SMOKY LAKE COUNTY

A G E N D A: County Council Meeting for the purpose of <u>Departmental Operations</u> to be held on

Tuesday, **July 20, 2021** at 9:00 o'clock A.M.

Virtual through Zoom Platform

Meeting ID: 838 6339 1673 Passcode: 457480

https://us02web.zoom.us/j/83863391673?pwd=Z2NPRm5CNjJzS0VZajREVnJIVTk5UT09 And with Council physically present in the County Council Chambers, Smoky Lake.

1. Meeting:

Call to Order

2. Agenda:

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

3. Minutes:

No minutes.

4. Request for Decision:

- $1. \quad Revised \ Wetland \ Replacement \ Program \ Memorandum \ of \ Understanding. \ \odot$
- 2. DRAFT North Saskatchewan in Alberta Heritage River Nomination Document. © (FOIP Act, Section 21(1)(a) Disclosure Harmful to Intergovernmental Relations)
- 3. Request to Purchase County Owned Land Plan 6375KS, Lot P (Pt. NW-20-59-13-W4M (2.01 Acres)). ©
- 4. Sale of Equipment Bids. (To be handed out at meeting)

5. Issues for Information:

1. Manager Reports

Public Works:

- a. Public Works Manager. ©
 - i. Council Requests Summary: As of July 12, 2021. ©
 - ii. Road Projects. ©
- b. Public Works Road Foreman. (To be handed out at meeting)
- c. Public Works Shop Foreman. ©
- d. Parks and Recreation Manager.

Protective Services:

- e. Peace Officer. ©
- f. Fire Chief. ©
- g. Safety Officer. ©
 - i. Truck Report. ©

Planning and Development:

h. Planning and Development Manager. ©

Natural Gas:

i. Natural Gas Manager. ©

Environmental Operations:

j. Environmental Operations. ©

Agricultural Service Board:

k. Agricultural Service Board. ©

Administration:

- l. GIS Technician. ©
- m. Communications Technician. ©

Recommendation: Accept and file for information.

2. Training Reports

No Reports.

3. Manager Work Plans

No Work Plans.

- **6.** Correspondence(s):
- 7. **Delegation(s):**
- 8. Executive Session:
 - 1. (FOIP Act, Section 21(1)(a) Disclosure Harmful to Intergovernmental Relations) In relation to Item 4.2

Adjournment



REQUEST	FOR DECISION	DATE	July 20, 2021 4.1
TOPIC	REVISED WETLAND REP	LACEMENT PROC	GRAM MOU
TOPIC PROPOSAL	Memorandum of Support of Identify Wetland Replacer • Summary of the • Addition (a) (b) (c) (d)	County authorize of Juderstanding (MC ving Potential Wetlament Program. © Arevisions contained of Section 3.2 (Presented of Section 4.2 (Presented of Section 4.2 (Presented of Section 5.2 (Process for Agreen Information 1.2 (Presented of Section 5.2 (Process for Agreen Information 1.2 (Presented of Section 5.2 (Process for Agreen Information 1.2 (Presented of Section 5.2 (Process for Agreen Information 1.2 (Presented of Section 5.2 (Presented of Section 5.	Administration to proceed to execute the revised DU) with Alberta Environment and Parks (AEP) is and Replacement Projects for the Purposes of the Attachment 1 – Revised MOU. ed within the revised MOU: e-Proposal Review Process) which reads: e has reviewed a summary document submitted by under section 4.1 ("Summary Document"), the Jup a meeting with the Municipality to discuss the Replacement Projects identified in the Summary or in the Summary Document." If the Municipality, the Province will advise which the Municipality, the Province will advise which the Municipality, the Province will advise which the Municipality of the Summary Document. The Municipality of the Summary Document and Jupical Summary Document and Jupical Summary Document and Jupical Summary Document and Jupical Summary Document. The Municipality of the Province for pre-proposal review under the during the term of this MOU, regardless if such advise in the Summary Document. The Municipality of the Summary Document. The Mounicipal Included in Proposal — To ensure that the Wetland Comments with Affected Landowners and Third Parties ("Landowners") and third parties ("Third Parties") to identified in the Proposal: Included in Proposal — To ensure that the Wetland Comments with Affected Landowners and Third Parties ("Landowners") and third parties ("Third Parties") to identified in the Proposal: Included in the Proposal: Included in the Proposal: Included in the Proposal — To ensure that the Wetland Comments with Affected Landowners and Third Parties") to identified in the Proposal: Included in the Proposal — To ensure that the Wetland Replacement Project, and the Complete the Wetland Replacement P
		formal writt c. the specific	sed compensation to be paid to the Landowner under ten agreement; and ic location of the Landowner's land in relation to the eplacement Projects as a whole; and
	41	(ii) for Third Partie the nature of t Wetland Repla agreement will	es (if any), the Municipality will identify in the Proposa that Third Party's interest in relation to the propose acement Project and whether or not a formal writte be required with the Third Party.
	(b)	Replacement Projection 3.3, but prior to en Municipality will en agreements it has in copies of such a Municipality acknown.	roved by Province – After a Proposal for a Wetlan- ect has been approved by the Province under section tering into a Service Contract with the Province, the inter into formal written Landowner and Third Part identified as being required under (a), and will provide agreements to the Province once executed. The wledges that the Province will require such copies be entering into a Service Agreement for a Wetlan ict.
		Landowner Agree	
	(a)	Content of Agreem	nents – The Municipality will ensure that

agreements with Landowners:

- (i) provide unrestricted access to the Municipality and the Province (notwithstanding the Province not being party to the agreement) to the lands required for the purposes of the Wetland Replacement Project, for a minimum of 10 years commencing on the effective date of the Landowner agreement (which should align as closely as possible to the projected start date of the Wetland Replacement Project);
- (ii) address compensation to the Landowner (including amount and payment structure) for access to the Landowner's lands;
- (iii) address permissible activities within and immediately surrounding the wetland and timing of those activities;
- (iv) permit early termination by the Municipality if the related Service Contract is terminated prior to its expiry date;
- (v) have a minimum 10 year term, commencing on or about the commencement date of the Wetland Replacement Project; and
- (vi) contain an acknowledgement by the Landowner that:
 - any wetlands restored or constructed on the Landowner's lands as part of the Wetland Replacement Project are protected by the restrictions in the Alberta Water Act and are subject to the Water Act and any other applicable acts, and
- that any future activity that may impact the Wetland Replacement Project will require a wetland assessment and will be subject to the Alberta Wetland Policy.

(b) Payments Under Agreements

- (i) The Municipality will ensure any payments payable under a Landowner agreement are for a reasonable amount that does not comprise a disproportionate amount of overall project costs considering:
 - a. the nature of the activities to be undertaken on the lands;
 - the amount of access required for the Wetland Replacement Project; and
 - c. any continued or shared use of the lands by the Landowner for any purpose during each of the construction and maintenance phases of the Wetland Replacement Project (e.g. lesser payments will likely be required where the landowner is continuing or sharing use of the lands, particularly in the maintenance phase).
- (ii) The Municipality acknowledges that the Province will not compensate the Municipality for any payments payable under an agreement with a Landowner if a Service Contract is not entered into for the related Wetland Replacement Project. The Municipality will accordingly ensure that
 - a. the agreement is made subject to the condition precedent of the Municipality and the Province entering into a Service Contract for the Wetland Replacement Project to which the agreement relates, or
 - that payments are not payable under the agreement until a Service Contract for the Wetland Replacement Project has been entered into between the Municipality and the

- Province, and permits early termination by the Municipality without penalty if the related Service Contract is not entered into.
- (iii) The Municipality acknowledges that the Province will only approve Landowner payments for the first 10 years of a Landowner agreement, notwithstanding that the Municipality may have negotiated or intends to negotiate a longer term for the Landowner agreement, and that any payments under a Landowner agreement extending past 10 years shall be the sole responsibility of the Municipality.
- (c) Compliance With and Registration of Agreements The Municipality will take steps to address any Landowner noncompliance with a Landowner agreement, and ensure such agreements are registered by the Municipality against the certificate of title to the Landowner's land for the duration of the Landowner agreement.
- Revision to Appendix 1 (See Attachment #1).

BACKGROUND

- In the 2010s, Alberta Environment and Parks established a new wetland policy (replacing policy from the 1990's). This was released in the white zone in 2015 and the green zone in 2016.
- Between 2015 and 2018, wetland replacement fees that were collected were paid directly to Ducks Unlimited.
- In 2018, those fees were collected by the Province and money that was previously given to DUC was transferred back.
- Over the last (2019-20) year, AEP has built a program that will allow other partners to participate in the program, over a broader geographical region.
- The program allows for wetlands to be replaced in the same watershed and municipality that they were lost.
- Wetland Replacement Program Municipal Participant Information Session Presentation © ATTACHMENT 2

Program Vision: Wetlands are a vital part of Alberta's ecological landscape and necessary for a sustainable economy and healthy communities. The Wetland Replacement Program aims to re-establish wetlands in partnership with Albertans by providing resources for collaborative replacement projects across the province.

Wetland Replacement:

- Returning natural / historical functions to a former or degraded wetland
- Re-establishment: Results in a gain of wetland area, with or without a gain in wetland function.

Wetland Construction:

- Creating a wetland on a site that was historically non-wetland.
- Establishment: results in a gain of wetland area and function.
- Expansion: results in a gain of wetland area with or without a gain in wetland function.

The MoU

- Overarching agreement, not binding.
- MOU to establish relationship between the Municipality and AEP
- Outlines roles and responsibilities
- 3 year agreement, can be renewed
- Once an MoU is signed, the Municipality can submit a project for review. The project proposal needs to follow the Proposal Guide AEP has developed for this process.

Proposal Submission

- Proposals to meet AEP's Proposal Guide
- Prepared by municipality and signed by an Authenticating Professional
- Reviewed internally by Wetland Specialists
- Need to be detailed and accurate they become an appendix of the contract
- The Proposal Guide outlines information that must be provided to AEP for review.
- AEP requires information about the project location and project design, maps and aerial imagery of the area as well as land ownership land use.
- A proposal must also include information about the chosen location's hydrology and soils and include the entire project schedule, costs and payment milestones.
- Proposals must be contain a multi disciplinary team of professionals and signed by an Authenticating Professional who is uniquely qualified in wetland science and design work

Service Contract

- Contract document outlining the project services and payment milestones
- A Service Contract drafted for each project that is accepted by Alberta Environment and Parks
- The contract for this process is called a Service Agreement.
- This contract outlines not only the project, but also agrees on payment milestones and deliverables.
- The Service Agreement speaks to the specifics of the contractual relationship between the Municipality and the Government of Alberta.
- If the project is on private land, a landowner agreement must be negotiated to allow access by the Municipality and AEP for the duration of the project (approx. 10 years).
- Landowner agreements can also include lease payments to the landowner.
- Landowner agreements must also indicate that the landowner acknowledges that the wetland is protected under provisions in the Water Act.

Service Agreement Deliverables

- Field-based wetland assessment:
- Detailed wetland design plans, including engineering design drawings and specifications;
- Complete wetland restoration or construction works;
- Construction inspection completion; and
- Complete inspection and monitoring to demonstrate site establishment

Regulatory Considerations

- Projects will meet the new Code of Practice for Wetland Replacement Works OR require Water Act Approval
- Must adhere to all other regulatory requirements and legislation

December 10, 2020 Smoky Lake County Council Meeting

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."

June 22, 2021 - Revised MOU Received from Alberta Environment and Parks

CORRELATION TO BUSINESS (STRATEGIC) PLAN

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

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

Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and

fiscally responsible governance and services.

IMPLICATIONS	Code of Practice for Wetland Replacement Works Water (Ministerial) Regulation Alberta Wetland Policy Wetland Restoration and Replacement Fees Ministerial Order Municipal Government Act R.S.A. 2000 Ch. M-26			
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BENEFITS	 Positive ecological and environmental ramifications, improved drought/flood resiliency. Dollar multiplication as compared to doing similar work in future without guaranteed grant dollars. 			
DISADVANTAGES	Staff time required to identify and develop potential project sites.			
ALTERNATIVES	Take no action			
FINANCE/BUDGET IMPLICATIONS				
Operating Costs:	Capital Costs:			
Budget Available: \$	Source of Funds:			
Budgeted Costs: \$	Unbudgeted Costs:			
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	 Collaboration with Alberta Environment & Parks (AEP) Potential partnering with: North Saskatchewan Watershed Alliance (NSWA), Ducks Unlimited, Trout Unlimited, Cows & Fish, etc. 			
COMMUNICATION STRATEGY	Website & Grapevine			
RECOMMENDATION				
That Smoky Lake County authorize Administration to proceed to execute the revised 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 CHIEF ADMINISTRATIVE OFFICER				
CHILL ADMINISTRATIVE OFFICER				

REPLACEMENT MEMORANDUM OF UNDERSTANDING IN SUPPORT OF IDENTIFYING POTENTIAL WETLAND REPLACEMENT PROJECTS FOR PURPOSES OF WETLAND REPLACEMENT PROGRAM

This MOU is made effective the 30th of June, 2021.

BETWEEN:

HER MAJESTY THE QUEEN

in right of Alberta as represented by the Minister of Environment and Parks (the "Province")

-and-

Smoky Lake County

(the "Municipality")

(collectively referred to as "Participants")

WHEREAS the Province recognizes that wetlands are a vital part of Alberta's ecological landscape and necessary for a sustainable economy and healthy communities, and has accordingly established the WRP to meet the outcomes of the Alberta Wetland Policy.

WHEREAS through the WRP the Province utilizes Fees paid by persons under the Wetland Restoration and Replacement Fee Ministerial Order (35/2018) to fund Wetland Replacement Projects across the province.

WHEREAS a priority of the Alberta Wetland Policy and the WRP is to replace wetland area and function in watersheds where permanent wetland disturbances have been approved under the *Water Act*, and Fees have been paid to the Province.

WHEREAS the Municipality wishes to undertake Wetland Replacement Projects in order to achieve specific environmental outcomes, including but not limited to flood attenuation, drought resiliency, groundwater recharge, water quality improvement, habitat for wildlife and biodiversity, and for social, recreational and educational value to the public.

WHEREAS the Municipality is able to ensure that each Wetland Replacement Project component, including wetland assessment, design, construction, inspection and adaptive management, is supervised and authenticated by an Authenticating Professional.

THEREFORE this MOU establishes a cooperative process to identify appropriate Wetland Replacement Projects for the purpose of the Participants entering into related Service Contracts to undertake those Wetland Replacement Projects.

1. DEFINITIONS, PRINCIPLES, NATURE AND PURPOSE OF MOU

1.1 Definitions – In this MOU including the recitals:

- (a) "Authenticating Professional" means a professional member who meets the requirements set forth in *Professional Responsibilities in Completion and Assurance of Wetland Science, Design and Engineering Works in Alberta*, as amended or replaced from time to time.
- (b) "Effective Date" means the date first written above.
- (c) "Fees" means fees that have been paid by persons under the Wetland Restoration and Replacement Fee Ministerial Order (35/2018) to fulfill their wetland replacement obligations.
- (d) "MOU" means this Replacement Memorandum of Understanding.
- (e) "Prior MOU" means the prior Memorandum of Understanding entered into between the Participants in support of identifying potential wetland replacement projects for purposes of Wetland Replacement Program, dated December 1, 2020, which is replaced in its entirety by this MOU in accordance with section 1.3(c).
- (f) "Proposal" means a proposal document prepared by the Municipality containing the specific details of a Wetland Replacement Project.
- (g) "Proposal Submission Requirements" means the Province's submission requirements for a Proposal, attached as Schedule "A" to this MOU.
- (h) "Service Contract" means a contract entered into between the Province and the Municipality in respect of one or more approved Proposals, as further described in section 6.1.
- (i) "Wetland Replacement Project" means a project to restore or construct wetlands within Alberta.
- (j) "WRP" means the Province's Wetland Replacement Program.

1.2 Principles of MOU – This MOU is based on the following principles shared by the Participants:

- (a) wetlands are a vital part of Alberta's ecological landscape and necessary for a sustainable economy and healthy communities; and
- (b) through working together, the Participants will help to achieve shared outcomes for wetland replacement.

1.3 Purpose and Nature of MOU -

(a) The purpose of this MOU is to establish a process for the Participants to identify appropriate Wetland Replacement Projects to restore and construct wetlands within the Municipality's boundaries. Service Contracts entered into between the Participants, as outlined in section 6.1, will provide details of the services and deliverables for specific Wetland Replacement Projects.

- (b) This MOU represents a statement of general intention on the part of the Participants and is not intended to create any legally binding obligations between the Participants, or impose specific financial responsibilities on the Participants. However, each Participant will be responsible for any costs it incurs through its participation in this MOU.
- (c) The Participants agree that as of the Effective Date this MOU replaces the Prior MOU in its entirety, and that all provisions of the Prior MOU are accordingly hereby superseded and replaced by the provisions herein. For greater clarity, the Participants agree that the Prior MOU is terminated as of the Effective Date.

2. TERM

2.1 Term of MOU – This MOU will take effect on the Effective Date and will be in effect for 3 years unless terminated earlier in accordance with the provisions of this MOU. The Participants may extend the term of this MOU by agreement of the Participants in writing.

3. RESPONSIBILITIES OF THE PROVINCE

3.1 Proposal Submission Requirements – The Province may update the Proposal Submission Requirements from time to time, in which case the Province shall provide a written copy of the updated Proposal Submission Requirements to the Municipality, and the updated Proposal Submission Requirements shall supersede and replace the previous version.

3.2 Pre-Proposal Review Process -

- (a) After the Province has reviewed a summary document submitted by the Municipality under section 4.1 ("Summary Document"), the Province will set up a meeting with the Municipality to discuss the potential Wetland Replacement Projects identified in the Summary Document.
- (b) The Province may request a joint site visit with the Municipality of the sites identified in the Summary Document.
- (c) In consultation with the Municipality, the Province will advise which proposed Wetland Replacement Projects can be submitted to the Province in accordance with section 4.2. The Municipality acknowledges that such advice is not to be considered a formal approval of the Proposal as all submitted Proposals will need to still be formally approved by the Province under section 3.3.
- (d) The Municipality can bring forth any potential Wetland Replacement Project to the Province for pre-proposal review under this section at any time during the term of this MOU, regardless if it was or was not included in the Summary Document.

3.3 Approval of Proposals -

- (a) The Province will review and either approve or refuse Proposals submitted by the Municipality.
- (b) The Province may request additional information, clarification of, or amendments to Proposals submitted by the Municipality.
- (c) The Province will strive to review each Proposal within 30 days of its submission by the Municipality. The Province will advise the Municipality if a Proposal has been approved to proceed to a Service Contract.

(d) In considering Proposals for approval, the Province will give priority to Wetland Replacement Projects that can be undertaken pursuant to the *Water Act* Code of Practice for Wetland Replacement Works.

4. RESPONSIBILITIES OF THE MUNICIPALITY

- **4.1** Communication of Potential Wetland Replacement Projects the Municipality will provide a brief written summary document to the Province by February 1 of each year that includes the following information for the Municipality's potential Wetland Replacement Projects for the upcoming fiscal year (April 1 to March 31):
 - (a) the legal land location of each potential Wetland Replacement Project if available at time of summary submission;
 - (b) estimate of combined costs for anticipated Wetland Replacement Projects (eg. under \$100,000; \$100k 500k; \$500k \$1M; \$1-2M; or \$2-3 M), if known;
 - (c) the type of each Wetland Replacement Project (whether Restoration or Construction as defined in the Proposal Submission Requirements);
 - (d) the anticipated authorizations that will be required for each Wetland Replacement Project (eg. Water Act Code of Practice versus Water Act approval; Public Lands Act approval) if known at the time of summary submission;
 - (e) the anticipated total gain in wetland area that will be delivered by the potential Wetland Replacement Projects; and
 - (f) a brief description of why the potential locations for Wetland Replacement Projects are being considered and value added considerations, examples of which are set out in section 6 of the Proposal Submission Requirements.
 - (g) It is understood and acknowledged that the Municipality may not have a finalized list of specific Wetland Replacement Projects confirmed for the upcoming fiscal year at the time the summary document is submitted.
- **4.2 Submission of Proposals** the Municipality will:
 - (a) submit a Proposal to the Province for each Wetland Replacement Project that the Municipality wishes to propose for the Province's approval;
 - (b) ensure that each Proposal meets the Proposal Submission Requirements;
 - (c) aim to submit at least one Proposal per year; and
 - (d) only submit a Proposal to the Province if the Province has provided advice to proceed with submitting the Proposal under section 3.2.
- **4.3 Wetland Replacement Project Components** the Municipality will be responsible for completing all components of an approved Wetland Replacement Project, in accordance with the related Service Contract.

- **4.4 Legislative Requirements and Conservation Easements** The Municipality is responsible for ensuring:
 - (a) that protection mechanisms such as conservation easements that add value to the long-term protection of the Wetland Replacement Project will be registered on titles as necessary to protect the wetland;
 - (b) that all Wetland Replacement Projects approved by the Province meet or will meet applicable legislative requirements prior to project commencement, including but not limited to:
 - (i) the requirements of the Code of Practice for Wetland Replacement Works;
 - (ii) obtaining any required regulatory authorizations under the Water Act, as applicable; and
 - (iii) obtaining any required regulatory authorizations under the *Public Lands Act* or other legislation as applicable; and
 - (c) that all Wetland Replacement Projects are in compliance with all applicable federal, provincial and municipal legislation.

5. AGREEMENTS WITH AFFECTED LANDOWNERS AND THIRD PARTIES

5.1 Process for Agreements With Affected Landowners and Third Parties

- (a) <u>Information to be Included in Proposal</u> To ensure that the Wetland Replacement Project as outlined in a Proposal has the agreement of affected landowners ("Landowners") and third parties ("Third Parties") to proceed in the location identified in the Proposal:
 - (i) for Landowners (if any), the Municipality will obtain their preliminary written consent to complete the Wetland Replacement Project, and include in the Proposal
 - a. a copy of such consent(s);
 - b. the proposed compensation to be paid to the Landowner under a formal written agreement; and
 - c. the specific location of the Landowner's land in relation to the Wetland Replacement Project as a whole; and
 - (ii) for Third Parties (if any), the Municipality will identify in the Proposal the nature of that Third Party's interest in relation to the proposed Wetland Replacement Project and whether or not a formal written agreement will be required with the Third Party.
- (b) After Proposal Approved by Province After a Proposal for a Wetland Replacement Project has been approved by the Province under section 3.3, but prior to entering into a Service Contract with the Province, the Municipality will enter into formal written Landowner and Third Party agreements it has identified as being required under (a), and will provide copies of such agreements to the Province once executed. The Municipality acknowledges that the Province will require such copies be provided prior to entering into a Service Agreement for a Wetland Replacement Project.

5.2 Landowner Agreements -

- (a) Content of Agreements The Municipality will ensure that agreements with Landowners:
 - (i) provide unrestricted access to the Municipality and the Province (notwithstanding the Province not being party to the agreement) to the lands required for the purposes of the Wetland Replacement Project, for a minimum of 10 years commencing on the effective date of the Landowner agreement (which should align as closely as possible to the projected start date of the Wetland Replacement Project);
 - (ii) address compensation to the Landowner (including amount and payment structure) for access to the Landowner's lands;
 - (iii) address permissible activities within and immediately surrounding the wetland and timing of those activities;
 - (iv) permit early termination by the Municipality if the related Service Contract is terminated prior to its expiry date;
 - (v) have a minimum 10 year term, commencing on or about the commencement date of the Wetland Replacement Project; and
 - (vi) contain an acknowledgement by the Landowner that:
 - a. any wetlands restored or constructed on the Landowner's lands as part of the Wetland Replacement Project are protected by the restrictions in the Alberta Water Act and are subject to the Water Act and any other applicable acts, and
 - b. that any future activity that may impact the Wetland Replacement Project will require a wetland assessment and will be subject to the Alberta Wetland Policy.

(b) Payments Under Agreements -

- (i) The Municipality will ensure any payments payable under a Landowner agreement are for a reasonable amount that does not comprise a disproportionate amount of overall projects costs considering:
 - a. the nature of the activities to be undertaken on the lands;
 - b. the amount of access required for the Wetland Replacement Project; and
 - c. any continued or shared use of the lands by the Landowner for any purpose during each of the construction and maintenance phases of the Wetland Replacement Project (eg. lesser payments will likely be required where the landowner is continuing or sharing use of the lands, particularly in the maintenance phase).
- (ii) The Municipality acknowledges that the Province will not compensate the Municipality for any payments payable under an agreement with a Landowner if a Service Contract is not entered into for the related Wetland Replacement Project. The Municipality will accordingly ensure that
 - a. the agreement is made subject to the condition precedent of the Municipality and the Province entering into a Service Contract for the Wetland Replacement Project to which the agreement relates, or

- b. that payments are not payable under the agreement until a Service Contract for the Wetland Replacement Project has been entered into between the Municipality and the Province, and permits early termination by the Municipality without penalty if the related Service Contract is not entered into.
- (iii) The Municipality acknowledges that the Province will only approve Landowner payments for the first 10 years of a Landowner agreement, notwithstanding that the Municipality may have negotiated or intends to negotiate a longer term for the Landowner agreement, and that any payments under a Landowner agreement extending past 10 years shall be the sole responsibility of the Municipality.
- (c) Compliance With and Registration of Agreements The Municipality will take steps to address any Landowner non-compliance with a Landowner agreement, and ensure such agreements are registered by the Municipality against the certificate of title to the Landowner's land for the duration of the Landowner agreement.

6. SERVICE CONTRACTS

6.1 Service Contracts – It is the intention of the Participants to enter into Service Contracts in respect of Proposals that are approved by the Province, subject to agreement of the Participants on the specific contractual terms of the Service Contracts. Service Contracts will provide details of the services, deliverables and funding for the specific approved Wetland Replacement Project to which the Service Contract relates.

7. AMENDMENT AND TERMINATION

- **7.1** Amendment of MOU This MOU may be amended at any time by agreement of the Participants in writing.
- **7.2 Termination** Either Participant may terminate this MOU with 90 days written notice to the other Participant.

8. COMMUNICATION AND REVIEW OF MOU

- **8.1** Ongoing Communication The Province and the Municipality will communicate regularly by email, video conference or phone with regard to matters relevant to this MOU.
- **8.2** Annual Review To help ensure the effective implementation of this MOU, the Participants will have a meeting in person, by video conference or by phone to review this MOU once per year to examine the extent to which the objectives of this MOU are being met and make adjustments as required.

9. NOTICES

9.1 Notices – Notices pertaining to this MOU will be provided in writing and delivered by emailed PDF. Each Participant respectively designates for the time being the individuals identified below as having authority to communicate to the other Participant any notice under this MOU. Either Participant may change the individual it has designated and other information below by giving notice to the other in the manner described in this clause.

the Province: Angela Burkinshaw

Director Rangeland Policy

Email: AEP.WetlandContracts@gov.ab.ca

(with a copy to aep.wetlandreplacement@gov.ab.ca

the Municipality: Kyle Schole

Planning, Development, and Heritage Assistant

kschole@smokylakecounty.ab.ca

10. GENERAL

10.1 General – The Participants agree:

- (a) that any reference to legislation shall mean that legislation as amended from time to time;
- (b) that this MOU may be signed in counterpart, in which case the counterparts together constitute one agreement, and communication of execution by e-mailed PDF shall constitute good delivery;
- (c) in this MOU words in the singular include the plural and words in the plural include the singular;
- (d) that this MOU does not affect any other responsibility, right or obligation of any Participant and addresses only their roles with respect to the implementation of this MOU; and
- (e) that nothing in this MOU fetters either of the Participant's discretion or regulatory authority in any way.

HER MAJESTY THE QUEEN in right of Alberta, as represented by the Minister of Environment and Parks

THE PARTICIPANTS HAVE SIGNED THIS MOU ON THE DATES SET OUT BELOW:

	Per:
	Kim Lalonde
	Acting Executive Director Lands Policy and Programs
	Date:
Smoky	Lake County, by its authorized representatives.
	Per:
	Signature
	Gene Sobolewski Chief Administrative Officer

PROPOSAL SUBMISSION REQUIREMENTS

This schedule sets out the Proposal Submission Requirements for Proposals submitted by the Municipality (also referred to in this schedule as "Project Proponent") under the MOU for the purpose of the Province identifying and selecting appropriate Wetland Replacement Projects, which includes projects for **Restoration** and **Construction** in priority watersheds in Alberta. The Municipality is encouraged to select Wetland Rreplacement Projects that can be undertaken pursuant to the Code of Practice for Wetland Replacement Works as the Province will give priority to these types of projects.

Capitalized terms in this schedule shall have the same definition as in the MOU. The following additional definitions apply in these Proposal Submission Requirements.

DEFINITIONS

Restoration is the manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural or historical area and functions to a former or degraded wetland. Restoration projects may involve one or both of the following:

- Re-establishment of the natural or historical hydrology and resulting wetland area of a drained or partially drained wetland by blocking drainage ditches, rendering tile drainage systems ineffective, or removing berms or infill; or
- Rehabilitation of a degraded or impaired wetland by re-contouring the topography and repairing soils and vegetation to restore wetland hydrology and historical hydrologic processes. Rehabilitation results in a gain in wetland function but not area, and rehabilitation when not combined with re-establishment will only be eligible in urban areas.

Construction is the manipulation of the physical, chemical, or biological characteristics of a site for the purpose of creating a wetland at a location that was historically upland or a non-wetland area. The following activities are examples of Construction:

- Construction of a new wetland area on an upland site;
- Retro-fitting portions of an existing storm water facility to create new functioning wetland area;
- Re-contouring a dugout or other excavated, non-wetland feature to create new functioning wetlands area; or
- Re-contouring upland areas adjoining wetlands to expand existing wetland areas.

Structure includes but is not limited to:

- A ditch plug;
- An earthen embankment;
- A grade control structure;
- A natural vegetated spillway;
- A reinforced grass spillway;
- A rock chute spillway, or
- An impermeable barrier.

General Background

The Province requires the Project Proponent to identify Wetland Replacement Projects it is proposing to carry out as a contractor for the Province for the purposes of the WRP, as set out in the MOU. For all Wetland Replacement Projects the Project Proponent wishes to be considered for approval, the Project Proponent must prepare and submit a Proposal that includes the information set out in these Proposal Submission Requirements.

If approved by the Province, the Proposal, and these Proposal Submission Requirements, will form part of a Service Contract to be entered into between the Province and the Project Proponent, subject to agreement

on the terms of the Service Contract. The Project Proponent will be responsible under the Service Contract for performing the services required to complete all components of the approved Wetland Replacement Project. Without limiting the scope of work to be performed, the Services under the Service Contract will include:

- site selection and determining the location of the Wetland Replacement Project;
- Wetland Replacement Project design and planning;
- responsibility for obtaining required access to the lands for the purposes of completing the Wetland Replacement Project through negotiated landowner agreements, and obtaining written consent of third parties as necessary;
- responsibility for obtaining all required regulatory authorizations;
- addressing existing utilities at the location of the Wetland Replacement Project as applicable;
- all services related to completion of wetland replacement works for the Wetland Replacement Project;
- monitoring during construction of the Wetland Replacement Project to confirm that it is executed according to the design plan;
- vegetation planting as required;
- any related activities required outside of the wetland boundary to complete the Wetland Replacement Project;
- annual monitoring and maintenance of the Wetland Replacement Project for the duration of the Service Contract; and
- assessing the wetland at the conclusion of the monitoring and maintenance period to confirm wetland delineated area, class, and any other necessary information.

Priority Area Designation

The WRP has assigned priority levels (high, medium and low) to watersheds based on the amount of recent and historical wetland loss that has occurred within its boundaries. The WRP uses the Hydrologic Unit Code (HUC) watersheds at two scales: HUC 4 and HUC 6, where HUC 4 watersheds are mostly larger than 500 square kilometers and HUC 6 watersheds are entirely nested within HUC 4 watersheds and mostly larger than 200 square kilometers. The WRP's designated priority areas will be posted on the Alberta Wetland Policy Implementation website.

Project Proponents should regularly review the most current priority areas as a guide to prioritize potential Wetland Replacement Projects that are within priority areas. Wetland Replacement Projects proposed in undesignated areas may not be approved due to limited available funds.

Each Proposal must include a map showing the location of the Wetland Replacement Project within the applicable priority area.

Regulatory Authorizations

If a regulatory authorization is required in order to undertake the proposed Wetland Replacement Project, the Project Proponent will be responsible to apply for and obtain all regulatory authorizations necessary for the Wetland Replacement Project, including but not limited to obtaining any authorizations and providing any notifications as required under the *Water Act* and the *Public Lands Act*. Project Proponents will need to independently determine and familiarize themselves with the regulatory requirements that will be applicable to the Wetland Replacement Project.

Project Proponents must be aware that the acceptance of a Proposal or the entering into a Service Contract with the Province does not guarantee the Project Proponent will receive any or all of the required regulatory authorizations. All applications made by the Project Proponent for the regulatory authorizations necessary to perform the Services will be reviewed by the appropriate regulatory authority on their merits in the same manner as any other application received by that regulator. Special treatment or consideration will not be provided to the Project Proponent.

Obtaining Regulatory Authorizations

The Project Proponent will have six months from the date a Service Contract is entered into with the Province to apply for all necessary regulatory authorizations. If the Project Proponent does not apply for all necessary regulatory authorizations within that 6 month period, the Province may terminate the Service Contract in accordance with its terms.

1. Project Design and Location

Each Proposal must include information on the project design and location of the Wetland Replacement Project, including:

- Project location information;
- Wetland Replacement Project design(s); and
- Ownership of the land, and any third party interests (eg. existing utilities) affected.

1.1 Project Location Information

Include the following project location information in the Proposal:

- a map with location of the Wetland Replacement Project;
- legal land location(s) of the Wetland Replacement Project;
- municipality that the Wetland Replacement Project is located within;
- Relative Wetland Value Assessment Unit of the Wetland Replacement Project;

- HUC 6 watershed¹ number and name; and
- HUC 4 watershed¹ number and name.

1.2 Wetland Replacement Project Design

Include the following project design information in the Proposal:

- a general description of the Wetland Replacement Project, including type of project (whether it is Restoration or Construction);
- the Restoration or Construction conceptual design plan;
- all regulatory authorizations that will need to be obtained by the Project Proponent to complete the Wetland Replacement Project;
- a current, high resolution aerial or satellite image clearly showing land conditions overlain with polygons of each proposed replacement wetland;
- a figure and table clearly showing the total increase in wetland area, in hectares, that will
 result from the Wetland Replacement Project. For partially drained wetlands, calculate
 only the gain in wetland area, and exclude the current wetland area that still persists on
 the site;
- for Restoration projects that will not result in a gain in wetland area, describe the current degraded condition and impaired functions of the wetland, how the project will restore those functions, and how the team will monitor and evaluate those functional improvements; and
- a general description of required construction activities to be undertaken to carry out the design of the Wetland Replacement Project.

1.3 Ownership and Land Uses

Include the following ownership and land use information for any lands that may be impacted by the Wetland Replacement Project in the Proposal:

- land ownership, including identification of any public lands;
- identification and ownership of permanent and naturally occurring bodies of water;
- claims, interests or leases held by third parties, including existing utilities, public lands dispositions, encumbrances registered against title, conservation easements, or other;

¹ Government of Alberta. 2017. Hydrologic Unit Code Watersheds of Alberta. Alberta Environment and Parks. June 1, 2017 https://maps.alberta.ca/genesis/rest/services/Hydrologic Unit Code Watersheds of Alberta/

- preliminary written consent of landowners for the Wetland Replacement Project, if applicable in accordance with section 5.1 of the MOU;
- list of anticipated landowner and affected third party agreements required for the Wetland Replacement Project, and other information required in accordance with section 5.1 of the MOU;
- proposed land transfers of donated land, or registrations against land titles (e.g., landowner agreement at a minimum, or conservation easements, environmental reserve designations), that will protect the wetland during and after completion of the Wetland Replacement Project; and
- the current and post-replacement land use category(ies) within each of the following areas, according to the categories listed in Table 1:
 - Upland zone of influence (for both Restoration or Construction projects) 100 meters (m) from the boundary of the proposed replacement wetland. If multiple basins are being restored on the property, list all land uses on the property within 100 m of each proposed replacement wetland;
 - Wetland edge (if Restoration) within the historical edge of the wetland boundary, if applicable; and
 - Within the wetland (if Restoration) within the historical wetland boundary.

Table 1. Land Use Categories

Pavement / impermeable surface	Moderate grazing by livestock
Commercial Right of Way	Mowed or hayed, but uncultivated
Private Right of Way or unpaved driveway	Light grazing by livestock
Heavy grazing by livestock	Conservation easement
Annual crop production	Fallow, no cultivation or livestock for less than 10 years
Generalized soil disturbance	Undisturbed for 10 to 20 years
Residential or commercial lawn	Undisturbed for 20 years or more
Dry year crop production	Other – Requires description

2. Determining Ecological Suitability

The following categories address the ecological suitability of a Wetland Replacement Project. Include information pertaining to each of these areas in the Proposal in accordance with the requirements set out below.

- Hydrology;
- Soil Information;
- Wetland Connectivity;
- Wetland Diversity;
- Project Constraints; and
- Site Visit Observations.

2.1 Hydrology

Hydrology is the primary driver of successful wetland Restoration or Construction. In Restoration, hydrology needs to be re-established, whereas in Construction a reliable water source is required to establish hydrology. Include the following information on hydrology in the Proposal:

- map(s) or figure(s) depicting the catchment area and drainage pathways of the replacement wetland;
- the water source and discharge point for the replacement wetland, including any proposed shallow groundwater and/or surface water connections to existing waterbodies; and
- classifications of the water regimes in the normative state (prior to anthropogenic disturbance), current state, and post-replacement state. The water regime refers to the surface water permanence in the deepest part of the wetland in most years, and can be classified as follows (adapted from Cowardin, et al²):
 - o not flooded (less than 1 week flooded);
 - o temporarily flooded (1 4 weeks flooded);
 - seasonally flooded (5 17 weeks flooded);
 - semi-permanently flooded (18 40 weeks flooded);

² Cowardin, L. M., V. Carter, F. C. Golet and E. T. LaRoe. 1979. Classification of Wetlands and Deepwater Habitats of the United States. U. S. Department of the Interior, Fish and Wildlife Service, Washington, DC, Jamestown, ND: Northern Prairie Wildlife Research Center. Available at: http://www.npwrc.usgs.gov/resource/wetlands/classwet/

- o intermittently exposed (41 51 weeks flooded); or
- permanently flooded (52 weeks flooded).

2.2 Soil Information

The existing topography and soil conditions will influence the potential to establish hydrology, as well as landscape factors such as the connectivity to other wetlands and adjacent upland habitat. Include, at a minimum, the following information on soils in the Proposal:

- AGRASID soil polygon identification and parent material information;
- Soil Landscapes of Canada polygon identification; and
- any relevant information from previous soil assessments in the Wetland Replacement Project area, if available.

2.3 Wetland Connectivity

Include the following information on surface connectivity of wetlands in the Proposal:

- land uses and ownership classification (e.g. private, public, park, etc.) of the adjacent parcels of land surrounding the Wetland Replacement Project,
- a description of habitat quality and natural corridors connecting the Wetland Replacement Project to adjacent habitat and wetlands;
- a map depicting the approximate boundaries of any existing wetlands within 800 m of the proposed Wetland Replacement Project;
- the total area of wetlands within an 800 m radius; and
- any existing buffers with native perennial vegetation adjoining the Wetland Replacement Project, including both the percentage around each wetland and the average buffer width.

2.4 Wetland Diversity

Variability in conditions within and between wetlands increases the available habitat and biodiversity. Include the following information related to wetland diversity in the Proposal:

- classification of each wetland as per the Alberta Wetland Classification System Guide (see Table 3 of Guide for reference). Include a description of the dominant normative, current and post-replacement wetland zones, including any historical wetland areas prior to anthropogenic disturbance (normative conditions); and
- identify the number of wetland zones that will exist within 100 m of the Wetland Replacement Project.

2.5 Project Constraints

Include in the Proposal a description of any potential project constraints that may impact the ability to carry out the Wetland Replacement Project, and mitigation strategies to address those constraints. Constraints may include, but are not limited to, the following:

- · poor suitability of soils or limiting soil conditions;
- water quality issues;
- · presence of historical resources;
- presence of Noxious or Prohibited Noxious weeds (as defined by the Alberta Weed Control Act);
- presence of sensitive species;
- third party interests, such as pipelines, transmission lines, dispositions, public interest, etc.;
- presence of wells, dugouts, existing Water Act authorizations or other water bodies that may impact downstream landowners;
- floodplains, floodways or other flooding considerations;
- federal lands, Native Reserve lands or Settlements;
- any additional authorizations or approvals required;
- structures requiring operation or regular maintenance (e.g. control gates); or
- any other constraint not listed above

2.6 Site Visit Observations

Include relevant information gathered from a site visit in the Proposal, such as the following:

- map(s) with spatially referenced locations of key information, including:
 - o ditches,
 - o locations of headcuts,
 - soil and vegetation sampling locations,
 - proposed location of replacement works, and
 - o elevation data, if collected.
- a brief description of available soils for the replacement works, including salvageable topsoil material and proposed location and estimated quantity of suitable material for construction of restoration structures, (e.g., ditch plugs);

- a brief description of the existing vegetation, including the identification of Noxious and Prohibited Noxious weeds (as defined by the Alberta Weed Control Act);
- confirmation of water sources and drainage pathways;
- several photographs of the site, including the overall wetland footprint, ditches, and headcut locations;
- a description of any opportunities or additional constraints observed during the site visit that may be important considerations for the Wetland Replacement Project design; and
- any other relevant observations.

3. Monitoring and Maintenance Plan

The Project Proponent must include a Monitoring and Maintenance Plan within the Proposal to detail how they will undertake the monitoring and maintenance phase of the Wetland Replacement Project ("Monitoring and Maintenance Phase") to meet the objectives outlined below. Within the Monitoring and Maintenance Plan, the Project Proponent must include, in plan view, a Wetland Monitoring Map of the proposed transects and sampling plot locations (hydrology and vegetation) as required in Section 3.2.

There are five required elements that must be addressed in the proposed Monitoing and Maintenance Plan and carried out during the Monitoring and Maintenance Phase of the Wetland Replacement Project:

- Annual Inspection and Maintenance of Structures;
- Annual Monitoring Requirements and Performance Standards;
- Post-Construction Maintenance Requirements;
- Annual Monitoring Report; and
- Final Verification Letter.

3.1 Annual Inspection and Maintenance of Structures

If a Structure is proposed as part of the Wetland Replacement Project, the Project Proponent shall conduct an annual visual inspection by July 31 for each year of the Monitoring and Maintenance Phase, and undertake maintenance of the Structure(s) as required for their continuing functionality as per the Code of Practice for Wetland Replacement Works or the *Water Act* Approval, including:

- the Structure;
- contouring;
- · erosion and sediment control;
- soil amendments;
- vegetation amendments;

- weed control; and
- decommissioning of subsurface drainage works.

The Project Proponent shall note the general condition of the Structure(s) and record any areas of concern or maintenance required or undertaken to maintain the Structure(s) as designed, including, but not limited to, sediment and erosion control, additional vegetation planting, or additional soil compaction and grading.

3.2 Annual Monitoring Requirements and Performance Standards

The Project Proponent shall monitor the replacement wetland annually for four consecutive years after the construction phase of the Wetland Replacement Project has been completed. The Project Proponent must perform each of the monitoring requirements described in 3.2.1 through 3.2.3 and target the performance standards described in 3.2.4 of this section ("Performance Standards"). All annual monitoring and Performance Requirements shall be completed by July 31 for each year of the Monitoring and Maintenance Phase, and annual monitoring data collected must be compiled and summarized in the Annual Monitoring Report as described in section 3.4.

3.2.1 Hydrology Monitoring

The Project Proponent must measure inundation and saturation at a minimum of one stationary point annually, during the growing season to confirm hydrology Performance Standards are met. Depending on the wetland design, additional hydrology monitoring locations may be warranted. The hydrology monitoring point(s) must be shown on the Wetland Monitoring Map and any change in location during the Monitoring and Maintenance Phase must be communicated with AEP.

If inundation cannot be determined during the annual monitoring inspection then an additional inspection earlier in the growing season and/or remote monitoring options may be required to demonstrate the hydrology Performance Standards have been achieved. A local resource, such as the landowner, may be used to perform hydrology measurements provided the Authenticating Professional receives adequate information to complete the sign off of the Annual Monitoring Report referred to in section 3.4. The Project Proponent must include on the Wetland Monitoring Map the location of the proposed hydrology sampling location(s).

3.2.2 Vegetation Monitoring

The Project Proponent must sample vegetation in plots located along transects once between July 1 and August 31 of each year of the Monitoring and Maintenance Phase. If multiple basins are restored within one Wetland Replacement Project, transects can be completed within a subset of representative wetlands. The Project Proponent must include on the Wetland Monitoring Map the proposed vegetation transect locations.

The Project Proponent must:

- establish an appropriate number of transects evenly space apart to adequately represent the wetland. Transects must radiate from the wettest zones to driest, if feasible and must have the same fixed location (start and end point) throughout the entire Monitoring and Maintenance Phase;
- determine an appropriate number of sample plots along each transect to adequately represent the wetland and its vegetative zones (e.g. shallow marsh, wet meadow, upland). Sample plots must be place at a fixed distance along each transect, or placed within definitive wetland zones to ensure representation of that particular zone. Once sample plot locations have been selected, the plot location will be fixed for the duration of the Monitoring and Maintenance Phase;
- identify the location of transects and plot locations in the monitoring report on the Wetland Monitoring Map showing the location of wetland classes and zones;
- mark each transect and sample plot location by GPS and resample in the same sample
 plot location each year of the monitoring program. If the sample plot location is not
 representative in that year of monitoring, note the change and add an additional sample
 plot (marked by GPS) that is representative;
- ensure a qualified individual, able to identify plants to genus and species, conducts the wetland vegetation monitoring;
- sample the:
 - herbaceous layer (all non-woody plants and woody plants less than 1 m in height) using a one square meter sample plot;
 - the shrub layer using a 5 -metre radius sample plot; and
 - the tree layer using a 10-metre radius sample plot;
- record the data for each herbaceous layer within each sample plot, including a list of all
 living plant species, and an estimate of percent cover in five (5) percent intervals for each
 species. The percent cover of wetland vegetation species in each sample plot shall be
 averaged for all plots to obtain a mean percent cover value for each species within the
 wetland;
- determine the total percent cover of vegetation (regardless of species and stratum), bare soil, and open water for each sample plot, when viewed from above. Total percent cover cannot exceed 100 percent. The percent cover of each cover type in each sample plot shall be averaged for all plots to obtain a mean percent cover value for each cover type for the wetland;
- when woody plantings have been completed as part of the Wetland Replacement
 Project, record the number and species of surviving and established trees and surviving and established shrubs for each 5 and 10-metre radius plot;
- data for each plant species observed must include the common name, scientific name, wetland indicator status, and whether the species is considered native according to the Alberta Conservation Information Management System (ACIMS) (Alberta Environment and Parks 2017). Nomenclature shall follow in ACIMS found at

https://www.albertaparks.ca/albertaparksca/management-land-use/alberta-conservation-information-management-system-acims/download-data/; and

use the U.S. Army Corps of Engineer's "National List of Vascular Plant Species That Occur
in Wetlands" that is most applicable for the region the Wetland Replacement Project is
located within to identify wetland species listed as facultative and wetter. This can
include the Western Mountains, Valleys, and Coast Region, the Great Plains, and/or the
Northcentral and Northeast Regional Supplements.

3.2.3 General Wetland Monitoring Requirements

The Project Proponent must:

- remove or destroy invasive plant species that are listed as <u>prohibited noxious weeds</u> in Alberta according to Alberta's Weed Control Regulations under the *Weed Control Act*;
- collect photos of the wetland from the same locations (photo stations) during each
 annual monitoring inspection. At a minimum, photo stations shall be located at both
 ends of each transect and one general overview photo showing the entire
 wetland. Photos must be labeled with the location, date photographed, and direction;
- delineate any bare soil areas, erosion or sedimentation, areas dominated by invasive species, and areas without a predominance of wetland vegetation which are considered problematic in achieving the wetland replacement outcomes and provide their location on the Wetland Monitoring Map;
- document any incidental sightings or evidence of wading birds, songbirds, waterfowl, amphibians, reptiles, other wildlife use (lodges, nests, tracks, scat, etc.), and human use within the wetland;
- conduct a visual inspection of the Wetland Replacement Project and record any
 observations of impacts which may be detrimental to the wetland. This could include oil,
 grease, man-made debris, and any other visible contaminations or concerns;
- provide a written summary of all the problem areas that have been identified within the replacement wetland and potential corrective measures to address them, or any measures that were undertaken to address them;
- in Years 2, 3 and 4 of the Monitoring and Mainenance Phase, provide in the Annual Monitoring Report referred to in section 3.4 a written summary of data from the previous monitoring year(s) and a discussion of changes or trends based on all monitoring results. Include an updated Wetland Monitoring Map showing the approximate locations of wetland zones and identify if the wetland is on a trajectory to achieving the amount of wetland area required. The Annual Monitoring report must also state whether the Performance Standards have been met, are on a trajectory to being met, or if there are issues which require adaptive management in order to be achieved by the end of the Monitoring and Maintenance Phase; and
- only in Year 4 of the Monitoring and Mainenance Phase, complete a wetland delineation in accordance with the Wetland Identification and Delineation Directive and include a calculation of the hectares of the Wetland Replacement Project established, a plan view

drawing (the Wetland Monitoring Map) depicting each wetland class to type level and plant community zones.

3.2.4 Performance Standards

The Project Proponent must evaluate the Wetland Replacement Project based on the goals and objectives of the project, including the intended function as designed.

The Project Proponent must report on all of the following Performance Standards annually within the Annual Monitoring Report referred to in section 3.4:

- the Project Proponent must choose one of the following hydrologic performance standards to ensure the replacement wetland is characterized by the presence of water at a frequency and duration sufficient to support a predominance of wetland vegetation and the wetland class specified at the end of the monitoring period. Visual confirmation during annual inspections, air photo review, remote monitoring and/or other methods as approved by the Province may be used to demonstrate success:
 - soil saturation within 30 cm of the soil surface for 14 consecutive days during the growing season or inundation for 14 consecutive days during the growing season; or
 - o for projects that have specific target hydroperiod, evidence the hydroperiod was achieved (e.g. # of weeks of inundation).
- the Project Proponent must target the following vegetation Performance Standards
 during the Monitoring and Maintenance Phase and complete adaptive management to
 address each by the end of the monitoring period. The Project Proponent must ensure
 the replacement wetland at the end of the Monitoring and Maintenance Phase meets
 the following:
 - has a mean percent cover of at least 60% native wetland species in the herbaceous layer (an alternative percent cover standard may be proposed for review and approval by the Province);
 - does not have extensive areas of problematic bare soil that exceed five percent of the replacement wetland area;
 - does not have greater than 25% coverage of open water without emergent vegetation and/or rooted floating vegetation relative to the total wetland area, unless the wetland class being restored or constructed is a shallow open water wetland;
 - supports a diversity of wetland plant species where no single native species or two native species combined represent more than 75% of the total plant cover within the wetland;
 - o does not have more than fifteen (15) percent total cover of invasive species including, but not limited to, *Phalaris arundinacea* (reed canary grass). Invasive species shall not dominate the vegetation in any extensive area of the replacement wetland. Note that the Project Proponent can request to change

this percentage target depending on existing site baseline conditions. If it is unfeasible to meet the mean percent cover of invasive species of fifteen (15) percent or less within the replacement wetland or if there are extensive areas of the replacement wetland in which an invasive species is one of the dominant plant species, the Project Proponent must provide:

- an assessment of the problem,
- a control plan, and
- an alternative percent cover standard that can be achieved for review and approval by the Province.
- For swamp classes where woody vegetation planting has occurred, the Project
 Proponent must ensure the replacement wetland at the end of the monitoring period
 targets the following vegetation Performance Standard(s) based on extrapolated
 survivorship observed during monitoring:
 - o for wooded swamps, seven hundred fifty (750) individual surviving, established, and free-to-grow trees per hectare that are classified as native wetland species and consisting of at least three different species; or
 - for shrubby swamps, seven hundred fifty (750) individual surviving, established, and free-to-grow shrubs per hectare that are classified as native wetland species and consisting of at least three different species.

If the replacement wetland does not satisfactorily meet the above Performance Standards by the end of Year 4, or is not satisfactorily progressing during Years 2 and 3, the Project Proponent will be required to take corrective actions. Other performance standards may be considered with approval from the Province. If there are climate / hydrology considerations that have impacted vegetation growth (i.e drought or flood conditions), the Project Proponent must notify the Province as soon as possible to discuss any additional corrective measures that may be required.

3.3 Post-Construction Maintenance Requirements for Wetland Replacement Project

The Project Proponent must additionally include in the Annual Monitoring Report referred to in section 3.4 a list of post-construction maintenance measures the Project Proponent may carry out for the Wetland Replacement Project to correct any impairments that will or may prevent the wetland from meeting the class, area or functions of the wetland as designed. Such measures may include, but are not limited to:

- additional vegetation planting;
- weed management;
- soil amendments; and
- re-contouring basin topography as required.

3.4 Annual Monitoring Report

A key deliverable of the Monitoring and Maintenance Phase is the submission of an Annual Monitoring Report to the Province every year which compiles and summarize all annual data collected during each year of the Monitoring and Maintenance Phase.

The Project Proponent shall submit an Annual Monitoring Report to the Province annually on or before November 30 of each year of the Monitoring and Maintenance Phase.

Each Annual Monitoring Report must be signed and stamped by the Authenticating Professional and must include a summary of the following activities:

- results of annual inspection and maintenance performed on structures (section 3.1 above, if applicable);
- results of the annual wetland monitoring and Performance Standards (section 3.2 above), including:
 - hydrology monitoring;
 - vegetation monitoring;
 - general monitoring; and
 - Performance Standards
- any post-construction maintenance measures undertaken to address issues with structures, wetland establishment or function as designed (section 3.3).

All Annual Monitoring Reports should be concise and provide clear information for the Province to evaluate the performance of the Wetland Replacement Project and to ensure the replacement wetland is on a trajectory to meet its design specifications. A brief summary of the original Wetland Replacement Project is all that is necessary in the Annual Monitoring Reports. Submission of lengthy Annual Monitoring Reports that contain mostly generalized information and extensive background information on the Wetland Replacement Project is not required and should be avoided.

3.5 Final Verification Letter

The Project Proponent shall provide to the Province a Final Verification Letter stamped and signed by an Authenticating Professional to confirm that the Wetland Replacement Project has established according to the wetland area, class and function anticipated in the approved design plans.

The Final Verification Letter must be included with the final Annual Monitoring Report provided in Year 4 of the Monitoring and Maintenance phase, and must delineate the boundary of the established replacement wetland according to the wetland field identification and delineation process within the Alberta Wetland Delineation Directive.

The Project Proponent must provide the delineated boundary as a shapefile and include the boundary and total area, in hectares on a plan view within the Annual Monitoring Report.

4. Project Schedule

The Proposal must include a detailed work plan outlining the following:

- the intended processes and workflows for the proposed Wetland Replacement Project;
- time estimates for completion of each project component within each phase; and
- a detailed schedule for the overall project.

In addition, include in the Proposal a copy of the **Pricing Form** attached as Appendix "1" to this schedule setting out the services, deliverables and costs; pricing; number of ha restored through the Wetland Replacement Project; and anticipated start and completion dates of each phase of the Wetland Replacement Project. Provide the actual date of start and/or completion if a phase has already been started or completed prior to the date the Proposal is submitted..

5. Project Costs

Costs in respect of a proposed Wetland Replacement Project will only be paid through a Service Contract entered into between the Province and the Project Proponent for an approved Wetland Replacement Project. Wetland Replacement Project costs that the Project Proponent wishes to propose for inclusion in a related Service Contract must be included in the Proposal. All costs proposed by the Project Proponent in its Proposal for inclusion in a Service Contract are subject to the Province's review and approval.

The Project Proponent must include a summary of the work to be completed and specify costs in the Pricing Form (Appendix 1), which includes a detailed breakdown of the services, deliverables, and costs for each of the following four phases of the proposed Wetland Replacement Project:

- Phase 1: Wetland Replacement Project Selection;
- Phase 2: Design and Regulatory Authorization;
- Phase 3: Construction; and
- Phase 4: Monitoring and Maintenance.

A description of eligible costs under each of these phases is provided below.

5.1 Phase 1: Wetland Replacement Project Selection

The Wetland Replacement Project Selection Phase costs include reasonable costs directly related to initial identification of a suitable Wetland Replacement Project, as set out below.

5.1.1 Site Selection Costs

Site selection costs shall not exceed \$20,000 per Wetland Replacement Project, unless otherwise preapproved in writing by the Province. Site selection costs includes activities such as:

- 5.1.1.1 Staff time and consulting fees associated with initial targeting of potential Wetland replacement Projects, such as:
 - pre-proposal requirements (meetings, joint site visits);
 - office level mapping and identification of drained wetlands;
 - landowner engagement;
 - marketing and communication materials (specify materials produced and costs);
- 5.1.1.2 Costs for materials and equipment associated with office level targeting and initial landowner engagement (specify materials and equipment), such as:
 - trucks,
 - ATVs,
 - Survey equipment, etc.
- 5.1.1.3 Staff costs and consultant fees associated with site selection and securement of Wetland Replacement Project, such as:
 - communication and negotiation processes with the relevant landowners and third parties;
 - materials and equipment required for landowner engagement and preliminary site visits (specify materials and equipment and charge out rates, e.g. trucks, survey equipment etc.); and
 - preparation and writing of the Proposal.

5.1.2 Projects That Did Not Proceed

Reasonable costs previously incurred by the Project Proponent for potential Wetland Replacement Projects that did not proceed (for reasons such as landowner withdrawal, third party permissions not attained, contaminated site issues, non-compliance issues, or not approved by the Province) may be eligible for reimbursement by the Province. For such costs to be considered by the Province for inclusion for reimbursement in a Service Contract for an approved Proposal:

- the potential Wetland Replacement Project(s) that did not proceed should be located within the same priority area or watershed as the Wetland Replacement Project proposed in the Proposal,
- the costs must have been incurred in the 24 months preceding the submission date of the Proposal,
 and

- The Project Proponent must:
 - o set out the costs in detail,
 - include a brief description of the Wetland Replacement Project(s) pursued to which the costs relate (including the specific geographical location), and
 - provide the reasons for not proceeding with such project(s).
 - confirm that the failed project costs have not been included in any other Proposal or previously reimbursed by the Province.

5.2 Phase 2: Design and Regulatory Authorization

The Design and Regulatory Authorization Phase costs include the Project Proponent's costs for all tasks, services and deliverables associated with the design and regulatory authorization phase of the Wetland Replacement Project, including but not limited to the following:

- development of detailed Construction or Restoration design plans and drawings for the Wetland
 Replacement Project, including professional fees and other costs for:
 - site evaluation of existing conditions, including field assessments and elevation surveys of the adjacent land and existing and proposed wetland boundaries with a survey-grade laser level, at a minimum;
 - plan and cross-sectional view drawings of the Wetland Replacement Project with georeferenced locations of ditch plugs, weirs, vertical grade control structures, spillways, and any other structures or significant features;
 - o engineering drawings of structures, if required; and
- obtaining applicable regulatory authorizations, including but not limited to providing Water Act Code
 of Practice notification, and obtaining regulatory authorizations under the Water Act or Public Lands
 Act.
- cost of Registering landowner agreement against Title.

5.3 Phase 3: Construction

Construction Phase costs include a detailed breakdown of the Project Proponent's costs for all tasks, services and deliverables associated with the construction phase of the Wetland Replacement Project, including but not limited to the following:

- equipment required (e.g., backhoe, excavator, dozer, skid steer);
- equipment mobilization costs;

- equipment operator costs for installing replacement works, vertical grade control structures, rock spillways, berms, or any other structure, or for constructing a wetland via excavation and recontouring;
- costs for erosion and sediment control structures;
- costs for seeding, planting, amending soils, placing woody debris or other activity;
- weed removal and management costs;
- construction supervision (number of hours and hourly rate);
- payment to landowners (landowner payments shall not be paid in advance of the Province and the Project Proponent entering into a Service Contract);
- activities or infrastructure located outside of the wetland Restoration or Construction area but that
 will directly increase overall functions of the Wetland Replacement Project (e.g., vertical grade
 control structures downstream of outlet, or Restoration of upland area adjoining the wetland, up to
 a distance of 10 m from the wetland boundary). If costs for Restoration activities or infrastructure
 located within upland areas are included, describe how these assets will be protected with an
 easement or other mechanism. The Province will not pay for any costs associated with land
 protection, such as a conservation easements; and
- professional fees to confirm that works have been inspected and are completed in accordance with
 the design plans prepared under the Service Contract within 30 days after the completion of the
 construction phase, including provision of a letter signed by an Authenticating Professional, and
 supporting documentation such as videos, photos, measurements and submission of as-built plans, if
 applicable.

All field fit changes to the Wetland Replacement Project construction phase and associated costs must be communicated to the Province within 24 hours. Corrective actions and associated costs must be proposed by the Project Proponent in advance and approved by the Province in writing.

5.4 Phase 4: Monitoring and Maintenance

Monitoring and Maintenance Phase costs include all the tasks, services and deliverables associated with monitoring the wetland replacement project to ensure the replacement wetland is meeting the goals and objectives of the approved project design and completing an annual monitoring report.

The Monitoring and Maintenance Phase begins when the construction phase ends. Monitoring and maintenance shall be completed annually and in accordance with the Monitoring and Maintenance Plan after the construction phase is completed, for four consecutive years following completeion of construction.

28

Monitoring and maintenance costs include reasonable costs associated with completing:

- annual inspections and maintenance on the wetland structures;
- annual wetland monitoring program including:

- o hydrology monitoring;
- o vegetation monitoring; and
- general monitoring; and
- undertaking post-construction maintenance undertaken to address issues with wetland structures, wetland establishment or function as designed, including, but not limited to:
 - weed management;
 - o additional vegetation planting;
 - o soil amendments; and
 - o recontouring basin topography as required.
- all observed and measured issues and impairments with a replacement wetland must be communicated to the Province within 20 working days. Corrective actions and associated costs must be proposed by the Project Proponent in advance and approved by the Province in writing.

6. Value Added Considerations

The Proposal must identify any additional considerations that add value to the Wetland Replacement Project. This may include the following examples:

- Wetland Replacement Projects that include additional funding, in-kind resources or additional cost savings (e.g., land donations). If the added value is not a direct cash payment, determine the approximate cash value of all contributions. For example, provide the approximate value of the donated land or materials, or operator costs if time or equipment is being donated;
- protection mechanisms such as being located on municipal land, conservation easements (either pre-existing or to be added by the Project Proponent) that add value to the long-term protection of the Wetland Replacement Project;
- the Wetland Replacement Project is being conducted in coordination, or in considering
 future educational opportunities. For example, being located close to a school, or
 vegetation planting being completed by students, or easily publicly accessable for
 educational signs that will installed by the Project Proponent.

7. Project Team

Wetland Replacement Projects are to be completed by a multi-disciplinary team of professionals, as set out below.

The key project team members must be identified in the Proposal and include at least one Authenticating Professional. Submit a summary of the individuals on the project team, including their qualifications and relevant experience. Team members with relevant and demonstrable experience in completing Wetland Replacement Projects are preferred.

In addition to Authenticating Professionals, Wetland Replacement Project teams may include:

- project manager;
- regulatory authorizations and permits expert;
- professional engineer;
- hydrologist and/or hydrogeologist;
- wetland restoration ecologist; and
- staff of the Project Proponent.

8. Sub-Contractors

Indicate in the Proposal what services, if any, will be provided through the use of sub-contractors. If known at the time of Proposal submission, include in the Proposal a list of any selected sub-contractors, or a short list of anticipated sub-contractors, and a brief description of their qualifications and relevant experience.

Freedom of Information and Protection of Privacy Act (Alberta) ("FOIP")

The purpose of collecting Personal Information (as that term is defined in FOIP) for these Proposal Submission Requirements is to enable the Province to ensure the accuracy and reliability of the information, to assess the Proposal, and for other related program purposes of the Province. Authority for this collection is the *Government Organization Act* (Alberta), as amended from time to time and section 33 (c) of FOIP. The Project Proponent may contact the Province's contact person identified in the MOU regarding any questions about collection of Personal Information pursuant to these Proposal Submission Requirements.

By submitting a Proposal the Project Proponent acknowledges that:

(a) FOIP applies to all information and records relating to, or obtained, generated, created, collected or provided under, these Proposal Submission Requirements or which are in the custody or

Classification: Protected A

- under the control of the Province. FOIP allows any person a right of access to records in the Province's custody or control, subject to limited and specific exceptions as set out in FOIP; and
- (b) If it considers portions of its Proposal to be confidential, the Project Proponent should identify those parts of its Proposal to the Province considered to be confidential and what harm could reasonably be expected from disclosure. The Province does not warrant that this identification will preclude disclosure under FOIP.

The Project Proponent consents, and obtained the written consent from any individuals identified in the Proposal as applicable, to the use of Personal Information in the Proposal by the Province to enable the Province to evaluate the Proposal and for other program purposes of the Province, and will provide those written consents to the Province upon request.

10. Conflict of Interest

Project Proponents must fully disclose to the Province, in writing, the circumstances of any actual, possible or perceived conflict of interest in relation to the Project Proponent, any of its team members, employees, subcontractors or agents, if the Proposal were to be approved with the intention that the Project Proponent become the Province's contractor pursuant to a related Service Contract.

The Province may reject any Proposal where, in the opinion of the Province, the Project Proponent, any Project Proponent team member, employee, sub-contractor or agent is, could be, or could be perceived to be in a conflict of interest if the Project Proponent were to become a contractor in respect of the proposed Wetland Replacement Project.

11. Submission of Proposals

Completed Proposals must be sent to aep.wetlandreplacement@gov.ab.ca for review and evaluation. The Province may request more information or clarification before approving or refusing the Proposal.

Classification: Protected A

Appendix 1 to Proposal Submission Requirements

Pricing Form

Project Proponents must complete and include the below form in the Proposal.

- Insert the prices (inclusive of all expenses) for each of the services, deliverables and other costs as indicated for each phase; the total price for all phases; and the price per hectare breakdown.
- Insert the anticipated start and completion dates for each phase of the Wetland Replacement Project.

The Project Proponent may remove or add additional key services or deliverables under each phase as necessary depending on the specifics of the Wetland Replacement Project.

Project Name:		To	tal Number of ha restored
5.1. PHASE 1: WETLAND REPLACEMENT PROJECT	SELECTION		
Dates for Completion of Phase:		_, 20 to _	
Services, Deliverables and Costs			Total Price
5.1.1 Site Selection Costs			\$
5.1.1.1: Staff time and consulting fees associated Wetland replacement Projects, such as: (i) Pre-proposal requirements (meeting. (ii) Office level mapping and identificati (iii) Landowner engagement; (iv) Marketing and communication	s, joint site visits)		
a.Staff Position b. Staff Position			
c. Staff Position d. Consulting Fees e. Consulting Fees			

	Total Price		
i.1.1 Site Selection Costs (cont'd)			\$
5.1.1.2 . Costs for materials and equipment and initial landowner engagement trucks, atv's, survey equipment, etc			
Total Materials costs:			
Equipment costs:			
_1	Rate/Day	Total Days	
i. ATV			
ii. Trucks		=	
iii. Survey			
Equipment			
iv. Other			
v. Other			
5.1.1.3 Staff costs and consultant fees asso securement of Wetland Replacement (i) landowner engagement and a Proponent with the relevant la	nt Project, such greements nego	as:	
securement of Wetland Replacement (i) landowner engagement and a	nt Project, such greements nego andowners;	as: tiated by the Project	
securement of Wetland Replacement (i) landowner engagement and a Proponent with the relevant le (ii) communication and negotiation and third parties; and	nt Project, such greements nego andowners; on processes wi	as: tiated by the Project	
securement of Wetland Replacement (i) landowner engagement and a Proponent with the relevant le (ii) communication and negotiate	nt Project, such greements nego andowners; on processes wi e Proposal. Rate/Hour or Flat fee	as: tiated by the Project	
securement of Wetland Replacement (i) landowner engagement and a Proponent with the relevant le (ii) communication and negotiation and third parties; and	nt Project, such greements nego andowners; on processes wi e Proposal. Rate/Hour	as: tiated by the Project th relevant landowners	
securement of Wetland Replacement (i) landowner engagement and a Proponent with the relevant le (ii) communication and negotiation and third parties; and (iii) preparation and writing of the	nt Project, such greements nego andowners; on processes wi e Proposal. Rate/Hour or Flat fee	as: tiated by the Project th relevant landowners	
securement of Wetland Replacement (i) landowner engagement and a Proponent with the relevant le (ii) communication and negotiation and third parties; and (iii) preparation and writing of the a. Staff b. Staff c. Staff	nt Project, such greements nego andowners; on processes wi e Proposal. Rate/Hour or Flat fee	as: tiated by the Project th relevant landowners	
securement of Wetland Replacement (i) landowner engagement and a Proponent with the relevant le (ii) communication and negotiation and third parties; and (iii) preparation and writing of the a. Staff b. Staff	nt Project, such greements nego andowners; on processes wi e Proposal. Rate/Hour or Flat fee	as: tiated by the Project th relevant landowners	
securement of Wetland Replacement (i) landowner engagement and a Proponent with the relevant le (ii) communication and negotiation and third parties; and (iii) preparation and writing of the a Staff b. Staff c. Staff d. Staff e. Consulting Fees	nt Project, such greements nego andowners; on processes with a Proposal. Rate/Hour or Flat fee (Consultant)	as: tiated by the Project th relevant landowners	\$
securement of Wetland Replacement (i) landowner engagement and a Proponent with the relevant le (ii) communication and negotiation and third parties; and (iii) preparation and writing of the b. Staff b. Staff c. Staff d. Staff e. Consulting Fees f. Consulting Fees	nt Project, such greements nego andowners; on processes with a Proposal. Rate/Hour or Flat fee (Consultant) ed et Proponent for asons such as led of site issues, no	r potential Wetland andowner withdrawal, on-compliance issues, or	\$

Dates for Completion of Phase:	, 20 to	
Services, Deliverables and Costs	Manual Nation	Total Price
Development of detailed construction of restoration design Wetland Replacement Project, including professional fees following		
(a) site evaluation of existing conditions, including elevation surveys of the adjacent land and exis location with a survey-grade laser level, at a n	ting and proposed wetland	\$
(b) plan and cross-sectional view drawings of Wetl georeferenced locations of ditch plugs, weirs, v spillways, and other significant features;		\$
(c) engineering drawings of structures, if required		\$
Obtaining applicable regulatory authorizations, including Code of Practice notification, and obtaining regulatory at Act or Public Lands Act		\$
 specify each service, deliverable or cost and its p 	rice	
Cost of Registering landowner agreement against Title.		\$
	PHASE 2 TOTAL PRICE	Ś

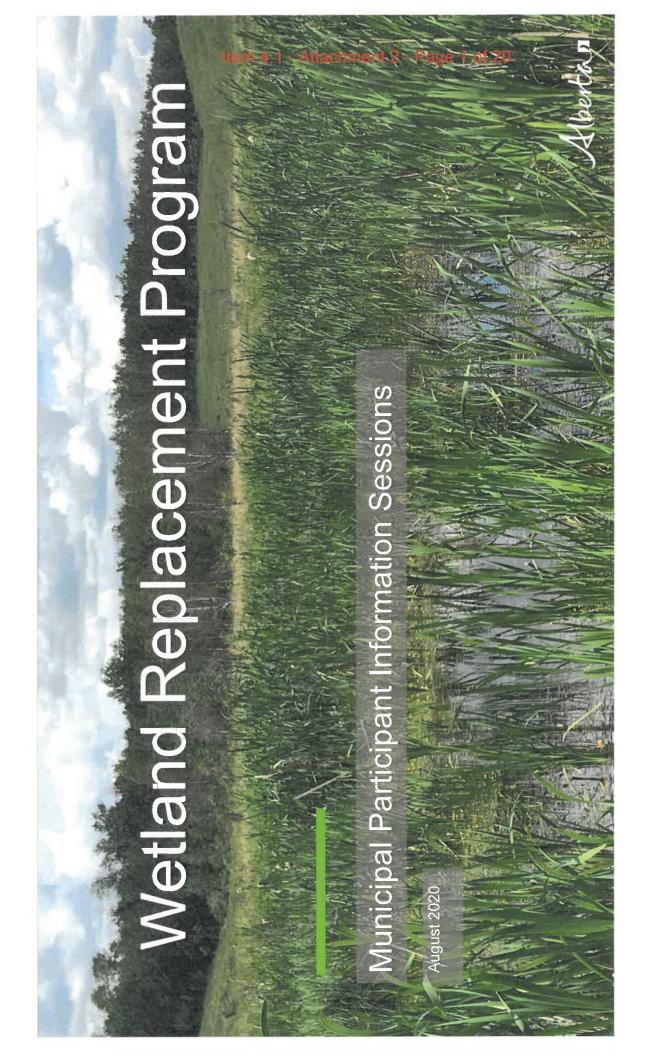
Date	es for Completion of Phase:	7 3. 4	, 20 to _	
Serv	rices, Deliverables and Costs	FINANCE.	- H. H.	Total Price
Cost	s for equipment required (e.g., backhoe, e	excavator, dozer, skid ste	er, specify	\$
	oment)			_
equij	oment)	Rate/Hour	Hours	-
equi _j	executor			
equij	oment)			

Equipment mobilization costs			\$
Costs to purchase plant materials, including particles (specify materials, e.g., woody debris, rock, li	\$		
	C	Cost	
Wetland Plugs			
Native Seed			
Willow Staking			
Wheat and Straw Bales			
Stone Other			
Costs for seeding, planting, amending soils, p	lacing woody debris or	other activity.	\$
Weed removal and management costs.			\$
Equipment operator costs for installing replace structures, rock spillways, berms, or any other via excavation and recontouring.	\$		
	Rate/Hour	Hours	
i. Staff			
ii. Staff			
iii. Staff			
iv. Staff			A
Costs, for erosion and sediment control struct	tures		\$
Construction Supervision			\$
	Rate/Hour	Hours	
i. staff			
ii. staff			
iii. staff			
iv. staff All costs related to payments to landowners to the Wetland Replacement Project	secure lands, if require	ed for the purposes	\$
Costs for activities or infrastructure located of		\$	
that will directly increase overall functions of activities and infrastructure.) Professional fees to confirm that works have accordance with the design plans prepared up provisions of a letter signed by Authenticating documentation such as videos, photos, measu applicable.	nder the Service Contrac g Professional, and supp	ct, including porting	\$

5.4. PHASE 4: MONITORING AND MAINTENANCE	PHASE				
Dates for Completion of Phase:	, 20 to _	, 20			
Services, Deliverables and Costs		Total Price			
Completion of the following requirements during each ye and Maintenance Phase, in accordance with the requirements:					
(a) Completion of -Annual Inspection; and -Maintenance of Structures (to be completed as set out in section 3.1 of the Proposal Submiss		\$			
\$ For year 1					
\$ For year 2					
\$ For year 3					
\$ For year 4					
(b) Completion of Annual Monitoring Requiremen as set out in section 3.2 of the Proposal Submis		\$			
\$ For year 2					
\$ For year 3					
\$ For year 4					
(c) Completion of Post-Construction Maintenance Proposal Submission Requirements. • To be completed as necessary • Amount shown should be total estimate the entirety of the Monitoring and Maineed to be used evenly for each year of Maintenance Phase • Project Proponent will only invoice the incurred, up to the total price stated, as possible by identifying opportunities for	ted budget for this category for intenance Phase and does not f the Monitoring and Province for its actual costs and will reduce its costs where	\$			
\$ For year 1					
\$ For year 2					
\$ For year 3					
\$ For year 4					

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\$
\$
\$
7





Agenda

Wetland Replacement Program Overview

Wetland Replacement Program process

Regulatory Considerations

Discussion

Classification: Protected A



Alberta

Program Vision

with Albertans by providing resources for collaborative and healthy communities. The Wetland Replacement Program aims to re-establish wetlands in partnership landscape and necessary for a sustainable economy Wetlands are a vital part of Alberta's ecological replacement projects across the province. Restoration and Replacement Fees MO

Collection of wetland replacement fees

Background

July 2016 -

- Implementation of the Alberta Wetland Policy in AB
- **Enactment of Wetland** December 2018 -
- December 2018 –
- September 2019 –
- Sept 2019-present Development of program requirements
- Transfer of monies held by DUC (\$18 M) and program implementation

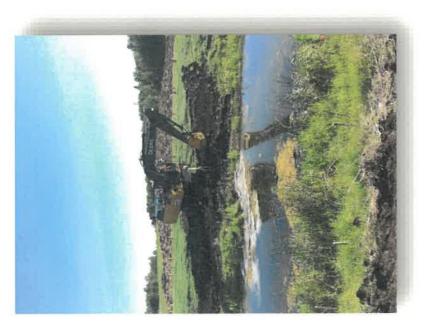


Wetland Replacement Program Overview

Partner with stakeholders to complete

Wetland Restoration

Wetland Construction



Alberta

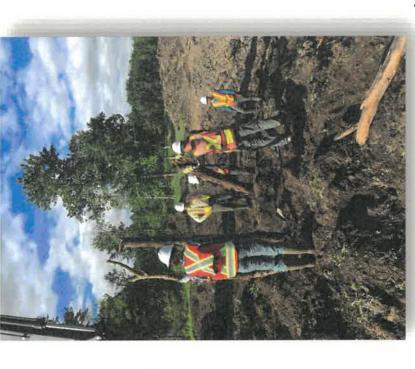
Wetland Restoration

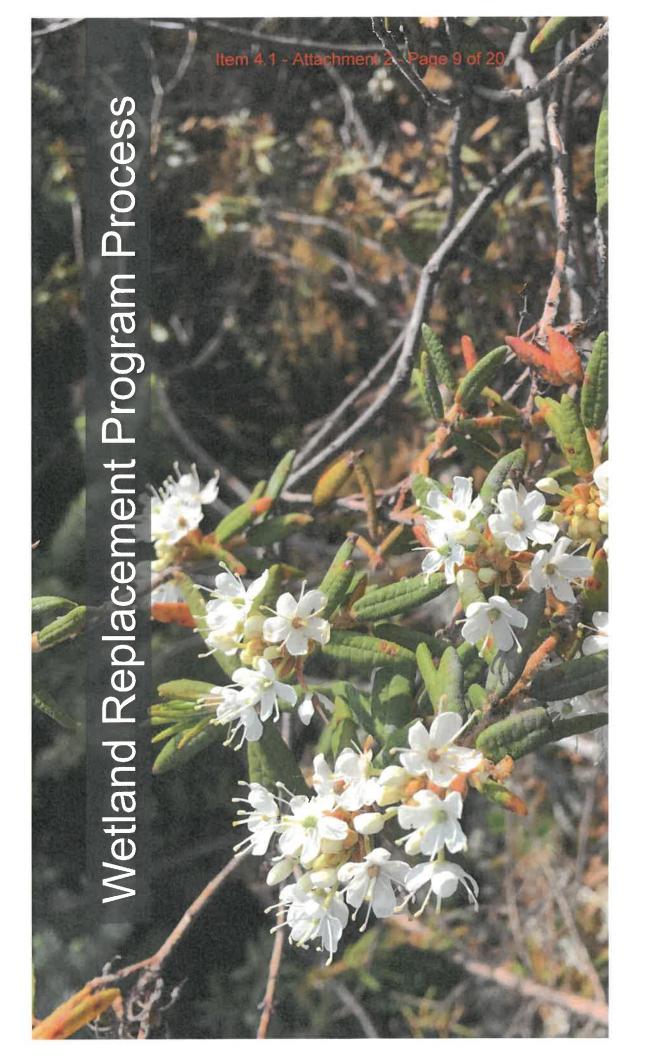
- Returning natural /
 historical functions to a
 former or degraded
 wetland
- Re-establishment:
 Results in a gain of
 wetland area, with or
 without a gain in wetland
 function.



Wetland Construction

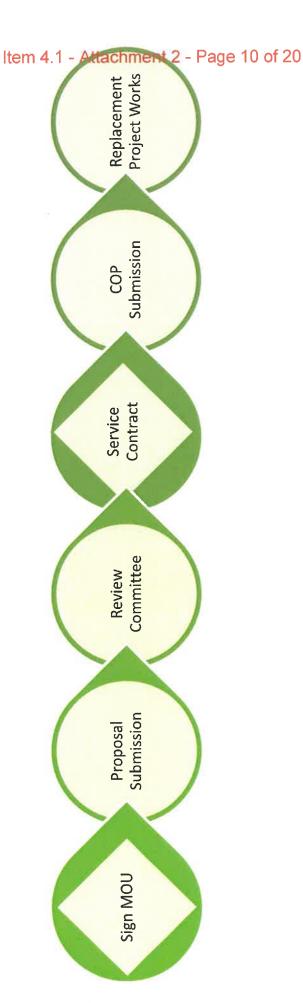
- Creating a wetland on a site that was historically non-wetland.
- Establishment: results in a gain of wetland area and function.
- gain of wetland area with Expansion: results in a or without a gain in wetland function.







WRP Process



Classification: Protected A



Memorandum of Understanding

MREMORANDUM OF UNDERSTANDING
IN SUPPORT OF IDENTIFYING POTENTIAL WETLAND REPLACEMENT PROJECTS
FOR PURPOSES OF WETLAND REPLACEMENT PROGRAM

This Memorandum of Understanding is made effective the

HER MAJESTY THE QUEEN

in right of Alberta 8s represented by the Minster of Environment and Parks (the "Frovince")

-and-

(the "Municipality")

(collectively referred to as "Participants")

Watland Replacemen: Program ("WRP") to meet the outcomes of the Alberta Wetland Policy ("AWP"). WMEREAS the Province recognizes that wetlands are a vital part of Alberta's ecological landscape and

WHEREAS through the WRP the Province utilizes Fees paid by persons under the Wetland Restoration and Replacement Fee Ministerial Order (35/2018) to fund Wetland Replacemen: Projects across the

WHEREAS a priority of the AWF and the WRP is to replace wetland area and functior in watersheds paid to the Province.

- Overarching agreement, not legally binding.
- relationship between the Municipality and AEP MOU to establish
- Outlines roles and responsibilities
- 3 year agreement, can be renewed

Alberta

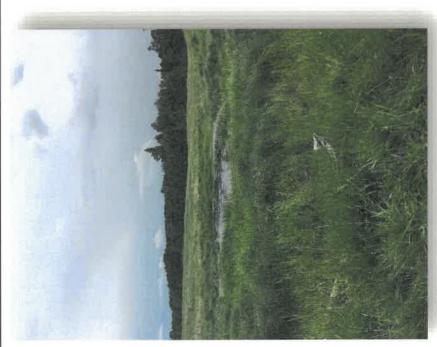
Proposal Submission

- Proposals to meet AEP's Proposal Guide
- Prepared by municipality and signed by an Authenticating Professional
- Reviewed internally by Wetland Specialists
- Need to be detailed and accurate they become an appendix of the contract



Service Contract

- Contract document outlining the project services and payment milestones
- A Service Contract drafted for each project that is accepted by Alberta Environment and Parks

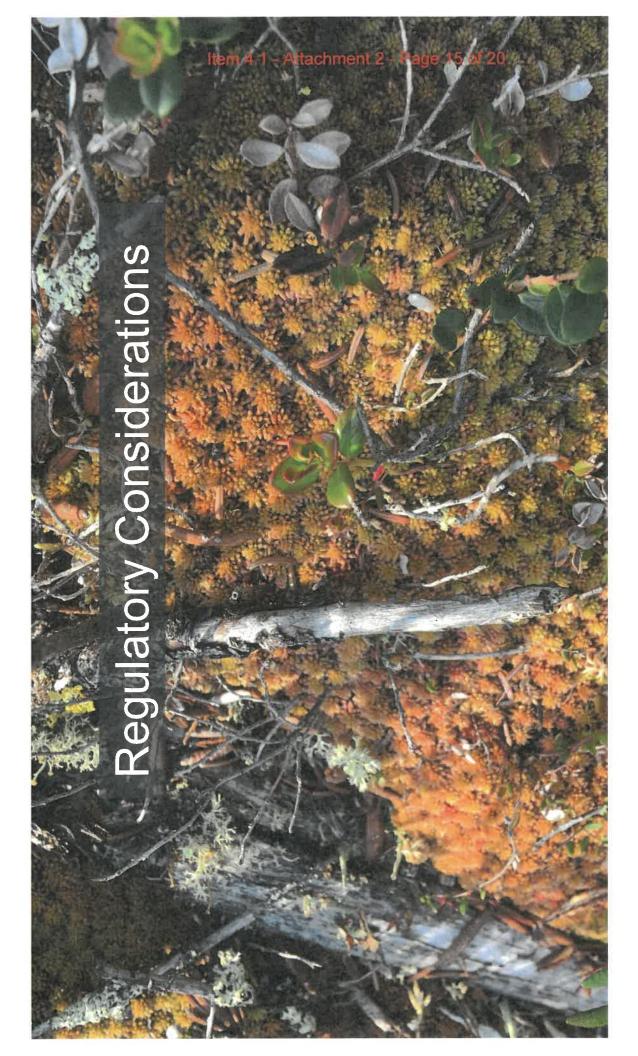


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Service Agreement Deliverables

- Field-based wetland assessment
- Detailed wetland design plans, including engineering design drawings and specifications
- Complete wetland restoration or construction works
- Construction inspection completion
- Complete inspection and monitoring to demonstrate site establishment





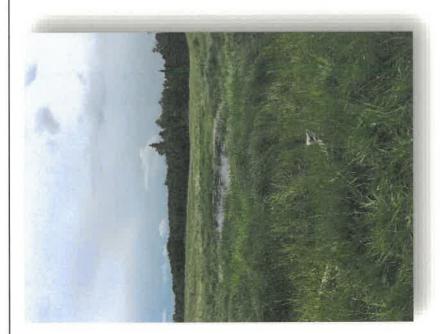


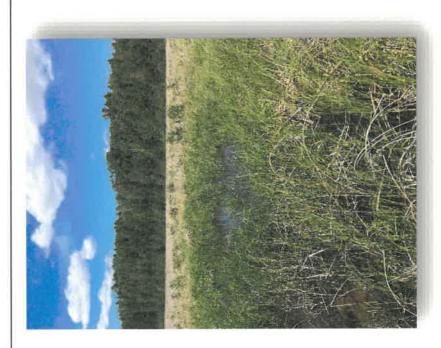
Regulatory Considerations

- Projects will meet the new Code of Practice for Wetland Replacement Works OR require Water Act Approval
- Must adhere to all other regulatory requirements and legislation

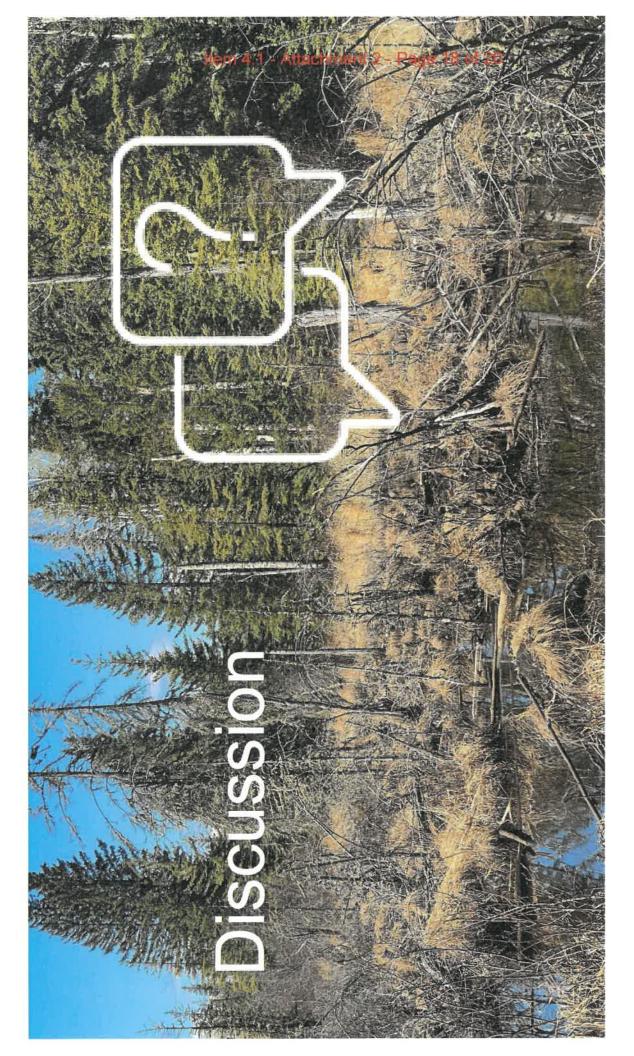
Code of Practice for Wetland Replacement Works

Made under the Water Act and the Water (Ministerial) Regulation

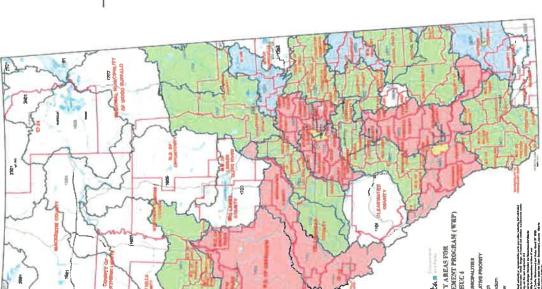




Summary



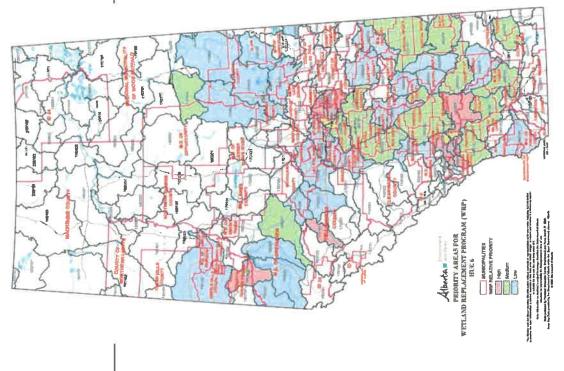




COUNTY SINONS COUNTY COUNTY ST. P.

HUC 4 Map





HUC 6 Map



Classification: Protected A



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DATE

July 20, 2021

4.3

TOPIC

Request to Purchase County Owned Land – Plan 6375KS, Lot P (Pt. NW-20-59-13-W4M (2.01 acres)

PROPOSAL

An expression of interest form was received from Village of Vilna, dated June 22, 2021, to purchase the lands legally described as Plan 6375KS, Lot P (Pt. NW-20-59-13-W4M) located within the Village of Vilna. The Village of Vilna intends to consolidate said lands with the adjacent parcel in order to rectify an encroachment of the curling rink onto said lands. ©

Attachment 1

BACKGROUND

In accordance with Policy 61-10-01: *Disposition of County Owned Property*, 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. There were no objections or concerns noted by any of the Departments.

© Attachment 2

Attached is Policy 61-10-01: Disposition of County Owned Property for reference. © Attachment 3

A copy of the Certificate of Title is attached for reference. © Attachment 4

A General Location Map is attached for reference. © Attachment 5

The zoning of the property is Community District (P) under Village of Vilna Land Use Bylaw 392-98. © Attachment 6

May 28, 2021 - Smoky Lake County Municipal Planning Commission Meeting

- County ownership of Plan 6375KS, Lot P was discussed during the meeting of the County's Municipal Planning Commission held on May 28, 2021.
- At this meeting, the Commission discussed the encroachment of the curling rink onto the County owned land and decided that the best course of action would be to transfer the land to the Village of Vilna so that it could be consolidated with the adjacent parcel on which the majority of the curling rink is constructed.
- At this meeting is was also discussed that the County did not know it owned the parcel of land and had no current or future use for the land and that it would be beneficial to dispose of it to the Village.
- Recommending Motion: "That the Municipal Planning Commission recommend Smoky Lake County's Planning and Development Department submit a letter to the Village of Vilna to bring awareness to the building encroachment onto the County owned land legally described Plan 6375KS, Lot P, within the Village of Vilna; and collaborate a solution of a possible land transfer to the Village of Vilna". © Attachment 7

ADDITIONAL INFORMATION

- The Planning and Development Department investigated the history regarding how the County continued to possess Municipal Reserve land in another municipality and identified a possible explanation relating to a 1971 Annexation of land from Smoky Lake County. ©
 Attachment 8
- Sections 671 and 674 of the Municipal Government Act prohibit a municipality from selling/leasing/otherwise disposing of land that is designated as a Municipal Reserve. However, Section 135 of Municipal Government Act appears to require that when a municipality that annexes land from another municipality annexes land that is designated as a Municipal Reserve, that the ownership of this land be transferred to the annexing municipality. It appears as though this did not happen when the Village annex land from the County in 1971.
- The Village of Vilna has signed an "Agreement to Purchase" should Smoky Lake County agree to transfer said lands to the Village. © Attachment 10

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 135: Effect of certain orders

- (1) When an order under this Part has the effect of including or placing an area of land that was in on municipal authority, called in this section the "old municipal authority", in another municipal authority, in this section called the "new municipal authority", as a result of annexation or the formation, amalgamation or dissolution of a municipal authority, then, unless the order provides otherwise,
 - (a) the new municipal authority becomes the successor of the old municipal authority with respect to that area of land and the old municipal authority ceases to have any jurisdiction with respect to that area of land,
 - (a.1) all taxes due to the old municipal authority are deemed to be arrears of taxes due to the new municipal authority and may be collected and dealt with by the new municipal authority as if it had imposed the taxes,
 - (a.2) all rights of action and actions by or against the old municipal authority that relate to that area of land become rights of action and actions by or against the new municipal authority and cease to be rights of action and actions by or against the old municipal authority,
 - (b) all the assets, liabilities, rights, duties, functions and obligations of the old municipal authority that relate to that area of land automatically pass to the new municipal authority and cease to be those of the old municipal authority,
 - (c) in the case of an amalgamation or an annexation, if at the time of the notice under section 103 or 116 any land or any portion of it is designated or required to be provided as a public utility lot, environmental reserve, conservation reserve, municipal reserve or municipal and school reserve under Part 17 or a former Act as defined in Part 17, on the amalgamation or annexation taking effect the ownership of the land becomes vested in the new municipal authority in place of the old municipal authority, and

- (d) bylaws and resolutions of the old municipal authority that apply specifically to the area of land continue to apply to it until repealed or others are made in their place by the new municipal authority.
- (2) If the land referred to in subsection 1(c) is sold or money instead of land is received by the old municipal authority after a notice of amalgamation under section 103 or a notice of annexation under section 116 is received, the proceeds of the sale or the money received must be paid to the new municipal authority.

Section 671: Use of reserve land, money

- (1) Subject to 676(1), environmental reserve must be left in its natural state or be used as a public park.
- (2) Municipal reserve, school reserve or municipal and school reserve may be used by a municipality or school board or by them jointly only for any or all of the following purposes:
 - (a) a public park;
 - (b) a public recreation area;
 - (c) school board purposes;
 - (d) to separate areas of land that are used for different purposes.
- (2.1) Community services reserve may be used by a municipality for any or all of the following purposes:
 - (a) a public library;
 - (b) a police station, fire station or an ambulance services facility, or a combination of them:
 - (c) a non-profit day care facility;
 - (d) a non-profit senior citizens facility;
 - (e) a non-profit special needs facility;
 - (f) a municipal facility providing service directly to the public;
 - (g) affordable housing.
- (3) Despite land that is designated as municipal reserve, school reserve or municipal and school reserve, the municipality and one or more school boards may enter into any agreement they consider necessary with respect to a use referred to in subsection (2) or for any other matter related to the use.
- (4) Money provided in place of municipal reserve, school reserve or municipal and school reserve and the interest earned on that money
 - (a) must be accounted for separately, and
 - (b) may be used only for any or all of the purposes referred to in

subsection (2).

- (5) For the purpose of subsection (2)(c), "school board purposes" means those purposes as determined by the Minister of Education under subsection (6).
- (6) The Minister of Education may, by order, determine school board purposes for the purposes of subsection (5).
- (7) An order made under subsection (6) is exempt from the application of the *Regulations Act*.
- (8) The Minister of Education must publish in the Alberta Gazette a notice of any order made under subsection (6) and information about where copies of the order may be obtained or are available to the public.

Section 674: Disposal of municipal and school reserve

- (1) Despite section 70, if
 - (a) a council wishes to sell, lease or otherwise dispose of municipal reserve or community services reserve, or
 - (b) a council and a school board wish to sell, lease or otherwise dispose of municipal and school reserve,
 - a public hearing must be held in accordance with section 230 and must be advertised in accordance with section 606.
- (2) In addition to the notice required under subsection (1), notice containing the information required under section 606 must be posted on or near the municipal reserve, community services reserve or municipal and school reserve that is the subject of the hearing.

Section 675: Removal of designation of municipal reserve

- (1) A council in the case of a municipal reserve or community services reserve or a council and a school board in the case of a municipal and school reserve may, after taking into consideration the representations made at a public hearing under section 674(1), direct a designated officer to notify the Registrar that the provisions of this Division have been complied with and request the Registrar to remove the designation of municipal reserve, community services reserve or municipal and school reserve.
- (2) If the Registrar is satisfied that this Part has been complied with, the Registrar must remove the designation in accordance with the request made under subsection (1).
- (3) On removal of the designation, the municipality or the municipality and the school board may sell, lease or otherwise dispose of the land, but the proceeds from the sale, lease or other disposition may be used
 - (a) in the case of the sale, lease or other disposition of a municipal reserve or a municipal and school reserve, only for any or all of the purposes referred to in section 671(2) or for any matter connected to those purposes, and

			(b	in the case of the sale, lease or other disposition of a community services reserve, only for any or all of the purposes referred to in section 671(2.1) or for any matter connected to those purposes.					
BENEFITS	County v		illage of Viln	a with the existing encroachment issue and support its					
	•	centennial dispose of I	celebration ir	n 2023; uired for municipal use; and					
DISADVANTAG	ES	Nil.							
ALTERNATIVES				noose not to sell the property in question and decline the nterest to purchase the property.					
FINANCE/BUDG	GET IMP	LICATION	S						
Operating Costs	: : _			Capital Costs:					
Budget Availabl	le: _			Source of Funds:					
Budgeted Costs:				Unbudgeted Costs:					
INTERGOVERNI INVOLVEMENT			Nil.						
COMMUNICATI	ON STR	ATEGY	Nil.						
RECOMMENDA	TION								
Recommendation			=						
				expression of Interest, to purchase the lands legally					
	described as PI an 6375KS, Lot P, from the Village of Vilna, in the amount of \$1.00, dated June 22, 2021, and to instruct the Planning and Development Department to have the necessary documents								
	ned and s	sealed by b	oth Smoky	Lake County and the Village of Vilna, and to forward					



HISTORIC VILLE

A true Alberta boomtown...

June 22, 2021

Reeve & Council Smoky Lake County Box 310 Smoky Lake, AB TOA 2C0



Dear Sirs:

RE:

Purchase of Park Reserve in Vilna

Lot P, Plan 6375KS

As you are aware, the Vilna School was established 100 years ago in 1921. As well, the Village of Vilna was incorporated nearly 100 years ago in 1923. It was decided that since the two centennials are so close together, it would be more effective to have one single celebration, which is schedule for August 2022.

With the Centennial Celebrations in mind it was felt that a lasting commemoration would be in order. The County Park Land south of the Vilna Lodge would make an ideal Centennial Park where the seniors and the school students would have access to it as well as the general public.

At the Council meeting on June 17th, 2021 it was resolved that a request be made to Smoky Lake County Council for the Village to purchase the Park Reserve for the token sum of \$1.00.

Thank you for giving our request consideration.

rallagibeleent

Sincerely,

Leo Chapdelaine,

Mayor

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							I	Policy	10-01	l
Description of prinformation purpos		elopme	nt, including	specif	ic us	es anticipated	for	the	site	(for
			•							
Realtor Name and	Address (if a	pplicab	le):							_
Legal Description	of property			nase		DI				
Lot:	Lot: Block:		:			Plan:				
Pt.	Sec.		Township		Range			V	V4M	
Size:			Location/Are	ea:						
What sale price a Sale Price	re you prepa	red to	<u>pay?</u> \$							
Saic Trice				dicate s	pecific	dollar amount	<u>:</u>)			
Deposit	:41- 41-:- f		N/A							
(to be submitted w	ith this form)									
Total Price (before	e GST)		\$							
GST (on sale price	and deposit)	ı	\$							
Balance Due at Clo	osing		\$							
			l							
Closing Date What is your prefe	rred date to c	omplete	e the transaction	on, take	e posse	ession and have	e any	adju	stme	nts
made?										
YYYY:	MM:	D	D:							
This information is collected	d under the authority	y of soction	33 (c) of the Freedo	om of Infor	mation as	nd Protection of Priva	ov Act o	nd for	tha nurr	oce of

property sale transactions with Smoky Lake County. It is protected by the privacy provisions of the Freedom of Information Act.

Schedule "A": Expression of Interest Form

Jordan Ruegg

From: Dave Franchuk

Sent: July 12, 2021 11:08 AM

To: Jordan Ruegg

Subject: RE: Expression of Interest to Purchase County-Owned Property - Plan 6375KS, Block A,

Lot P (Village of Vilna)

Hi There,

No concerns with this purchase.

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, TOA 3C0

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From: Jordan Ruegg < jruegg@smokylakecounty.ab.ca>

Sent: July 12, 2021 10:51 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 - Plan 6375KS, Block A, Lot P (Village of Vilna)

Good morning everyone,

I have received an offer from the Village of Vilna to purchase County-owned land legally described as Plan 6375KS, Block A, Lot P (County Municipal Reserve located in the Village of Vilna). At a recent Municipal Planning Commission (MPC) meeting, County Council became aware of the County's ownership of the Municipal Reserve parcel in the Village of Vilna, which is being encroached upon by the curling rink. The MPC directed the Planning and Development Department to send a letter to the Village and to assist with a transfer of the land to the Village.

As per County Policy 61-10: Disposition of County-Owned Property, I am required to circulate the Expression of Interest to Purchase to all of the managers in order to determine if the County has any future plans for the land, or if there are any issues or concerns you have regarding the proposed development of said land. Please see the attached copy of the Expression of Interest to Purchase and provide your comments to me. I'd like to take this request to Council on October 22nd, so if you could email me your comments (even if you don't have any concerns) as soon as possible I'd appreciate it.

Let me know if you have any questions.

Thanks,



Jordan Ruegg, B.A., MPlan
Planning and Development Manager
p:780-656-3730 or toll free 1-888-656-3730
c:780-650-5207
4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta, T0A 3C0

NOTE: In response to the latest Alberta COVID-19 measures, we have returned to alternating in-office and at-home days, and the County Office is closed to the public during the noon hour as well as Tuesday and Thursday. Reach me on my cell at 780-650-2059.

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Jordan Ruegg

From: Evonne Zukiwski Sent: July 12, 2021 11:06 AM

To: Jordan Ruegg

Subject: RE: Expression of Interest to Purchase County-Owned Property - Plan 6375KS, Block A,

Lot P (Village of Vilna)

Communications has no plans for this parcel of land.



From: Jordan Ruegg < jruegg@smokylakecounty.ab.ca>

Sent: July 12, 2021 10:51 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 - Plan 6375KS, Block A, Lot P (Village of Vilna)

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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

b^b<⊂u Ы"∆g<> (kaskapatau sakahigan) / Димних Озеро (Dymnykh Ozero) / Lac qui Fume / Smoky Lake Located on Treaty 6 Territory and Homeland of the Métis Nation

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ITEM 4.3 - ATTACHMENT #2 - Page 4 of 12

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Jordan Ruegg

From: Brenda Adamson
Sent: July 12, 2021 11:02 AM

To: Jordan Ruegg

Subject: RE: Expression of Interest to Purchase County-Owned Property - Plan 6375KS, Block A,

Lot P (Village of Vilna)

Jordan, We have no concerns. Thanks



Brenda Adamson, CLGM, CAMP

Finance Manager p:780-656-3730 or toll free 1-888-656-3730 c:780-650-5504 4612 - McDougall Drive, PO Box 310 Smoky Lake, Alberta, T0A 3C0

b^b<⊂u ¬b"∆g<> (kaskapatau sakahigan) / Димних Озеро (Dymnykh Ozero) / Lac qui Fume / Smoky Lake Located on Treaty 6 Territory and Homeland of the Métis Nation

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From: Jordan Ruegg < jruegg@smokylakecounty.ab.ca>

Sent: July 12, 2021 10:51 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 - Plan 6375KS, Block A, Lot P (Village of Vilna)

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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: Carleigh McMullin
Sent: July 12, 2021 12:39 PM

To: Jordan Ruegg

Subject: RE: Expression of Interest to Purchase County-Owned Property - Plan 6375KS, Block A,

Lot P (Village of Vilna)

Good afternoon Jordan,

I have no concerns with the Expression of Interest to 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: Monday, July 12, 2021 10:51 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 - Plan 6375KS, Block A, Lot P (Village of Vilna)

Good morning everyone,

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Let me know if you have any questions.

Thanks,



Jordan Ruegg, B.A., MPIan

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: July 12, 2021 2:16 PM

To: Jordan Ruegg

Subject: RE: Expression of Interest to Purchase County-Owned Property - Plan 6375KS, Block A,

Lot P (Village of Vilna)

No problems from Parks and Recreation

Ed

From: Jordan Ruegg Sent: July-12-21 10:51 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 - Plan 6375KS, Block A, Lot P (Village of Vilna)

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ITEM 4.3 - ATTACHMENT #2 - Page 10 of 12

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Jordan Ruegg

From: Doug Ponich

Sent: July 12, 2021 3:13 PM

To: Jordan Ruegg

Subject: RE: Expression of Interest to Purchase County-Owned Property - Plan 6375KS, Block A,

Lot P (Village of Vilna)

Good day, No issues.

Cheers - Doug

From: Jordan Ruegg < jruegg@smokylakecounty.ab.ca>

Sent: July 12, 2021 10:51 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 - Plan 6375KS, Block A, Lot P (Village of Vilna)

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Smoky Lake, Alberta, T0A 3C0

b^b<⊂u Ы"∆g<> (kaskapatau sakahigan) / Димних Озеро (Dymnykh Ozero) / Lac qui Fume / Smoky Lake Located on Treaty 6 Territory and Homeland of the Métis Nation

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ITEM 4.3 - ATTACHMENT #2 - Page 12 of 12

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SMOKY LAKE COUNTY



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

Legislative Reference:	Alberta Provincial Statutes

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

Policy Statement and Guidelines:

1.0 STATEMENT

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

2.0 OBJECTIVE

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

3.0 GUIDELINES

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

4.0 REQUEST TO PURCHASE LAND:

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

Title:	Disposition of Cou	inty Owned Property	Policy No: 10-01	
Sectio	n: <mark>61</mark>	Code: P-R	Page No.: 2 of 14	E

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

5.0 REQUEST FOR PROPOSALS:

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

Title: Disposition	of County Owned Property	Policy No: 10-01	
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- 5.2.5 Detailed description of the building design and other components such as exterior building materials, façade, signage, landscape and other aesthetics impacting on the area where the development will occur;
- 5.2.6 Amount offered for land on a per acre basis and an estimate of total value of project when complete; and,
- 5.2.7 Detailed description of economic impact of the project including number of jobs created both part-time and full-time.
- 5.3 Criteria for rating proposals shall be as follows:
 - 5.3.1 Suitability of Development Rating 20 pts.
 - 5.3.1.1 Land Use Planning compatibility
 - 5.3.1.2 Accessibility
 - 5.3.1.3 Complimentary to existing uses in the area
 - 5.3.1.4 Aesthetic impact (ie. structure, landscape, signage, etc.)
 - 5.3.2 Economic Development Rating 20 pts.
 - 5.3.2.1 Employment opportunities
 - 5.3.2.2 Tax base impact (displacement)
 - 5.3.2.3 Need for service
 - 5.3.2.4 Competitiveness to Community
 - 5.3.3 Infrastructure Benefits Rating 20 pts.
 - 5.3.3.1 Potential to improve sewer service.
 - 5.3.3.2 Potential to improve road/access service.
 - 5.3.3.3 Potential to improve other provincial or municipal services.
 - 5.3.3.4 Potential to allow for improved communication services.
 - 5.3.4 Community Benefits Rating 20 pts.
 - 5.3.4.1 Provides for needs of local residents.
 - 5.3.4.2 Reduces need to seek services outside local area.
 - 5.3.4.3 Enhances the building compliment in the area.
 - 5.3.4.4 Supports or encourages tourism.
- 5.4 Council is not bound to accept any proposal, and may accept a proposal in whole or in part.
- 5.5 The Transfer of Land will be made subject to the conditions of a land sale agreement which shall be negotiated between the developer and County Council.

Title: Disposition	of County Owned Property	Policy No: 10-01	
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- 5.6 Provision for Transfer of Land back to the County based upon project timelines not being met will be considered.
- 5.7 Pursuant to the provisions of the Municipal Government Act the County must receive at least market value for land sold.

Procedures for Section 5.0 – Request For Proposals

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

6.0 ELIGIBILITY OF PROPERTY FOR SALE

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

7.0 TERMS OF SALE

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

Title: Disposition	of County Owned Property	Policy No: 10-01	
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- 7.2 Once all conditions have been completed as stated in the agreement the Chief Administrative Officer shall sign Schedule D Sample Notice and forward the original signed document to the Purchaser. The Purchaser shall forward same to his/her solicitor.
- 7.3 Within 60 days of receiving the executed Schedule D, the purchaser shall arrange to have a solicitor of their choice complete the Transfer of Land. All costs associate with same shall be borne by the Purchaser.

8.0 WAIVER OF THIS POLICY

- 8.1 Advertising is not required for the sale of land in the following instances as per Section 70 (2) of the Municipal Government Act:
 - 8.1.1 To be used for the purposes of supplying a public utility as defined in Section 1(1)(y)the Municipal Government Act,
 - 8.1.2 Transferred or granted under Division 8 Part 10 of the Municipal Government Act before the period of redemption under that Division, or
 - 8.1.3 To be used by a non-profit organization as defined in Section 241(f) of the Municipal Government Act.

9.0 OTHER

- 9.1 This policy does not apply to lands listed and/or sold at a Public Auction held by the municipality.
- 9.2 Smoky Lake County provides no representation or warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions, accessibility or suitability for development. Each Parcel (including any and all structures located thereon) is sold on an "as is" basis and the Purchaser is the purchasing the parcel(s) at his or her own risk.
- 9.3 All costs for servicing the lot shall be borne by the Purchaser.
- 9.4 The Purchaser shall be responsible for obtaining all necessary development, building, and other related permits if the Purchaser wishes to commence with the development on said lands.
- 9.5 The County reserves the right at its discretion to accept, reject or further negotiate with any and all applications and/or cancel a listing at any given time.
- 9.6 The County reserves the right to specify a reserve bid on the lands being offered for sale.
- 9.7 The proceeds from the sale of non-reserve lands shall be allocated to a County reserve as directed by Council.

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

9.8 The proceeds from sales of Municipal Reserves (MR) and/or, Municipal and School Reserves shall be allocated to the Cash in Lieu of Municipal Reserve Account.

10.0 PENDING LAND SALES

10.1 Any land sale pending prior to the adoption of this policy shall be considered null and void unless a written extension has been agreed to by County Council on or before the adoption of this policy.

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

SCHEDULE A – EXPRESSION OF INTEREST FORM

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

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

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

Contact information

Required fields marked with asterisk (*)

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

Section 61								I	Policy	10-01	L
Description of prinformation purpos	-	elopmer	nt, including	speci	fic	uses	anticipated	for	the	site	(for
	-										
Realtor Name and	Address (if a	pplicabl	le):								-
Legal Description	of property			nase							
Lot:		Block	:			Pl	an:				
Pt.	Sec.		Township		Ran	nge W			V4M		
Size:			Location/Are	ea:							
What sale price a	re you prepa	red to									
Sale Price			\$ (Please inc	dicate s	speci	fic d	ollar amount)			
Deposit			\$200.00		Ι			<u>/</u>			
(to be submitted w	ith this form)										
Total Price (before	GST)		\$								
GST (on sale price	and deposit)		\$								
Balance Due at Closing		\$									
Barance Bue at Civ			Ψ								
Closing Date											
What is your prefe	rred date to co	omplete	the transaction	on, tak	e po	ssess	ion and have	any	adju	stme	nts
made?											
YYYY:	MM:	DI	D:								
This information is collected property sale transactions w										the purp	ose of

Schedule "A": Expression of Interest Form

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	Area of	Title Number:	Size:	Electoral	Zoning:
	Description:	Development:			Division:	
<insert map<="" td=""><td><u> </u></td><td>-</td><td></td><td></td><td></td><td></td></insert>	<u> </u>	-				
reservations Easements. power, natural and for any The minima	and conditions co The purchaser is ral gas, sanitary a and all other costs	Each parcel offered ontained in the exis responsible for the nd storm sewer who associated with the shall be \$	ting Certificate O cost of all service ere applicable and e sale of the lands (exc	f Title including I necessary is (including I luding GST)	uding Cavea g water, sew access to the g Transfer of Γ).	ats and/or er, roads, e property, f Land).
		INTEREST FOR				velope
representation absence or p	on and gives no w	is being offered for carranty whatsoever nmental contamina archaser.	as to the adequa	ey of service	es, soil con	ditions,
	No terms or cond	ere the Purchaser at itions of sale will b	_	-		
Smoky Lak	e County Counc	il has the full righ	t to reject any or	all Expres	ssion(s) Of	Interest(s).
Deadline fo	r submitting an	interest is	at 12:	00:00 Noo	n.	
Please subn	nit to: Cory C	ollikka, Chief Admi	nistrative Officer			

Smoky Lake County, Alberta T0A 3C0

Smoky Lake County

Box 310

SCHEDULE C – SAMPLE AGREEMENT TO PURCHASE

AGREEMENT TO PURCHASE

HIS AGREEMENT made this _		,	,	
ETWEEN:	SMOKY LAKE COU a Municipal Corpora Box 310 4612 McDougall Dr Smoky Lake, Alberta T Phone: 780-656-37 (hereinafter called "the Country")	tion ive OA 3C0	OF THE I	FIRST PART
	- AND -			
	PURCHASER'S NA	AME		
Mailing Address	Phone Numbers:	Residence	Work	Cellular
	hereinafter called "the Pu		F THE SEC	COND PART
**************************************				******
Legal Land Description:				
<u> </u>				

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:

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.

Sectio	n 61		Policy 10-01
15.	Any notices required by one party address:	to be g	given to the other shall be given at the following
	Name Address		
	And		
	Smoky Lake County Box 310 Smoky Lake, Alberta TOA 3C0		
	ITNESS WHEREOF the Parties her nd year first above written.	e have	caused their signatures to be hereunto affixed the
			SMOKY LAKE COUNTY
			CHIEF ADMINISTRATIVE OFFICER
			REEVE
WIT	NESS	}	PURCHASER
WIT	NESS	}	PURCHASER

Section 61

AFFID	AVIT	OF	EXE	CUTI	ON

PROVINCE OF ALBERTA TO WIT:	 in the Province of Alberta, MAKE OATH AND SAY:
	at and did see NAME(S), named in the within instrument, on provided to me, duly sign and execute the same for the
2. THAT the instrument was executed subscribing witness thereto;	cuted at the Smoky Lake County, Alberta and that I am the
3. THAT I believe the person(s), years of age.	whose signature(s) I witnessed, is (are) at least eighteen (18)
Sworn before me at the Smoky Lake in the Province of Alberta this day of, 20))))
A Commissioner for Oaths in and for Province of Alberta	the)

SCHEDULE D – SAMPLE NOTICE

(to be printed on County letterhead)

NOTICE TO TRANSFER LAND

10:	Name of Purchaser	
	DATE:	
	FILE #:	
RE:	Land Sale of	
Transfer of for any and	likka, Chief Administrative Officer of Smoky Lake County, hereby authorize for Land to be completed on behalf of the Purchaser. The Purchaser shall be respond all costs associated with the Transfer of Land. Motion No. was passed on said transfer as follows:	sible
"state the n	notion as indicated in the Council minutes"	
Please prep	pare all necessary documentation for Smoky Lake County's signature and seal.	
Thank you.		
Cory Ollikk	ka inistrative Officer	



LAND TITLE CERTIFICATE

s

LINC SHORT LEGAL TITLE NUMBER

0016 238 032 6375KS;;P 69D241

LEGAL DESCRIPTION

PLAN 6375KS

LOT (P) (PUBLIC RESERVE)

CONTAINING TWO AND ONE HUNDREDTHS (2.01) ACRES MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

AREA: 0.813 HECTARES (2.01 ACRES) MORE OR LESS

ATS REFERENCE: 4;13;59;20;NW

ESTATE: FEE SIMPLE

MUNICIPALITY: VILLAGE OF VILNA

REGISTERED OWNER(S)

REGISTRATION DATE (DMY) DOCUMENT TYPE VALUE CONSIDERATION

69D241 16/12/1969

OWNERS

COUNTY OF SMOKY LAKE.

OF SMOKY LAKE

ALBERTA

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

NO REGISTRATIONS

TOTAL INSTRUMENTS: 000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 12 DAY OF JULY, 2021 AT 11:08 A.M.

ORDER NUMBER: 42123203

CUSTOMER FILE NUMBER:

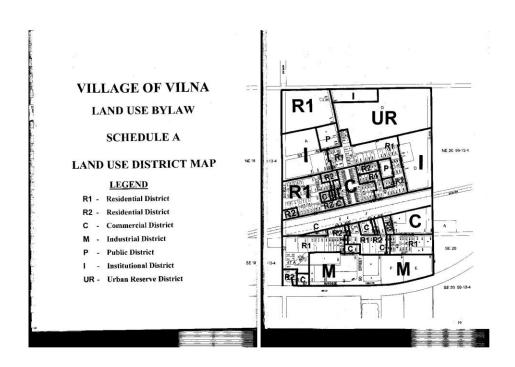


END OF CERTIFICATE

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).





SEE AM LEGEND

3.5 COMMUNITY DISTRICT - P

The General Purpose of this District is to permit the use of land for services, mainly of a public nature, which have a primary orientation toward the community.

1. Permitted Uses

- (a) Parks, playgrounds, recreation areas, and other similar public or quasi-public buildings and uses
- (b) Buildings and uses accessory to permitted uses

2. Discretionary Uses

- (a) Cemeteries
- (b) Federal, provincial and municipal buildings and uses
- (c) Public utilities
- (d) Other uses which, in the opinion of the Development Authority, are similar to the above mentioned permitted and discretionary uses
- (e) Buildings and uses accessory to discretionary uses

3. Regulations

(a) All regulations shall be as required by the Development Authority



Smoky Lake County

P.O. Box 310 4612 McDougall Drive Smoky Lake, Alberta TOA 3C0

Phone: 780-656-3730 1-888-656-3730 Fax: 780-656-3768

www.smokylakecounty.ab.ca

June 1, 2021

Mayor & Council
Village of Vilna
Box 10, Vilna, AB TOA 3L0
Email: vilna@mcsnet.ca

Sent Via: E-Mail

Re: Proposed Transfer: Vilna Curling Rink Encroaching onto County Lands

Mayor Chapdelaine,

It has come to our attention that a substantial encroachment exists at the Vilna Curling Rink onto a parcel titled to Smoky Lake County. At the May 28th, 2021, meeting of the Smoky Lake County Municipal Planning Commission (MPC) the following Motion was adopted:

"That the Municipal Planning Commission recommend Smoky Lake County's Planning and Development Department submit a letter to the Village of Vilna to bring awareness to the building encroachment onto the County owned land legally described as Plan 6375KS Block A, Lot P, within the Village of Vilna; and to collaborate a solution of a possible land transfer to the Village of Vilna."

Further to this direction, we are proposing to transfer the lot in question to the ownership of the Village of Vilna, to remedy the encroachment. If we can provide any further clarity on this matter, please do not hesitate to contact myself or Kyle Schole at 780-656-3730.

Sincerely

Jordan Ruegg

Planning & Development Manager

p: 780-656-3730 / e: <u>jruegg@smokylakecounty.ab.ca</u>

Encl. Site Map: Plan 6375KS, Block A, Lot P;

cc: Smoky Lake County Council < council@smokylakecounty.ab.ca>

Gene Sobolewski, CAO, Smoky Lake County < cao@smokylakecounty.ab.ca>

6/1/2021 Print Preview



Smoky Lake Regional

Smoky Lake County

Date Created: 2021-06-01

ORDER NO. 5052

Before:

The Local Authorities Board for the Province of Alberta.

In the matter of The Municipal Government Act:

FILE: L.A. 4566-A

And in the matter of an application by the Village of Vilna, Alberta, for annexation of certain territory lying immediately adjacent thereto.

Pursuant to an application by the Village of Vilna, Alberta, requesting annexation of certain territory lying immediately adjacent thereto in the County of Smoky Lake No. 13, the board conductded a public hearing of the matter in the said Village on Wednesday, December 16th, 1970.

The lands sought to be annexed by the Village of Vilna in their application dated November 3,1970, included:

Firstly All that portion of the west half of section 20, town-ship 59, range 13, west of the fourth meridian, which lies north of the north limit of Highway 28 together with the north-south road allowance adjoining the west boundary of the aforesaid lands, not presently within the village limits.

Secondly: All that portion of the east half of section 20, said township and range which lies north and west of the north limit of said Highway No 28 and south of the south limit of the Canadian National Railway.

The Village of Vilna, was represented at the hearing by Mayor Wm. N. Greckol and Secretary-Treasurer Kucher.

The County of Smoky Lake No. 13 was represented by Secretary-Treasurer John Skuba and Reeve Leskiw.

Interested persons appearing before the Board included Max and Annie Federchuk, Wm. Gaba, Dmytro Krokosh, Alex Kucher and Harry Mochulski.

At the outset of the hearing the village sought and obtained Board approval to withdraw its application to annex any lands in the east half of section 20, township 59, range 13, west of the fourth meridian, including the territories therein owned by Vlina Co-Op Seed Cleaning Plant Limited, Dmytro Krokosh and Tillie and Kate Lyseyko.

The village represented that the remaining lands sought for annexation should be annexed to the village for the following general reasons:

(a) The lands are required for expansion, there being only four (4) remaining "town-owned" lots for sale with the desirable vacant privately-owned lots also being quite limited. In certain instances the village has lost potential developments because of the derth of good building sites. Residentially desirable lots may be developed in the south (south-west 20) area between the present village limits and Provincial Highway No. 28.

In the north area (north-west 20) lands sought for annexation would provide a long-range supply of residential, institutional and recreational sites.

- (b) The hospital and church sites in north-west 20, as well as the school and water-tower sites therein are hooked up to the village's water-sewer utilities and enjoy protection from the village's fire brigade and equipment as well as the town's local police service, as do all the areas sought for annexation. For these general reasons the areas should be under village administration.
- (c) The south areas (south-west 20) should have direct control by the village administration to ensure orderly development control and conformity with village by-laws which are or may be in force for the general public benefit

As with the north area, the village's fire and police protection should logically extend to these heavily fragmented lands.

(d) The village taxes on lands sought for annexation, should not be excessive when compared with rates in the county.

The County of Smoky Lake No. 13 represented that the village did not require additional lands since:

- (a) Some fifty-two (52) vacant lots lay within the present village limits
- (b) Nine (9) vacant dwellings and four (4) vacant commercial buildings were available within the village limits.
- (c) The county could ill-afford to lose the assessment and taxation provided to it by the lands and improvements sought for annexation, the per capita assessment of the village being considerably higher than in the county.
- (d) One landowner—at least—objects to annexation of his land to the village.
- (e) The proposed annexation will create certain "split" certificates of titles, which do not now exist.
- (f) A possible establishment by the County of the Spedden—Vilna— Bellis Rural Fire Protection Area, would serve the fringe areas at Vilna.

Mr and Mrs. Federchuk submitted that the village had no need of additional lands in view of the number of vacant lots remaining in the village limits. They opposed annexation to the village of their lands situate north of Highway No. 28 for fear of greatly increased taxes.

The Department of Highways and Transport opposed annexation of lands abutting Highway No. 28 because of the potential infringement on public use of Highway No. 28.

The Provincial Planning Director offered no objection to the village's annexation proposals.

After considering all the evidence placed before it the Board has reached the following substantial conclusions:

THE ALBERTA GAZETTE, FEBRUARY 15, 1971

(1) The village has need in the long range, for additional residential recreational and institutional lands.

The areas comprising the existing school and hospital sites and adjoining lands are suitable and serviceable by the village's utility, fire and police services.

- (2) The areas sought for annexation are heavily fragmented—especially between Highway No. 28 and the present village limits—and should be under direct village administration for the areas general benefit
- (3) The granting of the village's application for lands in north-west 20 will correct four (4) of the existing six (6) municipally "split" parcels and the Board will direct the village to pay for and obtain separate private certificates of title for those portions of the other two (2) parcels which are already "split" and would otherwise remain "split" after annexation.

The annexation in south-west 20 will thus result in validating the assessment and taxation of six (6) land parcels which have been "jointly" assessed/taxed by the county or the village.

- (4) The Board will direct herein that any annexed farm lands will enjoy a "rural base" of assessment for a fixed term which may be extended on application.
- (5) The Board, in light of the very extensive fragmentation of the areas between the present village limits and Highway No. 28 deems it would be impractical and unreasonable to refuse to annex these areas to the village, though it expects that the village will co-operate fully with the Department of Highways and Transport to prevent deterioration of the existing free flow of through-traffic past the Village of Vilna.
 - It is ordered therefore as follows:
- I. That the following described lands be annexed to the Village of Vilna, Alberta, and thereupon be separated from the County of Smoky Lake No. 13:

All that portion of the west half of section 20, township 59, range 13, west of the fourth meridian, which lies north of the north limit of Highway No 28 together with the north-south road allowance adjoining the west boundary of the aforesaid lands, not presently within the village limits.

- (A sketch showing the general location of the annexed lands is attached hereto as Schedule "A").
- II. The Village of Vilna, at its own expense shall forthwith obtain and arrange for the registration at the Land Titles Office of separate certificates of title for those portions of lands in south-west 20, township 59, range 13, west of the fourth meridian which are annexed to the village by this Order and which heretofore formed parts of the lands described in certificates of titles No 208-E-153 (Federchuk) and 49-B-100 (Dykstra).
- III Any taxes owing to the County of Smoky Lake No. 13 as at December 31, 1970, in respect of the aforementioned annexed properties shall transfer to and become payable to the Village of Vilna, together with the amount of any lawful penalties and costs levied thereon in

respect of such taxes; however, upon the Village of Vilna collecting any or all of the said taxes, penalties or costs, such collections shall forthwith be paid by the Village to the County of Smoky Lake No. 13.

- IV. The Assessor for the Village of Vilna shall for taxation purposes in the year 1971, re-assess or re-value the annexed lands and assessable improvements thereon, other than the properties described in Clause V hereunder, so that the assessment thereof shall be fair and equitable with other related lands and assessable improvements in the Village of Vilna.
- V. The assessor for the Village of Vilna shall for taxation purposes in the years 1971 to 1973 inclusive, re-assess any annexed land comprising a farm unit, as referred to in The Municipal Taxation Act, and the farm buildings thereon used in connection with the raising or production of crops or livestock or both, or in connection with fur production or beekeeping, on the same basis of assessment as would be applicable to them had such land and farm buildings remained in the County of Smoky Lake No 13, provided, however, that if:
 - (a) the said annexed land or a part thereof is further subdivided; or if
 - (b) the village, by Resolution or the owner or other interested person, in writing, establishes that for other good and sufficient reason the provisions of Clause V herein should be varied, application may be made to the Board for an Order to implement such a variation.
 - VI. The Village of Vilna shall tax
 - (a) the annexed properties described in Clause IV; and
 - (b) the annexed farm properties described in Clause V: at the appropriate village mill rates in effect,

VII. The chief provincial assessor, appointed pursuant to the provisions of The Municipalities Assessment and Equalization Act, shall for taxation or grant purposes commencing in the year 1971, re-assess or re-value, as the case may be, all properties that are assessable or subject to valuation under the terms of The Electric Power and Pipe Line Assessment Act and The Municipal and Provincial Properties Valuation Act, and which he within the areas that are by this Order annexed to the Village of Vilna, so that the assessment or valuation shall be fair and equitable with properties of a similar nature.

1971. VIII. The effective date of this Order shall be the 1st day January,

Dated and signed at the City of Edmonton, in the Province of Alberta, this 28th day of January, 1971.

LOCAL AUTHORITIES BOARD, C. G. MACGREGOR (Chairman).

Certified a true copy,

W. C. ELLIOTT (Secretary).

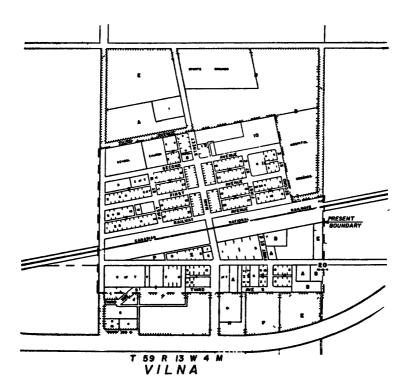
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SCHEDULE "A"

A SKETCH SHOWING THE GENERAL LOCATION
OF THE AREAS AFFECTED BY ORDER No. 5052

EFFECTIVE DATE - JANUARY I, 1971

AFFECTED AREA(S)



CORRECTION: Issue of January 15, 1971, page 227, 7th paragraph, first line should read: "The low intensity of present use will provide for maximum flexibility".



Procedures Manual

Procedure # SUR-10

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Date Issued **2021 01 01**

Subject: SURVEYS – REMOVAL OR CHANGE OF RESERVE DESIGNATION

BACKGROUND

Pursuant to section 661 of the Municipal Government Act, an owner subdividing land can be required to provide a portion of his land for municipal or school purposes. Depending on the purpose for which such land will be used, it may be designated as one of the following:

- municipal reserve ("MR")
- school reserve ("SR")
- municipal and school reserve ("MSR")
- environmental reserve ("ER")

Land designated as reserve is subject to use restrictions but the Municipal Government Act provides procedures for removing or changing certain reserve designations. Once a reserve designation is removed, a municipal council or school authority may sell, lease or otherwise dispose of the land.

REGISTRATION PROCEDURE

Attestation requirements must be complied with on any of the following instruments registered. (1) These instruments are to be processed by the Surveys section.

A. REMOVAL OF RESERVE DESIGNATION UNDER FORMER ACTS

The Municipal Government Act does not set out a specific procedure to remove reserve designations under former acts (lots designated with R or P). The municipalities should characterize the reserve as if it had been undertaken under the current act and may remove the designation of it, if permitted under the current act, through the same procedures. (2)

B. REMOVAL OF MR OR MSR DESIGNATIONS

- 1. A form (FORM A) has been developed and it or a similar declaration is to be completed. Upon its registration, the reserve designation is removed from the lot(s) involved (3) by cancelling the certificate(s) of title and issuing new certificate(s) of title.
- 2. If the reserve designation is removed from part of a lot, the document is to be approved by the appropriate Subdivision Authority. In addition, either a plan of survey, descriptive plan or, a plan cancellation by-law (4) is required to designate the part by a new lot number.

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- 3. All affected plans are endorsed with the "Removal of Reserve Designation" stamp. The "R" (a former designation for municipal reserve), "MR" or "MSR" designation and, where applicable, the word "Reserve" are struck out. If the removal of the reserve designation causes a lot number duplication in the same block, a plan of survey or a plan cancellation by-law is required to change the lot number.
- 4. **Fees** If a (FORM A) or by-law is registered, Tariff item 8(2) is charged. If a plan is registered, Tariff item 8(1) is charged. In addition, except for plans within the City of Calgary, a cadastral mapping fee is charged pursuant to Alberta Regulation 94/2000 made pursuant to Surveys Act. If a description approval is required, Tariff item 9 is also charged.

C. CHANGE OF SR, MR, OR MSR DESIGNATIONS

- 1. If a school authority no longer needs an SR or MSR, the school authority must transfer the land or its interest in the land to the municipal corporation of the municipality in which the SR or MSR is located. Upon the registration of the transfer, the SR or MSR designation is struck off the plan and the MR designation is drafted on the plan. (5) The registration number of the transfer and the date of registration are endorsed on the plan. A new certificate of title is issued for the MR lot. The declaration referred to in item A.1 is not required. The transfer must be approved by the Minister of Education or the Minister of Infrastructure pursuant to section 200 of the School Act, R.S.A. 2000, c. S-3.
- 2. A council may transfer an MR or its interest in an MSR to a school authority. Upon the registration of the transfer, the MR or MSR is struck off the plan and the SR designation is drafted on the plan. (6) The registration number and the date of registration are endorsed on the plan. A new certificate of title is issued for the SR lot. The form referred to in A.1 is not required.
- 3. **Fees** Tariff item 3 is charged.

D. CHANGES TO ENVIRONMENTAL RESERVE'S USE OR BOUNDARIES

A council may register a certified copy of a by-law (7) to

- a) transfer an environmental reserve to the crown or an agent of the crown. Affidavit of Value must accompany the by-law.
- b) change the boundaries of an environmental reserve or environmental reserve easement in order to correct an omission, error or other defect in the title or rectify an encroachment problem or other concern.

A plan may be required to change the boundaries. A notation is made on the plan of the change of the environmental reserve boundaries.

If a by-law deals with part of a parcel, subdivision approval is not required. (9)

E. DESIGNATION OF MUNICIPAL LAND

A council may register a certified copy of a by-law (8) requiring a parcel or part of a parcel of land owned by the municipality or being acquired be designated as MR, SR,

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MSR, ER or PUL lot.

If a by-law deals with a part of a parcel, subdivision approval is not required. (9) A plan is required to delineate the new parcel if a by-law deals with a part of a parcel.

If a by-law deals with a full lot as shown on a subdivision plan, the plan is amended by adding to the lot number the appropriate designation and a new certificate of title is issued accordingly.

The title to the reserve or PUL lot is issued free and clear of all instruments and caveats except those listed in procedure SUR-2 (item D).

F. DEALINGS WITH RESERVE LOTS

- 1. While land is designated as reserve, it may not be sold, leased or otherwise disposed of. (10) However, certain instruments such as road plans or utility rights of way may be registered. (11)
- 2. **Annexation** If the boundaries of a municipality are altered such that a reserve lot other than an SR is then within another municipality, the lot can be transferred to the other municipality or, if it is within an improvement district or special area, to the Crown (12) by registering an Order in Council or Ministerial Order. (9) Tariff item 11(4) is charged.

The SPIN2 document type to be used when creating a Document Registration Request (DRR) form is: Reserve Designation Cancelled

The code used for registration at Land Titles is: RERD

STATUTE AND CASE REFERENCES

Statute references are to the Municipal Government Act, R.S.A. 2000, c. M-26, unless otherwise indicated.

- 1. see procedures on Attestation of Instruments AFF-1, AFF-2 and COR-1
- 2. Fried v. City of Medicine Hat unreported decision of the Court of Appeal of Alberta (Calgary Appeal No. 15421, October 4, 1984)
- 3. s. 675
- 4. s. 658
- 5. s. 672
- 6. s. 673
- 7. s. 676
- 8. s. 665
- 9. s. 652
- **10**. s. 671
- 11. s. 677 provides for the registration of these instruments if the interests of the public will not be adversely affected.
- 12. s. 135

AGREEMENT TO PURCHASE

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:

- 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: \$ 1.00 : ONE DOLLAR
- 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.
- 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.

15.	Any notices required by one party following address:	to be given to the other shall be given at the
	Village of Vilna Box 10 Vilna, AB TOA 3L0	
AND		•
	Smoky Lake County Box 310 Smoky Lake, AB TOA 3C0	
	TNESS WHEREOF the Parties here I the day and year first above writte	have caused their signatures to be hereunto en.
		SMOKY LAKE COUNTY
		REEVE
		CHIEF ADMINISTRATIVE OFFICER
	•	VILLAGE OF VILNA
-		Aca Chapelefoing MAYOR
	·	MATOR



5.1.a

17
GOALS

3%
GOAL COMPLETION

DOUG PONICH

Goal	Progress Update	Curren
ublic Works Manager Work Plan		0.6
-> Public Works Department Daily/Weekly/Monthly Plan: 100%		86
		5 95
Maintenance (PW Manager): 100%	Doug Ponich:	
	Achievements: Grader road maintenance continues in all divisions.	5 0
	Beaver issues:	
	- remove dam at RR 142, south of TWP 600. June 15 Div. 1	
	Tree removal and brushing:	
	- RR 182, north of TWP 600 June 15 Div. 5	
	- RR 131, north of TWP 602. June 15 Div. 1	
	- TWP 602A, west of RR 170. June 16 Div. 4	
	- RR150, south of TWP 590. June 16 Div. 2	
	- TWP 590, east of HWY 857. June 16 Div. 2	
	- Birchland Resort. June 23 Div. 1	
	- TWP 602, RR 151 - 152. June 25 Div. 4	
	- RR 124, north of HWY 28. june 25 Div. 1	
	- TWP 602, west of RR 124. June 28 Div. 1	
	- SW intersection of RR 171A & Victoria Trail. June 29 Div. 3	
	- 3 approaches along north side of Victoria Trail, across from Metis Settlement; brushing and hydro-axing. July 5, 6, 7 Div. 3	

- RR 142, south of TWP 600. July 9, 12 Div. 1'

Skidsteer with brushing head:

- RR 125, north of TWP 604 June 28 Div. 1

Approach installation:

- east side of RR 164, 800m. north of TWP 590. June 15 Div. 3

Culvert installation:

- Approach at 58475 RR 172. June 15 Div. 3
- RR 154, 80m. north of TWP 601A. June 16 Div. 4
- South approach at TWP 590, 50m. east of RR 172(S). June 21 Div. 3
- TWP 592, 500m. west of RR 190. June 23 Div. 5
- RR 134, 500m. north of TWP 584. June 24 Div. 2
- Approach at 58259 RR 153. June 25 Div. 2
- RR 171, 20m. north of TWP 584. June 28 Div. 3
- RR 142, 1.1km. south of TWP 602. June 29 Div. 1
- Iron Horse Trail, next to Smoky Lake Landfill. June 30 Div. 4
- RR 170, south of TWP 602. July 2 Div. 4
- RR 192, 700m. south of TWP 604. July 5 Div. 5
- RR 162, 1.1km. south of TWP 600. July 6 Div. 4
- TWP 600, 650m. east of RR 134. July 7 Div. 1
- Iron Horse Trail, 400m. west of RR 192. July 9 Div. 5

Patching:

- TWP 590, west of RR 175. June 18 Div. 3
- RR 162, north of TWP 594. June 18 Div. 4
- RR 170, south of TWP 602. June 22 Div. 4
- TWP 602, east of RR 170. June 22 Div. 4
- RR 122, south of HWY 28. June 23 Div. 1
- RR 130, north of HWY 28. June 23 Div. 1
- Dust control at 60461 RR 165A June 23 Div. 4
- Dust control at 58430 RR 144. June 23 Div. 2

- RR 183, south of TWP 592. June 24 Div. 3
- RR 180, north of TWP 594. June 24 Div. 5
- TWP 620, east of HWY 36. June 24 Div. 1
- RR 163, north of HWY 28. June 30 Div. 4
- TWP 602, east of RR 170. June 30 Div. 4
- RR 193, south of HWY 28. July 5 Div. 5
- Sunrise Resort in front of #641. July 5 Div. 1
- RR 163, north of HWY 28. July 8 Div. 4
- Victoria Trail, east of HWY 855 Pakan Settlement. July 8 Div. 3

Reclaim and lay out old dust control at 59327 - RR 123, June 18 Div. 1

Repair sink-hole at RR 162, north of TWP 594. June 21 Div. 4

Repair sink-hole at TWP 590, east of RR 132. Next to BF8200. June 24 Div. 2

Back-hoe work at mini-transfer site in Spedden. June 22 Div. 1

Sign repair and installation:

- Curve sign at RR 154A, south of TWP 590. June 29 Div. 3
- Curve sign at RR 152, north of TWP 603. June 29 Div. 4
- Road marker; TWP 584 & RR 173. July 5 Div. 3

Repair fence along east side of RR 124, north of TWP 602. While axing some wire was knocked down. July 7 Div. 1

Haul screenings and place on lane between 9th & 8th streets at Birchland Resort; fill in holes created by A.T.V.'s July 9 Div. 1

Haul cat to fire scene at north end of RR 172, north of TWP 610. July 12

- cat creating fire guard

Challenges: No value
Next Steps: No value
2021/06/29

→ Gravel (PW Manager): 100%	Doug Ponich:
	Achievements: Divisional and private gravel hauling.
	Gravel projects:
	- MG2121 - TWP 620; RR 135 - 141 June 16 Div. 1
	- MG2111 - RR 124; TWP 601 - 603A. June 22 Div. 1
	- P1915 - TWP 594; RR 180 - 175. June 28, 29 Div. 5
	Strip and haul overburden at White Earth Pit,June 16, 17, 18, 21, 22
	Excavate and stockpile rock at White Earth Pit. June 23, 24, 25, 28, 29, 30, July 2, 5, 6, 7, 8, 9, 12
	Continue annual bandon banin bah 40
	Contract gravel haulers begin July 12.
	Challenges: No value
	Next Steps: No value
	2021/06/30
→ Dust Control (PW Manager): 100%	Doug Ponich:
	Achievements: Oil Dust Control: - 59420 - RR 200. July 9 Div. 5
	Challenges: No value
	Next Steps: No value
	2021/07/08
→ Administrative (PW Manager): 100%	Doug Ponich:
	Achievements: Managers Review of Re-opening. June 30
	Joint Health and Safety Meeting. July 8
	Challenges: No value
	Next Steps: No value
	2021/06/30
→ Training (PW Manager): 100%	Doug Ponich:
	Achievements: Aboriginal Consultation. May 6
	Challenges: No value
	Next Steps: <i>No value</i> 2021/05/07
	2021/00/07

→ Roads (PW Manager): 100%

Doug Ponich:

Achievements: MG2023 - TWP 584; HWY 855 - RR 165 - prepare base for MG application east of RR 171. June 15 Div. 3

MG2121 - TWP 620; RR 135 - 141

- Reclaim oil base and repair soft spots. June 15, 16 Div. 1
- Apply MG30 and compact. June 17 Div. 1

MG2111 - RR 124; TWP 601 - 603A

- reclaim surface, spread and water. June 21 Div. 1
- Apply MG30 and compact. June 25 Div. 1

P1915 - TWP 594; RR 175 - 180

- Haul gravel for blade-mix oiling. June 28, 29 Div. 5
- Mix oil, spread cold-mix and compact. June 30
- Continue compaction. July 2

P1815 - TWP 594; RR 174A - 175

- Base preparation prior to oiling. July 5 Div. 5

MG2131 - TWP 602; HWY 36 - RR 140

- Prepare and water road top. July 7
- Apply MG30 and compact. July 8

Apply MG30 to haul road into White Earth Pit. July 8 Div. 5

Village of Waskatenau Oiling Project;

- Reclaim old oil-base. July 12
- Blade-mix oil, spread and compact. July 13

Next Reporting Period:

0

53

0.0

53

5.

53

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

				Council Requests			
				FOR YEAR 2021			
	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
1	January 4 th	4	Public Works	Repair grader gouges	RR160 north of Hwy 28	Will be inspected in the afternoon	January 4 th
2	January 4 th	1	Public Works	Road damage from ratepayer	RR 124	Talk to ratepayer tomorrow and discuss payment for damage	January 4 th
3	January 14 th	5	Public Works	Drifts on road	RR 183 north of Hwy 28	Snow plows are graders are out- will get there as soon as possible	January 14 th
4	February 14 th	4	Public Works	Snow removal at Paraskevia Church	Twp 610 RR 174	Will be done week of Feb.16 th	February 16 th
5	March 3 rd	3	Public Works	Snow from private driveway	Terry Prockiw's	Looking at it today, will talk with Terry.	March 3 rd
6	March 11 th	3	Communications	Calendar to be put on grapevine showing all meetings attended	n/a	Will post to calendar portion of website with a link. Too big for grapevine.	March 11 th
7	March 14 th	4	Public Works	Hyrdoaxing willows	RR 144	Area was hydroaxed. Procedure states that go as close to the fence line as possible as long as there are no obstructions.	March 15 th
8	March 18 th	5	Public Works	Cleaning culvert	RR 180 Twp 600	Culvert unplugged and flowing	March 19 th

				Council Requests			
				FOR YEAR 2021			
	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
9	March 19 th	3	Public Works	Plugged culvert	By Hutterite Cemetery	Will look at/fix this morning	March 19 th
10	April 6 th	4	Ag/ Communications	Put article/Podcast into up on website "Farm Focused Mental Health Supports"	N/A	Information put on County Facebook with link	April 6 th
11	April 19 th	5	Public Works	Fix culvert – stopping water flow	602 – ½ mile east of RR 195	Will inspect to see if drainage can be provided	April 22 nd
12	April 19 th	5	Public Works	Winter plowing made a mess, ratepayer wants fixed up	Twp 590 and RR 191	Will be fixed and grader operator will be informed not to wing in those types of locations – was a new grader operator	April 22 nd
13	April 19 th	4	Ag Department	Cut grass	West side of Bellis Curling Rink	Need a letter requesting the grass be added to approved yearly mowing areas	April 21 st
14	April 19 th	3	Public Works	Look into roads being pounded out by water haulers	Twp 590 and RR 171/ South of RR 172 and Twp 590	Roads are gravelled and maintained on regular basis	
15	April 20 th	4	Public Works	Look into poor road conditions due to cattle hauling- is 75% Road ban being followed	Twp 612 off of Hwy 855	Gene inquired on scales- hard to enforce ban if don't know weight	April 20 th
16	April 21 st	4	Peace Officer	Unsightly premises with tall grass- fire hazard	Bellis – Corner of 50 th St. and 50 th Ave.		

				Council Requests			
				FOR YEAR 2021			
	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
17	April 22 nd	4	Communications	Post on social media – PCN: virtual workshops	N/A	PCN Information posted to our social media as of the 27 th of April	April 26 th
18	April 22 nd	4	Public Works	Reminder for grader operators to be careful to not remove sod	N/A	Part of previous action- already noted	April 22 nd
19	April 23 rd	3	Public Works	Fix spot where grader ripped up sod	Eva Lewicki's	Repaired.	April 29 th
20	April 23 rd	2	Public Works	Flag where there is a hole in the road till It can be fixed	West of Hwy 857 and Twp 584	Was flagged on April 25 th and will be fixed in upcoming week	April 26 th
21	April 25 th	1	Public Works	Beavers plugging culvert	Bonnie Lake- south of playground	Culvert inspected and debris found. Waiting for parts to properly clean out culvert with rope winch.	April 26 th
22	April 26 th	5	Public Works	Sod ripped up	South of Korosic's by his bins	Repaired when area dried.	April 29 th
23	April 29 th	5	Public Works	Pot holes and soft spot area	RR 191 ½ mile north of Twp 600. RR 191 south of Twp 592	Will inspect and address concerns as soon as possible	April 29 th
24	May 3 rd	1	Public Works	Grading request. Vehicles bottoming out.	RR 130 north of Twp 604	Road was bladed.	May 5 th
25	May 3 rd	1	Administration	Look into multiple trailers setting up on lots	Bonnie Lake – 271 and 367		

				Council Requests			
				FOR YEAR 2021			
	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
26	May 6 th	5	Public Works	Check culvert	South of Hwy 28 on RR 180	Will check it out first thing tomorrow morning.	May 6 th
27	May 6 th	4	Parks and Recreation	Visit campgrounds on weekends and educate campers on camping safety	Lakes		
28	May 6 th	4	Communications	Post PCN information on County Website	N/A	Motion already made at April Council meeting to post information.	May 7 th
29	May 7 th	4	Parks and Recreation	Enforcement of ATV Flame arrestor	N/A	Need specific Bylaw for this. More enforcement may be needed.	May 7 th
30	May 7 th	4	Parks and Recreation	Rig Mats underwater that could cause ATV accident	South west of Bellis	Trail Twisters installed the rig mats	May 7 th
31	May 7 th	3	Public Works	Culvert plugged	Sherene Crawford's	Was in the area and water was running. Will go have another look.	May 7 th
32	May 10 th	2	Public Works	Rough road, needs regular grading	West of RR 134 and Twp 572	Gravel hauled and bladed.	May 10 th
33	May 10 th	1	Bylaw Enforcement	Unsightly Premises	· · · · · · · · · · · · · · · · · · ·		June 11 th
34	May 12 th	5	Public Works	To put 1 ½ gravel on road	RR 200 ½ mile south of Twp 602	Grader operator made manager aware. Area was put on list.	May 12 th

				Council Requests							
	FOR YEAR 2021										
	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed				
35	May 12 th	4	Ag	Unplug culvert that beavers plugged	RR174 north of Twp 590	Trapper made manager aware this morning. Trapper will unplug this afternoon or tomorrow.	May 12 th				
36	May 14 th	1	Public Works	Grading- push out in middle of road	RR 130 north of Twp 604/ South of Conrad Ozga's Driveway	Grader was sent out.	May 15 th				
37	May 14 th	1	Environmental Operations	4 th down spout hose is dirty – needs to be checked	Truckfill west of Spedden	Cleaned and disinfected hose. Will be replacing shortly.	May 14 th				
38	May 17 th	1	Ag Department	Beaver Issues – plugging culvert	3kms north on Twp 602 on RR 133	Trapper dealt with culvert and set beaver traps	May 18 th				
39	May 18 th	4	Public Works	Road shoulders/fountains	RR 165 North of Twp 610	Will be gravelled and maintained as soon as conditions improve. Hoping for May 21 st .	May 18 th				

			COL	JNCIL REQUEST	S FOR INFORMATION	N				
	YEAR 2021									
#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed			
40	May 19 th	3	Public Works	Repair road	North Bank Road and RR 175 South of North Bank	TWP 584, west of HWY 855 is on the list for repairs. Public Works will make it passable for the weekend and repair the area next week, RR 175, south of TWP 584 will be addressed on Friday, the 21st.	May 21st			
41	May 25 th	1	Agricultural	Beaver or muskrat plugging culvert-need them removed	Bonnie Lake	Trapper will be notified tomorrow morning. Not at work today.	May 25 th			
42	May 25 th	4	Public Works	Talk to ratepayer regarding fence	West side of RR 165 North of Twp 604	Administration recommended that the landowner determine the legal boundaries of his property and locate the fence line on his property.	May 25 th			
43	May 26 th	3	Parks and Recreation	Signage for trails- awareness and prevention (fires, safety, etc)	Trails within County	Look into getting something smaller. Darlene orders the signs. Can look into how many we need and order.	May 27 th			
44	May 26 th	4	Environmental Operations	Clean up garbage	South ditch on Twp 594 East of RR 174	Will have someone clean it up	May 26 th			
45	May 26 th	1	Peace Officer	Extra trailers on a lot	Bonnie Lake – 367 Perch Crescent					
46	May 29 th	4	Agricultural	Follow up on dandelion complaint	West of Twp 594 and RR 163	Called complainant and left a message to be contacted if they have further questions.	May 31 st			
47	May 31st	4	Communications	Post on our social media regarding Rural Health Week	N/A	This was added to the list of annual events the County promotes on social media	May 31 st			
48	May 31st	4	Parks and Recreation	Move picnic tables	Mons Lake	Tables were moved and logs cleaned up from around dock	June 1st			

	COUNCIL REQUESTS FOR INFORMATION										
	YEAR 2021										
#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed				
49	June 1 st	4	Public Works	Look into possible road ban issue	Twp 612 ½ mile west of RR 174 and Twp 612 East of RR 174 to Hwy 855	Looking into portable scales/enforcement options.	June 1st				
50	June 3 rd	3	Public works	Dust control on haul road	Past Judy Makowichuks	No haul road for RR 164. MG30 I applied before haul starts. Will check with Bob when it will begin.	June 3 rd				
51	June 3 rd	3	Public Works	Not to put gravel on dust control – move any if already on /Patch holes	592 RR 193, sign #18306	This dust control is broken up at the ends and requires gravel to smooth out the surface. We explain this to the rate payer every year and will do it again. There happens to be some extra gravel dragged over the edge it is there for a smooth approach. Will inspect.	June 3 rd				
52	June 3 rd	4	Public Works	Look into noise complaint from aggregate haulers	Twp 610 and Hwy 855	Haulers were notified against using engine retarder brakes.	June 4 th				
53	June 4 th	3	Public Works	Dust Control placement	Twp 584 going east	Takes a few days to put down. First portion was done, remainder will be completed next week.	June 4 th				
54	June 7 th	1	Bylaw Enforcement	Municipal sign down	Hwy 28 and Secondary 857 – west of racetrack gas station, south side of highway.	Sign was picked up and taken to Public Works shop	June 8 th				
55	June 14 th	4	Public Works/Ag	Bridge work completion and beaver dams	RR 164 for bridge and White Earth Creek.	Work will commence after June 30th and take about a month. Water flowing is a under EPEA and the water Act concerning the dams.	June 14 th				

	COUNCIL REQUESTS FOR INFORMATION										
	YEAR 2021										
#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed				
56	June 14 th	3	Public Works	Deliver gravel	Veterans Campground on Hwy 855	Area will be gravelled no later that June 18th	June 14 th				
57	June 14 th	5	Public Works	MG30 Inquiry – application styles	West Hanmore	Different road conditions require different rates of MG30.	June 14 th				
58	June 17 th	5	Public Works	Tree removal	RR183 north of Hwy 28	Will be taken care of this morning.	June 17 th				
59	June 17 th	1	Public Works	Tree removal	Bonnie Lake – one at entrance and one 50 feet from garbage bins	Will get to it as soon as possible.	June 17 th				
60	June 17 th	1	Public Works	Trees leaning	RR 130 north of Twp 604	Will take care of it.	June 17 th				
61	June 18 th	3	Public Works	Grade wash board	Victoria Trail west of Hwy 855						
62	June 21st	2	Public Works	Trees cut and ratepayer possibly want to cut them up for firewood.	RR 141 and Twp 572						
63	June 21st	2	Public Works	Gravel needed	RR 133 North of Twp 582	Gravel was hauled as needed.	June 21st				
64	June 24 th	3	Public Works	Tree removal – blocking line of sight	RR 171A Victoria Trail	Brushing crew will be there this week.	June 28 th				
65	June 25 th	2	Public Works	Broken curve sign	RR154A south of Twp 590	Sign repaired.	June 29 th				
66	June 25 th	4	Safety	Post information on hot weather safety	N/A	Posted in the office and the shop					
67	June 28 th	4	Public Works	Road maintenance request	East beach at Island Lake	Bladed this morning.	June 28 th				
68	June 29 th	5	Public Works	Poor road condition, need blading. Also received complaints about Thorhilds 1 ½ miles.	Portion of Twp 604 west of RR 191.	Will check portion that was reclaimed, may need to be reclaimed again. Thorhild portion is Thorhild's responsibility – new agreement.	June 29 th				

	COUNCIL REQUESTS FOR INFORMATION								
YEAR 2021									
#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed		
69	June 29 th	4	Public Works	Look into dust from gravel hauling and Croswell's using engine retarder brakes.	East on Twp 610 to Hwy 855.	See #70.			
70	July 1 st	4	Public Works	Dust complaint from Croswell hauling. Any rules regarding hauling on holidays?	East on Twp 610 to Hwy 855.	Twp 610 scheduled for MG30. Will be watering till then. Nothing stipulates not hauling on holidays in the haul road agreement.	July 1 st		
71	July 2 nd	3	Public Works	Sign down in the ditch.	Twp 584 RR 173	Will be taken care of	July 2 nd		
72	July 3 rd	3	Public Works	Rig traffic– will they be applying dust control?	Twp 590	Oil company will be contributing to MG30 application. Will schedule as soon as possible	July 3 rd		
73	July 4 th	1	Public Works	Wire fence that was damaged from our mulcher to be fixed	RR 124 ½ mile north of Twp 602 – east side of road.	Will inspect and determine if it was caused by the County brushing. If it was County, it will be fixed.	July 5 th		
74	July 4 th	1	Public Works	Repair or patch a blowout in road	Sunrise beach resort near house 641.	Patching crew will be there this week.	July 5 th		
75	July 6 th	4	Public Works	Follow up on dust complaint from log haulers	RR 174 south of Twp 612				
76	July 8 th	4	Peace Officer/ Communications	Post on social media/educate on "How to Use Roundabout"	Hwy 28 and 831.	Created Facebook post and put on County website	July 8 th		
77	July 8 th	4	Public Works	Dust Control	Paraskevia Church Yard- RR174 Twp 610				

COUNCIL REQUESTS FOR INFORMATION								
YEAR 2021							Smothales Outs	
#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed	
78	July 8 th	4	Fire	Put a fire ban in place	N/A			
79	July 9 th	5	Public Works	Pot holes	RR 193B south of Hwy 28	Pot holes will be prepared next week	July 12 th to 16 th	

UPDATED July 12, 2021



5.1.a.ii

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 594 between RR 174- RR 174A	P1814	1	0.5		\$ 65,000.00		MSI/MO
Twp 594 between RR 174A- RR 175	P1815	1	0.5		\$ 65,000.00	4,096.90	MSI/MO
Twp 594 between RR 175- RR 180	P1915	2	1.0		\$ 135,000.00	49,739.93	MSI/MO
		4		Total	\$ 265,000.00	\$ 53,836.83	

CHIP-SEAL							
Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Cost	Actual Cost	Funding
RR 170 between Twp 600- Twp 601	FM2114	2	1.0		\$ 67,160.00		MSI/MO
RR 170 between Twp 601A- Twp 602	FM2124	1	0.5		\$ 33,580.00		MSI/MO
Twp 612 between Hwy 855- RR 174	FM2014	2	1.0	#1141-20	\$ 70,500.00		MSI/MO
		5	_	Total	\$ 171,240.00	\$	

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 124 between Twp 601- Twp 603A	MG2111	4	2.5		\$ 40,000.00	5,742.02	MSI/MO
Twp 620 between RR 135- RR 141	MG2121	3	2.0		\$ 50,000.00	37,896.89	MSI/MO
Twp 602 bewteen Hwy 36- RR 140	MG2131	5	3.0		\$ 75,000.00		MSI/MO
RR 122 between Twp 591- Twp 592	MG2141	2	1.0		\$ 25,000.00	9,507.55	MSI/MO
Twp 590 between RR 174(n)-RR 180(s)	MG2113	2	1.25		\$ 28,000.00		MSI/MO
Twp 595A between RR 171- Hwy 28	MG2114	3.5	2.25		\$ 50,000.00		MSI/MO
Twp 602 between Hwy 855- RR 172	MG2124	2	1.0		\$ 20,000.00		MSI/MO
RR 181 between Twp 604- Twp 605	MG2115	2	1.0		\$ 30,000.00	40,810.49	MSI/MO
	_	23.5		Total	\$ 318,000.00	\$ 93,956.95	

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	1,568.17	MSI/MO
Twp 592 between RR 171- RR 172	C2113	12	1.0		\$ 130,000.00	1,079.61	
	-	18		Tota	al \$ 190,000.00	\$ 2,647.78	

MG HAUL ROADS - PW57							
Project Name	Code	# Days	Length/ miles		Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2023	4	5.5		\$ 121,000.00	87,978.40	Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 172A	MG2033	3	2.0		\$ 44,000.00	1,079.61	Aggregate Reserve
	-	7	-	Tota	\$ 165,000.00	\$ 114,370.26	

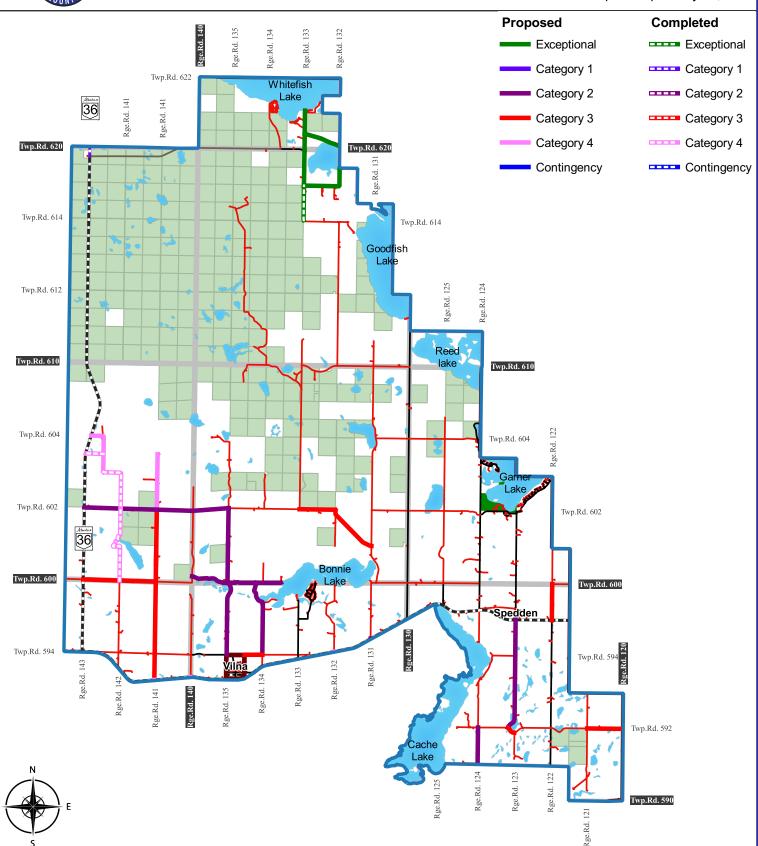
GRAVELLIN	IG						
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	41.0	6,861.0	\$ 144,081.00	654.52	\$ 18,363.65	RTG
218.5	PW46	82.0	13,009.0	\$ 299,207.00			RTG
159.5	PW47	32.5	5,132.0	\$ 71,848.00	1,808.94	\$ 31,767.62	RTG
167.0	PW48	37.0	5,818.5	\$ 87,277.50	643.66	\$ 9,472.01	RTG
219.0	PW49	53.0	8,423.0	\$ 126,345.00	3,301.01	\$ 55,252.09	RTG
908.0 mile	s	245.5	39,243.5	\$ 728,758.50	6,408.13	\$ 114,855.37	
Contingenc	y:		5,000.0	\$ 90,000.00	1,516.90	\$ 29,019.72	
Total			44,243.5	\$ 818,758.50	7,925.03	\$ 143,875.09	
Road Repai	ir PW90:				10,021.23	\$ 230,871.37	Unbudgeted- Cost of gravel only

Five-Year Road Plan: Year 2020-2025



Division One Gravel 2021

Completed up to July 12, 2021



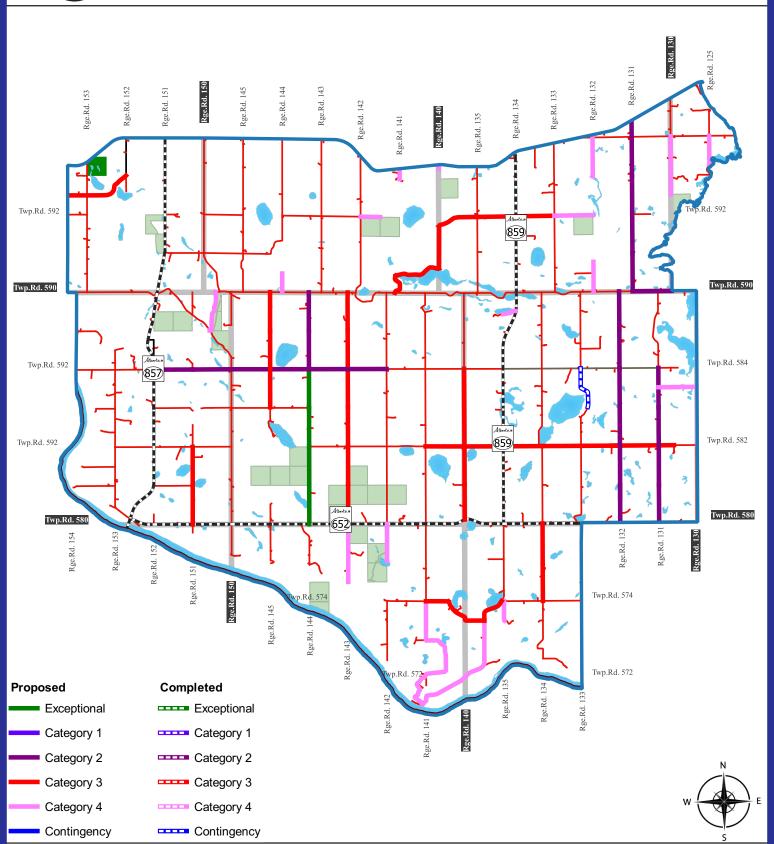
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Division Two Gravel 2021

Completed up to July 12, 2021



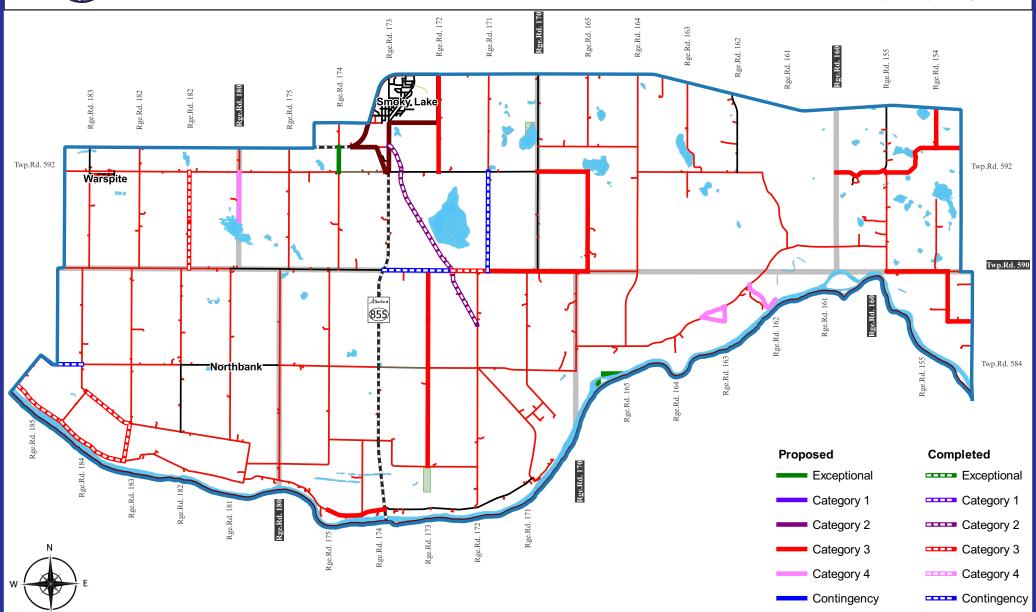
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Division Three Gravel 2021

Completed up to July 12, 2021



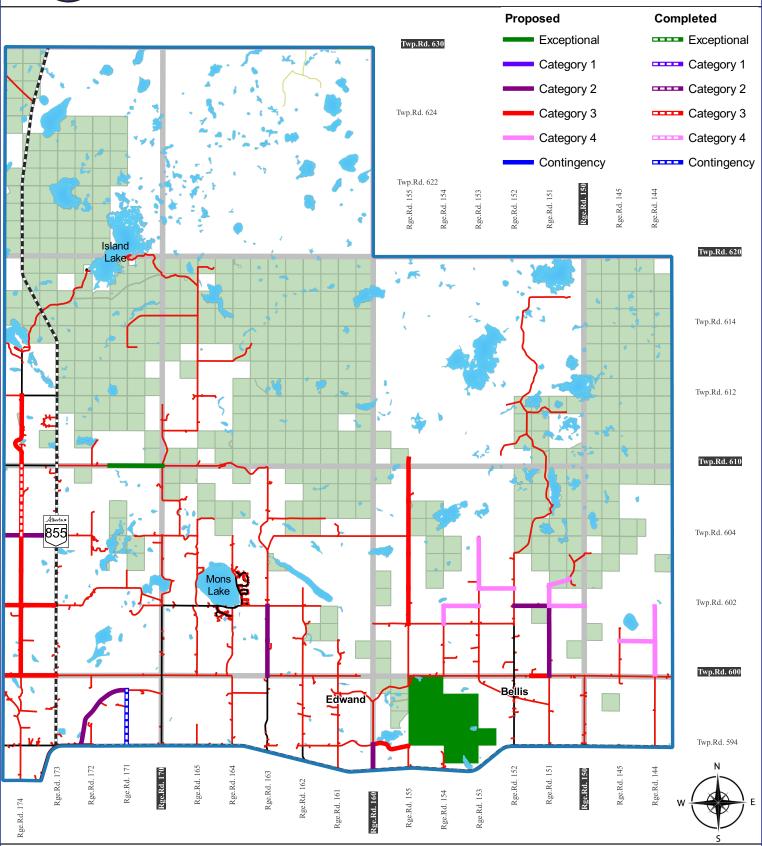
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Division Four Gravel 2021

Completed up to July 12, 2021



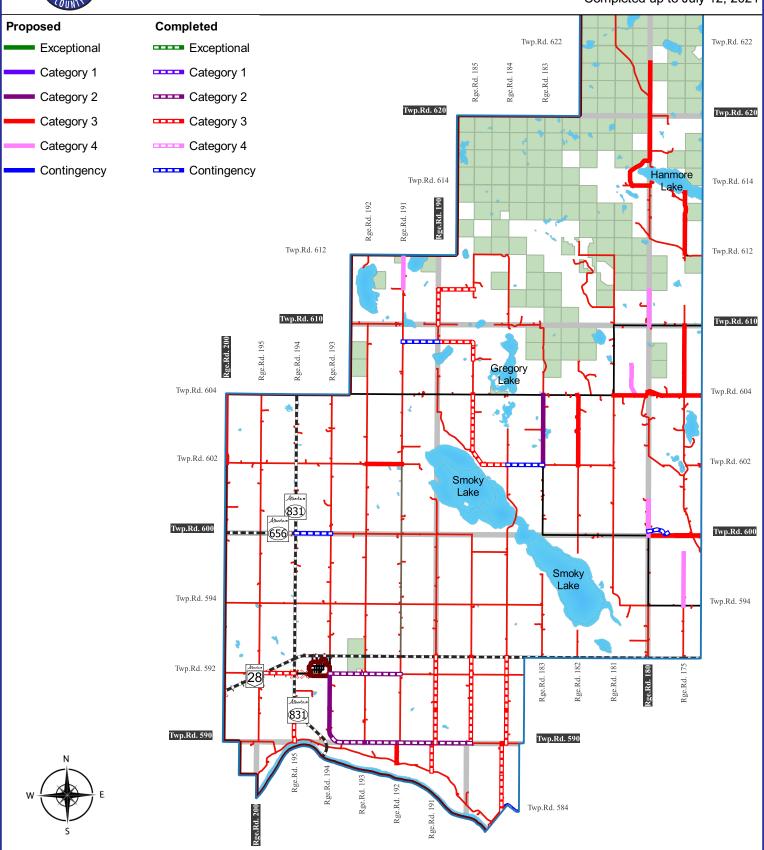
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Division Five Gravel 2021

Completed up to July 12, 2021



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PUBLIC WORKS PLAN (PW) GOVERNANCE

Goal	Progress Update	Current Completi
Equipment (PW Shop Foreman): 100%	David Kully: Achievements:	0% 0 / 100% 100% behind
	1. 111 - Replace front left spring hanger and suspension bushings, send trailer for wheel alignment. June 16 - 29.	
	2. 502 - Blow out radiator. June 16.	
	3. 623 - Replace tires on unit. Replace master cylinder for brakes and bleed brakes. June 17 - 28.	
	4. 508 - Repair lights, June 18.	
	5. 507 - Blow out radiator and condenser. June 21.	
	6. 484 - Repair sprayer controls. June 22.	
	7. 482 - Repair sprayer controls. June 22.	
	8. 508 - Blow out radiator and condenser. June 22.	
	9. 622 - Recharge a/c system. June 22.	
	10. 471 - Replace drawbar. June 23.	
	11. 507 - Repair coolant leak. June 23.	
	12. 721 - Repair flat tire. June 23.	
	13. 508 - Finning replaced leaking transmission line and recharged a/c system under warranty. June 24 - 25.	
	14. 525 - Blow out radiator and condenser, replace air filter. June 25.	
	15. 507 - Blow out radiator and condenser, replace air filter. June 25.	
	16. 505 - Blow out radiator and condenser. June 25	
	17. 511 - Blow out radiator and condenser. June 25	
	18. 196 - Replace air tank. June 25 - 28.	
	19. 472 - Replace drawbar. June 25 - 28.	
	20. 137 - Repair lights. June 28.	
	21. 525 - Top up a/c system. June 29.	
	22. 507 - Replace cab filters. June 29.	
	23. 511 - regular service and replace front steer tires. June 29.	
	24. 618 - Grease packers. July 5.	
	25. 617 - Grease packers. July 5.	

26. 608 - Recharge right strut with nitrogen, July 5. 27. 502 - Regular service, replace steering pressure sensor. July 5. 28. 742 - Repair flat tire. July 5. 29. 723 - Repair flat tire. July 5. 30. 601 - Replace electrical harness on out side of transmission. July 6 - 9. 31. 633 - Install blade onto tractor, repair step, prepare unit for sale. July 7 - 9. 32. 140A - repair wiring to lights. July 8. 33. 629 - Fill tires with air. July 8. 34. 455 - Prepare unit for sale. July 8 - 9. 35. 508 - Regular service, change cutting edges on front dozer. July 8. 36, 455A - Regular service, July 8. 37. 609 - Regular service, July 8. 38. 472 - Replace console harness for one pass system. July 12, Challenges: No value Next Steps: No value 2021/07/13 David Kully: Achievements: 1. 195 - Replace flex pipe for exhaust. June 14. 2. 226A - Regular service. June 14. 3. 170 - Repair electrical harness for box lights. June 14. 4. 232 - Replace right extension on bale deck and replace hoses to extension cylinders. Replace a/c compressor and recharge a/c. June 14 - 18. 5. 188 - Replace fuel filters, diagnose no start condition and found that high pressure fuel pump was defective. Ordered and replaced high pressure fuel pump and necessary updates for new pump. June 15 - 24. 6. 199A - Replace air dryer purge valve. June 15. 7. 222 - Regular service. June 15. 8. 705 - Regular service. June 16. 9. 106A - Regular service. June 16. 10. 190 - Retorque wheels. June 18. 11. 101A - Regular service, repair tailgate latch. June 18. 12. 190 - Regular service, June 21.

13. 115 - Regular service, June 21.

14. 101 - Clean out debris from radiator and a/c condenser. June 21.

0 / 100%

100% behind

Vehicle (PW Shop Foreman): 100%

- 15. 201 Clean out debris from radiator and a/c condenser. June 22.
- 16. 195 Replace shocks and repair exhaust leak. June 24.
- 17. 199A Regular service. June 25.
- 18. 198 Recharge a/c system. June 25.
- 19. 110 Replace accelerator position sensor. June 28.
- 20. 197 Replace driveshaft assembly between rear differentials. June 29 30.
- 21. 476 Regular service, change transfer case oil, and rotate tires. July 2.
- 22. 112A Replace air line at right rear brake pot, regular service, install decals and unit numbers. July 5 7.
- 23. 101B Regular service, July 6.
- 24. 202 Regular service and replace ignition keys. July 6.
- 25. 106A Regular service, July 6.
- 26. 188 Replace DEF temperature sensor. July 6 7.
- 27. 141 Remove decals and unit numbers, prepare unit for sale. July 6.
- 28. 725 Remove decals and unit numbers, prepare unit for sale. July 6.
- 29. 452 Remove decals and unit numbers, prepare unit for sale. July 6 7.
- 30. 198 Replace air dryer purge valve. July 7.
- 31. 229 Remove decals and unit numbers, prepare unit for sale lubricate door handles on service body. July 7.
- 32. 106 Remove decals and unit numbers, prepare unit for sale. July 7.
- 33. 204 Remove decals and unit numbers, prepare unit for sale. July 8.
- 34. 198 Replace exhaust flex pipe. July 8.
- 35. 197 Replace steer tires, July 8.
- 36. 112 Remove decals and unit numbers, prepare unit for sale. July 9 -12.
- 37. 435 Remove plow and counter weight of unit, mount tidy tank on deck. July 12.
- 38. 115 Mount tidy tank on unit. July 12.
- 39. 170 Replace u-joints on drive shaft between rear differentials. July 12 13.

Challenges:

Next Steps: No value

2021/07/13

Protective Services Maintenance/Repair PW Shop Foreman): 100%	David Kully: Achievements:	
	1. No repairs to any units during this reporting period.	
	Challenges: No value	0 100
	Next Steps: No value 2021/07/13	100
Contract Work (PW Shop Foreman): 100%	David Kully: Achievements:	
	1. 447 - Replace oil pan, exhaust gaskets and manifolds, replace water pump, replace glow plug and intake heater relays, replace power steering hoses, replace exhaust down pipe, replace rear engine seal, install engine back into unit. June 15 - 28.	0
	Challenges: No value	100
	Next Steps: <i>No value</i> 2021/07/13	
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 Departmental meeting. June 22.	
	4. Prepare list of for sale units, June 25.	
	5. Place order for new Kenworth and John Deer tractor. June 25.	0
	6. Took delivery of John Deere tractor. June 30	100
	7. Attend reopening meeting. June 30.	
	8. Attend Joint Health and Safety meeting July 8.	
	Challenges: No value	
	Next Steps: <i>No value</i> 2021/07/13	
Training (PW Shop Foreman): 100%	David Kully: Achievements:	
	1. No training during this reporting period.	

Challenges: No value
Next Steps: No value

2021/07/13

0% 0 / 100% 100% behind

0% 0 / 100% 100% behind

0% 0 / 100% 100% behind

0% 0 / 100% 100% behind Council Member Inquiry (PW Shop Foreman): 100%

David Kully:

Achievements:

1. No council member inquiries during this reporting period.

Challenges: No value

Next Steps: No value

2021/07/13

0% 0 / 100% 100% behind

EMERGENCY SERVICES PLAN (ES) COMMUNITY SERVICES

SERVICES PLAN 5.1.e

(ES) COMMUNITY SERVICES		
Goal	Progress Update	Curre
Training Activity (PEACE): 100%	Ed English: Achievements: Attended Joint Health and Safety meeting on March 18, and April 15. Challenges: No value Next Steps: No value 2021/04/19	1(
Council Member Inquiry (PEACE): 100%		10
Enforcement Activity: 100%	Ed English: Achievements: Following up on unsightly properties at Bellis Sent a letter to the owner of a property in Spedden about an unsightly condition on June 11 Investigated a dandy lion complaint by Smoky Lake on June 2 Continue patrols Challenges: Next Steps: No value 2021/06/14	10
Land Use Development: 100%	Ed English: Achievements: Following up on developments Bellis unsightly has been cleaned up Following up on Spedden unsightly Challenges: No value Next Steps: No value 2021/07/12	10

Resorts Activity: 100%	Ed English:
	Achievements: Swim rafts and ropes were put in at Mons and Hanmore East on June 15 Swim ropes were put in Hanmore West on June 16
	Repaired fire pit at Hanmore West on June 16
	Removed fallen trees at Mons, Bellis Beach, Bonnie and Birchland on June 17
	Rototilled playgrounds at Spedden and Bonnie on June 18
	Removed logs near shore at Mons on June 21
	Delivered 2 loads of wood to Smoky Lake Complex on June 24 and 2 more on July 2
	Repaired door at Hanmore storage shed on June 29
	Repaired outhouse door at Hanmore on June 29
	Repaired picnic table at Hanmore East on July 2
	Repaired fire pit at Mons on July 7
	Removed 2 grader blades from Island Lake on east side on July 8
	Rototilled swim beach at Hanmore on July 8
	Challenges: No value
	Next Steps: No value 2021/07/12
Animal Control: 100%	Ed English:
	Achievements: Transported 1 male dog to the pound from south of Hwy 36 junction
	Challenges: No value
	Next Steps: No value 2021/07/12
Protective Services: 100%	Ed English:
	Achievements: Attended mvc on Hwy 28 at Rge Rd 131 on June 28 Attended mvc on Hwy 28 at Rge Rd 141 on July 3
	Attended mvc on Hwy 28 at Rge Rd 152 on July 11
	Challenges: No value
	Next Steps: <i>No value</i> 2021/07/12

ATV Trails: 100%	Ed English:	
	Achievements: Repaired a hole on the IHT at Rge Rd 132 o June 21 Ag dept mowing IHT this week	
	Challenges: No value	10
	Next Steps: <i>No value</i> 2021/07/12	
Peace Officer Program: 100%	Ed English:	
	Achievements: Continue to patrol. Portable scales price out around \$2500.00 (same type as Thorhild County)	
	5 day course to use scales will cost around \$1150.00	
		10
	Challenges: No value	
	Next Steps: No value	
	2021/05/13	
Administrative Activity (PEACE): 100%	Ed English: Achievements: Flags were lowered on June 23 for National Day Of Remembrance For Victims Of Terrorism	
	Attended Joint Health and Safety meeting on July 8	
	Challenges: No value	10
	Next Steps: No value	
	2021/07/12	
Rural Addressing: 100%	Ed English:	
	Achievements: There are 23 addresses on the 2021 list (6 are replacements) As well there will be 40 addresses for new Bonnie Lake subdivision	
	Carole will be taking over the rural addressing duties	
	Challenges: No value	10
	Next Steps: No value	
	2021/07/12	
(ES) INFRASTRUCTURE		
Goal	Progress Update	Curre
North Saskatchewan Emergency River Access(es) Planas part of the 2018-2020		
Strategic Priorities: 100%		10

PARKS & RECREATION PLAN (P&R) COMMUNITY SERVICES

Goal Progress Update Currer



EMERGENCY SERVICES REPORT TO COUNCIL AS OF:

2021/07/13

5.1.f

7GOALS

EMERGENCY SERVICES PLAN (ES) COMMUNITY SERVICES

Goal Progress Update

Administrative Activity (FIRE): 100%

NEW Scott Franchuk:

Achievements:

Completed and attended the Smoky Lake Region Fire and Rescue Committee Meeting

Worked with Alberta Transportation to have outstanding invoices paid

Transitional Solutions Project:

- 6 County staff members completed interviews
- 3 Fire Chiefs Completed interviews
- 10 Firefighters completed interviews
- 52 surveys sent to the members and 42 surveys completed
- All County policies, bylaws and agreements sent
- All demographs for the County, Villages and Town sent

Currently working equipment and apparatus inventory, 5 years of response stats and all budget and fire department finances

6 Alberta Transportation invoices completed and sent

5 Invoices sent to insurance companies

Challenges: No value

Next Steps: No value

2021/07/13

Fire Protective Services: 100%

NEW Scott Franchuk:

Achievements:

22 fire permits issued

7 fireworks permits issued

A Fire Restriction was implemented on July 5, 2021

Challenges: No value

Next Steps: No value

2021/07/13

Waskatenau Fire Department: 100% NEW Scott Franchuk: Achievements: Fire Chief and 2 members completed Transitional Solutions Interveiws 7 of 8 members completed the survey 7 Members completed the Fire Aid, CPR and AED training Assisted with 2 load occupanies for the gym and library Meeting with E-Construction, EMS and RCMP to discuss the fully functional round-about on July 21, 2021 Sidewalks were poured at the new fire hall addition Challenges: No value Next Steps: No value 2021/07/13 NEW Scott Franchuk: **Smoky Lake Fire Department: 100%** Achievements: Smoky Lake Fire responded to 1 collision and 4 fires Fire Chief and 4 members completed the Transitional Solutions Interviews 16 of 24 firefighters completed the survey The department hosted 2 in-person training nights Assisted with 3 load occupancies at the hotel and 2 gas stations Challenges: No value Next Steps: No value 2021/07/13 **NEW Scott Franchuk:** Vilna Fire Department: 100% Achievements: Vilna Fire responded to 3 collisions, 3 fires and 1 dangerous goods spill Fire Chief and 4 members completed the Transitional Solutions interviews

19 of 20 completed the the survey

Challenges: No value

Next Steps: No value

2021/07/13

The department host 1 in-person training night

Training Activity (FIRE): 100%	NEW Scott Franchuk: Achievements: No training schedule at this time
	Challenges: No value Next Steps: No value 2021/07/13
Council Member Inquiry (FIRE): 100%	NEW Scott Franchuk: Achievements: No Council inquiries
	Challenges: No value Next Steps: No value 2021/07/13



SAFETY /DISASTER SERVICES COUNCIL REPORT 2021/07/12

5.1.g

Current Completion

0% 100% behind

40 9%

Next Steps: *No value* 2021/07/12

GOALS GOAL COMPLETION

PUBLIC WORKS PLAN

Goal

Damage Claim – Private Property within the Hamlet of Spedden

Annual Safety Meeting

Safety (Safety Officer): 100%

 $\longrightarrow\! \mathsf{Check}$ over JSA forms from site inspections

--> Transport worker to OIS clinic Edmonton

i rogicos opeace	our cit ouripies
Patti Priest:	
Achievements: Cheque No. 51069 dated March 25, 2021	
Challenges: No value	50 % 10% ahead
Next Steps: <i>No value</i> 2021/03/29	
Patti Priest:	
Achievements: Recorded on the Action List for historical reference.	
Challenges: No value	100%
Next Steps: No value	-
2021/03/17	
Trevor Tychkowsky:	
Achievements: June 17 went to city to fix phones June 21 looking into external auditor	
June 29 caught person entering transfer site on camera took to RCMP	0% 0 / 100%
Challenges: No value	100% behind
Next Steps: No value	
2021/07/12	
Trevor Tychkowsky:	
Achievements: June 21 reviewed 23 JSA's June 29 reviewed 18 JSA's	
July 12 reviewed 8 JSA's	0%
Challenges: No value	53% behind

Progress Update

→ Assist all other departments	Trevor Tychkowsky:	
	Achievements: May 19 set up cameras for transfer station May 25 went to check on cameras no working	
	June 8 programed FOBS for tractor for AG dept	
	June 10 went to pick up supplies for office	0% 53% behind
	Challenges: No value	
	Next Steps: No value 2021/06/15	
Disaster Services (Safety Officer): 100%	Trevor Tychkowsky: Achievements: June 16 provincial COVID update June 23 AEMA monthly training	
	June 23 provincial COVID update	0% 0 / 100%
	Challenges: No value	100% behind
	Next Steps: <i>No value</i> 2021/07/12	
→ Apply for grants when needed	Trevor Tychkowsky: Achievements: no further action required	
	Challenges: No value	0% 53% behind
	Next Steps: No value 2021/05/17	
→ ASIST Training	Trevor Tychkowsky: Achievements: no further action required	
	Challenges: No value	0 % 53% behind
	Next Steps: No value 2021/05/17	33.32011114
→ Attend Disaster summit		0%
→ Attend yearly AEMA Summit	Trevor Tychkowsky: Achievements: no further action required	53% behind
	Challenges: No value	0%
	Next Steps: <i>No value</i> 2021/05/17	53% behind
→ Attend yearly Disaster forum		0%
→ Chair Organized regional team (ASIST)	Trevor Tychkowsky: Achievements: no further actions required	53% behind
	Challenges: No value	0% 53% behind
	Next Steps: <i>No value</i> 2021/07/12	53 % Defillid
Risk Pro (Safety Officer): 100%	Trevor Tychkowsky: Achievements: no further action required	
	Challenges: No value	0% 0 / 100%
	Next Steps: <i>No value</i> 2021/05/17	100% behind
	2021/30/17	

Public Works (Safety Officer): 100%	Trevor Tychkowsky: Achievements: June 18 went to Edmonton for parts while in for phones June 21 worked on Ron S fuel tank to be moved	
	June 29 answered phones Darline away	
	June 29 got gate fixed at Bogdan's pit	0%
	June 29 helped with issues of oil tanks at Bogdan's pit called for burner to be cleaned out.	0 / 100% 100% behind
	Challenges: No value	
	Next Steps: <i>No value</i> 2021/07/12	
→ Assist P.W. when needed		0% 53% behind
Administrative (Safety Officer): 100%	Trevor Tychkowsky:	
	Achievements: June 21 worked on COVID questioner for county and also county vaccination percentages. June 22 Departmental meeting	
	June 23 worked on WE pit numbers for trucks	25% 25 / 100%
	Challenges: No value	75% behind
	Next Steps: <i>No value</i> 2021/07/12	
> Safety Committee	Trevor Tychkowsky:	
	Achievements: July 8 safety committee	
	Challenges: No value	0%
	Next Steps: <i>No value</i> 2021/07/12	50% behind
	Trevor Tychkowsky:	
	Achievements: July 21 answered 11 Kyetech after hour calls	
	Challenges: No value	0 / 0 Complaint(s)
	Next Steps: <i>No value</i> 2021/07/12	
→ Answer phones	Trevor Tychkowsky:	
	Achievements: June 8, 9,10, 15 answered phones no one in office	
	Challenges: No value	0% 53% behind
	Next Steps: <i>No value</i> 2021/06/15	33 % Definite
→ Cascade reports	Trevor Tychkowsky:	
	Achievements: July 12 completed cascade report	
	Challenges: No value	0% 53% behind
	Next Steps: <i>No value</i> 2021/07/12	33 % Definite
Training (Safety Officer): 100%	Trevor Tychkowsky:	
	Achievements: June 24 registered 2 ag staff for training system June 24 registered 4 staff for bear awareness	60
	Challenges: No value	0% 0 / 100% 100% behind
	Next Steps: No value	
	2021/07/12	

→ Attend Alberta Safety Conference		0% 53% behind
→ Attend Annual H&S safety conference		0% 53% behind
→ Attend annual safety conference		0% 53% behind
→ Attend Safety group NASC		0%
→ Attend yearly conference		53% behind 0%
→ ATV Training		53% behind 0%
→ Chair Provincial Safety/ Utility group (RUSA)	Trevor Tychkowsky: Achievements: June 16/17 RUSA meeting	53% behind
	Challenges: No value	0% 50% behind
	Next Steps: No value 2021/07/12	oo w seriirid
Council Member Inquiry (Safety Officer): 100%	Trevor Tychkowsky:	
	Achievements: Need date for regional meeting date for Disaster service committee Challenges: No value	0%
	Next Steps: <i>No value</i> 2021/06/15	0 / 100% 100% behind
Administrative (Safety Officer): 100%		0%
		0 / 100% 53% behind
Council Member Inquiry (Safety Officer): 100%		0% 0 / 100%
Disaster Services (Safety Officer): 100%		53% behind 0%
		0 / 100% 53% behind
Public Works (Safety Officer): 100%	Trevor Tychkowsky: Achievements: no further action required	
	Challenges: No value	0% 0 / 100%
	Next Steps: No value	53% behind
	2021/05/17	
Risk Pro (Safety Officer): 100%		0% 0 / 100% 53% behind
Safety (Safety Officer): 100%		0% 0 / 100%
Training (Safety Officer): 100%		53% behind 0% 0 / 100%
(PW) Organizational Efficiency		53% behind 0%
→ (PW) Complete Annual Work Plan	Trevor Tychkowsky: Achievements: Feb 22 completed work plans	
	Challenges: No value	100%
	Next Steps: <i>No value</i> 2021/03/15	-

WE Pit truck count for contract gravel trucks exiting pit.

Date	number of trucks		number of trucks	n	umber of trucks	
01-Jan	0	01-Feb	0	01-Mar	11	01-Apr
02-Jan	0	02-Feb	3 ?	02-Mar	2	02-Apr
03-Jan	0	03-Feb	?	03-Mar	1	03-Apr
04-Jan	0	04-Feb	?	04-Mar	0	04-Apr
05-Jan	2	05-Feb	3	05-Mar	0	05-Apr
06-Jan	6	06-Feb	0	06-Mar	0	06-Apr
07-Jan	2	07-Feb	0	07-Mar	0	07-Apr
08-Jan	0	08-Feb	0	08-Mar	8	08-Apr
09-Jan	0	09-Feb	0	09-Mar	24	09-Apr
10-Jan	0	10-Feb	0	10-Mar	9	10-Apr
11-Jan	4	11-Feb	0	11-Mar	10	11-Apr
12-Jan	14	12-Feb	?	12-Mar	11	12-Apr
13-Jan	0	13-Feb	0	13-Mar	0	13-Apr
14-Jan	0	14-Feb	?	14-Mar	0	14-Apr
15-Jan	7	15-Feb	?	15-Mar	13	15-Apr
16-Jan	0	16-Feb	0	16-Mar	8	16-Apr
17-Jan	0	17-Feb	3	17-Mar	4	17-Apr
18-Jan	2	18-Feb	1	18-Mar	20	18-Apr
19-Jan	5	19-Feb	21	19-Mar	1	19-Apr
20-Jan	9	20-Feb	32	20-Mar	0	20-Apr
21-Jan	11	21-Feb	0	21-Mar	0	21-Apr
22-Jan	1	22-Feb	1	22-Mar	5	22-Apr
23-Jan	0	23-Feb	35	23-Mar	3	23-Apr
24-Jan	0	24-Feb	1	24-Mar	1	24-Apr
25-Jan	4	25-Feb	9	25-Mar	3	25-Apr
26-Jan	3	26-Feb	4	26-Mar	10	26-Apr
27-Jan	1	27-Feb	0	27-Mar	0	27-Apr
28-Jan	4	28-Feb	0	28-Mar	0	28-Apr
29-Jan	7			29-Mar	0	29-Apr
30-Jan	0			30-Mar	0	30-Apr
31-Jan	0			31-Mar	0	
Total	82	Total	110	Total	144	Total

number of trucks	nu	mber of trucks	nur	nber of truck	5
7	01-May	1	01-Jun	59	01-Jul
0	02-May	0	02-Jun	92	02-Jul
0	03-May	20	03-Jun	81	03-Jul
0	04-May	16	04-Jun	32	04-Jul
4	05-May	2	05-Jun	2	05-Jul
0	06-May	0	06-Jun	26	06-Jul
24	07-May	0	07-Jun	29	07-Jul
24	08-May	0	08-Jun	37	08-Jul
29	09-May	0	09-Jun	43	09-Jul
0	10-May	0	10-Jun	2	10-Jul
0	11-May	0	11-Jun	26	11-Jul
3	12-May	0	12-Jun	14	12-Jul
20	13-May	0	13-Jun	0	13-Jul
3	14-May	0	14-Jun	25	14-Jul
6	15-May	0	15-Jun	28	15-Jul
8	16-May	0	16-Jun	54	16-Jul
?	17-May	0	17-Jun	27	17-Jul
?	18-May	0	18-Jun	28	18-Jul
?	19-May	0	19-Jun	36	19-Jul
3	20-May	23	20-Jun	23	20-Jul
21	21-May	25	21-Jun	24	21-Jul
27	22-May	0	22-Jun	36	22-Jul
30	23-May	0	23-Jun	41	23-Jul
4	24-May	0	24-Jun	14 ?	24-Jul
0	25-May	28	25-Jun	16	25-Jul
0	26-May	14	26-Jun	15	26-Jul
10	27-May	27	27-Jun	0	27-Jul
7	28-May	61	28-Jun	33	28-Jul
21	29-May	77	29-Jun	31	29-Jul
21	30-May	35	30-Jun	15	30-Jul
	31-May	75			31-Jul
272	Total	404	Total	875	Total

number of trucks



125GOALS

81%

GOAL COMPLETION

5.1.h

JORDAN RUEGG BEHIND

52111115				
Goal	Progress Update	Current Completion	Start Date	Due Date
Land Use Planning/Development: 100%	NEW Jordan Ruegg: Achievements: No action was taken during this reporting period. 2021/07/07 Jordan Ruegg: Achievements: No action was taken	25% 25 / 100%	2021/01/01	2021/12/01
	during this reporting period. 2021/06/14	32% behind		

Warspite Ironhorse Trail RV Park part of the 2018-2020 Strategic Priorities: 100%

NEW Jordan Ruegg:

Achievements: No action was taken during this period. Administration was instructed to hold an Open House on a potential RV park to be located in Warspite but this process has been put on hold due to the ongoing COVID-19 pandemic. Council had wished to hold the Open House in person to provide ratepayers with an opportunity to provide their input in person but this has not been possible due to the pandemic. Once large in-person gatherings are permitted again, an Open House will be scheduled.

2021/07/08

Jordan Ruegg:

2021/06/14

Achievements: No action was taken during this period. Administration was instructed to hold an Open House on a potential RV park to be located in Warspite but this process has been put on hold due to the ongoing COVID-19 pandemic. Council had wished to hold the Open House in person to provide ratepayers with an opportunity to provide their input in person but this has not been possible due to the pandemic. Once large in-person gatherings are permitted again, an Open House will be scheduled.

0% 0 / 100%

2021/12/31 2017/12/31

NEW Jordan Ruegg: (P&D) Attend Joint Health & Safety 2021/03/15 Meetings: 12 Meeting(s) Achievements: The Planning and Development Manager and the Planning and Development Assistant attended the Joint Health & Safety Meeting held on July 8, 2021. The Planning and Development Manager and Planning and Development Assistant will attend the Joint Health & Safety Meeting scheduled for August 12, 2021. 2021/07/08 8.4 / 12 Meeting(s) Jordan Ruegg: Achievements: The Planning and Development Manager and the Planning and Development Assistant attended the Joint Health & Safety Meeting held on June 10, 2021. The Planning and Development Manager and Planning and Development Assistant will attend the Joint Health & Safety Meeting scheduled for July 8, 2021. 2021/06/14 (P&D) Prepare a Draft 5 Year Function NEW Jordan Ruegg: 2021/01/01 Budget Achievements: No action was taken during this reporting period. 2021/07/07 Jordan Ruegg:

Achievements: No action was taken during this reporting period.

2021/06/14

2021/12/31

2021/10/01

(P&D) Prepare Annual Budget

NEW Jordan Ruegg:

Achievements: The Planning and Development Manager has began preparing for budget discussions that will take place later in 2021. The Planning and Development Department has been conducting a review of the Department's policies and bylaws to determine which, if any, require major amendments. Furthermore, the County has a number of Public Land Dispositions that require renewal in 2022/2023 that will require funding from the departmental budget. The Planning and Development Manager has begun to obtain quotes for this work in advance of budget deliberations.

2021/07/07

Jordan Ruegg:

Achievements: The Planning and Development Manager has began preparing for budget discussions that will take place later in 2021.

2021/06/14

2021/01/01

2021/10/01

25% 45% behind

county from inventory	Achievements: The Planning and		232.7, 33, 2.	202.707722
	Development Department will be working with the GIS Technician to prepare an inventory of all trails located on Municipal/Environmental Reserves & other County-owned lands. The inventory will include such information as:			
	Location of trails;			
	Length of trails;			
	Condition of trails; and	0% 16% behind		
	 Trail type (i.e. paved, graveled, dirt, etc.). 			
	Additionally, the Planning and Development Department will work with the GIS Technician to develop a series of maps that show the location of said trails. Once the inventory and maps has been produced, they will be brought to a future meeting of Council for discussion.			
	2021/07/07			
ON TRACK				
Goal	Progress Update	Current Completion	Start Date	Due Date
Road Closures: 100%	Achievements: ROAD CLOSURE FILE RC 027 - Bylaw 1398-21 (Hamlet of Edwand) Bylaw 1398-21 was given First Reading and a Public Hearing was held, at the June 24, 2021 Smoky Lake County Council meeting. A copy of the proposed Bylaw has been sent to the required referral agencies to determine whether or not any easements or crossing agreements will be required prior to cancellation of the portions of road. Once all of the referral agencies have submitted their responses to the County, the Planning and Development Manager will consolidate these responses and	50% 50 / 100% 3% behind	2021/01/01	2021/12/31
	forward them along with the			

2021/06/24

2021/07/29

County Trail Inventory

NEW Jordan Ruegg:

forward them along with the proposed Bylaw to the Minister of Transportation for approval.

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.

ROAD CLOSURE FILE RC 029 Bylaw 1380-20 (Metis Crossing)

Bylaw 1380-20 was sent to Alberta Transportation for the Minister's approval on October 27, 2020. Once the Minister's approval is granted, the Bylaw will be brought back to Council for consideration of Second and Third Readings.

2021/07/08

Jordan Ruegg:

Achievements: ROAD CLOSURE FILE RC 027 (Edward)

Bylaw 1398-21 will be presented to Council for First Reading, and a Public Hearing will be held on said Bylaw, both on June 24, 2021. The previous Bylaw 1328-18 was sent to the Minister of Transportation for approval in October, 2018, but the County never received approval, and the Bylaw has now lapsed, as the *Municipal Government***Act requires that a Bylaw be given Third Reading no later than two years after the said Bylaw is given First Reading. Bylaw 1398-21 is identical to Bylaw 1328-18.

ROAD CLOSURE FILE RC 029 (Metis Crossing)

Bylaw 1380-20 was sent to Alberta Transportation for the Minister's approval on October 27, 2020. Once the Minister's approval is granted, the Bylaw will be brought back to Council for consideration of Second and Third Readings.

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. 2021/06/14 NEW Jordan Ruegg: 2021/01/01 2021/12/31 GIS Activity (P&D): 100% **Achievements:** The Planning and Development Department has had discussions with the GIS Technician with respect to creating a trails inventory for Smoky Lake County. Among the items discussed were which data should be collected and how and when this would be collected and then integrated into the GIS. The Planning and Development Department will continue to work with the GIS Technician to determine how best to capture and organize this data. The Planning and Development 50% 50 / 100% Department continues to work with 3% behind the GIS Technician to find and address any gaps in the GIS data that relates to planning and development and to ensure that the Department's data is up to date. 2021/07/08 Jordan Ruegg: **Achievements:** The Planning and Development Department continues to work with the GIS Technician to find and address any gaps in the GIS data that relates to planning and development and to ensure that the Department's data is up to date. 2021/06/14 2033/12/31 Heritage: Management: 100% NEW Jordan Ruegg: 25% 2017/12/31 25 / 100% Achievements: The CAOs of Vilna. 3% ahead Waskatenau & Smoky Lake were notified of Bylaw 1371-20's 3rd & final reading by email from the Legislative Services Clerk on June 29,

OTHER ROAD CLOSURE FILES

2021. The County's Assistant CAO has arrange for transportation of the bylaw to be signed by each respective municipality. The Town of Smoky Lake intends to give Bylaw 1371-20 second and third readings at its July 20, 2021 Council meeting. The Village of Vilna gave first and second reading to Bylaw 1371-20 on June 17, 2021, and intends to give the Bylaw third reading at its next Council meeting scheduled for September. The Village of Waskatenau intends to give all three readings of the Bylaw at its July 22, 2021 Council meeting

The Planning and Development
Department will continue to promote
and advance the objectives
contained within the Smoky Lake
County Heritage Management Plan
and Smoky Lake County Heritage
Management Plan Policy and will
also continue to work collaboratively
with the Smoky Lake County
Regional Heritage Board in order to
advance its initiatives.

2021/07/09

Jordan Ruegg:

Achievements: Bylaw No. 1371-20: Smoky Lake County Regional Heritage Board was discussed at the May 28, 2021 Intermunicipal Collaboration Committee meeting, at which, a recommending motion was adopted requiring each member municipality to incorporate the changes that were discussed into each municipality's respective heritage board bylaw. The Planning and Development Manager will report back to Council when these changes have been adopted by each municipality.

The Planning and Development
Department will continue to promote
and advance the objectives
contained within the Smoky Lake
County Heritage Management Plan

and Smoky Lake County Heritage Management Plan Policy and will also continue to work collaboratively with the Smoky Lake County Regional Heritage Board in order to advance its initiatives.

2021/06/14

Subdivision Development Appeal Board Updates: 100%

NEW Jordan Ruegg:

Achievements: Development Permit DP 007-21

An SDAB Hearing was held on Thursday, June 10, 2021, in respect of Development Permit No. 007-21, for a Campground, Major. The Board's Decision was to uphold the decision to approve Development Permit DP 007-21, with conditions, made by the Municipal Planning Commission on April 23, 2021. A copy of the Decision and the Record of Proceedings is attached to this report for reference.

Other Appeals

Subdivision File 21-R-317 has been appealed to the Land & Property Rights Tribunal (formerly the Municipal Government Board). The Tribunal met on July 9, 2021, to hear the appeal. The Tribunal has not made its Decision in writing yet. Once the written Decision has been made, a copy of the Decision will be provided to Council for reference.

50% 50 / 100% 3% behind

2021/07/08

Jordan Ruegg:

Achievements: An SDAB Hearing was held on Thursday, June 10, 2021, in respect of Development Permit No. 007-21, for a Campground, Major. The written Decision of the Board has not been finalized at the time of the writing of this Report, but the Planning and Development Manager will inform Council of the Board's Decision once it has been made and distributed to all affected parties.

2021/06/14

2021/01/01 2021/12/31

Training Activity: 100%	Achievements: There was no training action taken during this period. 2021/07/09 Jordan Ruegg: Achievements: The Planning and Development Assistant continues to work on the following courses offered through the University of Alberta's Extension Program: Policy Planning and Program Evaluation; and Human Resource Management.	76% 76 / 100% 23% ahead	2021/01/01	2021/12/31
Council Member Inquiry (P&D): 100%	2021/06/14 NEW Jordan Ruegg: Achievements: No action was taken during this reporting period. 2021/07/09	52% 52 / 100% 1% behind	2021/01/01	2021/12/31
	Jordan Ruegg: Achievements: No action was taken during this reporting period. 2021/06/14			
Sales of Municipally-Owned Land: 100%	NEW Jordan Ruegg: Achievements: There was no action taken during this reporting period 2021/07/09 Jordan Ruegg: Achievements: There was no action taken during this reporting period. 2021/06/14	57% 57 / 100% 4% ahead	2021/01/01	2021/12/31

Victoria District Economic Development Plan as part of the 2018-2020 Strategic Priorities: 100% NEW Jordan Ruegg:

Achievements: At the Joint County-Town Council meeting held on June 8th, a Public Hearing was held regarding the intention to establish a Municipally Controlled Corporation for the purposes of creating a regional tourism corporation to execute the Victoria District Economic Development Strategy. Following the Public Hearing, Smoky Lake County Council and the Town of Smoky Lake Council adopted Resolutions to establish said Municipally Controlled Corporation. The Planning and Development Manager sent notification of said Resolutions to the Minister of Municipal Affairs, on July 5, 2021, pursuant to Section 75.1 of the *Municipal Government Act* and Section 2(1) of the *Municipally* Controlled Corporation Regulation.

County administration continues to work with the County's legal counsel to prepare the documents necessary to establish the MCC.

2021/07/09

Jordan Ruegg:

Achievements: The Planning and Development Department is working in conjunction with the Community Economic Development Officer to create a public engagement plan with respect to the Victoria District Economic Development Strategy and the initiation of a Municipally Controlled Corporation. Open Houses have been scheduled for May 19th and 26th at 7:00 p.m., and on June 2nd at 12:00 p.m. ahead of the Public Hearing on June 8th at 5:30 p.m.

2021/05/12

65% 65 / 100% 12% ahead 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 is working on an amendment to the Land Use Bylaw to provide provisions for the raising of chickens/livestock in hamlet districts, and is also working on an amendment to revise provisions related to recreational vehicles and campgrounds. Open Houses will be held on both topics during the month of July, 2021. Once the draft amendment has been prepared, it will be brought to a future Committee of the Whole meeting for discussion.

2021/07/09

Jordan Ruegg:

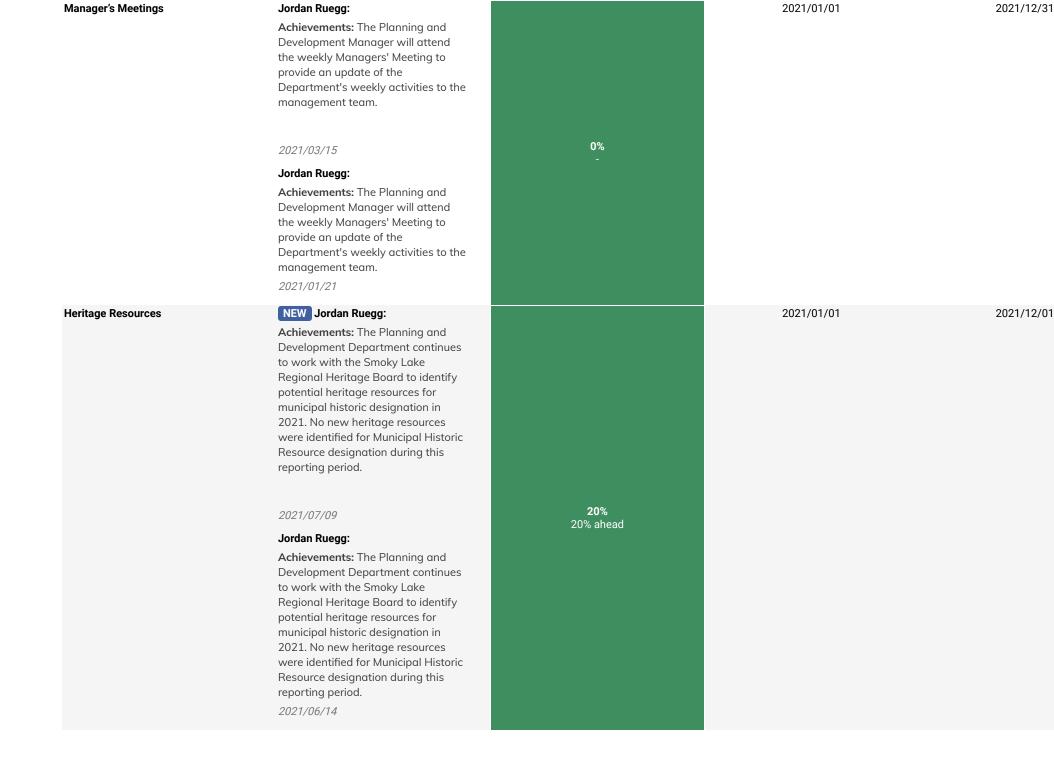
2021/06/14

Achievements: The Planning and Development Department is working on an amendment to the Land Use Bylaw to provide provisions for the raising of chickens/livestock in hamlet districts, and is also working on an amendment to revise provisions related to recreational vehicles. Once the draft amendment has been prepared, it will be brought to a future Committee of the Whole meeting for discussion. In addition to the proposed amendment, a public consultation plan will be created in order to obtain public feedback regarding the proposed amendment.

55% 55 / 100% 2% behind

2021/12/01 2021/01/01

Industrial Park: 100%	NEW Jordan Ruegg:		2021/01/01	2021/12/31
	Achievements: The Planning and Development Department continues to work with the Economic Development Officer to identify potential opportunities to attract industrial development.	49% 49 / 100% 4% behind		
	2021/07/08			
	Jordan Ruegg:			
	Achievements: The Planning and Development Department continues to work with the Economic Development Officer to identify potential opportunities to attract industrial development. 2021/06/14			
Field Work/Research	Jordan Ruegg:	0% -	2020/01/01	2021/12/31
	Achievements: The Planning and Development Department will			
	conduct site inspections as necessary to ensure compliance with County bylaws and policies.			
	2021/03/15			
	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			



Enforcement Actions	Jordan Ruegg:		2021/01/01	2021/12/31
	Achievements: No action was taken during this reporting period.			
	2021/03/15			
	Jordan Ruegg:			
	Achievements: The Planning and Development Department will	0% -		
	respond to complaints as they are received and take the appropriate enforcement actions, pursuant to the County's Land Use Bylaw and			
	the <i>Municipal Government Act.</i> 2021/01/21			
(P&D) Attend Annual Safety Meeting	NEW Jordan Ruegg:		2021/01/01	2021/12/01
	Achievements: The Planning and Development Department will attend the Annual Safety Meeting if one is scheduled (may not happen due to the ongoing COVID-19 pandemic). 2021/07/09			
	Jordan Ruegg:	2%		
	Achievements: The Planning and Development Department will attend the Annual Safety Meeting if one is scheduled (may not happen due to the ongoing COVID-19 pandemic).	2% ahead		
	2021/06/14			

International Dark-Sky Association (IDA) - No Dark Skies Nomination and Designation

NEW Jordan Ruegg:

Achievements: The Planning and Development Department prepared a survey, which has been accessible online since June 25, 2021, on the potential to designate all or portions of Smoky Lake County as a Dark Sky Preserve. The Planning and Development Department will also be holding a virtual Open House on July 20, 2021, to obtain public feedback on a potential Dark sky Preserve. The feedback that is received through the survey and the Open House will be consolidated into a "What we Heard" report and brought to the Committee of the Whole meeting on July 28, 2021.

2021/07/09

Jordan Ruegg:

Achievements: Progress continues on implementing the public participation plan adopted at the May Council Meeting, including online survey and open houses. A what we Heard Report will be brought to the next Committee Meeting in late July.

2021/06/14

2020/12/10 2021/12/31

86% 33% ahead

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

NEW Jordan Ruegg:

Achievements: The Town of Smoky Lake intends to give Bylaw 1371-20 second and third readings at its July 20, 2021 Council meeting. The Village of Vilna gave first and second reading to Bylaw 1371-20 on June 17, 2021, and intends to give the Bylaw third reading at its next Council meeting scheduled for September. The Village of Waskatenau intends to give all three readings of the Bylaw at its July 22, 2021 Council meeting.

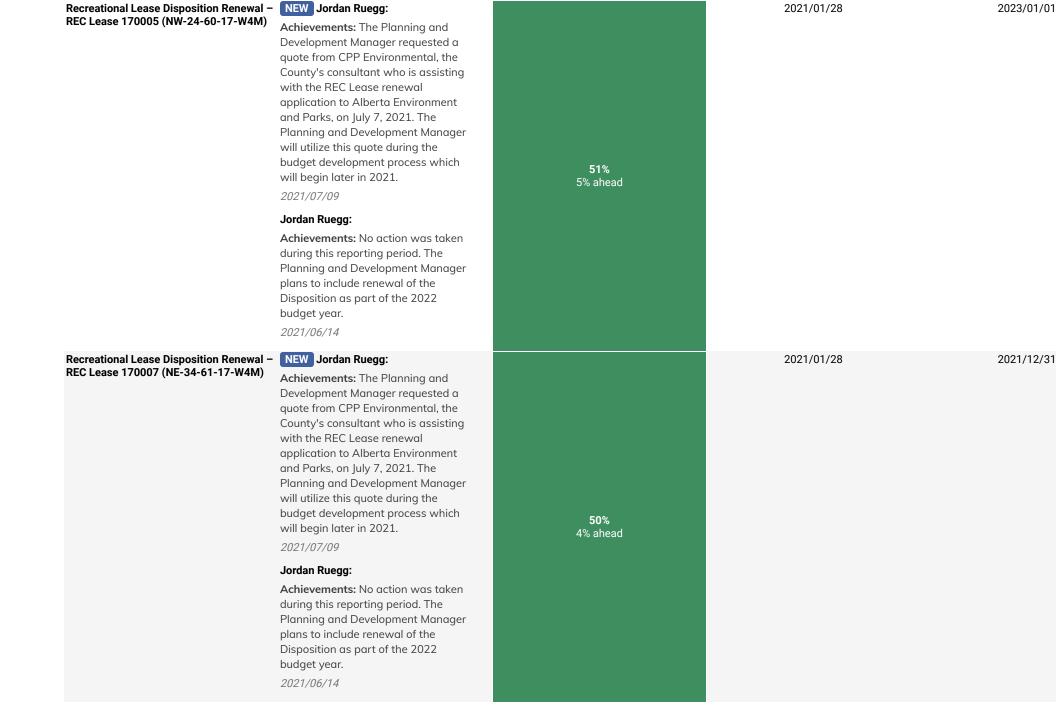
2021/07/09

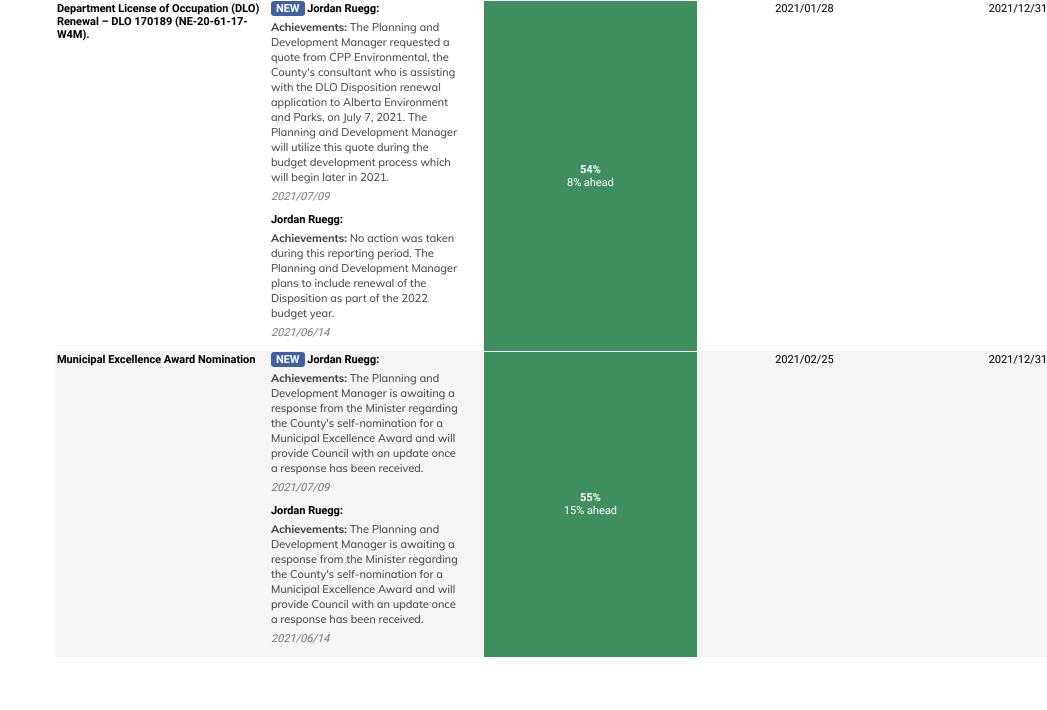
Jordan Ruegg:

2021/06/14

Achievements: Bylaw No. 1371-20: Smoky Lake County Regional Heritage Board was discussed at the May 28, 2021 Intermunicipal Collaboration Committee meeting, at which, a recommending motion was adopted requiring each member municipality to incorporate the changes that were discussed into each municipality's respective heritage board bylaw. The Planning and Development Manager will report back to Council when these changes have been adopted by each municipality.

65% 12% ahead 2020/12/10 2021/12/31





International Dark-Sky Association (IDA)

NEW Jordan Ruegg:

Achievements: The Planning and Development Department prepared a survey, which has been accessible online since June 25, 2021, on the potential to designate all or portions of Smoky Lake County as a Dark Sky Preserve. The Planning and Development Department will also be holding a virtual Open House on July 20, 2021, to obtain public feedback on a potential Dark sky Preserve. The feedback that is received through the survey and the Open House will be consolidated into a "What we Heard" report and brought to the Committee of the Whole meeting on July 28, 2021.

2021/07/09

Jordan Ruegg:

Achievements: The Planning and Development Department is conducting additional research into a potential Dark Skies Designation and is developing a public participation plan for consideration of a possible Dark Skies designation for part(s) of Smoky Lake County. The results of the public participation will be presented to the next Committee of the Whole meeting for discussion.

2021/06/14

2021/03/08 2021/12/31

36% 2% behind

Land Use Bylaw No. 1272-14 Amendment NEW Jordan Ruegg: - Small Livestock in Urban Areas

Achievements: The Planning and Development Department prepared a survey, which has been accessible online since June 25, 2021, regarding possible changes to Smoky Lake County's Land Use Bylaw #1272-14, to allow for the keeping of chickens within Hamlets. The Planning and Development Department will also be holding a virtual Open House on July 12, 2021, to obtain public feedback on these potential changes. The feedback that is received through the survey and the Open House will be consolidated into a "What we Heard" report and brought to the Committee of the Whole meeting on July 28, 2021

2021/07/09

Jordan Ruegg:

Achievements: The Planning and Development Department is working on an amendment to Land Use Bylaw No. 1272-14, to add provisions pertaining to the keeping of small livestock in urban (hamlet) areas. The Planning and Development Department is working on a public participation plan and will forward the results of said plan to the next Committee of the Whole meeting for discussion.

2021/06/14

2021/12/31 2021/03/08

36% 2% behind

Alberta Wetlands Replacement Program

NEW Jordan Ruegg:

Achievements: The Planning and Development Manager received the revised Memorandum of Understanding regarding the Wetland Replacement Program from Alberta Environment and Parks on June 22, 2021. The revised MOU will be forwarded to Council for approval on July 20, 2021.

The Planning and Development Department met with CPP Environmental, the County's consultants for the Wetland Replacement Program, on July 5, 2021, to discuss the revised MOU and to discuss the implementation of the MOU. The Planning and Development Department will work with the Public Works Manager to speak with landowners in trouble areas to discuss the Program and to determine if there is interest for landowners to participate in the Program.

2021/07/09

Jordan Ruegg:

Achievements: No action has been taken during this reporting period.

2021/06/14

36% 2% behind

2021/03/08 2021/12/31

Safety Codes Audit

NEW Jordan Ruegg:

Achievements: The Planning and Development Manager submitted the Safety Codes Audit Action Plan to the Safety Codes Council on June 1, 2021. The Planning and Development Manager received an email from Peter Thomas, Administrator of Accreditation for the Safety Codes Council, on June 1, 2021, confirming that the Safety Codes Council had received the County's Action Plan and would be reviewing it in short order and providing the County with its feedback

2021/07/12

Jordan Ruegg:

2021/06/14

Achievements: The Planning and Development Manager submitted the Safety Codes Audit Action Plan to the Safety Codes Council on June 1, 2021. The Planning and Development Manager received an email from Peter Thomas, Administrator of Accreditation for the Safety Codes Council, on June 1, 2021, confirming that the Safety Codes Council had received the County's Action Plan and would be reviewing it in short order and providing the County with its feedback.

65% 30% ahead

2021/03/25 2021/12/31

Safety Codes Agency Contract – Request NEW Jordan Ruegg: for Proposals

Achievements: The Request for Proposals for a Safety Codes Services contractor was posted to the Alberta Purchasing Connection (APC) on June 29, 2021, by the County's Finance Manager. The Request for Proposals has a closing date of July 30, 2021, at 4:00:00 Mountain Time. Once the RFP has closed, the Planning and Development Manager will forward the received proposals to an Administrators' Meeting to review the Proposals and agree on a recommendation to the Councils.

2021/07/09

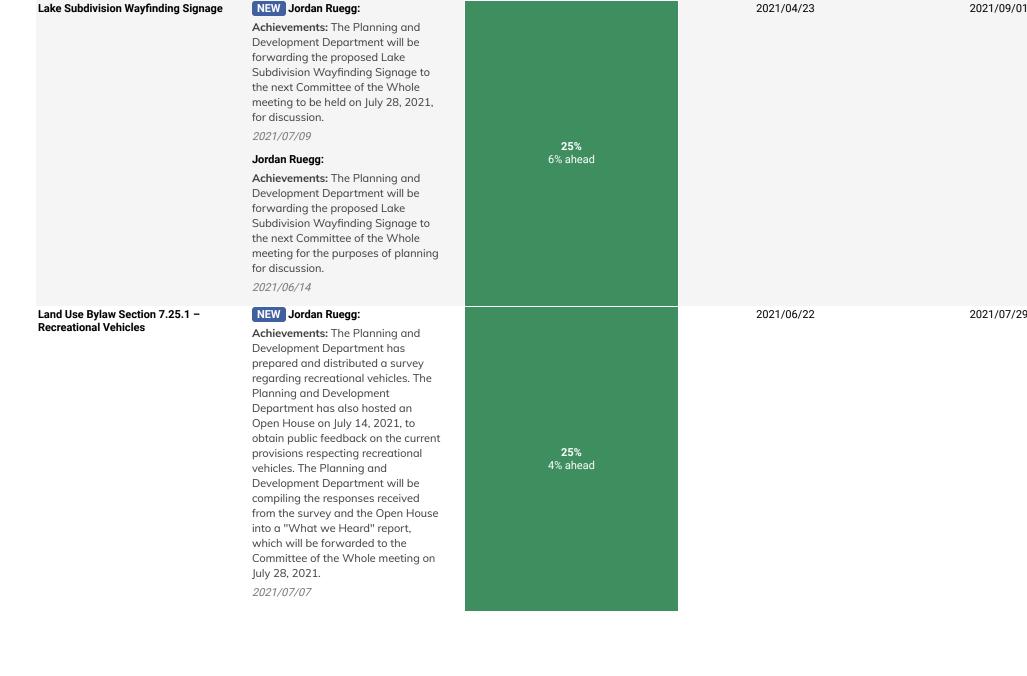
Jordan Ruegg:

2021/06/14

Achievements: The Planning and Development Manager prepared a Request for Proposals for Safety Codes Services and forwarded the RFP to the May 28, 2021 Intermunicipal Collaboration Committee (ICC) meeting. At that Meeting, a recommending motion was made to instruct the Planning and Development Manager to advertise a Request for Proposals for Safety Codes Services. Agenda Item 4.1 of the June 24, 2021 County Council meeting will bring forward this recommending motion for Council's consideration. Each partnering municipality's Council will also be considerng the recommending motion at their next Council meeting.

35%

2021/12/31 2021/03/25



Bylaw No. 1398-21: Cancellation of a portion of "FIRST AVE" and "MAIN ST" Edward

NEW Jordan Ruegg:

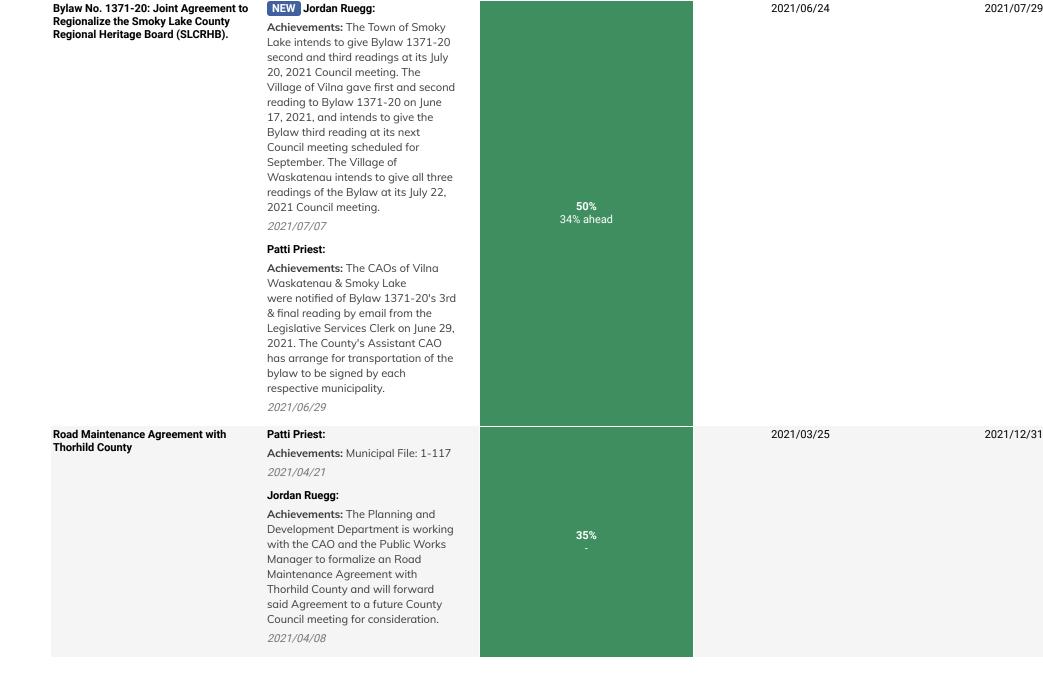
Achievements: The Planning and Development Manager has sent a copy of the proposed Bylaw No. 1398-21 to the following referral agencies as is required prior to submitting the Bylaw to the Minister of Transportation for approval:

- Alberta Environment and Parks;
- AltaLink;
- ATCO Electric;
- ATCO Pipelines;
- Fortis Alberta;
- Smoky Lake County Gas Department; and
- Telus Communications

Once responses have been received from the referral agencies, the Planning and Development Manager will forward the Bylaw and the referral responses to the Minister for approval.

2021/07/07

20% 4% ahead 2021/06/24 2021/07/29



Trails Improvement for Birchland/Garner Lake

NEW Jordan Ruegg:

Achievements: The Planning and Development Manager sent an email to Deb and Ron Williams, dated July 7, 2021, informing them of Council's decision to spread sand/gravel on the lake access trail which backs onto 9th Street, Birchland Resort, Garner Lake, and have further informed the Williams' that the Public Works Department will be responsible for facilitating said work, and that any questions the Williams' may have respecting said work should be directed towards the Public Works Manager/Department.

2021/07/07

25% 9% ahead 2021/07/29

2021/06/24

OVERDUE

Goal	Progress Update Current Completion	Start Date	Due Date
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Nuisance Ground StudyNote: Strategic Priorities Chart Feb 6, 2017: 100%

NEW Jordan Ruegg:

Achievements: The Waskatenau Nuisance Ground reclamation work was completed on July 10, 2021, with the backfilling of the excavated area. The Planning and Development Manager is awaiting the final report from Action Land & Environmental prior to it being submitted to Alberta Environment and Parks as part of the County's request to have the 300 metre development setback distance eliminated or reduced.

2021/07/09

2021/06/14

Jordan Ruegg:

Achievements: The Planning and Development Manager received an email from Shannon Armstrong, Action Land and Environmental Ltd., dated May 31, 2021, informing the County that the site would be backfilled as soon as the weather would allow and that the final report that will be submitted to Alberta Environment and Parks in support of the County's request to have the 300m development setback reduced or eliminated, will be ready within the next couple of weeks. Once the report has been finalized, the Planning and Development will forward it to Council for review.

85% 85 / 100% 15% behind 2021/01/01 2021/07/01

Encroachment Agreement – County Road
Allowance (Willow Road) Mons Lake

Achievements: The Er
Agreement between S
County and James & C
respecting the lands le
described as Lot 12, E
8023098, was signed

Achievements: The Encroachment Agreement between Smoky Lake County and James & Colette Packard, respecting the lands legally described as Lot 12, Block 1, Plan 8023098, was signed and executed on June 9, 2021, and was sent to the Edmonton Land Titles Office for registration via caveat against the Certificate of Title for said lands, on June 14, 2021, and received by Land Titles on June 18, 2021. The Planning and Development Manager will report back to Council once the Encroachment Agreement has been registered on the Certificate of Title.

2021/07/12

Jordan Ruegg:

Achievements: The Encroachment Agreement between Smoky Lake County and James & Colette Packard, respecting the lands legally described as Lot 12, Block 1, Plan 8023098, was signed and executed on June 9, 2021, and was sent to the Edmonton Land Titles Office for registration via caveat against the Certificate of Title for said lands, on June 14, 2021.

2021/06/14

70% 30% behind

2021/07/01

2021/05/27

COMPLETE

Goal	Progress Update	Current Completion	Start Date	Due Date
Inter-municipal Collaborative Frameworks with the Counties of St. Paul, Lac La Biche & Two Hills as part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Town of Smoky Lake as part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Village of Vilna part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Village of Waskatenau part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2020/12/30

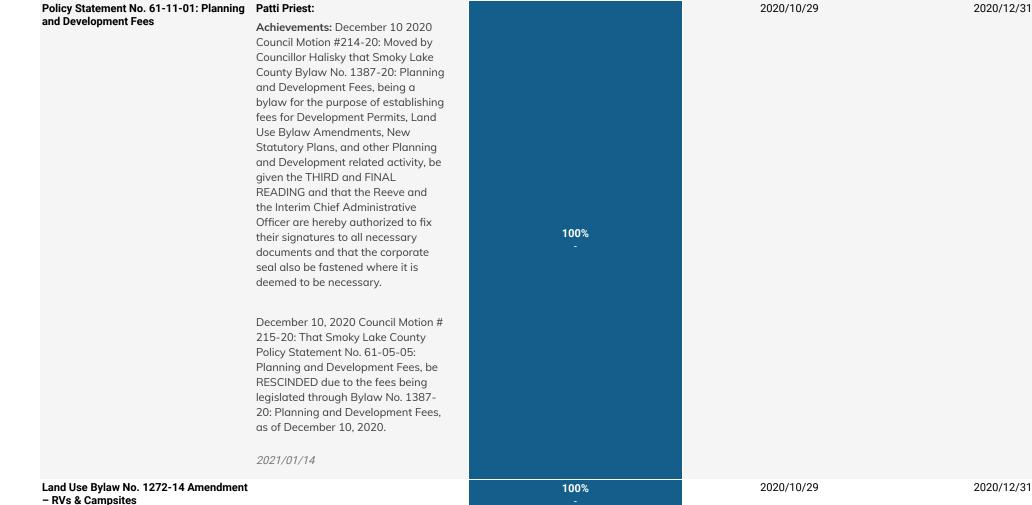
Inter-municipal Collaborative Framework with the Counties of Lamont and Thorhild as part of the 2018-2020 Strategic Priorities: 100%	Jordan Ruegg: Achievements: Smoky Lake County received notification from the Honorable Rick McIver, Minister of Municipal Affairs, on March 25, 2021, that the Minister had accepted the County's notification of adoption of Bylaw 1388-20: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework. 2021/04/08 Jordan Ruegg: Achievements: Bylaw 1368-20: Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework was adopted by Council on March 25, 2021. Notice of adoption was forwarded to the Honorable Rick McIver, Minister of Municipal Affairs, on March 25, 2021.	100% 100 / 100% -	2017/12/31	2021/04/01
Planning and Development Manager Work Plan: 100%	2021/04/08 A Jordan Ruegg: Achievements: The 2021 Planning and Development Work Plan was adopted at the March 4, 2021 Departmental Meeting. 2021/03/15 Jordan Ruegg: Achievements: The Planning and Development Manager is currently preparing the Department's Work Plan which will be brought to the Departmental Meeting on March 4, 2021 for consideration. 2021/02/18	100% 100 / 100% -	2021/01/01	2021/04/01
Land Use Bylaw Amendments - Recreational Vehicles		100% -	2021/01/01	2022/01/01

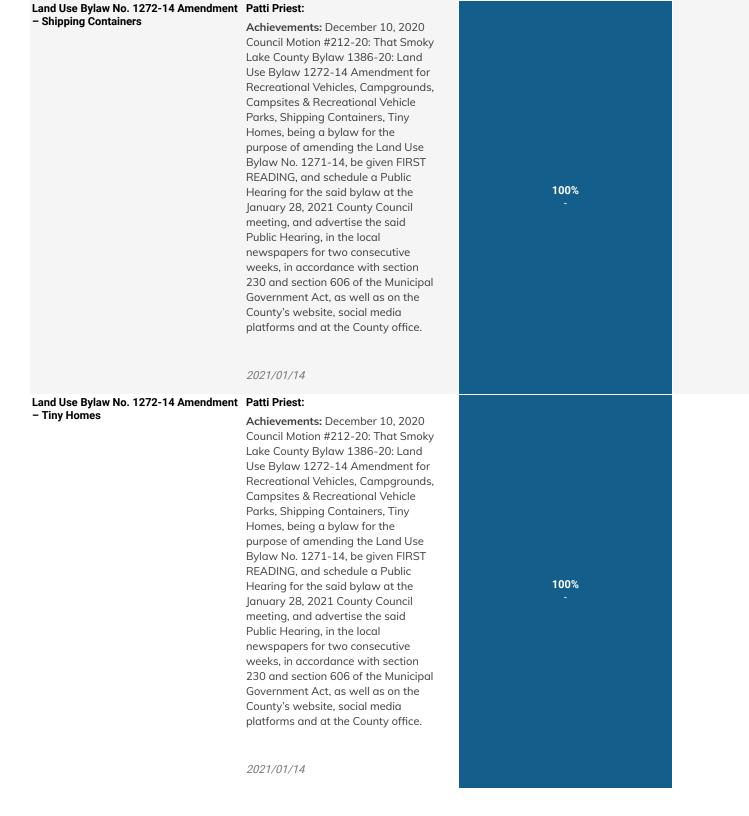
→ Public Hearing - Re: Amendment: 1 Milestone(s)	Jordan Ruegg: Achievements: Bylaw 1393-21: A Bylaw to Amend the Land Use 1272- 14 to rezone parts of the lands legally described as Pt. SE-29-59- 19-W4M, will be brought to the March 25, 2021 Smoky Lake County Council meeting for consideration of First Reading. 2021/03/15	100% 1 / 1 Milestone(s) -	2021/03/15	2021/06/01
Intermunicipal Development Plan with Lamont County	Jordan Ruegg: Achievements: A Public Hearing on proposed Bylaw 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan was held at the February 25, 2021 Council meeting. Following the Public Hearing, the proposed Bylaw was given Second and Third and Final Readings. 2021/03/15 Jordan Ruegg: Achievements: A Public Hearing on proposed Bylaw 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan will take place at the February 25, 2021 Council meeting. Following the Public Hearing, the proposed Bylaw will be presented to Council for consideration of Second and Third and Final Readings. 2021/02/18	100%	2019/08/27	2021/04/21
Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)		100% -	2020/10/22	2020/12/31
Bylaw No. 1380-20: Road Closure – Undeveloped Road Allowance; East Side of River Lot 10 (Victoria Settlement)		100% -	2020/10/22	2020/12/31
Canadian Heritage River System (CHRS)		100%	2020/12/02	2020/12/31

International Dark-Sky Association (IDA)	Patti Priest:		2020/10/29	2020/12/31
	Achievements: 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. 2021/01/14	100% -		
Alberta Wetlands Replacement Program	Patti Priest:		2020/10/29	2020/12/31
Memorandum of Understanding (MOU)	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	100% -		

Projects for the Purposes of the Wetland Replacement Program.

2021/01/14





2020/12/31

2020/12/31

2020/10/29

2020/10/29

Land Use Bylaw No. 1272-14 Amendment - Small Livestock in Urban Areas	•	100% -	2020/10/29	2020/12/31
Bylaw No. 1385-20: Designation of Ferry Crossing as a Municipal Historic Area	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	100% -	2020/12/10	2021/12/31
Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation	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	100% -	2020/12/10	2021/12/31
Bylaw No. 1386-20: Land Use Bylaw 1272-14 Amendment for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes	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

Bylaw No. 1387-20: Planning and	Jordan Ruegg:		2020/12/10	2021/12/31
Development Fees	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.	100%		
Policy Statement No. 61-05-05: Planning and Development Fees	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	100% -	2020/12/10	2021/12/31
Lamont County Intermunicipal Development Plan (IDP) Proposed Bylaw No. 1383-20	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% -	2020/12/10	2021/12/31
Lamont County - Intermunicipal Collaboration Committee (ICC) Meeting	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% -	2020/12/10	2021/12/31

Steven Leluik, Landowner - Waterfront	Jordan Ruegg:		2020/12/10	2021/12/31
Access Proposal	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% -		
Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.31 acres)	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% -	2020/12/10	2021/12/31
Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) - Thorhild County	Jordan Ruegg: Achievements: Bylaw No. 1368-20: Intermunicipal Collaboration Framework between Smoky Lake County and Thorhild County was adopted by Smoky Lake County Council at the March 25, 2021 Council meeting. 2021/04/08 Jordan Ruegg: Achievements: Bylaw No. 1368-20: Intermunicipal Collaboration Framework between Smoky Lake County and Thorhild County will be brought to the March 25, 2021 Smoky Lake County Council meeting for consideration for First, Second & Third Readings. 2021/03/15	100%	2020/12/10	2021/12/31

Watershed Resiliency and Restoration Program	Jordan Ruegg: Achievements: The Planning and Development Department submitted an application to the Watershed Resiliency and Restoration Program on January 4, 2021. 2021/01/19	100% -	2020/12/10	2021/12/31
Wetland Replacement Program Memorandum of Understanding	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	100%	2020/12/10	2021/12/31
Intermunicipal Collaboration Committee (ICC) Meeting with Lamont County	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% -	2020/12/10	2021/12/31
Alberta Environment and Parks	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	100%	2020/12/10	2021/12/31

Alberta Development Officers Association	Jordan Ruegg:		2020/12/10	2021/12/31
(ADOA)	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	100% -		
Victoria District Economic Development Strategy: Business Plan	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	100% -	2020/11/26	2021/12/31
	be given THIRD AND FINAL READING. 2021/01/18			

Bylaw No. 1390-20: Victoria District	Jordan Ruegg:		2020/12/16	2021/12/31
Economic Development Strategy Business Plan	Economic Development Strategy Business Plan Bylaw (County Bylaw 1390-20 & Town Bylaw 026-2020) was adopted at the Joint County & Town Council Meeting on December 16, 2020. The respective Councils further instructed administration to prepare the necessary documents to establish a Municipally-Controlled Corporation (MCC). The Planning and Development Department has been working with senior administration, the Economic Development Officer and the County's legal counsel to prepare the necessary documents to establish the MCC.	100%		
	2021/02/18			
Victoria District Economic Development Strategy: Municipally Controlled Corporation (MCC)	Patti Priest: Achievements: A subcommittee working group held a meeting on November 13, 2020 with solicitors Brownlee LLP, County CAO & Finance Manager and Town CAO. Further discussion to be held once response is received from the solicitors at the next SLTC - Victoria District Economic Development Strategy Implementation Working Group Meeting. 2021/01/22	100% -	2020/12/16	2021/12/31
Vision XS Ltd. Scope of Work – Memorandum of Understanding	Jordan Ruegg: Achievements: The Planning and Development Manager has prepared the Memorandum of Understanding (MOU) with Vision XS Ltd. for the Scope of Work related to the Victoria District Economic Development Strategy. The Planning and Development Manager will arrange to have the MOU signed and executed by all parties. 2021/02/18	100% -	2020/12/16	2021/12/31

Nuisance and Unsightly Properties	Patti Priest:		2020/12/11	2021/12/31
	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.	100%		
(P&D) Complete Annual Work Plan	Jordan Ruegg: Achievements: The Planning and Development 2021 Work Plan was adopted by Council on March 4, 2021.		2021/01/01	2021/02/26
	Jordan Ruegg: Achievements: The Planning and Development Manager has been working on the departmental work plan ahead of the Departmental Meeting on March 4, 2021. 2021/02/18	100% -		
Heritage Board Volunteer Recognition Certificates	Jordan Ruegg: Achievements: The Planning and Development Assistant prepared the Volunteer Appreciation Certificates and mailed them to the recipients on January 29, 2021, including both current and former members of the Smoky Lake County Regional Heritage Board. 2021/02/18 Patti Priest: Achievements: Municipal File: Behind Bylaw No. 1236-11	100% -	2021/01/28	2021/12/31

Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)	Jordan Ruegg:		2021/01/28	2021/12/3
	Achievements: The sale respecting the lands legally described as Pt. SW-06-59-15-W4M, from Smoky Lake County to the Province has been completed and registered with the Land Titles Office. The County has received full payment of the \$705.00 that was agreed to between the County and the Province for the sale of said lands.			
	2021/05/12			
	Jordan Ruegg:			
	Achievements: The Planning and Development Manager sent signed and executed copies of the Agreement for Purchase, as well as the necessary transfer documents which will be registered at the Land Titles Office, respecting the lands legally described as Pt. SW-06-59-15-W4M, to Peter Bubula, Property Agent, Properties Division - Realty Services Branch, Alberta Infrastructure, on March 4, 2021. The Planning and Development Manager will inform Council when the property has transferred and been registered with Land Titles.	100% -		
Bylaw No. 1386-20: Amending Land Use	Patti Priest:		2021/01/28	2021/12/31
Bylaw No. 1272-14 for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes	Achievements: Bylaw No. 1386-20 has been executed in duplicate and filed in the Bylaw binder. 2021/02/17	100% -		
Discharge of Caveat - NW-4-59-15-W4M	Patti Priest: Achievements: The land owner was notified of Council's decision to discharge the caveat on February 2, 2021 by an email from the Planning and Development Assistant. The discharge DRR was sent to land tiles on February 2, 2021. 2021/02/17	100% -	2021/01/28	2021/12/31

Government of Alberta's Heritage Preservation Partnership Program NEW Jordan Ruegg:

Achievements: The Planning and Development received notification, dated July 8, 2021, from Alberta Culture, Multiculturalism and Status of Women that the County's grant application to the Heritage Preservation Partnership Program for the North Saskatchewan River Heritage River Designation was denied.

2021/07/09

Jordan Ruegg:

Achievements: On May 10th, 2021, administration inquired with the department of Alberta Culture, Multiculturalism, and Status of Women (CMSW) and confirmed that the Department has submitted this year's grants requests to the Minister's Office, but that there is no timeline on a decision or disbursement. By comparison, last year's grant had been announced in December. If there is much further delay, the Board's planned programming may be impacted.

2021/06/14

100%

2021/01/28 2021/12/31

Smoky Lake County Regional Heritage Board - 2021 Alberta Heritage Conservation Grant

NEW Jordan Ruegg:

Achievements: The Smoky Lake
County Regional Heritage Board
received notice, dated July 8, 2021,
from the Minister of Culture,
Multiculturalism and Status of
Women, informing the Board that its
grant application under the Heritage
Conservation Grant, Heritage
Preservation partnership Program,
for conservation of the Ruthenia
School, was approved, in the amount
of 50% of the eligible costs of the
project, not to exceed \$11,720.00. A
copy of the Grant Funding
Agreement is attached for reference.

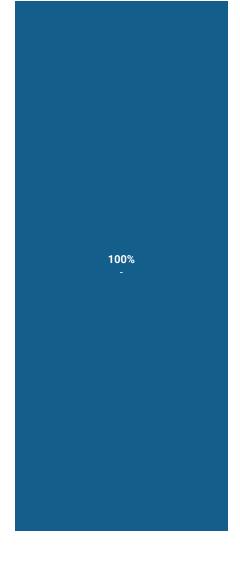
2021/07/09

Jordan Ruegg:

Achievements: On May 10th, 2021, administration inquired with the department of Alberta Culture, Multiculturalism, and Status of Women (CMSW) and confirmed that the Department has submitted this year's grants requests to the Minister's Office, but that there is no timeline on a decision or disbursement. By comparison, last year's grant had been announced in December. If there is much further delay, the Board's planned programming may be impacted.

2021/06/14

2021/01/28 2021/12/31



Alberta Conservation Association's 2021- Jordan Ruegg: 22 Conservation, Community & Education Grant

Achievements: Administration has received notice via phone-call that the request under the Alberta Conservation Association's 2021-22 Conservation, Community & Education Grant was declined. There will be no further action taken this year. However, the Planning and Development Department will apply for the grant program again in 2022. 2021/06/14

Jordan Ruegg:

Achievements: No action was taken during this reporting period. The Planning and Development Department is awaiting to hear whether or not the County's grant application has been successful. Council will be provided with an update once a decision has been reached.

2021/05/12



2021/12/31 2021/01/28

Government of Canada's 2021 Environmental Damages Fund Jordan Ruegg:

Achievements: The Planning and Development Department intended to apply to the Environmental Damages Fund for the North Saskatchewan Canadian Heritage River System Management Plan. However, upon further investigation, the Department became aware that there was no funding available for Alberta during this intake period, as the program distributes grant funding in the same jurisdiction that it was collected. As there has not been any fines/penalties levied in Alberta during the pervious period, there is no available funding at this time. The Planning and Development Department will continue to review the program and reapply if and when funding becomes available in Alberta.

2021/04/09

Jordan Ruegg:

Achievements: The Planning and Development Department intended to apply to the Environmental Damages Fund for the North Saskatchewan Canadian Heritage River System Management Plan. However, upon further investigation, the Department became aware that there was no funding available for Alberta during this intake period, as the program distributes grant funding in the same jurisdiction that it was collected. As there has not been any fines/penalties levied in Alberta during the pervious period, there is no available funding at this time. The Planning and Development Department will continue to review the program and reapply if and when funding becomes available in Alberta.

2021/03/15

2021/01/28 2021/12/31

100% - Canadian Heritage Rivers System (CHRS) Jordan Ruegg:

- Parks Canada Funding Contribution

Achievements: The Planning and Development Department received the \$4,500.00 grant funding from Parks Canada for the Nomination Document for the proposed designation of the North Saskatchewan River as a Canadian Heritage River. Efforts are ongoing to complete the designation with a target date of Fall 2021. Further updates will be provided to Council regarding the Designation as they

2021/06/14

become available.

Jordan Ruegg:

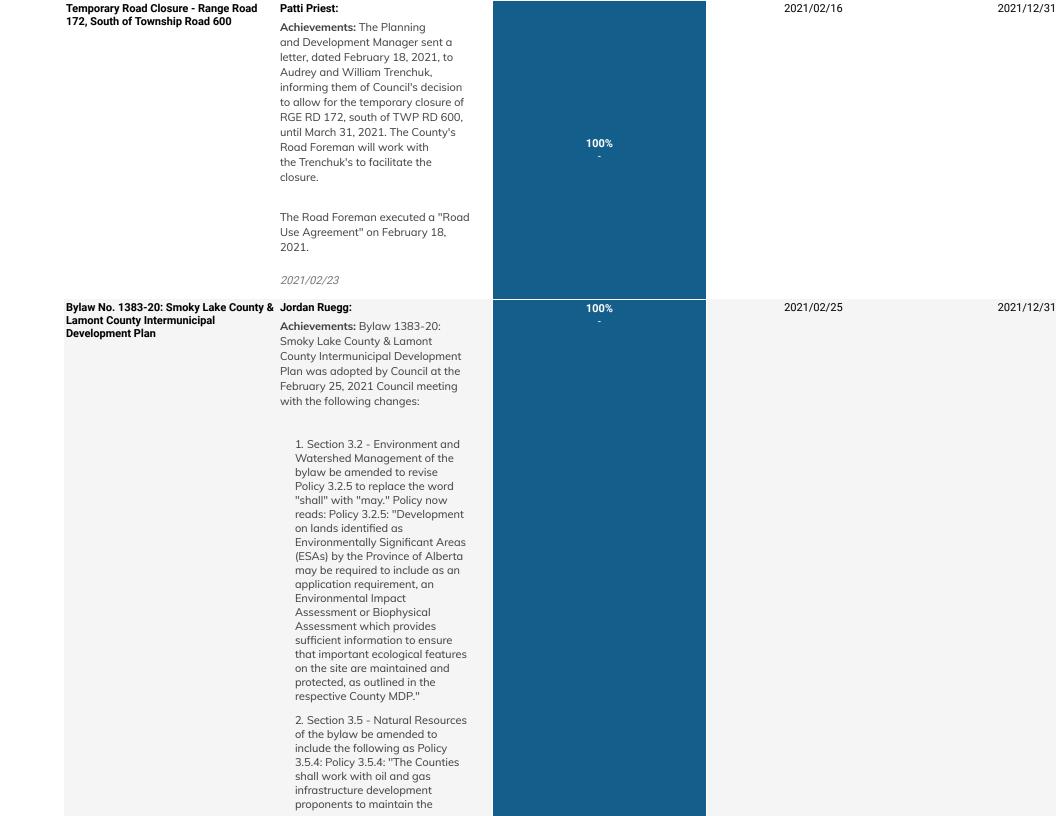
Achievements: The Planning and Development Department is awaiting receipt of the \$4500.00 grant funding from Parks Canada for the Nomination Document for the proposed designation of the North Saskatchewan River as a Canadian Heritage River. The Planning and Development Manager will update Council when it has received the grant money.

2021/04/09

100%

2021/12/31 2021/01/28





integrity of existing pipeline corridors within the Plan Area."

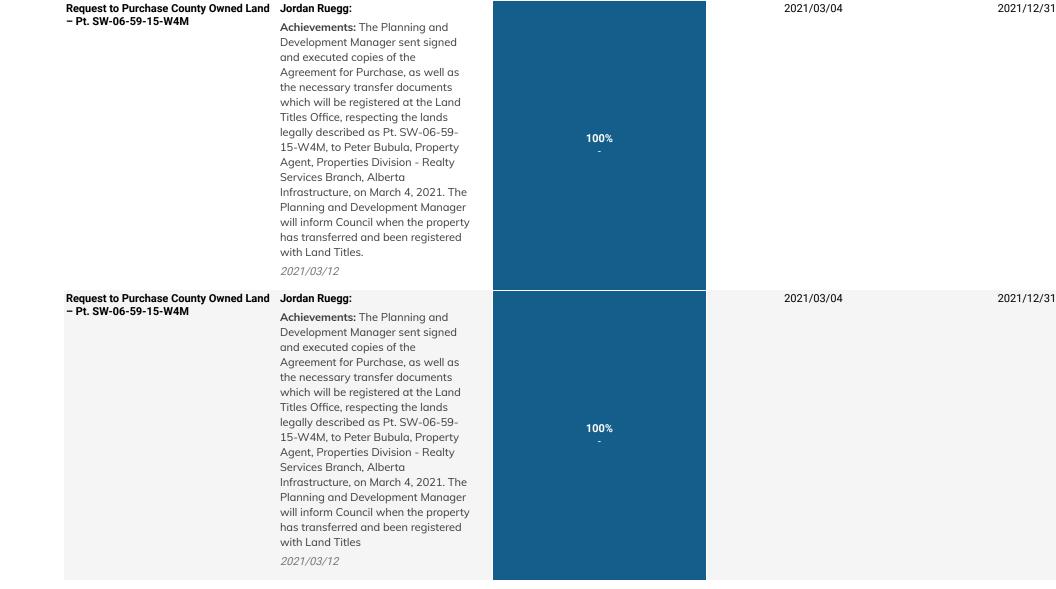
3. Section 4.2 - Culture and Tourism Area of the bylaw be amended to remove Policy 4.2.3, and renumber subsequent policies accordingly. The deleted policy previously slated: Policy 4.2.3: "Confined feeding operations shall not be allowed within the Culture and Tourism Area in order to minimize negative impacts on adjacent properties and the water quality of the North Saskatchewan River."

4. Section 4.2 - Culture and Tourism Area of the bylaw be amended to include the following new policies as Policies 4.2.3 and 4.2.4: Policy 4.2.3: "Development within the Culture and Tourism Area will be consistent with the Victoria District Economic Development Strategy." Policy 4.2.4: "Development within the Culture and Tourism Area shall be designed to enhance the sociocultural authenticity of the communities, conserve built and living cultural heritage and traditional values, and contribute to intercultural understanding and tolerance."

5. Section 7 - Maps of the bylaw be amended to remove and replace Maps 7.3 - Future Land Use with the map attached to this motion as Schedule A.

Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan	Achievements: Bylaw No. 1383-20: Smoky Lake County and Lamont County Intermunicipal Development Plan was adopted at the February 25, 2021 Council meeting. Notice of adoption and three signed and executed copies were sent to Lamont County on March 3, 2021, for Lamont County's signature and execution. 2021/03/15	100% -	2021/02/25	2021/12/3
Bylaw No. 1391-21: Smoky Lake County & Lamont County Intermunicipal Collaboration Framework	Achievements: Bylaw No. 1391-20: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework was adopted at the February 25, 2021 Council meeting. Notice of adoption and three signed and executed copies were sent to Lamont County on March 3, 2021, for Lamont County's signature and execution. Notice of adoption of the Intermunicipal Collaboration Framework was also sent to the Honorable Rick Mciver, Minister of Municipal Affairs, on March 1, 2021, in accordance with Section 708.33(4) of the Municipal Government Act.	100% -	2021/02/25	2021/12/31
Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)	Patti Priest: Achievements: Motion #425-21 rescinded on March 4, 2021 by Motion #478-21. 2021/03/17 Jordan Ruegg: Achievements: The Planning and Development Manager informed Alberta Infrastructure that Smoky Lake County Council had declined its offer to purchase the lands legally described as Pt. SW-6-59-15-W4M, in the amount of \$705.00, on February 26, 2021. 2021/03/15	100% -	2021/02/25	2021/12/3

rescinded on March 4, 2021 by Motion #479-21. 2021/03/17 Jordan Ruegg: Achievements: The Planning and Development Manager approached Alberta Infrastructure on February 26, 2021, to discuss a potential lease agreement between Smoky Lake County and Alberta Infrastructure, for the lands legally described as Pt. SW-6-59-15-W4M. Alberta Infrastructure rejected the proposal, informing the County that the Province does not lease land on which they plan to make capital investments. 2021/03/15	Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)	Patti Priest:		2021/02/25	2021/12/31
Achievements: The Planning and Development Manager approached Alberta Infrastructure on February 26, 2021. Li discuss a potential lease agreement between Smoky Lake County and Alberta Infrastructure, for the lands legally described as Pt. SW-6-59-15-W4M. Alberta Infrastructure rejected the proposal, informing the County that the Province does not lease land on which they plan to make capital investments. 2021/03/15 Private Property within the Hamlet of Spedden Achievements: The Planning and Development Managers sent a letter on March 15, 2021, informing the owner of the lands legally described as Pt. 55-33-59-12-W4M. that the nacessary approvals/buthor/zations/permits to dispose of sewage on said lands. 2021/203/17 Jordan Ruegs: Achievements: The Planning and Development Managers of the annual Community Planning Association of Alberta Conference on the angel completed and sent or registration form to the organizers of the annual Community Planning Association of Alberta Conference, to be held from May 3-5, 2021. All Council members who wish to a teten may do so virtually with the Planning and Development Department.		rescinded on March 4, 2021 by Motion #479-21.			
Achievements: The Planning and Development Manager sent a letter on March 15, 2021, informing the owner of the lands legally described as Pt. SE-33-59-12-W4M, that the owner is required to obtain the necessary approvals/authorizations/permits to dispose of sewage on said lands. 2021/03/15 2021 Annual Planning Conference and Education Session Patti Priest: Achievements: Municipal File: 61-46 2021/03/17 Jordan Ruegs: Achievements: The Planning and Development dand sent a registration form to the organizers of the annual Community Planning Association of Aliberta Conference, to be held from May 3-5, 2021. All Council members who wish to attend may do so virtually with the Planning and Development Department.		Achievements: The Planning and Development Manager approached Alberta Infrastructure on February 26, 2021, to discuss a potential lease agreement between Smoky Lake County and Alberta Infrastructure, for the lands legally described as Pt. SW-6-59-15-W4M. Alberta Infrastructure rejected the proposal, informing the County that the Province does not lease land on which they plan to make capital investments.	100% -		
Achievements: Municipal File: 61-46 2021/03/17 Jordan Ruegg: Achievements: The Planning and Development Manager completed and sent a registration form to the organizers of the annual Community Planning Association of Alberta Conference, to be held from May 3-5, 2021. All Council members who wish to attend may do so virtually with the Planning and Development Department.		Achievements: The Planning and Development Manager sent a letter on March 15, 2021, informing the owner of the lands legally described as Pt. SE-33-59-12-W4M, that the owner is required to obtain the necessary approvals/authorizations/permits to dispose of sewage on said lands.	100% -	2021/02/25	2021/12/31
		Achievements: Municipal File: 61-46 2021/03/17 Jordan Ruegg: Achievements: The Planning and Development Manager completed and sent a registration form to the organizers of the annual Community Planning Association of Alberta Conference, to be held from May 3-5, 2021. All Council members who wish to attend may do so virtually with the Planning and Development Department.	100%	2021/02/25	2021/12/31



- Pt. SW-06-59-15-W4M

Achievements: The sale respecting the lands legally described as Pt. SW-06-59-15-W4M, from Smoky Lake County to the Province has been completed and registered with the Land Titles Office. The County has received full payment of the \$705.00 that was agreed to between the County and the Province for the sale of said lands.

2021/05/12

Jordan Ruegg:

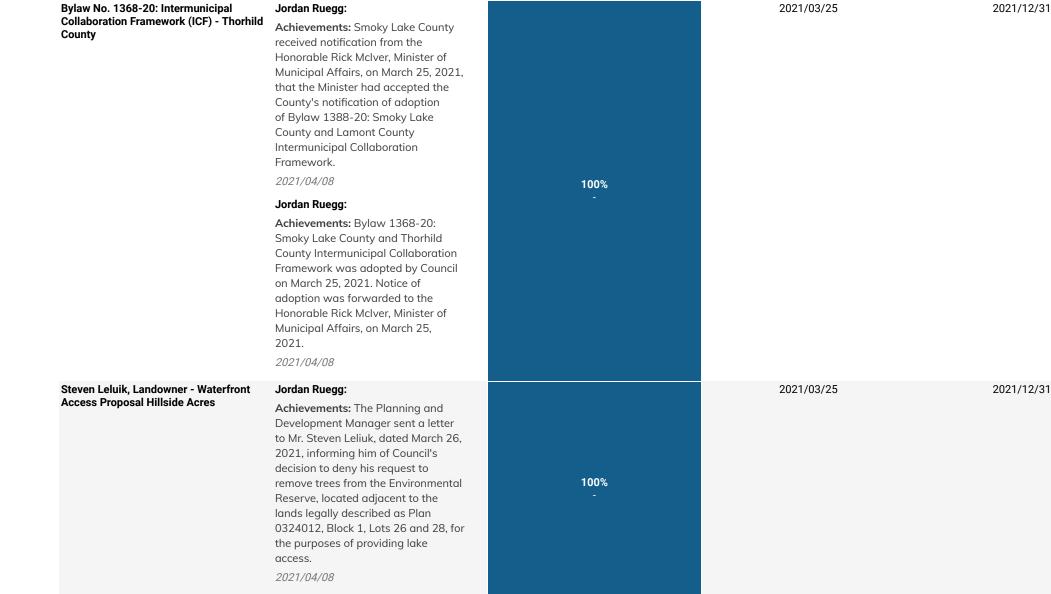
Achievements: The Planning and Development Manager sent signed and executed copies of the Agreement for Purchase, as well as the necessary transfer documents which will be registered at the Land Titles Office, respecting the lands legally described as Pt. SW-06-59-15-W4M, to Peter Bubula, Property Agent, Properties Division - Realty Services Branch, Alberta Infrastructure, on March 4, 2021. The Planning and Development Manager will inform Council when the property has transferred and been registered with Land Titles

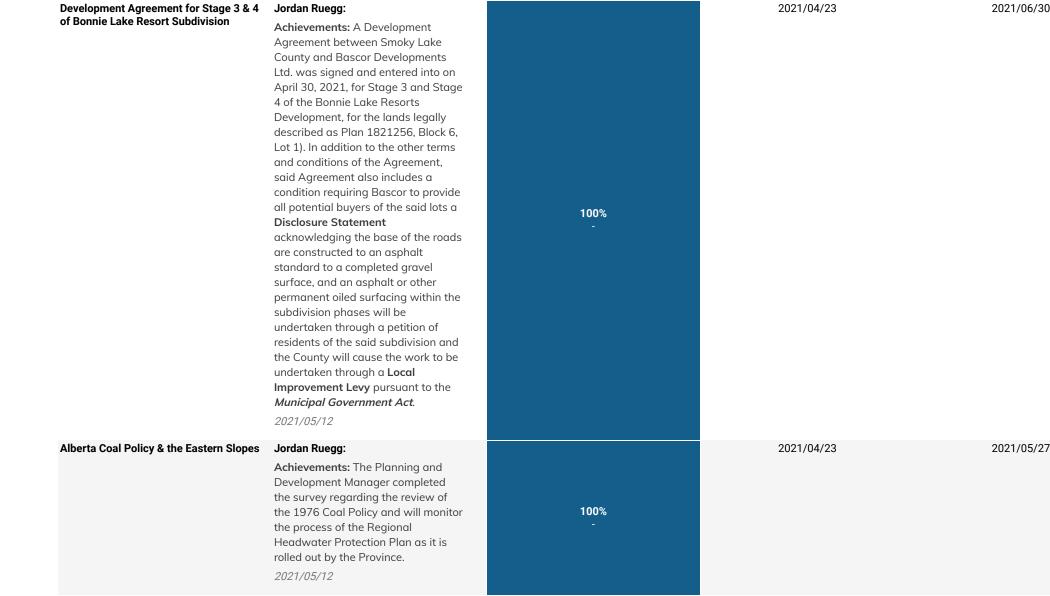
2021/04/09

100%

2021/12/31 2021/03/04

Lake Subdivision Wayfinding Signage	Patti Priest:		2021/03/08	2021/12/31
	Achievements: An update on the project will be provided to Council at the April 23, 2021 Committee of the Whole Meeting. 2021/04/20			
	Jordan Ruegg:			
	Achievements: The Planning and Development Department brought the draft lake subdivision wayfinding signage to the Committee of the Whole meeting on April 23, 2021, for review and acceptance prior to having the signs fabricated. Once the signs have been fabricated, the Planning and Development Department will work with the Public Works Department to have the signs located and installed.	100% -		
Treaty Six Acknowledgement	Patti Priest: Achievements: A Policy is being developed as per the recommending motion #489-21 and will be brought forward to a future Policy Committee meeting for review. 2021/03/17	100% -	2021/03/08	2021/12/31
Bylaw No. 1393-21: Amend Land Use Bylaw	Jordan Ruegg: Achievements: The Planning and Development Manager advertised the Notice of the Public Hearing for Bylaw 1393-21 in both the Smoky Lake Signal and the Redwater Review, during the weeks of April 12, 2021 and April 19, 2021. The Planning and Development Manager also posted the Notice and a copy of the Bylaw on the County's website on April 8, 2021. Referral letters were also sent to adjacent landowners and to utilities companies and other referral agencies on April 8, 2021. 2021/04/08	100%	2021/03/25	2021/12/31





Public Participation Plan: Hamlet Chickens, Dark Skies, Temporary RVs NEW Jordan Ruegg:

Achievements: The Planning and Development Department has prepared a public participation plan regarding the topics of keeping small livestock in Hamlets, recreational vehicles, and Dark Skies. The public participation plan consists of a separate survey for each topic area as well as individual Open Houses for each topic. The dates for the Open Houses are as follows:

July 12, 2021 - Hamlet Livestock

July 14, 2021 - Recreational Vehicles

July 20, 2021 - Dark Skies Preserve

The responses obtained through the surveys and Open Houses will be consolidated into a "What we Heard" report which will be forwarded to the July 28, 2021 Committee of the Whole meeting for discussion.

2021/07/09

2021/06/14

Jordan Ruegg:

Achievements: Progress continues on implementing the public participation plan adopted at the May Council Meeting, including online survey and open houses. A what we Heard Report will be brought to the next Committee Meeting in late July.

2021/04/23

2021/11/30

100%

Development Agreement for Stage 3 & 4 of Bonnie Lake Resort Subdivision

Jordan Ruegg:

2021/05/12

Achievements: A Development Agreement between Smoky Lake County and Bascor Developments Ltd. was signed and entered into on April 30, 2021, for Stage 3 and Stage 4 of the Bonnie Lake Resorts Development, for the lands legally described as Plan 1821256, Block 6, Lot 1). In addition to the other terms and conditions of the Agreement, said Agreement also includes a condition requiring Bascor to provide all potential buyers of the said lots a Disclosure Statement acknowledging the base of the roads are constructed to an asphalt standard to a completed gravel surface, and an asphalt or other permanent oiled surfacing within the subdivision phases will be undertaken through a petition of residents of the said subdivision and the County will cause the work to be undertaken through a **Local Improvement Levy** pursuant to the Municipal Government Act.

2021/04/27

2021/05/27

100%

Bylaw No. 1393-20: Land Use Bylaw 1272-14 amendment to rezone a portion of SE-29-59-19-W4M, from Agriculture (AG) District to Highway Commercial (C1) **District Municipally Controlled Corporation (MCC)**

Jordan Ruegg:

Achievements: Bylaw No. 1393-20: A Bylaw amending the Smoky Lake County Land Use Bylaw 1272-14 for the purpose of rezoning a portion of the lands legally described as SE-29-59-19-W4M, from Agriculture (AG) District to Highway Commercial (C1) District, was adopted by at the April 29, 2021 County Council meeting. The Planning and Development Manager sent a letter to the applicant, dated April 30, 2021, informing him of Council's decision to adopt the Bylaw and informing the applicant that he may proceed with his application for subdivision of said lands. The Planning and Development Manager also informed Municipal Planning Services, the County's Subdivision Authority, of the change in zoning for the portion of the lands. The Planning and Development Manager also informed the GIS Technician of the change and she has inputted this change into the County's GIS data.

2021/05/12

Victoria District Economic Development -

NEW Jordan Ruegg:

Achievements: At the Joint County-Town Council meeting held on June 8th, a Public Hearing was held regarding the intention to establish a Municipally Controlled Corporation for the purposes of creating a regional tourism corporation to execute the Victoria District Economic Development Strategy. Following the Public Hearing, Smoky Lake County Council and the Town of Smoky Lake Council adopted Resolutions to establish said Municipally Controlled Corporation. The Planning and Development Manager sent notification of said Resolutions to the Minister of Municipal Affairs, on July 5, 2021, pursuant to Section 75.1 of the *Municipal Government Act* and Section 2(1) of the Municipally Controlled Corporation Regulation.

100%

100%

2021/04/29

2021/04/29

2021/06/30

2021/06/30

County administration continues to work with the County's legal counsel to prepare the documents necessary to establish the MCC.

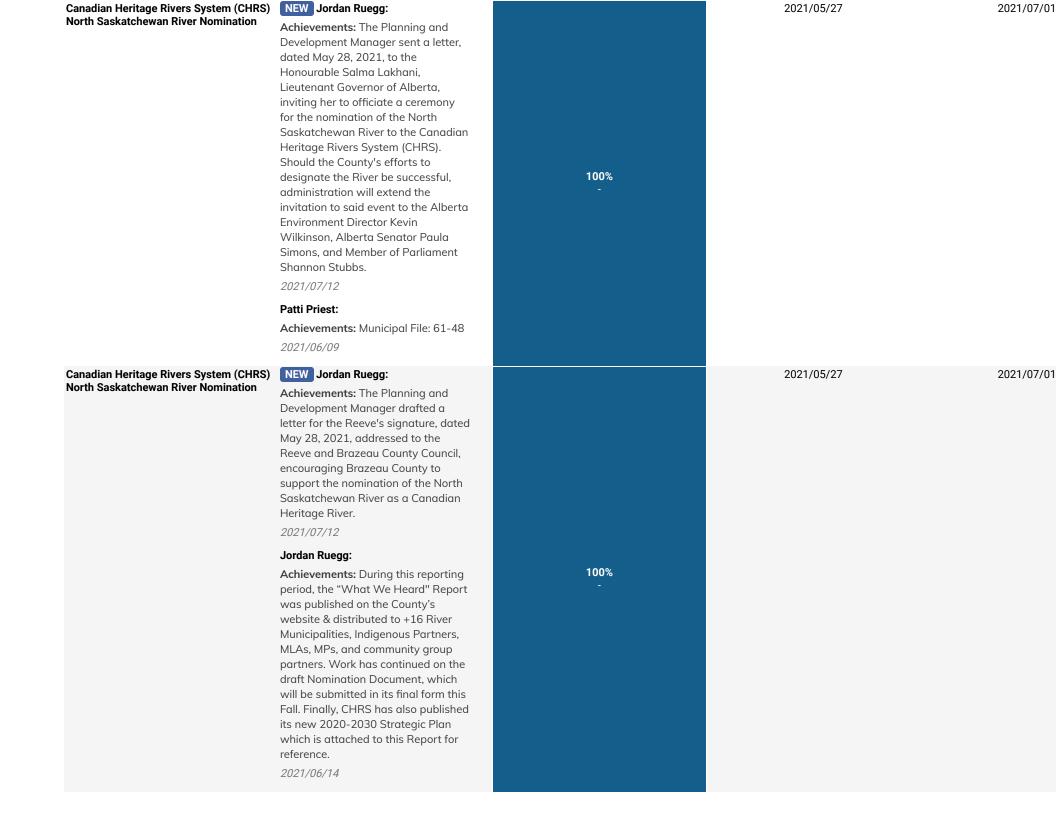
2021/07/09

Jordan Ruegg:

Achievements: The Planning and Development Department, in conjunction with the Community Economic Development Officer, hosted a series of three (3) Open Houses (May 19, May 26, and June 2, 2021) regarding the development of a Municipally Controlled Corporation (MCC), to advance the policies contained within the Victoria District Economic Development Strategy. At the June 8, 2021 Joint County-Town Council meeting, a Public Hearing was held to obtain public input into the proposed development of an MCC. Following the Public Hearing, both County and Town Councils adopted a Resolution giving notice of the municipalities' intentions to establish an MCC. Said Resolution will be sent to the Minister of Municipal Affairs as per the requirements of the Municipally Controlled Corporation Regulation.

The Planning and Development Department will continue to work with other members of the Victoria District Economic Development Strategy Implementation Working Group and the municipalities' legal counsel to prepare the necessary documents that will establish the MCC.

2021/06/30 **Mons Lake Community Association** NEW Jordan Ruegg: 2021/04/29 **Achievements:** The Planning and Development Manager, along with Council and other members of County administration, attended a meeting with MLA Glen van Dijken, on Monday, June 28, 2021, to discuss the ongoing erosion issues at Mons Lake. Following the meeting, the Planning and Development Manager emailed Brian Cheston, representative of the Mons Lake Community Association to provide him with a summary of the discussion had with Mr. van Dijken. 2021/07/09 100% Jordan Ruegg: **Achievements:** The Planning and Development Manager informed Brian Cheston, representative from the Mons Lake Community Association, via email on May 31, 2021, that the County had secured a meeting with the MLA to discuss the ongoing erosion issues and long wait times for AEP approvals. The Planning and Development Manager will provide Mr. Cheston with a follow-up once the meeting has taken place. 2021/06/14 Canadian Heritage Rivers System (CHRS) Jordan Ruegg: 2021/05/27 2021/07/01 North Saskatchewan River Nomination Achievements: During this reporting Update period, the "What We Heard" Report was published on the County's website & distributed to +16 River Municipalities, Indigenous Partners, MLAs, MPs, and community group partners. Work has continued on the draft Nomination Document, which 100% will be submitted in its final form this Fall. Finally, CHRS has also published its new 2020-2030 Strategic Plan which is attached to this Report for reference. 2021/06/14 Patti Priest: Achievements: Municipal File: 61-48 2021/06/09



Proposed Public Participation Plan: Hamlet Chickens, Dark Skies, Temporary RVs

NEW Jordan Ruegg:

Achievements: The Planning and Development Department prepared a survey, which has been accessible online since June 25, 2021, regarding possible changes to Smoky Lake County's Land Use Bylaw #1272-14, to allow for the keeping of chickens within Hamlets and for the temporary placement of additional RVs on lake lots. The Planning and Development Department prepared a survey, which has been accessible online since June 25, 2021, regarding possible designation of the County/parts of the County as a Dark Sky Preserve. The Planning and Development Department will also be holding virtual Open Houses on July 12, 2021, July 14, 2021, and July 20, 2021, to obtain public feedback on these potential changes. The feedback that is received through the surveys and the Open Houses will be consolidated into a "What we Heard" report and brought to the Committee of the Whole meeting on July 28, 2021

2021/07/12

Jordan Ruegg:

Achievements: Progress continues on implementing the public participation plan adopted at the May Council Meeting, including online survey and open houses. A what we Heard Report will be brought to the next Committee Meeting in late July. (RECCOMENDATION - Schedule a Committee of the Whole meeting for the purposes of planning, to be held in the final week of July, 2021.)

2021/06/14

2021/05/27 2021/07/01

100%

Alberta Infrastructure Land Purchase Pt.	Patti Priest:		2021/05/27	2021/07/01
SW-6-59-15-W4M	Achievements: This completes the final phase, as per March 4, 2021 Special Council Meeting Motion #480-21. Municipal Land File: SW-06-59-15-W4 2021/06/09	100% -		
Safety Codes Agency Agreement -	Jordan Ruegg:		2021/06/24	2021/07/29
Request for Proposals	Achievements: Smoky Lake County			
	Council accepted the Request for			
	Proposals for Safety Codes Services on June 24, 2021, and instructed			
	County administration to advertise	100%		
	said Request for Proposals on the	-		

Alberta Purchasing Connection, with a closing date of July 30, 2021, at 4:00:00 p.m. Mountain Time.

2021/06/29

Safety Codes Agency Agreement -**Request for Proposals** recommendation to the Councils.

NEW Jordan Ruegg:

Achievements: The Request for Proposals for a Safety Codes Services contractor was posted to the Alberta Purchasing Connection (APC) on June 29, 2021, by the County's Finance Manager. The Request for Proposals has a closing date of July 30, 2021, at 4:00:00 Mountain Time. Once the RFP has closed, the Planning and Development Manager will forward the received proposals to an Administrators' Meeting to review the Proposals and agree on a

2021/07/09

Jordan Ruegg:

Achievements: The Planning and Development Manager provided the Request for Proposals for Safety Codes Services to the Finance Manager for advertisement on the Alberta Purchasing Connection on June 29, 2021. The Finance Manager uploaded the RFP to the Alberta Purchasing Connection on June 29, 2021, with a two week advertising period.

2021/06/29

Chohor Church 100-Year Anniversary

NEW Jordan Ruegg:

Achievements: The Planning and Development Department prepared a certificate of recognition of the 100-year anniversary of Chahor Church, which was presented to the Church's congregation at the anniversary celebration held on July 11, 2021.

2021/07/07

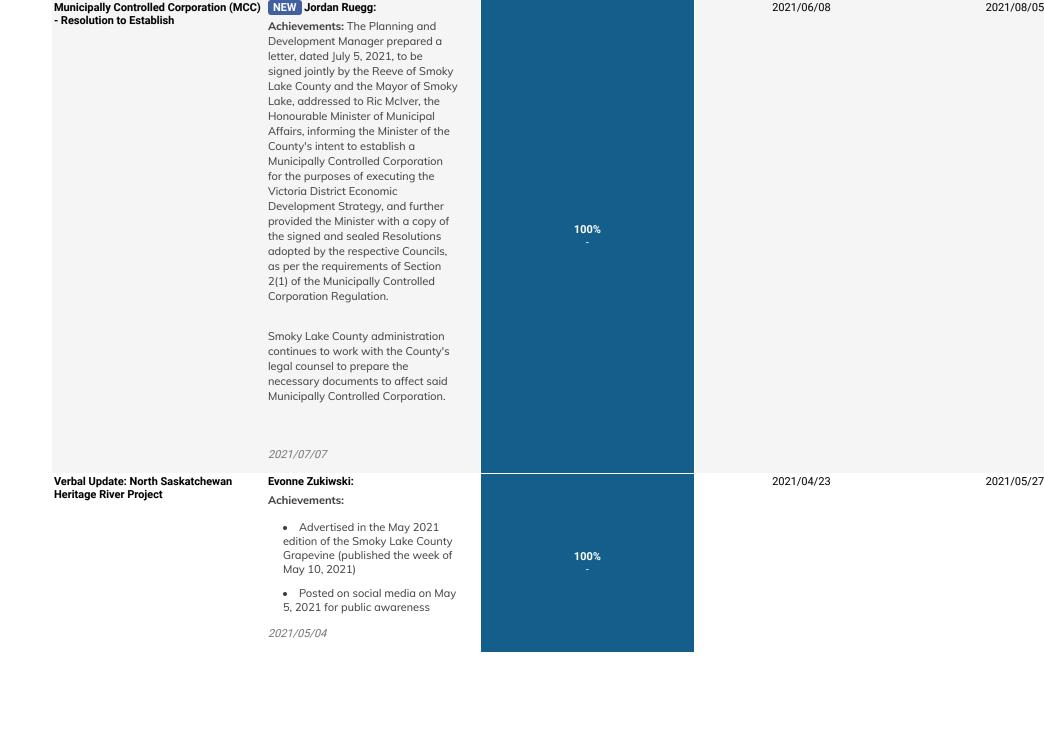
100%

100%

2021/07/29 2021/06/24

2021/06/24

2021/07/29



NEW Jordan Ruegg: 2021/07/29 **Two Hills Regional Chronicle** 2021/06/24 Achievements: The Planning and Development Manager prepared a letter, dated July 8, 2021, addressed to Jared Rajoo, Published, Two Hills Regional Chronicle, for signature by the County's Chief Administrative Officer, informing Mr. Rajoo of the County's disappointment of having 100% an unsolicited and unauthorized advertisement placed in the Chronicle, and further requesting a retraction and apology from the Chronicle, and further informing Mr. Rajoo that the County will not consider any future advertising in the Chronicle.

2021/07/07



Smoky Lake County

P.O. Box 310 4612 McDougall Drive Smoky Lake, Alberta TOA 3C0

Phone: 780-656-3730

1-888-656-3730 780-656-3768

www.smokylakecounty.ab.ca

July 5, 2021

Honourable Ric McIver, Minister of Municipal Affairs Office of the Minister, Municipal Affairs 132 Legislature Building 10800 - 97 Avenue, Edmonton, AB T5K 2B6

Email: minister.municipalaffairs@gov.ab.ca Via E-Mail

Re: RESOLUTION ESTABLISHING A MUNICIPALLY CONTROLLED CORPORATION

Dear Minister McIver,

During the past several years, we have seen that the Alberta economy has come under tremendous stress as slumping oil prices have been further complicated by the ongoing COVID-19 pandemic. Smoky Lake County and the Town of Smoky Lake recognize that economic recovery and prosperity requires a collaborative and proactive approach. We have to diversify our Region's economic activities, while leveraging existing assets and strengths. Furthermore, we are cognizant of the Province's own efforts to diversify the provincial economy, and more specifically, the Province's focus on doubling the tourism economy over the next decade.

In response to these challenges and the evolving economic landscape, Smoky Lake County and the Town of Smoky Lake recently adopted the Victoria District Economic Development Strategy, a plan that seeks to leverage the Smoky Lake Region's unique Indigenous historical and cultural assets to drive tourism within the Region. Specifically, the Region is host to Métis Crossing, a world-class destination that includes a Métis cultural gathering centre, interpretive activities, a campground, a commercial kitchen and soon-to-be completed boutique lodge.

While all of these developments are taking place amongst the backdrop of reconciliation with our First Nations and Métis peoples, we believe a more inclusive and equitable economic development strategy that respects these peoples' contributions to our history will provide opportunities for everyone to prosper in the changing economic landscape. We are also very proud of our partnership with the Métis Nation of Alberta, and our ongoing desire to provide opportunities for other entrepreneurs to participate in the tourism economy. Our common goal is that our efforts will lead to a more prosperous and resilient future for everyone within the Smoky Lake Region.

Therefore, on behalf of Smoky Lake County and the Town of Smoky Lake, and pursuant to the requirements of Section 75.1 of the *Municipal Government Act*, R.S.A. 2000, Ch. M-26, and pursuant to Section 2 of the *Municipally Controlled Corporation Regulation*, AR 112/2018, we hereby provide notification to yourself as the Minister of Municipal Affairs that Smoky Lake County and the Town of Smoky Lake intend to establish a municipally controlled corporation for the purposes of creating a regional tourism corporation to execute the Victoria District Economic Development Strategy and seek your support in this historic initiative. A copy of the Resolution adopted by the respective Councils is attached for your reference.

Sincerely,

Craig Lukinuk

Reeve, Smoky Lake County

Craig Lukemule



4612 - McDougall Drive, PO Box 310 Smoky Lake, Alberta TOA 3C0 p: (780) 656-3730 w:http://www.smokylakecounty.ab.ca/ Hank Holowaychuk Mayor, Town of Smoky Lake



56 Wheatland Ave, Smoky Lake, Alberta TOA 3C0 p: (780) 656-3674 w: http://www.smokylake.ca/

b^ob<Cu Sb^o∆g<> (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory

cc:

Gene Sobolewski, Chief Administrative Officer, Smoky Lake County cao@smokylakecounty.ab.ca
Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake cao@smokylake.ca
Juanita Marois, Executive Director, Métis Crossing jmarois@metis.org
Aaron Barner, Senior Executive Officer, Métis Nation of Alberta abarner@metis.org

COUNCIL RESOLUTION

Smoky Lake County

A Resolution of the Council of Smoky Lake County for the purpose of establishing a Municipally Controlled Corporation in accordance with Section 75.1 of the Municipal Government Act, Chapter M26, RSA 2000, and pursuant to Section 2 of the Municipally Controlled Corporation Regulation, AR 112/2018.

WHEREAS, the Council of Smoky Lake County has adopted Municipal Development Plan Bylaw No. 1249-12, which promotes and encourages a wide range of tourism and heritage initiatives;

WHEREAS, the Council of Smoky Lake County has adopted the Victoria District Economic Development Strategy Bylaw No. 1372-20, a Bylaw which provides an approach to building and developing future tourism development within the Smoky Lake Region;

WHEREAS, the Council of Smoky Lake County has adopted the Victoria District Economic Development Strategy Business Plan Bylaw No. 1390-20, a Bylaw which provides further direction for implementing the Victoria District Economic Development Strategy;

AND WHEREAS, the Council of Smoky Lake County wishes to establish a Municipally Controlled Corporation as a joint venture with the Town of Smoky Lake, for the purposes of creating a regional tourism corporation for the purposes of executing the Victoria District Economic Development Strategy Business Plan;

THEREFORE, be it resolved that the Council of Smoky Lake County does hereby provide notice to the Minister of Municipal Affairs of its intention to establish a Municipally Controlled Corporation.

Date: June 8th, 20	021	
	Craig Lukinuk, Reeve	SEAL
	Gene Sobolewski, Chief Administrative Officer	
Approved this	y of JUNE 2	021

COUNCIL RESOLUTION

Town of Smoky Lake

A Resolution of the Council of the Town of Smoky Lake for the purpose of establishing a Municipally Controlled Corporation in accordance with Section 75.1 of the Municipal Government Act, Chapter M26, RSA 2000, and pursuant to Section 2 of the Municipally Controlled Corporation Regulation, AR 112/2018.

WHEREAS, the Council of the Town of Smoky Lake has adopted Municipal Development Plan Bylaw #012-12, which promotes and encourages a wide range of tourism and heritage initiatives;

WHEREAS, the Council of the Town of Smoky Lake has adopted the Victoria District Economic Development Strategy Bylaw #006-2020, a Bylaw which provides an approach to building and developing future tourism development within the Smoky Lake Region;

WHEREAS, the Council of the Town of Smoky Lake has adopted the Victoria District Economic Development Strategy Business Plan Bylaw #026-2020, a Bylaw which provides further direction for implementing the Victoria District Economic Development Strategy;

AND WHEREAS, the Council of the Town of Smoky Lake wishes to establish a Municipally Controlled Corporation as a joint venture with Smoky Lake County, for the purposes of creating a regional tourism corporation for the purposes of executing the Victoria District Economic Development Strategy Business Plan;

THEREFORE, be it resolved that the Council of the Town of Smoky Lake does hereby provide notice to the Minister of Municipal Affairs of its intention to establish a Municipally Controlled Corporation.

Date: June	8th	, 2021	Hank Holoway	Zchuk,
			Mayor Alan Ko	SEAL 2010
			Adam Kozakie Chief Adminis	The state of the s
Annroved this	84	day of	JUNE	, 2021.



Smoky Lake County

P.O. Box 310 4612 McDougall Drive Smoky Lake, Alberta TOA 3CO

Phone: 780-656-3730 1-888-656-3730

Fax: 780-656-3768 www.smokylakecounty.ab.ca

July 8, 2021

JARED RAJOO TWO HILLS REGIONAL CHRONICLE 4708-50TH STREET TWO HILLS, AB TOB 4KO

Email: news@twohillschronicle.com Via E-Mail

Re: Unauthorized Advertisement Placed in the May, 2021 Edition of the Two Hills Regional Chronicle

Dear Mr. Ajoo,

It has recently come to our attention that an unsolicited advertisement was run in the May, 2021 edition of the Two Hills Regional Chronicle bearing the name and logo of Smoky Lake County. We are surprised and disappointed that said advertisement was run without the foreknowledge or permission of Smoky Lake County. Further, the content of said advertisement, which includes several factual errors, unauthorized advertisement of third-party attractions, as well as an omission of the investments made in, and the current state of development of Métis Crossing.

Smoky Lake County has worked diligently to foster a collaborative and supportive relationship with the Métis Nation of Alberta, and this unauthorized advertisement is misleading and counterproductive to the goals of both parties.

In light of this situation, and in consideration of the potentially deleterious ramifications of said unauthorized advertisement, Smoky Lake County Council adopted a motion at its June 24, 2021 Council meeting, requesting that the Chronicle print a retraction and issue an apology to both Smoky Lake County and Métis Crossing. Furthermore, the motion acknowledges that said advertisement was NOT approved by Smoky Lake County, and therefore, the outstanding balance of \$393.75 (Invoice #INV-1188) will not be paid. Finally, as a result of this situation, Smoky Lake County will not consider future advertising with the Chronicle.

If you have any further questions or concerns, please contact the undersigned at 780-656-3730 or 780-207-1884.

Sincere

Gene Sobolewski

Chief Administrative Officer, Smoky Lake County



cc:

4612 - McDougall Drive, PO Box 310 Smoky Lake, Alberta TOA 3C0

e: <u>cao@smokylakecounty.ab.ca</u> p: (780) 656-3730 / c: (780) 207-1884

w: http://www.smokylakecounty.ab.ca/

b^ob<Cu 5b"∆g<> (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory

Juanita Marois, Executive Director, Métis Crossing, imarois@metis.org
Sherry Honey, Marketing & Sales Coordinator, Métis Crossing shore@metis.org

RVs at Lake Lots

C	u live or visit/own property at a Smoky Lake County lake? Yes No
permane C C	u personally have one or more RVs at a lake lot, either on a ent or visiting basis Yes, permanently Yes, occasionally visiting No I do not
0 0 0	1 2 3
lake loty visit for	ntly under the Land Use Bylaw, you may keep up to two RVs at a year-round without a development permit, and additional may four days at a time. Is this reasonable? Yes No
	d the number of RVs allowed permanently on a lake lot take into ation the lot size? i.e., larger lot could allow for more RVs? Yes No
6. How s lots be h C C C	chould enforcement of the number and duration of RVs at lake andled? This should not be regulated Issue temporary permits for visiting RVs Ticket RVs which are not in compliance with the rules Other

7. Do you have any other suggestions about how the County should
address permanent or temporary/visiting RVs at lake lots?
8. Are there other land use issues you would like to see addressed in the future?
DONE
DONE

Hamlet Chickens Survey

1. Are you aware that under the current Smoky Lake County Land Use Bylaw, it is not possible to keep chickens in a hamlet? Yes
° No
2. Are you aware that many other rural and urban communities allow for residents to keep chickens in a residential environment, such as the Cities of Edmonton, and Strathcona County? Yes
^C No
3. Do you personally already, or would you be interested in keeping a limited number of chickens in a hamlet? Yes I already do
C No I don't but I would
C No I don't and I would not
4. Should a permit be required to keep a limited number of chickens in a hamlet? This would allow the County to impose certain conditions. O Yes
° No
5. Do you have any concerns or management issues you would want to specifically see addressed if the keeping of chickens in a hamlet were to be allowed?
6. Should residents of county hamlets be permitted to keep a limited number of chickens? Yes
° No
7. Do you live in a hamlet? If yes, where?

	DONE
	nere other land use issues unrelated to chickens that you would ee addressed or be consulted on in the future?
O	Other
O	Spedden
C	Bellis
C	Edwand
C	Warspite
· ·	No I don't live in a hamlet

Dark Skies

1. Do you personally enjoy the fantastically dark skies in Smoky Lake County? O Yes
° No
2. Do you know friends, family, or others who visits or travels to Smoky Lake to in-part enjoy our dark skies? Yes
° No
3. Are you aware of the positive significance of dark skies for personal health and wellbeing, tourism, energy efficiency, and the natural environment? C Yes
° No
4. Would you be interested in learning more about good light management practices? ^C Yes
° No
5. Where in the County do you live? C Hamlets (Warspite, Edwand, Bellis, Spedden)
C Lakes (Hanmore, Mons, Whitefish, Bonnie, Garner)
C Farms and Acreages
6. Dark Sky designation would serve to protect and showcase Smoky Lake's natural environment, and would require amendments to the Land Use Bylaw.
Should the County pursue official Dark Sky designation status, and if so.

4612 McDougall Dr., Box 310 Smoky Lake, AB T0A 3C0 Ph. 780-656-3730

Fax: 780-656-3768

SUBDIVISION AND DEVELOPMENT APPEAL BOARD NOTICE OF DECISION

Hearing Date: June 10, 2021

Application No. DP 007-21

Decision Date: June 25, 2021

SDAB File No. SDAB-D-001-2021

Board Members Dominique Cere Chair

Christine Hansen Board Member Ross Whitelaw Board Member

Clerk Kyle Schole

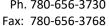
Description of Application

[1] The appeal before the Subdivision and Development Appeal Board deals with the approval on a development application issued by the Development Authority on April 23, 2021, for development of a "Campground, Major" (30 Stalls) on Plan 0726807, Block 1, Lot 1, (Pt. of SW-1-59-19-W4). The zoning of the property is Agriculture General (AG) District, in accordance with Smoky Lake County Land Use Bylaw 1272-14.

Hearing

- [2] The Board received oral submissions, and a written submissions received from:
- Brian and Diana Rozak, <u>dated May 6, 2021</u>, and
- Jim and Dawne Kranjec, dated May 6, 2021, and
- Kenneth and Tracy West, <u>received May 11, 2021</u>, and
- Ryan Rozak and Krystle Fedoretz, received May 14, 2021, and
- Kasey and Arlana Phillips, <u>received May 17, 2021</u>, and
- Barry Feniak, <u>dated May 28, 2021</u>, and
- Dave McCrea, <u>dated May 28, 2021</u>, and
- Ryan Rozak, Krystal Fedoretz, Kayla and Garrett Cook, Brian and Diana Rozak, Kasey Phillips, Olga Rozak, Karl Korozec, Wyatt Stevenot, Paul Feniak, Jessi Lee Feniak, Nathan Jarema, Marie Jarema, Carrie Feniak, Ellie Osinchuk, Dan Osinchuk, Frank Feniak, Emilee Feniak, Mark Edwards, Jannie Edwards, Ben Chavez, Merryl Edwards, Phyllis Sadoway,

SDAB File No. SDAB-D-001-2021





William Sadoway, Kevin Sadoway, Eva Lewicki, Barry Feniak, Charlene Semkowich, Dave McCrea, Roman Dehod, Kelly Kotylak, E Coswan, Peter Wirun, Peggy Zabriski, Henry Zatorski, Ken Palichuk, Donald Feniak, Sandra Rozak, Bernice Rozak, Wayne Chichak, Randy Rozak, Terry Rozak, Dave Cammock, Sebastian Loyer, Jean-Marie Fervais, Adeline Bezboridka, Jim Campbell, Larry Rybock, Kevin Hrycun, and Marshall Cymbaluk, <u>received</u> May 14, 2021,

who are **appellants and oppose** the approval of the Development Authority.

- [3] The Board also received an oral submission from Hank Holowaychuk, who is a proponent and supports the approval of the Development Authority.
- [4] The Board also received an oral submission, and a written submission received on June 2, 2021, from Connie Friedrick and Randy Ludwig, who are the applicants and proponents.

Summary of Development Authority's Submission

[5] The Board heard from Jordan Ruegg, representing the Development Authority for Smoky Lake County. Mr. Ruegg presented the report included in the appeal hearing package.

Summary of Appellant/Applicant Submission

- [6] The appellants submitted the following reasons in opposition; the following is a summary of the concerns:
 - **a)** Adverse affects on agricultural operations, including economic, biosecurity, and safety concerns:
 - b) Water/waste water;
 - c) Risk of uncontrolled fire;
 - **d)** Odor and noise trespass;
 - e) Lack of on-site amenities;
 - f) Litter, septic, & waste management;
 - **g)** Liability for neighboring properties;
 - **h)** Trespass, vandalism, security, and crime;
 - i) Environmental impact on Pine Creek and area wildlife;
 - j) Traffic impacts, dust control, including recreational vehicles, all-terrain, and off-highway vehicles (RVs, ATVs & OHVs);



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- **k)** Unwanted access to the nearby North Saskatchewan River via undeveloped Road Allowance;
- I) Compliance with County Bylaws and Alberta Legislation, namely the Municipal Development Plan Bylaw 1249-12, and Alberta *Municipal Government Act*;
- [7] The applicants, Connie Friedrick and Randy Ludwig, provided a brief overview of the history of the project, and ongoing measures to be taken to comply with permit conditions, municipal bylaws, and other relevant legislation.

Legislative Framework

[8] Smoky Lake County Land Use Bylaw Consolidation – Bylaw 1272-14:

Section 1 – General Administrative Procedures

Section 1.7 – Interpretations/Definitions

Section 2 – Development Permits, Rules, and Procedures

Section 2.4 – General Development Permit Application Requirements

Section 7 – Special Provisions

Section 7.2 – Campgrounds

Section 7.23 – Recreational Vehicle Campgrounds

Section 8 – Land Use Districts

Section 8.2 – Agriculture (AG) District

Section 11 – Appendix B Maps (11.1 thru 11.5)

<u>Smoky Lake County Municipal Development Plan – Bylaw 1249-12:</u>

Section 2 – Community Profile

Section 2.3 – Environmental Characteristics

Section 2.4 – Current Land Uses

Section 2.4.1 – Agriculture Uses

Section 3 – General Objectives and Policies

Section 3.5 – Recreation

Section 3.6 - Tourism

Section 4 – Specific Plan Objectives and Policies

Section 4.1 – Agriculture Policy

Section 7.2 – Future Land Use Map (1.1 thru 1.4)

Reasons/Findings of Fact

[9] In determining this appeal, the Board is in the opinion that:

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[10] The Board considered and reviewed the context of the proposed development and has reviewed the provisions and definitions in the Smoky Lake County Land Use Bylaw, including

its conformance with the Smoky Lake County Municipal Development Plan Bylaw.

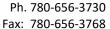
[11] The proposed Use is a Discretionary Use in the 'Agriculture General (AG) District', defined as a 'Campground, Major' under the Land Use Bylaw.

[12] The Board considered that:

- a) Impacts to agricultural operations are likely to be minimal.
- b) Impacts including environmental, traffic such as dust, recreational vehicles, all-terrain and off-highway vehicles (RVs, ATVs & OHVs)), odor, and noise, are likely to be minimal.
- c) Fire mitigation, water, and wastewater management will be compliant with county bylaws, and relevant legislation and regulation.
- [13] The Board had regard to the Subdivision and Development Regulation.
- [14] The Board acknowledged the submissions of <u>affected parties</u>, including but not limited to some of the appellants or proponents, the applicants, and the Development Authority regarding the application and its appeal.
- [15] The Board considered all relevant evidence and relevant arguments, either in favour or against the appeal.
- [16] In determining this appeal, as they are not considered relevant planning considerations, the Board did **not** consider:
 - a) Submissions from those deemed not to be an affected party;
 - **b)** Issues of liability;
 - c) Lack of on-site amenities;
 - d) Trespass, vandalism, security, litter, and crime;
 - **e)** Application for closure of the road allowance, as this is properly the jurisdiction of Smoky Lake County Council, and the Alberta Minister of Transportation.

Decision

[17] After considering the evidence presented at its hearing on June 10, 2021, the Board has decided to UPHOLD the decision and APPROVE the proposed development with the conditions as follows:





1. Contraventions proposed Campground, Major, shall be constructed and sited as per the Site Plan, dated February 26, 2021, attached to, and forming part of, this Development Permit.

Minimum Front Yard Setback: 23.1 metres (75.8 feet). Minimum Rear Yard Setback: 18.3 metres (60.0 feet). Minimum Side Yard Setbacks: 18.3 metres (60.0 feet).

- 2. Development of roads, facilities and camping stalls shall not occupy more than two-thirds (7.99 acres) of the total site area. A minimum of one third (3.99 acres) of the total site area shall be left in its natural state.
- 3. Construction and future maintenance of accesses to said lands and all internal roads located on said lands shall be the responsibility of the Developer. Development of all internal roads shall be at the discretion of, and to the satisfaction of, the Development Authority. To this end, all internal roads shall have a minimum of a 6.0 metre (20.0 foot) usable top, except for one-way roads, which shall have a minimum of a 3.7 metre (12.0 foot) usable top and shall be hard surfaced.
- 4. Each camping stall shall be serviced by an internal road.
- 5. The internal 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.
- 6. The proposed Campground shall be designed and landscaped to minimize disturbance to the natural environment and to protect heavy use areas from damage.
- 7. Dust control shall be provided by the Developer, upon request, and to the satisfaction of, Smoky Lake County.
- 8. All camping stalls shall be setback a minimum of 3.05m (10 feet) from all site boundaries.
- 9. A maximum of thirty (30) camping stalls shall be permitted on said lands. Any further expansion beyond thirty (30) camping stalls shall require a new Development Permit to be obtained by the Developer.
- 10. A maximum of thirty (30) recreational vehicles shall be permitted on said lands at a given time. In addition, the Developer shall only allow parking of recreational vehicles and passenger vehicles on said lands.

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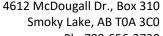


- 11. Fires shall be permitted only in designated firepits and other such facilities designated by the Development Authority for such use. Each camping stall shall be provided with a fire pit which meets the specifications established by Smoky Lake County's Fire Chief.
- 12. All camping stalls shall be clearly identified with stakes or markers, with a stall number or other identification system.
- 13. All camping stalls shall be developed to the following minimum standard:

Width = minimum of 6.10 metres (20.0 feet); Depth = minimum of 18.29 metres (60.0 feet); and Area = minimum of 111.48 square metres (1,200 square feet).

All camping stalls shall be separated from each other by a minimum of 3.05 metres (10.0 feet).

- 14. A single security/site-operator suite/dwelling unit shall be permitted on site.
- 15. The Developer shall provide on-site potable water to the satisfaction of the Development Authority.
- 16. The Developer shall designate an area equivalent to ten percent (10%) of the total site area as group-use area. This area shall be clearly marked and free from all traffic hazards. The design of such an area, including the provision of facilities for picnicking and/or recreation shall be to the satisfaction of the Development Authority.
- 17. The site shall be kept in a neat and tidy condition in accordance with Smoky Lake County Bylaw No.1169-08: Nuisance and Unsightly Premises, as amended. Garbage receptacles shall be located throughout the site to the satisfaction of the Development Authority.
- 18. Municipal water and wastewater services are not available at this location. It shall be the responsibility of the Developer to ensure that proper water and wastewater services are provided to the satisfaction of the Development Authority. All costs associated with the installation and ongoing maintenance of these services shall be borne solely by the Developer.
- 19. The Developer shall comply with the provisions of Smoky Lake County Bylaw No. 1342-19: Noise Bylaw, as amended.



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20. Lot grading shall be conducted in a manner so as to prevent the site from draining onto an adjacent property.

Conclusion

[18] The proposed development is being conditionally approved by the Board with the above noted conditions #1 through #21.

[19] When an application for a development has been approved by the Subdivision and Development Appeal Board, it shall not be valid unless and until all conditions of approval have been fulfilled.

[20] Pursuant to the *Municipal Government Act* R.S.A. Ch. M-26, s.688, an appeal lies to the Alberta Court of Appeal on the question of law or jurisdiction with respect to a decision from the Subdivision and Development Appeal Board.

- An application for leave to the appeal must be made to a judge of the Court of Appeal within thirty (30) days after the issue of the decision sought to be appealed and notice of the application must be given to the Subdivision and Development Appeal Board and any other persons that the judge directs.
- The board recommends that a lawyer be contacted if you are considering a leave to appeal. A notice of appeal shall operate to suspend the proposed development.

DATED at the Smoky Lake County in the Province of Alberta, this **25**th day of June **2021**.

[ORIGINAL SIGNED]

Dominique Cere, Chair Subdivision and Development Appeal Board (SDAB)

SMOKY LAKE COUNTY

Record of Proceedings of the **Subdivision and Development Appeal Board Hearing** held on **Thursday, June 10, 2021,** at 5:00 p.m. in the County Council Chambers and online via ZOOM, for the purpose of hearing an appeal with respect to Development Application No. 007-21 for development of a "Campground, Major" (30 Stalls) on Plan 0726807, Block 1, Lot 1, (Pt. of SW-1-59-19-W4).

Call To Order

The meeting was Called to Order at 5:05 p.m. by Chairperson Dominique Cere in the presence of the following persons:

Attendance

Dominique Cere Chairperson (in-person)
Christine Hansen Board Member (in-person)
Ross Whitelaw Board Member (electronically)

Jordan Ruegg Development Authority Officer (in-person)

Kyle Schole Clerk (in-person)

Connie Friedrick
Randy Ludwig
Kenneth West
Ryan Rozak
Krystle Fedoretz
Garrett Cook
Jesse Feniak
Applicant (electronically)
Appellant (electronically)
Appellant (electronically)
Appellant (electronically)
Appellant (electronically)

Agenda

Moved by Member Christine Hansen that the agenda be accepted as

presented.

CARRIED

Introductions

The Board Members and Administrative staff introduced themselves.

Objections

Chairperson Dominique Cere asks if there are any objections from the audience affected by this appeal to any of the present Board members hearing this appeal.

nearing and appear.

No objections declared.

Call for Submissions

Chairperson Dominique Cere announces the hearing process and that the hearing is being recorded. Furthermore, that any new written materials be provided to the Clerk that is not included in the hearing package.

Chairperson Dominique Cere asks if there is any new information to be presented to the Board for consideration.

No new materials were received at this time.

Kenneth West had a question about process and how the decision of the board will be made public.

Clerk Kyle Schole clarified that the written decision of the Board will be posted to the County website within 15 days of the Hearing, and that the proponent is not required to issue a statement.

Chairperson Dominique Cere asks the Clerk to read the written letters of appeal into the record.

Clerk

Clerk Kyle Schole reads aloud the letters from:

- Jim and Dawne Kranjec, <u>dated May 6, 2021</u>, page 85 of the hearing package,
- Kenneth and Tracy West, <u>received May 11, 2021</u>, page 87 of the hearing package,
- Ryan Rozak and Krystle Fedoretz, <u>received May 14, 2021</u>, page 91 of the hearing package,
- Ryan Rozak, Krystal Fedoretz, Kayla and Garrett Cook, Brian and Diana Rozak, Kasey Phillips, Olga Rozak, Karl Korozec, Wyatt Stevenot, Paul Feniak, Jessi Lee Feniak, Nathan Jarema, Marie Jarema, Carrie Feniak, Ellie Osinchuk, Dan Osinchuk, Frank Feniak, Emilee Feniak, Mark Edwards, Jannie Edwards, Ben Chavez, Merryl Edwards, Phyllis Sadoway, William Sadoway, Kevin Sadoway, Eva Lewicki, Barry Feniak, Charlene Semkowich, Dave McCrea, Roman Dehod, Kelly Kotylak, E. Coswan, Peter Wirun, Peggy Zabriski, Henry Zatorski, Ken Palichuk, Donald Feniak, Sandra Rozak, Bernice Rozak, Wayne Chichak, Randy Rozak, Terry Rozak, Dave Cammock, Sebastian Loyer, Jean-Marie Fervais, Adeline Bezboridka, Jim Campbell, Larry Rybock, Kevin Hrycun, and Marshall Cymbaluk, received May 14, 2021, page 96 of the hearing package,
- Kasey and Arlana Phillips, <u>received May 17, 2021</u>, page 103 of the hearing package,
- Barry Feniak, <u>dated May 28, 2021</u>, page 105 of the hearing package,
- Dave McCrea, dated May 28, 2021, page 107 of the hearing package,
- Brian and Diana Rozak, <u>dated May 6, 2021</u>, page 109 of the hearing package,

Clerk Kyle Schole then reads aloud the letter received from Connie Friedrick & Randy Ludwig which was received on June 2, 2021.

Board Questions

Chairperson Dominique Cere asks if there are any questions from the Board.

Not at this time.

Development Authority
Officer Presentation

Jordan Ruegg provides an overview of the submission on behalf of the Development Authority. This report is included on pages 2 to 83 of the appeal hearing package.

Board Questions

Chairperson Dominique Cere asks if there are any questions from the Board.

Not at this time.

Appellants

Chairperson Dominique Cere asks if there are any questions from the Appellants.

Kenneth West expressed a further question of process and wondered if the written decision of the board will address all of the concerns outlined by all the appellants. He also asked if there was a further avenue of appeal beyond this board.

Clerk Kyle Schole indicated that the written decision will outline what planning matters the Board considered or factored in its decision, or not. In terms of further appeal, an application can be made to the Alberta Court of Appeal on a question of law or jurisdiction with respect to a decision from the Subdivision and Development Appeal Board

Krystal Fedoretz spoke about the hierarchy of planning documents and stated that County's Municipal Development Plan had not been considered by the Development Authority in issuing its decision.

Barry Feniak spoke further to the concerns outlined in his letter.

Hank Holowaychuk asked if proponents would be given an opportunity to speak.

Chairperson Dominique Cere indicated yes, an opportunity is next on the agenda.

Ryan Rozak asked if the property was zoned for Agriculture, how the Development Authority made its decision, and determined that the application was compatible with the area.

Clerk Kyle Schole indicated yes, the property is zoned 'Agriculture General' District, and "campground, major" is listed as a Discretionary Use in that zoning district. When a use is listed as discretionary, the Municipal Planning Commission (MPC) makes the decision, instead of the Development Officer acting alone and makes a judgment or determination if the proposal is appropriate in a given location.

Development Authority Officer Jordan Ruegg further added that the initial proposal was for one hundred additional stalls (total, 130) and the MPC

had, under conditions nine and ten, restricted the number to thirty (30) as being more appropriate. Conditions on a valid development permit must be complied with.

Ryan Rozak further asked what additional information and considerations were made by the Development Authority in approving the Development Permit.

Development Authority Officer Jordan Ruegg stated that the Municipal Planning Commission had placed stringent conditions on the development permit which are intended to ensure the development would not be unreasonably disruptive to the surrounding agricultural lands, and that these conditions would be enforceable by the Development Authority Officer going forward.

Kenneth West asked about the water supply requirements, if well water is to be used, and would there then be impacts on water table?

Proponents

Chairperson Dominique Cere asks if there are any questions from proponents.

Hank Holowaychuk spoke in favor of the development, noting the regulatory requirements for the operators, that the proposed project would be compatible with its environment and surroundings, and that impacts such as waste and traffic would not likely be substantial. He also spoke to economic development and tourism.

Break

Chairperson Dominique Cere suspended the Hearing until 7:00pm for a comfort break.

Applicant

Chairperson Dominique Cere asks if there are any questions from the applicant.

Connie Friedrick spoke as the applicant, committing to adhere all permit conditions, noting that site design will be animal proof. Septic will be handled on a pump-out basis. In terms of ATV use, they will not be permitted, and will not be accessing the Iron Horse Trail from this site.

Board Questions

Chairperson Dominique Cere asks if there are any questions from the Board.

Development Authority Officer Jordan Ruegg offered a point of clarification based on a comment from the Applicant that there had been a previous appeal. In fact, this is the first appeal, and previous consideration on this item was the decision at the Municipal Planning Commission which was not an appeal.

Board Questions

Chairperson Dominique Cere asks the Board if there are any questions or clarifications from any party.

Member Christine Hansen asked the applicant about how they will market the development, or if they are concerned about a lack of on-site amenities.

Connie Friedrick indicated that it has been by word of mouth so far, but that there will be a website, etc.

Randy Ludwig added that many campers are simply looking to get out of the city, and by virtue of the existing site, will be happy to stay there.

Kenneth West indicated again that his main concern is access to the North Saskatchewan River via an undeveloped road allowance and the litter, fire, and liability risk this presents.

Clerk Kyle Schole indicated that it is outside the jurisdiction of the Board to deal with the road allowance, but that an application could be made to the County to close that portion of road allowance.

Member Christine Hansen asked if the reduction from 130 to 30 campsites was not sufficient to minimize impacts on the agricultural surroundings.

Ryan Rozak acknowledged that the applicants are trying to limit their impacts, but that if the project moves forward, it will still have ramifications.

Barry Feniak added that he felt the project would still be disruptive, and that visitation at the campsite would offer only incremental economic development to the area.

Kenneth West offered his support to Barry Feniak's comments.

Chairperson Dominique Cere suspended the meeting for ten minutes for another comfort break, and to order supper for the Board attending inperson.

Upon return, Member Christine Hansen asked if the Municipal Planning Commission had the possible additional degradation of roads in the area due to additional traffic.

Development Authority Officer Jordan Ruegg indicated considered that traffic to the campground would likely not cause the road to degrade any more quickly than they already were with the current traffic levels.

Chairperson Dominique Cere asked the applicant about the definition of 'campground, major' not allowing for storage or residential use and their plans to allow for construction of semi-permanent decks.

Connie Friedrick indicated that if deck construction were to occur, they

Break

would be detached, and that Recreational Vehicles could come and go.

Development Authority Officer Jordan Ruegg offered clarification about the definition 'campground, major' and 'recreational vehicles' and 'recreational vehicle campgrounds' under the Smoky Lake County Land Use Bylaw.

Questions for Clarification

Chairperson Dominique Cere asked if any presenter had any question of clarification of any other presenter.

Kenneth West confirmed that it was his intention to apply to County Council separately outside of the Hearing process to close the road allowance of concern accessing the North Saskatchewan River

Ryan Rozak asked for clarification on what is considered short- or long-term accommodation.

Development Authority Officer Jordan Ruegg noted that the Land Use Bylaw does not currently define these timelines but notes that the bylaw does limit year-round storage.

Garrett Cook asked about the timeline of enforcement measures if the development moves forward.

Development Authority Officer Jordan Ruegg noted that there are 21 proposed conditions associated with this permit, and each are enforceable. Upon an inspection or receipt of a complaint, the Development Authority has the ability to issue a Notice or Stop Order under the Municipal Government act and Land Use Bylaw to suspend operations until the concern or issue is remedied.

Jesse Feniak asked a question about liability issues.

Development Authority Officer Jordan Ruegg noted that neither he nor the board are not able to provide advice about liability matters.

Hank Holowaychuk asked about the procedure for the recording of the Hearing and when this recording will be destroyed.

Clerk Kyle Schole confirmed that the Smoky Lake County Subdivision and Development Appeal Board Bylaw allows for the Clerk to record the meeting for the purposes of preparing the Written Decision and Record of Meeting and that the recording will then be destroyed once this has been completed.

Final Comment Development Authority Officer Chairperson Dominique Cere asks if the Development Authority has any final comments.

Development Officer Jordan Ruegg states that he has no further comment.

Final Comments Chairperson Dominique Cere asks if anyone present has any final

comment.

Not at this time.

Fair Hearing Chairperson Dominique Cere asks if everyone present feels that they have

had a fair hearing.

All agreed. No objections were declared.

Chairperson Dominique Cere indicated that the decision would be

released within 15 days following the hearing and thanked all members of

the audience for attending.

Adjournment Chairperson Dominique Cere declared the Subdivision and Development

Appeal Board hearing adjourned at 9:20 p.m.



Heritage Division
Historic Resources Management Branch

Old St. Stephen's College 8820 - 112 Street Edmonton, Alberta T6G 2P8 Canada

Telephone: 780-431-2300 www.culture.alberta.ca

July 8, 2021

Mr. Kyle Schole Planning & Development Assistant Smoky Lake County 4612 McDougall Drive Box 310 Smoky Lake, AB T0A 3C0

Dear Mr. Schole:

Re: North Saskatchewan Heritage River - File R21F-012

The Heritage Preservation Partnership Program considered your grant application for this project. I regret to inform you that your application was denied. Note that the three applications you submitted were combined into one.

If you have questions, please contact Carina Naranjilla, Grant Program Coordinator, at 780-431-2305 (toll-free by first dialing 310-0000) or <u>carina.naranjilla@gov.ab.ca</u>.

Sincerely,

Matthew Wangler Executive Director

Historic Resources Management Branch

Classification: Public

GRANT FUNDING AGREEMENT

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA AS REPRESENTED BY THE MINISTER OF CULTURE, MULTICULTURALISM AND STATUS OF WOMEN

(the "Minister")

AND

SMOKY LAKE HERITAGE BOARD

(the "Recipient")

WHEREAS the Recipient is a society formed pursuant to the *Societies Act*; R.S.A. 2000, Ch S-14;

WHEREAS the Minister is empowered, pursuant to the Community Development Grants Regulation, as amended, (the "Grants Regulation") to make grants to a person or organization for purposes related to any program, service or other matter under the administration of the Minister:

AND WHEREAS the intent of this Agreement is to provide funding under the Heritage Preservation Partnership Program for the conservation of the **Ruthenia School** located in **Smoky Lake, AB**, which is a historic resource, as set out in Schedule A attached hereto (the "Approved Project");

THEREFORE, in consideration of the terms and conditions set out in this Agreement, the Minister and the Recipient agree as follows:

CONDITIONS PRECEDENT

- 1. Payment of grant funds under this Agreement is subject to the Recipient satisfying the following conditions:
 - a) Initiation by the Recipient of the work required for the Approved Project.
 - b) Submission by the Recipient of the following documentation as proof of having completed all or part of the work required for the Approved Project:
 - i. Completed Record of Project Expenses Form, attached hereto as Schedule B;
 - ii. Clear, detailed invoices/receipts for material, labour and/or; and
 - iii. Copies of reports associated with the Approved Project, if applicable
 - c) Inspection of the work completed for the Approved Project, or final inspection of the Approved Project by the Minister to ensure that it complies with the Standards and Guidelines for the Conservation of Historic Places in Canada.

Classification: Protected A

GRANT

- 2. The term of this Agreement shall commence upon signing of this Agreement by the parties and end on **February 28, 2022** (the "Term"). The Approved Project must be completed on or before the end of the Term unless extended by the parties in writing.
- 3. The Minister will pay to the Recipient a Grant for 50% of the eligible costs (the "Grant"), in an amount not to exceed **\$11,720**, subject to the conditions contained herein. The Grant will be paid as follows:
 - a) Up to one-half of the Grant will be paid when the Recipient satisfies the Condition Precedent as set out in Clause 1(a) of this Agreement.
 - b) The balance of the Grant will be paid when the Recipient satisfies the Conditions Precedent as set out in Clause 1(b) and 1(c) of this Agreement.
- 4. The Recipient is limited to receiving Grant funding for the Approved Project from the Minister in the amount set out in section 3.
- The Recipient agrees to use and administer the Grant, including any accrued interest or income earned on the Grant that may be realized by the Recipient as a result of holding or investing any or all of the Grant in an interest-bearing account or security, solely for the Approved Project.

GRANT USE

- 6. The Recipient must use the Grant only for the Approved Project, or for any variation of that project approved by the Minister.
- 7. The Recipient must consult with the Historic Resources Management Branch of Alberta Culture, Multiculturalism and Status of Women with respect to conservation of the identified historic resource in completing the Approved Project.
- 8. The Recipient acknowledges that it will be liable for the full amount of the Grant and will be bound to the terms of this Agreement, notwithstanding the Recipient's payment of Grant funds to a third party and the subsequent use of any Grant funds by that third party.
- If the Recipient has not satisfied the terms of the Conditions Precedent prior to the end of the Term, the Recipient will be deemed to have abandoned the Approved Project and the Grant will be terminated and the funds will no longer be available to the Recipient.

THE RECIPIENT'S REPORTING REQUIREMENTS

- 10. The Recipient shall:
 - use all reasonable efforts to proceed diligently and in a timely manner with the Approved Project;
 - b) keep and maintain, according to generally accepted accounting principles and practices consistently applied, full, complete and detailed records, books and documents relating to its operations and present them to the Minister within two weeks of a request; and

c) formally acknowledge the Minister for their provision of the Grant on applicable reports, publications, correspondence and promotional materials. Where the Recipient disburses Grant funds to other organizations in furtherance of the Approved Project, the Recipient will ensure that it is a condition of such disbursements that the organizations receiving the Grant funds likewise acknowledge the Minister. The form of such acknowledgement will be determined in consultation with the Minister.

HOLD HARMLESS

11. The Recipient agrees to indemnify and hold harmless the Minister, and his employee's and agents, against and from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) to the extent arising from the Recipient's breach of this Agreement, or the negligence, other tortious act or wilful misconduct of the Recipient, or those for whom it is legally responsible, in relation to the performance of its obligations under this Agreement. This hold harmless provision shall survive this Agreement.

INSURANCE

- 12. The Recipient shall, at its own expense, and without limiting its liabilities or obligations under this Agreement, insure its operations under a contract of general 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.
- 13. The Recipient shall, if required, maintain Workers' Compensation insurance in accordance with the requirements of the *Workers' Compensation Act*. The Recipient shall provide evidence of compliance with the *Workers' Compensation Act*, if requested by the Minister.
- 14. No representation or warranty of any kind is made by the Minister as to the completeness or suitability of this insurance and the Recipient shall determine and satisfy itself that it has appropriate and sufficient coverage to satisfy its own risk and insurance requirements and to cover its obligations under this Agreement.

TERMINATION

- 15. This Agreement may be terminated:
 - a) by the Minister, in the Minister's sole discretion without cause, by giving 14 days written notice to the Recipient;
 - b) immediately by the mutual written consent of each of the parties; or
 - c) if, the Recipient fails to proceed with the Approved Project, is not carrying out the Approved Project, alters the Approved Project without the consent of the Minister, uses any part of the Grant other than for the Approved Project, or has otherwise breached any of its obligations pursuant to this Agreement, the Minister may give written notice to the Recipient referring to the breach.

if, upon the expiry of seven (7) days after written notice has been received by the Recipient of its breach of any obligation under this Agreement, the Recipient has not remedied the breach, the Minister may, by written notice, terminate this Agreement, in

which case termination shall occur upon receipt or deemed receipt by the Recipient of the notice.

If this Agreement is terminated, without limiting in any way the Minister's rights or obligations under any applicable law, the Recipient will repay all or part of the Grant to the Minister in the amount and within the time period as determined by the Minister.

WAIVER OF BREACH

16. A waiver of any breach of a provision by the Minister shall not be binding upon the Recipient unless the waiver is in writing and the waiver shall not affect the Minister's rights with respect to any other or future breach by the Recipient.

NO ASSIGNMENT

17. This Agreement may not be assigned by the Recipient unless approved in writing by the Minister.

RELATIONSHIP

- 18. This Agreement is not intended to and does not:
 - a) constitute either party as the employee or agent of the other for any purpose, or otherwise create any relationship of employment or agency;
 - b) constitute or create any joint venture; or
 - c) constitute or create any partnership,

and neither party shall allege or assert for any purpose that this Agreement constitutes or creates a relationship of employment, agency, joint venture, or partnership.

CHOICE OF LAW AND JURISDICTION

19. This Agreement shall be governed and interpreted in accordance with the laws in force in the Province of Alberta and the parties hereby irrevocably attorn to the jurisdiction of the courts of that Province.

CONFIDENTIALITY AND PRIVACY

20. Any data or information concerning the Minister or any department, board, agency, or commission of the Government of Alberta, other than data or information available as a matter of public record, which is obtained by the Recipient in performing this Agreement shall be treated as confidential and not disclosed or made known to any other person without the written consent of the Minister. Notwithstanding completion or termination of this Agreement, this requirement shall continue in effect until waived by the Minister in writing.

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- 21. The Recipient acknowledges that:
 - a) the terms of this Agreement may be subject to disclosure under the Freedom of Information and Protection of Privacy Act (Alberta) ("FOIP Act"), as amended; and
 - b) the Recipient's name, the grant program and the amount of the grant will be published on the Government of Alberta Grant Disclosure Portal as authorized in section 40(1)(b) and (f) of the FOIP Act.

SEVERABILITY

22. Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity, illegality or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision of this Agreement.

AMENDMENT

23. This Agreement may not be modified or amended except by mutual consent of the parties, in writing.

TIME OF THE ESSENCE

24. Time shall be of the essence in all respects of this Agreement.

PARTY REPRESENTATIVES

- 25. For the purpose of administering this Agreement, the Minister's representative shall be the Executive Director, Historic Resources Management Branch.
- 26. For the purpose of administering this Agreement, the Recipient's representative shall be the Chair, Smoky Lake Heritage Board.
- 27. Upon written notice to the other party, the Minister or the Recipient may appoint an alternate representative to act in matters relating to the administration of this Agreement.

NOTICE

- 28. Any notice, consent, approval or other communication under any provision of this Agreement must be in writing to be effective, and is effective when delivered by any means, including email, to the following respective addresses:
 - a) if to the Minister:

Attention: Matthew Wangler
Executive Director, Historic Resources Management Branch
Alberta Culture, Multiculturalism and Status of Women
8820 – 112 Street Edmonton, AB T6G 2P8
matthew.wangler@gov.ab.ca

b) if to the Recipient:

Attention: Noreen Easterbrook Chair, Smoky Lake Heritage Board PO Box 310, Smoky Lake, AB T0A 3C0 noreen.easterbrook@gmail.com

Either party may change its address information by giving notice to the other in the above manner.

EXECUTION

29. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which, together, shall be deemed to constitute one and the same agreement. This Agreement may be signed and sent by email and this procedure shall be as effective as signing and delivering an original copy.

IN WITNESS WHEREOF, the parties have executed this Agreement by their authorized representatives.

HER MAJESTY THE QUEEN IN RIGHT OF SMOKY LAKE HERITAGE BOARD

ALBERTA as represented by the Minister of Culture, Multiculturalism and Status of Women	
	m) com
Signature	Signature
Printed name	Norcen Easterbrook Printed name
Data	July 9, 2021
Date	Date
	Melyn
Signature of witness	Signature of witness
	Don Klym
Printed name	Printed name
	July 9, 2021
Date	Date//

SCHEDULE A

APPROVED PROJECT

The Approved Project for which the Grant has been provided to the Recipient is as follows:

- preparation of the roof deck
- installation of number one graded cedar shingles
- repairs and stabilization of front landing and its steps

5.1.i



GOALS

NATURAL GAS PLAN

Progress Update Goal

AMR meter expiration replacementNote: Daniel Moric: Strategic Priorities Chart Feb 6, 2017: 100%

Achievements: Completed

Challenges: No value

Next Steps: No value

2021/07/12

Odorant Activity: 100%

Daniel Moric:

Achievements: No value

Challenges: No value

Next Steps: No value

2021/07/12

-> Deliver Odorant

Daniel Moric:

Achievements: -June 1/21 - June 30/21. 41.5 hrs x 2 servicemen = 83 hrs spent completing odorant deliveries to Rocky Gas Co-op, Burnt Lake Gas Co-op Town of Redwater Gas Utility, Phoenix Gas Co-op, Natural Gas Co-op 52, Coronado Gas Co-op, and County of Thorhild Gas Utility.

-July 1/21 - July 12/21. No deliveries made.

Challenges: No value

Next Steps: No value

CNG Trailer: 100% Daniel Moric: Achievements: No value Challenges: No value Next Steps: No value 2021/07/12 —>Compressed natural gas trailer **Daniel Moric:** Achievements: No activity for the CNG trailer during this reporting period. Challenges: No value Next Steps: No value 2021/07/12 Administrative Activity (GAS): 100% **Daniel Moric:** Achievements: Attend weekly manager meetings. Receive customer phone calls. Respond to emails. Assist in producing monthly gas bills. • June 2021 gas price was \$4.90/GJ. July 2021 gas price has increased to \$5.24/GJ. Gas Alberta increased their variable rate to \$0.24/GJ July 1/21 from \$0.20/GJ. • Apply for new gas services and complete all of the required paperwork. Continue to get easements and contracts signed as necessary. Working on invoicing construction, odorant and CNG jobs. • Posted in the gas bills for customers wanting to go on equalized billing as well as for paperless billing. • Practicing social distancing as much as possible during these uncertain times. Staff have been given additional PPE to help prevent contracting and transferring COVID-19

Challenges: *No value*Next Steps: *No value*

→Service Calls: 100%

Daniel Moric:

Achievements: -3 Gas smell calls inside buildings. All were appliance issues requiring component replacement. (Vilna, Waskatenau, Spedden)

-Contractor hit main 1 1/2" gas line that feeds Sandy Lane subdivision at Mons Lake. No locates were placed. Responded and repaired line. Lost gas to entire subdivision. Re-lights were completed that day to residents at home. Letters in doors, phone calls, and letters sent to those not around.

Challenges: No value

Next Steps: No value

2021/07/12

- -> Documentation of jobs
- -> Daily Vehicle Inspections
- →Pre job meetings

Daniel Moric:

Achievements: Employees fill out a Job Safety Analysis while working. They are supplied with a JSA booklet, as well as a simplified JSA is on our Customer Service Report that is completed for

every job.

Challenges: No value

Next Steps: No value

2021/07/12

->Undertake On-Call

Daniel Moric:

Achievements: Employees continue to be on call for after hours issues that may arise.

Challenges: No value

Next Steps: No value

2021/07/12

->Management meeting

Daniel Moric:

Achievements: Attend weekly managers meetings

Challenges: No value

Next Steps: No value

- ->Complete Invoicing
- →Clean truck
- —>Utility Personnel Meeting

->Tool Box meeting **Daniel Moric:** Achievements: We, as a department, either meet at a safe distance or have a group phone call, as required to discuss any issues or jobs that are in progress, or will be starting. We have a meeting a minimum of once per week. Will also start attending the Monday morning safety meetings at the shop, once deemed safe to do so. Challenges: No value Next Steps: No value 2021/07/12 —>Gas balancing **Daniel Moric:** Achievements: Every month, monitor the amount of gas purchased from Gas Alberta and compare to the amount of gas sold. Allows us to closely monitor possible under/above ground leaks or metering issues that may occur. Challenges: No value Next Steps: No value 2021/07/12 ->Main Office Safety Meeting →Meter readings **Daniel Moric:** Achievements: Collect meter readings monthly for customer billing Challenges: No value Next Steps: No value 2021/07/12 ->Managers reports **Daniel Moric:** Achievements: Create reports for Council for the Natural Gas Utility meetings as required Challenges: No value Next Steps: No value 2021/07/12 -> Delinquent accounts **Daniel Moric:** Achievements: -Send out overdue account notices to customers who are over 60 days overdue on paying their gas bill(s). -Transfer overdue account balances to tax roll. -In the process of have our legal representatives apply liens on overdue account properties in Vilna. Challenges: No value

Next Steps: No value

-> Paperless billing **Daniel Moric:** Achievements: Currently have 356 natural gas accounts receiving bills by email. An increase of 5 since last reporting period. Challenges: No value Next Steps: No value 2021/07/12 ->Attend Conventions **Daniel Moric:** Achievements: Attended the Federation FIRE AGM with council on June 17th. Challenges: No value Next Steps: No value 2021/07/12 ->Auditor documentation **Daniel Moric:** Achievements: Completed the Federation Audit on June 15th. Received the Audit deficiencies report on June 17th. Currently working on correcting the issues and will be presenting the Audit report at the next Utility meeting. Challenges: No value Next Steps: No value 2021/07/12 ->Strategic plan —>Utility meetings **Daniel Moric:** Achievements: Will be attending County Departmental Meeting on July 20, 2021 Challenges: No value Next Steps: No value 2021/07/12

—>Departmental meetings

Daniel Moric:

Achievements: Will be attending County Departmental Meeting on June 22, 2021

Challenges: No value

Next Steps: No value

2021/06/08

—>Job Interviews

-> Employee evaluations

Daniel Moric:

Achievements: Will be completing employee evaluations this month.

Challenges: No value

Next Steps: No value

2021/07/12

->Other duties

Daniel Moric:

Achievements: Other duties include picking up the mail from the post office every morning, picking up parcels from the post office or Pappy's as needed, delivering mail from the County Office to the post office as needed, cleaning and disinfecting my office daily, and doing misc filing in the vault to ensure the natural gas paperwork is filed to the appropriate land file.

Challenges: No value

Next Steps: No value

2021/07/12

—>0 & M Policy

Daniel Moric:

Achievements: Continually review and update the Federation O&M Policy Manual, as required.

Challenges: No value

Next Steps: No value

2021/07/12

->Automatic Meter Readings

Daniel Moric:

Achievements: Continue to read natural gas meter using the AMR system monthly

 ${\bf Challenges:}\ No\ value$

Next Steps: No value

2021/07/12

Training Activity (GAS): 100%

Daniel Moric:

Achievements: William Gray will be attending the Gas Utility Operator Level 2 practical portion of the course which is held on August 24 & 25 at NAIT Campus in Edmonton. There is a remaining week long course that will be held at the Federation office and expected to be happening in December.

Challenges: No value

Next Steps: No value

Natural Gas Construction of Infrastructure: 100%	Daniel Moric: Achievements: No value
	Challenges: No value
	Next Steps: <i>No value</i> 2021/07/12
—>Line locates	Daniel Moric:
	Achievements: -93 line locates were complete since last reporting period.
	Challenges: No value
	Next Steps: <i>No value</i> 2021/07/12
—>RMO Checks	Daniel Moric:
	Achievements: -Check each RMO weekly as part of our regular maintenance. This ensures we can rectify any issues as they arise.
	Challenges: No value
	Next Steps: <i>No value</i> 2021/07/12
—>Magazine check	Daniel Moric:
	Achievements: Complete explosives magazine inventory monthly.
	Challenges: No value
	Next Steps: <i>No value</i> 2021/07/12
—>Odor sample	Daniel Moric:
	Achievements: Monthly odorant intensity checks (20 locations)
	Challenges: No value
	Next Steps: <i>No value</i> 2021/07/12
—>Vehicle maintenance	Daniel Moric:
	Achievements: -Complete vehicle/equipment maintenance as required.
	Challenges: No value
	Next Steps: <i>No value</i> 2021/07/12
->Equipment maintenance	

—>Leak detection

Daniel Moric:

Achievements: Respond to gas leak calls as they arise.

Challenges: No value

Next Steps: No value

2021/07/12

→PFM check

Daniel Moric:

Achievements: Check Pressure Factor Measurement (PFM) on meter sets measuring above 1 PSI, as required by Measurement Canada. Sent yearly PFM report to MC in January for the year 2020. They audit our PFM reporting every 3 years and complete a scheduled site visit to ensure correct metering practices are followed.

Challenges: No value

Next Steps: No value

2021/07/12

-> Public building inspections

Daniel Moric:

Achievements: Completed our public building inspections in June. Found the service line to the Vilna Cultural Center was leaking underground under the pavement. After discussions with the Vilna AG Society to determine the best course of action to repair, we agreed upon moving the gas meter to a different part of the building and re-piping back to the existing piping. This saved us the cost of tearing up and repairing the pavement and allowed us to get the gas meter away from the front doors of the building as it was not in an ideal location when originally installed in the 1970's.

Challenges: No value

Next Steps: No value

2021/07/12

-> Cathotic protection

Daniel Moric:

Achievements: -Cathodic protection is the protection of the underground metallic pipelines from oxidization and rusting using sacrificial anodes of varying metals. Yearly, we check the condition of these anodes and replace the anodes as they deplete beyond their effectiveness. This helps greatly extend the lifetime of our high pressure pipelines and the risers that extend out of the ground. This is completed during the summer, as the readings are less accurate during the winter due to frozen soil conditions. We also monitor the pipes for the fuel pumps at the County shop as required by the regulatory bodies

-Will be hiring a third party company this year to complete our cathodic protection study, as it is required by the Federation O&M Manual to be completed by a third party company every 2 years.

Challenges: No value

Next Steps: No value

2021/07/12

->Tetler bag samples

Daniel Moric:

Achievements: Required yearly to ensure the molecular content of the natural gas we are supplying to customers is within acceptable standards

Challenges: No value

Next Steps: No value

—>Hydro Axing	
—>End Pressure Test	Daniel Moric:
	Achievements: Monitor end of line gas pressures and compare to monthly gas balancing to check for underground leaks.
	Challenges: No value
	Next Steps: No value
	2021/07/12
—>GPS Services and Alterations	Daniel Moric:
	Achievements: New services and alterations that were completed in 2020 were GPS-ed in late 2020 and the data has been sent to our GIS tech for submission to Rural Utilities and to be added to our as-builts. Received paper and digital copies of our as-built maps in late April.
	Challenges: No value
	Next Steps: No value
	2021/07/12
—>Take Inventory	Daniel Moric:
	Achievements: Inventory has been completed for the end of year 2020. Submitted inventory record to Brenda.
	Challenges: No value
	Next Steps: No value
	2021/07/12
—>Install gas lines	Daniel Moric:
	Achievements: -completed 2 new infills (Vilna & Warspite) -Working on 3 new infills the week of July 12th.
	-Completed 3 secondary gas line alterations and installed 4 new secondary gas lines.
	-Repaired an underground leak on the service line that feeds the Vilna Cultural Center.
	-Repaired a hit line at Mons Lake in the Sandy Lane subdivision.
	Challenges: No value
	Next Steps: No value
	2021/07/12
—>Wash and bleach all equipment.	Daniel Moric:
	Achievements: During construction, equipment is washed and bleached prior to entering properties to minimize the risk of Clubroot transfer.
	Challenges: No value
	Next Steps: No value
	2021/07/12

→Sign installation 0 Sign(s) **Daniel Moric:** Achievements: -Received the new road crossing signs. Have repaired 14 road crossings during this reporting period. Challenges: No value Next Steps: No value 2021/07/12 —>Cut and Caps **Daniel Moric:** Achievements: -Completed 1 cut and cap on a secondary gas line. (Warspite) Challenges: No value Next Steps: No value 2021/07/12 ->Maintain Facilities. —>RMO Replacement Meter recalls and maintenance: 100% **Daniel Moric:** Achievements: No value Challenges: No value Next Steps: No value 2021/07/12 **Daniel Moric:** —>AMR meters Achievements: No activity during this reporting period. Challenges: No value Next Steps: No value 2021/07/12 ->Replace defective gas meters **Daniel Moric:** Achievements: Replace as required. None have failed since last Council update. Challenges: No value Next Steps: No value 2021/07/12 → Meter Recalls

Council Member Inquiry (GAS): 100%

Daniel Moric:

Achievements: Council has requested a review of Bylaw No. 1332-18 Natural Gas with Gene and Legal prior to bringing it forward to Council. Legal is in the process of reviewing and hope to be receiving updates from Brownlee shortly.

Challenges: No value

Next Steps: No value

2021/07/12

2020 INFRASTUCTURE LINE REPLACEMENT: 100%

→Budget - 2020 INFRASTUCTURE LINE REPLACEMENT: \$50k

2020 RMO STATION REPLACEMENT PLAN RESERVE: 100%

→ Budget - 2020 RMO STATION REPLACEMENT PLAN RESERVE: \$70k

2020 MODEMS FOR RMO: 100%

—>Budget - 2020 MODEMS FOR RMO: \$22k

2020 REPLACE TRUCK: 100%

→Budget - 2020 REPLACE TRUCK: \$50k

2021 INFRASTUCTURE LINE

REPLACEMENT: 100%

2021 RMO STATION REPLACEMENT

PLAN RESE: 100%

2021 REPLACE TRUCK - removed: 100%

2021 REFURBISH TRUCK BOX: 100%

2022 INFRASTUCTURE LINE REPLACEMENT: 100%

2022 RMO STATION REPLACEMENT

PLAN: 100%

2022 MAPPING UNIT: 100%

2022 REPLACE TRUCK - removed: 100% 2022 REFURBISH TRUCK BOX: 100%

2023 INFRASTUCTURE LINE

REPLACEMENT: 100%

2023 RMO STATION REPLACEMENT

PLAN RESE: 100%

2023 REPLACE T RUCK - re mo ve d:

100%

2023 REFURBISH TRUCK BOX: 100% (GAS) Human Resources / Training / OH&S

- —>(GAS) Attend Annual Safety Meeting
- —>(GAS) Training Event Form 2021
- —>(GAS) Attend Joint Health & Safety Meetings: 12 Meeting(s)

(GAS) Financial Accountability

- —>(GAS) Prepare a Draft 5 Year Function Budget
- —>(GAS) Prepare Annual Budget

(GAS) Organizational Efficiency

—>(GAS) Complete Annual Work Plan

2020 CARRY OVER RMO STATION

PROJECT: 100%

→Budget - 2020 CARRY OVER RMO STATION PROJECT: \$50k

Federation of Alberta Gas Co-ops Ltd. O&M Manual Adoption

Patti Priest:

Achievements: Municipal File: 9-16

Challenges: No value

Next Steps: No value

2021/02/24

Federation of Alberta Gas Co-ops Ltd. - Operations & Maintenance (O&M) Audit

Patti Priest:

 $\textbf{Achievements:} \ \ \text{Retained to document Operational purpose for compliance of Natural Gas System}.$

Municipal File: is 9-22A

Challenges: No value

Next Steps: No value

2021/02/24

Quality Management Plan (QMP) – Smoky Lake County Gas Utility

Patti Priest:

Achievements: Retained to document Operational purpose for compliance of Natural Gas System

Municipal File: 9-29

Challenges: No value

Next Steps: No value

2021/02/24

5.1.j



(W&W) INFRASTRUCTURE

Goal	Progress Update	Current Completion
Water Activity: 100%	Dave Franchuk: Achievements:: Reporting period from June 14, 2021 to July 12, 2021	
	June 14 Cutting grass around water facilities.	
	June 15 Cutting grass around water truckfills.	
	June 18 Repairs to Warspite truck fill pressure reducing valve.	
	June 21 Tend to repairs on back up generator at the Warspite water facility.	
	June 22 Meet with fire department regarding water availability study.	95%
	June 23 Resolve software issues with truckfill system.	95 / 100% 4% behind
	June 29 Calibrate Spedden and Bellis truckfills.	4% bening
	June 30 Install pump at the Spedden pumpout holding tanks.	
	July 2 Customer requested water to be shut off at Warspite.	
	Challenges: No value	to the state of
	Next Steps: <i>No value</i> 2021/07/12	
Waste Water: 100%	Dave Franchuk:	
	Achievements: Reporting period from June 14 to July 12, 2021. June 15 Cut grass at waste water lift station at Warspite.	11-2
	June 21 Tend to back up generator in regards to the lift station.	
	June 24 Lift pump #1 and clean debris from.	96%
	June 25 Lift pump # 2 and clean debris from, and clean bucket screen.	96 / 100% 3% behind
	July 9 Tidy up the warspite lift station.	3 % Definition
	Challenges: No value	
	Next Steps: No value 2021/07/12	

Waste Management: 100%

Regional Water: 100%

Dave Franchuk:

Achievements: Reporting period from June 14 to July 12, 2021

June 14 Meet with Quatum recycling regarding electronic recycling pick ups.

June 16 Remove signs and fence at the Spedden bin site.

June 22 work on dirt work at the Spedden bin site,

June 24 Continue working on Spedden bin site.

June 25 Train new casual staff member at the Smoky Lake transfer station.

June 28 Preparing fence for Spedden bin site.

June 29 Picking up discarded furniture in ditch from the mons lake area.

June 30 Cutting grass at the Smoky Lake transfer station.

July 2 Repair bins at Hanmore lake regarding bears and clean up garbage.

July 4 Pick up overflowing garbage near bin site, very busy weekend.

July 5 Request a quote for fencing at the bin sites at Hanmore Lake, pic more garbage in area.

July 7&8 Drilling fence posts at Spedden bin site and cementing in posts.

July 9 Pick up garbage around mons lake and repair fence at the Smoky Lake site.

Challenges: No value

Next Steps: No value

2021/07/12

Dave Franchuk:

Achievements: Reporting period from June 14 to July 12, 2021.

June 14 Contractor tending to Whitefish Lake reservoir access.

June 17 Repairs to singer valve at the Smoky Lake regional site.

June 21 Top up chlorine tanks at Whitefish lake reservoir.

June 23 Hwy 28/63 Regional Waterline Services Commission meeting, Then Build out study meeting.

June 24 Tend to Regional alarm system issues, and communication.

June 25 Gather more information regarding water study.

June 29 Chlorine analyzer calibrations.

July 5 Contractors tending to regional alarm repairs.

During this reporting period we had attended to 21 Alberta First Calls.

Challenges: No value

Next Steps: No value

2021/07/12

97 / 100% 2% behind

> 97% 97 / 100% 2% behind

Administrative Activity (W&W): 100%		nchuk: nents: Reporting period from June 14 to July 12, 2021 Managers meeting.
	June 15	Environmental Operations meeting.
	June 16	Employee evaluation.
	June 21	Managers meeting.
	June 22	Departmental Operations meeting.
	June 23	Hwy 28/63 then Build out study meetings.
	June 28	Managers meeting.
	July 5	Managers meeting.
	July 8	Joint Health and Safety meeting.
	July 12	Managers meeting
	Challeng	ses: No value
	Next Ste 2021/07/	ps: No value /12

Training Activity (W&W): 100%

Dave Franchuk:

Achievements: No training to repot during this reporting period.

Challenges: No value
Next Steps: No value
2021/07/12

Update Plan/Budget for Truckfills: 100%

Council Member Inquiry: 100%

96% 96 / 100% 3% behind

96% 96 / 100% 3% behind

95% 95 / 100% 5% behind

94% 94 / 100% 6% behind



8 GOALS 65%
GOAL COMPLETION

5.1.k

AGRICULTURAL SERVICE BOARD PLAN (ASB) PHYSICAL ENVIRONMENT

Goal	Progress Update	Current Completi	Start Date	Due Date
Council Member Inquiry (ASB): 100%	NEW Carleigh McMullin: Achievements: 1) Request sent May 29th to speak to a landowner about Dandelions on neighbouring property. Result: Carleigh called landowner on May 31st, and left a voicemail requesting for them to call back if they needed any further clarification. Never heard back from landowner.		2017/12/31	2020/12/30
	2) Request sent on May 25th to unplug culvert at Bonnie Lake Resort. Result: Unplugged on May 28th, and set two traps and successfully caught 2 more beavers. Grate will be put on culvert at this location.			
	3)Request sent on May 17th that culvert on RR 133 North of 602 was plugged. Result: Unplugged on May 18th, and trap set.			
	4) Request sent on May 12th that culvert at Smoky Lake Creek Culvert on RR 174 north of TWP 590. Result: Unplugged May 20th and set traps.	100% 100 / 100% -		
	5) Request sent April 20th for mowers to mow Bellis Curling Rink. Result: Asked the Councilor to get the Association to send a formal request to Council with all the information so an informed decision can be made to whether it gets added to Schedule 'A' Additional Mowing or not.			
	Challenges: No value Next Steps: No value 2021/06/07			
Administrative Activity: 100%	NEW Carleigh McMullin:	84%	2017/12/31	2021/12/31
	Achievements: Meetings & Training attended from January 4th-February 16th, 2021	84 / 100% 4% behind		
	 Amanda began Olds College course Insect and Disease Management-Jan 4th, 2021 			
	Carleigh began Olds College course Crop Production Systems- Jan 4th, 2021			
	Carleigh attended Budget meeting- Jan 13th, 2021			
	Carleigh & Amanda attended AAAF meeting RE: Conference Planning- Jan 18th, 2021			
	Carleigh & Amanda attended ASB Conference- Jan 21st, 2021			
	Carleigh began ASB Legislation Course Jan 14th, 2021			
	Amanda attended Hemp workshop January 27th, 2021			
	Carleigh & Amanda attending Working Well Workshop- Feb 11th, 2021			
	Meetings & Training attended from February 16th-April 13th			

- Joint Health & Safety Meeting-February 18th
- Quick Meeting with Gene & Dave Kully RE: Tractor quotes- February 18th
- · Council Meeting-February 25th
- Meeting with Gene & Amanda RE: Upcoming season planning- February 26th
- Quick Meeting with Carole and Amanda RE: AGMobile/GIS- March 1st
- LARA AGM- March 2nd
- · ASB/Ag & Forestry Updates-March 3rd
- · Cows & Fish Webinar-March 4th
- · Departmental Meeting-March 4th
- Carleigh attended AAAF Education Committee Meeting-March 5th
- ASB/Ag & Forestry Update-March 10th
- Cows & Fish Webinar- March 10th
- ASB/Ag & Forestry Update-March 17th
- NE AAAF Regional Meeting-March 17th
- Cows & Fish Webinar-March 18th
- Joint Health & Safety Meeting-March 18th
- · Alberta Invasive Species Council Virtual Conference (Applicator credits included)- March 15th- March 19th
- Departmental Meeting -March 22nd
- ASB/ Ag & Forestry webinar update- March 24th
- Carleigh attended the Disaster Recovery Program Update-March 25th
- Amanda attended the New World Extension Opportunities Rob Saik-March 25th

Meetings & Training attended from April 13th- June 15th

- Asset Management Meeting: April 30th, 2021
- Decision Analysis & Risk Management: April 20th, 2021
- ASB Update Webinar: April 21st, 2021
- Carleigh attended AAAF Education Committee Meeting: April 22nd, 2021
- Departmental Meeting: April 27th, 2021
- Corteva Stewardship Training: May 11th, 2021
- Grazing School for Women Meeting: May 12th, 2021
- Carleigh met with Patti May 12th, 2021 to go over zoom use
- Joint Health & Safety Committee Meeting: April 15th & May 13th, 2021
- Munisight/AGMobile Training: May 14th, 2021
- NE AAAF Weed School: May 19th, 2021
- Carleigh attended Indigenous Consultation session June 2nd, Amanda attended Part 2 June 3rd
- Carleigh in Blasting course June 3-4, 2021
- TDG Training May 31st, 2021
- JH& Safety Meeting: June 10th, 2021

Ag. Department Highlights: January-July

- Smoky Lake County is back on the organizing committee for Grazing School for Women.
- Planning NE AAAF Spring Training Smoky Lake County is in charge of 'Weed School' this year.

	Successfully applied to and received funds for pond leveler installs from the Alberta Conservation Association and Lakeland Industry & Community Association			
	Challenges: No value			
	Next Steps: No value			
	2021/05/11			
Blasting Activity (ASB): 100%	NEW Carleigh McMullin:		2020/08/01	2021/12/31
	Achievements:			
	Received a WA_19 permit to trap on Mons Lake.			
	 Finally received confirmation from the DFO that in case of an emergency (loss of property or public safety) we can blast without doing a full submission for review. 			
	• Smoky Lakes "timing windows" are April 16th- July 16th. No blasting can take place during this time period unless it's considered an emergency situation. EX. Infrastructure is being lost, emergency route	30%		
	All current DFO submissions have been approved should we need to remove those dams	30 / 100% 37% behind		
	Must be detonations of less than 1 kg.			
	19 submissions have been completed to the DFO for dam removals			
	Challenges: No value			
	Next Steps: No value			
	2021/05/11			
Weed Control (ASB): 100%	NEW Carleigh McMullin: Achievements:		2017/12/31	2021/12/31
	As of July 12th, 208 weed inspections have been completed.	81%		
	Challenges: No value	81 / 100% 7% behind		
	Next Steps: No value			
	2021/07/12			
Mowing Activity (ASB): 100%	NEW Carleigh McMullin: Achievements:		2017/12/31	2021/12/31
	Mowing in all zones has started and is going very well. Completing second passes wherever it's possible.	40% 40 / 100%		
	Challenges: No value	48% behind		
	Next Steps: No value 2021/07/12			
Spraying (ASB): 100%	NEW Carleigh McMullin:		2017/12/31	2021/12/31
. , . ,	Achievements:			
	Brush spraying and spraying where PW hydro-axed in 2020 has been completed as of July 8th.			
	Noxious weed spraying began June 28th, 2021.			
	 Weed spraying is going very well in comparison to 2020. Having 2 spray crews to complete brush spraying was much more efficient than having 1 crew. 	30% 30 / 100%		
	• Now we will be following the mowers spraying to the fence line where they can't quite reach to get full weed control in the right-of-ways.	58% behind		
	Challenges: No value			
	Next Steps: <i>No value</i> 2021/07/12			

Pest Control (ASB): 100%	NEW Carleigh McMullin: Achievements: • 133 beavers as of July 12, 2021 Challenges: No value Next Steps: No value 2021/07/12	82% 82 / 100% 6% behind	2017/12/31	2021/12/31
Safety Activity (ASB)	NEW Carleigh McMullin: Achievements: Attended every monthly safety meeting over the past 6 months Weed Inspectors received orientation on May 3rd. All mower operators received orientation Weed Inspectors received free herbicide stewardship training May 11th Authorized Assistant Training for Herbicide Mower operator & Weed Inspectors May 21st TDG Training received May 31st Chainsaw Training for mower operators received May 26th Carleigh attended Blasting Course June 3rd and 4th Bear awareness training Challenges: Next Steps: No value 2021/05/11	72% 4% behind	2020/01/01	2021/12/31



GIS CAROLE DOWHANIUK 2021/07/12

5.1.I

42GOALS

47%

GOAL COMPLETION

GIS PLAN

Goal		Progress Update	Current Completion
GIS Tasks: 100%	*		43% 43 / 100% 10% behind
-> Coordination of GIS Data Input	Ca	arole Dowhaniuk:	
	Ac	chievements:	
		Regional Waterline	
		Update existing line from Waskatenau to Vilna	
		Add new line from Vilna to Spedden and Whitefish Lake	0% -
		No Action was taken during this reporting period	
	Ch	nallenges: No value	
		ext Steps: No value 021/07/12	

Please note: Blue 15 January - July Black 15 Current Report

Achievements:

- Smoky Lake County Public Site: January June 11 total visits were 41,524.
- Regional Public Site: January June 11 total visits were 2,603.
- HOW TO Document for Public Interaction on MuniSight.
- Update Resort and Hamlet maps.
- Update Spring Landownership map.
- online public connection with MuniSight has had 195,931 visits from May 31, 2018 July 11, 2021.
 - o From June 13, 2021 July 11, 2021 (28 days) total visits were 4,109.
- Regional Public Site online public connection with MuniSight has had 104,151 visits from May 31, 18 - July 11, 2021.
 - From June 13, 2021 July 11, 2021 (28 days) total visits were 448.
- · Verify quality assurance on Public Site

Challenges: No value

Next Steps: No value

2021/07/12

53%

IS — Data collection MuniSight/Mobile App (Copy)	Carole Dowhaniuk:	
	Achievements:	
	Road Use Agreements	
	Fire Permits	
	Finish updates to Churches and Cemetery's	
	Assist Public Works	1200
	Road Inspections	
	Brushing/Axing	
	• Culverts	154 2
	Assist Dwight In PW through the Mobile App with Road Inspections	
	2020 spray data	24.3
	Work with PW culvert crew - updating culverts 2021	41% 9% behind
	Challenges: No value	
	Next Steps:	
	Continue Work with PW culvert crew - updating culverts	St. St.
	Update new sign installs	
	Update guard rails	
	Update outstanding Address Signs	No.

→ GIS Data Reporting - Data Verification and data clean up (Copy)	Carole Dowhaniuk: Achievements: Reviewed Queries with Environmental Operations, discussed attributes that needs to be updated Water Utilities, Regional Water Line, Wastewater Utilities Received new Shape, updates are complete in webmap.	43% 10% behind
	Challenges: No value	
	Next Steps:	
	Clean up 2019 spray data	
	2021/07/12	
→ Input Spatial Data – MuniSight/Mobile App (Copy)	Carole Dowhaniuk:	
	Achievements: Planning and Development:	
	• update zoning: Rezoning of Pt. SE-29-59-19-W4M	
	ASB:	
	Update Mower Beat Operators - Zones 1 & 2	
	Update Chemicals and Target Species in Spraying	45% 8% behind
	Challenges:	o a definiti
	 fixing Mower beats - a few areas overlapping and crossing over road, once completed finish adding 2020 spray data 	

Next Steps: 2021/07/12

	Achievements: Public works
	updating Culverts, brushing/axing.
	updates to Culvert attribute table
	 Review roads and updates for Grader Beats
	Bridge Restrictions with Doug and update webmap
	2021 Gravel and Projects map
	Work with Emergency Services on GIS work priorities
	Emergency routing
	updating accidents,
	Challenges: No value
	Next Steps:
	Review PW Data with PW Manager
	Review GAS Data with Gas Manager
	Review Environmental Data with Environmental Operations Manager
	 Review Emergency Services Data with Emergency Services Manager
	2021/07/12
→ GIS Data Analysis (Copy)	Carole Dowhaniuk: Achievements:
	 Finalize queries of Lake Subdivisions for RCDC.
	Run a query to assist the tax department with missing Linc Numbers.
	 No Action was taken during this reporting period.
	Challenges: No value
	Next Steps : <i>No value</i> 2021/07/12

Carole Dowhaniuk:

→ GIS Work Schedule -- for staff (Copy)

49%

→ Verify Landownership Maps (Copy)	Carole Dowhaniuk:	
	Achievements: working on Inset Map, breaking the map into 2 maps.	
	Lake and Resort Subdivision address map	
	Subdivision and Hamlet map	
	 fix road at Hanmore Lake: remove road that goes through lot #28 	Total Control
	Verify and Print Spring 2021 Landownership Map	
	 replaced throughout the main office and distributed to PW Shop 	
	Forward copy to IHUNTER	
	 Forward copy to Communications to update the website 	48° 5% bet
		55,65
	Challenges:	
	Next Steps: Supply Hamlet and Lake Subdivision maps to:	
	Emergency ServicesChambers	
	2021/07/12	
→ GIS reporting and forecasting (Copy)	Carole Dowhaniuk: Achievements:	
	 Assist Public works to generate reports from data entry to assist staff in the field. Snow plow flags 	
	 Provide Maps for Public Works for departmental meeting May 21, 2021 Graveled soft spots and areas in need of repair. 	No.
	 Maps for ASB: Mower Beats, Pesticide Application, 2020 Brushing/Axing. 	
	Grader Beat maps - 2021 update	53%
	Fire Districts - 2021 update	
	Challenges: No value	
	Next Steps: Refresher with Public Works, Planning and Development, and Finance on reports currently generated 2021/07/12	

→ GIS data validation (Copy)

→ Management Meeting (Copy)

Carole Dowhaniuk:

Achievements:

• see all above in other reports.

Challenges: No value

Next Steps: No value

2021/07/12

Carole Dowhaniuk:

Achievements:

• Attended weekly meeting to provide departmental activities to staff and council

• Inform departments with GIS updates

Challenges: No value

Next Steps: No value

2021/07/12

50% 3% behind

53%

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. Update zoning in the Regional Site

Infrastructure Data Integration ACP Grant Regional GIS

· Regional GIS Agreement

Updates of Regional Sites

Regional Legends Internal and Public

• Purpose of use for each site

All Departments - Lobby the province with data for improvements and grants
Emergency Services
Disaster Services
Planning and Development
RCDC

Regional Data Integration

- Regional Prorated cost breakdown from 2020-2024
- MPE Engineering provided an update on the following:

(ACP) Regional GIS Project: Regional Municipal Infrastructure Assessment Reviewed the proposed upgrades for the Regional Stormwater Management Plan

- Execution of the Regional GIS Agreement between the Town of Smoky Lake, Village of Vilna, Village of Waskatenau and Smoky Lake County.
- Review

Challenges:

Next Steps: No value

2021/07/12

53% 53 / 100% L→ Administrators Meetings (Copy)

Training (GIS): 100%

Carole Dowhaniuk:

Achievements:

• No action was taken during this reporting period

Challenges: No value
Next Steps: No value

2021/07/12

Carole Dowhaniuk:

Achievements:

• QGIS training for my self.

Challenges: No value

Next Steps:

• Review process of Rural Addressing with Ed

2021/07/12



Implement training and testing of workspaces (Cop	oy)
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GIS -- manage third party contract

Carole Dowhaniuk:

Achievements:

- Asset Management Program with MuniSight, Finance Manager and Terry Bodnar
- Implementation and testing the Asset Management Program, Requested changes Regional Water Line Category, Existing road work tracked in work orders, and changes to provincial assets.
- · Assist Village of Vilna with training in workspaces
- Assist staff with MuniSight Academy training portal
- Assist Public Works (Dwight) with training.
- Reviewing New additions to MuniSight Academy
- · training for staff for 2021 data collection.
- Provide and assist staff with training for updates to webmap
- Meet with Brenda and Managers to review implementation plan for Asset Management April 30, 2021
- ASB Training: ASB Manager and assistant, Weed Inspectors, Trapper

Challenges: No value

Next Steps:

- Prepare Questionnaire for Departments:
 - departments training needs in webmap

2021/07/12

Carole Dowhaniuk:

Achievements:

 Renew Municipal Data Sharing Agreements for 2021: Municipal Planning Services Ltd.
 MPE Engineering Ltd.
 Associated Engineering Alberta Ltd.

- Review and validate Year end and January 2021 General Service Hours.
 Distribute Year end General Service Hour Report
- Review and validate January Mays General Service Hours.
- Review and validate June's General Service Hours.
 - o Distribute General Service Hour Reports to the Region.

Challenges:

Next Steps: No value

2021/07/12

51% 2% behind

0%

Request from CAO and Managers (AVL)	Carole Dowhaniuk:
	Achievements:
	Assist COA with AVL Report: Location Audit Twp 572A
	 No Action was taken during this reporting period.
	Challenges: No value
	Next Steps: <i>No value</i> 2021/07/12
(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 2021/07/12
→ (GIS) Attend Annual Safety Meeting	Carole Dowhaniuk: Achievements:
	No Action was taken during this report.
	Challenges: No value
	Next Steps: <i>No value</i> 2021/07/12
→ (GIS) Training Event Form 2021	
(GIS) Financial Accountability	
→ (GIS) Prepare a Draft 5 Year Function Budget	

0% 0 / 12 Meeting(s) 11 Meeting(s) behind 44% 9% behind

└─>(GIS) Prepare Annual Budget

(GIS) Organizational Efficiency

→ (GIS) Complete Annual Work Plan

Carole Dowhaniuk:

Achievements:

- Prepare 2021 Budget
- Monitor and review financial transactions
- Monitor departments needs

Challenges: No value

Next Steps:

· Review GIS Budget with planning

2021/07/12

Carole Dowhaniuk:

Achievements:

- Prepare and Submission of Work Plan for February 22, 2021
- Review GIS Work Plan at upcoming Departmental Meeting March 4, 2021, Update plan as per Meeting.

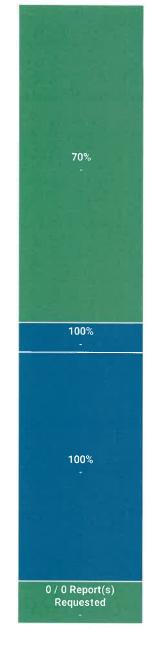
Challenges: No value

Next Steps:

- Make appropriate changes/updates to plan throughout the year.
- · Review GIS Annual work plan with Planning

2021/07/12

Create, Publish, and Distribute Annual Booklet 0 Report(s) Requested



Review Finance (Copy)	Carole Dowhaniuk:
	Achievements:
	 Review December 2020 financial transactions Provide Finance Manager cost breakdown for Regional GIS - ACP GRANT Ortho Imagery Software Town of Smoky Lake Regional General Service Hours data integration/analysis
	Review January and June GIS financial transactions
	Challenges:
	Next Steps:
	Review July's GIS financial transactions
	2021/07/12
Administration (GIS) (Copy): 100%	
Legislative (GIS) (Copy): 100%	Carole Dowhaniuk:
Legislative (GIS) (Copy). 100%	Achievements:
	Develop Regional GIS Agreement
	Challenges: No value
	Next Steps: No value
	2021/07/12
Complete Administration (Copy)	Carole Dowhaniuk: Achievements:
	Ensure the department is organized to promote efficient daily operations.
	Maintain records.
	Challenges: No value
	Next Steps: No value
	2021/07/12
Communication (GIS) (Copy): 100%	Carole Dowhaniuk:
	Achievements:
	As per GIS Work Schedule listed above
	Challenges: No value
	Next Steps: No value

2021/07/12

53% 53% 53 / 100%

Hardware Maintenance (Copy) Carole Dowhaniuk: Achievements: • Maintenance updates to IPads - GIS mobile App • Manage Users and logins • Purchased Ipad charging station to provide a more secure charging station • New Agreement: GPS Installs with Certified Tracking for the purpose of (theft, safety and legal back up) Emergency Services - New Install for New Unit 410A Public Works - New Install for New Unit 101B Safety Officer - New Install for Unit 118A Skid Steer - New Install for Unit 604G 52% ASB Tractor - Transfer device from Unit 455 to 455A Peace office - Transfer device from Unit 222 to New Unit 222A · Renew Altalis subscription Challenges: No value **Next Steps:** • Installations and transfers of GPS devices with Certified Tracking and PW 2021/07/12 Map Sales (Copy) 0 Map(s) Carole Dowhaniuk: Achievements: 5 Maps sold from June 14 - July 12, 2021 Challenges: No value Next Steps: No value 2021/07/12

· No Action was taken during this reporting period

Carole Dowhaniuk: Achievements:

Challenges: No value Next Steps: No value

2021/07/12

Council Member Inquiry (GIS) (Copy): 100%

27 / 0 Map(s) 27 Map(s) ahead

53 / 100%

Server Maintenance (Copy)	Carole Dowhaniuk:	
	Achievements:	
	 Video Data not displaying off server to webmap. Work with MuniSight and Smoky Lake County IT to resolve 	
	 purchased Secure Certificate and installed - Video Data is displaying in webmap 	4-1
	Update DIGI Certificate	
	Update DATA Recovery Wizard	53%
	Update New QGIS Version	Walter To
	Update SMK_Base QGIS	
	 Updated the base template in AAG_Production and User_Workspaces 	
	Challenges: No value	
	Next Steps: <i>No value</i> 2021/07/12	
Council Meetings (Copy)	Carole Dowhaniuk:	
	Achievements: Attended to gain or provide information.	
	Challenges: No value	53%
	Next Steps: No value	ELECT OF
	2021/07/12	
Weekly Council Report - Titan GPS (Copy)	Carole Dowhaniuk:	
	Achievements:	
	Weekly reports of Grader Maps are up to date Jan - May	
	 Talked with Council regarding the time it takes to complete these maps through certified tracking 	
	 Maps are clipped to a scale to capture the area with the roads shown. 	Fig. 1
	PW scanning and forwarding grader maps to council.	53% -
	Challenges: Na value	
	Next Steps: No value	

2021/07/12

Assist with issues that come up (Copy)	Carole Dowhaniuk: Achievements:	100
	Assist front staff with issues that arise.	16.5
	Assist ratepayers with GIS inquiries	
	 Assist departments and region with issues that arise 	53%
	Challenges: No value	20 at 1
	Next Steps: No value 2021/07/12	
Seasonal Duties (Copy): 100%	Carole Dowhaniuk: Achievements:	
	 Take out Christmas decorations from planters out side front entrance. outside Main entrance/flower pots cleaned 	
	• plant flowers in pots	53% 53 / 100%
	Maintain flower pots Challenges: No value.	
	Next Steps: No value 2021/07/12	
Smoky Lake Regional GIS Agreement	Carole Dowhaniuk: Achievements:	Hitz
	No action was taken during this reporting period	
	Challenges: No value	31% 9% behind
	Next Steps: No value	

2021/06/15



41 GOALS 83%
GOAL COMPLETION

5.1.m

EVONNE ZUKIWSKI

Goal	Progress Update	Current Completion
dministrative Activity (COM): 100%		9% 8.58 / 100%
→ Respond/ assist with concerns that arise	NEW Evonne Zukiwski: Achievements: Responded to ratepayer inquiry (via Facebook) re: Transfer Station Hours- April 6, 2021	1%
→ Council Meetings: 12 Meeting(s)	NEW Evonne Zukiwski: • Virtually attended June County Council meeting- June 24, 2021 NEW Evonne Zukiwski: Achievements: • Virtually attended April Council meeting- April 29, 2021 NEW Evonne Zukiwski: Achievements: • Virtually attended March County Council meeting- March 25, 2021 NEW Evonne Zukiwski: Achievements: • Virtually attended February County Council Meeting- February 25, 2021	33% 4 / 12 Meeting(s)
→ Budget Meetings: 10 Meeting(s)	NEW Evonne Zukiwski: Achievements: • Virtually attended County Council Budget meeting- April 16, 2021	20% 2 / 10 Meeting(s)

☐ Departmental Meeting: 10 Meeting(s)	NEW Evonne Zukiwski: Achievements:	
	Attended May Departmental meeting- May 21, 2021 Attended has Departmental meeting, large 32, 2021 Attended has Departmental meeting, large 32, 2021	
	Attended June Departmental meeting- June 22, 2021 State Table Tabl	
	NEW Evonne Zukiwski: Achievements:	40%
	Virtually attended April Departmental Meeting- April 27, 2021	4 / 10 Meeting(s)
	NEW Evonne Zukiwski:	
	Achievements:	
	Virtually attended Departmental Meeting- March 22, 2021	
Communication Activity (COM): 100%		60% 59.76 / 100%
→ Fire Ban Information 0 Update(s)	NEW Evonne Zukiwski:	39.70 / 100 %
	Achievements:	
	Updated Fire Restriction- July 5, 2021	
	NEW Evonne Zukiwski:	
	Achievements:	3 / 0 Update(s)
	 Updated removal of Fire restriction on website fire rating- May 28, 2021 	
	NEW Evonne Zukiwski:	
	Achievements:	
	 Updated Fire Restriction status on website (alert), fire rating and shared on social media- April 16, 2021 	
→ Social Media Posts 0 Post(s)	NEW Evonne Zukiwski: Achievements:	195 / 0 Post(s)
	Scheduled Métis Crossing Indigenous Peoples Day events- June 18, 2021	
	Shared Alberta Water Quality Framework survey- June 24, 2021	
	Posted water restriction notice- June 28, 2021	
	• Scheduled public input events (Chickens in Hamlets, RV at Lake lots, Dark Skies for July 6, 12, 14, 20)- June 28, 2021	
	Shared Agri-food weather survey link- June 30, 2021	
	 Scheduled Open to the Public poster (July 2, July 5)- June 30, 2021 	
	 Scheduled Office Closed for July 1 poster (June 30, July 1)- June 30, 2021 	
	 Posted updated Fire Restriction on social media- July 5, 2021 	
	Shared lifted water restriction on social media- July 5, 2021	
	Shared L.A.R.A dugout webinar- July 5, 2021	
	Scheduled Equipment for Sale ads (July 5, 9, 13)- July 5, 2021	
	• Scheduled L.A.R.A Field Day event (July 7, 15)- July 5, 2021	
	Scheduled Financial Plan Feedback (July 8, 24)- July 5, 2021	
	Scheduled Hauling Heavy Loads reminder (July 8)- July 5, 2021	
	Scheduled Drowning Prevention Week ad (July 18)- July 5, 2021	
	Posted Natural Gas Outage in Sandy Lane- July 6, 2021	

• Posted proper roundabout use information (Council Request)- July 8, 2021

NEW Evonne Zukiwski:

Achievements:

- Shared Census completion reminder on Twitter and Facebook (May 11 & 12)- May 11, 2021
- Shared Public Participation events (May 13, May 17, May 26) May 13, 2021
- Scheduled Grazing School for Women event on Facebook (May 14 & June 1)- May 14, 2021
- Scheduled weed inspections on private land (May 17 & June 1)- May 17, 2021
- Scheduled Congratulations Grads ad (June 24)- May 17, 2021
- Posted Landfill closed ad May 17 & May 18)- May 17, 2021
- Scheduled Seniors Week post (June 7, 2021)- May 21, 2021
- Posted Landfill re-open ad (May 21 & May 22)- May 21, 2021
- Scheduled Notice of Appeal Hearing ad (May 28 & June 10) on social media- May 28, 2021
- Posted Every Child Matters, honoring 215 children found at the Kamloops residential school- May 31, 2021
- Posted Notice of Tax Preparation- June 1, 2021
- Scheduled Indigenous Peoples Day ad (June 22, 2021)- June 3, 2021
- Scheduled Lemonade Day ad (June 3, June 15)- June 3, 2021
- Scheduled Scholarship opportunities ad (June 3, August 17)- June 3, 2021
- Scheduled Fireworks Permits needed ad (June 4, June 29)- June 3, 2021
- Posted Polling Station Worker ad (June 7, July 7, August 5)- June 7, 2021
- Shared Métis Crossing interview- June 8, 2021
- Scheduled Public Hearing Notice- Road Closure (June 9, June 23)- June 8, 2021
- Farmer's Day ad- June 11, 2021

NEW Evonne Zukiwski:

- Shared Grazing School for Women 'Save the Date' ad on Facebook and Twitter- April 19, 2021
- Shared L.A.R.A Grazing Planning event- April 19, 2021
- Shared L.A.R.A Working Well Workshop event- April 19, 2021
- Posted In Remembrance of Edgar Lacasse- April 26, 2021
- Scheduled Heritage Board meeting- April 26, 2021
- Shared Métis Crossing Global News clip on Facebook and Twitter- April 26, 2021
- Scheduled Primary Care Network virtual workshops ad- April 26, 2021
- Scheduled Landfill Attendant employment ad on twitter and Facebook (May 3, May 14, May 18)- May 3, 2021
- Shared Spring Clean Up promotion on Twitter and scheduled on Facebook (May 4, May 7, May 19, May 25)- May 4, 2021
- Shared Joint Public Hearing on Twitter and scheduled on Facebook (May 4, May 27 & June 8) May 4, 2021
- Shared Heritage River Nomination ad (May 5)- May 4, 2021
- Scheduled 'Keep Signs Clear' ad (May 6)- May 4, 2021
- Scheduled 'Emergency Preparedness Week' ad (May 5)- May 4, 2021
- Scheduled 'Economic Development Week' ad (May 9)- May 4, 2021
- Scheduled 'Public Works Week' ad (May 16)- May 4, 2021

- Scheduled 'Offices Closed for Victoria Day' (May 20 & May 24)- May 4, 2021
- Shared Primary Care Network services brochure- May 6, 2021
- Shared 'Offices By Appointment Only poster on Twitter and Facebook (May 10 & May 11, May 17)- May 10, 2021

Achievements:

- Scheduled Easter office closed notice (for March 30 and April 15)- March 15, 2021
- Scheduled 'Councils Past Activities' calendar ad on Facebook and Twitter- March 16, 2021
- Scheduled Iron Horse Trail construction notice on Facebook- March 17, 2021
- Posted Road Ban reminder/ appreciation for compliance on Facebook- March 22, 2021
- Shared LARA event- Grazing Planning- March 25, 2021
- Shared LARA event- Water Well Workshop- March 25, 2021
- Shared LARA event- Succession Planning Workshop- March 25, 2021
- Scheduled Equipment Tender ads on Facebook (for March 30, April 7, April 17)- March 30, 2021
- Posted Primary Care Network brochure on Facebook- April 1, 2021
- Shared Fusarium Seed testing webinar (Council Request)- April 6, 2021
- Shared Mental Health in Agriculture podcast link- April 6, 2021
- Posted "No Dumping in Ditches' ad- April 8, 2021
- Scheduled Hay Permits ad (for May 3 and May 19)- April 8, 2021
- Scheduled Volunteer Week ad (for April 18, 2021)- April 8, 2021
- Scheduled Transfer Station Hours ad- April 8, 2021
- Shared Prairie Wood Design Awards on social media- April 8, 2021
- Scheduled Land Use Bylaw notice (for April 9 and April 28)- April 8, 2021
- Scheduled Day of Mourning ad (for April 28)- April 8, 2021
- Posted RCMP Community Engagement responses- April 12, 2021
- Posted Fire Restriction- April 16, 2021

NEW Evonne Zukiwski:

- Posted Virtual Mental Health resources available on Facebook- February 18, 2021
- Posted Virtual Mental Health resources available on Twitter- February 18, 2021
- Posted L.A.R.A AGM on Facebook, and scheduled for upcoming date (March 2)- February 18, 2021
- Scheduled Canada Agriculture Day awareness post of Facebook- February 22, 2021
- Shared RCMP Engagement Session on Facebook- February 22, 2021
- Posted Canada Agriculture Day awareness on Twitter- February 23, 2021
- Posted Pink Shirt Day awareness on Twitter- February 24, 2021
- Shared Hanmore Lake/ Island Lake booking information on Facebook- February 24, 2021
- Shared L.A.R.A AGM on Twitter- February 25, 2021
- Posted In Remembrance- Ron Sorchan on Facebook- February 25, 2021
- Scheduled 'Taxes Due' reminder on Facebook- February 25, 2021
- Posted Lakeland Primary Care brochure on Facebook- March 1, 2021

- Posted Lakeland Primary Care brochure on Twitter0 March 1, 2021
- Shared H.A.Kostash virtual career day on Facebook- March 1, 2021
- Scheduled DFO Beaver Dam Removal best management practices on Facebook- March 1, 2021
- Scheduled DFO Beaver Dam Removal best management practices on Twitter- March 1, 2021
- Scheduled STEP employment ads on Facebook (March 4, March 16, March 22)- March 4, 2021
- Scheduled all employment opportunity ads on social media (March 5, March 10, March 18, March 24, April 15, April 27)- March 4, 2021
- Posted Statistics Canada employment ad on Facebook- March 8, 2021
- Posted Statistics Canada employment ad on Twitter- March 8, 2021
- Scheduled Daylight Savings time reminder on Facebook- March 8, 2021
- Scheduled 'Notice to Register Equipment' ad (March 9, April 14, April 26) on Facebook- March 8, 2021
- Scheduled 'Dust Control' ad (March 19, April 22) on Facebook- March 9, 2021
- Scheduled Road Ban ads (March 10, March 12)- March 9, 2021
- Scheduled Ag Safety Week awareness posts- March 9, 2021
- Shared Environmental Farm Plan opinions survey on Facebook- March 9, 2021
- Shared Environmental Farm Plan opinions survey on Twitter- March 9, 2021
- Posted ASB Provincial website post- March 9, 2021
- Posted Heritage Board AGM on Facebook- March 10, 2021
- Posted Heritage Board AGM on Twitter- March 10, 2021
- Posted FCSS Coordinator position on Facebook (March 12, March 17, March 23)- March 12, 2021
- Posted FCSS Coordinator position on Twitter- March 12, 2021

- Shared 'Blue Monday' post- January 18, 2021
- Advertised Public Participation (Lamont County IDP), and scheduled 3 additional posts- January 18, 2021
- Shared upcoming L.A.R.A events- January 18, 2021
- Posted Heritage Survey- January 21, 2021
- Posted RMA Internet Speed survey on Facebook- January 25, 2021
- Posted RMA Internet Speed survey on Twitter- January 25, 2021
- Scheduled Weed Inspector ad (Jan. 26, Feb. 10, Feb. 27, March 12) January 25, 2021
- Posted Alberta Council on Aging- Living Strong Program- February 2, 2021
- Shared L.A.R.A Soil Health webinar- February 3, 2021
- Shared Canadian River System webinar event- February 4, 2021
- Shared Lamont County IDP public hearing- February 4, 2021
- Scheduled Family Day office closed notice- February 4, 2021
- Shared North Saskatchewan Heritage River webinar- February 11, 2021
- Posted Bridge Closure on Facebook- February 14, 2021
- Posted Bridge Closure on Twitter- February 14, 2021
- Shared North Saskatchewan Heritage River webinar- February 16, 2021
- Posted Weed Inspector ad on Twitter- February 16, 2021

• Scheduled 'Pink Shirt Day' social media post- February 16, 2021 → Website Updates 0 Update(s) NEW Evonne Zukiwski: 162 / 0 Update(s) Achievements: • Added RMA Candidate information hub to election page- June 14, 2021 • Added Outstanding Young Farmers scholarship - June 14, 2021 • Turned new ASB webpages live- June 15, 2021 • Added new spring land ownership maps- June 15, 2021 • Posted Development Permit notice- June 17, 2021 • Added Municipal Affairs: Councillor Handbook links to election page- June 22, 2021 • Posted Alberta Water Quality Framework survey- June 24, 2021 • Posted Reeve's Report- June 24, 2021 • Posted Subdivision Appeal Notice- June 28, 2021 Posted Public Input events notice (Chickens in Hamlets, RVs at Lake lots, Dark Skies)- June 28, 2021 • Added Public Input events meeting links to website calendar- June 28, 2021 • Added Financial Plan survey link- June 29, 2021 • Posted July Grapevine- June 30, 2021 • Posted Open to the Public notice- June 30, 2021 • Posted July Calendar- July 2, 2021 • Created Equipment for Sale listing and posted pictures- July 2, 2021 • Updated Fire Restriction- July 5, 2021 • Updated Bylaws 1400-21 and 1371-20- July 5, 2021 • Updated Policy 02-05- July 5, 2021 • Posted July meeting links on interactive website calendar- July 6, 2021 • Posted June past Council activities calendar to website- July 7, 2021 • Posted Casual Waste Attendant employment ad- July 7, 2021 • Posted proper roundabout use notice- July 8, 2021 NEW Evonne Zukiwski: Achievements: • Removed Bylaw 975-95 from website- May 11, 2021 • Worked on creating new ASB Vegetation Management pages- May 11, 2021 • Added campground contact information to website- May 11, 2021 • Posted Public Participation notice: Treat 6- May 11, 2021 • Posted Public Participation notice: Sale of Gravel- May 11, 2021 • Create/ reorganize Finance webpages- May 21, 2021 • Update and add current Finance documents on website- May 21, 2021 • Posted Notice of Appear Hearing- May 28, 2021 • Posted Reeve's Report- May 28, 2021 • Updated policies- May 28, 2021

• Updated removed of fire restriction- May 28, 2021

- Added Municipal Accountability Program- May 28, 2021
- Posted June calendar- June 1, 2021
- · Added meeting links to interactive website calendar- June 1, 2021
- Added Greg Flondra scholarship- June 1, 2021
- Updated policies (02-11, 03-21, 03-40, 62-28)- June 1, 2021
- Posted June Grapevine- June 2, 2021
- Added Munisight Rural Communities Scholarship Program to scholarship listing- June 3, 2021
- · Added Subdivision Hearing agenda package information to website notice and event listing- June 4, 2021
- Added May past council activities calendar- June 7, 2021
- Added Polling location information- June 7, 2021
- Added Polling Station worker employment ad- June 7, 2021
- Posted updated Policy 3-25- June 8, 2021
- Added Public Hearing Notice- Road Closure Bylaw- June 8, 2021
- Updated Economic Development Officer email- June 10, 2021
- Updated polices- 01-41, 01-28, 01-53- June 10, 2021

Achievements:

- Added Webmap user guide- April 19, 2021
- Updated links to Public Works policies- April 22, 2021
- Finished drafts of new ASB 'Pest Management' pages- April 22, 2021
- Removed Planning page (IDP) from website- April 26, 2021
- Added Heritage Board Meeting as notice & to website calendar- April 26, 2021
- Removed Equipment for Sale by tender listing- April 27, 2021
- Added COVID links notice to main page- April 29, 2021
- Added approved budget documents to Finance page- April 29, 2021
- Posted May calendar- April 29, 2021
- Added May meeting links to website calendar- April 29, 2021
- Removed Mower Operator employment ad- May 3, 2021
- Posted Landfill Attendant ad- May 3, 2021
- Added Municipal Committees listing- May 3, 2021
- Posted Reeve's Report- May 3, 2021
- Updated policies 01-26 & 62-28- May 3, 2021
- Posted Spring Clean Up promotion- May 4, 2021
- Post Joint Public Hearing notice- May 4, 2021
- Posted May Grapevine- May 4, 2021
- Posted 'Offices Open By Appointment Only' notice and website alert- May 10, 2021
- · Added Victoria District Economic Strategy Open House meeting links to website calendar- May 10, 2021

NEW Evonne Zukiwski:

- Added Iron Horse Trail Construction notice- March 17, 2021
- Removed Weed Inspector employment opportunity ad- March 22, 2021
- Updated Bylaw 1353-19- March 22, 2021
- Replaced Electoral Division 4 map with updated version- March 22, 2021
- Launched new 'Maps' webpage- March 23, 2021
- Added Bonnie Lake Reports link to website- March 25, 2021
- · Removed STEP and Secondary Trapper employment opportunity ad- March 29, 2021
- Created blank page for Heritage- March 29, 2021
- Posted Equipment Tender ads- March 30, 2021
- Posted April Grapevine- March 30, 2021
- Posted Regular Transfer Station hours- April 1, 2021
- Updated 'Pier Permit' page location- April 1, 2021
- Added April calendar- April 1, 2021
- Added April meeting dates and links to interactive calendar- April 1, 2021
- Posted Primary Care Network brochure as notice- April 1, 2021
- Updated Heritage River Survey notice- April 6, 2021
- Posted Financial Statements- April 6, 2021
- Added Land Use Amendment: Notice of Public Hearing ad- April 8, 2021
- Posted Reeve's Report- April 12, 2021
- Posted March past council activities calendar- April 15, 2021
- Added Fire Restriction as website alert and updated website fire rating- April 16, 2021

- Added ICC meeting link to website calendar- February 18, 2021
- Moved 'Paddling Adventures' page under 'Living' tab- February 23, 2021
- Removed Thorhild County IDP from website pages- February 23, 2021
- Added 'Dark Skies' page under Planning and Development pages- February 23, 2021
- Posted In Remembrance- Ron Sorchan as a website notice- February 25, 2021
- Posted Reeve's Report- March 1, 2021
- Added Victoria Homeguard event- March 2, 2021
- Added March calendar and meting links- March 2, 2021
- Posted STEP job ad- March 2, 2021
- Posted Secondary Trapper job ad- March 2, 2021
- Posted mower job ad- March 2, 2021
- Posted March Grapevine- March 4, 2021
- Created 'Register Equipment' notice- March 9, 2021
- Added Road Bans notice and pop-up alert- March 9, 2021
- Posted Heritage Board AGM notice and added as a calendar event- March 10, 2021
- Posted 'Past Council Activities' calendar- March 11, 2021

- Added updated map documents (Lake Lots, Subdivisions, Hamlets)- March 11, 2021
- Updated Maps webpage with dropdown menus- March 11, 2021
- Posted FCSS Coordinator position- March 12, 2021
- Updated Bylaws (x4)- March 12, 2021

- Updated policies on website (01-08, 62-03, 01-41)- January 18, 2021
- Added Public Participation (Lamont County IDP)- January 18, 2021
- Removed Returning Officer employment ad- January 18, 2021
- Updated Transfer Station Hours- January 18, 2021
- Added Bylaw 1387- January 20, 2021
- Posted January Grapevine- January 21, 2021
- Posted RMA Internet Speed survey as notice- January 25, 2021
- Added Candidate Guide: Campaigning during a Pandemic to Election page- January 25, 2021
- Posted Weed Inspector employment opportunity- January 25, 2021
- Posted Policy 3-18: 5 year road plan- January 26, 2021
- Updated Election page- January 29, 2021
- Added Interim Capital & Operating Budget- January 21, 2021
- Added Heritage Survey notice- January 21, 2021
- Added Economic Development page- January 22, 2021
- Updated Returning Officer contact information on Election page- February 1, 2021
- Posted Reeve's Report- February 1, 2021
- Posted February calendar and meeting links- February 1, 2021
- Removed Bylaw 1273 and replaced with Bylaw 1379-20- February 1, 2021
- Updated PDF of Candidate Nomination package- February 1, 2021
- Turned Alberta Land Use Framework page live- February 2, 2021
- Posted IDF with Lamont County as notice- February 2, 2021
- Updated Weed Inspector ad- February 3, 2021
- Posted February Grapevine to website- February 3, 2021
- Posted 2020 tax rate document- February 3, 2021
- Updated Waste Transfer Station Hours on 'Waste' page- February 5, 2021
- Updated Land Use Bylaw 1272-14- February 8, 2021
- Updated electoral maps on Council Profile page- February 8, 2021
- Started creating new ASB pest management pages- February 9, 2021
- Posted bridge closure as notice and pop-up alert- February 14, 2021
- Updated Weed Inspector employment opportunity ad- February 16, 2021

	NEW Evonne Zukiwski:	
	Achievements:	
	Created water restriction ad- June 28, 2021	
	 Created Equipment for Sale by Tender ad and submitted to Redwater Review for publishing (week of July 12, 2021)- July 5, 2021 	
	• Submitted Casual Waste Attendant ad to Redwater Review for publishing (week of July 12, 2021)- July 7, 2021	
	NEW Evonne Zukiwski: Achievements:	
	Created Landfill Closed (due to fire) ad- May 17, 2021	
	Created new Weed Inspections on Private Land ad- May 17, 2021	
	Created Landfill Open ad- May 21, 2021	
	NEW Evonne Zukiwski: Achievements:	13 / 0 Ad(s) Created
	Created Spring Clean Up promotion ad- May 3, 2021	
	NEW Evonne Zukiwski: Achievements:	
	Created 'Council Past Activities' calendar ad- March 16, 2021	
	Created Iron Horse Trail construction notice ad- March 17, 2021	
	Created Equipment Tender ads- March 30, 2021	
	Emailed Equipment Tender ad to Smoky Lake Signal and Redwater Review- April 6, 2021	
	NEW Evonne Zukiwski: Achievements:	
	Submitted Weed Inspector ad to Redwater Review (Ag Dept)- February 22, 2021	
	Submitted FCSS Coordinator employment ad to Redwater Review and Smoky Lake Signal- March 12, 2021	
→ Branding Development	NEW Evonne Zukiwski: Achievements:	
	Created new letterhead templates- April 8, 2021	
	NEW Evonne Zukiwski: Achievements:	38%
	 Updated universal email signature to include recognition of Treaty 6 Territory and Ukrainian and French partnerships and rolled out to all Council and Staff- March 12, 2021 	
	 Created universal email signature for Fire Department using fire logo- March 12, 2021 	

County Website Maintenance 0 Update(s)	NEW Evonne Zukiwski: Achievements:	
	 Researched url/ domain name setting options for Smoky Lake Region- April 27, 2021 	
	NEW Evonne Zukiwski:	
	Achievements:	
	 Virtually attended an All-Net webinar information session- March 17, 2021 	0 (011 1 1 ()
	NEW Evonne Zukiwski: Achievements:	3 / 0 Update(s)
	Contacted Hanmore Lake/Island Lake caretaker for contact information to set up microsite March 15, 2021	
	NEW Evonne Zukiwski: Achievements:	
	Set up microsite for the Smoky Lake Pumpkin Patch Daycare, and turned site over- January 19, 2021	
→ Produce & Distribute Grapevine: 12 Newsletter(s)	NEW Evonne Zukiwski: Achievements:	1
	Completed July 2021 Grapevine and submitted to the Redwater Review for publishing (Week of July 5, 2021)- June 30, 2021	
	NEW Evonne Zukiwski: Achievements:	
	 Completed June 2021 Grapevine and submitted to the Redwater Review and Smoky Lake Signal for publishing (Week of June 7, 2021)- June 2, 2021 	
	NEW Evonne Zukiwski: Achievements:	
	 Completed May 2021 Grapevine and submitted to the Redwater Review and Smoky Lake Signal for publishing (Week of May 10, 2021) - May 4, 2021 	
	NEW Evonne Zukiwski: Achievements:	58% 7 / 12 Newsletter(s)
	 Completed April 2021 Grapevine and submitted to the Redwater Review and Smoky Lake Signal for publishing (Week of April 6, 2021)- March 30, 2021 	
	NEW Evonne Zukiwski: Achievements:	
	 Completed March 2021 Grapevine and submitted to the Redwater Review and Smoky Lake Signal for publishing (Week of March 8, 202)- March 4, 2021 	
	NEW Evonne Zukiwski: Achievements:	
	Completed January 2021 Grapevine and emailed to newspapers for publishing- January 21, 2021	
	Completed February 2021 Grapevine and emailed to newspapers for publishing- February 3, 2021	

County Annual Report 0 Report(s) Requested	NEW Evonne Zukiwski: Achievements:	
	Prepare and print mailing labels- July 6, 2021	
	Finalize draft Annual Report- July 7, 2021	0 / 0 Report(s)
	NEW Evonne Zukiwski:	Requested
	Achievements:	
	Begun adding in 2020 Consolidated Financial Statements into 2020 Annual Report- April 13, 2021	
Training Activity (COM) 0 Event(s)	NEW Evonne Zukiwski:	
	Achievements:	1 / 0 Event(s)
	 Virtually attended Decision Making and Potential Problem Analysis training- April 20, 2021 	
→ Participate in Training 0 Event(s)	NEW Evonne Zukiwski:	
	Achievements:	1 / 0 Event(s)
	 Virtually attended 1.5 day session of Indigenous Consultation training- June 2 - June 3, 2021 	
FOIP Training 0 Training(s)	NEW Evonne Zukiwski:	
	Achievements:	
	 Completed FOIP Training Course #2 prerequisite material- March 1, 2021 	1 / 0 Training(s)
	 Completed FOIP Training; Access to Information in Alberta Public Bodies course- March 2, 2021 	
Legislative Activity (COM): 100%		67% 66.67 / 100%

Develop Advertisements and Information Publications 0 Ad(s) Created	NEW Evonne Zukiwski: Achievements:	
	Created July 1 office closed poster- June 28, 2021	
	Created Offices Open to Public poster- June 30, 2021	
	Created new hours of operation poster for main office and public works shop- July 2, 2021	
	Created ad for proper roundabout use (Council Request)- July 8, 2021	
	NEW Evonne Zukiwski:	
	Achievements:	
	Created Congratulations Graduates ad- May 17, 2021	
	Submitted Seniors Week Declaration to Seniors and Housing Information department- May 21, 2021	
	Created ad for the Greg Flondra Scholarship for advertising in the Grapevine- June 1, 2021	
	• Created ad for all Scholarship Opportunities available for use on social media and Grapevine- June 3, 2021	
	NEW Evonne Zukiwski: Achievements:	13 / 0 Ad(s) Created
	Created 'In Remembrance ' for Edgar Lacasse- April 22, 2021	
	Created Office Closed for Victoria Day ad- May 4, 2021	
	Created Offices open by appointment only poster- May 10, 2021	
	NEW Evonne Zukiwski:	
	Achievements:	
	Created Easter Office closed poster - March 15, 2021	
	NEW Evonne Zukiwski:	
	Achievements:	
	Created In Remembrance for Ron Sorchan- February 22, 2021	
	NEW Evonne Zukiwski: Achievements:	
	Created Family Day office closed notices- February 4, 2021	
FOIP/ Access to Information Requests 0 Request(s)	NEW Evonne Zukiwski: Achievements:	
	Submitted annual FOIP request reporting numbers to Province- May 10, 2021	
	_	2 / 0 Request(s)
	NEW Evonne Zukiwski: Achievements:	
	Replied to FOIP email information request (AEP)- January 25, 2021	
Internet Speed Testing Project	NEW Evonne Zukiwski:	
	Achievements:	100%
	Promoted on social media on January 6, 2021	
Smoky Lake Community Daycare Co-operative Committee – Micro-Website Request	NEW Evonne Zukiwski:	
	Achievements:	100%
	Microsite set up for the Pumpkin Patch Daycare and turned over site administration- January 19, 2021	

2021 Prime Minister's Awards	NEW Evonne Zukiwski: Achievements: • Prime Minister's Award promoted on social media on January 6, 2021	100%
(COM) Attend Joint Health & Safety Meetings: 12 Meeting(s)	NEW Evonne Zukiwski: Achievements: • Virtually attended July Joint Health and Safety Committee Meeting- July 8, 2021 NEW Evonne Zukiwski: Achievements: • Virtually attended Joint Health and Safety committee meeting- May 13, 2021 • Virtually attended Joint Health and Safety committee meeting- June 10, 2021 NEW Evonne Zukiwski: Achievements: • Virtually attended Joint Health and Safety Committee meeting- April 15, 2021 NEW Evonne Zukiwski: Achievements: • Attended Joint Health and Safety Committee Meeting- February 18, 2021 NEW Evonne Zukiwski: Achievements: • Virtually attended Joint Health and Safety Meeting- January 21, 2021	42% 5 / 12 Meeting(s)
(COM) Complete Annual Work Plan	NEW Evonne Zukiwski: Achievements: • Finalized 2021 Annual Workplan- February 18, 2021 • Virtually attended Departmental Meeting to approve Annual Work Plan- March 4, 2021	100%
Alberta Council on Aging - Living Strong Program	NEW Patti Priest: Achievements: Municipal File: 1-234 NEW Patti Priest: Achievements: Alberta Council on Aging, Living Strong Program promoted on Smoky Lake County Facebook page on February 2, 2021.	100%
Lakeland Agricultural Research Association (LARA) - Awareness	NEW Evonne Zukiwski: Achievements: Lakeland Agricultural Research Association AMG advertised on Smoky Lake County Facebook and Twitter accounts on February 18, February 25 and March 2, 2021.	100%
Fisheries and Oceans Canada – Beaver Dam Removal Best Practice	NEW Evonne Zukiwski: Achievements: Federal best code of practice of removing beaver dams posted on Smoky Lake County Facebook and Twitter pages- March 1, 2021 NEW Patti Priest: Achievements: Municipal File: 62-25	100%

Hanmore Lake Caretaker - Microsite for online camping reservation booking Verbal Update: North Saskatchewan Heritage River Project	NEW Patti Priest: Achievements: Municipal File: 1-102 NEW Evonne Zukiwski: Achievements: Spoke with Jackie Jarema, Contractor for Hanmore Lake and Island Lake on March 15, 2021 to explain the details and contact information needed to set up a microsite to which she then declined, as it didn't fit her main need. Requested that she provides her decline in writing for our records. NEW Evonne Zukiwski: Achievements: Advertised in the May 2021 edition of the Smoky Lake County Grapevine (published the week of May 10, 2021) Posted on social media on May 5, 2021 for public awareness	51% 100%
Spring Cleanup Promotion – Freon Appliances	NEW Evonne Zukiwski: Achievements: Spring Clean Up Promotion Advertised: May edition of the Smoky Lake County Grapevine (published the week of May 10, 2021) Posted on the Smoky Lake County website- May 4, 2021 Shared on Twitter- May 4, 2021 Scheduled to appear on Facebook- May 4, May 7, May 19 and May 25.	100%
Provincial COVID-19 Pandemic Information	NEW Evonne Zukiwski: Achievements: Notice added to the Smoky Lake County webpage containing information and links to the Government of Alberta COVID webpage for ratepayers to easily access current COVID information April 29, 2021	100%
National Day of Mourning – April 28, 2021	NEW Evonne Zukiwski: Achievements: Day of Mourning advertised in the April 2021 edition of the Smoky Lake County Grapevine (published the week of April 6, 2021) Promoted on social media on April 28, 2021 Municipal File: 2-14	100%
Economic Development Week May 9-15, 2021	NEW Patti Priest: Achievements: Promoted on Social Media for public awareness on May 9, 2021. Municipal File: 1-4	100%
Lakeland Primary Care Network - Programs & Services	NEW Patti Priest: Achievements: Municipal File: 5-22 NEW Evonne Zukiwski: Achievements: Primary Care Network services brochure advertised: Notice posted on the Smoky Lake County website- April 1, 2021 Shared on social media on April 1, 2021 and May 6, 2021 Ad placed in the May edition of the Smoky Lake County Grapevine (published the week of May 10, 2021)	100%

Seniors and Housing Information – Seniors' Week	NEW Patti Priest: Achievements: Scheduled to appear on Social Media during June 7-13, 2021 and the June County Grapevine. Signed Declaration emailed to the department of Seniors and Housing- May 21, 2021 Municipal File: 1-4 NEW Patti Priest: Achievements: Municipal File: 1-232	100%
National Public Works Week from May 16-22, 2021	NEW Patti Priest: Achievements: Due to COVID-19 restrictions, the County was unable to provide a token of appreciation in person this year. Municipal File: 1-4 NEW Evonne Zukiwski: Achievements: National Public Works Week was advertised in the May edition of the Smoky Lake County Grapevine (published the week of May 10, 2021) and promoted on Smoky Lake County's Facebook and Twitter pages on May 16, 2021.	100%
MuniSight - Rural Communities Scholarship Program	NEW Patti Priest: Achievements: Municipal File: 17-15 NEW Evonne Zukiwski: Achievements: Added MuniSight's Rural Communities Scholarship Programs to the scholarship listing on the Smoky Lake County website (http://www.smokylakecounty.ab.ca/p/scholarships) - June 3, 2021 Posted Scholarship opportunities available on social media and tagged Lakeland Catholic School Division, Aspen View School Division and H.A.Kostash School (scheduled for June 3 and August 17, 2021)- June 3, 2021	100%
Community Futures St. Paul – Smoky Lake Region	NEW Patti Priest: Achievements: The Planning & Development Department was provided the lemonade day package on May 28, 2021. A copy of Motion #830-21 was provide by email to the Community Futures office for their records on June 9, 2021. Municipal File:1-129 NEW Evonne Zukiwski: Achievements: Advertised in the June edition of the Smoky Lake County Grapevine (published the week of June 7, 2021) in the Redwater Review and Smoky Lake Signal. Posted and advertised on social media on June 3 and June 15, 2021	100%
Sale of Surplus Equipment	 NEW Evonne Zukiwski: Achievements: Equipment for Sale by Public Tender advertised in the July 2021 Grapevine (published the week of July 5, 2021) in the Redwater Review Equipment for Sale by Public Tender ad submitted to the Redwater Review for publishing the week of July 12, 2021- July 5, 2021 Equipment for Sale by Public Tender ads scheduled on social media to appear on July 5, July 9 and July 13, 2021- July 5, 2021 	93%
National Drowning Prevention Week as July 18-24, 2021	NEW Evonne Zukiwski: Achievements: National Drowning Prevention Week proclamation advertised in the July 2021 Grapevine (published the week of July 5, 2021) National Drowning Prevention Week proclamation advertised on social media on July 18, 2021- July 5, 2021	100%