</b>	<b>2021 Budget</b>

**1.0 PURPOSE**

To seek the Board's approval on the 2021 budget

**2.0 BACKGROUND**

The 2021 budget provides a surplus of \$85. The notes attach explain the major costs. There are a few basic changes planned.

- The water sales are based on an average of the actual volumes (407,356 m<sup>3</sup>). We are estimating sales of 80,000 m to Whitefish.
- We received notification that the price of water will go from 1.65 to 1.7375 effective January 1.
- There are two capital projects budgeted for 2020.
  - Completion of Whitefish Lake First Nation Tie In/Reservoir – funded by the provincial and federal governments
  - The purchase of a generator to be placed at the Warspite booster station. The project was planned for 2020 and has been carried over to 2021. The proposal is to install 2 generators over 2 years. This will allow the commission to keep water flowing during power interruptions.

**3.0 ALTERNATIVES**

3.1 The Board approves the 2021 budget as presented

3.2 The Board defer the 2021 budget

3.3 The Board recommends changes to the budget.

#### 4.0 DISCUSSION

It will be a couple of more years until we are able to get some solid data regarding operation costs

The Commission has held the operating cost of water at \$0.72 since 2016. All increases that have taken place since then are strictly a result of the cost to purchase water.

The Commission has also kept the administration costs constant.

The reserve balances are:

- ✓ Operating reserve \$200,000
- ✓ Rate stabilization reserve \$50,000
- ✓ General Capital reserve \$667,000

Administration is proposing to fund the generator in 2021 from General Capital Reserve.

The Capital Budget does not include the remaining costs for the Whitefish Tie in and Reservoir.

#### 5.0 FINANCIAL IMPLICATIONS –

Members will see:

- A water rate increase of \$0.0875 as a direct result of the increase in rate from CRNWSC.

#### 6.0 INTERDEPARTMENTAL IMPLICATIONS - N/A

#### 7.0 INTERGOVERNMENTAL IMPLICATIONS - N/A

#### 8.0 POLITICAL/PUBLIC IMPLICATIONS - N/A

#### 9.0 OTHER COMMENTS - N/A

#### 10.0 RECOMMENDATIONS

Motion #1: The Board approves the 2021 operating budgeted net revenues of \$532,705 and expenses of \$532,690 (excluding amortization).

Motion #2: The Board approves the 2021 capital budget of \$85,000 funded from reserves

Prepared By:

Brenda Adamson, Hwy 28/63 RWSC Financial Manager

Reviewed By:

  
Gene Sobolewski, Hwy 28/63 RWSC Manager





Highway 28/63 Regional Water Services Commission  
2021 Proposed Budget

	2020 ACTUAL PREDICTED	2020 APPROVED BUDGET	2021 PROPOSED BUDGET	Notes
Water Sales	\$ 834,745	\$ 779,936	\$ 1,001,077	(1)
Water Purchases	(617,663)	(555,387)	(736,092)	(2)
Net Water Sales	\$ 217,082	\$ 224,549	\$ 264,985	(3)
Administration Fee Revenue	\$ 89,530	\$ 120,400	\$ 120,200	(4)
Contract Admin Fee Revenue (Grant)	-	-	-	
Member Debenture Payments	122,520	122,520	122,520	(5)
Interest and Other	25,000	20,000	25,000	
Total Admin Revenue	\$ 237,050	\$ 262,920	\$ 267,720	
<b>Total Net Revenue</b>	<b>\$ 454,132</b>	<b>\$ 487,469</b>	<b>\$ 532,705</b>	
Meeting Fees, Mileage & Meals	\$ (13,000)	\$ (27,000)	\$ (27,000)	(6)
Contracted Services:				
Contract Operational Fees	(100,593)	(80,000)	(110,000)	(7)
Audit Fees	(6,000)	(6,000)	(6,000)	
Legal Fees	(1,130)	(30,000)	(16,000)	(8)
Alberta One-Call & Other Contracted Services	(1,813)	(2,500)	(2,500)	
Contract Engineering	(19,411)	(55,000)	(53,000)	
General Services	-	(3,300)	(2,500)	
Telephone	(1,789)	(2,500)	(2,600)	
Utilities	(44,437)	(36,000)	(40,000)	
Advertising	-	-	-	
Freight, Materials, Goods & Supplies	(29,599)	(24,000)	(32,500)	
Rail Crossings	(5,116)	(850)	(1,500)	
Licences & Permits	(1,100)	(900)	(1,200)	
Memberships & Registrations	(55)	(300)	(300)	
Insurance	(15,180)	(13,000)	(16,500)	(9)
Public Relations	-	-	-	
Bank Fees	15	(200)	(200)	
Total Operational Expenses	\$ (239,207)	\$ (281,550)	\$ (311,800)	
Administration Fees	(78,000)	(63,000)	(78,000)	(10)
WCB Expense	(135)	(300)	(300)	
Transfer of funds	-	-	-	
Debenture Payments	(122,520)	(122,520)	(122,520)	(5)
Transfer to Reserves	(20,000)	(20,000)	(20,000)	(11)
Total Contract & Debenture Expenses	\$ (220,655)	\$ (205,820)	\$ (220,820)	
<b>Total Expenditures</b>	<b>\$ (459,862)</b>	<b>\$ (487,370)</b>	<b>\$ (532,620)</b>	
<b>Net Profit/(Loss)</b>	<b>\$ (5,730)</b>	<b>\$ 99</b>	<b>\$ 85</b>	
<b>Capital Transactions</b>				
Generator (purchase 1 in 2020 1 in 2021)		\$ -	\$ 85,000	(12)
Whitefish Lake First Nation Tie In		\$ (23,884,456)	\$ -	
Total Expenditures		\$ 23,884,456	\$ -	
<b>Capital Transactions</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,000</b>	



**Highway 28/63 Regional Water Services Commission**  
**Notes to the 2021 Proposed Budget**

<b>1) Water Sales:</b>	<u>Estimated Volume</u>	<u>Rate*</u>	<u>Total</u>
Thorhild County	80,759	2.4575	\$ 198,465
	<u>80,759</u>		<u>\$ 198,465</u>
Waskatenau	27,017	2.4575	\$ 66,394
	<u>27,017</u>		<u>\$ 66,394</u>
Smoky Lake County	15,017	2.4575	\$ 36,905
	<u>15,017</u>		<u>\$ 36,905</u>
Town of Smoky Lake	117,667	2.4575	\$ 289,166
	<u>117,667</u>		<u>\$ 289,166</u>
Village of Vilna	36,588	2.4575	\$ 89,916
	<u>36,588</u>		<u>\$ 89,916</u>
St Paul County	50,308	2.4575	\$ 123,631
	<u>50,308</u>		<u>\$ 123,631</u>
Whitefish Lake First Nations	80,000	2.4575	\$ 196,600
	<u>80,000</u>		<u>\$ 196,600</u>
	<u><b>407,356</b></u>		<u><b>\$ 877,446</b></u>

**\*Breakdown of Rate to All Members:**

	<u>2020 Rate</u>	<u>2021 Rate</u>
CRNWSC - Cost of Water	\$1.6500	\$1.7375
Hwy 28/63 - Operations	\$0.7200	\$0.7200
Total Hwy 28/63 RWSC Rate to Members	<u><b>\$2.3700</b></u>	<u><b>\$2.4575</b></u>

CRNWSC has notified us that the water rate will increase to 1.7375 effective January 1, 2021. We propose to keep the op

<b>2) Water Purchases:</b>	<u>Volume</u>	<u>Rate</u>	<u>Total</u>
Estimated water volume to be purchased from CRNWSC	423,650	\$1.7375	\$ 736,092
	<u><b>423,650</b></u>		<u><b>\$ 736,092</b></u>

**3) Water Loss:**

The current budget reflects an estimated 4% water loss.

It is only an estimate for the budget; however it is necessary to include.

At year end, if the actual water loss exceeds the estimated water loss, the Board may be required to cover the loss through an additional fee per member or they may wish to recover it through the water rates of the following year.

Additionally, water may not be the only loss that needs to be covered. If the Commission incurs any unanticipated expenditures the Board may also need to recover these losses through its members.



**Highway 28/63 Regional Water Services Commission  
Notes to the 2021 Proposed Budget**

**4) Administration Fee Revenue:**

The admin fee revenue is collected equally from all 5 members plus St Paul County and Whitefish First Nations once a year. The amount is billed to members annually during the year end process. The admin fee revenue is based on board member meeting fees, mileage and subsistence, audit fees, legal fees, insurance, bank fees, licences, permits, advertising, memberships, registrations, WCB, and contract administration fees. With the addition of Whitefish First Nations, the cosp per municipality will decrease.

	<u>2020</u> <u>Estimated</u>	<u>2020</u> <u>Budget</u>	<u>2021</u> <u>Budget</u>
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Contract Admin Fees	78,000	63,000	78,000
WCB Expense	135	300	300
Mileage/Meeting Fees	13,000	27,000	27,000
Audit Fees	1,130	6,000	6,000
Legal Fees	#REF!	30,000	16,000
Licences & Insurance	16,279	13,900	17,700
Interest/Other Revenue	(25,000)	(20,000)	(25,000)
Bank Fees	(15)	200	200
	#REF!	120,400	120,200
# of Members	6	6	7
	#REF!	\$ 20,067	\$ 17,171
decrease per member from 2020 budget		\$	(2,895)

**5) Member Debenture Payments:**

The 2020 draft budget includes all debenture payments as part of revenue and therefore does not form part of the water rates. This is in accordance with the Board's resolution #013-13.

The 2020 payments are:

	2019 End Bal	June Pymt	Dec Pymt
Loan # 4001272 (completed pymt 12 of 50)	\$210,155.34	\$8,278.13	\$8,278.13
Loan # 4001630 (completed pymt 8 of 50)	\$733,066.13	\$27,985.05	\$27,985.05
Loan #4001481 (completed pymt 10 of 50)	\$672,657.49	\$24,996.71	\$24,996.71
	<u>\$1,615,878.96</u>	<u>\$61,259.89</u>	<u>\$61,259.89</u>

**6) Meeting Fees, Mileage & Meals:**

The meeting fees, mileage and meals estimate is based on the following:

Meeting Fees: 10 mtgs/yr x 10 members x \$200/mtg	\$ 20,000
Mileage for board members and management	6,000
Meals: Estimate only	1,000
	<u>\$ 27,000</u>

**7) Contract Operational Fees:**

This cost is related to the operation and maintenance of the transmission lines and re-pump facilities owned by the Commission. Both Thorhild County and Smoky Lake County staff are contracted to carry out the operations and maintenance. The costs increase every year due to rate increases as well as the growth of services.

**8) Legal Fees**

Legal fees will remain at \$16,000 to cover any issues that arise



Highway 28/63 Regional Water Services Commission  
Notes to the 2021 Proposed Budget

**9) Insurance**

As the line grows and we add buildings, insurance increases.

**10) Administration Fees:**

This cost is related to the administrative function of the Commission including management duties, financials (water rates and billing, financial statements, budget, audit), recording secretary, etc. It consists of \$6,500 per month to Smoky Lake County as per the mou.

**11) Transfer to Reserves**

The 2020 proposed budget presented includes a reserve transfer of \$20,000 to cover future purchases and/or unanticipated costs. The \$20,000 is only a recommended amount and the Board may want to consider another amount.



Associated Engineering

GLOBAL PERSPECTIVE.  
LOCAL FOCUS.

## Agenda Item #4.3

**Date:** December 14, 2020      **File:** 2017-3034.00.04.00

**To:** Highway 28/63 Regional Water Services Commission

**From:** Ryan Krausher – Associated Engineering

**Project:** Highway 28/63 Regional Water (Twinning)  
Whitefish #128 Off-Reserve Reservoir

**Subject:** Projects Update

### MEMO – Report #23

#### Whitefish #128 Twinning

##### WARRANTY

###### **Thompson – Smoky to Bellis:**

- On Warranty until 2022.
- Construction Completion Certificate to be issued this week.

###### **Armstrong – Bellis to WLFN:**

- On Warranty until 2022.
- Construction Completion Certificate to be issued this week.
- Received notice that Car Wash receipts for Mr. Ed Huk has been paid by Armstrong directly to Ed.

#### Warspite Booster Station

- On Warranty until 2022.

#### Edward Booster Station

- On Warranty until April 26, 2021.
- Pump with loose part discovered was sent in for inspection. All was reported good and pump is reinstalled. No further issues.

#### Whitefish #128 Reservoir (Off Reserve)

##### CONSTRUCTION

- Wall repair item completed. Recommended deficiency release this next ppc. PCL offered extended warranty for 5 years, with facilitation of a drain down and reinspection at that time.
- Civil deficiency will replace it due to winter conditions.
- Monday Dec 14<sup>th</sup> was formal commissioning of all systems.
- WLFN is not ready for consumption due to material delivery delays. Estimated Jan 15<sup>th</sup>.
- Reservoir will be running at low level, with regular (weekly/biweekly) flushes at WLFN by Thompson to keep water circulating through reservoir. AE process engineer says chloramines will be ok in the water for a few weeks at a time.
- Chain-link fencing will be installed to protect rear of building and hatches. But parking area unable to chainlink due to frost, until spring.

Memo To: Highway 28/63 Regional Water Services Commission

- 2 -

- Farm gate at RR130 approach will be locked.
- Reservoir Transfer to WLFN:
  - No Update.
  - Brownlee has prepared the draft transfer agreements, but still requires information from WFL prior to submission for reviews. We understand that WFL has approved their lawyer to review, but nothing submitted by Brownlee to date.
- Restoration within over-cleared area has been completed. AE environmental finalizing signoff paperwork.
- Cashflow is updated. Anticipate additional engineering costs due to AEP/legal/Construction and WFL issues.
- PCL targeting ready-to-operate by week of November 16<sup>th</sup>.
- Substantial Completion will be after 30 day (720hr) run-time. Appx Jan 14<sup>th</sup>. Once successful, SCC can be granted and major lien fund released.
- Reservoir will not go into proper operation until that time, however PCL cannot be held accountable for WLFN project delays.
- Reservoir Substantial Completion original schedule is October 31<sup>st</sup>, 2020.
  - 75 days over schedule.
- Total completion – Original Schedule, Dec 31, 2020. Anticipated schedule awaiting submission be PCL, but possibly May/June 2021.

**-END-**



# VILLAGE OF WASKATENAU

Box 99, Waskatenau, Alberta T0A 3P0

Phone: (780) 358-2208

Fax: (780) 358-2208

Email: [waskvillage@mcnet.ca](mailto:waskvillage@mcnet.ca)

Website: [www.waskatenau.ca](http://www.waskatenau.ca)

October 26, 2020

Highway 28/63 Regional Water Services Commission  
Box 310  
Smoky Lake, Alberta  
T0A 3C0

**Re: Village of Waskatenau Committee/Director Appointment  
Organizational Meeting October 22, 2020**

This letter is to advise you that Casey Caron and Roy Krahulec have been appointed to represent the Village of Waskatenau on the Highway 28/63 Regional Water Services Commission Board. The Alternate member appointed by the Village is Richard Warren.

Thank you

Bernice Macyk  
Chief Administrative Officer  
Village of Waskatenau



PO Box 460, 56 Wheatland Avenue, Smoky Lake, AB T0A 3C0  
Phone: 780-656-3674 Fax: 780-656-3675  
Email: town@smokylake.ca Website: www.smokylake.ca

November 4, 2020

Highway 28/63 Regional Water Commission  
c/o Smoky Lake County  
Box 310  
Smoky Lake AB T0A 3C0

Dear Committee:

Re: Highway 28/63 Regional Water Commission

Town of Smoky Lake held its Council Organizational Meeting on October 27, 2020. Please be advised of the following appointed committee members:

Hank Holowaychuk and Daniel Kotylak have been appointed to the Highway 28/63 Regional Water Services Commission Board. The alternate member is Terry Makowichuk.

Contact:

Hank Holowaychuk	<a href="mailto:hholowaychuk@smokylake.ca">hholowaychuk@smokylake.ca</a>	(780) 650 - 2040
Dan Kotylak	<a href="mailto:dkotylak@smokylake.ca">dkotylak@smokylake.ca</a>	(780) 656 - 0132
Terry Makowichuk	<a href="mailto:tmakowichuk@smokylake.ca">tmakowichuk@smokylake.ca</a>	(780) 656 - 5366

Sincerely,

TOWN OF SMOKY LAKE

Per:

Adam Kozakiewicz  
Chief Administrative Officer

AK/cl



**Patti Priest**

---

**From:** Betty Richard <brichard@county.stpaul.ab.ca>  
**Sent:** October 30, 2020 10:40 AM  
**To:** Patti Priest  
**Cc:** Sheila Kitz; Phyllis Corbiere; Steve Upham; Dale Hedrick; Danny Weinmeier  
**Subject:** Organizational Meeting Re-appointments RE: Highway 28/63 Regional Water Services Commission Meeting Agenda Package - Oct.28'20

Good morning Patti,

Please be advised that our County Council held our Organizational meeting October 29, 2020., with re-appointments for Reeve Steve Upham, CAO Sheila Kitz, and Danny Weinmeier to represent the County of St. Paul on the Highway29/63 Regional Water Commission Board. In addition, Councillor Dale Hedrick as alternate.

Respectfully,

**Betty Richard**  
Executive Assistant  
County of St. Paul No. 19  
5015 49 Avenue, St. Paul, AB T0A 3A4

P: 780-645-3301 ext. 1221  
E: [brichard@county.stpaul.ab.ca](mailto:brichard@county.stpaul.ab.ca)



*Our Mission – To create desirable rural experiences*

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**HIGHWAY 28/63 REGIONAL WATER SERVICES  
COMMISSION  
REGULAR MEETING**

Wednesday, January 20, 2021 at 10:00 a.m.  
held Virtually Online through Zoom Meeting:

<https://us02web.zoom.us/j/83211550097?pwd=WUtuY1FZSURndEtEZ2RpaTFmUCs3QT09>

Meeting ID: 832 1155 0097 Passcode: 892826

**AGENDA**

- 1. Call to Order. ✓
- 2. Adoption of Agenda. ✓
- 3. Adoption of Minutes:
  - 3.3 Minutes Regular Commission Meeting – Dec.16, 2020.....Page 2-11
  - 3.4 Action List – December 16, 2020 – Regular Meeting.....Page 12
- 4. Reports:
  - 4.1 Commission Manager, Gene Sobolewski – Report #2..... Page 13
    - 4.1.1 Whitefish #128 Extension – Cashflow Projection..... Page 14
  - 4.2 Finance Manager, Brenda Adamson
    - 4.2.1 Financial Report..... Page 15
    - 4.2.2 Budget to Actual Report..... Page 16
    - 4.2.3 Grant Spending Update..... Page 17
    - 4.2.4 Borrowing Bylaw No. 07-2021..... Page 18-21
  - 4.3 Associated Engineering Alberta Ltd. – Report #24..... Page 22-23
  - 4.4 Provincial Representative Update (if present).
- 5. New Business:
  - N Policy ✓*
- 6. Correspondence:
  - Nil.
- 7. Delegations:
  - Nil.
- 8. In Camera:
  - Nil.
- 9. Next Meeting
- 10. Adjournment.



**Highway 28/63 Regional Water Services Commission**  
**Wednesday, December 16, 2020, Regular Meeting**  
**held virtually, online through Zoom meeting.**

### MINUTES

**ATTENDANCE:**

<u>From:</u>	<u>Title:</u>	<u>Name:</u>	<u>Status:</u>	<u>Attendance:</u>
Smoky Lake County	CAO	Gene Sobolewski	Manager	Virtually Present
Smoky Lake County	Finance Manager	Brenda Adamson	Finance Manager	Virtually Present
Smoky Lake County	Legislative Services	Patti Priest	Recording Secretary	Virtually Present
Smoky Lake County	Enviro. Op. Manager	Dave Franchuk	Utilities Manager	Virtually Present
Alberta Transportation	Program Advisor	Barry Pape	Provincial Rep.	Absent
Associated Engineering	Project Manager	Ryan Krausher	Project Manager	Absent
Associated Engineering	Div. Manager Muni. Infr.	Chad Maki	Div. Manager Muni. Infr.	Virtually Present
Associated Engineering	Engineer	Alan Lui	Engineer	Virtually Present
Smoky Lake County	Reeve	Craig Lukinuk	Non-Voting Member	Absent
Smoky Lake County	Deputy Reeve	Randy Orichowski	Voting Member	Virtually Present
Smoky Lake County	Councillor	Dan Gawalko	Voting Member	Virtually Present
Smoky Lake County	Councillor	Lorne Halisky	Alt. Voting Member	Absent
Smoky Lake County	Councillor	Johnny Cherniwchan	Alt. Voting Member	Virtually Present
Thorhild County	Councillor	Wayne Crosswell	Voting Member	Virtually Present
Thorhild County	Councillor	Joyce Peirce	Alt. Voting Member	Absent
Thorhild County	Reeve	Kevin Grumetza	Voting Member	Virtually Present
Thorhild County	CAO	Paul Hanlan	Non-Voting Member	Absent
Thorhild County	Utilities Manager	Ed Kneller	Non-Voting Member	Absent
Town of Smoky Lake	Mayor	Hank Holowaychuk	Voting Member	Virtually Present
Town of Smoky Lake	Councillor	Dan Kotylak	Voting Member	Virtually Present
Town of Smoky Lake	Councillor	Terry Makowichuk	Alt. Voting Member	Absent
Town of Smoky Lake	CAO	Adam Kozakiewicz	Non-Voting Member	Virtually Present
Village of Vilna	Mayor	Leo Chapdelaine	Voting Member	Virtually Present
Village of Vilna	Deputy Mayor	Don Romanko	Voting Member	Virtually Present
Village of Vilna	Councillor	Roy Dyck	Alt. Voting Member	Absent
Village of Vilna	CAO	Earla Wager	Non-Voting Member	Absent
Village of Waskatenau	Mayor	Casey Caron	Voting Member	Virtually Present
Village of Waskatenau	Deputy Mayor	Roy Krahulec	Voting Member	Absent
Village of Waskatenau	Councillor	Richard Warren	Alt. Voting Member	Absent
Village of Waskatenau	CAO	Bernice Macyk	Non-Voting Member	Absent
<b>Others in Attendance:</b>				
County of St. Paul No.19	Reeve	Steve Upham	Interested Party	Virtually Present
County of St. Paul No.19	CAO	Sheila Kitz	Interested Party	Virtually Present
County of St. Paul No.19	Councillor	Dale Hedrick	Interested Party	Absent
County of St. Paul No.19	Utilities Manager	Danny Weinmeier	Interested Party	Virtually Present
Indigenous & Northern Affairs Canada	Water Strategy Manager	Merv Clark	Interested Party	Virtually Present
Indigenous & Northern Affairs Canada	Senior Engineer	Adam Kuehnbaum	Interested Party	Absent
White Fish Lake First Nation #128	Councillor	Greg Sparklingeyes	Interested Party	Absent

**1. Call to Order** Chairperson, Randy Orichowski, called the meeting to order at 10:04 a.m.

**2. Adoption of Agenda** Resolution 028-20

MOVED by Dan Kotylak that the Agenda for Wednesday, December 16, 2020, Highway 28/63 Regional Water Services Commission Regular Meeting be adopted, as presented.

MOTION CARRIED UNANIMOUSLY.

**3. Adoption of Minutes**

**Minutes from  
October 28, 2020  
Organizational  
Meeting**

Resolution 029-20

MOVED by Don Romanko that the Minutes of the Highway 28/63 Regional Water Services Commission Organizational Meeting held on Wednesday, October 28, 2020, be adopted as presented.

MOTION CARRIED.

**Action List from  
October 28, 2020  
Organizational  
Meeting**

Resolution 030-20

MOVED by Hank Holowaychuk that the Action List from the Highway 28/63 Regional Water Services Commission Organizational Meeting held on Wednesday, October 28, 2020, be filed for information.

MOTION CARRIED.

**Minutes from  
October 28, 2020  
Regular Meeting**

Resolution 031-20

MOVED by Kevin Grumetza that the Minutes of the Highway 28/63 Regional Water Services Commission Regular Meeting held on Wednesday, October 28, 2020, be adopted as presented.

MOTION CARRIED.

**Action List from  
October 28, 2020  
Regular Meeting**

Resolution 032-20

MOVED by Leo Chapdelaine that the Action List from the Highway 28/63 Regional Water Services Commission Regular Meeting held on Wednesday, October 28, 2020, be filed for information.

MOTION CARRIED.

Adam Kozakiewicz, Town of Smoky Lake Chief Administrative Officer virtually joined the meeting, time 10:08 a.m.

Merv Clark, Water Strategy Manager, Indigenous & Northern affairs Canada, virtually joined the meeting, time 10:11 a.m.

Steve Upham, Reeve, St. Paul County, virtually joined the meeting, time 10:18 a.m.

**4. Reports**

**Commission  
Manager’s Report**

Resolution 033-20

MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission accept the Commission Manager’s report for December 16, 2020, as follows:

MEMO – Report #1

---

Project Budget:

Alberta Transportation owes us	\$610,401.72	for the water line
	\$765,564.00	tie in fee
	<u>\$657,552.95</u>	for the reservoir
Total	\$2,033,518.67	

We have \$1,967,716.56 in unspent grant funds from ISC.

Brenda has informed me that by the time the month is over, we will be borrowing from ourselves to keep the project going.

Whitefish #128 Reservoir (Off Reserve)

**CONSTRUCTION**

- Nearly complete, AE will provide details.
- Anticipating claims from PCL, could be in the order of \$75,000 to \$100,000

**LEGAL**

- Ian (WFL Legal) informs me that he is waiting to discuss some issues with the Band leadership.
- No draft agreements (transfer of title, R/W, Interim contract administration) received to date.

-END-

MOTION CARRIED.

**Audit planning  
letter from JMD  
Group LLP**

Resolution 034-20

MOVED by Casey Caron that the Highway 28/63 Regional Water Services Commission Board accept the letter from JMD Group LLP, Chartered Professional Accountants, dated November 16, 2020, in respect to the audit of the Commission’s Financial Statements for the year ending December 31, 2020, for the purpose of ensuring effective two-way communication and address responsibilities as an independent auditor as well as to provide information about the planned scope and timing of the audit and request additional information relevant to the audit.

MOTION CARRIED.

**Financial Report  
Budget to Actual**

**Resolution 035-20**

**MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission Board accept the Finance Manager’s Financial Report and Budget to Actual Report prepared for December 16, 2020, as follows:**



**Highway 28/63 Regional Water Services Commission  
2020 Budget to Actual**

	2020 ACTUAL TO DATE	2020 APPROVED BUDGET	2020 Variance	Notes
Water Sales	\$ 695,621	\$ 795,010	\$ (99,389)	
Water Purchases	(514,719)	(570,093)	55,374	
Net Water Sales	26% \$ 180,902	\$ 224,917	\$ (44,015)	Over 11,000 cm was lost in March with as a result of the Whitefish Extension Line. Thompson will reimburse 9,563 cm
Administration Fee Revenue	\$ -	\$ 118,450	\$(118,450)	
Member Debenture Payments	61,260	122,520	(61,260)	
Interest and Other	139,409	25,000	114,409	
Total Admin Revenue	\$ 200,669	\$ 265,970	\$ (65,300)	
<b>Total Net Revenue</b>	<b>\$ 381,571</b>	<b>\$ 490,887</b>	<b>\$(109,315)</b>	
Meeting Fees, Mileage & Meals	\$ -	\$ (27,000)	\$ 27,000	
Contracted Services:				
Contract Operational Fees	(92,210)	(80,000)	(12,210)	
Audit Fees	(5,500)	(6,000)	500	
Legal Fees	(1,036)	(15,000)	13,964	
Alberta One-Call & Other Contracted Services	(1,662)	(2,400)	738	
Contract Engineering	(17,793)	(54,000)	36,207	
General Services		(2,000)	2,000	
Telephone	(1,640)	(2,500)	860	
Utilities	(40,734)	(38,000)	(2,734)	
Advertising	-	-	-	
Freight, Materials, Goods & Supplies	(27,132)	(24,000)	(3,132)	
Rail Crossings	(5,116)	(840)	(4,276)	We received bills for several years from Railroad Mgmt Co that should have been paid
Licences & Permits	(1,100)	(1,000)	(100)	
Memberships & Registrations	-	(300)	300	
Insurance	(15,180)	(16,250)	1,070	
Public Relations		-	-	
Bank Fees	15	(200)	215	
Total Operational Expenses	\$ (209,088)	\$ (269,490)	60,402	
Administration Fees	(58,500)	(78,000)	19,500	
WCB Expense	(135)	-	(135)	
Transfer of funds				
Debenture Payments	(61,260)	(122,520)	61,260	
Transfer to Reserves	-	(20,000)	20,000	
Total Contract & Debenture Expenses	\$ (119,895)	\$ (220,520)	\$ 100,625	
<b>Total Expenditures</b>	<b>\$ (328,982)</b>	<b>\$ (490,010)</b>	<b>\$ 161,027</b>	
<b>Net Profit/(Loss)</b>	<b>\$ 52,589</b>	<b>\$ 877</b>	<b>\$ 51,712</b>	

<b>Whitefish Lake Water Project</b>	<b>Project To Date Total</b>
<b>Revenue</b>	
Provincial Grant	\$24,158,350
Provincial Grant Interest	\$132,478
Federal Grant	\$5,000,000
Federal Grant Interest	\$129,663
<b>Grant/Interest Revenue</b>	<b>\$29,420,490</b>
<b>Expenses</b>	
Whitefish Lake Line	\$ 24,954,674.70
Tie in Fee	\$ 765,564.00
Whitefish Lake Reservoir	\$ 3,766,053.55
<b>Total Project Costs</b>	<b>\$ 29,486,292</b>
Unspent Grant Balance	(65,802)

**MOTION CARRIED.**

**Grant Spending Update**

**Resolution 036-20**

MOVED by Dan Kotylak that the Highway 28/63 Regional Water Services Commission Board accept the Finance Manager’s Grant Spending Update as of December 9, 2020, as follows:

		Alberta Transportation			ISC			Grand Total Total
		\$25,075,457.00			\$5,000,000.00			
		Whitefish First Nations In	Whitefish First Nations Water Reservoir	Whitefish First Nations Water Total	Whitefish First Nations In	Whitefish First Nations Water Reservoir	Whitefish First Nations Water Total	
<b><u>2017-2019</u></b>								
Grant Revenue								
	2019	\$23,158,350.00		\$23,158,350.00	\$ 49,095.00	\$4,950,905.00	\$5,000,000.00	\$ 28,158,350.00
Interest		\$ 136,661.31		\$ 136,661.31		\$ 92,356.95	\$ 92,356.95	\$ 229,018.26
<b>Total Grant</b>		<b>\$23,295,011.31</b>	<b>\$ -</b>	<b>\$23,295,011.31</b>	<b>\$ 49,095.00</b>	<b>\$5,043,261.95</b>	<b>\$5,092,356.95</b>	<b>\$28,387,368.26</b>
Expenditure:								
	2019	\$22,918,225.27	\$ 64,983.50	\$22,983,208.77	\$ 49,095.00	\$ 307,201.49	\$ 356,296.49	\$23,339,505.26
<b>Total Cost</b>		<b>\$22,918,225.27</b>	<b>\$ 64,983.50</b>	<b>\$22,983,208.77</b>	<b>\$ 49,095.00</b>	<b>\$ 307,201.49</b>	<b>\$ 356,296.49</b>	<b>\$23,339,505.26</b>
Deferred Grant Revenue		\$ 376,786.04	-\$ 64,983.50	\$ 311,802.54	\$ -	\$4,736,060.46	\$4,736,060.46	\$ 5,047,863.00
<b><u>2020</u></b>								
Revenue								
	2020	\$ 1,000,000.00		\$ 1,000,000.00			\$ -	\$ 1,000,000.00
Interest		\$ 166.67		\$ 166.67		\$ 32,955.21	\$ 32,955.21	\$ 33,121.88
<b>Total Grant</b>		<b>\$ 1,000,166.67</b>	<b>\$ -</b>	<b>\$ 1,000,166.67</b>	<b>\$ -</b>	<b>\$ 32,955.21</b>	<b>\$ 32,955.21</b>	<b>\$ 1,033,121.88</b>
Expenditure:								
	2020	\$ 2,752,918.43	\$ 592,569.45	\$ 3,345,487.88	\$ -	\$2,801,299.11	\$2,801,299.11	\$ 6,146,786.99
<b>Total Cost</b>		<b>\$ 2,752,918.43</b>	<b>\$ 592,569.45</b>	<b>\$ 3,345,487.88</b>	<b>\$ -</b>	<b>\$2,801,299.11</b>	<b>\$2,801,299.11</b>	<b>\$ 6,146,786.99</b>
<b>TOTAL SPENT TO DATE</b>		<b>\$25,671,143.70</b>	<b>\$ 657,552.95</b>		<b>\$ 49,095.00</b>	<b>\$3,108,500.60</b>		<b>\$29,486,292.25</b>
<b>Current Deferred Grant Revenue</b>		<b>-\$ 1,375,965.72</b>	<b>-\$ 657,552.95</b>	<b>-\$ 2,033,518.67</b>	<b>\$ -</b>	<b>\$1,967,716.56</b>	<b>\$1,967,716.56</b>	<b>-\$ 65,802.11</b>

MOTION CARRIED.

Danny Weinmeier, Utilities Manager, County of St. Paul No.19, virtually joined the meeting, time 11:05 a.m.

**Year-2021  
Proposed Budget**



**Highway 28/63 Regional Water Services Commission  
2021 Proposed Budget**

	2020 ACTUAL PREDICTED	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
Water Sales	\$ 834,745	\$ 779,936	\$ 1,001,077
Water Purchases	(617,663)	(555,387)	(736,092)
Net Water Sales	\$ 217,082	\$ 224,549	\$ 264,985
Administration Fee Revenue	\$ 89,530	\$ 120,400	\$ 120,200
Contract Admin Fee Revenue (Grant)	-	-	-
Member Debenture Payments	122,520	122,520	122,520
Interest and Other	25,000	20,000	25,000
Total Admin Revenue	\$ 237,050	\$ 262,920	\$ 267,720
Total Net Revenue	\$ 454,132	\$ 487,469	\$ 532,705
Meeting Fees, Mileage & Meals	\$ (13,000)	\$ (27,000)	\$ (27,000)
Contracted Services:			
Contract Operational Fees	(100,593)	(80,000)	(110,000)
Audit Fees	(6,000)	(6,000)	(6,000)
Legal Fees	(1,130)	(30,000)	(16,000)
Alberta One-Call & Other Contracted Services	(1,813)	(2,500)	(2,500)
Contract Engineering	(19,411)	(55,000)	(53,000)
General Services	-	(3,300)	(2,500)
Telephone	(1,789)	(2,500)	(2,600)
Utilities	(44,437)	(36,000)	(40,000)
Advertising	-	-	-
Freight, Materials, Goods & Supplies	(29,599)	(24,000)	(32,500)
Rail Crossings	(5,116)	(850)	(1,500)
Licences & Permits	(1,100)	(900)	(1,200)
Memberships & Registrations	(55)	(300)	(300)
Insurance	(15,180)	(13,000)	(16,500)
Public Relations	-	-	-
Bank Fees	15	(200)	(200)
Total Operational Expenses	\$ (239,207)	\$ (281,550)	\$ (311,800)
Administration Fees	(78,000)	(63,000)	(78,000)
WCB Expense	(135)	(300)	(300)
Transfer of funds	-	-	-
Debenture Payments	(122,520)	(122,520)	(122,520)
Transfer to Reserves	(20,000)	(20,000)	(20,000)
Total Contract & Debenture Expenses	\$ (220,655)	\$ (205,820)	\$ (220,820)
Total Expenditures	\$ (459,862)	\$ (487,370)	\$ (532,620)
Net Profit/(Loss)	\$ (5,730)	\$ 99	\$ 85
<b>Capital Transactions</b>			
Generator (purchase 1 in 2020 1 in 2021)	\$ -	\$ -	\$ 85,000
Whitefish Lake First Nation Tie In	\$ (23,884,456)	\$ -	\$ -
Total Expenditures	\$ -	\$ 23,884,456	\$ -
Capital Transactions	\$ -	\$ -	\$ 85,000



**Year-2021 Budget**      Resolution 037-20

MOVED by Leo Chapdelaine that the Highway 28/63 Regional Water Services Commission Board approve the Year-2021 Budget with a Net Revenue in the total amount of \$532,705.00 and Expenditures in the total amount of \$(532,620.00), with a Net Profit in the \$85.00 and Capital Transactions in the total amount of \$85,000.00, as presented.

MOTION CARRIED.

**Bylaw 006-2020:  
Water Rates**      Resolution 038-20

MOVED by Dan Gawalko that the Highway 28/63 Regional Water Services Commission **Bylaw No. 006-2020: Rates and Fees Bylaw**, being a bylaw for the purpose of establishing rates and fees for the delivery of water services from the Highway 28/63 Regional Water Services Commission system to members and other customers of the Commission, be given **FIRST READING**.

MOTION CARRIED.

MOVED by Wayne Crowell that the Highway 28/63 Regional Water Services Commission **Bylaw No. 006-2020: Rates and Fees Bylaw**, being a bylaw for the purpose of establishing rates and fees for the delivery of water services from the Highway 28/63 Regional Water Services Commission system to members and other customers of the Commission, be given **SECOND READING**.

MOTION CARRIED.

MOVED by Casey Caron that the Highway 28/63 Regional Water Services Commission **Bylaw No. 006-2020: Rates and Fees Bylaw**, being a bylaw for the purpose of establishing rates and fees for the delivery of water services from the Highway 28/63 Regional Water Services Commission system to members and other customers of the Commission, be given **PERMISSION** for **THIRD AND FINAL READING**.

MOTION CARRIED UNANIMOUSLY.

MOVED by Dan Kotylak that the Highway 28/63 Regional Water Services Commission **Bylaw No. 006-2020: Rates and Fees Bylaw**, being a bylaw for the purpose of establishing rates and fees for the delivery of water services from the Highway 28/63 Regional Water Services Commission system to members and other customers of the Commission, be given the **THIRD and FINAL READING** and that the Chairperson and Manager are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

MOTION CARRIED.

**Engineer's Report      Resolution 039-20**

MOVED by Casey Caron that the Highway 28/63 Regional Water Services Commission Board accept the Engineer's Report: #23 Projects Update, dated December 14, 2020, prepared by Ryan Krausher, Project Manager, Associated Engineering Alberta Ltd. as follows:

Whitefish #128 Twinning

## WARRANTY

Thompson – Smoky to Bellis:

- On Warranty until 2022.
- Construction Completion Certificate to be issued this week.

Armstrong – Bellis to WLFN:

- On Warranty until 2022.
- Construction Completion Certificate to be issued this week.
- Received notice that Car Wash receipts for Mr. Ed Huk has been paid by Armstrong directly to Ed.

Warspite Booster Station

- On Warranty until 2022.

Edward Booster Station

- On Warranty until April 26, 2021.
- Pump with loose part discovered was sent in for inspection. All was reported good and pump is reinstalled. No further issues.

Whitefish #128 Reservoir (Off Reserve)

## CONSTRUCTION

- Wall repair item completed. Recommended deficiency release this next ppc. PCL offered extended warranty for 5 years, with facilitation of a drain down and reinspection at that time.
- Civil deficiency will replace it due to winter conditions.
- Monday Dec 14th was formal commissioning of all systems.
- WLFN is not ready for consumption due to material delivery delays. Estimated Jan 15th.
- Reservoir will be running at low level, with regular (weekly/biweekly) flushes at WLFN by Thompson to keep water circulating through reservoir. AE process engineer says chloramines will be ok in the water for a few weeks at a time.
- Chain-link fencing will be installed to protect rear of building and hatches. But parking area unable to chainlink due to frost, until spring.
- Farm gate at RR130 approach will be locked.
- Reservoir Transfer to WLFN:
  - No Update.
  - Brownlee has prepared the draft transfer agreements, but still requires information from WFL prior to submission for reviews. We understand that WFL has approved their lawyer to review, but nothing submitted by Brownlee to date.
- Restoration within over-cleared area has been completed. AE environmental finalizing signoff paperwork.
- Cashflow is updated. Anticipate additional engineering costs due to AEP/legal/Construction and WFL issues.
- Substantial Completion will be after 30 day (720hr) run-time. Appx Jan 14th. Once successful, SCC can be granted and major lien fund released.
- Reservoir will not go into proper operation until that time, however PCL cannot be held accountable for WLFN project delays.
- Reservoir Substantial Completion original schedule is October 31st, 2020.
  - 75 days over schedule.
- Total completion – Original Schedule, Dec 31, 2020. Anticipated schedule awaiting submission be PCL, but possibly May/June 2021.

-END-

MOTION CARRIED.

**Provincial  
Representative's  
Report**

**Resolution 040-20**

MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission acknowledge the absent Provincial Representative sent an email on December 16, 2020, to the Commission Manager at 9:33 a.m., providing the following information regarding the Whitefish #128 Project:

- the minister's funding approval is for some \$25,075,457 for the project,
- if the project has incurred additional/eligible costs, the commission is to provide those costs along with a rationalization/justification for Alberta Transportation's consideration,
- Indigenous Services Canada and Alberta Transportation have previously agreed on a 17.36% provincial contribution/responsibility for the reservoir component, and those costs should be itemized/summarized separately.

MOTION CARRIED.

**5. New Business**

No New Business.

**6. Correspondence  
Village of  
Waskatenau**

**Resolution 041-20**

MOVED by Hank Holowaychuk that the Highway 28/63 Regional Water Services Commission Board acknowledge receipt of the letter from Village of Waskatenau, dated October 26, 2020 in respect to Mayor Casey Caron and Councillor Roy Krahulec being appointed as members to the Highway 28/63 Regional Water Services Commission; and Councillor Richard Warren being appointed as alternate.

MOTION CARRIED.

**Town of  
Smoky Lake**

**Resolution 042-20**

MOVED by Dan Kotylak that the Highway 28/63 Regional Water Services Commission Board acknowledge receipt of the letter from Town of Smoky Lake, dated November 4, 2020 in respect to Mayor Hank Holowaychuk and Councilor Dan Kotylak being appointed as members to the Highway 28/63 Regional Water Services Commission; and Councillor Terry Makowichuk being appointed as alternate.

MOTION CARRIED.

**County of St. Paul**      **Resolution 043-20**

MOVED by Kevin Grumetza that the Highway 28/63 Regional Water Services Commission Board acknowledge receipt of the letter from County of St. Paul, dated October 30, 2020 in respect to Reeve Steve Upham, CAO Sheila Kitz, and Danny Weinmeier, Utilities Manager, being appointed to attend the Highway 28/63 Regional Water Services Commission; and Councillor Dale Hedrick being appointed as alternate.

MOTION CARRIED.

**7. Delegations**

No Delegations.

**8. In Camera**

No In Camera Session.

**9. Next Meeting Date**      **Resolution 044-20**

MOVED by Casey Caron that the next Highway 28/63 Regional Water Services Commission Regular meeting be scheduled for **Wednesday, January 20, 2021** at **10:00 a.m.**, to be held virtually, online through Zoom meeting and/or in Smoky Lake County Council Chambers.

MOTION CARRIED.

**Adjournment**

The Chairperson declared the Highway 28/63 Regional Water Services Commission meeting of December 16, 2020, adjourned, time 11:28 a.m.

These minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
MANAGER



**ACTION LIST:**

December 16, 2020

**Highway 28/63 Regional Water Services Commission Regular Meeting**

MOTION NO.	RESOLUTION	ACTION
037-20	<p>MOVED by Leo Chapdelaine that the Highway 28/63 Regional Water Services Commission Board approve the Year-2021 Budget with a Net Revenue in the total amount of \$532,705.00 and Expenditures in the total amount of \$(532,620.00), with a Net Profit in the \$85.00 and Capital Transactions in the total amount of \$85,000.00, as presented.</p>	<p>The approved budget will be implemented and used to provide financial reporting at the Commission meetings.</p>
038-20	<p>MOVED by Dan Gawalko that the Highway 28/63 Regional Water Services Commission <b>Bylaw No. 006-2020: Rates and Fees Bylaw</b>, being a bylaw for the purpose of establishing rates and fees for the delivery of water services from the Highway 28/63 Regional Water Services Commission system to members and other customers of the Commission, be given <b>FIRST READING</b>.... ... be given the <b>THIRD and FINAL READING</b> and that the Chairperson and Manager are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.</p>	<p>Commission members and interested parties were present at the December 16, 2020 meeting from each municipality when the Bylaw was passed and received the draft copy with the agenda package. The bylaw was passed as presented.</p> <p>A signed PDF copy of Bylaw No. 006-2020 will be emailed by the Commission's Recording Secretary, to:</p> <ul style="list-style-type: none"> <li>➤ CAO Village of Vilna,</li> <li>➤ CAO Town of Smoky Lake,</li> <li>➤ CAO Village of Waskatenau,</li> <li>➤ CAO Thorhild County,</li> <li>➤ CAO County of St. Paul,</li> </ul> <p>And cc'd to:</p> <ul style="list-style-type: none"> <li>➤ CAO Smoky Lake County (&amp; Commission Manager),</li> <li>➤ Commission Finance Manager,</li> <li>➤ Town of Smoky Lake Assistant CAO.</li> </ul>



**Date:** Jan 20, 2021                      **File:**  
**From:** Gene Sobolewski – Commission Manager

**MEMO – Report #2**

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**Project Budget:**

Brenda/AE/Mgr have worked on a projected project budget to July 2021. We calculate that with the project approved additions, Alberta Transportation will owe the Commission \$2,380,000. Please see the attached.

This includes our anticipated costs for the Commission to conclude the project and the outstanding legal/land issues.

Brenda has compiled a borrowing bylaw to cover our costs until AT reimburses the Commission for our costs.

**Whitefish #128 Reservoir (Off Reserve)**

**CONSTRUCTION**


- Nearly complete, water anticipated to be flowing by end of month/February. AE will provide details.

**LEGAL**

- We are waiting to discuss/resolve legal issues with the Band leadership. The Band is in election season and very hard to arrange meetings/return phone calls.
- No draft agreements (transfer of title, R/W, Interim contract administration) received to date.

**-END-**

Schedule of Quantities						
Item	Description	Unit	Quantity	Current Contract	Original Contract	July
1.0	Contract 1 - Reservoir Contractor Cost for ISC/AT	LS	1	\$ 4,326,495.00	\$ 4,326,495.00	
	Actual Fees					
	Projected Fees					\$ 50,000.00
	Construction Budget Remaining					\$ -
	Total Construction Spent to Date					\$ 4,326,495.00
1.0	Contract 1 - Reservoir Engineering Cost for ISC/AT	LS	1	\$ 688,000.00	\$ 688,000.00	
	Actual Fees					
	Projected Fees					\$ 7,000.00
	Engineering Budget Remaining					\$ (276,561.86)
	Total Engineering Spent to Date					\$ 964,561.86
<b>Cumulative Total:</b>						\$ 5,291,056.86
Contract 1 - Change Orders				Costs	Notes	
CCO 001	Wildlife Survey	Approved	1	\$ 13,152.06		
CCO 002	Soil Handling	Approved	1	\$ (18,957.00)		
CCO 003	Project Late Start Costs	With PCL for revision	1	\$ 62,343.07		Original \$25K Rev 1 \$57K, Rev 2 \$62K, Rev 3 \$47K
CCO 004	Concrete Apron Additions	Approved	1	\$ 5,332.88		
CCO 005	Wall Reinforcing Steel	Approved	1	\$ (2,366.00)		
CCO 006	12mm Concrete Aggregate	Approved	1	\$ 2,161.47		
CCO 007	Tank Mixer Stand	Approved	1	\$ 3,131.14		
CCO 008	Fencing for Reservoir Site	Approved	1	\$ 25,269.60		
CCO 009	Haul Route Maintenance	Approved	1	\$ 58,000.00		
CCO 010	Pour Break Waterstop	Approved	1	\$ 3,905.04		
CCO 011	Credit for HDPE Elbows/Thrust Blocks	Approved	1	\$ (5,432.00)		
CCO 012	Site Security Costs	Approved	1	\$ 34,533.36		
CCO 013	Brick Angle Detail	Approved	1	\$ 4,499.33		
CCO 014	Site Fencing Cost Increases	Approved	1	\$ 4,004.94		
CCO 015	Suspended Slab Temporary Openings	Approved	1	\$ 3,620.00		
CCO 016	Credit for Sanitary Tank Pad	Approved	1	\$ (750.00)		
CCO 017	Credit for Cattle Gate	Approved	1	\$ (4,800.00)		
CCO 018	Covid Costs	Approved	1	\$ 55,188.00		Total Costs negotiated on Oct 21st. Final.
CCN 011	Credit for Alternate Switch	Pending	1	TBD		PCL to provide cost
CRX 019	Curbinator Hydrovac Costs	Rejected	1	\$ -		\$6,475.41 Claimed for Dewatering Lines
CRX 023	Brick Wall Cladding Detail	Under Review	1	\$ 7,925.44		
	Wetland AEP Live Staking due to negotiations	Not Issued	1	\$ 20,000.00		Awaiting Confirmation from AEP
CRX 031	Generator Costs / Delays due to weather.	Deleted	1	\$ -		Included in CCO003
	Total Credit			\$ (32,305.00)		
	Total Extra			\$ 303,066.33		
	Balance of Change Orders			\$ 270,761.33		
	Contract Contingency Value			\$ 250,000.00		
	Testing, Programming, and Utility Contingency			\$ 160,000.00		\$40,000 for programming
	Total Contingency Remaining			\$ 139,238.67		
	Total Costs			\$ 5,291,056.86		
	AT Funding for Contract 1					ISC Costs
	Reservoir Construction Costs		\$ 918,527.47			\$ 59,230.47
	Commission Admin Costs	\$ 64,412.47	\$ 11,182.00	= 17.36%		
	Commission Connection Fee		\$ 765,564.00			
	ATCO Power	\$ 13,003.40	\$ 2,257.39	= 17.36%		\$ 10,746.01
	Commission Legal Costs	\$ 185,321.60	\$ 32,171.83	= 17.36%		\$ 153,149.77
	Commission Project Coordinator	\$ 298,148.83	\$ 51,758.64	= 17.36%		\$ 246,390.19
	430m of 300mm Dia. Mainline Along RR130	includes 430m of mainline, 1 CAV, 1 Swab Launcher, 5% Mob/Demob and Commissioning Costs	\$ 250,774.50			
	Total Costs for AT Portion		\$ 2,032,235.83			
	Total Costs for ISC Portion		\$ 4,836,045.83			\$ 463,516.44
65	Water Line					
66	Contract 1 - Thompson		\$ 9,303,545.44			
67	Contract 2 - Armstrong		\$ 12,056,022.34			
68	Contract 3 - Nova		\$ 1,042,742.24			
69	Engineering (excluding reservoir)		\$ 2,240,309.65			
70				\$ 24,642,619.67		
71						
72	Total Project Costs for AT (funds advanced to date \$24,158,350)			\$ 26,674,855.50		
73						
74	Original Grant Approval			\$ 25,075,475.00		
75	Advances received to date			\$ 24,158,350.00		
76	Interest earned			\$ (136,827.98)		
77	Amount owing due to increase in project costs			\$ 1,462,552.52		
78	Amount not advanced from original grant			\$ 917,125.00		
79	Funds Owning			\$ 2,379,677.52		

 <p><b>HIGHWAY 28/63</b> REGIONAL WATER SERVICES COMMISSION</p>	<p>Hwy 28/63 Regional Water Services Commission Financial Report January 20, 2021 Regular Meeting</p>
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**Budget Report**

Attached is a financial update to December 31, 2020 ©1 There are some invoices from 2020 still being processed, so there will be small changes before the year end is complete. We estimate that each municipality will be billed \$16,000 for administration fees.

Attachment ©2 is a breakdown of the costs between the two grants a requested by ISC.

**Whitefish Lake Project**

A summary of the grants and costs for Whitefish are in the table. (Note, this does not include the tie in fee)

<b>Whitefish Lake Water Project</b>	<b>Project To Date Total</b>
<b>Revenue</b>	
Provincial Grant	\$24,158,350
Provincial Grant Interest	\$132,478
Federal Grant	\$5,000,000
Federal Grant Interest	\$129,663
<b>Grant/Interest Revenue</b>	<b>\$29,420,490</b>
<b>Expenses</b>	
Whitefish Lake Line	\$ 24,642,619.63
Whitefish Lake Reservoir	\$ 4,950,557.29
<b>Total Project Costs</b>	<b>\$ 29,593,177</b>
Unspent Grant Balance	<u>(172,687)</u>

The Commission is currently using its savings to bank roll the project. This will further be discussed in the Commission Manager report because we have not received a response to the request submitted to Alberta Transportation for additional funds on October 21, 2020 and again on December 24, 2020. The commission does have \$900,000 in savings, however if there is a long delay from Alberta Transportation, this may not be quite enough to finish. As a contingency, administration is recommending that we establish a line of credit of up to \$1,000,000. Any costs incurred will be allocated to the project. A borrowing bylaw will be presented at this meeting as a separate Request for Decision.

Submitted By: B. Adamson, Hwy 28/63 RWSC Finance Manager





Highway 28/63 Regional Water Services Commission  
2020 Budget to Actual

Agenda Item #4.2.2

	2020 ACTUAL TO DATE	2020 APPROVED BUDGET	2020 Variance	Notes
Water Sales	\$ 810,904	\$ 795,010	\$ 15,894	
Water Purchases	(601,748)	(570,093)	(31,655)	<i>Over 11,000 cm was lost in March with as a result of the Whitefish Extension Line. Thompson will reimburse 9,563 cm</i>
Net Water Sales	26% \$ 209,156	\$ 224,917	\$ (15,761)	
Administration Fee Revenue	\$ -	\$ 118,450	\$ (118,450)	
Member Debenture Payments	122,520	122,520	-	
Interest and Other	143,332	25,000	118,332	
Total Admin Revenue	\$ 265,851	\$ 265,970	\$ (118)	
<b>Total Net Revenue</b>	<b>\$ 475,008</b>	<b>\$ 490,887</b>	<b>\$ (15,879)</b>	
Meeting Fees, Mileage & Meals	\$ (11,890)	\$ (27,000)	\$ 15,110	
Contracted Services:	-	-	-	
Contract Operational Fees	(95,071)	(80,000)	(15,071)	
Audit Fees	(5,500)	(6,000)	500	
Legal Fees	(1,036)	(15,000)	13,964	
Alberta One-Call & Other Contracted Services	(1,746)	(2,400)	654	
Contract Engineering	(23,060)	(54,000)	30,940	
General Services	-	(2,000)	2,000	
Telephone	(1,930)	(2,500)	570	
Utilities	(44,936)	(38,000)	(6,936)	
Advertising	-	-	-	
Freight, Materials, Goods & Supplies	(27,911)	(24,000)	(3,911)	
Rail Crossings	(6,581)	(840)	(5,741)	<i>We received bills for several years from Railroad Mgmt Co that should have been paid</i>
Licences & Permits	(1,100)	(1,000)	(100)	
Memberships & Registrations	(55)	(300)	245	
Insurance	(15,180)	(16,250)	1,070	
Public Relations	-	-	-	
Bank Fees	(1)	(200)	199	
Total Operational Expenses	\$ (235,996)	\$ (269,490)	33,494	
Administration Fees	(78,000)	(78,000)	-	
WCB Expense	(135)	-	(135)	
Transfer of funds	-	-	-	
Debenture Payments	(122,520)	(122,520)	-	
Transfer to Reserves	-	(20,000)	20,000	
Total Contract & Debenture Expenses	\$ (200,654)	\$ (220,520)	\$ 19,865	
<b>Total Expenditures</b>	<b>\$ (436,650)</b>	<b>\$ (490,010)</b>	<b>\$ 53,359</b>	
<b>Net Profit/(Loss)</b>	<b>\$ 38,357</b>	<b>\$ 877</b>	<b>\$ 37,480</b>	

Whitefish Lake Water Project	Project To Date Total
<b>Revenue</b>	
Provincial Grant	\$24,158,350
Provincial Grant Interest	\$132,478
Federal Grant	\$5,000,000
Federal Grant Interest	\$129,663
<b>Grant/Interest Revenue</b>	<b>\$29,420,490</b>
<b>Expenses</b>	
Whitefish Lake Line	\$ 24,642,619.63
Whitefish Lake Reservoir	\$ 4,950,557.29
<b>Total Project Costs</b>	<b>\$ 29,593,177</b>
Unspent Grant Balance	(172,687)

## Agenda Item #4.2.3

Highway 28/63 Water Services Commission  
 Grant Spending Update  
 18-Jan-21

	Alberta Transportation			ISC			Project Grand Total Total
	\$ 25,075,457.00			\$ 5,000,000.00			
	Whitefish First Nations Water Tie In	Whitefish First Nations Water Reservoir	Total	Whitefish First Nations Water Tie In	Whitefish First Nations Water Reservoir	Total	
2017	\$ 411,782.54		\$ 411,782.54			\$ -	\$ 411,782.54
2018	\$ 717,037.46	\$ 5,031.26	\$ 722,068.72	\$ 23,784.66		\$ 23,784.66	\$ 745,853.38
2019	\$ 21,773,284.28	\$ 71,338.95	\$ 21,844,623.23	\$ 337,246.11		\$ 337,246.11	\$ 22,181,869.34
2020	\$ 1,740,515.35	\$ 787,997.09	\$ 2,528,512.44	\$ 3,725,159.22		\$ 3,725,159.22	\$ 6,253,671.66
<b>Project Costs To Date</b>	<b>\$ 24,642,619.63</b>	<b>\$ 864,367.30</b>	<b>\$ 25,506,986.93</b>	<b>\$ -</b>	<b>\$ 4,086,189.99</b>	<b>\$ 4,086,189.99</b>	<b>\$ 29,593,176.92</b>
Grant received	\$ 24,158,350.00		\$ 24,158,350.00	\$ 5,000,000.00		\$ 5,000,000.00	\$ 10,000,000.00
Interest earned	\$ 132,477.58		\$ 132,477.58	\$ 129,662.53		\$ 129,662.53	\$ 259,325.06
<b>Total Funding</b>	<b>\$ 24,290,827.58</b>	<b>\$ -</b>	<b>\$ 24,290,827.58</b>	<b>\$ -</b>	<b>\$ 5,129,662.53</b>	<b>\$ 5,129,662.53</b>	<b>\$ 10,259,325.06</b>
<b>2020 Deferred Grant Revenue</b>	<b>-\$ 351,792.05</b>	<b>-\$ 864,367.30</b>	<b>-\$ 1,216,159.36</b>	<b>\$ -</b>	<b>\$ 1,043,472.54</b>	<b>\$ 1,043,472.54</b>	<b>-\$ 172,686.81</b>



**HIGHWAY 28/63 REGIONAL WATER SERVICES COMMISSION**

**REQUEST FOR DECISION**

**Date:** January 20, 2020

**To:** Hwy 28/63 RWSC Board Members

**From:** Brenda Adamson, Finance Manager

**Subject:** Bylaw No 007-2021 Water Rates

**1.0 PURPOSE**

To seek the Board's pass bylaw 007-2021 authorizing the Commission to temporarily borrow up to \$1,000,000 to bridge the funding gap between project costs and grant reimbursement.

**2.0 BACKGROUND**

The board of Highway 28/63 RWSC agreed to a proposal from Mike Yakemchuk of the Alberta Government to oversee a project to provide water to the Whitefish Lake First Nation #128 at no cost to the Commission.

The following Grant funds were paid to the commission:

2017	\$ 48,350	AT
Jan, 2018	\$ 500,000	AT
June, 2018	\$ 400,000	AT
Nov, 2018	\$ 210,000	AT
Jan, 2019	\$16,300,000	AT
Feb, 2019	\$ 5,000,000	ISC
Mar, 2019	\$ 4,700,000	AT
Apr, 2019	\$ 1,000,000	AT
<b>Total</b>	<b>\$28,158,350</b>	

Our estimated final project cost not including the tie in fee is **\$30,484,598.** Alberta Transportation owes \$917,125 on the originally approved grant agreement as well as about \$1,400,000 for the tie in fee, increased project costs, and reimbursement to ISC. To keep the project moving, Highway 28/63 Water Services Commission may need to borrow funds until further grant funds are advanced.

**3.0 ALTERNATIVES**

- 3.1 The Board passes bylaw 007-2021 to authorize the Commission establish a \$1,000,000 line of credit. As per ATB, interest charged is prime plus 1%. The bylaw lists a maximum interest rate of %10. Today the rate would be 3.45%
- 3.2 The Board ceases to pay invoices and the jeopardizes the success of the project.

**4.0 DISCUSSION**

Management is closely monitoring and projecting cash flows in and out for the next several months to ensure there is enough funds available to keep all expenditures paid. If we do not receive grant funds within the next two to three months, we anticipate the bank will be overdrawn. The line of credit will provide some assurance that all bills will continue to be paid.

**5.0 FINANCIAL IMPLICATIONS**

All costs related to the line of credit will be charged to the project to be reimbursed through the grants.

**6.0 INTERDEPARTMENTAL IMPLICATIONS- N/A**

**7.0 INTERGOVERNMENTAL IMPLICATIONS-**

The line and reservoir will be complete this summer. The ability to continue to pay upcoming costs and the holdbacks will decrease the risk of serious legal implications between the levels of government, Whitefish First Lake Nation, and the Contractors. However, Alberta Transportation has not been responding to our emails. Their lack of communication indicates there could be unknown delays in final payment.

**8.0 POLITICAL/PUBLIC IMPLICATIONS- N/A**

The line and reservoir will be complete this summer. The ability to continue to pay upcoming costs and the holdbacks will decrease the risk of serious legal implications between the levels of government, Whitefish First Lake Nation, and the Contractors

**9.0 OTHER COMMENTS - N/A**

**10.0 RECOMMENDATIONS**

The Board gives 1<sup>st</sup>, 2<sup>nd</sup> permission for 3<sup>rd</sup>, and 3<sup>rd</sup> and final readings to Bylaw 007-21 Water Rates. *Passing Bylaw 1.*

**Prepared By:**

Brenda Adamson, Hwy 28/63 RWSC Financial Manager

**Approved By:**

Gene Sobolewski, Hwy 28/63 RWSC Manager

## **HWY 28/63 REGIONAL WATER SERVICES COMMISSION BYLAW NO. 007-2021**

**A Bylaw of the Highway 28/63 Regional Water Services Commission of the Province of Alberta to provide operating expenditure borrowing and short-term capital projects borrowing .**

**WHEREAS** Sections 256 and 257 of the *Municipal Government Act*, being Chapter M-26 R.S.A. 2000 and amendments thereto, deal with short-term borrowing.

**NOW THEREFORE**, the **Highway 28/63 Regional Water Services Commission** of the Province of Alberta, duly assembled, enacts the **"Borrowing Bylaw"** of the Highway 28/63 Regional Water

1. The Corporation is hereby authorized to borrow from ATB Financial, ("ATB") up to the principal sum of **\$1,000,000.00 (One Million Dollars and zero cents)** repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10% (ten percent) and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. **The borrowing is a line of credit** payable on demand and the Corporation is required to pay accrued interest monthly.
3. The Board Chair Person and the Commission Manager are authorized for and on behalf of the Corporation:
  - (a) To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms, and conditions of the loan and security or securities to be given to ATB;
    - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
4. The source or sources of money used to repay the principal and interest owing under the borrowing from ATB are: unpaid grant funds and other revenues.
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.

**HWY 28/63 REGIONAL WATER SERVICES COMMISSION  
BYLAW NO. 007-2021**

6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Board of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. This Bylaw comes into force on the final passing thereof.

WE HEREBY CERTIFY that the foregoing bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the 20<sup>th</sup> day of January 2021 at which a quorum was present, as entered in the minutes of the said Board, and that the Bylaw has come into force and is still in full force and effect.

This Municipal Borrowing Bylaw, inclusive of its Certificate: (a) may be executed electronically; and (b) may be delivered by email, facsimile or other functionally-equivalent means.

Read a **FIRST** time this 20<sup>th</sup> day of January, 2021.

Read a **SECOND** time this 20<sup>th</sup> day of January, 2021.

Read a **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL BOARD MEMBERS PRESENT** this 20<sup>th</sup> day of January, 2021.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MANAGER

**Date:** January 20, 2021      **File:** 2017-3034.00.04.00  
**To:** Highway 28/63 Regional Water Services Commission  
**From:** Ryan Krausher – Associated Engineering  
**Project:** Highway 28/63 Regional Water (Twinning)  
Whitefish #128 Off-Reserve Reservoir  
**Subject:** Projects Update

## MEMO – Report #24

---

### Whitefish #128 Twinning

**Thompson – Smoky to Bellis:**

- On Warranty until 2022.

**Armstrong – Bellis to WLFN:**

- On Warranty until 2022.

**Nova - Warspite Booster Station**

- On Warranty until 2022.

**Nova - Edwand Booster Station**

- On Warranty until April 26, 2021.
- FAC Inspection to be booked in the next 1-2 months.

### Whitefish #128 Reservoir (Off Reserve)

- Reservoir is currently within 720 Hour Performance Acceptance period.
- Once successfully completed, Substantial Completion may be issued with 45-day Lien HB Release period.
- Extended warranty for 5 years on wall repair to be identified.
- Civil deficiency will be outstanding until spring due to winter conditions.
- Piping, electrical, and mechanical deficiencies to be mainly completed within the next month.
- WLFN work is progressing on-reserve. Contractor to confirm if water delivery can begin in February 2021.
- Weekly flushes of reservoir ongoing. Level fluctuates between 2.0m and 1.3m in order to keep fresh water in the tank, and facilitate equipment fill cycling for proving and testing.
- Reservoir Transfer to WLFN: - **No Update.**
  - Brownlee has prepared the draft transfer agreements, but still requires information from WFL prior to submission for reviews. We understand that WFL has approved their lawyer to review, but nothing submitted by Brownlee to date. - **Ongoing**
- Restoration within over-cleared area has been completed. AE environmental finalizing signoff paperwork.
- Cashflow is updated. Anticipate additional engineering costs due to AEP/legal/Construction and WFL issues.
- Environmental Restoration on Over-Cleared lands is completed. On monitor and maintenance schedule.
- North Wetland Boundary (Southern Reservoir site) required by AEP to have live staking completed. Change Order to be issued to complete the work in the spring.



Associated  
Engineering

GLOBAL PERSPECTIVE.  
LOCAL FOCUS.

Memo To: Highway 28/63 Regional Water Services Commission

- 2 -

- Reservoir Substantial Completion - original schedule is October 31<sup>st</sup>, 2020.
  - 75 days over schedule.
- Total completion – Original Schedule, Dec 31, 2020. Anticipated schedule awaiting submission be PCL, but possibly May/June 2021.

JAN 14/21

**-END-**



## **N.E. Muni-Corr Ltd. Report -- December 14, 2020**

### **Highway 28/63 RWSC / Cold Lake RUSC / Bonnyville RWSC**

- Post Construction inspection did not take place before the snow and freeze up and expects it will now take place in the spring.

### **ByLaws - Motorized Mobility Aids**

- Administration presented proposed changes to the Bylaws to deal with motorized mobility aids, access on the paved sections and general clean up of the existing ones.

### **Unauthorized Access By Adjacent Landowners**

- Director Cherniwchan reported on the site visit with Mr. Trenchuk. At the end of the day, the situation was not resolved. Discussion included:
  - All approaches to adjacent landowners property should have a signed agreement and proof of liability insurance and, Muni-Corr should register the agreement on the landowners title.
  - If we don't follow through on having Muni-Corr property reclaimed, it is setting precedence.
  - Too late in the season to follow through so we will need to do an assessment in the spring.
  - All three rural municipalities have drones; Muni-Corr should request an ariel survey of the entire ROW.

### **Riverland Recreational Trail Society**

- Marvin Bjornstad, President of Riverland Recreational Trail Society reported they are working with OuterSpatial and will start data inputting in January. RC Strategies Inc. is working on the draft report and will be ready to present to RRTS in January.

### **2021 Meeting Schedule**

- Administration presented the 2021 meeting schedule.

### **2021 Golf Tournament**

- Administration presented the golf schedule with Smoky Lake being the host community for 2021. It was noted the August date is in conflict with several of the Municipalities council meetings. It was moved to approve Smoky Lake as the host community and for Administration to bring back an alternate golf tournament date to the next meeting.

### **Nova Gas Release & Settlement Agreement**

- Controller presented the terms of the agreement with the recommendation the Board approve it. It was moved to approve the agreement as presented.

### **RMA Insurance**

- Controller presented the 2021 invoicing and recommended the Board cancel the Legal Expense and Umbrella Liability coverage.
- It was moved to cancel the two coverages as presented.

### **Policy Statements**

#### **2020-03 Function - Event Request Policy**

- Administration presented the draft function/event request policy
- It was moved to approve the policy as presented.

#### **2020-08 Encroachment Policy**

- Administration presented the draft encroachment policy. It was noted siding lands were not included in the policy.

- It was moved to approve the policy with the addition of siding lands.

### **Camping Policy**

- Administration had sent out an email several weeks past to ask members for feedback on a camping policy and presented some points to consider in developing a camping policy. It was suggested the easiest would be to have through hikers/cyclists and horse and wagon groups get authorization for access to ROW, siding or staging lands for overnight.
- Administration will bring back a draft policy to the next meeting.

### **NEXT MEETING**

- The next regular Board Meeting for N.E. Muni-Corr Ltd. is scheduled for Monday, January 11th at 10:00am. via ZOOM.

## **N.E. Muni-Corr Report -- January 11, 2021**

### **Feedback: 2020-02 Land Policy**

- Administration presented the revised Land Policy with the new mapping and acres included.
- It was moved to approve the 2020-02 Land Policy as presented.

### **Feedback 2021-10 Camping Policy**

- Administration presented the draft Camping Policy.
- It was moved to approve the 2021-10 Camping Policy as presented.

### **2021 Golf Tournament Date & Meeting Schedule**

- Administration presented the alternate 2021 golf and meeting date to August 16, 2021.
- It was moved to approve the revised 2021 Meeting Schedule.

### **Reports**

#### **Riverland Recreational Trail Society - Marvin Bjornstad**

- RRTS is working with OuterSpatial and MuniSight. We have a clean set of data to transfer over to the app. We are working on the unique id fields for all assets and will start entering those into the GIS program. We are also registered now in the Management system and can start entering the points of interest.
- RRTS is moving into a more tech environment with the app, mapping on GIS and more data. We'll be looking at developing some policies around how data should be stored and managed.

#### **Administration - Marianne Janke**

- Discussion included the cancellation of the 2021 Edmonton & Sportsman Show. However, they are doing a digital promotion for the month of March which we'll participate in at no cost.
- RRTS was approved for a \$5,000.00 TCT grant to outfit trail steward kits.

#### **Letter of Support: Smoky Lake County**

- It was moved to approve a letter of support for Smoky Lake County in their application for the North Saskatchewan River to the Canadian Heritage River System.

Marvin Bjornstad informed the Board he is in the process of collecting historical data on the Carlton Trail including maps and trying to identify the exact route of the trail. He received a lot of information from Smoky Lake County and if there is anyone else the Board members know of that he should talk to, please give him the contact info or have them contact him.

### **NEXT MEETING**

- The next regular Board Meeting for N.E. Muni-Corr Ltd. is scheduled for Monday, February 8<sup>th</sup> at 10:00 am via ZOOM.

## 2021 N.E. Muni-Corr Ltd. Meeting Schedule

### 2<sup>nd</sup> Monday of Each Month

- Meeting Location: County of St. Paul Boardroom, 5015-49 Avenue
- Meetings start at 10:00am
- Require 6 members of which 1 must be a rural municipality for quorum

January 11, 2021

February 8, 2021

March 8, 2021 (AGM)

April 12, 2021

May 10, 2021

June 14, 2021

July 12, 2021

August 16, 2021 (Golf Tournament @ Town/County of Smoky Lake)

September 13, 2021

October 4, 2021

November 8, 2021(Organizational)

December 13, 2021

**NE Muni-Corr Ltd.****Budget to Actual as of December 31, 2020**

	<b>2020</b>	<b>2020</b>	
<b>Revenue</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Utility Crossing Fees	18,191.71	2,140.00	(16,051.71)
Temporary Crossing Fees		1,000.00	1,000.00
Temporary License of Occupation Fees	571.58	40.00	(531.58)
Siding Leases	1,372.14	1,370.00	(2.14)
Sale of Land	30,000.00	30,000.00	-
Dividends	44.61	-	(44.61)
GST Refunds	1,102.38	100.00	(1,002.38)
Miscellaneous Revenue	1,292.22	-	(1,292.22)
Wage Recovery	5,000.00	5,000.00	-
Interest Revenue	13,268.67	8,350.00	(4,918.67)
<b>Total Revenue</b>	<b>70,843.31</b>	<b>48,000.00</b>	<b>(22,843.31)</b>
<b>Expenses</b>			
Accounting/Legal	16,407.05	18,200.00	1,792.95
Administrative Coordinator	71,071.32	71,350.00	278.68
Land Appraisals/Fees	-	-	-
Insurance	10,385.49	13,500.00	3,114.51
Travel/Entertainment	1,975.24	1,500.00	(475.24)
Bank Charges	-	-	-
Surveying	12,188.71	-	(12,188.71)
Office Supplies/Expense/Rent	2,875.48	3,000.00	124.52
Repairs & Maintenance		5,000.00	5,000.00
Donations/Grants/Contributions	19,047.62	20,000.00	952.38
Management/Membership Fees	3,395.00	200.00	(3,195.00)
GST Expense	1,730.86	2,000.00	269.14
<b>Total Expense</b>	<b>139,076.77</b>	<b>134,750.00</b>	<b>(4,326.77)</b>
<b>Total Net Surplus/(Deficit)</b>	<b>(68,233.46)</b>	<b>(86,750.00)</b>	<b>(18,516.54)</b>
<b>Bank Account/Term Deposit Balances</b>			
Savings Account	18,087.35		
Chequing Account	163,920.82		
GIC #30 (Matures June 16, 2021)	205,000.00	Accrued Interest	1,501.28
GIC #26 (Matures May 2021)	102,300.00	Accrued Interest	1,443.97
GIC #27 (Matures May 2022)	102,510.00	Accrued Interest	1,579.05
GIC #31 (Matures Oct. 5 2021)	140,000.00	Accrued Interest	260.28
	<u>731,818.17</u>		<u>4,784.58</u>



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN
01-20	<p>That Smoky Lake County Reeve, <b>Craig Lukinuk</b> be nominated as the <b>Chairperson</b> for the Regional Community Development Committee. (RCDC).</p> <p>Second call for nominations for Chairperson.</p> <p>Third call for nominations for Chairperson.</p>	<p><b>Smoky Lake County</b> <b>Managing Partner</b></p>	<p><b>Craig Lukinuk, Reeve, Smoky Lake County</b> was declared by acclamation by Smoky Lake County's Assistant Chief Administrative Officer as the <b>Chairperson</b> for the Regional Community Development Committee for the ensuing year and assumed the chair.</p>	1.1
02-20	<p>That nominations for Chairperson for the Regional Community Development Committee cease</p>			
03-20	<p>That the Smoky Lake County Councillor, <b>Lorne Halisky</b> be nominated as <b>Vice-Chairperson</b> for the Regional Community Development Committee.</p> <p>Second call for nominations for Vice-Chairperson.</p> <p>Third call for nominations for Vice-Chairperson.</p>	<p><b>Smoky Lake County</b> <b>Managing Partner</b></p>	<p><b>Lorne Halisky, Councillor, Smoky Lake County</b> was declared by acclamation by the Chairperson as the <b>Vice-Chairperson</b> for the Regional Community Development Committee for the ensuing year.</p>	1.1
04-20	<p>That nominations for Vice-Chairperson for the Regional Community Development Committee cease</p>			

**November 2, 2020 Regional Community Development Committee (RCDC) Meeting**

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN
14-20	That the Regional Community Development Committee (RCDC) recommend the Community Economic Development Officer (CEDO) and the Managing Partner identify changes to bylaw, terms of reference, and other related RCDC management system elements and make recommendation to optimize the Committee's activities, structures and reporting.	Smoky Lake County Managing Partner & CEDO	Community Economic Development Officer (CEDO) scheduling working session with Managing Partner for December 2020.	2.8
16-20	That the Regional Community Development Committee (RCDC) recommend 2021 Boat and Sportsmen Show attendance be deferred to 2022 and that the Community Economic Development Officer (CEDO) request our 2020 credit be carried to 2022.	Smoky Lake County Managing Partner & CEDO	Community Economic Development Officer (CEDO) requested credit from show organizers for 2020 be carried forward to 2022.	2.13
17-20	That the Regional Community Development Committee (RCDC) recommend participation in the 2021 HUB CARES Investment Attraction Video project.	Smoky Lake County Managing Partner	Community Economic Development Officer (CEDO) advised Bob Bezpalko by email of our intention to participate in the 2021 HUB CARES project.	3.1
19-20	That the Regional Community Development Committee (RCDC) accept action taken to sponsor the November 10, 2020 GO EAST AGM in the amount of \$250.00	Smoky Lake County Managing Partner & CEDO	The AGM was cancelled and RCDC has not been invoiced for the sponsorship.	2.1
20-20	That the Regional Community Development Committee (RCDC) recommend that Perry Phillips and Leon Boychuk-Hunter represent RCDC at the 2020 Go East AGM event on <b>November 10, 2020</b> .	Smoky Lake County Managing Partner	The AGM was cancelled due to COVID19 restrictions.	2.8

November 2, 2020 Regional Community Development Committee (RCDC) Meeting



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN
22-20	That the Regional Community Development Committee (RCDC) recommends convening an in-person RCDC Refresh Workshop on <b>Wednesday December 2, 2020</b> and invite Noel Simpson, President Smoky Lake Regional Chamber of Commerce.	<b>Smoky Lake County Managing Partner</b>	Event CANCELLED due to Covid-19 restrictions	1.1
23-20	That the Regional Community Development Committee (RCDC) recommends convening a virtual 2021 Budget Meeting <b>December 7, 2020</b> .	<b>Smoky Lake County Managing Partner</b>	Virtual Budget meeting scheduled for December 7, 2020.	1.1



## ACTION LIST:

Page 1

December 07, 2020 Regional Community Development Committee (RCDC) Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN
31-20	That the Regional Community Development Committee (RCDC) approve the 2021 RCDC Budget at \$100,000 and the municipal funding formula be adjusted to account for the withdrawal of the Village of Waskatenau from the Committee.	Smoky Lake County Managing Partner	The Regional Community Development Committee (RCDC) is scheduling an in-person workshop for early 2021 (post relaxation of COVID 19 restrictions) to create the workplan and establish the funding formula for the Committee members for 2021.	1.1

WASKATENAU PRYVEET DANCE CLUB  
GENERAL MEETING MINUTES  
DECEMBER 2ND, 2020

1. Call meeting to order at 7:03pm
2. Review of agenda; errors/omissions, move/adopt - Jessica moves the agenda to be adopted, Farrah to second.
3. Review minutes from last meeting (November 4, 2020); errors/omissions, move/adopt - Jessica moved the minutes from November 4th, 2020 to be adopted, Farrah to second.
4. Treasurer's Report:
  - General Account - \$10,453.09
  - Casino Account - \$7181.59
  - GIC Account - \$15,270.00
  - Jessica to accept as presented and farrah to second.
5. New Business
  - 5.1) Invoice from Waskatenau Village - Costume storage/Insurance is \$141.00. Farrah makes the motion to pay the insurance and Jami to second.
  - 5.2) ATB GIC - GIC will be maturing December 6th, 2020. Erin spoke with Ashley at ATB Smoky Lake, the rate for the Amplified GIC is .50%, suggesting we place the principle and interest back into the amplified GIC for 1 year. Jessica makes the motion to reinvest the GIC and Jami to second.

## 6. Old Business

6.1) Costume Returns - Tabled to next meeting in January 2021

6.2) Dance Fees due - Since enhanced measures (COVID) have been put in place from November 24th to December 15th, this has led to cancelled classes. Will relook at fees in January once we know if/when we can have classes. Tabled to next meeting in January 2021.

6.3) Fundraising - After discussing, we have found that Little Ceasers and other food/Kitchen/Chocolate fundraisers are not huge profits for the dance club and most include delivery fees. Looking at doing a fundraiser that is focused on the community such as BINGO. Fundraising will be tabled for the January 2021 meeting.

6.4) Competitions/Festivals - We have not heard anything regards to competitions/festivals - tabled to January 2021 meeting

6.5) Pictures - Tabled to January 2021 meeting

6.6) Kelsey came up with a unique idea of using rolling chairs in a dance routine. Not sure if this is something we can do, but would be open to try it. Looking for free chairs, no arms, just with wheels and will need to roll nicely.

6.7) Resume classes on January 12th, pending COVID guidelines.

7. Next Meeting - January 13th, 2021 - Place/Time TBA

8. Meeting Adjournment at 7:34pm



5019-50 St  
Smoky Lake, AB T0A 3C0

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

January 14, 2021

Dear Smoky Lake County Council,

**RE: Smoky Lake Community Daycare Cooperative – Reallocation of Funds Request**

The Pumpkin Patch Daycare is excitedly planning our new daycare center within the new H.A.K School. We are thrilled to help create and utilize a functional, education and comforting facility.

In early 2019, Smoky Lake County Council generously made **Motion: 461-19:** “That Smoky Lake County donate in the amount of \$2,500.00 to the Smoky Lake Community Daycare Co-operative operating as “The Pumpkin Patch Daycare” to assist in renovations within their host facility: H. A. Kostash School, in response to the letter received on February 5, 2019 from The Pumpkin Patch Daycare, indicating the daycare was declined the Community Facility Enhancement Program (CFEP) grant; and the funds be allocated form Individuals Groups and Organizations.”

These funds were earmarked for renovations in the existing H.A.Kostash School in order to transform the classrooms into a functional daycare facility. To our surprise, Aspen View Public Schools has decided to donate the time and labour and has not charged the Pumpkin Patch for any of the renovations that have taken place.

The Pumpkin Patch Daycare would like to request that these funds be allowed to be used at the Daycare’s discretion.

The Smoky Lake Community Daycare Cooperative (The Pumpkin Patch Daycare) would like to extend a huge thank you for the continued support we have received from Smoky Lake County since our opening in 2018.

We look forward to hearing from you,

Melody Morton  
Chair  
The Pumpkin Patch Daycare

## **Evonne Zukiwski**

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**From:** Dick Richards <dick.richards@asperview.org>  
**Sent:** January 7, 2021 8:43 AM  
**To:** Evonne Zukiwski  
**Subject:** Daycare

Good Morning,

When the rooms at HAK were being redesigned and renovated for the Pumpkin Patch, Aspen View Public Schools donated the time and labour. The Pumpkin Patch will not be charged for any of the work or materials that have been used by Aspen View Public Schools. We are extremely pleased to be able to offer space, and we look forward to continuing a partnership with the Pumpkin Patch.

Sincerely,

Dick Richards

Principal  
H. A. Kostash School  
Smoky Lake

# Smoky Lake County Regional Heritage Board

## JULY 2020 Regular Meeting Minutes

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**Date:** Tuesday July 28, 2020

**Location:** Metis Crossing

### 1.0 Call to Order

The meeting was called to order by the Chair, Noreen Easterbrook at 3:40 P.M.

Present:	Chair	Noreen Easterbrook
Present:	Treasurer	Graham Dalziel
Present:	Secretary	Christine Hansen
Present:	Director	Michelle Wright
Present:	Director	Pam Billey
Present:	Director	Leon Boychuk-Hunter
Absent:	SLC Plan./Dev. Officer	Jordan Ruegg
Present:	SLC Plan./Dev Assistant	Kyle Schole
Guest:	Guest-Metis Nation Exc Dir.	Juanita Marois

### 2.0 Agenda

#### Motion 20-13

Graham: That the agenda for the July 28, 2020 Smoky Lake County Regional Heritage Board Meeting be adopted.

Carried.

### 3.0 Minutes

#### Motion 20-14

Michelle: That the minutes of the Smoky Lake County Regional Heritage Board Meeting held in May 2020 be adopted.

Carried.

### 4.0 Correspondence

#### Received

- May 30 invoice for \$550 from Wawanesa Insurance
- June 2 copy of notice from SL County Planning Dept. regarding completion of draft Victoria District Economic Development Strategy with the document enclosed and invitation to June 26 public hearing for bylaw.
- July 15 letter re: Ruthenia School file HR-3673-20F from Matthew Wangler, Executive Director, Historic Resources Management Branch informing us that there will be a temporary suspension of grants offered by Heritage Preservation Partnership Program as the program undergoes restructuring and we can reapply in February 2021.
- July 15 copy of letter re: Bellis Firehall file HR-3635-19S from Matthew Wangler notifying us of above information and that the grant commitment has an amended expiry date of January 31, 2021.
- July 20 letter from AB culture re: Community Facility Enhancement Program File CFEP-086835 informing us that the request for \$39,800 to relocate and renovate the Russ House has been reviewed and declined.

#### Sent

- June 4, 5<sup>th</sup> emails from chair to board members: liability insurance for HITMTR cancelled for this year.
- June 4, 5<sup>th</sup> emails from chair to board members to pass motion for Amy Cherniwchan to be added as a signing authority.

# Smoky Lake County Regional Heritage Board

## JULY 2020 Regular Meeting Minutes

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- June 18<sup>th</sup> Letter to Smoky Lake County Council with a Statement of Significance stating that the Waskatenau General Store is worthy of municipal designation and, though a recommendation is currently outside the jurisdiction of the SLCRHB, it could be conveyed to Waskatenau village council to designate it as a municipal heritage resource.
- June 24 submitted a grant application for Ruthenia School conservation to National Trust for Canada Shovel ready Heritage Projects.
- June 25<sup>th</sup> letter of support to Smoky Lake County Council for the Victoria District Economic Development Strategy.
- July 16 grant application to UFA Rural Communities Foundation for relocation and renovation of Russ House to SLC property.

### 5.0 Financial

#### 5.1 Bank Balance

Graham Dalziel presented the current bank balances.

#### Motion 20-15

Christine: That the balance as of June 30, 2020, in the amount of \$ 13,939.57 in the general account be accepted and filed for information.

Carried

### 6.0 Business

#### 6.1 Delegate/s

Shirley Terry, Bill Ewanciw, and Elmer Warzin in attendance representing Shevchenko Cemetery Company at North Kotzman to discuss the options for renovating the church that is associated with the cemetery. They had a file that included a certificate of incorporation from 1933 and a letter from 1989 stating that the county council of the time declared the church to have historic designation.

#### 6.2 Administration

- Signing Authority

#### Motion 20-16

Noreen: That Amy Cherniwchan be given signing authority along with executive members Noreen, Graham and Christine. Amy can help manage the finances of the Heritage Boards in consultation with the executive of the Smoky Lake Heritage Board and the SLC Regional Heritage Board. Only two signatures are required for authorization of all bank accounts.

Carried

- Metis Crossing

Juanita Marois of Metis Crossing gave an update on development over the past year and plans for the next few years. This presentation provided much information including a building for a variety of styles of visitor accommodations, a 4.9 MW solar field, programs to share and teach traditional practices, augmented reality, and an increase in our region's tourism expected from 6,000 visitors in 2021 to 80,000 in 2030.

- Municipal Geographic Information System (GIS)

# Smoky Lake County Regional Heritage Board

## JULY 2020 Regular Meeting Minutes

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Kyle is building new layers on website to include heritage sites such as pioneer schools and Bear's Ear Reserve.

- Heritage Board Regionalization  
A motion was made by county council to move forward on combining villages, town, and county on the regional heritage board; however, this action has been stalled by COVID 19.
- Alberta Register of Historic Places update  
Chahor Church has been added to the register. Ruthenia School is still in the process.
- Heritage-Driven Economic Development Strategy update  
Public hearings were completed and the bylaw has been adopted by council. A business plan is being developed.
- Intervention Permit  
By request, Noreen assisted Gary Fedoretz in completing an application to make a change to a designated building in order to preserve it. The Russo Greek Catholic Orthodox Parish of Toporutz Holy Trinity Church required a new roof and the people of the parish decided a metal roof would last much longer than asphalt shingles. Noreen signed the approval, which recommended to Municipal Planning Services that it meets required standards because the asphalt shingles are not a character-defining element.
- Pros and cons of heritage designation  
Noreen produced a draft table explaining the advantages and drawbacks of designation. This will be useful for landowners, the County, and general public. This was presented and discussed with input by other board members to be added as received. (table attached)

### 6.3 Financial Management

- Status of grant applications submitted  
The CFEP declined our application for the Russ House to be moved and utilized as an interpretive center. The reason given was that the use does not align with their criteria. This doesn't seem correct so we may reapply at some point in anticipation of a more positive outcome.
- Interpretive Centre  
If the county council decides that an interpretive / visitor center in the Victoria District is important enough to fund, Approx. \$80,000 will need to be put into the budget for the upcoming year.
- Potential grants available for historically designated and non-designated sites  
Michelle keeps on top of grants available and their criteria. UFA is the only one at this time and an application was sent in for the Russ House.

### 6.4 Ecological Preservation

- Canadian Heritage River nomination update  
The Heritage Rivers Board amended the existing designation request for the North Saskatchewan River to encompass the extent of the river that parallels Smoky Lake County. It would be easier and quicker to designate a small stretch of the river rather than the entire river, which will be a very long process.



# Smoky Lake County Regional Heritage Board

## JULY 2020 Regular Meeting Minutes

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### 6.5 Historical Preservation

- Ruthenia School  
The purchase agreement is waiting to be signed for the land transaction to be a legal donation. The assessment company that the county contracts for tax purposes will evaluate the building so that we will know how much to state as a value for the tax donation receipt to Marvin Bidlock.
- Bellis Fire Hall  
The contractor will be scheduling this restoration work in the next couple of months.

### 6.6 Heritage Site Evaluations and Designations

- Victoria Trail Area  
The county has designated the Victoria Trail in its entire length within county boundaries as a municipal historic area for which there are minimal regulated restrictions. We will need to decide how to commemorate the trail with either a bronze plaque or a historic interpretive panel.
- Rubuliak Ukrainian House  
Evaluation for Historic Designation  
Christine and Graham conducted an evaluation and deemed it significant, Noreen assisted to determine character defining elements, integrity was given an exemption as it is the only structurally sound Ukrainian house in the region and its location remains within the National Historic District and a Statement of Significance was written.

### Motion 20-17

Graham: That the Rubuliak Ukrainian House be designated a historic resource.

Carried

Action: Noreen to write a letter recommending county council designate the building as a municipal historic resource.

- Ruthenia School Status
  - Donation agreement has been written, waiting for signatures.
  - Survey and Septic Inspection was completed, waiting for approval
  - Application to have it included in the national registries of historic places needs to be made.

### 6.7 Heritage Promotion and Recognition

- Bronze plaques for the Bellis Fire hall and Free Trader's Cabin have yet to be installed prior to ground freezing.
- National Trust for Canada Conference & Prince of Wales prize  
Kyle will be making a presentation the many progressive actions the county has recently implemented and plan to undertake to showcase Smoky Lake County's Heritage at the conference.
- Signs for Victoria Trail Municipal Historic Area  
Kyle is looking into what is required to have directional signs installed to indicate the attraction of the Victoria Trail.

# Smoky Lake County Regional Heritage Board

## JULY 2020 Regular Meeting Minutes

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- Victoria District Caveat Program  
County passed a motion to put policy in place for assisting landowners to register a caveat on land title that will highlight the historic asset of properties.
- Recognition  
Graham suggested that we do something to commemorate Cory Ollikka as he has been a positive influence on heritage objectives.

### **Motion 20-18**

Graham: To obtain a photo and have a nameplate engraved.

Carried.

### **7.0 Conclusion: Next Meeting and Adjournment**

### **Motion 20-19**

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, 6:50 pm.

Carried.

# Smoky Lake County Regional Heritage Board OCTOBER 2020 Meeting Minutes

**Date: October 28, 2020**

**Location: SLC Administration building Council Chambers**

## 1.0 Call to Order

The meeting was called to order by the Chair, Noreen Easterbrook at 6:35 P.M.

Present:	Chair	Noreen Easterbrook
Present:	Treasurer	Graham Dalziel
Absent:	Secretary	Christine Hansen
Present:	Director	Michelle Wright
Present:	Director	Pam Billey
Absent:	Director	Leon Boychuk-Hunter
Present:	SLC Plan./Dev. Manager	Jordan Ruegg
Present:	SLC Plan./Dev Assistant	Kyle Schole
Present:	Admin Asst.	Amy Cherniwchan

## 2.0 Agenda

The chair presented the agenda

### Motion 20-20

Graham: That the agenda for the October 28, 2020 Smoky Lake County Regional Heritage Board Meeting be adopted.

Carried.

## 3.0 Minutes

3.1 Minutes were presented by Noreen Easterbrook

### Motion 20-21

Michelle: That the minutes of the Smoky Lake County Regional Heritage Board Meeting held in July 2020 be adopted as amended by Graham in his email.

Carried.

### 3.2 Action Items

- Pros and cons of heritage designation: Currently in review and has been asked that it be carried over to next meeting when members will give input.
- Commemoration of Cory Ollikka: Graham showed everyone a picture from May 2009 he suggests to use and he read words to engrave on a nameplate or possibly printed onto canvas about 16" x 28" to commemorate the support of Cory Ollikka has given in the past years.

### Motion 20-22

Noreen: Allow Graham to spend \$200 on materials, photo and text printing and to display appreciation for Cory Ollikka.

Carried.

## 4.0 Correspondence

### Sent:

- August 19, 2020 letter to Smoky Lake County Council recommendation to designate the Rubuliak (Ukrainian) House as a municipal historic resource.

# Smoky Lake County Regional Heritage Board

## OCTOBER 2020 Meeting Minutes

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- Cheque for \$420 written October 22, 2020 to Municipal Planning Services as the required fee to submit an instrument (Plan of Survey) for endorsement as a condition of subdivision approval for the Ruthenia School.
- Email with a motion made by the chair was sent October 15, 2020. The contents of the email were as follows:

“At the May meeting, we discussed focusing our budget on Ruthenia School in light of the fact the owners of the Russ house would not be giving up their building in 2020. At the July meeting, I suggested that we could get started with money we have then install shingles next year adding that work could be done in the fall; however, we did not make a motion. As the upcoming meeting is being held at a date later than anticipated, I will need to have a motion passed by email. Paperwork for the Ruthenia School has been a long process to have a donation agreement, subdivision approval and land title certificate yet we would like to get started on the roof right away as winter is on its way. With ~\$10,500, we can get a crew to the school to remove shingles, then install plywood followed by applying tar paper. Otherwise, another winter with heavy snow and melting in spring may further damage the interior and rafters. I need each of you to reply to this email and the motion will be presented retro-actively at the meeting.”

The email is to be brought forward for retroactive ratification

### **Motion 20-23**

Noreen: to begin preservation of Ruthenia School through approval of \$10,500 toward the roof effective immediately

Carried

### Received

- Dated July 27, 2020 a copy of letter from the Village of Waskatenau to the development company owning Waskatenau General Store at 5034 50<sup>th</sup> St with notice of intent to designate and to contact Noreen Easterbrook to proceed with process.
- Dated August 20, 2020 a copy of letter from the Village of Waskatenau to the development company owning Waskatenau General Store at 5034 50<sup>th</sup> St with motion to rescind the intent to designate.
- August 19, 2020 report from The Inspections Group Inc. on the private sewage system at Ruthenia School as required for subdivision. One earthen pit privy constructed in the 1980's when there were no requirements has no deficiencies.
- August 20, 2020, a letter from Municipal Planning Services stating the subdivision application for Pt SW 6-59-16 W4thM which includes Ruthenia School was received and being evaluated.
- Emails Oct 15<sup>th</sup> and 16<sup>th</sup> from board members all in favour of approving funds for the Ruthenia School roof.
- Oct 19, 2020 Municipal Planning Services letter regarding File 20-R-174. Conditional approval has been provided by the Subdivision Authority for the lands containing Ruthenia School

### **5.0 Financial**

Graham Dalziel presented the current bank balances

#### **Motion 20-24**

Michelle: That the balance as of October 28, 2020, in the amount of \$ 1865.13 in the general account be accepted and filed for information.

# Smoky Lake County Regional Heritage Board

## OCTOBER 2020 Meeting Minutes

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Carried

### 6.0 Business

#### 6.1 Administration

##### Appointment of Executive

According to this board's bylaw 1236-11, section 6.1 states that "The Election of Executive Officers shall be done at the first meeting following Council's Organizational Meeting". County Council held their organizational meeting October 22, 2020. Therefore, board members must select a chair, vice chair and secretary treasurer at this meeting.

The board discussed combining the secretary and treasurer into one position and adding a vice chair as is suggested in the bylaw. Graham agreed to be vice chair with Noreen as Chair; Christine is now the secretary-treasurer.

##### Motion 20-25

Noreen: That the same three board members be appointed to continue as the executive, where only the positions changed.

carried

##### Heritage Board Regionalization

A draft bylaw is still in the process of being amended in combining villages, town, and county on the regional heritage board and will be reviewed at the administrators meeting in November. The new bylaw will take the place of the current SLCRHB bylaw 1236-11 for a completely new bylaw to facilitate a regional board to include all municipalities within the boundaries of the county.

##### Alberta Register of Historic Places update

Ruthenia School has been added to the National Register of Historic Resources; Rubuliak Ukrainian House is in the process and will be on the register after third reading of the bylaw December 10, 2020.

##### Action 20-1

Rubuliak Ukrainian House to be put on Alberta Register of Historic Places by Kyle

##### Heritage-Driven Economic Development Strategy update

On November 26, 2020, there will be a public hearing on the business plan for the Victoria District Economic Development Strategy, which is the description of how we plan to capitalize on heritage while preserving the cultural, ecological and built heritage assets and how the municipalities plan to form a partnership for a tourism corporation.

##### Action 20-2

Noreen is to obtain feedback from heritage board members and write a letter of support with input for the Victoria District Economic Development Strategy business plan.

#### 6.2 Financial Management

Budget submission

# Smoky Lake County Regional Heritage Board

## OCTOBER 2020 Meeting Minutes

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County budget meeting is in November and our budget will need to be submitted for approval. Noreen presented a proposed draft budget with the same total as last year but where item amounts were adjusted. The budget has \$1500 coming from fundraising with a request of \$13,500 from the county. Board members made suggestions and the draft was revised in preparation for submission to county administration.

### **Motion 20-25**

Michelle: to accept the proposed 2021 draft budget with revisions suggested.

Carried

**Action 20-3:** Noreen to revise and submit the 2021 budget to SLC administration.

### **6.3 Ecological Preservation**

Canadian Heritage River nomination

Letter received from Minister Jason Nixon that supports the nomination of only the small, stretch of the North Saskatchewan that spans across Smoky Lake County. The next step is to create nomination documents Sensitive Areas

There is a provincial wetland replacement program that Jordan & Kyle have been working on for the county to apply for the program. The County would need to propose three projects to do in the next three years that have to do with wetland restoration or replacement. No areas have been identified but they are open to suggestions. It is hopeful that this program would possibly bring tourism into the area.

### **6.4 Historical Preservation**

#### **Bellis Fire Hall**

The contractor worked on scraping, sanding and painting windows and doors in September. In October, roof trim was repaired, roof ridge ordered and installed. Once Ruthenia School is done, the contractor will go back to the fire hall to repair floorboards around the chimney and apply mortar to repair the chimney above the roof.

### **6.5 Heritage Site Evaluations and Designations**

#### **Preservation Prioritization**

A plan for the next ten years of what the heritage board would like to have preserved such as barns, houses, bars, and agricultural buildings so that our buildings for restoration are more a project where a compilation of buildings will be the goal rather than piece-meal. From a budgeting perspective we would have a better idea of what amount of financial support we would require. This plan would be beneficial when asking for financial support from other funders as we could possibly receive a longer commitment when there is a plan in place with timelines. Also, it would make applications for grants much easier and quicker.

### **Motion 20-26**

Noreen: That a committee consisting of Michelle, Noreen, and Christine will make a list of conservation and restoration sites that the heritage board would like to work on.

Carried

### **Action 20-4**

The committee will meet in January to begin work on a preservation prioritization plan.

# Smoky Lake County Regional Heritage Board

## OCTOBER 2020 Meeting Minutes

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### **Victoria Trail Area**

Historic Designation – Victoria Trail Municipal Historic Area

The county has designated the Victoria Trail in its entire length within county boundaries as a municipal historic area for which there are minimal regulated restrictions. Interpretive signs with text and graphics are strongly recommended to promote the history about the trail. Kyle has created a map of Fort Edmonton Trail, Alberta to Fort Garry, Manitoba along with some history. This signage could be installed near one of the boundaries of the trail. The estimated cost of a 5x3 sign would be \$4500 for fire proof weatherproof, vandal resistant material for a historic interpretive panel with a stand.

### **Action 20-5**

Review map and text with feedback by November 28, 2020

### **Ferry Crossing**

Kyle has been interacting with adjacent counties to adopt a bylaw for identifying former ferry sites as significant municipal historical sites. There is also a notice in the newspaper for the public to contact the Heritage Board for stories or memories about these historic ferry sites with Noreen as the contact.

### **Motion 20-27**

Graham: That the Heritage Board would recommend the former ferry sites for consideration of a municipal historical area.

Carried

### **Action 20-6**

Noreen to write a letter to council recommending former ferry sites to be designated municipal historical areas.

### **Rubuliak Ukrainian House**

Since our board recommended Municipal Historic Designation, council adopted the 60 day notice and this will be followed by declaration of Historic Designation at the December 10, 2020 meeting, when all 3 readings will be done at once.

### **Ruthenia School Status**

- Donation agreement has been signed.
- Survey and Septic Inspection was approved.
- Submission into national registries of historic places completed.
- Historic Resource Impact Assessment has been cleared and approved,
- Subdivision application was filed with documents and is conditionally approved.
- Land title transfer is in the process.
- The next step is endorsement by Municipal Planning Services then the surveyor will register it with Alberta Land Titles.

### **6.6 Heritage Promotion and Recognition**

- Heritage recognition bronze plaques for the Bellis Fire hall and Free Trader's Cabin are not installed but hopefully in the next month.

# Smoky Lake County Regional Heritage Board

## OCTOBER 2020 Meeting Minutes

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- Board members wrote text for the Ruthenia School and the Rubuliak Ukrainian House. These were sent to Behrends Bronze to be manufactured over the next few weeks and installed in the spring.
- Bellis Fire hall and Free Trader's Cabin have still not been installed but Public Works has it on their list to do prior to freeze-up.
- Jordan was directed by the reeve to come up with ideas on Volunteer Recognition for heritage board members.
- National Trust for Canada Conference – Kyle and Jordan presented the progressive actions of the Heritage Board, Home Guard & Economic Development Plan at the conference. It has been suggested to add information about the Victoria Settlement and it put be up on the website for the public. Presentation could also be shown to local community residents to increase heritage awareness.
- Prince of Wales Prize has yet to reveal the winners for Municipal Heritage Leadership.
- Signs for Victoria Trail Municipal Historic Area include directional signage to navigate people onto the trail. These signs would need to be put on county property. Money left from purchasing bronze plaques could be used to purchase signage at approximately \$1600. Logo of red river cart was suggested. Wording would need to be decided.
- Victoria District Caveat Program – A letter has been drafted regarding the implementation of the policy and will soon be sent out. A contact spreadsheet is now ready.
- Photo Archives – There are photos that are lying around in the municipalities that should be sorted, dated and preserved appropriately. In the next few months Michelle would like the heritage board to take on an archival project . She knows a photo archivist consultant who may be able to identify the decade and provide guidance on how to go about collecting and dating photos, then scanning them into a file to be properly archived.
- Federal Minister for Environment Canada, in charge of Parks Canada, is seeking input from the public online through a minister's round table on how to improve existing legislation.

### **Action 20-7**

Members of the heritage board should go to the website to read information and provide input and/or complete the survey for the minister's round table.

### **7.0 Conclusion: Next Meeting and Adjournment**

#### **Motion 20-28**

Graham: That the next meeting be held at the call of the Chair in conjunction with the next Smoky Lake Heritage Board Society meeting and that this meeting be adjourned, 8:42 pm.

Carried.



**Ukrainian Twinning Working Group Virtual Meeting Notes****November 16, 2020 9:00am MST (-7UTC) – 10am**<https://us02web.zoom.us/j/81177493583?pwd=YkU2VzhrRnVDMDVwZ0dLemFqbW55Zz09>

The Working Group met November 16<sup>th</sup> to initiate the plans and projects for the next several months. The following team members attended:

**Kosiv participants:**

1. Yuriy Ploskonos – Mayor, the Chairman of the Kosiv United Territorial Community\*
2. Pavlo Vandjurak – Head, Kosiv District Council
3. Andriy Yuzyuk, Director, Alberta Ukraine Chamber of Commerce, Western Ukraine Branch
4. Mykola Burlak – Assistant to the Head of the Department of the State Emergency Service of Ukraine in Ivano-Frankivsk region, International Cooperation issues
5. Vasyl Kovaliuk, Head, Kosiv District Branch of the DSES of Ukraine in Ivano-Frankivsk Oblast
6. Iryna Dimbrovska – Chief Specialist, Kosiv District State Administration

*\*According to the results of the administrative reform, he is the Mayor of the City of Kosiv and the Head of the Kosiv United Territorial Community, which includes 15 administrative-territorial units.*

**Smoky Lake participants:**

1. Craig Lukinuk, Reeve, Smoky Lake County
2. Leo Chapdelaine, Mayor, Village of Vilna
3. Hank Holowaychuk, Mayor, Town of Smoky Lake
4. Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake
5. Gene Sobolewski, Chief Administrative Officer, Smoky Lake County
6. Lydia Cielin, Assistant Chief Administrative Officer, Smoky Lake County
7. Bernice Macyk, Chief Administrative Officer, Village of Waskatenau
8. Patti Priest, Legislative Services, Smoky Lake County
9. Jordan Ruegg, Planning and Development, Smoky Lake County
10. Michelle Wright, Community Economic Development Officer, Smoky Lake Region

The team discussed and created actions for, these areas of potential collaboration. This table will be updated at each meeting.

Item of Interest	Summary	Actions to take	Who	By When	Updated
Surplus Fire Equipment to Kosiv	Smoky Lake Region, through the Joint Fire Committee, has surplus equipment which may be of use to Kosiv Fire and Rescue.	Kosiv to provide list of equipment most needed. Smoky Lake to determine what can be supplied. Ukrainian Fire Fighter Aid (Kevin Royal) to be engaged for additional equipment and logistics.	Michelle Wright Scott Franchuk (SL Chief) Mykola Burlak Vasyl Kovaliuk Andriy Yuzyuk	First shipment goal to ship: March 2021	Nov 20: all parties have been introduced. Kosiv has provided list of most required equipment (attached). Kevin Royal and Scott Franchuk reviewing Kosiv lists.
Bee importing to Canada	Niagara Beeway has exclusive Canadian rights from a number of major Beekeepers in the Zakarpattia region of Ukraine to import Carpathian queen bees and packages to Canada. Their mission is to successfully transfer from Ukraine to Canada bee genetics in order to strengthen the Canadian bee population.	Connect Alberta Bee Cooperative (Bee Maid) and our local cooperative members, to Niagara Beeway for discussions on need for bees in Alberta.  If bees are needed, connect Niagara Beeway to bee producers in Kosiv as bee source.  Determine logistics for bee importing.	Michelle Wright Myron Pyzyk (Niagara Beeway) Kosiv beekeeping representative (to be determined)	First shipment goal: April 2021	Nov 20: Michelle has contacted local beekeepers and there is some interest in diversifying bee genetics in this way. Myron Pyzyk is preparing an information brochure for local beekeepers and the coop about their importing project.
Forestry	Kosiv is over 50% forested, with both planted and natural trees. Sustaining the natural forests is	Kosiv to set priorities for forestry initiatives and provide information on their forest industry.	Team	Explore possible experience and knowledge exchanges at next meeting.	

Item of Interest	Summary	Actions to take	Who	By When	Updated
	desired and possible project would engage Smoky Lake Forest Nursery and Tremels on tree propagation expertise, including work exchange programs.	Smoky Lake to prepare information on our regional programs and resources.			
Liquor importing to Canada	Smoky Lake interest in importing liquor and wine from Kosiv. Currently Kosiv wineries are at craft stage and would be included in tourism initiative.	Canadian alcohol importer is engaged through local liquor store in Smoky Lake.  Smoky Lake and liquor importer to determine volumes for importing.  Kosiv to determine if there are distilleries able to meet export demand.  If there are distilleries or wineries able to meet the Canadian importing requirements, our alcohol importer will explore further.	Who is best to identify Kosiv suppliers?  Michelle Wright to work with local liquor store and importer to determine volumes.	First shipment goal: March 2021	
Tourism	Kosiv and Smoky Lake are both rich in tourism assets which can be cross promoted.	Kosiv and Smoky Lake will share their information for use in tourism outlets and social media.	Michelle Wright Kosiv representative?	Program created for 2021 summer season.	

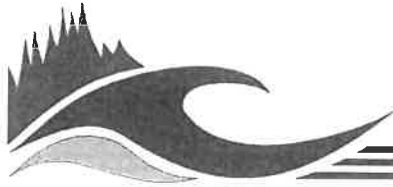
Item of Interest	Summary	Actions to take	Who	By When	Updated
	Ukrainian Canadians are very interested in their home country and where they came from.	Kosiv will research their history to determine who might have immigrated to our region from Kosiv.			
Ukrainian Culture, Arts and Crafts	Strong Ukrainian culture in Smoky Lake and world class arts and crafts in Kosiv.	Explore how we could engage artisans in both regions, promote their products, provide workshops, showcase the work of each other. Smoky Lake to engage other Ukrainian focused organizations on this project.	The Team	Further discussion next meeting.	Nov 20: Smoky Lake has engaged with Ukrainian-Canadian Congress (UCC) and the Canadian Institute of Ukrainian Studies (CIUS) at the University of Alberta and the Government of Alberta's Ukrainian Cultural Heritage Village and Victoria Settlement to be part of working group for this project.
120 Anniversary of Ukrainian Arrival in Canada 2021	Smoky Lake intends to host celebrations for this event.	Smoky Lake to share events and information to Kosiv for Kosiv to publish in Ukraine.	Michelle Wright	In alignment with Ukrainian-Canadian Congress plans for events and COVID restrictions.	
Team Building	Both Kosiv and Smoky Lake expressed desire to know more about each other.  Kosiv offered to have Smoky Lake Regional logos created by their artisans.	Team members are to research ("google") information and create questions and ideas for possible projects.  Smoky Lake to send 4 municipal logos.	The Team  Michelle Wright	Questions and ideas to next meeting.  December 31, 2020	

Item of Interest	Summary	Actions to take	Who	By When	Updated
		Kosiv to share the logos for the district and Smoky Lake will use in our social media and other displays.			
Next Meeting Date	Both Kosiv and Smoky Lake desire to continue exploring and fulfilling opportunities for collaboration.	Identify dates available for next meeting for February or early March 2021.	Smoky Lake Team Kosiv Team	January 15 2021	

### List of necessary equipment for firefighters of Kosiv district

№	Name
1	Sets of protective clothing for firefighters
2	Firefighter's helmets
3	Firefighter boots
4	Fire hoses d-51mm without connecting nuts
5	Lanterns
6	Chainsaws
7	Gasoline cutters
8	Fire axes
9	Hooligan hand tool
10	Portable fire motor pumps
11	Digital fire walkie-talkies
12	Fire thermal imager

Contact person: Mykola Burlak – Assistant to the Head of the Department of the State Emergency Service of Ukraine in Ivano-Frankivsk region, International Cooperation issues, e-mail: [ms.udsns.if@ukr.net](mailto:ms.udsns.if@ukr.net)



## OFFICE OF THE MAYOR

December 3, 2020

Via Email [health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

Government of Alberta  
Office of the Minister of Health  
423 Legislature Bldg. 10800-97<sup>th</sup> Avenue  
Edmonton, AB T5K 2B6

Attention: Honourable Tyler Shandro, Minister of Health

Dear Minister Shandro:

At the City of Cold Lake's regular Council meeting, held on November 24, 2020, City Council debated concerns being raised by our residents relating to access to the Government of Canada's "COVID-19 Alert" mobile application.

In the Cold Lake context, these concerns are exacerbated due to our proximity to the Province of Saskatchewan, the City of Cold Lake's position as an economic hub in the northeast, and the presence of CFB Cold Lake. Many Saskatchewan residents are using the federal COVID-19 contact/exposure alert application and come to our community to shop and access healthcare services. It is our hope that a solution may be found that would allow the Government of Alberta to enable the federal government's application, or to harmonize the Alberta tracing application with the federal one.

We understand that the "ABTraceTogether" was launched in May 2020 and the Government of Canada developed its "COVID-19 Alert" at a later date, and that this has caused concerns relating to provincial coordination and potential confusion between different applications.

Our Council feels that the Government of Alberta deserves much credit in its quick response, development, and deployment of its tracing application. Since inter-provincial travel and trade is critical to our economy and will be a large factor in our post COVID recovery, however, it is our hope that a Canada-wide solution can be implemented as soon as reasonably possible.

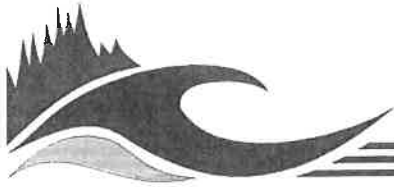
Although the federal government's application may have been late, it has the unique advantage of being able to trace contacts across the country. Our residents feel there are significant benefits a Canada-wide approach can bring to help safely strengthen interprovincial travel and trade.

In response to our residents' concerns, Council passed the following resolution:

*Moved by Councillor Vining that Council consider a letter to the Government of Alberta urging it to open access to the federal COVID-19 mobile app in Alberta.*

**WHEREAS** Canada is in the midst of a global pandemic relating to the COVID-19 virus, during which health experts have expressed the need to be able to trace people who may have been exposed to the virus in an effort to break the cycle of infection; and

.../2



**OFFICE OF THE MAYOR**

-2-

**WHEREAS** the Government of Canada has developed a nation-wide mobile application to assist with tracing efforts in response to the COVID-19 pandemic; and

**WHEREAS** as on November 4, 2020, eight (8) provinces and territories have opened the app for access within their jurisdictions and over 5 million Canadians have now downloaded the application.

**NOW THEREFORE BE IT RESOLVED** that the Council of the City of Cold Lake urges the Government of Alberta to enable the Government of Canada "COVID-19 Alert" application for Albertans.

And that a copy of this resolution be sent to the Honourable Jason Kenny Premier of Alberta, MLA David Hansen, opposition health critic MLA David Shepherd, the Alberta Urban Municipalities Association, and all municipalities within the Province of Alberta.

The City feels that the more Albertans who voluntarily download and use a tracing application capable of operating across all provinces, the quicker Albertans can react to information and assist with curbing the spread of the COVID-19 virus, which will assist in quicker economic recovery efforts.

The City of Cold Lake appreciates your leadership in these uncertain times and stands ready to assist in any way called upon.

And we remain,

Respectfully yours,

Craig Copeland,  
Mayor

cc: Council  
Chief Administrative Officer K. Nagoya  
The Honourable Jason Kenny, Premier of Alberta  
The Honourable David Hanson, MLA Bonnyville-ColdLake-St. Paul Constituency  
The Honourable David Shepherd, MLA Opposition Health Critic  
Alberta Urban Municipalities Association (AUMA)  
and all Municipalities within the Province of Alberta



# VICTORIA MISSION

Victoria Home Guard Historical Society

No. 60 November 2020

Mission: To seek out, preserve and promote the history of the Victoria District  
for the benefit of present and future generations

## Inside.....

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### New Members

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### Honorary Chaplain's Letter

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### Anthology Update

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### Métis Crossing Grows

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### In Memoriam

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## 2021 Annual General Meeting

**Monday, March 8**

**7:00 p.m.**

**Smoky Lake County  
Council Chambers  
Smoky Lake, Alberta**

**Our annual meetings are brief,  
educational and enjoyable.  
Please plan to attend.**

## Ruthenia School II Restoration Project Begins

by Noreen Easterbrook, Heritage Board Chair



*Editor's Note: Although the Ruthenia School II restoration is not a Home Guard project, we applaud the efforts of the Heritage Society in this undertaking, which supports the VHGS mission (see above). Also, the presence of the surrounding Ukrainian farming district was a factor in the Home Guard achieving national historic designation for Victoria District.*

The Smoky Lake Heritage Board has been monitoring potential historic buildings with a Places of Interest List for over ten years and the Ruthenia School has been at the top of our list. This was one of the buildings evaluated and documented in a county Survey and Inventory conducted between 2009 and 2010. This year we had a breakthrough when the landowner, Marvin Bidlock, decided to donate the school to the Heritage Board. Paper work has been a long process but we got clearance to repair the roof just in time before snowfall, during a week-long warm spell at the beginning of November.

The Ruthenia School is located at the northern tip of Victoria District National Historic Site, on SW-6-59-16-W4. It's easy to find if you drive south on Hwy 855, then east on Twp Rd 590 for about 8 km, where it is situated on the north side of the road.

It is an example of an early 1920s, rural one-room school. Built on a concrete foundation, it

features a small, enclosed front entry porch with a gabled hip roof. Its five large windows on the west side provided the classroom with plenty of light.

While the village of Pakan, in the heart of the District, declined after the rail line was built through Smoky Lake, expansion continued in the farmland to the northeast. Ruthenia School was part of the development to fulfill the needs of the recently arrived Ukrainian homesteaders.

In 1913 the Ruthenia School District was established. A one-room school was built in the same year. However, as the number of settlers continued to grow and children began to stay in school longer, another school was needed. Therefore the second Ruthenia School, still standing today, was constructed in 1924. It served as a room for senior students while Ruthenia School I served junior students. The first Ruthenia School was  
*(continued on page 11)*

## Victoria Home Guard Historical Society

Guard founded 1885 Incorporated 1997



**Guard Motto: We are not interested  
in the possibilities of defeat**

VICTORIA  
REGINA:IMPERATRIX  
MDCCCXXVII-MDCCCLCI

### 2020 Officers of the Guard

President: Jason Boykiw  
Vice President: Sharon Phillips  
Secretary: Elaine Breadon Peiche  
Treasurer: Bill Sadoway  
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The Victoria Home Guard Historical Society is a non-profit organization and a registered charity. Individual memberships are \$10.00. Donations are gratefully accepted to further the work of the Society. Please forward membership applications and other correspondence to:

The Victoria Home Guard Historical Society,  
P.O. Box 28  
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Editor and Publisher: Sharon Phillips

### Message from the President

Hello, everyone. I suppose introductions are in order. My name is Jason Boykiw and I am the new President of the Victoria Home Guard Historical Society. My first introduction to the Victoria Home Guard was shortly after buying a home from Ken Van Iderstine close to Victoria Trail. I received a call from new neighbor Bill Sadoway, wondering if I would like to lend a hand in cleaning up the old Warspite Ferry Landing. I said yes, and headed out to find a good-sized work contingent cutting trees,

removing old brush, and returning the Ferry site to a clean and neat condition. I thought to myself, this is pretty cool. I think I would like to join this fine group and help to uncover and preserve the history of the Victoria Trail. Many years later now I am the President!

I also worked with the Home Guard in my former life as a Social Studies teacher in Smoky Lake. The Home Guard and I together created an essay contest for students based on the history of the Trail.

In my present life, I am now a commercial beekeeper. One of the benefits of my new career is being able to drive up and down the Victoria Trail, marveling at the natural scenery of the North Saskatchewan River and the Victoria Trail as the seasons change. We are truly fortunate to have such an important and beautiful part of Alberta in our "backyard".

Unfortunately, within a couple of weeks of my becoming President, the Government of Alberta put major restrictions on our day-to-day lives due to the COVID 19 pandemic. The decision was made to cancel our June meeting. We were able to hold our September meeting, although at a larger venue in order to facilitate social distancing guidelines. In fact, we held our September meeting at the amazing facility located at Métis Crossing. It is truly an impressive venue and will certainly add to the overall experience that the Victoria Region has to offer.

The Home Guard has put some of our current projects on hold for the time being with the hopes that 2021 will have us returning to a more normal situation.

As some of you may be aware, the County and the Town of Smoky Lake have initiated a very ambitious project regarding enhanced tourism centered upon Métis Crossing, the Victoria District and the Vic-

toria Trail. The Home Guard has provided input regarding this proposed development through numerous public consultations, facilitated by County Council. The focus of our position is that any future development regarding the Victoria District proceed with consideration as to what makes the Victoria Trail so special, its natural beauty and historical significance. I can report that local government has been very open to our position and in fact their key guiding principles align closely with those of the Victoria Home Guard. Consultations are ongoing.

In closing, I would like to extend a huge thank you to Elaine Breadon Peiche who did an outstanding job as President. Many long-term projects were completed during her time as president, and her passion for history is evident.

Thank you to our membership for your continued support and generous donations which have allowed the Home Guard to continue its work. We are always looking for new members, by the way!

Thank you to my fellow Board members for your hard work and guidance. I look forward to continuing to "seek out, and to preserve and promote the history of the Victoria District for the benefit of present and future generations". Wishing you all a safe and happy 2021.

**Jason Boykiw**

### New Members

The Home Guard has six new members:

**Krista Leddy  
Dan Plumb  
Geri Plumb  
Jordan Ruegg  
Georgia Sadoway  
Kyle Schole**

**WELCOME!**

## Letter from the HONORARY CHAPLAIN



**Dr. Earle Sharam**

Life is full of surprises. Some are awesome. Some are awful. Some are a bit of both. A parishioner called her minister and said, "I need a little help. My father just won \$30 million in the lottery. He's 96 years old with a bad heart, and I'm worried if I tell him, he'll have a heart attack. Would you mind visiting him and breaking the news?" Of course the minister agreed.

Sitting in the old man's home later, the two talked about the weather, the crops, mutual acquaintances, life in general. Finally the minister asked him, "George, suppose you won \$30 million. How would it change you?" "It wouldn't," replied George immediately. "I'd still be 96 years old, half-deaf and half-blind, with a dicky heart. I'd just give it all to the church!"

That's when the minister had a heart attack.

Nine months into the COVID-19 global pandemic, we have all come to understand just how important *hope* is. In his various letters to the early Christians, Paul wrote about it repeatedly, too. And it's clear that, as far as he was concerned, hope is essential—and not just when things are going badly. Writing to the new church in Thessalonika, for instance, he advises arming "with faith and love as our breastplate and the hope of

salvation as our helmet". To the Colossians, he speaks about "the hope of glory", while the author of First Peter writes, "we are all born anew to a living hope".

But hope is such a complex thing. How are we to make sense of it? As we travel through these turbulent and challenging days—COVID-19, the ongoing opioid crisis, political polarisation, racial tension, economic woes, and, of course, the tightening grip of an Alberta winter!—the situation can seem hope-less. So let's take a moment to reflect on our real hope.

First, let's acknowledge what hope is *not*. All too often, when the world says "I hope so", the statement has more doubt than conviction. It's more about tentatively wishing than confidently expecting. "I hope so," we say, when what we really believe is, "Not a chance".

But hope is far more than wishful thinking! It bristles with excitement and expectation. It is a word of trust and confidence, of encouragement, of assurance and reassurance. Consider Paul's words to the Romans: "Happy certainty of the glorious things that God has in store for us in the future does not mean that we have only a hope of future joys. We can be full of joy here and now, even in our troubles and trials! In fact, these very things...produce in us a steady hope—hope that will never disappoint us!"

"Hope that will never disappoint us". Perhaps so, but our experience of hope has so often been otherwise. Why? The answer is simple if we ask ourselves: on what or whom is our hope based? If our hope is based on 'luck', then it is, indeed, likely to disappoint us. But if our hope is based on the integrity of God and on the trustworthiness of God's promises; if it rests on the gift of God's presence with us and the

rock-solid confidence that God will always love us and never abandon us; then our experience of hope will be a different thing altogether!

The true story is told of an airport arrivals lounge: a blizzard outside snarling schedules, a sea of people dashing about inside. In the middle of it all, sitting by herself, is a little girl of six or seven years, returning home from visiting her grandparents. She shows no anxiety, just watches calmly as the bustle of the airport swirls around her. Now and then, she smiles. Airline staff keep watch over her. Eventually an RCMP officer walks over to ask if she's all right. "I'm fine," she replies, "I'm waiting for my daddy".

She waits for over an hour, calm and quiet. Finally, a huge smile lights her face as she recognises the snow-covered man rushing towards her. "See!" she says, "I told you he'd come!" There had never been a flicker of doubt in her mind, because she knew the one on whom her hope rested. She believed in his love, trusted in his integrity, and knew that no storm on Earth could ever keep him from her. And she was not disappointed.

That little girl's hope rested on her father's faithfulness. It's the same for us. Even when our hope is challenged, even when its fulfilment is long delayed, God is faithful. We are simply called to do our best to trust, and to pay attention to the moments of grace reminding us of that faithfulness.

In the 2003 movie "Bruce Almighty", Jim Carrey plays a TV reporter who is discontented with almost everything in life, in spite of his popularity and the love of his girlfriend, appropriately named 'Grace'. At the end of the worst day of his life—he's been fired, beaten up while trying to help a homeless man, and had a fight with Grace—Bruce finally snaps. (*cont. p.10*)

# **Victoria District National Historic Site of Canada to be a Cornerstone for Culture, Commemoration, Regeneration**

**by VHGS member Kyle Schole, Smoky Lake County Planning,  
Development and Heritage Assistant**

According to Canadian Heritage Minister Steven Guilbeault "The Victoria District represents everything that is great about Canada....That is why [he is] encouraged by the development of [the] Economic Development Strategy".

Situated at the intersection of river and trail, the **Victoria District National Historic Site of Canada (VDNHSC)** has long been significant, a hub for settlement, agriculture, commerce, travel, discovery, Ukrainian and other cultures, and education. It is also a scenic focal point for the Smoky Lake Region, rich in natural beauty and recreational values. Truly, these qualities are what make up the focus of the town and county's Economic Development Strategy, which proposes to meaningfully invest not only in tourism, but specifically in the longevity and preservation of the Victoria District's heritage values.

Adopted by the municipalities in the summer of 2020, the Strategy aims to encompass and support Métis Crossing, Victoria Settlement Provincial Historic Site and several signature attractions, complemented by a +100 km recreational travel circuit, plus roads, water routes and biking, walking, and multi-use trails. The circuit is to be devised to uniquely showcase our traditions, history, nature, cultures, music, foods and beverages throughout the year.

Importantly, the ramifications of the scheme are to build on, share in, and spread the economic benefits of Métis Crossing's investment (so far,

more than \$16M CAD). In real terms, this means creating jobs, contributing to the sustainability and wellness of our area, and maintaining our community identity and lifestyles. Success is to be centered on existing, new, expanded and enduring partnerships among municipal, provincial and federal governments, agencies, business, and most crucially, Smoky Lake region residents. It is not a break with the past, but rather a next step in preserving and protecting what we have into the future, and authentically sharing it.

We remain committed to heritage management planning by seeking to work hand-in-hand with local heritage proponents and advocates, including the Victoria Home Guard Historical Society. It is a tradition which began shortly after the Guard's successful bid to obtain VDNHSC designation in 2001:

- ♦ With Parks Canada, completing the Cultural Landscape Inventory and Analysis in 2007, and the Commemorative Statement of Integrity (CIS) in 2008
- ♦ Installing and inaugurating the Plaque Site in 2009
- ♦ Completing a comprehensive Regional Heritage Survey and Inventory, as well as adopting a 20-Year Heritage Management Plan, both in 2012
- ♦ Embarking upon a Municipal Historic Resource designation program
- ♦ Adopting the Victoria District Area Structure Plan Bylaw in 2017

The Area Structure Plan is an important and substantive commitment to the longevity of the VDNHSC, by delivering land-use planning policies based specifically on the 2008 Commemorative Integrity Statement. In November of 2020 it was also selected to be celebrated with a prestigious Alberta Professional Planner's Institute (APPI) Award of Merit.

Sustainable visitation and heritage preservation are two sides of the same coin. Former Smoky Lake County Chief Administrative Officer, the late Cory Ollikka, had a vision: he fervently believed in the importance of preserving *and* promoting the VDNHSC. Earlier this year, he commented that "To use the diverse heritage in our community as an economic driver is a strategy that has been waiting to happen for generations. With some of the oldest European heritage in Alberta, and a strong, vibrant indigenous presence, the Smoky Lake Region has all the ingredients for being on the leading edge of an exploding trend: heritage-based tourism".

County Reeve Craig Lukinuk is also enthused in this mission. "In its first 20 years the ripple-effect benefits of the VDNHSC designation has been profound. This entire area has so much to offer and to see," he has said. "I am very excited about this plan, as well as our Ukrainian Twinning and Canadian Heritage Rivers System (CHRS) initiatives. I am looking forward to residents being able to contribute to and help steer each of these →

inter-related projects.”

For more information, updates, and public participation opportunities, please visit:

[http://  
www.smokylakecounty.ab.ca/p/  
victoria-district-economic-  
development-strategy](http://www.smokylakecounty.ab.ca/p/victoria-district-economic-development-strategy).



## Anthology Update

The Year of COVID has put a bit of a dent into the production schedule for the Home Guard's anthology project. While we were originally planning to have the book done by Spring of 2020, work slowed down when it became apparent there would be no opportunity this year to plan an event where the project could be unveiled. However, things are now back in full swing and we'll have the project finished early in the New Year. How and when the book will be available will be determined at that time.

The ring-bound volume is a collection of hundreds of articles and photos from 60 editions of the Victoria Mission, plus submissions from VHGH members and other people with stories about, and connections to, the Victoria Trail. The book will be at least 200 pages in an eight-and-a-half by eleven inches format. There are chapters on the history of the Home Guard, life along Victoria Trail from earliest times until the present, the fur trade, ferries, railways, schools and steamboats.

**Graham Dalziel, Editor**

**Left: Cory Ollikka speaking at the unveiling of the plaque site in 2009**

**Photo: Smoky Lake County files**

**Below: The peaceful and picturesque plaque site, May 2019**

**Photo: Kyle Schole**



# Remembering Libbie Lloyd Elsey

## 1893—1978

by Elaine Breadon Peiche

Last year the Victoria Home Guard Historical Society (VHGHS) installed an interpretive sign on the Victoria Trail recognizing the Elsey family. In her oral history Grace Flaska, VHGHS Honorary Captain, told us about Libbie Lloyd Elsey. Libbie and Grace were neighbours on the Victoria Trail. Libbie was in the first graduating class of the University of Alberta. She graduated M.E. Lloyd B.A. 1912: Mary Elisabeth Lloyd, whom we know as Libbie. Henry Marshall Tory, university president 1908-1928, presented the first convocation address on May 14, 1912.

I have pieced together some more information about Libbie from University of Alberta Archives and by *River and Trail The History of Waskatenau and Districts*. The information about Libbie at U of A is included in an archive file of memorabilia from Hazel Rutherford McCuaig, daughter of the first premier of Alberta.

The Lloyd family moved west from Ontario. It was an opportunity for Libbie to attend university. She was the fifth child in a family of six. This clipping saved from a local newspaper, with a 1908 hand-written date and no publication name, conveys a sense of the times:

*"Mr. N.C. Lloyd left for Strathcona, Alberta, to resume his position as miller with the Strathcona Milling Co. He was accompanied west by his daughter, Miss Libbie, who intends entering on a course in arts in the university there. Libbie received many beautiful tokens of her friendship from her schoolmates, among them being a handsome toilet set. She was one of the very brightest pupils of our school and it is safe to predict for her a bright educational future."*

Starting university at fifteen years old, Libbie was the youngest in her class and one of seven



women in a class of 45. They called themselves the "S.I.S." (Society of Independent Spinners) until the Wauneita Society was formed—a society for women students which continued until 1972. In 1910 Libbie was president. Today you can see the original Wauneitas' photograph gracing the Elseys' Hill interpretive sign on the Victoria Trail.

*The Gateway* university newspaper reported their meetings. In February 1912 the Wauneitas debated "Resolved that the College Woman is the Better Homemaker". Libbie and a classmate were on the negative side. They lost that debate. In March 1912, guest speaker Dr. Alexander discussed "Why I Believe in Equal Suffrage". Professor Alexander said, "One phase of the great wave of social change, is the emancipation of women".

Libbie was at university discussing these important topics before women were considered persons, which didn't happen until 1929. Henry Marshall Tory's ad-

dress to that first convocation, as reproduced in the *New Trail Winter 2007/2008* magazine, only refers to what men will accomplish. The Wauneitas were ahead of their time.

Libbie helped start the *Gateway* and the *Trail* publications. The *Gateway* made its debut at the University of Alberta on 21 November 1910. The newspaper was founded when a group of students gathered at the home of Libbie Lloyd to discuss the creation of a student newspaper. Albert Edward Ottewell was *The Gateway's* first editor-in-chief. (*The Gateway* ISSN:0845-356X)

On April 1, 1912 *The Gateway* described Libbie: "She's little, but Oh my!----- She is our witty girl and the social life of the institution will miss her happy smile when necessity compels her absence."

In 1920 and 1921 Libbie was on the publication committee for the alumni magazine *The Trail*. Her name appears as Miss M.E. Lloyd on the front cover of both volumes stored in the Peel Collection. This year 2020 marks the 100th anniversary of the now *New Trail* magazine. Libbie is remembered on page 29 in "Gems from the Mouths of Grads" with a quote from her essay "Me and My Pigs". A "By The Way" star emphasised that she graduated in 1912. Libbie made her mark. *New Trail* remembered her 100 years after she was on the publication committee.

Libbie taught school. I have a copy of the agreement Libbie signed with Crystal Springs School District (Ponoka area) on June 19, 1911. She agreed to teach four months at \$55.00 per month. After graduation she taught at Riverland School near Waskatenau and lived with her parents on their Brighton homestead. She traveled to school by horse and buggy. In the Lloyd

family story in Waskatenau history book we read that Libbie did not like teaching, and changed careers. She worked in government offices in Edmonton, the land titles office in Calgary and at the registrar's office at the U of A. I found a 1918 statement of the public accounts in which Mary E. Lloyd received \$585.00 for nine months salary as a clerk.

In 1918-19 Libbie was recording secretary for the Women's University Club of Edmonton. The November 9, 1918 meeting, "Achievements of Women on the Governing Bodies of Municipalities, Schools and Libraries", was cancelled. Today as we deal with COVID-19 we understand the note on the program: ("Cancelled owing to the epidemic"). Other topics that year were "Changes in the English Education System since 1914", "Poetry and the War" and "The Russian Question".

In her oral history Grace Flaska explained, "Libbie's father had a farming accident and lost his leg when he was cutting hay, and Libbie left her city jobs (about 1920) and came out to be with her parents. Libbie kept in contact with her university colleagues in Edmonton. She was a talented speaker and was often asked to speak. She and Ara Elsey began to be friendly. I remember him having what looked like a Model T car. He used to take her out for rides and they got married in 1931".

Libbie and Ara lived on the Victoria Trail southeast of Waskatenau. They were a very inter-

esting couple and visits there were special. On the farm Libbie managed the farm business and tutored some students in French and Latin. She researched and became an expert at raising pigs.

In the early 1940's a university colleague paid an unexpected visit to the farm. Grace told us how Libbie was out near the river bank feeding pigs and saw two men walking up from the river. She recognized an old colleague from her university days, George Ferguson, who was now editor of a Montreal newspaper. The two men were boating on the river. They saw the farm near the riverbank and decided to stop for a drink of water. What a surprise to see Libbie looking after the pigs! Libbie entertained them with a tour of the farm. Before he left George Ferguson said, "You know, you just must write a story about yourself and the pigs". That winter she wrote the story "Me and My Pigs". A few years later Mr. Ferguson wrote from Quebec saying, "Your story is being used in the new Ontario literature book. Isn't that exciting? You won't likely get any money but I thought you would be happy to hear about it". As Grace exclaimed, "Of course Libbie was excited, and the rest of us were all excited when that story appeared in the grade seven literature book out here". The story was published in the series *Prose and Poetry for Canadians—Journeys, May 1951*.

Rural students related to that story and remember it. People on tours of the Victoria Trail still ex-

claim, "So this is where the lady who wrote that story lived!"

Today it is easy to forget that the Victoria Trail was a trail. Grace Flaska described it as a real old trail - two tracks, grass between the tracks and no ditches. In the 1940's the Trail was upgraded, much to Libbie's dismay. Libbie appreciated the virgin grass and the tracks of the Red River carts and covered wagons. She lamented that once the Trail was disturbed those tracks would be gone forever. The romantic, creative Libbie valued our history. Now we would be happy to find more of those original Victoria Trail tracks.

Libbie contributed to our community. We will never know who continued their education because of her tutoring and role modeling, or whose interest in reading was sparked because she wrote about farming, or who was spurred on to preserve our history because Libbie thought the original Victoria Trail was worth saving. We will never know the extent of her outreach. I am sure Libbie would support the VHGS mission "To seek out, and to preserve and promote the history of Victoria District for the benefit of present and future generations". Thank you, Libbie, and thank-you to Grace Flaska for sharing her memories about Libbie.

### References

- \*University of Alberta Archives - The Peel Collection
- \**The Gateway and New Trail* publications
- \*Grace Flaska Oral History, VHGS
- \**By River and Trail The History of Waskatenau and Districts*

### Photos courtesy of the University of Alberta Archives

**Libbie's Graduation** (p.6)  
Accession #1969-12-28

**"We Are Seven"** (this page; Libbie at far right)  
Accession #1970-069-010



# A Traditional Ukrainian Farm House in the Victoria District National Historic Site

Article and photos by Noreen Easterbrook

Over the years, I have seen many of the traditional Ukrainian immigrant homes disappear through deterioration or demolition, with few remaining at all. A few years ago Joan Murphy contacted me to offer one of those homes to be moved from its location, as it had overextended its welcome. Upon viewing it, I could see that the building was structurally sound due to action taken in 1945 when it was lifted and placed on a concrete foundation, re-roofed and the exterior walls covered with clapboard siding. Don and I agreed that we would take the house for conservation.

In December 2019 the house was moved and a contractor was immediately hired to begin the project. Though not on its original location, it remains within the Victoria District National Historic Site in Smoky Lake County. Originally located at NW 36-58-17, north of Pakan in the Victoria District, this pioneer home was built by Nikolay Rubuliak in the rural Ukrainian style of the early twentieth century.

Closure of the Hudson's Bay Company trading post at Pakan in 1898 marked the end of the fur trade era, but Pakan and the Victoria District were further changed with the arrival of Ukrainian settlers beginning in 1899. Until then, farming was not a major occupation in the area. The Métis people of the Lobstick and Victoria settlements were hunters, woodsmen and entrepreneurs. In contrast, the Ukrainian settlers who first arrived in 1899 were mainly farmers. Although Pakan and the sur-



The Rubuliak Ukrainian house restored

rounding area continued to develop over the next decade or so with mills, supply stores, a blacksmith and other businesses, outward migration began in 1914 when many Métis families felt the increase in population was not conducive to their lifestyle. The village declined again after the rail line was built through Smoky Lake. Northeast of Pakan, Ukrainian homesteaders continued developing land through the 1920s.

Nykolay and Anetsa Rubuliak emigrated from Bukovyna, Ukraine, in 1899. From Edmonton, they floated down the North Saskatchewan River on a raft loaded with flour, seeds, gun and gunpowder, sheep-skin coats, and farm and carpentry tools. Their first shelter was a one-room dwelling with mud-plastered walls, a sod roof and a clay dirt floor. A separate outdoor kitchen still standing on the site houses a flat-topped clay oven which would have doubled as a warm bed for the smaller children. As the Rubuliak family grew, a larger house was constructed where the couple raised a family of six boys and six girls. The approximate year of construction was determined from

1917 newspapers that we found beneath the floor, used as insulation.

The one-and-a-half-storey house has a medium-pitched gable roof, skirted on the long sides, enclosing the rafter tails with projecting eaves. As was typical, the shape is rectangular, with the long façade running east-west, the doorway in the centre and windows on either side facing south, giving protection from the northwest winds

and maximum exposure to sunlight. The medium pitch of the roof indicates it was covered with wooden shingles rather than thatch, which would require a steeper pitch.

Constructed of logs with chinking to fill the gaps, the exterior walls were covered in straw and mud plaster, then finished with lime plaster. This method of construction provided further defense from the weather and was typical of Ukrainian farmhouses from this period.

The door opens to a central hallway with two large rooms on either side, and access to the second floor by a very steep stairway. In this attic, half the floor is covered with a thick coat of clay, an element which may have been added to retain heat in the first-floor room where there was a wood-burning stove. Interior walls on the ground floor were covered with straw and mud plaster followed by a layer of fine clay mud and, finally, lime plaster. Milled wood is used in the rafters and upper walls, indicating a step up from the very basic shelters homesteaders constructed on first arriving.



When land was first homesteaded, basic structures were quickly erected for necessary shelter, but as time went on, these were typically replaced with larger, better-constructed homes often displaying unique, decorative elements. 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, which diverts precipitation away from the outside wall. Molded lintels, a decorative piece above the windows, are an attractive exterior element. Representative of the vernacular Ukrainian architecture, the farmhouse illustrates Ukrainian settlement within the Victoria District. The house is also an example of how dwelling styles and construction methods evolved as immigrants became established, families grew, and better building materials became available.

To ensure preservation, a competent foundation and a roof are essential to prevent further deterioration by moisture from the ground and precipitation on

the roof and other exterior wood surfaces.

A concrete footing below the frost line followed by a concrete foundation wall below ground was our first step in this restoration project. It was a big job for McConnell building movers to reinforce the structure, lift it, transport it from the northern tip of the Ukrainian Settlement in Victoria District to its new location on River Lot 16 on Victoria Trail, and carefully lower it into place on its new foundation. The orientation of the home is exactly the same as it was originally. This is essential to the integrity of Ukrainian building methods, with doors and windows on the south side, and no windows on the north wall.

Next came replacing the old roof to preserve the upper portions of the wooden structure. One side was covered only with weakening plywood which was removed, while on the other side were badly worn asphalt shingles over the original boards, which needed only a few minor repairs.

The original rough-cut rafters were in excellent condition. Once the sheathing and tar paper were on, wood shingles were installed. Now that the building was protected from the elements, restoration would return the house to its former state.

The interior was in very good shape. All doors, windows, wood-slat ceilings and the floor in one room are original, requiring only minor repairs and painting. The floor in the east room was weak and broken. The joists were replaced according to today's construction code and in the crawl space, beams and four jack posts were installed across the structure's entire length.

For eight years, I had been saving a stack of tongue-in-groove hard wood floor boards milled from reclaimed grain elevators for a "future pro-

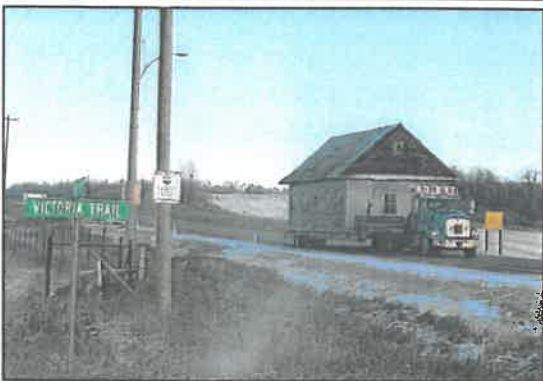
ject" and now they would be put to good use. The floor was installed, sanded and given a few clear coats. It looks impressive!

The specialty of our contractor, Jeff Walker, is plastering, though he takes great care with his carpentry also, so his skills would be used on all the walls. The plaster was mostly intact but with some cracks, and many holes throughout the walls from 1970's cupboards and storage shelving. It's a delight to know the original plaster was retained, simply needing a bit of repair. The finish coat included sand, which prevents cracking from differential shrinkage. We included plaster tints and paint colours such as pale blue, antique white and burnt umber, all typically found in Ukrainian homes. The exterior was painted a blue colour closely matching what we found in fragments on the clapboard siding, with cream trim for contrast.

There was electricity in the home when we retrieved it so we decided to retain that function, using ceramic bases with bare bulbs and pull strings, often utilized in these very basic dwellings 20 or so years after this house would have been built.

By the end of this summer, restoration was more or less finished, without long delays, because we didn't have to raise funds or apply for grants. We had a ramp built on the north door for wheelchair access. Don and I would like to open it up to the public, with the two rooms having Ukrainian cultural displays and providing a venue for artisans to exhibit and sell their crafts.

The Rubuliak Ukrainian house symbolizes Ukrainian agriculture, one of the themes in prairie settlement represented in the Victoria District National Historic Site. Though the house had to be moved to preserve it, we are pleased to have saved a part of our local Ukrainian heritage within the Site and having this excellent example on display for visitors. ♦



**Moving the house:  
On a rural road (top) and on  
Highway 855 at Victoria Trail**

## Métis Crossing Continues to Grow

by Leon Boychuk-Hunter, General Manager  
and VHGS Associate Officer



Métis Crossing Boutique Lodge, south side

Métis Crossing is in an unprecedented growth stage. On December 6, 2019, Métis Crossing completed the new Cultural Gathering Center. The state-of-the-art facility will enable the site to operate year-round and is designed to attract visitors from around the world to celebrate and partake in the Métis story. The space, along with its exceptional culinary program, is an ideal place to host an event like a wedding.

On October 5, 2020, ground was broken on a new 40-room boutique lodge, designed to

complement offerings at the gathering center. Soon visitors will be able to stay in comfort while taking in some of the many cultural activities being offered at the site. Most notable is the "Tales from the Trap Line" winter experience where visitors strap on snowshoes and journey into the life of a Métis fur trapper. Also, "Winter Fundays: Hivernant Style" will be offered December 27, 2020 and every weekend thereafter. This is an opportunity to skate, toboggan, snowshoe and craft for the whole family.

The Métis Veteran's Monument is a beautifully designed homage to the many Métis soldiers who fought in numerous pre- and post-colonization battles. The monument is scheduled to be unveiled on June 6, 2021.

Visit Métis Crossing in person by attending one of our cultural programs or workshops. To keep up to date on all the happenings, visit our website at [metiscrossing.com](http://metiscrossing.com).

**Photos: Leon Boychuk-Hunter**



Winter walk at beautiful Métis Crossing

### Chaplain (cont. from page 3)

He drives along feeling sorry for himself and raging at God. "OK, God. You want to talk? Then talk! Tell me what's going on. What should I do? Give me a signal!" Just then he passes a lighted roadside sign flashing the words: "Caution Ahead". He ignores it and continues his rant: "I need your guidance! Send me a sign!" Just then, a truck loaded with traffic signs pulls out in front of him. The signs read: "Wrong Way", "Dead End", "Stop", "Yield". But Bruce leans on the horn, whips around the truck...and runs straight into a light pole. He gets out of his car and starts jumping up and down, yelling at God. At the end of the scene, he bellows at the top of his lungs, "Answer me!!" Just then, his pager goes off, displaying a phone number. Bruce says: "Sorry, don't know you. Wouldn't call you if I did!"

And isn't that exactly what happens? Things are not going well. We're impatient. Our hope begins to sag. We ask for a sign. But we're so caught up in what is going on around us that we can't see it. (By the way, if you haven't seen the film, *God*—played by Morgan Freeman—answers Bruce's challenge, endows him with divine powers and challenges him to see if he can do a better job running the universe. Bruce's attempts to do so, and the lessons he learns in the process, make it one of my favourite films!)

In days of turmoil, we are called to stay alert and keep our eyes fixed on the One whose faithfulness is the solid foundation of our hope. We are called to expect great things to happen in our lives and in our world. Charles Allen, the great Methodist preacher and journalist from Georgia, once observed, "When you say a situation or a person is hopeless, you slam the door in the face of God". (concluded next page)

In one of the lovely "Peanuts" cartoons by Charles Schulz, Lucy has planned a picnic for the next day. She says to Charlie Brown, "I just hope to goodness it doesn't rain". Walking away, Charlie Brown says to himself, "'Hoping to goodness' is not really theologically sound".

He's right. As we come to the end of this strange, troublesome year, let's focus on what is sound; and let's rest our hope on God! ♦

### Ruthenia (continued from p.1)

moved and repurposed elsewhere, while the second Ruthenian School in this district is the one we see still standing. Classes were held here until 1950. It became the Ruthenian Community Center until 1980, serving as a hub for rural activity.

The Heritage Board had only enough money for paying contractors to strip the deteriorating roof, then attach sheathing and tar paper to protect it for the winter. Provincial grants were stalled in 2020 but we will apply in the upcoming year. We intend to raise funds to proceed with restoration of this structure so important for the Victoria District National Historic Site.

A restored Ruthenia School would be a valuable educational component of Smoky Lake Region's built heritage to convey our local history. *Working together, we can move history forward.* ♦

## In Memoriam

Home Guard Honorary Captain **Robert Buchanan** of Calgary passed away on May 24, 2019 at the age of 97. Robert's grandparents, Magnus and Frances Cromarty, came from Fort Garry by Red River cart to the river lot which is now the site of Métis Crossing. They are buried in Victoria Park Cemetery. Robert's father William was the first police officer in Smoky Lake. Robert served in WW II and later worked in the oil industry. Our condolences to his family, including his son Tom (Kim), Home Guard members.

**Elizabeth (Liz) Roshzo** of Smoky Lake passed away on April 24, 2020 at age 80. Liz worked for some years as an accountant in Smoky Lake and was an active member of the Holy Ascension Ukrainian Orthodox Church. She volunteered many hours for church projects, including a very special one—a monument located next to the church, dedicated to Orthodox women. Liz also sang in a number of church and community choirs. She and her late husband John were Home Guard members and faithful supporters of the annual Home Guard dinners. Our condolences to the Roshko family.

On October 3, 2020 another of our Home Guard Honorary Captains passed away in Calgary at 92: **Nicholas (Nick) Taylor**. Nick graduated from the University of Alberta with degrees in geology and mining engineering, and worked for various oil companies before forming his own company. He was leader of the Alberta Liberal Party from 1974 to 1988 and MLA for Westlock-Sturgeon and Redwater constituencies from 1986 to 1996. He was then appointed Senator from Alberta to the Senate of Canada, where he served until 2002. Our condolences to his wife Margaret and family.

Home Guard member **William (Bill) Buchanan**, grandson of Magnus and Frances Cromarty, brother of Robert Buchanan, passed away in Calgary on November 1, 2020 at the age of 93. After serving with the Royal Canadian Navy in WW II, Bill joined the RCMP and became Chief Superintendent in "D" Division in Manitoba. Upon retiring he formed his own security company and devoted many hours to volunteer work with the RCMP and Navy Veterans and other organizations. Our condolences to his wife Jean and family.



**Left: Wilfred Vegelahn nailing the plywood sheathing**

**Right: Jeff Walker sealing the new type of tar paper**

**Photos (also on p.1) by Noreen Easterbrook**



## Charitable Donations

October 1, 2019 -  
September 30, 2020

*Sincere thanks to the following members for their generous cash donations in the past year:*

Peter Apedaile  
Eric Boxall  
Ester Boychuk  
Jason and Lisa Boykiw  
Elaine Breadon Peiche  
Mary Carson  
Sylvia Chinery  
Linda Collier  
Pat Elashuk  
Barry Feniak  
Harry Ference  
Peter Goruk  
Del and Iris Huchulak  
Jacqueline Jimenez  
Don Klym  
Eugene and Pat Kolotyluk  
Kenneth and Frances Kolotyluk  
Jim and Dawne Kranjec  
Elsie Laboucane  
Maurice and Marian Lalonde  
Siegfried and Katharina Loffelbein  
Don and Marilyn Macyk  
Dianne Mandryk  
Henry and Victoria Martinek  
Kenneth McManus  
George and Christine Nickolaychuk  
Donna Palamarek  
Gloria Paquette  
Robert and Enid Plumb  
Joseph Prins  
Sonia Rattray  
Marilyn Rife  
Paul Robison  
Dawn Sadoway  
Kari Sadoway  
Larry and Deanne Savard  
Mary Yvonne Slemko  
Beverly Sohotsky  
Metro and Lillian Starchuk  
Joanne Taylor  
Sheila Taylor  
Tillie and William Tomkow  
Sheila Trueblood  
Robert Van Iderstine  
Ken and Louise Van Iderstine  
Victoria Wasnea  
Elizabeth and William Wasylechko  
Audrey Wells  
Ken and Tracy West  
Dan and Connie Wolff  
Jean Woodger  
Ceres Yurkiw

*The VHGS is a registered charity.  
All donations are tax deductible.*

## 2020 Annual General Meeting

Ten members attended the VHGS Annual General Meeting on March 9, 2020 at the County Council Chambers in Smoky Lake.

### Reports for the year 2019:

- ◆ **Financial:** Treasurer William (Bill) Sadoway presented a comprehensive financial report.
- ◆ **President:** Elaine Breadon Peiche reviewed the many achievements of 2019, thanking all who contributed in any way.
- ◆ **Historic Sites Maintenance:** Jason Boykiw reported that Smoky Lake County and Home Guard members collaborate in maintaining Victoria Park Cemetery, the National Historic Commemorative Plaque Site, the RCMP Memorial, and the Warspite Ferry Crossing and Red River Cart sites.
- ◆ **Oral Histories Project:** Elaine Breadon Peiche recorded Ken Phillips' memories of Alf Woodward. She also found a computer program to help transcribe oral history.
- ◆ **Victoria Trail Tours:** Elaine Breadon Peiche conducted a tour of the Victoria Trail for the interpreters at Métis Crossing and Victoria Settlement.
- ◆ **Membership:** Bill Sadoway reported a total of 112 members for 2019.
- ◆ **Newsletter:** Sharon Phillips recognized the contributors of

articles and information for the 2019 *Victoria Mission*.

- ◆ **Anthology Project:** Graham Dalziel reported that stories and pictures are being collected for the soft-cover, ring-bound edition.
- ◆ **RCMP Monument Repair:** Don Klym reviewed the successful completion of this project.
- ◆ **Victoria Trail Points of Interest Project:** Don Klym summarized the details, and thanked all who helped complete this ambitious undertaking.

### Election of Officers:

- \* President: Jason Boykiw
- \* Vice-president: Sharon Phillips
- \* Secretary: Elaine Breadon Peiche
- \* Treasurer: William Sadoway
- \* Officers: Graham Dalziel, Donald Klym, Robert Van Iderstine, Barry Feniak, Denis Harris
- \* Associate Officers: Patricia Elashuk, Leon Boychuk-Hunter,  
(Past-President: Elaine Breadon Peiche)

Fortunately, the meeting took place before COVID restrictions were announced, and those in attendance were able to enjoy the usual time of socializing and refreshments which followed.

Please plan to attend the next AGM on March 8, 2021. It's an opportunity to learn first-hand what our society is doing, and to get to know other Home Guard members.

**Right: VHGS President-elect Jason Boykiw presents outgoing president Elaine Breadon Peiche with an honorary gavel from the Home Guard.**

**Jason thanked Elaine for her remarkable leadership during the past two years.**



## Jenna Preston

---

**From:** Craig Lukinuk  
**Sent:** January 4, 2021 10:12 AM  
**To:** Gene Sobolewski; Lydia Cielin; Patti Priest; Jenna Preston  
**Subject:** FW: Xplornet Communications Inc. Letter of Support Request for Upcoming UBF Application  
**Attachments:** Letter of Support Alberta UBF.docx  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please add to our Council Agenda  
Craig

**From:** Graham Fleet <GrahamF@corp.cciwireless.ca>  
**Sent:** December 24, 2020 10:46 AM  
**Subject:** Xplornet Communications Inc. Letter of Support Request for Upcoming UBF Application

Good Morning,

Xplornet Communications Inc. (XCI) will be submitting a large-scale grant application to the Universal Broadband Fund with the goal being to ensure that connectivity improves to a minimum of the Universal Service Objective (50 down and 10 up) throughout Rural Alberta.

If the pandemic has proven one thing, it is the importance of reliable high-speed internet for all residents regardless of location. Xplornet Communications is up to the challenge of providing this essential service! The recent acquisition of CCI Wireless by XCI will allow greater access to capital for the build out of these network improvements and build on the grass-roots connections that CCI Wireless and XCI have created throughout the province of Alberta. The combined infrastructure and spectrum resources will allow for a cost effective build out of a hybrid fibre and wireless network to service customers and utilize satellite for remote and less dense service. This network build out will also establish the backbone for future 5 G service to residents and businesses.

The business case is not without challenge however, and a successful UBF application will be key to achieving this connectivity goal in a timely fashion. ***Xplornet Communications would like to ask for a letter of support from your Council for our upcoming application.*** The application deadline is Feb 15<sup>th</sup>, 2021 and we would require your letter of support by Feb 10<sup>th</sup>, 2021 for inclusion in our applications.

On a personal note, I am very excited about the move into XCI from CCI Wireless and look forward to engaging, and in a lot of cases, re-engaging with you and your municipalities as a representative of XCI and working to reach that universal service objective and beyond for your municipalities. I have attached a proposed letter of support template. Should you have additional questions please do not hesitate to reach out to me at the contact information below. I will be following up in early January and expect to be able to fill in further details as they apply to your municipality, but did want to get the process started as it is a tight time frame.

Merry Christmas and All the best in 2021!

**Graham Fleet**

Xplornet Communications Inc.

Senior Manager, Government & Public Affairs Alberta

Office: (403) 250 9324

Mobile : (403) 771 4713

Email: [grahamf@corp.cciwireless.ca](mailto:grahamf@corp.cciwireless.ca)



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## PROPOSED LOS SUPPORT TEMPLATE

\_\_\_\_\_ is very pleased to support Xplornet's proposal to the Universal Broadband Fund. Xplornet's proposal for \_\_\_\_\_ region of Alberta will benefit the rate-payers of \_\_\_\_\_ and ensure that our rural residents are positioned to successfully participate in today's digital economy.

Xplornet is uniquely positioned with an application to serve our rate-payers with a combination of Fibre, Fixed Wireless towers and Satellite coverage that will ensure effective and efficient achievement of a minimum of the Universal Service Objective (50 down/10 up) and establish the backbone for 5G wireless broadband services of up to 100 Mbps and 1 Gbps Fiber to the Home in more densely populated hamlets and developments within our municipality.

The expansion of broadband access through Xplornet's project will facilitate commercial and industrial development in our community as Xplornet will be positioned to offer enhanced Enterprise Services. The project will also enable local businesses to grow by providing improved connectivity to customers beyond the region. Xplornet's project will also provide improved services to support residents working from home, engaging in online learning, and accessing telehealth services. The improved access will benefit all residents of our region, including underrepresented groups, whose access to the digital economy will be improved by the provision of fibre-based Internet services. This will assist the Government of Canada in pursuing other strategies around poverty reduction, digital literacy, official languages and women's entrepreneurship.

The recent acquisition of CCI Wireless, which was built from grass-roots support of Alberta's Natural Gas Coops, Municipalities and rural communities, combined with Xplornet assets within \_\_\_\_\_ area of Alberta will ensure that the funds allocated from the UBF program benefit the intended recipients for decades to come. \_\_\_\_\_ looks forward to working with Xplornet in deploying the UBF project thus ensuring that all residents, businesses, and institutions within \_\_\_\_\_ have the connectivity they require.

Should there be additional questions please contact my office at (contact information)

Best Regards,

# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – December 11, 2020

On December 8, 2020, the Government of Alberta announced additional public health orders to protect the health system and slow the spread of COVID-19, based on recommendations from the Chief Medical Officer of Health. Active public health orders can be reviewed on [Alberta.ca](https://www.alberta.ca).

The new measures announced on December 8 apply province-wide and will be in place until at least January 12, 2021. Restrictions on businesses and facilities come into effect December 13, at 12:01 am.

Municipal Affairs remains committed to issuing regular updates to address frequently asked questions as well as provide new information or resources as they become available. If you would like a specific issue addressed in an upcoming update, please email your request to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca).

### Municipal Affairs Updates

Previous COVID-19 updates are available online at: [www.alberta.ca/municipal-government-resources.aspx](https://www.alberta.ca/municipal-government-resources.aspx)

## Mandatory Masks

**Is the use of masks mandatory province-wide now?**

**YES.** Mask use is now mandatory across the province (with some exceptions for farming or ranching operations when not interacting with the public, as well as for certain individuals and activities).

## Provincial Relaunch Status Map

The [Provincial Relaunch Status Map](#) has been updated to move every region in the province to the purple 'Enhanced Status'. Are the orders put in place on November 27 now in effect for all areas?

**NO.** Order 39 only applies to communities that previously met the case rate thresholds (active case rate of 50 cases per 100,000 people, and a minimum of 10 active cases) and were listed as "Enhanced Status".

Should your area reach the case rate threshold prior to Sunday, December 13, 2020, then the measures found in [Order 39](#) will become applicable.

Municipalities should monitor active cases and active case rates that are found on the relaunch map, which updates around 4:00 p.m. daily. Prior to Sunday, December 13, Alberta Health will provide a notification email to municipalities where cases trigger the Order 39 measures.

### Public Libraries Resources

Resources are available at:  
<https://www.alberta.ca/public-library-services.aspx>

## Municipal Governance during the COVID-19 Outbreak

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Classification: Public



# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – December 18, 2020

While we continue to navigate the ever-evolving COVID-19 pandemic together, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions as well as provide new information or resources as they become available. For the most up-to-date information on the COVID-19 situation in Alberta, visit [alberta.ca/COVID19](https://alberta.ca/COVID19).

If you would like a specific issue addressed in an upcoming update, please email your request to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca).

### Municipal Affairs Updates

Previous COVID-19 updates are available online at: [www.alberta.ca/municipal-government-resources.aspx](https://www.alberta.ca/municipal-government-resources.aspx)

### Christmas Closure



**Will there be support from Municipal Affairs over the holidays should any urgent matters arise or if there are changes to the current health orders?**

**YES.** Although our office will be closed from December 25 to January 4, you can email any time sensitive inquiries to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca) inbox, which will continue to be monitored.

As we enter into this holiday season, take time to rest and reflect on the great work you have done in being responsive to your citizens and businesses during this challenging year.

### 2021 Municipal Elections



**The 2021 nomination period starts when municipal offices reopen in January 2021. For municipalities with nomination deposit bylaws, the *Local Authorities Election Act (LAEA)* requires nomination deposits to be in cash, certified cheques, and money orders. Are there other paperless options available to encourage the current COVID-19 pandemic?**

**YES.** On December 14, 2020, the Honourable Tracy Allard, Minister of Municipal Affairs, signed [Ministerial Order No. MSD:103/20](#) to amend specific requirements under Section 30(1) of the *LAEA* to allow deposits to be provided to the returning officer by in-person payments using a debit card or a credit card, in addition to the current cash, certified cheque, or money order options. This modification is only in effect for the 2021 general election year.

**If a nomination deposit bylaw states the form of payment, do municipalities need to amend their bylaw to include the new methods of payment?**

**YES.** The MO No. MSD:103/20 does not amend a local bylaw. If a municipality's local bylaw includes provisions that limit the way in which payments can be made, the bylaw would need to be amended to enable debit and credit card payments for 2021 only.

### Public Libraries Resources

Resources are available at: [www.alberta.ca/public-library-services.aspx](https://www.alberta.ca/public-library-services.aspx)

### Municipal Governance during the COVID-19 Outbreak

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Classification: Public



## Can our municipal office remain open to accept nomination forms?

**YES.** Employers shall require employees to work from home, unless their physical presence is required to effectively operate the workplace. Municipal offices could remain open to accept nominations papers. Determining what constitutes an essential service remains a local operational decision, and individual municipalities are encouraged to choose a process for accepting nomination forms that they deem appropriate. Nomination forms can be accepted at specific times set by the returning officer, by appointment, or at a secure drop box.

## General Questions

### Can we provide an option for households to rent public facilities (pools, indoor rinks) for personal use?



**NO.** Alberta's Chief Medical Officer of Health's current recommendation is that municipal recreation facilities should not be rented out to individual households, as this is difficult to determine whether social gathering restrictions are being adhered to.

### Are there resources available to ensure municipal messages are consistent with the provincial public health guidance?

**YES.** The Government of Alberta collection of COVID-19 visual resources is updated and also includes a new mandatory masking poster that municipalities and your community partners may use. Information posters and fact sheets can be accessed and downloaded [online](#).



## In order to adhere to social distancing requirements, our municipality has moved council meetings to the community hall. Given the current orders restrict the use of community halls, is council required to change the location?

**YES.** As community halls are to remain closed except for a permitted use, councils should conduct meetings electronically per the [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#). If meetings have already been scheduled to take place in the community hall, councils must call a special meeting to change the location of the meeting. If time does not permit a special meeting to be called, municipalities should review their procedural bylaw, which may set out the process for adjourning a meeting should council not achieve quorum.

### Relaunch Status Map

Map reporting formats are updated. To review the level of risk in your community, rate of COVID-19 cases, number of active cases, and current measures in place, visit: [www.alberta.ca/maps/covid-19-status-map.htm](http://www.alberta.ca/maps/covid-19-status-map.htm)

## Additional Resources

The Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) continue to be a valuable resource for municipalities.

RMA's COVID-19 response hub is available at <https://rmaalberta.com/about/covid-19-response-hub>.

AUMA's updated guide is available at [www.auma.ca/covid19](http://www.auma.ca/covid19).

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at [www.fcm.ca/en/resources/covid-19-resources-municipalities](http://www.fcm.ca/en/resources/covid-19-resources-municipalities).

For the most up-to-date information on the COVID-19 situation in Alberta, visit: [www.alberta.ca/COVID19](http://www.alberta.ca/COVID19).



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Grande Prairie*

ALBERTA REGULATION 298/2020  
FILED ON DECEMBER 18 2020

MINISTERIAL ORDER NO. MSD:102/20

I, Tracy L. Allard, Minister of Municipal Affairs, pursuant to Section 159(2)(a) of the *Local Authorities Election Act*, make the Local Authorities Election Forms Amendment Regulation as set out in the attached Appendix.

Dated at Edmonton, Alberta, this 14<sup>th</sup> day of December 2020.

Tracy L. Allard  
Minister of Municipal Affairs

**APPENDIX**

**Local Authorities Election Act**

**LOCAL AUTHORITIES ELECTION FORMS  
AMENDMENT REGULATION**

**1 The *Local Authorities Election Forms Regulation* (AR 106/2007) is amended by this Regulation.**

**2 Section 1 is amended**

(a) in subsection (2) by adding “for the election of trustees of a Francophone regional authority as defined in the *Education Act*” after “*Local Authorities Education Act*”;

(b) by repealing subsection (3) and substituting the following:

(3) The forms set out in Schedule 3 are the English forms for use under the *Local Authorities Election Act* for the election of trustees of a Francophone regional authority as defined in the *Education Act*.

**3 Schedule 1 is amended**

(a) by striking out

5 Candidate Information 27

and substituting

5 Candidate Financial Information 27

(b) in Form 5 by striking out

**FORM 5** **CANDIDATE INFORMATION**  
***Local Authorities Election Act***  
**(Section 27)**

and substituting

**FORM 5** **CANDIDATE FINANCIAL INFORMATION**  
***Local Authorities Election Act***  
**(Section 27)**

(c) Form 14 is repealed and the following is substituted:

**FORM 14**

**STATEMENT OF VOUCHER**  
**Local Authorities Election Act**  
**(Sections 47, 53, 54, 59)**  
**Education Act (Sections 4(4), 74)**

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

ELECTION DATE: \_\_\_\_\_

VOTING SUBDIVISION OR WARD (If Applicable): \_\_\_\_\_

VOTING STATION: \_\_\_\_\_

**STATEMENT OF VOUCHER**

I, (name of elector), of (complete address and postal code), state

- that I personally know the following individual(s)  
(name)  
(name)  
(name)

who live(s) at the address indicated:

(complete address and postal code)

- that I am eligible to vote at the above-mentioned election.
- that I have not been vouched for in this election,
- that my name properly appears on the list of electors for this voting station (if applicable),
- that I have provided the required proof of eligibility as required by section 53 of the *Local Authorities Election Act*,
- that I truly believe the person(s) named above is (are) ordinarily resident at the address listed above and is (are) eligible to vote at the above mentioned election, and
- that I have not already vouched for a person who is ordinarily resident at an address other than the address listed above.

\_\_\_\_\_  
(Signature of Voucher)

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**

**DEPUTY RETURNING OFFICER** \_\_\_\_\_ (Deputy's Initials)

- Name of vouching elector appears on the list of electors for voting subdivision (if applicable).
- Identification Shown

**OBJECTION TO PERSON VOUCHING**

Name of Candidate/Official Agent/R.O./Scrutineer Making Objection:

Reason for Objection:

**NOTE:**

The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 53 and 54 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

\_\_\_\_\_  
(title and business phone number of the responsible official)

(d) in Form 19 by striking out

FORM 19

**BALLOT ACCOUNT  
AND RESULT OF VOTE  
for (Name of Office, Bylaw or Question)  
Local Authorities Election Act  
(Sections 54, 77.2, 88, 89)**

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

ELECTION DATE: \_\_\_\_\_

VOTING SUBDIVISION OR WARD (If Applicable): \_\_\_\_\_

VOTING STATION: \_\_\_\_\_

and substituting

FORM 19

**BALLOT ACCOUNT  
AND RESULT OF VOTE  
for (Name of Office, Bylaw or Question)  
Local Authorities Election Act  
(Sections 54, 77.2, 88, 89)**

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

ELECTION DATE: \_\_\_\_\_

VOTING SUBDIVISION OR WARD (If Applicable): \_\_\_\_\_

VOTING STATION: \_\_\_\_\_

(e) by repealing Forms 26 to 28 and substituting the following:

FORM 26

**CAMPAIGN DISCLOSURE STATEMENT  
AND FINANCIAL STATEMENT  
Local Authorities Election Act  
(Sections 147.3, 147.4)**

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

Full name of Candidate: \_\_\_\_\_

Candidate's mailing address: \_\_\_\_\_

Postal Code: \_\_\_\_\_, Alberta

This form, including any contributor information from line 2, is a public document.

**Pre-Campaign Period Report**

- 1. Pre-Campaign Period Contributions  
(up to a limit of \$5 000 per year or \$10 000 from candidate's own funds per year) \$ \_\_\_\_\_
- 2. Pre-Campaign Period Expenses \$ \_\_\_\_\_

**Campaign Period Revenue**

CAMPAIGN CONTRIBUTIONS:

- 1. Total amount of contributions of \$50.00 or less \$ \_\_\_\_\_
- 2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) \$ \_\_\_\_\_

NOTE:

For lines 1 and 2, include all money and valued personal property, real property or service contributions.

- 3. Deduct total amount of contributions returned \$ \_\_\_\_\_
- 4. NET CONTRIBUTIONS (line 1 + 2 - 3) \$ \_\_\_\_\_

OTHER SOURCES:

- 5. Total amount contributed out of candidate's own funds \$ \_\_\_\_\_
- 6. Total net amount received from fund-raising functions \$ \_\_\_\_\_
- 7. Transfer of any surplus or deficit from a candidate's previous election campaign \$ \_\_\_\_\_
- 8. Total amount of other revenue \$ \_\_\_\_\_
- 9. TOTAL OTHER SOURCES (add lines 5, 6, 7 and 8) \$ \_\_\_\_\_
- 10. Total Campaign Period Revenue (add lines 4 and 9) \$ \_\_\_\_\_

**Campaign Period Expenditures**

- 11. Total Campaign Period Expenses  
Paid \_\_\_\_\_ Unpaid \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

The Candidate must attach an itemized expense report to this form.

**Campaign Period Surplus (Deficit)**  
(deduct line 11 from line 10) \$ \_\_\_\_\_

A candidate who has incurred campaign expenses or received contributions of \$50 000 or more must attach a review engagement statement to this form.

**ATTESTATION OF CANDIDATE**

This is to certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the *Local Authorities Election Act*.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

Forward the signed original of this document to the address of the local jurisdiction in which the candidate was nominated for election.

**IT IS AN OFFENCE TO FILE A FALSE STATEMENT**

NOTE:

The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 147.4 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

\_\_\_\_\_  
(title and business phone number of the responsible official)

**FORM 27**

**REGISTRATION OF A THIRD PARTY**  
*Local Authorities Election Act*  
**(Section 163)**

Initial Registration  Update to Registration

(Name of Third Party) \_\_\_\_\_

**ENTITY TYPE**

Person  Group  Corporation

**PRIMARY CONTACT**

Name (include title: Mr., Ms, Dr.) \_\_\_\_\_

Mailing address \_\_\_\_\_

Postal Code \_\_\_\_\_, Alberta

E-mail \_\_\_\_\_

Primary Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

**CHIEF FINANCIAL OFFICER (CFO)**

Name (include title: Mr., Ms, Dr.) \_\_\_\_\_

Mailing address \_\_\_\_\_

Postal Code \_\_\_\_\_, Alberta

E-mail \_\_\_\_\_

Primary Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

**LOCATION RECORDS ARE MAINTAINED AND COMMUNICATIONS ADDRESSED (IF OTHER THAN CFO'S ADDRESS)**

Name (include title: Mr., Ms, Dr.) \_\_\_\_\_

Mailing address \_\_\_\_\_

Postal Code \_\_\_\_\_, Alberta

E-mail \_\_\_\_\_

Primary Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

**FINANCIAL INSTITUTION**

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

Postal Code \_\_\_\_\_, Alberta

E-mail \_\_\_\_\_

Office Phone \_\_\_\_\_

Signing Officer(s) \_\_\_\_\_

**NOTES**

1. If the third party requesting registration is a Corporation, the Primary Contact information must be that of the officer who has signing authority for it.
2. If the third party requesting registration is a Group, the Primary Contact information must be that of the Principal Officer or Principal Member. A listing of all Officers or Members must also be attached to this application.
3. Where there is any change in the above mentioned information, the registered third party shall notify the local jurisdiction in writing within 30 days of such changes by submitting a completed registration form.
4. A copy of the resolution authorizing the third party to incur election advertising expenses must be included if the third party has a governing body.



<p><b>ENDORSEMENT BY THIRD PARTY CFO</b> (for initial registration or change to registration information)</p> <p>_____</p> <p>(Printed Name)</p> <p>_____</p> <p>(Signature of CFO)</p> <p>_____</p> <p>(Date)</p>
<p><b>ACCEPTANCE BY LOCAL JURISDICTION</b> (for initial registration or change to registration information)</p> <p>_____</p> <p>(Authorized Signature)</p> <p>_____</p> <p>(Local Jurisdiction)</p> <p>_____</p> <p>(Date)</p>

**NOTE:**

The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 163 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

\_\_\_\_\_ (title and business phone number of the responsible official)

**FORM 28**

**THIRD PARTY ADVERTISING  
CONTRIBUTION STATEMENT**  
*Local Authorities Election Act*  
(Section 180)

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

Third Party Name: \_\_\_\_\_

Third Party's mailing address \_\_\_\_\_

Postal Code \_\_\_\_\_, Alberta

**Election Advertising Period**

**ADVERTISING CONTRIBUTIONS:**

- Total amount of contributions of \$250.00 or less \$ \_\_\_\_\_
- Total amount of all contributions of \$250.01 and greater \$ \_\_\_\_\_

Complete the following table for all contributions of \$250.01 and greater, attaching additional sheets as necessary.

<b>Contributions of \$250.01 and Greater</b>			
<b>Contributor's Name</b>	<b>Contributor's Address</b>	<b>Amount of Contribution</b>	<b>Date of Contribution</b>

--	--	--	--

**NOTE:**

For lines 1 and 2, and the table, include all money and real property, goods or service contributions.

Forward the signed original of this document to the address of the local jurisdiction in which the third party is registered.

**NOTE:**

The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 180 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

(title and business phone number of the responsible official)

**4 Schedule 2 is amended**

(a) by striking out

**Schedule 2**

Les formulaires suivants sont contenus dans cette annexe.

<b>Numéro du formulaire</b>	<b>Titre du formulaire</b>	<b>Selon l'article</b>
1RA	Serment du directeur du scrutin	16
2RA	Déclaration du scrutateur, du remplaçant, du recenseur et du préposé au service d'ordre	16
3RA	Avis du jour de déclaration de candidatures	26
4RA	Mise en candidature et consentement du candidat <i>Local Authorities Election Act</i>	12,21,22,23, 27,28,47, 68.1,151, Partie 5.1
	<i>Education Act</i>	135
5RA	Informations du candidat	27
6RA	Avis d'élection	35,46,53
7RA	Avis d'élection et exigences relatives à l'identification de l'électeur	35,46,53
8RA	Avis de vote sur un règlement ou une question donnée	7,35,46,53
9RA	Bulletin de vote <i>Local Authorities Election Act</i>	42,43,44
	<i>Education Act</i>	135
10RA	Instructions à l'intention des électeurs	45
11RA	Preuve d'identification du recenseur, candidat ou agent officiel en matière d'accès conformément à l'article 52	52

**Schedule 3**

The following are the forms set out in this Schedule:

<b>Form Number</b>	<b>Form Title</b>	<b>In respect of Section</b>
4RA	Nomination Paper and Candidate's Acceptance <i>Local Authorities Election Act</i> <i>Education Act</i>	12,21,22,23, 27,28,47,68.1,151, Part 5.1 135
9RA	Ballot <i>Local Authorities Election Act</i> <i>Education Act</i>	42,43,44 135
13RA	Elector Register <i>Local Authorities Election Act</i> <i>Education Act</i>	1(n.1),47,53,54, 59,78 135
22RA	Request for Special Ballot Package <i>Local Authorities Election Act</i> <i>Education Act</i>	77.1 135
23RA	Special Ballot Package	77.1,77.2
25RA	Special Ballot Certificate Envelope <i>Local Authorities Election Act</i> <i>Education Act</i>	47,53,77.1,77.2 135

**and substituting**

**Schedule 3**

The following are the forms set out in this Schedule:

<b>Form Number</b>	<b>Form Title</b>	<b>In respect of Section</b>
4RA	Nomination Paper and Candidate's Acceptance <i>Local Authorities Election Act</i> <i>Education Act</i>	12,21,22,23, 27,28,68.1,151, Part 5.1 135
9RA	Ballot <i>Local Authorities Election Act</i> <i>Education Act</i>	42,43,44 135
13RA	Elector Register <i>Local Authorities Election Act</i> <i>Education Act</i>	1(n.1),53,54, 59,78 1(1)(i),135
22RA	Request for Special Ballot Package <i>Local Authorities Election Act</i> <i>Education Act</i>	77.1 135
23RA	Special Ballot Package	77.1,77.2
25RA	Special Ballot Certificate Envelope <i>Local Authorities Election Act</i> <i>Education Act</i>	53,77.1,77.2 1(1)(i),135

**(b) by repealing Form 4RA and substituting the following:**

**FORM 4RA**

**NOMINATION PAPER AND  
CANDIDATE'S ACCEPTANCE  
Local Authorities Election Act  
(Sections 12, 21, 22, 23, 27, 28, 68.1, 151, Part 5.1)  
Education Act (Section 135)**

THE \_\_\_\_\_ FRANCOPHONE EDUCATION REGION, PROVINCE  
OF ALBERTA

We, the undersigned electors of the \_\_\_\_\_ Francophone Education  
Region, nominate (name of candidate) of (complete address and  
postal code of candidate) as a candidate at the election about to be held  
for the office of \_\_\_\_\_ of the Francophone Regional Authority of the  
\_\_\_\_\_ Francophone Education Region.

Signatures of at least 5 ELECTORS ELIGIBLE TO VOTE in this  
election in accordance with section 27 of the *Local Authorities Election  
Act* and section 135 of the *Education Act*. If a Francophone regional  
authority under the *Education Act* passes a bylaw under section 27(2) of  
the *Local Authorities Election Act*, then the signatures of up to 100 electors  
eligible to vote may be required.

Printed Name of Elector	Address of Elector	Signature of Elector

**CANDIDATE'S ACCEPTANCE**

I, the said (surname) (given names) named in the foregoing  
nomination, solemnly swear (affirm)

THAT I am eligible under section 21 of the *Local Authorities Election Act*  
and section 135 of the *Education Act*;

THAT I am not otherwise disqualified under sections 22 and 23 of  
the *Local Authorities Election Act* and section 135 of the *Education Act*;

THAT I will accept the office if elected;

THAT I have read sections 12, 21, 22, 23, 27, 28, 68.1, 151 and Part 5.1 of  
the *Local Authorities Election Act* and section 135 of the *Education Act*  
and understand their contents;

THAT I am appointing (name, address and telephone number of official  
agent) (if applicable) as my official agent; and

THAT the electors who have signed this nomination paper are eligible to  
vote in accordance with the *Local Authorities Election Act* and the  
*Education Act* and resident in the local jurisdiction on the date of signing  
the nomination.

Print name as it should appear on the ballot

\_\_\_\_\_  
(Candidate's Surname)

\_\_\_\_\_  
(Given Names) (may include  
nicknames, but not titles,  
i.e. Mr., Ms, Dr.)

SWORN (AFFIRMED) BEFORE ME )  
at the \_\_\_\_\_ of \_\_\_\_\_, in the Province )  
of Alberta, this \_\_\_\_ day of \_\_\_\_\_, )  
20\_\_\_\_. )

\_\_\_\_\_  
(Candidate's Signature)

\_\_\_\_\_  
(Signature of Returning Officer or  
Commissioner for Oaths)



**INDICATING THE NUMBER OF CANDIDATES THAT CAN BE VOTED FOR**

Every ballot used in an election for a trustee of a Francophone regional authority must contain a brief explanatory note stating the maximum number of candidates that can be voted for in order not to make the ballot subject to being rejected.

**BALLOTS FOR PUBLIC OR SEPARATE TRUSTEES**

Every ballot should indicate if the elector is voting for a public or separate candidate.

(d) by repealing Form 13RA and substituting the following:

**FORM 13RA**

**ELECTOR REGISTER  
Local Authorities Election Act  
(Sections 1(n.1), 53, 54, 59, 78)  
Education Act (Sections 1(1)(i), 135)**

THE FRANCOPHONE REGIONAL AUTHORITY OF THE  
\_\_\_\_\_ FRANCOPHONE EDUCATION REGION,  
PROVINCE OF ALBERTA

ELECTION DATE: \_\_\_\_\_

VOTING SUBDIVISION OR WARD (If Applicable): \_\_\_\_\_

VOTING STATION: \_\_\_\_\_

**STATEMENT OF ELECTOR ELIGIBILITY**

I, (name of elector), of (complete address and postal code), am eligible to vote at the above-mentioned election because:

- I have not voted before in this election or any other school board election occurring at this time;
- I am 18 years of age or older;
- I am a Canadian citizen;
- I have provided the required proof of eligibility as required by section 53 of the *Local Authorities Election Act* or I have been vouched for as to my eligibility by an elector;

AND (check only one of the following 3 options):

1.  The following criteria apply to me:

- I am a Francophone as defined in the *Education Act*; and
- I reside in Alberta in the \_\_\_\_\_ Francophone Education Region on Election Day.

**OR**

2.  The following criteria apply to me:

- I am an individual who was enrolled as a student in a school operated by a Francophone regional authority;
- I received an Alberta High School Diploma or Certificate from a Francophone regional authority; and
- I have resided in Alberta for the 6 months immediately preceding Election Day.

**OR**

3.  The following criteria apply to me:

- I am the biological or adoptive parent of an individual referred to in option 2 above; and
- I have resided in Alberta for the 6 months immediately preceding Election Day.

I am eligible to vote for (Check [✓] One):

- A Francophone Public School trustee
- A Francophone Separate School trustee

(Signature of Elector)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

**DEPUTY RETURNING OFFICER**

VOTER NUMBER: \_\_\_\_\_

- Identification shown
- Elector Vouched For

**BALLOTS ISSUED TO ELECTOR (Check [√] One):**

- A Francophone Public School trustee
- A Francophone Separate School trustee
- Bylaw or Question

<b>OBJECTION TO PERSON VOTING</b>	Name of Candidate/Official Agent/Scrutineer/Returning Officer Making Objection:	Deputy's Initials:
	Reason for Objection:	
<b>ELECTOR WHO IS UNABLE TO VOTE IN THE USUAL MANNER</b>	Ballot for Elector who is Unable to Vote in the Usual Manner Was Marked By Another Person: (Check [√]) <input type="checkbox"/>	
	Reason:	

**NOTE:**

The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 53, 54 and 78 of the *Local Authorities Election Act*, section 135 of the *Education Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

(title and business phone number of the responsible official)

**(e) in Form 22RA by striking out**

- Please select one:  A Francophone Public School member  
 A Francophone Separate School member

**and substituting**

- Please select one:  A Francophone Public School trustee  
 A Francophone Separate School trustee

**(f) by repealing Form 23RA and substituting the following:**

**FORM 23RA**

**SPECIAL BALLOT PACKAGE**  
*Local Authorities Election Act*  
 (Sections 77.1, 77.2)

**SPECIAL BALLOT**

**SPECIAL BALLOT FORM FOR ELECTED OFFICES**

<p><b>ELECTION OF THE TRUSTEE OF THE FRANCOPHONE REGIONAL AUTHORITY OF</b></p> <hr/> <p><b>FRANCOPHONE EDUCATION REGION</b></p>	<p>(If Application for Special Ballot is sent prior to Special Ballots being printed with List of Candidates Names, use the following Ballot Format)</p> <p>Print the name(s) of the candidates on the lines below.</p> <p>I vote for:</p> <p>_____</p> <p>_____</p> <p>The maximum number of candidates that can be voted for is <u>(number)</u>.</p>
---	--

**USING SEPARATE BALLOTS FOR EACH OFFICE**

A separate ballot must be used for:

- the offices of trustees of a Francophone regional authority;
- any questions.

**BALLOT FOR A VOTE ON A BYLAW OR QUESTION**

The wording on a ballot for a vote on a bylaw or question must be determined by a resolution of the Francophone regional authority. The form of the ballot may be determined by a resolution of the Francophone regional authority; however, if no resolution is passed, the returning officer must determine the form in accordance with section 44 of the *Local Authorities Election Act*.

**ARRANGING THE NAMES ON THE BALLOTS**

The names of the candidates on each ballot must be arranged alphabetically in order of the surnames and, if 2 or more candidates have the same surname, the names of those candidates must be arranged alphabetically in order of their given names.

If a Francophone regional authority passes a bylaw 2 months before an election that provides that ballots be printed in as many lots as there are candidates for the office, section 43(3) of the *Local Authorities Election Act* applies.

**INDICATING THE NUMBER OF CANDIDATES THAT CAN BE VOTED FOR**

Every ballot used in an election for a trustee of a Francophone regional authority must contain a brief explanatory note stating the maximum number of candidates that can be voted for in order not to make the ballot void.

**BALLOTS FOR PUBLIC OR SEPARATE TRUSTEES**

Every ballot should indicate if the elector is voting for a public or separate trustee of the Francophone regional authority.

(g) by repealing Form 25RA and substituting

**FORM 25RA**

**SPECIAL BALLOT  
 CERTIFICATE ENVELOPE**  
*Local Authorities Election Act*  
 (Sections 53, 77.1, 77.2)  
*Education Act* (Sections 1(1)(i), 135)

THE FRANCOPHONE REGIONAL AUTHORITY OF \_\_\_\_\_  
 FRANCOPHONE EDUCATION REGION, PROVINCE OF ALBERTA

ELECTION DATE: \_\_\_\_\_

VOTING SUBDIVISION (If Applicable): \_\_\_\_\_

VOTING STATION: \_\_\_\_\_



**Part I**  
**To be completed by Elector**

**STATEMENT OF ELECTOR ELIGIBILITY**

I, (name of elector), of (complete address and postal code), am eligible to vote at the above-mentioned election because:

- I have not voted before in this election or in any other school board election occurring at this time;
- I am 18 years of age or older;
- I am a Canadian citizen;
- I have provided the required proof of eligibility as required by section 53 of the *Local Authorities Election Act*;
- I am entitled to receive a Special Ballot in accordance with sections 77.1 and 77.2 of the *Local Authorities Election Act* because I will not be able to attend advance voting stations, if any, or the voting station established for my local jurisdiction, due to physical disability, absence from the local jurisdiction or being a returning officer, deputy returning officer, substitute returning officer, constable, candidate, official agent or scrutineer;

**AND** (check only one of the following 3 options):

1.  The following criteria apply to me:
- I reside in Alberta in the \_\_\_\_\_ Francophone Education Region on Election Day; and
  - I am a Francophone, as defined in the *Education Act*.

**OR**

2.  The following criteria apply to me:
- I am an individual who was enrolled as a student in a school operated by a Francophone regional authority;
  - I received an Alberta High School Diploma or Certificate from a Francophone regional authority; and
  - I have resided in Alberta for the 6 months immediately preceding Election Day.

**OR**

3.  The following criteria apply to me:
- I am the biological or adoptive parent of an individual referred to in option 2 above; and
  - I have resided in Alberta for the 6 months immediately preceding Election Day.

I am eligible to vote for (Check [✓] One):

- A Francophone Public School trustee
- A Francophone Separate School trustee

I declare that the above statements are true.

Dated at (complete address, including postal code, where Special Ballot Certificate Envelope is received) this (date) day of (month), (year).

\_\_\_\_\_  
(Signature of Elector)

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**

**Part II**  
**To be completed by Returning Officer**

Special Ballot Certificate Envelope IS accepted because:

- Name of the individual recorded on the front of envelope is recorded in the Special Ballot Voting Register,

- Part I is properly completed, and
- Elector's identification meets the requirements of section 53 of the *Local Authorities Election Act*.

**OR**

Special Ballot Certificate Envelope IS NOT opened because:

- Part I is not properly completed,
- Elector's identification does not meet the requirements of section 53 of the *Local Authorities Election Act*, or
- Received after the close of voting stations on Election Day.

Date and Time Received: _____ _____ (Initials of Returning Officer)
--

**NOTE:**

The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 53 and 77.2 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

(title and business phone number of the responsible official)

**6 This Regulation has effect on January 1, 2021.**

## Jenna Preston

---

**From:** Lydia Cielin  
**Sent:** December 23, 2020 3:36 PM  
**To:** Jenna Preston  
**Cc:** Patti Priest  
**Subject:** Fw: Living Strong Program

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Agenda - section 5 under FCSS or maybe 6 and recommendations support and promote

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

**From:** wellbeing@acaging.ca  
**Sent:** December 22, 2020 3:44 PM  
**To:** wellbeing@acaging.ca  
**Subject:** Living Strong Program

## Alberta Council on Aging



December 22, 2020

Dear friends and colleagues,

We are pleased to announce a new program being offered by Alberta Council on Aging.

The Living Strong Program for older adults encourages participants to explore various components of wellbeing: physical, mental, environment, spiritual, and getting your paperwork in order.

Everyone is welcome to join the Living Strong Program. People can do the program on their own, with peer support or within a group. The program sessions can be done using the booklet, by teleconference or zoom online. Organizations may use and offer the program as a way of bringing new experiences to their community.

The aim of this program is to inspire participants right now, at no cost, to reduce stress and stay as strong as possible during the pandemic and beyond.

Please view the Living Strong Program Brochure at [Living Strong – Alberta Council on Aging \(acaging.ca\)](https://www.acaging.ca/Living-Strong)

Will you share this information through your networks?

I look forward to your questions, comments and participation!

Sincerely,

**Maureen Bracke**

Alberta Council on Aging  
Living Strong Program Lead  
Wellbeing Coach

[wellbeing@acaging.ca](mailto:wellbeing@acaging.ca)

780-977-7264

1-888-423-9666

<https://acaging.ca/>

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FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

6.6

## Membership Invoice 2021-2022 Facture d'adhésion

24, rue Clarence Street  
Ottawa, Ontario K1N 5P3  
T. 613-241-5221  
F. 613-241-7440

**Gene Sobolewski**  
Smoky Lake County  
PO Box 310 4612 McDougall Drive  
Smoky Lake, AB, T0A 3C0  
Attn: Chief Administrative Officer

**INVOICE / FACTURE:** INV-26340-L6Y9C0  
**DATE:** 10/27/2020  
**ACCOUNT / COMPTE:** 40308  
**DUE DATE / DATE LIMITE:** 04/01/2021

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population/ Taux de base selon votre population	1	\$210.00	\$210.00	\$10.50	\$220.50
Per capita dues calculated per your population/Frais de cotisation calculés selon votre population	2,461	\$0.1972	\$485.31	\$24.27	\$509.58
<b>TOTAL</b>			\$695.31	\$34.77	\$730.08

**PAID AMOUNT / MONTANT PAYÉ:** \$0.00  
**BALANCE DUE / MONTANT DÛ:** \$730.08

**PAYMENT / PAIEMENT**

**By cheque payable to / Par chèque à l'ordre de**  
Federation of Canadian Municipalities  
Fédération canadienne des municipalités

**By Electronic Funds Transfer /**  
**Par transfert électronique de fonds**

Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7  
Transit Number/Numéro de transit: 00006  
**(New) Acct Number/(Nouveau) No. de compte: 1113307**

To learn more about how FCM is helping communities  
through COVID-19, visit <http://together2021.fcm.ca>.

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca  
**Ref No. / No. de référence :** 40308



## About this Event

This year's fully virtual seminar will span over two half days. The agenda boasts a lineup of timely topics focused on the legal landscape and how it relates to municipalities in Alberta. Join our Partners and Associates for insightful sessions and breakouts to help you gain insight and tools to navigate recent changes and emerging issues effecting your municipality. Our breakout sessions range from 101 style classes to deep-dives from our industry leaders. The seminar will conclude with a bear pit session where attendees will have the opportunity to get answers to important questions from our panel of pros.

## Thursday, February 4, 2021

### OPENING PLENARY SESSION

**12:00pm - 1:15pm**

**Plenary session – A year in review: Key cases & legislative changes municipalities need to know**

### Day 1 BREAKOUT SESSIONS

**1:30pm - 2:30pm - concurrent sessions**

#### **Environmental Compliance: Tips and Traps**

Municipalities have certain compliance obligations under environmental protection legislation. In this session, we will discuss how to avoid compliance issues, how to avoid common errors under legislation, and how to ensure you have a due diligence defence available to you in the event you are accused of a violation. We will also discuss the compliance investigation process run by Alberta Environment and Parks.

#### **Seeing Red: How the Red Tape Reduction Implementation Act, 2020 Will Affect Regional Services Commissions**

Bill 22, the *Red Tape Reduction Implementation Act, 2020*, made a number of amendments to Part 15.1 of the *Municipal Government Act* (Regional Services Commissions). These amendments concern fundamental matters such as the establishment and formation of Regional Services Commissions, and the bylaws that a Regional Services Commission is required to enact. Existing Regional Services Commissions will be required to comply with these requirements no later than September 1, 2021. This session will provide an overview of the changes to Part 15.1, and address what is required for new and existing Regional Services Commission to comply with the updated legislation including preparation and updating.

**2:45pm - 3:45pm - concurrent sessions**

#### **Employment Policies Every Municipality Should Have**

Policies and workplace rules are a foundation for bettering the workplace. Are your employment policies and workplace rules built on a foundation of sand or a structure of concrete? This session will discuss how to use employment policies and workplace rules to effectively manage employees and to make less work for managers and supervisors, and which policies are the most essential to ensure are updated and properly implemented.

## **The Importance of a Strong Foundation: Avoiding Liability with respect to Subdivision, Development and Building Permit Decisions**

In this session, we will review the potential for liability to municipalities with respect to issuing subdivision approval, development permits and building permits. We will examine the applicable law, both under the *Municipal Government Act* and the common law, discuss best practices to avoid future claims in negligence and highlight the available defences if you find yourself on the wrong end of a lawsuit.

# **Friday, February 5, 2021**

## **Day 2 BREAKOUT SESSIONS**

*9:15a - 10:15am - concurrent sessions*

### **Contract Issues & Protecting Yourself During the Downturn**

As companies struggle to make ends meet in the current environment, the risk of contractors becoming insolvent or otherwise walking away from projects or defaulting on their contractual commitments increases. This session will explore ways of better protecting municipalities from such defaults through your agreements with contractors, service providers or developers.

It will explore the pros and cons of various forms of performance security, including alternative options to bonds or letters of credit, but will also review other contractual options to better position the municipality to respond to any default and mitigate against any potential losses.

The session will also discuss effective payment processes to address those risks, including a review of new requirements that may soon take effect in relation to builders' liens arising from the proposed Builders' Lien (Prompt Payment) Amendment Act.

### **Show Me The Money – Sources of Municipal Funding**

Let's go back to basics to gain a solid understanding of the sources of municipal funding under the *Municipal Government Act*.

## **CLOSING PLENARY SESSION**

*10:30am - 11:45am*

### **Bear Pit**

Get the answers you need, from the lawyers you call – ask our employment lawyers questions that arose during the seminar or in the course of your normal work.

December 18, 2020

Smoky Lake County  
4612 Mcdougall Drive  
Box 310  
Smoky Lake, Alberta  
T0A 3C0

Delivered VIA email  
[county@smokylakecounty.ab.ca](mailto:county@smokylakecounty.ab.ca)

Attention: To Whom It May Concern:

**RE: SURRENDER NOTICE OF SURFACE RIGHTS**

---

**Alberta Energy Regulator Reclamation Certificate No. 1692973 issued February 12, 2020**

<b>REGISTERED INTEREST:</b>	<b>LOCAL AUTHORITY</b>
<b>PROJECT SURFACE LANDS REQUIRED:</b>	<b>N 30-63-17 W4M</b>
<b>WELL:</b>	<b>ACL FIGURE LAKE 12-30-63-17 W4M</b>
<b>OUR FILE:</b>	<b>S16440</b>

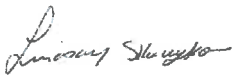
For your records, Paramount has received a Reclamation Certificate for the referenced well and lands.

Since this file is now closed, at this time, we wish to express our appreciation for the cooperation you have extended Paramount Resources Ltd. during the term of this project.

Should you have any concerns, do not hesitate in contacting the undersigned.

Sincerely,

**PARAMOUNT RESOURCES LTD.**



Lindsay Skoreyko  
Senior Surface Land Administrator  
[Lindsay.skoreyko@paramountres.com](mailto:Lindsay.skoreyko@paramountres.com)  
403-206-3816

Enclosure(s)



**Approval Request for access and tree clearing of undeveloped Road Allowance:**

Dear Smoky Lake County Council.

I am requesting approval to access and clear the trees off the undeveloped road allowance adjacent to the north boundary of my Quarter section of land. The purpose of the access and clearing is to support construction and on-going Maintenance of a new fence I plan on installing. I am in the north bellis area on NE-31-60-15-w4m. I am in the process of surveying the quarter to establish where new fences will go, so I will be able to ensure accuracy on clearing the undeveloped road allowance. Currently the road allowance has old popular growth which will damage the fence once constructed. I am seeking approval to access and clear the undeveloped road allowance to clear the old fence line that runs on the north edge of my quarter with a cat and construct a new barb wire perimeter fence. This is the one any only fence on either side of the undeveloped road allowance

I understand that the costs and any risks are my responsibility. I will sign off on any liability forms as required. I have informed the lease holder to the North of the Undeveloped road allowance of my plans. They do not want to contribute to the work in any way, shape or form but do not oppose the work. The Lease Holder to North believes that the road allowance is theirs, and would carry on grazing that portion of land as they do now. The purposed clearing would be a win / win as better grazing would derive from clearing the road allowance – and the old growth set back would greatly lessen damage to the new fence line. I am disappointed that the Road Allowance is deemed to the Lease Holder to the north but that is not my decision. I only seek a win / win which is to set back the old forest growth and at the same time improve the productivity, and by clearing, improve access of the undeveloped road allowance.

The total length of the purposed clearing is ~357 meters. A small lake blocks the road allowance at that point. There is already a ~16 foot wide cat trail on the undeveloped road allowance which was already there. Numerous trees have fallen from the old growth forest onto the existing fence over the years and it is obvious that a setback is required for any improvement to be maintained.

If approval is granted, I plan to complete the clearing work in Nov.-Dec 2021 so 10-11 months from now, but I wanted to get the process started so there is ample time to review and approve.

I look forward to hearing back from the County on this request.

Danny & Kathy Bittner

[dbittner@repsol.com](mailto:dbittner@repsol.com)

Cell: 780-517-6022



RGE RD 155

5.0 metres

NE-31-60-15-W4

6.11



# December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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### INFORMATION RELEASED:

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>6</b>	<b>7</b> R77-20	<b>8</b> 9	<b>9</b> 10	<b>10</b> R78-20	<b>11</b> 12	
<b>13</b>	<b>14</b> R79-20	<b>15</b> 16	<b>16</b> 17	<b>17</b> R80-20	<b>18</b> 19	
<b>20</b>	<b>21</b>	<b>22</b> 23 R81-20 R82-20	<b>24</b>	<b>25</b>	<b>26</b>	
<b>27</b>	<b>28</b>	<b>29</b> 30	<b>31</b>			

Policy Statement: 01-28-01  
Regular County Council  
Meeting:  
Issue for Information and  
Information Releases

PROFESSIONAL  
DEVELOPMENT:  
 1 .

READING FILE:

- R77-20** - RMA: Contact Newsletter: December 4, 2020. **F**
- R78-20** - Municipal Planning Services , dated December 2020 - Re: Smoky Lake County and Smoky Lake Heritage Board being chosen as a recipient for a Planning Award involving Victoria District Area Structure Plan/ Holiday wishes and update on how MPS is functioning during Covid-19. **F**
- R79-20** - RMA: Contact Newsletter: December 11, 2020. **F**
- R80-20** Letters of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) - Kevin Grumetza, Reeve, Thorhild County, dated November 27, 2020/ David Diduck, Reeve, Lamont County, dated November 30, 2020/ Steve Upham, Reeve, County of St. Paul, dated December 9, 2020/ Elisa Brosseau, Chair, Alberta Bilingual Municipalities of Alberta, dated December 13, 2020/ Etienne Alary, General Director, Conseil de Development Economique de l'Alberta, dated December 10, 2020 . **A**
- R81-20** - RMA: Presidents Update- December 2020. **F**
- R82-20** - RMA: Contact Newsletter: December 17, 2020. **F**



# January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>3</b>	<b>4</b> R01-21	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> R02-21	<b>12</b>	<b>13</b> R03-21	<b>14</b> R04-21	<b>15</b> R05-21	<b>16</b>
<b>17</b>	<b>18</b> R06-21 R07-21	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24/31</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

**Policy Statement: 01-28-01**  
 Regular County Council Meeting:  
 Issue for Information and Information Releases

**PROFESSIONAL DEVELOPMENT:**  
 1

**READING FILE:**

**R01-21** - Gene Hrabeck, Chairman, RMA District 5, dated December 23, 2020 - Re: Message concerning District 5 meetings. **A**  
**R02-21** - RMA: Contact Newsletter: January 8, 2021. **F**  
**R03-21** - Ukrainian Canadian Congress, dated January 6, 2021 - Re: E-Bulletin. **F**  
**R04-21** - Letters of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) - Megan Andre, P.Ag., Executive Director, Agroforestry and Woodlot Extension Society, dated December 23, 2020/ Kellie Nichiporik, Environmental Program Manager, Lakeland Agricultural Research Association, dated December 16, 2020/ Mark Lund, President, Ceyana Canoe Club, dated December 18, 2020/ Marianne Janke, General Manager, Alberta's Lakeland Destination Market Organization, dated December 22, 2020/ Dwayne Yaremkevich, President, North East Muni-Corr Ltd, dated December 22, 2020/ Marvin Bjornstad, President, Riverland Recreational Trail Society, dated December 22, 2020/ Sally Dary, Chief Administrative Officer, County of Two Hills, dated December 16, 2020/ Leo Chapdelaine, Mayor, Village of Vina, dated December 17, 2020/ Matthew Ferris, Manager of Planning and Development, Lac Ste. Anne County, dated January 9, 2021/ Nancy Broadbent, President and Chief Executive Officer, Portage College, dated January 4, 2021/ Casey Caron, Mayor, Village of Waskatenau, dated December 21, 2020/ Rod Hawken, Chief Administrative Officer, County of Wetaskiwin No. 10, dated January 7, 2021/Gale Katchur, Mayor, City of Fort Saskatchewan, dated January 13, 2021/ Jim Kallal, Reeve, Beaver County, dated January 11, 2021/ Jim Eglinski, Mayor, Yellowhead County, dated January 12, 2021/ Cindy Trautman, Reeve, Camrose County, dated January 13, 2021/ Lonnie Wogeln, Reeve, County of Vermillion River, dated December 16, 2020/ Greg Sawchuk, Reeve, MD of Bonnyville No.87, dated January 20, 2021. **A**  
**R05-21** - RMA: Contact Newsletter: January 15, 2021. **F**  
**R06-21** - Alberta Counsel News, dated January 14, 2021 - Re: Al Kemmere joins Alberta Counsel. **F**  
**R07-21** - Kevin D. Kisilevich, Tourism and Marketing Development, Go East of Edmonton, dated January 13, 2021 - Re: Year in Review and January 2021 Update. **F**